

## MINUTES

Special Randolph Selectboard Meeting  
January 9, 2013 – 5:30 PM  
Town Hall Conference Room A  
7 Summer Street, Randolph

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

Staff: Melvin Adams (Town Manager)

Public Attendees: None

1. Call To Order:

Mr. Kaplan called the meeting to order at 5:36 PM.

2. Approval of VCDP Grant Application:

The Randolph Selectboard held a required public hearing for a VCDP Grant Application on December 18, 2012. The purpose of the grant application is to apply a total of \$424,000 for funding for a sewer line extension, revolving loan fund and related administrative fees. The Selectboard had recessed its regularly scheduled meeting to accommodate the Public Hearing and then reconvened to continue with their regular Selectboard agenda. The board did not take any action on the VCDP Grant Application that evening.

**On motion by Mr. Brown, seconded by Ms. Ryerson, the board voted to approve and submit a Grant Application for a VCDP Grant in the amount \$424,000 which shall be used for the construction of a sewer line extension to the Beanville Industrial Park, a revolving loan fund and grant administration fees, and to sign a Resolution appointing Town Manager Melvin Adams as the grant administrator. Vote 5-0-0**

3. Adjournment

Mr. Adams updated the Board on a joint Budget Committee and Capital Planning/Budget Committee meeting to be held on January 10, 2013. Because three or more Selectboard members may be present, the meeting has been warned as a special Selectboard meeting. Mr. Adams distributed a draft Tax Stabilization Policy for review and to be discussed and acted upon at a future board meeting.

**At 6:18 PM, upon motion by Mr. Richburg, seconded by Ms. Ryerson, the Board voted to adjourn the special meeting. Vote 5-0-0.**

Respectfully submitted,

Dennis Brown  
Selectboard Clerk

## MINUTES

Special Joint Meeting of The Randolph Selectboard,  
Capital Budget/Planning Committee and Budget Committee  
January 10, 2013 – 6:30 PM  
Town Hall Conference Room A  
7 Summer Street, Randolph

Selectboard: Larry Richburg, Marjorie Ryerson, Dennis Brown

Capital Budget Committee: Holly Sanders, Harvie Porter, Marty Strange

Budget Committee: Michael Penrod, Sam Lincoln

Staff: Melvin Adams (Town Manager), Michael DeCubellis (Finance Director)

Public Attendees: None

1. Call To Order:

Ms. Sanders called the meeting to order at 6:37 PM

2. Approval of Minutes

This item was skipped over.

3. Operations Surplus

Mr. Adams distributed a list of Fund Balances and Reserves for all departments and explained that many of the balances were the result of year end surpluses that have been building for the past several years. All present reviewed and discussed the list.

4. Capital Improvement Plan

Mr. Adams presented and explained an updated Capital Improvements Program that incorporated the fund balances. The fund balances are applied to their respective departments. There was general consensus that the allocations to the Capital Programs were appropriate.

5. Other Business

The idea of creating a “Emergency Reserve Fund” was presented by Mr. Adams who explained that generally Municipalities would establish a fund equivalent to five percent (5%) of their annual budget. For Randolph this would be roughly \$200,000. Such a fund would be established by a vote of registered voters at the annual town meeting. It is anticipated that such a fund could be established and up to \$120,000 may be available from fund balances in support of the new fund with future year surpluses going into

such a fund. The general consensus of the meeting participants was to establish and support such as fund as discussed.

Mr. DeCubellis noted a couple of adjustments to the FY 2014 Budget (Draft 9) including the moving of a bond payment from General Fund back into Water Department where it should be.

There was discussion about White River Valley Ambulance (WRVA) being included as a budget line item but being voted on as a separate article on the Town Meeting ballot. There was consensus that the separate WRVA article not appear on future warnings.

6. Public Comment

There was no public comment.

7. Adjournment

**Upon Motion by Ms. Sanders, seconded by Mr. Porter, the participants voted to adjourn the Special Joint Meeting at 7:55 PM. Motion passed by unanimous voice vote.**

Respectfully submitted,

Dennis Brown  
Selectboard Clerk

REFERENCE ONLY

Selectboard Meeting of January 15, 2013  
Town Hall Conference Room B, 7 Summer Street

Selectboard: Dennis Brown, Trini Brassard, Jon Kaplan, Larry Richburg (arrived at 5:40 p.m.) and Marjorie Ryerson

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

Public Attendees: Paul Rea, Perry Armstrong, Susan Delattra (Gifford rep), Jesse "Sam" Sammis, Bill Baumann, Shirley Baumann, and Cathy Bacon

Media: Merrill Witham (Orca)

1. Call to order

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

2. Meeting Minutes

**On motion by Mr. Brown, seconded by Ms. Ryerson, the Board voted to approve the meeting minutes of December 18, 2012 (regular) as amended. Vote 5-0-0**

**On motion by Mr. Brown, seconded by Ms. Ryerson, the Board voted to approve the minutes of the December 18, 2012 VCDP and AOT Public Hearings as presented. Vote 4-0-1 (Kaplan abstained)**

**On motion by Mr. Brown, seconded by Mrs. Brassard, the Board voted to approve the minutes of the January 9, 2013 special meeting as presented. Vote 5-0-0**

**On motion by Mr. Brown, seconded Ms. Ryerson, the Board voted to approve the minutes of the January 10, 2013 special meeting as presented. Vote 3-0-2 (Brassard/Kaplan abstained).**

3. Public Comment

Mr. Sammis announced that the Governor would be coming to Randolph on Wednesday, January 16 at 11:00 a.m. at the Three Stallion Inn to sign an agreement for the Welcome Center at Exit 4. He commented on the team efforts to pull the project together. He extended the invitation to the Selectboard.

4. Consideration and Review of the Tax Stabilization Policy

Mr. Adams provided the Board with an edited Tax Stabilization Policy with the proposed changes highlighted in yellow. He explained the policy and its procedures. Discussion ensued concerning the state waiving education tax, timeline for acting on the application changed from 30 days to 60 days.

**On motion by Mr. Brown, seconded by Mr. Richburg, the Board voted to adopt the Tax Stabilization Policy, agreement, and application as presented: and amend the Selectboard acting on an application to sixty days. Vote 5-0-0.**

5. VEDA form Town Information

**On motion by Mr. Brown, seconded by Mrs. Brassard, the Board approved the VEDA Form 4A for Freedom Foods at the Beanville Road Industrial Park as presented. Vote 5-0-0.**

6. Liquor License

**On motion Mr. Brown, seconded by Mr. Richburg, the Board voted to approve East Garden's First Class Restaurant License as presented. Vote 5-0-0.**

**On motion by Mr. Brown, seconded by Mrs. Brassard, the Board voted to approve Floyd's Store Second Class Liquor License and Tobacco License as presented. Vote 5-0-0.**

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Town Hall Conference Room B, 7 Summer Street

**On motion by Mrs. Brassard, seconded by Ms. Ryerson, the Board voted to approve Montague Golf Course's First Class Liquor License as presented. Vote 4-0-1 (Brown abstained)**

**On motion by Mr. Richburg, seconded by Mrs. Brassard, the Board voted to approve the Three Stallion Inn's First Class Liquor License as presented. Vote 4-0-1 (Brown abstained)**

7. Grant Agreement with the Department of Corrections

**On motion by Mr. Brown, seconded by Mr. Richburg, the Board voted to accept the grant agreement: 2010-CZ-BX-0028: *Second Chance Act Prisoner Reentry Initiative State Demonstration*; between the State of Vermont, Department of Corrections, and the Town of Randolph in the amount of \$12,500 and appointed Mel Adams as authorized signatory. Vote 5-0-0.**

8. Grant Agreement with Department of Family Services

**On motion by Mr. Brown, seconded by Mr. Richburg, the Board voted to accept grant agreement: 03440-20387JJDP: *OJJDP Title V Incentive Grant-Community Prevention*; between the State of Vermont, Department for Children and Families and the Town of Randolph in the amount not to exceed \$16,656 and appointed Melvin Adams as authorized signatory. Vote 5-0-0.**

9. Grant Agreement with the Governor's Highway Safety

**On motion by Mr. Brown, seconded by Ms. Ryerson, the Board voted to accept grant agreement: 02140-1213-2237: *Governor's Highway Safety Program for Equipment Incentives*; between the State of Vermont Department of Public Safety and the Town of Randolph in the amount of \$5,000 and appointed Melvin Adams as authorized signatory. Vote 5-0-0**

10. Certificate of Highway Mileage

**On motion by Mr. Brown, seconded by Ms. Ryerson, the Board voted to approve the Certificate of Highway Mileage to be submitted to the State of Vermont Agency of Transportation. Vote 5-0-0.**

11. Sewer Allocation for Gifford Medical Center Residential Facility on Route 66

**On motion by Mr. Brown, seconded by Mr. Richburg, the Board voted to grant Gifford Medical Center's sewer allocation of 9,254 gallons per day with an allocation fee of \$46,270 for a 30-bed skilled nursing home and a 40-unit independent living facility on VT Route 66 in Randolph Center. Vote 5-0-0.**

12. Branchwood Parcel Sale

Mr. Adams requested permission from the Board to have the south parcel of Branchwood surveyed and appraised. It was the consensus of the Board to have the individual interested in a portion of the Branchwood parcel to conduct the survey and appraisal and the financial burden would be on the interested party. No action taken.

13. Tobacco Free-Policy

Mr. Adams provided an overview of the proposed Randolph Tobacco-Free Policy. Discussion ensued concerning designated smoking areas, distance from buildings for smoke free area and tobacco-free products. A revised draft will be brought before the board at a future meeting.

14. Delinquent Tax Policy

Mr. Adams requested that the Board waive the procedures for the Delinquent Tax Policy to allow a 60-day reprieve in order to negotiate payment agreements.

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**On motion Ms. Ryerson, seconded by Mrs. Brassard, the Board voted to waive the Delinquent Tax Policy for sixty days. Vote 5-0-0.**

15. Amendment to Road Name

**On motion by Mr. Brown, seconded by Ms. Ryerson, the Board voted amend the private road name ABC Lane to Oak Ridge Lane as the new street name off of Route 66. Vote 5-0-0.**

*Note: The ABC Lane PVT was brought before the board on October 16, 2012.*

*Mrs. Brassard left the meeting at 6:30 p.m.*

16. Draft Articles for the Warning for Town Meeting

The Board reviewed the draft warning for Town Meeting. Mr. Adams provided an overview of the warned articles. It is the consensus of the Board to schedule a special meeting for January 25 at 5:30 p.m. in the Town Hall to sign the warning and to schedule a Public Hearing and Informational meeting for Wednesday, February 20, 2013 at 7:00 p.m. with location to be determined. Locations discussed were Gifford Medical Center Conference Rooms or the Randolph Union High School in Murray Auditorium.

Mr. Richburg explained the Property Assessed Clean Energy District article would enable participating property owners to access funding for eligible energy efficiency upgrades to properties.

17. Committee Reports

Mr. Richburg reported he and another Energy Committee member attended a Vermont Home Energy Conference at Norwich University on Saturday, January 12. At the conference, it was announced that Efficiency Vermont would be conducting a Vermont Home Energy Challenge.

Mr. Brown reported that the Police Advisory Committee would be meeting soon.

Mr. Adams reported that he had met with two members of the Planning Commission concerning the proposed change to Town Plan Chapter 8: Economic Development. He suggested that there be a collaborative brainstorming meeting among the stake holders in the town to include the Selectboard, Planning Commission, Green Mountain Economic Development Corporation, Chamber of Commerce and RACDC Board for ideas on where and how to proceed with Economic Development in the Town of Randolph.

18. Warrants

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

19. Other Business

Mr. Adams provided an overview of the FY2014 budget, highlighting capital budget, discovery of surplus, which would be used to level fund the budget.

20. Consideration of Freedom Food's Tax Stabilization Request

**At 7:05 p.m. on motion by Mr. Brown, seconded by Mr. Richburg, the Board entered 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 Mel Adams, Cathy Bacon, and William Baumann to remain. Vote 4-0-0.**

*Attendees for executive session: Board members: Brown, Kaplan, Richburg, Ryerson; Town Manager Adams, and Freedom Foods representatives: Bacon and Bauman.*

Selectboard Meeting of January 15, 2013  
Town Hall Conference Room B, 7 Summer Street

**Upon motion by Mr. Brown, seconded by Mr. Richburg, the board came out of executive session at 8:50 PM. Vote 4-0-0.**

The board returned to open session at 8:50 p.m.

**Upon motion by Mr. Brown, seconded by Ms. Ryerson, the board voted to approve a tax stabilization agreement between the Town of Randolph and Freedom Foods as follows: 1) The agreement shall be for a period of ten (10) years. 2) Freedom Foods shall pay the municipal portion of the taxes on one hundred percent (100%) of the land value for the length of the agreement. 3) Freedom Foods shall receive one hundred percent (100%) stabilization on the improvements (building) for the first five (5) years of the agreement, fifty percent (50%) stabilization for years six through nine of the agreement, and zero percent for the tenth year. (*Effectively zero municipal taxes for the first five years, fifty percent of municipal taxes for years six through 9, and one hundred percent of municipal taxes for the last year of the agreement*). 4) Freedom Foods shall be responsible for any State Education taxes not stabilized by VEPC. 5) A final review and approval of a Tax Stabilization Agreement by legal counsel, Town Manager and the Randolph Selectboard. Vote 4-0-0.**

21. Adjournment

**Upon motion by Mr. Brown, seconded by Ms. Ryerson, the board voted to adjourn at 8:55 p.m. until the Special Selectboard Meeting of January 25, 2013 at 5:30 p.m. in the Town Hall Conference Room A. Vote 4-0-0.**

Respectfully submitted

Cindy Spaulding  
Recorder

Dennis Brown  
Selectboard clerk

Special Selectboard Meeting of January 25, 2013  
Town Hall Conference Room A, 7 Summer Street

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

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

Public Attendees: none

Media: none

1. Call to order

Mr. Kaplan called the meeting to order at 5:30 p.m.

2. Approval of Agreement for Water/Wastewater Operations

Mr. Adams presented to the board a professional services agreement with Simon Operations Services to oversee the operations of the Water and Wastewater Facilities.

**On motion by Mr. Brown, seconded by Ms. Ryerson, the Board voted to approve the agreement between Simon Operations Services and the Town of Randolph, to oversee the operations of the Water and Wastewater facilities, and appointed Melvin Adams as the authorized signatory. Vote 4-0-0.**

3. Award Contract for Tunbridge Road Bridge

The Board reviewed Weston & Sampson's recommendation to award the Tunbridge Road Bridge No. 5 Project.

**On motion by Mr. Brown, seconded by Mrs. Brassard, the Board voted to award the Tunbridge Road Bridge No. 5 Project to Kingsbury Companies, LLC. Of Waitsfield, Vermont in the amount of \$167,611; and appointed Melvin Adams as authorized signatory. Vote 4-0-0.**

4. Town Report Dedication

The Board discussed dedications for the 2012 Town Report. It was the consensus of the Board to dedicate the town report to Mr. Stephen Webster and Mr. Larry Townsend for their years of service to the community and the State of Vermont.

5. Approval of FY2014 Budget

Mr. Adams and Mr. DeCubellis presented the FY2014 Administration/Operation Budget and the Capital Budget to the Selectboard.

**On motion by Mr. Brown, seconded by Ms. Ryerson, the Board voted to approve the FY 2014 Operations Budget and the Capital Budget as presented. Vote 4-0-0.**

6. Approval all warned articles for Town Meeting Warning

The Board reviewed the draft FY2013 Town Meeting Warning.

**On motion by Mr. Brown, seconded by Ms. Ryerson, the Board voted to approve and sign the 2013 Annual Town Meeting Warning as amended. Vote 4-0-0.**

7. 2013 SWIP Grand Application

**On motion by Mr. Brown, seconded by Ms. Ryerson, the Board voted to submit a grant application for the 2013 Solid Waste Implementation Grant to fund the 2013 Household Hazardous Waste Days and appointed Melvin Adams as authorized signatory. Vote 4-0-0.**

8. Warrant

**On motion by Mr. Brown, seconded by Mrs. Brassard, the Board voted to approve the warrant as presented. Vote 4-0-0.**

9. Adjournment

**At 6:30 p.m., on motion by Mr. Brown, seconded by Ms. Ryerson, the Board voted to adjourn until its next scheduled meeting of February 19, 2013 at 5:30 p.m. in Town Hall Conference Room B, 7 Summer Street. Vote 4-0-0.**

Respectfully submitted,

Cindy Spaulding  
Recorder

Dennis Brown  
Selectboard clerk

REFERENCE ONLY

Selectboard Meeting of February 19, 2013  
Town Hall Conference Room B, 7 Summer Street

Selectboard: Dennis Brown, Trini Brassard, Jon Kaplan, Marjorie Ryerson, and Larry Richburg (arrived at 5:45 p.m.)

