REQUEST FOR PROPOSALS
TOWN OF WARREN

The Town of Warren is seeking assistance from qualified firms to provide planning service to study a path conceptual alignment, on the side of the Sugarbush Access road, from Eurich Pond Road to the Sugarbush Path. Proposals are due no later than Noon 5/9/16. For a copy of the Request for Proposal Package call Cindi Jones Town Administrator. Town of Warren, PO Box 337, Warren, VT, at 802-496-2709x23 or email cjones@warrenvt.org.

Town of Warren
PO Box 337
Warren, VT 05674
(802) 496-2709

Request for Proposal
Warren, Vermont
Sugarbush Access Road Path Scoping Study
STP BP15(13)

Contact: Cindi Jones, Town Administrative Assistant

Date of Issue: 4/14, 2016

Deadline: Noon, 5/9, 2016

I. INTRODUCTION

The Town of Warren is seeking assistance from qualified firms to provide planning services to study the feasibility of and develop a plan to create a path parallel to the Sugarbush Access Road in Warren, from its intersection with Eurich Pond Road (1730 Sugarbush Access Road) to its intersection with Inferno Road (approximately 6,336 feet in length).

The study will determine the preferred alignment for path, identify any desired crosswalk locations, discuss and recommend the preferred surface type for the path (crushed stone vs. asphalt), and determine whether plowing is desirable and, if so, how it will be addressed (including the estimated cost of plowing).

The study outline should follow Attachment A.

Additional background regarding this project, including the funding application submitted to the VTrans Bicycle and Pedestrian Program, and a 1987 Preliminary Feasibility Study for a path along the Sugarbush Access Road may be viewed by following this link: http://bit.ly/1ZnxwS0 (included within that document are maps of the project area and location).

II. SCOPE OF WORK

In general, the scope of this project will consist of a planning process that identifies the needs of bicyclists & pedestrians within Sugarbush Access Road area taking into consideration the existing conditions. The outcome of the process will be:

⇒ An identification and prioritization of improvements
⇒ A public involvement process to ensure local input and support of projects
⇒ An assessment of historic, and environmental constraints
⇒ Clear, written documentation of project issues and overall feasibility

A.) Project Kickoff Meeting

Meet with the Town, VTrans and a local project steering committee to develop a clear understanding of the project goals, objectives, timelines and deliverables.

B.) Compile Base Map/Document Existing Conditions

Compile a base map using available mapping including VT Digital Orthophotos, digital parcel maps for the Town and other natural resource-based GIS data available from the Regional Planning Commission (RPC), Town and Sugarbush Resort. The compiled information must be displayed in an ArcMap-compatible format. Display of typical sections and other engineering type drawings may be done with software other than ArcMap. Existing conditions to be noted include presence of existing pedestrian facilities, roadway widths, subsurface drainage and any other items the consultant feels are appropriate. Additional items to be mapped include: natural resource constraints, utilities, and historic constraints, existing rights of way, etc.

C.) Local Concerns Meeting

The consultant will organize and moderate a local concerns meeting with municipal representatives and State officials and the public to develop a clear understanding of the project goals, objectives and concerns. The consultant will also contact property owners in the study area. Develop a Project Purpose and Need Statement for proposed improvements. The consultant will generate this statement based on local input and an understanding of existing conditions. This meeting may be an opportunity to discuss any future maintenance issues or concerns with the proposed project.

D.) Identify Activity Centers

Based on existing land use patterns, planned & future permitted projects, and potential connections to planned or existing pedestrian and bicycle facilities (including recreational trails), the consultant will document predicted and existing pedestrian and bicycle travel patterns.

E.) Develop Conceptual Alignment(s)

In cooperation with the Town the consultant will be responsible for identifying potential alignment(s) for the bicycle and/or pedestrian facilities utilizing the information compiled for the base plan, and site visit(s). Conceptual alignments should also include roadway crossing needs. The consultant will also review the proposed alignment(s) to ensure that they meet the Americans with Disabilities Act Guidelines and other applicable State and Federal requirements. If the proposed improvement covers a large distance and will likely be implemented in phases, the consultant shall make suggestions about how to break up the project into logical segments.

F.) Identify Right-of-way Issues

Compile right-of-way and property ownership information along the proposed alignment of the proposed project. This information should identify public/private ownership and any existing easements or restrictions (e.g. Act 250 permits, town zoning approval conditions) on affected property. Map right-of-way information on the same base mapping as the existing conditions – Task B). Meetings with property owners will be conducted.

G.) Identify Utility Conflicts

Identify and discuss all underground and overhead utilities in the project area. Include a preliminary assessment of whether any relocations will be required. Will the relocations occur outside of the existing Rights of Way? For underground utilities, an assessment should be made of whether they will be impacted by construction of proposed improvements.

H.) Identify Natural and Cultural Resource Constraints and Permitting Requirements

Review natural and cultural resource issues including wetlands, surface waters, flora/fauna, endangered species, storm water, hazardous wastes, forest land, historic, and architectural resources, 4(f) and 6(f) public lands, and agricultural lands. Identify potential impacts on these resources and permitting requirements, including the potential for review under Act 250. When possible, documentation from appropriate state agencies should be included to summarize the extent to which resources may or may not be impacted.

For the Historic resources, the correct level of study for above-ground resources would be a reconnaissance-level survey.

I.) Alternatives Presentations

Taking into consideration previously gathered information, conduct a public informational meetings with the Town to present three different alternatives, plus the no build that have been considered. Each alternative should be presented in a matrix with pros and cons identified, comparative costs and whether or not it meets the purpose and need identified by the community. The outcome of these meetings should be an alternative selected by the community for further development.

J.) Develop Preliminary Cost Estimates

The consultant will develop preliminary cost estimates for further planning, design, construction and maintenance cost of the project. The estimates should be based on the assumption that the project will be constructed using a combination of Federal, State, and local funding. The cost estimates should include amounts for construction, engineering, and construction inspection. If the project is to be completed in phases, cost estimates for each phase shall be provided.

K.) Project Time Line

The consultant will provide a project development timeline that takes the project through the design, permitting and construction phases. If necessary, the consultant will develop a project phasing plan for construction of the project over a multi-year period.

L.) Public Information Meeting

The consultant will organize and moderate a public information meeting with municipal representatives and State officials and the public to present the selected alternative cost estimates and timeline and address public questions or concerns.

M.) Report Production

Using information gathered from the activities outlined above and from the meetings with the Town, submit draft and final feasibility reports outlining the findings of the study (see Standards

and Deliverables for number required). A public informational meeting will be held to review the draft report before completion of the final report. The consultant shall follow the report format shown in Attachment A and is expected to include all of the elements listed in the outline.

III. STANDARDS AND DELIVERABLES

A.) All documents should be provided in both hard copy (paper) and digital format (MS WORD). All copies of draft and final reports shall be printed on both sides (i.e. double-sided).

B.) All data, databases, reports, programs and materials, in digital and hard copy format created under this project shall be transferred to the Town upon completion of the project and become the joint property of the Town, and the State of Vermont.

C.) The consultant will provide Twelve (12) copies of the draft and final reports. Reports must be submitted a minimum of one full week prior to meetings at which they will be discussed. In addition, one unbound camera-ready copy and digital copy of both the draft and final report will be provided to the Town. Original copies of the draft and final reports must be submitted to the Town, and VTrans.

IV. RESPONSE FORMAT

Responses to this RFP should consist of the following in a pdf digital format:

A. A technical proposal consisting of:

1. A cover letter expressing the firm's interest in working with the Town including identification of the principal individuals that will provide the requested services.

