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**RICHMOND SELECTBOARD  
REGULAR MEETING  
November 19, 2018 MINUTES**

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Members Present: Bard Hill; David Sander ; Christy Witters

Absent: Stephen Ackerman; Roger Brown;

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Others Present: Josh Arneson, Town Manager; Jess Draper, Town Planner; Paco Aumand, Interim Director of Police Services; Mary Houle, Hannah Phillips, Wright Preston, Jeff Forward, Judy Rosovsky, Gary Roberts, Brad Elliott, Steve Bower, Scott Lowe, Chris Granda, Virginia Clarke, Elizabeth Wright, and Ruth Miller was present to videotape the meeting for MMCTV Channel 15.

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**Mr. Hill called the meeting to order at 7:03 PM.**

**1. Welcome and Public Comment**

Mr. Hill welcomed everyone to the meeting. Thanked the voters and candidates from the Nov. 6 election.

**2. Items for Presentation or Discussion with those present**

**a. Town Forest Management Plan public hearing**

- i. MOTION by Mr. Sander, seconded by Ms. Witters, to open the Town Forest Management Plan public hearing. VOTE: 3-0; motion carried**
- ii.** Ms. Phillips presented an overview of the Town Forest Management Plan. There was a months long process in developing the plan which included multiple opportunities for members of the community to provide feedback. This feedback was helpful in shaping the final plan. There was a desire to balance various uses such as trail usage with hunting; outdoor recreation with natural resource management. These desires are reflected in the final draft of the plan.
- iii.** Ms. Phillips discussed the need for a committee to be formed to govern the town forest and suggested the committee should report to the Selectboard.
- iv.** There was discussion regarding natural resource management. It is yet to be determined where revenue from these activities will be allocated in the budget.
- v.** Ms. Houle expressed that she felt the town forest should be named "Richmond Town Forest".
- vi.** There was recognition that the plan does not allow for trapping.
- vii.** Ms. Wright, and several others, thanked Ms. Phillips for her extensive work on the plan.
- viii.** Mr. Preston was pleased to see cooperation between diverse groups of people during the development of the plan.
- ix. MOTION by Mr. Sander, seconded by Ms. Witters, to close the Town Forest Management Plan public hearing. VOTE: 3-0; motion carried.**

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- 1           x. **MOTION by Ms. Witters, seconded by Mr. Sander, to adopt the Town**  
2           **Forest Management Plan. VOTE: 3-0; motion carried.**  
3           xi. **MOTION by Mr. Sander, seconded by Ms. Witters, to form Town Forest**  
4           **Committee. VOTE: 3-0; motion carried.**  
5           xii. Discussion around the name of the town forest. Suggestion from the Town  
6           Forest Steering Committee was for “Andrews Community Forest”. Ms.  
7           Phillips stated this was the consensus of the steering committee and noted  
8           that the Andrews family sold the land to the Town at less than the value of  
9           the land and also noted that they chose to have the land conserved when  
10          selling it.  
11          xiii. **MOTION by Ms. Witters, seconded by Mr. Sander, to name the town**  
12          **forest the “Andrews Community Forest”. VOTE: 3-0; motion carried.**

