

1 **Town of Richmond**  
2 **Selectboard Meeting**  
3 **Minutes of October 16, 2023**  
4

5 **Members Present:** Bard Hill, David Sander, Jay Furr, Jeff Forward, Lisa Miller  
6

7 **Absent:** None  
8

9 **Staff Present:** Josh Arneson, Town Manager; Duncan Wardwell, Assistant to the Town  
10 Manager; Connie Bona, Finance Director; Jim Feinson, Town Treasurer  
11

12 **Others Present:** Meeting was recorded by MMCTV, Angela Cote, Betsy, Cara  
13 LaBounty, Denise Barnard, Eda George, Erin Wagg, Hannah Harrington, John  
14 Hamerslough, Judy Rosovsky, Kendra Ziskie, Laurie Dana, Teri Martineau, Virginia  
15 Clarke  
16

17 **MMCTV Video:** <https://archive.org/details/richmond-selectbd-10162023v-2>  
18

19 **Call to Order:** 7:01 pm  
20

21 **Welcome by:** Furr  
22

23 **Public Comment:**  
24

25 Furr: Richmond Racial Equity has asked me to announce that on Wednesday, October 25  
26 at 7pm at the Richmond Congregational Church, they will be hosting a forum on  
27 policing. They're calling it a Public Safety Forum, and Police Chief Anthony Cambridge  
28 and Town Manager Josh Arneson will be there to hear comments and questions from  
29 citizens.  
30

31 **Additions or Deletions to Agenda:**  
32

33 LaBounty: I request that you move Item (l) to behind (f) so all of the ARPA pieces are  
34 together.  
35

36 Furr: I see no objections.  
37

38 **Items for Presentation or Discussion with those present**  
39

40 **Update on Radar Speed Feedback Signs**

41 Timestamp: 0:09

42 [https://www.richmondvt.gov/fileadmin/files/Selectboard/Meetings/2023/10/3a\\_RadarSig  
43 nSummary\\_\\_1\\_.pdf](https://www.richmondvt.gov/fileadmin/files/Selectboard/Meetings/2023/10/3a_RadarSignSummary__1_.pdf)  
44

45 People who participated in discussion: Furr, Arneson, Wardwell, Forward, Hill,  
46 LaBounty, Barnard, Cote  
47

48 Furr stated that in the packet is the summary of the status of our various radar speed  
49 signs, some of them are not fully working. Arneson stated that various people have  
50 looked into them to try to figure out how to make it work. Arneson stated that there is an

51 inventory to get in touch with some of the manufacturers. Arneson reviewed that the two  
52 blinking lights up at the school entrance need more information on the rhyme or reason to  
53 why those blink.

54

55 Forward stated that the Hinesburg signs can download data via Bluetooth, which is a  
56 whole lot easier than trying to download the data. Wardwell confirmed that the Cochran  
57 Rd signs have Bluetooth symbols but there are no known systems for transmitting the  
58 data. Furr stated that the manual he got from Ben Herrick is a thick stack of photocopied  
59 pages. Furr reviewed that downloading the data is something that needs to be done  
60 regularly or the unit fills up and downloading the data is a very slow serial connection.

61

62 Hill stated that between our Highway Departments, Town Staff, and contracted  
63 Hinesburg Police that we could find a ladder and traffic control to get into these devices.

64 Hill reviewed that we need a solution like a bigger ladder or Highway or Fire. Hill also  
65 stated that if these were cars, we would have turned them in under the lemon law.

66 Wardwell stated that he is not comfortable without lights, cones, flagging and if  
67 something were to go wrong it would not look good. Wardwell reviewed that for several  
68 years these haven't been working and it's a lot of loose strings due to our police situation.

69 LaBounty stated that the inventory should have date of purchase and amount purchased  
70 so that you know how much to ask for a refund. LaBounty stated that the ones bought at  
71 the beginning of the summer should all be returned. Arneson stated that the two newest

72 ones have been working, there's a need to reset. Arneson stated that there's some nuance  
73 to all of these. Wardwell stated that much like a lot of things at our Town Offices, you

74 pull one string, and a lot of other strings fall apart. Wardwell reviewed that 5 & 6 are  
75 working but cannot access 5 to get to that panel because there's such a huge erosion drop  
76 off. Furr stated that he would support returning them if that's possible. Wardwell stated

77 that he had not seen the original purchasing agreements of these signs. Wardwell  
78 reviewed that there is a company in Maine that we are trying to coordinate a service  
79 return.

80

81 Forward reviewed that we have a functional Police Department so it would be good for  
82 Duncan to work with Chief Cambridge to figure out whether or not these should be fixed.

83 Hill asked that at the bi-weekly staff meeting that Highway, Police and Fire come up with  
84 a plan. Arneson stated that each one has its own nuance. Wardwell confirmed that it's

85 not only what needs to be done but coordinating all the moving parts with everyone else  
86 very busy. Wardwell asked who is originally trained to do that in each Department.

87 Barnard stated that a boom truck could be rented. Barnard stated that she does not want  
88 to pay the Chief to figure out how these lights work. Hill stated that it's not that different  
89 from a fully employed Chief. Cote asked about who's going to spend the hours and the

90 resources analyzing the data and decision making. Furr stated that we are talking to our  
91 I.T. resources for a solution via a publicly available dashboard.

