

**Town of Richmond
Selectboard Meeting
Minutes of July 20, 2026**

Members Present:

Caitlin Filkins, Bard Hill, David Sander, Adam Wood

Absent: Greg Rabideau

Staff Present: Josh Arneson, Town Manager; Duncan Wardwell, Deputy Town Manager; Keith Osborne, Town Planner; Susanne Parent, Town Clerk

Others Present: Recorded by MMCTV Erin Wagg, Cara LaBounty, Chelsye Brooks, Connie van Eeghen, Danny Peet, Kyle M, Logan Brown, Maria Brown, Merrick Gillies, Morgan Wolaver, Noa, Pete O'Neil, Steven Forman, Trevor Brooks

MMCTV Video: <https://youtu.be/ykfFG2172WQ?si=ICjkfzzHewoo566V>

Call to Order: 7:04 PM

Welcome by: Wood

Public Comment:

Arneson congratulated the Camels Hump Little League 12-year-old All Star team who won the District Championship and will now play in the State tournament. If they win the State and New England tournaments then they go to the World Series in Williamsport.

BrooksC observed that someone painted blue yeti footprints across Jericho Rd from the old water-tower pull-off. Arneson stated that he will ask Highway about what they can do.

Harrington observed that a lot of people drive fast past her house on West Main St. Harrington suggested that Selectboard consider an additional speed limit sign with a meter on it.

Additions, Deletions or Modifications to Agenda: Wood stated that the Housing Committee will not be joining tonight so that agenda item e) will be skipped.

Items for Presentation or Discussion with those present

Consideration of making appointments to the Water and Sewer Commission

47 Timestamp: 0:06

48 3a1 WS Commission Interest - Wolaver Morgan

49 3a2 WS Commission Interest - Farr Erin

50 3a3 WS Commission Interest - Gillies Merrick

51

52 Arneson reviewed the current members of the Water and Sewer Commission and the
53 current applicants.

54

55 *Filkins move to appoint Bard Hill, David Sander, and Greg Rabideau to a one-year term*
56 *on the Water and Sewer Commission for seats reserved for Selectboard members. Wood*
57 *seconded.*

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

59

60 Merrick Gillies reviewed his interest and qualifications in joining the Commission as he
61 worked as a municipal engineer which focused on asset management studies for water
62 and sewer systems. Farr has submitted a letter of intent but is happy to step down for a
63 qualified candidate.

64

65 Wolaver summarized his experiences on the Commission for the last 3 years.

66

67 *Filkins moved to appoint Morgan Wolaver to a one-year term on the Water and Sewer*
68 *Commission for a seat reserved for a customer of the water and/or sewer system. Sander*
69 *seconded.*

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

71

72 *Filkins moved to appoint Merrick Gillies to a one-year term on the Water and Sewer*
73 *Commission for a seat reserved for a customer of the water and/or sewer system. Sander*
74 *seconded.*

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

76

77 Farr was thanked for her service on the Commission and was encouraged to attend future
78 meetings.

79

80

81 **Consideration of making an appointment to the Trails Committee**

82 Timestamp: 0:16

83 3b Trails MikeDonohue 07-15-26

84

85 *Filkins moved to appoint Mike Donohue to a three-year term on the Trails Committee.*
86 *Sander seconded.*

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

88

89

Update on Trails Committee expenditures for maintenance on the Class 4 section of Johnnie Brook Rd. and the Rivershore Trail; and consideration of retroactively approving maintenance work on the Class 4 section of Johnnie Brook Rd.

Timestamp: 0:17

Harrington, the co-Chair of Trails Committee, reviewed the water issues with the trail over the years and the work performed by Cross Vermont Trail. The Committee approved the spending from their budget without knowing that they need Selectboard approval.

Hill observed that this is the second or third time a Richmond Committee has spent money without Selectboard authority. Hill suggested that the Ethics Policy or onboarding messaging should make it clear when Committees need the Town Manager's or Selectboard's approval to spend from their approved budget.

