

**Town of Randolph**  
**Regular Meeting Minutes – Selectboard (DRAFT)**  
**April 14, 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 **\*\*\*The minutes for the Liquor Control Board are included. See lines 193-215.**

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

9  
10 **Municipal Staff:** Trevor Lashua, Town Manager; Kimberly Grout, Josh Jerome (via Zoom),  
11 Amy Grasmick (via Zoom).

12  
13 **Public Attendees:** Jon Kaplan, Beryl McPhetres, Rich Doolan, Sonny Holt (via Zoom), Julie  
14 Iffland (RACDC, via Zoom), and additional individuals attended via Zoom.

15  
16 **Media:** ORCA

17  
18 **Regular Selectboard Meeting**

19  
20 Trini called the meeting to order at 5:41; due to an issue with Zoom.

21  
22 **2. Public Comment**

23  
24 Jon Kaplan talked about paving issues on Maple Street as well as the dead and other trees on  
25 Main Street.

26  
27 **3. Approval of Agenda**

28  
29 Trevor requested additions to the agenda: appointing an interim zoning administrator interim  
30 deputy zoning administrator to the regular agenda, and personnel to executive session.

31  
32 Pat asked about adding another person to the Budget Committee.

33  
34 *Tom moved to approve the agenda as amended. Pat seconded. The motion passed 5-0.*

35  
36 **4. PUBLIC HEARING – Proposed Changes to the Land Use Regulations.**

37  
38 *Trevor said that based on recent information the Planning Commission wants to perform*  
39 *additional work on the draft bylaws before adoption. The recommendation was to hold the*  
40 *hearing as warned, and refer the bylaw proposal to the Planning Commission at the end.*

41  
42 *Tom moved to close the public hearing. Pat seconded. The motion passed 5-0.*  
43

**Town of Randolph**  
**Regular Meeting Minutes – Selectboard (DRAFT)**  
**April 14, 2022**



44 *Tom moved to refer the proposed bylaws back to the Planning Commission. Pat seconded. The*  
45 *motion passed 5-0.*

46

47 **5. Consent Calendar (meetings minutes, warrants).**

48

49 *Perry moved to approve the consent calendar as presented Larry seconded. The motion passed*  
50 *5-0.*

51

52 **Business (#6)**

53

54 **6.a – Presentation of Maple Street Scoping Study – Final Tasks.**

55 Dubois and King presented the final tasks associated with the original, and subsequently  
56 amended, scoping study for Maple Street. They reported on the traffic impacts associated with  
57 one- and two-way traffic patterns on Maple Street and Highland Avenue, and updated the surface  
58 transportation (pavement, sidewalks, etc.) cost estimates associated with those two scenarios.  
59 The scope of work did not include a full project cost (including water, wastewater, and  
60 stormwater improvements).

61

62 After their presentation the discussion centered around the one-and two-way options, sidewalks,  
63 car traffic, and emergency vehicles. Rich Doolan asked how the various options impact  
64 emergency vehicles. Jon Kaplan stated that he supports the narrower two-way traffic option with  
65 a sidewalk. Beryl McPhetres made a comment about how the project was promised years ago  
66 and she’s taxpayer, this needs to be finished.

67

68 No formal action was taken. Need to review the original scope of work and the amendments to  
69 see if the original set of tasks were completed. Perhaps layout next or remaining tasks with a  
70 timeline and begin to create a realistic roadmap for the projects next steps. The original scope  
71 had the utility elements in it. Next step would be to have neighborhood meetings to identify the  
72 design alternatives – one-way, two-way, modified two-way.

73

74 **6.b – Consider Election of the ARPA Standard Allowance.**

75 Trevor explained that the final rule for the American Rescue Plan Act (ARPA), issued by the  
76 U.S. Treasury Department, includes a, “standard allowance” provision allowing municipalities to  
77 make a one-time, irrevocable, declaration that its ARPA funds are considered as lost revenue.  
78 Randolph’s allotment (\$1.37 million) is well shy of the \$10 million maximum allowance that can  
79 be claimed.

80

81 The allowance, which must be declared in the April 2022 reporting cycle (the deadline is 4/30),  
82 provides the greatest flexibility for the use of funds – the funds must be used under the broad  
83 umbrella of “government services” (any service traditionally provided by a government, unless  
84 Treasury has stated otherwise). The reporting requirements are also streamlined with the election  
85 of the standard allowance.

