

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
N o v e m b e r 2 , 2 0 1 5 M I N U T E S

Members Present: David Sander; Ellen Kane; Bard Hill; Taylor Yeates

Absent: Lincoln Bressor

Others Present: Geoffrey Urbanik, Town Manager; Dennis Doherty; Jack Linn; Ian Bender; Cara LaBounty; Bruce LaBounty; Dianne Prevo; Jim Prevo; Gary Margolis; Erin Wagg; Mary Houle; and Jim Hering was present to videotape the meeting for MMCTV Channel 15.

David Sander called the meeting to order at 7:00 PM.

1. Welcome and Public Comment

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

Jack Linn said happy Halloween to everyone.

Cara LaBounty said she had a pending issue with permit denials, and the fifteen-day appeal window. The Board of Abatement was meeting on Thursday to decide a delinquent tax issue with one of the mobile homes in Riverview Commons, and she asked the Zoning Officer to hold off on issuing a denial for that permit until the ownership issue can be resolved. She was having difficulty with the Zoning Officer on two other permits, and felt that he was too inexperienced and asked staff to “do their job” by Wednesday. There was some additional discussion here. The Manager said that these issues were new to our Zoning Officer and he needed more time to understand how the town typically handles permits to replace mobile homes in the park.

2. Items for Presentation with Those Present

Greystone Drive & FEMA Update

The Manager explained that the final Project Worksheet on Greystone Drive was submitted for FEMA approval last week. The good news was that it was submitted with a substantial amount of out of right-of-way costs covered by FEMA. The bad news was that it still needs to be approved, which may be on a longer timeline than we have for construction. The Manager reported that in either case (more or less FEMA aid), the town would have enough money between existing, approved FEMA recovery funds (\$41,000) and a remaining \$87,000 in unspent gravel money to complete the repair. Engineer Steve Diglio was preparing to go out to bid, and also preparing permanent easements.

Gary Margolis said he and his neighbor Earl Wester, who could not be here this evening, were aware about the needed easements. Mr. Wester was also preparing to spend quite a bit on the drainage swale along his driveway to improve it to catch debris at certain spots before it could clog the new pipe inlet.

The Manager reported that hopefully more substantial reports will be made on the 16th of November.

Cemetery Road Rural Road Standards Waiver

Dennis Doherty, owner of 190 Cemetery Road, was present to again discuss his request for a waiver of certain standards of the town's rural road policy.

Mr. Doherty provided a copy of an email he received from Dan Carter, who was a site technician who helped install septic systems. Regarding parcel H1198b, Mr. Carter wrote that while he had not visited the site, the description provided by Mr. Doherty let him to believe that certain shallow wells in the area might preclude septic systems on this parcel. Mr. Doherty presented this email as evidence that the lot in question, owned by William Lockwood, was undevelopable, and should not count towards the 4-lot threshold for a rural road.

The Selectboard had some questions about who Mr. Carter was. Mr. Yeates interjected that the heart of the issue was the standards and said he was inclined to offer a waiver of the 60-foot right of way requirement, provided that Mr. Doherty didn't need the additional 10 feet for utilities and that he provide an engineered erosion control plan to insure that Cemetery Road wasn't negative impacted. The road would still need to be wide enough for two vehicles to pass.

Mr. Doherty said he didn't need additional room for utilities as they were already in existence, and he could provide the erosion control plan. The grade already meets the town's regulations.

Jack Linn said that as a general concern, these developments take an eight foot road and make it a twenty foot road and it dumps on Cemetery Road and causes more problems. He felt storm water should be remediated before it gets to a road.

Mr. Yeates agreed and said that the erosion control plan should protect Cemetery Road. He felt that an engineered plan would map flows and help us to understand them.

Mary Houle asked if we could require that any break down of the system be the responsibility of the owner?

Bruce LaBounty mentioned that the "may" in the policy allowed discretion from the Selectboard.

