

1 **Town of Richmond**
2 **Selectboard Meeting**
3 **Minutes of February 20, 2024**
4

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

7 **Absent:** Jay Furr
8

9 **Staff Present:** Duncan Wardwell, Assistant to the Town Manager; Keith Osborne, Town
10 Planner; Jim Feinson, Town Treasurer; Anthony Cambridge, Interim Richmond Police
11 Chief
12

13 **Others Present:** Meeting was recorded by MMCTV, Erin Wagg, Ian Bender, Jack Linn,
14 Karin Ward, Patty Brushett, Tm, Tom Broido, Virginia Clarke
15

16 **MMCTV Video:** https://youtu.be/IHydbca-eaI?si=cNw_TOZhdxYe3YPd
17

18 **Call to Order:** 7:04 pm
19

20 **Welcome by:** Hill
21

22 **Public Comment:**
23

24 Forward stated that The Town Center and Library Committee has been meeting since
25 2019 and what's being presented on the Australian ballot at Town Meeting is a
26 culmination of that effort. Forward stated that the Committee wanted to be as transparent
27 as possible about what they learned about the building. Forward confirmed that there'll
28 be an informational meeting next Monday on what's being proposed for the Town Center
29 and a presentation at Town Meeting. Forward summarized that there are packets at
30 different town venues, the webpage has all this information, and he is happy to schedule a
31 tour to anybody who is interested.
32

33 Miller commended the Andrews Community Forest Committee for reviewing the rules of
34 engagement for conversation in that Committee.
35

36 **Additions or Deletions to Agenda:** None
37

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

40 **Reminder of Town Meeting Date and information related to Town Meeting**

41 Timestamp: 0:05

42 [https://www.richmondvt.gov/fileadmin/files/Selectboard/Meetings/2024/02/3a_Town_M](https://www.richmondvt.gov/fileadmin/files/Selectboard/Meetings/2024/02/3a_Town_Meeting_Informatin.pdf)
43 [eeting_Informatin.pdf](https://www.richmondvt.gov/fileadmin/files/Selectboard/Meetings/2024/02/3a_Town_Meeting_Informatin.pdf)
44

45 People who participated in discussion: Hill, Forward, Sander
46

47 Hill confirmed that the physical Town Report is not out yet but is online along with the
48 articles, warnings, and a sample ballot. Forward stated that this will be the first Tuesday
49 meeting since before the pandemic. Forward confirmed that there is a presentation next
50 Monday and the night before Town Meeting there is a regular Selectboard meeting.

51
52
53
54
55
56
57
58
59
60
61
62
63
64
65
66
67
68
69
70
71
72
73
74
75
76
77
78
79
80
81
82
83
84
85
86
87
88
89
90
91
92
93
94
95
96
97
98
99

Review of Certificates of Deposit and consideration of recommending to the Treasurer the purchase of a Certificate of Deposit

Timestamp: 0:08

People who participated in discussion: Hill, Feinson, Forward, Miller, Linn

Feinson reviewed that over the last nine months, excess Town funds have been invested in Certificates of Deposit with our bank in six-month increments. Feinson stated that there is a \$500,000 Certificate of Deposit that has come due, and he proposes to reinvest it for another six months at 4.6%. Feinson summarized that every three months, one is coming due so if they get caught surprised there is another \$500,000 CD that will mature.

Forward moved to recommend to the Treasurer the purchase of a 6-month Certificate of Deposit in the amount of \$500,000. Miller seconded.

Roll Call Vote follows discussion.

Feinson reviewed the factors on why there is such a large cash balance, a Police Department not staffed, cash related to ARPA, and cash from a FEMA reimbursement. Feinson summarized that they don't expect to maintain this large balance going forward but will have the opportunity to work it down and put the funds to other uses. Feinson confirmed they have an existing bank relationship with TD Bank and did quote from 3 other banks. Feinson stated that TD Bank provides the most competitive rate for a fully collateralized option.

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

Consideration of distribution of Child Care Contribution tax between Town and employees

Timestamp: 0:20

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

People who participated in discussion: Hill, Forward, Sander, Miller

Hill stated that they are asked to decide by the end of May to set up a system to report the tax and submit the tax by July 1. Hill summarized that it is a question of how to split this, the employer can pass on 0.11% of that amount if the employers choose to do so.

