



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 Nov. 8, 2021 @ 6:00 pm Select Board Meeting

Present-

Select Board: Kevin Oddy, Dennis Smith, Daniel Kimbell (via zoom), Frank Empsall,
Staff: Chad Whitehead, Rachel Waterhouse, Joe Kasprzak (via zoom), Paul Berlejung, Kresten Sterling,
Stacy Jewell

Press: Todd Wellington (via zoom), KATV

Public: Mary Berlejung, Randall M., Darryll Rudy (via zoom), Jim Brown (via zoom), Don Smith (via zoom), Bobbie Lepine (via zoom)

Agenda Amendments:

- None

Public Comment:

- None

Minutes:

- On a motion by Dennis and second by Frank to approve the regular Select Board Meeting minutes from 6 pm on 10/25/21 as presented. All in favor.
- On a motion by Dennis and second by Frank to approve the Special Select Board Meeting minutes from 5:30 pm on 10/25/21 as presented. All in favor.

Warrants:

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

Liquor Licenses:

- On a motion by Dennis and second by Frank to approve the following liquor license. All in favor.
 - Horizon Deli- 2nd Class

Grand List Adjustments:

- On a motion by Dennis and second by Frank the board approved the grand list adjustment 2021 #11 in the amount of \$848.94. All in favor.

Deputy Health Officer:

- Chad Whitehead, Town Manager introduced the new Code Compliance Officer, Kresten Sterling. Kresten has been training with the Town of St. Johnsbury Fire Chief and State Fire Marshall. He will be visiting Barre, VT tomorrow to continue his training.
- Kresten Sterling introduced himself and told the Select Board a little about himself.
- Chad explained that the State requires the Select Board Chair's signature on the recommendation for Deputy Health Officer. Next meeting is in December. The Town will not know if Kresten is appointed until then.
- On a motion by Dennis and second by Frank to authorize the chair of the Select Board to sign a form recommending Kresten be appointed as the Deputy Town Health Officer. All in favor.

Pension Plan Update:

- Kevin Oddy, Chair of the Select Board explained that Hugh Johnson has gone through a name change due to a merger of two companies. The advisor will remain the same but the company name has changed to Greypoint LLC.
- Daniel asked how long the business has been around. Commented that maybe the Town should consider putting it back out to bid.
- Stacy Jewell, Town Clerk mentioned that it was placed out to bid 3 years ago. Robert Hennes has been the advisor for the Town for the past 25 years.
- On a motion by Dennis and second by Frank to approve the updated 401a Pension Plan Investment Policy for the Town of St. Johnsbury with the name change to Greypoint LLC dated 11/08/21. All in favor.

Municipal Roads Grants- In- Aid Equipment Grant:

- Chad Whitehead, Town Manager explained that the Municipal Roads Grants-In-Aid Equipment Grant is managed by NVDA and is a simple grant for the purchase of equipment. The grant has a 20% Town match required if awarded. The grant would provide the Town is \$6,000 in grant funds to help offset the cost of purchasing a roller compacter attachment for the grader. This equipment would be placed on the back of the grader and would be used on the final pass to compact gravel road surface. Steve Beauregard has confirmed that he would be able to find the \$1,500 of the match funding within his existing budget.
- On a motion by Dennis and second by Frank to approve the Municipal Roads Grant- In- Aid Equipment Grant application.

SRF Loan Agreements:

- Chad Whitehead, Town Manager presented the Select Board with the SRF Loan agreement for RF12981.0 in the amount of \$40,300.00 for the Solids Handling at the Waste Water Treatment Plant. The loan agreement allows for 50% principle forgiveness and payments over 5 years at 0% interest. This project is still in the preliminary engineering stage at this time.
- On a motion by Dennis and second by Frank to accept the SRF Loan Agreement RF12981.0 in the amount of \$40,300.00 for the Solids Handling at the Waste Water Treatment Plant.

Organizational Chart:

- Chad Whitehead, Town Manager reviewed the updated Organization Chart for the Town of St. Johnsbury.
- Daniel asked if the Organization Chart had been shown to department heads. Chad said yes department heads are aware of the changes.
- Daniel mentioned there was lots of different moving parts.
- Jim Brown asked where the Planning Commission comes in on the Organization Chart. Chad explained that the one presented to the board was currently only town employee positions. The Town had started working on an Organization Chart for Town Committees but it was set aside while we finalized the town employee Organizational Chart.

Town Manager's Report:

- Chad Whitehead, Town Manager provided the following Town Manager's Report.
- Provided an update to the sidewalk petition received at the last Select Board Meeting DPW has been working to obtain quotes for sidewalk repairs in the area. Looking into temporary repairs as it is not advisable to place new concrete this close to salt season. Working with local businesses to provide lighting in the area. DPW will keep area of concerned maintained during the winter.
- Update on Wright Ave issue was provided. The sewer pipe has been rerouted now working on obtaining a plumber to complete the interior connection.
- Update on the farm animal complaint brought to the Select Boards attention at the last meeting on 10/25/21. Animals require a condition of use permits by the DRB in residential town zoning. However rural 1 & 2 is by permit only.
- Gilman Project continues to move along. The box cut and road base is half complete. Hoping to finish this week. Winter shut down will be taking place in the next few weeks at which point the contract will freeze for the winter.
- VOREC Grant is due 11/29/21. Working on finalizing with the St. Johnsbury Chamber. This grant will include marketing and outreach for the Riverfront project.
- Joe Kasprzak, Assistant Town Manager provided the following update.
- The Armory project is moving forward. RFQ's have been posted.
- CDBG application for the Armory has been completed. Joe will be attending the VCDP board meeting on 11/18/21 to present.
- Daniel commented that previously he had help with the presentation and asked Joe if he would like him there. Joe said yes if he is able to log in and participate St. Johnsbury will be presenting at 1 pm on 11/18/21. Daniel commented that he will be away on business and unable to attend.
- Paul Berlejung, Zoning Administrator commented that Mrs. Robillard dropped off a complaint this evening and he will be addressing it.
- Dennis asked if hot mix could be used as a temporary fix on the sidewalk by Whirligig for the winter. Chad said he would reach out to Steve Beauregard to discuss.
- Dennis strongly recommended doing something before winter.
- Paul Berlejung commented that there are broken sidewalks all around the Town that need to be addressed not just by Whirligig.

Other Business:

- None

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