

**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 2 0 , 2 0 1 8 M I N U T E S**

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

Absent: Stephen Ackerman

Others Present: Geoffrey Urbanik, Town Manager; Mary Houle; Anthony Parisi; Matthew Parisi; Adam Sherman, CSWD rep; Logan Hegg, CSWD alternate; Jonny Finity, CSWD; Marie Thomas; and Ruth Miller was present to videotape the meeting for MMCTV Channel 15.

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.

Mary Houle asked about the hourly department head that she spoke of at the last meeting. Mr. Hill noted that this would be reported on later on the agenda. Ms. Houle also commented on Chris Granda’s amendment to the Town Plan which was incorporated into the new draft. Mr. Hill noted there would be a public hearing on the 27th.

2. Items for Discussion with Those Present

There were no special presentations this evening.

3. Other Business

Police Updates

The Manager spoke about the recruitment efforts for new officers. The town had placed advertisements in Seven Days, and online on the Vermont Criminal Justice Academy site and the town’s website, as well as the VLCT site. Several responses were being followed up on by the Director of Police Services. One recent prospect has decided to decline Richmond, but there were over 30 vacancies in Chittenden County, making recruitment challenging. The Manager also mentioned that the data analysis should make more progress, as Mr. Aumand has spoken with the Crime Research Group about some ticket analysis, and the intern Tim Scanlon should wrap up soon.

The Manager then reported that Mr. Aumand had recommended the purchase of used electronic control devices, aka tasers, from the UVM police department. Tasers had been a goal of the department for a while, although no formal request had been made until now. The Manager pointed out Mr. Aumand’s memo on the purchase, training requirements, policy and some research on use of electronic control devices.

Mr. Hill said that this discussion needed its own agenda item, and the board agreed. Mr. Brown said

1 that there was state mandated training and policy requirements for use of electronic control devices.
2 There was some other discussion.

3
4 Mary Houle noted that this was listed on the warrant, and it was excessive. The Manager explained
5 that this can be pulled from the warrant, should the Selectboard want to discuss this further. The board
6 agreed to defer this discussion and purchase to the September 4th meeting, and have Mr. Aumand
7 present.

8
9 The Manager noted that the Bolton contract had been approved at their August 20th meeting. They had
10 wanted additional public input into the contract, but approved on a 3-2 vote. The School Resource
11 Officer contract was still pending, but there was a requested change to include all schools in the
12 MMMU district instead of just Camels Hump Middle School. The district Superintendent was
13 reviewing the contract.

14
15 Mr. Brown explained that he spoke with Mr. Aumand, who had been in contact with Williston's new
16 police chief and that their facility was offered any time Richmond had a need for it, and their officers
17 could come by and open it up. He urged a meeting with Williston Selectboard members to start a
18 dialogue on additional sharing opportunities.

19
20 Hazard Mitigation Elevation Project Update

21
22 The Manager explained 98 Jones Mill Road is actively pursuing completion of the elevation grant
23 from the federal Hazard Mitigation Grant Program. In order for them to proceed, they have to meet
24 two very important conditions: comply with the Richmond purchasing procedures and get approval of
25 such by the state's Hazard Mitigation Officer, Lauren Oates.

26
27 For the first part, the Manager presented the list of subcontractors and quotes received to show that
28 they have complied with our policies. The exception in this case is the home raising contractor and the
29 concrete contractor, whose bids exceed \$15,000 and no formal receipt of sealed bids has been done
30 because the general contractor was under the impression that he could bid these himself and schedule
31 the work. That is not the case, and we ask for a formal waiver of this requirement for these
32 contractors. The results are detailed below:

33

Item	Bids
Engineering Plans	\$5,000 from MacKinney Contracting, LLC. The applicant was directed to obtain engineering designs prior to the town understanding that its purchase policies were to be used, therefore, only one engineering firm was contacted.
House Movers/Raisers	\$36,000 = Messier House Moving & Construction \$42,800 = Vermont Construction Co.
Plumbing	\$4,500 = Rublee Plumbing & Heating \$5,000 = Roberts P&H \$5,500 = Vermont Construction Co.
Electrical	\$2,000 = Adams Electrical \$2,800 = Gonyeau Electric \$4,500 = Vermont Construction Co.
Builder – excavator, concrete	\$58,500 = Kellett Builders \$63,000 = Vermont Construction Co.
General Contractor	No fee = Matthew Parisi \$26,160 = Vermont Construction Co.

