

1 **Town of Richmond**
2 **Selectboard Meeting**
3 **Minutes of June 17, 2024**
4

5 **Members Present:** Adam Wood, Bard Hill, David Sander, Jay Furr, Lisa Miller
6

7 **Absent:** None
8

9 **Staff Present:** Josh Arneson, Town Manager; Duncan Wardwell, Assistant to the Town
10 Manager; Linda Parent, Town Clerk; Keith Osborne, Town Planner
11

12 **Others Present:** Meeting was recorded by MMCTV, Amy Gifford, Andrew Bessette, Cara LaBounty,
13 Cathleen Gent, Clint Buxton, Connie van Eeghen, Dan Mallach, Denise Barnard, Erin Farr, Erin McGuire,
14 Gary Bressor, Heidi Bormann, Jeanann Haskin, Jeff Forward, John Linn, Peter Bormann, Rob Hinttze,
15 Stefani Hartsfield, Susan Wells
16

17 **MMCTV Video:** <https://youtu.be/CT4-9Znemoo?si=7QQ7ipwTJHERkSRj>
18

19 **Call to Order:** 7:00 pm
20

21 **Welcome by:** Sander
22

23 **Public Comment:** None
24

25 **Additions or Deletions to Agenda:**
26

27 Arneson requested adding an approval of an application for a liquor license to next
28 Monday's Special Meeting.
29

30 LaBounty requested moving up three agenda items, j), l), and p). Arneson stated that
31 some people will not be present if they are moved up. Wells stated that she objects as she
32 has been pushed back at other Selectboard meetings. Gifford suggested putting a), d), e),
33 and f) together. Arneson suggested moving a) down. Sander confirmed it would be b),
34 c), d), e), f).
35

36 **Items for Presentation or Discussion with those present**
37

38 **Presentation of Westen Gateway Scoping Study**

39 Timestamp: 0:03

40 [https://www.richmondvt.gov/fileadmin/files/Selectboard/Meetings/2024/06/3b_Richmond](https://www.richmondvt.gov/fileadmin/files/Selectboard/Meetings/2024/06/3b_Richmond_Gateway_Scoping_Study_DRAFT_FOR_SELECTBOARD_6-17-2024.pdf)
41 [Gateway_Scoping_Study_DRAFT_FOR_SELECTBOARD_6-17-2024.pdf](https://www.richmondvt.gov/fileadmin/files/Selectboard/Meetings/2024/06/3b_Richmond_Gateway_Scoping_Study_DRAFT_FOR_SELECTBOARD_6-17-2024.pdf)
42

43 People who participated in discussion: Sander, Mallach, Arneson, LaBounty,
44 BormannH, Hill, Furr, Bressor, Barnard, Wood, Osborne
45

46 Mallach presented the Gateway Scoping Study in the packet. Mallach confirmed that
47 much of the route is fairly flat and already within specifications for ADA but to find out
48 how to do that would require engineering work. Mallach confirmed that the only viable
49 solution without going through the cemetery, which has some legal challenges, is to go
50 onto the shoulder with flexible delineators. Mallach reviewed the Purpose & Need

51 statements to address the historically underserved community of Riverview Commons
52 and connects to the Village Center and the Park & Ride.

53
54 Mallach reviewed a way to illuminate the path for safety, collision avoidance, impact
55 reduction, and security but beyond underpass lighting, they didn't include any other
56 pathway lighting in the cost estimate.

57
58 LaBounty expressed concern about creating a tunnel in the floodplain, which then
59 becomes a water chute.

60
61 Mallach confirmed 8–10-foot width path or narrower due to reasons such as property
62 owner input as the technical minimum is 6 feet. Mallach illustrated the criteria relative to
63 permitting boardwalks with the DEC.

64
65 Mallach addressed Bormann’s suggestion about the placement of the path closer to the
66 road as something an engineer would consider if they wanted to move forward. Mallach
67 confirmed that these are impacts to property and technical hurdles to overcome.

68
69 Hill stated that the slope of the current end of the sidewalk down that hill is short and
70 steep so to reach the appropriate grade the path will be elevated above Rt 2 and the
71 driveways.

72
73 Bressor summarized that because a phase of the project is on State controlled land, they
74 feasibly could pick up the tab.

