

waiting for sign  
approve 11/10

Agenda  
Warren Selectboard  
October 27, 2020  
VIA Zoom  
6:00 PM

6:00 PM – Public Comment

6:10 PM – Green Mountain Transit – Jenn Wood -

6:30 PM – Covid Update – Jeff Campbell

6:45 PM – East Warren School House Sewer discussion with Roots Work on responsibilities –

7:00 PM – Approval of Minutes for October 6, 2020

7:01 PM – Approval of Accounts Payable & Payroll Warrants.

\$99,044.47 \$34,636.00

7:05 PM – Memorandum of Understanding between the Warren Selectboard and Town Administrator

7:15 PM – Other Business

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

Please download and import the following iCalendar (.ics) files to your calendar system.

Weekly: [https://us04web.zoom.us/meeting/uZErf-6sqz8o-](https://us04web.zoom.us/meeting/uZErf-6sqz8o-oB1DfOMkLTV6yElzCsja9/ics?icsToken=98tyKu2tqDMtHtGRslztd7QvW9r-b-G5jTxBiPJ5mjDICAxnVFXvE-5YEaF1Ed-B)

[oB1DfOMkLTV6yElzCsja9/ics?icsToken=98tyKu2tqDMtHtGRslztd7QvW9r-b-G5jTxBiPJ5mjDICAxnVFXvE-5YEaF1Ed-B](https://us04web.zoom.us/meeting/uZErf-6sqz8o-oB1DfOMkLTV6yElzCsja9/ics?icsToken=98tyKu2tqDMtHtGRslztd7QvW9r-b-G5jTxBiPJ5mjDICAxnVFXvE-5YEaF1Ed-B)

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## **Minutes of October 27, 2020**

Warren Selectboard

VIA Zoom

6:00PM

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

**Others Present:** Jenn Wood, Jeff Campbell, Don Swain, Cherri Sherman, Tony (TV44/45) Bonnie Wanninger, & Cindi Jones.

**6:00 PM – Public Comment** – Cherri Sherman wanted to know if the Town had any ideas on the Mill Grinding Stone of solutions on to stand it up at the Park & Ride. Mr. Cunningham commented that they were all advised of this and that he thought it would stay there in the present location and maybe add some stones to prop it up. Mr. Ackland commented that him and Mr. Youmell met with the road crew asking if they had any idea's as they have set it up a few times. A thought was to move it to the triangle leading up to the Municipal Building. Mr. Graves commented that he brought this up at the Planning Commission and Mr. Sanford and Ms. Sanford are thinking of a creative method for the grist mill stone. We will await to hear their thoughts.

Mr. Cunningham also wanted to get the word out to vote next Tuesday or vote now if people have not voted. Mr.

**6:08 PM – Green Mountain Transit – Jenn Wood** – Ms. Wood started the discussion off with a power point presentation. A little back ground: GMT provides service in six counties: Chittenden, Washington, Franklin, Grand Isle, Lamoille and Orange. In 2016 they combined with CCTA and Green Mountain Transit Agency and were renamed to the Green Mountain Transit Authority. In Warren they provided 141 trips to the elderly & disabled/Medicaid service. Which included health care services, social services, radiation & Dialysis treatments, prescription and shopping. The Transit is funded by 80% federal and a 20% cost share match for the services it offers. This year they are staying level funded and asking the Town of Warren for \$943 from the 2021 budget. If Warren had to provide the 20% cost share amount it would be \$1,891. Mr. Cunningham asked what was different this year? Ms. Wood commented that ridership has declined, Covid pandemic and they have been doing only essential trips with a mixture of services. As far as Covid protocols they will require masks on all buses and there will be a limited number of people per trip on the bus at one time. Mr. Ackland commented that the TAC Report presented to the MRVP shows that the German Flats Bus run is still on scheduled, however, the bus can only take 50% of the number of riders. It will be a challenge for the Mountain at Slide Brook as this run is very busy with skiers going back and forth from Mt. Ellen to Lincoln Peak. They may have to divide up the numbers between the two. It also looks like that there will be no Saturday night jump bus as it is unknown about the bars and restaurants numbers due to Covid. Mr. Cunningham commented that the Town appreciates the bus and will be keeping it in budget as it is an essential to recreation and the Mountain. This coming year is presenting a real challenge to all businesses. The board thanked Ms. Wood for presentation.

