Town of St. Johnsbury
Beautification Committee
Meeting Minutes

October 13, 2026 at 11am
St. Johnsbury Welcome Center, 3rd Floor

Committee Members Present: Jim Brown, Gena Glidden, Gillian Sewake, Phoenix Anise

Others Attending: Steve Beauregard (DPW), Sarah Gagne (St. J Recreation)

1. Open Meeting: Meeting called to order at 11:05am

2. Agenda Changes: None.

3. Public Comment: None

4. Minutes approval from July:

Phoenix moved to approve the minutes from the meeting on 7/14/26 as presented. Gena seconded. Unanimous approval.

5. St. J Rec Director Sarah Gagne:

Town's Recreation Department oversees programming in Town parks. Sarah attended the meeting to make sure she is coordinating with Beautification Committee to make sure BC efforts and programming are complimentary.

BC will add Sarah to committee outreach emails to facilitate coordination. Recreation will be setting up a park reservation system, and BC can use it to make sure that volunteer workdays are on the schedule.

Sarah has been in touch with other community gardening groups and has heard from potential volunteers interested in helping. She will send those contacts to BC.

Discussion of grass planting in parks and the importance of choosing the right seed and maintaining plantings properly. Discussion of picnic tables & bench repair in various parks – this is through DPW.

Upcoming projects and long-term goals:
- Lincoln Street community garden will need to move from the NKHS building (former Lincoln St. School. She is wondering if Buk Park would provide an alternative location.
- In the future, she's like new signage for the parks.
- Removal of fence at Four Seasons Park. Jim will assist with removal of weeds along the fence.

6. Discussion of open meeting laws as pertains to emails in September and decisions:

Jim reminded the committee that decisions about budget and purchasing can be made in special committee meetings, but not via email.

Gillian suggested exploring whether BC should be housed under Discover St. Johnsbury instead of the Town. This would remove open meeting restrictions and allow the committee to take action via email. This would be a big topic for future meetings, tabled until more conversations can be had to review pros and cons.

7. Discussion of Summer & Fall Work:

DPW will ask Alliance if the plants removed on Pearl Street can be salvaged.

Fall plantings of mums and bulbs are underway. Fall cleanup is underway.

Canna bulb storage will be in the Welcome Center basement. Phoenix will coordinate w/ DPW to collect the bulbs when the planters are removed.

8. Winter work and budget, 2026-2027 budget amount left:

Discussion of winter decoration options pertaining to snowflakes, fresh greens, and budget.

Gillian moves that Steve purchase the following winter decoration purchases. Gena seconded, and there was unanimous approval.

- 8 snowflakes (will be 13 total)
- 25 of the 24" wreaths
- 10 trees
- No garland this year.

9. Planning for 2027, budget process. Competitive bids for plant material.

Jim reminded the committee that members should be bidding and comparing prices for spring planting materials.

10. Volunteers, recruitment, non BC volunteers. Volunteer form. Volunteer appreciation.

Jim would like to do more volunteer appreciation. Gillian suggested we combine the plant swap with a volunteer appreciation event next year. The Caledonian Record could do an article about it.

Discussion of non BC volunteers. The Pearl Street clean up group did weeding, and BC can help with advice and volunteer support in the future. There will be a public forum for public safety related to that clean up group on Wednesday, 10/21 at 5:30pm, and the public will be encouraged

to sign up and engage more. The BC should be present to offer volunteerism with the committee as an option for improving the town.

After the plant swap Gillian received one volunteer form turned back in. She'll record the name and contact info under the volunteer list, and will give the form to Rachel.

11. Other Business:

The plant swap event was a success. 25-30 people attended. Many took volunteer forms with them and were interested in learning about the work of the committee.

12. Close Meeting: Gena moved to close the meeting. Gillian seconds. Meeting adjourned.

Minutes submitted by Gillian Sewake, clerk.