

**Town of Richmond Selectboard Meeting  
Minutes of January 17, 2023**

**Members Present:** Bard Hill, David Sander, Jay Furr, Jeff Forward, June Heston

**Absent:** None

**Staff Present:** Josh Arneson, Town Manager; Duncan Wardwell, Assistant to the Town Manager; Connie Bona, Finance Director; Peter Gosselin, Highway Foreman; Benjamin Herrick, Interim Police Chief

**Others Present:** Meeting was recorded by MMCTV, Cara LaBounty, Chuck Gilroy, Connie Van Eeghen, Diane Mariano, Hannah iPhone, Hannah Rabin, John Cohn, John Linn, John Rankin, Kevin McAleer, Lauck Parke, Lisa Miller, Martha Nye, Rod West, Susanne Parent

**Call to Order: 7:00pm**

**Welcome by:** Heston

**Public Comment:** None

**Additions or Deletions to Agenda:**

Heston: I would like to add 15 minutes to the “Review of FY23 Q2 financial reports” and move the “Discussion of forming a gardening committee” and “Staffing update” to the next meeting to keep us on time.

Forward: I would suggest putting off the Tesla decision as well. I am still collecting information.

LaBounty: I suggest moving other items to the beginning of the meeting for people waiting in-person for that topic.

McAleer: The Parking Advisory Committee is waiting for John Cohn and Diane Mariano.

Heston: When you have everybody, we can move it earlier.

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

**Consideration of request by the Planning Commission to view the memo from the attorney regarding Summit Distributing, LLC Appeal of Conditional Use Approval to the Environmental Division of the Vermont Superior Court**

Furr: I am in favor of just releasing it.

Hill: I do not feel compelled to do this under Executive Session.

Heston: We are not moving into Executive Session. The Chair of the Planning Commission has asked for us to release the correspondence from the attorney regarding Summit Distributing, LLC Appeal of Conditional Use Approval to the Environmental Division of the Vermont Superior Court. The reason for this is to understand any legal issues that might affect zoning regulations going forward. The attorney has given us some options. We can make it public. Or, we can share it with just the Planning Commission. If given to the Planning Commission it would be discussed in open discussion.

Arneson: The attorney says if we make it completely public it could cause other related documents to be public as well. Since the case is settled, I don't think there are other documents.

Furr: I am not losing sleep on making these publicly available.

Hill: I am not finding any issue of a risk of harm to the Town.

Forward: I think it is informative for the Planning Commission to have it and discuss it. I cannot think of any way that the Town interests would be harmed by releasing it.

LaBounty: I respect you being transparent and releasing the information since the case is done and it is not protecting an employee error.

*Furr moved to release to the public to view the memo from the attorney regarding Summit Distributing, LLC Appeal of Conditional Use Approval to the Environmental Division of the Vermont Superior Court. Sander seconded.*

*Roll Call Vote: Forward, Furr, Heston, Hill, Sander in favor. Motion approved.*

### **Consideration of appointing a Town Health Officer**

Heston: We got a bit behind on this appointment. Eric Adam Wood has served as the Town Health Officer for the past three years. He would like to continue serving in that position. His term expired at the end of 2022.

Arneson: The term would run until December 31, 2025.

*Furr moved to recommend Eric Adam Wood to the Vermont Department of Health for the position of Richmond Town Health Officer. Sander seconded.*

*Roll Call Vote: Forward, Furr, Heston, Hill, Sander in favor. Motion approved.*

### **Consideration of setting a hearing date for the FY24 Capital Plan**

Heston: Included in the packet is the FY24 Capital Plan. We have made significant changes to it in the last couple of months. The earliest hearing date that could be set would be, Tuesday, February 21, 2023.

*Sander moved to set a hearing date of Tuesday, February 21, 2023, for the FY24 Capital Plan. Furr seconded.*

*Roll Call Vote: Forward, Furr, Heston, Hill, Sander in favor. Motion approved.*

## **Review of FY23 Q2 financial reports**

Heston: Thank you Connie for all the useful information. I have some questions. If you go to “3d01 FY23 QTR 2 Budget Status Report Fund 10 11.pdf”, I want to know the penalty for the “Delinquent tax payment bounced.”

