

Town of Randolph
Regular Meeting Minutes – Selectboard (DRAFT)
November 10, 2022



1
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, Tom Ayres, Pat French.

7
8 **Municipal Staff:** Trevor Lashua, Town Manager; Chris Chambers (via Zoom), Mark Rosalbo
9 (via Zoom).

10
11 **Public Attendees:** Matt, Jerry Ward, Sonny Holt (via Zoom), Jamaica Kelley (via Zoom).

12
13 **Media:** ORCA in person and via Zoom.

14
15 **Meeting**

16
17 1. Call to Order

18
19 Larry called the meeting to order at 5:30.

20
21 2. Public Comment

22
23 Sonny asked about the possible appointment of a new member to the Planning Commission.
24 Larry said that would be handled under the warned item for appointments.

25
26 No other public comment.

27
28 3. Approval of Agenda

29
30 *Pat moved to approve the agenda. Tom seconded. The motion passed 3-0.*

31
32 4. Consider Consent Calendar (meetings minutes, warrants).

33
34 *Tom moved to approve the consent calendar. Pat seconded. The motion passed 3-0.*

35
36 **Business (#5)**

37
38 5.a. – Consider Equipment Proposal - Jetter.

39 Staff presented an analysis of four jetter options, along with a recommendation for which
40 equipment was preferred for purchase. Chris Chambers described what a jetter does, why it's
41 important, what's wrong with the old one the Town has (essentially, it's well past its useful life),
42 and replacement timing. The preferred unit would come from Hot Jet USA. There was a
43 discussion on how to fund the \$114,000 piece of equipment, with lease financing (lease-to-own)

Town of Randolph
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44 the option. Staff will solicit financing proposals and bring one back for consideration and action
45 in December.

46
47 *Tom moved to authorize the purchase of the jetter as recommended, with staff to come back with*
48 *a financing proposal at the next meeting. Pat seconded. The motion passed 3-0.*

49
50 *5.b – Discuss Blink Solar/EV Charging Station Easement and Agreement.*

51 There was a general discussion of what was being asked of the Town – essentially, supporting
52 equipment for a group of rapid chargers is proposed to be located on Town property (the South
53 Pleasant Street parking lot) within an existing easement area. The charging stations would be on
54 private property adjacent to the Town-owned lot. The State is providing most or all of the
55 funding, through VW diesel settlement funds. Blink, a Florida company, is the vendor. What’s
56 needed is an agreement allowing the placement, and spelling out responsibilities (namely that the
57 Town is not responsible or otherwise liable for any of the equipment). The agreement is intended
58 to be ready for review in December.

59
60 *5.c – Traffic Ordinance Revisions Update.*

61 The proposed changes between v.01 an v.02 were reviewed, and are:

- 62
63 1) *Article IV, Sections 2 and 3, Lines 70-77, p.2* – references to, “village” are replaced by,
64 “Police District.” This provides consistency and uses existing formally-delineated
65 boundaries.
66 2) *Article V, Section 8, lines 168-172, p.4* – This is added by request of the Kimball Public
67 Library. Patron feedback consistently includes access issues; the parking concerns have
68 been exacerbated by residents of the Randolph House parking on that section of Main
69 Street while their building’s parking lot is closed. The language would allow the
70 Selectboard to designate as many as three spaces by the library for time-limited use by
71 patrons during the week.
72 3) *Article VI, All Sections, lines 174-197, p.4-5* – This article is new, and added following
73 feedback discussions with OCSD personnel. The article provides language for stop and
74 yield signs, while also designating, “high-priority” intersections.
75 4) *Article VII, All Sections, lines 200-210, p.5* – This article is new, and added to provide
76 better enforcement for tractor-trailer travel on prohibited streets. This was added
77 following feedback discussions with OCSD personnel, and in response to on-going
78 enforcement challenges with prohibited truck activity.

79
80 The changes identified in the prior revision version were “blessed” during OCSD’s review as
81 well. The next step is a public hearing, which will be held in December or January.

82
83 *5.d – Consider Committee Appointments.*

84 The Board considered the following appointments:

- 85
86 1) Courtney Gately to the Conservation Commission.

