

Selectboard Meeting of January 4, 2011  
Town Hall Conference Room B, 7 Summer Street

Selectboard: Carol Flint, Larry Richburg, Lawrence Townsend, and Stephen Webster.

Absent: Dennis Brown

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

Public Attendees: Dwight and Mary Porter, Michael Penrod (Budget Committee), Nan Gwin, Dave and Joan Miles.

Media: Cory Clark (camera) and Kevin Paquet (*Herald of Randolph*)

Mr. Richburg called the meeting to order at 6:07 p.m.

1. Minutes

**On motion by Mr. Townsend, seconded by Mrs. Flint, the Board voted to approve minutes of December 21, 2010 as written. Vote 4-0-0.**

2. Public Comment

Mrs. Gwin suggested replacing the Assessor's position with a request for proposal for assessment of properties. She said the request for proposal may be beneficial as the submitted bids may be less than the current position's salary. For example, she said, the cleaning service at the Town Hall came in at less than the cost of the previous cleaning service.

Mrs. Gwin inquired about the recent water break at the Salisbury Square project. She commented that before the town loans money to RACDC, the jobsite should be fixed. Town Manager Champy explained that the leak was fixed by the town crew and the lines were flushed for a half-hour before the water service was available for the users, and the permit holder is responsible for the project according to ACT250. He also reported the water loss was over 300,000 gallons.

3. Committee reports

It was reported Water and Sewer Committee will meet on Wednesday morning, Energy Committee will meet on Monday, January 10 and Capital Budget is also scheduled for next week.

4. Better Back Roads Grant

Mr. Champy announced that Randolph is a recipient of two Better Backroads Grants. He explained that the Better Backroads Grant Category A is for Road Inventory and Category B is for Tatro Hill Road and Seymour Road.

**On motion by Mr. Webster, seconded by Mr. Townsend, the Board voted to accept Better Backroads Grant agreements for Categories A and B and authorized Town Manager Champy as duly authorized signatory. Vote 4-0-0.**

5. Special Appropriations Policy

The Board reviewed the Special Appropriations Policy of 2008. Discussion ensued with an alternative proposal to set a cap on funds; other ideas: non-profits/not-for-profits could petition the Selectboard, the Selectboard could place a non-binding question on the annual meeting warning, question if the cap is petitioned. Town Manager Champy will inquire of other towns on their policies.

6. Town Manager's Report

The Board reviewed the Town Manager's report highlighting: RACDC Salisbury Square, short fall in FY2010 tax revenue, tax abatements, and process of updating the Grand list without an extension.

**On motion by Mr. Webster, seconded by Mr. Townsend, the Board voted to accept the Town Manager's report as written and authorized Chairman Richburg to sign its release. Vote 3-0-1 (Flint abstained)**

7. Other Business

Mrs. Gwin suggested compiling a list of volunteers to offer services to the homeless. Discussion ensued concerning persons in need and the process between the Town Service Officers and the Police

Mr. Champy reported effective January 1, 2011, e-waste will no longer be allowed in the landfills and the state is trying to put procedures in place.

8. Warrants

**On motion by Mr. Webster, seconded by Mr. Townsend, the Board moved to approve the accounts payable warrants as presented. Vote 4-0-0.**

**On motion by Mr. Webster, seconded by Mr. Townsend, the Board voted to approve the payroll warrants. Vote 4-0-0**

9. Continuation Selectboard Review of Budgets

The Board discussed an overview of previous budgets highlighting PILOT revenue to Randolph Center, Recreation Adult programming, RCFD wages, breakdown of the Boys and Girls Club budget, Planning/Zoning, adjusted workers' comp and unemployment in listers budget, adjusting Assessor's position to 36 hours, and change in revenue of Cemetery.

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a. Highway

The Board reviewed the Highway Fund budget, highlighting \$47,000 sand, \$28,000 summer chloride, \$1,000 interest allocation, \$7,000 uniforms, explanation of downtown maintenance, increase in sign line, bridge line item, crack sealing, and transfer to highway projects and equipment (surplus).

b. Police

The Board reviewed the Police District Fund with highlights on increase in retirement, and health insurance increase due to personnel change.

c. Water

The Board reviewed the Water District Fund highlighting a decrease of 6%.

d. Sewer

The Board reviewed the Sewer District Fund highlighting a decrease of 2%.

e. Landfill

The Board reviewed the Landfill Fund and asked about proprietary funds and transfers.

10. Other business

Mr. Champy reported that VLCT had advised not to add the Chandler Center for the Arts as an insured on the town's property insurance for the Chandler Music Hall. Discussion ensued concerning the lease agreement between the Chandler Center for the Arts and the Town, owners insurance, renters insurance, and responsibilities of each party and ownership of the building.

11. Adjournment

**At 8:00 p.m., on motion by Mr. Townsend, seconded by Mrs. Flint, the Board voted to adjourn until next scheduled meeting of January 11, 2011 at 6:00 p.m. in Town Hall Conference Room B. Vote 4-0-0.**

Respectfully submitted,

Cindy Spaulding  
Recorder

Special Selectboard Meeting of January 11, 2011  
Town Hall Conference Room B, 7 Summer Street

Selectboard: Dennis Brown, Carol Flint, Larry Richburg, Larry Townsend and Stephen Webster  
Municipal Staff: Gary Champy (Town Manager) and Michael DeCubellis (Finance Director)  
Public Attendees: Dwight and Mary Porter  
Media: None

Mr. Richburg called the meeting to order at 6:04 p.

1. Bonds

The Board reviewed the Bond debt. Mr. DeCubellis was asked to re-examine as the bond discrepancies from the auditors to match our finance spreadsheet. It was discussed the need to show a transfer from the Water/Sewer Departments to the General fund for bonds collected in the general fund. Fund balances will be updated when we receive the auditors' final numbers.

2. Capital Projects

It was discussed if there is a possibility to have surpluses from FY11 to be carried into the FY12 budget to finance capital projects. Chairman Richburg explained, the FY11 year is not over and we would only be anticipating the surpluses. It was explained the only capital surpluses would be from FY10 and the Tunbridge Bridge in an amount of \$7000.00. Mr. Champy explained the biggest increase in overall budget and tax rates were in the Capital budget last year, which through taxes was \$183,000, and this year the projection is \$263,500. He verbally listed off paving projects and explained he was not certain which dirt roads would be upgraded this year.

3. Special Appropriations

There was a brief overview of special appropriations. The discussion will be taken up at Town Meeting.

4. General Fund Revenue

The Board reviewed the anticipated General Fund Revenue. Discussion ensued concerning voted appropriations such as Police, Highway, Library, Cemetery and School Districts receive funding with no delinquencies, and the General Fund is responsible to collect delinquencies and receives the other funds that remain after all other funds and schools have received their funding.

Discussion ensued concerning the building insurances for the Fire Departments and the liability to the Center and East Randolph Buildings. Mr. Webster explained the town did not own the East Randolph Fire Station/Social Hall and the Randolph Center Fire Station. The Fire District and Fire Association own the buildings. Town Manager Champy will research insurance for the three fire departments.

Town Manager Champy asked if the Selectboard would consider increasing the stipends for the Health Officer and Animal Control Officers. The Board asked for a proposal.

Respectfully submitted,

Gary Champy  
Town Manager

Selectboard meeting of January 18, 2011  
Town Hall Conference Room A, 7 Summer Street

Selectboard: Dennis Brown, Carol Flint, Larry Richburg, and Stephen Webster. Absent: Lawrence Townsend.

Municipal Staff: Gary Champy (Town Manager), Cindy Spaulding (Recorder) and John Coffey (Chief Operator Water/Wastewater)

Public Attendees: Dwight and Mary Porter, John Joy, Ken Goss, Madison Boyce, Del Thompson, Steve Quenneville, Julie Iffland (RACDC), Dave and Joan Miles, Barb and Bob Orleck. Observed: Marty Strange

Media: Kevin Paquet (*Herald of Randolph*)

Mr. Richburg called the meeting to order at 6:08 p.m.

1. Meeting Minutes

**On motion by Mr. Webster, seconded by Mrs. Flint, the Board voted to approve the minutes of December 28, 2010 and January 11, 2011 as written. Vote 4-0-0**

**On motion by Mr. Webster, seconded by Mrs. Flint, the Board voted to approve the minutes of January 4, 2011 as written. Vote 3-0-1 (Brown abstained)**

2. Comment

Mrs. Iffland commented that \$2,500 in the proposed FY2012 budget for the downtown program was insufficient. She requested that the Board consider increasing the line item. She further stated that funding at the lower amount would not support the program and provided examples of tax credits, transportation grants, and other benefits to the downtown. Mr. Quenneville spoke in support of the increase, as he is a recipient of a tax credit through the downtown program to install a sprinkler and alarm system in the laundromat he owns. Mr. Richburg reported he had received a letter from Sharon Rives on behalf of the Chandler Center for the Arts in support of an increase to the downtown program line item.

3. Finalize FY2012 Budget

The Board reviewed the proposed FY2012 budget. Discussion ensued concerning debt services schedule, the funds to be raised by taxes, General Fund, Water Fund and Sewer Fund and Balance sheets and Capital not raised by taxes, General Bond Obligations, Capital Budget Projects, landfill closure fund and still need to review the landfill fund, landfill closure fund, and balance fund sheets, and downtown designation line item.

4. Town Meeting Warning (Draft)

The Board reviewed the town meeting warning. Discussion ensued concerning a possible vacancy on the Selectboard. Mrs. Flint asked to place a question for the town meeting, with the suggestion of wording to the effect: Shall the town revoke the town manager form of government? The Board discussed the pros and cons of a town manager form of government vs. administrative form of government. The question will be brought up under other business at the Town Meeting.

5. Committee Reports

Mr. Champy reported that the Water and Sewer Committee had met last week and discussed the water allocations for the Salisbury Square Project.

Selectboard meeting of January 18, 2011  
Town Hall Conference Room A, 7 Summer Street

Mr. Champy reported the Budget Committee reviewed which member was up for reappointment and property insurances. He said that the outcome of insured properties reflected that the East Randolph Fire Department and Social Hall is not covered under the town's VLCT property insurance, as the town does not own the property.

Mrs. Spaulding reported Fire Advisory met last Tuesday night. The committee discussed that the installation of sprinkler systems, the water ordinance, and the final proposal for a new fire truck may be brought before the board at the February 1 meeting.

Mr. Richburg reported Capital Budget met last week and reviewed the capital plan.

Mr. Richburg reported that the Energy Committee had a great meeting last week in East Randolph concerning the streetlights.

6. Highway Mileage Certification

The Board reviewed the Highway Mileage Certification. Mr. Champy mentioned that there are seventeen driveways that are Class III highways, which are plowed by the town. He suggested changing them to Class IV roads. Tabled until February 1, 2011 meeting

7. RACDC Salisbury Square Project Water Allocation for Fire Sprinklers

**On motion by Mr. Webster, seconded by Mr. Brown, the Board voted to grant RACDC additional water allocations of 225 gallons per day with an allocation fee of \$596.25 for the fire sprinkler system. Vote 5-0-0.**

8. RPD Radio Grant through VCOMM

**On motion by Mr. Webster, seconded by Mrs. Flint, the Board voted to accept Homeland Security Grant Agreement 02140-71115-221 for Randolph Police Department Radios. Vote 4-0-0.**

9. Liquor License

**On motion by Mr. Brown, seconded by Mr. Webster, the Board voted to approve the East Garden Restaurant First Class Liquor license. Vote 4-0-0.**

10. Manager's report

The Board reviewed the Town Manager's report with highlights on the appraisal for the Branchwood property, and state statutes for Fire Districts. Mr. Brown asked the Town Manager about the paragraph pertaining to Mr. Kevan's concern over RACDC not having to comply with the Freedom of Information Act, specifically whether or not the Town Managers Office had requested any documents related to the Salisbury Square project from any Government Agency. The Town Manager responded that his office had not made any inquiries, but they did provide Mr. Kevan with documents they had available on file.

**On motion by Mrs. Flint, seconded by Mr. Webster, the Board voted to accept the Town Manager's report and authorized Chairman Richburg as signatory for release. Vote 4-0-0.**

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Town Hall Conference Room A, 7 Summer Street

11. Warrants

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

**On motion by Webster, seconded by Flint, the Board voted to approve the payroll warrants as presented. 4-0-0.**

12. Other Business

Mr. Webster read a letter from Lawrence Townsend dated January 18, 2011, tendering his resignation from the Randolph Selectboard to be effective on March 1, 2011. The letter reads as follows:

*“Dear Randolph Selectboard, Randolph Town Manager and Randolph Citizens, Having been diagnosed with a medical issue, I need to focus on getting well and serving my term on the VT Legislature. I thank you for the opportunity to serve with you and for you and wish you all the best. Sincerely, Larry Townsend.”*

The Board discussed Mr. Townsend’s resignation and whether to accept it. The Board asked Mr. Champy to inquire of VLCT and the Secretary of State’s office concerning when acceptance of a resignation creates a vacancy. It is the consensus of the board to discuss further at a future meeting.

13. Personnel (possible executive session)

Mrs. Flint mentioned she would like to discuss the Town Manager’s contracts. She requested that the Board seek a legal opinion on the Town Manager’s contract. Mr. Webster said he was opposed to going into executive session to discuss the issue. He said he would like Mr. Townsend to be present at the meeting when that topic was discussed. Mr. Webster asked whether the members were looking to terminate the Town Manager’s contract. Mrs. Flint expressed that she is only looking for legal advice on clarification of which contract is in force.

The Board announced a Special Meeting for Thursday, January 20, 2011 at 6:00 p.m., Personnel issue—Question of Town Manager Contract, possible executive session, Townsend’s resignation, and Highway mileage.

14. Adjournment

**On motion by Brown, seconded by Flint, the Board voted to adjourn at 8:19 p.m., until the scheduled special meeting of January 20, 2011 at 6:00 p.m. in the Town Hall Conference Room A. Vote 4-0-0.**

Respectfully submitted,

Cindy Spaulding  
Recorder

Special Selectboard Meeting of January 20, 2011  
Town Hall Conference Room B, 7 Summer Street

Selectboard: Dennis Brown, Carol Flint, Larry Richburg, Lawrence Townsend and Stephen Webster

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

Public Attendees: Ken Goss, Dwight and Mary Porter, Madison Boyce, Nan Gwin, Pat French, Don Sweetser, John Joy, Bill Kevan, John Joy, Gregg McCurdy, Jim Tucker, Bob and Barb Orleck, and Daniel S. Sax, M.D.

Observed: Marty Strange

Mr. Richburg called the meeting to order at 6:07 p.m.

#### 1a. Public Comment

The Board took comments from Mrs. Gwin, Mr. Orleck and Mr. Kevan, they commented:

- lack of consideration for the citizens of Randolph
- focus on interests towards special groups within the town,
- ploy to remove the town manager from office,
- Board members' behavior in public
- no representation for the voters
- gain control to run the town outside of current form of government
- deviousness leading to possibly dividing the town

Mr. McCurdy asked whether the board would consider personnel issue and town manager's contract in open session prior to making the decision.

Mr. Townsend provided his opinion that the Board needs to work together as a board and that the decision concerning the Town Manager's contract is not that of the people but of the Selectboard as a whole.

#### 1. Townsend's resignation

Mr. Townsend explained the intent of his resignation from the Selectboard effective March 1, 2011. It would allow someone to fill the remaining two years of a three-year term. Discussion ensued concerning that Mr. Townsend's seat must be vacant in order for an individual to petition for the vacancy; overview of the vacancy requirements, election process, appointing a board member vs. a special election.

**On motion by Mr. Brown, seconded by Mrs. Flint, the Board voted to accept Larry Townsend's resignation with regret and appreciation for his long service as a board member. Vote 4-0-1 (Townsend abstained).**

#### 2. Personnel Issue – Question of Town Manger's Contract (possible executive session)

Mrs. Flint mentioned that she wanted a clear legal opinion concerning which of the Town Manager's contracts were enforceable. Mr. Townsend said he opposes seeking a legal

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opinion on the contracts as the one signed to begin on March 3, 2010 was in force. He reiterated the need to work together as a board. Mr. Brown agreed with Mr. Townsend that the Board needed to work together, but he has doubts on which contract is in force. Mr. Webster explained that the current contract, the second one, was written in a way to begin to run on March 3, 2010, and supersede the first contract. He also was opposed to the motion. He asked whether the intent was to remove Mr. Champy as Town Manager.

Mr. Champy provided an overview of the March 3, 2010 board meeting, where he had asked to go into executive session in order to explain the March 3, 2010 contract. He said the language in the March 3, 2010 contract had been in effect since the beginning of that day. He explained that the intent behind the language in subsection (e) of Section 14 was to add the date to begin the contract and cement it so that it could not be changed by the new board.

**On motion by Mrs. Flint, seconded by Mr. Brown, the Board voted to retain a municipal attorney to review the Town Manager's contracts and provide legal opinion on which contract is legally in force. Vote 3-2-0 (Townsend/Webster opposed).**

Prior to Selectboard voting on motion, they allowed the audience to comment:

Mrs. Gwin asked what would be the gain of having a legal opinion. Mr. Richburg stated that the Board needs to get an opinion as to which contract is the one to follow. Mr. Kevan asked whether Town Manager Champy had done something wrong such that the board would want to seek legal opinion on the Town Manager's contract. He asked whether this was personal as it was obviously causing emotional distress to Mr. Champy.

Dr. Sax commented that the Board needed to consider the budgets and hopes that they do not disregard the opinion and knowledge of Mr. Webster on the contract. He said that the town needs to move on to issues that are more important.

Mr. Richburg mentioned that he was informed there were three attorneys who specialize in legal opinions on contracts. Members of the audience requested that Mr. Webster be involved in the discussion



### 3. Highway Mileage Certificate

**On motion by Mr. Webster, seconded by Mr. Townsend, 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.**

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4. Warrant

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

5. Special Meeting and Adjournment

**At 6:50 p.m., on motion by Mr. Webster, seconded by Mr. Townsend, the Board voted to adjourn until a special meeting on January 25, 2010 at 6:00 p.m. in the Town Hall Conference Room B. Vote 5-0-0.**

Respectfully submitted,

Cindy Spaulding  
Recorder

Reference only

Special Selectboard Meeting of January 25, 2011  
Town Hall Conference Room B, 7 Summer Street

Selectboard: Dennis Brown, Carol Flint, Larry Richburg, Lawrence Townsend and Stephen Webster.

Municipal Staff: Gary Champy (Town Manager), Cindy Spaulding (Recorder), Michael DeCubellis (Finance Director) and John Coffey (Chief Operator of Water/Wastewater)

Public Attendees: Dwight and Mary Porter, John M. Joy, Letitia Ryjeski, Nan Gwin, William Kevan, Patrick French and Frank Reed. (Observed Mr. Reed arrived at the Board meeting at 7:30 p.m.)

Media: none

Mr. Richburg called the meeting to order at 6:04 p.m.

### 1. Public Comment

The Board took comments and criticism from Mr. Porter, Mr. Kevan, and Mrs. Gwin: The highlights of comments:

- Board members creating a hostile environment for Town Manager
- Board members acting outside of the state statute position as a Selectman
- Premeditated action against Town Manager (no issue Town Manager's performance, morals, or felonious activity)
- Possible liability issue: acting maliciously towards the Town Manager
- Depriving/interfering with the Town Manager form of government
- Will the Board be using the Vermont League of Cities and Towns to review the Town Manager's contracts
- Conduct of Selectboard members do not represent the voters
- Listers Budget \$96,000 when the listers/assessor only appraised ten properties in 2010.

### 2. FY2012 Budget

The Board reviewed the proposed budget and draft audit. The changes were to downtown designation to \$5,000 and bridge repair. Changed downtown to \$5,000 and Bridge repair to \$10,000. Discussion ensued:

- Changes to Downtown Designation from \$2,500 to \$5,000
- Change to Capital Budget for Bridge Repair from \$8,500 to \$10,000
- Special Appropriations under State Statute
- RACDC not fitting the criteria of a special appropriation for social services
- Capital Budget
- Downtown Designation usage for meetings, tax credit applications and need to follow town's procurement policy
- Tax rates
- Recreation budget, Boys and Girls Club Contract

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- Property Tax revenue (Ambulance, Cemetery and Library)
- Revenue/Expenses (Transparency – spread sheet needs to be revamped)
- Draft Audit
- Four Audit Findings

Public attendees requested the Board not place RACDC on the warning as the organization does not fit the special appropriation criteria for social services.

**On motion by Mrs. Flint, seconded by Mr. Brown, the Board voted to increase the downtown designation line item to \$5,000 from \$2,500 as previously drafted. Vote 4-1-0 (Webster opposed).**

Discussion ensued concerning the downtown designation, RACDC services under the downtown program; expenditures for the line item are to be determined by Town Manager, Town Manager can request a monthly report from RACDC as a requirement.

3. Capital Budget

The Board reviewed the proposed projects under Capital Budget. Highlights: Paving, Vehicle/Equipment Replacement, Bridges, Sewer/Water storm drains, Fire Vehicle/equipment Replacement, Public Safety Equipment/Radios and Buildings and Grounds.

**On motion by Mr. Townsend, seconded by Mr. Brown, the Board voted to approve the General Fund at \$337,224; Highway Fund. \$1,000,735; Debt Service, \$571,038; Cemetery, \$82,745; Library, \$172,527; White River Valley Ambulance, \$281,328, and Capital Budget, \$265,000 for a total of \$2,710,597, excluding Special Appropriations. Vote 5-0-0.**

4. Schedule Public Information Meeting (Date, Time & Location)

**On motion by Mr. Townsend, seconded by Mr. Brown, the Board set the Public Information Meeting on Monday, February 28, 2011 at 7:00 p.m. in Town Hall Conference Room B to hold the Public Information meeting. Vote 5-0-0.**

5. Town Meeting Warning

Mrs. Gwin commented the board should not include organizations in special appropriations that do not fit the criteria of social services as outlined in the State Statutes, such as Randolph Area Community Development Corporation and White River Partnership.

**Mr. Webster moved, seconded by Mr. Townsend, that the Board remove Randolph Area Community Development Corporation and White River**

**Partnership from the warning as they do not fit criteria for a social service organization. The motion failed. Vote 2-3-0 (Brown, Flint and Richburg opposed)**

Discussion ensued concerning the Special Appropriations criteria, funds increasing every year, and Australian ballot question, and Board members conflict of interest.

**On motion by Mr. Townsend, seconded by Mr. Brown, the Board voted to approve the Town Meeting Warning as amended. Vote 4-1-0 (Webster opposed).** *Note: Amendment changing Public Informational Meeting date and placing a "W" in the beginning of the sentence to make "Will" complete in Article 27.*

6. Review List of Attorneys for Legal Opinion

Mr. Richburg read a list of attorneys from VLCT to review the Town Manager's contracts: Paul Gillies, Scott Cameron, Jim Carroll, John Monahan, and Joe McNeil.

**On motion by Mrs. Flint, seconded by Mr. Brown, the Board voted to retain Paul Gillies (first choice) or Scott Cameron (second choice) for legal opinion on the Town Manager's contracts. Vote 3-2-0 (Townsend and Webster opposed).**

Discussion ensued concerning a cost estimate from the attorney.

7. Adjournment

**At 8:10 p.m. on motion by Mr. Townsend, seconded by Mr. Brown, the Board voted to adjourn until the next regular meeting on Tuesday, February 1, 2011 at 6:00 p.m. Vote 5-0-0.**

Respectfully submitted,

Cindy Spaulding  
Recorder

Selectboard Meeting of February 1, 2011  
Town Hall Conference Room B, 7 Summer Street

Selectboard: Carol Flint, Larry Richburgh, and Steve Webster.

Absent: Dennis Brown and Larry Townsend

Municipal Staff: Gary Champy (Town Manager), Cindy Spaulding (Recorder), and John Coffey (Chief Operator of Water/Wastewater)

Public Attendees: Michael Marshal, Kermit Labounty, William Kevan, Wayne Warner, Corey Bradley, Karl Young, Jay Collette, Earl Terwilliger, George Johnson, Ken Goss, Mary Porter, Jay Collette, Steve Kribstock, Matthew Fordham, Dwight Porter, Eric Maxham, and Pat French.

Observed: Marty Strange

Media: Kevin Paquet (*Herald of Randolph*)

Mr. Richburg called the meeting was called to order at 6:05 p.m.

1. Meeting Minutes

**On motion by Mr. Webster, seconded by Mrs. Flint, the Board voted to approve the minutes of January 18, 2011 (regular), January 20, 2011 (special) and January 25, 2011 (special) as written. Vote 3-0-0**

2. Public Comments

Mr. Kevan commented on the High School Board's informational meeting conducted last night. He also informed the Selectboard board that he had filed a formal complaint with the State of Vermont against the VCDP Grant/Loan for Salisbury Square based on a conflict of interest with certain Board members.

Mr. Kevan commented that he was disappointed that during the meeting of January 20 Marty Strange had made a remark of "Congratulations" after the board passed a motion to obtain legal review of the Town Manager's contracts. Mr. Kevan said he felt it was a personal attack towards the Town Manager.

3. RVFD Fire Truck Vendor Recommendation

Mr. Champy provided an overview of the bid process. Chief Collette reiterated the bid process and provided results of the four-bidders with a recommendation to go with KME. Chief Collette provided a check in the amount of \$286.12 from fund raising that some people in town had done independently for a new fire truck.

Mr. Richburg asked about KME's \$16,000 deduction. Chief Collette explained it was the difference between stainless steel vs aluminum bodies, and CAFs system.

**On motion by Mrs. Flint, seconded by Mr. Webster, the Board voted to award KME the contract for \$400,437 build a fire truck with add-ons for Randolph Village Fire Department and authorized a down-payment of 50%. Vote 3-0-0.**

4. East Randolph Fire Station/Social Hall Insurance

Mr. Champy reported that he had a meeting with Paul Rea and Butch Greenwood concerning the East Randolph Fire Station/Social Hall insurance. The town's insurance with VLCT covers the town's contents of the Fire Station, but not buildings. Discussion ensued concerning insurance coverage, ownership vs. lease of the building, public hearing process,

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estimates from both VLCT and private insurance companies, ISO rating, replacement cost of apparatus and enhanced fire fighter's coverage.