75
76 Mallach confirmed that the project area extended from the western end of the existing
77 sidewalk on West Main St. Mallach summarized that if the Selectboard selected a
78 preferred alternative that wouldn't obligate Richmond to move forward but become an
79 opportunity to document one of these three design concepts. Arneson reviewed that this
80 came from the Transportation Committee’s scoping study so it would be a direction from
81 the Selectboard to move forward but at this point the Transportation Committee is
82 inactive. Mallach summarized some of the estimated costs as about \$11 million with an
83 estimated \$4 million in planning depending on design. Hill suggested that they ask the
84 Agency of Transportation to solve the problem they created when they separated
85 Riverview Commons from the Park & Ride. Mallach summarized federal funding grants
86 administered through the Regional Planning Commission.

87
88 **Discussion of the process for two transportation planning studies: 1) Thompson Rd.**
89 **Huntington Rd. Bridge St. Cochran Rd. Intersection and 1) Cochran Rd. Scoping**
90 **Study**

91 Timestamp: 1:10

92 https://www.richmondvt.gov/fileadmin/files/Selectboard/Meetings/2024/06/3c_Memo_CochranRoadStatus_20240613.pdf

94
95 People who participated in discussion: Sander, Arneson, Osborne, Furr, Miller, Hill,
96 Bressor, Furr, LaBounty, Gent

97
98 Osborne reviewed that there is not an active Transportation Committee, so the Selectboard
99 is the de facto advisory committee for the Town. Osborne would like to resuscitate the ad

100 hoc Committee with a Selectboard member, Highway Foreman, Town Manager, and
101 public input focused on the T-H-B-C project.

102
103 Gent summarized that on Thompson Rd, the signs are not helping at all and leading to a
104 not-safe situation.

105
106 Osborne stated that his main focus is to get things functioning again.

107
108 Osborne summarized the Cochran Rd update from the CCRPC paper in the packet and that
109 the next steps are to do a presentation.

110
111 **Reminder of the June 24, 2024 Special Meeting of the Selectboard to discuss issues**
112 **and solutions regarding pedestrians and traffic in the Village**

113 Timestamp: 1:25

114
115 People who participated in discussion: Sander, Arneson, Miller, LaBounty, Wood,
116 Bressor, Barnard

117
118 Arneson stated that it might be helpful to share the Bridge St Bike and Pedestrian scoping
119 study to focus on those questions.

120
121 LaBounty stated that they should define from what section to what section, so people
122 aren't coming in with the wrong discussion points. Hill confirmed that the main corridor
123 is from Rt 2 to the Bridge. Arneson summarized that it will be Bridge St, side streets
124 from Rt 2 to the Bridge St bridge, Town owned property and parking lots. Gent stated
125 that the Walkability Report includes three areas which may be good food for thought.
126 Barnard observed the impacts of the cars/trucks that park diagonally on Bridge St.

127
128 **Follow up on petition regarding Bridge St. sidewalk project**

129 Timestamp: 1:35

130
131 People who participated in discussion: Sander, Arneson, Furr, LaBounty, Wood, Gifford,
132 Barnard, Parent, Hill, Gent, Miller, HBormann

133
134 Arneson reviewed that the voters don't have the authority to direct the Selectboard how to
135 spend on sidewalks. Arneson summarized that the Selectboard made the motion to not
136 move forward with sidewalks. Gifford reviewed that the petition served its purpose, and
137 they are pursuing other options for pedestrian safety in Town. Wood summarized that
138 they do not want to have a vote because they are all in agreement. Miller stated that the
139 safety problems still exist, so they haven't done their job.

140
141 *Wood moved to find that in collaboration with the petitioners, the intent of the petition*
142 *has been fulfilled and no vote is required. Hill seconded.*

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

144
145
146
147
148
149

150 **Consideration of response to VTrans regarding the Transportation Alternatives**
151 **Program grant that was partially funding the southern section of the Bridge St.**
152 **sidewalk project**

153 Timestamp: 1:52

154 https://www.richmondvt.gov/fileadmin/files/Selectboard/Meetings/2024/06/3e1_Richmond_Notice_061324.pdf

156

157 People who participated in discussion: Sander, Arneson, Hill, LaBounty, Barnard,
158 Gifford, Bormann

159

160 Arneson summarized that this sidewalk is from across Esplanade up to Jolina Ct.
161 Arneson stated he met with VTrans about two paths forward, one is momentarily pausing
162 the project to pick it up in the future and the other is the project is dead and they have to
163 return about \$8,100 from the planning phase and \$2,000 for administrative fees. Hill
164 observed that some projects can't be killed because they have to give back the free
165 money. Barnard suggested writing a personal letter to the Agency of Transportation
166 stating the reasons to forgive the \$10,000.

