

Agenda
Warren Selectboard
October 22, 2019
Warren Municipal Building
7:00 PM

- ✓ 7:00 PM – Public comment
- ✓ 7:10 PM – Craig Eilers – 2020 Medical Plans
- ✓ 7:35 PM – Memorial Donation & Gift Policy Approval
- ✓ 7:45 PM – Festival Permit – Warren School PTO – Trick or Trot 5K Run
- ✓ 8:00 PM – Recreation Board Check in – Doug Bergstein & Alice Rodgers
- ✓ 8:20 PM - Approval of Minutes for October 8, 2019
- ✓ 8:22 PM – Approval of Accounts Payable and Payroll
\$ 112,050.87 \$ 8,441.40
- 8:30 PM – Other Business

** Agenda Subject to Change**

Minutes of October 22, 2019

Warren Selectboard

7:00 PM

Warren Municipal Building

Members Present: Andrew Cunningham, Chair, Bob Ackland, Vice Chair, Luke Youmell, Randy Graves, Camilla Behn.

Others Present: Alice Rodgers, Doug Bergstein, Perry Bigelow, Craig Eilers, Dayna Lisaius, TV 44/45 and Cindi Jones.

7:03 PM – Meeting called to order by Mr. Cunningham.

7:04 PM – Public Comment - None

7:06 PM – Craig Eilers – 2020 Medical Plans – Mr. Eilers came to the board to discuss the changes in the 2020 health care plans. The Town currently sponsor 2 plans with all employees on the Blue Cross Platinum Standard Plan. The employees currently pay 5% towards a single plan, 10% towards a two-person plan and 15% towards a family plan. Blue Cross rates went up by 14% for the new plans in 2020 with MVP have a 1% decrease from 2019 on Standard Platinum plan. Mr. Cunningham ask how that MVP can have a 1% decrease on their plan. Mr. Eilers commented that they are tighter in administrative costs and don't send out flashy benefit information and tighter in their network costs. MVP has the same benefits as Blue cross just has some restrictions in the network and out of network. He also presented an option where the town could redesign the plan and do an HRA with a high deductible and the Town would contribute \$2,460 into these accounts for medical care. Another option is an HRS Captive Program that is new this year which Mr. Eilers was waiting for numbers to see the Town would qualify. This type of plan is based on the census data for the group and the group is in a pool with an experience rating. More will follow if the group is eligible for this. The broker fee remains the same at \$20 per person. Mr. Cunningham asked when would the Selectboard have to make a decision. Mr. Eilers commented that by the end of November would be good as he needs to know which plan the Selectboard wants to go with to present to the employees. Mr. Cunningham commented that the board will weigh the employees needs and what's best for the town financially.

7:45 PM – Memorial Donations & Gift Policy – At the last Selectboard meeting the policy was presented for review. The board deferred action at the last meeting as they wanted a chance to review it. Mr. Cunningham asked about cost of maintenance of accepted donations. Mr. Graves and Ms. Behn commented that the Selectboard would make a decision depending on what the donation was. Mr. Cunningham also asked why review annually in August? The board agreed to change that to "This policy may be reviewed and updated as needed by the Selectboard as indicated.

Motion by Mr. Youmell to approve the Memorial Donation & Gift Policy with the minor change as presented by the Warren Planning Commission, second by Ms. Behn. All in Favor: VOTE: 5-0.

7:52 PM – Festival Permit for Warren School PTO – The Warren School PTO presented an application for Festival Permit for the annual Trick or Trot 5K run scheduled for Sunday, October 27, from 1:00PM - 3PM. Motion by Mr. Ackland to approve the Festival Permit for The Warren PTO, second by Mr. Youmell. All in Favor: VOTE: 5-0.