13       **b. Consider approving Electric Vehicle Charging Station Grant**

- 14           i. Steve Bower, Jeff Forward, and Chris Granda from the Richmond Climate  
15           Action Committee presented the grant to the Board.  
16           ii. Discussion regarding the location of the EV charging station in the Town  
17           Center parking lot, the proposed fee structure for users and a 1 cent subsidy  
18           per kWh by the Town, signage, funding from the Town between \$1000 -  
19           \$2000.  
20           iii. Ms. Draper noted the Town would lose 3 police parking spots, asked which  
21           budget the Town funding would come out of for the match and the subsidy  
22           per kWh and noted she is looking into what support VTRANS can provide  
23           for signage.  
24           iv. Ms. Houle noted she did not think the Town should subsidize the kWh  
25           usage by drivers and felt parking is too limited as it stands now.  
26           v. Mr. Granda stated that no spots will be lost with the addition of the EV  
27           spots. The police spots can be re-located in the parking area. He also noted  
28           that electric vehicle usage is on the rise and these spots fit with overall  
29           goals in the Town Plan and at the State level to encourage the use of  
30           electric vehicles. He also noted the 1 cent kWh subsidy helps score points  
31           on the grant application and only has to be in place for one year.  
32           vi. Mr. Hill noted that the match and 1 cent kWh will need to be added into the  
33           FY 2020 budget, most likely in the Administrative Budget.  
34           vii. **MOTION by Mr. Sander, seconded by Ms. Witters, to approve the**  
35           **Resolution for Electric Vehicle Supply Equipment. VOTE: 3-0;**  
36           **motion carried.**

37       **c. Police Services Update**

- 38           i. Mr. Aumand, presented a summary of options for staffing the Richmond  
39           Police Department. He stated that he recommends moving forward with  
40           hiring a Chief and letting the new Chief decide on whether or not to hire a  
41           fifth officer.  
42           ii. Ms. Witters concurred with Mr. Aumand. She was involved in several  
43           meetings with the public and felt that the residents would like to keep the  
44           Richmond Police Department with local control and local officers.  
45           iii. Mr. Sander agreed on hiring a chief and letting the new Chief decide on the  
46           need for a fifth officer.  
47           iv. The direction from the Board is to move forward with creating a hiring  
48           committee to search for a new Chief. The committee may include citizens,  
49           business owners, and residents with policing background.

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- 1 v. Mr. Aumand felt that community based policing is the best path forward for  
2 the department. The Board agreed and asked him to help guide that  
3 initiative in the hiring process for a new Chief.

4 **d. Presentation and Discussion of the Draft 2020 Planning and Zoning Budget**

- 5 i. Discussion around increase in the budget related to health insurance, office  
6 supplies, and legal fees.  
7 ii. Ms. Houle advised to be specific with legal counsel and limit their scope on  
8 projects to keep fees down.  
9 iii. Ms. Clarke of the Planning Commission expressed approval of the job that  
10 Ms. Draper has done and supports Ms. Draper as the Town Planner.  
11 iv. Mr. Hill noted that the increase in the budget is proposed at 20.86% and is  
12 over the target of a 2% increase ceiling. But noted the dollar amount is  
13 relatively low when compared to the budget as a whole, but also said we  
14 may need to revisit this when we have a more complete picture of the entire  
15 Town budget.

16 **e. Consider approving road name for “Lael’s Way”**

- 17 i. Mr. Arneson gave a brief overview of the location of the road and presented  
18 an email from E911 which stated the Town could move forward with the  
19 name.  
20 ii. **MOTION by Mr. Sander, seconded by Ms. Witters, to approve the road  
21 name “Lael’s Way”. VOTE: 3-0; motion carried.**

22 **3. Other Business**

23 **a. Manager’s Report**

- 24 i. Discussion on a consulting agreement between Town Manager Josh  
25 Arneson and Bolton Valley. It was noted that consulting hours would not  
26 conflict with time scheduled for work for the Town and should a conflict arise  
27 the Town duties would take president. Also noted that per the Town  
28 Manager’s contract, any work performed for an entity other than the Town  
29 needs to be approved by the Selectboard.  
30 ii. **MOTION by Mr. Sander, seconded by Ms. Witters, to approve Town  
31 Manager Josh Arneson’s agreement with Bolton Valley. VOTE: 3-0,  
32 motion carried.**  
33 iii. Mr. Arneson noted that his agreement did not allow for vacation time to be  
34 used until after a 90 day probationary period but asked permission to take  
35 Dec. 26 off and to make up the hours on Saturday, Dec. 29. The Board  
36 concurred that this would be allowed.  
37 iv. Mr. Arneson noted he will be available to meet residents at the Holiday  
38 Market on Dec. 1. He will also invite board and committee members to be at  
39 the table to talk with residents throughout the day.  
40 v. The volunteer email addresses were discussed. The current free version is  
41 not very user friendly and can be slow. Will continue to look at more options.  
42 vi. Mr. Hill noted the need to improve WiFi in the Town Center.  
43 vii. There have been five responses to the IT RFP. Next step is to read through  
44 all of them and determine a path forward. It was noted to re-connect with  
45 Mr. Lowe regarding his concerns on items that may have not been included  
46 in the RFP.  
47 viii. Noted that the telephone system still needs some improvements.  
48 ix. A second proposal on a lock system for the Town Center should be in for  
49 review soon.

