

Agenda  
Warren Selectboard  
Tuesday, December 17, 2013  
7:00 PM

*moved to  
Wed, Dec 18th*

7:00 PM – Year End Lister Corrections

7:10 PM – Mad River Planning District – Joshua Schwartz – VDAT

7:20 PM – Nils Behn – Aegis Renewable Energy – Solar Array Project Contract Documents

7:40 PM – Approval of Minutes for December 10, 2013

7:45 PM – Approval of Accounts Payable 67,637.50

7:50 PM – Approval of Payroll Warrants 30,328.68

8:00 PM – Other Business

**Minutes of December 18, 2013**

Warren Selectboard  
Warren Municipal Building  
7:00 PM

**Members Present:** Andrew Cunningham, Chair, Bob Ackland, Vice Chair, Matt Groom, Anson Montgomery.

**Members Absent:** Colleen Mays

**Others Present:** Barry Simpson, Nils Behn, Sandra Brodeur, Miron Malboeuf, & Cindi Jones

**7:00 PM** -Meeting called to order by Mr. Cunningham.

**7:05 PM – Lister Corrections – Sandra Brodeur** – Ms. Brodeur present to the board lister corrections for the year 2013. The only correction was to Monica Cahilly who was doubled billed on her adjoining piece of property in the total tax amount of \$923.97.

Motion by Mr. Ackland to accept the listers corrections as presented, second by Mr. Montgomery. All in Favor: VOTE: 4-0.

**7:10 PM – Joshua Schwartz** – Mad River Valley Planning District – VDAT (Vermont Downtown Action Team) – Mr. Schwartz presented information on the funding projects within Warren Village. The Town of Warren has the opportunity to further some of the V-DAT recommendations through recently released grant funding – CDBG-Disaster Recovery II Funds. The V-DAT Community identified two projects as follows:

Village Bridge on Main over Freeman/kids Brook – Stacked stone on NW side, light poles, planters & sidewalk upgrade (design and construction).

Main Street streetscaping/traffic calming between Village Bridge and Brook Road – Visually “narrow” roadway using paving surfaces, install moveable planters, maintain parallel parking, implement sidewalk enhancements, and install crosswalks and wayfind signage (design & Construction).

The goal is to put the application in the February round of funding. The funding is 90% Federal funding, and a 10% in-kind or town match is required. Mr. Montgomery commented that Warren should reasonably pursue the two projects, but would like to know the cost. Mr. Cunningham commented he would like community buy in to the projects and a member of the Selectboard to take the project on. Mr. Ackland agreed that that Warren should move forward with the funding. Ms. Jones, commented that there are some structural issues with the bridge, and wondered if the funding would cover the repairs. Mr. Schwartz would have to check and see if they could be included in the funding.

Motion by Mr. Cunningham to pursue funding applications for the two projects that the V-DAT Community recommended, second by Mr. Montgomery. All in Favor: VOTE: 4-0.

**7:30 PM – Solar Array Contract Aegis Renewable Energy** – Nils Behn – Mr. Behn presented to the board the contracts for the 100KW PV Array to be installed at Brooks Field. Mr. Ackland inquired about the Warren Schools electric load as Washington West sent over a summary that the school used 157,280 kilowatts for 12 months. Mr. Behn commented that it should actually read kWh (kilowatt hours). This does not directly correlate to the KW of the solar array. The school electric load is greater than originally thought by about 20,000 KWh. The array could offset 100% of the school electric bill with the remaining credits being applied to other municipal loads. Mr. Ackland commented that with the school using this much power, that the array would not be able to carry the entire municipal load and the school. Mr. Behn commented that the net metering is on the invertors and not the panels. They would undersize the invertors to achieved the 150KW. In the future the town would be able to add more solar panels at a low cost to the town. Mr. Behn commented that the lease is married to the contract with Aegis so that the Town would be able get its financing in place before the 15% deposit is payable to Aegis. In the contingency section (pg4) reads as follows: Phase 1 – Permitting & Financing, Phase 2 Construction procurement.

Construction and procurement would not commence until the Town's financing was in place. Addendum clause: Contract requiring deposit of is subject to the Town assuming sufficient financing for the project as agreed with Mr. Behn and the Selectboard.

Motion by Mr. Groom to sign and approve the contract contingent upon the Town's attorney's legal opinion, with Aegis Renewable Energy, second Mr. Montgomery. All in Favor:  
VOTE: 4-0.

Leasing Contract; Motion by Mr. Ackland to authorized and approve the Leasing Agreement and authorize the Chair to sign and execute second by Mr. Montgomery. All in Favor: VOTE: 4-0.

**8:00 PM – Approval of Minutes for December 10, 2013** – Motion by Mr. Montgomery to approve the minutes of December 10, 2013, second by Mr. Groom. All in Favor: VOTE: 4-0.

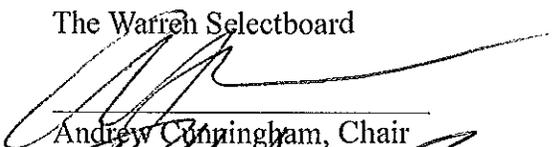
**8:05 PM – Approval of Accounts Payable** – Motion by Mr. Ackland to approve the accounts payable warrants as presented for \$67,637.50, second by Mr. Groom. All in Favor: VOTE: 4-0.