7:55 PM – Mad River Valley Recreation Board – Doug Bergstein & Alice Rodgers – The Mad River Valley Warren Representatives wanted to give the Warren Board a status of what they have been doing prior to the Valley Summit. Ms. Rodgers first wanted to extend a thank you to the board and taxpayers for their yearly contributions. It has been most appreciated. They received 10 grants totaling \$110,000 and funded \$45,000. This year they have received 14 and expect to fund between \$70,000-\$75,000. The Trail system throughout the Valley has been heavily used with the Mad River Bikers receiving 80,000 visits bringing in 4 million to the economy. They have seen and up swing in the Mad River Path users as well. The Mad River Park has been well maintained and that as seen about 300-350 kids as well as paid usage for summer camps. There have been 300-400 volunteer hours put in at the Park. Mike Nuchee spends between 10-20 a week managing the Mad River Park.

The Couples Club (Mike & Lynne Kingsbury) have approached the Mad River Valley Recreation Board to take over responsibility of managing the Couples Club fields. The Recreation Committee's first thought was great, but how. After discussions they have agreed to take on the responsibility of the fields. Mr. Bergstein commented that It is quite an undertaking as there are 3 ball fields, a pavilion, a bojee court, rest rooms, and field maintenance. It would be moving from private to governmentally owned. The Mad River Valley Recreation district estimated that it would take \$10,000-\$14,000 to operate and manage the fields and attached buildings. The Recreation District would put in \$3,000 to help with the costs related to the management.

In order to achieve this undertaking, they are looking to hire a staff position to oversee both properties. It would be a 32-hour position around \$45,000 + benefits, but they would also coordinate all the scheduling, working around on the fields, website work, central reservations and help organizations to find grants to help them fund their project besides relying on the Valley Recreation District for funding. The budget amount for the Valley Towns will be much higher as they look to hire someone in January of 2021. The upfront cost is a lot, but recreation is an investment and is as important as roads and bridges.

Mr. Cunningham asked about the use of the valley schools concerning more in cost and insurance requirements for pick up events. Would the Mad River Recreation District be able to help with that as the school wants a million-dollar insurance policy? The Recreation board is looking into it with PACIF if they can obtain insurance as the Recreation District directly as with the new arrangement PACIF would not probably do that. Mr. Bergstein commented they are looking into the costs as well for the use of Valley Schools as they do provide recreation to the community. It has been difficult as the schools seem to be separate from the community now where they used to be the center of the community.

Page 3

Each town has their own representatives going to their respective Selectboard boards prior to the Valley summit, scheduled for November 21, at 6:00PM, at the Waitsfield School.

8:20 PM – Other Business:

Mr. Ackland commented that at the next meeting he wanted to lay down guidelines for working on the budget for 2020.

Mr. Graves gave a quick up date from the PC on the meeting they had with Place Sense. Place Sense presented a video presentation on the approach of how they will work on the re-writing the zoning regulations. Mr. Graves commented that they were so professional and dynamic. It is a daunting task but with Place Sense working on the rewrite of the zoning regulations, it will be in a much easier format and easy to follow. He invited everyone to the next session when they come to the Planning Commission to hear their thoughts. Mr. Graves commented that It will be a fresh, new, comprehensive thorough review that will give anyone that wants to move here a feel for the town. As far as Air B & B's, the Planning Commission has been discussing this and will address it in this rewrite. Mr. Cunningham asked if they have had any public input that zoning is anti-business or too strict. Mr. Graves commented that no one from the public has come or asked. He did comment that some of the zoning regulations are mandated by the state and are forced on to the local Planning Commissions leaving their hands tied on those regulations.

8:35 PM Liquor License Renewal for Slide Brook Tavern – Slide Brook Tavern presented to the board the annual liquor license renewal for Slide Brook Tavern. Ms. Peff is asking for permission to have a public service from 3PM to 9PM Wednesday, Thursday, Friday and possible Monday. Saturday the hours would be 3PM to 8PM. They have a busy lodging business so that the early closure is very necessary to accommodate the guests in the lodge. The last food available would be ordered at 8:15PM (7:30PM Saturday) so that the Tavern and kitchen would be vacated promptly at 9PM.

Motion by Mr. Ackland to approve the liquor license with the hours of service as indicated in Ms. Peff's letter, second by Mr. Youmell. All in Favor: VOTE: 5-0.

