

**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  
M a r c h   1 6 ,   2 0 1 5   M I N U T E S**

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Members Present: Taylor Yeates; Bard Hill; Ellen Kane; David Sander; Lincoln Bressor  
 Absent: None  
 Others Present: Geoffrey Urbanik, Town Manager; Gary Bressor; Linda Parent; Mary Houle; Ian Bender; Jack Linn; Bruce Hoar; Ian Bender; Fred Duplessis, Sullivan Powers & Co.; and Ruth Miller was present to videotape and live-stream the meeting for MMCTV Channel 15.

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Taylor Yeates called the meeting to order at 7:05 PM.

**1. Welcome and Public Comment**

Mr. Yeates asked if there was any comment from the public for items not on the agenda, but there were none.

Mr. Yeates noted the Manager requested we add two items, a Purchase Order #3155 for a police vehicle and approval of the State’s highway and culvert standards. The Selectboard agreed to add these to the end of the agenda.

**2. Organization**

Mr. Yeates said we should now take nominations for Chair and Vice Chair for the coming year.

Ms. Kane nominated David Sander for Chair and was seconded by Mr. Hill. Mr. Yeates asked for any other nominations. Mr. Hill said he believed that in past years the chair position has rotated. The Manager said that was his understanding. The motion carried 4-0-1 with Mr. Sander abstaining.

Mr. Sander took nominations for Vice-Chair.

Mr. Yeates nominated Ellen Kane for Vice Chair and was seconded by Mr. Sander. There being no further nominations, the motion carried 5-0.

Mr. Sander nominated the Manager for board secretary and was seconded by Mr. Bressor and the motion carried 5-0.

Mr. Hill offered motion to name the Burlington Free Press and the Times Ink! as the official newspapers of the Town of Richmond for advertising purposes and Mr. Bressor seconded the motion. The motion carried 5-0.

There was some discussion on appointments for the Water Commission’s Selectboard seats. Mr. Hill, Mr. Sander and Mr. Bressor volunteered to serve. Mr. Hill offered a motion to appoint Mr. Hill, Mr. Sander and Mr. Bressor to the Water Commission for one-year terms and was seconded by Ms. Kane, and the motion carried 5-0.

Selectboard liaisons

1  
2 The following liaisons were agreed to for the coming year:

- 3  
4 Administration = Sander  
5 Finance = Sander  
6 Assessor = Sander  
7 Library = Sander  
8 Town Clerk = Kane  
9 Economic Development = Kane  
10 Delinquent Tax Collector = Kane  
11 Western Slopes Business Association = Kane  
12 Police = Hill  
13 Water Resources = Hill  
14 State Legislature = Hill  
15 Fire Department = Yeates  
16 Planning Commission = Yeates  
17 Development Review Board = Yeates  
18 Highway = Bressor  
19 Conservation Commission = Bressor  
20 Trails Committee = Bressor  
21 Recreation = Bressor  
22 Energy Committee = Bressor

23  
24 **3. Items for Discussion with Those Present**

25  
26 Lake Iroquois Recreation District

27  
28 The Manager introduced Bruce Hoar, a Richmond resident and Richmond's board member on the  
29 Lake Iroquois Recreation District. Mr. Hoar explained his role, and his full-time job as head of the  
30 Williston Public Works Department. The Lake Iroquois Recreation District was comprised of four  
31 towns: Williston, Hinesburg, Richmond and St. George. These four towns provided funding to aid  
32 the district in providing recreation opportunities for the public, and for many years Williston has  
33 provided assistance in maintaining the access road, but no other towns did. Mr. Hoar noted that the  
34 usage was most by Williston residents, followed by Hinesburg, general admissions from other towns,  
35 Richmond and then St. George.

36  
37 Mr. Hoar also explained that there was an erosion issue at the beach and parking lot and presented the  
38 LIRD plans on how to address this. This would cost around \$49,000 and would be paid for from  
39 LIRD funds.

40  
41 Mr. Hoar said that the LIRD plan was to have the member towns start to rotate the maintenance duties,  
42 estimated to be about 40 hours per year over the course of the recreation season. The Selectboard  
43 generally agreed that this was fair and could be done by Richmond's highway department.

44  
45 Mary Houle asked about public access. Mr. Hoar said the only access was one entrance from Beebe  
46 Lane. The other end of that road was deeded and could not be used by LIRD.

47  
48 Jack Linn asked why Richmond residents didn't use it more, and Mr. Hoar said that he didn't know  
49 but that Richmond participation was declining for many years.

50

1 FY2014 Audit – Sullivan, Powers & Co.

2  
3 Fred Duplessis was present to discuss the FY2014 audit with the Selectboard. Mr. Duplessis gave an  
4 overview of the audit process and noted several specific financial statements. Mr. Duplessis explained  
5 the town had prepared their own statements, in accordance with GAAP reporting, which were then  
6 audited by his firm. Mr. Duplessis said there had been no fund changes from the prior year, but that in  
7 coming years the law would require that Richmond note its share of the unfunded pension liability  
8 from VMERS. Mr. Duplessis concluded that Richmond's management discussion was accurate and  
9 there were no disagreements. While the budget was slightly over, the General Fund finished with an  
10 overall surplus of \$5,658. The Water Fund had a larger surplus.

