

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 2 , 2 0 1 4 M I N U T E S

Members Present: Taylor Yeates; Chris Granda; Bard Hill; Ashley Lucht; David Sander
Absent: None
Others Present: Geoffrey Urbanik, Town Manager; Mary Houle; Ian Bender; Harold Irish; Luke Jackson - Richmond Rescue; and Ruth Miller was present to videotape the meeting for MMCTV Channel 15.

Taylor Yeates called the meeting to order at 7:00 PM.

1. Welcome and Public Comment

Mr. Yeates asked if there was any comment from the public for items not on the agenda, but there were none.

2. Items for Discussion with Those Present

Richmond Rescue: HeartSafe Community

Luke Jackson of Richmond Rescue was present to explain the HeartSafe Communities initiative for Richmond. This was a state-based awareness campaign for the public regarding Automated External Defibrillators. Richmond had AEDs placed in several locations and were now carried in all police vehicles. Mr. Jackson said only two other communities in the state, Bennington and Stowe, carried the HeartSafe Communities title. Richmond's application has been submitted, and thanked the Selectboard for their support of this effort.

The Selectboard thanked Mr. Jackson and Richmond Rescue for their work on this.

3. Other Business

Town Center Parking Lot

The Manager recapped the plan for the parking lot. The Selectboard had wanted to wait and see if there would be any applications for development at the creamery site following the interim zoning, before any work on the parking lot had occurred. Since this had not happened over the Summer, the Selectboard authorized bids to be received for this work. Bids were opened, and the low bidder, GW Tatro, bid about \$50,000 under the projected budget. Therefore, staff recommended that the award be made to GW Tatro for this work.

Ms. Lucht offered a motion to award a contract for the Town Center Parking Lot project to GW Tatro in the amount of \$123,155 and was seconded by Mr. Sander.

Mary Houle said that lately the parking lot was full of people visiting the Vermont Land Trust offices across the street. She said this lot was not for them to use as they had their own. They are causing some of the problems with space here.

The motion carried 5-0.

1
2 Hazard Mitigation Grant Program - Demolition Phase
3

4 The Manager explained that the town had closed on the buyout property and had taken bids on the
5 demolition. The low bidder was GW Tatro at \$32,500 which was almost \$6,000 under the projected
6 budget. In all, four bids were received and GW Tatro confirmed that their bid was firm. The Manager
7 recommended we award as we were on a time deadline with FEMA to complete the project.
8

9 Mr. Sander offered a motion to award the demolition contract to GW Tatro in the amount of \$32,500
10 and was seconded by Mr. Hill and the motion carried 5-0.
11

12 Ms. Lucht said that she had been contacted by the Trails Committee chair regarding the creation of a
13 parking lot, however, she felt that this should take place at a somewhat later date.
14

15 The Manager agreed, saying that there were quite a few projects going on and we needed to
16 understand what the town's needs were before we constructed something. Several suggestions had
17 been made for the site and a committee should be formed to examine those and make
18 recommendations.
19

20 Discretionary Funding Policy
21

22 The Manager explained that the policy had been revised to include some suggestions to use the form
23 that the United Way uses. Some of that form had been used but the rest of the policy had remained
24 unchanged. This would be sent to prospective charities in advance of the budget season.
25

26 Mr. Hill offered a motion to approve the policy and for it to be used in advance of the next budget
27 cycle. Mr. Granda seconded the motion and the motion carried 5-0.
28

29 Police Department Suggestions
30

31 The Manager reported that last year the Police Department had suggested some changes to improve
32 the department. Those changes included the promotion of a corporal and increasing the minimum
33 starting salary for officers to \$17.00 an hour. The chief had now presented four other options for
34 discussion, which were being reviewed here and will be discussed more in-depth during the budget
35 preparation meetings.
36

37 The first suggestion was to hire a part-time detective. This would allow an experienced officer to
38 conduct investigations which often occur outside of town and free up our other officers to do police
39 work here in town.
40

41 Mr. Hill said what we need to know is how much has officers' caseload increased and for what
42 reasons. He said we also need to know how many hours are being spent out of town and how this
43 position would improve that. He also wanted to know if response times would be improved on this.
44

45 Mr. Granda agreed, and said that with rate of pay we should know what other towns pay, not just in
46 this area but other similar towns in other areas.
47

48 Ms. Lucht also wanted to know the justifications for officers being out of town and how that is
49 tracked.
50

1 The Manager said that suggestion two was the turnover of police cruisers. The town typically kept a
2 cruiser for five years, and they were going over 120,000 miles and often required expensive repairs in
3 their final year just before they are auctioned. The chief's suggestion was to replace two cruisers in
4 FY2016 to turn over the two highest mileage vehicles, and then keep a schedule to cycle cruisers out at
5 90,000 miles. This would be roughly four years of service, but require two years of purchasing two
6 vehicles.