Forward stated that he would be more comfortable with Connie explaining when she's available. Forward summarized that this is a statutory change made by the legislature.

Hill stated that based on 2023 numbers, it would be in the neighborhood of \$6,000 total contribution of new tax. Hill suggested tabling the discussion until the next meeting.

Consideration of request to close Cochran Rd. for Richard's Ride on Saturday, May 18, 2024

Timestamp: 0:23

https://www.richmondvt.gov/fileadmin/files/Selectboard/Meetings/2024/02/3d_2024_Request_-_Richard_s_Ride.pdf

100 People who participated in discussion: Hill, Ward, Broido, Forward, Cambridge, Miller
101
102 Ward stated that she is a Richmond resident and a board director with the Richard Tom
103 Foundation. Broido stated that he lives in Hinesburg and is on the board with the Richard
104 Tom Foundation. Ward summarized the history of their major fundraising event at
105 Cochran's Ski Area every May. Ward stated that it's a lot safer to review bicycle safety if
106 non-resident traffic is absent for those few hours. Ward reviewed that Cochran's enjoys
107 working with them as their mission of creating opportunities around cycling blends nicely
108 with their mission of providing an area for skiing and snowboarding. Broido confirmed
109 that each year they hire the two policemen, have put in the request, but we haven't heard
110 back yet. Broido summarized that if someone lives on Cochran Rd, they tell them to be
111 careful, but non-residents are asked to go around on Rt 2. Broido and Ward confirmed
112 the public information via signs, posters, Front Porch Forum, mailings to people that live
113 on Cochran/side Rd, and Times Ink. Ward summarized Richard's legacy for being crazy
114 generous with cycling advice, enthusiasm, encouragement, and with bicycles. Cambridge
115 confirmed that the police can take care of that and to resend him the information.

116 *Forward moved to close Cochran Rd. on Saturday, May 18, 2024, from 11:00am –*
117 *1:00pm, from the Cochran Rd. Ski Area to Dugway Rd. to allow for the Children's Bike*
118 *Ride which is part of the Richard's Ride event. Miller seconded.*

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

120

121 **Consideration of setting a hearing date for proposed zoning amendments to Section**
122 **3.7, Industrial Commercial District, and Section 5.12, Planned Unit Development**
123 **(PUD) and Residential PUD, of the Town of Richmond Zoning Regulations**

124 Timestamp: 0:31

125 [https://www.richmondvt.gov/fileadmin/files/Selectboard/Meetings/2024/02/3e1 -](https://www.richmondvt.gov/fileadmin/files/Selectboard/Meetings/2024/02/3e1_-_PC_Chair_Memo_IC_District_and_PUD_Revisions_2.1.24.pdf)
126 [PC Chair Memo IC District and PUD Revisions 2.1.24.pdf](https://www.richmondvt.gov/fileadmin/files/Selectboard/Meetings/2024/02/3e1_-_PC_Chair_Memo_IC_District_and_PUD_Revisions_2.1.24.pdf)

127

128 [https://www.richmondvt.gov/fileadmin/files/Selectboard/Meetings/2024/02/3e2 -](https://www.richmondvt.gov/fileadmin/files/Selectboard/Meetings/2024/02/3e2_-_Bylaw_Amendment_Report_Residential_Uses_in_the_IC_District_and_PUD_revisions_2.1.2024.pdf)
129 [Bylaw Amendment Report Residential Uses in the IC District and PUD revisions](https://www.richmondvt.gov/fileadmin/files/Selectboard/Meetings/2024/02/3e2_-_Bylaw_Amendment_Report_Residential_Uses_in_the_IC_District_and_PUD_revisions_2.1.2024.pdf)
130 [2.1.2024.pdf](https://www.richmondvt.gov/fileadmin/files/Selectboard/Meetings/2024/02/3e2_-_Bylaw_Amendment_Report_Residential_Uses_in_the_IC_District_and_PUD_revisions_2.1.2024.pdf)

