



TOWN OF WARNER

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

Select Board
Sam Bower, Chairman

[Christine Frost](mailto:Christine.Frost@warnernh.gov)
selectboard@warnernh.gov
Diane Ricciardelli,
Town Administrator
administrator@warnernh.gov

Select Board Meeting Minutes – UNAPPROVED

Thursday, May 24, 2022, 6:30 p.m.
Town Hall- Lower Meeting Room

I. 6:30 pm Open the Meeting/Roll Call

Chair Sam Bower opened the meeting at 6:30 p.m. and recognized the presence of Select Board Member Christine Frost.

Also present: Emergency Management Director Ed Mical, Town Administrator Diane Ricciardelli. (Recording Secretary Ray Carbone worked from a Zoom recording of the meeting.)

II. Appointments

None.

III. Old Business

a. Viewing Dates for Town Owned Properties Prior to Auction

The Board held a discussion about the upcoming auction of Town properties scheduled for next month. Members agreed a Town representative should be at the properties on Saturday, June 18, from 9 – 11 a.m., for public viewing. Ricciardelli will connect with St. Jean Auctioneers, the firm that is conducting the auction, to review details.

IV. New Business

a. Schedule Meeting Dates for Select Board Member Candidates

Chair Bower suggested the meeting focus on the issue of bringing another person on to the Select Board, after the recent resignation of Clyde Carson. Bower said he'd spoken to several people about the seat and has been given names of others who are interested. "We've had a good number of people reach out to us with interest," he noted.

Bower said it would be advantageous if the Board could interview four or five candidates in turn at a single meeting. Select Board Member Frost agreed. The interviews would cover the person's background, availability and ability to work cooperatively with the other Board members.

Town Administrator Diane Ricciardelli said the meetings could be held at a nonpublic session in her office, but one resident asked why the Board would want to have nonpublic meetings.

Ricciardelli said there could be issues related to “reputation” (which is protected under the State’s Right-to-Know laws), but she said she would check with the Town Attorney about meeting in nonpublic session.

Bower and Frost said they were initially interviewed by previous Select Board members in nonpublic sessions, but they were unsure if that was a necessity.

Frost said she had received a notice through the Town website that someone is “interested” in joining the Board, but the message didn’t provide any identification. She also said Clyde Carson had sent an email stating someone who formerly served on the Board was “willing to return” to the Board but she was unclear about what exactly the message meant regarding the person’s intent.

Another resident who reached out by email to the Town indicated an interest in serving on the Board.

After a brief discussion, Chair Bower said he would be fine with doing interviews at a public work session meeting later this week and Frost said she would be available. Bower asked Ricciardelli to check with town council on holding the meetings in a nonpublic session, and then arrange the candidates to come in at roughly 15-minute intervals, starting at approximate 6:30 p.m.

Ricciardelli pointed out this coming weekend is the Memorial Day holiday weekend so the Board decided to hold the proposed work session meeting on Tuesday, May 31, at 6:30 p.m.

V. Administrator’s Report

- a.** Town Administrator Ricciardelli began by noting all work-related mileage that employees accrue will now be reimbursed in their paychecks; it will not be taxed. In addition, all reimbursement requests must include the trip’s starting point, destination, and reason.
- b.** Ricciardelli notified the Board the Town is still working on a lease for the Central New Hampshire Boys and Girls Club, which plans to operate a childcare facility in the Warner Community Center (WCC) beginning in the fall.
- c.** She’s also said that she’s been unable to get relevant financial information from either Warner Connects or the Family Closet organizations, even after numerous attempts; both nonprofit organizations rent space in the WCC. The information is needed for the Town to draft a rental agreement.
- d.** The Warner Police Department has switched over from a post-tax to pre-tax procedure for its retirement funding; the change will also benefit the Town, Ricciardelli said.
- e.** Department of Public Works (DPW) Director Tim Allen is reporting that his department has received the wildflower seeds for the landscape at the solar array. Allen plans to start planting them in the next few weeks.
- f.** The old evergreen tree in front of Town Hall will be removed by Pelliottieri Assoc., a local landscape architecture design/build firm. Working with DPW Director Allen, the firm will plant

a new tree in its place. Ricciardelli reported it should be suitable for the traditional hanging of holiday lights at Christmastime. It will be kept trimmed by the DPW staff.