2. A description of the general approach to be taken toward completion of the project, an explanation of any variances to the proposed scope of work as outlined in the RFP, and any insights into the project gained as a result of developing the proposal.

3. A scope of work that includes detailed steps to be taken including any products or deliverables resulting from each task.

4. A summary of estimated labor hours by task, clearly indicating individuals working on the project.

5. A proposed schedule that indicates project milestones and overall time for completion.

6. A list of individuals that will be committed to this project and their professional qualifications. The names and qualifications of any sub-consultants shall be included in this list.

7. Demonstration of success on similar projects, including a brief project description and a contact name and address for reference.

8. A representative work sample similar to the type of work being requested.

Please note that Items 1 – 5 should be limited to a total of 15 individual pages. Resumes, professional

qualifications and samples are not included in this total.

B. A separate cost proposal consisting of a composite schedule by task of direct labor hours, direct labor cost per class of labor, overhead rate, and fee for the project. If the use of sub-consultants is proposed, a separate schedule must be provided for each.

V. CONTRACT PERIOD & AMOUNT

The committee will select the consultant in May, 2016. Work should be completed by December 30, 2016. The maximum limiting amount of this contract is **$25,000.**

VI. CONSULTANT SELECTION

The consultant selection will be made by a committee that includes, representatives from the Town, a representative of Sugarbush Resort, and the VTrans Coordinator. The selection committee will review and evaluate all proposals based on the following criteria:

1. Concept and Scope (20%) - The consultant will present an overall project concept which should demonstrate an understanding of the scope and objectives for this project.

2. Work Program and Methodology (35%) - Include specific activities of tasks to be performed, proposed methodology and individual(s) to be responsible for carrying out the activities or tasks.

3. Firm Experience (15%) - Demonstration of the Consulting Firm's familiarity and actual experience in bicycle and pedestrian facility planning and design. Samples of similar work and related materials are welcome. References for similar work experience shall be provided, including organization names, mailing addresses, telephone numbers, and the name of the contact person.

4. Team Experience (20%) – Demonstration of the project team's qualifications, familiarity and actual experience in bicycle and pedestrian facility planning and design. Samples of similar work and related materials are welcome. References for similar work experience shall be provided, including organization names, mailing addresses, telephone numbers, and the name of the contact person.

5. Suitability of the Project Schedule (10%) - Chart(s) showing labor hours of individuals by task, and proposed schedule including: presentations to the project review committee and public meetings, submission of draft plans, site visits, etc. shall also be included. The Project Schedule and charts shall be provided in a digital Excel spreadsheet.

The selection committee may elect to interview consultants prior to final selection.

VII. SUBMISSIONS

Consultants interested in this project should submit one digital copy of their proposal, in PDF, to:

Cindi Jones
Town of Warren
selectboard@warrenvt.org

Technical and cost proposals must be submitted as separate documents.

Email attachments may not exceed 20MB due to limitations imposed by our email provider. For documents larger than 20MB, please utilize a file transfer service, such as Dropbox for transmission.

Submissions will receive an email confirming receipt of the files.

Questions about the project should be directed to Cindi Jones at the above email address or phone number.

All proposals must be received by the Town no later than **Noon on 5/9, 2016**. Proposals and/or modifications received after this time will not be accepted or reviewed.

All proposals upon submission become the property of the Town. The expense of preparing and submitting a proposal is the sole responsibility of the consultant. The Town reserves the right to reject any or all proposals received, to negotiate with any qualified source, or to cancel in part or in its entirety this RFP as in the best interest of Town. This solicitation in no way obligates the Towns to award a contract.

VIII. CONTRACTING PROCESS

The Consultant, prior to being awarded a contract, shall apply for registration with the Vermont Secretary of State's Office to do business in the State of Vermont, if not already so registered. The registration form may be obtained from the Vermont Secretary of State, 128 State Street, Montpelier, VT 05633-1101. The telephone number is (802) 828-2363. The contract will not be executed until the Consultant is registered with the Secretary of State's Office. The successful Consultant will be expected to execute sub-agreements for each sub-consultant named in the proposal upon award of this contract.

The Consultant must have a current Vermont Agency of Transportation Form AF38 on file with VTrans prior to signing a contract. The AF38 form should be completed at a level commensurate with the anticipated magnitude of proposed work. The AF38 form and any financial information should be submitted directly to VTrans Audit Section. This information will be kept confidential on file in the Audit Section. Please note in the SOQ if this information is currently on file with VTrans. Form AF38 can be found on the VTrans website:
(www.aot.state.vt.us/conadmin/relateddocs.htm).

The Consultant's attention is directed to the VTrans' Disadvantaged Business Enterprise (DBE) Policy Requirements. These requirements outline the State's and the consultant's responsibility with regard to the utilization of DBEs for the work covered in the RFP. It is expected that all consultants will make good faith efforts to solicit DBE sub-consultants.

Prior to beginning any work, the Consultant shall obtain Insurance Coverage in accordance with the

Consultant Contract Provisions located in the Local Transportation Facilities (LTF) Guidebook (Appendix E). The certificate of insurance coverage shall be documented on forms acceptable to the Town. The LTF Guidebook may be found online at http://vtransengineering.vermont.gov/bureaus/mab/local-projects/general/guidebook. The contract between the Town and the Consultant shall also make general reference to those provisions or attach them to the contract.

If the award of the contract aggrieves any firms, they may appeal in writing to the Town of Warren Selectboard, PO Box 337, Warren VT 05674. The appeal must be post-marked within seven (7) calendar days following the date of written notice to award the contract. Any decision of the Town Selectboard is final.

Attachment A:
Recommended Outline for the Bicycle and Pedestrian Feasibility Study

I. PURPOSE AND NEED OF THE PROJECT – identify goals and objectives, provide description of existing conditions (how do they hinder the goals?)

II. PROJECT AREA AND EXISTING CONDITIONS – identify the project area, existing conditions and proposed location of facilities. What other locations were considered? What origins and destinations are served by the proposed facility?

III. RIGHT OF WAY – identify each landowner and assess their level of interest in the project.

IV. UTILITY IMPACTS – What existing underground and/or overhead utilities are in the project area? How will they be impacted by the proposed project?

V. NATURAL AND CULTURAL RESOURCES – identify constraints and possible design solutions and necessary permits. Include resource maps indicating identified resources and the relationship to the preferred alternative. Develop a resource impact matrix for inclusion in the final report.

A. Natural Resources
   1. Wetlands
   2. Lakes/Ponds/Streams/Rivers
   3. Floodplains
   4. Endangered Species
   5. Flora/Fauna
   6. Stormwater
   7. Hazardous Wastes
   8. Forest Land

B. Cultural Resources
   1. Historic
   2. Archaeological
   3. Architectural
   4. Public Lands
   5. Agricultural Lands

VI. PRELIMINARY PROJECT COST ESTIMATE – including preliminary engineering, right of way acquisition, construction, project management and construction inspection costs.

VII. MAINTENANCE - Discuss anticipated maintenance needs of the proposed project, including whether removal is desirable and, if so how it is likely to be addressed.

VIII. PUBLIC INVOLVEMENT – Document the extent to which the public supports the project and identify any potential problems.

IX. COMPATIBILITY WITH PLANNING EFFORTS – Indicate how the proposed improvement is compatible with relevant local Town plans, regional Transportation or Bike/Ped (if available) plans, and the VTrans Bicycle and Pedestrian Plan.

X. PROJECT TIME LINE – given the nature of the project what is your best estimate of the time it will take to scope, design and construct the project (or initial phase of the project).

XI. VIABILITY – why should VTrans or other funding sources consider this project proposal? Is the project responsive to a community need and is the public good served by spending local, state and federal dollars on this alignment? Are there other considerations that should be made before this project is advanced?

