

**RICHMOND SELECTBOARD  
REGULAR MEETING  
June 20, 2016 MINUTES**

---

Members Present: Ellen Kane; David Sander; Lincoln Bressor; Bard Hill; Steve May

Absent: None

---

Others Present: Geoffrey Urbanik, Town Manager; Mary Houle; Linda Parent; Mike Parent; Gerry Levesque; Dennis Gile, Fire Chief; Rick Niquette; Reg Mobbs; Dr. Richard Bernstein, Richmond Rescue; Taylor Yeates; Jessie Heiser; and Ruth Miller was present to videotape the meeting for MMCTV Channel 15.

---

Ellen Kane called the meeting to order at 7:00 PM.

**1. Welcome and Public Comment**

Ms. Kane asked if there were any comments from the public.

Mary Houle wished everyone a happy Summer.

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

Opiates Task Force

Richmond Rescue representatives Dr. Richard Bernstein and Taylor Yeates were present to update the Selectboard on the work that the opiates task force had been doing, and also explain a grant from the state to help. The members of the task force were Linda Donovan, Chief Buck, Harley Brown, Dr. Bernstein, Taylor Yeates and Bard Hill. This started after last year's meetings on the opiate epidemic.

The Task Force and Richmond Rescue applied for a \$7,450 grant from the State to help combat opiate addiction. The main objectives were: 1) a weekend needle exchange using an ambulance as a mobile clinic. 2) Home visits to all patients who have given permission to receive them following treatment by the EMT squad for an opioid related emergency. 3) Town meetings in each of the four towns to introduce the activities. 4) Naloxone nasal spray distribution. 5) An educational initiative at CHMS. 6) Prescription medication take-back available daily at the police department. 7) An information resource for treatment referrals, Hep C and HIV testing.

The police department also received a grant for a medication disposal safe from CVS pharmacy.

Ms. Kane thanked Dr. Bernstein for his presentation and for the work of the task force. She asked if there was any statistics on the scope of the opiate problem in Richmond.

Chief Buck said that numbers weren't accurate since most overdoses didn't result in an emergency call. He said that during the recent drug take-back drive, the department collected 76 pounds of prescription medicine in six months.

1 There was some discussion on the needle exchange, when and where it would be held. Dr. Bernstein  
2 suggested a “soft opening” where it would only be open to those in Richmond Rescue’s service area.  
3 The State Health Department was interested in spreading the word.

4  
5 There was some additional discussion on location. The initial proposal was Town Center parking lot,  
6 but some thought that the proximity to the library, with children coming and going, was not the best  
7 suited space. Mike Parent, a firefighter, offered the Fire Department parking lot, and it was agreed  
8 that they would try that location first.

9  
10 Mary Houle asked if the \$7,400 was for a full year, and what CVS’ role was. Mr. Yeates explained  
11 that it was a one-year pilot grant and that in Vermont, the only two entities allowed to take returned  
12 opiate medication were pharmacies and police departments – so CVS didn’t want to receive all of it,  
13 thus offering a small safe to police departments for that purpose.

14  
15 The Selectboard thanked Mr. Yeates and Dr. Bernstein for their work.

### 16 17 Public Work Spec

18  
19 Town Planner Clare Rock was present to explain the revisions to the Public Work spec, and get  
20 direction from the Selectboard. The Manager explained that the original public work spec was created  
21 in the 1990s and revised last in 2000. It was old, obsolete in some cases and several policies had  
22 evolved separately and they didn’t mesh as they should. The revisions, started by Cathleen Gent  
23 several years ago, were designed to solve some of these problems.

24  
25 Clare Rock explained that the revisions included a matrix for permits, the driveway standards were  
26 removed so that the zoning regulations would apply, but the private road standards were not  
27 integrated, but felt that they should be. Permit violations would be enforced through zoning.

28  
29 Mr. May asked if we needed an enforcement section. Ms. Rock said it wasn’t a zoning bylaw, and  
30 hadn’t been considered. Mr. May asked how we would be sure people followed the spec?

31  
32 Mr. Bressor said, that in the case of right of way permits and access permits, the Selectboard should  
33 continue review. Ms. Kane asked when was it appropriate for the board to weigh in on these issues,  
34 and when not?

35  
36 Ms. Rock said that this would give authority to the Highway Foreman to approve access permits, with  
37 an appeal to the Selectboard if someone disagrees. There was a broad discussion on this change, along  
38 with ROW permit approvals.

