

**Selectboard Meeting**  
**Richford, Vermont**  
**Amended and Approved Meeting Minutes**  
**March 18, 2024**

Town Administrator Marissa Tessier called the meeting to order at 5:00pm with members Wally Steinhour, Andy Pond, Sherry Paquette, Alan Fletcher, and Kristin Sheperd present. Guests at the meeting were Town Clerk Kiley Deuso, Joey Randall, Rowena Brown, John Libbey, Lister Eric Collins, Robert Wetherby (Zoom), and cameraman Gerry Vaisey.

The board said the pledge of allegiance.

The first item on the agenda was the selectboard's reorganization. The first motion was to nominate the selectboard chair.

Selectman Pond motioned to nominate Selectman Steinhour as selectboard chair. Selectwoman Paquette seconded. Motion passed 5-0.

The next motion was a nomination for vice-chair.

Selectwoman Sheperd made a motion to nominate Selectman Pond as vice-chair. Selectwoman Paquette seconded. Motion passed 5-0.

Next the selectboard moved to delegate responsibilities amongst members. The roles are as followed:

Highway Commissioner – Selectman Pond made a motion to nominate Chair Steinhour. Selectwoman Paquette seconded. Motion passed 5-0.

Buildings Commissioner – Selectwoman Sheperd made a motion to nominate Selectwoman Paquette. Chair Steinhour seconded. Motion passed 5-0.

Water & Sewer Commissioner – Chair Steinhour made a motion to have Selectman Fletcher and Selectman Pond as co-water & sewer commissioners. Selectwoman Paquette seconded. Motion passed 5-0.

Parks, Playgrounds & Cemeteries Commissioner – Chair Steinhour motioned to nominate Selectwoman Sheperd. Selectman Pond seconded. Motion passed 5-0.

Town Ambulance & Fire Director – Selectman Pond made a motion to have Selectman Fletcher as ambulance & fire director. Selectwoman Paquette seconded. Motion passed 5-0.

The board agreed to handle the policing together.

Trash – Chair Steinhour made a motion to nominate Kristin as trash commissioner. Selectman Pond seconded. Motion passed 5-0.

Appointments for town officials are as follows:

- Animal Control – Chair Steinhour made a motion to nominate Tracey Ovitt. Selectwoman Pond seconded. Motion passed 5-0.

- Health Officer – Selectwoman Paquette made a motion to nominate Theresa Leonard. Chair Pond seconded. Motion passed 5-0.
- Regional Planning Commission Representative – Chair Steinhour made a motion to nominate Marissa Tessier. Selectwoman Paquette seconded. Motion passed 5-0.
- Revolving Loan Fund Committee – Chair Steinhour made a motion to reappoint Marianne Hall, John Libbey, and Rowena Brown as members. Selectwoman Paquette seconded. Motion passed 5-0.
- Road Foreman – Chair Steinhour made a motion to keep Jason Wetherby. Selectman Pond seconded. Motion passed 5-0.
- Town Attorney Brian Monaghan
- Town Energy Coordinator – Daniel Parsons
- Tree Warden – Selectman Steinhour made a motion to nominate Daniel Parsons. Selectwoman Paquette seconded. Motion passed 5-0.
- Fire Warden – Chair Steinhour made a motion to nominate Andy Pond as Fire Warden. Selectwoman Paquette seconded. Motion passed 5-0. Selectman Pond will bring another name at another meeting.
- Solid Waste Coordinator – Selectman Pond made a motion to nominate Selectwoman Sheperd. Selectwoman Paquette seconded. Motion passed 5-0.
- TAC Representative – Selectwoman Paquette made a motion to nominate Chair Steinhour. Seconded by Selectman Pond. Motion passed 5-0.
- Delinquent Tax Sale Attorney – Chair Steinhour made a motion to have Vaughn Comeau as delinquent tax sale attorney. Selectwoman Paquette seconded. Motion passed 5-0.

Chair Steinhour read a memorandum of understanding between the Town of Richford and Richford Fire Association. (See Attached)

The Fire Association had all signed the memorandum prior to the meeting.

Selectwoman Paquette made a motion to accept the memorandum of understanding. Chair Steinhour seconded. Motion passed 5-0.

The board then moved onto the appointment of the Fire Chief.

