

Town of Randolph
Regular Meeting Minutes – Selectboard (DRAFT)
July 8, 2021

1
2 ***This meeting was held in-person, with additional remote access provided via Zoom.**
3 ****This draft is intended for open meeting law compliance; a more detailed version may replace**
4 **the draft.**

5
6 **Selectboard:** Trini Brassard (via Zoom), Perry Armstrong, Patrick French, Tom Ayres, and Larry
7 Satcowitz.

8
9 **Municipal Staff:** Trevor Lashua, Dennis Brown (lister), Mimi Burstein (lister), and Joshua Jerome
10 (via Zoom).

11
12 **Public Attendees:** Jenny Carter and a group of law students, and Robin Goodall (via Zoom).

13
14 **Media:** ORCA Media

15
16 **Public Hearing – Amendments to the Land Use Regulations**

17
18 Trini called the public hearing to order at 5:30 p.m.

19
20 Josh Jerome provided an overview of the proposed changes. Jenny Carter spoke in support of the
21 proposed changes.

22
23 Trini closed the public hearing.

24
25 **Board of Liquor Control**

26
27 Trini opened the Board of Liquor Control meeting.

28
29 Perry moved to approve the liquor control meeting agenda. Larry seconded. The motion passed 5-0.

30
31 Kuya’s Sandwiches+Kitchen were seeking a 1st class liquor license with outside consumption permit.
32 Travis and Patti Burns were in attendance.

33
34 Pat moved to approved the first-class liquor license, with an outside consumption permit, for PT
35 Burns, LLC, doing business as Kuya’s Sandwiches+Kitchen. Tom seconded. The motion passed 5-0.

36
37 Larry moved to adjourn the Board of Liquor Control meeting. Perry seconded. The motion passed 5-
38 0.

39
40 **Regular Selectboard Meeting.**

41
42 Trini called the meeting to order at 5:30 p.m.

43
44 2. Public Comment

45 Robin Goodall voiced her displeasure with the alterations in the parade route and the
46 communication about it. She also voiced displeasure about the lack of discussion of the Maple

47 Street project, and communication with the neighborhood. The Board will consider placing
48 the topic on the August agenda.

49
50 3. Approval of Agenda

51
52 *Tom moved to amend the agenda to add 5.i.h, authorization for the Kimball Library to apply*
53 *for an ARPA grant, and to add consideration of approval of the land use regulation*
54 *amendments under old business. Pat seconded. The motion passed 5-0.*

55
56 4. Consent Calendar

57
58 *Perry moved to approve the consent calendar as presented. Larry seconded. The motion*
59 *passed 5-0.*

60
61 5. New Business

62
63 a. Consider Selection of Firm for Re-Appraisal –

64
65 Dennis and Mimi provided an overview of the process, the need for reappraisal, the
66 timing, and the cost; the recommendation was to award the reappraisal bid to New
67 England Municipal Consultants.

68
69 There was discussion about the need for reappraisal, given the Town’s common level
70 of appraisal was near the 100% mark. The discussion touched on the oddities of recent
71 real estate markets, the decade and a half between reappraisals, and the need to set
72 more updated values for commercial properties.

73
74 *Perry moved to approve the selection of New England Municipal Consultants, as*
75 *recommended by the listers, and to authorize the Town Manager to sign the contract.*
76 *Larry seconded. The motion passed 5-0.*

77
78 b. Consider Selection of Financial Institution for a Tax Anticipation Note – Trevor
79 provided an overview of the competitive bid process, and the recommended selection
80 of Union Bank. There was discussion about both the interest rate and the interest
81 earned, and the possible net effect of different scenarios. The TAN potentially
82 provides funding to bridge the distance between the fiscal year’s start on July 1 and the
83 first tax installment payments in October.

84
85 *Pat moved to approve the selection of Union Bank as recommended, to facilitate*
86 *document preparation and get financing in place to ensure timely availability of funds.*
87 *Larry seconded. The motion passed 5-0.*

88
89 c. Review COVID-19 Policies and Practices –

90 There was discussion about keeping a hybrid meeting system, blending in-person and
91 remote options. There was additional discussion about practices related to warrants

92 and payroll warrants, which worked well and proved efficient. Staff was directed to
93 explore electronic document signing options moving forward.