Bona: There is no penalty to the taxpayer. We never have to pay a penalty for any bounced checks. The taxpayer does not have a penalty for a bounced check. Neither do we. The \$220.95 is a check from FY22 that didn’t bounce until FY23 which is why it shows as a negative. At the end of the year, we adjust entries for the taxes.

Heston: I have questions on the re-appraisal information. We have scheduled \$15,000 in “10-6-02-2-10.10 Act 60 Reappraisal Grant” and if we go down to “10-6-12-1-45.01 Reappraisal Town Wide” it is \$64,500.00.

Bona: The first one is money coming from the State and we won’t get that for awhile. The \$64,5000 is what we are using from the Reserve. I transferred all the Reserves at the end of the December. The \$15,000 is going into the revenue line and then look at the expense line under the Listers.

Heston: How do we know that the whole amount is going to be put in Reserve?

Bona: We originally budgeted for \$14,500 in expenses. We ended up with a little more revenue as it is a prediction. Maybe we rounded it to \$15,000.

Arneson: We budgeted to put \$14,500 in to Reappraisal Reserve but then on the revenue side we showed \$15,000 coming in. Those usually match and I am not sure why we did not catch it.

Bona: We have a Reserve account and it is about reconciliations. This is much more transparent. We are budgeting for an expense that is offset by revenue and it should have been the same number. The \$64,000 is what is being paid by NEMRC. It helps me keep track and it is cleaner. It will show the expense a little bit higher if we actually get the \$15,000.

Forward: Who are we getting PILOT Funds from?

Bona: From the State. That money is for State property in that program and it changes from year to year. I would have to look up which property.

Hill: Our Parking Advisory Committee folks are here now.

Heston: We might be on this for awhile. We will pause at the PILOT Funds.

## **Update from Parking Advisory Committee on changes to parking on east end of Cochran Rd.**

McAleer: I am Kevin McAleer the Chair of the Parking Advisory Committee. I am with John Cohn who is also a member of the Committee. We are recommending parking solutions on the side of Cochran Rd at the east end. We are trying to balance safety with

access to the natural resources with concerns from residents. We are proposing a best-fit Ordinance change on the inside of the curb from the Edmunds Bridge parking area to just short of the Bombardier Meadow parking.

Heston: The map and memo are really helpful  
([https://www.richmondvt.gov/fileadmin/files/Selectboard/Meetings/3h\\_Ordinance\\_-\\_East\\_Cochran\\_Road.pdf](https://www.richmondvt.gov/fileadmin/files/Selectboard/Meetings/3h_Ordinance_-_East_Cochran_Road.pdf))

Cohn: We really appreciate the help from Highway, the Police Department, and Town Constable. We also appreciate the Richmond Land Trust and the Bombardier Meadow which really fixed things for 2020-2021. They are not in a position to say that will stay forever. We wrote these Ordinances to not assume anything about the Meadow parking. The green area shows where parking might occur inside the roped Meadow or if not available then those spots would remain linear parking.

Hill: Does parking continue where there is no color?

Cohn: That is neighborhood land and yards.

LaBounty: I think that section should be all red.

Cohn: We could continue that.

McAleer: What happened at the end of last summer, we roped off the inside of the curb and it did work. We are memorializing it to make it clear.

Heston: I feel that white spot could become a problem.

Mariano: If a landowner takes care of their property up to the road, then it is private property. So, we could put up sawhorses to keep people off the grass. If it is property not tended to, then people could park there. That is my understanding.

Cohn: The idea would be to get this warned and into the Ordinance in time for the upcoming season.

Hill: Is there anything you want to say about Duxbury Rd?

McAleer: The challenge is the Bombardier Meadow was a success for the first year but then it overflowed and became overly used onto Cochran Rd. If we make it clear that once it is full, it is full then I am not sure how that will affect Duxbury Rd. It might be just one step at a time.

