

Minutes of June 11, 2024 Meeting
Warren Select Board
Streamed on MRVTV
6:30 PM
-draft-

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

Staff Present: Jeff Campbell, Fire Chief; Rebecca Campbell, Town Administrator;

Others Present: Perry Bigelow, Jito Coleman (Conservation Commission), Bruce Falconer, Chris Kirchen, Ian Sweet, Tammy Tuck

Public Comment

Nobody requested time to address the Board.

Agenda Changes

Various updates were listed as available.

Grand List Filing Extension

The Listers had requested a letter of support for requesting an extension of time from the State for filing the Grand List data.

MOTION: *Mr. Cunningham made a motion to sign a letter of support, providing for moving the date for the Grand List filing to June 30, 2024 at the latest. The motion was seconded by Ms. Behn, and passed unanimously.*

Mad Marathon – Ian Sweet

Mr. Sweet indicated that there are no changes to the event for this July, and that all permits, etc. are in place. He also provided some information regarding plans for future years' events. The signage directing traffic to Roxbury while avoiding the Marathon route was reviewed; Mr. Sweet will place the signs as agreed upon, including in the message that these are detours to I89.

MOTION: *Mr. Cunningham made a motion to approve the Road Use Permit for July 7, 2024 for the running of the Mad Marathon. The motion was seconded by Ms. Klein Corrigan, and passed unanimously.*

Dump Road Easement

Bruce Falconer and Tammy Tuck had provided a summary of their proposal in an email; Ms. Klein Corrigan reported on a site visit she had conducted, noting that the power line access requested would not require the clearing of any trees on Town property and is the more aesthetic solution for providing power to the ADU being constructed. Ms. Tuck noted that the cost of both potential configurations is equivalent, when including the Town's legal cost to be covered by herself and Mr. Falconer.

Board members expressed some discomfort with setting a precedent by allowing for the requested easement, noting that they would likely approve the request if there was not another alternative for providing power to the site. It was felt that some research is necessary to determine if this type of allowance has ever been approved before, as well as if there is any legal reason the easement cannot be approved. Ms. Campbell will look into both matters and the request will be discussed further at an upcoming Board meeting.

Land Acquisition

An eight-acre parcel on Elliot Farm Road has been offered by Kathy Miller for conservation; Mr. Coleman explained that the Conservation Commission is in support of this acquisition, as the property hosts wildlife habitat, including corridor areas. Ms. Miller has requested that the Town pay \$10K to cover the legal expenses associated with the subdivision and transfer of ownership.

MOTION: *Ms. Klein Corrigan made a motion to accept the proposal from Kathy Miller and purchase the parcel offered for \$10K. The motion was seconded by Ms. Whitehouse, and passed unanimously.*

Mad Goat Grazing

A Non-Employee Work Agreement had been provided by Mad Goat, allowing the goats recently employed to help control knotweed access to Town properties. A contract for the work including payment information was also provided, and there was a lack of clarity for Board members regarding the specific logistics for payment, insurance, and how the relationship with Friends of the Mad River as the fiscal party had been set up. Mr. Coleman offered to have these logistics clarified before any documents are signed.

MOTION: *Ms. Klein Corrigan made a motion to grant permission to Mad Goat for grazing their herds on Town property, providing appropriate liability coverage is in place. The motion was seconded by Mr. Cunningham, and passed unanimously.*

Utility Room at Rootswork

Mr. Youmell reported that remediation work in the East Warren Market utility room is underway, explaining that there is mold at the site caused in part by a leaky sink and in part by uninsulated water pipes. He indicated that Kirsten is willing to use Rootswork funds for the current cleaning work as well as other repair/maintenance work that needs to be completed at the building. Further discussion of this matter will take place at the June 25, 2024 Board meeting.

Sheriff's Department Contract

Mr. Youmell indicated that the hourly rate charged by the Department is \$60/hour, which is the same as the previous year; the Town budgeted \$43,680 for the current year. It was noted that the budgeted amount is rarely fully expended, as the Department is not able to provide the full number of hours outlined each year due to staffing issues. It was confirmed that Mr. Campbell works with the Department members to coordinate where patrol will be focused, and suggestions were offered that Brook Road and East Warren Road would benefit from some additional attention.

It was mentioned that the Traffic Ordinance posted to the web site is not the most current version, however Ms. Campbell will update it with the amended ordinance from October 2022.

MOTION: *Mr. Youmell made a motion to contract with the Washington County Sheriff's Department for an amount not to exceed \$43,680 for the year. The motion was seconded by Ms. Klein Corrigan, and passed unanimously.*

Town Charette Update

Ms. Behn reported that the event was well attended, with a range of ages and personalities represented, and a high level of engagement by participants. The PC has discussed following up on the event, and Jim Sanford and Adam Zawistowski will be providing a summary, including visual materials, to be posted to the Town's website. Ms. Klein Corrigan noted that there is still concern among residents regarding

Village speeding and traffic control, with some ideas generated for creating a more pedestrian friendly area, particularly at the northern end of town.

