

**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  
A u g u s t   6 ,   2 0 1 8   M I N U T E S**

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Members Present:     David Sander; Stephen Ackerman (arrived 8:30); Roger Brown; Christy Witters

Absent:                     Bard Hill

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Others Present:     Geoffrey Urbanik, Town Manager; Mary Houle; Tyler Billingsley, East Engineering; Kendall Chamberlin, Water Resources; Terry Moultroupe; Jon Kart; and Ruth Miller was present to videotape the meeting for MMCTV Channel 15.

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David Sander called the meeting to order at 7:00 PM.

**1. Welcome and Public Comment**

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

Mary Houle said she had been reviewing warrants on a regular basis and objected to the Finance Director getting overtime. She said this was offensive and needed attention. She feels this position should be salaried, and it was an incentive to get work done. She talked about pay increases and said there was no excuse for the overtime.

Mr. Sander said the board would look into the issue.

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

**Volunteers Green RipRap**

The Manager explained that the town received bids on this project on August 1<sup>st</sup>, and there was one bidder. Tyler Billingsley of East Engineering was present to explain the bids and answer questions.

There was one bidder, Todd Chagnon Construction, and the total bid was \$179,000. This represented \$137,200 for the Volunteers Green project and \$41,800 for the well site project. Mr. Billingsley explained that he felt this bid was high – over his original estimate by 20%, but the late contracting season has prevented competitive bidding. The Selectboard could reject this bid and re-bid with a next-year construction season in mind, but some permits would need to be renewed and likely construction would happen later in the Summer anyway.

Mr. Sander asked if there was any fat that could be trimmed from the work scope. Mr. Billingsley said that the canoe ramp could be eliminated, and the riprap would then not need to extend that far. It was not a significant savings.

Mary Houle urged this work now, due to the river’s low level, and the Farmers Market can move temporarily.

1 Mr. Sander felt that the town needed to do this work. Kendall Chamberlin said the town should at  
2 least do the well site project.

3  
4 Following additional discussion, Mr. Brown offered a motion to award the rip rap project to Todd  
5 Chagnon Construction in an amount not to exceed \$179,000 and was seconded by Ms. Witters. The  
6 motion carried 3-0.

### 7 8 **3. Other Business**

#### 9 10 **Town Manager Recruitment Update**

11  
12 The recruitment advertisement for Town Manager was placed online on our website, VLCT's  
13 classified page, as well as municipal league sites for Maine, New Hampshire and Massachusetts. The  
14 recruitment closed on August 1<sup>st</sup>, and we received 17 responses. From our last meeting, David Sander  
15 and Christy Witters are to head up the review and interview committee. So far, the Manager has heard  
16 from employees Jessica Draper and Linda Parent and community members Katherine Long and June  
17 Heston. It was suggested from the audience that someone from the local business community be on  
18 the panel but ultimately it is the subcommittee's decision who would serve and who would not. As of  
19 this time, the Manager did not have concurrence that the interested parties are officially part of the  
20 review committee.

21  
22 As presented at the last meeting, the recruitment schedule calls for candidate screening and  
23 recommendations for interviews by August 6<sup>th</sup> – we'll be a few days late on this item. Since we have  
24 the Town Plan hearing on August 8<sup>th</sup>, the committee may be able to get together either on the 7<sup>th</sup> or 9<sup>th</sup>  
25 to review and discuss moving forward – or at any other time and date deemed appropriate.

26  
27 The other significant item is the interim manager. Bard and David requested the Manager reach out to  
28 Paul Bohne, the retired manager for Shelburne, to gauge his interest in coming back for a couple of  
29 months. Mr. Bohne covered for me while the Manager was out on medical leave two years ago, and  
30 the Selectboard found him knowledgeable and easy to work with. We met with Mr. Bohne and he has  
31 agreed to serve as interim manager at 20 hours per week from September 17<sup>th</sup> – November 30<sup>th</sup>. The  
32 Selectboard must take action on this appointment – the draft contract is included in the packet here.

