

**Town of Richmond
Selectboard Meeting
Minutes of November 3, 2025**

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

Absent: None

Staff Present: Josh Arneson, Town Manager; Josh Arneson, Town Manager; Duncan Wardwell, Deputy Town Manager;

Others Present: Recorded by MMCTV by Erin Wagg, Andrew Bessette, Bill Supple, Brendan, Brian Washburn, Bruce LaBounty, Chelsye Brooks, Erin Farr, Heidi Bormann, Jeff Forward, John Linn, Judy Bush, Judy Rosovsky, Kyle Bormann, Lisa Miller, Logan Hegg, Marshall Paulsen, Mary Ann Kittinger, Mary Harrison, Mary Houle, Matt Moulthrop, Matt Steen, Michael Storrs, Nick, Noa Y, Paige Kaleita, Peter Bormann, Sarah Heim, Sarah Moulthrop, Trevor Brooks

MMCTV Video: https://youtu.be/xp_UOmhTcGw?si=ciMHU580hN8yeXw4

Call to Order: 7:00 p.m.

Welcome by: Wood

Public Comment:

LaBounty read a statement about his wife's mental health after she was attacked in public during a Selectboard meeting by current member, Jay Furr. Only one of the Selectboard members, Caitlin Filkins, defended and cared for his wife. LaBounty stated that all are not welcome here and that Furr should resign. LaBounty requested that the meeting minutes remove the word "argument" and state the she was attacked.

Additions, Deletions or Modifications to Agenda: None

Items for Presentation or Discussion with those present

Reminder of upcoming budget meetings on Monday, November 10; and Monday, December 8, 2025; Tuesday, January 6, 2026

Timestamp: 0:03

Wood reviewed the upcoming budget meetings with the final meeting on January 6 which will be a presentation of the budget for everyone to ask questions

Reminder of Special Selectboard meeting on Tuesday, November 4 to review and discuss the draft 2026 Town Plan

Timestamp: 0:04

50 [https://www.richmondvt.gov/fileadmin/files/Selectboard/Meetings/2025/10/3b_Special_S](https://www.richmondvt.gov/fileadmin/files/Selectboard/Meetings/2025/10/3b_Special_Selectboard_Meeting_Agenda_for_11-4-25.pdf)
51 [electboard_Meeting_Agenda_for_11-4-25.pdf](https://www.richmondvt.gov/fileadmin/files/Selectboard/Meetings/2025/10/3b_Special_Selectboard_Meeting_Agenda_for_11-4-25.pdf)

52
53 Wood stated there is a Special meeting November 4, which is a first draft presentation of
54 the Town Plan. Arneson confirmed it will be in the Library with desserts and coffee
55 starting at 6:30 PM

56
57
58 **Thank you to Richmond residents for a fun Halloween**

59 Timestamp: 0:05

60
61 Arneson thanked Marshall Paulsen and people in the Richmond Village for a great
62 Halloween. Paulsen confirmed that there were over 14 medium sized laundry baskets
63 overflowing with candy that were distributed to households all around the Village.

64
65
66 **Update on status of completion of Ethics Training and signing of Ethics**
67 **Acknowledgement forms by committee members and staff**

68 Timestamp: 0:05

69
70 Arneson reviewed that the Staff went from 91% to 97% on signed Ethics forms,
71 Volunteers went from 67% to 74% and Fire went from 18% to 41%. There is an online
72 form that people may use to confirm they have read the Ethics Policy. The Ethics
73 Training video completion percentage lags a little bit.

