

**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
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Members Present: Chris Granda, Chair; June Heston, Vice chair; Neil Boyden; Amy Lord; Ashley Lucht
Absent: None
Others Present: Geoffrey Urbanik, Town Administrator; Linda Parent, Town Clerk; Harold Irish; Cathleen Gent, Town Planner; Mary Houle; Chris Brimmer; and Ruth Miller was present from MMCTV to tape the meeting.

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

1. Public Comment

Chair Granda asked if there were any comments from the public.

Mary Houle offered condolences to the family of the person who died at the Huntington Gorge on June 30th. She thanked all the emergency responders from Richmond Rescue, Richmond Fire Department, the police and other departments who responded. Chair Granda explained that the person who died was a young man from Burlington. Ms. Heston added that this was the twenty fifth death in the past forty years.

Interview of Zoning Administrative Officer candidate Chris Brimmer

The Administrator explained that a search committee for a new zoning administrative officer was formed consisting of himself, Cathleen Gent, Development Review Board chair David Sunshine, and Planning Commission member Mark Fausel. Several candidates were interviewed, and Chris Brimmer was chosen to be the candidate recommended for the position. He further explained that the Planning Commission was requesting that Mr. Brimmer be appointed the E-911 coordinator, which assigns street addresses, and the Selectboard approve the revised job description for this position.

Chris Brimmer was present and gave an overview of his background. Mr. Brimmer had a degree in planning and had held similar positions over the years. He was currently the zoning administrative officer in Fairlee.

There was some discussion about the progress on the town's revised zoning and development regulations, and Mr. Brimmer's approach to zoning enforcement.

Ms. Lord said that this can be a challenging position and asked if Mr. Brimmer had any strategies for zoning enforcement.

Mr. Brimmer said that most people are cooperative and a lucid explanation of the laws is sufficient. Mr. Brimmer also said that a sort of consent order has worked well, where the homeowner agrees to a method to remedy the violation as opposed to relying on the notice of violation and penalty. Overall his goal was compliance, not just enforcement.

Ms. Heston asked about his strengths and challenges. Mr. Brimmer said that he had experience in the Coast Guard that has prepared him to deal with difficult situations, and being yelled at just rolls off his back.

Ms. Lucht asked if residency was a requirement, and the Administrator said that it was not.

Chair Granda said that the board was aware of some issues from the past where fairness and equitable treatment under the regulations were questioned. He asked if the number of hours was enough to do the job.

1 Mr. Brimmer said he would schedule necessary site visits on Fridays and be in the office on Mondays and
2 Wednesdays. He thought that this would improve review times and decisions.

3
4 The Administrator again explained the requests for appointment by the Planning Commission. Ms. Lucht
5 offered a motion to appoint Chris Brimmer as the Zoning Administrative Officer and was seconded by Ms.
6 Heston. The Administrator explained that he should also be appointed E-911 Coordinator and Ms. Lucht
7 amended her motion to include the E-911 Coordinator and was again seconded by Ms. Heston. The motion
8 carried 5-0.

9
10 Ms. Gent reviewed the revised job description for the Zoning Administrative Officer. Ms. Lucht said the time
11 requirement should read 16-20 hours per week.

12
13 Chair Granda said that he had hoped to get Richmond Area Business Association input prior to this meeting, but
14 schedules could not get coordinated. He was interested in defining problem solving by the Zoning
15 Administrative Officer.

16
17 Ms. Gent said that a discussion could occur, but the definition of how to approach violations is in the hands of
18 the Planning Commission and their regulations, not the job description.

19
20 There was some discussion about the upcoming special session on July 23rd at 7:00 PM where the revised
21 zoning regulations would be discussed by the Selectboard and Planning Commission.

22
23 Ms. Lucht asked if the qualifications should include proficiency in GIS. There was some discussion of this, and
24 Ms. Lord asked if under working conditions it could include delivering notices to public places being hand-
25 delivered notices.

26
27 Ms. Heston suggested that the working conditions were to define physical capabilities for disability purposes,
28 and hand-delivered notices might discriminate against physically handicapped candidates.

29
30 Ms. Lucht offered a motion to approve the revised job description for zoning administrative officer and was
31 seconded by Ms. Heston and the motion carried 5-0.

