

**WARREN BOARD OF
SELECTMEN REGULAR MEETING
Wednesday, November 16, 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, Deputy Tax Collector – Marlene Wright, Tax Collector – Maria Sanders, Chief of Police – John Semertgakis, Road Agent – John Corso, Warren Village School Board Chairman – Donald Bagley

Public Present: Jeremy Hair, John Doyle, Joanna Doyle

SELECT BOARD MANIFEST: *C. Sackett 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: *T. Bixby moved approval of the November 2, 2022 meeting minutes, as presented. S. McCartin seconded the motion. Vote: McCartin – yes, Bixby – yes, Sackett – yes, and the motion passed 3-0-0.*

PUBLIC COMMENT: The Town Administrator introduced Joanna Doyle, a Warren resident who attends Plymouth Regional High School, who was attending the meeting for a school assignment. Warren School Board Chairman, Don Bagley, provided an update on the school furnace project, recent safety meeting, and state funding to offset a small portion of the school's contribution to the New Hampshire Retirement System. Tom Babbit, Mount Moosilauke ATV Club, provided an update of recent club activity to the Board of Selectmen including an update on 2023 trail improvement plans, the club's recent food drive, and the next MMATV Club meeting, scheduled for Saturday, November 19.

TREASURER'S REPORT:

Treasurer, Sheila Foote was present at the meeting and provided a report to the Board for review.

The Town of Warren Operating Account has a balance of \$116,332.41 after tonight's approved manifest of \$154,740.40. The October reconciliation report was provided for review.

The Tax Collections Account balance is \$341,473.62. The October reconciliation report was provided for review.

The Town Clerk Collections Account balance is \$3,500. The October reconciliation report was provided for review.

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 reported recent activity to the Board of Selectmen including an EMS assist and early morning mutual aid call in response to report of a structure fire in Wentworth.

TAX COLLECTOR:

Maria Sanders was present at the meeting and provided a brief report of recent progress in the Tax Collector's Office. Maria shared that the office would no longer be open the 4th Saturday of each month. Finally, ~~the~~ Maria reported that she had received the lien notice report produced by Newfound Title earlier that afternoon and would review it later in the week.

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 the paperwork for the alarm company has been completed. He received a quote to replace 1 panel of the overhead door at the highway department building. G. Russell reported that he completed the buildings and grounds budget but still needs to submit it to the Town Administrator. Finally, G. Russell noted that he helped take the 1-ton to Littleton for repairs.

Transfer Station: G. Russell reported that hole in the bottom of the compactor has been patched but the door still needs repair next year. Other regular maintenance on the compactor was recently completed. G. Russell thanked John for his help. One bale of cardboard was produced.

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. Animal complaint, loose dogs sprayed by a skunk. Owner is caring for the dogs. Welfare check, Route 25 in Glenclyff; no issues. Welfare check, Route 118; no issues. DCYF Cases; working with DCYF on 4 cases in Warren.

Additional Notes: 22 Stops, 3 Citations

TOWN ADMINISTRATOR:

The Town Administrator informed the Board that expected the first draft of the budget to be ready for review as soon as November 30. He noted he was still working to get the information relative to tax payment arrangements to Maria. The Administrator noted that his priority is working with DRA to get the Tax Rate set, acknowledging a delay due to the Town's auditing firm. Finally, the Administrator noted that he would be completing and submitting the Grants to Local Law Enforcement application.

NEW BUSINESS:

- a) The MS-535 prepared by the auditors was reviewed and signed by the Board of Selectmen. The Administrator shared that he had been in contact with Jamie Dow at DRA multiple times throughout the week and was optimistic that the Town will soon receive the preliminary tax rate.
- b) The Board of Selectmen reviewed and signed the Report of Cut for Operation 20-465-03T.
- c) C. Sackett made a motion to grant the Town Administrator signature of authority to complete and submit the NH Department of Justice Grants to Local Law Enforcement grant application. T. Bixby seconded the motion. *Vote: McCartin – yes, Bixby – yes, Sackett – yes, and the motion passed 3-0-0.*

OLD BUSINESS:

- a) The Town Administrator noted that he had not made progress on preparation of the Inclement Weather Policy, explaining that he would email the model policies out for review and the discussion would continue at the next Board meeting.
- b) The Administrator noted that he intended to begin the reimbursement request for all of the remaining 2017 FEMA funds as soon as we receive the invoice for Breezy Point abutment work.
- c) The Town Administrator noted that he had corresponded with Chris Fournier at HEB Engineers relative to BRIC Program funding opportunities and was working to schedule a time to chat in greater detail, in the near future.

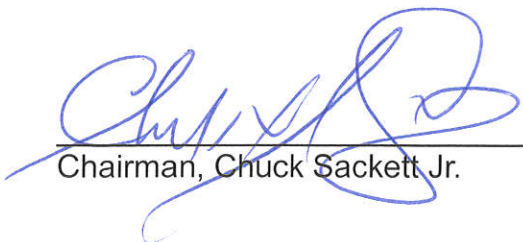
CORRESPONDENCE:

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

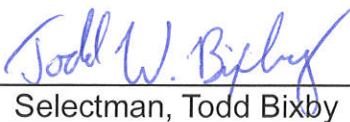
ADJOURN:

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

The Board adjourned at 5:40 PM.



Chairman, Chuck Sackett Jr.



Selectman, Todd Bixby



Selectman, Shirley McCartin