

Agenda  
Warren Selectboard  
April 28, 2026  
Warren Town Hall Building - Top Floor  
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 – Habitat for Humanity Presentation

7:50 PM – Solar Array Discussion for Town Garage

8:05 PM – Other Business, as time permits

- Town Garage Schedule update
- Town Garage Signage
- STR Update
- Time Capsule Update
- Action Items

8:20 PM – Signatures

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

8:30 PM - Adjourn

Zoom info:

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

**Meeting ID: 875 4121 0058**

**Passcode: 845301**

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## **Town Administrator Update – April 28, 2026**

**Banking / Credit Cards** – All required signatures were secured and submitted to the bank earlier this week. We also submitted an application for a corporate credit card program, with department heads issued sub-cards. I'm currently working with NSB to transfer our capital accounts from TD Bank and am aiming to have that completed within the next week.

Patti is coordinating with NSB on the Tax Anticipation Note, and we agreed to request \$1M. The intent is to transfer the capital funds and draw from those accounts first, before accessing the TAN; however, we want to ensure the TAN is in place so we can make the State Education Tax payment on time, since tax bills will not go out before the end of July.

Harvey recently shared a proposed schedule that incorporates key financial policies, quarterly budget reviews, and FY'27 budget development. This schedule is included in the board packet for your review. The first proposed date will not work, but we plan to begin this process in May.

**Tax Payment to HUUSD** – Patti has been in touch with HUUSD and the VT Education Tax Dept. to secure the tax amounts for Warren and we have made our payment to HUUSD on time and the next payment to the State is due in June and that will be over \$6M.

**Sugarbush Access Road Path Update** – We have decided to separate the culvert replacement by the old Rositas on the Access Road from the Path project. Things are already complicated and that just adds to it. VHB is in the process of submitting DEC, Army Corps and Act 250 permits. Once we have permits we can finalize ROW plans which we are working with the Town Attorney on. Nick will be drafting the easements with the level of detail required by VTRANS. Once signed easements are in hand VHB will draw the final plans and we will apply for additional construction funding. Once we have the final plans the project will go out to bid. It's been a long and daunting process but excited to see this get underway!

**Covered Bridge Society** – As you may or may not know I am part of the Covered Bridge Society (CBS). Last year was the first inaugural Covered Bridge Week, which will be August 1 – August 8 this year. The CBS has secured a grant for Betsy Ross 250<sup>th</sup> flag, pole and hardware for each town with a covered bridge. They would like the flag to be flown somewhere near the covered bridge – that is still in the works so if you have any thoughts or ideas I'm happy to listen! Given that the CBS is trying to make this event more known across the state we are hoping to have some small events during CB week. I have inquired with some local artists and am hoping to have a better update for you as the progresses!

**Fuel Surcharges** – We are starting to see more and more vendors implement a fuel surcharge due to the persistent rise in fuel prices. Just a heads up since budgets will most likely be over due to this.

**Sidewalk Repairs** – Andrew and I met with Parent Construction on Tuesday to walk the sidewalks and talk about the replacement. The plan is for the sidewalk to be widened to 5' and add new curbing. We talked about not putting in sidewalk and curbing in front of the post office, mostly because of the

wear and tear it will do to the material and how often we'll have to replace, so they will just repave that section. We also talked about possibly extending the sidewalk down towards the interpretive panels, however once we got down to that spot it doesn't seem to make sense to go any further than where the sidewalk ends now. If you feel differently, now is the time to speak up as they plan to be here in the next few weeks to start. They will be bringing in temporary traffic signals and will set those up during the various sections of sidewalk replacement for safety. I am in the process of getting the word out to residents and the Post Office. The sidewalk replacement is long overdue.

**Village Gardens** – Nancy has been busy working on the village gardens. We've received some feedback on the garden by the interpretive panels. This has been a problem spot since it was put in. Stormwater runoff from Fuller Hill is a major issue, winter damage is inevitable and without a permanent barrier at the roads edge, the garden continues to washout and accumulate gravel. There is also concern that the garden backs up to a steep drop off to the river and with the interpretive panels there, people tend to walk to the edge to look upstream at the crib dam and covered bridge so we are thinking about installing a protective barrier, maybe some split-rail fence and some low growing cedar shrubs. If you have any feedback for us here, Nancy and I are all ears!

**Spring Clean Up Work Day** – Just a reminder that we will be doing spring clean up around the various Town buildings in the Village on Saturday May 9<sup>th</sup> from 8:00 to 12:00. Please help spread the word!

