

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
D e c e m b e r 4 , 2 0 1 7 M I N U T E S

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

Absent: None

Others Present: Geoffrey Urbanik, Town Manager; Conne Bona, Finance Director; Mary Houle; Linda Parent, Town Clerk; Ian Bender; Peter Gosselin, Highway Foreman; Dillon LaForce; Sgt. Matthew Nadeau; and Ruth Miller was present to videotape the meeting for MMCTV Channel 15.

Lincoln Bressor called the meeting to order at 7:00 PM.

1. Welcome and Public Comment

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

Mary Houle spoke against an electric car charging station provided and paid for by the town. She said that it would be unfair to take public parking and reserve it for this purpose. She asked if there was a cost/benefit analysis, and said that this was incumbent upon private enterprise to supply.

Mr. Bressor noted that a liquor license application was provided late, and asked for the board's permission to add it to the bottom of the agenda and the board consented to adding this item.

2. Other Business

FY2019 Budget Discussions

Mr. Bressor provided an overview of where the town's budget was at now. The board spoke with Sgt. Matthew Nadeau of the police department about their budget. Most of the increase was in health insurance, due to opt-ins which happened just recently. The board discussed uniforms and public relations funds, and agreed to eliminate that line. Sgt. Nadeau noted that one of the officers may go to part-time next year, and the department would be looking to replace him with a full time hire, adding personnel. The main focus of the discussion was health insurance and the vehicle replacement line.

The Selectboard had asked staff to provide some information on contribution figures for health insurance, which would be only the non-union personnel. With a 5% contribution towards the current premium on the BCBS Platinum Plan, it would result in a \$7,400 reduction in the budget. Most of those contributing would be in the Highway Department, who were among the lowest paid employees. Some employees were present, and noted that this was close to having a net zero increase in their take home next year. The board recognized that, and did not want to negatively affect take home pay, but everyone should understand the dilemma the Selectboard faced.

Mary Houle said that it was unreasonable to expect villagers to pay for 100% of everything and very few businesses now had these benefits.

1 Linda Parent, Town Clerk, said she had not seen the new pay grid, but felt that employees would only
 2 get a 2% increase in pay but be forced to pay 5% of their benefits would be a net negative.

3
 4 Ian Bender asked if the police department could be smaller.

5
 6 Peter Gosselin, Highway Foreman, said his budget shouldn't be cut to pay for benefits.

7
 8 There was other discussion on spending, and the increase in the fire protection line was brought up.
 9 There was some discussion from Mr. Bressor and Mr. Sander on the justification for increasing this
 10 based on the new gap loan for the water tank. The tank was sized for fire protection, which was 69%
 11 of the cost of the tank and the Selectboard members on the Water Commission agreed that the town
 12 should pay for that part, plus water costs.

13
 14 The board discussed a tax target. The increase was 3.17% now, since some spending was offset by
 15 non-tax sources. The board's discussion centered around a 2.5% tax increase as a maximum, and
 16 asked that departments to determine what it would take to get to a 2.5% spending cap, excluding non-
 17 tax offset spending, and those departments already under a 2.5% cap would not have to reduce further.

18
 19 Ian Bender said that the 2.5% was compounded for the taxpayer because of the school's increase. He
 20 felt the town should make an effort to have a level funded budget.

21
 22 Mr. May said that a level funded budget would be an austerity budget. Our times were challenging but
 23 not dire.