11  
12 There was a discussion on the compliance and internal controls. It was noted that the town needed to  
13 improve its receipt tracking and control policies and procedures. The Manager explained that Connie  
14 Doherty, Finance Assistant, was working on these now and they would be presented for consideration  
15 in June. The Manager also explained that the financial statements were in GAAP, but that the budget  
16 reports were more commonly read in a non-GAAP format and he would recommend both for the audit  
17 of the current year.

18  
19 Mary Houle asked about FEMA invoices and policies. Jack Linn asked about the time-lag on water  
20 and sewer billing which was 90 days. Mr. Duplessis briefly addressed both issues. The Selectboard  
21 thanked Mr. Duplessis for his presentation.

22  
23 **4. Other Business**

24  
25 Vermont Municipal Bond Bank Funds for Water Storage Tank

26  
27 The Manager explained that this was the paperwork to formalize the Town's approval for their funding  
28 for the Water Storage Tank and Chlorine Contact project, which was \$1,729,979.16 at -0.7% for thirty  
29 years. Any additional funding required up to the \$1,500,000 debt limit would be a normal VMBB  
30 loan following the completion of the project, and any costs in excess of that would be paid from cash  
31 reserves.

32  
33 Mr. Bressor noted that in two places the dollar amount was different and the percentage rate was  
34 shown differently from written to numeric. The Manager said he would get these corrected, and the  
35 Selectboard deferred action until the next meeting.

36  
37 Vacant Building Ordinance

38  
39 The Manager explained that this was an example of an ordinance from Essex Junction where they  
40 regulated vacant or abandoned buildings. There had been many complaints about a few buildings in  
41 town which were vacant and in disrepair, including the creamery.

42  
43 Mr. Sander asked about last Fall's inspection from the Fire Marshall. The Manager said he still had  
44 not seen any report from him, and over the Winter he was not aware of any repairs or security  
45 improvements that may have been made by the creamery's owner.

46  
47 Ms. Kane asked if there were any grants to remove blighted buildings?

48  
49 Mr. Yeates said this was a policy in search of a problem and we didn't have the resources to enforce  
50 this. We have one building that people are working on, being the creamery.

1  
2 Mr. Hill said he liked to see financial disincentives to keeping buildings up that should be removed.  
3 He said we should ask whether we want another layer of safety to protect the public.  
4

5 Heidi Bormann asked if passing this would cause a potential buyer of the creamery to be afraid of the  
6 sale?  
7

8 Mr. Sander said he wasn't sold on this, and maybe we should reschedule the discussion? Ms. Kane  
9 suggested there were some options for this such as not enforcing on barns or avoid placing an  
10 economic hardship on someone. Mr. Bressor agreed that this would require much to enforce and it  
11 needed to be a little more lenient.  
12

13 Mary Houle and Jack Linn agreed they did not like this ordinance.  
14

15 The Selectboard agreed to review this under different parameters at a later date.  
16

#### 17 Delinquent Tax Collector 18

19 The Manager explained that in 2012 the town voted to make the Delinquent Tax Collector position an  
20 appointed position. Laurie Brisbin had held the title when elected prior to that vote, and had continued  
21 to be appointed by the Selectboard since then. She was interested in continuing, and the Manager had  
22 no complaints about her performance and recommended she continue.  
23

24 Mr. Yeats offered a motion to appoint Laurie Brisbin as Delinquent Tax Collector for the coming year  
25 and was seconded by Mr. Hill, and the motion carried 5-0.  
26

#### 27 Approval of Liquor Licenses 28

29 The Manager explained that the liquor licenses in town required renewal, which was approved by the  
30 Selectboard. The Selectboard in this case would act as liquor control commissioners under statute.  
31 The Manager noted that the Chief of Police did not have any negative comments about the current  
32 license holders.  
33

34 Mr. Hill offered a motion to renew the liquor licenses and premises licenses for Kitchen Table,  
35 Parkside Kitchen, Papa McKees, Toscanos, Richmond Market and Beverage, Lucky Spot,  
36 Cumberland Farms and Mobil station. Ms. Kane seconded the motion and the motion carried 5-0.  
37

#### 38 Town Plan Outreach Consultant 39

40 The Manager explained that the town had solicited for responses for an outreach consultant to help  
41 with the Town Plan. Two responses were received, and the staff recommended Community  
42 Workshop, LLC, headed by Rebecca Stone. The Town had applied for a municipal planning grant last  
43 year for this project, and was awarded \$14,964 which included a \$12,643 grant. The contract was for  
44 \$10,569 leaving additional funds for outreach and consultants if required.  
45

46 Mr. Hill offered a motion to approve a contract for Town Planning outreach to Community Workshop,  
47 LLC in the amount of \$10,569 and was seconded by Ms. Kane and the motion carried 5-0.  
48

#### 49 State Highway and Structures Grant Applications 50

1 The Manager explained that each year the town applied to the State for highway and structures grants.  
2 Last year we applied for paving of Jericho Road but did not get an award. The town also applied for a  
3 culvert replacement at Farr Corner on Huntington Road and was awarded. This year the town was  
4 again applying for Jericho Road paving, and repair of the Huntington River bridge between the  
5 Moulthrop and Towers farms.

