

Minutes of August 13, 2024 Meeting

Warren Select Board

Streamed on MRVTV

6:30 PM

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

Staff Present: Jeff Campbell, Public Safety/Fire Chief; Rebecca Campbell, Town Administrator; Ruth Robbins, Zoning Administrator; Marie Schmukal, Library Director

Others Present: Perry Bigelow, Brooks Bradford, Maria Burfoot, Jim Crafts (Planning Commission), David Ellison (Library Trustee), Mary Gow, Patricia Hayes, Peter Hayes, Gary Kessler, Alex Maclay (Library Trustee), Lisa Miserendino, Macon Phillips (Planning Commission), Dan Raddock (Planning Commission), Jim Sanford (Planning Commission)

Public Comment

Mr. Campbell thanked the Warren Fire Department, MRVAS, the VSP and the VSP Underwater Recovery Team, Stowe Rescue, Colchester Technical Rescue, and the NFS for their assistance over both weekend days in attempting to locate the missing swimmer at Warren Falls.

There was some discussion of potential education of the public regarding when it is not safe to swim in local waters; Mr. Campbell has been posting related warnings on FPF since the most recent rainfall raised the river levels significantly.

Mr. Bigelow offered to assist with installing the Reta Goss signage when Mr. Cunningham and Mr. Youmell are able to commence with that project.

Brooks Bradford introduced himself as the new general manager of the Pitcher Inn and Warren Store; Board members welcomed him and his family to town.

Agenda Changes

Review of the GMSR permit and an audit discussion were both added to the agenda.

GMSR Permit

Mr. Kessler raised the question of adjusting the race route if necessary due to the upcoming paving work from the Village along Brook and East Warren Roads. He requested that the possibility of having the paving begin at the Village end of the project, allowing for time for completion along the regular race route before the race date, be explored; if that is not possible, he explained that the race course can be altered to exit Brook Road at Plunkton Road and establish an end point for the race near Maple Street, with traffic control reallocated appropriately. He noted that the race is a time trial, and the only thing needed at race end is a canopy set up; enforcement of single-file riding along the return is regular protocol. Mr. Cunningham offered to speak with the paving contractor and determine the best accommodation possible.

MOTION: *Ms. Klein Corrigan moved to approve the alternate race route as proposed, to be used if necessary due to paving logistics. The motion was seconded by Ms. Behn, and passed unanimously.*

Trout Hollow Water Meter Reimbursement

This water meter had been removed due to its causing issues with the taste and smell of the water at the house; before and after pictures had been provided by the residents as requested. Mr. Cunningham spoke of the sudden change experienced in the water quality, the determination that the meter was causing the problem, and the possibility that this may be a wider problem that needs to be addressed. He

indicated that both Clearwater and SOS may have insight on how to approach determining what further steps need to be taken regarding removal of the other meters installed by the Town, noting that if this is a project involving multiple properties, they should all be addressed at the same time.

DRB Appointment

The DRB had provided a recommendation that Maria Burfoot be appointed as an Alternate DRB member; Ms. Burfoot had provided a letter of interest, and Ms. Robbins introduced her as a person who would be a beneficial addition to the DRB.

MOTION: *Ms. Behn made a motion to appoint Maria Burfoot to the DRB as an Alternate member. The motion was seconded by Ms. Klein Corrigan, and passed unanimously.*

Road Name Approval

Ms. Robbins explained that, with four houses on an 'extension' of Robinson Road, a new name is needed for E911 addressing. The name Leonard Lane has been proposed and approved by the E911 Board.

MOTION: *Ms. Klein Corrigan made a motion to approve the road name Leonard Lane for the new road off of Robinson Road. The motion was seconded by Ms. Behn, and passed unanimously.*

Planning Commission (PC) Short Term Rental (STR) Ordinance Update

Mr. Sanford provided an update on visioning session held in June, provided handout of general themes that arose, and explained that Adam Zawistowski (PC) is working to create a corresponding map of the topics that arose during the session. Mr. Sandford explained that this information would likely be useful for the Board as they address related business that arises; there was some discussion regarding how to cover some of the topics raised during upcoming meetings.

Mr. Phillips spoke of his current work to keep the public informed of PC efforts through the Town's website, noting that the work is not as straightforward to accomplish as it might be; he asked for an update on having a new Town website developed. Board members explained that an RFP has not yet been published, as the details of ARPA fund allocations have not yet been finalized and it is likely that some or all of the web site funding will come from that source. Further discussion led to agreement that the next step is to outline the requirements to be met by a new site, and tentative plans were set for a meeting with Mr. Youmell, Ms. Campbell, and Mr. Macon to begin this work.

Mr. Raddock provided a presentation regarding the STR Ordinance drafted by the PC, including background information, pros and cons of STRs, and the Town's interest in gathering data in order to learn about the impacts on housing, long-term rentals, and neighborhoods in general. He asked that the Selectboard dedicate some time during September meeting(s) to meet with the PC and other stakeholders, and noted that next steps might include contract negotiations with Granicus (the STR software vendor who presented to the Town earlier in the year).