**6:30 PM - Covid Update – Jeff Campbell** – Mr. Campbell started off the update with the following statistics:

Total Cases in Vermont: 2,113

Cases statewide in the last 14 days: 227

Positive Cases in Washington County in the last 14 days: 41

Total Cases in Washington County since the beginning: 131

No New Deaths since July 28 which is pretty impressive, knock on wood.

Total People Tested: 186,291

Tested in the last 21 days: 11,731

Numbers are going up more and more daily and this needs to be a concern to us all with the holidays and ski season starting before we know it.

Travelers coming to the state are still required to quarantine the 7 days, have a test with in 72 hours and have the results in hand travelling to the state. Who is checking on this? No one seems to know and currently there are 339 travelers being monitored. From the red county's' they are required to quarantine for the 14 days period.

Outbreaks of Concern, cases totaling nearly 50 cases which have been associated adult and youth hockey taking place at the VT Memorial Civic Center in Montpelier. The state has 25 cases at 19 different K-12 schools, at least one in every county which is a first. St. Mike's College has currently quarantined the entire campus with nearly 35 cases and most likely more to come after their testing at the end of the week. Boyden Valley Farm had a wedding recently that had nearly 15% of the guest tested positive over the past two weeks.

COVID cases are also up in the surrounding region by 21-percent. Cases are up in 15 surrounding counties and so the safe travel map continues to shrink -- down to just 880,000 people now allowed to travel to Vermont without a quarantine. Currently all of CT, RI, NJ, DE, MD, 12 of 14 counties in MA, most of Southern NH and more than 50% of NY is in the "Red". Suffolk County in MA where Boston is has nearly 4,000 active cases per million currently. Vermont counties remain exempt from the travel map rules even though both Chittenden and Washington County would be red by the state's standards.

Mr. Cunningham commented that the Town has stepped up to cleaning the buildings 2 twice a week, plus the normal cleaning that is done during the day by the staff. Mr. Ackland commented that all lodging facilities have signed active covid material for lodging and bars. The State of Vermont has not come out with any required information concerning the ski industry. The outdoor recreational activities are well up in numbers. Ms. Behn asked how the season passes were doing? Mr. Ackland commented that they are ahead of last year. Mr. Cunningham asked about how many people can Sugarbush hold? Mr. Ackland commented that 8800 and this is splitting the number between Lincoln Peak and Mt. Ellen. It will be a challenge on how to manage the people going from one mountain to another by bus. There is lack of direction on this from the State but Sugarbush is working on a plan. There are a lot of unknowns at this time.

**6:45 Pm – East Warren School House Sewer Discussion** - Mr. Swain started the discussion off with a little history of the system. They had started with AOS in doing the sewer maintenance of the system but they did not do the inspection of the grease tank. They then transferred to Hartigan who was terrible and then to Wind Environmental who bought Hartigan but they are even more horrible. There were some communication issues as no one on the board saw the report that the circulation pump needed to be replaced causing the issues that came about. Mr. Swain presented to the board that Roots Work would pay ½ the costs of the repairs. Mr. Youmell pulled up the Rootswork lease addendum regarding the system and it states that Roots Work is required for all maintenance and is responsible for any repairs as it is pretty clear in the lease. Mr. Swain commented that Rootswork would like to have the Town manage the system and invoice Rootswork for any repairs and the general maintenance costs of the system. Ms. Jones commented that she is working with AOS to have some telemetry installed so that there are eyes on the system as there are with the Town system to prevent failure issues. Ms. Jones will send over all the invoices that have been paid by the Town for this emergency. After reviewing the lease (article 9) the board advised Mr. Swain that Rootwork will be expected to pay the bills related to the recent pump replacement and pumping. On a closing note Mr. Cunningham commented that sometime in November that Rootswork be on the agenda for an annual check in.

**7:00 PM -Other Business –**

Randall Purchase of Pope Property – Mr. Cunningham brought up to the board that the Ms. Goss has received the deed to the Pope Property prepared for the transfer from the town to Susan Randall. A vote of the board is needed as it is Town owned land.

