

Agenda  
Warren Selectboard  
6:00 PM  
Via Zoom  
April 28, 2020

6:00 PM – Public Comment

6:15 PM – COVID-19 Update

6:30 PM – Jito Coleman – Warren Conservation Commission – Planning for Future

6:45 PM – Town Officials Appointments

6:48 PM – Approval of Minutes April 21, 2020 & Minutes of April 20, 2020

6:50 PM – Approval of Payable Warrant and Payroll Warrant

6:55 PM – Other Business

Approval of Liquor License for Cori Ridge (Sugarlodge) 1st Class, Outside Camp.

USFS - Warren Falls

Cell Phone Policy - Camilla

Randall Email

\*\*Agenda Subject to Change\*\*

Local Emergency management

\*\*Meeting ID: 456 874 542\*\*

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**Minutes of April 28, 2020**

Warren Selectboard

6:00 PM

VIA Zoom

**Members Present:** Andrew Cunningham, Chair, Bob Ackland, Vice Chair, Randy Graves, Camilla Behn & Luke Youmell.

**Others Present:** Jeff Campbell, Dave Ellison, Ellen Kucera, Tony (TV44/45), & Cindi Jones.

**6:05 PM** – Meeting called to order by Mr. Cunningham.

**6:08 PM – Public Comment** – Mr. Ellison and Ms. Kucera, Warren Library Trustee's, announced that they are re-opening curbside service at the Library beginning Monday, May 4, 2020 with the guidelines provided by the last Governors Order. The Library will not be accepting returns at this point.

**6:10 PM – COVID-19 Update – Jeff Campbell** – Mr. Campbell reported that the curve is flattening in the State of Vermont. There were 862 positive tests today, 47 deaths and 15,000 people have been tested. The food supply chain for meats is getting short due to the processing plants shutting down from the COVID-19 as workers have been infected. There are no shortages on milk, butter or cheese and the produce supply is strong. The Toilet paper sell out, seems to be getting better as stores are getting some toilet paper in. The Food Shelf is down in taking requests for food as well.

**6:15 PM – Local Emergency Operation Plan** – Mr. Campbell presented to the board the updated version that has to be approved and signed and sent to the State by May 1, 2020. He did make corrections in names, phone numbers, and the list of vulnerable population. Mr. Cunningham commented that Mr. Campbell reached out to him to ask if he still wanted to be the Emergency Management Director. Mr. Campbell commented that in other Valley Towns the Selectboard Chair does not serve in that capacity. Mr. Cunningham commented that it made more sense for Mr. Campbell to serve in that capacity as he has had the training and has been doing all the work. The board felt that they did not need to fill the Emergency Management Coordinator at this time. Mr. Ackland asked about other open positions such as the Planning Commission Vacancy. Ms. Behn commented that the Planning Commission has had an in the Valley Reporter and on the web advertising the open vacancy.

Motion by Mr. Ackland to approve the Local Emergency Operations Plan as presented and appoint Mr. Campbell as the Emergency Management Director, second by Ms. Behn. All in Favor: VOTE: 5-0.

**6:20 PM** – Motion by Mr. Ackland to approve the Town Officials Appointments as presented from the email of 4/21/2020, second by Mr. Graves. All in Favor: VOTE: 5-0.

**6:25 PM – Other Business:**

USFS – Forest Service Email Regarding Warren Falls – The board discussed the email that Christopher Mattrick, District Ranger, had sent regarding their position on opening Warren Falls. Mr. Mattrick wanted the Selectboard's perspective on keeping it closed. The Forest Service's regional office is being encouraged to keep facilities closed due to the COVID-19 for the time being. Warren Falls is one with the presence of a gate that would be considered a closed facility. The boards stance was that the Forest should keep it closed and open it when they consider it is safe to.

**6:30 PM – Susan Randall – Tyler Pope Property – Prickly** – Ms. Randall sent an email to the board about getting back to the offer of \$5,000 for the property that the Town currently owns due to a tax sale. She stated that she had walked the property and that there is quite a lot of debris that is actually quite a liability, that was left there from when the house burned down. She is asking if the Town of Warren would be willing to assist her with a clean up of all this health hazard prior to her buying the lot. She was asking if the Town would be willing to assist in the cleanup or if not, deduct the cost of her hiring someone to clean it up. Mr. Cunningham commented that he had walked the property and there is house debris, tin roofing scattered around the property. He did not see any perk testing sites recently and wasn't sure if it would perk. He commented it is a liability but more research needs to be done.