	Declined to bid = Shane Walker Construction
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1
 2 The related purchase orders are included in your packet for approval. Therefore, the Manager
 3 requested approval for the low bids on the above listed projects. Additionally, a request a waiver of
 4 the sealed bid requirements for MacKinney Contracting, Messier House Moving, Kellett Builders and
 5 Matthew Parisi as General Contractor due to time constraints in starting construction, which in the
 6 Manager’s opinion qualifies as an emergency to get the project completed before the end of October.

7
 8 Mr. Sander offered a motion to accept the low bids on the project, and was seconded by Ms. Witters.

9
 10 Matt Parisi explained a little about his background and noted none of these contractors had any
 11 conflicting arrangement to his business. He was also not seeking a fee for his general contracting of
 12 the project. The Selectboard spoke more about the project details and the grant.

13
 14 Mr. Hill called for the vote, and the vote carried 4-0.

15
 16 Mr. Hill noted that the Selectboard needed to waive the sealed bid requirement for the house mover
 17 (Messier House Moving = \$36,000) and foundation contractor (Kellet Construction = \$58,500).

18
 19 Mr. Brown asked Mr. Parisi about the delay with the project and the holding charge for Messier. Mr.
 20 Parisi explained that he had been prepared to begin, but the news about the Selectboard needing to
 21 award bids caused the delay since he could not begin until the State Hazard Mitigation Office gave
 22 their ok. Therefore, Messier required a scheduling charge to hold the schedule.

23
 24 Ms. Witters asked if we were confident that this would work out ok. Marie Thomas explained that she
 25 was hired to help this along, and that this process should be enough. She mentioned that everything
 26 had to be in order in the event that there was an audit of the project, and if mistakes were found, the
 27 federal government could seek return of the grant funds – but it was unclear who would be responsible
 28 for those funds.

29
 30 Mr. Parisi said this wasn’t the first time he was in charge of a project like this and he would be sure
 31 that no work would be done that wasn’t qualified for the grant.

32
 33 Mary Houle said that the town needed to have a letter saying that the Selectboard believed everything
 34 was being done in good faith.

35
 36 Following other discussion, the Selectboard approved a resolution on awards and waivers. Mr. Brown
 37 offered a motion to approve a resolution awarding to the low bids and waiving the sealed bid
 38 requirement. Mr. Sander seconded the motion, and the motion carried 4-0.

39
 40 **RICHMOND SELECTBOARD RESOLUTION**
 41 **ACCEPTING QUOTES FOR THE**
 42 **HAZARD MITIGATION ELEVATION OF 98 JONES MILL ROAD**

43
 44
 45 WHEREAS, in 2016 the Town of Richmond received a grant award under the federal Hazard
 46 Mitigation Grant Program for the elevation of the home located at 98 Jones Mill Road; and;

47

1 WHEREAS, the home’s current owner, Blair Knowles, has agreed to participate in the program,
 2 providing the 25% match to the grant’s 75% award; and
 3

4 WHEREAS, Matthew Parisi, the husband of Blair Knowles, has been selected by the Town Manager
 5 to act as General Contractor due to his expertise in the field of construction, at no cost to the grant; and
 6

7 WHEREAS, Matthew Parisi has solicited multiple quotes from subcontractors for the work to be
 8 performed under the scope of work to elevate the home according to the purpose of the grant; and
 9

10 WHEREAS, due to the closing construction season and the need to get immediately started, the Town
 11 Manager has found that an exception to the Bid Threshold procedure requiring Sealed Bids for items
 12 above \$15,000 in cost should be made in this case, and the written quotes obtained should be utilized
 13 instead.
 14

15 NOW, THEREFORE, BE IT RESOLVED by the Richmond Selectboard that it hereby approves this
 16 resolution authorizing the purchase orders for subcontractors according to the following schedule:
 17

Item	Bids
Engineering Plans PO#3634	\$5,000 from MacKinney Contracting, LLC. The applicant was directed to obtain engineering designs prior to the town understanding that its purchase policies were to be used, therefore, only one engineering firm was contacted.
House Movers/Raisers PO#3639	\$36,000 = Messier House Moving & Construction
Plumbing PO#3637	\$4,500 = Rublee Plumbing & Heating
Electrical PO#3638	\$2,000 = Adams Electrical
Builder – excavator, concrete PO#3636	\$58,500 = Kellett Builders
General Contractor	Matthew Parisi @ no charge to grant

