

TOWN OF RICHMOND VERMONT

Application Form for Town Commissions, Boards and Committees

Please submit your application to: Volunteer Search, P.O. Box 285, Richmond, VT 05477, by email to dwardwell@richmondvt.gov or by placing it in the drop box outside the Town Office by April 13, 2022. Water & Sewer Commission applications are due June 1, 2022. Development Review Board (DRB) applications are due by May 11, 2022.

Please supply the following information:

1) Review the scheduled meeting day/time of the Commission, Board, or Committee along with the length of the term of the position. Will you be able to regularly make the meetings? Y / N
Will you be able to serve for the term of the position? Y / N

2) Please introduce yourself to the Selectboard by providing a short cover letter detailing your background, training, and experience with the board/commission/committee you are applying for and/or resume.

Name of Applicant: Dennis Gile Date: 3-8-22

Phone Number: 802-316-7558 Email Address: Richmond Fire Dept@RichmondVT.Gov

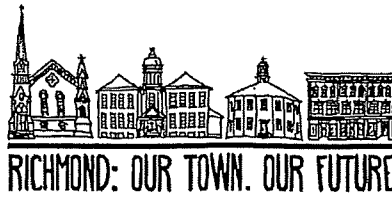
Name of Commission/ Board/ Committee: Assistant Forest Fire Warden

If you serve on another Commission/Board/ Committee, please indicate which one(s):

Richmond Fire Chief.

Richmond Resident: Y / N (circle one)

For hard copies or accessibility accommodations please contact:
Duncan Wardwell at 802-336-2092 or dwardwell@richmondvt.gov



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Will you be able to serve for the term of the position? Y / N

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Name of Applicant: Gerald D. Levesque Date: March 4 2022
Asst Fire Chief

Phone Number: 802-310-7182 Email Address: geraldlevesque@gmail.com

Name of Commission/ Board/ Committee: Forest Fire Warden

If you serve on another Commission/Board/ Committee, please indicate which one(s):

Richmond Resident: Y / N (circle one)

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Duncan Wardwell at 802-336-2092 or dwardwell@richmondvt.gov

Vacancies on Town Boards, Committees, and Commissions

mlaing@richmondvt.gov <mmlaing@richmondvt.gov>
Subject: Assistant to the Town Manager <dwardwell@richmondvt.gov>

Mon, Feb 28, 2022 at 10:10 AM

Hi Duncan,


I've been Richmond's Town Service Officer (TSO) since I began working here in 2006. The function of that position was to issue emergency benefits under Vermont's General Assistance program when the State office was closed. As I used to be the director of the State division that oversaw the administration of the General Assistance program, it made sense that I serve as TSO. In 2010 the State contracted with 2-1-1 to provide after-hours assistance for emergency needs. Then in 2016 the Legislature repealed the statute that required towns to appoint a TSO. VLCT's newsletter of June 2016 had an article that explained what happens with the TSO position – basically that selectboards have the discretion to appoint a TSO. Although our selectboard hasn't defined any responsibilities or duties, I've continued in this position. As I also administer the small pool of money from the Salvation Army to assist with emergency needs for residents in our catchment area, I basically help individuals or families connect with State-administered or local organizations (like Community Action, Age Well, etc.). I'm happy to remain our TSO as long as the Selectboard keeps this position. I've attached the repealed statute and VLCT newsletter FYI. Let me know if you have any questions.

Martha

From: Assistant to the Town Manager <dwardwell@richmondvt.gov>
Sent: Friday, February 18, 2022 12:16 PM

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918K



Questions asked by VLCT members and answered by the League's legal and research staff

ASK THE LEAGUE

WHAT HAS HAPPENED TO THE POSITION OF TOWN SERVICE OFFICER?

The town service officer was formerly an individual in the town charged with assisting individuals in need of emergency food, fuel, or shelter on behalf of the State Department for Children and Families (DCF). Thirty-three V.S.A. § 2102, which required selectboards to appoint a town service officer every year and to report that appointment to the State, has been repealed effective July 1 of this year. Act No. 71 of the 2015-2016 Legislative Session, *An Act relating to eliminating the role of town service officers in administering General Assistance benefits*. The bill was signed into law by the Governor on April 8, 2016. State benefits that were once conferred

by town service officers may now only be conferred by the Economic Services Division of DCF.

