

**R I C H M O N D S E L E C T B O A R D
R E G U L A R M E E T I N G
A u g u s t 5 , 2 0 1 3 M I N U T E S**

Members Present: June Heston, Chair; Amy Lord, Vice Chair; Chris Granda; Ashley Lucht; Taylor Yeates (arrived 7:05)

Absent: None

Others Present: Geoffrey Urbanik, Town Manager; Mary Houle; Fran Thomas; Mark Aiken; Cathleen Gent; Ellen Ward; James Garris; Angela Cote; Cara LaBounty; Bruce LaBounty; Lauke Park; Mark Fausel; Heidi Bormann; and Ruth Miller was present to videotape the meeting for MMCTV Channel 15.

June Heston called the meeting to order at 7:00 PM.

1. Welcome and Public Comment

Ms. Heston asked if there were any comments from the public but there were none.

2. Items for Discussion with Those Present

Round Church Bicentennial

Fran Thomas was present to remind everyone of the festivities coming up the coming weekend to celebrate the 200 years of the Round Church. She said that two years of preparations were coming to a conclusion, and the Governor was expected, Senators Leahy and Sanders were invited, and many others. Dave Fortuna had been on WDAV to promote the event. The farmers market would be held on the green on Friday, and the Richmond Community Band was going to play and others. On Saturday there would be more concerts, a special Postmark featuring the Round Church, and closing ceremonies would be on Sunday beginning with a pilgrimage from the Richmond Community Church to the Round Church, and ending with speakers and music. Ms. Thomas added that events would take place beyond this weekend, with two more concerts later in the year and a Time Capsule would be closed on December 31st.

Richmond Economic Development Committee Update on Creamery

Heidi Bormann reported that on the July 17th meeting some members of the REDC, Chris Granda and Amy Lord; Frank Cioffi from GBIC and Anne O'Brien met with Charles Baker and Dan Albrecht of the Regional Planning Commission to discuss what the town might do to help get the creamery site developed. One of the items discussed was a sheet showing probably cleanup costs for the site, which was a draft and not for public distribution. This was similar to the approach that Hinesburg used with their Saputo site. There was a possible way to have interim zoning on the parcel, and people could begin to see the potential. The REDC felt that this area was blighted and it would take a community effort to make it a better area.

Ms. Bormann mentioned that there might be a nonprofit or municipally developed LLC to perform a cleanup with grants, or a private group could obtain a 2% loan.

1 Lauke Park said that another meeting group would form to discuss some interim zoning issues. Also,
2 a meeting with Hinesburg officials and Richmond officials would be organized by Charles Baker.

3
4 Mr. Granda said that is appeared the stars were aligning on this issue, and discussions with the owner
5 were important.

6
7 Ms. Bormann said that on July 19th the REDC met to discuss the Depot Street Parking Lot, and talked
8 about a possible Park and Ride grant, but decided that this was not the right location for one and
9 recommended against submitting an application. She mentioned that Barb Willis had designed the
10 rain garden for no charge, and would help pick the plantings. Ms. Bormann added that a kudo was
11 given to Neal Leitner, zoning administrative officer, for his outreach to some businesses in town.

12
13 Mary Houle asked about the group meeting with Hinesburg and Richmond officials, and if it would be
14 warned and public, and Ms. Bormann replied no.

15
16 Bruce LaBounty asked if the property was for sale, and if the REDC was promoting other properties
17 also. Ms. Bormann said that the property was for sale, but not listed, and the REDC wasn't currently
18 working on other properties to promote.

19
20 Mr. Yeates said that the REDC has decided that this is a blighted property, but that hasn't been an
21 issue on other properties such as the Willis farm. Ms. Bormann added that she has spoken to Justin
22 Willis about the property, and the REDC may do something, at some point, but not at the moment.

