

**WARREN BOARD OF
SELECTMEN REGULAR MEETING
Wednesday, December 29, 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, WWSB Chairman – Don Bagley, Deputy Tax Collector – Marlene Wright

Public Present: Shirlie McCartin, Mervin Newton, and Jeremy Hair

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.

MEETING MINUTES: C. Sackett moved approval of the December 5 minutes of the Selectboard Meeting. T. Bixby seconded the motion. Vote: Bixby – yes, Chandler – yes, Sackett – yes, and the motion passed 3-0-0. C. Sackett moved approval of the December 19 minutes of the Selectboard Meeting. T. Bixby seconded the motion. Vote: Bixby – yes, Chandler – yes, Sackett – yes, and the motion passed 3-0-0.

PUBLIC COMMENT: Don Bagley asked the Selectboard if they planned to discuss the Warren Wentworth Ambulance Service Non-Profit Request for 2022. Chairman Chandler stated that the Board had just received a letter Chief Robert Clay further detailing the reasons for request and would like an opportunity to review the letter prior to discussion. The other members of the Board agreed. Merv Newton expressed concerns regarding the operation of the South Main Street Water District and laws regarding voter eligibility. He encouraged the Board of Selectmen to take the steps necessary to incorporate the entirety of the Town into the Water District citing hardships due to the size of the district. Arthur Heath expressed his concerns regarding the Water District as it relates to capacity for sprinklers and fire suppression.

TREASURER'S REPORT:

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

The Town of Warren Operating Account has a balance of \$200,690.02 after tonight's approved manifest total of \$20,921.52.

The Tax Collections Account balance is \$159,915.61.

The Town Clerk Collections Account balance is \$6,056.62.

The ARPA Account balance is \$48,994.84.

Treasurer, Sheila Foote noted that the Town received it's annual share of the Rooms & Meals Tax, which was 68,118.13. This was \$21,057.61 greater than last year's distribution.

T. Bixby *moved acknowledgement of the Treasurer's Report. C. Sackett 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.

FIRE DEPARTMENT:

Fire Chief, Art Heath reported recent activity to the Board of Selectmen including a coverage call for a building fire in Piermont, as well as, coverage for a building fire in Wentworth.

TRANSFER STATION/BUILDINGS & GROUNDS REPORT:

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

Grounds: G. Russell reported that he has been helping the Road Agent with plowing and snow removal, as needed. G. Russell will start painting the interior of the Town Office after the New Year. Finally, G. Russell reported that he is moving some files into storage.

Transfer Station: G. Russell reported that he is beginning to work on end of year reporting requirements for NH D.E.S. He noted that the new recycling building is working well. Finally, G. Russell reported that the electronics were being sent out on January 7, 2022.

CHIEF OF POLICE:

Chief John Semertgakis offered a report of recent activity to the Board of Selectmen. Sex Offender Registration, Lund Lane; Sex Offender registration completed for offender moving out of Town. Domestic Disturbance, Moses Road; Domestic incident involving custody of children. Parties were separated and given court resources to pursue custody issues. Welfare Check, Route 25 in Glenciff; no issues. Welfare Check, Route 118; subject not found. Welfare Check, Beech Hill Road, no issues. Motor Vehicle Complaint, Route 25 in Rumney; report of vehicle driving erratically and speeding up Route 25 toward Warren. Traffic stop conducted once found, citation issued. Dam Action Plan Test; test of emergency Dam failure alert system. Parking Issue, Route 25; spoke to a resident about parking vehicles on the public sidewalk. Animal Complaint, Route 25; report of 2 dogs loose, recovered and returned to owner.

Break-In/Trespass, Route 25; report of forced entry into an abandoned cabin off Old Route 25. Welfare Check, Station Road; wellness check on children, no issues. Theft, Route 118; State Police responded to theft of cash, no updated. Untimely Death, Route 25; State Police responded. Motor Vehicle Collision, Moses Road; report of a single vehicle collision with minor injuries.

