



TOWN OF WARNER

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December 20, 2022 Select Board Meeting DRAFT Minutes

Tuesday, 6:30 pm Lower Meeting Room Warner Town Hall 5 E Main St

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

Chair Sam Bower opened the meeting at 6:37 p.m. and recognized the presence of Board members Select Person Christine Frost and Select Person Lois Shea.

Also present: Emergency Management Director Ed Mical; Department of Public Works (DPW) Director Tim Allen; Conservation Chair Nancy Martin; Town Webmaster Dan Watts; Planning Board Chair Ben Frost; Rebecca Courser; George Pellettieri; *Town Administrator Diane Ricciardelli; Select Board Administrator Judith Newman-Rogers (joined at 7:40 p.m.); Recording Secretary Ray Carbone.*

II. Appointments

a. Ed Mical, Emergency Management Director

Kearsarge Mountain Road Alternate Route Request For Proposal/Quote (RFP/RFQ) status

(Chair Bower noted that the first scheduled presenter was not present so he moved forward with the second scheduled appointment.)

Mical told the Board that the RFP/RFQ (Request for Proposal/Request for Quote) information was sent out to various engineering firms and due back today but no submissions have been received. Northpoint Engineering of Pembroke did respond but reported that the company is unable to engage at this time because of the Town's timeframe. Mical suggested that the Town review its paperwork, rewrite it and send out again with a longer time frame for both submittal and completion of the project; that would allow the project to be included in the 2024 budget process and for the work to be done in Oct. 2024.

Mical said he didn't think the cost estimate was off, simply that there is a lot of ongoing funding for construction projects. He also said that the Town could streamline the funding aspect of the paperwork and post the project on some additional relevant websites.

Chair Bower said that Mical's ideas sounded reasonable and he would support them. Mical did ask the Board to keep the project in the Capital Improvement Program (CIP) as a placeholder. Bower said it is in the current CIP.

III. Public Hearing – Gift of Land, N Village Rd, Map 09 Lot 028, 16 Acres, owner intent: to annex to abutting Town owned property, Chandler Reservation

a. Presentation

Chair Bower announced that the Public Hearing was beginning at 6:44 p.m. He introduced Conservation Chair Nancy Martin. (Martin said that she is unsure if the Board will need to hold a second Public Hearing; she has scheduled a second one for Jan. 17, but that may not be needed.)

Martin noted that Ruth Collins of Sunapee has owned these 16 acres on North Village Road that includes the beaver pond and abuts the Town-owned Chandler Reservation. “She’s amenable to having the land put under the management of the Chandler Reservation,” and that Commission has “agreed to do that, they are very favorable to the idea” because of both its road frontage and environmental issues related to the beaver pond. As the Select Board requested at its last meeting, Collins has written a letter notifying abutters of the proposed property transfer.

Chair Bower asked exactly how this transfer would take place and whether the Chandler Reservation “owns properties. Martin said she understands that the Town Forest property is maintained under the direction of the Chandler Reservation; this primarily involves any logging and any realized income goes back to the Town. “I believe it’s Town property,” she told Bower.

b. Open for Public Comment

One resident asked that a Committee be formed to study this proposed property transfer to see what the tax impact would be of taking the 16 acres off the Town’s tax roll. Martin said that the property is under “current use” so it doesn’t produce much tax income.

Martin said she doesn’t have Collin’s Letter of Intent but that it does state that she wishes to have it annexed to the Chandler Reservation.

Jillian Cote said she owns property that abuts this land and she asked if hunting is permitted on the Chandler Reservation. Town officials said that is allowed. Cote asked if there would be a survey; she’s concerned that hunters may go onto her land without any clear property line. Martin said she walked the property recently and that the corner property lines are clearly marked. “The trees are clearly marked, the paint blazers are there,” she said.

Martin said that, if Cote is still concerned, she could reach out to the Chandler Reservation to notify them about her concerns and possible help with additional markings. Bower noted that it is the responsibility of hunters to know where those property lines are located.

Cote also asked about reports that beavers were trapped on the land in the past. Martin said that trappers are legally required to notify landowners to get permission for the trapping.

