

TOWN OF WARNER



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Select Board: Michael Smith, Chair
Harry Seidel
Alfred Hanson
Kathleen Frenette, Town Administrator

Select Board Meeting DRAFT Minutes

April 1, 2025 4:00 PM

Lower Meeting Room Warner Town Hall 5 E Main St

I. Open the Meeting and Roll Call

Chairman Mike Smith called the meeting to order at 4:03 PM.

Select Board members present: Alfred Hanson, Mike Smith, Harry Seidel (via Zoom) also present was Town Administrator Kathy Frenette

Audience Attendees: Ed Mical, John Leavitt, Elizabeth Labbee, Barb Marty, Janet Sala, Andrew Sala, Karen Coyne, Christine Frost, Pier D'Aprile, Ian Rogers, Derrick Narducci, Nate Burrington, Rick Bixby, Tim Allen, Paul Raymond and Joe Mulcahy.

Mike Smith made a motion seconded by Alfred Hanson to include Harry Seidel via Zoom. Motion passed unanimously.

II. Loren Martin from Avitar – Revaluation Information

Loren Martin outlined the revaluation timeline. She advised the Select Board that in April her staff will be in Warner to review new construction. She explained that the new construction is being done first to be in time for the July tax bills which will be generated using the current Proval CAMA system. She explained that any larger construction projects (new homes, garages etc.) will be entered into the Proval for the first issue tax bill, smaller projects (deck sheds etc.) will be entered in the Avitar system for the second tax bill. Loren Martin explained that residents will receive a letter in the near future followed up with interior inspections. She explained that field reviews will continue into the summer months and taxpayers should receive notices of their new value in August. Loren Martin explained that the notice of new value will include how taxpayers can dispute or discuss their new value. The notice will also include the percentage of change. Loren Martin stated that hearings will be held in September. She stated that the assessment data will be turned over to the Town by October 1st. She stated that the MS-1 will be prepared and ready for the Select Board to sign and then uploaded to the Department of Revenue for the setting of the tax rate. Loren Martin informed the Select Board that the recent change to the elderly exemption that was voted in at Town Meeting will be applied to the December tax bill. Ed Mical asked if the sales analysis will be available for public review. Loren Martin stated the USPAP manual will be available. John Leavitt asked about the view tax. Loren Martin explained that the Avitar property record cards do separate all property features. She reiterated that the USPAP manual has all related information and explanations. Ed Mical asked about the veteran tax credit. Loren Martin explained that the veteran tax credit increased to \$750 and will be applied to the first bill.

III. Public Comment

John Leavitt stated that he would like to recite the Pledge of Allegiance and invited anyone who wanted to join him. The Pledge of Allegiance was recited.

Andrew Sala 851 Route 103 spoke to the Select Board about the property next door to him (old general store). He explained that the property is for sale and the septic system is being replaced. He stated that the existing system is for a one bedroom upstairs and one bedroom down stairs. He stated the real estate listing

1 information reflects that the property has five bedrooms. He expressed concern that the current septic system
2 is not adequate. He stated that the property does not have second floor egress in case of a fire. He asked the
3 Select Board monitor the use of the property. Mike Smith stated that the Select Board will look into it.
4 Ed Mical asked for an update on the two lease purchases that the voters approved at Town Meeting. Mike
5 Smith stated a public hearing has not been scheduled yet. He stated that tonight's public hearing is to address
6 the expenditure of funds for the Highway Department pickup truck and 10-wheel truck. Ed Mical stated that
7 he understood that the voters approved the expenditure of funds for the two lease purchases and a public
8 hearing is not required.
9

10 IV. Select Board New Business

11 1. David Carle – Select Board's Rules of Procedure

12 David Carle stated that he recently reviewed the Select Board's Rules of Procedure. He suggested it be
13 posted on the Town's website. He stated that he reviewed many town's policies and procedures. He noted
14 that many of them are based on the municipal association model. He stated that most have a signature page
15 that the members of the Select Board sign. He asked the Select Board to consider including a signature page
16 to the rules and procedure document that was adopted by the prior Select Board on February 18, 2025.
17 David Carle suggested the Select Board include information on how the rules and procedures can be
18 amended. He provided and read an example of the amendment clause that he recommended. David Carle
19 suggested that the Select Board review the property tax exemptions every five years. He proposed that the
20 Select Board amend their rules of procedure to include a review of property tax exemption amounts every
21 five years to coincide with the property revaluation cycle.
22

