

**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**  
**J u n e   4 ,   2 0 1 2   M I N U T E S**

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Members Present: Chris Granda, Chair; Neil Boyden; Amy Lord; Ashley Lucht  
Absent: June Heston  
Others Present: Geoffrey Urbanik, Town Administrator; Linda Parent, Town Clerk;  
Burse and Sheila Bailey; Kathy and George Bevis; Mary Houle; Jon  
Kart, Assistant Treasurer; and Ruth Miller was present from MMCTV to  
tape the meeting.

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Chair Granda called the meeting to order at 7:40 p.m.

**1. Public Comment**

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

George Bevis said that at the last meeting Chris Granda inferred that Mr. Bevis was a slanderer. Mr. Bevis said that he spoke with the State Auditor who said that he had never seen a worse municipal audit. Mr. Bevis said this was under the current Selectboard, and the town owns the worst audit he has ever seen. Mr. Bevis said he was doing another radio show.

Chair Granda said that he did not remember referring to Mr. Bevis as a slanderer, but would not argue the point. There was some back and forth between Mr. Bevis and Chair Granda, then no further comments from the public.

**Financial Reports**

The Administrator explained that the Finance Director had been on vacation the prior week and had not had time to update the finance documents. However, by the next meeting, the documents would be updated and a preliminary final budget status and financial statement would be ready. Chair Granda asked what the timing would be for these documents and the Administrator said by the 13th. Chair Granda expected a discussion on the 19th for these items.

**Town Treasurer**

The Administrator explained that he had revised a proposed job description for the Treasurer, based on the 2007 description that was developed but never adopted.

Jon Kart suggested that a committee of himself, the Administrator, the Selectboard and Finance Director re-examine this and develop a job description that included the statutory duties, but did not overlap with the Finance Director's job duties.

Ms. Lord agreed that without this comparison it would be difficult to develop something for the treasurer.

Ms. Lucht and Mr. Boyden said that the draft looked almost like a full-time job.

Mr. Kart said that eventually a charter amendment may have to address the differences.

Mr. Granda said that the minimum under the statues was all that the Selectboard could expect, and anything else was just a suggestion.

The Selectboard agreed that this subcommittee proposed by Mr. Kart would be created, and Mr. Kart would coordinate the group.

1  
2 The Administrator reported that he had hired Glenna Pound, CPA, to provide professional consulting related to  
3 the year end/year open duties in the finance office. Considering that there was no treasurer and the difficulty  
4 experienced last year, this was essential. The rate was \$65 per hour for 110 hours. The Finance Director was  
5 still going to do the work, but the CPA would review and consult to make sure the trial balance and financial  
6 statements were right before the town submitted them to the auditors.  
7

8 The Administrator also noted that he was working on the billing review for the past year and hoped to have  
9 someone hired soon.  
10

## 11 **2. Other Business**

### 12 Economic Development Committee

13 Ms. Lord presented her slate of candidates for appointment to the new Economic Development Committee:  
14

15 Denise Barnard; Heidi Bormann; Ann Cousins; Stephanie Douglas Hughes; Ellen Kane; Anne O'Brien; Ian  
16 Wyatt  
17  
18

19 These were all residents or business owners in Richmond that she had spoken to, and were interested in  
20 improving the business climate in Richmond.  
21

22 Chair Granda noted that Lauke Parke was in the audience, who also wished to be on the board. Ms. Lord said  
23 that Mr. Parke would be more than welcome on the new committee.  
24

25 Ms. Lord offered a motion to nominate the above list, including Mr. Parke, to the Economic Development  
26 Committee. Ms. Lucht seconded the nominations and the motion carried 4-0.  
27  
28

### 29 Energy Monitoring Policy

30 The Administrator noted that he had amended the draft policy with Chair Granda's comments and Jeff  
31 Forward's comments.  
32

33 Ms. Lucht asked for double-sided copies of documents that were photocopied. Ms. Lucht suggested a water-  
34 usage tracking policy also.  
35

36 Chair Granda asked that the town's energy coordinator, Jeff Forward, be asked to compile a report based on the  
37 information gathered under this policy.  
38

39 Ms. Lord said that Department Heads should develop efficiency plans for replacing older equipment and  
40 vehicles with more efficient ones. Mr. Boyden suggested that could be handled in the Capital Budget.  
41

42 Chair Granda asked for public comment and Bruce Bailey said the town had it covered.  
43

44 Ms. Lucht offered a motion to adopt the Energy Monitoring Policy and was seconded by Ms. Lord. The motion  
45 carried 4-0.  
46

47 Mr. Boyden asked what the clause in the penalty meant regarding denial by the Selectboard. The Administrator  
48 explained that this was for expansion of government operations and if the policy was not considered, then the  
49 Selectboard could use that as grounds to deny the proposal.  
50

### 51 Charitable Athletic Event Policy

52 The Administrator explained that some minor revisions had been made to this policy since the last meeting.  
53  
54  
55

1 Mr. Boyden offered a motion to approve the Charitable Athletic Event Policy and was seconded by Ms. Lord.  
2 There was some discussion about the necessity, and the Administrator said that this would coordinate organized  
3 race events in town. This would not affect informal gatherings of riders or runners and in that case they would  
4 be expected to abide by the laws.