Chair Bower encouraged Cote to keep in touch with the Town about any issues that might arise in the future. He also invited her to attend the second Public Hearing on Jan. 17 at 6:30 p.m.

b. Comment/Select Board Discussion

None.

d. Close Public Hearing

Without any further input, Bower formerly closed the Public Hearing at 6:58 p.m.

IV. Old Business

a. American Rescue Plan Act (ARPA) Fund Review

Chair Bower said that the Board would review the status of the ARPA funds that the Town has received from the Federal Government, related to emergency situations that were the result of the Covid-19 pandemic. Bower noted that are four criteria for expending the funds and that the Town recently received its second of the two scheduled payments, each of roughly \$160,000. Most of the first payment has been spent – or, at least, earmarked. Tonight, the Board will review its expenditures with an eye towards considering how it may utilize the second payment.

Bower noted that during the current review of the upcoming 2023 Town budget there have been several times when computer-related costs have been raised.

At the Chair's request, Frost reviewed what expenditures the Board has already approved from the APRA funds.

(Figures are approximate.)

- \$7,000 for emergency work related to water/draining issue on Church Street.
- \$3300 for new "Owl" project that allows remote participation in public meetings.
- \$2,700 for new aerators at Silver Lake beach.
- \$120 for CPR employee training.
- \$2,900 for tractor (under DPW budget, but will have multiple uses).

In addition, the Board has approved these items, but the ARPA funds have not yet been spent:

- \$1,000 for a matching grant that will pay for energy efficiency work at the Warner Community Center (WCC).
- \$7,500 for a "programming" (i.e., building use) study for WCC.
- \$21,000 for well-related work, requested by the Village Water District.
- \$1,200 for a mower (under DPW budget, but will have multiple uses including caring for Parks and Recreation Department fields).
- \$36,000 for accounting software.
- \$180 for Covid tests.
- \$36,200 for transition software for Town's financial system. (Town Administrator Ricciardelli said she needs to double-check this figure tomorrow.)
- \$13,385 for "retrofitting existing fixtures."
- \$70,000 for additional work that may be needed to update the WCC facility. (At this point, only \$2,850 of this has been spent for fencing.)
- \$15,000 to switch out/replace all building keys. \
- \$50,000 to upgrade WCC to NH Dept. of Labor standards. (Administrator Ricciardelli said that work has been done, so those funds can be reassign into the Town's General Fund.)
- \$3,000 to establish Internet fiber connections into WCC. (Town Webmaster Dan Watts said this project might have been done; he will check.)

Total estimated costs: \$258,279; from the APRA funds total \$305,693. That leaves roughly \$47,000. Frost noted that the Board has discussed at previous meetings some possible uses of the remaining funds. Town Administrator Ricciardelli pointed out that, while \$70,000 for the WCC project is significant, it would not cover the cost of an elevator, which may be recommended; additional grants could be investigated.

Chair Bower asked if the Town has received any report from the organization that did the energy audit of the WCC. He suggested that Town staff reach out to that organization (Resilient Buildings), as its report could be helpful regarding grant applications for the building.

DPW Director Allen said that a leaky roof issue in the WCC has been resolved, but he's never seen an estimate from the contractor on more extensive roof repairs. Ricciardelli said that a total roof repair, which Allen is recommending, was estimated to be over \$100,000.

The Board and Town staff members had a discussion about how to best make use of the remaining ARPA funds as related to the upcoming end of the 2023 fiscal year.

Frost asked about safety barriers that had been recommended for a section of the Transfer Station. DPW Director Allen said there has been some work done to safeguard the area but more work will need to be discussed in the near future.

b. Transfer Station 12/12/2022 Site Visit with CMA Engineer – Update

Chair Bower said that he joined with fellow Select Board member Shea, DPW Director Allen, Transfer Station Foreman Varick Proper and Adam Roy of CMA Engineers of Portsmouth on a recent visit to the facility to discuss plans to update it.

CMA has put together three possible proposals for changing the layout of the facility; Proper is concerned about safety and efficiency at the plant. The main result of the meeting was that Proper had come up with an intermediate design that would utilize the old building on the site, relocate a compactor and add a tipping floor. The hope is that CMA will review Proper plan and see how it could work regarding traffic flow, etc.

