

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

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Members Present: Chris Granda; June Heston; Amy Lord; Ashley Lucht  
Absent: Neil Boyden  
Others Present: Geoffrey Urbanik, Town Administrator; Linda Parent, Town Clerk;  
Cathleen Gent, Town Planner; Fran Huntoon; Mary Houle; Michael  
Mashia; Lisa Liberty; Troy Liberty; Jon Kart; 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 6:30 PM.

**1. Welcome and Public Comment**

Chair Granda congratulated Kendall Chamberlin for his Green Mountain Water Environment Association award for work done during the Irene storm. Ms. Lucht also mentioned she was receiving the same award, and hoped to see Mr. Chamberlin at the ceremony later in the week. Ms. Lucht further explained what the association is and what it does.

Chair Granda offered a call for volunteers for all boards and commissions, and stated that there were many vacancies that needed to be filled. Ms. Lord mentioned that the economic development committee was reforming, and she needed interested persons also.

Mary Houle said that she has seen many bicyclists lately that do not share the road, and don't follow traffic laws. She had seen them go against the light to cross the bridge and they seemed to be from a particular bicycle club. She had spoken to the police about this, but said that if they were having time trials the Selectboard should be notified.

The Administrator said that is why the athletic events policy should be developed and approved. He asked what might the expectations be when a race is held?

Michael Mashia said that he had seen six bikes pass him on the bridge, and not stop at the light.

Ms. Heston said that police are ticketing bicyclists more, as evidenced by an article in the news recently.

Linda Parent said she had also seen this at the bridge, and Chair Granda agreed that more enforcement was needed.

Ashley Lucht asked that a friendly reminder be posted to Front Porch Forum reminding everyone about the rules of the road.

**2. Financial Reports**

The Administrator explained that the financial reports were still being revised, and that additional notations had been made to what was presented at the last meeting. The budget and actual was not updated yet, but the budget status had been updated.

Ms. Heston said she liked the budget to actual report but it needed to have more definition, or more categories, to make sense. She also suggested having a percentage on the budget to actual.

1  
2 Chair Granda said it should be split into more categories, and Ms. Lucht also suggested making the  
3 miscellaneous category more defined.  
4

5 There was some discussion. Ms. Lord asked if the Water and Sewer budget status would also be  
6 provided, and the Administrator said that it would be at the Commissioners' meeting.  
7

8 Mary Houle asked for copies of the reports to be shown on the website, and Chair Granda said that this  
9 should be posted.  
10

11 Ms. Lucht asked if these would be presented every meeting, and Chair Granda said that these would be  
12 discussed until there could be a more brief review instead of the in-depth review.  
13

14 Ms. Heston wanted to see the sheets as they are updated and corrected.  
15

16 Ms. Houle asked who would do these updates, the financial director, and the answer was yes.  
17

18 Chair Granda asked about the invoice audit. The Administrator said that this was still being  
19 researched.  
20

#### 21 Fiscal Updates 22

23 The Administrator continued with the explanation from his memo addressing the town's progress on  
24 resolving the audit comments. He began with 11-11 and 11-14, which were addressing the usage of  
25 fuel. The new Fuel Usage Policy addressed these issues, which primarily faulted the town for not  
26 having a receipt review procedure in place and nothing to compare billing to. The policy would be  
27 discussed again later.  
28

29 For 11-12, the Administrator noted that the two grants from 2009 were not tracked properly and the  
30 recognition came too late to be able to collect. There was discussion on how to prevent this. The  
31 Administrator suggested a report to be shown at department head meetings by the financial director  
32 that showed the grant, and the status of expenses and collections. Communication was the key to  
33 resolving this issue.  
34

35 For 11-13, the Administrator said that he had taken the suggestions of the Auditors and improved the  
36 details of the minutes particularly for financial transactions.  
37

38 Finally, for 11-15, the VLCT Health Trust was still researching the issue on a back tax liability which  
39 stems from not having a Section 125 authorization in place prior to 2011. There were only three  
40 employees who would be affected, and the tax liability would likely be small. Two of the three  
41 employees were no longer employed by the town.  
42

43 Ms. Lord said that VLCT might be able to provide a pre-audit checklist for us.  
44

45 Mary Houle said that there were two systems to help track grants, a tickler file and a regular report,  
46 such as what Seth Jensen used to do.  
47

48 Lisa Liberty said that on the overpayments, the accounts payable was reviewed over a twenty month  
49 period, not twelve. Only five had been identified. For the fuel usage, she believed people were honest

1 but the auditors identified a loophole in the town's policies. No one was doing anything wrong, and  
2 the new policy will be a paperwork nightmare.

