

**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  
F e b r u a r y   1 9 ,   2 0 1 3   M I N U T E S**

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Members Present: Chris Granda, Chair; June Heston, Vice-Chair; Neal Boyden; Amy Lord; Ashley Lucht

Absent: None

Others Present: Geoffrey Urbanik, Town Manager; Linda Parent, Town Clerk; Reg Mobbs; Rick Niquette; Harland Stockwell; Harold Irish; Dianne Prevo; Jim Prevo; Cathleen Gent, Town Planner; Mary Houle; Rick Bernstein, M.D., Richmond Rescue; Richard Dana, Richmond Rescue and Ruth Miller was present to videotape the meeting for MMCTV Channel 15.

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Chair Granda called the meeting to order at 7:00 PM.

**1. Welcome and Public Comment**

Chair Granda announced that he was working with the Western Slopes Business Association to announce a candidates meet and greet, sometime before Town Meeting. Chair Granda noted that some members of the parade and fireworks committee were present this evening and he asked if someone would like to make a statement.

Reg Mobbs and Rick Niquette came forward and spoke about a recent Times Ink! article regarding the Recreation Director issue and a complaint in that letter accusing the parade committee of leaving behind a mess following the July 4th events. Reg Mobbs read a prepared statement where the parade committee rebutted those statements, stated that the baseball temporary fence was not removed prior to the day of the setup, and had to be removed by the parade committee, the ballfields were picked up of litter on July 5th and the park was completely cleaned of debris (from a windstorm), the parade committee reserves the fields in advance for this event and they didn't appreciate the negative comments. This celebration was done entirely by donations, with no cost to the town budget.

Mr. Niquette said they tried to be good stewards and work for the benefit of the town.

The Selectboard thanked the members of the parade and fireworks committee and agreed that they did a good job with the event. Chair Granda asked what the theme this year would be, and was answered the Old Round Church and "200 years of memories."

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

Appointment of Neal Leitner as Zoning Administrative Officer

The Manager introduced Mr. Leitner, as a candidate for Zoning Administrative Officer. Mr. Leitner was recommended by the search committee and also the Planning Commission.

Mr. Leitner explained his background in planning and zoning. He currently resided in New Jersey but liked the Vermont area, and wanted to also focus on a new business venture in old furniture. He said that the twenty hours per week for Richmond's position would suit him well.

Ms. Lucht asked where he would live, and he said in the area. The Selectboard suggested that zoning officers don't often live in the town where they work. There was additional questions and answers about Mr. Leitner's background and the position in general.

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2 Ms. Lucht offered a motion to appoint Neal Leitner Zoning Administrative Officer for a three year  
3 term beginning March 11, 2013 and was seconded by Ms. Lord. The motion carried 5-0.  
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### 5 **3. Review of FY2012 Audit**

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7 John Mudgett of Mudgett, Jenette, and Krogh-Wisner was present to discuss the 2012 audit. Chair  
8 Granda explained that he had expected the audit to be finalized and presented much earlier than this.  
9 He considered tonight's discussion a sort of first reading on the audit and wanted to discuss the results  
10 again on March 18th. It was not determined whether or not Mr. Mudgett would be asked back for that  
11 discussion. Mr. Granda noted that the audit report was posted on the town website.  
12

13 Mr. Mudgett reviewed the schedule, which included some missed date targets by both the town and  
14 audit staff, due to rescheduling. Next year Mr. Mudgett said that the audit schedule should be bumped  
15 forward. The goal should be to be complete by Thanksgiving, not Easter. Mr. Mudgett said that the  
16 audit went much smoother than the year before, and the town showed much more improvement.  
17

18 Chair Granda said that the town had a long list of things to take care of, and the town had addressed  
19 most of them.  
20

21 Mr. Mudgett said that the financial statements were given a clean opinion and the operations of the  
22 town ended positive. The audit required 28 adjustments, much fewer than the 97 from the year prior  
23 but still a few too many. The reports on compliance included comments 12-1 through 12-4 on control  
24 and reporting, which were carry overs from the prior year. Mr. Mudgett also pointed out a report on  
25 several of last year's comments which were considered cleared.  
26

27 Ms. Lucht said that as of July 1st the town was still making changes but we should not still have these  
28 delays.  
29

30 There was additional discussion on the report. It was noted that management responses included the  
31 reliance on hiring a professional CPA to make sure that entries were properly recorded, and recorded  
32 in a timely fashion. Mr. Mudgett suggested getting the CPA on board soon to avoid an end of year  
33 pinch situation. The Selectboard thanked Mr. Mudgett for his presentation.  
34

### 35 **4. Other Business**

#### 36 CCPRC Work Program Application

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39 Cathleen Gent, Town Planner, came forward to explain a grant project application for the Chittenden  
40 County Regional Planning Commission annual Work Program. This was a traffic study for the  
41 village, as suggested by the Economic Development Committee since the future transportation  
42 demands will change with additional development in the village and surrounding areas. Ms. Gent said  
43 that the project cost was estimated to be \$50,000 with 20% of this being a cash match and in-kind  
44 match.  
45

46 Ms. Lucht asked why this just focused on the village. Ms. Gent said that this was conceived in the  
47 context of developing in the village. Ms. Lucht said that the Interstate 89 interchange should also be  
48 studied.  
49

1 Ms. Heston asked where the cash match would come from. The Manager said it was not currently  
2 budgeted.

3  
4 Ms. Gent further explained that the kinds of infill and redevelopment that was expected would impact  
5 traffic through town.

