

Article 5: To transact any other school business thought proper when met.

Rick Barrett asked to recognize and thank Denise Barnard for 13 years of dedication to our children.

Meeting recessed for 10 minutes. Meeting resumed at 10:20 a.m.

Article 6: To receive and act upon the reports of the Town Officers.

Moved by Curran Robinson. Seconded by Jeffrey Hard. So voted.

Article 7: To see if the Town will vote to pay its Real Estate and Personal Property Tax in installments.

(V.S.A. 32, Section 4871)

Moved by Peter Thomas. Seconded by Harriet Riggs. Marcy Harding questioned payment process for taxes next year due to Act 60 changes. Clerk Velma Godfrey explained that nothing has been confirmed yet due to Act 60. So voted.

Article 8: If the vote on Article 7 is in the affirmative, will the Town vote that all taxes shall be paid to the Town Treasurer in four (4) equal installments, with due dates being August 15, November 15, February 15, and May 15. (V.S.A. 32, Section 4872)

Moderator asked for amendment for this article. Peter Thomas moved to change wording from Article 8 to Article 7. Seconded by Jeffrey Hard. Amendment approved. Article 8 approved with amendment.

Article 9: Shall the Selectboard be authorized to borrow money in fiscal year 1999-2000, and in years following, to finance the acquisition of capital assets through notes for terms not to exceed the reasonable useful lives of the assets, but in any event, for not more than five years, provided that the principal amounts each not to exceed \$150,000? (V.S.A. 24, Section 1786 (a) This article supersedes Article 14 approved by voters at the 1996 Annual Town Meeting.)

Moved by Brian Appleberry, seconded by Peter Thomas. Fran Thomas explained that the article which passed in 1996 was an open-ended article, with no limit on the amount of dollars to be borrowed. The Board thinks that it is important to have a limitation. Current article allows Board to borrow to purchase trucks, etc. which have already been approved in budget. Marilyn Alex asked how many times the Board can use this article in a year to purchase a capital asset. She thinks the article is still open-ended. Fran stated that in most cases the items have already been approved in the budget. This just allows the Board to borrow the funds. There is no limit to allowing the Board to borrow on any capital asset annually. David Root understands there is no set amount now. Fran agreed that this is to put a cap on the amount that can be borrowed. Curran Robinson asked if there is any capital asset that the Board is thinking of buying in the coming year. Fran replied No. Article 9 voted as written.

Article 10: To vote a budget of \$1,426,983 to meet expenses and liabilities of the Town.

Moved by Peter Thomas. Seconded by Curran Robinson. Fran Thomas introduced the Selectboard members. This past year has been one of the most difficult processes to go through, trying to balance requests against departments and the ability of the voters to pay. There would have been a 15% increase if all requests were approved. The Board was looking at how to best serve the departments. Salaries are up overall 3%, 2% length of service and cost of living, 1% for performance, and there are adjustments for some employees for the area market and length of service. Health insurance increases are up 8%, general insurance down 18%. There are some salary decreases due to new employees with less experience. This also affects employee benefits. Some items which were not included in the budget will be addressed in future budgets. Recreation committee asked for a part time Director, Highway wanted a new pickup and tractor mower, Fire Dept. wanted a new fire truck. Board asked them to wait and look at the capital budget for next year to get into a good rotation for purchase. Salt and sand are very difficult to budget. Police asked for additional 'on call' dollars.

Revenue

<u>Code</u>	<u>Description</u>	<u>Explanation</u>
50000	Taxes	+66,032 Needed to support budget.
51000	State Aid	
	Highway	+1450 Additional Highway state aid
	Traffic Tickets	-3000 Trying to reflect actuals
	Grants	+28,000 Bridge Street repair grant
53000	Permits	+3000 Building permits reflect actuals
54000	Misc	-5000 Elementary School Payment, by Law Town Treasurer is School Treasurer

Can the selectboard borrow money without voter approval?

There are nine situations in which a selectboard may borrow funds without voter approval. Outside of these situations, there must be specific voter approval at an annual or special town meeting. 24 V.S.A. § 1786a(b).

A public vote to borrow is not required in the following instances:

1. *Borrowing to paying current expenses so long as the term is one year or less.* 24 V.S.A. § 1786. There is no statutory definition or explanation of a “current expense.” Our rule of thumb is that a current expense is one that will be paid for in a year or less. A current expense could arise from provision of a service or from the acquisition of a public improvement or asset. In our opinion, simply because something is an asset or a public improvement does not mean that it cannot be considered a current expense under 24 V.S.A. § 1786. We view the term of the note (one year or less/more than one year) as the defining characteristic.

