

**APPROVED**

**WARREN BOARD OF  
SELECTMEN REGULAR MEETING  
Tuesday, November 21, 2017**

**CALL TO ORDER:**

Chairman Sackett called the meeting to order at 5:30 PM.

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

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

**Public Present:** Donna Hopkins, Chris Whitcher, Senator Robert Giuda, Lesa Romano, Sean and Sandy Donahue, Austin Albro, Tom Toomey, Ben Toomey, Mike Panus, Danny and Jane Michaud, and other residents with an approximate total of fifteen plus attendees.

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

**SELECT BOARD MANIFEST:**

C. Chandler asked the Chief of Police what the \$1,600.00 payment was for. The Chief responded it was related to an accident with the old cruiser. C. Chandler stated it should have been submitted earlier. C. Chandler asked about the work being performed by the Road Agent and his budget. J. Tautenhan said the Road Agent is over his annual budget. The Road Agent and Emergency Management Director are working on the second FEMA packet to submit for reimbursement. *C. Chandler moved for approval of the manifest with the understanding insurance claims will be submitted timely. 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 meeting had not been reviewed by all department heads. C. Sackett stated approval of the minutes will be tabled until the next meeting.

**PUBLIC COMMENT:**

- a. Senator Robert Giuda commented that submittal and payment of expenditures of over \$1,000.00 in a timely manner is the law.
- b. Don Bagley Sr. asked the Board if they wanted to hold the Budget Meeting together as we have done in the past. The Board agreed. C. Chandler asked the WVS School Board Chairman, Don Bagley Sr. how many board members were at their last meeting. The response was two. C. Chandler asked why, what is going on. Mr. Bagley Sr. said he didn't actually know. He said the third board member, Mr. Peter Faletra did not attend the budget meeting last year and has not attended a monthly meeting since then. He has failed to answer his e-mail and telephone messages. A certified letter was sent to him and we have verification that it was received by Mrs. Faletra, but it was not signed for nor have we heard from Mr. Faletra.

**MUNICIPAL OFFICERS REPORTS:**

**ROAD AGENTS REPORT:**

Road Agent Bobby Cass was not at the meeting, but submitted a written report. He still has been doing post-storm damage repairs. B. Cass said he needed to grade Studio Road and place a ledge around Studio Road bridge by Batchelder Brook Road. He also needs to put on the top deck on Breezy Point bridge. B. Cass mentioned to the Board he was having problems with the grader in case there were bigger problems down the road.

**TREASURER'S REPORT:**

Treasurer Sheila Foote reported Checking Account balance is \$30,391.32 after tonight's approved manifest of

\$56,608.68.

The Tax Collections Money Market Account \$111,968.15.

The Town of Warren's Money Market Account balance is \$245,896.96.

The Town of Warren's Passbook Savings Account balance is \$169,006.47.

All the Savings account passbooks have been updated.

Mrs. Foote attached the schedule of the School Payments for December 2017 through June 2018 for the Board's information.

The Treasurer attached the list of Capital Reserve Funds and Expendable Trust Funds that needs to be transferred to the appropriate accounts by December 15<sup>th</sup>. These are the funds voted by the Town in Articles 12, 13, 14, 15 and 17 last March. S. Foote stated that the funds for CRF and ETF will to need to be paid on the December 6<sup>th</sup> manifest.

George Russell, Transfer Station Manager, asked permission of the Board to open up a Town account at the Tool Barn, Inc. in Bradford, VT. The Board agreed, but said wait until January 2018 (the next year).

There was discussion on options the Town could take to ensure the Town remained solvent until funding for the new year. The storm damage repair and the lack of reimbursable funds from FEMA has put the Town in a precarious position at the end of the 2017. Would DRA allow the Town to delay obligated payments until reimbursement from FEMA? There is no choice on the payments to the County and School. It is unlikely DRA would agree with delayed payments. One option is for the Town to take a short term loan with a bank, although not preferable. C. Chandler said we need to wait to get a clear understanding of where we stand before the December 6<sup>th</sup> transfer of funds. Senator Robert Giuda stated that legislation has been introduced to allow the Governor to set up and fund an account that will provide communities emergency relief funds to assists with unusual and disastrous situations.