167

168 **Update on illuminated crosswalk installation on Bridge St. at Jolina Ct. and**
169 **Railroad St.**

170 Timestamp: 2:02

171

172 People who participated in discussion: Sander, Arneson, Hill, Bormann

173

174 Arneson reviewed that Pete Gosselin is moving forward ordering it. Furr stated that he
175 would like to wait until a week from tonight to look at trucks in front of Sweet Simone's
176 as that illuminated crosswalk is almost useless.

177

178 **Consideration of approving fundraisers to be held by the 4th of July Parade and**
179 **Fireworks Committee**

180 Timestamp: 2:05

181

182 People who participated in discussion: Sander, Arneson, Hartsfield, Miller, Hill

183

184 Arneson reviewed the two fundraisers on the Fourth of July, a 50-50 raffle and a donation
185 drop box. Arneson summarized that two committee members would manage the money,
186 lock the money back into the Town Center overnight and count it the next day. Furr
187 stated that they need some Town Employee to take the money the night of July 4th.

188

189 *Miller moved to approve the 4th of July Parade and Fireworks Committee to hold a*
190 *50/50 raffle and donation collection at the July 4th festivities. Hill seconded.*

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

192

193 **Consideration of approving expenses from the July 4th Celebration Reserve Fund**

194 Timestamp: 2:08

195 https://www.richmondvt.gov/fileadmin/files/Selectboard/Meetings/2024/06/3h_July_4th_expenditure_request.pdf

196

197 People who participated in discussion: Sander, Arneson, Miller, Hill

198

199 *Miller moved to approve the use of \$4,100 from the July 4th Celebration Reserve Fund*
200 *for expenses related to the July 4th events as presented. Hill seconded.*

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

202

203 **Consideration of closing Esplanade St., Bridge St., Thompson Rd., Farr Rd., and**
204 **portions of East and West Main St. on July 4, 2024**

205 Timestamp: 2:09

206

207 People who participated in discussion: Sander, Arneson, Hartsfield, Furr, Bormann,
208 Parent, Wood

209

210 Hartsfield summarized the road closures and demarcations for those roads like barrels or
211 enough signs to go around. Arneson confirmed that he would coordinate with Pete
212 Gosselin on how many signs/barrels and at which locations.

213

214 Hartsfield confirmed that Volunteers Green is for handicapped folks. Parent suggested
215 publicizing where to park especially for the fireworks. Arneson suggested using the same
216 sandwich board and QR code that was used for the eclipse.

217

218 *Wood moved to close the following roads for the following times on July 4, 2024.*

219 • *Jericho Rd. from the traffic light to School St. from 10:15am – 10:45am.*

220 • *East and West Main St. in the immediate vicinity of the intersection with Bridge*
221 *St. from 10:15am to Noon.*

222 • *Bridge St. from the intersection with East and West Main St. to Volunteers' Green*
223 *from 10:15 am to Noon.*

224 • *Thompson Rd. and Farr Rd from 10:15am to Noon.*

225 • *Esplanade St. from 8am to 10pm, with the exception of vehicles belonging to*
226 *residents on the street and water and wastewater staff.*

227 *Hill seconded.*

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

229

230 **Update from All Together Now and consideration of approval of \$2,000 funding**
231 **request**

232 Timestamp: 2:21

233 https://www.richmondvt.gov/fileadmin/files/Selectboard/Meetings/2024/06/3j_Richmond
234 [Selectboard_Update_Jun_2024.docx_1_.pdf](#)

235

236 People who participated in discussion: Sander, Arneson, Hartsfield, LaBounty, Wood,
237 Bormann, Miller

238

239 Hartsfield summarized the update in the packet and the \$2,000 funding request. Arneson
240 summarized the Community Well Being budget line of \$5,000 with \$2,169 left.

241 Hartsfield reviewed that All Together Now does provide community mental health and
242 substance use prevention for the five towns that feed into the MMU School District.

243

244 *Miller moved to approve an expense of \$2,000.00 from the Community Wellbeing budget*
245 *to support the youth interns and community programing of All Together Now. Wood*
246 *seconded.*

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

248 **Consideration of establishing a Police K9 Restricted Reserve Fund**

249 Timestamp: 2:29

250

251 People who participated in discussion: Sander, Arneson, Miller

252

253 Arneson reviewed the setup of a non-profit in Williston to fundraise for the comfort
254 canine Duke's care and feeding.

