

MEMORANDUM

TO: Richmond Selectboard

FROM: Ravi Venkataraman, Town Planner

DATE: October 12, 2020

SUBJECT: Recreation Committee appointment

The Town of Richmond Recreation Committee currently has the following vacant positions:

- One full-time member reserved for Huntington residents
- One unreserved alternate member

In response, I posted a call for volunteers to fill the open positions on September 9, 2020 and on September 24, 2020, with a closing date for letters of interest on September 30, 2020. I received letters of interest from the following applicants:

- Kate Anderson (Richmond resident)
- Naomi Hahr (Bolton resident)
- John Linn (Richmond resident)
- Janet Morris (Richmond resident)

The letters of interest from all of the applicants are enclosed for your consideration. At the moment, all applicants are eligible only for the vacant alternate member seat.

The Bolton Selectboard evaluated Naomi Hahr's letter of interest and appointed Hahr to the Town of Richmond Recreation Committee during its regular meeting on October 5, 2020. The October 5, 2020 Bolton Selectboard meeting minutes are enclosed for your consideration. Since the Recreation Committee is a Town of Richmond committee, Hahr's appointment would only become valid if the Richmond Selectboard appoints her.

The Recreation Committee consists of seven full-time members and two alternate members. Based on this and the number of applicants, I have listed two possible options for action:

1. Appoint one of the four applicants for the vacant alternate member position
2. Amend the composition of the Recreation Committee by creating two full-time member positions and one alternate member position. This would allow the Selectboard to appoint all of the applicants to the Recreation Committee.

To facilitate action, I have prepared the following draft motions based on each option:

1. Appoint one of the four applicants for the vacant alternate member position

I, \_\_\_\_\_, move to appoint [insert name] to a one-year term as an alternate member on the Town of Richmond Recreation Committee.

2. Amend the composition of the Recreation Committee by creating two full-time member positions and one alternate member position, and appoint all applicants

*I, \_\_\_\_\_, move to amend the Town of Richmond Recreation Committee to consist of nine full-time members and three alternate members.*

*AND*

*I, \_\_\_\_\_, move to appoint [insert names here] as full-time members on the Town of Richmond Recreation Committee to a two-year term and a one-year term respectively, and [insert names here] as alternate members on the Town of Richmond Recreation Committee to a two-year term and a one-year term respectively.*



Ravi Venkataraman &lt;rvenkataraman@richmondvt.gov&gt;

---

## Housing committee

---

**Kate Anderson** <kateanderson19@gmail.com>

Thu, Aug 20, 2020 at 6:40 PM

To: Ravi Venkataraman &lt;rvenkataraman@richmondvt.gov&gt;

Thanks, Ravi! I would like to submit the letter of interest below:

I would like to be considered for the open alternate position on the Recreation Committee.

Throughout my career thus far, I have focused on education and enrichment for children and families, first as a classroom teacher and now as an after-school provider. I currently work in the Community Services Department at the City of Winooski, planning and delivering programming for families there, and I support my colleagues who work directly with recreation. I believe that local governments and organizations can and should partner to ensure that all community members can access not only essential services, but opportunities to make their lives fuller and richer. Recreation is a huge part of what drew me to live in Richmond and what binds our town together. Please reach out if you have further questions about this application.

Best,

Kate Anderson

[Quoted text hidden]



Ravi Venkataraman <rvenkataraman@richmondvt.gov>

---

## Rec committee

---

**John Linn** <chucklin@gmavt.net>  
To: rvenkataraman@richmondvt.gov

Wed, Sep 9, 2020 at 2:12 PM

I am interested in being an alternate on this committee. I am the Richmond rep to the Lake Iroquois Recreation District(LIRD). I feel that Richmond residents do not make full use of this public recreational facility that is almost in Richmond's back yard. LIRD manages the public beach and the 3km trails and is responsible for Beebe Lane maintenance. Off of Beebe Lane the state fish and game dept has a boat launch pad from which many people launch boats, kayaks, canoes, sail boards, etc.

Sent from my iPad



Ravi Venkataraman &lt;rvenkataraman@richmondvt.gov&gt;

---

**Re: Open Seats on Richmond Town Boards**

---

**Janet Morris** <jannylmorris@gmail.com>

Fri, Sep 25, 2020 at 6:33 AM

To: rvenkataraman@richmondvt.gov

Hi Ravi, I'm interested in the alternate Rec Committee position, though the Conservation Committee would also be interesting, if I could be useful there.

