



TOWN OF WARNER

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

Selectboard Meeting Minutes Tuesday, April 16, 2024, 5:00 pm 6:00 pm Public Hearing

I. Open Meeting

Chairman Harry Seidel called the meeting to order at 5:04 PM.

Roll Call : Present: Chair Harry Seidel, Michael Smith and Faith Minton (by Zoom). Also present at the meeting Town Administrator Kathy Frenette and Selectboard Admin Asst Judy Newman-Rogers.

Minutes: No minutes

II. Administrator's Report:

1. NHMA list of the Warner Town Officials needs to be revised. Officials to be included are from the Select Board, Planning Board, Zoning Board and the Budget Committee. The Chair of each committee is to provide membership and contact information to Kathy Frenette.

Harry Seidel made a motion seconded by Faith Minton to allow Kathy Frenette to adjust the NHMA list of Warner Town Officials as discussed. Motion passed unanimously.

2. Tamworth has requested to place a sign on the front lawn to promote an event.
3. MS232 Report of Appropriations voted that is required by the Department of Revenue
4. An email from Lisa Hoekstra from Sunapee NH regarding short term rental policy/ordinance offering assistance to the Town of Warner. The Board agreed this should be addressed by the Planning Board.
5. Collins Land Transfer requires two public hearings. Public hearing dates could be May 14th and May 28th at 6:00PM with the acceptance on June 11th.

Faith Minton made a motion seconded by Harry Seidel to hold public hearings to accept the Collins property on May 14th, May 28th, and the Select Board acceptance on June 11th. Motion passed unanimously.

6. Purchasing cards through the State of NH offers control and flexibility and cost efficiency. Purchasing policy needs the Select Board review and approval.
7. Staff meeting held April 10th guest speaker from Primex to educate staff on workers comp claims and process. Healthtrust will be attending the May staff meeting to review benefits.
8. Cyber security training is in the works for all town employees.
9. 2025 Budget process meeting with the budget committee chair went well.
10. Website revamp meetings May 8th and June 12th at 6:00-7:30 PM

III. Consent Agenda

A motion to approve and signed by the Warner Select Board:

1. Building Permit for Map 34 Lot 019 on West Main Street
- Building Permit for Map 06 Lot 048 on Dummer Road
- Building Permit for Map 10 Lot 030 on Waldron Hill Road

1 Building Permit for Map 20 Lot 006-2 on Kearsarge Mountain Road

2 Building Permit for Map 25 Lot 007 on Sansone Lane

3 2. Recommended tax warrants with the new tax collector in the amount of \$286,056.81

4 Property tax \$201,045.55

5 Unredeemed taxes for 2022 \$63,240.14

6 Unredeemed taxes for 2021 \$41,184.17

7 Unredeemed taxes for 2020 \$69.95

8 Yield tax for 2022 for \$41.82

9 Yield tax for 2023 for \$475.18

10 **Faith Minton made a motion seconded by Mike Smith to approve the Consent Agenda as read. Motion**
11 **passed unanimously.**

12 13 14 15 **IV. Manifest**

16 A motion for the Select Board to approve the following previously signed manifest:

17 1. Accounts payable check number 10082-10083 dated 4/1/24 in the amount of \$62,943.86 covering the
18 federal tax and payroll deposits for the 4-4-24 bi-weekly payroll.

19 2. Bi-weekly payroll check #'s 3636-3645 and direct deposit check #'s E01499-E01529 dated 4-4-24 in the
20 amount of \$48,413.85

21 3. Accounts payable check #'s 10084-10085 dated 4/3/24 in the amount of \$32,135.03 covering the Federal
22 Tax and payroll deposits for the 4/7/24 bi-weekly payroll.

23 4. Bi-weekly payroll check #'s 3646-3670 and direct deposit check #'s E01530-E01532 dated 4/7/24 in the
24 amount of \$25,125.16.

25 5. Accounts payable check #'s 10086-10130 dated 4/5/24 in the amount of \$490,561.56 which included the
26 March 2024 payment to the Kearsarge Regional School District in the amount of \$325,000.

27 **Faith Minton made a motion seconded by Mike Smith to approve the manifest as read. Motion passed**
28 **unanimously.**

29
30 A motion to authorize the Select Board to approve and order the treasurer to sign the following manifest:

31 1. Accounts payable check #'s 10131-10132 dated 4/15/24 in the amount of \$59,693.70 covering the
32 federal tax and payroll deposits for 4/18/24 bi-weekly payroll.

33 2. Bi-weekly payroll check #'s 3671-3679 and direct deposit check #'s E01533-E01560 dated 4/18/24 in
34 the amount of \$46,133.67.

