

**Minutes of August 8, 2023 Meeting**  
**Warren Select Board**  
**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:** Dayna Lisaius, Town Treasurer; Marie Schmukal, Library Director

**Others Present:** Chris Kirchen, Val Bigelow

**Public Comment**

Chris Kirchen, a resident of Mill Road, asked if the Town can assist in removing the Class 4 section of the road between his house and Route 100 from Google maps, as directions provided through Google consistently lead to people attempting to travel that portion of the road. Mr. Youmell explained that reclassifying the road in order to have it removed from mapping applications will require a duly warned hearing, which the Board will likely be scheduled for a September meeting.

Board members asked if there were any steps currently being taken regarding the Mad River crib dam; Mr. Kirchen noted that a proposal drafted by David Sellers needs to be presented to ANR before any further action may be taken.

**Agenda Changes**

Consideration of approval of a liquor license for Paradise Provisions was added to the agenda.

**July 4<sup>th</sup> Recap and Review**

Susan Klein provided a written report, and presented some information regarding this year's parade and celebration. She noted an unanticipated increase in Sheriff Department costs, which she explained could be reduced in the future by opening Main Street to traffic earlier than has been the practice. Ms. Klein also explained that the Warren Store lot was not available for outside food vendors this year, and there followed some discussion with the Board regarding the possibility of moving the food venue up to the Town Green or municipal parking area. It was agreed that the Board will work with Ms. Klein to explore the logistics of using Town property in some configuration for providing needed space on the Fourth.

**Paradise Provisions Liquor License**

It was reviewed that this is an additional license for outdoor consumption, following issuance of a Class One license for indoor service. Val Bigelow confirmed that DLC has been to the site and approved the outdoor setup and access. Mr. Youmell indicated that Board members had visited the site in the past year and no concerns had been raised.

**MOTION:** *Ms. Klein Corrigan made a motion to approve the Outdoor Consumption License for Paradise Provisions. The motion was seconded by Ms. Behn, and passed unanimously.*

**MOTON:** *A motion to give the Town Clerk the authority to issue this permit passed unanimously.*

**RFP Reviews – IT Services and Pavilion Project**

Pavilion Project

Mr. Ackland had drafted an RFP, due to some of the earlier discussion regarding the pavilion and various opinions expressed, he indicated that asking for design/build solutions for the Select Board to review is prudent. The document was edited during the meeting, with the following discussed/changed:

- A moveable structure is important as location on the green has been seen to have differing preferences; the related need to move electrical supply is a minor issue.
- The pavilion is intended to be a focal point on the green.
- Possibilities for outlining the required size were discussed – ability to hold two picnic tables, approximately 400 square feet, the potential to include actual dimensions – the final decision was to spec a maximum area of 400 square feet and a maximum height of 14 feet.
- Uses to include casual public use, educational programs, and other.
- Removal the ‘roadblocks’ section included in the draft document.
- Subcontractor costs to be included as part of the requirements.
- The structure is to be ADA compliant (as opposed to simply wheelchair accessible).
- Ms. Lisaius explained that portions of the proposed RFP language align with Arts Committee documents.
- A scoring rubric for evaluating proposals was discussed; it was decided that one of the main aspects to evaluate in each proposal will be if and how the outlined goals are met.
- It was agreed that the Town will be responsible for all electrical work required, along with an associated cost ceiling reduction for the RFP. Proposals may, however, include recommendations on lighting configuration.
- Open sides and bench seating requirements will not be included in the specifications, but rather left open to the bidders’ designs.
- The Town Office will have location maps available.
- Due date for proposals will be September 22.
- Project completion is expected by May 2024.
- The total amount to be allocated for the design/build was set at \$50,000.
- The work will be completed under a directive from the Select Board or an appointed representative.

Ms. Schmukal indicated that Richard Amore, the Better Places program director, will be in Town on August 22, touring the new dog park and looking at the Town Green site for the pavilion.

Ms. Lisaius will take care of posting the RFP in suitable locations, and including pertinent information on the Town’s web site.

Logistics of fundraising and the grant award were discussed, including what could be done with any excess contributions raised.

#### IT Services

This item was postponed.

#### **Land Use Development Regulations Review**

This item was postponed.

#### **Other and Ongoing Business**

Potential community event – Mr. Cunningham reported that he had met with George Dorsey, owner of the Pitcher Inn and Warren Store, to discuss the possibility of scheduling a community ‘block party’ reminiscent of those which were held in the past as a prelude to the Fourth of July celebrations. Mr. Dorsey expressed an interest in hosting a fall harvest block party, to be manned by volunteers from a local charity. Mr. Dorsey would provide food, beverages, and music, and proceeds would benefit the charity whose volunteers were assisting with the event. The Town would be requested to close the road for approximately four hours for this event. Ms. Behn pointed out that neighbors should be consulted regarding any impacts related to the road closure; it was agreed to ask Mr. Dorsey to confirm suitability with neighbors, and to provide a definitive date along with a festival application.

Roadwork projects – Mr. Ackland provided a brief update on the Access Road project, line striping, and other road projects.

Town Garage update – Mr. Ackland noted that the Route 100 property which was potentially available for use as a site has been sold to another party. He also reminded the group of the report recently submitted regarding the current garage site and buildings offers an outline of public safety concerns at the site. The most critical items presented in that report have been addressed, but there are many significant concerns that are still present at the site.

Wastewater inspections accounting – There was some discussion as to how to treat the expense for inspections of the system, which take place every five years, but are considered operating costs. Mr. Youmell will work with Ms. Lisaius to determine suitable accounting strategies.

Blueberry Lake access – Ms. Klein Corrigan reported that she had consulted with Andrew Bombard regarding the condition of the road and parking lot; the Town owns the road and Mr. Bombard confirmed that the material and grading necessary will be addressed when he is able to fit the work into his schedule. The parking lot is under the ownership of the Forest Service.

Town Administrator hiring process – Ms. Behn noted that initial interviews have been scheduled.

#### **Administrative Items**

The upcoming schedule was reviewed; the next meeting is scheduled for August 22.

**MOTION:** *A motion to approve the minutes of the July 1, 2023 meeting passed unanimously.*

**MOTION:** *A motion to approve the payroll warrant in the amount of \$11,526.00 passed unanimously.*

**MOTION:** *A motion to approve the accounts payable warrant in the amount of \$17,874.27 passed unanimously.*

The meeting adjourned at 8:32 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