

**RICHMOND SELECTBOARD  
REGULAR MEETING  
April 16, 2018 MINUTES**

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Members Present: Bard Hill; David Sander; Roger Brown; Christy Witters

Absent: Stephen Ackerman

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Others Present: Geoffrey Urbanik, Town Manager; Mary Houle; Jack Linn; Sasha Morey; Harland Stockwell; Judy Rosovsky, Conservation Commission; Stephanie Choate, Richmond Farmer’s Market; Alison Anand; Pdraic Monks; Jim Cochran; Pete Gosselin, Highway Foreman; and Ruth Miller was present to videotape the meeting for MMCTV Channel 15.

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Bard Hill called the meeting to order at 7:00 PM.

**1. Welcome and Public Comment**

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

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

Appointments to Volunteer Boards and Committees

The Selectboard reviewed the applicants for open seats on volunteer boards and committees, and took action to fill them. The 1996 Board Appointments policy was discussed and implemented.

**Planning Commission - seven members - four year terms**

2 meetings per month - Work includes the completion of a major rewrite of the town plan and zoning and subdivision bylaws.

**One 4-year term expiring in 2018**

**One unexpired term ending in 2019**

Brian Tellstone is seeking reappointment

New Applicant – Donald Morin

New Applicant – Virginia Clarke

Christy Witters offered a motion to reappoint Brian Tellstone to a new four-year term ending in 2022. Mr. Brown seconded the motion and the motion carried 4-0.

Mr. Sander offered a motion to appoint Virginia Clark to the unexpired term ending in 2019. Ms. Witters seconded the motion, and the motion carried 3-0-1 with Mr. Hill abstaining.

**Development Review Board - five members - three year terms**

1 or 2 meetings per month - Conduct public hearings regarding most major land development and commercial projects and permit appeals.

**One 3-year term**

**One 3-year alternate position**

Ian Bender is seeking reappointment

1 Gabriel Firman was seeking reappointment  
2 Padraic Monks seeking appointment  
3 Alison Anand was seeking reappointment as Alternate

4  
5 Ms. Witters noted that Padraic Monks was her work supervisor and recused herself from discussion and voting.

6  
7 There was significant discussion, and Mr. Monks was interviewed for the board. The Selectboard agreed to  
8 reappoint Mr. Bender and Mr. Firman, and appoint Mr. Monks and Ms. Anand as one-year alternates. Mr.  
9 Sander made this motion and was seconded by Mr. Brown, and the motion carried 3-0-1 with Ms. Witters  
10 recused.

11  
12 **Conservation Commission - seven members - four year terms**

13 1 meeting per month - Develop planning tools for local natural resources and work on proposals to utilize the  
14 conservation reserve fund.

15  
16 **Two 4-year terms**

17  
18 New Applicant – Jack Linn

19 New Applicant - Jason Osterman also expressed interest on Trails Committee – no letter

20 New Applicant – Jimmy Cochran

21 Bob Low would like to be an Alternate

22 Judy Rosovsky is seeking reappointment

23 \*\*Letter of support from Judy regarding Jimmy Cochran, Hannah Philips, and Bob Low

24  
25 The Selectboard deliberated extensively on appointments to this board, with participation from the board chair,  
26 Judy Rosovsky, and other potential appointees. Initially, Mr. Low was appointed to an Alternate seat, and Ms.  
27 Rosovsky was reappointed to a regular term. Mr. Brown abstained since Mr. Cochran was a relative. After  
28 discussion on the size of the board, the Selectboard amended these decisions as follows. Ms. Witters offered a  
29 motion to expand the full membership of the Conservation Commission to nine members, appointing Judy  
30 Rosovsky, Jack Linn, Jason Osterman, Jimmy Cochran and Bob Low to four-year terms. The motion was  
31 seconded by Mr. Sander, and motion carried 3-0-1 with Mr. Brown abstaining.

32  
33 **Recreation Committee – five members – three year terms**

34 Meetings per month TBD – Develop and manage recreation programs and enhance the use of Volunteers Green  
35 and Browns Court.