92

93 **Consideration of approving a price increase for post-flood cleaning of Town Center  
94 and Volunteers' Green Restroom building**

95 Timestamp: 0:18

96 [https://www.richmondvt.gov/fileadmin/files/Selectboard/Meetings/2023/10/3b\\_4SmartPr  
98 oLLC\\_price\\_increase.pdf](https://www.richmondvt.gov/fileadmin/files/Selectboard/Meetings/2023/10/3b_4SmartPr<br/>97 oLLC_price_increase.pdf)

98

99 People who participated in discussion: Furr, Miller, Sander, Arneson, Hill, Forward,  
100 Barnard, LaBounty

101

102 Furr stated that 4SmartPro LLC came back and said that based on increases in wages and  
103 materials they needed to update the bid and charge \$11,000 for cleaning both the Town  
104 Center basement and Volunteers Green Concession Stand/Bathrooms. Furr reviewed the  
105 choices around choosing between 4SmartPro LLC and ServiceMaster or going out to bid  
106 again. Arneson reviewed that he wishes that the Town Center was done already, and the  
107 restrooms would be nice to get it done at some point this winter so it's clean and ready to  
108 go by the springtime. Hill stated that he is daunted by the precedent, but these kinds of  
109 circumstances are happening all around between wages and supplies. Hill stated that  
110 he'd be inclined to proceed with the higher rate and just get it done. Forward stated that  
111 4SmartPro LLC got glowing references so he would be inclined to agree with Bard, we're  
112 not talking about a lot of money and a lot less money than ServiceMaster. LaBounty  
113 stated don't worry about precedent, please make the motion to do the full \$11,000.

114

115 *Forward moved to approve moving forward with 4SmartPro LLC for the cleaning*  
116 *contract for the Town Center and the Volunteers Green restrooms for \$11,000. Miller*  
117 *seconded.*

118 *Roll Call Vote: Forward, Furr, Hill, Miller, Sander in favor. Motion approved.*

119

## 120 **Consideration of approval of 2024 health insurance plans for Town staff**

121 Timestamp: 0:31

122 [https://www.richmondvt.gov/fileadmin/files/Selectboard/Meetings/2023/10/3c1\\_2024\\_B](https://www.richmondvt.gov/fileadmin/files/Selectboard/Meetings/2023/10/3c1_2024_BCBS_and_MVP_Healthcare_plans_rates.pdf)  
123 [CBS\\_and\\_MVP\\_Healthcare\\_plans\\_rates.pdf](https://www.richmondvt.gov/fileadmin/files/Selectboard/Meetings/2023/10/3c1_2024_BCBS_and_MVP_Healthcare_plans_rates.pdf)

124

125 [https://www.richmondvt.gov/fileadmin/files/Selectboard/Meetings/2023/10/3c2\\_Richmo](https://www.richmondvt.gov/fileadmin/files/Selectboard/Meetings/2023/10/3c2_Richmond_Specific-2024_Healthcare_Plans_renewal_analysis.pdf)  
126 [nd\\_Specific-2024\\_Healthcare\\_Plans\\_renewal\\_analysis.pdf](https://www.richmondvt.gov/fileadmin/files/Selectboard/Meetings/2023/10/3c2_Richmond_Specific-2024_Healthcare_Plans_renewal_analysis.pdf)

127

128 [https://www.richmondvt.gov/fileadmin/files/Selectboard/Meetings/2023/10/3c3\\_Health\\_I](https://www.richmondvt.gov/fileadmin/files/Selectboard/Meetings/2023/10/3c3_Health_Insurance_from_Compensation_Study.pdf)  
129 [nsurance\\_from\\_Compensation\\_Study.pdf](https://www.richmondvt.gov/fileadmin/files/Selectboard/Meetings/2023/10/3c3_Health_Insurance_from_Compensation_Study.pdf)

130

131 [https://www.richmondvt.gov/fileadmin/files/Selectboard/Meetings/2023/10/3c4\\_VLCT](https://www.richmondvt.gov/fileadmin/files/Selectboard/Meetings/2023/10/3c4_VLCT_2022_Compensation_and_Benefits_Report-Health_Ins..pdf)  
132 [2022\\_Compensation\\_and\\_Benefits\\_Report-Health\\_Ins..pdf](https://www.richmondvt.gov/fileadmin/files/Selectboard/Meetings/2023/10/3c4_VLCT_2022_Compensation_and_Benefits_Report-Health_Ins..pdf)

133

134 People who participated in discussion: Furr, Arneson, Bona, Hill, Martineau, Forward,  
135 LaBounty, Barnard, Sander, Cote

136

137 Furr reviewed the plans presented at the previous budget meeting. Furr stated that MVP  
138 was still cheaper than Blue Cross but MVP prices have gone up by 12.8%.

139

140 Furr stated that the Town has been contributing 100% of the Gold and Silver. Bona stated  
141 that we have three single employees on the High Deductible Gold plan and the rest are  
142 Platinum plan with only one family plan now. Hill stated that the percentages of  
143 contributions have a different value depending on whether it's Platinum, Silver, Gold,  
144 Bronze. Furr reviewed that a vast majority of Towns in Vermont contributed at least  
145 90%. Martineau reviewed that the Towns she works with contribute 90-100% for  
146 premium Platinum level. Forward reviewed that for an opt out on insurance, the Town  
147 pays \$5,000 for family and \$2,500 for individual. Forward stated that he appreciated last  
148 year's compensation study. Forward stated that he was reluctant to change the type of  
149 plan as it is just a whole ball of wax. Bona reviewed that she compared the VLCT 2022  
150 and 2023 manuals and where the bigger percentage is leaning towards the 100%

151 coverage, a couple of them changed from 84% to 86%. Martineau reviewed she worked  
152 with Alburgh, Underhill, East Montpelier, and Stowe and they pay between 90-100%.  
153 Martineau stated that HDHP means a Highly Deductible Health Plan.  
154 Hill stated that the Platinum plans are most directly comparable to our baseline, or what  
155 we pay for currently.