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- 1           x. Two Special Meetings for the Selectboard will be held to meet with  
2           department heads for budget review. Nov. 26 for Police, Fire, and Library.  
3           Dec. 10 for Highway and Administration. Both meetings will begin at 7pm.  
4           xi. Work on centralizing policies and ordinances continues.  
5           xii. Never Give Up, Ever 5k/10k Turkey Trot road run will be held at 8:30am on  
6           November 22. Richmond PD will provide crown control at that start of the  
7           race.

8           **b. Selectboard Updates:**

- 9           i. CSWD re-use zone: Mr. Hill continues work on trying to re-open the re-use  
10           zones. He is looking into if this can be accomplished through an  
11           enforcement of the current Waste Management Plan. He is also considering  
12           talking with legislators regarding the issue.  
13           ii. Mr. Hill asked for the calendar which has a schedule for annual work for the  
14           Selectboard.

15           **c. Update on details for a proposed change to the warrant approval system.**

- 16           i. The Board would like to proceed with selecting one member of the Board to  
17           review warrants while the Finance Director is available for questions. Mr.  
18           Arneson will draw up a procedure for the Board to use as a guideline for  
19           presentation at the next meeting.

20           **d. Police Reports**

- 21           i. Reports from 9/26/18 through 11/13/18 were presented for review.  
22           ii. The Board expressed thanks to Sgt. Rich Greenough for preparation of the  
23           reports. The find them succinct and informative.

24           **e. Works in Progress**

- 25           i. Fire Department lot was paved last week. The Cochran Rd. cut was paved  
26           on Nov. 19. Both are a base coat to get through the winter. A top coat will  
27           be added in the spring. The cost from Pike on both projects remains as  
28           originally quoted.  
29           ii. Town Plan implementation process. Ms. Draper noted that the Dec Planning  
30           Commission meeting will focus on a plan to implement the action items in  
31           the Town Plan. They plan to start with zoning and proceed with editing the  
32           regulations in small sections hopefully making it easier for the public to  
33           review the edits and provide feedback.

34           **4. Approval of Minutes, Warrants, and Purchase Orders**

- 35           a. Approval of the Minutes from November 5, 2018  
36           i. Ms. Witters pointed out a typo on the Nov. 5, 2018 minutes. Mr. Arneson will  
37           correct before finalizing the minutes.  
38           ii. **MOTION by Mr. Sander, seconded by Mr. Hill, to approve the amended**  
39           **minutes from November 5, 2018. VOTE: 3-0; motion carried.**

40           b. Warrants and Purchase Orders

- 41           i. **MOTION by Mr. Sander, seconded by Ms. Witters, to approve P0# 3678**  
42           **for payment of \$1,561,527.15 to MMMUSD. VOTE: 3-0, motion carried.**

43           Ms. Houle noted the passing of Mike Heston. She expressed condolences to his wife June,  
44           who has assisted the town as a volunteer, even though her husband's illness.

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46           **5. Executive Session was not necessary**

- 47           **6. MOTION by Mr. Sander, seconded by Ms. Witters, to adjourn the meeting. VOTE: 3-**  
48           **0; motion carried. Meeting was adjourned at 9:35 PM.**

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Respectfully submitted,  
Josh Arneson, Town Manager

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