

**Minutes of August 26, 2025 Meeting
Warren Select Board**

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

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

Others Present: Perry Bigelow, Jim Crafts, Brian Jenkins (Ward's Energy), Lincoln Frasca (CVRPC), Sam Jackson (GMVS), MRVTV, Kyle Bergman

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

Public Comment

Perry Bigelow asked what work was being done on Lincoln Gap Road, as he had noticed Town trucks hauling gravel there; it was confirmed that grading and other work were taking place on the road.

It was noted that the recently held Warren Wind Down was a success.

A reminder was offered regarding the Town newsletter that is being onboarded, and for those interested to provide an email address.

Agenda Changes

An update on the LUDRs and consideration of fuel RFPs were added to the agenda.

Green Mountain Valley School (GMVS) Festival Permit Request

Sam Jackson outlined plans for a GMVS student orientation event to be held on Friday, September 12. The activities include running, biking, and hiking in small groups, a portion of the route goes across Warren from German Flats to Lincoln Gap. It was suggested that Mr. Jackson check with Andrew Bombard to ensure that no road work will impact the course. Mr. Jackson confirmed that MRVS will be informed of the event, and that there will be staff directing the participants where necessary.

MOTION: *Ms. Whitehouse moved to approve the Festival Permit for the GMVS Event on Friday, September 12, 2025, waiving the application fee. The motion was seconded by Ms. Behn, and passed unanimously.*

Town Administrator Update

Ms. Campbell reported on the following:

- She offered a reminder that her hours will be adjusted for the fall sports season.
- Noted that the building is closed on August 28 in the afternoon for ICS training, and all day on August 29 due to the Green Mountain Stage Race.
- Waitsfield Telecom has removed all the inactive lines at the municipal building.
- Eve Silverman, Tom Spencer, and Waitsfield Telecom are working to bring wireless service to Brooks Field, the cost is \$3K, with Telecom providing the labor. It is unclear at this point how the service will be paid for once this installation is complete; Ms. Campbell will look into this.
- A meeting was held with Pike Industries to review the plans for speed hump/table installation in the Village. Roadways will be marked and installation completed by September 15, Andrew Bombard is ordering the related signage, and striping of the roads will also be completed as part of the project.
- The Town Hall doors have been restored and installed, with the new hardware to be put in place when it's available, some sill work and the grate installation still need to be completed. This work should be finished in two weeks.
- Bollard replacement at Brooks Field is planned for mid-September.

- The Town is hosting a grand opening of the pavilion on September 13, music has been arranged, and there will be food and beverages available if possible. A festival permit will need to be applied for.

Ms. Klein Corrigan noted that the change in scheduling the installation of the speed humps will require a change in the Board's approval of the project, which was originally approved for completion in 2026. She also reported that paving of roads through the Village is not planned for 2026, as was believed during the previous discussion, and that Pike staff has indicated that, once in place, the speed controls have minimal impact on future paving updates.

Mr. Bergman asked about the location near his residence, and asked if it might be moved away from his house near Brook Road, in order to minimize the noise impacts at his residence. It was explained that the hump could not be placed on a hill, and that the intent of its planned location is to slow cars pulling out of Dump Road as well as those travelling along Brook Road.

It was noted that the installation of signage is critical to this project, and also that the crosswalk at the path entrance to Brook Road will be painted on the speed table if possible and just to the side of it if necessary.

MOTION: *Ms. Klein Corrigan moved to modify the schedule for installation of the speed control features, to be completed in early September 2025. The motion was seconded by Ms. Whitehouse, and passed unanimously.*

Local Hazard Mitigation Plan Draft

Lincoln Frasca provided an overview of the LHMP and the process for updating which he, Ms. Campbell, Mr. Campbell, and Ms. Whitehouse have undertaken. The group has reviewed the history of local disasters and hazards, provided a public survey for outreach, and is now prioritizing and outlining a mitigation strategy matrix. A rough draft has been published, and so the public comment period has commenced; it is planned to have a public hearing at the September 23 Selectboard meeting, at which point the LHMP may be adopted by the Town and passed along to Vermont Emergency Management for their review before providing the document to FEMA for approval. Mr. Frasca reviewed the contents of the mitigation matrix, asking that Board members take the time to review it more thoroughly and provide feedback.

Town Maintenance Plan

This item was postponed.

LUDR update

Ms. Behn reported that Sharon Murray is able to work on incorporating the legal feedback received regarding the draft LUDRs, but that this will likely mean some more billable hours will be necessary.

MOTION: *Ms. Behn moved to approve up to \$700 for Sharon Murray's additional work on the LUDR review, using the PC Zoning Updates budget line. The motion was seconded by Ms. Whitehouse, and passed unanimously.*

Fuel RFP

The three bids provided for winter fuel were reviewed, there was not much of a spread in the fixed prices provided from the three suppliers. There was agreement among the Board members that consistency is beneficial, and it was decided to continue to have Gillespie's provide fuel for the Town.

MOTION: *Ms. Behn moved to accept the bid from Gillespie to provide propane and diesel fuel, and to accept the fixed price bid for propane. The motion was seconded by Ms. Whitehouse, and passed unanimously.*

Short Term Rental (STR) Ordinance Fee Schedule

Ms. Behn provided examples of STR fees from other ski towns, noting that there is a range of fees currently in effect throughout the state, and that some towns differentiate between those units associated with dwellings occupied by the homeowners and those that are not (hosted vs unhosted). It was agreed that this structure would be difficult to initiate at this point, as Warren’s application does not ask for related information. It was discussed that a fee of approximately \$100 per unit would cover most of the costs associated with the software and administration of the Ordinance, given the anticipated rate of compliance, but noted that most towns’ fees are somewhat higher than this. It was agreed that a rate of \$150 - \$200 would be reasonable, and that this will be discussed further at the next meeting.

Road Name

Some names had been proposed for a road used for accessing infrastructure in Sugarbush Village.

MOTION: *Ms. Whitehouse moved to approve the name Lincoln Peak Work Road for this roadway. The motion was seconded by Ms. Behn, and passed unanimously.*

Other Business

Ms. Behn reported that the PC had an energized discussion regarding housing options at the current Town Garage site, and indicated that some discussion regarding what the Town’s vision for housing at that site would be beneficial.

Administrative Items

MOTION: *A motion to approve the Minutes of August 12, 2025 passed unanimously*

MOTION: *A motion to approve the payroll warrant in the amount of \$31,266.41 passed unanimously.*

MOTION: *A motion to approve the accounts payable warrant in the amount of \$211,030.83 passed unanimously.*

Executive Session Real Estate - This item was postponed.

Adjournment

The meeting adjourned at 8:19 pm.

Respectfully Submitted,
Carol Chamberlin

The Warren Selectboard

Devin Klein Corrigan, Chair

Camilla Behn, Vice Chair

Kalee Whitehouse

Joel Taplin

Harvey Blake