

**WARREN BOARD OF
SELECTMEN REGULAR MEETING
Wednesday, September 22, 2021**

CALL TO ORDER:

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

Select Board Members Present: Charlie Chandler, 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: Jeremy Hair, Tom Babbit, Kyle Mathews, Scott Brown

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

SELECT BOARD MANIFEST: *T. Bixby moved approval of the manifest. T. Bixby seconded the motion. Vote: Bixby – yes, Chandler – yes, and the motion passed 2-0-0.*

APPROVAL OF MINUTES: *T. Bixby moved approval of the September 8, meeting minutes. C. Chandler seconded the motion. Vote: Bixby – yes, Chandler – yes, and the motion passed 2-0-0.*

PUBLIC COMMENT: Warren Village School Board Chairman Don Bagley reported that the school budget has been revised and that the school's impact to tax payers was decreased by approximately \$120,000. The Select Board thanked the School Board for easing the impact to our taxpayers. Mr. Bagley also inquired regarding a list of outstanding taxes that was provided earlier this month. Selectman Chandler noted that many of the properties in question have payment arrangements in place with the Board.

TREASURER'S REPORT:

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

The Town of Warren Operating Account balance is \$526,092.72 after tonight's approved manifest total of \$75,460.21.

The Tax Collections Account balance is \$384,083.03.

T. Bixby moved acknowledgement of the Treasurer's Report. C. Chandler seconded the motion. Vote: Bixby – yes, Chandler – yes and the motion passed 2-0-0.

TAX COLLECTOR'S REPORT:

The Tax Collector provided receipts to the Board for review.

FIRE DEPARTMENT:

Fire Chief, Art Heath reported that during last week's windstorm, there were limbs on the power lines on Studio Road. He noted that the NH Electric COOP was prompt with removal of the limbs.

CHIEF OF POLICE REPORT:

Chief John Semertgakis offered a report of recent activity to the Board of Selectmen. 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. Parking issue, Week's Road; report of parked car blocking the road, no parking issue upon arrival. Domestic Disturbance, Lake Tarleton Road; no trespass order served. Harassment, Route 25; report of a person feeling harassed by another. No charges pending currently. Shots Fired, Lake Tarleton Road; report of a person shooting on a un on their back porch, located the individual and spoke of gun laws and being a good neighbor. Wellness Check, Station Road; caller looking for welfare check on his children. Paperwork Service, Route 25 in Glenclyff; eviction process paperwork served on a residence. Chief Semertgakis also noted that the entertainment schedule at the campground has concluded for the season and reminded the Board that Moose Hillock Campground was hiring an audio engineer to assess the new sound system at the campground. He noted that Mr. Lees has been notified.

There was a brief discussion about concerns regarding access to Weeks Road. Chief Semertgakis noted that he has addressed the concerns with the owner of a vehicle known to park there and also noted that calling Grafton County Dispatch (603-787-6911) is often the most effective way to relay a non-emergency message. Chief John also established that all Selectman, the Road Agent, and the Town Administrator could contact a local towing company to remove a vehicle blocking the travelled way of Weeks Road.

32 Motor Vehicle Stops, 2 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 areas were mowed last week, however the mower is currently broken and could not be repaired in house. Thank you to Ted Nutter for mowing the school and a portion of the Sanford Memorial Field on Lund Lane. Construction on the new office space is going well and is nearly complete. The new door for the Town Hall will be installed mid-October. G. Russell also reported that he continues to help the Road Agent move equipment and with ditching.

Transfer Station: G. Russell reported that on September 11, the compactor was

completely full. He reported that cardboard and scrap metal will be shipped out soon, John Lester has offered to let us use his trailer for transporting the cardboard. There was 1 bale of card board and 1 bale of aluminum cans

TOWN ADMINISTRATOR:

The Town Administrator reported that the list of Town owned properties had been sent to James St. Jean Auctioneers. The auctioneer will attend a future Selectboard meeting after reviewing the properties. The Town received the audit from ALTA CPA LLC. There were no negative findings. The audit is available on the Town's website. The Hazard Mitigation Plan revisions will begin on Thursday, September 30 at 1:00. All are welcome. Lastly, the Town Administrator reported that he is gathering information for Road Agent job description for next year.

NEW BUSINESS:

- a) The Board of Selectmen reviewed and signed two deeds for cemetery plots.

OLD BUSINESS:

- a) The Town Administrator reported that he had heard back from Jennifer Gilbert regarding the Town's Floodplain Management & Permitting Process. The Board of Selectmen received a very comprehensive email for review at a future meeting.
- b) Pine Hill Road Project: The Town Administrator reported that the culvert project is complete. He suggested that the next step should be to contact paving companies for quotes and that Selectman Bixby had passed along 4 contacts to reach out to.
- c) The Town Administrator informed the Board that Eunice was available next Wednesday at 4:00. Don Bagley stated he was available and had the cane. The Board agreed.
- d) Online Town Clerk Functions:
 - a. *C. Chandler moved to recess the meeting at 5:33 and stated that it would resume in the Town Clerk's Office. Selectmen Chandler invited all members of the public to join and noted this was not a non-public meeting. T. Bixby seconded the motion. Vote: Bixby – yes, Chandler – yes, and the motion passed 2-0-0.*
 - b. *C. Chandler moved to resume the meeting at 5:38. T. Bixby seconded the motion. Vote: Bixby – yes, Chandler – yes, and the motion passed 2-0-0.*
 - c. The Town Clerk, Treasurer, Selectman Chandler, Selectman Bixby, and the Town Administrator discussed the details and specifications of the Town Clerk's plan to add online services, similar to the Tax Collector. After discussion, *C. Chandler moved to authorize Suzanne Flagg, Town Clerk and Sheila Foote, Town Treasurer to create a new Bank of New Hampshire Account specific for receipt of online payments to the Town Clerk and for transfer of the State of NH Vehicle Registration fees directly to the State of NH via ACH. Authorized signers to include the Selectmen: Todd Bixby, Charles Chandler, Charles Sackett Jr and Town Treasurer,*

Sheila Foote and Town Clerk, Suzanne Flagg. Vote: Bixby – Yes, Chandler – yes, and the motion passed 2-0-0.

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

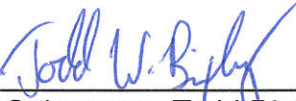
ADJOURN:

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, and the motion passed 2-0-0.

The Board adjourned at approximately 5:45 PM.



Chairman, Charles Chandler



Selectman, Todd Bixby

Selectman, Charles Sackett, Jr.