39  
40 It was agreed that that access permit approvals would remain with the Selectboard, however, ROW  
41 permit approvals would be approved by the Town Manager, following review by Highway and Water  
42 Resources, with appeals to the Selectboard.

### 43 44 Coin Drop Policy

45  
46 Ms. Kane explained that in September of 2013 the Selectboard approved changes to the Coin Drop  
47 policy that would have allowed two coin drops per organization (Fire Department and Parade &  
48 Fireworks Committee) as well as removed the permanent elimination policy if one organization did  
49 not have their coin drop that year. These changes were never finalized in writing, which Mr. Hill

1 noted as an administrative error, however a document with these amendments was available this  
2 evening.

3  
4 Mr. Hill offered a motion to ratify an amended Coin Drop Policy as approved by the Richmond  
5 Selectboard on September 3, 2013 and was seconded by Mr. Sander.

6  
7 Mr. May asked if it was policy to have these sunset as a means to address ongoing issues? The  
8 Manager said no, it was not normally handled that way.

9  
10 The motion carried 5-0.

11  
12 Rick Niquette raised the issue of the dates. While there were not set dates in the policy, it did call for  
13 coin drops to be six weeks apart. That would preclude the preferred dates currently used, either in the  
14 beginning or end of the season. There was also the issue of requiring Selectboard permission in  
15 advance of the coin drop, which the Parade and Fireworks Committee had not done recently. Was this  
16 in the original policy? There was some discussion on this, and it was agreed that a report on findings  
17 would be made at the next meeting.

### 18 19 **3. Other Business**

#### 20 21 Abandoned Buildings and Property Maintenance

22  
23 The Manager explained that this issue has come up from time to time, particularly in the context of the  
24 creamery – an abandoned building which was unsecured and neglected. Mr. Hill had, in the past,  
25 recommended application of the ordinance to commercial zones, and not residential properties.

26  
27 The Selectboard discussed the issue. It was agreed that not just any building needed to be addressed,  
28 as commercial vacancies were common. Safety and upkeep of the buildings were the primary  
29 concerns. Additionally, appearance, fire concerns and blight were named. The Manager was directed  
30 to develop some suggestions and bring back to the board in August.

#### 31 32 Esplanade and Volunteers Green

33  
34 The Manager explained that he spoke with Pete Gosselin about the Selectboard's desire to move park  
35 traffic to the access road, and remove it from Esplanade. Mr. Gosselin supplied his suggested  
36 changes, which were drawn on paper. The list of work tasks is as follows:

- 37  
38 Install signage on Esplanade to read "No field access, Residents Only"  
39 Widen the access road to the parking areas by 4 feet (18 feet total width)  
40 Install speed humps on park access road  
41 Move posts along access road to allow for parallel parking along the road  
42 Add signage to the access road to indicate parking/no parking and speed limit 5 mph  
43 Reconfigure back parking lot to allow access to lower fields  
44 Install chain/rope or gate at end of farm access, with signage

45  
46 This will address the changes the Selectboard wishes to make. There is the possibility that people will  
47 want to park at the end of Esplanade, still, or use it as a "drop off" area and we'll need to discourage  
48 that somehow – either by passing a no parking regulation or some other regulation. Communication  
49 with youth sports groups will be key to compliance, also.

1 The board discussed the plans, and agreed to move forward with Mr. Gosselin's proposal. They  
2 thanked him for such a good suggestion.

### 3 4 Legal Services Review

5  
6 Following the board's request to issue an RFP for legal services, the Manager had issued the RFP and  
7 received four responses, from Langrock, Sperry & Wool; Stitzel, Page, Fletcher; Monaghan, Safir &  
8 Ducham and Tarrant Gillies Martin. Ms. Kane and Mr. Sander volunteered to be on the review  
9 committee and conduct interviews. The Manager anticipating awarding in late July.

### 10 11 Reports from Selectboard and Town Manager

12  
13 The Manager noted the Police Report and the Budget Status was reviewed.

14  
15 The Manager explained that the creamery project was still being scheduled. There were several items  
16 outstanding including the final EPA sign-off. The Brella Grant required this sign-off before next steps  
17 in property acquisition and then remediation could begin.

