

**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  
N o v e m b e r   2 0 ,   2 0 1 7   M I N U T E S**

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Members Present:    Bard Hill; Steve May; David Sander

Absent:                    Lincoln Bressor; Steve Ackerman

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Others Present:    Geoffrey Urbanik, Town Manager; Mary Houle; Bob Heiser, Vermont Land Trust; and Ruth Miller was present to videotape the meeting for MMCTV Channel 15.

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

**1. Welcome and Public Comment**

Mr. Hill asked if there were any comments from the public, but there were none.

Mr. Hill reviewed the agenda, and the board agreed to add a contract amendment for Green Mountain Engineering to the agenda.

**2. Executive Session**

Mr. Hill explained that there was a need to discuss contract negotiations regarding the NEPBA contract in executive session. It was decided that the Town Manager’s performance review would take place on December 4th.

Mr. Hill offered a motion to find that premature public knowledge about the NEPBA contract negotiations would cause the town or person to suffer a substantial disadvantage. Mr. Sander seconded the motion and the motion carried 3-0.

At 7:01 PM Mr. Hill offered a motion to enter an executive session to discuss the contract negotiations, under section 1 VSA 313 (a)(7) with the Manager present, and Mr. Sander seconded the motion. The motion carried 3-0.

At 7:18 PM Mr. Sander offered a motion to adjourn the executive session and reconvene the regular session. Mr. May seconded the motion and the motion carried 3-0.

NEPBA Contract Ratification

Mr. Sander offered a motion to approve the contract with the New England Police Benevolent Association, and was seconded by Mr. May. The motion carried 3-0.

Mr. Hill directed that the contract and a highlights memo be distributed and posted.

Mr. May thanked all involved in the negotiations and recognized their work. Mr. Sander said he believed it was a fair contract.

**3. Other Business**

1 FY2019 Budget and Discretionary Spending

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3 The Manager explained that the budget generally had areas for discretionary, contractual and  
4 charitable spending. The organizations who had responded were:  
5

Organization Name	FY2019 Request	Notes
<b><u>Charitable Organizations</u></b>		
Hale & Hearty	\$4,100	No change from current year
Our Community Cares Camp (OCCC)	\$250	Up \$50
Visiting Nurses Association	\$9,693	No change from current year
Age Well (formerly Agency on Aging)	\$2,000	Current year appropriation of \$1,800
Richmond Community Band	\$400	No change from current year
Center for Independent Living (VCIL)	\$375	No change from current year
Committee on Temporary Shelter (COTS)	\$1,000	No change from current year
Vermont Adult Learning	\$1,000	New request
<b><u>Contracted Services</u></b>		
Richmond Rescue	\$72,800	Current year request is \$70,680
Front Porch Forum	No request (\$100 typical)	The Selectboard has for a long time agreed to support FPF due to our use of it for public postings and notices
Chittenden Unit for Special Investigations (CUSI)	\$7,583	Varies from year to year, I've kept the budget line flat
SSTA	\$2,500	Varies from year to year, but we leave room for unexpected medical uses, I've kept the budget line flat
<b><u>Currently Unfunded</u></b>		
Greater Burlington Industrial Corporation (GBIC)	\$200	They were uncooperative with the Buttermilk project. This would be the second year in a row they received no funding from Richmond.
Howard Center	No request	
American Red Cross	No request	

6  
7 There was some discussion on these and they were acknowledged and the copies of their applications  
8 were requested.  
9  
10

## Personnel Guidelines

The Manager explained that this was a complete re-write of the personnel guidelines. This would still be circulated to the employees for one last review however substantial work had been completed by Carol Mader and it would soon be ready for adoption, along with the other items in the personnel policies update: the wage grid, pay movement policies, job descriptions and personnel guidelines.

The board wanted to assemble these into a more understandable package when they were up for a final vote. Following final employee input they would consider adopting the policy changes as a comprehensive package. A few changes were noted.

## Purchasing Policy Revision

The board reviewed the purchase order and purchasing policy, which largely amended the amounts necessary for various bid procedures and increased the amounts at which the Town Manager could authorize a purchase order (from \$7,500 to \$10,000). The board suggested changing the words “Rule” to “Section” to make it consistent with other policies. They also wanted this circulated to the department heads to make sure they were aware of the changes and were comfortable.