After Act 71 goes into effect, selectboards will have the discretionary authority to appoint a town service officer under 24 V.S.A. § 871(5). That statute declares that the selectboard "may thereupon appoint from among the legally qualified voters the following officers who shall serve until their successors are appointed and qualified, and shall certify such appointments to the town clerk who shall record the same ... one town service officer." That same statute declares that the selectboard may appoint fence viewers,

a poundkeeper, inspectors of lumber, shingles and wood, and weighers of coal. The use of the term "may" rather than "must" in 24 V.S.A. § 871 indicates that these appointments are all optional rather than mandatory.

When the repeal of 33 V.S.A. § 2102 goes into effect, a person who currently holds the position of town service officer will no longer have any authority from the State, other than that which is conferred by 14 V.S.A. § 2306. That statute provides a town service officer with the seldom-used authority to petition a probate court to appoint a trustee for the estate of an absent person.

The repeal of 33 V.S.A. § 2102 also means that an incumbent town service officer will not have any responsibility to assist individuals seeking aid from the State. It is therefore up to the selectboard to decide what, if any, responsibilities and duties to confer on their town service officer. A selectboard may request, for instance, that the incumbent town service officer continue to assist individuals to access emergency food, fuel, or shelter. In that case, the town service officer will answer

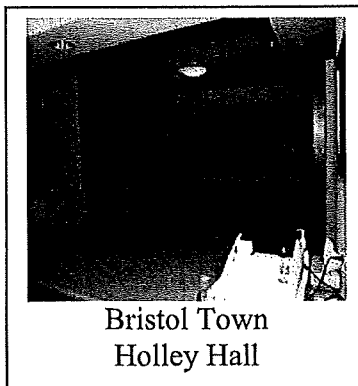
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Holley Hall

For more information contact:

Vermont Municipal Bond Bank
20 Winooski Falls Way, Suite 305
Winooski, VT 05404

(802) 654-7377 (phone)
(802) 654-7379 (fax)
Bond-bank@vtbondagency.org
www.vmbb.org



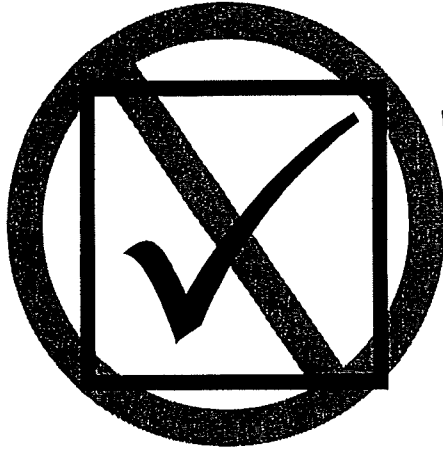
Kay M Kuzmik
Office Coordinator
(802) 229-2391 main office
(802) 229-2637 fax

Ronald "Chip" Sanville
Key Retirement Plan Counselor
(802) 626-4412 office

Jonathan Smith
Retirement Plan Counselor
(802) 434-5119 office

Willard Watson
Retirement Plan Counselor
(802) 417-7937 office

www.vermont457.com



VERMONT MUNICIPALITIES MUST SOON “BAN THE BOX”

Next year, Vermont will require all employers in the state to “ban the box.” So-called because of the checkbox on many job application forms, a “ban the box” bill was signed into law by Governor Shumlin in early May. When it takes effect on July 1, 2017, the new law will prevent employers, including municipalities, from asking on an initial employment application whether an applicant has ever been convicted of a crime.

The purpose of the law is to preclude the common recruiting practice of automatically eliminating any applicant who has a criminal conviction record. Such individuals will thus be provided with a greater chance at success in finding work. Vermont employers may still ask about convictions during an interview or other later step of the hiring process. (See paragraph below regarding Equal Employment Opportunity Commission [EEOC] guidance on doing so.) Additionally, the new law will not prevent questions about criminal offenses on application forms for law enforcement positions or other roles where there is a state or federal obligation to disqualify individuals based on a conviction of one or more types of offenses.

Last year, Governor Shumlin signed an executive order that implemented a “ban the box” hiring policy for Vermont state employees (other than law enforcement, corrections, or other sensitive positions). That was Vermont’s first step in joining the nationwide “ban the box” campaign which has been gaining momentum among a number of states, cities, and private employers in recent years. President Obama has likewise ordered the Office of Personnel Management to take steps to delay inquiry into criminal conviction history until later in the application process for positions across federal agencies.

