

Town of Richmond Selectboard Meeting Minutes

December 3rd, 2018, 7pm, Richmond Town Center Meeting Room

Present: Bard Hill, Chair; David Sander, Vice Chair; Christy Witters; Roger Brown; Steve Ackerman; Josh Arneson, Town Manager; Jessica Draper, Town Planner; Mary Houle, Guy Roberts, Scott Cole; Chris Granda; Ruth Miller; MMCTV, Greg Elias

Called to Order: 7:04pm

Public Comment: Chris Granda made a citizen's request that the selectboard send a reminder to the Richmond Market regarding the 1973 Bottle Bill that requires businesses to take back empties of bottles that they sell. Bard Hill asked who the enforcement agency is. Chris said he found no contact information of that sort. Bard Hill asked the town manager to follow up with Chris' request.

Mary Houle asked if Peter Gosselin and Ryan Gosselin are related, she said she sees them both on highway payroll and expressed concern about that relation due to the town's policy regarding nepotism. She also stated that she believes Chris Granda's request is a waste of time for the town to pursue, and should be handled by the state government.

Other Business: Bard Hill asked for a member of the board to review the invoices and warrants. Roger Brown volunteered.

Bard Hill asked for comments on the proposed change to the warrant approval procedure to allow for selectboard members to review the invoices and warrants on the Friday prior to the selectboard meetings to allow for more adequate and focused review time and questions to be answered ahead of the meeting. Roger Brown said that he believed the procedural change makes sense and will be more productive. Bard Hill stated that it also helps avoid letting warrants wait until another future meeting which would significantly delay the accounts payable process. Josh Arneson clarified that the paperwork will still come to the full board at their meetings, but would now include any corrections or requested information from the finance department attached. Bard Hill suggested the procedure be given a trial period through January. Christy Witters moved to approve the Richmond Warrant Procedure. David Sander seconded the motion. All members were in favor, so moved. Roger asked when this procedure would begin, and the board decided that the first day it will be started is December 14th.

Josh Arneson introduced the 2019 municipal calendar, and mentioned that it was handy to have this document that tracks our annually recurring tasks such as renewing the leased space in the basement. Bard Hill suggested that the list be kept on hand. Christy asked about the task on the calendar regarding board and commission vacancies being posted in the Times Ink. Jessica Draper stated that those vacancies are marketed ahead of Town Meeting, with appointments taking place after Town Meeting has occurred and that those positions are tracked by the Town Manager's assistant.

Josh Arneson presented the works in progress list. Bard Hill stated that he would like to see more documents posted to the website including the works in progress list. Josh Arneson mentioned that he had created a page on the website where selectboard meeting materials will be posted for public view. Bard Hill said that he thought it was a good idea to do that, and Christy Witters agreed that it was great for transparency.

Josh Arneson gave an update about the planning commission's next steps including that their next meeting is Wednesday December 5th where they will be discussing a strategy for implementing the town plan and zoning regulation changes. Bard Hill reminded everyone that the zoning regulation process is something we should all pay attention to going forward.

Town of Richmond Selectboard Meeting Minutes

Josh Arneson gave an update about the Andrews Community Forest. He said that he spoke to Hannah Phillips last week regarding next steps for the permanent forest committee and budget. Josh Arneson asked the selectboard how they would like candidates for membership on the permanent board to be appointed, either approved solely by the selectboard or reviewed and recommended by the interim committee and then appointed by the selectboard. All members of the selectboard were in favor of review and recommendation by the interim committee. Bard asked that there be follow up regarding the budget for the forest. Guy Roberts mentioned the thirty thousand dollars that came through the forest creation process. Josh Arneson stated that he needed to identify where that money was being held. Guy Roberts also mentioned coming before the selectboard at their next meeting to present a grant for construction of a trail at the Andrews Community Forest. He also clarified that it is reimbursement style meaning town funds for upfront costs and reimbursement for those costs after the work is complete. Bard Hill stated that the town was familiar with that style of funding.

Josh Arneson informed the selectboard that he had received the final draft of the Richmond Stormwater Master Plan from CCRPC and Stone Environmental. He explained that the next step will be to meet with Pete Gosselin and Kendall Chamberlin to discuss implementation of infrastructure projects. Bard Hill clarified that stormwater projects are not part of the water and wastewater department, and that this is solely for coordination. Christy Witters expressed that she would like to stay involved in the progress of these projects. Bard Hill asked about budget implications for these projects. Jessica Draper said that she had been in contact with Dan Albrecht from regional planning about utilizing UPWP funds. Bard Hill explained that UPWP just opened and is a good opportunity if we have any projects ready for an application. Jessica Draper said she had been in contact with Dan and Marshall from regional planning about project ideas about what an application might look like for us. Christy Witters mentioned to be wary of instream projects that could be identified in the plan because of groundwater contribution to the problem areas. Bard Hill asked if we could go through the plan and identify projects that could work under UPWP, especially those that may involve i89 or route 2.

