

**Town of Richmond
Selectboard Meeting
Minutes of June 1, 2026**

Members Present:

Caitlin Filkins, Bard Hill, Greg Rabideau, David Sander, Adam Wood

Absent: None

Staff Present: Duncan Wardwell, Deputy Town Manager; Keith Osborne, Town Planner

Others Present: Recorded by MMCTV Erin Wagg, Alexis, Brad Elliott, Breck Knauft, Connie van Eeghen, John Linn, Lou Borie, Patty Brushett, Sam Pratt, Susan Glennon Tom Carpenter

MMCTV Video: https://youtu.be/V7t9AQiK_Po?si=C7MN4VI89NnBP5a4

Call to Order: 7:05 PM

Welcome by: Wood

Public Comment: Sander stated that the Olympic Parade was another opportunity for him to realize how special our community is. Sander stated that he did not hear any complaints and heard a lot of praise. Filkins observed the Fire Department, the ambulance, and the volunteers who organized the parade and parking was impressive.

Additions, Deletions or Modifications to Agenda: None

Items for Presentation or Discussion with those present

Reminder of Special Selectboard Meeting on Monday, June 8 at 7:00pm at the Town Center to discuss the Thompson Rd., Huntington Rd., Bridge St., and Cochran Rd. intersection

Timestamp: 0:02

https://www.richmondvt.gov/fileadmin/files/Selectboard/Meetings/2026/05/3a_Special_Selectboard_Meeting_Agenda_for_6-8-26_DRAFT.pdf

Wood announced the Special Selectboard Meeting for next Monday.

Announcement of torch run for Special Olympics taking place on Thursday, June 4, 2026 at 2:00pm

Timestamp: 0:02

https://www.richmondvt.gov/fileadmin/files/Selectboard/Meetings/2026/05/3b_information_about_the_special_olympics_torch_run.pdf

Wood stated that Chief Cohen is taking part so there is an opportunity to run alongside or watch the event. It is planned to conclude at 2:15 PM at the Richmond schools.

Consideration of setting a date for a special meeting to receive public feedback on the draft Andrews Community Forest Management Plan

Timestamp: 0:04

Wardwell stated that the Co-Chair of the ACFC is not available for July 7 or 13. Wood confirmed that this is not yet the Public Hearing but the Selectboard looking for the public to review the plan and provide questions and suggestions.

Filkins moved to hold a Special Selectboard meeting to receive feedback on the draft Andrews Community Forest Management Plan at 7pm on Monday, June 29. Sander seconded.

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

Consideration of request to close Pleasant St. on Sunday, June 28, 2026 from 4:00 – 8:00 pm for a block party

Timestamp: 0:07

https://www.richmondvt.gov/fileadmin/files/Selectboard/Meetings/2026/05/3d_Request_to_Close_Pleasant_St..pdf

Wood summarized the request. Rabideau stated that it is a dead-end street and they have a long history of managing it.

Sander moved to close Pleasant St. on Sunday, June 28, 2026 from 4:00 – 8:00 pm for a block party. Hill seconded.

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

Discussion of goals and projects for the Selectboard for the next year

Timestamp: 0:08

Wood summarized that this idea came from a meeting with surrounding Selectboards. They could pick one or two things that would be worthwhile extra focus. The recommendation was to pick something that was prominent from the Town Plan or an issue that was drawing lots of public attention. Rabideau suggested a process to deal the the Town Center building and incremental improvements. Rabideau listed things like windows, heating systems, and flood resilience. Wood summarized that housing is a topic that comes up with discussions in the community. Rabideau stated that the Housing

Committee wants to educate the public on various funding mechanisms. Hill suggested looking at policies related to the use of the Town Center. Filkins stated that there are big foundational things in the historical context of the Town Center building. Filkins suggested planning for the Town Center that allows them to grow into the future of Richmond.

Review of update from Planning and Zoning Department

Timestamp: 0:18

https://www.richmondvt.gov/fileadmin/files/Selectboard/Meetings/2026/05/3f_Planning_and_Zoning_Update.pdf

Osborne observed that there is an Implementation Table within the 2026 Town Plan that will be given to different Committees. Osborne presented the Update from the packet which summarizes the calendar year. Osborne stated that the Zoning Administrative Officer, Dante Denault, has transformed the Planning and Zoning office.

