

Selectboard Meeting of January 3, 2012  
Town Hall Conference Room B, 7 Summer Street

Selectboard: Dennis Brown, Jon Kaplan, Larry Richburg, Frank Reed, and Stephen Webster

Municipal Staff: Gary Champy (Town Manager) and Cindy Spaulding (Recorder)

Public Attendees: William Kevan, John Joy, Reginald Magnant, John Race, Dwight and Mary Porter, Nan Gwin, Joseph Voci, Jim Tucker, Michael Penrod, Patrick French, Bob and Barb Orleck

Observed: Martin Strange

Media: M. D. Drysdale (*Herald of Randolph*) This meeting was video taped.

1. Called to order

Mr. Reed called the meeting to order at 7:01 p.m.

2. Meeting Minutes

**On motion by Mr. Brown, seconded by Mr. Richburg, the Board voted to approve the minutes of December 20, 2011 as written. Vote 5-0-0**

**On motion by Mr. Kaplan, seconded by Mr. Webster, the Board voted to approve the minutes of December 22, 2011 (special) as written. Vote 4-0-1 (Brown abstained).**

**On motion by Mr. Webster, second by Mr. Richburg, the Board voted to approve the minutes of December 27, 2011 special as written. Vote 3-0-2 (Kaplan and Brown abstained)**

**On motion by Mr. Webster, seconded by Mr. Kaplan, the Board voted to approve the minutes of December 29, 2011 5:15 p.m. meeting as written. Vote 4-0-1 (Brown abstained)**

**On motion by Mr. Richburg, seconded by Mr. Kaplan, the Board voted to approve the minutes of December 29, 2011, 7:30 p.m. meeting as written. Vote 5-0-0**

3. Municipal Bond Bank Refund

The Board reviewed the Vermont Municipal Bond Bank Refunding documents. The purpose of the refunding bonds is to provide debt service reductions on bonds from 2003. The board inquired when the bond was originally taken out and what projects were funded.

**On motion by Mr. Webster, seconded by Mr. Kaplan the Board voted to approve the Municipal Certificate as to Municipal Bond regarding the Series 2011-6 refunding bonds. Vote 5-0-0.**

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4. Annual Meeting Location

The Board discussed locations for holding the March annual town meeting. From the audience there a suggestion to hold it at Murray Auditorium Randolph Union High School.

**On motion by Mr. Webster, seconded by Mr. Brown, the Board voted to hold the annual town meeting at Chandler Music Hall. Vote 5-0-0.**

5. Public Comment

The Board received public comments

- Disapproval of having the annual meeting at Chandler
- Releasing the Town Manager from his contract
- Assessor not available to meet with the public beyond the office hours posted.
- Concerns of property tax assessments on the Harlow Hill Condos, which are privately owned, and the Branchwood Apartments, which are owned indirectly by RACDC
- Difficulties obtaining requesting financials from RACDC

6. Annual Report Dedication

**On motion by Mr. Richburg, seconded by Mr. Webster, the Board voted to dedicate the 2011 Town Annual Report to Al and Jan Floyd. Vote 5-0-0.**

7. Signature Authorization for People's United Bank Accounts

**On motion by Mr. Webster, seconded by Mr. Brown, the Board voted to adopt People's United Bank business deposit account certified resolution appointing Joyce L. Mazzucco, Treasurer, and E. Ann LaPerle, Assistant Treasurer, as authorized signers on the accounts; and appointed Chairman Frank Reed as authorize signatory to certify the resolution. Vote 5-0-0.**

8. Committee Reports

There were no committee reports.

9. Town's Authorized Representative to RACDC

**On motion by Mr. Webster, seconded by Mr. Brown, the Board voted to appoint the Town Manager, ex-officio, as the town's representative to Randolph Area Community Development Corporation. Vote 5-0-0.**

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10. Engineering Service Agreement for Pedestrian Foot Bridge (FEMA PW-11)

Mr. Champy explained the background on the engineering service agreement for the Pedestrian Foot Bridge that was damaged during Tropical Storm Irene.

**On motion by Mr. Brown, seconded by Mr. Kaplan, the Board approved the Engineering Service Agreement with DuBois and King in the amount of \$6,000 and authorized Town Manager Champy to sign the agreement. Vote 5-0-0.**

11. Resignation Ken Rogers –White River Valley Ambulance

**On motion by Mr. Webster, seconded by Mr. Brown, the Board voted to accept the resignation of Ken Rogers as representative to White River Valley Ambulance with regret and appreciation for his services. Vote 5-0-0.**

12. Town Manager's Report

Mr. Champy gave his Town Manager's report orally:

- Staff Accountant vacancy
- FEMA Payment received for Howard Hill
- EPA to remove nitrogen from Wastewater Treatment Facility
- Problem at the Siphon
- Thank you to Stephen Webster for his support
- Thank you to residents for encouragement and praise

The audience express their Thank you's to Mr. Champy for his services as Town Manager.

13. Other Business

The Board scheduled meetings to review the proposed FY2013 budgets on January 5, January 10, and January 12 at 5:15 p.m. in Town Hall Conference Room B.

Mr. Reed reported that he had received a letter from the State of Vermont Attorney General's office asking for a response concerning the "special meeting of November 17". The AG's office had received a letter inquiring the legalities of executive sessions of November 10, November 17, November 22, and December 13, 2011. Mr. Reed provided his response to the question of an executive session on November 17<sup>th</sup>; there had been no executive session on November 17<sup>th</sup>.

Mr. Reed reported that he had inquired with the Vermont Leagues of Cities and Towns for a list of interim Town Managers. He also asked if any of the board members knew of an individual to serve during the search for a full-time Town Manager.

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Referring to Mr. Voci's complaint about difficulties that he was having in getting material from the town's appraiser, Mr. Webster suggested that Mr. Reed address this issue of the Board of Listers.

Mr. Orleck inquired as a follow\*up to the status from the Board to his requests for email communications Board and RACDC President Martin Strange as well as other documents requested. Mr. Webster stated that he had talked with Bob Orleck and stated he had made no such contact. (Unable to determine who else responded to this as the audience was whispering loud.)

14. Warrants

**On motion by Mr. Brown, seconded by Mr. Richburg, the Board voted to approve the warrant as presented. Vote 5-0-0.**

15. Labor Relations Personnel

The Board passed over the Labor Relations Personnel Matter

16. Adjournment

**At 7:48 p.m., on motion by Mr. Brown, seconded by Mr. Reed, the Board voted to adjourn until Thursday, January 5, 2012 at 5:15 p.m. Vote 5-0-0.**

Respectfully submitted,

Cindy Spaulding  
Recorder

Stephen Webster  
Selectboard clerk

Special Selectboard Meeting of January 5, 2012, 5:15 p.m.  
Town Hall Conference Rooms A & B, 7 Summer Street

Selectboard: Dennis Brown, Jon Kaplan, Frank Reed, Larry Richburg, and Stephen Webster

Municipal Staff: Gary Champy (Town Manager), and Michael DeCubellis (Finance Director)

Public Attendees: Michael Penrod and Sheila Jacobs (Budget Committee); Dwight and Mary Porter

Media: None

1. Call to order

Mr. Reed called the meeting to order in Conference Room B at 5:17 p.m. By common consent, the meeting immediately moved to Conference Room A and reconvened at 5:20 p.m.

2. Review of Proposed FY2013 Budget

Mr. Champy and Mr. Decubellis each answered questions that had been posed in prior budget meetings.

Budgets reviewed: Water Fund  
Sewer Fund  
Landfill "Depreciation" Fund  
Landfill Closure Fund

3. Interim Town Manager Discussion

Mr. Reed reported that he had been in touch with the Vermont League of Cities and Towns and with former Randolph town manager Bert Moffatt and had inquired about the availability of persons to serve as an interim town manager. He will speak with Mr. Moffatt again and report at the next meeting.

4. Adjournment

**At 6:37 p.m., on motion by Mr. Webster, seconded by Mr. Reed, the Board voted to adjourn until the next scheduled meeting (a special meeting) on Tuesday, January 10, 2012, at 5:15 p.m. in Conference Room B of the Town Hall at 7 Summer Street. Vote 5-0-0.**

Respectfully submitted,

Stephen W. Webster  
Selectboard clerk

Special Selectboard Meeting of January 10, 2012, 5:15 p.m.  
Town Hall Conference Room B, 7 Summer Street

Selectboard: Dennis Brown, Jon Kaplan, Frank Reed, Larry Richburg, and Stephen Webster

Municipal Staff: none

Public Attendees: Michael Penrod (Budget Committee); and Clifford Rankin

Media: None

1. Call to order

Mr. Reed called the meeting to order at 5:16 p.m.

2. Review of Proposed FY2013 Budget

Mr. Reed distributed a handout with answers prepared by Finance Director Michael Decubellis to questions posed at the last meeting. At the head of the list was clarification concerning line items related to the Land Fill Closure Fund. Mr. Reed said that the town's investment advisor Hank Elitzer from MorganStanley SmithBarney, Town Treasurer Joyce Mazzucco, and Mr. Decubellis would attend the selectboard meeting on January 17 to review the several accounts the town has with MS/SB.

Budgets reviewed: Bonds  
Capital Projects  
Special Appropriations  
General Fund Revenue

The next meeting, on January 12, will be for the purpose of reviewing any line items that any member still has questions or comments about. The budget is to be adopted at the regular meeting on January 17.

3. Interim Town Manager Discussion

The board reviewed a notice that Mr. Reed had prepared to announce that the town is seeking to hire an Interim Town Manager. He proposed publishing the notice twice each in the Herald of Randolph, the Times-Argus, and the Valley News. By consensus, the board agreed to have him do that.

Mr. Reed said that he had discussed with Mr. DeCubellis and Mardee Sanchez, the town zoning officer and town engineer, that they assume some extra duties during the period when the town is without a town manager, either an interim town manager or a permanent one. Mr. DeCubellis, as assistant town manager, would assume supervision of the other department heads, and Ms. Sanchez would field questions, comments, and complaints from the general public. He will discuss with each of them their expectations regarding additional compensation for their temporary duties, so that the board could vote on that on the 17<sup>th</sup>.

Mr. Reed requested that each board member come up with three names from which to select a review committee to help with the search for a town manager and with review and revision of a job description for the position.

Special Selectboard Meeting of January 10, 2012, 5:15 p.m.  
Town Hall Conference Room B, 7 Summer Street

4. Adjournment

**At 6:14 p.m., on motion by Mr. Brown, seconded by Mr. Kaplan, the Board voted to adjourn until the next scheduled meeting (a special meeting) on Thursday, January 12, 2012, at 5:15 p.m. in Conference Room B of the Town Hall at 7 Summer Street. Vote 5-0-0.**

Respectfully submitted,

Stephen W. Webster  
Selectboard clerk

REFERENCE ONLY

Special Selectboard Meeting of January 12, 2012, 5:15 p.m.  
Town Hall Conference Room A, 7 Summer Street

Selectboard: Dennis Brown, Jon Kaplan, Frank Reed, Larry Richburg, and Stephen Webster

Municipal Staff: Michael Decubellis (Finance Director)

Public Attendees: none

Media: None

1. Call to order

Mr. Reed called the meeting to order in Conference Room A at 5:15 p.m.

2. Review of Proposed FY2013 Budget

Mr. Decubellis distributed several spreadsheets, which the board then discussed with him:

A Budget Summary Comparison, comparing by categories of income and expenses by fund (e.g., general fund, highway fund, police fund) the FY2012 and FY 2013 budgets, showing the percentage change,

A Salary and Wage Analysis, comparing FY2012 and FY 2013 budgets, and

A Benefit Analysis (employee benefits) comparing those same two budgets for each department.

Mr. Decubellis will revise the budget worksheets, including the line items for compensation for non-union employees, and have them ready for adoption on 12/17.

3. Interim Town Manager Discussion

Mr. Reed reported that Mr. Decubellis had arranged for publication of the announcement that the town is seeking to hire an Interim Town Manager, twice each in the Herald of Randolph, the Times-Argus and Rutland Herald, and the Valley News. It was noted that three individuals have already contacted Mr. Reed on this topic by e-mail. He said he will send them a copy of the announcement, so that they will know what is expected of applicants.

4. Adjournment

**At 5:56 p.m., on motion by Mr. Kaplan, seconded by Mr. Brown, the Board voted to adjourn until the next scheduled meeting on Tuesday, January 17, 2012, at 7:00 p.m. in Conference Room B of the Town Hall at 7 Summer Street. Vote 5-0-0.**

Respectfully submitted,

Stephen W. Webster  
Selectboard clerk

Selectboard Meeting of January 17, 2012  
Town Hall Conference Room B, 7 Summer Street

Selectboard: Dennis Brown, Frank Reed, Stephen Webster, Jon Kaplan (arrived at 7:03 p.m.), and Larry Richburg (arrived at 7:03 p.m.)

Municipal Staff: Michael DeCubellis (Finance Director and Assistant Town Manager) and Joyce Mazzucco, (Town Treasurer and Recorder)

Public Attendees: Kermit LaBounty, Mary Porter, Dwight Porter, John Joy, Gary Champy, Nan Gwin, Robert Orleck, Barbara Orleck, Joseph Voci (Water & Sewer Committee), Martin Strange, Hank Elitzer (Financial Advisor, Morgan Stanley Smith Barney), John Lutz (Water & Sewer Committee), and M.D. Drysdale (The Herald of Randolph)

Media: This meeting was video taped

1. Call to order

Mr. Reed called the meeting to order at 7:00 p.m.

2. Meeting Minutes

- a. January 3, 2012
- b. January 5, 2012 (Special)
- c. January 10, 2012 (Special)
- d. January 12, 2012 (Special)

**On motion by Mr. Webster, seconded by Mr. Brown, the Board voted to approve the minutes of January 3, 2012, January 5, 2012, January 10, 2012 and January 12, 2012 as presented. Vote 3-0-0**

3. Randolph Team Tennis Request for Tennis Courts

Randolph Team Tennis made a request to reserve the use of the School Street tennis courts for team tennis league play on Tuesdays, Wednesdays and Thursdays from 5:30 p.m. until 8:30 p.m., beginning June 5, 2012 and concluding on August 23, 2012.

**On motion by Mr. Brown, seconded by Mr. Kaplan, the Board voted to reserve the School Street tennis courts for use by Randolph Team Tennis for team tennis league play on Tuesdays, Wednesdays and Thursdays from June through August as requested. Vote 4-0-1 (Mr. Kaplan abstained).**

4. Fire Service Advisory Committee's Recommendation for Wage Increase

The Fire Service Advisory Committee recommended increasing the wages for the firefighters.

**On motion by Mr. Brown, seconded by Mr. Richburg, the Board voted to approve the wage increases as recommended by the Fire Service Advisory Committee. Vote 5-0-0.**

5. Sale of Burial Plot to Paul Calter

**On motion by Mr. Webster, seconded by Mr. Kaplan, the Board voted to convey a burial plot to Mr. Calter and appointed Mr. Reed as signatory. Vote 5-0-0.**

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6. Highway Certificate Mileage

The Certificate of Highway Mileage is filed annually with the State of Vermont Agency of Transportation and is used in the formula for appropriation of State Aid for Town Highways. There was a discussion about this certificate, with Nan Gwin, Jon Kaplan and Larry Richburg participating.

**On motion by Mr. Brown, seconded by Mr. Kaplan, the Board voted to sign the certificate as prepared. Vote 5-0-0.**

7. Appointment of Alternate Authorized Representative for the Route 66 Waterline Project

**On motion by Mr. Webster, seconded by Mr. Kaplan, the Board voted to appoint Michael DeCubellis as the Alternate Authorized Representative for the Route 66 Waterline Project. Vote 5-0-0.**

8. Middle Branch Liquor and Tobacco Licenses

S & L East Randolph Enterprises, LLC, owned by Stanley Armstrong and Laurence Armstrong, are applying for a Second Class Liquor License and a Tobacco License for their business d/b/a Middle Branch Market and Deli.

**On motion by Mr. Webster, seconded by Mr. Kaplan, the Board voted to approve the Second Class Liquor License and Tobacco License application of S & L East Randolph Enterprises, LLC, d/b/a Middle Branch Market and Deli. Vote 5-0-0.**

9. Grants

a. Homeland Security Mobile Data Terminal for Randolph Police

The Randolph Police Department is seeking Selectboard approval to apply for a grant of \$9,800.00 for a Mobile Data Terminal through Homeland Security. There was a discussion about the grant requirements, with Nan Gwin, Jon Kaplan and Frank Reed participating. Police Chief Krakowiecki will be asked to confirm if the grant requires matching funding. The application must be submitted by 02/15/2012.

**On motion by Mr. Webster, seconded by Mr. Kaplan, the Board voted to approve the submission of an application for a grant from Homeland Security for a Mobile Data Terminal and authorize Michael DeCubellis to be the signatory. Vote 5-0-0.**

b. Buildings and General Services Skateboard Park for Recreation

In December, 2011, the Town of Randolph received notification from Vermont Department of Buildings and General Services that the Town was being awarded a grant, in the amount of \$8,150.00, from the Recreational Facilities Grant Committee for the Skateboard Park. There was a discussion about the grant and the grant requirements and what the project the grant is for, with the following individuals participating: Joseph Voci, Nan Gwin, Jon Kaplan, and Frank Reed.

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**On motion by Mr. Webster, seconded by Mr. Reed, the Board voted to defer action on this item to the next meeting and to ask the Boys and Girls Club for further information about the grant and clarification of what project the grant is for. Vote 5-0-0.**

10. Town Investments Presentation by Town Treasurer

Town Treasurer Joyce Mazzucco presented information about the Town's investments with Morgan Stanley Smith Barney. The Town's financial advisor with Morgan Stanley Smith Barney, Hank Elitzer was present at the meeting to discuss the status of the Town's investments and to explain some investment recommendations. There was a discussion about the funds, investments and the recommendations, with the following individuals participating: Stephen Webster, Joyce Mazzucco, John Joy, Martin Strange and Frank Reed.

Ms. Mazzucco recommended that the Selectboard authorize the following changes to some of the investments in Landfill Closure Fund: 1) Use \$130,421.36 to purchase shares of Franklin Income Fund Class A (FKINX); 2) Liquidate the shares in Franklin Income Class C and use the proceeds to purchase additional share of Franklin Income Fund Class A (FKINX); and 3) Reinvest all dividends earned on the Landfill Closure Fund investments.

**On motion by Mr. Webster, seconded by Mr. Kaplan, the Board voted to approve the investment of funds for the Landfill Closure Fund as recommended by the Town Treasurer. Vote 5-0-0.**

For the Landfill Depreciation Fund, Ms. Mazzucco recommended that the Selectboard use \$153,000.00 to purchase shares of JP Morgan Income Builder Fund.

**On motion by Mr. Webster, seconded by Mr. Kaplan, the Board voted to approve the investment of funds for the Landfill Depreciation Fund as recommended by the Town Treasurer. Vote 5-0-0.**

11. Public Comment

The Board received public comment from Mr. Voci.

- Question about the \$27,500.00 payment to the former Town Manager
- Comments about how he says the local paper disparages Randolph citizens in its news coverage and editorials.

12. Wastewater Treatment Plant Tank Test

John Lutz, a member of the Water and Sewer Committee, presented background information to the Board about the wastewater treatment plant upgrade plans, recent changes in the 100 year flood plain, the aeration tanks, the need to test the structural integrity of these tanks and the need to get a clear picture from DuBois and King as to the cost and scope of the engineering steps that need to be taken. There was a discussion about the tanks, about how the tanks should be tested (and the best time to perform such testing), possible new EPA (Environmental Protection Agency) requirements that may be forthcoming in the near future, and issues with deadlines for FEMA (Federal Emergency Management Agency) and property insurance reimbursements. Participating in the discussion were John Lutz, Joseph Voci, Stephen Webster, Jon Kaplan, Gary Champy, Frank Reed and Dwight Porter.

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A copy of the **Amendment to Owner-Engineer Agreement Amendment No. 2** was given to Mr. Lutz.

**The Board, by consensus, agreed to skip action on this item and to ask the Water and Sewer Committee to return with a recommendation for action.**

13. Property/Content Insurance for Chandler Music Hall

Michael DeCubellis reported to the Board that Chandler Center for the Arts has offered to reimburse the Town for a portion of the property insurance for the new addition to Chandler Music Hall. The reimbursement is based on 27% of the square footage. The Town pays the insurance for the building and chairs through VLCT (Vermont League of Cities and Towns), and Chandler Center for the Arts is responsible for insuring the other contents of the building. There was a discussion about who appraised the value of the building and about the amount of the reimbursement.

