

**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   2 1 ,   2 0 1 4   M I N U T E S**

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Members Present: Taylor Yeates; Chris Granda; Ashley Lucht; David Sander  
Absent: Bard Hill  
Others Present: Geoffrey Urbanik, Town Manager; Linda Parent, Town Clerk; Mary Houle; Jeff Forward; Wright Preston; Ernie Buford; Bonnie Lesage and John Mudgett of Mudgett, Jeanette and Krogh-Wisner; Fran Thomas and Ruth Miller was present to videotape the meeting for MMCTV Channel 15.

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Taylor Yeates called the meeting to order at 7:00 PM.

**1. Welcome and Public Comment**

Mr. Yeates asked if there was any comment from the public for items not on the agenda but there was none.

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

Williston Community Justice Board

Steve LaTulippe and Cristalee McSweeney were present to explain about the Williston Community Justice Board, which serves other towns as well, including Richmond, Huntington, Bolton, St. George and part of Hinesburg. Mr. LaTulippe explained that the board was an alternative, “restorative justice” route that dealt with charges below a felony. This created an obligation among clients to accept responsibility for their actions and make amends to victims and the community. Mr. LaTulippe provided a computer slideshow with more information, and said he was also looking for additional members from towns besides Williston.

The board thanked Mr. LaTulippe for his presentation and work.

Review of FY2013 Audit

John Mudgett and Bonnie LeSage of Mudgett, Jeanette and Krogh-Wisner were present to discuss the FY2013 audit. Mr. Mudgett explained that they had been the town’s auditor for a number of years now, and there had been improvement in many areas but some problems remain. Mr. Mudgett noted a formatting change in the audit this year but the content was the same. The formatting change was intended to make the management responsibilities more clear. The opinion was presented fairly, and changes in position were noted. The controls and compliance section contained several comments, some of which were outstanding from prior years. Items 13-1 and 13-2 were material weaknesses and items 13-3 to 13-7 were significant deficiencies. He noted that corrected statements were not available until later in year and the exit conference was on January 29<sup>th</sup>. The CPA prepared a trial balance which required 32 adjustments and after that, financial statements were compiled by the CPA. Mr. Mudgett said that the town needed personnel to get information out faster, for both the Selectboard and audit.

1 Mr. Granda said that we'd been through this for several years, and inaccurate entries continue to  
2 bedevil us. He said we've tried a couple of approaches but if operating as we should, would we  
3 continue to have these issues?  
4

5 Mr. Mudgett said that one of the most important things is consistency and over the years we've had  
6 routine changes in personnel that have affected the financial organization. Now, the town is getting to  
7 a place where it ought to work, with the CPA and finance assistant. If we can keep it rolling for a year  
8 or two, it will yield results.  
9

10 Mr. Granda asked if the resources we're bringing to bear now are adequate. Mr. Mudgett said yes, but  
11 it was important that the finance assistant understands the expectations and timeframe for the position.  
12 We need to check on a day to day basis with staff and outside help, especially during the audit.  
13

14 Mary Houle said there was no fundamental change to standards of accounting (from organization to  
15 organization) so why do we continue to have these issues?  
16

17 Mr. Yeates said that the findings from the past still seem to linger, but we need a system to get on  
18 track towards creating a stronger system. Following good internal controls is key but we need to stay  
19 the course on the changes from last year. He acknowledged that the Town Clerk helped out greatly.  
20

21 Mary Houle asked why the finance assistant received overtime. Mr. Yeates said it was not an exempt  
22 position but the overtime issue was not significant.  
23

24 Mr. Mudgett said that bringing in the CPA was the right choice, but in the future the town may want  
25 more expertise in-house. Mr. Mudgett noted that other towns had a need for corrections, and have  
26 used part-time CPAs for this work.  
27

28 Mr. Granda said he felt it was incumbent for the Selectboard to have a complete, clear idea of financial  
29 reporting. Where do we get information, what information do we want? He asked for this to be  
30 agendaized for the next meeting.  
31

