

**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   6 ,   2 0 1 2   M I N U T E S**

---

Members Present: June Heston, Vice Chair; Neil Boyden; Amy Lord; Ashley Lucht  
Absent: Chris Granda  
Others Present: Geoffrey Urbanik, Town Administrator; Erik Andrews, Green International, VTrans consultant; Tom Bigelow, Green International; Josh Schultz, VTrans; Jeff Maxtutis, AECOM, VTrans consultant; Abby Friedman, VLCT; Mary Houle; Mark Fausel; Gary Bressor; Greg Rabideau; John Rankin; Jim Pease, VTDEC; Greg Rabideau; Cathleen Gent, Town Planner; Christy Witters; and Ruth Miller was present to videotape the meeting for MMCTV Channel 15.

---

Vice Chair Heston called the meeting to order at 7:00 p.m.

**1. Public Comment**

Ms. Heston asked if there was any comment from the public.

Maureen Kangley of Cochran Road spoke of the recent removal of an orange traffic cone from the road, which had been placed there by her neighbor David Prince. Mr. Prince had attempted to remind traffic of the 25 mile per hour speed limit with this cone, which of course was identified as an unauthorized obstruction by the Police Department. Ms. Kangley was upset that Town officials had made Mr. Prince remove the cone.

**Todd Chagnon Construction**

There were not three members of the Water Commissioners present to authorize payment, therefore the bill was tabled until the next meeting.

**Presentation of Draft Zoning and Subdivision Regulations to Selectboard by Planning Commission**

Cathleen Gent, Town Planner, and Planning Commission Chair Gary Bressor presented the Selectboard with their recommended changes to the zoning and subdivision regulations. Ms. Gent explained that this was a major rewrite, and the Planning Commission had held two public hearings recently as well as the public hearings from last Fall and over the Winter. Ms. Gent summarized the changes and explained some of the most significant of the changes.

Ms. Lucht said that she was happy with the changes presented, and the Planning Commission had answered many of her questions.

Ms. Heston opened the floor for comment.

John Rankin of 47 Church Street, spoke of the 100 foot buffer beyond the FEMA designated Special Flood Hazard Area, which is also known as the 100 year floodplain. Mr. Rankin objected that even though his home was not in the Special Flood Hazard Area, he would have to comply with floodplain regulations because it was located within 100 feet of the SFHA. He felt that this was a burdensome and excessive regulation, and the proposed \$1,000 threshold for conditional use approval was too low.

Ms. Heston said she thought this provision was going away in these regulations. Ms. Gent said that the buffer zone will no longer be in effect once the new Digital Flood Insurance Rate Maps go into

1 effect, but it was not known when that would be. Ms. Gent added that FEMA's definition of  
2 development was any manmade change in the Special Flood Hazard Area and the question was do we  
3 use it in the buffer zone? Ms. Gent said that the other changes in this section streamline the permit  
4 process more than what exists now.

5  
6 Mary Houle agreed that the buffer is unreasonable and people shouldn't have to go to the  
7 Development Review Board to replace "like for like." Other areas of town did not have these  
8 restrictions, and there should be no cost for a permit.

9  
10 John Rankin said that the people in the SFHA get something in return, which is the ability to buy flood  
11 insurance, but he didn't need that.

12  
13 Ms. Heston asked when the maps would go into effect? The Administrator predicted that they would  
14 be in effect in March or April of 2013.

15  
16 Gary Bressor said that this buffer was originally created because the existing flood maps were vague  
17 and it wasn't good policy to let people build so close to the lines on those maps.

18  
19 There was some additional debate about the buffer area. The Administrator noted that the final draft  
20 was to be voted on at the November election, and the Selectboard could not eliminate the buffer zone  
21 immediately. If the new flood maps went into effect in the Spring, there would be only a few months  
22 where this provision would continue to apply.

23  
24 Ms. Lord asked Mr. Bressor about the increased density in the village with the increased lot coverage  
25 allowable in the Village North zone.