**The Board, by consensus, agreed to delay action and to put this item on the agenda for the next meeting.**

14. Town Report Audit

There was a discussion about the inclusion of the full audit report in the Annual Town Report. If the full report is not included in the Town Report, the Town can save some money by reducing the total number of pages to be printed. Mr. DeCubellis told the Board that the Town can print the letter from the auditors in the Town Report and have the full audit available to the public as a PDF document on the website or as a hard copy at the Town Offices. Participating in the discussion were Mr. DeCubellis, Mr. Kaplan, Mr. Webster, Mr. Joy, Ms. Mazzucco, Mr. Richburg and Mr. Voci.

**The Board, by consensus, agreed to not include the full audit report in the Annual Town Report.**

15. Committee Reports

Special Appropriations Committee

Mr. Kaplan reported that the committee has completed its work and will have a Special Appropriations Policy for the next meeting.

16. Interim Town Manager

Mr. Reed reported that ads for the Interim Town Manager position have been placed in the **Herald of Randolph, the Times Argus, the Rutland Herald and the Valley News**. Applicants can apply via email or mail.

17. Compensation Adjustments—Management Staff

A proposal to pay temporary pay increases to Michael DeCubellis and Mardee Sanchez for performing Town Manager related duties was considered. Mr. DeCubellis and Ms. Sanchez will receive their regular pay rates for regular duties, but an increased rate for Town Manager related duties. Mr. Webster and Mr. DeCubellis discussed whether Cindy Spaulding is being asked to perform additional duties and whether she should be compensated.

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**On motion by Mr. Webster, seconded by Mr. Kaplan, the Board voted to approve the temporary pay increases for Mr. DeCubellis and Ms. Sanchez as proposed. Vote 5-0-0**

18. Other Business

At a previous meeting, the Board had voted to hold the Annual Town Meeting at the Chandler Music Hall. John Joy told the Board he had contacted Mark McKinstry at the high school and asked if the auditorium is available for use by the Town for Town Meeting. Mr. Joy was told that the auditorium is available at no extra cost to the Town, and the principal and superintendent support the idea. Mr. Joy hoped the Board would consider changing the Town Meeting location and save the Town some money. Ms. Gwin urged the Board to reconsider the location for Town Meeting

The Board will need to approve the budget for the Town Meeting Warning. There was a discussion with Mr. Reed, Mr. DeCubellis, Ms. Mazzucco, Mr. Voci, and Mr. Strange participating. The earliest the Board can approve the budget is Thursday, January 26<sup>th</sup>, which is the deadline for petitions to be submitted and verified.

**The Board, by consensus, agreed to move their next regular meeting from February 7, 2012 to Tuesday, January 31, 2012 at 7:30 p.m.**

19. Warrants

Mr. Reed asked about a check to the Town of Bethel. The check was for payment of the purchase of rock for Tropical Storm Irene repairs. He also asked about a check to Gifford Medical Center.

**On motion by Mr. Webster, seconded by Mr. Kaplan, the Board voted to approve the check warrants with the exception of a check for \$2,500.00 to Gifford Medical Center, to ask the Finance Director to adjust the totals on the warrant, and to consider that check at the next meeting. Vote 5-0-0**

20. Adjournment

**At 9:00 p.m., on motion by Mr. Webster, seconded by Mr. Kaplan, the Board voted to adjourn until the next scheduled meeting (regular meeting) of Tuesday, January 31, 2012, at 7:30 p.m. in Conference Room B of the Town Hall at 7 Summer Street. Vote 5-0-0.**

Respectfully submitted,

Joyce L. Mazzucco  
Recorder

Stephen Webster  
Selectboard clerk

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Selectboard: Dennis Brown, Larry Richburg, Frank Reed, and Stephen Webster  
Absent: Jon Kaplan

Municipal Staff: Michael DeCubellis (Finance Director/Assistant Manager), Cindy Spaulding (Recorder), and Mardee Sanchez (Zoning Administrator)

Public Attendees: Robert Orleck, Nan Gwin, Gary Champy, Joseph Voci, Gregg McCurdy, Lori Goldman, Michael Penrod (Budget Committee member), David Miles, Dwight and Mary Porter, David Crosby (Conservation Commission member), and Betty Phillips  
Observed: Gary Dir, Reginald Magnant, and Martin Strange

Media: M.D. Drysdale (*The Herald of Randolph*)

1. Call to order

Mr. Reed called the meeting to order at 7:30 p.m.

2. Meeting Minutes

**On motion by Mr. Webster, seconded by Mr. Brown, the Board voted to approve the minutes of January 17, 2012 as printed. Vote 4-0-0.**

3. Grants

Mr. Reed reported that the town had applied for grant funds through the State of Vermont, Buildings and General Service in the amount of \$25,000 to be used to construct a new skate park. The total cost of the project was estimated to be \$50,000. Buildings and General Services awarded the town a grant in for \$8,150. He stated that nothing was budgeted for the project in either general or capital budgets

**On motion by Mr. Webster, seconded by Mr. Brown, the Board voted to decline the Buildings and General Services grant award for \$8,150 for the Skateboard Park project. Vote 4-0-0**

4. High Risk Rural Road Program for Chelsea Mountain Road

The State of Vermont Agency of Transportation selected a section of Chelsea Mountain Road for its High Risk Rural Roads program. The High Risk Rural Roads program is 100% funded by the State of Vermont and is for a stretch of Chelsea Mountain Road beginning 1.375 miles from Route 14 intersection and continuing 2.130 miles to the Brookfield town line. There have been eight accidents in this section in the past four years. The project will include new advance warning signage of upcoming curves, road changes from ascending to descending and a steep drop off.

**On motion by Mr. Webster, seconded by Mr. Richburg, the Board voted to accept the maintenance agreement between the state of Vermont and town through High**

**Risk Rural Road Program for Chelsea Mountain Road (SA# 3) and appointed Michael DeCubellis as authorized signatory on the agreement. Vote 4-0-0. (It was noticed that the Selectboard were to sign the document.)**

5. Liquor and Tobacco Licenses

**On motion by Mr. Webster, seconded by Mr. Richburg, the Board voted to approve the Second Class Liquor License and Tobacco License renewals for Rite Aid Store, Bob's M&M Beverage of Randolph, Floyd's Store, Inc., and Kinney Drubs, Inc.: and First Class Restaurant License renewal for Randolph Village Pizza. Vote 4-0-0.**

**On motion by Mr. Webster, seconded by Mr. Reed, the Board voted to approve the First Class Restaurant Liquor License renewal for Montague Golf Club, Inc. Vote 3-0-1 (Brown abstained)**

6. Appointment of E-911 Coordinator

**On motion by Mr. Webster, seconded by Mr. Brown, the Board voted to accept Linda Nissl's resignation as E-911 Coordinator. Vote 4-0-0.**

**On motion by Mr. Richburg, seconded by Mr. Brown, the Board voted to appoint Mardee Sanchez as E-911 Coordinator. Vote 4-0-0.**

7. Public Comment

Mr. Penrod presented the board with the original letter from Miss Letitia Rydjeski recommending: to cut the Budget committee's stipend, cut out bottled water in municipal owned buildings, omit pictures in Town Report, put back the delinquent property taxpayers list, curtail special appropriations, review usage of Library, and stop funding Chandler Music Hall fuel and flower baskets.

8. Update on Wastewater Treatment Facility

The Board received a memo from Mardee Sanchez as an update on the Wastewater Treatment Facility, Prince Street Siphon, and Emergency Watershed Program. Discussion ensued concerning town's sponsorship through the Emergency Watershed Program and each party's responsibility with permits and financing the projects.

**On motion by Mr. Webster, seconded Mr. Brown, the Board voted to sponsor Grandy and Schreiner properties on Thayer Brook Road through the Emergency Watershed Program and appointed Michael DeCubellis as authorized signatory. (The property owners are to fund the local share.) Vote 4-0-0.**

9. Property/Content Insurance for Chandler Music Hall

The Board discussed a cost sharing of insurance on the Chandler Music Hall. The proposal: Town pay 74% and Chandler Center for the Arts would pay 26% of the VLCT premiums for the renovated and expansion of the Chandler Music Hall. There was a discussion about the value of the Chandler Music Hall with the extension and insuring full replacement cost of the building valued at \$4.2M, additional insurance for liability and contents paid for by the Chandler Center for the Arts. The town is named as an additional insurer on the Chandler Center for the Arts' liability/contents insurance policy.

**On motion by Mr. Webster, seconded by Mr. Richburg, the Board voted agree to cost-sharing of Vermont League of Cities and Towns insurance premium for the Chandler Music Hall with the town paying 74% and Chandler Center for the Arts paying the remaining 26%. Vote 4-0-0.**

10. Conservation Commission Recommendation to change Town Forest Policy

David Crosby, a member of the Conservation Commission, presented background information to the Board about nightly activities last summer on the Ellis Property. It is the recommendation of the Conservation Commission to eliminate overnight camping and campfires at the Ellis and South Pleasant Street properties. There was a discussion about pros and cons on overnight camping and campfires, town's liability, review the Ellis Lot covenant. It was suggested that the Conservation Commission draft a policy for Town Forest Usage for the next scheduled Board meeting.

11. Special Appropriation Policy

The draft Special Appropriation Policy was passed over until the February 21, 2012 meeting.

12. Warrant for Gifford Medical Center

This item was passed over until GMC can be contacted on the status of their fundraising to construct a performance platform and create a "public green space" at the hospital.

13. Annual Meeting Warning

The Board reviewed the draft annual town meeting warning:

- Set Public Information Meeting to March 5, 2012 at 7:00 p.m.
- Change the word "remaining" to remainder in Article 1.
- Consistency wording of "Shall the voters" or "Will the town"  
Article 35 change wording restate to real estate
- Article 35 exemption for one (1) year
- Criteria met for all Special Appropriations

**On motion by Mr. Webster, seconded by Mr. Brown, the Board voted to approve the 2012 Annual Town Meeting Warning as amended.. Vote 4-0-0.**

14. Interim Town Manager

The Board received résumés from several individuals interested in the Interim Town Manager position. The Board will review the résumés and make arrangements to discuss them at a special meeting. The audience questioned why the Board wasn't advertising for a full-time Town Manager as there was already a municipal staff member fulfilling the interim manager's position.

15. Other Business

Mr. Voci as a member of the Water and Sewer Committee requested a copy of the memo from Ms. Sanchez concerning an update on the Wastewater Treatment Facility and Prince Street Siphon.

16. Warrants

**On motion by Mr. Webster, seconded by Mr. Richburg, the Board approved the accounts payable warrant and two payroll warrants as presented. Vote 4-0-0.**

17. Adjournment

**At 8:44 p.m., on motion by Mr. Brown, seconded by Mr. Richburg, the board voted to adjourn until the next scheduled meeting of February 21, 2012 at 7:00 p.m. in Town Hall Conference Room B, 7 Summer Street.**

Respectfully submitted,

Cindy Spaulding  
Recorder

Stephen Webster  
Selectboard clerk

Special Selectboard Meeting of February 15, 2012  
Town Hall Conference Room A, 7 Summer Street

Selectboard: Dennis Brown, Jon Kaplan (by telephone), Frank Reed, Larry Richburg, and Stephen Webster

Municipal Staff: none

Public Attendees: none

Media: None

1. Call to order

Mr. Reed called the meeting to order at 1:01 p.m.

2. Interim Town Manager Application Review

**At 1:02 p.m. Mr. Reed moved, seconded by Mr. Richburg, that the board voted to enter into executive session pursuant to 1 V.S.A. § 313(a)(3) to review applications and résumés with regard to the possible appointment of an interim town manager. The motion passed. (Vote 4-0-0.)**

Mr. Kaplan joined the meeting by telephone at 1:06 p.m.

**At 1:42 p.m., on motion by Mr. Webster, seconded by Mr. Brown, the board voted to return to open session, and the doors of Conference Room A were reopened. (Vote 5-0-0.)**

3. Adjournment

**At 1:42 p.m., on motion by Mr. Webster, seconded by Mr. Brown, the Board voted to adjourn until the next scheduled meeting on Tuesday, February 21, 2012, at 7:00 p.m. in Conference Room B of the Town Hall at 7 Summer Street. Vote 5-0-0.**

Respectfully submitted,

Stephen W. Webster  
Selectboard clerk

Selectboard Meeting of February 21, 2012  
Town Hall, Conference Room B, 7 Summer Street

Selectboard: Dennis Brown, Jon Kaplan, Larry Richburg, Frank Reed, and Stephen Webster  
Municipal Staff: Michael DeCubellis (Assistant Town Manager/Finance Director) and Cindy Spaulding (Recorder)

Public Attendees: Arnold and Priscilla Spahn, Michael Penrod, John Joy, Gary Champy, Dwight and Mary Porter, Irene Schaefer, Don Sweetser, Tom Doty (DuBois & King, Inc.), Gregg McCurdy, Joe Voci, Laurie Goldman, Tom Harty, Bob and Barb Orleck, Pat French, and Jon Ramsay (Vermont Land Trust) Chris Dutton (VTC). Observed: Martin Strange, Reginald Magnant, John Race, David and Gay Gaston, Gerry Reymore and David Crosby (Conservation Commission).

Media:

1. Call to order

Mr. Reed called the meeting to order at 7:00 p.m.

2. Meeting Minutes

**On motion by Mr. Brown, seconded by Mr. Richburg, the Board voted to approve the minutes of January 31, 2012 as written. Vote 4-0-1 (Kaplan abstained)**

**On motion by Mr. Kaplan, seconded by Mr. Brown, the Board voted to approve the minutes of February 15, 2012 Special meeting as written. Vote 5-0-0.**

3. Appoint Authorized Representative for Clean Water State Revolving Fund for the Wastewater Treatment Facility

**On motion by Mr. Webster, seconded by Mr. Brown, the Board voted to appoint Michael DeCubellis as authorized representative for the Clean Water State Revolving Fund for the Wastewater Treatment Facility. Vote 5-0-0.**

4. Liquor and Tobacco License

**On motion by Mr. Webster, seconded by Mr. Richburg, the Board voted to approve First Class Restaurant Liquor Licenses for East Garden Chinese Restaurant and Vermont Technical College d.b.a. Aramark Educational Service of VT: and Second Class Liquor License and Tobacco License: Rinker's Interstate Service, Brockton Corp d.b.a. Shaw's Beer & Wine, Rinker's Interstate and Wesco, Inc. d.b.a. Champlain Farms. Vote 5-0-0.**

**On motion by Mr. Webster, seconded by Mr. Kaplan, the Board voted to approve First Class Liquor Licenses for Randolph Depot, LLC., Inc. and Three Stallion Inn. Vote 4-0-1 (Brown abstained)**

5. Public Comment

Mr. Voci expressed his opposition that the petition question for Australian ballot for the sale of Branchwood was intentionally changed to a floor vote on the Annual Town Meeting Warning and asked why and how the Board was going to rectify it. Mr. Webster explained how the draft warning is processed before final approval. He further explained that the petition question did not fit the criteria for an Australian ballot vote, as it did not have a monetary amount.

Mrs. Gwin asked Mr. Reed if he had had a conversation with an individual concerning a personnel matter. It was stated that the Chair of the Board did not have such a conversation.

Selectboard Meeting of February 21, 2012  
Town Hall, Conference Room B, 7 Summer Street

6. Randolph Farm Conservation Projects

Mr. Reed disclosed that he would abstain from discussion for VTC as he is employed by an organization that contracts with the college. Mr. Webster disclosed that he was involved with the sale of the Webster Farm.

Mr. Ramsey from Vermont Land Trust presented to the town three Randolph farms that would be going for conservation of land for the future of Vermont. The properties are the former Paul Webster farm, acquired by Justin and Angie Poulin; the Alcide "Pete" Jacques Estate acquired by Vermont Technical College and 116 acres of the Perry and Carol Hodgdon Farm, to be sold to Castanea Foundation.

**On motion by Mr. Brown, seconded by Mr. Kaplan, the Board voted to submit a letter of support to the Vermont Land Trust for the Webster Farm/Poulin Property with an amendment to the letter such that the final sentence in the second paragraph would read: We are grateful to the Vermont Land Trust for working to conserve these farmlands and to the Vermont taxpayers for their role in funding VLT's farmland projects. Vote 4-0-1 (Webster abstained).**

**On motion by Mr. Webster, seconded by Mr. Richburg, the Board voted to submit a similar letter of support to the Vermont Land Trust Hodgdon Farm/Castanea Foundation. Vote 5-0-0.**

There was discussion concerning a State College using the Vermont Land Trust to acquire the Jacques Estate and the impact to the town's tax base.

**On motion by Mr. Kaplan, seconded by Mr. Brown, the Board voted to submit a similar letter of support to the Vermont Land Trust for the Jacques Estate/Vermont Technical College. Vote 3-1-1 (Webster opposed/Reed abstained).**

7. Town Forest Usage Policy

The Board discussed the Town Forest Usage Policy, it was brought to light that the Vermont Land Trust has a conservation easement on the Ellis Property. Discussion highlights: camping, recreational activity and control access to the property.

8. Special Appropriation Policy

The Board reviewed a draft Special Appropriations Policy and discussed several edits needed. The document will be edited and presented at a future meeting.

9. Schedule Selectboard Reorganizational Meeting

It is the consensus of the Board to schedule the reorganizational meeting to Wednesday, March 7, 2012 at 7:00 p.m. in Town Hall Conference Room B.

10. Interim Town Manager

**On motion by Mr. Webster, seconded by Mr. Kaplan, the Board voted to authorize Mr. Reed to negotiate a contract with Mr. Bert Moffatt as Interim Town Manager. Vote 5-0-0.**

Selectboard Meeting of February 21, 2012  
Town Hall, Conference Room B, 7 Summer Street

**On motion by Mr. Webster, seconded Mr. Brown, the Board voted to authorize Mr. Reed to send letters to the individuals who had applied to be Interim Town Manager. Vote 5-0-0.**

11. Other Business

Mr. Reed announced that the Water and Sewer Committee had met and discussed the status of the Wastewater Treatment Facility.

Mr. Reed announced that the Energy Committee had met and set its goals for next year, which will be posted on the town's website.

The Board received further public comment concerning the Town Manager form of government and Randolph Police Department's tasers.

The Town received notification from VTrans that the town was not in compliance with weight restriction signage for the bridge on Town Highway 65 (Palmer Road).

12. Warrants

**On motion by Mr. Webster, seconded by Mr. Brown, the Board voted to approve the warrants as presented and requested that the stipend checks for Board members be held until after Town Meeting, which is the end the year of service on the board. Vote 5-0-0.**

13. Adjournment

**At 8:25 p.m. on motion by Mr. Brown, seconded by Mr. Kaplan, the Board voted to adjourn until Public Hearing and Informational meeting on March 5, 2012 at 7:00 p.m. in Town Hall Conference Room B, 7 Summer Street. Vote 5-0-0.**

Respectfully submitted,  
/s/Cindy Spaulding

Cindy Spaulding  
Recorder

/s/Stephen Webster

Stephen Webster  
Selectboard clerk

Special Selectboard Meeting of March 5, 2012 at 6:30 p.m.  
Town Hall Conference Room A, 7 Summer Street

Selectboard: Dennis Brown, Jon Kaplan, Frank Reed, Larry Richburg, and Stephen Webster  
Municipal Staff: Michael DeCubellis, Finance Director  
Public Attendees: Michael Penrod, Marty Strange, Patrick French, Laurie Goldman, Gregg L. McCurdy  
Media: M. D. Drysdale, The Herald of Randolph

1. Call to order

Mr. Reed called the meeting to order at 6:30 p.m.

2. Vacation payment approved on the payroll warrant for 1/6/2012

Mr. DeCubellis described the circumstances of the warrant on which four weeks' vacation pay had been authorized for Gary Champy. The warrant was signed at the selectboard meeting on January 3, 2012, when Mr. Champy was present during his last week as town manager. His resignation was effective on Friday, January 6, and the payment, along with the rest of the payroll, was paid on that date.

