

Minutes of February 9, 2010
Warren Selectboard
Warren Municipal Building
7:00 PM

Members Present: Ken Frey, Andy Cunningham, Chair, Matt Groom, Kirstin Reilly.

Others Present: Tim Seniff, Bob Messner, Louise Messner, Jeff Campbell, Mike Ketchel, Gary Bombard, Lenord Robinson, Patti Kauffman, Rudy Elliott, Charlie Snow, Carl Lobel, Robin Bennett, Sandra Brodeur, John Goss, Kara (VR), Anson Montgomery, TV 44/45 (Bobby), Barry Simpson, Carol Groom, Liz first-Raddock, Cindi Jones.

7:05 PM – Meeting Called to order by Mr. Cunningham.

7:06 PM – Capital Budget Hearing – The Selectboard presented a Capital budget of \$392,500 increased from last year's allocations of \$327,500. Mr. Cunningham explained that the highlight of the increase is in the Capital Highway Equipment Budget. He explained that the Mr. Simpson had completed a spreadsheet detailing all the highway equipment with replacement costs out to 2021. The significant increase in the highway budget capital is more careful planning of future major equipment purchases. Mr. Groom commented that the past planning ahead for equipment was neglected thus presenting the situation last year of moving money from the capital appraisal account to the highway capital equipment reserve account. Mr. Frey commented that the Selectboard and Mr. Simpson did a multiple scenario analysis to come up with the best solution to the budget for 2010.

Mr. Lobel inquired if the new plan was designed so that the equipment would be prepaid or will the Town still need to have money added? Mr. Cunningham explained that a majority of the cost would be paid; however, some of that particular year's allocation would be used.

Ms. Robinson inquired if it was just for equipment only, or was the building included? Mr. Cunningham explained that it was just the major equipment only. At this time, Mr. Simpson's capital budget equipment list was passed out showing the costs, years and inventory.

Mr. Goss inquired why only \$20,000 was being allocated in the Building Reserve Fund and felt that was not going to go very far especially for any energy efficiency measures. Mr. Simpson commented that all the energy efficient measures such as windows; insulation etc were factored into a grant that includes the Municipal Building, Town Hall and the East Warren School House. The Town would have to put in a match of \$7,000 towards the project. Mr. Groom commented that he is on the energy committee that has been proactive in getting grants for building energy measures.

Mr. Goss inquired about the Library Allocation of \$5,000? It was explained that this Capital Account was set up originally as a match from the Town to help fund a new library building. Mr. Lobel commented that when that was originally set up, it was intended to help finance a new library building. The Library Commissioners are asking the voters to change how that account is used to be able to use that fund for library needed major building expenses.

Mr. Cunningham inquired if there were any other questions regarding the Capital Budget Hearing? There were no other questions and the public hearing was closed.

Candidates Forum –

Mr. Messner the moderator asked all the candidates to introduce themselves and why they are running for office. After opening introductions, Mr. Messner opened the floor up to the public to ask questions of the candidates.

Mr. Seniff inquired of the Selectboard members their stance on the East Warren Community Market Paving Park & Ride. Each board member explained their opinions regarding the issue. Mr. Cunningham commented that the people use it currently as a Park & Ride along with people who park and walk the loop. The issue was not just paving as it was the plan would include low level lighting, a rain garden, paving would save on dust conditions and pot holes. Mr. Frey commented it would be easier to maintain and the dusty conditions in the summer months would not blow into the store. The low level lighting is needed for security during night time hours. Mr. Seniff was concerned that it would change the character of the neighborhood. The board also commented that it was an article at Town Meeting and if people did not want the Park & Ride Grant of \$21,500 then it would just go to another town. Mr. Montgomery commented that the pavement would detract from the charm of the place and was concerned that it wouldn't be maintained properly.

Someone inquired of the Selectboard about the crime issues in Warren. Mr. Montgomery commented that he agreed that the town needed more police presence, though he wasn't sure how much. Mr. Cunningham commented that the town contracts for 24 hours per week with the sheriff's Dept and the duties of the constables are becoming more difficult given recent changes in the law. Mr. Campbell stated that he wanted to bring Warren back to the residents and said if elected he would work to reduce the recent crime. Mr. Cunningham commented that the voters can bring up the law enforcement budget and issue at Town Meeting.

