

**RICHMOND SELECTBOARD
REGULAR MEETING
January 17, 2017 MINUTES**

Members Present: Ellen Kane; David Sander; Lincoln Bressor; Steve May

Absent: Bard Hill

Others Present: Geoffrey Urbanik, Town Manager; Mary Houle; Marie Thomas; Peter Mumford; Alex Brosam, Planning Commission; Pat Swozi; Jamie Carroll; and Ruth Miller was present to videotape the meeting for MMCTV Channel 15.

Ellen Kane called the meeting to order at 7:00 PM.

1. Welcome and Public Comment

Ms. Kane asked if there were any comments from the public.

Maureen Kangley said that during the January 3rd meeting Andy Squires asked for a modest stipend as Constable. He was wearing his EMT uniform, and he has earned the respect of the town but someone on the board was not showing him proper respect by asking him about an interrelationship between Constable and EMT.

Marie Thomas said that the pedestrian crossing light installed on Bridge Street was a great idea but it was taking people some time to learn to use it.

2. Discussion of Items with Those Present

Lake Iroquois Association

Pat Swozi and Jamie Carroll of the Lake Iroquois Association were present to explain their organization and its work on improving the water quality of Lake Iroquois. Their focus was on controlling agricultural runoff, siltation and invasive plants, especially milfoil. Their plans included using a type of herbicide called, "SONAR" which had been effective in other places for controlling milfoil. They planned a five-year treatment project, and asked for some additional funds for this year. The Town's budget had planned for a \$600 expenditure.

Ms. Kane thanked them for their presentation and suggested that they apply to the Conservation Reserve Fund for additional funds.

Peter Mumford, a former resident and current business owner in town said he moved to Lake Iroquois a few years ago and six years ago milfoil was unknown but is now a problem. It moves fast and he felt the removal effort was good for the town of Richmond.

Public Hearings: FY2018 Budget and Capital Plan

Mr. Bressor offered a motion to open the public hearing for the FY2018 Budget and Capital Plan, and was seconded by Mr. May. The motion carried 4-0.

1 Ms. Kane provided an overview of the budget: Spending was up, taxation was up by 1.99 cents or
2 2.99% which met the Selectboard's original goals.

3 4 **Administration**

- 5
- 6 • VLCT/PACIF = Up \$17,200 per their anticipated annual increase
- 7 • Fire Protection = Up by \$18,226 per Water Resources Budget request
- 8
- 9

10 **Planning/Zoning**

- 11
- 12 • Training/Education = Up by \$500 to provide training for PC and DRB board members
- 13 • Contracts = Up by \$2,900 for additional match for grants to provide for zoning rewrites
- 14

15 **Police**

- 16
- 17 • Salaries = While this is up 2%, the pending contract may require additional funds.
18 Unfortunately at this time we are not in a position to preemptively increase more than this.
- 19 • School Resource officer = This has been decreased by almost \$23,000 due to CESU reducing
20 their SRO time.
- 21 • Municipal Retirement = Up by \$4,800; with higher paid employees and a full contingent, the
22 requirement for this line has increased.
- 23 • Police Cruiser Equipment = Up by \$15,000; this includes purchase of a variety of equipment
24 for the cruisers, including new radars.
- 25 • Police Cruiser Lease = Up by \$7,000 to account for additional lease payments as we roll into
26 the second year of vehicle turnover in this program.
- 27 • CUSI = Up by \$1,383 per request.
- 28

29 **Library**

- 30
- 31 • Health Insurance = Up by \$25,400 to reflect additional health insurance for anticipated new
32 full-time employee
- 33

34 **Fire**

- 35
- 36 • Salaries = Up by \$5,000 to cover higher minimum wage and expected higher participation
37 among volunteers.
- 38 • Maintenance = Up by \$4,000 – this covers station maintenance and repairs and the needs are
39 many.
- 40 • Pump Testing = Up by \$2,000 which will cover pump testing for all vehicles annually.
- 41 • Turnout Gear = New line, additional \$12,000. Most gear is more than the recommended 10
42 year lifespan; can cost over \$3,000 to outfit one firefighter. A grant has been applied for, but
43 we won't know the outcome prior to this budget cycle. 7 sets of new gear purchased in current
44 budget cycle, likely 10-12 additional sets need replacement.
- 45 • Air Packs = New line, additional \$12,000. This had been on a rotating schedule utilizing Fire
46 Capital Reserve Funds. Fire Company now wants separate line.
- 47
- 48
- 49

Recreation

- Park Maintenance = Up by \$5,000 to purchase or replace new equipment or fixtures in Volunteers Green.