36  
37 **One 3-year term and one open position**

38  
39 \*Molly does **not** want to seek reappointment

40  
41 Seeing a lack of membership interest, action on this was deferred until new members could be identified.

42  
43 **Richmond Trails Committee - ten members - three year terms**

44  
45 1 meeting per month - Develop and manage the trail and path network in Richmond, including making  
46 connections to neighborhoods.

47  
48 **Two 3-year terms**

49  
50 New Applicant – Kate Kreider

51 New Applicant – Sasha Morey

52 New Applicant – KJ O’Grady

53 New applicant – Jason Osterman – also expressed interest for Conservation Commission – no letter

54 Martha Marciel is seeking reappointment

55 Jim Monahan is seeking reappointment

1  
2 The Selectboard discussed these appointments, and expanded the membership to 13. Mr. Brown offered a  
3 motion to expand the Trails Committee membership to 13, and appoint Martha Marciel, Jim Monahan, Kate  
4 Kreider, Sasha Morey, and KJ O'Grady, and Jason Osterman. Ms. Witters seconded the motion and the motion  
5 carried 4-0.

6  
7 **Economic Development Committee - eleven members; 1 year terms**

8  
9 1 meeting per month - Assist the Selectboard in enhancing the business climate in Richmond.

10  
11 Eleven 1-year terms

12  
13 **\*\*Paul Hauf has not responded regarding reappointment**

14 Joy Reap is seeking reappointment

15  
16 Morgan Wolaver is **not** seeking reappointment

17 8 Open positions

18  
19 The Selectboard determined that lack of interest was a factor, and that they would ask Joy Reap to rebuild the  
20 committee and return for appointments.

21  
22 **Richmond Rescue Board of Directors Liaison and Representative**

23  
24 Board members oversee operations and guide policy for Richmond Rescue. This Board member should be  
25 willing to help Rescue improve as an asset to the Town.

26  
27 Tyler Yeates – current

28  
29 **Water and Sewer Commissioners**

30 Five 1 year terms (at least three members must be current \*Selectboard members and two members must be on  
31 the Town's system.

32  
33 \*Bard Hill

34 \*David Sander

35 \*Christy Witters

36 Bob Reap is seeking reappointment

37 Fran Huntoon is seeking reappointment

38  
39 Mr. Brown offered a motion to reappoint Mr. Hill, Mr. Sander, Ms. Witters, Mr. Reap and Ms. Huntoon and  
40 was seconded by Ms. Witters. The motion carried 4-0.

41  
42  
43  
44 **2017 Miscellaneous Appointments**

45  
46  
47 **Parade and Fireworks Committee - eleven members - one year terms**

48  
49 The following **are all** seeking reappointment:

50  
51 - Sue Glennon                      - Barb LaPlant                      - Harland Stockwell  
52 - Ken Nussbaum                      - Linda Parent                      - Richard Niquette  
53 - Justin Spence                      - Donna Niquette                      - Norman Perkins  
54 - Rob Landry                      - Carina McCauley                      - Joe diStefano  
55

1 Mr. Brown offered a motion to appoint twelve members to the Parade and Fireworks Committee and was  
2 seconded by Ms. Witters, and the motion carried 4-0.

3  
4 **Town Fence Viewers - three appointments; 1 year terms**

5  
6 Jared Katz is seeking reappointment  
7 Carole Furr is seeking reappointment  
8 **Open position**

9  
10 Mr. Brown offered a motion to reappoint Jared Katz and Carole Furr as Fence Viewers and was seconded by  
11 Mr. Sander. The motion carried 4-0.

12  
13 **Emergency Management Coordinator - 1 year term**

14  
15 Geoffrey Urbanik is currently in position

16  
17 Mr. Sander offered a motion to reappoint Geoffrey Urbanik as the Emergency Management Coordinator and  
18 was seconded by Mr. Brown, and the motion carried 4-0.

19  
20 **Energy Coordinator - one appointment - 1 year term**

21  
22 Jeff Forward is seeking reappointment

23  
24 Mr. Sander offered a motion to reappoint Jeff Forward as Energy Coordinator and was seconded by Mr. Brown,  
25 and the motion carried 4-0.

