

MINUTES FROM AUGUST 11, 2009
WARREN SELECTBOARD
WARREN MUNICIPAL BUILDING
7:00 PM

MEMBERS PRESENT: Burt Bauchner, Chair, Andy Cunningham, Kirstin Reilly, Matt Groom, Erin Russell-Story (7:10pm).

OTHERS PRESENT: Rudy Elliott, Charlie Snow, Ray Weston, Lizzy Hewitt (VR), Alex MaClay (TV 44), Michael Ketchel, April Smith, Grace Holter, Cindi Jones,

7:00 PM – Meeting called to order by Mr. Bauchner, Chair.

7:02 PM – Road Crew Check In – Ray Weston – Mr. Weston reported that the crew have been changing out several culverts and have hauled all the stone necessary for the Dump Road Project. The crew has several more to replace and they need to do some ditch cleaning and put some gravel on the Roxbury Mountain Road before winter.

There has been a positive response in road crew applicants and the team of Mr. Weston, Mr. Cunningham and Mr. Simpson will meet next week to start reviewing the applications.

Also Mr. Weston has prepared a list of projects and paving would be a priority at this time. The crew would like to shim Brook Road from Ted Defreest's up to the intersection of Roxbury Mountain. They also would also like to shim the Access Road in area's just to plow it this season. They also suggested that they would like to pave about 380' with 2" base on Behn Road to the Bridge so that the grader could at least turn around without backing into Brook Road. Mr. Elliott inquired about future development up Behn Road, as it is very difficult now to unload tracked equipment and if paved, it would be hard to plank all the way to the bridge. Mr. Weston indicated that he would settle for at least 100 feet. Mr. Bauchner explained that there would have to be a public hearing to pave as a survey was done at Town Meeting indicating that the people did not want to pave dirt roads even if the mud was a safety issue or if it would improve maintenance and wear and tear on road equipment.

Mr. Weston also expressed that the board should be looking at a plan regarding the Access Road as culverts are failing and it would need some major improvements to fix and pave the entire road. The one issue is that the Sugarbush pipeline has been failing a lot and that would need some major fixes/and or replacement to accomplish the rebuilding of parts of the Access Road. The Access Road Project could exceed over a million dollars to repair this road.

7:15 PM – DPW Report – Barry Simpson – Mr. Simpson reported that the Town Hall parking comments have leaned towards the direction of having parallel spaces on the north side and straight in parking.

Knotweed Roll off – This has been primarily used for cutting up plastic culverts and using for disposal of highway refuse. After it is filled, the roll off will be returned to Casella.

Old Library Renovation – Mr. Simpson presented to the board and estimate that Mr. Charlie Snow had presented for putting in a new floor that would be very easy to maintain in the future. As the carpet presently needs to be cleaned, shampooed, repaired and there is no carpet under the heavy book cases. After much discussion, Mr. Bauchner asked the board if they would consider hiring Ms. Strauss to come and look at Mr. Simpson's design for the entire renovation before proceeding with any work. Mr. Simpson asked Ms. Jones about the need of moving the computer server and equipment. Ms. Jones indicated that it should be moved as it is constantly getting banged into, tipped over and wires becoming unattached to various other devices. Mr. Bauchner inquired if the data was getting back up off site and Ms. Jones indicated yes. The board felt that this could wait another few months and was not an urgent need since it has been sitting where it is now for a while in harms way.

Motion by Mr. Cunningham to approve hiring Ms. Strauss, Sanford & Strauss, to work with the plans presented and over view in regards to historic presentation not to exceed \$2,000, second by Mr. Groom. All in Favor: VOTE: 5-0.

Ms. Jones inquired where the board wanted the treasurer to fund this expense. Mr. Bauchner indicated that it would come out of the Capital Account: Town Planning & Development.

Mr. Weston inquired on where the funds were coming from for the Roxbury Culvert as he was trying to plan his budget for items such as snow plow blades that he can save \$10.00/ft now if ordered and the special hydraulic oil that the new truck has about \$197/gallon. Mr. Bauchner indicated that it would be charged to culverts in the highway budget and the cost would have to be added in to next year's budget to make up the short fall.

7:45 PM – Vice Chair Nomination – Motion by Ms. Reilly to nominate Mr. Cunningham as Vice-Chair, second by Mr. Groom. All in Favor: VOTE: 4-0. Mr. Cunningham abstained from voting.

7:48 PM – Mr. Bauchner announced to the public that Ms. Russell-Story is leaving and has accepted a job with the Depart of Energy in PA. Mr. Bauchner announced to the public that the board is looking for someone to fill the job position when Ms. Russell-Story departs.

7:55 PM – CPA – Sullivan & Powers Financials for the year 2008 – Mr. Bauchner inquired of the board if anyone had questions, comments or concerns. Most all of the items noted are being worked on by Ms. Jones and Ms. Fuller.

8:00 PM – Property Insurance Schedule of Town Buildings: Mr. Bauchner suggested that Mr. Groom and Mr. Cunningham take the schedule and look at the buildings and come back with comments on changes to the schedule.

8:05 PM – SRTS – Ms. Reilly reported on the Safe Routes to School plan of the proposed crosswalk locations. She indicated that the consultant had suggested that she meet with Nancy Avery, Department of Transportation, and assess the sites and regulations before proceeding and painting crosswalks, signs etc. Ms. Reilly, Ms. Jones, Mr. Simpson and Mr. Weston, will be meeting with her on Wednesday. Central Vermont Regional Planning had set up some traffic counters and the Planning Commission would like to see the data before making anymore decisions.

