



TOWN OF WARNER

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Select Board
Sam Bower, Chair
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Select Board

DRAFT Meeting Minutes

Tuesday, 6:30 pm August 2, 2022
Lower Meeting Room Warner Town Hall 5 East Main St

I. **Open the Select Board Meeting** – By Chair Sam Bower at 6:32 pm.

II. **Roll Call:**

- a. **Present:** Sam Bower, Board Chair, Christine Frost, Member; Lois Shea, Member.
- b. **Others in person and on zoom:** Diane Ricciardelli, Town Administrator; Judy Newman-Rogers, Admin Asst to the Board; Tim Allen, Public Works Department (DPW), Director; Ed Mical, Emergency Management (EM) Director; Michele Courser, Town Clerk; Patty Andersen, Family Closet; Lori Garrett, Warner Connects Food Pantry; Anthony Mento, SMP Architects; Marianne Howlett, Tax Collector; Neil Nevins, Economic Development Advisory Committee (EDAC) and Energy Committee

III. **Public Hearing** – Chair Opened the Public Hearing to hear comments and explanation to Release Road Construction Capital Reserve Funds for Engineering the Barclay Brook culvert on Schoodac Road

a. **Presenting, Tim Allen, Department of Public Works Director**

Tim explained that the request for \$20,000 will pay for the engineering, design and permitting of the Barclay Brook culvert on Schoodac Road (near Maureen Hampton's House). Having this portion of the project prepared will show the Town is ready to do the project. Plans and permits are valid for 5 years. This makes it possible to complete Schoodac Road which was listed on the projects of Town Meeting, from the Courser sugar house to exit 8, in 2022 or 2023.

Ed Mical, EM Director, said he has applied for FEMA funds for this project which is in the Hazardous Mitigation Plan, a few weeks ago. The application will be reviewed by the State then FEMA who may fast track funding due to these funds are remaining from previous COVID funding. Typical funding is 75% with Town to fund 25%. However, this funding round is funded 90% with Town to fund 10% of projects.

b. **Open for Public Comment** – Hearing none.

c. **Close Public Comment**

d. **Select Board Discussion – Motion to Approve / Deny / Amend**

Chair's question was answered that the Road Committee has reviewed this request.

Select Member Christine Frost: Motion to withdraw \$20,000 from Road Construction Capital Reserve Fund (CRF) for the engineering and permitting of Barclay Brook culvert project.
Second by Lois.

e. **Vote on the Motion – Pass / Fail**

Voice vote. All in favor – yes, yes, yes. **Motion Passed**

Bookkeeper will request a release from the Road Construction CRF for \$20,000 from the Trustees of Trust Funds. Trustees will issue a check to the bookkeeper.

f. Close Public Hearing

Chair closed the Public Hearing at 6:47 pm

IV. Appointments

a. Tim Blagden, Rail Trail Easements

Tim notified the town Administrator that he needed to reschedule.

b. Patty Anderson, Family Closet, Parking for Special Events

Lori Garrett, Warner Connects Food Pantry, was also present to speak.

Patty Andersen stated: they are planning on holding a gear swap and want to discuss using the parking lot at the Warner Community Center (WCC) where the shop is located. In general, there is space against the building, and then a fire lane, then parking spaces. A “Gear Swap” is when people bring their (ski, camp, etc) gear to a location - Family Closet – where it is tagged with owner and price; they setup tables so gear can line up or stand up in a space; not sure what size space. The parking lot would be where volunteers park; the field behind the building will also be for parking. The issue with putting customers in the parking lot spots is the coming/going in the alley.

The gear swap would not be visible in the back; you want people to find the swap; maybe move the handicap spot, it would not likely get used on a Saturday; could also configure around the building: Thursday traffic already backs up onto the road. People may have to park on the road. Don’t know how large the crowd will be because have not done one yet. Event planned for September 24, from 9am-2pm; then 2-4pm people would come to pick up their gear.