74
75
76 **Discussion of guidelines for Selectboard meetings**

77 Timestamp: 0:08

78 [https://www.richmondvt.gov/fileadmin/files/Selectboard/Meetings/2025/10/3e_2015_Sel](https://www.richmondvt.gov/fileadmin/files/Selectboard/Meetings/2025/10/3e_2015_Selectboard_Rules_of_Procedure_Final_Adopted_6-1-2015.pdf)
79 [ectboard_Rules_of_Procedure_Final_Adopted_6-1-2015.pdf](https://www.richmondvt.gov/fileadmin/files/Selectboard/Meetings/2025/10/3e_2015_Selectboard_Rules_of_Procedure_Final_Adopted_6-1-2015.pdf)

80
81 Arneson stated that there's a number of things that could be updated with what works
82 best for this platform as it hasn't been looked at in 10 years. Furr suggested limiting
83 discussion to the Selectboard once a motion has been made. A short digestible document
84 should be available at all meetings. Wood expressed an effort to keep things concise and
85 to the time limits. Filkins suggested posting the top three things to know if you are
86 coming to speak at a meeting, include it in the agenda, and in the Zoom chat. Houle
87 requested that they publish the motions that are written in advance. Wood stated that a
88 lot of the motions get changed on the fly from the memo provided to the Selectboard.
89 Filkins offered to put together some bullet points for the next meeting. Arneson will
90 work to update the document some Selectboard members and community input. Arneson
91 confirmed that he can post the draft motions in the packet for the next meeting.

92
93
94 **Consideration of appointing an Energy Coordinator**

95 Timestamp: 0:20

96 [https://www.richmondvt.gov/fileadmin/files/Selectboard/Meetings/2025/10/3f_EnergyCo](https://www.richmondvt.gov/fileadmin/files/Selectboard/Meetings/2025/10/3f_EnergyCoordinatorMattSteen.pdf)
97 [ordMattSteen.pdf](https://www.richmondvt.gov/fileadmin/files/Selectboard/Meetings/2025/10/3f_EnergyCoordinatorMattSteen.pdf)

98
99 Steen stated that he has been working in the energy industry for about 10 years with

computer-based models to estimate energy use and savings from different energy efficiency measures. He is familiar with Energy Star Portfolio Manager. Forward could explain to Steen what he did as Energy Coordinator over the past 30 years. Forward stated that it isn't a well-defined position, it is what you make of it. Furr reviewed the Statue for the Energy Coordinator (<https://legislature.vermont.gov/statutes/section/24/033/01131>)

Filkins moved to appoint Matt Steen to the role of Energy Coordinator to complete the one year term which ends at the end of May 2026. Sander seconded.

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

Consideration of making an appointment to the Planning Commission

Timestamp: 0:28

https://www.richmondvt.gov/fileadmin/files/Selectboard/Meetings/2025/10/3g_Planning_Chelsye_Brooks_10-20-25.pdf

Brooks reviewed that the last six months she has been working with the Town Plan Steering Committee for the renewal of our Town Plan. Furr stated that he cannot think of somebody more detail oriented and who has done research better.

Hill moved to appoint Chelsye Brooks to the Planning Commission to fill the seat with a term ending in 2028. Sander seconded.

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

Consideration of hiring a contractor for Property Management Services for the Town Center building

Timestamp: 0:31

https://www.richmondvt.gov/fileadmin/files/Selectboard/Meetings/2025/10/3hi_1_RFP_Summary_2025.pdf

Arneson stated that the Town Center Committee reviewed the bids and recommended moving forward with Cahill Mountain Properties. Arneson suggested using money out of the Town Center and Library Reserve Fund.

Filkins moved to enter into a one-year contract with Cahill Mountain Properties for Property Management Services for the Town Center Building with a monthly retainer of \$1,040 and billing at \$65 per hour for hours over 16 hours each month with expenses to be paid from the Town Center and Library Reserve Fund. Sander seconded.
Roll Call Vote follows discussion.

Arneson confirmed that he or Wardwell would communicate with Cahill to request projects at the Town Center and to manage overall time spent each month. Arneson stated they would look at the contract to make sure they have coverages and exit clause.

