

AGENDA
WARREN SELECTBOARD
WARREN MUNICIPAL BUILDING
TUESDAY, JANUARY 12, 2016
7:00 PM

- / 7:00 PM – WARREN FIRE – TRUCK BIDS/TRUCK REPLACEMENT SCHEDULE
- / 7:45 PM – BUDGET ADJUSTMENTS
- ✓ 8:15 PM – ROAD ACCESS PERMIT – SANDBORN
- / 8:25 PM – APPROVAL OF LIQUOR LICENSE FOR SKI CLUB 10
- / 8:30 PM - APPROVAL OF MINUTES FROM DECEMBER 22, 2015
- / 8:35 PM – APPROVAL OF ACCOUNTS PAYABLE AND PAYROLL WARRANTS
- / 8:40 PM – OTHER BUSINESS

\$107,330.55 \$30,468.44

Liquor License for Numa Numa Inc
Paradise Delit market

****AGENDA SUBJECT TO CHANGE****

[Handwritten signatures]

Minutes from January 12, 2016

Warren Selectboard

7:00 PM

Warren Municipal Building

Members Present: Andrew Cunningham, Chair, Bob Ackland, Vice Chair, Luke Youmell, Randy Graves, Clay Mays.

Others Present: Barry Simpson, Charlie Snow, Chris Behn, Pete DeFreest, Tom Shive, Jeff Campbell, John Goss & Cindi Jones, TV 44/45 (7:30PM).

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

7:00 PM – Warren Fire Truck Bids & Replacement Schedule –

The fire Department received 2 bids, one from E-One and the other from HME. Bids were: HME - \$444,900 and E-One for \$432,775. The truck committee chose HME for the new truck. Mr. Cunningham asked why they chose that firm. Mr. Campbell responded that the quality of the body, the company presentation was sold very well and they build trucks for this type of climate. They commented that they had sent the RFP to Brindle Mountain who deals with used trucks but received no response. Mr. Campbell and Mr. Shive went through both proposals and found 41 items that E-One did not comply with. They had specked out all stainless steel and HME was all stainless steel where E-One was not. They felt that HME would last longer than E-One given the conditions and that HME is one continuous piece. The electrical system for HME, you can find parts locally where with E-One, if there was a fuse blown on the panel, you would have to take it out and send it to E-One Services. HME has an extensive mobile service application and would respond any time of night if you had a problem. The board would sign off at the next meeting in January.

Equipment Replacement Schedule – Mr. Ackland explained that he had taken Mr. DeFreest's numbers with a life span and with cost estimates to come up with a replacement schedule. The first 3 years the funding is very heavy at \$374,000 then it levels off. Mr. Ackland commented the town could bond for the first 3 years possibly in September. Mr. Ackland would like the truck committee to take the schedule and review it, make changes etc and come back January 26, for the Capital Meeting. He did explain that whatever they decide, the firemen were going to have to sell it at town meeting. The truck committee would like to place an order by the first of February. The board would also like to find out from the insurance company on what the insured replacement value would be a time of an accident. Ms. Jones would find out and send an email.

7:40PM – Constable Article for Town Meeting Warning – Mr. Campbell & Mr. Bifano would like to present the following article at Town Meeting: "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?"

The Constables would like create this account for major equipment for radios in the near future. Two portable radios are around \$14,000. Mr. Bifano will be at town meeting to explain.

Motion by Mr. Ackland to approve putting the article on the Town Meeting Warning, second by Mr. Youmell. All in Favor: VOTE: 5-0.

8:25 PM – Sanborn Road Access Permit – Mr. Simpson presented to the board the application. The road access is 800' up Plunkton Road from the corner of Fuller Hill Road on the right. The driveway goes level in for 25 feet and then pitches down into the lot. There is an 18" culvert to be installed and it has proper site visibility.

Motion by Mr. Ackland to approve the Road Access Permit for Sanborn with any restrictions if any, second by Mr. Youmell. All in Favor: VOTE: 5-0.

DPW – Other Things: Mr. Simpson met with Ms. Miserendino and she has given permission for the use of her driveway for the water driller, his crew and construction trucks to access the Town lot for the drilling of the new well.

Town Hall – Heating – Mr. Simpson presented to the board Thomas Engineering's recommendation about the new boiler and keeping the oil burner as a standby. The board understood his recommendation, but they did not want to have something be idle that would require maintenance. The board was in full agreement to remove the boilers.

