

**WARREN BOARD OF
SELECTMEN REGULAR MEETING
Wednesday, October 19, 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, WWSB Chairman – Donald Bagley, Deputy Tax Collector – Marlene Wright, Tax Collector – Maria Sanders, Chief of Police – John Semertgakis

Public Present: Cindy Bemis, Jeremy Hair, Tom Babbit, Donna Hopkins,

PUBLIC HEARING: *T. Bixby moved to open a public hearing for the purpose of discussing the acceptance of unanticipated revenue. S. McCartin seconded the motion. Vote: McCartin – yes, Bixby – yes, Sackett – yes, and the motion passed 3-0-0. The Public Hearing began at 5:02. The Town Administrator shared that the funds being accepted are coming from the State of New Hampshire, specifically SB 401 (\$80,034 from the municipal bridge aid portion, \$31,799.57 in additional block grant funds, and up to \$50,000 for body-worn or dashboard cameras. There was limited discussion. C. Sackett moved to accept the unanticipated revenue discussed during the public hearing. S. McCartin seconded the motion. Vote: McCartin – yes, Bixby – yes, Sackett – yes, and the motion passed 3-0-0. T. Bixby moved to close the public hearing for the purpose of discussing the acceptance of unanticipated revenue at 5:05. S. McCartin seconded the motion. Vote: McCartin – yes, Bixby – yes, Sackett – yes, and the motion passed 3-0-0.*

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

APPROVAL OF MINUTES: *S. McCartin moved approval of the September 21, 2022 meeting minutes, as presented. T. Bixby seconded the motion. Vote: McCartin – yes, Bixby – yes, Sackett – abstained, and the motion passed 2-0-1. C. Sackett moved approval of the October 5, 2022 meeting minutes, as presented. T. Bixby seconded the motion. Vote: McCartin – yes, Bixby – yes, Sackett – yes, and the motion passed 3-0-0.*

PUBLIC COMMENT: Chairman of the School Board, Don Bagley informed the Selectmen that the paving project has been completed, there was a meeting between the Warren and Wentworth school boards to discuss collaboration the future. Don Bagley informed the Board of improved security measures at the school. D. Bagley also informed the Board of Selectmen that the shrubbery in the cemetery was being

removed, as necessary.

There was a discussion between Tom Babbit, Cemetery Trustee Don Bagley, and the Board of Selectmen relative to the roadway approach from Town owned property across Pine Hill Cemetery. The Selectmen and Mr. Bagley agreed that if the ATV club secured grant funds to complete the project, there would be no objection. Tom Babbit also stated that the trails in Wentworth will be closing at the end of the month.

TREASURER'S REPORT:

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

The Town of Warren Operating Account has a balance of \$185,172.42 after tonight's approved manifest total of \$85,699.74.

The Tax Collections Account balance is \$339,297.08.

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

S. McCartin moved to acknowledge receipt of the Treasurer's report. T. Bixby seconded the motion. Vote: McCartin – yes, Bixby – yes, Sackett – yes, and the motion passed 3-0-0.

FIRE CHIEF:

Chief Heath requested that the Board of Selectmen, as agents to expend, withdraw \$4,729 from the Fire Department Expendable Trust Fund. This amount represents the required match for the locality equipment grant purchase program. *C. Sackett moved to authorize withdrawal of \$4,729 from the Fire Department ETF. T. Bixby seconded the motion. Vote: McCartin – yes, Bixby – yes, Sackett – yes, and the motion passed 3-0-0.*

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 is pretty much done mowing for the season. He helped build the bonfire for Fall Festival, helped the Road Agent move equipment, and worked on the Week's Crossing Dam, as there was debris in the discharge pipe. G. Russell also thanked Don Bagley for brush hogging areas around Town.

Transfer Station: G. Russell reported that scrap metal and aluminum was shipped out. Baled 1 bale of cardboard and 1 plastic. The Transfer Station will be closed on Wednesdays until April 1, 2023. G. Russell also reported that he has completed his budget for 2023.

CHIEF OF POLICE:

Police Chief John Semertgakis was present at the meeting and provided a written report of his recent activity to the Board of Selectmen. Welfare Check, Station Road; wellness check on a resident, no issues. Motor Vehicle Collision, single vehicle, reported to Warren PD the next day, no injuries. Motor Vehicle Complaint, Route 25 in Glenclyff; resident reports and took pictures of a vehicle driving erratically, plate comes back to a different vehicle. Alarm Activation, Lake Tarleton Road; interior alarm went off twice, no forced entry, resident is working with the alarm company to address the issue. Assisted a Resident with the restraining order process, Studio Road. Chief John noted that he was around throughout the Fall Festival and that it seemed like a good day for everyone.