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

Public Attendees: Lt. William Jenkins (Commander VSP-Royalton), Susan Delattra (Gifford Medical Center), Perry Armstrong, Paul Rea, and George Holt (Planning Commission), Chuck Goodling (DuBois & King) and John Race

Media: Merrill Witham (Orca) and M.D. Drysdale (*The Herald of Randolph*)

1. Call to order

Mr. Kaplan called the meeting to order at 5:38 p.m.

2. Meeting Minutes

**On motion by Ms. Ryerson, seconded by Mr. Brown, the Board voted to approve the minutes of January 15, 2013 as written. Vote 4-0-0.**

**On motion by Ms. Ryerson, seconded by Mrs. Brassard, the Board voted to approve the minutes of January 25 special meeting as amended. Vote 4-0-0.**

3. Vermont State Police Lt. William Jenkins Introduction

Lt. Jenkins, Commander of the Vermont State Police Barracks, introduced himself and provided an overview of the State Police's services, staffing and coverage area. He highlighted Randolph had 737 cases in 2012, based on statistics such as DUIs, BOLs, domestic complaints, and motor vehicle accidents. Lt Jenkins then took questions and comments from the Selectboard.

- Perspective on Electronic Control Devices
- Youth Protection Services
- Recent burglaries
- Need for more communications between law enforcement on cases
- Central location for the public to convey information to law enforcement to be shared

4. First and Second Class Liquor Licenses & Tobacco Licenses

**On motion by Mrs. Brassard, seconded by Mr. Brown, the Board voted to approve Kinney Drugs Inc. #102; Bob's M & M Beverage of Randolph, Inc. and Middle Branch Market & Deli's second class liquor licenses to sell malt and vinous beverages. Vote 5-0-0.**

**On motion by Mrs. Brassard, seconded by Mr. Richburg, the Board voted to approve Kinney Drugs Inc. #102, Bob's M & M Beverage of Randolph, Inc., and Middle Branch Market & Deli's tobacco license to sell tobacco. Vote 5-0-0.**

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Town Hall Conference Room B, 7 Summer Street

**On motion by Mrs. Brassard, seconded by Mr. Richburg, the board voted to approve the first class licenses The Randolph Depot, LLC., and Randolph Village Pizza's first class restaurant licenses to sell malt and vinous beverages. Vote 4-0-1 (Brown abstained)**

5. ECFiber Appointees

**On motion by Mr. Brown, seconded by Ms. Ryerson, the Board voted to appoint Jeff Tolbert as representative to ECFiber, and Jerry Ward as the alternate. Vote 5-0-0.**

6. Town Road and Bridge Standards

Mr. Adams explained the proposed Town Road and Bridge Standards, which includes new language by the state. This will supersede the Town Road and Bridge Standards adopted by the town in 2011.

**On motion by Mr. Brown, seconded by Mrs. Brassard, the Board voted to adopt the Randolph Road and Bridge Standards as presented. Vote 5-0-0.**

7. Revision of Town Hazard Mitigation Plan

Two Rivers-Ottawaquechee Regional Commission sent a letter to the Board announcing that it had secured funds to update the town's Hazard Mitigation Plan. TRORC has requested the town create a committee to assist in updating the document. Mr. Adams provided a list of potential members to be considered.

8. Tobacco Free Policy

**On motion by Mr. Brown, seconded by Mr. Richburg, the Board voted to adopt the Randolph Tobacco-Free Policy as written. Vote 5-0-0**

9. Release for sale: Ministerial Lease Land Plan

**On motion by Mr. Brown, seconded by Mrs. Brassard, the Board voted to approve release of ministerial lease land lot and conveyance of fee simple interest to Marie R. Utton at 12 ½ Summer Street. Vote 5-0-0.**

10. Public Comment

No public comment

11. Approval of Town Plan Amendment to Chapter 8: Economic Development

The Board reviewed the proposed amendment to Town Plan Chapter 8: Economic Development. Mr. Adams mentioned that there is money set aside in the FY2014 as seed money to support the Randolph Economic Development Council; it is not for the sole purpose of a position. Subject was tabled until later in the meeting.

**At 7:30 p.m., on motion by Mrs. Brassard, seconded by Mr. Brown, the board voted to adopt the Randolph Town Plan Chapter 8 - Economic Development as presented. Vote 5-0-0.**

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Town Hall Conference Room B, 7 Summer Street

12. Discussion with Planning Commission on zoning by-laws

The Board received a timing and scope of the zoning rewrite from the Planning Commission. It is the consensus of the board to have the proposed zoning regulations presented to the board as a whole when completed by the Planning Commission in early 2014.

13. Approval of Award for Beanville Water/Sewer Design

The Board reviewed the bid award recommendation for the design and construction phase of Beanville Road Water and Sewer extension. It is the consensus of the board—since the project is federal and state funded, there may be a potential conflict of interest awarding the bid to DuBois and King since the Project Manager Bill Baumann is on the Board of Directors of Dubois and King and father to the owner of Freedom Foods. Mr. Adams suggested asking for guidance from the Secretary of State and the Vermont League of Cities and Towns. For historical purposes it was mentioned the Beanville Road Feasibility Study was conducted by D&K for the town in 2005. Mr. Adams will follow up on the conflict of interest question. Award of the contract is pending further information.

14. Preauthorization to replace damaged carpet

Mr. Adams explained there was an incident that occurred in December where the town's sidewalk plow blew a hydraulic hose in front of Simply Suds building on Pleasant Street, which released hydraulic fluid being sprayed along the front of the building and its' concrete steps leading into the Laundromat and apartment entry ways. Customers and renters, tracked inside the oily substance damaging the carpets. The business owner did contact two cleaning businesses, who had informed him that they could not be able to clean the carpeting and suggested that carpet be replaced. The cost to replace the carpet is approximately \$1,800.39. A claim had been submitted to VLCT, which it denied claiming sovereign immunity. He recommended that the board reimburse the property owner for the damaged carpet, as it was a case where damage wouldn't have occurred but for the town's maintenance problem.

**On motion by Mr. Brown, seconded by Ms. Ryerson, the Board voted to authorize to repaying Steve Quenneville, owner of Simply Suds Laundromat, for the replacement of damaged carpeting caused by the Town's sidewalk plow. Vote 5-0-0.**

15. Support Letter for WWTF Upgrade Project CWSRF

**On motion by Mr. Richburg, seconded by Mrs. Brassard, the Board voted to submit a letter to the State of Vermont Facilities Engineering Division supporting the Randolph WWTF Upgrade on the State Fiscal Year 2014 Pollution Control Project priority list. Vote 5-0-0.**

16. Reviewed for Pre-Town Meeting Public Information Meeting

The Board will be presenting to the public in the following order: proposed FY2014 Capital Budget, FY2014 Budget, Town Meeting Warning, and PACE at its meeting on February 20, 2013 at 7:00 p.m. in the conference rooms at Gifford Medical Center.

17. Committee Reports

Mr. Richburg reported the Energy Committee has conducted two informational meetings on PACE in East Randolph and Randolph Center with no attendees other than the committee members.

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Mr. Brown reported that the Police Advisory Committee has put the Electronic Control Device (Taser) Policy is on hold until the State of Vermont legislature establishes its proposed policy.

18. Set date of reorganizational meeting

**On motion by Mr. Brown, seconded by Mr. Richburg, the Board voted to schedule its reorganizational meeting for Wednesday, March 6, 2012 at 5:30 p.m. at Conference Room B. Vote 5-0-0.**

19. Warrants

**On motion by Mr. Brown, seconded by Mr. Richburg, the Board voted to approve one new warrant and ratify nine previous warrants as presented. Vote 5-0-0.**

20. Other Business

The Board discussed the following:

- Accident on Windover Road
- Facility at Cumberland Farms
- Update on USDA Loan 75% bond/25% loan
- Wastewater rate payers possible increase in usage fee
- Feedback on No Parking/Tow Away Zone on Pleasant
- Need for Handicap spots on Pleasant Street and in the Pleasant Street Parking Lot

21. Adjournment

**At 7:40 p.m., on motion by Mr. Brown, seconded by Ms. Ryerson, the Board voted to adjourn until February 20, 2013 at 7:00 p.m. in the Maple Leaf and Red Clover Conference Rooms at Gifford Medical Center, 44 South Main Street. Vote 5-0-0.**

Respectfully submitted,

Cindy Spaulding  
Recorder

Dennis Brown  
Selectboard clerk

## MINUTES

Randolph Selectboard  
FY2014 Budget Informational Meeting  
Wednesday, February 20, 2013 7:00 PM  
Red Clover/Maple Leaf Rooms, Gifford Medical Center

Selectboard Present: Jon Kaplan, Marjorie Ryerson, Larry Richburg, Dennis Brown

Staff Present: Melvin Adams (Town Manager), Michael DeCubellis (Finance Manager)

Public: Present: Jennifer Phipps, Patrick French

Mr. Kaplan called the meeting to order at 7:02 PM.

Mr. Adams gave an overview of the General Fund, the overall budget amounts and the amount to be raised by taxes.

There was general discussion about Articles 43, 44, and 45 and how they all relate to establishing an emergency reserve fund. If the creation of such a fund is not approved by the voters than the fund balances planned to support the emergency reserve would be carried as surpluses on the balance sheet until next year. Mr. French asked about how the surpluses were created and over how many years.

*Mr. Kaplan left the meeting for at 7:30 for another commitment.*

Mr. Adams gave an overview of the Capital Budget as well as potential funding for the planned Wastewater Treatment Facility.

**Upon motion by Mr. Richburg, seconded by Ms. Ryerson, the board voted to adjourn at 8:01 PM.**

Respectfully submitted,

Dennis Brown  
Selectboard Clerk

Selectboard Meeting of Wednesday, March 6, 2013  
Town Hall Conference Room B, 7 Summer Street

Selectboard: Dennis Brown, Larry Richburg, Marjorie Ryerson, and Tom Schersten.  
Absent: Trini Brassard.

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

Public Attendees: Gary Dir and Kenneth Preston

1. Call to order

Mr. Brown called the meeting to order at 5:32 p.m.

2. Election of Officers

a. Election of Selectboard Officers

**Mr. Richburg nominated (seconded by Ms. Ryerson) Dennis Brown to be Chair of the Selectboard. There being no further nominations. Mr. Brown, as Clerk, called for the vote. Mr. Brown was elected to be chair of the Selectboard. Vote 4-0-0.**

**Upon nomination by Ms. Ryerson, seconded by Mr. Schersten, the Board voted to elect Larry Richburg to be Vice-Chair of the Selectboard. Vote 4-0-0.**

**Upon motion by Ms. Ryerson, seconded by Mr. Richburg, the Board voted to elect Trini Brassard as Clerk of the Selectboard. Vote 4-0-0.**

b. Meeting Schedule

**On motion by Mr. Richburg, seconded by Ms. Ryerson, the Board voted to schedule its regular meeting to the third Tuesday of the month at 5:30 p.m. in Conference Room B, 7 Summer Street. Vote 4-0-0.**

2. Meeting Minutes

**On motion by Mr. Richburg, seconded by Ms. Ryerson, the Board voted to approve the minutes of February 19, 2013 (regular) and February 20, 2013 (Public Informational) as written. Vote 4-0-0.**

3. Appointments to Boards, Committees and Commissions

The Board reviewed the list of Advisory Committee Members/Commissions Members. Discussion ensued: Removal of Fence Viewers and Inspector of Lumber, Shingles & Wood, Weighter of Coal; remove Marty Strange from Capital Budget/Capital Planning Committee; add Peter Thoenen to Conservation Commission; add Eric Strum as an alternate to Development Review Board, contingent on research of bylaws to increase the alternates; remove Joan Richmond Hall from Energy Committee; remove Carol Flint from Randolph Community Recreational Advisory Committee and open the committee to the Braintree and Brookfield communities.

**On motion by Mr. Schersten, seconded by Mr. Richburg, the Board voted to appoint as follows: Town Officials: Melvin E. Adams as Town Manager, Delinquent Tax Collector, Emergency Management Director, Deputy Town Service Officer, Acting Zoning**

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Town Hall Conference Room B, 7 Summer Street

**Administrator (term to expire 2015) ; Anne ‘Milo’ Cutler as Animal Control Officer/Enforcement Officer (junkyards); Richard Warner as Animal Control Officer; Joyce Mazzucco as Emergency Management Coordinator; Cindy Spaulding and Marjorie Ryerson as representatives to Local Emergency Planning Committee; Robert Mollica (d.b.a. Randolph Animal Hospital); Mardee Sanchez as Sign Officer and Town Engineer; Robert Runnals as Tree Warden; William Morgan as representative to Two Rivers Transportation Advisory Committee; Carol Flint as Town Service Officer; Greg Nazarow as Stagecoach Representative; David Barnard as Superintendent of Cemeteries; David Barnard as Superintendent of Cemeteries; Del Thompson as Two Rivers-Ottawaquechee Regional Commission Representative; Ken Hafner as Two Rivers-Ottawaquechee Regional Commission alternate representative; Stephen Webster as representative to White River Valley Ambulance and Ken Rogers as alternate to White River Valley Ambulance.**  
**Committees: Budget Committee (exofficio) Dennis Brown; Capital Plan & Capital Budget: Timothy Angel, Harvie Porter, Holly Sanders, Larry Richburg; Citizens Advisory Board: Trini Brassard (liaison); Dawn Fuller-Ball; Madison Boyce, William Bohnyak, Bonnie Kawecki, Rose Lucenti, Arnie Spahn, Cil Spahn, Jeff Tolbert and Tom Harty; Conservation Commission: Amy Beth “Gus” Howe, Pet Thoenen and Sidney McLam (term 2016); Development Review Board: John Becker, Sam Lincoln and Chris Recchia (term 2016) and Scot Berkey and Eric Strum as alternates (term 2015); Energy Committee: Patrick French, Heather Jarvis, Jennifer Philips, Susan Mills and Larry Richburg as Selectboard representative; Fire Advisory: Kermit LaBounty as Chair and Tom Schersten as Liaison; Planning Commission: Paul Rea and Perry Armstrong (term 2017); Police Advisory: Dennis Brown as Chair, Tom Harty, Rita Hull, George Trask and Forrest McGregor; Randolph Community Recreational Advisory: Marjorie Ryerson, Tom Schersten and George Sweet; Town History: Polly Frankenberg, Charles Cooley, Harriet Chase Miriam Herwig and Marjorie Ryerson; Water and Sewer: Tom Davis, Mary Hardy, John Lutz, Don Maynard, and Tom Schersten 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 4-0-0.**

**On motion by Ms. Ryerson, seconded by Mr. Schersten, the Board voted to appoint Stephen Wright as Green-up Day Coordinator. Vote 4-0-0.**

4. First and Second Class Liquor Licenses and Tobacco Licenses

**On motion by Mr. Schersten, seconded by Ms. Ryerson, the Board voted to approve Rinker Inc; Rite Aid; Family Dollar; and Champlain Farms’ tobacco license to sell tobacco. Vote 4-0-0.**

**On motion by Ms. Ryerson, seconded by Mr. Schersten, the Board voted to approve Rinker, Inc.; Rite Aid; Family Dollar; and Champlain Farms’ second class liquor licenses to sell malt and vinous beverages. Vote 4-0-0.**

**On motion by Mr. Richburg, seconded by Mr. Schersten, the Board voted to approve Sodexo VT and Chadwick’s first class restaurant licenses to sell malt and vinous beverages. Vote 4-0-0.**

Selectboard Meeting of Wednesday, March 6, 2013  
Town Hall Conference Room B, 7 Summer Street

5. Randolph Food Self Banner Request

The Board and Town Manager discussed the guide wires and its ownership.

**On motion by Mr. Richburg, seconded by Ms. Ryerson, the Board voted to approve the Randolph Food Shelf banner request and appointed Chairman Brown as its designee to sign this request. Vote 4-0-0.**

6. Water and Sewer Allocations

**On motion by Mr. Richburg, seconded by Ms. Ryerson, the Board voted to approve to grant Gifford Medical Center an additional sewer allocation of 824 gallons per day for the expansion of 1422 VT Route 66 known as the "Kingwood" building, with the associated allocation fee of \$4,120; and Freedom Properties, LLC water and sewer allocations of 2,575 and 2,750 gpd respectfully, for the new food production facility on Beanville Road, with the associated allocation fees of \$6,823.75 and \$13,750, respectively. Vote 4-0-0.**

7. Public Comment

There was no public comment.

8. Beanville Road Water/Sewer Expansion Bid

Mr. Adams provided a response to the "conflict of interest" question in awarding a contract to DuBois and King for Beanville Road Water and Sewer expansion project.