*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 receipts to the Board for review.

**FIRE DEPARTMENT REPORT:** Fire Chief Heath reported there was one accident on Rt. 25C. The Chief announced they have three new members and Victoria Saucier has just about finished her training to become a certified firefighter.

**CHIEF OF POLICE REPORT:** Chief John Semertgakis reported a theft on Rt. 25 in Glendcliff; items stolen from a rental property. Theft possibly committed by last tenants; open investigation. Alleged assault on Appalachian Trail; open investigation. He responded to a scam alert by mail on Gingerbread Lane. There was a trespass issue on Rt. 25 and a no trespass order was signed. The abandoned vehicle on Breezy Point Road has been removed. The National Forest Service has issued a fine.

The Chief attended training in Concord for a Early Childhood symposium. The new cruiser recall was completed on a CO2 issue. The old cruiser did not make the NY auction, so the Town Administrator will post it for bid. The Chief made 17 motor vehicle stops in the past two weeks, resulting in 2 citations for various infractions.

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

Manager, George Russell was not at the meeting, but submitted a written report. He stated the USDA Grant funds should be transferred into the account this week. The contractor installing new handrails at the library still

needs to cement bricks there. The new building at the Transfer Station is 75% complete.

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

- a. The Town Administrator stated the state auditor will be in the office December 13<sup>th</sup>. The audit review will begin after January 1, 2018.
- b. The Town Administrator said resident application for storm damage assistance to FEMA should be completed and dropped off at the Town Office. The assessor will be at the Town Office December 12<sup>th</sup> and 13<sup>th</sup>.
- c. J. Tautenhan informed the Board she has been working on the budget; getting ready for the budget meeting.

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

#### **NEW BUSINESS:**

- a. 10/30/2017 Storm Damage Memorandum of Understanding - Chris Whitcher requested from the Board something in writing that clarifies the work he is expected to accomplish and the intent of the Board to protect them and himself from any confusion and possible disagreements. It was agreed that the two parties to sign the document would be Charles Sackett and Chris Whitcher. *C. Chandler motioned to approve and authorize Charles Sackett to sign the agreement of understanding for the storm damage repair project in the name of the Town. Seconded by D. Clancey. C. Sackett excused himself from voting. Voting in favor of the motion were Clancey-yes and Chandler-yes. The motion passed by majority 2-0. The agreement was so signed.*
- b. USDA Updates on River Mitigation – On 11-22-2017, the day after the Select Board meeting C. Chandler and other interested residents met with Jeff Tenley and Allison Hook from NRCS to visit 15 properties in Warren that had damages from the storm. Four properties were identified as eligible for assistance. Two were borderline and two definitely met all the criteria (the Toomey property and the Sargent's property). The USDA arrangement is a 75/25 share plan. Chris Whitcher did a sample using USDA's chart, 280 feet of repair work costs \$200,000.00 and would equate to \$50,000.00 for the residents share. He asked, how many residents in Warren do you know who has \$50,000.00 at their fingertips? It seems like a waste of time. Do we have to do it there way or no way. C. Chandler said if the resident or the Town want their assistance and their money, it is basically their way with the control. This is just the first step. The biggest hurdle now is the declaration of an emergency by the Governor and President to get things moving and funds to flow. Everyone needs to do their part and see what progress is accomplished and then re-group and see where we stand. Chris Whitcher needs to continue the work on the river and banks as described in the emergency permit. Residents, who are interested in receiving help, need to fill out the application and return it to J. Tautenhan for submission to USDA, remembering there is a deadline to get on the list. J. Tautenhan needs to monitor the situation and alert/coordinate actions that need to be done. The Selectmen will start the permit process for the area south of Bixby Bridge.
- c. Baker River Bixby Bridge South – no action
- d. Budget Review – Fire Department, Treasurer, Police Department – The Fire Department is below last years budget by \$124.00. *C. Chandler moved to approve the Fire Department's submitted 2018 budget. Seconded by D. Clancey. Voting in favor of the motion were Clancey-yes, Sackett-yes, and Chandler-yes. The motion passed 3-0-0.* The Treasurer's budget is basically level funded, except for computer issues/costs of incompatibility with specific state systems. *C. Chandler moved to approve the Treasurer's submitted 2018 budget. Seconded by D. Clancey. Voting in favor of the motion were Clancey-yes, Sackett-yes, and Chandler-yes. The motion passed 3-0-0.* The Police Department's budget is basically level funded, except for dispatch costs of \$8,500.00 based on call volume and fuel costs of \$2,500.00. *C. Chandler moved to approve the Police Department's submitted 2018 budget. Seconded by D. Clancey. Voting in favor of the motion were Clancey-yes, Sackett-yes, and Chandler-yes. The motion passed 3-0-0.*
- e. Dam at Week's Crossing – C. Chandler stated we had received a letter from the State of NH, basically saying they had no intention of repairing the dam at Weeks Crossing. C. Sackett said they don't want the dam anymore, because they consider it a liability. C. Chandler said that is very true, considering the dam failed and washed out our road, costing the Town a lot of money. C. Chandler said he would not be averse to suing the State of NH, DES, and Fish and Game. Senator Robert Giuda recommended that we obtain any and all documents referencing the dam from each agency.
- f. Intent to Cut -  
17-465-12T – Map 249/002; Owner, Wade & Veralisa Reed; Logger, Donald Winsor