The board members were asked to express their opinions regarding the Path. Mr. Snow felt that Ms Carter had the right to do what she wanted with her property. Mr. Cunningham expressed that there was always a Town right of way dating way back and was in hopes that an agreement could be reached with Ms. Carter. Most all of the board agreed that people should respect the rights of property owners.

There were no questions asked of the Lister Position or to the two library candidates. After there were no other questions, Mr. Messner and the board thanked all the candidates for coming and the forum was closed.

8:25 PM – Budget/Town Meeting Article Walk Thru with Moderator – Bob Messner:

Town Meeting Start Time – discussion started about how the Town would start the meeting. The board will convene at 9:00AM at the Warren Elementary School, and the Selectboard will get up and officially start at 9:00 recess and allow the school to have their meeting. Mr. Messner inquired of Mr. Ketchel the length of the school meeting. Mr. Ketchel responded in saying that they anticipate lasting about 2-2 ½ hours depending on questions from the floor. They will start with a ½ slide show and then proceed with the 6 articles. When finished maybe by 11:00AM, the Town will reconvene and start the Town portion, break for lunch, and reconvene after lunch and finish.

Mr. Cunningham will start the Town portion with a quick overview and will make a motion to move Article 2.

Article 3 – Family Center – Ms. Miserendino will explain.

Article 4 – Good Beginnings – Don't know
Article 5 – Ms. Reilly will talk about and defend.
Article 6 – Fire Fighter Article – Mr. Brodeur or Mr. DeFreest will explain.
Article 7 – Dept of Public Works – Mr. Cunningham will explain.
Article 8 – Library Article – Mr. Lobel from the Library Commission will explain.
Article 9, 10, 11, 12, 12, - All boiler plate no explanation needed.
Article 14 – Someone opposed will get up and explain.
Article 15 – Mr. Lenord Robinson will explain.
Article 16 – Mr. Cunningham with discussion and clarification.
Article 17 and 18 – boiler plate no explanation needed.

Budget Assignment Review –

Ms. Reilly will take questions on pages 1 and 2 from Administrative through to Conservation.
Mr. Groom will take questions from Conservation Commission through to Recreation.
Mr. Cunningham will take questions from Dept of Public Works through Special Appropriations.
Mr. Frey will take questions from Insurance and Taxes through the Capital Budget.

8:45 PM – Approval of Wastewater Budget for Town Report: The board asked Ms. Jones to give an overview of the system for the year. Ms. Jones explained that year ending 2008; the Town replaced Pitcher Inn Pump Station 1 Pump, and in 2009 Pump #2 at the Pitcher Inn Pump Station was replaced. Each pump including pump and installation was around \$6000+-. Also two old aging, leaking ball valves were replaced at the Pitcher Inn Pump Station as well at a cost of \$3,000+-. On a good note, the Town received an energy rebate of \$250 back from Efficiency Vermont for installing energy efficient pumps. In looking at the budget and preparing it with the Committee of Marilyn Gaul, Richard Grossman, Matt Groom they did not see that a large increase was needed. The increase of the budget was 2.82% increase. The increase in rates would average about \$13.00. Ms. Jones also stated that there was over \$10,000 in sewer delinquents up from last.

Motion by Mr. Groom to approve the annual wastewater budget for the Town Report, second by Mr. Frey. All in Favor: VOTE: 4-0.

8:55 PM – Approval of Minutes for January 26, 2010 – Motion by Mr. Groom to approve the Minutes of January 26, 2010, second by Mr. Frey. All in Favor: VOTE: 4-0.

8:57 PM – Liquor License Renewal for Beaver Pond Farm, LLC – Motion by Mr. Frey to approve the Liquor License Renewal for Beaver Pond Farm, second by Ms. Reilly. All in Favor: VOTE: 4-0.

