

1 **Town of Richmond**
2 **Selectboard Meeting**
3 **Minutes of March 4, 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
11

12 **Others Present:** Meeting was recorded by MMCTV, Andrew Bessette, Becky Vigneault
13 Erin Wagg, June Heston, Rod West, Ryan Dinneen
14

15 **MMCTV Video:** https://youtu.be/Ua6NLHUVIK0?si=34kCYGYnP6_5qQkJ
16

17 **Call to Order:** 7:01 pm
18

19 **Welcome by:** Furr
20

21 **Public Comment:**
22

23 Furr stated that this will be Jeff Forward's last meeting in this term on the Selectboard,
24 he's worked very hard and hopes he will not be a stranger.
25

26 **Additions or Deletions to Agenda:** None
27

28 **Items for Presentation or Discussion with those present**
29

30 **Update on availability of Town Report and reminder of Town Meeting to be held on**
31 **Tuesday, March 5, 2024**

32 Timestamp: 0:02

33 https://www.richmondvt.gov/fileadmin/files/Selectboard/Meetings/2024/03/3a_2023RIC
34 [HMONDTownReportWEB.pdf](#)
35

36 People who participated in discussion: Furr, Forward, Arneson
37

38 Furr stated that copies of the Town Report are here at the Town Center and on the Town
39 of Richmond website. Furr reviewed that Town Meeting will be tomorrow at nine o'clock
40 in the morning at Camels Hump Middle School and the agenda is found on the website.

41 <https://www.richmondvt.gov/news/post/annual-town-meeting-march-5-2024>.
42

43 Furr stated that MMU and quite a few other school districts pushed out their budget
44 voting to April 2, 7am to 7pm at the Town Center. Arneson reviewed that people who
45 already submitted their ballot, it will just get discarded, and a new ballot will be mailed to
46 them. Arneson stated that the State is going to help reimburse the cost of the school
47 budget revote.
48

49 Forward reviewed that it's problematic to have school budgets based strictly on property
50 tax and it is very important for people to file their homestead exemption as anything over
51 2.5% of your income, potentially is eligible for reimbursement directly to the Town.

52

53 **Consideration of an appointment to the Housing Committee**

54 Timestamp: 0:07

55 https://www.richmondvt.gov/fileadmin/files/Selectboard/Meetings/2024/03/3b_Housing
56 [AndrewMannixAppLetter.pdf](#)

57

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

59

60 Furr reviewed that there are currently three vacant seats on the committee for terms
61 expiring at the end of May 2024. Furr stated that Andrew Mannix applied for the
62 currently available seat through the end of May and then could put his hat back in the
63 ring for the next two years.

64

65 *Forward moved to appoint Andrew Mannix to fill a term on the Housing Committee*
66 *which runs until May 31, 2024. Hill seconded.*

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

68

69 **Discussion of Casella Solid Waste Drop-Off Center moving to a cashless system**

70 Timestamp: 0:09

71

72 People who participated in discussion: Furr, Dinneen, Hill, Wagg, Arneson, Miller

73

74 Furr reviewed that the goal here is to stop taking cash and they would make exceptions
75 for people who are not economically well off and do not have bank accounts. Dinneen
76 stated that they have gone cashless at seven other sites already. Dinneen confirmed that
77 they accept exact change. Dinneen stated that he would start advertising this a few
78 months out to give people a heads up. Hill stated that Vermont is the second lowest in
79 the United States of people who are unbanked at 0.7%. Wagg suggested adding pricing
80 on the website. Dinneen stated that because there are so many locations people would get
81 a range of prices which is why we don't do that online. Arneson asked if should post
82 prices on the Richmond website and maybe have a link from Casella to our site.
83 Dinneen confirmed that they can have that out also reprint paper copies for people to
84 grab. Miller asked if Casella could stop charging us a \$3 late fee as it doesn't get here in
85 time for our bill cycle. Arneson stated that it might be a timing issue and they can follow
86 up on that.

87

88 **Review of work on the exterior of the Richmond Free Library scheduled for**
89 **Summer 2024**

90 Timestamp: 0:22

91 https://www.richmondvt.gov/fileadmin/files/Selectboard/Meetings/2024/03/3d_Hunger
92 [Valley_Construction-Richmond_Library_Phase_2.pdf](#)

93

94 People who participated in discussion: Furr, Arneson, Dana, Forward

95

96 Furr reviewed that the work on the exterior of the Library scheduled for 2024 was
97 approved funding from ARPA funds. Dana stated that the Library is on schedule to do
98 that work all this summer. Dana reviewed the Hunger Valley Construction letter details.

