

**TOWN OF WARREN  
PLANNING COMMISSION  
MINUTES OF MEETING  
MARCH 25, 2002**

**MEMBERS PRESENT:** John Goss, Tara Hamilton, Vice Chair; Donald La Haye, Lisa Miserendino, Matt Sargent.

**OTHERS PRESENT:** Karen Winchell, CVCLT; Patricia Floyd, Margo Wade, DRB/PC Assistant.

**AGENDA:**

- I. 7:30 p.m. Call to Order
- II. Affordable Housing  
Discussion and update with Karen Winchell from Central Vermont Community Land Trust
- III. Village Sidewalk & Pedestrian Planning  
Review AOT grant application and draft Selectboard letter of support
- IV. Municipal Facilities Growth & Space Planning  
General planning discussion with Patricia Floyd
- V. Other Business:
  - a) Signing of minutes
  - b) PC Vacancy

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**I. CALL TO ORDER**

Ms. Hamilton called the meeting to order at 7:30 p.m.

**II. AFFORDABLE HOUSING**

Karen Winchell from Central Vermont Community Land Trust came before the board to recommend Bannon Engineering to perform the preliminary site assessments for the identified parcels.

The Warren Affordable Housing Committee (WAHC) received proposals from four firms. Two estimates were significantly higher than the other two. Johnson Company submitted a proposal for \$14,835 for both phases and McCain Consulting submitted a proposal for \$17,100 for both phases.

The other proposals were submitted by Provan & Lober and Bannon Engineering and detailed as follows:

	Provan & Lobar	Bannon Engineering
Phase I	\$5,775	\$3,550
Phase II	\$3,765	\$7,300
Total	\$9,540	\$10,850

Both firms come highly recommended and we are confident that both have the skills and qualifications to perform the scope of work.

Provan & Lober is a large engineering firm based in NH. They maintain an office in Montpelier. The principal in Montpelier is Don Marsh who is familiar with the Valley and

has worked for Sugarbush both as consulting engineer and as staff for American Ski Co. They have worked on several affordable housing projects and have a great deal of depth and breadth. Though they have a local staff, they do operate like a large company and their local staff is driven by "billable hours."

Bannon is a local firm that has worked for several clients in the Valley. They have not indicated that they have had experience with affordable housing development. Bannon has a strong background with state permitting process. He is a local company and has an excellent reputation for responsiveness.

Each firm has some positives – Provan & Lober has done affordable housing and Bannon is local who may not be so driven by billable hours. All things considered, the WAHC recommends Bannon Engineering as he is smaller and is a local firm.

The preliminary site assessment will include assessment for septic and water, access to the property, and possible routes to get power to the site.

**MOTION by Mr. Sargent, seconded by Mr. Goss to accept the WAHC recommendation and select Bannon Engineering to perform the preliminary site assessment work for the Warren Affordable Housing Project. VOTE: unanimous; motion carried.**

The Blueberry Lake house was discussed as a site for possible affordable housing. Ms. Hamilton will contact the Trust for Public Lands for a sale price and Ms. Wade will research lot lay out and the possible density.

### **III. VILLAGE SIDEWALK & PEDESTRIAN PLANNING**

Ms. Wade presented the VAOT Bicycle and Pedestrian grant application for review and approval. The application had also been sent to Steve Gladczuk at CVRPC who suggested discussion road widths, number of vehicles on the road, lack of shoulders, speed limits, parking situation, and that the village is an identified growth center. Ms. Hamilton also suggested include that the village is on the National Register for Historic Places and identified as a historic district.

The application requires a letter of support from the Selectboard and CVRPC. Ms. Wade has drafted a letter and will attend the Selectboard meeting tomorrow night to discuss the application. Steve Gladczuk will be presenting a letter of support to the TAC, also tomorrow night. A 10% local match is a requirement of the grant. The grant money already received from DHCA qualifies for the match. Therefore, the planning project is fully funded through grants, anticipating we receive the bike & ped grant.

Steve Gladczuk is confident we will be awarded the grant because we are asking for the smallest allowable denomination (\$10,000) and we are the only application submitted from the Central Vermont region.

**IV. MUNICIPAL FACILITIES GROWTH & SPACE PLANNING**

Patricia Floyd, Warren resident and Strategic Planner, has volunteered to assist the PC with the Municipal Facilities Growth & Space planning project. Ms. Floyd led the group through an exercise refining options, which were identified at a prior meeting.

Ms. Floyd will compile the results and email them to commission members (see attachments to these minutes). For the next meeting (April 8) commission members will review the "Economic and Demographic Forecast" document and note the information that they believe we will need to consider when we determine the assumptions we will make for the project.

Mr. Sargent agreed to provide rough sketches for visualization. He and Mr. Goss agreed to provide rough estimates of square footage each would create and truly ball park cost estimates. Ms. Wade will develop a list of potential site locations for the option of building the entirely new Municipal Building. These assignments will not be ready for our next meeting but will be ready for our April 22 meeting.

**V. OTHER BUSINESS**

a) Signing of minutes

**MOTION by Mr. Sargent, seconded by Mr. La Haye to approve the March 11, 2002 meeting minutes as submitted. VOTE: unanimous; motion carried.**

b) PC Vacancy

To date Mr. Donaldson has been the only person to express interest in the vacancy. Mr. Messner did not feel he would have the time to commit to the position. Ms. Wade will run the vacancy announcement in the Valley Reporter for another week and arrange a meeting with Mr. Donaldson, Mr. Goss and Ms. Miserendino since Mr. Goss and Ms. Miserendino were not at Mr. Donaldson's interview.

Items for the next PC meeting:

- Facilities growth & space planning
- Village sidewalk & pedestrian proposal review and consultant selection
- Scenic roads
- PC candidate interviews

**V. ADJOURNMENT**

**MOTION by Mr. Sargent, seconded by Mr. La Haye to adjourn the meeting.  
VOTE: unanimous; motion carried.**

The meeting adjourned at 10:15 p.m.

Respectfully submitted,  
Margo B. Wade  
DRB/PC Assistant

**PLANNING COMMISSION**

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John Goss (date)

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Tara Hamilton, Vice Chair (date)

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Donald La Haye (date)

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Lisa Miserendino (date)

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Matt Sargent (date)