**On motion by Mr. Richburg, seconded by Mr. Brown, the board voted to adopt the following resolution:**

*WHEREAS former town manager Gary Champy resigned his position effective January 6, 2012, and*

*WHEREAS his contract, effective as of March 3, 2010, provided that he was entitled to receive three weeks vacation per year, but that if the agreement terminated prior to the completion of a given calendar year, the vacation shall be prorated (i.e., "Champy shall repay the Town for any used but unearned vacation...."); and*

*WHEREAS the town's Vacation Leave Policy allows an employee to carry forward on December 31 each year one week of unused vacation time; and*

*WHEREAS Gary Champy was entitled to carry forward one week of unused vacation time on December 31, 2011, and he earned between two and three hours vacation time for the week he worked in January 2012; and*

*WHEREAS the Selectboard mistakenly approved payment to Gary Champy of four weeks vacation pay by signing a payroll warrant for January 6, 2012;*

*NOW, THEREFORE, BE IT RESOLVED by the Randolph Selectboard, that the town's financial director is directed to collect from Gary Champy by March 31, 2012, the overpayment for unearned vacation time paid to him by the town, and to do so either by accepting payment directly from Gary Champy, or by withholding the same from the bi-weekly payments called for under his Separation Agreement. **Vote 5-0-0.***

3. Adjournment

**At 6:37 p.m., on motion by Mr. Brown, seconded by Mr. Kaplan, the Board voted to adjourn until the next scheduled meeting at 7 p.m. this date, in Conference Room B of the Town Hall. Vote 5-0-0.**

Respectfully submitted,

Stephen W. Webster, Selectboard clerk

Public Hearing and Informational Meeting of March 5, 2012  
Town Hall Conference Room B, 7 Summer Street

Selectboard: Dennis Brown, Jon Kaplan, Frank Reed, Larry Richburg, and Stephen Webster

Municipal Staff: Michael DeCubellis, Finance Director

Public Attendees: Priscilla Spahn, Arnold Spahn, Sam Lincoln, Michael Penrod, Marty Strange, Laurie Goldman, Gregg L. McCurdy, Betty Edson

1. Call to order

Mr. Reed called the meeting to order at 7:00 p.m.

2. Discussion of Items on the Town Meeting Warning

Mr. Penrod, as a member of the Budget Committee, commented that the \$5,000 designated for “community improvements” in the general budget is intended to be for improvements for areas of the town in addition to the village of Randolph.

There was discussion about the contracts for mowing of cemeteries other than South View and Pleasant View Cemeteries. Mr. DeCubellis will look into whether the current contractor will be interested in continuing.

The increases in administration expenses, to include fire and liability insurance, health insurance, workers compensation insurance, and unemployment taxes was a concern. Mr. DeCubellis said that he would be putting out a Request for Proposals with respect to insurance coverage next fall.

Mr. McCurdy inquired about the police budget. He noticed that the budget had increased significantly for next year. The explanation was that several new officers have opted for family health insurance coverage, while the people they replaced had not requested that coverage. Furthermore, a federal grant that had paid for another officer has expired.

Mr. Strange, speaking as president of Randolph Area Community Development Corporation, expressed dismay that the report for his organization had not been printed in the town report, while reports for other organizations had been printed in the town report. Mr. Spahn gave examples of reports of organizations that had been printed and several that hadn't. Mr. Spahn said he thought the policy for printing organizations' reports was inconsistently applied.

Mr. Lincoln inquired about the increases in unemployment taxes and health insurance premiums. It was noted that the state has raised the tax rates for unemployment taxes for all employers, as the state's unemployment fund is empty and the state is borrowing from the federal government.

Mr. Spahn wondered whether the town could self-insure.

3. Adjournment

**At 7:35 p.m., on motion by Mr. Brown, seconded by Mr. Richburg, the Board voted to adjourn until the next scheduled meeting, the selectboard's annual organizational meeting, at 7 p.m. on Wednesday, March 7, 2012, in Conference Room B of the Town Hall. Vote 5-0-0.**

Respectfully submitted,  
/s/Stephen W. Webster

Stephen W. Webster, Selectboard clerk

Selectboard Meeting of March 7, 2012 at 7:00 p.m.  
Town Hall Conference Room B, 7 Summer Street

Selectboard: Dennis Brown, Jon Kaplan, Frank Reed, Larry Richburg, and Stephen Webster

Municipal Staff: Michael DeCubellis (Assistant Town Manager/Financial Director)  
and Cindy Spaulding (Recorder)

Public Attendees: Del Thompson, John Race, and Gregg McGurdy.

Observed: Martin Strange and Reginald Magnant

Media: M.D. Drysdale (*Herald of Randolph*)

1. Reorganizational Meeting

Mr. Reed called the meeting to order at 7:00 p.m.

a. Election of Selectboard Officers

**Mr. Richburg nominated (seconded by Mr. Kaplan) Frank Reed to be Chair of the Selectboard. There being no further nominations. Mr. Webster, as Clerk, called for the vote. Mr. Reed was elected to be chair of the Selectboard. Vote 5-0-0.**

**Upon nomination by Mr. Brown, second by Mr. Kaplan, the Board voted to elect Stephen Webster to be Selectboard clerk. Vote 5-0-0.**

b. Meeting Schedule

The Board discussed the meeting schedule. It was the consensus of the Board to conduct its regular meetings on the first and third Tuesdays of the month at 7:00 p.m. in Town Hall Conference Room B.

2. Meeting Minutes

a. February 21, 2012

**On motion by Mr. Brown, seconded by Mr. Webster, the Board voted to approve the minutes of February 21, 2012 as written. Vote 5-0-0**

b. March 5, 2012 (Public Hearing/Informational Meeting)

**On motion by Mr. Brown, seconded by Mr. Richburg, the Board voted to approve the minutes of Special meeting of March 5, 2012 and Public Hearing/Informational Meeting of March 5, 2012 as written. Vote 5-0-0.**

3. Banner Request

**On motion by Mr. Kaplan, second by Mr. Webster, the Board voted to approve the Randolph Food Shelf banner request and appointed Chairman Reed as its designee to sign this request. Vote 5-0-0.**

Selectboard Meeting of March 7, 2012 at 7:00 p.m.  
Town Hall Conference Room B, 7 Summer Street

4. First Class Restaurant Liquor License

- a. Patrick's Place, LLC.

**On motion by Mr. Brown, seconded by Mr. Richburg, the Board voted to approve the first class restaurant liquor license for Patrick's Place LLC. Vote 5-0-0**

- b. Second Class Liquor/Tobacco License

**On motion by Mr. Brown, seconded by Mr. Richburg, the Board voted to approve the second class liquor and tobacco licenses for Cumberland Farms of Vermont, Inc. Vote 5-0-0.**

5. Designation of Signature authority for Emergency Watershed Protection Program

**On motion by Mr. Kaplan, seconded Mr. Brown, the Board voted to designate Mr. DeCubellis as signatory for the Emergency Watershed Program. Vote 5-0-0.**

6. Designation of authorized executor for the municipal planning grant

**On motion by Mr. Brown, seconded by Mr. Richburg, the Board voted to designate Mr. DeCubellis as authorized executor for the Municipal Planning Grant. Vote 5-0-0.**

7. Appointments to Boards, Committees, and Commissions

The re-organizational list is a working document and changes are made from time to time over the year.

- a. Appoint Town Officials

The Board reviewed the Town Official appointments. Discussion ensued: adding Michael DeCubellis as Delinquent Tax Collector; Frank Reed as Emergency Management Director; Tim Angell and Kermit LaBounty as Fence Viewers; John Daly as Inspector of Lumber, Shingles & Wood, Weigher of Coal; Robert Mollica (dba: Randolph Animal Hospital) as Pound Keeper; Dennis Brown as Tri-town Representative; Ken Hafner as Two Rivers-Ottawaquechee Regional Commission Alternate Representative; and Stephen Webster as Alternate to the White River Valley Ambulance.

- b. Appoint Advisory Committee Members/Commissions Members

The Board reviewed the list of Advisory Committee Members/Commissions Members. Discussion ensued: Stephen Webster as exofficio to Budget Committee; add Larry Richburg as member to the Capital Budget; John Kaplan as Selectboard representative to the Capital Budget and Conservation Commission; reappoint David Crosby, Jennifer Guarino and Annette Higby to Conservation Commission with term expiring 2015; appoint Brendan Barden and Paul Putney, Jr. to fill vacancies on Conservation Commission with terms expiring 2014; reappoint Eric Shrum and Jerald Ward to the Design Review Advisory Commission with terms expiring 2015; reappoint Frank Reed to Development Review Board with a term to expire 2015; appoint Gregg McCurdy to Development Review Board with a term to expire 2015; Tom Malanchuk as alternate to Design Review Board with a term to expire 2014; add Frank Reed as a member to the Energy Committee; Cindy Spaulding as Liaison to Fire Advisory; Kermit LaBounty as Chair to Fire Advisory; appoint

Selectboard Meeting of March 7, 2012 at 7:00 p.m.  
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Alan Heath to Planning Commission with a term to expire 2016; reappoint Hugo Liepmann to Planning Commission with a term to expire 2016; Dennis Brown as Chair to Police Advisory; Jon Kaplan as Chair to Randolph Community Recreational Advisory; reappoint Frank Reed as Selectboard representative to the Water and Sewer Committee.

**On motion by Mr. Richburg, seconded by Mr. Kaplan, the Board voted to appoint as follows:** **Town Officials:** Michael DeCubellis as Delinquent Tax Collector ; Anne ‘Milo’ Cutler as Animal Control Officer/Enforcement Officer (junkyards); Richard Warner as Animal Control Officer; Frank Reed as Emergency Management Director; Cindy Spaulding as Emergency Management Coordinator and representative to Local Emergency Planning Committee; Timothy Angell and Kermit LaBounty as Fence Viewers; Robert Mollica (d.b.a. Randolph Animal Hospital); Mardee Sanchez as Sign Officer, Town Engineer, Tree Warden, representative to Two Rivers Transportation Advisory Committee and Town Service Officer; Greg Nazarow as Stagecoach Representative; David Barnard as Superintendent of Cemeteries; Dennis Brown as Tri-Town Solid Waste Alliance Representative; Shannon Tzrinske; Stephen Webster as alternate representative to White River Valley Ambulance. **Committees:** **Budget Committee** (exofficio) Stephen Webster; **Capital Plan & Capital Budget:** Timothy Angel, Harvie Porter, Holly Sanders, Martin Strange, Larry Richburg and Jon Kaplan; **Citizens Advisory Board:** Dawn Fuller-Ball; Madison Boyce, William Bohnyak, Bonnie Kaweck, Rose Lucenti, Arnie Spahn, Cil Spahn, Jeff Tolbert and Yvonne Zimet; **Conservation Commission:** David Crosby, Jennifer Guarino, Annette Higby and Gerald Reymore (Term 2015), Brendan Barden and Paul Putney, Jr. (Term 2014), and Jon Kaplan as Selectboard representative; **Design Review Advisory Commission:** Eric Strum and Jerald Ward (term 2015); **Development Review Board:** Frank Reed and Gregg McGurdy (term 2015) and Tom Malanchuk (term 2014) as alternate; **Energy Committee:** Nicole Cyr; Patrick French, Heather Jarvis, Jennifer Philips and Frank Reed with Larry Richburg as Selectboard representative; **Fire Advisory:** Kermit LaBounty as Chair and Cindy Spaulding as Liaison; **Planning Commission:** Alan Heath and Hugo Liepmann (Term 2016); **Police Advisory:** Dennis Brown as Chair, Tom Harty, Rita Hull, George Trask and Forrest McGreggor; **Randolph Community Recreational Advisory:** Jon Kaplan, Carol Flint, and George Sweet; **Town History:** Polly Frankenberg, Harriet Chase and Miriam Herwig; **Water and Sewer:** Tom Davis, Mary Hardy, John Lutz, Don Maynard, and Frank Reed as Selectboard representative; **Official Newspapers:** *The Herald of Randolph* (weekly), *The Times Argus* and *Valley News* (daily); **East Valley Planning Committee:** Carol Flint, Liaison. **Vote 5-0-0.**

8. Public Comment

Mr. Race welcomed Board members Brown, Richburg and Reed for their re-election to the Selectboard. He also gave a brief update to the Highway Department’s sand supply. He inquired whether the town owned property in Bethel, “Boy Scout” camp, has been assessed for damage from Tropical Storm Irene. Discussion ensued that the camp is on a plateau and should not have been affected by the storm. Further discussion inquired if the town would be selling the property. Mr. Webster and Mr. Reed will look at the property to see if there was any damage and will research the deed to see if there are any conditions.

9. Other Business

The Board had received notification that Valley Bowl had submitted a caterer’s permit for an event scheduled at the Chandler Music Hall on March 9, 2012. It was the consensus of the Board to

Selectboard Meeting of March 7, 2012 at 7:00 p.m.  
Town Hall Conference Room B, 7 Summer Street

authorize Michael DeCubellis, Assistant Town Manager/Finance Director to sign off on the caterer licenses.

Mr. Kaplan responded to a question brought up at Town Meeting, that the town only receives funding from the State for its Class 1 roads only. Mr. Kaplan had conducted research and found that the town actually gets funding from the state for Class 1, 2 and 3 in the approximate amount of \$191,000.

It was discussed that at Town Meeting there were requests for the following to be included in the 2012 Town Report: Cost contributed to Tropical Storm Irene damage, community contacts, consistency of narratives, expanding information on the White River Valley Ambulance budget, planning process for "Branchwood" property.

10. Warrant

The board discussed an in-house procedure that the Finance Director and Town Manager (when hired) to initial off on the warrants.

**On motion by Mr. Brown, seconded by Mr. Richburg, the Board voted to approve the warrants as presented. Vote 5-0-0.**

11. Adjournment

**At 7:50 p.m. on motion by Mr. Brown seconded by Mr. Richburg, the board voted to adjourn until Tuesday, March 20, 2012 at 7:00 p.m. in Town Hall Conference Room B, 7 Summer Street. Vote 5-0-0.**

Respectfully submitted,

Cindy Spaulding  
Recorder

Stephen Webster  
Clerk of Selectboard

Selectboard Meeting of March 20, 2012  
Town Hall Conference Room B, 7 Summer Street

Selectboard: Dennis Brown, Jon Kaplan, Frank Reed, Larry Richburg and Stephen Webster.

Municipal Staff: Michael DeCubellis (Assistant Town Manager/Finance Director) and Cindy Spaulding (Recorder)

Public Attendees: Tim Rollings (Boys and Girls Club of White River Valley), Letitia Rydjenki, William Kevan, John Race, Robert Runnals, Julie Iffland, and Don Sweetser.

Observed: Martin Strange

Media: None

1. Call to order

Mr. Reed called the meeting to order at 7:00 p.m.

2. Meeting Minutes

**On motion by Mr. Brown, seconded by Mr. Webster, the board voted to approve the minutes of March 7, 2012 as amended. Vote 5-0-0**

3. Reorganizational List

The Board reviewed the reorganizational list noting that Mr. Voci has resigned from the Water and Sewer Committee.

4. Grants/Contracts

a.

**On motion by Mr. Webster, seconded by Mr. Richburg, the Board approved the submission for a grant from Homeland Security for narrowband radios for the Highway Department and authorized Michael DeCubellis to be the signatory. Vote 5-0-0.**

b. Authorization to apply for Accessibility Improvements Assistance

Mr. Kaplan explained that the accessibility improvements assistance funding is through the Agency of Transportation. This special program is open to the State of Vermont's list of towns with designated downtowns. The project's focus is to bring pedestrian facilities in the public right-of-way into compliance with the Americans with Disabilities (ADA)

**On motion by Mr. Webster, seconded by Mr. Brown the Board voted to adopt the following resolution for Special Application for Accessibility Improvement Assistance:**

*WHEREAS, the town of Randolph desires to improve the accessibility and safety of all pedestrians in the downtown;*

Selectboard Meeting of March 20, 2012  
Town Hall Conference Room B, 7 Summer Street

*WHEREAS, the Town of Randolph is a participant in the Vermont Designated Downtown Program (“Designated Downtown”); and*

*WHEREAS, Designated Downtowns are now eligible to apply for special assistance through the Vermont Agency of Transportation’s (VTRANS) Bicycle and Pedestrian Program (the “programs) which may assist the Town of Randolph in improving its pedestrian and bicycle infrastructure within the Downtown Designation area;  
NOW, THEREFORE, BE IT RESOLVED,*

1. *That the Selectboard of the Town of Randolph directs the authorized representative to apply for, and if awarded to accept, Accessibility Improvement Assistance through the Program;*
2. *That, if chosen to participate in the program, the Town of Randolph will enter into and agree to the requirements and obligations of the Program, including but not limited to the maintenance agreement with VTrans;*
3. *That Michael DeCubellis, Assistant Town Manager, is hereby designated to serve as the authorized representative for the Program, and that Mando Sanchez, PE, Town Engineer, is hereby designated to serve as an alternate authorized representative for the Program; and*
4. *That the authorized representative(s), is authorized to implement the above by:*
  - a. *collaborating with Randolph Area Community Development Corp. in the preparation of an application,*
  - b. *executing any and all documents necessary,*
  - c. *coordinating with State representatives and contractors in fulfilling the scope of the award, and*
  - d. *keeping the Selectboard informed of any progress with respect to this opportunity.*

- c. Homeland Security Mobile Data Computer for Randolph Police Department Cruiser

**On motion by Mr. Webster, seconded by Mr. Brown, the Board voted to accept the terms and conditions of the Homeland Security Grant 020140-78252-050 award for a mobile data computer for the Randolph Police and authorized Michael DeCubellis as signatory. Vote 5-0-0.**

- d. Boys and Girls Club Contract

The Board and Mr. Rollings of the BGC reviewed the proposed contract for recreational programs with the Boys and Girls Club of White River Valley.

**On motion by Mr. Brown, seconded by Mr. Kaplan, the Board approved the Boys and Girls Club Contract as presented and authorized Michael DeCubellis as signatory on the contract. Vote 4-0-1 (Richburg abstained).**

5. First Class Restaurant License

**On motion by Mr. Webster, seconded by Mr. Brown, the board voted to approve Black Krim Tavern and Chadwick's Restaurant and Pub, Inc.'s First Class Liquor Licenses. Vote 5-0-0.**

**On motion by Mr. Webster, seconded by Mr. Richburg, the Board voted to approve Valley Bowl, Inc.'s First Class Liquor License. Vote 4-0-1 (Brown abstained).**

6. Second Class Liquor/Tobacco Licenses

**On motion by Mr. Kaplan, seconded by Mr. Webster, the Board approved Midway Oil-d.b.a: Randolph Smart Shop's Second Class Liquor and Tobacco license and Fenix Fine Foods' second class liquor license. Vote 5-0-0.**

7. Town Service officer

Action for appointing a Town Service officer action passed over until confirmation on who will be the service officer.

8. Public Comment

Mr. Kevan inquired who would be deciding on the projects that are ADA compliant for sidewalks with in the downtown. It was explained that the Town Engineer, Mardee Sanchez, is working on the list for the Accessibility Improvements Assistance program through VTrans.

Mr. Kevan informed the Board that he has noticed a pile of garbage in front of Simply Suds Laundromat owned by Mr. Queneville. He further stated that the garbage should be in closed containers when it is on the town's right of way.

9. Committee.

Mr. Webster reported that the Budget Committee will be meeting on Thursday, March 22. Mr. Reed explained that the Budget Committee should be reporting to the Selectboard on a monthly basis on the town's expenditures and revenues. He asked to have this brought before the Budget Committee.

Mr. Reed reported that the Energy Committee had met on March 12. There is a continuing discussion with CVPS on energy. There will be a trade show on May 12 as a vendor for energy efficiency and incentives. The committee also discussed energy using wood, biomass, and winterizing homes.

Mr. Reed reported that the Water and Sewer Committee had met on Wednesday, March 14, the committee reviewed Larry Leonard's water abatement request, project update on the Wastewater Treatment Facility, and the expenses of repairing the wastewater treatment facility.

Selectboard Meeting of March 20, 2012  
Town Hall Conference Room B, 7 Summer Street

Mrs. Spaulding reported that the Fire Advisory met on March 13. The committee discussed the scheduled simulation test for the radio communications to go to narrowband.

