

**Agenda
Warren Selectboard
Tuesday, April 26, 2011
Warren Municipal Building
7:00 PM**

7:00 PM – Town Plan Review: Additional Draft Language as discussed at warned public Hearing of March 22, 2011 for Final Approval –

7:25 PM – Appointment of Planning Commission Member -

7:27 PM – Approval of Minutes for April 12, 2011

7:30 PM – Approval of Warrants (Accounts Payable for the Town of Warren)

7:35 PM – Approval of Basic Emergency Operations Plan Thru Vermont Emergency Management

7:45 PM – Approval of Road Access Curb Cut – Plewak

8:00 PM – Approval of Road Access Curb Cut – Medico, Edward – German Flats Road, Warren, VT

8:15 PM – Approval of Road Access Curb Cut – John Hall Properties, Warren, VT

8:25 PM – Other Business –

Summer paving 2011 projects

Summer Work Plan For Highway Department

Minutes of April 26, 2011
Warren Selectboard
Warren Municipal Building
7:00 PM

Members Present: Andrew Cunningham, Bob Ackland, & Kirstin Reilly.

Members Absent: Anson Montgomery & Matt Groom.

Others Present: Craig Klofach, Rudy Elliott, Mary Gow, Jim TV44/45, Kara (VR)

7:00 PM – Meeting called to order by Mr. Cunningham.

7:05 PM – Town Plan Review: Additional Draft Language as discussed at the warned public hearing of March 22, 2011 for final approval – Mr. Klofach started the discussion off telling the public and the Warren Selectboard that all the required meetings with comments have been added to the town plan. The last round of changes from the last Selectboard meeting and the Regional Planning Commission about the housing distribution have been added. Mr. Klofach asked if there were any other questions from the public. Mr. Klofach also commented that the parking issue that Mr. Simpson had brought up at the last meeting is somewhat addressed in Appendix E of the Town Plan. More on the parking would be in the next rewrite. Ms. Gow commented that in Chapter 8, Community services – Town Gravel Pit site, hydrants, etc needed some minor language tweaking most in the Town Garage section. Mr. Cunningham stated that they have and are looking at other sites for the town garage as the present site can accommodate affordable housing. Mr. Klofach commented that the Planning Commission is looking to move town garage out of Village. There have been long discussions about the Coats Parcel but is not coming towards the Gow's property at this time. Mr. Klofach commented we do have village designation and could get development money for the parcel at the present town garage for affordable housing. Mr. Klofach commented that this minor change was ok, but any radical change would require another hearing. Mr. Elliott inquired about what other sites the town was looking at? Mr. Klofach commented that they are looking at sites on RT 100 that are not currently owned by the town. Mr. Cunningham stated they wanted the town garage to leave the village area, but needed to be close to the village and felt that the selectboard was comfortable with the changes.

Motion by Mr. Ackland to accept the Town Plan with the small changes presented by Ms. Gow on the Town Plan, second by Ms. Reilly. All in Favor: VOTE: 3-0.

Mr. Klofach also updated the board that the Central Vermont Regional Planning process challenges to changes are looking at combining with the Economic Development Corporation. This is about a year out and they are asking the Selectboard to agree to exploring the possibly. The two organizations would combine and most of the Vermont Regional staff would stay intact. The Economic Development Corporation has two employees. The combination of the two entities would eliminate one Director and one administrative support person. Advantages to combining the two are: bigger office space, save on rent, loss of one director. Currently there is not much of an overlap, but both entities would like to explore this plan. The merging of the two would also help the development side and could lower the fee that the town pays to Central Vermont Regional. The number of grants provided by Central VT Regional would go down and it could mean that in the future those towns leave the Central Vermont Regional Planning. The board agreed that as a casual agreement that this possibility could be explored.

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7:25 PM – Appointment of Planning Commission Member – Randy Graves – Mr. Klofach commented that Mr. Graves has been a long life resident of the Valley and has a strong background of knowledge about the Valley. He knows a lot of the long time residents of the Valley and has seen the Valley growth. He would be taking over the vacated position on the Planning Commission that was vacated by Mr. Goss.

Motion by Mr. Cunningham to appoint Mr. Graves to the Warren Planning Commission, second by Ms. Reilly. All in Favor: VOTE: 3-0.

7:30 PM – Emergency Operations Plan through Vermont Emergency Management – Mr. Cunningham deferred to later date. The plan is an action plan and directs the emergency personnel in case of an emergency disaster. They have not looked at the plan. Mr. Ackland commented that Mr. Simpson put forth a proposal on a generator for coverage, be mobile and cost for possible inclusion in the plan.

7:35 PM – Road Access Cuts:

Plewak Road Access: Mr. Cunningham and other members of the board have gone by and looked at the proposed engineering plan for this road access. Mr. Cunningham commented that there was no better spot, involves some tree cutting and Ms. Reilly commented that the site line going up the hill was a bit short for site distance.

