**Selectboard Meeting**

**Richford, Vermont**

**Approved Special Meeting Minutes**

**September 25, 2023**

Chair Pond called the meeting to order at 3:00 pm with members Sherry Paquette, Wally Steinhour, Kristen Sheperd and Alan Fletcher present. Guests at the meeting were Tammy Ryea, Town Clerk Kiley Deuso, and Town Administrator Michael Olio.

The selectboard reviewed the Town Administrator job description. Only two revisions were discussed. The first was to take out assisting with zoning enforcement, and second was to take out maintain electronic message board.

Parking Ordinance – The selectboard reviewed the parking ordinance with potential updates. There were questions about some of the outdated portions and whether they should be taken out. The selectboard would like the attorney to review the ordinance and provide feedback. After receiving feedback, the selectboard will continue to revise the document.

Other Business – The selectboard discussed purchasing forks for the payloader. A cage attachment for the payloader was purchased through VLCT’s PACIF grant. These forks are needed for the cage.

Chair Pond motioned to purchase forks for the payloader. Selectwoman Paquette seconded. Motion passed 5-0.

Chair Pond thought since there were no fireworks this year, new Christmas decorations could be purchased with the extra funds for the telephone poles.

Selectman Steinhour motioned to purchase new Christmas decorations. Selectwoman Paquette seconded. Motion passed 5-0.

Tammy Ryea joined the meeting to discuss a housing grant she was interested in applying for. It required the town to be the applicant. Barry Lampke said the housing grant was for feasibility, planning, and design. The first step is to see if the potential application would fit the Agency of Commerce and Community Development’s grant criteria. Tammy said she would like to see housing for younger people in town. There is no grant match requirement.

Selectwoman Paquette motioned to approve an application for the Community Partnership for Neighborhood Development grant. Selectman Steinhour seconded. Motion passed 5-0.

Meeting adjourned 4:31 pm.

Submitted by

Michael Olio – Town Administrator

Attest: