

Minutes of October 10, 2023 Meeting

Warren Select Board

Streamed on MRVTV

6:30 PM

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Members Present: Luke Youmell, Chair; Andrew Cunningham, Vice Chair; Bob Ackland, Camilla Behn
Staff Present: Reta Goss, Town Clerk; Dayna Lisaius, Town Treasurer; Marie Schmukal, Library Director
Others Present: Brent Adams, Jeff Campbell (Fire Chief-WVFD), Rebecca Campbell, Alice Cheney, Craig Eilers, MRVTV, Sam Robinson (MRVPD) John Goss

Public Comment

Nobody from the public requested time to address the Board.

Agenda Changes

Several items were mentioned to be taken up in the 'Other and Ongoing Business' portion of the meeting.

Pavilion RFP Update

Several proposals were received; these will be reviewed at the October 24 meeting when the full Board is present.

Town Clerk Update

Reta Goss reported that she will be appointing Brent Adams as an Assistant Town Clerk, and requested that the Board appoint Mr. Adams to fill the Town Clerk position upon her December 1 retirement, until March 2024's Town Meeting election.

Board members expressed their appreciation to Ms. Goss for her years of service.

Town Administrator Update

Mr. Youmell introduced Rebecca Campbell as Warren's new Town Administrator, and the Board welcomed her to the position.

Town Treasurer Updates

Ms. Lisaius provided some updates for the Board:

- A new access point has been installed, and there is now wireless connectivity available to a larger area surrounding the municipal buildings
- The NEMRC cloud has been established, some employees/town officials have been provided with read-only access, for which instructions are available
- Sullivan and Powers have provided a proposal for accounting work; after some discussion it was decided that Ms. Lisaius will seek additional proposals
- The Delinquent Tax Policy has been revised to include all years for which taxes are past due; this has impacts on Alpine Village lots for which surviving family members would like a tax sale to take place after one year
- Ms. Lisaius will circulate information related to potentially following VLCT guidance regarding alcohol consumption on town properties during special events
- Health and dental insurance premiums will be increasing approximately 7% to 8%; there will likely be benefits seen next year if the BCBS plan stays the same and the number of claims remains in a qualifying range

MOTION: *Mr. Ackland made a motion to approve the Delinquent Tax Policy as amended. The motion was seconded by Mr. Cunningham. All voted in favor.*

MOTION: *Mr. Ackland made a motion to continue with Blue Cross/Blue Shield insurance coverage for Town employees. The motion was seconded by Ms. Behn. All voted in favor.*

MRVPD Annual Data Report

Sam Robinson presented information from the Report, covering population, school enrollment, median age, social support, emergency services, housing and home sales, wages and commuting trends, tax receipts and skier visits, bus use, and trail counts. He noted many who have seen the data are interested in some further details regarding some of the categories, such as declining school enrollment and a more detailed breakdown of housing/rental types.

Employee Benefits 2024

Craig Eilers confirmed the information regarding Blue Cross/Blue Shield and provided some further details and related budgeting advice.

IT Support RFP Review

Mr. Ackland provided an overview of the four responses received, and answered related questions. He noted that comparisons are not straightforward, and it was requested that Ms. Lisaius attempt to determine the amount spent above the contracted IT Services agreement amount over the past year. Mr. Ackland will ask those whom the Board is interested in speaking with to attend an upcoming meeting. It was confirmed that Library, Fire Department, and Town Garage support is included in the proposals received.

It was mentioned that phone coordination between all the Town Departments is also something to be addressed.

Other and Ongoing Business

Flat Iron Road Study

Ms. Behn reported that the scoping study has been completed by Stone Environmental, and that invoices **have been paid and need to be submitted for reimbursement**. She noted that stakeholder input is likely needed for any work to be completed to address the scouring at the site during heavy rain events, and that she will reach out to the grantor to determine what next steps should be. It was agreed to keep this project on the radar during budget discussions.

Main Street

Mr. Cunningham reported that he had met with Mark Bannon regarding the erosion of the stream wall on Main Street south of the Warren Store bridge, and that Mr. Bannon pointed out that the primary need to be addressed is raising the nearby sidewalk to eliminate the sag so that water is directed to the existing drain rather than sheeting over to the wall. He noted that Mr. Bannon will be forthcoming with ideas for solutions at this site; in the meantime it will be determined where property lines and road ROWs are delineated to establish if the wall is part of the bridge or part of the house at that site, as there may be work needed at the wall itself in the future.