156  
157 Furr presented the Hickok & Boardman plan comparisons and asked about Standard  
158 plans and Non-Standard plans. Martineau stated that Standard plans have to look exactly  
159 the same benefit level is concerned. Martineau stated that the Non-Standard plans also  
160 have to include what's considered the 10 Essential Health Benefits, but the legislature  
161 said that carriers can differentiate themselves from each other for instance around  
162 wellness in Vermont. Richmond offers Platinum as a Standard plan. The Gold High  
163 Deductible is a Non-Standard plan and can earn \$600 in well-being benefits.

164  
165 Hill stated that the current Police collective bargaining agreement has the same plans, but  
166 at a 90%-10% premiums. Arneson stated it is the same one as all the other non-unionized  
167 employees. Hill stated that if health insurance premiums go up by more than 10%, that  
168 that element could be renegotiated in the Police collective bargaining. Hill stated that  
169 they went up by 12.8% and the cost increase of health insurance might lead to re-  
170 negotiation of that benefit due to cost to the taxpayer. Arneson reviewed that the  
171 premiums are lower for Gold and Silver so full coverage on that with a contribution to a  
172 health savings account, so the Town is paying the same amount whether you're on  
173 Platinum or Gold. Martineau reviewed that Cigna used to provide small-group fully  
174 insured plans and rates, but they pulled out of that market a couple of years ago.

175  
176 LaBounty stated that we don't know what percentage other Towns are at for their  
177 compensation level, they could be at a 50<sup>th</sup> and we're in 70th percentile. LaBounty  
178 reviewed that she asked at the budget meeting to consider going to 11%, to help negate  
179 that health care cost increase. Forward stated that he would be reluctant to lower the  
180 percentage of employee contribution and equally be reluctant to higher it at this point. So  
181 this year, we're now we're paying 90%. Of the Platinum, higher than gold is the premium  
182 plan on health insurance.

183  
184 *Forward move to offer MVP Platinum Plan with 90% of the premiums paid by the Town*  
185 *and 10 % paid by the employee and to also offer the MVP Gold 3 and Silver 2 High*  
186 *Deductible Healthcare Plans with the Town paying 100% of the deductible and*  
187 *contributing to a health savings account in an amount equal to the difference between*  
188 *90% of the Platinum premium and the full premium of Gold 3 or Silver 2. Sander*  
189 *seconded.*

190 *Roll Call Vote follows discussion.*

191  
192 Hill stated that he is wrestling with this as health insurance continues to go up double  
193 digits, 12.8%. Hill reviewed that If employees paid 1% more for their roughly \$3,200 a  
194 month of coverage, it would be about \$32 a month. Hill asked if that is fair or unfair  
195 compared to the rest of our citizens where it would appear to me many of them are  
196 paying a higher percentage than our employees. Hill stated that he considers the  
197 offsets of compensation, including wages and benefits such as health insurance costs  
198 which are theoretically comparable to somebody's wages. Forward stated that this will  
199 not put a strain on our budget. Cote asked what is the reasonable expectation of the  
200 Town employees' contribution. Furr asked if it is worth that extra savings to potentially

201 annoy our employees by saying we want one more percent. Bona stated that she came up  
202 with a total of \$1,550 per year for the Platinum folks. Forward stated that he thinks about  
203 comparing public employees to public employees rather than private. Forward reviewed  
204 that we are concerned about recruitment and retention of staff. Forward stated that he is  
205 standing by his motion and if it fails then he is willing to consider another one. Furr  
206 stated that he would hate to replace any member of the Highway Department because he  
207 thinks our employees deserve the compensation they're getting. Furr stated that he could  
208 vote for 10% or 11% but going to 11% would be more symbolic than anything else.  
209 Cote stated that as a public-school employee she is paying 20% of her health care  
210 premiums.

211  
212 Hill proposed a friendly amendment to change the percentage from 10 to 11%. Forward  
213 stated that he would like the motion to stand.

214  
215 *Roll Call Vote: Forward, Furr, Miller, Sander in favor. Hill not in favor. Motion*  
216 *approved.*

217  
218 **Review of financial policies**

219 Timestamp: 1:15

220 [https://www.richmondvt.gov/fileadmin/files/Selectboard/Meetings/2023/10/3d1\\_Fund ba](https://www.richmondvt.gov/fileadmin/files/Selectboard/Meetings/2023/10/3d1_Fund_balance_policy_Richmond_08-10-23.pdf)  
221 [lance policy Richmond 08-10-23.pdf](https://www.richmondvt.gov/fileadmin/files/Selectboard/Meetings/2023/10/3d1_Fund_balance_policy_Richmond_08-10-23.pdf)

222  
223 [https://www.richmondvt.gov/fileadmin/files/Selectboard/Meetings/2023/10/3d2\\_Reserve](https://www.richmondvt.gov/fileadmin/files/Selectboard/Meetings/2023/10/3d2_Reserve_Fund_policy_08-10-23-23.pdf)  
224 [\\_Fund\\_policy\\_08-10-23-23.pdf](https://www.richmondvt.gov/fileadmin/files/Selectboard/Meetings/2023/10/3d2_Reserve_Fund_policy_08-10-23-23.pdf)

225  
226 [https://www.richmondvt.gov/fileadmin/files/Selectboard/Meetings/2023/10/3d3\\_Chart f](https://www.richmondvt.gov/fileadmin/files/Selectboard/Meetings/2023/10/3d3_Chart_for_Unassigned_Funds.pdf)  
227 [or Unassigned Funds.pdf](https://www.richmondvt.gov/fileadmin/files/Selectboard/Meetings/2023/10/3d3_Chart_for_Unassigned_Funds.pdf)