**On motion by Mr. Webster, seconded by Mrs. Flint, the Board voted to direct Town Manager Champy to obtain quotes for insuring the East Randolph Social Hall/East Randolph Fire Station through VLCT, Holden Agency and Frankenburg Agency. Vote 3-0-0.**

Mr. LaBounty inquired whether the board would consider a proposal for a wage increase for firefighters.

5. VCDP Grant Documents for VtSBDC

Mr. Champy provided the Board with grant condition documents to certify policies for the Vermont Small Business Development Corporation's grant conditions.

**On motion by Mr. Webster, seconded by Mrs. Flint, the Board voted to adopt the MP-1, PM-1 form and residential anti-displacement policy. Vote 3-0-0.**

6. Second Class License

**On motion by Mr. Webster, seconded by Mrs. Flint, the Board voted to approve the renewal of second class liquor licenses and tobacco licenses for the following: Floyd's Store, Inc; Kinney Drug, Inc.#102;. Cumberland Farms #8003; and Rite Aid Store #10309. Vote 3-0-0**

7. First Class Licenses

**On motion by Mr. Webster, seconded by Mrs. Flint, the Board voted to approve the first class restaurant liquor licenses for the following: Al's Pizzeria and Ristorante and Valley Bowl, Inc. Vote 3-0-0.**

8. Caterer License

**On motion by Mr. Webster, seconded by Mrs. Flint, the Board voted to approve Valley Bowl's caterer's licenses to serve alcoholic beverages at the Chandler Gallery on February 11, 2011, February 26, 2011 and February 27, 2011. Vote 3-0-0.**

8. Economic Development Consultant Agreement

Mr. Champy provided an overview of the Economic Development Consulting agreement with Jill Michaels.

**On motion by Mr. Webster, seconded by Mrs. Flint, the board voted to authorize Town Manager Champy to enter into an consulting agreement with Green Mountain Economic Development Corporation and/or Jill Michaels d.b.a. Community Investments to develop an Economic Development Plan. Vote 3-0-0.**

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10. Town Manager's Report

The board reviewed the Town Manager's report. There was a motion by Mr. Webster to accept the report and to authorize the Chairman to sign its release. The motion failed for lack of a second and it was passed over for discussion under other business.

11. Warrants

**On motion by Mrs. Flint, seconded by Mr. Webster, the Board voted to ratify the payroll warrant of January 20, 2011, and to approve the current Payroll and Accounts Payable warrants as presented. Vote 3-0-0.**

12. Other Business

Mr. Coffey reported that he and Mardee Sanchez had signed off on the construction permit for the waterline to be installed at the Salisbury Square Project. He stated that Dubois and King would have an engineer as the residential inspector in order to fulfill the permit requirements. The D&K is already hired by RACDC to oversee the Salisbury Square project, as they are the engineers on site; the cost would be on RACDC. Mr. Coffey said construction on the project would not commence until April.

Mr. Kevan informed the Board that at the DRB hearings concerning Salisbury Square Project he had questioned the engineer of D&K who was doing the presentation. He asked the engineer whether there would be settling retention ponds for the storm water. He said the engineer answered that there would be settling retention ponds. Then he said that he received a letter from the State of Vermont Agency of Natural Resources indicating that the Executive Director of RACDC had informed the agency there would be no ponds. He (Kevan) inquired of the Selectboard whose jurisdiction was it to oversee the storm water runoff? Discussion ensued concerning storm water drainage, amendment of building permit, and the jurisdiction of the storm water discharge. Ms. Sanchez will be at the next Selectboard meeting on February 15 and will be asked to answer Mr. Kevan's questions.

13. Personnel (possible executive session)

Town Manager's Report

Mr. Champy provided a brief explanation concerning the personnel issue creation of a hostile work environment and possible legal action against Mr. Richburg as an individual. Mrs. Flint stated she was not comfortable to have Item 4 out for public release. Discussion ensued in open session concerning the incident, and consensus, until the issue can be agreed upon, the Manager's report would not be released until this is resolved.

Mrs. Flint inquired on the status of the legal opinion for review of the Town Manager's contracts. Mr. Richburg informed the board he had provided the documents for Attorney Paul Gillies to review and that he was waiting for more information. In speaking with Mr. Gillies, he had the impression it would not take that long.

Mrs. Flint requested to put an item as a Personnel Issue on the agenda for the next meeting, as she had been told of accusations against the Town Manager's office for inappropriately inquiring about information on the Brownfields at the former Ethan Allen Plant, known as

Selectboard Meeting of February 1, 2011  
Town Hall Conference Room B, 7 Summer Street

Salisbury Square project. Mrs. Spaulding inquired, if it had something to do with Mr. Brown requesting to include the following in the January 18<sup>th</sup> meeting: *Mr. Brown asked the Town Manager about the paragraph pertaining to Mr. Kevin's concern over RACDC not having to comply with the Freedom of Information Act, specifically whether or not the Town Managers Office had requested any documents related to the Salisbury Square project from any Government Agency. The Town Manager responded that his office had not made any inquiries, but they did provide Mr. Kevan with documents they had available on file.*

Mrs. Spaulding informed the Board that she had inquired about Salisbury Square Project for the purpose of updating the Salisbury Square grant files as the brownfields is part of the project.

Mr. Webster read aloud an excerpt from the Town Manager's contracts under item 4 Powers and Duties and reminded the board that each member should abide by it.

*Neither the Selectboard, nor any of its members, shall direct or request the appointment of any person to, or remove from office by the Town Manager or any of his subordinates, or in any manner take part in the appointment or removal of officers and employees in service of the Town, except where expressly provided for by state law or when joined upon request of the Town Manager. The Selectboard and its members shall deal with employees of the Town solely through the Town Manager and neither the Selectboard nor any member there of shall give orders to any subordinate of the Town Manager, either publicly or privately.*

14. Adjournment

**At 7:36 p.m. on motion by Mrs. Flint, seconded by Mr. Webster, the Board voted to adjourn until the next scheduled meeting of February 15, 2011 at 6:00 p.m. in Conference Room B of Town Hall. Vote 3-0-0.**

Respectfully submitted,

Cindy Spaulding  
Recorder

Selectboard Meeting of February 15, 2011  
Town Hall Conference Room B, 7 Summer Street

Selectboard: Dennis Brown, Carol Flint, Larry Richburg, Lawrence Townsend and Stephen Webster.

Municipal Staff: Gary Champy (Town Manager), Cindy Spaulding (Recorder), Mardee Sanchez (Zoning Administrator) and John Coffey (Chief Water/Wastewater Operator).

Public Attendees: Frank Reed, John Joy, Dwight Porter, Mary Porter, Joe Voci, Nan Gwin, Letitia Rydjeski, Perry Armstrong, Barb and Bob Orleck, Don Sweetser, Julie Iffland, Jim Tucker, Amelia Royce, William Kevan, Madison Boyce, Chuck Webb, and Marty Strange.  
Observed: John Benson of DuBois & King

Media: Colby McCall (Camera), M.D. Drysdale and Kevin Paquet from the *Herald of Randolph*

Mr. Richburg called the meeting to order at 6:05 p.m.

1. Minutes of February 1, 2011

The Board reviewed the meeting minutes of February 1, 2011.

**On motion by Mrs. Flint, seconded by Mr. Webster, the Board voted to approve the minutes of February 1, 2011 as written. Vote 3-0-2**

2. Public Comment

Mrs. Gwin inquired what line item would be charged for the expenditure for the Board's legal opinion. Mr. Richburg stated it would come out of the line item under the Board for legal services.

Mrs. Gwin said she had inquired on how many appraisals had been conducted last year by the Assessor/Listers' office. She stated she had received a written response from Mr. Sweetser indicating that the Listers/Assessor's office does not keep records on how many appraisals are conducted each year.

Mr. Joy inquired if this was the last Selectboard meeting before the Town Meeting. It is except for the informational meeting.

Mr. Townsend stated it has been an honor serving the Town. He cautioned the current board and future boards to work together and to include everyone. He then praised Town Manager Champy for his expertise as Town Manager. Mr. Townsend received thanks from various audience members for his many years of service.

3. Committee Reports

Mr. Richburg reported the Energy Committee had met, but there had been no public participation in the Street Light Inventory public meeting. The committee did review the Street Light Inventory.

4. Police Department

a. Governor's Highway Safety Grant (100%)

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Town Hall Conference Room B, 7 Summer Street

**On motion by Mr. Townsend, seconded by Mr. Webster, the Board approved the Governor's Highway Safety Grant Agreement: 02140-0911-3537 in the amount of \$2,663.00 and authorized Town Manager Champy as signatory. Vote 5-0-0.**

b. Cruiser

Mr. Champy explained this is the last year that Ford Motor Co. would be making the Crown Victoria. Bellows Falls Police Department offered to purchase the 2007 Crown Victoria for \$6,500. The sale money will be used to defray the cost of a new 2011 Crown Victoria, which Mr. Champy recommended the town purchase.

**On motion by Mr. Webster, seconded by Mr. Townsend, the Board voted to authorize the purchase of a 2011 Crown Victoria for \$22,703.40, the expenditure to come out of the Police Department Vehicle Replacement fund. Vote 5-0-0.**

5. Salisbury Square Project

a. Permit Conditions to Construct Waterline

Mr. Champy mentioned that it is recommended to have a resident inspector at the Salisbury Square Project for the water line which the town will be taking over. The resident inspector would be DuBois & King. All costs for the resident inspector would be paid by Randolph Area Community Development Corporation.

**On motion by Mr. Webster, seconded by Mr. Townsend, the Board voted to require that a resident inspector be on the site at all times during all construction of the waterline for the Salisbury Square Project, the resident inspector to be DuBois & King, Inc. and the cost to be borne by the permittee, Randolph Area Community Development Corporation. Vote 5-0-0.**

Ms. Sanchez, Mr. Voci and Mr. Coffey provided information concerning the waterline, resident inspector and requirements to construct the waterline. Ms. Sanchez mentioned that it is up to the board to require a construction bond.

**On motion by Mr. Webster, seconded by Mr. Townsend, the Board voted to require Randolph Area Community Development Corporation to have the town added as an additional insured on their contractor's construction bond for the construction of the waterline at Salisbury Square. Vote 5-0-0.**

Ms. Hfland said she will provide the town attorney with a draft performance bond prior to the construction of the waterline for Salisbury Square Project.

b. Storm Water Drainage

Mr. Champy provided a recording of the DRB meeting where the DRB and Mr. Kevan had asked about the provision for storm water run off. The recording reflected that the provision for storm water run off would be over-land flow, swales, and, potentially, a bio-retention pond area. Eventually the storm water will run into a catch basin, then be discharged into the town's storm drainage system, then to the Third Branch of the White River.

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Town Hall Conference Room B, 7 Summer Street

Mr. Kevan commented, the retention pond had been deleted from the plans and inquired, why was the pond deleted and not amended from the permit. It is a violation of the clean water act, he said; it is the town's storm water system, which discharges into the Third Branch of the White River. Mr. Kevan introduced an article from the Wall Street Journal, which said arsenic would change DNA and create a new microbial.

Mr. Benson from DuBois & King explained the criteria through ANR for Storm water permit. The criteria reviews treatment, recharge, and three control levels. The permit remains valid, he said.

Mr. Kevan suggested there is an arsenic-related site in this case, with polynuclear aromatics going to run off in to the White River. He said he will ask the EPA to review the situation. He said he did not receive a public notice for the analysis and commented this issue just gets shuffled aside. Mr. Benson explained the different methods for treating storm water according to the best management practices required by ANR.

Discussion ensued: the storm water system is not part of a DRB permit for a site plans. Here storm water management is proposed to go into a catch basin, then to the town's manhole on the edge of School Street. We can make it a control manhole and propose an MOU for certain controls to see what is coming off the site. Contaminates could be tested at the manhole annually.

Ms. Iffland from RACDC stated this was the first time she has heard of the suggestion. She said testing would be a burden. She questioned the reasons to do this outside of the permitting process. It would add cost to the project. Doing so on the basis one person's objection seems a little unnecessary, she said.

Mr. Webster asked whether there is another step that the builder has to go through in order to connect to the storm system. Ms. Sanchez said the town does not have an ordinance for connecting to the town's storm system. Mr. Kevan stated that only half of the contaminated soils had been removed from the site.

Ms. Iffland provided an explanation of the corrective action plans, specific to removing and testing to the point it equals background. On the top level of Salisbury Square, all contaminated soils were removed except for one spot. The corrective action plan is to remove a certain amount, which was done, then cap with clean soils or pavement.

Mrs. Flint stated her support for RACDC, D&K, and state storm water discharge permitting. She is confident where items are today.

6. Tennis Courts

The Board received a request from Chuck Webb to reserve the tennis courts

**On motion by Mr. Townsend, seconded by Mrs. Flint, the Board voted to approve Randolph Team Tennis' request to reserve the Tennis Courts on Tuesdays through Thursdays between the hours of 5:30 p.m. to 8:30 p.m. from June 7 to August 25, 2011. Vote 5-0-0.**

Selectboard Meeting of February 15, 2011  
Town Hall Conference Room B, 7 Summer Street

7. Town Manager's Report

The Board reviewed the Town Manager's report of February 1 to February 11, 2011.

**On motion by Mr. Townsend, seconded by Mr. Webster, the Board voted to accept the Town Manager's report as written and to authorize Chairman Richburg as signatory for release. Vote 5-0-0.**

8. Other Business

Mr. Webster inquired about the snow removal around the Kimball Library as it is a safety issue for pedestrians going to the library. Mr. Champy explained that he would have the Highway crew take care of it.

Mr. Richburg brought before the board that he and other members had received an email from Marty Strange concerning the recorder's note in the January 20, 2011 meeting minutes. He stated the recorder's note was uncalled for and totally inappropriate and that it was a personal statement which should be removed.

**On motion by Mr. Townsend, seconded by Mrs. Flint, the Board voted to remove the recorder's note from the January 20 meeting minutes under item 2: Personnel Issue (Possible Executive Session). Vote 5-0-0.**

After the motion was made, public attendees requested a reading of the recorder's note that would be removed. Mr. Richburg read the recorder's note.

9. Personnel

a. Legal Opinion

Mr. Richburg reported that the board had received Attorney Paul Gillies's legal opinion that the Town Manager's March 3, 2010 contract is valid and in force.

b. Town Manager's Office

Mr. Champy asked whether the issue with the Town Manager's office had been resolved. Mrs. Flint confirmed that it had been resolved.

10. Warrants

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

11. Personnel Issue

Mr. Richburg requested that the Board go into executive session to discuss the Town Manager's contract. Mr. Townsend requested further information on the reason for going into executive session to discuss the Town Manager's contract.

**At 7:22 p.m. Mr. Webster moved to adjourn, seconded by Mr. Townsend. Vote 2-3-0; motion failed.**

Selectboard Meeting of February 15, 2011  
Town Hall Conference Room B, 7 Summer Street

**At 7:23 p.m., on motion by Mrs. Flint, seconded by Mr. Brown, the Board voted to enter into executive session for the purpose of discussing the Town Manager's contract. Vote 3-2-0 (Townsend/Webster opposed).**

Mr. Townsend stated for the record that he would have nothing to do with the executive session and left the building. Mr. Webster stated for the record that he was leaving the room.

A few public attendees protested the Board's decision to go into executive session and remained in the room. This protest resulted in Selectboard member Carol Flint's telephoning a request for a law enforcement officer to respond to the town hall. An Orange County Sheriff deputy sheriff responded to the town hall. Mr. Richburg went upstairs and asked Mr. Webster to return to the meeting. Mr. Webster returned to the meeting at 8:05 p.m.

12. Adjournment

**At 8:05 p.m., still in open session, on motion by Mr. Webster, seconded by Mrs. Flint, the Board voted to adjourn until the Public Informational meeting on February 28, 2011 at 7:00 p.m. in the Town Hall Conference Room B. Vote 4-0-0.**

Respectfully submitted,

Cindy Spaulding  
Recorder

Reference Only

Selectboard Meeting of March 2, 2011  
Town Hall Conference Room B, 7 Summer Street

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

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

Public Attendees: Mary and Dwight Porter, Michael and Sally Penrod, Bob and Barb Orleck, John Joy, Don Sweetser, Letitia Rydjeski, Frank Reed, Jim Tucker, Nan Gwin, Julie Iffland, Chris Recchia, Laurie Goldman and Gregg McCurdy. Observed: Marty Strange

Media: Cory McCall (camera) and Kevin Paquet (*Herald of Randolph*)

Mr. Richburg called the meeting to order 6:04 p.m. and welcomed Jon Kaplan to the board and welcome Steve Webster back to the board. Introductions were made.

1. Meeting Minutes

**On motion by Mr. Webster, seconded by Mr. Brown, the Board voted to approve the minutes of February 15, 2011 (regular) and February 28, 2011 (Public Information) as written. Vote 3-0-1 (Kaplan abstained).**

2. Public Comment

Mr. Richburg apologized to Mrs. Spaulding for a statement he had made at the February 15, 2011 meeting and provided an explanation.

On behalf of the Chandler Center for the Arts, Mr. Penrod offered an apology that the Chandler Music Hall was cold during Town Meeting day.

Mr. Recchia commented that board meetings were run by the Selectboard and public attendees are there to watch. Mr. Porter explained the open meeting law and public attendees may comment on agenda items.

3. Reorganization Meeting

a. Nominations for Selectboard Officers

**Mr. Brown nominated (seconded by Mr. Kaplan) Larry Richburg to be Chair of the Selectboard. There being no further nominations. Mr. Webster, as Clerk, called for the vote. Mr. Richburg was elected to be chair of the Selectboard. Vote 3-0-1 (Webster abstained)**

Prior to the vote being called, Mr. Webster said he could not support Mr. Richburg to be Chair of the Selectboard, but did not elaborate. Mr. Kaplan was asked if he would consider being Chair; he said he was not comfortable with the position.

Selectboard Meeting of March 2, 2011  
Town Hall Conference Room B, 7 Summer Street

**Upon nomination by Mr. Brown, second by Mr. Kaplan, the Board voted to elect Stephen Webster to be Selectboard clerk. Vote 4-0-0.**

b. Meeting Schedule

The Board discussed the meeting schedule. Mr. Webster suggested changing the meetings to 7:00 p.m. Mr. Kaplan said he prefers the earlier time, 6:00 p.m. Mr. Brown and Mr. Richburg agreed with Mr. Webster for a later meeting time.

**On motion by Mr. Brown, seconded Mr. Webster, the Board voted to conduct its meetings on the first and third Tuesdays of the month at 7:00 p.m. Vote 4-0-0.**

c. Appoint Town Officials

Mr. Champy explained that the list for Town officials, Advisory Committee Members and Commission Members is a working list.

The Board reviewed the Town Official appointments. Discussion ensued: adding Dennis Brown as Tri-town Representative and Stephen Webster as Alternate to the White River Valley Ambulance and the Fire Warden position will be added to the list.

d. Advisory Committee Members/Commission Members

The Board reviewed the list for Committees. Discussion ensued: Stephen Webster as exofficio to Budget Committee; add Joe Voci and Holli Sanders to the Capital Budget, Laurie Goldman to Design Review Advisory Commission; correct Ken Preston's term to 2013 in Planning Commission; Dennis Brown as Chair to the Police Advisory; add Joe Voci's name to Water and Sewer Committee; and add Randolph Area Community Recreation Committee to the list with Jon Kaplan, George Sweet and Chuck Webb as members.

Mr. Richburg provided a letter he received from the Kimball Library Trustees soliciting a Selectboard member to participate on the Library Planning Committee. Mr. Kaplan indicated he would be interested in participating. Library Director Amy Grasmick will be notified.

The entire appointment list will be finalized at the next scheduled Selectboard meeting.

4. First Class Restaurant Liquor Licenses

**On motion by Mr. Webster, seconded by Mr. Kaplan, the Board approved the first class liquor licenses for Montague Golf Club, Aramark, Inc. and Three Stallion Inn. Vote 3-0-1 (Brown abstained)**

Selectboard Meeting of March 2, 2011  
Town Hall Conference Room B, 7 Summer Street

5. Second Class Liquor License/Tobacco Licenses

**On motion by Mr. Webster, seconded by Mr. Kaplan, the Board approved the second class liquor licenses and tobacco licenses for Rinker's Interstate Service, Champlain Farms, Shaw's Beer and Wine, and Middle Branch Market & Deli. Vote 4-0-0.**

6. Caterer License

**On motion by Mr. Webster, seconded by Mr. Kaplan, the Board approved Valley Bowl's Caterer's licenses for March 13, 18, 26 and 27 at the Chandler Music Hall Gallery. Vote 3-0-1 (Brown abstained).**

7. Town Manager's Report

The Board reviewed the Town Manager's report. Mr. Champy provided an explanation on Items 3 Boys and Girls Club contract and 4. Insurance for the Chandler Music Hall and East Randolph Social Hall.

**On motion by Mr. Brown, seconded by Mr. Webster, the Board voted to accept the Town Manager's report as written and authorized Chairman Richburg as signatory for release. Vote 4-0-0.**

8. Other Business

Mr. Champy mentioned there could be a problem with funding the Wastewater Treatment Plant through the USDA. The USDA informed the town that there is no money to fund the project at this time. The town has been placed on the project priority list for \$4 million at 2% interest.

Discussion ensued concerning the current Wastewater Treatment Facility and what would downsizing the upgrade entail and the bond requirements and summary of options.

**On motion by Mr. Webster, seconded by Mr. Brown, the Board asked Town Manager Champy to post the Selectboard vacancy as required by 24 V.S.A. § 961(a). Vote 4-0-0.**

Discussion ensued concerning the criteria of the vacancy, and soliciting letters of interest. Mr. Richburg suggested changing the next Board meeting to a later date to give time extra time for interested candidates.

**On motion by Mr. Webster, seconded by Mr. Brown, the Board voted to change the next scheduled Selectboard meeting to Tuesday, March 22 at 7:00 p.m. in the Town Hall Conference Room B. Vote 4-0-0.**

Selectboard Meeting of March 2, 2011  
Town Hall Conference Room B, 7 Summer Street

Mr. Champy informed the Board that the Water and Sewer Committee would be reviewing the water and sewer rates. These would be coming before the Board by July 2011.

9. Warrants

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

10. Adjournment

**At 7:29 p.m. on motion by Mr. Brown, seconded by Mr. Kaplan, the Board voted to adjourn until the next scheduled meeting of March 22, 2011 at 7:00 p.m. in the Town Hall Conference Room B. Vote 4-0-0.**

Respectfully submitted,

REFERENCE ONLY

Cindy Spaulding  
Recorder

REFERENCE ONLY - UNOFFICIAL

Selectboard Meeting of March 22, 2011  
Town Hall Conference Room B, 7 Summer Street

Selectboard: Dennis Brown, Jon Kaplan, Larry Richburg, and Stephen Webster.  
Municipal Staff: Gary Champy (Town Manager) and Cindy Spaulding (Recorder)  
Public Attendees: Richard and Beverly Marois, Dwight and Marry Porter, Frank Reed, Madison Boyce, John Lutz, Mary Hardy, John M. Joy, Nan Gwin, Joe Voci, Patrick French, William Kevan, Del Thompson, Don Sweetser, Letitia Rydjeski, Sally and Michael Penrod, Laurie Goldman, Gregg McCurdy, Victoria Weiss and Joyce McKeeman of Orange County Court, Bob Orleck, Julie Iffland and Paul Rea. Observed: Marty Strange  
Media: Cory McCall (Camera) and Kevin Paquet (*Herald of Randolph*)

Mr. Richburg called the meeting to order at 7:03 p.m.

1. Meeting Minutes of March 2, 2011

**On motion by Mr. Webster, seconded by Mr. Brown, the Board voted to approve the minutes of March 2, 2011 as amended. Vote 4-0-0.**

2. Public Comment

During public comment, Mrs. Gwin, Mr. Kevan and Mr. Voci expressed their support for the Board to appoint Mr. Porter to fill the Board's vacancy, since Mr. Porter was the next candidate with most votes during Town Meeting.

Mr. Kevan voiced his concern that the Board has spent too much time on RACDC at its board meetings in the past year. He requested the board be more objective and get away from the special interests.

Mr. Voci requested the Board not to appoint the *Herald of Randolph* as one of the town's official newspapers as in his opinion the newspaper's reporting practices are not honest.

Victoria Weiss and Joyce McKeeman, Assistant judges for Orange County Courts introduced themselves. Judge Weiss announced a public budget meeting scheduled for May 11 at 7:00 p.m. in the Randolph town hall. Mr. Webster asked about the salary for the Treasurer. Judge McKeeman explained the treasurer last year took on additional tasks and is paid an hourly salary. The tasks for the Treasurer involve about 20 hours per week.

Mr. Kaplan mentioned he was unsure of the public comment practice, but asked that the public comments not be accusations and only be factual. Mrs. Gwin stated that public comment was within bounds.

3. Candidates for Selectboard Vacancy

The board had received letters of interest from Gregg McCurdy, Frank Reed and Dwight Porter. Mr. Richburg stated that he did not want to have nominations; he would prefer that a motion be made.

Mr. Webster made a motion to appoint Dwight Porter to fill the recent Selectboard vacancy. Motion failed for lack of a second.

**On motion by Mr. Kaplan, seconded by Mr. Brown, the Board voted to appoint Frank Reed to fill the recent Selectboard vacancy. Vote 3-1-0 (Webster opposed.)**

Selectboard Meeting of March 22, 2011  
Town Hall Conference Room B, 7 Summer Street

4. Reorganizational Meeting

Mr. Champy gave an overview for the Reorganizational List of Appointments: there were no letters of interest for TRORC Representative or Conservation Commission, The Board received a letter from Julie Iffland withdrawing her name from consideration for the Planning Commission, and the board received two letters of interest for Planning Commission from Dwight Porter and Laurie Goldman.

**On motion by Mr. Brown, seconded by Mr. Richburg, the Board voted to appoint Laurie Goldman as a member of the Planning Commission for a term to expire in 2014. Vote 4-0-0.**

The Board reviewed all vacancies which are TRORC representatives, Conservation Commission and Liaison to Fire Advisory. Mr. Lutz and Mrs. Hardy expressed their concern to have a Selectboard member chair the Water and Sewer Advisory Committee.