26  
27 **Weigher of Coal - one appointment - 1 year term**

28  
29 Jay Furr is seeking reappointment

30  
31 Ms. Witters offered a motion to reappoint Jay Furr as Weigher of Coal and was seconded by Mr. Brown. The  
32 motion carried 4-0.

33  
34 **Inspector of Lumber, Shingles and Wood - one appointment; 1 year term**

35  
36 Jon Kart is seeking reappointment

37  
38 Mr. Sander offered a motion to reappoint Jon Kart as Inspector of Lumber, Shingles and Wood and was  
39 seconded by Ms. Witters and the motion carried 4-0.

40  
41 **Tree Warden - one appointment - 1 year term**

42  
43 Matt Leonetti is seeking reappointment

44  
45 Mr. Brown offered a motion to reappoint Matt Leonetti as Tree Warden and was seconded by Ms. Witters and  
46 the motion carried 4-0.

47  
48 **Civil Defense Director - one appointment - 1 year term**

49  
50 Mr. Brown offered a motion to combine this appointment with the Emergency Management Director and was  
51 seconded by Ms. Witters and the motion carried 4-0.

52  
53 **E-911 Coordinator – 1 year term**

54  
55 The Zoning Administrator is appointed to this position – Suzanne Montagna

1  
2 **Lake Iroquois Recreation District – 2 year term**

3  
4 **Open**

5 Alternate - Open

6  
7 Jack Linn expressed interest.

8  
9 Mr. Sander offered a motion to appoint Jack Linn as Lake Iroquois Recreation District representative and was  
10 seconded by Mr. Brown, and the motion carried 4-0.

11  
12 **Chittenden Solid Waste District – 2 year term**

13  
14 **Adam Sherman**

15 Alternate – Logan Hegg

16  
17 Mr. Sander offered a motion to appoint Adam Sherman as CSWD Rep and Logan Hegg as Alternate and the  
18 motion carried 4-0.

19  
20 **CCRPC Representative - 2 year term**

21  
22 Bard Hill is currently in position

23 Alternate – Open

24  
25 Mr. Sander offered a motion to appoint Bard Hill as the Chittenden County Regional Planning Commission  
26 representative and Roger Brown as Alternate. Ms. Witters seconded the motion, and the motion carried 4-0.

27  
28 **Fire Warden – 5 year term (active appointments, no action required)**

29  
30 Dennis Giles

31 Jerry Levesque

32  
33 **Transportation Advisory Committee (TAC) – 2 year term**

34  
35 Geoffrey Urbanik is currently in position

36 Alternate – Pete Gosselin is currently in position

37  
38 Mr. Brown volunteered to be the TAC rep. Mr. Sander offered a motion to appoint Roger Brown as  
39 representative to the Transportation Advisory Committee, with Geoffrey Urbanik as the Alternate.  
40 Ms. Witters seconded the motion and the motion carried 4-0.

41  
42 **Andrews Forest Steering Committee**

43  
44 Judy Rosovsky noted that Guy Roberts could no longer be the chair of this committee, and offered  
45 Hannah Phillips as a replacement. Mr. Brown offered a motion to appoint Hannah Phillips as Chair of  
46 the Andrews Forest Steering Committee and was seconded by Ms. Witters, and the motion carried 4-0.

47  
48 **Proposed Amendments to the Park Ordinance**

49  
50 Stephanie Choate, the Richmond Farmer's Market director, explained that several years ago the  
51 market wanted to have a local wine vendor, and State law allowed tastings under certain regulations,  
52 and they requested that the Selectboard allow this at the Farmer's Market. The Selectboard did, but  
53 since then that wine vendor no longer attends and they get requests from liquor makers, and others.

1 They would like to request now that more than one vendor at a time be allowed to sell alcohol at the  
2 Farmer's Market.

3  
4 There was discussion about state licensing and training. Harland Stockwell was opposed to this, and  
5 related stories from years before when alcohol was allowed in the park. He stated that there were  
6 parties and drunken games with bottles everywhere. That was why the prohibition was enacted to  
7 begin with.

8  
9 Mary Houle also objected and said that this would go against businesses and restaurants that pay taxes  
10 in town and employ residents. She felt that the Farmers Market vendors unfairly competed.

