

**Town of Richmond  
Special Selectboard Meeting  
Minutes of September 2, 2025**

**Members Present:** Bard Hill, Jay Furr, David Sander, Caitlin Filkins, Adam Wood

**Absent:** None

**Staff Present:** Josh Arneson, Town Manager; Duncan Wardwell, Deputy Town Manager; Matthew Cohen, Police Sgt

**Others Present:** MMCTV Erin Wagg, Andrew Bessette, Bob Stafford, Bonny Steuer, Cara LaBounty, Chelsye Brooks, Dennis's iPhone, Emily Mitchell, Jeff Forward, Jen's iPhone, Jerry, Jill's iPhone, John Rankin, June Heston, Morgan Wolaver, Marie's iPhone, Patty Brushett, Sarah, Trevor Brooks

**MMCTV Video:** Recorded by MMCTV by Erin Wagg  
<https://youtu.be/pNxhz0JCGA4?si=navKirM64glxIpQT>

**Call to Order:** 7:00 p.m.

**Welcome by:** Furr stated that our community opens its doors to all, no matter where you come from.

**Public Comment:** LaBounty asked whether the Town Center sign was permitted or in violation. Furr stated they will discuss that in Item c.

**Additions, Deletions or Modifications to Agenda:** None

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

**Update on Hinesburg terminating the current agreements for Police Services and Police Chief Services, discussion of policing in the short term and of future cooperation with Hinesburg for police services including the possibility of forming a Union Municipal District to provide police services to both towns**

Timestamp: 3:30

[https://www.richmondvt.gov/fileadmin/files/Selectboard/Meetings/2025/08/3a1\\_RID22-JointPolicingStatutes.pdf](https://www.richmondvt.gov/fileadmin/files/Selectboard/Meetings/2025/08/3a1_RID22-JointPolicingStatutes.pdf)

[https://www.richmondvt.gov/fileadmin/files/Selectboard/Meetings/2025/08/3a2\\_Selectboard\\_Minutes\\_8-29-22.pdf](https://www.richmondvt.gov/fileadmin/files/Selectboard/Meetings/2025/08/3a2_Selectboard_Minutes_8-29-22.pdf)

Arneson reviewed the history of Police Coverage since 2023. Arneson confirmed that the Selectboard agreed with the contract with the Union did include time and a half pay for contract coverage and that it was going to apply to the agreement with Hinesburg. Hinesburg cannot afford to pay for time and a half, and they do not have a Union contract. Once they decided they wanted to pause the contract for Police Services, it didn't really make much sense to provide Chief coverage because there was no overlap in

50 staffing. Arneson reviewed that the Police Governance Committee has been talking for a  
51 while, but they are pausing the search because the two Departments are not working  
52 together. Arneson summarized that in order to get a more permanent contract, one  
53 Department would dissolve so the other Department would have all the Offices and a  
54 Chief. Another option is to form a Union Municipal District which is a long-term  
55 solution as both Departments would be dissolved, and a new Municipality would be  
56 established with a joint survey committee and voter approval in both towns.

57  
58 Hill stated that Hinesburg is starting collective bargaining with their Officers for the first  
59 time. Hill stated the Police Leadership around the State sees the Union Municipal  
60 District as the direction of the future.

61  
62 Furr summarized that recruitment is a big concern as it is seen as a starter job. Stafford  
63 shared his perspectives with 40 years of law enforcement in Vermont and New  
64 Hampshire. Stafford suggested that if you are going to have a Police Department then  
65 hire the Chief first. Or if you want to hire an Officer have somebody else do it who  
66 knows who is out there. Stafford summarized that they tried a Municipal District in  
67 Washington County, and it is politically and emotionally charged but in the long term it  
68 would be great and set an example.

