WARREN BOARD OF SELECTMEN REGULAR MEETING
Wednesday, August 19, 2026

CALL TO ORDER:
Chairman Hair called the meeting to order at 5:00 PM and led the audience in the Pledge of Allegiance.

Select Board Members Present: Jeremy Hair, Shirley McCartin, and Chuck Sackett

Town Staff/Officials Present: Town Administrator – Austin Albro, Deputy Tax Collector – Karen Youngman, Police Chief – John Semertgakis, Cemetery Trustee and E-911 Coordinator – Don Bagley, Fire Chief – Mike Norkelun, Road Agent – John Corso

Public Present: Greg Mathieson, Kathy Archibald, Tom and Lisa Mantz

SELECT BOARD MANIFEST: C. Sackett *moved to approve the August 19, 2026 manifest. S. McCartin seconded the motion. Vote: McCartin – yes, Sackett – yes, Hair – yes, and the motion passed 3-0-0.*

APPROVAL OF MINUTES: *S. McCartin moved to approve the August 5, 2026 meeting minutes as amended. J. Hair seconded the motion. Vote: McCartin – yes, Sackett – yes, Hair – yes, and the motion passed 3-0-0.*

PUBLIC COMMENT:
Lisa Mantz inquired about the status of regionalization efforts related to EMS coverage and the location of the future station. Selectman Hair provided an update, clarifying that the proposed location for the regional service in Rumney had not changed, although the space is currently being used by a mixed martial arts group. He stated that representatives from each participating community last met in May and continue to work with the State of New Hampshire to move the project forward as planned.

Greg Mathieson introduced himself as a candidate for State Representative for District 5.

Don Bagley informed the Board that he would brush-hog the ballfield and cemeteries.

TREASURER:
Treasurer Sheila Foote was not present but submitted a report for the Board's review.

Following approval of the evening's manifest in the amount of $205,423.45, the Town of Warren Operating Account had a balance of $601,988.73. The August reconciliation report was also provided for the Board's review.

The Town Clerk Account had a balance of $3,500.00. The August reconciliation report was provided for the Board's review.

The Tax Collections Account had a balance of $402,149.89. The August reconciliation report was provided for the Board's review.

TAX COLLECTOR:
Deputy Tax Collector Karen Youngman was present and provided the following reports and information for the Board's consideration:

August 2026 Collections Summary (printed August 18, 2026):
Gross receipts totaling $35,375.13 were collected, consisting of $32,336.82 in principal, $151.82 in interest and penalties, and $2,886.49 in credits to be applied to the 2026 P02 bill.

Year-to-Date Collections Summary (January 1–August 18, 2026):
Gross receipts totaling $1,537,934.55 were collected, consisting of $1,520,869.02 in principal, $10,509.47 in interest and penalties, and $6,556.06 in credits to be applied to the 2026 P02 bill.

BUILDINGS AND GROUNDS:
Facilities Manager George Russell was not present but submitted a written report. Russell reported issues with the steeple clock and stated that he had contacted a technician. The cost for the technician to travel to Warren, document the findings, issue a report, and complete repairs is $2,500. Russell also installed a new wall mount and monitor for the Treasurer's computer. New commercial door handles were installed at the Town Office, and the locks at the library were replaced. Fire extinguishers at all Town buildings are scheduled to be inspected on August 20. Russell continues to mow as needed.

At the Transfer Station, all surplus Town equipment has been set up for viewing. One bale of plastic was produced, and one bale of cardboard is in production.

ROAD AGENT:
Road Agent John Corso was present and provided the Board with an update on recent activity. Discussion continued regarding the proposed paving of Beech Hill and Mountain Meadow. The Board reviewed quotes submitted by Peckham Road Corporation and Bryant Paving, noting a nominal price difference of $70.00 and other minor differences between the proposals.

Road Agent Corso reminded the Board of his discussions with the Town of Wentworth, which had approved paving its portion of Beech Hill at the same time. The Board acknowledged that coordinating the work is expected to provide modest savings for both towns and improve the quality of the road for residents of both communities. The Town Administrator commended the towns for working together, noting that regional cooperation had been a recurring theme in feedback received during the Community Roundtables held throughout the year.

Selectman Sackett stated that he would prefer future projects of this nature to be presented during the budget process and considered at Town Meeting. The Board confirmed with the Road Agent that he had attempted to contact other paving companies in an effort to obtain three quotes. Corso stated that only two quotes were submitted and other companies were either not interested in the project or did not return his call.

The Board reviewed the estimated balances of the Paving Expendable Trust Fund and the Major Road Projects Expendable Trust Fund. The Town Administrator reported that the Paving Expendable Trust Fund had a balance of $103,329 before the anticipated addition of the $25,000 contribution approved at the 2026 Town Meeting. The Major Road Projects Expendable Trust Fund had a balance of $29,998 before the anticipated addition of the $10,000 contribution approved at the 2026 Town Meeting.

S. McCartin moved to accept the proposal from Peckham Road Corporation and to approve the withdrawal of up to $87,620 from the Paving Expendable Trust Fund for the Beech Hill and Mountain Meadow Paving projects. C. Sackett seconded the motion. Vote: McCartin—yes; Sackett—yes; Hair—yes. The motion passed, 3-0-0.

