

## Minutes of January 7, 2025 Meeting

### Warren Select Board

6:30 PM

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

**Staff Present:** Jeff Campbell, Fire Chief; Rebecca Campbell, Town Administrator; Dayna Lisaius, Treasurer; Ruth Robbins, Zoning Administrator

**Others Present:** Pierre Hall, Recreation Committee

#### Public Comment

Board members acknowledged Michelle Eid's resignation from the Cemetery Commission, expressing their thanks for her over 30 years of service, which has been greatly appreciated.

#### Agenda Changes

Appointment of a Cemetery Commissioner was added to the agenda.

#### Zoning Administrator Budget

Ms. Robbins was present to review some budget items which still required discussion/clarification. The Zoning and Planning Assistant position was discussed, and it was agreed that the amount of time outlined as necessary should be budgeted for, with the specifics of how the role will be filled not impacting the hours allotted. Ms. Robbins indicated that an Assistant should be budgeted for at 15 hours/week, and that the total Recording Secretary time for the year should be 85 hours.

Fee receipts were outlined; Ms. Robbins noted that the goal is anticipated to be approximately \$32K, and indicated that a discussion of the Zoning fees with the Board should be scheduled.

Regarding legal expenses being budgeted at only \$1K for the year, Ms. Robbins explained that she consults with VLCT as much as possible at no cost. It was agreed that she should look into what amount might be needed for a legal review of the proposed LUDR revisions.

#### Warren Fire Department – Violation Enforcement

Mr. Campbell spoke of the Town's Wood Fuel, Fire Alarm, and E-911 Ordinances, explaining that currently he is able to send letters notifying people of infractions, but that he does not have the authority to issue violations of any of these ordinances. He explained that there is currently a fee structure in place for each of these, but that his primary concern is increasing compliance, with fees to be imposed for repeat violations for which notifications have been ignored.

Board members committed to review the ordinances to determine if an amendment is necessary or if they currently provide the Selectboard with the ability to authorize individuals with enforcement abilities; VLCT will be asked to review the language if found to be necessary.

#### Recreation Committee Budget

Pierre Hall was present, and provided information he had gathered regarding estimates for the projects outlined at an earlier meeting.

- Replacement of bollards - \$6K for first 100, and \$55 each for any above the first 100 replaced
- Lighting – the cost of running the lights is \$16/month, and replacement cost would be \$15K; Mr. Hall noted that this project is not being pursued by the Committee due to the cost
- Lighting repairs/adjustments – Ms. Campbell will look into whether the lights are under a lease agreement which precludes the Town doing any work, although it was indicated that at one point GMP stated that the Town owns the lights

- Softball lighting – an estimate of \$2K was provided a couple of years ago for this work, which is a separate lighting project
- Site work – removing fencing, stumping, leveling – estimated at \$5K

Mr. Hall summarized that the Recreation Committee is requesting a \$10K allocation for the coming year, which would cover lighting and sitework expenses, leaving approximately \$3K for bollard work. He also noted that there is an intent to move the blue shed over to the softball area, the cost of which is not included in the amounts outlined. Another expense not included in the \$10K request is \$2500 for tree work around the brown shed.

Board members spoke of preferring to keep the annual allocation at \$10K, and allowing the Committee to determine which projects to proceed with in the coming year that will fit in that budget, or to seek grant funds for some of the work.

Ms. Campbell noted that Kingsbury's may have done the previous bollard work, and that there may be some grant opportunities to apply for and put towards that project.

The group then reviewed the Recreation five-year plan, referring to a list that was drafted in 2023:

- Interpretive signs for the trails to be revamped – seeking a grant
- Potential pavilion work
- Relocation of basketball court
- Leveling the playing field/soccer pitch

It was discussed that the fire pond is not needed for school insurance purposes, and the Fire Department will not make use of it; it is preferred to drain and fill the area, as it currently only serves to breed mosquitoes.

The creation of a management system, in preparation for passing over management to the MRV Rec District, is a possibility.