Application

To:

VTrans Bicycle and Pedestrian Program

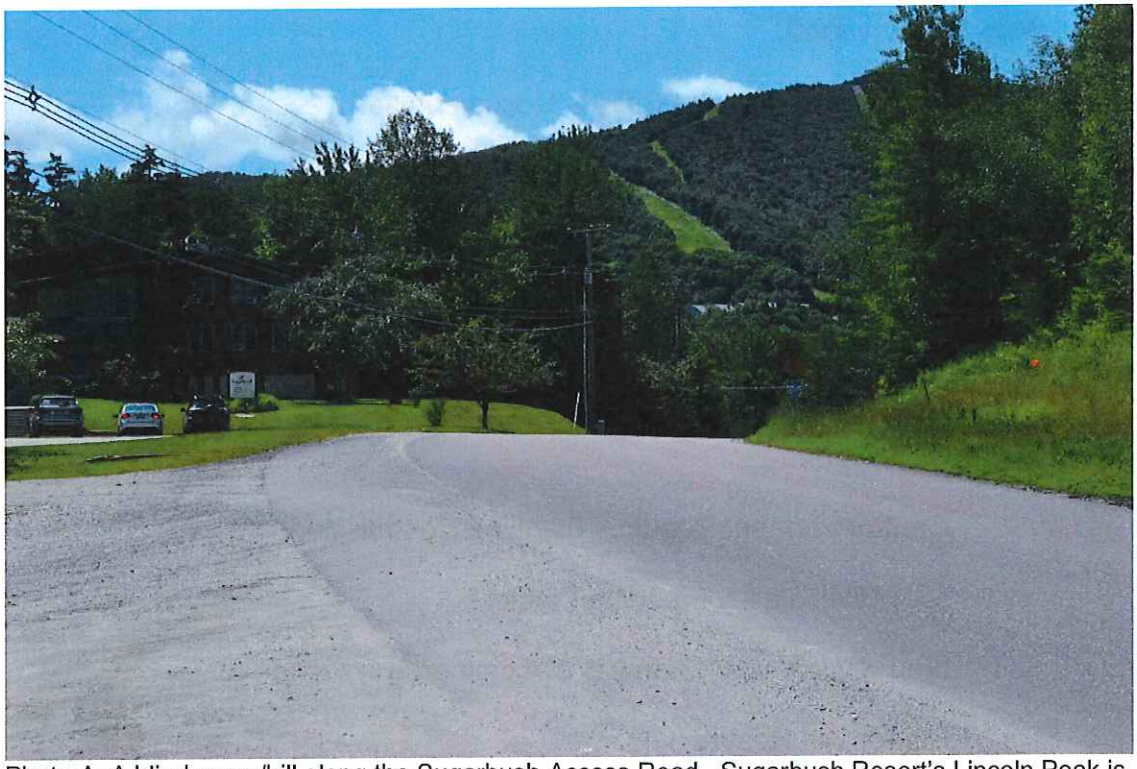


Photo A: A blind curve/hill along the Sugarbush Access Road. Sugarbush Resort's Lincoln Peak is shown in the background and its Administrative Offices are on the left.

For:

Sugarbush Access Road Path Scoping Study

From:

Town of Warren

July 17, 2015

Section A: Project Application Form

Design/Construction

Small-scale Construction

10. **Project Location Map:** Applications must include a map(s) of the project area. The map should be clearly annotated to indicate the project being applied for and its relationship to existing bicycle or pedestrian networks. Color photos are useful but not required. If the project is within or adjacent to a designated downtown or village center, clearly indicate the relationship of the proposed project to the boundary of the designated area.

Map included? ☑ Yes ☐ No

11. **Estimated Project Costs:**

Scoping Projects

Consultant Costs (to develop scoping report) → $ 25,000

Administration/Local Project Manager Costs → $ 2,500

(Costs associated with oversight of the project, estimated at 10% of Scoping report development)

TOTAL SCOPING AMOUNT APPLIED FOR (including 10% local share) $ 27,500

Large Design/Construction Projects

Engineering →

(Costs associated with survey, plans development, permitting, development of bid documents, bid analysis)

13. **Will you accept an award less than you applied for?** ☐ YES ☑ NO

IF YES, please indicate whether local funds will be used to make up the shortfall or if the project scope will be reduced.

☐ Keep Scope of project the same and make up shortfall with other funds

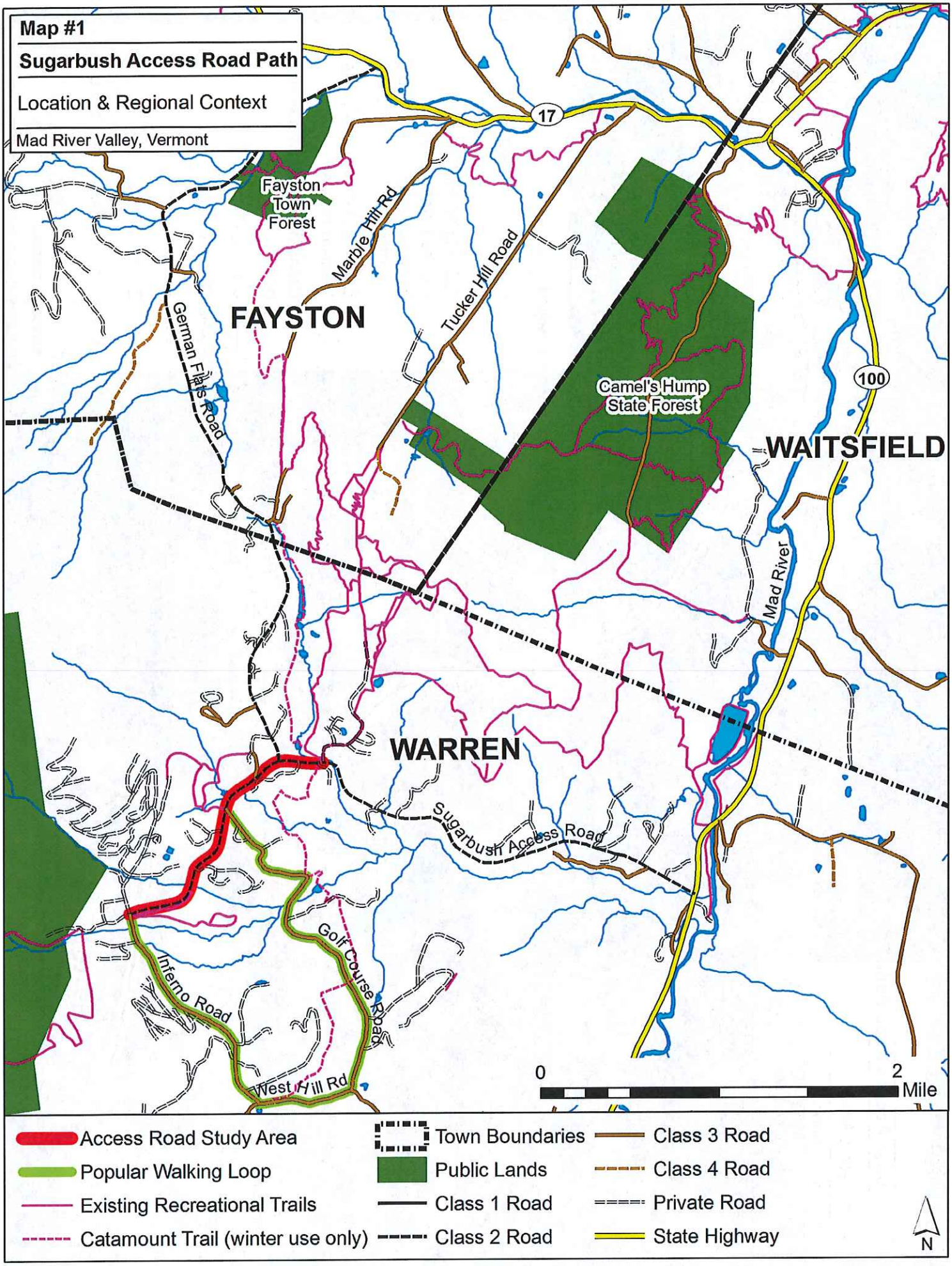
☐ Reduce project scope – Describe and provide cost breakdown (attach backup, if necessary)

Note: Partial awards will ONLY be considered for large-scale construction projects. If the project scope is to be reduced, document what part of the project you would accept partial funding for and break out the costs associated with that part or segment. Attach additional pages if necessary. If adequate information is not provided, partial funding will not be considered.