35 3. Accounts payable check #'s 10133-10136 dated 4/16/24 in the amount of \$208,729 which funds articles
36 approved at the March town meeting funded by town surplus.

37 4. Accounts payable check #'s 10137-10142 dated 4/16/24 in the amount of \$25,774.89.

38 **Faith Minton made a motion seconded by Mike Smith to approve the manifest as read and amended.**
39 **Motion passed unanimously.**

40
41 The Select Board at this time heard from Elizabeth Labbe of the Assessing Department who requested them to
42 sign an intent to cut for Map 3 Lot 15-1 Timber Operation # 24-463-02T. Harry Seidel and Mike Smith signed
43 the intent to cut.

44 45 **V. Select Board Business**

46 **a. Status**

47 **i. Concord Lake Sunapee Rail Trail Project Update :**

48 Tim Blagden informed the Select Board that Senator Dan Innis has requested a paragraph from the Town of
49 Warner regarding the grant that the Town applied for earlier this year. Tim read the following paragraph that he

1 will be submitting. He advised the Select Board that it is looking as though the Town of Warner will receive the
2 benefit of a \$3 million dollar grant. Tim Blagden stressed that this is an extraordinary opportunity for the Town.
3

4 **ii. Warner Community Center Repairs and Maintenance, Doors, Handrail, Dryer Enclosure**

5 Harry Seidel informed the Select Board that the Fire Marshall has given his blessing on a wall for the dryer
6 enclosure; because of the age of the building the stairwell railing does not have to be modified; he spoke about
7 the door replacements and ramp improvements and other improvements. He mentioned an issue that has
8 recently been identified regarding the emergency egress needed for the Boys and Girls club. He stated that a
9 wooden dutch door would be satisfactory and Tim is looking for a good price.
10

11 **Public Hearing – to start at 6:00 pm**

12 **1. 6:00 pm – Open the Public Hearing to Hear Public Input to Accept and Expend Unanticipated**
13 **Funds of \$600,000 From the American Tower Company for the Purchase of a 99-year Easement**
14 **Over Town Owned Property**

15
16 a. **Informational-** Harry explained that once the funds are accepted, they will go into the general fund and
17 then transferred to the NH Public Deposit Investment Pool (NH PDIP) account.
18

19 b. **Open Public Comment 6:09 PM**

20 Martha Mical stated that \$115,000 has already been spent for the reval. Judy Newman-Rogers explained
21 that the \$115,000 for the reval did not come from the \$600,000, it came from the surplus from 2023.
22 John Leavitt stated that at Town Meeting \$115,000 came out of the General Fund. Harry Seidel
23 recounted his recollection from the Town Meeting discussion indicating the \$115,000 may be used to
24 replenish the funds. Kathy Frenette recommended depositing the entire \$600,000 into NH PDIP account
25 and if needed the \$115,000 can be transferred. She feels this gives a clearer picture of the money trail,
26 what came in and where it went.
27

28 Harry reiterated that the funds have been received and this public hearing is to receive public input on
29 authorizing the treasure to complete the investment of the funds into a NHPDIP account. Bob (last
30 name not stated) asked who currently owns the lease because he has questions on the lease. Harry
31 Seidel explained that the lease was addressed at previous Select Board meetings. Faith Minton believes
32 those discussions occurred last September. Andy Bodnarik (by zoom) asked if the \$115,000 has already
33 been spent on the reval where it was taken from. Harry Seidel stated that the \$115,000 came from the
34 2023 surplus/general fund. Andy asked why the NH PDIP deposit has to be the lump sum of the
35 \$600,000. He stated the general fund could be reimbursed or the money could be used to offset taxes.
36 Faith Minton feels those are good suggestions, but she does not believe how the money is used should
37 be decided tonight. She supports following the instructions from Bob Blake and putting the funds
38 somewhere such as a NH PDIP account where it can continue to make money for the community. Andy
39 stated that the agenda calls for the acceptance of and expenditure of the funds. Judy Newman-Rogers
40 explained that the word expend allows for expending to happen in the future.
41

42 Martha questioned why contracts and minutes haven't been made available to the public for this public
43 hearing and before. Doug (last name not stated) from Kearsarge Mountain Road (by zoom) concurred
44 and stated that the information sharing has been inadequate. Harry Seidel explained that this topic has
45 been discussed in public multiple times and gone through the proper procedures. He clarified that the
46 purpose of tonight is to decide where to put the funds that resulted from the previous discussions. Harry
47 believes that the NH PDIP is the best option.
48

49 c. **Close Public Comment**

50 **Harry Seidel made a motion seconded by Mike Smith to close the public comment. Motion passed**
51 **unanimously.**