There was a brief discussion regarding putting cameras in place to capture images of vehicles intentionally damaging the fields.

### **Town Budget Discussion Continued**

Ms. Campbell noted that the most up to date version of the budget was available for review, with no major changes but some items highlighted for discussion/clarification. The following points were noted:

- The salary increase appeared to be only 2.47% due to the previous year being spread over 53 pay periods rather than 52. This issue was resolved.
- Agreed that MRVAS request will be addressed as an Article, with no petition necessary; Ms. Campbell will work with Mark Giometti to ensure accurate language for the Article.
- Park maintenance expenses requested by Andrew Bombard to be moved out of the Road Department budget; potentially move to Recreation section of the budget.
  - Agreed to leave bollards in the Recreation Committee budget, as that group has been given the authorization/responsibility to manage recreation field activities.
  - Agreed to put \$2500 that was in Park Maintenance towards bollard work.
  - Park Maintenance will then include \$17,500 for mowing and a \$200 miscellaneous line
- Computer network support needs were outlined by Ms. Campbell; these will potentially be combined into one line item for computer support and maintenance, with purchases on a separate line.
  - The \$6K increase this year is partially due to NEMRC costs not being included in this year's budget.
  - Ms. Campbell indicated that an estimate is needed for either purchasing a new server or moving document storage to the cloud.
  - Ms. Campbell will review the computer needs and ensure the budget is an accurate reflection.

- Sheriffs' Department – agreed to level fund, as it is unknown if the Department is able to provide additional hours, and some coordination with Waitsfield might be beneficial going forward.
- Paving – Plunkton Road is scheduled to be paved; an estimate of \$389,800 is based upon last year's paving costs. It was agreed to appropriate funds for this project, and not use funds from the Reserve account.
- Propane – with a new furnace in place and associated change in fuel, it is difficult to predict this expense, but agreed to keep \$25K in the budget.
- Building maintenance – the possibility of funding the work and seeking a personnel solution based upon that amount was discussed, various configurations of ensuring that a person is available to perform minor maintenance – and potentially serve as a project manager for the Board – will be looked at in more detail at future meetings.
  - Mountain Gardeners have offered to take on some plantings/maintenance – Ms. Lisaius will look into specifics.
- Insurance and tax information not fully available yet.

The logistics of publishing Town Meeting Warnings and finalizing the budget were reviewed, and the upcoming meeting schedule was agreed upon: Regular meeting on January 14, no meeting planned for January 21 at this point, a public informational meeting regarding the garage on January 28, along with the Capital Budget public hearing, with an earlier start of 6 pm. The cutoff date for budget finalization is February 5; there will also be a special Selectboard meeting scheduled for that date to hold an informational meeting regarding the Garage Bond Vote.

It was noted that the grant period for the Village Traffic Calming work ends in April, and that it should be decided if any further work will take place. Any related amount would not need to be included in the budget, as the funds are already available.

#### **Cemetery Commissioner Position**

Ms. Eid had suggested that Dayna Lisaius be appointed to the Commission, however Ms. Lisaius noted that both Julie Burns and Brent Adams are interested in serving, and that Ms. Burns is willing to serve as Treasurer. Board members indicated that those interested should submit a petition supporting their candidacy.

#### **Administrative Items**

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

The meeting entered Executive Session at 8:39 pm and returned to open session at 9:37 pm.

#### **Adjournment**

The meeting adjourned at 9:41 pm.

Respectfully Submitted,  
Carol Chamberlin

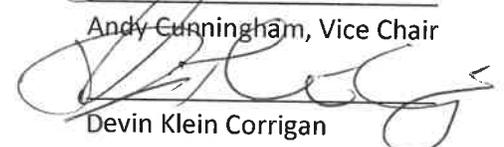
The Warren Selectboard

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Luke Youmell, Chair

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Camilla Behn

  
Kalee Whitehouse

  
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Andy Cunningham, Vice Chair

  
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Devin Klein Corrigan