18 The Selectboard thanked Mr. Parisi and Ms. Thomas for their work on this.
 19
 20

21 Chittenden Solid Waste District Closure of Re-Use Zones
 22

23 Present for this discussion were Adam Sherman, Richmond’s CSWD representative and Logan Hegg,
 24 the alternate, along with Jonny Finiti of CSWD. The issue was CSWD’s decision to close the Re-use
 25 zones at their drop-off centers to increase efficiency and eliminate management issues related to
 26 unallowable items. Mr. Finiti explained that this was first discussed by CSWD on June 16th in a
 27 strategic planning discussion. There were hazardous materials sometimes dropped off, traffic issues
 28 and other problems that made the re-use zones a challenge to manage.
 29

30 Mr. Hill noted he had been there almost every week for the past 20 years, noticed no hazardous
 31 materials dropped in the re-use zones, and was acutely disappointed in this decision.
 32

33 Marie Thomas agreed, and said that Richmond had the best managed re-use zone in the district. The
 34 closure has been all over front porch forum, and is important to Richmond residents. She felt the

1 district shouldn't punish Richmond for poor management of other facilities. She asked if a petition
2 could be submitted to change this.

3
4 Mr. Hill said that there was a flaw in the reasoning that the rules weren't being followed, because the
5 rules weren't prominently posted.

6
7 Mr. Finiti said that no one disputed the benefits of the re-use zones, but the challenges of
8 communicating the issues were great. He quoted some use statistics and noted the traffic challenges
9 on Route 117.

10
11 Mr. Hill said that the social mission of CSWD would not be met by closing the re-use zones. He
12 asked that CSWD reconsider this decision.

13
14 Mary Houle applauded what Marie Thomas said, and suggested that the town vote to reduce CSWD's
15 budget by half, and raise the rent on the lease where the drop-off center was to \$10,000 per year.

16
17 There was additional discussion. Mr. Hill suggested that the Selectboard move to propose that the
18 Richmond Selectboard ask CSWD to not close the Richmond re-use zone, and they contact the CSWD
19 Manager on how to maintain the operation of the re-use zone into the future. Mr. Sander offered a
20 motion to that effect and was seconded by Ms. Witters. Following additional discussion, the motion
21 carried 4-0.

22
23 The Board thanked Mr. Finiti for his time. Mr. Sherman noted he would be in touch to schedule a
24 meeting.

25 26 Town Manager Recruitment Update

27
28 The Manager updated the Selectboard on the pending first round interviews for the new Town
29 Manager. The committee consisted of Selectboard members David Sander and Christy Witters, public
30 members June Heston and Katherine Long, and employee members Town Clerk Linda Parent and
31 Planner Jessica Draper. Following the first round, the second round would be scheduled later in
32 September.

33 34 Town Plan Update

35
36 The Manager explained that the first public hearing was held on August 8th, and one change was made
37 to the plan. The next two hearings have been warned for August 27th and September 4th for 7pm in the
38 meeting room. The change that was made to the first draft was the inclusion of a previously removed
39 action item to consider adopting the energy stretch code as part of the Richmond zoning regulations.

40
41 Mr. Hill explained that this was to consider, not require adoption, and spoke of the need to clarify what
42 construction it would apply to. He felt it would not impact affordability because the higher costs of
43 efficiency would be offset by lower costs to heat and cool the home.

44
45 Mr. Brown said if there was political blowback, he was happy to bear it. Zoning already requires all
46 types of restrictions that carry costs but energy efficiency was worthwhile.

47
48 Mary Houle said that this amendment flied in the face of the request to the DRB to reconsider,
49 referring to the Knowles conditional use approval from a few months ago. She said that the Planning

1 Commission unanimously removed this clause from the final draft, and how is it that the Selectboard
2 could find it necessary to take a swipe at the Planning Commission and not the DRB.

3
4 Mr. Brown said that this change seemed appropriate and the document that the Planning Commission
5 produced was a good one. The justification to not include this action was entirely political, and
6 nothing to do with energy efficiency itself.

