
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 5 , 2 0 1 8 M I N U T E S

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5 Members Present: Bard Hill; David Sander (left meeting at 8:05 PM); Stephen Ackerman;
6 Roger Brown; Christy Witters
7

8 Absent: None
9

10 Others Present: Josh Arneson, Town Manager; Paul Bohne, Interim Town Manager;
11 Connie Bona, Finance Director; Mary Houle, John Rankin, Hannah Phillips, Wright Preston,
12 Shannon Dufour-Martinez, Jeff Forward, and Ruth Miller was present to videotape the
13 meeting for MMCTV Channel 15.
14

15 Bard Hill called the meeting to order at 7:03 PM.
16

17 **1. Welcome**
18

19 Mr. Hill welcomed everyone to the meeting. Noted that the new Town Manager, Josh Arneson, was
20 present and welcomed him as well.
21

22 **2. Public Comment**
23

24 Ms. Houle asked when the paving for road cut on Cochran Rd. would occur and noted she was
25 unhappy with the quality of paving the road cut on Bridge St. She also asked if there is a procedure for
26 exit reports and/or ethics review when a key staff member leaves
27

28 Mr. Hill said the Board will discuss an ethics review, but it is not currently in place.
29

30 Mr. Bohne stated Cochran Rd. is scheduled to be paved by Pike as soon as weather allows.
31

32 Ms. Phillips gave an update that the plan for the Town Forest has been written. The plan is available
33 on the Town website and will be presented to the Selectboard for a vote on approval at the Nov. 19
34 Selectboard meeting.
35

36 Mr. Forward informed the Board that he is working on a grant for an electric vehicle charging station.
37 He will be presenting the grant to the Planning Commission on Nov. 7, and would like to present it to
38 the Selectboard for a vote on approval at the Nov. 19 Selectboard meeting.
39

40 **3. Items for Presentation or Discussion with those present**
41

- 42 a. Presentation and Discussion of the Draft 2020 General Fund Budget
43

44 Ms. Bona presented the first draft of the budget to the board.
45

46 Mr. Hill stated the goal is not to exceed an increase of 2.2%.
47

48 Mr. Bohne indicated that the budget presented tonight is directly from the department heads
49 with no cuts thus far.

1 General discussion on the budget draft was held.

2
3 b. Consider Approving of a Time-line for Budget Meetings with Department Heads

4
5 Dates were set for the Selectboard to meet with each department head to review their
6 department's budget: Nov 26 and Dec. 10 each from 7-9:30 PM. Ms. Bona and Mr. Arneson
7 will schedule department heads for those meetings.

8
9 c. Consider Approving and Executing a note with the Union Bank for Payment on the River Bank
10 Stabilization Project.

11
12 **MOTION by Ms. Witters, seconded by Mr. Ackerman, to approve Note # 5707000051**
13 **from Union Bank for \$138,000**

14 **VOTE: 4-0; motion passed.**

15
16 **4. Other Business**

17
18 a. Consider a Resolution Ratifying Actions taken at the September 24, October 1 and October
19 15th Selectboard Meetings

20
21 Agendas for the above meetings were not posted on the Town website and it is unclear if the
22 Town website had previously been declared as the official Town website, so there may be
23 some question as to the validity of any actions taken at those meetings.

24
25 **MOTION by Mr. Ackerman, seconded by Ms. Witters, to approve the resolution**
26 **ratifying actions taken at the September 24, October 1, and October 15 Selectboard**
27 **Meetings.**

28 **VOTE: 4-0; motion passed.**

29
30 b. Consider Designating the Town Web-site as the Official Town Web-site

31
32 **MOTION by Mr. Brown to designate richmondvt.gov as the official town website.**

33 **VOTE: 4-0; motion passed.**

34
35 c. Selectboard Comments-Reuse Zone-Unrestricted Fund Balance

36
37 Mr. Hill gave an update on the ongoing efforts to re-open the Re-Use Zone at the CSWD drop
38 off center. Efforts to re-open the zones by a vote of the members seems to have reached an
39 endpoint with zones remaining closed. Mr. Hill is exploring what other options may still be
40 available to re-open the zones.

41
42 Mr. Hill would like to know the balance in the Unrestricted Fund and receive a suggestion
43 from the accountants on how much should be kept in this fund.

44
45 d. Manager's Report - Dealing with Warrants Outside of the Meeting-Description of the current
46 Phone System-Master key System-Managing Computer Technology and Future Minute Taking

47
48 The Selectboard would like to move forward with a process of designating a member of the
49 Board to review warrants prior to each Selectboard meeting, while the Finance Director is
50 available for questions.

1
2 Mr. Bohne reported that the phone system in the Town Office is dated and should be
3 considered for an upgrade. A cost/benefit analysis will be performed.
4

5 Mr. Bohne reported that he has started the process of looking into a master key system for the
6 Town Office.
7

8 Mr. Bohne reported that he has put out an RFP for computer services for the Town Office.
9

10 There was discussion on options for minute taking at Selectboard and Water Commission
11 meetings. Mr. Arneson stated he would take the minutes for now and consider other options
12 should the process be deemed too time consuming.
13

14 e. Police Report

15
16 The report provided in the packet was from September. October report will be reviewed at the
17 next meeting.
18

19 f. Works in Progress

20
21 Mr. Bohne stated that there are three paving projects that will be completed by Pike at the next
22 available weather window. These include a patch on Cochran Rd., a repair on Rt. 2, and paving
23 the fire station driveway repair.
24

25 Mr. Bohne stated that paving which had been planned for this summer will have to be pushed
26 back to next spring. Pike will hold their price and complete it before June 30.
27

28 **5. Approval of Minutes, Warrants and Purchase Orders**

29
30 a. Approval of the Minutes from September 17, 2018
31

32 **MOTION by Mr. Ackerman, seconded by Mr. Brown, to approve the minutes from**
33 **September 17, 2018.**

34 **VOTE: 4-0; motion passed.**
35

36 b. Warrants and Purchase Orders
37

38 The Warrants were reviewed and approved.
39

40 **MOTION by Ms. Witters, seconded by Mr. Brown, to approve PO # 3675 to Kellet**
41 **Builders.**

42 **VOTE: 4-0; motion passed**
43

44 **MOTION by Mr. Brown, seconded by Ms. Witters, to approve PO #3674 to reimburse**
45 **Matt Parisi for rent and construction materials related to the elevation grant.**

46 **VOTE: 4-0; motion passed**
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48 **6. Adjourn**

49
50 **MOTION by Mr. Ackerman, seconded by Ms. Witters, to adjourn**

VOTE: 4-1; the Board adjourned at 9:55 PM

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Respectfully submitted,
Josh Arneson, Town Manager
