

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
S e p t e m b e r 1 7 , 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; Ian Stokes, Trails Committee; Peter Gosselin, Highway Foreman; Peggy Jones; Pat Coulomb; Cathleen Gent, Town Planner; Mary Houle; Brad Elliott; Mary Keller Butler; Paul Butler; Greg Elias, Times Ink; Erik Filkorn; Cara LaBounty; Bruce LaBounty 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.

Cara LaBounty asked if Selectboard members were receiving emails during the meeting, particularly from someone else in the audience. Were people in the audience sending emails to the Selectboard?

Chair Granda said he'd never heard of this and he does not send or receive emails during the meeting.

Ms. Lucht said her computer was not connected to the internet during the meeting. Ms. Lord said that she could get wi-fi but did not trade emails during the meetings.

Mary Houle asked if the invoice audit results had been posted, and the Administrator said that they had been. Ms. Houle asked if the CPA (meaning Glenna Pound) had a report that would be posted, and the Administrator said that she helped correct the trial balance on the general ledger, and that there wasn't any report to post. There was some discussion and the Selectboard requested that the trial balance be posted.

James Garris read a statement regarding the hazard mitigation buyout of the Houle property at 2614 Cochran Road. Mr. Garris believed that the Selectboard was pursuing two different paths, which contradicted each other and created a conflict of interest. Mr. Garris believed that the conflict of interest was going to be grounds for a lawsuit against the town, and the Selectboard should therefore exclusively pursue the buyout option. Mr. Garris believed that the FEMA hazard mitigation grant was the chance to show fellow Vermonters that Richmond aids flood victims.

Chair Granda said that there was no conflict of interest with what the Selectboard has done so far. Mr. Garris noted the letter sent by the Administrator to the Houle's the previous week. Chair Granda said that further discussion regarding the buyout was not on the agenda for Selectboard discussion.

Angela Cote said that she believed that the Selectboard was saying there were to be no questions from the board, and it was ok to not engage the issue.

Chair Granda made a point of business, saying the agenda this evening was full and he wanted to get through the current business.

1 **2. Items for Discussion with Those Present**

2
3 **Route 2 Bicycle Path**

4
5 Ian Stokes of the Trails Committee presented a plan to create a bicycle path along Route 2 west (East
6 Main Street) when VTrans paves those lanes, and restripes them. Mr. Stokes had a petition and he
7 asked the Selectboard to agree to sign a cover letter in support of the petition and the idea.
8

9 Ms. Lucht said that a few weeks ago some folks from VTrans were here discussing the Park and Ride
10 and they were agreeable to trying to get this done. Mr. Boyden suggested that their traffic signal work
11 may have to happen before this project. There was more discussion and the general consensus of the
12 Selectboard was to support the cover letter signed by the Selectboard chair.
13

14 Chair Granda asked Erik Filkorn if he knew of any timing for the new work, and Mr. Filkorn said that
15 he didn't know any firm dates.
16

17 Mr. Boyden said that from what Mr. Stokes said tonight, it appeared that VTrans will try to shrink the
18 travel lanes slightly, and pave as much of the shoulder as was possible.
19

20 Ms. Heston offered a motion to approve the letter and was seconded by Ms. Lord and the motion
21 carried 5-0.
22

23 **Review of Listers Budget**

24
25 The town's two active listers, Cara LaBounty and Mary Houle, presented some thoughts for their
26 current budget. Cara LaBounty said that the current budget was underfunded, but estimated that
27 salaries would be required at \$16,000 and the contracted appraiser would be at \$2,000. Ms. LaBounty
28 noted that the current rate of pay was \$12.00 per hour but some weeks would require more work than
29 others. Ms. Labounty noted that she had researched some other towns, and Williston budgeted
30 \$77,000 annually, Hinesburg budgeted \$45,366, Jericho budgeted \$43,075 and Bolton budgeted
31 \$20,500.
32

33 Ms. Houle noted that she was on the lister board last year, but it took Michael Hampton to help and he
34 did not collect pay.
35

36 Ms. Lucht said that if it took \$16,000 to do the minimum, what else would be needed. Ms. LaBounty
37 said there were others, specifically that they were trying to communicate with the zoning administrator
38 to get permits and certificates of occupancy transmitted to their office. Ms. LaBounty added that the
39 listers this year reorganized the entire office.
40

41 Ms. Heston said that if time was donated previously and was now being paid for but not budgeted,
42 then this was a budget mistake. She then asked if the town had three listers, wouldn't the workload be
43 spread evenly over three listers, instead of having to increase the salaries by another \$8,000. Ms.
44 LaBounty said she hadn't looked at next year's budget yet. Ms. Houle said that if a new lister came on
45 board, they would at least need training.
46

47 Ms. LaBounty claimed that the revenue the town brings in actually comes from lister functions. She
48 reviewed some of the revenues from the State that are due to lister functions.
49

1 Chair Granda said that volunteer work wasn't unique to the listers, and there were many areas of local
2 government where cost containment was achieved through volunteers.

