

**Town of St. Johnsbury
Beautification Committee
Special Meeting Minutes**

**November 19, 2024 at 11:00am
St. Johnsbury Town Offices, 3rd Floor**

Committee Members Present: Jim & Lorrie Brown, Gena Glidden

Ex-officio: Gillian Sewake (Discover St. J), Steve Beauregard (Dept. of Public Works), Chad Whitehead (Town Manager)

1. Open Meeting: Meeting called to order at 11:05am
2. Public Comment: None
3. Chair resignation: Tara has submitted her letter of resignation from the committee and chair ship. She is willing to continue to support Four Season Park beautification.
4. Holiday Decorating tasks:

Steve/DPW will handle hanging of the garlands. They're being picked up Thursday and installed Friday. Per Chad, the garlands are cut to size this year at 15' (this is new for Finnegans). If they need to be adjusted Gena can help tie them off – Steve will call if in need.

Gillian's staff will test the string lights and let Steve and Chad know if additional ones need to be purchased.

15 trees have been ordered. We don't have the whiskey barrels any longer – they were too damaged last year.

- We will give 3 to Tom Turek for Arnold Park.
- Gillian will message downtown business owners who decorate to see if they want them.
- The remainder can be put into the 8 large flower pots, once it gets cold enough for the water to freeze. Gillian will coordinate that with Steve.

Wreaths: One large wreath is hung at the Welcome Center. 42 24" wreaths get hung on light poles on Eastern and Railroad. There are 6 12" wreaths that didn't have a home last year – they were eventually hung at the Welcome Center. If there are extras they can go to DPW or the Fire Station.

Gillian will be decorating the Welcome Center porch and interior next week.

5. Kingdom Gardens contract, 2025

Committee reviewed the proposal sent by Kingdom Gardens for 2025, which includes an increase to \$7k for watering both planters and the hanging baskets. Last year the hanging baskets

alone was \$4k. They also included pricing that incorporates the cost of the flowers purchased, and an option for premium baskets.

Committee reviewed the overall budget from the past few years with Chad. The supply budget is around \$18k, which has been under spent the last few years by \$4k.

Given the available funding, the Kingdom Gardens proposal would provide a lot of benefits and time savings to have beautiful flower displays downtown. Jim will contact Kingdom Gardens to ask for an updated quote and to contract with KG for installation, maintenance & watering of the hanging baskets (4 premium pots at the Welcome Center and the remaining regular white baskets), and watering of the flower pots. The flowers will be a combination of colors this year, instead of the plain magenta.

6. Committee recruitment

For new volunteers, there is a Town volunteer form should be filled out.

Pat Forrest from NVRH is willing to come help with volunteer engagement and recruitment. Discover St. Johnsbury would like to partner on this with the town.

Chad suggested contacting the UVM Master Gardner program, to see if there are any MG's who want to serve, as they're required to provide a certain number of hours of community service.

At the next regularly scheduled meeting on January 14 the committee will review chair ship recruitment, membership and upcoming projects for the spring, like tagging plants to preserve for the Pearl St. renovation project.

7. Other Business

Gillian has been working on a spreadsheet of projects for 2025, based on one that Kim used in the past. At the January meeting, the committee can review and update the spreadsheet.

Chad would like to receive budget estimates and purchase order request in advance. It is important to get approval for purchases before they're made.

8. Adjourn: Adjourned at noon.