

Minutes
Town of St. Johnsbury – SelectBoard
Monday, January 10, 2005

The Town of St. Johnsbury SelectBoard held their Regular SelectBoard Meeting on Monday, January 10, 2005 beginning at 7:00p.m. in the Board Room of the Municipal Building.

SelectBoard Members Present: Chairperson Elwin Cross, Reginald Wakeham, Bryon Quatrini, Dale Urie, and Jerry Rowe.

SelectBoard Members Absent/Excused: none.

Others Present: Deborah Roberts (4 Seasons Neighborhood), Newcomb Greenleaf (4 Seasons Neighborhood), Mark Gilleland (St. Johnsbury Dispatch Supervisor), Richard Leighton (St. Johnsbury Police Chief), Larry Gadapee (St. Johnsbury Highway Superintendent), Sandy Grenier (Town Clerk/Treasurer), Joel Schwartz (Director of Economic Development), Mark Harpin (President, IAFF Local), Melanie Olcutt (Depot Square Apartments), Dixie Britman (Depot Square Apartments), Gary Lindsley (Caledonian-Record), Carla Ocasso (The Times Argus), Kingdom Access Community Television, and Mike Welch, Town Manager.

Chairperson Cross called the meeting to order with the Pledge at approximately 7:00p.m.

- 1) **Minutes – December 22, 2004** – It was moved by Dale Urie, seconded by Reg Wakeham, and unanimously voted to approve the Minutes from the Regular Meeting held on December 22, 2004 as presented.
- 2) **Labor Relations Agreements with Employees** – Chairperson Cross allowed a change in the order of tentative Agenda items to consider Labor Relations Agreements with Employees. It was moved by Bryon Quatrini, seconded by Dale Urie and unanimously voted to enter into Executive Session for the purpose of discussing Labor Relations Agreements with Employees – Town Manager Mike Welch was included in the Executive Session and the Board meet in the Town Manager’s Office. The Board entered Executive Session at approximately 7:02p.m. It was moved by Dale Urie, seconded by Reg Wakeham, and unanimously voted to return to Regular Session at approximately 7:05p.m.

It was moved by Reg Wakeham, seconded by Bryon Quatrini, and unanimously voted to approve and sign a three-year Labor Relations Agreement with the International Association of Firefighters Local 2934. The Agreement will run from January 1, 2005 – December 31, 2007. Firefighter Mark Harpin, President of the IAFF Local made a brief statement.

- 3) **Depot Square Parking** – Melanie Olcutt and Dixie Britman attended the Board meeting to discuss Depot Square Parking. The Manager stated that Priscilla

Messier Zoning Administrator determined that there were no requirements that the landlord provide parking as a condition of any local permit approval. The Manager stated that Joel Schwartz had contacted the Vermont State Housing Authority – and Joel has been advised that pursuant to agreement with financing agencies – the owner of Depot Square Apartments does have an obligation to provide parking. Joel Schwartz stated that he has spoken with the property owner, Herb Berezin, and determined that Mr. Berezin is willing to pay \$120 per space per year – and the tenants would need to pay the remaining \$10 per month (\$120 per year). The Manager informed the Board that Mr. Berezin would like a long-term agreement (five years, with a renewal). The property owner would continue to be responsible for the maintenance of the spaces under the proposed Agreement. Melanie Olcutt said that she felt that the \$10 per month per tenant space was fair. Bryon Quatrini said that he would like to see how this Agreement works for a one-year trial period. There was discussion about how the permit money would be collected – the Manager said that he would try to make arrangements with Depot Square Apartments to collect the tenant portion of the permit fee. The Manager said that if the tenants do not pay their monthly permit amount – then the permit would be void, and the vehicle would be subject to towing at owner’s expense. It was moved by Bryon Quatrini, seconded by Dale Urie, and unanimously voted to authorize the Manager to sign a one-year parking Agreement with Depot Square Apartments – the property owner to pay \$120 per space, per year for twelve (12) spaces – a total of \$1,440 per year. In addition, the tenants will be responsible for paying an additional \$10 per month, or \$120 per year per parking space for a total of \$240 per space.

- 4) **Municipal Budget 2005:** - The Manager provided members of the Board with a summary of the draft expenditure budget for the General Fund, Special Service Fund, Highway Fund, and Recreation Fund for 2005. The Manager informed the Board that personnel costs have increased for all funds as a result of agreed upon, and anticipated, raises for employees, and as a result of a 15% increase in Health insurance for 2005. The Manager outlined the following in his presentation:

Description	2004	2004	2005
Expenditure Summary	<u>Budget</u>	<u>Actual</u>	<u>Proposed</u>
General Fund			
Town Manager	110020	114620	115835
Town Clerk	226800	224200	243290
Health Officer	1000	790	1000
Board of Civil Authority	10775	10775	3830
Listers	40100	40327	35450
Economic Development	109625	92510	106005
Zoning Board & Planning	83670	82711	87270
Emergency Management	0	139	0
Municipal Building	38500	55466	46100
Armory	23800	27309	28500
Dog Control	13400	15139	14440

Board of Selectmen	7090	7370	7350
Dispatch Center	135185	130756	148074
Fire Department	796380	837952	836700
Health & Welfare	0	0	0
Solid Waste	27500	30250	28000
Community Justice Center	59000	61831	59000
Juvenile Justice Center	0	969	0
Youth Town Meeting	0	11301	0
Youth Advisory Council	0	3807	0
Offender Re-Entry Planning	0	4179	0
DART	0	0	0
Culture & Recreation	0	0	0
Debt Service	0	0	0
General Fund Expense	52700	60204	53700
Computer/GIS	5200	26254	28295
Dues & Misc	75680	137810	80470
Interfund - Recreation/Pomerleau	42000	77700	75000
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Total General Fund	1858425	2054369	1998309
Total Personnel Cost	1448725	1464889	1555454
			78%

Special Services

Police	725795	766413	776675
Park & Trees	0	191	0
Beautification	12200	10776	12200
Special Service Exp	157425	155900	172580
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Total Special Service Fund	895420	933280	961455
Total Personnel Cost	698030	699633	745425
			78%

Highway Fund

Garage & Equipment	391575	346096	427990
Summer Maint	742645	748723	717860
Winter Maint	394570	441202	467170
St Safety	111000	106584	113500
Highway Fund Exp	59620	38502	57160
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Total Highway Fund	1699410	1681107	1783680		
Total Personnel Cost	767790	735511	798120		45%
GENERAL FUND	1858425	2054369	1998309	139884	7.5%
HIGHWAY FUND	1699410	1681107	1783680	84270	4.95%
RECREATION	122835	128263	140790	17955	14.6%
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Total Town Funds	1822245	1809370	1924470	102225	5.6%
SPECIAL SERVICES	895420	933280	961455	66035	7.4%
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Total Town & Special Fund	2717665	2742650	2885925	168260	6.2%

The Manager stated that Personnel related costs make up 78% of the total proposed expenditure budgets for Special Services and General Fund. A total of 45% of the proposed Highway Fund expenditure Budget is Personnel related expenses. The Manager informed the Board that the majority of costs associated with the increases in the proposed budgets relate to increased costs associated with personnel.

