

# 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  
Harry Seidel  
Alfred Hanson  
Kathleen Frenette, Town Administrator

## Select Board Meeting DRAFT Minutes

April 15, 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 4:04 PM.

Select Board members present: Alfred Hanson, Mike Smith, Harry Seidel and Town Administrator Kathy Frenette.

Audience Attendees: Kathy Carson, Tim Wallace, Ed Mical, Martha Mical, Sara McNeil, Faith Minton, John Leavitt and Elizabeth Labbe.

### II. Pledge of Allegiance

The Pledge of Allegiance was recited.

### III. Public Comment

Tim Wallace, Municipal Forester for the town, spoke to the Select Board regarding an intent to cut timber along the back side of the Transfer Station. He explained the required wetland permit. Tim Wallace explained that the purpose of the project is to open access for the Public Works staff, allowing them to avoid interfering with public access.

### IV. Town Owned Property

Mike Smith stated that he is looking at two parcels for the Select Board's consideration to sell. Map 3 Lot 105 22 acres and Map 3 Lot 103 14.6 acres located on Poverty Plains Road consisting of mostly wetlands and both lots are landlocked. Harry Seidel stated that the parcels consist of sensitive and valuable wetlands that act like filters. He believes the Conservation Commission will be interested in this. Mike Smith stated that he is willing to investigate lot 105 and leave lot 103 as is. Martha Mical stated lot 105 is unbuildable because it is land locked. Mike Smith suggested the abutters might be interested. Alfred Hanson inquired about the process of selling town-owned land. Mike Smith explained that if the Select Board decides to move forward, he would bring the idea to other committees for their input. He stated there are two ways to sell 1) sealed bid and 2) auction.

**Harry Seidel made a motion seconded by Mike Smith to move forward with Map 3 Lot 105, to seek input from the Conservation Committee and not to move forward with Map 3 Lot 103. Roll Call Vote Seidel YES Hanson YES Smith YES**

### V. Select Board New Business

#### 1. Wage Matrix/Wage Study

The Select Board reviewed the proposed steps. Mike Smith stated that there is a missing key that defines the progression of steps. The Select Board agreed to table the discussion until the missing information is compiled. Mike Smith stated that Kathy Frenette will contact the company that drafted the wage study to locate the missing information and possibly contact other communities to see what their step system entails.

1  
2                   2. FEMA Flood Maps

3 Ed Mical stated that he is looking to hold a public information meeting next Tuesday April 22, 2025 at 6:30  
4 PM. The 90-day Flood Map appeal process is underway (March 5<sup>th</sup> to June 4<sup>th</sup>). He explained that public  
5 comments should be forward to the Town. The Town will then forward the public comments to FEMA.  
6 Harry Seidel suggested an article in the InterTown to bring more awareness to the topic. He suggested  
7 inviting Ray Carbone from the InterTown to attend the meeting. Ed Mical suggested advertising on the  
8 blinking sign.

9                   3. Warner Beautification Group Update

10 Faith Minton, Kathy Carson and Sara McNeil provided an update to the Select Board regarding their  
11 activities and plans for the five sites (transfer station, police station, fire station, town hall and exit 8). Kathy  
12 Carson stated that they have enough volunteers. A volunteer meeting is scheduled for April 23, 2025 at 6:30  
13 PM. One topic of discussion will be replacing the sign at exit 9. She explained that an estimate of \$2,200 was  
14 received. She explained that the sign that is under consideration is a low maintenance sign. The sign will be  
15 very similar to the existing sign. She spoke about the necessary repairs to the water fountain outside of Town  
16 Hall. Kathy Carson suggested adjusting the height of the spray to conserve water. She stated that this year the  
17 Beautification Group will work at all five sites, summer through fall. She stated that annual flowers in the  
18 summer and mums in the fall. The group will plant bulbs. She explained that there will be a Christmas tree  
19 display outside of Town Hall. Kathy Carson spoke about the budget of \$2,000. She advised the Select Board  
20 that the group will be soliciting donations to cover the \$5,500 in line items. Faith Minton stated that they  
21 have received donations of approximately \$2,000. Sara McNeil stated that receipts will be submitted by site  
22 to allow the tracking of funds spent on each site. She spoke about the possibility of a 6<sup>th</sup> site in town, but that  
23 decision has not been made yet. There was a brief conversation about the Community Center as a site for the  
24 group.  
25

26                   4. Communication Tower 133 Route 103 West

27 **Mike Smith made a motion seconded by Harry Seidel to forward a letter to the Board of Selectmen of**  
28 **Bradford and Sutton regarding the cell tower on Route 103 West. Roll Call Vote Seidel YES Hanson**  
29 **YES Smith YES**  
30

31                   **VI. Select Board Continued Business**

32 None

33                   **VII. Town Administrator Report**

- 34 - Senate Bill 297 update: She spoke to Senator Ennis who informed her that SB297 has been passed  
35 and has been sent to the House. Any communications at this point should be brought to the local  
36 representatives.
- 37 - The NHMA workshop is Thursday 4/24/25 9:00 AM. Zoom participation is acceptable and will be set  
38 up in this conference room.
- 39 - Expenses and revenue quarterly update provided to the Select Board. The Budget Committee  
40 schedule has been provided. Currently expenditures are on target at 25%, revenue is only at 20%. It is  
41 anticipated that building permit and vehicle registration revenue will increase significantly.
- 42 - Attendance at the Budget Committee meetings: Select Board agreed to make the appropriate  
43 notification of their attendance at Budget Committee meetings.
- 44 - CIP: There was a discussion regarding streamlining the CIP presentation to the Budget Committee  
45 and the Select Board at one time. Alfred Hanson stressed that the CIP needs to be available sooner  
46 rather than later. Ed Mical stressed that the CIP is a Planning Board function. John Leavitt reiterated  
47 that Department Heads need to submit their CIP sooner rather than later. The Select Board agreed on  
48 a deadline of August 19<sup>th</sup> to require Department Heads to submit their CIP and September 16<sup>th</sup> for the  
49 department operating budget. The Select Board agreed to set a target increase of 2%.

