



TOWN OF WARNER

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

Selectboard Chair
Christine Frost
Jody Sloane
Harry Seidel
selectboard@warnernh.gov
Diane Ricciardelli,
Town Administrator
administrator@warnernh.gov

Selectboard Meeting DRAFT Minutes

Tuesday, June 20, 2023 6:30 pm

Lower Meeting Room Warner Town Hall 5 E Main St

5:30 pm Non-public Session - Motion to go into Non-public Session RSA 91-A:3 II(c) - matters if discussed in public would likely affect adversely the reputation of any person; this extends to any application for assistance, tax abatement or waiver of a fee, fine, or other levy, if based on inability to pay or poverty of the applicant.

6:00 pm Non-public Session - Motion to go into Non-public Session RSA 91-A:3 II(c) - matters if discussed in public would likely affect adversely the reputation of any person; this extends to any application for assistance, tax abatement or waiver of a fee, fine, or other levy, if based on inability to pay or poverty of the applicant.

Meeting Continued in the Lower Level Meeting Room

Selectboard Chair Christine Frost opened the public session at 6:30 pm.

Motion by Chair to seal minutes of the June 20, 2023, 5:30 pm non-public session in perpetuity and the June 20, 2023, 6:00 pm non-public session for 9 months. Second – Selectperson Seidel. Voice Vote:

Chair: Yes Seidel: Yes Sloane: Yes Motion Passed

Present: Chair Frost, Selectboard Members Harry Seidel and Jody Sloane; Town Administrator Diane Ricciardelli, Selectboard Administrative Assistant Judith Newman-Rogers, Police Chief Bill Chandler, Finance Director Clyde Carson, Tim Blagden, Patty Anderson, Lianne Roux, Mike K. Brown, Faith Minton, Martha Mical.

Public Comment – None

Correspondence – None

Town Administrator's Report

Arlon Chafee, bicycle road race on Kearsarge Mountain Road. Arlon is restarting this race which took off a few years. He is working with Police Chief Chandler and will provide the route soon. The organization will also provide the required insurance binder.

Pleasant Pond: Department of Environmental Services (DES) and Health Officer Chris Lopez went to the location and did not find anything that appeared to be coming from the apartment building, or the septic or leach field at the end of Hartshorn Lane. There is unidentified matter in the lake but there is no foul odor. DES will be doing testing this week to see if they can determine the cause of the unidentified substance in the water. There was nothing coming from the apartment house into the water, and there did not appear to be a septic issue that could be detected from the ground. The owner of the apartment building did return my call and I informed him of the issue and neighbors had complained it was coming from his building, which does not appear to be the case. "Swim at your own risk" signs were put up by the Pleasant Lake Estates owner.

Slate roof grant: Application for eligibility was approved by the New Hampshire Division of Historical Resources, a state agency, and we can now apply for a Land and Community Heritage Investment Program (LCHIP) grant, which is due on Wednesday June 21. The 50/50 grant is for \$50,000. Budget is at 42% expended at 48% through the year with some big expenses paid for the year already. Training through Primex being reviewed and staff will receive an email to take work-related training. Setting up each employee and will meet with Directors to get their input and assign training where helpful to professional development. Cyber phishing, for example.

Minutes

Motion by Selectperson Seidel to accept meeting minutes of 5/23/23 with changes. Second Selectperson Sloane. Voice Vote. All in Favor.

Motion by Selectperson Seidel to accept meeting minutes of 6/06/23 with changes. Second Selectperson Sloane. Voice Vote. All in Favor.

Appointments

Michele Courser, Town Clerk, Civil Forfeitures

Warrant approved and signed by the Board to have Civil Forfeitures issued to owners of unlicensed dogs.

Warner Community Center Leases: Gear Up Homeschoolers and Warner Connects

Chair stated the Board has spent much time gathering information and now will begin this deliberative session of the 3 Selectboard members to discuss how to move forward. She asked for input from Selectperson Seidel and Sloane.

Selectperson Seidel said the Town has a need to manage this 10,000 square foot “gem” of a building, while recognizing there are large and small issues in the building before it can really serve the Town; the building has value as well as a heavy price tag to be fully functional. Short term goals can be addressed but the lack of access to the third floor is huge. Bottom line is to achieve this, the building needs funding, rent is appropriate based on square footage usage at \$9.71 per sq/ft, he would like the Town to break even and those using the building be doing some of the maintenance, custodial work.

