

Agenda
Warren Selectboard
April 12, 2016
Warren Municipal Building
7:00 PM

- ✓ 7:00 PM – Warren Road Crew Check In – Ray Weston
- ✓ 7:30 PM – Slide Brook Lodge Liquor License Renewal
- ✓ 7:40 PM – Barry Simpson, DPW- Projects Updates
- 8:00 PM – Liquor License renewal for: Pitcher Inn - First Class and Outside Consumption,
Warren Store- Second Class, Muther Stuffers, First Class and Second Class.,
Fitzgerald's Liquor License
- 8:05 PM – Approval of Minutes for March 22, 2016
- 8:10 PM – Approval of Payroll and Accounts Payable Warrants
\$ 30,892.00 *\$ 120,842.15*
- ✓ 8:15 PM – Other Business
 - RFP – Access Road Path Scoping Study
 - Resolution on Solar Regulation –

****Agenda Subject to Change****
Posted 4/6/2016

Minutes of April 12, 2016
Warren Selectboard
7:00 PM
Warren Municipal Building

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

Members Absent: Randy Graves

Others Present: Ray Weston, Miron Malboeuf, Margo Wade, Mike Wing, TV 44/45, Alex Peff, and Cindi Jones.

7:00 PM – Roads Check In – Ray Weston – Mr. Weston came in to talk about a few projects with Warren Selectboard. He commented that paving plan has slightly changed. That for Roxbury, the Town would pave from the base section put down last year to the top as it has been 8 years. If the Town gets a paving grant, then he will move forward with the bottom half of Roxbury Mountain Road. He commented that they will be changing culverts out the East Warren Road and asked about paving the 900 foot section up Cider Hill. It is on the State's targets for Municipal Road's Permit that this section has significant run off and it will have to be on the plan. The board did not provide an answer to what they wanted to do with this section. He then moved over to the projects on to Golf Course Road. Two projects were scoped out by Kingsbury Construction as the road needs to be raised and currently it is dropping off 2-3 feet on the Golf Course side. On the western side, currently the concrete blocks are deteriorating and the bank needs to be dug back 6', put in new concrete blocks and establish a 6' stone lined ditch and pave the road so the water runs into the ditch on that side of the road. On the East side, there would be a poured footing, block wall, with geo grid behind the block raising the road 3." From the corner down there would need to be 420' of guardrail established as per the Road and Bridge Standards. At the entrance road to the Bridges wells, the culvert would need to be upgraded.

Motion by Mr. Ackland to approve the two quotes for Kingsbury Construction to fix the east and western side at golf T16, using plain concrete blocks for the repair costs of \$14,000-16,000 and on the east side for \$81,000-\$95,930.00, second by Mr. Youmell. All in Favor: VOTE: 4-0.

Also discussed was about a roller rental or purchasing one as from the Municipal Roads Class, they are pushing to have roads rolled after grading/construction to reduce the amount of water runoff. Mr. Weston is looking into the logistics. The municipal Road permit will increase costs to the towns not only in materials, equipment, labor, but it requires \$2000 annually sent to the Clean Water Fund and a \$400 fee every 5 years with a plan on the run off area's that the state has mapped. The map is not ground proofed, that is the responsibility of the Town. Warren is in pretty good shape regarding the area's the state has targeted. All towns will have to comply in 2018. More to come as the permit requirements are established.

Page 2

7:35 PM – Slide Brook Lodge Liquor License Renewal – Mr. Peff – Mr. Cunningham, inquired if they had any complaints this winter. Mr. Peff commented that he had not received any from the neighbors. He is going to try doing different hours with no music except for one night when he donates proceeds. He is going to try Friday, Saturday and Sunday hours opening a little earlier and closing at 10:00PM.

Motion by Mr. Ackland to approve the Liquor License Renewal for Slide Brook Lodge, second by Mr. Youmell. All in Favor: VOTE: 4-0.

7:40 PM – Barry Simpson, DPW Projects – Mr. Simpson was not able to attend the meeting, deferred.