Town Hall – Vermont Pro Construction – Request for Bidding Guidelines & Specifications on Exterior renovations – Mr. Simpson presented to the board Vermont Pro Construction's Bidding Request Spec's for exterior renovations of painting and lead removal, Mr. Simpson indicated that this can be used to obtain bids for this type of work. The board suggested that Mr. Simpson get some costs for this project.

9:00PM – Approval of Liquor License for Numa Numa Inc, Paradise Deli – Motion by Mr. Ackland to approve the liquor license for Numa Numa Inc, Paradise Deli, second by Mr. Youmell. All in Favor: VOTE: 5-0.

9:05 PM – Approval of Liquor License for Ski Club 10 – Motion by Mr. Ackland to approve the liquor license for Ski Club 10, second by Mr. Youmell. All in Favor: VOTE: 5-0.

9:10 PM – Approval of Minutes for December 22, 2015 – Motion by Mr. Youmell to approve the Minutes of December 22, 2015. All in Favor: VOTE: 5-0.

9:13 PM – Approval of Accounts Payable – Motion by Mr. Ackland to approve the accounts payable warrants as presented for \$107,330, 55, second by Mr. Youmell. All in Favor: VOTE: 5-0.

Amendment to Accounts Payable: Motion by Mr. Ackland to approve the payables for \$63,896.07, second by Mr. Youmell. All in Favor: VOTE: 5-0. – Note page of warrants were missing – they were found the next day attached to the minutes.

9:15 PM – Approval of Accounts Payroll – Motion by Mr. Ackland to approve the payroll warrants as presented for \$30,468.44, second by Mr. Youmell. All in Favor: VOTE: 5-0.

Other Business:

Dog Warden – The board received a letter from Wayne Youlden resigning his position as Warren's Dog Warden. The board thanked him for his time for volunteering and wished him well in his future endeavors.

Motion by Mr. Ackland to adjourn, second by Mr. Youmell. All in Favor: VOTE: 5-0.

Minutes Respectfully Submitted by,
Cindi Hartshorn-Jones, Warren Town Administrator

The Warren Selectboard

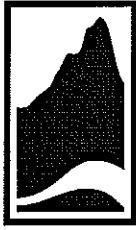
Andrew Cunningham, Chair

Bob Ackland, Vice Chair

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Clay Mays



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Waitsfield, VT 05673
EPA Lead Certification: NAT-F124414-1

Town of Warren

Bidding Request Specs

Old Town Hall
Main Street
Warren, Vermont 05674

January 11, 2016

RE: Old Town Hall
Request for Bidding Guidelines & Specifications

To Whom It May Concern:

The following bidding guidelines have been summarized for review and consideration by the Town of Warren in order to create a Request for Proposals for exterior renovations to the Town Hall building. Accordingly, the specification documents are being provided in Microsoft Word format so that they can be copied and pasted onto a Town letterhead to be sent out for bid requests.

On December 11th, 2015, I (Francis Faillace) met with Barry Simpson to review the old Town Hall building and the potential carpentry, construction, and painting work under consideration by the Town to update the building to U.S. EPA and State codes for lead based-paint, energy efficiency, and aesthetics. As requested, I have pulled together two different potential project specification sheets and sets of bidding guidelines, including points of consideration for use in town budgeting.

Points to consider for the review board:

When determining the scope for the desired work, it is important to consider the cost-to-benefit ratio of lead remediation & painting (Project 1) versus removal of all lead-based paint siding and installation of new siding (Project 2).

Project 1

Project one will require a National EPA certified company to come in and strip all loose and flaking lead paint, remove undesired lead boards by these same guidelines, and machine feather with HEPA equipped sanders. The process will be the same as the exterior work performed by Vermont Pro on the Warren United Church: this is a time



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consuming process that is expensive and will last at most 10-15 years before it has to be done again under the same remediation guidelines. It is important to understand that remediation does not result in lead free siding and trim. Lead is phenomenal in its ability to penetrate deep into wood, which is the reason that paint jobs of old could last 50 plus years; and accordingly once all surface lead paint is removed, lead still remains present in the wood. Hence, the only way to get a "lead free" environment is to remove all siding and trim; which I would strongly recommend that the town consider.