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

Consideration of hiring an Organizational Project Manager for capital projects at the Town Center building

Timestamp: 0:44

https://www.richmondvt.gov/fileadmin/files/Selectboard/Meetings/2025/10/3hi_2_PMS-OPM_References.pdf

Wood confirmed that the \$108,000 is for the first phase of Project Management and not the actual work. Arneson presented the Project Timeline. Hill reviewed that this will require some direct communication with the Selectboard and Town Manager. It is the son of the failed bond vote, and it will provide a scale to flatten out the projects over a period of time. Hill stated that one of the strengths of this group is the stable of experiences in managing public entities. Furr stated that they cannot put off addressing the flood issue. Arneson recommended using money from the Town Center Reserve Fund. Wardwell confirmed that Colliers received very good flood mitigation reports. Arneson reviewed the Project Team description that confirmed that the Town would be assigned a Project Director who will oversee all Colliers Project Leaders activities to ensure the Town is well served.

Filkins moved to enter into a contract with Colliers Project Leaders for Organizational Project Manager Services for the Town Center Building at a cost of \$108,000 for the first phase of the project with expenses to be paid from the Town Center and Library Reserve Fund. Sander seconded.

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

Update on Southview Stormwater 3-Acre Permit, possible executive session

Timestamp: 1:05

[https://www.richmondvt.gov/fileadmin/files/Selectboard/Meetings/2025/10/3j_Responses to Questions Regarding a Special Assessment District - as of 10-31-25.pdf](https://www.richmondvt.gov/fileadmin/files/Selectboard/Meetings/2025/10/3j_Responses_to_Questions_Regarding_a_Special_Assessment_District_-_as_of_10-31-25.pdf)

Filkins recused herself as she lives in Southview. Arneson reviewed some of the questions submitted by Southview residents in the packet. The Town attorney had some legal advice for the Selectboard that might be discussed in Executive Session.

Kaleita was still uncomfortable with the impervious surface as the report had pictures of properties in Hidden Pines that aren't even in the 3-Acre area. Arneson stated he would follow up on the questions about creating the Special Assessment district. Heim stated she is cautiously optimistic that the rules and statute will change in the next year, and they won't have to be alone in mitigating all the stormwater runoff coming from their part of Richmond.

Consideration of approving the installation of a speed hump on Huntington Rd. near 83 Huntington Rd. / Stone Corral

Timestamp: 1:31

https://www.richmondvt.gov/fileadmin/files/Selectboard/Meetings/2025/10/3k1_Speed_Hump_Location.pdf

[https://www.richmondvt.gov/fileadmin/files/Selectboard/Meetings/2025/10/3k2_Feedback on Speed Hump.pdf](https://www.richmondvt.gov/fileadmin/files/Selectboard/Meetings/2025/10/3k2_Feedback_on_Speed_Hump.pdf)

Arneson reviewed the traffic calming discussions related to the intersection of Huntington Rd, Bridge St, Cochran Rd and Thompson Rd. Arneson stated that they sent out letters to surrounding property owners to get their feedback and he received some responses that were against it. Furr stated he would vote against it because he heard from many people who gave him good reasons not to build it. Bormann stated that her Mann & Machine clients have damaged front ends from the speed bumps on Cochran Rd. Other residents were not in favor of the speed hump. Wood stated that the Selectboard is not going to take action on this.

Consideration of approving a request from Richmond Mountain Trails to utilize funds from the Conservation Reserve Fund

Timestamp: 1:53

https://www.richmondvt.gov/fileadmin/files/Selectboard/Meetings/2025/10/311_2025_Motion_for_RMT_gear_proposal_28_Oct_2025.pdf

https://www.richmondvt.gov/fileadmin/files/Selectboard/Meetings/2025/10/312_2025_CRF_application_RMT_Brush_hog_and_Weed_Wacker_002.pdf