Christine asked when they would know how much traffic. Lori said they do not know.

Chair feels this is an issue for the (Highway) Safety Committee; Police Chief Chandler will know about the traffic. Sam would be happy to meet with the safety committee.

Lois has safety concerns - setting up in the parking lot she assumes that no one can park on Main Street but as soon as one person does - everyone else will. Other safety concerns are with moving a Handicap parking space. Where will equipment be stored before the sale? She encouraged that the event be held out back perhaps with tents and a large sign in front. Lori said may-be the light up Weaver Bros Construction sign.

Patty: Family Closet is also open on Saturday. If the swap is at a different site, it does not attract people to the Family Closet which is why it is held on your store’s premise. We also sell gear at Family Closet. Diane expressed concern about the space and where the gear would be stored. Patty said they have trailers they could use.

Patty feels there is plenty of space in the field in the back. There are 10 spots in front. Tim Allen, Director DPW said there are 17 parking spaces in total.

Christine asked about additional conversations and strongly suggested that having it at the elementary school provides a lot more space for the event and parking. Sam will visit the WCC building and talk about using the building.

Patty said she had talked about the WCC parking lot with Ray Martin, Chair of the Fall Foliage Festival (FFF), to ask if it is a parking lot that they use. Family Closet is open on the FFF Saturday and would like the spots to be open for her shop. Lori would also like to keep the lot available for their customers and asked if they could put up restrictive signs in the parking lot?

Sam is hopeful that there would be a lot of business from the festival and walking traffic. He would be open to putting up a “rope-barrier” to the back lot on Saturday and Family Closet could have someone stationed in the lot to allow people into the back - volunteers and others specifically for Family Closet.

Patty asked about Child Care coming into the WCC; are there discussion about the increased traffic demand? She is concerned with how it will work with current parking already overwhelming. Christine’s understanding is that the traffic is “drop off and pick up” and there is

employee parking allotted. Patty and Lori have 12 cars using the lot; they are parking on the street because they have run out of spaces and on Saturdays, when Family Closet is the only use in the WCC building, the tenants from the apartments adjacent to the parking lot will park there.

Sam is hopeful of a mutually beneficial expansion – he is planning to talk to Steve Brown, apartment building owner about it. Sam said there is a possible plan for another building in the back that perhaps could be overall mutually beneficial for parking. Sam wondered if the fence could be bumped in, he will visit the site with Patty and Lori.

Lois asked if the safety committee could look at the parking expansion possibilities and the parking increases due to the future location of Child Care at the WCC. Sam said there will be conversations with Boys and Girls Club Child Care people about parking spaces for drop off and pickup that would help alleviate confusion.

Patty verified that the hallway is clear and will stay clear and is hopeful that pending issues will also be addressed.

c. Michele Courser, Town Clerk, Unlicensed Dog Warrant, Forfeiture Fines

Michele presented the list of unlicensed dogs for the Board. By statute, the licensing deadline and grace period has passed. The warrant signed by the Board pertains to issuing and collecting forfeiture fines.

d. Neil Nevins, Member of The Energy Committee and Economic Development Advisory Committee (EDAC), Energy Audit at the Warner Community Center (WCC)

An energy audit of the WCC is required before grants can be applied for. Community Development Funding Authority (CDFA) has a list of approved vendors for approved energy audits, one from the list responded to Neil's request.

The Town's cost would be 25% of the total or \$1,000. Charlie Albano, Chair EDAC, has been talking about this with the EDAC, and putting the request together for CDFA. There is funding available, and they are looking to expend the funds by September prior to the next round of funding.

Sam: Are you asking for the OK from the Select Board to put in for a grant application?

Neil: If the Board wants to approve that. A completed energy audit impacts the ability of the Town to apply for future funding from other CDFFA programs and for USDA funds. This is the first step, it provides a base-line. Before the Town could apply for a larger USDA grant, it would need this grant for the energy audit.