3  
4 Chair Granda said that the audit wasn't suggesting people were doing anything wrong, but they wanted  
5 to update their systems and policies.

6  
7 Mary Houle said that the invoice review was a sampling, not every invoice.

8  
9 Ms. Houle noted that the sovernet invoice still had Mr. Rodjenski's name, and this should be corrected.

#### 10 11 Fuel Usage Policy

12  
13 The Administrator explained the nature of the policy, and that this was the second review and proposal  
14 for adoption.

15  
16 Ms. Lucht and Chair Granda said they would like to see a six month review of how well this is  
17 working.

18  
19 Ms. Heston offered a motion to approve the Fuel Usage Policy and was seconded by Ms. Lucht and  
20 the motion carried 4-0.

#### 21 22 Billing Retention Policy

23  
24 The Administrator explained the policy, and that this was the second review and proposal for adoption.

25  
26 Chair Granda asked how long did the town have to keep originals. The Administrator said that there  
27 was a state retention schedule, that was the purview of the Town Clerk.

28  
29 Ms. Lucht offered a motion to approve the Billing Retention Policy and was seconded by Ms. Lord  
30 and the motion carried 4-0.

#### 31 32 Treasurer

33  
34 The Administrator passed around some information, including a draft job description for the Treasurer  
35 from 2007 that was never adopted. He added that he had learned that a recent senate bill had been  
36 adopted that called for additional reporting by the Town Treasurer to the Selectboard, that should be  
37 added to the job description.

38  
39 There was some discussion about what the town might want to consider from the Treasurer,  
40 considering State law and the fact that the Financial Director performed some of these duties. Chair  
41 Granda said that the town needed to post the position.

42  
43 Jon Kart said that he would be acting Treasurer until an appointment could be made, and the  
44 Selectboard agreed to this.

45  
46 Lisa Liberty said that she had never seen a job description, and was told that the Treasurer just signed  
47 checks, etc. She felt attacked in April, and took responsibility for the errors. She added that one  
48 person in town had criticized her on a radio program for an hour. She felt that the comments were  
49 cruel and misguided, not accurate. Not one ever invited to one of several public meetings, and she felt  
50 set up. She was paid \$200 per month, and considered serving as a service. To do more than what she

1 was doing was too much time and the town needed to get someone who could be in the office during  
2 the day. She said she had twenty years of financial experience. She continued to offer her assistance  
3 signing checks until an appointment could be made, and said she supported Kim Moreno and the  
4 Administrator in their work.

5  
6 Chair Granda thanked Ms. Liberty for her time and efforts. He said that the Selectboard had not met  
7 with Mr. Bevis, but that he had privately. He had not heard the radio broadcast. Ms. Liberty said that  
8 she did not mind the tough questions, but she did mind the personal attacks.

9  
10 Chair Granda wanted to fight the incivility, and make the meetings more humane. He unfortunately  
11 could not stop someone from making disparaging comments to the press or media.

12  
13 Ms. Lucht asked if the town treasurer was also the school treasurer, and the answer was yes.

14  
15 Mary Houle asked if anyone had contacted Ken Nussbaum, the former treasurer, and asked him if the  
16 hours were reasonable. Ms. Heston said she had spoken with him, but he was not able to comment on  
17 the amount of hours at that time.

## 18 19 **Other Business**

### 20 21 **VACTOR Memorandum of Understanding**

22  
23 The Administrator explained that this was a grant collaborative from three years ago where a group of  
24 towns agreed to participate in a federal grant to purchase a vactor, which is a vehicle that has high  
25 pressure water jets and also a vacuum, to clear sewer lines. The grant was a 75% federal funds, 25%  
26 local match which would be split among the towns. Since then, two towns had dropped out of the  
27 program. The State was now ready to move forward with the grant, and the equipment was a trailer  
28 mounted vactor now and not a vehicle.

29  
30 Ms. Lucht asked if this would be available for emergency or off-hour usage, and how the annual usage  
31 would be estimated.

32  
33 The Administrator said that it would be housed in another town and probably not available for  
34 emergency usage, however, typically there was no emergency usage now. The town used Hartigan's  
35 for vactor work on an as-needed basis. Part of the rationale of the program was that the towns needed  
36 to double their current usage under regulations and this might be more cost effective.

