

Minutes of October 14, 2025 Meeting
Warren Select Board
6:30 PM

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: Perry Bigelow, Jim Crafts, George Dorsey, Mark Giometti (MRVAS), MRVTV

Public Comment

George Dorsey provided some comments related to Short Term Rentals (STRs), their impacts on local inns and neighborhoods and the importance of ensuring safety in STR units.

Agenda Changes

No changes were made to the agenda.

Liquor License Amendment

George Dorsey explained the background and history of his plans to serve beer and wine along with dinner at the Warren Store, which he had hoped to begin several months ago but was delayed until now. Ms. Behn sought clarification on whether the change of use proposed is something needing DRB review, although the Board was generally in support of the new dinner venue proposed.

MOTION: *Mr. Blake moved to approve the First Class Liquor License Amendment proposed for Sadie Dog, LLC (The Warren Store), subject to review by the Zoning Administrator and in accordance with all other Town Ordinances, and conditioned upon the evening activity related to the dinner service ending no later than 9 pm. The motion was seconded by Ms. Whitehouse, and passed unanimously.*

Mad River Valley Ambulance Service (MRVAS) Update

Mark Giametti provided an update, giving a recap of the challenges faced by MRVAS: crew membership being generally older volunteers, funding needs, and training and certification requirements. He explained that, while there is a generous amount in private donations received each year, \$180K needs to be set aside annually in a capital reserve; equipment costs continue to increase. The Service currently is experiencing a deficit, but is in better financial shape than last year. Training requirements have become more challenging, and there is a need to move to external trainers, which will be an added expense. Recruitment for members is ongoing, and there may be a point where MRVAS needs to at times request assistance from other services in order to schedule the number of crew members necessary. At this point, MRVAS will be seeking the maintain the same level of support from local towns as was provided last year. Mr. Giametti will provide a capital plan update at a future meeting.

Maintenance Plan for Town Buildings

Mr. Blake and Ms. Campbell had compiled an outline of the buildings to be included in this plan, to which the fire stations and Brooks Field were added during the meeting. It was noted that some Town properties – the cemeteries and the dog park, are maintained by others and will not be included in the plan. Mr. Blake suggested publishing an RFP seeking property management, initial work to include development of a five-year repair and capital improvement plan along with routine services such as mowing. Continuing work would include organizing for and supervising any repair/maintenance/improvement projects which are outlined to be undertaken within the plan that is developed. It was discussed that the Town should retain the ability to consider competitive bids for some of these projects, and that this management position is perceived as a facilitator role.

Several edits were agreed upon during the meeting, and it was confirmed that an updated version of the document will be available for review and potential approval at the next Board meeting.

STR Administrator Position Job Description

It was agreed that it is unknown if the hours for the position will taper off once all the initial registration is complete, there was consensus that the position is for a two-year period to begin, and potentially for longer. To what level enforcement and data extrapolation duties will be part of the position will be discussed during the interview process. It was agreed that the position will report to the Selectboard, not the Town Administrator, and that the position's interface with the Planning Commission will be discussed with that group at their next check-in.

MOTION: *Mr. Blake moved to approve advertising the position and delegating hiring authority to Ms. Klein Corrigan and Ms. Campbell. The motion was seconded by Ms. Whitehouse, and passed unanimously.*

Town Administrator Update

Ms. Campbell reported on the following:

- Highway maintenance position – an offer has been extended, negotiations are underway
- She is working with vhb to finalize permits needed for the Town Garage
- Website updates are in place; some redundancy has been removed. Mr. Taplin noted that full revamp may not be needed, though it was agreed that the current contract should be reviewed to determine what is being provided and what the cost is.
- Mail Chimp is running, but many emails are going to recipients' spam
- Bollards at Brooks Field have been replaced, 107 in total
- Installation of speed humps/tables was delayed again but should be installed in the coming days
- She and Ms. Robbins participated in a NEMRC demo/training
- She and Mr. Campbell have donated a tv to the meeting room, the Selectboard has a new computer

Ms. Klein Corrigan reported that Parent Construction plans to complete sidewalk work by the end of the current week, as long as paving can be scheduled. The project is going well; an extension of the railings as well as a second road drain have been added at no extra cost.

Halloween Road Closure

A request had been received to close the roads at 4:30 rather than 5:00; the Fire Department pointed out that this would create difficulties for those leaving the Village after work as well as those heading to their Village home for the evening. It was agreed to maintain the 5:00 closure time, and to potentially place cones at each entrance to the Village earlier in the afternoon as a reminder for drivers to slow down.

MOTION: *Ms. Whitehouse moved to approve the Halloween road closure from 5:00 pm to 7:00 pm, and to request that the Fire Department place cones out at 4:00 pm at the Village entry points. The roads closed are to be Brook Road from the corner of Main Street up to School Street, and Main Street from Brook Road to Fuller Hill Road. The motion was seconded by Ms. Behn, and passed unanimously.*

Town Garage Update

Ms. Klein Corrigan commented on the excellent meeting held recently, and noted that this is the first big financial ask from the Town since the wastewater system was installed in 2004. She noted that there are two large bond payments which will be ending, and that the new garage is an absolute necessity.

It was noted that there will be another public meeting on October 30, beginning at 7:00 pm, and that there is detailed budget and presentation information on the Town's web site.

Other Business

Mad River Valley Planning District (MVRPD) Steering Committee Appointment – Ms. Whitehouse volunteered to serve in this position.

MOTION: *Ms. Klein Corrigan moved to appoint Ms. Whitehouse as the MRVPD Steering Committee representative for the Warren Selectboard. The motion was seconded by Mr. Taplin, and passed unanimously.*

LOT – It was acknowledged that information regarding the creation of a LOT had been received from the MRVPD, and confirmed that the matter will be discussed at the next Board meeting.

Ms. Klein Corrigan reported on a beneficial Town Fair, and summarized what was presented regarding dignity in political conversations.

Administrative Items

MOTION: *A motion to approve the payroll warrant in the amount of \$43,271.59 passed unanimously.*

MOTION: *A motion to approve the accounts payable warrant in the amount of \$152,881.32 passed unanimously.*

MOTION: *A motion to approve the minutes of September 9 and 23, 2025 passed unanimously.*

MOTION: *A motion to approve a First Class and Third Class Liquor License for Chez Henri passed unanimously.*

MOTION: *A motion to approve a First Class and Third Class Liquor License for Ski Club Ten passed unanimously.*

Executive Session – Personnel

MOTION: *A motion to enter Executive Session per 1 VSA §313(a)(3) [Personnel], inviting Ms. Campbell to join, passed unanimously.*

The meeting entered Executive Session at 8:50 pm and returned to open session at 9:29 pm.

MOTION: *A motion to approve a bonus for each Highway Department Employee equal to one-week's salary for the hours, hard work and teamwork they have consistently shown while being down a crew member since July passed unanimously.*

Adjournment

The meeting adjourned at 9:31 pm.

Respectfully Submitted,
Carol Chamberlin

The Warren Selectboard

Devin Klein Corrigan, Chair

Camilla Behn, Vice Chair

Kalee Whitehouse

Joel Taplin

Harvey Blake