There was some additional discussion. Mr. Yeates offered a motion to provide Dennis Doherty a waiver of Rural Roads Policy Specification 400, section a, number 2 dependent on compliance with Specification 400, section a, number 3, requiring an Engineered "Erosion Control Plan" and pending final approval by the Selectboard. Ms. Kane seconded the motion.

Mary Houle asked if the town engineer should review this, and Mr. Yeates said it was something to consider. Mr. Yeates said the responsibility for approval of the final design of the erosion control plan would be held by the Selectboard. The motion carried 4-0.

3. Other Business

FY2017 Budget

The Manager provided a brief overview on the budget, noting that spending was up by \$150,041, or 4.49%. Taxation was up by \$114,000, or 3.89%. New capital spending was down, but personnel costs were proposed to increase in police and highway. The Manager explained that the police salary line

1 now included four patrol officers, and the SRO line was the fifth officer. The Manager also proposed
2 some increases relative to position and not a blanket increase to every employee in these departments.
3

4 Mr. Hill asked if we had a salary grid, and if these increases fit into it.
5

6 Mr. Yeates said we need to update our salary grid first, and decide who needs what, second, and not in
7 an ad-hoc way. For the police, there needs to be more competitive base wages but phased in. We
8 should keep the five patrol slots but can't absorb the large salary increase in two departments at once.
9

10 Ms. Kane asked if we could share a police position with another town? Mr. Hill said that may not be
11 the best way to implement changes right now.
12

13 Mr. Yeates also said that the police vehicle grid wasn't accurate and needs to be redone, with more
14 information. He also wanted to see variable maintenance costs for vehicles.
15

16 Bruce LaBounty said that police officers leave Richmond not just for pay, but for advancement
17 opportunities that our small department can't offer.
18

19 The general consensus was to get salary data from other towns and compare where we are, with new
20 hires and seasoned staff. There was some discussion on the number of police vehicles needed, and
21 how we might cut one back through various scenarios, but the Selectboard made no decisions to
22 change the fleet.
23

24 Mr. Yeates said he wanted to increase the library's book purchasing to \$20,000 but he also wanted to
25 see circulation and attendance numbers for the prior year. He wanted to level-fund the reserve, at
26 \$8,000, until there is a clear plan on how that money is to be used.
27

28 The Selectboard discussed discretionary appropriations. Mr. Sander said that he supported a \$200
29 appropriation to Front Porch Forum, as requested by Trails Committee chair Ian Stokes. He felt that
30 the town used Front Porch Forum effectively. Mr. Yeates said he was willing to approve the requests
31 from Hale & Hearty, VNA and COTS. Ms. Kane noted she worked for the VNA, and could not
32 comment on their funding request.
33

34 Mr. Yeates said he hadn't had a chance to review CVAA, and felt GBIC belonged under the planning
35 budget.
36

37 The board discussed these appropriations. The board requested more budget information for the next
38 meeting.
39

40 Approval of Bank Note for Fire Truck & Highway Truck 41

42 The Manager noted that two quotes were received, from Merchant's bank and TD Bank. TD was the
43 low bidder, at 1.83% for \$289,005 over five years.
44

45 Fire Truck 46

47 Full Cost = \$383,539
48

49 Fire Capital Fund (fund 53) = \$124,343

50 Fire Impact Fees (fund 54) = \$8,858

1 5-Year Bank Note = \$250,338 (authority to borrow from 2014 Town Meeting was \$282,000)

2
3 **Highway Dump Truck**

4
5 Full Cost = \$63,667 (net of trade)

6
7 Highway Budget 11-7-90-5-90.17 = \$25,000

8 5-Year Bank Note = \$38,667

9
10 Mr. Yeates offered a motion to approve the bank note quote from TD Bank at 1.83% for \$289,005
11 over five years and was seconded by Ms. Kane. The motion carried 4-0.

12
13 The Manager said that the Chittenden Solid Waste District Lease should be held for the next meeting.
14 Mr. Hill asked if we had offered other entities the chance to provide this service. This triggered a
15 discussion about privatization of the drop-off facility. More discussion would be at the next meeting.

