

**WARREN BOARD OF
SELECTMEN REGULAR MEETING
Wednesday, April 1, 2026**

CALL TO ORDER:

Selectman 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 and Chuck Sackett

Town Staff/Officials Present: Town Administrator – Austin Albro, Treasurer – Sheila Foote, Fire Chief – Arthur Heath, Police Chief – John Semertgakis, Road Agent – John Corso, Tax Collector – Maria Sanders, Deputy Tax Collector – Karen Youngman, Trustee of Trust Funds – Heather Sackett, Trustee of Trust Funds – Kathy Benassi, Cemetery Trustee – Don Bagley

Public Present: Tom and Lisa Mantz, Butch Youngman

SELECT BOARD MANIFEST: *C. Sackett moved to approve the March 18, 2026 manifest. S. McCartin seconded the motion. Vote: McCartin – yes, Sackett – yes, and the motion passed 2-0-0.*

APPROVAL OF MINUTES: *C. Sackett moved to approve the March 18, 2026 minutes as written. S. McCartin seconded the motion. Vote: McCartin – yes, Sackett – yes, and the motion passed 2-0-0.*

PUBLIC COMMENT:

Cemetery Trustee Don Bagley informed the Board that the Cemetery Trustees had recently met and that signs would be ordered to identify each cemetery. Selectman Sackett asked for an update regarding the plan to maintain Pine Hill Cemetery this year. Don explained that there would be no changes. Selectman Sackett encouraged the Cemetery Trustees to adhere to the Town's procurement policy and indicated that expenses over \$1,000 must be put out to bid. The Administrator clarified that the threshold for the bid requirement was \$10,000.

Library Trustee Sheila Foote informed the Board that the library had recently installed a generator and switched fuel companies.

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 \$183,304.48 after tonight's approved manifest of \$29,640.22.

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

The Tax Collections Account balance is \$672,204.69.

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 March 2026 (Printed March 30, 2026)

- a. \$57,874.37 has been collected in Gross Receipts. (\$54,887.17 in principal; \$1,696.16 in interest and penalties; and \$1,291.04 in credits to be applied to 2026 P01 bill.)

Year to Date Collections Summary (Printed March 30, 2026)

- a. \$178,252.20 has been collected in Gross Receipts. (\$171,196.77 in principal; \$3,037.76 in interest and penalties; and \$4,017.67 in credits to be applied to 2026 P01 bill.)

The Tax Collector provided a list of other important dates:

April 20, 2026: Lien notices for properties with outstanding 2025 balances will be mailed.

May 25, 2026: Liens will be executed for properties with outstanding 2025 tax balances.

June 1, 2026: Deed notices will be mailed for properties with 2023 liens.

July 6, 2026: Deed execution will occur at 3:00 PM for properties with 2023 liens.

The Tax Collection Office is expanding its hours to the public and will be open Mondays from 2:00 to 4:00 PM, as well as, Thursdays from 4:00 to 6:00 PM.

BUILDINGS AND GROUNDS:

Facilities Manager George Russell was not present at the meeting; however, a written report was submitted. A new utility trailer for the mower was purchased. Dave and Karen O'Rourke have expressed a willingness to assist the Town with plant relocation while the Town Hall septic system is serviced later this spring. G. Russell reported some spring cleanup as well.

Regarding the Transfer Station, Mr. Russell reported that scrap metal was shipped out. The new groundwater monitoring well is scheduled to be drilled by the end of April. G. Russell thanked the Town Administrator for his help in completing the annual reporting. One bale of plastic was produced, and a bale of cardboard is in production. Summer hours begin today, and the Transfer Station will be open on Wednesdays from 2:00 to 6:00 PM until mid-October.

ROAD AGENT:

Road Agent John Corso was present at the meeting and provided an update to the

Board. He explained that the Town had a good mud season and expressed relief that there were no frozen culverts and no need to plow mud. The Road Agent stated that his intention was to address areas of concern on Breezy Point Road using the money approved at Town Meeting in the 2025 budget. Selectman Sackett encouraged the Road Agent to improve the entirety of the road, or as much of it as the warrant article funding would allow. The Road Agent explained that the grader had been having problems recently. Selectman Sackett indicated that he would like to continue the conversation about what to do with the orange truck at a future meeting.

