Minutes of August 27, 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
Others Present: John Davis (Evernorth), Pierre Hall (Recreation Committee), Bob Meany (Recreation Committee)

Public Comment
No comments were offered.

Agenda Changes
Updates on the pavilion and pedestrian crossing signs were added to the agenda.

Wheeler Brook Loan Refinance
John Davis of Evernorth was present to request that the Town agree to have the loan they provided for Wheeler Brook financing be subordinated in an agreement with a new primary lender for the project. He explained that the current primary loan balloons in September, and that the current lender does not want to continue with a new agreement; the Town is also a lender, using the funds ($436K) obtained through a grant when the project was initially completed as a means of assisting the partnership with their equity position. In order to move to a new lender, the several subordinate loans are being asked to consent that their loans become associated with the new lender.

MOTION: *Mr. Cunningham made a motion to authorize the Town Administrator to sign a Consent document allowing subordination of the Town's loan amount to a primary mortgage with a new lender. The motion was seconded by Ms. Klein Corrigan, and passed unanimously.*

Northfield Savings Bank Credit Line Approval
The paperwork necessary for a credit line approval with NSB was signed by Board members.

Recreation Committee Budget
Pierre Hall and Bob Meany were present, and provided a progress report on the various projects underway at the Recreation Fields. Mr. Hall thanked the Board for providing a dumpster, and noted that it has likely hit its weight capacity. He indicated that he will address the skate park work area so that random items could no longer be brought out into the park area itself.

Ms. Campbell asked about the broken bollards at the edge of the field, noting that she is likely able to obtain some grant money for use in replacing them. The possibility of adding something more permanent was discussed, as well as changing their placement in order to provide more parking space. It was agreed to keep the same type of bollard as is already installed at the site, and to potentially move them slightly into the field, although Mr. Hall noted that there are nearby septic lines which must be considered. Ms. Campbell indicated that she could provide septic plans.

Other steps completed were outlined by Mr. Hall: concrete blocks in the playground area have been removed and set aside, the backstop fencing has been pulled down and the poles removed, the amphitheater has been torn down. The work area needs to be cleaned up; there is some soil available which will be used to fill in holes and be seeded.

It was agreed that the funds for this work should be allocated from the Town Improvements budget line, and that some work has been completed at less cost than anticipated, so there are still funds available, up to the total anticipated expenditures of $10,000 to $14,600. It was discussed that this will be a separate budget line next year; Mr. Hall indicated that the Committee will provide a budget proposal by November.

The board requested that the area around the skatepark be cleaned up, as there is a significant amount of construction debris, broken chairs, and other miscellany that needs attending. Mr. Hall agreed to address this.

The Board thanked Mr. Hall, Mr. Meany, and Alycia Biondo for the effort they have put into these projects.

ARPA Funding – Town Requests

Potential funding for a maintenance position, the Arts Committee, HVAC work, and website development was brought up. The website and HVAC work were discussed in some depth. Macon Phillips (PC member) had provided an outline of aspects to be considered in designing a new site, as well as some draft RFP language. It was decided that a committee consisting of Brent Adams (Town Clerk), Ms. Campbell, Mr. Youmell, and Mr. Phillips will do further work on this. A rough estimate of $24K for this work was indicated.

Regarding the new HVAC system installation, it was noted that the quote of $11K for a heat pump installation on both floors of the Town Hall building does not include necessary electrical work, and also indicated that while new dehumidification equipment is not necessary, it would be best to not continue with running a dehumidifier on a table with a drainage tube to the sink. It was calculated that the heat pump and infrastructure will run $20,224; dehumidification was quoted at $5200, and electrical needs are likely to be about $2500 but could be more.

MOTION: *Ms. Behn made a motion to allocate ARPA funds totaling not more than $30K for the HVAC project in the Town Hall. The motion was seconded by Mr. Cunningham, and passed unanimously.*

Ms. Whitehouse asked if the electronic sign request submitted by Jeff Campbell might be reconsidered; it was indicated that Mr. Campbell should attend an upcoming meeting if the Board would like to discuss this matter again.

In order for the Board to address further ARPA considerations at an upcoming meeting, Ms. Campbell will compile a detailed spreadsheet and outline of what funds have been allocated and the amount that is still available. It was recognized that there needs to be finalization of these allocations before the end of the year, and Ms. Campbell has been working with VLCT to ensure that all necessary paperwork is in order. It was also noted that paperwork should be requested from grantees in order to ensure that funds are being spent as designated.

Reminders of some amounts already allocated by the Board included $28,600 for Village traffic calming, and the intent to use ARPA funds to cover any pavilion expenses over the $60K of grant money received.

Pavilion Update

Ms. Klein Corrigan provided an update on the progress of the pavilion project, noting that the prep work for the slab is complete, and that Pierre and Geoffrey Hall have offered to donate their time to pour the slab, charging only for the concrete cost. She noted, too, that Devon Bailey donated his time for moving the equipment for the excavation work he completed, totalling a

value of $200, he was not able to donate the full value of the work he performed. State Fire and Safety permit application materials have been submitted, and the slab will be poured once that permit is issued.

The tree that required moving has been relocated, and is being watered as steadily as possible.

Ms. Klein Corrigan indicated that the frame is being built, and that it will likely be another month before the frame is fully cut and ready to raise. She noted that the grant deadline has been extended, and that the structure will be in place well before the new deadline. She indicated that the business does not have time to organize a community pavilion raising, but they are happy to have that be part of the project if such an event is organized. She noted that it will take some time to raise the frame, as it is a fairly complex structure.

Ms. Klein Corrigan also reported that a horseshoe had been found while doing the excavation work, and that the intent is to mount it on the pavilion once it is complete.

Updates/Discussion

Crosswalk project – Ms. Campbell referred to a study provided by Sam Robinson (MRVPD), pointing out that the Board had previously expressed concerns regarding sign pollution in the crosswalk area. It was noted that crosswalks may be painted without installation of a corresponding sign, and agreed that only the one missing sign should be installed. Ms. Campbell has a replacement sign for the one that is missing, and will have it installed once the paving work is complete. She will also respond to Mr. Robinson accordingly.

Lincoln Gap Road speed control – the Board is waiting for recommendations resulting from the study that was completed; it was noted that the Sheriff's Department has been patrolling the area, and most drivers are staying under 40 mph.

Solar Ordinance – it was noted that conflicting advice had been received; Ms. Whitehouse will follow up.

Main Street retaining wall – the wall does not appear to be moving any further at this point; it was noted that the curb/sidewalk still needs to be addressed. This project is separate from traffic calming efforts, which will be approached one area at a time.

Town Hall door – Ms. Klien Corrigan noted that she and Ellen Strauss are continuing their efforts to find a contractor for this work, and that it will likely not be completed until next year.

Administrative Items

MOTION: *A motion to approve the accounts payable warrant in the amount of $859.22 passed unanimously.*

MOTION: *A motion to approve the payroll warrant in the amount of $30,049.53 passed unanimously.*

MOTION: *A motion to approve a Festival Permit for the East Warren Market for a 15-year anniversary party on September 22 from 2 pm – 8pm, with expected participation of 100-150 people, passed unanimously.*

Adjournment

The meeting adjourned at 7:46 pm.

Respectfully Submitted,
Carol Chamberlin

The Warren Selectboard

Luke Youmell, Chair

Andy Cunningham, Vice Chair

Camilla Behn

Devin Klein Corrigan

Kalee Whitehouse