Minutes of November 10, 2026 Meeting
Warren Select Board
-draft-

Members Present: Devin Klein Corrigan, Jeremiah Kemp, Joel Taplin
Staff Present: Patti Begin, Town Treasurer; Rebecca Campbell, Town Administrator
Others Present: Michelle Bennett, Perry Bigelow, Jim Crafts, Jenny Faillace, (MRVTV), Macon Phillips, Jessica Washington, Ashley Woods

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

Perry Bigelow asked if there was a Short Term Rental Update. Ms. Campbell reminded him that STR Updates happen at the second monthly meeting, however there will be a quick update in Other Business in regards to the process.

Agenda Changes

Highway Department Truck Purchase

Presentation from Warren's HUUSD Board Representatives

Ashley Woods and Macon Phillips presented information about HUUSD's budget and enrollment challenges over recent years, outlining the options being considered by the School District's Board as they develop their budget for the 2026-2027 year.

They then spoke of the possibilities for the Town to consider with the larger student population anticipated to be attending Warren Elementary School.

Ms. Woods and Mr. Phillips then answered several questions and received feedback from Selectboard members and others in attendance.

Quarter 3 Budget Review Follow Up

Ms. Begin and Ms. Campbell reviewed changes they had made, which in general were reclassifications of expenses to provide more accuracy. The current numbers now indicate that total expenses are under budget, but it was noted that the winter road season is just beginning, which will increase expenses. It was discussed that steps should be taken to ensure that amounts are coded correctly when entered to avoid future need for these adjustments. Other changes which had been made since the last meeting include the addition of the wastewater budget to the report. It was noted that cemetery expenses should be reviewed, and those appear to be inaccurate at this point.

Ms. Klein Corrigan indicated that there were several areas of the budget for which she would like clarification, and agreed to meet with Ms. Campbell and Ms. Begin to go over these. They include a further explanation of the wastewater budget, as well as numbers related to STR administration and the delinquent tax collector expenses.

Ms. Campbell and Ms. Begin then explained how timing issues when using the NEMRC system may create some inaccuracies in reporting, particularly regarding payroll and benefits, indicating that quarterly reporting can lead to some confusion related to the timing of monthly closeouts and data input.

Mr. Taplin suggested establishing and maintaining an inventory of vehicles and equipment stored in vehicles, it was agreed that this is something that should be undertaken.

Further refinements to the budget presentation and reporting were outlined for Ms. Begin and Ms. Campbell to incorporate as budget planning moves forward.

2027 Budget Meeting Schedule/Timing – It was agreed to meet every Tuesday except for November 23, with a goal of completing the budget by the January 12 meeting, and to meet on January 19 to finalize anything that was not completed. Initial budget review be by department.

November 17th/24th Meeting Update – It was agreed to meet on November 17, and to not meet on November 24.

Ideas for changes to the Town Report, including the budget presentation, were discussed.

Capital Accounts matters were discussed; some Capital funds have been used to cover Garage expenses, and these will be replaced when the Bond funds are received. The potential for using Capital funds to install solar at the Garage was raised as a possibility.

Bond Loan/Long Term Loan/Bond Anticipation Note

It was agreed to request $3M at this point, and apply to the summer bond pool for any remaining Garage expenses to be covered.

Other Business

Town Hall Steps – Opus Corporation has indicated that they are able to complete this work this year.

MOTION: *Mr. Kemp moved to accept the $34,680 bid from Opus for replacement of the Town Hall steps. The motion was seconded by Mr. Taplin, and passed unanimously.*

Truck Purchase – Ms. Campbell reported that there is a 2026 truck in stock at Stone Motors, for which $30K is available in the budget. Mr. Bombard has indicated that this truck is needed, in part to avoid use of personal vehicles by the Road Crew, and that he intends to keep the current grader in service longer than planned in order to accommodate the purchase of this truck from the current budget. The 5500 Ram he is proposing purchasing comes with a municipal warranty, and it was noted that the entire crew holds CDL licensure for operating this vehicle.

MOTION: *Mr. Kemp moved to approve the purchase of a 2026 Ram 5500 from Stone Motors. The motion was seconded by Mr. Taplin, and passed unanimously.*

Pedestrian Markings in Village – Ms. Klein Corrigan outlined that the side lanes do not meet federal highway standards for width, but that it is allowable to provide pedestrian markings in those areas. It was agreed to not place the pedestrian indicator markings along these lanes.

Town Garage Update – A well drilled to 500 feet is producing 2.5 gallons per minute, which is sufficient for the building's needs.

STR Registrations – This process will be moving to an in-house solution, and the Listers will take on the administration of the program. Granicus will be used for the upcoming renewal process, and then its use will be terminated.

Town Administrator Follow-up – Ms. Campbell will contact MRTA regarding mountain bike parking signs. She is also working with KMK to adjust the exterior Town Hall lighting so that they are not on all night.

Ms. Bennett indicated that the PC is able to take on compiling information to pass along to the Town Hall/Green Committee once it has been created and begins to work on associated policy.

Administrative Items

The Resolution for a Municipal Planning Grant application was signed.

MOTION: *A motion to approve the minutes of October 13 and 27, 2026 passed unanimously.*

MOTION: *A motion to approve the payroll warrant in the amount of $32074.76 passed unanimously.*

MOTION: *A motion to approve the accounts payable warrant in the amount of $131,133.07 passed unanimously.*

MOTION: *A motion to approve renewal of a First- and Third-Class Liquor License for The Tucker at Sugarbush Mountain Resort passed unanimously.*

Executive Session – Personnel

MOTION: *A motion to enter Executive Session for a Personnel matter passed unanimously.*

The meeting entered Executive Session at 9:08 pm and returned to open session at 9:56 pm.

MOTION: *A motion to approve a $200 donation to Doug Easter of the American Society of Dowsers to cover his mileage from East Burke to Warren and recognize his assistance in identifying a well location at the new Town Garage site passed unanimously.*

Adjournment

The meeting adjourned at 9:57 pm.

Respectfully Submitted,
Carol Chamberlin

The Warren Selectboard

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Devin Klein Corrigan, Chair Joel Taplin, Vice Chair

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Jeremiah Kemp