

Minutes of April 22, 2025 Meeting

Warren Select Board

6:30 PM

Members Present: Camilla Behn, Devin Klein Corrigan (Chair), Kalee Whitehouse

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

Others Present: Perry Bigelow, Jim Crafts, Shannon Konvicka

Public Comment

Nobody requested time to address the Board.

Agenda Changes

Several minor adjustments were made to the agenda.

Town Administrator Update

Ms. Campbell reported on the following:

- Wood and Wood had provided a quote for sign refurbishment, including repainting the sign faces, replacing the molding, and replacing posts as necessary. The total quote is for \$10,300. Ms. Campbell noted that no work had been done on the signs since installation in 1996.
 - A question had arisen regarding adding the Dog Park to the Brooks Field sign; it was agreed to not do so at this point, but to discuss this as part of a larger Recreation Field conversation at an upcoming meeting.
 - It was noted that the pressure treated wood to be used for the post should be seasoned in order to hold paint well; Ms. Campbell will inquire about this.
 - Nobody was aware of any other local firm that does this type of work, and it was agreed that the work required is an update to signs for which Wood and Wood has the templates; therefore, issuing an RFP is not necessary before awarding the contract.

MOTION: *Ms. Behn moved to approve a contract with Wood and Wood to update the four Town of Warren welcome signs for \$10,500 on the condition that seasoned pressure treated wood is used for the sign posts. The motion was seconded by Ms. Whitehouse, and passed unanimously.*

Ms. Campbell continued with her updates:

- She and Ms. Lisaius have completed final Hazard Mitigation grant monitoring; two corrective actions related to Town policies were pointed out during review. These related to allowable costs language in the Town's Purchasing Policy and amendments to the Conflict of Interest Policy; these will need to be amended by a May 26, 2025 due date for a corrected draft.
- She and Andrew Bombard have submitted a Letter of Intent to VTrans regarding participating in an upcoming assessment and completion of an updated road erosion inventory for MRGP purposes.

Treasurer Update

Ms. Lisaius indicated that the Town will likely need to use its established revolving credit line this year due to the large increase in education taxes. She anticipates being able to repay by early September any funds which are used, and will keep the Board updated regarding this process.

Otherwise, Ms. Lisaius reported that the Town is doing well financially and that the audit work has been completed, she is waiting for a letter/report regarding any findings. She also indicated that there will be a tax sale scheduled for July 16, 2025; currently there are 18 potential properties involved, but some will likely be paid before the sale details are finalized.

There was some discussion of the need to ask Department Heads to postpone incurring expenses/requesting payment on large purchases in order to reduce spending until the revolving loan has been all or mostly paid off. The Board members supported this as discussed, noting that the request is to keep expenses within the level of last year's expenditures and also asked that Department Heads be reminded that any purchases over \$10K need to be approved by the Treasurer and Administrator before the expense is incurred.

Paving Bids

Ms. Campbell outlined that five bids had been received, and that Andrew Bombard had recommended that the contract be awarded to the low bidder, Pike Industries. He indicated that he had positive experiences working with Pike in the past, and that coordination between Warren and Waitsfield work is possible. Ms. Campbell confirmed that all the bids received were according to the same specifications.

MOTION: *Ms. Behn moved to accept the bid of \$381,727.10 from Pike Industries for the Town's summer paving projects as outlined. The motion was seconded by Ms. Whitehouse, and passed unanimously.*

Lincoln Gap Speed Enforcement

There was a discussion of the coordination of a planned speed study on Lincoln Gap Road and the intention to increase speed patrol/enforcement along the route, with a goal of ensuring that the increased enforcement efforts will not skew the study results while acknowledging that scheduling both for some overlapping time will help determine if enforcement is effective.

It was decided to schedule four weeks of monitoring speeds through the study; the planned locations were noted, and it was agreed to have Ms. Campbell determine if it possible to change those. It was agreed to have no Sheriff's Department presence during the initial two weeks of the study, which will begin immediately following the opening of Lincoln Gap, and to schedule increased patrol hours for the final two weeks of the study. Ms. Campbell will verify that there will be a log kept of when a Sheriff is on duty, so that the impacts of that presence on speeds can be determined.

Historical Society Update/Historian

Mr. Crafts and Ms. Konvicka reported on the recent initial meeting of the Historical Society, which they indicated was well attended. They explained that the group's initial focus will be on raising awareness of the revitalization of the Society, increasing community engagement, and learning what strengths those interested in participating can bring to the table.

