

**TOWN OF WARREN  
PLANNING COMMISSION  
MINUTES OF MEETING  
MARCH 24, 2003**

**MEMBERS PRESENT:** Clayton Cormier, Chair; John Donaldson, Vice Chair;  
Donald La Haye, Lisa Miserendino, Matt Sargent.

**OTHERS PRESENT:** Jay Staunton, Vermont Journal; Karen Winchell, Central  
Vermont Community Land Trust; Jeff Schoellkopf,  
Schoellkopf Design; Shannon M. Hill, DRB/PC Assistant.

**AGENDA:** 1) 7:30 p.m. Call to Order  
2) Approve Minutes from February 10 and March 10, 2003  
3) Discuss Schoellkopf Invoice and Design Ideas  
4) Affordable Housing Update with Karen Winchell  
5) Review updated Sidewalk Plan from LandWorks  
6) General Planning: Update on CVRPC and MRVPD meetings  
7) Other Business: Approve LandWorks and Schoellkopf Invoice

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**I. CALL TO ORDER**

Mr. Cormier called the meeting to order at 7:38 p.m.

**II. Approve Minutes**

**Motion by Mr. Donalson, seconded by Mr. LaHaye, to approve the minutes from February 10, 2003. VOTE: unanimous; motion carried.**

**Motion by Mr. Donalson, seconded by Mr. LaHaye, to approve the minutes from March 10, 2003. VOTE: unanimous; motion carried.**

**III. Municipal Expansion - Discuss Schoellkopf Invoice and Design Ideas**

Mr. Schoellkopf, the Municipal Space Planning Architect, came before the board to discuss his most recent invoice dated March 4<sup>th</sup>, 2003 for \$4,487.50. The original contract with Schoellkopf Designs was not to exceed \$10,000, yet the latest invoice puts the total project cost at \$13501.75. Mr. Schoellkopf is willing to discuss reasonable terms for a reduced bill.

After a full review of the charges the PC and Mr. Schoellkopf agreed to split the amount over the contracted \$10,000. The amount to be discounted is approximately \$1500 and does not include the separate charges of \$1500 for asbestos inspection work.

**Motion by Mr. Cormier, seconded by Mr. Donaldson, to approve a payment to Schoellkopf Design in the sum of half of the total amount billed over the contracted amount of \$10,000. VOTE: unanimous; motion carried.**

Mr. Schoellkopf is hiring an estimator to get an accurate construction cost. The estimator should cost approximately \$1500. If the design stays substantially the same, Mr. Schoellkopf would need approximately \$3500 to participate in the public meetings and update the schematic with more detail and minor changes. The board approved an additional \$3500 to cover the schematic design and the cost estimate.

Mr. Schoellkopf has compiled all of the Municipal Expansion data thus far into a three ring binder. Each board member would like a copy of the notebook excluding the drawings.

The board briefly discussed the cost of moving the library and municipal staff during construction. They will look into moving the library over to the Town Hall temporarily and renting office trailers for the rest of the staff. Moving the library could be a volunteer job for the citizens so the town does not have to pay a moving crew.

Mr. Cormier met with the Warren Library Board of Trustees. They were pleased with the design and will pursue grants and other funding to help pay for the fixtures and furnishings.

The board would like to shoot for a mid-May public meeting to present the Municipal Expansion designs to the public. The town would need to approve a bond by September/October 2003 in order to begin construction in 2004.

#### **IV. Affordable Housing Update with Karen Winchell**

Ms. Winchell from the Central Vermont Community Land Trust presented an update on affordable housing in Warren. She advised that she had sent a final letter to Mr. and Ms. Gratton asking for an easement to access the property. She has offered them a modest payment, but there has been no reply to date.

She plans to meet with Mr. Ackland, president of Sugarbush Resort, to discuss possible bridge financing for the land on the corner of Behn and Brook Road.

#### **V. Review Updated Sidewalk Plan from LandWorks**

LandWorks has submitted an updated sidewalk plan for the PC's review. The board requested a narrative and a highlighted map explaining the changes made.

**VI. OTHER BUSINESS**

**Motion by Mr. Sargent, seconded by Mr. Cormier to pay the LandWorks invoice number 98042 in the amount of \$724.84. VOTE: unanimous; motion carried.**

Ms. Hill presented a memo she had written to recruit members to the Conservation Committee. The board recommended adding qualifications as stated in the Charter to the memo.

The board asked Ms. Hill to find out the status of the Scenic Roads Recommendation made to the Selectboard.

**VII. ADJOURNMENT**

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

The meeting adjourned at 9:20 p.m.

Respectfully submitted,

Shannon M. Hill  
DRB/PC Assistant

**PLANNING COMMISSION**

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Clayton Cormier, Chair (date)

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John Donaldson, V Chair (date)

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Donald La Haye (date)

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Lisa Miserendino (date)

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Matt Sargent (date)