

APPROVED

WARREN BOARD OF SELECTMEN REGULAR MEETING Tuesday, December 5, 2017

CALL TO ORDER:

Chairman Sackett called the meeting to order at 5:00 PM.

Selectmen Present: Charles Sackett, Charles Chandler, and Daniel Clancey.

Staff/Officials Present: Office Administrator – Judith Tautenhan, Treasurer - Sheila Foote, Road Agent – Bobby Cass, Chief of Police - John Semertgakis, Transfer Station & Building/Grounds Manager – George Russell, Chair Warren School Board - Don Bagley, Fire Chief - Art Heath, Planning Board – Pat Wilson, and Town Librarian - Veronica Mueller.

Public Present: Donna Hopkins, Chris Witcher, Robert Giuda, Lesa Romano, Sean and Sandy Donahue, Austin Albro, Ben Toomey, Dan Clark, Rosanne Petelle and others with an approximate total of ten plus attendees.

Meeting C. Sackett led those present in the pledge of allegiance to the flag.

SELECT BOARD MANIFEST:

C. Chandler stated this manifest is enormous. J. Tautenhan said some of the bills could be paid on the next manifest. S. Foote said she was comfortable with the proposed manifest and the current balance of funds. *C. Chandler moved approval of the manifest. D. Clancey seconded the motion. Vote: Chandler-yes, Sackett-yes, and Clancey-yes. The motion passed 3-0-0.*

APPROVAL OF MINUTES

J. Tautenhan stated the minutes for the 11-6-2017 and 11-21-2017 meetings were ready for approval based on received changes. *C. Chandler moved approval of the minutes for the 11-6-2017 and 11-21-2017 meetings. D. Clancey seconded the motion. Vote: Chandler-yes, Sackett-yes, and Clancey-yes. The motion passed 3-0-0.*

PUBLIC COMMENT:

- a. Don Bagley Sr. commented the paperwork on the Generac generator at the school is completed. C. Chandler said he had heard the generator had gone bad and did damage to the elevator. Don Bagley Sr. said the problem has been finding some one local or near by who is certified to repair it.
- b. Rosanne Petelle told the Board she was out of water, because there was a problem with her well. She asked if they could help her. S. Foote stated that records have not been found on this area, therefore we do not know how to disperse the funds from the account. J. Tautenhan suggested the Board could dissolve the account and put the funds into a new or another account. C. Sackett stated before we move forward two things need to be done; first, find out and establish how the funds can be dispersed; and second, determine what is exactly the problem with the well and the needed repairs. There was a discussion on possible well problems and potential repairs. The outcome was someone needs to physically look at the situation to determine the problem. Dan Clark volunteered to go to Mrs. Petelle's property and look at the well and report back to the Board.
- c. J. Tautenhan reported she had received a verbal complaint from Mr. Mervin Newton, who advised he had problems with the work being done in the Baker River. He indicated that there was much silt that was dislodged as a result of the work being done, and that the good wood was removed from the river with the snags and debris from the house going down left behind. C. Chandler said he also had

heard from Mr. Newton, saying the permit did not go far enough down river. C. Sackett stated Mr. Newton's complaint is duly noted.

MUNICIPAL OFFICERS REPORTS:

ROAD AGENTS REPORT:

Road Agent Bobby Cass reported he still has been working on Studio Road and Breezy Point Road. The owner of the Blak Top Company will be coming up next week to discuss plans for putting down the asphalt and paving Beech Hill Road in the spring. C. Chandler asked B. Cass if he had any feeling on payments from FEMA. He said no. C. Chandler said he had done a some research and found only 26% of FEMA payments have been paid for all claims from Puerto Rico, Texas, and Florida. That does not bear well for Warren. B. Cass told the Board he had four days remaining for time off. He requested rolling over that time to the next FY, in lieu of being paid.. The Board members all agreed.

TREASURER'S REPORT:

Treasurer Sheila Foote reported Checking Account balance is \$15,000.00 after tonight's approved manifest of \$281,915.01, which includes the School payment, County Tax payment, and CRF/ETF payments.

The Tax Collections Money Market Account \$124,876.15.