228  
229 People who participated in discussion: Furr, LaBounty, Arneson, Bona, Forward,  
230 Sander, Hill, Miller, Barnard, Feinson

231  
232 Furr stated that the Fund balance policy and the Reserve Fund policy are not the same  
233 thing as Unassigned Funds. Furr reviewed that Reserve Funds are pockets of money that  
234 have been set aside for specific purposes. Furr asked how much as a minimum do we  
235 want to retain in terms of Unassigned and Restricted funds. Furr reviewed that  
236 Unassigned Funds are money we did not spend. Furr stated that if Highway didn't spend  
237 the money assigned for a forklift, then it would go into Restricted Unassigned meaning it  
238 has to be spent on the Highway Department, where all other Unassigned can be spent in a  
239 more general sense.

240  
241 Furr stated that our goal would be to have 15% of that year's budget set aside as  
242 Reserved. LaBounty stated that you need to carry balances up to 15% of your budget to  
243 have accessible for your cash flow purposes. LaBounty asked if your Reserves count as  
244 part of the Calculation. Furr confirmed that this is to facilitate cash flow but also in case  
245 of emergency spending. Bona confirmed that the 15% does not include the dollars that  
246 are in the Reserve Funds. Bona stated that the Unassigned and the Restricted Unassigned  
247 comes from revenues above what we budgeted or expenses below what we budgeted.  
248 Bona reviewed that the auditors put that in the financial reports after they pull everything  
249 together for the total for the year. Bona stated that it has nothing to do with the Reserves  
250 that we have raised in the budget to go to specific purposes. Bona stated that if you look

251 at the FY24 or FY25 budget you will see that we are contributing to the Capital Reserve  
252 with a list that shows what items we are paying for out of that Reserve this year. Arneson  
253 summarized that if buying a \$50,000 truck with Reserves, we put \$50,000 on expenses  
254 and then \$50,000 on revenue from the fund to pay for that through the budget. Arneson  
255 stated that we would show that as an expense and as an offsetting revenue that wasn't  
256 being raised in tax, we're going to use the Capital Reserve Fund. Arneson stated that  
257 starting last year, the Selectboard said we don't need to put that as an expense at an offset.  
258 Arneson reviewed that we created a separate page that talks about spending out of the  
259 Reserve Funds, \$50,000 expense to show Capital Highway \$100,000 minus \$50,000 for  
260 the truck. LaBounty asked if the 15% you are talking about has Capital Reserves  
261 spending and expenditures in it. LaBounty asked if your Reserve builds up to \$50  
262 million is that not available for cash flow or emergency repair bills. Bona stated that  
263 when we vote on a budget and put money into Reserves, we're voting on the reason for  
264 what that money is for. Bona reviewed that if we budget \$100,000 to go into the  
265 Highway Capital budget and that's going towards the purchase of an excavator in three  
266 years, we can't use it for an emergency. Bona stated that for the Town of Richmond,  
267 capital expenditures are items that are more than \$5,000. Bona reviewed that we do have  
268 in the Fire Department's equipment line several items that are over \$5,000 in the Capital  
269 Plan. Bona stated that these items are being paid with tax dollars this year, however, the  
270 portion going into the Fire department's Capital Reserve has specific purposes for within  
271 the next five years to pay for the rescue truck.

272  
273 Bona stated that the auditors are recommending we maintain 15% of the next operational  
274 budget to include Capital Reserves. Bona reviewed that they're suggesting that because if  
275 everything went wrong, they want you to have 15% or two months of your budget  
276 hanging out to cover expenses. Bona stated that whatever goes wrong, your money and  
277 your Reserves have already been voted on for specific purposes, the Unassigned and  
278 Restricted funds have not.

279  
280 Furr stated that these policies are things we need to ratify or not approve. Furr stated that  
281 the way it is currently drafted says minimum of 15% should be available for Unassigned  
282 Funds, 15% of the Highway budget should be Restricted Funds, and when the combined  
283 Restricted and Unassigned Fund balance drops below 15%, the Town will only use  
284 Restricted Unassigned Funds for emergency purposes until the balance is replenished.  
285 Bona stated that different recommendations from the same auditing firm, say 15-20% or  
286 18-24%. Sander confirmed at least 15%. Hill stated that 15% seems plausible. Miller  
287 stated that she has no objections to 15%.

288  
289 Forward asked about the constraint imposed by the budget voted on by the Town's  
290 residents to apply prior year's Unassigned Fund Balances to the upcoming fiscal year.  
291 Hill stated that you're taking last year's and putting it toward next years in order to get to  
292 the 15%. Arneson confirmed that it should also read that the Unassigned Funds are  
293 available for any purpose approved by the Selectboard OR the voters.