Highway Fund Budget – Highway Superintendent Larry Gadapee was present to review the proposed Highway Fund Budget with members of the Board of Selectmen. Larry stated that under new equipment he would like to purchase a small loader – and purchase the Holder sidewalk plow and sander that has been rented this winter. Larry said that rental paid on the Holder will be applied to the purchase price of the unit. Larry said that a small portion of the Equipment Fund reserve will be used to finance equipment cost for 2005. Larry said that there are several projects that the Town will work on in 2005 including: Sidewalks (Concord Avenue, Pleasant Street, Railroad Street), reconstruction of South Main Street Wall, repairs of Mt. Pleasant Street. Larry said that additional sidewalk on Main Street should be worked into replacement schedule. Larry stated that he would like to make improvements in front of the Academy where stone is being placed. Larry advised the Board that he will be making repairs to the Iron Bridge in St. Johnsbury Center and a State Grant would cover the majority of these costs. Larry said that he also has a box culvert to install on Mt. Pisgah Road. The Manager advised that funds have been included in the Highway Budget for replacement of directional signs on the Class 1 Town Roads (Route 2 and Route 5).

Police Department Budget – Chief Richard Leighton was present to review the proposed Police Department budget for 2005. Chief Leighton stated that the 2002 Police Cruiser has 88,000 miles on it, and is due for replacement. Chief Leighton said that he is not sure how Local Law Enforcement Block Grants can be applied for vehicle replacement in 2005. Chief Leighton advised that he will need to do more research on funding before deciding how best to replace the 2002 Police Cruiser. Chief Leighton stated that he budgeted for replacement of computer systems that are not covered under current grant

programs. Chief Leighton reviewed schedule changes that will place the LT and Detective on afternoon and evening shifts. These shift changes will provide additional administrative coverage in the evening – and will help reduce overtime costs.

Dispatching Budget – Mark Gilleland, Dispatch Supervisor was present to review Dispatching Budget. Mark advised that due to increased dispatching activity, and ability to find qualified part-time personnel for limited hours – he has requested an increase in the PT Dispatching position from 20 hours to 30 hours per week. Mark stated that he postponed replacement of the telephone system in 2004 due to discussions about space changes for municipal offices. Mark said he placed the phone system in budget request for 2005. Mark indicated that he has spoken with area fire departments and EMS services regarding increase fees for dispatching services. Mark estimated that total dispatching service revenue for 2005 will be between \$50,000 and \$55,000.

Budget Schedule – Members of the Board reviewed the Budget Schedule for 2005. Following discussion, members of the Board agreed to schedule the following meetings to continue discussion relative to the proposed Municipal Budget:

Tuesday, January 18th – 4:00p.m. – Board Room, Municipal Building

Monday, January 24th – 7:00p.m. – Board Room, Municipal Building

Thursday, January 27th – 4:00p.m. – Board Room, Municipal Building

Members of the Board will need to finalize the proposed Municipal Budget on January 27th for posting by January 30th.

5).**St. Johnsbury Center Bridge** – Larry Gadapee advised members of the Board that he met with representatives from the State of Vermont Agency of Transportation at the Iron Bridge in St. Johnsbury Center. It has been recommended that the Bridge be repaired by adding new steel stringers to the bridge. Larry informed the Board that employees of the Highway Department can perform this work. In order to complete repairs, the Bridge will need to be closed until completed. Larry estimated that it may take the rest of the winter to complete the repairs. Larry said that the project will cost about \$35,000 and that 80% of this cost will be paid by the State of Vermont through a grant. Larry informed the Board that when asked about the status of the current reconstruction project for this Bridge – the Agency representatives have advised that there is not funding in the current State Transportation Plan for this project – and that the Federal Highway Administration and the State have not agreed on improvements that will be required at the Railroad Intersection as part of this project.

6).**Neighborhood Organizations** – Deborah Roberts and Newcomb Greenleaf were present from the Four Seasons Neighborhood Organization to discuss liability coverage for Neighborhood Organizations. The Manager stated that Four Seasons Neighborhood was organized through an effort by the Community Justice Center and the Department of Corrections. The group has met regularly, and many people from the neighborhood are participating in the regular meetings. The Manager stated that the group has identified lack of liability insurance coverage as an issue – as the Father Lively Center has advised that they can no longer meet at the Lively Center as they are not covered by insurance.

The Manager informed the Board that he contacted the VLCT about coverage for this type of organization – and was advised by the VLCT that unless this is a town organization coverage would not be provided through the Town insurance policy. The manager stated that the group does not want to form their own non-profit – and is seeking answers on obtaining liability coverage. The Manager stated that there may be other non-profits in the community that would be willing to have the neighborhood organizations fall under their wing. The Manager informed the Board that there have been other folks expressing an interest in neighborhood organizing. Jerry Rowe stated that he believed that the neighborhood organizations are a good idea – but that it should not a function of the Town to manage, control, or finance the initiative. Deborah Roberts said that the organization has been very independent to date and does not rely on the Town for anything other than printing flyers. Following discussion, members of the Board requested that the Manager continue discussions with VLCT to determine if there are other recommendations for the provision of liability coverage. Deborah Roberts will conduct additional research into neighborhood organizations and provide information to the Manager relative to their organizational structure.

7.)Manager’s Report:

Liquor License – Board members review and sign a Liquor License for the New Garden City Restaurant.

Warrants – Board members reviewed and Signed the payable Warrants.

First Night – The Manager reported on another successful First Night and commended the volunteers associated with the planning and operation of the event.

Waterford Land – The Manager stated that he had been approached by an individual interested in purchasing land from the Town off from Route 18. The Manager stated that he had contacted Dan Scott to review any potential for watershed protection associated with this municipal property. The Board directed the Manager to determine if property should be preserved by the Town – if not the Board authorized the Manager to initiate process to investigate sale of this property.

8).Other Business – None.

Having no further business or requests – it was moved by Dale Urie, seconded by Reg Wakeham, and unanimously voted to adjourn at approximately 8:20p.m.

Respectfully submitted,

Mike Welch
Town Manager

Minutes
St. Johnsbury SelectBoard
Tuesday, January 18, 2005

The St. Johnsbury SelectBoard held a Special SelectBoard Meeting on Tuesday, January 18, 2005 beginning at 4:00p.m. in the Board Room of the Municipal Building.

SelectBoard Members Present: Chairperson Elwin Cross, Reg Wakeham, Bryon Quatrini, Dale Urie, and Jerry Rowe.

Others Present: Fire Chief Troy Ruggles, Town Clerk/Treasurer Sandra P. Grenier, Caledonian-Record Reporter Gary Lindsley, and Town Manager Mike Welch.

Chairperson Cross called the meeting to order with the Pledge at approximately 4:00p.m.

- 1) **Review of 2005 Municipal Budget – Fire Department** – Fire Chief Troy Ruggles was present at the meeting to review the proposed Fire Department Budget for 2005 with the members of the Board of Selectmen. Chief Ruggles indicated that expenditure levels, other than personnel, have been level funded. Chief Ruggles informed the Board that there have been some unforeseen expenses associated with major repairs to the Tower Truck again – at the end of 2004. Chief Ruggles indicated that Engine 2 is due for replacement based on the equipment replacement schedule. We postponed taking action on the replacement of the vehicle in 2004. Troy said that a committee has worked on specifications for the truck replacement – and he plans on ordering the truck in 2005 for delivery in 2006. Troy estimated the cost of the vehicle at approximately \$325,000. Chief Ruggles said that current Reserve Funds for equipment are \$150,000 with an additional amount of \$80,000 budgeted for 2005. Chief Ruggles stated that the next vehicle is due for replacement in 2013 – and then the Town should just be able to replace just the truck chassis and not the entire vehicle. Chief Ruggles said that the Tower Truck would be due for replacement in 2015.

