



TOWN OF WARNER

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

Select Board Meeting Minutes December 3, 2024, 10:00 AM

Lower Meeting Room Warner Town Hall 5 E Main St

I. Open the Meeting / Roll Call

Harry Seidel called the meeting to order at 10:00 AM

Present: Michael Smith (Chair) via Zoom, Faith Minton, Harry Seidel, Kathy Frenette Town Administrator and Judy Newman-Rogers Selectboard Admin Assistant

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

To be considered at the end of the meeting

III. Select Board Minutes

November 6th Moved down on the agenda

IV. Conservation Commission, Chair Nancy Martin to Discuss Moving Conservation Commission Funds to the Public Deposit Investment Pool (PDIP)

Nancy Martin: has received several recommendations to move the funds from Sugar River Bank to the NHPDIP to earn interest at a greater rate; needs written approval from the Select Board and the Conservation Commission. The Select Board agreed to provide a written letter of approval.

Mike Smith made a motion seconded by Faith Minton to approve the request to move the Conservation Commission funds from Sugar River to the NH Public Deposit Investment Pool. Motion passed unanimously.

The Select Board agreed to move through the agenda until it is time for the 10:30 presentation

VI. Select Board Business

a. **Sale of Town Owned Properties** – Tabled

b. **Code Violation Enforcement Procedure Update**

Harry Seidel: the starting point needs to be a notice of violation pursuant to RSA 676:17-a. followed by a cease and desist notice if there is no action to become compliant by the violator. Mike Smith: in the past the Select Board issued a cease and desist order as soon as they were aware of the violation. Harry Seidel outlined the process he found in other communities:

- 1- specify the violation
- 2- identify corrective action required
- 3- specify a reasonable timeframe for the corrective action
- 4- provide official records to the Planning Board and Select Board notifying that enforcement may follow.

Faith Minton and Mike Smith both support the process outlined. Mike Smith will draft a written process for a notice of violation and cease and desist order.

1 **c. 3 Non-Compliant Building Permits - Status**

2 Harry Seidel spoke about 1) a non-compliant building permit that has not provided a site plan
3 2) a situation that came before the Zoning Board of Adjustment (ZBA); the applicant did not attend the meeting
4 and then indicated they were withdrawing their application; the ZBA was informed by abutters that activity was
5 still occurring at the applicant's property that was not posted or permitte; an intent to cut was issued. He
6 suggested sending Tom Baye, Building Inspector, to the property.
7

8 **d. Burrington Builders review of RSA 79-E compliance**

9 Tabled to the next Select Board meeting.
10

11 *At this time the Select Board received the Election Poll Book presentation from LHS*

12 **V. Election Poll Book, Presentation by LHS (10:30)**

13 Brenda **LAST NAME?** from LHS Associates presented the Election Poll Book information and software to the
14 Select Board. She stated: the Poll Pad is an E-Poll book; currently 38 municipalities utilizing the Poll Pad; the
15 E-Poll book is a paperless voter check-in; the software documents all the state and town required information
16 reducing the chance of human error; the software also speeds up the end of night tally of voters and ballots
17 issued; Brenda recapped the process from check in to check out; one limitation - the Poll Pad cannot change the
18 voter's party; it can create multiple reports, such as absentee, post-election certification, name changes, address
19 changes, new voters, undeclared voters etc.; outlined the multiple benefits the Poll Pad will provide the
20 supervisor of the checklist and the steps to take if a receipt is lost and how that is rectified.
21

22 Brenda continued: the Poll Pads communicate with each other through a non-Wi-Fi network called Peer to Peer
23 Technology; on Election Day (at the polls) Wi-Fi and internet is not required; needed is a secure network to
24 validate and import the election data on the Poll Pad; stressed that the Poll Pad system definitely will save time
25 but more important is the accuracy of the information that is captured when voters are checked-in; she
26 reiterated the benefits for the moderator regarding the end of the night tallies and the post-election reporting.
27