10. Designation of new private road name

**On motion by Mr. Brown, seconded by Mr. Kaplan, the Board approved the proposed private road name "Equine Lane" located off of Route 12 in Randolph. Vote 5-0-0.**

11. Gross Weight Signage

**On motion by Mr. Kaplan, seconded by Mr. Brown, the Board approved submitting a notification to the State of Vermont VTrans-Structures Section that the town will legally post a gross weight limit of 5 tons at both ends of Bridge 35 on Town Highway 65 (Palmer Road) by March 16, 2012. Vote 5-0-0.**

12. Update of Branchwood Property

The board received a memo from Mardee Sanchez outlining the status of the town owned "Branchwood Property" located on Pearl Street. It was outlined that the property is zoned industrial and the town plan proposed the area to be zoned "Village". Discussion ensued that there was no historical preservation requirement to preserve the smoke stack, which remains on the property. The board also discussed the possibility of disposing the chimney, by selling the stack or allowing someone to remove the stack and keep the bricks. It is the consensus of the board to have the Planning Commission move forward to update the zoning regulations.

13. Emergency Management

Mr. Reed reported that there were community members interested in volunteering and working on disaster readiness. John Westbrook may be interested.

14. Town Manager's Search

Mr. Reed provided the Board through their packets a draft solicitation for the Town Manager's position. Discussion ensued that all correspondence will be emailed to Michael DeCubellis. The advertisement list will be provided to Mr. DeCubellis to move forward.

**On motion by Mr. Kaplan, seconded by Mr. Brown, the Board voted to advertise the Town Manager's position. Vote 5-0-0.**

15. Other Business

Selectboard Meeting of March 20, 2012  
Town Hall Conference Room B, 7 Summer Street

Mr. DeCubellis provided the board with an updated list of expenses for all FEMA project work sheets. The board inquired the status of the footbridge. The engineer's findings will be made available to the board.

The Board received a memo from the Randolph Police Department proposing a policy for staff members to donate their holiday and vacation time to a bank for personnel who have exhausted all of their vacation, holiday, compensation, and sick time. This subject was brought before the board in 2006 and as recently as 2010. It is tabled for consideration at the next scheduled meeting in April.

Mr. Reed received a letter from Harold Kearsley alerting him that a neighbor dog attacked Kearsley's beagle while it was being walked on the South Randolph Road. The incident had already been reported to Cindy Spaulding of the Town Management Office. Animal Control Officer "Milo" Cutler was given the incident and he issued a municipal complaint ticket to the attacking dog's owner. The fine is up to \$50 dollars or if not contested \$25.00 as outlined in the Dog Ordinance.

16. Warrants

**On motion by Mr. Brown, seconded by Mr. Richmond, the Board voted to approve the warrants as presented. Vote 5-0-0.**

17. Change of next meeting date

Mr. Webster requested to have the first meeting in April rescheduled as he had a conflict with the regular scheduled meeting.

**On motion by Mr. Webster, seconded by Mr. Brown, the Board voted to re-schedule its first April meeting to Monday, April 2, 2012. Vote 5-0-0.**

18. Adjournment

**At 8:01 p.m., on motion by Mr. Webster, seconded by Mr. Brown, the Board voted to adjourn until its next scheduled meeting of Monday, April 2, 2012 at 7:00 p.m. in Town Hall Conference Room B, 7 Summer Street. Vote 5-0-0.**

Respectfully submitted,

Cindy Spaulding  
Recorder

Stephen Webster  
Clerk

Selectboard Meeting of April 2, 2012  
Town Hall Conference Room B, 7 Summer Street

Selectboard: Dennis Brown, Jon Kaplan, Larry Richburg (arrived at 7:10 p.m.), Frank Reed, and Stephen Webster.

Municipal Staff: Michael DeCubellis (Assistant Town Manager/Finance Director), and Cindy Spaulding (Recorder)

Public Attendees: William Morgan, John Race, and Robert Runnals

Media: none

1. Call to order

Mr. Reed called the meeting to order at 7:00 p.m.

2. Meeting Minutes of March 20, 2012

**On motion by Mr. Webster, seconded by Mr. Brown, the Board voted to approve the minutes of March 20, 2012 as written. Vote 4-0-0**

3. Appoint Town Service Office/Complete Reorganizational List

**On motion by Mr. Brown, seconded by Mr. Kaplan, the Board voted to appoint Carol Flint as Town Service Officer. Vote 5-0-0.**

**On motion by Mr. Reed, seconded by Mr. Brown, the Board voted to appoint Stephen Webster as Randolph's representative to the White River Valley Ambulance. Vote 5-0-0.**

4. Playhouse Membership

The Playhouse Membership was passed over.

5. Mutual Aid Agreement for Public Works

**On motion by Mr. Brown, seconded by Mr. Richburg, the Board voted to adopt the Public Works Emergency/Non-Emergency Mutual Aid Agreement as written. Vote 5-0-0.**

6. Leave Donation for Randolph Police Department

The Board discussed the proposed Leave Donation Policy for the Randolph Police Department. Discussion ensued concerning how the donation of holiday pay would work and how the policy would affect the Union employees. It was explained that the policy would need to go before the Collective Bargain union as a whole. If accepted by the Union, then there would be a letter of intent as a memorandum of understanding under the current Union Contract.

**On motion by Mr. Brown, seconded by Mr. Webster, the Board voted to formally adopt Randolph Police Department's Leave Donation Policy#47 contingent upon the acceptance and endorsement by the Collective Bargaining Union. Vote 5-0-0.**

*Selectboard will not sign RPD Leave Donation Policy #47 until a letter of intent from the Collective Bargaining Union has been received. The policy will not be in effect until such time.*

7. Parking on Pleasant Street

Selectboard Meeting of April 2, 2012  
Town Hall Conference Room B, 7 Summer Street

The town has received complaints about on-street parking between the entrance to the Prince Street Parking lot and Randolph Avenue. When deliveries are made to Belmains or Fisher Auto, this creates traffic congestion and often creates one lane of traffic to get through if vehicles are parked curbside. It was suggested to eliminate parking spaces along the east side curb and amend the traffic ordinance. Mr. Morgan and Mr. Runnals confirmed that it was often difficult to maintain and plow the street along that stretch of roadway. Discussion ensued concerning the existing signage along Pleasant Street and the current traffic ordinance. A draft amendment to the traffic ordinance will be provided at a future board meeting.

8. Public Comment

No Public Comment

9. Committee Reports

Mr. Webster reported that the Budget Committee had met on March 22. He highlighted that officers were elected, meeting schedule has been set, and requirements to report to the Selectboard on a quarterly basis.

10. Town Manager Search

Mr. Reed announced that ads for Town Manager's search were sent out to VLCT, ICMA and the newspapers. It was reported that the town has received seven resumes to-date.

11. Other Business

The Board reviewed and discussed the FEMA project work sheets and the expenses and revenue for each.

Mr. Morgan and Mr. Runnals expressed concern about the recent construction of storage units on Fay Sherman's property on Beanville Road. In preparation to build storage units, Mr. Sherman removed the banks of the stream running along the property. The removal of the stream bank has changed the water flow in the brook, causing silt clog the culvert that crosses under Beanville Road. This is also putting water and silt on the neighbor's property on the other side of the Road. Mr. Reed explained that the concern was brought before the Development Review Board, but the concern was not under the DRB's review of the property. He suggested that Mr. Morgan and Mr. Runnals contact the zoning administrator about the situation.

Mr. Kaplan inquired whether the playground and ball fields were safe to be used by the public. It was reported that the soils were being tested.

Mr. Webster informed Mr. Morgan and Mr. Runnals that Ledgewood Drive may need to be graded. Discussion ensued concerning other roads which may need to be graded.

Mr. Reed asked who determines paving projects for the Town? It was explained that the projects are on the Capital Plan schedule.

Mr. Reed announced that Mr. Moffatt is schedule to come on board as Interim Town Manager in mid-April.

Selectboard Meeting of April 2, 2012  
Town Hall Conference Room B, 7 Summer Street

12. Warrants

**On motion by Mr. Brown, seconded by Mr. Kaplan, the Board voted to approve six warrants as presented. Vote 5-0-0.**

13. Adjournment

**At 7:48 p.m., on motion by Mr. Brown, seconded by Mr. Richburg, the Board voted to adjourn until its next scheduled meeting of Tuesday, April 17, 2012 at 7:00 p.m. in Town Hall Conference Room B, 7 Summer Street. Vote 5-0-0.**

Respectfully submitted,

Cindy Spaulding  
Recorder

Stephen Webster  
Clerk

REFERENCE ONLY

Selectboard Meeting of April 17, 2012  
Town Hall Conference Room B, 7 Summer Street

Selectboard: Dennis Brown, Larry Richburg, Frank Reed and Stephen Webster  
Absent: Jon Kaplan

Municipal Staff: Michael DeCubellis (Assistant Town Manager/Finance Director), Cindy Spaulding (Recorder), Bill Morgan (Buildings, Grounds, Highway Operations Manager), and Robert Runnals (Highway Supervisor)

Public Attendees: Ashley Lincoln and Tyson Moulton (Gifford Medial Center), and John Race  
Observed: Patrick French and Michael Penrod

Media: M.D. Drysdale (*The Herald of Randolph*)

1. Call to order

Mr. Reed called the meeting to order at 7:00 p.m.

2. Meeting Minutes of April 2, 2012

**On motion by Mr. Richburg, seconded by Mr. Brown, the Board voted to approve the minutes of April 2, 2012 as printed. Vote 4-0-0**

3. Leave Donation Policy for Randolph Police Department

The board questioned whether the policy is a standing policy within the Police Department,

**On motion by Mr. Brown, seconded by Mr. Richburg, the board voted to sign the Police Department Leave Donation Policy #47 and authorize Michael DeCubellis to co-sign the side letter with the Police Employees of AFSCME Local 1369. Vote 4-0-0.**

4. Gifford Medical Center Skill Nursing/Assisted Living Sewer Allocation

**On motion by Mr. Brown, seconded by Mr. Webster, the Board voted to approve a sewer allocation of 9,032 gallons per day to Gifford Medical Center for a 30-bed skilled nursing home and a 40-unit independent living facility on Route 66 in Randolph Center. Vote 4-0-0.**

5. Grants

a. VLCT - PACIF Grant for Safety Grant

**On motion by Mr. Webster, seconded by Mr. Brown, the Board approved submission of an application for a PACIF Grant for Safety Equipment. Vote 4-0-0.**

b. Assistance to Firefighters Grant

**On motion by Mr. Webster, seconded by Mr. Brown, the Board voted to authorize the Fire Departments as a whole to prepare a grant application to be submitted to FEMA Assistance to Firefighters' Grant program and appointed Michael DeCubellis as authorized signatory to submit the application. Vote 4-0-0.**

6. VTrans Bridge Inspection Report

Selectboard Meeting of April 17, 2012  
Town Hall Conference Room B, 7 Summer Street

The Board along with Mr. Morgan, BG Highway Ops Manager, reviewed the VTrans Bridge Inspection report submitted to the town. It was noted that there are some errors in the report and some of the bridges have been repaired. Mr. Morgan and Mr. Runnals will go to each bridge site and review the structures as well as Central Street and Forest Street Bridges.

**On motion by Mr. Brown, seconded by Mr. Richburg, the Board voted to sign the acknowledgement of the 2011 VTrans Bridge Inspection report. Vote 4-0-0.**

7. School Tax Payment #2

a. Randolph School District

**On motion by Mr. Brown, seconded by Mr. Webster, the Board voted to authorize the second installment of the education tax payment to the Randolph School District in the amount of \$1,135,109.70. Vote 4-0-0.**

b. Randolph Union High School

**On motion by Mr. Brown, seconded by Mr. Richburg, the Board voted to authorize the second installment of the education tax payment to the Randolph Union School District in the amount of \$1,121,569.62.**

8. Liquor License

**On motion by Mr. Brown, seconded by Mr. Webster, the Board voted to approve COSM, Inc. d.b.a.: Kenter's 2-Cup's First Class Liquor license. Vote 4-0-0.**

9. March of Dimes Banner Request

**On motion by Mr. Brown, seconded by Mr. Richburg, the Board voted to approve the March of Dimes Banner request and appointed Michael DeCubellis to sign this request.**

10. Public Comment

Mr. Drysdale informed the Board that information concerning the board's agenda and the last meeting's minutes had not been posted on the Town's website.

Mr. Drysdale expressed his concerns if the Board removes the parking spaces along the east side of Pleasant Street. Discussion ensued regarding the flow of traffic on Pleasant Street, and deliveries to North Main Street stores.

Mr. Webster reported that he had received two complaints from residents concerning the lack of a burn pile at the town's landfill to dispose of tree limbs, branches, and brush. He said that he had contacted the office of the Deputy Secretary of Natural Resources to request that the state consider allowing the town to burn such material again. Mr. DeCubellis informed the board that the town will be following up with the State of Vermont, Agency of Natural Resources.

11. Committee Reports

Selectboard Meeting of April 17, 2012  
Town Hall Conference Room B, 7 Summer Street

Mr. Webster reported that the Budget Committee will be meeting on April 19, 2012. Mr. Penrod, chair of the Budget Committee, requested that the town inform committee members of large purchases prior to their receiving the monthly expense report.

The Board reviewed a memorandum from Mardee Sanchez outlining the status of the following: Class 1 Road Paving by VTrans, Accessibility Improvements Assistance within Designed Downtown, Emergency Watershed Protection Program, Wastewater Treatment Plant Upgrade, Soil testing of the recreational fields, Air testing of Town Hall, Economic development plan, and new zoning regulations.

Mr. Reed reported that the Energy Committee met last week and discussed the upcoming Energy Conference at Vermont Technical College.

12. Other Business

- a. Certify to lock up the Grand list for 2010 and 2011.

**On motion by Mr. Brown, seconded by Mr. Richburg, the Board voted to endorse certificates upon the 2010 and 2011 Grand Lists pursuant to 32 V.S.A. sections 4155-4157 to "lock up" those grand lists. . Vote 4-0-0.**

13. Executive Session

**At 7:45 p.m., on motion by Mr. Brown, seconded by Mr. Richburg, the Board voted to enter into executive session pursuant to 1 V.S.A. § 313 (a) (3) to consider hiring Bert Moffatt as an interim town manager. Vote 4-0-0**

**At 7:50 p.m., on motion by Mr. Richburg, seconded by Mr. Brown, the Board returned to open session. Vote 4-0-0.**

**On motion by Mr. Webster, seconded by Mr. Brown, the Board voted to hire Bert Moffatt as Interim Town Manager at an annual rate of pay of \$50,000 per year and the use of a town vehicle, but with no other benefits. Vote 4-0-0.**

14. Warrants

**On motion by Mr. Brown Seconded by Mr. Richburg, the Board voted to approve the warrants as presented. Vote 4-0-0.**

15. Adjournment

**At 8:10 p.m. on motion by Mr. Brown, seconded by Mr. Richburg, the Board voted to adjourn until next scheduled meeting of May 1, 2012 at 7:00 p.m. in Town Hall Conference Room B at 7 Summer Street. Vote 4-0-0.**

Respectfully submitted,

Cindy Spaulding  
Recorder

Stephen Webster  
Clerk

Selectboard Meeting of May 1, 2012  
Town Hall Conference Room B, 7 Summer Street

Selectboard: Dennis Brown, Jon Kaplan, Frank Reed, Larry Richburg, and Stephen Webster

Municipal Staff: Michael DeCubellis (Assistant Town Manager/Finance Director), Cindy Spaulding (Recorder), Robert Runnals (Highway Supervisor)

Public Attendees: Lorraine Peirce (Randolph Garden Club/American Legion #9), Wendy Ross (Randolph Garden Club) and Sarah Natvig (Black Krim Tavern)

Media: Kevin Paquet (*The Herald of Randolph*)

1. Call meeting to order

Mr. Reed called the meeting to order at 7:00 p.m.

2. Meeting of April 17, 2012

**On motion by Mr. Brown, seconded by Mr. Richburg, the Board voted to approve the meeting minutes of April 17, 2012 as presented. Vote 4-0-1 (Kaplan abstained).**

3. Gazebo Park Presentation

Lori Peirce, President of the Randolph Garden Club and representative of the American Legion Post 9 presented to the board a request to place a Blue Star By-Way Memorial as part of the Randolph Garden Club's beatification efforts at Gazebo Park. The garden club and American Legion Post 9 have funds available to purchase the plaque. Discussion ensued concerning the planting design for Gazebo Park. Mrs. Peirce promised to bring the site plan back to the board before implementation.

**On motion by Mr. Webster, seconded by Mr. Kaplan, the Board voted to approve the placement of a Blue Star marker at Gazebo Park and plantings by the Randolph Garden Club and American Legion Post #9. Vote 5-0-0.**

4. First Class Restaurant Liquor License

**On motion by Mr. Brown, seconded by Mr. Richburg, the Board voted to approve the for Rail side Tavern and Al's Pizzeria & Ristorante first class liquor licenses. Vote 5-0-0.**

5. Second Class Liquor/Tobacco License

**On motion by Mr. Brown, seconded by Mr. Kaplan, the Board voted to approve the Middlebranch Market & Deli, Inc.'s second class liquor license and tobacco license and Family Dollar's Store's Tobacco license. Vote 5-0-0.**

Selectboard Meeting of May 1, 2012  
Town Hall Conference Room B, 7 Summer Street

6. Black Krim Tavern's request for Outdoor Seating & outside consumption permit

Ms. Natvig, co-owner of Black Krim Tavern, came before the board requesting to place outside seating for the restaurant. The board expressed their concerns over: the outside seating, roping off the area, encroachment on pedestrian traffic, liability insurance for area on sidewalk, the length of time to serve at the outside consumption area.

**On motion by Mr. Brown, seconded by Mr. Richburg, the Board approved Black Krim Tavern's request for outside seating on Merchants Row, outside consumption permit with the hours of service from 3:00 p.m. to midnight for a period of May 1 through October 31, 2012; outside tables are to be brought in every night and the area is to be roped off. Vote 5-0-0.**

7. Sale of Burial Plot

**On motion by Mr. Brown, seconded by Mr. Richburg, the Board voted to convey a burial plot to Bernard Lefevbre and appointed Mr. Reed as signatory. Vote 5-0-0.**

8. Green-up Day Coordinator

**On motion by Mr. Richburg, seconded by Mr. Brown, the Board voted to appoint Stephen Wright as Green-up Day Coordinator. Vote 5-0-0.**

9. Public Comment

Mr. Brown asked if the debris that was collected in the woods beside the Skating rink could be picked up by the Highway Department.

10. Selectboard summer schedule

**On motion by Mr. Webster, seconded by Mr. Brown, the Board voted to change their meeting to 5:00 p.m. and meeting dates as follows: May 21, June 19, July 17, and August 21. Vote 5-0-0.**

11. Other Business

The Board received a request for letter of support for Chandler Center for the Arts' grant application through the Cultural Facilities for sound equipment. The consensus of the board is to support the grant application. Mr. Reed will send a letter of support from the town.

Other topics discussed: Interim Town Manager's schedule, proactive maintenance preparation of the cemeteries, update on Town Manager's search, and updates for policy book.

Selectboard Meeting of May 1, 2012  
Town Hall Conference Room B, 7 Summer Street

12. Warrants

**On motion by Mr. Richburg, seconded by Mr. Brown, the Board voted to approve the warrants as presented. Vote 5-0-0.**

13. Adjournment

**At 8:08 p.m., on motion by Mr. Brown, seconded by Mr. Richburg, the Board voted to adjourn until the next scheduled meeting of Monday, May 21, 2012 at 5:00 p.m. in Town Hall Conference Room B at 7 Summer Street. Vote 5-0-0.**

Respectfully submitted,

Cindy Spaulding  
Recorder

Stephen Webster  
selectboard clerk

REFERENCE ONLY

Selectboard Meeting of May 21, 2012  
Town Hall Conference Room B, 7 Summer Street

Selectboard: Dennis Brown, Jon Kaplan, Frank Reed, Larry Richburg (arrived at 5:35 p.m.),  
Stephen Webster.

Municipal Staff: Bert Moffatt (Interim Town Manager), Cindy Spaulding (Recorder) and Bill Morgan  
(Buildings, Grounds, Highway Operations Manager), Robert Runnals (Highway Supervisor)

Public Attendees: Letitia Rydjeski, William Kevan, Nan Gwin, Annette Higby (Conservation  
Commission), Andrea Easton, Stanz Blaze

Media: M.D. Drysdale (Herald of Randolph)

1. Call to order

Mr. Reed called the meeting to order at 5:08 p.m.