294  
295 LaBounty stated that 15% is the maximum that you should consider because these  
296 Unassigned Funds accumulated went from 35% to 55%. LaBounty stated that you are  
297 setting aside money with no intention purposes of either putting it into your Reserves or  
298 giving us a service that you're taxing us. LaBounty stated that as a Town, you have the  
299 ability to instantly borrow money in the case of emergency that you were going to  
300 overspend that 15%. Hill suggested that edits go to Connie and Lisa, and we do not

301 continue to wordsmith here tonight. Bona reviewed that the auditors want us to maintain  
302 a minimum of 15% of our operational budget to have on hand, we can add in a not to  
303 exceed maximum. Arneson reviewed that we will revisit this at the next meeting.  
304  
305 Furr stated that the Reserve Fund policy is in a state where we hope to have a final draft.  
306 Bona reviewed that this is dictated by statute or what the voters have voted on., each  
307 Reserve has a specific purpose. Bona stated that audits spell out what can be done with  
308 each Reserve and how it is restricted. Arneson confirmed that having the policy will help  
309 us to spell out the specifics. Forward stated that one banking account he would like to  
310 see as a Reserve Fund is the Town Center Fund with the intent of getting revenue from  
311 rents. Forward stated that we should start spending some of these little Reserve Fund  
312 balances like the \$1,200 Rec Path budget, \$12,000 Soccer line item or the \$270 Tree  
313 Replacement fund. Arneson stated that Recreational Soccer is a separate organization  
314 and their money's here. Hill stated that each one has its own set of issues and is a mini  
315 study. Furr stated that the policy's going to be on file for years to come and it doesn't  
316 need to have a moment in time balance. Arneson stated that the audit has a moment in  
317 time balance at the end of each fiscal year.  
318  
319 Feinson stated that this is a policy that describes the current developments and their  
320 purposes. Feinson recommended approving this and asking the Town Treasurer to do the  
321 research and recommendation of changes to these funds. Hill asked if we want to  
322 approve it with the request of addition of Town Center Funds. Bona stated that she  
323 wanted to ask the auditors as it is just listed as funds not actually as a Reserve.  
324  
325 *Miller moved to approve the Reserve Fund policy as written and it will probably be*  
326 *amended for the Town Center Fund. Hill seconded.*  
327 *Roll Call Vote: Forward, Furr, Hill, Miller, Sander in favor. Motion approved.*  
328  
329 **Consideration of including improvements to the Round Church Green in the town**  
330 **properties that can be considered for American Rescue Plan Act funding by the**  
331 **Volunteers Green and Browns Court Project Committee**  
332 Timestamp: 1:51  
333  
334 People who participated in discussion: Furr, Barnard, Hill, Ziskie, Forward, Hill, Sander  
335  
336 Barnard stated that the Round Church Park is one of our beautiful parks that we have in  
337 the Town of Richmond. Barnard stated that there are many sinkholes, trees that need to  
338 come down, stumps that need to be removed, the monument and the bench need to be  
339 cleaned. Barnard asked to include that park as part of the landscape.  
340  
341 *Hill moved to expand the scope of the Volunteers Green and Browns Court Project*  
342 *Committee to include recommending the use of ARPA funds for improvements at the*  
343 *Round Church Green. Sander seconded.*  
344 *Roll Call Vote follows discussion.*  
345  
346 Barnard asked if it is possible to have a staff person at our meetings. Barnard asked if the  
347 Selectboard would like an update every two weeks. Barnard stated they have coordinated  
348 information with the Recreation Committee. Ziskie stated that they have reached out to  
349 the Farmers Market, Richmond Community Band, Soccer, Baseball. Forward stated that

350 currently they have three meetings in November. Furr confirmed that it does not have to  
351 be an agenda item, but you can always email updates.

352

353 *Roll Call Vote: Forward, Furr, Hill, Miller, Sander in favor. Motion approved.*

354

355 **Consideration of use of \$148,000 in American Rescue Plan Act fund for restoration**  
356 **work on the Richmond Free Library building**

357 Timestamp: 1:58

358 [https://www.richmondvt.gov/fileadmin/files/Selectboard/Meetings/2023/10/3f1\\_Revised](https://www.richmondvt.gov/fileadmin/files/Selectboard/Meetings/2023/10/3f1_Revised)  
359 [Request for ARPA Funds October.pdf](#)

360

361 [https://www.richmondvt.gov/fileadmin/files/Selectboard/Meetings/2023/10/3f2\\_Richmon](https://www.richmondvt.gov/fileadmin/files/Selectboard/Meetings/2023/10/3f2_Richmon)  
362 [d Library Assessment 2023-HVC 1 .pdf](#)

363

364 People who participated in discussion: Furr, Dana, Barnard, Forward, Hill, LaBounty,  
365 Hill, Sander

366

367 Dana stated that they did not get the grant, however all the work still needs to be done on  
368 the Library. Dana reviewed that she put in a request for ARPA funding for \$148,000 for  
369 the two most important and logical things that need to be done to preserve the building.

370 Dana stated that Alex Tolstoi was the builder from the work this summer and he put in a  
371 new building assessment. Dana itemized the rest of the woodwork repairs on the upper  
372 towers, added a 10% contingency and 3-5% inflation recognizing that we're going to be  
373 looking at next summer. Dana also requested an owner's rep to manage this because our  
374 librarian doesn't have the expertise or the time to manage the production project.

375

376 Furr stated that the grant match was going to be \$150,000. Furr stated that the ARPA  
377 budget is basically a wash as that money would have been used for the grant. Forward  
378 stated that the Town Center Committee has reviewed this and fully supports the work that  
379 needs to be done. Forward stated that this is a repair that's going to need to be done again  
380 so he feels that we should have a line item in our Reserve budget to do this type of repair.  
381 Forward suggested approving the request, but using the Town Center Reserve Funds, we  
382 have ~\$250,000 in that right now. Hill asked what's the difference between using Town  
383 Center Reserve funds and using the ARPA funds. Forward stated that if we put all of  
384 them in the ARPA fund category, there's not enough to cover it, there would be  
385 competing interest that the Selectboard had to choose between. Hill suggested leaving  
386 the \$150,000 for the Library exterior and reducing the Town Center solar efficiency by  
387 \$150,000 and take the balance out of Town Center. Forward stated that the Town Center  
388 efficiency fit the criteria of the ARPA Committee quite well. Dana stated that the solar  
389 depends on a positive bond vote in March. LaBounty reviewed that the ARPA  
390 committee took six months to talk about criteria, procedures, deadline dates and approved  
391 the Library. LaBounty stated that we knew it needed \$300,000 worth of work and it was  
392 going to be spent whether it was matched or not. LaBounty stated that the solar energy  
393 Town Center \$340,000 is on this list but has never been at the ARPA Committee. Furr  
394 confirmed that we did approve Library funds and it is a shovel ready project. Furr stated  
395 that he thinks it would be better to approve the \$150,000 for the Library and consider  
396 funding the solar if and when the time comes.