2. *Borrowing in anticipation of taxes so long as the term is one year or less and the amount borrowed does not exceed 90% of the municipal taxes assessed for that year.* 24 V.S.A. § 1786.

3. *Borrowing in anticipation of the sale of bonds as long as the term is one year or less.* 24 § V.S.A. § 1773(a).

4. *Borrowing in anticipation of grants as long as the term is one year or less.* 24 V.S.A. § 1773(c).

5. *Borrowing for the purchase of tools, equipment and materials necessary for the construction, maintenance or repair of highways and bridges for a term of five years or less.* 19 V.S.A. § 304(a)(3); 24 V.S.A. § 1786a(b).

6. *Borrowing from the State Municipal Equipment Loan Fund for the purchase of construction, fire, emergency or heavy equipment or vehicles.* 19 V.S.A. § 304(a)(3); 24 V.S.A. § 1786a(b); 29 V.S.A. § 1601.

7. *Alternative financing of personal property, fixtures, technology and intellectual property.* 24 V.S.A. § 1789. The selectboard may enter into leases, lease-purchase agreements, installment sales agreements, and similar agreements to acquire assets for the municipality either singly or as a participant in an interlocal contract. Such agreements, however, must contain a “non-appropriation clause” that states that the annual payments by the municipality must be approved by the voters.

8. *Borrowing to retire a deficit with “refunding bonds”.* The selectboard may opt to convert a deficit into debt by issuing municipal refunding bonds for an amount equaling the deficit. 24 V.S.A. § 1771. This bond acts by creating a replacement debt which will be paid off over a period of years.

9. *Borrowing for the preparation of engineering studies or plans for public water/wastewater supply systems/facilities provided such debt is included in any subsequent public authorization of municipal indebtedness to construct the project for which the planning loans were used.* 24 V.S.A. § 4756(e).

If the municipal borrowing does not fit into any of the above nine categories, there must be specific voter approval at a regular or special town meeting. “The voters of a municipality may authorize specific public improvements and the acquisition of capital assets and finance the same, temporarily or

permanently, through debt instruments other than bonds for a term not to exceed the reasonably anticipated useful life of the improvements or assets as provided in this section.” 24 V.S.A. § 1786a.

If the improvements or assets are to be financed for a term of five years or less, the borrowing is approved at a regular or special town meeting. If the financing is for a term of more than five years, the municipality must go through the traditional bond authorization process, even if the final form of the borrowing is not a bond. 24 V.S.A. §§ 1755, 1756, and 1786a(c). For more information about the bonding process, see Chapter 17 of the VLCT Selectboard Handbook, which may be purchased at the VLCT website, <https://www.vlct.org/store/product/handbook-vermont-selectboards-2011>

This article has been updated from the one previously printed in the November 2016 edition of the VLCT News.

Garrett Baxter, Senior Staff Attorney
VLCT Municipal Assistance Center

TOWN OF RICHMOND
ABSTRACT OF MINUTES ANNUAL TOWN MEETING
MARCH 2, 1993

The 198th town meeting for the Town of Richmond was called to order by Moderator, Howard Buxton. Pledge of Allegiance to the Flag was given, the Moderator noted that the meeting would be conducted under Roberts Rules of Order, and Town Clerk, Velma Godfrey, read the warning. Selectboard members present were Wright Preston, Patricia Doyle, and Scott Funk.

ARTICLE 1. To receive and act upon the reports of the Town Officers.

Clerk noted changes to be made in the financial reports page 16, add Lake Iroquois (\$36,925.00) and Police Cruiser (\$14,293.00) under loans, delete under Non-Monetary for Receipts and Disbursements and add to Selectmen's Orders Paid on page 17. Page 26, Line Item 3002-B is \$0, 3003 is \$2188.00, 3003-A is \$1944.00, and 3003-B is \$48.00. Voted to accept article with amendments.

ARTICLE 2. To see if the Town will vote to pay its Real Estate and Personal Property Tax to the Town Treasurer in four (4) equal installments, with due dates being August 15, November 15, February 15, and May 15.

Jack Linn made a motion to amend Article 2 to include: If paid in full by August 15th, a 3% discount will be given. Voted to accept with amendment.

ARTICLE 3. To see if the Town will authorize the Selectboard to borrow money when needed, to meet current expenses and indebtedness of the Town.

Voted to accept as written.

ARTICLE 4. To see if the Town will authorize the Selectboard to borrow money to match advance State Aid Money.

Voted to accept as written.

ARTICLE 5. Shall the Town of Richmond enter into an agreement to join a Union Municipal District known as the "Winooski Valley Park District" for a first-year annual assessment of \$6200.00? 253 - YES, 402 - NO.

