

**TOWN OF WARWICK**  
**In Person Meeting of the Warwick Selectboard**  
**Warwick Community School**  
**November 4, 2024**  
**6:00 p.m.**  
**MEETING MINUTES**

**Selectboard Members Present:** Keith Ross, Chair; Brian Snell, Vice-Chair; Alan Genovese, Clerk

**Others Present:** David Young, Town Coordinator; Amanda Carey, Selectboard Secretary; Bruce Kilhart, Highway Commission; Sue O'Reilly McRae, Cultural Council; Zac Marti

**Present via Zoom:** Diana Noble, Finance Committee Chair; Claudia Lewis

**I. CALL TO ORDER**

Keith Ross called the meeting to order at 6:05p.m.

**II. ANNOUNCEMENTS**

Snell reported that Tracy Curley will be taking over as the Caretaker of the Town Flags effective this month. Snell will continue to assist her as needed.

**III. APPEARANCES**

- a. Young introduced Sue O'Reilly McRae, Cultural Council Chair, to the Board. McRae indicated that the Cultural Council has two new residents interested in joining, Shelley Hines and Cheri Robartes. The current members of the Cultural Council are Sue O'Reilly McRae (Chair), Linda Paquet, Louise Doud, Nancy Harnden, and Barbara Thurston.

**Genovese MOVED to appoint Shelley Hines and Cheri Robartes to the Cultural Council for three-year terms. Snell SECONDED. Motin CARRIED. 3-0-0.**

- b. Bruce Kilhart reported that the Highway Commission voted tonight to hire an engineer on a retainer for the culvert at Gale Brook/Athol Road. Kevin Alden is going to reach out to Gill Engineering. Kilhart stated that they seem to be having trouble moving forward because of conservation restrictions and/or National Heritage. Young clarified that the culvert can be repaired but it cannot be upgraded. The Conservation Commission performed a site visit at the location a few months ago and approved the repair work to be completed when the water level is low. Before repairs were made, the head wall caved in. The Highway Department would like to expand the pipe, but because of the conditions in place, that would be considered upgrading it which is not allowed. It can only be repaired as is

**Ross MOVED to declare an emergency for repair work at the Gale Brook and Athol Road culvert and headwall repair. Genovese SECONDED. Motion CARRIED. 3-0-0.**

Kilhart requested approval for the Highway Department to obtain a credit card to be used for purchasing gas. Employees have been purchasing gas out of their own pocket and then are reimbursed but they do not want to continue to do that. Diana Noble indicated that the Police and Fire Departments have a WEX card/account to purchase gas. Kilhart will follow up with Chief Shoemaker and obtain the necessary information for the Highway Commission to get a WEX card.

#### **IV. MINUTES**

Genovese pointed out a few grammatical errors on the October 7, 2024 meeting minutes. Young made a clarification regarding his intention for the Art's Council tent to be available to Town organizations.

**Genovese MOVED to approve the minutes of the October 7, 2024 meeting as amended. Snell SECONDED. Motion CARRIED. 3-0-0.**

#### **V. CITIZEN'S CONCERNS AND SUGGESTIONS FOR FUTURE AGENDA ITEMS**

Genovese reminded that he would like to have a standing agenda item going forward regarding Young's future retirement and the Town's plan for it.

#### **VI. DISCUSSIONS AND REPORTS**

##### **a. Coordinator Report**

Young indicated that the Green Communities FY24 Annual Report is completed but needs the Selectboard's approval for the Chair's signature.

**Snell MOVED to authorize the Chair to sign the FY24 Green Communities Annual Report. Genovese SECONDED. Motion CARRIED. 3-0-0.**

##### **b. Note borrowing for Fire Truck purchase later in the week**

Young announced that he will be borrowing for the net purchase price of the new fire truck this week.

##### **c. File review of possible Special Town Meeting action items**

Young discussed a few potential Special Town Meeting items. There is \$70,000 in free cash that is certified now, this funding was used at Annual Town Meeting as a model to reduce the tax levy but was not available then. Other possible Special Town Meeting articles are zoning bylaws, prior year bills, and before and after school and summer program funding.

The Board will plan to hold a meeting on November 18, 2024 to approve the Special Town Meeting warrant. The tentative date for a Special Town Meeting will be December 9, 2024.

## **VII. ACTIONS**

### **a. Vote three-year MRF materials recycling contract extension**

**Snell MOVED to authorize the Chair to sign the three-year MRF materials recycling contract extension. Genovese SECONDED. Motion CARRIED. 3-0-0.**

### **b. Appoint Roselli Clark and Associates to audit FY24 Town accounts including school district**

**Genovese MOVED to appoint Roselli Clark and Associates to audit FY24 Town accounts including the school district. Snell SECONDED. Motion CARRIED. 3-0-0.**

### **c. Approval of administrative actions taken – none**

## **VIII. ITEMS UNANTICIPATED AT TIME OF POSTING**

Snell thanked all that were involved in making the Halloween celebration in Town so successful.

**Snell MOVED to adjourn at 7:07pm. Genovese SECONDED. Motion CARRIED. 3-0-0.**

Respectfully submitted,

Amanda Carey  
Selectboard Secretary

*Documents consulted at this meeting:*

\*Meeting agenda dated November 4, 2024

\*Coordinator Report dated October 31, 2024

\*Draft Selectboard meeting minutes dated October 7, 2024

\*Amendment #1 to Designated Community Contract FINAL

\*MRF contract amendment merged with original contract

\*Springfield MRF Operations Summary

\*STRPB news article DRAS 10.15.2024