

Minutes of August 22, 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

Staff Present: Marie Schmukal, Library Director

Others Present: Jeff Campbell (Fire Department Chief), Alice Cheney, Dori Ingalls, Ian Sweet

Public Comment

Nobody present requested time to address the Board.

Agenda Changes

Two items were added to the Other and Ongoing Business portion of the meeting.

Mad Marathon Recap and Review

Ian Sweet and Dori Ingalls provided an overview of this summer's Marathon, noting that a thunderstorm led to officially calling the race when a dozen runners were left on the course; most of these people opted to complete the race at their own risk.

The need for better direction of vehicles to the Roxbury Gap Road from the Village was discussed, with Mr. Sweet suggesting and Mr. Campbell concurring that signage be placed in the Village directing Roxbury traffic to use Dump Road. Mr. Campbell indicated that a message board would be best for this purpose, and it was suggested that it be placed just before the bridge on the right. He also indicated that volunteers stationed in the Village to assist with traffic direction would be beneficial.

Board members suggested that a plan be in place for extremely hot weather as well as severe weather.

Ms. Ingalls reported on the overall success of the event, noting that the addition of a 5K and 10K race was well received and increased the number of Vermont participants.

Dog park rules approval, insurance coverage

A requested mock-up of the proposed sign had not been received, and there was discussion regarding the large amount of information which will be presented on the sign. The proposed language was available, which it was indicated was generally a replication of the language posted at the Waterbury dog park. An email has been received from Eve Silverman indicating that the sign language was being reviewed by VLCT. Board members agreed that the language proposed was likely fully necessary for liability purposes; nobody raised any ideas for additional language to be included.

Ms. Behn reminded the group that there are size limitations for signs in the Land Use Regulations.

MOTION: *Mr. Ackland made a motion to approve the proposed text for signage at the dog park, with the condition that the sign layout will also require Select Board approval. The motion was seconded by Mr. Cunningham. All voted in favor.*

Mr. Youmell explained that insurance coverage necessitates that the dog park administration be the responsibility of an appointed Town committee, and that the Recreation Committee is the logical choice. It was confirmed that coverage is for the property/park itself, and that no coverage of dog park board members will be provided. Mr. Youmell will contact Doug Bergstein to determine if the Recreation Committee has any concerns regarding having the park fall under their purview.

Grant funding – Access Road path, segment 1

Board members reviewed that this project is a follow up to a scoping study completed several years ago,

and that \$769,280 has been awarded to complete the Inferno Road to Golf Course Road portion of the proposed path. While the route of the path is known, final details such as the surface material and maintenance responsibilities need to be determined. It appears likely that final plan and design work will be completed over the coming year, and construction will take place in 2025. Mr. Ackland is organizing the various partners in the project – Mad River Path, Sugarbush, MRVPD, and the Town – for decisions regarding project management and other aspects of the project. He indicated that the Town would take on the grant management work. It was also noted that both Sugarbush and the Town are contributing a 10% match amount for the grant. (Sugarbush has already set aside \$200K with the town, from which funds this match amount will be drawn.)

Board members acknowledged the efforts of the many people who helped put the application materials together for this successful grant opportunity.

RFP Reviews – IT Services

The RFP drafted by Mr. Ackland was reviewed; he noted that he had also completed an inventory of existing equipment and software. Items agreed to be important included:

- NEMRC connectivity
- Ability for designated employee(s) to make necessary email account changes
- Quarterly maintenance
- Understanding of roadblocks such as
 - Limited Select Board knowledge of the system
 - Limitations of associated in-house skills
 - Financial considerations

It was agreed that evaluations of proposals received will include references from other clients, staff stability, and the overall presentation provided as part of the proposal.

Mr. Ackland also indicated that the NEMRC cloud system is likely to be sufficiently secure, as it is a service provided to towns throughout the state.

Ms. Schmukal asked if telecommunications are part of this project; it was explained that this will be addressed separately.

Ms. Schmukal noted that sharing the maintenance of town calendars, particularly for building space rentals, should be part of the project. She also reminded the Board that there are public access computers in the Library, which will need to be addressed differently in terms of security.

It was agreed to publish the RFP and have further discussion once responses are received.

MOTION: *Mr. Cunningham made a motion to approve and release the RFP for IT Services for the Town of Warren. The motion was seconded by Mr. Ackland. All voted in favor.*

Mr. Ackland will work with Dayna Lisaius and take steps to publish and disseminate the RFP as appropriate.

Access Road culvert update

Mr. Ackland will be meeting with Sugarbush representatives and Mark Bannon to finalize a design plan for this project. There remain questions regarding the need to do any work in the nearby wetland, and whether the Sugarbush pipe needs to go in the culvert. He noted that there will be further discussion regarding a culvert extension or a bridge as the best alternative at the site. Further updates will be available at the September 12 Board meeting.

Town Administrator hiring update

Mr. Cunningham reported that a total of eleven applications were received, from which seven individuals were interviewed in the first round. Four second interviews have been scheduled with the full Board.

Board members expressed their thanks to Ms. Lisaius for her assistance throughout the recruitment process.

Road reclassification – Mill Road, plan for formal hearing

The logistics of reclassifying a road were discussed, as it was agreed that Chris Kirchen's request for assistance in removing the portion of Mill Road from his house to Route 100 (so that it no longer shows as an option on Google Maps) should be addressed. The section of the road in question is .1 mile long. The three potential options for Select Board action were outlined as: maintain the Class 4 road status, reclassify that section of the road as a Trail, or totally abandon that section of the road.

As the first step necessary in the process is a site visit with a 30-day notice period, a site visit was scheduled for October 10 at 6 pm. Mr. Youmell will make sure this notice is published appropriately.

Land Use Development Regulations review update

Further review of aspects which impact Sugarbush will take place on August 29; Margo Wade has been notified.

Other and Ongoing Business

East Warren Road – It was noted that the East Warren Road has signage indicating reopening on August 25. It was agreed that questions related to the upcoming closing of German Flats Road should be directed to Fayston.

Top Gas tree removal – Mr. Ackland reported that Steward MRV received an estimate from Whitney Tree Services of \$1500-\$1800 for removal of dead trees at the former Top Gas site. There followed some discussion regard the potential for the Town Road Crew to do the removal, although Andrew Bombard had expressed reservations about working close to the stream bank with an excavator, and had noted time constraints. It was agreed that this project, along with tree removal at the Park and Ride, will be discussed again in November, when it is more likely that road work scheduling will allow for time for this project.

Riverside brush pile – Mr. Cunningham noted that there is a pile of brush at Riverside Park, which somebody had attempted to burn. Mr. Ackland will contact Mr. Bombard about removing this.

Lincoln Gap Road speeding – Mr. Ackland received a quote from VHB, who propose to evaluate Lincoln Gap Road in three sections; they have provided an estimate of the cost to do an evaluation of two of the three sites. Mr. Ackland noted that the traffic counters have not yet been placed on the Road.

Road striping work – Mr. Ackland will reach out to L&C to determine when the final road striping work will be completed.

Administrative Items

MOTION: *A motion to approve the payroll warrant in the amount of \$26,952.70 passed unanimously.*

MOTION: *A motion to approve the accounts payable warrant in the amount of \$75,577.91 passed unanimously.*

The meeting adjourned at 7:55 pm.

Respectfully Submitted,
Carol Chamberlin

The Warren Selectboard

Luke Youmell, Chair

Andy Cunningham, Vice Chair

Bob Ackland

Camilla Behn

Devin Klein Corrigan