

**RICHMOND SELECTBOARD
REGULAR MEETING
February 4, 2013 MINUTES**

Members Present: Chris Granda, Chair; June Heston, Vice-Chair; Neil Boyden, Amy Lord;
Absent: Ashley Lucht
Others Present: Geoffrey Urbanik, Town Manager; Mary Houle; Linda Parent, Town Clerk; Laurie Brisbin, Delinquent Tax Collector; Heidi Bormann; Stephanie Douglas Hughes and Ruth Miller was present to videotape the meeting for MMCTV Channel 15.

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

1. Public Comment

Chair Granda asked if there was any comment from the public but there was none.

Chair Granda asked Linda Parent if there were any elected offices where there were no petitions filed, and Ms. Parent replied that there was one three-year lister vacancy and all other offices had one person file a petition.

2. Presentations and Discussion Items

Economic Development Committee and Depot Street Parking

The Manager explained that the Economic Development Committee wanted to keep this issue prominent before the public. Parking was their top issue, and the Town Meeting article was to provide \$100,000 funding or \$20,000 each year for five years to make this a reality.

Ms. Lord reported that the committee as far back as 2003 had identified the need for parking to revitalize the village. Now was the time for this to happen.

Heidi Bormann and Stephanie Douglas Hughes were present to promote the project. Ms. Bormann said that this was the number one issue for the Economic Development Committee. We couldn't reinvest in Richmond unless we had facilities and addressed the parking problem. Ms. Douglas Hughes said that if we envision growth, then we need to provide for parking.

The Selectboard agreed that this was a worthy initiative, and thanked Ms. Bormann and Ms. Douglas Hughes for coming in to speak.

Delinquent Tax Collector

The Manager explained that Laurie Brisbin was the Delinquent Tax Collector, and she had come in to answer questions from the Selectboard. The Selectboard was provided a list of duties in a draft job description, as well as an old policy draft on compensation.

Ms. Brisbin explained her duties as Delinquent Tax Collector. She noted that in the two years she has been in the position, she has collected \$240,746 in delinquent taxes. She said that some people are on payment plans, and it is a difficult task. She fortunately has not had to hold a tax sale in two years, and as long as people continue on their payment plans, then we cannot legally sell the lien.

1 Ms. Heston asked if Ms. Brisbin helped create the job description, and Ms. Brisbin replied that she
2 did.

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4 Mr. Boyden said that it was great that she was able to continue to do this, and help taxpayers.

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6 Mr. Granda said he was glad that she has been so involved, and thanked her for her work. He said she
7 was on the front lines of the economic downturn.

8
9 Mr. Boyden asked if all the agreements were written, and Ms. Brisbin said some where, some were
10 verbal.

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12 The Selectboard agreed to provide comments and suggestions on the job description and compensation
13 policy before making an appointment, and thanked Ms. Brisbin for her time.

14 15 **3. Other Business**

16 17 Outstanding Projects List

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19 The Manager explained the outstanding projects had been kept on a list in the Town Managers office,
20 and that this should turn into a regular report to the Selectboard not necessarily for discussion but to
21 keep everyone apprised of activity and timeframes. The Selectboard was welcome to suggest ways to
22 improve this, and add items or otherwise comment.

23
24 Mary Houle asked if the Park and Ride was on the list, but it was not. She asked if the Greensea
25 Systems parking changes were on, and the Manager said that they were not but since the town was
26 involved in that parking with the State, it made sense to add it.

27
28 Ms. Lord asked if all DRB actions were going to be added, and the Manager said no, but this one was
29 in partnership with the town.