2. Meeting minutes

**On motion by Mr. Kaplan, seconded by Mr. Brown, the Board voted to approve the minutes of May 1, 2012 as presented.**

3. Sale of Burial Plots

**On motion by Mr. Webster, seconded by Mr. Brown, the Board voted to convey the sale of three separate burial plots to Florence Eells, Rudolph Keicher and Richard and Sharon Liebert and appointed Mr. Reed as signatory. Vote 4-0-0.**

4. New Private Road Names

**On motion by Mr. Kaplan, seconded by Mr. Webster, the Board voted to adopt the following road names: Penny Brook Road off Silloway Road and Jager Lane off of Route 66. Vote 4-0-0.**

5. Appointments

**On motion by Mr. Brown, seconded by Mr. Webster, the Board appointed the Town Manager as acting zoning administrator, William Morgan to Transportation Advisory Commission, and Robert Runnals as Tree Warden. Vote 4-0-0.**

6. Submission by Planning Commission of proposed Town Plan amendment to Chapter 8 Economic Development

**On motion by Mr. Webster, seconded by Mr. Kaplan, the Board scheduled public hearing on July 17, 2012 at 6:30 p.m. in Conference Room B to review the proposed amendment of Chapter 8: Economic Development in the Town Plan. Vote 4-0-0**

7. Conservation Fund Recommendations

The Board discussed the Conservation Commission's recommendation to support the Poulin Farm and Ayers Brook Goat Farms at \$2,500 each. Ms. Higby provided an overview of the creation of Conservation Fund and its function.

**On motion by Mr. Brown, seconded by Mr. Kaplan, the Board voted to authorize the expense of \$2,500 from the Conservation Fund to support a conservation easement on Justin and Angie Poulin/Poulin Farm (formerly known as the Paul Webster Farm, off Route 12A) as recommended by the Conservation Commission. Vote 3-0-1 (Webster abstained).**

**On motion by Mr. Brown, seconded by Mr. Kaplan, the Board voted to authorize the expense of \$2,500 from the Conservation Fund to support a conservation easement on the Ayers Brook Goat Farm (formerly known as the Hodgdon Farm, off of Route 12) as recommended by the Conservation Commission. Vote 4-0-0.**

#### 8. Orange County Sheriff Department

The Board reviewed the Orange County Sheriff's Department. Discussion ensued concerning the lack of reporting language in the contract. Mr. Moffatt explained that when the town receives an invoice from OCS there is a report attached of the activities during the billing period.

**On motion by Mr. Brown, seconded Mr. Webster, the Board voted to approve the Orange County Sheriff's contract between July 2012 and June 2013 with an amount not to exceed \$8,000. Vote 4-0-0.**

#### 9. Public Comment

Mr. Kevan voiced his opposition on the Planning Commission's proposed amendment to Chapter 8 Economic Development of the Town Plan. He inquired whether an implementation plan and cost to fund the economic development would be available at the public hearing. It was explained that the purpose of the hearing is review the Planning Commission's recommendation to amend the chapter.

Mrs. Easton and Mr. Blaze provided an update of the painted mural near the four-way intersection of Central Street, Forest Street and Elm Street. She also spoke on the following topics:

- Ribbon Cutting Event
- Merchants Row Festivities (Assembly Permit)
- Funding of the "Bethany Granter Arts" Award
- Possible fund raisers such as a coin-drop
- Property above the mural to be an Arts Park, Entrance to Randolph

#### 10. Committee Reports

Mr. Webster reported that the Budget Committee met last week. The committee discussed its role and responsibilities, as well as expanding the role of BC to include long-term planning and special appropriations. He mentioned that other members opposed the long-term planning as another committee reviews long-term planning, but Mr. Puglisi as an individual may bring the concept to the Selectboard.

Mr. Kaplan reported that Capital Budget Committee had met last week. The committee is in the beginning stages of planning and reviewing the needs of equipment for the fire departments and highway department.

Mr. Reed reported that the Energy Committee sponsored an energy event at VTC. It was well received by its attendees, businesses and financial institutions.

Selectboard Meeting of May 21, 2012  
Town Hall Conference Room B, 7 Summer Street

Mr. Reed reported the Water/Sewer Committee met last week. The committee discussed the Wastewater Treatment Facility plans and a timeline for the project. Mr. Moffatt reported that there is an unresolved issue with the insurance company to pay for the damages.

11. Warrants

**On motion by Mr. Webster, seconded by Mr. Richburg, the Board voted to approve the warrants as presented. Vote 5-0-0.**

12. Town Manager's Search

*Attendees: Board members: Brown, Kaplan, Richburg, Reed and Webster and Interim Town Manager Bert Moffatt.*

**At 5:45 p.m., on motion by Mr. Richburg, seconded by Mr. Brown, the Board voted to enter into executive session pursuant to 1 V.S.A. § 313 (a) (3) to review and discuss candidates for appointment to the position of town manager. Vote 5-0-0.**

**At 6:16 p.m. on motion by Mr. Webster, seconded by Mr. Richburg, the Board voted to return to open session. Vote 5-0-0.**

13. Adjournment

**At 6:17 p.m. on motion by Mr. Webster, seconded by Mr. Brown, the Board voted to adjourn until the next scheduled meeting of June 19, 2012 at 5:00 p.m. in the Town Hall Conference Room B. Vote 5-0-0.**

Respectfully submitted,

Cindy Spaulding  
Recorder

Stephen Webster  
Selectboard clerk

Special Selectboard Meeting of June 13, 2012  
Town Hall Conference Room A, 7 Summer Street

Selectboard: Dennis Brown, Jon Kaplan, Larry Richburg and Frank Reed. Absent: Stephen Webster  
Municipal Staff: none  
Public Attendees: James Kennedy, Candidate A, Candidate B, Candidate C

1. Call to order

Mr. Reed called the meeting to order at 5:00 p.m.

2. Interview Candidates for Town Manager Position

At 5:01 p.m., on motion by Mr. Reed, seconded by Mr. Brown, the Board voted to enter into executive session pursuant to 1 V.S.A. § 313(a)(3) to interview candidates for the Town Manager's position and invited James Kennedy to attend. Vote 4-0-0.

At 8:25 p.m., on motion by Mr. Brown, seconded by Mr. Richburg, the Board voted to return to open session. Vote 4-0-0

3. Adjournment

At 8:26 p.m., on motion by Mr. Richburg, seconded by Mr. Brown, the Board voted to adjourn until the next scheduled meeting on Tuesday, June 19, 2012 at 5:00 p.m. in Town Hall Conference Room B, 7 Summer Street. Vote 4-0-0.

Respectfully submitted,

Frank Reed, Chair

Special Selectboard Meeting of June 19, 2012  
At 4:15 p.m. in Town Hall Conference Room B, 7 Summer Street

Selectboard: Dennis Brown, Jon Kaplan, Frank Reed, Larry Richburg, and Stephen Webster  
Municipal Staff: Mardee Sanchez

1. Call to order

Mr. Reed called the meeting to order at 4:18 p.m.

2. Discuss Candidates for Town Manager Position

**At 4:19 p.m., on motion by Mr. Brown, seconded by Mr. Webster, the Board entered into executive session pursuant to 1 V.S.A § 313 (a)(3) to discuss candidates for the Town Manager position and invited Mardee Sanchez to attend. Vote 5-0-0.**

*Ms. Sanchez left the meeting at 4:50 p.m.*

**At 4:57 p.m., on motion by Mr. Webster, seconded by Mr. Richburg, the Board voted to return to open session. Vote 5-0-0**

**At 4:59 p.m., on motion by Mr. Webster, seconded by Mr. Kaplan, the Board voted to schedule a Special Selectboard meeting on Wednesday, June 27 at 5:00 p.m. in Town Hall Conference Room A, 7 Summer Street. Vote 5-0-0.**

3. Adjournment

**At 4:59 p.m., on motion by Mr. Brown, seconded by Mr. Richburg, the Board voted to adjourn the Special Meeting and convene the regularly scheduled meeting. Vote 5-0-0.**

Respectfully submitted,

Stephen Webster  
Selectboard clerk

Selectboard Meeting of June 19, 2012  
Town Hall Conference Room B, 7 Summer Street

Selectboard: Dennis Brown, Jon Kaplan, Frank Reed, Larry Richburg, and Stephen Webster  
Municipal Staff: Cindy Spaulding (Recorder), Bill Morgan (Buildings, Grounds Highway Operations Manager), Rob Runnals (Highway Department) and John Coffey (Water/Wastewater Department)

Public Attendees: Laurie Peirce (Garden Club), Dave Miles, Patrick French,

1. Call to order

Mr. Reed called the meeting to order at 7:05 p.m.

2. Meeting Minutes

a. May 21, 2012

**On motion by Mr. Brown, seconded by Mr. Richburg, the Board voted to approve the meeting minutes of May 21, 2012 as amended. Vote 5-0-0**

b. June 13, 2012 (Special)

**On motion by Mr. Richburg, seconded by Mr. Brown, the Board voted to approve the meeting minutes of June 13, 2012 Special meeting as printed. Vote 4-0-1 (Webster abstained).**

3. VCOMM Grant Application for Fire Department Radios (ratify)

**On motion by Mr. Brown, seconded by Mr. Kaplan, the Board voted to ratify submission of a grant application through VCOMM/Homeland Security for the Fire Departments radio communications equipment. Vote 5-0-0**

4. Award Engineering Contract for Tunbridge Road Bridge 5

**On motion by Mr. Brown, seconded by Mr. Webster, the Board voted to award the design bridge replacement contract to Weston & Sampson not to exceed \$14,840 and appointed Bert Moffatt as authorized signatory. Vote 5-0-0.**

Mr. Kaplan inquired about the process on engineer qualifications vs lowest apparent bid. He will contact Mr. Moffatt or Ms. Sanchez for an explanation.

5. Appointment of Representative in Environmental Court re: DRB appeal

**On motion by Mr. Brown, seconded by Mr. Webster, the Board appointed Mardee Sanchez as the town's representative to participate at a minimum level in appeal to Environmental Court regarding DRB Decision concerning Salisbury Square Project. Vote 5-0-0.**

6. Sewer Allocation for K Corp. (dentist office) at 3283 VT Route 66

Selectboard Meeting of June 19, 2012  
Town Hall Conference Room B, 7 Summer Street

**On motion by Mr. Webster, seconded by Mr. Brown, the Board voted to approve a sewer allocation of 451 gallons per day with an associated fee of \$2,255 for K Corp (dentist office) at 3283 VT Route 66. Vote 5-0-0.**

7. Update on Garden Club Gazebo Project

Mrs. Peirce provided a brief update of the progress of the Gazebo/Legion Blue Star memorial project.

8. Rotary Clock Presentation

Mr. Richburg informed the Board that the Rotary Club would like to place clock mechanics in the town hall with a clock face donated by Larry Leonard on the tower of the Town Hall. The Rotary Club is seeking permission to proceed with the clock project.

**On motion by Mr. Kaplan, seconded Mr. Brown, the Board voted to accept the Rotary Club's donation of the clock mechanics and clock face, and approve proceeding with the project with coordination with the Town Manager's office. Vote 4-1-0 (Webster opposed)**

9. Historic Preservation Grant Award for Kimball Library (building)

**On motion by Mr. Webster, seconded by Mr. Brown, the board voted to accept the Vermont Economic Development Historic Preservation Grant Agreement: EDI/HP 2011-9 between the State of Vermont, Division of Historic Preservation and the Town of Randolph ( and Historic Preservation in the amount of \$13,907.00, and appointed Bert Moffatt, Interim-Town manager as authorized signatory. Vote 5-0-0.**

10. Award Contract for Pedestrian Bridge

**On motion by Mr. Brown, seconded by Mr. Kaplan, the Board voted to award the construction contract for Pedestrian Bridge Project A to Pine Hill Construction in the amount of \$152,780 and appointed Bert Moffatt, Interim Town Manger as authorized signatory. Vote 5-0-0.**

11. Public Comment

There was no public comment

12 Committee Reports

Mr. Kaplan reported that Capital Budget met and is continuing to collect data on projects and inventory, information on reserve fund and balances.

Selectboard Meeting of June 19, 2012  
Town Hall Conference Room B, 7 Summer Street

Mr. Kaplan reported that the Recreation Committee will meet at the warming hut to brainstorm year- round use of the building.

Mr. Reed reported that Water and Sewer Committee met and discussed sewer allocations stated that Water & Sewer met about sewer allocations and WWTF upgrade

Mr. Reed reported the Energy Committee met and discussed the street lights that would be turned off next fall.

13. Warrants

**On motion by Mr. Brown, seconded by Mr. Richburg, the Board voted to approve the warrants as presented. Vote 5-0-0.**

14. Other Business

Mr. Coffey reported that the Lake Champagne Camp Ground septic system is failing; this is an emergency situation and the campground owner would like to connect to the town's sewer system.

**On motion by Mr. Brown, seconded by Mr. Kaplan, the Board voted to approve a sewer allocation of 310 gallons per day with an associated fee of \$1,510 to Lake Champagne, contingent upon final approval from the State of Vermont. Vote 5-0-0.**

Mr. Morgan reported that we received the land use permit for the wood-debris disposal area at the landfill.

15. Town Manager Search

This subject was passed over as the Selectboard had conducted a special meeting at 4:15 p.m., prior to this regular meeting.

16. Adjournment

**At 5:42 p.m., on motion by Mr. Brown, seconded by Mr. Richburg, the Board voted to adjourn until the next scheduled special meeting of June 27, 2012 at 5:00 p.m. in Town Hall, Conference room A, 7 Summer Street. Vote 5-0-0.**

Respectfully submitted,

Cindy Spaulding  
Recorder

Stephen Webster  
Selectboard clerk

Special Selectboard Meeting of June 27, 2012  
Town Hall Conference Room A, 7 Summer Street

Selectboard: Dennis Brown (arrived at 4:03 p.m.), Jon Kaplan, Frank Reed, Larry Richburg, and Stephen Webster (arrived at 4:07 p.m.)

Municipal Staff: none  
Public Attendees: none  
Media: None

1. Call to order

Mr. Reed called the meeting to order at 4:00 p.m.

2. Homeland Security Grant

Mr. Reed said that he'd been informed that Homeland Security has approved the town's request for a 100% grant to purchase radios for the Highway Dept., Water & Sewer Dept., and Town Administration. There is a tight deadline to sign and return the grant agreement.

**On motion by Mr. Kaplan, seconded by Mr. Richburg, the board voted to accept the homeland security grant for \$44,000 to purchase radios and authorized interim town manager Bert Moffatt to sign the grant agreement on behalf of the town. (Vote 3-0-0.)**

3. Interview Candidates for Town Manager's Position

**At 4:03 p.m. Mr. Brown moved, seconded by Mr. Richburg, that the board enter into executive session pursuant to 1 V.S.A. § 313(a)(3) to interview a candidate for the position of town manager. The motion passed. (Vote 4-0-0.)**

Mr. Webster joined the meeting at 4:07 p.m. Mel Adams was invited to join the meeting at 4:09 p.m. He left the meeting at 4:31 p.m.

**At 4:36 p.m., on motion by Mr. Brown, seconded by Mr. Kaplan, the board voted to return to open session, and the doors of Conference Room A were reopened. (Vote 5-0-0.)**

**In open session, Mr. Brown moved, seconded by Mr. Kaplan, that Mel Adams of Northfield, Vermont, be engaged as town manager for the town of Randolph, contingent upon successful negotiation of an employment agreement to be negotiated by Selectboard chair Frank Reed. The motion passed. (Vote 5-0-0.)**

Interim town manager Bert Moffatt joined the meeting at 4:37.

4. Adjournment

**At 4:41 p.m., on motion by Mr. Brown, seconded by Mr. Richburg, the Board voted to adjourn until the next scheduled meeting on Tuesday, July 17, 2012, at 5:00 p.m. in Conference Room B of the Town Hall at 7 Summer Street. (Vote 5-0-0.)**

Respectfully submitted,

Stephen W. Webster  
Selectboard clerk

Public Hearing of July 17, 2012  
Town Hall Conference Room B, 7 Summer Street

Selectboard: Dennis Brown, Jon Kaplan, Frank Reed, Larry Richburg, and Stephen Webster

Municipal Staff: Cindy Spaulding (Recorder)

Public Attendees: Laurie Goldman, John Lutz, Gary Dir, Perry Armstrong, Hugo Liepmann, Sam Lincoln, John Lutz and William Kevan

Media: Tyler (ORCA)

Mr. Reed called the public hearing to order at 6:32 p.m.

Mr. Reed explained the purpose of the public hearing was to take public comment on the proposed amendment to replace the existing Chapter 8 "Economic Development".

Participants in discussion: Board members: Brown, Kaplan, Reed, and Webster. Public: Laurie Goldman, Perry Armstrong, Hugo Liepmann, Gary Dir, and Sam Lincoln.

Discussion highlights:

- Grant funding to conduct an economic development survey
- Results of surveys and Planning Commission's public hearings
- Strong recommendation from the Planning Commission
- Lack of coordinating with businesses to locate to town
- Hiring a part-time staff member to coordinate economic development for prospective businesses
- Eliminating impact fees and utility allocation fees for prospective businesses
- Other organizations who provide a piece of the economic development
- Difficulties implementing Town Plan when Zoning Regulations are not updated

Mr. Reed announced that the next public hearing will be scheduled in August. He closed the hearing at 7:20 p.m.

Respectfully submitted,

Cindy Spaulding  
Recorder

Stephen Webster  
Selectboard clerk

Selectboard meeting of July 17, 2012  
Town Hall Conference Room B, 7 Summer Street

Selectboard: Dennis Brown, Jon Kaplan, Frank Reed, Larry Richburg, and Stephen Webster

Municipal Staff: Bert Moffatt (Interim Town Manager), and Cindy Spaulding (Recorder), Robert Runnals (Highway Supervisor) and John Coffey (Chief Operator Water/Wastewater), James Krakowiecki (Chief of Police)

Public Attendees: Laurie Goldman, Greg McCurdy, Forrest MacGregor, Tom Harty, Bill Kevan, Larry Townsend, and Patrick French.

Media: Sandy Cooch (*The Herald of Randolph*), Kyle Midura and Mark Clement (WCAX) and Tyler (ORCA)

1. Call to order

Mr. Reed called the meeting to order at 5:03 p.m.

2. Meeting Minutes

**On motion by Mr. Webster, seconded by Mr. Kaplan, the Board voted to approve the minutes of June 19, 2012 (Special), June 19, 2012 (regular) and June 27, 2012 (Special) as written. Vote 5-0-0**

3. VCOMM

**On motion by Mr. Kaplan, seconded by Mr. Webster, the Board voted to accept VCOMM grant agreement 02140-70164V-147 for the Randolph Fire Department communications in the amount of \$54,565.00 and appointed the Town Manager as authorized signatory. Vote 4-0-0.**

4. New Street Name for Private Road in Salisbury Square

**On motion by Mr. Brown, seconded by Mr. Kaplan, the Board voted to approve West Village Lane PVT as the new street name for a private road in Salisbury Square. Vote 4-0-0.**

5. Banner Request "Last Ride" (Mr. Richburg joined the meeting at this point.)

This subject was passed over, as the Town Manager is the authorized signatory for all banner requests.

6. Public Comment

Mr. Kevan presented to the Selectboard pictures of sediment and debris that is leaving the storm's drains from School Street near Salisbury Square, and he asked what the Board was going to do. (This is referring to a retention pond at the Salisbury Square Project)

7. Discussion of Electronic Control Devices (Tasers)

The Board reviewed documents which were included in the pre-meeting packets; the documents included an email from Forrest MacGregor (resident and member of the Police Advisory Committee, a page from the Town Manager's report from June 7, 2011 and meeting and attachments referring to electronic control devices and Police Advisory Committee meeting minutes of February 29, 2012.

Selectboard meeting of July 17, 2012  
Town Hall Conference Room B, 7 Summer Street

Mr. Brown, Police Advisory Committee Chair, provided an overview of the recent meeting of July 13, 2012. The committee reviewed again the draft electronic control device policy. It recommends a minor change that a medical clearance be required before releasing or incarcerating a person who has had an electronic control device used on them.

Participants in discussion: Board members: Brown, Kaplan, Reed, Richburg and Webster, public: Forrest MacGregor, Greg McCurdy, Laurie Goldman, Tom Harty, James Krakowiecki,

Discussion highlights:

- Excessive Force Policy vs Draft Electronic Control Device Usage Policy
- Role of Town Manager and Selectboard with regard to setting policies
- Pros and Cons concerning Electronic Control Devices (Taser™)
- Electronic Control Devices (Taser™) vs. Pepper spray/O<sub>2</sub> spray
- Training requirements for police officers
- Liability to the town

It was the consensus of the Selectboard to have the Police Advisory Committee review the Excessive Force Policy and the Electronic Control Device Usage policy. Scheduling the Police Advisory Committee's meeting is forthcoming.

