

**WARREN BOARD OF
SELECTMEN REGULAR MEETING
Wednesday, August 25, 2021**

CALL TO ORDER:

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

Select Board Members Present: Charlie Chandler, Todd Bixby and Chuck Sackett

Staff/Officials Present: Town Administrator – Austin Albro, Fire Chief – Art Heath, Treasurer – Sheila Foote, WWSB Chairman – Don Bagley, Chief of Police – John Semertgakis, EMD – Janice Sackett, Deputy Tax Collector – Marlene Wright

Public Present: Pete Lees, Abigail Clark, Scotty Brown, and Jeremy Hair

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

SELECT BOARD MANIFEST: C. Sackett *moved approval of the manifest. T. Bixby seconded the motion. Vote: Sackett – yes, Bixby – yes, Chandler – yes, and the motion passed 3-0-0.*

APPROVAL OF MINUTES: C. Sackett *moved to table approval of the August 11 meeting minutes until the next meeting scheduled for September 7, 2021. C. Chandler seconded the motion. Vote: Sackett – yes, Bixby – yes, Chandler – yes, and the motion passed 3-0-0.*

PUBLIC COMMENT: Selectman Sackett asked to recognize the recipients of the Norm Sackett Memorial Scholarship. Abigail Clark, Melody Sackett, and Emily Smith were named the 2021 scholarship recipients and recognized by the Selectman for their pursuit of higher education. D. Bagley thanked the Road Agent for roadside mowing. He also informed the Select Board that the new emergency generator has shipped. There was brief discussion about what to do with the old generator. C. Chandler moved to donate the emergency generator to the South Main Street Water District, at no cost. C. Sackett seconded the motion. *Vote: Sackett – yes, Bixby – yes, Chandler – yes, and the motion passed 3-0-0.* D. Bagley continued to inform the Selectboard that school starts on Monday, August 30. Additionally, he reminded the Board of the 9/11 Anniversary Ceremony in Haverhill at 11:00AM. D. Bagley continued and asked whether the Board has looked into the payment of back taxes that was discussed at the last meeting. Administrator Albro informed the Board that he had met with Charlene on Monday, August 23 and had not had time to prepare a spreadsheet for the Board, yet, and that it most likely would be ready for the next meeting. P. Lees came to follow up on his concerns about the volume of the audio system at Moose Hillock Campground. There was a brief discussion and Mr. Lees suggested a noise ordinance. The Board thanked him for his suggestion

TREASURER'S REPORT:

Treasurer, Sheila Foote provided a report to the Board for review.

The Town of Warren Operating Account balance is \$587,308.45 after tonight's approved manifest total of \$48,994.75.

The Tax Collections Account balance is \$380,818.85.

C. Sackett moved acknowledgement of the Treasurer's Report. T. Bixby seconded the motion. Vote: Sackett – yes, Bixby – yes, Chandler – yes and the motion passed 3-0-0.

TAX COLLECTOR'S REPORT:

The Tax Collector provided receipts to the Board for review.

FIRE DEPARTMENT:

Fire Chief, Art Heath reported a call for an electrical issue on Libbey Lane. Selectman Chandler noted that Art Heath was a participant in the Mount Washington Climb to the Clouds and placed 3rd in his division, also noting, that Chief Heath's time was only about 2 minutes slower than the world record holder.

CHIEF OF POLICE REPORT:

Chief John Semertgakis offered a report of recent activity to the Board of Selectmen. Kidnapping, Moose Hillock Campground; false report of 2 children being abducted from the campground. Noise Complaints, Moose Hillock Campground; report on multiple days concerning noise at the Campground. Disabled Motor Vehicle, Route 25; report of a broken-down pick-up truck, unable to locate. VIN Verification, Scenic View Campground; VIN check on a trailer. Medical Assist, Studio Road; report of an elderly resident falling in the home, no injuries. VIN Verification, Route 25; VIN check on a motorcycle. Domestic Disturbance, Route 25; Glenclyff; Domestic Incident, Emergency Protection Order implemented. Route 25; two subpoenas served for North Hampton PD. Paperwork Service, Lake Tarleton Road; stalking order served. Disabled Motor Vehicle, Route 25; Vehicle having issue running, parked at Ambulance Center, towed by AAA. Threats made, Glenclyff Hiker's Hostel; report of a trail angel at odds with Hostel management. Paperwork Service, Rabbit Run Road; summons issued for Orford PD.

35 Motor Vehicle Stops, 3 Citations

TRANSFER STATION/BUILDINGS & GROUNDS REPORT:

The Manager, George Russell was not present at the meeting but provided the Select Board a report of recent activity.

Grounds: G. Russell reported that all boilers have had their yearly service. All fire extinguishers have had their yearly inspections. The tent was taken down in preparation for the storm. G. Russell reported that he continues to mow as needed.

Lastly, he reported that he completed the specs on the dry hydrant and has received one quote for the material.

Transfer Station: G. Russell reported that the scrap metal and aluminum cans brought \$731.82. The transfer attendants are watching webinars and being trained for their licensure renewals. 1 bale of card board was been bale.