Scoping Study Sugarbush Access Road – The board reviewed the draft scoping study RFP and had no questions. Ms. Jones will contact Central Vermont Regional Planning to send out the RFP. The review committee is comprised of: Luke Youmell, Selectboard member, Allison Duckworth, Planning Commission Member, Amy Kretz, Sugarbush Representative, Cindi Jones, Town Administrator program management. Once the RFP's have been sent out the committee with review and interview firms for the LMP for this project.

Rutland Solar Resolution – The board received a resolution that Rutland started and has had towns sign off on to present to the PSB to have more input in solar and wind projects. Some Town Plans do have requirements, but the PSB has final rule over the solar/wind projects. Rutland and the other towns that signed on would like to have a say and comment about the projects. Mr. Ackland and the board all agreed that Towns should have a say in the decision of these projects.

Motion by Mr. Ackland to agree to sign the Rutland Town Solar Resolution, second by Mr. Youmell. All in Favor: VOTE: 4-0.

8:00 PM – Approval of Liquor Licenses –

Fit 2bthaied – Motion by Mr. Youmell to approve the Liquor License Renewal for Fit 2bthaied second by Mr. Mays. All in Favor: VOTE: 4-0.

Big Ridge Tavern & Grill – (At the Bridges) – Motion by Mr. Ackland to approve the first Class Liquor License, second by Mr. Youmell. All in Favor: VOTE: 4-0.

Big Ridge Tavern & Grill – Outside Consumption Permit – Motion by Mr. Ackland to approve the Outside Liquor Consumption Permit, second by Mr. Youmell. All in Favor: VOTE: 4-0.

Pitcher Inn First Class and Outside Consumption Liquor Licenses – Motion by Mr. Youmell to approve the liquor Licenses for the Pitcher Inn, second by Mr. Ackland. All in Favor: VOTE: 4-0.

Warren Store – Second Class Liquor License – Motion by Mr. Ackland to approve the Liquor License for the Warren Store, second by Mr. Youmell. All in Favor: VOTE: 4-0.

Page 3

Muther Stuffers First and Second Class Liquor Licenses – Motion by Mr. Ackland to approve the liquor licenses for Matti Corporation, Muther Stuffers, second by Mr. Youmell. All in Favor: Vote: 4-0.

Minutes of March 22, 2016 – Motion by Mr. Youmell to approve the Minutes of March 22, 2016, second by Mr. Ackland. All in Favor: VOTE: 4-0.

Approval of Accounts Payable Warrants – Motion by Mr. Ackland to approve the accounts payable warrants for \$120,842.15, second by Mr. Youmell. All in Favor: VOTE: 4-0.

Approval of Payroll Warrants – Motion by Mr. Ackland to approve the payroll warrants for \$30,892.00, second by Mr. Youmell. All in Favor: VOTE: 4-0.

8:00 PM – Other Business:

Speed Sign – Ms. Jones inquired if the board wanted to put back up the speed radar sign that was destroyed by a vehicle last Saturday. The Warren Constables are getting the information needed so that the Town can file a claim for a new radar feedback sign.

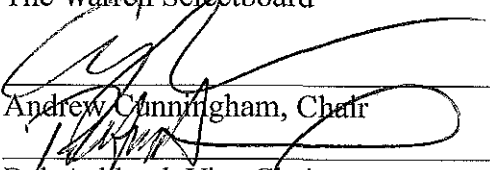
Warren School Principal – Mr. Cunningham ran into the school principal who was very apologetic about not being able to make a Selectboard Meeting to discuss the school summer programs. She did indicate that she agreed that the cost should be raised to help support the program. She is also looking into why Washington West is collecting half of the summer learning fees and what they are doing with the money. She thought the Town was part of running it and Mr. Cunningham stated no, they are school programs and The Warren School or Washington West is responsible for running the programs.

