

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 9 , 2 0 1 6 M I N U T E S

Members Present: Ellen Kane; Lincoln Bressor; Bard Hill; Steve May (arrived 7:50 PM);
David Sander

Absent: None

Others Present: Geoffrey Urbanik, Town Manager; Clare Rock, Town Planner; Marcia Gardner; Mary Houle; Mike Parent; Gerald Levesque; April Burbank, Burlington Free Press; Sharon Dwire; Kristen Hayden-West; Rebecca Mueller; Cammy Richelli; Janet Bernhard; Chris Granda; Josi Kytle & Brendan O'Reilly of Buttermilk, LLC; and Ruth Miller was present to videotape the meeting for MMCTV Channel 15.

Ellen Kane called the meeting to order at 7:05 PM.

1. Welcome and Public Comment

Ms. Kane asked if there were any comments from the public, but there were none.

2. Items for Discussion with Those Present

Public Safety Building Committee Final Report

The Manager began by explaining at the March 3, 2014 Town Meeting, our then-Fire Chief Thomas Levesque proposed the question, "Be it resolved that we discuss a plan for a Public Safety Building." This issue was overwhelmingly supported by the voters, and after some informal discussions, Selectboard member Taylor Yeates convinced the Selectboard in 2015 to engage an architect to begin a significant discussion on the future of the facilities for Police, Fire and Rescue. Managing the project for the town was a steering committee of initially nine members. The results of the steering committee and architect's work is found in this report.

The steering committee met from January through September to develop these recommendations. There were many thoughtful discussions on the deficiencies of our existing facilities, the needs of the various agencies and the logistics of how best to meet those needs. Several visits were made to neighboring communities to observe newer building designs and functions.

The members of the steering are: Taylor Yeates, President, Richmond Rescue and former Selectboard member; David Sander, Selectboard member; Alan Buck, Chief of Police; Dennis Gile, Fire Chief; Jerry Levesque, Assistant Fire Chief; and residents Rick Barrett, Brian Carpenter, Jim Hering, Michael Meiman, and Robert Stafford.

Residents Robert Stafford, Brian Carpenter and Frederick Barrett continued the discussion of the methodology for the study. Architect Rick Burroughs explained his concept designs and how they arrived at their conclusions. The two conclusions were: 1) purchase a site in the Gateway large enough for three services to collocate on, and pursue the new police department now; and 2) purchase a site next to the existing Fire Department site, and remove the building and rework the site for the

1 new police building – planning to do the same for the fire department in the future. This option would
2 not accommodate Richmond Rescue. Mr. Burroughs said that once the Selectboard had decided on a
3 final direction, he would need 30 days to do a final design and detailed cost estimate. Depending on
4 the option, they wanted to work towards a bond vote at Town Meeting next year.

5
6 Bob Stafford suggested that the Selectboard reach out to other towns for support for these facilities.

7
8 Mr. Bressor said that the renovations to the fire department were identified as \$1 million, and asked
9 how. Mr. Burroughs said that there were quite a few issues with the station including size for new
10 trucks, and part of this was expansion of the building and site work. It was agreed that another public
11 input session was needed for the Selectboard, sometime in October.

12
13 Chris Granda asked why Richmond Rescue wasn't represented here, because paid staff issues between
14 rescue and fire are likely to be a significant issue in the future. He also noted that the Gateway was
15 vulnerable to flooding, in the Route 2 area of the Mobil station, blocking access to I-89.

16
17 Ms. Kane said she felt that Richmond's emergency services were filling a gap in state coverage in
18 some nearby towns, and that now we're facing having to pay for dispatch – another state initiative.
19 She wanted other towns and the State to recognize what Richmond pays to support that helps the
20 region.

21
22 Mr. Bressor said if we consider Chittenden East Supervisory Union moving out, we'd have more space
23 and was that a possibility for the police department? Brian Carpenter said no, since there was still
24 difficult access inside and the building was in the floodplain. It might make more sense if the post
25 office were to move, but the building location was still an issue.

26
27 There was additional discussion, and the Selectboard thanked the committee for their work. It was
28 agreed that the tight timeline for decision-making this year would require this to come back again
29 soon, and the Selectboard to make a decision by the end of October.

30 31 Library and Facilities discussion – Rebecca Mueller

32
33 Library Director Rebecca Mueller talked about the town's older facilities, including the 1879 library
34 building (a former church) and the 1907/1914 Town Center building, which was a former school.
35 There were many projects to these buildings over the years and she felt the town should have someone
36 on retainer to help make repairs. She felt that this would not be expensive in the long run.

37
38 The Selectboard spoke in agreement about the need to assess our facilities, although this didn't mean
39 that someone would be hired to manage repairs. Ms. Kane felt an itemized list of what needs to be
40 done, with cost estimates, was needed for all town buildings. Mr. Hill asked why two significant items
41 at the library, the doors and the roof, were the responsibility of the Selectboard? Ms. Mueller said they
42 would likely be bonded items and the trustees felt that the Selectboard should manage the planning for
43 them.

44 45 Buttermilk LLC and Creamery Development

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47 Josi Kytte and Brendan O'Reilly of Buttermilk, LLC, announced that they had in fact closed on the
48 property this afternoon. They were joined by their architect, Bud Wilson, who had prepared some
49 preliminary drawings for the first phase of development which would be a building on the corner of
50 Bridge Street and Jolina Court. Mr. O'Reilly provided a presentation on their initial plans, and there

1 was discussion about the timeline for remediation, interim zoning and how to approach the
2 development approval process.

