

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 y 1 5 , 2 0 1 7 M I N U T E S

Members Present: Lincoln Bressor; Steve May; David Sander

Absent: Bard Hill; Steve Ackerman

Others Present: Geoffrey Urbanik, Town Manager; Mary Houle; Maureen Kangley; Judy Rosovsky, Conservation Commission chair; Christy Witters; Kathy Sikora; Pat Suozzi, Lake Iroquois Association; Jon Kart; Jean Bressor; Gary Bressor; Kristin Nelson; Bob Low; Gerry Levesque, Assistant Fire Chief; Dennis Gile, Fire Chief; Cathleen Gent; Suzanne Mantegna; and Fisher Wagg 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, but there was none.

2. Items for Discussion with those Present

Winooski Riverbank Stabilization at Volunteers Green

Mr. Bressor opened the discussion. He explained that in recent years the high water has continued to erode the river bank at Volunteers Green down stream from the bridge and the town needed to do something to stabilize the bank. The Manager reported in a memo to the board that earlier in the year he met with representatives from the State of Vermont and our own Conservation Commission chair Judy Rosovksy regarding stabilization of the river bank at Volunteers Green – in particular the first 200 feet or so from the bridge. Gretchen Alexander’s notes were provided to the board. At a recent Selectboard, we discussed the possibility of using an alternative to rip rap, which would be a log/cable system, that might be less intrusive and less destructive to the landscape there.

There are other considerations – such as what happens to the river bank beyond the reinforced area. The far back of the park also sees erosion which this project would not immediately address. However, provided the board wishes to move forward, he would move forward with Tyler Billingsley of East Engineering and get a design done, cost estimate, and then move to permitting.

The Well Site stabilization project is proceeding – being handled by Green Mountain Engineering, but he was not sure if we will be able to implement that project this fall or not.

Judy Rosovsky, of the Conservation Commission, talked about the memo from Gretchen Alexander and said that there was a suggestion to draw a line to plan trees to hold the river bank and let erosion happen naturally.

Jon Kart said he had visited the river with Chris Brunelle and Gretchen Alexander and it was clear that the river could cut around the bridge at some point and we’re pushing it through its narrowest point there. He feels we could slow down erosion with rip rap.

1 Ms. Rosovsky disagreed and said that Gretchen Alexander did not recommend rip rap, and asked if we
2 had considered (log) revetments.

3
4 Bob Low asked if the Selectboard had looked at the letter from Gretchen Alexander, and then
5 suggested a study of the river prior to doing rip rap.

6
7 Gary Bressor said he had been complaining about this erosion for years and said that the State's river
8 scientist Chris Brunelle said only rip rap could stop the erosion here. We can't plan trees and expect
9 them to work, this was the time to protect the band stand and the park.

10
11 Mr. Bressor felt that the loss of a few trees on the bank for the rip rap installation would have a
12 negligible impact on the park. Mr. May said he wasn't a scientist but asked if we were addressing a
13 symptom or a problem, and asked if the river needed some other fix. He felt he didn't yet have what
14 he needed to make a decision.

15
16 There was some discussion of the river's course prior to the 1927 flood. Ms. Rosovsky mentioned that
17 Karen Bates of DEC was preparing to do a study of the Winooski Basin and suggested we wait for
18 that. Mr. May suggested both a short term and a long term plan. Mr. Bressor urged action because
19 once the park land was lost it couldn't come back.

20
21 Mr. Sander offered a motion to proceed with permitting and executing a rip rap fix for Volunteers
22 Green, and was seconded by Mr. Bressor. The motion failed 2-1 with Mr. May voting against.

23 24 Lake Iroquois Association – Conservation Reserve Fund Request

25
26 Conservation Commission chair Judy Rosovsky explained that this application for use of the fund was
27 for a pre-treatment aquatic plant survey and outreach, and the Lake Iroquois Association was looking
28 for a \$2,000 contribution from Richmond. The Manager's memo explained Lake Iroquois Association
29 (NOT the Recreation District) has applied for use of our Conservation Reserve Funds to do a pre-
30 treatment aquatic survey. Since the last meeting the herbicide issue should be well known to the
31 board. On May 4th the State of Vermont held a public input session in Hinesburg to take comments
32 prior to a decision on the treatment permit, which has been applied for by the Town of Williston on
33 behalf of LIA. The herbicide treatment permit has not yet been issued.

34
35 Our Conservation Commission chair Judy Rosovsky writes that the commissioners here support the
36 use of the CRF for the pre-treatment aquatic survey. Town funds aren't directly supporting the use of
37 the herbicide but do have a place in the overall treatment plan.

38
39 Pat Suozzi of the LIA reported that due to the time delay, it was unlikely that the herbicide treatment
40 would occur this year even if the permit is issued, but they would like to move forward with the survey
41 and the outreach. A company called Northeast Aquatic Research would be hired to perform this work.