Osborne stated that they have had a lot of inquiries about infill development. Osborne reviewed that the Planning Commission is getting some rules in place for stormwater erosion and sedimentation on infill development. Osborne confirmed that they have received some interest in ADUs and they have permitted 1 single-family dwelling all year long as opposed to 14 dwelling units built last year.

Update on Chittenden County Regional Planning Commission's (CCRPC) Unified Planning Work Program (UPWP) project to study the Jolina Ct, Railroad St., and Bridge St. intersection, at no cost to the Town

Timestamp: 0:22

https://www.richmondvt.gov/fileadmin/files/Selectboard/Meetings/2026/05/3g_FY27_Richmond_UPWP_letter.pdf

Osborne reviewed that they have to do a build out study. There are 3 lots in the back of the Richmond Rescue building that is right for development. Osborne summarized the level of service needed for the safety of vehicles and pedestrians as it is a tough intersection. Osborne stated the study will probably not happen until September when school is back in session.

Discussion of concerns about speeding on Huntington Rd.

Timestamp: 0:26

https://www.richmondvt.gov/fileadmin/files/Selectboard/Meetings/2026/05/3h_20220207_Richmond_SpeedStudy_Final.pdf

Wood summarized that a speed study lowered the speed limit from 45 to 40 MPH, but it never got re-signed until recently. Wood reviewed that the process for setting speed limits is based on the recommendations or serious mitigating circumstances. Hill observed that the traffic coming down Huntington Rd around school/work has significantly increased. There is tension between the people who want to get through that area quickly as they commute from one place to another and the people who live there and want it to be safer and at slower speeds. Hill requested a traffic count before school lets out. Wood observed that without continuous enforcement or physical changes to the road, the speed limits do not impact the speeds at which people drive. Rabideau suggested a soft enforcement effort. Wood suggested using the portable speed sign. Wood stated that another speed study might recommend raising the speed limit.

Consideration of a request to use \$3,000.00 from the Conservation Reserve Fund to partially pay for a Conservation Easement at the Vermont Youth Conservation Corps (VYCC) property

Timestamp: 0:37

https://www.richmondvt.gov/fileadmin/files/Selectboard/Meetings/2026/05/3i1_VYCC_Conservation_Easement_Conservation_Reserve_Fund_Request.pdf

https://www.richmondvt.gov/fileadmin/files/Selectboard/Meetings/2026/05/3i2_VYCC_CRF_4-24-26.pdf

Knauft, from the VYCC, presented that the request for \$3,000 from the Conservation Fund is part of a larger easement budget. It would support ongoing stewardship and oversight by Richmond Land Trust, that would hold the easement. The goal is to ensure continued agricultural use of the land between the two Monitor Barns. Pratt reviewed that the Conservation Commission reviewed the request and voted unanimously to approve it. Borie illustrated the stewardship contribution which covers future costs of the property which include monitoring, marking boundaries, or dealing with easement violations. Borie confirmed that one of the main goals of the Land Trust is to protect agricultural land. Borie illustrated that the new stormwater pond is on the edge but inside the easement. The easement language recognizes stormwater constructed wetland, or gravel wetland.

Hill moved to approve the request to use \$3,000 from the Conservation Reserve Fund to partially pay for a Conservation Easement at the Vermont Youth Conservation Corps (VYCC) property. Filkins seconded.

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

Consideration of Richmond Racial Equity's request to hold a Juneteenth celebration on the Town Center lawn on June 19, 2026, from 3:00 – 4:30pm