99 Dana stated that they are keeping the same color palette on the building, and they had a
100 great pre-construction meeting with Rebecca, Alex (contractor), Jay Labare who will be
101 the owner's rep, and Josh to talk through the scheduling and if the Library will close a
102 day or two. Dana confirmed that the painters will be doing all of the hazard mitigation
103 work.

104

105 **Consideration of approving and designating a funding source for tree removal and**
106 **pruning at the Richmond Free Library**

107 Timestamp: 0:26

108 [https://www.richmondvt.gov/fileadmin/files/Selectboard/Meetings/2024/03/3e1_MEMO](https://www.richmondvt.gov/fileadmin/files/Selectboard/Meetings/2024/03/3e1_MEMO_arborist_for_Richmond_library_tree_work_2024.03.01.pdf)
109 [arborist for Richmond library tree work 2024.03.01.pdf](https://www.richmondvt.gov/fileadmin/files/Selectboard/Meetings/2024/03/3e1_MEMO_arborist_for_Richmond_library_tree_work_2024.03.01.pdf)

110

111 [https://www.richmondvt.gov/fileadmin/files/Selectboard/Meetings/2024/03/3e2_Library](https://www.richmondvt.gov/fileadmin/files/Selectboard/Meetings/2024/03/3e2_Library_Tree_Trimming_Town_Center_Fund_Requests_March_2024.pdf)
112 [Tree Trimming Town Center Fund Requests March 2024.pdf](https://www.richmondvt.gov/fileadmin/files/Selectboard/Meetings/2024/03/3e2_Library_Tree_Trimming_Town_Center_Fund_Requests_March_2024.pdf)

113

114 People who participated in discussion: Furr, Dana, Arneson, Forward, Miller, Hill

115

116 Furr reviewed that there is information about this in the packet about the different prices
117 that we have been given from various tree removal and pruners with the option to spend
118 Town Center Reserve fund dollars or ARPA dollars for this. Dana confirmed that the
119 painter and the builder both request that trees be trimmed back, because some touch the
120 building and some of them are so close, they're not going to be able to get the lift drop in.
121 Dana stated that Caitlin Littlefield, the Tree Warden, has been working on a proposal to
122 trim trees around the Library. Dana stated that Caitlin recommended going with Acer.

123

124 Forward stated that he sees this as maintenance and not long-term capital investment,
125 which is more what ARPA is for so he prefers taking it out of the Town Center Fund.

126

127 *Forward moved to approve entering into an agreement with Acer Tree Company for tree*
128 *pruning and removal work at the Library as presented in an amount not to exceed \$5,000*
129 *to be funded with funds from The Town Center Reserve Fund. Miller seconded.*

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

131

132 **Consideration of applying for the U.S. Treasury Capital Projects Fund for Libraries**
133 **Grant and the Public Facilities Preservation Initiative Grant**

134 Timestamp: 0:33

135 [https://www.richmondvt.gov/fileadmin/files/Selectboard/Meetings/2024/03/3f1_Library](https://www.richmondvt.gov/fileadmin/files/Selectboard/Meetings/2024/03/3f1_Library_Grant_Requests_March_2024.pdf)
136 [Grant Requests March 2024.pdf](https://www.richmondvt.gov/fileadmin/files/Selectboard/Meetings/2024/03/3f1_Library_Grant_Requests_March_2024.pdf)

137

138 [https://www.richmondvt.gov/fileadmin/files/Selectboard/Meetings/2024/03/3f2_CPF Tre](https://www.richmondvt.gov/fileadmin/files/Selectboard/Meetings/2024/03/3f2_CPF_Treasury_Application_Worksheet_Rubric_Final.pdf)
139 [asury Application Worksheet Rubric Final.pdf](https://www.richmondvt.gov/fileadmin/files/Selectboard/Meetings/2024/03/3f2_CPF_Treasury_Application_Worksheet_Rubric_Final.pdf)

