



TOWN OF WARNER

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Select Board: Harry Seidel, Chairman
Alfred Hanson, Vice Chair
Michael J. Smith
Kathleen Frenette, Town Administrator
administrator@warnernh.gov

Select Board Public Meeting Minutes September 30, 2025 4:00 PM

I. Open the Public Meeting / Roll Call / Pledge of Allegiance

Chairman Harry Seidel called the meeting to order at 4:00 PM. Select Board present: Chairman Harry Seidel and Vice Chair Alfred Hanson. Mike J. Smith - Absent.

II. Non-Public Session RSA 91-A: 3 II (b) The hiring of any person as a public employee.

Motion: Seidel

Second: Hanson

Passed: Seidel YES Hanson YES Smith ABSENT

Harry Seidel called the public meeting back to order.

Alfred Hanson made a motion seconded by Harry Seidel to hire Kevin G. Fierra Jr. under the agreement outlined in the conditional offer of employment upon his successful completion of an established standards for the position set forth in the hiring process, with the starting rate of pay per hour at \$39.50 upon hire. Roll Call Vote: Hanson YES Seidel YES Smith ABSENT

Discussion on the motion: Harry Seidel explained that the Chief of Police has been looking for qualified officers to work in his department and Kevin Fierra has 14 years of experience, is a resident of Warner and is a Special Operations Unit team leader.

Harry Seidel explained that Mike Smith was not present for the non-public session and he is not participating via Zoom at this moment.

III. Non-Public Session RSA 91-A: 3 (a) The dismissal, promotion, or compensation of any public employee or the disciplining of such employee, or the investigation of any charges against him or her, unless the employee affected has a right to a meeting and requests that the meeting be open, in which case the request shall be granted.

Motion: Seidel

Second: Hanson

Passed: Seidel YES Hanson YES Smith ABSENT at 4:51 PM

Alfred Hanson made a motion seconded by Harry Seidel to return to public session at 6:00 PM. Roll Call Vote Seidel YES Hanson YES Smith ABSENT

IV. Continue Public Meeting at 6:00 PM

Harry Seidel reconvened the public meeting at 6:00 PM. The Pledge of Allegiance was recited.

Select Board present: Chairman Harry Seidel and Vice Chair Alfred Hanson. Mike J. Smith was absent.

Members of the Public: Martha Mical, Russ Smith, Elizabeth Labbe, Natalie Wells, Kathi Schoonmaker, Ed Mical, Anastasia Glavas, Deborah Mahar, and Judy Newman Rogers.

1 **V. Public Comment**

2 None

3
4 **VI. Select Board Business**

5 a. **Discuss Procedure/Filling Welfare Position**

6 Harry Seidel explained that currently the town has contracted with Carol Conforti-Adams to be the director
7 of welfare and work with Elizabeth Labbe. He stated that Elizabeth Labbe is performing the welfare
8 functions and Carol Conforti-Adams has been hired to guide Elizabeth by being a knowledgeable resource
9 and to execute the duties of the Welfare Programs to serve the residents of Warner. Harry Seidel explained
10 that Carol Conforti-Adams is willing to do this temporarily and is willing to train someone for a permanent
11 replacement. Harry Seidel explained that the position requires confidentiality and information must be
12 secured. He stated that Carol Conforti-Adams feels the Town must first identify the general duties in the job
13 description. The Select Board was given the current job description to review. Harry Seidel stated that an
14 applicant must possess the unique qualities that the position requires. He suggested that Carol and Elizabeth
15 review the current job description and make revisions so that it is available to assist them in finding a
16 permanent replacement. Harry Seidel stated that the position is sensitive in nature and the person must have
17 the appropriate back ground and criteria to do the job properly. Harry Seidel acknowledged the Town's
18 personnel policy that consideration will be given to current employees but that does not prohibit looking
19 outside. Elizabeth Labbe stated that she emailed Department Heads asking them to let their employees know
20 that applications are being accepted. Harry Seidel stated that Carol Conforti-Adams also recommends
21 looking at the Welfare budget to make sure it is adequately funded. Elizabeth Labbe explained that she and
22 Carol Conforti-Adams discussed the budget extensively regarding the cuts made to federal funds. She
23 stressed that the law requires municipalities to cover the welfare costs for eligible residents, the town does
24 not have a choice. Clyde Carson explained that he has spoken to Carol in the past regarding the inadequate
25 budget funding in the past but he believes that she is more comfortable with the increased welfare budget /
26 direct assistance of \$40,000. Elizabeth Labbe stated that the current budget is \$30,000. Alfred Hanson asked
27 if Carol has reviewed the job description. Elizabeth Labbe will forward the job description to Carol for her
28 review/recommendations to the Select Board.