32 33 34 **2. Other Business**

35 36 Financial Updates

37
38 The Administrator explained the most recent set of financial documents, which was the condensed budget to
39 actual and the more detailed budget status. The results of the year end operations was an increase of net assets
40 to \$321,583.

41
42 Ms. Lucht asked what could the town do with the surplus, and Mr. Boyden suggested some of it could be used
43 to offset taxation. The Administrator said he would check to see how this could be assigned for the year-end of
44 the prior fiscal year, but the surplus fund balance could be appropriated in a future budget year to offset
45 taxation. The town should be careful, since relying on this could result in a larger tax increase later on.

46
47 There was discussion on the upcoming audit and the timing of financial statements. The Selectboard agreed
48 that they would like to see year-end financial statements by August 15th. The Selectboard also agreed that they
49 would like to review monthly status reports by mid-month, or the second meeting, of the month following.

50
51 Chair Granda said he wanted to keep a two-meeting schedule for these reports, to allow the Selectboard to
52 review them prior to them being posted online. Mr. Boyden said that between two meetings nothing changes
53 and it was better to do these once per month. Ms. Heston agreed, and said they should be kept at the second
54 meeting. Chair Granda added that he wanted accurate reports posted on the website and the Administrator said
55 that this was possible now that the Financial Director was keeping better records.

1
2 Invoice Audit
3

4 The Administrator explained that the invoice audit was up to "R" and should be done within two to three weeks.
5 A number of invoices were being held out for further investigation, and would be included in the final report.
6

7 Chair Granda said that proper payment of invoices can't be dependent on one individual, and it needed to be a
8 robust process. He said that the Financial Director needed to create a process to improve this, and the
9 Administrator agreed. Chair Granda said that the meaning of doing this was to show that we had internal
10 control over payments.
11

12 Treasurer
13

14 The Selectboard tabled this discussion due to Jon Kart's having to leave the meeting early.
15

16 Chair Granda asked if at one time the town had a combined Clerk/Treasurer. Linda Parent said that formerly it
17 was two positions held by one person. Now it is two positions held by two persons. Ms. Heston asked if this
18 was still a possibility and Ms. Parent said that it was.
19

20 Bank Note Quote for Excavator and Browns Court
21

22 The Administrator reported that the rate quoted was 2.32% for a \$180,000 note payable over five years.
23 \$110,000 was for the excavator and \$70,000 was for Browns Court.
24

25 Mr. Granda said he was disappointed that there was only one quote. The Administrator explained that
26 Merchants was the only lender doing short-term government lending. Formerly it was TD Bank, but all of TD
27 Bank's government bankers left to join Merchants Bank, and TD was no longer interested in this business.
28

29 Ms. Heston offered a motion to approve the rate from Merchant's Bank and was seconded by Ms. Lucht and the
30 motion carried 5-0. The formal paperwork for the note was to be prepared for the next meeting.
31

32 J. Hutchins Pay Request 11: Release of Retainage
33

34 The Administrator explained that there was an update on the punch list items, and that the only item outstanding
35 was the resetting of monuments by Stuart Morrow. The Engineers recommended a partial release of retainage,
36 holding \$7,000 for completion of this work. There was discussion among the Selectboard, and Mr. Boyden
37 reiterated his past comments that the retainage would be released when all work was completed. The board
38 agreed, and also agreed that the Administrator could release this once the engineer was satisfied that all work
39 was completed.
40

41 Mr. Boyden offered a motion to authorize the Administrator to release the final payment of retainage to J.
42 Hutchins following satisfactory evidence that all outstanding work was completed, and Ms. Heston seconded
43 the motion. The motion carried 5-0.
44

45 Ms. Lucht asked if the town was paying for replacement of water service connections. The Administrator said
46 no, but in each contract there was funding for replacement of the curbstop and some line beyond to be able to
47 properly tie in the old service to the new connection. Homeowners were notified if they had a poor service
48 connection so they would have the opportunity to replace it at that time, at their cost.
49

50 Vactor MOU
51

52 Ms. Lucht said that she still had not found an answer to the disposal of soils. She said that it was determined
53 since the last meeting that they were not stockpiling soil in the floodplain. Regarding petroleum contaminated
54 soils, if there was no strong odor it was likely that petroleum was not a significant factor in the soils, but if it
55 was it could be dealt with according to a standard operating procedure.

1
2 Chair Granda asked what volume of waste were we talking about? There was no clear answer.

