

**RICHMOND SELECTBOARD  
REGULAR MEETING  
February 6, 2017 MINUTES**

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

Absent: Steve May

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Others Present: Geoffrey Urbanik, Town Manager; Mary Houle; Maureen Kangley; Clare Rock, Town Planner; and Ruth Miller was present to videotape the meeting for MMCTV Channel 15.

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Ellen Kane called the meeting to order at 7:10 PM.

**1. Welcome and Public Comment**

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

Mary Houle thanked Ian Bender for his donation of the blinds for the meeting room, which he also installed for free. The Selectboard agreed it was done very well and appreciated.

Maureen Kangley said she had just paid her property tax, and being involved in a lawsuit with Mary Houle was not how she wanted her taxes spent. She questioned the procedures for this suit and suggested that the Selectboard read "The Lottery" by Shirley Jackson. Ms. Kane indicated that a settlement in this matter had been reached.

**2. Public Hearing: Amending the Richmond Zoning Regulations Section 5.9, etc., regarding Accessory Apartments**

Mr. Hill offered a motion to open the public hearing on this matter and was seconded by Mr. Sander, and the motion carried 4-0.

Ms. Kane explained that this was a public hearing on changes to the Accessory Apartment regulations that were provided at the last meeting. Clare Rock, Town Planner, explained the nature of the changes proposed by the Planning Commission. The proposal was to increase the size of accessory dwellings from 30% of the square footage of the principal structure to a 75% or 1,000 square foot maximum. The familial relationship and occupancy provisions of this section had been amended at that meeting because the Selectboard felt that in the case of a relative living in the dwelling or accessory dwelling, who might pass away or otherwise leave the dwelling should not be cause for immediate violation and suggested a not-to-exceed twelve months clause to allow the owner time to bring the situation back into compliance.

Mary Houle said that in the Town Plan there was a section dealing with Affordable Housing, which is what accessory apartments add to the town. She agreed with the increased size, and spoke a little about the historical aspect of the accessory dwelling regulation.

There being no further public comments, Mr. Hill offered a motion to close the public hearing on this amendment and was seconded by Mr. Bressor and the motion carried 4-0.

1 Mr. Sander offered a motion to approve the amendment as written and was seconded by Mr. Bressor,  
2 and the motion carried 4-0.

### 3 **3. Other Business**

#### 4 Affordable Housing Discussion

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6  
7  
8 Clare Rock explained the draft Introduction Chapter and the draft Affordability & Cost of Living  
9 Chapter the Planning Commission was currently working on for inclusion in the new Town Plan. She  
10 provided the Introduction Chapter as it includes an explanation of the plan and more specifically it  
11 includes a explanation of the included Goals, Targets, and Actions Items which appear at the end  
12 of each chapter (see page 5). Both the Planning Commission and the Town Plan Steering Committee  
13 have preliminarily review these chapters last fall. Since then Ms. Rock cleaned up the Goals, Targets,  
14 and Actions section. Below is a list of the comments received so far on the Affordability & and Cost  
15 of Living chapter:

16  
17 - Question about housing cost and median income... do we need a 3rd data point? Need to  
18 compare Vermont median income to Richmond home sale prices... plus need a better  
19 understanding of the number of homes which are below the median price.

20 - Need to include the trend of housing costs over a longer timeframe to better illustrate home  
21 purchase prices. Suggestion to include a 5 year trend of housing sale prices.

22 - Desire for more analysis on taxes - how they've grown over time. Why have Richmond's taxes  
23 gone from the least expensive to the most expensive? Add comparison of population growth  
24 compared to town spending

25  
26 Mr. Hill added that proximity and efficiency of housing location to services and stores leads to  
27 affordability concerns. He said that affordable housing located too far out of town made that housing  
28 less affordable.

29  
30 The board discussed the issue and determined that further examination of this topic would happen later  
31 in the year.

#### 32 33 Draft FY2016 Audit

34  
35 The Manager explained that the draft audit was ready, but the full audit would be discussed with the  
36 auditor, Fred Duplessis, once it is finalized. This draft was for review and if the board wanted any  
37 additional clarification or information, he would provide this to Mr. Duplessis.

38  
39 After a brief review, the board agreed to a future discussion with Mr. Duplessis.

#### 40 41 FY2017 Audit Contract

42  
43 The Manager explained that this was a contract with Sullivan, Powers & Co. for the FY2017 audit.  
44 The cost would be \$16,100 for the audit, \$5,000 for financial statements, and \$4,000/\$2,000 for a  
45 single audit, or more.