3
4 Ms. LaBounty estimated that the listers would spend about 25.64 hours per week with a \$16,000 salary
5 budget, and sitting in meetings such as this one took hours also.

6
7 There was a discussion about tax maps also, and who performed that function. There had been
8 budgeted \$3,500 for this task.

9
10 Ms. LaBounty then said that she felt that a town-wide rezoning would trigger a reappraisal of the
11 town.

12
13 There was some discussion, and the listers would need to supply a proposed FY2014 budget to the
14 Administrator.

15
16 Approval of ECOS Grant and Municipal Planning Grant Applications

17
18 Cathleen Gent explained in detail the grants that had been presented at the last meeting, and that they
19 were prepared to submit for them. The ECOS grant would be for a Forests, Wildlife and Communities
20 Science to action project in the amount of \$62,471 plus a \$50,096 match from participating towns, and
21 also for a Food Systems Implementation grant in the amount of \$30,000 - \$35,000.

22
23 The Municipal Planning Grant would be to develop a Natural Resources Inventory, using a \$15,000
24 grant with a \$2,333 local match. Ms. Gent suggested that the Conservation Reserve Fund could offer
25 up to a \$4,000 match for this grant.

26
27 Ms. Lucht asked if both grants would hire professionals to complete the studies. Ms. Gent said yes.

28
29 Angela Cote asked if there was a timeframe for the final product, and what was the end purpose of
30 this. She also asked if the Food Systems study would obligate the town to continue to fund the
31 community kitchen.

32
33 Ms. Gent explained that the mapping of the natural resources would benefit future planning efforts.
34 These projects were not intended to create ongoing costs, but the community would ultimately
35 determine how these results were used.

36
37 Chair Granda requested a post-grant report to identify the results and requested actions.

38
39 Ms. Cote asked if this was to proceed, would the results be important to the new Town Plan. Ms. Gent
40 said that the new Town Plan was expected to be completed before the grants, but the Town Plan was
41 supposed to be updated more often.

42
43 Ms. Lucht offered a motion to submit both proposals and was seconded by Ms. Lord. The motion
44 carried 5-0.

45
46 The Administrator explained that the Municipal Planning Grant required the approval of a resolution,
47 which he read.

48
49 Mr. Boyden offered a motion to approve the resolution for the Municipal Planning Grant and was
50 seconded by Ms. Lucht and the motion carried 5-0.

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Highway Department - Budget

Peter Gosselin, the Highway Department Foreman, said that he had not yet prepared a proposed budget. He sought some guidance on the increases. He noted he had two large capital increases this year which were the replacement of a loader, and he wanted to move up the schedule on the purchase of a new highway truck. He noted that fuel was also a major expense. There was additional discussion, and the Highway Department budget would come back again.

Discussion on Rumble Stripes

The Administrator explained that some in the community had recommended that the town consider installing a recessed groove in the centerline of certain corners similar to what was on the shoulders of the interstate where it would make a loud vibration, making people aware of where they were on the highway. Erik Filkorn said that these were called "rumble stripes" because of the tendency to place them at the center stripe of the road.

Mr. Gosselin said that he preferred not to use them, as they were a cost that would have to be duplicated in several areas.

Mr. Boyden asked for accident history of one corner, the "Farr Corner" on Huntington Road.

There was discussion. Erik Filkorn said that he had researched this recently, and their purpose was not to slow down traffic. If traffic was swinging wide on turns because of high speeds, the rumbles wouldn't deter that.

The Selectboard ultimately decided against any further action on rumble stripes.

Drainage on Stage Road

Mr. Gosselin explained that Stage Road this past Spring was terrible, and the hot Springtime weather made it so much worse. The road needed to dry out, and to do this they needed to work on subsurface drainage. He said that the price for materials would be \$4,500 for 1,500 feet of pipe and other materials. It would involve about ten days of work. He requested support for this purchase..

Paul Butler asked where Mr. Gosselin was supposed to do this work, and Mr. Gosselin noted the two worst areas at the top of the road where the mud was impassable. Mr. Gosselin noted that the work probably wouldn't take place until late October or early November.

The Selectboard agreed that this work was necessary and should proceed this autumn and the proposed cost was reasonable to incur.