TOWN ADMINISTRATOR:

The Town Administrator reported that he met with the tax collector earlier this week to review the status of payment arrangements. Residents will receive notices mailed this week by KRT with updated property values. Additionally, he reported that he followed up with D.E.S. regarding the Brownsfield Grant Program and learned that we are 1 of 3 projects that they hope to fund this year. Lastly, the Administrator informed the Board that we would beginning to revise the Hazard Mitigation Plan with Jane Hubbard, of Hubbard Consulting and that we needed resident volunteers.

NEW BUSINESS:

- a) The Town Administrator informed the Board that Jennifer Gilbert, of New Hampshire Office of Strategic Initiatives reached out to inform the Town that we need to permit building within the floodplain. The Board discussed the options moving forward and asked the Administrator to look into a floodplain ordinance permit rather than a traditional building permit.
- b) The Board reviewed a letter written by Town Clerk Suzanne Flagg in reference to offering online registration services. There was discussion about the process and procedure. The Town Administrator and Treasurer answered some of the questions, however the Board of Selectmen asked to meet with Suzanne to answer some additional questions. The Town Administrator was asked to set up a time to meet with Suzanne to discuss additional details.
- c) The Board of Selectmen reviewed the bids for the Pine Hill Culvert project. The bids were as followed:
 - a. Dan Clark, Hourly Rate of \$125/hour to assist Road Agent
 - b. C.M. Whitcher Excavation LLC., Hourly Rate of \$125/hour to assist Road Agent
 - c. C.M. Whitcher Excavation LLC., Complete Replacement - \$6,000

C. Chandler made a motion to award the contract to C.M. Whitcher LLC for complete replacement of the Pine Hill culverts as described in the bid package for \$6,000. C. Sackett seconded the motion. Vote: Sackett – yes, Bixby – yes, and Chandler – yes, and the motion passed 3-0-0.
- d) Town Administrator shared a Town Hall use request for a small yoga class on Tuesday and Thursday morning. The Board agreed to allow use of the Town Hall for yoga through Parks and Rec on trial basis. They instructed the Administrator to reach out to Primex to discuss insurance requirements.
- e) The Town Administrator requested that the Board of Selectmen authorize the withdrawal of \$30,439 from the Fire Truck Expendable Trust Fund, as approved at Town Meeting 2020. *T. Bixby made a motion authorize withdrawal of \$30,439*

from the Fire Truck ETF to complete the fire truck purchase, as approved at Town Meeting 2020. C. Sackett seconded the motion. Vote: Sackett – yes, Bixby – yes, and Chandler – yes, and the motion passed 3-0-0.

- f) The Town Administrator also suggested the Board of Selectmen authorize withdrawals from the Town's trust funds, as approved at Town Meeting, so that some capital projects to be completed this year. *T. Bixby made a motion authorize withdrawal of the following:*
- i. 3 – Paving Expendable Trust Fund (\$10,000)
 - ii. 15 – Revaluation Expendable Trust Fund (\$13,000)
 - iii. 17 – Paving Expendable Trust Fund (\$6,000)
 - iv. 18 – Major Road Projects Capital Reserve Fund (\$15,000)
 - v. 21 – Town Hall Capital Reserve Fund (\$3,500).

C. Sackett seconded the motion. Vote: Sackett – yes, Bixby – yes, and Chandler – yes, and the motion passed 3-0-0.

OLD BUSINESS:

- a) Pine Hill Road Project: Selectman Bixby shared that he had some contacts for paving companies to get a revised quote for paving Pine Hill Road.
- b) The Board of Selectmen indicated they were available at Eunice's convenience to deliver the Boston Post Cane.

CORRESPONDENCE: The recent correspondence was reviewed by the Town Administrator.

NON-PUBLIC SESSION:

Motion by C. Sackett, seconded by T. Bixby that the Board of Selectmen enter into a non-public session in accordance with RSA 91-A:3, for the purpose of discussing matters that would adversely affect the reputation of any person, not a member of the Board. Vote: Bixby-yes, Chandler-yes, and Sackett-yes. The motion passed 3-0-0.

The Board entered into a non-public session at 6:05 PM.

CONCLUSION OF NON-PUBLIC SESSION:

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

The Board ended the non-public session at 6:12 PM.

NON-PUBLIC SESSION:

Motion by C. Sackett, seconded by C. Chandler that the Board of Selectmen enter into a non-public session in accordance with RSA 91-A:3, for the purpose of discussing ongoing legal matters. Vote: Bixby-yes, Chandler-yes, and Sackett-yes. The motion passed 3-0-0.

The Board entered into a non-public session at 6:14 PM.

CONCLUSION OF NON-PUBLIC SESSION:


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

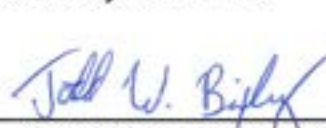
The Board ended the non-public session at 6:18 PM.


ADJOURN:

C. Sackett moved the adjournment of the regular meeting of the Select Board. The motion was seconded by T. Bixby. Vote: Sackett – yes, Bixby – yes and the motion passed 3-0-0.

The Board adjourned at approximately 6:19 PM.


Chairman, Charles Chandler


Selectman, Todd Bixby


Selectman, Charles Sackett, Jr.