86

**Town of Randolph**  
**Regular Meeting Minutes – Selectboard (DRAFT)**  
**April 14, 2022**



87 The prohibitions on the use of ARPA funds remains unchanged. Funds can't be used to lower  
88 taxes, deposited into pension funds, used for debt service, used to replenish reserves, used to pay  
89 a legal settlement's costs, or be used in a way that creates conflict with the purpose of ARPA.

90  
91 The ARPA Committee formally endorsed election of the standard allowance at its meeting on  
92 4/12. The language in the motion is based on VLCT's model motion.

93  
94 *Pat moved to Consider a motion for the Town of Randolph to make the one-time, irrevocable*  
95 *decision to elect the "Standard Allowance" approach for the ARPA award, in the amount of*  
96 *\$1,370,276.87, to spend on the provision of government services throughout the period of*  
97 *performance of the grant. Tome seconded. The motion passed 5-0.*

98  
99 6.c – Consider Adopting the Local Emergency Management Plan (LEMP).

100 The annual review and adoption of the Local Emergency Management Plan (LEMP) must be  
101 completed prior to May 1<sup>st</sup>. There are no real changes to the plan from prior years; contact  
102 information has been updated where necessary. The plan was sent electronically to the various  
103 individuals and entities involved for their review and feedback.

104  
105 *Larry moved to adopt the Local Emergency Management Plan for 2022. Tom seconded. The*  
106 *motion passed 5-0.*

107  
108 6.d – Discuss Kimball Public Library Federal Funding Application and Grant Requests.

109 Librarian Amy Grasmick explained that her first request is to retroactively bless the submission  
110 of a \$500,000 funding application made through Senator Leahy's Congressionally Directed  
111 Spending (CDS) program. The match for a \$500,000 (CDS) award is 45%, or \$225,000; the  
112 application for funding is tied to various capital projects, including the cupola repair and HVAC  
113 upgrades. The working premise is that \$140,000 in Town capital funds "committed" to the  
114 cupola project, combined with the KPL Board's contribution of \$40,000, makes the unmet match  
115 delta \$45,000.

116  
117 Her second request is tied to an additional round of ARPA funding made available through the  
118 Vermont Department of Libraries; the potential award is just less than \$2,900.

119  
120 *Tom moved to approve the application for and acceptance of the \$300.00 summer reading*  
121 *program grant. Pat seconded. The motion passed 5-0.*

122  
123 *Pat moved to retroactively approve the \$500,000 earmark request to Senator Leahy's*  
124 *Congressionally Directed Spending program. Larry seconded. The motion passed 5-0.*

125  
126 *Tom moved to approve the application for, and acceptance of, \$2,893.13 in ARPA funds from the*  
127 *Vermont Department of Libraries. Pat seconded. The motion passed 5-0.*

128  
129 6.e – Committee Appointments and Reappointments.

**Town of Randolph**  
**Regular Meeting Minutes – Selectboard (DRAFT)**  
**April 14, 2022**



130 Trini talked about re-energizing the committees. Perry suggested resurrecting the committee  
131 chair meetings.

132  
133 *Tom moved to appoint individuals to roles, committees, boards, or commissions as appropriate,*  
134 *minus Lister. Perry seconded. The motion passed 5-0.*

135  
136 *Pat moved to appoint Tamara Morgan to the budget committee. Tom seconded. The motion*  
137 *passed 5-0.*

138  
139 *6.f – Consider Adopting Annual Vtrans Forms.*

- 140 • Certification of Compliance for Town Road and Bridge Standards and Network
- 141 Inventory.
- 142 • TA-60 Annual Financial Plan for FY23.

143  
144 *Tom moved to adopt the annual forms as presented. Pat seconded. The motion passed 5-0.*

145  
146 *6.g – Consider Ratification of Bulldozer Sale and Excavator Purchase.*

147 \*Note: the topic was taken up earlier, out of order.

148 Trevor explained that the Town has the opportunity to trade a rarely used 1987 bulldozer towards  
149 the purchase of a 2008 Caterpillar excavator. The hours on the excavator are low (~1,400 hours);  
150 the machine was used sparingly by its prior owner.

151  
152 John Shangraw, Highway Superintendent, added that excavator will improve the quality and  
153 efficiency of the ditching, culvert, and emergency repair response processes. The machine will  
154 come with a digging bucket, ditching bucket, hydraulic thumb, and blade. The backhoe – which  
155 is aging, ailing, and needs to be incorporated sooner than later into a replacement cycle – would  
156 still be available as a backup and for Water/Wastewater Department use.