397

398 *Hill moved to approve the use of \$148,000 in ARPA funds for restoration work on the*  
399 *Library building as presented. Sander seconded.*

400 *Roll Call Vote follows discussion.*

401

402 Forward stated that this was his attempt to accommodate all of the requests for the ARPA  
403 funds so that we don't have to pick and choose later on.

404

405 *Roll Call Vote: Forward, Furr, Hill, Miller, Sander in favor. Motion approved.*

406

407 **Discussion of American Rescue Plan Act fund request from Town Center**

408 **Committee**

409 Timestamp: 2:22

410 [https://www.richmondvt.gov/fileadmin/files/Selectboard/Meetings/2023/10/31\\_Town\\_Ce](https://www.richmondvt.gov/fileadmin/files/Selectboard/Meetings/2023/10/31_Town_Center_Renovation_Project_ARPA_Request.pdf)  
411 [nter Renovation Project ARPA Request.pdf](https://www.richmondvt.gov/fileadmin/files/Selectboard/Meetings/2023/10/31_Town_Center_Renovation_Project_ARPA_Request.pdf)

412

413 People who participated in discussion: Furr, Forward, Barnard, Hill, LaBounty

414

415 Barnard requested tabling this until it goes before the ARPA Committee. Forward stated  
416 that it's less expensive to renovate this building than to build new. Forward stated that  
417 the Town Center Committee wanted to get it below \$10 million. Forward stated the  
418 Town Center Committee strongly recommends solar and isolated it out of the project so it  
419 wouldn't necessarily be in the bond amount but funded through another source. Forward  
420 reviewed that there's a federal program now that they will give us 30% of the installation  
421 cost. Forward stated that we're recommending going to an all-electric heating system,  
422 rather than installing a fossil fuel heating system. Forward stated it fits the definition of  
423 the criteria that the ARPA Committee set up initially. Furr observed that we could  
424 partially fund the solar from ARPA, if the ARPA Committee comes back and says that's  
425 a good idea. Hill stated that it would be reasonable for the ARPA Committee to look at a  
426 revised table. LaBounty requested that the request be rescinded and bring it back to the  
427 ARPA Committee. Furr summarized that Jeff has agreed to withdraw that.

428

429 **Consideration of approval of Access Permit for 595 Huntington Rd.**

430 Timestamp: 2:31

431 [https://www.richmondvt.gov/fileadmin/files/Selectboard/Meetings/2023/10/3g\\_Access\\_P](https://www.richmondvt.gov/fileadmin/files/Selectboard/Meetings/2023/10/3g_Access_Permmit_Application_-_595_Huntington_Rd..pdf)  
432 [ermit Application - 595 Huntington Rd..pdf](https://www.richmondvt.gov/fileadmin/files/Selectboard/Meetings/2023/10/3g_Access_Permmit_Application_-_595_Huntington_Rd..pdf)

433

434 People who participated in discussion: Furr, Arneson, Sander, Hill

435

436 Arneson stated that this is just moving an existing driveway about 210 feet.

437

438 *Sander moved to approve Access Permit Application AC2023-04 for an access at 595*  
439 *Huntington Rd. Hill seconded.*

440 *Roll Call Vote: Forward, Furr, Hill, Miller, Sander in favor. Motion approved.*

441

442 **Consideration of approval of Access Permit for 2260 Stage Rd.**

443 Timestamp: 2:34

444 [https://www.richmondvt.gov/fileadmin/files/Selectboard/Meetings/2023/10/3h\\_Access\\_P](https://www.richmondvt.gov/fileadmin/files/Selectboard/Meetings/2023/10/3h_Access_Permmit_Application_-_2260_Stage_Rd..pdf)  
445 [ermit Application - 2260 Stage Rd..pdf](https://www.richmondvt.gov/fileadmin/files/Selectboard/Meetings/2023/10/3h_Access_Permmit_Application_-_2260_Stage_Rd..pdf)

446

447 People who participated in discussion: Furr, Arneson, Sander, Forward, Hill

448

449 Arneson reviewed that this is access for a driveway to a new dwelling and the DRB will  
450 review the slope in the pitch. Arneson stated that Pete is okay with the culvert.

451

452 *Sander moved to approve Access Permit Application AC2023-02 for an access at 2260*  
453 *Stage Rd. Hill seconded.*

454 *Roll Call Vote: Forward, Furr, Hill, Miller, Sander in favor. Motion approved.*

455

456 **Consideration of request by the Trails Committee to utilize \$1,684 remaining from a**  
457 **previous project from the Conservation Reserve Fund to repair damage to trails**

458 Timestamp: 2:37

459 [https://www.richmondvt.gov/fileadmin/files/Selectboard/Meetings/2023/10/3i1\\_2023\\_R  
460 TC\\_Funding\\_CRF\\_for\\_Trail\\_Repair\\_Budget\\_Revision.pdf](https://www.richmondvt.gov/fileadmin/files/Selectboard/Meetings/2023/10/3i1_2023_R<br/>460 TC_Funding_CRF_for_Trail_Repair_Budget_Revision.pdf)

461

462 [https://www.richmondvt.gov/fileadmin/files/Selectboard/Meetings/2023/10/3i2\\_Email\\_o  
463 n\\_RCC\\_Recommendation.pdf](https://www.richmondvt.gov/fileadmin/files/Selectboard/Meetings/2023/10/3i2_Email_o<br/>463 n_RCC_Recommendation.pdf)

464

465 People who participated in discussion: Furr, Rosovsky, Hill, Miller, Forward, Arneson

466

467 Furr stated that the Trails Committee informed us that they're not ready to proceed with  
468 the entire request, they only want to request \$1,684 that was left unspent from a

469 previously approved request to be used to repair damage to the Rivershore Trail.

