

Minutes of May 21, 2025 Meeting
Warren Select Board
6:30 PM
-draft-

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

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

Others Present: Alice Cheney, Jim Crafts, Joel Taplin, Todd Warnock

Public Comment

Nobody requested time to comment; the Board complimented the Road Crew's efforts following the weekend's flooding.

Agenda Changes

A pavilion update was added as the first agenda item.

Pavilion Update

Ms. Klein Corrigan explained that due to employee illness and notification by the person intending to build the railing that they no longer had the capacity to do so, completion of the pavilion was a little behind schedule. She also outlined that installation of lighting switches/fixtures will not come in within the allotted budget, but that an outlet for plugging in lighting will be installed. Finally, she indicated that it is possible that there will not be time to have the benches installed before the grant deadline of May 31. It was agreed to discuss this again at the May 27 Board meeting.

Storm Damage and Repair

Ms. Campbell provided a report from Andrew Bombard:

- The Access Road and Inferno Road have both been repaired to the best of the Road Crew's ability
 - Pavement on Inferno Road needed to be removed so that road could be rebuilt
 - Will likely need a contractor to repave, estimated cost \$4-5K
- Airport Road partially complete; one section still needs work
- Several other roads are still rough, but passable. Additional work will be completed as time allows
- Much of the material which was slated for summer work on Airport Road has been used; the budget can likely cover what needs to be replaced
 - If it turns out that a full restocking is necessary, the purchase might exceed the budget by \$15-20K
- Everything is being documented, although reimbursement is not likely be this was such an isolated incident

Board members expressed that they saw no need for the Road Crew to work through the weekend, as all roads have been made passable and accessible by emergency vehicles, and appropriate signage has either been put in place or will be.

Town Administrator Update

Ms. Campbell reported on the following:

- Granicus demonstration – she and other staff had been provided with a basic introduction to the software, which is for tracking short-term-rental (STR) information. She explained that until the ordinance is in place and registrations begin, there is not much that can be accomplished other than familiarizing themselves with the software. She and Mr. Crafts confirmed that only about

70% of the known STRs have been mapped to the Grand List; it needs to be clarified whether the registration process is intended to reduce this gap, or if Granicus intends to help with the remaining property identification. It was agreed that a read-only user account(s) should be established so that Mr. Crafts can access the data and assist in matching up properties with the Grand List, and so that Board members are also able to access the program. Ms. Campbell indicated that, once the ordinance is in place, a letter will be going out to every property owner in Town informing them of the need to register STRs.

- Town Hall doors – the doors are being removed for restoration off site; during that time a temporary plywood wall will be in place, and the building will be accessed through the side door.
- The paperwork for the Northfield Savings Bank line of credit is in the Board packet for signatures.
- The interpretive panel to be installed near the covered bridge is in the final stages of production, and will be installed by June 1. Some questions regarding this sign and the requirement that it be installed were answered for Ms. Cheney.
- Updated language for the Town's Purchasing Policy has been approved by the State; this Policy includes some conflict of interest and allowable cost information as well.

MOTION: *Ms. Behn moved to approve the amended Purchasing Policy. The motion was seconded by Ms. Whitehouse, and passed unanimously.*

Gran Fondo Permit

Todd Warnock provided information regarding the Gran Fondo to be held on June 28, 2025. He noted that route will be the same as last year, with Route 100 crossings designed to not cross traffic, appropriate signage in place, and a rest stop at Blueberry Lake. It was explained that the prior weekend's storms had done damage to Inferno Road, a section of which is currently gravel surfaced, and that signage should be placed at that location; other damage to roads was noted as well. Mr. Warnock indicated that letters are being sent to the Sheriff's office shortly. The Board asked that he submit a copy of the certificate of insurance associated with this organization/event.

MOTION: *Ms. Whitehouse moved to approved the Gran Fondo Event to be held on June 28, 2025. The motion was seconded by Ms. Behn, and passed unanimously.*

Community Day Discussion

Ms. Campbell explained that she and Ms. Lisaius have been discussing the possibility of organizing an event to provide an opportunity for residents to meet the personnel involved in Town matters, such as employees and Board and Commission members. The time frame and possible strategies for providing food at the event were discussed. Board members indicated that they had minimal availability in June, and suggested that September might be a better time to schedule this.

