



# TOWN OF WARNER

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Select Board: Harry Seidel, Chair  
Faith Minton  
Michael Smith  
Kathleen Frenette, Town Administrator  
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selectboard@warnernh.gov

## Select Board Meeting Minutes

4:00 PM October 29, 2024

Lower Meeting Room, Warner Town Hall, 5 E Main St

### I. Open the Meeting and Roll Call

Chair Seidel opened the meeting at 4:04 PM

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

**Also Present:** Kathy Frenette Town Administrator, Judy Newman-Rogers Selectboard Admin Asst

### II. Select Board Meeting Minutes – October 15, 2024

Pg 1 3<sup>rd</sup> Paragraph 5<sup>th</sup> Line revise to read “elderly poverty rate increased from 6.2% in 2019 to 7.9% in 2022”

Pg 5 last paragraph the Select Board discussed the non-public motion and the need to account for their return to public session.

**The Select Board TABLED the October 15, 2024, meeting minutes.**

### III. Encore Solar and Payment in Lieu of Taxes (PILOT) – Poverty Plains Solar Array

Discussion Tabled until November 4<sup>th</sup>

### IV. Select Board Business

- a. **Frazier Fir Tree:** Harry Seidel informed the Select Board that he contacted Millican Nursery who is able to sell him a 7-8 foot tree for \$380.

- b. **Sale of Town owned properties**

Mike Smith informed the Select Board that he is looking at Map 18 Lots 5, 6 and 9 on Kearsarge Mountain Road. He will be discussing the lots on Monday with the Planning Board. He will present more information to the Select Board Friday.

*The Select Board moved up Select Board Unanticipated Business until Town staff could join the meeting*

### V. Select Board Unanticipated Business

Mike Smith provided the Select Board with information and pictures of a property that a previous Select Board had issued a cease and desist order on. The structure was indicated to be built in a tree and does not have a foundation, footings, electrical or plumbing and less than 200 square feet. A permit was pulled for the construction of a driveway. The driveway permit was denied because there is not enough footage. Mike Smith informed the Select Board that the driveway has been built.

The property owner refuses to allow an inspection of the property and has posted no trespassing signs on the property. Elizabeth Labbe, Assessing Admin, stated that the assessor has indicated that structure measures 34x24 approximately 800 square feet. Elizabeth Labbe explained that the property owner believes that since the structure is not on the ground he will not be taxed and he does not need a building permit. She informed the Select Board that improvements to a property of any kind will be valued. The Select Board agreed to send a letter to the property owner advising him that he is in violation of a cease and desist order and inform him that he needs to speak to the Select Board.

- a. **2025 Budgets**

Elizabeth Labbe presented the Assessing Department budget. Meetings and Seminars are requested to be increased to \$665. Kathy Frenette explained that she would like Elizabeth to attend the NHMA Conference next year. Elizabeth Labbe

1 stated there are several Department of Revenue classes. The Select Board agreed to reduce the line item to \$400. Mileage  
2 is increased to \$100. Wages increased to \$36,109. Outside services (Avitar Assessing service) \$32,000. Elizabeth Labbe  
3 would like to change the line-item title to License Assessing Services. Assessing Forester currently is \$367. Mike Smith  
4 explained that the Forester line item will increase, and he suggests increasing the line item. The Select Board agreed to  
5 increase the amount to \$600. Assessing Utilities is proposed at \$10,000, the Select Board agreed to reduce the amount to  
6 \$8,000. Tax Maps (paper maps) line item is proposed at \$3,000 for CAI, the Select Board reduced that to \$2,500.  
7 Assessing Computers line item is for the two CAMA software systems; Proval CAMA software and Avitar CAMA  
8 maintenance fee totaling \$10,000.

9  
10 Kathy Frenette spoke about the need for a new postage machine. She would like to set up different accounts for each  
11 department to find out how much each department spends on postage.

12  
13 The Building Inspection budget was reviewed. No proposed changes to Building Inspection wages. There was discussion  
14 on office supplies, Judy explained that the Inspector uses town hall supplies. Building Compliance officer mileage should  
15 be \$100 (correct type-o \$1,000).

16  
17 Police Chief Bill Chandler presented the Police Department budget. Bill Chandler stated the telephone line might come  
18 in lower. Contract Services is proposed at \$18,625 which is lower because there will not be a software update this year.  
19 Vehicle fuel was reduced to \$7,000. Cruiser expenses are proposed at \$3,000 for oil changes and any miscellaneous  
20 issues. Safety Equipment (for duty vests) was proposed to increase to \$4,240. Bill Chandler explained that he will  
21 purchase one vest from the 2024 budget which will reduce the request to \$3,040. Special Detail was \$11,630 he wants to  
22 reduce that to \$10,500. Building Maintenance is proposed at \$3,830 a slight increase from \$3,515. The Select Board  
23 reduced the line item to \$3,500. Wages: Incentives – Bill Chandler recapped the approved hiring incentive of \$15,000  
24 paid on the anniversary of year one, year two and year three for two people. For the proposed budget it would be \$10,000  
25 (\$5,000 each employee). He spoke about the wage adjustment for two of his employees. Wages are proposed to increase  
26 by \$19,529. Mike Smith expressed his reservations about the increase in wages and the possibility of a COLA adjustment.  
27 Bill Chandler stated that his department has 5 employees, he would expect the COLA to be applied to 4 positions  
28 excluding the vacant position. He stressed the importance of retaining employees. Overtime line item is proposed to stay  
29 the same.

