

1 **Town of Richmond**
2 **Selectboard Meeting**
3 **Minutes of January 21, 2025**
4

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

7 **Absent:** Lisa Miller
8

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

12 **Others Present:** MMCTV Erin Wagg, June Heston, Jason Pelletier, Bradley Holt,
13 Director of the Williston Community Justice Center Cristalee, Jeff Forward, Caitlin
14 Filkins, Connie van Eeghen, Brendan Filkins, Sarah Heim, Mary Harrison, Douglas
15 Thompson, Dorian
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18 **MMCTV Video:** Recorded by MMCTV by Erin Wagg
19 https://www.youtube.com/live/2-KzzC_PlaA?si=fEHsqxtznq_RPcEp
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21 **Call to Order:** 7:02 pm
22

23 **Welcome by:** Sander
24

25 **Public Comment:** None
26

27 **Additions or Deletions to Agenda:** None
28

29 **Items for Presentation or Discussion with those present**
30

31 **Reminder of public hearing on Monday, February 10, 2025 at 7pm for the Cochran**
32 **Rd. Corridor and Scoping Study exploring traffic calming and bicycle & pedestrian**
33 **usage on Cochran Rd.**

34 Timestamp: 0:01
35

36 People who participated in discussion: Sander, Hill
37

38 Sander and Hill reminded everyone that the meeting is being held in the Town offices.
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41 **Announcement of hiring a police chief and update on police hiring**

42 Timestamp: 0:02
43

44 [https://www.richmondvt.gov/fileadmin/files/Selectboard/Meetings/2025/01/3b_Statement](https://www.richmondvt.gov/fileadmin/files/Selectboard/Meetings/2025/01/3b_Statement_on_Police_Chief_Hiring.pdf)
45 [on Police Chief Hiring.pdf](https://www.richmondvt.gov/fileadmin/files/Selectboard/Meetings/2025/01/3b_Statement_on_Police_Chief_Hiring.pdf)
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48 People who participated in discussion: Sander, Arneson, Cambridge
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50 Arneson stated that Chief Cambridge was hired as the Chief of Police for Richmond after
51 being shared with Hinesburg for the past 18-months. He is now officially hired in the
52 Town he lives in, Richmond. Cambridge thanked everyone for having faith in him and he
53 is excited to get started. Arneson added that there are still a few people in the pipeline for
54 Police Officer positions in Richmond, so he believes those positions will be staffed soon.

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56

57 **Discussion of shared police chief services with Hinesburg**

58 Timestamp: 0:04

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60 https://www.richmondvt.gov/fileadmin/files/Selectboard/Meetings/2025/01/3c_Richmond_Selectboard_Jan_6_Mtng_WSP_Draft_1_.pdf

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64 People who participated in discussion: Sander, Arneson, Hill, Wood, Furr, Forward,
65 Cambridge

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67 Arneson elaborated that since Chief Cambridge will be coming on as Chief in mid-Feb,
68 would the Selectboard be willing to flip the contract with Hinesburg and share the Chief
69 with our neighboring Town. Cambridge would become the interim Chief of Police in
70 Hinesburg while being the Chief here in Richmond. Hill reported that he watched the
71 Hinesburg Selectboard meeting and there is an interest from the public for this to happen.
72 Furr concurred. Wood wondered if the Chief's position in Hinesburg would be moved
73 away from being interim. Hill said that such a joined governance is susceptible to
74 becoming cancelled, which is a concern. Furr wondered if an expiration date for such a
75 contract could be created. Wood is concerned that both Towns become too comfortable
76 with the agreement. Arneson suggested setting up a meeting to discuss long-term goals
77 with Hinesburg. Hill wondered if flipping the contract would work just as well as
78 previously. Wood and Furr offered to go to Hinesburg for a meeting. Forward
79 commended everyone for making such a creative decision for both Towns, his suggestion
80 is to create a joint policy with the Hinesburg Selectboard and the Richmond Selectboard.
81 Cambridge informed that flipping the contract won't be as easy as initially thought,
82 Hinesburg has more calls daily and a newer & firmer infrastructure, so he isn't sure how
83 to move forward in order to flip the contract.

