

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
J a n u a r y 7 , 2 0 1 3 M I N U T E S

Members Present: Chris Granda, Chair; June Heston, Vice-Chair; Neil Boyden, Amy Lord; Ashley Lucht
Absent: None
Others Present: Geoffrey Urbanik, Town Manager; Cathleen Gent, Town Planner, Mark Fausel, Planning Commission Chair; Charlie Baker, CCRPC; Michele Boomhower, CCMPO; Mary Houle and Ruth Miller was present to videotape the meeting for MMCTV Channel 15.

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

1. Public Comment

Chair Granda asked if there was any comment from the public but there was none.

2. Presentations and Discussion Items

Chittenden County Regional Planning Commission: ECOS Project Update

Charles Baker, Executive Director of CCRPC, and Michele Boomhower of the Chittenden County Metropolitan Planning Organization, were present to update the Selectboard on the ECOS project.

Mr. Baker explained that the merger between the CCRPC and the CCMPO has been accomplished, and they continue to produce the Regional Plan, the Metropolitan Traffic Plan, economic development initiatives but all processes are merged under one organization.

Mr. Baker continued, and noted that the ECOS Project report was broken down into strategies, actions and projects. The goal was a “circle of prosperity” where the ECOS Project would benefit all towns in Chittenden County through planned growth.

Ms. Boomhower reviewed the Metropolitan Traffic Plan, including several projects for Richmond including village water projects and streetscapes.

The Selectboard thanked Mr. Baker and Ms. Boomhower for their work.

Village Center Designation – Cathleen Gent

Ms. Gent reviewed the Richmond Village Center Designation, which was up for renewal. This designation must be renewed every five years. Richmond’s village center is the business district in the heart of the village, and the benefits include tax incentives for repair and maintenance of buildings in the village center.

Ms. Lord asked for more details on the benefits the village center offers, and Ms. Gent replied that the tax write offs encourage businesses to invest in their buildings in Vermont’s village centers.

Chair Granda asked what the costs to the town were, and Ms. Gent replied there were no direct costs involved.

1 Ms. Heston offered a motion to approve the application for renewal of the village center designation,
2 with no changes to the current district and was seconded by Mr. Boyden. The motion carried 5-0.
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4 Planning Commission Membership – Mark Fausel

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6 Mark Fausel, Planning Commission Chair, requested the membership of the Planning Commission be
7 lowered from seven to five, temporarily, as there were three vacancies on the board. This meant that
8 all four remaining members must be in attendance for a quorum. If the membership was lowered to
9 five, a quorum would be three members.
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11 Chair Granda asked if this was to be permanent, and Mr. Fausel said that if more people showed
12 interest in the Planning Commission, then the membership should go back up to seven.
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14 Chair Granda said he recalled that the Planning Commission membership had previously been
15 increased to seven, from five, because there was at that time a large interest.
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17 Mary Houle said that this request came around periodically and was not uncommon.
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19 Mr. Fausel said he wasn't currently aware of anyone that was interested, maybe Lauck Parke, but he
20 wasn't sure.
21

22 Linda Parent asked if there was a legislative mandate regarding membership. Ms. Gent said that the
23 Planning Commission is established in Chapter 17, but there was no minimum or maximum
24 membership.
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26 Ms. Heston asked if the membership could not be set, and the Manager replied that there had to be a
27 set number for a quorum, and the Selectboard should be the one to set that number.
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29 Ms. Lucht offered a motion to reduce the membership of the Planning Commission from seven to five
30 effective immediately and the motion was seconded by Ms. Lord.
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32 Ms. Lord said this would allow the board to function. Ms. Heston said that volunteerism is on the
33 decline and hopefully more people would volunteer for the board. Mr. Boyden added that the
34 workload of the Planning Commission is up and more people were needed.
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36 The motion carried 5-0.
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38 Resignation of Joe McHugh

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40 Ms. Gent explained that Joe McHugh recently resigned, and asked for the Selectboard to accept the
41 resignation.
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43 Ms. Heston offered a motion to accept the resignation of Joe McHugh and was seconded by Ms. Lucht
44 and the motion carried 5-0.
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46 2014 Capital Plan

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48 Ms. Gent noted that the Planning Commission had reviewed the Capital Plan, and provided some
49 comments:
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1 1. Page 3 – Please update all references regarding the *2007 Richmond Town Plan* to the *2012*
2 *Richmond Town Plan*.

3 2. Page 7 – Winooski Riverbank Stabilization – This item is scheduled for FY2014-2015 and the
4 Planning Commission remains concerned that the banks continue to erode, which will drive
5 up the cost. In the event of significant flooding, a potential breach could occur in which the
6 river course could shift to the southern area of Bridge Street, thereby separating the river
7 from its current location under the bridge.

8 3. Page 11 – Recreation – The Planning Commission briefly discussed the cost of the new roofs
9 for the bandstand and the bathrooms and notes that the cost for the bathrooms roof appears
10 high.

