

**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
J a n u a r y 1 9 , 2 0 1 6 M I N U T E S**

Members Present: David Sander; Ellen Kane; Bard Hill; Lincoln Bressor; Taylor Yeates

Absent: None

Others Present: Geoffrey Urbanik, Town Manager; Kendall Chamberlin, Water Resources; Ian Bender; Mary Houle; Jamie Carroll; Pat Suozzi – Lake Iroquois Association; Steve May; and Cameron Thomas was present to videotape the meeting for MMCTV Channel 15.

David Sander called the meeting to order at 7:10 PM.

1. Welcome and Public Comment

Mr. Sander asked if there were any comments from the public.

Kendall Chamberlin, Water Resources Superintendent, urged the placement of the bond article for the East Main street improvements for Town Meeting. He said there were several cost duplications that could be avoided if both the water and street improvements were done at the same time.

Mary Houle noted that former Town Moderator Howard Buxton had passed on, and that Town Clerk Linda Parent’s mother was ill and in a care facility.

2. Discussion of Items with Those Present

Lake Iroquois Association

Pat Suozzi and Jamie Carroll of the Lake Iroquois Association were present to explain their mission and goals for the future. They were concerned mostly with aquatic plant and invasive species control at the lake, which was used mostly for recreation. They outlined some goals to treat the lake and purchase equipment, including \$46,000 for herbicide and \$30,000 for a weed harvester. They hoped that the surrounding towns would partner for grant opportunities.

Ms. Kane asked what the cause of weed growth was, and Mr. Carroll said that the water milfoil was first found there in 1990, and the lake is nutrient rich, and shallow. Ms. Kane suggested the conservation commission take the point on any lake projects for the town, but Mr. Yeates disagreed and said that the Selectboard should control which grants and projects the town would support.

There was some additional discussion on this, but the Selectboard generally agreed that it would support efforts to improve water quality at the lake.

3. Public Hearings

FY2017 Capital Plan and FY2017 Budget

Mr. Hill offered a motion to open the public hearing on the FY2017 Capital Plan, and was seconded by Mr. Bressor and the motion carried 5-0.

1 The Manager reviewed the capital plan items as appeared in the final draft. There was some
 2 discussion on the Winooski River bank stabilization at Volunteers Green. While this project was not
 3 on for completion in the coming fiscal year, the Selectboard wanted to explore options to preserve the
 4 shore.

5
 6 The Manager also noted that tasers were not in the plan for net year, and the Selectboard discussed this
 7 but agreed that they would not fund them at this time. Mr. Yeates suggested that the Police Chief
 8 could find money in other areas of the budget for purchasing these, if he'd like to.

9
 10 There was additional discussion by the board on the Library budget but no changes were made. Mr.
 11 Yeates said that the only two facilities which required additional planning or management were the
 12 Library and the Town Center, and a facilities planner should be limited to these two only, and the
 13 board agreed.

14
 15 The Selectboard discussed fire department turnout-gear (gear worn during firefighting) and its
 16 replacement. If the grant was unsuccessful, gear should be purchased at \$9,000 per year, on a regular
 17 cycle.

18
 19 The Manager explained the concern for additional parking at Volunteer's Green and that nothing was
 20 in the capital plan, but a gravel lot could be installed if required. It would take some discussion and
 21 buy-in, since the new lot would remove some area from availability.

22
 23 There being no additional comments from the public on the Capital Plan, Mr. Yeates offered to close
 24 the public hearing and was seconded by Mr. Bressor and the motion carried 5-0.

25
 26 Mr. Yeates offered a motion to open the public hearing for the FY2017 Budget and was seconded by
 27 Ms. Kane, and the motion carried 5-0.

28
 29 The Manager explained the final budget draft, which had changed little since the discussions following
 30 the last meeting. With some other adjustments (noted in the budget) the budget is at 1.6 cents
 31 increase. The Manager's current recommendation is to keep the highway tractor replacement in, and
 32 defer the diesel fuel system one more year (some capital expense is dropping off next year in
 33 highway). This should settle the major issues with the budget, barring any reconsiderations – which is
 34 entirely in the board's discretion.

35
 36 Budget highlights:

37

	Dollars (\$)	Percent %	Est. Tax Impact
Administration Operations	\$ 14,779	2.71%	0.0033
Lister Operations	\$ (1,400)	-5.01%	(0.0003)
Planning/Zoning Operations	\$ (14,340)	-12.39%	(0.0032)
Police Operations	\$ 56,836	13.00%	0.0127
Library Operations	\$ 11,239	6.41%	0.0025
Fire Operations	\$ 13,650	24.50%	0.0030
Appropriations	\$ 600	0.63%	0.0001
Highway Operations	\$ 17,836	1.63%	0.0040
Recreation Operations	\$ (200)	-0.26%	(0.0000)
	Dollars (\$)	Percent %	Est. Tax Impact
Administration Capital & Debt	\$ -	0.00%	0.0000

Police Capital & Debt	\$ (1,959)	0.00%	(0.0004)
Fire Capital & Debt	\$ 6,087	5.87%	0.0014
Recreation Capital & Debt	\$ -	0.00%	0.0000
Library Capital & Debt	\$ -	0.00%	0.0000
Highway Capital & Debt	\$ 11,062	4.31%	0.0025
Non-tax Revenues	\$ 37,480	9.62%	(0.0084)
Grand List adjustment	\$ 7,418		(0.0017)
		Cents=	0.0154

1
2 General Fund Spending = \$1,856,458; up \$85,291 or 4.82%
3 Highway Fund Spending = \$1,602,633; up \$28,898 or 1.84%

4
5 Taxation = \$3,011,092; up \$76,079 or 2.44%

6
7 Ian Bender said that discussions at the last Town Plan session indicated that people were considering
8 the need for a recreation/community coordinator. While that wasn't going to be proposed now, it
9 might during the next year.