Wood Stove Burning Ordinance - The Board discussed the draft prior to officially warning the meeting on May 11. Mr. Cunningham wanted to add 'pellet stove' to the description of what a "solid fuel burning appliance" is. He also commented that there should be a link that is provide for the definition of "CSIA level 2 inspections." Mr. Mays commented that according to the fire marshal, if someone converts their house into rental, it becomes defined as a public space. The State is addressing this and will have it in their new version of the regulations. Mr. Malboeuf inquired if the board wanted the full ordinance printed in the paper which would be rather long and expensive. Mr. Cunningham commented to put in a mini version and have available the full version with the definitions.

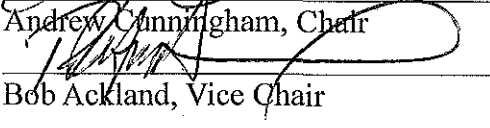
8:30 PM – Motion by Mr. Ackland to adjourn, second by Mr. Mays. All in Favor: VOTE: 4-0.

Minutes Respectfully Submitted by,
Cindi Jones, Warren Town Administrator

The Warren Selectboard

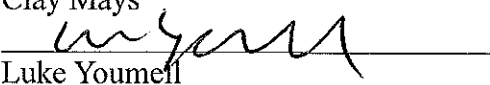


Andrew Cunningham, Chair



Bob Ackland, Vice Chair

Clay Mays



Luke Youmell

Randy Graves

Town of Warren
PO Box 337
Warren, VT 05674
(802) 496-2709

Request for Proposal
Warren, Vermont
Sugarbush Access Road Path Scoping Study
STP BP15(13)

Contact: Cindi Jones, Town Administrative Assistant

Date of Issue: [REDACTED], 2016

Deadline: Noon, [REDACTED], 2016

I. INTRODUCTION

The Town of Warren is seeking assistance from qualified firms to provide planning services to study the feasibility of and develop a plan to create a path parallel to the Sugarbush Access Road in Warren, from its intersection with Eurich Pond Road (1730 Sugarbush Access Road) to its intersection with Inferno Road (approximately 6,336 feet in length).

The study will determine the preferred alignment for path, identify any desired crosswalk locations, discuss and recommend the preferred surface type for the path (crushed stone vs. asphalt), and determine whether plowing is desirable and, if so, how it will be addressed (including the estimated cost of plowing).

The study outline should follow Attachment A.

Additional background regarding this project, including the funding application submitted to the VTrans Bicycle and Pedestrian Program, and a 1987 Preliminary Feasibility Study for a path along the Sugarbush Access Road may be viewed by following this link: <http://bit.ly/1ZnxwS0> (included within that document are maps of the project area and location).

II. SCOPE OF WORK

In general, the scope of this project will consist of a planning process that identifies the needs of bicyclists & pedestrians within Sugarbush Access Road area taking into consideration the existing conditions. The outcome of the process will be: *manuscript*

- ⇒ An identification and prioritization of improvements
- ⇒ A public involvement process to ensure local input and support of projects
- ⇒ An assessment of historic, and environmental constraints
- ⇒ Clear, written documentation of project issues and overall feasibility

A.) Project Kickoff Meeting

Meet with the Town, VTrans and a local project steering committee to develop a clear understanding of the project goals, objectives, timelines and deliverables.

B.) Compile Base Map/Document Existing Conditions

Compile a base map using available mapping including VT Digital Orthophotos, digital parcel maps for the Town and other natural resource-based GIS data available from the Regional Planning Commission (RPC), Town and Sugarbush Resort. The compiled information must be displayed in an ArcMap-compatible format. Display of typical sections and other engineering type drawings may be done with software other than ArcMap. Existing conditions to be noted include presence of existing pedestrian facilities, roadway widths, subsurface drainage and any other items the consultant feels are appropriate. Additional items to be mapped include: natural resource constraints, utilities, and historic constraints, existing rights of way, etc.

C.) Local Concerns Meeting

The consultant will organize and moderate a local concerns meeting with municipal representatives and State officials and the public to develop a clear understanding of the project goals, objectives and concerns. The consultant will also contact property owners in the study area. Develop a Project Purpose and Need Statement for proposed improvements. The consultant will generate this statement based on local input and an understanding of existing conditions. This meeting may be an opportunity to discuss any future maintenance issues or concerns with the proposed project.