Dale Urie asked about Homeland Security resources for the Fire Department. Chief Ruggles stated that St. Johnsbury has been identified as one of the regional center for Homeland Security preparedness. Chief Ruggles said that several of our firefighters have received specialized training, and additional equipment is being housed in St. Johnsbury (such as the decontamination unit). Chief Ruggles informed the Board that training and equipment has been provided at no cost to the Town of St. Johnsbury. Chief Ruggles stated that St. Johnsbury firefighters could be deployed to assist in other areas in the event of an emergency.

Recreation – The Manager advised the Board of Selectmen that Eric Berry would not be able to attend the meeting this evening to discuss the Recreation Budget.

2. **Review of 2005 Revenue Estimates.** The Manager reviewed Revenue estimates for all Funds with the members of the Board of Selectmen and outlined potential property tax impacts based on the draft municipal budget.

Proposed Budget <u>2004</u>	Estimate Tax Rate <u>2004</u>	Budget Draft <u>2005</u>	Estimate Tax Rate <u>2005</u>
1803425		1998769	General Fund
55000			
290040		301540	Appropriations
322950		372700	Revenue
-----		-----	
1825515		1927609	
(55,000)			
(104,997)		22470	(Deficit)
-----		-----	
1665518	0.507	1950079	Tax 0.59
1699410		1784280	Highway Fund
185000		209000	Revenue
-----		-----	
1514410		1575280	
(47,543)		(55395)	Surplus
-----		-----	
1466867	0.446	1519885	Tax 0.46
895420		959455	Special Services
(75,715)		60500	Revenue
-----		-----	
819705		898955	
(37,834)		25033	Deficit
-----		-----	
781871	0.486	923988	Tax 0.58

	1.438		1.63

3. **Reserve and Fund Balances** – The Manager also reviewed estimated Reserve Balances and Fund Balances with the Members of the SelectBoard.

**Town of St. Johnsbury
Capital Reserves & Fund Balance
As of December 31, 2004
(Before Auditor Adjustments)
Date - January 18, 2005**

<u>GENERAL FUND</u>			<u>HIGHWAY FUND</u>	
Record Restoration	36904	*	Highway Equipment	110747
Fire Department Equipment	150000	*	Cliff Street	385000
Fire Department (Contributions,etc)	1608	*	EPA Reserve	32782
Municipal Building	43110	*	Reserve for Repairs to Garage	14278
NEK Animal Shelter	0	*	Undesignated Fund Balance	55395
Fountain Fund	1111	*	<u>PARKING FUND</u>	
Revaluation	63201	*	Accumulated Deficit	-69893
Passumpsic Valley Land (Arlington)	2500	*		
Drug Abuse Resistance Team	0	*	<u>RECREATION FUND</u>	
Youth Town Meeting	2013	*	Accumulated Deficit	-92734
Youth Advisory Council	24528			
Re-Entry Planning Grant	19621			
Planning Grant	5700			
Economic Development	18999			
Undesignated Fund Balance	-22469	*		

SPECIAL SERVICES FUND

Police Equipment	31745
Law Enforcement Grant	12271
Beautification Committee	3936
Donations	50
Undesignated Fund Balance	-25033

The Manager stated that he would review expense and revenue estimates again before the next scheduled Budget Workshop with the members of the SelectBoard.

Bryon Quatrini suggested that the Manager should begin to credit Fines associated with Parking to the Parking Fund and not to the Special Services Fund.

4. **St. Johnsbury Development Fund** – Appointment of Board Member to Executive Committee.

SelectBoard Member Jerry Rowe indicated that the Board of Selectmen have two appointments to the Executive Committee of the St. Johnsbury Development Fund. Jerry Rowe said that he is an officer of the Development Fund and also a SelectBoard member – so he should be one of the Board representatives. Reg Wakeham indicated that he currently serves on the Executive Committee and would like to continue to do so. Bryon Quatrini said that members of the Board agreed last year that representation on the Development Fund Executive Committee would be rotated. Jerry Rowe stated that as Bryon Quatrini and he have been involved in the group discussing the property issues associated with the Bay Street Area it may makes sense for Bryon Quatrini and Jerry Rowe to serve on the Executive Committee of the Development Fund. Reg Wakeham said that being the case – he would withdraw from consideration. It was moved by Dale Urie, seconded by Reg Wakeham, and unanimously voted to appoint Bryon Quatrini and Jerry Rowe as SelectBoard representatives to the St. Johnsbury Development Fund Executive Committee.

Having no further business or requests it was moved by Bryon Quatrini, seconded by Dale Urie, and unanimously voted to adjourn at approximately 5:00p.m.

Respectfully submitted,

Michael A. Welch
Town Manager

**Town of St. Johnsbury
Board of Selectmen
Monday, January 24, 2005**

The Town of St. Johnsbury SelectBoard held their Regular SelectBoard Meeting on Monday, January 24, 2005 beginning at 7:00p.m. in the Board Room of the Municipal Building.

SelectBoard Members Present: Chairperson Elwin Cross, Reg Wakeham, Bryon Quatrini, Dale Urie, and Jerry Rowe.

Others Present: Marlene Rock, Barbara Morrow (St. Johnsbury Works), Joel Schwartz (Economic Development Director), Priscilla Messier (Planning/Zoning Administrator), Sandy Grenier (Town Clerk & Treasurer), Mark Desrochers (St. Johnsbury Works), Ken Gammell, Carla Ocaso (The Times Argus), Gary Lindsley (The Caledonian-Record), Kingdom Access Cable TV, and Mike Welch Town Manager.

Chairperson Cross called the meeting to order with the Pledge at approximately 7:00p.m.

- 1) **Minutes** – It was moved by Dale Urie, seconded by Bryon Quatrini, and unanimously voted to approve the Minutes from the SelectBoard Meetings held on January 10, 2005, and January 18, 2005.
- 2) **Public Hearing – Proposed Amendments to the Zoning Map.** Priscilla Messier reviewed several Zoning District Boundary Changes with the members of the Board of Selectmen. Chairperson Cross opened up the meeting for comments from the Public regarding the proposed Zoning District Boundary Changes. Following discussion it was moved by Reginald Wakeham, seconded by Bryon Quatrini, and voted (4-0 Jerry Rowe abstaining) to approve the Zoning District Boundary changes as recommended by the Planning Commission.
- 3) **2005 Municipal Budget Review:**

St. Johnsbury Works – Barbara Morrow (Director), and Mark Desrochers (Chairperson St. J Works Board) were present to update the Board of Selectmen regarding the Downtown program. Mark stated that the Town contributed \$10,000 to St. Johnsbury Works in 2004. Barbara pointed out the St. Johnsbury Works has been able to use the Town funds to leverage other funding – including \$60,000 from the Donchian Foundation. Mark said that St. Johnsbury Works is also in the process of completing the Façade program funded through a State Municipal Planning Grant. Mark said that St J. Works has numerous projects underway. Mark said that the organization still struggles from a volunteer standpoint – and events have been difficult to continue due to the amount of money required to finance events – and the number of volunteers it takes to effectively manage an

event. Barbara said she is working with Downtown Business Association to make the Arts & Antiques weekend a big event.

