

Selectboard Minutes
7/6/2021

Members Present by Zoom: June Heston

Members In-Person: Christine Werneke, David Sander, Bard Hill, Cody Quattrocci

Absent: none

Others Present In- Person: Josh Arneson, Town Manager; Kyle Kapitansky, Police Chief; Mary Houle, Jeff Atwood, and the meeting was recorded by MMCTV;

Others Present by Zoom: Kathy Daub-Stearns, Admin.; Kendall Chamberlain, Water & Sewer Superintendent; Ravi Venkataraman, Planner; Rebecca, Chicky, Samuel Waters, Dan Mullen, Elizabeth Parke, Karen Yaggy, John Linn, Joan Hathaway, Erik Filkorn, Martha Nye, Laurie Dana, Virginia Clarke, Lauke Parke, Jeff Forward, Rod West

Welcome and Public Comment

Called to Order: 7:00 PM

Welcome by Christine

Public Comment: none

I. Additions or Deletions to Agenda -none

Public Comment:

Mary Houle said "thank you" to Dan Noyes for stepping up to secure the new bank's location, she also thanked the Richmond Land Trust (RLT) for expanding the parking choices including on the Beeken Preserve. She suggested that in the future when the RLT asks for money, parking should be a requirement. Mary Houle said for everyone's safety she would like there to be an ordinance for bicyclists to ride single file and maybe pedestrians who walk on the road, especially Cochran Rd. Mary Houle then commented on the sign on the front lawn of Town Center saying that the BLM organization had raised \$60-90,000,000 and spent the money on several single-family homes. Mary Houle then asked when she could put her sign up, asking what the BLM organization had done to deserve the sign, the building is owned by all the residents and to allow one political affiliation to make a statement meant she was able to and wanted to put her sign up. She wanted to know what she needed to do to get her sign up and specified she was not ask for their consideration, just how to get her sign up. Mary Houle thanked the board for their time.

Jeff Atwood said he wanted to speak to the Selectboard about affordable housing. Jeff Atwood said he had sold four (4) units recently and said it is going to take available opportunities and tools to secure more affordable housing. The need, he said, in Chittenden County is 5000 homes, asking how many would be in Richmond. Perpetual Lane was the name he chose for the housing he built because it would be available forever. He asked what opportunity Richmond was providing for young people to purchase a home. He said anyone who thought housing was not a crisis was mistaken. He said he would be back to speak again. Bard thought a future agenda item could be having the Affordable Housing Committee provide a report. Mary Houle asked if the Regional Planning Commission could

be heard from. Christine thought the topic should be set as a future agenda item to give it to the attention it deserved.

II. Items for Presentation or Discussion with those present

a) Update on Bridge St. Construction at the railroad crossing

Josh reported:

- that replacement of the railroad tracks would take place July 13 & 14 with thru traffic closed from 7AM to 5PM

Discussion included:

- that Mary Houle asked if there would be a provision made for emergency vehicles to not have to go around as had been done in the past

b) Consideration of making an appointment to the Richmond Planning Commission

Christine reported:

- that she was excited to have new resident Dan Mullen on the Richmond Planning Commission

Discussion included:

- that Dan Mullen said he recently moved to Richmond from Burlington and the open Planning seat was of interest because the subject matter interests him.

David moved to appoint Dan Mullen to the Planning Commission to fill the open seat that has a term expiring in 2022; Cody seconded. Roll call vote: Bard, David, June, Cody, and Christine voted affirmatively. Motion passed.

c) Consideration of approving the purchase of Tasers

Christine reported:

- that there was a need to replace tasers that were already in service

Kyle reported:

- that the funds were approved in the budget
- that there are options to purchasing tasers, his recommendation was a five-year plan that leased the equipment, came with training, including empathy training, at a cost of \$26,000 in total that included unlimited cartridges.
- that this would not be an RFP process because Axon was the only supplier of the program or one like it

Discussion included:

- that the cost included support for five years
- that there would be offsetting revenue from the trade in of old equipment
- that unlimited cartridges for the tasers were included in the plan
- that the current tasers, bought used from UVM, were obsolete and not being supported any longer
- that David asked how often tasers have been used; Kyle responded that Richmond PD has never used one. He said just having a taser reduces use of force incidents.
- Mary Houle asked if, when a motion was made, would the Selectboard make not to RFP a one-time event since Axon was a single provider

- Cody said that he has been asked about moving away from tasers. Bard said de-escalation had been discussed previously and the in-between is tasers. Kyle said empathy training is like de-escalation training adding that the State mandates mental health crisis response training. He said tasers are a tool that prevents the use of more lethal use of force. He said it is scary and not a fun experience but is an option he would like to have.
- Bard asked what de-escalation training the dept has gotten. Kyle said every year the police department has the training and the training from Axon would be mandated for officers. We have done what is required and more related to training.