9:00 PM – Warrants – Motion by Mr. Cunningham to approve the warrants signed by Ms. Jones, second by Ms. Reilly. All in Favor: VOTE: 4-0.

9:05 PM – Road Cut Application for Victoria Eardensohn – Mr. Simpson gave the board an overview of the Road Access Permit after reviewing it. It is a curb cut application for a 2 lot subdivision off TH 55, Sugarbush Woods Road about 240' from the German Flats Road. Specifics were that entry onto RH 55 should be a level apron 25' back from TH 55. The first culvert should be a minimum of 18" diameter and the driveway should be at a right angle to the Town Rd as shown on application. Site distance is adequate coming both ways.

Motion by Ms. Reilly to approve the Road Access Permit for Victoria Eardensohn, second by Mr. Groom. All in Favor: VOTE: 4-0.

Other Business: Mr. Simpson presented to the board research on a side arm Tiger Mower with benefits for leasing, rental and purchase. In looking at the costs, the board felt that since the town only uses it about 2 times a year that a major purchase of \$93,888 was not feasible. The crew could use the old mower to make one swath and a rental for a week to reach out and get the way back brush in a safer manner. Warren could rent from Tenco on a monthly or weekly basis. On a monthly basis, Tenco would deliver and pick up the machine at no charge. ON the weekly basis, pickup and delivery would be the Town's cost. There is also a possibility of sharing a one month lease with Moretown. Mr. Simpson is also checking with Southworth Milton in Richmond about these options. Mowing is usually done right before July 4, and once in the fall. The board indicated to plan on renting with or without Moretown for the 2 weeks and the road crew would be scheduled accordingly.

9:25 PM – E.A. Grandfield Gravel Proposal – Mr. Cunningham had spoken to E.A. Grandfield about their proposal to the Town. They had no problem with the Town loading it or E.A. Grandfield's men loading it. However, at times there would not be any of E.A. Grandfield's men available. The road crew had indicated that it might be better to load the 4000 yard from the Bobbin Mills Pit (where it is currently stored) and move it to the Town Pit.

Motion by Mr. Cunningham to approve purchasing 4000 yards of gravel at \$14.00 yards and amounts to be verified by both parties, second by Mr. Frey. All in Favor: VOTE: 4-0.

9:35 PM – Motion to go into executive session to discuss personnel and real estate inviting Ms. Jones and Mr. Simpson, second by Mr. Groom. All in Favor: VOTE: 4-0.

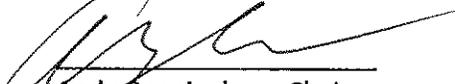
10:50 PM – Motion by Mr. Cunningham to come out of Executive Session, second by Mr. Frey. All in Favor: VOTE: 4-0.

10:55 PM – Motion by Mr. Frey to negotiate as discussed with Ms. Carter's attorney to come to a settlement concerning the Path, second by Mr. Groom. All in Favor: Vote; 4-0.

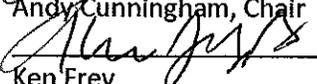
11:00 PM – Motion by Mr. Groom to adjourn, second Ms. Reilly. All in Favor: VOTE: 4-0.

Minutes Respectfully Submitted by,
Cindi Jones, Warren Town Administrator

Warren Selectboard:



Andy Cunningham, Chair



Ken Frey



Kirstin Reilly



Matt Groom

**TOWN OF WARREN
NOTICE OF PUBLIC HEARING**

The Warren Board of Selectmen will hold a public hearing on Tuesday, February 9, 2010 at 7:00 p.m. at the Warren Municipal Building to consider amendments to the Capital Budget and Program for the Town of Warren.

The Capital Budget and Program, which has application to the entire geographic area of Warren, contains the following sections:

1. A general narrative description of the Capital Budget and Program, its development and use.
2. A chart representing the Warren Capital Budget and Program for the period 2010-2015.
3. An appendix containing an analysis of Warren's finances for the period 2004-2009.

Copies of the Capital Budget and Program are available at the Warren Town Clerk's office in the Municipal Building during regular business hours.