Selectperson Sloane agreed the building is a gem, the Town should support it and also receive rent. She proposed reducing the 1-year leases to 6 months with a reduced rent and revisit the leases at that time. She explained her reasons were to allow time for tenants to decide the feasibility of meeting their rent and continuing to lease and also to allow time to plan; if space is not adequate and rent not feasible then they can evaluate and consider alternatives like consolidating space to reduce rent and allow for another rent paying user.

Chair agreed with the proposal for Warner Connects, which would allow them to get their financials in order; Gear Up has a different financial situation and Chair felt it was unrealistic to expect them to pay \$9.71/sq ft saying a significantly reduced rate is more appropriate.

Selectperson Seidel understood Gear Up’s financial situation but said Warner Connects has several non-energy efficient refrigerators and freezers that blow fuses, puts a high demand on the current electrical system and he did not think they were a good fit for the building.

Chair said she sees the Town either choosing to invest in the building to have as a viable asset in 50 years or consciously deciding not to invest in it which to her means it should be sold.

Chair proposed choices for Gear Up: **A.** Reduce the space they use and open that space to a new tenant or **B.** Keep the space they currently occupy and pay \$200 a month rent.

Selectperson Seidel stated his understanding of Gear Up's financials and said, after talking to them, he suggested they do fund raising or look for grants, something they have not done before. He said it is incumbent on the Town to have good tenants. He asked what the rent is for the space they use at \$9.71/ sq ft and what is the amount the Town subsidizes if they pay \$200 a month.

Rent for space used by Gear Up equaled \$1548 per month, minus a \$200 rent left \$1348 subsidized. Selectperson Sloane supported a 6 month lease then the lease reevaluation in December would start the next year with a new 12 month lease, from January to December. Selectperson Seidel agreed.

Motion by Chair to offer in writing two options for Gear Up to choose from as their six-month lease with a revisit in the 6th month: Choice A. Reduce the space they use, pay no rent and open the unused space to a new tenant or B. Keep the space they currently occupy and pay \$200 a month rent. Selectperson Seidel Second.

Voice Vote. All in favor. Motion Passed

Next, Chair applauded and praised the efforts of those trying to keep the Food Pantry services going and supported their efforts and the service they provide. She also said it was critical to treat all tenants the same but did not have a good understanding of the finances of Warner Connects.

Selectpersons Seidel and Sloane agreed and felt the group could pay the assigned rent for the space used by Warner Connects. Chair disagreed saying the Board knows the organization is in a financial situation and suggested: \$200 a month rent for 6 months and at the end of that time the Board must receive a clear financial position from Warner Connects or the group must have other accommodations, or they must figure out how to reduce their space. They must keep the Board in the loop, not wait until December to plan because going forward rent will be at \$9.71/ sq ft.

Selectperson Sloane said her concern is service to the community, not who provides it. She said, and the Chair and Selectperson Seidel agreed, that Community Action Program (CAP) could take over to provide the services provided by Warner Connects and they would pay rent.

Town Administrator Diane Ricciardelli reminded the Board that using the \$9.71/ sq ft rate had reduced the rent for the Boys and Girls Club from what they were previously paying and to keep in mind that any rent reduction affects revenue which affects the tax rate.

Selectpersons Seidel and Sloane did not agree with the Chair's proposal and wanted to keep with the \$9.71 rate since there are alternatives that will provide services and would pay rent. Selectperson Sloane asked what the current rent is for Warner Connects and was told it was zero.

Apryl Blood asked the Board if she could present the information she had sent them. Chair said it was a Board discussion but asked the other members their opinion. Selectperson Seidel said he had read the information and Selectperson Sloane clarified the group provides a service to the Town, it is not anyone's "livelihood" as stated by a member of the group. Chair opened up the discussion to the Warner Connect group provided the topic remained about the lease.

Apryl Blood said CAP did not offer to take the services over that Warner Connects provides; she talked with the USDA representative who said they would support the Food Pantry and provide a mobile food bank. Apryl said they proposed no rent for 6 months to figure out their finances; with less than \$9,000 in the bank, \$4,000 a month rent was indirectly asking the group to leave the building. She asked the Board their goal.

Chair responded the goal is to make sure the building is in existence and a Town asset 10-20 years from now and not to cover expected expenses, and to make sure each tenant is treated the same. Selectperson Seidel said \$9.71/ sq ft is a very good rate; Warner Connects uses 34% of the building, more than anyone, yet are asking for zero rent and that is not sharing in the burden of the building.

Chair answered Peter Anderson's question on what the difference consisted of between the 2023 Operating Budget amount of \$24,000 and the \$58,000 used to calculate the per square foot rate by saying the operating budget amount did not include the cost of hours of work or time the Town Administrator or the Director of Public Works had put into the Warner Community Center on multiple issues.

