



# TOWN OF ST. JOHNSBURY

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## Meeting of the St. Johnsbury Select Board Oct. 12, 2021 @ 6:00 pm Select Board Meeting

Present-

Select Board: Kevin Oddy, Dennis Smith, Daniel Kimbell (via zoom), Frank Empsall, Brendan Hughes

Staff: Chad Whitehead, Rachel Waterhouse (via zoom)

Press: KATV, Todd Wellington (via zoom)

Public: Ken Hammer

### Agenda Amendments:

- None

### Public Comment:

- None

### Minutes:

- On a motion by Dennis and second by Frank to approve the Select Board Meeting minutes from 9/27/21 as presented. All in favor. Brendan abstained.

### Warrants:

- On a motion by Dennis and second by Brendan to approve the warrants as presented. All in favor.

### Liquor Licenses:

- None

### Grand List Adjustments:

- On a motion by Dennis and second by Brendan the board approved the grand list adjustment 2021 #7 in the amount of \$242.04 and 2021 #8 in the amount of \$2,463.55. All in favor.

### ARPA Committee Appointments:

- Chad Whitehead, Town Manager provided an overview of the American Rescue Plan Act- Advisory Committee Memorandum for the Select Board dated 10/12/21. The Town of St.

Johnsbury is estimated to receive \$2,139,413.67. The Town is currently forming a temporary ARPA Advisory Committee. The purpose of the committee would be to gather community input and come up with a list of projects that St. Johnsbury can use ARPA funding for. The committee would be responsible for compiling this information and presenting it to the Select Board for approval. Meetings would be held approximately once a month or as needed. Once all ARPA funds have been earmarked, this committee will be dissolved.

- Chad Whitehead, Town Manager provided the Select Board with the recommended individuals for appointment to the committee. Chad explained that hiring a facilitator would be helpful.
- Kevin asked if ARPA funds could be used to hire a facilitator. Chad said yes.
- Kevin confirmed the recommendation was for a 15 member committee. Chad said yes. The facilitator would help coordinate.
- Kevin commented that a facilitator would be needed for a 15 member committee. Good to see people interested in serving on the committee.
- Daniel asked if the facilitator would have education on eligible ARPA funding expenses. Chad said yes that is the plan. Manager's office staff have been attending trainings on eligible ARPA funding expenses.
- Daniel asked if a list of what was an acceptable expense verse what is not could be given to committee members.
- Kevin recommended the committee spend time on what is fundable and keep a list of the other items brought up. This will help keep information flowing. Chad mentioned currently this is what the Town Manager's Office has been doing. Kevin mentioned the information would also be helpful for the Town Plan.
- On a motion by Brendan and second by Dennis to appointment Chad Whitehead, Joe Kasprzak, Lesley Russ, Frank Empsall, Daniel Kimbell, Scott Beck, Scott Campbell, Gillian Sewake, Nicolas Anzalone, Jenna O'Farrell, Adam Kane, Jody Fried, Patrick Shattuck, David Reynolds and Ken Hammer to the ARPA Committee. All in favor.

#### Charter Committee Update:

- Chad Whitehead, Town Manager explained that the Charter Committee has been reviewing the previous Town Charter along with other Town Charters. The committee took all information into consideration when reviewing and updating the current Town Charter. The committee is now at the point of presenting the first draft of suggested revisions to the Town Select Board for review and feedback. Once the Select Board has reviewed the first draft will go to legal for review. On track for Town Meeting in March of 2022.
- Kevin mentioned that the language in the Charter was updated to reflect the Statute Language. Urged Select Board members to take a good look at it and get back to Chad within the week. If anyone has any questions regarding the changes please reach out to Kevin, Frank or Chad.
- Dennis encouraged the Committee to look at the vacant structure portion and possibly add a distinction between vacant structure and a structure that is being worked on. Lyndonville has a more aggressive approach.
- Dennis commented on the great job so far.

#### Furnace Replacement 1187 Main Street:

- Chad Whitehead, Town Manager explained that the furnace at 1187 Main Street has been placed out of service. Received two quotes from Harris and Trombly. Trombly came in lower for the same furnace unit at \$16,980.00. The replacement furnace has been ordered from Trombly and

was approved based on the emergency. Request to take the funds out of the 1187 Main Street Reserves and transfer them to the unrestricted reserves to cover this expense.

- Dennis cautioned that the old boiler may contain asbestos. Suggested confirming with Trombly that they will remove even if asbestos is present.
- On a motion by Daniel and second by Frank to approve the transfer of \$16,980.00 from the 1187 Main Street Reserves to unrestricted reserves for the purpose of replacing the boiler at 1187 Main Street which includes the removal of the old boiler even if it contains asbestos. All in favor.

#### Town Manager's Report:

- Chad Whitehead, Town Manager provided the following Town Manager's Report.
- Provided the board with an updated on the Pleasant and Gilman Project. Beginning to work on water mains this week.
- Budget process has begun in the Town Manager's Office. Will be meeting with department heads beginning next week. Plan to have the budget to the Select Board for review in December.
- Fire Department Chief search got a total of 8 applicants. MRI suggested extending the search as they typically like to see a larger applicant pool. Interim Fire Chief's contract will be extended during this time.
- The Town has extended an offer to an individual for the position of Code Compliance Officer. Expect to make an announcement soon.
- Frank asked if the sewer portion of the Pleasant and Gilman Project had been completed. Chad said he didn't believe so but believe they are on track. Chad mentioned that they do not plan on paving the area this fall.

#### Other Business:

- None

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