6  
7 Mr. Hill offered a motion to authorize the applications for the State Highway and Structure Grants for  
8 Fy2016 and was seconded by Ms. Kane and the motion carried 5-0.

#### 9 10 Reports from Selectboard and Town Manager

11  
12 The Manager reported that the Economic Development Committee had met several times in the last  
13 month to discuss support for the Gateway zoning amendments and the bond for the water line  
14 proposed for West Main. Their next meeting would be this Friday at 7:30 am in Town Center.

15  
16 The Manager reported that a recount had been requested for the West Main Utility Bond. The Board  
17 of Civil Authority would meet on Thursday at 6pm to reorganize and then recount the votes by  
18 inspecting the paper ballots.

19  
20 The Manager then said that a discussion was needed to consider the requirements for a petition to  
21 reconsider or rescind the vote. Since the vote passed by a nine-vote margin, a petition was likely. The  
22 Manager explained that the statutes were a little ambiguous on the number of signatures needed for a  
23 petition. The town's bond counsel, Paul Giuliani, said that while the statutes generally required a 5%  
24 threshold of the number of registered voters for a petition to reconsider, if the public were to petition  
25 the Selectboard to place an indebtedness question on the ballot the statute required a 10% threshold.  
26 Mr. Giuliani felt that a petition to reconsider or rescind an indebtedness question should also carry a  
27 10% threshold. There was discussion by the Selectboard on this. The Selectboard's consensus was  
28 that the advice from Mr. Giuliani would be followed and if a petition were submitted for a  
29 reconsideration of the West Main Utility Bond article then the town would require a 10% signature  
30 threshold.

#### 31 32 Approval of Minutes

33  
34 Mr. Yeates offered a motion to approve the minutes of March 2, 2015 and was seconded by Mr. Hill.  
35 The motion carried 3-0-2 with Mr. Hill and Mr. Bressor abstaining.

#### 36 37 Appointment of Town Service Officer

38  
39 The Manager explained that Martha Laing was the current town service officer, who was charged with  
40 identifying social service solutions for community members' needs. She was a retired employee of the  
41 State Human Services Department and qualified for that position.

42  
43 Mr. Hill offered a motion to reappoint Martha Laing as Town Service Officer for a one-year term and  
44 was seconded by Ms. Kane and the motion carried 5-0.

#### 45 46 Access Permit #15-008 and ROW Permit #15-007 for Water Storage Tank

47  
48 The Manager explained that the work on the new water storage tank required a new access and work  
49 in the right-of-way approval from the Selectboard. He noted the comments from the Highway  
50 Foreman, which the engineer would follow.

1  
2 Mr. Hill offered a motion to approve Access Permit #15-008 for the Jericho Road water storage tank  
3 and was seconded by Ms. Kane and the motion carried 5-0.

4  
5 Mr. Hill offered a motion to approve the ROW permit #15-007 for the Jericho Road water storage tank  
6 and was seconded by Mr. Bressor and the motion carried 5-0.

7  
8 Approval of Purchase Order for Police Vehicle

9  
10 The Manager explained that this was for the FY2016 police vehicle that had to be ordered by April 1<sup>st</sup>.  
11 This would not be paid for until the July budget cycle. The Manager noted that the purchase price was  
12 more than the budgeted amount, since it included all outfitting necessary, and the excess funds would  
13 be taken from Police Cruiser Equipment and the chief hoped to obtain a grant for the video camera.

14  
15 Mr. Hill offered a motion to approve Purchase Order #3155 in the amount of \$33,965 to Shearer  
16 Chevrolet for the purchase of a police vehicle for FY2016. Mr. Bressor seconded the motion and the  
17 motion carried 5-0.

18  
19 Highway and Bridge Standards

20  
21 Mr. Hill offered a motion to approve the State Highway and Bridge Standards for FY2016 and was  
22 seconded by Ms. Kane and the motion carried 5-0.

23  
24 Warrants

25  
26 The warrants were approved and signed.

27  
28 Discussion of next agenda

29  
30 Mary Houle said we needed more police patrols to prevent break ins, and was dissatisfied with police  
31 performance in solving them, particularly her own unsolved case.

32  
33 Mr. Yeates added that several towns in central Vermont established a public safety authority, which  
34 was essentially now Barre City and Montpelier. He said it was an interesting concept that we should  
35 learn more about.

36  
37 Mr. Sander suggested we schedule a discussion on the purchase and sale of the creamery, financial  
38 discussions and requested the Chief of Police update the Selectboard on crime statistics.

39  
40 **5. Adjourn**

41 Motion by Ms. Kane to adjourn the meeting at 8:50 p.m. Seconded by Mr. Bressor. So voted.