8:40 PM – Approval of Accounts Payable – Motion by Mr. Ackland to approve the payroll warrants as presented for \$112,050.87, second by Mr. Youmell. All in favor: VOTE: 5-0.

8:45 PM – Approval of Payroll Warrants – Motion by Mr. Ackland to approve the payroll warrant as presented for \$8,441.40, second by Mr. Youmell. All in Favor: VOTE: 5-0.

8:46 PM – Approval of Payroll Warrant – Motion by Mr. Ackland to approve the payroll warrant as presented for \$8,064.30, second by Mr. Youmell All in Favor: VOTE: 5-0.

8:49 PM – Approval of Minutes for October 8, 2019 – Motion by Mr. Youmell to approve the Minutes of October 8, 2019, second by Mr. Graves. All in Favor: VOTE: 5-0.

8:55 PM – Motion by Mr. Cunningham to go into executive session to discuss personnel inviting Ms. Lisaius, second by Mr. Ackland. All in Favor: VOTE: 5-0.

10:14 PM – Motion by Mr. Ackland to come out of executive session, second by Mr. Youmell. All in Favor: VOTE 5-0.

10:15 PM – No action taken

10:16 PM – Motion to adjourn by Ms. Behn, second by Mr. Ackland. All in Favor: VOTE: 5-0.

.....
Partial Minutes to Executive Session Submitted by
Cindi Jones, Warren Town Administrator

The Warren Selectboard

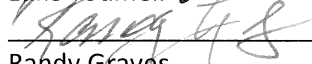


Andrew Cunningham, Chair


Bob Ackland, Vice Chair



Luke Youmell



Randy Graves



Camilla Behn



Medical Renewal 2020

Town of Warren

Deductible/OOP Max
Deductible
Medical Deductible
RX Deductible*
TOTAL DEDUCTIBLE
Out-of-Pocket Maximum
Medical
RX
TOTAL OOP
NET OOP FOR EMPLOYEES
Family Deductible/OOP
Medical Deductible Waived For:
Drug Deductible Waived For:
Service Category
Inpatient/Outpatient
ER
Radiology (MRI, CT, PET)
Preventive
PCP/MH/SA Office Visit
Specialist Office Visit
Prescription Drugs
Generic
Preferred Brand
Non-Preferred Brand
Rates
Total Monthly Premium
Employer Contribution (per month)
Employee Contribution (per month)
HSA Funding Option**
Employer Contribution (per month)
Employer Contribution (per year)
HRA Funding Option
Employer Contribution (per month)
Employer Contribution (per year)
Net Exposure Including Premium
Employee Net Maximum Exposure

2020 Plan

BCBSVT Standard Platinum				
Individual	2-Person / Parent and Child(ren) / Family			
\$350	\$700			
\$0	\$0			
\$350	\$700			
\$1,350	\$2,700			
\$1,350	\$2,700			
\$2,700	\$5,400			
\$2,700	\$5,400			
Stacked				
Prev, OV, UC				
N/A				
Cost Sharing *				
Ded then 10%				
Ded then \$100				
Ded then 10%				
\$0				
\$15				
\$40				
\$10				
\$50				
50%				
Single	2-Person	Parent and Child(ren	Family	
\$900	\$1,800	\$1,737	\$2,529	
\$855.12	\$1,620.23	\$1,563.53	\$2,149.96	
\$45	\$180	\$174	\$379	
Single	2-Person	Parent and Child(ren	Family	
Non-Qualified Plan				
Single	2-Person	Parent and Child(ren	Family	
Single	2-Person	Parent and Child(ren	Family	
\$3,240.08	\$7,560.31	\$7,484.70	\$9,952.87	