- 1 - Copy Machine: estimate for replacement was provided to the Select Board. She stated that she is  
2 looking to lease a copier for \$188/month (\$2,256 yr). The price includes unlimited black and white  
3 copies and 1500 color copies quarterly. The machine will copy, scan, print and fax. It also includes  
4 services and supplies for the term of the lease. Mike Smith stated that he is not comfortable moving  
5 forward without seeing the existing contract. Kathy Frenette will continue to look for the existing  
6 contract.  
7 - Removal of the stage extenders; She is seeking permission to contact Angela Carson to request the  
8 removal of the stage extenders that are being stored behind the curtain.  
9 **Mike Smith made a motion seconded by to allow Kathy Frenette to call for the removal of the**  
10 **stage extenders. Roll Call Vote Seidel YES Hanson YES Smith YES**  
11 - Sprinkler inspection occurred: the inspection was not previously scheduled.  
12 There was a discussion regarding a recent payment for repairs.  
13

#### 14 **VIII. Select Board Meeting Minutes 4/1/2025**

15 Harry Seidel stated that he would like it on record that he voted in error (page 3) regarding the hiring of an  
16 additional Town Counsel.

17 Pg 3 line 44 need the seconded to the motion insert Alfred Hanson

18 Pg 5-line 29 insert not  
19

20 **Mike Smith made a motion seconded by Harry Seidel to approve Select Board Meeting Minutes**  
21 **4/1/2025 as amended. Roll Call Vote Seidel YES Hanson YES Smith YES**  
22

#### 23 **IX. Consent Agenda**

24 **Mike Smith made a motion seconded by Harry Seidel to accept the Consent Agenda for April 15, 2025**  
25 **as posted on the website. Roll Call Vote Seidel YES Hanson YES Smith YES**  
26

#### 27 **X. Manifest**

28 Harry Seidel questioned who the accounts payable checks 11288 through 11298 in the amount of \$33,469.44  
29 were paid to.

30 **Harry Seidel made a motion seconded by Mike Smith to accept the Manifest motion for April 15, 2025**  
31 **pending Kathy Frenette checking on the accounts payable check numbers 11288 to 11290 dated 4/3/25**  
32 **in the amount of \$33,469.44 as posted on the website. Roll Call Vote Seidel YES Hanson YES Smith**  
33 **YES**  
34

#### 35 **XI. Public Comment**

36 John Leavitt spoke about the wage study. He stated that what was recommended was a 12-step process but  
37 the Select Board at that time adopted a 24-step process. He feels that it is important to differentiate between  
38 the two. Mike Smith clarified that the Town paid for a wage study, which came in as a 12-step process. He  
39 explained that Mr. Bingham asked for it to be expanded to a 24-step process. John Leavitt stated that he read  
40 the 2023 audit report. He asked if the Select Board has taken steps to rectify the Town's susceptibility to  
41 fraud. Mike Smith confirmed that they have. John Leavitt thanked the Select Board for adding the Pledge of  
42 Allegiance in the order of business.  
43

44 There was additional conversation regarding the missing information in the wage study and how to move  
45 forward.

#### 46 **XII. Employee Forms**

47 The Select Board discussed the employee performance evaluation forms. The Select Board commended  
48 Kathy Frenette for her efforts.

49 **Harry Seidel made a motion seconded by Mike Smith to accept the 2025 employee evaluation forms.**  
50 **Roll Call Vote Seidel YES Hanson YES Smith YES**

1 The Select Board discussed any necessary action they needed to take regarding the adoption of signatures of  
2 the Select Board for their signatures in rules and procedures, requiring the elderly exemption to be reviewed  
3 to coincide with the 5-year revaluation process.  
4

5 **XIII. Select Board Other Business**

- 6 1. New Copy Machine – previously discussed under Town Administrator’s Report
- 7 2. Mike Smith asked if a start date has been determined for the auditor. Kathy Frenette  
8 explained that the trial balance does not match. She is currently reviewing the 2024  
9 transactions to reconcile the 49 differences.
- 10 3. Alfred Hanson stated that on April 29<sup>th</sup> the Select Board is reviewing the HOP Grant II.  
11 He asked if the committee had been established. Mike Smith stated that it has not. Harry  
12 Seidel stated that he invited Mike Tardiff to attend the meeting. There was further  
13 discussion/review of the HOP Grant II timeline.
- 14 4. There was a brief discussion regarding the CNHRPC contract as it relates to the HOP  
15 Grant II.
- 16 5. The Select Board reviewed and signed various manifest items.  
17

18 **XIV. Non-Public Session** (if needed if needed, RSA 91-A:3II [a,b,c,d,e,f,g,h,I,j,k])

19 None  
20

21 **Alfred Hanson made a motion seconded by Harry Seidel to adjourn the Select Board meeting. Roll**  
22 **Call Vote Seidel YES Hanson YES Smith YES**  
23

24 The meeting adjourned at 7:24 PM  
25

26 Respectfully submitted on 4/22/25 at 6:30 PM by Tracy Doherty  
27 Edited by Darcie Buskey, Assistant Clerk