



# TOWN OF ST. JOHNSBURY

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## Meeting of the St. Johnsbury Select Board May 12<sup>th</sup>, 2025 @ 6:00 pm

Present-

Select Board: Frank Emsall, Dennis Smith, Brendan Hughes, Tracy Zschau

Staff: Chad Whitehead, Rachel Waterhouse, Joe Kasprzak, Stacy Jewell, Chief Bradley Reed, Chief Joel Pierce, Collin Gillespie, Kresten Sterling

Public: KATV, Issiah, Don Smith, Barbara Eldelman, Darryll Rudy, Dana Gray, Gillian Sewake

### Agenda Amendments:

- None

### Public Comment:

- None

### Minutes:

- On a motion by Dennis and second by Brendan to approve the Select Board minutes from the May 12<sup>th</sup> meeting as presented. All in favor.
- On a motion by Dennis and second by Tracy to approve the Special Select Board minutes from the May 12<sup>th</sup> meeting as presented. All in favor.

### Warrants:

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

### Liquor Licenses/ Tobacco Licenses:

- Steve Isham presented the following liquor licenses and tobacco licenses.
  - Moose, Loyal Order of- 1<sup>st</sup> class
  - Javier Bill's Almost Authentic- outside consumption
  - Whirligig Holding LLC- 3<sup>rd</sup> class
  - Lamplighter Corp.- 1<sup>st</sup> and 3<sup>rd</sup> class
  - St. Johnsbury Distillery- request for event permit (Bay Street Pavilion)
  - VFW- 1<sup>st</sup> class, 3<sup>rd</sup> class, and outside consumption
- On a motion by Tracy and second by Dennis to approve the liquor licenses and tobacco licenses as presented. All in favor. Brendan abstained.

### Internal Controls Policy:

- Chad Whitehead, Town Manager, explained that annually, the Internal Controls Policy is reviewed and edited as needed. Once it has been reviewed by department heads and the Town Manager's Office, it is brought to the Select Board for approval. He noted that the document has five elements of internal controls, including control environment, risk assessment, control activities, information and communication, and monitoring. He highlighted that no significant changes were made to the document this year.
- On a motion by Tracy and second by Dennis to approve the Internal Controls Policy as presented. All in favor.

### Knob Property Committee Appointment:

- Chad Whitehead, Town Manager, explained that there are two acting members of the Knob Property Committee that were not appointed back at the Organization Meeting in March and need to be. Those two people are Tim Tierney and Linda Caamano.
- On a motion by Brendan and second by Dennis to appoint Tim Tierney and Linda Caamano to the Knob Property Committee. All in favor.

### Water/Sewer Budget Presentation:

- Chad Whitehead, Town Manager explained that his office has been working on the Water and Sewer Budget for 2025-2026. He provided the board with a proposed budget, explaining that the water budget saw an increase primarily due to tax payments to the Town of Waterford. The other increases include an increase in fire hydrants that need to be replaced and radio read water meters, while the water filter plant remains level funded. The Sewer budget has increased associated with solids handling costs since the Town is no longer able to land apply and must transport the waste to a dump. This expense has been years coming. He explained that the reserve funds have been used over the last few years to soften the blow. He mentioned that both remain in good cash flow positions but have operated in a deficit the past two years. He proposed increasing the water rate by 3% and the sewer rate by 10% starting July 1, 2025. He explained that the proposed increase would have an effect of about \$24.50 a quarter.
- Steve Isham asked if both plants have the ability to have more come online. Chad said yes, as long as those that come online fall within the permit of operations for the sewer plant. He explained if new buildings were to come online, a review of capacity would be completed, and pump stations would be revamped if needed.
- Dana Gray inquired when the last rate increase for users was. Chad explained that the user rates have increased yearly for the last 8 years, generally only 2-3%. Stacy Jewell, Town Clerk, mentioned that the septage rate has only increased in the last two years. Chad explained that the rates are similar to Littleton and other septage receivers.
- On a motion by Dennis and second by Tracy to approve the budget and proposed rates as presented. All in favor.

### Town Manager's Report:

- Chad Whitehead, Town Manager provided the following Town Manager's Report.
- Thursday employees from the Town will be attending a Public Safety Summit at Lyndon State.

- Shawn Pereira is scheduled to graduate from the Police Academy on Friday.
- Testing is underway at the new Water Treatment Facility, the first membrane filtration plant in Vermont.
- RHIGP grant applications are starting to go out from the Code Compliance Office. Expect that Kresten will be coming to a Select Board Meeting in the future to review the program.
- Most all FEMA buyout applications have been completed and submitted off to FEMA land. Expect a slow process.

Other Business:

- Steve Isham expressed condolences to Joe Kasprzak on the passing of this father. He highlighted that he was a great man and civil servant.

Executive Session:

- None

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

May 27<sup>th</sup> Select Board Meeting Video:

[https://us02web.zoom.us/rec/share/lqIXBFkneABOXQlgSrl4eBQcE1pEgMjlgScNSEU3T\\_3IVcp\\_latKwfFAX-mEu\\_xm.CmcCdZfgFX2eggza](https://us02web.zoom.us/rec/share/lqIXBFkneABOXQlgSrl4eBQcE1pEgMjlgScNSEU3T_3IVcp_latKwfFAX-mEu_xm.CmcCdZfgFX2eggza)

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