5  
6 The motion carried 4-0.

7  
8 Mary Houle asked if this was posted and the Administrator thought he had.

9  
10 Smoking Policy

11  
12 The Administrator explained that he had asked Department Heads how they would feel if smoking for  
13 employees was banned from all town property.

14  
15 Mr. Boyden offered a motion to adopt the smoking policy and was seconded by Ms. Lucht.

16  
17 Mr. Granda explained that he had wanted to know what the effect would be to prohibit smoking on town  
18 property. State law already prohibited smoking inside of the buildings.

19  
20 The Administrator said that at this time, one employee would be affected, but in the future the town could hire  
21 people who smoke who would also be affected. There was no strong opposition to this change by the  
22 Department Heads.

23  
24 Sheila Bailey said that to prohibit smoking on all town property seemed an extreme measure.

25  
26 Mary Houle said that people should quit smoking.

27  
28 Ms. Lucht said that she believed there was a distinction between town property and the sidewalk, so that people  
29 who needed to smoke could do so. There was some discussion.

30  
31 Chair Granda sensed that there was not a consensus on how to move forward and suggested tabling the policy.

32  
33 Mr. Boyden offered a motion to table this until June 19th and was seconded by Ms. Lucht and the motion  
34 carried 4-0.

35  
36 Jericho Road Change Order #21

37  
38 The Administrator explained this was for certain modifications to the retaining wall above the Brownsword  
39 residence. The dollar figure on the provided paperwork appeared incorrect. There was some discussion and  
40 this was tabled until June 19th.

41  
42 Jericho Road Change Order #22

43  
44 The Administrator explained that soil had slumped over the Winter into the stone lined drainage ditch along the  
45 ledge. This had to be removed and replaced, and hydroseeded to prevent future landslides. The town was able  
46 to retain the stone that was there previously, since it had already paid for it. This would be used to line other  
47 ditches in other parts of town.

48  
49 Ms. Lucht offered a motion to approve Change Order #22 for Jericho Road, J. Hutchins, in the amount of  
50 \$8,700 and was seconded by Mr. Boyden and the motion carried 4-0.

51  
52 Bruce Bailey said he needed the swale in front of his house leveled out, it was at too steep of an angle.

53  
54 Chittenden East Supervisory Union Lease

55

1 The Administrator explained that the CESU lease for the upstairs of Town Center was expiring on June 30th of  
2 this year. He and the school's business administrator had negotiated a new lease. This new lease was a three-  
3 year lease with a three-year renewal, with an early termination clause with no penalty after the second year.  
4 This was added at the school's request since they are still considering a move into empty school space should  
5 the opportunity arise. Other terms were nearly identical to the existing lease. The lease rent for the first three  
6 years was fixed at \$42,312 annually. The renewal period called for an adjustment of the lease rent.

7  
8 Ms. Lucht offered a motion to approve the new lease for Chittenden East Supervisory Union and was seconded  
9 by Ms. Lord.

10  
11 There was some discussion over where the money went. Ms. Lucht said that if the Town Center Debt Service  
12 Fund was only for debt service, then the maintenance monies should not be going in or coming out.

13  
14 There was some discussion about whether or not the value compared to private sector rent. It was agreed that it  
15 probably did not compare since the building was unique and the tenant was also unique. The Administrator  
16 explained that the schools had been paying this same amount for two years.

17  
18 Mary Houle agreed that the early out clause was a good thing, and the schools using school space for offices  
19 would save money.

20  
21 The motion carried 4-0.

#### 22 23 Kitchen Table Bistro Request to Expand Licensed Premises

24  
25 The Administrator explained that the Kitchen Table Bistro wanted to expand their licensed premises to serve  
26 alcohol on the lawn surrounding the building. This was for social functions.

27  
28 Ms. Lucht recused herself from this issue.

29  
30 Ms. Lord offered a motion to approve the expanded premises and was seconded by Mr. Boyden. The motion  
31 carried 3-0-1 with Ms. Lucht recused.