157  
158 Splitting the cost between the reserves helps ensure that there is sufficient funding in each of the  
159 capital reserves for what is planned for FY23.

160  
161 *Perry moved to approve the trade-in of the Town’s bulldozer, and the purchase of an excavator,*  
162 *as described, with funding split evenly between the highway equipment and stormwater capital*  
163 *reserves. Larry seconded. The motion passed 5-0.*

164  
165 Staff also presented an option to buy a used street sweeper, with low usage and in excellent  
166 condition. When pricing out rental options, the Town quickly discovered the cost to sweep all  
167 streets a single time would be the same as the purchase price for a used sweeper. Buying a used  
168 sweeper enables more frequent sweeping, helping to improve water quality as a result. The cost  
169 to purchase and ship the machine was quoted as \$20,000.

170  
171 *Perry moved to purchase the street sweeper also, as long as it meets our needs. Pat seconded.*  
172 *The motion passed 5-0.*

**Town of Randolph**  
**Regular Meeting Minutes – Selectboard (DRAFT)**  
**April 14, 2022**



173  
174 6.g – Assembly Permits – 4<sup>th</sup> of July, RUHS Ukraine Fundraiser, and Slab City Mountain Bike  
175 Ride.

176 Assembly permit applications are enclosed for the following events:

- 177 • July 4<sup>th</sup> Parade and Celebration.
- 178 • RUHS National Honor Society and Social Justice Club Awareness for Ukraine
- 179 Fundraiser.
- 180 • Slab City Mountain Bike Ride.

181  
182 *Perry moved to approve the assembly permit applications as presented. Tom seconded. The*  
183 *motion passed 5-0.*

184  
185 **Manager’s Report (#7)**  
186

187 Staffing News – Josh Jerome’s departure. North Wells and Reservoir Project bids were opened;  
188 the cost of the project has ballooned to nearly \$3 million and will likely be delayed by a year.  
189 Mud Season and a Pothole Pivot.

190  
191 Tom moved to adjourn the regular Selectboard meeting. Pat seconded. The motion passed 5-0.  
192

193 **Town of Randolph**  
194 **Board of Liquor Control Minutes (DRAFT)**  
195 **April 14, 2022**  
196

197  
198 Trini called the Board of Liquor Control to order at 7:33 p.m.  
199

200 **2. Public Comment**  
201

202 There was no public comment.  
203

204 **3. Approval of Agenda**  
205

206 *Larry moved to approve the Board of Liquor Control agenda. Perry seconded. The motion*  
207 *passed 5-0.*

208  
209 **4. New Business**  
210

**Town of Randolph**  
**Regular Meeting Minutes – Selectboard (DRAFT)**  
**April 14, 2022**



211 Tom moved to Renew all Liquor Licenses (with outside consumption permits, if applicable).  
212 Perry seconded. The motion passed 5-0.

213

214 *Tom moved to adjourn the Board of Liquor Control meeting at 7:35 p.m. Larry seconded. The*  
215 *motion was approved 5-0.*

216 The Board returned to its regular meeting.

217

218 *Tom moved to find that premature general knowledge regarding the executive session topics*  
219 *would place the Town at a substantial disadvantage. Larry seconded. The motion passed 5-0.*

220

221 *Perry moved to enter executive session pursuant to 1 V.S.A § 313 (a) (1) (A) [Contracts]; 1*  
222 *V.S.A § 313 (a) (1) (B) [Collective Bargaining]; 1 V.S.A § 313 (a) (1) (C) [Arbitration and*  
223 *Mediation]; 1 V.S.A § 313 (a) (1) (E) [Possible/Probable Litigation]; 1 V.S.A § 313 (a) (2) [Real*  
224 *Estate]. Pat seconded. The motion passed 5-0. The Board entered executive session at 7:36 p.m.*

225

226 *Tom moved to exit executive session at 9:05 p.m. Pat seconded. The motion passed 5-0.*

227

228 *Tom moved to ratify the arbitration language to resolve a 2021 winter maintenance grievance as*  
229 *presented. Larry seconded. The motion passed 5-0.*

230

231 *Perry moved to authorize the Town Manager pursue an option for a property purchase. Tom*  
232 *seconded. The motion passed 5-0.*

233

234 *Perry moved to adjourn at 9:06 p.m. Tom seconded. The motion passed 5-0.*

235

236

237

238

239 **The Board's next regularly scheduled meeting is Thursday, May 12<sup>th</sup>, at 5:30 p.m.**

240