

**WARREN BOARD OF
SELECTMEN REGULAR MEETING
Wednesday, September 3, 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, Fire Chief – Arthur Heath

Public Present: Kathy Archibald, Tracie Wheeler, Christine Hytinen, Tom and Lisa Mantz

SELECT BOARD MANIFEST: *J. Hair moved to approve the September 3, 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: *J. Hair moved to approve the August 20, 2025 minutes as written. C. Sackett seconded the motion. Vote: McCartin – yes, Hair – yes, Sackett – yes, and the motion passed 3-0-0. C. Sackett moved to approve the August 26, 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:

There was no public comment.

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 \$605,862.07 after tonight's approved manifest of \$25,380.36.

The Town of Warren Town Clerk Account balance is \$9,765.00.

The Tax Collections Account balance is \$436,017.94.

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 August 2025 (Printed Aug 28, 2025)

- a. \$28,348.28 has been collected in Gross Receipts for the month of August. (\$25,942.80 in principal; \$379.84 in interest and penalties; and \$2,025.64 in credits to be applied to 2025 P02 bill.)

Collections Summary for 2025 (1/1/2025 through 8/28/2025)

- a. \$1,983,560.83 has been collected in Gross Receipts for 2025. (\$1,958,560.83 in principal; \$10,446.33 in interest and penalties; and \$14,640.07 in credits to be applied to 2025 P02 bill.)

The Tax Collector informed the Board that 5 properties currently have liens from 2022 and older. Deeds will be executed at 5:00 PM on September 4, 2025.

BUILDINGS AND GROUNDS:

Manager George Russell was not present but submitted a written report. He noted that a snowblower was purchased for the library walkway and thanked Sheila for her assistance. He continues to help John move equipment and will be taking down the tents next week. Mr. Russell also reported that he helped move Old Home Day equipment into temporary storage at the Transfer Station.

At the Transfer Station, Mr. Russell reported that scrap metal and aluminum cans will soon be shipped out. One bale of plastic has been produced. In addition, two attendants will be visiting a large recycling facility in Rutland, Vermont through NH Recycles, formerly NRRA.

FIRE CHIEF:

Fire Chief Arthur Heath reported on recent department activity. The Board of Selectmen reviewed the safety inspection of the 2003 ambulance, formerly owned by the Warren Wentworth Ambulance Service, as well as the costs associated with equipping the vehicle with the necessary communication equipment. *C. Sackett moved to accept the 2003 ambulance from Warren Wentworth Ambulance Service. J. Hair seconded the motion. Vote: McCartin – yes, Hair – yes, Sackett – yes, and the motion passed 3-0-0.*

TOWN ADMINISTRATOR:

Town Administrator Austin Albro reported that he attended Primex's FEMA Public Assistance and Hazard Mitigation workshop with EMD C. Sackett on August 28. He noted that the Timber for Transit grant application for 2025 was not completed and acknowledged that the RFQ for Bridge Engineering Services had been finalized. He also reported on ongoing grant management activities.

NEW BUSINESS:

- a) The Board reviewed and signed the MS-1: Summary Valuation prepared by the Assessor. The Administrator acknowledged that the total value of the Town decreased by approximately \$2,000,000 from \$110,579,497 to \$108,444,120. He reported that the total value of utilities decreased \$3,180,500.

- b) The Board reviewed the MS-434: Revised Revenues prepared by the Town Administrator. The Administrator reported that overall estimated revenues are on track, noting that sanitation revenue, investment interest, and Rooms & Meals are exceeding expectations, while timber tax revenue is lower than anticipated.
- c) The Board reviewed and signed the Grafton Regional Development Corporation Annual Meeting proxy statement.
- d) The Board reviewed the RFP for IT Services.
- e) The Board reviewed the RFQ for Bridge Engineering Services. C. Sackett noted that the Town may want to consider retaining the Town-owned parcel of land abutting the bridge when planning for future Chase Road bridge repairs. The Board, Town Administrator, and members of the public discussed a potential funding opportunity through the State of New Hampshire. The Administrator explained that the funding pool is designed to help New Hampshire residents with access to medical care, transportation, and food security. He noted that he is working with Ed Shanshala, CEO of Ammonoosuc Community Health Services, on a concept paper outlining how this funding could help the Town of Warren ensure reliable access to food and medical care. The community discussed possible improvements to the KP Hall, recognizing its role as an existing community hub, while also noting the need for renovations, high-efficiency equipment, and a generator to ensure uninterrupted access to the Food Pantry. Additional discussion focused on the need for emergency equipment for the Fire Department and on launching community initiatives to improve education and safety. Ideas included placing AEDs at popular local businesses, providing reimbursement for training expenses, and considering future needs once the non-transport ambulance license is obtained. The Administrator thanked everyone for their input and acknowledged the uncertainty surrounding the availability of potential grant funding.

OLD BUSINESS:

- a) The Administrator reported on the results of the Public Hearing regarding the potential purchase of 446 NH Route 25. The overwhelming sentiment of the community was not to proceed with petitioning the court to hold a special town meeting to raise \$450,000 for the purchase of the former ambulance service building.
- b) The Administrator stated that he is looking forward to the responses to the RFQ for Bridge Engineering Services.
- c) The Administrator provided a brief update on the demolition design, bidding, and oversight for the Main Street demolition project and noted that more information will be available later this month

CORRESPONDENCE:

- a) The Board reviewed recent correspondence.

NON-PUBLIC SESSION:

C. Sackett moved to enter into nonpublic session, in accordance with RSA 91-A:3 II (a). 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 6:02 P.M.

J. Hair moved to exit nonpublic session and return to public session at 6:33 P.M. 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.

ADJOURN:

C. Sackett 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