



TOWN OF WARNER

PO Box 265
Warner, New Hampshire 03278-0265
Telephone: (603) 456-2298 Fax: (603) 456-2297
Warnernh.gov administrator@warnernh.gov
selectboard@warnernh.gov

Select Board: Harry Seidel, Chair
Faith Minton
Michael Smith
Kathleen Frenette, Town Administrator

Selectboard Meeting DRAFT Minutes

September 6, 2024 Continuation from September 5, 2024
Lower Meeting Room Warner Town Hall 5 E Main St

I. Open the Meeting and Roll Call

Harry Seidel called the meeting to order at 9:14 am.

Present at the meeting were Harry Seidel (Chair), Faith Minton, Mike Smith

Also present were Town Administrator Kathy Frenette and Selectboard Admin Asst Judy Newman-Rogers.

II. Minutes August 20, 2024

-Page 1 line 9 strike Siedel insert Seidel

-Page 3 paragraphs 1, 2 and 3 correct the name spelling from Allen Brown to Allan Brown

Mike Smith made a motion seconded by Faith Minton to approve the Minutes of August 20, 2024 Select Board meeting as amended. Motion passed unanimously.

III. Select Board Business Continuation from September 5, 2024

a. Transfer Station Discussion continued

1. Mike Smith informed the Select Board that that Tim Allen has requested 3 shipping containers for recyclables at the Transfer Station; the containers would cost approximately \$3,000 per container; cost includes delivery and are warrantied; funds are available in the Transfer Station Building budget. Faith Minton and Harry Seidel support the idea.

Faith Minton made a motion seconded by Harry Seidel to purchase three shipping containers delivered to the Transfer Station for approximately \$3,000 each, funds to be expended from the Transfer Station Capital Reserve building fund. Motion passed unanimously.

2. Mike Smith stated: the transfer station takes in cash when residents are required to pay a disposal fee; proposed the idea of a credit card machine; a transfer station bank account would need to be established; they would need to purchase a card reader. Faith Minton and Harry Seidel are in favor of the idea but would also like to continue with the current cash option. Mike Smith stated that the stand alone credit card reader can be purchased for \$325 or a handheld device for \$550 and the handheld device insurance would cost \$85. Harry Seidel and Faith Minton both support the idea.

Mike Smith made a motion seconded by Faith Minton to purchase a handheld credit card reader device with insurance and instruct Clyde Carson Finance Director to open a Transfer Station bank account. Motion passed unanimously

3. Mike Smith asked if the Select Board wanted to purchase credit card readers for other departments that charge for services such as building permits. Harry Seidel and Faith Minton expressed

1 their support. Mike Smith explained that there is a small transaction fee that is added to the customer
2 cost. Faith Minton spoke in support of convenience and it gives the customer a payment choice.

3
4 **Mike Smith made a motion seconded by Faith Minton to purchase credit card readers for the Land Use
5 and Building Permits for the Town of Warner. Motion passed unanimously.**

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7 4. Mike Smith advised: bids are coming in for shed roof at the Transfer Station; he is getting
8 prices for trim repairs and painting; concrete blocks are being replaced along the side of the bins; there is
9 other on-going debris clean up; changing the public hours and hiring an attendant are steps that will
10 allow staff to get clean-up and other site improvements done.

11
12 **b. Warner Community Center Sign**

13 Harry Seidel advised the Select Board that construction has started on the new sign.

14
15 **c. Planting Trees – Town Beautification Group**

16 Harry Seidel stated that the Beautification Program is being chaired by Faith Minton and Kathy Carson. He
17 stated: a list of volunteers has been established; there are two parts of the program: planting trees and
18 maintaining other planters; a discussion occurred regarding planting trees in coordination with the UNH
19 Cooperative Extension and the Division of Trees and Land; the two groups have pledged to kick off the tree
20 planting initiative with a free tree to be planted on town property; the group will hold a class for interested
21 residents; he spoke about the benefits of planting trees; would like to plant on September 14th for the Town of
22 Warner 250th Anniversary celebration; a member from the Division of Trees and Land will bring a tree to be
23 planted along with shovels for residents to participate; Director of Public Works (DPW) Tim Allen, prior DPW
24 & Selectperson Allan Brown and local landscape architect George Pelletier will be assisting; planting locations
25 have been staked at the Police Department. There was a discussion of the species and location of each tree.
26 Harry Seidel stated that the Division of Trees and Land will plant one tree and George Pelletier will plant two
27 trees.

