

Minutes of May 28, 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: Andrew Bombard, Road Foreman; Jeff Campbell, Fire Chief; Rebecca Campbell, Town Administrator; Dayna Lisaius, Town Treasurer; Ruth Robbins, Zoning Administrator

Others Present: George Abad, Glenn Acker, Perry Bigelow, Bruce Falconer, Lexi Leacock, Tammy Tuck, Todd Warnock

Public Comment

In response to a question from Perry Bigelow, Board members outlined the current road work underway on West Hill Road.

Agenda Changes

Consideration of a request to work in the ROW on Dump Road was added as the first Regular Business agenda item.

Dump Road ROW Request

Tammy Tuck and Bruce Falconer explained that they are determining the best configuration for supplying power to an ADU they are constructing; one option would require an easement from the Town for burying the lines from a point where a new pole might be installed, as the pole would be approximately 45 feet from their property line. Board members indicated a preference for further consideration following input from GMP following their site visit, as well as a site visit to be scheduled for the Board. They also explained the need for legal review of any easement proposed, and that options for and the implications of placing an encumbrance on Town property need to be understood. They asked that Ms. Campbell be contacted once the GMP site visit is complete, so that further Board review may be scheduled.

Gran Fondo

Todd Warnock provided information about this year's Gran Fondo, noting that two of the day's courses will run in part through Warren. One of these will run through the Village, and the configuration of that route and its crossing of Route 100 was discussed. The Board requested that additional signage be placed in the area where Brook Road approaches Main Street, to alert drivers to bicycle riders turning left from Main Street onto Brook Road. Mr. Warnock confirmed that he has notified police and emergency services of the event.

Mr. Warnock inquired about suitable locations for a rest stop in town; the Blueberry Lake Cross Country Center was offered as a suggestion.

MOTION: *Ms. Behn moved to approve the Festival Event Application for the Gran Fondo on June 29, 2024. The motion was seconded by Mr. Cunningham, and passed unanimously.*

George Abad/Ruth Robbins

Ms. Robbins explained that she has inspected the property in question, and has a letter drafted to be sent to the owners. She indicated that she will keep Mr. Abad updated on the situation. Mr. Abad expressed his concerns regarding the length of time needed to address the situation, and also that he

was satisfied that some progress is taking place; Mr. Youmell indicated that the Board is aware of the situation and background.

Highway Department Check-in

Mr. Bombard reported that the Department is on schedule to get the projects planned for 2024 underway, that the utility line work on Brook Road is nearly complete, and that West Hill Road work is also finishing up.

There was some discussion of the draft Utility Ordinance, with focus on the language inserted to allow for timeline adjustments. Ms. Campbell explained that VLCT has reviewed the latest draft, and she will provide the Board with the updated document for review and approval at an upcoming meeting.

Upcoming Golf Course Road work was previewed; Mr. Bombard explained that the bump outs on the dirt section will be removed, which may cause a problem for the Town plow trucks. The bump outs create stormwater issues; this road's stormwater needs haven't been addressed to date due to there being no hydrologic connection and therefore no grant money available through MRGP-related programs. There was concern expressed about how traffic will adapt with no place to pull over when necessary, but it was agreed to have Mr. Bombard proceed with the work as planned and to monitor any problems that arise and consider putting bump out(s) back in place if necessary.

The other Golf Course Road work discussed is the placement of crosswalk signage and speed bumps near the Club House. Mr. Bombard expressed concern regarding the approximate \$1000 cost of the signage and the need to install and remove the signage and bumps each year. He also indicated that the temporary speed bumps tend to crack the pavement and damage cars. It was agreed to move ahead with the installation of the bumps and signage for the current season, with funds to come from the Town Improvements budget line; but the Board also asked Mr. Bombard to obtain quotes for installing speed tables, at both the Golf Course site and the two spots on West Hill Road where speed bumps are located. Mr. Bombard also noted that scheduling line striping work is difficult, and that he could not confirm when any striping on the Golf Course Road might be completed.

Ms. Campbell will reach out to Margo Wade for an update on the Sugarbush Access road culvert work.

Mr. Bombard noted that the West Hill slide is still a problem, and it was agreed that the matter should be revisited at an upcoming Board meeting.

Road Reclassifications

Mr. Youmell explained that the process for reclassification of town highways requires a couple of months for scheduling and noticing related hearings and making final decisions. He listed the roads which are up for consideration for either reclassifying or abandoning ('throwing up') by the Selectboard, including Shepard Hill Road, Whitworth Road, Bobbin Mill Road, Sugarloaf Hill Road, Stetson Hollow Road, Camp Road, and Mill Road. During the discussion that followed, points made included:

- This is for consideration; no decisions have been made
- The upper portion of Stetson Hollow was reclassified several years ago
- If a road is abandoned, there is no longer public access required for that road
- Class 4 Highways in Warren are made passable once annually and restored after a disaster
- It is likely that a ROW would need to be granted to provide that a Town Trail be used as a driveway
- Past practice has generally been that if a road serves more than one house, it will be a Town Highway

- The intersection of Camp, Orion, and Lincoln Gap Roads may be reconfigured (renamed) so that Orion Road comes down to intersect with Lincoln Gap
- Much of what is up for consideration is segments of roads, rather than the full length

Ms. Campbell will gather information related to road classifications, ROW considerations, and so forth; the Board will hold site visits to the roads under consideration once this information has been collated.