Highway

- Diesel Fuel = Down by \$20,000 due to low fuel prices and anticipated less-intensive gravel program.
- Gravel = Down by \$75,000 which transfers to Storm Water repair
- Storm Drains = Up by \$127,000 for replacement of 600 feet of storm drain from Four Corners to the railroad.
- Park Mower Principle & interest = the new one-year note on the Ventrac.

The board discussed each department, but paid particular attention to the two issues from the previous meeting: the Library and Constable. With the Library, the board understood that once the voters approved the budget the funds were available and the Trustees decided how to spend them. There was some concern over the cost of health benefits due to personnel changes, but the Selectboard agreed to keep the budget as it stood at this time. The Selectboard agreed to ask the Library to provide a budget explanation at Town Meeting.

There was discussion about the Constable and how the board was not prepared to understand the new role and how it fit into the policing for the town. Ultimately, the Selectboard left the training funds for \$500 in the budget and asked for the Constable to explain more at Town Meeting, and the budget could be amended from the floor at that time.

There being no further public comment, Mr. Sander offered a motion to approve the FY2018 budget in the amount of \$3,533,884, representing General Fund expenses of \$1,975,861 with tax revenue of \$1,659,730 and Highway Fund expenses of \$3,533,884 and tax revenue of \$1,443,073. Mr. May seconded the motion and the motion carried 4-0.

Ms. Kane reviewed the Capital Plan. There was some discussion about the Public Safety Building. Mr. Bressor felt the work was too preliminary to include in the capital plan, and the Manager felt that work was already being done to plan for it and it should be included, although the costs were a broad estimate. There was discussion on this point. Maureen Kangley argued in favor of renovating Town Center for the Police Department. The Public Safety Building was left in the capital plan.

Mr. Sander offered a motion to approve the Capital Plan as presented and was seconded by Mr. May. The motion carried 3-1 with Mr. Bressor voting against.

Mr. May offered a motion to close the public hearings and was seconded by Mr. Bressor, and the motion carried 4-0.

3. Other Business

Public Safety Building Update

The Manager explained that there was not much progress, however, he had met with the architect, Black River Design, to discuss their numbers and whether or not a realistic estimate was possible moving forward. He felt confident following this meeting that the architect was capable of a good

1 design and proper estimate. The Public Safety Building Committee had met the previous night, and
2 changed some design elements of the building. The committee and the Manager would meet with the
3 architect next week on this and prepare to sign a contract for the design work, at \$8,500.

4 5 Accessory Apartment Regulation Change

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7 The Manager explained the issue, and read from the correspondence from the Planning Commission.
8 The proposal was to increase the size of accessory dwellings from 30% of the square footage of the
9 principal structure to a 75% or 1,000 square foot maximum. There was also discussion on how the
10 town is able to enforce the familial relationship and occupancy. Some at the Planning Commission
11 public hearing had expressed doubts as to the need for this since the town was not likely to have the
12 resources for enforcement, while others argued that it was important to keep this in because it kept
13 control over the character of neighborhoods.

14
15 There was significant discussion over the second issue. The board felt that in the case of a relative
16 living in the dwelling or accessory dwelling, who might pass away or otherwise leave the dwelling
17 should not be cause for immediate violation and suggested a not-to-exceed twelve months clause to
18 allow the owner time to bring the situation back into compliance.

19
20 Mr. Sander offered a motion to hold a public hearing on the amendment for accessory dwellings,
21 Section 5.9 of the Richmond Zoning Regulations, on February 6, 2017 at 7:00 pm in the Town Center
22 Meeting Room. Mr. May seconded the motion and the motion carried 4-0.

23 24 Winter Use of Volunteers Green and No Parking at the end of Esplanade Street

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26 The Manager explained that parking issue. Last year we changed the traffic pattern at Esplanade
27 Street and inside the park to move recreation traffic into a new, improved access road. While this was
28 largely successful in getting traffic off of Esplanade Street, there are a few stalwart members of the
29 public who prefer to access the park from the rear. When there is snow or the new gate is shut, they
30 park at the street – blocking the way for septage trucks going to and from the treatment plant. Septage
31 is an extremely important function of the plant, and generates revenue for the system. Blocking that
32 traffic damages the town's interests and we should explore ways to move these patrons to new
33 locations.

