

**WARREN BOARD OF
SELECTMEN REGULAR MEETING
Wednesday, September 17, 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, Deputy Tax Collector – Karen Youngman, Treasurer – Sheila Foote, Police Chief – John Semertgakis, Fire Chief – Arthur Heath

Public Present: Plymouth Fire & EMS Chief Kevin Pierce, Rumney Fire Chief Evan Hacker, Phil and Deb Gossell, Cindy Bemis, Kathy Archibald, Tracie Wheeler, Christine Hytinen, Tom and Lisa Mantz, Kelli Shepherd, Judy Tompkins, Barb and Ron Langdon, Jeffrey Pfeiffer

SELECT BOARD MANIFEST: *J. Hair moved to approve the September 17, 2025 manifest as written. 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 September 3, 2025 minutes as written. J. Hair seconded the motion. Vote: McCartin – yes, Hair – yes, Sackett – yes, and the motion passed 3-0-0.*

PUBLIC COMMENT:

Plymouth Fire & Rescue Chief Kevin Pierce presented a preliminary plan relative to the possible regionalization of EMS services for the communities of Warren, Wentworth, Rumney, Hebron, and Dorchester.

Chairwoman McCartin asked Chief Pierce to provide an estimated timeline. Chief Pierce explained that the intention was to have a proposal for each community to vote on at Town Meeting in March and staff could be in place as soon as July, utilizing temporary housing as needed.

Selectman Sackett sought clarification regarding administrative and operational cost sharing. Chief Pierce explained that one possibility was a contractual agreement with Plymouth and the service would be funded and owned by the proposed EMS district made up of Rumney, Hebron, Dorchester, Warren and Wentworth. The alternative proposal is an independent, intergovernmental EMS agency owned and operated by its own governing agency and further explained concerns about higher administrative costs associated with the alternative proposal.

Tom Babbitt inquired about annual call volume for the proposed district. Chief Pierce explained that the coverage area of the new district had approximately 600 calls in 2024. Chief Pierce explained that the current arrangement puts a strain on the system and does not allow for Plymouth to send an ambulance for standby for fire calls. Chief Pierce acknowledged that if the district was established and the Rumney station staffed, the entity would be able to provide that type of coverage without causing significant strain on the system.

Lisa Mantz sought clarification about billing procedures and local training. If adopted by the towns, there would no longer be a per-call charge. Towns would still receive insurance reimbursements, and Chief Pierce recommended that the EMS district allocate 50% of those funds to capital improvements and return the remaining 50% to the towns to reduce taxpayer impact. He further clarified that individuals would continue to be billed through their insurance, even with town funding. Chief Pierce emphasized the importance of local departments maintaining strong training and qualifications and commended the Town for acquiring a used ambulance to support first responders.

Christine Hytinen inquired about the status of the other communities in the district and whether they had expressed interest in the proposal. Chief Pierce explained that meetings have occurred in Rumney and Wentworth. The proposal was favorably received. Chief Pierce shared his upcoming schedule for meetings with the remaining towns in the coming weeks. Chief Pierce explained that if all towns find the proposal favorable, each town will be asked to select a Select Board member or designee to meet and finalize the proposal including how to fund the district. Chief Pierce noted that if the towns did not approve funding at their town meetings, the agreeing towns may opt to work together or discard the idea entirely. Chief Pierce noted that while Rumney and Plymouth have worked well together to date, the arrangement is not sustainable and that weekend calls have increased due to OHRV use and other activities.

Kathy Archibald asked about the number of ambulances currently available. Plymouth has two ambulances, Rumney has one, and Hebron has one.

Sheila Foote inquired about the status of the Glenclyff Home and whether they were included in the proposal. Chief Pierce noted that he was in discussion with representatives from Glenclyff and Benton's contracted provider, Woodsville Ambulance. Chief Pierce expected more information later this year.

Tom Mantz asked whether Chief Pierce was confident in the numbers shared in the proposals. Chief Pierce explained he was 99% certain the operating budget is accurate and noted that the proposal for the construction of the Rumney station was a less concrete estimate. Chief Pierce explained efforts to secure funding to help with initial construction costs.

A resident asked about the ownership of the Rumney station assuming it is funded by the towns collectively. Chief Pierce indicated that Plymouth was looking for a long-term option and that discussion would continue relative to funding.

C. Sackett moved to acknowledge the Board's support moving forward with discussions relative to the creation of an EMS district. J. Hair seconded the motion. Vote: McCartin – yes, Hair – yes, Sackett – yes, and the motion passed 3-0-0.

The Board also agreed to contact the Grafton County Commissioners expressing gratitude for their ongoing efforts to study the EMS situation in the region and to express support for funding to support the needs of the proposed EMS district.

