

**WARREN BOARD OF
SELECTMEN REGULAR MEETING
Wednesday, August 6, 2025**

CALL TO ORDER:

Chairwoman McCartin called the meeting to order at 5:00 PM and led the audience in the Pledge of Allegiance.

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

Staff/Officials Present: Town Administrator – Austin Albro, Tax Collector – Maria Sanders, Deputy Tax Collector – Karen Youngman, Treasurer – Sheila Foote, Fire Chief – Arthur Heath, Police Chief – John Semertgakis

Public Present: Gabrielle Fuller, Tom Babbit, Peter Boncek, Jayne McCulloch, Jazz Click, and Jon Cyr

SELECT BOARD MANIFEST: J. Hair *moved to approve the August 6, 2025 manifest as presented. C. Sackett seconded the motion. Vote: McCartin – yes, Hair – yes, Sackett – yes, and the motion passed 3-0-0.*

APPROVAL OF MINUTES: C. Sackett *moved to approve the July 15, 2025 minutes as written. S. McCartin seconded the motion. Vote: McCartin – yes, Hair – abstained, Sackett – yes, and the motion passed 2-0-1. J. Hair moved to approve the July 23, 2025 minutes as written. C. Sackett seconded the motion. Vote: McCartin – yes, Hair – yes, Sackett – yes, and the motion passed 3-0-0.*

PUBLIC COMMENT:

Jayne McCulloch, President of the Asquamchumauke Valley Snowmobile Club, explained that her property abuts the Town-owned portion of Corridor 5 and requested permission to remove a few trees and create direct access for the club's groomer. The Board expressed no concerns.

Donald Bagley, Chairman of the Warren School Board, indicated he was unaware of the balance of the school budget remaining at the conclusion of the 2024–2025 school year. He also reported that the slide would be available.

Donald Bagley indicated that the Pythian Sisters were completing a floor repair project at no cost to the Town.

Donald Bagley suggested that the Town buy the former Warren Wentworth Ambulance Service building and discussed potential funding. C. Sackett suggested that, if interested, the Board should consider holding a public hearing to gather input from residents.

Peter Boncek agreed that the former Warren Wentworth Ambulance Service building was a good deal.

It was clarified that the building and equipment were owned by the private nonprofit Warren Wentworth Ambulance Service, not the Town of Warren.

TREASURER:

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

The Town of Warren Operating Account balance is \$830,258.87 after tonight's approved manifest of \$36,036.70. The July reconciliation report is provided for your review.

The Town of Warren Town Clerk Account balance is \$3,500.00. The July reconciliation report is provided for your review.

The Tax Collections Account balance is \$430,688.70. The July reconciliation report is provided for your review.

TAX COLLECTOR:

Tax Collector, Maria Sanders was present and provided the following reports and information for the Board's consideration.

Collections Summary for the month of July 2025

- a. \$657,397.43 has been collected in Gross Receipts for the month of July (Printed August 6, 2025). (\$646,186.55 in principal; \$687.26 in interest and penalties; and \$10,523.62 in credits to be applied to 2025 P02 bill.)

Collections Summary for 2025 (1/1/2025 through 8/6/2025)

- a. \$1,955,212.55 has been collected in Gross Receipts for 2025. (\$1,932,561.63 in principal; \$10,066.49 in interest and penalties; and \$12,614.43 in credits to be applied to 2025 P01 bill.)

The Tax Collector informed the Board that deed notices were mailed on July 17, 2025, to property owners with liens from 2022 and earlier. There are currently eight properties with liens from 2022 and older. Deed execution is scheduled for September 4, 2025.

BUILDINGS AND GROUNDS:

Manager George Russell was not present but submitted a written report. He helped John finish the Breezy Point Bridge decking. G. Russell completed regular maintenance on the town clock and reported that he is preparing to do additional repairs in the McVetty Town Forest.

At the Transfer Station, G. Russell reported that one bale of aluminum cans was produced. Three operator permits were renewed for Transfer Station attendants. Fliers are being handed out to encourage patrons to break down cardboard boxes.

FIRE CHIEF:

Fire Chief Arthur Heath reported recent department activity:

July 31: Five firefighters responded to an EMS call for chest pain.

August 2: Seven firefighters responded to a Fire/EMS call for an OHRV accident.

August 5: Four firefighters responded to an EMS call for chest pain.

POLICE CHIEF:

Chief Semertgakis was present at the meeting and provided a report of recent activity to the Board. A motor vehicle hazard occurred on Ore Hill Road when a large dump truck fell into the shoulder, requiring heavy equipment to free the vehicle and resulting in a road closure of approximately two hours. He attended CPR training at Warren Village School. VIN verifications were completed on a dump truck on Stimson Road and a trailer on Shalom Drive. He also attended training related to social media platforms. An OHRV collision occurred at Hildreth Dam that involved a single vehicle with injuries. A report of motorized equipment being used for gold panning on the Baker River was received. Chief Semertgakis noted that a permit was required for motorized dredging and that he was in contact with DES.

23 Stops, 2 Citations.

TOWN ADMINISTRATOR:

Town Administrator Austin Albro reported that H&H teams from Weston and Sampson were onsite conducting assessments to prepare the Main Street demolition bid package. He noted that the initial Town Building Committee had been organized and was working to set its first meeting date for early September. He shared that he was still working to gather information relating to the proposed heritage exemption.