7
8 There was some discussion on this. Repair bills would be necessary to review expense data.

9
10 The Manager said that suggestion three was to increase base pay. Richmond was still \$3 to \$5 per
11 hour below competing towns, and this was affecting recruitment and retention.

12
13 Mr. Granda asked if we were having problems with recruiting, and how. Were officers leaving too
14 early? If so, why?

15
16 The Manager said that item four was the public safety complex. This idea had been brought up at the
17 last Town Meeting and the chief wanted to start discussion on having a combined police/fire/rescue
18 building. He said that the current rescue building might be expanded, but the location might not be the
19 best area for it.

20
21 Mr. Sander requested that a 10-year plan be developed for these services. There was some discussion.

22
23 Mary Houle said that the administrative assistant gets routine pay increases and this job wasn't their
24 primary job but the compensation was adequate. Mr. Granda said that the chief wrote that her job
25 duties were no longer in line with her job description. We need more details before we agree to salary
26 increases.

27
28 Ian Bender asked if this document was available to the public and Mr. Yeates said yes.

29 30 Chittenden Unit on Special Investigations Contract

31
32 Mr. Yeates explained that we have the annual report as well as the contract. There was some
33 discussion about the contract. The FY2015 payment had been requested and was on the warrant for
34 approval.

35
36 Mr. Granda offered a motion to approve the CUSI contract for 2014-2016 and was seconded by Mr.
37 Sander and the motion carried 5-0.

38 39 Tilden Elm Update

40
41 The Manager said that Farr's tree service had looked at the tree and noted that it would likely need to
42 be removed next year. The cost would be \$4,500, but a test to determine the disease affecting it would
43 be \$150.

44
45 Mr. Hill said that the tree has been deteriorating but this year it has taken a turn for the worse. Ms.
46 Lucht said it is expensive to treat diseased elms. It is only a matter of time before it needs to be taken
47 down.

48
49 Maureen Kangley said that Tilden has cherished that tree for a long time. If the reality is that it has to
50 go, then acknowledge that the community cares about the tree.

1
2 Mary Houle said that once the governing body is aware that a tree is a hazard tree and takes no action,
3 then there is liability for damages. She said we had to follow through and remove the tree.
4

5 Mr. Sander said that the tree has a terminal illness and needs to come down. Is it possible to have the
6 tree give back to the community?
7

8 Mr. Yeates said it would be good to see if there was something useful that could be done with the
9 wood but the consensus was that the tree had to be removed.
10

11 Selectboard Vacancy 12

13 Mr. Yeates explained that Ashley Lucht was leaving the board after tonight's meeting. This was
14 announced at the August 18th Water Commission meeting. He said that we had a vacancy to fill, and
15 that an announcement would be posted tomorrow.
16

17 Mr. Hill said also a vacancy on the Water Commission.
18

19 Mr. Granda said that Ashley was here because she wanted to be on the Water Commission, and ran for
20 Selectboard to do so. The challenges the Water Commission has taken on over the past two years have
21 been monumental but with her leadership much has been done.
22

23 Ms. Lucht thanked the board for their support.
24

25 Mr. Yeates said that Mr. Hill should take the lead on choosing a new water commissioner from among
26 the Selectboard. There was some discussion about the Selectboard vacancy and timing. Mr. Yeates
27 said that we'll have a first review of applicants two weeks from today and then decide how to
28 interview.
29

30 Reports from Selectboard and Town Manager 31

32 The Manager said that the Greystone septic issue was being resolved and there was no action to be
33 taken. Likewise with Bordeaux, he was not on the property at this time. He may return, but the mess
34 had been recreated there and would need to be cleaned up. If that happens, a health order may be
35 required but not at this time. The Manager noted the department reports and moved to the financial
36 reports.
37

38 There was some discussion about the budget report. The Manager included expenses but not revenues
39 since the final taxes were not adjusted yet. There was some discussion. Mr. Granda noted there was
40 energy benchmarking available on town buildings and that could help with energy budgeting.
41