23 Harry Seidel stated he supports the suggestions as long as the town's legal counsel agrees. Alfred Hanson
24 would like a few weeks to go over the information and suggestions. The Select Board tabled the discussion
25 to the next Select Board meeting.
26

27 Mike Smith adjusted the order of Select Board New Business moving up #3 to be discussed next.
28

29 3. Chairs of Boards and Committees about Appointees

30 Mike Smith asked if the Select Board members have signed that appointments made so far. Each Select
31 Board member stated they have signed the appointments made. Mike Smith stated that the complete list of
32 appointments will be voted on at the next meeting.
33

34 4. Volunteer Forms

35 **Harry Seidel made a motion seconded by Alfred Hanson to appoint Ellie Brown to the HOP Grant 2**
36 **Housing Committee. Roll Call Vote Seidel YES Hanson YES Smith YES**
37

38 5. Abatements – Map 19 Lot 014, Map 15 Lot 048-2 and Map 10 Lot 104-2-3

39 -Map 19 Lot 014 59 Duck Pond Lane is seeking an abatement for an overpayment in the amount of \$672.17.

40 **Mike Smith made a motion seconded by Alfred Hanson to reimburse \$672.17 to the owner of Map 19**
41 **Lot 014 59 Duck Pond Lane. Roll Call Vote Seidel YES Hanson YES Smith YES**
42

43 -Map 10 Lot 104-2-3

44 Harry Seidel stated that he agrees with professional recommendation from Assessor to deny the abatement.
45 The Assessor has not received income and expense information from the applicant that is needed. The Select
46 Board agreed to send a letter requesting the information that the Assessor has requested prior to April 29th, if
47 not received the abatement will be denied.
48

49 -Map 15 Lot 048-2 11 Couchtown Road

50 Harry Seidel and Mike Smith agree with the recommendation from the Assessor to deny the abatement.

1 **Harry Seidel made a motion seconded by Mike Smith to deny the abatement for Map 15 Lot 048-2**
2 **Roll Call Vote Seidel YES Hanson YES Smith YES**

3 **V. Select Board Continued Business**

4 1. Hiring New Town Council

5 The Select Board discussed hiring another law firm that specializes in land transfers and has the expertise in
6 selling Town owned properties. Harry Seidel stated that he is against this, he is concerned that it will cause
7 confusion. He is concerned that if someone does not agree with an opinion of the one lawyer they might call
8 the other. Harry Seidel stated that the current firm has a great track record and experienced.

9
10 Mike Smith stated that he fully supports adding legal counsel. Alfred Hanson appreciates both viewpoints.
11 Alfred Hanson stated that he would be in favor of this as long as the Select Board meets to discuss and select
12 the appropriate firm.

13
14 **Mike Smith made a motion seconded by Alfred Hanson to move forward bringing on a second Town**
15 **Legal Counsel Preti and Flaherty. Roll Call Vote Seidel NO Hanson YES Smith YES**

16
17 Harry Seidel called a point of order, he asked if the Select Board would agree that when a legal opinion is
18 given the Select Board will not seek a another legal opinion from the other firm. Alfred Hanson agreed.

19
20 **Mike Smith AMENDED the motion seconded by Alfred Hanson to move forward with bringing on a**
21 **seconded town legal counsel Preti and Flaherty and furthermore, the Select Board agreed to pick only**
22 **one legal counsel for an opinion. Roll Call Vote on the AMENDED motion Seidel YES Hanson YES**
23 **Smith YES**

24
25 Mike Smith adjusted the order of Select Board Continued Business moving up #3 to be discussed next

26 3. HOP Grant 2

27 The Select Board tabled this review until the April 29, 2025 Select Board meeting. Christine Frost explained
28 the grant has previously been accepted. She stated that the contract before the Select Board is from CRPC
29 detailing the work that they will do. She explained that payment for their work will come from the grant.
30 Ian Rogers concurred. He provided a brief recap of past events.

