

**Town of Richmond  
Selectboard Meeting  
Minutes of November 17, 2025**

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

**Absent:** None

**Staff Present:** Josh Arneson, Town Manager; Duncan Wardwell, Deputy Town Manager; Susanne Parent, Town Clerk; Keith Osborne, Town Planner; Matthew Cohen, Interim Police Chief

**Others Present:** Recorded by MMCTV Erin Wagg, Amanda Repp, Andrew Bessette, Archie Hegg, Bill Supple, Brendan, Brendan Filkins, Chelsye Brooks, Chris Granda, David Rugh, Dorian Evans, Doug Thompson, George Young, Jayne S, Jean Haskin, Jeff Forward, Jon Kart, June Heston, Kathleen's iPad, Logan Hegg, Margaret Cole, Mary Ann Kittinger, Mary Harrison, Mary Houle, Max Krieger, Michael Werner, Nicholas Johnson, Nick, Noa Y, Paige Kaleita, Polly's iPad, Sam Pratt, Sarah, Sarah Heim, Susan Glennon, Thomas Senning, Tom Bednar, Trevor Brooks

**MMCTV Video:** <https://youtu.be/Vr2Ot6RqlyE?si=0hxahmXk7Dr6qeuZ>

**Call to Order:** 7:01 p.m.

**Welcome by:** Wood

**Public Comment:**

Furr reviewed his reasons for joining the Selectboard around racial equity and fair policing. Furr stated that he was planning on resigning. He did not want to be Chair this time as it was evident that he does not hold his temper as well as he could. Furr stated that it is less fulfilling to be on the Selectboard when the good is overlooked. His ability to contribute positively to the Selectboard has come to an end simply because he is not managing his frustration. Furr stated that he is resigning from the Selectboard, the Water and Sewer Commission and the Fourth of July Committee.

Houle stated that she wants to be considered for the Selectboard term until the elections in March. Houle reviewed her history with the Richmond Selectboard especially as Chair during a contentious time.

Granda requested that the Selectboard publicly post this open Selectboard position to give community members time to consider it.

Wood reviewed that the Selectboard position would be filled until Town Meeting Day. The person appointed and anyone else interested would have to stand election on Town Meeting Day for the remainder of the term (March 2027). Wood stated that the Selectboard has to give official notice of the resignation within 10 days. Arneson confirmed that at a Special Selectboard meeting, they would give official notice of the resignation, state they are accepting applications, provide a date when those applications

need to be received, and the date of a Selectboard meeting when they would make the appointment.

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

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

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

Timestamp: 0:10

Wood stated that the December 8th meeting is a working session while the January 6<sup>th</sup> meeting is the final presentation. Arneson confirmed that the December 8 and January 6 meetings would be at the Town Center as the Library room is being painted. Wood confirmed it would be online too. Forward suggested considering making changes after those meetings. Wood stated the December 8<sup>th</sup> meeting is open to changes, but the January 6<sup>th</sup> meeting would broadly have the budget nailed but they would be open to changes. Filkins reviewed that they have had a couple of budget meetings already and it can be found on the website:

[-https://www.richmondvt.gov/calendar/meeting/selectboard-10-22-25](https://www.richmondvt.gov/calendar/meeting/selectboard-10-22-25)

[-https://www.richmondvt.gov/calendar/meeting/selectboard-11-10-25](https://www.richmondvt.gov/calendar/meeting/selectboard-11-10-25)

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

Timestamp: 0:11

[https://www.richmondvt.gov/fileadmin/files/Selectboard/Meetings/2025/11/3b\\_Ethics\\_Summary\\_as\\_of\\_11-13-25.pdf](https://www.richmondvt.gov/fileadmin/files/Selectboard/Meetings/2025/11/3b_Ethics_Summary_as_of_11-13-25.pdf)

Arneson presented the summary found in the packet. Arneson reviewed that Wardwell has been sending out reminders and individuals and Chairs.

