

**Minutes of December 12, 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:** Jeff Campbell, Fire Chief; Rebecca Campbell, Town Administrator; Ruth Robbins, Zoning Administrator

**Others Present:** Dave Campanelli, Alice Cheney, Keith Paxman (Sugarbush Resort)

**Public Comment**

Nobody present requested time to address the Board.

**Agenda Changes**

Updates on a couple of matters were added to the agenda (LUDR consultant, Mill Road reclassification), and the order of agenda items was adjusted. Mr. Youmell confirmed that the recording of the November 15 meeting had been provided to MRVTV.

It was agreed that a site visit related to consideration of Mill Road reclassification will not be scheduled until Spring, and that a full discussion of all road reclassification matters will be held at that point.

**Sugarbush Liquor License – Keith Paxman**

Mr. Paxman provided some information regarding this liquor license application. He explained that a catering license has been issued to the Gate House food service, which will be providing generally grab-and-go items for SHARC visitors, in particular those taking advantage of the new golf simulators. The State liquor inspector has been to the site, and for now all consumption will take place within the building. There is potential for outside consumption in the pool area in the summer months. It is intended that only beer will be served at this point.

**MOTION:** *Mr. Cunningham made a motion to approve a 1<sup>st</sup> and 2<sup>nd</sup> class liquor license for the SHARC. The motion was seconded by Mr. Ackland. All voted in favor.*

**SOS (Simon Operation Services) Contract**

Mr. Ackland reported that SOS had provided a contract to provide all administrative wastewater system tasks for \$520/month. There was some discussion of the logistics of billing quarterly when late penalties/interest are assessed monthly; Mr. Ackland will communicate to SOS that this billing structure should be addressed appropriately. The contract covers all customer service as well as billing for the system.

Board members discussed the difficulty of moving to a metered system, as many factors would need to be considered when installing the meters and determining equitable billing calculations. It was also noted that there has only been one request to date for metered readings. It was agreed to table this matter.

**MOTION:** *Mr. Ackland made a motion to accept the agreement for professional services from SOS as presented, and to authorize the Chair to sign the agreement. The motion was seconded by Ms. Klein Corrigan. All voted in favor.*

Mr. Youmell explained that a separate administrative fee has been collected since 2003, the purpose of which was to compensate Cindi Jones, and subsequently Dayna Lisaius, \$9K annually for their work

related to wastewater system billing. This amount has been paid in arrears, and therefore Ms. Lisaius has not yet received compensation for the final two quarters of 2023, in the amount of \$4750.

**MOTION:** *Mr. Cunningham made a motion to pay the remainder of the funds in the budget line item covering wastewater billing to Dayna Lisaius as compensation for six months of administrative work. The motion was seconded by Mr. Ackland. All voted in favor.*

### **Pavilion RFP**

Board members reviewed the updated draft provided by Mr. Ackland, who summarized the changes related to design parameters, project requirements, and evaluation criteria. It was agreed that proposals will be due by January 15, 2024 and that the project should be completed by the end of June, 2024. Minor edits were suggested and agreed upon. There was some discussion of whether the specifications outlined can be accomplished for \$45K, the amount agreed upon to be allocated from the grant award for the project. Some questions from Alice Cheney were addressed regarding the inclusion of metal roofing in the design requirements.

**MOTION:** *Mr. Cunningham made a motion to approve the Pavilion RFP for publication with the proposed edits incorporated. The motion was seconded by Mr. Ackland, and passed with Ms. Klein Corrigan abstaining.*

### **Town Phone System – Jeff Campbell**

Mr. Campbell provided information gathered from conversations held with Chirs Merchant at WCVT; Mr. Merchant has agreed to contract with the Town for another five years at the same amount, even though the previous contract has lapsed. It was suggested that the Highway Department and Fire Department lease phones, so that there is coverage if a phone needs to be repaired/replaced. The Library, as a cleaner physical space, is a likely candidate for purchasing phone equipment.

Mr. Campbell explained some of the benefits of the proposed system, which will create a more user-friendly experience for both staff and callers. Coordination with cell phones will be possible as well.

Board members questioned the reason for a cost outlined for ‘seat costs’ at the Town Garage location, and Mr. Campbell will get further information from Mr. Merchant in order to clarify this.

### **Winter Road Maintenance Policy Amendment – Jeff Campbell**

Mr. Campbell spoke of recent incidents of residents directing their snow blowers into the roadway, creating the same type of hazard that results from plow trucks pushing snow into roadways. He proposed that the Winter Road Maintenance Policy be amended to include a reference to the State Statue language prohibiting these practices, noting that this inclusion will make it easier to approach people and remind them of the prohibition. It will also allow for assistance to be provided by the Sherrif’s Department if a situation arises where this becomes necessary. It was agreed to add the reference, and also agreed that Ms. Campbell will post a reminder on FPR and reach out to the Valley Reporter regarding including a reminder in an upcoming issue.

### **LUDR Consultant Work**

Ms. Behn reported that she had been in contact with Sharon Murray, who is currently reviewing the information provided and determining if this is work she would be interested in taking on, or if she has recommendations for other consultants if she is not able to take on the project herself. Ms. Behn indicated that she had provided Ms. Murray with the draft the PC originally passed on to the Selectboard, as well as an edited version of the shared document that the Selectboard has been keeping updated. She asked that the rest of the Board review the edited version which she created for this purpose, and let her know of any changes needed.

Mr. Ackland has spoken with Joshua Schwartz (MRVPD) regarding consultants, and he had suggested Ms. Murray, as well as SE Group as potential people to engage with. Mr. Ackland has reached out to Mark Kane at SE Group, and is waiting for a response.

### **MRV Recreation District – Laura Arnesen**

Ms. Arnesen thanked the Board for their ongoing support, and particularly for making the land available for the new dog park. She then reported on the work accomplished by the District during the past year, highlighting work related to the VOREC grant, irrigation installation at Mad River Park, Community Recreation Visioning efforts, and a current survey seeking community input.

Ms. Arnesen reported that in 2023 the District granted a total \$45,400 to 11 different organizations, and that \$49,000 has been granted to 13 different groups for 2024. The District is requesting level funding of \$40K from each of the three District towns for 2024, and is planning to present a case statement to Moretown regarding joining the District as a half partner.

Board members asked some questions about the Welcome Center at the corner of Routes 100 and 17, the portable toilets for Brooks Field were discussed (their placement will be part of the Steward MRV program), and the logistics of the relationship between the Rec District and Warren's Recreation Committee were outlined.

### **Abatement - Listers**

This item was postponed.

### **Other and Ongoing Business**

Ms. Campbell provided a brief update on budget progress work with Department heads. There was a short discussion regarding the Town Report.

### **Administrative Items**

**MOTION:** *A motion to approve the minutes of November 28 passed unanimously.*

**MOTION:** *A motion to approve the accounts payable warrant in the amount of \$120,791.56 passed unanimously.*

**MOTION:** *A motion to approve the payroll warrant in the amount of \$23,188.69 passed unanimously.*

**MOTION:** *A motion to approve the Fire Department stipend warrant in the amount of \$58,100.00 passed unanimously.*

*A transfer from the Capital Account to the General Fund was acknowledged.*

### **Executive Session**

**MOTION:** *A motion to enter Executive Session for the purpose of discussing real estate passed unanimously.*

The meeting entered Executive Session at 8:04 pm and returned to open session at 8:38 pm.

### **Adjournment**

The meeting adjourned at 8:39 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