470 Rosovsky stated that the work they had done on repairing all those bridges had been

471 wiped out by the flood so they're hoping to use that towards repair. Hill stated that this

472 appears to be partial funding of that full repair as described in this document. Rosovsky

473 stated that the Trails Committee wanted to put in a request for additional money to

474 complete the work, but they were not ready to do that. Arneson stated that anything over

475 \$1,000 you're supposed to get three quotes.

476

477 *Hill moved to approve a request from the Richmond Trails Committee for the use of*  
478 *\$1684 remaining from the 2022 Conservation Fund allocation for a bridge repair*  
479 *project, to be used for repairs to the Rivershore Trail due to damages from the flooding.*

480 *Miller seconded.*

481 *Roll Call Vote follows discussion.*

482

483 Forward asked if we could use the Rec Path Reserve Fund and use it up on this project.

484 Hill stated that they're going to have a trial issue discussion that could easily be used by

485 some of the rest of the funding. Arneson stated that we have to figure out exactly what

486 the was established for and why it could be transferred.

487

488 *Roll Call Vote: Forward, Furr, Hill, Miller, Sander in favor. Motion approved.*

489

490 **Consideration of request by the Conservation Commission to utilize \$150 from the**  
491 **Conservation Reserve Fund to purchase frog crossing signs**

492 Timestamp: 2:43

493 [https://www.richmondvt.gov/fileadmin/files/Selectboard/Meetings/2023/10/3j1\\_2023\\_RS  
494 OSN\\_Application\\_for\\_CRF\\_funds.pdf](https://www.richmondvt.gov/fileadmin/files/Selectboard/Meetings/2023/10/3j1_2023_RS<br/>494 OSN_Application_for_CRF_funds.pdf)

495

496 [https://www.richmondvt.gov/fileadmin/files/Selectboard/Meetings/2023/10/3j2\\_Details  
497 on\\_Frog\\_Crossing\\_recommendation\\_from\\_the\\_Conservation\\_Commission.pdf](https://www.richmondvt.gov/fileadmin/files/Selectboard/Meetings/2023/10/3j2_Details<br/>497 on_Frog_Crossing_recommendation_from_the_Conservation_Commission.pdf)

498

499 People who participated in discussion: Furr, Rosovsky, Forward, Hill

500

501 Furr stated that the Conservation Commission worked with a group called Richmond  
502 Save Our Salamanders Network to make a request for some money to put signs up on  
503 Cochran Rd to remind drivers to look out for frogs and salamanders crossing the road at  
504 peak times. Furr stated that in the packet they are asking for \$100 in Conservation funds  
505 to cover fees for safety vests, clickers and salamander signs and then requesting funds for  
506 two frog crossing signs and the numbers don't total up to \$150. Rosovsky stated that they  
507 can remove the clickers to make the total \$150, the second set of signs is redundant.

508 Rosovsky stated that she included posts.

509

510 *Forward moved to approve up to \$150 in Conservation Reserve Funds to cover the cost*  
511 *of safety vests, clickers, and 2 metal signs and posts, as described in the Richmond Save*  
512 *Our Salamanders Network. These funds must be expended within 3 years of the date of*  
513 *final approval, by approximately Oct 16, 2026. Hill seconded.*

514 *Roll Call Vote follows discussion.*

515

516 Wagg asked what the expectation is if you are driving along and a bunch are hopping on  
517 the road. Wagg asked what is the end goal, stop moving your vehicle or honk your horn  
518 until you don't see any hopping? Rosovsky stated that there will probably be people  
519 there trying to facilitate the crossing, but the signs are up for general awareness or to  
520 avoid driving on rainy nights or to direct people to a group in Town concerned about this.  
521 Furr asked if anyone explored the possibility of building special tunnels. Rosovsky stated  
522 that it is a pilot project they want to find the concentrated areas of frog crossing as  
523 tunnels and culverts can be expensive. Forward asked if they want to close Cochran Rd  
524 for any period in the evening when raining. Rosovsky stated she does not think so as  
525 Cochran Rd isn't a high traffic area and that is why we would have flashlights, safety  
526 vests and orange cones to get people to slow down a bit. Furr volunteered to be on site to  
527 help them across.

528

529 *Roll Call Vote: Forward, Furr, Hill, Miller, Sander in favor. Motion approved.*

530

### 531 **Consideration of participating in the Welcoming and Engaging Communities** 532 **Cohort**

533 Timestamp: 2:51

534 [https://www.richmondvt.gov/fileadmin/files/Selectboard/Meetings/2023/10/3k\\_Link\\_to](https://www.richmondvt.gov/fileadmin/files/Selectboard/Meetings/2023/10/3k_Link_to_More_Information_about_EPIC.pdf)  
535 [More Information about EPIC.pdf](https://www.richmondvt.gov/fileadmin/files/Selectboard/Meetings/2023/10/3k_Link_to_More_Information_about_EPIC.pdf)

536

537 People who participated in discussion: Furr, Forward, Arneson

538

539 Furr reviewed that this item has to do with diversity, equity and inclusion. Arneson  
540 confirmed that this is a VLCT program with Abundant Sun. Furr stated that they asked  
541 for at least three members from each Town. Furr stated that Keith Osborne, our Planning  
542 and Zoning Director, has said he'd be interested. Arneson confirmed that we wouldn't  
543 have to go back out and collect all the data again and meetings were remote and every  
544 two or three weeks and educational. Arneson stated he would check with other people on  
545 staff or committee chairs.