**Consideration of appointing a Richmond Representative to the Chittenden Unit for Special Investigations (CUSI)**

Timestamp: 0:17

[https://www.richmondvt.gov/fileadmin/files/Selectboard/Meetings/2025/11/3c1\\_CUSI\\_Logan\\_Hegg\\_11-03-25.pdf](https://www.richmondvt.gov/fileadmin/files/Selectboard/Meetings/2025/11/3c1_CUSI_Logan_Hegg_11-03-25.pdf)

[https://www.richmondvt.gov/fileadmin/files/Selectboard/Meetings/2025/11/3c2\\_CUSI\\_BYLAWS\\_-\\_Final.pdf](https://www.richmondvt.gov/fileadmin/files/Selectboard/Meetings/2025/11/3c2_CUSI_BYLAWS_-_Final.pdf)

HeggL stated that this is really important for the community and it would be a cool way to serve.

*Sander moved to appoint Logan Hegg as the Richmond Representative to the Chittenden Unit for Special Investigations filling a term that expires at the end of May 2026. Hill*

seconded.

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

#### **Consideration of approving a contract for a fireworks display on July 4, 2026**

Timestamp: 0:20

[https://www.richmondvt.gov/fileadmin/files/Selectboard/Meetings/2025/11/3d1\\_Richmond\\_Town\\_of\\_Letter\\_11-10-25.pdf](https://www.richmondvt.gov/fileadmin/files/Selectboard/Meetings/2025/11/3d1_Richmond_Town_of_Letter_11-10-25.pdf)

[https://www.richmondvt.gov/fileadmin/files/Selectboard/Meetings/2025/11/3d2\\_Richmond\\_Town\\_of\\_Contract\\_07-04-26.pdf](https://www.richmondvt.gov/fileadmin/files/Selectboard/Meetings/2025/11/3d2_Richmond_Town_of_Contract_07-04-26.pdf)

[https://www.richmondvt.gov/fileadmin/files/Selectboard/Meetings/2025/11/3d3\\_Richmond\\_Town\\_of\\_Permit\\_07-04-26.pdf](https://www.richmondvt.gov/fileadmin/files/Selectboard/Meetings/2025/11/3d3_Richmond_Town_of_Permit_07-04-26.pdf)

Arneson reviewed that the price for fireworks has increased from \$15,000 to \$22,000 for the same size (minimum) display due to increased tariffs and demand for the 250<sup>th</sup> Anniversary of July 4, 1776. There is a 10% fee if they cancel more than 30 days out. Sander asked at what point does this become a luxury. Hill observed that there are many vocal proponents of the fireworks display but there are people for whom the sounds are triggering. Hill reviewed that they have considered drones shows but they are not a feasible price. Arneson stated that there are not many companies that exist for fireworks. Arneson stated that if tariffs continue to rise then the company could come back to renegotiate. The contract is due by December 12, 2025, with a half deposit by March 10. Hill suggested having a non-binding vote on the March ballot to get a sense of the voters and taxpayers. Filkins stated that they should sign it, risk losing the \$2,200 and then bring it as an agenda item for Town Meeting Day. Arneson stated that if it is a non-binding vote then it would have to be from the floor but if it is binding then they might be able to add it as a budget item on Australian Ballot. Granda suggested setting a budget of ~\$15,000 and kick it back to see if they can find somebody else.

*Hill moved to approve the agreement with Pyrotecnico for fireworks on July 4, 2026 in the amount of \$22,000. Filkins seconded.*

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

#### **Consideration of approving use of Special Projects Reserve Fund for pickleball expenses**

Timestamp: 0:31

[https://www.richmondvt.gov/fileadmin/files/Selectboard/Meetings/2025/11/3e\\_Pickleball\\_Courts\\_Budget\\_3\\_as\\_of\\_11-11-25\\_FY26\\_Expenses.pdf](https://www.richmondvt.gov/fileadmin/files/Selectboard/Meetings/2025/11/3e_Pickleball_Courts_Budget_3_as_of_11-11-25_FY26_Expenses.pdf)

Arneson stated that the Friends of Pickleball provided a budget of \$1,100 worth of expenses as illustrated in the packet. Arneson asked the Selectboard if they wanted to use the Special Projects Reserve Fund or just take it out of the Recreation budget. Arneson stated that if somebody wanted to use the leaf blower then they could probably allow that. Wood observed that these are on-going maintenance items and if there is a replacement plan. Arneson stated that needs to be added to the budget as well as the ~\$12,000 cost to resurface the courts every 7 years.

Hill moved to approve the use of up to \$1,300 from the Special Projects Reserve Fund to purchase items for the pickleball courts with these funds coming from the amount committed to Volunteers Green and Browns Ct. Filkins seconded.  
Roll Call Vote follows discussion.

