

**APPROVED**  
**WARREN**  
**BOARD OF SELECTMEN REGULAR MEETING**  
**Wednesday, July 05, 2017**

**Selectmen Present:** Charles Sackett, Charles Chandler, and Dan Clancey.

**Staff/Officials Present:** Town Administrator - Judith Tautenhan, Road Agent – Bobby Cass, Treasurer – Sheila Foote, Police Chief John Semertgakis, Fire Chief - Art Heath, and Chair Warren School Board - Don Bagley Sr.

**Public Present:** Anthony Divergigelis, Donna Hopkins, Victoria Saucier, David Petelle, Lisa Slade, Jody O'Callaghan, Davin Cass, Shawn Downey, Carl Holmberg, Dorothy Holmberg, and Tara Vermuellen

**CALL TO ORDER:**

C. Sackett called the meeting to order at 5:02 PM and led the group in the pledge of allegiance.

**SELECT BOARD MANIFEST:**

C. Chandler requested explanation of the payment to Woodsville Guaranty Savings Bank. J. Tautenhan responded that it was return of overpayment of closing costs for Jonathon Cyr's property. Both Mr. Cyr and the Bank paid and the Bank was refunded.

C. Chandler requested explanation of the payment to Visa for \$66.35. J. Tautenhan responded that the receipts were available in the office. C. Chandler will review.

C. Chandler motioned for approval of the manifest, subject to verification of the Visa receipts. D. Clancey seconded the motion. Vote: Chandler-yes, Clancey-yes, Sackett-yes. The motion passed 3-0-0.

J. Tautenhan noted that a school payment was included in the manifest, but there is confusion on the amount that should be paid. D. Bagley was asked to follow up on the payment schedule at the last meeting, which he did. The business office at the SAU sent a payment schedule, indicating a payment amount of \$106,236. However, an email was received from School District Treasurer, indicating the payment would be better if kept at \$125,000, to prevent a large payment at the end of the year. The Board discussed the pros and cons of each.

C. Chandler motioned to pay the school payment amount on the schedule going forward. C. Sackett seconded the motion. Vote: Chandler-yes, Clancey-yes, Sackett-yes. The motion passed 3-0-0.

**APPROVAL OF MINUTES:**

Approval of minutes for June 7 and June 21 postponed so they can be reviewed by the Board. Draft copies were provided to the Board.

**PUBLIC COMMENT:**

1. Shawn Downey, a contractor for National Grid, attended the meeting to present an overview of the Granite State Power Link Project and its impact on the community of Warren. Warren is one of 24 NH communities impacted. A slide handout was provided to the Board.
  - a. Project: New renewable energy transmission line starting in Quebec and continuing through Northeast Kingdom of VT, crossing into Littleton NH, continuing due west to a converter station in Monroe, then to Londonderry. Being developed by National Grid and Citizens Energy.

