

**Town of Warren
Planning Commission
Minutes of Meeting
Monday March 13, 2017**

Members Present: Mike Ketchel, Alison Duckworth, Jim Sanford, Randy Graves and Dan Raddock.

Others Present: Kristine Keeney, Miron Malboeuf and Ruth Robbins.

Agenda: Call meeting to order, 7:30 pm.

Annual Meeting:

The Commission shall schedule election of officers for the ensuing year and conduct other business as shall be necessary.

Regular Meeting:

- 1) Opportunity for Public Comment 7:30 7:45
- 2) Review RFP's Submitted by Consultants:
 - a) Place Sense, Brandy Saxton, AICP (link)
 - b) Central Vermont Regional Planning Commission, Eric Vorwald, AICP(link)
 - c) Land Works, David Raphael, MLA, ASLA(link)
- 3) Bike Rack for Warren Village, grant opportunities & placement -Kristine Kenney.
- 4) VHB -Overage on design contract.
- 5) Review & sign minutes, February 27, 2017 draft
- 6) Other & New business:

Mr. Malboeuf called the Annual Meeting of the Planning Commission to order at 7:41pm for the purpose of electing officers and other business.

Mr. Raddock nominated Mr. Ketchel for Chairman of the PC. Ms. Duckworth seconded the nomination. Hearing no other nominations, the Commission voted unanimously in favor of Mr. Ketchel as Chairman.

Mr. Raddock nominated Mr. Sanford for Vice Chairman of the PC. Mr. Graves seconded the nomination. Hearing no other nominations, the Commission voted unanimously in favor of Mr. Sanford as Vice Chairman.

Ms. Duckworth nominated Ms. Robbins for Secretary of the PC. Mr. Sanford seconded the nomination. Hearing no other nominations, the Commission voted unanimously in favor of Ms. Robbins as Secretary.

Mr. Sanford nominated Ms. Behn for the position of TAC Representative. Mr. Graves seconded the nomination. Hearing no other nominations, the Commission voted unanimously in favor of Ms. Behn for the position of TAC Representative.

Mr. Graves nominated Mr. Raddock for the position of CVRPC Representative. Mr. Sanford seconded the nomination. Hearing no other nominations, the Commission voted unanimously in favor of Mr. Raddock for the position of CVRPC Representative.

Other business conducted during the Annual Meeting was the confirmation that three members of the PC, Mr. Ketchel, Mr. Graves and Ms. Duckworth, wished to be re-appointed to the PC by the Select Board as their terms were expiring. They all agreed to serve another three year term. The Secretary will forward this information to the Select Board.

The Annual Meeting was concluded and the Regular meeting of the PC was commenced.

Items 2 and 3 on the agenda were switched and Ms. Keeney spoke to the PC about the grant she was applying for to obtain a bike rack for Warren Village. She told them about having a meeting with Mr. Garvin of the Warren Store and Mr. Sellers, an architect who lives in the village about the grant and what they might like to see. She asked the members about who they'd like to see on a committee to evaluate/assure the artistic quality of the bike rack design as the grant is being offered by the VT Arts council and the artistic aspect is important. They discussed a group comprised of a PC member or two [TBD], someone from the MRVPD [Kristine Keeney], the Select Board [TBD], maybe the Mad River Riders [Marilyn Rusekus] and the Warren Store [Lori Klein]. The maximum amount of the grant is \$15,000 and it has yet to be determined what we'll request. It was suggested by Mr. Sellers and agreed to by the PC that Eric Bower of Bower Fabrication would be a good person to have involved and maybe even be the "artist" to design and make the rack(s). Location was discussed with the space where the gazebo sits as the primary location and if funds allowed maybe up by the to-be designated town green and maybe even a spot closer to the Warren Store. Ms. Keeney told the PC that the grant is scheduled to be awarded by May 1st and thanked them for their input in helping her fill in some of the blanks on the application.

The PC then spent some time discussing the three submissions to their RFP for help in updating the Town Plan. They weighed the pros/cons of the different applicants, what they knew about them from previous experience and whether or not they felt they needed/wanted to conduct interviews before making a decision. The consensus of the members was that they did not need to conduct interviews. A motion was made by Mr. Sanford, and seconded by Mr. Graves to award the contract to Brandy Saxton of Place Sense. The vote was unanimous in favor of Ms. Braxton. Staff will notify her of this decision.

The members briefly discussed the issue of a bill submitted by VHB for an "overage fee due to additional work requested by the PC regarding the possibility of adding conduit for underground utilities". One member remembers very clearly that they [the PC] stated that the budget was firm and that there was no approved/signed "change order". It was suggested that our Project Manager, Mr. Camara should have a conversation regarding this with Mr. Hamelin of VHB.

The minutes of February 27th were reviewed and signed. In other business Mr. Ketchel confirmed that the survey response the PC completed for the CVRPC had successfully been posted. Mr. Sanford had no news from the Steering committee but that they were meeting this week. Mr. Graves asked his fellow PC members for some feedback regarding the road projects and their funding as to how they were handled at Town Meeting. The status of the Town Garage was briefly touched on with nothing new to discuss.

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The meeting was adjourned at 8:48 pm.

Respectfully Submitted,
Ruth V. Robbins
DRB/PC Assistant
Planning Commission

Mike Ketchel date

[Signature] 3/27/17

Dan Raddock date

[Signature] 3/27/17
Alison Duckworth date

Jim Sanford date

[Signature] 3/27/17
[Signature] 03/27/17
Randy Graves date

TOWN OF WARREN, VT
Received for Record 3/28 2017
at 1107 o'clock P M and Received in
Vol 244 Page 410-412
[Signature]
TOWN CLERK
VT Property Transfer Tax Return # —