176 Timestamp: 0:49
177 https://www.richmondvt.gov/fileadmin/files/Selectboard/Meetings/2026/05/3j_Juneteent
178 [h_Celebration_Request.pdf](https://www.richmondvt.gov/fileadmin/files/Selectboard/Meetings/2026/05/3j_Juneteent)
179
180 Brushett summarized the proposed celebration of the National Holiday.
181
182 *Rabideau moved to approve Richmond Racial Equity's request to hold a Juneteenth*
183 *celebration on the Town Center lawn on June 19, 2026, from 3:00 – 4:30pm. Sander*
184 *seconded.*
185 *Roll call vote follows discussion.*
186
187 Hill summarized that since this is not a Selectboard event and therefore establishes
188 precedent for other groups. Filkins illustrated that the Town Center lawn is a limited
189 public forum. Sander stated that it could be recognized as a Juneteenth Holiday
190 celebration event. Wood stated that if other people wanted to organize other events for
191 National Holidays, then the Selectboard would be receptive to that.
192
193 *Rabideau accepted a friendly amendment to move in recognition of a National Holiday, a*
194 *Juneteenth celebration on the Town Center lawn on June 19, 2026 from 3:00 – 4:30 pm.*
195 *Filkins seconded.*
196 *Roll Call Vote: Filkins, Hill, Rabideau, Sander, Wood in favor. Motion approved.*
197
198
199 **Consideration of a request to use the Town Center on Saturday, December 5, 2026**
200 **from 7:00am – 5:00pm for the Richmond Holiday Market, with setup to begin on**
201 **the evening of Friday, December 4, 2026**
202 Timestamp: 0:59
203 https://www.richmondvt.gov/fileadmin/files/Selectboard/Meetings/2026/05/3k1_Holiday
204 [_Market_Request.pdf](https://www.richmondvt.gov/fileadmin/files/Selectboard/Meetings/2026/05/3k1_Holiday)
205
206 https://www.richmondvt.gov/fileadmin/files/Selectboard/Meetings/2026/05/3k2_Holiday
207 [MktApplication2026.pdf](https://www.richmondvt.gov/fileadmin/files/Selectboard/Meetings/2026/05/3k2_Holiday)
208
209 *Sander moved to approve the request to use the Town Center on Saturday, December 5,*
210 *2026 from 7:00am – 5:00pm for the Richmond Holiday Market, with setup to begin on*
211 *the evening of Friday, December 4, 2026. Rabideau seconded.*
212 *Roll Call Vote: Filkins, Hill, Rabideau, Sander, Wood in favor. Motion approved.*
213
214
215 **Consideration of approving a request to place signs promoting the Richmond**
216 **Farmers Market on the Town Center Lawn and in the Town Right of Way**
217 Timestamp: 1:01
218 https://www.richmondvt.gov/fileadmin/files/Selectboard/Meetings/2026/05/3l_RFM_Par

king_Sign_Request_05-27-26.pdf

Wood summarized the two sign requests.

Sander moved to approve the signage requests from the Richmond Farmers Market to allow them to post a Parking sign on the Town Center lawn on the Friday's when the Market is being held and to place a sign promoting the Market on the Town Center Lawn, Volunteers Green, and Cochran Rd at Cochran's Ski Area every day during the Farmers Market season. Filkins seconded.

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

Consideration of approving spending from the July 4th Celebration Fund for expenses related to the July 4, 2026 celebration

Timestamp: 1:04

https://www.richmondvt.gov/fileadmin/files/Selectboard/Meetings/2026/05/3m_2026_4th_of_July.pdf

Wood summarized that the \$6,000 budget covers the events and services of the July 4th Celebration. Carpenter reviewed that by approving the budget, they can buy something once they get the Town Manager's permission without going to the Selectboard.

Filkins moved to approve spending from the July 4th Celebration fund of up to \$6,000.00 and not to exceed what is in the account at the time to be used on items as presented by the Fourth of July Parade and Fireworks Committee, or similar items with approval of the Town Manager, with the condition that anticipated revenue is fully realized and the balance of the fund is equal to or greater than \$6,000. Sander seconded.

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

Consideration of closing Jericho Rd. (from School St. to Bridge St., 10:15 – 10:45am), Bridge St., Thompson Rd., and Farr Rd. (10:15am – Noon), and Esplanade St. (8am – 10pm), on July 4, 2026 to allow for the parade and 4th of July celebration

Timestamp: 1:09

Sander moved to close the following roads for the following times on July 4, 2026.

- Jericho Rd. from the traffic light to School St. from 10:15am – 10:45am.*
 - Bridge St., Thompson Rd., and Farr Rd from 10:15 am to Noon.*
 - Esplanade St. from 8am to 10pm, with the exception of vehicles belonging to residents on the street, vehicles for the classic car show, and water and wastewater staff.*
- Filkins seconded.*

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

Consideration of approving a coin drop to be held on Saturday, June 13, from 8am – 2pm at the intersection of Bridge St. and Rt. 2, to support the Fourth of July Celebration

Timestamp: 1:12

https://www.richmondvt.gov/fileadmin/files/Selectboard/Meetings/2026/05/30_2024_Coin_Drop_Policy.pdf

Sander moved to approve the Parade and Fireworks Committee to hold a coin drop on Saturday June 13, from 8am – 2pm at the intersection of Bridge St. and Rt. 2 to support the Fourth of July Celebration. Hill seconded.