Motion by Mr. Cunningham to approve the quitclaim deed transfer of the Town own Property bought at tax sale (Tyler Pope) to Susan Randall for a bid of \$10,000 plus the recording fees and authorize the Town Agent to sign, second by Ms. Behn. All in Favor: VOTE: 5-0.

**7:07 PM – Approval of Minutes of October 1, 2020** – Motion by Mr. Youmell to approve the Minutes of October 6, 2020, second by Mr. Graves. All in Favor: VOTE: 5-0.

**7:08 PM – Approval of Accounts Payable** – Motion by Mr. Ackland to approve the accounts payable warrants as presented for \$99,044.47, second by Mr. Youmell. All in Favor: VOTE: 5-0.

**7:09 PM – Approval of Payroll Warrants** – Motion by Mr. Ackland to approve the payroll warrants as presented for \$34,636.00, second by Ms. Behn. All in Favor: VOTE: 5-0.

**7:10 PM – Town Administrators Job Description** – The board presented to Ms. Jones the job description with a few edits and input from Ms. Jones a month ago. Ms. Jones commented that she had not seen the new job description after the changes. Mr. Cunningham commented that the board needed to vote it up or down codifying this as the official job description going forward. Ms. Jones did ask about a few things for clarification such as the town website, hours etc. Ms. Jones also wanted to clarify that this was not “Cindi’s Job now” as it was for a future Town Administrator going forward. Ms. Behn commented that it was for future Town Administrators as the Town did not have anything presently. Mr. Ackland disagreed that he felt it was Ms. Jones’s job description.



Motion by Mr. Cunningham to accept the Town Administrators Job Description as drafted by the Warren Selectboard, second by Ms. Behn. All in Favor: VOTE: 5-0.

**7:40 PM -Memorandum of Understand between the Warren Selectboard and Warren Town**

**Administrator** – Ms. Jones presented to the board a drafted Memorandum of Understand. She stated that she is presenting this as it mirrors the current job description with some changes. Highlights of changes were: it was to be used as a guidance document and not a document that could be used legally for termination based on the approved job description. Also, the hours of work were from 7:00-3:30 (taking Covid out of it) with Fridays off that was approved by Mr. Cunningham 2 years prior. Ms. Jones clarified that the work of the Town gets done 24/7 whether she is out of office, on the road, meeting with contractors and on off hours on the weekends. Currently with Covid – Ms. Jones works in the office Monday, Tuesday 1/2 days and the rest of the time remotely. Vacation time off – Ms. Jones having over 16 years with the Town receives 200 hours of vacation a year and given the current work load adding DPW she does not have the time to take vacation and it is carried forward. The board felt that if you don't use it then you lose it and it is vacation time to be used to recharge. Given the role she plays in the Town most times she cannot take time off. Mr. Ackland commented that it is not a bank for money. Ms. Jones commented that was not the intent of her request. Ms. Jones also had put in a clause on compensation. She had put in a request of 5% annual that recognized that, through the years, duties and tasks have been performed beyond normal or regular hours without compensation. Mr. Cunningham commented that thought that the current wage was enough to cover all the extra work. Ms. Jones felt that her good nature to just take on extra duties without the Selectboard asking has been taken advantage of over the years. It was clear to Ms. Jones that the board did not want proceed any of her requests. Ms. Behn commented she felt that this is more of an employment contract and did not think it was the best interest of the Town. The board made it very clear that they did not feel that the Town should sign an MOA of this nature as it could open up a contract type negotiation with any Town employee that is unhealthy to the Town/employee relationship.

**7:46 PM** – Motion by Mr. Cunningham to go into executive session to discuss personnel and inviting Ms. Jones, second by Mr. Graves. All in Favor: Vote; 5-0.