2020 Plan

MVP Platinum Standard Plan			
<u>Individual</u>	<u>2-Person / Parent and Child(ren) / Family</u>		
\$350	\$700		
\$0	\$0		
\$350	\$700		
\$1,350	\$2,700		
\$1,350	\$2,700		
\$2,700	\$5,400		
\$2,700	\$5,400		
Stacked			
Prev, OV, UC			
N/A			
Cost Sharing *			
Ded then 10%			
Ded then \$100			
Ded then 10%			
\$0			
\$15			
\$40			
\$10			
\$50			
50%			
Single	2-Person	Parent and Child(ren)	Family
\$785	\$1,569	\$1,514	\$2,205
\$745.29	\$1,412.14	\$1,362.71	\$1,873.83
\$39	\$157	\$151	\$331
Single	2-Person	Parent and Child(ren)	Family
Non-Qualified Plan			
Single	2-Person	Parent and Child(ren)	Family
Single	2-Person	Parent and Child(ren)	Family
\$3,170.71	\$7,282.85	\$7,216.94	\$9,368.10



Medical Renewal 2020

Town of Warren

Deductible/OOP Max
Deductible
Medical Deductible
RX Deductible*
TOTAL DEDUCTIBLE
Out-of-Pocket Maximum
Medical
RX
TOTAL OOP
NET OOP FOR EMPLOYEES
Family Deductible/OOP
Medical Deductible Waived For:
Drug Deductible Waived For:
Service Category
Inpatient/Outpatient
ER
Radiology (MRI, CT, PET)
Preventive
PCP/MH/SA Office Visit
Specialist Office Visit
Prescription Drugs
Generic
Preferred Brand
Non-Preferred Brand
Rates
Total Monthly Premium
Employer Contribution (per month)
Employee Contribution (per month)
HSA Funding Option**
Employer Contribution (per month)
Employer Contribution (per year)
HRA Funding Option
Employer Contribution (per month)
Employer Contribution (per year)
Net Exposure Including Premium
Employee Net Maximum Exposure

2019 Plan

BCBSVT Platinum Standard Plan			
Individual	2-Person / Parent and Child(ren) / Family		
\$350	\$700		
\$0	\$0		
\$350	\$700		
\$1,350	\$2,700		
\$1,350	\$2,700		
\$2,700	\$5,400		
\$2,700	\$5,400		
	Stacked		
	Prev, OV, UC, Amb		
	N/A		
Cost Sharing *			
	10%		
	\$100		
	10%		
	\$0		
	\$10		
	\$30		
	\$5		
	\$50		
	50%		
Single	2-Person	Parent and Child(ren)	Family
\$787	\$1,574	\$1,519	\$2,211
\$747.52	\$1,416.35	\$1,366.78	\$1,879.42
\$39	\$157	\$152	\$332
Individual	2-Person	Parent and Child(ren)	Family
Individual	2-Person	Parent and Child(ren)	Family
Individual	2-Person	Parent and Child(ren)	Family
\$3,172.12	\$7,288.46	\$7,222.37	\$9,379.94

2020 Plan

BCBSVT Blue Rewards Gold CDHP			
<u>Individual</u>	<u>2-Person / Parent and Child(ren) / Family</u>		
\$3,250	\$6,500		
Integrated w/ Medical	Integrated w/ Medical		
\$3,250	\$6,500		
\$3,250	\$6,500		
\$1,400	\$2,800		
\$3,250	\$6,500		
\$790	\$609		
	Aggregate		
	Preventive		
	Wellness Scripts - \$5/40%/60%		
	Cost Sharing *		
	Ded then 0%		
	Ded then 0%		
	Ded then 0%		
	\$0		
	Ded then 0%		
	Ded then 0%		
	\$0		
	\$0		
	\$0		
Single	2-Person	Parent and Child(ren)	Family
\$695	\$1,389	\$1,341	\$1,952
\$659.86	\$1,250.26	\$1,206.50	\$1,659.03
\$35	\$139	\$134	\$293
Single	2-Person	Parent and Child(ren)	Family
Single	2-Person	Parent and Child(ren)	Family
\$205	\$370	\$357	\$491
\$2,460	\$4,440	\$4,284	\$5,891
Single	2-Person	Parent and Child(ren)	Family
\$1,206.75	\$2,276.02	\$2,217.67	\$4,122.24