29
30 Kathi Schoonmaker asked if the people in the homeless encampment are considered residents of Warner and
31 is the Welfare Department helping them. Harry Seidel stated that the Select Board cannot comment on that.
32 Elizabeth Labbe explained that it is not a homeless encampment. She stated that there are two people there
33 who are considered residents. Kathi Schoonmaker asked if the Town works with local resources and
34 churches to assist those in need of Welfare services. Elizabeth confirmed that the Town networks with
35 everyone who could help. Kathi Schoonmaker asked if the Welfare department has ever gone over its
36 budget. Harry Seidel confirmed that it has happened and the Town must cover those expenses from the
37 town's budget.

38
39 b. **Ambulance Billing**

40 Harry Seidel explained that the Town Administrator and Select Board Chair from Hopkinton contacted
41 Warner requesting a meeting to discuss ambulance billing for the past few years. He stated that the
42 ambulance is from Hopkinton and it serves Warner, Webster and Hopkinton. He explained that each town
43 shares in the funding of the services. Harry Seidel recapped the calls for service; Warner is 38%, Webster is
44 13% and Hopkinton is 48% of the calls for service. He explained that he was advised that an error occurred
45 in the estimating of each town's contribution (Warner's 2025 year share was \$89,190). Harry Seidel stated
46 during the meeting with Hopkinton they were told that Warner's actual share of the service should have been
47 \$241,000. He stated that Warner does have the actual figures and what was billed for 2023, 2024 and 2025.
48 He stated that it is hard to imagine how a shortfall of this amount could happen. Jon France Fire Chief spoke
49 about a three year average for ambulance services. He stated that he is just as shocked as everyone else and

he questions the discrepancies in call volume. He acknowledged that there has been an increase in calls over the years. He has reviewed the agreement with the Town of Hopkinton and suggested that the agreement be reviewed. Jon France stated that even with the cost increase it is still a reasonable cost of transporting medical service for the Town of Warner. He stressed that currently there is no way his department could operate an ambulance service. Harry Seidel stated that the fluctuation from year to year has not had drastic swings. He spoke about the difference between the invoiced amounts and actual paid amounts.

Alfred Hanson expressed disbelief that an error of this size could go on for several years. Clyde Carson explained that Hopkinton has experienced a change in Town Administration. He suspects that they did not review the budgetary calculations. He questioned Hopkinton's success in collecting payments from insurance companies or other payment providers. Alfred Hanson would like a better understanding of why this has come to light now. Clyde Carson explained that his understanding is that Hopkinton is hoping to renegotiate the contract with Warner. Harry Seidel suspects that Hopkinton views the ambulance in their town as an asset because they have the most number of calls. He believes that it is beneficial to Hopkinton to carry the bigger burden of the cost while Warner and Webster provide assistance. Harry Seidel explained that Hopkinton recognizes the burden that this has on Warner and the invoice is still half of what Warner budgeted for. Harry Seidel reiterated that Hopkinton is hoping to renegotiate future contracts.

