



TOWN OF ST. JOHNSBURY

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Meeting of the St. Johnsbury Select Board Nov. 28th, 2022 @ 6:00 pm

Present-

Select Board: Dennis Smith, Tracy Zschau, Steve Isham, Brendan Hughes

Staff: Rachel Waterhouse (via zoom), Chad Whitehead, Joe Kasprzak (via zoom), Stacy Jewell, Paul Berlejung

Press: KATV, Todd Wellington (via zoom)

Public: Don Smith (via zoom), Gillian Sewake (via zoom), Mary Berlejung, Maryellen Griffin (via zoom), Zeb Overton, Nancy Tirozzi

Agenda Amendments:

- None

Public Comment:

- None

Warrants:

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

Minutes:

- On a motion by Brendan and second by Tracy to accept the Special Select Board- Audit Presentation minutes from Nov. 14th, 2022 as presented. All in favor.
- On a motion by Tracy and second by Brendan to accept the regular Select Board minutes from Nov. 14th, 2022 as presented. All in favor.

Liquor License:

- Papa Tirozzi's – 1st class liquor license
- On a motion by Tracy and second by Steve Isham to approve the liquor license for Papa Tirozzi's. All in favor. Brendan abstained.

Tobacco Licenses

- Zeb Overton of The Green Man LLC explained that in order for his retail establishment to carry vape cartridges which do not contain tobacco but contain THC he is required by the State to have a tobacco license.

- On a motion by Brendan and second by Tracy to approve the tobacco license for The Green Man LLC. All in favor.

Fairbanks Inn Interim Agreement:

- Chad Whitehead, Town Manager summarized the ongoing events with the Fairbanks Inn regarding a zoning violation that was issued on Aug. 25th, 2022. He explained that the Interim Agreement would allow a stay until March 31, 2023 however Fairbanks Inn would have to employ 24/7 front desk attendants to address security and operational needs at the property and that good faith discussions to resolve this matter will continue.
- Court hearing took place today where the court authorized the interim agreement pending the approval and signature of the Select Board this evening. It was explained that if the Fairbanks Inn doesn't uphold their end of the deal that they would be found in contempt of court.
- Brendan asked if an eviction process needed to be followed. Chad said not at this time. This program is exempt from the eviction process.
- Steve Isham expressed that while he is compassionate about the homelessness situation the State of Vermont needs to deal with it so it doesn't fall back on the municipalities.
- Dennis expressed that he does not believe the State dealt with this whole situation well.
- On a motion by Brendan and second by Tracy to enter into and sign the Interim Agreement with the Fairbanks Inn. All in favor.
- Chad explained that a request for mediation may come down the road. He said he would keep the board informed as things moved forward.
- Stacy Jewell, Town Clerk requested the interim agreement for her office.

Municipal Planning Grant:

- Chad Whitehead, Town Manager explained that the municipal planning grant is in partnership with Lyndon, Burke and Island Pond and would provide recreational opportunities including a study reviewing lodging in the area. Northern Forest will cover the cost of the match. Rural Tourism Academy will assist with the study. Chad explained the Planning Commission approved this at their last meeting.
- Gillian Sewake, Discover St. Johnsbury Director mentioned that this application would not be in competition with any other Town grants including the bylaw modernization grant and that there would be no cost to the Town for this project.
- Chad reviewed the language of the application.
- Steve Isham asked for clarification on the kingdom corridor and if that meant all three counties. Gillian explained that it was an internally only term and was used as an ID for the 4 towns included in the application.
- On a motion by Tracy and second by Brendan to approve the resolution for the Municipal Planning Grant as presented and to authorize the Town Manager to sign. All in favor.

Town Managers' Report:

- Chad Whitehead, Town Manager provided the following Town Manager's Report.
- ARPA community public outreach has been completed. HCH has developed a draft spending plan and application for funding requests. ARPA committee will be reviewing these documents and

hope to begin the application process in January 2023. Brendan asked who would be reviewing applications and presenting to the Select Board. Chad said he expects the consultant will.

- DPW continues to prepare for winter. 10 day weather forecast shows some potential for ice.
- DPW has completed work on Bible Hill and graded some class 3 roads.
- DPW is working on rerouting a sewer line on Knollwood Terrace and diverting water on Concord Ave to prevent icing.
- JA McDonald has completed work on Lawrence Circle and is getting ready for winter shut down.
- 955 Portland Street received one offer which has been rejected as advised by the Town realtor.
- Hoping to have a date to start requesting bids for the Wastewater Treatment Facility Update in the coming weeks.
- A conditional offer has been made to an applicant to fill the vacancy in dispatch.
- Interviews for the vacancies in the Fire Department will take place tomorrow. This is a joint effort with Littleton and will allow the Towns to create a hiring list.
- Chief Reed is working on an RFP to replace Engine 1. Once ordered it will take about 2 years before it arrives.
- Police Department recruitment continues. Officer Grant is expected to complete the Police Academy in December and will then have 400 hours of training to complete.
- Encourage anyone who is interested in participating in the Knob Property Management to reach out.
- Planning Commission will be attending training on December 6th.
- Beautifications with the assistance of DPW and the Fire Department have decorated around Town for the holidays.
- Discover St. Johnsbury is hosting their Sparkle Event on Dec. 8th, 9th and 10th.
- The Santa Fund operations are currently underway and anyone wishing to donate can do so at any time.
- Joe Kasprzak, Assistant Town Manager noted that he expects a public meeting within the next month to review the NVDA LVRT impact analysis.
- Continues to work with Via Nova regarding master planning for Bay Street. Hopes to finalize next month.

Other Business:

- Chad Whitehead, Town Manager suggested moving the Select Board meeting from Monday Dec. 26th to Wednesday Dec. 28th at 6 pm. Select Board agreed.
- Planning Commission Public hearing for bylaw changes was rescheduled to Dec. 28th at 5:30 pm.

Executive Session:

- None

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