I have lived on Browns Court for 17 years and once served on the trails committee, but work pressures caused me to leave. I have no children but walk and bike around the area and am concerned about the quality of the environment here, as well as having more/better local opportunities for safe walking, riding, and all-around recreating.

I retired from the healthcare IT field in July and find I now have availability for such work.

Thank you for offering these opportunities and for your service.

Janet Morris  
176 Browns Court  
802-324-8653



Ravi Venkataraman &lt;rvenkataraman@richmondvt.gov&gt;

---

## Recreation Committee Inquiry

1 message

---

**Naomi Hahr** <naomihahr@gmail.com>  
To: rvenkataraman@richmondvt.gov

Wed, Sep 23, 2020 at 5:23 PM

Hi Ravi -

I just read your post on Front Porch Forum, and would love to connect with you about serving on this committee. I have lived in the area since 2015. I have lived in Richmond, Huntington, and currently just moved back to Bolton Valley. I know and love each town well and have community connections to each. This spring, I spent some time listening to developments in Huntington's new town forest, which interests me greatly. As an avid mountain biker, cross country skier and runner, I know the challenges and rewards that can come from a robust recreation community. I have been involved in trail building with Fellowship of the Wheel and Kingdom Trails, have led group rides at VMBA and NEMBA fests, and am a strong supporter of community access to options for recreation. Now more than ever, people need access to experience the outdoors that Vermont has to offer.

I am a native Vermonter and am dedicated to serving our communities. I work for the state of Vermont, and am almost finished with an MBA. I think I have much to offer this committee in terms of business sense, knowledge of municipalities and government systems, and expertise in the local community. I am passionate about sustainability and responsible land use, and will advocate for preserving our state's ecosystems while creating access to recreation opportunities. I have been exploring ways to get more involved in our local community, and this seems like a perfect fit. I'd love to learn more, and can provide excellent references.

Thanks so much!  
Naomi Hahr  
802-793-9143v



Town of Bolton  
3045 Theodore Roosevelt Highway  
Bolton VT 05676  
Select Board Remote Meeting Minutes  
October 5, 2020

Board members present remotely: Tony Barbagallo, Mica Cassara, Lynda DesLauriers (6:03 p.m.), Wendy Hoffman, Janet Metz

Board members absent: none

Also present remotely: Ravi Venkataraman, Charles Baker, Larry St. Peter, Joss Besse, Sharon Murray, Adam Beaudry

Clerk remote: Amy Grover

1. **The meeting was called to order at 6:02 p.m. by the Chair, Mica Cassara with a quorum of 4 members present.**

2. **Additions or Deletions to the Agenda:**

Additions: Request by Ravi Venkataraman of the Richmond Recreation Committee (RRC) to appoint Naomi Hahr to the RRC. Brief discussion, and Janet Metz made the motion “to appoint Naomi Hahr to the Richmond Recreation Committee.” Lynda DesLauriers seconded. There was no further discussion. All were in favor and the motion passed (5-0). Ravi Venkataraman will keep the BSB apprised of the RRC’s actions/development going forward.

Deletions: none.

3. **Public Comment:** none.

4. **Recurring Business:**

- Minutes September 21, 2020: Janet Metz made the motion “to approve the minutes of September 21, 2020.” Wendy Hoffman seconded. There was no further discussion. All were in favor and the motion passed (5-0).

- Warrants: reviewed and approved for signature by Mica Cassara.

5. **Communications:** none.

6. **Appointments:**

6:15 p.m. – Charles Baker, CCRPC Annual Report to the Town.

Charles Baker noted:

- Annual check in with the town and overview of the annual report which included: the background of CCRPC, specific projects accomplished for/with the town, future projects, regional activities, racial equity work with feedback welcome and potential for future events to be scheduled. Brief discussion on I89 exit 10A Bolton; review design plans against current design and environmental standards, town to include in the UPWP request in January and include public outreach in that budget.

- Thanks expressed by the BSB for the help and support of CCRPC.

7 p.m. - Larry St. Peter, Highway Department Updates.

- Winter 2020-2021 Salt Contract: Wendy Hoffman made the motion “to approve Cargill as the winter 2020-2021 salt supplier and to approve the Cargill Salt Contract as presented.” Tony Barbagallo seconded. There was no further discussion. All were in favor and the motion passed (5-0).

- LOI Grant in Aid FY 21: Tony Barbagallo made the motion “to approve Mica Cassara signing the 21 Grant in Aid Letter of Intent on behalf of the Board.” Janet Metz seconded. There was no further discussion. All were in favor and the motion passed (5-0).