FIRE CHIEF:
Chief Mike Norkelun provided the Board with a report of recent activity. During the reporting period of August 6–16, Warren Fire & Rescue responded to five calls for service: a cardiac-related medical call on August 6; a fire alarm activation at the Glencliff Home on August 7; a medical call involving a resident who fell and sustained a knee injury on August 8; a public service/hazard call involving a tree across the roadway on August 9; and a medical call involving a resident experiencing cardiac problems on August 16.

Chief Norkelun reported that the Fire Department had discussed and voted to proceed with researching whether the Chase Road property would be a viable location for a future fire station. The possibility of the Fire Department beginning to clean up the property as early as this fall was also discussed. The Board asked the Town Administrator to inform Habitat for Humanity that it believed exploring the property's potential use as a future fire station was in the Town's best interest. However, the Board expressed a desire to continue discussions with Habitat for Humanity regarding other Town-owned properties.

POLICE CHIEF:
Chief John Semertgakis provided an update of recent activity.

TOWN ADMINISTRATOR:
Town Administrator Austin Albro indicated the majority of recent activity would be

discussed later in the meeting.

NEW BUSINESS:

a) The Board reviewed and signed the Statutory Permit by Notification for a bridge project to be completed by the Asquamchumakee Valley Snowmobile Club on a portion of a Town road included in the Glencliff Loop Trail. *C. Sackett moved to approve the permit. S. McCartin seconded the motion. Vote: McCartin—yes; Sackett—yes; Hair—yes. The motion passed, 3-0-0.*

b) The Board reviewed the contract for tax collector consultation services. The Administrator explained that former Tax Collector Maria Sanders was willing to continue working with the Town remotely to provide the incoming Tax Collector with additional training and support. The Administrator stated that, once hired, the replacement deputy collector would also benefit from the consultation arrangement. *S. McCartin moved to approve the contract. C. Sackett seconded the motion. Vote: McCartin—yes; Sackett—yes; Hair—yes. The motion passed, 3-0-0.*

c) *The Board unanimously agreed to appoint Karen Youngman as Tax Collector until the election and qualification of a successor. The Board thanked Karen for her willingness to serve the Town.*

d) The Administrator reported that the Willing Workers had prepared a deed, which had been reviewed by Town counsel. The deed will be signed by the Willing Workers on a future date to be determined.

e) The Board reviewed and signed a cemetery deed prepared by the Cemetery Trustees.

f) The Board reviewed supplemental intents to cut for Operations 25-465-02, 25-465-03, and 25-465-04. The Administrator stated that the forms may have been completed incorrectly and would seek confirmation from the New Hampshire Department of Revenue Administration (DRA). The Board signed the supplemental intents with the understanding that the Administrator would not process them if DRA confirmed that they were completed incorrectly. If the forms were completed correctly, they would be processed to allow the resident to proceed without delay.

OLD BUSINESS:

a) The Beech Hill/Mountain Meadow paving project was discussed earlier in the meeting.

b) The Administrator reported that the update to the Local Hazard Mitigation Plan will begin with a kickoff meeting on November 10 at 10:00 a.m. at Town Hall. Invitations will be sent to selected residents and community stakeholders, and the meeting will be open to the public.

c) The Chase Road property was discussed earlier in the meeting. C. Sackett clarified that there may still be an opportunity to work with Habitat for Humanity.

d) The potential engagement of UNH Civil/Environmental Capstone students was discussed earlier in the meeting.

CORRESPONDENCE:
The Board reviewed recent correspondence.

NON-PUBLIC SESSION:
J. Hair moved to enter nonpublic session in accordance with RSA 91-A:3, II(c), for matters which, if discussed in public, would likely affect adversely the reputation of any person, other than a member of the public body itself, unless such person requests an open meeting. The exemption also extends to any application for assistance or tax abatement, or waiver of a fee, fine, or other levy, if based on inability to pay or poverty of the applicant. The motion was seconded by S. McCartin. Vote: McCartin – yes, Sackett – yes, Hair – yes, and the motion passed 3-0-0. The Board entered nonpublic session at 5:45 PM.

S. McCartin moved to exit nonpublic session and return to public session at 5:50 PM. The motion was seconded by C. Sackett. Vote: McCartin – yes, Sackett – yes, Hair – yes, and the motion passed 3-0-0.

C. Sackett moved to seal the minutes of the nonpublic session for 40 years pursuant to RSA 91-A:3, III, as the Board determined that divulgence of the information discussed likely would affect adversely the reputation of an individual other than a member of the Board. Given the unique dynamics of a small-town community, where information can quickly become personal and impactful, the Board further determined that continued confidentiality is necessary to preserve the privacy, dignity, and reputation of the individual involved. The motion was seconded by S. McCartin. Vote: McCartin – yes, Sackett – yes, Hair – yes, and the motion passed 3-0-0.

PUBLIC SESSION:
Upon returning to public session, C. Sackett moved to allow the tax-deeding process to proceed for Map 000250, Lot 002000, Sublot 000100. The motion was seconded by J. Hair. Vote: McCartin – yes, Sackett – yes, Hair – yes, and the motion passed 3-0-0.

ADJOURN:
J. Hair moved to adjourn the regular meeting of the Select Board. The motion was seconded by C. Sackett. Vote: McCartin – yes, Sackett – yes, Hair – yes, and the motion passed 3-0-0. The Board adjourned at 5:55 PM.

Jeremy D Hair

Selectman, Chuck Sackett Jr. | Chairman, Jeremy Hair | Selectman, Shirley McCartin