

**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 u l y   5 ,   2 0 1 7   M I N U T E S**

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

Absent: None

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Others Present: Geoffrey Urbanik, Town Manager; Mary Houle; Ian Bender; Fran Thomas; Bob Stafford; Dennis Gile, Fire Chief; Jerry Levesque, Assistant Fire Chief; Alan Buck, Police Chief; Rick Barrett; Connie Bona, Finance Assistant; Mark Klonicke; Mike Parent; and Ruth Miller was present to videotape the meeting for MMCTV Channel 15.

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Lincoln Bressor called the meeting to order at 7:00 PM.

**1. Welcome and Public Comment**

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

Fran Thomas read a letter to the Selectboard and Town Manager regarding the public safety building. Ms. Thomas commended the committee for their work but felt that the building was beyond the growth potential for the community, the building was beyond what the firemen required. She added several other points generally against the construction of the building as proposed, including the cost and facilities needs exceeding what was necessary.

Mary Houle asked if the new development at the creamery would be allowed cantilevered decks in the setbacks? This was related to a possibly cantilevered awning on the Hatchet building. The Manager noted that the question had been addressed and that cantilevered decks into the setbacks at the creamery site would not be allowed.

**2. Items for Discussion with those Present**

**Round Church Road Parking Discussion**

Mr. Bressor opened the discussion and explained that some residents of Round Church Road had long-running complaints about traffic and noise, especially on the weekends due to recreational use. Mr. Bressor asked if the town should limit times for parking, limit the parking there for Round Church use only, or some other restriction?

Mr. May asked if there was a history of parking spots on this road? Fran Thomas, President of the Richmond Historical Society, said that there had been parking on Round Church Road as long as she remembers.

Mr. May mentioned developing additional parking at the unimproved lot on Cochran Road the town acquired a few years ago. It was acknowledged this would be an improvement but the lot was too far from the village to make a difference in this location. It was also mentioned that mountain bikers were using Cochran's Ski Area lots for their parking. Mr. Bressor said he would like to be able to mediate the issue but did not want to discourage recreation, and sometimes events at the Round Church went into the evening hours as well.

1  
2 Mr. Bressor suggested that signs reminding people that this was a residential area, and to be respectful  
3 of peace and quiet could be placed there. The Town could also contact Green Mountain Athletic  
4 Association and ask them to put something out to their membership, as well as Front Porch Forum  
5 postings.

6  
7 Mr. Hill requested a map showing public parking in the village, and a map of where signs are located.

8  
9 The Manager asked to add one item to the agenda, which is a modification to State Loan RF3-335 for  
10 the East Main water line project, and the board consented to the addition to the agenda.

### 11 12 Public Hearing on Amendment to the Traffic Ordinance

13  
14 The Manager explained that the public hearing for this amendment had been scheduled and published  
15 as July 3<sup>rd</sup>, but since the board rescheduled the meeting the hearing would need to be re-warned for  
16 August 7<sup>th</sup>.

17  
18 Mr. Sander offered a motion to reschedule the public hearing for Ordinance 2017-02, amending the  
19 traffic ordinance for parking restrictions within an intersection, for August 7, 2017 at 7:30 pm and was  
20 seconded by Mr. May. The motion carried 5-0.

### 21 22 **3. Other Business**

#### 23 24 Fire Truck Bond Question

25  
26 Chief Dennis Gile and Assistant Chief Jerry Levesque were present to discuss Fire Engine #3 and a  
27 bond question for its replacement. Fire Engine #3 had been plagued by several problems this year,  
28 including a severely rusted frame that needed reinforcement that prompted calls for replacement; a  
29 warped cylinder head that required repair, and now a damaged polymer tank that revealed tank-support  
30 damage as well. It was agreed that this engine, while only 16 years old (expected to be replaced at 20  
31 years) was overdue for replacement. The proposed replacement would cost between \$375,000 and  
32 \$400,000, based on discussions from four truck vendors. There would likely be no trade-in value but  
33 it would be possible to auction the truck.

34  
35 The Manager had bond counsel prepare paperwork for the Selectboard to consider. Some amendments  
36 were made, and the final bonded amount would be \$395,000. The special election for this item would  
37 be on September 26, 2017 in the Town Clerk's office. The public information session would be held  
38 on September 18, 2017 at 7:00 in the evening (regular Selectboard session).

39  
40 Mr. Sander offered a motion approving the Resolution and Warning for the bond, as discussed, for  
41 September 26, 2017 and was seconded by Mr. May and the motion carried 5-0.

