

**WARREN BOARD OF  
SELECTMEN REGULAR MEETING  
Wednesday, January 11, 2023**

**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, Road Agent – John Corso, Jay Johnson – Chairman, Warren Planning Board

**Public Present:** Jeremy Hair, Kathy Archibald, Tom Babbit

**SELECT BOARD MANIFEST:** *S. McCartin moved approval of the manifest, as presented. T. Bixby 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 December 14, 2022 meeting minutes, as presented. S. McCartin seconded the motion. Vote: McCartin – yes, Bixby – yes, Sackett – yes, and the motion passed 3-0-0. T. Bixby moved approval of the December 28, 2022 meeting minutes, noting that G. Russell was present at the meeting. S. McCartin seconded the motion. Vote: McCartin – yes, Bixby – yes, Sackett – yes, and the motion passed 3-0-0.*

**FLOODPLAIN ORDINANCE PUBLIC HEARING:** *Chairman Sackett moved to open a public hearing to discuss mandatory changes to the Flood Plain Ordinance and Subdivision Regulations at 5:01 P.M. S. McCartin seconded the motion. Vote: McCartin – yes, Bixby – yes, Sackett – yes, and the motion passed 3-0-0. The Town Administrator explained that FEMA and the State of New Hampshire Office of Planning and Development contacted the Town and indicated that both the Flood Plain Ordinance and the Town's Subdivision Regulations must be updated in order to remain in compliance with the National Flood Insurance Program. The Board agreed to leave the hearing open until 5:30 P.M., in case any residents were late.*

**PUBLIC COMMENT:** Don Bagley reminded the Board of Selectmen of the security grant awarded in late 2022, and informed the Board that the Schoolboard was preparing an application for a green energy grant available through the federal government.

**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 \$207,785.97 after tonight's approved manifest of \$145,458.95.

The Tax Collections Account balance is \$249,171.41.

The Town Clerk Collections Account balance is \$3,502.

*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 no calls during the previous reporting period.

**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. Trespass, Warren Laundry; report of a person abusing equipment, no trespass order served. VIN Verification, Route 25 in Glenclyff; VIN check on a sedan. Domestic Disturbance, Route 25 in Glenclyff; parties separated, no further issues. Civil Standby, Route 25; present for a person to remove belongings from a residence, no issues. The Chief of Police thanked the Town Administrator for completing the Department of Justice Congressional Grant

Additional Notes: 19 Stops, 2 Citations

**TOWN ADMINISTRATOR:**

The Town Administrator informed the Board of Selectmen, that he met with the North Country Council regarding the HOP grant funding opportunity. He mentioned that he is coordinating with the State regarding the transfer of the Week's Crossing Dam from the State to the Town. Paul Mercier, the Town's former auditor was in the office on Monday reviewing our 2022 financial statements ahead of ALTA's audit for the financial year. The Administrator shared that he was gathering the 2017 FEMA information from past Road Agents. The Administrator also noted that currently there were no ongoing welfare or assistance requests. Finally, the Administrator stated that on the list of things to do in early 2023 including the finalization of personnel policy and the inclement weather policy, as well as, following up on FEMA's Floodplain Management Community Assistance Visit in September 2022.

**FLOODPLAIN ORDINANCE PUBLIC HEARING:** *Chairman Sackett announced that the public hearing would continue at the regular February Planning Board meeting on February 6 at 6:00 P.M. at the Town Hall to ensure a quorum of the Planning Board. S.*

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

**NEW BUSINESS:**

- a) The Board reviewed and signed the following Intents to Cut:
  - i. Map 250, Lot 027 – Owner/Logger: Brian Knapp
  - ii. Map 220, Lot 013 – Owner: Robert & Sylvia Newton, Logger: Jason Newton
  - iii. Map 227, Lot 010 – Owner: Donna Bagley & David Heath, Logger: David Heath
  
- b) The Board reviewed an administrative abatement request for property owned by Richard Waldron, further identified on Town Tax Map 232, Lot 022 in accordance with RSA 76:16. *C. Sackett moved approval of the abatement request in accordance with RSA 76:16. T. Bixby seconded the motion. Vote: McCartin – yes, Bixby – yes, Sackett – yes, and the motion passed 3-0-0.* There was further discussion and it was clarified that the Board's intent to propose a Warrant Article to raise the income limits for eligibility.
  
- a) The Board of Selectmen began review of the 2023 reserve fund allocations, as well as, 2023 Warrant Articles.
  - i. Reserve Funds – After discussion, the Board of Selectmen recommended the following allocations to be presented at the February 7 budget hearing:
    - Fire Truck - \$5,000
    - Highway Building - \$15,000
    - Highway Equipment - \$5,000
    - Police Cruiser - \$5,000
    - Town Hall - \$2,000
    - Bridges - \$2,500
    - Red Stone Missile - \$200
    - Veteran's Memorial - \$200
    - Fire Department - \$1,844
    - Emergency Management - \$3,000
    - Paving - \$25,000
    - Public Safety Building - \$15,000
    - Major Road Projects - \$1,000
    - Dam Maintenance - \$1,000
    - Cemetery - \$3,573
  
  - b. Warrant Articles – The Administrator presented a brief overview of all potential Warrant Articles and relative information. The potential warrant articles included:
    - Town Hall Deck Replacement

Walk Behind Brush Hog  
Start of Irrigation Project  
Highway Garage Door  
Re-Model of Town Website  
Engagement of Grant Writer Services  
Adoption of Floodplain Management Ordinance Revisions  
Pump Repair for Fire Truck  
Pine Hill Top Cot  
Batchelder Brook Top Coat  
Solar Energy Exemption  
Elderly Exemption Income Limit Increase

The Board of Selectmen agreed to review and finalize the Warrant Articles, Operating Budget, and Trust Fund allocations at their next meeting, January 25, 2023.

**OLD BUSINESS:**


- a) The Town Administrator informed the Board of the Selectmen that a public hearing would be required to accept and expend the \$10,776.51 that was awarded to the Town through Congressionally Directed Spending Grant through the Department of Justice.
- b) *C. Sackett moved to prepare and submit a HOP Grant Application and authorize the Town Administrator to sign on behalf of the Selectboard. The motion was seconded by S. McCartin. Vote: Bixby – yes, McCartin – yes, Sackett – yes, and the motion passed 3-0-0.*
- c) The Administrator informed the Board of the “Transition Meeting” relative to the 2017 storm repairs on January 23, 2023.


**CORRESPONDENCE:**

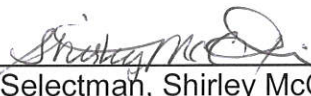
- a) The Board of Selectmen reviewed the correspondence folder.

**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