Andrew Cunningham, Chairman
Warren Board of Selectmen

TOWN OF WARREN

CAPITAL BUDGET AND PROGRAM

2010 - 2015

Prepared with assistance from Central Vermont Regional Planning Commission.

TOWN OF WARREN FINANCIAL ANALYSIS

Budget

	<u>2004</u>	<u>2005</u>	<u>2006</u>	<u>2007</u>	<u>2008</u>	<u>2009</u>
GRAND LIST	3,160,605	3,220,318	3,370,969	3,654,974	8,002,239	8,068,073
TAX RATE	2.26/2.32	2.448/2.52	2.67/2.75	2.74/2.99	1.45/1.55	1.42/1.53
TOTAL ADJ	\$ 6,924,036	\$ 7,791,407	\$ 9,008,456	\$ 10,482,043	\$ 12,090,208	\$ 11,832,143
FBD/STATE	666,701	734,573	362,373	486,708	360,453	383,806
ACT 60 REAPPRAISAL	22,365	22,155	-	-	-	-
WARREN SCHOOL STAGE BOND	120,006	0	-	-	-	-
OTHER-LOCAL	177,909	180,859	216,493	178,789	196,226	202,394
FEMA/HSU FIRE GRANTS	74,138	33,973	-	-	-	-
STATE PLANNING GRANTS	68,768	25,016	-	30,262	6,000	5,000
WASTEWATER/EPA GRANT	1,950	0	-	-	-	-
LIBRARY GRANT	3,189	0	726	1,484	1,904	64,325
OTHER-SCHOOL	72,501	40,190	47,257	95,389	165,104	148,527
TOTAL REVENUE	\$ 8,131,563	\$ 8,828,173	\$ 9,635,305	\$ 11,274,765	\$ 12,819,895	\$ 12,636,295
EXPEND TOTAL ALL	\$ 5,252,080	\$ 5,292,242	\$ 5,056,264	\$ 5,347,536	\$ 5,658,091	\$ 5,865,615
ROAD TOTAL	729,977	900,100	906,139	909,932	1,111,222	1,179,705
OPERATING	608,858	760,100	721,139	708,932	841,222	959,705
CAPITAL	121,119	140,000	185,000	195,000	270,000	220,000
POLICE TOTAL	26,258	31,612	37,840	31,816	31,703	38,500
OPERATING	26,258	31,612	37,840	31,816	31,703	38,500
CAPITAL	0	-	-	-	-	-
FIRE TOTAL	92,780	92,982	119,725	111,746	127,165	130,330
OPERATING	46,841	42,982	50,180	51,746	67,165	70,330
CAPITAL	45,939	50,000	69,545	60,000	60,000	60,000
FIRE GRANTS	85,808	9,079	-	-	-	-
GEN. ADM TOT	557,872	589,612	539,684	639,724	643,116	648,392
OPERATING	498,272	549,162	501,971	604,774	603,616	620,892
CAPITAL	59,600	40,000	37,713	34,500	39,500	27,500
PLANNING	73,491	94,329	103,411	114,362	126,055	130,355
PLANNING GRANTS	47,089	11,386	-	-	-	-
TAX MAPPING	18,900	3,305	12,135	5,000	5,000	5,000
REAPPRAISAL	30,000	35,000	-	25,000	20,000	10,000
VA.I.RY TRANSIT	0	-	943	943	943	943
VILLAGE WASTEWATER TOTAL	1,979	49,199	3,965	22,466	3,350	4,042
OPERATING	1,979	49,199	3,965	5,466	3,350	4,042
CAPITAL	0	-	-	17,000	-	-
WASTEWATER STUDIES	0	13,909	41,787	9,630	22,614	-
Wastewater/EPA grant	0	-	-	-	-	-
RECREATION TOTAL	43,197	38,707	40,978	44,808	45,610	39,653
OPERATING	43,197	38,707	40,978	44,808	45,610	39,653
CAPITAL	0	-	-	-	-	-
TAX STABILIZATION	0	-	-	-	-	-
OTHR TOTAL	98,333	84,288	97,700	120,224	138,419	201,538
OPERATING	93,333	59,288	76,700	115,224	113,419	196,538
CAPITAL	5,000	25,000	21,000	5,000	25,000	5,000
WARREN SCHOOL STAGE BOND	120,006	56,873	29,002	23,394	22,824	21,091
RF 1 WASTEWATER BOND	0	-	-	39,376	39,376	39,376
FIRE POND BOND			26,986	26,529	26,054	25,553
DEBT SERVICE TOWN	0	-	-	-	-	-
SCHOOL TOTAL	\$ 3,326,590	\$ 3,281,861	\$ 3,095,969	\$ 3,222,586	\$ 3,294,640	\$ 3,391,137
OPERATING	1,717,533	1,733,448	1,655,761	1,773,115	1,819,314	1,884,811
CAPITAL	12,000	12,000	-	-	-	5,000
DEBT SERVICE	0	-	-	-	-	-
HARWOOD	1,597,057	1,536,413	1,440,208	1,449,471	1,475,326	1,501,326

