

Agenda  
Warren Selectboard  
January 21, 2020  
7:00 PM  
Warren Municipal Building

7:00 PM – Public Comment

Bob Readie—Request for Town Warning – Resolution for the Defense of the Right to Keep and Bear Arms  
Mad River Valley Ambulance – Request for Funds \$15,000

7:30 PM – Capital Budget Hearing

7:45 PM - Budget finalization

8:25 PM – John Malter – Mad River Solid Waste Alliance Report

8:45- PM – Wastewater Budget 2020

9:00 PM - Approval of Minutes for December 30, 2019

9:02 PM – Approval of Accounts Payable and Payroll Warrants

\$98,100.99 \$ 37,393.10

9:03 PM – Other Business  
Decision on Truck

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

## **Minutes of January 21, 2020**

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:** Dave Ellison, Ellen Kucera, John Malter, Margo Wade, Bill Robinson, Bob Readie, Blair Scaglione, Steve Davis, Geordie Hall, TV 44/45 & Cindi Jones.

**7:02 PM** - Meeting called to order by Mr. Cunningham.

**7:03 PM - Request for Resolution Article for:** Defense of the right to keep and bear arms – Bob Readie. Mr. Readie came before the board to request to have an article put on the Town Meeting Warning as he did not petition the voters. Mr. Readie read out loud the full resolution to the board. (Attached) Mr. Cunningham commented that he felt that the board did not think this was germane to town business as it his being talked about state wide. He commented that Mr. Readie could come to Town Meeting and let the moderator, Mac Rood, know that under “other business” that he would like to be recognized to read the resolution and have discussion. It is a non-binding but discussion can be talked about. The board thanked Mr. Readie for coming in.

**7:08 PM – Mad River Valley Ambulance Request** – Geordie Hall – Mr. Hall, a member of the Mad River Valley Ambulance, came in to ask the selectboard if they would put an article on the Town Meeting Warning requesting \$15,000. The ambulance has always been self-sufficient but due to cuts in Medicare reimbursements and other revenue services they are looking at deficit of in 2021 to be \$90,000. In the next year or so, they will be needing to replace one of the ambulances. Mad River Ambulance is one of 4 volunteer squads in the state. Mr. Hall reported last year they responded to 450 calls. Mr. Cunningham inquired if Sugarbush pays anything to the service? Mr. Hall commented that “no they do not.” When they have asked in the past the answer that they got was we pay taxes and that should come out of the taxes collected.” On a positive note Mr. Hall commented that they are focusing on recruiting for medical attendance. They now have enough trained drivers. The annual membership fees will be \$45 a slight increase as in the past they were \$40. The board thanked Mr. Hall for coming in and requested that at Town Meeting that someone from MRVAS should be there to answer questions that might arise at Town Meeting.

**7:25 PM – Capital Budget Hearing** – Mr. Cunningham started the hearing off by going down each individual allocation line. Changes were made to bridge repairs increasing that to \$50,000 from \$25,000 to help fund the culvert at Sugarbush. Under Town Building Renovations they reduced the allocation to \$25,000 instead of \$50,000 as there were no plans to renovate any town buildings. Town Improvements was reduced to \$25,000 from \$30,000 as there was not plans on new improvements or any improvement in the downtown area. The Cemetery allocation they reduced that to \$5,000 instead of \$10,000. The Annual Capital Budget allocation is \$776,500 for 2020. Discussion on Town Planning and Development was left at \$55,000 as the board wanted to start planning for the new Town Garage.

Motion by Mr. Ackland to approve the 2020 Capital Budget as amended, second by Mr. Youmell. All in Favor: VOTE: 5-0.

**8:55 PM – Warren 2020 Budget Approval** – Mr. Cunningham ask if any of the board members had questions regarding the main budget and if there was anything that the board would need to defend at Town Meeting. Mr. Cunningham commented that the new addition to the budget was the Department of Public Works Position and Management Changes that the board would need to defend to the voters at Town Meeting. Mr. Ackland had one question regarding highway salaries but that was due to the overtime that is figured into the salaries. There were no other questions and the board was happy with the budget.

Motion by Mr. Ackland to approve the Town Budget for Town Meeting of \$3,707,211, second by Mr. Youmell. All in Favor: VOTE: 5-0.

**8:45 PM – Mad River Resource Management Alliance -John Malter**

Mr. Malter reported that the Hazard Solid Waste Events have been increasing in participation. There were 629 households with Warren having 64 households contribute. With changes in new legislation the Agricultural grants are being reduced that the Alliance receives to help with pesticide collection. Due to higher costs the per capita rate went from \$6.25 to \$7.00 a 12% increase which would make Warren's total cost of \$11,935 to The Alliance. Mr. Malter reported that The Town of Roxbury has decided to withdraw out of the Alliance. This past year the Alliance collected 15 tons of tires, 28.7 tons of E. Waste. They also hosted two composting workshops. Starting July 1, 2020, there are to be no vegetative material in the trash. A question was asked about enforcement. Mr. Malter commented that the hauler can enforce curbside trash and at the transfer stations. It is about providing more education and buying smart to reduce the food scrape waste. There is only one landfill in the State and that is in Coventry VT. The two things that the Warren Selectboard has to do is: Approve the Mad River Resource Management Alliance Budget and to re-appoint Ms. Wade as the Town of Warren's Representative on the board. The Alliance did thank Mr. Mays for his contributions and past participation as Warren's Representative.

**9:05 PM – Wastewater Budget** – Ms. Jones presented to the board the 2020 Annual Wastewater Budget. Ms. Jones commented that we did have a lot of electrical type of repairs, some were homeowner issues and the Freeman Brook Bridge Line frozen adding to the expense. She did comment that the system is getting older as it was built in 2003/2004. Ms. Jones works with Simon Operations on a daily basis to be proactive in maintaining and preventing costly expenses. She did note that the user fees will have to increase this year to support the operations and maintenance of the system.

