

1 **Town of Richmond**
2 **Selectboard Meeting**
3 **Minutes of February 5, 2024**
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; Keith Osborne, Town Planner; Tyler Machia,
11 Zoning Administrator
12

13 **Others Present:** Meeting was recorded by MMCTV, Bradley Holt, Cathy Markavich,
14 Chuck Gilroy, Connie van Eeghen, Dave Thomas, Deb Rouelle, Diane Mariano, Ian
15 Bender, Jason Pelletier, John Cohn, John Rankin, June Heston, Martha, Mary Houle,
16 Nathaniel Merrill, Nick Bouton, Peter Garceau, Rachel's iPad, Stefani Hartsfield,
17 Tammy's desktop, Tom Aistle, Zoey Bernstein
18

19 **MMCTV Video:** <https://youtu.be/0cH3NBpxO-M?si=1x3PgndjDZ-fXsnf>
20

21 **Call to Order:** 7:01 pm
22

23 **Welcome by:** Furr
24

25 **Public Comment:**
26

27 Houle stated that she does not believe that this vote on the Town Center is going to be the
28 right choice. Houle wondered where all the services will go during the rehab as OSHA
29 will not allow them to be in this building during any reconstruction. Houle stated that she
30 would like a new location for this new building out of the floodplain.
31

32 **Additions or Deletions to Agenda:** None
33

34 **Items for Presentation or Discussion with those present**
35

36 **Presentation of FY23 Audit**

37 Timestamp: 0:03

38 https://www.richmondvt.gov/fileadmin/files/Selectboard/Meetings/2024/02/3a1_Richmond_FS23_Final.pdf
39

40
41 https://www.richmondvt.gov/fileadmin/files/Selectboard/Meetings/2024/02/3a2_Richmond_SAS_114_Letter_June_2023_Final.pdf
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43
44 https://www.richmondvt.gov/fileadmin/files/Selectboard/Meetings/2024/02/3a3_Richmond_ML23_Final.pdf
45

46
47 People who participated in discussion: Furr, Arneson, Markavich, Forward, Heston, Bona
48

49 Markavich stated that her and Rouelle are from RHR Smith to provide a brief audit
50 summary with most of the detailed information in the back. Markavich confirmed that

51 cash at any of the local or other institutions that have your tax ID number on them are
52 properly recorded on the Town's books as is required by Governmental Accounting
53 Standards Board. Markavich stated that they recommended the items they believed stood
54 out but nothing major. Markavich confirmed that the responses from Connie and your
55 staff were acceptable as corrective action and seemed to be a good path moving forward.
56 Bona reviewed the other three people involved with the bank reconciliation process.
57 Markavich stated that they appreciate the opportunity to work with your Town, your staff
58 have been easy to work with. Furr confirmed that all the documents are on the Finance
59 Department page and the Selectboard packet for this week. Bona confirmed that a couple
60 of Selectboard members have agreed to work with her on updating those policies in the
61 response to the management letter.

62

63 **Review of Second Quarter FY24 financial reports**

64 Timestamp: 0:22

65 https://www.richmondvt.gov/fileadmin/files/Selectboard/Meetings/2024/02/3b01_FY24_QTR_2_Budget_Status_General.pdf

66

67
68 https://www.richmondvt.gov/fileadmin/files/Selectboard/Meetings/2024/02/3b01_FY24_QTR_2_Budget_Status_Highway.pdf

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70
71 https://www.richmondvt.gov/fileadmin/files/Selectboard/Meetings/2024/02/3b02_FY24_QTR_2_General_Fund_Financials_12-31-23_1.pdf

72

73
74 https://www.richmondvt.gov/fileadmin/files/Selectboard/Meetings/2024/02/3b03_FY24_Debt_Schedule.xlsx

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77 https://www.richmondvt.gov/fileadmin/files/Selectboard/Meetings/2024/02/3b04_FY24_QTR_2_Backup_1_Delinquent_Tax_Report.pdf

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79
80 https://www.richmondvt.gov/fileadmin/files/Selectboard/Meetings/2024/02/3b05_FY24_QTR_2_Backup_2_General_Ledger_School_Tax_Payable_Report.pdf

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82
83 https://www.richmondvt.gov/fileadmin/files/Selectboard/Meetings/2024/02/3b06_FY24_QTR_2_Backup_3_General_Ledger_Tax_Report.pdf

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85
86 https://www.richmondvt.gov/fileadmin/files/Selectboard/Meetings/2024/02/3b07_FY24_QTR_2_Backup_4_Cash_Receipts_Report.pdf

