

Minutes of December 19, 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: Andrew Bombard, Road Foreman; Sandra Brodeur, Lister; Jeff Campbell, Fire Chief; Rebecca Campbell, Town Administrator; Ruth Robbins, Zoning Administrator

Others Present: MRVTV, Alycia Biondo & Bob Meany, Rec Comm members

Public Comment

Nobody present requested time to address the Board.

Agenda Changes

Some items to be reported on under Other Business were outlined.

Listers Removal List

Sandra Brodeur indicated that there were only two properties on the list, and provided an explanation for both. She noted that it is possible the auditors may find others.

MOTION: *Mr. Cunningham made a motion to approve the Errors and Omissions as presented. The motion was seconded by Mr. Ackland. All voted in favor.*

LUDRs

Ms. Behn reported that Sharon Murray is continuing her review of the documentation, and has not yet indicated whether she is interested in taking on this work. Mr. Ackland reported that SE Group has indicated they are not able to do this at this time, explaining that there are some complicated issues to be worked through and they don't have enough of the backstory. CVRPC and Ken Belliveau were both recommended by SE Group as possible consultants.

The summary document that Ms. Behn had prepared was reviewed, and it was agreed that a consultant is needed for legal advice and drafting accurate language for some of the areas for which the Board had questions regarding or had suggested changes. After some discussion, it was decided to meet with the PC for a full review of the situation, and determine how best to work together in moving forward toward revising the LUDRs and having them ready to present for adoption. Part of that discussion will focus on engaging a planner to assist with the work. It was decided to extend the time in discussion with the PC on the January 9 Selectboard Meeting Agenda, after consulting with Dan Raddock regarding their ability to prepare.

Town Report

Ms. Campbell provided a schedule for development of the Town Report, based upon historical dates and timelines. Board members asked that the steps to be completed all be moved back a week from the February 7 deadline so that there is more time to review the final draft.

Public Safety Budget

Fire Department Budget

Mr. Campbell provided information regarding the Fire Departments budget, noting that the proposed budget is level-funded except for the remuneration line. This line reflects an hourly rate increase to \$17, in line with what Waitsfield-Fayston firefighters receive. The total proposed budget increase is \$10,600. Mr. Campbell explained that he had reduced lines he felt able to in order to include necessary increases

in repair and maintenance costs. He also noted that he continues to plan for effective recruitment strategies, explaining that there may be related budget impacts.

There was a discussion regarding utility expenses for the Department, as currently that budget line only includes portable toilet costs. Mr. Campbell is working to determine where the phone costs which should be in this line have been included; there may be a line item increase once all is clarified.

As end of year invoices have yet to be paid, the budget will be reviewed again in January.

Constable Budget

Mr. Campbell noted that there are both increases and decreases in the proposed budget. Contracted Services is up due to acquisition of a new mobile amplifier, which has increased cell coverage by up to six times (according to State test results).

This budget will also be reviewed again once end of year payments have been made.

Mr. Campbell reported that calls are up 22% in the past year (December 1 through November 30).

Ms. Behn departed the meeting at this point.

Warren Recreation Committee

Ms. Biondo and Mr. Meany of the Recreation Committee were present to further discuss needed improvements at Brooks Field. They reported that a grant was awarded by the Recreation District for construction of a shelter for portable toilets, and that they had obtained a quote for the tree removal work needed at that site. Other work planned is the removal of the amphitheater, which has been approved by its original builder, and moving of boulders in the shelter location. Assistance from the Road Crew was requested for this work, at a minimum for removal of the materials. It was pointed out that some amount needs to be budgeted for any Road Crew time dedicated to these efforts.

Mr. Cunningham explained that the Town's procurement policy requires that more than one bid be obtained for work anticipated to cost over \$2500, but that the quoted amount for the tree removal may be used for budget purposes.

Kevin Collins had been contacted regarding the lighting repair that is needed, and has provided a rough estimate for the work, which he will be able to refine when he is able to investigate the situation more fully.

Board members advised that Steward MRV staff should be contacted regarding the portable toilet rental, as they had previously agreed to supply those this coming year.

The backstop located near the school was discussed, one rotted post was recently removed before it fell, and the rest are deteriorating. It was noted that the school would like the backstop fencing as well as the structures in the surrounding fitness area removed.

