

**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 3 , 2 0 1 7 M I N U T E S**

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

Absent: None

Others Present: Geoffrey Urbanik, Town Manager; Linda Parent, Town Clerk; Andy Squires, Constable; Bob Stafford; Frederick Baret; Brian Carpenter; Kristen Hayden-West; Keith Franz; Mary Houle; Laurie Dana; Dennis Gile, Fire Chief; Alan Buck, Police Chief; Gerry Levesque, Assistant Fire Chief; and Ruth Miller was present to videotape the meeting for MMCTV Channel 15.

Ellen Kane called the meeting to order at 7:05 PM.

1. Welcome and Public Comment

Ms. Kane asked if there were any comments from the public.

Linda Parent reminded everyone of Selectboard petitions due. Ms. Kane mentioned that she would not seek reelection due to family commitments. Mr. Sander said he had not yet decided.

2. Discussion of Items with Those Present

FY2018 Budget – Outstanding Items

Library

Kristen Hayden-West, Keith Franz and Laurie Dana of the Library Trustees were present to answer questions related to their budget, which was driven by staffing changes. Ms. Dana explained that the library wants to move the assistant director from part time to full time. One way they are able to do this is because several part-timers have either retired or cut back on hours, so they have personnel costs that they can reallocate. However, this triggers health benefits, which are reflected in the budget. Ms. Hayden West believed that with two full time employees, the library customers would be better served by professional and knowledgeable and educated employees. Some part timers would still work in the library.

Mr. May asked if the library could present something at town meeting, and Ms. Hayden-West said they could be available to do so. Ms. Kane said this was a new idea, that could be considered in time.

Mr. Hill asked if the library didn't get the budget increase, what would they do?

Ms. Hayden West replied that they would talk to staff about possibilities but they felt strongly that this change was needed. The assistant director was at 28 hours per week now and the number of hours needed for full time was not the issue.

The Selectboard thanked the Trustees for their time.

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Constable

Constable Andy Squires was present to discuss his proposed activities and duties. He provided a document to the Selectboard about how he felt he could work within his statutory duties and alongside the Police Department. Mr. Squires explained that legal requirements changed a couple of years ago, and in order for an elected Constable to have law enforcement authority they must be certified by the Vermont Criminal Justice Training Academy. Mr. Squires has completed the required training and is in field training with the police now. Following that, he would be a regular certified law enforcement officer. He wanted the Constable to be a respectable law enforcement position in Richmond, as a supplement to the Richmond Police Department. He requested a stipend equivalent to what the Animal Control Officer gets.

There was discussion on this and what it would cost. Originally there was a \$2,000 request in the Police budget to cover training and equipment. This was trimmed to \$500 during budget discussions to cover training only. Chief Buck said that a new bullet resistant vest was \$1,000 and currently Constable Squires was wearing an older vest that was past its warranty date, and should be replaced.

After other discussion, the Selectboard thanked Constable Squires for his time and information.

Public Safety Building

Bob Stafford, Frederick Barrett and Brian Carpenter came forward to discuss the next steps on the public safety building. Ms. Kane felt that the public hasn't had a chance to participate in a larger way than at the committee level. Mr. Stafford said that the committee has opened up to the public, and Mr. Barrett mentioned the Free Press articles and television coverage of the building needs.

Mr. Stafford said that the Selectboard should give the Town Manager the authority to spend \$10,000 to engage the architect to finalize design and cost out the building. Ms. Kane said that the prices are too high on the concepts provided so far, and asked if this architect was able to eliminate the 30% contingency which was way off the norm, and other things that made the Selectboard nervous.

Mr. Barrett agreed we needed a final cost with no fat. The original figures were too high, and only a wild guess. He did not agree with the approach of "we'll give you x, build a building to match that amount." There was discussion.

Mr. Bressor asked if we could use Town Meeting as a chance to gauge opinion. Even without a 30% contingency, the prices are still too high. He felt a vote on the floor at Town Meeting to authorize the \$10,000 was appropriate.