14. When did you hold a public meeting about this project within the last year?

(Please enclose documentation of meeting warning and a meeting summary.)

PUBLIC MEETING DATE 7/14/15


Map #1
Sugarbush Access Road Path
Location & Regional Context
Mad River Valley, Vermont
17
Fayston Town Forest
Marble Hill Rd
Tucker Hill Road
German Flats Road
FAYSTON
Camel's Hump State Forest
100
WAITSFIELD
Mad River
WARREN
Sugarbush Access Road
Golf Course Road
Inferno Road
West Hill Rd
0
2
Mile
Access Road Study Area
Popular Walking Loop
Existing Recreational Trails
Catamount Trail (winter use only)
Town Boundaries
Public Lands
Class 1 Road
Class 2 Road
Class 3 Road
Class 4 Road
Private Road
State Highway
N

Section C: Project Evaluation Criteria Documentation

access to trails will help bolster this sector of the Valley's economy. See MRV – Economic Study at 10. The creation of a path along the Access Road Path will link Sugarbush Resort and Access Road neighbors to a vast network of recreation trails and will significantly bolster non-winter recreation. An Access Road Path will dramatically improve the summer appeal of the area as well as safety, which will, in turn, help bolster a more year-round recreation industry, as recommended in the MRV – Economic Study.

At the regional level, as discussed in the letter of support from the Central Vermont Regional Planning Commission, a path along the Access Road fulfills or is consistent with a number of goals and policies found in the Central Vermont Regional Transportation Plan.

2. **Describe how the project area being studied relates to a complete network of pedestrian and/or bicycle facilities.**

The Study Area is the missing link between the base of Lincoln Peak and one of the most important recreation trail networks in the Mad River Valley. As Map #1 illustrates, many public recreational trails have been constructed in an area bounded on the south by the Access Road, on the west by German Flats Road, on the north by Route 17 and on the east by Route 100. This area continues to be the focus of trail building efforts. Presently, new trails are being designed within the Camel's Hump State Forest, and the area between the Access Road and the Fayston Town Forest. The latter of these trail projects will create a more seamless, more sustainable multi-use recreational trail running from north to south from the Town Forest to the Access Road. The area enjoys excellent access from all directions but lacks a safe and easily followed pedestrian or bicycle route from the Access Road vicinity. Such a link would create a safe and seamless route for guests and residents to follow from the vicinity of the Access Road to the aforementioned recreational trails (which are an important summer destination for visitors and residents, alike). Moreover, it would create seamless off-road trail connections from the Fayston Town Forest (in the northwest), and from American Flatbread's Lareau Farm (in the northeast) to Sugarbush's Lincoln Peak Base Area and the residents and visitors along the Access Road.

The Study Area includes the start of a path. The path runs approximately 2,000 feet east from Inferno Road. The Scoping Study will help determine how to best connect, incorporate or even upgrade the existing path with a larger bicycle and pedestrian facility along the Access Road. Doing so would drastically expand the usefulness and connectivity of the existing path.

As highlighted on Page 7-8 of the Warren Town Plan, the Study Area is already well used by pedestrians and cyclists who follow a loop consisting of Golf Course Road, West Hill Road, Inferno Road and the Access Road (see Map #1). This route is mentioned in numerous publications and is recommended to guests at nearby lodging properties (in part because the immediate area lacks safe places to walk, run, or bike). Unfortunately, the Access Road is known as the most dangerous leg of the loop, due to the high volume and speed of traffic. A path through the Study Area would dramatically

Section F: Letter of Support from Municipal Governing Body

Contact Information:

Local Project Manager:
William Flender, Executive Director
Mad River Path Association
4061 Main Street, PO Box 683
Waitsfield, VT 05673
path@madriver.com | (802) 496-7284

Fiscal Administrator:
Cindi Hartshorn-Jones, Town Administrator
Town of Warren
42 Cemetery Road, PO Box 37
Warren, VT 05674
cjones@warrenvt.org | (802) 496-2709 x23

Should you have any questions please feel free to contact us.

Sincerely,

Andrew Cunningham, Chair
Town of Warren Selectboard

CENTRAL VERMONT REGIONAL PLANNING COMMISSION

Will Flender
Town of Warren
PO Box 337
Warren, VT 05674

7/9/15

Dear Will,

The Central Vermont Regional Planning Commission finds your application to the VTrans Bicycle & Pedestrian Program consistent with the Regional Plan. Providing pedestrian facilities in villages and growth areas are recommendations of the Regional Transportation Plan.

The proposed application is also consistent with the following regional goals and policies:

Promote a transportation system that encourages concentrated development, allows greater access to residences, employment, and services, and facilitates carpooling, bus and rail service, and non-motorized travel.

Promote projects that limit the conflicts between the motor vehicle traffic stream, and pedestrians.

Encourage traffic calming efforts to minimize conflicts between traffic and surrounding neighborhoods.

Promote a transportation system design that strives for aesthetic and functional characteristics that improve the quality of life.

Support the design of visually attractive and durable infrastructure such as roadways, pathways, and bridges.

To promote a regional transportation system that preserves and enhances residential and economic development potential in growth areas.

Encourage transportation system improvements that renew and improve downtowns, growth areas, and neighborhoods.

Please call me if I can be of further assistance in the preparation of your grant application.

Sincerely,

Steve Gladczuk
Transportation Planner

29 MAIN STREET • SUITE 4 • MONTPELIER • VERMONT 05602
802-229-0389 • FAX: 802-223-1977 • E-MAIL: CVRPC@CVREGION.COM

MAD RIVER VALLEY
VERMONT

July 15, 2015

Jon Kaplan, Bicycle and Pedestrian Program Manager
VT Agency of Transportation
Local Transportation Facilities
1 National Life Drive
Montpelier, VT 05633

Re: Sugarbush Access Road Path Scoping Study

Dear Mr. Kaplan,

On behalf of the Mad River Valley Chamber of Commerce, I am writing to offer our support for the Town of Warren's application for funding for a Scoping Study to examine the possibility of constructing a path along the Sugarbush Access Road.

A path along the Access Road would not only enhance safety for residents and visitors to the Valley, it would also increase property values and enhance the economic vitality and opportunities for businesses in the Mad River Valley. The path would provide an important off-road alternative in a densely developed part of the Valley and it would connect the residences and businesses along the Access Road vicinity with miles of recreational trails.

Recreation and mountain biking, in particular, were identified as a key industry within the Mad River Valley in an economic study conducted last year. Further, the study articulated what many businesses in the Valley already recognized that trails and mountain biking could be an important driver of the local economy and a means to level off seasonal fluctuations in employment. As the economic study also mentioned, and is also widely known, many gaps exist in the Valley's trail network. One such gap is between the trails in and around the Camel's Hump State Forest and the Sugarbush Access Road.

