

Town of Randolph
Regular Meeting Minutes
Selectboard (DRAFT)
January 4, 2024



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2 ***This meeting was hybrid, with remote access provided via Zoom.**

3 ****This draft is intended for open meeting law compliance. A more detailed version may**
4 **replace the draft.**

5
6 **Selectboard:** Trini Brassard, Larry Satcowitz, Alissa Matthews (via Zoom), Stephanie Tyler
7 (via Zoom), and Tom Ayres.

8
9 **Municipal Staff:** Trevor Lashua, Town Manager; Mimi Burstein, Assessor; Emery Mattheis,
10 Town Clerk/Treasurer; Scott Clouatre, Police Chief (via Zoom).

11
12 **Public Attendees** (in person): Sonny Holt.

13
14 **Public Attendees** (via Zoom): Amy Grasmick, Library Director, Jon Kaplan, Anne Kaplan, and
15 others.

16
17 **Media:** None.

18
19 **1. Call to Order**

20 Trini called the meeting to order at 5:49 p.m. The meeting start was delayed due to technical
21 issues with Zoom.

22
23 **2. Public Comment**

24 None.

25
26 **3. Approval of Agenda**

27 *Tom moved to approve the agenda. Larry seconded. The motion passed 5-0.*

28
29 **Consent Calendar (#4)**

30 *Tom moved to approve the consent calendar as presented. Larry seconded. The motion passed 5-*
31 *0.*

32
33 **Business (#5)**

34
35 **5.a. – FY25 Budget – Presentation and Discussion.**

36 Trevor provided an overview of the opening version of the FY25 budgets for the General Fund,
37 Highway Fund, Library Fund, Police Fund, Water Fund, Wastewater Fund, and Special
38 Appropriations.

39
40 The following items were highlighted as pressures, challenges, and opportunities for FY25:
41

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- 42 • Costs related to salary and benefits – especially health insurance – are up. Employees on
43 less expensive health plans were replaced with those on more expensive ones.
- 44 • Salaries were higher than before due to the combination of a 3% adjustment and hiring
45 new employees at higher rates of pay.
- 46 • One increase is for the Planning, Zoning, and Grants administrator position. FY24
47 included six months of salary (the position started in January); FY25 contains the whole
48 year.
- 49 • Employees shuffled around in the Recreation and Buildings and Grounds Departments
50 were reallocated.
- 51 • The auditor’s recommended change in budgeting for Highway Fund debt service was
52 included. This change leads to the debt service funds being paid directly from the
53 Highway Fund, as opposed to transferred out to the General Fund and then paid from
54 there.
- 55 • Transfers to capital reserves are generally level from FY24, with a few exceptions.
- 56 • The Police Fund is based on the existing district model under consideration by the Police
57 Services Committee, as it’s the model in existence. The General Fund payment for
58 service is increased in the draft.
- 59 • Chemical and leachate processing costs are up in the water and wastewater budgets.
- 60 • The first debt service payment for the North wells and reservoir loan is included.
- 61 • The Senior Center successfully petitioned for inclusion on the warning for an increase in
62 funds, which is the only change to the Special Appropriations.
- 63 • Estimating tax rate impacts will be difficult – the reappraisal is underway, and the grand
64 list used to set the tax rates in August 2025 hasn’t been established. Staff will work on
65 estimating orders of magnitude, where/when possible.
- 66

67 The Board reviewed a budget schedule with the following:

- 68 • 1/11 – Review the General Fund, Library Fund, and Special Appropriations. Begin
69 discussing the capital improvement program.
- 70 • 1/18 – Review the Police Fund and Highway Fund budgets, along with the capital
71 improvement program.
- 72 • 1/25 – Review and discuss all components, set final targets. If possible, approve and set
73 the number for warning for Town Meeting.
- 74 • 2/1 – An additional date, if needed, along with any special meetings called for the
75 purpose.
- 76

77 5.b – Discuss Appointment of Town Clerk and Treasurer.

