

**Agenda  
Warren Selectboard  
Warren Municipal Building  
7:00PM  
December 28, 2010**

**7:00 PM – Zoning/DRB/Planning Budget – Miron Malboeuf**

**7:30 PM – Fire Department Budget**

**7:45 PM – Conservation Commission Budget – Caitrin Noel, Robin Bennett**

**8:05 PM – Law Enforcement Budget – Constables/Allocation**

**8:25 PM – Recreation Budget**

**8:40 PM – Approval of Minutes from December 14, 2010**

**8:45 PM – Approval of Warrants**

**8:50 PM – Other Business**

**Minutes of December 28, 2010**  
Warren Selectboard  
Warren Municipal Building  
7:00 PM

**Members Present:** Andy Cunningham, Bob Ackland and Anson Montgomery.

**Members Absent:** Matt Groom, Kirstin Reilly.

**Others Present:** Doug Mosle, Miron Malboeuf, Margo Wade, Cindi Jones.

**7:10 PM** – Meeting called to order by Mr. Cunningham.

**7:11 PM – Zoning/DRB/Planning Budget – Miron Malboeuf** – Mr. Malboeuf started the discussion off presenting the budgets showing a decrease in the Planning and a small increase in the DRB budget. The decrease is based on last year's revenue project last year at \$45,000 and collected was \$41,000. The fees collected are about 60% DRB driven and the other 40% comes from other permits. The decreasing revenue being down can be attributed to the economic situation. The Planning commission has been working on the Town Plan this year as there were two administrative changes. They were cell towers and the state required flood regulations. Most of the rewrite has been done in house by the members of the Planning Commission and in the coming year the town will be relying on the Planning District more for services. Some of the line items such as the Planning District dues and the Central VT Regional Planning District dues are fixed costs.

Mr. Cunningham inquired if the Planning Commission has started looking at a time table for the Ruby Blair building. Mr. Cunningham commented that this project is going to rely heavily on the financial condition of the Town. Mr. Ackland inquired on what was the out coming of the charrette concerning this. Mr. Malboeuf explained that the plan looked at providing more green space, if the town could acquire property for parking. From looking long term from the charrett, the library's situation was to be in the town hall short term, and possibly move out into a new building on the site; however this could be 10-15 years down the road. The Planning Commission has been primarily focusing on the rewrite of certain sections and they are going to have their public hearing on January 11, 2011 to receive public comment. After that it will be passed to the Warren Selectboard for its public comment hearing sometime the week of February 1. The board thanked Mr. Malboeuf for his time and presenting the Zoning/DRB/Planning Budget for 2011.

**7:30 PM – Warren Fire Department – Doug Mosle** – Mr. Mosle presented to the Selectboard the 2011 budget for the Warren Fire Department and the capital account allocations. The operational budget is down by \$20,000 on the elimination of uniforms from the general budget of \$10,000 and the lowering of stipends by \$10,000 which were increased last year for the firefighter 1 class. The total budget for the fire department was a 24.90% decrease over last year. In the Capital Reserve Accounts, the firefighter training & personal protective equipment, (voted in 2010 by the voters) the fire department is allocating \$10,000, standpipes \$5,000 and the truck reserve account \$60,000. Last year the fire department decreased their allocation in the truck account to \$50,000 to offset the increase in cost for firefighter 1 class which is now complete.

Mr. Montgomery inquired about the forecast of expenditures for uniforms. Mr. Mosle commented that back when 911 happened, the department received a grant to purchase safety equipment and uniforms. The average cost per man is \$3,000. Most all the uniforms were in good, safe, working condition and the department did not feel that they needed to purchase equipment at this time. Mr. Ackland inquired on the repairs and maintenance line item. Mr. Mosle commented that the department has some good certified mechanics on the department that do most all the maintenance and some is out sourced but given the fact that these trucks run very infrequently, that this seems to be under control. The board thanked Mr. Mosle for his time and presenting the budget.