11  
12 Jack Linn asked if the market was short on vendors, and Ms. Choate said no. He felt like the market  
13 vendors took business away from local restaurants. He said he owned the building where One Radish  
14 was, and that the businesses here pay high taxes and other fees and the market vendors did not.

15  
16 There was additional discussion on these topics, and the risks of alcohol consumption in the park  
17 which remained prohibited. Ms. Choate explained that there were specific rules on tastings and that  
18 no bottles were allowed to be opened. There were concerns expressed that people could do this  
19 anyway, with or without market vendors.

20  
21 Ms. Witters offered a motion to amend the current ordinance to allow two alcohol vendors at the  
22 Richmond Farmer's Market. Mr. Sander seconded the motion.

23  
24 Additional discussion ensued. There was a suggestion that a sunset on two vendors should be  
25 implemented, and this was added to the ordinance amendment. The amendment would have a public  
26 hearing prior to adoption on May 7<sup>th</sup> at 7:30 in the Town Center meeting room.

27  
28 **ORDINANCE 2018-01 AMENDING**  
29 **Municipal Park Ordinance**

30  
31 An ordinance in relation to the use of all municipal parks located in and belonging to the Town of Richmond,  
32 Vermont.

33  
34 **The Selectboard of the Town of Richmond hereby ordains, that the Municipal Park Ordinance originally**  
35 **adopted in 2004 and amended in 2012 is hereby amended as follows (new language underlined, deleted**  
36 **language [bracketed]) :**

37  
38  
39 **SECTION FIVE: BEHAVIOR: NO PERSON SHALL:**

- 40 1. Use or sell alcoholic beverages with the exception of [one] two alcoholic beverage vendors, as part of  
41 the Richmond Farmers Market which shall be allowed to sell Vermont-produced alcoholic beverages as  
42 an agricultural product in accordance with Vermont laws for the 2018 market season only, and if this  
43 provision is not renewed by the Richmond Selectboard following the 2018 market season the number of  
44 allowable alcoholic beverage vendors allowed will revert to one. Consumption of this product is  
45 limited to samples only, according to law, and no other consumption shall be allowed on park property  
46 at any time. Containers sold must be unopened and remain unopened while on park premises. The  
47 vendor must currently possess all necessary permits and licenses required for legal sales.

48  
49 The motion carried 4-0.

50  
51  
52  
53

### 3. Other Business

#### Green Mountain Engineering East Main and Bridge Street Bridge Design Agreements

The Manager explained that these were for design of the water at the crossing for Bridge Street and for the outfall of the East Main storm water line. There was some discussion on the projects, and Ms. Witters wanted to make sure that GME understood the new requirements for the storm water outfalls.

Mr. Brown offered a motion to approve the agreement with Green Mountain Engineering for the East Main outfall, in amount of \$50,000 and was seconded by Mr. Sander, and the motion carried 4-0.

Mr. Sander offered a motion to approve the agreement with Green Mountain Engineering for the Bridge Street crossing in the amount of \$22,810 and was seconded by Ms. Witters, and the motion carried 4-0.

#### Term Agreement for Access for VELCO at Andrews Forest

The Manager explained that VELCO had a pre-existing right to enter the Andrews Farm, and this had been discussed at earlier meetings. The route was indefinite, and the Town was working with VELCO on an agreement to allow them to improve the existing log road and landing to fulfill their ability to enter the property to service their electric transmission easement on the interior of the property. It should be memorialized by a term license, not a permanent one – which is prohibited by the conservation easements applied as grant requirements when the property was acquired. This term license memorialized what had been agreed to verbally in prior discussions, although it had not been reviewed by VELCO.

The board reviewed the agreement, and Mr. Sander offered a motion to approve and was seconded by Ms. Witters. The motion carried 4-0.

#### Personnel Guidelines

This discussion was deferred until May 7<sup>th</sup>.

#### Police Cruiser Damage and Town Maintenance Review

Mr. Sander explained a police cruiser was heavily damaged, and VLCT's appraiser had listed repairs of over \$27,000 and the value of the cruiser as \$22,000. He went through the report, noting several high cost items. He proposed a second estimate, as he believe the first estimate was high.

