

## Selectboard Minutes 1-22-19-DRAFT

In Attendance: Christy Witters, Bard Hill, David Sander, Roger Brown, Josh Arneson, Jessica Draper, Connie Bona, Mary Houle, Katherine Long, Martina Price, Chuck Senick, Paige Kaleita

Called to Order: 7:08pm

### Public Comment:

Mary Houle inquired whether the selectboard has ultimate authority over the conservation fund. She said that the conservation commission is operating otherwise, and she believes that is wrong and that the selectboard is supposed to make the final decision about use of funds.

Bard Hill stated that based on the policy, the language seems to explicitly state that the selectboard does indeed have ultimate authority in deciding how the conservation fund is spent.

Mary Houle asked if the audit was late this year, and Connie Bona said yes it is late because of the turnover in the Town Manager's position.

Mary Houle asked if there was a formal procedure for all job openings. She asked if all hires are reviewed by the town manager and believed they should. She suggested there be a formal application that all applicants are required to fill out including relationships with current employees. Mary asked about a family relationship in the library.

Josh Arneson said he had not seen a form, Jessica Draper said she didn't believe there was one. He said standardizing hiring is a good idea, and explained that a relative of someone in the library department had been hired in the water department.

Mary Houle asked why part time employees receive benefits such as leave hours. Josh Arneson stated that all employees that are eligible for paid time off are given that time off on a prorated basis, for example a 20 hour per week position can only receive leave time equivalent to half a full time position.

Bard Hill suggested that personnel policies be a future agenda item. Josh Arneson agreed and said that the staff has been reviewing the policy and has a list of changes for the selectboard to review in the near future.

### Town Report & Budget:

Josh Arneson explained that the \$1800 in match for the impending EVSE grant was missed in the previous draft of the budget, and asked the selectboard to move on including that amount or not including that amount in the final draft to be warned for town meeting.

Bard Hill said that he received another suggestion from voters to further utilize unassigned funds to bring down the budget.

Roger Brown moved to utilize \$1800 in unassigned funds to cover the match for the EVSE grant should it be awarded. Seconded by David Sander. All were in favor, so moved.

Josh Arneson said they would be including fund balances from 6/30/18 in the report, and that he and staff are still following up on the Village Housing debt owed to the town from the 1990's.

Bard Hill reminded everyone of the Monday night directly prior to Town Meeting Day, there will be a selectboard meeting where the finances are reviewed in addition to them being reviewed at Town Meeting.

Josh Arneson asked the selectboard to review and sign the drafted warning for town meeting so that Linda Parent may publish it.

Roger Brown moved to accept and sign the warning as presented. Seconded by David Sander. All were in favor, so moved.

#### Buttermilk Update:

Jessica Draper provided an update regarding the Creamery Redevelopment project, otherwise known as the Buttermilk Development. She explained that they had moved forward with adding four additional residential units to building one without any permit or permission from the town or state authorities. Jessica explained that her, Suzanne Mantegna, and Josh Arneson had all been in contact with the various players and explained that they must go through DRB review to be allowed to make any changes to their site plan, and that without a change to our existing zoning regulations, they are not likely going to be approved.

Bard Hill suggested that the town discuss incentives or disincentives to encourage compliance with permits.

Mary Houle asked that the staff avoid use of the attorney for this issue. Jessica Draper explained that for now this issue is not going to the attorney, because staff don't currently see that need.

Bard Hill mentioned the portion of the memo from planning and zoning that referred to the February 6th planning commission meeting that is encouraging attendance by representation of the selectboard and DRB. The purpose of the meeting would be to ensure that all three boards involved in this process are on the same page.

Martina Price said that she had to go to the DRB just to remove a closet, so she didn't think it would be fair to treat these developers differently. She encouraged the town to stick to their guns.

Mary Houle said it was imperative that they comply with their permits, and that no one wants them to quit and leave, so there also needs to be a way forward which could include not allowing the 4 extra units to be occupied.

Bard Hill asked what the next steps were. Jessica Draper said that Suzanne has informed them of the steps they need to take and is waiting to hear back.

Roger Brown said he agreed that they shouldn't automatically get an as-built permit, and was under the impression that you still had to comply. Jessica Draper said that as-built permits are only given out for work that would have been compliant had it been properly permitted before construction, and that Buttermilk could not receive an as-built permit, because they are now subject to existing zoning.

#### Village Center Designation:

Josh Arneson explained that staff had met with VTDHCD last week to discuss proceeding with a new application for our lapsed Village Center Designation. He also explained that the town intends to apply for the March review.

Bard Hill mentioned that the formal CCRPC board town plan approvals had passed last week on January 16th. Jessica Draper stated that Richmond was also the first Chittenden

County town with a formal Determination of Energy Compliance which allows Richmond's town plan to have substantial deference during Section 248 proceedings.

Grants:

Bard Hill asked for a motion to approve the RiseVT Grant for \$1500 that would help fund the recently approved COP program. Roger Brown moved to approve the application. Seconded by Christy Witters. All were in favor, so moved.

Jessica Draper explained the purpose of the other RiseVT Grant to go toward reviving the town's recreation committee, also for \$1500. Roger Brown moved to approve the application. Seconded by Christy Witters. All were in favor, so moved.