**6:40 PM – Jito Coleman – Warren Conservation Commission – Planning for Future** – Mr. Coleman wanted to update the board on what could be done given that the knot weed plans in the budget have been put on a hold. He did comment there are a few things that can be done that don't require much money and that volunteers could do. The first thing that can be done is starting the knot weed lab with volunteers and an intern for \$600. It involves asking the Town Road Crew for a man and the backhoe for ½ day to clean up the dump, covering with plastic and burning up the tops. Mr. Coleman will coordinate with the Road Crew for clean up as the Selectboard felt that the crew had time to do this.

The second part would be asking the Road Crew to haul two loads of contaminated knotweed from a ditching area and hauling it to the parcel, dumping it, spreading it out in a thin layer so the Warren Conservation Commission could experiment in killing it.

The third thing they were doing was have some things incorporated in the revised zoning rewrite to have the Wildlife Corridor represented. They had a meeting with the ANR and with the backup of the Wildlife Corridor Study, the ANR felt that they had some good backup to incorporate into the Zoning Re-write. The Warren Conservation Commission is sending back a request to the Planning Commission for their review.

**6:50 PM** – Mr. Cunningham commented that he received an email from Jon Jamieson, Waitsfield Selectboard Member, that there is currently in the senate a bill that Towns would be able to move their tax bill deadlines, waive interest and penalties and reduce their voted budget approved by the Town voters. They cannot change the education rates or what the state says is due. The State is still sticking firm that they receive the money when it is due, and pay the amount as shown.

**6:55 PM** – Cell Phone Policy – Deferred.

**6:52 PM – Approval of Minutes for April 20, 2020** – Motion by Mr. Youmell to approve the Minutes of April 20, 2020, second by Mr. Ackland. All in favor: VOTE 5-0.

**6:54 PM** – Approval of Minutes for April 21, 2020 – Motion by Mr. Youmell to approve the Minutes of April 21, 2020, second by Mr. Ackland. All in Favor: VOTE: 5-0.

**6:56 PM – Approval of Payroll Warrant** – Motion by Mr. Ackland to approve the payroll warrant as presented for \$8,697.68, second by Ms. Behn. All in Favor: VOTE: 5-0.

**7:00 PM** – Motion by Mr. Ackland to approve the accounts payable warrants as presented for \$47,746.23, second by Ms. Behn. All in Favor: VOTE: 5-0.

**7:05 PM** – Approval of Cori Ridge (Sugar Lodge) Liquor License Renewal – Motion by Mr. Ackland to approve the First Class and Outside Consumption Permit for Cori Ridge (Sugar Lodge), as presented, second by Mr. Graves. All in Favor: VOTE: 5-0.

**7:08 PM** – Approval of Education Warrant for \$1,468,155.00 – Motion by Mr. Youmell to approve the education payment warrant as presented for \$1,468,155.00, second by Mr. Ackland. All in Favor: VOTE: 5-0.

**7:09 PM – Other business Again –**

Regular Meeting Schedule – Ms. Behn asked if the board was going to keep having the weekly Tuesday meetings at 6:00 or go back to its 2<sup>nd</sup> and 4<sup>th</sup> Tuesday Meeting Schedule. The board discussed and wanted to keep the regular Tuesday Zoom Meetings starting at 6:00PM until May 15<sup>th</sup>.

**7:10 PM** – Motion by Mr. Cunningham to go into executive session to discuss personnel, second by Ms. Behn. All in Favor: VOTE: 5-0.

**7:52 PM** – Motion by Mr. Ackland to leave executive session, second by Mr. Behn. All in Favor: VOTE: 5-0.

Motion by Mr. Youmell to terminate Raemon Weston's employment with the Town effective April 27, 2020 for failure to meet the requirements laid out in a performance improvement plan delivered June 25, 2019, second by Mr. Ackland. All in Favor: VOTE: 5-0.

Motion by Ms. Behn to deliver a letter of reprimand to Mr. Christopher Kathan, second by Mr. Graves. VOTE: 3-2 For: Andrew Cunningham Chair, Randy Graves & Camilla Behn. Against: Bob Ackland, Vice chair & Luke Youmell.

