

**WARREN BOARD OF
SELECTMEN REGULAR MEETING
Wednesday, February 4, 2026**

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.

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

Public Present: Tom and Lisa Mantz, Christina Hytenin, Peter Boncek, Kathy Archibald

SELECT BOARD MANIFEST: *J. Hair moved to approve the February 4, 2026 manifest. C. Sackett seconded the motion. Vote: McCartin – yes, Hair – yes, Sackett – yes, and the motion passed 3-0-0.*

APPROVAL OF MINUTES: *S. McCartin moved to approve the January 21, 2026 minutes as written. J. Hair seconded the motion. Vote: McCartin – yes, Hair – yes, Sackett – yes, and the motion passed 3-0-0.*

PUBLIC COMMENT:

Karen Youngman requested that the Board of Selectmen look into improving the signage at the intersection of Gould Hill, Pine Hill, and Swain Hill Roads. The Board agreed to relay her concerns to the Road Agent.

Don Bagley asked whether Selectman Sackett had a sound system and microphone available for Town Meeting. Selectman Sackett confirmed that he would bring his equipment to Town Meeting.

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 \$524,388.36 after tonight's approved manifest of \$38,634.88. The January reconciliation reports were provided for review.

The Town of Warren Town Clerk Account balance is \$3,635.50. The January reconciliation reports were provided for review.

The Tax Collections Account balance is \$649,079.33. The January reconciliation reports were provided for review.

The Town received the 3rd quarter Highway Block Grant in the amount of \$7,622.90.

Paul Mercier was in the office on January 27th for the preliminary audit 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 January 2026 (Printed February 4, 2026)

- a. \$90,139.90 has been collected in Gross Receipts for the month of January. (\$88,077.96 in principal; \$707.09 in interest and penalties; and \$1,354.85 in credits to be applied to 2026 P01 bill.)

Year to Date Collections Summary (Printed February 4, 2026)

- a. \$90,139.90 has been collected in Gross Receipts. (\$88,077.96 in principal; \$707.09 in interest and penalties; and \$1,354.85 in credits to be applied to 2026 P01 bill.)

BUILDINGS AND GROUNDS:

Facilities Manager George Russell was not present at the meeting; however, a written report was provided. Mr. Russell reported that additional electrical outlets were installed at the Town Hall to accommodate election equipment. He noted ongoing issues with the Town Hall septic system and supplied the Board with additional information regarding the matter. He further stated that all Town septic systems are scheduled to be pumped in May. Mr. Russell has also been plowing and sanding as needed.

Regarding the Transfer Station, Mr. Russell reported that he will soon begin preparing the annual reports required by the New Hampshire Department of Environmental Services. One bale of cardboard has been produced, and a bale of plastic is currently in production. He concluded by noting that snowbanks at the Transfer Station have been pushed back to improve site conditions.

FIRE CHIEF:

Fire Chief Arthur Heath reported on recent department activity, including responses to several medical calls. On January 30, the Department responded to a fire alarm at the Glenclyff Home. On February 4, crews responded to a structure fire on Route 118. Also on February 4, 2026, the Department responded to a report of a fall on ice.

POLICE CHIEF:

Chief John Semertgakis provided the Board of Selectmen with a summary of recent department activity. He reported that all required police compliance reports for 2025

have been submitted.

The Chief responded to a report of criminal mischief on High Street involving an illegal entry into a residence. The New Hampshire State Police responded to a reported motor vehicle collision on Beech Hill Road, which may have been caused by a dropped cell phone. State Police also handled a single-vehicle, minor motor vehicle collision at the intersection of Route 118 and Ravine Lodge Road; no injuries were reported.

A report of a suspicious vehicle on Fish Hatchery Road described a gray SUV with a possibly impaired operator; the vehicle was not located. The Chief completed a VIN verification for a vessel on Stimson Road and, separately, a VIN verification for a boat trailer on Stimson Road. He conducted 17 traffic stops, resulting in one citation issued.

TOWN ADMINISTRATOR:

The Town Administrator reported on recent activity and stated that the annual reporting and closeout process for the Assistance to Firefighters Grant has been completed. The Hazard Mitigation Grant update was submitted to New Hampshire Homeland Security and Emergency Management, and the Town's 1099 forms were finalized. The Administrator also noted a productive meeting with the Town's former auditor, Paul Mercier.

The Administrator informed the Board and those in attendance that an error occurred during reporting to the New Hampshire Department of Revenue Administration (DRA), which resulted in taxpayers being asked to raise approximately \$44,000 less than originally anticipated. The Administrator acknowledged the mistake and further reported that the Town maintained a healthy fund balance and strong cash flow position, and that taxpayers ultimately benefited from a lower tax impact despite the reporting error.

In closing, the Administrator read an email from Paul Mercier and acknowledged his recognition and compliment of the Town's team. "Hi Austin, I just wanted to say that I really enjoyed with you all yesterday. You've got an effective team of elected officials and department heads that together make up a resource truly dedicated to the community. It's not often you find that kind of synergy and so I appreciate the opportunity to be a small part of your success."