**FIVE YEAR TRENDS COMPOUND ANNUAL RATE OF CHANGE
BASED ON EXPENDITURES**

GRAND LIST	24.00%
GRAND LIST	1.00% (2008 to 2009)
TAX RATE	-2.00% (2008 to 2009)
ADJ.TAX REVENUE	11.00%
ADJ.TAX REVENUE	-2.00% (2008 to 2009)
FED/STATE	-11.00%
FED/STATE	0.50% (2008 to 2009)
OTHER	7.00%

TOTAL REVENUE	9.50%
TOTAL REVENUE	-1.00% (2008 to 2009)

Expenditures

ROADS	10.00%
SCHOOLS	1.00%
POLICE	8.00%
FIRE	7.00%
GENL ADMN	11.00%
OTHER	2.00%
TOTAL EXPENDITURES	2.00%

OPERATING TRENDS ONLY

ROADS	9.50%
SCHOOLS	1.00%
OTHER MUNICIPAL	6.50%
TOTAL OPERATING	2.50%

**PROJECTED OPERATING EXPENDITURES BASED ON
COMPOUND ANNUAL RATE OF CHANGE
2009 as the base**

	<u>% change</u>	<u>2010</u>	<u>2011</u>	<u>2012</u>	<u>2013</u>	<u>2014</u>	<u>2015</u>
ROADS	9.50%	1,050,877	1,150,710	1,260,028	1,379,730	1,510,805	1,654,331
SCHOOL	1.00%	3,419,998	3,454,198	3,488,740	3,523,628	3,558,864	3,594,453
OTHER MUNCP	6.50%	1,188,809	1,266,082	1,348,377	1,436,022	1,529,363	1,628,772
TOTAL		\$ 5,659,685	\$ 5,870,991	\$ 6,097,145	\$ 6,339,380	\$ 6,599,032	\$ 6,877,556

**PROJECTED REVENUE AT A CONSTANT TAX RATE
COMPOUND ANNUAL RATE OF CHANGE
2009 as the base**

		<u>2010</u>	<u>2011</u>	<u>2012</u>	<u>2013</u>	<u>2014</u>	<u>2015</u>
GRAND LIST	1.00%	8,148,754	8,230,241	8,312,544	8,395,669	8,479,626	8,564,422
TAX RATE	constant	1.42	1.42	1.42	1.42	1.42	1.42
TAX REVENUE		\$11,571,230	\$11,686,943	\$11,803,812	\$11,921,850	\$12,041,069	\$12,161,479
FED/STATE	-2.00%	376,228	368,703	361,329	354,103	347,021	340,080
OTHER LOCAL	0.50%	368,467	386,890	406,235	426,547	447,874	470,268
TOTAL REV.		\$12,315,925	\$12,442,536	\$12,571,376	\$12,702,499	\$12,835,963	\$12,971,827
FUNDS FOR CAPITAL, STATE, TAX STABILIZA, BOND PAYMNTS.		\$6,656,240	\$6,571,546	\$6,474,231	\$6,363,119	\$6,236,931	\$6,094,271