Arneson reviewed the Town's policy that any improvement to a Class Four road has to be approved by the Selectboard. Harrington summarized that the Committee worked with Farris, who have a right-of-way, to make sure the culvert replacement would allow the use of their farm equipment. Harrington confirmed that Highway was aware of the project, but it was a priority for them to be part of it. Arneson stated that he would have the Highway Foreman take a look at it and provide an update at the next meeting.

Consideration of asking Chittenden Country Regional Planning Commission (CCRPC) to conduct a speed study on Jericho Rd.

Timestamp: 0:29

BrooksC reviewed her requests for a speed study on Jericho Rd where it changes from 35 to 45 MPH. That section of the road is windy with blind spots. Arneson reviewed that in order to change the speed limit then there needs to be a speed study by a traffic engineer. It is then up to the Selectboard to consider the recommendations.

Hill moved to request that CCRPC conduct a speed study on the 45mph portion of Jericho Rd. Filkins seconded

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

TABLED - Discussion with the Housing Committee

Consideration of nominating two Selectboard members to begin discussions with the Champlain Housing Trust regarding the Vermont Community Development Program (VCDP) loan, for the apartments on Borden St.

133 Timestamp: 0:38
134
135 Wood reviewed the recent refinancing of a loan and the Selectboard's plan to figure out
136 their options. Hill suggested holding an open public meeting with one or two members
137 from the Housing Committee.
138
139 *Sander moved to appoint Bard Hill and Adam Wood to the Vermont Community*
140 *Development Program Loan Committee of the Town of Richmond Selectboard. Filkins*
141 *seconded.*
142 *Roll Call Vote: Filkins, Hill, Sander, Wood in favor. Motion approved.*
143
144 Wood stated that there would be more details for a planned meeting later.
145
146
147 **Consideration of replacing one or more of the speed humps on Cochran Rd. with**
148 **speed tables**
149 Timestamp: 0:45
150 3g Burlington Speed Tables design
151
152 Wood stated that the Highway Foreman estimated that they could put in a speed table for
153 about \$1,500-\$2,000 in materials but does not have time this year. Arneson received a
154 Dirt Tech estimate of \$3,900 for one speed table and \$23,400 for six speed tables. If the
155 Selectboard wanted to move forward, then they would have a formal bid process. Hill
156 summarized the people both for and against the existing speed humps based on where
157 people are living. Hill stated the intent to replace one existing speed hump with a
158 redesigned speed table to see how it worked. Filkins stated that she approves of
159 Highway's plan to install them next year at a reduced cost. Filkins reviewed that the
160 current speed humps were put in as a test. Wood summarized the inherent conflict
161 between reducing speed for the average person and the inherent desire to have no
162 inconvenience as you drive down the road. Brown suggested looking at data provided by
163 a study for speed bumps the entire length of Cochran Rd. LaBounty reviewed how speed
164 bumps were not designed for roadways which is why they switched to speed humps.
165 LaBounty summarized her request for putting in speed tables. LaBounty stated that there
166 are signs on Cochran Rd stating that it is a Truck Route. Filkins stated that she would
167 like to address the walking traffic on the west end of Cochran Rd before deciding to
168 replace the speed humps. Hill stated that an active speed sign or speed study would
169 provide a new baseline for the actual average speed distribution.
170
171
172 **Discussion of request to develop Legal Trail #2 (off of Dugway Rd.) to driveway**
173 **standards for access to a house**
174 Timestamp: 1:11
175 3h Outline for Selectboard Legal Trail 2 Maintenance and Regulation Discussion

