

**TOWN OF WARREN  
PLANNING COMMISSION  
MINUTES OF MEETING  
JANUARY 13, 2003**

- MEMBERS PRESENT:** Clayton Cormier, Chair; John Donaldson, John Goss, Donald La Haye, Lisa Miserendino.
- OTHERS PRESENT:** Karen Winchell, CVCLT; Jeff Schoellkopf, the Design Group; Patricia Floyd; Strategic Planner; Margo Wade, DRB/PC Assistant.
- AGENDA:**
- 1) 7:00 p.m. Call to Order
  - 2) Affordable Housing
    - update from Karen Winchell
  - 3) Municipal Space Planning
    - update from Jeff Schoellkopf
    - continue preparation for public forum with Patricia Floyd
    - Clay Point (#8661A) & Schoellkopf (#1202WMB) invoices
  - 4) Village Sidewalk & Pedestrian Project
    - review contract and scope of work
  - 5) Other Business:
    - a) approve meeting minutes
    - b) approve 2002 PC Report
    - c) CVCLT & TAC representatives

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**I. CALL TO ORDER**

Mr. Cormier called the meeting to order at 7:40 p.m.

**II. AFFORDABLE HOUSING**

Karen Winchell presented the following updates:

Cemetery Site

- the Grattons met with Ms. Winchell and Mr. Donaldson last week. Some progress was made regarding access over the Gratton's property and a site visit with Mr. Gratton was scheduled for Friday.
- Ms. Winchell will draft a resolution to present to the Selectboard regarding the conveyance of a portion of the site to CVCLT for an affordable housing project. The voters must approve the request and we are hoping to place the item on March 2003 town Meeting agenda.

Brook Road/Behn Road Site:

- CVCLT is in negotiations with the property owner
- the owner's aunt owns the property across Behn Road and CVCLT is willing to discuss a package of both parcels at the owner's request
- the owner reported to Ms. Winchell that he had touched base with abutters about selling the property for an affordable housing development and received supportive feedback from the abutters

Ms. Winchell would like to perform another sweep of the Valley to identify other possible sites. The PC supports CVCLT efforts on the Behn Road site, but requested that the

Cemetery site remain a priority because the site would best accommodate development patterns and users needs, minimize infrastructure costs, and remain within the village and near the Elementary School.

### **III. MUNICIPAL SPACE PLANNING**

Mr. Donaldson updated the group about the Ruby Blair house. Sheila Ware delivered the Jan 3 2003 site plan and elevations to, and discussed the Town's space issues with Ms. Blair. After that discussion Ms. Ware and Mr. Donaldson spoke again about the situation. Ms. Blair does not wish to see any expansion of the Municipal Building onto her property and into her view. She feels the Town was sold the property at a bargain price and she has right to the land until her death. Ms. Ware also believes Ms. Blair has full right to the land until her passing. Ms. Ware's documentation of the transaction indicates the Town understood they would have no use of the land until Ms. Blair discontinues use. Ms. Blair would be amenable to an addition above the Library, off the back (east) side of the Library and/or off the front of the building.

Ms. Wade and Mr. Donaldson will report this information to the Selectboard at their next meeting.

Mr. Schoellkopf will work within the updated constraints, breaking the project into two phases and accommodating Ms. Blair's wishes. Focusing on building up on the first phase and maximizing existing and potential space. With the second phase focusing on adding onto the footprint of the existing building.

The PC will investigate availability of grant monies to help offset the costs of the project. Ms. Markolf needs to be consulted about available library funding sources.

Planning for a public forum will be redirected to presenting site plans, models, and building designs at Town Meeting. A bond vote request to fund the project will be put off until building plans have been finalized and availability of other funding sources have been exhausted.

**MOTION by Ms. Miserendino, seconded by Mr. Goss to approve the Schoellkopf invoice (#1202WMB) for \$1854.50, and the Clay Point invoice (#8661A) for \$1407.50, which also requires Mr. Schoellkopf's approval. VOTE unanimous; motion carried.**

### **IV. VILLAGE SIDEWALK & PEDESTRIAN PROJECT**

The LandWorks contract and scope of work was reviewed and amended. Ms. Wade will distribute the amended version to David Raphael, LandWorks and Amy Bell, Vtrans.

**MOTION by Mr. La Haye, seconded by Mr. Donaldson to approve the amended *Terms and Conditions of Contract Between Town of Warren and LandWorks* and authorize Mr. Cormier to sign on behalf of the Planning Commission. VOTE: unanimous; motion carried.**

**V. OTHER BUSINESS**

a) Signing of minutes

**MOTION by Mr. Donaldson, seconded by Ms. Miserendino to approve the December 16, 2002 meeting minutes as corrected. VOTE: unanimous; motion carried.**

b) approve 2002 PC Report

Minor changes were incorporated into the report, which will be updated and submitted to the auditors.

c) CVRPC & TAC representatives

Mr. La Haye volunteered to co-represent the Town at the Regional Planning Commission meetings. The Transportation Advisory Committee representative position still needs to be filled.

Items for the next PC meeting:

- PC Candidate interviews

**V. ADJOURNMENT**

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

The meeting adjourned at 10:00 p.m.

Respectfully submitted,  
Margo B. Wade  
DRB/PC Assistant

**PLANNING COMMISSION**

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Clayton Cormier, Chair (date)

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John Donaldson (date)

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John Goss (date)

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Donald La Haye (date)

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Lisa Miserendino (date)