

**TOWN OF WARREN
PLANNING COMMISSION
MINUTES OF MEETING
APRIL 8, 2002**

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

OTHERS PRESENT: Steve Butcher, Patricia Floyd, Margo Wade, DRB/PC Assistant.

- AGENDA:**
- 1) Call to Order
 - 2) PC Vacancy:
Candidate interviews and selection
 - 3) Village Sidewalk & Pedestrian Plan:
Consultant Proposal Review and Selection
 - 4) Scenic Roads:
Organize surveys & identify potential roads on road map
 - 5) Municipal Facilities Growth & Space Planning:
Discuss assumptions, and economic & demographic info
 - 6) Other Business:
 - a) Signing of minutes
 - b) Invoice approvals (CRS, CVRPC)
 - c) Approve Bannon contract
 - d) Sign Woods letter

I. CALL TO ORDER

Mr. Cormier called the meeting to order at 7:00 p.m.

II. PC VACANCY:

The commission interviewed Steve Butcher, who had responded to the advertisement and expressed interest in the vacancy. Ms. Wade contacted both John Donaldson and Bob Messner to inform them of the vacancy. Mr. Donaldson, who was interviewed back in January, also expressed interest in the current vacancy. The commission did not feel it was necessary for Mr. Donaldson to return for a second interview. Mr. Messner declined to reapply.

After discussion about each candidates merits the commission unanimously chose to recommend Mr. Donaldson for the position.

III. VILLAGE SIDEWALK & PEDESTRIAN PLAN

Ms. Wade reported that nine proposal were received for the project, copies of which had been distributed to the PC last week for review. The group briefly discussed the submitted proposals and selected LandWorks, Broadleaf and Roger A. White to come in next meeting to meet with the PC. DoBois & King was selected as an alternate for Robert White if he was unwilling to consider more meetings than included in his proposal.

The PC agreed that all of the proposals were impressive. Consultation firms selected for interviews were chosen based on votes received from each commissioner, who selected their three top proposals.

IV. SCENIC ROADS

Road surveys are not complete. Mr. Cormier and Ms. Wade will conduct the final surveys for the next meeting. The PC realizes that recommendations should be made to the Selectboard soon considering we are beginning the time of year when the road crew will be undertaking road repairs.

V. MUNICIPAL FACILITIES GROWTH & SPACE PLANNING

Patricia Floyd led the group through an exercise to discuss and clarify the options developed at the last meeting. Possible phasing times were estimated for each option (see attached notes).

Ms. Miserendino suggested that we should be considering space for other non-civic groups such as the Historic Society, Arts Committee, etc., which also raise the concern for space need for the Fire Department, and Road Department.

Info to be gathered for the next meeting include:

- sketches and square footage created for the options
- space needs to the users (Library, Town Clerk & Treasurer, Listers, etc.)
- rough cost estimates of different options
- Fire Dept space needs
- logistics of renting out extra municipal space
- grant availability to fund the project

VI. OTHER BUSINESS

a) Signing of minutes

MOTION by Ms. Hamilton, seconded by Mr. Sargent to approve the March 25, 2002 meeting minutes. VOTE: unanimous; motion carried.

b) Invoice approvals (CRS, CVRPC)

MOTION by Mr. Cormier, seconded by Mr. La Haye to approve the CVRPC invoice #02-035 for \$93.00 for updated land use maps. VOTE: unanimous; motion carried.

MOTION by Mr. Cormier, seconded by Ms. Miserendino to approve paying \$3500 of the CRS March 19, 2002 invoice for the MRV Affordable Housing Plan update, leaving a balance of \$1000 to be paid after receipt of the employment and housing need addendum. VOTE: unanimous; motion carried.

c) Approve Bannon contract

Ms. Wade distributed the contract between the Town of Warren, CVCLT and Bannon Engineering for the preliminary site assessment work. Mr. Cormier raised concerns with the contract and asked that CVCLT have their attorney review the contract before approval. Ms. Wade explained that CVCLT developed the wording for the contract, which

follows contracts for similar work on other affordable housing projects. Mr. Sargent pointed out that this is only preliminary site work to determine possible septic capacity, site access, water and utility routes. This information is needed before further effort is put into the project on these sites.

d) Sign Woods letter

Commission members signed the letter to Claudia Woods thanking her for her year as a PC member.

Items for the next PC meeting:

Municipal Facilities Growth & Space planning

Scenic Roads

Village Sidewalk & Pedestrian Project Consultant interviews

VII. ADJOURNMENT

MOTION by Ms. Hamilton, seconded by Mr. Sargent to adjourn the meeting.

VOTE: unanimous; motion carried.

The meeting adjourned at 10:30 p.m.

Respectfully submitted,
Margo B. Wade
DRB/PC Assistant

PLANNING COMMISSION

Clayton Cormier, Chair (date)

John Goss (date)

Tara Hamilton (date)

Donald La Haye (date)

Lisa Miserendino (date)

Matt Sargent (date)