**On motion by Mr. Kaplan, seconded by Mr. Webster, the Board voted to complete the list of appointments, committees, and media as follows:**

**APPOINTMENTS:**

**Gary Champy** as Delinquent Tax Collector, Deputy Health Officer, and acting Zoning Administrator (term expires 2013; to act when ZA has conflict of interest);  
**Cindy Spaulding** as Emergency Management Coordinator and Local Emergency Planning Committee Representative;  
**Ken Goss** as Emergency Management Director and Local Emergency Planning Committee Representative;  
**Ann 'Milo' Cutler** as Animal Control Officer/Enforcement Officer;  
**Richard Warner** as Animal Control Officer;  
**Michael Hildenbrand** as Fire Warden;  
**Lorraine Peirce** as Health Officer;  
**John Daly** as Inspector of Lumber, Shingles & Wood, Weigher of Coal;  
**Robert Mollica d.b.a. Randolph Animal Hospital** as Pound Keeper;  
**Mardee Sanchez** as Sign Officer, Town Engineer, Tree Warden, Two Rivers Ottawaquechee Regional Planning Commission Transportation Advisory Representative, and Zoning Administrator (term expires 2014);  
**Greg Nazarow** as Stagecoach Representative;  
**David Barnard** as Superintendent of Cemeteries;  
**Dennis Brown** as Tri-Town Solid Waste Alliance representative;  
**Ken Hafner** as alternate to Two River-Ottawaquechee Regional Planning Commission;  
**Ken Roger** as White River Valley Ambulance Representative; and  
**Stephen Webster** as alternate to White River Valley Ambulance, Inc.

**TO COMMITTEES:**

**Budget Committee - Selectboard's Liaison: -Stephen Webster;  
Capital Budget Committee: Timothy Angell, Harvie Porter, Larry Richburg, Holly Sanders, Marty Strange, and Joseph Voci;**

Selectboard Meeting of March 22, 2011  
Town Hall Conference Room B, 7 Summer Street

**Citizens Advisory Board:** Dawn Fuller-Ball, Madison Boyce, William Bohnyak; Nika Graci, Bonnie Kawecki, Rose Lucenti, Arny Spahn, Cil Spahn, Loretta Stalnaker, Jeff Tolbert, and Yvonne Zimet;

**Conservation Commission:** Lynn McNamara (term expire 2014);

**Design Review Advisory Committee:** Laurie Goldman and Sara “Sally” Penrod (terms expire 2014);

**Development Review Board:** Trini Brassard and Joel Tillberg (terms expire 2014) and alternate, Scott Berkey (term expires 2013);

**Energy Committee:** John Becker, Nicole Cyr, Patrick French, Heather Jarvis, Larry Richburg, Joan Richmond-Hall, Jennifer Phipps, and Frank Reed;

**Fence Viewers:** Timothy Angell and Kermit LaBounty;

**Fire Advisory Chair:** Kermit LaBounty, and Braintree representative: Tuthill Doane;

**Town History:** Polly Frankenburg, Harriett Chase and Miriam Herwig;

**Planning Commission:** Laurie Goldman and Michael Tragner (term expires 2015);

**Police Advisory:** Dennis Brown (Chair), Dominic Delia; Rita Hull, and George Trask;

**Randolph Community Recreational Advisory:** Jon Kaplan, George Sweet, Carol Flint, and Chuck Webb;

**Water and Sewer Committee:** Frank Reed (Chair), Tom Davis, Mary Hardy, John Lutz, Don Maynard, and Joe Voci;

**East Valley Planning Committee Liaison:** Carol Flint.

**Official Newspapers:** The Herald of Randolph, The Barre Montpelier Times Argus, and Valley News; and Vote 4-0-0.

5. Boys and Girls Club (contract and programming)

The Board reviewed and discussed the Boys and Girls Club contract consulting agreement for recreational programming and the report for the past year programs. Mr. Richburg commented that the charges for non-residents should be higher than those for Randolph residents.

**On motion by Mr. Webster, seconded by Mr. Brown, the Board voted to approve the Boys and Girls Club of White River Valley Consulting Programming contract with two separate payments: one in July and the other in early December and appointed to Town Manager Gary Champy as signatory, Vote 3-0-1 (Richburg recued).**

6. First Class Liquor License

**On motion by Mr. Webster, seconded by Mr. Brown, the Board voted to approve the first class liquor license for Patrick’s Place. Vote 4-0-0.**

**On motion by Mr. Brown, seconded by Mr. Kaplan, the Board voted to approve the first class liquor license for the Village Pizza. Vote 4-0-0.**

**On motion by Mr. Brown, seconded by Mr. Kaplan, the Board voted to approve Black Krim Tavern’s First Class Liquor License and the request for Bring Your Own Bottle (BYOB) not to exceed 30 days or until the liquor license is received, whichever is earlier, contingent upon proof of insurances. Vote 4-0-0.**

7. Second Class Liquor License/Tobacco License

**On motion by Mr. Webster seconded by Mr. Brown, the Board voted to approve the second class liquor licenses for Bob’s M&M Beverage of Randolph, Randolph Smart Ship and**

Selectboard Meeting of March 22, 2011  
Town Hall Conference Room B, 7 Summer Street

**Fenix Fine Foods and tobacco licenses for Bob's M&M Beverage of Randolph and Randolph Smart Foods. Vote 4-0-0.**

8. Request of funds from Conservation Fund

**On motion by Mr. Webster, seconded by Mr. Brown, the Board approved the expense of \$216.40 for the building of kiosks from the Conservation Fund. Vote 4-0-0.**

9. Grant Agreement for Randolph House Retaining wall through Downtown Transportation Grant (RACDC)

The Board reviewed the proposed grant agreement for the Randolph House retaining wall. Mr. Champy explained the grant would be a pass through to RACDC. He said the retaining wall is RACDC's project as it is on their property, the grant will be monitored by the town, and the matching funds will be paid by RACDC.

**On motion by Mr. Brown, seconded by Mr. Webster, the Board voted to accept the Downtown Transportation Fund Grant agreement: 2011-03, in the amount of \$63,500 for RACDC's Randolph House Retaining Wall Project and appointed Town Manager Gary Champy to sign. Vote 4-0-0.**

10. Governor's Highway Safety Grant (RPD)

Mr. Champy explained that the Randolph Police Department would like to apply for the Governor's Highway Safety Grant for the Click-it or Ticket Campaign.

**On motion by Mr. Brown, seconded by Mr. Webster, the Board voted to authorize the Randolph Police Department to submit a grant application through the Governor's Highway Safety Program in the amount of \$12,000 and appointed Town Manager Gary Champy as signatory. Vote 4-0-0.**

11. Memorial Day Parade

**On motion by Mr. Webster, seconded by Mr. Brown, the Board voted to approve the assembly permit for the Memorial Day Parade. Vote 4-0-0.**

Mr. Strange requested that the portion of South Pleasant Street between Highland Ave and Grove Street be blocked off during the Memorial Day parade.

12. Pearl Street Utility Pole (CVPS)

The Board discussed the Pearl Street utility pole. There is a utility pole between two cement retaining walls; the soils are compromised. CVPS is requesting permission to move the power line across the street and onto the town's Branchwood property. The company proposed to install two new poles, with the necessary guidewires. Mr. Webster said he is concerned that it would be in the middle of the Branchwood property and it would be difficult to do anything on the town owned property.

Selectboard Meeting of March 22, 2011  
Town Hall Conference Room B, 7 Summer Street

13. SWIP Grant

**On motion by Mr. Brown, seconded by Mr. Webster, the Board voted to accept the Solid Waste Implementation Program Grant in the amount of \$4863 to be used for Household Hazardous Waste Days and appointed Town Manager Gary Champy as signatory. Vote 4-0-0.**

14. Manager's Report

The Board reviewed the Town Manager's report. Mr. Champy provided an explanation on Items 4. Insurance Claim on ClearSource; 6. Request for Proposal on the Transfer Station with e-waste location and Tri-town Alliance; and 12 Thayer Brook Road/resident diverting the water onto Thayer Brook Road causing the water to run on the road way. Mr. Champy asked for support for sending an invoice for the expense of fixing Thayer Brook Road.

**On motion by Mr. Brown, seconded by Mr. Kaplan, the Board approved sending an invoice to the individual for the town highway department's time, labor, and materials for reconstructing a section of Thayer Brook Road which was damaged by the individual's diverting a nearby stream on to the town highway. Vote 4-0-0.**

**On motion by Mr. Webster, seconded by Mr. Brown the Board voted to accept the Town Manager's report as written and authorized Chairman Richburg to sign it release. Vote 4-0-0.**

15. Other Business

Mr. Webster inquired when Central Street would be paved. Discussion ensued concerning areas of Central Street that are falling apart.

Mr. Champy provided the Board with an update on the Wastewater Treatment Plant Upgrading Project.

16. Warrants

**On motion by Mr. Webster, seconded by Mr. Brown, the Board voted to approve the Payroll warrants, RACDC Warrant, and Accounts Payable Warrant as presented. Vote 4-0-0.**

17. Adjournment

**At 9:15 p.m., on motion by Mr. Brown, seconded by Mr. Webster, the Board voted to adjourn until the next scheduled meeting of April 5, 2011 at 7:00 p.m. in the Town Hall Conference Room B. Vote 4-0-0.**

Respectfully submitted,

Cindy Spaulding  
Recorder

Randolph Selectboard Meeting of April 5, 2011  
Town Hall Conference Room B at 7 Summer Street

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

Municipal Staff: Gary Champy (Town Manager) and Cindy Spaulding (Recorder)  
Public Attendees: Bill Kevan, Dwight and Mary Porter, Chuck Goodling and Tom Doty (DuBois & King), Del Thompson, Madison Boyce, David Miles, John Joy, Michael Penrod, Pat French, Paul Rea, Jim Sault, Bob and Barbara Orleck, Don Sweetser, Joyce Mazzucco, Becky Raymond (Boys & Girls Club) and Kenneth Preston. Observed: Marty Strange  
Media: Cane Sweeney (camera), M.D. Drysdale and Kevin Paquet (*Herald of Randolph*)

Mr. Richburg called the meeting to order at 7:02 p.m.

1. Meeting Minutes of March 22, 2011

**On motion by Mr. Webster, seconded by Mr. Kaplan, the Board voted to approve the minutes of March 22, 2011. Vote 3-0-1 (Reed abstained)**

2. Public Comment

Mr. Joy publicly thanked Town Manager Champy for the quick response to repair the large potholes on Weston Street.

Mr. Sault voiced his concern how the Board handled the Planning Commission appointment at the March 22 meeting and was disappointed it did not follow the policy.

3. Wastewater Treatment Facility

Mr. Champy provided an overview of funding for the Wastewater Treatment Facility and options to upgrade the facility including nitrogen removal, elimination of septage receiving, and capacity of treatment plant and the possibility of the state of art WWTF.

Mr. Goodling and Mr. Doty of DuBois and King explained the difference between a siphon and pump station upgrade. The preliminary recommendation is to go with a siphon system for the project with a small pump system on Route 66. The estimated cost comparison is siphon at \$350,000, pump station upgrade at \$380,000 and total for the WWTF is \$8,000,000.

Discussion ensued concerning preliminary report and a letter of support to be submitted to the USDA for approval.

**On motion by Mr. Webster, seconded by Mr. Kaplan, the board gave approval for DuBois & King's submitting answers to comments to Rural Development- USDA on the Wastewater Treatment Facility preliminary report and endorsed having Town Manager Champy send a letter of support for the project. Vote 4-0-0.**

4. Planning Commission Appointment/Vacancy

The Board received an email from Jenny Carter resigning from the Planning Commission. Discussion ensued to have the vacancy advertised as a block ad and to follow the Committee Appointee Policy. Mr. Richburg apologized for the board's not following the policy at the

Randolph Selectboard Meeting of April 5, 2011  
Town Hall Conference Room B at 7 Summer Street

last meeting. The Board asked that the vacancy be advertised in order to follow the Committee Appointee Policy.

Discussion ensued concerning the board's action at the March 22, 2011, meeting, policy and appointment process.

*The board deviated from order of the agenda for the Item 6e.Grants: Polling Places*

5. Policies

a. Caterer

Mr. Champy provided a draft caterer approval policy and highlighted the process. Discussion ensued concerning the caterer license requests coming in late. It was suggested to have Town Manager Champy sign and put in his manager's report.

b. Selectboard Electronic Communications

Mr. Kaplan gave an overview of his VLCT workshop concerning usage of electronic communications and personal emails, so that the Selectboard members would not be violating open meeting laws. Mr. Kevan and Mr. Joy asked if the board would pass any information on their decisions through the emails. Discussion ensued concerning a draft policy for electronic communications, personal emails and open meeting laws.

c. Agenda/Selectboard Packets (Discussion)

Mr. Champy explained that at times there are last minute documents for the board's packets. It is quite difficult to research the information prior to the Board's meeting on such short notice. He suggested having the cut-off time for all documents for the Board's packets be Thursday prior to the meeting. This would give the staff time to prepare the Board's packets. Discussion ensued concerning action agenda items and back up material that need to be reviewed prior to the meeting.

d. Town Road and Bridge Standards

**On motion by Mr. Webster, seconded by Mr. Reed, the Board voted to adopt the Town Road and Bridge Standards for the Town of Randolph. Vote 4-0-0.**

**On motion by Mr. Reed, seconded by Mr. Kaplan, the Board voted to adopt the Certification of Compliance for Town Road and Bridge Standards. Vote 4-0-0.**

6. Grants

a. Class 1, 2, & 3 Annual Financial Plan

Mr. Champy provided an explanation of the Annual Financial Plan (Town Highways) and the major projects.

**On motion by Mr. Kaplan, seconded by Mr. Reed, the Board voted to approve the Annual Financial Plan – Town Highways. Vote 4-0-0.**

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b. Town Highway Class 2 Roadway

Mr. Champy explained the Town Highway Class 2 Roadway grant application is for Ridge Road.

**On motion by Mr. Webster, seconded by Mr. Reed, the Board voted to approve the submission of a grant application for Town Highway Class 2 Roadway Program for Ridge Road in the amount of \$225,000 and appointed Gary Champy as signatory. Vote 4-0-0.**

c. Town Highway Structures Grant

Mr. Champy explained that the town did receive a grant last year for the Tunbridge Road bridge last year. Based on the hydraulic study, it is needed to amend the grant.

**On motion by Mr. Webster, seconded by Mr. Kaplan, the Board voted to approve the submission of a grant application for Town Highway Structures Grant for the Tunbridge Road bridge and appointed Gary Champy as signatory. Vote 4-0-0.**

d. White River Natural Resource Conservation District

**On motion by Mr. Kaplan, seconded by Mr. Reed, the Board approved the White River Natural Resources Conservation District grant application in the amount of \$1,050 to be expended through the Conservation fund. Vote 4-0-0.**

e. Polling Place Accessibility

Mrs. Mazzucco explained she would like to apply for a Polling Place Accessibility grant through the Secretary of State's Office in the amount of \$5,800. The project would include a partial drop ceiling and additional lighting in the polling area in the basement of the Town Hall.

**On motion by Mr. Webster, seconded Mr. Kaplan, the board approved the Town Clerk's submitting an application for Polling Place Accessibility Grant through the Secretary of State's office in the amount of \$5,800 and appointed Mrs. Mazzucco as signatory of the grant. Vote 4-0-0.**

7. Burn Pile/Landfill Discussion

Mr. Champy explained that the State of Vermont had inspected the Transfer station, composting pile and stump dump. The state found that there had been some illegal dumping at the burn pile. He said that he would be meeting with the State over the violation and the repercussions. He suggested a meeting with the Tri-town Alliance to amend and update the SWIP. Discussion ensued concerning check points, how to secure the burn pile, and the type of material placed in the burn pile.

8. Transfer Station Request for Proposal

Mr. Champy provided the Board with a draft proposal for operating a Solid Waste Transfer Station and Recycling Center. Discussion ensued concerning the outline of the request for proposal and who the recommendation for services would come from. It is

Randolph Selectboard Meeting of April 5, 2011  
Town Hall Conference Room B at 7 Summer Street

the consensus of the Board that the recommendation comes from Town Manager Champy.

9. Interim-Restorative Justice Coordinator

Mr. Champy explained the town has not had a Restorative Justice Coordinator since the end of December. It is suggested to enter into a contract with one of the Citizens Advisory board members as the Interim Coordinator.

**On motion by Mr. Reed, seconded by Mr. Webster, the Board authorized Town Manager Champy to enter into an interim contract for the Randolph Restorative Justice Coordinator. Vote 4-0-0.**

10. Vermont Technical College Sewer Allocation

**On motion by Mr. Webster, seconded Mr. Kaplan, the Board voted to grant to Vermont Technical College a sewer allocation of 630 gallons per day with an allocation fee of \$3,150 for a three-unit dwelling at 44 Water Street in Randolph Center . Vote 4-0-0.**

11. First Class Cabaret License

**On motion by Mr. Webster, seconded by Mr. Reed, the Board approved the First Class Cabaret License for Ashley's. Vote 4-0-0.**

12. First Class Restaurant License

**On motion by Mr. Reed, seconded by Mr. Kaplan, the Board voted to approve the first Class Restaurant License for Chadwick's Restaurant & Pub, Inc. Vote 4-0-0.**

13. Town Manager's Report

The Board reviewed Town Manager's report.

**On motion by Mr. Webster, seconded by Mr. Kaplan, the Board voted to accept the Manager's report as written and appointed Chairman Larry Richburg to sign its release. Vote 4-0-0.**

14. Other Business

- Summer rates

**On motion by Mr. Webster, seconded by Mr. Kaplan, the Board approved increasing the Summer Program rates as follows (Resident/Non-resident): Family Season Pass. \$75/\$100; Swimming Lessons: \$35/\$50; Camp GO: \$150/\$175; Randolph Camp: \$215/\$250; Quickstart Tennis: \$35/\$50; Track and Field: \$35/\$50. Vote 4-0-0.**

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- Committees

Discussion ensued concerning creating an advisory committee to propose a special appropriations policy, listing appointment of a Randolph resident to represent the town at Two Rivers-Ottawaquechee Regional Planning Commission, and advertising for members on the Randolph Community Recreational Advisory Committee.

- Insurances

Mr. Champy updated the board concerning the insurance on the Chandler Music Hall and East Randolph Social Hall. Discussion ensued concerning the quotes, liability and the Social Hall property.

- Property

Mr. Champy informed the Board that Christine Maloney and David DeBoy are interested in the Chase property on Elm Street. Discussion ensued concerning the how the town acquired the property for the purpose of widening the intersection of Route 12 (Forest Street/Central Street), Route 66 (Central Street) and Elm Street and the Board's interest in the keeping the property.

- Listers

Mr. Champy reminded the Board that it wanted to have a meeting with the Board of Listers to discuss the deadline for the grand list. It was suggested to have this as an item on the next Selectboard meeting.

- Emergency Management

Mrs. Spaulding informed the Board that an Incident Command Class for executive officers will be conducted at the Vermont State Police Barracks in Royalton on April 18, 2011 from 5:30 p.m. to 8:30 p.m.

15. Warrants

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

16. Adjournment

**At 10:10 p.m., on motion by Mr. Reed, seconded by Mr. Webster, the Board voted to adjourn until the next scheduled meeting of April 19, 2011 at 7:00 p.m. in Conference Room B of the Town Hall. Vote 4-0-0.**

Respectfully submitted,

Cindy Spaulding  
Recorder

Selectboard Meeting of April 19, 2011  
Conference Room B at 7 Summer Street

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

Municipal Staff: Gary Champy (Town Manager), John Coffey (Water/Wastewater Chief Operator) and Cindy Spaulding (Recorder)

Public Attendees: Mary and Dwight Porter, Joseph Voci, Bill Kevan, Perry Armstrong, Barb and Robert Orleck, Don Sweetser (Lister), Mary Hardy and John Lutz (Water & Sewer Committee), Christine Maloney MD, David DeBoy, Patrick French (Assessor), David and Joan Miles,

Media: Kevin Paquet (*Herald of Randolph*)

Mr. Richburg called the meeting to order at 7:11 p.m.

1. Meeting Minutes

**On motion by Mr. Webster, seconded by Mr. Reed, the Board voted to approve the minutes of April 5, 2011 as presented. Vote 3-0-0.**

2. Public Comment

Mr. Orleck asked what the status of the Planning Commission vacancy is. Mr. Champy replied that it would be on the Selectboard's May 3 agenda for action.

Mr. Sweeter asked where the kiosks were in the Town forests. Mr. Champy provided the locations: near North Reservoir Road and down by Southview Cemetery.

Mr. Porter asked for further explanation on funding the Wastewater Treatment Facility upgrade because he believed the article in *The Herald of Randolph* was misleading. Mr. Champy gave an explanation on the funding process with highlights on the point system for funding, and background on upgrading the Wastewater Treatment Facility. Discussion ensued concerning the condition of the Wastewater Treatment Plant, requirements for funding the project, including bonding.

Mr. Voci asked if the funds for the downtown designation could be used more efficiently instead of RACDC billing for tax credits for businesses. He stated there were other organizations which provide the service free of charge and the town needs to stretch the dollar. Mr. Voci informed the board that according to the State of Vermont Downtown Designation Board, the designee such as RACDC is not mandated to do the tax credit applications.

3. Committee Reports

Mr. Webster reported that the Budget Committee had met to review the third quarter of the Fiscal Year 2011 budgets and the Capital Budget. The committee elected Horace Puglisi to be its chairman.

Mr. Reed reported that the Energy Committee had met and reviewed the Street lights in each of the areas that make up Randolph. The committee also discussed the possibility of having LED Dynamics use Randolph as a show case for its light products.

Mr. Reed reported that the Water and Sewer Committee had met and discussed his role as simply a member or also as Chairman. Mrs. Hardy and Mr. French provided how the advisory committees were created and the intention that a board member always be the Chairman of the committee with voting rights. Discussion ensued concerning Selectboard members chairing the advisory committees and

Selectboard Meeting of April 19, 2011  
Conference Room B at 7 Summer Street

having voting rights. It is the consensus of the Board to take action on the organizational committee listing at the May 3 Board meeting.

3. Appoint TRORC Representative

**On motion by Mr. Webster, seconded by Mr. Reed, the Board voted to appoint Del Thompson as Randolph's representative to the Two Rivers-Ottawaquechee Regional Planning Commission. Vote 3-0-0.**

4. Discussion with Listers concerning Grand List Schedule

Mr. Sweetser inquired why the Grand List was in question. Mr. Webster explained he was asking as the Board of Listers have requested an extension to the end of July each year for several years and he would like to see the grand list completed by the original due date without requesting an extension.

Mr. Sweetser explained the purpose of the extension to update the grand list with correct information. The compiled information for the grand list includes property values, current use, homestead, and tax maps for properties which have been subdivided. Mr. Webster requested a list of properties which do not have current property values.

Discussion ensued concerning the information, process and procedures in compiling the grand list; grievance process, property values vs. fair market value; property values in Randolph are over appraised according to the State of Vermont; assigned tasks for the Assessor and procedures appraising conflict of interest properties.

5. Elm Street Property

Christine Maloney and David DeBoy asked whether the Board would consider selling the town-owned property on Elm Street known as the Chase property. Discussion ensued concerning background of the land purchased by the town to adjust the intersection of Route 12 (Central/Forest Street), Route 66 (Central Street) and Elm Street for better traffic flow, Maloney/DeBoy's consideration to purchase the property to possibly put a modular home on it and procedures for conveyance of land as outlined in State Statute. It is the consensus of the Board to proceed with research on sale of the Elm Street property known as "Chase property".

6. Policies

a. Caterer

The Board reviewed the Caterer Approval Policy with a minor amendment.

**On motion by Mr. Webster, seconded by Mr. Reed, the Board approved the Caterer Approval Policy as amended. Vote 3-0-0.**

b. Selectboard Electronic Communication

The Board reviewed the Selectboard's Policy for retaining Public Documents and Communications. Discussion ensued concerning the retention schedule for electronic communications. The draft Electronic Communications Policy was tabled for a further discussion at a future board meeting..

c. Highway Accounting Coding Policy

Selectboard Meeting of April 19, 2011  
Conference Room B at 7 Summer Street

Mr. Champy explained Mr. Kaplan had suggested breaking out the Highway Department's maintenance between summer and winter to have a more accurate accounting on expenses during the seasons.

7. School Tax Payment

**On motion by Mr. Webster, seconded by Mr. Reed, the Board voted to approve the second half of School taxes in the amount of \$1,123,965.10 to be payable to the Union High School District #2. Vote 3-0-0**

**On motion by Mr. Webster, seconded by Mr. Reed, the Board voted to approve the second half of the school tax in the amount of \$1,143,922.51 to be payable to the Randolph School District. Vote 3-0-0.**

8. Water & Sewer Committee

Mr. Champy provided an overview of the Water and Sewer Committee recommendations.

**On motion by Mr. Reed, seconded by Mr. Webster, the Board voted to approve Hedding Drive, L.P/Sass Apartments water allocation of 75 gallons per day with an allocation fee of \$198.75 for the 8-unit multi-family dwelling 3 Hedding Drive and K & W Enterprises/F&S Griffin Properties. LLC DBA Ketner's 2<sup>nd</sup> Cup Café additional water and sewer allocations of 297 and 264 gpd, with allocation fees of \$747.05 and \$1,320.00, respectively, for serving a third meal in a 22-seat restaurant at 17 South Main Street. Vote 3-0-0.**

9. Town Manager's Report

The Board reviewed the Town Manager's report. Discussion ensued with Mr. Webster asking that the artificial plastic flowers and trash left at the cemeteries be disposed of properly and Mr. Reed inquired why the town manager's report is approved and a signature is required for its release.

**On motion by Mr. Reed, seconded by Mr. Webster, the Board voted to accept the Manager's report as written and appointed Chairman Larry Richburg to sign its release. Vote 3-0-0.**

10. Other Business

❖ Signature Amendment on Investment Accounts

**On motion by Mr. Webster, second by Mr. Reed, the Board voted to adopt four resolutions amending the authorized agents and signatories on the town's four MorganStanley SmithBarney Investment accounts:**

**Be it resolved that Joyce L. Mazzucco, Treasurer & Lorilee M. Baggott, Assistant Treasurer are hereby authorized to sell, assign and endorse for transfer, certificates representing stocks, bonds, or other securities now registered or hereafter registered in the name of this Municipal Government. Vote 3-0-0.**

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Conference Room B at 7 Summer Street

❖ Economic Development

Mr. Champy announced that the Economic Development Plan Listening Session will be conducted on Thursday, April 28, 2011, between 7-9 p.m. in the Randolph Town Hall Conference Room B. The topic of discussion will be summary of Town meeting survey, discussion of findings, open discussion of community concerns, expectations and recommendations to enhance economic development opportunities.

