



Project Meeting Agenda
2024046 – Warren Town Highway Garage

Attendees:

Initials	Company	Name	Email	Phone
RC	Town Administrator	Rebecca Campbell	rcampbell@warrenvt.org	
JS	Planning Commission	Jim Sanford	jim@sanfordstrauss.com	
AB	Road Foreman	Andrew Bombard	roads@warrenvt.org	
CB	Selectboard	Camilla Behn	ccbehn@gmatv.com	
DKC	Selectboard	Devin Klein Corrigan	devintklein@gmail.com	
SR	WLA	Steve Roy	sroy@wla-vt.com	802-861-0436
JL	WLA	John Lamothe	jlamothe@wla-vt.com	802-861-0443
DH	VHB	Dan Heil	dheil@vhb.com	802-391-5566

Project Meeting #1

10-17-2024 | 8:00am | at Warren Town Hall

Item:	Status:	Category:	Description:	Assigned:
1.01	closed	Housekeeping items	<p>Introductions</p> <p>Meetings: In person or optional Zoom available</p> <p>Project Name: Warren Town Highway Garage</p> <p>Email Subject line: “WTHG – subject of email”</p> <p>Email List: All on list will get meeting minutes / drawings.</p> <p>10-17-2024 future agendas will be emailed out prior to mtg.</p>	
1.02	open	Site	<p>VHB priorities:</p> <p>Existing conditions and boundary compilation survey</p> <p>Natural Resource Assessment</p> <p>Access to site from Route 100</p> <p>10-17-2024: VHB will be on site within the next two weeks (likely 29th & 30th) to begin surveys. VHB will provide initial Lidar information to WLA for initial site planning. Access to route 100 will need to be studied. Traffic impacts will be evaluated based on project needs.</p>	
1.03	open	Permitting	<p>Permitting timing:</p> <p>Existing ACT 250 Jurisdiction on both sites</p> <p>Local Zoning</p> <p>Water Supply General Construction Permit</p> <p>Wastewater System & Potable Water Supply Permit</p> <p>Construction Stormwater Discharge Permit</p> <p>Operational Stormwater Permit</p> <p>Division of Fire Safety</p> <p>10-17-2024: Existing ACT250 information should be reviewed for any conditions that may affect further</p>	



development. Further discussion needed about timing and when to start permitting.

1.04	open	Schedule	Review schedule priorities and options Bond Vote March 4 th 10-17-2024: discussed two options for schedule – Fall 2025 vs spring 2026 construction. No rush to decide at this stage. Inflation will affect overall project cost and can be compared when cost estimates are completed.
1.05	open	Funding	Bond Vote is primary funding source Seeking any grant funding that would have procurement requirements? (BABAA) 10-17-2024: Town will consider grant funding. Some impacts of using Federal funding on the selection of materials & equipment but this should not detract from seeking funds where possible.
1.06	open	OPR/Program	Review OPR and questions 10-17-2024: MEP discussion will occur in greater detail at future meeting. Refer to revised OPR with notes from the meeting.
1.07	open	Budget	EM example costs (9,825 sf) 10-17-2024: not reviewed. Touches on mechanical systems and can be discussed next meeting.
1.08	open	Energy & Environmental Goals	2024 Energy Code recently adopted Geothermal / VRF Heat pumps vs fossil fuel On-site renewable 10-17-2024: not reviewed. Touches on mechanical systems and can be discussed next meeting.

Next Meeting: **October 30th 11am**