31
32 **VI. Town Administrator's Report**

- 33 - Tomorrow at 9:00 AM is the insurance benefits research group meeting, there is complication relating
34 to NH SB297 which can make towns responsible for claims coverage.
35 - Delegation of duties (Select Board Administrative Assistant) to other staff members is ongoing.
36 - Department Heads have reviewed the Employee Performance Evaluation and the Administrative Staff
37 check in. The forms will be available at the April 15, 2025 Select Board meeting for adoption.

38
39 **VII. Select Board Meeting Minutes: 3/18/25**

40 Pg 1 List titles and attendees, Line 39 insert 2025

41 Pg 2 Line 24 insert he (he jacked the building), line 32 strike directions insert direction

42 Line 23 strike down insert support is done

43 Pg 4 Line 14-15 to read Mike Smith believes the Select Board cannot appoint

44 **Harry Seidel made a motion seconded by to approve the March 18, 2025 Select Board meeting minutes**
45 **as amended. Roll Call Vote Seidel YES Hanson YES Smith YES**

46
47 **VIII. Consent Agenda**

48 **Mike Smith made a motion seconded by Alfred Hanson to accept the April 1, 2025 Consent Agenda.**

49 **Roll Call Vote Seidel YES Hanson YES Smith YES**

50

1 **IX. Manifests #1 and #2**

2 **Mike Smith made a motion seconded by Harry Seidel to accept Manifest #1 for April 1, 2025.**

3 **Roll Call Vote Hanson YES Seidel YES Smith YES**

4
5 **Mike Smith made a motion seconded by Alfred Hanson to accept Manifest #2 for April 1, 2025**

6 **Roll Call Vote Seidel YES Hanson YES Smith YES**

7
8 **XI. Select Board Other Business**

9 Tax Deeding Properties

10 **Mike Smith made a motion seconded by Alfred Hanson to file the unpaid receivable list supplied by**
11 **the Tax Collector Kimberly Edelman on March 13, 2025. Roll Call Vote Seidel YES Hanson YES**
12 **Smith YES**

13 Tree Removal

14 Mike Smith stated that Tim Allen would like to cut down some trees on the back side of the transfer station.

15 **Mike Smith made a motion seconded by Harry Seidel to move forward with the tree removal around**
16 **all three sides of the transfer station and open a lane up to the back of the Highway Department.**

17 **Roll Call Vote Seidel YES Hanson YES Smith YES**

18 Employee Wages

19 Mike Smith spoke about the past wage study that the Town conducted in 2017 and implemented in 2018. He
20 stated that the wage study has been dropped. He would like to move forward with a discussion on the wage
21 study. Mr. Leavitt clarified that in 2017 the wage study was done but the Select Board never implemented it
22 and they changed it. The Select Board agreed to discuss the wage study on April 15, 2025.

23 Credit Card Machines

24 Kathy Frenette asked the Select Board to review and sign the credit card machine agreements. She asked the
25 Select Board to authorize her as the person responsible for the three machines. The Select Board agreed.

26 **Mike Smith made a motion seconded by Alfred Hanson to move forward with the Heartland Bill Pay**
27 **Merchant setup form authorizing Kathy Frenette to move forward with the agreement. Roll Call Vote**
28 **Seidel YES Hanson YES Smith YES**

29 The Select Board went into recess until 6:00 PM

30
31 **6:00 PM Public Hearing:** Request to expend funds from the Highway Equipment Capital Reserve
32 Fund to purchase a pickup truck and 10-Wheel Truck.

33
34 Mike Smith called the meeting back to order and opened the public hearing at 6:02 PM.

