

Agenda
Warren Selectboard
March 24, 2026
Warren Municipal Building
Zoom (link below) or in-person
Please Note: All times are approximate

6:30 PM – Public Comment

6:35 PM – Agenda Changes

6:40 PM – Bid Review

7 :00 PM – Maintenance Contract

7:10 PM – Project List

7:40 PM – Other Business, as time permits

- Paper of Record – Valley Reporter

7:50 PM – Action Items

8:00 PM – Signatures

- Approval of Minutes
- Approval of Accounts Payable and Payroll Warrants
- Approval of Liquor/Tobacco License (if needed)

8:15 PM - Executive Session

8:30 PM - Adjourn

Zoom info:

<https://us06web.zoom.us/j/87541210058?pwd=dHFncHFzNWdQK2I3VXRWVVRscjM4Zz09>

Meeting ID: 875 4121 0058

Passcode: 845301

One tap mobile

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Town Administrator Update – March 24, 2026

School District MOU: Devin and I met with representatives from the Harwood School District and have finalized the MOU. We plan to bring it to the Selectboard for approval at the April 14 meeting, and the School District will also present it to their Board for approval.

Financial Status: I'm happy to report that Patti has been reconciling the accounts. For January, we were off by just \$0.10, and February is trending in the right direction as well. Patti has also prepared a revenue and expense report, which is included in your packet. This is an initial draft, and we look forward to working with the Board to refine it into a consistent monthly report that can be provided at the first meeting of each month for the prior month. I have also requested a meeting with Northfield Savings Bank to review our current accounts and discuss the possibility of moving our Capital Account from TD Bank. In addition, I've been coordinating with NSB to obtain a check reader for the Town to reduce trips to the bank and streamline the deposit process.

EV Charging Stations: ChargePoint will be on site Tuesday, March 24, to repair the charging stations. They've asked that the area be blocked off that morning, and I will also shut off the breaker to ensure they have full access during the work.

GMP Meeting: Camilla, Devin, and I met with Green Mountain Power on Thursday. We discussed the anticipated increase in the Town's power costs in 2025, which is largely due to the expiration of solar incentives after 10 years. As a result, we are now seeing miscellaneous charges that were previously offset by solar credits. We also reviewed how solar array credits are currently allocated and will be working to redirect those credits toward higher-cost facilities such as the Municipal Building, Town Garage, and Town Hall, rather than street lighting. We briefly discussed the potential for solar at the new Town Garage, as well as the need for heat pumps, which will be part of your discussion on Tuesday.

Waitsfield Telecom Meeting: I have scheduled a meeting with Kris Merchant from Waitsfield Telecom to review our current bills, Wi-Fi speeds, and to revisit the possibility of connecting our phone systems to allow easier call transfers between buildings. I encourage any interested Board members to participate.

Office Reorganization: A proposal has been raised to consider an internal office reorganization in lieu of issuing an RFP. This would involve relocating Patti to the Clerk's Office downstairs, moving the Listers into Patti's current space, relocating the Town Administrator to the Listers' office, and shifting Public Safety into the Town Administrator's current office.

Scope of Work Request – Security System: Brent, Jeff, and I are working on a scope of work for a new security system at the Municipal Building. We expect to have a draft ready for your review within the next week.

Paper of Record: We will need to make a motion on Tuesday to designate the *Valley Reporter* as the Town's paper of record.