## Andrews Forest Conservation Easement

The Manager explained that the Vermont Land Trust and Vermont Housing and Conservation Board required a conservation easement for the Andrews Forest. They had drafted a deed which called for the current owners (Andrews family heirs) to be the grantors of such an easement, and VLT and VHCBC to be the grantees. The Manager noted that the Town’s attorney had agreed the easement was ok to approve.

There was significant discussion about what was included and excluded. The Manager noted that the purpose of the deed was to conserve the forest and was thus restrictive as to activities and development. He said that in a conversation with Lincoln Bressor he suggested including hunting as a permitted activity. During tonight’s discussion, the same thing was said about snowmobiling and VAST trails.

Mary Houle talked about a future education pavilion or perhaps some hut for skiers and it was important to note these in the easement.

Bob Heiser of Vermont Land Trust arrived and spoke more in depth about the easement. He noted that both hunting and snowmobiling were mentioned in the easement as activities that would be regulated by the town through policies or a management plan – such a plan was required by another federal forestry grant. So the town had time to make these choices clear as to what would be allowed and where.

Mr. Hill spoke of the easement language, in particular about the Andrews family heirs and the Town being “grantors.” He felt that if the Town was not specifically named as a grantor due to their successor ownership then it would be confusing as time went on that the easement was talking directly to the Town’s ownership and not the former ownership of the original grantors. After some discussion, it was agreed that the town’s attorney would draft language to clarify this point. The board thanked Mr. Heiser for his work.

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2 Reports from Selectboard and Town Manager  
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4 The Manager noted the police report and the budget report. The Manager explained that Cumberland  
5 Farms had pushed their tank removal work out two more weeks. Their request was to use the town's  
6 right of way to stage the tank removal on two days. They would need traffic control then but had an  
7 approved plan from the state to close the sidewalks.  
8

9 The Manager also explained that the Town Plan had been released in draft form. It had been mailed to  
10 surrounding towns and the regional planning commission. It was posted online, and people could  
11 review a paper copy in the office. Minor changes were allowed, but not substantive ones. The  
12 Planning Commission's public hearing would be on December 14<sup>th</sup> at 7pm. Following that, they  
13 would transmit to the Selectboard for December 18<sup>th</sup> at which point the Selectboard would schedule  
14 their own Public Hearing. They would then move the adoption to a public vote for Town Meeting.  
15

16 If anything threw this off, it would miss the deadlines for Town Meeting.  
17

18 There was a discussion about the Vermont Youth Conservation Corps and their tax exempt status. Mr.  
19 Hill noted that the town would like to speak with them about providing some labor crews on town  
20 projects, perhaps the Andrews Forest.  
21

22 Approval of Minutes  
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24 Mr. Sander offered a motion to approve the minutes of November 6, 2017 and was seconded by Mr.  
25 May. The motion carried 3-0.  
26

27 Amendment of the Green Mountain Engineering Contract for East Main Street, for preparation of a  
28 storm water management grant  
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30 The Manager explained that as part of the East Main project the state was requiring additional work to  
31 be done on the road (removal of the concrete panels) and storm water upgrades. This was an  
32 application for such storm water upgrades, including some street work. Green Mountain Engineering  
33 required \$2,500 for that work.  
34

35 Mr. May offered a motion to amend the design contract for Green Mountain Engineering for \$2,500.  
36 Mr. Sander seconded the motion, and the motion carried 3-0.  
37

38 Approval of Purchase Orders  
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40 Mr. Hill explained that there were two large purchase orders for approval.  
41

42 Mr. Sander offered a motion to approve Purchase Order #3464 in the amount of \$76,874.50 to TD  
43 Bank for debt service payments and was seconded by Mr. May. The motion carried 3-0.  
44

45 The second purchase order was for school tax payments and was approved.  
46

47 Approval of Warrants  
48

49 Warrants were reviewed and approved.  
50

1 Next Agenda

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3 Budget; Breadloaf Update; Richmond Climate Action Committee; Andrews Forest Easement

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5 **4. Adjourn**

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