❖ Errors and Omissions

Mr. Voci asked about the status of the claim with Vermont Cities and Towns concerning the error and omissions of the Town Clerk. Mr. Champy explained that VLCT findings were there were no errors or omissions on the Town Clerk's part. Discussion ensued concerning the bonding and insurance on town officials such as the Town Clerk and Treasurer.

❖ Landfill

Mr. Champy provided the board with an explanation concerning the notice of alleged violation at the Randolph Transfer Station and corrective action measures the town and Casella are taking. He said that if there is a fine Casella would be paying half.

Highlights of corrective action:

- Sift through and sort the burn pile
- Create areas for accepted material (stumps, tree limbs and wood chips)
- Change key system and the locks on the gates and provide keys to a selected few
- Monitoring area closely by having individuals sign in and checking the area at various times of the day during operation.
- Town will check the area on non-operating days

11. Warrants

**On motion by Mr. Webster, seconded by Mr. Reed, the Board voted to approve five warrants including payroll, as presented. Vote 3-0-0.**

12. Adjournment

**At 9:34 p.m., on motion by Mr. Reed, seconded by Mr. Webster, the Board voted to adjourn until the next scheduled meeting of May 3, 2011 at 7:00 p.m. in the Conference Room B of the Town Hall. Vote 3-0-0.**

Respectfully submitted,

Cindy Spaulding  
Recorder

Selectboard Meeting of May 3, 2011  
Town Hall Conference Room B, 7 Summer Street

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

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

Public Attendees: Carolyn Lumbra, Bill Kevan, Mary and Dwight Porter, David and Joan Miles, Madison Boyce, Perry Armstrong, John Joy, Nan Gwin, Bob and Barbara Orleck, Patrick French, and Sam Sammis.

Media: Cory McCall (camera) and Kevin Paquet (*The Herald of Randolph*)

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

1. Meeting Minutes of April 19, 2011

**On motion by Mr. Reed, seconded by Mr. Webster, the Board voted to the minutes of April 19, 2011 as amended. Vote 3-0-2 (Brown and Kaplan)**

2. Public Comment

The Board took comments from Mrs. Gwin, Mr. Kevan and Mr. Orleck; they commented:

- Disappointment of changing the meeting minutes on key topic discussions
- Board of Listers asking for an extension for the submission of the grand list
- Assessor's position highest paying than other towns
- Status of response to correspondence sent to Assessor
- Direction to mandate the Assessor to answer the correspondence
- Negative atmosphere of Board meetings in the past year
- Certain Board members' behavior in a public forum dealing with the public and town manager
- Observation of body language during February 15<sup>th</sup> meeting
- Inquiry whether Chairman communicated via electronic or telephone with certain board members prior to calling for an executive session at the February 15<sup>th</sup> meeting
- Polled Chair and one Board member whether conversation or electronic communications had transpired

Mr. Sammis asked the Board to support a community recreational trail between Randolph and Bethel. Topics of discussion not limited to: inventory of existing recreational trails throughout Randolph, Federal funding available to create recreational trails, and overview of Randolph Community Recreational Advisory Committee activities with existing recreational trails. Mr. Rea and Mr. Armstrong stated they would support promoting recreational trails as it could bring economic development back to the community.

3. Exit 4/Visitors Center

Mr. Sammis asked for a letter of support from the Selectboard for a Visitors' Center and Showcase Center at Exit 4. He provided an overview of his meeting with Gov Shumlin. He stated the Governor is interested the project since the State is shutting down visitors'

Selectboard Meeting of May 3, 2011  
Town Hall Conference Room B, 7 Summer Street

centers in Randolph. He provided background of the proposal of a Visitors Center/Showcase Center in Randolph at the Exit 4/I-89 interchange and noted that the proposal was initiated by the State of Vermont and would create jobs.

**On motion by Mr. Webster, seconded by Mr. Reed, the Board voted to submit a letter to Governor Shumlin in support of the Visitors Center/Showcase Center. Vote 4-0-1 (Brown abstained)**

4. Committee Reports

Mr. Reed reported that the Energy Committee met on Monday, May 2 and the committee discussed: converting to LED lights in the rented street lights with Central Vermont Public Service, replacement of the bulbs in the downtown parking lots to LED lighting, and a future discussion with LED Dynamics.

5. Appoint Planning Commission Member to fill vacancy

Mr. Kaplan inquired about the Planning Commission vacancy and the guidance outlined in the policy. Mr. Champy provided an explanation of the appointment policy. Discussion ensued concerning past and present practices; the criteria of a candidate should include involvement and interest of the town. Interviews will be set up an half-hour prior to the regular scheduled Board meeting on May 17.

6. Amend Re-organizational List

The Board reviewed the amended reorganizational list with the following corrections: omit John Becker from Energy Committee, add Larry Richburg to Energy Committee and omit Chuck Webb from Randolph Community Recreational Advisory Committee. Action tabled until the May 17<sup>th</sup> meeting.

7. Policies

a. Selectboard Electronic Communication E-mails

The Board reviewed the draft electronic communications policy. Discussion ensued concerning the various electronic communications and models from other towns. Town Manager Champy will send the current draft to VLCT for review and inquire of other towns on their policies.

8. Banner Requests

**On motion by Mr. Reed, second by Mr. Kaplan, the Board voted to approve the March of Dimes banner request and appointed Town Manager Champy as its designee to sign this request and to approve future banner requests. Vote 5-0-0.**

9. First Class Liquor License

**On motion by Mr. Brown, seconded by Mr. Reed, the Board voted to approve Black Krim Tavern's first class restaurant license. Vote 5-0-0.**

10. Basic Emergency Operations Plan

The Board reviewed the Basic Emergency Operations Plan and provided updated information to the contact list.

**On motion by Mr. Webster, seconded by Mr. Reed, the Board voted to appoint Town Manager Champy as its signatory on the Basic Operations. Vote 5-0-0.**

11. Caterer Permits

**On motion by Mr. Reed, seconded by Mr. Webster, the Board voted to approve Valley Bowl's caterer's permits to serve alcoholic beverages at the Chandler Gallery on May 14, 2011 and May 28, 2011. Vote 5-0-0.**

12. Polling Place accessibility grant

**On motion by Mr. Webster, seconded by Mr. Reed, the Board voted to accept the Polling Place Accessibility Grant agreement: 02230-SOS1112, in the amount of \$5,800. Vote 5-0-0.**

13. Town Manager's Report

The Board reviewed the Town Manger's report with highlight on culverts and insurance coverage on buildings.

**On motion by Mr. Reed, seconded by Mr. Brown, the Board voted to accept the Town Manager's report with two minor spelling corrections and appointed Chairman Larry Richburg to sign its release. Vote 5-0-0.**

14. Other Business

Mr. Brown inquired about the truck for the Cemetery Department. Mr. Champy explained that the frame was broken on the truck assigned to the Cemetery Department.

Mr. Joy commented that the polling places and town meeting should be held at the High School and not the Chandler Music Hall as there was an issue of a slippery handicap ramp during Town Meeting Day. Mr. Joy was asked to direct his concern to change the meeting & polling place to the Board of Civil Authority.

Mr. Kaplan inquired about the changes in procedures for residents to dispose of materials in the burn pile at the Landfill area. Mr. Champy explained that the procedure is a proactive one since the State has put the town on notice of an alleged violation.

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Town Hall Conference Room B, 7 Summer Street

Discussion ensued concerning gated entrances to the compost pile and burn area and the need for control of the area.

It was announced Green up Day was May 8, 2011 and the types of activities around the community.

15. Warrants

**On motion by Mr. Webster, seconded by Mr. Reed, the Board approved the accounts payable warrant and ratified the set of payroll warrants. Vote 5-0-0.**

16. Adjournment

**At 8:52 p.m. on motion by Mr. Reed, seconded by Mr. Webster, the Board voted to adjourn until Tuesday, May 17, 2011 at 6:30 p.m. in Conference Room B of Town Hall at 7 Summer Street. Vote 5-0-0.**

Respectfully,

Cindy Spaulding  
Recorder/

Randolph Selectboard of May 17, 2011  
Town Hall Conference Room B, 7 Summer Street

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

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

Public Attendees Harriet Chase, Paul Rea, Patrick French, Ken Preston, Dwight and Mary Porter, John Joy, William Kevan, Madison and Marcia Boyce, Joe Voci, Perry Armstrong, Bob and Barb Orleck. Don Sweetser, Alan Heath, Brownson Spenser (CVPS), Forest Griffin, Letitia Rydjeski, Nan Gwin, Don Hubert and Nicole Suits (Earth Waste), and Michael Casella (Casella Waste Management).

Media: Cory McCall (Camera), and Kevin Paquet (*Herald of Randolph*)

Mr. Richburg called the meeting to order at 6:47 p.m.

1. Interview Planning Commission Candidates

The Board interviewed Dwight Porter and Alan Heath for the Planning Commission vacancy.

Questions that were asked of each candidate:

- Why are you interested in the Planning Commission?
- What do you see are the biggest challenges for the Planning Commission?
- What is different now for you to be interest in the vacancy?
- What expertise or qualities do you have to bring to the Commission to keep it moving forward?
- What is your philosophy of town planning and how it works?

2. Meeting Minutes of May 3, 2011

**On motion by Mr. Webster, seconded by Mr. Reed, the Board voted to approve the minutes of May 3, 2011 as printed. Vote 4-0-0.**

3. Public Comment

Mr. Richburg informed the audience that the time limit on the agenda for Public Comment is just a guide to keep the meeting moving.

The public attendees gave comments and requests on the following subjects:

- freedom to speak and public assembly
- agenda item request for Town Assessor and Board of Listers (Mr. Richburg requested that public requests for items to be placed on the agenda be given in writing to the town manager.)
- property assessment request for proposal conducted in 2009

4. CVPS Branchwood Power Pole

Mr. Spenser of CVPS presented an alternative location for a power pole which has structurally failed in its current location. He provided an explanation of the project to relocate the pole as it could not be replaced in its current location due to soft soils and retaining wall. The proposal is to relocate the pole across the street on town-owned Branchwood property.

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Town Hall Conference Room B, 7 Summer Street

Discussion ensued concerning where the pole and guy wire/anchors would go in the proposed location and whether the pole could be placed in another location on the same side of the road. Concern was expressed over encumbering the Branchwood property with poles and guy wires as shown on the CVPS drawing. CVPS will come back with a new proposal. Mr. Kaplan requested Mr. Champy not to undertake any informal "deals" or "swaps" of work between the town and CVPS regarding removal and reconstructing town sidewalk and tree trimming in other parts of town. Mr. Kaplan asked for such agreements to be put in writing between the town and CVPS (or other contractors.)

5. Transfer Station Update

Mr. Champy reported that the Tri-Town Alliance had reviewed the proposals for operating the Transfer Station. The responsive bidders to run the transfer station are IWS, Casella and Earthwaste. Discussion ensued concerning the costs for running the transfer station; Tri-town Alliance versus the inter-municipal agreement, proposal process and the request for proposal criteria. Mr. Champy will send out an addendum for the RFP to all three bidders with a list of items for pricing by the three responsive bidders. Mr. Champy will inform the Brookfield and Braintree members of the Tri-Town Alliance that this step is occurring.

6. Appoint Planning Commission Member to fill Vacancy

**Mr. Kaplan moved, seconded by Mr. Reed, that the Board appoint Alan Heath as a member of the Planning Commission for a term to expire in 2012. The motion failed. Vote 2-2-0 (Richburg and Webster opposed).**

**Mr. Webster moved, seconded by Mr. Richburg, that the Board appoint Dwight Porter as a member of the Planning Commission for a term to expire in 2012. The motion failed. Vote 2-0-0 (Kaplan and Reed opposed).**

Discussion ensued with comments of disappointment from public attendees on the interview and appointment process. Planning Commission appointment tabled until June 7<sup>th</sup> meeting.

7. Grand List Extension

Mr. Sweetser as Chair of the Board of Listers requested an extension for the grand list. He explained that the town population has declined with the latest census. Mr. French explained the grand list process and said if planning ahead he could complete the grand list by the deadline date in 2012.

**On motion by Mr. Kaplan, seconded by Mr. Reed, the Board voted to grant the Board of Listers' request for an extension to complete the 2011 Grand List as presented. Vote 3-1-0, (Webster opposed).**

8. Committee Reports

Verbal reports were given on the activities of the following: Budget Committee, Capital Budget Committee, Water and Sewer Committee, Fire Advisory and Citizens Advisory Board.

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Town Hall Conference Room B, 7 Summer Street

9. Amend Re-organizational List

The reorganizational list tabled until the June 7 meeting.

10. Randolph WWTF

**On motion by Mr. Reed, seconded by Mr. Webster, the Board voted to accept the Archeological Resource Assessment Addendum for the Wastewater Treatment Facility in the amount of \$862.00 and appointed Town Manager Champy as signatory. Vote 4-0-0.**

11 Law Enforcement/Homeland Security for Mobile Data Computer

**On motion by Mr. Reed, seconded by Mr. Webster, the Board approved the submission of a grant application through Vermont Department of Public Safety FY07 Homeland Security and FY09 COPS Technology Program to acquire a mobile data terminal for the Randolph Police Department and appointed Town Manager Champy as signatory. Vote 4-0-0.**

12. Letter of Support for the Chandler Center for the Arts

**On motion by Mr. Kaplan, seconded by Mr. Reed, the Board approved sending a letter of Support for the Chandler Center for the Arts New World Festival grant and appointed Chairman Richburg to sign the letter. Vote 4-0-0.**

13. Caterer Permit

**On motion by Mr. Reed, seconded by Mr. Webster, the Board approved Valley Bowl's Caterer's permit to serve alcoholic beverages at the Chandler Gallery on June 4, 2011. Vote 4-0-0**

14. Fire Warden

**On motion by Mr. Reed, seconded by Mr. Webster, the Board voted to recommend Cory Bradley as Town Fire Warden to the State of Vermont Department of Forest Parks and Recreation and appointed Chairman Larry Richburg as signatory. Vote 4-0-0.**

15. Water and Sewer Allocations

*The Board acting as Water and Sewer Commissioners*

**On motion by Mr. Webster, seconded by Mr. Reed, the Board voted to approve Depot Square Partners, LLC. request for water and sewer allocations of 243 and 215 gallons per day, respectively, for a 70-seat restaurant serving three meals a day at 2 Salisbury Street, with the associated allocation fees of \$643.95 and \$1,080. Vote 4-0-0**

**On motion by Mr. Webster, seconded by Mr. Kaplan, the Board voted to approve K&W Enterprises, Inc. and F&S Griffin Properties, LLC.'s request to allow over allocations and water allocation and unused grandfathered allocation of other uses within the same uncondominiumized building to be made available for expansion of another use in the building and grant additional water allocation of 122 gpd with allocation fee of \$323.30 and determine that additional sewer allocation is not required for service of a third meal in a 22-seat restaurant at 17 South Main Street. Vote 4-0-0**

Randolph Selectboard of May 17, 2011  
Town Hall Conference Room B, 7 Summer Street

16. Set Public Hearing for Solid Waste Implementation Plan

**On motion by Mr. Kaplan, seconded by Mr. Webster, the Board voted to schedule a Public Hearing on June 15, 2011 at 7:00 p.m. in Town Hall Conference Room B to present the Solid Waste Implementation Plan. Vote 4-0-0.**

17. Town Manager's Report

**Mr. Kaplan asked for an update on the Wastewater Treatment facility process including when the anticipated date will be to hear on the current application to USDA.**

**On motion by Mr. Reed, seconded by Mr. Webster, the Board voted to accept the Town Manager's report as printed and appointed Chairman Larry Richburg to sign its release. Vote 4-0-0**

18. Other Business

The Board discussed various ways to warn items on its agenda. Mr. Reed requested that for more complex agenda items the Town Manager provide a statement of the issue at hand, a concise background, a list of options and a recommendation for action. Also discussed the use of a consent agenda for more routine items such as caterer's requests, liquor licenses and town warrants.

19. Warrants

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

20. Adjournment

**At 9:03 p.m. on motion by Mr. Reed, seconded by Mr. Webster, the Board voted to adjourn until Tuesday, June 7, 2011 at 7:00 p.m. in Conference Room B of Town Hall at 7 Summer Street. Vote 4-0-0.**

Respectfully submitted,

Cindy Spaulding  
Recorder

Randolph Selectboard Meeting of June 7, 2011  
Randolph Town Hall Conference Room B, 7 Summer Street

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

Municipal Staff: Gary Champy (Town Manager), Cindy Spaulding (Recorder) and Bill Morgan (Building Grounds Highway Operations Manager)

Public Attendees: Harriet Chase, William Kevan, Keith Warner, Don Sweetser, Kevin Elnicki (EarthWaste), Marcia and Madison Boyce, Dwight and Mary Porter, David, Joan and Devan Miles, John Joy, Michael Casella (Casella Management), Patrick French, Letitia Rydjeski, Mike and Corinne Harness, Julie Iffland (RACDC), Jim Tucker, Perry Armstrong, Louise Sjobeck, Nan Gwin, Barb and Bob Orleck, Christine Maloney and David DeBoy.

Observed: Roy Fifield, Anthony Delegeto, Jim Cunningham, John Race, Harold Hooker and Ron Gould.

Media: Cory McCall (camera) and Kevin Paquet (*Herald of Randolph*)

Mr. Richburg called the meeting at 7:00 p.m.

1. Public to be heard

The Selectboard heard from the public their concerns:

- Condition of the cemeteries for Memorial Day weekend.

It was explained that the month of May was a rainy one. The lawn mowers used are for mulching and not for wet grass and the crew recently had a staff member quit.

- Status of Written Requests

Mr. Kevan asked about the status of correspondence he had sent several months ago concerning a retention pond and environmental issues for water run off at the Salisbury Square Project on Salisbury and School Streets.

Mr. Voci and Ms. Gwin asked about the status of correspondence they had sent to the Lister's office inquiring to obtain information on how subsidized housing properties in Randolph are appraised.

2. Consent Agenda

- a. Minutes

**On motion by Mr. Webster, seconded by Mr. Kaplan, the Board voted to approve the minutes of May 17, 2011 as printed. Vote 4-0-1 (Brown abstained).**

- b. Sale of Burial Plot

**On motion by Mr. Webster, seconded by Mr. Brown, the Board voted to approve the sale of a single burial plot to Barbara Begin for Klinton Wigren and appointed Larry Richburg as agent to sign the quit-claim deed. Vote 5-0-0.**

- c & d. Town Manager's Report/Warrants

Randolph Selectboard Meeting of June 7, 2011  
Randolph Town Hall Conference Room B, 7 Summer Street

Mr. Kaplan requested to move the Town Manager's report and warrants to later in the meeting.

e. First Class Liquor License

**On motion by Mr. Webster, seconded by Mr. Reed, the Board voted to approve Randolph Depot LLC first class liquor license. Vote 4-0-1 (Brown abstained)**

4. Transfer Station

**On motion by Mr. Reed, seconded by Mr. Brown, the Board voted to award the operations contract to run the Randolph Transfer Station to Casella Management. Vote 5-0-0.**

It was explained that the recommendation to go with Casella Waste Management to operate the Transfer Station was not just about pricing to dispose of trash and recyclables but also based on the fact that their proposal was most responsive to the requirements of the RFP.

5. Randolph House Retaining Wall Update

Mr. Champy had asked Ms. Iffland for an update to the Randolph House Retaining Wall project. Ms. Iffland presented an update of the Randolph House Retaining Wall with highlights on the retaining wall which supports the sidewalk on North Main Street and the latest discovery that the bridge supports to the walkway to the Randolph House need extra support. She said that the project may require temporarily the closing of the North Main Street sidewalk in front of the Randolph house and extending on both sides for the contractor's equipment. The project was awarded to W.B. Rogers with a subcontractor to do the specialty work of rebuilding the stone retaining wall.

Discussion ensued concerning:

- Required permits
- Shutting off that portion of North Main Street and removing parking spaces in the area
- Hiring an engineer to approve plans
- Engineering requirements, certificate of insurance and bonding requirements
- Match funding from RACDC's Randolph House Funding Account
- Grant requirements, expectations and responsibilities of RACDC and the Town

The Town Manager was asked to work cooperatively with RACDC to specify in writing what their responsibilities are and what the expectations are for implementing the grant.

6. Planning Commission Appointee

**Mr. Webster made a motion to appoint Dwight Porter to the Planning Commission. Motion failed for lack of a second.**

**On motion by Mr. Kaplan, seconded by Mr. Brown, the Board voted to appoint Alan Heath to the Planning Commission for a term to expire in 2012. Vote 4-1-0 (Webster opposed)**

7. Assist Request for Public Records

Randolph Selectboard Meeting of June 7, 2011  
Randolph Town Hall Conference Room B, 7 Summer Street

It was requested to have written information on all Selectboard agenda items and to possibly draft up a policy. The Board requested to have written information for agenda items.

8. Elm Street Property Offer

The Board discussed the Elm Street offer from Christine Maloney and David DeBoy. Discussion ensued highlighting concerns of an easement for the retaining wall, and proper process outlined in state statute for sale of public property. It was suggested to have an executive session agenda item for the June 21 meeting. The board asked Gary to bring written information about the sale including the assessed value and a list of pros and cons of the sale. Also requested a map of the property showing the Right of Way limits of Elm St. and Route 12A/Forest St..

9. Selectboard Rules of Procedure

The subject of Rules and Procedures for the Selectboard was tabled until the June 21 meeting for discussion, review and possible adoption.

10. Orange County Sheriff Annual Contract

**On motion by Mr. Brown, seconded by Mr. Webster, the Board voted to approve the Orange County Sheriff's Contract to provide law enforcement services for fiscal year 2012. Vote 5-0-0.**

11. Committee Reports

The Board discussed the Budget Committee's written recommendation to draft a debt policy and adopt a proactive accounting policy

Capital Budget Committee will be reviewing all assets for a five-year Capital Plan.

Energy Committee met and discussed the downtown Washington lights, CVPS overhang lights and CVPS recouping cost of installing the overhand lights in the early 70s.

12. Amend Reorganizational List

The reorganizational list was amended to add Alan Heath to the Planning Commission for a term to expire 2012, remove Nikki Graci from Citizens Advisory Board and add Cindy Spaulding and Gary Champy as Liaisons to the Fire Advisory Committee.

**On motion by Mr. Reed, seconded by Mr. Kaplan, the Board voted to accept Larry Richburg's resignation as Chairman of the Selectboard. Vote 5-0-0.**

**On motion by Mr. Brown, seconded by Mr. Kaplan, the Board voted to appoint Frank Reed as Chair of the Selectboard. Vote 5-0-0.**

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

13. Warrants

**On motion by Mr. Brown, seconded by Mr. Kaplan, the Board voted to approve the payroll, accounts payable, and withholding tax warrants as presented. Vote 5-0-0.**

Randolph Selectboard Meeting of June 7, 2011  
Randolph Town Hall Conference Room B, 7 Summer Street

14. Town Manager's Report

The Board reviewed the Town Manager's report. Highlights on permit requirements for the Salisbury Square Project, lack of obtaining written approval to cut into the town's storm water, wastewater and water infrastructure, update on landfill burn pile, donation to Gifford Medical Center for a public gathering place and corrective actions for a dangerous section of Chelsea Mountain Road were given by Mr. Champy.

**On motion by Mr. Richburg, seconded by Mr. Brown, the Board voted to accept the Town Manager's report and authorized Frank Reed to sign its release. Vote 5-0-0.**

15. Other Business

The Board discussed the pros and cons of a consent agenda; items to be included as a consent agenda could be: liquor licenses, warrants, minutes and sale of burial plots.

It was requested that more substantive items be separated out from the Manager's report in the future and to be presented to the board in a format that identifies what the issue is, a concise summary of background information, what the options are with pros and cons, and a recommendation for action by the Board.

16. Adjournment

**At 8:42 p.m., on motion by Mr. Kaplan, seconded by Mr. Brown, the Board voted to adjourn until the next meeting of Tuesday, June 21, 2011 at 7:00 p.m. in Conference Room B, of Randolph Town Hall. Vote 5-0-0.**

Respectfully submitted,

Cindy Spaulding  
Recorder

Randolph Selectboard Meeting of June 21, 2011  
Randolph Town Hall Conference Room B, 7 Summer Street

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

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

Public Attendees: Dwight and Mary Porter, William Kevan, Harriet Chase, Nan Gwin, Letitia Rydjeski, Joseph Voci, Keith Warner, Don Sweetser, Patrick French, David Miles, and Deb Jones (Randolph Area Chamber of Commerce).

Media: Kevin Paquet (*Herald of Randolph*)

1. Call to order

Mr. Reed called the meeting to order at 7:03 p.m.

2. Meeting Minutes of June 7, 2011

**On motion by Mr. Richburg, seconded by Mr. Brown, the Board voted to approve the minutes of June 7, 2011 as revised. Vote 5-0-0.**

3. 4<sup>th</sup> of July Assembly Permits

**On motion by Mr. Webster, seconded by Mr. Kaplan, the Board voted to approve the 4<sup>th</sup> of July Assembly permits as presented. Vote 5-0-0.**

4. Chadwick's Restaurant Outside Consumption Permit

**On motion by Mr. Brown, seconded Mr. Kaplan, the Board voted to approve Chadwick's Restaurant Outside Consumption permit as presented. Vote 5-0-0.**

5. New World Festival Liquor Control Festival Permit

**On motion by Mr. Webster, seconded by Mr. Kaplan, the Board voted to approve the New World Festival Liquor Control Festival Permit as presented. Vote 5-0-0.**

6. Fire Warden Appointment

**On motion by Mr. Richburg, seconded by Mr. Kaplan, the Board voted to appoint Corey Bradley as Fire Warden effective July 1, 2011. Vote 5-0-0.**

7. Public Comment

Prior to Public Comment commencing, it was explained that the public attendees' behavior should be cordial and respectful and that comments should be directed to the Chair of the Board.

