

Selectboard Minutes 2/3/2020

Members Present: Bard Hill, Christy Witters, David Sander, Katie Mather, Roger Brown
Absent:

Others Present: Josh Arneson, Town Manager; Kathy Daub-Stearns, Admin. Assist.; Connie Bona, Finance; and Ruth Miller was present to videotape the meeting for MMCTV Channel 15, also attending – Mary Houle, Betsy Emerson, Diane Wester, Karen Yaggy, Christine Werneke, Caitlin Littlefield, Jeff Forward, Shannon Dufour-Martinez, Geoff Urbanik Andrews Community Forest Committee Chair. and Laurie Dana.

Called to Order: 7:10 PM

1. Welcome by David.

Mary Houle asked if the island of gravel, in the river, off West White Hill Rd. could be removed by the town stating that leaving it there is a hazard.

2. Items for Presentation or Discussion with those present

I. Additions or Deletions to Agenda

Addition: E Main St Stormwater project will be # 4H.

II. Items for Presentation or Discussion with those present

a) Consideration of approving an update to the Warrant Approval Policy

Josh reported that this item came out of discussions with the Water & Sewer Commission who would like the Town Manager to sign the warrant page to indicate the warrant had been reviewed and to have a signature card on file with department head signatures. This would be an additional layer of protection not due to a problem.

Christy moved to approve the Warrant Policy, Roger seconded. All agreed.

b) Consideration of soliciting a line of credit or bond anticipation note to cover expenses for the Bridge St. Infrastructure project

Josh reported that the Water & Sewer Commission were in agreement to solicit a \$500,000 line of credit or bond anticipation note to cover expenses. He reported that he was looking at several different ways to keep cash flow fluid during the Bridge Street project including the possibility of transferring money internally.

Roger moved to approve the solicitation of a line of credit or bond anticipation note in the amount of \$500,000, Katie seconded. All agreed.

c) Consideration of transferring money from the Town Center Debt Fund to an account with a higher interest rate

Roger moved to transfer the \$689,748.99 and all future Town Center Debt Fund money into a new account to earn more interest, Bard seconded. All agreed.

A discussion followed that included information that all the money in the Town Center Fund is generated from rental income at the Town Center. That the Fund is not a capital investment account and that maintenance and utilities of the Town Center buildings are paid from the Fund. The Edmunds Fund has the restriction that only interest can be used. Since it would be best to earn more interest on the Edmunds

fund also the Board would like to review the abstracts before determining what the next steps are.

d) Andrews Forest Committee Items:

1) a vacancy on the Andrews Community Forest Committee and 2) discussion of a Request for Proposal for building a trail

1. Geoff reported that the ACF Committee has a vacancy. Caitlyn Littlefield is interested in joining the Committee and the ACF Board voted unanimously to recommend to the Selectboard that she be appointed.

Katie moved to appoint Caitlin Littlefield to the AFC Board, Roger seconded. All agreed.

2. Geoff requested permission to send out an RFP for a trail that has been planned out. The cost is less than \$7,000 and would be paid for by a RISE VT grant and the Conservation Commission.

Roger moved to allow the ACF Committee to send out an RFP for trail construction not to exceed \$7,000.00, Bard seconded. All agreed.

e) Update from Town Center Building Committee regarding proposed interim and long term uses for the third floor of the Town Center

Christy reported that she and Katie have been meeting with various groups of non-profits about potential building improvements and what to do with the 3rd floor. They then looked at what interim uses of the 3rd floor could look like before major renovation of the building. The Building Committee came up with priorities; essential government services, meeting spaces, local non-profits, and nonprofit or for-profit organizations who rent at market rate. How to assess rental rates for non-profits like the Historical Society, then MMCTV and others.

A discussion followed that included concern about the space being only interim and not long term for non-profits. What rent could the non-profits be expected to pay? If there was a need for commercial space with all that is available now in town? What were the Town employee needs? Is there room for everyone that has asked for space? Is there grant money available to renovate the non-profit spaces? Would there be a bid process for rental applicants to begin negotiations?

It was decided that while the Selectboard wants to bolster volunteers, by providing space in the Town Center building, the first priority has to be the needs of the town offices and staff. This subject will be ongoing.

III. Continuation of hearing on amending the Traffic Ordinance

Roger moved to reopen the hearing on amending the Traffic Ordinance, Bard seconded. All agreed.

There was a discussion that included:

Parking rates having a wide price range in Richmond and that other municipalities have a range that averages out to about \$87 per month. That the Town would need to begin enforcing parking regulations already in place if we are going to have permitted parking and a discussion with Larry Muldoon will take place to work out those details. Questions included: Would permit parking be for residences only or businesses also? What would the fee for parking be per year? Would hang tags be the best option for vehicle identification?

