

**Minutes of June 27, 2023 Meeting**  
**Warren Selectboard**  
**Streamed on MRVTV**  
**6:30 PM**  
-draft-

**Members Present:** Luke Youmell, Chair; Andrew Cunningham, Vice Chair; Bob Ackland; Camilla Behn, Devin Klein-Corrigan.

**Staff Present:** None

**Others Present:** Jeff Campbell, Alice Cheney, Gary Kessler, Jack Mosley, Adam Zawistowski

**Public Comment**

Mr. Mosley asked when billing for wastewater connections will be based upon water usage and the provisional billing which has been in place will end. He indicated that the current annual charge for his property is larger than would be the cost of maintaining his own septic system. Mr. Ackland provided some background information, and explained that new meters will likely need to be installed if it is decided to move forward with metered readings, at a cost of \$10K for the equipment plus an amount for installation.

Board members also explained that there is currently nobody in the role of Wastewater Administrator, and that they are working to gather the needed data from Simon Operations Systems (SOS) so that decisions can be made regarding the billing process going forward.

Related to this, Mr. Youmell announced that Cindi Jones has resigned as the Town Administrator (as well as Wastewater Manager). Board members thanked Ms. Jones for her years of service to Warren.

**MOTION:** *Mr. Cunningham made a motion to accept Ms. Jones' resignation, effective immediately. The motion was seconded by Ms. Klein Corrigan. All voted in favor.*

It was explained that the Board will be reviewing the Town Administrator job description, and then posting the position.

**Agenda Changes**

No adjustments were necessary.

**Green Mountain Stage Race**

Mr. Kessler was available via phone to confirm that there are no changes to the previous years' course through Warren, and that on the Sunday of the event there will be an extra race loop on the Sugarbush Access Road. He noted that in the past, Gene Bifano has helped with enforcement, and that the Washington County Sheriff's Office will be retained in Mr. Bifano's place, as he has retired. Mr. Campbell confirmed that he will take on the same coordination role he has served in past years.

Board members confirmed with Mr. Kessler that the 115 Main Street property adjacent to the Park and Ride will not be used for parking or for placement of portable toilets.

**MOTION:** *Mr. Ackland made a motion to approve the Green Mountain Stage Race application for September 1 and 3, 2023. The motion was seconded by Mr. Cunningham. All voted in favor.*

**PC Appointment**

Ms. Behn introduced Adam Zawistowski, whom the Planning Commission (PC) had recommended be appointed to that group. Mr. Ackland asked Mr. Zawistowski of any preconceived notions he might bring regarding the direction of the PC; he confirmed he had none, but expressed his desire to be part of

the Town and that he felt his skill set would be helpful to the PC. Board members welcomed him to Town and thanked him for volunteering.

**MOTION:** Mr. Cunningham made a motion to appoint Mr. Zawistowski to the Planning Commission. The motion was seconded by Mr. Ackland, and passed with Ms. Behn abstaining due to her role on the PC.

### **Town Administrator (TA) Job Description**

Mr. Ackland explained that VLCT is often able to provide an interim administrator, it was agreed that some type of coverage is needed until the hiring process is complete and a new TA is in place.

Mr. Ackland will get information from SOS regarding their providing wastewater management and billing services; he will have that available for the July 11 Board meeting.

Board members agreed that the TA job description should be finalized at the July 11 meeting, and reviewed the current document as well as a version which had been provided by Mr. Ackland, who expressed that the personality and life skills of an applicant are more critical than the practical skills, such as software use, which can be learned. It was agreed to keep the position at 37.5 hours per week, with availability to be set as during Town Office business hours (currently 8:30 – 4:00 M-F).

Mr. Ackland offered to create a draft posting for advertising the position, using a template available through the MRVPD. A list of publications/web sites to use for advertising was created.

### **Washington County Sheriff Office Contract**

It was noted that the rates for contracted services have risen substantially, and that the practice has been to use the amount included in the Town Budget and the rate billed by the Sheriff's Office to determine the number of hours to contract for. The current rate is \$60/hour plus \$0.655/mile for travel. The amount included in the budget was confirmed to be \$43,600.

**MOTION:** *Mr. Cunningham made a motion to approve a contract with the Washington County Sheriff's Office for an estimated 14 hours per week, not to exceed the budgeted amount of \$43,600. The motion was seconded by Ms. Behn. All voted in favor.*

### **Ongoing Business**

Eaton Woods Trail – Mr. Youmell offered to walk the trail and determine tree-clearing needs over the weekend.

Portable toilet at skatepark – This still needs to be delivered, and will be discussed with Steward MRV as they have taken care of this in the past.

Golf Course Road – Red maples have been planted along the road, the road has been graded twice, and Andrew will do further work after some other roads in Town have been taken care of. Related paperwork needs to be submitted in order to request payment through the grant awarded for this work. Mr. Ackland offered to take care of this.

Pavement Striping – Mr. Ackland indicated that he had arranged with L&D to return and complete the striping that was missed. Ms. Cheney offered some opinions regarding further striping; it was explained that center lines were in the purview of VTrans, and that traffic calming is the main goal of all striping applied in the village. She also noted that there is a speed limit sign on Brook Road that is fairly obliterated by overgrowth; Mr. Ackland will contact the road crew regarding this.

Covered Bridge contract – Ms. Klein-Corrigan reported that she has been in conversation with the State level Covered Bridge Committee, and determined that the fungicide, insecticide, and fire retardant do not need to be applied to the decking of the bridge. These are typically required for the siding and roof

areas, and no related damage has been found to the decking or siding and roof during recent inspections. This will reduce the quote from Parent Construction by \$73,200; the addition of full stringer replacement raised the quote by \$19,700, and the estimate for the guard rail to be installed is \$3000. There are some line items in the quote related to the potential need for any decking replacement. Ms. Klein-Corrigan explained that the Covered Bridge Committee will need to approve the project in order for the Town to apply for State grant funds, and that they intend to meet in early July.

**MOTION:** *Mr. Cunningham made a motion to authorize Mr. Youmell to sign a contract with Parent Construction for the Covered Bridge Project, minus the fungicide, insecticide, and fire retardant, but including all the bridge stringers and the metal guardrail as discussed; contingent upon approval of the Covered Bridge Committee. The motion was seconded by Mr. Ackland. All voted in favor.*

It was discussed that the abutment work will be considered again in the future, as the in-river work is expensive and the full amount of the work necessary will not be known until it becomes more apparent what the river will do as the dam disappears.

Land Use Development Regulations Review – It was agreed to schedule a meeting for July 18 to continue work on the LUDRs.

Tax Rate – The tax rate will need to be set in early July; the Board will likely meet midday on July 6<sup>th</sup>.

Mini Grant – The paperwork for this needs to be completed, Lexi Leacock will be asked to attend the next Board meeting.

Act 250 Notice – A notice had been received that an extension is being provided to ANR for submitting comments for an application related to a Folsom Brook tributary on the Opsahl property.

#### **Administrative Items**

The minutes of June 13 were approved.

The categorization of an invoice from Stone Environmental was clarified as being a wastewater cost.

**MOTION:** *A motion to approve the accounts payable warrant in the amount of \$128,797.07 passed unanimously.*

**MOTION:** *A motion to approve the payroll warrant in the amount of \$41,761.92 passed unanimously.*

The meeting adjourned at 9:25 pm.

Respectfully Submitted,  
Carol Chamberlin

The Warren Selectboard

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Luke Youmell, Chair

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Andy Cunningham, Vice Chair

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Bob Ackland

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Camilla Behn

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Devin Klein Corrigan