- g.** The Warner Fire/Rescue Department has purchased new radios. Ricciardelli said she worked with Chief Jonathan France to secure the funding for the purchase.
- h.** Warner will host a Household Hazardous Waste Disposal event on Saturday, September 10, from 9 a.m. - 1 p.m. at the DPW Transfer Station. The Town will only know the final cost of the program after its gross disposal is calculated.
- i.** Ricciardelli praised the Town's new Finance Director Clyde Carson, who joined the staff recently. She said the former Select Board member was "hitting the ball out of the park," and that the Town was able to use its new Accounts Payable system last week. Municipal Resource, Inc. (MRI), which has been working with the Town to update its financial system, said the ongoing conversion process has been going very smoothly. Carson will continue working with MRI as he learns the new system, she added. The Town will continue using its old Munismart system for Payroll for a few more pay cycles, then that function will be switched over to the new MRI system.
- j.** The new property tax bills have been printed and will be going out soon. Ricciardelli noted that new Assessing Clerk Elizabeth Labbe did a great job working with the rest of the staff to get the task completed smoothly.
- k.** Ricciardelli said she has the NH Department of Labor's report regarding safety issues in Town facilities, which was completed after a recent visit by a DOL representative. She reviewed the report with the Joint Loss Management Committee, then distributed the report so that each departments knows what work it needs to do. "It looks like a long list," Ricciardelli told the Board, but most of the tasks are minor. The most significant will be adding eye wash stations in Town buildings, as well as providing ramps and railings in certain areas. The Town Hall will need some additional exterior lighting on its front and side.
- l.** There were also several changes required for the DPW office and Transfer Station regarding the work that's required for the WCC:
 - 1- Several instances were noted regarding problems with electrical outlets, i.e., items like refrigerators and microwave ovens must be plugged directly into a wall outlet (without extension cords, etc.). Ricciardelli suggested that, as the Town undertakes a renovation of the structure in the coming months, those changes be incorporated.
 - 2- All changes are to be completed by June 2.
 - 3- Ricciardelli said the Transfer Station is still lacking an Automated External Defibrillator, but it has been ordered and should be arriving soon.
 - 4- The issue of a reliable key box operation still needs to be addressed.

The Department of Labor could return to check on the Town's actions at any time, Ricciardelli told the Board.

Frost said that it's good for the Town to respond to this report regarding the safety of employees and the citizens.

- m.** Ricciardelli said she's completed several tasks:
 - i. A report regarding solar array credits;
 - ii. Inventory of all Fire Department equipment and personal information
 - iii. An update of information provided to the NH Department of Revenue. (The latter following actions taken at the annual Town Meeting in March that altered how some expenditure were recorded). All these were due on May 16.

VI. Select Board Other Business

1. Select Board Member Frost said the Board received an invitation to attend a “special sneak preview” event at the New Hampshire Telephone Museum in Town on Friday, May 27. She is planning to go and encouraged other residents to visit the museum, which she praised.

2. Chair Bower reported on the new Lafayette Trail historic marker that was dedicated in front of the Town Hall on Saturday, May 21. The marker is one of a series that commemorates the Farewell Tour of the French Marquis de Lafayette, which was taken by the U.S. in 1824-25; at that time, he was the last surviving major general of the American Revolutionary War.

A representative of the Lafayette Trail, Inc., the nonprofit organization sponsoring the program, attended the dedication and spoke about the general. The Frenchman was only 18 years old when he was orphaned and left with a considerable fortune; he used all his money to support the American Revolution.

3. Frost asked Emergency Management Director Ed Mical to update the Board about a Hazardous Mitigation Grant.

Mical said he’s been working with DPW Director Tim Allen on updating grant information regarding two culvert projects that may be eligible for a new grant program: one focuses on culvert pipes on Schoodac Road; the other is a culvert project on North Village Road. Both have already been listed in the Town’s hazardous mitigation program because the areas are prone to flooding and/or washing out.

Mical said that these grants are typically 75/25 programs, i.e., the federal government pays 75% of the costs and the Town pays 25%. But because of Covid-related funding, a Homeland Security grant program will be 90/10, i.e., the federal government will pay 90% and the Town will pay only 10%.

Mical is working with DPW Director Allen on Letters of Intent, which must be submitted first, and then on the specific grant applications, which must be submitted by July 1. The State has roughly \$9-10 million under the program, he said.