Cohn: My sense is to do the minimum. Let's try it and see.

McAleer: It might also spill into Rt 2.

Cohn: It is not the same traffic on Duxbury Rd and not as dangerous.

Hill: I like the idea of making it clear where we don't want them to park but also communicate how we do want them to park in the Meadow or elsewhere.

Forward: What is the plan for the east side of Cochran Rd from Duxbury Rd to the bridge and Rt. 2.?

Cohn: It is not very park able. People haven't tended to park there.

Forward: It is an enforcement thing too so Police know where to ticket. I would suggest putting either green or red on the east side of Cochran Rd.

Cohn: The Ordinance needs to state where it is illegal, so we have a basis to put up the ropes. I think we can make the Ordinance to have the red on both sides of Cochran Rd.

Hill: On Duxbury Rd., do you envision a sign "No Parking From Here to Corner"?

McAleer: We can work with Pete to formalize the actual type and location of sign.

LaBounty: The safety issue is on Cochran Rd. I support this. If you are going to draft an Ordinance to say no parking in this area, then you need to start negotiations with the Richmond Land Trust to make sure that we are encouraging them to open up permanent parking in Bombardier Meadow. The Selectboard has the power to work with the Richmond Land Trust.

McAleer: We have had those conversations.

Heston: This is the first step. If we decide tonight, we want to move forward then the timeline would be at our next meeting, February 6, we would review the updated Ordinance. Then we would set a hearing date for March 13. If approved, the Ordinance would go into effect on May 11. So, it is kind of urgent if we want it in by May.

### **Review of FY23 Q2 financial reports - CONTINUED**

Heston: Let's take a look at "10-6-10-1-20.01 Water/Sewer Admin" and all of those that say "End of the year billing." Why are we not collecting quarterly for Admin and Audit?

Bona: I use a billing template for that section and I just do it at the end of the year. For the Audit we are doing a percentage and we do not know the total yet. Once we have all the bills for the FY22 audit, then I will do a 1/3 and 2/3 split.

LaBounty: You should be accruing 25% quarterly.

Bona: We can do this but then the Water Department is going to want to be paid their fire protection early as well. It is more work each quarter. At the end of the 1<sup>st</sup> Quarter, I am in the middle of the budget, Capital Plan, and the Audit. I do not adjust entries at that point as I am waiting for everything to pan out for FY22. I start doing things at the end of December.

Heston: I think it would be important to do it more than once a year for tracking. The percentage should be approximately 50% at the end of the 2<sup>nd</sup> Quarter. If we are paying our Water/Sewer bill quarterly then we should be paid quarterly.

Bona: I disagree as it is creating unnecessary work. All things are not even as the year goes on. Our loans hit at different times. My objective is to do it so it is much cleaner and easier to track. I can do it four times, but if something goes astray then I am still going to have to do it at the end of the year and make adjusting entries.

Heston: These are pretty much set expenses. If you get to the end of the year then there is no opportunity to do a correction. To me it would make sense.

Bona: If we look at “Town Center utility reimb”, “Town Center Ins reimburse” and “Building Maintenance” those are things that are a lot of work. I have to dig into all the utilities and figure out which ones applies to which and then we bill that total. The “Building Maintenance” line is actually an off-set for the expense side of our budget. We have software to do this and I don’t want to create spreadsheets every single month. I can print a NEMRC report once-a-year like I have for the last 10 years. Or I can do it four times a year if that is what you want me to do.

Heston: Maybe we can compromise and do those every 6 months.

Bona: All the numbers are sketchy the end of the 1<sup>st</sup> Quarter but semi-annual works well.

Furr: How did we do so well with “Net Interest on investments”?

Arneson: It is the ARPA money and interest rates went up.

Bona: We are not losing money. We are structured differently. There are other municipalities that do have “sweep accounts” and they are getting away from them because they do not have to reconcile two different bank accounts. The “Net Interest on investments” pertains to the interest on our general checking account. There is another mechanism in place which gives us earned income credits which offsets the fees. We never see those on our bank statements. We are doing something else other than a “sweep account.”

