

Minutes of November 18, 2025 Meeting
Warren Select Board
6:30 PM

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

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

Others Present: Perry Bigelow, Jim Crafts, Susan Cummiskey

Ms. Behn called the meeting to order at 6:03 pm. The meeting was held in person at the Warren Town Offices and online via Zoom.

Public Comment

Nobody requested time to address the Board.

Agenda Changes

Administrative items were added to the agenda.

STR Application Update

Ms. Newton reviewed some aspects of the STR Ordinance with the Board, particularly references to sleeping room standards and appliances. It was agreed that the Ordinance will be reviewed so that necessary edits may be drafted and adopted.

Ms. Newton and Ms. Campbell explained that Granicus has not been as communicative as they would like, and suggested that the sending of the STR welcome letter be postponed until some aspects of the registration process can be ironed out. These include the need to set up an account with a new online payment provider because Express Pay cannot interact with Granicus software as well as determining how to acknowledge receipt of a check in the system – and allow for the related application to be marked as complete. Ms. Newton also explained that the current software configuration, using the Granicus system and a different system for the submission of applications, will involve her manually pushing the application information in a report to Granicus for inclusion in the Granicus database.

The timeline for sending out the initial letters was discussed, and it was agreed to not push this off until January unless absolutely necessary. It was decided to send the initial welcome letter out in early December, pending the establishment of an account being set up with an appropriate payment provider. Ms. Newton explained that an initial mailing will go to all Grand List property owners, with follow up if necessary to be sent to the STRs which have been identified and are included in the Granicus database.

The application form was then reviewed. It was agreed to remove the question related to the number of sleeping rooms, and a few other edits were agreed upon, including noting on the form that all Town Ordinances must be complied with. It was confirmed that the deadline for submissions will remain as February 28, 2026.

Regarding the need for a definition to be included in the Ordinance for sleeping rooms/bedrooms, it was pointed out that the draft LUDRs contain language related to STRs and associated definitions of things such as bedrooms.

Purchasing Policy

It was noted that the current policy has a \$6K threshold for requiring bid solicitation; it had been mistakenly understood that this threshold was at \$1500.

Ms. Campbell noted that the other section of the Policy which had been changed was language related to federal funding and conflict of interest concerns for those associated with the Town as an officer, employee, etc. She noted that there is less stringent, yet acceptable and appropriate, language in the new Policy draft, as suggested by VLCT. The new phrasing serves to remove the extraordinary restrictions placed on the potential bid pool by the current language, due to the nature of rural communities and the network of connections that individuals and businesses may have with Town officials and employees.

It was agreed that the updated conflict of interest language should be added to the current Policy, and that the rest of the draft Policy be reviewed in more detail before being considered for adoption.

MOTION: *Mr. Taplin moved to replace the conflict-of-interest language in the Town's Purchasing Policy with the language proposed by VLCT. The motion was seconded by Ms. Whitehouse, and passed unanimously.*

COLA Increases for Town Employees

Ms. Campbell had provided a spreadsheet of related data, and there was some discussion of the different measures which are used to determine inflation rates and annual COLAs. It was agreed to use a 3% increase as a baseline for budget development, and to decide on a final amount in December after budget review is underway.

Healthcare Decision

Ms. Campbell reported that employees have found that their medical providers are in the MVP network, and that no concerns regarding chiropractic, physical therapy, or mental health coverage have arisen. Based on this information, the Board agreed to proceed with transferring the Town's group plan to MVP gold coverage in order to realize the substantial cost savings.

MOTION: *Mr. Blake moved to provide employee health care coverage for the 2026 calendar year through the MVP gold plan. The motion was seconded by Mr. Taplin, and passed unanimously.*

Administrative Items

It was agreed to establish a meeting schedule to include December 2, 9, and 16, followed by meeting every Tuesday in January.

MOTION: *A motion to approve the payroll warrant in the amount of \$19,379.40 passed unanimously.*

MOTION: *A motion to approve the accounts payable warrant in the amount of \$6,440,423.84 passed unanimously.*

Executive Session

MOTION: *A motion to enter Executive Session pursuant to 1 V.S.A. §313(a)(3) [personnel], inviting Dayna Lisaius to join, passed unanimously.*

The meeting entered Executive Session at 7:53 pm and returned to open session at 8:52 pm.

Adjournment

The meeting adjourned at 8:53 pm.

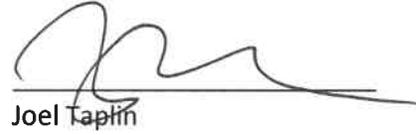
Respectfully Submitted,
Carol Chamberlin

The Warren Selectboard



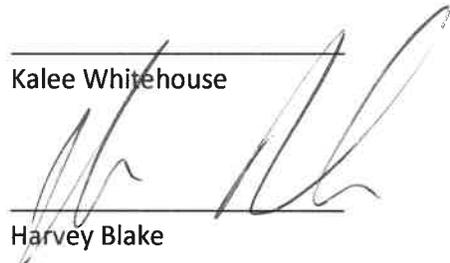
Devin Klein Corrigan, Chair

Camilla Behn, Vice Chair



Joel Taplin

Kalee Whitehouse



Harvey Blake