23 24 Planning Commission presentation of Zoning Changes

25
26 Cathleen Gent explained the suggested changes to the Selectboard, from her memo: "The Richmond
27 Planning Commission proposes changes to the Richmond Zoning Regulations,
28 approved in March 1969 and last amended on February 22, 2010. The purpose of these changes
29 is to make specific modifications regarding parking in certain locations within the Village
30 Commercial zoning district and to allow directory signs in two locations. Specific changes
31 include: Section 3.5.5. - new land development is exempt from meeting the required number of
32 parking spaces for parcels EM0010, BR0039, BR0026, BR0030, BR0038, BR0048, and
33 BR0052; Section 5.7 – allow for directory signs at on parcels at the intersection of Bridge Street
34 and Railroad Street and at Bridge Street and Jolina Court; Section 7.2 – new definitions for a
35 driveway and a directory sign. The geographic area affected includes parcels EM0010, BR0039,
36 BR0026, BR0030, BR0038, BR0048 and BR0052 and parcels abutting the intersection of Bridge
37 Street and Railroad Street and the intersection of Bridge Street and Jolina Court."

38
39 There was the possibility of a new zoning district for the creamery site, but there was more work
40 needed to develop a proposal.

41
42 Mark Fausel, Planning Commission chair, said that they were taking smaller changes to avoid some of
43 the issues they faced with the larger changes last year. He had received no negative feedback on these
44 changes.

45
46 Mr. Granda said he recognized the need to respect the Planning Commission's process, and the public
47 process, but wanted to avoid the issue of having the Selectboard appear to make this a fiat item. He
48 said that they were committed last year to hearing the voice of the people through the vote, and felt
49 one was necessary now. The Selectboard needs to be confident that the Planning Commission has
50 done its due diligence.

1
2 Mr. Fausel said that four out of seven members worked on these current changes, and were in favor of
3 them. The remaining three were new and abstained. He agreed that we needed a great opportunity for
4 these changes but at no point did anyone hear negative comments about these.

5
6 Ms. Lucht said that if we hold another vote for each section of changes, it would take forever to get
7 accomplished.

8
9 Mr. Granda said that he was supportive but the political reality was that we had a vote last year, and
10 doesn't want to be seen as avoiding one now.

11
12 Ms. Lord said that we needed to have consistency in the process and how would one change be
13 handled from another?

14
15 Mr. Granda said that anything that was part of last year's omnibus zoning change needed to be handled
16 with a vote.

17
18 Cara LaBounty said that the Planning Commission was new and not yet decided on how to present the
19 prior proposals. She had a concern that the Selectboard would just piecemeal pass what had been
20 defeated by the public.

21
22 Bruce LaBounty said that he felt this was a no brainer of a change, but if it were a different issue, then
23 maybe people would object.

24
25 Mr. Fausel said that he felt that this could be handled with a Selectboard vote, and other changes could
26 wait for a public vote in March.

27
28 Ms. Houle said that this document was written by the Planning Commission but the prior proposal was
29 written by a consultant, and objected to how that was presented.

30
31 It was agreed by the Selectboard that the public hearing on these zoning changes would be on
32 September 16th at 7:30 pm in the Town Center meeting room.

34 **3. Other Business**

35 Ammonia Update

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37
38 The Manager reported that a permit had been applied for to remove the ammonia if it were a gaseous
39 ammonia, however, today the owners attorney had said that if the ammonia turned out to be in a liquid
40 form then no permit was needed and the ammonia would be removed by the end of the week. The
41 contractor, ENPRO, suspected the ammonia was in a liquid form, since the refrigeration system was
42 empty and it was likely cleaned with water, with what remains in the tank being water and ammonia.

43
44 Angela Cote asked if the contractor had sampled and the Manager said he did not think that much of a
45 sample was taken, however, the report was that a brownish liquid was in the tank which indicated
46 aqueous ammonia.

47 USPS Lease Approval

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49

1 The Manager reported that for almost six months the town had been negotiating with the US Postal
2 Service through their broker, CBRE, to extend the lease at Town Center. The original lease was
3 signed in 1992, and expired in August of this year. The original term was 20 years at \$50,100 per
4 year, and came with a number of five-year renewal periods. The first of which tripped the rental rate,
5 which, of course, the USPS objected to. They also requested an early termination clause after two
6 years, providing six months of notice. The final sticking point was on the price per square foot, which
7 the USPS originally rejected, however, the Manager was contacted last week with news that the USPS
8 was agreeing to the town's demand for \$20.00 per square foot, or roughly \$89,000 per year. The only
9 other modification was the payment of a commission to CBRE of 4% of the aggregate rent for the five
10 year term.

