

**Town of Randolph**  
**Regular Meeting Minutes – Selectboard (DRAFT)**  
**December 9, 2021**



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:** Trini Brassard (via Zoom), Perry Armstrong (via Zoom), Patrick French (in  
7 person, a few minutes late), Tom Ayres (via Zoom), and Larry Satcowitz (via Zoom).

8  
9 **Municipal Staff:** Trevor Lashua, Town Manager; Kimberly Grout, Emery Mattheis

10  
11 **Public Attendees:** Sonny Holt, David Crosby (via zoom), John Pimental (via zoom), Gary Dir  
12 (via Zoom), Jeff Grout (via Zoom), Jerry Ward (Via Zoom), Susan Mills (via Zoom), Mark  
13 Kelly (via Zoom), Amy Grasmick (via Zoom); additional individuals attended via Zoom.

14  
15 **Media:** ORCA

16  
17 **Regular Selectboard Meeting**

18  
19 Trini called the meeting to order at 5:30 p.m.

20  
21 2. **Public Comment**

22  
23 Trevor mentioned that during the meeting all Zoom callers should be muted unless they were  
24 talking.

25  
26 3. **Approval of Agenda**

27  
28 *Perry moved to approve the agenda. Larry seconded. The motion passed 4-0.*

29  
30 **Regular Selectboard Meeting**

31  
32 **Consent Calendar (#4)**

33  
34 *4.a, 4.b, and 4.c – Consent Calendar.*

35 The minutes of the November 11<sup>th</sup> meeting (enclosed), warrants, and a three-grave cemetery plot  
36 sale (Robert and Mary Raskevitz at the East Randolph cemetery; enclosed) were the items to  
37 consider.

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38 **Recommended action:**

39 *Tom moved to approve the consent calendar as presented. Larry seconded. Motion passed 4-0.*

40

41 **New Business (#5)**

42

43 *5.a – Consider Kimball Public Library (KPL) Cupola Grant Question.*

44

45 In October the Board considered, and approved, an application for an Historic Preservation grant  
46 for repairs to the library’s cupola. The updated materials from that meeting were enclosed.

47

48 The grant (a \$20,000 maximum award with a 1:1 matching ratio) would cover only 10% of the  
49 estimated total repair cost (~\$200,000), and is not much of a project driver on its own. The  
50 cupola repair project, however, has been considered across multiple years and was included in  
51 the FY22 capital improvement plan to be funded at the full \$200,000 estimate.

52

53 The repair work would include replacing the existing, original copper cladding with new copper  
54 cladding, prevent attic leaks, and replace deteriorated iron brackets. A pane of glass in the  
55 skylight would also be installed, replacing the plywood panel in place currently. The KPL folks  
56 explored less expensive, temporary fixes, but the option identified (using enamel paint in an  
57 attempt to better seal the original copper cladding) has a dim prognosis for success and  
58 durability.

59

60 The Town’s facility reserve currently holds enough to fund the project as proposed. Important to  
61 note is the fact that the projected other receipts/grant revenue (\$80,000) included in the plan has  
62 yet to materialize or be identified. If the other receipts/grant revenue doesn’t appear during  
63 FY22, there may not be enough in the facilities reserve to fund the cupola repair and the two  
64 other items as listed in the plan – notably repairs to fix the skylight leak and associated damage  
65 at the Town Hall (estimated at \$75,000).

66

67 Projects not funded and proceeding in FY22 would be pushed into FY23, with corresponding  
68 capital plan impact in future fiscal years to calculate and adjust for.

69

70 Conversation revolved around the repairs and who would pay for them. Amy and Robin both  
71 maintained that it should fall to the taxpayers, given the municipal ownership of the building and  
72 the municipal nature of the library. Trini said there must be more grant money available for this  
73 kind of historic preservation work, it should not all fall on the taxpayers. She suggested Amy and  
74 Trevor work together with regard to scope and funding and said she can help also.

75

76 *5.b – Discuss Sustainability Coordinator Idea.*

77 The sustainability coordinator idea, and the various potential models for, was raised at the  
78 Board’s joint work session with the Energy Advisory Committee. If the idea is one the Board is  
79 interested in pursuing in some form, a conversation about the appropriate process, structure,  
80 budget, and timeline needed to occur.

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81  
82 Trini and Trevor both introduced the topic. Trini remarked that a lot of the information came to  
83 the Board in the last hour. Trevor explained that this energy coordinator idea needs to be fleshed  
84 out more before a decision can be made. Tom reported that he reached out to Peter Gregory from  
85 TRORC regarding how we might be able to put together a 3-town coordinator position. Pat  
86 suggested this could be a full-time position for Randolph. Trini asked if there is a list of job  
87 duties that proves we need a full-time person. There was more back and forth about what the  
88 position would look like and how the position would be paid. Trini asked Gary about an energy  
89 audit done on Town buildings. He said we had a partial one in the past. Trini said that without a  
90 complete audit we don't know what we need for the Town. Tom suggested getting a full-scale  
91 audit done on all of the town buildings. The Board tasked Trevor with hiring someone to come in  
92 to do an audit of the town buildings.

