



# TOWN OF WARNER

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Selectboard, Harry Seidel, Chair  
Faith Minton  
Michael Smith  
[selectboard@warnernh.gov](mailto:selectboard@warnernh.gov)  
Kathy Frenette, Town Administrator  
[administrator@warnernh.gov](mailto:administrator@warnernh.gov)

## Selectboard Meeting Minutes

July 23, 2024, 4:00 pm, Tuesday,

### I. Open Meeting & Roll Call

Harry Seidel opened the meeting at 4:01 pm

Present: Harry Seidel (chair), Faith Minton, Michael J. Smith

Also Present: Kathy Frenette Town Administrator, Judy Newman-Rogers, Selectboard Administrative Assistant)

### II. Minutes - 7/09/24

**Faith Minton made a motion seconded by Harry Seidel to accept the Select Board meeting minutes for July 9, 2024. Motion passed unanimously.**

### III. Selectboard Business

a. Draft Building Permit Application – Meeting with parties to Review and Edit

The Selectboard reviewed and made changes to the draft building permit application.

- Language will be added allowing the Town to request additional information if needed.

b. Appoint Jan Gugliotti the Community Power Coalition of NH Alternate Representative

**Faith Minton made a motion seconded by Michael Smith to appoint Jan Gugliotti the Community Power Coalition of NH Alternate Representative. Motion passed unanimously.**

c. Discussion on Highway Department taking over the Police SUV

Police Chief Bill Chandler informed the Select Board that the highway department is interested in purchasing the Police SUV. The funds would come from the highway department's equipment capital reserve fund. Chief Chandler stated the SUV is up for replacement in 2025. He explained that he was quoted \$11,300 if it were traded in at a dealer and he would be comfortable letting it go to the Highway Department for \$11,000. The SUV is more practical and energy efficient than the heavy-duty pick-up truck that is currently being utilized by the highway department. A public hearing would need to be scheduled for the expenditure from the Highway Capital Reserve fund if the Select Board approves.

**Michael Smith made a motion seconded by Faith Minton to move forward on Police Chief Chandler's suggestion on the Highway purchase of the police SUV and to schedule a public hearing at the appropriate time to expend funds from the Highway Equipment Capital Reserve Fund which would be payable to the dealership. Motion passed unanimously.**

d. Warner Community Center Sign

The Select Board reviewed and made changes to the rough draft of the sign.

-Change *welfare* to *Warner Health Services*

-Should read: *Gear Up Homeschoolers*

-Request correct terminology from all entities.

1 e. Discuss Planting Trees in Town

2 The Select Board discussed the possibility of planting trees in town. They agreed to move forward with the  
3 initiative. There was a quick discussion about the possibility of establishing a town beautification group. Harry  
4 Seidel suggested: purchasing small trees that grow quickly, community involvement, looking for community or  
5 business sponsorship, and coordinating this with the 250<sup>th</sup> town anniversary. The Select Board agreed to  
6 conduct a walk through tomorrow at 1pm  
7

8 **IV. Town Administrator's Report**

9 -personnel policy is still under review

10 - on 7/16/24 - attended a Healthtrust Board of directors meeting to discuss benefits.

11 - budget committee has been working on the 2025 budget, some budgetary items are unknown at this time,  
12 the Welfare and housing line item needs to be significantly increased; currently 93% of that line item has been  
13 spent.

14 - Right to Know (RTK) requests have been taking a considerable amount of time and legal expense. The  
15 legal expense line item in the budget will need to be increased. There was discussion on acquiring additional  
16 clerical help.

17 - State of NH purchasing cards have been distributed to Town departments along with the purchasing policy.

18 **V. Consent Agenda**

19 Motion to Approve as signed by the Warner Selectboard:

20 1. Notice of Intent to Cut:

21 a. Map 06 Lots 019, 020, 022, 024 Joppa Rd East 65 acres of 71

22 2. Yield Tax Warrant:

23 a. Map 14 Lot 051 Amount Due: \$1,224.57

24 3. A request to the Trustees of the Trust Funds for:

25 a. \$806.58 from the Employee Expendable Health Trust Fund to pay the invoice from Health Trust.