**8:08 PM** – Motion by Mr. Youmell to come out of executive session, second by Ms. Behn.  
All in Favor: VOTE: 5-0.

**8:09 PM** – Motion by Mr. Cunningham to adjourn, second by Mr. Graves. 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

Signature: andrew cunningham  
andrew.cunningham (Nov 15, 2020 17:15 EST)

Email: propertymanagement@gmavt.net

Signature: Luke Youmell  
Luke Youmell (Nov 15, 2020 18:16 EST)

Email: luke@birddogvt.com

Signature: Randall Graves  
Randall Graves (Nov 15, 2020 17:27 EST)

Email: turnradius@gmail.com

Signature: Camilla W Behn  
Camilla W Behn (Nov 23, 2020 13:32 EST)

Email: ccbehn@gmavt.com












# 20201109123519014


Final Audit Report

2020-11-23

Created:	2020-11-11
By:	Cindi Jones (cjones@warrenvt.org)
Status:	Signed
Transaction ID:	CBJCHBCAABAAVsyLcXrpihqsvOShWcMohS_rm746NO1Z

## "20201109123519014" History

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-  Document emailed to andrew cunningham (propertymanagement@gmavt.net) for signature  
2020-11-11 - 2:04:11 PM GMT
-  Email viewed by andrew cunningham (propertymanagement@gmavt.net)  
2020-11-15 - 10:14:17 PM GMT- IP address: 68.142.42.105
-  Document e-signed by andrew cunningham (propertymanagement@gmavt.net)  
Signature Date: 2020-11-15 - 10:15:05 PM GMT - Time Source: server- IP address: 68.142.42.105
-  Document emailed to Randall Graves (turnradius@gmail.com) for signature  
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Signature Date: 2020-11-15 - 10:27:50 PM GMT - Time Source: server- IP address: 65.19.74.47
-  Document emailed to Luke Youmell (luke@birddogvt.com) for signature  
2020-11-15 - 10:27:52 PM GMT
-  Email viewed by Luke Youmell (luke@birddogvt.com)  
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Signature Date: 2020-11-15 - 11:16:11 PM GMT - Time Source: server- IP address: 68.142.51.59
-  Document emailed to Camilla W Behn (ccbehn@gmavt.com) for signature  
2020-11-15 - 11:16:13 PM GMT

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2020-11-23 - 6:31:36 PM GMT- IP address: 68.142.32.234

 Document e-signed by Camilla W Behn (ccbehn@gmavt.com)

Signature Date: 2020-11-23 - 6:32:05 PM GMT - Time Source: server- IP address: 68.142.32.234

 Agreement completed.

2020-11-23 - 6:32:05 PM GMT



**Adobe Sign**

# Green Mountain Transit

Town of Warren Select Board Meeting

October 27, 2020



## Who We Are

- ▶ 1973: Chittenden County Transportation Authority (CCTA) was created as the state's first and only transit authority.
- ▶ 2016: CCTA and Green Mountain Transit Agency (GMTA) combined and were renamed the Green Mountain Transit Authority
  - ▶ GMT provides service in six counties: Chittenden, Washington, Franklin, Grand Isle Lamoille and Orange
  - ▶ Directed by a thirteen member Board of Commissioners
  - ▶ 180 employees, 115 revenue vehicles, 950 bus stops



# GMT Services Provided

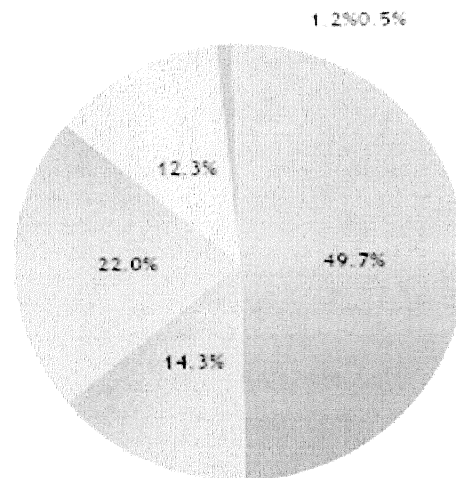
- ▶ GMT provides multiple types of service:
  - ▶ Fixed route (City bus)
  - ▶ Commuter (LINKS)
  - ▶ Demand response
    - ▶ Americans with Disabilities Act (ADA)
    - ▶ Elders & Disabled Program (E&D)
    - ▶ Non-Emergency Medical Transportation (NEMT)
  - ▶ Weekly grocery shopping trips
  - ▶ Seasonal mountain service
  - ▶ Micro-transit (coming in January 2021)