6  
7 Mr. Boyden said that this should be a regional effort, since traffic from Huntington and Hinesburg  
8 both crossed through the village. He asked if we should reach out to those towns to ask for  
9 participation in a match. Ms. Lucht suggested the schools also.

10  
11 After some additional discussion, Ms. Lucht offered a motion to prepare a preliminary application for  
12 the CCRPC FY2014 Work Program and was seconded by Ms. Lord.

13  
14 Mary Houle said she agreed with Mr. Boyden and the other towns should support this. Ms. Gent noted  
15 that a letter of intent to apply would also come due in April, so the town had time to consider whether  
16 or not to file a formal application.

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18 The motion carried 5-0.

19  
20 Richmond Rescue

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22 Richmond Rescue President Rich Dana and Vice President Richard Bernstein, M.D., were present to  
23 explain progress on meeting the Selectboard's demands for information and cooperation from last  
24 year's Town Meeting. Mr. Dana explained that he had met with Ms. Heston, Mr. Boyden and the  
25 Manager several times over the past year to make progress, share information, and build relationships.

26  
27 Ms. Heston noted that the quarterly financial reports being provided were excellent. Mr. Boyden  
28 agreed that there had been a vast improvement over the past year. The Manager noted that the only  
29 two outstanding issues were the 3-5 year strategic plan and Selectboard representatives included on the  
30 Richmond Rescue board.

31  
32 Mr. Dana said that he was committed to fulfilling these last two objectives. He suggested that the  
33 Selectboard appoint a temporary liaison until the board structure could be altered. Mr. Boyden agreed  
34 that a temporary liaison could be appointed, but best in March.

35  
36 Mr. Dana said he needed help with the 3-5 year strategic plan, and Ms. Heston said she would like to  
37 assist in that effort. Mr. Dana added that the paramedic issue was on the back burner, and Richmond  
38 Rescue was requesting level funding in this year's town budget.

39  
40 There was some discussion about Rescue's plans and how to achieve them. Chair Granda said that all  
41 reports are that Richmond Rescue has improved their ability to provide information and communicate  
42 with the town. He said that people are concerned that their emergency services are maintained and it  
43 was reported last year that they might be in jeopardy.

44  
45 The Manager explained that one of the reasons that Richmond Rescue was here tonight was that the  
46 Selectboard had agreed to retain the additional funds voted in at Town Meeting until satisfactory  
47 progress was made in meeting the Selectboard's goals. The Manager asked if the Selectboard felt  
48 comfortable releasing these funds.

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1 Ms. Heston offered a motion to release the retained funds to Richmond Rescue, and was seconded by  
2 Mr. Boyden. The motion carried 5-0.

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4  
5 Approval of Minutes of February 4, 2013

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7 Ms. Heston offered a motion to approve the minutes of February 4, 2013 as amended, and was  
8 seconded by Ms. Lord. The motion carried 4-0-1 with Ms. Lucht abstaining.

9  
10 Reports from Selectboard and Town Manager

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12 Ms. Lord reported that the economic development committee was partnering with Western Slopes  
13 Business Association to hold a business breakfast on February 28th. There was no cost to attendees,  
14 and it was hoped that even non-member businesses would be able to attend. Heidi Bormann and  
15 Stephanie Douglas Hughes had talked to over 60 businesses already to invite them and let them know  
16 what Richmond and WSBA were doing for them. Also for the economic development committee,  
17 water rates and zoning of the creamery parcel were hot topics. Dan Noyes is interested in the  
18 creamery parcel and is busy putting together a business plan.

19  
20 The Manager explained that the Route 2 Bicycle/Pedestrian Path scoping project had its kickoff  
21 recently. The professionals working on this project, as well as the steering committee, would come  
22 back to the Selectboard and the public periodically to help design the route and style of path.

23  
24 The Manager reported that the carpet bid for Town Center was out, and soon the Gas Heat bid would  
25 go out, also. Ms. Lucht said that recycled material for carpet should be considered.

26  
27 The Manager reported that the Round Church BiCentennial Committee was seeking funds and  
28 donations, and was holding a series of concerts and events designed to draw public interest to the  
29 celebration, on August 9th. Donations were tax deductible.

30  
31 The Manager reported that the disaster preparedness meetings were being held on February 20th and  
32 March 14th. Marie Thomas was leading the organization but we needed people who could really get  
33 involved to help with all of the tasks that have to be done. The Manager also noted the police report  
34 and the financial reports. Ruth Miller noted that the Police Chief would be doing a monthly interview  
35 to be aired on MMCTV.

36  
37 Consent Agenda

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39 The Manager explained that the highway standards were to be approved at the request of the State.  
40 The Richmond Public Works Spec included these, however, the State needed uniform documentation  
41 from all towns and this was their form. Also, he recommended appointment of Laurie Brisbin as  
42 Delinquent Tax Collector per the resolution provided.

43  
44 Ms. Heston offered a motion to approve the Consent Agenda and was seconded by Ms. Lord and the  
45 motion carried 5-0.

46  
47 Mary Houle said that this year the town reports would not be mailed but they could be picked up at the  
48 Clerk's office. A postcard was being sent out notifying people of how to get a copy.

49  
50 Warrants

1  
2 It was agreed that in March Ms. Lucht and Ms. Heston would review warrants.

3  
4 **5. Adjourn**

5 Motion by Ms. Heston to adjourn the meeting at 8:55 p.m. Seconded by Ms. Lord. So voted.