

**WARREN BOARD OF  
SELECTMEN REGULAR MEETING  
Wednesday, October 6, 2021**

**CALL TO ORDER:**

C. Chandler called the meeting to order at 5:04 at the Warren Transfer Station. All members of the Selectboard were present, along with residents: Art Heath, Jeremy Hair, and Shirlie McCartin. The Board discussed options for Pine Hill Road. Selectman Chandler moved to recess the meeting for 10 minutes and stated the meeting would reconvene at the Town Hall. T. Bixby seconded the motion. Vote: Bixby – yes, Chandler – yes, Sackett – yes and the motion passed 3-0-0.

**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

**Public Present:** Shirlie McCartin, Jeremy Hair, Scott Brown

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

**APPROVAL OF MINUTES:** The Board reviewed the draft minutes from September 22, 2021. It was decided to table the vote to approve the meeting minutes until the next meeting, scheduled for October 20, 2021, noting that a draft was available at the Town Office.

**TREASURER'S REPORT:**

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

The Town of Warren Operating Account balance is \$373,832.79 after tonight's approved manifest total of \$172,956.47.

The Tax Collections Account balance is \$384,617.12.

T. Bixby *moved acknowledgement of the Treasurer's Report. C. Chandler 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 the Town of Warren has never taken a home for property taxes owed, without first, trying to come to terms with the resident. Additionally, he noted that historically, the Town has not taken a mobile home that is on someone else's property.

**FIRE DEPARTMENT:**

Fire Chief, Art Heath reported that the Fire Department is actively recruiting and welcoming new residents who are interested in joining the department. He expressed that there are many departments in a similar situation.

**CHIEF OF POLICE REPORT:**

Chief John Semertgakis offered a report of recent activity to the Board of Selectmen. Illegal dumping, Route 25; report of brush and pallets being dumped on another person's property. Civil Standby, Pine Hill Road, standby for a person collecting their belongings from a previous residence. Vandalism, Red Oak Hill Road, SP responded to report of vandalism to an RV. Abandoned Motor Vehicle, Lake Tarleton Road; report of a vehicle off the road near the Piermont border. Removed by owner. VIN Verification, Lake Tarleton Road; VIN check on a trailer. Domestic Disturbance, Lake Tarleton Road; report of estranged husband on property, gone upon arrival. Domestic Disturbance, Lake Tarleton Road; State Police responded to a domestic incident. VIN Verification, Eagles Nest Road; VIN check on a trailer.

18 Motor Vehicle Stops, 1 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 he helped the Road Agent with ditching on Gould Hill and went to Barre, VT to pick up the one-ton truck. G. Russell also reported that the new office space is complete and that the towns mower was repaired, noting that he planned to mow all sits at least one more time this season.

Transfer Station: G. Russell reported that the annual tire cleanup special is now on. Still working to clean up scrap metal. He also reported producing one bale of cardboard. G. Russell also noted that they are working on getting cleaned up for winter.

**TOWN ADMINISTRATOR:**

The Town Administrator reported that he will be meeting with Paul Hatch and Janice Sackett to discuss the 2017 FEMA projects. He noted that the public hearing to discuss ARPA fund acceptance is scheduled for October 20. The Administrator shared that Park's and Rec is hosting the annual Fall Festival on October 15 & 16. A. Albro also noted that he was working on the personnel policy to accompany the job description for the Road Agent. Regarding the auction of town owned property, A. Albro noted that St. Jean would be onsite to review the properties in the near future.