The Town of Warren's Money Market Account balance is \$304,096.35.

The Town of Warren's Passbook Savings Account balance is \$182,406.47.

The Room and Meals Tax distribution from the State usually arrives before the end of December.

C. Chandler moved to accept and approve the Treasurer's report. Seconded by C. Sackett. Voting in favor of the motion were Clancey-yes, Sackett-yes, and Chandler-yes. The motion passed 3-0-0.

TAX COLLECTOR'S REPORT:

The Tax Collector provided a report to the Board for review.

FIRE DEPARTMENT REPORT: Fire Chief Heath reported there was one assist call from Wentworth. The Chief announced Victoria Saucier completed her training for level 1 certified firefighter. Her graduation is Friday.

CHIEF OF POLICE REPORT: Chief John Semertgakis reported the old cruiser was going to Haverhill this week to be stripped of any police identification and equipment. It will then be posted for sale. He had a 911 trespass call from Swain Hill Road. He responded to a resident on Rt 25 with a complaint about fireworks being set off. He stopped 22 motor vehicles for various offenses and ticketed four. D. Clancey asked about week-end patrol coverage by the Chief and State Police. The Chief said he shifts the day and timing of his patrol on the week-end to provide the best coverage and depending on what events may be occurring. The State Police provide coverage as the time is open for them. D. Clancey stated every week-end there are people speeding up and down Beech Hill Road. He would appreciate getting more police visibility to cut down on the speeding. The Chief said he would mention the problem to the State Police and ask them to increase their patrolling when they can.

TRANSFER STATION/BUILDINGS & GROUNDS REPORT:

Manager, George Russell reported the new arch building is up and will be anchored down within the next few days. He said the front of the building will not be closed off until spring. C. Chandler stated the building was ¼ the normal cost of a building, thanks to the diligence of Mr. Russell. G. Russell

said he was also working on a bid package for construction of a bathroom. He has been putting up Christmas lights in the Town.

TOWN ADMINISTRATOR REPORT:

- a. The Town Administrator stated Mary Pinkham-Langer from DRA had contacted her and sent a form for intent to excavate. The form needs to be signed by Chris Witcher, the Contractor and the Board.
- b. The Town Administrator said the Town Report will be submitted to the printer on February 16, 2018 and will be returned by March 6, 2018 to be passed out to Warren/Glenclyff residents.
- c. J. Tautenhan informed the Board she has been working on the 1099's; getting them ready to send to contract employees of the Town.
- d. J. Tautenhan stated she will be meeting with the assessor at the Town Office December 12, 2017.

No other departments were represented at the meeting

NEW BUSINESS:

- a. Budget Review:
 1. Planning Board – Pat Wilson addressed the Board on plans for the Planning Board. She stated that regulations of the Planning Board have not been reviewed in many years and many are no longer relevant. The Planning Board has talked with a contractor and the estimated cost for the project is \$1,800.00. Mrs. Wilson said this amount far exceeds what they have in their budget. She said the Planning Board discussed the situation and feel they have two options; postpone the project until next year or prepare and submit a warrant article, requesting all or a portion of the \$ 1,800.00 to be voted on by the Town. C. Chandler said he likes the idea of the warrant article, as it provides the Planning Board the opportunity to explain why the project is important and justifies the cost.
 2. Cemeteries, Public Safety, Missile and other entities – Don Bagley Sr. stated he expects the cleaning of the tomb stones in the main cemetery will be completed next year. They will then move on to the other smaller cemeteries in Warren. The budgets for all areas are level funded. There had been an increase of \$200.00 in one area, but those funds have been backed out. *C. Chandler moved to approve the proposed 2018 budget with the take down of \$200.00 and as proposed by Don Bagley Sr. D. Clancey seconded the motion. Vote: Chandler-yes, Sackett-yes, and Clancey-yes. The motion passed 3-0-0.*
 3. Historical Society – The budget request was approved.
 4. Joseph Patch Library – Pat Wilson presented the proposed 2018 budget for the Joseph Patch Library at a total of \$30,477.00, which is \$600.00 over last years budget. *C. Chandler moved to approve the proposed 2018 budget as proposed. D. Clancey seconded the motion. Vote: Chandler-yes, Sackett-yes, and Clancey-yes. The motion passed 3-0-0.* There was some discussion on the location of line item coverage for budget funding, the Library or Building and Grounds. Veronica Mueller, the Town Librarian stated typically at other state libraries the library is only responsible for items and operations inside the library facility. She stated anything on the outside is the responsibility of the Town. It has been confusing, as he does not have control of managing the time and funding for himself and his department. C. Sackett suggested from this day forward Veronica Mueller, the Town Librarian, will be responsible for the internal operations and budget of the Library and George Russell, Manager of the Transfer Station/Building and Grounds, will be responsible for the work and budget for the outside maintenance of the Library building and grounds. They are both responsible for the coordination needed to accomplish their department's functions. The Board and G. Russell will meet to discuss any needed warrant articles for the Library at this Town Meeting.

