

**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
M a r c h 1 8 , 2 0 1 3 M I N U T E S**

Members Present: June Heston, Vice-Chair; Amy Lord; Ashley Lucht; Taylor Yeates
 Absent: Chris Granda
 Others Present: Geoffrey Urbanik, Town Manager; Marie Thomas; Ian Stokes; Mary Houle; Andy Squires; Martha Keenan; Mark Fausel; Kathryn Wysockey-Johnson and Ruth Miller was present to videotape the meeting for MMCTV Channel 15.

June Heston called the meeting to order at 7:00 PM.

1. Welcome and Public Comment

Ms. Heston congratulated Taylor Yeates on his election to the Selectboard.

There were no comments from the public.

2. Reorganization

Ms. Heston asked if there were any nominations for chair of the Selectboard.

Ms. Lucht nominated Ms. Heston and was seconded by Ms. Lord. There were no other nominations. The motion carried 4-0 and Ms. Heston was made chair of the Selectboard.

Ms. Heston asked if there were any nominations for vice chair. Ms. Lucht nominated Ms. Lord and was seconded by Mr. Yeates. There were no other nominations. The motion carried 4-0.

Liaison Assignments

The liaison assignments were discussed and agreed upon as follows:

- Administration – June Heston
- Fire Department – Taylor Yeates
- Library – Chris Granda
- Town Clerk - Taylor Yeates
- Town Listers – June Heston
- State Legislature – Amy Lord
- Planning Commission – Taylor Yeates
- Conservation Commission – Chris Granda
- Richmond Trails Committee – Ashley Lucht
- Economic Development Committee – Amy Lord

- 1 Finance – June Heston
- 2 Highway – Ashley Lucht
- 3 Police – Chris Granda
- 4 Water Resources – Ashley Lucht
- 5 Delinquent Tax Collector – Chris Granda
- 6 WSBA – Amy Lord
- 7 DRB – Amy Lord
- 8 Recreation Committee – Ashley Lucht
- 9 Police Advisory Committee – Chris Granda
- 10 Governance Committee – Taylor Yeates
- 11 Rescue – June Heston

12 The Selectboard agreed to appoint Geoffrey Urbanik, Town Manager, as the board secretary. The
13 official newspapers were named as the Times Ink! and the Burlington Free Press. Ms. Lucht offered a
14 motion on these items and was seconded by Mr. Yeates and the motion carried 4-0.

15

16 **3. Items for Discussion with Those Present**

17

18 Old Round Church BiCentennial

19 Fran Thomas and Roger Bombardier were present to explain the events that the Richmond Historical
20 Society was planning leading up to the 200th Anniversary of the Old Round Church. They thanked
21 the Selectboard for the resolution from Town Meeting, and explained the schedule of events leading
22 up to the main celebration weekend of August 9-11, 2013. There were a number of fundraising events
23 going on, and on the weekend of the celebration they wanted to have a 40' by 60' tent on the Round
24 Church Green for special events and the Farmers Market. Part of the exhibits will be a special post
25 mark from the Richmond Post Office and videos of memories of the Old Round Church.

26

27 Ms. Thomas said that they need from the Selectboard: assistance from the police, closing of Round
28 Church Road to traffic for that weekend (except for the residents of Round Church Road), parking
29 assistance, Highway to help move and setup bleachers and chairs, and for the town to consider a
30 donation to the festivities.

31

32 Ms. Lucht asked about the large tent, and how it would fit in the green. Mr. Bombardier said that
33 Gary Bressor is discussing the possibility of bringing power to the church underground, eliminating
34 the overhead wire that crosses the green.

35

36 Ms. Heston, a member of the bicentennial committee, said they have done a phenomenal job in
37 organizing these events. She said that this year's celebration was very well planned.

38

39 There was a discussion about lighting, and a light on Round Church Road.

40

41 GMAA Round Church Women's Run

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1 Kasie Enman and Martha Keenan from the Green Mountain Athletic Association were present to
2 request permission to hold the annual Women's Run on August 24th, and for Cochran Road to be
3 partially closed for one hour during this time. This year the start/finish line was proposed to be at
4 Washburn's Service Center, starting on Farr Road and moving to Cochran Road by way of Thompson
5 Road. This would serve as a better starting point in the opinion of the race organizers.