#### 32 33 Vermont Gas Work Within the Right of Way

34  
35 The Administrator explained that Vermont Gas had neglected to put Lemroy Court on their plans when  
36 originally approved, and this right of way permit was adding this street to their workplan.

37  
38 Ms. Lucht offered a motion to approve Right of Way permit 12-073 for Vermont Gas and was seconded by Ms.  
39 Lord.

40  
41 Mr. Boyden said that he felt that Vermont Gas would need a separate permit for each service connection. There  
42 was some discussion and the board agreed that this was the case.

43  
44 The motion carried 4-0.

#### 45 46 Renewal of Marshall-Swift Appraisal License

47  
48 The Administrator explained that the town sublicensed the Marshall Swift cost tables for listing from the State,  
49 and this was the annual renewal. A check to pay the renewal fee was included in the warrants.

50  
51 Ms. Lucht offered a motion to approve the renewal of the Marshall Swift license and was seconded by Mr.  
52 Boyden. The motion carried 4-0.

53  
54 Mr. Granda requested that the listers give a report on the June 19th meeting on the status of revisions to the  
55 Grand List.

1  
2 Waitsfield Telecomm Right of Way Permit  
3

4 The Administrator explained that this was to install two poles to relocate underground wires on Dugway Road  
5 where the road was washing out. The repair would be substantial and this part of the road would have to be  
6 rebuilt.  
7

8 Chair Granda asked if anyone had been notified that poles would be going in at their home and the  
9 Administrator explained that these poles were not in front of any homes.  
10

11 Ms. Lucht offered a motion to approve the Right of Way Permit for WCVT and was seconded by Ms. Lord and  
12 the motion carried 4-0.  
13

14 Approval of Minutes of May 21, 2012  
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16 Ms. Lucht offered a motion to approve the minutes of May 21, 2012 and was seconded by Ms. Lord and the  
17 motion carried 3-0-1 with Mr. Boyden abstaining.  
18

19 **3. Administrator's Report**  
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21 The Town Administrator reported that the final paving on Jericho Road had been completed and the culverts  
22 lined. This completed the major work for the project, and clean up items were all that were left. There had  
23 been some disputes about the sidewalk quality and road quality, and J. Hutchins had made efforts to correct  
24 these at their expense.  
25

26 The Administrator also reported that the Bridge Street Bridge paint project was not yet complete and only about  
27 half-way complete.  
28

29 The Administrator reported that the Board of Water Commissioners had awarded the Browns Court Waterline  
30 replacement project to Todd Chagnon Construction. The Selectboard would need to borrow a five-year  
31 banknote for \$70,000 for this job. Afterward, Pete Gosselin would have the street regraded and paved.  
32

33 The Administrator congratulated Pete Gosselin for his grant award to replace the Highway Department radios  
34 with narrow-band capable radios. There was an FCC mandate that radios be replaced by January 2013. The  
35 Administrator also thanked Tim Conner for his volunteering to clean the front of the building, it looked very  
36 nice.  
37

38 Ms. Lucht noted that she had spoken to Jim Pease about the Vactor. The initial agreement could be  
39 renegotiated at any time, and the costs could move depending on year-to-year use by any particular town.  
40 Initial training would be provided by the manufacturer. She suggested revising the memorandum of  
41 understanding slightly, and reconsidering at the next meeting.  
42

43 Mr. Boyden said that the transition to Town Manager was being discussed and he had contacted VLCT  
44 regarding training for the Selectboard and town staff. Ms. Lucht agreed that training was needed for the  
45 transition. Mr. Boyden hoped that the training would be supplied at no cost.  
46

47 Warrants  
48

49 There was some discussion on the warrants. It was agreed that the warrants would be in the Planning Office on  
50 the Friday before the meeting, and keys would be distributed to those who did not have them. Ms. Lucht  
51 offered a motion to approve the warrants and was seconded by Ms. Lord and the motion carried 4-0.  
52

53 **4. Adjourn**

54 Motion by Mr. Boyden to adjourn the meeting at 9:30 p.m. Seconded by Ms. Lucht. So voted.

1     Additional Discussion on Borrowing

2

3     Mr. Boyden asked how the Selectboard was able to borrow without voter approval. The Administrator  
4 explained that at Town Meeting in 1998 or 1999 the voters approved a motion from the floor to allow the  
5 Selectboard to borrow up to \$150,000 payable over not more than 5 years for the purchase of capital items.  
6 This was originally done for Highway Equipment but has since been used for any capital purchases.  
7 Therefore, he was requesting that the Browns Court waterline be paid for in this fashion.

8

9     There was some additional discussion on this. The Selectboard was concerned that there were no other  
10 restrictions on this. Following this discussion the Selectboard departed.