Candidates Forum

Joel Taplin was present, and introduced himself, providing some background information regarding his interest in serving on the Selectboard. He and the Board members conversed about the position, and he answered several questions. The Board thanked him for his time and interest.

VTrans Communication

It was discussed that no report had been received from the VTrans inspection yet, but it has been indicated that some simple first step recommendations have been identified, which will be outlined in a written report. VTrans staff have indicated that lowering the speed limit and/or installation of a blinking light are not likely to be implemented as part of any solution to the speed/traffic concerns which have been raised regarding the Route 100 area at the north end of the Village.

Ms. Campbell indicated that she had also reached out to VHB regarding steps the Town might be able to take outside of VTrans' purview, including some previous suggestions made regarding the West Hill/Ellen Lane intersection.

It was discussed that there might be potential for expanding the scope of traffic calming to the northern end of Main Street; traffic calming funds are still available through a grant awarded previously. Ms. Campbell will look into this possibility.

It was noted that members of the public have requested an opportunity to meet with VTrans, and discussed that Joshua Schwartz may have some advice on this matter.

WPTO Grant/Project Manager Contract

Ms. Campbell indicated that after review of the draft contract between the Town and Rachel Grigorian for serving as Project Manager for PTO playground work, the Town's attorney had incorporated some required changes into the contract language, and provided some additional suggested changes.

It was discussed and agreed that it should be confirmed that the insurance clause is compliant with Town requirements, that payment dates are confirmed and finalized through a discussion with Ms. Lisaius, and that the misspelling of Ms. Campbell's name be corrected. It was suggested that Ms. Grigorian attend the June 10 Selectboard meeting in order to provide an update on the work completed.

MOTION: *Ms. Behn moved to approve the Project Manager Contract with Rachel Grigorian, with the amendments included as outlined during the discussion. The motion was seconded by Ms. Whitehouse, and passed unanimously.*

Town Garage Update

Ms. Behn reported on a meeting held earlier in the day with Weimann Lanphear (WL) and ReArch, where WL presented a detailed set of plans with recent changes incorporated. The next step to be undertaken is for ReArch to develop a budget for the project, which will likely be available in mid to late June.

Ms. Whitehouse asked if any grants were being pursued; Ms. Campbell explained that there are potential grants available, but that more detailed financial information is needed before applications can be completed.

Action Items

Ms. Campbell outlined that the following items will be addressed in the coming days:

- Ensuring the road crew has appropriate signage in place where roads are damaged
- Gathering more information from Granicus regarding the matching of properties with the Grand List, and potentially reaching out the Sam Robinson about the matter
- Reminding Mr. Adams to forward applications (such as for the Gran Fondo) to her as soon as they arrive
- Further discussion with Ms. Lisaius regarding a community day event
- Contacting Jenny Lavoie regarding adjusting the scope of traffic calming work, and following up with VHB regarding traffic issues
- Contacting Joshua Schwartz for information about the VTrans process for lowering speed limits, and the potential for community input
- Finalizing a contract to be signed by Rachel Grigorian

Other Business

Lincoln Gap has opened, and the initial steps for monitoring speed have been taken; speed limit signs will be installed by Mr. Bombard; the Sheriff's Department has been patrolling the area.

Administrative Items

The annual contract with the Washington County Sheriff's Department was approved and signed.

Documentation for a Line of Credit with Northfield Savings Bank was signed.

MOTION: *A motion to approve a 3rd class liquor license for Sadie Dog was approved unanimously.*

MOTION: *A motion to approve a 3rd class liquor license for Sugarbush Mountain Resort/Allyn's Lodge was approved unanimously.*

MOTION: *A motion to approve the accounts payable warrant in the amount of \$5,957,668.52 passed unanimously.*

MOTION: *A motion to approve the payroll warrant in the amount of \$60,600.41 passed unanimously.*

Executive Session

MOTION: *A motion to enter Executive Session for the purpose of discussing personnel matters passed unanimously.*

The meeting entered Executive Session at 8:50 pm and returned to open session at 9:34 pm.

MOTION: *A motion to appoint Joel Taplin to a 2-year term on the Select Board passed unanimously.*

MOTION: *A motion to appoint Harvey Blake to a 3-year term on the Select Board passed unanimously.*

Adjournment

The meeting adjourned at 9:37 pm.

Respectfully Submitted,
Carol Chamberlin

The Warren Selectboard

Devin Klein Corrigan, Chair

Camilla Behn, Vice Chair

Kalee Whitehouse