11
12 Maureen Kangley asked what the schools were paying for rent, and the Manager replied about \$37,000
13 per year for roughly the same square footage. Ms. Kangley felt that the USPS was being charged too
14 much and may move out. The Manager felt that CESU was more likely to move out first, but the town
15 would have to worry about that when the time came.

16
17 Mr. Yeates offered a motion to approve the Lease Amendment No. 001 with the USPS as presented
18 and was seconded by Ms. Lord. The motion carried 5-0.

19 20 Cleanup of Bordeaux Property Update

21
22 The Manager reported that at the end of July the court order allowed the town entry onto the property
23 to remove debris, trash and the mobile home. He would soon begin to develop a scope of work to
24 solicit bids to perform this work.

25
26 Cara LaBounty asked what was to be removed. There was some discussion, and the Manager said that
27 personal property and vehicles were not to be removed, and a lien would be placed on the property to
28 recover costs, when the property changed ownership.

29 30 Discussion of Appointment of Richmond Rescue Representative

31
32 The Manager explained that Richmond Rescue had recently amended their by-laws to include one at-
33 large member as a Selectboard representative. This was the final item requested by the Selectboard at
34 the 2012 Town Meeting.

35
36 Mr. Yeates said he was now a member of the Richmond Rescue board, and they were eliminating one
37 at large membership to provide for this. He asked interested persons to contact the town, and asked
38 the Manager to advertise for this position.

39
40 Mary Houle said that everyone who is interested in volunteering should contact the Town Manager,
41 not individual board members. Going through board members had the appearance of hand picking
42 volunteers.

43 44 Baker Street Block Party Closure Request

45
46 The Manager explained a request from Courtney Rose to close Baker Street for a block party on
47 September 7th. There was some discussion.

48

1 Mr. Granda offered a motion to approve the closure of Baker Street for a block party on September
2 7th, or a rain date of September 28th, from 2:30 - 8:30pm and was seconded by Ms. Lord. The motion
3 carried 5-0.

4
5 Approval of Minutes of July 15, 2013

6
7 Ms. Lucht offered a motion to approve the minutes of July 15, 2013 with minor amendments and was
8 seconded by Mr. Yeates. The motion carried 4-0-1 with Ms. Lord abstaining.

9
10 Reports from Selectboard and Town Manager

11
12 The Manager noted that Ms. Bormann provided a complete report at the beginning of the meeting. He
13 added that the Depot Street parking lot bid documents had been prepared and released, and would be
14 opened in time for the second meeting in September.

15
16 HMGP Buyout Update

17
18 The Manager reported that an historic preservation engineer, Tom Keefe, and the state's Historic
19 Preservation specialist, Devin Colman, had been allowed to enter the Houle house on Cochran Road to
20 determine its historic integrity, and possibly its structural integrity. Some photographs were taken, but
21 the final determination was that the home had lost its historic integrity over the years, and was thus not
22 a good candidate for preservation. The recommendation was to document the home and prepare for
23 removal, and this report was forwarded to the state's hazard mitigation officer, who then forwarded the
24 report to FEMA with their recommendation that the only viable program was the
25 acquisition/demolition.

26
27 Cara LaBounty added that Tom Keefe would record and document the structure prior to demolition.

28
29 The Manager reported that VLCT's annual Town Meeting would be in Killington this year, and he
30 intended to go and Selectboard members were invited also. There was some discussion, and it was
31 agreed that the Manager would serve as the town's voting delegate. Ms. Lucht noted that she would be
32 attending as a representative of her work.

33
34 The Manager then noted several capital projects taking place and their progress. The Town Center
35 Heat project was almost complete, and the piping and boilers installed. The Committee on Temporary
36 Shelter (COTS) had requested \$5,000 from towns, which the Manager said there was no budget for.
37 Maureen Kangley said this was because the governor reduced funding for homeless shelters. It was
38 agreed that Mr. Granda would solicit on Front Porch Forum for residents to give their own funds to
39 COTS. These may be collected at the Town Center and forwarded by the Town Clerk.

40
41 Parade and GMAA Race Update

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43 The Manager reported that the new date for the parade and fireworks, August 24th, was also the day of
44 the Round Church Run. There was an apparent conflict, however, each event would be at separate
45 times. The main issue was parking for race runners. Mary Houle offered the use of her fields for
46 parking if they were required. The Manager added that the race start time was being adjusted one half
47 hour earlier to accommodate the parade.