255

256 *Miller moved to establish the Police K9 Restricted Reserve Fund. Furr seconded.*

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

258

259 **Follow up on calling a Special Meeting for creation of special projects reserve fund
260 and form of voting for annual budget**

261 Timestamp: 2:31

262

263 People who participated in discussion: Sander, Arneson, LaBounty, Bormann, Haskins,
264 Furr, Hill

265

266 Arneson reviewed the two items for calling a Special Meeting. Arneson stated that the
267 first one is to hold a Special Meeting to consider moving the budget to Australian ballot
268 and split up the budget into segments. Arneson summarized that if they move the budget
269 to Australian ballot, they will need a separate question to move the charitable
270 appropriations to Australian ballot. Arneson stated that could ask to move all of the
271 public questions to Australian ballot instead of Town Meeting.

272

273 Arneson summarized a Special Meeting to deal with the ARPA funds and whether to
274 establish a special project reserve fund.

275

276 Arneson summarized that the Special Meeting would be three questions related to Town
277 Meeting vote and two related to ARPA funds.

278

279 **Consideration of making appointments to the Water and Sewer Commission**

280 Timestamp: 2:42

281 [https://www.richmondvt.gov/fileadmin/files/Selectboard/Meetings/2024/06/3m1_WS_Eri
282 n_Farr.pdf](https://www.richmondvt.gov/fileadmin/files/Selectboard/Meetings/2024/06/3m1_WS_Erin_Farr.pdf)

283

284 [https://www.richmondvt.gov/fileadmin/files/Selectboard/Meetings/2024/06/3m2_WS_M
285 organ_Wolaver.pdf](https://www.richmondvt.gov/fileadmin/files/Selectboard/Meetings/2024/06/3m2_WS_Morgan_Wolaver.pdf)

286

287 *Furr moved to appoint Selectboard member Lisa Miller to a one year term on the Water
288 and Sewer Commission. Wood seconded.*

289 *Roll Call Vote: Furr, Hill, Sander, Wood in favor. Miller abstains. Motion approved.*

290

291 *Furr moved to appoint Selectboard member Bard Hill to a one year term on the Water
292 and Sewer Commission. Wood seconded.*

293 *Roll Call Vote: Furr, Miller, Sander, Wood in favor. Hill abstains. Motion approved.*

294

295 *Furr moved to appoint Selectboard member Jay Furr to a one year term on the Water
296 and Sewer Commission. Hill seconded.*

297 *Roll Call Vote: Hill, Miller, Sander, Wood in favor. Furr abstains. Motion approved.*

298

299 *Hill moved to appoint Erin Farr and Morgan Wolaver to one year terms as customer*
300 *representatives on the Water and Sewer Commission. Miller seconded.*

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

302

303 **Update on bill to create Uniform Ethical Standards in Local Government**

304 Timestamp: 2:45

305

306 People who participated in discussion: Sander, Arneson, Hill

307

308 Arneson reviewed that this was passed by both branches of the legislature and is headed
309 to the Governor for signature but would not go into effect until January 1 if signed.

310

311 **Review Code of Ethics Policy**

312 Timestamp: 2:46

313 https://www.richmondvt.gov/fileadmin/files/Selectboard/Meetings/2024/06/30_Code_of
314 [Ethics_FINAL_08-21-23.pdf](https://www.richmondvt.gov/fileadmin/files/Selectboard/Meetings/2024/06/30_Code_of)

315

316 People who participated in discussion: Sander, Arneson, Furr

317

318 Arneson summarized that they have their own Code of Ethics Policy that the Selectboard
319 updated last August and should be reviewed by all committees of the Town in an Open
320 Meeting every year. Arneson reviewed that the business of the Town of Richmond will
321 be conducted in such a way that no signatory will gain a personal or financial advantage
322 from their work and to preserve the public trust. Arneson summarized that there is an
323 article on disclosure if you do have a conflict of interest, how to recuse yourself, and the
324 process for a complaint of an ethics violation against a staff or committee member.

325

326 **Administrative Staffing follow up and consideration of approval of position to**
327 **provide temporary administrative support**

328 Timestamp: 2:49

329 https://www.richmondvt.gov/fileadmin/files/Selectboard/Meetings/2024/06/3p1_Adminis
330 [trative Assistant PT and Temp Job Description 2024 - DRAFT.pdf](https://www.richmondvt.gov/fileadmin/files/Selectboard/Meetings/2024/06/3p1_Adminis)

331

332 https://www.richmondvt.gov/fileadmin/files/Selectboard/Meetings/2024/06/3p2_ARPA
333 [Committments_as_of_6-12-24.pdf](https://www.richmondvt.gov/fileadmin/files/Selectboard/Meetings/2024/06/3p2_ARPA)

334

335 People who participated in discussion: Sander, Arneson, Miller, Furr, Hill, Hartsfield,
336 LaBounty, Wood

337

338 Arneson summarized the conversations from the last meeting and a draft job description
339 for 12 months with the estimated total payment of \$34,000 to \$36,000 for 25 hours per
340 week. Furr confirmed that it's clearly not possible for the Town Manager to do all that is
341 asked within the confines of a 50-hour work week.