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

Consideration of approving the sale of water and soda by the Parade and Fireworks Committee at the Fourth of July Celebration

Timestamp: 1:14

Sander moved to approve the sale of water and soda by the Parade and Fireworks Committee at the Fourth of July Celebration. Hill seconded.

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

Consideration of setting the rate of increase for the FY27 pay grid

Timestamp: 1:16

Wood reviewed the discussion of this agenda item from the previous meeting. The debate is whether the Selectboard sticks with the 3% from the budget or use the 4% from the CPI.

Hill moved to increase the Town pay grid by 4% for Fiscal Year 2027. Sander seconded.

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

Hill recused himself from the Police discussion. Wood reviewed that the Police pay grade is contractually set to a maximum of 2% annually. Sander reviewed that the recent 20% pay grid increase for the Police was to move them in line with market conditions.

Filkins moved to increase the Police Pay Grid by 2% for Fiscal Year 2027. Sander seconded.

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

Consideration of suspending the following committees and volunteer positions, effective until, and if, the Selectboard votes to activate them: Town Plan Steering Committee, Recreation Committee, Gardening Committee, Transportation Committee, Service Officer, Police Governance Committee

Timestamp: 1:45

Wood summarized that these Committees have dwindling/no membership or unnecessary based on their mandate.

Hill moved to suspend the following committees and volunteer positions, effective until, and if, the Selectboard votes to activate them: Town Plan Steering Committee, Recreation Committee, Gardening Committee, Transportation Committee, Service Officer, Police Governance Committee. Filkins seconded.

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

Consideration of applying for a Clean Water State Revolving Fund (CWSRF) Step 2 loan for the preliminary and final design for the Wastewater Treatment Facility 20 year study

Timestamp: 1:46

https://www.richmondvt.gov/fileadmin/files/Selectboard/Meetings/2026/05/3s1_02_CW_SRF_Loan_Application_-_Richmond_WWTF_Step_II_Final_Design_05-24-26.pdf

https://www.richmondvt.gov/fileadmin/files/Selectboard/Meetings/2026/05/3s2_EJCDC_Agreement_-_Richmond_WWTF_Upgrade_Step_II_-_2025-10-30_1_.pdf

https://www.richmondvt.gov/fileadmin/files/Selectboard/Meetings/2026/05/3s3_PCS_-_Richmond_WWTF_ESA_1.2_2.0-SRF_-_STEP_II_Loan_Highlighted.xlsx

Rabideau stated that the Water Sewer Commission had a significant amount of discussion about this earlier tonight. Hill reviewed that the final design of the wastewater treatment plant lets them look at the costs which is a precursor to a bond vote. The Commission is compelled to do the 20-year study and upgrade by the State associated with the wastewater treatment license. Hill stated that the Selectboard has fiscal authority to approve this, but the customers and users of the wastewater treatment facility are the ones who pay it back.

Filkins moved to approve applying for the CWSRF Step 2 loan for the preliminary and final design for the Wastewater Treatment Facility 20-year study. Rabideau seconded. Roll Call Vote: Filkins, Hill, Rabideau, Sander, Wood in favor. Motion approved.

348
349
350 **Review of rides offered to qualified Richmond residents through the Older Adults**
351 **and Persons with Disabilities Transportation Program in FY27**

352 Timestamp: 1:50
353

354 Wood summarized that this program has suffered a funding yo-yo in the last year and a
355 half. Wardwell stated that this is a review of the program which currently provides one
356 round trip per week in any category other than social/personal, which are two round trips
357 per month. There will be an update from the Town Manager if anything changes
358 regarding the budgets and rides. Wood stated that they try to adjust the rides accordingly
359 so there is some reliability for people using the program.
360

361
362 **Discussion of adding “Welcome to Richmond” signs to more roads entering**
363 **Richmond**

364 Timestamp: 1:52
365

366 Hill observed that the current signs are really a welcome to the Village center. Traffic
367 patterns have changed but Hill is not sure if they need to put a sign on every road. Wood
368 suggested the main roads coming from Huntington, Hinesburg, and Jericho. Filkins
369 stated that if they were to do something at other places, they should prioritize the
370 condition of the current signs. They could prioritize 1-2 new signs a year realizing that
371 would also need to maintain those. Rabideau suggested public outreach and citizen
372 engagement. Filkins stated that since it is not something that is a need, they should find
373 the right people to volunteer to put together a proposal of what those signs look like and
374 how they are maintained. Sander suggested reaching out to the Highway Foreman to get
375 his feedback on Entering Richmond sign options.
376