Economic Development – Joel Schwartz was present to review the Economic Development Budget. Joel advised members of the Board that he has really focused on Economic & Community Development. Joel said that housing continues to be an issue in the community. Joel said locating available housing stock for middle-income people in St. Johnsbury is getting very difficult. Joel said that he also plans to continue working on improving Cellular and Broadband Services in St. Johnsbury – and is currently investigating a Wireless Broadband connection for the Downtown area (WI-FI).

Town Clerk & Treasurer – Sandy P. Grenier advised members of the Board that her budget proposal does not include additional personnel over 2004. Sandy said that the Assistant Treasurer position is vacant – and she has been able to fill the bookkeeping component of the job with a part-time person temporarily. The individual currently serving in the position will be leaving in mid-February. Sandy said that she continues to work on restoring the town's vital records – and funds have been set aside in Reserve for this purpose.

Planning and Zoning – Priscilla Messier was present to review the Planning and Zoning Budget. Priscilla informed the Board that there have been 110 permits issued through her office and 71 of these required Planning Commission and or Zoning Board Review. There were 14 new homes permitted in 2004, 25 Additions, and 16 Commercial projects. Priscilla said that the estimated value of new permitted construction for 2004 is approximately \$3,000,000.

Priscilla said that the SelectBoard recommended a committee to discuss the Development Review Board concept. She said that the group held one meeting – and it has been determined that due to the changes in Chapter 117 (Planning and Development Law) that this will be looked at as part of the Town Planning process in 2005.

Priscilla said a major project for Planning and Zoning for 2005 will be the drafting of the Town Plan which is due to be updated by June 2006. Priscilla said that she has already talked with many people who are interested in volunteering to work on the Town Plan. Priscilla said that she will also be working with the Planning Commission on adjusting application and permit fees.

Bryon Quatrini asked about the status on the Municipal Planning Grant project. Mark Desrochers said that photos of all buildings are being reviewed, and STJ Works has contracted with an individual to start working on some of the archival research on the facades. Deadline for completing the grant is May 2005.

Bryon Quatrini asked about legal fees – Bryon suggested that legal fees may need to be adjusted higher due to the historical costs associated with appeals.

Sandy Grenier reported to the Board of Selectmen that the newsprint version of the Town Report will appear in the Caledonian-Record on Saturday, February 19, 2005. Sandy advised that Troll Press will also print 200 copies of the traditional Town Report format for record-keeping purposes.

The members of the SelectBoard agreed to schedule a special meeting for Thursday, January 27, 2005 beginning at 4:00p.m. to finalize their work on the 2005 Municipal Budget.

- 4) **Schedule of Fines & Fees** – Priscilla Messier reviewed the proposed Schedule of Fines and Fees with the members of the Board of Selectmen. Following discussion it was moved by Jerry Rowe, seconded by Dale Urie and unanimously voted to adopt the revised Schedule of Fines and Fees effective immediately.
- 5) **Town Highway Mileage Certification** – Priscilla Messier advised that the Board of Selectmen are required to consider the Annual Certification of Highway Mileage. Priscilla said that all changes made to Town Roads are reflected on the Highway Mileage Certification. Priscilla said that the new road Country View Lane has been added – and the a portion of Summer Street is converted to Trail status, Marion Avenue was discontinued, and Simonds Avenue at the end of the Street. Following discussion, it was moved by Dale Urie, seconded by Jerry Rowe, and unanimously voted to Accept and Sign the Town Highway Mileage Certification as prepared by Priscilla Messier.
- 6) **Town Plan Update 2005/2006** – Priscilla Messier informed the Board that the Town Plan needs to be updated in 2006. Priscilla stated that the Planning Commission, members of the Zoning Board, and volunteers will work together in several sub-committees to prepare proposed revisions to the Town plan for 2006. Priscilla said that a Chairperson will asked to oversee the coordination and drafting process. Priscilla encouraged members of the SelectBoard to get involved in the drafting of the Town Plan and to volunteer to work with one of the sub-committees. Priscilla said that she hopes that much of the committee work can be completed before this summer. It was suggested that volunteers be requested at Town Meeting.
- 7) **Mobile Opiate Addiction Treatment Discussion** – Dale Urie informed members of the Board the VBHS will be filing applications for a HUB Site located on Portland Street and a mobile dispensing site on Bay Street. Joel Schwartz stated that he and the Manager have been contacted by Bruce Ralston, a property owner on Bay Street, who has expressed his opposition to a mobile dispensing site on Bay Street. Jerry Rowe asked about NVRH. The Manager stated that NVRH has been contacted and VBHS will be preparing some site-specific proposals for the Hospital campus – but that will not provide an immediate area for dispensing. Ken Gammell said he did not believe that the program belonged at the Hospital. Ken Gammell said he felt that the program belonged in Montpelier. The Manager

said that the Mobile aspects of the program will make it available to other communities.

8) **Manager's Report:**

Municipal Budget – The Manager presented revisions to the Municipal budget as proposed – which still resulted in a property tax rate that is estimated at \$.12 over 2004 (in the Special Services District). Jerry Rowe said that \$.12 is too high. Jerry suggested that members of the Board, and the Town Manager, need to consider changing some of the ways municipal services are provided, and identify those essential services that we should be funding. Bryon Quatrini said that we need to look at the equipment proposals and make adjustments. The Manager stated that he would review all department accounts and make additional adjustments in the proposed municipal budget before the special budget workshop scheduled for Thursday, January 27th.

Having no further business or requests it was moved by Reginald Wakeham, seconded by Bryon Quatrini, and unanimously voted to adjourn at approximately 9:05p.m.

Respectfully submitted,

Michael A. Welch
Town Manager

Minutes
Town of St. Johnsbury
Board of Selectmen
Thursday, January 27, 2005

The Town of St. Johnsbury SelectBoard held a special meeting on Thursday, January 27, 2005 beginning at 4:00p.m. in the Board Room of the Municipal Building.

SelectBoard Members Present: Chairperson Elwin Cross, Reg Wakeham, Bryon Quatrini, Dale Urie, and Jerry Rowe.

Others Present: Joel Schwartz (Director Economic Development), Richard Lyon, Larry Gadapee (Highway Superintendent), Carol Lyon (Recreation Board, Chairperson), Tim Angell (Firefighter, Town Health Officer), Gary Lindsley (Caledonian-Record), Dan Scott (Water/Sewer Superintendent), Richard Leighton (Chief of Police), Sandy P. Grenier (Town Clerk & Treasurer), Priscilla Messier (Zoning Administrator), Paige Crosby, Dan Kimbell (Recreation Board), and Mike Welch (Town Manager).

Chairperson Cross opened the meeting with the Pledge at approximately 4:00p.m.

