



# TOWN OF WARNER

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Faith Minton  
Michael Smith  
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Kathy Frenette, Town Administrator  
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## DRAFT Select Board Meeting Minutes- April 30, 2024

### Open the Meeting and Roll Call

- Chair Seidel opened the meeting at 3:01 PM.
  - *Present:* Harry Seidel (chair), Faith Minton, Michael Smith
  - *Also Present:* Kathy Frenette, Georgia Flanders

### Volunteers For Appointment/Reappointment to the Planning and Zoning Boards

- The board thanks all applicants for their time and willingness to be involved in Warner.
- **Barak Greene**
  - In town for seven years
  - Believes in community involvement
  - Feels that Warner is a welcoming and fun community
  - Interested in bringing more business to Main Street and Warner in general
  - Familiar with the process of building residential homes
  - Has experience with Joint Loss Mitigation Committees
  - Believes in promoting mutual respect between parties
    - “Mutual respect is the key to productive debate.”
  - **Master Plan**
    - Sees master plan as a goal and rulebook for the town that gives direction
    - However, times can change and so can the master plan
    - Believes in communication and promoting greater understanding of what the master plan is among members of the public
  - **Social media**
    - Can be used in a more positive and constructive manner than it has been in the past
    - Researching and discussing a town social media presence would be a worthwhile pursuit
    - Proactive vs. reactive
  - Has experience with meticulous work that requires sustained effort and attention
  - Willing to commit to meetings
  - Flexible working schedule
- **John Leavitt**
  - Felt that questions were useful for new applicants, but not necessarily for returning board members
    - Additionally, felt that responses in writing were not sufficiently public
  - **Reason for appointment**
    - Hoped to be appointed as an alternate in order to learn the process of being a full member of the planning board
    - Has a wealth of experience from regularly attending meetings of multiple committees
    - Also knowledgeable regarding the rules around quorums and promoting alternates
  - Willing to promote discussion and offer differing viewpoints
  - **Master plan**
    - Believes that the master plan needs work and has fallen short of its own goals
      - This is especially true in terms of keeping Warner affordable
    - Has a goal of reading the complete 181-page master plan before the end of his first term
    - Also believes that further discussion needs to be had regarding conservation land

- The last survey indicated that 51% of Warner residents felt there was either too much or just enough conservation land in Warner
    - The document is 11 years old
  - **Code of conduct**
    - What counts as confrontational?
      - Some individuals may feel that simply disagreeing is inherently confrontational
    - Believes that the chairman must exercise good judgement regarding an ongoing discussion
    - Confrontation is highly subjective, and sometimes a heated discussion can be a productive one
    - “[Confrontation] should *never* be personal.”
  - **Social Media**
    - Does not use social media
  - Has no aversion to tedious/repetitive work
    - Detail-oriented and procedure-oriented
    - Willing to research relevant subjects and fact-check as needed
  - Committed to attending meetings
  - **Personal agendas vs. the town’s best interests**
    - “My best interest is to the taxpayers of the town.”
    - Believes that this question is nuanced and depends on the situation
    - Looking forward to involvement with CIP work
  - **Interested in attending trainings**
    - Believe that training should be conducted at a board applicant’s own expense
    - “It is the responsibility of the applicant to train and inform themselves.”
  - Bridging the gap between taxpayers and the masterplan
    - Believes that keeping the public informed is important, but difficult
    - The town as a whole often is not well-informed, and some of this comes down to a lack of desire to *be* informed
  - Aware of the areas where his knowledge is limited and wishes to rectify this as much as possible
- **Jim Zablocki**
  - Wants to be on the Planning Board because Warner is his home and he wishes to be involved in all things related to the town
  - Has sat in on meetings for various committees, including the Planning Board
  - NH resident for 42 years
  - **Master plan**
    - Hasn’t had a complete rewrite in over a decade
    - Believes that reworking the master plan should be a priority for the Planning Board
    - Believes that surveying the community is an important part of the process of revising the master plan
  - Participated in the current survey on the housing process
  - **Interested in attending trainings**
  - Previous involvement in the SPCA and library board
  - “Very little use” for **social media**
    - Wary of increasing the town’s social media presence
    - However, believes that it could be helpful for disseminating information
      - This is especially true for younger residents, but not so much for older ones
  - No objections to difficult or tedious work
  - **Personal interests vs. interests of the town**
    - “It’s good to be a contrarian, in terms of groups.”
    - Believes in healthy discussion and disagreement
- **Karen Coyne**
  - Up for reappointment to the Planning Board
  - Current Planning Board chair, and wishes to continue serving the town in this capacity
    - Hopes to use experience and knowledge gained to help the town
  - Former ZBA alternate; moved to the Planning Board and later became chair

