



TOWN OF ST. JOHNSBURY

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Meeting of the St. Johnsbury Select Board Dec. 12, 2022 @ 6:00 pm

Present-

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

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

Press: KATV

Public: Don Smith (via zoom), Gillian Sewake (via zoom), Jim Brown, Ashley Van Zandt

Agenda Amendments:

- None

Public Comment:

- Ashely Van Zandt approached the Select Board to provide details regarding First Night North schedule for Saturday, December 31st from 4 pm until Midnight in St. Johnsbury. She explained that things will remain the same however there will be no fireworks this year. Instead a dance party will be held. Explained that First Night North is working with the Town to secure all required permits for this event. Expressed her appreciation from the Town and all the support. Looking forward to being back in person. The Select Board thanked her and wished her luck with the event.

Warrants:

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

Minutes:

- On a motion by Dennis and second by Brendan to accept the regular Select Board minutes from Nov. 28^h, 2022 as presented. All in favor.

Liquor License:

- Stacy explained that Family Dollar has requested a class b liquor license. She mentioned that Family Dollar has previously had a liquor license a few years ago but then stopped selling liquor therefore this is a request for a new liquor license. She said everything was included in their application for their liquor license. Trainings have been scheduled over the next few weeks.
- Dennis asked if they were taking the trainings now. Stacy said they would be taking them before submitting their applications to the state for their license.

- Brendan asked for clarification on the class as class b is tobacco. Stacy said she would reach out and follow up with the Area Manager.
- On a motion by Dennis and second by Tracy to table the 2nd class liquor license for Family Dollar until clarification regarding the class has been obtained. All in favor.

Tobacco Licenses

- None

November Financials:

- Chad Whitehead, Town Manager provided the following November Financials.
- The property taxes are prorated in the governmental funds as well as interdepartmental and reserve funds.
- General fund at the end of November had a surplus of \$1,417,132. Departments within the general fund are on target currently. The surplus does include ARPA funds in the amount of \$1,069,707. Quarterly insurance payments for the 1st quarter of 2023 were made during November.
- The Special Services fund at the end of November had a surplus of \$16,080. Regular salaries and overtime combined are at 47% of the budget. Staffing continues to be an issue in the police department.
- The Highway fund at the end of November had a deficit of \$124,713. Departments within the highway fund are on budget. Two annual principal loan payments of \$131,857 were made in November.
- At the end of November, the water fund had a deficit of \$380,311. Expenses in the water fund are on budget except for chemical supplies which is due to significant price increases. Several loan payments were made during November.
- The Sewer fund at the end of November had a surplus of \$1,239,820. The Sewer Fund has received \$800,991 in grant funds for the Pleasant and Gilman project. The sewer plant is over budget due to solids handling and the purchase of RBC frames.
- At the end of November, the parking meter fund had a deficit of \$900. Revenue and expense are on target at this time.
- Dennis mentioned that he was thrilled to see the parking fund where it stands now. He asked if this was due to more enforcement. Joe Kasprzak, Assistant Town Manager said yes.

Property Easement:

- Chad Whitehead, Town Manager explained that a parcel of property located at 207 Old Center Road has recently been sold. During closing it was noted that the front porch encroached on the Town's right of way. The Town was asked if they would be willing to issue a property easement to allow the porch to remain. Chad explained he spoke with legal and they didn't see any issue with an easement. He explained that once approved by the Select Board the property easement would need to be warned as an intent to convey real estate.
- Brendan asked if there was a current easement in place for the porch. Chad said no.
- On a motion by Brendan and second by Dennis to approve the intent to transfer real estate for the property easement for 207 Old Center Road . All in favor.
- On a motion by Dennis and second by Brendan to authorize the Town Manager to execute the quitclaim deed. 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 is developing 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. Hope to have the report presented to the Select Board on the Dec. 28th meeting.
- Water Main Break occurred Friday Dec. 9th at 5:45 pm in the area of Concord and Portland. The DPW crew worked until 4:45 am on Dec. 10th to repair the break. A boil water notice was issued due to break and is expected to be lifted tomorrow. Thank you to Tim's Deli for providing food, Portland Street Auto for providing coffee and Chief Reed for providing coffee.
- No new news on 955 Portland Street at this time.
- The bid documents for the Wastewater Treatment Facility updates have been submitted just waiting for approval at this time.
- A dispatcher has been on boarded today to fill the vacancy in dispatch.
- A conditional offer has been made to fill one of the vacancies in the Fire Department. Interviews continue later this week in hopes to fill the second vacancy.
- Chief Reed is working on the RFP for the replacement of engine 1.
- Police Department recruitment continues. Officer Grant is expected to complete the Police Academy this month and will then have 400 hours of training to complete.
- Field work for the LVRT has been completed. Waiting on the engineer at this time.
- Encourage anyone who is interested in participating in the Knob Property Management to reach out. Will be posting to Facebook, the Town website and Front porch Forum to let residences know.
- 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 the parking team has been working to understand the area's needs and how the Town can better utilize parking. It has been decided that the North end of Pearl Street beyond the old charging station will be free long term parking from 6 am until midnight and overnight parking by permit.
- Stacy Jewell, Town Clerk expressed that she felt having annual parking permits, free parking and overnight parking all within one lot was too much.
- Stacy asked if the free parking was 24 hours. Joe said no the free parking would be from 6 am until midnight and overnight parking would be by permit only.
- Stacy expressed that overnight parking permit holders have been told to park in the first section. Joe explained that the parking lot is under-utilized and not full.
- Stacy asked if the free parking was for everyone or just the businesses. Joe said it was for everyone. Joe explained that the signs would read free long term parking 6 am until midnight overnight parking by permit only just like the signs in the Pearl Street lot.
- Brendan asked if a representative from the ARPA consultant was supposed to be at the meeting tonight. Chad explained that the consultant is still working on completing the report and hopes to have them present at the Dec. 28th meeting.
- Steve Isham asked how much data would be included in the report. Chad explained he anticipates the report will go over the process and include the recommendation, a scoring matrix and the actual data attached.
- Brendan asked if the goal was to have the report and data before the meeting. Chad said yes he didn't feel it was worth having it as an agenda item without all the information. Hopefully the consultant will provide this information prior to the meeting on Dec. 28th.

Other Business:

- Paul Berlejung stated that Gillian Sewake knocked the Sparkle Event out of the park.
- Jim Brown commented that the Fireworks were awesome.
- The Select Board thanked Gillian for all of her hard work on this event.

Executive Session:

- None

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