

**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
A p r i l 1 , 2 0 1 3 M I N U T E S**

Members Present: June Heston, Vice-Chair; Chris Granda, Vice Chair; Amy Lord (6:05); Ashley Lucht; Taylor Yeates

Absent: None

Others Present: Geoffrey Urbanik, Town Manager; Wright Preston, Health Officer; Mark Sperry, Town Attorney; Mary Houle; Mark Fausel, Planning Commission Chair; Chris and Erin Prescott; Cara LaBounty and Ruth Miller was present to videotape the meeting for MMCTV Channel 15.

June Heston called the meeting to order at 6:00 PM.

1. Executive Session: Potential Litigation in the Steve Bordeaux Matter

Ms. Heston explained that the meeting was starting early to accommodate an executive session to discuss pending litigation against Steve Bordeaux regarding the existing Health Order passed by the Selectboard earlier.

Mr. Granda offered a motion to enter executive session to discuss potential litigation in the Steve Bordeaux matter. Ms. Lucht added that the Town Attorney, town Health Officer and Town Manager would also attend and seconded the motion. The motion carried 5-0.

Prior to entering executive session, two residents had arrived to speak on the present matter. Chris and Erin Prescott testified that the smells had started, and since the health order had passed the situation had gotten worse with more rotting food and waste.

The Town Manager explained that this session tonight was to discuss possible legal action against Mr. Bordeaux to enforce the existing health order. Mr. Preston, Health Officer, added that Mr. Bordeaux was given some time to comply, and now that there is no snow on the ground he can see that nothing has been done since the order went into effect in November.

The residents then left and the Selectboard entered executive session at 6:05 pm.

At 6:55 pm Ms. Lucht offered a motion to adjourn the executive session and reconvene the public meeting and was seconded by Mr. Granda and the motion carried 5-0.

Mr. Granda offered a motion to authorize the Town Attorney, Langrock Sperry and Wool, to file a complaint in Superior Court for enforcement of the outstanding health order against Steve Bordeaux of 47 Bordeaux Lane. Ms. Lucht seconded the motion and the motion carried 5-0.

Mr. Granda offered a motion authorizing the Selectboard and the town Health Officer to initiate a competency petition for Mr. Bordeaux under 18 V.S.A. section 181 and was seconded by Ms. Lucht and the motion carried 5-0.

The board then recessed until 7:00 pm.

2. Welcome and Public Comment

Ms. Heston asked if there was any public comment but there was none.

1
2
3 **3. Items for Discussion with Those Present**

4
5 Report from Listers

6
7 Cara LaBounty said that the Homestead Declaration was due by April 15th. This was now a
8 mandatory filing. She also noted that address confidentiality forms were available from the listers, and
9 there were some tweaks to the current use rules. They provided an activity report to the Selectboard
10 regarding site visits, grant list corrections etc.

11
12 Chair Heston thanked the listers for their update.

13
14 Appointments to Boards and Commissions

15
16 Planning Commission

17
18 The Manager explained that the Selectboard's policy on appointments was to interview prospective
19 members of the Planning Commission, Development Review Board and Conservation Commission
20 but other boards and committees did not require an interview. There were currently two vacancies on
21 the Planning Commission, one reappointment and one vacancy on the Development Review Board
22 and one reappointment plus one alternate to be reappointed.

23
24 One person had applied for the position on the Planning Commission, Daniel Begins. He was invited
25 to attend the meeting, however, was not present. The Manager recommended delaying action on any
26 appointments to the Planning Commission until the next meeting, however, Lou Borie was to be
27 reappointed per the materials provided to the Selectboard.

28
29 The Manager also read the names of those being reappointed to various boards and committees:

30
31 **Planning Commission - five members - four year terms**

32
33 2 meetings per month - Work includes the completion of a major rewrite of the town plan and zoning and
34 subdivision bylaws.