Motion by Mr. Ackland to approve the Road Access Permit as per engineering plan along with maintenance of cutting brush yearly for Plewak, second by Ms. Reilly. All in Favor: VOTE: 3-0.

Approval of Road Access Permit for Mr. Edward Medico – Mr. Ackland abstained from voting on this as he knows the applicant. Road Access Permit deferred until next meeting due to lack of quorum.

Approval of Road Access Permit for John Hall Properties, Warren VT- Mr. Simpson explained about access on Plunkton Road between origination off Brook Road and Robinson Road. It runs to a lot owned by the applicant and expands across the brook. Road proposed goes through meadow land to house location and through a section of transfer development rights that can't be developed. This has not gone through the Development Review Board until the Selectboard approves a road access permit. Mr. Cunningham asked if Mr. Simpson if it is a good spot. Mr. Simpson commented that the access is in an odd spot; however, it does have good site line distance of 125 feet. Mr. Cunningham asked if it would be better to be opposite the other driveway (Masters). If there is an existing curb cut then the Selectboard does not want to grant another one. The Selectboard would like to know why they chose that location. The other ideal spot extends the driveway, but the board would like to hear from the applicant concerning this issue. The board deferred action on this road access until more information is received from the applicant or zoning.

8:00 PM – Bridge an Inspection Reports Signature Needed– Deferred until Mr. Simpson, DPW, looks at.

8:05 PM - Other Business:

Mr. Cunningham commented that Mr. Weston has provided a summer list of work projects list for 3 months. Mr. Cunningham commented that on paving: How much, what to spend on, priority of roads: There is about \$900,000 from for paving of which \$ 375,000 for the Access Road. The roads Looked at are: Access Road, Roxbury Gap, East Warren Road, Brook Road and Inferno. The Roxbury Mountain Road has been broken down into three sections. Do we try to do one of those sections? Mr. Cunningham did not want to favor one part of town over another. The Inferno should have borings done on put off until following year. Mr. Simpson was concerned that there was a lot to do of preparation to be done to the roads before paving. There is culvert work to be done, surface preparation, drainage etc. Mr. Ackland commented that the board should look at putting money into the worst roads or maybe doing another section of Sugarbush Access Road. Mr. Ackland recommended that one of the Selectboard members meet with Mr. Weston or invite him to the next meeting to discuss of the additional work required for surface preparation before paving and if it is considered in the paving.

Spring Inspection of Access Road: Mr. Ackland indicated that there was some work that needed to be done and Sugarbush needed to have some responsibility in fixing the areas. Mr. Simpson commented that all the water bars should have been made into a ditch to contain the water. The check dams were to hold the water from eroding through the winter but should be converted to a ditch. Mr. Cunningham will call Sugarbush to set up walk through on Access Road.

Roxbury Mountain Road: - Mr. Simpson has been following up with Roxbury concerning the road closure. After there was a serious accident on the Roxbury side, Roxbury was asked to close it. Still presently closed as of this Selectboard meeting.

Petition: Mr. Bifano delivered a stack petitions concerning Fuller Hill Road Maintenance – Need to follow up on response –

Other Road Stuff: Do Roads Need to be paved that currently are not. What is the price of having the natural character? Mr. Cunningham commented that Roxbury Mountain has a lot of traffic and should be paved as pointed out by Mr. Elliott.

DPW Items: Electrician RFP Requests for the Town Hall, Library and Municipal Building to be done before Energy Efficiency Work can be done. Has sent out RFP requests to contractors for Park & Ride located at the East Warren School.

8:35 PM – Chipper: Mr. Simpson went up to look at one at Essex Equipment that is used. They have a 1000 hours, it's a 2005, with a 15" capacity for \$17,500. Mr. Ackland suggested that the town go to Sugarbush and fix their chipper with the provision that the town can use it anytime. It is a high end chipper. Mr. Simpson would check on it. Cost benefit needs to be figured out.

8:45 PM – Liquor License Renewal Application for Slide Brook Tavern – Last year stipulation was to close outside deck at 12:00 Midnight – Mr. Cunningham added to license – Motion by Ms. Reilly to approve the Liquor License Renewal with the stipulation they close the outside deck at 12:00 Midnight, second by Mr. Ackland. All in Favor: VOTE: 3-0.

8:47 PM – Minutes of April 12, 2011 Approval – Motion by Ms. Reilly to approve the Minutes of April 12, 2011, second by Mr. Ackland. All in Favor: VOTE: 3-0.

8:50 PM – Approval of Warrants – Mr. Ackland had a question about the payment of \$10,000 for the start of the Sugarbush Appraisal. Mr. Cunningham would follow up with the listers for an explanation of this. Motion by Mr. Ackland to accept the warrants as presented, second by Ms. Reilly. All in Favor: VOTE: 3-0.

