

**WARREN BOARD OF
SELECTMEN REGULAR MEETING
Wednesday, November 15, 2023**

CALL TO ORDER:

C. Sackett called the meeting to order at 5:00 and led the audience in the Pledge of Allegiance.

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

Staff/Officials Present: Town Administrator – Austin Albro, Police Chief – John Semertgakis, Warren Village School Board Chairman – Donald Bagley, Tax Collector – Maria Sanders, Warren Village School Principal – Michael Galli, Treasurer – Sheila Foote

Public Present: Jeremy Hair, Kathy Archibald, Dottie Gove, Tom Babbit, Barb Langdon,

APPROVAL OF MINUTES: *T. Bixby moved approval of the November 1, 2023 meeting minutes, as presented. S. McCartin seconded the motion. Vote: McCartin – yes and Bixby – yes, Sackett – yes, and the motion passed 3-0-0.*

PUBLIC COMMENT:

Warren Village School Chairman Don Bagley stated at this time, the school budget is up over \$400,000 noting that approximately \$195,000 was returned in July. Supervisor of the Checklist, Donna Hopkins informed the Board that the date of the NH Primary has been set and that she is looking for ballot clerks. Resident, Barb Langdon expressed concerns about the crosswalks near the school, suggesting that they need to be painted. Other ideas were discussed that included flashing lights and additional signage. Chief of Police John Semertgakis and the Town Administrator will work together to address the school zone signage and crosswalk paint. Dottie Gove, School Nurse, agreed with Ms. Langdon about improving the safety of students who walk to school.

TREASURER'S REPORT:

Treasurer, Sheila Foote was present at the meeting and provided a report to the Board for review. She explained that until tax revenue from the final billing of 2023 is received, cash is tight and there should be no unnecessary spending.

The Town of Warren Operating Account has a balance of \$25,146.20 after tonight's approved manifest of \$181,766.56. The October reconciliation report was provided for review.

The Tax Collections Account balance is \$295,937.28. The October reconciliation report was provided for review.

The Town Clerk Collections Account balance is \$3,000. The October reconciliation report was provided for review.

Treasurer Foote reported that the Town has received an additional FY24 Special Highway Block Grant.

SELECT BOARD MANIFEST: *S. McCartin moved approval of the manifest, as presented. T. Bixby seconded the motion. Vote: Sackett – yes, McCartin – yes and Bixby – yes, and the motion passed 3-0-0. Chief Heath agreed to hold the Fire Department reimbursement check until tax revenue is received.*

TAX COLLECTOR:

M. Sanders was present at the meeting and provided a brief update of recent activity. The Town Administrator and Board of Selectmen thanked Maria for her willingness to assist residents who were interested in applying for the New Hampshire Homeowner Assistance Fund. This resulted in the Town receiving nearly \$8,000 and the outstanding tax obligation of 3 Warren residents being met. Members of the audience echoed their appreciation for Maria's efforts.

BUILDINGS AND GROUNDS: George Russell was not present at the meeting but provided a written report for the Board's review. G. Russell reported that he was assisting J. Corso with road work including help salting. G. Russell reported that he had finished the first draft of his budget for 2024 and he is working on putting files into storage. In regards to the Transfer Station, G. Russell reported that 1 bale of plastic was produced, a bale of cardboard is in process, and he is exploring options to handle the overflow of trash that has resulted from increased traffic at the Transfer Station.

CHIEF OF POLICE:

Police Chief John Semertgakis was present at the meeting and provided a brief report of his recent activity to the Board of Selectmen. VIN Verification, Lake Tarleton Road; VIN check on a boat trailer. SOR completed, bi-yearly registration complete. Suspicious Activity, Clark's Drive; report of a vehicle with multiple occupants loitering in the area, under investigation. The Chief provided an update on the lost dog. The Chief reported that his current DCYF caseload is down to 3 active investigations.

24 Traffic Stops, 2 Citations

TOWN ADMINISTRATOR:

The Town Administrator offered a brief report of recent activity to the Board. He noted slight progress on the Town website but acknowledged there may be a slight delay due to rescheduling needs of the vendor. He offered information related to ongoing grant management, an update relative to the 2024 budgeting progress, as well as, a brief update on the Highway Garage project being completed by the UNH Engineering students. The Administrator also noted that it would not be long before work on the

2023 Town Report would begin.

NEW BUSINESS:

- a) The Town Administrator presented the year-to-date expenditures and budget for the Board's review. He noted that operational revenues, such as vehicle registration, transfer station fees, were projected to exceed expectations for 2023. The Administrator reported that currently the Town has expended approximately 78% of the 2023 budget but noted that it was likely to be between 90-95%, as we approach the end of the year.

