



# TOWN OF WARNER

PO Box 265  
Warner, New Hampshire 03278-0265  
Telephone: (603) 456-2298 Fax: (603) 456-2297  
warner.nh.us

Board of Selectmen  
Clyde Carson, Chairman  
Sam Bower  
Christine Frost  
[selectboard@warner.nh.us](mailto:selectboard@warner.nh.us)

Diane Ricciardelli,  
Town Administrator  
[administrator@warner.nh.us](mailto:administrator@warner.nh.us)

January 4, 2022

## BOARD OF SELECTMEN MEETING MINUTES APPROVED

Tuesday, 6:30 pm

### 1. Roll Call/Attendance

Chair Clyde Carson opened the meeting at 6:30pm. He took roll:

Selectmen: Christine Frost, Sam Bower

Diane Ricciardelli, Town Administrator, and Judy Newman-Rogers, Administrative Assistant to the Select Board

### 2. Appointments:

#### Nancy Martin – Conservation Commission

Nancy said she was there to ask for signatures from the Selectmen on a contract from an appraiser for a piece of property that the Conservation Commission would like to conserve; Blue Loon Berry Farm. They have not received a response from the appraiser yet so there was nothing for them to sign. She will come back again when they have the contract. This is to allow the money from the Conservation Commission's account to be spent. She didn't expect the cost of the appraisal to be more than \$5,000. There is presently a balance of about \$48,000 in the fund.

Nancy said that the Conservation Commission has asked that a warrant article be placed on the ballot for a CIP line to be included for \$25,000 for land acquisition for the Conservation Commission. This will help the commission to acquire this property, should they decide it is a good project to move forward on it.

Chair Carson didn't think that the Conservation Commission needed to come before the Selectmen for this kind of thing. Nancy noted that the appraiser requested that the town's Select Board approve of the expenditure before the appraisal is done.

Christine asked what the percent for numbers of acres is conserved in Warner. Nancy said she has her engineer on that and will be doing a presentation at Town Meeting about this. She knows this has been a long-standing question.

Sam thought that conservation land could be built on and used for other things (agriculture/education); it doesn't mean that it can't be touched. Nancy said the easement will run with the deed. People conserving their property will frequently take out a house lot, for example, as part of the easement. The house lots are already accounted for and once the easement is in place, other things cannot be done. Agriculture, forestry, public access, etc. is usually part of the agreement.

Nancy said she would return to a future meeting for Selectmen's signatures.

**It was moved by Clyde Carson and seconded by Sam Bower that this expenditure of funds was in approval of the Selectmen; when the paperwork comes in, Nancy has authority to enter a contract with the appraiser for the cost of the appraisal of the Blue Loon Berry Farm. The motion was approved unanimously.**

Charlie Albano – Warner Community Center

Charlie said the Economic Advisory Committee has been looking at the old Warner Community Center. A few weeks ago they received the results from the childcare questionnaire that went out. There was a question of where the childcare/preschool program would go. To move forward they need to define what is in the building. An email was sent to the Selectmen from Charlie on December 20<sup>th</sup>, and it was crafted by the Economic Advisory Committee. It serves as a suggestion as to things to consider about the building. A meeting would be assembled by the Selectmen, per Chair Carson at an earlier meeting about the building and this letter will help facilitate the discussion.

Charlie said that a charrette is needed to get a good look at the building and identify the best uses. He contacted Mike Tardiff of the Central NH Regional Planning Commission about this. Charlie thought that sometime in July, a charrette could be done with the town; they would get the history of the building, what they want to use it for, and get a community dialogue going. They want to find out what people want.

Grant Pellitieri, who sits on the committee, was asked to draw up some images of what the building could look like. Charlie showed the drawings. There is an acre of land behind the building that could be utilized for a number of different things. A circular driveway could be installed, and community garden could be offered. The renderings give an idea of what the possibilities are behind the building. He feels there is potential there.

Chair Carson said they need to have a meeting to make sure they provide a home for the current people who are using the building. Whatever they decide to do, they want to make sure no one feels like they are being kicked out. Charlie said the committee is only looking to see how the space could be used most efficiently.