28
29 Harry Seidel spoke about the intention of this initiative which is to build community involvement and pride; the
30 trees will need to be planted outside of the Town’s right of way which will require the Town to reach out to
31 private property owners; tax dollars will not be used, the program will be funded by private donations and in
32 partnership with the Conservation Commission. Faith Minton suggested an educational presentation for the
33 residents to increase awareness and participation. She explained that this will be an on-going project that needs
34 community involvement.

35
36 Harry Seidel spoke about the need to get word out immediately about the September 14th event. Faith Minton
37 agreed to put the word out through numerous sources and reach out to the 250th Committee members. Martha
38 Mical expressed concern about planting trees along Main Street sidewalks that are treated with salt. Harry
39 Seidel asserted that the public needs to be made aware that this is not going to impact taxes, the tree planting
40 initiative will be entirely funded by donations.

41
42 **IV. Town Administrator’s Report**

- 43 1. The Personnel Policy is being worked on and going well. The next meeting is 9/11 and will focus on
44 the draft. Copies will be emailed to the Select Board for their review.
45 2. Fundraiser event wants a port-a-potty placed in town
46 3. A successful meeting was held with the tenants of the Warner Community Center. Next meeting is
47 December 4th. Quarterly meetings will be scheduled. Opening lines of communication. Harry asked
48 about the outstanding MOU’s. The Select Board needs to finalize the MOU’s

- 4. September 26th is a public hearing at the Healthtrust office in Concord regarding the rate setting for 2025. The public hearing will also address the return of any surplus. Kathy would like to attend the meeting. Rates will be publicized in October.
- 5. Colonial Life short term disability and life insurance for employees to add to their benefits is an option for employees. It is not a cost to the town. Employees pay for the premium.
- 6. Employee benefits fair will be held October 17th from 12-4pm NH Retirement System will attend to discuss retirement. Mike Smith would like the Select Board to attend the fair to support and educate the Town’s employees. He wants the employees to be aware of all the benefits available to them. Kathy advised the Select Board this will be the open enrollment period. Kathy would like mandatory attendance. The Select Board agreed refreshments will be provided. All employees will be informed. She would like to invite local banks and credit unions. She would like to sign up to become an Employer member at service credit union. She explained that Service Credit Union offers benefits to employees if the Town is an Employer member.
- 7. Town hall miscellaneous improvements include: entrance way swept out, application boxes cleaned and filled, trash and recyclables, windows were cleaned. The copier room maintenance: door hung, and the room painted etc.... Martha cautioned the Select Board that the restroom above the copier room has been known to leak and flood the copier room. The letterboard will be lowered for better access. A waiting area will be created for the tax collector’s office. A new faucet for the restroom.
- 8. Budget balances distributed to the Select Board.

IV. Consent Agenda

A motion to approve as signed by the Warner Selectboard:

Requests to the Trustees of Trust Fund for:

- a. \$6,055.13 from the Fire and Rescue Vehicle CRF to pay the invoice from Motorola Solutions
- b. \$8,884.90 from the Records Preservation CRF to pay the invoice from Donovan Systems
- c. \$11,446.18 from the Bridge Repair/Replace CRF to pay the invoice from Core & Maine
- d. \$2,697.14 from the Bridge Repair/Replace CRF to pay the invoice from ATS Equipment Henniker Farm & Country Store and Taylor Rental
- e. \$2,915.00 from the Police Vehicle CRF to pay the invoice from Custom Signals
- f. \$1,583.04 from the Employee Expendable Trust Fund to pay the invoice from Healthtrust

Faith Minton made a motion and seconded by Mike Smith to accept the Consent Agenda as read. Motion passed unanimously.

VI. Manifest

Motion for the Select Board to approve the following previously signed manifests:

- Accounts Payable check numbers 10557 through 10583 dated 8/28/2024, in the amount of \$52,354.69.
- Accounts Payable check numbers 10584 through 10585 dated 9/3/2024, in the amount of \$62,467.41 for the Payroll and Federal Tax deposits for the September 5th bi-weekly payroll.
- Bi-weekly payroll checks numbers 3775 through 3782, and direct deposit check numbers E01833 through E01864 dated 9/5/2024 for a net payroll of \$47,211.05.