24
 25 Capital Plan

26
 27 The Manager discussed the capital planning, and noted what was in the budget and what had not yet
 28 been included but was scheduled:

Item	Cost	Status
<u>Administration</u>		
Town Center Repairs	Varies	Awarded assessment contract to Breadloaf; most projected short-term repairs to be funded through Town Center fund
<u>Police</u>		
Cruisers	\$13,000 annual lease payment on each replacement	Amended to reflect one additional lease replacement in FY2019
Cameras, other equipment	\$3,000	Included in PD budget
<u>Library</u>		
Library Building Repairs	Varies	Awarded assessment contract to Breadloaf; most projected short-term repairs to be funded through Town Center fund
<u>Fire</u>		

Fire Station Improvements	Varies	Awarded assessment contract to Breadloaf; most projected short-term repairs to be funded through Town Center fund
Replacement for Engine #3	\$395,000	Bond passed, replacement order pending December approval by Selectboard. First note payment to hit FY2020
Replacement firefighter gear	Varies	Appropriate reserve and equipment funding level in latest budget draft
Recreation		
Volunteers Green River Bank Stabilization	\$70,000	DRB hearing for December 13 th . ACE permit likely issued January 2018. Funding source – possible Conservation Reserve Fund effort, possible other sources
Highway		
Replacement Road Grader	\$250,000	Downpayment of \$35,000 included in budget; should match 5-year note payment in following fiscal years – trade of existing grader expected to be good value
Replacement Dump Truck	\$150,000	Downpayment of \$25,000 included in budget; should match 5-year note payment in following fiscal years – trade of existing truck expected to be good value
Electronic Card Diesel Pump system	\$30,000 - \$50,000 installed	Not currently in budget
Sidewalk Program	\$50,000/yr	Not currently funded; stormwater culvert funds take precedence
Paving, gravel, other reserves	Varies	Fully funded in budget
Storm Drain Replacements	\$120,000	Fully funded in budget
Water/Wastewater		

West Main	\$2,500,000	Pending
Bridge Street & Bridge Street Bridge water line sections	\$215,000 \$200,000	Pending Bond Vote and authorization by Water Commission and Selectboard

1
2 The board felt that an electric card system for diesel was not necessary. Mr. Gosselin felt that a minor
3 change in how the gallons were recorded could ease the level of effort required to reconcile the diesel.
4 Ms. Bona felt that that there was only about a fifty gallon difference annually using the current
5 method.

6
7 The board reviewed the other items, and discussed the sidewalks, culverts on Bridge Street, the
8 Cochran Road lot possibly coming from the existing gravel budget, and an electric car station. Mary
9 Houle said that the Cochran Road lot would become a dog park and insisted that it be fenced in. The
10 board agreed that paying for the charging station would be difficult unless other funding could be
11 found. This subject would be taken up with the budget again at the next meeting.

12 13 Village Center Designation Renewal

14
15 The Manager said that the Planner's memo described the issue, which was that the renewal was due in
16 March. The current town plan had expired earlier this year, and without adoption of the new plan at
17 Town Meeting, the village center designation would lapse. There was discussion on the benefits of the
18 program, which was primarily eligibility for some downtown grants and tax incentives for private
19 property owners for certain building improvements. The downside of lapsing was losing these but no
20 immediate consequence. The board agreed that moving forward with the renewal on the assumption
21 that the Town Plan would be approved in March was in the town's best interest.

22 23 Hazard Mitigation Grants for Elevation – Riverview Commons Mobile Home Park

24
25 The Manager explained that in 2014 the town applied for a number of elevation grants through the
26 federal Hazard Mitigation Program. Some of these were in the mobile home park on Summers Street
27 and Lower Circle. The State's hazard mitigation office had released the subgrants for these projects
28 and the Manager requested approval to execute the subgrant agreements. The town would have two
29 years to complete the projects, but the 25% match would have to come from private sources. The
30 Manager noted that Cara LaBounty had actively been engaged in this process, and would likely
31 continue to be involved in the mobile home park's execution of these projects.

32
33 Mr. Sander offered a motion to approve the Subgrant agreements for the Hazard Mitigation Grant
34 Program to elevate certain mobile homes on Lower Circle and Summers Street, along with the
35 corresponding administrative costs grants. Mr. May seconded the motion. The motion carried 5-0.

