

Minutes of March 12, 2024 Meeting

Warren Select Board

Streamed on MRVTV

6:30 PM

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

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

Others Present: Alice Cheney, Perry Bigelow, Nate Fredericks (Simon Operations)

Election of Officers

Mr. Youmell accepted a nomination to serve as Chair and was elected unanimously.

Mr. Cunningham accepted a nomination to serve as Vice-Chair and was elected unanimously.

Public Comment

Perry Bigelow offered comments regarding software costs and registration fee for Short-Term Rentals (STR). Ms. Behn explained that the Planning Commission is working to develop an ordinance to present to the Selectboard, and that the use of the software, the ordinance, and the related fee structure are interconnected.

Agenda Changes

Several items were added to be included in the Other Business portion of the meeting.

Town Appointments

Ms. Campbell indicated that Josie Klein is interested in becoming the Town Moderator.

Board members reviewed the list of people for appointments to various groups, and several changes were noted. Ms. Behn indicated that she has resigned from the Planning Commission so that a seventh voting member may be appointed, but will continue to attend those meetings as the Selectboard liaison. Mr. Cunningham will be serving as the representative to the MRVPD. It was clarified that Jonathan Clough is a member of the Conservation Commission. There is a vacancy on the DRB due to the passing of Virginia Roth; it is likely that an alternate member will be moved into a regular DRB position.

MOTION: *Mr. Cunningham made a motion to appoint the slate of officers as presented, incorporating the changes discussed. The motion was seconded by Ms. Behn. All voted in favor.*

Town Meeting Wrap Up

Several topics that arose during Town Meeting were discussed:

- Whether to publish delinquent wastewater billing information in future town reports was discussed; Ms. Cheney indicated that this information has previously been available, and it was agreed to include it next year.
- Mr. Fredericks confirmed that there is no wastewater runoff impacting the town water well.
- Rootswork representatives will be attending an upcoming Board meeting, as they do annually, to discuss the East Warren building and other matters.
- The matter of excessive salt being deposited at the edge of the covered bridge will be addressed.
- The balance of the Conservation Commission Reserve Fund will be published in future reports along with the rest of the capital balances.
- The matter of PTO playground work funding was discussed; it was explained that coordination with the Recreation Committee is ongoing, as the Town – not the school district – owns the land on which the playground is located. Work on a related MOU needs to be finalized.

- Attendance was good – approximately 175 people were in attendance. Better communication regarding the availability of childcare would be beneficial.
- The potluck meal was sponsored by the PTO, and was free of charge.
- The audio issues encountered will be addressed next year. Ms. Cheney suggested that a pedestal would be useful.

Brooks Field Stormwater Permit Clarifications

Mr. Fredericks noted that when the stormwater issues were being discussed at Town Meeting, he noted there were some inaccuracies in associated budget lines. He explained that the Stormwater Permit and associated costs should be reported as Surface Water Investigation Nutrient Loading, which will clear up some confusion; he confirmed that Brooks Field stormwater costs should not be included in the Wastewater System budget.

Mr. Fredericks also commented on the West Hill Road bank erosion, explaining that the septic tank which has been exposed serves 91 West Hill Road, and that he is concerned that the stream is washing the bridge abutment away, which could impact the bridge and the roadway as well as the septic tank. He indicated that this is also not a Wastewater System issue.

Mr. Cunningham explained that the budget line containing the misallocation will need to be carried in the budget at zero dollars for two years before the line may be removed. It was noted that the budget total was approved, and that the Board may reallocate funds, but that it would be more clear if the transfer was noted in a motion.

MOTION: *Mr. Cunningham made a motion to reallocate the funds included in the Brooks Field Stormwater line to be included in the Surface Water Investigation Nutrient Loading line. The motion was seconded by Ms. Klein Corrigan. All voted in favor.*

Town Email Addresses

Ms. Campbell reported that the annual cost for setting up individual emails for Selectboard members comes to just under \$700. The benefits of having a separate email for town business were discussed, and it was agreed to move forward with creating these accounts for the Selectboard. Ms. Behn indicated that Planning Commission and Development Review Board members receive very few emails from the public, and so it is not likely that they would benefit from this type of email account.

Mr. Youmell noted that all the servers should be reviewed for security; Ms. Campbell indicated that she is working on this and related items, including organization of the Town's Google accounts.

Other Business

New Municipal Office Building furnace

Ms. Campbell had received one quote (Chuck's Heating) for a furnace replacement at the municipal building. Board members asked that she solicit more bids, and also that the intent is to switch to a propane furnace – the bids should reflect that change.

Lighting at Town Garage

Ms. Campbell had received one quote (Kevin Collins) for lighting work at the Town Garage. Board members asked that she seek more bids for this work as well.

Library door and window replacement

Ms. Campbell indicated that a quote for \$41K had been received from Brownell for replacement of all the Library windows, for which Marie Schmulak has received a grant of \$14K, reducing the cost to \$26K. The time frame that Brownell has available for this work is late fall. It was discussed that this is a level of specialty work that does not require a second quote.

MOTION: *Mr. Cunningham made a motion to accept the quote from Brownell for the Library window replacement. The motion was seconded by Ms. Behn. All voted in favor.*

Brownell had also provided a quote of \$12K for replacement of the Library door, an amount that Board members felt was quite high; concerns were also expressed regarding the potential for increased costs once it is determined how much the door frame has rotted and what level of repair that might entail. Options were discussed, although it was acknowledged that a large part of the cost is for the commercial hardware required for installation and that there may not be other firms able to offer a quote for the door replacement. Ms. Campbell was asked to get some of the details related to the quote, and Board members will look into the possibility of determining the condition of the door's frame.

West Hill pump station/bridge erosion

A quote had been received from Kingsbury for the proposed concrete footing at the West Hill site, for an additional \$4K. No final quote is yet available, as the Town is waiting to see if the Agency of Natural Resources will be requiring that a permit be issued for the work. Mr. Youmell noted that the Army Corps of Engineers has already provided their approval of the plans. It was agreed that Mr. Youmell may authorize the work once all the information is received, unless the final quote is well above what is anticipated.

Administrative Items

MOTION: *A motion to approve the payroll warrants in the amount of \$34,679.11 passed unanimously.*

MOTION: *A motion to approve the accounts payable warrants in the amount of \$126,974.49 passed unanimously.*

MOTION: *A motion to approve the minutes of February 27, 2024 passed unanimously.*

Executive Session

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

The meeting entered Executive Session at 7:50 pm and returned to open session at 8:03 pm.

Adjournment

The meeting adjourned at 8:03 pm.

Respectfully Submitted,
Carol Chamberlin

The Warren Selectboard

Luke Youmell, Chair

Andy Cunningham, Vice Chair

Camilla Behn

Devin Klein Corrigan

Kalee Whitehouse