84

85

86 **Update on Williston Community Justice Center Funding**

87 Timestamp: 0:22

88

89 https://www.richmondvt.gov/fileadmin/files/Selectboard/Meetings/2025/01/3d1_Chittenden_Co_Manager_Communities_-_Act_180_Position_Letter.pdf

90
91

92 https://www.richmondvt.gov/fileadmin/files/Selectboard/Meetings/2025/01/3d2_Act_180_Summary_from_AGO.pdf

93
94

95 People who participated in discussion: Sander, Arneson, Cristalee, Furr, Hill, Forward

96

97 Arneson elaborated that the grant funding for the Community Justice Centers (CJC) used
98 to be a function of the Department of Corrections. In the last legislative session, the
99 responsibility was transferred to the Attorney General's Office (AGO), but the funding

100 was not transferred. The CJC program was initially grant funded as a pilot program, and
101 with the vision of transferring the funding responsibility to municipalities. Cristalee
102 explained that funding moving forward is the work of this next legislative session. Town
103 managers, Police chiefs and CJC Directors worked together, along with Willa Farrell
104 from the AGO's office to try and come up with a couple of different models that we could
105 examine and potentially move forward with. "Preferably things would stay as they are,"
106 she continued, but currently funding sources are unknown. Furr says that limiting one
107 CJC per county is a poor idea. Cristalee said that the expectation is that municipalities
108 were supposed to provide funding. Hill asked where the expectation came from, because
109 there will be pushback from the public for more funding unless it's obligated by the State.
110 Forward believes that DOC should have in their mind that the option of incarceration is
111 the most expensive, therefore they should see the CJs as a valuable asset and good
112 program to support. Hill wonders if this is a discussion best for the Jan 29 Public Safety
113 forum.

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115

Update on status of Notice of Intent for the Southview Stormwater Permit

116
117 Timestamp: 0:35

118

119 https://www.richmondvt.gov/fileadmin/files/Selectboard/Meetings/2025/01/3e_NOI_Southview_Subdivision_Administratively_Incomplete.pdf

120

121
122 People who participated in discussion: Sander, Arneson, Hill, Wood, Heim, Filkins,
123 Heston

124

125 Arneson received a notice back from the State that the Notice of Intent (NOI) that was
126 submitted was administratively incomplete. Hill asked, "didn't the lawyer advise us to
127 NOT submit the NOI?" Which Arneson agreed with. Furr noted that in the letter it was
128 stated that the Town cannot legally act on behalf of the homeowners. Wood concurred
129 and said there was no action the Town could take. Arneson thinks the State wants the
130 Town to be the one to organize all the homeowners and submit a complete NOI. Wood
131 said there is no way to solve this because there is no HOA. Heim wanted to know when
132 the grant deadline is, which Arneson said Sept 2025. Heim says she doesn't want the
133 homeowners to start fighting amongst themselves. Filkins believed that if an NOI were in
134 place the Town would not be responsible, and she wondered if we had spoken to the State
135 engineers that were at the meeting we had with them last fall. Wood thinks we may need
136 to have several solutions running in parallel. Heston thinks the Selectboard should invite
137 our State representatives and senators to a meeting to get some clarity based on the letter
138 the Town got back from the State, because several homeowners are confused, and she
139 thinks the representatives and legislators need to be pressured. Heim said several
140 homeowners have also reached out to representatives and people in the legislature.

141

Consideration of approving a raffle fundraiser for the Fourth of July celebration

142
143 Timestamp: 0:51

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145 https://www.richmondvt.gov/fileadmin/files/Selectboard/Meetings/2025/01/3f1_Procedure_for_raffle_and_donation_financial_control.pdf

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148 https://www.richmondvt.gov/fileadmin/files/Selectboard/Meetings/2025/01/3f2_2024_Coin_Drop_Policy.pdf

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152 People who participated in discussion: Sander, Furr

153

154 Arneson said this is the same raffle as last year. Furr said there was a 50/50 and a raffle
155 last year and the 50/50 raffle did not do very well.

156

157 *Hill moved to approve the raffle fundraiser for the Fourth of July Event with the*
158 *condition that financial controls for the raffle be approved by the Director of Finance*
159 *and the Town Manager. Wood seconded.*

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

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163 **Consideration of approval of submitting a grant application for the Emergency**
164 **Watershed Protection program**

165 Timestamp: 0:53

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167 [https://www.richmondvt.gov/fileadmin/files/Selectboard/Meetings/2025/01/3g1 - SF-424_Grant_Application.pdf](https://www.richmondvt.gov/fileadmin/files/Selectboard/Meetings/2025/01/3g1_-_SF-424_Grant_Application.pdf)