D.) Identify Activity Centers

Based on existing land use patterns, planned & future permitted projects, and potential connections to planned or existing pedestrian and bicycle facilities (including recreational trails), the consultant will document predicted and existing pedestrian and bicycle travel patterns.

E.) Develop Conceptual Alignment(s)

In cooperation with the Town the consultant will be responsible for identifying potential alignment(s) for the bicycle and/or pedestrian facilities utilizing the information compiled for the base plan, and site visit(s). Conceptual alignments should also include roadway crossing needs. The consultant will also review the proposed alignment(s) to ensure that they meet the Americans with Disabilities Act Guidelines and other applicable State and Federal requirements. If the proposed improvement covers a large distance and will likely be implemented in phases, the consultant shall make suggestions about how to break up the project into logical segments.

F.) Identify Right-of-way Issues

Compile right-of-way and property ownership information along the proposed alignment of the proposed project. This information should identify public/private ownership and any existing easements or restrictions (e.g. Act 250 permits, town zoning approval conditions) on affected property. Map right-of-way information on the same base mapping as the existing conditions – Task B). Meetings with property owners will be conducted.

G.) Identify Utility Conflicts

Identify and discuss all underground and overhead utilities in the project area. Include a preliminary assessment of whether any relocations will be required. Will the relocations occur outside of the existing Rights of Way? For underground utilities, an assessment should be made of whether they will be impacted by construction of proposed improvements.

H.) Identify Natural and Cultural Resource Constraints and Permitting Requirements

Review natural and cultural resource issues including wetlands, surface waters, flora/fauna, endangered species, storm water, hazardous wastes, forest land, historic, and architectural resources, 4(f) and 6(f) public lands, and agricultural lands. Identify potential impacts on these resources and permitting requirements, including the potential for review under Act 250. When possible, documentation from appropriate state agencies should be included to summarize the extent to which resources may or may not be impacted.

For the Historic resources, the correct level of study for above-ground resources would be a reconnaissance-level survey.

I.) Alternatives Presentations

Taking into consideration previously gathered information, conduct a public informational meetings with the Town to present all the different alternatives that have been considered. Each alternative should be presented in a matrix with pros and cons identified, comparative costs and whether or not it meets the purpose and need identified by the community. The outcome of these meetings should be an alternative selected by the community for further development.

J.) Develop Preliminary Cost Estimates

The consultant will develop preliminary cost estimates for further planning, design, construction and maintenance cost of the project. The estimates should be based on the assumption that the project will be constructed using a combination of Federal, State, and local funding. The cost estimates should include amounts for construction, engineering, and construction inspection. If the project is to be completed in phases, cost estimates for each phase shall be provided.

K.) Project Time Line

The consultant will provide a project development timeline that takes the project through the design, permitting and construction phases. If necessary, the consultant will develop a project phasing plan for construction of the project over a multi-year period.

L.) Report Production

Using information gathered from the activities outlined above and from the meetings with the Town, submit draft and final feasibility reports outlining the findings of the study (see Standards and Deliverables for number required). A public informational meeting will be held to review the draft report before completion of the final report. The consultant shall follow the report format shown in Attachment A and is expected to include all of the elements listed in the outline.

III. STANDARDS AND DELIVERABLES

- A.) All documents should be provided in both hard copy (paper) and digital format (MS WORD). All copies of draft and final reports shall be printed on both sides (i.e. double-sided).
- B.) All data, databases, reports, programs and materials, in digital and hard copy format created under this project shall be transferred to the Town upon completion of the project and become the joint property of the Town, and the State of Vermont.
- C.) The consultant will provide Twelve (12) copies of the draft and final reports. Reports must be submitted a minimum of one full week prior to meetings at which they will be discussed. In addition, one unbound camera-ready copy and digital copy of both the draft and final report will be provided to the Town. Original copies of the draft and final reports must be submitted to the Town, and VTrans.

