



# TOWN OF WARNER

PO Box 265  
Warner, New Hampshire 03278-0265  
Telephone: (603) 456-2298 Fax: (603) 456-2297  
Warnernh.gov [administrator@warnernh.gov](mailto:administrator@warnernh.gov)  
[selectboard@warnernh.gov](mailto:selectboard@warnernh.gov)

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

## Selectboard Meeting Minutes December 30, 2024 10:00 AM

Lower Meeting Room Warner Town Hall 5 E Main St

### I. Open the Meeting and Roll Call

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

**Present:** Faith Minton, Harry Seidel, Kathy Frenette Town Administrator and Judy Newman-Rogers Selectboard Administrative Assistant.

**Absent:** Michael Smith

Kathy Frenette requested the Select Board adjust the order of business to hold the Land Use discussion next. Harry Seidel explained that Christen “Chrissy” Almanzar has accepted the position as the Land Use secretary.

**Faith Minton made a motion seconded by Harry Seidel to hire Christen Almanzar as the land use secretary for the Town of Warner starting January 6, 2025. Motion passed unanimously.**

### II. Capital Budget Review

Harry Seidel explained that due to the Town’s lack of revenue and high taxes the Select Board feels that they need to trim the capital budget.

**Capital budget:** 2022 \$765,333, 2023 \$547,087, 2024 \$565,729 and proposed for 2025 \$769,500

Kathy Frenette stated the IT capital reserve fund (CRF) in the amount of \$5,000 needs to be included in the 2025 capital budget. Faith Minton stated the Economic Development Advisory Committee will be looking for a CRF to be established for the Warner Community Center potentially at \$20,000. Ed Mical stated that he has requested a CRF in the amount of \$6,500 for Emergency Management. A combined adjustment of \$31,500 if the Select Board agreed.

**Police Department:** Police Chief Bill Chandler explained his Capital Improvement Plan (CIP) requests.

**Vehicle replacement:** increased due to the increase in vehicle costs; the current vehicle has been in service for 7 years; typically they are replaced at 3-4 years; the request is for \$35,000 (not \$25,000 as was reported in the final CIP report.). He stated that after this vehicle is replaced there will be 2 years before his next replacement is scheduled. He stressed the need to stick to the vehicle replacement schedule. The Select Board agreed not to cut the vehicle replacement.

### **Public Works:**

**Bridge Repair/Replace:** Tim Allen, Director of Public Works explained his CIP request of \$125,000. He spoke about the need for funds to be available. He would like the balance to be around \$350,000-\$400,000. The Select Board agreed to reduce the amount to \$85,000 (a reduction of \$40,000).

1 **Highway Equipment:** Tim Allen stressed the need to fully fund the CRF as he requested at \$175,000.  
2 (The Select Board had received the incorrect amount at \$200,000.) They agreed to the amount of \$175,000 (a  
3 reduction of \$25,000 on their reports).  
4

5 **Transfer Station:**

6 **Facility:** Tim Allen addressed the request of \$75,000 (\$50,000 for maintenance for the pole barn  
7 and \$25,000 for the service extension for the rebuilding of the bailer).

8 **Equipment:** \$35,000 is requested.  
9

10 The Select Board agreed not to cut the facility amount of \$75,000 and they agreed to reduce the equipment  
11 amount to \$25,000. After discussion of appropriate request placement, the Select Board agreed to correct the  
12 capital budget to reflect Transfer Station facility \$50,000 and Equipment \$50,000 (a reduction of \$10,000).  
13

14 **Fire Department:**

15 **Firefighter's equipment:** Kathy Frenette spoke to the Fire Chief who indicated the firefighter's  
16 equipment fund is for the testing of equipment which must be done. She stated that if a cut is necessary he  
17 would prefer a reduction of \$25,000 from the fire and rescue vehicle CRF (a reduction of \$25,000).  
18

19 **Property Reval:** Harry Seidel explained that \$35,000 is insufficient. Elizabeth Labbe explained the contract.  
20 The Select Board agreed to increase the amount to \$40,000 (an increase of \$5,000).  
21

22 **Town Hall Improvements:** Faith Minton inquired if there are any grants available to help with the cost of  
23 improvements. Harry Seidel stated there are two grants (LCHIP or Moose grant). There was a discussion  
24 regarding the possibility of a warrant article to create CRF for the Warner Community Center. There was  
25 discussion regarding the Town Hall Improvement CRF balance of \$51,000. Clyde Carson suggested asking the  
26 voters if they would approve taking \$20,000 from the Town Hall Improvement CRF to start a Warner  
27 Community Center CRF. There was a discussion about the pros and cons of that. The Select Board agreed to  
28 cut the request by \$30,000 for the Town Hall Improvements CRF.  
29

30 **Contingency Fund:** proposed request is \$10,000. Clyde Carson suggested holding off on a decision until the  
31 operating budget is finalized. The Select Board agreed on \$10,000 for the contingency fund.  
32

33 **Employee expendable trust:** the Select Board agreed to request \$5,000.  
34

35 **Total Capital budget requests \$779,500.**

36 **Reductions total \$130,000** (bridge replacements \$40,000, highway equipment \$25,000, transfer station  
37 \$10,000, Fire/Rescue \$25,000, Town Hall \$30,000)

38 **Increase total \$30,000** (Police Department \$10,000, Reval \$5,000, employee expendable trust \$5,000,  
39 Contingency Fund \$10,000)

40 **Capital budget was reduced by \$110,000 = \$669,500**  
41

42 The Select Board discussed the need to establish a CRF for computer replacements versus an operating budget  
43 item. Kathy Frenette explained the current inventory of computers will need to be replaced at the same time.  
44 She urged the Select Board to start saving now. The Select Board agreed to request a replacement schedule to  
45 allow for the planning for replacements. The Select Board agreed to hold off one year.  
46

47 **III. Select Board Business**

48 a. Review of Town Auditor – TABLED  
49

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

2 None

3 **V. Consent Agenda**

4 None

5 **VI. Manifest**

6 None

7 **VII. Select Board Unanticipated Business**

8 - 2 Building Permits need additional information

9  
10 - Kathy Frenette stated a change is needed relating to the Tax Collector 2025 budget for computer  
11 software support in the amount of \$3,330. Clyde Carson stated this will be annual expense that  
12 needs to be in the operating budget. The Select Board agreed to adjust the tax collector's budget to  
13 reflect an increase to \$3,651 for total computer software/support.  
14

15 **VIII. Public Comment**

16 Ed Mical asked about the Revenue Review. Clyde Carson stated that information is needed from the State  
17 (rooms and meals distributions) and the tax collector's estimate of revenue, before the Select Board can  
18 establish a revenue budget.  
19

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

21 None

22 **X. Adjournment**

23 **Faith Minton made a motion seconded by Harry Seidel to adjourn the meeting. Motion passed**  
24 **unanimously.**

25  
26 The meeting adjourned at 12:21 PM.

27  
28 Respectfully submitted by Tracy Doherty  
29 Edits, Judy Newman-Rogers Selectboard Admin Asst.  
30