

Minutes of December 5, 2023 Meeting
Warren Select Board
Streamed on MRVTV
2:45 PM
-draft-

Members Present: Luke Youmell, Chair; Andrew Cunningham, Vice Chair; Bob Ackland, Devin Klein Corrigan

Staff Present: Jeff Campbell, Fire Chief; Rebecca Campbell, Town Administrator; Dayna Lisaius (Town Treasurer); Ruth Robbins, Zoning Administrator

Others Present: David Ellison (Library Trustee), Tracy Brannstrom (Valley Reporter), Alice Cheney, Anthony Italiano

Public Comment

David Ellison offered comments reminding the Board of the agreed upon plan to upgrade the air circulation in the Town Hall, noting that the Library Trustees are actively interested in moving that project forward. Board members noted that there have been recent conversations with Ms. Campbell regarding proceeding with this work.

2024 Budget Discussion

Board members explained to the Department Heads present how the budget process will work, using NEMRC this year rather than Google. Ms. Campbell will be available to help with any problems logging into the system and getting oriented to how the software works.

It was highlighted that any expenditures made before the end of the year should be cash transactions, as nothing should carry over to next year's budget.

Ms. Klein Corrigan, along with other Board members, explained the expectations for budget development, noting that accurate estimations of expenses should be made, accounting for the significant increases in costs that are expected; wish lists should be provided, as a basis for discussion by the Board regarding prioritizing projects; and employee retention considerations are critical, and should be communicated to the Board (Ms. Lisaius will be able to provide full expense estimates based on any compensation changes proposed). Using a COLA between 3.3% and 3.7% was advised.

Tax Sale Approval

MOTION: *Mr. Cunningham made a motion to appoint Brent Adams to serve as Town Agent at the December 6, 2023 tax sale proceedings. The motion was seconded by Mr. Ackland. All voted in favor.*

For those unfamiliar with the process, the logistics of tax sales were reviewed.

SHARC Liquor License

It was agreed to move this agenda item to the next Selectboard meeting, asking that a representative from Sugarbush attend and provide details regarding the planned services.

Audit Discussion

Proposals were received from two firms, Mudgett, et al. and Sullivan & Powers, there was a \$1000 difference between the two quotes provided (\$22K and \$21K). Ms. Campbell provided some feedback from prior interactions with Mudgett et al.

MOTION: Mr. Cunningham made a motion to contract with Sullivan & Powers to provide auditing services for the 2023 year. The motion was seconded by Mr. Ackland. All voted in favor.

Covered Bridge Amended Contract Proposal

A proposal had been received from Dubois & King regarding updating the bid packet for abutment work on the covered bridge. Ms. Klein Corrigan outlined the work that is included in the proposal, which will include a site visit, removal of items which have been completed, bid phase services, project management and coordination, and so forth. The additional cost for this work by Dubois & King would be \$25,758.28, and the result of this effort would be a new estimated cost for the abutment repair.

There was some discussion regarding the state of the current abutments, the potential hydrologic changes once the dam fails completely, and the need to pay back the \$80K already expended if the Town does not go forward with further work on the bridge.

While it needs to be confirmed with Peter Pochop (VTrans) that the only current deadline is for renewing a contract with Dubois & King, it was agreed that because the grant deadline is in 2037, it would be best to wait and see what happens with the dam in the coming few years before deciding how to best proceed.

Other and Ongoing Business

Covered Bridge Repair

Several Board members commented on a drop-off at one end of the bridge; Ms. Klein Corrigan noted that this has been reported to the contractor and will be addressed. She also explained that the crown which some people have noticed when driving through the bridge is intended, and will settle over time.

Pavilion RFP

This item was postponed – Mr. Ackland will provide an updated RFP for review at the next meeting.

Town Garage

Mr. Ackland indicated that he will contact Mark Bannon regarding having the Town Garage concept work completed in time for Town Meeting presentation, as well as other projects Mr. Bannon has in progress for the Town. It was outlined that the Town's purchasing policy requires that the design work for such projects, once the plan is in place, must be put out to bid, unless there is an approved reason for bypassing that process. A lone bid may be accepted, as long as the bidder meets all qualifications necessary.

It was noted that an RFP needs to be published for some sidewalk work needed downtown, and it was confirmed that sidewalk repair work will be included in the budget planning process.

Administrative Items

MOTION: *A motion to approve the accounts payable warrant in the amount of \$119,851.42 passed unanimously.*

MOTION: *A motion to approve the payroll warrant in the amount of \$38,328.82 passed unanimously.*

MOTION: *A motion to approve the Harwood Union payment in the amount of \$1,665,978.50 passed unanimously.*

Road Name Request

Ms. Klein Corrigan indicated that Ken Steadman has requested that the name Domino Drive be assigned to the road where he has developed three duplexes off the northern end of the Golf Course Road. This road also provides access to the Cumiskey property. She noted that the name has been approved by the State E911 coordinator.

MOTION: *Ms. Klein Corrigan made a motion to approve the name 'Domino Drive' as requested. The motion was seconded by Mr. Ackland. All voted in favor.*

Capital Fire Mutual Aid Agreement

Mr. Campbell explained that this agreement for cooperation between Warren and other nearby Fire Departments is a standard agreement.

MOTION: *Mr. Ackland made a motion to approve the MOU with Capital Fire Mutual Aid Services. The motion was seconded by Mr. Cunningham. All voted in favor.*

Executive Session

A motion to enter Executive Session for the purpose of discussing personnel matters, inviting Ms. Robbins to join, passed unanimously.

The meeting entered Executive Session at 3:45 pm and returned to open session at 4:15 pm.

Adjournment

The meeting adjourned at 4:15 pm.

Respectfully Submitted,
Carol Chamberlin

The Warren Selectboard

Luke Youmell, Chair

Andy Cunningham, Vice Chair

Bob Ackland

Camilla Behn

Devin Klein Corrigan