



TOWN OF ST. JOHNSBURY

51 Depot Square, Suite 1

St Johnsbury, VT 05819

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www.stjvt.com

Meeting of the St. Johnsbury Select Board September 14th, 2026 @ 6:00 pm

Present-

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

Staff: Chad Whitehead, Joe Kasprak, Lesley Russ

Public: KATV, Jim Brown, Chase Empsall, Isaiah Wilson, Don Smith, Dana Gray, Gillian Sewake, Debbie Dolgin, Steve Dolgin, Sharron Howell, Michael Miller, David Belden

Agenda Amendments:

- None

Public Comment:

- David Belden asked if parking enforcement was going to be starting back up and Town Manager Chad Whitehead indicated that the Town recently was able to fill the parking enforcement officer position and would begin to train and work towards enforcement.
- David asked if there was any response to Manager Chad Whitehead's request to State Agencies for assistance with bad behaviors in the downtown. Chad indicated that there has been an increase in VSP presence, and the Agency of Human Resources as well as NKHS has increased their presence, and behaviors within the downtown are noticeably better in recent weeks.

Minutes:

- On a motion by Dennis and second by Brendan to approve the Special Meeting Minutes for August 24.
- On a motion by Dennis and second by Brendan to approve the regular meeting minutes from August 24 with minor edits

Warrants:

- On a motion by Brendan and second by Dennis the warrants were tabled.

Liquor Licenses/ Tobacco Licenses:

- None

August Financials:

The property taxes are prorated in the governmental funds as well as interdepartmental and reserve transfers in all the funds.

General Fund:

At the end of August 2026 the General Fund revenues were \$1,307,297 and expenses were \$1,273,759 resulting in a surplus of \$33,538. The annual contribution to the pension plan was made the first week of July.

The delinquent tax balance was \$310,317 at month end and the operating cash balance was \$1.4 million which includes a \$1 million line of credit advance.

Special Services Fund:

Special Services Fund revenues were \$306,483 and expenses were \$327,870 resulting in a deficit of \$21,387. The deficit is due to excess overtime and new equipment purchases.

Highway Fund:

The Highway Fund had \$579,304 in revenues and expenses were \$960,564 resulting in a deficit of \$381,260. The deficit is due to the timing of paving expenses and equipment purchases.

Water Fund:

The Water fund revenues are still negative due to the reversal of revenue for audit. Water fund expenses are in line with the budget.

Sewer Fund:

Sewer Fund revenues were \$77,556 and expenses were \$287,046 resulting in a temporary deficit of \$209,490. This is due to billing in arrears.

Parking Meter Fund:

Revenues in the parking meter fund were \$1,360 and expenses were \$8,262 resulting in a deficit of \$6,902. The deficit is due to the lack of permit sales and ticket revenue.

Recreation Fund:

Revenues in the recreation fund were \$50,389 and expenses were \$45,693 resulting in a surplus of \$4,696. The surplus is due to revenue from the summer programs.

DPW Equipment Loan

- On a motion by Dennis and second by Brendan the board approved awarding the loan for equipment for \$287,000 to Passumpsic Bank for a 5 year term at 4.96% and authorized the Town Manager to execute all documents on behalf of the Town.

Planning Commission Appointment:

- On a motion by Steve and second by Dennis the board appointed Lawrence Dolan to the Planning Commission for the remainder of Issiah Willson's term.

Town Manager's Report:

- The Manager's office has conducted interviews for the Planning and Zoning Administrator and anticipates filling the position in the near future.

- The application period for Police Chief has closed and the interview process will begin in the near future.
- One dispatcher position has been filled and additional vacancies remain. If anyone is interested in a career please reach out to Rachel Waterhouse at the Town.
- Joe Kasprzak announced that the Request for Concepts for the rkMILES properties is open. Information will be made available on the town website.

Other Business:

- None

Executive Session:

- None
- On a motion by Dennis and second by Brendan, voted unanimously to adjourn. All in favor.

September 14th Select Board Meeting Video:

https://us02web.zoom.us/rec/share/LzM4gNuCa38j-PT4UEIBC5ZkTheMCY2Nlt1wry_vKfIsu45MBipn5_cLZDwgog94.QXfcM9Ynf3t_fjoO?startTime=1789422958000

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