We see the development of a path along the Access Road as an important piece of expanding and diversifying the Valley's year-round economy. The facility will, undoubtedly, be widely used by neighbors and visitors, as well as locals from elsewhere in the Mad River Valley.

If you have any questions, please feel free to contact me.

Sincerely,

Lisa Davis

Lisa Davis
Executive Director
Mad River Valley Chamber of Commerce
802-496-309
chamber@madrivervalley.com

Photographs of the Study Area

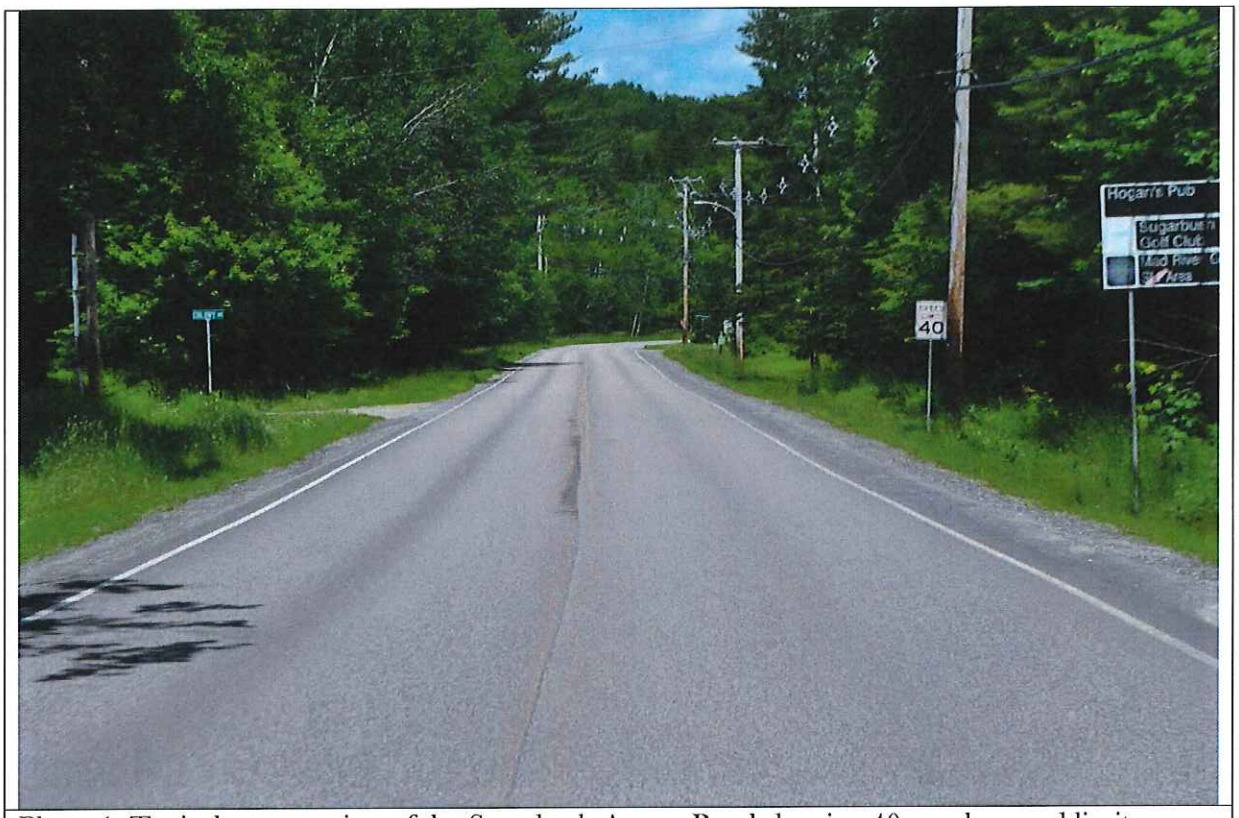


Photo 1: Typical cross section of the Sugarbush Access Road showing 40 m.p.h. speed limit, narrow and irregular shoulders which are not regularly swept.

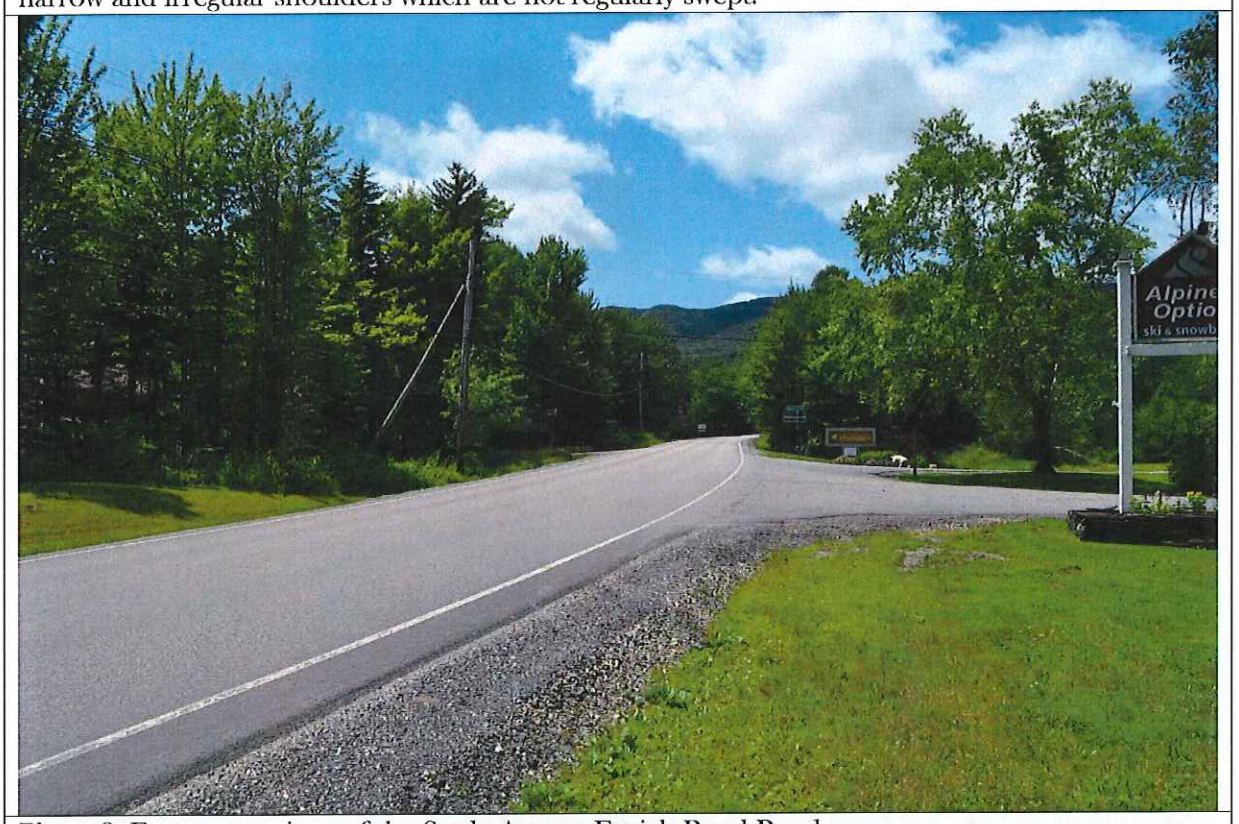


Photo 2: Eastern terminus of the Study Area at Eurich Pond Road.