# Financial Information - Urban

## Breakdown of Urban Revenues

FY20 Total Operating Expenses: \$21M  
FY20 Urban Operating Expenses: \$14.4M



Federal	49.7%
State	14.3%
Local	22.0%
Passenger Revenue	12.3%
Advertising Revenue	1.2%
Other Revenue	0.5%
Total	100.0%

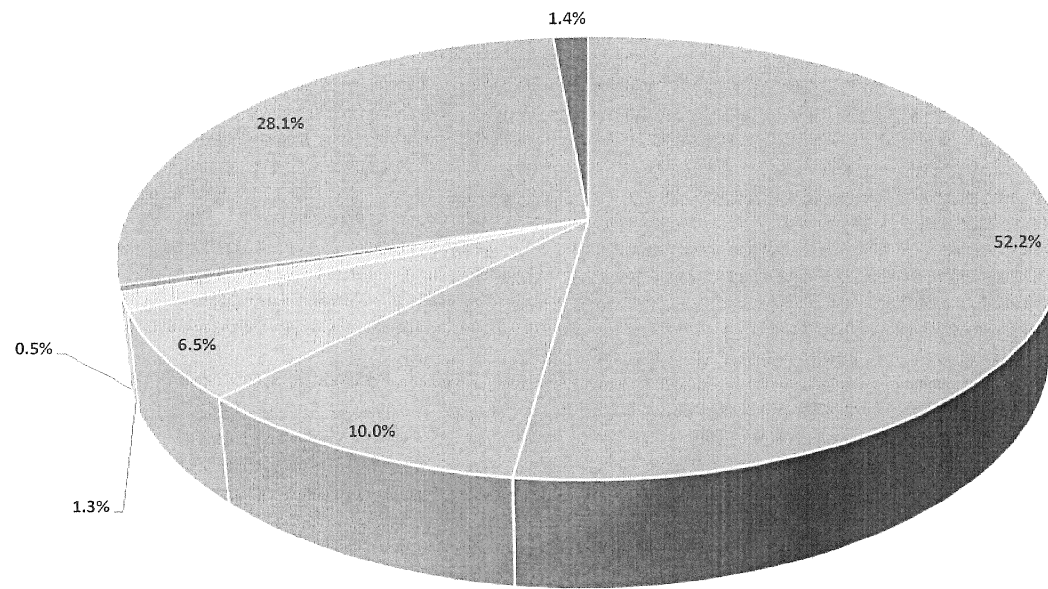
■ Federal ■ State ■ Local ■ Passenger Revenue ■ Advertising Revenue ■ Other Revenue