140

141 People who participated in discussion: Furr, Dana, Hill, Sander, Forward

142

143 Dana stated that the Library Trustees are looking for approval to apply for this grant.
144 Dana reviewed that the stated goal of this money is to improve access to high-speed
145 internet for our patrons which includes making sure your building provides access. Dana
146 stated that the applications are due in March, and they intend to make the awards in early
147 summer. Dana reviewed that they would apply for funding to repair the front steps on the
148 Library as they do not meet code. Dana stated that they would like to restore it

149 historically, instead of just building a regular cement stairway, with an estimate of about
150 \$80,000. Dana reviewed putting in a new handicap spot from the parking lot into the
151 Library or about \$115,000. Dana stated that putting in the roof repair has an estimate of
152 another \$110,000 to do the repair of both the steeple slate and the broad roof slate with a
153 total \$235,000 total slate replacement estimate.

154

155 Dana stated that the second grant is intended to open in the fall for another \$10 million.
156 Dana reviewed that theoretically they we will know the first grant before the second grant
157 application is open.

158

159 *Hill moved to apply for the U.S. Treasury Capital Projects Fund for Libraries Grant to*
160 *move the Library's handicap ramp and rebuild the Library's front stairs. Sander*
161 *seconded.*

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

163

164 *Forward moved to apply for the Public Facilities Preservation Initiative Grant to repair*
165 *the library roof. Hill seconded.*

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

167

168 **Discussion of preparations for the April 8, 2024 eclipse**

169 Timestamp: 0:45

170 [Eclipse Path of Total Solar Eclipse on April 8, 2024 \(timeanddate.com\)](https://timeanddate.com)

171

172 People who participated in discussion: Furr, Dana, Sander, Miller, Arneson, Forward

173

174 Furr reviewed the details of the eclipse that will take place on April 8, 2:14 pm to 4:37
175 pm. Furr stated that they have an email list for business owners to remind them that the
176 eclipse will hypothetically bring many people to Vermont. Furr confirmed that they
177 have notified the Chairs of the Andrews Community Forest Committee and the Trails
178 Committee to develop a plan for trail closures because it is mud season, they need to
179 make sure people know which trails they can and cannot use. Furr stated that they need
180 to monitor conditions at Volunteers Green for park road parking. Furr reviewed the plans
181 to have one Police Officer at Volunteers Green during the eclipse hours and to open the
182 Concession bathrooms and order two extra Port-o-lets. Furr reviewed that the Police will
183 patrol other roads to monitor parking on the shoulders and ensure the roads are
184 impassable. Furr stated that the Town Offices will close at noon on April 8. Furr
185 confirmed that the Library has 225 glasses and will distribute them at an educational
186 event on March 23rd. Furr stated that any glasses leftover will be available first come
187 first serve, the Town has 225 glasses available about a week prior, and the school has
188 enough glasses for all students and staff.

189

190 Sander suggested educational posts for safe ways to park. Furr stated that a lot of it
191 comes down to emergency vehicles and the police will be patrolling the roads. Forward
192 stated that he heard estimates of anywhere from 200,000 to 600,000 visitors to Vermont.
193 Arneson stated that the State Emergency Services are on alert.

194

195 **Follow up on meeting with Hinesburg regarding shared police services**

196 Timestamp: 0:54

197

198 People who participated in discussion: Furr, Arneson, Forward, Hill, Miller, Bona
199
200 Furr confirmed that the Police Governance Committee met last Thursday, the Richmond
201 and Hinesburg representatives all tend to agree that things continue to go well and that
202 they are interested in finding ways to continue to work together. Furr stated that the big
203 unknown is how long it's going to take to get to full staffing and they have candidates in
204 the pipeline.

205
206 Arneson confirmed that Diane, the Administrative Assistant, is going to be retiring in a
207 couple of months and Chief Cambridge has a few ideas of some people that he can reach
208 out to that might be interested in such positions.

209
210 Hill stated that it's working well for both our Town, their Town, citizens, the officers,
211 and the Chief so we can just keep this going. Right. That's, I think are at least near to
212 medium term intent. Furr stated that the Town Manager of Hinesburg pointed out that
213 it'd be a lot easier budgeting, if it was not a one-year contract, because it's hard to budget
214 when the contract might end part way through the fiscal year. Bona stated that a 30-hour
215 position does not pro-rate the benefits.

