

Minutes of January 23, 2024 Meeting

Warren Select Board

Streamed on MRVTV

6:30 PM

Members Present: Luke Youmell, Chair; Andrew Cunningham, Vice Chair; Camilla Behn, Devin Klein Corrigan

Staff Present: Sandra Brodeur, Lister; Rebecca Campbell, Town Administrator; Ruth Robbins, Zoning Administrator

Others Present: Perry Bigelow, Alice Cheney, Jito Coleman (Conservation Commission), Pierre Hall (Recreation Committee)

Public Comment

Perry Bigelow offered some comments regarding STR software and provided some data related to recent home sales in Warren; Board members explained the goal of data gathering is so that the many facets of STR potential impacts may be better understood and addressed if necessary.

Agenda Changes

Some items were added to the Other and Ongoing portion of the agenda and an Executive Session was included.

Budget Discussions

- **Listers**

Sandra Brodeur spoke of the upcoming reappraisal and potential impacts on the budget; it was confirmed that the funds for this undertaking will come from Capital Funding. Some money had been added into Contracted Services due to the likelihood of some appeals arising. Board members indicated that funds for contracted services for contested valuations should be part of Capital Funding, and that these appeals would take place in 2026 when the results are provided to homeowners. There was a brief discussion of staffing.

- **Planning and Zoning**

Ms. Robbins has included a printer in her budget, on advice provided at the previous meeting. She had reduced the Legal Opinion and Legal Notice lines, and clarified that DocuSign, Adobe, and the zoning database are the three software items included in that budget line. In the Planning section, she had reduced the Legal Contingencies line amount. Funds for the current work with Sharon Murray were added to the Planning/Zoning update line. Ms. Robbins shared a report relevant to revenues received.

It was agreed to add an Events and Outreach line to include expenses related to the upcoming charette and other communication-focused activities, and remove these expenses from the Office Supplies line.

- **Conservation Commission**

Jito Coleman explained that the CC would like to keep funds in the Assessment line for use if evaluation of a parcel is necessary during the year. He outlined the grant monies which are available for knotweed removal, noting that some funds are available in a

separate account and that some management is happening through a Forest Service contract. He also explained the logistics which will be involved for the Lake Champlain Basin fund recently awarded to Waitsfield, but for which Warren and Fayston will be providing matching amounts, as all three towns' Commissions will be coordinating the associated knotweed removal and tree plantings. Warren's match for this is \$15K.

Regarding gravel clean up, Mr. Coleman noted that land is needed – suggesting the gravel pit – for space to set up the project, and that grant funds are available to cover the use of town equipment if needed. He estimated that one day of excavation work should be sufficient.

The technology line amount is down as the CC is now able to manage their own web site. A couple of other line items were noted; Mr. Coleman will check on the annual dues amount needed.

The CC is requesting that \$50K be placed in the Conservation Fund, the same amount as last year. It was agreed to include \$20K in the budget and have an Article addressing the other \$30K, which is also how the request was handled last year.

Wastewater Project

Two bids had been received relevant to the emergency repairs needed on West Hill Road. There was some discussion regarding whether this should be considered an operating or infrastructure cost, and thus borne by the users or the Town. It was agreed that a Capital Reserve for this type of need should be established, and Ms. Campbell will work with Simon Operations to have some of the funding of this reserve built into the rate structure. She will also determine what the balance is on an existing Wastewater CD.

MOTION: *Mr. Cunningham made a motion to accept the bid from JA McDonald for the work as described. The motion was seconded by Ms. Behn. All voted in favor.*

Warren Recreation Committee

Pierre Hall presented budget information for the projects planned by the Recreation Committee for the coming year.

- Two quotes were received for tree removal in the location where the portable toilet shelter will be placed; the lower one from Matt Holland for \$5300.
- Misha Golfman has agreed to have the MRPA take on management of the full trail network adjacent to the Recreation Fields; some details will be finalized after further discussion.
- Steward MRV is likely to cover the costs for two portable toilets this year, one near the ball field and one near the skate park/courts area, but money is included in the proposed budget in the event that the Recreation Committee needs to cover this expense. (\$1500)
 - Ms. Klein Corrigan noted that the plans had called for a second, ADA accessible, portable toilet at the court area location.
- Repairs to lights has been quoted at \$2000.
- Amphitheater demolition/removal has been quoted at \$3000 - \$4000 by Griffin and Griffin; this will likely be a day's work, and might be taken on by the Road Department.
 - Board members noted that an appropriate amount should be included in the budget even if the work will be completed by the Road Department.

- The current structure poses a hazard and should be removed.
- Any fencing removed may either be sold or repurposed.
- The group continues to consult with Sam Krotinger regarding the school playground and plans for enhancement/ADA accessibility.
 - The related MOU between the school and the Town is still a work in process.

Mr. Hall requested that the Recreation Committee be allocated a budget amount of \$10K; this was before the discussion regarding the need to budget for amphitheater removal.

Other and Ongoing Business

Sugarbush Access Road Path

Mr. Ackland reported that the grant requirements outline the need for several responsible parties to be determined, and that Fuss & O'Neill have been retained as Project Managers, Misha Golfman (MRPA) will be the Project Coordinator, and Ms. Campbell will serve as Administrator.

MOTION: *Mr. Ackland made a motion to codify these roles as presented, relative to the Sugarbush Access Road Path work. The motion was seconded by Mr. Cunningham. All voted in favor.*

West Hill Road

Ms. Campbell and Ms. Behn have been communicating with Lisa Kolb, Hazard Mitigation Grants Manager, who is researching if any further information is required in order to move forward with this project. Mark Bannon has completed the engineering work, Kingsbury has provided a quote, and a quote is still needed from GSI. It was agreed that Ms. Campbell should sign the agreement provided by Ms. Kolb and contact GSI regarding a quote so that appropriate scheduling may be set up and the project may move forward.

Town Green Pavilion

Ms. Campbell noted that she had received inquiries regarding the \$45K limit put on bids; those who reached out indicated that the amount would not cover the materials specified as well as the labor involved. Board members advised her to let bidders know that an accurate quote should be provided, even if over the \$45K indicated. Ms. Cheney commented that the materials required are very expensive, and thus deviate from the original intent of building something simple. Board members explained that the current intent is not to provide for a more elaborate structure, but rather to ensure that what is built is maintenance free and won't incur ongoing upkeep costs.

ARPA Committee

Mr. Cunningham announced that the 5-person committee has been formed, and will be meeting shortly. The first order of business will be creating a template for use in submitting requests for ARPA funding, which will be shared with the Board for review. Ms. Klein Corrigan noted that work is also underway to clearly define the allocations/spending decided upon to date by the Board for these funds.

Administrative Items

MOTION: *A motion to approve the minutes of January 9 and January 16, 2024 passed unanimously.*

MOTION: *Motions to approve accounts payable warrants in the amounts of \$13,607.53 and \$34,687.49 passed unanimously.*

MOTION: *A motion to approve the payroll warrant in the amount of \$19707.17 passed unanimously.*

Executive Session

MOTION: *A motion to enter Executive Session for the purposes of discussing personnel matters and real estate passed unanimously.*

The meeting entered Executive Session at 8:01 pm and returned to open session at 8:45 pm.

Adjournment

The meeting adjourned at 8:46 pm.

Respectfully Submitted,
Carol Chamberlin

The Warren Selectboard



Luke Youmell, Chair

Bob Ackland

Devin Klein Corrigan



Andy Cunningham, Vice Chair



Camilla Behn