- IMT Mower insurance: Consensus to remove from insurance for auto coverage, remain on property insurance. Amy Grover to check with VLCT on coverage. Group discussion, decision to sell, Amy Grover and Larry St. Peter to follow up.
- FEMA DR 4474 Updates:
  - Adam Beaudry noted his concerns with the repairs made to the Gleason Brook header walls with respect to conformance and the intent of the design. Group discussion, including issues noted with hitting ledge, stone type, boulders in culvert, FEMA payment. Consensus to re-evaluate with potential to address further repairs.
  - Call with FEMA scheduled for Tuesday October 6<sup>th</sup> regarding the Notch Road slide area. The slide area is getting larger, potential for reduced FEMA funding due to the slide existence prior to the Halloween storm 2019 (FEMA noted 2004 google map). Mica Cassara followed up with representatives on helping to move the slow FEMA process forward with little response. Discussion on contingency plans, road closure. Special Select Board meeting scheduled for 6 p.m. Thursday, October 8<sup>th</sup> to address the situation after the FEMA call.
- Larry St. Peter noted in a general Highway Department update: repairs to equipment will go over budget, staff member going for CDL in the coming week, tweaking winter plowing plans, many projects to complete prior to winter. The BSB noted line item overages can be addressed by finding savings in other areas to hold the bottom line of the approved department budget.

#### 7. **Business & Action Items:**

- Executive Session at approximately 6:35 p.m. - Labor Relations Agreements: Janet Metz made the motion “to enter executive session under 1 V.S.A. §313(a) (1) (B).” Tony Barbagallo seconded. There was no further discussion. All were in favor and the motion passed (5-0) at 6:28 p.m. Tony Barbagallo made the motion “to exit executive session.” Wendy Hoffman seconded. There was no further discussion. All were in favor and the motion passed (5-0) at 6:54 p.m. No motions were made in executive session.
- Personnel Policy – Update to VMERS Group A – Approve: Tony Barbagallo made the motion “to approve amending the Personnel Policy to place all new employees, in all departments, in VMERS DB Group A.” Janet Metz seconded. There was no further discussion. All were in favor and the motion passed (5-0).
- Board Appointments:
  - Energy Committee Henry Corse - 3 year term, Jeremy Knepper – 2 year term: Wendy Hoffman made the motion “to appoint Henry Corse to a three year term on the Energy committee and Jeremy Knepper to a two year term on the Energy Committee.” Janet Metz seconded. There was no further discussion. All were in favor and the motion passed (5-0).
  - Economic Resource Committee Allison Morse Smith – 2 year term, Sue Ann Sinnamon – 2 year term: Wendy Hoffman made the motion “to appoint Allison Morse Smith and Sue Sinnamon each to two years terms on the Economic Resource Committee.” Janet Metz seconded. There was no further discussion. All were in favor and the motion passed (5-0).
  - CCRPC Planning Advisory Committee Jon Ignatowski – Alternate to Complete Larry Lewack’s 2-year term (expires 2022): Wendy Hoffman made the motion “to appoint Jon Ignatowski as an Alternate to the CCRPC PAC Committee, to complete Larry Lewack’s term, expiring in 2022.” Janet Metz seconded. There was no further discussion. All were in favor and the motion passed (5-0).
- Extension of March 16, 2020 Approval for BSB Chair to Approve and Sign Warrants (expired May 1, 2020). Janet Metz made the motion “to approve Mica Cassara signing all warrants; AP, Payroll and Delta Dental, on behalf of the Select Board until such time that the Select Board is meeting regularly in person, with at least three members/a quorum regularly present.” Wendy

Hoffman seconded. There was no further discussion. All were in favor and the motion passed (5-0).

- Assign Fund Balance: The June 2020 FY 19-20 check for \$68,500 held for the Pike paving invoice impacts the FY 19-20 fund balance. Lynda DesLauriers made the motion “to assign \$68,500 of the Fund Balance.” Janet Metz seconded. There was no further discussion. All were in favor and the motion passed (5-0).
  - Fall Meeting Schedule & BLUDRs Hearing Date: Tabled until the October 8<sup>th</sup> meeting
  - FEMA 64 Boulder Wood Lane Buyout Update: Tabled until the October 8<sup>th</sup> meeting
8. **Adjournment:** Wendy Hoffman made the motion “to adjourn the meeting.” Lynda DesLauriers seconded. There was no further discussion. All were in favor and the motion passed (5-0) at 8:35 p.m.

Attest: Amy Grover, Clerk

*Minutes are unofficial until approved. These minutes were read and approved by the Bolton Select Board on:*

---

DRAFT