



## TOWN OF WARNER

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

### Selectboard Meeting Minutes

Tuesday, September 17, 2024  
4:00 PM

#### **I. Open the Meeting**

Harry Seidel called the meeting to order at 4:00pm.

**Present:** Harry Seidel (Chair), Faith Minton and Mike Smith.

**Also present:** Town Administrator Kathy Frenette and Selectboard Administrative Assistant Judy Newman-Rogers.

**In the audience:** Bob Holmes, Martha Mical, Tim Allen, John Leavitt and Ed Mical.

**Speakers On Zoom:** Barb Marty

#### **II. Selectboard Meeting Minutes: 4/16/24, 7/24/24, 9/5/24**

Faith Minton suggested hearing from Tim Allen first. The Select Board agreed to review minutes at the end of the meeting.

#### **III. Selectboard Business**

##### **a. Tim Allen, Director of Public Works: Highway Update**

Tim Allen provided the Select Board with an update on the Ballard Brook project (Red Chimney Rd) that he will start September 23<sup>rd</sup>. He explained: he will remove a 5 foot pipe, install a concrete culvert: the project cost is approximately \$319,000; grant funds have been secured (\$165,000, \$100,000 and \$48,000); it will take a few weeks to complete the project.

Tim Allen spoke about North Village Bridge and Chemical Road Bridge projects; the bridges have been stripped; the concrete has been inspected; bridges have been sealed with an asphalt membrane and paved. He stated that North Village Road and Chemical Road will be graded.

Harry Seidel asked for an update on the Roslyn Street drainage issue. Tim Allen explained that the general manager of GMI Asphalt looked at the area and suggested using the 18" asphalt grinder along the base of the curb to make the grade adjustment to allow the water to drain. He stated that work will begin next week.

##### **b. Ed Mical, Emergency Management Director:**

###### **i. Kearsarge Mountain Road Emergency Access Request for Proposal (RFP)**

Ed Mical explained: in the past money had been set aside for a feasibility study; an RFP was sent out, but the Town did not receive any proposals; he requested the Select Board's approval to send out another RFP. The Select Board approved.

**ii. Highway Safety Committee Request to Be The Road Naming Committee**

Ed Mical informed the Select Board: In August The Highway Safety Committee looked at a road in the Pleasant Lake Estates mobile home park that is considered a driveway; there was some confusion and 911 recommends the town make a change; there was a Road Naming Committee in Town in the past; he suggested the Highway Safety Committee could be appointed as the Road Naming Committee along with a member from the Historical Society.

**Faith Minton made a motion seconded by Mike Smith to appoint the Highway Safety Committee along with a representative from the Historical Society as the Road Naming Committee. Motion passed unanimously.**

Ed Mical spoke about the funds from the Emergency Management Planning grant for computers. The funds should be distributed soon. He updated the Select Board on the Hazard Mitigation plan which is under review by Homeland Security and Emergency Management, and it will then go to FEMA.

**c. Planning Board Alternate Resignation: James Sherman**

Harry Seidel stated that James Sherman resigned as an alternate from the Planning Board.

**Faith Minton made a motion seconded by Mike Smith to accept the resignation of James Sherman as an alternate from the Planning Board. Motion passed unanimously.**

**d. Volunteer Interest: Robert Holmes, Planning Board Alternate**

Harry Seidel stated: Robert Holmes has volunteered to fill the alternate seat on the Planning Board; Mr. Holmes has served on the Housing Advisory Committee (HAC); his experience would be valuable to the Planning Board. Robert Holmes advised the Select Board that he was a tax attorney in New York; he has lived in Warner for 14 years. Mike Smith asked if he has attended any Planning Board meetings. Robert Holmes confirmed that he has. Harry Seidel appreciates his willingness to serve.

**Faith Minton made a motion seconded by Mike Smith to appoint Robert Holmes as a Planning Board alternate for the duration of James Sherman's term. Motion passed unanimously.**

**e. Discuss "Thank You Volunteers", Dessert & Coffee, February 2025**

Faith Minton spoke about the numerous Town volunteers who serve the community. The Select Board agreed to thank them by holding a Dessert & Coffee gathering on Wednesday February 19<sup>th</sup>, 2025 at 6:30pm – 8:00pm.