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170 [https://www.richmondvt.gov/fileadmin/files/Selectboard/Meetings/2025/01/3g2 -
171 FPAC-GAD-9.pdf](https://www.richmondvt.gov/fileadmin/files/Selectboard/Meetings/2025/01/3g2_-_FPAC-GAD-9.pdf)

172 [https://www.richmondvt.gov/fileadmin/files/Selectboard/Meetings/2025/01/3g4 - SF-424C_Budget_FA-TA_.pdf](https://www.richmondvt.gov/fileadmin/files/Selectboard/Meetings/2025/01/3g4_-_SF-424C_Budget_FA-TA_.pdf)

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175 [https://www.richmondvt.gov/fileadmin/files/Selectboard/Meetings/2025/01/3g5 - SF-424D_Assurances - Construction_Programs.pdf](https://www.richmondvt.gov/fileadmin/files/Selectboard/Meetings/2025/01/3g5_-_SF-424D_Assurances_-_Construction_Programs.pdf)

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179 People who participated in discussion: Sander, Arneson

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181 Arneson reminded everyone this is related to rivers and streams that threaten homes or
182 any man-made structures. EWP engineers visited 30 sites last year and 8 were approved
183 for this program. The Town is the grantee and works with the homeowners to get the
184 25% match they are required to pay prior to construction.

185

186

187 *Hill moved to apply for the Emergency Watershed Protection program grant and to*
188 *appoint Town Manager Josh Arneson as the duly authorized representative. Wood*
189 *seconded.*

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

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193 **Consideration of approving a liquor license**

194 Timestamp: 0:57

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196 [https://www.richmondvt.gov/fileadmin/files/Selectboard/Meetings/2025/01/3h_SWEET_](https://www.richmondvt.gov/fileadmin/files/Selectboard/Meetings/2025/01/3h_SWEET_SIMONE_LIQUOR_LICENSE_REQUEST.pdf)
197 [SIMONE_LIQUOR_LICENSE_REQUEST.pdf](https://www.richmondvt.gov/fileadmin/files/Selectboard/Meetings/2025/01/3h_SWEET_SIMONE_LIQUOR_LICENSE_REQUEST.pdf)

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199 People who participated in discussion: Sander, Arneson

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This is a new liquor license for Sweet Simone’s.

Furr moved to approve a third class liquor license for Sweet Simone’s LLC. Hill seconded.

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

Consideration of approving the Town Meeting Warning

Timestamp: 0:59

[https://www.richmondvt.gov/fileadmin/files/Selectboard/Meetings/2025/01/3i_TOWN_R
EPORT_2024_WARNING_FINAL.pdf](https://www.richmondvt.gov/fileadmin/files/Selectboard/Meetings/2025/01/3i_TOWN_REPORT_2024_WARNING_FINAL.pdf)

People who participated in discussion: Sander, Arneson

Arneson reported there will not be a lunch now. The Selectboard has been word-smithing this several times.

Wood moved to approve the Warning to the 2025 Town Meeting as presented. Hill seconded.

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

Update on statewide municipal code of ethics and consideration of appointing an Ethics Liaison

Timestamp: 1:05

[https://www.richmondvt.gov/fileadmin/files/Selectboard/Meetings/2025/01/3j1_Links_to
_guidance_for_statewide_municipal_code_of_ethics.pdf](https://www.richmondvt.gov/fileadmin/files/Selectboard/Meetings/2025/01/3j1_Links_to_guidance_for_statewide_municipal_code_of_ethics.pdf)

[https://www.richmondvt.gov/fileadmin/files/Selectboard/Meetings/2025/01/3j2_Municip
al_Code_of_Ethics.pdf](https://www.richmondvt.gov/fileadmin/files/Selectboard/Meetings/2025/01/3j2_Municipal_Code_of_Ethics.pdf)

[https://www.richmondvt.gov/fileadmin/files/Selectboard/Meetings/2025/01/3j3_Code_of
_Ethics_FINAL_08-21-23.pdf](https://www.richmondvt.gov/fileadmin/files/Selectboard/Meetings/2025/01/3j3_Code_of_Ethics_FINAL_08-21-23.pdf)

People who participated in discussion: Sander, Arneson, Hill, Furr, Wood, Holt

Arneson explained that the new statewide Code of Ethics went into effect on January 1, 2025, and he initially thought this was going to replace the Richmond Code of Ethics for everybody. But right now, the Richmond Code of Ethics applies to Selectboard members, all Committee members, Department heads, all Town employees, and everybody in Town. However, the Statewide Municipal Code of Ethics applies only to members of the municipal legislative bodies, municipal quantity judiciary bodies, advisory budgetary committees, members, auditors, building inspectors, cemetery commissioners, chief administrative officers, tax collectors, department heads, first constables, listeners, assessors, town clerks, treasurers, matters, department heads, moderators, planning commission members, road commissioners, town City Managers, trustees, Trustees of the