Warren Town Highway Garage

1 story Administrative & Storage Space

18,497	Bond Vote Estimate	Bid Result 2nd meeting on 3-19-26	Notes
Division 1 through 33	\$6,591,377	\$7,520,297	\$407
General Liability	In Div-01	In Div-01	included in Div 1
CM Fee	\$131,828	\$150,406	2.00%
P&P Bond	In Div-01	In Div-01	included in Div 1
CM Contingency	\$672,320	\$230,121	3% contingency
Subtotal Hard Costs	\$7,395,525	\$7,900,824	\$427
Annual Escalator	\$255,367	Included above	Escalate to spring 2026
Tariff Allowance	\$429,557	\$197,521	contingency for tariffs & Fuel surcharge
CMU Wash Bay	\$24,235	N/A	
Salt Shed	\$460,534	Included above	
Alternates / contingency	\$1,169,693	\$197,521	\$11
Total w/Alternates/Contingency =	\$8,565,218	\$8,098,344	\$438
Post Bid Approved Alternates /Value Engineering - Rev #2 3-18-2025=		\$5,193	
Total /Contingency/Post Bid Alter/Value Engineering =		\$8,103,537	\$438
Builders Risk Insurance	\$25,000	\$25,000	allowance
Moving costs / temporary location	\$0	\$0	
A/E Fees	\$305,000	\$305,000	\$125k within Town budget separate
Envelope & MEP Cx	\$30,000	\$30,000	allowance
Owner's Contingency	\$329,569	\$405,177	based on 5% of hard cost
Furniture Fixtures and Equipment	\$28,070	\$28,070	\$2 per square foot allowance
Tel / Data wiring / IT equipment	\$20,000	\$20,000	allowance
Solar PV	\$0	(\$67,843)	30% tax credits solar (226,142 x.30%)
Heat Pumps		(\$23,523)	Heat pumps Incentivesr (\$23,523)
Site snow removal	\$5,000	\$5,000	by Town staff
Access Control /Security / CCTV	\$20,000	\$20,000	Town vendor
Local Permit	\$0	\$0	exempt
Wastewater	\$0	\$0	exempt
Act 250	\$0	\$0	exempt
Stormwater	\$3,000	\$3,000	
CGP (moderate risk)	\$750	\$750	
Wetlands	\$6,500	\$6,500	
Fire Safety Permit	\$52,731	\$60,058	.08%, less fire Alarm and Sprinkler
Legal Expenses	\$20,000	\$20,000	allowance
Testing and Inspection (conc/soil)	\$24,000	\$24,000	allowance
Utility Company Charges	\$25,000	\$25,000	power/comm.
Signage / Flaggpole	\$0	\$0	none
Bond Vote support / advertising	\$10,000	\$10,000	
Artwork	\$0	\$0	none
Bond agency fees / underwriting	\$135,000	\$135,000	Town to confirm
Subtotal Soft Costs & alternates	\$1,039,620	\$1,031,189	\$56
			\$494
	\$9,604,838	\$9,129,533	TOTAL PROJECT COST

(\$475,305) Under Bond vote

Warren Town Garage - Alternates:				Date: 3-18-206 Rev #2	Bid results Summary before Alt/VE = \$8,098,344
Alt #	Description	Value	Owner Approval Yes or No		
1	Alternate #1 - Delete Outdoor Heat Pumps - Value from Benoure = \$124,640	\$ (134,220)	Pending		
	VE Items:				
2	Foundation Prep - Replace gravels with crushed stone and 3" of insulation instead of 1.5" of insulation.	\$ (43,630)	Yes	\$ (43,630)	
3a	Exterior Slab Prep - Reduce gravels to a total of 2' feet of crushed stone depth instead of 46" crush stone and 12" of fine crushed stone.	\$ (48,499)	No		Rejected
3b	Exterior Slab Prep - Reduce crushed stone to a combined thickness of 15" inches below the concrete apron per John Turner Consulting recommendations instead of 46" crush stone and 12" of fine crushed stone.	\$ (60,178)	Yes	\$ (60,178)	
4	Gravel Lot Prep - Reduce gravels from 24" subbase and 6" aggregate surface course to 12" subbase and 6" aggregate surface course.	\$ (136,999)	Yes	\$ (136,999)	
5	VE #4 - Keep excess earthwork materials on site versus hauling off site, Deduct. ** This may vary pending which VE options are selected above.	\$ (72,688)	Pending		
6	Deduct for providing Lauren Cook branded fans in lieu of specified Greenneck, and provide Skyblade fans in lieu of specified BigAss fans, Deduct. - Only applies if Benoure P&H is low	\$ (7,538)	Yes	\$ (7,538)	
7	Div-01d. Delete 100% performance and payment bond between ReArch and the Town of Warren	\$ (61,595)	Pending		
8	Div-07a Delete damproofing of frost walls where exterior grade is below interior slab elevation (3 frost walls).	\$ (5,169)	Yes	\$ (5,169)	
9	Div-32 Delete Landscape Planting Allowance as no planting plans were provided to price up.	\$ (16,153)	No keep as allowance in contract		Rejected
10a	Add 100kw solar from SunCommon. Production about 113,000 kwh annually. \$262,138 installed cost, eligible 30% federal direct pay credit back to town of Warren. (\$262,138 + mark-ups)	\$ 282,287	No		Rejected
10b	OR Add 100kw solar from Sterling Mountain. Production about 113,000 kwh annually. \$210,000 installed cost, eligible 30% federal direct pay credit back to town of Warren. (\$210,000 + mark-ups)	\$ 226,142	Yes, pending board meeting	\$ 226,142	