176
177 Osborne reviewed that this is for an approved sub-division back in 2000, revised in 2022
178 and 2023. This Legal Trail is a Town right-of-way and the upgrade to the driveway will
179 require the use of a right-of-way permit to the Planning Office before it goes to Highway
180 and the Town Manager. The access permit states that there was not a need for a culvert
181 but the upgrade to the subdivision requires a culvert at the access. The plans to do
182 stormwater infrastructure within the right of way does not deal with the access permit but
183 it would be folded into the portion of the Town Trail #2 and the portion of Dugway Rd.
184 The Planning staff are trying to figure out if the access requires a revision. Arneson
185 summarized that if the Town didn't have the Legal Trail, then this would be a full DRB
186 review, and it wouldn't come to the Selectboard. Arneson summarized that roads can be
187 laid out in a couple of ways. The Town can fully own it, or it can be a right of way over
188 the over the land. This Legal Trail is a right-of-way over the land. Arneson stated that
189 there's some things in statute that do protect the Town from any future maintenance. This
190 will come back with more details for the Selectboard to consider. Arneson stated that the
191 ancient roads were reverted back to the property owner but is still on the Town map as a
192 Legal Trail. Osborne suggested having a Town engineer sign off on it to protect the
193 Town's interests.

194
195
196 **Discussion of potential development of a Town owned strip of land off of Mary Dr.**
197 **to rural road standards with a focus on the additional impervious surface that**
198 **would be added to the existing stormwater permit and the slope of the proposed**
199 **road where it intersects with Mary Dr.**

200 Timestamp: 1:22

201 3i1 Watershed Consulting Regarding Stormwater Permit

202 3i2 2025-08-28 ImperviousMap MaryDrive

203 3i3 6115-9050.pdf

204
205 Wood reviewed the previous concerns from last meeting where there might be
206 implications from the existing stormwater permit and if the impervious surfaces were to
207 increase beyond 3-acres. Osborne stated that the general permit does not require revision
208 until 2.5-acres of impermeable surfacing is met. Osborne stated that current revised
209 permit is at 1.76-acres. The road will add 1.82-acres. If they're going to expand the road,
210 they have ~30,000 square feet to work with. The plans are definitely not complete and
211 need to be revised at some point. Those plans were submitted by Osborne's request to get
212 the square footage for the stormwater permit. Arneson stated that he is waiting for
213 confirmation from Watershed Consulting about any missing sheds or house surfaces.
214 BrooksC stated that the Selectboard should consider what the upgrade would look like for
215 the adjoining homeowners, because they might not agree to the road agreement on their
216 property. This means that the neighboring landowners will have banks on the sides going
217 down to what will be the new rural road. O'Neil, an adjacent homeowner, stated that as
218 long as the plans are updated, that's all they really care about. Peet stated that Lot 12

takes on the responsibility to build it to standard and to maintain it. The group shares snowplowing and winter icing. Peet observed that the water runs down the center of the road across the cul-de-sac to a neighbor below, so they're definitely going to make it better than it is now. Wood stated that everything has been thoroughly vetted, the homeowners are aware of it, and the Selectboard will wait for an update. Wood wanted to confirm that all the homeowners had free access to the plans and reviewed them. Wood wanted to make sure the Town was covering their bases with the stormwater and maintenance agreement to protect interested parties.

Discussion of applying for a VTrans Transportation Alternatives Program grant

Timestamp: 1:34

3j Link to VTrans Transportation Alternatives Program Grant

Filkins summarized how the VTrans Transportation Alternatives Program (TAP) grant . It funds the kind of pedestrian infrastructure that the Town is exploring. It is 80% Federal money with a 20% local match, up to \$600,000. The grant comes out between September to October with the applications due ~November-December. Osborne stated that he emailed the program administrator at the State and talked to the CCRPC. Osborne reviewed a potential project on Depot St as the grant requires a specific proposal. Filkins stated that this grant also covers multi-use sidewalks/paths. Osborne illustrated the need for enough public discourse as the Town has had to return TAP grants in the past. Wood and Filkins discussed options on Cochran Rd. Osborne stated that the Bridge St, Cochran Rd, and THBC studies were scoped so there is a lot of material available. Filkins stated that she would welcome input on what to explore for this grant. Osborne summarized that grant is about connectivity and safety.

