

Selectboard Meeting Minutes of December 13, 2018  
Town Hall Conference Room B, 7 Summer Street

**Selectboard:** Trini Brassard, Larry Satcowitz, Perry Armstrong

**Municipal Staff:** Adolfo Bailon (Town Manager), Shannon Hance (Administrative Assistant), Mardee Sanchez (Zoning Administrator), Ed Luce (Head Lister)

**Public Attendees:** Christopher Wilson, Betsy Race, Morgan Easton, John Mazzucco, Stephanie Montgomery, Will Veve

**Media:** Matt Swenson from Orca Media, Dave Crosby from the Herald of Randolph

### **Regular Meeting**

1. **Call to Order**

Ms. Brassard called the meeting to order at 5:32 PM

2. **Public Comment**

Ms. Brassard asked if there was any public comment.

Mr. Crosby asked the Board for an update on the road reclassification/discontinuance process. Ms. Brassard said that this will be determined at the next meeting.

Ms. Race, a resident from East Randolph, said that the current East Randolph group would like to form an official Board or Committee, and then asked questions about this process. Ms. Race said that the ER group's next meeting will be held on January 9, 2019 at 5:30 PM at a member's place of residence. The Board reviewed some open meeting laws. The Selectboard asked Mr. Bailon to send Ms. Race the Selectboard e-mail as a means of communication. Ms. Race asked about the East Randolph Hall as a possible meeting place. The Board advised against the use of the Hall as a meeting place due to unsafe conditions. Mr. Bailon commented on the unsafe conditions of the Hall. Mr. Bailon talked about concerns and costs associated with upgrading the building. Ms. Race asked the Board for a report on the recent foundation assessment of East Randolph Hall, and expressed her support for upgrading the foundation.

Mr. Wilson spoke about his current verbal agreement on the purchase of 15 Main Street and asked if the Selectboard would consider a fair purchase price. Specifically, Mr. Wilson is requesting a different property tax value. Ms. Brassard suggested that Mr. Wilson hire a property assessor. Mr. Luce suggested writing the purchase agreement with a contingency. Ms. Brassard suggested that Mr. Wilson approach the Board of Adjustments.

3. **Approval of Agenda**

Mr. Bailon asked if the Board would like to change the next Selectboard Meeting time to January 7, 2019 to comply with the 60 day deadline of making a final decision in regards to the road reclassifications or discontinuances. The Selectboard agreed to have a Special Meeting on January 3, 2019 at 5:30 PM just for this matter.

On motion by Mr. Armstrong, and seconded by Mr. Satcowitz, the Board voted to approve the agenda and the date of the Special Meeting. Vote 3-0-0

4. **Consent Calendar**

- a. Meeting Minutes of October 15, 2018

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- b. Warrants
- c. Cemetery Plot Sale
- d. Quit Claim Deed

On motion by Mr. Armstrong, and seconded by Mr. Satcowitz, the Board voted to approve the consent calendar. Vote 3-0-0

**5. New Business**

**a. Legal Enforcement Action – Property on East Bethel Road**

Mr. Bailon introduced Ms. Sanchez to review this item. Ms. Sanchez reviewed the background involving numerous zoning violations made on this property over a long period of time. Ms. Sanchez said that in spite of site visits, a certified letter and a visit from the state Environmental Enforcement Officer, the owners have failed to properly clean-up this property. Ms. Sanchez asked the Selectboard for the authorization to engage the town attorney to pursue legal enforcement action.

On motion by Mr. Armstrong, and seconded by Mr. Satcowitz, the Board voted to approve the authorization of Ms. Sanchez to engage the town attorney to pursue legal enforcement action for the violations of the Land Use Regulations on the property of Hiram Salls, Sr., and Jr., at 1605 and 1624 East Bethel Road. Vote 3-0-0

**b. Appointments**

**• Conservation Commission (1 vacancy)**

Ms. Brassard introduced this item and presented Ian Blackmer and Morgan Easton as two interested candidates. Ms. Easton was present at the meeting. Mr. Satcowitz commented on the fact that Ms. Easton is also interested in the Design Review Advisory Committee (DRAC). Ms. Easton asked if owning property outside town was a conflict of interest if serving on the DRAC. The Selectboard said that it depends. Ms. Easton said that she would prefer to be on both committees. Mr. Armstrong said that Ms. Easton has an appropriate background to serve on both committees. Ms. Morgan spoke about her interests, current involvement and relevant experiences. Ms. Satcowitz commented on the fact that Mr. Blackmer has specialized knowledge about natural resources and encouraged Ms. Morgan to continue to participate in the Conservation Commission (RCC) meetings as a member of the public. Ms. Morgan was understanding of Mr. Blackmer's knowledge and supportive of his appointment. Mr. Satcowitz and Mr. Armstrong encouraged Ms. Easton to continue her participation in the RCC and to look out for future vacancies.