2020 Plan

MVP Gold 3 HDHP Non Standard Plan - VT Plus			
<u>Individual</u>	<u>2-Person / Parent and Child(ren) / Family</u>		
\$2,700	\$5,400		
Integrated w/ Medical	Integrated w/ Medical		
\$2,700	\$5,400		
\$2,700	\$5,400		
\$1,400	\$2,800		
\$2,700	\$5,400		
\$1,188	\$1,597		
	Aggregate Preventive Wellness Scripts		
	Cost Sharing *		
	Ded then 0%		
	Ded then 0%		
	Ded then 0%		
	\$0		
	Ded then 0%		
	Ded then 0%		
	\$0		
	\$0		
	\$0		
Single	2-Person	Parent and Child(ren)	Family
\$652	\$1,304	\$1,258	\$1,832
\$619.23	\$1,173.28	\$1,132.21	\$1,556.87
\$33	\$130	\$126	\$275
Single	2-Person	Parent and Child(ren)	Family
Single	2-Person	Parent and Child(ren)	Family
\$126	\$239	\$231	\$317
\$1,512	\$2,866	\$2,766	\$3,803
Single	2-Person	Parent and Child(ren)	Family
\$1,579.09	\$3,161.37	\$3,106.61	\$4,893.90

Town of Warren Memorial Donation & Gift Program Policy

Purpose

To establish guidelines for the consistent decision-making process related to the acceptance, placement and long-term maintenance of public requests for memorial donations in Town-owned facilities, parks, natural areas and trail systems.

Background

Memorials and gifts have on occasion augmented Town of Warren properties and facilities. Historically, the Town has accepted these donations without a formal written policy. Guidelines are also needed for sustainable management of site-appropriate amenities, so as not to detract from the visual esthetics of the surrounding natural environment or place an undue burden on the Town.

Management Philosophy

The protection of the natural environment is a high priority. To this end, the Select Board may limit memorials in order to promote resource management and sustainability of natural landscapes. The integrity, natural and architectural features of parks, natural areas and facilities will be preserved and not detract from a user's experience. Design specifications will be compatible with existing management and operations plans. Final decision on the placement of memorials will be made by the Town of Warren Selectboard or persons designated by the Selectboard. Memorials cannot have a commercial appearance or corporate label.

Approval Criteria

All proposals will be evaluated by the Selectboard, or persons designated by the Selectboard, according to the following:

- Placement of enhancements in the Town must be compatible with the Town Plan and Zoning Regulations and By-laws, and other relevant Town and MRVPD planning documents.
- Memorial donations must:
 - Commemorate a deceased individual who contributed significantly to the Town of Warren;
 - Commemorate a community association and/or group that have contributed significantly to the Town of Warren; or
 - Commemorate places or historical events of national, state or local significance.
- A monument/memorial will not be approved if the Town feels it would be considered offensive to members of the Community.
- A monument/memorial will not be considered if the intended purpose is to promote a religious or political cause, issue or event.
- The final decision as to location will be determined by the Selectboard, or persons designated by the Selectboard.

- Memorials shall not detract from or overpower the scenic or architectural values of the existing environment.
- All memorials will be constructed of materials that meet the design and maintenance considerations of the Selectboard.
- Memorial donations which are large in scale will be considered on a case-by case basis.
- Non-designated monetary memorial donations will be used to meet current needs of the Town as recommended by the Selectboard.

Forms

Memorial Gift Donation and Gift Agreement Form

Procedures

The donor talks/meets with the Selectboard, or persons designated by the Selectboard, to share ideas then submits a completed Memorial Donation Agreement Form to the Selectboard.

The Selectboard, or persons designated by the Selectboard, will review and determine the appropriateness of the proposal as measured by approval criteria. The Selectboard, or persons designated by the Selectboard, will notify the potential donor, in writing, within 20 business days of the review decision, identifying any final conditions of approval.

Memorial Donations that are part of the commemorative bench, table and living tree menu only require approval for exact location (species for trees) of the desired memorial donation.