Richford Firefighter Association submitted three nominations for Fire Wardens to the selectboard. They are:

- Andrew Pond
- Shelby Paquette
- Colby Tanner

Selectman Fletcher made a motion to nominate Andrew Pond as Fire Chief. Selectwoman Paquette seconded. Motion passed 4-0. Selectman Pond abstaining.

Chair Steinhour asked if there was a motion to accept the other 2 names as Assistants to the Fire Chief.

Selectwoman Paquette made a motion to accept the other 2 names as Assistants to the Fire Chief. Selectman Fletcher seconded. Motion passed 5-0.

Selectwoman Paquette asked about the town constable. Marissa stated that no one was voted in at the Town Meeting as town constable. Darlene Gregoire received 22 write-in votes as moderator. Kiley said she would check with Darlene Gregoire to see if she would like to be moderator. Selectwoman Paquette

stated that Jeremy Paquette would volunteer for Town Constable for another year if no one else wanted the position.

Selectman Pond made a motion to nominate Jeremy Paquette as Town Constable. Selectman Fletcher seconded. Motion passed 4-0. Selectwoman Paquette abstained.

After the nominations the selectboard proceeded with their regular meeting. Chair Steinhour recognized guests. Robert Wetherby was just visiting via zoom. Next was John Libbey who was representing the Planning Commission. John handed out the public notice for a hearing on April 8<sup>th</sup> at 6:00 pm for the change of use of the piece of property the town wants to purchase. After this hearing the town will have to hold a separate hearing before it can be adopted. John is also going to send a letter to the abutting property owners, to let them know of the change. This change will have very little effect on the property owners.

John also mentioned 1977 Corliss Rd, and that a gentleman came in and is going to fill out the proper permits. He informed the gentleman that he would need to have a public hearing to get any permits because the property is zoned Forest Conservation.

Lastly, he wanted to let the board know that they may want to take over the groundskeeping of the war memorial next to the old bank. Kiley said she would talk to Deer Run.

Rowena Brown was next. She wanted to thank the board for getting the park cleaned up and refilling the doggy bags. She also asked about the Priest block and if that will be cleaned out in the spring. Chair Steinhour stated he will make sure it gets taken care of this year. She also asked about the leased land on Willow Street. Chair Steinhour asked Kiley and Marissa if they had received the signed letter back. They both said no. The board agreed the agreement should be signed and would like it to be sent again certified. Rowena mentioned on February 21<sup>st</sup> the board adopted the Declaration of Inclusion. She wanted to address the comment that was made about someone not being able to hear, she believes that goes against the Declaration.

Eric Collins wanted to follow up on a request he brought to the board at the last meeting about having the board enter into an agreement with NEMRC that will allow them to help Eric get everything ready for 24-25 year. Selectman Fletcher asked if there were specific hours designated. Eric stated that there were no specific hours, and the contract is not binding. He also stated they would pay NEMRC from the allotted amount for Kim if she were in the office. Selectman Fletcher asked if they were going to use someone that knows our Town data. Eric said that they will be using someone who is familiar, and they will be coming back during grievances. Chair Steinhour asked if he would be using this soon, Eric answered yes.

Selectwoman Paquette made a motion to accept the contract. Selectman Flecher seconded. Motion passed 5-0.

Joey had a question for Selectman Flecher and Selectwoman Paquette. He asked who he would go to for approval to order supplies for Ambulance. Selectman Fletcher said he could go to either himself or Selectman Pond. Joey asked if they could meet after the meeting to discuss more.

The board moved to approve the 3/4/2024 meeting minutes and the 3/14/24 Special Meeting minutes.

Selectwoman Paquette made a motion to approve the 3/4/2024 meeting minutes. Selectman Pond seconded. Motion passed 4-0. Selectwoman Sheperd abstaining.

Selectwoman Paquette made a motion to approve the 3/14/2024 special meeting minutes. Selectwoman Sheperd seconded. Motion passed 4-0.