Warren Town Garage - Alternates:				Date: 3-18-206 Rev #2	Bid results Summary before Alt/VE = \$8,098,344
Alt #	Description	Value	Owner Approval Yes or No		
11	Div-26 Electrical changes as required for PV system. Change 800 amp to 1000 amp Main Distribution Panel (MDP). This affects the secondary service from the utilities and the MDP	\$ 27,998	Yes, pending board meeting		\$ 27,998
12	Div-31 Add one additional 5" conduit due to increase in service size (800 AMP to 1000 AMP). This would be from route 100 to building. Or we could just use the one (1) 5" spare. We do not know if Owner was intending this one (1) spare conduit for anything else?, Add	\$ 4,567	Yes, pending board meeting		\$ 4,567
	Total add or savings from approved selected Alternates =				\$ 5,193
	Bid Summary Total with Approved Alternates and VE =				\$ 8,103,537



Rebecca Campbell <rcampbell@warrenvt.org>

FW: KMK Reference

1 message

Harvey Blake <hblake@warrenvt.org>

Mon, Mar 16, 2026 at 2:50 PM

To: Camilla Behn <cbehn@warrenvt.org>, Devin Klein Corrigan <dcorrigan@warrenvt.org>, Ken Scott <kscott@gmavt.net>, Joel Taplin <jtaplin@warrenvt.org>, Rebecca Campbell <rcampbell@warrenvt.org>

Below is the third reference.

Best
HB

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From: Dylan Funnell <Dylan@bridgesresort.com>**Date:** Monday, March 16, 2026 at 12:18 PM**To:** Harvey Blake <hblake@warrenvt.org>**Subject:** RE: KMK Reference

Hi Harvey,

The Bridges has been working with KMK for several years now and we have been pleased with the services provided. Currently, they are contracted for snow removal, sanding, mowing, and gardening. There have been occasions where we've worked with them as a general contractor or carpentry. I will say Chad is always up front about what he thinks is a good decision for the property and pointing out any obstructions to a finished product. When urgent issues arise, KMK has always been responsive and willing to help. I would recommend them as a property management company.

Please let me know if you have any specific questions.

Thank you,

Dylan Funnell
General Manager
Bridges Resort
[202 Bridges Circle](#)
[Warren VT 05674](#)
[Office # 802.583.5331](#)

From: Harvey Blake <hblake@warrenvt.org>**Sent:** Thursday, March 12, 2026 12:30 PM**To:** Dylan Funnell <Dylan@bridgesresort.com>**Subject:** KMK Reference

Hi Dylan,

I am reaching out in hopes that you might provide a reference for KMK Property Management?
Chad provided your information.

We are considering KMK for a contract that involves establishing 5 year capital improvement plans for each of the Town's buildings as well as overseeing routine maintenance on these buildings and other Town properties.

Thank you in advance for your time!

Kind Regards

Harvey



Rebecca Campbell <rcampbell@warrenvt.org>

Fwd: KMK Reference

1 message

Harvey Blake <hblake@warrenvt.org>

Sat, Mar 14, 2026 at 2:11 PM

To: Camilla Behn <cbehn@warrenvt.org>, Devin Klein Corrigan <dcorrigan@warrenvt.org>, Joel Taplin <jtaplin@warrenvt.org>, Rebecca Campbell <rcampbell@warrenvt.org>, kscott@warrenvt.org

FYI, another reference

Begin forwarded message:

From: Brian Rohman <bqr1234@gmail.com>
Date: March 14, 2026 at 12:56:13 PM EDT
To: Harvey Blake <hblake@warrenvt.org>
Subject: Re: KMK Reference

Harvey,

I am the president of Sterling Ridge Condo Association.

We hired KMK about 3 years ago when our previous property manager, Reza Kalantari, retired.