546

547 *Forward moved to submit an application to participate in the Welcoming and Engaging*  
548 *Communities Cohort if the Town Manager can find significant interest from staff or*  
549 *volunteers. Miller seconded.*  
550 *Roll Call Vote: Forward, Furr, Hill, Miller, Sander in favor. Motion approved.*

551

552 **Staffing update**

553 Timestamp: 2:57

554

555 People who participated in discussion: Furr

556

557 Furr summarized the Town staff:

558 -Administration, fully staffed, no changes

559 -Highway, fully staffed, no changes

560 -Police, currently there is the Chief position, three full time position, and three part time  
561 positions open in the Police Department.

562 -Library, Jennifer Esser (20 hours) resigned in May and was replaced with Suzanne

563 Krohn at 24 hours, meaning an addition to VMERS. Melissa Lawler's hours increased to  
564 24 hours on September 1, another addition to VMERS. Jennifer Sprague works

565 occasionally as a substitute.

566 -Planning and Zoning, fully staffed, no changes.

567 -Water and Sewer, Lead Process Operator Allen Carpenter resigned in August. Carpenter  
568 also served as Interim Water and Wastewater Superintendent from October 2022 through  
569 July 2023. Steve Cote has been promoted to the Water and Wastewater Superintendent.

570 There are two open positions, and we are currently interviewing for them.

571

572 **Monthly Planning and Zoning update**

573 Timestamp: 2:58

574 [https://www.richmondvt.gov/fileadmin/files/Selectboard/Meetings/2023/10/3n\\_Septembe](https://www.richmondvt.gov/fileadmin/files/Selectboard/Meetings/2023/10/3n_Septembe)  
575 [r-October\\_2023\\_monthly.pdf](https://www.richmondvt.gov/fileadmin/files/Selectboard/Meetings/2023/10/3n_Septembe)

576

577 People who participated in discussion: Furr, Forward, Miller, Arneson

578

579 Furr summarized updated information by Planning and Zoning Director, Keith Osborne, in  
580 the packet. Arneson stated that the current lists compare the data for research to see if  
581 they all have permits and if they don't then how to follow up.

582

583 **Richmond Rescue quarterly report**

584 Timestamp: 3:03

585 [https://www.richmondvt.gov/fileadmin/files/Selectboard/Meetings/2023/10/3o\\_Richmon](https://www.richmondvt.gov/fileadmin/files/Selectboard/Meetings/2023/10/3o_Richmon)  
586 [d\\_Rescue\\_FY24\\_Q1\\_updaet.pdf](https://www.richmondvt.gov/fileadmin/files/Selectboard/Meetings/2023/10/3o_Richmon)

587

588 People who participated in discussion: Furr, Arneson, Hill, Forward

589

590 Hill stated that the Richmond rescue data response times from their headquarters in  
591 Richmond to Hinesburg is an average of 17-18 minutes and within Richmond the  
592 response time for Rescue is 7-8 minutes. Furr summarized long-time member Rich  
593 Dana's 25 years of service and other items provided in the packet.

594

595 **Approval of Minutes, Purchase Orders, Warrants**

596 Timestamp: 3:06

597

598 **Minutes:**

599

600 *Miller moved to approve the Minutes of 10/2/23. Sander seconded.*

601 *Roll Call Vote: Forward, Miller, Sander in favor. Furr and Hill abstain.*

602 *Motion approved.*

603

604 *Sander moved to approve the Minutes of 10/10/23. Miller seconded.*

605 *Roll Call Vote: Forward, Furr, Hill, Miller, Sander in favor.*

606 *Motion approved.*

607

608 **Purchase Orders:**

609

610 *Sander moved to approve PO# 4806 to U.S. Bank for Fire Truck and Jericho Rd loans*  
611 *for not to exceed \$117,164.75. Forward seconded.*

612 *Roll Call Vote: Forward, Furr, Hill, Miller, Sander in favor.*

613 *Motion approved.*

614

615 **Warrants:**

616

617 *Sander moved to approve the general warrants as amended on 10/16/2023 to remove*  
618 *invoice for \$4,177.50 to MSK Engineers which should be approved by Water & Sewer.*

619 *Forward seconded.*

620 *Roll Call Vote follows discussion.*

621

622 *Forward asked about the water meter costs at the Town Center. Arneson reviewed that*  
623 *there's different fixed costs for water based on the uses inside the Town Center building.*

624 *Hill stated that might be a follow up question to Water/Sewer or Connie.*

625

626 *Roll Call Vote: Forward, Furr, Hill, Miller, Sander in favor. Motion approved.*

627

628 **Next Meeting Agenda**

629 \*Charitable appropriation guidelines

630 \*Radar sign updates

631

632 **Adjourn**

633

634 *Sander moved to adjourn. Miller seconded.*

635 *Roll Call Vote: Forward, Furr, Hill, Miller, Sander in favor. Motion approved.*

636

637 **Meeting adjourned at: 10:20 PM**

638

639 **Chat file from Zoom: None**