Warren Capital Budget and Program

PURPOSE:

Municipalities are authorized to adopt capital budgets and programs under 24 VSA Section 4401(c), the Municipal and Regional Planning and Development Act, provided a facilities and services plan has been adopted as part of the town plan. Such a plan has been adopted by the Town of Warren. The purposes of the capital budget and program are:

- to stabilize the tax rate;
- to improve municipal management practices;
- to enable orderly growth and development consistent with the town's fiscal ability to provide facilities and services, in accordance with the town plan; and
- to anticipate facility and service problems and take advantage of opportunities for service efficiencies.

As a planning tool, the expenditures listed in the capital program are not binding on the Town until adopted by the voters as part of an annual budget.

PROCESS FOR DEVELOPMENT OF A CAPITAL BUDGET AND PROGRAM:

1. Identification of Capital Projects

A capital project is any major, nonrecurring expenditure, such as land or road equipment purchase, or building construction or improvement. These differ from regular, ongoing operating expenses, such as salaries, utilities, road maintenance, etc.

According to Vermont's law, "A capital budget shall list and describe the capital projects to be undertaken during the coming fiscal year, the estimated cost thereof, and the proposed method of financing. A capital program is a plan of capital projects proposed to be undertaken during each of the following five years, the estimated cost thereof and the proposed method of financing." (24 VSA Section 4426 (a))

To develop Warren's capital program, the Selectmen identified the capital projects they anticipate over the next six years. Among their considerations were condition of present equipment, equipment needs, new growth requirements, and facilities to store additional equipment. The School Board identified capital projects they anticipate. Due to the lack of a capital program at Harwood Union High School, additional capital costs at the High School could not be factored.

**AGENDA
WARREN SELECTBOARD
TUESDAY, FEBRUARY 9, 2010
7:00 PM
WARREN MUNICIPAL BUILDING**

7:00 PM – Town of Warren Capital Budget Hearing

7:30 PM – Warren candidates Forum

8:30 PM – Budget/Town Meeting Article Walk Thru with Moderator – Bob Messner

9:00 PM – Other Business

Approval of Minutes for January 26, 2010

Liquor License Renewal for Beaver Pond Farm, LLC

2. FINANCIAL ANALYSIS

In order to determine Warren's capacity to finance future capital expenditures, a financial analysis of the Town's expenditures and revenues was developed. Trends in expenditures, both operating and capital, since 2004 were studied. Types of expenditures, such as roads, schools, solid waste, fire and police, wastewater treatment system, and general administration, were broken out to identify where growth is occurring. Changes in the grand list, tax rate, and other sources of revenue were also analyzed.

Based on past trends, as adjusted, projections were made of the Town's future revenue base and operating expenditures to 2015. Capital project costs and grand list growth (the major revenue base) are given in today's dollar. Where applicable, debt service already committed to by the Town was factored into the projections, as well. A constant tax rate was applied to the projected grand list to estimate future revenues. By subtracting projected operating costs, an estimate of revenue available for capital and State expenditures was derived. These calculations are contained in the Appendix.

3. BUDGET AND PROGRAM

Capital projects were programmed according to the expected timing of their need. The method of funding for the projects (outright purchase, short term notes, reserve fund, etc.) was based on municipal financial practices and the ability of the budget to absorb expenditures. In other words, if a project would result in a major increase in the tax rate for one year, phasing of the expenditure either by funding through a note, depreciation account, or reserve fund was proposed. The result is a more even distribution of annual expenditures by the municipality and a more stable tax rate.

Adoption of the Capital Budget and Program:

The capital budget and program is adopted in accordance with the provisions of 24 VSA Section 4404(a) of the Municipal and Regional Planning and Development Act. This section requires at least one public hearing by the Selectmen and filing of the proposal with the Town Clerk and Secretary of the Planning Commission at least fifteen days prior to the hearing. The Planning Commission may submit a report to the Selectmen on the proposal prior to the hearing. The capital budget and program is then adopted by an act of the legislative body promptly after the final public hearing.