Photographs of the Study Area

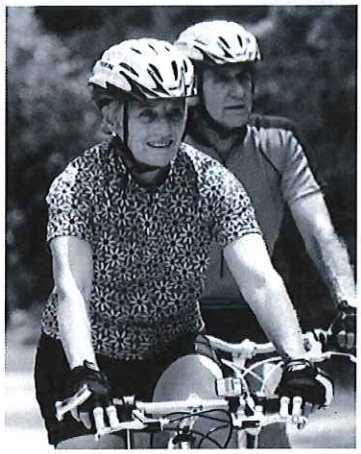
Photo 5: Newly constructed dirt path alongside the road (Access Road shown in the background).

Photo 6: Western terminus of the project area at the intersection of Interno Road (counterclockwise from right: Interno Road, Sugarbush Access Road, Sugarbush Village Road (with sidewalk), and entrance to Lincoln Peak Base Area main parking lot.

Pedestrian and Bicycle Travel

The existing road network, especially VT Route 100, serves as an important bicycle corridor. Cyclists enjoy the Mad River corridor for recreational as well as racing pursuits.

The bicycle lane was created on VT Route 100 between Warren Village and Irasville. This network is intended to serve the travel and recreational needs of pedestrian, bicycle, and other non-motorized modes of movement. The path network was most recently extended around the snowmaking pond and to the Riverside Park. The objectives of the network are:



- to promote health and safety;
- to encourage alternatives to vehicular travel;
- to improve pedestrian and bicyclist safety;
- to afford access to open spaces;
- to enhance recreational amenities; and,
- to link the Valley's growth centers.

Trails linking the Warren elementary school with the Waitsfield and Fayston elementary schools have been investigated by the Mad River Path Association using money granted by the Agency of Transportation, Conservation Fund, Agency of Natural Resources, National Parks Service and the Vermont Youth Conservation Corp.

Another area of town frequently used by pedestrians and cyclists is the Golf Course, West Hill, Inferno, and Access Road 3 mile loop as well as travel from the Lincoln Peak base area to the Sugarbush Inn and condos. This poses a safety concern since none of these roads have sidewalks or paths and some are narrow and windy. To help alleviate the safety issue, the permit for the Lodge at Lincoln Peak, which is being redesigned, requires Sugarbush Resort to install paths on property owned by the resort linking the base area to the Sugarbush Inn.

Since Sugarbush Resort does not own all of the property between the base area and the Sugarbush Inn there will be gaps in the path. To help remedy this situation, any permit issued at Lincoln Peak will probably require that Sugarbush encourage adjacent property owners to link onto the path at their own expense.

Parking

Warren Village: To augment the lack of parking in Warren Village, the Town applied for and received a Municipal Park & Ride grant in conjunction with the Vermont Agency of Transportation in 2006. This resulted in the conversion of a Town owned parcel to a municipal lot for fourteen spaces. The additional spaces also serve commuters, carpoolers, hikers, and cyclists who use the Village as a base. As the commission continues to refine its plan for municipal facilities, it will continue to analyze the parking needs and opportunities in Warren Village.

The Town also received a 2009 Municipal Park & Ride grant to create 21 spaces at the East Warren Schoolhouse.

Lincoln Peak Base Area: In conjunction with the Lincoln Peak permitting process, Sugarbush received an air quality permit for approximately 2200 spaces of which 1625 have been constructed. The resort continues to emphasize the use of the Mad Bus for inner mountain transit and its own intra parking lot

Minutes of July 15, 2015
Warren Selectboard
Warren Municipal Building
7:00 PM
UNAPPROVED

Members Present: Michael Cunningham, Chair, Bob Ackland, Vice Chair, Randy Graves, Luke Youmell & Clay Mays.

Others Present: TV 44/45, (Sam), Mac Rood, Will Flender, Joshua Schwartz, and Cindi Hartshorn-Jones.

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

7:05 PM – Rootswork – Mac Rood – Updates/ Sewage System Responsibilities – Mr. Rood started the discussion off by updating the board on Rootswork's activities. They the expanded the kitchen upstairs, installed new fire doors on the upstairs, replaced the flooring in the mechanical room, fixed the floor joists and added a drain in the mechanical room and replaced the aging boiler. The next major project is clapboard the south side (backside) of the building.

Sewage Management – Mr. Cunningham commented that the Selectboard would like Rootswork to manage the system and contract with Advance Onsite Services who are an authorized dealer of this type of system. Rootswork would follow their recommendations on pumping the tanks and inspections. The Town would like to receive all reports on the activities. Mr. Rood commented that he was concerned that with the turnover of board members that this could fall between the cracks. Rootswork wanted the Town to manage the system and bill Rootswork for the expenses. Mr. Ackland commented that the tenant should manage the system and if any major expense such as control board failure, then Rootswork would notify the Town and the Town would make a determination on the responsibility. Mr. Rood would contact Advanced Disposal Systems to discuss if they would also manage the grease trap and pumping for the $275.00 yearly cost. .

7:30 PM Mad River Active Transportation Grant – Joshua Schwartz - Mr. Schwartz gave an overview of the grant that was awarded for $75,000 with a $7,500 match. The match came from the Towns of Moretown, Fayston, Waitsfield, Warren and the Mad River Valley Rotary Club. Warren is the lead applicant and will administer the grant through VTrans. An RFP was sent out and four proposals were received. A selection committed rated each proposal and the SE Group from Burlington was chosen to perform the work as was laid out in the scope of work. The contract is in the finalizing phase and would need to be signed by the Town.

Motion by Mr. Ackland to authorize Ms. Hartshorn-Jones to sign the contract with the SE Group for the Mad River Active Transportation Grant, Second by Mr. Mays. All in Favor: VOTE: 5-0.

VDAT Update – Mr. Schwartz highlighted that the Town received a $275,000 grant for the side walk project. The Planning District still is working with Commence & Development on satisfying the award conditions. Mr. Schwartz commented that the project would consist of putting out an RFP for the engineering consultant for final design. Currently there is

Other Business:

Bridge 166 – Lareau Bridge – Mr. Ackland commented that he attended the meeting at the Waitsfield Selectboard meeting concerning this project. The project is now 33 days from the 21 day closure period. The reasons are: the bridge is longer, ledge removal and a bike/ped path under the bridge. The conscience at the meeting was to try to do as much as possible in May and have a June start date. June first is the first available day by ANR requirements to start any work in the stream. The two businesses most affected did not want construction in July as it is their busiest time. The detour is a 10 mile detour that uses RT 17, German Flats, and the Access Road. At the first public hearing Warren had stated for safety reasons on the German Flats Road that construction should be after July 4th. The closure in July would not affect the Washington West bus schedule but moving it ahead to June 1 would. VTRANS is requesting that Fayston and Warren re-submit their letter for approval of using their roads during this time to a 33 day road closure. Mr. Ackland commented he would check with Washington West and find out their concerns if any before re-submitting a letter.

Mountainside Appeal – still unknown what will happen.

8:05 PM – Sewer Connection Town System Approval for Alice Cheney – Ms. Cheney has filed an application for connecting to the Town System as her system has failed.

Motion by Mr. Ackland to approve the sewer connection, second by Mr. Graves. All in Favor: VOTE: 5-0.

8:10 PM – Approval of Accounts Payable – Motion by Mr. Ackland to approve the accounts payable warrants as presented for $53,363.71, second by Mr. Youmell. All in Favor: VOTE: 5-0.

8:11 PM – Approval of Payroll Warrants – Motion by Mr. Ackland to approve the payroll warrants as presented for $17,737.03, second by Mr. Youmell. All in Favor: VOTE: 5-0.