32 The Selectboard thanked Mr. Mudgett and Ms. LeSage for their work.  
33

#### 34 Community Development Efficiency Grant 35

36 Jeff Forward, the town's energy coordinator, was present to explain this grant proposal. Mr. Granda,  
37 who might partner with Mr. Forward, recused himself from the discussion and left the table.  
38

39 Mr. Forward explained that he was an energy consultant, and was working with Mr. Granda on this  
40 project. The State of Vermont was offering substantial grant awards for renewable energy projects.  
41 They proposed putting a small photovoltaic array (solar panels) on the roof of the Richmond Fire  
42 Department. Their partnership would help pay for the solar panels, the grant would pay for the  
43 remainder and the town would be able to own the equipment after ten years.  
44

45 Ms. Lucht asked if this was a net-metered project, and Mr. Forward said yes. She asked if the initial  
46 credit would go back to the Fire Department, but Mr. Forward said that probably the wastewater  
47 treatment plant, since it used the most electricity. There was a 10-year incentive from Green Mountain  
48 Power that would help the partnership.  
49

1 Mr. Sander asked how large would this project be? Mr. Forward said about 30 kvw, or \$6,000 per  
2 year. Ms. Lucht asked if the panels had a 20 year life and Mr. Forward said yes, and likely a 25-year  
3 life.

4  
5 Mr. Sander asked if capacity diminished over time, and linear or exponentially. Mr. Forward said yes,  
6 in a linear fashion. He said he had installed a 25kw system at his home and over three years has not  
7 noticed any decrease in production.

8  
9 There was some other discussion. Mr. Forward asked for permission to develop the idea with the  
10 Manager, since there was a May 9<sup>th</sup> deadline to apply. There were still some details on the agreement  
11 to be worked out and the firehouse roof may need to be evaluated.

12  
13 Mary Houle asked if the firehouse had 20 year shingles, but the roof was only about ten years old. She  
14 also suggested that a steel roof be installed prior to installation of solar panels. Mr. Forward  
15 encouraged a standing-seam roof as well.

16  
17 Wright Preston asked if we had a need for a public safety building, and if we would still keep this  
18 building in the future?

19  
20 There was some discussion on this. Mr. Yeates asked what did the Selectboard need to see? Mr.  
21 Forward said he'd need to develop a full grant proposal with a specific budget and agreement. Who  
22 would pay for the roof?

23  
24 Fran Thomas said she wasn't sure about the logistics, with the ½ town participation and ½ outside  
25 financing. As far as the future ownership, are we paying off a loan, or should the town buy this  
26 outright?

27  
28 Mr. Forward said that they expect to recover the initial costs before 10 years, so it is possible that the  
29 panels could be sold at a minimal price.

30  
31 Ms. Lucht offered a motion to authorize the energy committee to pursue a Vermont Energy Efficiency  
32 Grant proposal and was seconded by Mr. Sander. The motion carried 3-0 (with Mr. Granda not  
33 participating in the vote). Mr. Granda returned to the table.

#### 34 Round Church Tree Plans, and Lease Renewal

35  
36  
37 Fran Thomas of the Richmond Historical Society was present to explain that in 1976 the Selectboard  
38 quit-claimed the Round Church to the Richmond Historical Society for a 40-year period. In 2016 this  
39 expires and she wanted to open discussions about a renewal of this lease. She explained all of the  
40 work that the Richmond Historical Society has done with the Round Church and the money spent  
41 renovating and keeping it up. The Selectboard agreed that discussions on lease renewal should be  
42 started.

43  
44 Ms. Thomas continued, and explained that in the past they have had a tree lit at Christmas time. There  
45 had been several, and the current evergreen was growing quite large and was seen as too large to  
46 manage. She asked permission to plant a new tree, with the implication that in a couple of years the  
47 current tree would be removed.

48  
49 Also, Ms. Thomas noted that there had been a discussion about not having enough lighting at night for  
50 the church. She said that due to historic concerns, no lights could be mounted on the church itself.