42 The Manager said that an organization promoting awareness of ovarian cancer was having a "Turn the
43 Towns Teal" ribbon campaign and wanted Richmond to participate. The town would need to agree to
44 allow the ribbons to be tied to posts along Main Street. The Manager cautioned against having too
45 many causes place ribbons around town. There was some discussion. The Selectboard agreed to
46 participate provided that there was a plan on removal of the ribbons and the manner of hanging them
47 was acceptable to the Manager.
48

49 The Manager said that MMCTV had an opportunity to apply for equipment to broadcast our meetings
50 live through a high-speed internet connection. The Manager said that we currently used DSL and that

1 might not be sufficient but there was fiber optic in the building that we might be able to tap into but
2 the cost was unknown. There was some discussion on this, but the Selectboard was generally in favor
3 of live broadcasting provided that it was feasible to do so.
4

5 Mr. Granda said that he and Town Energy Coordinator Jeff Forward were working on the Energy
6 Code Plus model to be considered by the Planning Commission, who reviewed the material on August
7 20th. He hoped that they would be able to move something forward soon for the Selectboard to
8 consider.
9

10 Approval of Minutes

11

12 Ms. Lucht offered a motion to approve the minutes of August 4, 2014 with minor amendments and
13 was seconded by Mr. Granda and the motion carried 5-0.
14

15 There was a discussion about a report from the Vermont Agency of Transportation regarding the
16 bridge across the Huntington River on Huntington Road at the Moultroupe and Towers farms. The
17 Manager said that the state's inspection showed debris on the upstream abutment and that concrete
18 damage was evident and needed to be repaired. The Manager noted that this same repair had been
19 completed about 10 years ago. There was some discussion. The Selectboard was concerned that a
20 similar repair might not be enough and wanted an engineer to review the bridge and suggested repair
21 to make sure that the best job was being done. The Manager noted that Highway would have the
22 debris cleared soon.
23

24 Access Permit 14-102 for Wortheim Road

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26 The Manager explained that this was an access for a barn and Highway Foreman Peter Gosselin had
27 reviewed and said adequate sight distance was available and no other concerns existed. Ms. Lucht
28 offered a motion to approve Access Permit 14-102 for Wortheim Road and was seconded by Mr.
29 Sander and the motion carried 5-0.
30

31 VLCT Voting Delegate

32

33 The Manager explained that each year the Vermont League of Cities and Towns holds a conference
34 and annual meeting where they amend their legislative platform. In past years, he has served as the
35 town's voting delegate and could do so again, but if any Selectboard member wanted to do so then
36 they could be named. Mr. Granda suggested that the Manager should be the town's delegate this year.
37

38 Mr. Granda offered a motion to appoint the Town Manager as the voting delegate for VLCT's annual
39 meeting and was seconded by Mr. Hill and the motion carried 5-0.
40

41 Purchase Orders

42

43 Mr. Granda offered a motion to approve Purchase Order 2429 to CUSI in the amount of \$7,536 and
44 was seconded by Ms. Lucht and the motion carried 5-0.
45

46 Ms. Lucht offered a motion to approve Purchase Order 2430 to Hale and Hearty in the amount of
47 \$4,100 and was seconded by Mr. Sander and the motion carried 5-0.
48

1 Mr. Sander offered a motion to approve Purchase Order 2431 to Sullivan and Powers for 2014 Audit
2 and consulting Services in the amount not to exceed \$22,000 of which \$16,000 was for the audit. Mr.
3 Granda seconded the motion and the motion carried 5-0.

4
5 Mr. Sander offered a motion to amend Purchase Order 2369 to Shearer for the purchase of a police
6 vehicle, to increase the amount by \$48.00 for title work and the final price would be \$28,611. Mr. Hill
7 seconded the motion and the motion carried 5-0.

8
9 Warrants

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11 The warrants were approved and signed.

12
13 Executive Session

14
15 Mr. Yeates noted that we would have a brief executive session to discuss the Mobbs zoning litigation
16 and would not likely take action following the session.

17
18 Mr. Granda offered a motion to enter an executive session to discuss the Mobbs zoning litigation at
19 8:27 and was seconded by Mr. Hill and the motion carried 5-0.

20
21 At 8:30 pm Mr. Granda offered a motion to adjourn the executive session and reconvene the regular
22 session and was seconded by Mr. Hill and the motion carried 5-0.

23
24
25 **4. Adjourn**

26 Motion by Ms. Lucht to adjourn the meeting at 8:27 p.m. Seconded by Mr. Sander. So voted.