The Town does not guarantee permanency of the memorial. If a memorial must be relocated, Town staff will attempt to notify the donor, in writing, at the address shown on the completed Memorial Donation Agreement Form. The Town takes no responsibility to replace stolen, vandalized plaques or for maintenance or replacement of trees that are not watered by automated irrigation system, and/or where a donor has agreed to accept responsibility for watering the tree.

The Selectboard's approval must be received before ordering and installation of the memorial may proceed. The Town shall be responsible for the installation, maintenance and protection of the work, within reason. Once installed, the memorial becomes Town property.

Review and Update

This policy may be reviewed ^{+ updated as needed} ~~annually in August~~ by the Selectboard and updated as indicated.

TOWN OF WARREN
MEMORIAL DONATION & Gift AGREEMENT FORM

Donor Name:

Donor Organization (if applicable):

Address:

Home Phone:

Work Phone:

E-mail:

Proposed Location:

Bench, Table or Tree type (description):

Tree Desired Species:

Other item description:

Plaque: ☐ YES ☐ NO (benches and tables include plaque)

Inscription: 3 lines with 45 characters per line maximum, including spacing and punctuation.

Memorial gifts to the Town of Warren are considered outright and unrestricted donations. The Town of Warren does not guarantee permanency of the accepted donation. If a memorial must be relocated, Town staff will attempt to notify the donor in writing at the address shown on this form. Donations may be tax deductible (please consult an accountant). The donor declares to have read the Memorial Donation Acceptance and Management Guidelines. The donor understands and agrees with the conditions set forth in this policy and agrees to pay the Town any donation funds within one month of notification of Memorial Agreement approval. I have read and understand the donation policy

Signature

Donor Date

Mail, fax or email completed form to:

[]

FOR OFFICE USE ONLY

Accepted By _____ Date-----

Cost \$ _____ Paid \$ _____ Date _____

Exact Location verified

Inscription Proof reviewed by

Staff Position (Job Title: Recreation Coordinator & Facility Manager, 32 hrs per week. @\$45,000 per year plus benefits)

The MRVRD Recreation Coordinator will have a primary role of overseeing a property management role for Mad River Park and any additional recreational properties (Couples Field, Skatium) that come under the MRVRD's management. Tasks may include:

- + Complete lease agreements with field users
- + Maintain compliance with Stormwater and Act 250 permits
- + Receive and responding to new inquiries for field use
- + Coordinate with lessees to prepare fields for use and conduct field maintenance
- + Order materials and supplies and coordinating services as needed for Mad River Park
- + Act as emergency coordinator (as needed) in the event of an emergency (i.e. fires, criminal activity or hazmat releases) to the property;
- + Compile information about recreation activities, including camps, events, leagues
- + Respond to complaints or concerns regarding the use of Mad River Park
- + Write and implement grants to secure additional funding in support of recreational initiatives in the Mad River Valley
- + Work with the Mad River Park Field Committee in accordance with the MRVRD's Policies and Procedures
- + Apply for all applicable permits for projects; perform the annual stormwater permit certification and coordinate the 5-year engineer permit certification;

Additionally, the MRVRD Executive Director will help to advance the MRVRD's mission to support recreation in the Mad River Valley by working with recreational groups, member towns and the general public to create, support and enhance recreational opportunities in the Mad River Valley in accordance with the MRVRD Strategic Plan. These activities may include:

- + Provide leadership and support for Mad River Valley Trails Collaborative, a multi-organizational collaborative working to enhance the network of multi-use trails in the Valley
 - + Work with MRVRD Board on events and initiatives which promote existing or new recreational programs for diverse members of the Mad River Valley Community
 - + Operate grant program and work with partners to apply for recreation based grants
 - + Maintain social media accounts, MRVRD website, and recreation calendars
 - + Plan recreation-based events
 - + Prepare budget and presentation for annual (tri-town) meeting
 - + Work as a liaison for youth sports, aid with registration, administer youth sports scholarships.
- Work with MRVRD Board members to schedule and attend meetings, set agendas, and record meeting minutes and track MRVRD budgets
- + Update website and social media accounts