

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
O c t o b e r 2 , 2 0 1 7 M I N U T E S

Members Present: Bard Hill; David Sander; Stephen Ackerman; Steve May

Absent: Lincoln Bressor

Others Present: Geoffrey Urbanik, Town Manager; Mary Houle; Linda Parent, Town Clerk; various other board members and volunteers; and Ruth Miller was present to videotape the meeting for MMCTV Channel 15.

Bard Hill called the meeting to order at 7:00 PM.

1. Welcome and Public Comment

Mr. Hill noted this meeting was in the Round Church as a special volunteer recognition.

2. Items for Discussion with Those Present

Volunteer Recognition

The Selectboard invited all town volunteers to this meeting to introduce themselves and say a few words about their work. Those present this evening included Roger Pederson for the Development Review Board; Sean Foley for the Planning Commission; Kristen Hayden West for the Library Trustees; Mary Houle for the Conservation Commission; Harland Stockwell for the Recreation Committee; Keith Kasper and Denise Barnard for the Board of Civil Authority; Ian Stokes for the Trails Committee; Reg Mobbs, Linda Parent, Ken Nussbaum, Justin Spence, and others for the Parade and Fireworks Committee; State Representative Marcia Gardner; Sally Singer and Velma Plouffe for the Community Senior Center; Assistant Fire Chief Jerry Levesque with other officers and members of the department – fresh off of a call.

The Selectboard thanked everyone for their service, and noted the importance of volunteers in our community – and called for anyone interested to get involved.

3. Other Business

Town Plan Update and Proposed Adoption Schedule

Sean Foley, chair of the Planning Commission, talked about the Town Plan and the upcoming adoption schedule. The schedule called for review by the Regional Planning Commission by early November, public hearings by the Planning Commission in early December, transmittal and public hearings by the Selectboard in January 2018 and movement to Town Meeting that year with additional hearings in between, by March 5th. This was a tight deadline and without a Town Planner it was challenging, although the town did have a consultant on board. The Selectboard thanked Mr. Foley for his update and agreed that it was a tight timeline.

Library Budget

Kristen Hayden West, chair of the Library Board of Trustees, came to speak about their proposed FY2019 budget. There were few changes but their overall budget proposal was below that of last year.

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2 Ms. Hayden West noted that the steeple on the library was not in immediate need of repair or
3 replacement.

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5 Personnel Policies

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7 Due to time constraints, the personnel policy discussion was tabled to the next agenda.

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9 Building and Grounds Policy

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11 The Manager explained that recently someone had requested permission to use the Round Church
12 Green for a business promotion event. There was no policy regulating use of this area, or most other
13 town areas, in the way that Volunteers Green is –through an ordinance.

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15 The Manager had drafted an ordinance for review and comment that regulated all town buildings and
16 grounds. It was recognized this was a work in progress. It was suggested that the schools may have
17 similar regulations and they should be looked at as a possible model. Circulating the draft to
18 stakeholders was also advised.

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20 Reports from Selectboard and Town Manager

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22 The Manager ran through the police report, reported on progress with construction, the audit, and that
23 the recent fire truck bond had passed, although with low voter turnout.

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25 Mr. Hill asked for a report on Buttermilk. The Manager said as of now they were still in cleanup
26 phase, had not yet pulled a permit for construction and still needed to get electrical power to the site.

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28 Approval of Minutes

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30 Mr. May offered a motion to approve the minutes of September 18, 2017 and was seconded by Mr.
31 Sander. The motion carried 4-0.

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33 Audit Notes

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35 The Manager explained that the audit notes on internal controls were prepared and requested a
36 signature by the chair. The board reviewed and agreed to sign the notes.

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38 Approval of Bank Note for Water Tank Gap Loan

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40 The Manager explained that two bids were received for the balance on available borrowing for the
41 water storage tank. The approved revolving loan from the State did not cover costs up to the bonding
42 limit authorized by the voters, so the town had about \$180,000 left to borrow. Right now, that cost
43 was absorbed in the water fund by depleting cash reserves. This loan would replenish cash, and the
44 Water Commission recommended that the Selectboard approve the low-bid from Community Bank for
45 a seven year note at 2.54%. There was one other bid from Northfield Savings bank for a seven year
46 note at 3.02% interest, as well as a higher-interest 10 year note.

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48 There was some discussion of this. Mr. Ackerman offered a motion to approve the Community Bank
49 bid for a seven year note in the amount of \$180,600 at 2.54%. Mr. Sander seconded the motion and
50 the motion carried 4-0.

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Approval of Purchase orders

Mr. Sander offered a motion to approve purchase order #3407 to Newton Trucking for gravel trucking in the amount of \$24,960. Mr. May seconded the motion and the motion carried 4-0. The motion carried 4-0.

Mr. Sander offered a motion to approve purchase order #3421 to US Bank for debt payments on the town garage and fire truck and Mr. May seconded the motion. The Manager noted that this was the final payment on the 1996 town garage. The motion carried 4-0.

Approval of Warrants

The warrants were reviewed and approved.

Next agenda:

For the next agenda – police building report; personnel; budget with department heads.

4. Adjourn

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