

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
O c t o b e r 1 , 2 0 1 2 M I N U T E S

Members Present: Chris Granda, Chair; June Heston, Vice chair; Neil Boyden; Amy Lord; Ashley Lucht

Absent: None

Others Present: Geoffrey Urbanik, Town Administrator; Angela Cote; James Garris; Mary Houle; Bruce and Sheila Bailey; Harold Irish; Tom Levesque Fire Chief; Alan Buck, Police Chief; Dennis Gile, Deputy Fire Chief; Kristen Hayden-West, Chair of the Library Board of Directors; Laurie Dana, Library board member; Mark Aridgides; Mark Sperry, Town Counsel; and Ruth Miller was present from MMCTV to tape the meeting.

Chair Granda called the meeting to order at 7:05 p.m.

1. Public Comment

Chair Granda asked if there were any comments from the public, but there were none.

Appointment of Town Treasurer

Chair Granda explained that since Mr. Aridgides could not stay past 7:30 this evening, the Treasurer item would be moved up on the agenda.

The Administrator introduced Mark Aridgides, a resident of Richmond who was interested in filling the vacancy in the Town Treasurer position through the end of the current term. Mr. Aridgides has a financial background, and has lived in Richmond since 2004.

Mr. Aridgides reviewed his background as a financial advisor and how he viewed his role as Treasurer.

Ms. Heston asked what challenges Mr. Aridgides believed he'd face. Mr. Aridgides said that he has sat with Jon Kart and Kim Moreno and believed he understood what was expected. He felt he would be the third set of eyes to make sure the finances were correct.

The Administrator noted that Mr. Aridgides had asked for \$300 per month in stipend.

After some discussion, Ms. Lord offered a motion to appoint Mark Aridgides as Treasurer to fill the unexpired term ending March 5, 2013, at a rate of \$300 per month and was seconded by Ms. Lucht. The motion carried 5-0.

Executive Session

Chair Granda requested an executive session to discuss real estate contract negotiations and personnel. Ms. Lucht offered a motion to enter executive session at 7:10 pm and was seconded by Ms. Heston and the motion carried 5-0. The Administrator and the Town Attorney were invited to attend.

At 7:50 pm Ms. Lucht offered a motion to adjourn the executive session and reconvene the regular session and was seconded by Ms. Heston and the motion carried 5-0.

Ms. Lucht offered a motion to direct the Town Administrator to request a letter from the Town Attorney to respond to the attorney representing the Houles in the hazard mitigation buyout, according to details identified in executive session. Ms. Heston seconded the motion.

1 Cara LaBounty asked why the attorney needed to write the letter, and why not address the issues directly with
2 the Houles.

3
4 The Administrator asked if the town was allowed to deal directly with the Houles, since they are represented by
5 an attorney. Ms. LaBounty said that the town could do this.

6
7 There was some other discussion, and Chair Granda added that the town was not prepared to draft a purchase
8 and sale agreement at this time, and would wait until a subgrantee agreement was signed with the State, Town
9 and FEMA.

10
11 James Garris asked if the town was no longer pursuing an historic preservation project. Chair Granda said that
12 the town or anyone on the Selectboard, was interested in a preservation project. The wording of the letter from
13 the Administrator was meant to leave open the possibility for others who might be interested in preserving the
14 property from having an opportunity if one was available. The Selectboard was pursuing the buyout project.
15 Mr. Garris asked if the Selectboard was working with anyone, and what Ann Cousins was doing, and Mr.
16 Granda said no, and he did not know.

17
18 Chair Granda called the vote and the motion carried 5-0.

19 20 **2. Public Hearings for Ordinances**

21 22 Ordinance 2012-03 Amending Schedule A of the Road Naming Ordinance

23
24 Ms. Heston offered a motion to open the public hearing on Ordinance 2012-03 and was seconded by Ms. Lord
25 and the motion carried 5-0.

26
27 The Administrator read the changes, which consisted of a few edits to existing road names, and the addition of
28 Sadlar Meadow Road, which was a new private road in a subdivision at the Peet Farm on Jericho Road.

29
30 Tom Levesque asked where this was, and it was explained that it was going to be at the current farm access at
31 the Peet farm.

32
33 With no other comments, Ms. Heston offered a motion to close the public hearing and was seconded by Ms.
34 Lucht and the motion carried 5-0.

35
36 Ms. Lucht offered a motion to approve Ordinance 2012-03 and was seconded by Ms. Lord and the motion
37 carried 5-0.

38 39 Ordinance 2012-04 Amending Fees

40
41 Ms. Lucht offered a motion to open the public hearing on Ordinance 2012-04 and was seconded by Ms. Lord
42 and the motion carried 5-0.

43
44 The Administrator explained the fee schedule, and the changes made in anticipation of fitting into the new
45 zoning regulations. These fees would remain in place regardless of the outcome of the November election, but
46 would become effective 60 days after adoption and not September 4th.