Randolph Selectboard Meeting of June 21, 2011  
Randolph Town Hall Conference Room B, 7 Summer Street

- Request

Ms. Gwin asked if the Assessor was a public employee and if so, requested a copy of his time sheet.

- Conduct

Mr. Porter expressed his written concerns verbally about the negative atmosphere of the Board meetings and the disrespectful behavior of certain board members towards the town manager.

- Public Request

Mr. Voci voiced his concerns about the response he received from the Assessor concerning a request for information regarding public property records. He also voiced his concern that the Board of Listers is violating the open meeting law by not posting a warning of their meetings in three public places.

- Cemeteries

Mr. Warner addressed the board with his concerns for the lack of grounds grooming in the cemeteries during Memorial Day and the disrespect it implied toward veterans.

#### 8. Policies and Procedures for Selectboard

The Board tabled discussion and review of Policies and Procedures for the Selectboard, until the Board meeting of July 5, 2011.

#### 9. Committee Reports

Mr. Champy reported that the Fire Advisory met concerning dispatching services with Barre City, assessment of communications equipment, and location of a dry hydrant.

Mr. Richburg reported that the Capital Budget Committee had met and a few technical questions for Mr. Champy to answer.

#### 10. Town Manager's Report

The Board reviewed the Town Manager's report with discussion on paving projects and purchase of new Ford F350 dump truck. It was the consensus of the Board to purchase the Ford F350 for the Highway Department with the expense to be taken out of the FY2011 Highway Operating budget.

Discussion ensued concerning status on the correspondence to the Agency of Natural Resources requesting permission to burn the debris at the landfill. Also, discussed was

Randolph Selectboard Meeting of June 21, 2011  
Randolph Town Hall Conference Room B, 7 Summer Street

the status of the failed pool pump and the replacement process in preparation for opening the pool on Monday, June 28.

11. Tentative Restorative Justice Coordinator Contract

Mr. Champy provided an explanation of the difference between restorative justice and reparative justice and the grant funds provided to the Town through the State of Vermont Department of Corrections.

**On motion by Mr. Brown, seconded by Mr. Webster, the Board authorized Town Manager Champy to enter into a contract for the Restorative Justice Coordinator. Vote 5-0-0.**

12. Warrants

**On motion by Mr. Brown, seconded by Mr. Kaplan, the Board approved the warrants as presented. Vote 5-0-0.**

13. Other Business

- Sale of Public Property

It was asked why the Elm Street known as “Chase property” was to be discussed in executive session. It was explained that State Statute allows the discussion of property sales in executive session and that no action can be taken during executive session. The offer to purchase the property by Mr. DeBoy and Dr. Maloney had been withdrawn.

- Public Records Requests

The Board discussed drafting a policy to address the requests for information from public records to include research, copying of documents and mailings to the requestor. It was brought to the Board’s attention that the fee schedule and requirements are outlined in state statute and that VLCT has a model draft policy as well as an interpretation of the new state statute. This information will be passed on to the Selectboard and Board of Listers.

- Storm Drains

Mr. Kevan asked about the status of his correspondence concerning a retention pond, environmental issues for storm water run off at the Salisbury Square Project on Salisbury and School Streets, and accountability on who oversees the proper connection to the town’s storm drain system. It was explained that the town’s attorney Mr. Nowlan will be responding to Mr. Kevan’s correspondence.

Randolph Selectboard Meeting of June 21, 2011  
Randolph Town Hall Conference Room B, 7 Summer Street

14. Elm Street Property Offer (Executive Session)

Mr. Champy announced that Mr. DeBoy and Ms. Maloney have withdrawn their offer for the Elm Street property.

15. Adjournment

**At 8:01 p.m., on motion by Mr. Brown, seconded by Mr. Kaplan, the Board voted to adjourn until the next meeting of Tuesday, July 5, 2011 at 7:00 p.m. in Conference Room B, of Randolph Town Hall. Vote 5-0-0.**

Respectfully submitted,

Cindy Spaulding  
Recorder

Randolph Selectboard Meeting of July 5, 2011  
Randolph Town Hall Conference Room B, 7 Summer Street

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

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

Public Attendees: Ken Goss (Emergency Management Director), William Kevan, Dwight and Mary Porter, Leigh Wright, Letitia Rydjeski, Patrick French, Jim Tucker, Bob and Barbara Orleck, and Nan Gwin.

Media: Cory McCall (camera) and Kevin Paquet (*The Herald of Randolph*)

1. Called to order

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

2. Minutes of Meeting of June 21, 2011

**On motion by Mr. Kaplan, seconded by Mr. Brown, the Board voted to approve the minutes of June 21, 2011 as amended. Vote 5-0-0.**

3. Valley Bowl Caterer Permits

**On motion by Mr. Webster, seconded by Mr. Richburg, the Board voted to approve Valley Bowl's Caterer Permits for July 15 and 17, 2011 as presented. Vote 4-0-1 (Brown abstained).**

4. Grant Agreement with the Vermont Small Business Development Corporation

It was explained that the Vermont Small Business Development Corporation Incubator is a free program for economic development and technical assistance for small business and entrepreneurs: there are no town funds involved in a match for the grant.

**On motion by Mr. Webster, seconded by Mr. Brown, the Board voted to accept the Vermont Community Development Program Grant Agreement: 07110-IG-2010-Randolph-00004 in the amount of \$200,000; Form PM-1 Resolution and authorized Town Manager Gary Champy as Administrator and signatory. Vote 4-0-1 (Reed abstained)**

**On motion by Mr. Kaplan, seconded by Mr. Brown, the Board voted to accept the sub-grant agreement between the town and Vermont Small Business Development Corporation and authorized Town Manager Gary Champy as signatory. Vote 4-0-1 (Reed abstained).**

5. Vehicle Purchase Highway Equipment for Ford F350

It was explained the expense to purchase the Ford F350 dump truck would be coming out of Fiscal Year 2012. Discussion ensued concerning expenses and surpluses for FY2011 and FY2012.

**On motion by Mr. Webster, seconded by Mr. Brown, the Board voted to approve the purchase of a Ford F350 vehicle including equipment in the amount not to exceed \$40,000 and expenditure against the Highway Reserve Fund. Vote 5-0-0.**

Randolph Selectboard Meeting of July 5, 2011  
Randolph Town Hall Conference Room B, 7 Summer Street

6. Marshal & Swift Appraisal Software Service Agreement

**On motion by Mr. Webster, seconded by Mr. Brown, the Board voted to approve the Marshal & Swift Appraisal Software Service Agreement as presented and authorized the Chairman Frank Reed as signatory. Vote 5-0-0.**

7. Public Comment

The Board received comments, requests, and questions from public attendees.

Ms. Gwin requested the board to install a sound system as it was difficult to hear the Selectboard at times. She asked if the Board would consider asking the Board of Listers office to have evening hours. She also asked if the Town Assessor appraises his properties and that of Randolph Area Community Development Corporation.

Mr. Kevan commented on correspondence received from Attorney Nowlan on behalf of the town concerning the environmental issues for storm water run off at the Salisbury Square Project on Salisbury and School Streets.

Mr. Tucker inquired why the side streets during the 4<sup>th</sup> of July parade had been taped off by the Randolph Police Department.

8. Emergency Management Memorandum of Understanding

Mr. Goss explained the memorandum of understanding for major disasters is a mitigation tool for emergency purposes with local vendors. There will be a briefing on Emergency Management for the board members at 6:45 p.m. on July 19<sup>th</sup>.

**On motion by Mr. Brown, seconded by Mr. Richburg, the Board voted to approve the Memorandum of Understanding for Major Disaster Events form. Vote 5-0-0.**

9. Transfer Station Operations Contract

The Board reviewed the Transfer Station Operation Contract between the town and Casella Waste Management. Discussion ensued concerning the e-waste law, acceptable e-waste, no burn notice from the State of Vermont, closure of landfill, transfer station operation, Household Hazardous Waste Day, and Scale Maintenance.

**On motion by Mr. Brown, seconded by Mr. Webster, the Board voted to approve the Operating Agreement between Casella Waste Management and the Town and authorized the Town Manager as signatory. Vote 4-0-1 (Reed abstained).**

10. Adoption of Solid Waste Implementation Plan

It was explained that the Solid Waste Implementation Plan updates the waste information and incorporates Vermont Technical College's Central Vermont Recovery Biomass facility.

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

Randolph Selectboard Meeting of July 5, 2011  
Randolph Town Hall Conference Room B, 7 Summer Street

11. Policy and Procedures for Selectboard

The Board reviewed a draft policy and procedures for the Selectboard. Discussion ensued concerning the need for clarification on how the meetings are to be conducted and address public comment. A draft copy of the document will be on the Selectboard page of the website.

12. Town Manager's Report

The Board reviewed the Town Manager's report with highlight discussion concerning road classifications, cemetery commission vs. cemetery superintendent, and request for Veteran's Exemption increase.

13. Goals and Expectations for Six Months, Year

It was explained that having the subject of goals and expectations on the agenda was to give each Board member the opportunity to voice what they would like to see the Board accomplish for goals and expectations in the next six months to year. It was also mentioned that if there were any expectations involving the Town Manager, it would be discussed in an executive session.

Discussion ensued on goals and expectations:

- Understanding of Official Bodies in Randolph
- Coordination with other governing bodies
- Review town policies and ordinances
- Annual strategic Planning
- Branchwood Property
- Economic Development Growth in Town of Randolph
- Proposed Zoning Implemented with the Town Plan

14. Warrants

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

15. Other Business

- Jumping from Bridge

It was explained that there had been individuals jumping from the pedestrian walking bridge in the School Street/Park Street Recreation Area. This poses a liability on the town. There has been research conducted on ordinances, but under the advisement of Vermont League of Cities and Towns an ordinance may put the town in a higher liability situation if there is no enforcement. In the meantime it was suggested to post signs which indicated no jumping from or walking on the exterior of the bridge abutments would be allowed.

- Delinquent Tax Sale

It was suggested by Pam Stafford, attorney handling properties for delinquent tax sales, for the town to purchase a trailer that was up for tax sale. It was recommended not to purchase

Randolph Selectboard Meeting of July 5, 2011  
Randolph Town Hall Conference Room B, 7 Summer Street

the trailer as it was owned by one individual and sits on another individual's property. The landowner has no legal right to remove the structure from his property. It was suggested the Board of Listers and Assessor to reassess the mobile home's value to zero and take it off the grand list.

- Lost Dog

It was mentioned that a dog owner had one of his dogs come up missing over the holiday weekend. The dog owner left voice mail messages at the Randolph Animal Hospital concerning his lost dog. The dog was found to be in the animal hospital all weekend and the staff at the facility did not call him to let him know.

- Paving Projects

The status of Thayer Brook Road and Ridge Road paving projects was discussed. It was explained that preparation to remove the trees and clean the ditches on Thayer Brook Road should commence shortly. Paving of Ridge Road may be delayed as the town had received notice that the grant through the Vermont Department of Transportation was declined. The management of ditching and culvert maintenance for all roads throughout town was also discussed.

- Public Property

The Board discussed various options for the town-owned Branchwood Property and Elm Street Property.

16. Adjournment

**At 8:54 p.m. motion by Mr. Brown, seconded by Mr. Kaplan, the Board voted to adjourn until the next meeting of July 19, 2011 at 6:45 p.m. in Conference Room B in Town Hall. Vote 5-0-0.**

Respectfully submitted,

Cindy Spaulding  
Recorder

Selectboard Meeting of July 19, 2011  
Conference Room B, 7 Summer Street

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

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

Public Attendees: Ken Goss (Emergency Management Director), Harriet Chase, William Kevan, John Joy, Nan Gwin, Linda Morse (Chandler Center for the Arts), Carolyn Lumbra, Mary and Dwight Porter, Michael Penrod, Letitia Rydjeski, Joe Voci, David Miles, Robert Orleck, Joyce Mazzucco (Town Clerk/Treasurer) and Leigh Wright.

Media: Cory McCall (camera) and Kevin Paquet (*The Herald of Randolph*)

1. Called to order

Mr. Reed called the meeting to order at 6:45 p.m.

2. Emergency Management Briefing

Ken Goss, Emergency Management Director, provided an overview of Emergency Management' preparation for an emergency, communications, and the roles as elected officials.

3. Minutes of July 5, 2011

**On motion by Mr. Webster, seconded by Mr. Richburg, the Board voted to approve the minutes of July 5, 2011 as amended. Vote 4-0-0.**

4. Sale of a Burial Plot

**On motion by Mr. Webster, seconded Mr. Brown, the Board voted to approve the sale of a burial plot to Kelley B. Thompson and appointed Selectboard Chair Frank Reed as agent to sign the quit-claim deed. Vote 4-0-0.**

5. Grants

a. Tunbridge Road Bridge Structures

The Board passed over this item until the grant document is available.

b. Restorative Justice Program

**On motion by Mr. Richburg, seconded by Mr. Webster, the Board voted accept the Restorative Justice Grant Agreement: 03520-03520-1244 between the Department of Corrections and Town of Randolph in the amount of \$15,000. Vote 4-0-0.**

6. Public Comment

The Board received comments, requests and questions from public attendees.

There were comments from Mr. Porter, Ms. Gwin and Mr. Kevan concerning the inaccuracies of articles written the *Herald of Randolph*.

Selectboard Meeting of July 19, 2011  
Conference Room B, 7 Summer Street

Mrs. Gwin asked various questions with highlights:

- Why is the Board signing warrants for the assessor's payroll since he has not addressed the issue concerning access to public records?
- When will the Board make the Board of Listers and Assessor accountable on her request for access to public records?

Mr. Penrod asked on the status of compiling a long-term capital budget and capital plan. The Board advised Mr. Penrod to see Town Manager Champy concerning the long-term capital plan and budget.

Mr. Kevan commented on his concerns for storm water runoff at the Salisbury Square Project and the possibility of e-coli getting into the third branch of the White River.

Mr. Voci inquired on the status of the Board's discussing access to public records and public information. He also inquired if the Board would be going to the voters to create a Bio-mass District and commented it would not benefit anyone.

7. Chandler Music Hall Heating

Ms. Morse on behalf of the Chandler Center for the arts proposed to extend the cost sharing of the heating oil for the Chandler Music Hall.

Discussion ensued extending the agreement with the town paying 90% and Chandler paying 10%, changing the town meeting place held, reduction of fuel usage, economic benefits of the Chandler Center for the Arts events.

**On motion by Mr. Brown, seconded Mr. Webster, the Board voted to continue the cost sharing for heating oil agreement with the Town of Randolph paying 90% of the heating bill up to 7,718 gallons used and Chandler Center for the Arts paying 10%.  
Vote 4-0-0.**

8. Committee Reports

Mr. Richburg reported that the Capital Budget Committee met and will be working on the five-year capital plan once it gets an understanding of the accounting system.

Mr. Reed reported that the Water and Sewer met and discussed water allocation, a water abatement, reviewing the rules of procedure, and the funding through the USDA for the Wastewater Treatment Facility.

Mr. Champy reported the Citizens Advisory Board had met and are moving forward with the Restorative Justice and Reparative Justice Programs.

9. Reorganization of Citizens Advisory Board

The Citizens Advisory Board recommended as outlined in the CAB bylaws to remove Yvonne "Eva" Zimet from the CAB for a certain number of missed meetings.

**On motion by Mr. Brown, seconded by Mr. Webster, the Board voted to remove Yvonne "Eva" Zimet from the Citizen's Advisory Board. Vote 5-0-0.**

Selectboard Meeting of July 19, 2011  
Conference Room B, 7 Summer Street

10. Line of Credit/Tax Anticipation

The board received a report from the Town Clerk/Treasurer that the town would need to do a tax anticipation borrowing for cash flow needs. It was recommended to go with the Randolph National Bank for tax anticipation note as it was the lowest loan interest rate and to invest the funds with the Community National Bank with the highest return.

**On motion by Mr. Brown, seconded by Mr. Richburg, the Board voted to borrow a tax anticipation note with the Randolph National Bank in the amount of \$834,937 at an interest rate of 1.48% and invest the funds at the Community National Bank at an investment rate of 2.99% effective August 1, 2011. Vote 3-0-1 (Webster abstained).**

**On motion by Mr. Brown, seconded by Mr. Richburg, the Board voted to schedule a Special Meeting immediately following the joint Board of Civil Authority meeting on July 26, 2011 for the purpose of investment and tax anticipation note. Vote 4-0-0.**

11. Inventory Accounting System Change Procedure & Explanation

It was explained that the draft resolution was due to an FY10 audit finding concerning inventory items under non-enterprise funds. The resolution is for elimination of inventorying control system for non-enterprise funds in FY2011. The board reviewed the draft resolution 2011.07.19 with minor edits.

**On motion by Mr. Webster, seconded by Mr. Brown, the Board voted to adopt the 2011.07.19 resolution to discontinue inventorying all non-enterprise funds. Vote 4-0-0.**

12. Downtown Program Invoice

The Board received correspondence from Randolph Area Community Development Corporation requesting the unpaid balance of the Downtown program line item. It was explained that payment had been made following the work plan and did not include itemized costs detailed as non-municipal match. The town had paid all obligations as outlined in the approved work plan. It was recommended that RACDC invoice the town for downtown services on a monthly basis like all other vendors. The Board requested that Town Manager Champy handle the matters with RACDC.

13. Town Manager's report

**On motion by Mr. Webster, seconded by Mr. Brown, the Board voted to accept the Town Manager's report. Vote 4-0-0.**

14. Warrants

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

15. Other Business

❖ Caterer Permit

Selectboard Meeting of July 19, 2011  
Conference Room B, 7 Summer Street

Mr. Champy mentioned that Mr. Warner from Valley Bowl had brought a caterer's permit in for approval since the event was taking place next week at the Chandler Music Hall. It is the consensus of the Board that all caterer permits be reviewed and approved by Town Manager Champy and Mr. Champy would then report the caterer's permit in his Town Manager's report.

❖ Government Relationships

Discussion ensued concerning the various governmental relationships within the town of Randolph which includes fire districts and water districts.

❖ Water Project

It was reported that the waterlines along the Route 66 Water Project have been tested. Discussion ensued concerning the quick response to have water available at the Baptist Fellowship for it vacation bible school.

❖ Downtown Program

It was reported that the Downtown Designation is up for renewal and it has been reviewed for a governance change with the town operating the program. Discussion ensued concerning outreach within the business community and the downtown program funds would be used towards marketing the downtown.

16. Goals and Expectations

The Board reviewed its goals and expectations with one addition to get a better handle on the Capital Projects.

17. Adjournment

**At 8:21 p.m. motion by Mr. Webster, seconded by Mr. Richburg, the Board voted to adjourn until the special meeting of July 26, 2011, following the joint Board of Civil Authority meeting, which will start at 6:30 p.m. in Conference Room B in Town Hall. Vote 4-0-0.**

Respectfully submitted,

Cindy Spaulding  
Recorder

Special Randolph Selectboard meeting of July 26, 2011  
Town Hall Conference Room A, 7 Summer Street

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

Other Municipal Official: Joyce Mazzucco (Town Clerk and Treasurer)

Public Attendees and Media: none.

Following a joint meeting in Conference Room B of the boards of civil authority of the towns of Braintree, Brookfield, Randolph, and Roxbury, the Randolph selectboard moved to Conference Room A and Chairman Reed called the special selectboard meeting to order at 7:27 p.m.

1. Tax Anticipation Note

**On motion by Mr. Brown, seconded by Mr. Richburg, the Board voted to borrow \$837,937 at 1.48% from Randolph National Bank in anticipation of tax receipts. Vote 4-0-1 (Mr. Webster abstained).**

All but Mr. Webster then signed the tax anticipation note.

2. Special Warrant – Fire School

**On motion by Mr. Webster, seconded by Mr. Brown, the Board voted to approve a special warrant in the amount \$300.00 in favor of the Franklin Lamoille Regional Fire School for the purpose of sending three firefighter trainees to fire school. Vote 5-0-0.**

3. Special Warrant – Note Payment

**On motion by Mr. Webster, seconded by Mr. Richburg, the Board voted to approve a special warrant in the amount \$1,184.85 in favor of Randolph National Bank for the purpose of making the July 2011 payment on an existing loan relating to the construction of the municipal parking lot on Salisbury Street. Vote 5-0-0.**

4. Adjournment

**At 7:34 p.m., on motion by Mr. Brown, seconded by Mr. Richburg, the Board voted to adjourn until Tuesday, August 2, 2011 at 7:00 p.m. in Conference Room B of Town Hall at 7 Summer Street. Vote 5-0-0.**

Respectfully submitted,

Stephen W. Webster  
Selectboard clerk

Selectboard Meeting of August 2, 2011  
Town Hall Conference Room B, 7 Summer Street

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

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

Public Attendees: David Miles, Dwight and Mary Porter, William Kevan, Letitia Rydjeski, John Joy, Patrick and Patsy French, Julie Iffland, Leanne Tingay, John Lutz, and Jesse "Sam" Sammis. Observed Marty Strange

Media: Cory McCall (Camera)

1. Call to Order

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

2. Meeting Minutes

**On motion by Mr. Richburg, seconded by Mr. Webster, the Board voted to approve the minutes of July 19, 2011 as written. Vote 3-0-1 (Kaplan abstained).**

**On motion by Mr. Richburg, seconded by Mr. Webster, the Board voted to approve the minutes of July 26, 2011 special meeting as written. Vote 4-0-0.**

3. Grants

a. Tunbridge Road Bridge Structures

The Board reviewed the Structures Grant Agreement for the Tunbridge Road Bridge. It was explained that the Agency of Transportation had awarded a similar Structures Grant in FY2011, but the scope of work for the project had exceeded the grant. In order to accept the new grant award the town must forfeit the FY2011 grant.

**On motion by Mr. Kaplan, seconded by Mr. Webster, the Board voted to forfeit the Agency of Transportation Structures Grant for FY2011 and to accept the Agency of Transportation Structures Grant FY2012 in the amount of \$100,000. Vote 5-0-0.**

b. Recreation Grant

It was requested to apply for a Recreation Grant through the Vermont Department of Buildings and General Services for fencing and extending the concrete pad around the skateboard park on Prince Street.

**On motion by Mr. Webster, seconded by Mr. Brown, the Board voted to apply for a Recreation Grant in the amount of \$25,000 to extend the concrete pad and fencing at the Skateboard Park on Prince Street. Vote 4-1-0 (Kaplan opposed).**

Discussion ensued to find a new location for the skateboard park and equipment.

4. Public Comment

Selectboard Meeting of August 2, 2011  
Town Hall Conference Room B, 7 Summer Street

The Board received public comment and concerns from Ms. Gwin, Mr. Joy, Mr. Sammis, Mr. Kevan and Mr. Voci.

- Status of questions concerning an explanation from the Board of Listers on the accountability of the Assessor's pay
- Listers office not providing hours to access public records
- Status of paving Weston Street
- Status of the Vermont Visitors Center and Show Case Center
- Request for a letter of continued support for the Visitors Center and Show Case Center
- Monitor errors from Town Treasurer's office to reinvest the tax anticipation note
- Safety issues and possible OSHA violations at RACDC Randolph House Retaining Wall job site
- Whether the Chandler Center for the Arts had paid Mr. Richburg or Richburg Builders for work done on the Chandler Music Hall within the past year.
- Status of when questions brought up at Public Comment would be answered by the Selectboard.

5. Appointment of Special Appropriations Committee Members

The development of the Special Appropriations Committee was an outcome from the 2011 annual town meeting. Discussion ensued concerning the charge of the committee, special appropriation, special appropriation policy, and funding. It was discussed that the charge would be to research what other towns are doing for special appropriation.

**On motion by Mr. Webster, seconded by Mr. Richburg, the Board voted to appoint Mary O'Neill, Joseph Voci, Dwight Porter and Arnold Spahn as members of the Special Appropriations Committee and appointed Jon Kaplan as the Selectboard representative. Vote 4-0-1 (Brown abstained).**

6. Access to Public Records

The interpretations of Public Records Act have been explained. Discussion ensued concerning ability for access for persons of ADA stature, and if a policy was set to address requests for public records.

7. Downtown Designation

It was recommended for the town to submit an application for renewal of Randolph being a designated downtown. Discussion ensued concerning:

- Application Process
- Application will stay the same as outlined in the 2006 application
- Town's role would stay the same: Design and Infrastructure
- Budget \$5,000 for downtown goes towards physical tangible assets not administrative salaries
- Examples of tangible assets: printing brochures, design of sidewalks and parking
- Working collaboratively with Randolph Area Community Development Corporation
- Review and set goals for the downtown designation
- Understanding the roles and responsibilities of each entity
- Budgets, funding sources and financial support
- Discussion ensued concerning working with RACDC for the designated downtown, application process to include work plan for organization structure and budget source of revenue and expenses, and \$5,000 to be used for infrastructure and design to support the downtown.

Selectboard Meeting of August 2, 2011  
Town Hall Conference Room B, 7 Summer Street

**On motion by Mr. Kaplan, seconded by Mr. Brown, the Board voted to authorize Town Manager Champy to apply for renewal of the Downtown Designation and to work collaboratively with RACDC as the downtown designation organization. Vote 5-0-0.**

8. Town Manager's Report

The Board reviewed the Manager's report with highlights on acceptable wood material at the burn pile, purchase of trail cameras for Recreation area, and no need for an archeological study at the Route 66 Water project.

9. Selectboard Rules of Procedures

**On motion by Mr. Kaplan, seconded by Mr. Brown, the Board voted to adopt the Selectboard Rules of Procedure as amended. Vote 5-0-0.**

10. Warrants

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

11. Other Business

The Board discussed under other business:

- Poor condition of the pavement on Furnace Road
- Safety expectations of outside contractors working within the town right-of-ways.
- Benefits to the Town for being a designated downtown

12. Personnel Update

**On motion by Mr. Kaplan, seconded by Mr. Brown, the Board voted to enter into executive session at 8:50 p.m. for the purpose of discussing a personnel update and invited Mr. Champy attend. Vote 5-0-0.**

**On motion by Mr. Brown, seconded by Mr. Kaplan, the Board voted to return to open session at 9:00 p.m. Vote 5-0-0.**

Action: No action taken.