35 Tim Allen explained that the Highway Department is looking to replace the 2013 Freight Line 10-wheeler
36 with over 100,000 miles. He acknowledged that there are older pieces in the fleet, but the 10-wheeler is used
37 every day. Tim Allen explained that currently a Freight Line 4500 Series model is not available, so he looked
38 at a Western Star. He stated that it cost less and is basically the same machine. He stated that the order would
39 be placed in the 2nd quarter of the year for delivery in the 3rd quarter. Tim Allen stated that he would like to
40 also replace the 2018 pickup truck. He explained the pickup truck has 120,000 miles. Tim Allen explained
41 the cost for the 10-wheeler with the equipment is \$264,000 and the pickup truck with snowplow is \$68,696.
42 He stated that he is not happy with the 10-wheeler trade in value of only \$28,000. He spoke about keeping
43 the 10-wheeler and possibly auctioning it off. Alfred Hanson referenced a past replacement schedule from
44 the Highway Department. He asked why the single axle truck is not being replaced. He expressed concern
45 about the maintenance cost of the older fleet. He questioned; that with the disappointing trade in values why
46 the trucks wouldn't be retained until they are no longer run. Alfred Hanson supports replacing the single axle
47 truck. He stated that this is the first time that 4 vehicles will be replaced in a year. He stated that he feels the
48 pickup could last another year. Tim Allen explained that the idea of the 2 lease to purchase vehicles did not
49 come from him. Alfred Hanson spoke about the need to reduce spending. Mike Smith suggested considering
50 a multi-use vehicle. Tim Allen acknowledged the benefits of a multi-use vehicle as long as they have

1 adequate manpower. There was a discussion about a multi-purpose vehicle to be utilized between the
2 highway department and the transfer station. Alfred Hanson asked if it would be reasonable to replace the
3 single axle truck, maintain the 10-wheeler for a few years and research the multipurpose vehicle.
4

5 Harry Seidel believes it makes the most sense to get the equity out of the vehicles. He is not convinced that
6 outfitting an existing old chassis with all new parts is the right step to take. He sees the value in replacing the
7 10-wheeler. Paul Raymond reiterated that the 10-wheeler is used all year, a 6-wheeler with a frame mounted
8 sander could not be used in the summer months. Tim Allen reiterated he does not have drivers for another
9 single axle truck.
10

11 Mike Smith opened the floor for public comment.
12

13 Rick Bixby asked why the department is going with a Western Star and not another Freight Line. Paul
14 Raymond explained that Freight Line equipment is significantly back logged. Rick Bixby spoke about the
15 difficulty in finding truck drivers now, and he is concerned that a standard truck versus an automatic adds to
16 the challenge. He suggested getting rid of the old Ford. John Leavitt stated that older trucks do not have
17 equity. He does not think equity should be a factor in this decision. Joe Mulcahy stated that having a 10-
18 wheeler to replace one of the older single axles reduces the number of trips back and forth. He explained that
19 the maintenance cost difference is only tires and brakes because the chassis is the same. Ed Mical stated that
20 the purpose of this public hearing is to decide whether or not to go forward with the purchase of the 10-
21 wheeler and a pickup truck. Rick Bixby stated that currently there is approximately \$278,000 in the
22 equipment fund.
23

24 Mike Smith closed the floor for public comment.
25

26 The Select Board discussed the funding, and the time line needed to order the equipment. Harry Seidel
27 cautioned of future price increases. There was a discussion regarding the current balance of the equipment
28 replacement CRF. Mike Smith questioned the trade in amount for the pickup. Tim Allen stated the pickup
29 was being traded in. Alfred Hanson stressed that adding to the fleet is a cost to the Town. He stressed that the
30 Town of Warner needs to reshape its spending habits.

31 **Mike Smith made a motion seconded by Harry Seidel to close the public hearing. Roll Call Vote Seidel**
32 **YES Hanson YES Smith YES**
33

34 **Harry Seidel made a motion seconded by Alfred Hanson to expend funds from the Highway**
35 **Equipment CRF to purchase a 10-Wheeler Truck. Roll Call Vote Seidel YES Hanson NO Smith YES**
36

37 **Harry Seidel made a motion seconded by Alfred Hanson to expend funds from the Highway**
38 **Equipment CRF to purchase a pickup truck. Roll Call Vote Seidel YES Hanson NO Smith YES**
39

40 Alfred Hanson stressed that fleet has been expanded for a Town that has not changed in years. Mike Smith
41 clarified that he voted to allow the department purchase equipment that it has saved for. Harry Seidel
42 acknowledged and appreciates Alfred Hanson's position.