47
48 With no other comments, Ms. Lucht offered a motion to close the public hearing and was seconded by Ms. Lord
49 and the motion carried 5-0.

50
51 Ms. Lord offered a motion to adopt Ordinance 2012-04 and was seconded by Ms. Lucht and the motion carried
52 5-0.

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3. Review of Department Budgets

Police

Chief of Police Alan Buck presented his budget. There were four parts to the presentation, the regular operating budget, the capital budget, an amendment to starting pay and hiring an extra patrol officer in anticipation of one officer leaving within the next six months.

The budget lines were reviewed by Chief Buck. Ms. Lucht asked what was included in the technology line, and Chief Buck said there were certain subscription fees charged by the State for their online system.

Chief Buck also noted that the cruiser line was higher because of the ongoing payments on the second cruiser from last year. There was also a radio upgrade for \$15,000 that may be changed to an in-car video upgrade for existing cruisers.

Chair Granda asked why last year's overtime line was so low and the Chief explained that for most of the year they were fully staffed. Chair Granda asked if the five officer scenario would reduce overtime, and Chief Buck answered yes.

Ms. Lucht added that finding a way to increase cash reserves for equipment and vehicle purchases was a good thing.

Chief Buck next went through his memo requesting higher starting pay for new officers, and adjusting existing officers pay accordingly. Chief Buck had polled surrounding towns for their starting officer pay, and Richmond's was the lowest at \$16.00. Some other departments were larger and could afford more, but Bristol and Hinesburg were both significantly higher. Chief Buck requested moving the starting pay in Richmond to \$17 per hour.

Chief Buck also explained that he would like to replace the existing corporal position (which is unfilled) and replace it with a sergeant position at a higher pay grade. This would also aid in retaining officers by encouraging them to stay longer than two years.

The final request was to hire two officers now, if identified as candidates, to replace the officer recently hired by another department and the likely loss of a second officer in the next six months. The town would risk temporarily overstaffing to avoid a difficult short staff situation early next year.

There was additional discussion on these items, and the Selectboard thanked Chief Buck for his work.

Fire Department

Chief Tom Levesque and Deputy Chief Dennis Gile were present to discuss their budget. They reviewed their operating request, which was less than one percent more than the prior year. Ms. Heston suggested that a pay increase was warranted, and Chief Levesque said that last year at that time the firefighters rejected the pay increase and said they would rather see additional funding for equipment. Ms. Heston said that she felt the budget could afford some pay increase to the firefighters.

There was discussion on mileage. Chief Levesque explained that he did not charge mileage for the work he did as Chief. The Administrator said that was an important statement. Chief Levesque was doing this because of who he was, and the Selectboard needed to recognize the fact that they were getting for free what someone else might charge for. This happens often with volunteers. It was recommended that Chief Levesque track his mileage for the benefit of the Selectboard understanding what was involved in being Fire Chief.

The Chief also asked for five hours of secretarial help to file necessary reports.

1 Ms. Lucht said that there needed to be a repair fund for capital assets. An example was the high cost of the
2 generator repair recently.

3
4 The Administrator noted that the capital plan included a new truck purchase in 2015, as well as replacement air
5 packs starting in 2013, for three years.

6
7 The Selectboard thanked the Chief and Deputy Chief for coming in.

8 9 Library

10
11 Kristen Hayden-West and Laurie Dana were present to explained the Library budget request. Ms. Hayden-West
12 explained that the largest change was in the salaries, since they were requesting a part-time technical assistant.
13 She explained that most things were online now, and people needed assistance with forms, applications,
14 locating things, etc. A technical assistant was required for these tasks.

15
16 There was also a list of capital items for the library, including new steps, carpet, a water fountain and a variety
17 of repairs. The Administrator said he believed that the library bond would be paid off in FY2013, and this item
18 may be removed from the budget.

19 20 **4. Other Business**

21 22 Town Manager Discussion

23
24 Ms. Heston offered a motion to transition Geoffrey Urbanik from Town Administrator to Town Manager.

25
26 Chair Granda informed the audience that the town's counsel had advised that the Selectboard was not required
27 to advertise the position, and an appointment could be made by motion.

28
29 Ms. Lucht seconded the motion.

30
31 Mary Houle said that for a period of time the former committee on this issue was supposed to provide a report,
32 and asked if they had done so. Ms. Heston said that a report was received in June of last year. Chair Granda
33 said that this transition does require public input, and this will be a multi-month process. Ms. Houle urged the
34 use of VLCT to help in the transition.

35
36 Chair Granda called the vote and the motion carried 5-0.

37 38 Town Manager Transition Schedule

39
40 Mr. Boyden explained that he had researched and developed a transition schedule:

41 42 October 1, 2012

43 Determine to hire within or advertise from outside
44 (COMPLETED)

45 October 15, 2012

46 Develop Employment Agreement and finalize Job Description

47 November 5, 2012

48 Interview Town Manager candidate, set goals and conduct employee & public outreach

49 December 3, 2012

50 Appoint Town Manager

51
52 Mary Houle asked if Mr. Boyden formulated this on his own, or discuss with the Selectboard at some other
53 time? Mr. Boyden said he was taking the lead on this issue for the Selectboard.