11 4. Page 12 – Street Upgrades – There are no fiscal years associated with the street upgrades.
12 The Planning Commission recommends that the Selectboard begin a formal process for
13 prioritizing the street upgrades and building those into the FY2015 capital budget.

14
15 There was discussion on these. The Manager reported that items one and two could be addressed, item
16 three was not relevant because the town would only spend what the contract came in for but a number
17 had to be estimated, and the Street upgrades were to be discussed at a later date.

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19 Ms. Lucht added that the streetscape plans were in conjunction with subsurface utilities replacement,
20 and careful consideration had to be taken due to the high costs involved.

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22 Ms. Lord offered a motion to open the public hearing on the FY2014 Capital Plan and was seconded
23 by Ms. Heston and the motion carried 5-0.

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25 The Manager reviewed the major items, and the financial spreadsheets. These would be posted online.

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27 Chair Granda asked for comments from the public but there were none.

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29 Ms. Lucht offered a motion to close the public and was seconded by Ms. Lord, and the motion carried
30 5-0.

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32 Ms. Lucht offered a motion to approve the FY2014 Capital Plan as amended tonight, and was
33 seconded by Ms. Heston. The motion carried 5-0.

34 FY2014 Budget

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37 Ms. Lucht offered a motion to open the public hearing on the FY2014 Budget and was seconded by
38 Ms. Lord, and the motion carried 5-0.

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40 The Manager reviewed the budget. Total spending was \$3,188,039, up 6.42% from last year. This
41 included all changes since the last meeting. Significant changes were as follows:

42 Significant Increases to Select Budget Categories

	Dollars (\$)	Percent (%)	Est. Tax Impact
Administration Operations	\$ 16,094.00	3.04%	0.0037
Lister Operations	\$ 5,750.00	25.90%	0.0013
Planning/Zoning Operations	\$ 1,550.00	1.36%	0.0004
Police Operations	\$ 13,700.00	3.13%	0.0031
Library Operations	\$ 8,718.10	4.97%	0.0020
Fire Operations	\$ 7,085.00	12.72%	0.0016

Appropriations	\$ (2,684.00)	-2.73%	(0.0006)
Highway Operations	\$ 65,400.00	5.99%	0.0150
Recreation Operations	\$ 22,900.00	41.79%	0.0052
Administration Capital & Debt	\$ -	0.00%	0.0000
Police Capital & Debt	\$ -	0.00%	0.0000
Fire Capital & Debt	\$ (5,780.00)	-5.57%	(0.0013)
Recreation Capital & Debt	\$ -	0.00%	0.0000
Library Capital & Debt	\$ (2,500.00)	-13.51%	(0.0006)
Highway Capital & Debt	\$ 62,060.00	24.17%	0.0142
Non-tax Revenues	\$ 91,435.00	-26.82%	(0.0209)
Grand List adjustment	\$ (1,386.00)		0.0003
		Cents=	0.0234

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The proposed tax increase was 2.33 cents, up 3.84%.

There was some discussion about the budget, but no changes suggested.

Chair Granda asked for public comment, but there was none.

Ms. Lucht offered a motion to close the public hearing and was seconded by Ms. Lord and the motion carried 5-0.

Ms. Lucht offered a motion to approve the Fy2014 Budget for the voters and was seconded by Ms. Lord and the motion carried 5-0.

3. Other Business

Approval of Minutes of December 17, 2012

Mr. Boyden offered a motion to approve the minutes with minor corrections and was seconded by Ms. Heston and the motion carried 5-0.

Reports from Selectboard and Town Manager

Ms. Lord reported on the Economic Development Committee and the work they were doing. They were in favor of the Depot Street Parking Lot, and were working with the Western Slopes Business Association for their annual member breakfast on February 28th.

Ms. Lucht mentioned that Emergency Management Planning workshops held on January 24th and February 7th in the evening. If anyone was interested in getting involved, please contact the Town Manager.

The Manager reminded everyone of upcoming meetings on January 17th for the Australian Ballot vote for Depot Street and the Recreation Director, and January 26th for the meet the Town Manager.

The Manager explained that a request had been made by someone on Bridge Street to get rid of their Post Office Box, and have a curbside box on the street in front of the Town Center. This was because other boxes were on that side, and that was the carrier route. There was much discussion about why, but the Selectboard directed the Manager to determine the most acceptable course of action.

1 The Manager reported that the next day he was attending a mediation session for the Chittenden
2 County Fish and Game Club zoning issue.

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4 Warrants

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6 Ms. Lucht reported that she and Mr. Boyden reviewed the warrants and after two small corrections
7 were satisfied.

8

9 Chair Granda mentioned that the Richmond Climate Action Committee was meeting this week at the
10 Beckwith residence and anyone interested was welcome to attend. He added that petitions for open
11 town offices were due on January 20th.

12

13 **4. Adjourn**

14 Motion by Ms. Lucht to adjourn the meeting at 8:50 p.m. Seconded by Ms. Heston. So voted.