Plunkton Road Curb Cut

Mr. Cunningham pointed out that the driveway planned at the Cassidy site on Plunkton Road curves and runs parallel to Plunkton Road, possibly creating impacts from headlights. It was agreed that Board members will visit the site independently so that a decision may be made at an upcoming meeting regarding any screening requirement to be imposed. The associated road name request will be addressed when the curb cut is issued.

Water System

Mr. Ackland reported that he has been working on collating water flow information, and that the usage is somewhat inconsistent. He noted that the planned survey regarding meter installation still needs to be completed, along with getting more detailed meter information from Nate Fredericks of Simon

Operations (SOS). He will also ask Mr. Fredericks to provide a proposal related to SOS taking on the billing for the system.

Curb Cut Compliance on Plunkton Road

A curb cut has been installed at the Plewak property, which Mr. Cunningham noted is in what is likely the best location for the property. However, it is not in the location that was previously approved by the Board for access to this parcel. Mr. Cunningham will visit the site, and Ruth Robbins will be asked to document the change so that an accurate location can either be noted on the already issued permit or a new curb cut approval issued.

VHB Proposal - Lincoln Gap Road

Mr. Ackland reported that the traffic study information for Lincoln Gap Road has been forwarded to VHB and they have provided a proposal for work to address the speeding concerns on that road. The first task outlined involves gathering further information, including from residents and other stakeholders, and the second task is to provide a summary and report to the Selectboard. The total cost outlined is \$5000.

MOTION: *Mr. Cunningham made a motion to proceed with the VHB offer for Lincoln Gap Road speed remediation. The motion was seconded by Ms. Behn. All voted in favor.*

Mill Road Reclassification

The site visit for Mill Road will be held on November 1 or November 7; the web site notice will be edited accordingly once the date is confirmed.

Fire Department Agreement

Mr. Ackland presented a Location License Agreement, basically holding Sugarbush harmless for damage/injury caused by Fire Department trainings held on their property. Mr. Campbell noted that language had been edited based upon his feedback, and that the Department is satisfied with the current document.

MOTION: *Mr. Cunningham made a motion to authorize the Select Board Chair to approve the Location License Agreement with Sugarbush. The motion was seconded by Ms. Behn. All voted in favor.*

Fuel Tank Inspection

The inspection had been completed, and the related paperwork requires the Board's approval.

MOTION: *Mr. Cunningham made a motion to approve the diesel tank methodical compliance inspection for \$1850. The motion was seconded by Mr. Ackland. All voted in favor.*

Library Windows and Door

Ms. Lisaius and Ms. Schmukal explained that the windows at the Library would benefit from an upgrade, similar to the recent window replacement at the Town Office building. Ms. Schmukal also noted that the entry door should likely be replaced as well, and is prone to sticking. Mr. Campbell has somebody looking at the latch mechanism to potentially address the difficulty of opening the door. It was agreed that a price should be obtained for replacement of the library windows and the main door.

Town Administrator Appointment

Ms. Campbell provided a letter of acceptance to the TA position.

MOTION: *Mr. Cunningham made a motion to accept Rebecca Campbell's application and appoint her to the Town Administrator position under the terms discussed. The motion was seconded by Mr. Ackland. All voted in favor.*

Liquor License – Chez Henri

MOTION: *Mr. Cunningham made to motion to approve the renewal of a 1st and 3rd Class Liquor License for the Chez Henri. The motion was seconded by Mr. Ackland. All voted in favor.*

Administrative Items

MOTION: *A motion to approve the minutes of September 12 and September 26, 2023 passed unanimously.*

MOTION: *A motion to approve the accounts payable warrant in the amount of \$6,515.35 passed unanimously.*

MOTION: *A motion to approve the payroll warrant in the amount of \$23,756.76 passed unanimously.*

The meeting adjourned at 8:36 pm.

Respectfully Submitted,
Carol Chamberlin

The Warren Selectboard

Luke Youmell, Chair

Andy Cunningham, Vice Chair

Bob Ackland

Camilla Behn

Devin Klein Corrigan