Heston: I would like to have it in writing.

Bona: That would be awesome. We would love to have you in that conversation after mid-February when we see the impact of the interest increase. We are not losing money. It is not necessarily true that we are not gaining as much as we can either. This is a better discussion with a bank representative.

Furr: I would like to be part of that discussion.

Hill: Maybe call it “Net interest on accounts”?

Heston: I have a question on “10-7-15-3-43.00 PZ Legal” for \$3,280 and then we have “10-7-15-3-43.02 Legal Reserve PZ” for \$8,000.

Bona: That is an error. That \$3,280 should have been billed to the Reserve Expense line.

Heston: Under Police, we haven’t had any on-call hours?

Furr: Yes, Ben confirms that they are not even available.

LaBounty: For “10-7-40-2-62.00 Maintenance” are you doing something with the roof this year? Is there a reason we are 6 months in and only spent \$612 of the \$10,000?

Arneson: I will follow up with Dennis.

LaBounty: You have the same problem on all of your buildings. Under “10-7-40-5-35.01 Radio Repair & Replacement” of \$10,000 are you waiting for the end of the year? Why not get them at the beginning of the year to use them?

Gosselin: I believe the repeater system is going to be changed.

LaBounty: I notified the Recreation Committee about the “10-7-60-2-62.02 Recreation Equipment \$3,000.00” and the “10-7-60-3-95.03 Volunteers Green parking \$5,000.00” so they might come with some things that might need repairs.

Heston: I noticed on the warrants and the quarterly financials that the heating charges are at 20% or less. The Highway Garage was triple from the month before. I think we have to figure the heating thing out.

Arneson: You are probably going to spend most of that between December to March. We are paying the bills as they come in.

Gosselin: We have a 1,000 gallon tank and at the start of the season they fill it to the top. After that, they just keep topping it off. You gotta keep your propane tanks at 70% or higher in cold temperatures.

Heston: I think we need to be invoicing the Charitable Contributions.

Arneson: We will find out who we haven't paid yet. Duncan will follow up to get invoices from them.

### **Consideration of approval of warning for 2023 Town Meeting**

Arneson: This is the same information from last meeting and we did run it by VLCT attorneys for a more standardized format that other Towns are using. Up top is what is going to be voted on from the floor. The Australian ballot items come second. Down below is the Special Notes about advanced meeting for MMUSD and Town Meeting. I do not know if the MMUSD is doing a Zoom option.

Furr: I am worried about streaming the Town Meeting on March 6 as people may think they are able to vote. You can only vote in person.

Forward: We need to make it clear in the warning and elsewhere that if you want a voice on the budget then you have to come Monday, March 6 at 6 pm. We should also do it many times on Front Porch Forum. I would like to talk about the process of going back to Tuesday.

Arneson: We added “Must be present, in person, to vote on Articles 1-3.” Then we put the MMUSD Annual Meeting information at the bottom of the Special Notes.

*Furr moved to approve the 2023 Town Meeting Warning as modified and presented. Sander seconded.*

*Roll Call Vote: Forward, Furr, Heston, Hill, Sander in favor. Motion approved.*

### **Consideration of selling the Tesla police cruiser**

Heston: We are by-passing the Tesla conversation.

### **Public input on parking issues on West Main St. near Richmond Family Medicine and Our Lady of the Holy Rosary Church**

Heston: We are discussing restricting parking because it is dangerous pulling out of the shared exit with the Catholic Church and Richmond Family Medicine.

Arneson: The process with VTrans is the Selectboard would receive feedback from residents of the suggested changes. Then the Selectboard would write a summary potentially including a map of where to park or not to park. A traffic engineer at VTrans would then view that and perhaps make some suggestions. Then the VTrans Committee would decide the changes to parking if any. VTrans would install the signs if there were changes. Feedback from the public is important for the summary.