David moved to approve the sole source purchase of Tasers from Axon, the sole provider, for a total cost of \$19,200 payable in five annual payments of \$3,840 predicated on continued de-escalation training taking place on the force and to suspend the purchasing policy since Axon was the only supplier; Bard seconded. Roll call vote: Bard, David, Cody, and Christine voted affirmatively. June was not available by Zoom for the vote. Motion passed.

d) Consideration of approving the purchase of a Tesla as the next police cruiser

Kyle reported:

- that the proposal needed to be updated since pricing had changed a bit
- that the budget for the cruiser was FY22, not FY21
- that the proposal was available in the documents for the meeting
- that the purchase price would be \$51,190.
- that the replacement cycle for cruisers was every four (4) years
- that the Tesla Warranty is eight (8) years/ 120,000 miles – which would provide six (6) years of complete warranty coverage and could change the replacement cycle to every six (6) years
- that the purchase would be \$11,000 over budget but with labor savings and fuel and oil savings he would be budgeting about \$7300 less per year for maintenance
- that we have a charging station in the parking lot
- that GMP has a program to reimburse the cost of a new charging station if one was needed
- that some infrastructure is in place for a second charging station already
- that having electric vehicles is part of the Town Plan
- that Tesla's have been successful in other places as police vehicles
- that Tesla has a number of tech features that could save money down the road

Discussion included:

- that Bard thought there was heavy electric drain from equipment asking how Tesla handles it. Kyle said that the power draw from the police equipment is limited, the lights are LED, he thought what drew the most current was the AC, and when sitting idling there was not much electrical draw.
- that Bard asked about Hybrids, Kyle said they only come part way in saving fuel and looking at the cost breakdowns Tesla saves more
- that David asked if Tesla honored the Warranty since police duty is considered extreme use. Kyle said he would look into it.
- David asked about having what you need for space, Kyle said yes, and no, that with Model 3 there would be no prisoner transport screen and any prisoner would need to be transported in the front seat. He said model Y would have a transport screen.

- that Mary asked where service would be done. Kyle said Tesla is proprietary about their stuff. Mann & Machine could do inspections, brakes, things like that, Tesla has mobile units that come to you but if it fails, it has to go back to Tesla. Vermont just approved having a Tesla service location but currently the nearest one is in NY.
- that Bard was concerned about prisoner transport. Kyle said Model 3 is what is being used most by agencies. Model 3 would be available in a few weeks, Model Y was months away.
- that Tesla was not 0 emissions, that the electricity has to come from somewhere.
- that Tesla has options for self-driving, lane assist would keep you between the lines and auto-pilot is not available for purchase yet
- that Jeff Forward thanked Kyle for bringing this forward. He added that there would be cost stability and that there were grants that might be available. He requested permission to apply for a grant to offset some of the cost.
- that one Tesla for purchase was being proposed for the pilot study

David moved to approve the purchase of a Tesla for use as a police cruiser in an amount to not exceed \$52,000; June seconded.

A friendly amendment was made:

David moved to approve the purchase of a Tesla for use as a police cruiser in an amount to not exceed \$52,000 as a pilot to explore its cost and performance with reporting back to the Selectboard in a year; Bard seconded. Roll call vote: Bard, David, June, Cody, and Christine voted affirmatively. Motion passed.

Discussion continued:

- Jeff Forward said he would like to have approval to apply for a CCPRC grant that has a July 22 submission deadline. Christine suggested pursuing it with the intent it would be submitted and present it at the next Selectboard meeting for approval.

e) Consideration of approving the loan for the Bridge St. Waterline Replacement Project

David reported:

- the bond vote was approved at town meeting
- that the loan has 75% forgiveness

Bard moved to approve the Vermont State Revolving Fund Loan RF3-444-3.0 in the amount of \$400,000 for the Bridge St. Waterline Replacement Project; David seconded. Roll call vote: Bard, David, June, Cody, and Christine voted affirmatively. Motion passed.

