

**WARREN BOARD OF
SELECTMEN REGULAR MEETING
Wednesday, November 17, 2021**

CALL TO ORDER:

C. Chandler called the meeting to order at 5:00.

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

Staff/Officials Present: Town Administrator – Austin Albro, Fire Chief – Art Heath, Treasurer – Sheila Foote, WVSF Chairman – Don Bagley, Deputy Tax Collector – Marlene Wright, Chief of Police – John Semertgakis, Facilities Manager – George Russell

Public Present: Shirly McCartin, Jeremy Hair, Barbara Laflamme from Bank of New Hampshire, David Ball

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

APPROVAL OF MINUTES: A draft of the minutes from November 3 is available at the Town Office but they are not ready for review and approval. The minutes will be presented and approved at the next meeting.

PUBLIC COMMENT:

- a) Barbara Laflamme from the Bank of New Hampshire was present at the meeting to obtain signature cards from the Board of Selectmen, Treasurer, and Deputy Treasurer.
- b) Don Bagley noted that the generator was installed at the school and that the electric is finished. The gas installation will occur in the next couple of weeks, as soon as possible.

TREASURER'S REPORT:

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

The Town of Warren Operating Account balance is \$165,889.73 after tonight's approved manifest total of \$299,542.64.

The Tax Collections Account balance is \$122,469.64.

The Town Clerk Collections Account balance is \$14,516.90.

S. Foote noted that tonight was the first night that the Town Clerk was accepting a single check for registration.

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

TAX COLLECTOR'S REPORT:

The Tax Collector provided receipts to the Board for review. Selectman Chandler noted that approximately \$8,800 was collected in past two weeks from property owners whom the Board of Selectman have a payment arrangement established with.

FIRE DEPARTMENT:

Fire Chief, Art Heath reported 2 recent calls for trees on power lines. He reminded the public vehemently that you should not touch any power line that is in the road or a tree.

CHIEF OF POLICE REPORT:

Chief John Semertgakis offered a report of recent activity to the Board of Selectmen. Trespass, Clement Hill Road; report of a vehicle parked on private, posted property, ended up being a family friend. Animal Complaint/Mutual Aid; report of two lost dogs found in Wentworth, suspected to be dogs owned by a Warren resident. The dogs were in fact owned by a Wentworth resident and the report was passed on to Wentworth Animal Control. Road Hazard, Fish Hatchery Road; trees on wires during a wind storm, no fire, reported to NH Electric COOP for removal. Vin Verification, Pleasant View Road; VIN check on a SUV. Child Abuse, Batchelder Brook; report of child abuse taking place in September. Parties involved live in Southern, NH. Investigating case with DCYF. Domestic Incident, Lake Tarleton Road and Route 118; State Police responded to a domestic incident; a female party was arrested.

22 Motor Vehicle Stops, 4 Citations

TRANSFER STATION/BUILDINGS & GROUNDS REPORT:

The Manager, George Russell was present at the meeting and provided the Select Board a report of recent activity.

Grounds: G. Russell reported that he was working his 2022 budget. He noted that the Town Hall doors were installed and worked well. Everyone agreed. G. Russell also noted that he has been working with the Road Agent, as needed to get prepared for winter. He reported that he is performing maintenance on the buildings and grounds truck and that it has new tires for winter.

Transfer Station: G. Russell noted he was prepared to share his proposed budget with the Board. He is looking for a solution to ship out cardboard and is seeking a trailer to avoid thousands of dollars in shipping costs. He also reported working with the Road Agent to remove the piles of dirt from the Transfer Station.

TOWN ADMINISTRATOR:

The Town Administrator reported that there have been a number of calls regarding the Town Owned Property Auction scheduled for December 11. The information is now on the auction website and will soon be on the Town website. The Town Administrator noted he is trying to help the South Main Street Water District upload their MS-535 so that DRA can set the Tax Rate for the Town. The Administrator informed the Board he is still working on the personnel policy and road agent job description. He noted that the road agent was going to be at the next meeting to discuss his budget with the Board to get a better understanding of what the Selectmen expect of the 2022 Highway Budget. The Town Administrator provided a brief COVID-19 Updated for the Board, stating there were 16 active cases in Warren as of Tuesday, November 16. He shared that it seems as if 75% of visitors to the Town Office are wearing masks. He also noted that he is working to schedule a vaccine clinic for the Town during the last week of November or beginning of December and informed the Board that the school was having a COVID-19 vaccine clinic on Friday, November 19. The Town Administrator also noted that GMI Paving was coming on Friday November 19 to begin the Pine Hill Reclamation project and would begin again Monday, November 22 and Tuesday, November 23. Mr. Bagley expressed concerns about the lack of notice. It was expected that the road would not be shut down but that residents may want to account for a slight delay.

NEW BUSINESS:

- a) The Board of Selectmen reviewed and agreed to proceed with the following departmental budget for purposes of preparing the 2022 budget for Town Meeting.

Sanitation

2021: \$51,342

2022: \$60,029

G. Russell explained that the increases in the budget are a result of the compactor needing repair, price projections for heating fuel and electricity, a 1.5 ton increase in waste every 3 weeks, and a small increase in hourly salary for our Transfer Station employees. The Board thanked George for his budget preparation and presentation.

- b) The Board of Selectmen reviewed and signed an intent to cut for property owned by King Forest Industries, LLC., further identified on town tax map 237, lot 001 and map 238, lots 003 & 004.
- c) The Board of Selectmen reviewed and signed an intent to cut for property owned by Christie P. Dennis Trust, further identified on town tax map 228, lot 004.

OLD BUSINESS:

- a) The Town Administrator reported that the properties are posted with for sale signs and flyers are available both at the Town Office and online.
- b) The Town Administrator reported that he has completed the RFP for Contract Assessing services and that it has been sent to KRT, and will soon be posted on the NHMA website.

- c) The Town Administrator shared that he was attending a Flood Plain Ordinance Workshop on November 18 and continues to learn more about Flood Plain Management in Warren.
- d) The Town Administrator also noted that there is a Hazard Mitigation Plan meeting tomorrow at 1:00 at the Town Hall.
- e) The Town Administrator shared that he reached out to Paul Hatch to discuss options in the event that the Breezy Point bridge abutment project does not get done by the deadline and other scenarios. He acknowledged he was still going to send out the RFP but wanted to be prepared as we are getting closer to winter weather and the project deadline.
- f) Selectman Chandler asked to get a copy of the Planning Board meeting minutes.


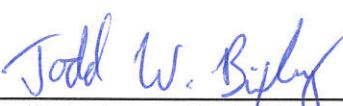

CORRESPONDENCE: The recent correspondence was reviewed by the Town Administrator, including a septic approval for property on Whitcher Hill Road and an email from NHMA regarding state funding available for emergency equipment.

David Ball addressed the Board about concerns following the recent wind storm. He asked the Board of Selectmen, if in the event a tree that is on town owned property falls on his fence, whether or not the Town would assist in the removal of the debris. The Board of Selectmen agreed that since the tree in question was on town owned property, we would be able to assist.

ADJOURN:

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

The Board adjourned at approximately 6:10 PM.

		
Chairman, Charles Chandler	Selectman, Todd Bixby	Selectman, Charles Sackett, Jr.