

**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 r c h 7 , 2 0 1 6 M I N U T E S**

Members Present: David Sander; Lincoln Bressor; Steve May

Absent: Bard Hill; Ellen Kane

Others Present: Geoffrey Urbanik, Town Manager; Mary Houle; Chris Granda; Ian Bender; Connie Bona, Finance Assistant; Steve Znamierowski; Tom Broido; and Ruth Miller was present to videotape the meeting for MMCTV Channel 15.

1. Welcome and Public Comment

Mr. Sander asked if there were any comments from the public.

Mary Houle said that first, after Selectboard meetings, she asks the members to consider how it appears when they talk. They should disband, and it is the appearance of impropriety that needs to be avoided. Second, if a Selectboard member has a relative on a board or committee, that member should refrain from taking action relative to that board or committee. Third, she noted that the Secretary of State’s rules for executive session states that the meeting is limited to the reasons named prior to entering executive session.

Chris Granda congratulated Steve May on his election to Selectboard. Mr. Sander also congratulated Mr. May.

2. Executive Session: Personnel

Mr. Sander explained the Selectboard needed to enter an executive session to interview someone for interim Town Manager while the Town Manager was out on medical leave. Mr. May offered a motion to enter executive session for personnel/contract negotiations and was seconded by Mr. Bressor and the motion carried 3-0.

Mary Houle asked for more details on this executive session. Mr. Sander explained that this was to interview a candidate for an interim manager position, and one other candidate was interviewed on the 29th. There was some other discussion.

Mr. Bressor asked Ms. Houle if her earlier statement on family members and committees referred to him because his mother was on the Trails Committee, and Ms. Houle said it applied. There was some light discussion on this, to which Mr. Sander said that the Selectboard members were bound by the town’s ethics policy.

Mr. May offered a motion to exit executive session at 7:40 pm and reconvene the regular session, and was seconded by Mr. Bressor and the motion carried 3-0.

Mr. Sander explained the second interview, with Paul Bohne. Mr. Bressor offered a motion to appoint Paul Bohne as interim manager effective March 14, 2016, subject to the development of a contract and was seconded by Mr. May.

1 Mr. Bressor said there was no specific hours restriction but Mr. Bohne was expected to work 10 hours
2 per week on special projects, especially the Community Development Block Grant (creamery cleanup)
3 and East Main Street.

4
5 Mr. Sander said that Mr. Urbanik offered two names, both were interviewed, and the board selected
6 Mr. Bohne. They looked forward to Mr. Urbanik's speedy return. The motion carried 3-0.

7 8 **3. Reorganization**

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10 Mr. Bressor offered a motion to table the reorganization until March 21st due to Mr. Hill and Ms.
11 Kane's absence. Mr. May seconded the motion, and the motion carried 3-0.

12
13 After some discussion, the board agreed to act to appoint a board secretary and name an official
14 newspaper. Mr. Bressor offered a motion to name the Town Manager the board secretary for the
15 coming year, and name the Times Ink and Burlington Free Press as official newspapers. Mr. May
16 requested that the Mountain Gazette also be named an official newspaper as it circulated in Richmond,
17 and the board agreed. The motion carried 3-0.

18 19 **4. Other Business**

20 21 Review of FY2015 Audit

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23 Fred Duplessis of Sullivan, Powers & Co., the town's auditor, was present to review the town's
24 FY2015 audit. Mr. Duplessis reviewed the audit, stating it was performed according to GAAP and
25 issued a clean, unqualified opinion. Mr. Duplessis reviewed the Management Discussion and
26 Analysis, and noted it could be expanded in future years.

27
28 Following Mr. Duplessis' review, there was discussion and questions with the Selectboard. Mr. May
29 asked Mr. Duplessis if he had any recommendations and he named several policies that would
30 improve management control and recommended a fraud risk assessment in the coming year.

31
32 Following this, the Manager noted he was proud of the work that staff had done over the past four
33 years to improve the quality of financial management and the improvement of the audit, noting that in
34 2012 the audit review was rough. He said that key to the improvements was the hiring of a CPA to
35 produce the town's financial statements independent of the auditor's work. This had initially cost over
36 \$20,000 in the first year but was expected to gradually decrease as the town's issues were worked out,
37 however, the cost in each of the past three years was over \$20,000 and he was not satisfied with this.