Rosovsky summarized the request from Richmond Mountain Trails (RMT) provided in the packet. Rosovsky reviewed that these tools would be available to other Town committees and perhaps other appropriate volunteers and their insurance will cover users with a Vermont Mountain Bike Association membership or waiver. The Conservation Commission added a stipulation on a timetable to make sure they are not harming wildlife and spreading noxious weeds. Hill observed that RMT does a lot of work in other towns and the money can only be used to benefit the Town of Richmond. Hill suggested it could be a request on the ballot for voters to consider. Rosovsky stated that volunteers are currently using their own equipment on Town trails. Farr suggested that the RMP put up a QR code to raise the money from their members. Houle stated that they are bending over backwards for people who come here, use our stuff and go home. Wood stated that it's going to be a hiccup for a lot of people to have the Town buy the equipment, have it used wherever and stored privately. Rosovsky stated that the trails liked in the proposal are Town owned land and need to be maintained. Furr stated that this should go on the ballot as a contribution to a private group. Sander expressed concerns about on-going maintenance and does not feel comfortable with the Selectboard allocating these funds. Brooks stated that the Town purchasing the equipment might reinvigorate the Recreation Committee and it could be used for other things like Willis Hill. Wood confirmed that nobody wanted to make a motion.

Discussion of renewing the agreement with Radiate Art regarding painting murals on the boarded-up windows of the Town Center

Timestamp: 2:15

https://www.richmondvt.gov/fileadmin/files/Selectboard/Meetings/2025/10/3m_RID20-Town_center_mural_agreement_-122920_FINAL_with_addendum_-_Signed.pdf

Arneson reviewed that the agreement with Radiate Art for the artwork displays at the Town Center expired in 2021. Bush stated that Radiate would like to be part of the process as they have community input. Bush asked if they could keep the murals up for a

year and a half so they can paint in August instead of May. Arneson confirmed that he and Bush would track changes and come back at the next meeting.

Approval of Minutes, Purchase Orders, and Warrants

Timestamp: 2:19

Minutes:

*Sander moved to approve the minutes of October 20, 2025. Hill seconded
Roll Call Vote: Filkins, Furr, Hill, Sander, Wood in favor. Motion approved.*

*Sander moved to approve the minutes of October 22, 2025. Hill seconded
Roll Call Vote: Filkins, Furr, Hill, Sander, Wood in favor. Motion approved.*

*Sander moved to approve the minutes of October 27, 2025. Hill seconded
Roll Call Vote: Filkins, Furr, Hill, Sander, Wood in favor. Motion approved.*

Purchase Orders:

*Sander moved to amend purchase order number 5258 to SD Ireland for concrete for the
East Main St. Sidewalk Project to the amount of \$96,293.00. Filkins seconded.
Roll Call Vote: Filkins, Furr, Hill, Sander, Wood in favor. Motion approved.*

*Sander moved to approve purchase order number 5357 to DuBois and King for
engineering for the Emergency Watershed Protection program projects that are a result
of the 2024 flood in the amount of \$93,000.00
Roll Call Vote: Filkins, Furr, Hill, Sander, Wood in favor. Motion approved.*

Warrants:

*Sander moved to approve the warrants from the November 3, 2025 meeting. Filkins
seconded.
Roll Call Vote: Filkins, Furr, Hill, Sander, Wood in favor. Motion approved.*

Next Meeting Agenda

- Selectboard Guidelines
- Reviewing the Traffic Calming study
- Richmond Mountain Trails request

Discussion of Stormwater System Maintenance Agreement with Greystone Estates Residents Association for 3-acre stormwater permit

Timestamp: 2:27

*Sander moved to find that premature public knowledge about the Stormwater System
Maintenance Agreement with Greystone Estates Residents Association for 3-acre
stormwater permit would cause the Town or person to suffer a substantial disadvantage.
Hill seconded.*

