

**Town of Randolph**  
**Regular Meeting Minutes**  
**Selectboard (DRAFT)**  
**January 11, 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:** Larry Satcowitz, Alissa Matthews (via Zoom), Stephanie Tyler, and Tom Ayres.

7  
8 **Municipal Staff:** Trevor Lashua, Town Manager; Mimi Burstein, Assessor; Emery Mattheis,  
9 Town Clerk/Treasurer; Amy Grasmick, Library Director

10  
11 **Public Attendees** (in person): Joyce Mazzucco, Joe Voci, Alejandro Ruiz.

12  
13 **Public Attendees** (via Zoom): Jon Kaplan, Anne Kaplan, Michael Collins, Jamaica Kelly, and  
14 others.

15  
16 **Media:** ORCA (both in room and via Zoom).

17  
18 **1. Call to Order**

19 Larry called the meeting to order at 5:37 p.m.

20  
21 **2. Public Comment**

22 Mimi Burstein described how the Town is receiving a temporary common level of appraisal  
23 (CLA) while the reappraisal process is underway. This will affect school taxes, and the county  
24 tax levy.

25  
26 **3. Approval of Agenda**

27 *Tom moved to approve the agenda. Stephanie seconded. The motion passed 4-0.*

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

30 *Tom moved to approve the consent calendar as presented. Alissa seconded. The motion passed*  
31 *4-0.*

32  
33 **Business (#5)**

34  
35 *5.a. – Consider Approving Liquor License Renewals.*

36 **Larry recessed the Selectboard meeting at 5:42 p.m., and opened the Local Control Board**  
37 **meeting.**

38  
39 There was no public comment.

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41 *Stephanie moved to approve the license renewals as presented, and with outside consumption*  
42 *permits and tobacco licenses where requested and appropriate. Tom seconded. The motion*  
43 *passed 4-0.*

44

45 *Tom moved to adjourn the Local Control Board meeting at 5:47 p.m. Stephanie seconded. The*  
46 *motion passed 4-0.*

47

48 **Larry re-opened the Selectboard meeting at 5:47 p.m.**

49

50 *5.b – Consider Appointments to Boards/Committees/Commissions – Planning Commission.*

51 The Board interviewed Alejandro Ruiz for the remainder of a term expiring in 2025. Alejandro  
52 described his work experience and interest in serving the community.

53

54 *Tom moved to appoint Alejandro Ruiz to the Planning Commission for a term expiring in 2025.*  
55 *Stephanie seconded. The motion passed 4-0.*

56

57 **The Board reconfigured the meeting agenda, moving the following items forward – 5.d, 5.f,**  
58 **5.g, then 5.e.**

59

60 *5.d – Consider Approving Randolph Police Department Domestic Violence Policy.*

61 The policy is mandated by the State. The Board briefly discussed contents and application when  
62 officers/employees are involved in domestic violence situations.

63

64 *Tom moved to approve and adopt the policy as presented. Alissa seconded. The motion passed 4-*  
65 *0.*

66

67 *5.d – Consider Approving Appointing a Zoning Administrator and an E-911 Coordinator.*

68 *Tom moved to appoint Jeff Grout as the E-911 Coordinator for the Town of Randolph, effective*  
69 *1/17/2024. Stephanie seconded. The motion passed 4-0.*

70

71 *Tom moved to appoint Jeff Grout as the Zoning Administrator for the Town of Randolph,*  
72 *effective 1/17/2024. Stephanie seconded. The motion passed 4-0.*

73

74 *5.g – Consider Adopting the 2024 VTrans Mileage Certificate.*

75 An annual requirement, the certificate is required to receive State Highway Aid (~\$208,000).  
76 There are no changes to the prior year’s certificate.

77

78 *Tom moved to approve and adopt the policy as presented. Alissa seconded. The motion passed 4-*  
79 *0.*

80

81 *5.e – Follow-Up on Appointment of Town Clerk and Town Treasurer.*

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82 The Board talked about process, requirements, timing, and other mechanical elements. Joyce  
83 Mazzucco, former town clerk/treasurer, provided historical and technical perspective as well,  
84 such as the appropriateness of Australian ballot usage for voting. More research will be needed  
85 on the timing elements.

86  
87 Some of the discussion centered on election vs. appointment of the Town Clerk, with the  
88 concerns being independence, election integrity, professionalism, and accountability. There was  
89 general agreement on appointing a Town Treasurer.

90  
91 5.c – FY25 Budget Review and Discussion.

92 Discussion of the library budget was first; there were not many changes from prior years. Amy  
93 Grasmick answered questions regarding funding, programming, building needs, and interlibrary  
94 loans.

95  
96 Trevor walked through the General Fund budget, highlighting the major changes on the revenue  
97 and expenditure sides. [***Please note:*** budget sheets are available in the meeting packet (p.35)  
98 posted to the website, or [by clicking here](#)].

99  
100 Tax rate impact is difficult to calculate due to the on-going reappraisal. Pressures and increases  
101 tended to be on the personnel end of things. The \$4,000 change to the special appropriations  
102 section is due to a petitioned request for an increase for the Senior Center. Highway and Police  
103 budgets are scheduled for review on 1/18. The capital program may be re-worked as a three-year  
104 program instead of five, to allow for other efforts and debt service retirement to occur.

105  
106 **Manager’s Report (#6)**

107 The Board discussed the written report briefly.

108  
109 **Executive Session (#7)**

110 No executive session was necessary.

111  
112 *Stephanie moved to adjourn at 8:22 p.m. Alissa seconded. The motion passed 4-0.*

113  
114 **The Board’s next meeting is Thursday, January 18<sup>th</sup>, at 5:30 p.m.**

115