30  
31 Fire Chief Jon France presented the Fire Department budget. Building maintenance is proposed to be \$5,000. There was  
32 a discussion regarding the maintenance plan for the heating system. The Fire Department propane is proposed to be  
33 \$3,500, the Select Board reduced the amount to \$3,000. Wages are proposed to be \$88,000, there was a discussion  
34 regarding the number of service calls. Electricity is proposed to increase to \$14,832, the Select Board reduced the amount  
35 to \$12,876. Equipment maintenance is proposed to \$8665 from \$6,000 to cover the 5-year maintenance fee for the  
36 breathing apparatus testing. Office supplies are proposed at \$1,200; the Select Board reduced the amount to \$700. Truck  
37 maintenance is proposed at \$10,500, the Select Board reduced the amount to \$10,000. New Replacement Equipment is  
38 proposed at \$25,000. Jon France explained that last year he was concerned about running out of money for wages, so he  
39 withheld purchasing some equipment. He would prefer not to reduce the replacement equipment line item. In-house  
40 training is proposed at \$17,850, the Select Board reduced the amount to \$17,000. The Dispatch line item proposed  
41 amount should be \$34,178.

42  
43 John France spoke about the Fire Department Capital Improvement Plan (CIP) submissions. He stated that he does not  
44 believe the FD has to replace some equipment every four years as outlined in the schedule. He advised the Select Board  
45 that fire apparatus costs have skyrocketed. He stated that it previously would increase 3-4% and last year it was a 19%  
46 increase. He noted that a ladder truck today would cost approximately \$2 million dollars. He recapped the department's  
47 continued efforts and current technology used to maintain the equipment after calls.

48  
49 The Select Board will continue budget reviews on Friday at 10:00 AM. Kimberley Edelmann informed the Select Board  
50 that the property tax warrant will be ready for them to sign.

51  
52 **VI. Town Administrator's Report**

1 Kathy Frenette advised the Select Board that she has been holding budget meetings; reviewing IT Managed Care quotes;  
2 looking for another health insurance quote from School Care, the company that administers the benefits for the SAU;  
3 Kathy Frenette and Harry Seidel went to the ombudsman meeting in Concord; Primex Insurance has increased their rate.  
4

5 **VII. Consent Agenda** None  
6

7 **VIII. Manifest - Manifest motion for October 29, 2024**

8 Motion for the Select Board to approve the following previously signed manifests,  
9 accounts payable check # 10722 through 10737 dated 10/17/24 in the amount of \$18,747.14  
10 Motion to authorize the Select Board to approve and order the Treasurer to sign the following manifests,  
11 accounts payable check # 10738 through 10775 dated 10/28/24 in the amount of \$94,491.35,  
12 accounts payable check # 10776 dated 10/28/24 in the amount of \$1,520.29 and  
13 accounts payable check # 10777 through 10778 dated 10/28/24 in the amount of \$50,490.28 for the payroll and  
14 Federal Tax Deposits for the October 31, 2024 bi-weekly payroll and  
15 bi-weekly payroll check #'s 3840 through 3845 and  
16 direct deposit check #'s EO1958 through EO1983 dated 10/31/24 for a net payroll of \$38,408.78  
17

18 **Harry Seidel made a motion seconded by Faith Minton to approve the October 29, 2024, manifest as read. Motion**  
19 **passed unanimously.**  
20

21 **IX. Public Comment** None  
22

23 **X. Select Board Unanticipated Business**

24 Mike Smith mentioned two issues that the Select Board needs to discuss at the Select Board meeting on Friday.  
25 1) MadgeTech has been issued a cease and desist order for building without a permit which is being ignored.  
26 2) Building permit application needs to be revised to include a place for a business to record their business license #  
27 and a place for the Select Board to sign the permit.

28 Harry Seidel asked if anyone has been addressing the mail coming into the land use office. Kathy and Mike explained  
29 that Karen Coyne Planning Board Chair, Barbara Marty Zoning Chair and Elizabeth Labbe Assessing Admin have been  
30 working in the office.  
31

32 Friday's budget meeting is 10:00 am to 2:00 pm. Departments scheduled for review are Department of Public Works,  
33 Transfer Station, Tax Collector and Emergency Management. Kathy will contact April Blood, Parks & Rec and Nancy  
34 Martin, Conservation Commission.  
35

36 **XI. Non-Public Session (If needed, RSA 91-A:3 II (a,b,c,d,e,f,g,h,i,j,k,l,m))** None  
37

38 **XII. Adjournment**

39 **Faith Minton made a motion seconded by Mike Smith to adjourn the meeting. Motion passed unanimously.**

40 The meeting adjourned at 7:27 PM.  
41

42 Respectfully submitted by Tracy Doherty  
43 Edits – Judith Newman-Rogers  
44 Selectboard Admin Asst