ARTICLE 6. Shall the voters of the Town of Richmond authorize the Selectboard to spend up to \$160,000.00 for the purpose of acquiring a pumper-tanker fire truck? Sum to be borrowed and repaid over a period of ten years. 345 - YES, 317 - NO.

ARTICLE 7. Shall the Town of Richmond appropriate the sum of \$25,000.00 for the purpose of bridge and culvert repair and replacement with any unexpended portions of such funds to be placed in a reserve fund to be used solely for these purposes in future years?
YES - 506, NO - 153.

ARTICLE 8. Shall the Town of Richmond designate the sum of \$50,000.00 (collected from post office rent) for the purpose of debt service payments on the \$580,000.00 bond for Town Center Renovations with any unexpended portions of such funds to be placed in a reserve fund to be used solely for these purposes in future years? YES - 534, NO - 120.

ARTICLE 9. To vote a budget to meet the expenses and liabilities of the Town and authorize the Selectmen to set a tax rate sufficient to provide the same.

The Selectboard presented the budget with detailed explanations. With very little discussion, the budget of \$1,156,826.00 was approved as written.

ARTICLE 10. To elect all Town Officers required by law by Australian Ballot. Results were as follows:

Moderator	Howard Buxton
Town Clerk	Velma Godfrey
Town Treasurer	Velma Godfrey
Selectman	Harvey Lawrence
Lister	Henry Moultroup
Trustee of Public Money	Velma Godfrey
Auditor	Janice Stafford
First Constable	Roz Payne
Town Grand Juror	Howard Buxton
Cemetery Trustee	B. George Gifford
Library Trustee	Mary Ann Barnes
Town Agent	Velma Godfrey
Delinquent Town Tax Collector	Henry Moultroup
School Director	Denise Barnard
Union High School Director	Elizabeth Low

ARTICLE 11. To transact any other business that may legally come before this meeting.

Moderator read a memo from Chittenden County Solid Waste District. Roz Payne gave a report of her job as Constable. Virginia Clark spoke about the rabies epidemic. Ann Cousins mentioned the questionnaire about the recreation path.

Velma E. Godfrey
Velma E. Godfrey
Town Clerk

Approved:

Richmond Free Library - 1st Floor HVAC Replacement & Moisture Mitigation Projects
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First Floor HVAC Replacement Project	
Item	Schedule of Values
Misc. MEP GC work	\$14,201.00
MEP	\$134,750.00
Total Contract Value	\$148,951.00

Basement & Foundation Wall Moisture Mitigation Project	
Item	Schedule of Values
General Requirements* (See Note 1 & 2)	\$21,309.00
Basement Floor Vapor Barrier: Install new vapor barrier and layer of stone, leave existing vapor barrier in place	\$14,490.00
Interior Basement Foundation Wall Insulation/Vapor Barrier: Remove existing insulation and install 2" spray foam w/intumescent coating. No drainage mat.	\$5,155.00
Exterior Drainage	\$43,049.00
Foundation Waterproofing	\$25,798.00
Total Contract Value	\$109,801.00

Grand Total of Both Projects	\$258,752.00
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Notes:

- 1) Both project must be performed concurrently
- 2) GR's are in moisture mitigation project; if moisture mitigation were not done, HVAC project cost would increase.

Richmond Free Library - 1st Floor HVAC Replacement & Moisture Mitigation Projects
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First Floor HVAC Replacement Project	
Item	Schedule of Values
Misc. MEP GC work	\$14,201.00
MEP	\$134,750.00
GR's	\$32,411.50
Total Contract Value	\$181,362.50

Basement & Foundation Wall Moisture Mitigation Project	
Item	Schedule of Values
General Requirements* (See Note 1 & 2)	\$21,309.00
Basement Floor Vapor Barrier: Install new vapor barrier and layer of stone, leave existing vapor barrier in place	\$14,490.00
Interior Basement Foundation Wall Insulation/Vapor Barrier: Remove existing insulation and install 2" spray foam w/intumescent coating. No drainage mat.	\$5,155.00
Exterior Drainage	\$43,049.00
Foundation Waterproofing	\$25,798.00
Total Contract Value	\$109,801.00

Grand Total of Both Projects Run Non Simultaneous	\$291,163.50
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Notes:

- 1) Both project performed non cuncurrently

STONE FOUNDATION WALL INSULATION AND MOISTURE MITIGATION
(TEMPORARY ALTERNATE PENDING FUTURE FUNDING)

A. (FUTURE): Review perimeter sill drip edge to confirm it is shedding water away from stone face. Repair as necessary.

B. (FUTURE): Along north and south eaves, excavate foundation down to level equal to crawl space depth at perimeter, and out 4ft from face. Repoint all exposed stone mortar joints. Apply sheet waterproofing membrane loose laid against foundation 4" higher than surrounding grade, held to foundation at top with stainless retainer bar w/ neoprene gasket behind. Sheet waterproofing membrane to extend down to bottom of drip bed and out 4ft from bldg. face to create a swale.