Ms. Klein Corrigan indicated that the Committee was not represented in the MOU meeting with the School District, and that an outline of responsibilities needs to be agreed upon, noting in particular the removal of old structures at Brooks Field and maintenance of the adjacent trail network, which may require some funding. She and Ms. Campbell offered to develop a draft document.

The Board asked that the Committee:

- Gather information related to costs of amphitheater removal and backstop removal
 - Deconstruction labor

- Material disposal
- Talk to Steward MRV regarding portable toilets
- Reach out to Misha Golfman (Mad River Path) regarding oversight of the trail network

The Board asked that a final Recreation Committee budget be available by mid-January.

Highway Department Budget

Andrew Bombard provided an update on road work related to the rain event experienced the day before.

Mr. Bombard explained that funds for GSI/lidar scoping were not part of the Highway Department Budget.

He outlined the proposed Highway Department Budget, noting:

- No paving other than cold patch work is included yet
 - Current estimates are for \$100/ton, which means planned projects will run around \$1M
 - Hopes to not have conditions reach point where milling is needed
 - Some funds available in reserve and the current budget, outlined by Mr. Ackland to be approximately \$750K
- He hasn't done compensation calculations, but will get those from Dayna Lisaius
- Contractual services are down, and the cobblestone reset has been moved to a separate line
- Salt prices are up, currently \$1700/ton, likely have enough budgeted to cover this
- Sand has become difficult to obtain, and currently the cost is \$90K to get 3500 yards purchased and delivered
- Gravel has been ordered but not yet delivered
- Training needs are ever present, often not time to take part in classes, but Mr. Bombard does need Class A CDL Licensure
- Culvert and guardrail bills not in yet
- Some pre-project culvert work covered for upcoming projects
- Truck supplies are up due to inflation
 - Tire costs up, grader blades and chains also much higher
- Erosion control costs have risen

It was noted that some work is being neglected due to the need to comply with MRGP requirements.

There was some discussion regarding sidewalk plans needing to be defined and whether grant funds may be available for the work. A contingency should possibly be added to contractual services for this.

Paving will be discussed further at an upcoming meeting.

Other and Ongoing Business

Warren School MOU

Ms. Klein Corrigan reported that she had met with HUUSD representatives, and that a draft MOU is available. She noted that one matter to be clarified is responsibility for maintenance of the shed next to the generator, which the District proposed dividing evenly. Board members discussed that the only Town use of that structure is housing the control panel for the generator, which can be moved to an outdoor panel. Ms. Klein Corrigan noted that the building requires a bit of repair/maintenance work. It was decided to determine what need there is for the building by the District before finalizing any decision regarding paying a portion of the costs.

Covered Bridge

Ms. Klein Corrigan provided an update from Peter Pochop (VTrans), who explained that the federal grant does not expire until 2032. He also explained that, if the Town does not proceed to do further work with Dubois & King, it may be necessary to do a complete redesign, the cost of which would not be eligible for coverage. Finally, Mr. Pochop indicated that, should the Town move forward on the project without expending further funds awarded through this grant, the intent of the project would be met, and the already-expended amount would not need to be repaid.

Board members agreed that a decision should be made quickly regarding whether to have Dubois & King continue with the design update for which they recently provided a quote.

There was some discussion of putting effort into learning more definitively the status of the concrete currently supporting the abutments, to better understand the extent of work needed.

It was decided that Ms. Campbell will clarify some of the information provided by Mr. Pochop regarding meeting the intent of the project and the 2032 deadline. If believed necessary, she will invite him to join a coming Board meeting.

Pavilion RFP

It was confirmed the RFP is ready for publication; Ms. Campbell will do so.

Executive Session

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

The meeting entered Executive Session at 9:01 pm and returned to open session at 9:35 pm.

Administrative Items

MOTION: *A motion to approve the minutes of December 23, 2023 passed unanimously.*

MOTION: *A motion to approve the accounts payable warrant passed unanimously.*

MOTION: *A motion to approve the payroll warrant passed unanimously.*

Adjournment

The meeting adjourned at 9:40 pm.

Respectfully Submitted,
Carol Chamberlin

The Warren Selectboard

Luke Youmell, Chair

Andy Cunningham, Vice Chair

Bob Ackland

Camilla Behn

Devin Klein Corrigan