Energy Committee Update

Lexi Leacock provided information related to a small grant received through the Municipal Energy Resilience Program, and the potential for applying for a larger, implementation-focused grant through the same program. She reviewed the history of the grant process, the selection of the Municipal Building and Town Hall for energy assessment, the assessments completed by a company contracted with by the State (results likely available in June or July), and the potential for various projects which might be funded through the grant money currently available.

It was discussed that the funds from smaller grant which has been awarded might be used to support the work of a Community Engagement Project Manager, but that the amount available is not enough to fully fund such a position. Ms. Leacock noted that she will not have much time to devote to this work in the coming months due to other commitments, and that she is also not interested in continuing serving in the role of energy coordinator without the energy work becoming the purview of a larger committee with more people to participate in the efforts.

There was some discussion of upcoming projects such as the Town Hall door, Library windows, and furnace replacement that would likely qualify for use of the implementation grant funds, but Board members did not want to postpone any of this work until the grant application process was undertaken and possibly approved.

It was also noted that there are Cooling Center Grants available, which the Town might apply for in order to install heat pumps at the Library.

Local Emergency Management Plan (LEMP)

Mr. Campbell reviewed the minor changes made to the LEMP, explaining that he is also working on a longer version for consideration at a future point. He and Ms. Campbell indicated that work is also beginning on the Local Hazard Mitigation Plan, for which Ms. Campbell has been in touch with CVRPC staff.

MOTION: *Mr. Cunningham moved to accept the updated LEMP and authorize the Chair to sign on the Board's behalf. The motion was seconded by Ms. Behn, and passed unanimously.*

Updates/Discussion

Flat Iron Crosswalk

Mr. Youmell explained that crosswalks do not require signage, but that the preference for the crosswalk at Flat Iron Road is to include a moveable sign to be located in the middle of the road. The sign will not be available in the winter months; the funds used will be from the sign budget. Speed tables will be discussed in more detail at a future Board meeting.

Town Hall Door

Door design options, hardware options, and related quote information was reviewed. Ms. Klein Corrigan is working to coordinate the work being completed by Mark on the door design and the associated hardware installation to be completed by Spencer. It was decided to not include

push bars on the doors. There was also some discussion of meeting any requirements related to the building's historical status; Ms. Klein Corrigan will look into this matter.

Childcare Tax

It was explained that this new payroll tax, to be paid beginning July 1, may either be paid in full by the Town, or a percentage provided by employees. Ms. Lisius outlined the associated costs of either method, and it was agreed to have the Town cover the full cost for the rest of the calendar year and to evaluate the options during budget preparations.

Municipal Furnace

Ms. Campbell explained that the information from Chuck's Heating indicates that there will be no air flow in the building while the work is done, and staff will need to make accommodations.

MOTION: *Mr. Cunningham moved to contract with Chuck's Heating to do the work needed as outlined. The motion was seconded by Ms. Klein Corrigan, and passed unanimously.*

Website Work

Ms. Campbell will provide information to Board members via email.

Town Garage Subcommittee

As it has been decided to pursue constructing a new Town Garage on the Town-owned parcel on Vaughn Brown Road, it was agreed that a committee/task force should be formed to focus on the project. It was emphasized that this group will have no authority, but will serve as an advisory group to the Selectboard. Ms. Behn and Ms. Klein Corrigan offered to serve on the committee; it was agreed that they will represent the Selectboard, and that Ms. Campbell, Mr. Bombard, and two Planning Commission representatives will also be included.

Ms. Behn emphasized that no plans have been developed for the Vaughn Brown Road parcel; the only plans available are the preliminary plans provided by Mark Bannon for the current site, which it has been determined is no longer a viable location for the Garage.

Administrative Items

MOTION: *A motion to approve the education warrant in the amount of \$4,442,275.14 passed unanimously.*

MOTION: *A motion to approve the payroll warrant in the amount of \$34,359.24 passed unanimously.*

MOTION: *A motion to approve the Minutes of April 9 and May 14, 2024 passed unanimously.*

MOTION: *A motion to approve the 1st and 3rd Class Liquor License renewal for Cold Stream Spirits (Mad River Distillers) 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 7:41 pm and returned to open session at 8:26 pm.

Adjournment

The meeting adjourned at 8:26 pm.

Respectfully Submitted,
Carol Chamberlin

The Warren Selectboard

Luke Youmell, Chair

Camilla Behn

Kalee Whitehouse

Andy Cunningham, Vice Chair

Devin Klein Corrigan