Chair reminded the group that the Board needs to decide on a lease based on the information they received. Apryl said they were willing to pay \$200 per month for 6 months.

Motion by Selectperson Sloane: \$500 rent for 6 months and then look at the group's financials. Chair Second for discussion.

Voice Vote: Sloane Yes Seidel No Chair No Motion Failed

Motion by Selectperson Seidel: \$1000 per month for 6 months and then look at the group's financials. Chair Second for discussion.

Voice Vote: Sloane No Seidel Yes Chair No Motion Failed

Motion by Chair: \$200 per month for 6 months, at the end of that time a clear financial report is required and the lease will be reevaluated. Selectperson Seidel Second.

Voice Vote: Sloane No Seidel No Chair Yes Motion Failed

Board discussion continued with statements of great support for the people doing the work to get the organization back on its feet and doing the work to provide the services; reasons of support for proposed rent amount; reducing space used would reduce rent.

Chair made her previous motion: \$200 per month for 6 months, at the end of that time a clear financial report is required and the lease will be reevaluated. Selectperson Sloane Second.

Voice Vote: Sloane No Seidel No Chair Yes Motion Failed

Motion by Selectperson Seidel: \$400 per month for 6 months and at the end of that time, look at the group's financials. Selectperson Sloane Second.

Voice Vote. Sloane Yes Seidel Yes Chair No Majority in Favor. Motion Passed.

Chair allowed Patty Anderson to speak. Patty told the Board they were not looking at correct numbers; the Family Closet is the sole revenue stream for the Food Pantry, monthly revenue varies - maybe \$1500 to \$2,000 in a good month.

Chair agreed, stating the problem for the Board is not having clear financials; she explained the bank balance of \$9,000 should be offset by assets that put the numbers in the negative but that is not what they are seeing; the group needs to bring in people who understand financials; the Town is giving them 6 months to get that help so the Board can consider the group in the same way as the other tenants; Chair reminded Patty that Family Closet is not a separate entity from Warner Connects – it is also Warner Connects.

Varick Proper, Transfer Station Foreman, Review Skid Steer Quotes, Decision to Purchase

Varick Proper, Foreman, Transfer Station, presented a report to the Board comparing 3 manufacturers of Skid Steer.

Varick explained the Transfer Station currently has one 2005 Bobcat S185 and one 2015 GDBC 260, his preference is for the Case SV340B; 3 people at the Transfer Station would operate the machine, the Case has high visibility, accessibility, safety, good design; accessibility is important due to getting in and out constantly; large screen, rear view, wide angle camera is on constantly; important due to using the equipment around the public; visited Bobcat about 2 months ago, Case - yesterday, Cat -not yet. DPW Director Tim Allen answered Selectperson Sloane’s question that he did not have an equipment preference.

Chair stated the Capital Reserve Fund for Transfer Station Equipment balance as \$54,000, \$25,000 was approved at Town Meeting to add to the CRF; the new purchase would cost \$77,000. A discussion on leasing followed. Varick informed the Board about equipment availability: Cat – 3-4 months; Case – currently one available but if it was recently purchased then it would be a 6 month wait. Waiting would require a \$3500 set of tires be purchased to continue using the current JCB.

When asked about maintenance, Varick explained a three year total of \$10,775 for preventative and electrical related expenses on the JCB and electrical issues that continue.

Chair asked about used equipment as an option for cost saving and what was the life expectancy. Varick replied he had not researched used and life expectancy varied depending on the dealer asked. He said electrical systems are the concern and is why leasing then trading or buying equipment seems to be preferred.

Varick answered Chair’s question on the 2024 Transfer Station Capital Improvement Program (CIP) plans and if he or the DPW Director would be compiling that information this year by saying they had been thinking about what they would be doing for equipment and the facility.

DPW Director Tim Allen asked the Board if they could have time to research lease-purchases; all agreed to not deplete the CRF. The Board said further research was needed on a lease-purchase. They asked Varick to return to the next Board meeting with information from the dealer on allowing the Town to put down a refundable deposit to hold the equipment while the details of funding are confirmed. Chair stated July 11 as the date of the next meeting (due to the Tuesday, July 4th holiday).