Town of Randolph
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- 87 2) Mathew Johnson to the Planning Commission.
88 3) Benjamin Varadi to the Budget Committee.

89
90 Pat asked about consistency and process.

91
92 *Tom moved to appoint the candidates listed to the respective boards, committees, and*
93 *commissions. Pat seconded. The motion passed 3-0.*

94
95 5.e – Consider Appointing a Delinquent Tax Collector.

96 The Finance Director has, in recent years, been appointed the delinquent tax collector. With the
97 staffing shortages, the Town hasn't had one and needs one. The manager will assume the mantle,
98 until a more permanent option can be identified.

99
100 *Tom moved to appoint the Town Manager as the delinquent tax collector. Pat seconded. The*
101 *motion passed 3-0.*

102
103 5.f – Consider Authorizing Requests for Proposals.

104 Staff asked Board to authorize the publication of a quartet of requests for proposals. The Town's
105 purchasing policy includes competitive bidding for goods or services beyond a certain dollar-
106 value threshold – the RFPs are an easy way to create a consistent scope of work for each service
107 being sought.

108
109 The RFP quartet consists of:

- 110 1) *Engineering Services for FY24* – An engineering services provider would assist with
111 project scoping and estimation, project management, capital budgeting, and bid
112 solicitation and review, among other tasks. The RFP is being drafted to enable responses
113 from firms and individuals. The Town is still planning to explore potential options for
114 adding in-house engineering capacity (combined with the zoning administrator's position,
115 as has been in place before); pricing outside services is a cost-effective back-up plan to
116 adding a position, and would provide flexibility in scoping for the zoning administrator's
117 position (by avoiding a job description that creates too narrow of an applicant pool).
- 118 2) *Project scoping* – This is one the Board has discussed with staff at prior meetings; the
119 idea is to pick a number of projects for scoping and estimation so that the Town can
120 effectively seek, garner, and deploy the infrastructure monies available in coming fiscal
121 years. Examples of possible projects include, but are not limited to, the Beanville Road
122 water and wastewater extensions, reconfiguration of the Beanville Road and Route 12
123 intersection to better accommodate heavy trucks (and keep them off village and
124 neighborhood streets), construction of sidewalk network gaps (Park Street, South
125 Pleasant Street, Randolph Center, and so on), construction of the park space identified
126 during the Branchwood planning process, finalization of planning for the Maple Street
127 project, and slope stabilization projects (Stock Farm Road).
- 128 3) *Flood Buyout Appraisal* – As part of the grant-funded buyout of the 15 Lincoln Avenue
129 property, the Town has to procure the services of a qualified appraiser.

Town of Randolph
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130 4) *Grounds Maintenance Services (East Randolph and Randolph Center cemeteries)* – With
131 staffing issues expected to continue and the ability to include these costs in the FY24
132 budget, staff would like to solicit bids for a two-year contract for mowing, trimming, and
133 general grounds maintenance services in the East Randolph and Randolph Center
134 cemeteries at this time.

135

136 *Pat moved to authorize the RFPs. Tom seconded. The motion passed 3-0.*

137

138 **Manager’s Report (#6)**

139 The Board discussed paving, grading, staffing, and other items.

140

141 **Executive Session (#7)**

142 There was a trio of executive session topics.

143

144 *Tom moved to find that executive session is necessary and prudent and that premature general*
145 *public knowledge would place the Town at a disadvantage. Pat seconded. The motion passed 3-*
146 *0.*

147

148 *Tom moved to enter executive session pursuant to 1 V.S.A § 313 (a) (1) (A) [Contracts]; 1 V.S.A*
149 *§ 313 (a) (3) [Personnel/Appointment or Evaluation of a Public Official]; and 1 V.S.A § 313 (a)*
150 *(F) [Legal], and to invite attorney Jim Carroll to join. Pat seconded. The motion passed 3-0.*

151

152 *Pat moved to exit executive session. Tom seconded. The motion passed 3-0.*

153

154 No action was taken.

155

156 *Pat moved to adjourn. Tom seconded. The motion passed 3-0.*

157

158

159 **The Board’s next regularly scheduled meeting is Thursday, December 8th, at 5:30 p.m.**

160