

Selectboard Minutes  
9/20/2021

Members Present by Zoom: Bard Hill, David Sander, Jay Furr, June Heston

Members In-Person: Christine Werneke,

Absent:

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Others Present In- Person: Josh Arneson, Town Manager; Charlie Baker, CCRPC; George Ward and the meeting was recorded by MMCTV

Others Present by Zoom: Kathy Daub-Stearns, Admin.; Kendall Chamberlain, Water & Sewer Superintendent; Ravi Venkataraman, Planner; Connie Bona, Finance; Samuel Waters, Martha Nye, Jason Pelletier, Phil Woodward, Bradley Holt, Allen Knowles, Alise Certa, Abby Bruzas, Maya Fehrs, UVM Health; Michael Casella (Casella Waste Management), iPad 2, J Tyler

**Called to Order: 7:02 PM**

**Welcome by Christine**

**Public Comment:**

**Additions to the Agenda: none**

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

**a) Reminder of the Williams Hill Rd. hearing to be held on September 21, 2021 at 6pm at the Richmond Free Library**

Christine reported:

- that there would be a Williams Hill Rd. hearing tomorrow at 6PM at the library
- that the meeting could be attended in person or virtually
- that information could be emailed to Josh to have it entered into the record
- that people could be heard at the meeting

Discussion included:

- that Bard noted that he did not attend the group tour and hoped he would be able to do a solo tour before the meeting or he would not participate, just attend.
- Josh said guidance from our attorney is: if Bard did the tour before deliberations began then he could participate in the decision

**b) Update on construction planned for Bridge St.**

Josh reported:

- that paving was in progress on Main St.
- that two-way traffic would be maintained until 8AM
- that other paving was also being done in other areas of town
- that later in the week the water line replacement would be staged with construction to begin next week
- that the one-way traffic would be managed using portable traffic lights with the project lasting five (5) to six (6) weeks.

**c) Executive Session for a legal matter**

Christine reported:

- that there was a legal matter the board needed to discuss

David moved to find that premature general public knowledge of the Selectboard's discussion of a pending or probably civil litigation or a prosecution, to which the public body is or may be a party, would clearly place the Town at a substantial disadvantage; Jay seconded.

Bard made a friendly amendment to replace "probably" with "probable"

David moved to find that premature general public knowledge of the Selectboard's discussion of a pending or probable civil litigation or a prosecution, to which the public body is or may be a party, would clearly place the Town at a substantial disadvantage; Jay seconded. Roll Call Vote: Bard, Jay, June, David, and Christine voted affirmatively. Motion passed.

David moved to enter into executive session to discuss a legal matter under the provisions of 1 VSA 313(a)(1) of the Vermont State Statutes and to invite the Town Manager, Josh Arneson, and Attorney Phillip Woodward into the executive session; June seconded. Roll Call Vote: Bard, Jay, June, David, and Christine voted affirmatively. Motion passed.

Discussion included:

- that Bradley Holt asked who Woodward represented, Christine responded the Town.

David moved to exit executive session; Bard seconded. Roll call vote: June, Jay, Christine, Bard, and David voted affirmatively. Motion passed.

Christine welcomed everyone back from executive session, the regular meeting resumed at 7:30 PM

#### **d) Consideration of approval of Community Outreach Program Agreement**

Christine reported:

- that this is important to the community
- that this is a Howard Center program
- that Chief Kapitansky has been using their services
- that this is a new agreement for five (5) years

Josh reported:

- that there are five (5) year payments that are graduated each year
- that any excesses would go back into the fund
- that job descriptions have been updated
- that operationally the contract remains the same

Discussion included:

- that Bard observed that there is more emphasis on experience to allow for a more diverse group of applicants
- that Kathy Daub-Stearns shared her family's experiences with First Call and asked about whether the contract had any provision or guidelines for their response time. Christine the comments were not intended as criticism, that staffing is under resourced, and with higher need it is a double whammy that causes gaps in service, she would like to understand the update and have a better understanding of what it is they can deliver. Bard said there is a section for outcome measures and maybe have a performance measure.