Elizabeth Labbe, Assessing

Abatement: Timber - M 19 Lot 007 - Land Use Change Tax (LUCT) M 17 Lot 013 (for Board review)

Timber Tax: Map 10 Lot 049 Map 20 Lots 001, 007

Intent to Cuts: 23-456-08-T Map 03 Lot 044 23-463-09-T Map 12 Lot 53, 55, 58

Forms: A-10 Putting Land into Current Use

Elizabeth answered questions on a Poverty Plains logging project saying there are “eyes” on it; the number of 2023 Intents to Cut are about the same as in 2022; an escrow account was opened for a logging project; yes, it is unusual for Towns to have 100% of the Land Use Change Tax (LUCT) go to the Conservation Commission, some have a lesser % and others have a portion go toward offsetting a Town related expense like mapping, any change would be by vote at Town Meeting.

Old Business

ARPA Review

Chair said she had updated the ARPA Request Funding and Expense Report. Town Administrator Diane Ricciardelli will follow up on Chair’s questions. Chair said knowing available ARPA funds will assist the Board with grants that require a Town match, funding WCC repairs and “un” or “under” funded Town projects.

The WCC front steps were discussed as a long term project but will be stabilized for the summer; Selectperson Seidel explained a possible stairwell fix for a concerns; Chair felt strongly some funds should be retained for grants; Prior to spending funds the Board agreed to have a discussion; Diane reminded the Board very little has been budgeted for repairs and maintenance at the WCC.

New Business

Selectboard Rules and Procedures (Operational Guide)

The Board discussed the examples of procedure from other towns. Chair proposed and all agreed, Selectperson Seidel will work on Building Permit procedures and Selectperson Sloane will work on Selectboard Procedures.

Other Business

Selectperson Seidel expressed his respect for the knowledge and integrity of Engineer Doug Sweet, and supported the decisions he made on the original (1989) (Anderson) sub-division of Willaby-Colby property saying Mr. Sweets attention to detail on land along the river was impressive. Selectperson Seidel was confident in the solidity of the plans and the current builder on the project.

Selectperson Sloane, Ex-Officio Member on the Planning Board, reported work on the Housing Advisory Committee Charter is almost complete and will be posted on-line when it is. Selectperson Seidel who has been attending Planning Board meetings, expressed concerns that the committee maintain a broad view of housing.

Town Administrator Diane Ricciardelli spoke about the new process for Selectboard members to sign documents and if the Board thought it was working. Chair said she thought it was being done quickly and asked that a schedule for signing be set. Diane said it was difficult to schedule because the variables are subject to change.

Selectpersons Seidel and Sloane discussed other ways the Board could sign or give their approval. Diane said she was open to alternatives but if the Board could not agree that change was needed, they would continue with the process in place.

Follow-up:

- Compile Committee and Board Officers Auditor at future meeting
- Solar crosswalk status Cell Tower contract
- Trees along exit 7
- Rail Trail: Status of agreement from the attorney for Rail Trail and exit 9
- Exit 8 project, no documents yet, Bagley field, no documents
- Have met with DOT once, documents required prior to any Town actions

Consent Agenda

Selectperson Sloane: Motion to Approve as signed by the Warner Selectboard:

Building Permits: Map 17 Lot 13 Morse Lane Map 13 Lot 19-1Willaby-Colby Road
 Map 11 Lot 002 Burnt Hill Road Map 07 Lot 037 Annis Loop Map 34 Lot 010 West Main Street
 Map 08 Lot 022 Horne Street Map 17 Lot 003 Iron Kettle Rd Map 10 Lot 016 North Village Road
 Map 03 Lot 024 Pleasant Lane Map 19 Lot 033 Pumpkin Hill Rd Map 07 Lot 037 Annis Loop
 Chair second. Voice Vote. All in Favor. Motion Passed

Manifest

Selectperson Seidel: Motion for the Select Board to approve the following previously signed manifests:

- Accounts Payable check numbers 7269 through 7287, dated 6/6/2023, in the amount of \$412,292.55 which includes the May allocation to the Kearsarge Regional School District of \$371,684.
- Accounts Payable check numbers 7288 through 7291, dated 6/12/2023, in the amount of \$56,795.26 for the June 15th payroll and federal tax deposits.
- Payroll checks numbers 3347 through 3355 and direct deposit check numbers E00904 through E00929 dated 6/15/2023 for a net payroll of \$41,701.67.
- Accounts Payable check numbers 7292 through 7333, dated 6/20/2023, in the amount of \$189,626.16.

Chair second. Voice Vote. All in Favor. Motion Passed

Non-public Session - 91-A:3 II (If needed) – None
Adjourn - 9:02 pm Meeting Adjourned

Respectfully submitted,

Judith A. Newman-Rogers
Selectboard Administrative Assistant