250 public funds and water commissioners. The State has suggested adopting the Municipal
251 Code of Ethics from the State for everybody in Richmond. The other thing to note is that
252 the State Municipal Code of Ethics doesn't have a complaint and enforcement section, but
253 Richmond does have that in our current policy. Arneson continued that if it's the wish of
254 the Selectboard he would rewrite our policy to copy and paste the State policy and ask
255 our attorney for best advice on how to make that happen, and then we follow that with the
256 complaint and enforcement section that we currently have, which we just reviewed in
257 August of 2023. Hill agreed that the policy should cover everyone. Furr asked if the
258 policy would cover volunteers? Arneson agreed it may be a good idea to have volunteers
259 sign such a waiver. Arneson stated exists online training for this. Wood pondered if it
260 would be reasonable to require all Committee members to complete the training. Arneson
261 said that an Ethics Liaison should be decided upon. Wood wondered how much time such
262 a position would take. Furr looked up the rules and found that an existing Selectboard
263 member or Town employee could be a liaison. Holt mentioned that he recently submitted
264 an Ethics Complaint, and he feels strongly that there needs to be a transparent way to
265 track how complaints are being investigated and it's important to keep track of who
266 receives the training. Additionally, he feels it's vital to have clear instructions on how to
267 submit complaints. Holt continued that Towns could make changes to the State policy if
268 they so choose; Arneson replied that at this time Richmond feels using the State policy is
269 the easiest.

270

271 *Furr moved to appoint Josh Arneson as the Ethics Liaison. Wood seconded.*

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

273

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

276 Timestamp: 1:24

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278 **Minutes:**

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280 *Hill moved to approve the draft Minutes of 01/06/25 as presented. Wood seconded.*

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

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283 *Wood moved to approve the draft Minutes of Special Selectboard on 01/07/25 as
284 presented. Hill seconded.*

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

286

287 *Hill moved to approve the draft Minutes of Special Selectboard on 01/13/25 as presented.*

288 *Furr seconded.*

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

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292 **Motions for Purchase Orders:**

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294 *Wood moved to amend purchase order #4950 to \$123,066.86 for gravel for emergency
295 road repairs. Hill seconded.*

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

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299 **Warrants:**

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301 *Wood moved to approve the Warrants as presented. Hill seconded.*

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

303

304 Wood asked what the IRS penalty for \$10 was related to, which Arneson explained was a
305 penalty incurred from a reduced fine for a 941 and a 941 b4 being in the same envelope.

306

307

308 **Next Meeting Agenda**

309 Timestamp: 1:31

310 Stormwater

311 Police

312 Code of ethics

313 Southview

314

315 *Furr moved to find that premature knowledge about a personnel issue would cause a
316 town or person to suffer a substantial disadvantage. Hill seconded.*

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

318

319 *Furr moved that we enter into executive session to discuss a personnel issue under the
320 provision one, VSA, 313 and invite town manager Josh Arneson into the session. Hill
321 seconded.*

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

323

324 *Furr moved to exit the executive session. Wood seconded.*

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

326

327 **Adjourn**

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329 *Furr moved to adjourn. Hill seconded.*

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

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333 **Meeting adjourned at: 10:17 pm**

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336 **Chat file from Zoom:**

337

338 00:24:41 Jeff Forward (He/Him): There also needs to be an effort towards pay
339 equity for staff in both towns.

340 00:40:24 Jeff Forward (He/Him): If you want to invite the Hinesburg and
341 Richmond legislators, someone should commit to doing so. Maybe instruct Josh?

342 00:41:43 Jeff Forward (He/Him): Invite to the Public Safety Forum that is.

343 00:55:32 Caitlin Filkins: Did we confirm that in addition to those legislature
344 conversations that we will also put the letter we got back regarding the map and the
345 wording in front of Terry? Just want to make sure we're also taking that step to try to
346 avoid a more immediate expiration of that letter.

347 01:01:20 Brendan Filkins: Approve!

348 01:03:54 Jeff Forward (He/Him): No pie?

349 01:35:54 Caitlin Filkins: Update on Fire Department assessment?