Alfred Hanson spoke about the need to expedite negotiations so that Warner can budget accordingly. Harry Seidel stated that there are other options for Warner to consider such as joining with New London and Henniker. Jon France stated that Warner is too far and out of the way for Henniker. He will look into New London. He stated that he is skeptical that a switch would be possible for this year. Jon France acknowledged the increase is substantial but he suspects it would be less than going somewhere else. Martha Mical asked if the calculations used was reviewed. Clyde Carson explained how Hopkinton calculated Warner's share of the cost and he reiterated the shortfall comes from the collection of payments.

Jon France stressed that he would like to review the language of the new contract and provide his input to the Select Board. The Select Board agreed to continue negotiations with Hopkinton after Jon France has reviewed the new contract.

c. Right to Know Requests Status

Harry Seidel recapped the current list of Right to Know (RTK) requests.

1. AnnMarie Timmons RTK request has been completed.
2. Heidi Crosier RTK request has been completed. Judy Newman-Rogers explained that the information is available and can be saved to a thumb drive if provided.
3. Kathy Frenette RTK request has been completed.
4. Jody Sloan RTK request has been completed, information is available, can be saved to a thumb drive if provided.
5. Ronald Hosford request has been completed, information is available and can be saved to a thumb drive if provided.
6. Danielle Young 2 RTK requests Harry Seidel stated that the requests are cumbersome and not completed
7. Woo RTK request Harry Seidel stated that the request is cumbersome and has not been completed.

d. Camera Relocation & Placement from Town Administrator's Office to Transfer Station, recommendations of Police Chief Bill Chandler and Public Works Director Tim Allen.

Harry Seidel explained that the four cameras were ordered in a way that the trustees of the trust funds will not approve payment. He stated that the cost is just under \$5,000 and will not come from the Town Hall CRF. Harry Seidel explained that Tim Allen does not see a need for cameras at the Highway garage but he could use them at the Transfer Station. Harry Seidel stated that the camera installed in town hall should be

removed and reinstalled at the Transfer Station. Alfred Hanson suggested working with David Heckle (IT) to install the cameras. Alfred Hanson explained that the Police Chief feels that it is important to install a camera at the Town Hall entrance.

Harry Seidel made a motion seconded by Alfred Hanson that the cameras that were purchased for the Town Hall be relocated and installed at the Transfer Station and or the Highway Garage at the discretion of the Director of Public Works Tim Allen and Police Chief Bill Chandler.

Roll Call Vote Hanson YES Seidel YES

Discussion on the motion: Harry Seidel stated that cost includes installation but there might be a cost to remove the camera previously installed in Town Hall.

Kathi Schoonmaker asked if there has been criminal activity at the transfer station that warrants the cameras. She agrees that the cameras are needed but questioned why the town hall camera needs to be relocated. Harry Seidel explained that the payment for the Town Hall camera has been denied. Gentleman in audience stated that there should be cameras at Town Hall for the safety of employees. Harry Seidel stated that is another subject that needs to be discussed before purchasing the equipment.

e. Business Cards – Building Inspector and Others

Elizabeth Labbe stated that she spoke to Staples and they would print business cards for a good price. She stated that she believes all department heads should have business cards. Ed Mical stated that he has business cards done for Emergency Management through the prison. Harry Seidel stated that the new Building Inspector needs business cards. Elizabeth Labbe outlined why she needs business cards adding that business cards are professional. The Select Board agreed to authorize Elizabeth Labbe to look into the cost of business cards and Judy Newman Rogers will compile a list. Russ Smith spoke about the benefits of having business cards.

VII. Consent Agenda September 30, 2025

Motion by the Warner Select Board to Approve the following or previously signed:

A request to the Trustees of the Trust Funds:

1. For funds in the amount of \$23,375 from the Road Construction Capital Reserve Fund to pay invoices from Core & Main.

2. For funds in the amount of \$6,717.50 from the Bridge Repair / Replace Capital Reserve Fund to pay invoices from Moser Engineering.

