



# TOWN OF ST. JOHNSBURY

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## **Meeting of the St. Johnsbury Select Board February 14, 2022 @ 6:00 pm**

### **Present-**

Select Board: Kevin Oddy, Dennis Smith, Daniel Kimbell, Frank Empsall, Brendan Hughes (via zoom)

Staff: Chad Whitehead, Rachel Waterhouse (via zoom), Joe Kasprzak (via zoom), Stacy Jewell (via zoom), Steve Beauregard (via zoom)

Press: Todd Wellington, KATV

Public: Tracy Zschau (via zoom), Steve's I-pad (via zoom), Jim Brown (via zoom)

### Agenda Amendments:

- None

### Public Comment:

- None

### Warrants:

- None

### Minutes:

- On a motion by Dennis and second by Frank to approve the Special Select Board Meeting minutes from 01/27/2022. All in favor.
- On a motion by Dennis and second by Frank to approve the Regular Select Board Meeting minutes with the correction of James Courchesne last name. All in favor.

### January Financials:

- Chad Whitehead, Town Manager provided the January Financials.
- General fund at the end of January had a surplus of \$181,483. The Fire Department and Dispatch overtime line items continue to remain an area of concern. Overall the general fund departments are on target.
- Delinquent tax receivables are \$140,272 versus \$208,158 at this time last year.
- Special Services fund at the end of January had a surplus of \$11,603. Regular salaries and overtime combined are at 57% of those budgeted line items and are on target at this time.

- The Highway fund at the end of January had a surplus of \$120,221. The highway fund is on target. A prior year equipment lease payment of \$73,727 was made in January.
- At the end of January the water fund had a deficit of \$229,452. Revenue is under budget due to booking the revenue to the prior year during our audit. Expense are on target.
- At the end of January the Sewer fund had a deficit of \$572,640. Revenue is under budget due to booking revenue to the prior year during our audit. The Town has spent \$248,300 in solids handling.
- At the end of January the parking meter fund had a deficit of \$12,850. Expense are on target at this time.
- Daniel asked about the booking the income to the prior year for the water and sewer fund. Chad explained the deficit is due to the billing in the arrears for the audit however that will be adjusted at the end of the fiscal year. Daniel asked how it is determined that the funds are on target. Chad explained that year over year data is reviewed. Daniel expressed that would be helpful to see.
- Kevin expressed his concerns over the Fire Department and Dispatch salaries and overtime. He mentioned that the Police Department seems to be a potential area of concern. Chad explained that the Police Department just filled their vacant position and recently had an officer return from deployment which will help with the overtime. Chad also explained that the Fire Department is in the process of on boarding for two vacancies. Overtime in the Fire Department was generated by overtime shifts to fill a vacancy and coverage for medical leave.

#### DPW Equipment Loan:

- Chad Whitehead, Town Manager approached the board about authorizing a loan to purchase equipment for DPW. The loan has an interest rate of 1.79%.
- Kevin asked if the loan and trucks were put out to bid. Chad said yes. Steve explained the bidding process on the trucks and how the choice for the F-600 with plow set up and the Western Star 4700 was conducted.
- Kevin asked if the equipment packages were interchangeable. Steve explained that yes the quick hitch system could be moved to another truck if needed.
- Kevin asked if the Town was locked in with Western Star with the equipment package. Steve said no we can change brands.
- Frank asked why the bids had not been presented to the Select Board. Steve explained that he didn't know the Select Board wanted to see all the bids. He said he would bring them to the Select Board moving forward. Steve explained that the Town will continue to bid out equipment but trucks will be at full retail with no municipal discounts given the current economy.
- On a motion by Dennis and second by Frank to approve and authorize the execution of the loan from Union Bank for the purchase of the Ford F-600 with equipment set up and the Western Star 4700 with equipment set up as presented. All in favor.

#### 2022 Certificate of Highway Mileage:

- Chad Whitehead, Town Manager approached the select board about signing the annual certificate of highway mileage.
- On a motion by Dennis and second by Daniel to approve and sign the 2022 Certificate of Highway Mileage for the Town of St. Johnsbury. All in favor.

#### Town Managers' Report:

- Chad Whitehead, Town Manager provided the following Town Manager's Report.
- Working with Brian Ricca to set up a Zoom Room at the school on 02/28/2022 for the Informational Town Meeting. This will give residences who don't have access to IT to attend the meeting. In order to keep the number of residences down the Town and School is asking that anyone who has the ability join the meeting virtually.
- ARPA Committee continues to meet.
- Working on Water and Sewer budgets and plan to present them in April. .
- Joe Kasprzak, Assistant Town mentioned that he continues to work through lots of details within Economic Development.
- Chad reminded everyone of the Information Town Meeting on 2/28/22 at 7:30 pm. Voting takes place 3/1/22 from 8 am until 7 pm at the Welcome Center. Voters interested in an absentee ballot should contact the Town Clerk's Office. The Town website contains a sample ballots, budget information and the warning.

#### Other Business:

- Chad Whitehead, Town Manager explained that the Town is working on a safety order for a property on Railroad Street.
- Jim Brown commented on how nice sidewalks were after the last storm. Explained that the snow blower seemed to be working well and wasn't pushing snow into the road way. Chad explained that the snow blower takes longer to get around but does a better job.
- Jim Brown commented that recently they had a visitor who was very impressed with St. Johnsbury's downtown businesses. Happy to hear how impressed this visitor was.

#### Executive Session:

- On a motion by Dennis and second by Frank that an executive session was needed to address a personnel matter that premature general public knowledge would place the Town as substantial risk. All in favor.
- On a motion by Dennis and second by Daniel to enter executive session and invite the Town Manager to join them. All in favor.
- On a motion by Dennis and second by Frank the board voted to exit executive session. All in favor.
- The Select Board Chair had nothing to report.

#### Liquor Licenses:

- On a motion by Dennis and second by Frank the following Liquor Licenses were approved. Brendan abstained.
  - Whirligig Holdings, LLC- 1<sup>st</sup> class renewal and outside consumption
  - American Legion- 1<sup>st</sup> class renewal and 3<sup>rd</sup> class renewal
  - Eastern Avenue Flowers LLC- 2<sup>nd</sup> class renewal
  - Price Chopper Operating Co.- 2<sup>nd</sup> class renewal
  - KRH Dugs, Inc.- 2<sup>nd</sup> class renewal
  - The White Market- 2<sup>nd</sup> class renewal
  - Ocean State Job Lot 0 2<sup>nd</sup> class renewal
  - R.L. Vallee Inc.- 2<sup>nd</sup> class renewal

- Global Montello Group; 932 Memorial Drive- 2<sup>nd</sup> class renewal
- Global Montello Group; 169 Railroad Street- 2<sup>nd</sup> class renewal
- Wesco, Inc.- 2<sup>nd</sup> class renewal

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