

**WARREN BOARD OF  
SELECTMEN REGULAR MEETING  
Wednesday, March 23, 2022**

**CALL TO ORDER:**

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

**Select Board Members Present:** Shirley McCartin, Todd Bixby, Chuck Sackett

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

**Public Present:** Jeremy Hair

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

**PUBLIC COMMENT:** D. Bagley asked if there was an expected time frame to complete the Pine Hill project. The Administrator & Road Agent shared that a vendor had not been selected for either the construction or the bond, but it is anticipated that construction would be completed during the 2022 construction season.

**TREASURER'S REPORT:**

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

The Town of Warren Operating Account has a balance of \$421,756.88 after tonight's approved manifest total of \$143,405.28.

The Tax Collections Account balance is \$239,752.36.

The Town Clerk Collections Account balance is \$3,000.

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

**FIRE DEPARTMENT:**

Fire Chief, Art Heath reported one call since the last meeting, a motor vehicle collision on Route 25.

**POLICE DEPARTMENT:**

Police Chief John Semertgakis reported his recent activity to the Board of Selectmen. Scam, Warren Town Office; Town treasurer reported a scam attempt, reported to FBI

database. Vehicle Collision, Route 25; single vehicle accident with air bag deployment, no known injury. Disabled Motor Vehicle, Route 25; report of pick-up truck with trailer disabled on road, driver cited for misuse of plates. VIN verification, Pine Hill Road; VIN check on an antique car. Suspicious Vehicle, Route 25, Town Shed; report of vehicle parked for extended periods of time at night. Road Hazards; Beech Hill Road, report of trucks playing the muddy roads, roads were impassable to non-4-wheel drive traffic. DUI Red Oak Hill Road; State Police responded to a Motor Vehicle stuck in the mud, driver was arrested for intoxication.

Additional Notes: 23 Stops, 4 Citations

### **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 the Town Hall floor is scheduled to be refinished the week of May 22. Continue to help plow & sand. New hot water heater was installed at the library and a new hot water heater has been ordered for the Town Hall. Awaiting a start date for the smoke detectors & alert system at the Town Hall.

Transfer Station: G. Russell reported that the brush pile is 80% burned. 2 bales of plastic needed to be re-baled due to broken wire. Transfer Station employees, Janine and Tommy will be attending a recycling conference in May.

### **TOWN ADMINISTRATOR:**

The Town Administrator reported that he has been in communication the NH Bond Bank and intends to reach out to local banks, as well, for the Pine Hill Construction bond. The Administrator reported that he is gathering lot line adjustments and subdivisions to provide to CAI Technology so that the Maps can be updated. The Administrator is still working on annual reporting to Primex, DRA, and FEMA. The Administrator expects to have the Breezy Point Bridge Abutment RFP out by the end of the month. Lastly, the Administrator noted that the Town is still seeking and actively recruiting a Health Officer.

### **NEW BUSINESS:**

- a) The Board of Selectmen reappointed Donald Bagley, David Heath, and Arthur Heath as Town of Warren Forest Fire Wardens.
- b) The Board of Selectmen authorized the Town Administrator to complete and sign the grant agreement for the reprogramming of the Fire Department emergency radios.
- c) *C. Sackett moved to appoint Donald Bagley as the Town's E-911 Coordinator and Janice Sackett as the Town's Emergency Manager. S. McCartin seconded the motion. Vote: Bixby – yes, McCartin – yes, Sackett – yes, and the motion passed 3-0-0. C. Sackett moved to appoint Shirley McCartin as Planning Board Member Ex-Officio. T. Bixby seconded the motion. Vote: Bixby – yes, Sackett –*

*yes, McCartin - abstained and the motion passed 2-0-1.*

- d) The Board of Selectmen reviewed the revised Assessing and Cyclical Revaluation contract with KRT Appraisal. Selectman McCartin noted there was an error with some dates and suggested that KRT provide a new, revised copy of the contract for signature. The Board unanimously agreed.
- e) The Board reviewed and signed the Warren Wentworth Ambulance Service Agreement.
- f) The Board reviewed and signed the following Intent to Cuts:
  - a. Map 228, Lot 004; Owner: Christie P. Dennis Trust, Logger: Jordan King
  - b. Map 220, Lot 140; Owner: Newton Trust, Logger: Jason Newton

### **CORRESPONDENCE:**

- a) The Town Administrator shared a letter from a resident on Swain Hill whose vehicle suffered damage due to melt-thaw conditions. The Administrator shared that the Town was not liable for the damage, pursuant to RSA 231:92. The Board directed the Town Administrator to draft a response to the letter.
- b) The Town Administrator shared a letter from a property owner requesting an abatement of back taxes, interest, and penalties for an abandoned trailer on their property. The letter explained that the owner of the trailer is now deceased and no one has assumed responsibility for the trailer, or the taxes. The Board of Selectmen agreed to abate taxes, interests, and penalties, as soon as, ownership of the trailer has been transferred to the land owner.