DPW Director Allen said the discussion was very helpful and moved the whole discussion about the project a little further ahead. He complemented Proper's plan, especially as it related to keeping the workers separated from the public, and said that the Town needs to have a discussion about how much it is willing to spend on an upgrade to the facility, based on the amount of materials that it handles.

Bower said that the discussion also touched on the possibility of upgrading the existing building to make it more functional, or whether it would be better to replace it.

Select Person Frost suggested that DWP Director Allen and Foreman Proper might want to attend the second meeting of the Groundwater Protection Committee. While the Town is exempt from abiding by its own Zoning Ordinance, it would be "disingenuous" to be working on a Groundwater Overlay District without taking those issues into account when considering a redesign of the Transfer Station. Chair Bower suggested that the Board have a meeting soon with Allen and Proper, and possible CMA's Adam Roy, to further discuss the issue.

c. 2023 Proposed Operating Budget review

Town Administrator Ricciardelli reviewed some recent changes to the Operating Budget: \$1,000 for a bookkeeper for the Trustees of the Trust Fund; and \$200 for software for the Welfare Department.

There was a brief discussion about regarding DPW Director's Allen proposal to put \$200,000 in the budget for Road Paving. Town Administrator Ricciardelli said there appeared to be some confusion at the recent meeting of the Budget Committee regarding the encumbrance of funds for the DPW's ongoing paving needs. Allen said that he understands that \$200,000 is a lot of money, but it's not much when considering how many miles of paved roads there are in Warner.

Select Person Frost, who serves as the Board's representative to the Budget Committee, agreed and suggested that the Select Board hold by its recommendation for the Paving portion of the DPW budget. Chair Bower pointed out that the Budget Committee has not made a final recommendation on the DPW budget.

The Board then held a general discussion about how the creation of the proposed annual Operating Budget is constructed.

Town Administrator Ricciardelli noted that, earlier in the year, the Board had decided not to increase the annual stipends that are paid to some Town volunteers. Select Person Frost said that she thought the Board had not made a final decision on the issue. Ricciardelli said that if all the stipend positions were raised approximately 5% (which is roughly what employee raises are in 2023) it would result in an increase of roughly \$12 per month. (Stipends are between \$300 and \$3,000 annually, but individual stipends vary widely.) Chair Bower said that he would favor keeping the stipends as they are, but Select Person Frost said that she thought it was important to not take these people for granted and to somehow express the Town's thanks; she suggested raising each of the eight stipend positions by \$50 (with the exception of the Select Board members). Ricciardelli said that would total something between \$400 and \$1,000; she would review the numbers to get the exact figure. Bower agreed that was reasonable.

Chair Bower made a motion to increase every stipend position by \$50, excluding the Select Board. Select Person Shea seconded. In a voice vote, the Board unanimously approved the motion.

Ricciardelli said that change would raise the total of the proposed annual Operating Budget to 18% over last year. Chair Bower noted that the 18% includes the DPW's overall paving figure, which is roughly \$300,000; putting that aside, the figure would be about 10% over last year's budget. He said he that's reasonable given the overall costs of so many material costs for the Town, and he thanked the Town employees for their work "pinching pennies."

V. New Business

a. Appoint Jan Gugliotti Full Member of Zoning Board of Adjustment (ZBA) from her Alternate position.

Chair Bower made a motion to promote Jan Gugliotti from an alternate to a full member of the ZBA. Select Person Frost seconded. In a voice vote, the Board unanimously approved the motion.

b. 2022 Encumbrances: Emergency Management, Highway

- i. Select Person Frost made a motion to encumber \$7,797.50 for the Emergency Management Grant Program; Select Person Shea seconded. In a voice vote, the Board unanimously approved the motion.

Chair Bower made a motion to spend \$3,041.65 from the Town's APRA funds to pay for the balance owed for security upgrades/door access to the Emergency Operation Center; Select Person Frost seconded. In a voice vote, the Board approved the motion.

- ii. Chair Bower made a motion to encumber \$102,033.47 for the Highway Department to cover the costs of chip seal work on Schoodac Road and mill & fill work on School Street.

