

Minutes of July 8, 2025 Meeting
Warren Select Board
DRAFT

Members Present: Camilla Behn, Harvey Blake, Devin Klein Corrigan, Joel Taplin, Kalee Whitehouse

Staff Present: Jeff Campbell, Fire Chief; Rebecca Campbell, Town Administrator

Others Present: Alice Cheney, Jim Crafts, Jim Gardiner (ReArch), Dan Heil (Wiemann Lanphere), Chris Hustin (ReArch), Chris Mattrick (USFS), Lisa Miserendino, Steve Roy (Wiemann Lanphere), Candice White

The meeting was called to order at 6:30 pm.

Public Comment

Lisa Miserendino asked about maintenance of town structures and other items, and Ms. Klein Corrigan explained the options for completion of this type of work that the Board has been considering.

Candice White introduced herself as one of the District's State Representatives.

Alice Cheney asked that the time that lights are on in the new pavilion be reduced, and spoke of some maintenance she would like to see addressed in Town.

Agenda Changes

An Executive Session was added to the end of the meeting.

Town Garage Discussion

Steve Roy provided an update on the Town Garage planning efforts, explaining design strategies which have reduced the overall anticipated costs to approximately \$9.6M. He summarized some of the related budget and cost documentation that is available, and explained that about \$1.4M of the current budget outlined is for contingencies. Jim Gardiner noted that the plans are for a functional building, designed to meet the basic needs of the Road Department.

Board members indicated that this information will be provided to the public at a presentation on July 21.

Warren Falls Discussion – Chris Mattrick

Chris Mattrick outlined some of the work completed by the Forest Service at Warren Falls during the off season, including relocation of the access to the lower falls and further steps taken to prevent access to the end point of the site where there is habitat restoration taking place. He explained that a new type of composting toilet will likely be installed when funding becomes available, and thanked Steward MRV for their work in maintaining the site. Mr. Mattrick also noted that there are no projects currently underway at Blueberry Lake, although there is some minimal drainage affecting a trail that will be addressed at a future time. He indicated that Forest Service staff reductions should not have an impact on the Warren sites, other than the potential for some reduced mowing. New signage is anticipated to be installed later this year.

Mr. Mattrick also reported that a Lincoln Gap parking improvement project has been planned, and that the work will likely take place in July.

Town Hall Steps

Only one bid had been received for completion of Town Hall step repair, and the amount was twice what had been anticipated. Contemplation of how to proceed with this project and suggestions that the work

be postponed led to a broader discussion of Town building maintenance needs. After outlining various options for staffing maintenance planning and completion of projects, and noting some of the projects which need completion, it was agreed to begin work on a detailed RFP for seeking a property management company to engage for this type of work, and to review the existing project list in order to update and prioritize known maintenance needs. It was agreed to not move forward with the stairway repair at this time.

Ms. Campbell will notify Two Rivers, the sole bidder for the project, of this decision.

Granicus/STR Ordinance

VLCCT's review of the STR Ordinance had been received, and Board members indicated that there were quite a few proposed changes to review, and that the summary provided indicated that an ordinance such as this is not the best tool for information gathering and education. Ms. Whitehouse offered to update the draft Ordinance based upon the input received; Ms. Behn will assist in this effort, and a revised draft will be brought back to the full Board for potential adoption at their August 12 meeting. Mr. Campbell noted the need to require Knox boxes for certain situations.

It was agreed to look into the availability of funds which had been planned for a part-time Zoning Administrator assistant position (which has not been filled), and re-assign those to a new part-time position through the end of the year for completing the data gathering and initial communications from the Granicus system, with the person completing the work to be in communication with the PC regarding the information being gathered and what is needed to best forward the project of determining impacts on housing of STRs.

Town Administrator Update

Ms. Campbell noted the following:

- She and Andrew Bombard had reviewed the seven proposals received for the Airport Road project, which she provided for Board review as well. Mr. Bombard had recommended awarding to Kingsbury, as they can complete the work sooner than the rest of the applicants.

MOTION: *Ms. Behn moved to accept the bid from Kingsbury's in the amount of \$59,691 for the Airport Road bank stabilization work. The motion was seconded by Ms. Whitehouse, and passed unanimously.*

- The storm drain depression on Brook Road has been repaired.
- Ms. Lisaius has noted that the Town's finances are healthy, and that she will be paying off the line of credit in the coming weeks.
- There is a tax sale scheduled for July 16; Ms. Campbell needs to be provided with the authority to bid on the Town's behalf during this process.

MOTION: *Ms. Behn moved to authorize Ms. Campbell to place bids on behalf of the Town should that become necessary during the July 16, 2025 tax sale. The motion was seconded by Mr. Taplin, and passed unanimously.*

- The new GIS mapping system is in a testing phase; staff have been working with it and Ms. Campbell is finding it provides improved accessibility and functionality. The system should be made available to the public soon.
- Tree work bid requests have been sent out.
- She has heard from several residents that they feel the Board should be more involved in planning for the Fourth of July festivities.
- Charlie Snow had provided an invoice for approximately \$4K for recent repair work completed in the cemetery and on the Town road approaching the site. The Cemetery Commission has been

able to pay a portion of this invoice, and is requesting that the Town cover \$1725 for the work completed on the Town portion of the roadway. It was noted during discussion of this matter that it has been established that Mr. Snow will obtain approval from the Commission before completing any future work.

MOTION: *Mr. Blake moved to approve a payment of \$1735 to Charlie Snow for work provided on the cemetery roadway. The motion was seconded by Mr. Taplin, and passed with Ms. Behn abstaining.*

- Town staff is proposing that a community work day for general clean-up around the municipal buildings be scheduled and organized. Board members gave their approval for this planning to move forward.

Administrative Items

MOTION: *A motion to approve the payroll warrant in the amount of \$35,133.00 passed unanimously.*

MOTION: *A motion to approve the accounts payable warrant in the amount of \$98,832.57 passed unanimously.*

The following liquor licenses/license renewals had been applied for:

- First Class for Allyn's Lodge

MOTION: *A motion to authorize the Town Clerk to approve the above liquor licenses passed unanimously.*

MOTION: *A motion to approve the Minutes of June 10 and June 24, 2025 passed unanimously.*

Executive Session

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

The meeting entered Executive Session at 9:06 pm and returned to open session at 9:28 pm.

Adjournment

The meeting adjourned at 9:29 pm.

Respectfully Submitted,
Carol Chamberlin

The Warren Selectboard

Devin Klein Corrigan, Chair

Camilla Behn, Vice Chair

Kalee Whitehouse

Joel Taplin

Harvey Blake