**On motion by Mr. Richburg, seconded by Ms. Ryerson, the Board voted to award the design and construction phase of Beanville Road Water and Sewer extension to DuBois & King, Inc. in the amount of \$46,750, contingent upon receipt of an affirmation no-conflict statement from DuBois & King. Vote 4-0-0.**

9. Other Business

The Board and Town Manager Adams discussed the following:

- Tax Stabilization Policy and application
- USDA Bond for Wastewater Treatment Facility Upgrade
- Schedule a Special Selectboard meeting for Friday, March 8, at 4:00 p.m. to approve the USDA Bond rate.
- Conservation Commission is working with the Town Forester to conduct forest thinning on Tabor Hill property.
- A student group would like to the procedures for a road adoption program as they would like to adopt the Ridge Road.

10. Warrants

**On motion by Ms. Ryerson, seconded by Mr. Richburg, the Board voted to ratify three warrants as presented. Vote 3-0-1 (Schersten abstained)**

Selectboard Meeting of Wednesday, March 6, 2013  
Town Hall Conference Room B, 7 Summer Street

**On motion by Mr. Richburg, seconded by Ms. Ryerson, the Board voted to approve the current warrant dated March 6, 2013 as presented. Vote 4-0-0.**

10. Adjournment

**At 7:18 p.m. on motion by Ms. Ryerson, seconded by Mr. Richburg, the Board voted to adjourn until its meeting the special meeting on March 8, 2013 at 4:00 p.m. in Town Hall Conference Room A, 7 Summer Street. Vote 4-0-0.**

Respectfully submitted,

Cindy Spaulding  
Recorder

Dennis Brown  
Selectboard Chair

REFERENCE ONLY

Selectboard Meeting of April 2, 2013  
Town Hall, Conference Room B, 7 Summer Street

Selectboard: Dennis Brown, Trini Brassard, Larry Richburg and Tom Schersten.  
Absent: Marjorie Ryerson

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

Public Attendees: Irv Thomae (Chair of ECFiber), Jeff Tolbert (Randolph Rep to ECFiber), Derek Moretz (Encore), Dale Barnard, Jeff Hackett, Ken Preston and Dana Williams (RCFD), and Jacob Boule (ERFD)

Media: Merrill Witham (ORCA)

1. Call to order

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

2. Meeting Minutes

**On motion by Mr. Schersten, seconded by Mr. Richburg, the Board voted to approve the minutes of March 6, 2013 (regular) and March 8, 2013 (special) as written. Vote 3-0-1 (Brassard abstained).**

3. First and Second Class Liquor Licenses & Tobacco Licenses

**On motion by Mrs. Brassard, seconded by Mr. Schersten, the Board voted to approve Chef's Market; Cumberland Farms #8003; Fenix Fine Foods, LLC.; Shaw's Beer & Wine; Randolph Smart Shop's second class liquor licenses to sell malt and vinous beverages. Vote 4-0-0.**

**On motion by Mrs. Brassard, seconded by Mr. Schersten, the Board voted to approve Cumberland Farms #8003, Shaw's Beer & Wine and Randolph's Smart Shop's tobacco licenses to sell tobacco. Vote 4-0-0**

**On motion by Mrs. Brassard, seconded by Mr. Richburg, the Board voted to approve Valley Bowl's first class restaurant license to sell malt and vinous beverages. Vote 3-0-1 (Brown abstained).**

4. Polling Place Accessibility Grant (Chair deviated from order of agenda)

**On motion by Mr. Richburg, seconded by Mrs. Brassard, the Board voted to accept the HAVA Accessibility Grant Agreement through the State of Vermont Office of the Secretary of State in the Amount of \$5,000 to install automatic door openers in the Town Hall for ADA access and appointed Melvin Adams as authorized signatory. Vote 4-0-0.**

5. Vermont Digital Economy Project

Mr. Adams informed the Board that the Town has submitted a grant application to the Vermont Council on Rural Development for participation in the Vermont Digital Economy Project. The grant is to offer free direct services to at least 25 of the towns that were affected by flooding in 2011.

Selectboard Meeting of April 2, 2013  
Town Hall, Conference Room B, 7 Summer Street

These services will expand the innovative use of online tools to spur economic development and job growth while improving community resilience to future disasters.

6. Easement for Green Mountain Power to install a utility line in Beanville Road ROW

Mr. Adams provided an overview of the easement location within the Beanville Road ROW near Freedom Food's Building project.

**On motion by Mr. Richburg, seconded by Mr. Schersten, the Board voted to approve Green Mountain Power's request to install a utility line within the Beanville Road ROW and appointed Melvin Adams as authorized signatory. Vote 4-0-0.**

7. Award Contract for Beanville Road Environmental Review

**On motion by Mr. Schersten, seconded by Mrs. Brassard, the Board voted to award the Beanville Road Water and Sewer Extension Environmental Review Services to Weston & Sampson not to exceed the amount of \$5,000 and appointed Melvin Adams as authorized signatory. Vote 4-0-0.**

8. Declaration of official intent to reimburse certain expenditures from proceeds of indebtedness-authority of Board to pay engineering expenses prior to issuance of WWTF indebtedness

**On motion by Mrs. Brassard, seconded by Mr. Schersten, the Board voted to adopt the document: *Declaration of Official Intent of Town of Randolph to Reimburse Certain Expenses from Proceeds of Indebtedness* and appointed Dennis Brown as duly authorized signatory. Vote 4-0-0.**

9. Authorization of Loan Resolution and of Grant Agreement for WWTF Funds

**On motion by Mr. Schersten, seconded by Mr. Richburg, the Board voted to adopt the *Loan Resolution and Water or Waste System Grant Agreement through the US Department of Agriculture Rural Utilities Services* appointed Melvin Adams as authorized signatory. Vote 4-0-0**

10. Briefing by ECFiber – status of broadband service expansion

Mr. Tolbert (Randolph's rep to ECFiber) introduced Irv Thomae, chair of ECFiber. Mr. Thomae provided an overview of ECFiber with highlights:

- History municipal credit market failure
- Investments are coming in at \$2,500
- Member Towns own ECFiber, can borrow from future revenue
- First closing January 2011
- Raised \$3 million dollars with approximately 300 investors
- Constrained with resources
- Top priority service parts of each town which do not have broadband services
- Map of service area progress
- Green already built 310 paying customers
- Aqua – Orange County Telecom leasing
- Red expect to build with funds raised in 2012

Selectboard Meeting of April 2, 2013  
Town Hall, Conference Room B, 7 Summer Street

- Pole attachment application process (leasing space to other utilities services)
- Time frame to build-out (red lines) due by mid April/80-90% ready
- Questions concerning distance off main line for customer to access services - up to a 400' aerial drop is allowed with connection fee
- Basic service charge is \$94.00 (Internet 5Mb & phone unlimited)

11. Update on Encore Development Solar Proposed for Landfill

Derek Moretz of Encore updated the Board on the Solar project at the town owned land located at the Landfill. Highlights of discussion:

- Focus on solar (net metering)
- Royalty payment total value of solar production
- Project has been downsized to a 150 kw project on 1-1 ½ acre site
- Permit process for the 150 KW is an Expedited permit
- Agreement between the Board
- Questions from Board
- Construction costs to build the Solar Panel Project
- Ownership for first six years to private investors
- Seventh year can be purchased at fair market value by the town
- Life expectancy of the panels
- Questions from Fire Department on hazardous material stored, gaining access to site if a grass fire or panel fire.
- Concerns with the RR crossing if the project is to be located near the Railroad tracks
- Final Agreement will be available for possible action at a future meeting.

12. Randolph Center Fire Department – proposal for tanker/rescue truck

Randolph Center Fire Department members presented to the Selectboard a recommendation to replace its 1981 vintage pumper tanker to a custom rescue/tanker firefighting vehicle with a 1,800-gallon polyethylene tank. The concept of a combined rescue/tanker is practical and more efficient as it allows one piece of fire apparatus to have the necessary equipment stored to respond to a motor vehicle accident.

**On motion by Mr. Schersten, seconded by Mr. Richburg, the Board voted to award Dingee Equipment a contract to build a rescue/tanker fire truck for the Randolph Center Fire Department with an expense not to exceed \$280,000 and authorized Mel Adams to work out the details with RCFD Chief Ken Preston. Vote 4-0-0.**

13. Information about May 1, 2013 tax sale

Mr. Adams informed the Board that there were fourteen properties going to delinquent tax sale in the next month. The town now is carrying a debt of \$463,000 on 2013 taxes, which went delinquent April 1. He also provided an update to the language in the proposed Delinquent Tax Policy, which will be presented at a future meeting.

Selectboard Meeting of April 2, 2013  
Town Hall, Conference Room B, 7 Summer Street

14. Ministerial Lease Land 24 Weston Street

**On motion by Mr. Richburg, seconded by Mr. Schersten, the Board voted to approve release of ministerial lease land lot and conveyance of fee simple interest to Ed and Judy Luce of 24 Weston Street. Vote 4-0-0**

15. Reorganizational List

**On motion by Mr. Richburg, seconded by Mrs. Brassard, the Board appoint Jennifer Curtin (Term 2014) and Perry Armstrong (Term 2016) to the Design Review Advisory Committee; and Dennis Brown as Tri-Town Solid Waste Alliance Representative and the adopt the Re-organizational List of 2013 as presented and appointed Dennis Brown as duly authorized signatory Vote 4-0-0.**

16. Budget Committee Vacancy

The Board discussed the recent Budget Committee vacancy and the process to advertise the vacancy. An ad will be placed in on the Randolph page of the *Herald of Randolph* for two weeks. This will be an action item on the April 16, 2013 agenda.

17. Public Comment

There was no public comment

18. Committee Report

Mr. Richburg reported the Energy Committee met on Monday, April 1<sup>st</sup> and discussed turning off certain street lights on a trial basis, PACE Project, concept of supporting the Bio-Mass District, and scheduling another Energy Expo in June. Mr. Adams provided a brief overview of the status of changing over to LED lighting in the overhead lights (GMP), Washington Post (downtown), and box lights (parking lots) throughout town and the rebates through Efficiency Vermont.

19. Warrants

**On motion by Mr. Schersten, seconded Mr. Richburg, the Board voted to approve two new warrants and ratify five warrants as presented. Vote 4-0-0.**

20. Other Business

- Corrected "Smoke Free Policy"

Mr. Adams presented the board with a corrected "Randolph Smoke Free Policy" as there were a few words missing in the original.

**On motion by Mrs. Brassard, seconded by Mr. Schersten, the Board approved the corrected "Randolph Smoke Free Policy" as presented. Vote 4-0-0.**

Selectboard Meeting of April 2, 2013  
Town Hall, Conference Room B, 7 Summer Street

- Recreation Areas

Mr. Adams reported that the Pedestrian Bridge, which connects the Park Street and School Street Recreational areas, is scheduled to be delivered on Wednesday, April 3<sup>rd</sup>. This will reconnect the recreation areas by late spring.

21. Adjourn

**At 7:45 p.m. on motion by Mr. Richburg, seconded by Mr. Schersten, the Board voted to adjourn until its next scheduled meeting of Tuesday, April 16, 2013 at 5:30 p.m. in Town Hall Conference Room B. Vote 4-0-0.**

Respectfully submitted,

Cindy Spaulding  
Recorder

Dennis Brown  
Selectboard chair

REFERENCE ONLY

Public Hearing on April 16, 2013  
Town Hall Conference Room B, 7 Summer Street

Selectboard: Dennis Brown, Trini Brassard, Larry Richburg (arrived at 5:36 p.m.), Marjorie Ryerson, and Tom Schersten

Municipal Staff: Melvin Adams (Town Manager), Cindy Spaulding (Recorder), William Morgan (Highway Operations Manager)

Public Attendees: Paul Rea (Planning Commission)

Media: Merrill Witham (ORCA)

1. Public Hearing

Mr. Brown called the Public Hearing to order at 5:35 p.m.

Mr. Brown explained the purpose of the public hearing was to receive comments on two amendments to the Randolph Town Plan.

a. First amendment to add the following to end of the first paragraph on page 43:

“Retail development within the Gateway Commercial area location between the Village and Interchange Area on Route 66 is not appropriate, with the exception of businesses that require space to store materials outdoors. Examples would include but are not limited to: mobile home sales, lumber yards, and nurseries.”

Paul Rea, Chair of the Planning Commission provided background concerning the Gateway Commercial proposed amendment.

Discussion ensued concerning the Gateway Commercial, bringing retail closer to downtown and aligned with the Town Plan and Regional Plan.

b. Chapter 8 “Economic Development”

This is to amend the below listing of the major headings for the proposed Chapter 8.

**Chapter 8-Economic Development**

Background

Economic Development Plan

A. Goals

B. Recommendation to Achieve Goals

Discussion ensued concerning Economic Development and Ms. Ryerson offered to provide editorial feed back on the Town Plan in its entirety.

Mr. Brown closed the public hearing at 5:47 p.m.

Respectfully submitted,

Cindy Spaulding  
Recorder

Dennis Brown  
Selectboard Chair

Selectboard Meeting of April 16, 2013  
Conference Room B, 7 Summer Street

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

Municipal Staff: Melvin Adams (Town Manager), Cindy Spaulding (Recorder), William Morgan (Highway Operations Manager)

Public Attendees: Derek Moretz (Encore), Steve Paddock and Lenae Quillian-Blume (VtSBDC) and Sara Natvig (Black Krim Tavern)

Media: Merrill Witham (ORCA)

Mr. Brown called the meeting to order at 5:48 p.m.

1. Meeting Minutes of April 2, 2013

**On motion by Mrs. Brassard, seconded by Mr. Schersten, the Board voted to approve the minutes of April 2, 2013 as amended. Vote 4-0-1 (Ryerson abstained).**

2. First Class Liquor Licenses

Mr. Adams informed the board that there was a concern with law enforcement responding two altercations at the Rail Side Tavern.

**On motion by Mr. Schersten, seconded by Ms. Ryerson, the Board voted to approve the First Class Cabaret licenses for Rail Side Tavern and Black Krim Tavern to sell malt and vinous beverages. Vote 5-0-0.**

3. VtSBDC requests grant extension on VCDP grant

Steve Paddock and Lenae Quillen-Blume of VtSBDC came before the board requesting a grant extension for grant IG-2010-Randolph-0004 for an additional eighteen months. They provided a letter indicating this would effectively use the remaining funds of \$89,704.

**On motion by Mr. Richburg, seconded Ms. Ryerson, the Board voted grant an extension of CBDG/VCDP Grant IG 2010-Randolph-0004 for eighteen months and authorize Melvin Adams as duly authorized signatory. Vote 5-0-0.**

4. Black Krim Tavern Outside Consumption

Sara Natvig of Black Krim Tavern explained the outside consumption request for the tavern on Merchants Row. Discussion ensued concerning outside seating not infringing on pedestrian/wheelchair traffic. Boundaries of the seats and tables on the sidewalk will be within the roped off area. The request will not increase the 21 total seating capacity. There has been positive feedback from the customers to have outside seating.

**On motion by Mr. Richburg, seconded Ms. Ryerson, the Board voted to approve the Black Krim Tavern's outside consumption permit as presented. Vote 5-0-0.**

5. Ministerial Lease Land release at 11 Hale Street

**On motion by Mrs. Brassard, seconded by Mr. Schersten, the Board voted to approve release of ministerial lease land lot and conveyance of fee to Stephen Manchester of 11 Hale Street Vote 5-0-0.**

6. Tunbridge Road Bridge 5 Engineering Amendment

It is recommended to extend the contract for engineering services with Weston & Sampson for the Tunbridge Road Bridge 5. The board reviewed the "Level of Effort and Cost Table", which accompanied the contract and found mathematical inconsistencies.

**On motion by Mr. Richburg, seconded by Mr. Schersten, the Board voted approve extending a contract for engineering services with Weston & Sampson not to exceed \$97,070 for Tunbridge Road Bridge 5 and appointed Melvin Adams as duly authorized signatory and requested Weston & Sampson submit a corrected effort cost table. Vote 5-0-0.**

7. Change of Authorized Signers on Credit Card

**On motion by Mrs. Brassard, seconded by Ms. Ryerson, the Board voted to remove Gary Champy as authorized signatory on the Randolph National Bank's Master Card account and replace the names with Melvin E. Adams (Town Manager), Joyce L. Mazzucco (Town Treasurer), and E. Ann LaPearle (Assistant Town Treasurer). Vote 5-0-0.**

8. Boys and Girls Club Program Agreement

Mr. Adams recommended to extend the current contract with the Boys & Girls Club of White River Valley from June 20, 2013 to September 30, 2013 and to write a new contract from October-September. The recommendation would allow for program coordination with no disruptions in recreation activities. Discussion ensued concerning the payment structure for BGC's programs.

**On motion by Ms. Ryerson, seconded by Mr. Schersten, the Board voted grant an extension to the Boys and Girls Club of White River, current contract for recreation services, to September 30, 2013 in the amount of \$56,000 to be paid out of the FY2014 budget. Vote 4-0-1 (Richburg abstained).**

9. RadioNorth Communications Maintenance Contract

Mr. Adams presented the Board with Service Agreements for radio communications with RadioNorth for the Fire Departments and Town's radio communications. Discussion ensued concerning the cost of the communication maintenance and where funding would come from. It is the consensus of the Board to table action on the service contracts to the May 21, 2013 meeting. Mr. Adams will provide a history of the radio communications expenses.