Ms. Behn indicated that she had conversations with some second home owners, and learned that there is a coalition of 28 homeowner associations based in the Sugarbush area which is interested in having more connection with the Town, and has proposed scheduling an informational Town Meeting in order to learn more about the Board's and Town activities. It was suggested that something be scheduled for Indigenous Peoples' Day weekend; Ms. Behn offered to be the Board's contact person for this coalition.

It was pointed out that stormwater concerns were also a frequent topic of conversation at the charette.

ARPA Update

Mr. Cunningham noted that the committee is interviewing several groups which are not based in Warren, in order to get more specific information regarding their request. Ms. Klein Corrigan indicated that there likely won't be recommendations made until late in June, for consideration by the Board in July. Town Department requests have not yet been discussed, there were reminders that projects are intended to be of a transformative nature, and not typical budget items.

DPW Position

Ms. Klein Corrigan made note of the Town's frequent infrastructure repair work needs and associated discussion/decision making that arises, indicating that the establishment of a Director of Public Works or similar type of position would help expedite this type of decision making and work completion.

It was agreed that this should be considered during the budgeting process for the next year, beginning with a review of the job description which was created several years ago. The review will include determining how the position will relate to the Road Department, whether the position will be responsible for planning and coordination, or will also include completion of general maintenance work, and how the responsibilities outlined will coordinate with those of the Town Administrator.

It was agreed that at the June 25, 2024 meeting the Board will review the list of work items that currently need to be completed, and that review of a potential new position's job description will be placed on the agenda for another upcoming meeting.

Town Garage Task Force Update

It was noted that the Task Force is comprised of Ms. Campbell, Ms. Klein Corrigan, Ms. Behn, Mr. Bombard (Road Foreman), and Mr. Sanford (Planning Commission), and that meetings had commenced and are ongoing. The goal of the group at this point is to determine the needs to be served at the site, and developing an RFP for engineering plans.

It was discussed that there is related information in old Barry Simpson files, and that Mark Bannon had provided some plans for the Vaughn Brown site, as well as for the current Garage site. Ms. Campbell will compile this information.

Group members noted that there are plans to visit several garages around the state, and that the Road Crew needs are also being outlined.

It was indicated that the amount of preparation work needed before an engineering RFP will be ready, and the subsequent work necessary to get to a point where plans are available for bidding, will preclude the ability to hold a related bond vote in November; tentatively there may be a vote planned for March 2025.

Road Classification Update

It was decided that the first roads to be addressed are to include Mill Road, Bobbin Mill Road, and Camp/Orion Roads. The need to review Stetson Hollow was discussed, as part of the road was reclassified in recent years, it is also a Forest Service Road, and there has been little need for maintenance there for many years.

Ms. Campbell noted that Blair Road has been suggested for review as well. She provided an outline of the process to be followed for reclassifying or discontinuing a Town Highway or Legal Trail, which includes a requirement to notify all abutters as well as the scheduling of a site visit with a 30-day warning period.

It was agreed that a site visit to the roads discussed will be scheduled for July 30, 2024, with a letter to be sent to appropriate parties by Ms. Campbell outlining that the Board is considering reclassification of the roadways and therefore ceasing Town maintenance.

Updates/Discussion

Cleaning Service and Window Cleaning

Ms. Campbell reported that a quote of \$2500 had been provided by the Town's current cleaning service, for cleaning all the windows in the Fire Station, Municipal Building, and Town Hall. It was agreed to put this in next year's budget. Ms. Campbell also noted that the cleaning service has provided notice that they will no longer be contracting with the Town as of July 1, 2024. Ms. Campbell and Ms. Lisaius are taking the steps necessary to get quotes from potential new services.

LUDRs

Ms. Behn indicated that the subcommittee had reviewed the entire document with Sharon Murray, who is working to put together a complete draft for the committee to review at an upcoming meeting. The intent is to have a final draft for submitting to the Planning Commission ready by early July.

Administrative Items

MOTION: *A motion to approve the accounts payable warrant in the amount of \$87,228.22 passed unanimously.*

MOTION: *A motion to approve the payroll warrant in the amount of \$28,218.90 passed unanimously.*

MOTION: *A motion to approve the 1st and 3rd Class Liquor License renewal for Road Trip Hospitality (Deco) passed unanimously.*

Adjournment

The meeting adjourned at 8:44 pm.

Respectfully Submitted,
Carol Chamberlin

The Warren Selectboard

Luke Youmell, Chair

Andy Cunningham, Vice Chair

Camilla Behn

Devin Klein Corrigan

Kalee Whitehouse