1
2 **d. Board Discussion/Action**

3 **Harry Seidel made a motion seconded by Mike Smith to authorize Ginger Marsh Warner Town**
4 **Treasurer to complete and sign the NH Public Deposit Investment Pool account application to**
5 **facilitate the investment of the Town of Warner’s American Tower right of way sale proceeds.**
6 **Motion passed unanimously.**

7
8 **Faith Minton made a motion seconded by Mike Smith to accept and expend \$600,000 from the**
9 **American Tower Company for the purchase of a 99-year easement over town owned property.**
10 **Motion passed unanimously.**

11 **Close Public Hearing**

12 Harry Seidel closed the public hearing.

13
14
15 **iii. Economic Development Advisory Committee (EDAC): Moving Forward**

16 Harry Seidel spoke about the resignation of the EDAC chairman Charlie Albano. He explained that the EDAC
17 committee is meeting this week and will develop questions to ask the residents what they want to see done with
18 the community center. He stated that the EDAC has examined the current condition and improvements needed
19 for the building, but the costs exceeded what the Select Board felt was reasonable in a year when taxes were
20 higher, and revenue was lower. Harry Seidel explained that the EDAC decided to hold listening sessions and
21 distribute a questionnaire to the residents to generate public interest and present that information at the next
22 meeting.

23
24 Harry Seidel spoke about the other areas that the EDAC is involved in benefiting the community. He
25 encouraged anyone interested in helping the Town, that the EDAC is a good option. Faith Minton spoke about
26 how the efforts of the EDAC were instrumental in bringing the daycare program to town. She echoed Harry’s
27 comments. The next meeting is April 17th 6:00pm-8:00pm. There was a discussion about expanding the
28 committee beyond the community center. Andy expressed his frustration about meeting schedules not being
29 updated on the town calendar. Doug stated that he would like to see more of an effort in transparency through
30 emails.

31
32 **iv. Annual Appointments/Reappointments for Boards & Committees: Board Discussion on Process**

33 Faith Minton stated that the Select Board has received a lot of interest from volunteers. She explained that she
34 has written up a process for the Select Board to review. She outlined the steps the Select Board should follow
35 (advertise for open positions, request a volunteer form and conduct interviews). She stated that legal counsel
36 for NH Municipal Association (NHMA) has reviewed the written process. She outlined the questions and
37 guidelines as found in the NHMA volunteer manual.

38 Asking questions related to the board they wish to serve.

39 Review social media use, email use, and code of conduct.

40 Suggested social media guidelines.

41 Faith Minton read a letter from Attorney Buckley. (NHMA) She asked the Select Board to review the written
42 process. Harry Seidel and Mike Smith appreciate Faith’s work on the written process, and both expressed the
43 need to move forward quickly on this matter. Karen Coyne asked for clarification on the criteria that is used by
44 the Select Board when making decisions regarding appointments and reappointments; she suggested the Select
45 Board consider the experience and diversity of the group when making their decision; requested that applicants
46 be acknowledged when their application is received and that she as the Chair of the Planning Board be advised
47 of volunteer applications. Harry Seidel agreed and stated that a letter will be sent to applicants. John Leavitt
48 urged the Select Board to consider willingness to serve and train equally to experience. The Select Board
49 agreed to hold a meeting very soon. Bev Howe asked about the zoning board; she has been serving on the
50 Zoning Board for a long time and is concerned about the reappointment process as outlined. Faith Minton
51 stressed that process is not an attempt to remove people, it is an attempt to establish a process that is consistent

1 and fair. She explained that Bev's experience is very much valued. Kathy Frenette views the interview process
2 as a two way conversation. James Sherman spoke in support of the process as outlined; the process must treat
3 all applicants equally. Karen Coyne stated that she had hoped the Select Board would have reached out to her as
4 the Planning Board chair to find out what is working and what is not.

5
6 Harry Seidel appreciates the input given; he respects and appreciates the work the Planning Board does; stated
7 concern that the criteria would be perceived as criticism of the applicants; complimented Karen Coyne on
8 running a good Planning Board. Mike Smith explained that he does not view the process as a way to replace
9 someone rather a consistent process of appointing people who want to serve. He appreciates the work that all
10 the Planning Board members do because of the level of commitment required.

11
12 The Select Board agreed to meet next week to discuss the appointment process going forward, they agreed to
13 meet Tuesday April 23rd for a work session to establish the framework for the appointment process and schedule
14 Planning Board interviews on April 30th at 3:00pm.

15
16 **v. IT Website : Public informational sessions for website input**

17 Will be held at Town Hall on May 8th and June 12th. There will be no summer meetings. The meetings will
18 resume in the fall. Zoom will be available.

