**Selectboard Meeting**

**Richford, Vermont**

**Approved Meeting Minutes**

**December 4, 2023**

Chair Pond called the meeting to order at 5:00 pm with members Sherry Paquette, Wally Steinhour, and Alan Fletcher present. Guests at the meeting were Assistant Town Clerk Marissa Tessier, Joey Randall, Shelby Paquette, Jamie Latimer, John Morris, Dustin Broe, John Libbey, Catherine Dimitruk, Rowena Brown, Robert Wetherby (Zoom), and cameraman Gerry Vaisey.

The board said the pledge of allegiance.

Chair Pond recognized guests. He started with John Libbey, and he would like clarification on how the board feels about driving over sidewalks and making their own driveway and not getting curb cuts. John would like the selectboards backing if he pursues these zoning violations. John has sent letters and pictures of the trash to the owner of a building near the main street park, and it has not been taken care of. He also would like the town to take care of the trash and send the owner the bill. If the bill is not paid, he would want to put a lean on the property.

Selectwoman Paquette made a motion to have the trash cleaned up. Selectman Fletcher seconded. Motion passed 4-0.

Selectwoman Paquette stated there are vehicles parking in the setbacks down by the trailer park. John Libbey will look into who owns those properties and send them letters.

Catherine Dimitruk, the director of Northwest Regional Planning (NRPC) was there to talk about the municipal technical assistances program. This program provides technical assistance to municipalities to help the town apply to or manage grants. The selectboard would need to decide on whether they are interested in the program, and then from there NRPC will help the Selectboard figure out projects are eligible.

Selectwoman Paquette made a motion to participate in the municipal technical assistance program. Selectman Steinhour seconded. Motion passes 4-0

Selectman Fletcher will be the point of contact for the program. Catherine also stated there are 2 openings on the NRPC board for Richford.

The board moved to approve the 11/20/23 meeting minutes.

Selectwoman Paquette motioned to approve the 11/20/23 meeting minutes. Selectman Steinhour seconded. Motion passed 4-0

Highway Report – First couple of snowstorms, all the equipment has had a chance to be tested and deployed. The highway crew helped hang Christmas lights in the park and are now working on the skating rink.

Buildings Report – Trying to get quotes for the paint job at the library. Received one quote from John Stryker. The board looked at the quote. Selectwoman Paquette stated that he does not have insurance, which will not work for the Town, but he is willing to get insurance if $600 is added to the original bid. Selectman Steinhour suggested getting a few more quotes. Selectman Fletcher suggested getting quotes from someone who does vinyl siding. The board agreed. Sherry will check with people she knows to get quotes for siding.

Selectman Steinhour stated that they got a quote on a new sidewalk tractor. He stated that himself, Jason, and Kiley are starting the budget process on Wednesday. If they determine there is enough money left in this year’s budget to cover the purchase of a new tractor, would the board approve placing the order for the tractor.

Chair Pond made a motion to approve the purchase of the tractor so long as there are sufficient funds. Selectwoman Paquette seconded. Motion passed 4-0.

Rowena Brown stated that there are still no doggy bags at the main street park. Also, the trash still has not been picked up at either park. Rowena also stated she has heard complaints in other meetings she has been in, that there is trash along the property line of troy street. There are also some other complaints about townland on Willow Street that is leased that you can see from the park being cluttered with stuff. Selectman Steinhour stated that was on his list. He stated that the town is supposed to renew those leases annually but would have to look back at the meeting minutes. Chair Pond stated if they are using this property are they following the zoning that is in place. Rowena stated that would be questionably has they have 2-3 motor homes down there. Selectman Steinhour asked for a definition of a junkyard. John Libbey stated 200 sq ft of stuff on your property if it is in site year-round of public highways or adjacent properties. The state is the only one who can license a real junkyard. Steinhour asked how many properties have a lease. Selectman Fletcher has a spreadsheet of the leases and stated they should be renewed every year. Chair Pond asked if there are any stipulations on the lease. Wally said no. Selectman Steinhour will look into the leases.

Rowena stated there are some safety issues at the library. The railings and the steps are lifting. There is also a tree that is partially dead, and the limbs keep breaking off. Selectwoman Paquette stated she will get that taken care of. Rowena asked if they needed an arborist, could they work with the beatification committee when taking care of the trees. Chair Pond wanted to suggest if they use an arborist, the trees along main street are over hanging quite a bit. Lastly Rowena wanted clarification on where the agendas were being posted. She could not find a posted agenda. Marissa stated that she posts the agendas on the town website, and Kiley posts them at the post office. Sherry stated that she normally posts at the store but there was an issue with opening the email and the agenda.

Water & Sewer Report – The necessity resolution is on hold. There was a meeting last week and there was discussion about the golf course and Noyes Street projects. There was also a water break on Thomas Street last week. Chair Pond spoke with Jeremy about the lines and how they are breaking apart. Need to look into and discuss what to do. Selectman Fletcher stated they are using most of the capital improvement money on Noyes Street and will be paved and he suggested fixing Thomas Street to get by and then when it is ready to be paved, fix both at the same. Chair Pond stated it will need to be discussed with Jeremy.

Parks, Playgrounds, & Cemeteries – Heard complaints about parks, Chair Pond asked what would be done about that. Highway crew will go down and clean up trash and keep track of costs. They will also go down and put doggy bags in.

Selectman Steinhour stated he spoke with Kiley about a couple emails she has received about a baseball league who wants to use our baseball field through the summertime. It is preliminary, but they are willing to maintain and do some upgrades.

Other business – Chair Pond asked the board if they would like to donate to Santa Breakfast.

Selectman Steinhour made a motion to approve $500 to the Richford Fire Association for the Santa Breakfast. Selectwoman Paquette seconded. Chair Pond abstained. Motion passed 3-0.

Chair Pond wanted to update the public; Sherry has worked hard to help out with the food. Fireman have worked hard along with towns people have come together make this event happen.

Meeting adjourned 5:35 pm.

Submitted by

Marissa Tessier – Assistant Town Clerk

Attest: