

Agenda  
April 10, 2018  
Warren Selectboard  
Warren Municipal Building  
7:00 PM

7:00 PM – Public Comment

- ✓ 7:15 PM – Warren Fire Dept – Media Policy – EAP First
- ✓ 7:40 PM – Unified School District Representatives – Open Discussion
- ✓ 8:00 PM – Warren Public Library – Patty Kauffman & Carl Lobel
- ✓ 8:30 PM – Washington County Sherriff's Dept. Patrol Contract –

8:35 PM Approval of Minutes for March 20, 2018

8:37 PM – Approval of Accounts Payable and Payroll Warrants

\$67,267.90      \$82,443.00

8:45 PM – Other Business

\*\*Agenda Subject to Change \*\*\*

- ✓ Liquor Licenses - Chez Henri, Inc  
East Warren Community Market  
Cori Ridge, outside - First Class

## **Minutes of April 10, 2018**

Warren Selectboard

7:00 PM

Warren Municipal Building

**Members Present:** Andrew Cunningham, Chair, Bob Ackland, Vice Chair, Luke Youmell, Randy Graves & Clay Mays.

**Others Present:** Jeff Campbell, Peter DeFreest, Patti Kauffman, Rosemarie White, Alycia Biondo, Marie Schmukal, Keith (TV 44/45), Carl Lobel, and Cindi Jones.

**7:00 PM** – Meeting Called to Order.

**7:05 PM – Warren Fire Dept. – Social Media Policy and EAP First** - Each member had a copy of the Social Media Policy with highlighted area's in red from the Fire Dept. Section 3 was clarification on Town Official. Who is a public officer? The board amended it to say Town Official means employees of the town and emergency service. Also, in Section 3 under Town Social Networking Moderator – clarification – What/who is a designee? The board clarified to add anyone hired to manage the networking site. Section 4 – Respected Public Posts – should read respective public posts. Also, in section 4 highlighted was “Town officials are discouraged from using..... the board agreed that it was fine. Section 7 – Designated department heads and/or other authorized town officials..... The board felt no clarification was need reverts back to definition of Public Official. Section 10 - A change was made to take out Employees shall be allowed.....change to Town Officials shall be allowed. Also, in Section 10 Change: All Warren Fire Department and Warren Department of Public Safety.....to: All Warren Fire Department and all Town Departments. Ms. Jones will make the changes and add to the next agenda in April for adoption.

EAP First – (Employee Assistance Program First) are confidential services for Vermont's First Responders 24/7 confidential support and resources. The six pillars of EAP First are: Building Trust (They take the time to learn about your work, your values, your home life and your relationship to the community as a whole). 1<sup>st</sup> Responder Culture (EAP counselors recognize the unique occupational stressors that volunteers face every day and know that it is a way of life, not simply a job). Clear and consistent support (With Invest EAP, they know what to expect. They will outline the members right to privacy and provide the member with consistent support). Confidential and Private (EAP adhere to the highest standard of professional ethics and state and federal laws). Immediate Crisis Response (EAP provides free, expert Critical Incident Management Services and support through any stressful or traumatic situation). Members Family services too (Their service can take a toll on their family, too. Everyone in the members household is covered for our full range of counseling and resource services). The board felt it was a good program to invest in for its volunteer emergency personnel.

Motion by Mr. Ackland to approve and move forward with Option 1 Pricing (For Employees Covered by VLCT PACIF Workers Comp Program), second by Mr. Youmell. All in Favor: VOTE: 5-0.

**7:40 PM – Unified School District Representatives – Rosemarie White, Alycia Biondo** - Open Discussion Prior to Town Meeting, the two representatives had come to the board to talk about communication and other issues with the board. After that meeting the board had asked them to come back for another informational meeting after town meeting. Mr. Cunningham opened with discussion with where the Unified Board has come with direction in Community Engagement.

Ms. Biondo commented that the Unified District Board had sent out a community survey and received 538 Responses back on redesign. The responses were emotional and about 3% of the total population responded. They also had a public Q&A session on March 6, prior to Town Meeting regarding the redesign and had a Q&A session with the administration at Harwood with about 150 people in attendance. Each meeting is recorded to keep track of all the questions, comments and thoughts so that the Unified District Board can keep moving forward with the public's input on what they would like to see. The Unified Board also approved hiring a Consultant that would work on getting the community engaged in the process and more participation. The Consultant would also work on the process for the Harwood Bond and the Redesign. An RFP has been drafted for the proposed work that the consultant would do. The Unified board wants to keep the community engaged in the Unified District objectives on a long-term basis. Ms. White commented that the Unified District Board has been scheduling on going public community engagement meetings just for the public separate from the board meetings to provide more time and respect for the public. Ms. Biondo commented that in the Articles – Article 14 states: Recognition of Local Advisory Council. There are two groups that have newly formed: Save Our Schools made up of community members district wide, and the Warren School has an advisory group which Ms. Peterson, Warren School Principal, is on. She reiterated that the consultants job will be to figure out how to get input from the people that don't show up. The people that show up to vote. Mr. Cunningham asked if the Unified District Board was made up of people with children in school and people outside of the school community. Ms. Biondo responded that every member on the Unified District Board has children in the schools. The district unified in June of 2016 and have five years to 2021 to complete the Unified District Merge.

Ms. White is on the Facility Committee stated that the Unified District voted to take Harwood out of the Redesign Plan. Harwood needs quite a lot of work to bring it up to 1965 Code Standards and would be around \$19 Million to renovate. She stated that Truex and Collins have been looking at that piece. Mr. Mays commented that the bids for the Warren School were pretty far off from what needed to be done and there could be a lack of trust in the firm. Ms. White commented that it was totally not the fault of the firm, that there were a lot of unexpected things that appeared during the renovation phase. There were a lot of things that were neglected over the years with maintenance of the Warren School Building. The board thanked Ms. White and Ms. Biondo for coming in and updating the board and public on where they are working towards community engagement.

**8:00 PM – Warren Public Library** – Patti Kauffman and Carl Lobel – the Library Board had presented to the Selectboard an addendum to the Warren Personal Policy and also came to clarify the Town Hall Building Improvement Fund. Mr. Lobel had a list of questions that the Library Board wanted clarified as follows: Who has control over the fund? The Library Board should be involved in how the money is spent, what funds will be spent this year from the Fund? Library Floor Windows. Mr. Ackland clarified that the fund belongs to the Town and not the solely to the Library Board. The Selectboard has control over the fund as it is a Capital Fund Account. The board explained that the only expense for this year was for the upstairs storm windows which were budgeted in the Capital Account during the budgeting and Capital Budget Hearing. It was explained along with the painting of the building, and the Library Floor along with the upstairs floor being sanded and resealed and the entry way coming into the building. All be paid from the general building fund. This was all explained at the last meeting of the Library Board and the Selectboard. Mr. Graves commented that there was no mention of library windows.

Mr. Lobel commented that some of the members on the Library Board want the money to be used only for library improvements and some of the members agreed that it was for the Town Hall Building as a whole. Mr. Cunningham suggested that the Library provide a list of what they think needs to be done and will be taken up in the next budgeting cycle.

Ms. Kauffman was at the meeting to discuss the Library Addendums to the Town of Warren's Personnel Policy since it was being updated. They presented an excerpt from the Law of Public Libraries to Selectboard showing them what the Trustees of the Library are in control of. They would like to add criminal background checks for all regular Library employees. on Leaves of Absence, B. Holidays – the Library wants more freedom to be open on official Town Holiday. The Selectboard felt that that it needed to be more clarified with the Library Board. The Library will come back with some wording on that. On Compensation - The Library Board determines the salary and any annual increase for the Library Director and any paid staff. The Selectboard did not want that in the policy as they have worked very hard in treating all employees the same across the board on increases. The Library can do Merit raises, but at budgeting the Selectboard has the final approval of all employee compensation. Continuing Education and Professional Development – Mr. Ackland commented that it already states in the policy that if a Town Employee is attending a class or training they are paid for that time. The Library board will send over the edits and it then it will be added to the policy as discussed. The complete policy will be sent over to VLCT again for a final look through. The Selectboard thanked the Library Board Members for their time.

**9:00 PM – Warren School Campus Storm Water Bid Award** – The Town received 6 bids from G.M. Bowen Excavating, Blue Mountain Trucking, JMP Excavation, G&N Excavation, Kingsbury Construction and Griffin and Griffin. The bids ranged from a high bid of \$89,294.85 to a low bid of \$34,500.00. The board reviewed the bids in detail. The board members agreed that they wanted to keep the job with a local contractor. The Town has had good quality work by two of the contractors and the board felt it was between those two for this job.

Motion by Mr. Mays to award the Warren Elementary School Campus Storm Water Project to: Griffin and Griffin for a contract amount of \$39,365.60, second by Mr. Youmell. All in Favor: VOTE: 5-0.

**9:25 PM – Washington County Sherriff's Contract** – Motion by Mr. Ackland to approve the Washington County Sherriff's Contract for 20 hours per week, budgeted amount \$32,000, second by Mr. Youmell. All in Favor: VOTE: 5-0.

**9:26 PM – Liquor License Approval for East Warren Community Market** – Motion by Mr. Ackland to approve the Liquor License Renewal for East Warren Community Market, second by Mr. Youmell. All in Favor: VOTE: 5-0.

**9:27 PM - Liquor License Renewal for Cori Ridge** – Motion by Mr. Ackland to approve the Liquor License Renewal for Cori Ridge, second by Mr. Youmell. All in Favor: vote: 5-0.

**9:29 PM - Liquor License Renewal for Chezi Henri** – Motion by Mr. Youmell to approve the Liquor License Renewal for Chezi Henri, second by Mr. Mays. All in Favor: VOTE: 5-0.

**9:30 PM – Approval of Minutes for March 13, 2018** – Motion by Mr. Ackland to approve the Minutes of March 13, 2018, second by Mr. Youmell. All in Favor: VOTE: 5-0.

**9:32 PM – Approval of Accounts Payable Warrants** – Motion by Mr. Ackland to approve the accounts payable warrants as presented for \$67,267.90, second by Mr. Youmell. All in Favor: VOTE: 5-0.

**9:34 PM – Approval of Payroll Warrants** – Motion by Mr. Ackland to approve the payroll warrants as presented for \$32,443.00, second by Mr. Youmell. All in Favor: VOTE: 5-0.

**Other Business:**

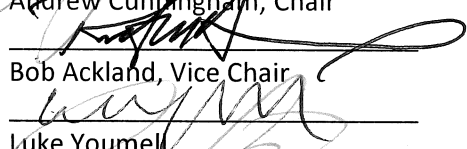
**9:38 PM - Selectboard Retreat** – Mr. Ackland updated the board that the Selectboard Retreat is scheduled for May 5, 9:00-3:00. The presenter will be in contact with each member.

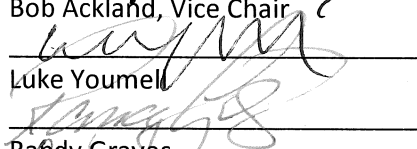
**9:40 PM** – Motion to adjourn by Mr. Ackland, second by Mr. Youmell. All in Favor: VOTE: 5-0.

Minutes Respectfully Submitted by,  
Cindi Jones, Warren Town Administrator

The Warren Selectboard

  
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Andrew Cunningham, Chair

  
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Bob Ackland, Vice Chair

  
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Luke Youmell

  
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Randy Graves

  
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Clay Mays