43 (Continued) **Select Board New Business item # 2**

44 2. DPW Garage Door Bid

45 The Select Board discussed the pricing information to replace the DPW Garage doors. Tim Allen
46 recommends C&W Garage Doors LLC. Alfred Hanson acknowledges that C&W is a local business.

47 **Alfred Hanson made a motion seconded by Harry Seidel to accept the bid from C&W Garage Doors**
48 **LLC. Roll Call Vote Seidel YES Hanson YES Smith YES**
49

50 **XI. Select Board Other Business**

1 1. Fence behind Town Hall – Burrington Builders

2 Nate Burrington recapped his concerns. He stated that there are dumpsters located next to fence that are not
3 appealing to his property or to pedestrians that walk by. He explained that there is a congestion of parking in
4 the area. He stated that he has 4 parking spots. He stated that the parking issue was addressed in the approval
5 from planning and zoning but that condition is not being followed.
6

7 **Alfred Hanson made a motion seconded by Harry Seidel to hold a site walk to visualize the issues that**
8 **Mr. Burrington has raised. ROLL CALL VOTE Seidel YES Hanson YES Smith NO**
9

10 The Select Board agreed to visit the property on April 15, 2025, at 3:30 PM.

11 **X. Public Comment**

12 None
13

14 Mike Smith explained that the Select Board received a letter from James Sherman regarding a property on
15 Newmarket Road. Harry Seidel stated that he reviewed wetland regulations. He stated that it very clear that
16 any wetland activity requires a dredge and fill permit. Mr. Hanson stated that there is also a watershed
17 concern as well. Harry Seidel explained that the property was subdivided, and the newly created lot was sold
18 to someone from Connecticut. Harry Seidel stressed that the NH DES will need to review and issue
19 appropriate permits.
20

21 James Sherman (via Zoom) stated that he had spoken to the property owner. He stated that the property
22 owner has stated that he does not intend to seek any approvals. James Sherman stated that the owner has
23 stated that he intends to build a bridge with a railroad car. He stated that the property owner intends to build a
24 house on the land and there has been a travel trailer on the property for the last 8-9 months. He supports a
25 letter from the Town advising the property owner that he must follow town and federal rules relating to
26 wetlands.
27

28 Kathy Frenette suggested sending the property owner welcome to Warner information and include
29 information regarding wetland rules and regulations. James Sherman stated the letter needs to be a strongly
30 worded letter. He reiterated that the property owner has expressed that he will do this his way. Kathy Frenette
31 suggested a follow up letter if the property owner does not respond. The Select Board agreed to move
32 forward with sending a letter.
33

34 **Mike Smith made a motion seconded by Harry Seidel to authorize the transfer of \$6,036.31 to the**
35 **employee expendable trust fund as requested by Robert Blake Trustee of the Trust Fund. Roll Call**
36 **Vote Seidel YES Hanson YES Smith YES.**
37

38 **Mike Smith made a motion seconded by Alfred Hanson that the Select Board will recite the Pledge of**
39 **Allegiance at the start of each Select Board meeting. Roll Call Vote Seidel YES Hanson YES Smith**
40 **YES**
41

42 Kimberly Edelmann asked the Select Board to sign the mortgage search authorization that allows the Tax
43 Collector to research deeds.
44

45 **Harry Seidel made a motion seconded by Mike Smith to adjourn the meeting at 7:36 PM. Roll Call**
46 **Vote Seidel YES Hanson YES Smith YES**
47

48 The meeting adjourned at 7:36 PM

49 Respectfully submitted on 4/7/25 @ 8:40 PM by Tracy Doherty

50 Edited by Darcie Buskey, Assistant Clerk