1 There was only one street light on Round Church Road, but the Richmond Historical Society wanted  
2 to be able to replace it with two smaller, decorative lights similar to the ones at Town Center. In order  
3 to do this, one of the street trees would need to be removed. There was some discussion, but the  
4 Selectboard did not object to this plan and agreed that the Richmond Historical Society could explore  
5 this project.

6  
7 Mr. Granda suggested we help by placing a “rent the Round Church” ad on our website but Ms. Lucht  
8 said we agreed not to let sponsors advertise on the site.

9  
10 **3. Other Business**

11  
12 **Snipe Ireland Road Bus Turnaround**

13  
14 The Manager explained that Mark Sperry had reviewed the paperwork and suggested changes. The  
15 offer for an additional 30-year renewal period was given by Mr. Preston, provided that the town was  
16 still using the turnaround for the five-years immediately prior to the first expiration.

17  
18 Mr. Sander asked if this was a precedent-setting issue and Mr. Granda agreed this was a concern of his  
19 as well.

20  
21 The Manager said he had no idea of how many similar situations there might be, but for snow removal  
22 we routinely move snow onto property without agreements. This may change if we pay to have this  
23 license.

24  
25 Mr. Yeates reached out to the schools, but had not heard back. It may be that the kids would be  
26 required to go to the end of the road to be picked up.

27  
28 Mr. Granda said that on one hand, we want the bus to go where they can pick up kids, but we can incur  
29 costs with private property issues.

30  
31 Mr. Sander said this seemed fair, but it could raise larger issues.

32  
33 Mr. Preston said it was not his intention to have this as a revocable license but his attorney  
34 recommended a license instead of an easement. With two 30-year periods it should be fine. He had  
35 two neighbors who needed deeded access and this seemed to make sense at the same time. He didn't  
36 want to lose this opportunity and it wasn't a big piece of land but it had a \$6,000 cost. Maintenance by  
37 the town would be minimal.

38  
39 Ms. Lucht suggested splitting the cost between the two other landowners. Mr. Granda said he was  
40 concerned about paying for this, with others following suit.

41  
42 Mr. Preston said he was now willing to make this a gift instead of asking the town to pay. The  
43 Manager suggested amending the agreement to make this a donation to the town, with a value of  
44 \$1,200, and agree to the second renewal period as outlined previously.

45  
46 Mr. Granda offered a motion to authorize the Town Manager to conclude negotiations for the license  
47 for a bus turnaround on PRELCO land on Snipe Ireland Road, modified as discussed with the donated  
48 value listed as \$1,200 and the second 30-year renewal, and was seconded by Ms. Lucht. The motion  
49 carried 4-0.

1 Cell Tower Update

2  
3 The Manager explained that there were no new events recently. The prefiled testimony and discover  
4 for the VTel tower were ongoing, and the third balloon test for the Cochran Road AT&T site was  
5 completed. However, no applications had been filed by AT&T and there was little more to do. The  
6 Manager added that he had given testimony at the House Economic Development committee on S.220,  
7 which was expected to pass after amendment. This meant that the 248a process for reviewing and  
8 approving cell towers would likely remain in place for another three years, although with amendments.  
9

10 Approval of Local Emergency Operations Plan

11  
12 The Manager explained that each year the town had to approve this plan. In the past, it was named the  
13 Basic Emergency Operations Plan and is now the Local Emergency Operations Plan. It was largely a  
14 list of contacts and information, with some blank forms used in emergencies. It did not identify plans  
15 of action. One key change was that the Town Manager was now to be named as Emergency  
16 Management Director. He and Mr. Yeates had spoken to Fire Chief Levesque about this, since Chief  
17 Levesque was an active first-responder he did not have time to handle the administrative functions.  
18 The Town Manager would have time to do this function.  
19

20 Ms. Lucht offered a motion to appoint the Town Manager, Geoffrey Urbanik, as Emergency  
21 Management Director and was seconded by Mr. Sander and the motion carried 4-0.  
22