18  
19 The Manager explained that he had explored online policy training as an option for the town.  
20 Currently, the employees and volunteers sign off on the ethics and fraud policies once per year.  
21 Online policy training can be more interactive and cover a wider range of policies. There was some  
22 discussion about costs, and the Manager was directed to examine these further.

23  
24 East Main Street update: The Manager spoke about the planned water outages and the work at  
25 intersections with the coming project, which starts this week. Mr. Hill noted that the July 4<sup>th</sup> activities  
26 will not be disrupted by this work.

### 27 28 Approvals

29  
30 Ms. Kane explained the resolution naming Big Heavy World as a Local Arts Agency for Richmond.  
31 Mr. May explained that he had held a meeting with local artisans and art supporters and a  
32 memorandum of understanding was being drafted to explain what Big Heavy World can do for  
33 Richmond if named a Local Arts Agency.

34  
35 Jim Lockridge, executive director for Big Heavy World, said that the MOU would clarify the  
36 relationship and what the expected grants will do to benefit Richmond, including holding a musical  
37 event here later in the year.

38  
39 Mr. May offered a motion to approve the resolution naming Big Heavy World a Local Arts Agency  
40 for Richmond, and was seconded by Mr. Bressor. The motion carried 5-0.

### 41 42 Approval of Minutes of June 6, 2016

43  
44 Mr. Sander offered a motion to approve the minutes of June 6, 2016 and was seconded by Mr. Hill,  
45 and the motion carried 5-0.

### 46 47 Access Permit 16-033

48  
49 The Manager explained that this access was for an ag parcel located between Cemetery Road,  
50 Hinesburg Road, Huntington Road and Hillview. The current access was through the Farr's

1 residential driveway on Cemetery Road and the new access is beside that, to only serve that lot, known  
2 as HU400d. Since it is an ag lot, there was no 911 address.

3  
4 Mr. Sander offered a motion to approve the access permit 16-033 for HU400d and was seconded by  
5 Mr. May, and the motion carried 5-0.

#### 6 7 VTrans Support Letter

8  
9 The Manager explained that he had determined that VTrans was going for a FAST Act grant, which  
10 was federal funding. The grant was to be used for traffic monitoring equipment. Mr. May had  
11 concerns that this was for license plate readers, and the Manager said that was law enforcement  
12 equipment and not highway related and would not be covered under this grant. VTrans requested a  
13 letter supporting the grant from all towns along the I89 corridor from Canada to Montpelier.

14  
15 Mr. Hill offered a motion to approve a letter supporting VTrans' FAST Act grant application and was  
16 seconded by Mr. Bressor. The motion carried 5-0.

#### 17 18 Guardrail Purchase Order

19  
20 The Manager explained this was for work to replace guardrail on Jericho Road, north of the Water  
21 Tank site. Mr. Sander offered a motion to approve the Purchase Order 2594 to Vermontn Recreational  
22 Fencing in the amount of \$8,948. Mr. May seconded the motion, and the motion carried 5-0.

#### 23 24 Sullivan Powers Scope of Work

25  
26 The Manager explained that we had entered a three-year agreement with our auditors, Sullivan,  
27 Powers & Co, and annually the requested we approve a scope of work. This was for the FY2016  
28 audit. Mr. Hill offered a motion to approve the Scope of Work from Sullivan, Powers & Co. for the  
29 FY2016 audit and was seconded by Mr. Bressor, and the motion carried 5-0.

#### 30 31 Building Homes Together Resolution

32  
33 Mr. Hill explained that the Chittenden County Regional Planning Commission was partnering with  
34 other regional groups on the Building Homes Together initiative to bring additional affordable housing  
35 here.

36  
37 There was discussion about the subject. The Manager noted that ultimately, suggestions for land use  
38 bylaw amendments would be proposed to encourage or mandate additional affordable housing in  
39 participating towns. Mr. Bressor said he didn't feel that this was necessary for Richmond. After  
40 additional discussion, Mr. Hill offered a motion to approve the resolution supporting the Building  
41 Homes Together Initiative, and was seconded by Mr. May. The motion carried 4-1 with Mr. Bressor  
42 voting against.

43  
44 Warrants were approved and signed.

45  
46 Items for the next agenda were reviewed.

#### 47 48 **4. Adjourn**

49 Motion by Mr. Sander to adjourn the meeting at 9:55 p.m. Seconded by Mr. Hill. So voted.