35
36 Two 4-year terms and one unexpired term ending in 2014:

37
38 NOTE: The unexpired term ending in 2014 is due to the recent resignation of Christy Witters

39
40 Gary Bressor is not seeking reappointment

41
42 Louis Borie is seeking reappointment

43
44 Dan Begins – new applicant seeking appointment

45
46 **Development Review Board - five members - three year terms**

47
48 1 or 2 meetings per month - Conduct public hearings on permits-appeals and review most major land
49 development and commercial projects.

50
51 One 3-year term, one unexpired term ending in 2014 and one alternate position:

52
53 Brian Werneke is seeking reappointment

1
2 Marvin Carpenter – is seeking reappointment for the one year alternate position
3

4 **Conservation Commission - seven members - four year terms**
5

6 1 meeting per month - Develop planning tools for local natural resources and work on proposals to utilize the
7 conservation reserve fund.
8

9 One open 4-year term and one unexpired term ending in 2014:
10

11 No new applicants
12

13 **Recreation Committee - five members - three year terms**
14

15 1 meeting per month - Develop and manage recreation programs and enhance the use of Volunteers Green and
16 Browns Court.
17

18 One three year term and two open positions:
19

20 Erin Ackerman – has not responded
21

22 **Richmond Trails Committee - nine members - three year terms**
23

24 1 meeting per month - Develop and manage the trail and path network in Richmond, including making
25 connections to neighborhoods.
26

27 Three open positions and three unexpired terms, (one unexpired term ending in 2014 and two expiring in 2015.)
28

29 John Hamerslough is seeking reappointment

30 Ian Stokes is seeking reappointment

31 Kathleen Kavanagh is seeking reappointment
32

33 John Flanagan new applicant
34

35 **Economic Development Committee - eight members; 1 year terms**
36

37 Meets as needed - Assist the Selectboard in enhancing the business climate in Richmond.
38

39 Anne O'Brien is seeking reappointment

40 Stephanie Douglas-Hughes is seeking reappointment

41 Denise Barnard- is seeking reappointment

42 Heidi Borman - is seeking reappointment

43 Ann Cousins - is seeking reappointment

44 Ellen Kane - is seeking reappointment

45 Lauck Parke - is seeking reappointment
46

47 One Open Seat
48

49 **Police Advisory Committee - nine members; 3 year terms**
50

51 Meets as needed - Assist the Selectboard and Police Chief to identify and address the needs of the public.
52

53 Three Open Positions
54

55 Jack Linn - has not responded

1 Ron Mack is not seeking reappointment

2
3 Ms. Lucht asked if there had been any discussion on reducing board sizes, and the Manager said that
4 only the Planning Commission, which had recently gone from seven to five members. Other boards
5 appeared to not have the same membership issues.

6
7 The Manager explained the proposed motion to reappoint.

8
9 Ms. Lucht offered a motion to appoint members to the boards listed above and was seconded by Ms.
10 Lord, and the motion carried 5-0.

11
12 The Manager then read staff and official appointments:
13

Other Appointments	Name	
Administrative Zoning Officer	Neal Leitner	14
Animal Control Agent	Pam Alexander	15
Lake Iroquois	Bruce Hoar Alt Vacant	16 17
Richmond Service Officer	Martha Laing	18
Richmond Health Officer	Wright Preston	19 20
Chittenden Solid Waste District	Adam Sherman Alt Vacant	21 22
CCRPC Representative	Taylor Yeates Alt Geoffrey Urbanik	23 24 25
Forest Fire Warden	Harland Stockwell	26
Housing Task Force Representative	VACANT	27
Transportation Advisory Committee TAC	Geoffrey Urbanik Alt Pete Gosselin	28 29
Town Listers – ELECTED OFFICE	Vacant Mary Houle Cara LaBounty	30 31
Town Fence Viewers	Jared Katz Toby Buxton Carole Furr	32 33 34
Inspector of Lumber, Shingles and Wood	Jeff Forward	35
Weigher of Coal	Jeff Forward	36
Tree Warden	Toby Buxton	37
Pound Keeper	Town Garage	38
Civil Defense Director	Tom Levesque	39
Emergency Management Coord.	Tom Levesque	39
Energy Coordinator	Jeff Forward	40
911 Coordinator	Neal Leitner	41
July 4th Parade and Fireworks Committee	Rick Niquette	42