There was some discussion of for how long data will need to be collected before an evaluation of the STR situation is viable, and whether there needs to be a two-year sunset date as proposed by the PC. It was agreed that a longer run of data might be needed, but also that it may be determined after two years that the ordinance language needs to be modified to some degree. Mr. Raddock also indicated that the fee associated with registration needs to be determined by the Board.

Some of the feedback received during PC meetings was reviewed, with Ms. Robbins noting that there was some concern that this was an attempt to limit or ban STRs, which is not the intent of the Ordinance.

The Board agreed that they will review the draft document and collate questions, for discussion at their September 10 meeting and with the intent to adopt the Ordinance at their September 24 meeting.

Library HVAC

David Ellison spoke of the HVAC proposal, and there was discussion regarding whether the proposed system will address all the heating/cooling/ventilation issues at the Library. Mr. Cunningham explained that engineering consultation was completed several years ago; he noted that the plan proposed at that point appeared to be over-engineered and that what is currently proposed is more in line with what is appropriate for the building. It was agreed that the work should be scheduled whenever the contractor is able to complete the job. Ms. Schmulak asked if any coordination with the upcoming window replacement was necessary, as the building will likely need to be closed for the window project; it was indicated that there is not likely to be any impact to Library operations due to the HVAC work. Mr. Cunningham pointed out that ARPA funding may be used for this work; Ms. Maclay reminded the group that ARPA funds had also been applied for to cover electrical and lighting updates needed at the Library.

Town Garage Update/RFP Approval

An RFP for design/engineering work for the Town Garage had been drafted, and was reviewed by the Board, with some changes agreed upon at the meeting. A request for references was added, it was explained that the contractor is being asked to determine what is required for a 'decommissioning' of the current space. The timeline planned for the Town to provide responses to questions and a final submission deadline was reviewed. It was confirmed that VTrans will be consulted about the access to Route 100, and that all meetings will be open to the public.

Mary Gow and Peter Hayes asked several questions regarding the work to be done, some related to engineering matters such as safety and drainage, some regarding permitting, some related to the Route 100 intersection; it was explained that many of these questions are matters which the consultant will be addressing once they begin work on the project. It was confirmed that the RFP contains language related to the potential for a solar installation at the site, and indicated that moving the Fire Department to the new site is not being considered at this time. It was also discussed that there are no plans to disturb the forested area above the pond, which may be suitable for development of trails, and that there will be the ability to access that section of the parcel; currently the Conservation Commission has not developed a management plan for the parcel.

Several other topics were raised, including the use of Jake brakes, noise mitigation, dust, the anticipated level of traffic, a hydrogeological survey, and pedestrian safety. Board members emphasized that they are still committed to traffic calming, noise, and general safety. They also noted that the site is currently accessed for materials on a regular basis. The proposed realignment of the intersection with Route 100 developed by Barry Simpson was mentioned, and it was generally agreed that a reduction in the speed limit on that section of Route 100 would be beneficial even if the Garage wasn't being relocated to the new site. Many of the issues raised are addressed in the RFP requirements.

It was confirmed that a site visit is scheduled for August 27, which is also the date of the next Selectboard meeting. A date for the next task force group meeting has not yet been set.

MOTION: *Ms. Whitehouse made a motion to approve the Town Garage RFP for publication. The motion was seconded by Ms. Klein Corrigan, and passed unanimously.*

Potential consultants to be informed of the RFP's availability were noted.

Local Hazard Mitigation Plan (LHMP) Update

Mr. Campbell explained that the Plan was due to be updated in March, and that in the past he and several

other parties have worked with CVRPC to complete this work. He is working with Keith Cubbon of the RPC along with Ms. Campbell, and noted that a Board member should participate, and possibly a member of the Planning Commission. Ms. Whitehouse offered to represent the Board on the Update Committee.

Administrative Items

MOTION: *A motion to approve the accounts payable warrant in the amount of \$140,996.80 passed unanimously.*

MOTION: *A motion to approve the payroll warrant in the amount of \$45,538.04 passed unanimously.*

Executive Session

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


The meeting entered Executive Session at 8:52 pm and returned to open session at 9:42 pm.


Adjournment

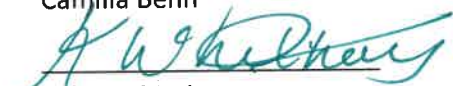
The meeting adjourned at 9:42 pm.

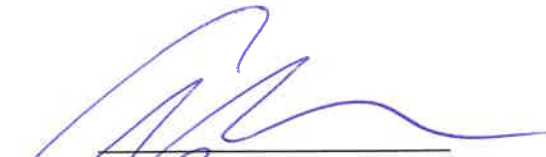
Respectfully Submitted,
Carol Chamberlin

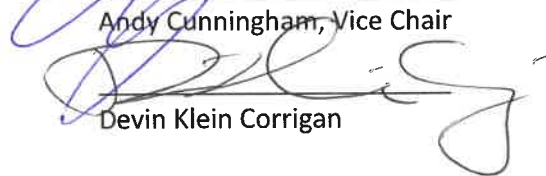
The Warren Selectboard


Luke Youmell, Chair


Camilla Behn


Kalee Whitehouse


Andy Cunningham, Vice Chair


Devin Klein Corrigan