3
4 Ms. Lucht said that right now the rate for the vactor was estimated at \$24 per hour, where Hartigans was more
5 like \$700 per day.

6
7 Ms. Heston asked why the agreement was for only one year? Ms. Lucht said that rates and participation could
8 be changed each year. There was also a capital replacement fund, and if you paid into this and left too soon you
9 would lose money. It was agreed that this item would come back for July 16th.

10
11 Policies Discussion

12
13 Smoking Policy

14
15 The Administrator explained that the language of the policy was cleaned up, and appropriately showed the
16 intent of the Selectboard. The board agreed, and Ms. Heston offered a motion to approve the Smoking Policy
17 and was seconded by Mr. Boyden and the motion carried 5-0.

18
19 Debt Management Policy

20
21 The Administrator explained that he had found the model debt management policy from VLCT, and modified it,
22 however, it left open any level of restriction or carrying capacity. It appeared that many jurisdictions relied on
23 State law and even these laws varied greatly.

24
25 Ms. Lucht said that State law in Vermont provided a cap at ten times the grandlist value, which for Richmond
26 would be over \$40 million, which was too high.

27
28 Ms. Heston suggested we contact our auditors. The Administrator noted that he would also ask VLCT to query
29 other towns via email.

30
31 Cemetery Funds

32
33 The Administrator explained that the Cemetery Commissioners had requested that some funds that were in
34 defunct trusts be reallocated to the operating account. All attempts at locating anyone associated with these
35 trust accounts had failed, and the amounts were \$513.73 and \$238.86 in the Rocheleau and Towne trust
36 accounts.

37
38 Ms. Heston offered a motion to approve the transfer of funds from the Rocheleau (\$513.73) and Towne
39 (\$238.86) trust accounts to the cemetery operating fund, and was seconded by Ms. Lord and the motion carried
40 5-0.

41
42 Green Mountain Engineering Contract Extension

43
44 The Administrator explained that three years ago, Green Mountain Engineering was hired to complete a
45 preliminary engineering report and design study of village infrastructure projects. This was a two-year project,
46 and last year they requested a one-year extension, which was granted. This request was for an additional two
47 months to complete the final project preliminary design.

48
49 There was some discussion. The Administrator said that this was not a time-critical project since none of these
50 projects were scheduled for construction or bidding. Ms. Heston asked if we were losing any money with this
51 delay and the Administrator said no.

52
53 The discussion turned to the Bridge Street Bridge paint project and how it was behind schedule. The
54 Administrator noted that some of the contractor's equipment was repossessed.

55

1 The discussion then turned to the Chlorine Contact Time project from Green Mountain Engineering, and Ms.
2 Heston asked what this was. Ms. Lucht explained that chlorine needed to comply with a certain standard to
3 ensure proper disinfection. The Administrator said this project involved adding length of pipe to increase the
4 time from well to first service connection.

5
6 Ms. Heston offered a motion to approve the contract extension to Green Mountain Engineering and was
7 seconded by Ms. Lord.

8
9 Mary Houle said it would be useful for the town to determine what Mr. Bressor's future plans were for the
10 property, since if he were to abandon it that might solve the chlorine contact time issue. Ms. Lucht said that it
11 was for the general water system, not just the closest service.

12
13 The motion carried 4-1 with Mr. Boyden voting against.

14
15 Ms. Lord asked what was next in the projects. The Administrator said that this would need to be discussed.
16 Last year, the Selectboard agreed that Jericho Road needed to be the first road redone, and East Main was
17 second. The water system for East Main was the most deficient in town, however, the street surface of Bridge
18 Street was in worse shape than other roads. This would take careful consideration.

19
20 Ms. Lucht said that obtaining funding through the state's revolving loan fund was also a possibility, and would
21 take time to obtain.

22
23 Approval of Minutes: June 4, 2012

24
25 The Administrator explained that he had amended the minutes as requested at the last meeting.

26
27 Mr. Boyden offered a motion to approve the minutes of June 4, 2012 and was seconded by Ms. Lucht and the
28 motion carried 4-0-1 with Ms. Heston abstaining.

29
30 Approval of Minutes: June 19, 2012

31
32 Some edits were noted. Ms. Lord noted that the police car crash was omitted from the Administrator's Report,
33 and that the dollar amounts for J. Hutchins Change Order 21 were missing. The Administrator agreed to these
34 corrections, and noted that the dollar amount was \$4,550.