Review of update from Planning and Zoning

Timestamp: 1:44

3k1 P Z Monthly - June

3k2 June 2026 Zoning Office s Selectboard Report

Osborne summarized the monthly report from the Planning Office which includes the Zoning Administrator. Osborne stated that if there are any questions or concerns then people may reach out to him. Osborne summarized the Planning Commission promulgating rules for stormwater, erosion, and sedimentation. Osborne reviewed that the permitting fees for a 1,000-square-foot ADU would be \$400 as no impact fees.

Update of progress made in 2025 for the implementation of the All Hazards Mitigation Plan

Timestamp: 1:51

3l Richmond 2025 HazMitPlan actions as reported

Arneson summarized the annual report provided in the packet with updates and progress.

Consideration of setting a date for a special meeting for the presentation of the Flood Mitigation Alternatives Analysis for the Winooski River and its Tributaries

Timestamp: 1:52

Sander moved to hold a special meeting of the Selectboard on August 4, 2025 at 7pm at the Richmond Free Library for a presentation and discussion of the Flood Mitigation Alternatives Analysis for the Winooski River and its Tributaries. Hill seconded. Roll Call Vote: Filkins, Hill, Sander, Wood in favor. Motion approved.

Consideration of approval of using \$16,800 from the Town Center Reserve Fund to replace the Richmond Free Library's wastewater pipe

Timestamp: 1:58

3n PandPLibrarySewer

Wood summarized that P & P has inspected it, and are confident in the process called pipe bursting. It is significantly less intrusive and costly than digging it up.

Sander moved to contract with P and P Septic to replace the wastewater pipe for the Richmond Free Library using the pipe burst method at a cost of \$16,800 with funding to come from the Town Center Reserve Fund. Hill seconded. Roll Call Vote: Filkins, Hill, Sander, Wood in favor. Motion approved.

Approval of Minutes, Purchase Orders, and Warrants

Timestamp: 2:01

Minutes:

Sander moved to approve the minutes of July 6, 2026. Hill seconded. Roll Call Vote: Filkins, Hill, Sander, Wood in favor. Motion approved.

Purchase Orders:

Sander moved to approve purchase order number 5626 in to SimpleRoute for IT services for FY27 for the \$19,404.00 portion that is billable to Admin. Hill seconded. Roll Call Vote: Filkins, Hill, Sander, Wood in favor. Motion approved.

305 *Sander moved to approve purchase order number 5633 to Richmond Rescue for the FY27*
306 *appropriation in the amount of \$60,088.00. Hill seconded.*
307 *Roll Call Vote: Filkins, Hill, Sander, Wood in favor. Motion approved.*
308
309 *Sander moved to amend purchase order number 5192 to Nucar of St. Albans for a pickup*
310 *truck to the amount of \$35,222.48 due to a reduction in the value of the trade in and some*
311 *slight changes in other costs since the initial quote. Hill seconded.*
312 *Roll Call Vote: Filkins, Hill, Sander, Wood in favor. Motion approved.*
313
314 **Warrants:**
315
316 *Sander moved to approve the warrants as presented. Hill seconded.*
317 *Roll Call Vote: Filkins, Hill, Sander, Wood in favor. Motion approved.*
318
319 **Next Agenda**
320 -West Main St speed study
321 -Sign updates
322 -Cochran Rd speed sign data
323 -Class 4 Johnnie Brook Rd update
324 -Expectations of participating in a meeting
325
326
327 **Adjourn**
328
329 *Sander moved to adjourn. Hill seconded.*
330 *Roll Call Vote: Filkins, Hill, Sander, Wood in favor. Motion approved.*
331
332 **Meeting adjourned at: 9:17 PM**
333
334
335 **Chat file from Zoom: None**
336