Motion by Mr. Ackland to approve the Wastewater Budget 2020 as presented, second by Ms. Behn. All in Favor: VOTE: 5-0.

**Other Business**

**Town Truck** – The board discussed what they would like to do concerning the Town Truck that was in an accident in December. They looked at what the insurance quote providing options. With a totaled vehicle, VLCT would owe the Actual Cash Value, which in this case is \$89,700.00. If the town choses to keep the truck (salvage), the insurance would deduct the salvage value of \$5,500.00 from the ACV for a total payment to the town for \$84,200.00 less the \$1,000 deductible for a total of \$83,200.00.

If the town chooses not to keep the truck, payment of \$89,700.00 less the \$1,000 deductible the town would receive \$88,700.00. The estimate does say it is repairable but there are items on the list that were not involved in the accident. The board decided that it be towed to Charlebois for an estimate of repair. The thought of repairing the truck would not alter the current replacement schedule and the town would get another 4 years out of it as it is a 2016. The board wants a firm estimate on repair and timing of when the truck would be repaired.

**Towing of Buses** – Bus incident on Prickly Mt. Road – Last week one of the Unified Districts buses when off the road in Prickly Mountain. They asked if the town would assist in towing the bus out. The town assisted this time but would check into insurance regulations regarding liability for the Town. After checking VLCT stance is not to tow buses out as they had claims filed. It would be a town liability for any damage caused to either vehicle and to the children on the bus if they are injured. Mr. Ackland disagreed that we should cooperate in the spirit of the community and they are our kids. His suggestion was to send a letter to the district having them sign an indemnification agreement that we are not liable for anything. We are in the business of towing. He will prepare a letter and the town attorney will review prior to sending it over the district. If they do not agree adding the Town as additional insured, then the town would not be assisting in pulling buses out. The school was notified by each town road foreman that it was not safe for the buses to be on the road. The district disregarded their advice.

**9:30 PM – Town Meeting Warning 2020** – Motion by Ms. Behn to approve the Town Meeting Warning as presented, second by Mr. Ackland. All in Favor: VOTE: 5-0.

**9:35 PM – Approval of Payroll Warrants** – Motion by Mr. Ackland to approve the payroll warrants as presented for \$37,393.10, second by Mr. Youmell. All in Favor: VOTE: 5-0.

**9:37 PM – Approval of Accounts Payable** - Motion by Mr. Ackland to approve the accounts payable for \$98,100.99 as presented, second by Mr. Youmell. All in Favor: VOTE: 5-0.

**9:40 PM – Minutes of December 30, 2019** – Motion by Mr. Youmell to approve the Minutes of December 30, 2019, second by Mr. Graves. All in Favor: VOTE: 5-0.

**9:42 PM – Certificate of Highway Mileage** – Motion by Mr. Cunningham to approve the Certificate of Highway Mileage, second by Mr. Youmell. All in Favor: VOTE: 5-0.

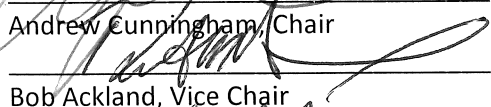
**9:45 PM** – Motion by Mr. Ackland to adjourn, second by Mr. Youmell. All in Favor: VOTE: 5-0.

Minutes Respectfully Submitted by,  
Cindi Jones, Warren Town Administrator

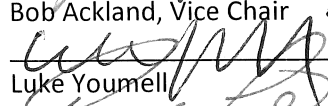
The Warren Selectboard



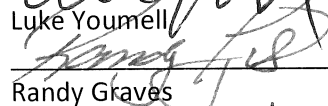
\_\_\_\_\_  
Andrew Cunningham, Chair




\_\_\_\_\_  
Bob Ackland, Vice Chair



\_\_\_\_\_  
Luke Youmell



\_\_\_\_\_  
Randy Graves



\_\_\_\_\_  
Camilla Behn

## **Mad River Valley Ambulance**

- Requesting Appropriation from each of 4 towns for \$15,000 in 2020 and 2021
- MRVAS has supported both capital and operating expenses for the past 50 years out of operating income
- Capital Expenditures
  - 2006 Replace Mad River 2 - \$141K
  - 2017 Replace Mad River 3 - \$229K
  - 2019 Replace Mad River 1 - \$266K
- Plus
  - Radios + System
  - Equipment
  - Building
  - Generator
- Example Projected Capital Expenditures
  - 2019 Convert Mad River 1 to Rescue - \$25K
  - 2020 NO2 Dispensers - \$12K
  - 2021 Replace Mad River 2 - \$300K
- Deficit YE 2021 is projected to total \$90,000
  - Current Cash and Investments =\$168K

January 5, 2020

The Mad River Resource Management Alliance(MRRMA) includes the Towns of Fayston, Moretown, Roxbury, Waitsfield, Warren and Waterbury. The Alliance was formed through an Interlocal Agreement that began in 1994. We changed our name in 2008 to reflect the fact that we are managing resources not wastes. Roxbury joined the Alliance in 2010.

During 2019 the Alliance held two regular Household Hazardous Waste Collection Day events at the Harwood Union High School in Duxbury on May 11, 2019 and on October 5, 2019. A total of 629 households participated in the regular events this year which represents 12.5% of our population. We collected 18.59 tons of household hazardous waste at the two events. Residents within the Alliance communities are able to bring all their architectural paints, waste pesticides, alkaline batteries and up to 10 additional gallons of hazardous waste to each event for disposal at no charge. The Alliance will swap your mercury fever thermometer for a digital thermometer at no charge at these events. Bring your mercury thermostats to the Household Hazardous Waste Collection and you will receive a coupon that can be redeemed for a \$5.00 rebate by the Thermostat Recycling Corporation which will process the thermostats. Residents can also bring all their compact fluorescent bulbs(CFLs) and up to ten or fewer non-CFL general purpose mercury containing lamps at no charge. We are again planning two collection day events in 2020, at Harwood Union High School. They are scheduled for May 9 and October 3, 2020.