1) Municipal Budget Review 2005:

Recreation Department – Eric Berry was present to review the proposed Recreation Department Budget with members of the St. Johnsbury SelectBoard. Eric said that 7,000 people participated in Recreation Department activities, events, and program during 2004. Eric Berry indicated that the Recreation Department is raising 68% of the budget through program fees and other fund-raising. Eric said that even though there was a deficit in the Recreation Fund for 2004 (approximately 14,135). Total accumulated deficit in Recreation Fund as of 12/31/04 = \$92,085. Eric said that he believes that the Department is heading in the right direction in terms of improving revenue sources – while minimizing costs.

Bryon Quatrini asked where savings could be implemented in the Department. Reg Wakeham asked about involvement from communities outside of St. Johnsbury – and differentials in resident vs. non-resident program costs. Jerry Rowe asked how realistic it is to think that the department will increase revenues from \$71,000 in 2004 to \$95,000 in 2005. Eric said it is essential that the department find some type of grant support.

Jerry Rowe stated that he feels that it is essential that Eric Berry, the Recreation Committee, and members of the SelectBoard sit down and look at the pros and cons of having a recreation program provided through a separate non-profit organization, and look at support from the Town in the form of a special appropriation vs. a general fund budget allocation. Carol Lyon said that she would be willing to participate in such a review. She added that it would be important to look at funds appropriated by communities of similar size for Recreation in

Vermont. Jerry Rowe said he would like to start the process of looking into alternatives. Paige Crosby said that the Recreation Department is an integral part of the community. Paige said that the Board has looked at a lot of communities and how recreation is funded. Reg Wakeham said he would like to see discussion about the Department on a future agenda.

Municipal Budget – Jerry Rowe said that he feels that it is important that the combined municipal property tax rate not go up more than 5%. Jerry Rowe said that based on the current expenditure budgets that Board would need to cut approximately \$50,000 from the budget in order to avoid an increase of greater than 5%. Jerry Rowe suggested the following items be discussed for potential cuts:

- Elimination of SelectBoard Pay - \$7,300
- Reduction in allocation for St. Johnsbury Works to \$5,000
- Consideration of Salary Increases for non-union employees
- Maintain allocation for Recreation Department at current level.
- Highway Equipment Fund.
- No extraordinary adjustments in salary for 2005.

Members of the Board of Selectmen discussed these suggestions. Jerry Rowe said that he felt that we need to look at the essential services for Town Government – and not be appropriating more than we need to operate efficiently for essential services only. Jerry said that appearances are important and the Board should show that they are doing everything possible to minimize any property tax increase.

The Manager stated that based on the current expenditure budget proposals – The General Fund Expense Budget is up 2.9%; the Highway Fund Expense Budget is up 1.7%; and the Special Services Fund Expense Budget is up 3.0%. The Manager pointed out that the Expenditure Budgets do not have extraordinary budget increases in them – in fact many areas including capital projects and equipment replacement – have actually be scaled back from previous years. The Manager said that a portion of the increase in the estimated tax rate is based on the fact that surplus balances were greater at the end of 2003, and were used to reduce the tax rate in 2004.

Following discussion – members of the Board agreed to the following adjustments in the proposed Municipal Budget for 2005:

- Reduce Highway Fund Equipment by \$10,000
- Eliminate Budget for Selectboard Stipend
- Reduce Recreation Allocation by \$1,500

Following discussion, it was moved by Bryon Quatrini, seconded by Jerry Rowe, and unanimously voted (5-0) to approve the proposed 2005 Municipal Budget, as adjusted by the Board, for presentation to the voters - Total Expenditure Budgets and Property Tax requirements as revised are:

General Fund:	\$1,908,495	General Fund Tax:	\$1,535,117
Highway Fund:	\$1,732,030	Highway Fund Tax:	\$1,438,587
Special Services:	\$ 922,725	Special Services Tax:	\$ 861,897

Members of the Board of Selectmen informed the Manager that several items need further discussion including:

Prioritization of Essential Services – The Manager suggested that this discussion, including the organization of Town Government services could be reviewed as part of the Town Planning process.

Finance Committee – The Board will discuss formation of a Finance Committee for regular review of all municipal expenditures and revenue sources – including an examination of alternative revenue sources.

Rainy Day Fund – The Board agreed that the Town should pursue establishing a “rainy day fund” in order to level out spikes in the property tax requirement.

Recreation Department Review – Formation of a group to review options available for providing recreation services in St. Johnsbury. Review municipal operating budgets, special appropriations, non-profit services, consolidation of services with non-profits.

- 2) **Town Meeting Warning** – Monday, February 28, 2005 beginning at 7:00p.m. in the Gym of the St. Johnsbury School for action on Essential Services Budgets, School District Budgets, Rescind Action on Lister Election. Ballot Voting for Elected Officers and for Special Appropriation Requests will take place on Tuesday, March 1, 2005 at the former Adams School, Summer Street – Polls Open between the hours of 10:00a.m. and 7:00p.m.

Members of the Board of Selectmen reviewed the Town Meeting Warning as prepared by Town Clerk Sandy P. Grenier. Following discussion, it was moved by Dale Urie, seconded by Reg Wakeham, and unanimously voted (5-0) to approve the Warning for the Annual Town Meeting scheduled for Monday, February 28, 2005; and Tuesday, March 1, 2005.

3) **Fixed Asset Reporting** – Sandy P. Grenier requested that the Board of Selectmen take action on determination of a dollar value for the reporting of Fixed Assets for General Fund and Utility Fund Accounting purposes (pursuant to new fixed asset reporting/accounting requirements for municipal government). Sandy recommended that Fixed Asset reporting values be established by the Board at \$1,000 for General Fund, Highway Fund, Special Services Fund, Recreation Fund, and Parking Fund; and at \$5,000 for Water/Sewer Fund. Following discussion, it was moved by Bryon Quatrini, seconded by Dale Urie, and unanimously voted (5-0) to approve the recommendation of the Town Clerk establishing fixed asset amounts by fund.

4) **Manager's Report:**

Labor Relations Agreements: The Manager stated that he would like to request an Executive Session of the Board to discuss Labor Relations Agreements with employees.

5) **Other Business:**

Highway Department Personnel – Larry Gadapee asked about the hiring freeze notice he received from the Town Manager indicating that he could not hire a new employee to replace a recent resignation. The Manager stated that he had instructed Highway Superintendent Gadapee not to replace this position until the Board had made final decisions on all personnel positions after Town Meeting. The Board said that was up to the Manager – until such a time as he require Board input on the matter.

Legal Fees – Jerry Rowe asked about the process for requesting Legal Opinions. The Manager stated that Planning and Zoning Cases and appeals do require legal services – that are really outside of the control of the Manager. The Manager stated that in addition there are legal services associated with the grants programs and loan programs that are requested directly – but these are normally paid for out of grant/loan programs. The Board of Selectmen suggested that the Manager develop a policy for review by the Board relative to a procedure for requesting Town Attorney services.

6) **Executive Session** – It was moved by Reg Wakeham, seconded by Jerry Rowe, and unanimously voted (5-0) to enter into executive session at approximately 5:50p.m. for the purpose of discussing Labor Relations Agreements with Employees.