42
43 After some additional discussion, Mr. May offered a motion to approve the LIA request for \$2,000 of
44 Conservation Reserve Funds for the aquatic survey and outreach, with the condition that none of these
45 funds be used to support the planned herbicide treatment. Mr. Bressor seconded the motion.

46
47 Mr. Bressor asked if the only funding source for the survey and outreach was Richmond, and Ms.
48 Suozzi said yes but the LIA would cover any differences if they needed more funding. The other towns
49 (Hinesburg & Williston) would be addressing the milfoil removal.

50

1 Bob Low asked what degree should the town be involved in this project. He said in the past,
2 Richmond has given very little in support of this organization. He felt it was a no-win situation and
3 the milfoil problem would recur.

4
5 The motion carried 3-0.

6
7 Zoning Officer Candidate – Suzanne Mantegna

8
9 Ms. Mantegna came forward to be interviewed by the board. Richmond had been working with
10 Hinesburg to develop a cooperative position that offers 40 hours of work for a zoning officer, but
11 keeps the position separate for each town. This cooperative effort has been long and difficult – we
12 thought we were close in January but the deal fell through. For various reasons, it has taken this long
13 to develop a viable candidate that both towns' Planning Commission can agree upon.

14
15 Suzanne Mantegna of South Burlington is the candidate we're putting forward. Suzanne is bright,
16 looking to reinvent a career in the Planning and Zoning area, and can work with both towns. She will
17 be interviewing with both towns on Monday (Hinesburg first), so we'll need a flexible schedule.

18
19 The Selectboard asked several questions regarding familiarity with regulations and comfort level in
20 dealing with the public. Some members of the audience asked questions, also. Ms. Mantegna
21 answered these questions to the best of her ability.

22
23 Mr. Sander offered a motion to appoint Suzanne Mantegna to the position of Zoning officer, for a
24 three year term, effective June 1, 2017 as well as E911 coordinator, at terms to match Hinesburg. Mr.
25 May seconded the motion and the motion carried 3-0.

26
27 Village Parking

28
29 Chief of Police Buck and Fire Chief Dennis Gile were present to discuss some recent issues with
30 parking in the village, particularly at the Baker Street/Tilden Avenue intersection. Chief Buck
31 explained his concern for plow trucks during the winter, as well as emergency vehicles. These narrow
32 streets were difficult to pass through when crowded conditions occur. The Winter parking ban
33 overnight provides some relief, but at certain times people park on both sides of the street. The streets
34 are narrow and down to one lane at that point, and the intersection especially becomes difficult to
35 navigate. The Manager added that he felt there was a need to have signage at the intersection to keep
36 people from parking there. The ordinance prohibited parking within 15 feet of an intersection.

37
38 Christy Witters, who lived in the neighborhood, said that friends and guests needed room to park. She
39 felt there was ample room for vehicles to move through there, and there were not many complaints
40 from residents. She suggested alerting people through Front Porch Forum about parking rules.

41
42 Cathy Sikora, another neighbor, said that she'd lived there since 1973 and family and friends have
43 always parked on the street.

44
45 Bob Low suggested we announce that the winter parking ban wasn't continuous no parking.

46
47 Mr. Bressor also noted that there were complaints about overparking at Round Church Road. The
48 board began discussion.

49

1 The board agreed that something needed to be done at the Baker Street/Tilden Avenue intersection.
2 They agreed to enlarge the no-parking at the intersection from 15 feet to 25 feet. The manager
3 suggested signage, but striping first to see if this would work better. This would come back to the next
4 agenda. No further changes were considered for Round Church Road at this time.
5

6 Fire Engine #3

7

8 Fire Chief Dennis Gile began a brief discussion about the replacement of Fire Engine #3. The
9 estimate for a replacement was between \$360,000 and \$400,000 although not all estimates had been
10 received. It was anticipated that a mid-September bond vote would take place, with a question
11 approved in early July. The Manager was to develop the amount for that bond vote and a financial
12 plan in advance of that time.
13

14 Conservation Commission Appointments

15

16 At the last meeting there was some confusion about reappointing Kristen Nelson. Kristen was
17 appointed last year to an unexpired term, but not a consecutive term. She is interested in continuing
18 and is recommended by the chair, Judy Rosovsky. There are two other interested applicants.
19

20 Conservation Commission - seven members - four year terms

21 1 meeting per month - Develop planning tools for local natural resources and work on proposals to utilize the
22 conservation reserve fund.
23

24 **One 4-year terms**

25
26 Kristin Nelson is seeking reappointment
27

28 New applicant: T. Guy Roberts

29 **New applicant: Alison Anand (Note: see above ** she is also interest in serving on the DRB)
30

31 Mr. May offered a motion to appoint Kristen Nelson to a four year term on the Conservation
32 Commission and was seconded by Mr. Sander, and the motion carried 3-0.
33

34 **3. Other Business**

35

36 Support Letters for Forest Grants

37

38 The Manager explained that one letter was in support of our application to obtain a grant for a Forest
39 Management Plan for the future Andrews Forest and the other letter was in support of continued
40 funding of the grant to help us acquire the Andrews Forest. The board agreed on both parts and Mr.
41 Bressor signed the support letter.
42

