



TOWN OF ST. JOHNSBURY

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Meeting of the St. Johnsbury Select Board Oct. 25, 2021 @ 6:00 pm Select Board Meeting

Present-

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

Staff: Chad Whitehead, Rachel Waterhouse, Joe Kasprzak, Lesley Russ (via zoom), Paul Berlejung

Press: Todd Wellington (via zoom), KATV (via zoom)

Public: Mary Berlejung, Joanne Brown, Nan Moses, William Hyde, Paul Brooks, Don Smith, Kaitlin Flannigan, Robin Cornwell, Diane Cummings, Ray Cummings, Susan Dugan, Maureen Robeguard, Cindy Robeguard,

Agenda Amendments:

- None

Public Comment:

- Robin Cornwell presented the Select Board with a petition from Passumpsic View Apartment residences regarding safety for seniors in the area. Concerns with the sidewalk in the area of Railroad Street and Whirligig being uneven, poor lighting on the sidewalk and the blockage of the crosswalk area.
- Kevin thanked Robin for bring the information to the attention of the Select Board and stated they will take a look and go from there.
- A resident shared with the board that he recently fell twice in the last 5 months in that area. He was laid up for several days after the falls.
- A community member explained that the sidewalk in that area needs a lot of work. Believes it is the Town's responsibility as they plow that section of the sidewalk.
- Chad explained that he will look into it. Kevin said the Select Board will work with the Town Manager on this issue.
- A resident asked if the Kingdom Tap Room has permission to block the sidewalk with the signs.
- Chad explained that utilization of the sidewalk for dining was implemented at the beginning of COVID and the pedestrian by-pass was put into place.
- Kevin reiterated that the Select Board and Town Manager's Office will look into the issues presented.
- Susan Dugan explained her issue with sewage flowing down into her yard and garage on Wright Ave. for the past 4 years. Explained the problems it has caused on her property. She explained in the past the Town has come out and vacuumed out the lines and cleaned up the mess but the problem has not been addressed. Susan mentioned she has spoken with Mr. Whitehead and Mr. Beauregard regarding developing a plan to identify and fix the problem but has been told nothing

can be done before winter. Explained that she really needs this issue addressed and resolved prior to the ground freezing.

- Maureen Robillard approached the Select Board regarding her concern over farm animals within the village limits. Kevin explained that the Select Board has been working with the Town Manager's Office on this issue. Currently there is not ordinance within the Charter regarding farm animals. Trying to determine if the State or Town is responsible for this. Explained that the Select Board is aware and is working on it.
- Cindy Robillard commented that the Town should be able to address the farm issues within zoning.
- Maureen mentioned that she called the St. Johnsbury PD one day regarding this issue and was told it was not enforceable.
- Frank asked if the animals came to her house. Cindy said yes.
- Susan Dugan asked if the Town still had an animal control officer. Kevin said yes.
- Chad explained that Candice Day is the Town's animal control officer but there is no current Town ordinances or state law to enforce. An ordinance can be created in the charter but then it's a matter of who enforces it. Chad explained that the Town has been looking into this and will continue to do so.
- Joanne Brown approached the Select Board by stating this was her last opportunity before the Nov. 2nd 2021 elections to address the community. She commented on the congressional happenings.

Minutes:

- On a motion by Brendan and second by Dennis to approve the Select Board Meeting minutes from 10/12/21 as presented. All in favor.

Warrants:

- None

Liquor Licenses:

- Special event liquor license requested for an event at the St. Johnsbury Distillery. Request is for a 10 x 10 booth to be set up on the porch during the St. Johnsbury Halloween event on 2031/21 from 5 to 8 pm. 1 oz. taster cups would be provided.
- Brendan revoked the request for the liquor license for the special event.

Grand List Adjustments:

- On a motion by Dennis and second by Frank the board approved the grand list adjustment 2021 #9 in the amount of \$348.99 and 2021 #10 in the amount of \$307.52. All in favor.

September Financial Update:

- Lesley Russ, Finance Officer provided the Select Board with an overview of the September Financials.
- General fund at the end of September had a surplus of \$9,402 and is on target.