Wood stated that he is hesitant to vote for this since there is not an ongoing plan.

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

**Consideration of approving a request from Richmond Mountain Trails to utilize funds from the Conservation Reserve Fund to purchase a brush hog and weed wacker**

Timestamp: 0:41

[https://www.richmondvt.gov/fileadmin/files/Selectboard/Meetings/2025/11/3f1\\_2025\\_Motion\\_for\\_RMT\\_gear\\_proposal\\_28\\_Oct\\_2025.pdf](https://www.richmondvt.gov/fileadmin/files/Selectboard/Meetings/2025/11/3f1_2025_Motion_for_RMT_gear_proposal_28_Oct_2025.pdf)

[https://www.richmondvt.gov/fileadmin/files/Selectboard/Meetings/2025/11/3f2\\_2025\\_CRF\\_application\\_RMT\\_Brush\\_hog\\_and\\_Weed\\_Wacker\\_002\\_.pdf](https://www.richmondvt.gov/fileadmin/files/Selectboard/Meetings/2025/11/3f2_2025_CRF_application_RMT_Brush_hog_and_Weed_Wacker_002_.pdf)

Krieger (secretary of the Richmond Mountain Trails (RMT) and former Conservation Commission member) stated that he can go over the questions about the proposal from the last meeting. Krieger confirmed that Richmond Mountain Trails is focused on trails in Richmond with one trail system in Bolton. The RMT has a shed across from the Andrews Forest that has room for those materials and could be available to folks in Town or on Town Committees. The RMT would agree to pay for the maintenance of those tools to keep them in good operating order for 10 years. The RMT would provide training and make sure there is proper protective equipment. The volunteers would sign a waiver or be a member of the RMT with provides some liability protection from the Vermont Mountain Bike Association.

Pratt (Chair of Conservation Commission) confirmed that the RMT is working with the Conservation Commission to establish a mowing timetable to protect things like insects/birds and to train people in best management practices. Arneson confirmed that the Town will not own the equipment but there might be some liability if a Town volunteer uses the equipment on a Town trail. Hill suggested that they look for a share from Bolton and the other Towns that would benefit from it. Wood stated that giving Bolton \$1,000 worth of maintenance is worth using their trails. Wood observed the use of \$144,000 in pickleball for a much smaller subset of people and they do not have a sign that says Richmond Only Pickleball. Filkins expressed concern about the details of liability. Heim observed that the Bolton trails are adaptive trails.

Hill suggested a contract or grant agreement to state the things RMT agrees to do and embed the things that hold the Town harmless from any stupid things done with the tools. Krieger stated that they would be happy to have a conversation with Arneson. Krieger observed that this is the time of the year when the equipment is most affordable as the Black Friday sales have equipment listed at least \$1,000 off the regular price.

Hill moved to approve the request from Richmond Mountain Trails to utilize up to \$5,000 from the Conservation Reserve Fund to purchase a brush mower, weed wacker and

necessary parts for each for maintenance of trails that are open to the public in Richmond, with the requirement that Richmond Mountain Trails:  
(a) works with the Richmond Conservation Commission to create a timetable and Best Management Practices for trail work such that wildlife movement will be protected and noxious weeds will not be spread  
(b) subject to an agreement between the town and Richmond mountain trails specifies the relationship and avoids liability to the Town for the use and or maintenance of the equipment  
(c) this money must be spent within 3 years of the date of the final approval.  
Sander seconded..  
Roll Call Vote follows discussion.

Wood confirmed that RMT will coordinate scheduling, maintenance and training for any volunteers to use the equipment.

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

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

Timestamp: 1:11

[https://www.richmondvt.gov/fileadmin/files/Selectboard/Meetings/2025/11/3g\\_Response\\_s\\_to\\_Questions\\_Regarding\\_a\\_Special\\_Assessment\\_District\\_-\\_as\\_of\\_11-13-25.pdf](https://www.richmondvt.gov/fileadmin/files/Selectboard/Meetings/2025/11/3g_Response_s_to_Questions_Regarding_a_Special_Assessment_District_-_as_of_11-13-25.pdf)

Filkins recused herself, she lives in Southview. Arneson presented the answers to the questions related to the Southview Stormwater 3-Acre Permit provided in the packet. Heim requested draft language for the approval of the special assessment so people can provide comments or clarifying questions. Arneson confirmed the attorney could draft that language for an upcoming meeting. Rugh stated that other municipalities use the grant money to reduce their share. Hill stated that the chances are close to zero that anything could happen for construction next year especially if a special assessment district. Arneson stated that the Selectboard and homeowners would have a conversation about a reasonable timeline.