Steps to proceeding:

1. The Select Board Approve applying for this grant
2. Get in touch with Scott Maslansky, Director of Clean Energy Finance, CDFFA, who will look at the scope of services
3. Scott gives the Town the go-ahead to register on-line, and apply for the 75% funding.

Diane questioned who from the Town could or would manage the grant, the month of August starts budget season and there are scheduled vacations. Sam wondered with only \$1000 the amount of time might be very minimal. Diane relayed that 2 other entities had done grant application leg work and the Town had only to sign it. Neil said he was working on a grant for the MainStreet Lodge and would help work on this part.

Christine said the \$1000 is an unbudgeted expense and asked where it would come from if they approved this. The Select Broad said they would have that discussion and thanked Neil and EDAC for their hard work.

e. Anthony Mento, SMP Architechs, Proposal for the Warner Community Center

Anthony Mento : He has been assisting EDAC as they progress on the use of the space at the WCC. It is at a point where appropriate locations for entities can be proposed. A team would meet with the people using space in the WCC, measure areas that had not been measured, and

help the Town assign the users an appropriate space that meets their needs. I see it as a way of helping the Town best utilize the building.

Christine: This is a critical thing we need to get a handle on going forward with this building. There are clearly many uses. There are maintenance issues and functioning of the building itself. Most of the funding sources are interested in novel, new things. They are not interested in deferred maintenance. It is hard to get funding for those types of things. This would be on the tax-payer's budget. Could we, at the beginning of the process, sit down with the tenants, and then incorporated. Also, ask how this might flow with what we were just talking about - the energy analysis, and the parking issue.

Anthony: I would be happy to meet with the tenants if there is a Select Board member there to facilitate. Parking is outside our area, but a civil engineer would help. We can do occupancy counts, and how many parking spaces are required for occupancy. Other than ADA, and fire lanes, parking is out of our area. Energy efficiency – all the municipal buildings had an audit years ago, and this particular building was poor. Reliance Building's group is the industry leader in NH, it would be great if they could add that to their scope in the Energy Audit. We are not looking at the building for energy efficiency.

Sam asked about parking. If it is not part of what your group is looking at, would other exterior things be included? The playground? Possible solutions to access to the 3rd floor? Other than an elevator, are there other ways to make it more accessible?

Anthony's focus is ADA compliance and utilizing every floor in the space. An elevator solution would be one idea. The elevator, elevator shaft, there are four levels to connect. EDAC is also interested in that, but it is not easy on limited site. EDAC member, Graham Pellettieri has put together plans for outside the building.

Sam said he thought this had been a place holder in the ARPA funds. He asked if there is an updated agreement. Anthony said the proposal from February 2022, and most of the effort is a gift to the community in which he lives and loves, and the price will not change. He would be looking out a couple of months for his availability.

Sam: The sooner we sign an agreement, the sooner we could get on the schedule. If we sign this and get it going, then you'd be off and running? Anthony: That is correct.

Sam: Motion to fund the SMP project with \$7,800 from ARPA funds. Second, Lois. Voice vote. All in favor. Motion Passed. Sam signed the agreement.

Sam asked if the Board should also at this time discuss the funding any further since the Energy Audit fits into the same category? There is money set aside from ARPA funds for the WCC.

Sam: Motion to approve \$1,000 from ARPA funds for the CDFFA grant towards the WCC Energy Audit to be conducted by Resilient Buildings Group, Inc.

Christine: The entity would be the Town not WCC. Resilient Buildings Group is working with CDFFA, and that is why they are here.

Sam: I will accept that as an amendment to the motion. Second, Christine. Voice Vote. All in Favor. Motion Passed.

V. New Business

a. Hiring an Appraiser for Property Easements

Tim Allen: A discussion at the Road Committee meeting to do an appraisal on an easement, such as the one at Hastings' Red Chimney Road property. I want all the work that has been done on this project to be documented for the Town, the person who follows me in my position and for future reference. It does not seem fair to me that if one person "balks", yet many others are in favor, then the one person is the one if there is any kind of offering, we are setting the wrong precedent. Could someone value that easement to the town?