- that Christine asked when the contract needed to be signed, Josh responded that it had expired in June, Christine wanted to follow up with the Howard Center on response times, not to be critical, but to know what is available since this is a five (5) year contract. She asked Josh to invite them to come. Jay agreed that having some idea of performance would be appropriate.

No action was taken.

**e) Consideration of appointing a Selectboard member to serve on the Water and Sewer Commission**

Christine reported:

- there is currently a vacant seat that would normally be filled by a resident but would need to be filled by a Selectboard member.
- that Jay Furr said he would fill the seat

David moved to appoint Jay Furr to the Water and Sewer Commission to fill a one-year term which will expire when the Selectboard re-appoints members after the Annual Water and Sewer Meeting in 2022; Jay seconded. Roll Call Vote: Bard, June, David, and Christine voted affirmatively; Jay abstained. Motion passed.

Christine noted that if there was a new board member taking Jay Furr's seat then he would no longer be on the Water Sewer Commission. Josh said the Selectboard would need to reappoint someone.

**f) Consideration of appointing a Selectboard member to be on the Policy Board of the Chittenden Unit for Special Investigations (CUSI)**

Christine reported:

- that there was a request made through Chief Kapitansky for a Selectboard member to join the CUSI board
- that the CUSI board meeting is Thursday by Zoom and they need an answer or they will move onto another town
- that June Heston was interested in being on the CUSI board

Discussion:

- that June said she was very interested and has knowledge of what they do having relatives that are police officers
- that Christine would get June the time the meeting is taking place

Jay nominated June to serve on the Policy Board of the Chittenden Unit for Special Investigations (CUSI); Bard seconded. Roll Call Vote: Bard, Jay, David, and Christine voted affirmatively; June abstained. Motion passed.

**g) Review of the Chittenden County Regional Planning Commission annual report**

Josh reported:

- that Charlie asked for an 8PM slot and Connie was also planning on attending at 8PM.

It was agreed to deviate from the agenda and return when Charlie Baker arrived. The meeting moved to item H.

Charlie Baker reported:

- that this was a customer representative call
- that Bard sits on the board off CCRPC and thanked him for his involvement
- that he reviewed the report which is available in the packet posted online for the meeting

Discussion included:

- that Christine said there is a Town Center and Library Building Committee that wants to do some visioning sessions asking if CCRPC had a service to help facilitate and solicit feedback from residents, Charlie asked for the timeline. Christine said they were thinking about doing something before Thanksgiving with having feedback sometime in January from the community on what to do with the buildings, that preservation of historic architecture, ADA compliance and many more items of concern were among the topics that needed to be addressed. Charlie said this was not something they had done but to send the request in, and they would see what staff resources were available noting that if the town wanted help with the use of ARPA funds that was something they could help with. Christine said there had been a committee formed to help determine priorities that would report to the Selectboard, and the town center would be a requester of funds. She was glad to hear that they could be a support resource for towns. Bard thought there were smaller towns with the same issues that they could help with or have recommendations for us if CCRPC is not the right way to go. Charlie said if the town can pay for the services that makes a difference.
- that Christine thanked Charlie for the work that CCRPC does and wanted him to know it was appreciated.
- that Bard observed there is a lot going on with CCRPC and the planning process and from idea to funding is sometimes a number of years. He congratulated the planning commission for continuing in the process with the projects currently underway
- that Allen Knowles said he hoped the CCRPC continued to assist the town with the Route 2 paving project as well as the current projects they are assisting with

#### **h) Consideration of scheduling budget meetings to review the FY23 budget**

Christine reported:

- that there are usually additional meetings added for discussing the budget
- that the meetings are solely for budget discussions with Josh and Connie providing information beforehand to the Selectboard.

Discussion included:

- that Josh said Connie had asked if the idea would be the same as previous years that dept heads put in for what they want and then that list gets cut back. The board agreed that would be the process.

David moved to add budget meetings starting at 7pm on Tuesday, October 12, Monday, November 8, and Monday December 13; Bard seconded. Roll Call Vote: Bard, Jay, June, David, and Christine voted affirmatively. Motion passed.

#### **i) Consideration of approval of Cash Receipts and Petty Cash Policy**

Christine reported:

- that this had been before the Selectboard previously and is back with the suggested edits made.

