

**TOWN OF WARWICK**  
**In Person Meeting of the Warwick Selectboard**  
**Warwick Community School**  
**April 7, 2025**  
**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; Matthew Dorgan, Highway Superintendent; Kevin Alden, Highway Commission; Robert Croke, Highway Commission; Tracy Styles, Assessors and Highway Clerk; Bruce Kilhart, Dawn Magi

**Present via Zoom:** Diana Noble, Finance Committee Chair; Zachary Marti, Claudia Lewis, Claire McGuinness

\*\*The Highway Commission also obtained a quorum during this meeting.

**I. CALL TO ORDER**

Keith Ross called the meeting to order at 6:02p.m.

**II. APPEARANCES**

**a. Claire McGuinness, FRCOG**

McGuinness came before the Board to explain that after 25 years, FRCOG would like to change some things in their charter. This requires a 2/3 vote of member communities at their town meetings. They have already received votes of support from the FRCOG Executive Committee and FRCOG Council. One revision to note would allow towns outside of Franklin County to join. McGuinness offered a FRCOG representative to attend Warwick's Annual Town Meeting to help explain the possible charter changes. The Board feels it would be helpful to have a FRCOG representative there to help explain things. Dawn Magi suggested providing a brief handout at Town Meeting explaining the changes. McGuinness indicated there are some resources on the FRCOG website we could direct citizens to in advance of the Town Meeting. This is currently Article 20 on the Annual Town Meeting warrant, Young suggested moving it forward so the FRCOG representative does not have to sit through our whole Town Meeting.

**III. ACTIONS**

**a. Annual Town Meeting**

Annual Town Meeting is May 5, 2025. The Board agreed to keep it at the school gymnasium rather than Town Hall. There is further discussion as whether to mail post cards as notification with the Annual Town Meeting dates as we have in the

past. Young asked the Board if we could just advertise it in the newsletter as was voted and approved at a Town Meeting in 1979 with the approval of a Selectboard vote. The Board would like to continue to send the post cards by US postal mail this year. Snell suggested taking an informal question at the upcoming Town Meeting to see how the citizens would like to be notified going forward after this year.

**b. Highway Commission requests if any**

The Selectboard requested the Highway Commission attend this meeting due to issues/complaints received by the Highway Superintendent. The issues include lines of communication and pay rates. Kevin Alden explained that vehicle and equipment repairs have been an issue. The Commission has asked for quotes to be obtained prior to repairs and repairs have been done without a quote. The Highway Commission wants to keep basic repairs in house but send things out for repair for anything extensive. They are trying to avoid large repairs from being done in house. Young indicated that the bigger issue is figuring out command structure. Dorgan is in charge day to day but the Commission is in charge of setting priorities and policy. Genovese had a recent discussion with the Commission and his understanding was that the Highway employees need to be out on the road getting projects completed rather than in the garage making repairs to trucks and equipment. Bob Croke confirmed issue was clarified at their meeting tonight; that issue seems to be resolved as long as the Highway employees listen to the Highway Superintendent's direction going forward. The Superintendent's pay is another issue; April 10<sup>th</sup> is his when his annual review should be. The Highway Commission will discuss at their next meeting and perform a review to bring their recommendation back to the Board.

**IV. MINUTES – none**

**V. CITIZEN'S CONCERNS AND SUGGESTIONS FOR FUTURE AGENDA ITEMS – none**

**VI. DISCUSSIONS AND REPORTS**

**a. Selectboard Reports**

Genovese gave an update on the Six Town Regionalization Planning Board. There is an article on the Annual Town Meeting warrant that gives a brief informational presentation of the STRPB to give an update and to see the work they have done over the past five years. A handout will be provided at Town Meeting. They will

be notifying all of the towns of a vote that will be brought to each of them in the near future as they are starting to conclude their work.

**b. Coordinator Report**

Young explained that he increased the amount on a few revolving accounts on the ATM warrant.

Young submitted a resignation letter to the Town Clerk for his Town Coordinator position, effective July 4, 2025 as he will be retiring. Ross suggested the Board begin to put a job description together for the position. Young is willing to work as much as allowable with retirement for a year during the transition and to help guide the person that takes his position. Young suggested the Finance Committee add some funding to the Town Coordinator salary line in order to pay him and the new hire. Diana Noble will be retiring in September from her full time job and offered to help in a part time capacity.

**VII. ACTIONS**

**a. Vote to close the ATM warrant**

**Snell MOVED to close the ATM warrant on Wednesday, April 16, 2025 at 3:00pm. Genovese SECONDED. Motion CARRIED. 3-0-0.**

**b. Vote that ATM May 5 ATM be held at WCS rather than Town Hall**

**Snell MOVED to schedule the May 5, 2025 ATM to be held at the Warwick Community School. Genovese SECONDED. Motion CARRIED. 3-0-0.**

**c. Request by Capital Planning workgroup that SB delay sale of GMC firetruck**

**Genovese MOVED to delay the sale of the GMC firetruck. Snell SECONDED. Motion CARRIED. 3-0-0.**

The Fire Chief has indicated that he is willing to keep it stored at the fire station for one more year.

**d. Approval of administrative actions taken – none**

**VIII. Items unanticipated at time of posting**

Ross indicated that he spoke with Alana Cohen of Joe Comerford's office in regards to our issues with Charter Communications/Spectrum. Cohen informed Ross that they have a contact with Charter/Spectrum and they will follow up with them to try to get the last two properties in Warwick services.

**Snell MOVED to adjourn at 7:25p.m. Genovese SECONDED. Motion CARRIED. 3-0-0.**

Respectfully submitted,

Amanda Carey  
Selectboard Secretary

*Documents consulted at this meeting:*

- \*Meeting agenda dated April 7, 2025
- \*Coordinator Report dated April 3, 2025
- \*STAM Testimony April 2025
- \*HB53.FIL
- \*Town Meeting Charter Change Fact Sheet Outline
- \*2025\_Warwick\_ATM\_Warrant\_ver 4.2
- \*20250402 update Warwick Omnibus Budget FY26
- \*STRPB Letter to Town Moderators 4.2025