Hill reviewed that this Selectboard cannot tie the hands of a future Selectboard. Rugh stated that a special assessment district can be created by vote, or consent. For instance, if a chamber needs to be replaced near the end of the current district, the Selectboard could put an article on the warning on Town Meeting to assess Southview for additional maintenance charges. The Southview residents could consent to that, or voters could submit a petition signed by 5% to put an article on the ballot for a new special assessment district for Southview.

Rugh suggested a not to exceed amount for the consent, so people have a decent idea of the quarterly estimated payment. Wood stated that a draft consent agreement is the next step forward.

### **Consideration of approving the Stormwater System Maintenance Agreement with Greystone Estates Residents Association for the 3-Acre stormwater permit, possible executive session**

Timestamp: 1:43

Filkins recused herself due to the nature of the Stormwater issue..

*Sander moved to find that premature public knowledge about attorney client communications regarding the Greystone Estates Residents Association for 3-acre stormwater permit would cause the Town or person to suffer a substantial disadvantage. Hill seconded.*

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

*Sander moved that we enter into executive session to discuss attorney client communications regarding the Greystone Stormwater Permit under the provisions of 1 VSA 313(a) (1) (f) of the Vermont Statutes and to invite Town Manager Josh Arneson and Attorney Dave Rugh into the executive session. Hill seconded.*

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

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

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

*Hill 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. Sander seconded.*

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

*Hill move that we enter into executive session to discuss the Stormwater System Maintenance Agreement with Greystone Estates Residents Association for 3-acre stormwater permit under the provisions of 1 VSA 313(a) (1) (a) of the Vermont Statutes and to invite Town Manager Josh Arneson and Attorney Dave Rugh and the two residents of Greystone Estates Residents Association into the executive session. Sander seconded.*

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

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

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

## **Consideration of increasing the pay grid for the Police Department**

Timestamp: 1:48

Hill recused himself as he knows someone who is an applicant. Arneson reviewed that they sent a memo to the Union explaining what they were planning to do. The Selectboard discussed increasing the wage by 20% based on statistics from surrounding Departments (Williston, Essex, Milton). Cohen stated that adjusting the pay scales goes a long way when it comes to recruiting. Wood reviewed that this is an effort to get officers who are trained and to keep officers who are trained.

*Sander moved to approve the 20% increase to the FY26 Police Department Wage Grid. Filkins seconded.*

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

**Public Hearing to consider amendments to the Traffic Ordinance**

Timestamp: 1:56

[https://www.richmondvt.gov/fileadmin/files/Selectboard/Meetings/2025/11/3j\\_Traffic O\\_rdinance Draft For Hearing on 11-17-25.pdf](https://www.richmondvt.gov/fileadmin/files/Selectboard/Meetings/2025/11/3j_Traffic_O_rdinance_Draft_For_Hearing_on_11-17-25.pdf)

*Sander moved to open the public hearing to consider amendments to the Traffic Ordinance. Filkins seconded.*

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

*Sander moved to forgo reading the entire ordinance aloud and read only the title. Hill seconded.*

*Roll Call Vote: Filkins, Hill, Sander in favor. Wood not in favor. Motion approved.*

Arneson presented the changes provided in the packet. Arneson stated that the Parking Committee is currently reviewing the changes associated with recreational parking. These changes provide a way to give Highway the power to do stuff ahead of plowing season. Arneson confirmed these changes won't be in place until January 16, 2026.

*Sander moved to close the public hearing to consider amendments to the Traffic Ordinance. Hill seconded.*

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

*Sander moved to adopt the amendments to the Traffic Ordinance as presented. Hill seconded.*

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

**Consideration of approving the 2025 Grand List Errors and Omissions Report**

Timestamp: 2:00

[https://www.richmondvt.gov/fileadmin/files/Selectboard/Meetings/2025/11/3k\\_2025 E\\_O\\_report.pdf](https://www.richmondvt.gov/fileadmin/files/Selectboard/Meetings/2025/11/3k_2025_E_O_report.pdf)

Arneson stated that the affected properties will receive a new tax bill for FY26 based on the changes.