8. Renewal of Downtown Designation (DD)

Mr. Richburg provided an overview of Randolph Area Community Development Corporation's intentions for the downtown designation program. He stated RACDC is unable to administer the DD without financial support from the town and the private sector businesses. He recommended \$5,000 as financial support in FY2013, and as much as \$20,000 when setting the FY2014 budget.

Other highlight of the discussion:

- If funding is approved, the funds are to be used for the downtown designation program only. Funds are not to be a blank check for services
- The town reviews the DD work plan and responsibilities of all businesses, organizations, and the town
- Town step up and financially support a full DD may cost between up to \$20,000
- List of purposes of all programs for DD and responsibilities
- Cohesive working relationship between RACDC and town

**On motion by Mr. Richburg, seconded by Mr. Brown, the Board voted to allocate \$5,000 from the Community Development line item in Fiscal Year 2013 to be used towards the Downtown Designated program, the responsibilities and work plan to be reviewed and approved by the Selectboard. Vote 4-1-0 (Webster opposed).**

9. Committee reports

Mr. Webster reported that the Budget committee is scheduled to meet on July 26

Mr. Reed reported that the Water and Sewer Committee is reviewing the upgrade to the Wastewater Treatment Plant upgrade and its affordability.

Selectboard meeting of July 17, 2012  
Town Hall Conference Room B, 7 Summer Street

Mr. Kaplan reported that the Randolph Community Recreation Advisory Committee met and discussed better uses for the Warming Hut during the off-season.

10. Warrants

**On motion by Mr. Webster, seconded by Mr. Kaplan, the Board voted to approve the warrants as presented. Vote 5-0-0.**

11. Other Business

There was no other business to discuss.

12. Town Manager's Contract (Executive session)

**At 6:12 p.m., on motion by Mr. Webster, seconded by Mr. Brown, the board voted to enter into executive session pursuant to 1 V.S.A. § 313(a)(3) to discuss a proposed town manager's contract. Vote 5-0-0.**

**At 6:22 p.m. on motion by Mr. Brown, seconded by Mr. Richburg, the board voted to return to open session, and the doors of Conference Room A were reopened. (Vote 5-0-0.)**

*No action taken*

13. Adjournment

**At 6:23 p.m. on motion by Mr. Brown, seconded by Mr. Richburg, the Board voted to adjourn until the Public Hearing scheduled for 6:30 p.m. on this date, July 17, 2012. Vote 5-0-0**

Respectfully submitted

Cindy Spaulding  
Recorder

Stephen Webster  
Selectboard clerk

Public Hearing of August 21, 2012  
Town Hall Conference Room B, 7 Summer Street

Selectboard: Dennis Brown, Jon Kaplan, Frank Reed, Larry Richburg (arrived at 5:10), and Stephen Webster

Municipal Staff: Melvin Adams (Town Manager) and Cindy Spaulding (Recorder)

Public Attendees: Gary Dir, Perry Armstrong, George "Sonny" Holt, Sam Lincoln, and Paul Rea

Media: Tyler Farry (ORCA Media)

Mr. Reed called the public hearing to order at 6:30 p.m.

Mr. Reed explained the purpose of the public hearing was to take public comment on proposed amendment to replace the existing Chapter 8 "Economic Development" in the town plan.

Participations in discussion: Board members: Brown, Kaplan, Reed and Webster. Municipal : Adams. Public: Armstrong, Dir, Holt, Lincoln, and Rea.

Discussion highlights:

- New high quality business
- Respect the environment
- Enhance quality of life within the Town
- Environmental friendly downtown
- Affordable telecommunications
- Proposed Economic Development Council would look at zoning regulations for business areas
- Promote high quality businesses
- Supports agriculture and forestry
- No provisions for big box stores
- Marketing and Public Relations
- Tax Incentives
- New fund to work from
- Work to create a funding source
- Needs Community Support to work towards Economic Development
- Set Goals for the Economic Development Community
- Difficulties implementing Town Plan and Zoning Regulations
- Planning Commission supports a half-time position
- Encourage looking at governance process and support infrastructure

Mr. Reed closed the hearing at 7:06 p.m.

Respectfully submitted,

Cindy Spaulding  
Recorder

Stephen Webster  
Selectboard clerk

Selectboard Meeting of August 21, 2012  
Conference Room B, 7 Summer Street

Selectboard: Dennis Brown, Jon Kaplan, Frank Reed, Larry Richburg (arrived at 5:10) and Stephen Webster

Municipal Staff: Melvin Adams (Town Manager) and Cindy Spaulding (Recorder)

Public Attendees: George "Sonny" Holt, Carol Flint, Don Sweetser, and Patrick French

Media: Tyler Farry (ORCA), Sandy Vondrasek (*The Herald of Randolph*)

1. Call to order

Mr. Reed called the meeting to order at 5:00 p.m.

2. Meeting Minutes

**On motion by Mr. Webster, seconded by Mr. Brown, the Board voted to approve the minutes of July 19, 2012 as amended. Vote 4-0-0.**

**On motion by Mr. Webster, seconded by Mr. Brown, the Board voted to approve the minutes of July 19, 2012 public hearing as written. Vote 4-0-0.**

3. Sale of Burial Plot to Everett Huntley, Sr.

**On motion by Mr. Kaplan, seconded Mr. Brown, the Board voted to convey the sale of a burial plot in Pleasant View Cemetery to Everett Huntley, Sr. and appointed Mr. Reed as signatory. Vote 4-0-0.**

4. Liquor, Caterer & Festival Licenses for Ratification

**On motion by Mr. Webster, seconded by Mr. Brown, the Board voted to approve Sodexo Vermont's first class liquor license and caterer's request; and Chandler Center for the Arts Festival license as presented. Vote 4-0-0.**

5. Request for extension of outdoor seating for Black Krim Tavern on Merchants Row

**On motion by Mr. Webster, seconded by Mr. Brown, the Board voted to approve Black Krim Tavern's request for additional outside seating of two tables on Merchants Row in front of Vermont Computing after 6:00 p.m. as granted previously: outside consumption permit with the hours of service from 3:00 p.m. (after 6:00 p.m. on Vermont Computing's business days) to midnight for a period of May 1 through October 31, 2012; outside tables are to be brought in every night and the area is to be roped off. Vote 4-0-0.**

6. Extension of Interim Zoning Amendments 2.4.3

**On motion by Mr. Kaplan, seconded by Mr. Brown, the Board voted to re-enact interim zoning provision § 2.4.3 for another one-year period pursuant to 24 VSA § 4415. Vote: 5-0-0.**

7. Water and/or Sewer Allocations

Selectboard Meeting of August 21, 2012  
Conference Room B, 7 Summer Street

**On motion by Mr. Webster, seconded by Mr. Brown, the Board voted to grant Bruce and Sandra White's request for a sewer allocation of 210 gallons per day for a single-family dwelling into a duplex at 17 Summer Street; and Carol and Danielle Mowery's request for a sewer allocation of 210 gallons per day for the connection of a single-family dwelling to public sewer system at 22 Water Street in Randolph Center. Vote 5-0-0.**

8. Public Comment

Public attendees did not have a public comment.

9. Set Tax Rate for FY2013

The Board inquired what was included in the local agreement. Later in the meeting, Mr. French explained that the local agreement cost is for education taxes forgiven by locally voted exemptions: Greater Randolph Senior Center and additional veterans exemptions.

**On motion by Mr. Webster, seconded by Mr. Brown, the Board voted to set the property tax rate for FY2013 as presented. Vote 5-0-0.**



2012 (FY 2013) RANDOLPH TAX RATE SUMMARY

	Homestead	Non-Residential
1) Municipal tax rate	= .7209	.7209
2) School statewide tax rate	= 1.2281	1.3042
3) Local agreement tax rate	= .0026	.0026
4) Total townwide tax rate	= 1.9516	2.0277
5) Police District tax rate	= .36	.36
6) Townwide tax rate plus Police District tax rate	= 2.3116	2.3877

Pat French 8/15/2012

10. Electronic Control Device (Taser™)

The Board reviewed a memorandum from the Police Advisory committee outlining its recommendations for usage of Electronic Control Device (Taser™) by the Randolph Police Department.

**On motion by Mr. Webster, seconded by Mr. Kaplan, the Board voted to adopt the Police Advisory Committee's recommendations for usage of Electronic Control Device(Taser™) by the Randolph Police Department: keep Electronic Control Devices until further policy review is complete; use the "Response to Resistance" policy provided by the Vermont League of Cities**

Selectboard Meeting of August 21, 2012  
Conference Room B, 7 Summer Street

**and Towns until drafting of a new policy can come before the Selectboard and Town Manager by November 30, 2012. Vote 5-0-0.**

11. Safe Haven Grant Termination

The Board passed over this item until Mrs. Flint arrived to explain the Safe Havens grant. At 5:30 p.m., Mrs. Flint arrived. She provided a detailed description of the Safe Havens grant, its services and that the next step was implementation, but, she said, the program would not move past the development process.

It is the consensus of the Board not to pursue an extension, but to allow the Safe Havens grant to terminate on its expiration date of September 30, 2012.

12. Committee Reports

Mr. Reed reported that the Water and Sewer Committee met and discussed submitting a cost estimate for the Wastewater Treatment Facility to the USDA. He further explained the next process is for the final design review and funding the project at approximately \$8.3 million, which could potentially be split as a loan and a grant.

13. Set Selectboard Meetings

It is the consensus of the Board to conduct its meetings once a month, on the third Tuesday of the month at 5:00 p.m. in Town Hall Conference Room B.

14. Other Business

- Budget

The board discussed the budget process for FY2013. It was the consensus of the board during the process to hear from the heads of departments concerning departmental budgets. Mr. Adams explained that the Special Appropriations are discretionary ballot items and should not be part of the budget process.

- Delegate for VLCT Annual Meeting

On motion by Mr. Webster, seconded by Mr. Richburg, the Board voted to appoint Mel Adams as its delegate to the Vermont League of Cities and Towns' annual meeting on October 4, 2012 and appointed Chairman Reed as authorized signatory. Vote 5-0-0.

- Basic Emergency Operations Plan

Mr. Adams mentioned that he would like to coordinate with Chairman Reed to review and update the town's BEOP. Mr. Reed will forward the draft BEOP to Mr. Adams.

- Correspondence

Mr. Webster inquired if the Board should respond to Mr. Voci's correspondence concerning the ACT 250 decision for Gifford Medical Center's Assisted Living Facility in Randolph

Selectboard Meeting of August 21, 2012  
Conference Room B, 7 Summer Street

Center. It was the consensus of the board that it would be inappropriate to endorse the project at this time as it is still under review by the town's Development Review Board.

- Acknowledgement

The Board congratulated audience attendee George "Sonny" Holt for his newly appointed position as Rotary's District Governor.

15. Warrants

**On motion by Mr. Webster, seconded by Mr. Brown, the Board voted to approve the warrants as presented. Vote 5-0-0.**

16. Town Manger's Contract (Executive Session)

The Board passed over this item as the contract has one more item to complete and the Board had already authorized its Chair to sign the contract at its meeting of June 29, 2012.

17. Adjournment

**At 5:58 p.m. on motion by Mr. Brown, seconded Mr. Richburg, the Board voted to adjourn the meeting until the scheduled Public Hearing for 6:30 p.m. on this date, August 21, 2012. Vote 5-0-0.**

Respectfully submitted,

Cindy Spaulding  
Recorder

Stephen Webster  
Selectboard clerk

REFERENCE ONLY

Selectboard Meeting of September 18, 2012  
Town Hall Conference Room B, 7 Summer Street

Selectboard: Jon Kaplan, Frank Reed, Larry Richburg, and Stephen Webster. Absent: Dennis Brown

Municipal Staff: Melvin E. Adams (Town Manager), and Cindy Spaulding (Recorder)

Public Attendees: Laura Soares and Sara Murawski (Regional Education District), David Miles, Susan Delattre, Perry Armstrong, Elijah Hawker (Randolph Union High School), Johanna Straavaldsen (Prevent Child Abuse VT), Robert Runnals, Jay Paterson (VTC), Joseph Voci, Paul Rea and Gary Dir

Media: Austin Parker (ORCA), and M.D. Drysdale (*Herald of Randolph*)

1. Call to order

Mr. Reed called the meeting to order at 5:01 p.m.

2. Meeting Minutes of August 21, 2012

**On motion by Mr. Richburg, seconded by Mr. Webster, the Board voted to approve the meeting minutes of August 21, 2012 as amended and Public Hearing minutes of August 21, 2012 as written. Vote 4-0-0.**

3. Regional Education District (RED) – School Board-Q&A

The Board received information that the School Boards of Braintree, Randolph, and Brookfield will be merging all three town school districts and high school into a single school district with one governing board. The new entity will be known as Regional Education District. The recommended formation of RED will be brought before the voters of the three towns on November 6, 2012. If the majority of the voters approve the merge, the district will begin operations in July 2013.

Highlights of discussion between Board members: Kaplan, Richburg, Reed, and Webster; and RUHS District Chairperson Laura Soares:

- How the district was created
- Voting Process
- Ballot logistics in a central location
- Eight Board members with four representatives from Randolph, two from Braintree and two from Brookfield

4. Town Plan Amendment to Chapter 8 – short discussion

The Board discussed the types of action it could take on the Town Plan Amendment to Chapter 8— Economic Development. It was the consensus of the board to have Town Manager Adams review the proposed amendment and provide a recommendation how to implement amendment. The board would also like to see new zoning ordinances written prior to implementing the proposed amendment to Chapter 8 – Economic Development. Town Manager Adams stated that he will meet with the Planning Commission, review town's fiscal responsibility, and look at other organizations that provide economic development assistance to the community.

5. Title V Community Prevention

The board received an explanation of the Title V Community Prevention Grant. The grant is intended to address issues of juvenile delinquencies within the school systems. The Randolph Union High School would be the primary site for the proposed prevention strategy. The grant is a 50/50 match—the

Selectboard Meeting of September 18, 2012  
Town Hall Conference Room B, 7 Summer Street

participating organizations and institutions would cover the 50% match through in-kind services and there would be no financial burden to the town.

**On motion by Mr. Kaplan, seconded by Mr. Richburg, the Board voted to submit a grant application for Title V Community Prevention and authorized town manager Melvin Adams to sign the grant agreement on behalf of the town. Vote 4-0-0.**

6. Shattuck Street Utility Easements & Water/Sewer Allocation (Fay Sherman)

**On motion by Mr. Webster, seconded by Mr. Kaplan, the Board voted to grant Fay and Doris Sherman's request for allocations of 405 and 210 gallons per day for water and sewer with associated allocation fees of \$7,073.25 and \$1,050.00. Vote 4-0-0.**

The board reviewed Fay and Doris Sherman's request for a 4-foot wide underground electric utility easement across the Pearl Street well property and a 15-foot wide easement for the purpose of constructing and maintaining water and sewer service lines. The Shermans would bear the responsibility and cost of preparing and recording the easements. This subject tabled to a future meeting where a description of the easement would be provided by Town Manager Adams.

7. Flood – Line of Credit Extension

**On motion by Mr. Webster, seconded by Mr. Richburg, the Board voted to extend the Tropical Storm Irene Line of Credit expiration date to December 31, 2012 . Vote 4-0-0.**

8. Appoint Emergency Management Coordinator

**On motion by Mr. Webster, seconded by Mr. Kaplan, the Board voted to appoint Mrs. Joyce Mazzucco as Emergency Management Coordinator. Vote 4-0-0.**

9. Basic Emergency Operations Plan –

**On motion by Mr. Richburg, seconded by Mr. Webster, the Board voted to adopt the Basic Emergency Operations Plan. Vote 4-0-0.**

10. East Randolph Coin Drop

No action needed on this subject.

11. Smoke-free Policy for Town Recreation Areas

Mr. Kaplan brought before the board a request to consider the need for a Smoke Free Policy or ordinance for all town recreational areas. It was recommended to have the town identify existing signs or designated areas at all town facilities, which are frequented by the public.

12. Set Public Hearing Date to close out VCDP Grant for Salisbury Square Project

**On motion by Mr. Webster, seconded by Mr. Kaplan, the board scheduled a public hearing, for 6:30 p.m. on October 16, 2012 in Town Hall Conference Room B, to close out VCDP Grant agreement: 07110-IG-III-Randolph-00017, known as Salisbury Square project. Vote 4-0-0.**

Selectboard Meeting of September 18, 2012  
Town Hall Conference Room B, 7 Summer Street

13. Kimball Library Grant Extension

**On motion by Mr. Kaplan, seconded by Mr. Richburg, the Board voted to accept the terms, conditions, and grant extension date for the Vermont Economic Development Initiative Historic Preservation Grant agreement: EDI/HP 2011-10 for the Kimball Public Library and appointed Melvin Adams to sign on behalf of the town. Vote 4-0-0.**

14. Public Comment

The Board received public comment from Mr. Gary Dir concerning the proposed amendment of the Town Plan's Chapter 8—Economic Development.

15. Committee reports

Mr. Richburg reported that Capital Planning and Capital Budget met last week to discuss the needs of departments and tax stabilization for Capital Budget.

Mr. Webster reported that the Budget Committee had met last week and Mr. Puglisi had submitted his resignation as a Budget Committee member effective October 2012.

Mr. Reed reported that the Water/Sewer Committee had met and discussed the status of the Wastewater Treatment Facility including the funding availability.

Mr. Reed reported Energy Committee had met to discuss turning off some of the town streetlights and the payment depreciation of streetlights with Central Vermont Public Service known as Green Mountain Power.

16. Warrants

**On motion by Mr. Richburg, seconded by Mr. Webster, the Board voted a warrant to command Town Treasurer, Joyce L. Mazzucco to levy and collect property taxes under the provisions of 32 V.S.A. 4792. Vote 4-0-0.**

**On motion by Mr. Kaplan, seconded by Mr. Webster, the Board voted to approve the warrants as presented. Vote 4-0-0.**

17. Other Business

- VTC—Agricultural Methane (Bio-gas) Project

The board received correspondence from Vermont Technical College requesting the Selectboard to waive the required mandatory notice requirement for its Agricultural Methane (Bio-gas) project. Mr. Reed recused himself from discussion.

**On motion by Mr. Richburg, seconded by Mr. Kaplan, the Board voted to grant VTC's request to waive the 45-day notice requirement as part of the permit application process to the Public Service Board. Vote 3-0-1 (Reed recused.)**

- Advertise Vacancy

It was the consensus of the board to advertise the vacancy on the Budget Advisory Committee.

Selectboard Meeting of September 18, 2012  
Town Hall Conference Room B, 7 Summer Street

- Webster's resignation

Mr. Reed read the following to Mr. Webster:

*Dear Stephen:*

*For more than forty years, you have dedicated yourself, your energies, and your talents to civic service for the citizens of Randolph and Orange County. Your service has included tenure as a School Director, Town Moderator, Grand Juror, Orange County State's Attorney, Member of Vermont House of Representatives, and President Pro Tem of the Vermont Senate. You have served as a Director of Gifford Medical Center and the Randolph National Bank as well as serving many other civic and professional organizations. Most recently, you serve as a member of the Randolph Selectboard, a position you are now leaving.*

*On behalf of the citizens of Randolph, we thank you for your service as a member of the Randolph Selectboard and we commend you for all the civic service you have provided for the people of Randolph. We look forward to reading the next chapter in your book of civic participation.*

*Thank you,*

*Dennis Brown, Jon Kaplan, Frank Reed, and Larry Richburg*

- Set Special Meeting Date

It is the consensus of the Board to schedule a special meeting on October 4, 2012 at 5:00 p.m. in Town Hall Conference Room A to review letters of interest for the Selectboard vacancy.

18. Adjournment

**At 6:05 p.m., on motion by Mr. Richburg, seconded by Mr. Webster, the Board voted to adjourn until the next scheduled meeting of October 4, 2012 at 5:00 p.m. in Conference Room A. Vote 4-0-0**

Respectfully submitted,

Cindy Spaulding  
Recorder

**Special Selectboard Meeting of October 04, 2012**  
**At 5:00 PM in Town Hall Conference Room A, 7 Summer Street, Randolph**

Selectboard: Dennis Brown, Frank Reed, Larry Richburg (5:13), Jon Kaplan (by phone).  
Municipal Staff: Melvin Adams, John Coffey, Rob Runnals

Others Present: Gary Dir, Fay Sherman, Dick Drysdale (The Herald).