**f. Sale of Town Owned Properties**

Mike Smith advised the Select Board: he met with the Conservation Commission for a site walk of Map 17 Lots 017 & 015; everyone was in favor of the sale; he suggested putting this out for a sealed bid. Martha Mical urged the Select Board to make sure the minimum bid is at least what is owed. Harry Seidel and Faith Minton are both supportive of selling both lots.

**Mike Smith made a motion seconded by Faith Minton to move forward with the sale of Map 17 Lot 017 and Lot 015 as a sealed bid option. Motion passed unanimously.**

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

Kathy Frenette presented the following:

- Personnel policy updates are in progress with only 9 pages left to review. The draft will be emailed to each Select Board member for review at the next Select Board meeting on September 24<sup>th</sup>.
- The meeting with the tenants at the Warner Community Center went well. The next meeting is December 4<sup>th</sup>, 2024, and at that meeting they will schedule the quarterly meetings for 2025. This is to open the lines of communication, discuss any building issues and anything else that may come up. The tenants were gratified to have the meeting and for future quarterly meetings.
- The date and time for the Employee Benefit Fair has been confirmed. Department Heads were notified at the Department Head meeting on September 11<sup>th</sup>. The Employee Benefit Fair will take place on October 17<sup>th</sup> from noon to 4 pm and is mandatory attendance. Notices to the employees will be posted in every town building. There will also be notices for the public that all town buildings will be closed during that time.
- The NHMA conference is October 30-31<sup>st</sup>.
- She reached out to Mike Tardiff at Central NH Regional Planning Commission (CNHRPC) about purchasing the Planning and Land Use Regulation books.

#### **V. Consent Agenda for September 17, 2024**

Motion to Approve as signed by the Warner Selectboard:

A request to the Trustees of the Trust Funds for: \$155.35 from the Bridge Repair / Replace Capital Reserve Fund to pay for a Cyr Lumber invoice.

**Harry Seidel made a motion seconded by Faith Minton to approve the consent agenda as read. Motion passed unanimously.**

#### **VI. Manifest for September 17, 2024**

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

- Accounts Payable check numbers 10586 through 10623 dated 9/11/2024, in the amount of \$5,325.75.

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

- Accounts Payable check numbers 10624 through 10625 dated 9/16/2024, in the amount of \$55,472.39 for the Payroll and Federal Tax deposits for the September 19<sup>th</sup> bi-weekly payroll.
- Bi-weekly payroll checks numbers 3783 through 3790, and direct deposit check numbers E01865 through E01892 dated 9/19/2024 for a net payroll of \$42,317.84.

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

## **VII. Public Comment**

Martha Mical asked if the MS1 has been submitted. Kathy Frenette explained that it is being finalized this week. Martha Mical cautioned that the longer it takes the later the tax bills will be mailed. Martha asked if the Select Board acted on the abatement request. The Select Board confirmed.

Faith Minton spoke about the recent 250<sup>th</sup> anniversary celebration.

## **VIII. Selectboard Unanticipated Business**

Harry Seidel spoke about:

- a notice received from Henniker regarding the perambulation of the Henniker/Warner town border.
- information from the Division of Forests and Land about Tree City USA. More information to follow.
- Explained that there is a clip board posted for volunteers who water the newly planted trees at the Police Department. He spoke about purchasing additional trees. It has been suggested that the trees be purchased locally and smaller in size.

Faith Minton stated:

- there were 12-15 attendees at the Warner Community Center tour; the needs of the building were discussed; there will be a listening session 9/26/24 at 7:00pm to hear input from the community on how to address those needs; Faith Minton recapped a conversation she had with Senator Sheehan's Deputy regarding the Warner Community Center needs and possible grants. Harry Seidel stressed the importance of hearing from the community on the needs of the center. John Leavitt stated that the sign has been installed but the front doors have not been fixed. Harry Seidel is aware and will stay on top of it.

