

**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  
O c t o b e r   1 6 ,   2 0 1 7   M I N U T E S**

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Members Present: Lincoln Bressor; Bard Hill; Steve Ackerman; Steve May; David Sander

Absent: None

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Others Present: Geoffrey Urbanik, Town Manager; Rod West; Connie Bona, Finance Director; Linda Parent, Town Clerk; Mary Houle; Jerry Levesque, Asst. Fire Chief; Peter Gosselin, Highway Foreman; Karen Yaggy; Rick Barrett; Mike Carter; Alan Buck, Chief of Police; Scott Nickerson; Bob Stafford; Guy Roberts; Brian Carpenter; Judy Rosovsky, Conservation Commission; and Ruth Miller was present to videotape the meeting for MMCTV Channel 15.

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Lincoln Bressor called the meeting to order at 7:00 PM.

**1. Welcome and Public Comment**

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

Karen Yaggy spoke of someone from the Richmond Historical Society recently exploring the old abandoned road that used to run from Thompson Road to Huntington Road, before the newer roads up from Hinesburg Road were built.

**2. Items for Discussion with those Present**

Police Building Committee Report

The members of the Police Building Committee (Robert Stafford, Rick Barrett, Brian Carpenter, Chief of Police Alan Buck) came back to discuss the revised floor plan for the police station. The building was over \$3.6 million with the community room, but without land. Mr. Stafford recommended that the Selectboard consider Browns Court as a possible site for the building, as it was big enough and could also locate a ball court there.

Mr. Hill said that he had been to a number of softball games there, and believed that this field was still used for games.

Mr. Bressor asked if anyone had considered pulling out the community room, and Mr. Safford said that the Selectboard should make that decision. Mr. Carpenter said that the building would lose some costs but it wasn't a simple cut, as some costs were shared in all the square footage - removing some square footage wouldn't remove the same percentage of other site costs.

Mr. May asked if the community room would double as an emergency shelter. Chief Buck said that it might hold 30 or 35 beds. Mr. Barrett offered that this could also be a command center during an emergency if supported by a generator.

Mr. May asked if this was located in a residential area, was there any other need for the building or access, and Chief Buck said he did not think so.

1  
2 Mr. Bressor said he would hate to see a loss of recreation land, especially outside of the floodplain.

3  
4 Mr. Hill said it was also used for more than just games, but other athletic exercise.

5  
6 Mr. May believed we could have both a ballfield and a building at the Browns Court location. He also  
7 felt that the new Andrews forest property could have a recreation complex. Mr. Bressor said that the  
8 Andrews property was not flat.

9  
10 Mr. Hill suggested that the property next to the firehouse could be expanded if the State used it for any  
11 part of the construction on the bridge replacement there.

12  
13 Mr. Stafford said that if the board wanted to move forward and liked this building idea and the site,  
14 they might vote to move this ahead to a bond vote.

15  
16 The board then discussed some other building details including the sally port.

17  
18 Mr. May then said he wanted to accept this proposal and place a question on the ballot for town  
19 meeting. Mr. Hill felt that there was not room enough on Browns Court for both a building and a  
20 ballfield. The board discussed the community room and the Browns Court location.

21  
22 Karen Yaggy said that the board should not use the Browns Court location as it would be a loss of  
23 recreation and a reason for people to vote against it.

24  
25 Mary Houle felt that some recreation could be relocated and the Richmond Land Trust's Bombardier  
26 Field would be a good place for a ball field.

27  
28 Mr. Bressor said he wasn't sold on Browns Court and asked what it would take for another location.  
29 Mr. Safford suggested a proposal request to see what people wanted to see.

30  
31 Mr. May developed a motion, to accept the committee's standing proposal without amendment for  
32 construction of a police department on the parcel at Browns Court for Town Meeting 2018 by  
33 Australian ballot. Mr. Ackerman seconded the motion.

34  
35 Mr. Bressor asked if we needed the community room and 62 parking spaces. He said without a forum  
36 with the residents there he wasn't comfortable with the site and wanted to do a request for proposals to  
37 see what else was out there.

38  
39 Mr. Sander whole heartedly wanted to move forward but felt we didn't have all the information to do  
40 so, in order to have a firm proposal for town meeting.

41  
42 Mr. Hill said he wanted to see the building cost included with site costs for town meeting but we  
43 weren't ready with exact size and location - we still needed to review alternatives. Hold this in  
44 abeyance and do the land rfp, and still have time to place a question on for town meeting.

45  
46 Mr. May said that this is now three years in, the committee has done work and developed a thoughtful  
47 proposal. He said decency demands a vote.

48  
49 Mr. Bressor said that the board was doing all it can to find the best location and best building.

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1 Mr. Bressor called for a vote and the vote failed 2-1-2, with Mr. Hill and Mr. Sander voting against.  
2 Mr. May offered a motion that the committee be prepared to submit a proposal on Browns Court no  
3 later than November 15th to see how this building would fit, specifically on that site. There was no  
4 second.