It was indicated that the following activities are underway or being planned for:

- Mr. Crafts is working to make the Blair Barn a usable space – a related work day will be scheduled for some time in May.
- There is potential for developing a radio show.
- Programs will likely be developed that focus on a specific time period, likely by decade.
- The time capsule will be dug up in 2026 and discussion of creating a new time capsule to accompany the new pavilion was raised and will be continued..
- There is a large flag at the Barn site, the disposition of this will be discussed at a future meeting.
- There are display cases in the upper floor of the Town Hall which the Society may find a use for.
- The horseshoe found during preparation of the pavilion site will be hung on the pavilion unless the Society has another use for it.
- Acknowledgment of the people who were on the land before European settlement was suggested, and will be incorporated into the Society's activities.

It was agreed that the Society will report quarterly to the Selectboard.

Basement Clean Up

Mr. Crafts reported that he had coordinated the recycling of some of the items that were being stored in the Town Hall basement but which are no longer useful. He continues his efforts to find somebody interested in taking the Bowflex; he also outlined some of the other remaining items to be removed. He explained that he had determined that the Valley Reporters are all available on microfiche, and so the paper editions no longer need to be retained. He will arrange for the Valley Reporter to receive the issues they are interested in (1971-1900), and offer the rest to a citizen who has expressed interest.

Regional Commission Updates

Mr. Crafts asked what the Board would like to receive for updates from him regarding the CVRPC, TAC, and Energy Committee. It was agreed that email updates would be suitable, with Mr. Crafts being invited to attend a meeting for discussion of any pertinent matter that needs more thorough review. It was noted that updates from these committees are more in the purview of the Planning Commission.

Truck Sale

Ms. Campbell reported that Jim Jones had offered \$40K to purchase the 2015 International from the Town, and that she had available document templates to use in drafting a related agreement.

MOTION: *Ms. Behn moved to approve the sale of the Town's 2015 International truck, along with the associated plow and wing, to Jim Jones For \$40K. The motion was seconded by Ms. Whitehouse and approved unanimously.*

Pavilion Update

Ms. Klein Corrigan outlined the schedule planned for raising and completing the pavilion. Plans are to raise the roof on May 4, and the needs related to space and safety were outlined, discussed, and agreed upon. The logistics for the rest of the month of May and the completion work which will take place were noted, including needs for notification of ongoing work, parking of a work trailer, and mowing restrictions. Public participation possibilities were also outlined.

Town Garage Update

There were no updates to report, as the initial meeting with ReArch will not take place until April 30.

Action Items

Ms. Cambell reviewed a list of items to be accomplished and projects which are waiting for information:

- Ensuring that sign posts will be of seasoned PT lumber
- Clarifying details of the Lincoln Gap Road speed study
- Waiting to hear more regarding Town Hall doors
- Waiting on results of VLCT review of STR Ordinance
- Waiting for one response for Bond Counsel
- Waiting to hear from HUUSD regarding the MOU at the Elementary School grounds
- Have not yet heard from VTrans regarding a meeting to discuss Route 100 intersections
- She had communicated with the three candidates for Selectboard positions; one has withdrawn and there is at least one other person applying. Another candidate forum will be scheduled.

The upcoming schedule and necessary agenda items were discussed.

MOTION: *Ms. Whitehouse moved to appoint Shannon Konvica as Warren's Town Historian. The motion was seconded by Ms. Behn, and passed unanimously.*

Administrative Items

MOTION: A motion to approve the accounts payable warrant in the amount of \$1,784,715.00 passed unanimously.

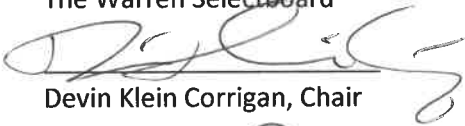
MOTION: A motion to approve the payroll warrant in the amount of \$30,108.17 passed unanimously.

Adjournment

The meeting adjourned at 8:28 pm.

Respectfully Submitted,
Carol Chamberlin

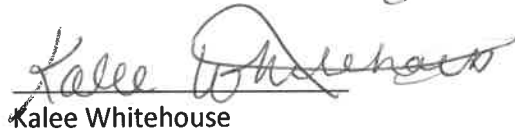
The Warren Selectboard



Devin Klein Corrigan, Chair



Camilla Behn, Vice Chair



Kalee Whitehouse