48
49 The Manager reported that Josh Hansell had resigned to take a police officer position in Williston, and
50 his brother Jake Hansell was being promoted to Corporal on Thursday, and congratulated both on their

1 accomplishments. The Manager reported that Chittenden County was part of a disaster declaration for
2 Vermont, opening up federal relief funds for public damages from the summer flooding. Finally, two
3 Eagle Scout projects were coming up in Town: Jack Werner was going to replace the Volunteers
4 Green sign, and Bryden Ram'ser will clean up the Richmond Hill cemetery and path.

5
6 The final update was that some damage to the Southview Drive bridge was noticed and would be
7 repaired shortly.

8 9 Consent Agenda

10
11 Ms. Lucht offered a motion to approve the Consent Agenda and was seconded by Mr. Yeates.
12 The Manager explained that the CCTA agreement was part of an annual transportation agreement for
13 lower income individuals, Highway Access permit 13-071 for Governor Peck Road was for Cleary
14 Stone's driveway and the appointment of Cathleen Gent to the Regional Planning Commission's Policy
15 Advisory Committee was due to her interest in serving on that committee.

16
17 Cara LaBounty asked if Cathleen Gent's position on this board was volunteer or paid. The Manager
18 said it was in a volunteer capacity. Mary Houle said she wasn't comfortable with this, and felt that the
19 Town Planner was not getting documents to listers in a timely fashion. She feels she is taking too long
20 to prepare.

21
22 Cara LaBounty wanted more information on the role of this committee and the role of the Town
23 Planner, the hours, time of day of meeting, etc. She said this wasn't the time to send the secretary to
24 the DRB to additional meetings.

25
26 Ms. Heston said we need to determine what is being asked of us. Mr. Granda suggested that this item
27 be tabled until the questions were answered.

28
29 Mr. Yeates offered a motion to amend the Consent Agenda by tabling the appointment to the Policy
30 Advisory Committee until the next meeting, and was seconded by Mr. Granda and the motion carried
31 5-0.

32
33 The pending vote on the Consent Agenda carried 5-0.

34 35 Approval of Purchase Orders

36
37 The Manager explained a number of purchase orders for the Highway Department. Notably, the
38 paving purchase order was amended to include funding for the Depot Street parking lot line,
39 increasing the original amount by \$17,408.

40
41 Ms. Lucht offered a motion to approve Purchase Order 3058 to Richmond Home Supply for the
42 purchase of Road Fabric at the State Contract price, in an amount of \$9,152.00. Mr. Yeates seconded
43 the motion and the purchase order was approved 5-0.

44
45 Ms. Lord offered a motion to approve Purchase Order 3057 to Hinesburg Sand and Gravel for the
46 purchase of plant-mix road gravel in an amount not to exceed \$40,798.00 and was seconded by Mr.
47 Granda. The purchase order was approved 5-0.

48

1 Mr. Granda offered a motion to approve Purchase Order 3059 to Allstate for Calcium Chloride in an
2 amount not to exceed \$15,999.53 and was seconded by Mr. Yeates. The purchase order was approved
3 5-0.

4
5 Ms. Lucht offered a motion to approve Purchase Order 3056 to SD Ireland for paving in an amount not
6 to exceed \$287,408 and was seconded by Ms. Lord. The motion carried 5-0.

7
8 Mr. Granda offered a motion to approve Purchase Order 3060 to Hinesburg Sand and Gravel for
9 washed winter sand in an amount not to exceed \$47,997.90 and was seconded by Ms. Lord. The
10 purchase order was approved 5-0.

11
12 The warrants were approved.

13
14 Cara LaBounty reported that the listers office and Planning and Zoning were doing a joint meeting for
15 tax map updates.

16
17 Executive Session

18
19 Mr. Granda offered a motion to enter Executive Session at 8:55 pm to discuss the Town Manager's
20 performance evaluation. Ms. Lord seconded the motion and the motion carried 5-0. The Manager
21 would be present only for the opening discussion.

22
23 At 9:24 pm the Executive Session adjourned.

24
25 **4. Adjourn**

26 Motion by Mr. Granda to adjourn the meeting at 9:24 p.m. Seconded by Ms. Lord. So voted.