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89 https://www.richmondvt.gov/fileadmin/files/Selectboard/Meetings/2024/02/3b08_FY24_QTR_2_Backup_5_Tax_Status_Report_past_years.pdf

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92 https://www.richmondvt.gov/fileadmin/files/Selectboard/Meetings/2024/02/3b09_FY24_QTR_2_Backup_6_Tax_Status_Current_Year.pdf

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95 https://www.richmondvt.gov/fileadmin/files/Selectboard/Meetings/2024/02/3b10_FY24_QTR_2_Trial_Balance_funds_10-15.pdf

96

97
98 https://www.richmondvt.gov/fileadmin/files/Selectboard/Meetings/2024/02/3b11_FY24_QTR_2_Trial_Balance_funds_25-73.pdf

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

Arneson stated that there are 11 different documents in the package and the two that he finds most helpful are the Budget Status reports for both General and Highway. Arneson confirmed that the fiscal year started in July and Period 6 is December or halfway through FY24.

Arneson reviewed the Police Department net savings of about \$161,000 on the personnel side. Arneson stated that Fire salaries were up but due to flooding events. Arneson stated that they pay a little bit more on the Fire workers comp due to the nature of the work they're doing. Arneson reviewed Highway for gravel, salt, and sand, stormwater, sidewalks, and paving. Bona reviewed that they budgeted for \$500,000 in Restricted funds to be used towards the budget.

Consideration of approval of access permits, hammerhead turnaround, and road name for Hillview Heights Subdivision

Timestamp: 0:34

https://www.richmondvt.gov/fileadmin/files/Selectboard/Meetings/2024/02/3c1_Access_Permit_AC2024-01.pdf

https://www.richmondvt.gov/fileadmin/files/Selectboard/Meetings/2024/02/3c2_Access_Permit_AC2024-02.pdf

https://www.richmondvt.gov/fileadmin/files/Selectboard/Meetings/2024/02/3c3_C-1_-_C-20_Avonda_Site_Plan.pdf

https://www.richmondvt.gov/fileadmin/files/Selectboard/Meetings/2024/02/3c4_EX-3_Lot_1_Sight_Distance.pdf

https://www.richmondvt.gov/fileadmin/files/Selectboard/Meetings/2024/02/3c4b_EX-3_Lot_1_Sight_Distance_2_updated.pdf

https://www.richmondvt.gov/fileadmin/files/Selectboard/Meetings/2024/02/3c5_Holt_-_Re_Hillview_Heights_Applications_to_Selectboard.pdf

https://www.richmondvt.gov/fileadmin/files/Selectboard/Meetings/2024/02/3c6_Response_to_Holt_Access_Questions_2024.pdf

People who participated in discussion: Furr, Machia, Forward, Hill, Miller

Furr reviewed that on January 16th, Holt and Pelletier asked questions about some of the permitting for the access sightlines for the hammerhead turnaround and for the name of the road. Furr stated that Machia prepared a document reviewing each of the groups of questions. Machia stated that it boils down to a misinterpretation of Section 6.2.1.e. Machia stated that if there's a conflict between State and local regulations, the more stringent applies. Machia stated that the issues about access to lot 3, isn't anything to consider as his memo goes into more detail. Machia reviewed that for lots 4-7, the subdivision was approved in the original zoning permit and any conditions on that are voided and the applicants are allowed to change applications as many times as long as

151 they go through the proper procedures. Machia confirmed that the applicants do not need
152 a permit for lot 3 but they do for 4-7. Machia reviewed the hammerhead turnaround, and
153 a private road starts when it serves four or more houses and where it ends is where it
154 stops serving four more houses. Machia reviewed that he attached some draft conditions
155 to consider, which would approve it under the condition that the applicants go to the
156 Development Review Board and amend their subdivision application. Machia stated that
157 there really wasn't any issue with the road name as the general rule is the applicants pick
158 the road name, and he runs it by E-911.

159
160 Forward asked why the Selectboard would weigh in on this one way or the other if the
161 applicant and the public has ample opportunity during the DRB process. Machia
162 confirmed that the reason for that is because it says so in the regulations.

163
164 *Forward moved to approve the following for the Hillview Heights Subdivision: Access*
165 *Permit 2024-01 with conditions as stated in attachment to the permit, Access Permit*
166 *2024-02, the road name "Hillview Heights Way" for the road that access lots 4 – 7, and*
167 *the hammerhead turnaround for the road that accesses lots 4-7. Hill seconded.*
168 *Roll call vote follows discussion.*

169
170 Holt stated that this subdivision has been in the works since the beginning of 2021, and
171 he felt that it was rare for any public official or permitting authority to listen to their
172 concerns until the last board meeting. Holt stated that his concerns related to the
173 consideration to approve all these applications are outlined by his January 21st letter.
174 Holt stated that he has witnessed enormous bias in favor of the developer on the part of
175 our Town's permitting authorities. Holt stated that this memo is just one more insult by
176 this Town's permitting authorities over the last three years. Holt summarized that the
177 conclusion section was completely inappropriate, uncalled for and demonstrates the bias
178 nature of the memo.