Charlie said there has been talk of developing a pre-school program in the building. Funding from the Community Funding Finance Authority could be acquired, which would be available in December for use the following June. If the Select board decides that they don't need a charrette and no additional funding, a preschool program could be put in the program, using a smaller amount of funds somewhere else. This could be done in time for the following September. Someone who already does this kind of program would have to be established and Warner would provide the space.

Chair Carson said they had talked about a childcare operator who might come in. They had also heard that the Headstart program director was going to retire and if they would look to see if the program would continue that September. There was also a thought that the KRSD would be looking for a pre-K program. He feels the charrettes are a good idea, but if they do this, does that put these other things out of question because of the timeline. Charlie said most likely. Chair Carson said he feels these are both good considerations but waiting on a charrette may not line up with the timeline for some of these other things. Charlie said currently, there is a crisis across the country to find daycare providers. Once a decision is made on the space, they can move forward. It was noted that there were some leads on the space for daycare use, but nothing definite yet.

(Speaker - name not stated) said she knew the school district was interested in something in this area for pre-k. She thought they should keep all these people in the discussion to see what is wanted or needed. Charlie said that a rep from the School Board (Emma Bates) is on the Economic Development Committee, so she is a good resource in this regard.

Christine wasn't sure it was feasible to plan on getting a pre-school in the building for the upcoming school year. She likes the idea of having it there, but feels that they need to go through the planning stages to figure out what they really want and need first. Christine feels it is critical that they have a conversation with the current tenants. It was noted that the KRSD is looking for a second location for a James House Pre-School. The first location is in New London.

Sam wondered if they should have their own meeting with those who use the building and give a survey to them and see what they are using their space for, how much space they use, etc. They could also include the superintendent. The sooner the better.

Chair Carson said he supports these ideas. He said that they first need to find out what is going on with the Headstart program; it uses a large chunk of the building. They will not know until late springtime. There was discussion about ways that the RPC could do a charrette sooner to keep with the other timeframes that are coming into play. It may be possible to get the RPC to do a charrette sooner, but it would then be on Warner's dime.

Charlie said he could also contact the childcare director in Bradford and see if they had space, would she give some kind of commitment to move in in September. Sam thought perhaps she should come to their round table meeting anyway just to gather some information. Her expertise would be appreciated as a childcare provider.

A meeting with the tenants of the building was set for January 21st at 5pm. Location would be at the Town Office building.

## **2. Public Comment**

### Purchase of Property

Gary Fitzgerald was there and said he wanted to purchase some of the properties the town owns, which may be put up for sale. Chair Carson said that he wasn't sure if they were all going to be auctioned off and/or were for sale. They would need to be purchased through a sealed bid. Sam said he would suggest that an email or proposal be sent to the Selectmen with the interested buyers' contact information. They would be in touch with him if/when the properties become available.

Marianne said that a title search is required to sell a property where there are liens. Chair Carson said that this cost comes to \$980 from the person they are using. Sam said that that he understood a signed contract needs to be completed for the title searches for these properties with liens. Chair Carson said they had the contract for signature.

**It was moved by Clyde Carson and seconded by Sam Bower to sign the contract with Sander Searches or \$980.00 for the title searches for the properties the town has liens on, which may be put up for sale. The motion was approved unanimously.**

## **3. Town Administrator's Report**

Diane said that the budget has been updated. Expenses are at 90% for the year. Revenues have been updated and warrant articles are being worked on. She will be working on the warrant articles with DRA the following day to get ready for the next budget meeting.

Diane thanked Dan for all his support getting the Town ready for year-end. She also thanked Judy for her help with payroll. Without them, they wouldn't be on schedule.

Chair Carson understood that the town has signed a contract with MRI and the system would be in place in March. He felt they should begin the hiring process soon to replace the bookkeeper. Chair Carson asked for the Selectmen to review the latest job description and get comments back to Diane within the

next week. They also need to figure out the hours being offered. Diane felt this was tricky because the new software may reduce the time needed. Chair Carson was hesitant to cut the hours back from what the previous position was at. It was suggested they could advertise the position with a range of 20-30 hours/week.