10
11 There being no further public comment, Mr. Yeates offered a motion to close the public hearing on the
12 FY2017 Budget and was seconded by Mr. Hill, and the motion carried 5-0.

13
14 Mr. Yeates offered a motion to approve the FY2017 Capital Plan and for Town Meeting the FY2017
15 General and Highway Fund Budget and was seconded by Mr. Hill, and the motion carried 5-0.

16 17 **4. Other Business**

18 19 East Main Street

20
21 The Manager explained the need for street scape improvements for East Main Street, which was going
22 to have water line work done this coming year. The bond counsel Paul Giuliani had prepared some
23 language for the question.

24
25 The Selectboard discussed the issue. The board recommended that the language in the resolution and
26 certificate be changed to reflect addition of Storm Water Improvements, and the final amount of
27 indebtedness be \$650,000. There was also a minor correction to the count name. The final question to
28 be voted upon was:

29
30 Shall general obligation bonds of the Town of Richmond in an amount not to exceed
31 Six Hundred Fifty Thousand Dollars (\$650,000), subject to reduction from the receipt
32 of available state and federal grants-in-aid, be issued for the purpose of financing the
33 cost of making stormwater improvements and replacing sidewalks and curbs on East
34 Main Street, the aggregate estimated cost of all such improvements being Six Hundred
35 Fifty Thousand Dollars (\$650,000)?

36
37
38 Mr. Hill offered a motion to approve the question, resolution and certificate as amended and was
39 seconded by Ms. Kane, and the motion carried 4-1 with Mr. Yeates voting against.

40 41 Personnel/Wage Scale Policy Amendments

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1 The Manager explained that Carol Mader prepared a memo outlining what the changes were for
2 amendments to the personnel policies and wage scale. There was some discussion on this, but the
3 timeline included in the memo called for gradual changes being put before the board over the next
4 eight months.

5 6 Sharps Policy

7
8 The Manager said that the amendments had been made based on discussions from the previous
9 meeting. The policy detailed who required training, and changed the language to a uniform blood
10 borne pathogens. Mr. Hill suggested that the “should” included in several locations should be changed
11 to “shall.”

12
13 There was some discussion on this point, and the board agreed that this change should be made.

14
15 Mr. Yeates offered a motion to approve the Sharps Policy as amended and was seconded by Mr. Hill,
16 and the motion carried 4-0.

17 18 Part-Time Sick Leave Policy

19
20 The Manager explained that this policy was modeled after the draft legislation being considered by the
21 Vermont legislature. This called for one hour of sick leave earned for every 40 worked. Current
22 policy for employees gave time only for those working 30 hours per week or more, at 3 hours earned
23 for every 40.

24
25 Mr. Hill offered a motion to approve the part-time sick leave policy and was seconded by Ms. Kane,
26 and the motion carried 5-0.

27 28 Reports from Selectboard and Town Manager

29
30 The Manager reported on the police report and budget status.

31
32 The Manager reported that the repairs to Greystone Drive were almost complete and that the Water
33 Commission discussed the water storage tank, which had some seepage but they were willing to wait
34 until Spring to see what repairs might be necessary.

35
36 The Manager explained that the Community Development Block Grant application for cleanup funds
37 for the creamery site had been preliminarily approved, and the main presentation on this grant would
38 be on February 11th.

39
40 The Manager also reported that the Public Safety Building committee would meet on January 26th for
41 the first time, and organize and determine a schedule.

42 43 Approval of Warrants

44
45 Mr. Bressor asked why administration professional services and legal services were so high, and the
46 Manager would report back. The warrants were approved.

47 48 Approval of Minutes

49

1 Mr. Hill offered a motion to approve the minutes of December 29, 2015 and was seconded by Mr.
2 Bressor. The motion carried 3-0-2 with Ms. Kane and Mr. Bressor abstaining.

3

4 Mr. Hill offered a motion to approve the minutes of January 4, 2015 and was seconded by Ms. Kane.
5 The motion carried 5-0.

6

7 Certificate of Highway Mileage

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9 The Manager explained that no additional public highway miles were added last year.

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11 Mr. Yeates offered a motion to approve the Certificate of Annual Highway Mileage and was seconded
12 by Ms. Kane, and the motion carried 5-0.

13

14 Executive Session

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16 Mr. Yeates offered a motion at 8:50 PM to enter an executive session to discuss personnel matters and
17 was seconded by Mr. Hill, and the motion carried 5-0.

18

19 At 9:15 PM, Mr. Bressor offered a motion to adjourn the executive session and reconvene the regular
20 session and was seconded by Ms. Kane. The motion carried 5-0. No further action was taken.

21

22 **5. Adjourn**

23 Motion by Mr. Bressor to adjourn the meeting at 9:15 p.m. Seconded by Ms. Kane. So voted.