78 Town Clerk/Treasurer Emery Mattheis announced he would not seek re-election, opening an
79 opportunity to discuss appointment of the Town Clerk and Town Treasurer positions. The
80 positions would be separately voted on at Town Meeting in March. The Town Meeting articles
81 would be, for example: “*Shall the voters authorize the Selectboard to appoint a Town Treasurer*
82 *as provided in 17 V.S.A. § 2651f?*”

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83
84 The Board discussed roles and responsibilities with Emery and Trevor. No formal action was
85 taken, but the Board members agreed to warn the question of appointment for Town Meeting.
86

87 5.c – Consider Approving Loan Documents and Resolutions for the North Wells and Reservoir
88 State Revolving Loan Fund Loan.

89 Approval and signature were the final step in formalizing the loan for the North wells and
90 reservoir project. The 40-year SRF loan provides more than \$2.1 million in borrowing capacity,
91 when the \$650,000+ in subsidies are added to the loan amount approved by voters (\$1.5 million).
92

93 The current funding breakdown is:
94

<i>FUNDING SOURCE</i>	<i>TOTAL</i>
State Revolving Fund – drinking water loan	\$1,500,000
State Revolving Fund – subsidies	\$653,582
Congressionally-Directed Spending Award (as an EPA State and Tribal Assistance Grant)	\$775,000
Northern Borders Regional Commission Grant	\$450,000
<i>TOTAL FUNDS</i>	\$3,378,582
<i>Optional Remaining Funding</i>	<i>Total</i>
CDBG Grant from the VT Community Development Program (awarded; no grant agreement in place).	\$300,000

95
96 The SRF loan is also the first source of reimbursement in the funding stack, followed by the
97 Northern Borders grant. The EPA STAG grant will, due to timing, be last. The Town already has
98 interim financing in place to assist with project costs.
99

100 *Tom moved to approve the following, authorizing the Board chair and Town Treasurer to sign*
101 *where necessary:*

- 102
- 103 • *The Vermont State Revolving Fund Loan Agreement for Loan RF3-430-3.0 for*
104 *\$2,153,582.00.*
- 105 • *Exhibit C, the re-payment schedule.*
- 106 • *Exhibit D, the Resolution and Certificate, which will be incorporated into the minutes of*
107 *the meeting (see attached).*

108
109 *Larry seconded. The motion passed 5-0.*

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111 **Manager’s Report (#6)**

112 The Board discussed annual report dedication, and selected a candidate (Clayton Butterfield).

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Executive Session (#7)

No executive session was necessary.

Larry moved to adjourn at 7:20 p.m. Tom seconded. The motion passed 5-0.

The Board's next meeting is Thursday, January 11th, at 5:30 p.m.

EXHIBIT D

RESOLUTION AND CERTIFICATE
(General Obligation)
(Vermont Drinking Water State Revolving Fund)

WHEREAS, at meetings of the municipal legislative body of the Town of Randolph (herein called the "Municipality") at each of which all or a majority of the members were present and voting, which meetings were duly noticed, called and held as appears of record, it was found and determined that the public interest and necessity required certain public water system improvements described in Exhibit A, and it was further found and determined that the cost of making such public improvements would be too great to be paid out of ordinary annual income and revenue, and that a proposal for providing such improvements and the issuance of bonds of the Municipality to pay for its share of the cost of the same was submitted to the legal voters at meetings thereof, and it was ordered, all of which action is hereby ratified and confirmed; and

WHEREAS, pursuant to the foregoing action, at a meeting of the Municipality which was warned and held at the place and time appointed therefor, there was submitted a proposition to be voted upon by ballot between the hours stated in the Warning, all as appears by reference; and

WHEREAS, the said Warning was duly recorded, published and posted, and said meeting was duly convened and conducted, all as appears of record, and which proceedings are hereby ratified and confirmed in all respects; and

WHEREAS, immediately upon closing of the polls and after counting of the ballots cast, the results as set forth were declared by the moderator, all as appears of record, and pursuant to which the Municipality is carrying forward the authorized improvements and pursuing the same diligently to completion; and

WHEREAS, the Municipality has applied for financial assistance in making the authorized improvements which application has been approved by the Department of Environmental Conservation and the Vermont Municipal Bond Bank, as evidenced by the Funding Application Approval, the terms and conditions of which are found in Exhibit A; and

WHEREAS, pursuant to powers vested in them by law the said governing board is about to enter into a Loan Agreement on behalf of the Municipality with the Vermont Municipal Bond Bank respecting a Loan from said Bank in the amount of \$2,153,582.00, to be discounted by the amount of up to \$1,076,791.00, repayable with interest at the rate of 0.00% per annum, together with an administrative fee of 0.00%.

