



TOWN OF ST. JOHNSBURY

51 Depot Square, Suite 1

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www.stjvt.com

Meeting of the St. Johnsbury Select Board March 10th, 2025 @ 6:00 pm

Present-

Select Board: Steve Isham, Frank Empsall, Dennis Smith, Brendan Hughes

Staff: Chad Whitehead, Rachel Waterhouse, Joe Kasprzak, Stacy Jewell

Public: KATV, Jim Brown, Dana Gray, Richard Boisseau, Issiah,

Agenda Amendments:

- None

Public Comment:

- None

Minutes:

- On a motion by Dennis and second by Frank to approve the Select Board minutes from Feb. 24th, 2025 with the noted correction. All in favor.

Warrants:

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

Liquor Licenses/ Tobacco Licenses:

- Steve Isham explained that the Select Board received a copy of the liquor licenses and tobacco licenses to review.
- On a motion by Dennis and second by Frank to approve the liquor licenses and tobacco licenses as presented. All in favor. Brendan abstained.

February Financials:

- Chad Whitehead, Town Manager, presented the February Financial Memo highlighting the following.
- At the end of February, the General Fund had a deficit of \$463,367. The deficit is due to a revitalization expense of \$188,000, storm damage expense of \$48,000, fire truck repairs, computer expenses and contracted services, legal services and employee turnover.

- The Town still has a \$1 million advance out on the line of credit which was taken out to help with cash flow until reimbursement from the summer flooding events is received.
- Delinquent property tax balance is \$90,000 and cash balance is \$2.5 million including the advance at month end.
- At the end of February, the Special Services Fund has a surplus of \$65,959. Regular and overtime wages at 60% of the budget which has positively impacted the bottom line in this fund.
- The Highway Fund had a temporary deficit of \$3,042,376. The deficit is due to the \$2,812,441 in expense associated with July flooding events. Three loan payments have been made as well.
- Winter maintenance has exceeded the overtime budget by \$44,000 at the end of February.
- At the end of February the Water Fund had a temporary deficit of \$304,525. 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 February had a temporary deficit of \$517,413 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 February had a surplus of \$32,718.
- Dennis inquired if the Highway was cumulative or additional. Chad explained that it was cumulative. Chad explained that the Town has applied to the Bond Bank for a lower interested rate of the 3 million dollar line of credit.
- Dennis inquired about the storm damage in the general fund. Chad explained that the expenses in the general fund for storm damage included debris removal, Fire Department equipment and labor. He explained that he is working with Chief Reed on submitting the Fire Departments labor and equipment to FEMA for reimbursement.
- Dennis asked if the Town expects to see more storm damage. Chad explained that storm damage is done from the expense side but the Town continues to gather everything to submit for the FEMA reimbursement.
- Brendan inquired about a timeline for reimbursement. Chad explained initially that the Town was told to expect up to a year before reimbursement but he would have to follow up on that for a more accurate timeline.

Town Manager's Report:

- Chad Whitehead, Town Manager provided the following Town Manager's Report.
- Property taxes are due tomorrow.
- Dogs need to be licensed by April 1st.
- Fire Department CBA negotiations start Friday.
- Bylaw Modernization Public Hearing is scheduled for March 24th.
- Audit Presentation will take place on March 24th at 5:30 pm.
- Jim Brown inquired about the time of the Bylaw Modernization Public Hearing. Chad mentioned that it would be following the Audit Presentation.

Other Business:

- Jim Brown mentioned that on Thursday the Planning Commission will be hosting a Public Hearing regarding the Town Plan at 7 pm. He expressed that the Town Plan deadline is May 8th.
- Steve Isham asked if the Planning Commission had heard anything from the neighboring towns. Jim Brown mentioned he had not heard anything but the neighboring towns were instructed to contact Matt Walsh.

Executive Session:

- None

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

March 10th Select Board Meeting Video:

https://us02web.zoom.us/rec/share/nHS2pV4nqSgm_wOjYulhWNObPBX7KlgGOqQtmR_eHRyoz5tg_OD5SmupMi2NDF9j.9yIWmYk-ayoLJVEQ

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