

AGENDA  
WARREN SELECTBOARD  
JULY 12, 2016

- ✓ 7:00 PM – WARREN FIRE DEPT – CHECK IN
- ✓ 7:35 PM – Warren Falls Parking Discussion
- ✓ 8:00 PM – Green Mountain Stage Race – Gary Kessler
- ✓ 8:15 PM DEPT. OF PUBLIC WORKS – BARRY SIMPSON  
WATER PROJECT UPDATE

8:30 PM – APPROVAL OF MINUTES FROM JUNE 28, 2016

8:35 PM – APPROVAL OF ACCOUNTS PAYABLE AND PAYROLL WARRANTS

\$ 9,689.99      \$17,389.04

8:40 PM – OTHER BUSINESS

Sewer Approval Allocation for Marincic – Plans have been checked by Town Engineer

\*AGENDA SUBJECT TO CHANGE LAST MINUTE\*\*

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

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

**Others Present:** Brian and Corrine Moulton, Jeff Campbell, Tom Shive, Peter DeFreest, Gene Bifano, Barry Simpson, Tracy (VR), TV 44/45, and Cindi Jones.

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

**7:03 PM – Warren Fire Dept. Check in** – Mr. Ackland opened up the discussion by asking how the fire dept. was doing on the recommendations from the consultant. Mr. Shive responded that they have been working on a few things such as the truck replacement schedule, (dependent on new building) have established a truck maintenance policy, established truck captains to be responsible for an individual truck (like a DOT truck inspection). They also have been doing training sessions. Membership is at 28 with 3 new members that have passed Fire Fighter 1 & 2 course and one new member is a contact person at Sugarbush. Sometime in early September the committee will meet to talk about a new fire house in the near future.

MOU Response Letter from Sugarbush – Mr. DeFreest commented that he spoke to Sugarbush the following day and it has been addressed. Sugarbush is making changes and training their staff.

TV Outstanding Bill - The item purchased was a TV/Wide Screen that was not included in their training budget. Mr. DeFreest commented that they use it for watching training videos and that it was decided to purchase a larger one so that everyone could see the video. Mr. Ackland commented that it would be considered as a training program item and would have been paid out the training budget, however, it was not planned in last year's budget. The fire dept. does not have a line item in their budget for such purposes. It was recommended that next year they provide a line item for training.

Motion by Mr. Ackland for the fire dept. to pay for ½ of the invoice out of their funds, to deplete the WFD account and the town would pay the remainder, second by Mr. Youmell. All in Favor: VOTE: 5-0.

**7:20 PM – Warren Falls Parking Issues** – At the request of VTRANS, the Warren Selectboard had a discussion about the serious parking issues at the Warren Falls that has been created by the reconstruction of RT 100 and the limited parking that the forest service has provided. Mr. Moulton a land owner directly impacted by this, commented that the north bound traffic lane is dangerous as people are parking on both sides of the road on the bad corner. Most are travelling at an excessive speed of more than 40 mph as it is posted for. The parking on the roadway has made it very difficult at times for two-way traffic. The group talked about a few solutions such as signs maybe saying: No Parking, cars will be ticketed or towed. Another thought was to have a flashing yellow light on the north bound lane coming from Granville to slow traffic down. Another possibility was maybe reducing the speed zone in that area, it is currently 40 mph. Prior to the Route 100 construction the situation was not as dangerous as it is currently now. The state did modifications to RT 100 such as closed off the lower pull out prior to the new parking lot, added guardrails on both sides of the road making it so cars cannot get all the way off the travelled lane and grade on the curb is much steeper than it was.

Mr. Bifano commented that the forest service has made the situation worse for the Mad River Valley Ambulance to respond to calls especially when the lot is full. They are talking with the head forest ranger concerning that issue. Mr. Ackland commented that innkeeper education could help as the innkeepers send their guests there. Also creating a flyer to post around town and at Warren falls stating that they people could be towed or ticketed when parking on travel lane and using front page forum to alert the public as well. Ms. Jones will attend the traffic committee meeting on August 3 in Montpelier to address the concerns and suggestions on how as a team we can all work to together to make it a safer area.

