

Minutes of January 14, 2025 Meeting

Warren Select Board

6:30 PM

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

Staff Present: Andrew Bombard, Road Foreman; Jeff Campbell, Fire Chief; Rebecca Campbell, Town Administrator; Dayna Lisaius, Treasurer

Others Present: Perry Bigelow, Jim Crafts

Public Comment

Mr. Bigelow asked about progress on the STR Ordinance; it was explained that it is being reviewed by VLCT and that review is expected to be completed at some point in March. He also asked if there was any potential for Town liability created through requesting self-attestation of compliance with safety measures; the Board will look into this.

Agenda Changes

No changes were made to the agenda.

Fire Department

Mr. Campbell outlined the need for replacement of the Department's utility truck a year ahead of schedule, noting that the frame on the current truck is degrading but that, if replaced now rather than in a year as planned, the current truck could still be sold or traded. Mr. Campbell indicated that the intent is to purchase a Ford F550 crew cab for the Department's use in carrying tools, equipment, and other necessary items to every call. He has been quoted a price of \$140K for the configuration requested, and has been advised that if ordered soon, the truck would be configured and ready for delivery in June or July of this year.

It was reviewed that the Capital Plan would then have no purchases scheduled for 2026, and includes a Tanker replacement in 2027.

MOTION: Ms. Klein Corrigan made a motion to approve the purchase of a new utility truck as outlined. The motion was seconded by Ms. Behn, and passed unanimously.

Waste Water Budget

Ms. Lisaius provided information related to the budget, explaining that she was working with NEMRC to correct the amount in the Unscheduled Maintenance and Repair line and that Simon Operations is no longer able to provide administrative/billing services, so that line has been increased.

There was a discussion regarding how to approach the billing, with it being explained that there is potential for the Administrative Assistant position to take this on. It was acknowledged that some training in using the NEMRC system would be required, and suggested that compensation might include some percentage of the delinquent amounts collected. Ms. Lisaius also noted that some of the billing structures and protocols in place should be cleaned up, and that more effort should be made to collect past due amounts. The Board asked that a proposal be put together for their consideration.

The increase to \$9000 for surface water nutrient loading testing, to be paid to Stone Environmental for the work required, was noted. Ms. Lisaius indicated that some research would be needed to determine if there are other options available.

Highway Department Special Projects 2025

Main Street bridge and sidewalk repair – Ms. Klein Corrigan reported that consultation with Tim Parent has indicated that granite curbs are possible, that using state or federal grant funds would require additional work/costs, and that the true condition of the road/sidewalks/wall cannot be determined until the work begins. Mr. Bombard indicated that the sidewalk needs to be plowable when the work is complete. Mr. Parent has provided a general estimate, but an RFP will need to be published to solicit bids for the work. It was noted that the Rickards have been notified that their railing will need to be upgraded to meet code. There was some discussion of how many years this project and its expense should encompass.

Other items discussed included:

- \$150K budgeted for rip rap work on Airport Road; Mr. Bombard has budgeted this amount to include the work definitely required as well as the potential for additional items to be addressed once Jaron Borg has been consulted regarding any stream alteration permitting needs.
- Plunkton Road paving budgeted amount is based upon advice from Pike that the price will be slightly higher this year; some of this will also be paid through the capital budget.
- The new truck budgeted for the current year has been ordered, but will likely not be delivered until later summer 2026, and available for use in the winter of 26/27. Mr. Bombard will look into establishing that the warranty period does not begin until the full truck is ready for use, rather than when the chassis is delivered.
- Pedestrian safety in the Village was discussed, as there are some remaining grant funds to be used in the beginning of 2025. Several options to provide for more safety at the bottom of the school path were discussed, and it was agreed to discuss this matter further at an upcoming meeting.
- Ms. Campbell and Ms. Klein Corrigan had looked at the exterior of the Town Hall and Municipal Building, and an amount will be included to cover the repairs they noted were necessary, including some basement repair in the Town Hall remaining from prior leakage, painting of steps, repair of the Town Hall stair façades, window sill repairs, and other work to be completed in preparation for painting the buildings within the next year or so.

Library Doors

Ms. Klein Corrigan outlined the newest proposal for Library door repair, noting that Ellen Strauss has reviewed the plans and that the hardware included in the quote is suitable for both the desired functionality and aesthetics. She indicated that the quote of \$11,827 does not specifically address the door sill and flooring repair; it will need to be determined if that is included in the amount provided.

There was agreement that the entry grate may be addressed separately along with any other repairs to rotting/damaged wood on the exterior stairway, which is included in the Town Building Renovations budget line.

The Board decided to wait until it is clarified whether or not the sill/floor repair is included before accepting the bid provided.

Town Budget Discussion

Ms. Campbell explained that she had reviewed technology lines, and that the total in the Software and Network Support line is now \$40,300.

She also noted that the Sheriff's Department had agreed that budgeting for them is confusing, and had advised that an amount be budgeted, and they would schedule accordingly for the year.

Other items discussed included:

- Mad River Steward request is up by \$500 – agreed that this is suitable
- Paving currently at a \$200K allocation for expense and \$190K to Capital
 - This leaves nothing for parking lot repairs, etc.
 - Paving product in use allows for longer life, so \$240K/\$240K allocations no longer necessary, but agreed to increase the Capital contribution to \$220K to cover potential unexpected paving needs
- Propane expenses not fully known as the system is new; agreed to leave at \$25K
- Facility contracts are meant to include contracts/retainers for maintenance and repairs
- Repairs and Maintenance line of \$35K includes power washing the buildings and other expenses, and reflects inflation impacts
 - It was agreed that parking lot line painting should be moved to the Highway Department budget
- Some insurance numbers were not available in time for the meeting
- Currently the budget reflects a 9.8% total increase

Mr. Cunningham noted that the Fire Pond Bond will be paid in full this year, and the Wastewater Bond will be paid in full next year. This allows for a lesser impact when considering a bond for the new Town Garage.

Other Business

Ms. Campbell reported receiving numerous complaints regarding dog poop around the edge of the Brooks field; she will look into having additional signage put up. There have also been some cars creating damage by driving around in the field; it was agreed that a temporary installation of snow fence might help address this.

It was noted that an initial meeting with Granicus to learn about their STR software has been scheduled for the coming week.

It was reported that the PC is in the process of working with Sharon Murray to completed the report that is required to accompany the draft LUDRs; when that is ready they will schedule their public hearing.

Administrative Items

The MOU with MRVAS was signed.

MOTION: *A motion to approve the Minutes of December 3, 10 and 17, 2024 passed unanimously.*

MOTION: *A motion to approve the payroll warrant in the amount of \$23,739.50 passed unanimously.*

There was a discussion and clarification of the proposed 4.5% salary increase, with it being explained that the increase is as proposed, although the budget line reflects what appears to be a lower percentage due to the number of pay periods each year and the need for the budget to

reflect the actual payments made during the year. This affects the budget line, but not employees' weekly paychecks.

Executive Session

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

The meeting entered Executive Session at 8:34 pm and returned to open session at 9:40 pm.

Adjournment

The meeting adjourned at 9:42 pm.

Respectfully Submitted,
Carol Chamberlin

The Warren Selectboard

Luke Youmell, Chair

Andy Cunningham, Vice Chair

Camilla Behn

Devin Klein Corrigan

Kalee Whitehouse