28 Harry Seidel asked for feedback from the Town Clerk and the Supervisors of the Checklist. Michele Courser,
29 Town Clerk and supervisors of the checklist Christine Perkins and Michael Brown outlined some of the
30 challenges they confront at the polls. Brenda spoke about the importance of software training, each check-in is
31 tracked, and the average check-in time for a general election is 9 seconds and the primary is 15 seconds.
32

33 Harry Seidel: the cost of the system is \$6,474. Michele Courser: the Secretary of State Office will pay up to
34 \$3,500 toward the cost; she has a request for funding. Faith Minton: there is also a yearly cost of \$900 plus
35 \$300 per election. Brenda: equipment replacement - the iPads /IOS life span is approximately 5-6 years; at that
36 time the iPad would be replaced, the old iPad wiped clean of the software and returned to the Town for other
37 uses; the current replacement cost is \$310 per iPad; the minimum annual cost for the Town is \$1,200. The Town
38 Clerk and the Supervisors acknowledge the time saving benefits. Judy Newman-Rogers spoke about her
39 previous election experience and knowledge of the LHS Associates company and appreciates the accuracy that
40 the service would provide. Harry Seidel: town moderator sent a letter in support of the E-Poll system (read by
41 Faith Minton); questioned if voters would receive the system positively; does support the idea. The Select
42 Board agreed to take the information into consideration. Michele Courser: funds from the Secretary of State are
43 available through June 2026.
44

45 At this time the Select Board took a brief recess, the meeting resumed at 12:36 PM
46

47 **Select Board Minutes -November 6, 2024**

48 TABLED to the next Select Board meeting. Clarification on the motion to go into non-public session is needed.
49

1 **Select Board Business continuation**

2 **e. Review for Town Auditor, Plodzik & Sanderson**

3 The Select Board discussed the proposal from Plodzik & Sanderson. Faith Minton: the Budget Committee has
4 expressed concern relative to the time it takes to receive the audit report from the current auditor; Plodzik &
5 Sanderson's proposal reflects a timeline that is more conducive to the Budget Committee's needs. Mike Smith;
6 the proposed fee structure is only slightly higher than what the Town is paying the current auditor; this is the
7 first proposal received, and asked the Select Board if they want to review another proposal. Harry Seidel: he
8 reviewed the draft report from the current auditor; is satisfied with the service provided; acknowledged that the
9 delay in receiving the report is an issue. Kathy Frenette stated that Plodzik & Sanderson is a good company
10 who will honor their proposal and schedule as long as the Town provides the necessary documentation. Harry
11 Seidel is unsure if a change is necessary. Faith Minton would like to receive a scope of work and schedule from
12 the current auditor so the Select Board can compare. Harry Seidel stated that the delay could have been
13 contributed to by the Town. Judy Newman-Rogers explained that changing auditors is beneficial to the Town
14 allowing for a new fresh set of eyes. Kathy Frenette agreed, she further noted that it is recommended to change
15 auditors occasionally. The Select Board agreed to look at another auditing service proposal. They agreed to
16 schedule a meeting with the current auditor to review the draft report.

17 **f. Postage Meter** - Tabled for the next meeting

18
19
20 **VII. Town Administrator's Report**

- 21 - Kathy Frenette explained that other communities have a page on their website for Right to Know,
22 RSA91-a requests. She would like to implement the system in Warner starting in January 2025.

23 **Mike Smith made a motion seconded by Faith Minton to add a space on the Town of Warner website for**
24 **91-a requests, including costs for attorney's fees and employee time spent on each request. Motion passed**
25 **unanimously.**

26 Harry Seidel would like language added that informs residents that information can be obtained by
27 coming into Town Hall, saving the Town money. Faith Minton spoke about the time and costs that the Town of
28 Warner has expended on 91-a requests.

29
30 **VIII. Consent Agenda**

31 Motion to Approve by the Warner Select Board:

32 A request to the Trustees of the Trust Funds for: \$7,086.25 from the Records Preservation Capital Reserve Fund
33 to pay an invoice from Kofile.