**Swing Bars for Covered Bridge** – I have been in touch with WorkSafe – do we want swing bars and what color? WorkSafe is suggesting yellow. They are \$412 a piece.

**Homeland Security Grant** – I will be applying for a homeland security grant for funding for the new security system for the Municipal Building.

**Lighting for Municipal Building** – Many of the overhead lights are not functioning—either the pull switches have been overextended or the fixtures themselves have failed. We'd like to invest in updated lighting, potentially similar to what's in the Town Hall, and approach it as a phased replacement. Below are some initial ideas I've been considering.



**Town Hall Policy & Agreement** – I have spoken with the Moretown Town Clerk and they have no problem with us using some of the language from their Town Hall Policy & Agreement. She

mentioned that VLCT drafted it for them and they are happy to share! I have started working on a new draft.

**Village Traffic Calming** – We've received the Route 100 / North Main Street entrance traffic calming recommendations from VHB and have shared them with you. Let's plan to add this to an upcoming agenda.

**Town Garage** – The Task Force held a kickoff meeting with the construction team on Wednesday to review permit status, the master schedule, potential timeline updates, consultant coordination, scopes of work, and upcoming site visits, among other items. The remaining decision point is the solar array; the latest updates from ReArch are included in the packet.



Rebecca Campbell &lt;rcampbell@warrenvt.org&gt;

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**Treasurer**

1 message

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**Patti Begin** <pbegin@warrenvt.org>  
To: Rebecca Campbell <rcampbell@warrenvt.org>

Wed, Apr 22, 2026 at 4:15 PM

Good afternoon:

I wanted to touch base with you all to give you an update of the Treasurer's office.

I am diligently working on Quickbooks Online and hope to have that completed by the end of May. The Budget has been entered into Nemrc and but also in QBO. I am presently working on both systems until I am completely done entering all information in QBO at which time we can next decide if we want to only use nemrc for tax bills and utility bills. QBO has the option if we choose to run payroll thru them as well which we can discuss pros and cons to this change.

When I return from vacation, I will be working closely with the bank (NFS) to secure the TAN Loan which i am already in discussions with (Megan) and secure that for the end of May. We have decided to ask for \$1000000.00

Speaking of Northfield Savings Bank, Harvey, Rebecca, Devin and myself had a meeting a few weeks ago with Megan at the bank and we are happy to say they have given Town of Warren 3.1% on all accts we have with Northfield.

Rebecca is finalizing getting the money moved over from TD bank to Northfield so we will have ALL accounts under one roof collectng 3.1 percent interest.

I have just paid the school their 3rd and final payment for FY 2025-26 for 1.6 million and the next payment to state is June 1st for 6.4 million.

Exciting news I received a check scanner so we no longer need to go to the bank with checks. This have saved a lot of time which I can spend on other projects.

I have asked Julie to add to her weekly updates with Front Porch Forem that the Treasurer's office would gladly accept payments now towards the 2026 tax bills. We will be accepting ACH, checks, credit cards and cash.

Thanks Patti

## Answers to Heat pumps and Solar Array ?s

**- Heat Pump Lifespan: 20 years before one should consider replacement.**

**1.- Solar ROI: 9-10 years or better.**

WLA = The payback was based on the proposal from SunCommon that WLA received and was under 9 years. They don't see that there was any direct link to the heat-pumps other than being able to use the power for the building directly. The payback may be slightly less for the PV system that ReArch sourced.

ReArch = For heating only. See below based on our conversation with the mechanical contractor for usage by month/season.

Assume:

- Oct-Nov. the units are running 50% of the time = 8.5 wks. x 168 hrs./wk. x 50% = 714 hours
- Dec-Mar. the units are running 80% of the time = 17 wks. x 168 hrs./wk. x 80% = 2,285 hours
- Apr-May the units run 50% of the time = 9 wks. x 168 hrs./wk. x 50% = 756 hours
- June-Sept. the units run 0% of the time = 17.5 wks. x 168 hrs./wk. x 0% = 0 hours

Total operating hours annually = 3,755 hours.

MEI Electric took this information and for the heating only the payback period is 10-12 years. The payback will be less as you have building lights, power and air-condition for the office.

On another note, MEI were discussing the solar integration and if we intercept the incoming service at the ATS we can bypass the MDP upgrade and leave it at 800A.