16
17 Mr. Yeates had to leave the meeting for an emergency.

18
19 **Reports from Selectboard and Town Manager**

20
21 **Economic Development**

22
23 Ms. Kane said that the Economic Development Committee will meet in November, and talk about the
24 Town Plan vision.

25
26 The Manager noted the police report and the Works in Progress report.

27
28 Audit Update – the trial balance has been submitted to the Auditors. The field work for the audit has
29 been completed. I expect we should have a draft by the end of November.

30
31 Tax Sale – the tax sale is November 10th. Currently only one property is up for sale. Two properties
32 from last year's sale, on Robbins Mountain Road and Pleasant Street, will likely be issued tax title
33 liens after November 6th. While the Robbins Mountain property is vacant, the Pleasant Street home
34 has someone there.

35
36 A while ago, Ian Stokes of the Trails Committee submitted some thoughts on the Cochran Road
37 property. Mr. Bressor requested that we discuss this during reports, but the Selectboard agreed to push
38 this discussion to the next meeting.

39
40 **Draft Vision – Town Plan**

41
42 The Manager explained that the draft vision plan was available to the public. The public comment
43 period was closed, but asked the Selectboard to review it and comment. Ms. Kane thanked everyone
44 who has worked hard on this so far.

45
46 **Approval of Minutes**

47
48 Lacking three votes, the minutes of October 15, 2015 would be held for the next meeting.
49

1 Ms. Kane offered a motion to approve the minutes of October 19, 2015 and was seconded by Mr. Hill,
2 and the motion carried 3-0.

3
4 Approval of Amended repayment schedule – Planning Loan RF1-101

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6 The Manager explained that this was one of the two planning loans taken out in 2009 to do the village
7 projects engineering. This provided a new repayment start date of April, 2018. The entire amount
8 was \$120,000, payable over ten years.

9
10 Mr. Hill offered a motion to approve the amended repayment schedule for RF1-101 and was seconded
11 by Ms. Kane, and the motion carried 3-0.

12
13 Purchase Order 2577 – HP Fairfield

14
15 The Manager explained that this was for winter plow edges. Mr. Hill offered a motion to approve
16 purchase order 2577 to HP Fairfield in the amount of \$8,388.64 for winter plow edges, and was
17 seconded by Ms. Kane. The motion carried 3-0.

18
19 Approval of Warrants

20
21 The Manager reported that the rejected reimbursements from the last meeting were resubmitted with a
22 standard reimbursement form, and new documentation was provided for the soccer refunds and
23 reimbursements. The library postage was not resubmitted. The warrants were reviewed and approved.

24
25 The Manager noted that the financial policies approved at the last meeting were to be resigned, since
26 they were corrected for some typos.

27
28 Cara LaBounty spoke about the zoning officer, and asked if we should have a full-time zoning officer.
29 She said there was lots of turnover in that position and it was difficult to find qualified people to do the
30 job, and if the position was full time then perhaps we'd attract a better qualified candidate. This led to
31 some discussion about this among the board. The Manager said that he had felt that the position was
32 historically underfunded, and that when he first started in Richmond the zoning officer only had 16
33 hours allocated. Now the position had 20 hours, but had also been handed the DRB to staff, and it
34 may require additional hours. He had felt that in the short term, the Town Plan and the upcoming
35 regulation amendments called for a full-time planner. In a few years from now, when that work is
36 done, the resources might shift to a full time zoning officer instead, but he hadn't considered it for the
37 coming year.

38
39 Cara LaBounty mentioned that the mobile home elevations under the hazard mitigation grant had been
40 approved, and some of the village homes would be approved soon.

41
42 Bruce LaBounty said that we should add money to the Fire Department budget to do a memorial for
43 Tom Levesque. The Selectboard said that something may happen before next year, and should be
44 agendized for the next meeting.

45
46 There was no executive session.

47
48 **4. Adjourn**

49 Motion by Ms. Kane to adjourn the meeting at 8:50 p.m. Seconded by Mr. Hill. So voted.