34 **Faith Minton made a motion seconded by Mike Smith to approve the consent agenda as read. Motion**
35 **passed unanimously.**

36
37 **IX. Manifest**

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

- 39 • Accounts Payable check numbers 10806 through 10845 dated 11/19/2024, in the amount of \$667,442.26,
40 which includes a payment to the Kearsarge Regional School District of \$600,000.
- 41 • Accounts Payable check numbers 10846 through 10847 dated 11/26/2024, in the amount of \$54,342.44
42 for the Payroll and Federal Tax deposits for the November 28th bi-weekly payroll.
- 43 • Bi-weekly payroll checks numbers 3852 through 3859, and direct deposit check numbers E02018 through
44 E02046 dated 11/28/2024 for a net payroll of \$41,521.87.
- 45 • Accounts Payable check numbers 10848 through 10877 dated 11/26/2024, in the amount of \$27,681.09.

46 **Harry Seidel made a motion seconded by Faith Minton to approve the manifest as read. Motion passed.**
47 **Mike Smith abstained.**

1 **X. Public Comment – None**

2
3 **XI. Select Board Unanticipated Business**

4 - Mike Smith spoke about his ongoing efforts to increase revenue by investigating the possibility of a cell
5 tower on the Bradford side of town. Kathy Frenette inquired about broadband and will provide broadband
6 contact information to Mike Smith.

7 - Judy Newman-Rogers asked the Select Board to consider agreeing to set a time limit to delete old zoom
8 recordings to free up storage space. Mike Smith stated that there was a past vote authorizing the download of
9 zoom meetings to a hard drive. Judy Newman-Rogers also spoke about the vulnerability that the Town
10 YouTube channel poses to the Town volunteers and employees when video snippets are manipulated to portray
11 someone poorly. Mike supports the elimination of the Warner YouTube channel stating the feedback to him
12 regarding the channel has been very discouraging and is not being used for the good of the Town.

13 **Mike Smith made a motion seconded by Harry Seidel for the Select Board to back up the zoom videos to**
14 **a hard drive and to take down the YouTube channel, furthermore, to send the zoom videos out upon**
15 **request. Motion passed unanimously.**

16
17 *Discussion:* Faith Minton explained that people can take little bits of the YouTube recordings without the
18 full context of what was being said. She spoke about the negative impact that it can have on the recruitment of
19 volunteers. Kathy Schoonmaker, member of the public, spoke about the possibility of restricting who can
20 subscribe to the Town’s YouTube channel. She asked if it is possible to have certain areas in town hall that are
21 not open to the public except by appointment. Judy Newman-Rogers spoke about the need to protect the
22 employees and residents. Ed Mical asked if there is a policy dealing with zoom videos. He suggested that once
23 the meeting minutes are approved the zoom videos could be taken down. Harry Seidel stated that a formal
24 policy needs to be drafted. Mike Smith extended his appreciation to Kimberly for her work on facilitating the
25 Town of Warner YouTube channel.

26 - Harry Seidel inquired about the tree replacement outside of Town Hall. Mike Smith stated that he has
27 been informed that the tree will be planted tomorrow.

28 - Faith Minton: there was a good turnout of volunteers on Saturday to help work on the Festival of Trees.

29 - Harry Seidel explained that he has drafted an ordinance that relates to short term rentals (STR’s). He
30 will forward to the Select Board for their review. Mike Smith spoke about the need to be proactive.

31 - Faith Minton asked for an update on how the Planning Board is handling their operations without a land
32 use secretary. Mike Smith: there have been interviews via video conference but a finalist has not been selected
33 yet. Kathy Frenette: the day to day operations have been smooth, however it is a lot of work for the chairs of
34 the Planning Board and Zoning Board. Kathy Frenette stated that minutes are up to date on the website
35

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

37 The Select Board agreed to discuss the Managed IT on December 17th.

38
39 **XIII. Adjournment**

40 **Faith Minton made a motion seconded by Mike Smith to adjourn the meeting. Motion passed**
41 **unanimously. 2:26 pm Adjournment**

42
43 Respectfully submitted by Tracy Doherty
44 Edits by Judy Newman-Rogers, Selectboard Admin Asst