

**WARREN BOARD OF
SELECTMEN REGULAR MEETING
Wednesday, May 4, 2022**

CALL TO ORDER:

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

Select Board Members Present: Todd Bixby, Chuck Sackett. Shirley McCartin via phone.

Staff/Officials Present: Fire Chief – Art Heath, Police Chief – John Semertgakis, Town Administrator – Austin Albro, Road Agent – John Corso

Public Present: Jeremy Hair and Cindy Bemis

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

APPROVAL OF MINUTES: *T. Bixby moved approval of the April 20, 2022 Selectboard meeting minutes. C. Sackett seconded the motion. Vote: Bixby – yes, Sackett – yes, and the motion passed 2-0-0.*

PUBLIC COMMENT: Jeremy Hair let the Selectboard know that he would be removing his equipment from the Town Hall for the refinishing of the floors. He also noted that he was glad to hear that the Hall was being cleaned out and noted a few improvements he planned to make to ensure the floor remained in good condition after the job is complete. Mr. Hair expressed concerns about losing scheduled Town Hall time for events like the free clothing. He asked that the Board be more cognizant of long-standing commitments regarding Town Hall usage. C. Sackett agreed with the sentiment of Mr. Hair.

TREASURER'S REPORT:

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

The Town of Warren Operating Account has a balance of \$217,577.38 after tonight's approved manifest total of \$115,434.98.

The Tax Collections Account balance is \$245,309.58.

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

We have received quarter 4 of the Highway Block Aid.

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

FIRE DEPARTMENT:

Fire Chief, Art Heath reported that he is in talks with the Glenclyff Home for the Elderly regarding the installation of a hydrant. There was further discussion about the status of the department's breathing apparatus, the current status of the AFG grant, and schedule for replacement.

POLICE DEPARTMENT:

Police Chief John Semertgakis reported his recent activity to the Board of Selectmen. Neighbor Dispute, Mountain Meadow Road; issue involving the sale and purchase of a vehicle, given resources to pursue a civil suit. Scam, Route 118; report of a "lemon" vehicle sale out of Vermont. Simple Assault, School Street; report of a woman hitting another woman in the back after a Warren Village School play, under investigation. Animal Complaint, Beech Hill Road; report of a man being bit by a Dutch Shepard, investigated, dog is not aggressive, rough play biting broke skin. Dog is on 7-day quarantine at home, seeking training. Domestic Disturbance, Clarks Drive; State Police responded to a reported domestic incident. Welfare Check, Route 25; wellness check called in to WPD, no answer on door and window, broke window to gain entry, found the subject asleep.

Additional Notes: 22 Stops, 2 Citations

ROAD AGENT:

Road Agent John Corso reported that the grader is in pieces and on track to be repaired. He stated that he did not anticipate a need to rent a grader in the meantime. The Road Agent discussed that he has been filling potholes, some ditch work and cleanup, and ran the broom. There was brief discussion regarding drainage concerns on Pine Hill Road. The Board agreed to meet with the Road Agent and property owner in the near future. Selectman Sackett noted there were lights out on a couple of the town vehicles.

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 removed the fence around the Veteran's Memorial, cleaned up material and brush beside the Historical Society, and will begin mowing next week. He also reported that he has picked up two picnic tables for the Common and once stained, they would be put for our general use.

Transfer Station: G. Russell reported that there were new cables installed on the baler. There were also new blades installed on the glass crusher. G. Russell reported that if all goes as planned, the cardboard will be trucked to Claremont next week.

TOWN ADMINISTRATOR:

The Town Administrator provided the Selectmen with a brief list of tasks and descriptions of what the office has been working on. The Administrator reported that he is still identifying effected parties to send the streetlight letter. He is still working on drafting the letter to DOT regarding numerous concerns throughout Town. He noted the Locality Equipment Purchase Program deadline was June 3, 2022. The Administrator noted that the procurement policy was ready for final review and adoption and that the Town's personnel policy was not ready for review. The Administrator reminded the Board that FEMA will be in Town to discuss Floodplain Management with the Town the week of June 20th. The Administrator noted that other items in his report will be discussed later in the meeting and concluded his report.

NEW BUSINESS:

- a) The Town Administrator opened the sealed bids for the Highway Department's Ford F550. Mr. Geoffrey Gibby was determined to be the high bidder at \$2022.52.
- b) The Board reviewed and authorized the Chairman to sign the engagement letter for Devine Millimet, regarding review of documentation required to secure the funding for the Pine Hill project.
- c) Sheila Foote, Treasurer requested that the Selectmen vote to replace former Selectman Charlie Chandler with Selectman Shirley McCartin and to authorize Ms. McCartin the same powers and authorizations afforded to Selectman Bixby and Selectman Sackett. *C. Sackett moved to replace Charlie Chandler with Shirley McCartin on all Town of Warren accounts. T. Bixby seconded the motion. Vote: Bixby – yes, Sackett – yes, and the motion passed 2-0-0.*
- d) The Town Administrator informed the Board the ARPA funds reporting due April 30, were fulfilled on time.

OLD BUSINESS:

- a) The Town Administrator reported that he was working to get Devine and Millimet the requested bonding documents for May 9. He noted that he needed more time to gather the documents and would be in touch with Renelle if there were any delays.
- b) The Town Administrator stated that he was identifying the residents potentially affected by the street light shutdown so that he could provide notice. The Administrator stated that it was his intention to have this done for the next meeting.
- c) The Town Administrator reported that he had a meeting scheduled the NHDES to discuss potential funding for the Brownfields Program on May 16 and would provide an update for the Board following that meeting.

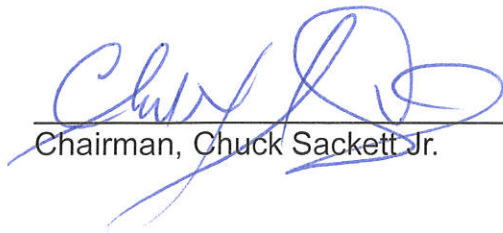
CORRESPONDENCE:

The Town Administrator shared a number of deeds, an email from the Dam Bureau, and correspondence from Katelyn Robinson at NCIC regarding grant funding opportunities.

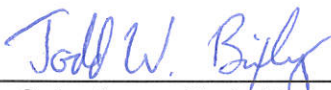
ADJOURN:

T. Bixby moved the adjournment of the regular meeting of the Select Board. The motion was seconded by C. Sackett Vote: Sackett – yes, Bixby – yes, and the motion passed 2-0-0.

The Board adjourned at approximately 5:35 PM.

A handwritten signature in blue ink, appearing to read "Chuck Sackett Jr.", written over a horizontal line.

Chairman, Chuck Sackett Jr.

A handwritten signature in blue ink, appearing to read "Todd W. Bixby", written over a horizontal line.

Selectman, Todd Bixby

Selectman, Shirley McCartin