30 31 Ecosystem Restoration Grant

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33 The Manager explained that last year the town received an Ecosystem Restoration Grant to place a
34 rain garden and retention pond at Town Center. After meeting with the residents, it was determined
35 that the retention pond was not a good project since it was uphill from a home, and the area it was to
36 be constructed was fill for an old pond. The residents objected that it wasn't right for them, so staff is
37 exploring the possibility of improving the storm water outfall near Richmond Rescue, that drains the
38 northern part of the village. This was on the Peet Farm, and neighboring Borden Street residents
39 would need to comment on the project before the grant was formally amended. The Manager asked if
40 the Selectboard had any objections, otherwise staff would continue with the outreach exploration for
41 the new project.

42
43 The Selectboard agreed with this course of action. Mr. Boyden asked if improvement to storm water
44 flow from Bridge Street to the Town Center parking lot was considered. The Manager said that the
45 grant would not pay for street-level improvements.

46 47 Approval of Minutes

48 49 Approval of Minutes of January 17, 2013

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1 Mr. Boyden offered a motion to approve the minutes of January 13, 2013, as amended with minor
2 edits, and was seconded by Ms. Heston.

3
4 There was discussion about the vote tally, since Mr. Boyden and Chair Granda were absent. The
5 Manager assured the Selectboard that abstentions did not count against the vote, and two positive
6 votes were all that were needed for a simple majority to approve.

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8 The motion carried 2-0-2 with Mr. Boyden and Chair Granda abstaining.

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10 Approval of Minutes of January 22, 2013

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12 Mr. Boyden offered a motion to approve the minutes of January 22, 2013 with minor amendments
13 with Ms. Lord seconding. The motion carried 4-0.

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15 Reports from Selectboard and Town Manager

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17 Mr. Lord reported that the Economic Development Committee was meeting to discuss ways to
18 improve the business district zoning, and working on improving the creamery site.

19
20 The Manager reported that the next Selectboard meeting was moved to February 19th, the following
21 Monday, the 25th, was to be the public information sessions for the two Australian Ballot articles, and
22 the next Monday, March 4th, was the meeting at the school, before Town Meeting, which was on
23 March 5th. The Manager also reported that several candidates were interviewed for zoning
24 administrative officer and hopefully a recommendation to the Planning Commission, then the
25 Selectboard, could be made this week. The Manager noted that Ms. Lucht generally wanted to report
26 on website updates but since she was absent, there was little to report other than there was support
27 among some in the public to getting some improvement on the town website.

28
29 Chair Granda agreed, but added that sometimes reliance on the website was not universally supported.
30 He suggested that residents contact the town and weigh in on how much reliance on the website the
31 town should have, and also give guidance on how much resources they felt should be dedicated to this
32 project. Town Meeting would be a good place to start.

33
34 Warrants

35
36 Chair Granda noted that he and Mr. Boyden reviewed the warrants, suggested the corrections to
37 Langrock Sperry and Wool, Richmond Highway Department, and Westaff. With those corrections,
38 they recommended approval.

39
40 The Manager noted he had one purchase order for approval, which was an amendment to a prior
41 purchase order for purchase of highway department radios.

42
43 There was discussion. The Manager explained that the vendor was originally contacted regarding the
44 price of the radios for the grant application which was for \$17,682. Following the grant award, the
45 previous purchase order, 3041, was for \$16,682. This purchase order amends the full price to \$17,682.

46
47 Ms. Heston asked if this was just a vendor error. She asked if the lower price was used, could we use
48 the remaining \$1,000. The Manager said no, it was reimbursable for only equipment. If we did not
49 spend the money we could not claim it as a reimbursement.

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1 Ms. Heston offered for approval Purchase Order #3043 to Radio North in the amount of \$17,682
2 which amends Purchase Order #3041 to Radio North in the amount of \$16,682 by increasing the cost
3 by \$1,000.

4

5 There was additional discussion. The Selectboard determined that it was likely a mistake on Purchase
6 Order #3041 and agreed to amend. The vote carried 4-0.

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8 **4. Adjourn**

9 Motion by Ms. Heston to adjourn the meeting at 7:45 p.m. Seconded by Ms. Lord. So voted.