- b. Timeline: Responding to MA renewable energy RFP from 2016 due July 27, 2017 with selection in Q1 2018. Permitting this fall, site evaluation and committee in Q1 2018, planning through mid-2020, and construction ending 2022.
  - c. Highlights: 2000 jobs (1,500 in NH construction); reinvestment into state energy assistance programs; forecast energy market savings, capacity savings, upward pressure relief and potential 60 cent per megawatt hour savings in first four years.
  - d. Cost: Paid for by MA electric customers.
  - e. Local impact: 6.4 miles through existing National Grid right of way in Warren. Middle 110' tower will remain untouched; outer 60' towers could be increased to a maximum of 80' if required due to condition or clearance needs; for outer towers new 345kv capacity wires proposed to replace existing 230kv capacity wires, with new wire being thicker and requiring longer insulators.
  - f. Discussion: D. Petelle inquired if construction jobs would be union scale. S. Downey responded that yes, the Project is in discussion with IBW Locals. D. Petelle inquired if there were additional tax revenues for wire passage. S. Downey responded that a property tax expert had been consulted and projects 31.9 million in additional property tax dollars through 2063.
  - g. Contact Info: 1-855-603-GSPL, info@granitestatepowerlink.com, granitestatepowerlink.com
2. D. Bagley noted that due to the Food Pantry location flooding, the Pantry will be opening in the School Gymnasium this Friday. D. Bagley also asked on behalf of the Food Pantry if they could use the Town Hall for storage and operation over the next 4-6 weeks. It was discussed that the School and the Pythian Hall had also been considered, but space was a concern. J. Tautenhan noted that there were no reserved events at the Town Hall during that period, except Parks & Rec concerts on the common. D. Bagley noted that the concerts could be moved inside the School in inclement weather. The Board agreed to allow the Food Pantry to use the Town Hall and directed that Linda Flagg will need to coordinate with J. Tautenhan.
3. D. Bagley questioned if the permitting time for reestablishing riverbanks had been expedited given the flood event, as he had seen work being completed in Benton. The Board indicated no knowledge of expedited permitting, but the Town Administrator and Road Agent would be following up.
4. J. O'Callaghan requested it be noted in the minutes that she would like communication from the Town if any work is being completed in the area of her home on Studio Rd/Island Rd.
5. A. Divergigelis, on behalf of the geotechnical survey company he works for, offered to perform an independent study of Beech Hill Road for repaving. The study would serve as quality assurance to the Town. A. Divergigelis provided a business card for the Board and will provide paperwork related to the study to B. Cass for review.
6. L. Slade asked the Board if there are plans to reroute the Baker River in the area of Studio Rd bridge near her home, as she has lost property area due to washout. C. Sackett responded that prior Town efforts to pursue funding and permits have proven costly and unsuccessful, however some individuals have received permits to reestablish banks at their own expense. L. Slade asked if there is a 30-day 'no permit' or 'grace' period in the event of storm damage. B. Cass advised her to call 211 as they would be the most reliable source for homeowner information. J. Tautenhan will follow up with L. Slade with DES contact information, as well as information on how to pursue an abatement regarding her loss of property.
7. A. Heath requested it be recognized that town and state road agents, crews and local operators have been working extremely long days, since Sunday morning and through the Independence Day holiday to get our roads open. He added that everyone has done a top notch job. The Board agreed and noted their appreciation for everyone's hard work.

## **MUNICIPAL OFFICERS REPORTS:**

### **TREASURER'S REPORT:**

Treasurer S. Foote provided a written report of the following:

The Checking Account balance is \$15,127.20 after tonight's approved manifest of 144,147.38.

The Tax Collections Money Market Account balance is \$91,108.55.

The Town of Warren's Money Market Account balance is \$632,067.01.

The Town of Warren's Passbook Savings Account balance is \$119,688.51.

C. Chandler asked if tax payments are coming in as anticipated. S. Foote responded that they seem to be.

C. Chandler thanked Don Bagley for the school payment schedule.

C. Chandler motioned to acknowledge receipt of the Treasurer's Report. D. Clancey seconded the motion. Vote: Chandler-yes, Clancey-yes, Sackett-yes. The motion passed 3-0-0.

### **ROAD AGENT'S REPORT:**

C. Chandler expressed that he was very pleased with the job done by B. Cass in managing the flood repairs. The Board agreed.

Road agent B. Cass requested patience from the Board and townspeople with the flood damage restoration process, and expressed thanks to the many individuals who have assisted with repairs, including Warren Sand and Gravel, Chris Witcher, Alan Dimond (Munchie), Dan Clark, John Lester, John Green, George Russell, Davin Cass, Art Heath, Adam Patten, Chief Semertgakis, and Janice Sackett.

B. Cass reported that he has purchased a large amount of culvert for road repairs and anticipates FEMA funds to assist with the cost (75% possibly). He noted that pipes will be increased in size and/or added throughout town.

B. Cass indicated there is a meeting on Friday to discuss Weeks Crossing and that work on all other roads is ongoing.

### **FIRE DEPARTMENT REPORT:**

Chief A. Heath reported there were two calls since the last meeting:

- 6/30 Mutual aid to Wentworth for a structure fire, electrical cause
- 7/1 Traffic closure/redirect for flooding in Benton

Chief Heath also noted that he worked with B. Cass Saturday and Sunday placing cones and taking photographs of storm damage.

### **TAX COLLECTOR'S REPORT:**

Receipts provided, as well as June Collections report.

### **CHIEF OF POLICE REPORT:**

Chief J. Semertgakis reported the following activity since the last meeting:

- Telephone/computer money scam
- 7-11 disturbance employee and customer
- Custody issue in Glenciff
- House alarm activation Old County Road (false alarm)
- Noise complaint Lake Tarleton Rd
- Obscene music complaint at Moose Scoops
- Stolen camper reported at Scenic View

- Missing child found with neighbors in Glencliff
  - Missing hiker found
  - Prior sex offender case where individual moved from town - NH state police will move forward.
- Chief Semertgakis noted that he has moved and has updated contact information with J. Tautenhan.