IV. RESPONSE FORMAT

Responses to this RFP should consist of the following in a pdf digital format:

- A. A technical proposal consisting of:
 - 1. A cover letter expressing the firm's interest in working with the Town including identification of the principal individuals that will provide the requested services.
 - 2. A description of the general approach to be taken toward completion of the project, an explanation of any variances to the proposed scope of work as outlined in the RFP, and any insights into the project gained as a result of developing the proposal.
 - 3. A scope of work that includes detailed steps to be taken including any products or deliverables resulting from each task.
 - 4. A summary of estimated labor hours by task, clearly indicating individuals working on the project.
 - 5. A proposed schedule that indicates project milestones and overall time for completion.
 - 6. A list of individuals that will be committed to this project and their professional qualifications. The names and qualifications of any sub-consultants shall be included in this list.
 - 7. Demonstration of success on similar projects, including a brief project description and a contact name and address for reference.
 - 8. A representative work sample similar to the type of work being requested.

Please note that Items 1 – 5 should be limited to a total of 15 individual pages. Resumes, professional qualifications and samples are not included in this total.

- B. A separate cost proposal consisting of a composite schedule by task of direct labor hours, direct labor cost per class of labor, overhead rate, and fee for the project. If the use of sub-consultants is proposed, a separate schedule must be provided for each.

V. CONTRACT PERIOD & AMOUNT

The committee will select the consultant in , 2016. Work should be completed by December 30, 2016. The maximum limiting amount of this contract is **\$25,000.**

VI. CONSULTANT SELECTION

The consultant selection will be made by a committee that includes, representatives from the Town, a representative of Sugarbush Resort, and the VTrans Coordinator. The selection committee will review and evaluate all proposals based on the following criteria:

1. Concept and Scope (20%) - The consultant will present an overall project concept which should demonstrate an understanding of the scope and objectives for this project.
2. Work Program and Methodology (35%) - Include specific activities of tasks to be performed, proposed methodology and individual(s) to be responsible for carrying out the activities or tasks.
3. Firm Experience (15%) - Demonstration of the Consulting Firm's familiarity and actual experience in bicycle and pedestrian facility planning and design. Samples of similar work and related materials are welcome. References for similar work experience shall be provided, including organization names, mailing addresses, telephone numbers, and the name of the contact person.
4. Team Experience (20%) – Demonstration of the project team's qualifications, familiarity and actual experience in bicycle and pedestrian facility planning and design. Samples of similar work and related materials are welcome. References for similar work experience shall be provided, including organization names, mailing addresses, telephone numbers, and the name of the contact person.
5. Suitability of the Project Schedule (10%) - Chart(s) showing labor hours of individuals by task, and proposed schedule including: presentations to the project review committee and public meetings, submission of draft plans, site visits, etc. shall also be included. The Project Schedule and charts shall be provided in a digital Excel spreadsheet.

The selection committee may elect to interview consultants prior to final selection.

VII. SUBMISSIONS

Consultants interested in this project should submit one digital copy of their proposal, in PDF, to:

Cindi Jones
Town of Warren
selectboard@warrenvt.org
C. Jones

Technical and cost proposals must be submitted as separate documents.

Email attachments may not exceed 20MB due to limitations imposed by our email provider. For documents larger than 20MB, please utilize a file transfer service, such as Dropbox for transmission. Or mail or drop off at the

Submissions will receive an email confirming receipt of the files.

Questions about the project should be directed to Cindi Jones at the above email address or phone number.

All proposals must be received by the Town no later than **Noon on [REDACTED], 2016**. Proposals and/or modifications received after this time will not be accepted or reviewed.

All proposals upon submission become the property of the Town. The expense of preparing and submitting a proposal is the sole responsibility of the consultant. The Town reserves the right to reject any or all proposals received, to negotiate with any qualified source, or to cancel in part or in its entirety this RFP as in the best interest of Town. This solicitation in no way obligates the Towns to award a contract.

VIII. CONTRACTING PROCESS

The Consultant, prior to being awarded a contract, shall apply for registration with the Vermont Secretary of State's Office to do business in the State of Vermont, if not already so registered. The registration form may be obtained from the Vermont Secretary of State, 128 State Street, Montpelier, VT 05633-1101. The telephone number is (802) 828-2363. The contract will not be executed until the Consultant is registered with the Secretary of State's Office. The successful Consultant will be expected to execute sub-agreements for each sub-consultant named in the proposal upon award of this contract.