On motion by Mr. Satcowitz, and seconded by Mr. Armstrong, the Board voted to appoint Ian Blackmer to the Randolph Conservation Commission. Vote 3-0-0

**• Trustee of Public Funds (1 vacancy)**

Ms. Brassard presented Cliff Rankin as an interested candidate. The Board discussed this candidate and decided to obtain more information before making a decision.

**• Design Review Advisory Committee (2 vacancies)**

Ms. Brassard introduced this item.

On motion by Mr. Satcowitz, and seconded by Mr. Armstrong, the Board voted to appoint Camden Walters and Morgan Easton to the DRAC. Vote 3-0-0

- **Water & Wastewater Advisory Committee (1 vacancy)**

Ms. Brassard introduced David Farnham as an interested candidate. Mr. Armstrong asked for clarification of Mr. Farnham's qualifications and a brief discussion ensued. The Board then discussed the appointment process for this committee. Ms. Brassard said annually.

On motion by Mr. Armstrong, and seconded by Mr. Satcowitz, the Board voted to appoint Mr. Farnham to the Water & Wastewater Advisory Committee. Vote 3-0-0

- c. **2018 Grand List Errors and Omissions**

Mr. Bailon introduced Mr. Luce to discuss this item. Mr. Luce reviewed the statutory process of providing a list of errors and omissions to the Grand List to the Selectboard for approval. The Board referred to the list of errors and asked questions. Mr. Luce responded to the questions. Mr. Luce requested signatures from the Board for approval of the list.

On motion by Mr. Armstrong, and seconded by Mr. Satcowitz, the Board voted to approve the 2018 Grand List of Errors and Omissions. Vote 3-0-0

- d. **Selectboard Liaisons**

- **Capital Planning & Budget Committee**
- **Conservation Commission**

Mr. Bailon said that these two committees have asked for Selectboard liaisons. Mr. Armstrong said that he would act as liaison for the Conservation Commission. The Selectboard talked about Mike Hildenbrand as a possible liaison for the Capital Planning & Budget Committee since he is currently the liaison for the Budget Committee. Ms. Brassard agreed to speak with Mr. Hildenbrand.

## 6. Grants

- a. **Water and Wastewater Grant Briefing**

Mr. Bailon said that the Water & Wastewater Superintendent (WWS) and Grants Administrator recently discovered that the town had not closed out a USDA Grant that was issued for the construction of the new Water & Wastewater Facility. Mr. Bailon said that Mr. Chambers (WWS) is working with an engineer on ideas for the construction of a much needed storage facility at the Water & Wastewater Plant (WWP). Mr. Bailon said that he is presenting this to the Board because of the purchasing policy, but will bring a finalized idea to the Board at a future meeting. The Board discussed the specifics of this grant and agreed that Mr. Bailon should continue working towards a way to use this remaining grant money by the WWP.

- b. **EV Charging Station**

Mr. Bailon provided the Board with EV Charging Station construction bids. Mr. Bailon said that a bid for the location of the center island in the town hall parking lot has not yet been obtained. Mr. Bailon said that the grant application deadline was missed for this year, but there is another application deadline in April of next year. Mr. Bailon continued

to talk about the bids and potential costs. Ms. Brassard expressed concern about placing the EV Charging Stations too close to the handicapped parking spots. Mr. Bailon said that the center islands are the preferred location and introduced the Municipal Resolution. Mr. Bailon asked the Board if he could continue working towards a resolution of this process with the R3 group. The Board said yes.

**7. Old Business**

**a. Economic Director Position**

Mr. Bailon announced to the Board that the town will commence recruitment for this position on Monday. Mr. Bailon said that this position will now be full-time and not contracted. Mr. Armstrong asked how this position will be marketed. Mr. Bailon responded. Mr. Armstrong recommended that the town's economic development partners are involved in the marketing process and requested a broad range of marketing. Mr. Bailon suggested putting together an Interview Panel including Selectboard members, other business-related entities in town and the Green Mountain Economic Development Corp. Mr. Armstrong agreed with forming an Interview Panel.

**b. Personnel Policy Review and Update**

Mr. Bailon said that the town attorney has completed a review of the policy updates, and that a fully edited and updated version of the policy will be presented at a future meeting.

**c. Green Lantern Lease Agreement**

Mr. Bailon introduced the updated lease agreement which expands on the lease agreement that the Board approved earlier this year. Mr. Bailon said that the town attorney has approved this lease agreement and that the annual lease amount remains the same. Ms. Brassard asked about the landfill caps, access road maintenance and clarification on the amount of space needed for solar panels. Mr. Bailon responded. The Board and Mr. Bailon continued to discuss the amount of space needed for solar panels, which is written in the lease agreement as 1.5 acres. Ms. Brassard questioned whether or not they might be expanding in the future. Mr. Armstrong commented that the lease agreement is acceptable.

**At this time, the Board moved to the Town Report item while waiting for the Green Lantern representative to arrive.**

**d. Town Report**

Mr. Bailon requested that the Board make a decision on the Dedication. The Board replied that they will think about it.