10. Budget Committee vacancy

**On motion by Mrs. Brassard, seconded by Mr. Richburg, the Board voted to appoint Perry Armstrong to the Budget Committee to fulfill a term of one year until Town meeting in March 2014. Vote 5-0-0.**

11. Encore Development Solar Project Lease Agreement

Mr. Adams provided an overview of the activity of the solar energy service agreement between the town and GreenLantern Capital LLC, being reviewed by legal counsel, town, and Encore. Discussion ensued between the Board, Mr. Adams, and Mr. Moretz regarding the language in the proposed agreement.

**On motion by Mr. Richburg, seconded by Ms. Ryerson, the Board voted to enter into Solar Energy Services Agreement between the town and Green Lantern Capital, LLC. For a 150,000 k-watt solar array at the designated railroad crossing site at the town owned closed landfill, and delegated Selectboard member Trini Brassard, Town Manager Melvin Adams and Dereck Moretz of Encore to review the service agreement language and authorize Melvin Adams as duly authorized signatory contingent upon an email vote of the Board to be ratified at the May 21, 2013 meeting. Vote 5-0-0.**

12. Award & Sign Contract Agreement for Aqua Aerobic System, Inc (WWTF)

**On motion by Mr. Richburg, seconded by Mr. Schersten, the Board voted to award the purchase of a Sequencing Batch Reactor equipment to Aqua Aerobics Systems in the amount of \$374,900 for the Wastewater Treatment Facility upgrade project. Vote 5-0-0.**

13. Dump Truck Specifications for RFP

Mr. Adams informed the board that to keep with the replacement schedule of equipment, the town will be soliciting bids for a cab/chassis and dump body/plow with wing/light package for 2014 dump truck for the highway department.

14. Randolph Center Fire Truck/Fire Hose Lease

Mr. Adams informed the board that the town would be soliciting leasing of the Randolph Center Fire Truck and fire hoses.

15. Public Comment

There was no public comment.

16. Committee Reports

Ms. Ryerson announced that the History Committee will be meeting on Saturday, April 20 at 11:00 a.m., she is working on inviting the younger generation to participate.

Mr. Schersten announced that he will be calling a meeting of the Randolph Community Recreational Advisory Committee in the near future.

**On motion by Ms. Ryerson, seconded by Mr. Schersten, the Board voted to appoint Jason Lewis and Erica Sears as members of the Randolph Community Recreational Advisory Committee. Vote 5-0-0.**

Mr. Brown announced that he would be calling a meeting of the Police Advisory Committee in the near future to review the Electronic Control Device Policy, which was on hold until the State Legislature had reviewed and possible action on bills H.126 and H.225.

**On motion by Mr. Schersten, seconded by Ms. Ryerson, the Board voted to appoint Tom Rogers to the position of Trustees of Public funds for two years of remaining of a three-year term. Vote 5-0-0.**

17. Second Installment of Education Tax payment to Randolph School District

**On motion by Mr. Richburg, seconded by Mr. Schersten, the Board voted to authorize the second installment of the education tax payment to the Randolph School District in the amount of \$1,141,847.28. Vote 5-0-0.**

18. Second Installment of Education Tax Payment to Union High School District #2

**On motion by Mr. Richburg, seconded by Ms. Ryerson, the Board voted to authorize the second installment of the education tax payment to the Union High School District #2 in the amount of \$1,163,517.72. Vote 5-0-0.**

19. Other Business

It was announced the Pedestrian Bridge has been delivered and placed back over the river connecting the School Street and Park Street Recreation areas.

The Board was reminded that there is a USDA Earth Day Celebration on April 22, 2013 at 11:00 a.m. to 1:00 p.m. in the Chandler Music Hall and there is an awards Ceremony for Community Block Development Grants on April 30 at a Beanville location.

It was discussed that members of the Historical Society would like to have a recognition plaque for Leigh Wright for his contribution to the town.

20. Warrants

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

21. Adjournment

**At 7:30 p.m., on motion by Mr. Richburg, seconded by Ms. Ryerson, the Board voted to adjourn until its next scheduled meeting of Tuesday, May 21, 2013 at 5:30 p.m. in the Town Hall Conference Room B. Vote 5-0-0.**

Respectfully submitted,

Cindy Spaulding  
Recorder

Dennis Brown  
Selectboard chair

**MINUTES**

Randolph Selectboard Special Meeting  
Friday, May 17<sup>th</sup>, 2013 4:30 PM  
Randolph Town Hall

Board Members Present: Dennis Brown, Tom Schersten, Larry Richburg

Staff Present: Mel Adams (Town Manager)

Public Attendees: None

Mr. Brown called the meeting to order at 4:38 PM

Mr. Adams gave an overview of a grant opportunity for downtown improvements. The "Downtown Grant" is available to communities to complete improvements to their downtown areas. Mr. Adams suggested that the town should submit a grant application to allow improvements including: Sidewalk Rebuilding, Replace Lighting, Revamp Pleasant Street Parking Lot and installation of two Information Kiosks. The work to be completed is nearly \$250,000 and would be a 50/50 match with the Town's funds.

**Upon motion by Mr. Schersten, seconded by Mr. Richburg, the board voted to make application for a Downtown Grant in the amount of \$250,000 for downtown improvements. Vote 3-0-0.**

**Upon motion by Mr. Richburg, seconded by Mr. Schersten, the board voted to adjourn the special meeting at 4:56 PM. Vote 3-0-0.**

Respectfully submitted,

Larry Richburg, Clerk

Public Hearing Vtrans Bridge Project: Randolph BRO1444(57)  
Town Hall Conference Room B, 7 Summer Street

Selectboard: Dennis Brown, Larry Richburg, Marjorie Ryerson, and Tom Schersten

Absent: Trini Brassard

Municipal Staff: Mel Adams (Town Manager), Cindy Spaulding (Recorder), Bill Morgan (Facilities/Highway Operations Manager), Robert Runnals (Highway Supervisor), James Krakowiecki (Police Chief)

Public Attendees: Mike Chenette (Vtrans), John Blatt and Dave Monroe (CLD Engineers), Josephine Carothers and Mark Kelley (abutters)

Media: Merrill Witham (ORCA)

### Public Hearing

Mr. Brown opened the Public Hearing for Randolph BRO1444(57) at 5:30 p.m.

The purpose of the meeting is to provide design alternatives for the bridge 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 recapped of the project development process, existing site conditions, a recapture of the project.

### Bridge Deficiencies:

Stability of bridge substructure

Low load carrying capacity – 5 ton

Substandard bridge rail

Waterway adequacy

Bridge width – 13.5 ft

There are environmental and cultural constraints in the area. Archaeological potential pre-contact sites at all four corners, including possible cellar hole. The bridge and abutment stone work are not historic.

### Project goals:

- Improve Structural Condition with a complete replacement
- Improve hydraulic capacity by providing a longer span structure
- Improve the bridge width to
- Minimize impacts to 2<sup>nd</sup> branch of the White River, ROW, and sensitive

### Options for the Bridge construction to maintain traffic:

- Short-term bridge closure with ABC construction – One to two months
- Long-term bridge closure with conventional construction (six to eight months)
- Off-alignment bridge – maintain traffic on existing bridge, while new bridge is constructed next to the existing bridge
- Maintenance of traffic options dictate road and bridge options

Substructure Types: Precast Concrete NEXT Beam or Prefabricated Bridge Units – Steel girders with concrete deck.

Public Hearing Vtrans Bridge Project: Randolph BRO1444(57)  
Town Hall Conference Room B, 7 Summer Street

Discussion ensued concerning the bridge approach width, increasing the guardrail length for safety, flattening the area slope instead of extending the guardrails, First responders having an alternative route to use during the bridge project, as there are two other bridges to access the Palmer Road.

VTrans and CLD Engineering's is recommending the bridge project and design to be a short-term onsite alignment with the Precast Concrete NEXT beams. This recommendation is the most cost effective and less maintenance. The town's share for the project with this option is 5% or at least \$40,000.

Mr. Brown closed the public hearing at 6:10 p.m.

Respectfully submitted,

Cindy Spaulding  
Recorder

Dennis Brown  
Selectboard chair

REFERENCE ONLY

Selectboard Meeting of May 21, 2013  
Town Hall Conference Room B, 7 Summer Street

13. Committee Reports

It was suggested change the name of the Capital Budget/Capital Planning committee to Capital Budget & Planning. It is the consensus of the Board to approve the renaming the committee.

**On motion by Mr. Richburg, seconded by Mr. Schersten, the Board voted to appoint Margaret Osborn to the Capital Budget & Planning Committee. Vote 4-0-0.**

14. Gifford Trust Scholarship

**On motion by Mr. Richburg, seconded by Ms. Ryerson, the Board voted to approve the Gifford Trust Scholarships as presented. Vote 4-0-0.**

15. Warrants

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

16. Other Business

- Option Design for Palmer Road Bridge Project BRO1444(57)

**On motion by Mr. Richburg, seconded by Ms. Ryerson, the Board voted to approve Vtrans' recommendation for the Palmer Road Bridge replacement: onsite alignment with NEXT substructure concrete design and the town is responsible for detours. Vote 4-0-0.**

- Solar Project

**On motion by Ms. Ryerson, seconded by Mr. Schersten, the Board voted to ratify its electronic vote to enter into Solar Energy Services Agreement between the town and GreenLantern Capital LLC. For a 150,00 k-watt solar array at the designated railroad crossing site at the town owned closed landfill and authorized Mel Adams as duly authorized signatory. Vote 4-0-0.**

17. Executive Session to discussion Personnel Matter

**At 7:00 p.m., on motion by Mr. Brown, seconded by Mr. Richburg, the Board voted to enter into executive session pursuant to V.S.A. Title 1, § 313 and requested Melvin Adams, Ronald Gould, Michael Blair (AFSCME Council 93 representative), Loretta Stalnaker, Roy Fifield and John Race (Union Grievance Committee). Vote 4-0-0.**

*Motions at this point were recorded by Dennis Brown or Mel Adams.*

Selectboard Meeting of May 21, 2013  
Town Hall Conference Room B, 7 Summer Street

Selectboard: Dennis Brown, Larry Richburg, Marjorie Ryerson, and Tom Schersten

Absent: Trini Brassard

Municipal Staff: Mel Adams (Town Manager), Cindy Spaulding (Recorder), Bill Morgan (Facilities/Highway Operations Manager), Robert Runnals (Highway Supervisor), James Krakowiecki (Police Chief)

Public Attendees: Michael Blair, Loretta Stalnaker, John Race, Roy Fifield, Ron Gould

Regular Selectboard Meeting of May 21, 2013

Chairman Brown called the regular Selectboard meeting to order at 6:15 p.m.

1. Minutes

**On motion by Ms. Ryerson, seconded by Mr. Richburg, the Board voted to approve meeting minutes on April 16, 2013. Vote 4-0-0.**

**On motion by Mr. Richburg, seconded by Ms. Ryerson, the Board voted to approve Public Hearing minutes of April 16, 2013 as written. Vote 4-0-0.**

2. Micro COPS Grant for Randolph Department

Police Chief Krakowiecki presented to the Board a request to submit grant application for a Micro COPS. The MicroCOPS grant is for creating a PILOT program for the purpose of creating a preventive program in having police presence in the school systems. The school principals support the grant and it would allow the police department to have a more active presence in the school. The grant would fund existing police officers and there is no match requirements.

**On motion by Ms. Ryerson, seconded by Mr. Richburg, the Board voted to submit a grant application for a MicroCOPS grant for the Randolph Police Department in the amount of \$50,000. Vote 4-0-0.**

3. Request Time Extension

**On motion by Mr. Schersten, seconded by Ms. Ryerson, the Board voted to approve a request for an extension of time, from June 4, 2013 to July 10, 2013, for the Board of Listers to complete the 2013 Grand List. Vote 4-0-0.**

4. Tobacco License

**On motion by Mr. Richburg, seconded by Mr. Ryerson, the Board voted to approve tobacco license for DG Retail, d.b.a. Dollar General Store. Vote 4-0-0.**

5. Basic Operations Plan

Selectboard Meeting of May 21, 2013  
Town Hall Conference Room B, 7 Summer Street

**On motion by Ms. Ryerson, seconded by Mr. Schersten, the Board voted to adopt the 2013 Basic Emergency Operations Plan. Vote 4-0-0.**

6. Burial Plot

**On motion by Mr. Schersten, seconded by Mr. Richburg, the Board voted to convey the sale of a three grave space burial plot in the Randolph Center Cemetery to Joseph Woodin and appointed Mr. Brown as signatory. Vote 4-0-0.**

7. Communications Maintenance Contract with RadioNorth

Mr. Adams reported that the maintenance contract is being withdrawn as the equipment (portables and mobiles) are new.

8. Additional Water & Sewer Allocation for WD, LLC & Robert Hood

**On motion by Mr. Richburg, seconded Ms. Ryerson, the Board voted to approve grant WDB, LLC. and Robert Hood's request for additional water allocation of 675 gallons per day (gpd) and sewer allocation of 294 gps with the associated allocation fees of \$1,788.75 and \$1,470 for the additional bedrooms at 34 Forest Street. Vote 4-0-0.**

9. Town Highway Finance Plan

**On motion by Mr. Schersten, seconded by Ms. Ryerson, the board voted to approve the Annual Financial Plan – Town Highways as presented. Vote 4-0-0.**

10. Bid Results for 2014 Highway Dump Truck

The board reviewed the bid results for the 2014 Dump Truck

**On motion by Ms. Ryerson, seconded by Mr. Schersten, the Board award the 2014 Cab & Chassis to Charbois in the amount of \$99,400 and Dump Body, Plow with frame, and light package to TENCO in the amount of \$52,617. Vote 4-0-0.**

11. Tax Stabilization with Freedom Foods

**On motion by Mr. Richburg, seconded by Ms. Ryerson, the Board voted to approve the Tax Stabilization Agreement between the Town and Freedom Properties, LLC. Vote 4-0-0.**

12. Delinquent Tax Policy

Mr. Adams presented the proposed delinquent tax policy; it was the consensus of the Board to table action to the June 18<sup>th</sup> meeting.

Selectboard Meeting of May 21, 2013  
Town Hall Conference Room B, 7 Summer Street

13. Committee Reports

It was suggested change the name of the Capital Budget/Capital Planning committee to Capital Budget & Planning. It is the consensus of the Board to approve the renaming the committee.

**On motion by Mr. Richburg, seconded by Mr. Schersten, the Board voted to appoint Margaret Osborn to the Capital Budget & Planning Committee. Vote 4-0-0.**

14. Gifford Trust Scholarship

**On motion by Mr. Richburg, seconded by Ms. Ryerson, the Board voted to approve the Gifford Trust Scholarships as presented. Vote 4-0-0.**

15. Warrants

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

16. Other Business

- Option Design for Palmer Road Bridge Project BRO1444(57)

**On motion by Mr. Richburg, seconded by Ms. Ryerson, the Board voted to approve Vtrans' recommendation for the Palmer Road Bridge replacement: onsite alignment with NEXT substructure concrete design and the town is responsible for detours. Vote 4-0-0.**

- Solar Project

**On motion by Ms. Ryerson, seconded by Mr. Schersten, the Board voted to ratify its electronic vote to enter into Solar Energy Services Agreement between the town and GreenLantern Capital LLC. For a 150,00 k-watt solar array at the designated railroad crossing site at the town owned closed landfill and authorized Mel Adams as duly authorized signatory. Vote 4-0-0.**

17. Executive Session to discussion Personnel Matter

**At 7:00 p.m., on motion by Mr. Brown, seconded by Mr. Richburg, the Board voted to enter into executive session pursuant to V.S.A. Title 1, § 313 and requested Melvin Adams, Ronald Gould, Michael Blair (AFSCME Council 93 representative), Loretta Stalnaker, Roy Fifield and John Race (Union Grievance Committee). Vote 4-0-0.**

*Motions at this point were recorded by Dennis Brown or Mel Adams.*

Selectboard Meeting of May 21, 2013  
Town Hall Conference Room B, 7 Summer Street

**Upon motion by Ms. Ryerson, seconded by Mr. Richburg, the board voted to come out of executive session at 8:15 PM. Vote 4-0-0.**

**Upon motion by Mr. Richburg, seconded by Ms. Ryerson, the board voted to deny the Grievance of Mr. Gould and to uphold the Town Manager's decision to not offer employment to Mr. Gould for the 2013 summer season. Vote 4-0-0.**

Mr. Adams suggested it might be acceptable for the town's attorney to have a conversation with the Union representatives prior to the union filing a request for arbitration. The parties agreed that the 10-day window for filing such a request would not start until sometime after the attorneys have spoken. Mr. Brown suggested that any such agreement should be in writing so all parties are aware of dates, deadlines, and expectations.