I have nothing but good things to say about Chad and KMK.

Their everyday service -plowing, mowing, repairs, maintenance, pool, etc.- is excellent. These tasks mostly get done without the need for follow up. When something does need correcting they do it promptly and try to incorporate it into their plans going forward.

They are quick to respond to problems when they arise, often before we even know they exist (about a year ago a tree fell in our road and they removed it before any of our owners notified our Board).

They recommend services (e.g., carpenter ant treatments, road grading, tree trimming, fire extinguishers) that we had never thought of before. They do not push these services but only suggest them when they are in our best interests.

They use subcontractors (electrical, plumbing, roofers) when needed. Importantly, their subcontractors are very quick to respond when KMK calls.

In closing, we are very happy with KMK and look forward to having an ongoing relationship with them for many years to come.

Please reach out if you have any further questions.

Brian Rohman

President

Sterling Ridge Condo Association

On Thu, Mar 12, 2026 at 10:28 AM Harvey Blake <hblake@warrenvt.org> wrote:

Hi Brian,

This is Harvey Blake, I am on the Town of Warren Select Board. I am reaching out in hopes that you might provide a reference for KMK Property Management? Chad provided your information.

We are considering KMK for a contract that involves establishing 5 year capital improvement plans for each of the Town's buildings as well as overseeing routine maintenance on these buildings and other Town properties.

Thank you in advance for your time!

Kind Regards

Harvey

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Rebecca Campbell <rcampbell@warrenvt.org>

FW: KMK Reference

1 message

Harvey Blake <hblake@warrenvt.org>

Thu, Mar 12, 2026 at 1:16 PM

To: Rebecca Campbell <rcampbell@warrenvt.org>, Devin Klein Corrigan <dcorrigan@warrenvt.org>, Camilla Behn <cbehn@warrenvt.org>, Joel Taplin <jtaplin@warrenvt.org>, Ken Scott <kscott@gmavt.net>

FYI, this is consistent with what I have heard anecdotally, and my experience as president of our HOA

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From: Jonathan Stickley <jstickley@crosspt.com>**Date:** Thursday, March 12, 2026 at 12:47 PM**To:** Harvey Blake <hblake@warrenvt.org>**Subject:** RE: KMK Reference

Harvey,

Thanks for reaching out.

I'd happily recommend KMK. Chad and their whole team were excellent to work with over the years. They essentially managed all onsite work for us (i.e. building repairs, parking repairs, landscaping, snow removal, etc.) at our Mad River Green Shopping Center prior to our sale of the property last summer.

During the review and work to update the life safety systems, their team played an integral role. Their working relationship with the State Fire Marshal's office was a huge benefit in helping move the process forward and satisfy any requirements onsite.

Since our office is located out of state, their team was essential to the day-to-day operations and property upkeep. Additionally, their reliability and connections with local vendors were invaluable to our team.

Overall, we had a great experience with their whole team and would confidently recommend KMK.

Kind regards

Jonathan Stickley

Senior Property Manager

jstickley@crosspt.com

Mobile | 508.954.7078

CrosspointAssociates.com

[188 Needham St. | Suite #255](#)

[Newton, MA | 02464](#)

From: Harvey Blake <hblake@warrenvt.org>**Sent:** Thursday, March 12, 2026 12:26 PM

To: Jonathan Stickley <jstickley@crosspt.com>

Subject: KMK Reference

Hi Jonathan,

This is Harvey Blake, I am on the Town of Warren Select Board. I am reaching out in hopes that you might provide a reference for KMK Property Management? Chad provided your information.

We are considering KMK for a contract that involves establishing 5 year capital improvement plans for each of the Town's buildings as well as overseeing routine maintenance on these buildings and other Town properties.

Thank you in advance for your time!