26 4. Building Permit for:

27 a. Map 03 Lot 015-1 Annis Loop (Electrical)

28 b. Map 20 Lot 009 Kearsarge Mountain Road

29 c. Map 07 Lot 040-1 Iron Kettle Road

30 d. Map 17 Lot 004-6 East Sutton Road

31 e. Map 03 Lot 015-1 Annis Loop (Plumbing)

32 **Harry Seidel made a motion seconded by Michael Smith to approve the Consent Agenda as read. Motion**  
33 **passed unanimously.**

34  
35 **VI. Manifest**

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

37 • Accounts Payable check numbers 10407 through 10423 dated 7/10/2024, in the amount of \$212,789.62.

38 • Accounts Payable check numbers 10424 through 10436, dated 7/16/2024, in the amount of \$52,858.51.

39 Motion to authorize the Select Board to approve and order the Treasurer to sign the following manifests:

40 • Accounts Payable check numbers 10437 through 10438 dated 7/2/2024, in the amount of \$52,653.45 for  
41 the Payroll and Federal Tax deposits for the July 25<sup>th</sup> bi-weekly payroll.

42 • Bi-weekly payroll checks numbers 3754 through 3760, and direct deposit check numbers E01746 through  
43 E01773 dated 7/25/2024 for a net payroll of \$40,228.08.

44 **Harry Seidel made a motion seconded by Faith Minton to approve the Manifest as read. Motion passed**  
45 **unanimously.**

1 **VII. Public Comment - None**

2  
3 **VIII. Unanticipated Agenda Items**

4 Michael Smith advised the Select Board about a recent change to the Town's website under the agenda/minutes  
5 tab, notices are now included. He spoke about additional lights in the lower meeting room, repairing an outlet  
6 and a motion light in the copy room. He will request a quote for additional motion lights in town hall.  
7 Faith Minton would like the wall partitions to be installed as the Select Board discussed recently.  
8

9 **Michael Smith made a motion seconded by Faith Minton to order two wall partitions as soon as possible.**  
10 **Motion passed unanimously.**

11  
12 Michael Smith advised the Select Board that the Dutch door and smoke detectors have been installed at the  
13 Warner Community Center (WCC) and that the Budget Committee talked about the cost of laptops in the  
14 budget. Kathy Frenette stated that there are 7 computers that need to be replaced. Michael would like Kathy to  
15 look into replacing 4 of the 7 computers.  
16

17 **Michael Smith made a motion seconded by Harry Seidel to purchase 4 laptops not to exceed \$2,000 per**  
18 **laptop. Motion passed unanimously.**

19  
20 Michael Smith provided a quick update on the recent planning board meeting.

21 Harry Seidel spoke about the possibility of tree cutting on town property to improve the forest and receive  
22 revenue. The Select Board agreed to place the topic on the next agenda.

23 Harry Seidel asked if there was any avenue for the town to recoup legal fees if the town prevails in a lawsuit.  
24 Michael Smith indicated that there is an RSA that allows the town to recoup legal fees and administrative costs.  
25 He has been looking into it. Faith Minton suggested contacting NH Municipal Association legal team for  
26 guidance.

27 The Select Board discussed an employee appreciation lunch, and agreed on August 22<sup>nd</sup>, 11:00 am to 1:00 (pm).  
28

29 Michael Smith stated that he has been made aware that there are Town meeting minutes that have not been  
30 completed and posted on the website. He suggested utilizing the Select Board's minute taker to transcribe the  
31 incomplete minutes for the Planning Board, Zoning Board and Select Board.  
32

33 **Faith Minton made a motion seconded by Harry Seidel to have Tracy Doherty transcribe any missing**  
34 **Planning Board, Zoning Board and Select Board meeting minutes. Motion passed unanimously.**

35  
36 Kathy Frenette informed the Select Board that the compressor at the WCC (Old Graded School) leaked over the  
37 weekend. She advised the Select Board that she authorized the purchase of a new compressor and pump.  
38

39 Michael Smith explained he is working on a draft policy for incoming Right to Know (RTK) 91-A requests for  
40 employees to follow. Faith Minton would like a way to proactively work to decrease the number of requests.  
41 Michael Smith believes the Select Board needs to continue to make the taxpayers aware of the financial impact  
42 and the time it takes. Faith Minton spoke of her concern that it is an intent to disrupt the local government, she  
43 would like improve trust within the community. Harry Seidel stressed that Town staff is completely