18. Adjournment

**At 8:20 p.m., on motion by Mr. Richburg, seconded by Mr. Schersten, the Board voted to adjourn until the next scheduled meeting of Tuesday, June 18, 2013 in Town Hall Conference Room B, 7 Summer Street. Vote 4-0-0.**

Respectfully submitted,

Cindy Spaulding  
Recorder

Dennis Brown  
Selectboard Clerk

REFERENCE ONLY

Selectboard Meeting of June 18, 2013  
Town Hall Conference Room B, 7 Summer Street

Selectboard: Dennis Brown, Marjorie Ryerson, Larry Richburg, and Tom Schersten.  
Absent: Trini Brassard

Municipal Staff: Mel Adams (Town Manager), Cindy Spaulding (Recorder), and Bill Morgan (Highway Operations Manager),

Public Attendees: Robert Runnals and John Race

Media: Merrill Whitham (ORCA)

1. Call to order

Mr. Brown called the meeting to order at 5:30 p.m.

2. Meeting Minutes

**On motion by Mr. Richburg, seconded by Mr. Schersten, the Board voted to approve the minutes of May 17, 2013 (special), May 21, 2013 (Public Hearing), and May 21, 2013 (regular) as amended. Vote 4-0-0**

3. Public Comment

An attendee of the public inquired when the town would be hiring personnel for the Water/Wastewater Department. Mr. Adams provided an explanation to the inquiry.

4. Sale of Burial Plot to Gordon Gifford

**On motion by Mr. Schersten, seconded by Mr. Richburg, the Board voted to convey the sale of a two-grave space burial plot in the Randolph Center Cemetery to Gordon Gifford and appointed Mr. Brown as signatory. Vote 4-0-0.**

5. Delinquent Tax Property

The Board and Mr. Adams reviewed the proposed delinquent tax policy. It is the consensus of the Board that action on the proposed document will be taken at the July Board meeting.

6. Recommendation to purchase a Sidewalk Tractor

Mr. Adams presented the Board with the bid results for the Municipal Sidewalk Tractor request for proposal. There were three bids received from Beauregard Equipment, Viking Cives, and HP Fairfield. It is recommended to award the Viking Cives' proposal for an MSB Model with 50 hours in the amount of \$118,900 including attachments: Snowblower, V-plow with shoes, Rear Sander, Hydraulic Broom, and Rear sprayer.

**On motion by Mr. Richburg, seconded by Ms. Ryerson, the Board voted to award the Municipal Sidewalk Tractor with attachments: snowblower, v-plow with shoes, rear sander, hydraulic broom, and rear sprayer to Viking Cives of Vermont in the amount of \$118,900 with the expense taken from Capital Equipment Reserve fund. Vote 4-0-0.**

7. Equipment Expenses

Mr. Adams recommended financing the recently awarded equipment through Community Leasing Partners for five-years with a 1.98% interest rate. He provided an explanation that the difference in financing through a leasing company instead of a bank is based on the interest rates. The banks were proposing a 3% interest rate.

**On motion by Mr. Richburg, seconded Mr. Schersten, the Board voted to approve financing the following equipment with Community Leasing Partners of Manhattan Kansas: 2014 Freightliner Dump Truck, Sidewalk Tractor, Fire Truck for Randolph Center Fire Department and fire hose for all three departments; in the amount of \$566,487 at the current rate of 1.98% interest. Vote 4-0-0.**

8. Maintenance Agreement for ADA sidewalk improvements

Mr. Adams provided an overview of the VTransADA sidewalk improvement projects throughout the downtown.

**On motion by Ms. Ryerson, seconded by Mr. Schersten, the Board voted to enter into a maintenance agreement for ADA sidewalk improvements with the State of Vermont and appointed Melvin Adams as the duly authorized agent. Vote 4-0-0.**

9. Sewer Allocation

**On motion by Ms. Ryerson, seconded by Mr. Schersten, the Board voted to ratify its electronic vote to grant approve to RSL, LLC's request for a sewer allocation of 720 gallons per day for 60 employees at 250 Beanville Road, with the associated allocation fee of \$3,600. Vote 4-0-0.**

10. Disconnect from Water System at 100 Managers Drive

An overview regarding the disconnection request from the public water system and water bill abatement at 100 Managers Drive was provided.

**On motion by Mr. Richburg, seconded by Mr. Schersten, the Board voted to grant Gene Lumbra's request to disconnect 100 Managers Drive from the public water system and to abate \$735.56 of his water bill, with the remaining amount to be paid by Mr. Lumbra. Vote 4-0-0.**

Selectboard Meeting of June 18, 2013  
Town Hall Conference Room B, 7 Summer Street

11. Banner

**On motion by Mr. Schersten, seconded by Ms. Ryerson, the Board voted to approve the Randolph Chamber of Commerce's banner request and appointed Mel Adams as its designee to sign this request .Vote 4-0-0.**

12. Orange County Sheriff Annual Contract

Mr. Adams provided explanation of the annual contract with the Orange County Sheriff's Department.

**On motion by Mr. Richburg, seconded by Mr. Schersten, the Board voted to approve the Law Enforcement Services contract with Orange County Sheriff for 2014 in the amount of \$8,000, and appointed Melvin Adams as the duly authorized agent. Vote 4-0-0.**

13. Town Highway Class 2 Road-way Grant agreement for Ridge Road

Mr. Adams announced that Vtrans has awarded the town a Town Highway Class 2 Roadway grant for paving the Ridge Road from Hebbard Hill to the Brookfield Town line. The paving project is over \$100,000 and the grant is a 80/20 match.

**On motion by Mr. Schersten, seconded by Ms. Ryerson, the Board voted to accept the Town Highway Class 2 Road Way grant agreement: EA#THR40014-303, for the Ridge Road paving in the amount not to exceed \$89,344, and appointed Mel Adams as the duly authorized agent. Vote 4-0-0.**

14. Committee Reports

Mr. Schersten reported that the Recreation Committee had met and reviewed the recreation programs and the town's relationship with the Boys and Girls Club of the White River Valley.

Ms. Ryerson reported that the History Committee has not met since the last Selectboard meeting; but the committee is trying to understand differences between the historical society and history committee.

Mr. Richburg reported that the Energy Committee would be sponsoring an Energy Expo at VTC's Shape building on June 29, 2013. The next meeting is June 24 in preparation for the event.

Mr. Brown reported that the Police Committee would be meeting in the near future to review the Electronic Control Device policy.

Mr. Brown reported that the Budget Committee meeting was cancelled until July.

Selectboard Meeting of June 18, 2013  
Town Hall Conference Room B, 7 Summer Street

15. Summer Meeting Schedule

It was the consensus of the Board that its summer meeting schedule is as follows: July 23, August 27, and September 17, at 5:30 p.m. in the Town Hall Conference Room B, 7 Summer Street.

16. Warrants

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

17. Other Business

There was no other business to report.

18. Adjournment

**At 6:45 p.m. on motion by Mr. Richburg, seconded by Mr. Schersten, the Board voted to adjourn until July 23, 2013 at 5:30 p.m. in the Town Hall Conference Room B, 7 Summer Street. Vote 4-0-0.**

Respectfully submitted,

Cindy Spaulding  
Recorder

Dennis Brown  
Selectboard chair

Selectboard Meeting of July 23, 2013  
Town Hall Conference Room B, 7 Summer Street

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

Municipal Staff: Melvin E. Adams (Town Manager) and Bill Morgan (Facilities/Highway Operations Manager)

Media: Merrill Whitham (ORCA)

Public Attendees: none

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

1. Meeting Minutes of June 18, 2013

**On motion by Mr. Richburg, seconded by Ms. Ryerson, the Board voted to approve the minutes of June 18, 2013 as written. Vote 4-0-1 (Brassard abstained).**

2. Public Comment

No public comment though Mel and Larry noted that Sam Sammis had an interest in discussing recreation trails and downtown business and would like some time on the Aug 27 agenda.

3. Sale of Burial Plots

**On motion by Mrs. Brassard, seconded by Mr. Richburg, the Board voted to convey the sale of burial two two-grave space burial plots to Floyd and Wendy Tucker in the Pleasant View Cemetery and to Mark and Rebecca Seymour in the Randolph Center Cemetery and appointed Mr. Brown as signatory. Vote 5-0-0.**

4. Ministerial lease land.

**On motion by Mrs. Brassard, seconded by Ms. Ryerson, the Board voted to approve release of ministerial lease land lot and conveyance of fee to Sonja Doppelhoffer of 8 Summer Street, Catherine D. Kelley of 36 Weston Street, and Brian Kalaher of 14 Summer Street. Vote 5-0-0.**

5. Better Backroads

Mr. Adams explained the nature of the grant requests.

**On motion by Mr. Schersten, seconded by Mr. Richburg, the Board voted to submit grant applications through the Vermont Agency of Transportation Better Backroads program under Category A: Road Inventory and Capital Budget Project in the amount of \$8,345; and two under Category B: Correction of Erosion Problem Project: Tatro Hill/Seymour Road in the amount of \$20,620 and for Dugout Road Culverts replacement in the amount of \$3,814. Vote 5-0-0.**

6. Transfer Station roof

**On motion by Mr. Richburg, seconded by Mrs. Brassard, the Board voted to approve Michael Valler's proposal to replace the Transfer Station roof in the amount of \$11,000. Vote 5-0-0.**

7. Fee increase

**On motion by Mr. Schersten, seconded by Ms. Ryerson, the Board voted to approve administrative fees: Zoning application fees: Residential (one- & two-family properties) \$75.00; Structure under 125 SF \$30.00; Any application requires a public hearing with the DRB \$150.00; Strictly Demolition \$30.00; Determination of need for a permit \$10.00; Road Access Permit \$50.00; and Sign Permit \$50.00. Vote 5-0-0.**

8. Police cruiser

The Board reviewed and discussed the prices and options available for a police cruiser.

**On motion by Mr. Richburg, seconded by Mr. Schersten, the Board voted to approve the purchase of a 2014 Ford Explorer SUV from Gateway Motors in the amount of \$28,473, and to utilize Highway Safety grant funds for vehicle safety equipment. Vote 5-0-0.**

9. Cemetery truck

Mr. Adams and Mr. Morgan explained the request for a vehicle and trailer for the Cemetery Department. The Cemetery staff have been using their own vehicles to haul the equipment to locations.

**On motion by Mr. Richburg, seconded by Mr. Schersten, the Board voted to authorize the use of the Cemetery Reserve Fund for an acquisition of a 2009 Chevrolet Silverado from School Street Garage at a price of \$10,000. Vote 5-0-0.**

10. NSB emergency site

**On motion by Mr. Richburg, seconded by Ms. Ryerson, the Board voted to approved the Northfield Savings Bank request for permission to site a temporary office in the municipal parking lot should the bank need to relocate in an emergency. Vote 5-0-0.**

11. Delinquent tax policy

**On motion by Mrs. Brassard, seconded by Mr. Schersten, the Board voted to approve the Delinquent Tax Policy as written. Vote 5-0-0.**

12. Unregistered dogs.

After discussion of the licensing procedures and follow-up, the consensus of the Board was to recommend that the animal wardens contact persons on the list of those who failed to re-register animals from the previous year.

13. New World banners.

**Upon motion by Mr. Richburg and second by Ms. Ryerson, the Board approved the New World banners described by Chandler Music Hall & Gallery in its June 20, 2013 letter. Vote 5-0-0.**

14. Commercial use of stump dump.

The Board made no changes to the 2012 Town Operating Plan for the Stumps, Brush and Untreated Wood Disposal Area. Commercial haulers may deposit authorized materials at the site during its open hours on Saturday until or unless the quantities approach a capacity level that limits use of the facility.

15. Incidents not covered by insurance

The Board was provided information about damages sustained by four vehicles travelling town roads. Ms. Ryerson had spoken with the VTrans Deputy Secretary and with the VTrans district manager about claims and was advised that no towns honor these being that prudent maintenance is responsive and towns have sovereign immunity protections.

**On motion by Mr. Townsend, seconded by Ms. Brassard, the Board voted to decline the four claims. Vote 5-0-0.**

16. Equipment lease.

After consideration of the form of a lease with Community Leasing Partners, authorized in principle at its June 18 meeting,

**On motion by Mr. Richburg, seconded by Mr. Schersten, the Board approved the terms of a lease in the amount \$575,389.00 (principle) for five years to purchase a sidewalk plow with equipment, fire rescue/tanker and assorted hose, and a dump truck body & chassis and plows. Vote 5-0-0.**

*Equipment broken out: \$118,900 sidewalk plow and attachments; \$152,017 dump truck/plow combo; \$280,000 rescue/tanker; and \$24,472 various size fire hose.*

17. No committee reports

Selectboard Meeting of July 23, 2013  
Town Hall Conference Room B, 7 Summer Street

18. Other business.

- Recreation Area Fencing

Mr. Adams described damage to fences in the recreation area and requested authority to overspend the park maintenance budget line for fence repairs. Middlebury fence will make repairs for \$4,500-5,000. The parks maintenance line is \$1,500.

**On motion by Ms. Ryerson, seconded by Mr. Richburg, the Board approved overspending the park maintenance budget line item to repair the recreation area fencing. Vote 5-0-0.**

- Mr. Morgan provided an update of the maintenance status of the Highway dump trucks.
- Mr. Adams reported that employee grievance previously discussed with the Board had been resolved and the authorized settlement achieved.
- Replacement of the Tunbridge Road Bridge is underway and will be complete by end of August.
- Mr. Adams indicated that the Agency of Commerce and Community Development (ACCD) on Monday approved a Downtown Transportation Grant for Randolph sidewalks, kiosks, and lighting in the amount of \$82,000 and change and that Chadwick's had received a federal tax credit through the same program for facility improvements.
- Mr. Schersten asked about the status of final paving. Mr. Adams announced that a meeting had been scheduled for downtown businesses at 3 PM Thursday July 25 in Conference Room B for a briefing on the schedule by VTrans.
- Mr. Schersten also asked about the possibility of downtown message boards and repair of the brick steps on Main Street. Mr. Adams indicated that these were included in the grant awarded Monday by ACCD.
- The members indicated that Wednesdays would be the most suitable for a meeting with other organizations to discuss Chapter 8 business development

20. Adjournment

**At 7:00 p.m., on motion by Mrs. Brassard, seconded by Mr. Schersten, the Board voted to adjourn until its next scheduled meeting on August 27, 2013 at 5:30 p.m. in the Town Hall Conference Room B, 7 Summer Street. Vote 5-0-0.**

Respectfully submitted

Melvin E. Adams  
Town Manager

Dennis Brown  
Selectboard chair

csds

## MINUTES

Special Randolph Selectboard Meeting

August 21, 2013 6:30PM

Town Hall Conference Room A

7 Summer Street, Randolph, VT 05060

Selectboard: Dennis Brown, Larry Richburg, Marjorie Ryerson, Tom Schersten, Trini Brassard

Staff: Melvin Adams (Town Manager)

Public Attendees: None

1. Call To Order:

Mr. Brown called the meeting to order at 6:30 PM.

2. Award Bid For Beanville Road Water & Sewer Improvements:

The Board reviewed the five bids for the Beanville Road Water & Sewer Improvements.

**On motion by Mr. Richburg, seconded by Mr. Schersten, the board voted to award the contract for the construction of the Beanville Road Water & Sewer Improvements to Nott's Excavating at cost not to exceed \$386,221.30. Motion passed 5-0-0.**

3. Contract Services with GMEDC & VCDP Grant – Beanville Road W/S Improvements

Mr. Adams updated the Board on the administration of the Vermont Community Development Program (VCDP) grant that is being used to fund the Beanville Road Water & Sewer Improvements. It was proposed that we contract Green Mountain Economic Development Corporation (GMEDC) for the administration of the grants.

**On Motion by Ms. Brassard, seconded by Ms. Ryerson, the board voted to accept a contract with GMEDC for the administration of a VCDP grant in an amount not to exceed \$10,000, and to appoint Mel Adams as signatory. Motion passed 5-0-0.**

4. Adopt PACE Program

Mr. Richburg gave the board an overview of the documents necessary to implement the PACE program for the Town of Randolph as voted by the citizens at Town Meeting on March 5<sup>th</sup>, 2013. The Randolph Energy Committee has met to review the documents and recommends their adoption.

**Upon motion by Mr. Schersten, seconded by Ms. Ryerson, the board voted to adopt a Resolution to adopt a PACE district. Motion passed 5-0-0.**

**Upon motion by Ms. Brassard, seconded by Mr. Richburg, the board voted to enter into a Program Administration Agreement with Efficiency Vermont for the administration of the PACE program for the Town of Randolph, and to appoint Mel Adams and Dennis Brown as signatories. Motion passed 5-0-0.**

**Upon motion by Mr. Schersten, seconded by Ms. Ryerson, the board voted to adopt the PACE Program Guidelines as presented to the board. Motion passed 5-0-0.**

5. Warrants

There was one warrant for review by the board.