Project 2

Project two will require the same guidelines for removing the lead-based paint covered siding and trim (EPA Lead remediation pertain to both construction and paint); this is hazardous material that needs to be handled with attention to proper containment and disposal in order to protect all visitors and employees. Once all siding and trim has been removed this is where I would argue that we will see a two fold benefit to the approach of Project 2.

1. With all of the siding removed the building can be wrapped with insulation, which will help to dramatically lower energy costs to heat the building.
2. The lower third of the building and high moisture areas should be wrapped with ice and water shield (rubber membrane) to prevent rotting.
3. The building can then be wrapped with hydro gap (a breathable layer) that allows any trapped moisture to escape behind siding and more than triples the life of exterior paint.
4. New siding can either be done in cement-board, which has a very long life, or for historic purposes fully pre-primed wood siding can be used, which will last twice as long as the previously unprimed spruce that was used.

I would advise that we receive 2-3 bids for each project in order to make the most informed decision.

Notes for the board:

1. In order to properly bid out a new gable roof for the southern facing side of the building Ellen should pull together a set of drawings.
2. It would be worth building a gabled roofline to protect the main entrance stairs and increase the shelf life of work.



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3. If we are to add in updating the third floor ceiling we should also come up with a simple set of drawings for everyone to follow during pricing.
4. I would strongly suggest that we follow the Vermont Commercial Building Energy Standards even though there is an exemption for historic buildings – as this will ensure a high standard of workmanship and help to save the town on energy costs.

Bidding Guidelines ...

Project One: Lead Remediation & Paint of Town Hall

The Town of Warren Requests for bid – *Town Hall Renovation*

1. Lead Remediation of entire exterior:
 - A. EPA RRP Guidelines will be followed during the remediation of lead based paint and removal of all lead based paint covered siding and trim.
 - B. Windows, doors, and work spaces will be sealed off and quarantined during the process. Accordingly all machinery used to feather and clean siding and trim must be HEPA certified.
 - C. Upon completion of each work day the working face must be cleaned down according to the guidelines and properly disposed of.
2. Light Carpentry
 - A. Replace all cracked, rotted, or undesired siding and trim with pre-primed wood.
 - B. Installation of new screens on all second floor windows (note: to match existing first floor Marvin screen units)
 - C. Remove and build a larger rear entrance with gable, larger landing, and gabled roof.
3. Complete Paint (Please allow for a minimum of 24 hours in between coats)
 - A. Prime of all siding with Ben Moore – Fresh Start. All sanded and oxidizing nail heads will need to be hit with a rust inhibitor, prior to siding being primed.
 - B. Two coats of siding and trim to be done in Ben Moore – Regal Select low luster (colors to be decided by town). New screens need to be primed and receive two coats of desired trim paint.



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C. Upon completion please provide a light scrape and clean to all exterior windows.

Prior to getting underway the Town will need the following certificates:

- National EPA – Company Certification
- Certificates of Workmen's Compensation & Liability made out to the Town of Warren
- Employer Identification number

Worksite must comply with OSHA work safety standards

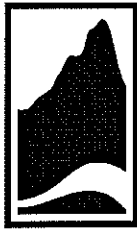
Please provide a project time frame and desired payment structure.

Note: All changes to the project must be submitted as a change order for approval, and signature by Barry Simpson, Town of Warren project manager.

Project Two: Exterior Update of Town Hall

The Town of Warren Bid Request

1. Demo & removal of all siding and trim according to EPA RRP guidelines
 - A. All working zones must be properly sealed, quarantined, and cleaned according to EPA guidelines.
2. Wrap and tape entire building with Zip-R siding and tape.
3. Wrap lower three feet of the entire building in Ice & Water shield membrane. All connecting roof-line gables and overhangs need to be wrapped and covered too.
4. Wrap the entire building in Hydro-gap sheathing.
5. Trim out windows, corners, jambs, and crown to match pre-existing look. All trim is to be done in Boreal (ash particle based trim that does not rot).
6. New siding – Hardy board
7. Complete the project with a paint job (colors to be selected by town)
 - A. Spot prime where necessary on pre-primed material and caulking
 - B. Two coats of trim and siding in Ben Moore Regal Select



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Worksite must comply with OSHA work safety standards

Please provide a project time frame and desired payment structure.

Vermont Commercial energy building standards need to be followed.

Note: All changes to the project must be submitted as a change order for approval, and signature by Barry Simpson, Town of Warren project manager.