Select Person Frost seconded. In a voice vote, the Board unanimously approved the motion.

c. 2023 Proposed Capital Improvement Program (CIP) Review

The Board acknowledged the receipt of the Planning Board's recommendations regarding the CIP.

d. Citizen Request for Select Board to create a "Community Housing Committee"

Chair Bower asked Dan Watts to begin the discussion since he submitted this idea to the Board.

Watts said that the issue of housing has been raised several times in recent years, especially as related to affordable housing. He said the idea is to form a committee to study that and they could look at possible locations for a greater variety of housing stock, similar to the committee that was formed several years back to find the best location for the new Fire Department station.

The committee could be charged with several purposes:

- 1- Identify the current stock of housing, i.e., single family (2, 3-bedrooms), businesses, etc. and its locations.
- 2- Where could new types of housing (or other uses) be located?
- 3- What changes might be needed in the zoning regulations? For instance, the downtown area is "mixed-use" with both residents and businesses on very small lots; could it be beneficial to copy that model in other areas, e.g., areas around Interstate 89's exits 7 and 9?
- 4- What about other types of building? When the charette was created, several years ago, it was noted that if a large commercial property owner (like Market Basket) wanted to add another building to their site, it would be necessary to subdivide the property. That was changed, so other buildings could be added as long as they complied with certain requirements, e.g., keeping setbacks the same.

Maybe similar changes could be enacted to allow housing on some structures. The committee could reach out to the various stakeholders (property owners, building owners) to see if a similar change could allow housing. "Would Market Basket even be interested in housing (on its property)," Watts asked rhetorically.

The committee would serve in an advisory role for the Select Board and the Planning Board, Chair Bower noted. There are people in Town who are interested in the idea of affordable housing. Last year, there was discussion of these issues with the Planning Board, he added. He asked Planning Board Chair Ben Frost (in attendance of this night's meeting) if his group has had any further discussion about this idea.

Ben Frost said that the Planning Board voted on the issue of forming a separate advisory housing study committee several months ago, and decided against the idea and to keep any related housing issues within the scope of the Planning Board.

Since that time, the Planning Board has opened discussion with the Central New Hampshire Regional Planning Commission (CNHRPC) about that organization assisting the Town as it studies the Housing section of the Town's Master Plan, and possibly having the CNHRPC assist the Planning Board as it undertakes an audit to look at possible inconsistencies between the Master Plan and the zoning regulations, (i.e., subdivision, site plan, etc.). "Is the Ordinance doing what the Master Plan says it

should be doing,” he said, summarizing the purpose of the audit. Then, as inconsistencies are found, the Planning Board could propose changes in the zoning regulation that are needed.

Last night, the Planning Board met with Mike Tardiff of the CNHPC to discuss the work of the Town’s new Groundwater Committee, but Tardiff also submitted a one-page proposal detailing of how the CNHRPC could assist the Planning Board with its stated housing-related goals. Members of the Planning Board have not yet had time to review the proposal but will look at it at its next meeting in early January.

The work that CNHRPC contributes to the project would be funded by a grant provided by New Hampshire Housing; since Ben Frost works for New Hampshire Housing, he could not vote on the grant.

Courser said that she attended the Planning Board meeting where the establishment of an advisory housing committee was discussed and she was disappointed with the 4-2 vote. She said that the outcome didn’t take into account the amount of citizen interest in the idea and the willingness of people to serve on the volunteer committee. “I’m frustrated,” she said.

Chair Bower said that the idea of having an advisory committee that would serve both the Select Board and the Planning Board is not completely dependent on the Planning Board vote. The Select Board hoped to have a group that would be supported by both Town Boards, but the Select Board could form an advisory committee on its own. He asked Ben Frost if he could bring the issue up to his Board once more to see if there’s been any change in the sentiments among its members. Ben Frost said he would try.

Select Person Shea, who serves as the Select Board’s representative to the Planning Board, said she was unsure that there would be a different outcome from a vote on the Planning Board. She also said that she wasn’t clear about how the work of an advisory committee appointed by the Select Board would be accepted by the Planning Board. She noted that there was several citizens’ petitions related to affordable housing issues presented at last year’s annual Town Meeting and voters rejected them based largely upon assurances that the Town would form a housing study committee. She said that it’s important for “public trust” to follow through on that promise.