Use of Salt on Roads

Mr. Gosselin explained that deicing the roads with salt was the best way to make roads safe for travel. He said that Richmond has lots of people travel the roads, and it was important for them to be as safe as they could be. He didn't agree that salt was killing trees, since he related a story that he lives next to the interstate highway, and he constantly gets salt in the Winter and his trees and shrubs don't seem to be affected.

1
2 Ms. Lucht asked if the town could invest in better salt technology.

3
4 Mr. Gosselin said that the town used a computerized salt spreading system now that spread with the
5 speed of the vehicle, however, at stops there was always a little extra that seemed to mound up.

6
7 Mr. Gosselin further explained that if the town used no salt, then the only other option was to use sand.
8 It is hard to de-ice, and the cleanup in Spring was worse.

9
10 Mary Houle said that she had some training in tree maintenance, and if salt was a problem with trees
11 you would see more than one species affected. The trees we're talking about here, on Tilden Avenue,
12 were only one type.

13
14 Erik Filkorn noted that VTrans was moving away from using only sand.

15
16 Chair Granda asked if the Selectboard wanted to make any actions. Ms. Heston said that safety was
17 the main concern, and if salt was the best way to de ice then we should continue to use salt.

18
19 Discussion of Sidewalk on Bridge Street

20
21 The Administrator noted that the sidewalk that was to be built on Bridge Street was encumbered by the
22 railroad right-of-way. The Highway Department was supposed to prep the site for the sidewalk, but
23 the project was delayed due to the current issue. Erik Filkorn offered to provide some contact
24 information to the railway.

25
26 Chair Granda asked about no parking signs on Stage Road. Mr. Gosselin said he had solicited prices
27 for a large sign order for multiple projects, including Stage Road, Huntington Road and Hinesburg
28 Road.

29
30 **3. Other Business**

31
32 Capital Plan Overview

33
34 The Administrator provided a brief overview of the capital plan, and the proposed projects.

35
36 Ms. Lucht said the town should work to increase their reserves so that debt could be controlled. There
37 was discussion of the plan, and Ms. Heston requested a "redline" copy that showed changes to the
38 document. Ms. Lord said that the Depot Street Parking Lot needed to be added.

39
40 Bruce LaBounty suggested that for large highway equipment and trucks, an extended warranty should
41 be purchased that could keep them on the road for longer than seven years.

42
43 The Administrator noted that we are getting a four year warranty now.

44
45 Mr. Boyden requested a copy of the current debt schedule also.

46
47 Financial Reports

48
49 The Administrator presented a budget status report and a budget to actual report for the current year.

50

1 Ms. Heston said that the tax revenue appeared to be almost completely collected. The Administrator
2 explained that this must be an error related to total taxes collected for the year. Ms. Heston also
3 wanted to have a percentage added to the variance column.
4

5 There was also discussion of various "-" amounts listed on the budget status report. The Administrator
6 believed that these were pending charges that should have been reversed but were obviously not
7 completed properly.
8

9 Cara LaBounty said that there was over \$45,000 in delinquent taxes collected in July that weren't on
10 this report.
11

12 The Selectboard requested that corrections to these reports be made, and that they come back at the
13 next meeting.
14

15 Reappointment of Health Officer

16

17 The Administrator noted that the Health Officer's reappointment was due in October, and he had
18 requested reappointment. Wright Preston was the current Health Officer. Ms. Heston offered a
19 motion to approve the reappointment of Wright Preston as Health Officer and was seconded by Mr.
20 Boyden and the motion carried 5-0.
21

22 Amendment to American Recovery and Reinvestment Act (ARRA) loan repayment schedule

23

24 The Administrator noted that the State had requested a slight modification to the current repayment
25 schedule, which was for time and would not affect the amounts due. This would have no affect on the
26 current year's budget.
27

28 Ms. Lucht offered a motion to approve the repayment schedule and was seconded by Mr. Boyden and
29 the motion carried 5-0.
30

31 Amendment to Green Mountain Engineering design contract

32

33 The Administrator explained that this was yet another time extension to complete the preliminary
34 design of Bridge Street. Chair Granda noted the extension was until February 28, 2013. Ms. Lucht
35 said that the longer this goes on, the more of a delay in repayment of the planning loans.
36

37 The Administrator added that this did not have any affect on cost of the project, and since the town
38 was not prepared to do this project in the near future, there was no negative effect of the delay on
39 proceeding with construction.
40

41 Ms. Lucht offered a motion to approve the time extension for Green Mountain Engineering and was
42 seconded by Ms. Lord and the motion carried 5-0.
43

44 Traffic Striping Contract

45

46 There was a mixup in the paperwork with the traffic striping contract and the Safe Routes to School
47 grant paperwork. This would come back corrected at the next meeting.
48
49
50

1 Approval of Warning for Article I on the November 6, 2012 Election for Zoning Regulations

2
3 The Administrator explained that this was the official warning based on the results of last week's
4 special meetings to determine whether or not the revised zoning and subdivision regulations would
5 proceed to the election. The results of the meetings were that it would be on the ballot as an
6 Australian Ballot item.