Lois: This sets a precedent. The way this generally happens, it is in the interest of the common good, and that is how things get done. If we hire an appraiser, get a price, are we then setting the expectation for other projects.

Tim: This could be the cost of doing business.

Sam: I don't think many people will go down that path. With the possible steps of where this is headed, at least if we get a reasonable appraisal, then proceed with the action that best benefits the town, knowing we tried everything, before going to the next step.

Christine: I find this very important as we have had these conversations in the past. Being fair is critical and making sure that we are stewards of the public money is critical. I would be opposed to paying someone above the value. I think it is imperative that we come up with a value. We make an offer – done - we have a process.

The Board is interested in finding an appraiser to find the value of the easement and get some quotes. The Town has an Assessor, who can be asked. Christine stated an "assessment" is different than an "appraisal". Diane will also ask Tim Blagden who deals with easements as part of the Rail Trail connections.

Sam: An Appraiser is going to give an appraisal of that land. Because there is an inherent value to the Town, if the valuation comes back as an amount, that will set a base layer for us. As a board we can ask if this is where we are at.

Christine said she will never vote to spend a penny more than the appraised value. We do not want to be negotiating with people.

Sam: And for the people of Warner, that is still cheaper than going the legal route. He requested Tim and Diane go forward with an appraisal.

b. The Closing of Warner Pharmacy

The Board expressed the loss to the Town at the close of the Warner Pharmacy. Prescriptions were transferred to Walgreens, Loudon Road, Concord and there are directions on the door of the pharmacy on how to transfer a prescription to another location. Basically if you would like your prescription moved, you get in touch with the Pharmacy where you want it to go, then they contact Walgreens.

c. Budget Work Session

Schedule for Monday at 6pm. August 8th. GGB – General Government Buildings

d. Volunteer Requests Submitted

Harry Seidel applied for Planning Board but since he is on the ZBA, and there is already one Zoning Board member who is on both board, Harry would not be able to serve on both boards. (Per RSA) Diane will email Harry.

For volunteers whom the Board has not met, Dekek Marducci will be invited to a Select Board meeting to discuss his request and the open board positions available. For the next meeting, August 16th, 6:30pm meeting.

VI. Old Business:

a. Sam stated that he needs to get in touch with Peter Wyman about a lien for a trailer.

Judy: There were three lots deeded, all with the same owner who also has another property with a house on it. This owner, according to the Tax Collector, Marianne Howlett, has been non-responsive to information he is sent.

Marianne said she would suggest that the trailer property owner, as well as the owner of the other property with a home, be contacted by the Board to meet with the Board to discuss ways to resolve back taxes owed.

Marianne: I don't know how you would initiate a conversation with him – the owner of the three lots and the other parcel with a home on it - I think you should. You may want to setup a payment plan on the home. To my knowledge, his home is not for sale. Sam will reach out to that resident.

Sam added that the sale of the property on School Street was in negotiations.

VII. Administrator's Report, Submitted by Diane Ricciardelli

AUDITORS completed the audit in three days, as scheduled. Thank you to everyone who provided input at an accelerated pace.

MTS SOFTWARE CONVERSION. Still running two payrolls while we work out the details of accruals. AP is running solely on the new system.

Items from the **BUDGET COMMITTEE** will be discussed with Christine on Wednesday, and I will be meeting with Mike Cutting to review the schedule.

FUEL ESTIMATES: In the process of getting fuel bids with Bradford and Sutton. Our propane price is good until Nov 1, 2022. Normally the pricing is only good until August, but we renegotiated ours in October and got a few extra months.

GRANTS: Grant for **\$4,100** as part of the GOEFER funds will be used to purchase 5 AEDs, as advised by the Joint Loss Management Committee (JLMC).

