

**Minutes of August 12, 2025 Meeting  
Warren Select Board**

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

**Staff Present:** Sandra Brodeur, Lister; Jeff Campbell, Fire Chief; Rebecca Campbell, Town Administrator

**Others Present:** Carla Bell, Steve Bell, Perry Bigelow, Alice Cheney, Jim Crafts, MRVTV, Adam Zawistowski (PC) Eve Silverman

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

**Public Comment**

Ms. Behn provided a reminder that the courts at Brooks Field are for public use, and are not able to be reserved by individuals or by groups.

Steve Bell noted that he was filing a formal complaint regarding being attacked by unknown dogs which arrived unexpectedly on his property. He provided a written statement for the Board, and supplied further details during the meeting. Board members asked that Mr. Bell keep them apprised of any further developments, and Ms. Klein Corrigan noted that she would again look into any remediation that might take place through the Dog Ordinance.

**Agenda Changes**

No changes were made to the agenda.

**2025 Grand List Corrections**

Sandra Brodeur explained the recent changes made by the State to utility line assessments, and associated changes/corrections she has made to the Grand List. She then outlined the several adjustments which had been made to the Sugarbush appraisal due to the new lift, noting that she still needs to work with NEMRC to have this all reflected accurately. One other correction to be accepted is a residential adjustment. Ms. Brodeur indicated that the result of these changes is that there will be \$32K less billed out this year than had been anticipated.

The Board approved the changes as outlined.

**Town Administrator Update**

Ms. Campbell reported on the following:

- Efforts are underway to get quotes for potential keyless entry into the municipal building; she is also working to upgrade the cameras, have them aimed more accurately, and begin recording. It is also intended to begin using the building's alarm system.
- A vehicle struck the covered bridge recently, causing \$2900 in cosmetic damage, as quoted by Parent Construction. Ms. Campbell noted that the driver has offered to complete the repairs, but it was agreed that Parent Construction, with more experience in historical structure repair and the ability to provide traffic control, would be the more appropriate party to do this work. It was agreed to inquire about having an aluminum swinging bar installed at the time the work is completed, if the additional work will not cause any delay to the timing of the repair.

**MOTION:** *Mr. Blake moved to approve the quote from Parent Construction in the amount of \$2900 for repairs to the covered bridge, with the amount being billable to the party who caused the damage. The motion was seconded by Ms. Behn, and passed unanimously.*

- The Highway Department position has not been filled; several applicants will be interviewed when Andrew Bombard is available to participate.
- The Incident Command System training has been rescheduled for August 28.
- Mail Chimp is up and running; committees and boards have been added.
- She is working with Nancy Sargent on a landscaping plan for the pavilion area, there is a budget allotment in the funding for \$3K for this work.
- The Zoning Department will begin using the NEMRC zoning module later this year.
- The Town will be receiving \$1500 from the driver who caused some damage to the Welcome sign in April.

### **Dog Park Event**

Eve Silverman outlined a proposal to hold a Rover Roundup fundraising event at the Dog Park on October 4 event planned as a fundraiser, noting that she was seeking Festival Permit approval as well as permission to use an area across from the park, mowing the wildflowers which are growing there. Board members explained that this is an intentional pollinator garden, and that the area would not be available for use by the event. They explained that a space across from the Park in Brooks Field would likely be suitable and available, but that the Recreation Committee would need to be consulted regarding scheduling.

Ms. Silverman explained that it is planned to have one food truck and some volunteer food vendors, along with music, crafts, demonstrations, and other activities. She confirmed that the Dog Park insurance coverage provides an event policy which will be purchased. She also noted that one of the portable toilets currently sited at the skate park area will be moved closer to the Park for the event, where it will remain until the toilets are removed for the winter later in October. It was suggested by the Board that a second portable toilet be rented for the event. The Board also noted that a certificate of insurance coverage would need to be provided by the food truck, and that it needs to be determined what insurance coverage/permitting is needed by volunteer food vendors.

**MOTION:** *Mr. Blake moved to approve the Festival Permit for the Rover Roundup to be held on October 4, 2025, with use of a section of Brooks Field allowed pending confirmation of availability by the Recreation Committee, confirmation of all necessary insurance coverage being provided to the Town Administrator, and arrangements being made for a second portable toilet on site; the associated permit fee to be waived. The motion was seconded by Ms. Whitehouse, and passed unanimously.*

### **Cell Phone Tower Upgrade**

Ms. Klein Corrigan reported that a notice had been received from ATT/Cingular indicated that they have submitted an application to the Public Utility Commission for upgrades to the tower on Upper Village Road. There will be no change to the height or breadth of the structure, and no changes to the base equipment. No Board members or meeting attendees provided any comments regarding the proposal.