Heston: We have received a number letters regarding the safety issues.

Forward: Has there been any effort to reach out to businesses in the commercial block?

Arneson: It has just been on the Selectboard agenda.

Hill: We could do some outreach to those businesses whose customers and employees are parking there.

West: I am curious about the permits for Richmond Family Medicine as there was a no-parking area to the east of their driveway.

Heston: The request is to keep it no-parking due to the limited line-of-sight coming out of the driveway. There are essentially 3-4 spots in front of both the apartment building and Richmond Family Medicine. We are looking to remove those spots. Richmond Family Medicine is concerned about people pulling out of the exit because they cannot see cars traveling west.

LaBounty: I request you look back at the plans and have better markings for parking. If you keep eliminating parking spaces in the Village then you risk the survival of businesses in that area. If it is a safety issue then that is a no-brainer and you do not need to go to the State.

Heston: There was a construction trailer parked in front of the apartment building for awhile. The real issue is coming out of the Holy Rosary Church. You can take care of that issue if you just take away parking in front of Richmond Family Medicine.

Forward: I think parking in the Village is important to the commercial block as well. We should notify those businesses and get their comments as well. It would be an opportune time to remind businesses that employees should park in the remote lot on Depot St.

Rabin: I have concerns about large trucks or vans parking in front of the residential building due to the blocked line-of-sight. I have a hard time getting out to go home from the clinic.

Heston: The businesses should be notified other than an agenda on Front Porch Forum. We may need to bring this up again.

Hill: I tend to gravitate towards the lightest touch to see if that works. That seems to be in front of Richmond Family Medicine.

Heston: It is important to figure it out now so we can do it when the road gets torn up.

Arneson: I will have VTrans look through their files to see what they have got.

### **Follow up on placement of radar speed feedback signs**

Heston: We have four Radar Speed Feedback Signs to place in Richmond. At the last meeting the following four locations were discussed:

- West end of Rt. 2 as the speed drops from 40 mph to 30 mph.
- East end of Rt. 2 as the speed drops from 40 mph to 30 mph
- West end of Cochran Rd. near the intersection with Huntington Rd.
- East end of Cochran Rd. near the turnoff from Rt. 2 and the bridge over the Winooski River.

Arneson: If we want to do it on Rt. 2 there is some guidance from VTrans which is easy to follow. Our mobile speed cart is back so we need to collect 7 days of data at the speed transition point where it drops from 40 to 30 mph. They need to see that the 85<sup>th</sup> percentile of speed is at least 2 mph over the posted speed in order for us to put a permanent Radar Speed Feedback Sign. Should we look at other spots? Where exactly on the west end of Cochran Rd.? Sai Sarepalli from CCRPC can help with both questions. He can look at the two locations on Cochran Rd. and provide guidance on the exact location for sign placement. If you want to look at more options, then he can help us sort through best placement for 6 months to a year.

Hill: I think we should install signs on the west and east end of Rt. 2 where we can slow them at both ends. Then we can start collecting data. Then we should follow up with CCRPC about Cochran Rd.

Forward: We also have two existing ones that collect data that are close to the appropriate location going in one direction. We have also heard of the specific problem of people coming off of Huntington Rd. and not slowing down onto Cochran Rd. People come down the hill on Huntington Rd. and do not slow down going past Stone Corral toward Cochran Rd. I think a good placement for a sign would be going east on Huntington Rd. by the Farr's. It will be good to collect data.

Furr: At the last meeting, we talked about people coming down Bridge St and peel around the corner and shoot down Cochran Rd. They would never see the sign on Huntington Rd. If it isn't a State road then we can place the sign wherever we want and not just at a transition.

Heston: I think it is important to bring in CCRPC for their opinion.

Gosselin: The entire Village area is 25 mph, so people are speeding. It would be great to have CCRPC look at that section of road. The sign is most effective to remind drivers the speed has changed.

Hill: Is it possible to turn off the flasher and just collect data? I am thinking more about data than changing behavior.