54

1 Cara LaBounty said that notices should be posted on Front Porch Forum and the town cork board.

2
3 Mr. Urbanik thanked the Selectboard for the vote of confidence.

4
5 Financial Reports

6
7 The Administrator presented the revised financial reports.

8
9 Ms. Heston asked for a pro-rated format, where the budget was divided into quarterly targets, or monthly
10 targets, to better compare the budget to actual. There was some discussion about how the taxes received were
11 being shown, and how to break out the receipts from school to town.

12
13 Mary Houle asked what the costs for the CPA were, and if we were satisfied with the outcomes and if we're
14 seeing what we expected in the financial director.

15
16 The Manager explained that the CPA investment was worth it to get a clean trial balance for the auditors to
17 work from. The amount expended was far more than first anticipated, for a variety of reasons but in the end it
18 achieved the goal of getting a clean general ledger.

19
20 Chair Granda said that the Selectboard needed to get necessary reports that show information needed to make
21 decisions.

22
23 Town Center Heat

24
25 The Manager explained that bids had been received, however, there was some difficulty with the two low
26 bidders in their availability to complete the work. Four bids were received, and all were adequate to do the job
27 required, however, there was a more than \$20,000 difference between the two lowest bidders and the third, and
28 an additional \$10,000 for the fourth. The Manager requested the ability to award subject to successful
29 negotiation on timing for either of the two low bids, subject to ratification by the Selectboard at the next
30 meeting.

31
32 Ms. Heston offered a motion to authorize the Town Manager to conditionally award a contract for replacement
33 heat systems for the Town Center, and was seconded by Mr. Boyden and the motion carried 5-0.

34
35 Chair Granda noted that the Fire Department heat situation was still unsolved, and the Manager noted that he
36 expected to have a solution to that issue soon.

37
38 Tax Collection Policy - this item was tabled to the next meeting.

39
40 Approval of Minutes of September 17, 2012

41
42 Ms. Heston offered a motion to approve the minutes of September 17, 2012 as amended and was seconded by
43 Ms. Lucht and the motion carried 5-0.

44
45 Warrants - the Selectboard agreed that Chair Granda and Ms. Lucht would review the November warrants.

46
47 Reports from Selectboard and Town Manager

48
49 The Manager noted that roadwork on Dugway Road was on schedule and would be complete by the end of the
50 month.

51
52 The Manager explained a request from the owner of the creamery, Craig Caswell, through David Raphael, that
53 the town cooperate in exploring Brownfields grants to aid in cleaning the contaminated areas. The Manager
54 suggested that staff could work cooperatively with Mr. Caswell and Mr. Raphael to see what could be done.

1 The Selectboard agreed that this should be done, and the Manager noted that next week there was a training
2 session from the EPA on Brownfields that he would attend.

3
4 Consent Agenda

5
6 The Manager explained that the State was taking over the Safe Routes to Schools grant, and were installing the
7 required signage. They requested the town sign a maintenance agreement that outlined the town's
8 responsibilities for maintaining the signs after the state installed them. The second item was approval of an
9 extension of the provisional period for the zoning administrative officer for an additional 90 days as was
10 reported under separate cover, and approval of a work within the right of way application for installation of
11 television cable buried across a part of Christmas Hill Road.

12
13 Chair Granda asked if anyone had any concerns, and those items could be voted on separately. Otherwise, the
14 items under Consent Agenda would be voted on as one.

15
16 Ms. Heston offered a motion to approve the items listed under the consent agenda and was seconded by Ms.
17 Lord and the motion carried 5-0.

18
19 Purchase Orders

20
21 The Manager explained that the Highway Foreman had submitted a purchase order for winter salt. Chair
22 Granda asked if we hadn't paid for salt recently, and the Manager explained that the Highway Department
23 maintains a salt pile that gets filled as the material is used, and this purchase order sets a maximum limit. The
24 salt would not be purchased all at once, and it is common to top the pile during the Summer as money and
25 storage allows.

26
27 Ms. Lucht offered a motion to approve Purchase Order 3036 in the amount of \$57,999.74 to Cargill Salt for the
28 purchase of winter salt, and was seconded by Ms. Lord and the motion carried 5-0.

29
30 The Manager also noted that the billing for Glenna Pound, CPA required additional permission by the
31 Selectboard. Ms. Heston offered a motion to approve Purchase Order 3084 in the amount of \$3996.25 to
32 Glenna Pound, CPA for year-end services and was seconded by Mr. Boyden and the motion carried 5-0.

33
34 There was discussion that the tax billing policy, town manager transition and Fire Department Sewer billing
35 would be listed on the next agenda.

36
37 **5. Adjourn**

38 Motion by Ms. Heston to adjourn the meeting at 9:50 p.m. Seconded by Ms. Lord. So voted.