Additional Notes: 37 Stops, 5 Citations

TAX COLLECTOR:

Tax Collector, Maria Sanders and the Board of Selectmen discussed the current status of the tax collector's office. The Board thanked Maria for attending the meeting, producing monthly reports, and learning the system quickly. There was brief discussion about outstanding liens, payment arrangement plans, and the need to prioritize working with the residents to collect taxes owed to the Town. There was discussion about the lien process and recommendation to engage Newfound Title Services to ensure that all lien notice requirements are met. C. Sackett *moved to enter into agreement with Newfound Title Service for one year for mortgage research relating to the lien and deeding process. T. Bixby seconded the motion. Vote: McCartin – yes, Bixby – yes, Sackett – yes, and the motion passed 3-0-0.*

TOWN ADMINISTRATOR:

The Town Administrator informed the Board that his most recent activity would be discussed later on during the meeting and proceeded to New Business.

NEW BUSINESS:

- a) The Board of Selectmen reviewed and signed the Election Warrant prepared by the Town Clerk.
- b) The Board of Selectmen reviewed a long-term rental request for the Town Hall. Donna Jesseman has asked if the Hall would be available to set up a Christmas Village Display. The Selectmen agreed that she could use the Hall from December 15 to December 27, making note that the Selectboard meets on December 14 and December 28.
- c) The Town Administrator provided the Board of Selectmen a copy of the Town's Floodplain Regulations after review from the Office of Strategic Initiatives, as well as model language for a Warrant Article at Town Meeting 2023, adopting the changes to the regulations.
- d) The Administrator noted that the Intent to Cut was not ready for signature because the logger has to produce a bond because the logging activity is occurring on land owned by the State of New Hampshire.

- e) The Board reviewed and signed the 2022 Equalization Assessment Data Certificate, as prepared by KRT Appraisal.
- f) The Board of Selectmen reviewed and authorized an administrative abatement for Lloyd & Laurie Bixby in the amount of \$156.77. Earlier in the year, the property owner was billed twice for the same report of cut.
- g) The Board of Selectmen authorized the Town Administrator to sign a letter instructing Heather Sackett, Trustees of the Trust Fund to deposit funds received for the sale of a cemetery plot.

OLD BUSINESS:

- a) The Administrator informed the Board that he had received telephone calls from two residents regarding the street light notification letter. The first was a resident on 25-C, who applauded the Town for removing lights. The other was a resident who lives near Moody Lane, who expressed that they would like the light to remain at the intersection of Moody Lane and Studio Road. After brief discussion, the Board of Selectmen decided to keep the street light at Moody Lane, as well as, the streetlight on Route 118, as you begin the ascent to the Route 118 & Route 25 intersection. The Board of Selectmen indicated that they would like the Administrator to make sure that these lights be taken off the removal list and added to the list of older model lights to replace.
- b) The Town Administrator asked the members of the Selectboard if there was any feedback for the letter to John Newton. The Board acknowledged they had reviewed the letter and found it to be appropriate. C. Sackett thanked the Administrator for creating the warrant article information sheet for any resident who is interested in the petitioned warrant article process.
- c) The Administrator shared that he anticipated Breezy Point Abutment Repair Project would begin soon and that once completed, he would promptly be working to complete the reimbursement request process for the remainder of the 2017 projects

CORRESPONDENCE:

- a) The Board of Selectmen reviewed the correspondence folder.

NON-PUBLIC:

S. McCartin moved to enter into nonpublic session, in accordance with RSA 91-A:3 II (c). The motion was seconded by C. Sackett. Vote: Sackett – yes, McCartin – yes, Bixby – yes, and the motion passed 3-0-0. The Board entered into nonpublic session at 5:50 P.M.

C. Sackett moved to leave nonpublic session and return to public session at 5:56 P.M. T. Bixby seconded the motion. Vote: Sackett – yes, McCartin – yes, Bixby – yes, and the motion passed 3-0-0.

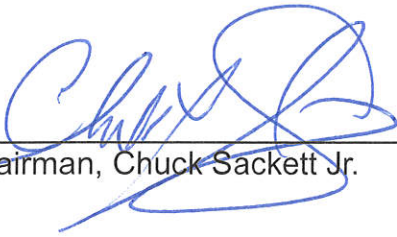
C. Sackett moved to seal the minutes for 40 years because it was determined that divulgence of this information would likely affect adversely the reputation of any

person other than a member of the Board. S. McCartin seconded the motion. Vote: Sackett – yes, McCartin – yes, Bixby – yes, and the motion passed 3-0-0.

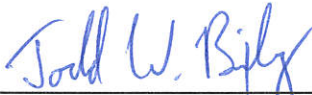
ADJOURN:

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

The Board adjourned at 5:58 PM.



Chairman, Chuck Sackett Jr.



Selectman, Todd Bixby



Selectman, Shirley McCartin