Mr. Hill explained that Chief Buck had an accident on April 3<sup>rd</sup> where the cruiser went off the road following an attempt to stop a speeder in Jericho. This discussion first focused on how to proceed with the cruiser and then a discussion about vehicle repairs would follow. The board discussed the cruiser and the repair estimate. It was agreed that a second estimate would be required.

There was a discussion with Highway Foreman Peter Gosselin about vehicle maintenance. Highway had two certified inspection technicians, and the garage was an inspection station for municipal vehicles. This was cost effective and saved time. Due to this skill, Highway did a variety of maintenance on town vehicles – not just highway equipment, but for Police and Water Resources as well. This was beneficial to the town, but Highway was not a mechanic department and while they could do inspections and oil changes, other repairs should be sent out, especially for police vehicles

1 due to the unique situations they may be driven in. Part of this discussion was promulgated by the  
2 suggestion that the rear brakes on the police cruiser may have been malfunctioning at the time of the  
3 accident, however, a post-accident inspection with the VLCT adjuster showed that they were  
4 operational. Due to the age of the cruiser, the rear brakes in question were original from the factory.  
5 There was concern that Highway might be blamed for failure to maintain vehicles that they were not  
6 licensed to maintain. The board concluded that Highway had no fault in the matter.

7  
8 There was some discussion on the upcoming committee on policing. It was agreed that interested  
9 committee members would be notified to come to the May 7<sup>th</sup> meeting for further discussion.

## 10 **Reports from Selectboard and Town Manager**

11  
12  
13 The Manager noted the Police Report and Budget Status. The Works in Progress & Calendar were  
14 noted as review items for the board.

15  
16 The Manager said that Buttermilk had their DRB hearing the prior Wednesday, although the decision  
17 had not been completed and he was unable to report.

18  
19 The Manager noted the PACIF Grant and that the vehicle lift mentioned earlier by Peter Gosselin was  
20 an item under request. The town would hear back on awards in a few weeks.

21  
22 Guy Roberts can no longer continue as the chair of the steering committee for the Andrews Forest.  
23 Both he and Judy Rosovsky recommend Hannah Philips take over that spot, which the board  
24 addressed earlier in the meeting.

25  
26 The Richmond Historical Society wants some changes to the Round Church Green that need  
27 Selectboard concurrence: First is the removal of some trees to make way for new street-level lights  
28 and also to remove one or two that have had damage recently and they feel should be removed; the  
29 second item is they want to remove the overhead light on Round Church Road and replace it with two  
30 smaller lamps similar in style to those in our parking lot. They would also like the town to purchase  
31 one of these, for about \$4,500. The Selectboard requested a site plan identifying the changes,  
32 including the trees in question.

33  
34 The old steel water tank is something that the Water Commission has spent some time on, and was  
35 briefly discussed at this meeting. The issue is whether to remove it now, what is the compelling  
36 reason to do so, and who might fund the costs of removal. The related item is additional vegetative  
37 plantings on the site of the new tank which would happen shortly.

38  
39 Mr. Brown explained that he had been approached about approving an Air Guard fly-over on July 4<sup>th</sup>.  
40 The board agreed to discuss this on March 7<sup>th</sup>.

41  
42 Ms. Witters asked a question about the parks and recreation liaison, and wanted to know more  
43 information about trails in relation to an inquiry from a resident.

## 44 **Approvals**

### 45 **Approval of Minutes**

46  
47  
48  
49 Mr. Sander offered a motion to approve the minutes of April 2, 2018 and was seconded by Ms.  
50 Witters. The motion carried 4-0.

- 1  
2 Approval of Warrants & Purchase Orders  
3  
4 The warrants were reviewed and approved.  
5  
6 Mr. Sander offered a motion to approve Purchase Order 3501 to Richmond Rescue in the amount of  
7 \$17,250 for the quarterly payment and was seconded by Ms. Witters. The motion carried 4-0.  
8  
9 **4. Adjourn**  
10 Motion by Ms. Witters to adjourn the meeting at 9:55 p.m. Seconded by Mr. Brown. So voted.