

Minutes of November 19, 2024 Meeting

Warren Select Board

Streamed on MRVTV

6:30 PM

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

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

Others Present: Andrew Bombard (Road Foreman), Jito Coleman (Conservation Commission), Mary Gow

Public Comment

Mary Gow asked some questions about the Town Garage project, as she had been unable to join the most recent meeting of the Committee; Ms. Campbell indicated that the meeting had been recorded, and that she would send the recording and other pertinent information to Ms. Gow.

Agenda Changes

An item related to a Lister appointment was added.

Lister Appointment

It was explained that in June of 2024, Julie Burns was appointed as a new Lister, but the associated salary increase was not addressed. It has been requested that this increase be retroactive to the appointment date. Ms. Lisaius confirmed that the Lister budget had sufficient funds available for this increase.

MOTION: *Ms. Klein Corrigan made a motion to approve a salary increase for Julie Burns for her hours allocated to her Lister position, retroactive to June 25, 2024. The motion was seconded by Ms. Whitehouse, and passed unanimously.*

Pavilion Update

Mr. Cunningham read a letter provided by the Selectboard, requesting an extension of the project completion date, which was addressed to the providers of the grant which was awarded for the project. The letter noted that staffing issues have prevented the completion of the project this building season, and that Corrigan and Klein is committed to seeing the project to completion. Ms. Lisaius indicated that communication to private donors would be appropriate; Ms. Whitehouse will compose a letter to be posted on the Town's website and FPF.

Conservation Commission (CC) Budget

Mr. Coleman indicated that the CC anticipates that budget needs in 2025 will generally replicate 2024's spending. The current CC budget numbers were reviewed, and there was a discussion regarding the complexities involved in the Forest Service and Lake Champlain Basin Program grant payments, as well as how the timing of receipts relates to the use of the CC's Go Fund Me account. This account has been used to make payments to cover anticipated grant receipts. Ms. Lisaius advised review of the grant language in order to determine if anticipated receipts might be moved to CC reserve funds.

Mr. Coleman spoke of grant accounting, particularly for shared endeavors, being an ongoing issue for all the Valley town CCs, for which a solution has not yet been designed. He noted that the gravel pit knotweed eradication plans were not proving to be viable, and that those grant funds will likely need to be returned (this is a grant awarded through Waitsfield's CC).

There was some further discussion of the current CC budget line balances and how best to move forward with expenditures, payments, and reserve fund possibilities. It was agreed that Ms. Lisaius and Mr.

Coleman will work together to clarify needed information and design a plan to present to the Board for the remainder of 2024 as well as a budget proposal for 2025.

Treasurer Budget

Ms. Lisaius indicated that several line items had been increased, including dues and subscriptions, employee insurance coverage, and costs associated with auditing services. She noted that future interest rates are unknown, currently interest earnings have been good.

She then reported that there is currently \$1.15M due in delinquent taxes, and that she and Ms. Campbell are working to finalize the accounting of the Town's ARPA funds.

Fire Department Budget

Mr. Campbell explained that the proposed \$4K increase to this budget is mainly due utility costs; he also explained that phone line costs have been moved from the Dispatch line item to Utilities. Capital West Fund information was clarified; Mr. Campbell will look into why \$5K more than the agreed upon amount was paid this year. There was some discussion of the need for a printer for ID cards.

Public Safety Budget

Mr. Campbell noted that the total Public Safety budget as currently proposed is up \$13,700; he outlined some of the specifics leading to this increase.

Highway Department Budget

Mr. Bombard reviewed the following budget items with the Board: paving, general road repairs, vehicle upkeep, cobblestone/brick maintenance, equipment rental, training/education. It was agreed that the equipment rental and training lines could be reduced.

Park Maintenance was discussed, with it being proposed that some of the expenses included might be moved to a more appropriate section of the budget.

Mr. Bombard indicated a preference for including only mandated/required signs in one budget line, and initiating a second line for speed control/temporary signage.

There was discussion regarding gravel, culvert, and guardrail costs; this will be discussed further at an upcoming meeting when an outline of planned projects is on the agenda.

Executive Session

MOTION: *A motion to enter Executive Session pursuant to 1 V.S.A. § 313(a)(3) [Personnel] passed unanimously.*

The meeting entered Executive Session at 8:45 pm and returned to Open Session at 9:21 pm.

Administrative Items

MOTION: *A motion to approve the Minutes of November 12, 2024 passed unanimously.*

MOTION: *A motion to approve the accounts payable warrant in the amount of \$10,132.76 passed unanimously.*

MOTION: *A motion to approve the payroll warrant in the amount of \$15586.11 passed unanimously.*

Adjournment

The meeting adjourned at 9:46 pm.

Respectfully Submitted,
Carol Chamberlin

The Warren Selectboard

Luke Youmell, Chair

Camilla Behn

Kalee Whitehouse

Andy Cunningham, Vice Chair

Devin Klein Corrigan