69  
70 Arneson reviewed that Richmond is currently budgeted for four Officers and half of a  
71 Chief. Filkins observed that working with Hinesburg, they still didn't get full coverage  
72 with their hiring capabilities. Filkins stated that the Town is asking for someone  
73 available when they call. Heston supported hiring a Chief first who can work towards a  
74 Municipal District. LaBounty stated that having two Chiefs is going to be an issue for a  
75 combined municipality. LaBounty summarized that there are issues with Hinesburg not  
76 having a Union like Richmond which should have been a dissolved Police Department  
77 with no active Officers. Cohen stated that he is a supporter of making a Union Municipal  
78 District as there are more jobs than officers. The reality of recruiting and retention is  
79 lateral transfers need to be highly competitive as they save money on not having to pay  
80 \$30,000 in training someone to go somewhere else. Furr stated that if they want to have  
81 a Police Department and compete for officers, they will probably need to raise the  
82 compensation. The Selectboard members suggested short-term and long-terms goals and  
83 received public feedback. Sander recognized Cohen's patience, optimism and hard work  
84 as the feedback that he gets is very positive.

85  
86  
87 **Follow up on discussion of next steps for parking enforcement on Dugway Rd., Wes**  
88 **White Hill, and the eastern end of Cochran Rd.**

89 Timestamp: 0:58

90  
91 [https://www.richmondvt.gov/fileadmin/files/Selectboard/Meetings/2025/08/3b\\_Traffic\\_Ordinance\\_Effective\\_May\\_12\\_2023.pdf](https://www.richmondvt.gov/fileadmin/files/Selectboard/Meetings/2025/08/3b_Traffic_Ordinance_Effective_May_12_2023.pdf)  
92

93  
94 Arneson and Cohen reviewed potential Ordinance changes previously discussed. A  
95 community service officer can enforce municipal ordinances, and the Town could  
96 accredit towing companies. Cohen stated that it's hard to get towing companies to come  
97 out and tow. Furr suggested raising the ticket fee to \$150 which is currently at \$50.  
98 Cohen reviewed that current policy states that a Police Officer writes the parking ticket in  
99 accordance to Town Ordinances, a copy of ticket is given to the finance department to log

into an established log payments made to the Town Clerk who stamps the ticket and gives to finance for recording. The finance logs the payments, gives the ticket to the Police Department for their records and each quarter, the finance reviews the log, and the Police Department obtains the name and mailing address belonging to the plate number on the ticket. A Past Due notice is sent to the owner of the vehicle and three late notices later a decision is made to further actions. Currently there are staffing issues with following this policy.

Furr summarized that the next steps were to collect data on parking ticket payment and to consider a bid process for accrediting towing companies. Arneson summarized that they need to come back with Ordinance changes. Several suggestions were also made about changing or updating the No Parking signs along Dugway Rd.

#### **Discussion of creating a sign policy**

Timestamp: 1:25

[https://www.richmondvt.gov/fileadmin/files/Selectboard/Meetings/2025/08/3c1\\_Model\\_Flag\\_Policy\\_Summary\\_Vermont\\_League\\_of\\_Cities\\_and\\_Towns.pdf](https://www.richmondvt.gov/fileadmin/files/Selectboard/Meetings/2025/08/3c1_Model_Flag_Policy_Summary_Vermont_League_of_Cities_and_Towns.pdf)

[https://www.richmondvt.gov/fileadmin/files/Selectboard/Meetings/2025/08/3c2\\_flag-model-policy.pdf](https://www.richmondvt.gov/fileadmin/files/Selectboard/Meetings/2025/08/3c2_flag-model-policy.pdf)

Furr reviewed the memo of the current Zoning sign regulations provided by Keith Osborne. Arneson summarized that the sign out front complies because it's a government sign, but they still need to apply for a permit. Sander stated the Selectboard should just permit it and not change the wording of the Ordinance. LaBounty stated the Selectboard is not exempt from the permitting process. Wood reviewed that the Ordinance says they are. Wood suggested submitting a request to the Zoning Administrator to state their stance. Bender asked about the Radiate Art signs. Arneson said if it is on the Town Center lawns it should be approved by the Selectboard. Wood suggested sending a letter to organizations for approval of signs on the Town Center. Hill requested a future agenda item to clarify the process for this. LaBounty suggested improving the existing signs for the Richmond Town Center and Welcome to Village.

#### **Consideration of accepting a bid for the Tesla**

Timestamp: 1:40

[https://www.richmondvt.gov/fileadmin/files/Selectboard/Meetings/2025/08/3d\\_TeslaBids\\_08-28-2025.pdf](https://www.richmondvt.gov/fileadmin/files/Selectboard/Meetings/2025/08/3d_TeslaBids_08-28-2025.pdf)

Arneson reviewed the bids for the Tesla.