**Upon motion by Ms. Ryerson, seconded by Ms. Brassard, the board voted to approve a single warrant dated 08/16/13. Motion passed 5-0-0.**

6. Executive Session

**Upon motion by Mr. Brown, seconded by Mr. Richburg, the board voted to enter Executive Session for the purpose of a personnel matter. Motion passed 5-0-0.**

The board entered executive session at 6:53 PM.

**Upon motion by Ms. Ryerson, seconded by Mr. Richburg, the board voted to go out of Executive Session. Motion passed 5-0-0.**

The board exited executive session at 7:01 PM. No action was taken.

7. Adjournment

**Upon motion by Mr. Richburg, seconded by Ms. Brassard, the board voted to adjourn at 7:02 until it's next scheduled meeting on Tuesday, August 27<sup>th</sup> at 5:30 PM. Motion passed 5-0-0.**

Respectfully submitted,

Dennis Brown  
Selectboard chair

Selectboard Meeting of August 27, 2013  
Town Hall Conference Room B, 7 Summer Street

Selectboard: Dennis Brown, Larry Richburg, Marjorie Ryerson, and Tom Schersten

Absent: Trini Brassard

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

Public Attendees: Shane Niles and Josh Neibling (One Main Tap & Grill), KC Neibling, Maryann Peck (Red Lion Inn), Sam Sammis, Bob Eddy, Kathy Eddy, and Tim Calabro (First Light Studios), Allishia Adams, Patrick French, John Race, Don Sweetser, Harvie and Susan Porter, Betty Phillips (Kimball Library Trustee), and Julie Iffland (RACDC).

Mr. Brown called the meeting to order at 5:35 p.m. Introductions were given.

1. Meeting Minutes

**On motion by Ms. Ryerson, seconded by Mr. Schersten, the Board voted to approve the minutes of July 23 as amended and August 21, 2013 as written. Vote 4-0-0.**

2. Public Comment

No public comment.

3. Economic Development/Recreation Trail

Mr. Sammis outlined his concerns for bringing businesses to Randolph:

- Job training and incentives
- Recreational trail is needed
- Randolph zoning is very restrictive, PZ needs to look at making the zoning friendly
- Real estate taxes are some of the highest in Vermont
- Businesses need to be welcomed to town
- Suggests the creation of a “welcoming” committee with a round table to discuss the needs of businesses looking to locate in Randolph
- Be proactive with companies currently in Randolph; assess and assist with their needs
- Need for more recreation options

4. Set Municipal Tax Rate

Mr. French gave a brief overview of the increase in the tax rates.

**On motion by Mr. Richburg, seconded by Mr. Schersten, the Board voted to set the tax rates as presented. Vote 4-0-0.**

Category	2013 Rate
1. Municipal	2.5%
2. State	2.5%
3. Local	1.0%
4. Total	6.0%
5. 1st year increase	0.5%
6. 2nd year increase	0.5%
7. 3rd year increase	0.5%
8. 4th year increase	0.5%
9. 5th year increase	0.5%
10. 6th year increase	0.5%
11. 7th year increase	0.5%
12. 8th year increase	0.5%
13. 9th year increase	0.5%
14. 10th year increase	0.5%

Selectboard Meeting of August 27, 2013  
Town Hall Conference Room B, 7 Summer Street

5. Pleasant Street Parking

Mr. Eddy of First Light Studios on Pleasant Street submitted a letter to the Board outlining a request to amend the “No Parking” on the east side of Pleasant Street in the evenings and weekends. He requested having one small area on east side of street designated as a loading and unloading area with a time limitation. His business does not have access to a back entrance for his building. Mr. Adams has written a recommendation to the Board to defer changes until sufficient time has passed for a critical assessment of the need.

Discussion ensued concerning the reason for “No Parking” on Pleasant Street. The town needs access for snow removal and emergency vehicles. In addition, large delivery trucks need to use the street for deliveries to businesses. A concern was expressed for pedestrian safety as there are no cross walks from the Red Lion Inn’s entrance to the east side of Pleasant Street. Ms. Ryerson will approach the property owner of a vacant lot to see if the property could be acquired for additional parking.

**On motion by Mr. Richburg, seconded by Ms. Ryerson, the Board voted to move forward in investigating the possibility of creating a loading zone with a time limitation on Pleasant Street. Vote 4-0-0.**

It was the consensus of the board that the Town Manager, Police Chief, Highway Department Managers, and area business owners review the possibility of a small time-limited “loading and unloading” area on Pleasant Street.

6. Salisbury Street/Summer Street U-turn

Ms. Adams, a resident of Salisbury Street, submitted a letter concerning the safety of pedestrians, as vehicles leave the post office and make a U-turn at the intersection of Summer Street and Salisbury Street, or as vehicles fail to pay attention to the yield sign at Summer Street.

Mr. Adams had submitted a written recommendation to the board that he and the Police Chief would like to conduct a traffic study to consider prohibiting U-turns at the intersection of Salisbury Street/Summer Street.

**On motion by Mr. Richburg, seconded by Ms. Ryerson, the Board voted to refer the Salisbury Street/Summer Street U-turn to the Police Advisory Committee for further study. Vote 4-0-0.**

Comment for a cross walk and a sidewalk.

7. Appoint Library Trustee

**On motion by Ms. Ryerson, seconded by Mr. Richburg, the Board voted to appoint Kelly Green to the position of Library Trustee for the remaining six months of a five-year term until the annual Town Meeting 2014. Vote 4-0-0.**

8. Historic Preservation Grant for Kimball Library

The Kimball Library Trustees submitted a request to submit a grant through the Vermont Historical Preservation. The proposed project is to repair water damage to the building due to splash-back and to reduce the chance of further damage. The estimated cost for the project is \$27,000. The grant is a

Selectboard Meeting of August 27, 2013  
Town Hall Conference Room B, 7 Summer Street

1:1 match, up to \$20,000. Ms. Phillips, Library Trustee, stated that she hopes that the town could find the match in the budget, if the grant is awarded.

**On motion by Mr. Schersten, seconded by Ms. Ryerson, the Board voted to approve the Kimball Library Trustees' request to submit a grant application to the Vermont Historical Preservation. Vote 4-0-0.**

9. Sale of Burial Plots

**On motion by Mr. Richburg, seconded by Ms. Ryerson, the Board voted to convey the sale of burial plots: a single grave space in Randolph Center Cemetery to Linda Avallone-Arkle, a single grave space in the Randolph Center Cemetery to Maracel Palilla; a single grave space in the Pleasant View Cemetery to Mary Eaton; a single grave space in Pleasant View Cemetery to Nancy Stevens; and two grave spaces in Pleasant View Cemetery to Edwin and Maxine Merrill, Jr. Vote 4-0-0.**

10. First Class Liquor License

The Board reviewed One Main Tap & Grills request for a first class liquor license, Mr. Brown recused himself from vote, but not from discussion.

**On motion by Mr. Richburg, seconded by Mr. Schersten, the Board voted to approve One Main Tap & Grill's request for a first class liquor license to sell malt and vinous beverages. Vote 3-0-1 (Brown abstained).**

11. Outside consumption

The Board reviewed One Main Tap & Grill's request for an outside consumption permit. Several concerns were expressed: hours of operation, dimensions of requested seating area (9 ft x 30 ft), and number of tables/seats. It was suggested the business stop serving at 10:00 p.m. and shorten the consumption area to a maximum of six feet so as to not encroach on the public sidewalk or the bench seating in that area.

Discussion ensued concerning other establishments with outside consumption permits, the need for a true scale drawing of the area, and a three dimensional staging of the requested serving area for outside consumption.

**On motion by Mr. Richburg, seconded by Mrs. Ryerson, the Board voted to table action on One Main Tap & Grill's outside consumption permit until its next scheduled meeting of September 17. All board members will conduct a site visit of the area individually. Vote 3-0-1 (Brown abstained).**

12. Appoint Delegate for VLCT Annual Business Meeting

**On motion by Mr. Richburg, seconded by Ms. Ryerson, 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 then appointed Chairman Brown as signatory. Vote 4-0-0.**

13. Proposed Special Appropriations Policy

Selectboard Meeting of August 27, 2013  
Town Hall Conference Room B, 7 Summer Street

The Board reviewed the proposed Special Appropriations Policy with an amendment to change three years to one year.

**On motion by Mr. Richburg, seconded Ms. Ryerson, the Board voted to adopt the Special Appropriations Policy as amended. Vote 4-0-0.**

14. Schedule Public Hearing for Town Plan Amendments

**On motion by Mr. Richburg, seconded by Ms. Ryerson, the Board voted to set public hearing date to review the amendments to the Town Plan at 5:30 p.m. on September 17, 2013 in Town Hall Conference Room B, 7 Summer Street. Vote 4-0-0.**

15. Award bid for Downtown Sidewalk Improvement

**On motion by Ms. Ryerson, seconded by Mr. Schersten, the Board voted to award the downtown sidewalk improvement bid to WB Rogers in the amount of \$111,768. Vote 4-0-0.**

16. Palmer Road Maintenance Agreement

**On motion by Mr. Richburg, seconded by Mr. Schersten, the Board voted to enter into a Finance and Maintenance Agreement between the State of Vermont and Town of Randolph for Randolph BRO1444(57) Palmer Road bridge project. Vote 4-0-0**

17. Incidents not covered by Insurance

The Board reviewed Mr. and Mrs. Williams' request for reimbursement of six tires, which were damaged while traveling East Bethel, Clay White Hill and Gifford Hill Roads.

**On motion by Mr. Richburg, seconded by Mr. Schersten, the Board voted to decline the William's request for reimbursement. Vote 4-0-0.**

18. Recreation Director

Mr. Schersten reported that the Randolph Community Recreational Advisory Committee is researching the possible expansion of recreational programs for the town. The research could include the concept of reverting to a town run Recreation Department.

19. Boys and Girls Contract

Mr. Schersten reported that the RCRAC is researching if the Boys and Girls Contract would be able to handle additional recreational programming for the town.

20. Town Green Option

Ms. Iffland informed the board of the concept of a larger town green. Suggestions include:

- Incorporate the Flood Plan Forest
- Utilize the Prince Street Parking lot better. The gazebo area is not sufficient for a town green. The possibility exists that the town could acquire three -properties, that are soon to be placed in an estate sale (12, 14 & 16 Pleasant Street)
- Enlarge the current green with acquired land to create a larger green
- Possibly close off Pleasant Street

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- Create better traffic route to Pleasant Street
- Hire a landscape architect to design a conceptual plan for the town green,
- Fund possibilities for land acquisition through Vermont Housing and Conservation Board ~~and~~ to allow town to enlarge the public green area

The consensus of the board is for Ms. Iffland and Mr. Adams, Town Manager to explore the concept.

21. Committee reports

Ms. Ryerson reported that she and Ms. Harriet Chase have not been successful in reviving the town History Committee. Ms. Chase is making one more effort to find interested citizens through a notice on her Facebook page.

Mr. Brown reported that the Police Advisory Committee schedule a meeting in the future.

Mr. Richburg reported that the Energy Committee had recommended the PACE Program to the Selectboard and the Board adopted the PACE program at its meeting on August 21.

22. Warrants

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

23. Other Business

Ms. Iffland provided an update report regarding the status of the Biomass District Project. She reported that the grant funder is looking for a letter of support to continue investigating the possibility of a Biomass District.

**On motion by Mr. Richburg, seconded Ms. Ryerson, the Board voted to write a letter of support to continue investigation the Biomass District project. Vote 4-0-0.**

24. Executive Session

There was no executive session.

25. Adjournment

**At 7:55 p.m. on motion by Ms. Ryerson, seconded by Mr. Richburg, the Board voted to adjourn until its next scheduled public hearing/meeting on September 17, 2013 at 5:30 p.m. in Town Hall Conference Room B, 7 Summer Street. Vote 5-0-0.**

Respectfully submitted,

Cindy Spaulding  
Recorder

Dennis Brown  
Selectboard chair

Public Hearing of September 17, 2013  
Town Hall Conference Room B, 7 Summer Street

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

Municipal Staff: Melvin Adams (Town Manager), Cindy Spaulding (Recorder), Bill Morgan (Facilities/Highway Operations Manager) and Joyce Mazzucco (Town Clerk & Treasurer)

Public Attendees: Dan Childs, Paul Rea, Shane Niles, Matt Considire, Seth Octap, Frank Zinger, Stephanie Taylor, Patrick French, Garry Dir, Josh Neibling, and Jerry Ward

Media: Merrill Whitcomb (ORCA)

Introduction were made.

Mr. Brown opened the public hearing at 5:32 p.m.

Mr. Brown explained this was the second hearing for the proposed amendments to the Town Plan. The purpose of the hearing was to receive public comment and concerns regarding the proposed amendments.

Mr. Rea, Chair of the Planning Commission, provide an overview of the proposed amendments to the end of the first paragraph on page 43, Future Land use Gateway Commercial maps and Chapter 8- Economic Development.

Mr. Dir commented that there should be pictures of the downtown the Town Plan. Mr. Brown explained that the Selectboard is only to approve the contents and amendments not whether to have pictures in the Town Plan.

Mr. Brown closed the pubic hearing at 5:40 p.m.

Respectfully submitted,

Cindy Spaulding  
Recorder

Dennis Brown  
Selectboard chair

Selectboard Meeting of September 17, 2013  
Conference Room B, 7 Summer Street

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

Municipal Staff: Melvin Adams (Town Manager), Cindy Spaulding (Recorder), Bill Morgan (Facilities/Highway Operations Manager) and Joyce Mazzucco (Town Clerk & Treasurer)

Public Attendees: Dan Childs, Paul Rea, Shane Niles, Matt Considire, Seth Octap, Frank Zinger, Stephanie Taylor, Patrick French, Garry Dir, Josh Neibling, and Jerry Ward

Media: Merrill Whitcomb (ORCA)

1. Call to order

Mr. Brown called the meeting to order at 5:42 p.m.

2. Public Comment

Mr. Rea provide the status on the Planning Commission's progress with updating the zoning regulations. He reported that the document might be available as soon as December for the Selectboard to review.

3. Consent Calendar (Agenda)

**On motion by Mrs. Brassard, seconded by Ms. Ryerson, the Board moved to approve the consent agenda as presented. Vote 5-0-0.**

- a. Minutes of August 27, 2013
- b. Sale of Burial plots to: Sanie Bly (two-grave space in the Pleasant View Cemetery) and Stephen and Peggy Caldwell (two-grave space in Randolph Center Cemetery)
- c. Reappoint Lorraine Peirce as Health Officer and Appoint Melvin E. Adams as Deputy Health Officer with a term for both to expire in October 2016.
- d. Warrants
- e. Ministerial Lease Land Quit Claim Deed to John M. and Suzanne P Joy of 31 Weston Street.

4. New Business

a. Status on Update on ECFiber

Mr. Childs requested a letter of endorsement from the Selectboard for a grant application to propose a Business Broadband Improvement District along Kibbee Road into Brookfield.

**On motion by Mr. Richburg, seconded by Mr. Schersten, the Board voted to submit a letter of endorsement for the Business Broadband Improvement District. Vote 5-0-0.**

b. Grants/Awards

- Better Backroads Category A

**On motion by Mr. Richburg, seconded Mr. Schersten the Board voted to accept the Better Backroads Category A grant agreement for a town-wide culvert inventory in the amount of \$4,000. Vote 5-0-0.**

Selectboard Meeting of September 17, 2013  
Conference Room B, 7 Summer Street

- Better Backroads Category B

**On motion by Mrs. Brassard, seconded by Ms. Ryerson, the Board voted to accept the Better Backroads Cat B grant agreement for the Tatro Hill/Seymour Road Culvert project in the amount of \$10,000. Vote 5-0-0.**

- FEMA /State of Vermont

**On motion by Mr. Schersten, seconded by Mr. Richburg, the Board voted enter into a sub-grant agreement FEMA-4140-DR-VT between the State of Vermont and Town of Randolph. Vote 5-0-0.**

c. Bid awards

- Emergency Generator

The board reviewed a proposal for an emergency generator to be placed at the Pinnacle Reservoir. The board was concerned with only receiving a single bid and requested that the town solicit a second time to possible obtain a complete bid for the generator.

- Tatro Hill/Seymour Road Culvert Project

**On motion by Mrs. Brassard, seconded by Mr. Richburg, the Board voted to award the contract for the Tatro Hill/Seymour Road Culvert Project to Twin State Utility Company at a cost not to exceed \$24,798. Vote 5-0-0.**

- Ridge Road Paving Project

**On motion by Mr. Richburg, seconded by Ms. Ryerson, the Board voted to award the contract for paving the Ridge Road to Pike Industries at a cost not to exceed \$93,037.50. Vote 5-0-0.**

d. Boys and Girls Club Contract – Fall/Winter

Mr. Schersten reported that the Randolph Community Recreation Advisory Committee had discussed the fall/winter recreational programs either through the Boys and Girls Club or the town providing the program services. Due to time constraints for the fall/winter programs, it was recommended to pursue a contract with the Boys and Girls Club. Discussion ensued concerning the skating rink programs, the remaining recreational budget, and facilities maintenance provided by the town for the winter season.