216
217 **Consideration of approval of the purchase of a new roadside mower**

218 Timestamp: 1:02

219 [https://www.richmondvt.gov/fileadmin/files/Selectboard/Meetings/2024/03/3i_PO_47](https://www.richmondvt.gov/fileadmin/files/Selectboard/Meetings/2024/03/3i_PO_4784_-_Roadside_Mower.pdf)
220 [84 - Roadside Mower.pdf](https://www.richmondvt.gov/fileadmin/files/Selectboard/Meetings/2024/03/3i_PO_4784_-_Roadside_Mower.pdf)

221
222 People who participated in discussion: Furr, Bona, Arneson, Sander

223
224 Furr reviewed that they had in the Capital Plan to purchase in FY24 a roadside mower for
225 \$100,000 from the Highway Reserve Fund and after trade-in, the total amount remaining
226 in the fund is \$120,000. Furr stated that Josh suggested overspending the Highway
227 budget by that amount of money, \$15,000. Furr stated that the gravel and salt budget has
228 been much lower expenditures. Bona confirmed that they cannot have a negative
229 Restricted Fund balance. Sander reviewed that 20 years ago, Richmond's highways were
230 famous for not good reasons, the Town was spending a fortune on maintaining old
231 equipment that was always breaking down. Sander stated that Connie and the Town
232 Managers realized that investing in decent equipment gave a bigger return for investment
233 dollars and now it's famous for very well-maintained roads.

234
235 *Sander moved to approve purchase order 4784 to Pete's Equipment Sales and Rentals in*
236 *the amount of \$135,000 for the purchase of a new roadside mower, with \$120,273 funded*
237 *by the Highway Capital Reserve Fund and \$14,727 funded by the general Highway Fund.*
238 *Miller seconded.*

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

240
241 **Consideration of setting a hearing date for the FY25 Capital Plan**

242 Timestamp: 1:08

243 [https://www.richmondvt.gov/fileadmin/files/Selectboard/Meetings/2024/03/3j_Capital Pl](https://www.richmondvt.gov/fileadmin/files/Selectboard/Meetings/2024/03/3j_Capital_Plan_FY25_02-23-24_DRAFT.pdf)
244 [an FY25 02-23-24 DRAFT.pdf](https://www.richmondvt.gov/fileadmin/files/Selectboard/Meetings/2024/03/3j_Capital_Plan_FY25_02-23-24_DRAFT.pdf)

245
246 People who participated in discussion: Furr, Arneson, Bona, Forward, Hill, Sander

247

248 Furr stated that if there are no suggested changes, they can set a hearing date for approval
249 of the Capital Plan which has to have 15-days' notice, or Monday, April 1 2024. Bona
250 reviewed that the tremendous amount of cost increases in equipment, so the numbers are
251 definitely going to change from year-to-year, it all comes together nicely on the summary
252 pages. Bona summarized that even going one year over on a dump truck makes a
253 significant difference in the amount of money paid on repairs.

254
255 Bona stated that for Building Maintenance, they allow for up to \$15,000. Forward stated
256 that is nowhere near enough. Forward reviewed that the Library thought that half of the
257 rent should be put aside for maintenance and if the Town Center bond does not pass, you
258 will be spending a much more on maintenance. Arneson stated that they should assume
259 \$100,000 every 10 years to do painting and add a line item. Bona confirmed that the
260 Building Maintenance line is strictly for repairs that had to be done during the year.
261 Forward stated that if the bond does not pass, there's going to be quite a bit of work trying
262 to figure out what projects need to happen and they're not going to be cheap. Hill
263 suggested taking a deeper dive after tonight with an asset management plan for each
264 building.

265
266 Forward stated that the original Post Office lease was \$50,000/year for 20-years and it
267 was negotiated about 30 years ago to almost \$100,000. Forward stated there were
268 renewals every five years after that 20-year term and the Post Office might be interested
269 in doing a longer-term lease. Forward stated that \$13,000 is from MMCTV.