37  
38 Chair Granda asked how the costs were developed, and the Administrator said that the attached sheet  
39 arrived at an annual cost, and a per-hour cost based on a proposed level of usage by each town.

40  
41 Ms. Heston asked for a cost benefit analysis, including annual training, and asked what the  
42 depreciation would be and how long the equipment would last or when would it need to be replaced.

43  
44 The Administrator was directed to come back with these answers.

### 45 46 **National Incident Management System Enabling Resolution**

47  
48 The Administrator explained that the National Incident Management System, or NIMS, was a FEMA  
49 based emergency management structure that the federal government was urging states and localities to  
50 adopt. This was a uniform way of responding to emergencies, and training was required. Most first

1 responders already had the basic level of training, but administrative personnel did not. He had taken  
2 ICS 402 and ICS 100, and felt that this was a necessary step. The State was encouraging towns to  
3 officially adopt NIMS, and future federal grants may be dependent on the town having NIMS in place.  
4

5 Chair Granda asked what the time requirements were for training. The Administrator said that the  
6 basic training could be done online, but other courses required several hours or a day of instruction  
7 off-site.  
8

9 Ms. Lord offered a motion to adopt the National Incident Management System in Richmond, and was  
10 seconded by Ms. Heston.  
11

12 Mary Houle said she took level one of this and in a situation last week this would be valuable, and  
13 preparedness was not a bad thing.  
14

15 The motion carried 4-0.  
16

### 17 Emergency Management Discussion

18

19 The Administrator explained that the town needed to have an Emergency Management Plan and an  
20 Emergency Action Plan. These were standard documents required by NIMS, and they would take  
21 substantial development. A dedicated team would be needed to develop these, and the people  
22 involved should make a commitment to be involved for some time. Part of the town's emergency  
23 management weakness was its reliance on existing personnel, with no development of new personnel.  
24 The current Fire Chief Tom Levesque knew much about emergency management, but there was no  
25 one prepared to take over if Tom retired. Who could be our next Emergency Management  
26 Coordinator?  
27

28 Ms. Heston suggested an ad-hoc committee with people with the proper background.  
29

30 Ms. Lucht suggested contracting out the plan writing. The Administrator suggested having the people  
31 who would run the plan write the plan.  
32

33 Chair Granda asked if a targeted mailing could be done to people who had been touched by the  
34 flooding.  
35

36 The Administrator suggested that Moe Forcier could be a possible resource.  
37

### 38 SSTA Funding

39

40 The Administrator explained that earlier in the year the town received a warning that it might run out  
41 of funds for SSTA before the end of the year. This was due to a number of additional medical trips  
42 authorized, and usage had remained higher than anticipated. The Selectboard at that time refused to  
43 alter the trip allowances, and wished to accept the higher costs from the town's budget. SSTA  
44 redistributed some monies, however, only \$1,500 had been reallocated to Richmond's grant, and now  
45 this was spent. SSTA suggested cutting trips to medical only.  
46

47 Ms. Heston offered a motion to eliminate all non-medical trips for the remainder of the fiscal year and  
48 was seconded by Ms. Lucht.  
49

50 Ms. Lord asked if this was the only way for some residents to get rides.

1  
2 Ms. Lucht said it might not be the only way.

3  
4 The Administrator said that he doubted many people depended solely on SSTA for transportation. He  
5 did not like to have to cut trips, but the budget was being overspent.

6  
7 There was some discussion on the types of non emergency trips, and how the town funded those.

8  
9 The motion carried 3-0-1 with Ms. Lord abstaining.

10  
11 Ms. Gent added that most other towns have a policy prioritizing trips.

12  
13 Access Permit 12-064 for TR0174, 174 Thompson Road

14  
15 The Administrator explained that this was for Fran Huntoon and Cathleen Gent's new home, which  
16 would replace or relocate an existing access. The Highway Foreman noted sufficient sight distance in  
17 each direction and had no objections.

18  
19 Ms. Lucht offered a motion to approve the access permit 12-064 for TR0174 and was seconded by Ms.  
20 Lord and the motion carried 4-0.

21  
22 Workplace Policies

23  
24 The Administrator explained that there were two workplace policies suggested by VLCT, a general  
25 harassment policy and a smoking policy.

26  
27 There was some discussion on the general harassment policy. Chair Granda suggested that the Town  
28 Manager should be the primary investigator, and the Selectboard in the case of a complaint against the  
29 Town Manager.

