



TOWN OF ST. JOHNSBURY

51 Depot Square, Suite 1

St Johnsbury, VT 05819

802-748-4331

www.stjvt.com

Meeting of the St. Johnsbury Select Board November 23, 2020 at 6:00 PM-Via Zoom Select Board Meeting

Present-

Select Board: Tim Angell, Chair, Kevin Oddy, Vice Chair, Brendan Hughes, Dennis Smith, Daniel Kimbell

Staff: Chad Whitehead, Rachel Waterhouse, Joe Kasprzak, Jon Bouffard

Press: Todd Wellington, KATV

Public: Jim Brown, Don Smith, Devon Deyhle, Alecia Armstrong

Agenda Amendments:

- None

Public Comments:

- None

Minutes:

- On a motion by Dennis and second by Kevin the select board meeting minutes from 11/09/2020 were approved as presented. All in favor.

Warrants:

- None

Liquor Licenses:

- None

Fire Department Software Purchase:

- Chad Whitehead, Town Manager approached the board to explain that the current Fire Department software is no longer supported. This new software cost would be built into the future budgets but isn't currently include in the remainder of FY 2020-2021 budget.
- Jon Bouffard, Fire Chief summarized that process for looking for an updated software package and how the department tested them. Discussed what the software was capable of providing and the cost for transition. Explained that the annual cost would be included in the yearly budget moving forward. Total cost for the first year including set up fee was quoted at \$10,038.50.

- Dennis asked where the Chief proposed to get the funding. Jon explained that he has proposed moving funds from the new equipment line to contracted services line to cover the cost.
- Tim asked how the cost of the package the fire department choose compared to the others they looked out. Jon stated it was #2 out of 4.
- Tim asked how much Jon was looking for to purchase the software. Jon said \$10,038.50. Tim questioned if Jon had wiggle room in his budget for this purchase and Jon said yes and offered to share his spending plan with the board.
- Daniel asked if there was a reason why he was only looking at a 1 year contract vs. 5 year contract and if there were any deals with regards to a longer contract. Jon stated he was unsure of the answer but the company have not increased their prices in a couple of years. Jon will inquire about a 5 year contract cost vs. a 1 year contract cost.
- Brendan questioned the bracket system and the fee is there was more than 12,000 calls.
- Dennis asked before tying into a 5 year contract are you sure this is what you want. Jon said currently yes. There is no current update to the system the town currently has and some security issues have risen with it.
- No public comment.
- On a motion by Kevin and second by Brendan to table this discussion until the next meeting when the Fire Chief had answers to the 1 year vs 5 year contract and bracket system. All in favor.

Local Cannabis Retail Ballot Language Request:

- Devon presented to the Select Board his vision for a local cannabis retail space in St. Johnsbury. Looking for a respectful approach and discreet location. Approaching the board to see if they would put on the ballot or if petitions should be collected.
- Kevin commented that the Town has very little control over this and there is no benefit to the town and no monetary value.
- Both Kevin and Dennis stated they would prefer to see a petition and don't think the Select Board should just put it on the ballot. Important to include towns opinion on a decision this large.
- Dennis questioned if any public meetings were planned for the future. Devon said he would have a public meeting in the future.
- Tim suggested that Devon move forward with the petition and a public session.
- Suggested that Devon works with the zoning administrator regarding zoning regulations, parking, ect.
- Town Manager stated a successful petition will tell you how to proceed.
- Encouraged to work with Town Manager to meet requirements for the petition and ballot.
- James Brown stated the planning commission is looking into the bylaws regarding controlled substance areas.

Manager's Report: Chad Whitehead, Town Manager provided a manager's report which included the following updates:

- No public meetings are being held at this time.
- Updates have been made to the website so links to zoom meetings are easy to locate

- Due to the increase in COVID in the area the EOC has been meeting bi-weekly. Met with the local school and hospital last week. Going to revisit increasing meetings to weekly after the holiday.
- Continuing budget development and plan to meet with the Select Board to discuss next week.
- 98 Mill Street closing is complete.
- Finalized closure of Town owned parcel in East St Johnsbury with Janice Ely from 2012 last week.
- 17 3rd Street and 955 Portland Street are still anticipated to be sold in this fiscal year.
- Holiday decorations were placed around St. Johnsbury this past weekend.
- Town Clerk's Office is currently closed to walk ins. People who need to visit the office need to call and schedule an appointment. Otherwise people are ask to utilize the drop box, email, mail or fax if possible.
- Code Compliance inspections have ceased temporarily except in emergency situations.
- No changes with regards to the Police Department
- No changes with regards to the Fire Department
- DPW is at full staff and reinforcing mask wearing, cleaning and sanitizing and practicing social distancing.
- Water Treatment Plant has a backup plan in place should the operator contract or be exposed to COVID 19.
- Undercliff Project has been completed.
- Oak and Buzzell Street Project- Oak Street is substantially completed besides clean up.
- Pleasant and Gilman Street Project- J MacDonald was the lowest bidder coming in at 5.7 million. Dufresne Group is currently checking into it and we are expecting a recommendation soon.
- The Town recently acquired the Readiness to Serve payments from the Department of Corrections. Expects at the next Select Board meeting to ask the Board to move the funds to the Economic Development Fund.

Other Business:

- None

Executive Session:

- On a motion by Kevin and second by Dennis the board voted that there was a need for an executive session to discuss a contractual matter where premature public knowledge would place the Town at a substantial risk. All in favor.
- On a motion by Kevin and second by Dennis the board voted to enter executive session and invited the Town Manager to join them. All in favor.
- On a motion by Tim and second by Brendan the board voted to exit executive session.
- The chair had nothing to report.

On a motion by Kevin and second by Dennis the board adjourned by unanimous decision.