A total of 390 gallons of used crankcase oil was collected within the Alliance at our Used Oil Collection Tank during 2019. The tank is located in Waitsfield at the Earthwise Transfer Station.

Grow Compost of Vermont in Moretown collected food scraps and food processing residuals from the Washington West Supervisory Union waste streams and from other large generators in the MRRMA. A total of 465.3 tons of food scraps were collected by Grow Compost of Vermont in 2019 in the MRRMA. Visit our web site at [madriverrma.org](http://madriverrma.org). You will find information on solid waste issues on this web site.

The twenty third truckload sale of compost bins resulted in the distribution of 46 compost bins and 10 Green Cones. It is estimated that each compost bin can compost 650 pounds of garden and kitchen waste annually. This means rich soil to add to your garden and less waste to go to the landfill. We held two composting workshops for Alliance residents this year and expect to hold more in 2020. We will hold our twenty fourth Compost Bin Sale this spring. The Alliance held a car and pickup truck tire and metal collection event at the Earthwise Transfer Station in conjunction with Green Up Day in 2019. A total of 15.08 tons of tires and a ton of metal were collected during this event. In the fall Alliance residents participated in the Wheels for Warmth Program held on October 26, 2019. We are planning to hold a spring tire and metal collection in conjunction with Green Up Day on May 2, 2020. The Village Grocery in Waitsfield again provided a local site for folks to deliver tires for Wheels for Warmth.

Alliance residents can bring their mixed paper, glass bottles and jars, metal cans and plastics #1 through #7, except for plastic film wrap and bags and beaded styrofoam for single stream recycling to the Earthwise Transfer Station, Rodney's Rubbish Transfer Station and Redemption Center or Northfield Transfer Station. There are also local haulers and Saturday Fast Trash Collections available in the Mad River Resource Management Alliance. Currently the recyclables are taken to the Chittenden County Materials Recovery Facility for processing. Due to market conditions there is now a charge for collecting and processing recyclables. Computers, printers, monitors and televisions can be recycled at no charge at the Earthwise Transfer Station, the State Surplus Property Office on Route 2 in Waterbury or the Northfield Transfer Station. Other e-waste can be brought to the State Surplus Property facility in Waterbury and recycled at a small per pound fee. During 2019, 28.70 tons of e-waste was collected. Additional information on this program is found on our web site. The Alliance is a member of the Northeast Resource Recovery Association which helps us market some recyclable commodities such as tires, propane cylinders and other materials. The Alliance is also a member of the Product Stewardship Institute(PSI). As a stakeholder in the PSI we work with other entities to reduce the environmental and health impacts of a variety of consumer products. This is accomplished by looking at the life cycle impacts of products and their packaging. Things like energy and materials consumption, emissions during manufacturing, toxicity, worker safety and waste disposal are among the issues reviewed. The objective of product stewardship is to rethink the way things are created in order to have more sustainable products in the future. We are also a member of the Vermont Product Stewardship Council which provides a local focus on legislative initiatives and other stewardship issues.

Our updated Solid Waste Implementation Plan(SWIP) was approved by the Department of Environmental Conservation to ensure compatibility with the Vermont Materials Management Plan and the Universal Recycling Act. The SWIP is attached to our website [madriverrma.org](http://madriverrma.org).

Backyard burning of trash is illegal and causes air pollution problems. Be a good neighbor and don't burn trash. If you know of any illegal dumping sites within your town that would benefit from an Adopt a Site Program give John Malter, Alliance Administrator a call at 244-7373 and let's see what we can do to help eliminate these types of problems together. The FY20 assessment for the administration and programs is \$7.00 per capita.

The representatives of the Alliance include: Fayston, Chuck Martel; Moretown, Jonathan Siegel; Roxbury, Dave McShane; Waitsfield, Sal Spinosa; Warren, Margo Wade; Waterbury, Alec Tuscany and John Malter from Waterbury is the Administrator for the Alliance. Thanks to Clay Mays for his past participation as the Warren Representative.

# **Mad River Resource Management Alliance**

**P.O. Box 210, Waterbury Center, VT 05677**

**(802) 244-7373 / fax (802) 244-7570**

## **HOUSEHOLD HAZARDOUS WASTE COLLECTION & PAINT DROP AND SWAP**

Held at one location. Harwood Union High School in Duxbury, 9 a.m. to 1 p.m.

**May 11, 2019**

**October 5, 2019**

Weather: Sunny

Weather: Sunny

Total Households -307

Total Households -322

Total Businesses - 12

Total Businesses -8

Total Institutions - 1

Total Institutions -0

Household Hazardous Waste collected during the two events. 18.59 Tons

Participation of Households; (May-Oct): Duxbury:3- 9; Fayston:34-32; Moretown:31-41;  
Roxbury:6-6; Waitsfield:110-98; Warren:34-30; Waterbury:92-104;

How people heard about the event:\* \*Postcard:120-100; Newspaper:15-10; Word of Mouth:28-  
24; Newsletter/Flyer:87-93; Poster:4- 0;Radio:8-3; Banner:1-0; Sandwich Board:23-29;  
Website:0-3 : Front Porch Forum:15-17; .

Participated in previous events: Yes-174-176; No-80-69.