36 37 Reports from Selectboard and Town Manager

38
39 The Manager noted the police report and talked about outstanding construction. The Buttermilk utility
40 crossings were in, but the building hadn't been set for construction. The Cumberland Farms project
41 would start later that week and hopefully not take too long.

42
43 The Manager reminded everyone of the Town Plan public hearing by the Planning Commission on
44 Thursday, December 14th at 7pm in Town Center.

45

1 On December 11th at 7pm, the Selectboard would be hearing about site selection for the proposed
2 police building. Mr. Hill said he wanted to see scoring such as site improvement requirements,
3 location, permitting, etc.
4

5 Ian Bender asked if an hourly cost analysis had been done. The Manager noted that information had
6 been provided to the board, and that the full cost of the department divided by the full number of hours
7 actually worked – both regular and overtime, with leave hours deducted, yields a \$63 per hour rate.
8 Mr. Hill said that this was interesting to see, and asked what the future of the department would be? If
9 we're not asking neighboring towns to pitch in for overhead costs, then why are we considering a
10 building large enough for the future to cover neighboring towns? This should be a consideration going
11 forward.
12

13 The Manager also noted that Chittenden East was having two strategy sessions for input in their
14 operations on Thursday and Monday and urged people to attend.
15

16 Finally, there was a request by the Climate Action Committee that the town consider applying for a
17 Climate Model community. This would sort of be like our town plan, but act as a supplement for
18 renewable energy and efficiency. The board considered this but did not make a decision.
19

20 Liquor License Application

21
22 The Manager noted that the Richmond Market was changing hands, and the new entity was applying
23 for a liquor license.
24

25 Mr. Sander offered a motion to approve the liquor license application for Associated Grocers of New
26 England, and was seconded by Mr. Ackerman and the motion carried 5-0.
27

28 Approval of Minutes

29
30 Mr. Sander offered a motion to approve the minutes of November 20, 2017 and was seconded by Mr.
31 Hill. The motion carried 3-0-2 with Mr. Ackerman and Mr. Bressor abstaining.
32

33 Mr. Hill offered a motion to approve the minutes of November 27, 2017 and was seconded by Mr.
34 Sander. The motion carried 4-0-1 with Mr. Ackerman abstaining.
35

36 Resignation of Sean Foley from Planning Commission

37
38 The Manager reported that he received a resignation from Sean Foley as chair of the Planning
39 Commission due to moving out of town. He asked to accept the resignation and recruit for a
40 replacement.
41

42 Mr. Sander offered a motion to accept the resignation of Sean Foley from the Planning Commission,
43 and seek a replacement. Mr. Hill seconded the motion and the motion carried 5-0.
44

45 Purchasing Policy

46
47 The Manager explained that this was the final copy of the purchasing policy as agreed to at the
48 November 20th meeting, ready for final adoption.
49

1 Mr. Sander offered a motion to approve the purchasing policy as amended and was seconded by Mr.
2 Hill, and the motion carried 5-0.

3
4 Approval of Warrants

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6 Warrants were reviewed and approved.

7
8 Executive Session

9
10 Mr. Bressor explained that there was a need to discuss the Town Manager's performance evaluation in
11 executive session.

12
13 Mr. Sander offered a motion to find that premature public knowledge about the Town Manager's
14 performance evaluation would cause the town or person to suffer a substantial disadvantage. Mr. Hill
15 seconded the motion and the motion carried 5-0.

16
17 At 8:45 PM Mr. Sander offered a motion to enter an executive session to discuss the performance
18 evaluation, under section 1 VSA 313 (a)(5) with the Manager present, and Mr. Hill seconded the
19 motion. The motion carried 5-0.

20
21 At 9:25 PM Mr. Hill offered a motion to adjourn the executive session and reconvene the regular
22 session. Mr. May seconded the motion and the motion carried 5-0.

23
24 There was no further action taken.

25
26 **3. Adjourn**

27 Motion by May to adjourn the meeting at 9:25 p.m. Seconded by Mr. Hill. So voted.