- 94
95 d. Consider Certifying Submittal of FY22 Letter of Intent for Municipal Roads Grants-
96 in-Aid Program – The Town can receive \$18,500 in grant funding, and \$20,200 total
97 when including the local match (which could be cash, in-kind, and/or materials). The
98 program funds projects aimed at improving water quality and stormwater
99 management. The Board was asked to certify the letter’s submittal; the letter was
100 submitted in advance of the deadline (which had passed) and could be withdrawn if
101 necessary.

102
103 *Pat moved to certify the submittal of a letter of intent to participate in the Municipal*
104 *Roads Grants-In-Aid program. Tom seconded. The motion passed 5-0.*

- 105
106 e. Consider Appointing an Interim E-911 Coordinator – The Town needs an interim E-
107 911 coordinator until a more permanent employee option is identified.

108
109 *Larry moved to appoint the Town Manager as interim E-911 coordinator for the Town*
110 *of Randolph. Pat seconded. The motion passed 5-0.*

- 111
112 f. ARPA Funding and Guidelines Update – Trevor provided an overview of the payment
113 schedule; the Town submitted its request for the first half of funds (\$239,944.50). The
114 second half can be requested next year. There was general discussion about potential
115 uses, and a local process and community conversation on how to use the funds once
116 there was more clarity. Trevor also spoke of the prudence of clarifying process
117 elements, such as appointment of an authorized representative and certification of the
118 request, to avoid any issues related to reporting later on.

119
120 *Tom moved to appoint the Town Manager as the Town’s authorized representative for*
121 *all ARPA-related matters, and to certify the Town of Randolph’s application for*
122 *funding and acceptance of all applicable terms and conditions as required. Larry*
123 *seconded. The motion passed 5-0.*

- 124
125 g. Assembly Permit Applications – Matsuri Music Festival and RACDC Salisbury
126 Square Cornhole Tournament and Community Fair – Perry notified Board members of
127 his intent to abstain from the application for the Matsuri Music Festival, as he owns
128 the land the festival will be held on.

129
130 *Larry moved to approve the public assembly permit for the Matsuri Music Festival on*
131 *Saturday, August 21st, from 2:00 p.m. to 6:30 p.m. Pat seconded. The motion passed 4-*
132 *0-1 (Perry abstained).*

133
134 *Larry moved to approve the public assembly permit for RACDC’s Salisbury Square*
135 *Cornhole Tournament and Community Fair on Saturday, August 28th from 1:00 p.m.*
136 *to 6:00 p.m. Perry seconded. The motion passed 5-0.*

138 h. Authorization for Kimball Library to Apply for ARPA Grant – The library is seeking
139 authorization to apply for a grant using ARPA funds, provided through the Vermont
140 Department of Libraries. The \$8,688.39 grant has no local match requirement, and can
141 be used to purchase outdoor furnishings, technology, and collection purchases.
142

143 *Tom moved to authorize the Kimball Library to apply for an ARPA grant from the*
144 *Vermont Department of Libraries in the amount of \$8,688.39. Pat seconded. The*
145 *motion passed 5-0.*
146

147 6. Old Business

148 *Pat moved to appoint Maryann Zavez to the Energy Committee. Larry seconded. The motion*
149 *passed 5-0.*
150

151 *Larry moved to approve the proposed changes to the land use regulations as presented. Tom*
152 *seconded. The motion passed 5-0.*
153

154 Trevor noted that the amended regulations will be in effect in 21 days, unless an appeal is
155 filed in the appropriate timeframe.
156

157 7. Other Business

158
159 There was discussion about highway department staffing concerns, and the need to navigate a
160 summer schedule with fewer employees than normal due to absences and changes in
161 positions.
162

163 8. Manager's Report.

164
165 The Town Manager's report covered the Beanville Road culvert, issues with the Pearl Street
166 well pump, and other topics.
167

168 9. Adjournment.

169 *Perry moved to adjourn at 7:14 p.m. Larry seconded. The motion passed 5-0.*
170