**\*\*Numbers vary for each question due to participant's response. Some provided more than one answer.**



Draft  
MRRMA BUDGET 2020

		Budget	Budget
INCOME		2019	2020
Town Assessments Per Capita (\$7.00) Based on 2010 Population			
Fayston	1353	8456	9471
Moretown	1658	10363	11606
Roxbury	691	4319	4837
Waitsfield	1719	10744	12033
Warren	1705	10656	11935
Waterbury	5064	31650	35448
Subtotal Assessment (	12,190	76188	85,330
	11,499		80,493
Household Hazardous Waste:			
Ag. Pest. Grant		8000	5000
Small Quantity Generators		1500	2000
DEC SWIP HHW Grant		13425	13448
Subtotal HHW Income:		22,925	20,448
Miscellaneous Income:			
Compost Bins		3350	2540
Tires		1500	1800
Subtotal Misc. Income		4,850	4340
Total Income:		103,963	110,118
EXPENSES:			
Administration:			
Administration:	600 hours/ 540 hours	22,800	21,136
Travel/Office		1000	500
Insurance		797	797

Solid Waste Manager Association	1283	1283
VLCT Bookkeeping	1496	1496
Subtotal Administration:	27,376	25,212
Education:		
Administration      469 hours   422 hours	17,822	16,517
Travel/Office	500	500
Newsletter/Printing/Mailing	6500	6500
Educational Programs GreenUp/Website/Special Events	9500	2,000
N.R.R.A. Membership	180	180
Conference	600	600
Product Stewardship Institute	300	300
Subtotal Education	35,402	26,597
Household Hazardous Waste:		
Administration      275 hours   248 hours	10450	9707
Travel/Office	1000	500
HHW Contractor	26400	40,000
Sheriff/Traffic Control	0	1100
Subtotal HHW:	37850	51,307
Misc. Expenses:		
Equipment Maintenance	235	200
Tire Collection	2000	2500
Waste Audit	250	0
Compost Bins	2464	625
Subtotal Miscellaneous:	4949	3325
 TOTAL EXPENSES:	 105,577	 106,441

Town of Warren  
Notice of Public Hearing  
Capital Budget Hearing  
The Warren Selectboard

The Warren Selectboard will hold a public hearing on January 21, 2020 at the Warren Municipal Building at 7:00 PM to consider amendments to the Capital Budget and Program for the Town of Warren.

The Capital Budget and Program, which has application to the entire geographic area of Warren, contains the following sections:

1. A general narrative description of the Capital Budget and Program, its development and use.
2. A chart representing the Warren Capital Budget And Program for the period of 2017-2021.

Copies of the Capital Budget and program are available at the Warren Town Clerk's office in the Municipal building during regular business hours.

The Warren Selectboard  
Andrew Cunningham, Chair  
Bob Ackland, Vice Chair  
Luke Youmell  
Camilla Behn

# 2020 WARREN CAPITAL BUDGET

Reserve Fund Budget Forecast Future Transfers						Forecast Expenditures					
From General to Reserve Fund											
	Beginning Balance 1/1/2019	2020	2021	2022	2023	2018 Actual Expend	2019 Actual Expend	2020	2021	2022	Ending Balance 12/31/2019
Highway Department Equipment	\$ 166,719.00	\$ 210,000	\$ 210,000	\$ 210,000	\$ 210,000	\$ 339,149	\$ 130,400	\$ 220,000	\$ -	\$ 220,000	\$ 248,251.51
Fire Department Equipment	\$ 384,538.77	\$ 100,000	\$ 100,000	\$ 100,000	\$ 100,000			\$ 300,000		\$ -	\$ 478,876.18
A. Town Reappraisal	\$ 368,926.01	\$ -	\$ -	\$ -	\$ -				\$ -	\$ -	\$ 400,418.38
Town Mapping (State Refund)	\$ 51,327.59	\$ -	\$ -	\$ -	\$ -		\$ 5,310	\$ 5,400	\$ -	\$ -	\$ 46,533.28
Conservation Fund	\$ 213,962.94	\$ -	\$ -	\$ -	\$ -		\$ 7,500	\$ -	\$ -	\$ -	\$ 218,795.47
Bridge Repair	\$ 278,685.76	\$ 25,000	\$ 25,000	\$ 25,000	\$ 25,000	\$ 73,827	\$ 282,940	\$ -	\$ -		\$ 122,911.01
Paving	\$ 560,353.86	\$ 240,000	\$ 240,000	\$ 240,000	\$ 240,000	\$ 228,409	\$ 707,612	\$ 635,000	\$ 415,000	\$ 365,000	\$ 98,388.20
Fire Protection/Stand Pipes	\$ 43,469.20	\$ 5,000	\$ 5,000	\$ 5,000	\$ 5,000	\$ 214	-		\$ -	\$ -	\$ 48,952.91
Fire Fighter Training & Personal Equipment	\$ 50,810.61	\$ 25,000	\$ 25,000	\$ 25,000	\$ 25,000	\$ 3,518	\$ 22,483	\$ 25,000	\$ 25,000	\$ 25,000	\$ 53,839.01
Library Building Improvement Fund	\$ 54,746.14	\$ 5,000	\$ 5,000	\$ 5,000	\$ 5,000	\$ 5,730	\$ 8,500	\$ -	\$ -	\$ -	\$ 51,794.15
Town Building Renovations	\$ 125,773.10	\$ 50,000	\$ 60,000	\$ 60,000	\$ 60,000	\$ 47,497	\$ 50,796	\$ -	\$ -	\$ -	\$ 126,065.80
Town Improvements	\$ 62,061.92	\$ 30,000	\$ 50,000	\$ 50,000	\$ 50,000	\$ 32,246	\$ 1,550	\$ -	\$ -	\$ -	\$ 91,219.39
Town Planning & Development	\$ 58,000.01	\$ 55,000	\$ 55,000	\$ 55,000	\$ 55,000	\$ 13,743	\$ 58,442	\$ -	\$ -	\$ -	\$ 58,442.47
Warren Wastewater System	\$ 9,618.00	\$ 5,000	\$ 5,000	\$ 5,000	\$ 5,000	\$ 6,078	\$ 6,483	\$ 7,000	\$ 7,050	\$ 7,050	\$ 8,230.73
State Lister Training Fund	\$ 805.22	\$ -	\$ -	\$ -	\$ -	\$ 540	\$ -	\$ -	\$ -	\$ -	\$ 814.05
Cemetery	\$ 7,380.17	\$ 10,000	\$ 10,000	\$ 10,000	\$ 10,000	\$ 12,690	\$ 1,950	\$ -	\$ -	\$ -	\$ 17,462.87
Blueberry Dam & Covered Bridge	\$ 169,127.64	\$ 25,000	\$ 25,000	\$ 25,000	\$ 25,000	\$ 285	\$ 18,678	\$ 80,000	\$ -	\$ -	\$ 172,313.95
Warren Public Safety Equipment Capital	\$ 4,533.29	\$ 1,500	\$ 1,500	\$ 1,500	\$ 1,500	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 6,084.98
<b>TOTAL</b>	<b>\$ 2,610,839</b>	<b>\$ 786,500</b>	<b>\$ 816,500</b>	<b>\$ 816,500</b>	<b>\$ 816,500</b>	<b>\$ 763,925</b>	<b>\$ 1,302,644</b>	<b>\$ 1,272,400</b>	<b>\$ 447,050</b>	<b>\$ 617,050</b>	<b>\$ 2,249,394</b>