Discussion included:

- that David reminded everyone that the taxpayers are not paying this back, the users are and that \$100,000 is being paid back out of \$400,000 project cost.

f) Consideration of approving the loan for the preliminary engineering report for the Gateway Sewer Expansion Project

David reported:

- the repayment is made by the users, not taxpayers
- that the engineering report provides information on all three phases of the project
- that the costs will be known once the preliminary engineering report is done and will help with knowing the feasibility of the project

Bard moved to approve the Vermont State Revolving Fund Loan RF1-290-1.0 in the amount of \$13,600 for the Preliminary Engineering Report for the Gateway Sewer Expansion Project; Cody seconded. Roll call vote: Bard, David, June, Cody, and Christine voted affirmatively. Motion passed.

g) Consideration of approving the fraud risk list

Christine reported:

- that the Fraud prevention list is updated yearly and is part of the audit that is done.

Discussion included:

- that June said at some company's vacations are required to be taken, Josh said we do not have a payout option but would check with Connie Bona (Financial Director) and the auditors

Bard moved to approve the fraud risk list as presented; Cody seconded. Roll call vote: Bard, David, June, Cody, and Christine voted affirmatively. Motion passed.

h) Consideration of approving updated FY22 tax rate form to place correct fiscal year on the form

Christine reported:

- that at the last Selectboard meeting the document had an error in the title and this would update a form that had the wrong fiscal year on it.

David moved to approve the updated tax rate form for fiscal year 2022 which is identical to the tax rate that was approved at the June 21, 2021, meeting but placed the correct fiscal year in the title of the document; Bard seconded. Roll call vote: Bard, David, June, Cody, and Christine voted affirmatively. Motion passed.

i) Consideration of accepting the Coronavirus Local Fiscal Recovery Funding (CLFRF)

Christine reported:

- that there has been new guidance since last meeting.

Josh reported:

- that information is unfolding
- that these motions are required to receive the ARPA funding
- that VLCT is drafting the policies we will need

Discussion included:

- that the estimated amount being received by Richmond is \$400,000 over two years but no official notice has been received
- that June's interpretation of "CEO" was "Town Manager" and thought the designated person would be Josh. Josh said when he asked VLCT they gave him

the same information as the website saying that it needed to be someone who could bind the town financially. He did not know what the duties or responsibilities of the person would be. Christine said she did not think Josh had the authority to bind the town

- that Josh had been delegated as the Boards representative in the past, he would have no problem performing in that role again
- that Kathy suggested appointing Josh and a Selectboard member as an alternate as a way of covering all the possibilities

Bard moved that the Town of Richmond accept its allocation of Coronavirus Local Fiscal Recovery Funding (CLFRF) from the US Treasury, along with the Award Terms & Conditions and Assurances of Compliance with the Civil Rights Requirements that are requirements of accepting these funds; David seconded. Roll Call Vote: Bard, David, June, Cody, and Christine voted affirmatively. Motion passed.

Bard moved to rescind the motion that was made at the June 21, 2021, Selectboard meeting which appointed Connie Bona as primary authorized representative and Josh Arneson as secondary authorized representative from Richmond for the American Rescue Plan Act of 2021; David seconded. Roll Call Vote: Bard, David, June, Cody, and Christine voted affirmatively. Motion passed.

Bard moved that we appoint Josh Arneson to serve as the Town's "Authorized Representative" as required by the Coronavirus Local Fiscal Recovery Funding (CLFRF) from the US Treasury, to sign the Award Terms & Conditions and Assurances of Compliance with the Civil Rights Requirements by July 15; David seconded.

There was a friendly amendment:

Bard moved that we appoint Josh Arneson to serve as the Town's "Authorized Representative" as required by the Coronavirus Local Fiscal Recovery Funding (CLFRF) from the US Treasury, to sign the Award Terms & Conditions and Assurances of Compliance with the Civil Rights Requirements by July 15 with Christine Werneke as his alternate; David seconded. Roll Call Vote: Bard, David, June, Cody, and Christine voted affirmatively. Motion passed.

