

## Minutes of September 24, 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

**Others Present:** Perry Bigelow, Jim Crafts (Planning Commission), Colin Phillips, Macon Phillips (Planning Commission), Dan Raddock (Planning Commission), Sam Robinson (MRVDP)

### Public Comment

Camilla asked that meetings be recorded so they can be available right away, as she has had requests for the video.

### Agenda Changes

Several items were added to the agenda: an Executive Session to discuss Real Estate, pavilion updates, covered bridge updates. Macon Phillips asked if any discussion of updates to the website platform was on the agenda, and it was explained that a committee is forming to work on this matter, to which he has been invited to join.

### Mad River Valley Wellness Survey Results – Sam Robinson

Mr. Robinson provided some background information on MRVDP and current projects they are assisting with, then presented the results of the Wellness Survey. He introduced the survey by explaining what is meant by wellbeing and providing some background information on the survey contents and timing. The community indicators and survey domain areas were outlined, and Mr. Robinson noted that this more qualitative information is collected in order to supplement the quantitative Annual Data Collection. He indicated that the PD's website contains both his full report and that the survey results have been integrated into the Community Dashboard on the website.

Mr. Robinson then went through some of the survey findings, covering demographics as well as an overall picture of the domain results and comparisons with previous years. He highlighted some of the responses in the domain areas, and reviewed the feedback provided through responses to the open ended questions which were part of the survey. He confirmed that he will provide the Board with the slides from his presentation.

### Short Term Rental (STR) Ordinance Review/Discussion

Mr. Raddock noted that Granicus (STR software vendor) had provided a presentation earlier in the day, and encouraged Board members to watch the recording.

Board members addressed the Town employee bandwidth required to implement and make continued use of the software being considered; it was explained that the map/data provided by the system does not interface with the application and provide related reports – staff will need to interact with the software in order to collate the information being sought about STRs. It was also noted that once the application is up and running, the Town is responsible for using it, with it possible to set up any desired level of application review with Granicus' assistance ahead of time. The ordinance language will serve to determine what level is required. It was indicated that it is not yet known how much customer support would be provided by Granicus, and how much of that support would also be part of the staff's tasks related to managing the platform. It was also discussed that clarification is needed regarding how much effort is required to integrate receipt of completed applications with the scraped data that is made accessible by the software, although it was understood that the application information needs to be

transmitted to Granicus for this purpose. Finally, it was expressed that it needs to be clarified what effort is required on the listers' side to get data to Granicus for an initial upload; Board members indicated that the listers have access to up-to-date information for creating a file in the format required by Granicus.

The Board then reviewed a purpose statement which had been drafted by Ms. Behn, and considered the several sections of the draft Ordinance. Edits were made to the document as changes were agreed upon during the meeting. In general, it was agreed that the primary goal of this effort is to gather data and understand the impact of STRs on various aspects of housing in the area, then to provide a mechanism for ensuring the 'good neighbor' aspects of an ordinance. After some discussion, it was agreed to retain the use of issuance of a 'permit' rather than simply requiring registration. Further refinement of definitions and establishment of fees was postponed to an upcoming Board meeting.

It was noted that including any requirement/allowance for inspection would require the development of an associated policy in order to outline what would trigger an inspection.

Other logistics were discussed, with it being agreed that a new application will need to be submitted on ownership or other pertinent changes, and that language on the application form will serve as attestation to adherence to requirements, with no signed affidavit required.

Other requirements were refined as follows. Parking will be regulated only to the degree that all parking must be off-road, and there will be no requirement to report septic capacity at STR sites. One or more emergency contacts will be required for rentals with no on-site ownership presence. Maximum occupancy/number of people per bedroom details were not fully fleshed out during the meeting.

Other questions were discussed as being important to the data gathering being sought by the Town, and it was agreed that some mechanism for asking questions outside of those required by Ordinance requirements be included in the process.

Finalization of the document and related open matters will be taken up at the next Board meeting.

### **Updates and Other Business**

Pavilion – Ms. Klein Corrigan reported that the slab for the pavilion has been poured.

Covered Bridge – There was some discussion of grants issued by FEMA and others for work on the bridge, abutments, and retaining wall, with it not being clear which grants will need to be repaid and for which one FEMA is requiring installation of an interpretive panel in lieu of not having completed archeological work prior to completing the project. All related information will be clarified with Ms. Campbell's assistance before any further steps are taken.

### **Administrative Items**

**MOTION:** *A motion to approve the Education Tax warrant in the amount of \$1,784,715 passed unanimously.*

**MOTION:** *A motion to approve the minutes of July 23, August 13, and August 27, 2024 passed unanimously.*

**MOTION:** *A motion to approve the accounts payable warrant in the amount of \$152,608.62 passed unanimously.*

**MOTION:** *A motion to approve the payroll warrant in the amount of \$27,709.92 passed unanimously.*

**MOTION:** *A motion to approve a First Class and Third Class Liquor License for Chez Henri passed unanimously.*

## **Executive Session**

**MOTION:** *A motion to enter Executive Session pursuant to 1 V.S.A. § 313 (a) (2) [Real Estate] passed unanimously.*

The meeting entered Executive Session at 8:53 pm and returned to Open Session at 9:06 pm.

## **Adjournment**

The meeting adjourned at 9:06 pm.

Respectfully Submitted,  
Carol Chamberlin

The Warren Selectboard

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Luke Youmell, Chair

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Camilla Behn

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Kalee Whitehouse

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Andy Cunningham, Vice Chair

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Devin Klein Corrigan