Arneson: Now that we have the speed cart, we can collect data for a week as well. I think the CCRPC opinion is important.

### **Update of a change in the application to the FY24 Unified Planning Work Program for a Cochran Road Corridor Study**

Arneson: At the December 19, 2023, meeting the Selectboard voted to submit an application to the FY24 Unified Planning Work Program for a Cochran Rd. Scoping Study. At that meeting it was discussed that in FY23 a traffic calming study would be conducted for Cochran Rd. which would result in suggestions on permanent installations for traffic calming. The CCRPC recommended that we look at locations on the west end of Cochran Rd. for temporary traffic calming. We will have data from the temporary solutions over the summer to determine the permanent solution. The FY24 application would be a corridor study for the entire length of Cochran Rd. to look at a possible shared-use path to better accommodate pedestrians and bikers. Where to put a sidewalk or a trailhead would be integrated with our traffic calming study. The UPWP application is due Friday.

Hill: I contemplate the challenge of sidewalks and paths that expand the public area that is already bounded.

### **Discussion of advertising for a Police Chief**

Heston: In the packet there is draft of the background statement and job posting. The idea is to fully-disclose that this could be a temporary but years-long position. It will take at least a couple of years if we want to pursue a Union Municipal District. It references that there will be some patrol and strategic plan duties. The statement says we are looking for a Chief, but an applicant might fit a director of police services role.

Arneson: We do not want someone who is not certified because they want them to patrol. We want a police department, but do we partner with someone else?

Heston: I think we can say it is a preference for you to live in Town but it depends on housing. The hiring process provides opportunities to get a sense of what each other's expectations are.

Arneson: We have a document that outlines the process. People can see when the public can weigh in which would be April 3<sup>rd</sup> when we would talk about the candidates to invite.

LaBounty: Can the Essential Functions third and fifth bullets be clarified for the administrative pieces they need to do?

Arneson: The next thing would be to form a Committee. We can discuss this at the next Selectboard meeting. I will do some outreach for community members. We would applications accepted until February 24<sup>th</sup>. We would come back by March 13<sup>th</sup> to do an initial review.

LaBounty: I recommend putting on one more Community member.

Hill: This should have clarity on who is going to appoint.

Heston: You need time to see if people are interested. Is this enough time?

Arneson: I copied it from the previous process. The Selectboard decided who they wanted to have from their group. It was myself and the 2 Selectboard members who reviewed and selected from the interested community members. I can add that to the 2023 Hiring Process.

Hill: There should be a due date for letters of interest. Letters of interest should be submitted to the Town Manager by X date. Given the interest, we might anticipate many interested people.

Forward: I think the Committee might be too large and we should consider only 2 Community Members.

Arneson: It is a challenge to get that many people together but it did work last time.

Furr: Can we name alternates?

Hill: It seemed to work last time. I think a sentence about confidentiality wouldn't hurt.

### **Discussion of forming a gardening committee**

Heston: We are moving past the gardening committee and putting it on a future agenda.

### **Update from the Town Center and Library Building Committee**

Forward: Recently, the Committee took a tour of the Hinesburg Police Station to get a sense of the size, scale, and features of a similar Department. They have four officers and a Chief and a 3,500 square foot building. It is similar to what we have been contemplating for the Town Center. This would be useful for the Selectboard to do as well. We think it is important to have a separate entrance for the Police Department and that is complicated. The Hinesburg Police Chief walked us through the arrest process that is least disruptive to the public. We have a very public parking lot. Hinesburg has a four-car garage. We are working with the architect to nail down the pivotal pieces in the

building design. We would like to come back to the Selectboard and get feedback and approval. We might have some preliminary design questions to put in front of you in a month or so.

Hill: It seems obvious to me we need to prioritize the Town Departments first. Then we would look at what is left for non-Town Departments.

Forward: We have a 2-3 page document that illustrates the criteria we used when the school offices left. The #1 criteria was for Town and Government services including the Town Municipal services as well as the Post Office. The Post Office is a key piece as an anchor business in the Village and it provides revenue. We cannot move some obvious things. The vault is where the vault is. The Police will likely need a significant part by the ground floor.