**7:55 PM – Department of Public Works – Barry Simpson –**

Town Well – Mr. Simpson reported that Manosh had drilled down to 168' and got 2 ½ gallons of minute and that Mr. Cunningham and Mr. Simpson made the decision to drill down to 422'. At 422 feet the well yielded 10 gallons a minute. Manosh will return to do a pump down for 4 hours and then do the required tests as required by the state.

Contract with Watershed Consulting – Mr. Simpson presented a contract for Watershed Consulting do the engineering design for the Fuller Hill Remediation funding. The contract price is for \$9,600 and the time line is as follows: 1. Existing conditions survey and base plan (Summer 2016) 2. Runoff/Water Quality Model: Fall 2016, 3. BMP identification and prioritization: Fall/Winter 2016, 4. Design Plan: Spring 2017, 5. Summary Report: Spring/Summer 2017. Mr. Cunningham, the board Chair, signed off.

H.P. Fairfield – Mower Contract: - Mr. Simpson presented the lease agreement for the mower rental. Total Cost is \$8,850. Fairfield needs Certificate of Liability.

Blueberry Lake Dam – Mr. Simpson reported that he met with the Dam Safety Inspector on Tuesday. They will follow up with a report.

**8:30 PM – Festival Permit for the Green Mountain Stage Race –** Mr. Kessler came before the board with the Festival permit and consent to use the town roads. There is no change from the race schedule or course.

Motion by Mr. Ackland to approve the Festival Permit for the Green Mountain Stage Race, second by Mr. Graves. All in Favor: VOTE: 5-0.

**8:35 PM – Other Business:**

Roller Transport Trailer –Mr. Weston has asked if the board would approve a trailer for the roller. It is within the budget. Motion by Mr. Cunningham to authorize Mr. Weston to purchase a trailer between \$8,000-\$12,000 to carry the roller, second by, Mr. Youmell. All in Favor: VOTE: 5-0.

**8:40 PM – Approval of Accounts Payable Warrants –** Motion by Mr. Ackland to approve the accounts payable warrants as presented for \$ 9,689.99, second by Mr. Youmell. All in Favor: VOTE: 5-0.

**8:44 PM -Approval of Payroll Warrants –** Motion by Mr. Ackland to approve the payroll warrants as presented for \$ 17,389.04, second by Mr. Mays. All in Favor: VOTE: 5-0.

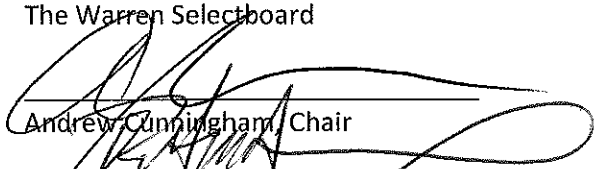
**8:50 PM – Approval of Minutes for June 28, 2016** – Motion by Mr. Youmell to approve the Minutes of June 28, 2016, second by Mr. Graves. All in Favor: VOTE: 5-0.

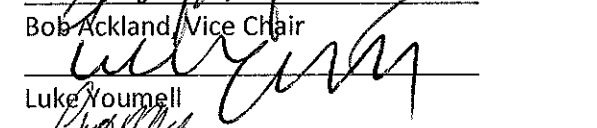
**8:55 PM – Sewer Connection for Marincic** – Motion by Ackland to approve the sewer allocation connection for Marincic, second by Mr. Youmell. All in Favor: VOTE: 5-0. Uncommitted Reserve Capacity is at 6,769 GPD.

