

Minutes of March 24, 2026 Meeting
Warren Select Board
-draft-

Members Present: Camilla Behn, Harvey Blake, Devin Klein Corrigan, Ken Scott, Joel Taplin

Staff Present: Rebecca Campbell, Town Administrator

Others Present: Perry Bigelow, Jim Crafts, Michael G

Ms. Klein Corrigan called the meeting to order at 6:30 pm. The meeting was held in person at the Warren Town Offices and online via Zoom.

Public Comment

Mr. Bigelow inquired as to the progress on STR registrations; it was noted that a draft compliance letter would be reviewed during the meeting, and that approximately 100 registrations had been submitted.

Mr. Crafts reported that a rain date for unearthing the time capsule had been set as May 26, and that the Historical Society is working with the school to determine how students might be involved in the project. Ms. Campbell noted that Andrew Bombard had indicated that the Road Crew is able to assist with excavating the capsule, and that Mr. Bombard is working to determine if the Garage is a suitable location for sorting through and cleaning the contents.

Ms. Behn noted that the appeal period related to adoption of the new LUDRs had ended, and that the new Regulations are now in effect.

Agenda Changes

Some items were noted to be addressed during the Other Business portion of the meeting.

Town Garage Bid Review

A spreadsheet of bid information had been provided by ReArch; it was noted that the current total cost is projected to be under the estimated budget by approximately \$475K.

The Board discussed the potential installation of heat pumps. It was explained that the foundation work needed for use of heat pumps is part of the current bid outline, but that another \$134K for installation of the pumps, as well as \$28K for a related electrical upgrade, would be necessary to complete the installation at the time of construction. Without the heat pumps, the building would be heated solely by a propane boiler, which is otherwise planned for use as a backup system or to be toggled on when weather doesn't allow for effective use of heat pumps. The ROI of heat pumps was noted to be 14.5 years, although it needs to be determined what the expected life span of heat pumps would be.

A related item for possible inclusion in the bid award is the installation of a solar array, for a cost of \$226,142. It was explained that there are incentives available from Green Mountain Power (GMP) for use of an all-electric heating system, which could realize \$90K in savings if both heat pumps and solar infrastructure are installed. Board members discussed that minimizing reliance on fossil fuels also serves to create less fluctuation in heating costs.

It was explained that an energy model could be undertaken, for which there may be funds available from either a GMP incentive or Efficiency Vermont, but that ReArch had advised that this work isn't suggested, as electricity is generally a much better-known energy cost even without a study.

Board members noted their support of installing heat pumps, but asked that Ms. Klein Corrigan and Ms. Behn gather some more information before making a final decision. This includes the life span of heat

pumps, whether the planned solar array would maximize the roof space, and what type of maintenance/regular use the propane system would require in order to continue running well.

Other decisions made in order for ReArch to move forward with awarding bids included:

- The performance bond should be kept in the budget, for \$62K
- The landscaping plan allowance was removed
- Office furnishings will be addressed separately from this contract

It was also noted that:

- There will be savings if no excess earthwork materials are hauled off site
- Savings will be realized from any contingency amounts not needed
- Some insurance quotes and other items have come in under the amount budgeted for

Maintenance Contract

It was noted that references for KMK had been received, and explained that none of the responses refer to work on capital projects, as this is not typically the type of work with which the firm is engaged. It was discussed that opening up the bid process again would mean that there would be no upcoming maintenance work completed, and that a one-year contract would allow for determining if an agreement with KMK will meet the Town's needs.

Ms. Campbell indicated that she is able to continue overseeing landscape work at the Town's Village buildings, and suggested that this aspect of the work can be removed from an agreement with KMK.

MOTION: *Mr. Blake moved to engage with KMK for Town maintenance needs, and to authorize the Town Administrator to finalize a contract for this work. The motion was seconded by Mr. Scott, and passed unanimously.*

Project List

This agenda item was postponed.

Other Business

Newspaper of Record

MOTION: *A motion to affirm The Valley Reporter as the newspaper of record was approved unanimously.*

STR Compliance Letter

The draft letter was reviewed, and edits suggested. Mr. Scott suggested collecting fines through tax bills; it was agreed the legality of the strategy needs to be investigated.

Plans for Rearrangement of Town Office Space

Ms. Campbell and Julie Burns had drafted plans for rearranging the Municipal Building's interior configuration. It was agreed to move ahead with the plans presented, and there was some discussion of associated logistics. The Board requested that Ms. Campbell and Ms. Burns work on further plans for implementation of the changes proposed.

Action Items

Upcoming action items were reviewed with Ms. Campbell

Timing of Accounts Payable Warrant Approval

Mr. Scott raised this topic, noting that bills should not be paid until after approval of the warrant by the Board. It was agreed to discuss this matter with the Treasurer and determine if adjustments are necessary to the process.

Administrative Items

MOTION: *A motion to approve the Selectboard Minutes of March 10, 2026 passed unanimously.*

MOTION: *A motion to approve the payroll warrant in the amount of \$37,942.95 passed unanimously.*

MOTION: *A motion to approve a First- and Third-Class Liquor License Renewal for Cold Springs Spirits, LLC passed unanimously.*

Executive Session

MOTION: *A motion to find that premature general public knowledge would clearly place the public body or a person involved at a substantial disadvantage passed unanimously.*

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

The meeting entered Executive Session at 8:33 pm and returned to open session at 8:49 pm.

Adjournment

The meeting adjourned at 8:50 pm.

Respectfully Submitted,
Carol Chamberlin

The Warren Selectboard

Devin Klein Corrigan, Chair

Camilla Behn, Vice Chair

Kalee Whitehouse

Joel Taplin

Harvey Blake