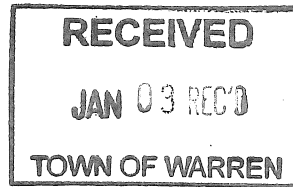
- 20100  
 Town Plan Development - Income of  
 EV Stations coming in Jan at  
 of 33,038.00

Town of Warren, Vermont  
Capital Project Activity  
November 30, 2019

11/6/20  
sent to  
Nate

	1/1/2019	Transfer					12/31/2019											
	Balance	In	Revenue	Interest	Expenses	Net (less Int)	Balance											
Highway Department Equipment	166,719.00	210,000.00		1932.51	(130,400.00)		248,251.51	CPF - Assigned	Case Bucket Loader									
Fire Department Equipment	384,538.77	90,000.00		4,337.41			478,876.18	CPF - Assigned										
Town Reappraisal	368,926.01		27,251.00	4,241.37			400,418.38	SRF - Restricted										
Town Mapping	51,327.59			515.69	(5,310.00)		46,533.28	SRF - Assigned	Website									
Conservation Fund	213,962.94	10,000.00		2,332.53	(7,500.00)		218,795.47	CPF - Assigned	VT Land Trust - Ann Burling Property									
Bridge Repair	278,685.76	125,000.00		2,231.25	(282,940.00)		122,977.01	CPF - Assigned	Parent									
Paving	560,353.86	240,000.00		5,646.47	(707,612.13)		98,388.20	CPF - Assigned	Pike Paving									
Fire Protection/Stand Pipes	43,469.20	5,000.00		483.71			48,952.91	CPF - Assigned										
Fire Fighter Training and Equipm	50,810.61	25,000.00		510.98	(22,482.56)		53,839.03	CPF - Assigned	Collins/Gear Washer/helmet/fire pants/coats/gloves									
Library Building	54,746.14	5,000.00		548.01	(8,500.00)		51,794.15	CPF - Assigned	LLC Roofing/collins									
Town Building Renovations	125,773.10	50,000.00		1,088.46	(50,795.76)		126,065.80	CPF - Assigned	Brownell/vault/LLC Roofing/Collins									
Town Improvements	62,061.92	30,000.00		707.47	(1,550.00)		91,219.39	CPF - Assigned	Watersystem									
Town Planning & Development	58,000.01	55,000.00		404.97	(54,962.51)		58,442.47	SRF - Assigned	Walterline Tape/Cummings elect/Housing co-town \$1,000/Water System Forgiveness Loan									
Warren Wastewater System	9,618.00	5,000.00		95.78	(6,483.05)		8,230.73	CPF - Assigned	Stone Enviornmental									
Lister Training	805.22			8.83			814.05	SRF - Restricted										
Cemetery	7,380.17	10,000.00	1,950.00	82.70	(1,950.00)		17,462.87	CPF - Assigned	Cemetery Fence at Market									
Dam & Covered Bridge	169,127.64	20,000.00		1,864.15	(18,677.84)		172,313.95	CPF - Assigned	D&K - Blueberry Lake Dam Emergency Plan/D&K - Covered Bridge Engineering									
Major Equipment	4,533.29	1,500.00		51.69			6,084.98	CPF - Assigned										
Totals	2,610,839.23	881,500.00	29,201.00	27,083.98	(1,299,163.85)	0.00	2,249,460.36											

Please note that in Town Develop  
Line there is a 33,038 coming in  
in Jan for the charging station