26  
27 There was discussion about a public hearing date. The Selectboard agreed that the first public hearing  
28 will be posted and advertised for August 21<sup>st</sup> at 7:00 pm. Ms. Lucht offered a motion to set the first  
29 public hearing on the proposed amendments to the zoning and subdivision regulations on August 21,  
30 2012 at 7:00 pm at Town Center and was seconded by Ms. Lord and the motion carried 4-0.

31  
32 Update from VTrans on Route 117 Traffic Signal and Improvements to the Park and Ride

33  
34 Josh Shultz from VTrans and his consultants were present to give an update on the Agency of  
35 Transportation's plans to make the traffic signal at Route 2 and Route 117 permanent, and the  
36 installation of an additional signal at the exit to the Park and Ride, and the upgrades to the Park and  
37 Ride. Erik Atkins, of Green International, was one of the consultants used to design the project, and  
38 he also explained some of the environmental considerations of the existing right of way.

39  
40 Ms. Heston asked if any bike lanes were considered for this project. Mr. Atkins said no, but the  
41 shoulder widths were increasing.

42  
43 Greg Rabideau said that the bus shelter was over capacity now, and it needed to be expanded before  
44 this design was finalized.

45  
46 Mr. Shultz concluded his presentation and said that the State expected construction to start in Spring of  
47 2013.

48  
49  
50 **2. Other Business**

1  
2  
3  
4  
5  
6  
7  
8  
9  
10  
11  
12  
13  
14  
15  
16  
17  
18  
19  
20  
21  
22  
23  
24  
25  
26  
27  
28  
29  
30  
31  
32  
33  
34  
35  
36  
37  
38  
39  
40  
41  
42  
43  
44  
45  
46  
47  
48

## Vactor MOU

Jim Pease, the State's staff member assigned to this project, offered to answer any questions the Selectboard might have, and tried to convince the board to move forward with the project. Mr. Pease explained that the life expectancy of a trailer mounted vactor was 15 years, and it wasn't likely to get heavy use and wouldn't be used in the Winter. He explained that the match was divided up between five towns originally, but Stowe dropped out. Since Morristown was administering the grant and Johnson was housing it, Johnson would have a lower cash match.

Ms. Lucht asked how short of a time can the town participate, and Mr. Pease said the MOU was for one year at a time, but the more years you use the vactor the more you save. He asked what the Selectboard's concerns were and Mr. Boyden replied that it was a smaller, less robust unit and do the projected costs reflect what Richmond would actually experience?

Ms. Lucht added that the trip to retrieve and return the vactor might be too much of a hassle.

Mr. Pease said that the bottom line of the project was to save money. For instance, in Johnson, it cost \$1,000 per day to rent a vactor but under this project it would cost \$500 per day to use the consortium vactor.

Ms. Heston asked who kept the vactor schedule, and Mr. Pease said that the Lamoille County Regional Planning Commission would keep the schedule.

Ms. Heston said that she felt better informed about this.

Ms. Lucht offered a motion to sign the MOU.

Ms. Lord asked if this would re-up every year and Ms. Lucht said that the MOU had to be reauthorized every year but the cash match was a one-time cost.

Mr. Boyden said he didn't like the idea and we'd be better served by contracting with the private sector as needed.

Ms. Lord said she agreed with Neil. The motion failed for lack of a second.

Mr. Pease asked if staff was still on board with this. The Administrator said that Pete Gosselin and Kendall Chamberlin are still on board but this was never their idea to do this. There was some discussion on how to redistribute the cash match. Mr. Boyden suggested that the cash match should be cut in half. Mr. Pease agreed that he would see if this was possible.

## VLCT Presentation on Transition to Town Manager

Abigail Freidman of the Vermont League of Cities and Towns was present to provide an overview of the new Town Manager charter amendment and what the Selectboard can expect in terms of role changes and performance items of the Manager. Ms. Friedman started a discussion of some practical matters in the transition and reviewed the Manager's assigned functions under the charter.

1 Ms. Lord asked if there were any common areas of challenges faced by towns that make the switch.  
2 Ms. Friedman said that communication was key, and it was difficult for some boards to get used to the  
3 Manager being in charge.

4  
5 Ms. Heston said that in her profession she's seen the transition from a working board to a governing  
6 board but the board needed to stay unified in their communication to the Manager. Ms. Heston asked  
7 if there were any best practices available or ways to evaluate performance?