16 Motor Vehicle Stops, 3 Citations

TOWN ADMINISTRATOR:

The Town Administrator reported that he has been preparing end of the year materials for NH D.R.A., the Town's auditor visit, and the Town Report. Administrator Albro reported that he had been busy with FEMA reporting, noting a report would come later on in the meeting. The Administrator noted that he was working to get CAI the requested materials to update the Tax Maps with 2021 changes. A. Albro also informed the Board that there would be some timely updates to the Town's webpage. Finally, the Administrator noted that he was working on restoring access to the Town's Facebook profile, which needed to be authenticated.

NEW BUSINESS:

- a) The Board of Selectmen reviewed and approved an abatement application for property further identified as Tax Map 232, Lot 022. *C. Sackett moved to grant the abatement, as recommended by Richard Dorsett, Assessor. T. Bixby seconded the motion. Vote: Bixby – yes, Chandler – yes, Sackett – yes, and the motion passed 3-0-0.*
- b) The Board of Selectmen reviewed the budget proposed for Advertising & Associations, as well as, Non-Profits, excluding the Warren-Wentworth Ambulance Service. The overall budget for Advertising and Associations was up \$1,052. The Town Administrator noted the bulk of the increase was \$900 for annual dues to the North Country Council. The Administrator explained that the Board did not fund NCC the previous year but the Town Administrator thought it would be valuable to resume membership with the North Country Council, so that the Town can take advantage of program and funding opportunities. Selectman Chandler asked what time of year the request typically gets paid. The Town Administrator replied no earlier than July. The Selectmen replied that would provide the Town an opportunity to see if membership in NCC is worthwhile. The Board of Selectmen reviewed the Non-Profit funding requests, received to date. The Administrator noted that all non-profits who submitted a request were included for presentation. The Board of Selectmen agreed to fund increases to Transport Central, Tri-County Cap, and Pemi Baker Home Health. The Board agreed not to fund the requests for Good Shepherd Food Pantry, Mid-State Health Center, and the Red Cross. As discussed earlier in the meeting, the Board will continue the conversation regarding the request from Warren-Wentworth Ambulance Service at the next meeting. *C. Sackett moved to approve the budgets as discussed. T. Bixby seconded the motion. Vote: Bixby – yes, Chandler – yes, Sackett – yes, and the motion passed 3-0-0.*

- c) The Town Administrator shared with the Board of Selectmen the Cyclical Revaluation Proposal from KRT. The Board agreed that they would review the proposal and discuss at the next meeting.

OLD BUSINESS:

- a) The Board of Selectmen re-signed an outstanding Timber Warrant for the Tax Collector, that was previously reviewed and signed in April, 2021 but included a typographical error.
- b) The Town Administrator reported that the Mitchell Group was still working on handling paperwork, included writing the deeds from the Town Owned Property Auction in December. Selectman Chandler moved to authorize the Town Administrator to sign any supporting documents necessary relative to the sale of Town Owned property. *T. Bixby seconded the motion. Vote: Bixby – yes, Chandler – yes, Sackett – yes, and the motion passed 3-0-0.*
- c) The Town Administrator informed the Board of Selectmen than an extension was filed for the mitigation project at the Breezy Point Bridge Abutment. He noted that this is the only outstanding project from the 2017 weather emergencies. The Town Administrator also stated that reimbursement had been submitted for the remainder of the projects. The total expenditure was approximately \$41,000 for the remaining projects of which 75% is eligible for reimbursement.
- d) Selectman Bixby asked the Town Administrator for the status of the Road Agent job description. The Administrator noted that he was nearly complete the Town Purchasing Policy and would be working on the Town Personnel Policy and Road Agent job description next.

CORRESPONDENCE: The recent correspondence was reviewed by the Board of Selectmen.

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 6:15 PM.

Chairman, Charles Chandler

Selectman, Todd Bixby

Selectman, Charles Sackett, Jr.