**On motion by Mr. Richburg, seconded by Mr. Schersten, the Board voted to consider a tentative contract with the Boys and Girls Club for the fall and winter season, pending review of the draft contract and proposed expense for running the winter programs. Vote 5-0-0.**

Selectboard Meeting of September 17, 2013  
Conference Room B, 7 Summer Street

e. Surveillance Camera

Mr. Adams advised the Board that there had been reports of alleged illegal activities at the Gazebo Green. It was suggested to install surveillance cameras in the area to deter such activity, with locations to be proposed future date. Discussion ensued concerning the cost of a surveillance system, condition of the Gazebo, and a proposed project to repair structure and beautify the grounds.

**On motion by Mr. Richburg, seconded by Mr. Schersten, the Board considered installing surveillance cameras in the Gazebo area, contingent upon further research as to location by Chief Krakowiecki. Vote 5-0-0.**

f. Consortium Agreement with East Central Vermont Sustainability

**On motion by Ms. Ryerson, seconded by Mr. Richburg, the board voted to approve entering into the East Central Vermont Sustainability Consortium Agreement, appointed Melvin E. Adams as representative, and authorized signatory. Vote 5-0-0.**

5. Old Business

a. One Main Tap & Grill Outside Consumption Request

Mr. Niles provided an update layout to scale of the outside consumption seating area along North Main Street in front of One Main Tap & Grill

Discussion ensued concerning the relocation of the bike rack and street benches, Downtown Sidewalk Improvement project, outside consumption seating area would consist of four four-top tables, hours of operation to 10:30 p.m. to accommodate the neighbors who reside in the apartments above the restaurant, and changing the license to occasional use.

**On motion by Mr. Richburg, seconded by Mr. Schersten, the Board voted to approve One Main Tap and Grill's Outside consumption permit contingent to hours of operation 11:00 a.m. to 10:30 p.m., Occasional Use from April 1 to November 1, seating four four-top tables, and consumption area not to exceed 9'x 28' with 7' on the north side clipped end of the sidewalk. Vote 4-0-1 (Brown abstained).**

b. Town Plan

**On motion by Mr. Richburg, seconded Ms. Ryerson, the Board voted to accept the amendments as presented and adopted the town plan as a whole. Vote 5-0-0.**

6. Current Tax Collector's Warrant

**On motion by Mr. Richburg, seconded by Mr. Schersten, the Board voted to authorize Joyce L. Mazzucco, Town Clerk & Treasurer to command proceed to collect current year's property taxes, as outlined in the Tax Warrant. Vote 5-0-0.**

Selectboard Meeting of September 17, 2013  
Conference Room B, 7 Summer Street

7. Committee Reports

Mr. Brown reported that Police Advisory Committee meeting will be scheduled in October. Further research needs to be conducted by Chief Krakowiecki and Mr. Adams regarding the concerns of no U-turn sign at the intersection of Salisbury Street/Summer Street and temporary loading and unloading near First Light Studios on Pleasant Street.

Mr. Richburg reported that the Energy Committee discussed the PACE District and the possibility of promoting district and "Home Energy Challenge."

Ms. Ryerson announced an arts event called "Poem Town" in Randolph and the types of events that would draw individuals to the town. This will tentatively start in April 2014.

Mr. Schersten reported that the Fire Advisory met and that the fire hoses have been received and will be distributed to the appropriate stations.

8. Other business

- Second Chance Reentry Grant

**On motion by Mr. Schersten, seconded by Ms. Ryerson, the Board voted to extend grant agreement: 2010-CZ-BX-0028, Second Chance Reentry Program through the State of Vermont Department of Corrections to September 30, 2014. Vote 5-0-0.**

- Correspondence

Mr. Adams provided an overview of the miscellaneous correspondence, which was in the Board's packets.

- Biomass Energy Resource Center • Vermont Health Connect • American Legion

- Downtown Sidewalk Improvement Grant

Mr. Adams reported that the awarded Downtown Sidewalk Improvement grant award was \$82,000, which is less than requested. The propose budget needs to be adjusted and resubmitted. He would be omitting the streetlights in the Herald Parking Lot, the remaining balance would be for LED lighting in the downtown.

- Boys & Girls Club request to use the Branchwood Property

Mr. Adams informed the board that the Boys and Girls Club would like to use a section of the Branchwood property as a play area for the afterschool program. Discussion ensued concerning the appropriate area, needs to provide a secure area, liability issues, and any improvements to the proposed areas would be at the expense of the BGC and not the town. It was the consensus of the Board may consider the request upon receiving a sketch of the area, improvement requirements, and period to use the area. This will be reviewed at the next scheduled regular board meeting.

Selectboard Meeting of September 17, 2013  
Conference Room B, 7 Summer Street

Mr. Adams mentioned that the town had been approached for a possible promotion of the town on "Hometown USA". He provided an overview of the proposal with a cost of \$19,800.

**On motion by Mr. Richburg, seconded by Ms. Ryerson, the Board voted authorize the expenditure \$19,800, contingent upon a scheduled conference call with the "Hometown USA" on September 27, 2013 at 3:00 p.m. Upon which time a special selectboard meeting will be called to give final authorization. Vote 5-0-0.**

9. Adjournment

**At 7:41 p.m., on motion by Mr. Richburg, seconded by Ms. Ryerson, the Board voted to adjourn until the next scheduled meeting of October 15, 2013. Vote 5-0-0.**

Respectfully submitted,

Cindy Spaulding  
Recorder

Dennis Brown  
Selectboard chair

REFERENCE ONLY

Selectboard Meeting of October 15, 2013  
Town Hall Conference Room B, 7 Summer Street

Selectboard: Trini Brassard, Dennis Brown, Larry Richburg and Marjorie Ryerson.  
Absent: Tom Schersten

Municipal Staff: Melvin Adams (Town Manager), Cindy Spaulding (Recorder), and Ann "Milo" Cutler (Animal Control Officer).

Public Attendees: Arthur Kippler, Pam Overstrom, David Palmer, Kristen Gage, Andrea Easton, Erin Easton and Tyler Wheatley.

Media: Merrill Whitcomb (ORCA)

1. Call to order

Mr. Brown called the meeting to order at 5:30 p.m.

2. Public Comment

No public comment

3. Consent Agenda

**On motion by Mrs. Brassard seconded by Ms. Ryerson, The Board voted to approve the consent agenda as presented. Vote 4-0-0.**

- a. Minute of September 17, 2013 Public Hearing
- b. Minutes of September 17, 2013 regular (amended)
- c. First Class Restaurant Liquor License – Willy B's Tavern
- d. Warrants

4. New Business

a. Canine Complaint

This subject was moved to later in the meeting as not all participants were present.

b. Conservation Fund – Pinello Farm

The board reviewed the Conservation Commission's recommendation to partially fund the Pinello's request to assist in purchasing a conservation easement on 112 acres of farm land. The conservation easement will be co-held by the Vermont Land Trust, Vermont Housing Conservation Board, and Vermont Agency of Agriculture, Food, and Markets.

**On motion by Mrs. Brassard, seconded by Ms. Ryerson, the Board voted to authorize the expense of \$2,500 from the Conservation Fund to support David and**

**Frank Pinello acquiring a conservation easement from John and Rachelle Farrow for 112 acres of farm land as recommended by the Conservation Commission. Vote 4-0-0.**

c. Conservation Fund – Randolph Elementary School

The Board reviewed the Conservation Commission's recommendation to fund the Randolph Elementary School's request.

**On motion by Mr. Richburg, seconded by Ms. Ryerson, the Board voted to authorize the expense of \$1,600 from the Conservation Fund to support the Randolph Elementary School's educational program to promote a working landscape and educating the public on the value of rural heritage and nature resources as recommended by the Conservation Commission. Vote 4-0-0.**

d. Committee vacancies

It was the consensus of the board to accept the resignations of Laurie Goldman and David Crosby and asked to have a letter to both thanking them for their services on the Commissions.

e. Ground Rules for Future Negotiations

The Board reviewed the ground rules for future negotiations between the Town of Randolph and AFSCME 1369. It was suggested to add language to the third bullet that everyone be copied on all correspondence and to strike out the last bullet regarding retro pay.

Mr. Adams explained the negotiation process, health care plan, dates of the negotiation meetings and a copy of the agreement to be reviewed.

**On motion by Mrs. Brassard, seconded by Mr. Richburg, the Board voted to adopt the Ground Rules for Negotiations between the town and AFSCME Local 1369 as amended. Vote 4-0-0.**

a. Canine Complaint (continued)

The Board listened to testimony from Ms. Overstrom, Mr. Palmer, Mr. Kippler, Ms. Cutler (ACO) and Ms. Easton regarding complaints against Ms. Easton's German Shepard mix in the Wallace Hill neighborhood.

Ms. Overstrom described that she had been bitten by Ms. Easton's dog on May 16<sup>th</sup>. She sustained injuries to her leg, which the medical bills exceeded \$1000. She is very concerned for the safety of children and adults who walk and ride bikes on Wallace Hill Road.

Selectboard Meeting of October 15, 2013  
Town Hall Conference Room B, 7 Summer Street

Mr. Kippler provided an overview of an incident that occurred in March 2013 with the Easton's dog, which he had reported to the Randolph Police Department

Mr. Palmer expressed his concerns about the Easton dog's reoccurring aggressive behavior. He provided a written encounter of an incident, which occurred in August. He strongly encourages the Board enforce the town's leash ordinance and requested that the dog be restrained on its property at all times.

Ms. Easton reported that she has taken measures to have her dog confined on her property for its safety and the safety of the neighborhood. Since the May incident, Ms. Easton has purchased fencing and a secure gate for the back yard, a 30' leash, and electronic collar/fence wireless system.

Ms. Cutler provided an overview of her investigations to the complaints in March and August and that the May incident was handled by the daytime Animal Control Officer.

The board then discussed the complaints before them.

**On motion by Mrs. Brassard, seconded by Mr. Richburg, the Board voted to require Ms. Easton to have her dog restrained at all times in a secured pen or on a leash on the property. Vote 4-0-0.**

- f. Request for Reimbursement for Water Expenses.

This action item was removed.

- g. Extra Mile Proclamation

**On motion by Ms. Ryerson, seconded by Mr. Richburg, the Board voted to adopt a proclamation naming November 1, 2013 as Extra Mile Day. Vote 4-0-0.**

- h. Consideration for Reclassification of Thayer Brook Road

Mr. Adams explained that Braintree is requesting a reclassification of Thayer Brook Road from a Class 3 to Class 2. He provided an overview of the process and the benefits of reclassifying a town road.

**On motion by Ms. Ryerson, seconded by Mr. Richburg, the Board voted to submit a request to the State to reclassify Thayer Brook Road from a Class 3 to a Class 2. Vote 4-0-0.**

5. Old Business

a. Surveillance Camera

Mr. Adams updated the Board on the proposed locations for the surveillance camera system needs to be reviewed by a representative of the Christian Science building before finalizing the logistics.

b. Salisbury and Summer Streets Intersections

Mr. Brown reported that the Police Advisory Committee recommended to: remove the existing "No Parking Here to Corner" sign by the Post Office; establish a new "No Parking" sign in the middle of the post office laws on Summer Street of the building; create a sidewalk from the north side of Salisbury Street to connect with the existing sidewalk in front of the post office; and to replace the current "Yield" sign on Summer Street with a "STOP" sign. It was suggested not to place a "No U-Turn" sign in front of Nowlan and Meyer's office as there haven't been any accidents with vehicle traffic conducting a U-turn maneuver.

**On motion by Mr. Brown, seconded by Mr. Richburg, the Board voted to approve the Police Advisory Committee's recommendation as outlined for Salisbury and Summer Streets Intersections. Vote 4-0-0.**

c. Temporary Loading zoning and Pleasant Street

Mr. Brown provided an overview of the Police Advisory Committee's recommendation not to establish set a temporary loading zone on Pleasant Street in front of the First Light Studios/Freedom Foods Office/Randolph National Bank building.

d. Boys and Girls Club Contract Fall/Winter

The Board reviewed the proposed contract between the town and the Boys & Girls Club for fall/winter programming.

**On motion by Mrs. Brassard, seconded Ms. Ryerson, the Board approved the Boys & Girls Club contract page 1-5, changes necessary changes appendixes A & B and authorized Mr. Adams as duly authorized signatory. Vote 4-0-0.**

e. Boys and Girls Club request to use Branchwood Property

The board reviewed the Boys and Girls Club request for a proposed location of the Branchwood property to be used the after school program.. It was the consensus of the board that the proposed area and its fencing not to include the brick chimney, control on

Selectboard Meeting of October 15, 2013  
Town Hall Conference Room B, 7 Summer Street

the type of fencing to be erected, hold harmless agreement and proof of insurance. A draft of the hold harmless agreement will be available at the next board meeting.

f. Status of Hometown USA program spot

Mr. Adams provided an overview on the status of the Hometown USA program spot.

- phone conversations with the program staff, positive and upbeat,
- concerns with the time of year proposed
- updates will be provided in the near future.

6. Committee reports

Mr. Brown reported that the Randolph Police Department had an accident with its 2008 Crown Victoria cruiser, it has been determined a total loss with the Vermont League of Cities and Towns. Mr. Adams mentioned that the town is looking to purchase a replacement cruiser and that the insurance company would reimburse for decaling and reinstalling the salvaged equipment. Further information on the new cruiser is forthcoming at a future meeting.

7. Other Business

Mr. Adams updated the board on town-wide projects:

- Downtown Sidewalks
- Beanville Road Water/Wastewater Improvement

He also reported that the town received a report that an individual had fallen in September on the Pleasant Street sidewalk.

8. Adjournment

**At 7:25 p.m. on motion by Ms. Ryerson, seconded by Mr. Richburg, the board adjourn until its scheduled meeting of November 19, 2013 at 5:30 p.m. in the Town Hall Conference Room B, 7 Summer Street. Vote 4-0-0.**

Respectfully submitted,

Cindy Spaulding  
Recorder

Dennis Brown  
Selectboard chair

Selectboard Meeting of November 19, 2013  
Town Hall Conference Room B, 7 Summer Street

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

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

Public Attendees: Patrick French, Irene Schaefer, Carolyn Moore, Lee Moore, Betty Edson, Mark MacDonald, Marty Strange and Patsy French

Media: Merrill Whitcomb (ORCA) and M.D. Drysdale (*Herald of Randolph*)

1. Call to order

Mr. Brown called the meeting to order at 5:32 p.m. Introductions were given.

2. Public Comment

The Board took comment regarding the abrupt departure of Stagecoach's Executive Director David Palmer. The public expressed over concerns whether services will continue.

The Chair then asked to have the Stagecoach added to other Business.

3. Consent Agenda

**On motion by Mrs. Brassard, seconded by Ms. Ryerson, the Board voted to approve the consent agenda as presented. Vote 4-0-1 (Schersten abstained)**

- a. Minutes of October 15, 2013
- b. Fund Transfer Randolph School District in the amount of \$1,185,881.84
- c. Fund Transfer Randolph Union High School in the amount of \$1,236,757.26
- d. Request Extension for Title V Grant Agreement to March 31, 2014
- e. Appoint Green-Up Day Coordinator: Stephen Wright
- f. Warrants
- g. Fire Department Wages: Firefighter-\$8.73; Lieutenant-\$9.60; Captain-\$10.56; Assistant Chief-\$11.62; Chief-\$12.78

4. New Business

- a. Appoint Planning Commission Member

**On motion by Ms. Ryerson, seconded by Mr. Schersten, the Board voted to appoint David Miles to a position on the Planning Commission with a term to expire March 2015. Vote 5-0-0.**

**On motion by Mrs. Brassard, seconded by Mr. Richburg, the Board voted to appoint Paul Putney as an alternate member on the Development Review Board with a term to expire March 2015. Vote 5-0-0.**

- b. Accept Water Main through Salisbury Square

This action item is tabled to the December meeting.

Selectboard Meeting of November 19, 2013  
Town Hall Conference Room B, 7 Summer Street

c. Timber Sale Contract

The Board discussed the Conservation Commission's responsibility for the town forest as well as including the Randolph Technical Career Center's Conservation Class to work with the tree thinning company on the forestry project.

