



TOWN OF WARNER

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Planning Board - CIP Meeting Minutes of September 27, 2021

Town Hall Lower Meeting Room at 7:00 PM

I. OPEN MEETING and Roll Call

ROLL CALL: Ben Frost (Chairman); Don Hall (Vice-Chairman), Clyde Carson (Select Board Representative); Ben Inman; Romeo Dubreuil; and Andy Bodnarik.

Also present: (Transcribed by: Ray Carbone worked from recording.)

The Chairman said this meeting would continue the Board's focus on Town departments' proposals for the 2022 Capital Improvement Program (CIP). The Conservation Commission proposal, originally scheduled for this meeting, has been rescheduled for Thursday, Sept. 30.

II. Capital Plan Program (CIP) review

A. Town Clerk (Michele Courser)

**Transcription notation: I could not hear everything that Michele said, she was too far from mic.*

Regarding the ongoing project of preserving the Town's records, Town Clerk Michele Courser said that she and *Marianne(?)* have looked at more of the old books to determine how many more would have to be sent out for special service to be preserved. Some books can be done in-house (with improved binders and more page protectors) but there are still about 20-25 books that would likely have to be sent out.

In past years, the Town has paid approximately **\$10,000 (or \$20,000???)** to have three books serviced. There are also some books that can contain five years of annual reports and those cost less.

The Chairman asked Michele if her current CIP request for \$20,000 would allow the project to continue to move forward, as it has in recent years. She said it would and she expected that all the older, more fragile, materials would be in preserved books within the next six or seven years.

Selectmen Carson noted that there might be some question about why the Records Preservation project was included in the CIP. In years past, it was included in the

Operating Budget but the cost inevitably got cut during the Budget Committee's crafting process.

Several years ago, the Board of Selectmen decided it would be better to allow it to be considered at the annual Town Meeting, so it was converted into a CIP project. Once the older records are caught up, he said, the Record Preservation costs would probably be reinserted into the annual Operating Budget.

There was some discussion among the Board members about whether the six or seven year estimate would be sufficient.

B. Assessing (Debra Moody)

Assessing Clerk Debra Moody reported that the Town did its last revaluation in 2020, and will be scheduled for its next one in five years, i.e., 2025. The cost is currently estimated to be \$107,000, so Moody has divided that figure into five, and projected an annual investment of roughly \$21,400.

Selectman Carson raised the question of whether the annual assessment figure should be included in the CIP process. He said the assessment is not a tangible item and the annual action is more similar to a "savings account." The Chairman noted that it could be a Capital Reserve Fund, which the Town votes to contribute to each year. This led to a general discussion about the issue.

The Chairman suggested setting Clyde's question aside until he has an opportunity to review how the Town has defined exactly what can be included in the CIP; he said he would bring that information back to the Board's meetings later this week.

C. Board of Selectmen

Selectman Carson addressed his Board's only item, the proposed multi-use path that would connect the village area with the shopping area adjacent to exit 9 off Interstate 89. In recent years, Town meeting voters have put aside some money for the project. In addition, the Town has applied for a Transportation Alternative Program (TAP) grant with the State; Carson said the project has been appraised as first among all proposed projects in Merrimack County, and fourth among all project across New Hampshire. If the project wins the TAP grant, it would provide at least 80% of the funds needed; the Town would have to pay the remaining 20%. Clyde also said that the project could also be included in some federal legislation that would provide additional funding.

Clyde noted that it was unlikely that the project (and its costs) could be ready to present to voters at the next 2022 annual Town meeting, but that it would likely be presented at the 2023 meeting.

The Selectmen are requesting that more money to be put into the project's Capital Reserve Fund, so there would be funds ready to move forward with an engineering study when that time comes.

The current estimated cost of the project before the engineering study is \$1,051,110. Clyde said this year's CIP request is for one-half of the anticipated Town's, or approximately \$43,500.

In a general discussion about the project, Clyde said that many details would not be available until after an engineering study is completed.

III. ADJOURN

After a brief discussion regarding upcoming meetings, the Chairman, without objection, adjourned the meeting at 7:48 p.m.