270
271 *Sander moved to set a hearing date of Monday, April 1, 2024 for the FY25 Capital Plan.*
272 *Hill seconded.*

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

274

275 **Consideration of distribution of Child Care Contribution tax between Town and**
276 **employees**

277 Timestamp: 1:27

278 [https://www.richmondvt.gov/fileadmin/files/Selectboard/Meetings/2024/03/3k_summary](https://www.richmondvt.gov/fileadmin/files/Selectboard/Meetings/2024/03/3k_summary_of_child_care_contribution_tax.pdf)
279 [_of_child_care_contribution_tax.pdf](https://www.richmondvt.gov/fileadmin/files/Selectboard/Meetings/2024/03/3k_summary_of_child_care_contribution_tax.pdf)

280

281 People who participated in discussion: Furr, Arneson, Bona, Hill

282

283 Furr reviewed that the employer has the option of passing on 0.11% to the employer or
284 could just pay the full 0.44%. Arneson reviewed that 0.33% would be about \$4,400 that
285 the Town would be paying and pass along \$1,400 to the employer. Bona confirmed that
286 was the total amount and not per employee. Bona reviewed that the majority of Towns
287 were just doing 0.44% because it doesn't make sense administratively to put this in for
288 every single employee.

289

290 *Furr moved to split the cost of 0.44% the Child Care Contribution payroll tax between*
291 *the Town and Employees with the Town paying 100% and the Employees paying 0%.*
292 *Hill seconded.*

293 *Roll Call Vote follows discussion.*

294

295 Bona stated that for the calendar year 2023, there are about 60 employees between
296 firefighters and regular employees. Hill stated that a firefighter who's working very few

297 hours, it's very small even if average cost per employee.

298

299 *Furr amended the motion to move that the Town of Richmond will pay 100% of the Child*
300 *Care Contribution payroll tax. Hill seconded.*

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

302

303 **Consideration of approval of liquor licenses**

304 Timestamp: 1:32

305 https://www.richmondvt.gov/fileadmin/files/Selectboard/Meetings/2024/03/31_LIQUOR
306 [APPROVAL FEB 2024.pdf](#)

307

308 *Forward moved to approve second class liquor licenses for Cumberland Farms of VT*
309 *doing business as Cumberland Farms. Sander seconded.*

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

311

312 *Forward moved to approve a first class liquor license and outside consumption license*
313 *for LJM Enterprises, doing business as Papa McKee's Pizza. Sander seconded.*

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

315

316 *Forward moved to approve a second class liquor license for AGS Vermont doing*
317 *business as The Richmond Market. Sander seconded.*

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

319

320 *Forward moved to approve a first class liquor license, a second class liquor license and*
321 *outside consumption license for Pine Martens LLC, doing business as Stones Throw*
322 *Pizza. Miller seconded.*

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

324

325 **Review of advice from Town attorney and Vermont League of Cities and Towns** 326 **regarding subcommittee meetings**

327 Timestamp: 1:36

328

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

330

331 Furr reviewed the previous discussions around subcommittee meetings and the Open
332 Meeting Law. Furr stated that they need to do education and make sure people know
333 what is expected of them when they're serving on a Town Committee. Arneson
334 confirmed that when they reappoint all the committees at the end of May, they send out a
335 big reminder on Open Meeting Law with a few bullet points that refer to the Secretary of
336 State's handbook. Furr stated that there needs to be a meeting of committee heads to
337 make sure that the chair clearly conveys the understanding. Miller stated that everybody
338 is supposed to sign the ethics statement and a great time for the chair to circulate. Hill
339 suggested a meeting or video that records some training with a link to the guidelines.

340

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

342 Timestamp: 1:43

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Minutes:

*Sander moved to approve the Minutes of 2/20/24 as presented. Forward seconded.
Roll Call Vote: Forward, Hill, Miller, Sander in favor. Furr abstains. Motion approved.*

*Sander moved to approve the Minutes of 2/26/24 as presented. Forward seconded.
Roll Call Vote: Forward, Furr, Hill, Miller, Sander in favor. Motion approved.*

Purchase Orders: None

Warrants:

*Sander moved to approve the general warrants on 3/4/24 as presented. Hill seconded.
Roll Call Vote: Forward, Furr, Hill, Miller, Sander in favor. Motion approved.*

Next Meeting Agenda

- *Bond vote update
- *Chair and Vice-chair organization
- *Ethics Policy review
- *Open Public Meeting training

Adjourn

*Forward moved to adjourn. Sander seconded.
Roll Call Vote: Forward, Furr, Hill, Miller, Sander in favor. Motion approved.*

Meeting adjourned at: 8:52 PM

Chat file from Zoom: None