7 8 Purchase of Replacement Road Grader

9
10 The Manager explained that the road grader replacement was part of the previously adopted Capital
11 Plan. Highway Foreman Peter Gosselin had prepared a bid for the grader, which included a new
12 option or a demonstration model alternative. Two bids were received, one for a new grader from
13 Milton Cat, and the other for a demonstration model from John Deere. With trade-in allowance and
14 warranty costs, the Milton Cat bid was \$322,000 and the John Deere (from Nortrax) cost was
15 \$212,344. There was discussion on the differences, but the demonstration model and its warranty was
16 substantially less. The Manager explained that the method to fund this purchase was to utilize \$35,000
17 in budgeted funds as a downpayment, taking \$27,344 from the Highway Reserve, and utilizing a bank
18 note for \$150,000.

19
20 Mr. Sander offered a motion to approve Purchase Order 3600 to Nortrax in the amount of \$212,344 for
21 the purchase of a replacement road grader. Ms. Witters seconded the motion, and the motion carried
22 4-0.

23 24 Reports from Selectboard and Town Manager

25
26 The Manager noted the Police Report, and briefly ran through the other reports. Ms. Witters asked for
27 follow up on the bus driver that had an unloaded firearm in the vehicle.

28
29 The Manager reported on the FLSA exemption for the Finance Director. In the Manager's opinion,
30 the position was not exempt from FLSA overtime requirements because the complex parts of the job
31 were minor and there was no supervisory responsibility. He noted other Manager's may have
32 differing opinions in the future, but that was his determination. There was some discussion on this
33 issue, and questions about overtime for other employees. The Manager noted that the Finance
34 Director was unique in that this was an administrative employee, and department head, that was hourly
35 on a 40-hour week. There were no other hourly employees in a similar situation.

36
37 The Manager also updated the Selectboard on recent complaints from the postal employees about the
38 cooling system being inadequate. The Manager noted that the one cooling unit serving the entire area
39 was older, it was not broken. The system was never designed to cool the entire space, and during the
40 recent warm Summer, it has not effectively cooled the area. He recommended replacement of the
41 older unit, additional ductwork to cool areas that were not cooled currently, a split-system in the rear
42 of the space to provide additional cooling, and the installation of window shades in the lobby. This
43 would be about \$50,000 in improvements. The USPS was due to renew their lease, at \$93,000 per
44 year and this would be needed repairs. The Selectboard was in agreement to move forward in
45 developing a scope of work for this area.

46
47 The Manager noted that the Buttermilk project was moving along slowly, but the refinancing of the
48 large lot was able to occur and the town's mortgage was subordinated successfully. Once the single
49 audit issue was finalized the mortgage lien for the now-completed grant would be removed.

1 Mr. Hill thanked everyone who worked on Primary Election day, especially the Town Clerk and Board
2 of Civil Authority.

3
4 **Approvals**

5
6 **Approval of Minutes**

7
8 Mr. Brown offered a motion to approve the minutes of July 16, 2018 and was seconded by Mr. Sander.
9 The motion carried 3-0-1 with Ms. Witters abstaining.

10
11 Mr. Sander offered a motion to approve the minutes of August 6, 2018 and was seconded by Mr.
12 Brown. The motion carried 3-0-1 with Mr. Hill abstaining.

13
14 Mr. Sander offered a motion to approve the minutes of August 8, 2018 and was seconded by Mr.
15 Brown. The motion carried 3-0-1 with Mr. Hill abstaining.

16
17 Mary Houle wanted the Selectboard to consider asking the Vermont Housing and Conservation Board
18 to provide a parking lot on their field known as the Bomberdier field in Jonesville. She said that the
19 town contributed \$86,000 to that purchase and it was time for them to provide public parking to solve
20 issues in other areas.

21
22 **Approval of Warrants**

23
24 The taser purchase from UVM was removed until September 4th. The warrants were approved.

25
26 Mr. Brown left the meeting at 9:35 pm.

27
28 There was a note that the cost to the Highway Department for having Comcast was the same as the
29 former WCVT costs. The Selectboard wanted an update on this at the next meeting.

30
31 **4. Adjourn**

32 Motion by Mr. Sander to adjourn the meeting at 9:30 p.m. Seconded by Ms. Witters. So voted.