*Hill moved to approve the 2025 Grand List Errors and Omissions report. Filkins seconded.*

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

**Update on progress of making updates to the guidelines for Selectboard Rules of Procedure**

Timestamp: 2:03

Arneson reviewed that they have met but they need one more meeting before they have a recommendation to the Selectboard. It is mostly focused on public comment.

**Consideration of setting two public hearings for the 2026 Town Plan**

Timestamp: 2:04

Oborne reviewed the requirement to have two meetings because the Town is greater than 2,500 people. This is based on getting the Town Plan on the ballot, so it needs to be before January 22.

*Sander moved to set a public hearing for the 2026 Town Plan for January 5, 2026. Hill seconded. Filkins seconded.*

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

*Sander moved to set a second public hearing for the 2026 Town Plan for January 21, 2026. Hill seconded.*

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

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

Timestamp: 2:11

### **Minutes:**

*Sander moved to approve the minutes of November 3, 2025. Filkins seconded*

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

*Sander moved to approve the minutes of November 4, 2025. Hill seconded*

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

*Sander moved to approve the minutes of November 10, 2025. Hill seconded*

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

### **Purchase Orders:**

*Sander moved to approve purchase order number 5184 to Cargill Salt for road salt in the amount of \$99,997.50. Hill seconded.*

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

*Sander moved to approve purchase order number 5274 to Axon Enterprise Inc. for dash cameras for police cruisers in the amount of \$25,218.00. Hill seconded.*

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

*Sander moved to approve purchase order number 5358 to Mangan Excavation LLC for the EWP Streambank Stabilization Project on Governor Peck Rd. in the amount of \$35,607.00. Hill seconded.*

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

### **Warrants:**

*Sander moved to approve the warrants from the November 17, 2025 meeting. Hill seconded.*

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



400 **Next Meeting Agenda**  
 401 -Southview and Greystone Stormwater  
 402 -Special meeting for Selectboard resignation and appointment applications  
 403  
 404  
 405 **Discussion of personnel matter, possible executive session**  
 406 Timestamp: 2:23  
 407 *Sander moved to find that premature public knowledge about a personnel matter would*  
 408 *cause the Town or person to suffer a substantial disadvantage. Filkins seconded.*  
 409 *Roll Call Vote: Filkins, Sander, Wood in favor. Hill abstains. Motion approved.*  
 410  
 411 *Sander moved that we enter into executive session to discuss a personnel matter under*  
 412 *the provisions of 1 VSA 313 (a) (3) of the Vermont Statutes and to invite Town Manager*  
 413 *Josh Arneson into the executive session. Filkins seconded.*  
 414 *Roll Call Vote: Filkins, Sander, Wood in favor. Hill abstains. Motion approved.*  
 415  
 416 Hill recused himself from the executive session.  
 417  
 418 *Sander moved to exit executive session. Filkins seconded.*  
 419 *Roll Call Vote: Filkins, Sander, Wood in favor. Motion approved.*  
 420  
 421  
 422 **Adjourn**  
 423  
 424 *Filkins moved to adjourn. Sander seconded.*  
 425 *Roll Call Vote: Filkins, Sander, Wood in favor. Motion approved.*  
 426  
 427 **Meeting adjourned at: 10:24 PM**  
 428  
 429 **Chat file from Zoom:**  
 430 00:10:25 Jean Haskin: I would love o see Mary Houle on the selectboard!  
 431 00:12:05 Jean Haskin: Pick Mary please!  
 432 00:36:02 pkaleita: Maybe you could do a Richmond Fireworks week where all  
 433 business ask to round up change on all purchases and \$ goes to fireworks funds  
 434 01:04:04 Brendan: Love the trail support!  
 435 01:04:55 Nick: Reacted to "Love the trail suppo..." with 👍  
 436 01:47:15 Chelsye Brooks: If it doesn't pass is the town going to vote on town  
 437 meeting day or wait until next year.  
 438 01:48:37 Chelsye Brooks: Caitlyn - thank you for recusing. I appreciate no  
 439 grey area.  
 440 02:53:28 Chelsye Brooks: I have a random related but different question.  
 441 What's the process for speed limit changes. Is it a massive study and hearing, etc?  
 442  
 443