FIRE CHIEF:

Fire Chief Arthur Heath reported on recent department activity. This included a call for a sick person on March 31.

POLICE CHIEF:

Police Chief John Semertgakis reported on recent department activity.

TOWN ADMINISTRATOR:

The Town Administrator provided a brief report on recent activity, noting that he had been managing day-to-day operations and addressing resident requests. The Administrator explained that he continues to work on reporting for DRA, HealthTrust, and Primex. The .Gov in a Box grant meeting was rescheduled for Monday, April 14. The Administrator explained that he had received the Plymouth Fire Rescue contract for renewal and that he would provide it to the Board for review and approval at a future meeting.

The Administrator explained that he was processing inventory forms and that quite a few were destroyed in the mail and had to be resent. The Administrator also noted that he was working on preparing for the 2025 audit. Finally, the Administrator informed the Board that he would be attending the Primex Risk Management Summit on June 3 and 4. Employees and elected officials have been encouraged to attend.

NEW BUSINESS:

- a) The Administrator informed the Board and audience that Ammonoosuc Community Health Services and Habitat for Humanity had partnered to construct a permanent home for the food pantry on property beside the Mt. Moosilauke Health Center. Don Bagley provided additional logistical information, indicating that a backup location was available in the event that construction was not complete.
- b) *C. Sackett nominated Don Bagley to serve as E-911 Coordinator. S. McCartin seconded the motion. The term will expire March 17, 2027. Vote: McCartin – yes, Sackett – yes, and the motion passed 2-0-0.*
- c) *C. Sackett nominated David Heath to serve as Cemetery Sexton S. McCartin seconded the motion. The term will expire March 17, 2027. Vote: McCartin – yes, Sackett – yes, and the motion passed 2-0-0.*
- d) *S. McCartin nominated Chuck Sackett to serve as Emergency Management*

Director. S. McCartin seconded the motion. The term will expire March 17, 2027. Vote: McCartin – yes, Sackett – yes, and the motion passed 2-0-0.

- e) *C. Sackett nominated Michael Clark to serve as Health Officer. S. McCartin seconded the motion. The term will expire March 17, 2027. Vote: McCartin – yes, Sackett – yes, and the motion passed 2-0-0.*
- f) The Board reviewed and signed Right of Way Permit Authorization for S&R Corporation for the Main Street Demolition projects.

OLD BUSINESS:

- a) The Administrator explained the contractors were working on permitting and that recent weekly meetings were cancelled.

CORRESPONDENCE:

The Board reviewed recent correspondence.

NON-PUBLIC SESSION:

C. Sackett moved to enter into nonpublic session in accordance with RSA 91-A:3, II(c). The motion was seconded by S. McCartin. Vote: McCartin – yes, Sackett – yes, and the motion passed 2-0-0. The Board entered nonpublic session at 5:24 PM.

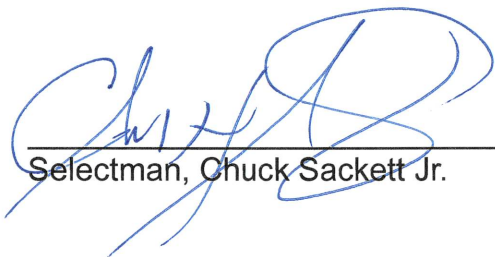
C. Sackett moved to exit nonpublic session and return to public session at 5:26 PM. Vote: McCartin – yes, Sackett – yes, and the motion passed 2-0-0.

S. McCartin moved to seal the minutes of the nonpublic session for 40 years pursuant to RSA 91-A:3, III, as it was determined that 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 was essential to preserving the privacy, dignity, and reputation of the individual involved. The motion was seconded by C. Sackett. Vote: McCartin – yes, Sackett – yes, and the motion passed 2-0-0.

Upon returning to public session, the Board took action to approve a payment plan for delinquent taxes discussed during the nonpublic session.

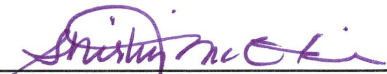
ADJOURN:

C. Sackett moved to adjourn the regular meeting of the Select Board. The motion was seconded by S. McCartin. Vote: McCartin – yes, Sackett – yes, and the motion passed 2-0-0. The Board adjourned at 5:28 PM.



Selectman, Chuck Sackett Jr.

Chairman, Jeremy Hair



Selectman, Shirley McCartin