



# TOWN OF ST. JOHNSBURY

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## **Meeting of the St. Johnsbury Select Board April 26, 2021 at 6:00 PM-Via Zoom Select Board Meeting**

Present-

Select Board: Kevin Oddy, Dennis Smith, Brendan Hughes, Daniel Kimbell, Frank Empsall

Staff: Chad Whitehead, Lesley Russ, Rachel Waterhouse, Joe Kasprzak, Steve Beauregard, Jon Bouffard, Paul Berlejung

Press: Todd Wellington, KATV

Public: Don Smith, Barbara and Darryll Rudy, James Brown, Stephanie Clark, Joe Weith

### Agenda Amendments:

- None

### Public Comment:

- None

### Warrants:

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

### Minutes:

- On a motion by Dennis and second by Brendan to approve the minutes with the following corrections Kevin and Daniel will be responsible for signing warrants, bullet towards the end needs to say Daniel and Frank and the notice of award should say Pleasant and Gilman. All in favor.

### Liquor Licenses:

- None

### March Financials:

- Lesley Russ, Finance Officer provided the board with the March financials.
- Year-end projections meetings begun in March with Department Heads.
- General Fund revenue is better than projected. Expenses are on target.

- At the end of March delinquent taxes were at \$525,266. April we continue to collect delinquent taxes. As of 04/26/2021 the delinquent taxes were \$330,209. Almost \$200,000 has been collected in April. Working to schedule tax sale for later this summer.
- Special Services Fund is overall on target.
- Highway Department has a deficit of \$4,667 due to the purchase of a truck and timing of three loan payments. Winter Maintenance was under budget due to a mild winter. As of April 1 DPW expense are being allocated to Summer Maintenance.
- Water and Sewer Funds revenue is under budget due to billing in arrears and expense are on target.
- Parking Fund expenses are on target but revenue continues to lag due to lack of permit sales and tickets. Expecting a deficit in this fund.
- Kevin mentioned on target in Special Services Fund. Is there something we continue to monitor? Lesley explained that the Special Services Fund is still over budget on their overtime.
- Dennis asked if the savings on salaries from open positions helps offset the cost of the overtime. Lesley explained that yes it does help offset the cost of the overtime. The other thing that has helped to is the \$73,143 in COVID grant funds that was applied to the Special Services Fund. This was the biggest help for this fund.

#### Restricted Reserves Transfer Request:

- Chad Whitehead, Town Manager approached the board to request a transfer of \$39,741.13 from the restricted reevaluation reserve to the unallocated general fund for the first half of the payment for the reappraisal for the fiscal year.
- On a motion by Brendan and second by Dennis to transfer \$39,741.13 from the restricted reevaluation reserve to the unallocated general fund. All in favor.

#### Draft 2021-2022 Water and Wastewater Budget:

- Chad Whitehead, Town Manager provided an overview of the proposed Water and Wastewater Budget for 2021-2022.
- Proposed budget would include a 2% increase in sewer rates and flat rates for water.
- Chad suggested the board consider increasing the septage fee. Currently the septage fee is ten cents a gallon. Suggesting increasing it two cents a gallon. The Town anticipates increased costs in solids handling in the next few years. Compared current rates to surrounding towns and St. Johnsbury is on the lower end. Increasing the fee to twelve cents a gallon would put the Town in line with Littleton and Newport.
- Kevin asked if the budget would be on the agenda at the next Select Board meeting. Chad said yes.
- Daniel asked if another meeting would be taking place to discuss the budget as he had been elected to the committee. Chad explained that the committee typically only handles grievances in regards to bills and the budget was handled as an entire Select Board.
- Kevin asked if the draft budget was available on the Town website. Chad explained that a draft budget would be place on the Town website.

#### Armory Project Update and Funding Request:

- Stephanie Clark from White and Burke presented the Select Board with an update on the Armory project.
- Currently working on civil site plans.

- Also working on securing funds for the 1.3 million remediation. Process is currently in environmental review. Both the EPA grant and the CDBG grant applications are under review.
- Presented updated timeline
  - May 2023 Open Doors
  - August 2022 Construction Begins
  - March 2022 Remediation Begins
  - February 2022 Bid Construction
  - November 2021 Bid Remediation
  - Fall of 2021 Bond Vote
- Upcoming Project Meetings
  - Meeting with Neighbors: TBD
  - On Site Public Meeting: TBD
  - Update to Select Board: June 28<sup>th</sup>
- Jim Brown asked the reason why the dates for the timeline have been adjusted. Joe Wieth explained it was due to the CDBG grant. There was an issue with the beginning of remediation to fit within the time frame for the grant.
- Joe Kasprzak, Assistant Town Manager approached the board to them to transfer \$30,000 from the Armory Reserve to the unallocated funds, and to transfer \$45,000 from the unallocated reserves to the unallocated funds for the Armory project. Funding will need to be available for historians that will be coming on.
- The Finance Officer and Town Manager agree with the transfer requests.
- On a motion by Daniel and second by Frank to transfer \$30,000 from the Armory Reserve to the unallocated fund. All in favor.
- On a motion by Dennis and second by Brendan to transfer \$45,000 from the unallocated restricted reserve to the unallocated fund to be used for the Armory Project. All in favor.

#### Establish Private Road Name:

- Chad Whitehead, Town Manager approached the board about naming a private road on Rocky Ridge Road. Previously the road was only one address identified by a 911 number. Since the private road now contains more than one address it needs a name in order to assign the other properties 911 numbers.
- Frank asked if the town would be required to maintain the road if they approved the name. Chad said no.
- Kevin confirmed that the town would not be responsible for plowing, grading or other maintenance on the road. Chad said the only thing the town would be responsible for would be the sign.
- Kevin inquired if the road was owned by Buxton's. Chad said yes.
- On a motion by Dennis and second by Brendan to assign the name of Private Ridge Drive. All in favor.

#### Town Manager's Report:

- Town recently submitted a grant application in the amount of \$25,000 with the Rec. Department and Bike Ped. For trail building and maintenance within the Town Forest. Joe Fox would be in charge of coordinating the project. The Town will need to put up \$5,000 to match the grant.
- Green Up Day is schedule for May 1<sup>st</sup>. Bags will be available at St. Johnsbury Subaru Dealership.

- Kevin asked when the Town planned to put out the trash and recycling receptacles. Steve responded that they would be out before May 1<sup>st</sup>.

Other Business:

- None

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