34
35 In search of a solution, the Manager prepared an amendment to the traffic ordinance to formally
36 establish a No Parking zone in this location. The Manager was not looking for a formal introduction
37 tonight, but rather a review of our options.

38
39 Secondly, the year-round use of Volunteers Green has obviously grown over the years, and our new
40 park traffic pattern neglected a segment of park users – those who want to go to the back first, and not
41 park at the front. When Winter arrives, we block the access road. This is for several reasons – it is
42 more difficult to maintain the park access road and parking areas, the bathrooms are closed (no heat,
43 so they are drained and locked), and typically fewer users requires less parking. However, the
44 Manager had spoken with Pete Gosselin and he feels it may be possible to keep the access road open,
45 along with some small amount of parking at that end.

46
47 A parking ordinance amendment will take a minimum of 90 days to effect. The Manager believed we
48 have time to consider the change, make the change and get word out to the public in time for Spring
49 sports again.

1 There was some discussion of the issue but the board was in agreement that more Winter parking and
2 maintenance of the access road was the right change to make. The No Parking ordinance would be
3 tweaked and brought back for an introduction and first reading in February.
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5 Reports from Selectboard and Town Manager

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7 The Manager noted the Police Report. He also explained that the draft audit was out and the final
8 would come shortly. The Regional Planning Commission was moving forward on the Regional
9 Dispatch study, and the results would be revealed on January 31st. The Manager would attend but the
10 RPC wanted Selectboard members, if available, to also attend. The Manager had not yet had an
11 updated schedule for the adoption of the Town Plan.
12

13 Approval of Minutes

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15 Mr. Sander offered a motion to approve the minutes of January 3, 2017 and was seconded by Mr.
16 May, and the motion carried 4-0.
17

18 Approval of Town Highway Map

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20 The Manager explained that there were no changes for the Highway Map. Mr. May offered a motion
21 to approve the official Town Highway Map for 2017 and was seconded by Mr. Sander, and the motion
22 carried 4-0.
23

24 Approval of Replacement Purchase Order for Firefighting Gear

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26 The Manager explained that the prior vendor, MES (Purchase Order 3232 from September 2016) was
27 no longer honoring their bid and had withdrawn. The next lowest bidder, Reynolds & Son, were
28 honoring their bid from that time. This purchase order would effect that contract.
29

30 Mr. Sander offered a motion to approve Purchase Order 3242 to Reynolds and Son for the purchase of
31 Firefighter protective clothing in the amount of \$21,913.50. Mr. May seconded the motion and the
32 motion carried 4-0.
33

34 Approval of Warning for Town Meeting

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36 The Manager explained that the warning was prepared, with the two articles for the Budget and
37 Andrews Forest. The budget number would be amended for the final warning but if the Selectboard
38 approved the warning they could sign once the Town Clerk finalized it. Mr. Sander offered a motion
39 to approve the Town Meeting warning and was seconded by Mr. Bressor and the motion carried 4-0.
40

41 VLCT By-Law Amendment

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43 The Manager explained that VLCT wanted to be able to amend their policy platforms mid-year instead
44 of just at the Annual Meeting and they were holding a special meeting to propose this amendment. He
45 was willing to attend, and serve as voting delegate. Mr. May offered a motion to support the proposed
46 VLCT by-law amendment and authorize the Town Manager to be voting delegate at a special meeting
47 for this purpose. Mr. Sander seconded the motion and the motion carried 4-0.
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1 Approval of Warrants

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3 Warrants were reviewed and approved.

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5 Executive Session

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7 Ms. Kane explained that there was a need to discuss pending litigation regarding the appeal of the
8 Development Review Board's upholding of the Notice of Violation to the Houles in executive session.

9
10 Mr. Sander offered a motion to find that premature public knowledge about the Houle Environmental
11 Court appeal would cause the town or person to suffer a substantial disadvantage. Mr. May seconded
12 the motion and the motion carried 4-0.

13
14 At 9:20 PM Mr. Bressor offered a motion to enter an executive session to discuss the pending
15 litigation, under section 1 VSA 313 (a)(3), with the Manager present, and Mr. Sander seconded the
16 motion. The motion carried 4-0.

17
18 At 9:40 PM Mr. Bressor offered a motion to adjourn the executive session and reconvene the regular
19 session. Mr. May seconded the motion and the motion carried 4-0.

20
21 **4. Adjourn**

22 Motion by Mr. Bressor to adjourn the meeting at 9:40 p.m. Seconded by Mr. May. So voted.