8:10 PM – Basic Operations Emergency Management Plan – Mr. Bauchner inquired if the other board members had asked individuals to fill in for them as successors, if in the time of a disaster, that there would be someone to fill in if one of them not able to attend. Mr. Bauchner had chosen his successor; the other board members had not. The board also needs to fill in the amount of expenditures amount that each department could spend up to in case of an emergency. This was deferred until next meeting.

Hazard Mitigation Covered Bridge Grant – Mr. Bauchner received an email from the Vermont Emergency Management stating that we were approved to go forward in applying for funds for Mr. Simpson's Covered Bridge Project. Mr. Simpson's plan included a new abutment moving 4-5 feet to west, sliding the bridge. This is a very competitive grant. Mr. Simpson has been looking at the web site and is very complicated. Mr. Simpson indicated that it would be good to get someone with engineering specific knowledge of covered bridges to work with the Town. Mr. Bauchner inquired about a lady at AOT that could help. Mr. Simpson indicated it would be a good place to start. Mr. Simpson has also been talking with Mr. Jan Lowendowski who did the restoration of wooden part of the bridge about his concept. Mr. Lowendowski had commented that he looked at Mr. Simpson's plan and it looked like a good way to resolve. Mr. Bauchner indicated that Mr. Simpson could get additional resources such as Central VT Regional Planning or the Mad River Planning District to help.

8:40 PM – Other Business:

Dept. of Commerce Economics and Statistics Administration, U.S. Census Bureau. – A letter was sent to the Warren Selectboard regarding a questionnaire about a "Targeted Non sheltered Outdoor location for the homeless – Warren does not have one and Ms. Jones will follow up with the U.S. Census Bureau regarding this.

8:55 PM – Acknowledgement of a letter from Ms. Mobis regarding the Path. – Mr. Bauchner acknowledged that Ms. Mobis had sent a letter to the board that she did not want the "path" located on her property. She stressed that is a liability issue and does not want anyone on her property.

Mr. Cunningham has had conversations with both owners Ms. Mobis and Ms. Carter and they both are adamant that it is private property and it should stay that way. He indicated that the town had a right to uphold the right of way as documented. Mr. Cunningham wanted to contact Mr. Gilles, who researched this question, for more clarification. Mr. Cunningham stated that if Ms. Carter has evidence or documentation stating this is private property then it needs to be recorded in the land records. Mr. Cunningham also has walked the "Path" and some parts of the Path are clear but other parts are very unclear. Mr. Groom wanted to know more about the question of insurance. Landowner insurance and if the Town has a right of way, what are insurance responsibilities of the Town. This issue is clearly a privacy and personal issue for both of the two objecting landowners. The next is to obtain a surveyor and survey where the path exists and define the right of way with specifics.

9:25 PM – Identity Theft Prevention Policy – Final rules known as "Red Flag" rules, adopted by the Federal Trade Commission under direction of the Fair and Accurate Credit Transaction Act of 2003, require all creditors with covered accounts to implement an identify theft prevention program by May 1, 2009. The FTC has confirmed that these rules apply to all municipalities, and other municipal operations extending credit for services. Mr. Bauchner wanted to have copies distributed to all the board and to other town officials for comment.

9:35 PM – Minutes of July 28, 2009 – Motion by Mr. Cunningham to approve the Minutes of July 28, 2009, second by Ms. Reilly. All in Favor: VOTE: 5-0.

9:40 PM – Minutes of August 4, 2009 – Motion by Ms. Cunningham to approve the Minutes of August 4, 2009, second by Ms. Russell-Story. All in Favor: VOTE: 5-0.

9:45 PM – Mr. John Pukowski from the Granville Selectboard presented a check to the Warren Selectboard for on going maintenance of the lower end of Plunkton Road that is in Granville for \$900.00. The Granville Selectboard would like to sit down and work on a joint maintenance agreement with Warren. Mr. Bauchner thanked the Granville Selectboard.

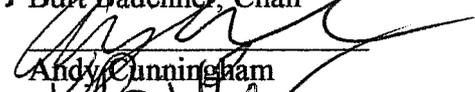
9:48 PM – Motion to adjourn by Mr. Cunningham, second by Ms. Russell-Story. All in Favor: VOTE: 5-0.

Minutes respectfully submitted by,
Ms. Hartshorn-Jones, Warren Town Administrator

Warren Selectboard



Burt Bauchner, Chair



Andy Cunningham



Kirstin Reilly



Erin Russell-Story



Matt Groom

**AGENDA
WARREN SELECTBOARD
AUGUST 11, 2009
WARREN MUNICIPAL BUILDING
7:00 PM**

7:00 PM – Road Crew Check in

7:20 PM – DPW Check in

Procedure for Grant Application for Covered Bridge
Funding for Roxbury Gap Road Emergency Culvert Replacement

7:45 PM – Election of Vice-Chair of Selectboard & Discussion of Replacement for Erin Russell-Story

7:55 PM – Review of Financial Statements from CPA firm

8:25 PM – Review and modifications to Town Property Insurance Schedule

8:45 PM – Other Business:

Approval of Minutes for July 28, 2009

Approval of Minutes for August 4, 2009

BasicOP COOP and Successors Plan –