Select Person Frost said she wasn’t sure if there was any promise but she was concerned about whether the Select Board members could take on any additional work. She suggested that a committee of interested people could undertake the study on their own and then bring their findings to the Town. But she was also unsure how Town government would then advance any relevant proposals, since most development comes from the private sector, not municipal government.

Judith Newman-Rogers said she agreed with Shea that many voters rejected the citizen petitions because they believed that the Town would form a housing study committee. She also suggested that a study committee could advance housing options in the Town by providing a positive sign to potential developers. Watts agreed, saying that a committee would indicate to developers that they could find support, rather than resistance, for properly designed housing projects in Warner.

There was additional discussion about how a housing study committee could be formed and who might participate in the group. Watts said that there are talented architects in Town who might be interested. Courser suggested asking members of the Economic Development Advisory Committee (EDAC), the Energy Committee, Warner Connects, the Kearsarge Area Chamber of Commerce, (and, maybe even the Planning Board) to join a group and then bring that list back to the Select Board for consideration. Courser also pointed out that the Planning Board oversees updates to the Master Plan and, in that process, it regularly appoints citizen committees to study specific issue. A similar thing might occur in this instance with the Housing sections of the Master Plan, she said.

Courser than asked how the Town could apply for the New Hampshire Housing grant which Ben Frost mentioned before the January deadline if the Planning Board isn't willing to move forward. Select Person Frost said that if the grant is actually awarded to the Town, the Select Board should be able to submit the application. Chair Bower agreed.

Ben Frost said that, as a New Hampshire Housing employee, he couldn't advocate for the grant; but, while he couldn't speak for all his Board members, his view is that the members would be glad to work with CNHPC as it begins reviewing the Housing sections of the Master Plan. He touted the Town's relationship with CNHRPC and said the organization has the "skill and capacity" to do this work.

Ben Frost also noted that the grant application is structured to encourage the kind of robust citizen participation that has been demonstrated regarding housing issues in Warner. He said it was not unlikely that CNHRPC would suggest some kind of citizen committee to serve as a focal point for its work with the Town.

Select Person Frost said that, while this kind of work could change the issues regarding certain kinds of developments in Town, it doesn't address what Newman-Rogers and Watt are suggesting, that those changes would somehow encourage developments that could include more affordable housing options. Newman-Rogers said that a citizens committee may be able to shake any reputation that Warner may have of being unwelcoming towards developers. The truth is not that the Town is unwelcoming, she suggested, but that it is not always easy to show prospective developers how to move through its approval process – and a citizens committee could help with that.

George Pellettieri said that making space for people to live is essential for the community, but the Town doesn't need to expect a large development. Making allowances for one or two apartments scattered around the community could meet those needs. It might not include a larger project with "paving and significant environmental impact," he pointed out. The Master Plan, which was developed when Pellettieri was chair of the Planning Board, included the goal that most residents have of "maintaining the community's rural character," and that's happened, but more options for affordable housing could still be discovered by working with the Town's various boards, citizens and the CNHRPC. But the first step has to be "gathering data," he said.

Chair Bower said that the Board appears to be ready to move forward with the New Hampshire Housing grant application. He also suggested that Courser move forward with putting together a list of people who may be interested in serving on a citizen housing study committee as well as a possible mission statement for the group. In addition, Bower suggested that Courser attend the next meeting of the Planning Board to help that group understand the extent of the interest in the housing issue among Warner residents; he said he hopes the members of that Board will begin to see a citizens group as a "partner" of the Planning Board with the goal of assisting the elected group.

Select Person Frost noted that the Select Board is planning to meet again on Jan. 2, and she suggested that the Town reach out to both the Planning Board and the CNHRPC and invite representatives of those groups to attend that meeting, partly to begin crafting language for the grant proposal. Ben Frost confirmed that, at last night's meeting, the Planning Board received some tentative language for the grant proposal from CNHRPC's Tardif. Town Administrator Ricciardelli said she would call the CNHRPC and invite them; Bower suggested that the write-up that Watts brought to tonight's meeting be forwarded on to the organization.