Kind Regards

Harvey

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Project	Building	Priority for Selectboard Members	Due Date	Project Lead	Project Status	Update 5/27
storage//unblock emergency exits	Town Hall	Delegate: Tasks that need to get done, but don't need		Library/Rebecca	In Progress	
hand rails for children's space	Town Hall	Delegate: Tasks that need to get done, but don't need		Library/Rebecca	In Progress	
website / ListServ	Town Issues/Commitments/Grants	Do: Tasks with clear deadlines, significant consequences		Joel / Rebecca	In Progress	Listserv is up and running / website
West Hill Stabilization	Town Issues/Commitments/Grants	Do: Tasks with clear deadlines, significant consequences		Rebecca	In Progress	waiting for budget modification from
New Garage> planning project	Town Garage	Do: Tasks with clear deadlines, significant consequences		Town Garage Comr	In Progress	Bond vote Nov. 4th
VTrans > Main St. Rt 100 intersection	Town Issues/Commitments/Grants	Do: Tasks with clear deadlines, significant consequences		Kalee, Devin, REbec	In Progress	waiting for recommendations from
Lincoln Gap Speed Mitigation	Town Issues/Commitments/Grants	Do: Tasks with clear deadlines, significant consequences		Andrew B. / Rebec	In Progress	
Retention/Support for staff	Board Process	Do: Tasks with clear deadlines, significant consequences		SB, Rebecca	In Progress	meeting 7/23
LUDRs	Town Issues/Commitments/Grants	Schedule: Tasks with no set deadline but that bring	7/28/25	Camilla	Complete	
MOU with HUUSD	Town Issues/Commitments/Grants	Schedule: Tasks with no set deadline but that bring	9/17/25	Rebecca, Devin	In Progress	waiting for final meeting after hold
Town Hall front steps	Town Hall	On Hold: Tasks that distract from preferred course		Property manage	In Progress	
Traffic Calming> Downtown -trout Hollow-Rt 100	Town Issues/Commitments/Grants	Do: Tasks with clear deadlines, significant consequences	8/12/25. 12/31/	Devin	In Progress	waiting for recommendations from
quarterly grant check-ins	Board Process	Schedule: Tasks with no set deadline but that bring	9/9/25		In Progress	
Department Check ins	Board Process	Schedule: Tasks with no set deadline but that bring	9/9/25		In Progress	
Maintenance contract w/ town	Town Issues/Commitments/Grants	Do: Tasks with clear deadlines, significant consequences			In Progress	RFP due 1/9/20265
Update Town Hall Rental and Festival Permit	Board Process	Delegate: Tasks that need to get done, but don't need	2026	Rebecca	In Progress	sent draft to Harvey
Bollards for Pavilion	Town Issues/Commitments/Grants	Delegate: Tasks that need to get done, but don't need		Rebecca	Not Started	
repair rot / sills	Municipal Building	On Hold: Tasks that distract from preferred course			Not Started	
paint front door	Municipal Building	On Hold: Tasks that distract from preferred course			Not Started	
repair rot / sills	Town Hall	On Hold: Tasks that distract from preferred course			Not Started	
HVAC for fire station	Fire Station	On Hold: Tasks that distract from preferred course			On Hold	
Plaque for Pavilion	Board Process	Schedule: Tasks with no set deadline but that bring		historical society	Not Started	
clean up Clerk's Office - reorganize to make more welcoming>> Reorganize the building	Municipal Building	Do: Tasks with clear deadlines, significant consequences		Select Board/Rebe	Not Started	
garage door for SB station	Fire Station	Do: Tasks with clear deadlines, significant consequences	2026	Harvey/Jeff	Not Started	
Building Policy	Town Issues/Commitments/Grants	Schedule: Tasks with no set deadline but that bring	mid-August	Rebecca,	Not Started	
Building Maintenance Plan/Workplans	Property Maintenance	Do: Tasks with clear deadlines, significant consequences	July 2026	Select Board	Not Started	
Rootswork Lease Revisit	Board Process	Do: Tasks with clear deadlines, significant consequences	2026	Devin/Joel	Not Started	
LOT Analysis & Public Meeting	Town Issues	Schedule: Tasks with no set deadline but that bring	2026	Selectboard	Not Started	
Flat Iron 30% Design Plan	Town Issues/Commitments/Grants	On Hold: Tasks that distract from preferred course			On Hold	
Mill Road Declassification	Town Issues/Commitments/Grants	On Hold: Tasks that distract from preferred course			On Hold	
Violation enforcement capabilities	Town Issues/Commitments/Grants	On Hold: Tasks that distract from preferred course			On Hold	
Norm Robinson Culvert	Town Issues/Commitments/Grants	On Hold: Tasks that distract from preferred course			On Hold	