Heston: The Police Department facility might change based on a potential Union Municipal District.

Forward: We are assuming that we are going to have 5 police officers whether they are part of Richmond or a Union District. We assume Richmond would want to have a Police presence in Town. A holding cell is the most specific thing so might not be used for anything other than storage. The Hinesburg processing area is adequate at around 250 square feet.

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

### **Minutes**

*Sander moved to approve the Minutes of 1/3/23 as presented. Hill seconded.*

Heston: I have one small change it is on page 9 and it said “a year’s long” and it should be without apostrophe and hyphenate.

*Forward moved to approve the Minutes of 1/3/23 as modified. Sander seconded.*

*Roll Call Vote: Forward, Furr, Heston, Hill, Sander in favor. Motion approved.*

### **Purchase Orders:**

*Sander moved to approve PO#4421 to Allegiance Trucks for a new 2023 International HV Tandem Dump Truck with installed plow and dump body package not to exceed \$190,338.00. Hill seconded.*

*Roll Call Vote: Forward, Furr, Heston, Hill, Sander in favor. Motion approved.*

### **Warrants**

Heston: I talked to Josh today about the duplicate payment to Alliance. I was wondering how that happens. It is being discussed. On DuBois & King, it says unpaid for the \$432.52.

Arneson: It is going to be paid about now.

Heston: There is a total of \$8,728.52 that is over the budget of \$8,680 for the CCRPC.

Arneson: The total we put in our Purchase Order is our 20% of this study which is \$8,680. It is the \$432.52 we owe the CCRPC which is 20% of what Dubois & King is charging total. The first item is the \$432.52. It is not the same P.O.

Heston: Comcast has the balance forward and can we look at an electronic payment system. I will volunteer to call VLCT to see if there is a more efficient system. Seeing as the Treasurer signs all the checks, we would have to figure that out. Crystal Rock/Primo is still showing a balance.

Arneson: I will find out. We can ask the Fire Department if there is a way to provide a water-bottle filling station.

Heston: We paid \$4 in tax and we shouldn't be paying tax.

Arneson: We reimbursed the employer as he got a better price.

Heston: We have an E-ZPass and we are paying a processing fee.

Arneson: It was a training trip for a Police Officer.

Heston: There seems to be an issue with receiving Otis invoices.

Arneson: They have been challenging to deal with.

Heston: For Verizon, we still have Kendall listed.

Arneson: Allen has the phone and still gets voice mails. We should be able to set up a voice-mail and pause the phone.

Heston: Any update on a postage meter?

Arneson: I can have Linda update us on what she thinks.

*Sander moved to approve the general warrants as presented from 1/17/2023. Furr seconded.*

*Roll Call Vote: Forward, Furr, Heston, Hill, Sander in favor. Motion approved.*

**Discuss Items for Next Agenda**

- \*CCRPC Radar Sign Placement
- \*Budget/ FY23 Q2 financial reports
- \*Voting on Tesla
- \*Gardening Committee
- \*Staffing Update
- \*Audit
- \*Tracking Late Fees
- \*Excavator Line Items

## **Executive Session: Personnel Issue**

*Hill moved that we enter into executive session to discuss a personnel issue under the provisions of 1 VSA 313(a)(3) and to invite Town Manager Josh Arneson into the executive session. Sander seconded.*

*Roll Call Vote: Forward, Furr, Heston, Hill, Sander in favor. Motion approved.*

*Furr moved to exit the executive session. Sander seconded.*

*Roll Call Vote: Forward, Furr, Heston, Hill, Sander in favor. Motion approved.*

## **Adjournment**

*Sander moved to adjourn. Hill seconded.*

*Roll Call Vote: Furr, Heston, Hill, Sander in favor. Forward absent. Motion approved.*

**Meeting adjourned at 10:52 pm**

**Chat file from Zoom:** None