

**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   6 ,   2 0 1 7   M I N U T E S**

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

Absent:                    None

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Others Present:    Geoffrey Urbanik, Town Manager; Mary Houle; Brian Brunelle; Linda Parent, Town Clerk; Bob Heiser, Vermont Land Trust; Bob Stafford, Public Safety Building Committee; Clint Buxton; Charlie Baker, Chittenden County Regional Planning Commission; and others 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 7:00 PM.

**1. Welcome and Public Comment**

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

David Sander offered his thanks and appreciation to Ellen Kane for her service on the Selectboard, and the other board members offered the same.

**2. Items for Discussion with those Present**

Regional Dispatch – Charlie Baker, Regional Planning Commission

Charlie Baker, Executive Director of the Chittenden County Regional Planning Commission, talked about the most recent developments in the Regional Dispatch project. He explained there were two types of towns involved, membership and contract towns. He felt that Richmond would be a contract town, since the original members are all towns that spend significant amounts of money on dispatch now, and they were working on a joint solution that would work for everyone. There would also be significant capital and up-front costs associated with the new dispatch “union municipal district” and it was likely Richmond wouldn’t have a way to fund that until the following year.

There was additional discussion. Ms. Kane summarized that Richmond would likely not appropriate any up-front costs that the member towns would, and contracting was a more likely scenario once the dispatching entity was established and operational. The Selectboard thanked Mr. Baker for his time and explanation.

Public Information Session: Article 3, Andrews Forest Land Use of Conservation Reserve Fund

Ms. Kane introduced the article and the issue, and Bob Heiser of the Vermont Land Trust provided a presentation on the project to purchase and preserve the Andrews Forest (formerly part of the Andrews Farm, which was subdivided several years ago) using a variety of funding sources, including up to \$125,000 of Richmond Conservation Reserve Fund monies. Town policy required that use of these monies in amounts more than \$20,000 for purchase of the property by the town would be approved by the Voters, thus the article. The article had been approved for voting by Australian Ballot at an earlier meeting, and the meeting tonight would serve as the official Public Information Session for the article.

1 Mr. Heiser presented the facts on the property and the value a Town Forest would have to Richmond.  
2 He explained the funding plans and how the town could acquire the property. Following Mr. Heiser's  
3 presentation, there were some questions and answers. Following this, the Selectboard thanked Mr.  
4 Heiser and Vermont Land Trust for their work on this proposal. The results would be known  
5 following voting the next day.

### 6 FY2018 Budget Presentation

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9 The Manager presented his slide show on the budget proposal, highlighting areas of significant  
10 expense and reduction. There was some discussion, and this presentation would be shown again at  
11 Town Meeting.

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

#### 13 Audit Compliance Plan

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15 The Manager explained how staff intended to handle the issues raised by the Auditor following the  
16 FY2016 Audit.

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19  
20 1) Fraud Assessment: while we have an ethics and fraud policy, it generally addresses fraud but  
21 does not suggest how to identify or prevent fraud. The auditors recommend a fraud  
22 assessment, which is a group training assessment facilitated by the auditor, to help identify  
23 weaknesses and develop a framework on fraud prevention that addresses particular  
24 circumstances in each department. Connie Bona has scheduled this fraud assessment for  
25 March 27<sup>th</sup>.
- 26 2) Cemetery Fund: the Cemetery Fund, administered by the Cemetery Trustees, gains revenue  
27 from several sources – burial plot sales, donations and trusts, as well as bank interest. There  
28 are two main parts to the fund which we call expendable and non-expendable, which are as  
29 they sound. The non-expendable portion is supposed to be used for perpetual care by way of  
30 investment growth. While that is improbable today, there is quite a bit of money in the fund.  
31 The problem is, the auditors cannot easily determine the split between expendable and non-  
32 expendable. They have requested that the Cemetery Trustees make an effort to recreate the  
33 fund, going back decades, to see if an accurate accounting can be done. Linda Parent, who is  
34 also a Trustee, has agreed to work on this.
- 35 3) Investment Banking Policy: This policy would state what, when, and how much the Treasurer  
36 should invest. Risk should be addressed also. Right now we have not been investing due to  
37 our cash needs, especially concerning capital projects and the fact that investment interest rates  
38 have been so low as to not be worth the effort to churn funds. That may change over time, and  
39 the town may have the opportunity to gain investment income. Connie Bona is developing a  
40 draft policy for review later in April. There may be some other financial policy updates  
41 coming along with that.

#### 42 Reports from Selectboard and Town Manager

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45 The Manager noted the police report, prepared by Sgt. Nadeau. He reported that preconstruction on  
46 the Snipe Island Brook bridge on Route 2 had been held, and the window of construction was between  
47 June 14 and August 15. A public information session would be held in Richmond prior to start of  
48 construction.

1 Approval of Minutes

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3 Mr. Sander offered a motion to approve the minutes of February 21, 2017 and was seconded by Mr.  
4 Bressor and the motion carried 5-0 with Mr. May abstaining.

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6 Approval of Warrants

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8 Warrants were reviewed and approved.

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10 Executive Session

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12 Ms. Kane explained that there was a need to discuss contract negotiations regarding the NEPBA  
13 contract in executive session.

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15 Mr. Sander offered a motion to find that premature public knowledge about the NEPBA contract  
16 negotiations would cause the town or person to suffer a substantial disadvantage. Mr. Bressor  
17 seconded the motion and the motion carried 5-0.

18  
19 Mr. Sander offered a motion to enter an executive session to discuss the contract negotiations, under  
20 section 1 VSA 313 (a)(3), with the Manager present, and Mr. Bressor seconded the motion. The  
21 motion carried 5-0.

22  
23 At 8:50 PM Mr. Sander offered a motion to adjourn the executive session and reconvene the regular  
24 session. Mr. Bressor seconded the motion and the motion carried 5-0.

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26 No further action was taken.

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28 **4. Adjourn**

29 Motion by Mr. May to adjourn the meeting at 9:00 p.m. Seconded by Mr. Sander. So voted.