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 \$462,711.99 after tonight's approved manifest of \$173,937.19.

The Town of Warren Town Clerk Account balance is \$3,500.00.

The Tax Collections Account balance is \$442,012.62.

The Board authorized the Treasurer to transfer remaining funds from the ARPA account to the operating budget. The Board acknowledged these funds were previously obligated for government services under the revenue replacement category.

TAX COLLECTOR:

Tax Collector, Maria Sanders was not present but provided the following reports and information for the Board's consideration.

Collections Summary for the month of September 2025 (Printed Sept. 15, 2025)

- a. \$21,814.05 has been collected in Gross Receipts for the month of September. (\$18,635.85 in principal; \$1,073.42 in interest and penalties; and \$1,073.42 in credits to be applied to 2025 P02 bill.)

Collections Summary for 2025 (1/1/2025 through 9/15/2025)

- a. \$2,005,374.88 has been collected in Gross Receipts for 2025. (\$1,977,110.28 in principal; \$11,519.75 in interest and penalties; and \$16,744.85 in credits to be applied to 2025 P02 bill.)

The Tax Collector informed the Board that 4 properties were deeded to the Town of Warren on September 4, 2025.

BUILDINGS AND GROUNDS:

Manager George Russell was not present but submitted a written report. He noted that Granite State Glass inspected the Town Hall windows, with two ballasts requiring replacement and five screens needing repair; parts have been ordered. One tent remains up for the Fall Festival on October 18. The steeple clock is functioning again, though the time still needs to be set, and the reason for the stoppage is unknown. Mr. Russell also reported that the pressure vessels have been inspected and that he continues to assist Road Agent J. Corso with moving equipment.

At the Transfer Station, Mr. Russell reported that one bale of cardboard was produced and a bale of plastic is in progress. He also noted that the 5th grade has a scheduled field trip to the Transfer Station to learn more about recycling.

ROAD AGENT:

Selectman Sackett discussed funding previously received from Grafton County, and the Board confirmed its intent to use those funds for the graveled portion of Swain Hill Road, noting the need to improve ditches and add material along the roadway. The Board asked the Administrator to relay this direction to the Road Agent and instruct him to complete the Swain Hill improvements before moving on to other areas of Town.

FIRE CHIEF:

Fire Chief Arthur Heath reported on recent department activity. On September 4, the department was requested for mutual aid at a building fire in Campton, but a crew was not available to respond. On September 11, the department assisted State Police with an assault call on Studio Road. The following day, September 12, the department responded to a bicycle accident on Batchelder Brook Road. Later that same day, a call for a motor vehicle accident at the intersection of Route 118 and Batchelder Brook was cancelled prior to arrival. Chief Heath also provided the Board with additional information regarding costs associated with emergency communication equipment.

CHIEF OF POLICE:

The Chief of Police provided the Board of Selectmen with a summary of recent activity. Reports included suspicious activity along Route 25 and juveniles observed in and around town-owned property. The State Police responded to a reported assault, which was determined to be unfounded. A report of theft on Clark's Drive was also investigated, though it was ultimately identified as a miscommunication between the involved parties. In addition, there was a medical call at the Moose Hillock Campground for a juvenile involved in a bicycle accident, with the Warren Volunteer Fire Department already on scene when the Chief arrived.

41 Traffic Stops, 4 Citations Issued.

TOWN ADMINISTRATOR:

The Town Administrator reported that the RFP for the IT Team and the RFQ for Bridge Qualifications are due back next week. A meeting with Weston and Sampson is

scheduled for Thursday to provide a DEMO update. Coordination continues with George and local contractors to prepare requests for estimates for the KP Hall, and with John regarding the purchase of a town truck, working through GBPC to ensure the Town receives the best deal. The Administrator also corresponded with PRIMEX to confirm insurance coverage for the new ambulance and to discuss available training opportunities.

The first meeting of the Town Building Committee is planned for either September 30, 2025, or October 7, 2025, at 5:00 PM. In addition, the Administrator is assisting two residents in completing minor subdivision applications. The Town website has been updated to include a button and sign-up for volunteers, with plans to enhance the feature further and add email notifications for news alerts. The Administrator reminded the Board that job descriptions for all positions have been drafted and that work continues on the draft personnel policy.

Information regarding InvestNH 2.0 was provided to the Board, with encouragement for members to share ideas for potential applications. Finally, the Board clarified its position on the use of Town property for prospecting, reaffirming that the Town has historically not granted permission for motorized dredge operations on the river. Recent reports of such an operation on Town-owned property prompted the Board to restate its decision not to allow motorized access.