6
7 Ms. Lucht asked if this was arranged with Washburns, and Ms. Enman said that they felt they would
8 see if the Selectboard approved first. Ms. Enman noted that there would be a police presence at the
9 race and volunteers would be able to manage the crowds.

10
11 Fran Thomas asked if the race policy was ever enacted, and the Manager said no, there were still some
12 issues not worked out. Ms. Thomas said that her original suggestion was modeled after the GMAA
13 event procedures and that they were very good for organizing these events.

14
15 Ms. Heston asked how many participants they were expecting, and Ms. Enman replied between 200
16 and 300 runners. Ms. Heston felt that the new location was logistically a good move.

17
18 Fran Thomas asked where the start and stop would be, and Ms. Enman said at the new location.
19 However, the Old Round Church would still be used as part of the event.

20
21 Ms. Lucht offered a motion to approve the closure of Cochran Road according to the race plan put
22 forth by GMAA in their letter, subject to private property owner approval, and was seconded by Mr.
23 Yeates. The motion carried 4-0.

24 25 Emergency Planning - Marie Thomas and Andy Squires

26
27 Marie Thomas and Andy Squires, members of the emergency planning committee, explained the
28 progress made so far by the committee. She had also prepared a list of things that the town still
29 needed to do, and asked the Selectboard to consider some other action items. There was a "CAT 2"
30 emergency management exercise being planned by the State for March of 2014 and Richmond was
31 still defining roles and the emergency plan. There was discussion on this.

32
33 The Selectboard thanked Ms. Thomas and Mr. Squires for their efforts. Ms. Heston said that the town
34 was committed to developing an emergency plan, and said that the Selectboard would support the
35 planning committee with what they required for the exercise.

36 37 Trails Committee Mission Statement - Ian Stokes

38
39 Ian Stokes, chair of the Trails Committee, said that after some deliberation the Trails Committee
40 would like to alter their mission statement:

41
42 Present Statement: To establish foot and bicycle paths in Richmond
43 for transportation and recreation, to maintain these paths, to
44 link with other towns when feasible, and to promote safe citizen
45 use of these paths.

46
47 Proposed New Statement: The mission of the Trails Committee is to
48 establish paths for non-motorized transportation and recreation in
49 Richmond, to maintain these paths, to link with other towns when
50 feasible, and to promote safe citizen use of these paths.

1
2 Ms. Heston thanked Mr. Stokes for his work on this. Ms. Lord offered a motion to approve the new
3 mission statement for the Trails Committee and was seconded by Ms. Lucht and the motion carried 4-
4 0.

5 6 Listers Update to Selectboard

7
8 Cara LaBounty and Mary Houle, Richmond Listers, presented a report on recent work, and a list of
9 open work items: had been on 149 site visits over the past year; in 2013 there were 181 revisions plus
10 28 holdovers from 2012; the properties that required inspections would get a yellow card in the mail
11 notifying the owners of a needed site visit and the listers were trying to find a variety of errors in the
12 current Grant List that could be corrected.

13
14 Ms. Houle said that homestead declarations needed to be filed by April 15th, and the tax rate is still to
15 be determined. Ms. LaBounty noted that the listers had requested from the Planning and Zoning office
16 agricultural exemption letters, accepted permits, DRB decisions and other permits and certificates of
17 occupancy.

18
19 The Selectboard thanked Ms. LaBounty and Ms. Houle for the report.

20 21 **4. Other Business**

22 23 Highway and Structures Grant

24 The Manager explained that this was the annual grant program from the Agency of Transportation for
25 highway improvements and structures work. This year, the paving project was proposed to be Jericho
26 Road north of the Interstate 89 bridge to the town line in the amount of \$175,000. The structure was a
27 replacement culvert on Huntington Road at Farr's corner in the amount of \$129,600.