19
20 **vi. Transition to YouTube is in progress.** A link to the YouTube channel is on the Town's website.

21
22 **vii. Town Hall Roof:** the agreement has been signed and the deposit has been sent. Harry is concerned
23 about the slate falling off the roof.

24
25 **viii. Town Hall New Office Space:** Harry Seidel explained the plan to relocate the Land Use office and the
26 tax collector office. He spoke about the damp floor issue that that needs to be remedied.

27
28 **ix. Draft Building Permit Application:** Harry Seidel advised the Select Board that the draft document is
29 done and will be distributed soon.

30
31 **x. Transfer Station: Community Involvement, Informational Sessions:** Harry Seidel stated that in the
32 near future a meeting will be scheduled which will include the Budget Committee, Planning Board, Select
33 Board, Barak Green and Tim Allen. John Leavitt asserted that is too many people and as a starting point Tim
34 needs to present his plan, and the Budget Committee can then determine if it is feasible. Martha Mical
35 suggested a price range that the Town can afford. She also suggested allowing public participation.

36
37 **xi. Proposed Budget Committee Schedule:** The Select Board reviewed the schedule submitted by the
38 Budget Committee for the upcoming budget season. Harry Seidel explained that the schedule is aggressive in
39 hopes of avoiding challenges of the past. There was discussion on the report format.

40
41 **xii. Short Term Rentals – Schedule Board Meeting with Lake Sunapee STR Association:** previously
42 discussed.

43
44 **VI. New Business**

45 **a. Proposed Credit Card Policy: previously discussed.**

46 **b. Planning Board Resignation, Dustin Chamberlain:** Harry Seidel thanked Dustin for his service.

47 **Faith Minton made a motion seconded by Harry Seidel to accept the resignation of Dustin Chamberlain**
48 **from the Planning Board. Motion passed unanimously.**

1 c. **Planning Board Volunteers:** Barak Greens, John Leavitt previously discussed.

2 **VII. Public Comment**

3 1. Christine (last name not stated) requested approval for the 250th Town Celebration to use the Town seal
4 for merchandise to be sold.

5
6 **Harry Seidel made a motion seconded by Mike Smith to allow the use of the Town's seal. Motion passed**
7 **unanimously.**

8
9 2. Christine asked for clarification on the process of allowing Bingo to be played as a fundraiser for the
10 250th Town celebration. Kathy Frenette stated that the committee needs to contact the State. Kathy
11 recently spoke to Governor Chris Sununu about his attendance at the celebration.

12
13 3. John Leavitt asked for clarification on attendance at staff meetings. Kathy Frenette clarified that the
14 meetings are Department Heads only not all Town staff. She stated that meetings are held once a month.
15 John Leavitt mentioned that the Assessing department only has one employee. Kathy explained that for
16 that one hour, once a month the assessing department would not be available. John Leavitt spoke about
17 his concern regarding the consent agenda and the manifest being signed without previously being
18 reviewed. The Select Board agreed.

19
20 4. Harry Seidel spoke about the issue of posting of Select Board meetings. Mike Smith suggested that if an
21 agenda item comes in late it will go on the next Select Board agenda. He stressed that late submissions
22 cause unnecessary stress for town staff, and it causes a situation where the public may not be aware of
23 an update to the previously posted agenda. Mike Smith suggested that the cut-off should be the Tuesday
24 at noon prior to the next Select Board meeting. Harry Seidel questioned if something comes in that
25 cannot wait for the next Select Board meeting. Martha Mical suggested that the Select Board could add
26 those items under Other Business. Karen Coyne stated that the Select Board must notice their meetings,
27 but they are not mandated to detail the meeting in the notice. She stated it is done out of courtesy. She
28 feels there is nothing wrong with sticking to the submission deadline. Faith Minton spoke to criticism
29 that she has heard about town business not getting done in a timely manner. John Leavitt would like the
30 Select Board to discuss progress on any reoccurring agenda items rather than restarting the discussion
31 from the beginning. The Select Board agreed to the cut off at noon the Tuesday prior to the Select Board
32 meeting.

33
34 **VIII. Unanticipated Agenda Items**

35 None

36
37 **IX. Non-Public Session** (If needed, RSA 91-A:3 II (a,b,c,d,e,f,g,h,I,j,k,l))

38 None

39
40 **X. Adjournment**

41 **Faith Minton made a motion seconded by Mike Smith to adjourn the meeting at 8:32 PM. Motion passed**
42 **unanimously.**

43
44 Respectfully submitted by
45 Tracy Doherty
46 Edits, Judith Newman-Rogers
47 Selectboard Admin Asst
48