342

343 Hill suggested articulating the performance measures to show that they are operating
344 more efficiently or generating more revenue. Arneson summarized that the intent is more
345 to manage things that we have already coming in from various committees. Wood
346 expressed concerns about relying on the position and then having to figure out where to
347 cut budget. LaBounty stated that the key is the ARPA money, you definitely need those

348 kinds of project oversight.

349

350 *Furr moved to approve the Part Time, Temporary, Administrative Assistant Position as*
351 *presented. Hill seconded.*

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

353

354 **Consideration of moving the first Selectboard meeting in September to Tuesday**
355 **September 3, 2024 due to the Labor Day holiday on Monday, September 2, 2024**

356 Timestamp: 3:12

357

358 *Hill moved to hold the first Selectboard meeting in September on Tuesday, September 3,*
359 *2024 due to the Labor Day holiday on Monday, September 2, 2024. Furr seconded.*

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

361

362 **Approval of Minutes, Purchase Orders, Warrants**

363 **Minutes:**

364 *Hill moved to approve the Minutes of 6/3/24 as presented. Furr seconded.*

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

366

367 **Purchase Orders:**

368 *Miller moved to approve PO# 4799 to I.M.S for East Main Sidewalks for not to exceed*
369 *\$73,688.50. Hill seconded.*

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

371

372 *Furr moved to approve PO# 4801 to Hinesburg Sand & Gravel Co for winter sand not to*
373 *exceed \$39,989.15. Miller seconded.*

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

375

376 *Miller moved to approve PO# 4900 to VLCT PACIF Insurance FY25 for Quarter 1 & 2*
377 *not to exceed \$64,154.00. Wood seconded.*

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

379

380 *Miller moved to PO# 4926 to Various Vendors FY 25 for Gravel & Aggregates not to*
381 *exceed \$120,000.00. Wood seconded.*

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

383

384 *Miller moved to approve PO# 4927 to Innovative Surface Solutions for Calcium and*
385 *Magnesium Chloride for dirt road dust control for not to exceed \$15,000.00. Furr*
386 *seconded.*

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

388

389 *Miller moved to approve PO# 4973 to Mow n Maintain Property Management LLC for*
390 *Spring/Summer FY24 Grounds Maintenance not to exceed \$12,000.00. Wood seconded.*

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

392

393 **Warrants:**

394 *Hill moved to approve the general warrants on 6/17/24 as presented. Miller seconded.*

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

396

- 397 **Next Meeting Agenda**
- 398 *Pedestrian Safety follow-up
- 399 *Speed Limits & Enforcement on Side Roads

400

401 **Adjourn**

402

403 *Furr moved to adjourn. Hill seconded.*

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

405

406 **Meeting adjourned at: 10:28 pm**

407

408 **Chat file from Zoom:**

409 00:29:41 Jean Haskin: I must have missed the surveys

410 00:30:27 Jeff Forward: Who is speaking from the public?

411 00:31:33 Jean Haskin: Heidi Borman

412 00:53:56 Linda Parent: who would be responsible for plowing and for later

413 maintainance?

414 00:57:35 Jean Haskin: How many people would use this path?

415 01:34:26 Cathleen Gent: Walkability Report -

416 https://www.richmondvt.gov/fileadmin/files/Selectboard/Meetings/2023/06/3c_Richmon

417 [d_Sidewalk_Audit_-_4-28-2023_new.pdf](#)

418 01:37:25 Jeff Forward: We also have a fighting ordinance that requires

419 downlighting to reduce impacts on night skies.

420 01:37:38 Jeff Forward: lighting not fighting!

421 01:48:21 Jean Haskin: Reacted to "lighting not fightin..." with 😄

422 01:52:11 Stefani Hartsfield: I agree with what Cathleen is saying. I think there

423 are many people in town who are nervous based on how the conversations and public

424 comment has gone around Volunteers Green and Recreation and public feedback. There

425 are concerns about public interest and trust being taken into full consideration.

426 01:53:12 John Linn, AIA: According to current zoning the businesses in the

427 Village Downtown district are required to install sidewalks if they do any development.

428 This effects the bank, NOFA and dentist buildings. If the Selectboard decides to not

429 install this sidewalk will that requirement be removed?

430

431