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**RICHMOND SELECTBOARD  
SPECIAL MEETING  
December 10, 2018 MINUTES**

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Members Present: Bard Hill; David Sander; Roger Brown; Christy Witters

Absent: Stephen Ackerman;

Others Present: Josh Arneson, Town Manager; Connie Bona, Finance Director; Pete Gosselin, Highway Foreman; Linda Parent, Town Clerk; Mary Houle, and Ruth Miller was present to videotape the meeting for MMCTV Channel 15.

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Bard Hill called the meeting to order at 7:05 PM.

**1. Welcome and Public Comment**

Mary Houle stated that Town employees should not be charging the Town for items that they bring to the staff holiday pot luck lunch. She also stated that Town employees should not be using Town vehicles to pick up items to contribute to the pot luck.

Linda Parent spoke in support of contracting with a technology company for support for administrative staff computers.

**2. Items for Presentation or Discussion with those present**

a. Update on Police Chief Hiring Process

- i. Josh Arneson gave an overview of the hiring process and makeup of the hiring committee
- ii. Roger Brown was comfortable with having three members of the community on the committee
- iii. Bard Hill indicated the hiring process should be posted online and notice should go out to the public to solicit letters of interest for the community member positions on the committee
- iv. Linda Parent expressed a desire to have the Police Department staffed more regularly to handle walk-in requests from residents

b. Review of Fund Balances

- i. Josh Arneson provided a detailed explanation of the constraints on the different categories of funds. He also provided a list of funds and the current balances
- ii. Discussion about how much money to keep in Unassigned Fund
- iii. Connie Bona noted that fund balances do not relate directly to cash flow and money on hand. The bank account balances may be lower due to issues such as: paying on a grant that will be reimbursed later, spending in an emergency
- iv. Roger Brown would like to look into getting a higher rate of return on money in the Town's accounts
- v. Mary Houle commented that funds need to be liquid and that may limit the return
- vi. Bard Hill would like to know more about best practices on how much to keep in unassigned funds. Perhaps contact VLCT or other town managers
- vii. Mary Houle noted that Lister Education should be zero since we contract for assessors

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- 1           viii. Linda Parent noted that she thought the Edmunds Trust should have a zero balance  
2           ix. Direction was given by the Board to look into the Trusts and Scholarships in more  
3           detail  
4           x. Discussion on asking the Conservation Commission to put some funds toward the  
5           Volunteers Green riprap project  
6           xi. The Board would like to know when the 1 cent vote is due to fund the Conservation  
7           Fund  
8       c. Discussion of the Highway FY 2020 Budget  
9           i. Discussion of Recreation Budget and a question on what the Association Dues are paid  
10          to  
11          ii. This draft of the budget includes an additional full time staff member. Pete Gosselin  
12          presented justification for the extra staff member: savings on contracting for larger  
13          projects, ability to get to more of their work plan in the summer, the work load has  
14          increased over the years but the staffing level has remained the same.  
15          iii. Discussion on if the balance in the Jericho Road Improvement Fund could be used  
16          toward payment of the loan for that work. Direction was to get more details before  
17          making that decision.  
18          iv. Discussion on using money from the Highway Reserve Fund to pay for the down  
19          payment on the new truck.  
20          v. Bard Hill said we could reduce the amount allocated toward Overtime  
21          vi. Roger Brown would like to see a five year history on the reserve fund balances.  
22       d. Discussion of the Town Administration FY 2020 Budget  
23          i. Office Supplies and Legal increased to meet previous actuals; these lines seem to have  
24          been under budgeted for years  
25          ii. Training could be reduced  
26          iii. There is a need to get better details on the amount of money needed for technology  
27          iv. There was a question on if the budget for the audit could be reduced  
28          v. David Sander would like to look into quotes for insurance for FY21  
29          vi. Roger Brown would like to see the last five years of salaries, health insurance, and  
30          benefits  
31          vii. Question on if the Town has to participate in VMERS  
32          viii. The Board would like to review the funding request information from Richmond  
33          Rescue  
34          ix. The Board would like a five year history on the balance in the Town Center  
35          Maintenance Fund. And look at the minutes from the 1995 Town Meeting which may  
36          have changed the classification of the Town Center Debt Service Fund.  
37          x. The Board would like a more clear description of the Flag Replacement Fund and the  
38          flag expense line in the budget  
39          xi. The Board indicated they want to use the estimate made by the Town Assessor as to  
40          what the Grand List will be valued at when the tax rate is set  
41          xii. Bard Hill said if an organization looking for appropriations does not fill out the form,  
42          the y will not be funded  
43          xiii. Mary Houle noted that a staff member of Water and Sewer will be leaving. Bard Hill  
44          said the next steps will be to plan an exit interview and add to the Water and Sewer  
45          agenda.  
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47 **3. Executive Session, if necessary**

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49 Executive Session was not necessary

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4. **Discuss Items for Next Agenda and Adjourn**

**MOTION by Mr. Brown, seconded by Mr. Sander, to adjourn  
VOTE: 4-0; the Board adjourned at 10:05 PM**

Respectfully submitted,  
Josh Arneson, Town Manager

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DRAFT