



TOWN OF ST. JOHNSBURY

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Meeting of the St. Johnsbury Select Board Sept. 26, 2022 @ 6:00 pm

Present-

Select Board: Dennis Smith, Tracy Zschau, Steve Isham

Staff: Rachel Waterhouse, Chad Whitehead, Steve Beauregard, Joe Kasprzak (via zoom), Paul Berlejung

Press: KATV, Todd Wellington

Public: Mary Berlejung, Don Smith, Jim Brown, Andrea Day, Ashleigh Moriarty

Agenda Amendments:

- None

Public Comment:

- Mary Berlejung encourages the board to allocate more funds in upcoming budgets in order to complete sidewalk repairs around town. Explained she will be attending a public ARPA meeting tomorrow to discuss the need for funding to repair sidewalks. Chad explained that the meeting tomorrow is the focus group with HCH to gather input on spending ARPA funds. HCH will also host a larger public meeting to gather public input at a later date. Mary asked if an ad in the local paper was a good idea. Chad said he thought it was a good idea and would work with HCH to get something placed in the paper for the public meeting.
- Ashleigh Moriarty provided an overview of the Halloween Event scheduled for Oct. 31st. Road closure is scheduled for 4:45 pm on Oct. 31st and will last until 8:45 pm. The Halloween Parade will begin at 5:45 pm. Expecting around 2,000-3,000 people at this event. Thanked the Select Board for their continued support. Steve Isham asked if a flyer would be available. Ashleigh said yes and provided a schedule of events.

Warrants:

- On a motion by Tracy and second by Steve Isham to approve the warrants as presented. All in favor.

Minutes:

- On a motion by Steve Isham and second by Tracy to accept the Select Board minutes from Sept. 12, 2022 as presented. All in favor.

Liquor License:

- On a motion by Steve Isham and second by Tracy to approve the following liquor licenses. All in favor.
 - Bread and Butter LLC- 1st class renewal
 - Judy's Kitchen- 1st class renewal
- Stacy confirmed that Bread and Butter LLC is doing business as Cosmic Cup and Judy's Kitchen is doing business as Anthony's Diner.

ARPA Revenue:

- Chad Whitehead, Town Manager explained that the Auditors have advised that the Town should formalize the use of ARPA funds for general fund salaries as the Select Board formally elected to file use of ARPA funds as a loss revenue in April 2022.
- Tracy asked if this was for all the ARPA funds or just the funds the Town has received to date. Chad said just the funds received to date.
- On a motion by Steve Isham and second by Tracy to use the ARPA revenue of \$1,069,706.84 to offset general fund salaries through June 30, 2022 and designate the same amount of unallocated reserves to use in economic development and investment in the Town of St. Johnsbury. All in favor.
- Jim Brown asked why this move was recommend. Chad explained that it was for the purpose of accounting of the funds.

Water Treatment Facility Update and DWSRF Application:

- Andrea Day from Dufresne Group provided an update on the water treatment facility and DWSRF application. The final document has been submitted to the state for approval to go to bid.
- The Town has received the second offer from the State regarding ½ of the funding. Reviewed loan 1 and loan 2 offers. Total project costs is about 10 million however with both offers the cost to the Town comes in around \$3,580,239. Bond authority in the amount of 4.78 million was authorized by the voters back in 2017.
- Next steps include finalizing a membrane agreement with Suez, obtaining a signed construction loan agreement, obtaining a signed engineering service agreement and advertising the project for bid.
- Tracy inquired about the timeline. Andrea explained she hopes to have the state paperwork approval and loan paperwork in place by the end of October and have bids by the end of November.
- Chad asked if construction would begin next spring. Andrea said yes.
- Tracy asked how the loans ranked. Chad explained that the loans offered are very similar to the ones received for the Pleasant and Gilman Street Project. Chad explained the biggest thing is the 0% interest for the term of the loan. The Town has projected the water funds out 10 years to determine impact and the budget remains stable.
- On a motion by Tracy and second by Steve Isham to approve and submit the DWSRF application in the amount of \$9,396,015 and designate the Town Manager as the authorized representative. All in favor.
- On a motion by Tracy and second by Steve Isham to approve the engineering contract in the amount of \$1,534,884.15 for the oversight of the construction project. All in favor.

Wastewater Treatment Facility Solids Handling:

- Chad Whitehead, Town Manager provided the background regarding the wastewater treatment facility. The Town is no longer able to land apply waste, has obtained bids for pressing systems and hope to have the equipment here in the spring.
- However the sludge storage tanks are nearing maximum capacity and need to be emptied. The Town had budgeted \$75,000 for this expense. However it has been determined it will cost around \$210,000 to empty the entire sludge storage tanks. Wastewater Sewer Fund currently has a surplus of over 2 million therefore not requesting to use reserve funds for this expense. Expressed that if the Town was not to empty the sludge storage tank this fall the Town would most likely have to shut down septage receiving as no space would be available.
- On a motion by Steve Isham and second by Tracy to spend \$210,500 from the sewer fund to empty the sludge holding tanks. All in favor.
- Steve Isham clarified that spending these funds means there will be no net loss to the Town. Chad said yes.