Other items discussed was a tree on both properties, the Library and the Newton's. G. Russell said the tree is rotten in the center and in his opinion should come down. He is contacting Mike Clark to have him take a look. Harry Burgens looked at the property line. From the base of the tree, one fourth is on Newton property and three fourth's on the Town property. G. Russell will report back to the Board after talking with Mike Clark. Also, there is a utility pole between the properties of the Library and the Donahue's. It doesn't have any apparent use. Veronica Mueller said she called NHEC and they are

coming to look at it and possibly remove it. Mrs. Mueller asked about the Town website. The Library is linked to it and they want to do more with their site. Is there anyone who could help them. Austin Albro volunteered to help them, since he has worked on the Town site.

b. Letter to Director Plummer Re: Weeks Crossing Dam – FEMA failed to show up for a meeting with Town officials and residents in reference to the Weeks Crossing Dam. *C. Chandler moved the Town Administrator draft a letter to Paul Hatch's supervisor, Perry Plummer, NH Dept of Safety, complaining of lack of communication and to respectfully request they keep the Town of Warren updated on any Emergency Management issues. D. Clancey seconded the motion. Vote: Chandler-yes, Sackett-yes, and Clancey-yes. The motion passed 3-0-0.*

c. DES Emergency Authorization Baker River Bixby Bridge south – The permit for the work on Baker River at Bixby Bridge expires on December 16, 2017. Signature for the excavation permit was discussed under Public Comment. Chris Whitcher asked if the President/Governor have made a declaration of emergency and had it been signed. C. Sackett said not yet, but residents can still apply for a permit.

d. Primex CAP Agreement – Primex is for liability insurance on Town property. The Treasurer asked if Pythian Hall was covered. The Town Administrator said yes it was done at the time the deed was transferred.

e. Deed Waiver Requests – There was discussion about the deeding of mobile homes. The process is time consuming and often non-productive. The suggestion was made to contract with an attorney for collection of money owed for a percentage of the amount obtained or to pursue in small claims court. Determination of deed waiver requests are as follows:

Tax Deeded Properties

Map: 244/051 Owner(s): Mary Carlson Address: 42 Chase Road, Warren, NH
C. Chandler moved denial of the deed waiver request and approval of deeding the property. D. Clancey seconded the motion. Vote: Chandler-yes, Sackett-yes, and Clancey-yes. The motion passed 3-0-0.

Map: 221/021 Owner(s): David LaRue Address: Off Weeks Crossing Rd, Warren, NH
C. Chandler moved denial of the deed waiver request and approval of deeding the property. D. Clancey seconded the motion. Vote: Chandler-yes, Sackett-yes, and Clancey-yes. The motion passed 3-0-0.

Map: 240/070 Owner(s): Jennifer Carter Address: 25 Lake Tarleton Road, Warren, NH
C. Chandler moved denial of the deed waiver request and approval of deeding the property. D. Clancey seconded the motion. Vote: Chandler-yes, Sackett-yes, and Clancey-yes. The motion passed 3-0-0.