**8:05 PM** – Motion by Mr. Youmell, second by Mr. Ackland. All in Favor: VOTE: 5-0.

Minutes Respectfully Submitted by,  
Cindi Jones, Warren Town Administrator

The Warren Selectboard

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Andrew Cunningham, Chair

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Bob Ackland, Vice Chair

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Randy Graves

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Camilla Behn

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Luke Youmell

Signature: andrew cunningham  
andrew cunningham (May 8, 2020)

Email: propertymanagement@gmavt.net

Signature: Randall Graves  
Randall Graves (May 6, 2020)

Email: turnradius@gmail.com

Signature: Camilla W Behn  
Camilla W Behn (May 8, 2020)

Email: ccbehn@gmavt.com

Signature: Robert M Ackland  
Robert M Ackland (May 8, 2020)

Email: ackland@gmavt.com

Signature: Luke Youmell  
Luke Youmell (May 8, 2020)

Email: luke@birddogvt.com












# warrenvt-bos-minutes20200428

Final Audit Report

2020-05-08

Created:	2020-05-06
By:	Cindi Jones (cjones@warrenvt.org)
Status:	Signed
Transaction ID:	CBJCHBCAABAAUYeROs9MeBkFkBl1bGZvm9QmTkuEeYGY

## "warrenvt-bos-minutes20200428" History

-  Document created by Cindi Jones (cjones@warrenvt.org)  
2020-05-06 - 10:28:38 AM GMT- IP address: 69.54.29.15
-  Document emailed to andrew cunningham (propertymanagement@gmavt.net) for signature  
2020-05-06 - 10:28:51 AM GMT
-  Email viewed by andrew cunningham (propertymanagement@gmavt.net)  
2020-05-08 - 3:26:31 PM GMT- IP address: 68.142.61.138
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Signature Date: 2020-05-08 - 3:29:42 PM GMT - Time Source: server- IP address: 68.142.61.138
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Signature Date: 2020-05-08 - 4:52:57 PM GMT - Time Source: server- IP address: 65.19.74.47
-  Document emailed to Luke Youmell (luke@birddogvt.com) for signature  
2020-05-08 - 4:53:00 PM GMT



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2020-05-08 - 5:24:43 PM GMT- IP address: 66.102.8.115



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2020-05-08 - 5:25:06 PM GMT



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Document e-signed by Camilla W Behn (ccbehn@gmavt.com)

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Signed document emailed to Luke Youmell (luke@birddogvt.com), Camilla W Behn (ccbehn@gmavt.com), andrew cunningham (propertymanagement@gmavt.net), Robert M Ackland (ackland@gmavt.com), and 2 more

2020-05-08 - 8:17:36 PM GMT



Adobe Sign

## Cindi Jones

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**From:** Andrew Cunningham <propertymanagement@madriver.com> on behalf of Andrew Cunningham  
**Sent:** Tuesday, April 28, 2020 8:21 PM  
**To:** Cindi Jones  
**Subject:** Exec session data 4/28/20

Hi Cindi, Here are the particulars from this evenings exec:

Motion to leave executive session by Bob, 2nd Camilla. 7:52. All in Favor

Motion by Luke to terminate Raemon Weston's employment with the Town effective April 27, 2020 for failure to meet requirements laid out in a performance improvement plan delivered June 25, 2019. 2nd by Bob. All in favor at 7:56

Motion by Camilla to deliver a letter of reprimand to Chris Kathan 2nd Randy approved by a 3-2 vote at 8:03

Motion to adjourn by Luke, 2nd Bob. All in favor. 8:05

Andy

## Cindi Jones

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**From:** Mattrick, Christopher J -FS <christopher.mattrick@usda.gov> on behalf of Mattrick, Christopher J -FS  
**Sent:** Monday, April 27, 2020 9:25 AM  
**To:** Cindi Jones  
**Subject:** RE: Warren Falls - Covid 19

Thanks Cindi. I would be interested in the perspective of the selectboard.