#### 42 43 Public Safety Building Discussion

44  
45 Bob Stafford, Rick Barrett, Chief Alan Buck and Chief Dennis Gile were present for the discussion.  
46 The proposed building was 20,000 square feet and had an estimated cost of \$6,900,000.

47  
48 Mr. May thanked the committee for all the work they've done, and added that he felt more direct input  
49 from residents was needed. Mr. Bressor agreed. Mr. Stafford said that they had held meetings and  
50 public input sessions that were sparsely attended. That said what they had done wasn't in the dark,

1 and he felt that additional public input on this wasn't necessary and urged a vote on the proposal. Mr.  
2 Barrett said that if the board felt the committee had fulfilled its task then the voters should be asked  
3 next.

4  
5 Mr. Sander felt that more explanation is necessary and people would need information well in advance  
6 of a vote.

7  
8 Mr. Bressor's main concern was the cost and the tax increase that would be required. He felt that the  
9 building would add 11% to the tax rate, and that was too much, and there was no support on the fire  
10 department for this building.

11  
12 Ian Bender asked if there was any effect on the town to federal budget cuts. This was discussed and  
13 the Town Manager noted that the town received no direct federal support other than some grants  
14 which were not depended upon.

15  
16 Mr. Bressor suggested renovating the fire department, and pursuing a separate police building. Mr.  
17 Bard supported this as a plan b.

18  
19 Mr. Ackerman asked if plan b was to separate the projects, and there was some discussion on this.  
20 There was discussion on scheduling a vote. Mr. Bressor did not want to have two special elections  
21 before Town Meeting and he felt that September was too soon to have the bond vote on the building.  
22 Mr. May suggested these not be on the same ballot. Mr. Bressor wanted the goal to be voter turnout  
23 and not an outcome on the issues. Mr. Bressor also requested a break-out of bonded costs versus costs  
24 covered by other means, and that the water-sewer issue in the gateway was not a small one.

25  
26 Mr. Hill asked if there was a pass/fail on the Selectboard for putting this forward. The majority of the  
27 board was in favor of moving forward on this. Mr. Bressor noted he wasn't against having the voters  
28 weigh in but he was not in favor of the proposal as presented.

29  
30 Mary Houle suggested that the board explore the financial implications of the bonding for the fire  
31 truck, building and water and sewer. The board agreed to bring this back up at the next meeting.

### 32 Personnel & Wage Policies

33  
34 The Manager explained that his former assistant had prepared an explanatory letter of how to  
35 implement the scoring sheets for classifying positions in certain grades, and also how to score  
36 candidates for salary offers.

37  
38  
39 Mr. Hill reviewed the grid and asked for a grid of where our current employees would fall on the  
40 revised version. He asked if this were feasible to implement.

41  
42 There was more discussion, and this would continue in future meetings.

### 43 Building Assessment RFP

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45  
46 The Manager provided a draft of the proposed request for proposals for someone to assess the Town  
47 Center and Library buildings for repair estimates to be used in future plans. The board reviewed the  
48 proposal and agreed this should be advertised.

### 49 Cote Tax Appeal

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1  
 2 The Manager explained last year Phil Cote appealed the value of his parcel CT0130, 130 Cote Road.  
 3 The value had been increased by the assessors for various reasons but the result of the BCA was to  
 4 increase this value upon Mr. Cote’s first appeal. Mr. Cote has appealed the BCA ruling to the State,  
 5 providing several reasons but most importantly that the BCA did not hear the appeal within 14 days of  
 6 the last day to file notice of appeal. While our attorney Robert Fletcher notes that the deadline  
 7 extensions covered in a related legal section seem to negate the consequences, this has gone on for  
 8 over a year now and Cara LaBounty (Phil Cote’s daughter) has asked that the Selectboard negotiate  
 9 outside of the State appeal hearing.

10  
 11 The subject of this discussion is therefore whether to negotiate a value directly or continue to wait for  
 12 the State’s hearing – not the facts related to the appeal. Those facts can be briefed to the board in  
 13 executive session at a later time by those involved at the time.

14  
 15 Mr. Ackerman asked if the Selectboard had ever done a negotiation such as this before, and was wary  
 16 about setting a precedent of the board setting grand list values. Mr. Bressor agreed that this was an  
 17 issue and did not want to negotiate for that reason. Mr. Hill stated he agreed as well. The board  
 18 concurred that it did not want to negotiate this appeal and would wait for the state to conduct its  
 19 hearing.