300 *Roll Call Vote: Filkins, Furr, Hill, Sander, Wood in favor. Motion approved.*
301
302 *Sander moved that we enter into executive session to discuss the Stormwater System*
303 *Maintenance Agreement with Greystone Estates Residents Association for 3-acre*
304 *stormwater permit under the provisions of 1 VSA 313(a) (1) (a) of the Vermont Statutes*
305 *and to invite Town Manager Josh Arneson into the executive session. Hill seconded.*
306 *Roll Call Vote: Filkins, Furr, Hill, Sander, Wood in favor. Motion approved.*
307
308 *Hill moved to exit Executive Session. Sander seconded.*
309 *Roll Call Vote: Filkins, Furr, Hill, Sander, Wood in favor. Motion approved.*
310
311
312 **Adjourn**
313
314 *Furr moved to adjourn. Sander seconded.*
315 *Roll Call Vote: Filkins, Furr, Hill, Sander, Wood in favor. Motion approved.*
316
317 **Meeting adjourned at: 9:41PM**
318
319 **Chat file from Zoom:**
320 00:03:39 Duncan Wardwell: Turn on video
321 00:25:25 Jay Furr:
322 <https://legislature.vermont.gov/statutes/section/24/033/01131>
323 00:36:22 Jeff Forward: Peter Cahill has done work for me and I can recommend
324 him highly. He is organized resourceful and professional. He also lives in town which is
325 a great asset. I cannot recommend him enough.
326 00:40:36 Jeff Forward: As former chair of the Town Center Committee, I am
327 thrilled to have a professional take charge of routine and unplanned maintenance.
328 00:42:01 Jeff Forward: Will the library be included?
329 00:42:52 Jeff Forward: The library trustees might want to consider a similar
330 arrangement and come back to the SB with a proposal for similar services
331 00:44:44 Jeff Forward: This is an excellent experiment. We will be able to figure
332 out how it works over the year and make adjustments as need be.
333 00:46:14 Jeff Forward: This is a much better and more affordable solution right
334 now than a paid staff person.
335 00:47:38 Jeff Forward: Thank you for doing this. It has been a long time coming.
336 00:51:53 Jeff Forward: If you hire an Organizational Project Manager, I would
337 happy to take whomever on a tour of the building to highlight some of the problems the
338 previous Town Center Committee identified.
339 00:54:23 Jeff Forward: There was considerable discussion about how to
340 accommodate occupants during construction. The detailed planning would have come
341 after a positive bond vote
342 00:55:23 Jeff Forward: Another big issue with the building was indoor air quality.
343 The health and safety of the occupants was a primary concern of the TC.
344 01:03:01 Jeff Forward: We have a lot of documentation about the building through
345 Black River Design and other design consultants. We should be able to give them a lot of
346 information to help them get started.
347 01:04:21 Jeff Forward: It is not unusual to include hourly rates in case the client
348 changes the scope of work during the project.
349 01:05:07 Jeff Forward: No guarantees on a bond vote???

350 01:05:32 Mary Ann Kittinger: ok I will type it
 351 01:06:12 Mary Ann Kittinger: Fix price is risky to do reno work not knowing what
 352 the prob that will be discovered
 353 01:06:49 Mary Ann Kittinger: ok
 354 01:20:40 Trevor Brooks: Was the town wide vote always an option?
 355 01:24:57 Trevor Brooks: This is Trevor now.
 356 01:28:41 Trevor Brooks: The regional Stormwater utility study committee
 357 report is due 1/15/27
 358 01:51:15 Erin Farr: I would propose keeping the speed limit 25 from the farm
 359 thru the intersection. It goes up between the farm and Stone Corral and that seems
 360 unnecessary.
 361 02:03:56 Chelsye Brooks: Reacted to "I would propose keep..." with 🙄
 362 02:07:41 Chelsye Brooks: Recreation Committee is defunct right now,
 363 correct? Maybe RICHMOND residents who are passionate about trails could be
 364 maintaining trails with equipment the TOWN owns and buys. Is that too much of a
 365 liability for the town? I'd love to see a Rec Committee.
 366 02:08:57 Erin Farr: I also have concern about "town" equipment being stored
 367 on private property
 368 02:09:38 Chelsye Brooks: It wouldn't be town equipment. We would just be
 369 giving them the money.
 370 02:10:05 Chelsye Brooks: I think it makes more sense for town equipment to
 371 be at the town garage or whatnot.
 372 02:33:31 Trevor Brooks: What's up with the camera?
 373 02:34:00 MMCTV Erin Wagg: Sorry just me !