Map: 232/003 Owner(s): John & Sandra Wurtz Address: 14 Lookout Road, Warren, NH
C. Chandler moved denial of the deed waiver request and approval of deeding the property. D. Clancey seconded the motion. Vote: Chandler-yes, Sackett-yes, and Clancey-yes. The motion passed 3-0-0.

Map: 245/020 Owner(s): Edward Conron Address: Beech Hill Road, Warren, NH
C. Chandler moved denial of the deed waiver request and approval of deeding the property. D.

Clancey seconded the motion. Vote: Chandler-yes, Sackett-yes, and Clancey-yes. The motion passed 3-0-0.

Map: 218/044 Owner(s): Paul VonVerde Estate Address: Baker River, Warren, NH
C. Chandler moved denial of the deed waiver request and approval of deeding the property. D. Clancey seconded the motion. Vote: Chandler-yes, Sackett-yes, and Clancey-yes. The motion passed 3-0-0.

Map: 240/045 Owner(s): June Jameson Address: 354 NH Route 25, Warren, NH
C. Chandler moved denial of the deed waiver request and approval of deeding the property. D. Clancey seconded the motion. Vote: Chandler-yes, Sackett-yes, and Clancey-yes. The motion passed 3-0-0.

Map: 250/030 Owner(s): Gary & Karen Grant Address: 59 Moses Road, Warren, NH
C. Chandler moved denial of the deed waiver request and approval of deeding the property. D. Clancey seconded the motion. Vote: Chandler-yes, Sackett-yes, and Clancey-yes. The motion passed 3-0-0.

Map: 240/090 Owner(s): Leslie Wright Estate Address: 85 Lund Lane, Warren, NH
C. Chandler moved denial of the deed waiver request and approval of deeding the property. D. Clancey seconded the motion. Vote: Chandler-yes, Sackett-yes, and Clancey-yes. The motion passed 3-0-0.

There was a separate motion and research/vote for each parcel. All parcels were considered individually.

Deed Waivers

Map: 234/008 Owner(s): Melissa Libby Address: 381 Lake Tarleton Road, Warren, NH
C. Chandler moved approval of the deed waiver request. D. Clancey seconded the motion. Vote: Chandler-yes, Sackett-yes, and Clancey-yes. The motion passed 3-0-0.

Map: 218/049 Owner(s): Michael & Margaret Juraska Address: 78 Swimming Hole Drive, Warren, NH.
C. Chandler moved approval of the deed waiver request. D. Clancey seconded the motion. Vote: Chandler-yes, Sackett-yes, and Clancey-yes. The motion passed 3-0-0.

Map: 226/006 Owner(s): Harry Wright, Jr. Address: 406 Lake Tarleton Road, Warren, NH
C. Chandler moved approval of the deed waiver request. D. Clancey seconded the motion. Vote: Chandler-yes, Sackett-yes, and Clancey-yes. The motion passed 3-0-0.

Map: 233/055 Owner(s): Barbara Wetherby Address: 536 NH Route 25, Warren, NH
C. Chandler moved approval of the deed waiver request. D. Clancey seconded the motion. Vote: Chandler-yes, Sackett-yes, and Clancey-yes. The motion passed 3-0-0.

Map: 206/016 Owner(s): Mary Ann Zablocki Estate Address: 1351 NH Route 25, Glencliff, NH
C. Chandler moved approval of the deed waiver request. D. Clancey seconded the motion. Vote: Chandler-yes, Sackett-yes, and Clancey-yes. The motion passed 3-0-0.

Map: 244/060 Owner(s): Wanda Adams Address: 303 NH Route 25, Warren, NH
C. Chandler moved approval of the deed waiver request. D. Clancey seconded the motion. Vote:

Chandler-yes, Sackett-yes, and Clancey-yes. *The motion passed 3-0-0.*

Map: 240/023 Owner(s): Alice Greene Estate Address: 82 Studio Road, Warren, NH
C. Chandler moved approval of the deed waiver request. D. Clancey seconded the motion. Vote:
Chandler-yes, Sackett-yes, and Clancey-yes. *The motion passed 3-0-0.*