### **NON-PUBLIC (1):**

*T. Bixby moved to enter into nonpublic session, in accordance with RSA 91-A:3 II (c). The motion was seconded by S. McCartin. Vote: Sackett – yes, Bixby – yes, McCartin – yes, and the motion passed 3-0-0. The Board entered into nonpublic session at 5:30 P.M.*

*C. Sackett moved to leave nonpublic session and return to public session at 5:35 P.M.*

*C. Sackett moved to seal the minutes for 40 years because it was determined that divulgence of this information would likely affect adversely the reputation of any person other than a member of the Board. T. Bixby seconded the motion. Vote: Sackett – yes, Bixby – yes, McCartin – yes, and the motion passed 3-0-0.*

### **NON-PUBLIC (2):**

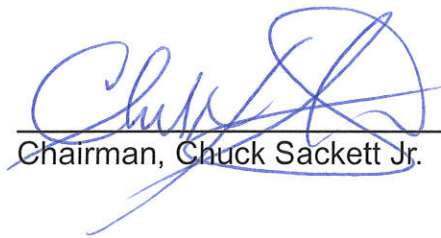
*T. Bixby moved to enter into nonpublic session, in accordance with RSA 91-A:3 II (a). The motion was seconded by S. McCartin. Vote: Sackett – yes, Bixby – yes, McCartin – yes, and the motion passed 3-0-0. The Board entered into nonpublic session at 5:37 P.M.*

*T. Bixby moved to leave nonpublic session and return to public session at 5:50 P.M. The motion was seconded by S. McCartin. Vote: Sackett – yes, Bixby – yes, McCartin – yes, and the motion passed 3-0-0.*

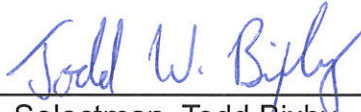
**ADJOURN:**

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

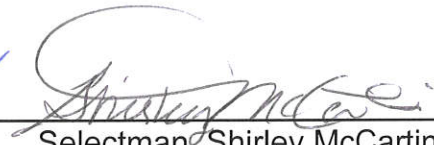
The Board adjourned at approximately 5:51 PM.



Chairman, Chuck Sackett Jr.



Selectman, Todd Bixby



Selectman, Shirley McCartin

**Nonpublic Session Minutes**  
Town of Warren  
March 23, 2022

**Members Present:**

Charles Sackett Jr., Shirley McCartin, Todd Bixby

**Motion to enter Nonpublic Session made by T. Bixby seconded by S. McCartin.**

Specific Statutory Reason cited as foundation for the nonpublic session: RSA 91-A:3, II (a) The dismissal, promotion, or compensation of any public employee or the disciplining of such employee, or the investigation of any charges against him or her, unless the employee affected (1) has a right to a public meeting, and (2) requests that the meeting be open, in which case the request shall be granted.

**Roll Call vote to enter nonpublic session:**

Charles Sackett Jr. – Yes

Shirley McCartin – Yes

Todd Bixby – Yes

Entered nonpublic session at 5:37 p.m.

**Other persons present during nonpublic session:**

John Corso, Austin Albro

**Description of matters discussed and final decisions made:** The Board of Selectmen and Road Agent John Corso met in a nonpublic session of the March 23 Selectboard Meeting to discuss the compensation and benefits of the Road Agent position. This discussion was requested as the position of Road Agent in Warren transitioned from Elected to Appointed beginning March 9, 2022. The Board of Selectmen and Road Agent agreed that the position was to be exempt from overtime with an annual salary of \$52,000, 15 paid days off per year and that a report of activity was to be offered to the Board of Selectmen at least every other week.

**Motion to leave nonpublic session and return to public session by T. Bixby, seconded by S. McCartin.** Vote: Sackett – yes, Bixby – yes, McCartin – yes, and the motion passed 3-0-0.

**Public session reconvened at 5:50 p.m.**

These minutes recorded by Austin Albro, Town Administrator