Both Select Person Frost and Select Person Shea expressed the thought that they hoped that Town Boards would welcome the input of citizens who express interest in the development of an important issue like housing. Chair Bower said he hopes that, working together, the residents and Boards can pass on to the Planning Board recommendations that are “actionable, coherent and helpful” as it looks forward to the Town’s future.

- c. Discretionary Preservation Easement Applications, Schedule Site Visits for:**
 - i. 9 W Main Street, Map 31-011 Lot 11**
 - ii. 21 School Street, Map 30 Lot 007**

Board Administrator Judy Newman-Rogers explained that these are Barn Preservation easement applications. As a member of the Warner Historical Society, Rebecca Courser said that her organization could be helpful by providing historic information about the structures.

After some discussion, the Board asked Courser to look into these particular barns to find what may be helpful when the Board does a site visit, and fills out a State-designed evaluation form that can lower the property tax for the property owners by a determined percentage.

Chair Bower asked Newman-Rogers to reach out to the property owners and try to schedule the site visits for Saturday, Jan. 7.

VI. Administrator’s Report

Town Administrator Diane Ricciardelli said she’s been spending most of the last few days collecting the health insurance benefit forms from employees, and working on the 2023 proposed budget.

She also presented a Letter of Agreement related to work the Town has asked CNHRPC to do regarding the Local Sourced Water Assistance Program.

Select Person Frost made a motion approve an agreement between the Town of Warner and the Central New Hampshire Regional Planning Commission, not to exceed \$14,300, to carry out the work for the Local Sourced Water Assistance Program. Select Person Shea seconded. In a voice vote, the motion passed unanimously.

Administrator Ricciardelli updated the Board on problems associated with a property on Rte. 103. The Town has investigated this at least twice before: once by Officer Jon Adinolfo of the Warner Police Department and once by the Town’s Health Officer. State officials have also apparently been out to view the property for the same problem, she said.

Recently, the Town of Webster has reached out to find out what, if anything Warner is planning to do about the property. (The property is wholly located in Warner, but Webster residents are disturbed by the foul odor from the property.) Ricciardelli said she told Webster that the Select Board would be meeting with Officer Adinolfo and the Health Officer Chris Lopez in January to discuss the issue, and suggested that members of its Select Board attend. (Ricciardelli also suggested that State officials who have visited the site also be invited to the meeting.)

The Board asked if the meeting should be nonpublic and Ricciardelli reminded the Board that the Town won a legal judgment against the property owner in the past but little action has apparently been taken. But she said she would check with the Town Attorney about holding the meeting behind closed doors for “reputation” concerns.

A similar issue has arisen about another homeowner who complained about water and rats related to a neighbor's activities, but Ricciardelli said that issue is still being investigated. (This issue came before the Board several months ago regarding the driver of a Wheelabrator truck who parked his vehicle on the Town road. Ricciardelli said the truck was supposed to be gone by Thanksgiving but it's still in Town.)

A similar complaint has been received about a dumpster near the apartments on Depot Street. Police have investigated and determined that the users need to secure the dumpster with a bear lock.

Finally, Ricciardelli said the Town has overspent its health insurance Expendable Trust Fund, so some funds need to be transferred to cover that, and the Board needs to find "where the rest of that money is going to come from." In addition, the Board may want to consider raising the amount of the relevant Warrant Article from \$15,000 to \$20,000. All three Board members signed the relevant paperwork.

VII. Select Board Other Business

Select Person Shea asked about the pending boundary perambulation. Board Administrator Newman-Rogers said that she had found information confirming the earlier estimation that, due to the Covid pandemic, the process is somewhat overdue but it was done up until 2019.

Select Person Frost said that the Mink Hills Recreation Committee is continuing its work. It is not planning to make any recommendations for this coming annual Town Meeting but as it moves forward, it could have something for the 2024 Town Meeting.

She also reported on the Corridor Committee, which she said has been doing great. Unfortunately, one of the members who lives on Main Street had to drop out so the Committee is hoping to find a replacement. The group met with an engineer who works with the CNHRPC who helped to clarify the whole process of evaluation for the proposed pathway. In addition, DPW Director Allen told the group about plans to maintain sidewalks in Town. Presently, the Committee is working on a Town survey that it hopes to make available to citizens in the next few weeks.