179
180 Hill stated that their role is defined in the regulations, there are elements not currently
181 before them that are of concern, and there are appeal rights. Miller stated that they hire
182 qualified staff, and she is not qualified to second guess any of those professionals.

183
184 *Roll Call Vote: Forward, Furr, Hill, Miller, Sander in favor. Motion approved.*

185
186 **Update from Parking Advisory Committee including discussion of overnight**
187 **parking**

188 Timestamp: 0:55

189 [https://www.richmondvt.gov/fileadmin/files/Selectboard/Meetings/2024/02/3d_Link_to](https://www.richmondvt.gov/fileadmin/files/Selectboard/Meetings/2024/02/3d_Link_to_Parking_Advisory_Committee_Presentation.pdf)
190 [Parking Advisory Committee Presentation.pdf](https://www.richmondvt.gov/fileadmin/files/Selectboard/Meetings/2024/02/3d_Link_to_Parking_Advisory_Committee_Presentation.pdf)

191
192 People who participated in discussion: Furr, Sander, Cohn, Gilroy, Rankin, Hill, Forward,
193 Arneson, Mariano, Osborne, Heston

194
195 Sander stated that there has been a lot of community involvement, teamwork, and
196 collaboration for a very substantial problem. Cohn, Gilroy, and Rankin reviewed that
197 they are the Recreational Parking Advisory Committee and presented what happened this
198 year and what's on the plate (see link above). Cohn presented PAC's feedback on
199 overnight parking and recommended changes to the Richmond Municipal Park
200 Ordinance, specifically in the General (add "and Overocker Park of Cochran Rd") and

201 Section 4, Sub-section B (add “vehicles, or an other temporary shelter for the intention of
202 overnight use.”)
203

204 Hill observed that he’s seen people park for extended periods of time at Willis Hill and
205 Southview, and Fay’s Corner. Arneson stated that he doesn't think that everything here is
206 necessarily Town owned. Gilroy mentioned the Andrews Town property and Robbins
207 Mountain parking areas might also fall under their umbrella. Hill stated that they should
208 be properly cautious about the relationship between a public sector police department and
209 private landowners, but he defers to the Chief on it. Gilroy suggested that the Land Trust
210 could talk to the Chief directly. Osborne summarized that for any grading on private
211 property that goes in front of the Zoning Administrator to make sure you don't need to go
212 to the DRB. Heston stated that if they do not have anything that says you cannot park
213 overnight without permission then you are opening yourself up to public health and
214 safety issues.
215

216 **Update from All Together Now and consideration of approval of request to utilize**
217 **\$3,000 from the Community Wellbeing line item for youth stipends**

218 Timestamp: 1:26

219 [https://www.richmondvt.gov/fileadmin/files/Selectboard/Meetings/2024/02/3e_Richmond](https://www.richmondvt.gov/fileadmin/files/Selectboard/Meetings/2024/02/3e_Richmond_Selectboard_Update_Jan_2024.docx_2_.pdf)
220 [d_Selectboard_Update_Jan_2024.docx_2_.pdf](https://www.richmondvt.gov/fileadmin/files/Selectboard/Meetings/2024/02/3e_Richmond_Selectboard_Update_Jan_2024.docx_2_.pdf)
221

222 People who participated in discussion: Furr, Hartsfield, Bernstein, Forward, Hill
223

224 Furr summarized that the general rule of thumb is to ask for the money before you do the
225 work, but Hartfield will talk about what this money would be used to pay for. Hartsfield
226 summarized that Richmond's been very generous in our requests for support in stipends
227 and youth interns for mental health support for youth in the area and creating a
228 Prevention Coalition for the five-town area. Hartsfield summarized that they've gotten
229 funds from some of the other towns in our community and the wellbeing resource
230 directory is up on 4 out of 5 towns. Bernstein summarized her work with girls who were
231 being overlooked and undervalued by peers/teachers and her focus on women’s health.
232