In order to avoid discrimination under Title VII of the Civil Rights Act of 1964, the EEOC advises that employers only ask about criminal history of applicants for positions where such history is relevant and that questions be limited to convictions that are job-related and based on business necessity. According to EEOC guidance, when evaluating information about criminal convictions, employers need to consider what are referred to as the “Green Factors,” identified by the court in the case of *Green v. Missouri Pacific Railroad Company* 549 F.2d 1158 (8th Cir. 1977). These are:

- the nature and gravity of the offense or conduct;
- the time that has passed since the offense, conduct and/or completion of the sentence; and
- the nature of the job held or sought.

The EEOC’s full guidance in this area is available online at https://www.eeoc.gov/laws/guidance/arrest_conviction.cfm.

Municipalities should review job application forms to ensure that any questions on prior criminal convictions are removed before the July 1, 2017, effective date (except on forms specific to law enforcement or other exempted positions). VLCT provides two model job application forms (for positions other than public safety or commercial motor vehicle operator positions) on the VLCT Municipal Assistance Center’s Human Resources Assistance Program web page at <http://www.vlct.org/municipal-assistance-center/human-resources-assistance-program/>. Additionally, VLCT-PACIF’s Drug and Alcohol Testing Manual provides a model employment application form for commercial motor vehicle operators (along with checklists and other important information). The manual may be accessed at <http://www.vlct.org/assets/RMS/PACIF/2014PACIF-CDL-DandATesting-Manual.pdf>.

ASK THE LEAGUE

(continued from previous page)

directly to the selectboard (rather than DCF) and will not have access to any State benefits. On the other hand, a selectboard may also decide not to delegate any authority or responsibility to the incumbent town officer. In that instance, the position continues to exist in name only.

After July 1 of this year, if a selectboard chooses to make a new appointment to the position of town service officer, it is up to that selectboard to decide what duties the person will carry out, how that person will interact with other town officials, and whether there will be any compensation provided by town.

Act No. 71 is archived at <http://legislature.vermont.gov/assets/Documents/2016/Docs/ACTS/ACT071/ACT071%20As%20Enacted.pdf>.

*Sarah Jarvis, Staff Attorney II
VLCT Municipal Assistance Center*

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(1) "Commissioner" means the Commissioner for Children and Families.

(2) "Family" means persons whom the recipient of General Assistance is required by law to support.

(3) "Found" means discovered, come upon, chanced upon, or met with by accident.

(4) "General Assistance" means financial aid to provide the necessities of life, including food, clothing, shelter, fuel, electricity, medical care, and other items as the Commissioner may prescribe by rule, when a need is found to exist and the applicant is otherwise found eligible.

(5) "House" means a structure in which people live, including a hospital.

(6) "Offense" means any act that gives rise to a cause of action in which the offender is committed to jail, excluding criminal acts.

(7) "Relief or relieving" means General Assistance limited to medical assistance and other assistance required in connection with medical assistance, but excluding financial assistance.

(8) "Reside" means having a domicile.

(9) "Residence" means a person's domicile.

(10) "Transient" means an individual who does not intend to establish a permanent residence within the State of Vermont.

Historical Citation

Added 1967, No. 147, § 7, eff. Oct. 1, 1968; amended 1971, No. 176 (Adj. Sess.), § 1; 1973, No. 207 (Adj. Sess.), § 1; 2011, No. 63, § E.321.2; 2013, No. 131 (Adj. Sess.), § 49, eff. May 20, 2014; 2021, No. 20, § 308.

HISTORY

Amendments—2021. Intro. para.: Substituted "As used in this chapter" for "Unless otherwise expressly provided, the words and phrases in this chapter mean".

Subdiv. (4): Substituted "rule" for "regulation".

Subdiv. (5): Substituted "in which" for "wherein".

Subdiv. (6): Substituted "in which" for "whereby".

Subdiv. (7): Substituted "with medical assistance" for "therewith".

§ 2102. Repealed. 2015, No. 71 (Adj. Sess.), § 3.

HISTORY

Former § 2102. Former § 2102, relating to appointment, duties, compensation of town service officer, was derived from 1967, No. 147, § 7 and amended by 1971, No. 176 (Adj. Sess.), § 2.

§ 2103. Eligibility

(a) Consistent with available appropriations, the Department for Children and Families shall furnish General Assistance under this chapter,

except as provided in this section, to any o unable to provide the necessities of life for t whom the individual is legally obligated to su catastrophic situations as defined in rules, no provided in the following situations:

(1) to any individual whose income from Department for Children and Families, durin preceding the date on which assistance is sou Assistance eligibility standard;

(2) to any able-bodied individual without in his or her application.