1. Call To Order.

Mr. Reed called the meeting to order at 5:00 PM.

2. Review Letters of Interest for Selectboard Vacancy.

Mr. Reed asked if everyone had reviewed the letters of interest for the open Selectboard. Everyone had read the letters of interest.

3. Consideration of Vacancy and Possible Appointment.

**On motion by Mr. Brown, seconded by Mr. Kaplan, the Board voted to appoint Trini Brassard to fill the vacancy on the Selectboard until the next annual meeting. (Vote 3-0-0)**

4. Shattuck Street Easements (Fay Sherman).

The board reviewed easements that were originally discussed at a previous meeting.

**On motion by Mr. Kaplan, seconded by Mr. Reed, the Board voted to approve two easement deeds (power & water/sewer) for property at 4 Shattuck Street owned by Fay & Doris Sherman and authorized the Town Manager to sign the deeds. (Vote 3-0-0)**

5. Executive Session for discussion of a contract.

**At 5:06 PM, on motion by Mr. Reed, seconded by Mr. Brown, the Board voted to go into Executive Session pursuant to V.S.A. Title 1, § 313 (discussion of a contract) and requested Melvin Adams and John Coffey remain. (Vote 3-0-0)**

Mr. Richburg arrived at 5:13.

**At 5:15 PM, on motion by Mr. Brown, seconded by Mr. Richburg, the Board voted to return to open session. (Vote 4-0-0)**

**Upon motion by Mr. Brown, seconded by Mr. Richburg, the Board voted to Authorize application for a Building & General Services grant in the amount of \$12,800 of which the Town of Randolph (Sewer Department) would pay 50% (\$6,400) for the design of a sewer line extension from South Pleasant Street to Beanville Industrial Park (Vertec Building). (Vote 4-0-0)**

6. Adjournment

**At 5:20, on motion by Mr. Brown, seconded by Mr. Richburg, the Board voted to adjourn the Special Meeting. (Vote 4-0-0)**

Respectfully submitted,

Dennis Brown  
Acting Selectboard Clerk

Reference Only

Selectboard Meeting of October 16, 2012  
Town Hall Conference Room B, 7 Summer Street

Selectboard: Dennis Brown, Trini Brassard, Jon Kaplan, Frank Reed, and Larry Richburg

Municipal Staff: Melvin Adams (Town Manager), Bill Morgan (Highway Operations), Robert Runnals (Highway Supervisor), and Cindy Spaulding (Recorder)

Public Attendees: Harriet Chase and David Miles

Media: Ben Abrite

1. Call to order

Mr. Reed called the meeting to order at 5:00 p.m.

2. Appoint Clerk

**Mr. Richburg nominated, and Mr. Kaplan seconded, Dennis Brown to be Clerk of the Selectboard. There were no further nominations. Vote 5-0-0.**

3. Meeting Minutes

**On motion by Mr. Kaplan, seconded by Mr. Richburg, the Board voted to approve the minutes of September 18, 2012 as written. Vote 3-0-2 (Brown and Brassard abstained)**

**On motion by Mr. Brown, seconded by Mr. Richburg, the Board voted to approve the minutes of October 4, 2012 special meeting as written. Vote 4-0-1 (Brassard abstained).**

4. Barre City Dispatch Services

The board discussed the Barre City Dispatch services contract with highlights on definition of Fire Chiefs, equipment back ups and dispatching during incident.

**On motion by Mr. Brown, seconded by Mr. Richburg, the Board voted to approve the contract with Barre City Dispatch services contingent upon itemized changes, and designated Town Manager Adams as signatory. Vote 5-0-0.**

5. Sodexo Caterer Permit (ratify)

**On motion by Mr. Richburg, seconded by Mr. Brown, the Board voted to ratify approval for Sodexo Vermont's caterer's request for an event on September 27, 2012. Vote 4-0-1 (Brassard abstained)**

6. Purchase of Highway Dump Truck (ratify)

**On motion by Mr. Kaplan, seconded by Mr. Brown, the Board voted to ratify approve of the purchase of a Tandem Freightliner in the amount of \$97,100 from RR Charlebois Truck in Milton and Tenco dump body with plow in the amount of \$67,000 for a combined purchase of \$164,100 to be expended from the Highway Equipment Reserve Fund. Vote 4-0-1 (Brassard abstained)**

Selectboard Meeting of October 16, 2012  
Town Hall Conference Room B, 7 Summer Street

7. East Bethel Road Paving Project (ratify)

**On motion by Mr. Brown, seconded by Mr. Richburg, the Board voted to ratify approval to award Blaktop's bid in the amount of \$181,120.95 to paving the East Bethel Road with expenses taken from the Highway Paving Reserve Fund. Vote 4-0-1 (Brassard abstained)**

8. Transfer Station Fee

The Board discussed the proposed fee increases from Casella for the transfer station.

**On motion by Mr. Brown, seconded by Mr. Kaplan, the Board approved Casella Waste Management's proposal to increase the Transfer Station fees as presented. Vote 5-0-0.**

9. Proposed Parking Ordinance Revision

Discussion ensued concerning Article V Sections 1 and 4 of the 2009 Randolph Traffic, Parking, and Speed ordinance.

Town Manager Adams explained that business owner of Super Suds, Steve has a street address of 10 Pleasant Street and that the current ordinance allows for three-hour parking. Signs will be placed at that location.

Town Manager Adams also proposed an amendment to Article V Section 4 of the 2009 Randolph Traffic, Parking, and Speeding Ordinance due to numerous complaints about parking in front of the Herald office across from Belmain's loading dock. The proposal is to designate a No Parking Area from the curb on the eastern side of Pleasant Street at 22 Pleasant Street to the intersection of Randolph Avenue

**On motion by Mr. Brown, seconded by Mr. Kaplan, the Board scheduled further discussion of the proposed amendment to Article V Section 4 of the 2009 Randolph Traffic, Parking and Speeding ordinance at its November 13, 2012 Selectboard meeting.. Vote 5-0-0.**

10. Designate Town Manager to sign USDA documents for Conservation Commission

**On motion by Mr. Kaplan, seconded by Mr. Brown, the Board voted to appoint the Town Manager as duly authorized representative to sign all USDA documents on behalf of the Conservation Commission. Vote 5-0-0.**

11. Designate Town Manager to sign State Revolving Loan Fund

The Board and Town Manager Adams discussed the SRLF documents presented.

**On motion by Mr. Kaplan, seconded by Mr. Brown, the Board appointed Town Manager Adams to act as authorized representative for the State Revolving Loan Program: RF1-140-1 for the Waste Water Treatment Facility upgrade. Vote 5-0-0.**

**On motion by Mr. Kaplan, seconded by Mr. Brown, the Board voted to appoint Town Manager Adams as Compliance Officer for RF-1-140-1 and to follow the Post-Issuance Compliance Procedures. Vote 5-0-0.**

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**On motion by Mr. Kaplan, seconded by Mr. Richburg, the Board voted adopt resolution named: *Declaration of Official Intent of Town of Randolph to Reimburse Certain Expenditures from Proceeds of Indebtedness.* Vote 5-0-0.**

12. New Road Name off of Route 66

**On motion by Mr. Brown, seconded by Mrs. Brassard, the Board voted to approve ABC Lane PVT as the new street name off of Route 66. Vote 5-0-0.**

13. Homeland Security Grant to upgrade Randolph Police Department's Mobile Data Terminal

**On motion by Mr. Brown, seconded by Mrs. Brassard, the Board voted to submit a grant application through Homeland Security for the Randolph Police Department to upgrade a mobile data terminal. Vote 5-0-0**

14. Public Comment

No public comment.

15. Committee Reports

Mr. Brown reported that the Police Advisory Committee would meet in November.

Mr. Kaplan reported that the Capital Budget/Capital Planning Committee met and discussed creating a structure for Capital Planning.

Mr. Reed reported that the Water/Sewer Advisory Committee met and discussed the batch reactor bid submitted first before the request for proposal goes out to upgrade the Wastewater Treatment Facility.

Mr. Reed reported the Energy Committee discussed replacing LEDS in the cobra lights and overhang street lights, possible proposal to put solar panels at the landfill property to off set electrical use, turning off a few of the street lights for a trial period.

16. Appoint Chair

**Mr. Brown nominated, and Mr. Richburg seconded, Jon Kaplan to be Chair of the Selectboard. There were no further nominations. Vote 5-0-0.**

Mr. Kaplan read the following letter to Mr. Reed.

*Dear Frank:*

*For 25 years you have dedicated your skills and energy to a multitude of civic service activities for the citizens of Randolph and the Tri-town Community. You were very involved with the landfill development and closure and played a role in Randolph having the landfill surplus funds to invest and use towards capital projects and to finance the landfill closure fund. A short list of many other municipal activities includes membership on: the Solid Waste Committee (1990-92), the Planning and Zoning Board (1995-96), the Development Review Board (1997-2012), the Lined Landfill Committee (2005-07), the Composting Committee (2008), and the Municipal Energy Efficiency Committee. For two years, you have been a member of the Randolph Selectboard presently serving as its chairperson.*

Selectboard Meeting of October 16, 2012  
Town Hall Conference Room B, 7 Summer Street

*The breadth of your experience and your extraordinary willingness to serve the community are testaments to the call of public service and are witness to your personal and professional commitment. As you leave Vermont for the next opportunity to share your talents, please accept:*

*On behalf of the citizens of Randolph, our thanks for your service as a member of the Randolph Selectboard and for the myriad other stations you have filled and accomplishments you have achieved on our behalf. We commend you for all the civic service you have provided for the people of Randolph and wish you well as you transition to a new life and commitments in Arizona.*

17. Review letters of interest for Budget Committee vacancy

**On motion by Mr. Reed, seconded by Mr. Brown, the Board voted to appoint Fred Hauser as a member of the Budget Committee until the Town Annual Meeting in March 2013. Vote 5-0-0.**

18. Appoint member to Development Review Board

**On motion by Mr. Richburg, seconded by Mr. Brown, the Board voted to appoint Dave Miles to the Development Review Board with a term to expire in 2014. Vote 5-0-0.**

19. Warrants

**On motion by Mr. Brown, seconded by Mr. Reed, the Board voted to the warrants as presented. Vote 5-0-0.**

20. Other Business

- Selectboard vacancy advertised until October 24, 2012.
- November meeting. Due to Thanksgiving holiday week, it was the consensus of the Board to change its regular meeting to November 13, 2012 at 5:00 p.m. in Town Hall.
- Energy Audit conducted by Two Rivers-Ottawaquechee Regional Planning Commission
- Energy efficiency in Public Buildings and energy star equipment purchases

21. Adjournment

**At 6:15 p.m. on motion by Mr. Brown, seconded by Mr. Richburg, the Board voted to adjourn until the Public Hearing to Close out the Salisbury Square Project at 6:30 p.m. Vote 5-0-0.**

Respectfully submitted,

Cindy Spaulding  
Recorder

Dennis Brown  
Selectboard clerk

Public Hearing to Close out Salisbury Square Project  
Town Hall Conference Room B, 7 Summer Street

Selectboard: Dennis Brown, Trini Brassard, Jon Kaplan, Frank Reed, and Larry Richburg

Municipal Staff: Melvin Adams (Town Manager) and Cindy Spaulding (Recorder)

Public Attendees: Julie Iffland and Laura Ranker of Randolph Area Community Development Corporation.

Media: Ben Albrite

Public Hearing

Mr. Kaplan opened public hearing at 6:30 p.m.

The purpose of the public hearing is to obtain the views of the citizens on the Vermont Community Development Program (VCDP) grant (#07110-IG-III-2008-Randolph-00017), to furnish information concerning the range of community development activities that have been undertaken under this program, and to give affected citizens the opportunity to examine a statement of the use of these funds.

Ms. Iffland explained that the VCDP funds were converted to a loan to fund the Salisbury Square project as follows:

The Town of Randolph, as Grantee, loaned \$574,000 of these funds to the Salisbury Square Holdings Limited Partnership, the tax credit partnership which redeveloped a portion of this former brownfield site for 14 rental units at 34 & 36 School Street and 25 Salisbury Street with the aid of these and other funds. This rental project was the first phase of a mixed use, mixed-income project on a 4.3 acre brownfield site known as the former Ethan Allen Plant #1. The VCDP funded portion of the project included site work and other expenses incurred in the development of 14 tax credit eligible affordable apartments, including four in the renovated and expanded historic Bookkeeper's Building on Salisbury Street and ten in two new buildings on School Street.

Ms. Iffland also reported that the first single family house project has started and the modular home should be in place by December. This is one of the 22 lots permitted for homes. Ms. Iffland and Ms. Ranker thanked the Town for its support of this project, which to date, has injected \$3.9 million into the economy, including costs of assessment, design, demolition, cleanup, infrastructure and construction.

Mr. Kaplan closed the public hearing at 6:35 p.m.

Respectfully submitted,

Cindy Spaulding  
Recorder

Dennis Brown  
Selectboard clerk

The next scheduled board meeting will be held on November 13, 2012 at 5:00 p.m. in Town Hall Conference Room B.

## MINUTES

Special Emergency Planning Meeting  
Friday, October 26<sup>th</sup>, 2012 – 6:00 PM  
Randolph Town Hall – Conference Room “A”

PRESENT: Melvin Adams, Town Manager  
Joyce Mazzucco, Clerk/Treasurer  
Dennis Brown, Selectboard  
Larry Richburg, Selectboard  
Bill Morgan, Buildings/Grounds  
Robert Runnals, Highway  
James Krakowiecki, RPD  
Jay Collette, RVFD  
Scott Hannon, ERFD  
Keven Taylor, ERFD  
Rob Wheatley, RCFD  
Ken Preston, RCFD  
Dave Leighton, RPD

The meeting was called to order at 6:05 by Town Manager Mel Adams.

It was explained that the purpose of the meeting was to prepare for any emergency situations that might occur as a result of Hurricane Sandy, referred to as “Frankenstorm” that would likely impact the northeast beginning Monday, October 29<sup>th</sup>. Mr. Adams explained that office staff, highway and water/sewer employees had met earlier in the day to start identifying areas of concerns.

All attendees then had a discussion and reviewed areas of concern including the following: *Village Circle, Hedding Drive, Brook Street Bridge, Rowell Addition Neighborhood, Tatro Hill Culvert, Central Street Bridge over Ayers Brook, Thayer Brook Road’s 1<sup>st</sup> bridge, Beanville Road Culvert, DiFlorio Road & Landfill, North Randolph Road, Boudro Road and Route 12-A at Braintree Line.*

Also discussed were some preparations being made, including: *Assuring that town had equipment on both side of bridge (moved to municipal lot), school buses moved to Randolph Center garage, fire trucks to both sides of Main Street bridge, a school bus available and a driver on call, Vermont Technical College and American Red Cross contacted about emergency shelter locations, all generators tested and filled with fuel.*

It was discussed that important contacts would be: *Highway Department, Randolph Police Department, Randolph Village (RVFD), East Randolph (ERFD) and*

*Randolph Center (RCFD) Fire Departments, Emergency Shelters, Bus Driver and an Emergency Operation Center that would be established at Town Hall if necessary.*

Mr. Adams encouraged the police and fire representatives to use their normal lines of communications and establish their own chains of command as they would in every day operations. If an Emergency Operations Center (EOC) was to be established they would be there to assist however necessary. All department heads would be notified should an EOC be established.

If an EOC is established it would be located at the Town Hall and would be staffed 24 hours a day until there was no longer a need. The town has already set up a "Hurricane Sandy" tab on our town website to give residents assistance with obtaining important information and updates.

The meeting was adjourned at 7:00 PM

Respectfully submitted,

Dennis Brown  
Clerk

REFERENCE ONLY

## MINUTES

Special Randolph Selectboard Meeting  
November 05, 2012 – 5:30 PM  
Town Hall Conference Room A  
7 Summer Street, Randolph

Selectboard Present: Jon Kaplan, Trini Brassard, Dennis Brown, Larry Richburg

Public Attendees: None

1. Call To Order:

Mr. Kaplan called the meeting to order at 5:35 PM.

2. Review Letters of Interest for Selectboard Vacancy:

Mr. Kaplan stated that the board had received four (4) letters of interest from persons wanting to serve the remainder of the term held by Frank Reed. All members of the board had reviewed the letters and took a few minutes to review them again.

3. Consideration of vacancy and possible appointment:

**On motion by Mr. Brown, seconded by Mr. Richburg, the board voted to appoint Marjorie Ryerson to fill the vacancy on the Randolph Selectboard created by the resignation of Frank Reed, and that such appointment is until Town Meeting Day in March, 2013. Vote 4-0-0**

4. Adjournment:

**At 5:50 PM, upon motion by Mr. Brown, seconded by Mr. Richburg, the Board voted to adjourn the special meeting. Vote 4-0-0.**

Respectfully submitted,

Dennis Brown  
Selectboard Clerk

Selectboard Meeting of November 13, 2012  
Town Hall Conference Room B, 7 Summer Street

Selectboard: Trini Brassard, Dennis Brown, Jon Kaplan, Larry Richburg, and Marjorie Ryerson

Municipal Staff: Melvin Adams (Town Manager), Cindy Spaulding (Recorder) and Robert Runnals (Highway Supervisor).

Public Attendees: Dave Miles, John Race, Peter Nowlan, and Patrick French

Media: Ben Albury (ORCA Media)

1. Call to order

Mr. Kaplan called the meeting to order at 5:08 p.m.

2. Meeting Minutes

**On motion by Mr. Brown, seconded by Mr. Richburg, the Board voted to approve the minutes of October 16, 2012 as presented. Vote 4-0-1 (Ryerson abstained)**

**On motion by Mr. Brown, seconded by Mr. Richburg, the Board voted to approve the minutes of October 16, 2012 Public Hearing as presented. Vote 4-0-1 (Ryerson abstained)**

**Meeting minutes of October 26, 2012 passed over as they were actually an Emergency Management briefing**

**On motion by Mr. Brown, seconded by Mr. Richburg, the Board voted to approve the minutes of November 5, 2012 Special meeting as presented. Vote 4-0-1 (Ryerson abstained)**

3. Catering Permits

a. SodexoVT

**On motion by Mr. Brown, seconded by Mrs. Brassard, the Board voted to approve two SodexoVT's catering request as presented. Vote 5-0-0.**

b. Valley Bowl

**On motion by Mr. Richburg, seconded by Ms. Ryerson, the Board voted to approve nine Valley Bowl's catering requests as presented. Vote 5-0-0.**

4. Quit Claim Deeds to release land on Weston Street

Mr. Nowlan gave a brief history of how the lease lands came about within the State of Vermont and Town of Randolph.

Selectboard Meeting of November 13, 2012  
Town Hall Conference Room B, 7 Summer Street

**On motion by Mr. Brown, seconded by Mrs. Ryerson, the Board voted to approve release of ministerial lease land lot and conveyance of fee simple interest to Donald and Joyce Jacobs at 54 Weston Street, Randolph. Vote 5-0-0.**

5. Finance Maintenance Agreement for Paving the State of Vermont

This is for the State of Vermont paving Class I highway to Route 12/Route 12A and Route 66.

**On motion by Mr. Brown, seconded by Mr. Richburg, the Board voted to approve the Finance and Maintenance Agreement for Bethel-Randolph-Northfield STP 2922(1) – Contract No. FM 0076. Vote 5-0-0.**

6. New Road Name off of Route 66

The Board reviewed a new road name for private off VT Route 66. It is the consensus of the board to keep the name as ABC Lane. No action.

7. East Randolph Village Designation Resolution

**On motion by Mr. Brown, seconded by Mrs. Brassard, the Board voted to adopt the East Randolph Village Designation and appointed Melvin E. Adams, Town Manager and Christopher Sargent, Two Rivers Ottauquechee Regional Planning Commission, as contacts. Vote 5-0-0.**

8. Union High School District #2 – 1<sup>st</sup> Payment

**On motion by Mr. Brown, seconded by Mrs. Brassard, the Board voted to authorize town treasurer Joyce Mazzucco to transfer \$1,163,517.72 to the Union High School District #2. Vote 5-0-0.**

9. Randolph School District Education Tax Transfer – 1<sup>st</sup> Payment

**On motion by Mr. Brown, seconded by Mrs. Brassard, the Board voted to authorize town treasurer Joyce Mazzucco to transfer \$1,141, 847.28 to the Randolph School District. Vote 5-0-0.**

10. Appointment of Board member to Water/Sewer, Energy, and Budget Committees

The Board discussed the committee vacancies left by former Board members Reed and Webster. It was the consensus of the board the following members will fill the vacancies:

Trini Brassard – Water/Sewer Committee  
Dennis Brown – Budget Committee

Larry Richburg – continue on Energy Committee  
Marjorie Ryerson – Energy Committee

Selectboard Meeting of November 13, 2012  
Town Hall Conference Room B, 7 Summer Street

11. Public Comment

There was no public comment.