*Sander moved to accept the bid of \$20,200.00 for the sale of the Tesla. Hill seconded. Roll Call Vote: Filkins, Furr, Hill, Sander, Wood in favor. Motion approved.*

#### **Consideration of holding a special Selectboard meeting for the presentation to the public and the Selectboard of the initial draft of the Town Plan**

Timestamp: 1:44

*Sander moved to hold a special meeting on Tuesday, November 4, 2025 at the Richmond Free Library at 7pm, for the presentation to the public and the Selectboard of the initial draft of the Town Plan. Hill seconded.*

*Roll Call Vote: Filkins, Furr, Hill, Sander, Wood in favor. Motion approved.*

**Consideration of accepting an increase in the grant amount for the Emergency Watershed Protection Program related to the 2024 flooding to fund engineering for the projects**

Timestamp: 1:45

[https://www.richmondvt.gov/fileadmin/files/Selectboard/Meetings/2025/08/3f\\_NR251644XXXXC002\\_EWP\\_5042\\_Richmond\\_VT\\_AMD2\\_pending\\_signatures.pdf](https://www.richmondvt.gov/fileadmin/files/Selectboard/Meetings/2025/08/3f_NR251644XXXXC002_EWP_5042_Richmond_VT_AMD2_pending_signatures.pdf)

*Filkins moved to accept the increase in funding to the Emergency Watershed Protection Program to cover the cost of engineering. Sander seconded*

*Roll Call Vote: Filkins, Furr, Hill, Sander, Wood in favor. Motion approved.*

**Consideration of appointing a voting delegate to the Vermont League of Cities and Towns (VLCT), Property and Casualty Intermunicipal Fund (PACIF), and Employment Resource and Benefits Trust (VERB) annual business meetings**

Timestamp: 1:47

[https://www.richmondvt.gov/fileadmin/files/Selectboard/Meetings/2025/08/3g\\_VLCT\\_PACIF\\_and\\_VERB\\_Annual\\_Meeting\\_Vermont\\_League\\_of\\_Cities\\_and\\_Towns.pdf](https://www.richmondvt.gov/fileadmin/files/Selectboard/Meetings/2025/08/3g_VLCT_PACIF_and_VERB_Annual_Meeting_Vermont_League_of_Cities_and_Towns.pdf)

*Sander moved to appoint Josh Arneson as the voting delegate from Richmond for the annual meetings of VLCT, PACIF, and VERB. Hill seconded.*

*Roll Call Vote: Filkins, Furr, Hill, Sander, Wood in favor. Motion approved.*

**Consideration of setting dates for FY26 Budget meetings**

Timestamp: 1:49

Arneson will return next meeting with a draft motion for dates that were discussed but need to be confirmed.

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

Timestamp: 1:55

**Purchase Orders:** None

**Minutes:**

199 *Sander moved to approve the Selectboard Minutes of 8/18/25 as presented. Hill*  
200 *seconded.*  
201 *Roll Call Vote: Filkins, Furr, Hill, Sander, Wood in favor. Motion approved.*  
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203 **Warrants:**  
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205 *Sander moved to approve the warrants from the September 2, 2025 meeting. Filkins*  
206 *seconded.*  
207 *Roll Call Vote: Filkins, Furr, Hill, Sander, Wood in favor. Motion approved.*  
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210 **Next Meeting Agenda**  
211 -Sign policy update  
212 -Ordinance changes for parking tickets  
213 -CCRPC  
214 -Housing Committee  
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217 **Adjourn**  
218  
219 *Sander moved to adjourn. Hill seconded.*  
220 *Roll Call Vote: Filkins, Furr, Hill, Sander, Wood in favor. Motion approved.*  
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223 **Meeting adjourned at: 8:57 PM**  
224  
225 **Chat file from Zoom:**  
226 01:39:52 Trevor Brooks: The state allows you to get permits even when they  
227 aren't required to for stormwater.  
228 01:57:14 Chelsye Brooks: The DRB hasn't used their second meeting in a long  
229 time.