- Has served on multiple boards with a variety of focuses outside of Warner, including training guide dogs
- Has no questions regarding the materials sent (code of conduct, etc.)
  - “It’s a bit of a sad state of affairs if we have to read these out at the start of every meeting.”
  - However, believes the code of conduct should be referred to on a regular basis
  - Recognizes the nuance of communication styles brought up by John Leavitt
  - Free speech and respectful discourse are equally important
  - “You can’t be too mindful of being respectful.”
  - Believes that the public needs these reminders as well
- Is open as chair to being approached by board members when a problem occurs
  - “I am wide open to correction.”
- **Resolving conflict**
  - A balance needs to be struck between individual feelings versus the needs of the entire board
  - “If you’ve got one out of nine that feels offended, we need to balance somehow.”
- **Master plan**
  - Views the process of forming a master plan as a method for guiding the town’s growth
  - Is heavily involved in the Housing Advisory Committee and the larger process of revising the housing section of the master plan
    - The volume of responses from the community has been gratifying
- Committed to attending meetings, via Zoom if necessary
- **James Sherman**
  - Believes he can bring a different and independent perspective to the Planning Board
  - Has prior experience on the Budget Committee
  - Believes that change and growth needs to occur in Warner
  - Has experience attending planning and zoning hearings as an applicant
  - Sees the work of the different boards as interconnected
  - Tactful and diplomatic
    - “I’m not afraid to say what I think, but you’ve got to do it in a polite way.”
  - Has experience on HOAs and the CLSRT board
  - **Code of Conduct**
    - Understands the issues with conduct that have occurred in previous meetings
    - Believes board members should act with maturity
  - **Master plan**
    - The needs of the town must be prioritized above individual interest
  - **Social media**
    - Does not use social media
    - Fairly active on LinkedIn
  - **Tedious work**
    - Has a background in accounting- another field that requires attention to detail
    - “I like things to be done professionally and I like things to be done fully.”
  - **Committed to attending meetings**
    - May attend through Zoom if needed
  - Believes in prioritizing the needs of the town over individual views
    - “I think the town needs more opportunities for recreation... Those kinds of things add to the strength of the community.”
  - **Willing to attend trainings**
- **James Gaffney**
  - **Process of reappointment**
    - “Personally, I think if there’s a clear, documented process, there’s nothing wrong with that.”
    - Believes that it’s important to familiarize new applicants with rules and procedures
  - Has served on the Planning Board for around 10 years
  - **Advance planning**

- “As a town, I think we can do a better job of planning and not waiting... to drop things in anticipation of town meeting.”
- **Concerned about turnover rates on Planning Board**
  - 5 people have left in the past year
- **Master plan**
  - Believes that there is some “low-hanging fruit” that can be updated quickly
    - Example: technology
  - Believes the master plan as a whole is in need of updates
  - When the current focus shifts from housing, it will be easier to examine the master plan in full
  - “Does the Planning Board have the tools to fix a problem that is a national problem?”
    - Believes that changes can still be made to benefit Warner in the midst of widespread national issues involving housing, etc.
- Believes that the Planning Board is doing a good job of identifying the voters’ needs
  - More public hearings and collaboration between boards is needed and will help things run smoothly
    - Example: gathering data from the building permit process
      - ADUs, etc.
  - Believes that more information will lead to better decisions
  - “I’d like to see more collaboration with the Select Board.”
- **Not against the code of conduct**
- Suggested the possibility for a joint meeting between the Select Board, Planning Board, and Zoning Board
  - Quarterly meeting?
  - Could be used to discuss priorities and overlapping issues
  - Believes in transparent priorities with frequent updates on progress
    - Greater transparency = fewer issues
- “I would love for more people to start showing up to a Planning Board meeting, or a Zoning Board meeting, or a Select Board meeting.”

## Minutes

- **April 23**
  - Page 2
    - Strike “She feels it was a waste of time”
  - Page 3
    - Fix spelling of Linda Dymont’s name
    - Add “whether” to sentence regarding town counsel’s advice; “disqualify” not “recuse”
  - Follow up John Leavitt’s question regarding criteria for serving on committees
    - The members of the Planning Board are volunteers; the Select Board members are not
    - Select Board members on the Planning Board are *ex officio* members, because they are Planning Board members by virtue of being members of another board
  - Letter from Lucinda McQueen should be attached to the minutes
  - **Faith Minton made a motion to approve the April 23<sup>rd</sup> minutes, and to attach both the letter from Lucinda McQueen and the emails from Sam Carr. Michael Smith seconded the motion, and the motion passed unanimously.**

## Administrator’s Report

- Collins Land Transfer Public Hearings on May 14 and May 28, BoS acceptance on June 11
  - Abutter notices have been sent
- Next department head meeting will be focused on updating the personnel policy
- June 12- mandatory safety training for transfer station staff
- Cybersecurity training for all town employees is in the process of being scheduled
  - Mandatory for all employees