Mr. Bailon asked if the Board had a preferred photograph for the Town Report. The Board replied that they will think about it.

Mr. Bailon confirmed that Mr. Satcowitz has agreed to write the Selectboard Report.

**8. Other Business**

No comment was made under this item.

**9. Manager's Report**

Mr. Bailon informed the Board that the current Fire Warden is requesting resignation, so the town is now in the process of finding a new Fire Warden. Ms. Brassard reviewed the job description of

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the Fire Warden appointment, which includes a minimal yearly stipend. Mr. Bailon and the Board discussed the possibility of augmenting the town budget in order to increase the Fire Warden's yearly stipend.

**At this time, Mr. Bailon introduced Will Veve from Green Mountain Lantern to answer any questions regarding the Lease Agreement.**

Ms. Brassard asked if the Town plows the access road. Mr. Bailon said yes, but only for quarterly monitoring by the Water & Wastewater Department. Mr. Veve responded that Green Mountain Power will need access. Ms. Brassard expressed concern that Green Lantern would expect the Town to keep the access road plowed at a higher level than the Town needs. Mr. Veve responded by saying that he does not foresee an issue because the annual inspections will generally occur during the summer.

Mr. Satcowitz asked about the potential of expansion by Green Lantern. Mr. Veve said that this specific solar site, which is on a capped landfill, has no more room for expansion. Mr. Veve also said that the Green Mountain Power system cannot currently take anymore generation. Ms. Brassard asked to remove the "expansion" wording from the lease agreement. Mr. Veve and the Board talked about the lifespan and the future of solar panels.

On motion by Mr. Armstrong, and seconded by Mr. Satcowitz, the Board voted to authorize Mr. Bailon to sign the Green Lantern Land Lease Agreement following a renegotiation of the expansion terms. Vote 3-0-0

Mr. Veve concluded by saying that he will respond to the expansion question in the morning, that construction will occur in the first quarter of next year and that the next issue is for the town to make a decision about their involvement in net-metering. Mr. Armstrong responded by saying that there is an interest in a community solar project. Mr. Veve responded by recommending Catamount Solar for a community solar project.

**At this time, Mr. Bailon continued to make the Manager's Report.**

Mr. Bailon briefed the Board on the ongoing discussion that he is having with the Fire Services Advisory Committee about the purchase of a new East Randolph Fire Truck.

Mr. Bailon briefed the Board on the VOREC grant that is being pursued by RASTA and spear-headed by Zack Freeman with a deadline of January 14, 2019.

Mr. Bailon briefed the Board on the R3 Group's mission to form a committee to discuss the issue of child care. Mr. Bailon will be participating in those meetings. Damian DiNicola has agreed to be the Chair.

Mr. Bailon briefed the Board on the Ad-Hoc Police District Evaluation Committee. The next meeting is January 9, 2019 and a final decision will be made as long as all committee members are present.

Mr. Bailon said that he is working with the Orange County Sherriff to amend the winter parking ban policy in order to prevent overnight parking in the village to allow for snow plowing. Mr. Bailon said that there will be a public announcement.

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Mr. Bailon updated the Board on the swimming pool, and the response to the RFP by Wesson and Sampson. Mr. Bailon said that he will bring this information to the next meeting.

Mr. Bailon said that he has spoken with a codification company to establish a list of codes for the town. The quote for services would be between 2 and 5K.

Mr. Bailon briefed the Board on his recent meeting with New England Central Rail (NECR) engineers in regards to Railroad Street. Mr. Bailon and the Board discussed this project.

Mr. Bailon said that the town is continuing to take steps to standardize the HR process. Mr. Bailon spoke to the Board about a recent staff training that was well received by staff.

Mr. Bailon briefed the Board on a recent meeting with RACDC which included a potential site for a child care facility and a potential partnership on a housing facility.

At 7:02 PM, on motion by Mr. Satcowitz and seconded by Mr. Armstrong, the Board voted to enter into executive session with Mr. Bailon present. Vote 3-0-0

**10. Executive Session**

- a. Pursuant to 1 VSA §313 (a)(1)(F) – Attorney-Town Communication**
- b. Pursuant to 1 VSA §313 (a)(1)(B) – Labor Relations Agreement**

At 7:58 PM, on motion by Mr. Satcowitz and seconded by Mr. Armstrong, the Board voted to exit from the Executive Session. Vote 3-0-0

**11. Adjournment**

At 7:59 PM, on motion by Mr. Satcowitz, and seconded by Mr. Armstrong, the Board voted to adjourn the meeting. Vote 3-0-0

*Prepared by Shannon Hance, Town Administrative Assistant*

Note: This agenda may be modified 24 hours prior to meeting. At the discretion of the Chair, the Board may deviate from the order of subjects above. The Town of Randolph provides equal access to its programs and services. To request a specific accommodation, contact the Town at 802-728-5433 or 800-253-0191 \*TTY) or email [AdminAssist@randolphvt.org](mailto:AdminAssist@randolphvt.org). The Town offices are wheelchair accessible.