13. Adjournment

**At 9:15 p.m., on motion by Mr. Brown, seconded by Mr. Webster, the Board voted to adjourn until the next scheduled meeting of Tuesday, August 16, 2011 at 7:00 p.m. in Conference Room B of Town Hall at 7 Summer Street. Vote 5-0-0.**

Respectfully submitted,

Cindy Spaulding  
Recorder

Randolph Selectboard Meeting Minutes of August 16, 2011  
Town Hall Conference Room B, 7 Summer Street

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

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

Public Attendees: Harriet Chase, Louise Sjobeck, Dwight Porter, Mary Porter, Sheila Jacobs, Horace Puglisi, and Brett (Last name not legible)

Media: None

1. Call to Order

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

2. Meeting Minutes

**On motion by Mr. Webster, seconded by Mr. Brown, the Board voted to approve the minutes of August 2, 2011 as written. Vote 4-0-0.**

3. Sale of burial Plot to Katherine Bingham

**On motion by Mr. Webster, seconded by Mr. Richburg, the Board voted to approve the sale of a single burial plot to Katherine Bingham and appointed Selectboard Chair Frank Reed as agent to sign the quit-claim deed. Vote 5-0-0.**

4. Support Letter for Visitor's Center Showcase Center

**On motion by Mr. Webster, seconded by Mr. Richburg, the Board voted to submit a support letter for the Visitors Center and Show Case Center. Vote 3-0-1 (Brown abstained)**

5. Memorandum of Agreement for Major Disaster Events

**On motion by Mr. Webster, seconded by Mr. Richburg, the Board approved that the town enter into a Memorandum of Agreement with Central Supplies for Major Disaster Events and appointed Town Manager Gary Champy to sign the agreement. Vote 4-0-0.**

6. Public Comment

Mr. Reed asked if there were any public comment that is under the Selectboard's purview. There was no public comment.

7. Committee Reports

The Budget Committee Chair, Horace Puglisi, provided an overview of past practices of the budget. The presentation included a suggestion for a Debt Policy and Proactive Budgeting, with long-term planning, property tax rate, and a growth or decline in the past five fiscal year areas.

It was reported that the Water and Sewer Committee had met and discussed the rules of procedure, various projects, including future final design phase of the Wastewater Treatment Facility and funding for the project through the USDA.

Randolph Selectboard Meeting Minutes of August 16, 2011  
Town Hall Conference Room B, 7 Summer Street

It was reported CAB met and discussed the restorative and reparative panels. The committee is taking on a new vision and new focus, which is more proactive.

It was reported that Fire Advisory Committee met and discussed the disruption with communication and the fire truck being built.

It was reported that Capital Budget Committee will meet tomorrow and a Capital Plan is ready for review.

It was reported that the Energy Committee met and discussed a support letter for energy and Public Service Board is holding a public meeting to review the proposed rates for Central Vermont Public Service. The committee is reviewing rates for CVPS and energy efficiency for the downtown street lights.

8. Town Manager's Report

The Board reviewed the Town Manager's report with highlights on the PILOT program. The report explained the concept of the PILOT program, Grand List, Municipal Tax rates, including fire and police districts, speed limit reduction, propane tank set in town right of ways and Randolph House retaining wall. Discussion ensued on updates on the Route 66 Water Project and water pressure on Harlow Hill and Landfill stump dump.

9. Warrants

**On motion by Mr. Webster, seconded by Mr. Brown, the Board voted to approve the payroll and accounts payable warrants as presented. Vote 4-0-0.**

10. Other Business

The board discussed a proactive budget process, compiling the data broken down for capital assets and debt.

**On motion by Mr. Webster, seconded by Mr. Brown, the Board voted to appoint Mr. Gary Champy as delegate to Vermont League of Cities and Towns Annual Meeting and Cindy Spaulding as the alternate. Vote 4-0-0.**

11. Adjournment

**At 8:00 p.m. on motion by Mr. Brown, seconded by Mr. Richburg, the Board voted to adjourn until the next scheduled meeting of Tuesday, September 6, 2011 at 7:00 p.m. in Conference Room B of Town Hall at 7 Summer Street. Vote 4-0-0.**

Respectfully submitted,

Cindy Spaulding  
Recorder

**Special Selectboard Meeting of August 31, 2011**  
**Town Hall Office, Conference Room A moved to Conference Room B at 7 Summer Street**

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

Municipal Staff: Gary Champy (Town Manager), Cindy Spaulding (Recorder/Emergency Management Coordinator), Ken Goss (Emergency Management Director), Bill Morgan (Buildings, Grounds, and Highway Operations Manager), Jay Collette (Randolph Village Fire Chief), Al Floyd (Randolph Center Fire Chief), Rob Runnals (Highway Supervisor), and John Coffey (Water/Wastewater Chief Operator)

Public Attendees Mary and Dwight Porter, State Rep. Larry Townsend, Carolyn Lumbr, Tuthill Doane, State Sen. Mark McDonald, Paul Grandy, State Rep. Patsy French, Paul Rea, Chuck Goodling (DuBois & King) Bob and Barbara Orleck: Observed: Marty Strange and Patrick French

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

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

1. Update on Status of Emergency Management

Mr. Reed gave an overview of the history and thanked the staff for their time and hard work to get the town through the Storm.

Mr. Champy announced that on Friday various department supervisors met and were proactive to discuss the Emergency Management situation in town. Highway crew had contractors lined up on Friday. Have the school busses removed from the Village Highway Garage in the future. The town does not repair outside of its right-of-way along town highways..

Mr. Champy gave an overview of the Highway, Fire and Police Departments being mobilized at 1:00 p.m. on Sunday, August 28 to work to protect the roads in town.

Roads and facilities that were closed due to high water or washout

- Hillside Lane
- Beanville Road
- Seymour Road
- Thayer Brook Road
- Braley Road near Braley Covered Bridge
- Prince Street
- Howard Hill
- Menard Road
- Sunset Hill Road
- Scenic Drive
- Stock Farm Road was flooded on the lower end near Bethel
- Prince Street
- Brook Street and Brook Street Bridge

## Special Selectboard Meeting of August 31, 2011

Town Hall Office, Conference Room A moved to Conference Room B at 7 Summer Street

- West Street was damaged some what, the damage from the storm in May had already been assessed.
- Recreation Area Foot Bridge compromised
- Pump station by the pool compromised
- Drainage structure in front of new pump station on Harlow Hill was washed out

The roads were opened within twelve hours of the road closures.

### Compromised Bridges

- Thayer Brook Bridge 1
- Thayer Brook Bridge 2
- Thayer Brook Bridge 3
- Brook Street Bridge
- Dugout Road Bridge

Discussion ensued concerning other damages:

- Wastewater Treatment Facility
- Prince Street Siphon
- Prince Street manholes
- Highway Garage on Hedding Drive
- Recreational Area and the Pedestrian Walking Bridge

The Selectboard has received a request from the Braintree Selectboard for assistance to haul materials for Braintree roads. The agreement would be that Braintree would be billed by the Town of Randolph for the use of two trucks and operators.

**On motion by Mr. Webster, seconded by Mr. Richburg, the Board authorized Town Manager Champy to allow mutual aid assistance to the Town of Braintree, subject to reimbursement by Braintree. Vote 5-0-0.**

Discussion ensued concerning the pool and warming hut, disc golf course. The backside of pool has an issue with the river bank erosion around it.

Jay Collette provided an overview of the Fire Department's experience during the storm, the National Guard and Swift Water Rescue to assist in evacuating Braintree residents. Unfortunately, the scene had deteriorated so they could not be used.

Concerns for future are an Emergency Operations Command Center, communications, and shelters.

**Special Selectboard Meeting of August 31, 2011  
Town Hall Office, Conference Room A moved to Conference Room B at 7 Summer Street**

2. Financing Emergency Management

Discussion ensued concerning financing of repairs to the Public Infrastructure and buildings and the process to obtain reimbursement from FEMA.

3. Adjournment

**At 9:05 p.m. on motion by Mr. Richburg, seconded by Mr. Brown, the Board voted to adjourn until September 6, 2011 at 7:00 p.m. in Town Hall Conference Room B at 7 Summer Street. Vote 5-0-0.**

Respectfully submitted,

Cindy Spaulding  
Recorder/Emergency Management Coordinator.

Reference Only

Selectboard Meeting of September 6, 2011  
Town Hall Conference Room B, 7 Summer Street

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

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

Public Attendees: Harriet Chase, Dwight & Mary Porter, William Kevan, John Joy, Patrick French, Letitia Rydjeski, Jim Cunningham, Reg Magnant, Roy Fifield, John Race, Doug Armstrong, Joyce Mazzucco, Don Sweetser, Bob Orleck, Horace Puglisi, and Carol Flint.  
Observed: Jay Strand and Marty Strange

Media: Kevin Paquet (*Herald of Randolph*)

1. Called to order

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

2. Meeting Minutes

**On motion by Mr. Webster, seconded by Mr. Brown, the Board voted to approve the minutes of August 16, 2011 as written. Vote 3-0-1 (Kaplan abstained)**

**On motion by Mr. Webster, seconded by Mr. Kaplan, the Board voted to approve the minutes of August 31, 2011 as printed. Vote 4-0-0.**

3. Authorized a line of credit for August 28 Flood

Mr. Champy gave an overview of the procedure and process for authorization of a line of credit for the August 28 flood. Mrs. Mazzucco explained documentation needed for the financial institutions to process a line of credit quote. She also announced that there was money in the landfill depreciation funds that is not committed, which could be used towards financing the flood expenses. Discussion ensued concerning usage of the landfill depreciation fund through a resolution and a promissory note.

4. Fee for Stump Dump

Mr. Champy provided an overview of the status of the stump dump, with an explanation that anyone who that would be depositing materials would be paying a fee. A proposal for the fee schedule will be forthcoming.

5. Downtown Designation Capital Budget

The Board reviewed the Capital Budget for the Downtown Designation application. It was confirmed that the Capital Budget Committee is still reviewing the capital budget.

**On motion by Mr. Webster, seconded Mr. Reed, the Board voted to approve the proposed capital budget for purpose of submission with the Downtown Designation application. Vote 5-0-0.**

Selectboard Meeting of September 6, 2011  
Town Hall Conference Room B, 7 Summer Street

6. Set Tax Rate

It was announced that the town would be receiving an extra \$38,000 from PILOT in November. Discussion ensued concerning the process for setting the tax rate.

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

RANDOLPH  
IN THE HEART OF  
VERMONT  
OFFICE OF LISTERS  
DRAWER B  
RANDOLPH, VERMONT 05060  
PHONE Randolph 802-728-5682

2011 (FY 2012) RANDOLPH TAX RATE SUMMARY

		Homestead	Non-Residential
1) Municipal tax rate	=	.6608	.6608
2) School statewide tax rate	=	1.2260	1.3139
3) Local agreement tax rate	=	.0012	.0012
4) Total townwide tax rate	=	1.888	1.9759
5) Police District tax rate	=	.312	.312
6) Townwide tax rate plus Police District tax rate	=	2.20	2.2879

Pat French 9/01/2011

7. Grant GOVT Pilot Grant

**On motion by Mr. Kaplan, seconded by Mr. Brown, the Board voted to submit a letter of interest to the Go Vermont Pilot project. Vote 5-0-0.**

8. Sale of Burial Plot to Black/Bay

**On motion by Mr. Webster, seconded Mr. Brown, the Board voted to convey the sale of a single burial plot to Roy Black and Marilynn Bay, and authorized Chairman Frank Reed to execute the conveyance. Vote 5-0-0.**

9. Resolution for Constitution Week

Selectboard Meeting of September 6, 2011  
Town Hall Conference Room B, 7 Summer Street

Mrs. Chase read the proposed proclamation for Constitution Week. Discussion ensued concerning the Public Law with a friendly amendment.

**On motion by Mr. Webster, seconded by Mr. Reed, the Board voted to approve the proclamation week as amended. Vote 5-0-0.**

10. Appointments to Police Advisory Committee and Citizens Advisory Board

**On motion by Mr. Brown, seconded by Mr. Webster, the Board voted to appoint Tom Hardy to the Police Advisory Committee and to the Citizens Advisory Committee. Vote 5-0-0.**

11. Request to Place Propane Tanks in the Town Right-of-Way

Mr. Champy explained the site area on Pleasant Street to place propane tanks within the town's right of way. Discussion ensued concerning legal agreement for placing a propane tank in the town's right of way under the road.

**On motion by Mr. Webster, seconded by Mr. Brown, the Board voted to authorize Mr. Champy to continue to work on the proposal for a propane tank behind the George Rich block. Vote 5-0-0.**

12. Public Comment

It was asked for an explanation of the Police Advisory and Citizens Advisory Board

13. Committee Reports

There were no committee reports.

14. Town Manager's Report

The Town Manager's report was reviewed.

15. Flood Status

Mr. Champy explained that there were meetings with FEMA for the public infrastructure and the private/business sectors. The temporary infrastructure for the Prince Street siphon has been completed. The Wastewater Treatment Plant is functional. The Highway Department is working on the road infrastructure. The Town Manager is working on an insurance assessment of damage to public property, preparing engineering for the Prince Street siphon, working on gravel extraction from the river bed, working on removing debris within the waterways, planning to use a street sweeper in the pool, giving mutual aid to Town of Braintree, and supervising temporary infrastructure fixes for the town roads and bridges. Discussion ensued concerning an Emergency Management process for shelters, and bio-hazards from silt and mud along the river in the recreation areas.

Selectboard Meeting of September 6, 2011  
Town Hall Conference Room B, 7 Summer Street

16. Warrants

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

17. Other Business

The board discussed a request made to the Town Manager by Gifford Medical Center to use Round-up within the town's right of way. Mr. Champy did not give permission when he was notified. It was suggested to use vinegar, salt and dish detergent solution.

18. Personnel

a. Letter of Employee

**On motion by Mr. Kaplan, seconded Mr. Richburg, the Board voted to enter into executive session at 8:55 p.m. to discuss a personnel issue. Vote 5-0-0.**

Present for Executive Session were the five Selectboard Members, Town Manager Champy, and town employees John Race and Roy Fifield.

**On motion by Mr. Webster, seconded by Mr. Brown, the Board voted to return to executive session at 9:25 p.m. Vote 5-0-0.**

No action was taken

b. Step III Insurance Payment Grievance

This subject was passed over. It was asked whether the timelines required by the union contract were a concern, and Mr. Champy indicated that they weren't in this case.

19. Adjournment

**At 9:30 p.m. on motion by Mr. Webster, seconded Mr. Richburg, the Board voted to adjourn until the next scheduled meeting on September 20, 2011 at 7:00 p.m. Vote 5-0-0.**

Respectfully submitted,

Cindy Spaulding  
Recorder

Randolph Selectboard Meeting Minutes of September 20, 2011  
Town Hall Conference Room B, 7 Summer Street DRAFT

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

Municipal Staff: Cindy Spaulding (Recorder), Bill Morgan (Buildings Grounds, Highway Operations Manager), and Robert Runnals (Highway Supervisor) Absent: Gary Champy (Town Manager)

Public Attendees: Dwight and Mary Porter, Harriet Chase, Jan Conroy, William Kevan, Doug Armstrong, William and Carol Tufts, Dennis Miles, Nan Gwin, Bob and Barb Orleck, Al Floyd, Joyce Mazzucco (Town Treasurer), Ken Preston, Carolyn Lumbra. Observed: Patrick French

Media: None

1. Call to order

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

2. Meeting Minutes of September 6, 2011

**On motion by Mr. Webster, seconded by Mr. Richburg, the Board approved the minutes of September 6, 2011 as amended: Vote 5-0-0.**

Item 17:

*The board discussed a request made to the Town Manager by Gifford Medical Center to use Round-up within the town's right of way. Mr. Champy did not give permission when he was notified.*

3. Stump Dump Fee

The Board discussed proposed stump dump fees and had various questions about operation of the stump dump. It was the consensus of the Board to table this item until the October 4, 2011 meeting.

4. Public Comment

a. Carol and Bill Tufts

Mr. Tufts painted a picture of the devastation of the damage done to his property on Thayer Brook Road caused by Tropical Storm Irene on August 28, 2011. He presented pictures of his home prior to the storm damage. He elaborated that in his opinion the ditching along Thayer Brook Road near his property had been inappropriate. He noted that the road had been recently paved prior to the storm. He said he was grateful to have the culverts put in to divert the water before the road was paved. He described that the highpoint of the road is near the telephone pole above his property and the property being the low point; this affected the flow of water during the storm. He stated that he had given verbal permission by phone to put the culvert across his property. The Tufts were not at the property during the storm as they were in Camp Brook Road during the time of the storm. **Bill Morgan suggested that the Board meet on site to inspect the situation and hear from Town staff about the timeline of events. The Board agreed with this suggestion.**

Randolph Selectboard Meeting Minutes of September 20, 2011  
Town Hall Conference Room B, 7 Summer Street DRAFT

It was requested to have this as an action item on the October 4<sup>th</sup> Selectboard meeting with a discussion on how the events took place on Thayer Brook Road. There was a concern about a written easement not having been acquired.

Mr. Orleck expressed his concerns over the recent resignation of Ken Goss as Emergency Management Director. He further stated that Mr. Goss was a dedicated person during the recent disaster in Randolph.

5. Final Payment for the Randolph Village Fire Truck from the Fire Equipment Fund

**On motion by Mr. Kaplan, seconded by Mr. Brown, the Board approved the final payment for the Randolph Village Fire Truck out of the Fire Equipment fund. Vote 5-0-0.**

6. Update on Flood

The board reviewed the status report on the flood damage from Tropical Storm Irene.

7. Other Business (The Board deviated from its regular agenda)

a. Line of Credit

Mrs. Mazzucco presented a brief summary of bids from banks with an explanation for each. She recommends the Mascoma Bank as all fees are waived and it is at a 1% interest rate. Action on this will be taken up at the October 4 meeting.

8. Randolph Center Planning Commission Selectboard Discussion

Discussion ensued concerning how the newly created Randolph Center Planning Commission (RCPC) would work with the Town of Randolph Planning Commission. Mrs. Lumbra stated the RCPC is working together with the Randolph Planning Commission and the Two Rivers Ottauquechee Regional Planning Commission. Mr. Preston mentioned that the Planning Commission is open minded to the Randolph Center Planning Commission and the possibility of Randolph Center Historic District be an overlay in the Randolph Town Plan.

9. Committee Reports

a. Budget Committee

The Budget Committee report is tabled until the October 4<sup>th</sup> meeting.

b. Special Appropriations

Mr. Kaplan reported that the Special Appropriations Committee met and is working on a revision to the policy. Another meeting will be scheduled in October.

c. Recreation Committee

Mr. Kaplan reported that the Recreation Committee is scheduled to meet on September 28 at 7:00 p.m. in Conference Room A.

Randolph Selectboard Meeting Minutes of September 20, 2011  
Town Hall Conference Room B, 7 Summer Street DRAFT

d. Energy Committee

Mr. Reed reported that the Energy Committee met on Monday and is working on a rate structure for LED lights and discussed ballast and light bulbs in the downtown street lights (known as the Washington lights).

e. Downtown Program Funding

Mr. Kaplan provided an overview of the meeting between Randolph Area Community Development Corporation (RACDC) and the town of Randolph to work on the Downtown Designation Program application. Board discussion included:

- Concerns on a cohesive, collaborative and cooperative relationship between RACDC and the town
- Negotiations on how to support RACDC on the downtown designation program
- Differences in goals expressed at the meeting on September 9, 2011, between RACDC and the town
- Criteria of the Downtown Designation's application
- Four Points for the Work Plan: Organization, Revitalization, Promotion and Marketing, and Design and Infrastructure
- Application in fairly good shape
- Deadline for the application is October 3, 2011. It was suggested to request an extension on the application until the relative responsibilities between RACDC and the town can be resolved
- Request to be made to Town Manager for the names of economic development organizations who administer downtown designation programs in other towns at no cost to the town
- \$5,000 set aside in Fiscal Year 2012's General Fund line item Economic Development
- Invitation to be extended to RACDC to attend the October 4<sup>th</sup> meeting

Mr. Kaplan discussed possible financial support for RACDC for the designated downtown program in the amount of \$10,000 to be expended in FY2012.

Mr. Kaplan made a request for financial support for RACDC for the downtown designation program in the amount of \$10,000 to be expended in FY2012. His request was not supported by the other board members at this time.

The board received strong concerns from the public attendees opposing additional financial support for RACDC to administer the downtown program as the special appropriation for RACDC for \$10,000 had been defeated at the annual town meeting on March 2, 2011.

9. Town Manager's Report

The Board passed over the Town Manager's report until the October 4, 2011 meeting.

10. Other Business

**On motion by Mr. Webster, seconded Mr. Brown, the Board authorized Chairman Reed to send a letter of thank you to Mr. Ken Goss for his years of service as Emergency Management Director. Vote 5-0-0.**

Randolph Selectboard Meeting Minutes of September 20, 2011  
Town Hall Conference Room B, 7 Summer Street DRAFT

Mr. Preston asked if there was a policy and purpose for hanging banners across North Main Street as the recent banner for VTC was for the President's inauguration. It was explained that there is a process for banner requests. Randolph Area Chamber of Commerce owns the wire across North Main Street. Requests go to the Chamber of Commerce, then to the town for approval, and finally to the Randolph Center Fire Department to hang the banner. There **was** a suggestion to review **the policy regarding** banner requests and **add criteria regarding** the purpose of **the** banners.

11. Warrants

**On motion by Mr. Kaplan, seconded by Mr. Richburg, the Board approved the warrants as presented. Vote 5-0-0.**

12. Personnel – Labor Relations

This item is tabled until the October 4, 2011 meeting.

13. Adjournment

**At 9:05 p.m. on motion by Mr. Webster, second by Mr. Brown, the Board voted to adjourn until the next scheduled meeting of October 4, 2011 at 7:00 p.m. in Conference Room B of the Town Hall at 7 Summer Street. Vote 5-0-0.**

Respectfully submitted,

Cindy Spaulding  
Recorder

REFERENCE ONLY

Randolph Selectboard Meeting of October 4, 2011  
Town Hall Conference Room B, 7 Summer Street

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

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

Public Attendees: Mary and Dwight Porter, Betty Philips (Library Trustee), Doug Armstrong, John Race, Nan Gwin, Carolyn Lumbr, David Miles, Michael Wooden, Michael Penrod, William Kevan, Leigh Wright, Paulette Staats, Letitia Rydjeski, John Lutz, Horace Puglisi, Perry Armstrong, Paul Grundy, Julie Iffland, Jessmyn West, Joyce Mazzucco (Town Treasurer), Bob and Barb Orleck, Kenneth Preston, Laurence Satrowitz, Hugo Liepmann, and Amy Berkey (Library Trustee). Observed: Kelley Green, Marty Strange, and Patrick French

Media: No Media

At 6:00 p.m., there was a site visit at 566 Thayer Brook Road/Bill and Carol Tuff's seasonal home, which had sustained damage from Tropical Storm Irene. The board reviewed the site with a description from Municipal Staff on the occurrence of the way the brook had jumped its normal channel causing damage to Thayer Brook Road and private property. The subject item will be discussed back at town hall, when the Board convenes at 7:00 p.m.

1. Call to order

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

2. Meeting Minutes of September 20, 2011

**On motion by Mr. Richburg, seconded by Mr. Kaplan, the Board moved to approve the September 20, 2011 meeting minutes as amended. Vote 4-0-0.**

*Amendment on page 3 sentence to read and second sentence removed:*

*Mr. Kaplan discussed possible financial support for RACDC for the designated downtown program in the amount of \$10,000 to be expended in FY2012.*

3. Bank Financing of Damage sustained from Tropical Storm Irene 8-28

Mrs. Mazzucco provided background concerning financing repairs and mitigation to the damage sustained in the public-owned infrastructure during Tropical Storm Irene. She recommends Mascoma Savings Bank for a line of credit to draw down at a 1% interest rate. She also provided other options including to borrow from the Landfill Depreciation fund for a short-term need.

**On motion by Mr. Webster, seconded by Mr. Kaplan, the Board voted to authorize the Town Manager and the Town Treasurer to apply for a line of credit of \$1,000,000 from the Mascoma Savings Bank at an interest rate of 1% on drawn-down funds. Vote 4-0-0.**

4. Fee for Stump Dump (Casella recommendation)

Mr. Champy gave a brief overview of a proposal for operating the stump dump. He suggested that Casella be the complete operator of the program with prices set at \$110 per ton or \$25.00 per yard.

**On motion by Mr. Richburg, seconded by Mr. Webster, the Board voted that fees for the stump dump would be at \$110 per ton and \$25.00 per yard and that Casella would operate the program effective October 5, 2011. Vote 4-0-0.**

5. Letter of Support for HUD Suitability Communities Grant (TRORC)

The Board reviewed the draft support letter to Two Rivers Ottauquechee Regional Planning Commission.

**On motion by Mr. Richburg, seconded by Mr. Kaplan, the Board voted to authorize Chairman Reed to sign a letter of support for the HUD Suitability Communities Grant. Vote 3-1-0 (Webster opposed).**

6. **Historic Preservations Grant – Kimball Library**

**The Library requested to apply for the 2012 State Historic Preservation Grant.**

**On motion by Mr. Kaplan, seconded by Mr. Webster, the Board voted to authorize the Library to apply for a State Historic Preservation Grant to repair the library window sashes, provided that if the grant is approved, the Library would not accept it without coming back to the Selectboard for approval to accept the grant. Vote 4-0-0.**

7. Public Comment

The Board received public comment in writing from Ms. Gwin concerning RACDC and Mr. Kaplan, which she read to the Board.

8. Thayer Brook Road

Mr. Reed gave an overview of the site visit at 566 Thayer Brook Road, with Mr. Morgan, Mr. Runnals and Mr. Champy. The Town Manager and road crew know how to proceed with the culvert repair.