Josh Arneson gave an update regarding the Buttermilk LLC Creamery Redevelopment project. He provided a letter from Josie Kyle outlining their plans moving forward. He said that she was optimistic about occupancy in building 1 by this coming summer, but cleanup took longer and costed more than expected which explained the delay on finishing building 1. Discussion ensued regarding the commercial to residential ratio for the development. Bard Hill mentioned that the ratio requirement had been shifted to building 2. Mary Houle commented that the town should keep the tax benefit in mind when allowing for changes in use from commercial to residential. Bard Hill also commented that we need to keep in mind commercial availability in the village as well. Christy Witters mentioned the higher need for residential that is occurring now, but we need to decide what Richmond needs long term and what is better for the town overall. Those present agreed that successful development is better than development that sits empty or fails.

Josh Arneson gave a brief update on the status of the budget process noting that next Monday the selectboard will be having a special meeting on the highway and administration budgets. Bard Hill explained that a 2% overall increase in the budget is the goal. Josh Arneson asked if the board wanted a special meeting for the entire budget or to extend an existing meeting. The selectboard decided to have a special meeting on December 19th at 7pm.

The regional planning UPWP application was again discussed noting an application deadline of 1/18/19. Bard Hill revisited the discussion from earlier about UPWP being a good opportunity for projects with ties to state managed roads. Josh Arneson asked if the board would want input on the application prior to submittal. Bard Hill suggested deferring to Christy Witters on stormwater related projects.

Josh Arneson asked the board how they prefer to review minutes. Christy Witters said that she likes to review the meeting materials all together at once. Roger Brown said he thought it made sense to review them closer to the time they were taken. Jessica Draper suggested sending an alert out by email when they are posted by law to the website. Everyone agreed that would suffice, and members could review them when they so choose.

Town of Richmond Selectboard Meeting Minutes

Josh Arneson gave an update about the town manager task list. He said that he is currently reviewing the list and condensing and removing tasks where applicable. Bard Hill mentioned that the list is a good tool to use during performance evaluations as well.

Josh Arneson provided an update regarding the IT Support RFP response. He explained that he and Jessica Draper had reviewed the submissions and were in the process of comparing services for cost. Bard Hill said that he thought it was wise to have official IT Support because the town can't expect the staff to do the majority of the IT work as technology becomes more complex. Jessica Draper said that she had narrowed the applications down to the top three that provided the services the town needs and that all three had widely varying costs. She also stated that the range of costs were anywhere from \$9000 to \$25,000. Josh Arneson mentioned that this RFP did not apply to police at this time, because they have specific IT needs. Bard Hill noted that IT failures can result in major losses of productivity, and this coverage could prevent major failures. Mary Houle asked how this would fit into the budget, and Josh explained that it would be a new line item but it will be good to see how much has been spent in other budget lines on IT support prior to now.

Bard Hill started the discussion regarding the hiring of a new police chief. He suggested the formation of another hiring committee similar to those of the past. Josh Arneson mentioned that Paco had ideas for who should be on the committee. He also mentioned they are shooting for a hiring date of early March and that interested parties should contact Paco. Roger Brown and David Sander expressed interest in serving on the hiring committee.

David Sander made the motion to approve the minutes of the November 19th selectboard meeting. Seconded by Christy Witters. Steve Ackerman and Roger Brown abstained, David Sander, Christy Witters, and Bard Hill were in favor. So moved.

David Sander made the motion to approve the minutes of the November 26th special selectboard meeting. Christy Witters seconded motion including the correction of a typo where courier is misspelled. Steve Ackerman abstained, Roger Brown, Christy Witters, David Sander, and Bard Hill were in favor. So moved.

Josh Arneson and Bard Hill pointed out that Jessica Draper is taking minutes at selectboard meetings on a trial basis in place of the town manager taking them. Christy Witters thanked Josh for having a table at the holiday market. Josh Arneson thanked Western Slopes for the event and the highway department for parking support.

Mary Houle asked why there is a number 1 at the end of P.O. number 36431. She also asked what the \$265,000 expense was for, Jessica Draper explained that was for the new firetruck. Mary Houle also asked what the payment to Owen Arnold was for, and Jessica Draper explained that he sealed the windows for winterization. Christy Witters asked about the Greystone Stormwater Operating Fee invoice. Christy Witters suggested looking into waivers through the MRGP program that would exempt us from paying fees such as this one. Christy Witters, Jessica Draper, and Josh Arneson agreed to look into this possibility to save the town those fees. Roger Brown asked why several of the invoices have due dates on them that have already gone by. Jessica Draper mentioned that sometimes checks and invoices are passing in the mail. Roger Brown asked that the town manager go through the invoices and identify which ones were being paid late. The selectboard then asked Josh to look into why two differently sized pairs of boots were purchased for one employee, and what the change orders on the firetruck invoice were for. Roger Brown moved to allow Bard Hill to sign the purchase order amendment for the firetruck pending the information on the change orders. Seconded by David Sander. All were in favor, so moved.

Steve Ackerman moved to adjourn. Seconded by Roger Brown. All were in favor, so moved.

Adjourned: 8:51pm

DRAFT