The Consultant must have a current Vermont Agency of Transportation Form AF38 on file with VTrans prior to signing a contract. The AF38 form should be completed at a level commensurate with the anticipated magnitude of proposed work. The AF38 form and any financial information should be submitted directly to VTrans Audit Section. This information will be kept confidential on file in the Audit Section. Please note in the SOQ if this information is currently on file with VTrans. Form AF38 can be found on the VTrans website:

(www.aot.state.vt.us/conadmin/relateddocs.htm).

The Consultant's attention is directed to the VTrans' Disadvantaged Business Enterprise (DBE) Policy Requirements. These requirements outline the State's and the consultant's responsibility with regard to the utilization of DBEs for the work covered in the RFP. It is expected that all consultants will make good faith efforts to solicit DBE sub-consultants.

Prior to beginning any work, the Consultant shall obtain Insurance Coverage in accordance with the

Consultant Contract Provisions located in the Local Transportation Facilities (LTF) Guidebook (Appendix E). The certificate of insurance coverage shall be documented on forms acceptable to the Town. The LTF Guidebook may be found online at <http://vtransengineering.vermont.gov/bureaus/mab/local-projects/general/guidebook>. The contract between the Town and the Consultant shall also make general reference to those provisions or attach them to the contract.

If the award of the contract aggrieves any firms, they may appeal in writing to the Town of Warren Selectboard, PO Box 337, Warren VT 05674. The appeal must be post-marked within seven (7) calendar days following the date of written notice to award the contract. Any decision of the Town Selectboard is final.

Attachment A:
Recommended Outline for the Bicycle and Pedestrian Feasibility Study

- I. PURPOSE AND NEED OF THE PROJECT – identify goals and objectives, provide description of existing conditions (how do they hinder the goals?)
- II. PROJECT AREA AND EXISTING CONDITIONS – identify the project area, existing conditions and proposed location of facilities. What other locations were considered? What origins and destinations are served by the proposed facility?
- III. RIGHT OF WAY – identify each landowner and assess their level of interest in the project.
- IV. UTILITY IMPACTS – What existing underground and/or overhead utilities are in the project area? How will they be impacted by the proposed project?
- V. NATURAL AND CULTURAL RESOURCES – identify constraints and possible design solutions and necessary permits. Include resource maps indicating identified resources and the relationship to the preferred alternative. Develop a resource impact matrix for inclusion in the final report.
 - A. Natural Resources
 1. Wetlands
 2. Lakes/Ponds/Streams/Rivers
 3. Floodplains
 4. Endangered Species
 5. Flora/Fauna
 6. Stormwater
 7. Hazardous Wastes
 8. Forest Land
 - B. Cultural Resources
 1. Historic
 2. Archaeological
 3. Architectural
 4. Public Lands
 5. Agricultural Lands
- VI. PRELIMINARY PROJECT COST ESTIMATE – including preliminary engineering, right of way acquisition, construction, project management and construction inspection costs.
- VII. MAINTENANCE - Discuss anticipated maintenance needs of the proposed project, including whether removal is desirable and, if so how it is likely to be addressed.
- VIII. PUBLIC INVOLVEMENT – Document the extent to which the public supports the project and identify any potential problems.
- IX. COMPATIBILITY WITH PLANNING EFFORTS – Indicate how the proposed improvement is compatible with relevant local Town plans, regional Transportation or Bike/Ped (if available) plans, and the VTrans Bicycle and Pedestrian Plan.
- X. PROJECT TIME LINE – given the nature of the project what is your best estimate of the time it will take to scope, design and construct the project (or initial phase of the project).
- XI. VIABILITY – why should VTrans or other funding sources consider this project proposal? Is the project responsive to a community need and is the public good served by spending local, state and federal dollars on this alignment? Are there other considerations that should be made before this project is advanced?