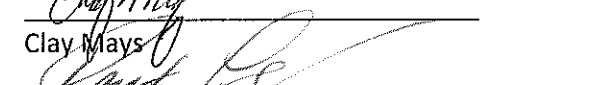
**9:00 PM** – Motion to adjourn by Mr. Ackland, second by Mr. Youmell. All in Favor: VOTE: 5-0.

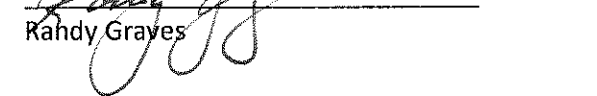
Minutes Respectfully Submitted by,  
Cindi Jones, Warren Town Administrator


The Warren Selectboard

  
\_\_\_\_\_  
Andrew Cunningham, Chair

  
\_\_\_\_\_  
Bob Ackland, Vice Chair

  
\_\_\_\_\_  
Luke Youmell

  
\_\_\_\_\_  
Clay Mays

  
\_\_\_\_\_  
Randy Graves

Financial Management Questionnaire – Towns and Cities

**RECEIVED**  
 JUN 29 2016  
 TOWN OF WARREN

	Yes	No	Don't know	By whom
Are all town account records currently maintained by one individual?	<input checked="" type="checkbox"/>			Dayna Lisaius
Do you reconcile bank and ledger balances monthly?	<input checked="" type="checkbox"/>			Dayna Lisaius
Are checks always written to specified payees and not to cash?	<input checked="" type="checkbox"/>			DL
Does the same individual open the mail and deposit checks?	<input checked="" type="checkbox"/>			DL
Are pre-numbered checks used for all bank accounts?	<input checked="" type="checkbox"/>			
Are unopened bank statements delivered directly to the treasurer as received?	<input checked="" type="checkbox"/>			
Do you always provide a numbered receipt for any cash payment made to the town?	<input checked="" type="checkbox"/>			
Have select board members attended financial trainings?			<input checked="" type="checkbox"/>	
Are bank statements reconciled on a regular basis?	<input checked="" type="checkbox"/>			
Does someone other than the treasurer review bank reconciliations?	<input checked="" type="checkbox"/>			Amber Baker-NEMRC
Have you deposited town monies anywhere other than a town account?		<input checked="" type="checkbox"/>		
Have you deposited any non-town monies into a town account?		<input checked="" type="checkbox"/>		
Is interest in town accounts apportioned to each account?	<input checked="" type="checkbox"/>			
Have there been any changes in authorized signatures during the fiscal year?		<input checked="" type="checkbox"/>		
Has a signature stamp ever been used for any town account		<input checked="" type="checkbox"/>		
Has there ever been a theft, or unauthorized use of town funds or equipment?		<input checked="" type="checkbox"/>		
Are financial records maintained in a computerized system?	<input checked="" type="checkbox"/>			and manually
Does the town have written policies and procedures for financial operations?	<input checked="" type="checkbox"/>			
Does each town official have copies of these policies and procedures?				Some - and for those that need NEMRC - every other with.
Have you attended trainings on recordkeeping?	<input checked="" type="checkbox"/>			
Are checks written by the same individual who approves payments?		<input checked="" type="checkbox"/>		
Are you a participant in any business which does business with the town?		<input checked="" type="checkbox"/>		
Do you maintain separate pages, columns or running balances for each fund?	<input checked="" type="checkbox"/>			
Do elected town auditors attend financial trainings?			<input checked="" type="checkbox"/>	
Are bank accounts and fund balances reconciled on a monthly basis?	<input checked="" type="checkbox"/>			
Does the town loan money to town employees?		<input checked="" type="checkbox"/>		

As a signer below I certify to the best of my knowledge that the answers provided in this self-assessment questionnaire are an accurate representation of the operation of the Town/City of: Warren, Vermont.

Preparer: (signature) Dayna Lisaius (printed name): Dayna Lisaius Title: Treasurer

Received by Select Board (signature): [Signature] on (date): 7/12/16