20  
 21 Credit Card Policy, and use of Credit Cards

22  
 23 Connie Bona, Finance Assistant, was present to explain the recent need for a general credit card for  
 24 government use, and a policy governing its use. Ms. Bona explained that certain purchases were only  
 25 done online now, such as police training registrations and the town’s website and domain renewals.  
 26 More and more related items were being moved online by vendors. Currently the town reimburses  
 27 employees for these purchases but the police are requesting a town credit card to be able to complete  
 28 their training registrations. Ms. Bona had supplied a draft policy to govern the use of the credit card.  
 29

30 The board discussed the issue, and discussed the details of the potential credit card itself. Ms. Bona  
 31 reported that it was difficult to find a commercial card that would do what we wanted, which was have  
 32 a small limit that might be assigned to different departments. Ms. Bona noted that the town already  
 33 had a Staples card and a Home Depot card, but those cards were restricted to just those stores, while  
 34 the general purpose card would not be.

35  
 36 The board agreed that this was worth considering and asked for the policy to be ready for the next  
 37 meeting.

38  
 39 Tax Rate Resolution

40  
 41 The Manager explained that the grand list value was higher than anticipated, and the tax increase  
 42 approved at Town Meeting was 1.99 cents but the final rate was .99 cents tax increase.

43  
 44 Mr. Hill offered a motion to approve the FY2018 tax rate at \$0.6758  
 45

|                                   | TAX DOLLARS TO BE RAISED | TAX RATE         |
|-----------------------------------|--------------------------|------------------|
| <b>Municipal and Highway Fund</b> | \$ 3,108,803             | \$ 0.6758        |
| <b>TOTAL</b>                      | <u>\$ 3,108,803</u>      | <u>\$ 0.6758</u> |

Calculations based on a Grand List      \$4,599,878  
value of:

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|                                     |                  |
|-------------------------------------|------------------|
| <b>TOTAL APPROVED MUNICIPAL TAX</b> | <b>\$ 0.6758</b> |
| <b>RATE:</b>                        |                  |

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2 Mr. Sander seconded the tax rate resolution and the motion carried 5-0.

3  
4 Reports from Selectboard and Town Manager

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6 The Manager noted the Police Report and Budget Status. The Manager reported that while he had not  
7 heard back from his contact at the State, the prior answer on the lack of changes was that the control  
8 module for the light timing at four corners would not accommodate a turn arrow, which was generally  
9 agreed as to the change that was needed. The Manager would keep trying.

10  
11 The Manager noted that the Parade and Fireworks Committee organized another great 4<sup>th</sup> of July, with  
12 the parade and fireworks both well attended. The board agreed the committee did a fantastic job.

13  
14 Approval of Minutes

15  
16 Mr. Sander offered a motion to approve the minutes of June 19, 2017 and was seconded by Mr.  
17 Ackerman. The motion carried 5-0.

18  
19 Appointment of Forest Fire Warden

20  
21 The Manager explained that the board should appoint the Fire Chief and Assistant Chief as co-  
22 wardens. Mr. Hill offered a motion to appoint Fire Chief Dennis Gile and Assistant Chief Jerry  
23 Levesque as co-wardens. Mr. May seconded the motion, and the motion carried 5-0.

24  
25 Amendments to State Loan RF3-335

26  
27 The Manager explained that this was the state revolving loan fund for the East Main water line project.  
28 The Selectboard needed to approve all debt, and this was the final loan amendment which would cover  
29 most of the costs. The loan value was \$1,275,000 at a -3% interest rate. The annual payment for 30  
30 years would be \$25,607.18.

31  
32 Mr. Sander offered a motion to approve amendment #3.2 to State Loan RF3-335, in the amount of  
33 \$1,275,000 at a -3% interest rate. The annual payment for 30 years would be \$25,607.18.  
34 Mr. Ackerman seconded the motion, and the motion carried 5-0.

35  
36 Approval of Warrants

37  
38 Warrants were reviewed and approved.

39  
40 The board had questions about the amendment to the purchase order for Ron Bryan Jr. Specifically  
41 the board questioned the requests for additional funds related to snow belts and ice bars, which they  
42 believed to be part of the original contract. Mr. Bressor suggested that additional lawn restoration  
43 work was needed before final payment. This was pulled from approval.

- 1
- 2 Next Agenda: Buttermilk, LLC update; Richmond Climate Action Committee update on energy
- 3 usage; personnel and wage; public safety building.
- 4
- 5 **4. Adjourn**
- 6 Motion by Mr. Ackerman to adjourn the meeting at 9:35 p.m. Seconded by Mr. Hill. So voted.