It was decided that providing permitted parking spaces for residential use only, and only for the lots mentioned in the Village Downtown District as needing a parking plan for increasing the number of residential units on their lot, at a rate of \$900 per year is what would be done.

Roger moved to set the permit parking rate at \$900 per year, Bard seconded. All agreed.

Christy moved to approve the Traffic Ordinance as marked up, Bard seconded. All agreed.

Roger moved to close the hearing, Bard seconded. All agreed.

IV. Other Business

a) Discussion on parking permit application and vehicle registration forms

It was decided that hang tags are preferential – registration applications will be for primary vehicles only. The application will be amended to add “Residential” to the Application title and “Landlord” as applicant on Permit Application.

b) Update on Bridge St. Infrastructure Project

Josh reported that he had created a landing page on the Town website for the Bridge St. Project that is able to be updated daily if necessary. The webpage will be announced on Front Porch Forum and FPF will be used to get information out in regular posts as well. The webpage will ask for email addresses for anyone that wants to receive updates by email.

During discussion it was agreed that a public relations person would be ideal. It’s a matter of whether or not one will be approved. In the meantime the webpage has been set up to get information out about the project.

It was also reported that construction bids are due 2/14/2020 and a recommendation will be made to the Selectboard at the 3/2/2020 meeting. The time of award to April 15 when construction is to begin is only 6 weeks. It was discussed that the Town Manager should have signing authority for decisions related to the Bridge St. project once a contractor has been selected.

Christy moved to provide Josh with signing authority for decisions once the contractor for the project has been selected, Roger seconded. All agreed.

c) Consideration of resolutions increasing the two waterline bond vote amounts by \$75,000 per bond

Josh reported that this is to make sure we’re bonded for full amount of project. That the Bond was based on an estimate and a recent update shows we may need a bit more funding. He added that we would only actually borrow only what we spend.

Roger moved to approve the increasing of the two waterline bond vote amounts by

\$75,000.00 per bond, Katie seconded. All agreed.

d) Update on Dugway Rd. project

Josh reported that four employees attended the FEMA update meeting and that the biggest hurdle the Town is facing is that the proposed retaining wall is outside the right-of-way. It was advised that we ask for an expedited review where our engineer could present two plans, one that shows staying within the right-of-way and the related costs compared to the one proposed which does not stay in the right-of way. The costs to stay within the right-of-way may nearly double the costs. Then we will need to wait for a determination from FEMA which could take a while. There is a conference call tomorrow and the Board will be updated at the next meeting.

A discussion followed that included whether or not the Town could acquire the land out of the right-of-way? Whether there was a work around as was found for the flood at Graystone?

e) Update on process to close Dugway Rd. to through truck traffic

Josh reported that the town attorney suggested that the Selectboard could exclude Dugway Rd. from the excess weight permits.

The discussion included the possibility of changing the Excess Weight Permit to exclude Dugway Rd. but that would have to do before Mar. 31 when new permits get issued.

f) Update regarding I89 study initial public meetings

There is a CCRPC notice of initial meeting inviting board members and interested parties to attend.

g) Reminder of February 18 hearing date for an amendment to the RZR Section 3.10.3(a) adding a rounding rule to clarify the density calculation

David reminded everyone that Feb. 18 is the hearing date for an amendment to the RZR Section 3.10.3(a) adding a rounding rule to clarify the density calculation.

h) East Main Stormwater Outfall Project

Josh reported that the Pleasant Street to railroad track portion of the project is valued at \$57,000. and that Pete believes it can be done by the Town for \$10,000 worth of materials plus about a week of labor. Pete has spoken to the Landowner who wants to know if the Town would be willing to give up some trail easements in the Dugway Rd area easements that are in place. Josh will look into them and see if we still use them and report back.

V. Approval of Minutes, Warrants and Purchase Orders

Minutes of 1-21-20

Christy moved to approve the minutes of the 1-21-20 meeting, Bard seconded. All were in favor.

Warrants were approved.

Roger moved to accept Purchase Order 3867 to Green Mountain Engineering for Highway and Water Dept. engineering, not to exceed \$105,700. -split 30 Highway-70% Water, Christy seconded. All were in favor.

VI. Discuss Items for Next Agenda

Recreation Committee, VT Youth project update, Dugway Rd., Bridge Street,

VII. Executive Session if necessary

VIII. Adjourn

Roger moved to adjourn, Christy seconded. All agreed.

The meeting adjourned at 9:30.