131

132 [https://www.richmondvt.gov/fileadmin/files/Selectboard/Meetings/2024/02/3e3 -](https://www.richmondvt.gov/fileadmin/files/Selectboard/Meetings/2024/02/3e3_-_Richmond-Zoning-Regulations_-_REDLINE_VERSION_2_-_IC_Residential_and_PUD_revisions.pdf)
133 [Richmond-Zoning-Regulations - REDLINE VERSION 2 -](https://www.richmondvt.gov/fileadmin/files/Selectboard/Meetings/2024/02/3e3_-_Richmond-Zoning-Regulations_-_REDLINE_VERSION_2_-_IC_Residential_and_PUD_revisions.pdf)
134 [IC Residential and PUD revisions.pdf](https://www.richmondvt.gov/fileadmin/files/Selectboard/Meetings/2024/02/3e3_-_Richmond-Zoning-Regulations_-_REDLINE_VERSION_2_-_IC_Residential_and_PUD_revisions.pdf)

135

136 [https://www.richmondvt.gov/fileadmin/files/Selectboard/Meetings/2024/02/3e4 -](https://www.richmondvt.gov/fileadmin/files/Selectboard/Meetings/2024/02/3e4_-_Residential_uses_in_the_Industrial_Commercial_District_and_PUD_Revisions_CL_EAN_COPY_2.1.24_1_.pdf)
137 [Residential uses in the Industrial Commercial District and PUD Revisions CL](https://www.richmondvt.gov/fileadmin/files/Selectboard/Meetings/2024/02/3e4_-_Residential_uses_in_the_Industrial_Commercial_District_and_PUD_Revisions_CL_EAN_COPY_2.1.24_1_.pdf)
138 [EAN COPY 2.1.24 1 .pdf](https://www.richmondvt.gov/fileadmin/files/Selectboard/Meetings/2024/02/3e4_-_Residential_uses_in_the_Industrial_Commercial_District_and_PUD_Revisions_CL_EAN_COPY_2.1.24_1_.pdf)

139

140 [https://www.richmondvt.gov/fileadmin/files/Selectboard/Meetings/2024/02/3e5 -](https://www.richmondvt.gov/fileadmin/files/Selectboard/Meetings/2024/02/3e5_-_Draft_Motion_for_Public_Hearing_date.pdf)
141 [Draft Motion for Public Hearing date.pdf](https://www.richmondvt.gov/fileadmin/files/Selectboard/Meetings/2024/02/3e5_-_Draft_Motion_for_Public_Hearing_date.pdf)

142

143 People who participated in discussion: Hill, Forward, Clarke, Miller, Osborne

144

145 Clarke summarized that they are making a decision about setting the date for public
146 hearing and this an introductory session for Selectboard members to get comfortable with
147 the concept. Miller asked if the residential portion of that district is the only place where
148 this is going to apply. Hill stated that the Memo dated 2.1.24 is the effort to give an

149 overview of the change and recommend the highlights of any controversies. Clarke
150 reviewed the map and the amendments designed to allow for some Residential expansion
151 in the Industrial/Commercial district, mostly centered around Exit 11. Clarke stated that
152 one section of the Industrial Commercial district there are four residential lots and there
153 are four other lots that are not residential, so they felt it was reasonable to put some more
154 housing up in that corner with the other housing. Clarke summarized that they didn't
155 want it anywhere in this district because the collapse of the Commercial market has made
156 this into a big issue. Clarke reviewed the PUD process where you can put more
157 residences on a lot that already had residences on it, so it limits it to those four properties
158 that already have residences, all of which are bigger than one acre.

159
160 Clarke summarized that the actual amendments being proposed are clarifications for
161 putting a residential PUD in this district. Clarke stated that nobody had any problems
162 with that concept that came to our public hearings. Clarke reviewed that the master
163 development plan has been very difficult for our Zoning administrator and the DRB to
164 deal with developers and neighbors. Clarke stated that they got rid of the master plan
165 requirements that you show a conceptual plan of what might be there, a concept from Act
166 250 for large developments, and we don't really have those kinds of projects here. Clarke
167 stated that they got rid of that language but followed the Town Attorney's advice and
168 used development standards that the DRB can put into their approval. Clarke
169 summarized that every PUD is reviewed under the subdivision regulations whether or not
170 it's a subdivision, but the master development plan language will still be in the
171 subdivision regulations until they align it with the zoning regulations. Osborne stated that
172 this was an opportunity for lots we could go ahead and get residences on. Clarke stated
173 that the motion should include Section 7 definitions, critical permit conditions.