It was moved by Dale Urie, seconded by Jerry Rowe, and unanimously voted (5-0) to return to Regular Session at approximately 6:10p.m.

It was moved by Reg Wakeham, seconded by Bryon Quatrini, and unanimously voted (5-0) to approve three year Labor Relations Agreements with the two AFSCME Units representing the Department of Public Works, and the St. Johnsbury Police Department.

Having no further business or requests it was moved by Bryon Quatrini, seconded by Dale Urie, and unanimously voted to adjourn at approximately 6:16p.m.

Respectfully submitted,

Michael A. Welch
Town Manager

Minutes
Town of St. Johnsbury – SelectBoard
Monday, February 14, 2005

The members of the St. Johnsbury SelectBoard held their regular SelectBoard Meeting on Monday, February 14, 2005 beginning at 5:00p.m. in the Town Manager's Office.

SelectBoard members present: Chairperson Elwin Cross, Reginald Wakeham, Bryon Quatrini, Dale Urie, and Jerry Rowe.

Others Present: Russ Hutchins, Marlene Rock, Mark Desrochers, Carla Ocaso, Gary Lindsley, Mark Cohen, Joel Schwartz (Economic Development), and Mike Welch (Town Manager).

Chairperson Elwin Cross opened the meeting with the Pledge at approximately 5:00p.m.

- 1) **Minutes** – The Manager advised that he did not have the Minutes completed for the January 27, 2005 meeting. It was moved by Dale Urie, seconded by Reg Wakeham, and unanimously voted to approve the Minutes of the January 24, 2005 SelectBoard meeting – with the amendment that the correct date of the Annual Monday Night Town Meeting is Monday, February 28, 2005.
- 2) **Bay Street Redevelopment Project Update** – Joel Schwartz, Director of Economic Development was present to provide members of the Board with an update on the Bay Street Project. Joel advised that a proposal has been submitted to all property-owners asking them to agree on a process for determining the value of property that they may contribute to the development project. Joel said that there was also feedback from developers and others relative to some flaws in the Concept A as initially presented. Joel said that the Plan was revised to reconfigure parking. Joel said that discussions continue with property owners. Joel said that the owners are interested in being part of the development – this may include the formation of some type of private Development Corporation for this project. Joel said that there are a total of 7 property owners – including the Town and the State of Vermont that will need to come to agreement to move forward with development in the Southern portion of the target area. Mark Cohen asked if property would be held in private ownership.
- 3) **Bridge Inspection Reports** – The Town Manager provided the members of the Board with a copy of the Bridge Inspection Reports for ten (10) different town-owned bridges. The Manager stated that he has not had an opportunity to review these inspection reports with Highway Superintendent Gadapee. Jerry Rowe requested that the Manager review the reports with the Highway Superintendent and present recommendations, including priority for any repairs, at the next Board meeting scheduled for March 14, 2005.

- 4) **Reserve Fund Balances – 2004 Year End** – The Manager requested that members of the Board consider final action on the carrying of Reserve Fund Balances for 2004 as follows:

Record Restoration	\$36,904
Municipal Building	43,110
Fire Dept. Contributions	1,608
Economic Development	18,999
Cliff Street	385,000 (Highway Fund)
Fountain Fund	1,111
Youth Town Meeting	2,013
Planning Grant	5,700
Youth Advisory Council	24,528
Offender Reentry Planning Grant	19,621
Passumpsic Valley Land Trust	2,500
Revaluation	63,201
Law Enforcement Block Grant	12,271 (Special Services Fund)
Police Donations	50 (Special Services Fund)
Beautification Committee	3,936 (Special Services Fund)
Repairs to Town Garage	14,279 (Highway Fund)
Reserve for EPA – SEP	32,782 (Highway Fund)
Reserve for Equipment – Fire	150,000 (General Fund)
Reserve for Equipment – Police	31,745 (Special Services Fund)
Reserve for Equipment – Highway	110,747 (Highway Fund)

Undesignated Fund Balances:

General Fund – (\$14,322)
 Highway Fund - \$84,443
 Special Services Fund - \$5,828

It was moved by Jerry Rowe, seconded by Bryon Quatrini, and unanimously voted to approved the Reserve Fund Balances as presented.

- 5) **Finance Committee** – The Board decided to postpone discussion on the formation of a Finance Committee until the Regular SelectBoard Meeting scheduled for March 14, 2005.

6) **Manager’s Report:**

Municipal Policies – Joel Schwartz provided members of the Board with an update on Municipal Policies and Procedures as required under the Vermont Community Development Block Grant Program. These policies include:

Equal Employment Opportunity Policy
 Fair Housing Policy

Use of Excessive Force Policy
Use of VCDP Fund for Federal Lobbying
Code of Ethics Policy
Drug Free Workplace Policy

Joel informed the Board of Selectmen that the Town has these policies in place – but it would be prudent to adopt the most up-to-date versions, in effect as of 2005, and place in the Municipal Policy and Procedure Manuel.

Following discussion, it was moved by Bryon Quatrini, seconded by Dale Urie, and unanimously voted to adopt the most recent versions of the above described policies and include them in the Municipal Policy and Procedure Manuel.

Tax Anticipation Note – It was moved by Bryon Quatrini, seconded by Jerry Rowe, and unanimously voted to approve a Tax Anticipation Note in the amount of \$1,000,000 with Lyndonville Savings Bank at a rate of 2.15%.

Zoning Map Amendments – Members of the Board of Selectmen signed the Report of Doings for the Zoning Map Amendments previously approved by the Board.

Fines/Fees/Penalties – Members of the Board of Selectmen signed the Fines, Fees and Penalties as previously approved by the Board.

Recognition – Elwin Cross – Members of the Board, and citizens present, gratefully acknowledged the significant contributions that Chairperson Elwin Cross has made to the Board, and to the community.

Having no further business or request – the Board voted to adjourn at approximately 5:45p.m.

Respectfully submitted;

Michael A. Welch
Town Manager

Minutes
St. Johnsbury SelectBoard
Special Meeting
Monday, March 7, 2005

The Town of St. Johnsbury SelectBoard held a Special SelectBoard Meeting on Monday, March 7, 2005 beginning at 4:00p.m. in the Board Room of the Municipal Building.

SelectBoard Members Present: Reg Wakeham, Dale Urie, and Gary Reis.

SelectBoard Members Absent/Excused: Jerry Rowe and Bryon Quatrini.

Others Present: Jay Ancel (Black River Design), Tracey Montminy (Black River Design), Gary Lindsley (Caledonian-Record), Carla Ocasso (The Times Argus), Richard Leighton (Chief of Police), Troy Ruggles (Fire Chief), Bruce Corrette, Christa Maurice, Kurt Borgstrom, Jason Gray, Sandy Grenier (Town Clerk & Treasurer), and Mike Welch (Town Manager).

Reg Wakeham was nominated and elected to serve as Chairperson for this Meeting. Chairperson Wakeham called the meeting to order at approximately 4:00p.m.

- 1) **Review of Program Requirements for Police Department and Fire Department.** Jay Ancel, Black River Design, reviewed with the members of the Board the program space requirements that had been prepared by Fire Chief Troy Ruggles and by the Police Department. Jay stated that Black River met with department heads and reviewed all of the current space available – and developed with department input estimates for future space needs.

