

**WARREN BOARD OF
SELECTMEN REGULAR MEETING
Wednesday, June 29, 2022**

CALL TO ORDER:

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

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

Staff/Officials Present: Fire Chief – Art Heath, Town Administrator – Austin Albro, Treasurer – Sheila Foote, WWSB Chairman – Donald Bagley

Public Present: Jeremy Hair, Maria Sanders, Alex Nuti-de Biasi, Donna Hopkins

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.*

APPROVAL OF MINUTES: The Board reviewed the minutes of the June 1, 2022. T. Bixby *moved approval of the minutes, as presented. S. McCartin seconded the motion. Vote: Bixby – yes, McCartin – yes, Sackett – yes and the motion passed 3-0-0.*

PUBLIC COMMENT: Donald Bagley, Warren Village School Board Chairman informed the Board of Selectmen that the school was in search of a janitor for the upcoming school year. Resident, Maria Sanders introduced herself to the Board of Selectmen and expressed interest in the position of tax collector, having submitted a letter of interest for their review.

TREASURER'S REPORT:

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

The Town of Warren Operating Account has a balance of \$255,788.10 after tonight's approved manifest total of \$36,517.23.

The Tax Collections Account balance is \$247,230.25.

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

In addition to the manifest, T. Bixby moved to also authorize the purchase of \$580 of stamps. S. McCartin seconded the motion. *Vote: Bixby – yes, McCartin – yes, Sackett – yes and the motion passed 3-0-0.*

CHIEF OF POLICE:

Police Chief John Semertgakis was not present at the meeting but provided a written report of his recent activity to the Board of Selectmen. Training with WVS; met with

Principal Galli to plan ALICE training for school staff in September. Stolen/Missing Dog; received tip on a stolen dog out of Haverhill believed to be in Warren, dog was secured, verified, and returned to owner. Disturbance, Scenic View Campground; report of campers being confrontational with staff, civil standby while guests left. Mutual Aid, Wentworth; assisted Wentworth PD with traffic control for a funeral procession. Disturbance, Red Oak Hill Road; resident asking for help removing unwanted guest. VIN Verification, Studio Road; VIN check on a camper. Animal Complaint, Route 25 in Glenclyff; report of a lost dog wandering the area, could not locate.

Additional Notes: 24 Stops, 3 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 he has been busy mowing and trimming all over town. We are ordering the new entrance mat for the Town Hall, waiting on a proof right now. All air conditioning units have been installed in Town buildings. A fire proof file cabinet was ordered for the cemetery records and will arrive in about 8 weeks. Finally, G. Russell reported that rocks behind the Town Office are for a stone wall and planter near the entrance of the trail and historical society property.

Transfer Station: G. Russell reported that the baled plastic will be shipped out next week. One bale of plastic and one bale of cardboard was made.

FIRE CHIEF: Chief Heath reported 1 call during the most recent reporting period; an EMS assist at the Glenclyff Home.

TOWN ADMINISTRATOR:

The Town Administrator provided a brief report to the Board of Selectmen. He noted that the concerns brought to D.O.T. are being addressed and thanked the local garage for their quick work. He also mentioned that he was meeting with NH OSI regarding floodplain management, HSEM regarding 2017 storm damages and reimbursements, completing quarterly FEMA reporting, in addition to the other items to be discussed later during the meeting.

NEW BUSINESS:

- a) The Board of Selectmen reviewed and Chairman Sackett signed the Service Agreement with W.B. Mason for the photocopier.
- b) Abatement Recommendations
 - i. Map 239, Lot 007, William R. Bradley – T. Bixby *moved approval of the abatement, as recommended. S. McCartin seconded the*

motion. Vote: Bixby – yes, McCartin – yes, Sackett – yes and the motion passed 3-0-0.

ii. Map 219, Lot 018, Lisa Palmer – S. McCartin *moved approval of the abatement, as recommended. T. Bixby seconded the motion. Vote: Bixby – yes, McCartin – yes, Sackett – yes and the motion passed 3-0-0.*

iii. Map 250, Lot 005, BG0001, Michael and Martha Fletcher - S. McCartin *moved to deny the abatement, as recommended. T. Bixby seconded the motion. Vote: Bixby – yes, McCartin – yes, Sackett – yes and the motion passed 3-0-0.*

iv. Map 250, Lot 005, BG0005, Michael and Martha Fletcher - S. McCartin *moved to deny the abatement, as recommended. T. Bixby seconded the motion. Vote: Bixby – yes, McCartin – yes, Sackett – yes and the motion passed 3-0-0.*

c) The Town Administrator provided the Board of Selectmen a copy of each of the four letters of interest for the position of Tax Collector. The Board agreed that scheduling a special meeting for the purpose of interviewing the candidates would be the best way to proceed and asked the Town Administrator to find a day that works and to coordinate with the interested parties.

OLD BUSINESS:

- a) The Board of Selectmen discussed the current status of the Pine Hill Road paving project. The Administrator stated that during the most recent conversation with Devine and Millimet, it was brought to his attention that the Town would have to have a special meeting to correct a procedural defect, as there was not enough time between the Budget Hearing and Town Meeting, to authorize borrowing over \$100,000. There were also a number of new additional documents requested. The Administrator informed the Board that he would be working to provide that information as soon as he could.
- b) The Town Administrator shared that the Old Home Day Committee was hard at work planning the weekend. The Administrator also shared that the Old Home Day Committee had selected a new treasurer, Jayne McCulloch.
- c) The Town Administrator asked whether the Board members had reviewed the letter regarding street light shut offs. The Board indicated that they were familiar and comfortable with the letter. The Board confirmed that they had seen the letter and agreed it was ready to send. The Administrator stated that he would be mailing the letters in July.
- d) The Board of Selectmen reviewed the draft of the procurement policy. The

discussion will continue at the next meeting.

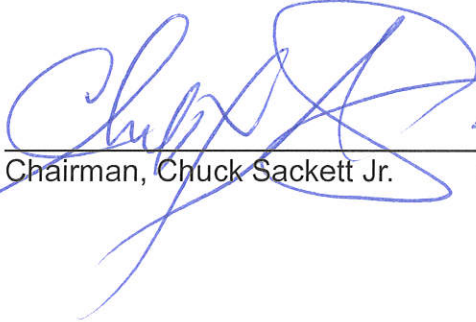
CORRESPONDENCE:

- a) The Town Administrator informed the Board that there were DES Permit Notifications, the Sales Monitoring Report compiled by DRA, and confirmation of the Town's PILT allocation.

ADJOURN:

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

The Board adjourned at 5:30 PM.



Chairman, Chuck Sackett Jr.



Selectman, Todd Bixby



Selectman, Shirley McCartin