23 Ms. Lucht offered a motion to approve the Local Emergency Operations Plan, and was seconded by  
24 Mr. Granda and the motion carried 4-0.  
25

26 Appointments to Boards and Committees

27  
28 The Manager read through the appointments as presented. The only competitive positions were the  
29 Conservation Commission and Constable. There was discussion on the appointments. For the  
30 Conservation Commission, the Selectboard agreed to appoint new people and Wright Preston was not  
31 reappointed. For Constable, the Selectboard agreed to appoint Andy Squires.  
32

33 Planning Commission - seven members - four year terms

34  
35 One 4-year term

36  
37 Brian Tellstone is seeking reappointment  
38  
39

40  
41 Development Review Board - five members - three year terms

42  
43 Two 3-year terms and two alternate positions  
44

45 David Sunshine is seeking reappointment

46 Anne McLaughlin is seeking reappointment  
47

48 Marvin Carpenter – one year alternate position

49 Brad Worthen – one year alternate position  
50

51 Conservation Commission - seven members - four year terms

52

1 Two 4-year terms and one unexpired term ending in 2017

2  
3 Judy Rosovsky  
4 Bob Low  
5 Bryonne Johnson  
6 Frederick Barrett

7  
8 **Recreation Committee - five members - three year terms**

9  
10 Two 3-year terms and two open positions expiring in 2015

11  
12 Harland Stockwell  
13 Isabelle Rabideau  
14 Robin Rabideau

15  
16 **Richmond Trails Committee - nine members - three year terms**

17  
18 1 meeting per month - Develop and manage the trail and path network in Richmond, including making  
19 connections to neighborhoods.

20  
21 Three 3-year terms

22  
23 Steve Bower  
24 Tyler Merritt  
25 Jack Bressor

26  
27 **Economic Development Committee - eight members; 1 year terms**

28  
29 1 meeting per month - Assist the Selectboard in enhancing the business climate in Richmond.

30  
31 Eleven 1-year terms

32  
33 Anne O'Brien  
34 Stephanie Douglas-Hughes  
35 Denise Barnard  
36 Ann Cousins  
37 Ellen Kane  
38 Paul Hauf  
39 Lauck Parke  
40 Larry Bohlen  
41 Ben Kinnaman  
42 Amy Lord  
43 Guy Roberts

44  
45 **Richmond Rescue Board of Directors Liaison and Representative**

46  
47 Board members oversee operations and guide policy for Richmond Rescue. This Board member should be  
48 willing to help Rescue improve as an asset to the Town.

49  
50 No new applicants

51  
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**Selectboard Action Items - 2014 Miscellaneous Appointments**

**911 Coordinator - one appointment - one year term**

Neal Leitner – is seeking reappointment

**Parade and Fireworks Committee - eleven members - one year terms**

The following are seeking reappointment:

- Sue Glennon                      - Barb LaPlant
- Ken Nussbaum                   - Reggie Mobbs
- Kim Lutchko                     - Linda Parent
- Justin Spence                   - John Durant
- Robert Peterson               - Rick Niquette
- Eric Andrews

**Animal Control Agent - one appointment; 1 year term**

Pam Alexander – employee contract with the Town

**Richmond Service Officer – one appointment; 1 year term**

Martha Laing – is seeking reappointment

**Town Fence Viewers - three appointments; 1 year terms**

Jared Katz – is seeking reappointment  
Carole Furr – is seeking reappointment

**Inspector of Lumber, Shingles and Wood - one appointment; 1 year term**

Vacant

**Weigher of Coal - one appointment; 1 year term**

Vacant

**Tree Warden - one appointment; 1 year term**

Vacant

**Pound Keeper - one appointment; 1 year term**

Town Garage

**Emergency Management Coordinator - one appointment - one year term**

Geoffrey Urbanik, Town Manager

**Energy Coordinator - one appointment - one year term**

Jeff Forward

1  
2 **Transportation Advisory Committee and Alternate position– two year terms**

