

Minutes of December 22, 2025 Meeting

Warren Select Board

8:30 AM

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

Staff Present: Rebecca Campbell, Town Administrator; Amanda Gates, Programming Librarian; Ruth Robbins, PZA; Marie Schmukal, Library Director

Others Present: None

Ms. Klein Corrigan called the meeting to order at 8:30 am. The meeting was held in person at the Warren Town Offices and online via Zoom.

Public Comment

Ms. Campbell outlined the holiday hours for the Town Office.

Agenda Changes

STR and LUDR updates were added to the agenda.

Library Budget

Ms. Schmukal presented the draft budget which had been approved by the Library Board, noting the proposed salary and hour increases, and that those are being balanced by the reduced cost of health insurance, leading to a .41% overall increase.

Board members offered a reminder to Ms. Schmukal to consider the Library's capital budget and outline how the building might be utilized going forward.

Zoning Budget

Ms. Robbins reviewed the Planning and Zoning budgets with the Board.

Board members expressed that costs associated with STR registrations should be considered part of the Planning budget, but it was agreed that STR costs and revenues should be a separate budget section, as now there are both software and personnel costs associated with enforcing the Ordinance, as well as revenues to offset those costs. It was noted that an explanation is needed for why the Granicus expense included is much higher than was expected for 2026.

Ms. Robbins indicated that she anticipates a commitment of six hours per week of clerk/assistant time.

There was a discussion of the proposed budgeting for events to be hosted by the Planning Commission. Board members advised that the events need to be informational/educational and attended by PC members, and that the PC should set public outreach goals in planning for the use of these funds.

Ms. Robbins noted that she is working to finalize adjustments to several budget lines, but that she anticipates an almost level-funded budget for combined Planning and Zoning.

There was a discussion regarding using the PC Capital budget for Town Plan update consulting assistance, along with some further consideration of how the PC Capital budget monies are meant to be used. It was agreed that future Town planning should be included in expenses related to the Capital budget, covering amounts for consultant work, charettes, and so forth.

Bond Anticipation Note

The logistics of bonding and taking out a bond anticipation note were outlined; the bond application recently submitted will provide funds to get through the summer, then a bond anticipation note will be applied for to cover the next year's Garage expenses, which should cover the completion time for construction. At that point, another bond will be applied for. Ms. Campbell is working to determine the best timing of bonds and related anticipation notes, with June and December being the established Bond Bank dates.

It was agreed to use capital funds from the Town Improvement Reserve for current Town Garage bills.

Highway Department Budget

This agenda item was rescheduled.

Town Administrator Budget

Ms. Campbell presented a budget indicating a 1.85% increase, with a 13.98% increase for the Administration/Selectboard budget. Office expenses will be covered at an upcoming meeting.

COLA/Salary Adjustments

Numbers for various increases were reviewed; it was noted that each 1% increase in salaries indicates approximately a \$5K increase in the total budgeted salary amount.

MOTION: *Ms. Behn moved to approve a salary rate increase of 3% for the upcoming year. The motion was seconded by Mr. Blake, and passed unanimously.*

Other Business

STRs – Ms. Campbell reported that the introductory letter has been sent to the entire Grand List. All inquiries have been responded to; there has been minimal pushback, most of it regarding the rate being uniform for all size rentals. Some corrections to the recent Valley Reporter article were noted; those will be provided to the newspaper.

LUDRs – Ms. Behn reported that Sharon Murray is continuing to edit the document, based upon legal feedback received. She expects this work to be completed shortly, and suggested that a date be selected for holding a public hearing regarding the LUDRs. It was agreed to warn the hearing for February 17, 2026.

Administrative Items

MOTION: *A motion to approve the payroll warrant in the amount of \$22,054.96 passed unanimously.*

MOTION: *A motion to approve the minutes of December 2, 2025 passed unanimously.*

MOTION: *A motion to approve a 3rd Class Liquor License for Sugarbush-Sugar Lodge passed unanimously.*

MOTION: *A motion to approve a 3rd Class Liquor License for Sugarbush-Valley House passed unanimously.*

Executive Session

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

The meeting entered Executive Session at 10:49 am pm and returned to open session at 11:23 am.

Adjournment

The meeting adjourned at 11:24 am.

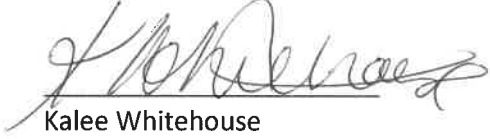
Respectfully Submitted,
Carol Chamberlin

The Warren Selectboard

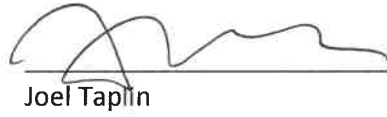


Devin Klein Corrigan, Chair

Camilla Behn, Vice Chair



Kalee Whitehouse



Joel Taplin

Harvey Blake