5  
6 The Manager noted that there was no longer any budget for this project and that the architects could  
7 not be continually called upon to develop site options. The Selectboard recognized this. Mr. Hill and  
8 Guy Roberts offered to site buildings on various properties with available free resources, as reference  
9 for discussions.

### 10 11 FY2019 Budget Discussions

12  
13 The board spoke with department heads regarding their budget proposals, in conjunction with the  
14 Capital Plan approved last year. The board noted the pending facilities assessment for the library and  
15 Town Center, and wanted to add the Fire Department to that.  
16 The preliminary budget was at a 4.1% increase or about \$146,000 over last year's spending. The most  
17 recent northeast consumer price index was 1.5%

### 18 19 20 **3. Other Business**

#### 21 22 FY2019 Budget – First Draft

##### 23 Personnel Policies

24 The board reviewed the personnel policies for hiring and advancement. There was also discussion on  
25 where employees would be placed on the grid. It was agreed that the auxiliary positions were obsolete  
26 at this time and could be removed from the policies.

##### 27 28 Bidding and Purchasing Policies

29  
30 The Manager presented amended policies to incorporate bidding criteria into the purchasing policy.  
31 The bidding and purchase order dollar thresholds had been amended upward to reflect standard  
32 practices. The board discussed some amendments, and Finance Director Connie Bona said she would  
33 like to amend this based on these discussions.

##### 34 35 Hosted Email

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37 The Manager briefed the board on hosted email. There were two options - one was to go with a cloud  
38 platform such as Gmail or Microsoft, or explore some other system. There were costs to cloud email  
39 but they were similar to what the town was paying now. The big unknown was how many email  
40 accounts should the town set up - should all volunteers get one, or recommend to them that they get a  
41 free email just for town business?

42  
43 Mary Houle suggested that some employees share email addresses.

44  
45 The board discussed the issue and recommended that not all board members have a town email but  
46 asked the Manager to develop guidelines.

#### 47 48 Reports from Selectboard and Town Manager

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1 The Manager noted the police report and the budget status reports for both the prior and current fiscal  
2 years. The board reviewed the works in progress and heard an update on the town plan.

3  
4 Approval of Minutes

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6 Mr. Sander offered a motion to approve the minutes of October 2, 2017 and was seconded by Mr.  
7 Ackerman. The motion carried 4-0-1 with Mr. Bressor abstaining.

8  
9 Appointments to the Andrews Forest Interim Management Committee

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11 Judy Rosovsky named her recommendations to the interim management committee for the Andrews  
12 Forest: Guy Roberts; Ben Hogdon;

13  
14 Mr. May offered a motion to approve the appointments to the Andrews Forest interim management  
15 committee and was seconded by Mr. Sander, and the motion carried 5-0.

16  
17 Approval of Purchase Orders

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19 Mr. Hill offered a motion to approve PO 3425 to Cargill Salt for winter road salt in the amount of  
20 \$74,999.45. Mr. May seconded the motion and the motion carried 5-0.

21  
22 Mr. Sander offered a motion to approve PO 3454 to Richmond Rescue for contractual services in the  
23 amount of \$17,670 and was seconded by Mr. May and the motion carried 5-0.

24  
25 Appointment to Planning Commission

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27 The board spoke to Scott Nickerson, a new resident of Richmond interested in the vacancy on the  
28 Planning Commission. Mr. May offered a motion to appoint Scott Nickerson to the Planning  
29 Commission to fill the unexpired term of Alex Brosam and was seconded by Mr. Hill. The motion  
30 carried 5-0.

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32  
33 Approval of Warrants

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35 Warrants were reviewed and approved.

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37 **4. Executive Session**

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39 Mr. Bressor explained that there was a need to discuss contract negotiations regarding the NEPBA  
40 contract in executive session as well as the Town Manager's performance review.

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42 Mr. Sander offered a motion to find that premature public knowledge about the NEPBA contract  
43 negotiations would cause the town or person to suffer a substantial disadvantage, as well as the Town  
44 Manager's performance evaluation. Mr. May seconded the motion and the motion carried 5-0.

45  
46 At 9:55 PM Mr. Bressor offered a motion to enter an executive session to discuss the contract  
47 negotiations, under section 1 VSA 313 (a)(7) with the Manager and Town Attorney present, and the  
48 Town Manager performance evaluation and Mr. Ackerman seconded the motion. The motion carried  
49 5-0.

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1 At 10:30 PM Mr. Ackerman offered a motion to adjourn the executive session and reconvene the  
2 regular session. Mr. May seconded the motion and the motion carried 5-0.

3  
4 Mr. Bressor explained that no further action on the Executive Session items was necessary this  
5 evening.

6  
7 **5. Adjourn**

8 Motion by Mr. Ackerman to adjourn the meeting at 10:30 p.m. Seconded by Mr. May. So voted.