The Administrator informed the Board that job descriptions had been drafted for all municipal positions and could be reviewed at the Board's discretion. He also reported working with municipal counsel to prepare a letter to WWAS seeking clarification on the IRS instruction that the Service could not exchange goods (radios and communication equipment) for the outstanding balance owed to the Town.

A. Albro indicated that he was preparing an RFP for engineering services for the Fish Hatchery and Chase Road bridge projects while simultaneously working on the grant application. He further noted that, if time allowed, he would apply for the Timber for Transit grant for Chase Road, which provides an 80/20 funding split. Finally, he acknowledged that the revised revenue estimate was due to the DRA by September 1.

NEW BUSINESS:

- a) The Board reviewed and signed the 2024 Audit Management Representation

Letter.

- b) After review, the Select Board, in a majority vote, accepted the terms of the Highway Safety Grant as presented in the amount of \$5,300 and authorized S. McCartin to sign all documents related to the grant. S. McCartin moved approval. J. Hair seconded the motion. *Vote: McCartin – yes, Hair – yes, Sackett – yes, and the motion passed 3-0-0.*
- c) The Board reviewed and signed reports of cut for operation 24-465-01 and operation 24-465-06.
- d) The Board reviewed and signed reports of excavation for operations 24-465-01, 24-465-02 and 24-465-03.
- e) The Board reviewed and signed intents to cut for Map 228, Lots: 008, 014 and 014-001.
- f) The Board reviewed and signed a LUCT for Map 227, Lot 001.
- g) The Board reviewed and signed the PA-16 Application for PILT. The Administrator indicated that the Town receives approximately \$60,000 as a payment in lieu of taxes for the White Mountain National Forest and Davis White State Forest.
- h) The Board reviewed and signed the Inventory Form (PA-28) Notice for State indicating that the Town will be using the Inventory Form in 2026.
- i) Chief Heath expressed that he was seeking direction regarding the future of the Warren Fire Department and its efforts to provide emergency medical response. He raised several concerns relating to budgeting, procuring appropriate equipment, and insurance. C. Sackett encouraged Chief Heath to continue training members of the department. The Board and Fire Department agreed to create a role and provide training for residents interested in joining the Fire Department solely to respond to emergency medical calls. It was clarified that the Town will fund training expenses for residents pursuing EMR licensure, with stipulations relating to service requirements.

OLD BUSINESS:

- a) The Administrator informed the Board that Ed Shanshala, CEO of Ammonoosuc Community Health Services, will attend the August 20th meeting.
- b) The Board acknowledged receipt of a video showing stormwater runoff on Beech Hill Road and committed to budgeting for a drainage improvement project next year.

CORRESPONDENCE:

- a) The Board reviewed recent correspondence.

NON-PUBLIC SESSION:

S. McCartin moved to enter into nonpublic session, in accordance with RSA 91-A:3 II

(c) The motion was seconded by C. Sackett. Vote: McCartin – yes, Hair – yes, Sackett – yes, and the motion passed 3-0-0. The Board entered into nonpublic session at 6:01 P.M.

S. McCartin moved to exit nonpublic session and return to public session at 6:23 P.M. The motion was seconded by J. Hair. Vote: McCartin – yes, Hair – yes, Sackett – yes, and the motion passed 3-0-0.

J. Hair moved to seal the minutes of the nonpublic session for 40 years, pursuant to RSA 91-A:3, III, as it was determined that the divulgence of the information discussed would likely adversely affect 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 affirmed that long-term confidentiality is essential to preserving the privacy, dignity, and reputation of the individual involved. The motion was seconded by S. McCartin. Vote: McCartin – yes, Hair – yes, Sackett – yes, and the motion passed 3-0-0.

NON-PUBLIC SESSION:

S. McCartin moved to enter into nonpublic session, in accordance with RSA 91-A:3 II (c) The motion was seconded by J. Hair. Vote: McCartin – yes, Hair – yes, Sackett – yes, and the motion passed 3-0-0. The Board entered into nonpublic session at 6:24 P.M.

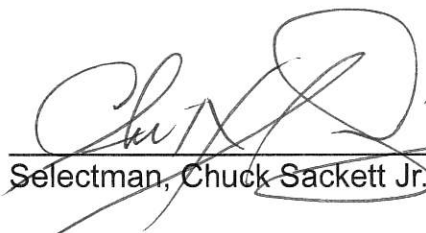
S. McCartin moved to exit nonpublic session and return to public session at 6:47 P.M. The motion was seconded by J. Hair. Vote: McCartin – yes, Hair – yes, Sackett – yes, and the motion passed 3-0-0.

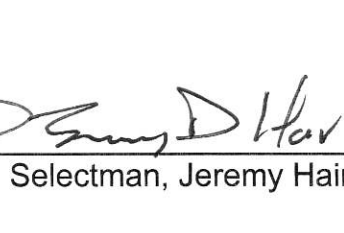
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Prior to the adjournment, the Administrator clarified that the Board's intent was to schedule a public hearing for consideration of the purchase of 446 Route 25. The Board agreed and scheduled a public hearing for August 26, 2025.

ADJOURN:

S. McCartin moved to adjourn the regular meeting of the Select Board. The motion was seconded by C. Sackett. Vote: McCartin – yes, Hair – yes, Sackett – yes, and the motion passed 3-0-0. The Board adjourned at 6:47 PM.


Selectman, Chuck Sackett Jr.


Selectman, Jeremy Hair


Chairwoman, Shirley McCartin