

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
M a y 1 8 , 2 0 1 5 M I N U T E S

Members Present: David Sander; Ellen Kane; Bard Hill; Taylor Yeates
Absent: Lincoln Bressor
Others Present: Geoffrey Urbanik, Town Manager; Ian Bender; Bruce Bailey; Sheila Bailey; Brian Wright, CSWD; Peter Pochop, Green Mountain Engineering; Kendall Chamberlin, Water Resources; and Ruth Miller was present to videotape the meeting for MMCTV Channel 15.

David Sander called the meeting to order at 7:08 PM.

1. Welcome and Public Comment

Mr. Sander asked if there was any comment from the public for items not on the agenda.

Bruce Bailey read a statement regarding the ongoing costs of negotiating an extension of the water and sewer lines through the Gateway area to the Riverview Commons mobile home park. His concern was the increasing costs, the risks to the system and the general benefits that would be greater to the town than the water system. He urged the Selectboard to take ownership of these costs and recognize their stake in the negotiations.

Ms. Kane asked when we would have more answers on this, and Mr. Hill said it wasn't clear. He said that negotiations continue and have neither succeeded nor failed. He said if these negotiations fail, then the board should recognize this request.

2. Items for Discussion with Those Present

Chittenden Solid Waste District Budget Presentation

Brian Wright of Chittenden Solid Waste District presented the FY2016 proposed budget for the Selectboard's approval. He noted that he needed 10 of the 18 member towns to approve the budget. He said that the budget was up 4.8% this year, with capital expenses driving the increase. There would be an increase in the per-ton rate for recyclables, moving from \$6/ton to \$21/ton. The Manager asked if this would mean an increase for residents and Mr. Wright agreed that there would be some cost increase associated with this fee increase.

There was some other discussion about the budget and operations.

At 7:25 Mr. Yeates was called out of the meeting.

Mr. Hill offered a motion to approve the CSWD FY2016 budget as presented and was seconded by Ms. Kane and the motion carried 3-0.

3. Other Business

Social Media Policy

1
2 The Manager explained that as part of the outreach plan for the Town Plan visioning process included
3 use of social media and a website, and possibly Twitter or something similar. Use of social media
4 would be somewhat limited for this project, but the town may at some point move towards a greater
5 social media presence, even if only for certain departments. The town's outreach consultant
6 recommended we have a social media policy, and Clare Rock had drafted a policy based on the VLCT
7 generic policy for the board's review.
8

9 The Selectboard discussed the policy. Mr. Hill suggested the policy be more generic, and not refer
10 specifically to the town plan process. There was some discussion about how the town would use
11 social media as an ongoing tool and that we shouldn't overbuild what we couldn't manage. Mr. Hill
12 also recommended that the person in charge of reviewing social media be appointed by the Town
13 Manager, not the Selectboard.
14

15 Ian Bender asked how the town would monitor social media, and wouldn't Front Porch Forum be the
16 same? Mr. Hill said that Front Porch Forum is a private company and has its own terms of use. What
17 this policy would do is essentially outline terms of use of the town's own social media. Mr. Hill
18 suggested that Front Porch Forum be included in this policy.
19

20 The Selectboard requested these changes and that the policy be brought back for further review.
21

22 Selectboard Rules of Procedure 23

24 Mr. Sander explained that a number of people had mentioned to him their appreciation of the civil tone
25 of discourse of Selectboard meetings in recent years, but some had also noted that discussions
26 sometimes had gotten out of hand in terms of people speaking out of turn or speaking too long. What
27 he wanted to do was establish time limits for public speakers and rules for speakers to be recognized
28 by the chair. He suggested an initial 2-3 minutes per person and then a "second bite at the apple" after
29 all had spoken.
30

31 Ms. Kane agreed that these changes would help run the meetings more effectively.
32

33 Mr. Hill asked about how we could solidify creation of agenda items from members of the public?
34 Ms. Kane wanted to prevent something not actionable from receiving specific time on the agenda and
35 said that requests for agenda time must have relevancy to the board. For others, there was time on
36 each agenda for public comment.
37

38 The Manager agreed that we needed a standard for non-staff recommended agenda requests. There
39 was some discussion on this, and the Selectboard requested this policy be revised and brought back on
40 June 1st.
41

42 Water Storage Tank; Additional Funding and Award 43

44 Mr. Sander explained that earlier in the evening, the Water Commission had deliberated on whether or
45 not to use reserves, equity and additional borrowing under statute to fund the over-budget water
46 storage tank project. To recap:
47

48 The original \$1,500,000 bond approved in March of 2014 was for engineering and construction of two
49 water projects: a chlorine improvement project, which was completed last Fall, and the water storage
50 tank. The original budget for these projects brought them close to \$1.5 million and the chlorine

1 improvement project fit very well into that budget. However, recently the town opened bids on the
 2 water storage tank and the low bid was about 60% over the cost estimate, at \$1,629,000. Subsequent
 3 negotiations between our engineer and the low bidder, SD Ireland, have brought that down to about
 4 \$1,434,500, with some other changes available to reduce the construction cost slightly further.