3. For funds in the amount of \$4,568.54 from the Road Construction Capital Reserve Fund to pay invoices from Winwater and JW Landclearing.

Alfred Hanson made a motion seconded by Harry Seidel to approve the September 30, 2025 Consent Agenda. Roll Call Vote Hanson YES Seidel YES

VIII. Manifest September 9, 2025 and September 30, 2025

Manifest Motion for September 9, 2025

Motion for the Select Board to approve the following previously signed manifest:

Accounts Payable check numbers 11701 through 11726 dated 8/28/2025, in the amount of \$57,771.22.

Accounts Payable check numbers 11727 through 11730 dated 9/2/2025, in the amount of \$57,406.20 for the September 4th bi-weekly payroll deposits. Bi-weekly payroll check numbers 4059 through 4063, and direct

1 deposit check numbers E02629 through E02663 dated 9/4/2025 for a net payroll of \$42,424.66. Accounts
2 Payable check numbers 11731 through 11753 dated 9/8/2025, in the amount of \$41,281.37.

3 **Harry Seidel made a motion seconded by Alfred Hanson to approve the September 9, 2025 Manifest**
4 **Motion. Roll Call Vote Hanson YES Seidel YES**

5
6 Manifest Motion for September 30, 2025

7
8 Motion for the Select Board to approve the following previously signed manifest:

9 Accounts Payable check numbers 11788 through 11820 dated 9/24/2025, in the amount of \$936,444.44,
10 which includes a payment of \$840,000.00 to the Kearsarge Regional School District. Motion to authorize
11 the Select Board to approve and order the Treasurer to sign the following manifests: Accounts Payable check
12 numbers 11821 through 11824 dated 9/30/2025, in the amount of \$56,855.44 for the October 2nd bi-weekly
13 payroll deposits. Bi-weekly payroll check numbers 4069 through 4074, and direct deposit check numbers
14 E02693 through E02727 dated 10/2/2025 for a net payroll of \$42,317.94.

15 **Alfred Hanson made a motion seconded by Harry Seidel to approve the September 30, 2025 Manifest**
16 **as read. Roll Call Vote Hanson YES Seidel YES**

17
18 **IX. Minutes September 23, 2025**

19 **Alfred Hanson made a motion seconded by Harry Seidel to table the September 23, 2025**
20 **minutes until October 7, 2025. Roll Call Vote Hanson YES Seidel YES**

21
22 **X. Select Board Other Business**

23 Elizabeth Labbe spoke to the Select Board about the need to acknowledge Tom Baye for his service to the
24 Town of Warner. She advised the Select Board that she is creating new forms. The Select Board agreed to
25 notify Tom Baye that the new Building Inspector has been hired. Elizabeth Labbe explained that the
26 Building Inspector would like the forms (electrical, gas and mechanical documents) to be updated. She
27 hopes to have them completed in time for the Select Board meeting for their review.

28
29 Elizabeth Labbe spoke about a pumpkin carving family event sponsored by the Select Board. She explained
30 that the event will take place on the Town Hall property October 25th & 26th 8:00 AM to 2:00 PM.

31
32 **Harry Seidel made a motion seconded by Alfred Hanson to support the pumpkin carving event put on**
33 **by Mingarelli Tree Services, Carroll Carpentry, Candle Tree Soy Candles, Ram Axe Throwing and the**
34 **Select Board October 25 & 26, 2025 at Town Hall. Roll Call Vote Hanson YES Seidel YES**

35
36 Alfred Hanson spoke about the need to update the town's building code books. Elizabeth Labbe estimated
37 the cost to be \$1,000-\$1,100. Harry Seidel asked if the books can be available on line, Elizabeth explained
38 that the Town must have a physical copy. She stressed that the Town is currently out of compliance by not
39 having the newer books. Elizabeth Labbe stated that there are funds available in the building department
40 budget wage line and the funds could be moved to the supply line.