Bard moved that we name Finance Director Connie Bona to be the "Contact Person" for the Town's CLFRF Award from U.S. Treasury; David seconded. Roll Call Vote: Bard, David, June, Cody, and Christine voted affirmatively. Motion passed.

j) Consideration of approval of agreements for two Better Roads Grant

Josh reported:

- that we have been awarded two grants
- that we need to do the work and the money is going to help defray the costs
- that the additional money needed would be paid out of the highway budget

Bard moved to accept Better Roads Grant BR0885 in the amount of \$14,600 with a match of \$3,650 for slope stabilization on Huntington Road; David seconded. Roll Call Vote: Bard, David, June, Cody, and Christine voted affirmatively. Motion passed.

David moved to accept Better Roads Grant BR0886 in the amount of \$5,400 with a match of \$1,350 to stone line a ditch, stone armor a bank/slope, and create a sediment trap on Hillview Rd.;

Bard seconded. Roll Call Vote: Bard, David, June, Cody, and Christine voted affirmatively. Motion passed.

k) Consideration of setting a hearing date to consider the discontinuation Williams Hill Rd. from 1360 Williams Hill Rd. southward to the point where it intersects with Palmer Road and Beatty Lane

Christine reported:

- that she acknowledged the materials in the Selectboard packet that included a summary and timeline
- that the work that needed to be done prior to the hearing included certified notices and certifications, a site visit by the Selectboard and the gathering of information
- that she had received emails from people that want a trail and those that do not. Christine clarified that the trail determination would not be made until the road discontinuation decision had been made and that would be at least a few months away
- that there was a question whether the board was moving forward with the belief that a class four road existed, that the petition requested the discontinuation of the class four road, and that the road had shown up on maps for years, the Selectboard members thought there was a road, the petitioners say there is a road, and the Selectboard members agreed there is a road. Bard said there is evidence that a road exists, where the road is, was still a question. Christine agreed there needed to be work done on the location of the road. Christine acknowledged that others may not agree and could take steps to prove their point.
- that flagging or a survey was yet to be determined and the timing would be worked on during the process

Discussion included:

- that Bard asked what the cost of flagging or surveying would be. Josh said those numbers are not available yet, but flagging would be less expensive, and a decision would need to be made as to a start point.
- that June suggested the date be set out far enough so the cost information would be known before the hearing. Bard thought it could be several months before knowing the results of a survey or flagging. Christine said if the survey business is hopping it could be a while. Bard thought the board could set a date and if necessary, reset the date. Josh said we would have to open the hearing and continue it.
- that Christine said she had not responded to all the emails on this subject but had read them all and was working through them thoughtfully.
- that based on notices it would be a minimum of 40 days from today 8/16 for postings and notices, she suggested 9/20 as the site visit date. Josh suggested not having it on a Selectboard meeting night and having it 9/14 Tuesday at 6PM, with the hearing seven (7) days later on 9/20.
- that Christine said the goal of the site visit was to view it, questions will not be answered.

Cody moved to set the notice of examination of premises and public hearing to consider discontinuance of the class 4 section of town highway 20, also known as Williams Hill Road, and/or Palmer Road, with the examination of premises to take place at 6PM on Tuesday 9/14/2021 and the public hearing to begin at 6pm on 9/21/2021; David seconded. Roll Call Vote: Bard, David,

June, Cody, and Christine voted affirmatively. Motion passed.

l) Consideration of approving a Memorandum of Understanding with UMIAK

Christine reported:

- that this was discussed previously at two meetings
- that the MOU was part of the documents provided for the meeting

Discussion included:

- that Cody asked if UMIAK had designated an exit spot on the river, that he was concerned about erosion. Christine asked if anyone from parking or recreation was available on the call saying she knew there had been a meeting with UMIAK. Josh said there was a shallow area that was identified as an exit point and they were working together.

David moved to approve the Memorandum of Understanding with UMIAK regarding parking at Overrockers parking area for their river tours ending Oct. 31, 2021; Cody seconded. Roll Call Vote: Bard, David, June, Cody, and Christine

m) Update on status of FY22 Unified Planning Work Program

Ravi reported:

- that June 14, 2021, CCRP notified us we received two grants

Discussion included:

- that for Jericho Rd., the sidewalk would be on the west side. Christine asked if there would be a cross walk from Valley View. Ravi said that there would be.
- that the CCRPC allocates the funding with the town contributing 20%
- that the money was already budgeted for

n) Review of park ordinance and discussion of including Overrocker's in the ordinance

Christine reported:

- that the Park Ordinance has come to her attention several times
- that whether the Park Ordinance is the right ordinance or the Traffic Ordinance that has a parking section was yet to be determined.