C. (FUTURE): Line outer face of drip trench with filter fabric. Set filter fabric-wrapped 4" perf. pvc pipe at bottom of swale, extended to daylight with solid pvc pipe beyond. Fill swale with stone rip rap up to 6" below grade, top swale with 3/4" crushed stone with no fines. Provide 2x8 p.t. landscape edge to keep lawn/organics from entering drip bed.

D. (OPTIONAL - FUTURE) (2) layers of 3" mineral wool batt insulation (R27) between wood joists.

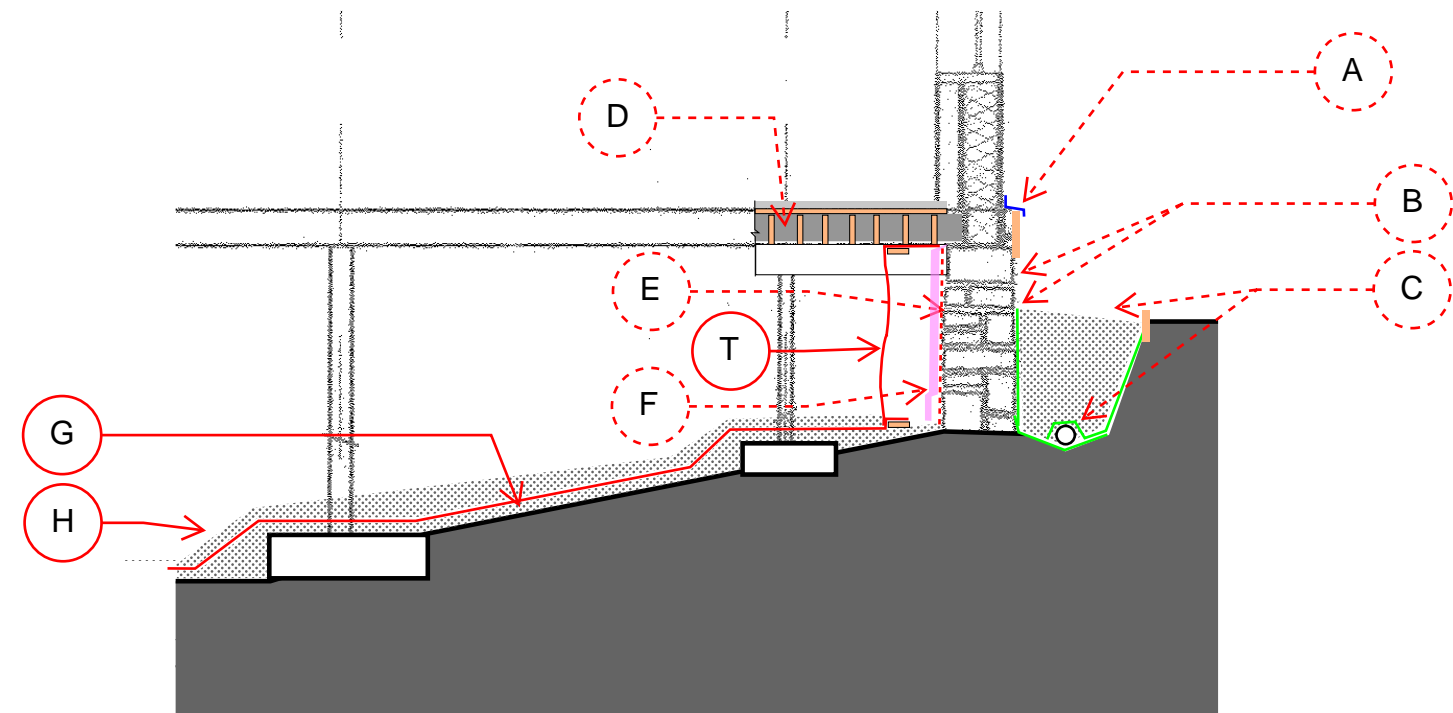
E. (FUTURE): Geotextile drainage mat sheet applied to interior face of stone foundation. Fasten to wood sill at top.