8  
9 Ms. Lucht asked how long did the board have?

10  
11 Ms. Friedman said that VLCT can help hire managers by doing some of the back office type work  
12 such as screening, etc. VLCT would not deal directly with the candidates but help with the  
13 recruitment. A typical timeline was three months was quick, but three to six months was typical.

#### 14 Property Assessed Clean Energy (PACE)

15  
16  
17 The Administrator explained that there was not enough time at this point to restart the PACE question  
18 for the November Election. After discussing this with Jeff Forward, he was more comfortable moving  
19 towards an article at Town Meeting that can be discussed and voted on then. Therefore no action was  
20 to be taken tonight, but Jeff Forward would ask that an article be placed on Town Meeting at a time  
21 later in the year.

#### 22 Highway Access Permit for JR0240c – Irish and Rabideau

23  
24  
25 The Administrator explained that this was for one of the subdivided lots on Jericho Road owned by  
26 Harold and Paulita Irish. Greg Rabideau was purchasing one of these lots, and wanted to construct a  
27 duplex instead of a single family home, which the current access was permitted for. Therefore, Mr.  
28 Rabideau was requesting a revised access permit to reflect a larger traffic volume for the duplex and  
29 the required changes to the current access.

30  
31 Mr. Rabideau explained his proposal and discussed several exhibits showing the changes.

32  
33 Mr. Boyden offered a motion to approve access permit 12-117 for the new 346 Jericho Road and was  
34 seconded by Ms. Lucht and the motion carried 4-0.

#### 35 Right of Way Permit for Green Mountain Power at Stage Road

36  
37  
38 The Administrator explained that Green Mountain Power wanted to bury overhead lines beneath the  
39 interstate highway overpass on Stage Road to accommodate proposed painting of the overpass. The  
40 limits to the work would be under the overpass. Mr. Boyden offered a motion to approve permit 12-  
41 116 for Stage Road to Green Mountain Power and was seconded by Ms. Lord and the motion carried  
42 4-0.

43  
44 The Administrator explained that a last minute permit request had been submitted for Green Mountain  
45 Power to relocate an existing pole at 2665 Cochran Road. Mr. Boyden asked if Mr. Gosselin had  
46 reviewed this and the Administrator said yes, and the homeowner had paid the permit fee. There were  
47 no issues from the town's standpoint.

48  
49 Ms. Lucht offered a motion to approve permit 12-124 and was seconded by Mr. Boyden and the  
50 motion carried 4-0.

1  
2 Appointment of Fire Warden  
3

4 The Administrator noted that Mike Mack was the current fire warden, but his five year appointment  
5 was due. This would reappoint him for an additional five years from July 1, 2012 to June 30, 2017.  
6

7 Ms. Lucht offered a motion to appoint Mike Mack as Fire Warden for a five year term from July 1,  
8 2012 to June 30, 2017 and was seconded by Ms. Lord. The motion carried 4-0.  
9

10 Review and Final Inspection of the Bridge Street Bridge Paint Project  
11

12 The Administrator explained that the State had requested that the town certify that it agreed that the  
13 paint project was completed and found no obvious flaws in the work. The Administrator said that he  
14 attended a post-completion inspection and that the paint was complete although he could not speak  
15 about the quality of the job, since that was the state's engineer's job.  
16

17 Mr. Boyden offered a motion to authorize the signing of the state's certification and was seconded by  
18 Ms. Lucht and the motion carried 4-0.  
19

20 Approval of Minutes of July 16, 2012  
21

22 There were several minor edits suggested. Ms. Lord said that there needed to be additional  
23 clarification that the second estimate for the moving of the house in the proposed buyout on page 6.  
24 She wanted it noted that the Vermont Preservation Trust had offered a grant to obtain a cost estimate  
25 and that this was not accepted.  
26

27 The Selectboard agreed to table these minutes for corrections.  
28

29 Approval of Minutes of July 23, 2012  
30

31 Mr. Boyden offered a motion to approve the minutes of July 23, 2012 and was seconded by Ms. Lucht  
32 and the motion passed 4-0.  
33