9. Update on Flood Response

Mr. Champy gave an overview of project during flood responses. He outlined, the Recreation area test result has a high e-coli. The warming hut, village garage, pool, and sewer treatment plant are clean. Debris is being removed from seven or eight sites, which pose an imminent danger to public infrastructure. Mr. Champy stated that the town is working with Gifford Medical Center, Vermont Technical College, Central Vermont Community Action, and the Orange Southwest Supervisory Union. Discussion ensued highlighting:

- Meeting with Vermont Technical College, Gifford Medical Center and the School District on how to support one another in a disaster related incident
- Emergency Management debriefing from the results
- Updated Emergency Management Plan
- Public Forum for Emergency Management
- Temporary Prince Street Siphon
- Permanent result for Prince Street Siphon

Randolph Selectboard Meeting of October 4, 2011  
Town Hall Conference Room B, 7 Summer Street

- Bid process for the Engineering design for Prince Street Siphon

10. Designated Downtown Program

The Board and Mr. Champy discussed the designated downtown program and how to have a sustainable downtown program. Discussion ensued with highlights:

- How best to support the downtown program, financing and tangible assets
- Marketing the downtown
- Infrastructure and design with town funds
- *Public comment of setting money aside for projects in Randolph Center and East Randolph*

11. Committee Reports

Mr. Champy reported the Water and Sewer Committee met and discussed financing the Wastewater Treatment Facility with the USDA. Discussion ensued on the finance loan/grant, how much of the sewer treatment plant was damaged, how the plant may be upgraded, willing to work with FEMA, Insurance Company to make a full assessment.

Mr. Kaplan reported that the Randolph Area Community Recreation Committee had met and discussed trails on town-owned property, facilities survey, developing recreation directory, ~~membership for new~~ *need for additional committee members.*

12. Report on Action Items

The Board reviewed the example of a report for action items. It was suggested to have a report on action items for complicated agenda items and for organizations *to use this format when* submitting requests for the Board to act on.

13. Town Manager's Report

The Board reviewed the Town Manager's report; there were no questions asked.

14. Warrants

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

15. Planning Commission Request of Priorities

Mr. Liepmann Chairman of the Planning Commission requested Selectboard guidance for priorities: Town Zoning Amendments, Economic Development Plan, Randolph Center Fire District 1, and Historic District. Mrs. Lumbra explained that the fire district is looking for collaboration with the Planning Commission. Mr. Liepmann asked who the planning commission serves? Discussion ensued how to incorporate the Randolph Fire District #1 within the Town Plan and Zoning Regulations. It was suggested to talk with the Village and Town of Swanton and Northwest Regional Planning Commission.

Randolph Selectboard Meeting of October 4, 2011  
Town Hall Conference Room B, 7 Summer Street

16. Other Business

Mr. Webster reported that there were some deep potholes on the East Bethel Road. He provided a description of their locations along the roadway.

Mr. Kaplan reminded people that the next Economic Development Plan meeting would be held on Thursday, October 6<sup>th</sup> at the VTC Small Business Enterprise Center from 7:00 to 9:00 p.m..

17. Personnel – Labor Relations

**At 8:50 p.m., on motion by Mr. Richburg, seconded by Mr. Kaplan, the Board voted to go into executive session to discuss personnel matters. Vote 4-0-0.**

**At 9:58 p.m., on motion by Mr. Webster, seconded by Mr. Richburg, the Board voted to return to open session. Vote 4-0-0.**

Action: No action taken.

18. Other business (continued)

*Based on a presentation by Mr. Champy during the executive session and in accordance with the annual hourly pay raise negotiated in 2010 with the town employees' union and granted to all town employees (union and non-union) other than the town manager in July 2011, on motion by Mr. Webster, seconded by Mr. Kaplan, the board voted to increase Town Manager Champy's annual salary by \$748.80, calculated as 52 weeks/year times 40 hours/week times 36 cents per hour (the annual hourly increase), effective for the first pay period ending in October. Vote 4-0-0*

19. Adjournment

**At 10:02 p.m., on motion by Mr. Kaplan, seconded by Mr. Webster, the Board voted to adjourn until the next scheduled meeting of Tuesday, October 18, 2011 at 7:00 p.m. in Conference Room B of Town Hall at 7 Summer Street. Vote 4-0-0.**

Respectfully submitted,

Cindy Spaulding  
Recorder

Selectboard Meeting of October 18, 2011  
Town Hall Conference Room B, 7 Summer Street

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

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

Public Attendees: Nan Gwin, Bill Kevan, Horace Puglisi (Budget Committee), Bob Orleck, and John Race. Observed: Patrick French and Marty Strange

Media: Kevin Paquet (*Herald of Randolph*)  
This meeting was taped.

1. Call to Order

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

2. Meeting Minutes of October 4, 2011

**On motion by Mr. Webster, seconded by Mr. Richburg, the Board voted amend Item 17 of the October 4, 2011 meeting minutes to read as follows:**

*Based on a presentation by Mr. Champy during the executive session and in accordance with the annual hourly pay raise negotiated in 2010 with the town employees' union and granted to all town employees (union and non-union) other than the town manager in July 2011, on motion by Mr. Webster, seconded by Mr. Kaplan, the board voted to increase **Town Manager Champy's annual salary by \$748.80, calculated as 52 weeks/year times 40 hours/week times 36 cents per hour (the annual hourly increase)**, effective for the first pay period ending in October. The vote to amend Item 17 was 4-0-0*

**On motion by Mr. Kaplan, seconded by Mr. Webster, the Board voted to amend the following items of the following of October 4, 2011 minutes:**

**Item 10 last bullet to insert: *Public Comment of: Item 11 change wording in last sentence:***

**Item 11 omit: membership for new and replace with: *need for additional***

**Item 12 insert between the words Organization and submitting: *to use this format when.***

**The vote to amend Items 10-12 was 4-0-0 .**

**On motion by Mr. Kaplan, seconded by Mr. Webster, the Board voted to approve the meeting minutes of October 4, 2011 as amended. Vote 4-0-0.**

3. Prince Street Siphon

**On motion by Mr. Kaplan, seconded by Mr. Webster, the Board voted to approve the DuBois & King contract for the Prince Street Siphon and authorized Town Manager Champy to sign the contract. Vote 4-0-0.**

4. Burial Plot

**On motion by Mr. Webster, seconded by Mr. Richburg, the Board voted to authorize the sale of a four-grave burial plot to Cheryl Therrien and appointed Selectboard Chair Frank Reed as agent to sign the quit-claim deed. Vote 4-0-0.**

Selectboard Meeting of October 18, 2011  
Town Hall Conference Room B, 7 Summer Street

5. Deputy Health Officer

**On motion by Mr. Webster, seconded by Mr. Kaplan, the Board voted to recommend Gary Champy as the Deputy Health Officer. Vote 4-0-0.**

6. Public Comment

The Selectboard received public comment from:

Mr. Orleck expressed his concerns toward the impression on Mr. Kaplan's advocacy for RACDC and his behavior towards the Town Manager. Mrs. Gwin inquired if Mr. Kaplan was an advocate for RACDC.

7. Set Date for Public Forum on Tropical Storm Irene

**On motion by Mr. Richburg, seconded by Mr. Kaplan, the Board voted to schedule a Public Forum on November 8, 2011 at 7:00 p.m. in Conference Room B of Town Hall to discuss Tropical Storm Irene. Vote 4-0-0.**

8. Budget Committee Presentation

Budget Committee Chairman Horace Puglisi presented to the Selectboard a recommendation for long-range fiscal planning: Operating costs, which include labor and non-labor; Capital Costs; Debt Service; and Fiscal Accountability.

9. Energy Committee

Mr. Reed asked whether the town would like to co-host with the Energy Committee and CVPS a Smart Grid Forum on November 21 at 7:00 p.m. in Judd Hall of VTC. Mr. Champy offered the town to get the information out to the public.

Mr. Reed would like to work with CVPS to turn off some of the street lights in accordance with the Energy Committee's study. He explained the committee's street light study.

**On motion by Mr. Webster, seconded by Mr. Kaplan, the Board voted to have the Energy Committee work with CVPS to test the possibility of having some of the street lights turned off. Vote 4-0-0.**

Mr. Champy reported that the Water and Sewer Committee had met; discussion involved the Wastewater Infrastructure (concerning insurance or FEMA), sewer abatement, and Prince Street Siphon contract with DuBois & King. A future meeting will discuss what to do with the Wastewater Treatment Facility.

Mr. Champy reported that the Capital Budget Committee had met. They discussed a five-year plan and reviewed proposed Capital Budget for Fiscal Year 2013. They are working on getting quotes for Windover Road and Ridge Road.

11. Select Green-up Day Coordinator

Mr. Champy explained how the Green-up Day Coordinator function used to be done through the Boys and Girls Club Contract. It was suggested to solicit a volunteer for Green-up Day Coordinator.

Selectboard Meeting of October 18, 2011  
Town Hall Conference Room B, 7 Summer Street

12. Town Manager's Report

The Board reviewed the Town Manager's report with questions on water testing, meeting on preparation for Emergency, increase in costs for unemployment and retirement, and replacement of the pedestrian bridge.

13. Warrants

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

14. Other Business

There was an inquiry concerning where to obtain a copy of the recording of Selectboard meetings. Anyone who inquires would be directed to ORCA as the town does not have the ability to duplicate the DVDs.

There was an inquiry concerning mitigation and an explanation was given concerning FEMA Mitigation Grants.

Mr. Brown requested through Mr. Reed to change the first meeting in November.

**On motion by Mr. Reed, seconded by Mr. Webster, the Board voted to move its meeting from November 1 to November 2, 2011. Vote 4-0-0.**

15. Labor Relations (Union Contract and Personnel)

**At 8:10 p.m. on motion by Mr. Reed, seconded by Mr. Webster, the Board voted to enter into executive session for the purpose of discussing personnel issues and invited Mr. Champy attend. Vote 4-0-0.**

**At 8:54 p.m., on motion by Mr. Webster, seconded by Mr. Richburg, the Board voted to return to open session. Vote 4-0-0.**

Action: No action taken.

16. Adjournment

**At 8:55 p.m., on motion by Mr. Webster, seconded by Mr. Richburg, the Board voted to adjourn until the next scheduled meeting of Wednesday, November 2, 2011 at 7:00 p.m. in Conference Room B of Town Hall at 7 Summer Street. Vote 4-0-0.**

Respectfully submitted,

Cindy Spaulding  
Recorder

Selectboard Meeting of November 2, 2011  
Town Hall Conference Room B, 7 Summer Street

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

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

Public Attendees: Joseph Voci, Dwight Porter, Bob Orleck, Nan Gwin, Horace Puglisi, John Race, John Lutz, William Kevan, and Patrick French,

Observed: Marty Strange, Roy Fifield, and Greg McCurdy

Media: none (The meeting was video taped.)

1. Call to order

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

2. Meeting Minutes of October 18, 2011

**On motion by Mr. Kaplan, seconded by Mr. Webster, the Board voted to approve the meeting minutes of October 18, 2011 as written. Vote 4-0-1 (Brown abstained)**

3. Committee Reports

Mr. Puglisi announced that the Budget Committee would be meeting on November 3, 2011 to discuss proposed budgets, role of Budget Committee members, and Wastewater Treatment Facility.

Mr. Lutz announced that the Water and Sewer committee had met last week to discuss various changes, repairs, and new construction to be considered for the Wastewater Treatment Facility.

Mr. Kaplan reported that the Special Appropriations Committee met last evening and reviewed and discussed an updated draft Special Appropriation Policy. The draft policy would be available as early as the first meeting in December.

4. Wastewater Treatment Facility Retrofit not SBR

Mr. Lutz gave background overview of the scope of processing at the 40 plus year old Wastewater Treatment Facility and the funding that may be available at the time of plans for building the facility. Discussion ensued concerning insurance reimbursement for the structures, FEMA reimbursement for clean up around WWTF and the future retrofit of the project, to include repair, renewal, and new for a functional plant for the next 30-40 years at a lower cost. He further explained the process function at the Wastewater Treatment Facility both the SBR and Retro-fit.

The Board received comments concerning the pros and cons of SBA and retro-fit for the Wastewater Treatment Facility.

Selectboard Meeting of November 2, 2011  
Town Hall Conference Room B, 7 Summer Street

Mr. Champy reported that the insurance company has approved having an independent assessment by Hoyle and Tanner Engineering Firm concerning the damage the plant sustained during flooding from Tropical Storm Irene. The mechanical headworks could be financed through FEMA at 75 percent funding. The State has requested the plans should include a possibility for nitrogen removal from the process, and the USDA will look at the plans. He and the Water and Sewer Committee recommend going with retro-fit the Wastewater Treatment Facility.

**On motion by Mr. Webster, seconded Mr. Richburg, the Board voted to go with a retro-fit design for the Wastewater Treatment Facility and develop a scope of services for the retro-fit. Vote 5-0-0.**

Discussion ensued concerning soliciting a request for proposal for engineering services for final design of a retro-fit for the Wastewater Treatment Facility.

5. Public Comment

The Board received comments from the public concerning:

- View of meeting video, where Mr. Kaplan had made a motion concerning to give \$10,000 to support RACDC on the Downtown Designation Program.
- Board to answer questions brought up under Public Comment
- Selectboard to work as a team with Town Manager
- Salisbury Square Housing parking lot lighting is shining in the neighbors' window as a violation of ACT250 permit.
- Status on policy for access to public records
- Status concerning Downtown Designation process

6. Town Manager's Report

The Board reviewed the Town Manager's report. Board members inquired on the status of the stump dump and the State of Vermont. Mr. Champy gave an overview of the stump dump with charging for the debris; he will come up with a proposal to include brush. The brush pile will be separate from the logs and stumps.

7. Warrants

**On motion by Mr. Webster, seconded by Mr. Brown, the Board voted to approve the accounts payable, payroll, and employee benefits warrants as presented. Vote 5-0-0.**

8. Other Business

There was no other business brought up for discussion.

Selectboard Meeting of November 2, 2011  
Town Hall Conference Room B, 7 Summer Street

9. Labor Relations

**At 8:06 p.m. on motion by Mr. Reed, seconded by Mr. Brown, the Board entered into executive session under 1 V.S.A. § 313 (a) (1). Vote 5-0-0.**

Present during the executive session were the five Selectboard members and Town Manager Champy. Mr. Champy left the meeting at 8:26 p.m.

**At 9:53 p.m., on motion by Mr. Webster, seconded by Mr. Richburg, the Board voted to return to open session. Vote 5-0-0.**

Action: No action taken during executive session.

**At 9:54 p.m., on motion by Mr. Richburg, seconded by Mr. Brown, the Board voted to hold a special selectboard meeting at the Town Hall on Thursday, November 10, 2011, beginning at 6 p.m., to discuss personnel matters. Vote 5-0-0.**

10. Adjournment

**At 9:55 p.m., on motion by Mr. Brown, seconded by Mr. Reed, the Board voted to adjourn until the next scheduled meeting of Tuesday, November 8, 2011 at 7:00 p.m. in Conference Room B of the Town Hall at 7 Summer Street. Vote 5-0-0.**

Respectfully submitted,

Cindy Spaulding  
Recorder

Special Selectboard Meeting of November 8, 2011  
Town Hall Conference Room B, 7 Summer Street

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

Municipal Staff: Gary Champy (Town Manager) and Robert Runnals (Highway Supervisor)

Public Attendees: Bob Orleck, William Kevan, John Joy, Letitia Rydjeski, Patrick French, Patsy French, Joyce Mazzucco

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

1. Call to order

Mr. Reed called the meeting to order at 7:00 p.m. This meeting had been called to provide a selectboard discussion with the public on Tropical Storm Irene, which occurred on August 28, 2011.

2. Overview of Damages: Public and Private

Mr. Champy presented a list of the roads and other public assets that had been damaged during the flood. Still needing substantial repair are the sewer line along Route 66, the Sewage Treatment Plant, and the Sewer Siphon under the Third Branch. The list also included private damage: 5 homes on Central Street, 4 businesses on Prince Street, 2 mobile homes on Thayer Brook Road, and the Montague Golf Course.

3. Emergency Response Planning for Randolph – Roles & Responsibilities

It was acknowledged that the town manager is the emergency management director, unless he appoints one. Cindy Spaulding is the emergency management co-coordinator. Mr. Reed went over the current Emergency Management Plan. He said he expected that the plan would be on the town's website soon. Mr. Champy said the town does not have a shelter co-coordinator.

4. Emergency Response Plan Implementation – August 28, 2011 Tropical Storm Irene

It was noted that communications had been a problem during the storm and its aftermath. Cell phones did not work, because the carriers' systems were overloaded. CVPS was unable to provide electrical power after its lines near Beanville Road fell into the Third Branch. The electric generator at the town office had not been wired sufficiently into the Town Hall. (That's been corrected.) All roads were passable by Monday evening, August 29. Mr. Champy said that in the days following the storm he appeared on the radio each morning to update the public. He also said that on Friday, August 26, all the state expected to have happen was about four inches of rain. The storm far exceeded that level of rain and caused disastrous flooding.

5. Steps being taken to improve Emergency Action Plan

It was acknowledged that Ken Goss, Gary Champy, Cindy Spaulding, and Joyce Mazzucco have had varying degrees of emergency management training. Mr. Champy is working with

Special Selectboard Meeting of November 8, 2011  
Town Hall Conference Room B, 7 Summer Street

Gifford Medical Center, Community Action, the Red Cross, and Vermont Technical College to make sure that VTC can be used as a shelter in the future.

6. Suggestions from Public

It was suggested that a notice be developed that people can place on their refrigerators to give contact numbers and steps to be taken during an emergency.

7. Adjournment

**At 9:55 p.m., on motion by Mr. Webster, seconded by Mr. Richburg, the Board voted to adjourn until the next scheduled meeting of Tuesday, November 15, 2011 at 7:00 p.m. in Conference Room B of the Town Hall at 7 Summer Street. Vote 4-0-0.**

Respectfully submitted,

Stephen W. Webster  
Selectboard clerk

Special Selectboard Meeting of November 10, 2011  
Town Hall Conference Room A, 7 Summer Street

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

Public Attendee: Marty Strange

1. Call to order

Mr. Reed called the meeting to order at 6:00 p.m. This meeting had been called to conduct the annual evaluation of Town Manager Gary Champy in private, as specified in his contract.

2. Labor Relations (Personnel Matters)

**At 6:02 p.m., on motion by Mr. Webster, seconded by Mr. Brown, the Board voted to enter into executive session, pursuant to 1 V.S.A. § 313(a)(1), for the purpose of discussing the town manager's contract. Vote 4-0-0.**

Mr. Strange inquired whether a video camera would be used after the executive session. Mr. Reed replied that there would not be. Mr. Strange left the meeting.

(Mr. Richburg joined the meeting at 6:04 p.m.)

**At 6:44 p.m., on motion by Mr. Brown, seconded by Mr. Richburg, the Board voted to return to open session. Vote 5-0-0.**

3. Adjournment

**At 6:45 p.m., on motion by Mr. Brown, seconded by Mr. Webster, the Board voted to adjourn. (The next meeting, a regular meeting, is scheduled for Tuesday, November 15, 2011, at 7:00 p.m. in Conference Room B of the Town Hall at 7 Summer Street.) Vote 5-0-0.**

Respectfully submitted,

Stephen W. Webster  
Selectboard clerk

Selectboard Meeting of November 15, 2011  
Town Hall Conference Room B, 7 Summer Street

Selectboard: Dennis Brown, Jon Kaplan, Frank Reed, Larry Richburg and Stephen Webster  
Municipal Staff: Gary Champy (Town Manager) and Cindy Spaulding (Recorder),

Public Attendees: Dwight Porter, Mary Porter, John Joy, Doug Armstrong, Jim Tucker, John Race, Madison and Marty Boyce, Paul Grandy, Bob Orleck, Don Sweetser, Roy Fifield, Robert Runnals, Letitia Rydjeski, David Barnard, William Kevan, Nan Gwin, Pat French, John Mazzucco, Forest MacGregor, Kelly Green, Robin Goodall, Heather Jarvis, Bill Morgan, Joe Voci, Lawrence Satcuntz, Susan Mann, Jerry Ward, Abby Melling, Bill Arnold, Betsy Arnold, Betsy Edson, and Holly Locke.

Observed: Marty Strange and Patsy French

Media: Kevin Paquet (Herald of Randolph)

This meeting was video taped for ORCA

1. Call to order

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

2. Meeting Minutes

a. November 2, 2011

**On motion by Mr. Brown, seconded by Mr. Kaplan, the Board voted to approve the meeting minutes of November 2, 2011 as presented. Vote 5-0-0.**

b. November 8, 2011

**On motion by Mr. Kaplan, seconded by Mr. Richburg, the Board voted to approve the meeting minutes of November 8, 2011 as presented. Vote 4-0-1 (Brown abstained).**

c. November 10, 2011

**On motion by Mr. Brown, seconded by Mr. Kaplan, the Board voted to approve the meeting minutes of November 10, 2011 as presented. Vote 5-0-0.**

3. Sponsor USDA Watershed Program

Mr. Champy explained the USDA Watershed program as a sponsor to assist private land owners to mitigate the erosion of river banks. He explained the 25% match; the town would have all of the responsibilities to obtain permits. The town could shift the match cost to the property owners. He provided pros and cons for the action item.

Paul Grandy provided the Board with pictures of how much of the riverbank has been eroded at his property at 317 Thayer Brook Road: 25ft of the river bank had washed away and his house is in jeopardy to wash down Thayer Brook. He explained that the NRCS program helps with river bank erosion. He is willing to put the 25% match in escrow.

Selectboard Meeting of November 15, 2011  
Town Hall Conference Room B, 7 Summer Street

**On motion by Mr. Kaplan, seconded by Mr. Richburg, the Board approved submitting an application for an Emergency Watershed grant contingent upon legal counsel's opinion and bringing the results back to the Board for final approval at a later date. Vote 5-0-0.**

4. Food Shelf

**On motion by Mr. Webster, seconded by Mr. Reed, the Board voted to authorize Town Manager Champy to sign a letter of support for the Food Shelf . Vote 4-0-1 (Richburg abstained)**

5. Education Tax Payment to School Districts

**On motion by Mr. Kaplan, seconded by Mr. Brown, the Board voted to authorize the education tax payments in the amount of \$1,135,109.70 to the Randolph School District 1,121,569.62 to Randolph Union High School. Vote 5-0-0.**

6. Sale of Burial Plots

**On motion by Mr. Webster, seconded by Mr. Kaplan, the Board voted to approve the sale of four burial plots and authorized Chairman Reed as signatory. Vote 5-0-0.**

7. Public Comment

The Board received public comment from Kevan, Orleck, and Gwin concerning:

- The Board's lack of support for the Town Manager
- A Board member's advocating funds to RACDC for administrating of Downtown Designation
- Removal on October 4, 2011, from the board minutes of September 20, 2011 of reference to a motion made by one of the Selectmen.

8. Committee Reports

Mr. Champy reported that the Water and Sewer Committee had met last week and discussed the RFP project for the Prince Street Siphon and the scope of service for final design to retrofit of the Wastewater Treatment Facility.

Discussion ensued concerning requirements for nitrogen removal and financing the project from USDA and the scope of services for final design.

Mrs. Spaulding reported that Fire Advisory had met and reviewed a sprinkler system for 3 Hedding Drive, had a tour of the new fire truck and discussed communication problems and FCC narrow-band requirements for first responders.

Selectboard Meeting of November 15, 2011  
Town Hall Conference Room B, 7 Summer Street

9. Grants

a. SWIP Grants

**On motion by Mr. Kaplan, seconded by Mr. Brown, the Board approved submitting a grant application for FY12 Solid Waste Implementation Grant and authorized Town Manager Champy as signatory. Vote 5-0-0.**

b. FEMA Sub-grant Agreement with State of Vermont

**On motion by Mr. Webster, seconded by Mr. Reed, the Board voted approve sub-grant agreement FEMA-4022-DRVT between the State of Vermont and Town of Randolph as Sub-grantee and authorized Town Manager Champy as signatory. Vote 5-0-0**

10. Resignation of Lister

**On motion by Mr. Richburg, seconded by Mr. Webster, the Board accepted Linda Nissl's resignation as Lister. Vote 5-0-0.**

**On motion by Mr. Richburg, seconded by Mr. Kaplan, the Board appointed Mimi Burstein to fill the Lister's vacancy until Town Meeting on March 6, 2012. Vote 5-0-0**

11. Town Manager's Report

The Board reviewed the Town Manager's report.

12. Other Business

The Board reviewed a report from John Lutz concerning Randolph's past projects through the designated downtown program.

13. Warrants

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

14. Labor Relations-Personnel Matters- Possible Action

**At 8:00 p.m. on motion by Mr. Reed, seconded Mr. Brown, the Board voted to enter into executive session to discuss personnel relations matter. Vote 4-1-0 (Webster opposed.)**

*Executive Session Attendees: Board members Brown, Kaplan, Reed and Richburg and Attorney John Page. Board member Webster opposed going into executive session.*

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

**On motion by Mr. Kaplan, seconded by Mr. Brown, the Board voted to retain Zalinger, Cameron & Lambeck, P.C. for legal services on a personnel matter. Vote 4-1-0 (Webster opposed).**

Selectboard Meeting of November 15, 2011  
Town Hall Conference Room B, 7 Summer Street

a. Union Grievance – Stage 3

**At 8:28 p.m. on motion by Mr. Richburg, seconded by Mr. Webster, the Board entered into executive session to discuss a Union Grievance-Stage 3. Vote 5-0-0.**

*Executive Session Attendees: Five Board members, Town Manager, Loretta Stalnaker, Michael Blair (AFSCME representative), Roy Fifield and John Race (union stewards)*

**At 9:17 p.m. on motion by Mr. Richburg, seconded by Mr. Webster, the Board voted to return to open session. Vote 5-0-0.**

*Action: no action to be taken on Union Grievance*

b. Town Manager' Contract

**At 9:20 p.m. on motion by Mr. Richburg, seconded by Mr. Webster, the Board voted to enter into executive session to discuss the town manager's contract. Vote 5-0-0**

*Executive Session Attendees: Five Board members and Town Manager Champy*

**At 9:25 p.m. on motion by Mr. Webster, seconded by Mr. Kaplan, the Board voted to return to open session. Vote 5-0-0.**

*Action: no action taken*

15. Adjournment

**At 9:30 p.m. on motion by Mr. Webster, seconded by Mr. Richburg, the Board voted to adjourn until next scheduled Special Selectboard meeting on November 17 at 6:00 p.m. in Conference Room A. Vote 5-0-0.**

Respectfully submitted,

Cindy Spaulding  
Recorder

Special Selectboard Meeting of November 17, 2011  
Town Hall Conference Room A, 7 Summer Street

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

Municipal Staff: Gary Champy (Town Manager)

1. Call to order

Mr. Reed called the meeting to order at 6:02 p.m

2. Prince Street Siphon Contract Award

Mr. Champy explained that three firms had been invited to bid on the project to replace the Prince Street Siphon, which had been destroyed on August 28, 2011, during the flooding caused by Tropical Storm Irene. Two Vermont firms had tendered bids; the third, from Massachusetts, did not. The low bidder was ECI Directional Drilling, Inc., of South Burlington, Vermont, at \$152,500. The other bid was from Vermont Siteworks, Inc., of Morrisville, Vermont, with Bore Tech LLC as a subcontractor; the amount was \$250,000. Upon reviewing the bids, DuBois & King, Inc., the town's engineering consultants for this project, deemed ECI as a responsive and responsible bidder, and recommended the award of the Prince Street Siphon Replacement Project to ECI Directional Drilling, Inc., of South Burlington, for the amount \$152,500. The project will be paid for largely by FEMA funds. FEMA will pay 75%, the State of Vermont 15%, and the sewer district 10%. Mr. Champy concurred in the recommendation.