**Christopher Mattrick**  
**District Ranger**

**Forest Service**

Rochester and Middlebury Ranger Districts, Green Mountain and Finger Lakes National  
Forests

**p: 802-767-4261 x5513**

**c: 802-353-4858**

**f: 802-767-4777**

christopher.mattrick@usda.gov

99 Ranger Road  
Rochester, VT 05767  
[www.fs.fed.us](http://www.fs.fed.us)



Caring for the land and serving people

The mission of the United States Forest Service mission is to sustain the health, diversity, and productivity of the Nation's forests and grasslands to meet the needs of present and future generations.

**From:** Cindi Jones [mailto:cjones@warrenvt.org]  
**Sent:** Thursday, April 23, 2020 9:52 AM  
**To:** Mattrick, Christopher J -FS <christopher.mattrick@usda.gov>  
**Subject:** RE: Warren Falls - Covid 19

Hi Chris,



**Christopher Mattrick**  
**District Ranger**

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At this point in time you are responsible for the facility and if your guidelines say keep it close then do. If they are parking off road the way they are supposed to, it should not be an issue to keep it closed until the May 15<sup>th</sup> Stay & At Home Order from the Governor. Have you also thought about putting some social distancing guidance document on the information board there? We or you are not going to be able to control the area once nice weather for swimming comes. People will have to take their own responsibility for keeping safe distancing. It will be the same in all the other swimming/recreational area's as well around the Valley. If they don't park correctly, the VSP and Sherriff can ticketing them and have them towed. At this point in time there is not much we can do.

I can forward this email to the board and see what they have for comments as well.

Have a great day!

Cindi

**From:** Mattrick, Christopher J -FS <[christopher.mattrick@usda.gov](mailto:christopher.mattrick@usda.gov)>

**Sent:** Thursday, April 23, 2020 9:24 AM

**To:** Cindi Jones <[cjones@warrenvt.org](mailto:cjones@warrenvt.org)>

**Subject:** Warren Falls - Covid 19

Hi Cindi,

Hope you are holding up in these strange times we are living in and staying healthy. We are rapidly approaching the time when we would normally swing road gates – including the gate at Warren Falls. We have been observing that people are beginning to visit the site even on moderately pleasant days already and parking on the street.

Due to the Covid 19 – we are being encouraged by our regional office to keep facilities that are currently closed – closed for the time being. Warren Falls due to the presence of the gate would be considered a closed facility. I am also concerned about visitors either not being able to social distance at the site, or simply not obey the order.

I am trying to weigh encouraging public health (and my staff's) protection by leaving the gate closed against public safety (someone causing an incident on the road – parking on Route 100). I would be interested if the Town or you have any thoughts on this matter.

Be well.

Chris

# The Vermont Statutes Online

## **Title 20 : Internal Security And Public Safety**

### **Chapter 001 : Emergency Management**

(Cite as: 20 V.S.A. § 6)

#### **§ 6. Local organization for emergency management**

(a) Each town and city of this state is hereby authorized and directed to establish a local organization for emergency management in accordance with the state emergency management plan and program. Except in a town that has a town manager in accordance with chapter 37 of Title 24, the executive officer or legislative branch of the town or city is authorized to appoint a town or city emergency management director who shall have direct responsibility for the organization, administration, and coordination of the local organization for emergency management, subject to the direction and control of the executive officer or legislative branch. If the town or city that has not adopted the town manager form of government and the executive officer or legislative branch of the town or city has not appointed an emergency management director, the executive officer or legislative branch shall be the town or city emergency management director. The town or city emergency management director may appoint an emergency management coordinator and other staff as necessary to accomplish the purposes of this chapter.

(b) Except as provided in subsection (d) of this section, each local organization for emergency management shall perform emergency management functions within the territorial limits of the town or city within which it is organized, and, in addition, shall conduct such functions outside of the territorial limits as may be required pursuant to the provisions of this chapter and in accord with such regulations as the governor may prescribe.

(c) Each local organization shall participate in the development of an all-hazards plan with the local emergency planning committee and the public safety district.

(d) Each local organization shall annually notify the local emergency planning committee on forms provided by the state emergency response commission of its capacity to perform emergency functions in response to an all-hazards incident. Each local organization shall perform the emergency functions indicated on the most recently submitted form in response to an all-hazards incident. (Amended 1989, No. 252 (Adj. Sess.), § 8; 1993, No. 194 (Adj. Sess.), § 2, eff. June 14, 1994; 2005, No. 209 (Adj. Sess.), § 7.)