**OLD BUSINESS:**

- a. Report of Cut - None

**CORRESPONDENCE:** J. Tautenhan advised the Board that there was a hundred acres of property for sale on Ore Hill.

**OTHER BUSINESS:** None

**UPCOMING MEETINGS & EVENTS:**

Church Christmas Sale, Town Hall, December 1<sup>st</sup> and 2nd  
Christmas Village Display, Town Hall, December 4<sup>th</sup> through December 30th  
Board of Selectmen Meeting, Town Offices, December 6<sup>th</sup> and 20th, at 5:00 PM

**NON-PUBLIC SESSION:**

*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 7:50 PM.

**CONCLUSION OF NON-PUBLIC SESSION**

*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.*

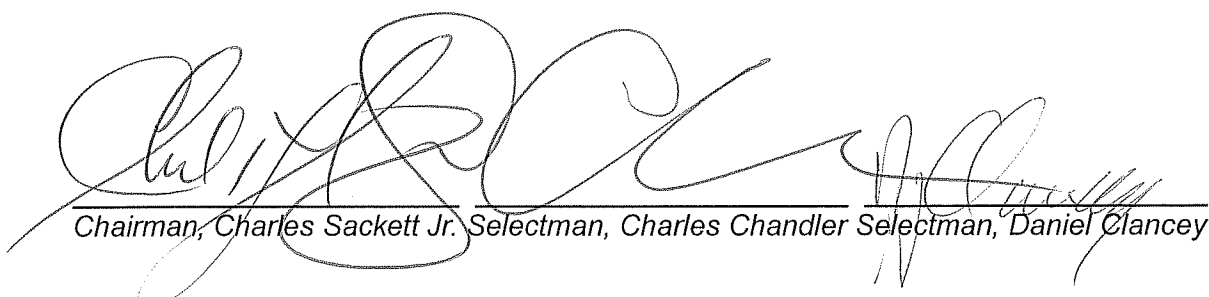
*Motion by C. Chandler, seconded by D. Clancey that the Board of Selectmen seal the minutes of the non-public session in accordance with RSA 91-A:3 for forty years. Vote: Chandler—yes, Sackett - yes and Clancey—yes. The motion passed 3-0-0.*

The Board ended the non-public session at 8:10 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 8:15 PM.



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