377
378 **Discussion of insurance coverage, staff training, and internal controls related to,**
379 **email phishing scams**

380 Timestamp: 1:57
381

382 Wood reviewed that the Town does not do online payments except for direct deposits for
383 employees where the Finance Director enters in the totals and the Town Manager reviews
384 it for approval. A lot of these issues fall into training and awareness on the employee
385 level. Sander stated that insurance companies are not noted for paying out these types of
386 claims. The Town Manager is waiting for a response from the Town’s insurance
387 company, PACIF. Filkins reviewed the risk of engaging with an email that opens up the
388 entire system’s information. Wood summarized that the Town Manager is exploring the
389 training options & costs
390

391
392 **Review of project lists for the Town Center**

393 Timestamp: 2:08

394 [https://www.richmondvt.gov/fileadmin/files/Selectboard/Meetings/2026/05/3w1_Town](https://www.richmondvt.gov/fileadmin/files/Selectboard/Meetings/2026/05/3w1_Town_Center_Renovation_2024_Proposal_Cost_Breakdown_1_.pdf)
395 [Center_Renovation_2024_Proposal_Cost_Breakdown_1_.pdf](https://www.richmondvt.gov/fileadmin/files/Selectboard/Meetings/2026/05/3w1_Town_Center_Renovation_2024_Proposal_Cost_Breakdown_1_.pdf)

396
397 [https://www.richmondvt.gov/fileadmin/files/Selectboard/Meetings/2026/05/3w2_Richmo](https://www.richmondvt.gov/fileadmin/files/Selectboard/Meetings/2026/05/3w2_Richmond_Town_Center_Property_Management.pdf)
398 [nd_Town_Center_Property_Management.pdf](https://www.richmondvt.gov/fileadmin/files/Selectboard/Meetings/2026/05/3w2_Richmond_Town_Center_Property_Management.pdf)

399
400 Wardwell confirmed these lists were the output of the previous Town Center
401 Committees. This illustrated all the major stuff that needs to be replaced in the building.
402 Wardwell stated that the Town recently contracted with Colliers to put together a larger
403 scale model that focuses on the Town Center building. Rabideau suggested looking for a
404 creative solution to replace single glazed windows and storm systems. Rabideau stated
405 that they should pick some achievable goal and start doing it. Wood mentioned that Peter
406 Cahill, the Town Center Property manager, can help get the information flowing.
407 Wardwell reviewed how Cahill has a contractor who is looking at the re-pointing the
408 bricks at the entrance and the ramp beside the Post Office. Filkins suggested prioritizing
409 some of the safety items like the fire escape stairs, sprinklers, and fire alarm systems.

410
411
412 **Approval of Minutes, Purchase Orders, and Warrants**

413 Timestamp: 2:26

414
415 **Minutes:**

416
417 *Sander moved to approve the minutes of May 18, 2026. Filkins seconded.*
418 *Roll Call Vote: Filkins, Hill, Sander, Wood in favor. Rabideau abstains. Motion*
419 *approved.*

420
421 **Purchase Orders:**

422
423 *Sander moved to approve purchase order number 5386 to VLCT/PACIF for property*
424 *casualty, workers compensation and assigned risk insurance for the first half of fiscal*
425 *year 2027 in the amount of \$73,000 which is allocated for the General and Highway*
426 *expenses. Filkins seconded.*
427 *Roll Call Vote: Filkins, Hill, Rabideau, Sander, Wood in favor. Motion approved.*

428
429 **Warrants:**

430
431 *Sander moved to approve the warrants as presented. Filkins seconded.*
432 *Roll Call Vote: Filkins, Hill, Rabideau, Sander, Wood in favor. Motion approved.*
433

434

435 **Next Meeting Agenda**

436 -Insurance bidding timeline

437 -Policy goals

438 -Selectboard priorities

439 -Housing Committee update

440 -Town Plan goals

441

442

443 **Adjourn**

444

445 *Sander moved to adjourn. Filkins seconded.*

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

447

448 **Meeting adjourned at: 9:41 PM**

449

450 **Chat file from Zoom: None**

451