

**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 u g u s t   1 7 ,   2 0 1 5   M I N U T E S**

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Members Present:    David Sander; Ellen Kane; Bard Hill; Lincoln Bressor;

Absent:                Taylor Yeates

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Others Present:    Geoffrey Urbanik, Town Manager; Ian Bender; Bruce LaBounty; Christy Witters; Heidi Bormann; Wright Preston; Sharon Dwire; Wendell Dwire; Paul Hauf; Bill and Julie Escholz; Tim Rittlin; Gary Bressor; Cathleen Gent; Jeremy Hoff; Charles Senick; and others; and Ruth Miller was present to videotape the meeting for MMCTV Channel 15.

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THESE DRAFT MINUTES WILL BE MORE FULLY FORMED PRIOR TO SEPTEMBER 8th

David Sander called the meeting to order at 7:10 PM.

**1. Welcome and Public Comment**

Mr. Sander asked if there were any comments from the public.

Ian Bender thanked the Richmond Highway Department for replacing a failed culvert on Dugway Road near his home, and thanked the Richmond Police Department for working on Cochran Road today.

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

Richmond Creamery

Brendan O'Reilly and Josi Kytle were present to discuss development concepts for the creamery parcel. Their company was known as Peak Properties, but Mr. O'Reilly said he was a principal of Gristmill and he built the Energy Mill net-zero building in Waterbury. They presented plans for the creamery, which generated significant discussion. Peak Properties had not yet purchased this property.

The conclusion of this item saw the Interim Zoning committee reactivated to consider amendments requested by Peak Properties for 1) higher residential density of perhaps up to 33 units and 2) reduced parking requirements. The new Interim Zoning review committee would be Selectboard members Ellen Kane and Lincoln Bressor, with Bruce LaBounty, Heidi Bormann, Christy Witters, Wright Preston and Marshall Paulsen.

**3. Public Hearings**

Ordinance 2015-04 Animal Control Ordinance

Mr. Hill offered a motion to open the public hearing for Ordinance 2015-04, Animal Control and was seconded by Mr. Bressor and the motion carried 4-0.

The Manager explained this was a replacement of the existing ordinance that clarified nuisance issues and who was responsible for responding to complaints about animals.

There being no further comments, Mr. Sander closed the public hearing.

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2 Ms. Kane offered a motion to adopt Ordinance 2015-04, Animal Control, and was seconded by Mr.  
3 Bressor and the motion carried 4-0.

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5 **4. Other Business**

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7 The Selectboard agreed to defer items IIIa and IIIb to the September 8<sup>th</sup> agenda.

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9 Riverview Commons Discussion

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11 Mr. Hill explained that during the July 23<sup>rd</sup> meeting with the Water Commission, a number of issues  
12 came up from the residents there that were unrelated to water, but more related to public health and  
13 safety, and quality of life issues. Some of these complaints dealt with finding discarded needles and  
14 other things on the playground, standing water near the playground and some general complaints about  
15 park conditions. Some of these items should be a Selectboard concern, and others may be addressed  
16 through conversations with the owner of the park and the State's regulatory body for mobile home  
17 parks. There was discussion about the issues and how to address them. The Selectboard agreed that  
18 requesting a meeting of the interested parties first was the best way to address the park's issues. The  
19 Police would be able to respond to some concerns and the town's Health Officer would try to address  
20 the standing water. Following this, the Selectboard could arrange to meet with residents in the park to  
21 talk about these issues and what progress has been made on addressing them, and what more needs to  
22 be done.

23  
24 Palmer Lane

25  
26 The Manager explained the issue of Palmer Lane. Recently, the Development Review Board granted  
27 preliminary approval to a subdivision proposed by Patricia Gilbert. This subdivision proposes to  
28 utilize Palmer Lane for access, and the Manager was questioned by the Planning and Zoning office  
29 about whether or not there was a need for a new access permit, to be granted by the Selectboard.  
30 There was some confusion over this road amongst our staff and clarification was needed. Not  
31 knowing the answer, the Manager researched this and found out that Palmer Lane is a Class 4 highway  
32 in Richmond, and does not conform to typical Class 3 standards in either ROW width or travel lane  
33 width. A previous Selectboard granted access to the Gilberts through a letter from October, 1995  
34 where it was made explicit that this road was a Class 4 highway and the town would not provide  
35 regular or Winter maintenance. Additionally, future access would have to be approved by the  
36 Selectboard.

