

Minutes of March 18, 2025 Meeting
Warren Select Board
6:30 PM
-draft-

Members Present: Camilla Behn, Devin Klein Corrigan, Kalee Whitehouse

Staff Present: Brent Adams, Town Clerk; Rebecca Campbell, Town Administrator

Others Present: Perry Bigelow, Jim Crafts

Public Comment

Nobody requested time to provide comments.

Board Reorganization

Ms. Klein Corrigan accepted a nomination to serve as Chair, and was elected unanimously.

Ms. Behn accepted a nomination to serve as Vice Chair, and was elected unanimously.

Agenda Changes

No changes were made to the agenda.

Ms. Klein Corrigan spoke of the Board's goals for the coming year, and the intent to complete many of the projects/matters which are already underway. Also, she offered a reminder that there are two open positions on the Board, and asked that anybody interested contact either a Board member or Ms. Campbell. Ms. Campbell reported that there are two people who have expressed interest in joining the Board, and a candidate's forum is tentatively planned for the March 25, 2025 Selectboard meeting.

Town Administrator Update

Ms. Campbell noted the following:

- New warrentvt.org emails have been created, and other related logistics have been addressed.
- Four proposals were received for the Town Garage Construction Manager position; they are being evaluated by Wyman-Lanphear, with a decision to be made later in the week.
- Auditors will be on site this week.
- The list of appointed positions has been updated.
- An update of current and potential grant activity is available.

Post Town Meeting Wrap-Up

Town Meeting was discussed, and it was indicated that a moderator will be needed for the next Meeting, planning should begin earlier than in the past, and additional microphones would be helpful. It was agreed that creation of a timeline template for budget preparation, publication of Town Meeting warnings and other logistics, and other preparation steps would be useful for next year's planning.

Several matters that arose during Town Meeting were discussed:

- A reminder was offered of the March 24 School District informational meeting regarding configuration.
- The off kilter rock in the Powderhound Road stone bridge will be looked at by Andrew Bombard, although it is understood that attempting to remove/replace the rock may cause the bridge to become unusable. Powderhound Road stormwater work is a separate issues and has been addressed.
- A letter is being composed in recognition of Peter Monte's many years of service for the Town; his being awarded the Barry Simpson award will be publicized.

Town Appointments

Ms. Campbell provided an updated list; she had contacted those whose terms were up to learn if they were interested in reappointment, and had added some new names to the list where people had volunteered.

It was agreed to have Shannon Konvicka attend a Board meeting in order to discuss her interest in serving as Historian, and determine that position's connection with the Historic Society. It was also indicated that clarification is needed as to whether the Green Up position is to be held by John Barkhausen as an individual, or collectively by Rootwork members.

Ms. Whitehouse agreed to serve as the MRVPD alternate for the Warren Selectboard, with a determination of representation to be reviewed again once there are additional Board members. Jim Crafts agreed to serve as the Town's RPC TAC representative for at least the initial portion of the year.

MOTION: *Ms. Behn made a motion to appoint/reappoint volunteers to the various Board, Commission, Committee, and other positions as outlined and discussed. The motion was seconded by Ms. Whitehouse, and passed unanimously.*

Ms. Campbell will take steps to have information published regarding the vacant positions in the Valley Reporter, Front Porch Forum, the Town website, and social media as appropriate.

Project Scope and Planning

Ms. Campbell had compiled a list of open grants for which work needs to be completed or the grant finalized, drafted a list of upcoming projects related to Town buildings, and it was also noted that there are townwide concerns and issues which should be part of the Board's planning for the coming year.