Map: 234/0100 Owner(s): Fred & Gloria Avery Address: 399 Lake Tarleton Road, Warren, NH
C. Chandler moved approval of the deed waiver request. D. Clancey seconded the motion. Vote:
Chandler-yes, Sackett-yes, and Clancey-yes. *The motion passed 3-0-0.*

Map: 250/037 Owner(s): Thomas Fortune Address: 10 Poplar Place, Warren, NH
MH0004 C. Chandler moved approval of the deed waiver request. D. Clancey seconded the motion.
Vote: Chandler-yes, Sackett-yes, and Clancey-yes. *The motion passed 3-0-0.*

Map: 250/037 Owner(s): Thomas Fortune Address: 10 Poplar Place, Warren, NH
MH0001. C. Chandler moved approval of the deed waiver request. D. Clancey seconded the motion.
Vote: Chandler-yes, Sackett-yes, and Clancey-yes. *The motion passed 3-0-0.*

There was a separate motion and property offered motion and search on each parcel before a vote.
All parcels were considered individually.

Delayed Deed Waivers

Map: 221/007 Owner(s): David LaRue Address: 118 Gould Hill Road, Warren, NH
The Board decided to delay the determination of action until the next Board meeting on December 20,
2017. The purpose of which is to provide the property owner the opportunity to respond to a notice.

Map: 221/027 Owner(s): Pam LaRue Address: 118 Gould Hill Road, Warren, NH
The Board decided to delay the determination of action until the next Board meeting on December 20,
2017. The purpose of which is to provide the property owner the opportunity to respond to a notice

Map: 228/029 Owner(s): Lakshmi Shanmughan Address: 1 April Lane, Apt.# 24, Lexington, MA
The Board decided to delay the determination of action until the next Board meeting on December 20,
2017. The purpose of which is to provide the property owner the opportunity to respond to a notice

Map: 206/013 Owner(s): Sue Ann Millette Address: PO Box 35, Glencliff, NH
The Board decided to delay the determination of action until the next Board meeting on December 20,
2017. The purpose of which is to provide the property owner the opportunity to respond to a notice

Map: 250/038 Owner(s): William & Rebecca Foren Address: 31 Gingerbread Lane, Warren, NH
MH0007. The Board decided to delay the determination of action until the next Board meeting on
December 20, 2017. The purpose of which is to provide the property owner the opportunity to respond
to a notice

Map: 250/037 Owner(s): Darlene DeCosta Address: PO Box 204, Warren, NH
MH0008. The Board decided to delay the determination of action until the next Board meeting on
December 20, 2017. The purpose of which is to provide the property owner the opportunity to respond
to a notice

Map: 205/010 Owner(s): Tina Coutu Address: PO Box 54, Glencliff, NH
The Board decided to delay the determination of action until the next Board meeting on December 20,
2017. The purpose of which is to provide the property owner the opportunity to respond to a notice

Map: 244/026 Owner(s): Kyle MacDonald Address: 193 NH Route 25, Warren, NH
The Board decided to delay the determination of action until the next Board meeting on December 20, 2017. The purpose of which is to provide the property owner the opportunity to respond to a notice

Map: 233/047 Owner(s): Tracy Champagne Address: 98 NH Route 118, Warren, NH
The Board decided to delay the determination of action until the next Board meeting on December 20, 2017. The purpose of which is to provide the property owner the opportunity to respond to a notice

- f. Intent to Excavate - -
17-465-03 E – C. M. Whitcher, Owner

OLD BUSINESS:

- a. Generator Follow Up at WVS – Covered under Public Comment.
- b. Report of Cut - None

CORRESPONDENCE:

A letter was received from NHEC, stating they were paying the Town taxes they owed under protest.

OTHER BUSINESS:

None

UPCOMING MEETINGS & EVENTS:

Christmas Village Display, Town Hall, through December 2017
Community Lunch, Wednesday, December 6th at 11:30 AM
WVS Concert, December 7th at 6:00 PM
Board of Selectmen Meeting, Town Offices, December 20th at 5:00 PM

NON-PUBLIC SESSION #1:

Motion by C. Chandler, seconded by D. Clancey that the Board of Selectmen enter into a non-public session in accordance with RSA 91-A:3, for the purpose of discussing issues, if discussed in public, would likely affect adversely the reputation of any person, other than a member of this board. Vote: Chandler–yes, Clancey–yes, Sackett–yes. The motion passed 3-0-0.