46  
47 Mr. Sander offered a motion to approve the FY2017 Audit Contract with Sullivan, Powers & Co. for  
48 the amount of \$16,100 + \$5,000 for financial statements and \$4,000/\$2,000 for single audits. Mr.  
49 Bressor seconded the motion and the motion carried 4-0.

50

1 First Reading: Ordinance 2017-01, No Parking at the Wastewater Treatment Facility

2  
3 The Manager explained that this limited parking within 250 feet of the gate at the Wastewater  
4 Treatment Plant, except for Town vehicles or Town business.

5  
6 Mr. Hill offered a motion to approve the first reading of Ordinance 2017-01, No Parking at the  
7 Wastewater Treatment Facility, with a public hearing and second reading scheduled for March 20,  
8 2017 at 7:30 PM in Town Center. Mr. Bressor seconded the motion and the motion carried 4-0.

9  
10 Amendment to Sick Leave Policy

11  
12 The Manager explained that the Selectboard enacted a new Sick Leave Policy in 2016 as a preliminary  
13 step in advance of new State law on the subject. The primary change was to provide sick leave accrual  
14 to part-time employees, which State law sets at 1 hour earned for 40 worked. Some employees had  
15 requested that this include earning time while in a paid-leave status, instead of just hours worked. This  
16 policy changed to that, with a couple of other qualifications included in the final law but not in the  
17 original policy.

18  
19 Mr. Hill noted that the law took effect as of 1/1/2017, and we were compliant in most ways in 2016.  
20 He did not want to see this retroactive. Ms. Kane agreed and said that the policy should be enacted as  
21 of March 1, 2017.

22  
23 Mr. Hill offered a motion to approve the amendment to the Sick Leave policy and was seconded by  
24 Mr. Bressor and the motion carried 4-0.

25  
26 Reports from Selectboard and Town Manager

27  
28 The Manager noted the police report. Maureen Kangley asked how the police union negotiations were  
29 going and what they had cost so far. The Manager replied that a few thousand in legal fees had been  
30 spent but the first face to face was scheduled for February 9<sup>th</sup>. Little progress had been made.

31  
32 The Manager explained that the Regional Dispatch study had been presented. He felt that the town  
33 would likely switch to the new dispatch authority in fiscal year 2020. Richmond would likely not  
34 have a seat on the management of the authority but would contract with it. Costs were unknown at  
35 this point.

36  
37 The Manager also explained that the recruitment for zoning officer had been re-opened, after not  
38 finding a successful candidate in the first round.

39  
40 Mr. Bressor mentioned that he had received complaints about parking enforcement being uneven on  
41 dead-end streets in town, particularly in the Baker Street/Tilden Avenue area. Mr. Hill said that  
42 parking there can often lead to only one car being able to get by. The Manager said he had received  
43 many complaints over the past year about that intersection, and he had asked the Chief of Police to  
44 respond to them. He said he would be willing to speak with anyone with a complaint there, although  
45 judgment of the police officers was relied upon for their enforcement with tickets.

46  
47 Mary Houle said that the Public Safety Building Committee might be interested in a "103 exchange"  
48 of town land for land near the interstate, and suggested they contact her.

49  
50 Approval of Minutes

1  
2 Mr. Sander offered a motion to approve the minutes of January 17, 2017 and was seconded by Mr.  
3 Bressor and the motion carried 4-0

4  
5 Mr. Sander offered a motion to approve the minutes of January 23, 2017 and was seconded by Mr.  
6 Bressor and the motion carried 4-0.

7  
8 Mr. Sander offered a motion to approve the minutes of January 30, 2017 and was seconded by Mr.  
9 Hill, and the motion carried 3-0-1 with Mr. Bressor abstaining.

10  
11 Approval of Road Standards Certificate

12  
13 The Manager explained that each year the State wants a certificate from each town stating that they  
14 had approved certain road and culvert standards. This was now included in the new Public  
15 Improvement Standards, so this certification would be valid.

16  
17 Mr. Hill offered a motion to approve the Highway Standards certificate for the State of Vermont, and  
18 was seconded by Mr. Bressor and the motion carried 4-0.

19  
20 Approval of Warrants

21  
22 Warrants were reviewed and approved.

23  
24 Future agenda items were reviewed.

25  
26 **4. Adjourn**

27 Motion by Mr. Sander to adjourn the meeting at 8:15 p.m. Seconded by Mr. Bressor. So voted.