## **NEW BUSINESS:**

- a) The Board of Selectmen reviewed and signed the Intent to Cut for Map 213, Lot 59 owned by Lloyd & Laurie Bixby. Selectman T. Bixby abstained.
- b) The Town Administrator shared that there had been an error on the invoices from Dingee for the new fire truck and that an additional \$4,061 needed to be pulled from the Fire Department Expendable Trust Fund. *C. Sackett moved to authorize withdrawal of \$4,061 from the FD ETF for the purpose of making a vendor payment to Dingee Machine for the final installment of the fire truck contract. C. Chandler seconded the motion. Vote: Chandler – yes, Sackett – yes, and Bixby – yes.*
- c) The Board reviewed and signed the MS-535 as prepared by the Auditor.
- d) The Board reviewed and signed the MS 1 as prepared by KRT Appraisal.
- e) The Board of Selectmen reviewed the draft Road Agent job description and decided to continue the conversation at a future meeting.
- f) The Board discussed community requests to use the Town Hall in December. Historically, the entire month has been unavailable to the general public because it is used to set up the Christmas Villages. The Board was hoping to provide more equitable use of the Town Hall throughout the holiday season while still accommodating Donna Jesseman's hard work and holiday spirit.
- g) The Treasurer provided a document titled "Town of Warren, Treasurer, October 6, 2021, which featured a number of requests regarding administrative authorizations relating to the Town of Warren and Bank of NH. The Selectman reviewed the document thoroughly. C. Chandler moved to authorize the Bank of NH to make the changes, as described in the document titled "Town of Warren, Treasurer, October 6, 2021. The document is attached for reference.

## **OLD BUSINESS:**

- a) ARPA Funds Public Hearing: The Town Administrator noted that the Public Hearing was properly noticed and scheduled for October 20, 2021 at 5:00 PM.
- b) The Board of Selectmen reviewed the town's floodplain ordinance and permitting system. *C. Sackett moved to approve use of the draft building permit for properties located within the floodplain. T. Bixby seconded the motion. Vote: Chandler – yes, Sackett -yes, Bixby – yes.*
- c) The Town Administrator and Board of Selectmen offered a recap of the discussion that occurred earlier in the meeting on Pine Hill, stating that the intention of the Board was to grind, grade, and roll Pine Hill Road, as soon as this construction season. This would allow for better maintenance on the road this winter and also allow for the Town to review the road and drainage, and make any necessary changes before moving on to the next phase of the project.
- d) The Board of Selectmen noted that they had already addressed the concerns of the Treasurer and Town Clerk regarding bank authorizations relating to the new Town Clerk Collections account.

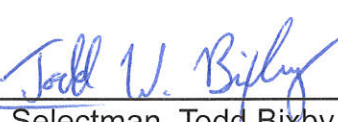
**CORRESPONDENCE:** The recent correspondence was reviewed by the Town Administrator.

**ADJOURN:**

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

The Board adjourned at approximately 6:16 PM.

  
Chairman, Charles Chandler

  
Selectman, Todd Bixby

  
Selectman, Charles Sackett, Jr.

Town of Warren

Treasurer

October 6, 2021

**OLD BUSINESS**

Need select board signatures for the new Town of Warren Town Clerk Account.

**NEW BUSINESS**

Authorization to deposit checks to the New Town of Warren Town Clerk Account using the check scanner.

Authorization to deposit checks to the Tax Collections Account using the check scanner.

Authorization to transfer funds from the Tax Collections Account (5764) to the Operating Account (1193).

Remove Lesa Romano from all town accounts and add Todd Bixby to all accounts. Authorized signers are Sheila Foote, Treasurer; Heather Warner, Deputy Treasurer; Select Board members—Charlie Chandler, Charles Sackett, Jr., Todd Bixby.

Authorization to open up a new account for the purpose of depositing the ARPA funds that the Town of Warren will hopefully accept at the public hearing on 10/20/2021. Authorized signers are Sheila Foote, Treasurer; Heather Warner, Deputy Treasurer; Select Board members—Charlie Chandler, Charles Sackett, Jr., Todd Bixby.

Authorization for online access for the ARPA account.

Authorization to deposit checks to the ARPA account using the check scanner.

Authorization to transfer funds from the ARPA account to the Operating Account (1193).

Authorization to open an account that will have subaccounts for the Reclamation Bond account; Timber Tax Escrow account; Batchelder Brook Road