The Board entered into a non-public session at 6:45 PM

CONCLUSION OF NON-PUBLIC SESSION #1:

Motion by C. Chandler, seconded by C. Sackett that the Board of Selectmen exit non-public session in accordance with RSA 91-A:3. Vote: Chandler–yes, Sackett–yes, Clancey–yes. The motion passed 3-0-0. Motion by C. Chandler, seconded by D. Clancey that the Board of Selectmen seal the minutes of the non-public session in accordance with RSA 91-A:3 for forty years. Vote: Chandler–yes, Sackett - yes and Clancey- yes. The motion passed 3-0-0.

The Board ended the non-public session at 7:05 PM.

NON-PUBLIC SESSION #2:

Motion by C. Chandler, seconded by D. Clancey that the Board of Selectmen enter into a non-public session in accordance with RSA 91-A:3, for the purpose of discussing issues, if discussed in public, would likely affect adversely the reputation of any person, other than a member of this board. Vote: Chandler–yes, Clancey–yes, Sackett–yes. The motion passed 3-0-0.

The Board entered into a non-public session at 7:10 PM.

CONCLUSION OF NON-PUBLIC SESSION #2:

Motion by C. Chandler, seconded by C. Sackett that the Board of Selectmen exit non-public session in accordance with RSA 91-A:3. Vote: Chandler–yes, Sackett-yes, Clancey-yes. The motion passed 3-0-0. Motion by C. Chandler, seconded by D. Clancey that the Board of Selectmen seal the minutes of the non-public session in accordance with RSA 91-A:3 for forty years. Vote: Chandler–yes, Sackett - yes and Clancey- yes. The motion passed 3-0-0.

The Board ended the non-public session at 7:20 PM.

NON-PUBLIC SESSION #3:

Motion by C. Chandler, seconded by D. Clancey that the Board of Selectmen enter into a non-public session in accordance with RSA 91-A:3, for the purpose of discussing issues, if discussed in public, would likely affect adversely the reputation of any person, other than a member of this board. Vote: Chandler–yes, Clancey-yes, Sackett-yes. The motion passed 3-0-0.

The Board entered into a non-public session at 7:25 PM.

CONCLUSION OF NON-PUBLIC SESSION #3:

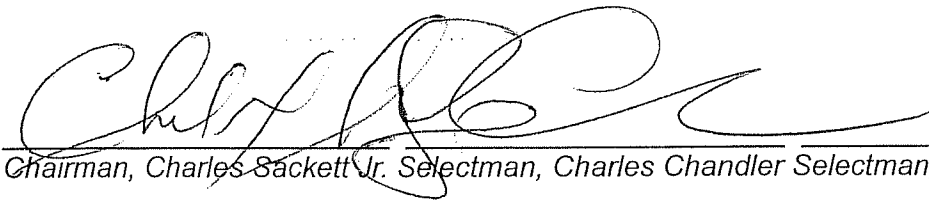
Motion by C. Chandler, seconded by C. Sackett that the Board of Selectmen exit non-public session in accordance with RSA 91-A:3. Vote: Chandler–yes, Sackett-yes, Clancey-yes. The motion passed 3-0-0. Motion by C. Chandler, seconded by D. Clancey that the Board of Selectmen seal the minutes of the non-public session in accordance with RSA 91-A:3 for forty years. Vote: Chandler–yes, Sackett - yes and Clancey- yes. The motion passed 3-0-0.

The Board ended the non-public session at 7:35 PM.

ADJOURN:

C. Chandler moved that the Selectmen adjourn regular meeting of the Board . The motion was seconded by C. Sackett. Voting in favor of the motion were Sackett-yes, Clancey-yes, and Chandler – yes. No one opposed. The motion passed 3-0-0.

The Board adjourned at 7:37 PM.



Chairman, Charles Sackett Jr. Selectman, Charles Chandler Selectman, Daniel Clancey