(b) Eligibility standards for General Assist Commissioner need not be the same as those ment's categorical assistance programs. In ad ability, the Commissioner, pursuant to rule, may to or for the benefit of the applicant under any

(c) It is further provided that in determinin need standard, the Commissioner may ado pertaining to work-related efforts on the part (

(d) Except for relief as provided in sections General Assistance to transients shall be lim permit the transient to leave the State.

(e) As used in this section, "able-bodied indi person subject to such conditions as are de Commissioner for Children and Families, to con ment.

(f) [Repealed.]

Historical Citation

Added 1967, No. 147, § 7, eff. Oct. 1, 1968; amended 1971, April 14, 1974; 1973, No. 207 (Adj. Sess.), § 3; 1975, No. 132; 1999, No. 147 (Adj. Sess.), § 4; 2005, No. 174 (Adj. Sess.), § § 1, eff. May 20, 2014; 2021, No. 20, § 309.

HISTORY

Amendments—2021. Subsec. (a): In the first sentence, "below" and "the individual" for "he or she"; and substituted second sentence.

Subsec. (b): Substituted "rule" for "regulation" in the sec

Subsec. (c): Substituted "adopt" for "promulgate."

Subsec. (e): Substituted "rule" for "regulation".

§ 2104. Application or information

(a) A person may apply for General Assistance designated for that purpose by the Commission



Assistant to the Town Manager <dwardwell@richmondvt.gov>

Committees and appointments

2 messages

Jeff Forward <jeffrey.w.forward@gmail.com>
To: dwardwell@richmondvt.gov
Cc: Josh Arneson <jarneson@richmondvt.gov>

Mon, Apr 4, 2022 at 5:46 PM

Duncan,

In addition to the Select Board I serve on a couple committees as well as the Town Energy Coordinator and as a Weigher of Coal (My most prized public service). The Committees I serve on include:

- The Town ARPA Committee
- I am the Chair of the Town Center Committee

I would like to continue to serve in all of these capacities. I am not sure what I need to submit in order to officially state my interest. I am a pretty well known quantity in town I believe. As far as the Town Energy Coordinator, I have done this now for 30 years as of this year. I am not sure I know how to stop at this point.

Let me know if you need anything else from me to state my interest for these positions.

Thanks.

Jeff

Jeff Forward
Richmond Select Board Member
2899 Hinesburg Rd
Richmond, VT 05477
802.434.2344
forward@gmavt.net

Assistant to the Town Manager <dwardwell@richmondvt.gov>
To: Jeff Forward <jeffrey.w.forward@gmail.com>
Cc: Josh Arneson <jarneson@richmondvt.gov>

Tue, Apr 5, 2022 at 8:13 AM

Hi Jeff,

I have your email and will download it for your intent to serve. The Town ARPA Committee and the Town Center Committee terms are still current.

I have noted your intent to apply for the Town Energy Coordinator and Weigher of Coal (as those terms are expiring). I think this email will serve fine for your intent as we do not currently have any other applicants. If you want to submit an official application then you can answer the few questions on the following .pdf (<http://www.richmondvt.gov/wp-content/uploads/2021/02/Appointment-Application-Committees-2022.pdf>) or you can reply to this email with the text below. Your previous email can serve as the cover letter.

RECEIVED
MAR X 9 2022
TOWN OF RICHMOND



RICHMOND: OUR TOWN. OUR FUTURE

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Will you be able to serve for the term of the position? Y / N

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Name of Applicant: Matt Leonetti Date: 3-1-22

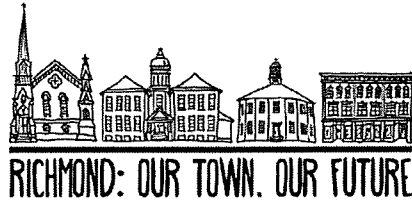
Phone Number: 802 760 7577 Email Address: morningdewlandscapingvt@gmail.com

Name of Commission/ Board/ Committee: Tree Warden

If you serve on another Commission/Board/ Committee, please indicate which one(s):

Richmond Resident: / N (circle one)

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Name of Applicant: Carole E. Furr Date: 5/4/2022