Josh Arneson gave an update about the PACIF grant. Mary Houle suggested that there be an inventory and replacement schedule for all of the equipment items. Discussion ensued regarding asset management and the ability to utilize unassigned funds to purchase assets instead of borrowing.

Jessica Draper gave an overview of the UPWP application for financial assistance to help rework stormwater project designs at the school. Christy Witters asked about other funding being sought for stormwater projects. Jessica said none was being pursued at the time, but it is on the list of items to work on.

Town Center:

Josh Arneson stated that he was working on moving forward with the Post Office's renovation requests. He also said that the supervisory union's lease is currently month to month, and that they will be moving late this year or possibly middle to late of next year. Josh Arneson suggested there be a formal process for deciding on improvements.

Bard Hill suggested an exploratory group be formed to discuss possibilities with the building beyond the current uses.

Christy Witters suggested waiting until after Town Meeting because of the elections.

Mary Houle asked about possibly having a suggestion box at Town Meeting regarding the use of the building.

Bard Hill asked Jessica Draper if it would be possible to flesh out an idea for Mary's suggestion, similar to some of the outreach that had been done for the town plan. Jessica said she would work on that.

Bard Hill said that the Radiate Art space leaseholders were interested in having windows back in where they are currently boarded up. He also said we need to keep flood rules in mind during these major upgrades.

Open Volunteer Positions:

Josh Arneson said that the staff are working on publicizing a list of opening volunteer positions, and that Jessica is reviewing position terms to ensure that they are accurate.

Police Chief Update:

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Josh Arneson explained that the hiring committee is conducting interviews over the next two weeks. He also said that second round interviews will be conducted at the middle school on February 11th from 4:30-8:30pm including a public forum portion.

### Police Activity Report:

Roger Brown suggested that time and date be included on each incident. He also asked if the COP program could possibly start sooner if the RiseVT grant money comes in ahead of the fiscal year.

### Volunteers Green Rip Rap:

Josh Arneson explained that he and Jon Kart will be formally requesting funding from the Conservation Commission at their February meeting.

Bard Hill circled back to Mary's earlier question regarding powers. He said the policy states the the selectboard shall administer the funds after conservation commission recommendation.

Mary Houle said that the conservation commission does not agree, although she does, that the selectboard has that power. She said she believed that both positive and negative recommendations should be brought forward, and they are not currently.

Roger Brown asked why we borrowed money to pay for the rip rap project when we have money in the bank. Discussion ensued about liquid assets, and the decision to take out the loan.

### Next Meetings:

Bard Hill reminded everyone that the next two meetings are February 4th and February 19th.

### Highway Mileage Certificate:

David Sander moved to approve the annual mileage certificate with no changes. Seconded by Roger Brown. All were in favor, so moved.

### Detour Request;

Josh Arneson presented the Notch Road detour request from the state, to use Stage Road as a detour. He explained that the work will be done during nights. David Sander moved to approve the request. Seconded by Christy Witters. Discussion included requesting more information about the dates, hours, emergency accesses, and affected residents. All were in favor, so moved.

### Parking Area Update;

Josh Arneson gave an update about the potential parking areas on Cochran Road and Jericho Road. He said they would be meeting tomorrow, 1-23, to discuss possibilities. Josh said that he expects Jean Bressor, Pete Gosselin, Kendall Chamberlin, Mary Houle, Jessica Draper, and possibly Southview residents to attend.

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### Bottle Return Follow Up;

Josh Arneson explained that he had spoken to the proper authorities at the state regarding the Richmond Market bottle return issue that had been brought before the board. He said that the market claims to be in compliance, and the state only intervenes if multiple consistent complaints are made.

### Cruiser Repair Inquiry:

Josh Arneson explained that Paco Auman followed up on the selectboard's request to question why both repairs were not covered by recalls. Ford said that the rear repair was covered under recall but the front repair was not covered. David Sander thanked the staff for following up.

### Minutes Approval:

David Sander moved to approve the minutes from January 7th. Seconded by Christy Witters. All were in favor, so moved.

### Warrant Approval:

Mary Houle asked that Andy clarify his hours in his email request for his pay. She also asked for a clarification of what County Tax is, and she believed it had something to do with county court.

Roger Brown moved to accept the purchase order 3694 for Richmond Rescue FY19 appropriation. Seconded by David Sander. All were in favor, so moved.

### Website Issue:

Josh Arneson explained an issue with our town website being hacked. The account that was used has been disabled. He asked that if anyone sees anything suspicious to let the staff know so they can address it.

### Executive Session:

David Sander moved to find that premature public knowledge about the appointment or employment or evaluation of a public officer or employee would cause the Town or person to suffer a substantial disadvantage. Seconded by Roger Brown. All were in favor. So moved.

Roger Brown moved that they enter into executive session to discuss the appointment or employment or evaluation of a public officer or employee under the provisions of 1 VSA 313(a)(3) of the Vermont State Statutes and to invite the town manager Josh Arneson into the executive session. Seconded by David Sander. All were in favor. So moved.

The selectboard entered executive session at 9:00pm. Roger Brown moved to exit executive session at 9:15pm. Seconded by Christy Witters. All were in favor, so moved.

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Roger Brown moved to adjourn. Seconded by David Sander. All were in favor. Adjourned 9:16pm.