**7:35 PM – Invoice from Mr. Friedman** – Mr. Cunningham had been presented with an invoice of \$980.00 for providing backup services from 9/1/08-12/10,2010. Mr. Friedman provided some backup of charges for this service but the monthly fee of \$35.00 has not been fully documented to pay the invoice. Mr. Cunningham explained that Mr. Bauchner, a member of the previous Selectboard, had asked Mr. Friedman as a volunteer to be appointed as IT services. Since this time the computer IT services has been hired out. Mr. Cunningham raised the question on why invoices were not presented in the 2008, 2009 budgets. Just recently the on line back up has been turned off. Mr. Ackland commented that more information was needed and to inquire with the new IT Services on this matter. Action deferred until more information is received from Mr. Ketchel.

**7:40 PM – Invoices from HK Builders for Structural Repairs to the Municipal Building and the East Warren Schoolhouse totaling \$9,000+.** – Mr. Cunningham explained that this was work that was not covered by the Energy Efficiency Retro Grant, and that this structural repair needed to be done before proceeding with the other Energy Efficiency grant items. The question was where was the money to be paid from by the treasurer for this expense. The board looked at building maintenance in the general budget, but that was already over budget by \$2,000. The board decided to pay the invoices out of the Capital Town Building Fund. Ms. Jones will present the invoices to the treasurer as directed by the Selectboard to be paid from the Capital Town Building Account.

**7:45 PM – Liquor & Tobacco License for Sunrise Café, under Sugarbush Restaurants** - The site is located in the Farm Building just completed by Sugarbush.

Motion by Mr. Ackland to approve the Liquor and Tobacco License for Sunrise Café, second by Mr. Montgomery. All in Favor: VOTE: 3-0.

**7:50 PM – Approval of Minutes for December 14, 2010** – Motion by Mr. Ackland to approve the Minutes of December 14, 2010, second by Mr. Montgomery. All in Favor: VOTE: 3-0.

**7:51 PM – Warrant question** – Payment to G.W. Tatro – Mr. Anson inquired if we were satisfied with what we had received as an end product. Mr. Ackland inquired if the town had any holdback provision in the contract. Mr. Cunningham explained that there was no provision made in the original contract signed. The project didn't happen to 100% of what the Town wanted, but Mr. Cunningham felt comfortable in releasing the funds. Mr. Ackland also commented that there will be issues of settling, and improper compaction of the patched paved area. Mr. Montgomery commented that he felt that G.W. Tatro would live up to expectations of this issue in the spring.

**7:52 PM – Approval of Warrants (Accounts Payable)** – for 12/10 for \$108,333.21, 12/4 for \$7,869.00 and 12/22 for \$6,353.70 – Motion by Mr. Montgomery to approve the warrants as presented, second by Mr. Ackland. All in Favor: VOTE: 3-0.

**7:55 PM – Conservation Commission Budget – Margo Wade** – Ms. Wade presented to the board the 2011 budget for the Conservation Commission. The overall budget is down 21.62% from last year with no significant changes. The mapping budget decreased as they felt more comfortable with the Town maps. Assessment & Studies increased by \$1,000 as they wanted to pursue a grant to ground proof some areas of the Arrow Wood Study. Arrow Wood provided a cost of \$7,500-\$8,000 for this type of work and the Commission is looking for grant funding to cover 80% of the cost. The ancient roads study has been completed. In the line item Management Plans the Commission is requesting \$5,433, however, grant money is covering this cost that has already been received. The Commission also provided detailed cost information of the Eaton Trails Project which was totally funded with a grant received in 2009. To date \$3,319.13 has been restricted as it has not been used for expenditures as of yet. The Eaton Trail Project status is that the interpretive signs for the trails still need to be completed and construction on the Vista Trail should be walk able by the end of the summer in 2011. The Commission is looking to fill to vacancies with a third vacancy after the Eaton Trail Project has been completed.

The Commission is also requesting an allocation of \$10,000 towards the Conservation Commission Capital Reserve Account. They felt that since the Commission does not have any activity for spending from this account, and do to the economy that they could not justify asking the voters for \$20,000 towards the reserve account.