7
8 Ms. Lucht offered a motion to approve the Warning and was seconded by Ms. Lord and the motion
9 carried 5-0.

10
11 Approval of Minutes of August 27, 2012

12
13 Several edits and corrections were identified.

14
15 Ms. Lord offered a motion to approve the minutes of August 27, 2012 as amended and was seconded
16 by Ms. Lucht and the motion carried 5-0.

17
18 Approval of Minutes of September 4, 2012

19
20 Several edits and minor corrections were identified.

21
22 Ms. Heston offered a motion to approve the minutes of September 4, 2012 as amended and was
23 seconded by Mr. Boyden and the motion carried 5-0.

24
25 Approval of Minutes of Special Public Hearing of September 10, 2012

26
27 It was noted that Marcy Harding's name was misspelled. The Administrator noted the name of the
28 person videotaping the event had been identified.

29
30 Ms. Lucht offered a motion to approve the minutes of the Special Public Hearing of September 10,
31 2012 as amended and was seconded by Ms. Lord and the motion carried 4-0-1 with Ms. Heston
32 abstaining.

33
34 Approval of Minutes of Special Public Vote of September 10, 2012

35
36 The Administrator noted the name of the person videotaping the event had been identified.

37
38 Ms. Lucht offered a motion to approve the minutes of the Special Public Vote of September 10, 2012
39 as amended and was seconded by Mr. Boyden and the motion carried 4-0-1 with Ms. Heston
40 abstaining.

41
42 Reports from Selectboard and Town Administrator

43
44 The Administrator noted that Lori Cohen had resigned from the Development Review Board since she
45 had moved out of town. The Administrator requested that the resignation be accepted and a
46 recruitment begin for a new member. Ms. Heston offered a motion to accept the resignation of Lori
47 Cohen, send thanks for her service, and authorize a recruitment and was seconded by Ms Lucht. The
48 motion carried 5-0.

49
50

1 Warrants

2
3 Chair Granda asked if the Selectboard would like to try to have two members review the warrants
4 ahead of the next meeting to correct errors and speed general approval at the meeting. The
5 Selectboard was agreeable to this, with two members assigned for both meetings of the month. For
6 October it would be Mr. Boyden and Ms. Lord.

7
8 Cara LaBounty asked what the real estate matters would be that were listed on the agenda, and if it
9 was related to the FEMA buyout.

10
11 Greg Elias of the Times Ink requested that the exact items be listed. Chair Granda said that the
12 Selectboard would decline to list these precisely, although noted that the litigation was with the
13 Vermont Youth Conservation Corps.

14
15 Approval of Purchase Orders

16
17 The Administrator explained that the Fire Department's Rescue Truck generator had failed. They at
18 first tried a replacement voltage regulator, but that was not the problem. After removal of the
19 generator, the repair shop recommended a new generator. The cost was \$1,042.48 for the voltage
20 regulator, and \$7,500 for the removal of the old generator, purchase and installation of the new
21 generator.

22
23 Ms. Heston offered a motion to approve Purchase Order #3082 in the amount of \$7,500 to Brookfield
24 Service for the purchase and installation of a new generator and was seconded by Ms. Lucht and the
25 motion carried 5-0.

26
27 Ms. Heston offered a motion to approve Purchase Order #3081 in the amount of \$1,042.48 to
28 Brookfield Service for the purchase and installation of a new voltage regulator and was seconded by
29 Ms. Lucht and the motion carried 5-0.

30
31 Executive Session

32
33 Ms. Heston offered a motion to enter executive session to discuss Real Estate, Personnel Matters and
34 Pending Litigation with the Administrator at 9:50 pm and was seconded by Ms. Lucht and the motion
35 carried 5-0. No action was anticipated following the executive session.

36
37 Ms. Lucht offered a motion to adjourn the executive session at 10:45 pm and was seconded by Ms.
38 Lord and the motion carried 5-0.

39 **4. Adjourn**

40 Motion by Ms. Lucht to adjourn the meeting at 10:45 p.m. Seconded by Ms. Heston. So voted.