### **Village Traffic Calming Speed Bumps**

Ms. Klein Corrigan outlined a proposal for construction of permanent speed humps and speed tables within the Village, which she had determined through conversations with Andrew Bombard will be a more feasible and cost-effective strategy than installing temporary speed bumps.

The locations proposed include one hump at each entrance to the Village on Main Street, a hump on Brook Road near the approach to School Road from the east, a table/crosswalk where the Path from the school joins the roadway, and a table/crosswalk at the Post Office/Municipal Buildings crossing. There was a lengthy discussion regarding the pros, cons, and impacts of the latter location, and it was agreed to make adjustments. Rather than the table/crosswalk at this spot, it was decided to add a crosswalk only

and to place a speed table further south on Main Street, north of the Fuller Hill intersection. It was acknowledged that the accompanying signage that is required is not something that is preferred in the Village, but that pedestrian safety needs to be prioritized, and the speed humps/tables and signage are necessary to slow traffic.

Next steps were outlined, including clarifying the cost for creating the bumps during next year's paving work, determining the cost for associated signage, and confirming that these expenses may all be covered under the Traffic Calming grant if paid for this year in advance of the work.

**MOTION:** *Mr. Blake moved to spend up to \$30K on speed humps and tables and associated signage, as discussed in the meeting, leveraging the remaining Traffic Calming grants funds by paying for the upcoming work in the current calendar year, and to publish a related RFP. The motion was seconded by Ms. Klein Corrigan, and passed with Ms. Whitehouse abstaining.*

Next discussed was a proposal received from VHB regarding an evaluation of Main Street from the Park and Ride to the Route 100 intersection. The proposal outlines a site visit to be held for staff and members of the public, an associated meeting, and preparation of recommendations, for which a summary will be provided at a Board meeting. One item to be addressed is provision of short-term low impact improvements, such as redesign of the entrance to Main Street from Route 100 using cones to direct traffic. These changes may then be evaluated when considering long-term solutions. The quote for this work is \$6050; it was noted that if the grantors allow for an extension of the geographic area to be covered by the Traffic Calming grant, those funds may be used for this.

**MOTION:** *Mr. Blake moved to accept the proposal from VHB at a cost of \$6050, to be paid through the grant if possible and using capital funds if necessary. The motion was seconded by Ms. Whitehouse, and was approved unanimously.*

### **STR Ordinance**

Ms. Whitehouse explained that she and Ms. Behn had reviewed the comments provided by VLCT, and that there were several areas that they felt needed input from the full Board before making the recommended changes. Those sections were reviewed, and edits agreed upon by the Board, and it was agreed that the permit fee schedule will be kept separate from the Ordinance, in order to allow for more straightforward editing if necessary; the fee schedule will be reviewed and finalized at the next Board meeting. It was decided that the Ordinance will expire two years from the date of implementation.

**MOTION:** *Mr. Blake moved to approve the STR Ordinance as finalized during the meeting. The motion was seconded by Ms. Behn, and passed unanimously.*

### **Other Business**

Main Street Bridge/Sidewalk Proposals – Parent Construction had submitted the only proposal. Ms. Klein Corrigan reported that they had completed a site visit, that work can begin in September or October, and that the intent is to close the road in order to complete the work more quickly. The quote was provided in two parts, with one portion of the work to be completed this year and the other portion to be completed in 2026. It was noted that the Rickards should be notified when the work is to begin. It was confirmed that this work needs to be completed in order for the Highway Department to plow that portion of the sidewalk.

**MOTION:** *Mr. Blake moved to accept the proposal from Parent Construction for the outlined sidewalk repair, with \$149K approved for this year's work and \$223 for work to be completed in 2026. The motion was seconded by Ms. Behn, and passed unanimously.*

Lister Position – It was explained that Carolyn Adams was selected to serve as an Assistant to the Listers until running for election to a Lister position in March 2026.

**MOTION:** *Ms. Behn moved to approve the appointment of Carolyn Adams as an Assistant to the Listers. The motion was seconded by Ms. Whitehouse, and passed unanimously.*

Town Hall doors – Ms. Klein Corrigan reported that the doors will be installed with temporary hardware, and the final hardware will be put in place when it becomes available.

### **Administrative Items**

**MOTION:** *A motion to approve the Minutes of June 24, 2025, July 8, 2025, and July 22, 2025 passed unanimously*

**MOTION:** *A motion to approve the payroll warrant in the amount of \$50,968.01 passed unanimously.*

**MOTION:** *A motion to approve the accounts payable warrant in the amount of \$184,580.05 passed unanimously.*

A Capital Budget Transfer request was signed by the Chair.

### **Adjournment**

The meeting adjourned at 9:30 pm.

Respectfully Submitted,  
Carol Chamberlin

The Warren Selectboard



Devin Klein Corrigan, Chair



Kalee Whitehouse



Camilla Behn, Vice Chair

Joel Taplin

Harvey Blake