



TOWN OF WARNER

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Selectboard
Harry Seidel, Chair
Faith Minton
Allan N Brown
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Diane Ricciardelli,
Town Administrator
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Selectboard Meeting DRAFT Minutes August 29, 2023

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

1. Open the Meeting & Roll Call

6:30pm: Chair Seidel opened the meeting and took roll.

Present: Chair Seidel, Selectperson Faith Minton and new interim Selectboard member, Allan N. Brown.

Chair Seidel said Selectperson Brown was a well-respected former member of the Selectboard and had also been the Town's road agent. Selectperson Minton said she was happy to have Selectperson Brown aboard and thanked him for filling the position.

2. Old Business

Selectperson Minton said she had the Warner Connects contract and would email it to everyone to review and sign. Someone from the organization would then come in to sign the contract.

Chair Seidel said there is a Capital Improvement Plan (CIP) for the Warner Community Center (WCC) Building that would pay for engineers and architects to come and review it to provide long and short-term objectives; identify the "low-hanging fruit" items that could be taken care of quickly; grant funding is available but some items would not be covered; these numbers will need to be hammered out soon; he talked about the impending roof replacement and lighting options; he would like to get advice from a builder the Town has used in the past.

Chair Seidel reported there are about 33 computers in the Town and to not fall behind, they must replace 5-7 computers each year; not replacing computers on a schedule has resulted in about 11 outdated computers that need to be replaced; this should be looked at as a CIP going forward. Town Administrator Diane Ricciardelli said beginning 2024, computers and support will be in the department budget for which the work is done instead of all computer items in the Selectboard budget.

Selectperson Brown asked if the meeting had been posted on the Town's website. He had been contacted by someone saying it was not. Diane said it was posted physically on Town Hall windows and in the meeting calendar. It appeared to have been posted on the Selectboard page of the website. Diane posted the agenda at that moment on the notices page. Chair Seidel said the office is very short-staffed currently as Selectboard Administrative Assistant Judy Newman-Rogers has been out for personal reasons.

Charlie Albano, Economic Development Advisory Committee (EDAC) Chair, in the audience, said the engineer liked the idea of tending to low-hanging fruit items in the WCC. The engineer was informed an energy audit had been done on the building; the audit needs to be sent to him to review; the engineer

will get back to Charlie that week; he will let the Board know if a building visit is planned by the engineer; a 10% increase should be assumed on prices for lighting (estimate is more than a year ago); Chair Seidel said the estimate was \$25,000 for LED conversion for the first floor, a number that surprised him.

Charlie said Eversource has money the Town can get over a two-year period so a grant would not need to be applied for; Chair Seidel said the ramp on the building, an important part of the infrastructure, needs to be addressed first; the eventual design will impact any installed exterior lighting.

Diane said LCIP and Moose Plate grants are available for the WCC building if it is added to the historic building registry.

Chair Seidel said an issue he sees is that it could be many months before they receive funds from grants; some items need to be done soon and asked if they should wait for the grant.

Martha Mical thought a new railing may be less expensive than fabricating/repairing the one in the WCC.

Selectperson Brown said the price of steel is very high; he thought repairing, even with the high cost of labor, would be cheaper.

Diane noted leaks exist in the sprinkler system and on the third floor from the roof.

Selectperson Brown suggested the Selectboard go on a tour to identify issues; Chair Seidel and Selectperson Minton agreed; meeting set for Thursday, 8/31/2023, 10:00am; Diane noticed the meeting on-line as the Board spoke; it was noted for someone to take notes as it will be a meeting of the Selectboard.

3. Appointments

A. Ian Rogers to the Planning Board

Chair Seidel read: WHEREAS, there is a vacancy as a *Planning Board Member*, in said town and whereas we, the subscribers, have confidence in your ability and integrity to perform the duties of said office, we do hereby appoint you the said *Ian Rogers*, of said town: and upon your taking the oath of office, and having this appointment and the certificate of said oath of office recorded by the Town Clerk, you shall have the powers, perform the duties and be subject to the liabilities of such office, given under our hands, on *August 29, 2023*.

Motion by Selectperson Minton and seconded by Selectperson Brown to appoint Ian Rogers as a full voting member of the Warner Planning Board. The motion was approved unanimously.