- Delinquent takes at the end of September was at \$157,917. Tax sale is scheduled for early November.
- Special Services at the end of September had a surplus of \$3,784. Regular salaries and overtime are at 22% at this time.
- Highway fund had a surplus of \$97,548 at the end of September. Paving and summer maintenance budgets have been exhausted. Maintenance and repairs line item is currently under budget. Due in part to the vacant mechanic position.
- Water and Sewer funds are on target.
- The parking fund has a deficit of \$11,880 at the end of September. Expense are on target.
- Kevin asked about the Town's Parking Policy and where it stands.
- Joe Kasprzak explained that a Parking study was recently done and the Town is reviewing the draft report. Meeting with NVDA to discuss transportation. Expects to see a final parking study soon. This will help the Town move forward with developing a parking plan.
- Dennis asked is the highway fund being under budget in maintenance was due to lack of repairs.
- Chad explained that repairs are being completed as needed along with scheduled maintenance.
- Kevin and Frank thanked Lesley.

Pension Plan Update:

- Chad Whitehead, Town Manager explained that recently the Town met with the Pension Committee. Hugh Johnson has gone through a name change and plan documents will be updated accordingly. Asked to table until the next Select Board meeting.
- On a motion by Dennis and second by Frank to table the Pension Plan Update until the next Select Board meeting. All in favor.

Main Street Halloween Event:

- Diane Cummings from the Halloween Committee presented the Select Board and Town Manager with notes regarding the Main Street Halloween Event on 10/31/21.
- Daniel inquired about the number of volunteers for the event. Diane said they have 13 people.
- Diane mentioned that no parade would be taking place this year as there are too many kids. She also explained that fire extinguishers will be at all of the fire pits.
- Daniel thanked the committee for all of their time and effort.
- Kevin asked if permits would be obtained for the food trucks.
- Chad explained that the food trucks were part of the permits they submitted.
- Diane Cummings explained that Captain Jason Gray for the St. Johnsbury Police Department sits on the Halloween Committee and handles coordinating the road barriers with the public works department.
- Dennis asked if trash barrels would be available during the event. Diane explained that this is the first year they have considered trash barrels. Typically the Halloween Committee patrols the street at the event of the event and the first morning the following day to pick up all of the trash.
- Dennis asked if this was the first year for the food truck. Diane said yes and they will be bringing trash barrels.
- On a motion Brendan and second by Frank to close the road from 4:30 pm to 8:30 pm as outlined in the 2021 brochure for the Halloween Celebration on 10/31/21. All in favor.
- The Select Board thanked the committee for all of their hard work.

CSO Funding Applications:

- Chad Whitehead, Town Manager presented the Select Board with CSO Funding Applications for potential CSO projects.
- On a positive note previous 2 million loan subsidy funding has been replaced with State ARPA funding with better terms.
- On a motion by Dennis and second by Frank to approve the step 1 and step 2 Railroad Street Revolving Drinking Water Fund application in the amount of \$77,300. All in favor.
- On a motion by Dennis and second by Frank to approve the Railroad Revolving Loan application in the amount of \$71,300. All in favor.

Town Manager's Report:

- Chad Whitehead, Town Manager provided the following Town Manager's Report.
- Charter Review Committee meets tomorrow 10/26/21 at 3:30 pm.
- The first ARPA Committee meeting will take place on 11/15/21.
- Furnace installment at 1187 Main Street has been completed.
- Received a draft contract from Calex Ambulance Service. Chad will work with Kevin on how to proceed.
- The Town continues to work with the Vermont Land Trust on the Knob property. Steve Beauregard and Chad Whitehead met last week with the Land Trust to develop a land management plan for the property. David Brown is scheduled to go to the DRB this Thursday regarding gifting a parcel of property abutting the Knob property.
- Joe Kasprzak, Assistant Town Manager provided the following update.
- The RFP design and engineering for the Armory was posted last week. A walk through will be held on Wednesday 10/27/21 at 3 pm.
- CDBG application for the Armory has been completed. Joe will be attending the VCDP board meeting on 11/18/21.
- USDA Phase 2 extension request for the Co-Op project has been approved.
- Second round of applications for the Rental Housing Grant Project has begun.
- Working with businesses at the north end of Bay Street about revitalization in the area.
- Attending a Regional Tourism Seminar next week at Burke.
- Vermont Community Foundation will be coming to St. Johnsbury for their annual retreat. Joe will be speaking regarding the updates on the revitalization of down town St. Johnsbury.

Other Business:

- None

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