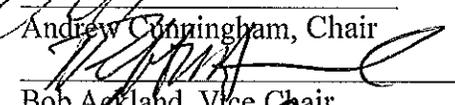
**8:10 PM – Approval of Payroll Warrants** – Motion by Mr. Ackland to approve the payroll warrants as presented for \$30,325.68, second by Mr. Montgomery. All in Favor: VOTE: 4-0.

**8:15 PM – Approval of CPA Engagement Audit Letter** – Motion by Mr. Ackland to sign and approve the Engagement Letter from Fothergill, Segal and Valley, second by Mr. Groom. All in Favor: VOTE: 4-0.

Minutes Successfully Submitted by,  
Cindi Jones, Warren Town Administrator

The Warren Selectboard

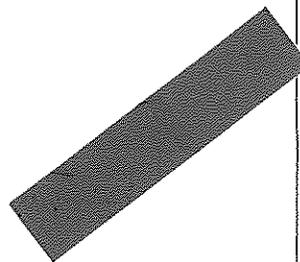
  
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Andrew Cunningham, Chair

  
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Bob Ackland, Vice Chair

  
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Matt Groom

  
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Anson Montgomery

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Colleen Mays



# Mad River Valley Planning District

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To: Warren Selectboard c/o Cindi Jones  
From: Joshua Schwartz, Executive Director  
CC: Craig Klofach, Warren V-DAT Advisory  
Committee Chair  
Date: December 17, 2013  
Re: CDBG-DR II Applications

## Memo

Warren Village is one of seven downtowns/villages affected by Tropical Storm Irene serving as the focus of action-oriented planning projects aimed on strengthening identity and economic vitality. Directed by the VT Downtown Program, the Vermont Downtown Action Team (V-DAT) has spent the past 6 months providing Warren with professional services in long-range strategic economic development planning and strategies for targeted flood resilience work.

The Mad River Valley Planning District serves as the primary contact for the project, with input and feedback provided by an advisory committee created for this project. The Warren V-DAT Advisory Committee, representing village businesses, property owners, the municipality, MRV Chamber of Commerce, and the Warren School, consists of Craig Klofach, Mike Ketchel, Jack Garvin, Virginia Roth, Dave Sellers, Lucy O'Brien, & Rosemarie White.

The V-DAT team undertook a charrette process during the third week of October 2013, consisting of numerous one-on-one, focus group, and public meetings, centered on strengthening the identify and economic vitality of Warren Village. The capstone of the consultant's work, in the form of a Warren Village Master Plan, will be presented in February, 2014. Some of the elements of that final product consist of a market assessment (including a retail gap analysis and results from an extensive Zip Code Survey) and a variety of physical enhancements (streetscaping that builds upon existing character, traffic calming options, strategies to utilize current underutilized lots, & facade enhancements).

The Town of Warren has the opportunity to further some of these V-DAT recommendations through recently released grant funding. The State of VT has officially been awarded \$17.932 million in CDBG-Disaster Recovery II funds. Warren is eligible to apply for up to \$5 million in competitive grants (pg. 26-27 of the approved Action Plan). These funds are focused on public property, specifically *projects restoring and enhancing [public] facilities in the hardest hit communities... will be eligible under this competitive funding and would include streetscapes, lighting, facades, sidewalks, wayfinding and other physical improvements to downtown commercial areas*. The funds are available on a first come, first serve basis, with applications being reviewed by the CDBG-DR Board monthly. Prior to application, all projects are required to go through an Environmental Review Process. The grants require a 10% match, which

can be financial or in-kind, and funded projects must be completed within a two year window. A benefit of being a V-DAT community, in addition to identification of village enhancement projects, is assistance with the grant application process, including environmental review (up to two applications).

The Warren V-DAT Advisory Committee has identified two eligible project concepts that they would like to see be applied for. In addition, I presented these projects to the Warren Planning Commission at its 12/16 meeting – whom provided a positive vote of endorsement. Both of the projects were included in the V-DAT consultant's 10/18/13 Warren Preliminary Concept Presentation and are as follows:

- Village Bridge on Main over Freeman/Kids Brook
  - Stacked stone on NW side, light poles, planters, & sidewalk upgrade (design and construction)
- Main Street streetscaping/traffic calming between Village Bridge and Brook Rd
  - Visually “narrow” roadway using paving surfaces, install movable planters, maintain parallel parking, implement sidewalk enhancements, install crosswalks & wayfinding signage (design & construction)
  - Proposal builds upon and furthers previous sidewalk and traffic calming work (2004 Traffic Calming Report, Warren Village Pedestrian Enhancement Plan, Sidewalk Feasibility Study & 2009 Warren School Travel Plan)

Images of these concepts are attached to this memo, consisting of excerpts from the 10/18/13 presentation referenced above.

The target would be to put forward any applications to the CDBG-DR Board at their February meeting. As stated previously, this would require extensive front-end work to be shoulder primarily by the V-DAT team and myself. The benefit of this work will be the development of a tight scope of work for each project and related budget (for instance, we might realize that design and permitting for enhancements on a State-owned intersection is all that can be realistically achieved within the grant's 2-year performance period). This Memo and the placement of this discussion at your 12/18 Selectboard Meeting is the beginning of this process.

I look forward to furthering this discussion on Monday. This is a tremendous opportunity for the Village of Warren and look forward to putting community visions into reality.

Sincerely,  
Joshua