Sue Glennon	43
Barb LaPlant	44
Robert Peterson	45
Ken Nussbaum	46
Reggie Mobbs	46
Eric Andrews	47
Kim Lutchko	48
Linda Parent	49
Justin Spence	49
John Durant	50

1 Mr. Granda offered a motion to appoint the listed staff appointments and was seconded by Ms. Lord
2 and the motion carried 5-0.

3
4 Ms. Lord offered a motion to reappoint Brian Werneke to the Development Review Board and was
5 seconded by Mr. Granda and the motion carried 5-0.

6 7 **4. Other Business**

8 9 Second Review of Fy2012 Audit

10
11 The Manager explained that this second review was for anyone, public or Selectboard, to ask questions
12 on the audit.

13
14 Chair Heston opened the item for discussion. Ms. Lord asked that the Manager follow up on actions
15 regarding the CPA checking the accounts.

16 17 Town Meeting Followup

18 19 Movement of Town Meeting Date

20
21 Chair Heston explained that some in the community had contacted the Manager regarding the
22 possibility of moving the date to increase attendance. The Manager further explained that some other
23 towns did this, however, it was not clear that doing this would increase attendance but it would
24 possibly offer a time when more people could attend.

25
26 Ms. Lucht said that she was not interested in moving the date. The general trend was people not
27 voting, not getting involved, and this was a symptom of society.

28
29 Mr. Granda said that VLCT might have some insight into how successful this would be.

30
31 Mary Houle suggested that the Times Ink! hold a survey to determine the interest in pursuing this.

32
33 There was some discussion, but ultimately the Selectboard decided against further consideration.

34 35 Governance Committee

36
37 The Manager explains that in the past, whenever a charter amendment had been considered, a
38 Governance Committee had been appointed to review the issues and make a recommendation to the
39 Selectboard. The issue at hand was to research whether or not the town should move from elected
40 listers to appointed listers. Mr. Yeates was appointed to organize and lead the committee to respond to
41 the vote from Town Meeting. Mr. Yeates clarified that this was a non-binding resolution however the
42 Selectboard intended to research the issue.

43
44 Chair Heston said that Jon Kart had made that motion.

45
46 Cara LaBounty said that the Selectboard is worried about declining public participation but they are
47 trying to make elected positions appointed. This seems to be conflicting actions, since people get
48 involved when they run for elected office. She added that in years gone by there was no discussion of
49 this change, and asked who would be on the governance committee.

50

1 The Manager said that the Selectboard would have to determine how to recruit membership for the
2 committee.

3
4 Ms. LaBounty said that the town needed to be aware of the cost implications of moving to a contractor
5 instead of an employee.

6
7 Chair Heston said that this change, if it was recommended, could take up to two years to enact the
8 changes.

9
10 Mr. Yeates said that the Selectboard has the option to ignore the question, or create a committee and
11 explore the issues. Chair Heston said that the board should not ignore this issue. Mr. Yeates said that
12 he wanted to bring this issue back at the April 15th meeting, and vote to form a committee at that time.

13 Property Assessed Clean Energy (PACE)

14
15
16 The Manager explained that Mr. Forward, the town Energy Coordinator, was working on a plan to
17 implement the PACE system. He would bring an action plan to the Selectboard, however, it appears
18 that generally PACE in Vermont was not moving quickly.

19 Digital Economy Project Grant

20
21
22 Ms. Lucht said that she had spoken to the Council on Rural Development, and there was funding for
23 towns impacted by Irene flooding to develop websites. She said that Richmond was a target
24 community and said we should apply for the second round.