174
175 *Forward hereby move to set the required Public Hearing date for the proposed zoning*
176 *amendments to Section 3.7, Industrial Commercial District, and Section 5.12, Planned*
177 *Unit Development (PUD) and Residential PUD, and Section 7 definitions of the Town of*
178 *Richmond Zoning Regulations as presented on February 20, 2024. Public Hearing date*
179 *set for May 6th, 2024, and to be warned as per 24 V.S.A. Section 4442. Sander seconded.*
180 *Roll Call Vote: Hill, Miller, Sander in favor. Forward abstains. Motion approved.*

181
182 **Update on progress of Cochran Rd. Corridor Study**

183 Timestamp: 1:09

184 [https://www.richmondvt.gov/fileadmin/files/Selectboard/Meetings/2024/02/3f1_Cochran](https://www.richmondvt.gov/fileadmin/files/Selectboard/Meetings/2024/02/3f1_Cochran_Road_Study_Notice_to_Proceed.pdf)
185 [Road_Study_Notice_to_Proceed.pdf](https://www.richmondvt.gov/fileadmin/files/Selectboard/Meetings/2024/02/3f1_Cochran_Road_Study_Notice_to_Proceed.pdf)

186
187 [https://www.richmondvt.gov/fileadmin/files/Selectboard/Meetings/2024/02/3f2_CCRPC](https://www.richmondvt.gov/fileadmin/files/Selectboard/Meetings/2024/02/3f2_CCRPC_Cochran_Road_Scope-of-Services_Final_20240212.pdf)
188 [_Cochran_Road_Scope-of-Services_Final_20240212.pdf](https://www.richmondvt.gov/fileadmin/files/Selectboard/Meetings/2024/02/3f2_CCRPC_Cochran_Road_Scope-of-Services_Final_20240212.pdf)

189
190 People who participated in discussion: Hill, Osborne, Miller, Sander, Forward

191
192 Hill reviewed the notice to proceed and a scope of services document. Miller observed
193 that something should be documented about the amphibian crossings. Hill summarized
194 that he doesn't really know where they cross the road as there's lots of vernal pools.
195 Osborne reviewed that this should be the final scoping study and Pete is gearing up to put
196 speed tables in when ready. Hill suggested that at the local concerns meeting someone
197 could express amphibians and road crossings. Sander, Osborne, Hill, Miller discussed
198 amphibian crossings options.

199
200
201
202
203
204
205
206
207
208
209
210
211
212
213
214
215
216
217
218
219
220
221
222
223
224
225
226
227
228
229
230
231
232
233
234
235
236
237
238
239
240
241
242
243
244
245
246
247
248

Consideration of acceptance of loan for 20 Year Wastewater Treatment Facility Study

Timestamp: 1:16

https://www.richmondvt.gov/fileadmin/files/Selectboard/Meetings/2024/02/3g_RF1-362-1.0_Richmond_WWTF_Loan_Agreement_Signed_by_VBB.pdf

People who participated in discussion: Hill, Miller, Forward, Sander, Linn

Hill summarized that the Water & Sewer Commission discussed tonight the costs of in-house versus high end contractor costs. Hill summarized that they pay 50 cents on the dollar so it's an unusually advantageous loan. Forward confirmed that the Town does not repay it, it's the Water & Sewer users. Hill stated that this is a 2-year process, the wastewater treatment plant and other infrastructure are in the floodplain, it couldn't be built there today, and the footprint constrains what they deal with. Hill stated that the State of Vermont is very interested in Richmond continuing to receive septage and he wants to know what to pay to receive large quantities of septage. Hill summarized that 400 customers are not going to invest \$10 million so Underhill can show up in Richmond.

Forward moved to accept the Clean Water State Revolving Fund loan to pay for the 20 Year Wastewater Treatment Facility Study in the amount of \$154,000 which includes a subsidy equal to 50% of the total loan amount. Miller seconded.