233 Hartsfield summarized that Bolton gave \$1,000, Jericho is planning \$3,000 for next fiscal
234 year, Huntington is waiting for approval of \$2,500 on Town Meeting Day. Arneson
235 summarized that there is a line in the budget called Community Well Being, but it is not
236 earmarked specifically for Altogether Now. Hartsfield reviewed the report that looked at
237 the number of recipients and the percentages in high school and in future surveys they'll
238 have more discrete data on which town they're in. Forward reviewed the challenges with
239 mental health is providing information about what kind of services they provide for
240 Richmond. Hartsfield stated that before this Town Meeting Day, they can give some
241 reports with good data.
242

243 *Forward moved to approve the use of up to \$3,000 from the Community Wellbeing*
244 *budget line to pay for work completed by All Together Now. Hill seconded.*

245 *Roll Call Vote: Forward, Furr, Hill, Miller, Sander in favor. Motion approved.*
246

247 **Consideration of approval of contractor for baseball field repair**

248 Timestamp: 1:42
249

250 People who participated in discussion: Furr, Arneson, Sander, Miller

251

252 Arneson summarized repairing fields that lost clay during the flood and since the Town
253 would have to maintain these fields if Little League went away, it would be an approved
254 FEMA expense. Arneson reviewed the RFP for the maintenance of this project and the
255 one bid from a company down in Hartsfield, Vermont for \$19,140. Arneson stated that
256 the purchase clay is likely a single source vendor which will be an additional \$17,500.

257

258 *Sander moved to approve entering into an agreement with Valley Turn Services, LLC to*
259 *repair damage done to the three baseball fields in the July 2023 flooding for an amount*
260 *not to exceed \$19,140.00. Miller seconded.*

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

262

263 **Guidance for discussion of Australian ballot questions at Town Meeting**

264 Timestamp: 1:47

265

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

267

268 Furr summarized that the Town attorney said that it is possible to discuss Australian
269 ballot questions at Town Meeting if the presentations are based on facts and do not ask
270 people to vote yes or no but advised against setting up a table or handing out any printed
271 information. Furr asked if they should use this approach for the bond vote and for the
272 Conservation Reserve Fund. Forward stated that it would be useful and important to give
273 a portion of the Town Center Committee presentation. Hill asked if they would entertain
274 presentations from others. Forward stated that these are specifically for items that are on
275 the ballot, but it's not without precedent either. Hill stated that they could do the budget,
276 Town Center building, and the Conservation Commission and they are not looking for
277 presentations from any organization. Hill asked if they should establish an expected time
278 limit. Hill stated that they keep the intent to 10 minutes or less except for the budget.

279

280 **Scheduling of next meeting with Hinesburg for continuation of discussion shared** 281 **police services**

282 Timestamp: 1:51

283

284 People who participated in discussion: Furr, Arneson, Hill, Miller, Forward, Heston

285

286 Furr summarized that both sides thought it was working but Hinesburg finds it hard to
287 budget since they don't have cost certainty of knowing when it will end. Furr asked if
288 they should meet again and get it scheduled. Arneson confirmed that the Hinesburg
289 Public Safety study is out. Hill summarized that the conversations should include not
290 only a duration of an agreement but consider ongoing contractual relationships. Hill
291 suggested a third-party independent facilitator especially if moving towards integration.
292 Furr illustrated Hinesburg's Public Safety Strategic Plan
293 ([https://www.hinesburg.org/home/news/public-safety-strategic-plan-draft-and-](https://www.hinesburg.org/home/news/public-safety-strategic-plan-draft-and-presentation)
294 [presentation](https://www.hinesburg.org/home/news/public-safety-strategic-plan-draft-and-presentation)). Forward summarized that the Commission of Public Safety and VLCT all
295 really encourage this path but do not have many resources for facilitation. Forward stated
296 that he could share a proposal he received for three meetings. Heston stated that they
297 should put it out for proposal because there are former police officers and State troopers
298 who have done some of this work. Arneson confirmed that he'll send out an email to the
299 team to find a time to get together and then send out a sample agenda.

300

301 **Review of monthly Planning and Zoning update**

302 Timestamp: 2:03

303 [https://www.richmondvt.gov/fileadmin/files/Selectboard/Meetings/2024/02/3i_P_Z_Monthly - January.pdf](https://www.richmondvt.gov/fileadmin/files/Selectboard/Meetings/2024/02/3i_P_Z_Monthly_January.pdf)

304

305
306 People who participated in discussion: Furr, Osborne, Hill, Forward, Arneson, van
307 Eeghen, Sander, Miller

308

309 Osborne stated that he likes to do the review on the first meeting of every month. Osborne
310 stated that the bold comments are the newer ones. Furr asked about the proposal for
311 secondary access at Buttermilk. Osborne explained that it physically cannot happen but
312 could do some type of crash-gate for emergency personnel. Osborne summarized he wants
313 to see workforce housing increase but is not going to give the farm away. Hill observed
314 the problems with the Jolina Ct intersection and asked about an approach for the future.
315 Osborne confirmed that the Housing Committee is facilitating factual based conversation.
316 Furr summarized the suggestion to keep Article 14 to the Browns Court question and
317 during Article 15 other business would be an appropriate time for the Housing
318 Committee to stand up and say we'd love to get a discussion going on this.