The members of the Selectboard signed the appointment for Ian Rogers, currently an Alternate Member.

4. New Business

a. Emergency Management - Ed Mical

Ed said he would be willing to continue to serve as the contact person to the Town for the Emergency Management Department (EMD). Ed said in 2001, FEMA said all communities needed to put together a hazard mitigation plan, taking into consideration natural, technological, etc. threats; the Town got help from Central New Hampshire Regional Planning Commission (CNHRPC); were one of the first communities in the state that

completed their plan; Warner is eligible for grants that will address hazard mitigation; Warner has received grants already to do work in town (approximately \$200,000); the EMD would revise the plan; look at what has been done and what needs to be done; the public is invited to a meeting to discuss this plan; the Town would sign off on it; it would go to FEMA to approve it for another five years; the Town pays for printing maps; FEMA offered CNHRPC could create the updated plan; they worked on the initial plan.

Chair Seidel said he felt this was money well spent and he supported it.

Chair Seidel thought the website and library newsletter could promote the Hazard Mitigation update project and get people interested. Ed said he would recommend interested individuals to sit on the committee as he has done in the past.

Motion by Selectperson Minton and seconded by Selectperson Brown to sign the letter of agreement for the hazard mitigation update for 2024 and to appoint Ed Mical as the Emergency Management Coordinator. The motion was approved unanimously.

Ed said the State used to approve local plans, but due to changes in personnel, FEMA in Boston will issue the approval; this will add time to the approval process.

Motion by Selectperson Minton and seconded by Selectperson Brown to allow Ed Mical to start organizing the Emergency Management Committee and choose appropriate members for it. The motion was approved unanimously.

b. Records Preservation Committee: Meeting Wednesday, September 6, 2023, 10:00 am at the highway shed to go over the highway records.

c. New Restaurant Owner – Bill Meadows

Chair Seidel said Bill Meadows is the new owner of Warner restaurant, “The Kitchen”; plans to bring it back as “The Local”(The restaurant he ran in town pre-, during and post COVID); will offer lunch and dinner, Tuesday through Saturday; maybe half a day on Sunday; launch date October 1, 2023 if all paperwork is completed. The State Liquor Commission requires a letter from the Town saying they understand that alcohol will be served. Chair Seidel said they would provide a letter; Diane will get the letter to Bill; Bill is working with the Fire Department to determine the maximum capacity for the space.

d. Intent to Cut – Assessing

Elizabeth provided the Intent to Cut application to sign.

Elizabeth also had a rough draft for the RFP for their revaluation. The deadline is coming up quickly. When asked, Elizabeth said that the MS-1 will be taken care of on Thursday. The assessor will be in the office from M&N Assessing on Thursday morning until the MS-1 is complete. The revaluation is due in 2025. She would like all bids for this work to be in by December.

e. Warner 250th Anniversary Celebration A coloring book is going to be created by Ms. Cogswell to sell as a fundraiser. She wanted to be sure the images she wanted to use were not copyrighted and she was OK to go.

5. Public Comment

a. Janice Loz said she has discovered some problems with zoning ordinances not being followed. It appears that when they issue building permits, they are also supposed to be issuing code compliance certifications. She would like the Selectboard and Town Administrator to be aware of this. This may be something that they would like to address for the future. These are issues having to do with land use, not building codes.

Diane said the Building Inspector has always looked at the building permits and approved them prior to the Selectboard approval. Janice said she and Judy often look at things on the permits that look questionable. Janice wanted to be sure that issues can be addressed in advance. An example is a row of houses on North Road that were not supposed to have been built without a Special Exception; they were built without this going back many years.

Chair Seidel said they are extremely short-staffed and really need to hire another person to help with these kinds of things. This will be a cost to the Town. Janice thought that this could possibly be a task added to the Building Inspector's position. Selectperson Brown expressed that since we already have an excellent Building Inspector, Tom Baye, that adding this to his responsibilities would be a good option.

Chair Seidel thought that the Town's building permit application needed some updates. He had started this but had to put it aside for a bit. He would look into the permit further as he believes if more information was required, issues would be addressed earlier on in the process and eliminated.