43 Town Center Roof

44

45 The Manager explained the project. The shingled roof on Town Center is at least 20 years old, and
46 deteriorating with shingles blowing off. He issued an RFP, and received two bids. He had reviewed
47 the bids, checked references (all good and not small jobs for both), and found that the low bid
48 conforms to our specs. While the low bid is \$12,000 less, the warranty is a 20 year warranty and the
49 high bid offers a 25 year warranty. He was not sure that the extra five years can justify the price. Mr.
50 Bryan also offered a 2 year workmanship warranty. He recommended the low bid to Ron Bryan, Jr. of
51 VTroofs.com.

1
2 Mr. Sander offered a motion to approve the roof contract for Ron Bryan Jr. in the amount of \$56,000
3 base bid with \$18,000 for required sheathing and was seconded by Mr. Bressor. The motion carried 3-
4 0.

5 6 Appointment of Water Commissioners

7
8 The Manager explained that no interest had been received in persons for the Water Commission, other
9 than those currently serving. Mr. Sander offered a motion to appoint Mr. Hill, Mr. Sander, Mr.
10 Bressor, Fran Huntoon and Robert Reap to one-year terms on the Water Commission. Mr. May
11 seconded the motion and the motion carried 3-0.

12 13 Sick Leave Policy

14
15 Staff had a simple request for procedural guidance on sick leave accruals. Given the limits of our
16 payroll module in NEMRC, we typically front-load annual sick leave for full time employees and
17 deduct sick time. If an employee left early with no sick leave accrual, we would pro-rate that leave
18 and make a deduction from the final pay check. It should be noted that this has not happened in the
19 time I've been here.

20
21 This works for us, but with the new part-time sick leave law/policy, Connie would like to front-load
22 part time sick leave in the same way since it saves time and effort of having to manually calculate the
23 balances and input them into NEMRC. That's all we'd like to change in our procedures.

24
25 The Manager also included a VLCT investment and banking policy. We currently only have TD
26 accounts as investments, and our ability to invest public funds is limited by State law, but we don't
27 have any policies that regulate how we do what. While this policy is somewhat cookie cutter in
28 nature, we don't have many options to begin with and we're not looking to create anything more than
29 a policy to guide the Treasurer in where we place our town funds.

30
31 Mr. Sander offered a motion to approve the Investment & Banking Policy and was seconded by Mr.
32 May, and the motion carried 3-0.

33
34 The Selectboard consented to the sick leave procedure outlined above.

35 36 Reports from Selectboard and Town Manager

37
38 The Manager noted the Police Report and Budget Status. He asked Mr. Bressor to explain the
39 MMUSD vacancy issue. Jon Milazo, a long-time member of the former Richmond School Board and
40 now, recently the Mount Mansfield Modified Union School District, had resigned creating a vacancy.
41 Under existing law, the Selectboard would choose a replacement. After consulting with the MMUSD
42 board president, they would initiate interviews and recommend to the Selectboard. This should be at
43 the June meeting.

44
45 The Manager also explained that the East Main sidewalk project was being delayed because of
46 concerns about how it fit in with the State's plans to remove concrete panels beneath route 2 (East
47 Main Street).

48
49 Since the sidewalk plan was heavily dependent on the concrete panels and the State was not prepared
50 to remove them this year, it was entirely likely that the sidewalk project would be delayed and the

1 town may have to install asphalt walkways in the interim. This was not preferable but since the State
2 controlled the permit to construct, then the town may have no choice. The State would likely be able
3 to provide funding for next year to assist the town in removing the panels, and there was a state storm
4 water grant also for the related work. It was agreed that letters would be sent out and a meeting
5 announced to inform residents of the issues here.

6 Approval of Minutes

7
8
9 Mr. Sander offered a motion to approve the minutes of May 1, 2017 and was seconded by Mr. May
10 and the motion carried 3-0.

11
12 Mr. Sander offered a motion to approve Purchase Order 2630 to Northern Equipment Distribution in
13 the amount of \$38,160 for the purchase of a new Ford Explorer police vehicle. Mr. May seconded the
14 motion and the motion carried 3-0.

15
16 Mr. Sander offered a motion to approve Purchase Order 3353 to Chittenden County for a tax payment
17 in the amount of \$21,739.19. Mr. May seconded the motion and the motion carried 3-0.

18 Approval of Warrants

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20
21 Warrants were reviewed and approved. It was noted that the FW Whitcomb invoice was approved,
22 less line striping costs, for successful completion of their prior contract.

23
24 Next agenda items were reviewed, including the MMUSD board interviews; Richmond Land Trust;
25 Traffic Ordinance; CHMS Prosper and affordable housing.

26 **4. Adjourn**

27
28 Motion by Mr. Sander to adjourn the meeting at 9:05 p.m. Seconded by Mr. May. So voted.