# Financial Information - Rural

## FY20 Rural Funding Distribution

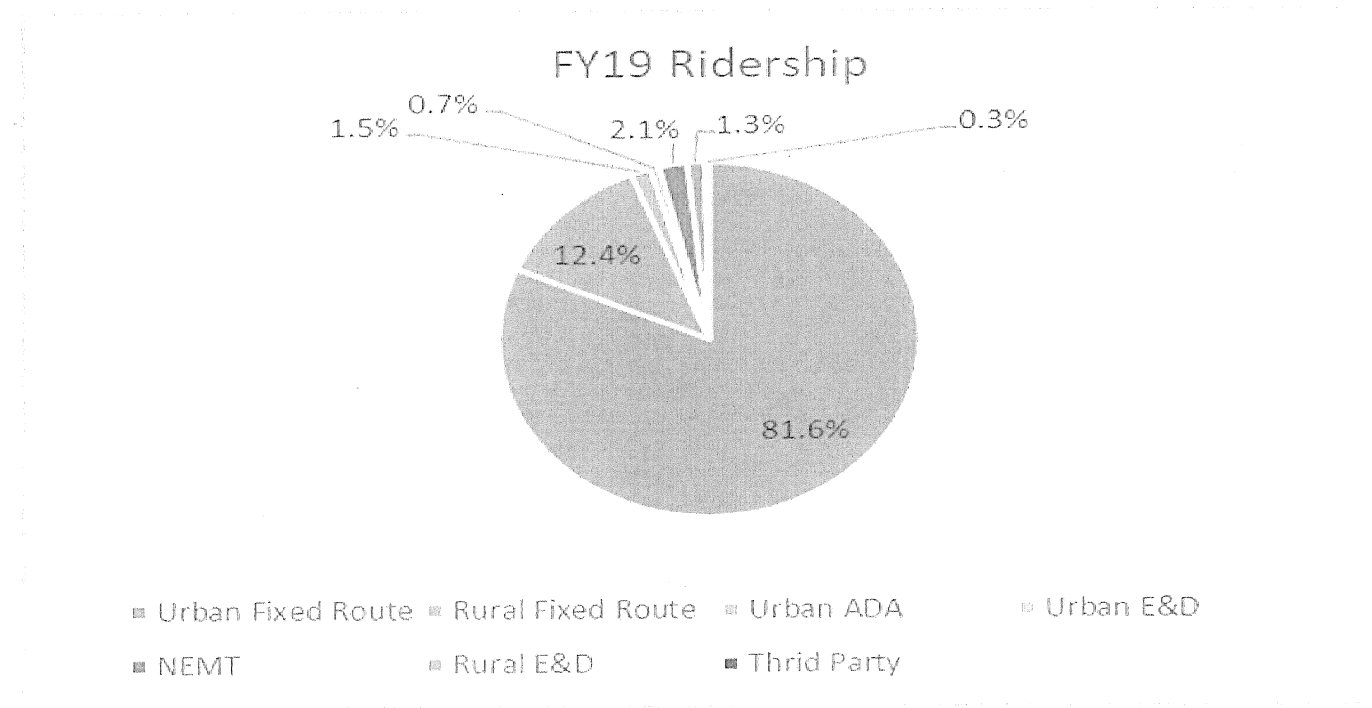
Federal	52.2%
State	10.0%
Local	6.5%
Passenger Revenue	1.3%
Advertising Revenue	0.5%
NEMT Revenue	28.1%
Other Revenue	1.4%
Total	100.0%



- Federal
- State
- Local
- Passenger Revenue
- Advertising Revenue
- NEMT Revenue
- Other Revenue

# Ridership

- ▶ In FY19 GMT provided 2.86 million passenger rides



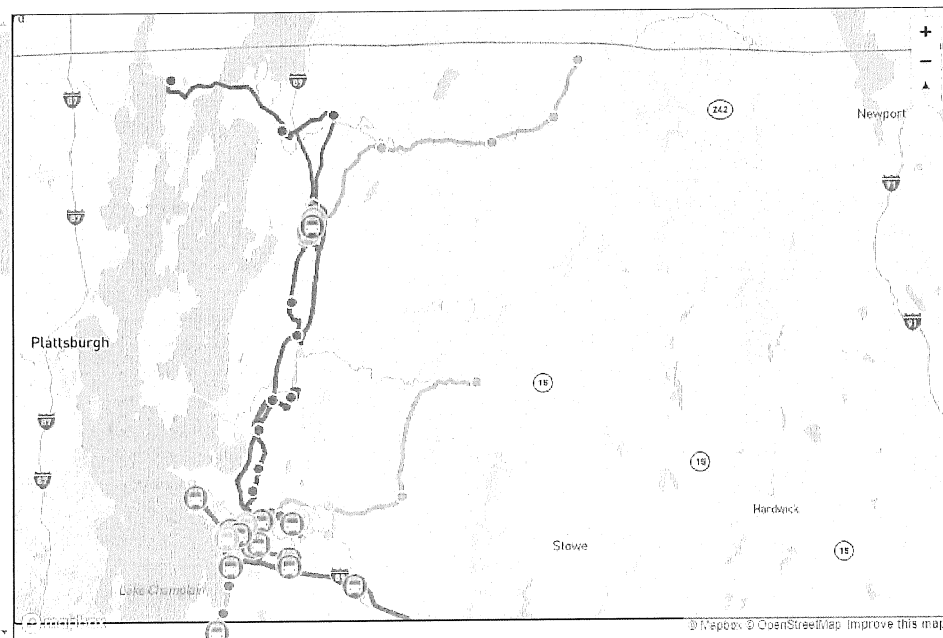
# GMT Live System Map - Homepage

Welcome to Green Mountain Transit

## SYSTEM MAP

HIDE ALL SHOW ALL

- ☒ **Red Line**  
see schedule
- ☒ **Blue Line**  
see schedule
- ☒ **Green Line**  
see schedule
- ☒ **Purple Line**  
see schedule
- ☐ **Orange-Silver Line**  
see schedule
- ☐ **Gold Loop**  
see schedule
- ☒ **36: Jeffersonville Commuter**  
see schedule
- ☒ **56: Milton Commuter**  
see schedule
- ☒ **76: Middlebury LINK Express**