8:12 PM – Approval of Minutes for setting the tax rate: Motion by Youmell to approve the Minutes for setting the 2015 tax rate, second by Mr. Mays. All in Favor: VOTE: 5-0.

8:14 PM – Approval of Minutes for June 23, 2015 – Motion by Mr. Ackland to approve the Minutes of June 23, 2015, second by Mr. Graves. All in Favor: VOTE: 5-0.

PRELIMINARY FEASIBILITY STUDY

SUGARBUSH ACCESS ROAD

PATHWAY DESIGN

WARREN, VERMONT

PREPARED BY: WILLIAM MACLAY, ARCHITECT
PO BOX 81
WARREN, VERMONT 05674

JOHN CONNELL
YESTERMORROW
WARREN, VERMONT 05674

JEFF SQUIRES
HUMSTONE SQUIRES ASSOCIATES
171 ST. PAUL STREET
BURLINGTON, VERMONT 05401

~~JANUARY~~ 19, 1987
MARCH

telephone building, from Sugarbush Village along Rice Brook to the telephone building; the latter is recommended because it reinforces the village, is the shortest, and the easiest to maintain and the most attractive (see section B).

The next problem area is at Rogo's and the Sugartree. To follow the western edge of the road will require fill at Rogo and relocation of the Sugartree parking lot (see sections C and D). The embankment adjacent to the Sugartree is gravel and also creates a safety hazard due to limitations in visibility. The fill could be used for path construction elsewhere. The affected landowners have been approached and are willing to consider alternatives for these solutions. Other options require crossing the road at the Bridges entrance drive and either going behind or in front of the Golden Horse Lodge. The alignment on the west side which does not require crossing the road is preferred.

The last problem area is at the Sugarbush Inn. Transformers, fences and buildings mean that either the road alignment would have to change to construct a path beyond snow banks on the road or that the path would adjoin the road but be separated by a curb. Alternate locations include staying on the west side of the road by going behind the Inn building or crossing the road, where the road would have to be widened (See section G). The preferred location is along the north side of the road to keep the path on the same side of the road and to keep the path close to a major activity generator. It is recommended that the path be located immediately adjacent to the road with a curb and raised path to separate pedestrian and vehicular uses. At present, Little John's has been discussed as the terminus of the path, with a possible future connection up to the Eurich Pond. The path could, however, be continued to the Blue Tooth.

5.00 Ownership

All affected property owners have been contacted. Given recent property transactions, Sugarbush is the major landowner, although other affected properties are: Rogo's, The Forest Service, the Sugartree, Michael & Joseph DiScala, the Sugarbush Inn, Southface and/or Little John's, Sterling Ridge and Waitsfield-Fayston Tel. Co..

6.00 Maintenance

This path could be maintained in the summer and/or winter. Obviously, the major maintenance effort is in the winter. It could be maintained by the Town, or by a private service. It could be paid for by the Town, affected property owners, or special assessment district. Waitsfield contracts for winter plowing of less than

lights. 48% of respondents favored the town maintaining the path in the winter at an annual cost of $6,000, while 44% opposed winter maintenance and 8% were undecided. 53% of respondents wanted paths in other parts of town, while 30% did not. 15% of the respondents mentioned either a pedestrian or bike path between Warren & Waitsfield or along Rt. 100 or the Mad River. Other locations included the Catamount Trail, Double Top, East Warren Road, River Road, Brook Road in town limits, Warren Village, or Warren to Moretown. Biking was the favored use (61%) followed by cross country skiing (35%), nature path (33%), horseback (18%). The results of the questionaire are attached.

11.00 Possible actions

✓1.) Adopt alignment as part of town plan

✓2.) Work with new projects as they come before the planning commission in acquiring easements and/or agreements to construct and maintain paths.

3.) Acquire easements

4.) Pursue detailed engineering design

✓5.) Investigate funding and maintenance services

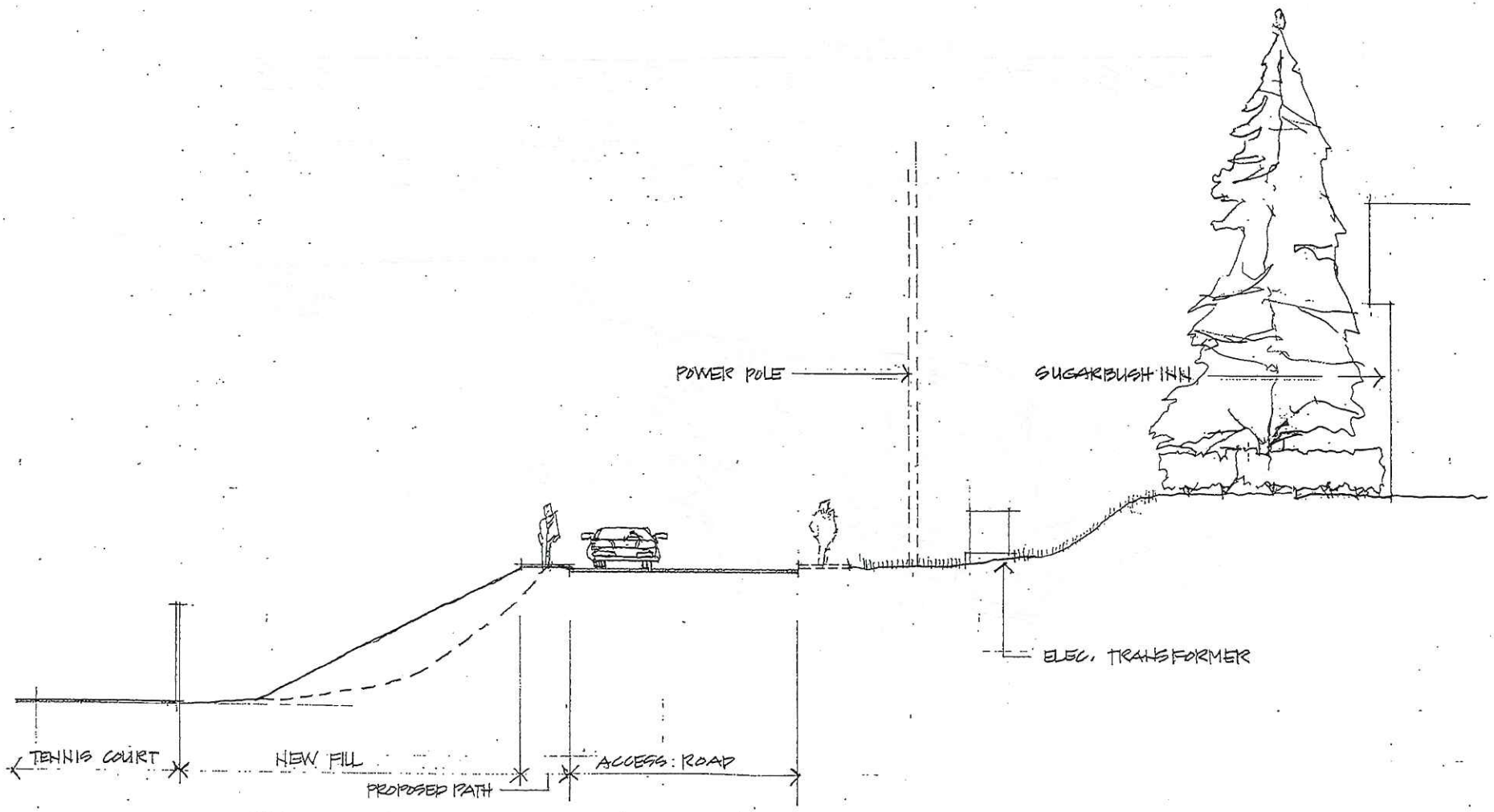
6.) Approach voters for funding of detailed design, costing and/or construction.