**At 6:04 p.m., on motion by Mr. Kaplan, seconded by Mr. Webster, the Board voted to award to ECI Directional Drilling, Inc., of South Burlington, Vermont, for \$152,500, the contract for the Prince Street Siphon Replacement Project in accordance with the scope of service specified or indicated in the Contract Documents prepared by DuBois & King, Inc., as Engineer's Project No. 221413P, and to authorize Town Manager Gary Champy to sign the construction contract on behalf of the town and issue the Notice to Proceed. Vote 4-0-0.**

3. Adjournment

**At 6:12 p.m., on motion by Mr. Reed, seconded by Mr. Kaplan, the Board voted to adjourn until the next scheduled meeting of Tuesday, November 22, 2011, at 6:00 p.m. in Conference Room B of the Town Hall at 7 Summer Street. Vote 4-0-0.**

Respectfully submitted,

Stephen W. Webster  
Selectboard clerk

Special Selectboard Meeting of November 22, 2011  
Town Hall Conference Room A, 7 Summer Street

Selectboard: Dennis Brown, Jon Kaplan, Frank Reed, Larry Richburg (arrived at 6:06 p.m.), and Stephen Webster

Municipal Staff: none

Public Attendees: Attorney John C. Page of Zalinger Cameron & Lambek, P.C., of Montpelier, Vt.; and William Kevan, Michael Penrod, Jessamyn West and Joseph Voci of Randolph

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

1. Call to order

Mr. Reed called the meeting to order at 6:02 p.m.

2. Labor Relations Personnel Matter

**Chairman Reed moved, seconded by Mr. Kaplan,** that the board enter into executive session pursuant to 1 V.S.A. § 313(a)(1) to consider “contracts, labor relations agreements with employees, arbitration, mediation, grievances, civil actions, or prosecutions by the state, where premature general public knowledge would clearly place the state, municipality, other public body, or person involved at a substantial disadvantage.”

Mr. Webster inquired whether it would be appropriate to say that the matter to be considered would be the town manager’s contract.

The chairman agreed and restated the motion to be: **That the board enter into executive session pursuant to 1 V.S.A. § 313(a)(1) to consider the town’s contract with the town manager, where premature general public knowledge would clearly place the municipality or the person involved at a substantial disadvantage. The motion passed. (Vote 3-1-0; Webster opposed.)**

All persons then left the room, except the selectboard members and Attorney Page, and the doors were closed. Mr. Richburg arrived and joined the meeting at 6:06 p.m.

**At 7:58 p.m., on motion by Mr. Webster, seconded by Mr. Richburg, the board voted to return to open session, and the doors were opened. (Vote 5-0-0.)**

The following persons entered the room at this time: Joe Voci, William Kevan, and Jessamyn West.

Special Selectboard Meeting of November 22, 2011  
Town Hall Conference Room A, 7 Summer Street

3. Adjournment

**At 7:59 p.m., on motion by Mr. Webster, seconded by Mr. Kaplan, the Board voted to adjourn until the next scheduled meeting of Tuesday, December 6, 2011, at 7:00 p.m. in Conference Room B of the Town Hall at 7 Summer Street. Vote 5-0-0.**

Respectfully submitted,

Stephen W. Webster  
Selectboard clerk

REFERENCE

Selectboard Meeting of December 6, 2011  
Town Hall Conference Room B, 7 Summer Street

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

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

Public Attendees: Madison and Marty Boyce, Dwight and Mary Porter, Bob and Barb Orleck, John Joy, Nan Gwin, Bill Kevan, Don Sweetser, Joseph Voci, Tom Salmon (State Auditor), John Race, Reg Magnant, Michael Penrod, and Patrick French.

Observed: Marty Strange

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

1. Called to order

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

2. Minutes

**On motion by Mr. Webster, seconded by Mr. Kaplan, the Board voted to approve the minutes of November 15, 2011 as amended. Vote 5-0-0.**

**On motion by Mr. Kaplan, seconded by Mr. Richburg, the Board voted to approve the minutes of November 17, 2011 as written. Vote 4-0-1 (Brown abstained)**

**On motion by Mr. Richburg, seconded by Mr. Brown, the Board voted to approve the minutes of November 22, 2011 as written. Vote 5-0-0.**

3. Grant: FEMA-4001 DR-VT Spring Flood

Mr. Champy explained that the town is eligible under the May FEMA declaration to receive reimbursement associated with fixing a section of bank stabilization on West Street and a section of Howard Hill.

**On motion by Mr. Kaplan, seconded by Mr. Webster, the Board voted to approve the sub-grant agreement FEMA-4001-DR-VT between the State of Vermont and Town of Randolph as sub-grantee and authorized Town Manager Champy as signatory. Vote 5-0-0.**

4. Preview of Proposed FY2013 Budget

Mr. Champy provided the Board with an explanation of the budget process for FY2013. He recommended starting to schedule Special Selectboard meetings in order to keep the FY2013 budget process moving forward.

Mr. Penrod provided an overview of the FY2013 budget with comparison from previous fiscal years. He read the Budget Committee's narrative, which will be printed in the Town Report. He suggested printing the town's audit separate from the actual town

Selectboard Meeting of December 6, 2011  
Town Hall Conference Room B, 7 Summer Street

report and not mailing the town reports but having the public pick them up in various locations throughout town as some other towns do.

Discussion ensued concerning the budget process, the listers' budget, concerning the budget surplus and enterprise funds, finance process of revenue and expenses, proposed budget with increases and decreases, and FEMA reimbursement for Tropical Storm Irene.

5. Public Comment

The Board received public comment from Mr. Orleck, Nan Gwin, Dwight Porter, and Bill Kevan

- Introduction Tom Salmon State Auditor
- hostility and bullying tactics from certain Selectboard members towards the Town Manager
- Audit of the Revolving Loan Fund
- Town Manager questioned on how he is handling the hostility from certain Board Members towards him and how it is affecting him both mentally and physically
- Commended Town Manager for his services and governmental transparency
- Downtown Program and RACDC administering the program
- Town Manager's duties as outlined in State Statute

6. Town Manager's Report

Mr. Champy provided his written report verbally with highlights on:

- caterer's permits
- FEMA project work sheets
- insurance reimbursement on damaged heavy equipment
- capital budget
- downtown designation vs village designation
- FEMA Foot Bridge
- Security cameras installation at the Warming Hut
- Request for proposal for Tunbridge bridge project
- Scheduling special Selectboard meetings to review the FY2013 budget
- Landfill monitoring both lined and unlined
- Adams Brook Sewer Line fix
- Restorative Justice Program and Grant amendment
- Personal verbal attack by President of RACDC

7. Other Business

Mrs. Gwin asked who would be paying for the Selectboard's legal representation. The taxpayers for the Town would be paying for the board's legal expenses.

Selectboard Meeting of December 6, 2011  
Town Hall Conference Room B, 7 Summer Street

Mr. Voci requested having the revised Special Appropriations Policy presented at the next board meeting.

The Board scheduled a special meeting on December 15, 2011 at 5:30 p.m. in order to review the proposed Fiscal Year 2013 budget.

8. Warrants

The Board reviewed the accounts payable, payroll and benefits warrants

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

9. Adjourn

**At 8:30 p.m., on motion by Mr. Webster, seconded by Mr. Brown, the Board voted to adjourn at until the next scheduled meeting of December 15, 2011, at 5:30 p.m. in Town Hall Conference room B. Vote 5-0-0.**

Respectfully submitted,

Cindy Spaulding  
Recorder

REFERENCE ONLY

Special Selectboard Meeting of December 13, 2011  
Town Hall Conference Room B, 7 Summer Street

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

Public Attendees: Attorney John C. Page of Zalinger Cameron & Lambek, P.C., of Montpelier, Vt.; and Patrick French, Kelly Green, John Joy, William Kevan, John Lutz, Robert Orleck, Dwight and Mary Porter, James Sault, Irene Schaefer, and Arnold and Priscilla Spahn. Observed: Reginald Magnant, John Race, and Martin Strange. Observed after the executive session: Town Manager Gary Champy, Patsy French, Heather Jarvis, and Michael Wooden.

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

1. Call to order

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

2. Labor Relations Personnel Matter

**On motion by Chairman Reed, seconded by Mr. Richburg, the board voted to enter into executive session pursuant to 1 V.S.A. § 313(a)(1) to consider the town's contract with the town manager, where premature general public knowledge would clearly place the municipality or the person involved at a substantial disadvantage. (Vote 4-1-0; Webster opposed.)**

Mr. Reed invited Attorney Page to remain to meet with the board. Mr. Kevan voiced an objection to the board's meeting in executive session, but then he and all the other members of the public left the room, and the doors were closed.

**At 8:55 p.m., on motion by Mr. Kaplan, seconded by Mr. Brown, the board voted to return to open session, and the doors were opened. (Vote 5-0-0.)**

3. Adjournment

**At 8:57 p.m., on motion by Mr. Kaplan, seconded by Mr. Brown, the Board voted to adjourn until the next scheduled meeting (a special meeting) of Thursday, December 15, 2011, at 5:30 p.m. in Conference Room B of the Town Hall at 7 Summer Street. Vote 5-0-0.**

Respectfully submitted,

Stephen W. Webster  
Selectboard clerk

Selectboard Meeting of December 15, 2011  
Town Hall Conference Room B, 7 Summer Street

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

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

Public Attendees: Amy Berkey, Chris Lesinski, and Betty Philips (Library Trustees), Don Sweetser (Board of Listers), Patrick French (Town Assessor), Michael Penrod (Budget Committee), Joyce Mazzucco (Town Clerk/Treasurer) and William Kevan (Town Resident).

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

1. Review Proposed FY2013 Budgets

Mr. Reed asked how the tax revenue is figured. The response is that the tax revenue is a filler number to balance the budget.

It was explained that there was no control over some of the increases such as health insurance. The health insurance may have increased with premiums and new employees taking on health care. The deductible for health insurance is also included.

It was questioned why unemployment insurance increased. It was explained that this year the unemployment is based on actual headcount and salaries.

It was questioned why retirement had increased. It was explained that the town had no control over the retirement, which had increased from a 5% rate of payroll to 10%.

It was questioned why there are administrative costs. It was explained that administrative cost is our accounting service, which does not belong in the general fund.

a. Library

The Board reviewed the proposed budget for the Library. The Library Trustees left the meeting at 5:51 p.m.

b. Listers

The Board reviewed the proposed budget for the Listers. It was asked for an explanation of the reappraisal fund. It was explained that the reappraisal fund is for future cost for a town-wide reappraisal. The Board of Listers felt that the amount of \$15,000 is adequate this year to set aside for town-wide reappraisal.

Mr. Webster asked if the grand list would be completed by June 30, 2012. The Listers goal is to have the grand list done by June 30. There was discussion on who sets the rate of pay for the Board of Listers. It was explained that the Selectboard sets it.

There was a general discussion concerning cost of living and pay raises. The Selectboard will discuss this topic at a future meeting.

Selectboard Meeting of December 15, 2011  
Town Hall Conference Room B, 7 Summer Street

Mr. Reed announced that he would call a Special meeting for December 22 at 5:15 p.m. in Town Hall Conference Room B, at 7 Summer Street to continue with review of the FY2013 proposed budget.

**At 6:50 p.m., on motion by Mr. Webster, seconded by Mr. Richburg, the Board voted to adjourn until the next scheduled meeting on Tuesday, December 20, 2011 at 7:00 p.m. in Town Hall Conference Room B, at 7 Summer Street. Vote 3-0-0**

Respectfully submitted,

Stephen Webster  
Selectboard clerk

REFERENCE ONLY

Special Selectboard Meeting of December 22, 2011  
Town Hall Conference Room B, 7 Summer Street

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

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

Public Attendees: Michael Penrod (Budget Committee)

Media: None

1. Call to order

Mr. Reed called the meeting to order at 5:15 p.m.

2. Review of Proposed FY2013 Budget

Budgets reviewed: Cemetery  
Executive Administration  
Selectboard  
Planning and Zoning

3. Adjournment

**At 6:35 p.m., on motion by Mr. Reed, seconded by Mr. Richburg, the Board voted to adjourn until the next scheduled meeting (a special meeting) on Tuesday, December 27, 2011, at 5:15 p.m. in Conference Room B of the Town Hall at 7 Summer Street. Vote 4-0-0.**

Respectfully submitted,

Stephen W. Webster  
Selectboard clerk

REFERENCE ONLY

Selectboard Meeting of December 20, 2011  
Town Hall Conference Room B, 7 Summer Street

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

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

Public Attendees: Bill Kevan, Dwight and Mary Porter, John Race, John Joy, and Patrick French (Town Appraiser) Observed Martin Strange and Attorney John Page of Zalinger, Cameron & Lambek, P.C. of Montpelier

Media: This meeting was video taped

1. Call to order

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

2. Meeting Minutes

a. December 6, 2011

**On motion by Mr. Richburg, seconded by Mr. Brown, the Board voted to approve the minutes of December 6, 2011 as presented. Vote 5-0-0**

b. December 13, 2011

**On motion by Mr. Kaplan, seconded by Mr. Brown, the Board voted to approve the minutes of December 13, 2011 special meeting as presented. Vote 5-0-0**

c. December 15, 2011

**On motion by Mr. Webster, seconded by Mr. Richburg, the Board voted to approve the minutes of December 15, 2011 special meeting as presented. Vote 3-0-2**

3. Sale of Burial Plot to Edwin R. Merrill, Jr.

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

4. Grant Amendment for Restorative Justice Program

Mr. Champy provided an overview of the restorative justice grant with the State of Vermont Department of Corrections and the restorative panels. He recommends to the board to approve the grant amendment. Discussion ensued that the Citizens Advisory Board would have to recommend how to budget for the extra \$6,000.

**On motion by Mr. Richburg, seconded by Mr. Brown, the Board voted to accept the grant amendment 03520-1244 between the State of Vermont Department of Corrections and Town of Randolph for restorative justice program and authorized Town Manager Champy as signatory, and to have the Citizens Advisory Board bring a revised budget at a future meeting for approval by the Selectboard. Vote 5-0-0.**

Discussion ensued with an explanation between restorative justice and reparative justice.

Selectboard Meeting of December 20, 2011  
Town Hall Conference Room B, 7 Summer Street

5. Continuation of the Designated Downtown Program

Mr. Reed provided an overview of the between designated downtowns and designated village centers. Discussion ensued concerning:

- RACDC's non-response to the question on what the organization wanted in monetary funds for operating the designated downtown
- Overview of the meeting to discuss the downtown designation renewal application between RACDC's representatives and town: Julie Iffland, Pam Stafford, Jon Kaplan, Gary Champy and Cindy Spaulding
- Designated Downtown renewal application process
- Attempting to move forward with the designated downtown program with resistance from RACDC when asked the amount of money the organization would like to administer the program
- Packet information includes information for a village designation
- Board could create a downtown designation committee under State Statute
- Differences between downtown and village center designations
- Tax credits and competition between a free technical assistance such as Vermont Small Business Development Center and fee technical assistance provided by Randolph Area Community Development Corporation
- Historical background of the downtown program and work plan
- Four Points outlined in the designated downtown management of the work plan budget, to obtain a proposal for a fee for RACDC to administer the downtown designation program
- Town is supportive of the downtown program, but would like the fee from the town not to be used for salaries
- Audit finding because RACDC was given a lump sum appropriation from the General Fund budget
- Identification of items in the work plan to be invoiced quarterly
- How to move forward with submitting the downtown designation application
- Ask for an extension for renewal of the application.
- Inquired of Mr. Strange and Mr. French on RACDC's position concerning a fee to administer the designated downtown program

6. Public Comment

There was no public comment.

7. Amendment 2011 Grand List

**On motion by Mr. Webster, seconded by Mr. Kaplan, the Board voted to approve an amendment to the 2011 grand list to raise the Springer property from \$209,200 to \$233,400. Vote 5-0-0**

8. Fluoride Testing Proposal from State of Vermont Dept of Health

Mr. Champy explained a proposal for reimbursement from the State of Vermont's fluoride program.

Selectboard Meeting of December 20, 2011  
Town Hall Conference Room B, 7 Summer Street

**On motion by Mr. Brown, seconded by Mr. Kaplan, the Board voted to accept the fluoride proposal for reimbursement from the State of Vermont, Department of Health and appointed Mr. Champy as authorized signatory. Vote 5-0-0.**

9. Resolution naming Joyce Mazzucco (Town Treasurer) and Ann LaPerle (Assistant Town Treasurer) as officers on the Morgan Stanley Smith Barney accounts.

**On motion by Mr. Webster, seconded by Mr. Brown, the Board voted to adopt the four resolutions naming Joyce Mazzucco (Town Treasurer) and Ann LaPerle (Assistant Town Treasurer) as signers on the Morgan Stanley Smith Barney accounts. Vote 5-0-0.**

10. Signature Authorization for the Randolph National Bank

**On motion by Mr. Webster, seconded by Mr. Brown, the Board voted to authorize a change in names to add Ann LaPerle as a signer for the credit card and bank accounts at Randolph National Bank. Vote 5-0-0.**

11. Town Manager's Report

Mr. Champy provided his written report verbally with highlights on:

- Caterer permit
- FEMA Administration reimbursement
- Protective vests for Randolph Police Department
- FEMA project Chelsea Mountain Road
- Projects on Thayer Brook
- Water Leak at Co-op building
- Fix erosion on West Street
- Warming Hut ready for the season
- Randolph Center Fire Chief change
- Directional Signs
- Expenses to date for disaster
- Pedestrian Bridge
- FEMA Mitigation 406
- RACDC's refusal to share its annual audit report

12. Committee Reports

Mr. Kaplan reported that the Randolph Community Recreation Advisory Committee met and discussed trail maps, and introduction of the Boys and Girls Club.

Mr. Kaplan reported that a draft revised special appropriations policy is almost ready to be reviewed.

Mr. Champy reported that the water and sewer committee met and discussed projects for the sewer treatment plant and sewer abatement.

13. Other Business

Selectboard Meeting of December 20, 2011  
Town Hall Conference Room B, 7 Summer Street

Mr. Champy asked the Board to think about dedication of the Town Report. This will be on the January 3 meeting for discussion.

Mr. Webster made the motion to appoint Mr. Champy as the town's authorized representative with respect to RACDC. Mr. Strange, president of RACDC, objected to the motion, he said, because RACDC's executive director was not present. Mr. Champy explained that there have been issues with vendors who do not follow the requirement to the town's purchasing policy. Mr. Champy explained his job required him to perform due diligence for all vendors regardless of the relationship the town or selectboard members have with certain vendors. The motion failed for lack of a second.

There was an inquiry from Mr. Kevan concerning the grant monies received by the town and given to RACDC, RACDC's financial reports, and the legitimacy of board members' involvement with RACDC.

14. Warrants

The Board reviewed the warrants.

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

15. Labor Relations

**At 8:45 p.m., on motion Mr. Reed, seconded by Mr. Kaplan, the Board voted to enter into executive session pursuant to 1 V.S.A. § 313(a)(1) to consider the town's contract with the town manager, where premature general public knowledge would clearly place the municipality or the person involved at a substantial disadvantage. (Vote 4-1-0; Webster opposed).**

Mr. Reed invited Attorney Page to join the board in Conference Room A. The board and Mr. Page moved to Conference Room A and the doors there were closed.

**At 10:04 p.m., on motion by Mr. Webster, seconded by Mr. Brown, the board voted to return to open session, and the board returned to Conference Room B. Attorney Page left the meeting. (Vote 5-0-0.)**

Attendees at this time were the Selectboard members, Town Manager Gary Champy, Dwight and Mary Porter, John Joy, and Martin Strange.

16. Adjournment

**At 10:10 p.m., on motion by Mr. Kaplan, seconded by Mr. Brown, the Board voted to adjourn until the next scheduled meeting (a special meeting) of Thursday, December 22, 2011, at 5:15 p.m. in Conference Room B of the Town Hall at 7 Summer Street. Vote 5-0-0.**

Respectfully submitted,

Cindy Spaulding  
Recorder

Stephen Webster  
Selectboard clerk

Selectboard Meeting of December 20, 2011  
Town Hall Conference Room B, 7 Summer Street

REFERENCE ONLY

Special Selectboard Meeting of December 27, 2011  
Town Hall Conference Room B, 7 Summer Street

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

Municipal Staff: Gary Champy (Town Manager)

Media: None

1. Call to order

Mr. Reed called the meeting to order at 5:15 p.m.

2. Review of Proposed FY2013 Budget

Budgets reviewed: Recreation  
Office of Town Clerk and Treasurer  
Fire Departments

3. Adjournment

**At 6:20 p.m., on motion by Mr. Webster, seconded by Mr. Reed, the Board voted to adjourn until the next scheduled meeting (a special meeting) on Thursday, December 29, 2011, at 5:15 p.m. in Conference Room B of the Town Hall at 7 Summer Street. Vote 3-0-0.**

Respectfully submitted,

Stephen W. Webster  
Selectboard clerk

REFERENCE ONLY

Special Selectboard Meeting of December 29, 2011, 5:15 p.m.  
Town Hall Conference Room B, 7 Summer Street

Selectboard: Jon Kaplan, Frank Reed, Larry Richburg (arrived 5:22 p.m.), and Stephen Webster (Absent: Dennis Brown)

Municipal Staff: Gary Champy (Town Manager)

Public Attendees: Joyce Mazzucco (Town Clerk/Treasurer; arrived 5:23 p.m.)

Media: None

1. Call to order

Mr. Reed called the meeting to order at 5:15 p.m.

2. Review of Proposed FY2013 Budget

Budgets reviewed: Highway Fund  
Police Fund

3. Adjournment

**At 6:14 p.m., on motion by Mr. Webster, seconded by Mr. Kaplan, the Board voted to adjourn until the next scheduled meeting (a special meeting) this evening, Thursday, December 29, 2011, at 7:30 p.m. in Conference Room B of the Town Hall at 7 Summer Street. Vote 4-0-0.**

Respectfully submitted,

Stephen W. Webster  
Selectboard clerk

REFERENCE ONLY

Special Selectboard Meeting of December 29, 2011, 7:30 p.m.  
Town Hall Conference Room B, 7 Summer Street

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

Public Attendees: John Joy (arrived after the executive session), Robert and Barbara Orleck, Dwight Porter, Martin Strange, and Joseph Voci; Attorney John C. Page of Zalinger Cameron & Lambek, P.C., of Montpelier, Vt. (arrived at 8 p.m.)

Media: None

1. Call to order

Mr. Reed called the meeting to order at 7:30 p.m. Because an acrid odor was present in the air of Conference Room B, coming from the control room for the elevator, Mr. Reed announced that, if there was no objection, the meeting would move upstairs to Conference Room A. The meeting reconvened in Conference Room A at 7:33 p.m.

2. Public Comment

Mr. Orleck stated his belief that the board would be agreeing to a large cash settlement with Gary Champy to get him to agree to resign his office of town manager. Mr. Orleck said he strongly objected to the board's having held seven executive sessions regarding the town manager's contract and their likely use of taxpayer funds to get Mr. Champy to resign.

Mr. Porter said he expects the cost of removing Mr. Champy will be more like \$250,000.

3. Labor Relations Personnel Matter – possible action

**At 7:40 p.m. Mr. Reed moved, seconded by Mr. Richburg, that the board enter into executive session pursuant to 1 V.S.A. § 313(a)(1) to consider the town's contract with the town manager, where premature general public knowledge would clearly place the municipality or the person involved at a substantial disadvantage. The motion passed. (Vote 4-1-0; Webster opposed.)**

Mr. Voci expressed his opinion that this would be an illegal executive session inasmuch as the town manager's contract is a settled document. The public attendees left the room at this time and the doors were closed.

Attorney John Page arrived at 8 p.m., and joined the board in executive session.

**At 8:24 p.m., on motion by Mr. Richburg, seconded by Mr. Kaplan, the board voted to return to open session, and the doors of Conference Room A were reopened. (Vote 5-0-0.)**

Public attendees at this time were John Joy, the Orlecks, Attorney John Page, Dwight Porter, and Joseph Voci.

**At 8:25 p.m. Mr. Brown moved, seconded by Mr. Richburg, that the board vote to authorize the board chair to execute the separation agreement prepared by legal counsel accepting the resignation of Town Manager Gary Champy and providing for terms of severance pay to Gary Champy, the chair to execute this agreement only after it has been executed by Gary Champy. The motion passed. (Vote 4-1-0; Webster opposed.)**

Special Selectboard Meeting of December 29, 2011, 7:30 p.m.  
Town Hall Conference Room B, 7 Summer Street

3. Adjournment

**At 8:26 p.m., on motion by Mr. Kaplan, seconded by Mr. Brown, the Board voted to adjourn until the next scheduled meeting on Tuesday, January 3, 2011, at 7:00 p.m. in Conference Room B of the Town Hall at 7 Summer Street. Vote 5-0-0.**

Respectfully submitted,

Stephen W. Webster  
Selectboard clerk

REFERENCE ONLY