41 **Harry Seidel made a motion seconded by Alfred Hanson to authorize Elizabeth Labbe to order the**
42 **required codebooks for electrical, gas and mechanical to be in compliance. Roll Call Vote Hanson YES**
43 **Seidel YES**

44
45 Alfred Hanson stressed the need to plan for the 2026 audit and the assessing contract. Elizabeth Labbe stated
46 that auditors select their towns in December. She urged the Select Board to approve RFP's. Alfred Hanson
47 asked for clarification on the assessing contract. Martha Mical explained that typically once a reval is done it
48 is best to stick with the assessing vendor until the next reval in five years. Alfred Hanson questioned the
49 contract renewal every year and the town's policy. Elizabeth Labbe encouraged the Select Board to renew

1 the contract with Avitar because Avitar is who will defend the Town if there are any appeals. Alfred Hanson
2 reiterated that he wants to abide by the town's policy. Martha Mical explained that the turmoil the town is
3 experiencing happens after every reval. She stated that it is normal.

4
5 Alfred Hanson spoke about an email regarding the linking of Warner Off Highway Road Vehicle (OHRV)
6 trails with the trails in Henniker. He stated that there is a question regarding who has the authority over the
7 trails. Ed Mical stated that the Select Board has the authority. Alfred Hanson believes the Town has the
8 authority over class VI roads. Martha Mical suggested speaking to the Mink Hill Stewardship and the land
9 owners regarding the request. The Select Board agreed to answer the letter advising that the Select Board is
10 the body with jurisdiction.

11 12 **Public Comment**

13 Ed Mical asked if the Select Board has any input on the non-public discussions. Harry Seidel explained that
14 when the Select Board came out of non-public a statement was made. Harry Seidel read the motion: to hire
15 Kevin G. Fierra Jr. under the agreement outlined in the conditional offer of employment upon his successful
16 completion of an established standards for the position set forth in the hiring process, with the starting rate of
17 pay at \$39.50 upon hire. Harry Seidel explained that Kevin Fierra would be a sergeant detective. He stated
18 that Kevin Fierra has 14 years of experience and is a resident of Warner. Harry Seidel stated Kevin Fierra is
19 a team leader with the Special Operations Unit and Warner will receive that protection. Harry Seidel stated
20 that the minutes are sealed for the second non-public session.

21
22 Harry Seidel stated that he has been contacted by the Conservation Commission regarding a building leaning
23 near the Children's Brook on E Main Street. Nancy Martin Chair of the Conservation Commission spoke to
24 the owner and he is willing to take it down in the spring. Harry Seidel stated that it is in question if the
25 building will make it that long. Elizabeth Labbe outlined the past history relating to the structure. She
26 explained that the issue is with the DES. She explained that the town does not have the jurisdiction.

27
28 Harry Seidel spoke about the need to put money aside for abatement requests. He stated that the NHMA
29 strongly encourages municipalities to do that. Elizabeth Labbe stated that the Assessor recommends putting
30 aside 5% of the total tax. Harry Seidel stated that NHMA recommends 5-10%. Elizabeth Labbe advised the
31 Select Board that the Assessor explained that if the funds are not needed the money would go back to the
32 general fund.

33
34 Harry Seidel read a request from Steve Reddy to the NH State Liquor Commissioner for a temporary permit
35 to serve alcohol at the Warner Foliage Festival October 10th, 11th & 12, 2025. Harry Seidel signed the
36 request.

37 38 **XI. Non-Public Session** if needed (RSA 91-A:3 II (a,b,c,d,e,f,g,h,I,j,k,l,m))

39 None

40 41 **XII. Adjournment**

42 **Alfred Hanson made a motion seconded by Harry Seidel to adjourn the meeting. Roll Call Vote**
43 **Hanson YES Seidel YES**

44
45 The meeting adjourned at [REDACTED] PM

46 Respectfully submitted on 10/7/25 by Tracy Doherty

47 Edits by Judith Newman-Rogers, Select Board Admin Asst