Town of Warren, VT  
Interest Allocation  
02-Jan-20  
Account: #XXXXXX1810

Printed  
Updated

2-Jan-20  
2-Jan-20

	Balance Forward 30-Nov-19	Monthly Deposits 31-Dec-19	Monthly Withdrawals 31-Dec-19	Interest Allocation 31-Dec-19	Balance Forward 31-Dec-19
Interest Posted			0.80%	\$1,549.51	
Highway Dept Equipment	248,080.51	0.00	0.00	171.00	248,251.51 ✓
Fire Department Equipment	478,546.31	0.00	0.00	329.87	478,876.18 ✓
Town Reappraisal	400,142.56	0.00	0.00	275.82	400,418.38 ✓
Town Mapping	46,501.23	0.00	0.00	32.05	46,533.28 ✓
Conservation Fund	218,644.76	0.00	0.00	150.71	218,795.47 ✓
Bridges	122,892.30	0.00	0.00	84.71	122,977.01 ✓
Paving	255,990.87	0.00	(157,670.44)	67.77	98,388.20 ✓
Fire Protection/Stand Pipe	48,919.19	0.00	0.00	33.72	48,952.91 ✓
Library Building	51,758.47	0.00	0.00	35.68	51,794.15 ✓
Brooksfield Improvement	0.00	0.00	0.00	0.00	0.00 ✓
Town Building Renovations	125,978.96	0.00	0.00	86.84	126,065.80 ✓
Town Improvements	91,156.55	0.00	0.00	62.84	91,219.39 ✓
Town Planning & Development	74,105.97	0.00	(15,703.76)	40.26	58,442.47 ✓
Warren Wastewater	10,620.13	0.00	(2,395.07)	5.67	8,230.73 ✓
Dam & Covered Bridges	186,873.05	0.00	(14,677.84)	118.70	172,313.91 ✓
Lister Training	813.49	0.00	0.00	0.56	814.05 ✓
Cemetery	17,450.84	0.00	0.00	12.03	17,462.87 ✓
Fire Fighter Training & Equipment	54,486.50	0.00	(684.56)	37.09	53,839.03 ✓
Major Equipment	6,080.79	0.00	0.00	4.19	6,084.98 ✓
Interest Adjustment	0.00				0.00
Total	2,439,042.48	0.00	(191,131.67)	1,549.51	2,249,460.32
	2,439,042.48				2,249,460.32
Interest Proof	\$ -			\$0.00	\$ -

TOWN OF WARREN  
CAPITAL BUDGET AND PROGRAM  
2020

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## INTRODUCTION:

The Capital Budget and Program is a plan that addresses the Town capital needs within the constraints of available funding over the next few years.

### Capital Improvement Program

The Selectmen in 1984 began a financial management process known as Capital Improvement Program (CIP). The purpose of the CIP is to identify and schedule capital expenditures over a six-year period. A Capital Expenditure is a one-time, non-recurring expense item, such as the purchase of land, or equipment, or the construction or improvement of a town building. It differs from operating expenses such as payroll or utility cost, which are ongoing. The principle benefit of the CIP is its help in maintaining a stable tax rate. Generally speaking, it is an unanticipated capital expense (a new grader, truck or building addition) that will cause the tax rate to vary widely from one year to the next. By state law, the CIP can also be used to the Town in controlling its rate of growth, and in insuring that a large development pays its fair share for any capital expenditure that it may require of the Town. The CIP is of value or planning purposes only. However, the annual budget may include contributions to reserve accounts in anticipation of a capital item scheduled for the future.

The Selectboard will hold a public hearing yearly to review and discuss the CIP. Your attendance is encouraged.

Goals of a Capital Budget and Program include:

- Provision of a policy framework for the expenditure of public funds for capital projects.
- Provision of public facilities and services based on reasonable expectations of population and economic growth.
- Efficient and effective use of public funds without exceeding the ability of local government to pay for adequate facilities and services.
- Support for the goals of the municipal plan.

In Support of these goals, the Capital Budget and Program for the Town of Warren includes:

- Review of recent trends in capital and operating expenditures.
- Identification of existing capital assets and replacement schedules.
- Identification of additional capital needs based on new facilities/services or population growth.
- Approval of a 6-year plan of capital expenditures and funding sources based on review of capital needs with the Select Board and department representatives and approval by the Select board.



In the first of the six years covered by the Capital Budget and program, the list of projects associated costs and funding sources should match the annual budget presented to voters at Town Meeting. Years two through six of the Capital Budget should reflect the best current estimate of capital needs in those years. The Select Board should review the list of projects annually as new information on department needs, project costs and funding sources becomes available. The project list in the Capital Budget and Program should be reviewed and if necessary updated annually.

### HISTORIC EXPENDITURES

Annual Reports for the Town were reviewed from 2016 through 2021. The review of Town expenditures covered all departments including highway, library, recreation and general administration costs. School costs were not included.

### **TOWN DEPARTMENTS**

At this time the two major components of the Capital Budget and Plan will focus on the Highway Department, Fire Department and the Administrative Departments.

#### Highway Equipment -

The Town Highway Departments owns and operates 4 tandem Dump trucks, 1 F550 and 1 Chevy J520 Foreman pickup. Four of the dumps trucks a 2013 Western Star, 2016 International, 2011 Mac (spare), 2017 international, are replaced on a rotating basis with a useful life of approximately 8-10 years. The smaller work trucks have a replacement useful life of 7.8 years. The department also has two graders a 2004, and 2018, and a 2020 John Deer loader with a useful life of 14.26 years and 12 years respectfully. Other equipment includes a screen all, a 2016 roller, a 2012 chipper, and a 2012 hydro seeder and a 2015 backhoe, 2017 John Deere Mower and a 2016 Bobcat.

The Select Board has carefully considered a variety of useful lives of the various highway departments' equipment. Other towns were surveyed to determine what useful lives they employ in their capital budgeting. Equipment dealers were interviewed to determine estimates of trade in or salvage values at various different useful life scenarios. For example, there are some towns replacing large trucks at 5 to 7 years and another grouping at 10-15.

Based on their research, the Select Board has determined that the useful lives proposed in this Capital Plan and Budget are a good balance between the initial purchase price, cost of financing, trade in values and reliability of the equipment for its intended purposes. This is not an exact science and different useful lives could be used by applying different weights to the above criteria. The Select Board believes that giving the roughly equal weight to the above criteria provides the right balance for Warren residents and taxpayers.

The Town has established equipment Reserve Fund, which can be used to pay for or offset the costs of replacement of major capital equipment.