F. (FUTURE): 2" of closed-cell spray-foam insulation / air barrier with intumescent spray coating thermal barrier. (Confirm insulation thickness will allow heat loss to keep stone wall mortar above freezing assuming 50degF basement and -10degF exterior). Do not spray interior side of perimeter wood sill. Overlap sheet vapor barrier at wall base.

G. 10mil polyolefin vapor barrier, extend over footings and up to temporary pressure-treated wood ballast board. Tape all joints.
(FUTURE):
Extend to face of drainage mat and tape.

H. Rake out current sub-grade, remove old vapor barrier sheet. Install 2" min. of 3/4" crushed stone as a drainage course. Install vapor barrier in note G. Install 3" of 3/4" crushed stone as ballast over vapor barrier throughout.

T. (Temporary until future funding is available): Install 10 mil polyolefin vapor barrier horizontal under wood joists starting at exterior timber sill, extending 12" back from foundation wall. Hold in place with pressure-treated cleat. Extend loose vapor barrier sheet from joist cleat down to ballast board. Provide a vertical pressure-treated stud at vertical sheet joints only to allow seam taping.



8/11/2020

Richmond Free Library - 1st Floor HVAC Replacement & Interior Moisture Mitigation

Concurrent Projects

HVAC Replacement	
Item	Schedule of Values
General Requirements	\$30,710.00
Misc. MEP GC work	\$12,261.00
MEP	\$134,750.00
Total Contract Value	\$177,721.00

Interior Moisture Mitigation Project	
Item	Total
General Requirements	\$3,835.00
Basement Floor Vapor Barrier: Install new vapor barrier and layer of stone, leave existing vapor barrier in place	\$12,511.00
Interior Basement Foundation Wall Insulation/Vapor Barrier: Remove existing insulation and install Temporary Vapor Barrier	\$5,859.00
Total Contract Value	\$22,205.00

Grand Total of Both Projects	\$199,926.00
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Alternates:

Add Alternate No. 1: 6.5" of spray foam with Ignition barrier @ 1st Floor Framing	\$24,493.00
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Non Concurrent Projects

HVAC Replacement	
Item	Schedule of Values
General Requirements	\$34,548.00
Misc. MEP GC work	\$12,261.00
MEP	\$134,750.00
Total Contract Value	\$181,559.00

Interior Moisture Mitigation Project	
Item	Total
General Requirements	\$34,548.00
Basement Floor Vapor Barrier: Install new vapor barrier and layer of stone, leave existing vapor barrier in place	\$12,511.00
Interior Basement Foundation Wall Insulation/Vapor Barrier: Remove existing insulation and install Temporary Vapor Barrier	\$5,859.00
Total Contract Value	\$52,918.00

Grand Total of Both Projects	\$234,477.00
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Alternates:

Add Alternate No. 1: 6.5" of spray foam with Ignition barrier @ 1st Floor Framing	\$24,493.00
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Center/Police/Post-Office: Order of

Magnitude

Estimate

Division	Description	Quantity	UM	Unit Cost	Division Total
01	Library, 6,900sf New Construction				\$2,565,500
01199.999	Design & Construction Costs				\$2,565,500
01000.000	General Conditions		13 WK	\$6,500.00	\$84,500
01000.002	Sitework		2 Acre	\$175,000.00	\$350,000
01000.004	General Construction Library	6,900	SF	\$250.00	\$1,725,000
01000.006	A/E Services	1	LS	\$173,000.00	\$173,000
01000.008	Excalation 2022 Construction 10%	1	LS	\$233,000.00	\$233,000
02	Town Center, 19,750sf New Construction				\$6,821,000
02099.999	Design & Construction Costs				\$6,821,000
02000.000	General Conditions		39 WK	\$6,500.00	\$253,500
02000.002	Sitework		3 Acre	\$175,000.00	\$525,000
02000.004	General Construction Town Office	13,550	SF	\$250.00	\$3,387,500
02000.006	General Construction Police	1,000	SF	\$275.00	\$275,000
02000.008	General Construction Post Office	5,200	SF	\$250.00	\$1,300,000
02000.010	A/E Services	1	LS	\$460,000.00	\$460,000
02000.012	Excalation 2022 Construction 10%	1	LS	\$620,000.00	\$620,000
03	Town Center Renovation to Net Zero Ready				\$5,409,598
03099.999	Design & Construction Costs				\$5,409,598
03000.000	Town Center Renovation	14,550	SF	\$321.00	\$4,670,550
03000.002	Post Office HVAC Replacement	5,200	SF	\$19.24	\$100,048
03000.004	A/E Services	1	LS	\$381,000.00	\$381,000
03000.006	Excalation 2022 Construction 5%	1	LS	\$258,000.00	\$258,000

Estimate Summary