NEW BUSINESS:

- a) The Board reviewed the holiday schedule and agreed to move the Wednesday, November 26 meeting to Monday, November 24, and the Wednesday, December 24 meeting to Wednesday, December 17. All meetings will continue to be held at 5:00 PM at the Warren Town Hall.
- b) *C. Sackett moved to accept the deed waiver request for Map 228, Lot 017. The Administrator reported that this property owner paid the correct amount for redemption but funds were applied to the wrong tax years and the Tax Collector recommended waiver 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 a cemetery deed.
- d) The Administrator reported that the Town appears well positioned to receive an early tax rate. Most required reporting has been completed, the Trustees are finalizing their annual report, and the Water District is ahead of schedule compared to last year. The school has not indicated that it will cause a delay.
- e) The Administrator provided an update about the upcoming truck purchase. He reported three quotes had been anticipated for review; however, the final quote has not been received. Separately, the Board previously discussed putting the orange truck out to bid. Given the consistent problems with the larger truck over the past year and throughout the summer, staff recommends retaining the orange truck. The Board agreed to discuss the retention of the orange truck at a future meeting.

OLD BUSINESS:

- a) The Administrator reviewed correspondence from State Senator Tim McGough regarding HCPAC funding. Senator McGough indicated he would present the draft outline proposal to HCPAC at the next meeting to obtain initial feedback. The Town will then have an opportunity to respond to questions and present in person. If approved, funding would proceed to the Governor and Council for final authorization. Senator McGough noted that additional requests may be considered collectively and anticipated that the group would seek estimates and inquire about available local resources and other funding sources. The Board agreed to contact Senator Rochefort to request his assistance and support.
- b) The Administrator reported the FLAP Application is due November 3 and progress is paused until the RFQ for Bridge Engineering Services has been reviewed.
- c) The Administrator acknowledged a meeting scheduled for Thursday, September 18 and shared a message from Weston and Sampson relative to the project and timeline: "We're working on the design plans and the site restoration analysis. The design is tracking a little behind schedule because we are coordinating with shoreland permit process. I talked with our permit staff this week and let them know we need to finalize so we can stay on track to remove the buildings this year. I will keep you updated as the permit and design submittals are prepared."

CORRESPONDENCE:

The Board received an invitation to view the Water District Pump House and recaps of resident concerns related to Parks and Recreation, Emergency Management and grants, and KP Hall parking. A request for crosswalk painting was noted, with the work scheduled for 2026. Notification was received from DES regarding a subsurface wastewater system permit. The Board also received a HealthTrust public hearing notice and information about an upcoming Seller Impersonation Fraud Seminar hosted by the Grafton County Registry of Deeds.

NON-PUBLIC SESSION:

J. Hair 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 6:25 PM.

J. Hair moved to exit nonpublic session and return to public session at 6:29 PM. The motion was seconded by C. Sackett. Vote: McCartin – yes, Hair – yes, Sackett – yes, and the motion passed 3-0-0.

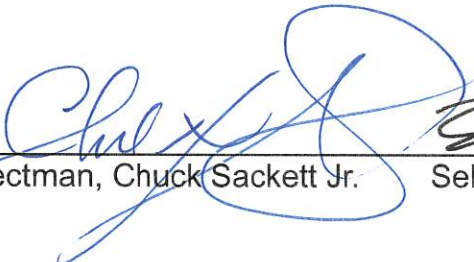
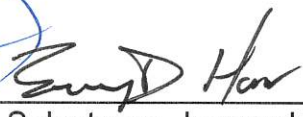
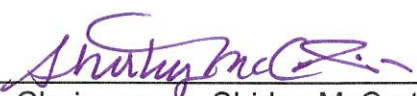
J. Hair moved to seal the minutes of the nonpublic session for 40 years, pursuant to RSA 91-A:3, III, as it was determined that the divulgence of the information discussed would likely adversely affect the reputation of an individual other than a member of the Board. Given the unique dynamics of a small-town 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 C. Sackett. Vote: McCartin – yes, Hair – yes, Sackett – yes, and the motion passed 3-0-0.

Prior to adjournment, the Board of Selectmen discussed the need for improved procedures to ensure the Town Hall is not damaged following rentals, noting concerns about scratches on the floor. The Administrator will work with the Facilities Manager to develop a clearer post-rental review process.

ADJOURN:

Chairwoman McCartin moved to adjourn the regular meeting of the Select Board. The motion was seconded by J. Hair. Vote: McCartin – yes, Hair – yes, Sackett – yes, and the motion passed 3-0-0. The Board adjourned at 6:35 PM.

		
Selectman, Chuck Sackett Jr.	Selectman, Jeremy Hair	Chairwoman, Shirley McCartin