UNANTICIPATED FUNDS: **100k** for a block grant and **169k** for bridges. The remaining half of the Town's American Rescue Program Act (ARPA) funds, **152k**, should be received next week

AUCTION: All monies received from Auction. Willey Lane deeds needs to be signed by Board. Check received.

TOWN HALL PANIC ALARMS: Warner PD is testing

TRAINING: PD will provide an "Active Shooter Training" at 7:30am on a Monday. Exact date not set yet. Highway has requested specific training which will be offered by Primex. I am now able to log into Primex and invite people to training, and they will be able to access the training from their PC.

JLMC – Safety manual ready to be distributed and signed/accepted as read by staff. Then uploaded to website. JLMC will host a tech training in the near future about cyber security for all staff.

WARNER COMMUNITY CENTER: Waiting for estimates for locks, have not received a response from two companies. Tim Allen will contact the company we've worked with in the past. No door installed in hallway, as Boys and Girls club do not need a door as long as they can lock the kitchen door. Tim is meeting with the Food Pantry about the location of the fence.

Sam added that the Food Pantry had asked if an outside water spicket could be added to their side of the building so they do not have to intrude on the Boys and Girls Club side for water.

VIII. Select Board Other Business

- a. **Employee review process** – Sam is asking for a public debrief about the process, a non-public event for employees. This to be set up; determine the best way to do lessons learned. A learning debrief on the process.
- b. **Short Term Rentals (STR)**
Lois reported about the Planning Board: they will look at meeting with the Zoning Board of Adjustment (ZBA), and the Select Board. The Planning Board will present a game plan, defining what it means for the town, what other towns have for ordinances. They will develop a Short-Term Rental plan.
- c. **Voluntary Merger** that made a landlocked property no longer landlocked, that property was the recently auctioned property on Brown Road. The owner already owned an abutting lot that has road frontage.

- d. **Creating a Housing Committee:** The Planning Board Voted 3-2 against creating a housing committee.

Lois expressed concern about that since a commitment was made that a housing committee would be created. The public's understanding on the warrant article on zoning, when support was withdrawn was that it was withdrawn with the understanding that a housing committee would be formed, so people acted accordingly. That commitment was communicated by Town Government, and a different action was taken.

The Select Board can now choose to form a Housing Committee. The Planning Board can work separately. That should not stop the Planning Board from coming up with their plan. Christine felt there are many steps to setting up a committee. Lois stated there were many residents eager to volunteer and thought it would be an easy task. Sam would like to ask Ben Frost, PB Chair what is his plan going forward. He will be invited to the next Select Board meeting.

- e. Christine requested an update of what has happened with the transfer station, on the study.

IX. Public Comment

a. None

X. Consent Agenda

Christine read: Motion to Approve as signed by the Warner Select Board:

1. Building Permits: Simonds Elementary School (Replace Fire Escape)
Map 18 Lot 038
Map 06 Lot 004
Map 32 Lot 003
Map 04 Lot 010-1
Map 16 Lot 019
Map 10 Lot 008
Map ON-03 Lot 058
2. Payroll Change Form: NEW HIRE, PT Labor, Highway/Parks & Rec

XI. Manifest

Sam read: Motion to authorize the Select Board to approve manifests and order the Treasurer to sign:

- Accounts Payable check numbers 6190 through 6218, dated 7/21/2022, in the amount of \$128,294.86.
- Deposit check number 6219, dated 7/26/22 into the payroll account in the amount of \$40,697.35
- Payroll paper check numbers 7253 through 7264, dated 7/28/2022, with a net check and direct deposits totaling \$40,697.35.

XII. Meeting Minutes: 6/7/2022

a. Christine Motioned, Second.

Vote: Sam – Refrain, Christine – Yes, Lois – Yes. Minutes Approved

XIII. Non-Public Session - Under RSA 91-A:3 II--- (If needed)

XIV. Adjourn 9:35 PM

Respectfully submitted,
Diane Riciardelli, Town Administrator
Judith Newman-Rogers, Admin Asst to Select Board