38
39 Connie Bona, the Finance Assistant, said she had worked well with Rick Brigham and the other audit
40 team members. She felt that working directly with Sullivan Powers staff would get her additional
41 training she didn't feel like she was getting now. There was some discussion on this and how things
42 might change in the future. The Manager noted that Sullivan Powers had suggested a way to complete
43 the town's financial statements independent of the audit, and not causing any comments. Mr.
44 Duplessis agreed, and they would supply more information on this at a later time.

45
46 The board thanked Mr. Duplessis and his staff for their work.

47 48 Charitable Athletic Events Requests

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1 The Manager explained that there were two charitable athletic events coming up who requested
2 approval from the town and temporary road closures. The first on this evening was a new event called
3 the Richard Tom ride, named on behalf of a local bicyclist who had died in an accident last year.
4 Richmond resident Steve Znamierowski and Tom Broido, event organizers, were present to explain
5 the ride and the road closure request.

6
7 Mr. Broido explained that the race was to be held on May 21st, based at Cochran's ski area and was a
8 series of self-guided charity event rides. This wasn't a race but had family rides and longer rides.
9 They requested a two-hour Cochran Road closure from 11-1. They expected maybe 100 riders for this
10 first year of the event. They clarified that they felt the road could be closed to all but local traffic only.

11
12 After some discussion, Mr. Bressor offered a motion to approve the event and road closure of Cochran
13 Road from 11am to 1pm on May 21st (Cochran's to Dugway Road) and was seconded by Mr. May.

14
15 Mary Houle said they would need to follow the town's policy, and the Manager said that Mr.
16 Znamierowski was provided a copy.

17
18 Mr. Bressor agreed, and amended his motion to require following of the town's charitable athletic
19 events policy and the motion carried 3-0.

20
21 The Manager then explained that for the GMAA Round Church Women's Run, they received
22 confirmation that July 30th was clear for the Richmond Historical Society. The race request and
23 closure was ready for approval by the board.

24
25 Mr. May offered a motion to approve the GMAA request for a charitable athletic event and road
26 closure of Cochran Road on July 30, 2016, from 7:55-8:55 am and was seconded by Mr. Bressor. The
27 motion carried 3-0.

28 29 VTrans Request for Right of Way – Snipe Island Bridge

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31 The Manager explained that the State is going to replace the bridge over the Snipe Island Brook on
32 Route 2, and required additional right-of-way for the project from four property owners. One is the
33 town, by way of about 50 feet of Snipe Ireland Road. They had offered \$600 for the piece, but asked
34 for a donation.

35
36 Mr. May offered a motion to approve the transfer of the relevant portion of Snipe Ireland Road to the
37 State of Vermont according to the plans submitted, for the sum of \$600. Mr. Bressor seconded the
38 motion and the motion carried 3-0.

39 40 Reports from Selectboard and Town Manager

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42 The Manager reported on the Police Report and the upcoming annual board appointments. The
43 Manager said a few words of thanks to the people of Richmond for their kind words and offers of
44 support on his upcoming medical leave of absence.

45
46 Mr. Sander reported on his ride-along with Officer Matt Nadeau and said that Officer Nadeau was
47 very professional but it was a learning experience to see what happens in Richmond sometimes.

48 49 Approval of Minutes

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1 It was noted that there was not three voting members present to approve the minutes of February 16th,
2 so these should be moved to the next meeting.

3
4 Ms. Houle asked if the minutes of the 29th were available and was answered not quite yet.

5
6 Assessor Certification

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8 The Manager explained that the Assessors requested that the Selectboard approve a certification of no
9 appeal or suit against the Grand List for April 1, 2015. Mr. May offered a motion to approve the
10 certification and was seconded by Mr. Bressor, and the motion carried 3-0.

11
12 Mr. May asked about the police cruisers and ice from last week, and asked if this was normal or was
13 there any improvement. There was some discussion. Mr. Sander said that we do make a good effort
14 on our roads but sometimes people have to drive for the conditions.

15
16 **5. Adjourn**

17 Motion by Mr. May to adjourn the meeting at 8:52 p.m. Seconded by Mr. Bressor. So voted.