#### Fire Equipment –

The Warren Volunteer Fire Department owns and operates 8 fire trucks. These trucks are: E-1 1994 pumper, E-4 4x4 1986 Pumper, L-2 1985 Ladder, E-3 1994 Truck w/pump, E-2 1997 Tanker/pump, T-1 2001 Tanker, and E-21 2008 Support a 2016 HME Fire Truck The schedule was based on rotating bases with a useful life of each vehicle.

#### Other Facilities and Structures

Normal highway maintenance, including resurfacing and drainage work, is considered an operating expense rather than a capital expense. However, the Town does have established a paving reserve account. However, re-constructed roads and upgrades of major culverts, bridges and other facilities may be included as capital projects as the need arises. The town has established a Reserve Fund for Bridges, which can be used for bridge and major culvert replacements. This fund is intended to be used primarily to pay for or offset the town's match for state funded grant programs for the replacement of these major structures.

#### Administration

##### Equipment

Administration is listed in the general operating budget. Existing administrative equipment includes 2 copiers, office computers, and fire alarm system and communications equipment. Replacement schedules for these items of equipment are relatively short, ranging from 5 years for copiers and computer to 10 years for communications systems to 15 years or more for the security/alarm system.

#### **Land and Buildings**

The town owns the Municipal Building, Warren Fire Station (Main Street), The Town Hall and the Warren Historical Society Building, and the Warren Town Garage. The municipal building houses the administrative office functions of the town and also provides a multi-use meeting space. The fire station was built in 1977, the municipal building was built in 1867, and the Town Hall in 1872. The Warren Historical Barn and the Town Garage 1969, East Warren School House 1896. The buildings have been in need of repair and are starting to have energy efficiency measures done to them. The Town Hall was recently renovated to house the Library. The existing highway garage is in need of major repair and is not suitable for the town's needs for the foreseeable future.

The town also owns various parcels of land, including the Brooks Recreation Field, Town Garage, and Warren School Land for a total of 140.6 acres, Riverside Park 6 acres, The Eaton Parcel at 7.2 acres, the Coates Parcel is a 78.3-acre parcel, 1189 VT Rte. 100 a 2-acre parcel (Rewinski) a 15-acre parcel by Kingbury's Bridge and .6 acres (the Park & Ride). The Warren Historical Barn, Town Hall and the muni building lot 1.93 acres. The East Warren School and Common 1 acre. In December 2014, the town acquired the Top Gas Parcel consisting of 51.5 acres.

The town has established a Town buildings and Town improvements reserve funds that can be used to pay for or offset the cost of the town owned buildings and grounds and non-highway equipment.

#### FUNDING METHODS

A variety of funding methods are available to pay for Capital Projects in Warren. A brief description of each of those methods is given below.

##### **Single-Year General Fund**

Most operating costs and capital costs are funded as part of the annual Town budgets, prepared by the Select Board and approved by the voters at the annual Town meeting. Many small capital items are funded in this manner. Capital items under \$3,000 generally are not considered under this Capital budget and program.

##### **Bonding/Borrowing**

Large capital items frequently are paid by municipal bonds or through borrowing. By state statute, borrowing for a period of five years or less requires voter approval at an annual or special town meeting (except that the Select Board can borrow without voter approval for highway equipment). Anything over five years requires a "bond vote", which requires an Australian ballot vote. With voter approval the Town determines the best financing options and takes the appropriate action. Payments of principle and interest are spread over a number of years. Terms will depend on the size of the loan, the useful life of the capital item, and the amount of annual debt service that the town wishes to pay.

##### **Reserve Funds**

When large capital costs are anticipated, some municipalities choose to establish reserve funds. Voter approval is necessary to establish a reserve fund. Once established, the Selectboard has the sole discretion over spending from the reserve fund but they may only use the funds for the purpose for which the fund was established (unless authorized by the voters for some other purpose). The use of reserve funds is a proven method for reducing the impact on tax rates by "smoothing" the cost of major purchases over several years.

**Land Records Reserve Fund** - Was established for the purpose of making a digital or electronic recorded of existing and future land records which are the responsibility of the Town to maintain with the funding from a \$5.00 per page recording fees paid by person recording documents in the Land Records. The fund allows for the year end transfer of these funds.

### **Grants, Donations**

A variety of outside funding sources, not requiring local tax payments are available. The state has various grant programs for highway, recreation and other projects. An example is the State highway grant programs for Class II paving, structures and bridge replacement programs, and enhancement grants. Warren has been very successful in securing these grant programs over the past 10 years.

### **Effect of Capital Plan on Tax Rates**

There is no doubt that the cost of equipment has risen and will continue to rise during the projections of the next 6 years. For purposes of estimating we have used 2% annual increase for large capital purchase. These increases will directly impact the tax rate; there is simply no way around this issue if we are going to replace capital equipment on a regular basis. The primary benefit of a capital plan and budget and use of reserve funds is to spread those increases over time with incremental increases to the annual budget appropriations.

In addition, the replacement of equipment while it still has some trade in or salvage value reduces the purchase price. Trading before the equipment is entirely worn out also lowers annual maintenance and major costs, we know that one major repair, such as replacement of a truck body, on a large piece of equipment can cost many thousands of dollars.

Finally, most of our large equipment can be reasonably considered "emergency" equipment due to changing expectations of the public. The public expectation for maintenance of the roads has become one of "access all the time under any conditions". Fire, police, school buses and these services, we are not able to meet the public expectations. Planned replacement of equipment and planned and regular maintenance of the equipment are key elements in providing service that our residents want and desire.