June moved to approve the Cash Receipts and Petty Cash Policy; David seconded.  
Roll Call Vote: Bard, Jay, June, David, and Christine voted affirmatively. Motion passed.

**j) Update on 2022 health insurance rates**

Josh reported:

- that the insurance premium increases were not big this year
- that the Town now has MVP health insurance for employees
- that the increases range from 1.41% to 1.52%
- that the plans were summarized
- that the town had previously committed for the full amount of MVP platinum or contributing to the high deductible plan.
- that if everything stays the same for employees then the increase would be \$2,598.72
- that deductibles went up for each plan

Connie reported:

- that she wanted to know if she should follow what was done last year for budgeting
- that the town pays the same per employee, it is just what the employee chooses
- that June asked if you have a family does the town pay 100%, Connie said yes, the town pays % of cost
- that Christine said the offer of different plans was to address employees that are young and healthy and asked if the money was enough for the HSA contributions. Connie said she had been on the high deductible plan, and she hasn't used any of it. Connie thought some employees might be open to the high deductible. Christine said she was wondering if it was working.
- that Connie asked if there should be an addendum to personnel guidelines to allow for a pro-rated amount based on new hire's date, Christine said it could be paid quarterly, June said or monthly. Connie will get an addendum ready. Jay was concerned that monthly payments would be a burden administrating but that quarterly payments were the norm.

**k) Discussion of Purchase Order procedures**

Christine reported:

- that there was a previous question about how PO's are prepared and whether using various vendors was the proper way to do it.

Josh reported:

- that going back to before Pete Gosselin highway has used "various vendor" for single items like sand or salt and by using various vendors he is not tied into one vendor and can get the best deal on any given day. If we were not able to use that method Josh would be able to approve a PO for under 10,000 but if more it would take more planning

Connie reported:

- that gravel, sand and salt are the ones with "various vendors"
- that the purpose of the PO is to spend money that is already been budgeted, it's not a debate as to whether or not to spend the money, it is to track the PO, it is her job to

make certain the budget is not overspent. She said Josh is not always available and Pete may not have time to get a signature. Her feeling was that seeing various vendors was ok with her and with the auditors. She said she would rather have Pete shopping the item, as a working foreman he does not have the time to do individual PO's.

Discussion:

- that June said a PO is an internal control, by putting "various vendors" that circumvents the control. She said if he is shopping the item, he could issue a new PO. She said doing the math on the PO there is more room for error and fraud. Connie said the Selectboard would sign a large number PO, if done individually, Josh will sign them, and if they are OK with not having that control and information, Christine said the invoices would be approved by the Selectboard on the warrant and that "various vendors" does feel odd. June said so many of the purchases are over \$10,000 and it would be much more transparent if the selectboard was getting a P & L and balance sheet more than quarterly. Jay agreed that controls are important and "various vendors" seemed odd.
- that Christine said a change can be made as an action item on the next agenda. June recommended that if we change the process, it should be done moving forward and not go back in time for PO's that are currently in use.
- that Connie said her software does not provide a report on PO's. Jay asked if we should be upgrading our software. Connie said the software is used by smaller towns because it is affordable and has modules for the lister and town clerk as well.
- that no new "various vendors" will be submitted by highway for approval.

#### **l) Update from UVM Home Health and Hospice**

Christine reported:

- that this is a community support

Maya Fehrs from UVM Health and Hospice reported:

- that part of their process is to let towns know how the investment they make in UVM Home Health and Hospice makes a difference in the communities they serve
- that they are formally VNA
- that every dollar is spent in services to the communities they serve
- that their services include home nursing and rehab, hospice and palliative care, respite, adult day programs, chronic disease management, family and children's programs, long-term care, and foot care.
- that they have 458 employees and have served 4556 people of all ages with 84 of those served coming from Richmond with over 1400 visits and 80 hours of care
- that Richmond residents received \$40,129 in charitable care and the money coming from appropriations helps to offset those costs

Discussion included:

- that Christine said she was a firm believer in this program and thanked her for the work and presentation.