Frost noted that voters approved both of these culvert projects at the annual Town Meeting in March because they were part of the \$2.6 million Road Construction article, so the authority is already in place.

Chair Bower also noted that he is still working with DPW Director Allen to get an easement on some property on Red Chimney Road that will allow the Town to do some culvert repair work in that area. The Town has a grant of approximately \$200,000 to do the work but getting the easement has been problematic and the grant money could be lost if the work is not completed. The easement would only allow the Town to be on the property to do the initial work and then to return periodically for maintenance. The project was supposed to begin last summer. Bower and Allen are hoping to resolve the issue by the end of this week.

4. Chair Bower also gave a short update on the Highway Safety Commission. Bower said the group has met but had no news at this time.

5. The Board had a general discussion about filling vacancies on other Town boards and committees, particularly those that require a representative of the Select Board, e.g., Planning

Board; some had been filled by former Board member Carson, and one of the other Board members will need to accept that responsibility.

6. Chairman Bower reported talking with Chris Emond, the CEO of the Central New Hampshire Boys and Girls Club, about the organization's plan to rent out space in the WCC for a proposed childcare facility.

The Board needs to begin working on a way of computing the cost of renting space in the building, Frost said. She suggested starting with the overall costs of operating the WCC, then dividing the rent for each nonprofit based on the square-footage it uses. Some organizations may not be able to afford the suggested rent; the Board could discuss a discount to the rent to keep those services available in the WCC, but that information should be available to everyone in Town, she suggested.

Chairman Bower noted that the Boys and Girls Club may be able to pay more than the approximated rent, and he questioned whether it would be appropriate to ask the Club to pay more if it's able. Frost said she wouldn't be comfortable asking one nonprofit organization to help "pay the freight" for another, because it would impact how much the Club could pay its employees and how much it would charge local families for enrolling their children.

Chairman Bower suggested that, in that case, the Town might consider asking the Club to discount enrollment costs of Warner residents. Frost said the Town could ask, but she wouldn't want to require a discount.

Bower said that Emond has indicated that the Club seems to be willing to have a special "early enrollment" program for Warner residents (before families from other communities). He also noted that Charlie Albano, Chairman of the Economic Development Advisory Committee, is talking with some local businesses that may be willing to sponsor the enrollment costs for some Warner families.

Chairman Bower said that he would reach out to Emond soon to set up a meeting with the Board, to address both the exact date the Club can move into the WCC and the proposed rent.

VII. Public Comment

a. Patty Anderson, Family Closet and Lori Garret, Warner Connects
Not in Attendance.

b. Ed Mical asked about the final interest rate for the \$2.6 million road construction loan approved at the annual Town Meeting. Ricciardelli said it was 3.27%. The loan funds have been received and deposited, she added.

Another resident commented that if the WCC tenants are only paying to cover operational costs of the old Town-owned building, "That's going to be a pretty good deal." The Board members agreed.

Property Tax Warrant

May 24, 2022

**State of New Hampshire
Merrimack**

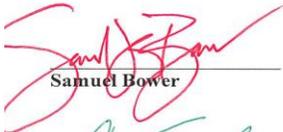
To:

Marianne Howlett, Collector of Taxes for the Town of Warner in said Country. In the name of said State you are directed to collect the taxes in the list herewith committed to you amounting in all to the sum of: Four Million Three Hundred Forty-Two Thousand Eight-Three dollars and Ninety-Eight cents with interest at eight percent (8%) after the 5th day of July next on all sums not paid on/or before that day.

AND we further order you to pay the same when collected to the Town Treasurer or to the Town Treasurer's designee as provided by RSA 41:29 VI. At least on a weekly or daily basis whenever tax receipts total Fifteen Hundred Dollars (\$1500.00) or more.

Given under our hands and seal at Warner the 25th day of May in the year 2022.

Select Board Signatures



Samuel Bower



Christine Frost



Select Board Member

The Warner Select Board voted [1989] any interest in the amount of \$5.00 or less may be abated at the time of payment.

XI. Meeting Minutes: 4/14/2022; 4/24/2022

Chairman Bower said these minutes would be considered at the Board's next regular meeting.

XII. Nonpublic Session – Under RSA 91-A:3 II (Reputation)

After a brief discussion,
Chairman Bower made a motion to go into a nonpublic session at 7:57 p.m. Frost seconded.
ROLL CALL: Bower, yes; Frost, yes.

The Board returned to public session at 8:15 p.m.