NEW BUSINESS:

- a) The Board reviewed the Recommendation Memorandum prepared by Weston & Sampson relative to the Main Street Demolition projects. After review, C. Sackett moved to award the Main Street Demolition contract to S&R Corporation. S. McCartin seconded the motion. Vote: McCartin – yes, Hair – yes, Sackett – yes, and the motion passed 3-0-0.
- b) The Board of Selectmen reviewed and signed the 2026 mapping contract with

- CAI Technologies.
- c) The Board of Selectmen reviewed and signed the 2025 Audit Engagement Letter.
 - d) There was brief discussion regarding necessary IT upgrades recommended by the Town's new IT provider, Onsite Computer Services. *S. McCartin moved to authorize the vendor to complete necessary upgrades. J. Hair seconded the motion. Vote: McCartin – yes, Hair – yes, Sackett – yes, and the motion passed 3-0-0.*
 - e) The Board reviewed and signed a number of Land Use Change Tax Warrants as prepared by the Town's contracted assessor, KRT Appraisal.

OLD BUSINESS:

- a) The Town Administrator reported that he spoke earlier in the day with Ed Shanshala, Chief Executive Officer of Ammonoosuc Community Health Services, and noted that Mr. Shanshala is actively working to identify grant funding opportunities to support the Warren–Wentworth Food Pantry. Selectman Sackett then requested an update from members of the Warren–Wentworth Ambulance Service Board of Directors regarding the status of the building. Peter Boncek, Chairman of the Warren–Wentworth Ambulance Service Board, stated that a showing of the building is scheduled for Monday. He further reported that the Board will also be meeting on Monday to discuss matters related to the tenancy of the Warren–Wentworth Food Pantry.
- b) Selectman Hair reported that the EMS Regionalization group, comprised of representatives from Dorchester, Hebron, Rumney, Wentworth, and Warren, met on February 3 and provided a brief update on recent activity and ongoing discussions.
- c) The Town Administrator reminded those in attendance of the February 18 public hearing to discuss proposed Town bonding in excess of \$100,000, as required by State statute. The hearing will begin at 6:00 PM immediately following the regular meeting of the Select Board.
- d) The Select Board reviewed additional warrant articles proposed for Town Meeting, including a modification to the Tax Credit for Service-Connected Total Disability. The Town Administrator explained that recent changes to State law provide that recipients of the Service-Connected Total Disability credit are no longer eligible to also receive the Standard Veterans Credit. The Board agreed to include an article on the warrant to amend the Total Disability credit accordingly. The Board also agreed to include warrant articles authorizing the Tax Collector to accept prepayment of taxes. Additional discussion occurred regarding the acceptance of electronic payments.
- e) Regarding a proposal from Habitat for Humanity, the Board discussed the Town's authority to convey tax-deeded property by means other than sealed bid or public auction. Selectman Sackett stated that he was interested in gauging the community's level of support for the Habitat for Humanity proposal. He acknowledged that the Town should seek to recover, at a minimum, the principal amount of taxes owed, but expressed that he did not believe the Select Board

should exercise such authority without prior voter approval.

- f) The Town Administrator informed the Board of a petitioned warrant article reading: "To see if the Town will vote to raise and appropriate the sum of \$75,000 to acquire a certain tract of land known as Map 240, Lot 138, for the future construction of a public safety building." The petitioner, Fire Chief Arthur Heath, addressed the Board and explained the intent of the article. The Town Administrator disclosed that Map 240, Lot 138 is his personal, privately owned property, located beside the Town Hall and across the street from the Rocket.

CORRESPONDENCE:

The Board reviewed recent correspondence.

NON-PUBLIC SESSION:

J. Hair moved to enter into nonpublic session, in accordance with RSA 91-A:3, II(c) to discuss matters that may adversely affect the reputation of a person other than a member of the Board. The motion was seconded by S. McCartin. Vote: McCartin – yes, Hair – yes, Sackett – yes, and the motion passed 3-0-0. The Board entered into nonpublic session at 6:12 P.M.

S. McCartin moved to leave nonpublic session and return to public session at 6:26 P.M. The motion was seconded by J. Hair. Vote: McCartin – yes, Hair – yes, Sackett – yes, and the motion passed 3-0-0.

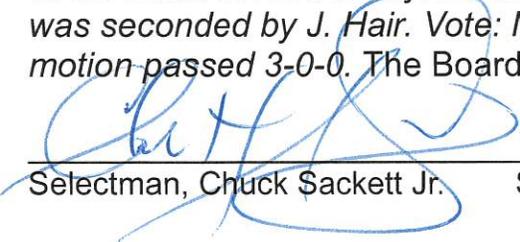
J. Hair moved to seal the minutes for 40 years stating that divulgence of the information discussed would likely adversely affect the reputation of an individual beyond a short-term period and that extended sealing was necessary to protect this individual's long-term reputation. The motion was seconded by S. McCartin. Vote: McCartin – yes, Hair – yes, Sackett -yes, and the motion passed 3-0-0.

S. McCartin moved to approve municipal welfare assistance as discussed in nonpublic session. The motion was seconded by J. Hair. Vote: McCartin – yes; Hair – yes; Sackett – yes. Motion passed 3-0-0.

Prior to adjournment, the Board discussed the potential inclusion of a warrant article to gauge the Town's interest in supporting the Food Pantry, including the possible use of Town-owned buildings. The Administrator clarified that the Town does not currently have the capacity to manage Food Pantry operations.

ADJOURN:

S. 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 7:20 PM.


Selectman, Chuck Sackett Jr.


Selectman, Jeremy Hair


Chairwoman, Shirley McCartin