Chief Semertgakis noted that the ATV poker run is on for this weekend, but trails have been limited due to storm damage.

Chief Semertgakis reported that following the storm, there was an issue with OHRVs riding up and down main roads and cars on closed roads (travelling beyond barriers)

Chief Semertgakis provided an update that the new police cruiser should be done next week and he will provide the dollar amount to J. Tautenhan as soon as available. Additional work is needed for the cruiser before it is ready for service. S. Foote commented that a special meeting would be needed if funds are to be appropriated outside the regular meeting schedule. Chief Semertgakis was directed to reach out to S. Foote and J. Tautenhan for direction on the process. S. Foote also noted that \$10,000 needs to be moved into the Capital Reserve Fund per town meeting to support the purchase as well.

Chief Semertgakis noted that given the flood damage in the Ambulance Service basement, he will not be pursuing use of the open office space there at this time.

#### **TRANSFER STATION/BUILDINGS & GROUNDS REPORT:**

G. Russell provided a written report of the following:

- Ceilings are complete at the Town Office and the dumpster should be removed Friday.
- Worked with Road Agent during storm Saturday and Sunday.
- Completing mowing and grounds preparation for Old Home Day weekend. Could use assistance weed whacking by the school if there are any volunteers.
- Transfer station televisions and electronics were shipped last Wednesday.
- David Ball attended required training for annual certification (G. Russell also needs this training).

#### **TOWN ADMINISTRATOR REPORT:**

J. Tautenhan reported on the following:

- A disc of the 7/1/17 storm damage photos was received from Janice Sackett for the Board to review.
- Donna Hopkins has been assisting with updating forms for the Town safety policy, loss management, and statement of commitment to safety. Primex will discount 5% when this is all received and approved.
- A report of taxes collected year to date was received from Charlene Kennedy, Tax Collector
- J. Tautenhan researched the rules for acceptance of money for real estate under tax lien. Money must come from a designated agent, and in the case of heirs all heirs must sign to appoint an agent. J. Tautenhan provided a form that can be used to appoint a designated agent, for the Board to review. This form can be used for the property in Glencliff where the grandson wishes to make payment on taxes – the father will need to sign to appoint the grandson as agent. This process now needs to be formally adopted.
- Health Trust insurance deadline for selecting pool is July 21st. J. Tautenhan has arranged for a representative to attend the July 19<sup>th</sup> meeting of the Select Board to answer questions.
- Insurance coverage was received from White Mountains Helicopter for Old Home Day weekend.
- A flyer for summer Concerts on the Common was received from Parks & Recreation.
- A request was received from Jim Mauchly, Jr. asking if the Town Hall facilities could be used as a rest stop for a Friends of Norris Cotton Cancer Center motorcycle fundraiser August 20<sup>th</sup>. The group will be stopping to take a photograph with the Redstone missile. The Board agreed this is fine.
- The Assessor will be in the office July 14<sup>th</sup>.
- The option to continue inventory forms was received.
- J. Tautenhan will be attending a webinar training (in office) August 8<sup>th</sup> for the DRA MS1 valuation form, which is due September 1<sup>st</sup>.

- J. Tautenhan researched using funds in the Paving Expendable Trust and Highway Equipment Capital Reserve for the paving work on Beech Hill Rd. (per the last meeting). However, she has not been unable to find minutes or the town article where the fund was created based on the date provided of 3/14/1996. Research will continue, and the Trustee of Trust Funds has been advised of the concern, and others will help look into this.
- An email was received from the State providing permission for OHRVs to use state road crossings even though the hard copy permits are not in place yet.
- A phone call was received from the Dam Bureau regarding Week's Crossing, and an individual may be coming to the office tomorrow seeking more information.
- J. Tautenhan noted that Janice Sackett does not take any money/stipends for her work with the Safety team, so she (J. Tautenhan) wanted to ask the Board if a mileage reimbursement plan or stipend would be appropriate for J. Sackett. The Board agreed to this and J. Sackett will be reimbursed at the current mileage rate.
- On behalf of G. Russell who couldn't attend this evening, J. Tautenhan asked the Board if the extra ceiling tile material from the Town Office/Fire Department repairs could be sold or given to Randy Whitcher. It was noted that R. Whitcher had volunteered his time and vehicle to assist with repairs at the Town Office. It was noted that a new ceiling was needed at the Warren-Wentworth Ambulance Service. The Board agreed to give the ceiling tiles to R. Whitcher and asked that he be thanked for all of his help.