**On motion by Mrs. Brassard, seconded by Ms. Ryerson, the Board voted to approve a contract for tree thinning in the Sayward Forest between the Town and Tony Chaloux with an addendum for the Conservation Commission and RTCC conservation class to work with the contractor. Vote 5-0-0.**

d. Replacement of Town Manager's Vehicle

Mr. Adams informed the Board that the Town Manager's Jeep Liberty is no longer drivable as there is a crack in its unibody. He reported that research has been conducted for a new vehicle and recommends acquiring a new vehicle. The consensus of the Board is to shop for a new vehicle and have a recommendation at its December meeting.

e. Police Service Expenses

Mr. Adams reported that the Randolph Police Department has responded to multiple public safety calls at Gifford Medical Center and the Randolph Technical Career Center and schools. At times, each incident requires an officer to be at the incident for several hours. When this occurs, another officer frequently is called in to work on overtime. The expense is a fiduciary burden on the taxpayers of the Police District. He has spoken with Joe Woodin of Gifford Medical Center and Brent Kay Superintendent of the WSSU regarding the Police Department's time.

It is recommended to have a joint meeting with Gifford Medical Center and WSSU to address the concerns and financial responsibilities for these public safety and/or security services.

f. Proposed FY2015 Budget

Mr. Adams has provided an overview of the first draft proposed FY2015 budget with highlights on Recreation, Capital Budget, surplus transfers, allocation of reserve funds, repair costs to Randolph Center's aerial tower truck electrical system (\$40,000) and tanker (\$29,000), and health care costs.

g. Schedule meetings for Proposed FY2015 Budget

The Board scheduled meetings to review the FY 2015 Budget as follows:

November 26 at 5:30 p.m. Conference Room A; December 10 at 5:30 p.m. in Conference Room B and December 17 immediately following the regular Selectboard Meeting in Conference Room B.

Selectboard Meeting of November 19, 2013  
Town Hall Conference Room B, 7 Summer Street

h. Bridge Inspection Compliance

Mr. Adams provided an overview of the Bridge Inspection Compliance requirements for:

Bridge 39 on Town Highway 73 Dugout Road –proper guardrails  
Bridge 34 on Town Highway 66 Hyde Road–signage change in bridge clearance

Action tabled until the meeting of December 17.

5. Old Business

a. Negotiation Ground Rules

Mr. Adams reported that there has been no response from the representative of the AFSCME regarding the Negotiation Ground Rules. The negotiation meeting with the collective bargaining representatives is scheduled for December 18<sup>th</sup>. The negotiation team for the town is Dennis Brown, Mel Adams, and Michael DeCubellis. The board will be provided the proposal to health insurance and wage.

b. Status of “Hometown USA Program Spot

Mr. Adams provided an overview of the “Hometown USA” Program spot with highlights on the production outline to include town history, events, facilities and cultural activities.

6. Committee Reports

Mr. Schersten reported that the Recreation Committee will meet to review the survey next week.

Mr. Schersten reported that Fire Advisory met and reviewed the departments’ surplus of fire hoses.

Mr. Schersten reported that the Water and Sewer Committee has not met, but will be scheduling a meeting soon.

Mr. Brown reported that the Police Committee review a cross walk on Salisbury Street and Summer Street.

Mr. Richburg reported the Energy Committee met and discussed the street lights that were turned off and the retro fit on LED lights, bids to change the ACORN & Shoe box lights for LED lights, with a rebate through Efficiency Vermont and Energy audits/winterize (PACE town). Mr. Adams reported that the Solar Array project is moving forward, scheduled to be on line in December.

Mr. Brown reported that the Budget Committee would be meeting on Thursday, November 21, 2013.

7. Other Business

• Randolph Police Cruiser

Mr. Adams explained that Randolph Police Cruiser (Chevrolet Impala) needs to be repaired, the expense to repair the cruiser is approximately \$2,000. He further explained that the cruiser has excessive mileage for a police cruiser and is not sure that the vehicle would be in-service for the entire year. He recommended ordering a new police car in early 2014 Chevrolet Impala. The estimated cost for the vehicle and necessary equipment is \$27,000 to \$28,000.

Selectboard Meeting of November 19, 2013  
Town Hall Conference Room B, 7 Summer Street

**On motion by Mrs. Brassard, seconded Mr. Schersten, the Board voted to authorize the Town Manager to purchase a fully equipped cruiser for the Randolph Police in the amount not to exceed \$29,000. Vote 5-0-0.**

- Town Report

**On motion by Mr. Richburg, seconded by Mrs. Brassard, the Board awarded printing of the 2013 Town Report to SelectPrint in the amount of \$4,334. Vote 5-0-0.**

- Beanville Road Project

Mr. Adams provided an overview of the Beanville Road Water and Wastewater Project.

- Stagecoach

The Board discussed on the public comments concerning the Stagecoach, which had been received earlier in the meeting.

**On motion by Ms. Ryerson, seconded by Mr. Schersten, the Board voted to write a letter to Greg Nazarow, Randolph's representative to the Stagecoach Board of Directors asking questions that will be formulated by the Selectboard. A draft will be presented at the November 26 Special Selectboard meeting. Vote 5-0-0.**

**On motion by Mrs. Brassard, seconded Mr. Schersten, the Board voted to send a letter to the President of the Stagecoach and copies to members of its Board of Directors expressing Randolph's concerns about the recent events and requesting the board provide more information to the public to improve their public confidence. Vote 5-0-0.**

It is the consensus of the board that Ms. Ryerson and Mr. Schersten will draft up the correspondence and present it at the Board's special meeting on November 26, 2013.

8. Adjournment

**At 8:36 p.m. on motion by Ms. Ryerson, seconded by Mr. Richburg, the Board voted to adjourn until its Special Meeting of November 26, 2013 at 5:30 p.m. in Town Hall Conference Room A, 7 Summer Street. Vote 5-0-0**

Respectfully submitted,

Cindy Spaulding  
Recorder

Dennis Brown  
Selectboard chair

Special Selectboard Meeting of November 26, 2013 at 5:30 p.m.  
Town Hall Conference Room B, 7 Summer Street

Selectboard: Trini Brassard (arrived 5:42 p.m.), Dennis Brown, Larry Richburg, Marjorie Ryerson,  
and Tom Schersten

Municipal Staff: Melvin Adams (Town Manager) and Michael DeCubellis (Finance Director)

Public Attendees: Gidget Lyman, Greg Nazarow, Marty Strange, Patrick French, Susan Reid,  
and Paul Haskell

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

1. Call to order

Mr. Brown called the meeting to order at 5:32 p.m.

2. Printer for Town Report

Mr. Adams presented the Board with a memo outlining hidden additional costs to print the 2013 Town report. He recommends awarding the bid to the next responsive bidder L. Brown and Sons in the amount of \$5,462.50.

**On motion by Mr. Richburg, seconded by Ms. Ryerson, the Board voted to award printing of the 2013 Town Report to L. Brown & Sons in the amount not to exceed \$5462.50. Vote 4-0-0.**

3. Price Adjustment for Police Cruiser

Mr. Adams presented the Board with a request for additional funds to purchase the Randolph Police Cruiser. This includes a 60 month/100,000 mile extended warranty, removal and installation of equipment and decaling the vehicle.

**On motion by Ms. Ryerson, seconded by Mr. Schersten, the Board voted to authorize the additional \$3,678.00 to purchase a police cruiser for the Randolph Police Department for a new total not to exceed \$32,678.00. Vote 4-0-0.**

*The original motion of November 19, item 7 first bullet authorized \$29,000 to purchase a fully equipped police cruiser.*

4. VCDP Grant Agreement for Beanville Road Water/Wastewater Line Project

Mr. Adams explained the grant agreement between the Town of Randolph and the Department of Housing and Community Development is for the Beanville Road Water and Wastewater Improvement project. The grant administration will be over seen by the Green Mountain Economic Development Corporation.

**On motion by Mr. Richburg, seconded by Ms. Ryerson, the Board voted to accept grant agreement: 07110-OG-2012-Randolph-00014, known as Beanville Road Improvement Project, between the State of Vermont Department of Housing and Community Development and the Town of Randolph and designated Joan Goldstein, Executive Director of Green Mountain Economic Development Corporation to oversee the administrative responsibilities and appointed Melvin E. Adams, Town Manager, as duly authorized signatory for the grant. Vote 4-0-0.**

5. Stagecoach Correspondence

Mr. Brown explained the correspondence to the Board of Directors outlining the Randolph Selectboard's concerns about the status of the Stagecoach and its services. Mr. Brown read the letter aloud. Mr. Nazarow, Randolph's representative to the Stagecoach Board of Directors spoke briefly about the operations of the Stagecoach and the services will continue.

**On motion by Mr. Richburg, seconded by Mr. Schersten, the Board voted to approve sending a letter to the Stage Coach Transportation Board of Directors and its representative as presented and appointed Dennis Brown as authorized signatory on behalf of the Board. Vote 5-0-0**

6. Review proposed FY2014 Budget

Mr. Adams and Mr. DeCubellis provided the board with an overview of the proposed FY2015 Budget including projected expenses and revenues.

7. Adjournment

**At 7:30 p.m., on motion by Mrs. Brassard, seconded by Mr. Schersten, the Board voted to adjourn until its next scheduled meeting of Tuesday, December 10, 2013 at 5:30 p.m. in Town Hall Conference Room B, 7 Summer Street. Vote 5-0-0.**

Respectfully submitted,

Melvin E. Adams  
Town Manager

Dennis Brown  
Selectboard chair

csds

Special Selectboard Meeting of December 10, 2013  
Town Hall Conference Room B, 7 Summer Street

Selectboard: Dennis Brown, Larry Richburg, Marjorie Ryerson, and Tom Schersten  
Absent: Trini Brassard

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

Public Attendees: Jim Sault

1. Call to Order

Mr. Brown called the meeting to order at 5:30 p.m.

2. Ministerial Leased Land

**On motion by Mr. Richburg, seconded by Ms. Ryerson, the Board voted to approve release of ministerial lease land lot and conveyance of fee simple interest to Ken Rajesky and Pat Zimmerman at 23 Weston Street. Vote 4-0-0.**

3. United States Media Television: Communities of Distinction TV Program

Mr. Adams provided an update of the "Hometown USA" Program project through Communities of Distinction TV Program. He further explained that the action item was on the agenda to finalize the approval of the project as there was not quorum at scheduled September 27 Special Selectboard meeting.

**On motion by Mr. Schersten, seconded by Ms. Ryerson, the Board voted to finalize the approval to entering contract with Communities of Distinction: Hometown USA project contract and appointed Mel Adams as duly authorized signatory and approve the expenditure of \$19,800. Vote 4-0-0.**

*Action to finalize motion from September 17 meeting:*

*On motion by Mr. Richburg, seconded by Ms. Ryerson, the Board voted authorize the expenditure \$19,800, contingent upon a scheduled conference call with the "Hometown USA" on September 27, 2013 at 3:00 p.m. Upon which time a special selectboard meeting will be called to give final authorization. Vote 5-0-0.*

4. Schedule Budget Meetings

It is the consensus of the Board to tentatively schedule Special Selectboard meetings for Tuesday January 7, 2014 at 5:30 p.m. in Conference Room A and January 14, 2014 at 5:30 p.m. in Conference Room B. Tentative schedule contingent on FY2015 proposed budget review process.

5. Warrants

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

Special Selectboard Meeting of December 10, 2013  
Town Hall Conference Room B, 7 Summer Street

6. Review Proposed FY2015 Budget

Mr. Adams and Mr. DeCubellis provided the Board with an overview of the proposed FY2015 budget including projected expenses and revenue. They started with the Highway Department. The General Fund was presented at the November 26, 2013 Special Selectboard meeting.

7. Adjournment

**At 7:23 p.m., on motion by Ms. Ryerson, seconded by Mr. Schersten, the Board voted to adjourn until its next scheduled meeting of Tuesday, December 17, 2013 at 5:30 p.m. in Town Hall Conference Room B, 7 Summer Street. Vote 4-0-0.**

Respectfully submitted,

Cindy Spaulding  
Recorder

Dennis Brown  
Selectboard chair

REFERENCE ONLY

Selectboard Meeting of December 17, 2013  
Town Hall Conference Room B, 7 Summer Street

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

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

Media: Merrill Whitcomb (ORCA) and M. D. Drysdale (*The Herald of Randolph*)

Public Attendees: Gay Gaston, Marty Strange, Patsy French, Patrick French, Irene Schaefer, Betty Edson, Gary Dir, and Perry Armstrong

1. Call to order

Mr. Brown called the meeting to order at 5:35 p.m. and introductions were made.

2. Public Comment

The Board took comment regarding the future of Stagecoach Transportation and its Board of Directors. Mr. Strange read a written statement and provided a copy for the meeting minutes. Other members of the public expressed their concerns verbally.

3. Consent Calendar (Agenda)

**On motion by Mrs. Brassard, seconded by Mr. Schersten, the Board approved the consent agenda as presented. Vote 5-0-0.**

- a. Minutes of November 19, 2013
- b. Minutes of November 26, 2013 (special)
- c. Minutes of December 10, 2013 (special)
- d. Sale of Burial plots to Karen Peterson and Anthony Keller and Betsy Hannah
- e. Grant application for SWIP-Household Hazardous Waste 2014
- f. Warrants

4. New Business

- a. Accept Water Main through Salisbury Square

**On motion by Mr. Schersten, seconded by Mrs. Brassard, the Board voted to accept the Water Line Easement Deed to take over the water main through Salisbury Square as presented. Vote 5-0-0.**

- b. Participate in Environmental Court Appeal of DRB Decision

**On motion by Mrs. Brassard, seconded by Mr. Schersten 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 Pleasant Street Partners, LLC. Vote 4-0-1 (Brown abstained).**

c. Grand List Changes: Errors and Omissions

Mr. French provided an explanation of the corrections to the Grand List.

**On motion by Mrs. Brassard, seconded by Ms. Ryerson, the Board voted to approve in accordance to Title 32, Section 4261, corrections to the 2013 Grand List as presented by the Board of Listers. Vote 5-0-0.**

5. Old Business

a. Bridge Inspection Compliance

**On motion by Ms. Ryerson, seconded by Mr. Schersten, the Board voted to award the contract as presented for the Dugout Road (TH73) Bridge #39 to Vermont Recreational Surfacing & Fencing, Inc in the amount of \$5,334.00. Vote 5-0-0.**

**On motion by Mr. Richburg, seconded by Mr. Schersten, the Board voted to approve submitting to the Vermont Agency of Transportation that the town will be in compliance by January 31, 2014 for installing guardrails on Dugout Road (TH73) Bridge (39) notification. Vote 5-0-0.**

**On motion by Mr. Richburg, seconded by Mrs. Brassard, the Board voted to approve submitting to the Vermont Agency of Transportation that the town will be in compliance by December 19, 2013 for changing the height requirements on Hyde Road (TH66), Gifford Covered Bridge 34. Vote 5-0-0.**

b. Town Manager's Vehicle

Mr. Adams provided a cost and options comparison of vehicles that have been test driven to replace the Town Manager's vehicle.

**On motion by Mrs. Brassard, seconded Mr. Schersten, the Board voted to authorize Town Manager Adams to purchase a 2014 Honda CRV-LX from Town & Country Honda as presented. Vote 5-0-0.**

6. Committee Report

Mr. Brown reported that the Police Committee will be meeting in the near future.

Mr. Schersten reported that Fire Advisory met and discussed dry hydrants, updates on communications and RCFD fire truck.

Mr. Adams reported that the Town Manager's office has received a few telephone calls concerning the streetlights that have been turned off throughout the town. He requested permission to authorize him to turn street lights back on which the Energy Committee had recommended to turn off.

**On motion by Mrs. Brassard, seconded by Ms. Ryerson, the Board voted to authorize Town Manager Adams to turn on streetlights, which he deems necessary to turn back on. Vote 5-0-0.**

Selectboard Meeting of December 17, 2013  
Town Hall Conference Room B, 7 Summer Street

7. Other Business

- Stagecoach Transportation

Mrs. Brassard explained that the Agency of Transportation requires transportation service providers such as the Stagecoach to partner with another service provider through a mutual agreement. The purpose of the mentoring agreement is to provide a peer- to-peer education on the federal rules and regulations as well as the skill sets to improve operations. She further explained that the process of operating under federal rules and regulations as well as a requirement for notifying the public that AOT would be reviewing applications.

Discussion ensued concerning whose responsible for informing the public as to the future operations of the Stagecoach Transportation and its Board of Directors. It was suggested that the local newspaper do a feature story about the future of the Stagecoach Transportation and in that article, educate the public as to the required rules and regulations under which the Stagecoach must operate.

- Selectboard meeting schedule

It is the consensus of the Selectboard to move its regular meeting from January 21, 2014 to January 14, 2014.

8. Continuation Review of FY2015 Proposed Budget

Mr. Adams and Mr. DeCubellis provided the Board with an overview of the proposed FY2015 Budget including projected expenses and revenue.

9. Adjournment

**At 7:45 p.m. on motion by Mrs. Brassard, seconded by Ms. Ryerson, the Board voted to adjourn until its next scheduled meeting of January 14, 2015 at 5:30 p.m. in Town Hall Conference Room B, 7 Summer Street. Vote 5-0-0.**

Respectfully submitted,

Cindy Spaulding  
Recorder

Dennis Brown  
Selectboard chair