



# TOWN OF ST. JOHNSBURY

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## Meeting of the St. Johnsbury Select Board July 11, 2022 @ 6:00 pm

Present-

Select Board: Dennis Smith, Frank Empsall, Tracy Zschau (via zoom), Steve Isham, Brendan Hughes

Staff: Chad Whitehead, Rachel Waterhouse, Joe Kasprzak (via zoom), Kresten Sterling (via zoom), Paul Berlejung

Press: KATV

Public: Mary Berlejung (via zoom), Jim Brown, Joanne Brown, Peter Van Straten (via zoom)

### Agenda Amendments:

- On a motion by Brendan and second by Dennis to add Water Fund Purchase to the agenda before the Town Manager's Report. All in favor.

### 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 Select Board minutes from June 27<sup>th</sup>, 2022 as presented. All in favor. Brendan abstained.

### Liquor License:

- None

### Water Fund Purchase:

- Chad Whitehead, Town Manager explained that recently the Water Treatment Facility underwent its Sanitary Survey. Based on the inspection results the State is requesting that the Water Treatment Facility install a turbid-a-meter to test the amount of solids in the water. The meter is included in the budget for the new Water Treatment Facility however the equipment is needed sooner. Since

the purchase amount is \$5,297.17 which is over \$5,000 and was not a budgeted expense it requires Select Board approval.

- On a motion by Dennis and second by Brendan to approve the purchase of a turbid-a-meter in the amount of \$5,297.17 for the Water Treatment Facility. All in favor.

#### Town Managers' Report:

- Chad Whitehead, Town Manager provided the following Town Manager's Report.
- July 1<sup>st</sup> started the new fiscal year. The Audit is scheduled for the first week of August and expect to receive the Audit Report around October. The Town is still receiving invoices from last year but anticipate a surplus in all funds except for parking.
- The ARPA Committee will hold its second meeting with the facilitator on next Monday July 18<sup>th</sup>. Expect that the facilitator will begin public outreach following this meeting.
- DPW has repaired the priority hydrants. They currently have 12 in stock and are expecting an additional 12 hydrants. The DPW crew has prioritizing the catch basin repairs and will continue to work on that this week. DPW expects to shift over to hydrant replacement again next week.
- Water flushing is tentatively schedule for the last week of July.
- DPW crew continues to work at 47 Wright Ave this week. The crew went out to remove the clean outs at the request of the property owner and found old drainage lines with what appeared to be a spring.
- The Water Treatment Facility upgrade is still on hold. Waiting on the State's Intended Use Plan to be approved, which is anticipated to have the final piece of funding for the project. Typically this takes place in mid to late summer.
- DPW has not been able to get the roadside mower that is shared with Danville out this year as it has been awaiting repairs and parts. This is an older piece of equipment so Steve is looking at his equipment replacement schedule approved for this budget and may be approached the Select Board in the near future to shift some things around to address this need.
- The sidewalks at 1187 Main Street is anticipated to be completed in August.
- Vacancies continue within Fire, Police and Dispatch. We are working to get potential new hires on boarded and positions filled. The Police Chief and Town Manager are working with Vermont Manager's Association and the Chief of Police Association, as well as VLCT to discuss policy regarding Statewide recruitment efforts and how to get people to come to Vermont.
- The Police Department responded to a shooting at Maplefields last Tuesday night. With the assistance from Vermont State Police they were able to execute warrants and had the suspects in custody the following evening.
- Met with Patricia Janssen from Habitat for Humanity regarding 955 Portland Street. She is putting together a proposal to renovate 955 Portland Street to be used as staff housing. Expect to have the proposal within the next month.
- Robert Holmes, who held a number of positions with the Town including Code Compliance Officer and most recently as Parking Enforcement Officer retired last Friday. Thanked Bob for his years of service to the Town.
- Welcomed Karen Budde who will be filling Bob's shoes as the Parking Enforcement Officer for the Town.
- Tuesday evening the Food Truck Tuesday Event hosted by the St. Johnsbury Chamber will take place from 4 to 7 pm at the Three Rivers Trailhead Pavilion on Bay Street. The last event attracted an estimated 400 people. This event will host 7 food trucks.

- The first Final Friday event on Railroad Street was successful. Thank you to the St. Johnsbury Chamber, Catamount Arts, volunteers and Town Employees that came together to pull off this event. Events will continue in July and August.
- The St. Johnsbury Chamber has secured funding to host some smaller music events on Saturdays in the downtown.
- The Dog Mountain Levitt Amp music series started last night at Dog Mountain. These are free concerts paid for by the Levitt Foundation as well as a number of other sponsors and produced by Catamount Arts.
- VLCT will join the Select Board Meeting on August 22<sup>nd</sup> to host a training on Roles and Responsibilities specific to St. Johnsbury and our Town Manager form of government. This will include about 45 minutes of presentation followed by 45 minutes of questions and answers. Explained that the training can be done in either open meeting or closed meeting.
- Joe Kasprzak, Assistant Town Manager provided the following updates.
- The Bay Street Planning Project is ongoing.
- The Town did not receive funding through the CDBG grant for the Armory. But continue to remain optimistic. Continue to move forward with the Phase 2 survey and work plans for more funding.

#### Other Business:

- Jim Brown approached the Board regarding the change to the Planning Commission bylaws specific to the number of committee members. He explained that about 5 years ago it was voted on to change the member number from 7 to 5. However this is not reflected in the current bylaws. He explained the reduction in members has already been approved by the previous Select Board.
- Jim Brown explained that Jim Rose from Lamoille Valley Bike has requested cleaner signage for the bike trail in the Bay Street area.
- Jim Brown stated that Ann and John Raposa of 167 St. Mary Street would like the roadside cut back in the area of Railroad Street.
- Dennis asked if it was Town owned property or the Railroad Street property. Jim said he believes it is the Railroad Street property.
- Dennis suggested that they obtain permission from the property owner before anything is done.
- Steve Isham asked if the upgrade of signage would take care of the issue Jim Rose is concerned about. Chad said yes better wayfinding signs across Bay Street would address the issue.
- Joanne Brown asked the board if they were no longer willing to entertain her thoughts during public comment. Frank stated that the board is willing to entertain her thoughts pertaining to Town related business.
- Joanne Brown approached the Board regarding her concerns over losing the county Sheriff. Frank explained that elections will take care of that.
- Joanne Brown also expressed her concerns regarding Attorney General TJ Donovan stepping down and waiting until the last minute to do so. Frank explained that while it is an unfortunate circumstance but out of the Select Board's control.
- Frank suggested Joanne write to the Burlington Free Press or Caledonian Record regarding her concerns.
- Dennis explained that those concerns are not within the Select Board's authority. Joanne expressed that she believed it was their responsibility. Dennis stated it is not our responsibility as the Select Board for St. Johnsbury.

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