**Tying-in prior to the ATS we can save \$18k (\$8k installation versus the \$26k MDP upgrade) and avoid conflicts between the generator and solar. We attached Alt Rev #3, Alt 11b. CES to confirm this option as it saves (\$19,383) from Alt 11a .**

**2. - Boiler Maintenance: Yes> units should be cycled so they are not sitting inactive for too long. They would also recommend annual maintenance, and this would be true for any gas fired equipment**

Is there a standard maintenance cycle for a boiler system? If this serves as our backup, does it need to run periodically to prevent mechanical issues? ReArch = Benoure P & H confirmed that the units should be cycled so they are not sitting

inactive for too long. They would also recommend annual maintenance, and this would be true for any gas fired equipment

**3. Radiant Flooring:** Yes regardless of boiler.

Will we still have radiant flooring if we decide not to install the heat pumps? WLA = Yes Also, is it possible to toggle between the two systems for the radiant heat? WLA = Yes, it is possible to have stage 1 as radiant then stage 2 as the unit heaters to handle the heating loads.

**4. CM Contingency:** Is the 3% CM contingency a fixed cost, or is it only billed if the contingency is actually needed?

This has been adjusted to an allowance.

**5. Solar Array Size:** Is the space on the roof maximized by the 200 KW array?

UPDATES:

Are we maximizing solar on the roof? This varies from one company to another.

- a. Sterling Mountain says 145kW maximize for an add, of \$ 115,225
- b. Sun Common say 155kW maximize for an add, of \$160,022

Are these amounts on top of what was already quoted? Yes

Are we at risk of losing the commercial rebate on the PV system? How far along in the installation or planning process do we need to be by the July 1 deadline to receive the rebate? We were told that as long as the installation is complete by Dec 31<sup>st</sup>, 2027, the Town should be able to receive the rebate.

I have been told commercial solar only extends to July of this year. Will you please confirm this is accurate? I will confirm on Monday We were informed that you either must begin construction or place 5% down on the system by July 4<sup>th</sup> or have the system placed in service by December 31<sup>st</sup>, 2027. We will confirm more once we have a solar firm selected.

Are the heatpumps also eligible for a solar credit? We are not sure what you mean by this in relation to the heat pumps to solar? Dave can you help us with this question? Most heatpumps prior to 2026 received a rebate at the time of purchase. Is this program still available for commercial projects? I will confirm on Monday There is a point of sale rebate through Efficiency Vermont, that was already incorporated into their mechanical bidders at time of bid, so you as the owner, are getting whatever rebates that were available for the air source heat pumps.

Will you be receiving more bids on the solar array? We are expecting the 3<sup>rd</sup> solar bid by Tuesday of next week and will share during our Wed meeting. Right now Sterling Mountain offers the best value. The 3<sup>rd</sup> bidder for solar is Green Mountain Solar.

Warren Town Garage - Alternates & VE List: Rev #8 4-21-2026			Date: 4-22-2026 Rev #9	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)	Rejected	Rejected
	<b>VE Items:</b>			
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)	Rejected	Rejected
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 now By Owner	\$ (16,153)	Yes	\$ (16,153)
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

Warren Town Garage - Alternates & VE List: Rev #8 4-21-2026			Date: 4-22-2026 Rev #9	Bid results Summary before Alt/VE = \$8,098,344
Alt #	Description	Value	Owner Approval Yes or No	
10b	OR Add 100kw solar from <b>Sterling Mountain</b> . 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	Pending	Hold pricing until 4/30/26
10c	OR Add 100kw solar from <b>Green Mountain Solar</b> .	\$ 416,747	Pending	Hold pricing until 4/30/26
10d	Add 155kw solar from <b>SunCommon</b> .	\$ 442,309	Pending	Hold pricing until 4/30/26
10e	OR Add 145kw solar from <b>Sterling Mountain</b> .	\$ 341,367	Pending	Hold pricing until 4/30/26
10f	OR Add 170kw solar from <b>Green Mountain Solar</b> .	\$ 741,960	Pending	Hold pricing until 4/30/26
11a	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	Pending	Hold pricing until 4/30/26
11b	OR Div-26 Electrical changes as required for PV system. On another note, MEI were discussing the solar integration and if we intercept the incoming service at the ATS we can bypass the MDP upgrade and leave it at 800A. Tying-in prior to the ATS we can save \$18k (\$8k installation versus the \$26k MDP upgrade) and avoid conflicts between the generator and solar. CES to confirm.	\$ 8,615	Pending	Hold pricing until 4/30/26
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	Pending	Hold pricing until 4/30/26
Total add or savings from approved selected Alternates =				\$ (269,667)
Bid Summary Total with Approved Alternates and VE =				\$ 7,828,677