✓7.) Continue planning of additional path (Green Mountain Estates, Eurich Pond, Rt 100 Corridor).

11.00 Recommendations

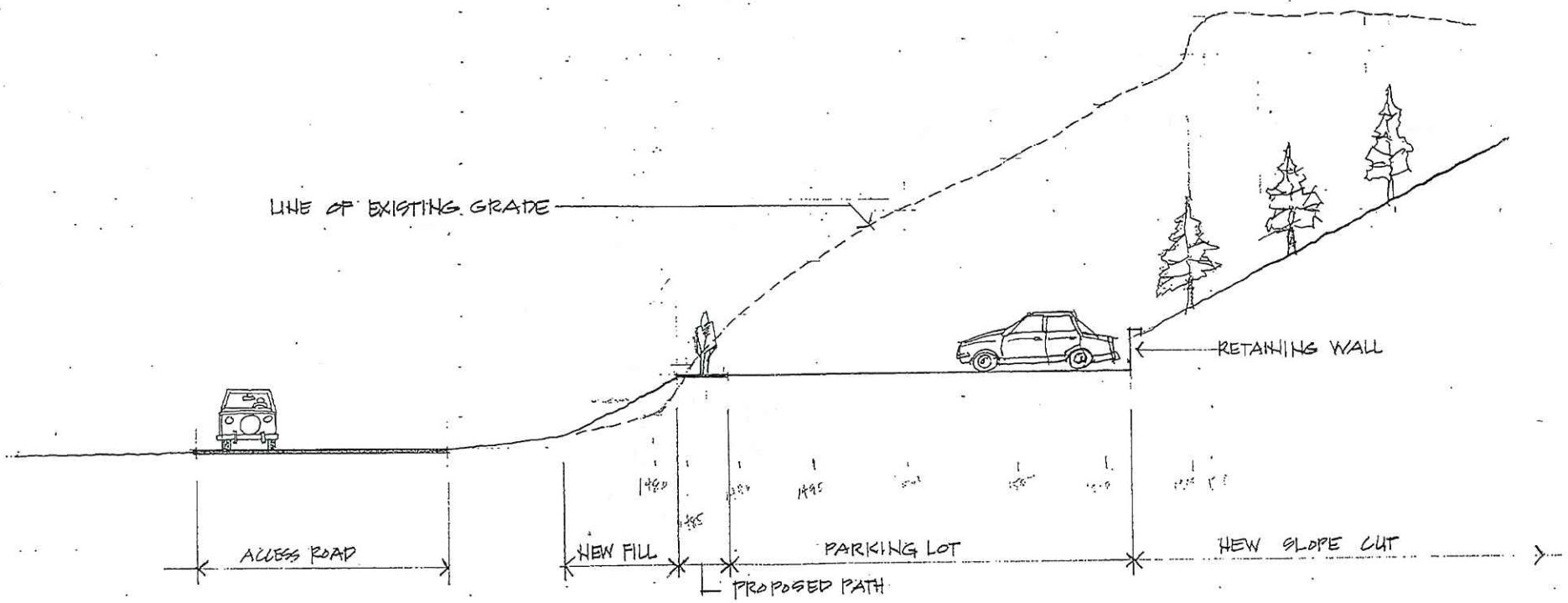
Pursue items 1,2,5 & 7 above.

cc: Warren Selectmen
Warren Planning Commission
Jeff Squires, Mad River Steering Committee
Fred Jones, Sugarbush
Jay Young, Sugarbush Inn
John Meier
Stu Sutcliffe, Architectural Association
Steve Harper, Forest Service



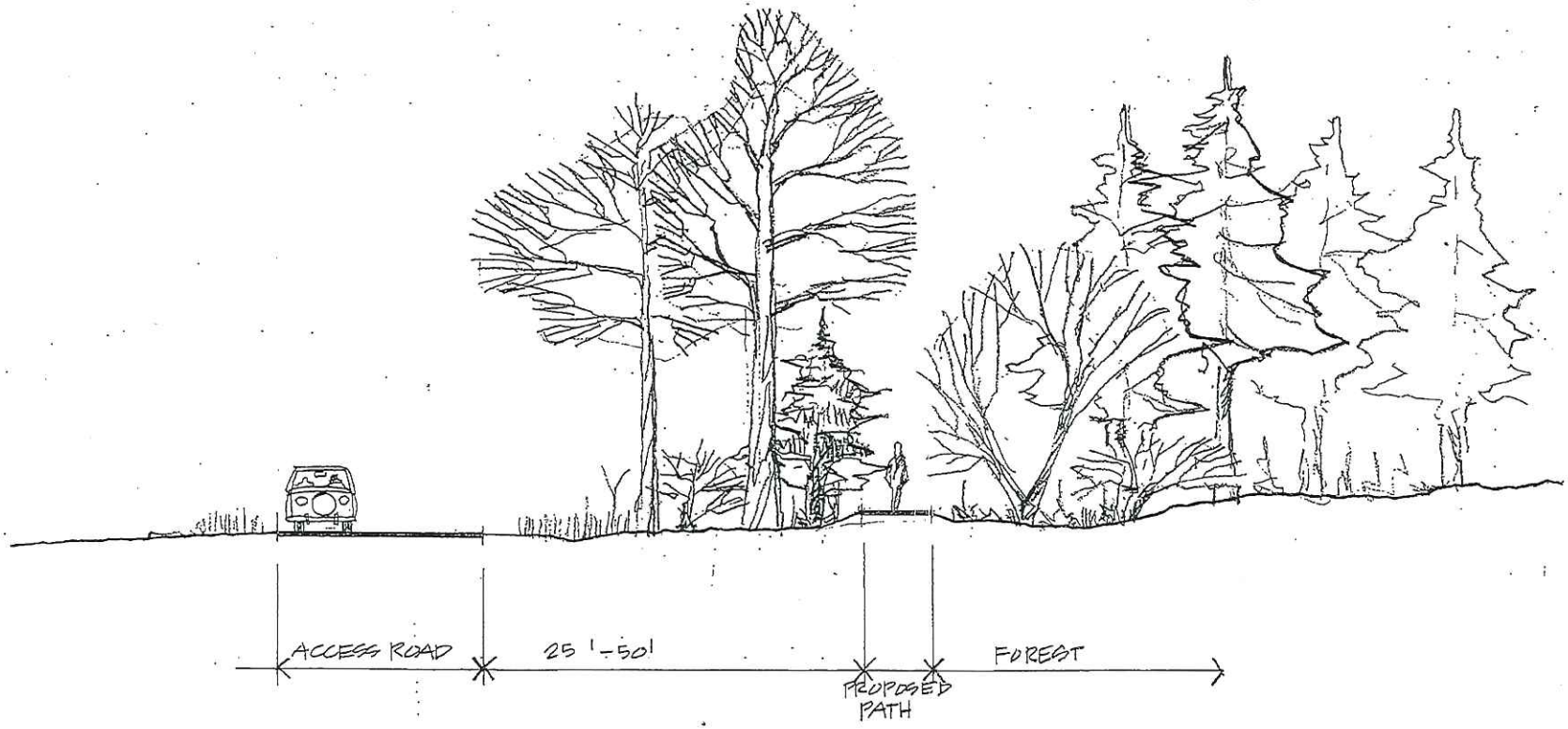
SECTION @ SUGARBUSH INN

APPROX. SCALE: 1" = 10'0"



SECTION @ EMBANKMENT NEAR SUGARTREE

APPROX SCALE 1"=10'0"



TYPICAL PATH SECTION

APPROX. SCALE 1" = 10'-0"