3  
4 Geoffrey Urbanik has been the TAC member  
5 Pete Gosselin has been alternate

6  
7 **Constable**

8  
9 Elected position – not filled during Town Meeting election

10  
11 The Selectboard should appoint a Constable until the next Town Meeting election

12  
13 Andy Squires

14  
15 **Odyssey of the Mind Request to use Town Center**

16  
17 The Manager explained that the Odyssey of the Mind group from Camels Hump Middle School had  
18 qualified for World Finals, and was holding several fundraisers to pay for their trip. They had  
19 requested to use the outside of Town Center for a community yard sale for May 10<sup>th</sup>.

20  
21 Mr. Granda offered a motion to approve the request from Odyssey of the Mind to use the outside  
22 premises of Town Center for a community yard sale on May 10<sup>th</sup>, and was seconded by Ms. Lucht.

23  
24 Mr. Granda amended his motion to include availability of Town Center restrooms, and Mr. Sander  
25 seconded the amendment. The amended motion passed 4-0.

26  
27 The drug and alcohol policies were moved to May 5<sup>th</sup>.

28  
29 **Reports from Selectboard and Town Manager**

30  
31 The Manager explained that the Economic Development Committee had requested a new liaison.  
32 There was some discussion, and Mr. Yeates said that the Selectboard did not agree with this request.

33  
34 The financial reports were moved to May 5<sup>th</sup>, as were the minutes of April 7<sup>th</sup>.

35  
36 **Richmond Rescue Quarterly Reports**

37  
38 There was some discussion about the quarterly reports. Mr. Yeates answered questions, and noted that  
39 with the Affordable Care Act, receipts had dropped because ambulance visits were starting to become  
40 part of the deductible.

41  
42 **Approval of Minutes**

43  
44 Ms. Lucht offered a motion to approve the Special Meeting minutes of March 24, 2014 and was  
45 seconded by Mr. Sander and the motion carried 4-0.

46  
47 Ms. Lucht offered a motion to approve the minutes of April 1, 2014 and was seconded by Mr. Yeates.  
48 The motion carried 2-0-2 with Mr. Sander and Mr. Granda abstaining. There was some discussion on  
49 whether or not these minutes carried.

50  
51 **Approval of Purchase Orders**

1  
2 The Manager noted that there was one purchase order for additional salt, and another purchase order  
3 for replacement of the Wes White Hill culvert that had failed over the Winter.  
4

5 Ms. Lucht offered a motion to approve Purchase Order 3077 in the amount of \$10,478 to Layne  
6 Enterprises for the purchase of a culvert and was seconded by Mr. Sander, and it should come from the  
7 culvert reserve. The motion carried 4-0.  
8

9 The Manager explained that the salt budget had again been exceeded, due to the long winter.  
10

11 Ms. Lucht offered a motion to approve Purchase Order 2380 in the amount of 4,001.27 to Cargill Salt  
12 for road salt, to confirm overexpenditures. Mr. Sander seconded the motion, and the motion carried 4-  
13 0.  
14

#### 15 Consent Agenda

16  
17 The Manager explained the consent agenda. The Green Mountain Bike Club proposed another time  
18 trial. The Manager noted that this was a time-trial race, leaving one-at-a-time on Cochran Road on  
19 May 22<sup>nd</sup> at 6:30 pm. There was some discussion. There being no previous objections, the  
20 Selectboard consented.  
21

22 The second item was an access permit for the Bressor property on 68 Thompson Road.  
23

24 Ms. Lucht offered a motion to approve the Consent Agenda and was seconded by Mr. Granda and the  
25 motion carried 4-0.  
26

#### 27 Warrants

28  
29 The warrants were approved and signed.  
30

#### 31 **4. Adjourn**

32 Motion by Ms. Lucht to adjourn the meeting at 9:40 p.m. Seconded by Mr. Sander. So voted.