93  
94 *Tom moved to direct Trevor to formally start exploring energy audits across the board in terms*  
95 *of town owned buildings. Larry seconded. Motion passed 5-0.*

96  
97 *Pat commented that he agreed with Larry and Tom, but that Randolph has been discussing this*  
98 *for 15 years. What were the steps after the audits? Trini said we can only do the Town buildings*  
99 *and set an example through leadership. Tom suggested that this needs to be done gradually in*  
100 *steps.*

101  
102 5.c – Discuss Budget Committee Timeline/Process.  
103 Trevor presented the timeline and process. There was discussion about how many members to  
104 have on the Budget Committee. The decision was made to stay at five members, expand the  
105 scope to include the capital program, and allow people to run for the open seats on the Budget  
106 Committee.

107  
108 5.d – Consider Rotary Club Sign Application.  
109 The enclosed Agenda Item Form included more detail. The Randolph Sunrise Rotary Club asked  
110 for permission to install a pair of 30" (diameter) signs on entry/exit points to town. The proposed  
111 locations were the Hearth and Home (Castings) property on Route 12, and the Green Mountain  
112 Gospel property on Route 66.

113  
114 There was discussion about where the sign should be located and clarification regarding the lease  
115 agreement with the land owner.

116  
117 *Tom moved to attach the Rotary Club Sign to the existing town sign, pending review of whether*  
118 *the lease agreement allows that. Perry seconded. Motion passed 5-0.*

119  
120 5.e – Consider Authorizing the Mailing of Postcards for Absentee Ballot Availability for Town  
121 Meeting 2022.

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122 The enclosed Agenda Item Form included more detail on the request. The proposal is to mail  
123 registered voters a postcard that can be returned to request an absentee ballot. This mirrors the  
124 process used last year as well.

125  
126 Emery and members of the Board discussed postcard mailings and how it impacted voter  
127 turnout. It was decided not to mail postcards and instead work on marketing strategies, i.e. Front  
128 Porch Forum, Town Report, and the newspaper.

129  
130 5.f – Consider Town Clerk Request Regard Salary.

131 A letter from the Town Clerk/Treasurer outlining the request was enclosed. The proposed change  
132 has no impact on the FY22 budget; the request also brings the position’s pay more in line with  
133 other department heads for the Town.

134  
135 *Larry moved to adjust the Town Clerk/Treasurer’s request. Perry seconded. Motion passed 5-0*

136  
137 5.g – Consider Continuation of Temporary Payment Process for Firefighters.

138 The Town pays firefighters from all three departments each December; the Village Fire  
139 Department’s firefighters were also paid again in June. For the past two pay cycles, the Town has  
140 temporarily resolved larger questions about payment method – direct deposit or the issuance of  
141 checks for some firefighters – through action that, essentially, suspends an applicable provision  
142 of the Town’s personnel policy.

143  
144 Checks were issued to 10 firefighters who have traditionally been paid in that manner; all other  
145 current and new firefighters were paid via direct deposit.

146  
147 While the Fire Services Advisory Committee works through the larger policy questions related to  
148 payment method, the current practice should continue. In fact, anticipating Board action on the  
149 continuation, Town staff have processed firefighter pay with those 10 checks already printed. A  
150 potential change to consider is to enact the temporary process in a way that ties its expiration to  
151 resolution of the larger question about payment method or some other decision point (rather than  
152 acting every six months or so).

153  
154 *Perry moved to stick with current practice. Tom seconded. Motion passed 5-0.*

155  
156 **Grants (#6)**

157 There were no grant requests to consider.

158  
159 **Manager’s Report (#7)**

160  
161 The Manager’s report included items about the FY21 audit nearing completion and needs to be  
162 reviewed, ARPA Committee Appointments, Randolph Center Fire Station property tax  
163 exemption, and FY23 Budget Hearings.

164

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165 **Executive Session (#8)**

166

167 *Pat moved to enter executive session pursuant to 1 V.S.A § 313 (a) (1) (A) [Contracts]; 1 V.S.A §*  
168 *313 (a) (1) (B) [Collective Bargaining]; 1 V.S.A. § 313 (a) (3) [Personnel]; and 1 V.S.A. § 313*  
169 *(a) (F) [Legal]. Larry seconded. The motion passed 5-0.*

170

171 *The board entered executive session at 7:45 p.m.*

172

173 *No action was taken.*

174

175 *Tom moved to exit executive session at 8:43. Larry seconded. The motion passed 5-0.*

176

177 *Perry moved to adjourn at 8:43. Larry seconded. The motion passed 5-0.*

178

179

180 **The Board's next regularly scheduled meeting is Thursday, January 13<sup>th</sup>, at 5:30 p.m.**

181