37  
38 In light of this documentation, the Manager explained that the applicant would need to come to the  
39 Selectboard on September 8<sup>th</sup> to request permission to use another 150 feet of Palmer Lane (to be  
40 called Palmer Road, now that more than three homes are there), and the Selectboard should clarify that  
41 the Town will continue to designate Palmer Lane as a Class 4 highway and not commit to regular  
42 maintenance or Winter maintenance of any part of Palmer Road. Additionally, consideration must be  
43 given to the existing maintenance agreement between the various property owners and how that will  
44 include the future lots, to ensure their continued use of the Class 4 road as they have enjoyed for the  
45 past 20 years or more.

46  
47 The Selectboard discussed this item and agreed that Palmer Road was likely to remain as it is, and the  
48 town would not commit to regular or Winter maintenance until the road conformed to a Class 3  
49 specification. As long as this was understood, the applicant may be able to proceed but a final  
50 determination would be made on September 8<sup>th</sup>.

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## Reports from Selectboard and Town Manager

The Manager noted the Budget Status and Police Reports. The Manager explained the Chittenden Solid Waste District lease on Rogers Lane. Chittenden Solid Waste has been renting a spot on Rogers Lane for more than 20 years, for \$1 per year. The lease may have technically expired, but CSWD is exploring a renewal proposal. The site is in the flood plain, so further development is essentially impossible and options are limited.

The Culvert Change Order from last meeting was reported to be \$5,466.65, but it was actually only for an additional \$2,700 – the first number was the final, full cost of the item but erroneously reported as just the change order.

The first meeting of the Public Safety Committee was August 5<sup>th</sup>. The Committee is dedicated to finding a solution to housing our emergency services on one site and is exploring location options. The Selectboard had heard of some consolidation activities for emergency services in Chittenden County, and asked the Town Manager to research this and report back. This may be something that Richmond should consider joining.

The Manager also explained that the Town Plan Steering Committee was having a Community Vision event on September 12<sup>th</sup> at Camels Hump Middle School. This vision event would take the feedback from the Summer and transform it into a Vision Statement. The Steering Committee was hoping for a large turnout for this event.

The Manager then noted that VLCT's annual Town Fair event was October 8<sup>th</sup> and if Selectboard members wished to attend, please let him know and he would have them registered.

## Approval of Warrants

The warrants were reviewed and approved.

## Approval of Minutes

Mr. Bressor offered a motion to approve the minutes of August 3, 2015 and was seconded by Mr. Hill. The motion carried 4-0.

## Approval of Purchase Orders

Mr. Hill offered a motion to approve Purchase Order 2521 to Cargill Salt for Winter Salt in the amount of \$72,193.85 and was seconded by Mr. Bressor. The motion carried 4-0.

Mr. Bressor offered a motion to approve Purchase Order 2523 to Newton Construction for 240 hours of tri-axle trucking in the amount of \$18,720 and was seconded by Ms. Kane and the motion carried 4-0.

Mr. Hill offered a motion to approve Purchase Order 2525 to Wayne Russin for asphalt patching on Cochran Road and Wes White Hill in an amount of \$25,963 and was seconded by Mr. Bressor. The motion carried 4-0. The Manager explained this would be for flood damage repairs, and partially reimbursable by FEMA.

1 Executive Session

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3 Mr. Sander explained an executive session was necessary to discuss the Town Manager's evaluation.

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5 Ms. Kane offered a motion to enter Executive Session to discuss personnel matters pertaining to the  
6 Town Manager's evaluation at 10:10 pm and was seconded by Mr. Bressor. The motion carried 4-0.

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8 A motion was made by Ms. Kane to adjourn the executive session and reconvene the regular session at  
9 11:00 pm and was seconded by Mr. Bressor. The motion carried 4-0.

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11 **5. Adjourn**

12 Motion by Ms. Kane to adjourn the meeting at 11:00 p.m. Seconded by Mr. Bressor. So voted.