25
26 Chair Heston said that the town needed to remain focused on the website and this grant may enhance
27 that work. Ms. Lucht added that the town may be able to reserve its own domain for free, but wasn't
28 sure about email on that domain. The consensus of the board was to do an RFP for web development
29 services, and prepare to apply for this grant.

30 Audit Contract for FY2013

31
32
33 The Manager explained that this contract was under the same terms as FY2012, and he recommended
34 approval.

35
36 Chair Heston asked how long this auditor had been working for Richmond, and how often other towns
37 solicited an RFP for audit services. The Manager said that Mudgett, Jenette, Krogh-Wisner had been
38 with the town since 2009. Typically towns kept auditors from five to ten years but seven years was
39 common. If the Selectboard wished to solicit an RFP for audit services, then it should be issued three
40 months before Town Meeting to be able to get a response for the board to deal with before the end of
41 the fiscal year.

42
43 Mr. Granda offered a motion to approve the contract with the auditor, Mudgett, Jenette, Krogh-Wisner
44 for the FY2013 audit, and was seconded by Mr. Yeates and the motion carried 5-0.

45 Approval of Minutes of March 18, 2013

46
47
48 Ms. Lucht offered a motion to approve the minutes of March 18, 2013 as amended and was seconded
49 by Mr. Granda and the motion carried 4-0-1 with Mr. Granda abstaining.

50

Reports from Selectboard and Town Manager

Ms. Lord reported that the Economic Development Committee had undertaken a commercial space inventory, was working on the Water Rate committee. Ms. Lucht added their first meeting was to be on Wednesday. Ms. Lord added that they were working on the Depot Street parking project and searching for grants for a variety of items.

The Manager reported that the Highway Work Schedule included gravel work for Wes White Hill, Durand Road and Stage Road. Paving was for Jericho Road and some other streets. There was one large project coming up, which was the replacement of a culvert on Hinesburg Road at Huntington Road which would require a road closure and detour at the end of June. The Manager noted the department reports for the Selectboard's review.

Cara LaBounty asked if VTrans was working on the Park and Ride this year, and who would enforce parking there? She suggested that the town could have a revenue source there. The Manager explained that the police generally didn't go to the Park and Ride unless they were called.

Mr. Granda and Ms. Lord suggested that Front Porch Forum should be used by the Police Department to raise awareness on crime alerts, neighborhood warnings or similar items.

The Manager asked if the Selectboard would object to a small sign being placed in the Town right of way on Jericho Road at the entrance to School Street, for a few hours for a model airplane event. The Selectboard agreed to allow this sign request.

Mr. Yeates noted that the board had not acted on Marvin Carpenter's DRB alternate reappointment, and offered a motion to that effect. Mr. Granda seconded the motion and the motion carried 5-0.

Warrants and Purchase Orders

The Manager explained he had three purchase orders for approval, one for the CPA, one for the carpet contract and one for the culvert project.

Mr. Granda offered a motion to approve Purchase Order #3047 in the amount of \$116,022 to J. Hutchins, Inc for the Hinesburg Road culvert project and was seconded by Ms. Lucht. The motion carried 5-0.

Ms. Lucht offered a motion to approve Purchase Order #3096 in the amount of \$14,300 for 220 hours of professional accounting services to Glenna Pound, CPA. Mr. Granda seconded the motion and the motion carried 5-0.

Ms. Lucht offered a motion to approve Purchase Order #3095 in the amount of \$30,374.73 to Lacey's Carpet for the town center carpet contract and was seconded by Ms. Lord. The motion carried 5-0.

Mr. Granda asked that the Works In Progress report be included in all meeting reports.

The warrants were approved.

5. Adjourn

Motion by Ms. Lucht to adjourn the meeting at 8:35 p.m. Seconded by Mr. Granda. So voted.