#### **m) Discussion of communication plan regarding the change in operators of the solid waste management transfer facility**

Christine reported:

- that there were a lot of comments and surprise about the change in operators of the drop off site and she wanted to build a communication plan to communicate about the transition. She said a plan is in the process of being created and wanted to review the decision to seek bids, how the board came to the decision, what the plan is moving forward, answer questions that have been posed.
- that there were representatives from Casella and CSWD present for discussion
- that she wanted to cover comprehensively the transition

Discussion included:

- that Jay said in discussion there is concern about the removal of items from the present site, Josh said today discussions began about what CSWD would be willing to sell and what Casella is willing to purchase. Josh said the town would purchase from CSWD and then sell the items to Casella with the transition taking place in January. He said Casella is looking at a way to provide services during the transition and thought the meeting was positive.
- that June said people want to know if they could sign a petition to prevent the transition. Christine did not have an answer at this time.
- that Michael Casella said he would be getting back to the SB about how they want to rearrange the site and have permission from CSWD to come look at the site during busy times.
- that Bard thought the following should be addressed: there are questions about what services will be available, what will the rates be, confusion about what the CSWD charter is versus the drop-off site, and traffic concerns surrounding the reuse zone, he thought it would also be good to summarize the process that took place over a period of time. Christine will work with Josh to come up with answers and decide on the best way to distribute the answers.
- that if there are any other questions or concerns, they could be sent to Josh for inclusion

#### **n) Discussion of Selectboard review of warrants and invoices**

Christine reported:

- that this has come up in a previous meeting
- that prior to the warrants being distributed electronically a Selectboard member would do a deep dive looking at the invoices since members would not see them until the meeting was taking place
- that if they are reviewed by Monday, with any questions going to Josh, answers could be gotten, or changes made prior to the meeting
- that each board member is responsible to review the warrants

### **III. Approval of Minutes, Warrants and Purchase Orders**

#### **Minutes:**

June moved to approve the Minutes of 9/7/2021; Jay seconded. Roll Call Vote: Bard, Christine, June, Jay, and David voted affirmatively. Motion passed.

#### **Purchase Orders:**

David moved to approve PO 4155 to Mount Mansfield Unified Union School District for education taxes due in an amount not to exceed \$7,183,421.59; Jay seconded. Roll Call Vote: Bard, Jay, June, David, and Christine voted affirmatively. Motion passed.

David moved to approve PO 4261 to Apex Consulting for owner's representation services for repairs at the Town Center and Library in an amount not to exceed \$13,780; Jay seconded. Roll Call Vote: Bard, June, Jay, David, and Christine voted affirmatively. Motion passed.

Discussion included:

- that the funds to pay PO 4261 would come from the Town Center Fund

#### **Invoices and warrants:**

Jay moved to approve the warrants as presented; Bard seconded. Roll Call Vote: Bard, David, June, Jay, and Christine voted affirmatively. Motion passed.

Discussion included:

- Jay asked why we are paying a Prudential bill that was delinquent for one the police officers, Bard said delayed and late payments have been a topic of concern due to our internal processes. Josh said usually, the payroll ones are paid each pay period and would get an answer.
- June asked about a Hinesburg Sand & Gravel invoice PO saying it appeared that an invoice was listed twice, Josh thought it could be that it was two separate invoices that were paid on the same check for the same amount. Bard said it looked like a duplicate entry. Josh said it was a previous bill and would not affect tonight's warrant, that he would come back with the answer. Josh then pulled up the invoices from the previous meeting that showed two different invoices with the same totals. The report does not show the invoice numbers so there was not a way to distinguish the difference.

#### **IV. Discuss Items for Next Agenda**

Wolves and Elk will be discussed by the Trails Committee

Josh will schedule the Auditor

Zoning amendment

Library MOU

Access permit for Hillview

RFP responses for compensation study

ARPA Committee outline to seek residents to join

Discussion:

Bard asked about having a collective bargaining discussion, Josh replied that they were close.

#### **V. Executive Session if necessary - none**

#### **VI. Adjourn**

Bard moved to Adjourn; June seconded. Roll Call Vote: Jay, June, Bard, David, and Christine voted affirmatively. Motion passed. Meeting ended at: 9:50 PM