30  
31 On the smoking policy, Chair Granda explained that the town was not prohibiting smoking, but just to  
32 designated areas.

33  
34 Mary Houle asked why not make all town property a smoke free environment?

35  
36 Chair Granda asked that these proposals be circulated to the department heads for their feedback.

37  
38 Charitable Athletic Event Policy

39  
40 The Administrator explained that this was a proposal to address race events in town, asserting the  
41 Selectboard's authority over the roads for these purposes and setting forth expectations. This did not  
42 address some of the earlier complaints of a group of people deciding to run or ride in a group outside  
43 of an organized event.

44  
45 Ms. Heston said that for some events, the number of volunteers listed in the policy might be too great.

46  
47 Chair Granda said we might need to have a policy on who needs permission, or a definition.

48

1 Mary Houle said that if a group was new, meaning holding a race for the first time, they be required to  
2 pay a refundable deposit. If the event went well the deposit could be refunded or otherwise could go  
3 towards the costs of damages to the town. Events with a good reputation could get a deposit waiver.  
4

5 Chair Granda asked how far could the town go with this, and when are events typically scheduled.  
6

7 The Administrator asked how do we address an organization that does not want to register, and who  
8 needs permission?  
9

10 There was some discussion but agreement that the policy needs additional development.  
11

### 12 Energy Monitoring Policy

13  
14 The Administrator explained that this was a draft policy that would monitor energy usage. He was  
15 unable to incorporate Chair Granda's comments prior to sending out the packet, and additionally, Jeff  
16 Forward, the town's energy coordinator, recommended the town use the EPA's online benchmark tool  
17 for some town facilities instead of creating a new spreadsheet. These ideas needed to be explored  
18 more.  
19

### 20 Approval of Minutes of May 7, 2012

21  
22 There were several minor edits suggested. Ms. Lord offered a motion to approve the minutes as  
23 amended and was seconded by Ms. Lucht and the motion carried 4-0.  
24

### 25 Bridge Inspection Reports

26  
27 The Administrator read the bridge inspection reports, for a bridge on Jericho Road over the Duck  
28 Brook, and the two bridges on Cochran Road that crossed the Huntington River and the Winooski  
29 River. The Highway Foreman had reviewed the reports and could address them. None of the bridges  
30 inspected last year were in need of immediate repairs.  
31

32 The Selectboard acknowledged the reports and signed the certification.  
33

34 The Administrator was directed to reschedule the economic development committee discussion to the  
35 next meeting. Ms. Lord noted she had some commitments to serve on the board, but was still calling  
36 others. The proposed RABA survey was on hold.  
37

### 38 **3. Administrator's Report**

39  
40 The Administrator reported on Jericho Road, and that the sidewalks were being repaired and some  
41 parts of the asphalt were being repaired. More work was to be done, but it was expected to be  
42 complete by the middle of June.  
43

44 The Administrator also reported that there was a partial collapse of Dugway Road near the Huntington  
45 Road end. The high waters had washed away part of the old retaining wall at the base of the road at  
46 the river's edge for about 100 feet. The Highway Foreman said that this might be able to be repaired  
47 in-house, although a similar repair in 2006 cost over \$100,000 to repair on a contract. This was still  
48 being investigated by the Highway Foreman.  
49

1 The Administrator reminded everyone about the Mass Care training held by FEMA on the 23rd and  
2 24th, and that a grant for the replacement of the Highway Department's radios was submitted. The  
3 town had until January of 2013 to be able to become narrow-band compliant with radios and the police  
4 and fire department were already able to meet that. To replace all of the highway radios would be a  
5 substantial cost.

6  
7 Chair Granda asked about the concession stand repair progress. The Administrator said that the  
8 electrical had been completed and the plumbing was in progress. It was a slow project but would soon  
9 be complete.

10  
11 The Administrator explained that the Browns Court waterline project would open bids on Friday and if  
12 the bids were favorable the project was likely to move forward. Mary Houle asked if someone could  
13 notify residents that this would be the best time to replace their supply lines.

14  
15 As the Selectboard reviewed invoices, Chair Granda asked if there was an unspent balance on the salt  
16 purchase order. The board also noted that invoices should be alphabetized.

17  
18 **4. Adjourn**

19 Motion by Ms. Lucht to adjourn the meeting at 9:45 p.m. Seconded by Ms. Heston. So voted.