Harry Seidel made a motion seconded by Mike Smith to approve the previously signed manifest as read. Motion passed unanimously.

VII. Public Comment

Harry Seidel informed Ed Mical that the Select Board recently reviewed a Building Permit software presentation from Avitar.

VIII. Selectboard Unanticipated Business

Faith Minton suggested that the Select Board hold work sessions on the week that a Select Board meeting is not held. She explained that long 4-6 hour meetings are grueling.

Faith Minton made a motion seconded by Mike Smith to hold a regular Select Board meeting at 4pm and the next week the Select Board hold a work session at 10AM. Motion passed unanimously.

Discussion on the motion: Mike Smith stated that he agreed with Faith. Faith Minton stated the Select Board will work more efficiently if they utilize a work session. She also stated that she would like a meeting rule that if the meeting goes beyond 3 hours the meeting should adjourn until the next morning. Harry Seidel stated he understands and supports the concept.

Martha Mical agreed that housekeeping items could be handled during work sessions. Ed Mical cautioned the Select Board about acting on items that are not on the agenda. There was a discussion about items brought to the Select Board for their approval signature that were not properly noticed on the agenda. The Select Board discussed the importance of agenda items as a way to inform the public. The Select Board acknowledged there are circumstances that will require staff to bring forward items without adequate time.

Harry Seidel stated that he would prefer an afternoon work session. Mike Smith believes the Town employees would appreciate a morning work session. Harry Seidel agreed to the morning work session. The Select Board agreed to begin the work session schedule the week of September 24th.

The Select Board agreed to review the Building Permit draft on September 24th. Mike Smith would like to address the proposed new fees prior to the work session. Harry Seidel and Mike Smith will discuss the fees on September 9th at 5PM and Faith Minton and Mike Smith will discuss the fees on September 12th at 6pm. Mike Smith explained that a public hearing will be scheduled for the October 1st Select Board meeting.

Harry Seidel received a letter clarifying the August 6th meeting minutes as noted in the letter.

Harry Seidel made a motion seconded by Faith Minton to correct the minutes. Motion passed unanimously.

Harry Seidel read an Affidavit of Execution of Real Estate tax lien from the Tax Collector for tax levy year 2023. There was a discussion regarding the subject property not being identified.

Harry Seidel stated that the Kawaswjo Community Land Trust would like to be involved in the housing issue discussions in the Town of Warner.

Mike Smith inquired about John Leavitt’s letter regarding minutes from the July 24th site walk. Kathy stated the minutes will be posted soon. Mike Smith spoke about the Warner Connects newsletter. He spoke about the significant increase in welfare costs for the Town. He explained that the newsletter shows a welfare increase for Warner Connects at 12%. He spoke about his concern regarding the number of households needing assistance. Kathy Frenette echoed his concerns. Harry Seidel spoke about the success of the food pantry.

Mike Smith spoke about a letter from the Town assessor regarding the exemption status of the Main Street Lodge. The Select Board agreed to allow the tax exemption to remain in place.

1 **Harry Seidel made a motion seconded by Mike Smith considering the charitable purposes that the Main**
2 **Street Lodge is undergoing they qualify for charitable exemption for this year. Motion passed**
3 **unanimously.**

4
5 Ed Mical asked if Main Street Lodge went before the Planning Board. Mike Smith confirmed they did, and
6 Harry Seidel agreed. The Select Board agreed that Main Street has not finalized the Planning Board’s review
7 and should be reminded to do that.

8
9 **IX. Non-Public Session (If needed, RSA 91-A:3 II (a,b,c,d,e,f,g,h,I,j,k,l,m))**

10 Under RSA 91-A:3 (d) for consideration of the acquisition, sale, or lease of real or personal property which if
11 discussed in public would likely benefit a party/parties whose interests are adverse to those of the general
12 community.

13 **Motion by Mike Smith Second: Harry Seidel**

14 **Roll Call Harry Seidel YES Faith Minton YES Mike Smith YES**

15
16 **X. Adjournment**

17 The Select Board went into Non-Public at 12:08 PM

18
19 Respectfully submitted by
20 Tracy Doherty
21 Edits, Judith Newman-Rogers
22 Selectboard Admin Asst
23