5
 6 With the money spent on engineering and construction for the chlorine project and design and
 7 permitting for the water tank so far being \$303,502, the project is left with \$1,196,698 in the bond.
 8 That means the town needed to come up with additional funding to award the contract (done by the
 9 Water Commission) and complete construction this year. The Water Commission has indicated this is
 10 what they intend to do.

11
 12 The financial plan for construction is this:

13
 14 Costs:

15 Construction Award to SD Ireland =	\$1,434,500
16 <u>5% Contingency</u>	<u>\$ 71,725</u>

17 Paid through:

18 Original Bond remaining	\$1,196,698
19 Plus \$75,000 per statute	\$ 75,000
20 Unspent Jericho Road	\$ 53,000
21 Water Reserves	\$ 140,000
22 Water/Sewer Fund Equity	\$ 41,527

23
 24 Construction Engineering = \$89,900

25 Water/Sewer Fund Equity = \$89,900

26 Outstanding projects

- 27 • "Direct Purchase #2" which is demolition of existing tanks = \$27,000 to be done at a later time
- 28 • Complete installation of gates at water house = \$1,938
- 29 • Purchase of Land = \$44,000 (Part of this may go under loan, or be paid with fund equity)

30
 31 This includes the Selectboard authorizing an additional \$75,000 in borrowing as permitted under 24
 32 VSA 4755(a)(4). The attached resolution would enable that borrowing, and the Water Commission
 33 requests that the Selectboard approve this action.

34
 35 The Selectboard discussed this, the costs of construction and estimates. Mr. Pochop from Green
 36 Mountain Engineering was present to answer some questions. It was noted that the original estimate
 37 for this project was more than 18 months earlier than the bid opening, and costs had gone up.

38
 39 The board deliberated, and agreed to pass the following resolution:

40
 41 **RESOLUTION AUTHORIZING ADDITIONAL BORROWING FOR THE WATER STORAGE**
 42 **TANK PROJECT BY WAY OF 24VSA 4755(a)(4)**

43
 44
 45
 46 WHEREAS, the Town of Richmond, at the March 4, 2014 annual meeting thereof, duly approved
 47 certain public water system improvements and the issuance of up to \$1,500,000 of general obligation
 48 bonds to finance the cost of the same (Article 10); and

49

1 WHEREAS, following such vote, the Water Commission has solicited bids for the construction of the
2 authorized improvements; and

3
4 WHEREAS, of the bids submitted and considered by the Water Commission, all are found to be in
5 excess of the amount of the authorized indebtedness; and

6
7 WHEREAS, the Selectboard finds and determines that additional funds are required to accomplish the
8 authorized improvements.

9
10 NOW, THEREFORE, be it resolved by the Selectboard of the Town of Richmond that, pursuant to 24
11 VSA 4755(a)(4), the Selectboard hereby increases the amount of indebtedness authorized at the March
12 4, 2014 annual meeting of the Town of Richmond by \$75,000 to cover unanticipated costs of making
13 the authorized improvements.

14
15 Ms. Kane offered a motion to approve the resolution authorizing an additional \$75,000 in borrowing
16 for the water storage tank bond and was seconded by Mr. Hill. The motion carried 3-0.

17
18 The Manager noted that the Water Commission requested that the Selectboard approve not only the
19 additional borrowing but the purchase order encumbering the project for SD Ireland. Mr. Hill offered
20 a motion to approve Purchase Order #2506 to SD Ireland in the amount of \$1,629,000 less Change
21 Order #1 in the amount of \$194,500 for a net amount of \$1,434,500 for the water storage tank. Ms.
22 Kane seconded the motion, and the motion carried 3-0.

23
24 Mr. Sander thanked staff for their work on this. Mr. Pochop also thanked SD Ireland for their
25 willingness to work with the town to get this project awarded.

26
27 East Main Street

28
29 The Manager explained the East Main Street project. Earlier this year the town was unofficially
30 notified of its ranking on the State's DWSRF priority list for funding for the East Main water project.
31 Formal notification followed on April 29th. The sub-surface work for East Main includes full
32 replacement and upgrade for all the water lines and a short section of sewer line. The East Main water
33 line replacement is right now a very high priority for the Water Commission not only for our position
34 on the state's priority list (which is guaranteed to give us at least a -.7% interest rate on the bond) but
35 for the fact that the State is planning a major project for Route 2 which motivates the town to get its'
36 improvements in ahead of their work.

37
38 The DWSRF program notifications are somewhat out of sync with Town Meeting schedules for
39 placing indebtedness questions on the ballot. In order to take advantage of the current standing on the
40 list, the town needs a bond vote by the middle of July to continue to hold its place, or get bumped by
41 other towns which have projects ready to be funded. The next time the town gets approved for
42 funding could be more than one year away, which causes problems with coordination of the State's
43 work.