Bob Stafford said that it was up to the Selectboard to vote on this issue, and we need to show the voters what we have to show for our efforts instead of asking them what they want to see.

The Manager explained that he would need to take \$5,000 from the Administration Contracted Services line and \$5,000 from the Rainy Day fund for this. Mr. Hill offered a motion to authorize the Town Manager to contract for \$10,000 to finalize and cost the public safety building as explained by the Town Manager. Mr. Sander seconded the motion.

1 Mr. Bressor said he was not comfortable moving forward without hearing more on the plans from the
2 people of the town. Mr. Stafford asked if Mr. Bressor supported the concept of the public safety
3 building, and Mr. Bressor replied that he could if it was in line with what the people wanted.
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5 The motion carried 4-1 with Mr. Bressor voting against.
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7 **3. Other Business**

8 FW Whitcomb Paving Contract

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11 The Manager explained that the town awarded a \$465,000 paving contract to FW Whitcomb this year,
12 which is incomplete and not satisfactory to the town. So far, the town has not paid on the contract, but
13 FW Whitcomb has billed about \$420,000 and is seeking payment. The Manager and Highway
14 Foreman Peter Gosselin have talked to FW Whitcomb about the town's issues. The Manager
15 proposed to send a letter, included in the Selectboard packet, to FW Whitcomb, outlining the town's
16 concerns, incomplete work, and withholding a 10% retainage on the billed-to-date work until a
17 completion plan is agreed to with a schedule outlining how FW Whitcomb will complete the job. This
18 is in line with other construction contracts the town has had recently.
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20 There was discussion on how this happened and why didn't the town have penalties for late
21 completion. The Manager explained that the 10% retainage was about \$42,000 with an additional
22 \$45,000 left on the contract. This should be enough incentive for the contractor to complete, or for the
23 town to complete itself it required to. The Selectboard agreed that this action was the correct way to
24 proceed. A separate warrant was included for the board to authorize, which was approved with other
25 warrants.
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27 Town Report discussion

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29 The board discussed possible dedications and themes for the town report. The discussion mostly
30 centered on a variety of volunteer actions, and some notable persons who passed away in the year. No
31 decisions were made, but useful ideas were circulated.
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33 Reports from Selectboard and Town Manager

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35 The Manager noted the police report, and other items.
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37 Approval of Minutes

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39 Mr. Sander offered a motion to approve the minutes of December 19, 2016 and was seconded by Mr.
40 Bressor and the motion carried 5-0.
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42 Amendment of Schedule A of the Road Naming Ordinance: Willis Farm Road

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44 The Manager explained that this was to serve four lots of the former Willis Farm, off Route 2,
45 currently owned by the Reaps. Additional development was expected in this area and the driveway
46 should be now a road.
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48 Mr. Sander offered a motion to amend Schedule A of the Road Naming Ordinance to add a new
49 Private Road, Willis Farm Road. Mr. May seconded the motion and the motion carried 5-0.
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1 Approval of Warrants

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3 Warrants were reviewed and approved.

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5 Executive Session

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7 Ms. Kane explained that there was a need to discuss pending litigation regarding the appeal of the
8 Development Review Board's upholding of the Notice of Violation to the Houles in executive session.

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10 Mr. Sander offered a motion to find that premature public knowledge about the Houle Environmental
11 Court appeal would cause the town or person to suffer a substantial disadvantage. Mr. May seconded
12 the motion and the motion carried 5-0.

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14 At 8:30 PM Mr. Sander offered a motion to enter an executive session to discuss the pending
15 litigation, under section 1 VSA 313 (a)(3), and Mr. Hill seconded the motion. The motion carried 5-0.

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17 At 9:10 PM Mr. Sander offered a motion to adjourn the executive session and reconvene the regular
18 session. Mr. Hill seconded the motion and the motion carried 5-0.

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20 **4. Adjourn**

21 Motion by Mr. Sander to adjourn the meeting at 9:10 p.m. Seconded by Mr. Hill. So voted.