AND WHEREAS, the Bond to be given by the Municipality to the Vermont Municipal Bond Bank at the time of receiving the proceeds of said Loan shall be substantially in the form found in Exhibit C;

THEREFORE, be it resolved that the Governing Body proceed forthwith to cause said Bond to be executed and delivered to the Vermont Municipal Bond Bank upon the price and terms stated, and be registered as the law provides; and

EXHIBIT D

BE IT FURTHER RESOLVED, that the Bond when issued and delivered pursuant to law and this Resolution shall be the valid and binding obligation of the said Municipality, payable according to law and the terms and tenor thereof from unlimited ad valorem taxes on the grand list of taxable property of said Municipality as established, assessed, apportioned and provided by law; and

BE IT FURTHER RESOLVED, that in addition to all other taxes, there shall annually be assessed and collected in the manner provided by law each year until the Bond, or any bond or bonds issued to refund or replace the same, is fully paid, a tax, charge or assessment sufficient to pay the note and bond or bonds as the same shall become due; and

BE IT FURTHER RESOLVED, that execution of the above-referenced Loan Agreement between the Municipality and the Vermont Municipal Bond Bank is hereby authorized, the presiding officer of the legislative body and Treasurer of the borrower being directed to execute said Loan Agreement on behalf of the Municipality and the legislative branch thereof; and

BE IT FURTHER RESOLVED, that the Municipality expressly incorporates into this Resolution each and every term, provision, covenant and representation set forth at length in Exhibit A to be delivered in connection with the issuance and sale of the Bond, execution and delivery of each of which is hereby authorized, ratified and confirmed in all respects, and the covenants, representations and undertakings set forth at length in said Loan Agreement are incorporated herein by reference; and

BE IT FURTHER RESOLVED, that all acts and things heretofore done by the lawfully constituted officers of the Municipality, and any and all acts or proceedings of the Municipality and of its Governing Body, in, about or concerning the improvements hereinabove described and of the issuance of evidence of debt in connection therewith, are hereby ratified and confirmed.

BE IT FURTHER RESOLVED, that in connection with the pending sale of the Bond in the face amount of \$2,153,582.00 to the Vermont Municipal Bond Bank, execution and delivery of the Bond, this Resolution Certificate, Loan Agreement and incidental documents, all attached hereto, are authorized; and

BE IT FURTHER RESOLVED, that M&T Bank in the City of Burlington, Vermont, is hereby designated the Municipality's paying agent with respect to the Bond and the Loan Agreement.

And we, the undersigned officers, as indicated, hereby certify that we as such officers have signed the Bond payable as aforesaid, and reciting that it is issued under and pursuant to the vote herein above mentioned, and we also certify that the Bond is duly registered in the office of the Treasurer of the Municipality as prescribed by law.

And we, the said officers of the Municipality, hereby certify that we are the duly chosen, qualified and acting officers of the Municipality as undersigned; that the Bond is issued pursuant to said authority; that no other proceedings relating thereto have been taken; and that no such authority or proceeding has been repealed or amended.

EXHIBIT D

We further certify that no litigation is pending or threatened affecting the validity of the Bond nor the levy and collection of taxes, charges or assessments to pay it, nor the works of improvement financed by the proceeds of the Bond, and that neither the corporate existence of the Municipality nor the title of any of us to our respective offices is being questioned.

ATTEST:

Town of Randolph

Clerk

By: _____

Majority of its Governing Body

And By:

Its Treasurer