Jay advised the SelectBoard that Program requirements were used to help layout space for departments within the current municipal building; the Pomerleau Building; and provided the basis for estimates for a new public safety facility. All of these alternatives have been considered as options – and preliminary cost estimates have been prepared for each alternative.

Jay Ancel reviewed with members of the Board proposed layouts for Police and the Fire Department within the existing municipal building – and with a 2-story addition on the back of the building. Jay said that based on this alternative there is not quite enough space to meet all of the program requirements of the two departments.

Fire Chief Troy Ruggles and Police Chief Richard Leighton reviewed each individual space requirement with members of the Board of Selectmen.

Troy pointed out that use of the current municipal building (expanding another apparatus bay into the northern portion of the building) does not really provide the

department with an improvement over existing conditions in the Fire Station. Troy stated that current conditions are too cramped, apparatus does not easily fit into the building, there is little room to maneuver between vehicles, there is no room for other equipment inside the station such as the Hazardous Materials Unit, and the Water Rescue Unit. If the Town ever wanted to add an ambulance into service for the community – there would not be sufficient capacity in the existing building to accommodate an ambulance.

Gary Reis stated that he thought that some of the spaces proposed are too large – and that the program requirements could be scaled back.

Dale Urie said that the Town has to consider growth for the community and not propose building alternatives that will not adequately meet the demands of the future.

Jay Ancel said that members of the SelectBoard should consider whether or not they support the program space requirements as outlined by Town departments.

Reg Wakeham suggested that members of the full board should review the Program Space Requirements at the next regular meeting of the Board of Selectmen scheduled for Monday, March 14, 2005.

Having no further business or requests, it was moved by Dale Urie, seconded by Gary Reis and unanimously voted to adjourn at approximately 5:45p.m.

Respectfully submitted,

Michael A. Welch
Town Manager

Minutes
St. Johnsbury SelectBoard
Tuesday, March 14 2005

The St. Johnsbury SelectBoard held a regular SelectBoard Meeting on Monday, March 14, 2005 at 7:00p.m. in the Board Room of the Municipal Building.

SelectBoard Members Present: Reg Wakeham, Dale Urie, Gerald Reis and Jerry Rowe.

Others Present: Student Representative Peter Penar, Town Manager Mike Welch, Zoning Administrator Priscilla Messier, Secretary Ida Rainville, Water/Sewer Superintendent Danny Scott, Water Filter Plant Operator Dan Gray, Robert (Red) Dufresne of Dufresne Associates, Channel 7 news crew, and Caledonian-Record Reporter Gary Lindsley.

Town Manager Mike Welch called the meeting to order with the Pledge of Allegiance at 7:00 PM. On a motion by Dale Urie, seconded by Jerry Rowe, the Board unanimously approved Reg Wakeham as chairman.

- 1) Minutes of January 27 and February 14 – Gary Reis noted that in the January 27 minutes Eric Berry was quoted but not listed as an attendee. The minutes of both January 27 and February 14 were approved as amended (Dale/Jerry).
- 2) Dale Urie introduced student representative Peter Penar, a St. Johnsbury Academy dorm student from Shelburne, VT. Peter attended Boys' State and Boys' Nation as a high school junior.
- 3) Red Dufresne of Dufresne Associates, along with Danny Scott and Dan Gray of the Town of St. Johnsbury, presented an update on the alum spill incident at the water filter plant on February 8. A spill of alum from the holding lagoons into the Stiles Brook was caused from freezing and thawing at the outlet, which created flood conditions from the lagoon and an excessive amount of alum spilled into the brook. Underlying cause of this is the inadequate holding capacity of the lagoons. The water filter plant is approximately 15 years old. When Jerry Rowe asked if this could be any recourse on the original contractor, he was told that the original plan was approved by the State and the Town would rather not bring the original contractor into it. Red Dufresne pointed out that other filter plants have incorporated an under drain rather than a rubber lining that would allow the sludge to freeze dry and be removed as a solid substance. Since the spill Dan Scott estimated that 90% of the sludge has been removed from the brook. The remaining is inert matter and not a danger to the environment.

The State Wastewater Division has reviewed the spill and drafted a 1272 order to the Town and water treatment plant for corrective wastewater management action. The town will be in line for interest free loans to correct the problem, which will be very expensive. General consensus is the dam is in good shape but the lagoons and spillway will need rebuilding to the extent the space and property configurations allow. State has given the town until November 2005 to resolve issues. It will take at least until 2006 to formulate a plan and approve a bond vote for the funding.

Currently the sludge is being pumped every day and delivered to the wastewater treatment facility for processing with no ill effects. B & B Septic is contracted for the trucking. The Town's equipment is capable of trucking but not the time or manpower to do it at this time. Repairs should be absorbed by the users of the system, not the whole town. Overall construction costs could be around \$300,000. The Town is asking for \$46,100 for a study grant at this time. On a motion by Jerry Rowe, seconded by Dale Urie, the Board voted unanimously to apply to the State for \$46,100 for the study grant.

- 4) Finance Committee – Mike Welch suggested the board revisit setting up a volunteer finance group, similar to the committee formed to review water rates, to assist in coming up with budget items. Dale suggested they need to focus efforts on best use of funds for capital equipment and to reduce the Recreation Department deficit. He also suggested that the use of town reserves to reduce the tax rate may not be the right approach at this time. Overall agreement to start the process in motion for the April meeting.
- 5) Municipal Building space needs – The Fire Department and Police Department have reviewed their space needs and how it would translate into the building design. General consensus is that the Departments must pare down their expectations of space, but also look to the future needs and possible necessary expansions. If the ambulance service is to be incorporated into the fire department in the future, more apparatus space will be needed. There is not sufficient space surrounding the current municipal building to accommodate this expansion. Also the Police Department will need more space for some specific areas not currently addressed, such as private interview rooms, a sallie room, and holding area. While some of this information will be looked at by the Town Plan, Jerry Rowe suggested the Board should not delegate its responsibilities to the Town Plan developers. If the town does not move to the Pomerleau building what will its use become? Existing space holds the Chamber of Commerce and Welcome Center. The transit center moved because of lack of parking space. The railroad still needs to be considered, and Mike Welch pointed out the \$500,000 grant for preservation and development of the property has not been spent. General public opinion is to keep the fire station on Main Street. Peter pointed out that Shelburne has built all new

municipal quarters and was able to rent out part of the building to help defray costs.