Planning Grant Applications:

- Chad Whitehead, Town Manager explained that Irene Nagle is working with the Planning Commission to apply for some municipal planning grants.
- Jim Brown provided an overview of the grants Irene Nagle is helping the Planning Commission with including
 - Municipal Planning Grant to look at placing a growth center on Bay Street. This will help with development in this area.
 - Bylaw Modernization Grant in consideration of a neighborhood designation with boundaries potentially being Concord, Elm, Harrison, Caledonia and Lafayette streets. The intent is to build capacity to land use development in the neighborhood.

Town Managers' Report:

- Chad Whitehead, Town Manager provided the following Town Manager's Report.
- HCH focus group meetings on the subjects of business/creative economy, housing, outdoor recreation, infrastructure and mental health/social services will begin this week.
- HCH will also be hosting a public meeting at the Welcome Center. Still working on determining the date.
- DPW continues to replace hydrants within the water system. Expecting the hydrant replacement on Maple Street will include road closure.
- This week DPW is focusing on hot mix in response to calls.
- Hydrant flushing is expected to begin next week between 9 am and noon. Steve Beauregard, Director of DPW provided the following schedule.
 - Monday- East and South side of Moose Rive and Passumpsic River
 - Tuesday- West of Passumpsic River along with the area South of St. Johns Street to Concord Ave.
 - Wednesday- Everything North from Breezy Hill pump station, Rt. 5 North from Passumpsic River Crossing all the way to Industrial Park.
- DPW road crew continues to replace the subbase and road material on a 500' section of Old Man Mountain Road and will do another 300' of Crepault Hill to the North of Bradley Road. Working on repairing Knollwood Terrance for the winter.
- Steve Beauregard, Director of DPW clarified that it was a tough decision to put off paving for this fall and was not taken lightly. Explained that a lot of thought went into it and the 30% increase in

costs would have meant cuts to paving. He is hoping the costs come down when the Town re-bids this winter and that the Town is able to obtain some savings by waiting until spring.

- A construction update for the Pleasant and Gilman project has been posted to the Town's Facebook Page and website. Dufresne Group is working on mailing the information to all property owners within the construction area. The announcement included project updates along with what to expect for the winter and next spring.
- Dufresne Group spoke with Linda Perkins regarding her concerns on the Pleasant and Gilman construction project.
- The solids handling project continues into final design for the permanent building. The press contract has been signed and will be in production for delivery in April. Expecting the press to be operational next summer but a permanent building will still be needed for winter months.
- Considering the amount of investments and limitations on grant eligibility recommending listing 955 Portland Street property. Chad will work with the Town realtor to list the property. Will come back to the board with the intent to convey real estate.
- The first Public Charter Hearing is scheduled for next Monday Oct. 3rd at 5:30 pm and a second hearing is scheduled for Oct. 24th at 5:30 pm.
- Final Friday Event is scheduled for Friday Sept. 30th and will include a concert. Joe asked if an event permit was provided and if parking was aware of the closures. Chad said yes the event permit was distributed to staff for input.
- Joe Kasprzak, Assistant Town Manager provided the following updates.
- Via Nova master planning continues. Expecting a final report in November.
- Continue to work with NVDA LVRT Project. Coordinating amenities and services along the LVRT. Expecting an impact and finance analyses within the next couple of weeks.
- The Armory project continues to move forward. Waiting on some critical cost estimates and assessment data. Expecting those around Oct. 7th.

Other Business:

- Jim Brown inquired about the outcome regarding the Fairbanks Inn and the DRB meeting. Chad explained the DRB voted to uphold the Zoning Administrators ruling and the Fairbanks Inn will have 30 days to come in compliance or appeal it to the Environment Courts.
- Don Smith asked if the membranes for the water treatment facility would filter out PFOAs. Chad said no and explained that typically PFOAs are not found in the water system but are usually byproducts of manufactures. Dennis reiterated that PFOAs are byproducts of manufacturing and do not come from the water system.

Executive Session:

- On a motion by Steve Isham and second by Tracy that an executive session was needed to address a matter that premature general public knowledge would put the Town at substantial risk. All in favor.
- On a motion by Tracy and second by Steve Isham to enter executive session and invite the Town Manager. All in favor.
- On a motion by Steve Isham and second by Tracy to exit executive session.
- The Select Board Chair had nothing to report.

On a motion by Tracy and second by Steve Isham the board adjourned by unanimous decision.