Budget VS Actual through November 15, 2023	Actual	Budget	% used
General Government	\$ 306,793	\$ 380,164	81%
Public Safety	\$ 100,812	\$ 126,458	80%
Highways	\$ 131,580	\$ 221,292	59%
Sanitation	\$ 60,127	\$ 61,829	97%
Non Profits	\$ 103,000	\$ 126,414	81%
Welfare	\$ 14,263	\$ 3,501	407%
Culture	\$ 38,789	\$ 53,598	72%
Debt	\$ 15,915	\$ 15,945	100%
Operating Budget Totals	\$ 771,278	\$ 989,201	78%

OLD BUSINESS:

- a) The Administrator explained that the preliminary tax rate would be received by D.R.A. soon, following the SAU's submission of documents necessary to set the tax rate following their November 14 meeting to add unanticipated revenue to their Special Education Trust Fund.
- b) The Administrator asked the Board to review the 2023 budget information and that conversations about 2024 would begin as soon as November 29th. He explained that despite efforts to get a head start on the budget preparation, we were still on schedule when compared to 2023.

CORRESPONDENCE & NOTICES:

- a) The Administrator noted the public hearing to accept unanticipated grant funds from FEMA and Grafton County was rescheduled for December 13, 2023.
- b) Also, on December 13, the Administrator noted that the public hearing for OHRV use on Stimson Road will occur. He confirmed that the petitioner has been in to pay the fees and provided an explanation of verified and certified mail based on correspondence with the NHMA's Legal Inquiries team.
- c) The Administrator shared WMNF's Notice of Decision relative to the Lake Tarleton Integrated Resource Project. He explained that correspondence from WMNF led him to believe that the first project will be the installation of the Lake Katherine Boat Launch, scheduled for next spring.
- d) Chairman Sackett provided the audience an update on the Audubon's project on 25-C, noting that they had begun construction of the parking area and signage.

Prior to the conclusion of the meeting, Dottie Gove asked if Parks and Rec would be creating a skating rink this year. The Administrator stated that he has not heard of any plans for a skating rink for 2023.

NON-PUBLIC:

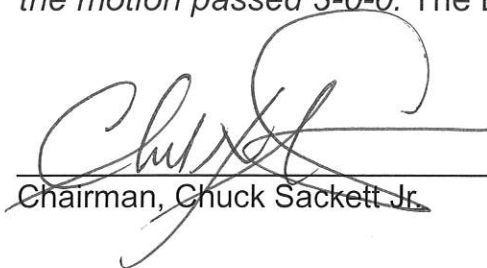
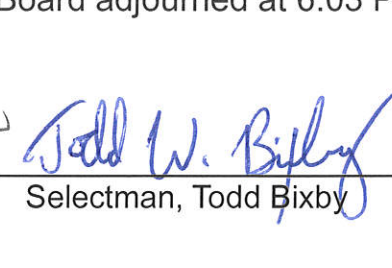
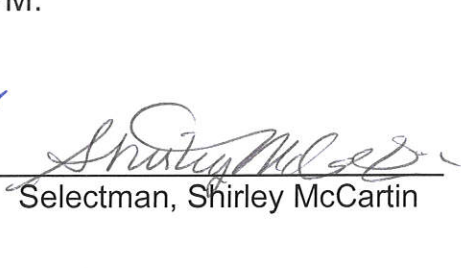
C. Sackett moved to enter into nonpublic session, in accordance with RSA 91-A:3 II (a). The motion was seconded by S. McCartin. Vote: Sackett – yes, McCartin – yes, Bixby – yes, and the motion passed 3-0-0. The Board entered into nonpublic session at 5:45 P.M.

C. Sackett moved to leave nonpublic session and return to public session at 5:55P.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. T. Bixby seconded the motion. Vote: Sackett – yes, McCartin – yes, Bixby – yes and the motion passed 3-0-0.

ADJOURN:

T. Bixby moved to adjourn the regular meeting of the Select Board. The motion was seconded by S. McCartin. Vote: Sackett – yes, McCartin – yes and Bixby – yes and the motion passed 3-0-0. The Board adjourned at 6:03 PM.

		
Chairman, Chuck Sackett Jr.	Selectman, Todd Bixby	Selectman, Shirley McCartin