**8:05 PM – Recreation Budget** – The board reviewed the 2011 allocations and decided to increase the winter skiing program to \$5,200. This program is based on how many students downhill ski, the number of parent volunteers and the number of instructors needed. Cross Country Skiing for the Warren Children is provided free by Blue Berry Lake Cross Country Center. The 4<sup>th</sup> of July was left at \$10,000 as the expenditures totaled around \$16,000 and \$11,000+ was received for revenue. Discussion took place on whether the other towns should fund the Valley wide event. Mr. Cunningham explained that at the Select board Summit is has been asked but not donations have ever been received from the other Valley Towns to help fund the event. Sugarbush funds all the activities and fireworks at the mountain.

**8:15 PM – Sewer Operations** – Ms. Jones indicated that fees would go up in 2011 but not by much. The Wastewater Studies of \$9,800, a requirement of the Town's IDP Permit, was placed in the general budget. In the past the cost of this study has come out of the Town's Capital Wastewater Account with money that was left over from the original 5 properties that were on the original system. The Capital Account cannot fully fund this study as it is about \$2,500 short. The board decided to removed the item from the general budget and fund the capital account \$3,000 to pay for this study this coming year. Some discussion took place on why the users were not funding this study out of the O&M costs. Ms. Jones explained that the users would not be able to absorb this cost in the O&M as they could not support the original \$830,000 bond that is being paid by all the taxpayers of Warren.

**8:30 PM – Discussion on Paving Bond For the Sugarbush Access Road** – Mr. Ackland was concerned that there was not enough time to put together a thorough comprehensive plan and explain it to the voters. Discussion questions were: do we go another year and then do something. Some options are phasing the road into sections if no bond, or do we put an \$80,000 band aid on the worst section. Mr. Ackland commented that we needed to see the dollar to dollar impact from point A-B which would include overall maintenance costs be spent now and what they would be if it was paved now to save on future maintenance costs of the Access Road. Mr. Montgomery commented that pushing forward on the bond without thorough objectives and costs, which it would be hard to pass at town meeting given the state of economy. The board wanted to be fully prepared with costs and a plan before proceeding forward with the bond and hearing requirements. Mr. Ackland would work with Mr. Weston to provide more cost information and Ms. Jones would get bond cost estimation on the bond payment for 5-6 years. The board would discuss this at the next January 4<sup>th</sup> meeting, as the bond requirements for public warned meetings are very close. Mr. Ackland will have a comprehensive report on the Access Road Bonding and other roads.

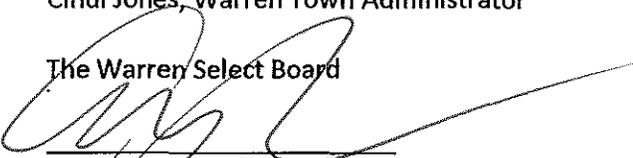
**9:15 PM – Motion by Mr. Montgomery to move into executive session inviting Ms. Jones, to discuss personnel, second by Mr. Ackland. All in Favor: VOTE: 3-0**

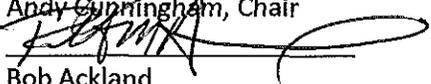
**9:55 PM – Motion by Mr. Montgomery to come out of executive session, second by Mr. Ackland. All in Favor: VOTE: 3-0.**

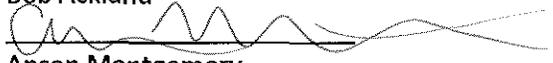
**9:57 PM – Motion by Mr. Cunningham to adjourn, second by Mr. Ackland. All in Favor: VOTE: 3-0.**

Minutes Respectfully Submitted by,  
Cindi Jones, Warren Town Administrator

The Warren Select Board

  
\_\_\_\_\_  
Andy Cunningham, Chair

  
\_\_\_\_\_  
Bob Ackland

  
\_\_\_\_\_  
Anson Montgomery

\_\_\_\_\_  
Kirstin Reilly

\_\_\_\_\_  
Matt Groom