12. Committee Report

- Police Committee

Mr. Brown reported that the Police Committee would be working on a draft electronic control device policy.

- Emergency Operations during “Sandy”

Mr. Adams provided an overview the Emergency Operations Center in operation during “Sandy” which was a dry run for Emergency Services and a good exercise.

- Railroad

Mr. Adams reported that he would be meeting with Rail America/Canadian Railways to discuss the railroad land under the Police Station/Historical Society.

- Branchwood Property

Mr. Adams informed the Board that the town had been approached by an individual interested in purchasing the triangular portion of the Branchwood property near Pearl Street.

- Ancient Roads

Mr. Adams reported that Jim Tucker has identified an ancient road off Harvey Road that was not identified during the research the Ancient Road’s Committee had met. He further inquired the status of the Board’s actions on the town’s ancient roads.

12. Warrants

**On motion by Mr. Brown, seconded by Mrs. Brassard, the Board voted to approve the warrants as presented. Vote 5-0-0.**

Selectboard Meeting of November 13, 2012  
Town Hall Conference Room B, 7 Summer Street

13. Other Business

- Special Meetings to Review proposed FY2014 Budget

The Board scheduled the following to review the proposed FY2014 budget:

November 27 at 5:30 to 7:00 p.m. Conference Room A  
December 6 at 5:30 p.m. to 7:30 p.m. Conference Room A  
December 11 at 5:30 p.m. to 7:30 p.m. Conference B

- Time Change for Regular meeting

The board regular meeting time has changed from 5:00 p.m. to 5:30 p.m. effective December 18.

- Hebard Hill

Discussion ensued concerning the potential junk yard on Hebard Hill. Mr. Adams reported that Solid Waste Enforcement Officer Milo Cutler and Zoning Administrator Sanchez were handling this matter. Further discussion ensued concerning residents' complaints, and the town's process to handle them.

- Blue Star Ceremony

Mr. Richburg reported that on behalf of the town and Selectboard, he accepted the Blue Star Memorial at the Gazebo on Sunday, November 11.

14. Adjournment

**At 6:03 p.m., on motion by Ms. Ryerson, seconded by Mr. Richburg, the Board voted to adjourn until the Public Hearing for Traffic, Parking, and Speeding Ordinance Amendment immediately following. Vote 5-0-0.**

Respectfully submitted,

Cindy Spaulding  
Recorder

Dennis Brown  
Selectboard clerk

Public Hearing on Traffic, Parking, and Speeding Ordinance Amendment  
November 13, 2012, Town Hall Conference Room B, 7 Summer Street

Selectboard: Trini Brassard, Dennis Brown, Jon Kaplan, Larry Richburg, and Marjorie Ryerson

Municipal Staff: Melvin Adams (Town Manager), Cindy Spaulding (Recorder), and Robert Runnals (Highway Supervisor).

Public Attendees: Dave Miles, John Race, Karen Delaney, Peter Winslow, Penny Bradley, and Patrick French

Media: Ben Albury (ORCA Media)

Mr. Kaplan opened the public hearing at 6:04 p.m.

Mr. Kaplan explained the purpose of the public hearing was to take public comment on an amendment to the 2009 Randolph Traffic, Parking, and Speeding Ordinance. The proposed amendment is an addition to Article V, insert Section 5 into the ordinance, and renumber subsequent sections appropriately. Section 5 proposed to read:

*The curb on the eastern side of Pleasant Street from 22 Pleasant Street to the intersection on Randolph Avenue shall be designated a "No Parking/Tow Away Zone."*

The board received written testimony s from Dorothy Carr, Shirley Combs, and Harriet Chase residents from the Red Lion Inn as well as from Randolph Village Fire Chief Jay Collette.

Public Participants in discussion: Karen Delany of Fenix Fine Foods; Peter Winslow of Belmains, James Krakowiecki of Randolph Police Department, John Race, Robert Runnals, and Board members: Kaplan and Brown.

Discussion highlights:

Cons:

- taking away parking spaces from the downtown
- lack of enforcement with the current parking ordinance.

Pros:

- Public safety for pedestrians walking or crossing street
- Traffic safety for vehicles using the street for a two-way flow of traffic
- Safety for first responders' vehicles and winter plowing
- Better line of sight for two-way traffic when North Main Street Merchants have deliveries

Mr. Adams provided an overview of the traffic study on the street and it was the suggestion to have the area as a *no parking/tow away zone*. He also explained that there are other issues with the street being narrow, ADA accessibility sidewalks, and storm drainage.

Mr. Adams explained the ordinance adoption process, highlighting that it is enforced 60 days from adoption date and during that time the public has 45 days to petition.

Mr. Kaplan closed the public hearing at 6:30 p.m.

Respectfully submitted,

Cindy Spaulding  
Recorder

Dennis Brown  
Selectboard Clerk

Public Hearing of November 13, 2012 (VCDP Grant)  
Town Hall Conference Room B, 7 Summer Street

Selectboard: Trini Brassard, Dennis Brown, Jon Kaplan, Larry Richburg, and Marjorie Ryerson

Municipal Staff: Melvin Adams (Town Manager), and Cindy Spaulding (Recorder)

Public Attendees: none

Media: Ben Albury (ORCA Media)

Mr. Kaplan opened the Public Hearing at 6:38 p.m.

He explained that the town was considering making an application to the State of Vermont for an Implementation Grant in the amount of \$250,000 under the Vermont Community Development Program to construction approximately 2,000 feet of wastewater infrastructure to the Randolph Beanville Industrial Park.

Mr. Adams provided an overview of the proposed project highlighting:

- Local manufacture company fast out growing its current location
- Forthcoming expansion to the Beanville Industrial Park area
- Increase the wastewater infrastructure to accommodate development of commercial buildings and provide a service to the existing industrial area.
- Expansion of area has a potential for job creation and growth
- CBDG funds based on new jobs will cover costs of infrastructure

No public attendees present to comment.

Mr. Kaplan closed the public hearing at 6:55 p.m.

Respectfully submitted,

Cindy Spaulding  
Recorder

Dennis Brown  
Selectboard clerk

Special Selectboard Meeting of November 27, 2012  
Town Hall Conference Room A, 7 Summer Street

Selectboard: Dennis Brown, Trini Brassard, Jon Kaplan, Larry Richburg, and Marjorie Ryerson

Municipal Staff: Melvin Adams (Town Manager), Michael DeCubellis (Finance Director),  
and Cindy Spaulding (Recorder)

Public Attendees: Frederick Hauser (Budget Committee) and Gregg McCurdy

Media: None

1. Call to Order

Mr. Kaplan called the meeting to order at 5:35 p.m.

2. Consideration to Adopt Amendment to Section V of Traffic, Parking, Speeding Ordinance

**On motion by Mr. Richburg, seconded by Mrs. Brassard, the Board voted to adopt an amendment to the Traffic, Parking, and Speeding Ordinance under Article V, insert Section 5 into the ordinance, and renumber subsequent sections appropriately. Section 5 to read as follows:**

***The curb on the eastern side of Pleasant Street from 22 Pleasant Street to the intersection on Randolph Avenue shall be designated a “No Parking/Tow Away Zone.” Vote 5-0-0.***

Discussion highlights: monitor “no parking/tow away zone” during the winter season; ask service providers such as VNA and Clara Martin to have their personnel providing services to residents of the Red Lion to use the municipal parking lots; stripping parking spaces in the parking lot behind the Randolph National Bank (drive-thru); traffic study of the area and the possibility of creation of another parking lot in the area; reach out to the merchants to have their employees use the parking lot and not the three-hour parking spaces in the downtown.

3. Discussion on proposed FY2014 Budget

Mr. Adams provided an overview of the proposed FY2014 budget and explained the following:

- Enterprise funds (Water, Sewer, and Police Districts)
- General Fund and Highway Fund  
including the Library and Cemetery back into the General Fund
- Capital Budget and Capital Planning (five year)
- Debt services (Bonds)
- Special Appropriations

4. Adjournment

**At 6:55 p.m., on motion by Ms. Ryerson, seconded by Mr. Brown, the Board voted to adjourn until the next scheduled Special meeting on December 6, 2012 at 5:30 p.m. in Town Hall Conference Room A. Vote 5-0-0.**

Respectfully submitted,

Cindy Spaulding  
Recorder

Dennis Brown  
Selectboard clerk

Special Selectboard Meeting of December 6, 2012  
Town Hall Conference Room A, 7 Summer Street

Selectboard: Jon Kaplan, Larry Richburg and Marjorie Ryerson. Absent: Dennis Brown  
and Trini Brassard

Municipal Staff: Melvin E. Adams (Town Manager), Michael DeCubellis (Finance Director), and Cindy Spaulding (Recorder)

Public Attendees: Michael Penrod (Budget Committee) and Gregg McCurdy

Media: None

1. Call to order

Mr. Kaplan called the meeting to order at 5:35 p.m.

2. Water/Sewer Allocations

**On motion by Mr. Richburg, seconded by Ms. Ryerson, the Board voted to approve Robert and Maria Piasecki's water allocation at 135 gallons per day with associated fee of \$357.75; and Clara Martin Center a 308 gallons per day water allocation and a 344 gallons per day sewer allocation with associated fees of \$1,346.20 and \$1,720. Vote 3-0-0.**

3. Homeland Security Grant Agreement for Randolph Police Department Mobile Data Terminal  
**On motion by Ms. Ryerson, seconded by Mr. Richburg, the Board voted to accept the Homeland Security Grant agreement: 02140-79252-102 for the Randolph Police Department's mobile data terminal, and appointed Town Manager Adams as designated signatory. Vote 3-0-0.**

4. Discussion on proposed FY2014 Budget

Participants in discussion were Board members: Kaplan, Richburg, and Ryerson, Town Manager Adams, Finance Director DeCubellis, Mr. Penrod and Mr. McCurdy. Highlights of the discussion included:

- Separation of Departments including the Library and Cemetery back into the General Fund
- Percentages of Tax Rates
- Special Appropriations
- Capital Budget and Capital Planning (five year)
- Debt services (Bonds)
- Formatting of Budget for Town Report

It was the consensus of the Board to cancel the December 11, 2012 Special Meeting and continue reviewing the FY2014 proposed budget at its regular meeting on December 18, 2012.

5. Adjournment

**At 6:58 p.m., on motion by Mr. Richburg, seconded by Ms. Ryerson, the Board voted to adjourn until December 18, 2012 at 5:30 p.m. in Town Hall Conference Room B. Vote 3-0-0.**

Respectfully submitted,

Cindy Spaulding  
Recorder

Melvin E. Adams  
Town Manager

Selectboard Meeting of December 18, 2012  
Town Hall Conference Room B, 7 Summer Street

Selectboard members: Dennis Brown, Trini Brassard, Jon Kaplan, Larry Richburg, Marjorie Ryerson

Municipal Staff: Cindy Spaulding (recorder), William Morgan (Highway Operations Manager), Michael DeCubellis (Finance Director)

Public Attendees: Susan Delattra (Gifford Medical Center), Patrick French (Assessor), Don Sweetser (Lister), Joan Goldstein (GMEDC), William Baumann and Cathy Bacon (Freedom Foods), Derek Montz, Neil Richardson, Lois Richardson, and Paul Rea

Media: Avery (ORCA)

1. Call to order

Mr. Kaplan called the meeting to order at 5:40 p.m.

2. Minutes

**On motion by Mr. Brown, seconded by Mr. Richburg, the Board voted to approve the meeting minutes of November 13, 2012 regular meeting, November 13, 2013 Ordinance Public Hearing and November 13, 2012 VCDP Public Hearing. Vote 5-0-0.**

**On motion by Mr. Brown, seconded by Mrs. Brassard, the Board voted to approve the meeting minutes of November 27, 2012 special meeting as presented. Vote 5-0-0.**

**On motion by Ms. Ryerson, seconded by Mr. Richburg, the Board voted to approve the meeting minutes of December 6, 2012. Vote 3-0-2 (Brown and Brassard abstained).**

3. Caterer Permit Requests

It is the consensus of the Board, in accordance with the "Cater Policy", Town Manager Adams only needs to notify the board and no action needs to be taken.

4. Errors & Omissions on Grand List

Mr. French explained the Errors and Omissions on the Grand List.

**On motion by Mr. Brown, seconded by Mr. Richburg, the Board voted to approve in accordance to Title 32, Section 4261, corrections to the 2012 Grand List as presented by the Listers. Vote 5-0-0.**

5. Update on "Smoke Free Policy" at Recreation Areas/Town owned Facilities

The board reviewed the draft "Smoke free Policy." Highlights of the discussion: designated smoking areas, enforcement of the policy and explanation of non-tobacco products. It is the consensus of the Board to table for further discussion at a future meeting.

6. Health Insurance Renewal

Mr. DeCubellis explained the Health Insurance Renewal.

Selectboard Meeting of December 18, 2012  
Town Hall Conference Room B, 7 Summer Street

**On motion by Mr. Brown, seconded by Mrs. Brassard, the Board voted to approve the addendum to AFSCME Location 1369, Council 93 AFLO-CIO Collective Bargaining Agreement (November 1, 2010 to October, 2013) as presented. Vote 5-0-0.**

7. Public Comment

There was no public comment

8. Committee Reports

Mr. Brown reported the Police Advisory Committee has not met.

Mr. DeCubellis reported the Budget Committee met on Monday and reviewed the proposed FY2014 budget and discussed the Capital Budget.

Mr. Richburg reported that Capital Budget Committee met and went over the newest draft of the Capital budget and discussed the proposed five-year Capital Plan. Capital Budget went over the newest draft of the Capital Budget and discussed the five-year Capital Plan, level funding.

Mr. Richburg reported the Energy Committee met and had a presentation by Tig Tillinghast who described the Property-Assessed Clean Energy (PACE) program.

9. Solar Energy Presentation from Encore

Mr. Montez from Encore Development presented to the Board a proposed Solar Energy Project at the town's landfill.

**On motion by Mr. Richburg, seconded by Mr. Brown, the Board voted to enter into a letter of intent with Encore Development for the proposed project and authorized Mr. Adams as the designated signatory. Vote 5-0-0.**

At 6:20 p.m. Chairman Kaplan exit the meeting for a prior commitment and turned the meeting over to Clerk Brown.

10. Warrants

**On motion by Mr. Richburg, seconded by Ms. Ryerson, the Board voted to approve the warrants as presented. Vote 5-0-0.**

11. Other Business

- Aquatic Award

**On motion by Mr. Richburg, seconded by Mrs. Brassard, the Board voted to award SBR Manufacturer for the Wastewater Treatment Facility Upgrade Project to Aqua-Aerobic Systems, Inc in the amount of \$374,900 and appointed Town Manager Adams as authorize signatory. Vote 4-0-0.**

12. Recess

Selectboard Meeting of December 18, 2012  
Town Hall Conference Room B, 7 Summer Street

At 6:30 p.m. the Board recessed its regular meeting to conduct two public hearings scheduled at 6:30 p.m.

*Public Hearings to be heard (under separate cover):*

VCDP Implementation Grant for extension of approximately 2000' of wastewater line to Beanville Industrial Park & Freedom Foods

VTrans Project Randolph BRO 1444(57) Town Bridge 35 on Town Highway 65 (Palmer Road) over the Second Branch of the White River

At 7:40 p.m. Mr. Brown reconvened the regular meeting.

13. Review and Discuss Proposed FY2014 Budget

Mr. DeCubellis explained there were no major changes to the proposed FY2014 budget. The Board will schedule a special meeting at a later date to be determined to finalize the budget.

14. Consideration Freedom Foods Business Plan and Pro Forma

**At 7:50 p.m., on motion by Mr. Richburg, seconded by Ms. Ryerson, the Board voted to enter into executive session pursuant to 1 V.S.A. § 313(a)(1) to where premature general public knowledge would clearly place the municipality or the person(s) involved at a substantial disadvantage and invited Cathy Bacon, and William Baumann to remain. Vote 4-0-0.**

**At 8:40 p.m., on motion by Ms. Ryerson, seconded by Mr. Richburg, the Board voted to reconvene open session. Vote 4-0-0.**

15. Adjournment

**At 8:42 p.m., on motion by Ms. Ryerson, seconded by Mr. Richburg, the Board voted to adjourn until its next Selectboard meeting to be a determined at a later date. Vote 4-0-0.**

Respectfully submitted,

Cindy Spaulding  
Recorder

Dennis Brown  
Selectboard clerk

Public Hearing for VCDP Implementation Grant on December 18, 2012  
Town Hall Conference Room B, 7 Summer Street

Selectboard members: Dennis Brown, Trini Brassard, Larry Richburg, and Marjorie Ryerson

Municipal Staff: Cindy Spaulding (recorder), William Morgan (Highway Operations Manager),

Public Attendees: Patrick French, Joan Goldstein (GMEDC), William Baumann and Cathy Bacon (Freedom Foods), Neil Richardson, Lois Richardson, and Paul Rea

Media: Avery (ORCA)

Mr. Brown opened the Public Hearing for VCDP Implementation Grant at 6:30 p.m.

The purpose of the public hearing is to obtain the views of citizens on community Development. The proposal is to apply for \$424,000 in VDP Funds to be used to accomplish the following activities:

\$250,000 of the grant for construction of approximately 3,000 feet of wastewater line extension to the Randolph Beanville Industrial Park that will serve the new Freedom Foods facility as well as other existing and new industrial sites. Freedom Foods has grown steadily and now, based on current demands and commitments from core clients is projecting significant growth opportunity over the next five (5) years. FF will use \$150,000 of the VCDP funds as a revolving loan for working capital in connection with the construction of a new 20,250 sq. ft. plant in Randolph and expansion of the business. \$24,000 will be allocated to administration of the grant and loan program.

Mr. Bauman and Ms. Bacon from Freedom Foods explained the need for an expansion of the wastewater line to Beanville Industrial Park. There were no questions or comments from the Board or the public attendees.

Mr. Brown closed the Public Hearing for CBDG Public Hearing at 6:45 p.m.

Respectfully submitted,

Cindy Spaulding  
Recorder

Dennis Brown  
Selectboard clerk

Public Hearing on VTrans Bridge Project: Randolph BRO 1444(57)  
Town Hall Conference Room B, 7 Summer Street

Selectboard members: Dennis Brown, Trini Brassard, Larry Richburg, Marjorie Ryerson

Municipal Staff: Cindy Spaulding (recorder), William Morgan (Highway Operations Manager), Robert Runnals (Highway Supervisor)

Public Attendees: Joan Goldstein (GMEDC), William Baumann and Cathy Bacon (Freedom Foods), Paul Rea, Mike Chenette (VTrans) Ernest Knudsen (Abutter), John Blatt & Justin Smith (CLD Engineers), Josephine Carothers and Mark Kelley (abutters)

Media: Avery (ORCA)

Mr. Brown opened the Public Hearing for Randolph BRO1444(57) at 6:48 p.m.

The purpose of the meeting is to introduce the project to those directly affected by the potential work at the 2<sup>nd</sup> Branch of the White River bridge crossing for Bridge Replacement on Palmer Road, Bridge 35.

Representatives from VTrans Structures Section and CLD Consulting Engineers provided an overview of the project development process, existing site conditions, bridge construction, proposed work, and over all schedule.

- Replacement of the bridge
- Hydrologic capacity
- Bridge width
- Minimize impact to right of ways
- Short-term road closure (acceleration road construction techniques). Building a temporary bridge outside of the Right of way
- concerns for emergency and maintenance vehicles getting to residents.
- Esthetics of the bridge rails, would like to see an example of rails.
- Projected construction schedule summer of 2014 or 2015
- Existing profile

Discussion ensued concerning the height, width, and length of the bridge, abutment structure, possibility of concrete surface, esthetic of bridge railings and disposal of the existing stone abutments. Alternative meeting presented scheduled in April 2013.

Mr. Brown closed the public hearing at 7:35 p.m.

Respectfully submitted,

Cindy Spaulding  
Recorder

Dennis Brown  
Selectboard clerk