6. Administrator's Report

a. Diane said that per a request from Selectperson Brown, communications will be put in a folder in the office. Selectpersons can sign off on letters as they read them.

b. David Call has questions about assessing and solar and would like to see clear policies around energy and exemptions. He has met with Assessing, Chair Seidel, and then with Selectperson Minton and herself about this just that day. The Town will look at this more closely with Assessing.

c. Dan Watts has requested that Warner Community Center tenants GearUP and Warner Connects pay \$400/year for rent for the year.

d. Robert Geary sent a letter about a sign on Place Lane. It was noted that this road leads into Pleasant Lake Estates. Tim Allen agreed that the sign should be blue and not green, per the law. It is a private road and the sign should be blue.

e. The August 1st LCHIP grant meeting Diane and Tim Allen attended resulted in the Town moving forward in the process and to submit three bids for the slate roof repair at the Town Hall, with a 10% contingency. A meeting Diane has with Tim Allen and DES on September 11th will cover grants for the culverts on Red Chimney Rd. They are hoping there is some additional funding available. They have enough for the project to move forward.

f. Diane is working on the 91-A (Right to Know Law) requests that have come in. She has a lot of them to get through and she is working on this. The lawyers will indicate what she needs to look for. All the text messages have been provided to the Concord Monitor already. Chair Seidel asked how much of

Diane's time has been spent on this so far. Diane said she started working on this on July 19th and it has been every single day, for hours and noted these costs are a burden to the Town.

Martha suggested people should be charged for any photocopies they make. Diane agreed, but said that people are welcome to come in and review the information for free, or can take pictures with their phones.

Selectperson Brown said this has happened in the past with 91-A requests within the Town of Warner. The public can look at these things but they should also realize this does impose a cost to the Town.

g. An August 2nd a request from Ms. Schoomaker asked for a detailed financial report for the Warner Community Center.

h. Department budgets have been started. She is excited to use the new software and get everything together earlier this year. The software was used last year but the department directors will be able to input information themselves this year. Detailed and summary reports are easier and quicker to create. During the budget process, the reports will show the Department request, then the BOS's request ,and finally the Budget Committee, so that the Townspeople can see if any changes were made from the Department's request through the Selectboard and finally the Budget Committee, with commenting throughout.

I Three AEDs have been delivered and were acquired with the use of a grant. Diane is in contact with the Fire Chief and Emergency management regarding placement.

j. Also working on the CIP for Town Hall, Warner Community Center and Computers.

7. Selectboard Other Business

a. Selectperson Brown asked about the Rail Trail sign. Chair Seidel said that the representative of the Concord- Lake Sunapee Rail Trail, Tim Blagdon, would be meeting with both him and Selectperson Minton separately to make sure they understand the request and feel comfortable with it before any votes were taken or work was to be done.

b. Nancy Martin was on Zoom and asked about the future schedule of the Selectmen. The Kearsarge Community Land Trust would like to be on the agenda towards the end of September. Chair Seidel said they will meet on September 5th and September 26th. Nancy asked to be put on the agenda for the 26th.

8. Consent Agenda

There was no consent agenda for that evening's meeting.

9. Manifest

It was moved by Selectperson Minton and seconded by Harry Seidel for the Selectboard to approve the following previously signed manifests:

- Accounts Payable check numbers 7488 through 7489, dated 8/8/2023, in the amount of \$54,607.33 for the August 24th bi-weekly payroll and federal tax deposits.
- Bi-weekly payroll checks numbers 3420 through 3427 and direct deposit check numbers E01047 through E01072 dated 8/24/2023 for a net payroll of \$41,855.60.

- Accounts Payable check numbers 7490 through 7516, dated 8/22/2023, in the amount of \$104,299.43.

The motion was approved. Selectperson Brown abstained from the vote as he was not present when the above-mentioned checks were issued.

10. Non-Public Session (Not needed)

11. Adjourn

It was moved by Selectperson Brown and seconded by Selectperson Minton to adjourn the meeting. The motion was approved unanimously.

The meeting adjourned at 8:25pm.

Respectfully submitted,

Kristy Heath, Recording Secretary
Town of Warner

Edits: Judith A. Newman-Rogers,
Selectboard Admin Asst