Josh reported:

- that the Park Ordinance addressed parking in Section 3 only and states that parking was not allowed other than areas designated and
- that the Traffic Ordinance has a parking section that does not address Volunteers Green or Brown's Court. He suggested having a section in the Traffic Ordinance that would be specific to parks saying it could provide information on when and where parking was available. The Park Ordinance is more about events, and unless we are moving toward having events at Overrockers, the Traffic Ordinance would be the better way to go.
- that it would take months to change the ordinance
- that identifying which parking areas to include would be done by Josh, in consult with Pete Gosselin (Highway Superintendent). A draft would be put together for the next meeting with the map done by the Parking Advisory Committee used as a guide.

- that identifying whether parking was seasonal, or not, should be included in the ordinance language

o) Review of Memorandum of Understanding with Richmond Free Library

Christine reported:

- that this was drafted by the Library Trustees to clarify the responsibilities of the library and the town
- that the document was reviewed by the town's lawyer

Laurie Dana reported:

- that this agreement had been in the works for some time and was between the Library Trustees and the town

Discussion included:

- that a liaison from Selectboard was needed to finalize the draft agreement with the library, Christine was agreeable to being the liaison since she was on the building's committee. Bard thought it would be helpful because the Trustees and the Selectboard have different roles. Christine thought it would set a good foundation for getting the work done on the building going forward.
- that it will be on the next agenda
- that it was agreed Christine would be the liaison

p) Review of draft social media policy

Christine reported:

- that in another town, an elected official or town staff person that posted something that was not appropriate for posting by staff or official and this was a preventative move

Discussion included:

- that the draft policy was an excerpt from the VLCT personnel policy that could be made into a stand-alone policy
- that Bard wanted to put it into the personnel policy. David said we have not had a need, Christine said that does not mean there has not been an issue someone has not pointed out
- that what was proposed needed to be updated for our use
- that the policy should cover employees in the personnel manual with a separate policy for committee /board members and elected officials. This will be a warned agenda item at a future meeting.
- that we have a great number of volunteers and having some guidelines would be useful

June's connection was lost

q) Discussion of designating a Selectboard member to attend a meeting regarding trail designs for the Andrews Community Forest

Josh reported:

- that this was a presentation of a trail design that has to be approved by the Selectboard

Discussion included:

- that by attending the meeting a Selectboard member could provide any questions to the committee, in advance of the Selectboard meeting, making the Selectboard meeting more productive
- that Bard said he would go to one of the meetings, Josh said he would provide the meeting details

r) Discussion of insert for tax bills

Christine reported:

- that this was a request to update information on when late payments apply and ways to pay property taxes
- that this insert had not been done before
- that the bills go out next Monday

III. Approval of Minutes, Warrants and Purchase Orders

Christine moved to approve the Minutes of 6/18/2021, 6/21/2021 and 6/24/2021; David seconded. Roll Call Vote: Bard, David, June, Cody, Christine voted affirmatively. Motion passed.

Invoices and warrants:

Discussion included:

- that there were multiple warrants because of it being the end of one year and beginning of another
- that the third warrant was to pay Justin Graham the postage he paid for a survey that went out for the Recreation Committee

David moved to approve the warrants as presented; Cody seconded. Roll Call Vote: Bard, Cody, David, and Christine voted affirmatively. June was not available. Motion passed.

Josh would send the warrant out to members appearing remotely to get their signatures using DocuSign.

Purchase Orders:

David moved to approve PO 4151 to VLCT Property & Casualty for ½ the annual payment due for PACIF insurance in an amount not to exceed \$80,289.50.; Bard seconded. Roll Call Vote: Bard, June, Cody, David, and Christine voted affirmatively. Motion passed.

IV. Discuss Items for Next Agenda

affordable housing

Library MOU

social media policy

UMIAK exit spot at Overrockers

training plans- Chief Kapitansky, Josh will update on where we are at

parking area review of all parking

financial update in August

V. Executive Session if necessary- none

VI. Adjourn

David moved to adjourn; Bard seconded. Roll call vote: David, Bard, Cody, and Christine voted affirmatively. Motion passed.

The meeting ended 10:00 PM