

## **Minutes of December 17, 2024 Meeting**

### **Warren Select Board**

**6:30 PM**

**-draft-**

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

**Staff Present:** Brent Adams, Town Clerk; Sandra Brodeur, Lister; Rebecca Campbell, Town Administrator; Dayna Lisaius, Treasurer; Ruth Robbins, Zoning Administrator; Marie Schmukal, Library Director

**Others Present:** Alycia Biondo (Rec Committee), Tracy Brannstrom (Valley Reporter), David Ellison (Library Trustee), Pierre Hall (Rec Committee), Bob Meany (Rec Committee)

### **Public Comment**

There was no request for time to offer comment.

### **Agenda Changes**

An opportunity for several project updates as well as an Executive Session as proposed by Ms. Robbins were added to the agenda.

### **Clerk's Budget**

Mr. Adams provided a draft budget, noting that several line items have been reduced: subscriptions and training needs are down, the upcoming year will not be as busy elections-wise. Ms. Lisaius provided a number of \$35,673 for Town Clerk fees collected, not including November and December receipts. The budget as presented by Mr. Adams is for \$41,100.

### **Listers Budget/Reappraisal Update**

Ms. Brodeur indicated that the proposed Lister budget results in a 1.65% increase. Some corrections were made to salary lines during the meeting, resulting in a total proposed Lister budget of \$81,341.

Ms. Brodeur also reported that the upcoming reappraisal work will begin in January, 2025; the funds for this work are already set aside and reflected in the Capital budget. She noted that there is currently a discussion regarding changing the mapper contracted with, as changes are frequently postponed by the current mapper, and a new system would be more automated when information changes are submitted. This would also be a capital expense, and funds are available in the associated account.

### **Library Budget**

Ms. Schmukal and Mr. Ellison explained that the Library Board had met and approved the draft budget being submitted to the Selectboard, which proposes an increase less than 2% in the Library's operating budget, the biggest increase being in employee benefits.

There was a discussion and clarification of computations for employee compensation, due to 2024 being an atypical year of 53 payroll weeks.

### **Recreation Committee Budget**

Mr. Hall, Ms. Biondo, and Mr. Meany were available to provide information and answer questions related to upcoming projects planned by the Recreation Committee. They explained that cost estimates are still needed for most of this work, which they will provide at an upcoming Board meeting so that the budget numbers can be reviewed.

- Removal and replacement of bollards around the playing field – Ms. Campbell explained that the bollards are available but installation needs to be organized; there may be grant funds available for this work.

- New lighting for the playing field – what exists is fairly old, and replacement would likely result in energy efficiency. It is estimated that a replacement would likely cost approximately \$15K, and that there needs to be replacement of some lights even if the entire system isn't replaced. A cost/benefit analysis will be helpful in determining if the project should move forward. It was agreed by Board members that this would be a good proposal for a discrete agenda item for Town Meeting.
- Road grading and possibly re-topping in the spring – Board members agreed this work should be done, and indicated that this expense does not need to be part of the Rec Committee budget.
- Sitework needed to put the lean-to in place between tennis courts and skate park area – clearing has taken place, but some stump grinding is still needed and stone put down as a base. The structure will need to be moved, something which Andrew Spencer may volunteer to do again.
- BBQ grill, picnic table, and ADA park bench under pavilion – estimated cost of approximately \$1K
- Tree removal behind the maintenance shed – this is generally removal of large pines which would impact the shed if they fell; cost estimated of \$2500 has been provided.
- Infield chain link fence – the school has requested that this be removed; it could potentially be re-installed around the basketball area to provide some safety.

### **Zoning Budget**

Ms. Robbins reviewed the proposed Zoning and Planning budget, noting some details regarding reductions in the equipment and PC events lines. It was discussed that the initial software expense for STR data gathering will preferably be covered through the 2024 budget, as it was approved by voters as a 2024 expenditure. It was reiterated that maintenance costs for this software need to be determined. It was agreed that some additional funds for Sharon Murray's time be included, as it will be beneficial to have her present at upcoming hearings to be scheduled for LUDR adoption. Board members noted that an estimate of the cost for legal review of the LUDRs also be requested, so that this amount can be included in the budget.

Hours and associated employee expenses for the Office Assistant and Recording Secretary positions were outlined; Ms. Robbins indicated that she is requesting that the Office Assistant position be kept at 10 hours for the coming year.

Mr. Cunningham reported that the amount to be paid to MRVPD for the coming year will be \$68,334, which is an increase over last year.

### **Updates**

STR Ordinance – Mr. Youmell reported that the draft has been sent to VLCT, Sam White (Granicus), and Sam Robinson (MRVPD) for review. Board members agreed that setting up an agreement with Granicus and receiving a related invoice in the current fiscal year would be beneficial for budget purposes, with ratification of the Ordinance to follow in early 2025. It was noted that a projection of expenses for 2025 from Granicus is needed.

Town Garage Project – Installation of a gate at the new site was discussed; consultants are seeking confirmation as to whether a gate will be installed, and if so, where along the access road to the site it should be located. It was agreed that the gate at the current site should be moved to the new site; benefits and drawbacks of locating the gate at the bottom or top of the access road were discussed, and it was agreed that the consultants should provide input on this decision. Use of a sensor for more automated opening/closing was noted to be not possible due to this type of equipment not working in the weather extremes seen locally.

Warren Arts Committee – Ms. Lisaius explained that she had consulted with Maria Burfoot to gain a better understanding of the Arts Committee's current and future needs. She reported that the

Committee currently needs to cover \$2145 in expenses for the recent VSO concert which was held in Town. The church has waived the associated fee; the funds due are to the VSO only. She also noted that the Library is owed \$400 for contradances held there. Ms. Lisaius explained that, because funds provided to the Arts Committed are approved at Town Meeting as a special appropriation, it is not possible to use funds from another budget line item to cover the expenses.

It was discussed that the most appropriate way to address this would be through a special appropriation request for the coming year, at an amount great enough to cover both the owed expenses and upcoming programs planned by the Arts Committee. Ms. Lisaius indicated that she would need to look into what agreement may have existed with Virginia Roth and the VSO regarding the annual concert's cost; she and Ms. Schmukal explained that there is now a three-person Arts Committee who will be working on programming and budgeting going forward.

### **Executive Session**

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

The meeting entered Executive Session at 8:28 pm and returned to Open Session at 9:05 pm.

### **Adjournment**

The meeting adjourned at 9:05 pm.

Respectfully Submitted,  
Carol Chamberlin

The Warren Selectboard

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Luke Youmell, Chair

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Andy Cunningham, Vice Chair

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Camilla Behn

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Devin Klein Corrigan

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Kalee Whitehouse