Phone Number: 802-373-5819 Email Address: carole@furrs.org

Name of Commission/ Board/ Committee: Fence Viewer

If you serve on another Commission/Board/ Committee, please indicate which one(s):

Richmond Resident: Y / N (circle one)

For hard copies or accessibility accommodations please contact:
Duncan Wardwell at 802-336-2092 or dwardwell@richmondvt.gov



Assistant to the Town Manager <dwardwell@richmondvt.gov>

Fence viewer application

Carole Elaine Furr <carole@furrs.org>

Wed, May 4, 2022 at 9:51 AM

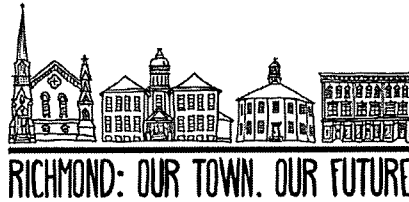
To: dwardwell@richmondvt.gov, Josh Arneson <jarneson@richmondvt.gov>

I am the current fence viewer for Richmond. (There are three slots, but no one but me has been interested for several years. Jared Katz used to be a fence viewer but he dropped off a few years ago.)

Carole E. Furr

carole@furrs.org
802.434.4601 (home)
802.373.5819 (cell)

 **fence viewer application.doc**
109K



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Will you be able to serve for the term of the position? **Yes / ~~N~~**
- 2) Please introduce yourself to the Selectboard by providing a short cover letter detailing your background, training, and experience with the board/commission/committee you are applying for and/or resume.

Name of Applicant: **Jon Kart**

Date: 3/19/2022

Phone Number: 802-999-7515

Email Address: jonkart@hotmail.com

Name of Commission/ Board/ Committee: **Inspector of Lumber, Shingles and Wood**

If you serve on another Commission/Board/ Committee, please indicate which one(s):

Transportation Committee, Assistant Treasurer

Richmond Resident: **Yes / ~~N~~** (circle one)

For hard copies or accessibility accommodations please contact:
Duncan Wardwell at 802-336-2092 or dwardwell@richmondvt.gov

March 19, 2022

Volunteer Search
Richmond Selectboard
P.O. Box 285, Richmond, VT 05477

Re: Appointment as Inspector of Lumber, Shingles and Wood

Esteemed Members of the Selectboard,

I have served as Richmond's Inspector of Lumber, Shingles and Wood since 2015 and would be honored to continue for the coming year, and beyond.

If re-appointed I will commit to serving the entire term to the best of my abilities, and will be ready to respond promptly to requests by any interested parties to examine and classify the quality of lumber and shingles; to measure lumber, shingles and wood; and, to give certificates thereof per 24 V.S.A. § 1031.


I'm proud to report that during my tenure as Richmond's ILSW there has not been a single reported crisis related to the measuring of lumber, shingles or wood—though the dearth of most building supplies during the pandemic of the past two years has left little to measure.

Thanks to the many house repair projects I have experience classifying lumber and shingles. I also have experience measuring many things (including lumber, shingles, and wood). While I've never been employed as a professional certificate preparer, I have prepared several over the years in informal capacities.

I would be happy to meet with the Selectboard for an interview if so desired.

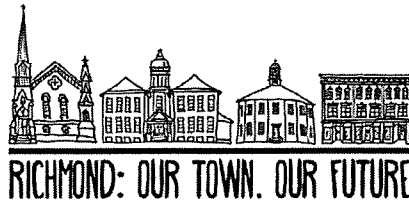
Thank you for this opportunity to serve our community.

Sincerely,



Jon Kart
44 Old Brooklyn Ct
Richmond

802-999-7515



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Name of Applicant: Joel K. 'Jay' Furr Date: 5/4/2022

Phone Number: 802-324-1536 Email Address: jfurr@furrs.org

Name of Commission/ Board/ Committee: Weigher of Coal

If you serve on another Commission/Board/ Committee, please indicate which one(s):

Selectboard, Board of Civil Authority, Water and Sewer Commission, ARPA Committee

Richmond Resident: Y / N (circle one)

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Duncan Wardwell at 802-336-2092 or dwardwell@richmondvt.gov



Assistant to the Town Manager <dwardwell@richmondvt.gov>

Vacancies on Town Boards, Committees, and Commissions

Jay Furr <jfurr@furrs.org>

Wed, May 4, 2022 at 9:56 AM

To: Assistant to the Town Manager <dwardwell@richmondvt.gov>

Duncan, this is rather belated on my part, but seeing as this is one of those meaningless positions we keep around for laughs, I doubt there'll be a lot of importance riding on it.