Judy said that she feels MRI will be a good support. She said the right person will be able to adapt to this system fairly easily.

#### **4. Fish and Game Raffle**

Judy said that it appears that they do this each year. Sam said that all raffles have to be approved by the Board of Selectmen. The approval goes from February through December. Chair Carson thought they should invite someone from Fish and Game to their next meeting to explain what they are doing. The selectmen agreed. They would be contacted to send someone to the next meeting.

#### **5. Town Holiday Schedule**

Judy said the State holidays were put onto the list for the town's office closures for 2022. Chair Carson said that Oct. 10 should be Indigenous People's Day. It was noted that the Town gives 10 holidays to employees.

Chair Carson said that most of the highway crew sacrificed their Christmas day having to work due to icy road conditions. He realized that they were paid, but felt they deserved an additional floating holiday in 2022 to thank them for their sacrifice.

**It was moved by Clyde Carson and seconded by Sam Bower to give the Highway Department employees who worked on December 25<sup>th</sup>, 2021 an additional floating holiday in 2022 as recognition that they missed out on the Christmas holiday in 2021 due to inclement weather conditions, forcing them to work on their scheduled day off. The motion was approved unanimously.**

#### **6. Salary Budgets**

There was discussion about what had been suggested in earlier meetings, by the Selectmen and by the Budget Committee with regards to merit raises, COLA and increases and how those should be included in the budget.

With the changes to the budget that were made, the overall budget increase is approximately a 4.8% increase over 2021. Diane said she would review and finalize the figures before sending them to the Budget Committee.

With regards to salary increases,

**It was moved by Sam Bower and seconded by Christine Frost to suggest a 4.2% COLA and a 2% merit budget for full and part time employees. The motion was approved unanimously.**

**Christine Frost amended the above motion to state that the 2% merit budget will go into effect six months out. The amended motion was approved unanimously.**

**It was moved by Sam Bower and seconded by Clyde Carson to suggest a 4.2% COLA and a 2% parity adjustment 6 months out.**

**Christine Frost amended the motion to state that the parity increases will go into effect six months out. The amended motion was approved unanimously.**

**It was moved by Clyde Carson and seconded by Christine Frost to not increase stipends for this year. The motion was approved unanimously.**

**It was moved by Christine Frost and seconded by Sam Bower to increase the election supervisors of the checklist to \$12.00/hour. The motion was approved.** Clyde recused himself from the vote as his wife is a supervisor of the checklist.

## **7. Consent Agenda**

It was moved by Clyde Carson and seconded by Sam Bower to approve the consent agenda. The motion was approved unanimously.

## **8. Manifest**

It was moved by Sam Bower and seconded by Clyde Carson to approve the manifest and order treasurer to sign checks 6989 through 7030 in the amount of \$60,175.00 for payroll and for payroll taxes in the amount of \$18,168.70, and check numbers 59437 and 59400 through 59460 in the amount of \$81,368.05. The motion was approved unanimously.

## **Non-Public Session**

It was stated by Clyde Carson to enter non-public session and once non-public session ends, the public meeting will be adjourned.

### **Motion to go into Non-public Session by: Carson Bower Frost**

Under: RSA 91-A:3 II (c) - matters if discussed in public would likely affect adversely the reputation of any person

1. Second: Carson **Bower** Frost
2. Vote by roll call: Carson-Yes Bower-Yes Frost-Yes
3. **Motion: Passed** Failed
4. Enter Non-public session at: 9:35 pm

### **Motion to Return to Public Session by: Carson**

1. Second: Carson **Bower** Frost
2. Vote by roll call: Carson-Yes Bower-Yes Frost-Yes
3. **Motion: Passed** Failed
4. Return to Public session at: 9:50 pm

### **Motion on minutes by: Carson Bower Frost**

Available **Seal for: Permanent-Financial Hardship**

1. Second: Carson **Bower** Frost
2. Vote on minutes by roll call: Carson-Yes Bower-Yes Frost-Yes
3. **Motion on Minutes: Passed** Failed

The meeting adjourned at 9:52 pm.

Respectfully submitted,  
Kristy Heath, Recording Secretary  
Town of Warner