44
45 With that in mind, the should consider placing a question on a special election to be held around the
46 July 15, 2015 timeframe. The latest the Selectboard could agree to do this would be at their regular
47 June 1st meeting, or at a special meeting no later than June 10th. The sample question would be:

48
49 *Question: East Main Water Lines*

50

1 *Shall the voters of the Town of Richmond authorize the construction of water line improvements for*
2 *East Main Street with the amount financed through indebtedness not to exceed \$1,200,000 to be*
3 *financed over a period not to exceed thirty years (30 years), to be paid from Water Resources*
4 *Department revenue? (To be voted by Australian Ballot)*
5
6

7 The \$1,200,000 estimate comes from the construction estimates that include the balance of \$200,000
8 planning loan WPL-170 that was incurred during the preliminary and final design of this project in
9 2010. The original intent of this planning loan was to be paid back a little at a time as we progressed
10 through the various projects contained therein, however, the State now wants the full amount paid
11 back. Originally, they wanted to pin the full \$232,000 on top of the Water Tank costs, but I explained
12 that was unfair and would kill the project. The way we've worked this out will be to place some
13 monies onto the tank and CCT, with the remainder here on East Main. If the town doesn't get East
14 Main to bond, then we'll be in a new 5-year payback on the \$200,000 which will begin in 2018.
15

16 Additionally, there is a streetscape project of curbs and sidewalks for East Main – also designed by
17 GME. That project will be discussed in more detail during the Capital Plan part of the FY2017
18 budget. If the Selectboard decides to move forward with that part of East Main it will be a separate
19 bond authorization likely at Town Meeting. There were no updated figures for the streetscape but it
20 will probably be in the neighborhood of \$400,000.
21

22 Ms. Kane asked if this project would be confused with the pending West Main Street project? How do
23 we make the difference known to our voters? Doing this now saves money and is not dependent on
24 West Main but how do we make people aware of this?
25

26 There was additional discussion. The Manager noted that this was expected to be decided by the June
27 1st date.
28

29 Kendall Chamberlin noted that the fire hydrant on East Main was out of service for some time, due to
30 malfunction. He said that it had been bagged before, but the Selectboard voted to remove the bag for
31 some reasons. He said it was dangerous and needed to be replaced, and people needed to be aware of
32 how critical their infrastructure was.
33

34 Ms. Kane asked how much per year was needed to repay this? Mr. Pochop said about \$35,000. Mr.
35 Hill noted that Mr. Chamberlin said that the water lines on East Main were problematic and cost
36 \$10,000 minimum to repair. He said that three repairs in one year, such as 2014, would cost more than
37 \$30,000. Spending that money to replace the line was an effective use of the money.
38

39 The Selectboard agreed to consider this request again on June 1st.
40

41 Bank Note for Police Cameras

42

43 The Manager noted that the bank note discussion was not ready and would be brought up again on
44 June 1st.
45

46 Tilden Avenue Tree

47

48 The Manager recapped that last year we removed the large elm on Tilden because it had succumbed to
49 disease. The town kept some of the trunk, but needed a use for it.
50

1 There was some discussion. Mr. Chamberlin noted that he knew someone who could mill the wood
2 into boards, but it would need to be cut into quarters first. There would be a cost to this.

3
4 The Selectboard deliberated and agreed that some project for the town would be nice, but requested an
5 RFP be submitted for the work so that people could explain their ideas and the estimated cost for the
6 Selectboard to consider.

7 8 Reports from Selectboard and Town Manager

9
10 The Manager noted that the Economic Development Committee would meet on the 22nd. Ms. Kane
11 explained they were looking for new members, and discussing food trucks.

12
13 The Manager noted that the town had renewed its ad in the “Community Map” program. He then
14 noted the Budget Report and Police Report.

15
16 Mr. Hill requested an update on the Town Plan for the next meeting.

17
18 The Manager also reminded the public about the tree hearing for the Southview Oak on May 27th at
19 7pm, in Town Center.

20 21 Approval of Minutes

22
23 Ms. Kane offered a motion to approve the minutes of May 4, 2015 and was seconded by Mr. Sander,
24 and the motion carried 3-0.

25 26 Appointments to Water Commission

27
28 The Manager explained that Mr. Fischer and Mr. Bailey were willing to remain in their non-
29 Selectboard seats on the Water Commission, for an additional one-year term beginning June 1st.

30
31 Mr. Sander offered a motion to appoint Bruce Bailey and Bob Fischer to one-year terms on the Water
32 Commission effective June 1st and was seconded by Ms. Kane. The motion carried 3-0.

33
34 There was some discussion on the June 1st agenda. The board requested an update on the scaffolding
35 on Bridge Street.

36 37 Warrants

38
39 There was some discussion on the repair of the bed to the foreman’s pickup. The Manager explained
40 that the used truck bed from Iroquois was actually cheaper than the proposed repair, and the insurance
41 company had agreed to let us proceed. Ms. Kane offered a motion to approve Purchase Order 2503 in
42 the amount of \$3,076 to Iroquois for the truck bed and was seconded by Mr. Hill. The motion carried
43 3-0.

44
45 The Warrants were approved and signed.

46
47 The Manager noted that Mr. Chamberlin was with the town for 30 years. Mr. Chamberlin said his
48 original hire date was August 5, 1985.

49
50

1 **4. Adjourn**

2 Motion by Ms. Kane to adjourn the meeting at 8:55 p.m. Seconded by Mr. Hill. So voted.