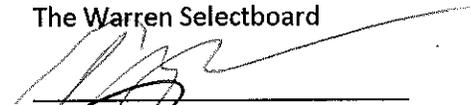
9:00 PM – Constable Manual Discussion – Mr. Ackland updated the board that he and Mr. Montgomery had met with the Vermont League of Cities & Town's Risk Manager concerning the Constable issues. Vermont League of Cities and Towns risk manager explained the liability risk side with constables carrying a fire arm and that there is an additional insurance premium of \$2,500 per constable added to the insurance rider. Vermont League of Cities & Town's risk manager advised that the two constables should not be carrying a gun. Mr. Ackland brought the question up of "Do we want to say to them not carry a gun until the town knows what the liability is and does the town want to pay the extra \$2,500 per constable? From the information received by Mr. Montgomery and Mr. Ackland that this is a pretty complicated report and it is not a complete line of communication with the VSP as thought. Mr. Cunningham indicated that we needed some guidance from the VSP. This is a much more complicated issue along with some ramifications and other issues with this. Ms. Reilly commented that the constables were moving forward because of the Vermont State time line. Mr. Ackland commented that he and Mr. Montgomery would have a report on where to go with this issue. Mr. Cunningham has received feedback from citizens that the board needed to be very careful with this issue and needs more information. The Vermont State Statute state that the voters can change the constables to a non elected position at town meeting to appointed constables. Technically by state law, anyone can carry a gun, but for the elected constables they would have to be off duty. Ms. Reilly wanted to have the documented information that Mr. Bifano has been certified carrying a gun and has been through the training police academy training.

Motion by Mr. Cunningham that the Warren Constables cease carrying a fire arm in the line of duty in Warren until the Selectboard makes guidelines and responsibilities concerning this position, second by Ms. Reilly. All in Favor: VOTE: 3-0.

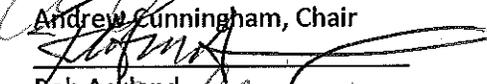
Motion by Mr. Ackland to adjourn the meeting, second by Ms. Reilly. All in Favor: VOTE: 3-0.

Minutes Respectfully by,
Cindi Jones, Warren Town Administrator

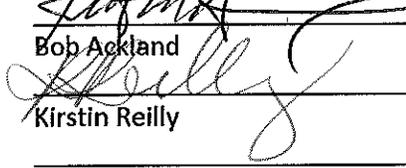
The Warren Selectboard



Andrew Cunningham, Chair



Bob Ackland



Kirstin Reilly

Matt Groom

Anson Montgomery

change to “a sign of the times.” The second floor of the Town Hall is rented for dances, aerobics classes, Grange meetings, and other gatherings. The basement dining room and kitchen accommodate 150 people.

In 2003, the Selectboard began holding meetings in the Town Hall because the meeting room in the Municipal Building was converted to office space. In 2008, the Select Board returned to the Municipal Building for its meetings while the Town Hall was renovated in order for the Library to temporarily relocate from the Municipal Building to the first floor of the Town Hall, while retaining the basement and second floor for continued town and public use. During this renovation, a new elevator was installed in order to make all floors of the building fully accessible.

Municipal Building: The Warren Municipal Building contains the offices of the Town Clerk, Treasurer and Listers, the Selectboard’s Administrator, the Zoning Administrator/911 Coordinator and the DRB / Planning Assistant, ~~and the library.~~ It also provides a secure vault for town records and other official documents. In 2003, the Planning Commission considered several alternatives for providing relief for what has been determined to be a critical space shortage in the office, vault and library of the Municipal Building, as well as the lack of handicapped accessibility. The option chosen after lengthy review was that of adding a second story over the current library, incorporating an elevator, and reconfiguring the other space to accommodate vault and office requirements. A bond vote on this option was rejected, however, and the town is presently reassessing possible solutions to this dilemma. In the wake of the failed bond vote, the Selectboard did decide to complete some necessary maintenance of the Municipal Building including replacing the failing furnace, removing some of the asbestos in the building and installing a gas fired heater for the second floor offices. In July 2009 the Warren Public Library ~~is also located in the Municipal Building and also suffers from space limitations (Educational Services for more information about the Library)~~ relocated from the Municipal Building to the main floor of the Town Hall giving them added space they needed. In the Spring of 2010, the Planning and Zoning office moved to the old Library space, with half of that space set aside as a meeting area for the Town’s Board’s and Commissions. The space constraints in the Town Clerk’s office and vault still have to be addressed.

Town Garage: Currently located on School Road in the Village, the Town Garage serves as the base for the Road Crew and the housing and repair of all Town owned road maintenance vehicles. The existing Town Garage facility presents many deficiencies, including the need to replace the existing building. Since 2005, the Selectboard and Planning Commission have explored various alternatives for this site, including the possible relocation of the Town Garage out of the Village residential area and onto another Town owned parcel with direct access to Route 100. In the event the town garage were to move to another site, ~~this were to occur,~~ the existing Town Garage site within the village would provide an ideal opportunity to develop six to ten units of affordable housing within the village. In October 2008, the Town undertook a Brownfields Phase II Environmental Assessment of the Town Garage site during which it was determined that there were no environmental concerns which needed to be addressed and that the site would be suitable for re-use as residential housing.