Highway Report – Mud season. Jason feels things are starting to turn around. Chair Steinhour would like to set up some special ARPA meetings, to discuss potential ways to use the monies. He stated that Marissa had posted the tractor, and no one placed bids. She will repost, as they are not in a hurry to get rid of it. Chair Steinhour also asked if there was anything in place stating they must put things out to bid. The board didn't think there was. Jason will work with Marissa to get an ad out for the sale for a riding lawn mower. Wally stated he has grader training lined up that will hopefully take place late May, early June. Kiley discussed the netting at the ball field with Jason, he wasn't sure of the approach yet. Jason is getting Kiley a second quote for the tree service at the Troy Street cemetery.

Buildings Report – Selectwoman Paquette is waiting for the quote for the glass for the door at the Bank that got kicked in. The glass is 3 weeks out. She will give the quote to Kiley. There are 2 locks that need to be replaced, one at the library and one at the town hall. Sherry has a locksmith coming out next week to look at them. The big doors at the post office have been ordered to be replaced. Chair Steinhour asked if the projects at the library and fire station we on track. Selectwoman Paquette stated she is still waiting for quotes.

Water & Sewer Report – Selectman Pond stated the bond vote passed. Selectman Fletcher, Kiley and Marissa met with a lady from an engineering firm about lead pipe inventory throughout town. The town is required by the state to do this inventory. They need to decide if they are going to go with an outside firm to do the work or if they are going to send out letters to residents asking them what kind of pipes they have in their homes. Kiley stated Lane Simon stopped by the office to discuss the inventory. He recommended hiring an outside engineering firm to do the work, and he could provide names. Simons doesn't have the capability to handle the workload, although documentation Jeremy has at the water plant will be provided. Phase 1 is getting the inventory done and then going from there to determine the next steps. Kiley is going to collect some more information and bring it back to the board.

Parks, Playgrounds, & Cemeteries – Selectwoman Sheperd is talking with the cemetery association about some gravestone restoration for the stones damaged by the trees at the Troy Street cemetery. Selectman Pond stated that his father is meeting with the camera company this Wednesday on the cameras. He made Kiley aware that his father was able to provide footage to the State Police of the vandalism at the playground and in other parts of town. Kiley will submit quotes for the cameras and damage to the building to the police when she gets them. Selectman Pond suggested sending a thank you to his father, as he puts a lot of time into monitoring the cameras.

Town Administrator update – Marissa, Kiley and Andy worked on the Assistant to Firefighters grant, and Kiley submitted it on March 8<sup>th</sup>. Marissa and Kiley are working together to get the highway paving grant submitted. She is working on updating the Firefighter guidelines and policy. She handed the draft out to the board. The board would like more time to review and will approve at a later date.

4<sup>th</sup> of July Parade – Selectwoman Sheperd is willing to take the lead, but she has some safety concerns from previous years. She wanted to get some suggestions from the board on how to proceed. Rowena

commented on changing the route, but things didn't go smoothly. There was a lot of confusion on the parade route, and lack of communication. Joey suggested talking with a flagging company. Selectman Pond suggested more pre-planning should take place. Eric commented that the 911-coordinator should be contacted about road closures because it is their job to let the police etc. know. Chair Steinhour suggested setting up some preliminary meetings. Kiley suggested to Selectwoman Sheperd about putting it out there to get a committee formed.

Other Business – Selectwoman Sheperd asked about the email that was sent regarding the Sherriff contract. Chair Steinhour wanted to wait to discuss until after the meeting taking place tonight in Enosburg.

Selectman Pond made a motion to go into executive session at 6:04pm to discuss personnel. Selectwoman Paquette seconded. Motion passed.

At 6:25pm Chair Steinhour made a motion to come out of executive session. Selectwoman Paquette seconded. Motion passed.

No decision was made as a result of the executive session.

Meeting adjourned at 6:25pm

Submitted by

Marissa Tessier – Town Administrator

Attest:



# TOWN OF RICHFORD

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## Memorandum of Understanding

This is a memorandum of understanding between the Richford Selectboard and the Richford Firefighters association recognizing that the fire wardens recommended to the board are the fire chiefs. The Richford Firefighter Association will bring before the board three (3) names for consideration for fire chiefs.

Dated this 18<sup>th</sup> day of March 2024.

Town of Richford

Richford Firefighter Association

Walter Steinbock

[Signature]

[Signature]

James Baulle

[Signature]

[Signature]

[Signature]

Arthur R. Pord

[Signature]

[Signature]