33  
34 Based on the responses received, the Manager felt confident that there are multiple candidates with the  
35 background necessary to succeed in Richmond. The timeline is somewhat aggressive, but an action to  
36 hire by the end of October is achievable.

37  
38 The Selectboard agreed that the parties named here were approved to be the review committee, and to  
39 hold the first meeting on September 13<sup>th</sup>. The board discussed Mr. Bohne's background and  
40 appointment. Mr. Brown offered a motion to approve the contract to appoint Paul Bohne as interim  
41 Town Manager and was seconded by Ms. Witters. The motion carried 3-0.

#### 42 43 **Police Discussions**

##### 44 45 **Recruitment Update**

46  
47 Director of Police Services Paco Aumand has been busy with resumes, and has interviewed one  
48 certified candidate. This candidate works for another agency and is looking for a more predictable  
49 schedule and Richmond is one of several towns they are interviewing with.

## Permanent Chief

The Manager's recommendation for permanent chief is that once a set of finalists for the Town Manager position is identified, begin the advertisement. The board may discuss whether they want to stick with the typical working chief model, modify it in some way – either to keep a certified chief but mostly administrative duties, or make it a civilian director as what we have with Paco currently. This is a Town Manager hire, so the board cannot hire on their own. In this case, given what we've been considering for the past several months, some subcommittee of the board should be in on the interview process, as well as community members. The timing of the recruitment can coincide with the finalization of the Town Manager, who can then be involved essentially from beginning to end with a clear priority on the issue.

The Selectboard discussed this issue and noted that there may be more work involved in setting the direction for the department before a new chief is recruited.

## Police Services – Ongoing Discussions

Tim Scanlon has been working hard on entering some budgetary data that will help in the presentations. Please note that he is not here 40 hours per week, so it has taken some time. This will answer the questions of how budget growth has occurred over the past 20 years, on a department and on-the-whole. The relevant comparison needs to be against statistics for police activity, which is still in-progress.

## Bolton Coverage Contract

Bolton is considering final approval of the contract on August 6<sup>th</sup>. There is some concern from their residents about enforcement.

Mr. Brown also mentioned that he wants to pursue talks with Williston regarding shared use of their facility when necessary for Richmond. He had run into Mr. Aumand in the store, and was pleased to see him out in the community.

Mr. Brown commented on the ongoing listening sessions, and said that from what he has seen and heard, the people want a department here, they want it more connected to the community, and larger discussions need to continue.

## Capital Planning

The Manager discussed a list of project he has been developing to use as a transition tool going forward. Some of these projects are happening now, and some are on a longer timeframe but the board should be aware of them. He discussed the Town Center building and the Library, and noted that the structures were sound but needed significant work on systems and repairs. In 1991, the town spend \$1 million in renovating the buildings and developed a capital plan where the post office lease would pay for the bond. This plan was largely successful, but nearly 30 years later the systems were failing and deferred projects such as the windows and other items were past due. The Manager's opinion was that the buildings offer surplus space that is utilized by other community groups, and if the Selectboard was to design a replacement building for the town offices, it would economize on size and be built only to fit the existing needs of the town operations – the town would not borrow additional funds for more space. This would be a loss to the community. The location of the current

1 buildings was also significant – there is no other site in the village that offers the proximity and utility  
2 that this site does. Therefore, the Manager felt that the town should develop a bond for \$1.5 million  
3 and implement a long list of improvements for the current facilities and get them through the next 30  
4 years. The lease on the post office would be able to cover almost \$500,000 and the rest would be  
5 covered by taxpayers.

6  
7 There was some additional discussion, but no action was necessary at this time.

## 8 9 **Reports from Selectboard and Town Manager**

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11 The Manager noted the Police Report, and briefly ran through the other reports.

## 12 13 **Approvals**

### 14 15 Approval of Minutes

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17 Some corrections were noted on the minutes of July 16<sup>th</sup>. There not being three members who were  
18 present at that meeting, the minutes were deferred until the next meeting.

### 19 20 Amending Schedule A of the Road Naming Ordinance

21  
22 The Manager explained that Gary Bressor was proposing a new subdivision off of Thompson Street,  
23 and it would have a private road. He requested Peaceable Street. The Selectboard was in charge of all  
24 street name approvals.

25  
26 Ms. Witters offered a motion to amend Schedule A of the Road Naming Ordinance to add Peaceable  
27 Street as a private road and was seconded by Mr. Brown. The motion carried 3-0.

### 28 29 Appointing Clint Buxton to the Cemetery Commission to fill an unexpired term

30  
31 Ms. Witters offered a motion to appoint Clint Buxton to the Cemetery Commission to fill an unexpired  
32 term. Mr. Brown seconded the motion and the motion carried 3-0.

### 33 34 Approval of Purchase Orders

35  
36 The Manager explained that the Fire Department needed a diesel exhaust system, and this would come  
37 out of the higher building maintenance budget line this year. Their choice was the AirVac system, and  
38 the Manager listed two other systems that were higher in price or not as functional.

39  
40 Mr. Brown offered a motion to approve Purchase Order 3633 in the amount of \$29,944 to AirVac for a  
41 diesel exhaust system for the fire department. Ms. Witters seconded the motion, and the motion  
42 carried 3-0.

43  
44 Mr. Brown offered a motion to approve Purchase Order 3595 to J&M Concrete for concrete work  
45 related to the Baker Street sidewalk replacement in an amount not to exceed \$23,570 and was  
46 seconded by Ms. Witters. The motion carried 3-0.

47  
48 Mr. Brown offered a motion to approve a purchase order to John Scott Excavating for excavation  
49 services related to the Cochran Road culvert, in an amount not to exceed \$20,000 and was seconded by  
50 Ms. Witters. The motion carried 3-0.

1  
2 Mr. Brown offered a motion to approve Purchase Order 3597 to Pike Paving for the annual retreatment  
3 program in an amount not to exceed \$292,000 and was seconded by Ms. Witters. The motion carried  
4 3-0.

5  
6 There was some discussion about the paving patch on East Main at Lemroy Court that was related to  
7 the East Main water line installation from two years ago. The patch had failed, and VTrans was  
8 mandating a more significant repair than staff felt was necessary. Mr. Sander offered to speak with  
9 someone if necessary, but the patch work should continue but be reduced in scope if not necessary.

10  
11 Mr. Ackerman arrived at 8:30 pm.

12  
13 Ms. Witters offered a motion to approve an access permit for Peaceable Street. Mr. Brown seconded  
14 the motion and the motion carried 4-0.

15  
16 Approval of Warrants

17  
18 The warrants were approved.

19  
20 Executive Session

21  
22 Mr. Sander explained that there was a need to discuss personnel matters related to a NEPBA contract  
23 issue in executive session.

24  
25 Mr. Brown offered a motion to find that premature public knowledge about the NEPBA contract issue  
26 would cause the town or person to suffer a substantial disadvantage. Ms. Witters seconded the motion  
27 and the motion carried 4-0.

28  
29 At 8:35 PM Mr. Brown offered a motion to enter an executive session to discuss the NEPBA  
30 contractual issue under section 1 VSA 313 (a)(7) with the Manager present, and Ms. Witters seconded  
31 the motion. The motion carried 4-0.

32  
33 At 9:10 PM Mr. Brown offered a motion to adjourn the executive session and reconvene the regular  
34 session. Mr. Ackerman seconded the motion and the motion carried 4-0.

35  
36 There was no further action taken.

37  
38 **4. Adjourn**

39 Motion by Mr. Brown to adjourn the meeting at 9:10 p.m. Seconded by Mr. Ackerman. So voted.