# Town of Warren Programs and Funding

## ► FY20 Residents Served by Elderly & Disabled/Medicaid Service:

### ► 141 Total Trips Provided

- Health Care Services
- Meal Site/Senior Programs
- Adult Day Care Services
- VT Association of the Blind
- Health Care Services
- Prescription & Shopping
- Social Services
- Radiation & Dialysis Treatments
- Central VT Substance Abuse
- Prescription & Shopping

## ► FY22 - Requesting E&D *level funding* @ \$943/ year

- Fair Share (20% match) = \$1,891/ year

## ► FY20 Ridership Numbers:

Route	FY20 Ridership
VALLEY FLOOR	6,935
MOUNT ELLEN	19,856
VALLEY EVENING	1,270
MOUNTAIN CONDO	9,329



# GMT Initiatives

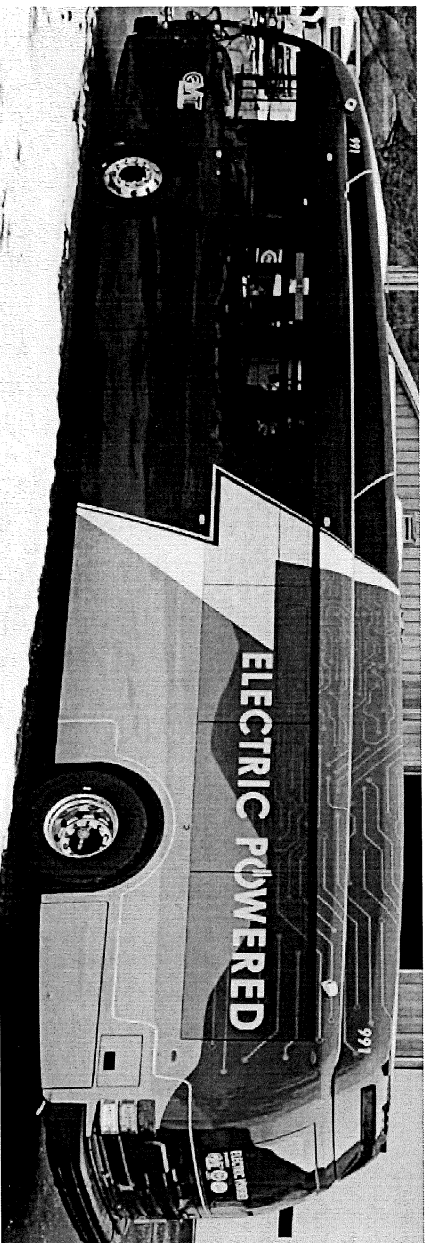
- ▶ COVID Response - Zero-Fare Service & Safety Protocols
- ▶ Technology Upgrades
  - ▶ Passenger bus tracking and mobile ticketing apps
  - ▶ Improved on-time performance
- ▶ Micro-Transit - Montpelier pilot project
  - ▶ On-demand transit using app based technology
  - ▶ First mile/last mile and low density applications
- ▶ Fleet Replacement Plan -
  - ▶ 17 new buses delivered since 2017, 5 more on order or budgeted (including smaller vehicles)
- ▶ Fleet Electrification -
  - ▶ 2 full size buses in current operation in Chittenden County
  - ▶ 2 cutaways - to be operated in Central VT; buses to arrive 2021
- ▶ Transit Strategic Plan Development
- ▶ Public Transit Agency Safety Plan



# Questions & Contact Info - Thank You!

► Jenn Wood, Public Affairs & Community Relations Manager

► [jwood@ridegmont.com](mailto:jwood@ridegmont.com)



**GM**  
Green Mountain Transit