1 overwhelmed by meeting the demands of every request. He stressed that RTK requests are a legal requirement.  
2 Judy Newman-Rogers said her observation is that there seems to be a higher standard set by individuals making  
3 the requests that is above that in RSA 91-A and when that is not met by the Town, the Board is criticized.  
4

5 Faith Minton spoke about a recent event that she participated in called the Honor Bear Project that honors and  
6 remembers fallen heros (first responders). She was proud to represent the Town of Warner.  
7

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

9 **A motion was made to enter into non-public session pursuant to RSA 91-A:3 II (a) the following matter**  
10 **shall be acted on in a non-public session in regards to the dismissal, promotion, or compensation of any**  
11 **public employee or the disciplining of such employee, or the investigation of any charges against him or**  
12 **her, unless the employee affected (1) has a right to a meeting and (2) requests that the meeting be open, in**  
13 **which case the request shall be granted.**

14 Motion to go into Non-public Session by: Seidel  Minton  Smith

15 Second: Seidel  Minton  Smith

16 Vote by roll call: Seidel  YES  Minton  YES  Smith  YES  PASSED

17 Enter Non-public session at: Time:  6:32 pm

18 Non-Selectboard in Attendance: Town Admin Kathy Frenette, Police Chief Bill Chandler, Selectboard Admin  
19 Asst Judy Newman.  
20

21 Motion to Return to Public Session by: Seidel  Minton  Smith

22 Second: Seidel  Minton  Smith

23 Vote by roll call: Seidel  YES  Minton  YES  Smith  YES  Passed

24 Return to Public Session at: Time 6:32 pm

25  
26 Harry Seidel called the public meeting back into session.  
27

28 **Michael Smith made a motion seconded by Faith Minton to authorize the Police Chief to run an ad for**  
29 **the open positions with a \$15,000 sign on bonus (over 3 years and prorated) and raise the patrolman**  
30 **salary up \$3,000 for one year with the stipulation that the Select Board reviews the contract prior to the**  
31 **contract being signed. Motion passed unanimously.**  
32

33 Motion on minutes by: Seidel  Minton  Smith

34 **SEAL** for:  5yrs  (Length of time) Second: Seidel  Minton  Smith

35 Vote by roll call: Seidel  YES  Minton  YES  Smith  YES  PASSED  
36

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

38 **A motion was made to enter into a second non-public session pursuant to RSA 91-A:3 II (a) the following**  
39 **matter shall be acted on in a non-public session in regards to the dismissal, promotion, or compensation**  
40 **of any public employee or the disciplining of such employee, or the investigation of any charges against**  
41 **him or her, unless the employee affected (1) has a right to a meeting and (2) requests that the meeting be**  
42 **open, in which case the request shall be denied.**

43 Motion to go into Non-public Session by: Seidel  Minton  Smith

1 Second: Seidel \_\_\_\_\_ Minton X Smith \_\_\_\_\_

2 Vote by roll call: Seidel YES Minton YES Smith YES PASSED

3 Enter Non-public session at: Time: 7:13 pm

4 Non-Selectboard in Attendance: Town Admin Kathy Frenette, Selectboard Admin Asst Judy Newman-Rogers.

5  
6 Motion to Return to Public Session by: Seidel \_\_\_\_\_ Minton X Smith \_\_\_\_\_

7 Second: Seidel \_\_\_\_\_ Minton \_\_\_\_\_ Smith X

8 Vote by roll call: Seidel YES Minton YES Smith YES Passed

9 Return to Public Session at: Time 9:41 pm

10  
11 Harry Seidel called the public meeting back into session.

12  
13 Motion on Minutes by: Seidel \_\_\_\_\_ Minton X Smith \_\_\_\_\_

14 Seal for: 5 years (Length of time)

15 Second: Seidel \_\_\_\_\_ Minton \_\_\_\_\_ Smith X

16 Vote on minutes by roll call: Seidel YES Minton YES Smith YES Passed

17  
18 Motion by Faith Minton, second by Harry Seidel to Adjourn. All in Favor.

19  
20 **II. Adjournment**

21 The Select Board meeting adjourned at 9:42 pm

22  
23 Respectfully submitted by Tracy Doherty

24 Edits: Judy Newman-Rogers, SB Admin