

**TOWN OF WARREN
PLANNING COMMISSION
MINUTES OF MEETING
APRIL 22, 2002**

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

OTHERS PRESENT: David Raphael, LandWorks; Megan Moffroid, John Connell, Mark Bannon, Broadleaf; Bob White, Office of Robert A. White; Margo Wade, DRB/PC Assistant.

AGENDA:

- 1) 7:00 p.m. Call to Order
- 2) Village Sidewalk & Pedestrian Planning
Consultant Interviews and Selection
7:00 p.m. LandWorks
7:30 p.m. Broadleaf
8:00 p.m. Robert White
- 3) Scenic Roads
Review surveys and map roads
- 4) Conservation Fund Charter
Brainstorming and discussion
- 5) Other Business:
 - b) Signing of minutes

I. CALL TO ORDER

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

II. VILLAGE SIDEWALK & PEDESTRIAN PLANNING

The commission spoke with David Raphael from LandWorks; Megan Moffroid, John Connell, and Mark Bannon the team representing Broadleaf Landscape Architects; and Bob White from the office of Robert A. White.

After the interviews, the PC identified a list of criteria with which to evaluate and quantify the candidates. The criteria included quality of the written proposal; quality of the oral presentation; ability to facilitate the public meetings/process; organizational structure/staffing and sense of competence/ability to perform an excellent job; experience with small village projects and issues; and willingness to work outside of the AOT box. Each criterion was rated 1 (lowest) to 10 (highest). Each candidate received a rating for each criterion. Rankings were tallied for an overall score. LandWorks received 310 points, Robert A. White received 308 points, and Broadleaf received 262 points.

David Raphael and LandWorks were chosen based on receiving the highest score. The PC acknowledged that all of the candidates were competent and qualified. Evaluation based on rating the identified criteria was the fairest because each commission was ranking the consultants against the same criteria.

III. SCENIC ROADS

The item was table for discussion at the next meeting.

IV. CONSERVATION FUND CHARTER

The Selectboard has asked the PC to develop a charter for the Conservation Fund, which will guide the collection and disbursement of monies form the fund. For the next meeting Ms. Hamilton and Ms. Wade will research model charters for the group to review.

V. OTHER BUSINESS

An additional meeting was scheduled at 7:30 p.m. on Monday April 29, 2002 because the May 27, 2002 will not be held because it falls on Memorial Day.

a) Signing of minutes

MOTION by Ms. Hamilton, seconded by Mr. Goss to approve the April 8, 2002 meeting minutes as submitted. VOTE: unanimous; motion carried.

Items for the next PC meeting:

Scenic Roads

Conservation Fund Charter

V. ADJOURNMENT

MOTION by Ms. Hamilton, seconded by Mr. Goss 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)