Grants were reviewed first, with the following noted:

- Energy mini-grant – consultation with Lexi and Jim needed to clarify status
- Flat Iron project scoping – needs to be closed out
- Tree removal – grant has been closed out
- Clean Water Block Grant – stormwater – closed out, funds received
- Access Road culvert – the grant associated with this needs to be clarified; the work was not completed before the grant expired as it was decided to not proceed; culvert has been purchased but not yet received – Ms. Campbell will follow up
- Covered bridge work – some grants/work listed as completed; Ms. Campbell will clarify the rest
- Traffic calming in Village – an extension has been granted through the end of 2026; approximately \$90K balance remaining to be used
- Dry hydrant – unable to engage with a contractor for this, so grant funds not received
- Culvert at Norm Robinson Road – Ms. Campbell will clarify with Ms. Lisaius what this covers
- Better Places – this is the pavilion, and is still open
- Hazard Mitigation for West Hill stabilization – Ms. Campbell gathering information, as the grant will not cover all the work; investigating whether an adjustment to the work outlined can be reapproved
- LHMP – working with CVRPC as consultant, this grant has a 25% match
- MERP – applied for this through work with CVRPC, no award granted, will reapply this year
- Grants in Aid – erosion control, Road Department will complete by end of year
- Interpretive panel – sign has been completed, will be installed when weather allows
- PACIF – from VLCT traffic control safety signage; this has been closed out
- AARP – Village and Lincoln Gap signage – no decision has been provided yet

- PACIF - \$3K has been awarded for Brooks Field bollard replacement; when added to the \$3K included in the Recreation Department budget, this should allow for full replacement

It was agreed to review open grant activity on at least a quarterly basis.

The status of other projects was then noted, including the following:

- Town Garage
 - Bond counsel coordination
- STR Ordinance
 - Enact, data collection and analysis
- LUDR adoption process
- Town Hall door refurbishment and step repair
- Maintenance position/contract to be established
- Web site update/list serve creation
- Lincoln Gap speed control
- West Hill slide
- Determine logistics/authority for ordinance violation citations/enforcement
- Pavilion completion
- MOU with HUUSD re Warren Elementary School
- Route 100/Village intersection
- Regular schedule of communication with PC and various Departments
- Support and retention of Town staff
- Town building clean up and ongoing responsibility, with some focus on the basement of the Town Hall
- Oversight of playground construction project manager

It was agreed to include on the next meeting agenda time to prioritize this list and assign a lead person to each item.

LUDRs Legal Review

There was a discussion regarding whether to request the Town attorney to complete a summary review to ensure statutory compliance or to perform a full legal review of the document. Points made included that there was confidence that Sharon Murray, the consultant who has assisted with the latest updates, is fully aware of statutory needs, that there is the ability to amend the document if determined to be necessary going forward, and that the cost of a full legal review may be worth the prevention of legal action possibilities, but that a land use lawsuit is not very likely. It was agreed to have a statutory review take place at this point.

MOTION: *Ms. Behn moved to have the draft LUDRs reviewed by the Town attorney immediately, in order to ensure statutory compliance. The motion was seconded by Ms. Whitehouse, and passed unanimously.*

Other Business

No other business was taken up by the Board.

Administrative Items

MOTION: *A motion to approve the accounts payable warrant in the amount of \$117,393.76 passed unanimously.*

MOTION: *A motion to approve the payroll warrant in the amount of \$58,646.38 passed unanimously.*

MOTION: *A motion to approve a 3rd Class Liquor License renewal for Sugarbush Mountain Resort/Hogan's Pub passed unanimously.*

MOTION: *A motion to approve a 1st Class Liquor License renewal for Sugarbush Resort/SHARC passed unanimously.*

MOTION: *A motion to approve a 1st and 3rd Class Liquor License renewal for West Hill House passed unanimously.*

MOTION: *A motion to approve the Minutes of February 11 and 25, 2025 passed unanimously.*

Executive Session - Personnel

A motion to enter Executive Session to discuss personnel matters passed unanimously.

The meeting entered Executive Session at 8:34 pm and returned to open session at 9:10 pm.

Adjournment

The meeting adjourned at 9:10 pm.

Respectfully Submitted,
Carol Chamberlin

The Warren Selectboard

Devin Klein Corrigan, Chair

Camilla Behn, Vice Chair

Kalee Whitehouse