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

Discussion of preparations for the April 8, 2024 eclipse

Timestamp: 1:27

People who participated in discussion: Hill, Sander, Miller, Forward, Wagg

Hill summarized the State Emergency Management potential for inundation of people coming to Vermont which is right in the path of the eclipse. Hill asked how many people come to Richmond, it's probably Volunteers Green so restaurants might be open Sunday and Monday. Hill summarized that the CCRPC and the State Department of Tourism have been involved with impacts to more people. Wagg stated the rescue departments will be completely overwhelmed that day.

Review of advice from Town attorney and Vermont League of Cities and Towns regarding subcommittee meetings

Timestamp: 1:32

People who participated in discussion: Hill, Miller, Forward, Sander

Hill summarized the two levels of advice about how to approach meetings of subcommittees. Hill asked how far they go in applying the Open Public Meeting law requirements to other subcommittees. Miller stated that a subcommittee should bring its deliberations back to the main body. Hill confirmed that if there's a subcommittee that's a quorum, it is subject to Open Public Meeting law. Hill suggested that anytime a

249 subgroup goes out, they should report back, and their activities become part of the public
250 record. Forward reviewed how he and Bard met about charitable contributions and
251 brought it back to this board for a decision. Forward stated that if they place the burden
252 of all the warning requirements and the minutes, it will slow the process down. Forward
253 restated that subcommittees cannot make a decision. Forward reviewed that VLCT said
254 if there are three or more people then you should actually be an Open Meeting. Hill
255 stated that there should be a Town policy, but the State law applies regardless so the
256 interim guidance would be based on having a quorum. Hill stated that they should not be
257 communicating with a quorum like don't send emails discussing topics to the entire
258 group. Hill suggested returning to this when Jay and Josh are back. Hill suggested video
259 training for all the other boards and commissions.

260

261 **Receipt of Chittenden County Solid Waste District Annual Report**

262 Timestamp: 1:46

263 [https://www.richmondvt.gov/fileadmin/files/Selectboard/Meetings/2024/02/3j_CSWD-](https://www.richmondvt.gov/fileadmin/files/Selectboard/Meetings/2024/02/3j_CSWD-FY23-Annual-Report-021224.pdf)
264 [FY23-Annual-Report-021224.pdf](https://www.richmondvt.gov/fileadmin/files/Selectboard/Meetings/2024/02/3j_CSWD-FY23-Annual-Report-021224.pdf)

265

266 People who participated in discussion: Hill, Forward, Miller

267

268 Hill stated that the Annual Report information can be found in the packet (link above).

269

270 **Notice regarding public comment period for Second Amendment to the Vermont 271 Recovery Housing Program Action Plan**

272 Timestamp: 1:47

273 [https://www.richmondvt.gov/fileadmin/files/Selectboard/Meetings/2024/02/3k Public C](https://www.richmondvt.gov/fileadmin/files/Selectboard/Meetings/2024/02/3k_Public_C)
274 [omment Recovery Housing Amendment.pdf](https://www.richmondvt.gov/fileadmin/files/Selectboard/Meetings/2024/02/3k_Public_C)

275

276 People who participated in discussion: Hill, Forward

277

278 Hill stated that the State is seeking public comment for the Second Amendment to the
279 Vermont Recovery Housing Program Action Plan which does not require any action or
280 commitment by the Town.

281

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

283 Timestamp: 2:24

284

285 **Minutes:**

286

287 *Sander moved to approve the Minutes of 2/5/24 as presented. Miller seconded.*

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

289

290 **Purchase Orders:**

291

292 *Forward moved to approve PO# 4864 to Hunger Valley Construction for Woodwork and*
293 *Painting of Library Exterior for not to exceed \$137,655.00. Sander seconded.*

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

295

296 **Warrants:**

297

298 *Sander moved to approve the general warrants on 2/20/2024 as presented. Forward*
299 *seconded.*

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

301

302 **Next Meeting Agenda**

303 *Town Report update

304 *Zoning Public Hearing

305 *Solar Eclipse update

306 *Open Public Meeting law

307

308 **Adjourn**

309

310 *Forward moved to adjourn. Sander seconded.*

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

312

313 **Meeting adjourned at: 9:00 PM**

314

315 **Chat file from Zoom:**

316 01:21:26 MMCTV Erin Wagg: Jack Lin hand raised?

317 01:30:01 MMCTV Erin Wagg: Cochran's?