Harry Seidel asked for an update on the building permit software. Mike Smith will contact Avitar.

- stated a public hearing needs to be scheduled for the change in hours of operation at the Transfer Station. Mike Smith will schedule the Public Hearing. Harry Seidel recapped the change of hours as follows: Tuesday & Wednesday 12:00 – 4:00pm, Thursday 12:00 – 7:00pm, Saturday and Sunday 8:00am – 4:00pm. Martha Mical suggested making one day a morning shift. Ed Mical echoed Martha's suggestion. Mike Smith will bring the suggestion to staff.
- asked if the Town owned land on Map 19 Lot 37 that is being considered for sale could be developed for housing. Mike Smith answered that it could be developed for that purpose.

## **IX. Selectboard Meeting Minutes:**

**4/16/24**

Pg 3 Line 2 strike treasure insert treasurer

Pg 3 insert Bower : last name Bob Bower

Pg 6 strike Greens insert Green

Pg 3 insert Frost : last name Christine Frost

**Faith Minton made a motion seconded by Mike Smith to approve the minutes of April 16, 2024 as amended. Motion passed unanimously**

7/24/24

Pg 1 strike Siedel insert Seidel

**Faith Minton made a motion seconded by Mike Smith to approve the minutes of July 24, 2024 as amended. Motion passed unanimously.**

9/5/24

Pg 1 line 7 strike committee insert work group

Pg 3 line 8 strike Allen insert Allan

**Faith Minton made a motion seconded by Mike Smith to approve the minutes of September 5, 2024 as amended. Motion passed unanimously.**

9/6/25

Pg 2 line 4 and 6 correct spelling of last name from Pelletier to Pellettieri

Pg 2 line 6 strike plant insert provide

Pg 2 line 9 insert "which is linked to the 250<sup>th</sup>"

Pg 3 line 5 insert enrolled

**Faith Minton made a motion seconded by Mike Smith to approve the minutes of September 6, 2024 as amended. Motion passed unanimously.**

Martha Mical asked Mike Smith how things are going for him in California. Mike Smith explained that today was better than yesterday, less smoke and a little rain. He stated that today is the first day they do not feel threatened on an hourly basis. Property owners are allowed back in their properties.

Derrek Narducci spoke to the Select Board about a situation involving squatters; this has been going on but in the past it was just one RV; it has grown to an RV, couple of tents and out buildings; he stated that is not his property but the law allows for 30 days for camping; concerned about how they are disposing of waste. Mike Smith suggested speaking with the Police Department.

## **X. Non-Public Session**

### **RSA 91-A:3 II (a)**

The dismissal, promotion, or compensation, disciplinary or investigation of any charges the public employee has the right to a meeting and requests a public meeting be the request must be granted.

**Motion to go into Non-public Session by: Seidel X Minton \_\_\_\_\_ Smith \_\_\_\_\_**

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

**Vote by roll call: Seidel YES Minton YES Smith YES**

**Motion: Passed / Failed**

Enter Non-public session at: Time: 5:30 pm

**Indicate non-Selectpersons attending: Town Administrator Kathy Frenette**

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

1. Second: Seidel   X   Minton        Smith
2. Vote by roll call: Seidel-YES Minton- YES Smith -YES
3. Motion: Passed
4. Return to Public Session at: Time 6:15 pm

Motion on Minutes by: Seidel   X   Minton        Smith         
Seal for:   5 Years   (Length of time)

1. Second: Seidel        Minton   X   Smith
2. Vote on minutes by roll call: Seidel-YES Minton- YES Smith -YES
3. Motion on Minutes: Passed

**Motion by Michael Smith, Second by Faith Minton to accept the resignation of Land Use Secretary, Janice Loz.**

**Vote on the Motion. All Yes. Motion Passed.**

**Adjournment**

**Meeting Adjourned 6:18 pm**

Respectfully submitted by Tracy Doherty  
Edited by Darcie Buskey, Assistant Clerk