34 **3. Reports from Selectboard and Town Administrator**  
35

36 The administrator reported that construction work on Dugway Road was proceeding, and the small  
37 landslide had been repaired. There had been an accident on Huntington Road recently where several  
38 people under the suspicion of being drunk had been involved and one had fled the scene and was  
39 bleeding. A State Police helicopter was called in to search for the person, who ended up being able to  
40 flee to Williston. He was located and provided medical assistance.  
41

42 Ms. Lucht reported that the Browns Court Waterline project was completed.  
43

44 Mr. Boyden asked if the sidewalk in front of the Richmond Market will be completed and the  
45 Administrator said that it would be. Mr. Boyden asked if any drainage will be installed on Stage Road  
46 and the Administrator said that the highway foreman was aiming to do that this year.  
47

48 Ms. Lord asked if there could be a discussion about traffic on Cochran Road and Ms. Kangley's issue.  
49

1 Ms. Lucht said that the Selectboard should have someone review warrants ahead of time such as what  
2 is done by the Water Commissioners, to save time during the meeting.

3  
4 Approval of Purchase Orders

5  
6 The Administrator explained that the Highway Department had several purchase orders for the annual  
7 gravel work and purchase of other items. There was discussion, and the purchase orders were taken as  
8 follows:

9  
10 Mr. Boyden offered a motion to approve Purchase Order 2986 to Hinesburg Sand and Gravel in the  
11 amount of \$174,512.80 for purchase of road gravel for the annual gravel plan and was seconded by  
12 Ms. Lucht and the motion carried 4-0.

13  
14 Mr. Boyden offered a motion to approve Purchase Order 2985 to Hinesburg Sand and Gravel in the  
15 amount of \$47,998.85 for the purchase of winter sand and was seconded by Ms. Lord and the motion  
16 carried 4-0.

17  
18 Mr. Boyden offered a motion to approve Purchase Order 2987 to All States Asphalt in the amount of  
19 \$15,999.53 for the purchase of calcium chloride and was seconded by Ms. Lucht and the motion  
20 carried 4-0.

21  
22 Ms. Lord offered a motion to approve Purchase Order 2990 to Richmond Home Supply for the  
23 purchase of road fabric in the amount of \$15,840.00 and was seconded by Mr. Boyden and the motion  
24 carried 4-0.

25  
26 Ms. Lord offered a motion to approve Purchase Order 2991 to Richmond Home Supply for the  
27 purchase of culverts in the amount of \$4,423.40 and was seconded by Mr. Boyden and the motion  
28 carried 4-0.

29  
30 Ms. Lord offered a motion to approve Purchase Order 3032 to Ray Beane, Inc. for the purchase of tires  
31 in the amount of \$4,377.68 and was seconded by Mr. Boyden and the motion carried 4-0.

32  
33 Ms. Lord offered a motion to approve a confirming purchase order for Richmond Recreational Soccer  
34 in the amount of \$11,104.00, purchase order 3023 to Soccer One for the purchase of Soccer Goals and  
35 was seconded by Mr. Boyden and the motion carried 4-0.

36  
37 Mr. Boyden offered a motion to approve Purchase Order 3031 to Shearer Chevrolet in the amount of  
38 \$46,201.00 for the purchase of a foreman pickup with plow at the State Contract price and was  
39 seconded by Ms. Lucht and the motion carried 4-0.

40  
41 Ms. Lucht asked if this was on a schedule and the Administrator replied that the highway department  
42 pickup trucks were on a four year replacement schedule, with the foreman receiving one every four  
43 years and the old one rotated to the fleet, with the oldest one being eliminated.

44  
45 Ms. Houle asked if this was a taxable benefit to Mr. Gosselin. The Administrator said that he would  
46 find out how this was handled.

47  
48  
49  
50

1 Approval of Warrants

2

3 There was some discussion of an apparent double credit for BWP Distributors. The Administrator was  
4 asked to determine this before it was authorized to be paid.

5

6 Ms. Lucht suggested that Department Heads come to a meeting to discuss issues with the Selectboard  
7 from time to time.

8

9 **4. Adjourn**

10 Motion by Ms. Lucht to adjourn the meeting at 10:10 p.m. Seconded by Ms. Lord. So voted.