(I've been Weigher of Coal for a long time. Last time around Jeff Forward and two others said they **also** wanted to be Weighers of Coal, so the Selectboard appointed all of us.)

[Quoted text hidden]



weigher of coal application.doc

109K



Committees and appointments

2 messages

Jeff Forward <jeffrey.w.forward@gmail.com>
To: dwardwell@richmondvt.gov
Cc: Josh Arneson <jarneson@richmondvt.gov>

Mon, Apr 4, 2022 at 5:46 PM

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Richmond Select Board Member
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802.434.2344
forward@gmavt.net

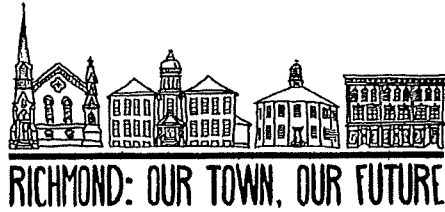
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1) Review the scheduled meeting day/time of the Commission, Board, or Committee along with the length of the term of the position. Will you be able to regularly make the meetings? Y / N
Will you be able to serve for the term of the position? Y / N

2) Please introduce yourself to the Selectboard by providing a short cover letter detailing your background, training, and experience with the board/commission/committee you are applying for and/or resume.

Name of Applicant: Amy R. Wardwell Date: 2/27/22

Phone Number: (802) 578-4840 Email Address: amywardwell174@gmail.com

Name of Commission/ Board/ Committee: Richmond Rescue Board of Directors

If you serve on another Commission/Board/ Committee, please indicate which one(s):

Town Center ; Library Committee
Library Trustee

Richmond Resident: Y N (circle one)

For hard copies or accessibility accommodations please contact:
Duncan Wardwell at 802-336-2092 or [HYPERLINK "mailto:dwardwell@richmondvt.gov"](mailto:dwardwell@richmondvt.gov)
dwardwell@richmondvt.gov

Amy Wardwell
2944 Cochran Road
Richmond, VT 05477

March 1, 2022

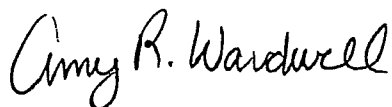
Dear Selectboard Members:

I am writing to indicate my interest in continuing to serve as a member of the Richmond Rescue Board of Directors. Over the last year in this position I have gained a better understanding of the work that goes on behind the scenes at the Richmond Rescue even though I am not a volunteer responding to calls. Instead, I have been able to provide a valuable community perspective to this group as we examine issues that impact the finances, services and staffing of Richmond Rescue. I have been able to pose questions and make observations that help our decision-making process in regards to various issues. I have developed a good understanding of the successes the organization seeks to build on and the challenges they face as the need for emergency response grows in our county.

As someone whose family has directly benefited from the work of the Richmond Rescue, I have a dedicated interest in ensuring that this organization can continue to provide an outstanding level of care and expertise to our community. The knowledge I have gained about how this valuable community resource operates will help me to communicate their needs to our local government and other organizations as the need arises. Their ability to provide emergency medical care across the range of environments from Baker Street to our backcountry is a tremendous asset for our town and must continue to be nurtured.

I am happy to speak to you at any time regarding my qualifications and interests. Please don't hesitate to call me (802) 578-4840 or to email me at amywardwell74@gmail.com with any questions you might have. Thank you for this continued opportunity!

Sincerely,
Amy R. Wardwell

A handwritten signature in cursive script that reads "Amy R. Wardwell".

May 10, 2022

To: Selectboard and Josh Arneson, Town Manager

Please accept this note as notice of my resignation from the Richmond Parade & Fireworks Committee.

Thank you,

Linda M Parent

Linda M Parent

May 9, 2021

To: Josh Arneson

Duncan Wardwell

Re: Appointments to the Parade & Fireworks Committee

Per a telephone call from Susan Glennon, please consider the appointment of the following to the Richmond Parade & Fireworks Committee for the ensuing year:

Susan Glennon

Reg Mobbs

Barbara LaPlant

Joanne Mobbs

Amanda Cobb

Brett Mobbs

Justin Spence

Bridget Youngman

GC Morris

Ken Nussbaum

~~Stefani Hartsfield~~

Tom May

Harland Stockwell

Norman Perkins

↓
DONNA LEWIS

Respectfully,



Linda Parent, Richmond Town Clerk