**No other departments were represented at the meeting**

**NEW BUSINESS:**

- a. 2017 MS-535: J. Tautenhan explained this is an audit document, condensed for the Department of Revenue, and needs to be signed by the Board. She had a question on one portion of the form (operating transfers out) and discussed this with the auditor. There is an explainable amount difference (\$700) in Operating Transfers Out from sale of municipal property for cemetery plots.
- b. Pythian Hall Deed: C. Chandler noted that though the Board may be entitled to accept the deed, he suggests a public hearing to obtain input since the Town would be adding an asset that could require future expense/management. The Board agreed and determined this can be held during a regular meeting of the Board (7/19). J. Tautenhan will put a public notice out for this.
- c. Economic development roundtable: The Board expressed disappointment in last meeting attendance and agreed that future meetings can be postponed at this time.
- d. Methodist church parsonage: J. Tautenhan noted that there are tenants occupying the property, but the property is under a non-profit tax arrangement. The Board was unsure if tax can be levied for this year and directed J. Tautenhan to ask the assessor for guidance.
- e. Intent to Cut:
  - 17-465-04 T- Map 227/025; Owner, 123 Old County Road Revocable Trust; James Tremblay, Trustee; Logger, Adam Patten
  - 17-465-05 T- Map 235/003; Owner, D. Jean Harris; Logger, John Newton

**OLD BUSINESS:**

- a. Report of Cut: None

**OTHER BUSINESS:**

- a. The Board inquired about School Board Member attendance at meetings. D. Bagley noted that all meeting information is shared with the three members, but only two have been attending meetings.
- b. Upon returning from non-public session the upcoming weather forecast for the weekend and the potential for damage to recent road repairs from OHRV travel was discussed. C. Chandler

motioned to authorize C. Sackett to close any road to OHRVs during this Old Home Day weekend, due to road conditions, if necessary. D. Clancey seconded the motion. Vote: Chandler-yes, Clancey-yes, Sackett-yes. The motion passed 3-0-0. C. Sackett will contact Vern Brigham of the ATV club to make him aware.

- c. Upon returning from non-public session it was discussed that Janice Sackett does not have a key to the school for emergency management use. The Board directed J. Tautenhan to write a letter to the School Board requesting a key be provided to J. Sackett for emergency purposes.

#### **CORRESPONDENCE**

J. Tautenhan provided a letter that was received regarding a civil matter unrelated to Town business, as she had promised she would share it with the Board.

#### **NON-PUBLIC SESSION**

C. Chandler motioned to enter a nonpublic session in accordance with RSA 91-A:3, for the purpose of discussing issues that, if discussed in public, would likely affect adversely the reputation of any person, other than a member of this board. D. Clancey seconded the motion. Vote: Chandler-yes, Clancey-yes, Sackett-yes. The motion passed 3-0-0. The Board entered into a nonpublic session at 6:59 pm.

C. Chandler motioned to exit nonpublic session. C. Sackett seconded the motion. Vote: Chandler-yes, Clancey-yes, Sackett-yes. The motion passed 3-0-0. The Board exited nonpublic session at 7:19pm.

C. Chandler motioned to seal the minutes from the nonpublic session for a period of 40 years in accordance with RSA 91-A:3. C. Sackett seconded the motion. Vote: Chandler-yes, Clancey-yes, Sackett-yes. The motion passed 3-0-0.

#### **OTHER BUSINESS**

None

#### **UPCOMING MEETINGS & EVENTS:**

1. Old Home Day Celebration – July 7<sup>th</sup>, 8<sup>th</sup>, 9<sup>th</sup>
2. Board of Selectmen Meeting – July 19<sup>th</sup>
3. Concert on the Common – July 21<sup>st</sup>

#### **ADJOURN:**

C. Chandler moved that the Selectmen adjourn the regular meeting of the Board. The motion was seconded by S. Sackett. Voting: Chandler-yes, Sackett-yes, Clancey-yes. The motion passed 3-0-0.

The Board adjourned at 7:33 PM.

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Chairman, Charles Sackett Jr.

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Selectman, Charles Chandler

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Selectman, Daniel Clancey