28
29 Ms. Lucht offered a motion to approve the grant applications for the 2014 Highway and Structures
30 Grant program and was seconded by Ms. Lord and the motion carried 4-0.

31 32 Town Center Carpet Bids

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34 The Manager explained that the town would be replacing the carpets in Town Center, for the stairway,
35 CESU offices and Town Offices. Joe O'Brien from CESU had helped a great deal in developing the
36 bid, receiving bids and communicating with vendors, and the Manager thanked him for this. There
37 were three bidders, Lacey's, Inc; Able Carpets; and New England Floor Coverings. The apparent low
38 bidder was Lacey's Inc at \$30,374.73.

39
40 Ms. Lucht asked questions about extra money for moving furniture. She asked if the \$750 included in
41 Lacey's bid was adequate and what did it cover.

42
43 Mr. Yeates said that Lacey's was the lowest bid for the installation. Therefore, they were the low bid
44 on the item that was bid. Why not recommend an award now, and see what the labor included?

45
46 Ms. Heston said that the board needed to know what was included in Lacey's labor bid, before the
47 contract was awarded.

48

1 The Manager suggested allowing him to check what Lacey's labor price included, and if it was indeed
2 moving all furniture except computers and personal items, then he could enter a contract with the
3 Purchase Order following at the next meeting.

4
5 Ms. Lucht offered a motion to authorize the Manager to enter a contract with Lacey's Inc for carpet
6 installation per their bid, subject to confirmation that the included price for labor was inclusive of
7 necessary moving of furniture and cabinets. Ms. Heston seconded the motion and the motion carried
8 4-0.

9
10 Mr. Yeates asked where this funding was coming from and the Manager said it would be the Town
11 Center maintenance fund.

12 Reports from Selectboard and Town Manager

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14
15 Ms. Lord reported that the Economic Development Committee had discussed the Depot Street Parking
16 Lot, water rates and the need for a new water tank (with Ms. Lucht) and other items. Some members
17 of the Economic Development Committee would be serving on the water rate task force put together
18 by Ms. Lucht.

19
20 The Manager explained that the salt budget was exhausted, however the salt pile was full allowing
21 several more salt applications before the town would be forced to purchase additional salt. The
22 Manager announced the recruitment had begun for the new finance assistant and the new zoning
23 administrative officer began work this week.

24
25 Ms. Lucht said that she continued to explore options for the town website, and work on water rates.

26
27 The Manager explained that several letters were received from the Camels Hump Middle School
28 navigators regarding suggestions for improving the quality of life in the town. One suggested a
29 basketball court, one suggested a dog park and one suggested a town pool. The Manager suggested a
30 response be written and the Selectboard agreed.

31 Consent Agenda

32
33
34 The Manager explained that a number of liquor licenses and tobacco licenses were up for renewal.
35 Ms. Lucht noted that she was an employee of one establishment, the Kitchen Table Bistro, and
36 requested that that license be voted on separately.

37
38 The Manager explained that the other item was reappointment of Martha Laing as Town Service
39 Officer.

40
41 Mr. Yeates offered a motion to approve the liquor license for the Kitchen Table Bistro and was
42 seconded by Ms. Lord and the motion carried 3-0-1 with Ms. Lucht abstaining.

43
44 Mr. Yeates offered a motion to approve the remaining liquor and tobacco licenses for 2013 and was
45 seconded by Ms. Lord and the motion carried 4-0.

46
47 Ms. Lord offered a motion to approve Martha Laing as the Town Service Officer and was seconded by
48 Ms. Lucht and the motion carried 4-0.

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1 Warrants

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3 Ms. Lucht noted that she had reviewed the warrants and her concerns were addressed and therefore
4 recommended them for approval.

5

6 Ms. Lucht noted that there would be a Water Commissioners meeting on March 21st at 6:00 pm, since
7 there would be no quorum this evening.

8

9 **5. Adjourn**

10 Motion by Ms. Lord to adjourn the meeting at 9:05 p.m. Seconded by Ms. Lucht. So voted.