

**WARREN BOARD OF
SELECTMEN REGULAR MEETING
Wednesday, December 28, 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, Warren Village School Board Chairman – Donald Bagley, Treasurer – Sheila Foote, Facilities Manager – George Russell, Road Agent – John Corso,

Public Present: Jeremy Hair

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: The Administrator noted that a draft of the December 14 minutes is available at the Town Hall and will be presented to the Board for approval at the next meeting.

PUBLIC COMMENT: There was no public comment.

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 \$18,819.26 after tonight's approved manifest of \$311,360.74.

The Tax Collections Account balance is \$215,218.88.

The Town Clerk Collections Account balance is \$3,500.

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 a Motor Vehicle Collision in Glenclyff on December 16; Trees on Wires on December 17, 23, & 24; Chimney Fire on December 19; Motor Vehicle

Collision on Route 118 on December 23.

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. *WAS*

Grounds: G. Russell reported he has been helping the Road Agent plow and sand, as needed. He has been working on the Town Report. Additionally, he helped the Road Agent with the truck screen, as well as, repairing the wing.

Transfer Station: G. Russell reported that the Transfer Station will no longer be using the deposit tube. 1 bale of cardboard was produced and a 1 bale of plastic is being produced. G. Russell also indicated that he would be burning the brush pile soon.

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. Motor Vehicle Collision, Route 25 in Glenciff; SUV struck pole, no injuries. Motor Vehicle Collision, Lake Tarleton Road; pickup truck slid off the road into trees, no injuries. Chimney Fire, Route 118. Domestic Disturbance, Chase Road; 'rolling' domestic reported in Haverhill, victim located in Warren, assisted Haverhill PD. Welfare Check, Route 118; wellness check performed, no issue. The Chief reported a number of down power lines, limbs, and minor washouts as a result of the recent storm.

Additional Notes: 21 Stops, 3 Citations

TOWN ADMINISTRATOR:

The Town Administrator informed the Board of Selectmen, that Paul Mercier, the Town's former auditor would be in the office to assist the Administrator and Treasurer with end of the year accounting procedures. The Administrator shared the State's response to the 2017 FEMA reporting, noting that there were a number of new questions that needed to be addressed. The Administrator also stated that he was going to be working to prepare the information for the 1099's in the coming weeks.

NEW BUSINESS:

- a) The Board of Selectmen began review of the 2023 operating budget presented by the Town Administrator. The following budgets were initially discussed: General Government, Conversation & Debt Service, Advertising & Associations, and Culture & Recreation.
 - a. Public Safety – proposed increase of \$11,609
 - i. The Police Department budget increased approximately \$4,000 as a result of an increase in Chief wages, as well as a small increase in prosecution fees.
 - ii. The Fire Department budget increased approximately \$7,000 as a

- result of an increase in the equipment costs.
- iii. Emergency Management is level funded.
- b. Highways and Streets – proposed increase of \$3,000
 - i. The Highways and Streets budget increased approximately \$3,000 as a result of increased sand and gravel prices.
- c. Sanitation – proposed increase of \$1,800
 - i. The Sanitation budget increased \$1,800 as a result of increased transfer station employee wages and compactor tonnage. C. Sackett asked if this amount included a raise for Mr. Russell. The Administrator indicated that it did not but that if that was the pleasure of the Board, it would be included in the Building & Grounds budget in General Government. The Board indicated they were in favor of the increase for G. Russell.
- d. Non-Profits – proposed increase of \$14,389
 - i. The Board indicated that at this time they intended to include all non-profits that submitted a funding request. It was their intention to include all requests to allow the residents an opportunity to discuss funding at the Budget Hearing and Town Meeting.
- b) The Board of Selectmen confirmed their interest in applying for the funds available through New Hampshire Housing to hire a consultant to review local land use regulations, such as the Town's subdivision regulations. The Administrator will arrange a meeting with North Country Council to discuss preparation of the grant application.

OLD BUSINESS:

- a) The Town Administrator confirmed that the reimbursement request for the 2017 major flooding events was completed and a slew of follow-up questions were posed by NH HSEM, as discussed previously during the meeting.
- b) The Town Administrator reminded the Board that there would be a Planning Board Public Hearing at 5:00 on January 11 immediately prior to the Selectboard meeting for the purpose of discussing the Floodplain Management Ordinance, required ahead of Town Meeting.
- c) The Town Administrator indicated that there was no update relative to the Inclement Weather Policy for this meeting.
- d) The Town Administrator invited Fire Chief Heath to propose a number of encumbrances, if funds were available, once review of the operational budget was complete. T. Bixby moved to encumber \$3,507 for fire department equipment payable to Bergeron and \$1,819 for fire department equipment payable to Fire Tech & Safety.

CORRESPONDENCE:

- a) The Board of Selectmen reviewed the correspondence folder. There was discussion about recent correspondence relative to properties in Town, where improvements were made but not picked up by the Assessor. The Administrator indicated that the Assessor was made aware of the discrepancies. There was

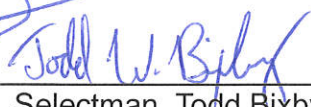
discussion about inventory forms and pickup procedures.

ADJOURN:

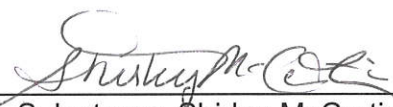
C. Sackett moved the adjournment of the regular meeting of the Select Board. The motion was seconded by S. McCartin. Vote: Bixby – yes, McCartin – yes, Sackett – yes, and the motion passed 3-0-0. The Board adjourned at 5:55 PM.



Chairman, Chuck Sackett Jr.



Selectman, Todd Bixby



Selectman, Shirley McCartin