VIII. Public Comment

None.

IX. Consent Agenda

Chair Bower made a motion to approve, as signed by the Warner Select Board:

1. Intents To Cut: Map 12 Lots 53, 55, 58 , Access on Collins Road, 50 acres
Map 03 Lots 095-1, 095-2, 095-3, 095-4, Access on Poverty Plains Road, 12 acres
2. Building Permits: Map 09 Lot 043 Colby Lane
Map 32 Lot 033 Mentis Science
Map 11 Lot 019 Schoodac Road
Map 10 Lot 30-2-6 Waldron Hill Road
Map 12 Lot 035 Horne Street
Map 31 Lot 030 Kearsarge Mountain Road
Map 03 Lot 24-4PLE Pleasant Lane
Map 18 Lot 029 Kearsarge Mountain Road
Map 12 Lot 048 Collins Road

3. Cease and Desist Notice, Map 09 Lot 021
4. Payroll Change Notice, Probation end and review
5. Request to the Trustees of Trust Funds for:
 - a. \$300.52 from the Transfer Station Facility Capital Reserve Fund for invoice payment to CMA Engineers.
 - b. \$15,350.00 from the Employee Health Insurance Expendable Trust Fund.
 - c. \$107,445.75 from the Parks and Recreation Capital Reserve Fund for invoice payment to American Ramp Company.

Chair Bower asked about the Cease and Desist Notice for Map 09 Lot 021. He asked where this property is located, and why the Notice is being sent to the property owner if the Building Inspector has already determined that there is no need for a building permit.

SB Administrative Assistant Newman-Rogers said the Building Inspector was unable to make a final definite determination because he did not have owner permission to go on the property. There's no legal driveway, no house (911) number and its unknown if someone is living in the structure. The Notice simply states that the property owner has neither received a building permit nor a determination from the Town that a permit may not be needed.

After some discussion, Chair Bower agreed with the action.

Select Person Shea seconded the motion to approve the Consent Agenda. In voice vote, the Board unanimously approved the motion.

X. Manifest

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

- Quarterly payroll paper check numbers 3151 through 3172 and direct deposit check numbers E00534 through E00536, dated 12/7/2022, with a net check and direct deposits totaling \$22,319.71.
- Accounts Payable check numbers 6636 through 6646, dated 12/7/2022, in the amount of \$887,343.39, which includes the Merrimack County tax payment of \$835,545.00.
- Payroll paper check numbers 3173 through 3184 and direct deposit check numbers E00537 through E00563, dated 12/15/2022, with a net check and direct deposits totaling \$43,278.75.
- Check numbers 6647 through 6648, dated 12/13/2022, in the amount of 55,035.07 which cover the December 15th payroll and federal payroll tax deposits.

- Accounts Payable check numbers 6649 through 6660, dated 12/12/2022, in the amount of \$795,323.00, which fund warrant article appropriations voted and passed at the March 2022 Town Meeting:
 - Employee Expendable Health Trust Fund - \$15,000
 - Police Department Vehicle CRF - \$15,000
 - Preservation of Town Records CRF - \$20,000
 - Property Revaluation CRF - \$21,400
 - Conservation CRF - \$25,000
 - Fire Fighter Equipment CRF - \$30,800
 - Transfer Station Facility Project CRF - \$80,000
 - Library Building Renovation CRF - \$93,000
 - Fire & Rescue Vehicle CRF - \$96,678
 - Parks & Recreation CRF - \$108,445
 - Bridge Repair CRF - \$125,000
 - Highway Equipment CRF - \$165,000
- Accounts Payable check numbers 6661 through 6721, dated 12/14/2022, in the amount of \$178,565.32, which includes the 2nd half tax transfer to the Warner Village Water District of \$97,462.50.

Select Person Frost seconded. In a voice vote, the Board unanimously approved the motion.

XI. Meeting Minutes:

Postponed.

XII. Non-Public Session - Under RSA 91-A:3 II, C (reputation)

The public portion of the meeting ended at 10:11 p.m.

Adjourn