319

320 Osborne stated that stormwater is very important with issues for the Town. Osborne
321 confirmed that they were mitigating the best they can but moving forward it is not going
322 to get any better unless we get our proverbial you know what together. Furr reviewed
323 accessible housing for people who are not able to go into two floors, housing suitable for
324 the elderly. Osborne confirmed that he is in his office, available for comments and
325 approachable.

326

327 **Review of 2023-2024 Q2 update from Richmond Rescue**

328 Timestamp: 2:20

329 [https://www.richmondvt.gov/fileadmin/files/Selectboard/Meetings/2024/02/3j_Richmond
330 Rescue 2023 - 2024 Q2 update.pdf](https://www.richmondvt.gov/fileadmin/files/Selectboard/Meetings/2024/02/3j_Richmond_Rescue_2023_-_2024_Q2_update.pdf)

331

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

333

334 Hill stated that the statistical report is an example of an organization that has organized
335 service data. Furr stated that if you want to have a car seat professionally fitted to your
336 car for your newborns, infants, toddlers and bigger kids, Richmond Rescue can help
337 along with their usual backcountry rescue.

338

339 **Consideration of rescheduling the second Selectboard meeting in February due to
340 the Presidents' Day holiday falling on the third Monday of the month**

341 Timestamp: 2:23

342

343 People who participated in discussion: Furr, Forward, Sander

344

345 *Forward moved to hold the second February Selectboard meeting on Tuesday, February*
346 *20, 2024, in honor of the Presidents' Day Holiday on Monday, February 19, 2024.*

347 *Sander seconded.*

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

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

350 Timestamp: 2:24

351

352 **Minutes:**

353

354 *Miller moved to approve the Minutes of 1/16/24 as presented. Sander seconded.*

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

356

357 **Purchase Orders:**

358

359 *Forward moved to approve PO# 4814 to Town of Richmond Water & Sewer Department*
360 *for 2024 Fire Protection not to exceed 49,899.00. Hill seconded.*

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

362

363 **Warrants:**

364

365 *Forward moved to approve the general warrants on 2/5/2024 as presented. Hill*
366 *seconded.*

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

368

369 **Next Meeting Agenda**

370 *Update on Hinesburg Police

371 *Town Meeting Day Prep

372

373 **Executive Sessions**

374

375 **Discussion of proposed settlement related to appeal of property valuation.**

376

377 *Forward moved to find that premature public knowledge about discussion of proposed*
378 *settlement related to appeal of property valuation would cause the Town or person to*
379 *suffer a substantial disadvantage. Sander seconded.*

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

381

382 *Forward moved that we enter into executive session to discuss a proposed settlement*
383 *related to appeal of property valuation under the provisions of 1 VSA 313(a)(1) and to*
384 *invite the Town Manager Josh Arneson into the executive session. Sander seconded.*

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

386

387 *Sander moved to exit executive session. Miller seconded.*

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

389

390 **Discussion of Police collective bargaining**

391

392 *Forward moved to find that premature public knowledge about negotiations with the*
393 *Police Union would cause the Town or person to suffer a substantial disadvantage. Hill*
394 *seconded.*

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

396

397 *Forward moved that we enter into executive session to discuss negotiations with the*
398 *Police Union under the provisions of 1 VSA 313(a)(1) and to invite the Town Manager*
399 *Josh Arneson into the executive session. Sander seconded.*
400 *Roll Call Vote: Forward, Furr, Hill, Miller, Sander in favor. Motion approved.*

401

402 *Hill moved to exit executive session. Sander seconded.*

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

404

405 **Adjourn**

406

407 *Sander moved to adjourn. Hill seconded.*

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

409

410 **Meeting adjourned at: 10:03 pm**

411

412 **Chat file from Zoom:**

413 01:32:23 Stefani Hartsfield: Please spread the word about the Program Manager
414 position. We will post on FPF in all 5 towns: [https://projectalltogethernow.org/student-](https://projectalltogethernow.org/student-internships/)
415 [internships/](https://projectalltogethernow.org/student-internships/)