- 2025 budget meetings for department heads have begun
- Two more public hearings remaining for website feedback- May 8, May 3
- Purchasing card
  - Through the state of New Hampshire
  - Cards will be available in 6-8 weeks
- Laptop replacements planned for 2024
  - Will be bought through state contracts to get the best deal
  - 7 laptops are slated to be replaced, but not all replacements that are necessary are in the budget
  - Smart purchasing is key
  - More modern laptops will have better security
    - Several current laptops have Microsoft Office Home edition rather than the more secure professional version
    - Several current laptops also cannot be updated from Windows 10
- Town Hall roof
  - Deposit for the work has been sent
  - Contractor has ordered slate
    - Will arrive in 3-4 weeks

### **Manifest Motion**

- Motion for the Select Board to approve the following previously signed manifests:
  - Accounts Payable check numbers 10143 through 10153, dated 4/18/2024, in the amount of \$33,098.28.
  - Accounts Payable check numbers 10154 through 10174, dated 4/23/2024, in the amount of \$44,629.76.
- Motion to authorize the Select Board to approve and order the Treasurer to sign the following manifests:
  - Accounts Payable check numbers 10175 through 10188, dated 4/30/2024, in the amount of \$89,006.20, which includes the Federal Tax and Payroll deposits for the May 2nd bi-weekly payroll
  - Bi-weekly payroll checks numbers 3680 through 3685 and direct deposit check numbers E01561 through E01593 dated 5/2/2024 for a net payroll of \$44,372.08.
- **Faith Minton made the motion, and Michael Smith seconded. The motion passed unanimously.**

### **Select Board Business- Status**

- **Warner Community Center repairs and maintenance**
  - Multiple doors around the building have been delivered and replaced
  - Stuck window has been closed
  - Budget constraints means that funding will need to be sought soon
  - Parking
    - The food pantry has four designated spaces
    - The Boys and Girls Club has five designated spaces
    - This causes problems on Tuesdays around 4 PM to 5 PM, when pickup from the Boys and Girls Club intersects with people picking up food at the food pantry
      - There have been complaints from Boys and Girls Club parents regarding the situation
    - Signage and cones haven't solved the problem, and there isn't an extra volunteer to physically direct traffic
    - The board intends to observe the parking lot during this time in order to better posit a solution on May 7
- **Economic Development Advisory Committee (EDAC)**
  - No significant progress
  - Put out a notice on the website and library newsletter
- **Transition to YouTube**
  - Meetings are being uploaded on the YouTube channel

- A link will be posted on the website to the channel
- Issues with outdated town laptop have made the process slower
- Zoom storage is costly and a more cost-effective method of keeping meeting records could be found
- **Michael Smith made the motion to purchase an external drive to store Zoom meeting recordings on and eliminate the need for paying for Zoom storage. Chair Seidel seconded the motion, and the motion passed unanimously.**
- **New Office Space**
  - New plans drafted with input from Janice Loz, Elizabeth Labbe, and Kimberley Edelmann
  - In the new plan, assessing and tax collector would swap offices and landuse would move to the new office
  - Only one new office would be constructed
  - This would require shifting placement of the television for meetings, as well as seating for the board and audience

### **New Business**

- **Simonds School- Request for \$450 from the Bartlett Funds**
  - To fund a performance from Jeff Warner, to be held either at the school or at Jim Mitchell Community Park
  - Only the interest from the fund can be used- not the principal
  - **Faith Minton made a motion to use the interest from the Bartlett fund in the amount of up to \$450 to fund an enrichment opportunity for students. Chair Seidel seconded the motion, and the motion passed unanimously.**
- **Erika Carr- Volunteer for Parks and Recreation Commission**
  - Attended meetings for Park and Rec previously before applying
    - Next meeting is May 13
  - Parks and Rec only has 3 members currently
  - **Faith made the motion to accept Erika Carr's application and appoint her to the Parks and Recreation Commission. Chair Seidel seconded the motion, and the motion passed unanimously.**
- **Perambulation - Walking the boundary between Warner and Henniker**
  - Michael Smith volunteered to walk the line
  - Several others have volunteered, but will need to be followed up with as this has been an ongoing process since the fall

### **Public Comment**

- To note: Chair will recognize one speaker at a time who will come forward to address the Board, provide name, address and have 2 minutes to speak.
- Ed Mical
  - Class V Road Weight limit is still posted on the website and needs to be removed
  - Preliminary floodplain maps through the state are available
    - Interested parties will meet at the fire station on May 10 at 9:00 AM to examine the maps, in-person only

At this time, Faith made a motion to enter into a non-public session per RSA 91-A:3 II (b,d). Chair Seidel seconded the motion, and the motion passed unanimously. The board entered into a non-public session at 6:24 PM.

Respectfully submitted,  
Georgia Flanders