



TOWN OF ST. JOHNSBURY

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Meeting of the St. Johnsbury Select Board January 27th, 2025 @ 6:00 pm

Present-

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

Staff: Chad Whitehead, Rachel Waterhouse, Brad Reed, Joe Kasprzak

Public: Richard Boisseau, Jim Brown, Issiah Willson, KATV, Dave Snederker, Dana Gray, Gillian Sewake
(via zoom)

Agenda Amendments:

- None

Public Comment:

- Jim Brown inquired about the street lights around town. Joe Kasprzak, Assistant Town Manager, mentioned that DPW has been working with Green Mountain Power to get street lights around town fixed. He mentioned that the street lights near the Armory are due to the ongoing remediation.

Minutes:

- On a motion by Dennis and second by Frank to approve the Select Board minutes from the Select Board meeting on January 13th, 2025 with the noted corrections. All in favor.

Warrants:

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

Liquor and Tobacco Licenses:

- None

NVDA Brownfields Update:

- Joe Kasprzak, Assistant Town Manager introduced Dave Snedeker from NVDA. Dave Snedeker gave an update on the Brownfield revitalization projects in St. Johnsbury. He explained that in 2021 and 2023 NVDA received a \$1 million for an assessment grant. NVDA was also able to secure \$1 million in EPA clean up grants. These grants help awardees complete Phase 1 and Phase

of projects. NVDA also have a revolving loan fund where 1/2 of the award is turned into a grant and the other 1/2 is financed at 0%, allowing NVDA to invest in properties where redevelopment is likely to occur. HE explained that this funding has assisted in over 28 project sites including New Avenue, Packard Court, the Armory, 560 Railroad Street and Walgreens. He estimated that \$900,000 has been spent on Brownfield Revitalization leveraging over 65 million dollars. Great program for the Town to be apart of.

2025 Mileage Certificate:

- Chad Whitehead, Town Manager, presented the 2025 Mileage Certificate. He explained that this form is something that the Select Board must complete each year and that there has been no mileage change from last year. The Mileage Certificate form is what the State bases its highway payments on.
- On a motion by Dennis and second by Frank to approve the 2025 Mileage Certificate as presented. All in favor.

December Financials:

- Chad Whitehead, Town Manager, presented the December Financial Memo highlighting the following.
- At the end of December, the General Fund had a deficit of \$220,020. The deficit is due to a revitalization expense of \$179,000, an annual payment for the pension, and a storm damage expense of \$48,000.
- During December the Town took a \$1 million advance on the line of credit. Cash balances have been affected by the flooding events earlier this year and the timing of reimbursements for the construction of the water filter plant.
- Delinquent property tax balance is \$94,000 and cash balance is \$1.7 million including the advance at month end.
- At the end of December the Special Services Fund has a surplus of \$61,329. Regular and overtime wages at 45% of the budget which has positively impacted the bottom line in this fund.
- The Highway Fund had a temporary deficit of \$2,649,069. The deficit is due to the \$2,408,280 in expense associated with July flooding events. There is also unreimbursed grant expenses from the Old Center Road paving.
- At the end of December the Water Fund had a temporary deficit of \$288,391. This is due to billing in arrears, property tax expense for the new water filter plant and annual debt payments.
- The Sewer Fund at the end of December had a temporary deficit of \$523,757 due to billing in arrears and annual debt payments. Solid handlings are at 76% of the budgeted line item.
- The Parking Meter Fund at the end of December had a surplus of \$17,698.
- Dennis inquired about the property tax at the water filtration plan. Chad explained that the increase in taxes was due to a substantial increase in the assessed value of the plant. They have assessed the water filtration plant at 8 million before completion of the project.

Town Health Officer Appointment:

- Chad Whitehead, Town Manager, explained that the Town needs to appoint the Town Health Officer for a three year term. He suggested that Fire Chief Bradley Reed be appointed as the Town Health Officer.
- On a motion by Frank and second by Dennis to appoint Fire Chief Bradley Reed as the Town Health Officer. All in favor.

Town Manager's Report:

- Chad Whitehead, Town Manager provided the following report.
- Finalizing the Town Report and getting it off to the printers.
- Town Clerk is working on finalizing the ballots for Town Meeting.

Other Business:

- Jim Brown discussed the Planning Commissions progress with regards to the Town Plan and the fast approaching time line.

Executive Session:

- On a motion by Dennis and second by Tracy that there was a need for an executive session to personnel matter.
- On a motion by Dennis and second by Frank to enter executive session and invite the Town Manager. All in favor.
- On a motion by Dennis and second by Frank to exit executive session. All in favor.
- The chair had nothing to report.

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

January 27th Select Board Meeting Video:

<https://us02web.zoom.us/rec/share/kTpRhFM002Y6VQokQb9V1oae2bAxvPAD3j1j7d3hyjS6T8K80hJPlfdSHYDwEma3.bVVnZfOZsJJKePvK>

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