3
4 Ms. Kytle explained that their plan is to begin asbestos remediation in October and demolition in late
5 November and by mid-January of 2017, the site will be clear. Some soil remediation will be done
6 under the separate EPA grant in the Spring, and construction, following approval, will begin next
7 Summer.

8
9 There was some discussion about parking, how much was required, and whether there could be a 30%
10 reserve set aside for later, and not built right away. The Manager said he recalled that under the
11 interim zoning, the parking regulations were recommended but not required, and any future set-aside
12 would be considered by the Selectboard with the application. It was noted that Buttermilk was coming
13 in for just the first phase now, and not a full redevelopment plan. The rest would follow the first
14 building.

15
16 The Selectboard discussed how best to proceed with Buttermilk. It was suggested that Buttermilk
17 provide another hearing on their project prior to a formal application. The Manager was directed to
18 put together an outline of how the review and approval process should proceed. Their displays would
19 be here and at the library for people to review, and comments on these would be directed to the Town
20 Manager for compilation and distribution back to the board and Buttermilk.

21
22 The Selectboard thanked Buttermilk for their work and congratulated them on their milestone
23 purchase.

24 25 **3. Other Business**

26 FY2018 Budget Discussions

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29 The Manager explained that the first draft of the budget was in front of the board for their review. The
30 Selectboard agreed to hold a special session with department heads on October 6th at 7:00 PM in Town
31 Center to discuss their budget requests and details on significant increases or decreases.

32 33 Historical Society Lease

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35 The Manager reported that this was just a draft, and he had received some comments from Fran
36 Thomas on this but hadn't had a chance to review them with her. In his opinion there was nothing
37 from Fran that he would strongly argue over, and the lease was sure to be finalized shortly. This
38 would come back on the October 3rd agenda.

39 40 Police Grant

41
42 The Manager explained that the police chief had an opportunity to go for a grant to obtain a radar
43 speed sign, like the one at the schools. The Selectboard agreed that this was needed. The Manager
44 said it would be difficult to find a location since they were in demand in several locations, and the
45 Selectboard placed their priorities on where there were the most issues with speeding where
46 pedestrians were present in numbers. Mr. Hill offered a motion to approve the submission of the
47 Police Grant and was seconded by Mr. Sander and the motion carried 5-0.

48 49 Reports from Selectboard and Town Manager

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1 Ms. Kane noted the Police Report, and the Budget Status, and the Town Planner's update on the Town
2 Plan. The Manager reviewed construction projects including the work on East Main Street, potential
3 work on Pleasant Street, and upcoming paving on Huntington Road. He also explained he had bids
4 out for repairs to the Town Center roof and portico. There was some discussion about the roof, and
5 that some part of it had been re-shingled recently, but the Town Manager said not in the past 7 or 8
6 years, but the shingles were curling up and blowing off.

7 8 Approval of Minutes

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10 Mr. Hill offered a motion to approve the minutes of September 6, 2016 and was seconded by Mr.
11 Bressor, and the motion carried 5-0.

12 13 Approval of Purchase Orders

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15 Mr. Hill offered motion to approve Purchase Order 3204 to MTE Equipment Solutions for a Ventrac
16 mower/tractor in the amount of \$45,667.38 and was seconded by Mr. Sander and the motion carried 5-
17 0.

18
19 Mr. Hill offered a motion to approve Purchase Order 3232 to MES (Municipal Emergency Systems)
20 for the purchase of 7 sets of firefighting gear in the amount of \$13,687.30 and was seconded by Mr.
21 Bressor and the motion carried 5-0.

22 23 Approval of Access Permit

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25 Cochran's Ski Area had requested an additional agricultural access for their sugar operations on
26 Cochran Road. Mr. Sander offered a motion to approve Access Permit #16-76 for Cochran's Ski Area
27 on Cochran Road and was seconded by Mr. Bressor. This was an agricultural access only for the
28 sugar operation. The motion carried 5-0.

29 30 Approval of Warrants

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32 Mr. Bressor asked what the "CN" bill for \$100 was and the Manager said it was for a culvert, but the
33 money may have been from the wrong account. He would clarify. Warrants were approved and
34 signed.

35
36 Items for the next agenda were reviewed.

37 38 Executive Session

39
40 Ms. Kane explained that there was a need to discuss the performance evaluation for the Town
41 Manager, and read the following resolution.

42
43 Mr. Bressor offered a motion to find that premature public knowledge about the Town Manager
44 performance evaluation would cause the town or person to suffer a substantial disadvantage. Mr.
45 Sander seconded the motion and the motion carried 5-0.

46
47 At 8:45 PM Mr. Sander offered a motion to enter an executive session to discuss the Town Manager
48 performance evaluation, under section 1 VSA 313 (a)(3), and Mr. Hill seconded the motion. The
49 motion carried 5-0.
50

1 At 10:25 PM Mr. Sander offered a motion to adjourn the executive session and reconvene the regular
2 session, and was seconded by Mr. Hill and the motion carried 5-0. No further action was taken.

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4 **4. Adjourn**

5 Motion by Mr. Sander to adjourn the meeting at 10:25 p.m. Seconded by Mr. Hill. So voted.