35
36 Mr. Boyden offered a motion to approve the minutes as amended and was seconded by Ms. Lord and the
37 motion carried 5-0.

38
39 Reports from Town Officials and Town Administrator

40
41 Economic Development: Ms. Lord said that the Economic Development Committee had its first meeting.
42 Parking in the village was the number one issue among the business owners. There was discussion on this, and
43 developing the Depot Street Parking Lot as well as the possibility of finding other parking in the village.

44
45 Other reports

46
47 Ms. Lucht said that the Regional Planning Commission was proposing an expansion of the park and ride at exit
48 11.

49
50 Ms. Lord said that she attended a VLCT symposium on auditing and fraud that was very educational.

51
52 Ruth Miller said that Mount Mansfield Community Television sometimes aired a video created by State Auditor
53 Tom Salmon that interviewed some convicted of embezzlement.

54

1 Mr. Boyden said he had not yet made arrangements with VLCT to establish a training for the new Town
2 Manager form of government. He reminded that the sidewalk in front of Richmond Market needed to be built.

3
4 Ms. Heston said that the Trails Committee was circulating a petition to support a bike/pedestrian path from the
5 village to the exit 11 park and ride. Also the committee working on the 200th anniversary of the Old Round
6 Church had been busy planning next year's celebration.

7
8 Linda Parent reported that the 4th of July Committee has set up for the festivities.

9
10 Chair Granda asked if anyone had heard from Richmond Rescue. Ms. Heston and Mr. Boyden said that they
11 received an email and Rich Dana is apparently the new president.

12 13 **3. Administrator's Report**

14
15 The Town Administrator reported that the Fire Department had inquired about converting the fire station from
16 oil heat to natural gas. They presented a few options, which the Selectboard had a copy. They requested that
17 they obtain a boiler at their cost, and Vermont Gas would install. They would hire a plumber to install a
18 separate hot water tank as a supplement to the system.

19
20 There was some discussion. It was agreed that Efficiency Vermont should be contacted to consult about what
21 equipment was needed and what incentives existed to replace old equipment prior to the fire company
22 proceeding. Ms. Lord said that any installation commitment by Vermont Gas should be in writing.

23
24 The Administrator asked if anyone wanted to talk about the August meeting schedule.

25
26 It was agreed that a quorum would exist for both August meetings, and it was agreed that the September 3rd
27 meeting would be moved to September 4th due to the holiday.

28 29 Insurance Claim/Vehicle Sale to Insurance Company

30
31 The Administrator explained that the settlement for the damaged police vehicle from last month's crash was
32 \$11,677.48. The paperwork before the board was to agree to that settlement and transfer ownership of the
33 vehicle to the insurance company.

34
35 Ms. Lucht offered a motion to accept the insurance settlement of \$11,677.48 and transfer ownership to the
36 insurance company and was seconded by Ms. Heston. Ms. Heston said that the funds would be used to
37 refurbish the oldest patrol car to make it last longer. The motion carried 5-0.

38 39 Municipal Tax Rate

40
41 The Administrator explained that the listers had provided him with the final grand list value, and the state had
42 set the amount of education taxes. Therefore, the municipal tax rate could be set as well as the full rates. The
43 municipal rate was to be set at \$0.6077, the homestead education rate was \$1.3197 and the non-resident
44 education rate was \$1.4422. Ms. Lucht offered a motion to set the rates as presented and was seconded by Ms.
45 Heston. The motion carried 5-0.

46 47 Approval of Purchase Order to SD Ireland for Paving

48
49 The Administrator noted that Highway Foreman Peter Gosselin had provided the results of the bid opening for
50 FY2013 paving. The low bid was SD Ireland at \$69.40 per ton.

51
52 Mr. Boyden asked for unit costs in the bid and Ms. Lucht said that the quantities were listed on page two.

53
54 Mr. Boyden offered a motion to approve Purchase Order 2994 to SD Ireland for paving, not to exceed \$420,000
55 and was seconded by Ms. Heston. The motion carried 5-0.

1
2 Some warrants were discussed, and found to not be listed on the warrant sheet. Those items were not to be
3 paid.

4
5 Linda Parent said that the window in her office was broken, and the Selectboard agreed that this should be
6 fixed.

7
8 **4. Adjourn**

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