Warren has established several Reserve Funds including: Capital Highway Equipment (1984), Fire Department Equipment (1984), Town Reappraisal (1993), Town Mapping (1994), Conservation Fund (1999), Bridge Repair (2002), Paving (1996), Fire Protection/Stand Pipes (1996), Fire Fighter Training & Personal Equipment (2010), Library Building (1997) Town Building Renovations (1997) Town improvements (1997) Town Planning & Development (2007), Warren Wastewater System (1998), State Lister Training Fund (2009), Cemetery (2011), Dam & Covered Bridge (1999). The articles as approved by the voters for the establishment of these funds are listed in an appendix to this plan. Warren Dept. of Public Safety Major Equipment Account Fund (2016)

The Capital Equipment Reserve Accounts (Capital Highway Reserve Fund) and The Capital Fire Dept. Reserve Fund is used for the purchase of large capital equipment items for the Highway Department and Fire Dept. It is funded by annual appropriation line item "Capital Highway Equipment Fund" and Fire Dept. Equipment Reserve Fund. This method provides a relatively consistent balance to the reserve fund, which provides a "buffer" in any given year that a piece of equipment was needed on an emergency basis. It is funded, upon voter approval, by an annual appropriation in the Selectboard's budget from the line item "Capital Equipment Reserve Fund".

A spreadsheet listing major capital purchase and estimating reserve fund balance is included in this plan, which estimates the annual contribution necessary to meet the planned purchase. In 2019 the annual appropriation is \$220,00.00 for highway and \$90,000 for the Fire Dept. By 2020 the appropriation for Fire will need to increase to \$100,000.00 to keep pace with increase costs.

#### **Highway Capital Reserve Fund – 1984**

Establishing a capital equipment fund to pay for highway equipment to be identified in the Capital budget which will be funded by annual contributions set forth in the Town's annual budget as line items.

#### **Fire Dept Equipment Capital Reserve Fund – 1984**

Establishing a Capital Equipment Fire Equipment fund to pay for fire department equipment to be identified in the Capital Budget which will be funded by annual contributions set forth in the Town's annual budget as line items.

#### **Bridge Repair Reserve Fund – 2002**

"Shall the Town vote to change to change the Capital Reserve funds known as "RT 100 Access s Road to "bridge," this fund would be used for maintenance and repair bridges.

Article passed as Warned.

#### **Town Mapping (Stare Refund) 1994**

This Fund was established during the Capital Budget hearing as money was given to the town for mapping of the town. Each year Capital Allocations are added to this Capital Account as a line item.

#### **Town Planning & Development – 2007**

Capital Account added during budget hearing for future town planning and development.

#### **State Lister Training Fund – 2009**

Capital account added to receive funds from the State for Lister Training to manage the Towns tax parcels.

**Warren Wastewater 1998** – Account was set up to add the revenue from the existing 5 properties of the wastewater system when the Warren Decentralized Wastewater system was planned and constructed.

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**Dam & Covered Bridge Reserve Fund 1999**

Article as warned:

Article 4: Shall the Town create, and fund with \$10,000 this year, a reserve fund for the maintenance and preservation of Warren Villages' covered bridge and dam.

Article passed as warned.

In 2016 this article was modified to read: Shall the Town vote to correct the name of the Capital Budget item now known as Dam & Covered Bridge Fund to Blueberry Lake Dam & Covered Bridge Maintenance Fund?

Article passed as warned.

**Conservation Fund 1999**

Article as warned:

Shall the Town combine the existing Transfer of Development Rights (TDR) Reserve Fund and the Blueberry Lake Reserve Fund into a newly created Conservation Reserve fund for the purpose of acquisition and perpetual protection of critical agricultural, forest, and open land in the Town?

Article passed as warned.

**Cemetery Reserve Fund 2011**

Article as warned:

"Shall the Town vote to create a new Capital Reserve Fund called "Warren Cemetery" and allocate \$7,000 for 2011?"

Article passed as warned.

**Firefighter Training and Personal Protective Equipment Reserve Fund 2010**

Article as warned:

"Shall the Town vote to create a new Capital Reserve Fund called "firefighter Training & Personal Protective Equipment?"

Article passed as warned.

**Town Reappraisal Reserve Fund 1993**

Article as warned:

“To appropriate the sum \$10,000 to create a reserve fund for the purpose of financing a town Re-appraisal.

Article passed as warned.

**Library Building Reserve Fund 1997**

Article as warned:

To see if the Town will vote to appropriate up to \$5,000 to the Library Matching Reserve Fund the first \$2,500 of which to be guaranteed even if enough matching funds are not raised.

Article passed as warned.

2018 Amendment – “Shall the Town vote to change the name of the Capital Budget item known as Library Building to Library Building Improvements fund?

Article warned and passed.

**Paving Reserve Fund 1996**

Article as warned:

To see if the Town will vote to appropriate the sum of \$50,000 to create a reserve fund for the purpose of financing the pavement of roads.

Article Passed as warned

**Fire Protection/Stand Pipes Reserve Fund 1996**

Article as warned:

To see if the Town will vote to appropriate the sum of \$5,000 to create a reserve fund for the purpose of financing extension of the Sugarbush Pipeline Fire Protection System.

Article Passed with amendment that it can be used for other fire protection standpipes/hydrants.

**Warren Village Improvements Reserve Fund – 1997**

Article as warned:

To see if the Town will vote to appropriate \$10,000 to create a Warren Village Improvements Reserve fund.

Article passed as warned.

**Town Buildings Reserve Fund 1997**

To see if the Town will vote to appropriate \$30,000 to create a Town Building Renovations Reserve Fund.

Article passed as warned.

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**Warren Department of Public Safety Major Equipment Account Fund 2016**

Article as warned:

Shall the Town vote to create a Capital Reserve account to be known as: Warren department of Public Safety Major Equipment Account" and if so to allocate the amount of \$1,500 for 2016?

Article Passed as warned.