- 6) Committee Appointments – Gary Reis suggested advertising to gain interest in open positions on Zoning Board and Planning Commission. Priscilla Messier pointed out we have had letters of interest as a result of advertising. With the election of Gary Reis to the Selectboard an opening exists on the Planning Commission. Martha Hanson has expressed an interest in serving on the Planning Commission, which will make an opening on the Zoning Board. Letters of interest have been received from Ross Hart and Ray LaBounty. Fred Laferriere has also withdrawn from serving on the Zoning Board because of time constraints. Priscilla reported that all current member of the Design Review Committee have agreed to stay on. Dan Kimball is the only member of the Recreation Board not contacted to confirm that he will stay on the board. Jerry Rowe moved to re-appoint all incumbents and place ads in the newspaper for letters of interest from the public. Gary seconded and passed unanimously.
- 7) Service Officer – Mike Welch pointed out that the Board needs to appoint a Town Service Officer – a member of the community to provide services when other social service offices are closed. On a motion by Gary Reis, seconded by Dale Urie, the Board unanimously appointed Mike Welch for this position.
- 8) Town Plan Summary – Gary Reis reported that he and Bernier Mayo had met with the committee chairs and everyone reviewed their objectives. Scheduling was finalized for each Wednesday morning for committee chairs and groups meetings in the evenings. Priscilla encouraged everyone to get involved and attend at least 3 or 4 meetings.
- 9) Manager’s Report – Mike reported that he needs to form a water appeals committee. Gary Reis volunteered to be one Board member. Dale nominated Bryon Quatrini and Jerry seconded the nomination for Bryon to serve the second position on the review board. Mike also pointed out the Town had received a request for coin drop. Several years ago the Board had voted to discontinue coin drops completely and the Board generally agreed to stay with that vote, although Dale Urie suggested it could be revisited sometime in the future.

The CSO bid was to be advertised in the following week. Mike explained the bids will be generally advertised and distributed through the Town office and Earth Tech.

At 8:20 on a motion by Gary Reis, seconded by Jerry Rowe, the Board voted unanimously to enter into executive session to discuss the labor relations agreement and possible civil action.

It was moved by Dale Urie, seconded by Jerry Rowe and unanimously voted to return to regular session at approximately 8:50 pm. No further action was taken.

It was moved by Gary Reis, seconded by Dale Urie and unanimously voted to adjourn at approximately 8:55 pm.

Respectfully Submitted

Ida W. Rainville
Secretary

Minutes
St. Johnsbury SelectBoard
Tuesday, March 28, 2005

The St. Johnsbury SelectBoard held a regular SelectBoard Meeting on Monday, March 28, 2005 beginning at 7:00 pm in the Board Room of the Municipal Building.

SelectBoard Members Present: Reg Wakeham, Dale Urie, Gerald Reis, Bryon Quatrini and Jerry Rowe and student representative Peter Penar.

Others Present: Town Manager Mike Welch, Secretary Ida Rainville, Wastewater Treatment Plant Operators Wayne Graham and Lee Houghton, Town Clerk Sandy Grenier and Assistant Clerk Jeannette Farmer, Highway Superintendent Larry Gadapee, Economic Development Coordinator, Carla Occaso, Marlene Rock, Channel 7 news crew, and Caledonian-Record Reporter Gary Lindsley.

The minutes of the March 14 meeting were approved unanimously as presented (Urie/Quatrini).

Wastewater Treatment Facility - Wayne Graham reported that the St. Johnsbury Wastewater Treatment Plant and Earth Tech have been designated the first star site by VOSHA in Vermont and the first Star Site of all Earth Tech facilities. General congratulations offered from the Board.

Historic Collaborative - Assistant Town Clerk Jeannette Farmer presented an update on the St. Johnsbury Historic Archives Collaborative between the Town, St. J. Academy, Athenaeum and Fairbanks Museum and Historical Association. Jeannette reported that since 1998 the Collaborative has acquired several grants to complete the project, with the hiring of Archivist Selene Colburn to sort and catalogue much of the material owned and stored at each facility. In 2003 there were 16 to 17 training workshops for educators and others interested in having the material available, and an informational booklet has been published that summarizes the information. The vaults now have sensor equipment to keep track of humidity and temperature and the Town has had training in the proper care and handling of valuable older printed material. Jeannette Also suggested that an antique clock discovered in the downstairs vault could be repaired and displayed in the offices. This met with general approval from the Board.

Bridge Report – Mike Welch reviewed the list of bridges and their condition from the State in the report that had been distributed to the Board members at the previous meeting.

- #12 Concord Avenue at the end of Mill Street – In good shape from previous updating.
- Moose River Bridge by Town Garage (Concord Ave.) – No major structural problems but could use a new top layer on the deck.
- #24 – Houghton Bridge – New in 1999.

- #27 – North Danville Road – Needs new deck and expects a grant to complete repairs within the next one or two years.
- #28 – North Danville Road – Suggest discontinue use of bridge because of extensive renovations needed. Used as a convenience to cut off ¼ to ½ mile for people traveling the North Danville road.
- #29 – St. J. Center Bridge – currently under construction to bring it up to code. The biggest holdup at this point is with the Railroad.
- Benedict Bridge – Pierce Mill Road – New a few years ago and in good shape.
- E. St. J. Village Bridge – Recently upgraded and in good shape.
- #36 – Lower Portland Street Bridge – In good shape and near standards – needs new deck soon to prevent further erosion.
- #43 – Fairbanks Village – Stonewall deterioration is not part of the bridge structure and will not affect the abutment. In good shape generally.
- Portland Street – Currently have grant in place for engineering. New bearings on each pier and additional work on piers to prevent further erosion. Greatest problem with the bridge is the condition of the stairs – both sets on each side. It is projected to cost at least as much as the whole bridge re-furbishing to bring the stairs up to code. Major expense would be to get rid of the lead based paint, and there are no state grants available for the repair of the stairs.

The Bridge Report was signed as reviewed by the Board.

South Main Street Repair - There has been engineering done on the section of road between St. Johnsbury Academy and CVPS (south end of Main Street) where the bank and wall structure needs to be rebuilt to keep the road from sliding.

Highway Equipment Request – Larry Gadapee discussed the purchases of a new sidewalk plow and loader as allowed for in the 2005 budget. On a motion by Bryon Quatrini, seconded by Gary Reis, the Board voted unanimously to purchase the sidewalk plow that the Town had been renting for the winter. Bryon suggested Larry get some bids on purchasing the loader before going forward with the purchase. Estimate cost at \$100,000.

Annual Appointments - Mike Welch reported that the Town had advertised for board appointments to the Zoning, Planning and Recreation Board specifically. On a motion by Jerry Rowe, seconded by Dale Urie, Tracy Verge was appointed to the Recreation Committee. Martha Hanson was appointed to serve on the Planning Commission through 2009; Ross Hart was appointed to serve on the Zoning Board through 2008; Ray LaBounty was appointed to serve on the Zoning Board until 2006. All appointments to the Zoning Board and Planning Commission were confirmed through a motion by Jerry Rowe and seconded by Bryon Quatrini. Passed unanimously.

Representatives Elwin Cross and David Redmond were re-appointed to the NVDA Board on a motion by Bryon Quatrini and seconded by Dale Urie.

Status of Projects - Mike Welch reviewed the status and performance expectations on several projects the Board has had in place for the past year.

- Urban Renewal – approved and going forward; meeting with property owners and businesses on Bay Street.
- Town Plan – Going forward.
- Cell Service – NVDA going forward with Industrial Park service – looking at recommendations to improve service from loosening height restrictions or using smaller units to expand service in St. Johnsbury. The Board could ask the Planning Commission to re-visit the restrictions on new towers.
- Downtown Development – Joel is working with Ed Stretch to fill vacancies in the downtown. He has three interested parties and the USDA is looking at 4200 square feet in St. Johnsbury. The State is also looking for much larger quarters and parking for their offices.
- Municipal Building – Refining plans and trying to get revised program needs together for an estimate on cost.
- Planning and Zoning – Should get the Boards together to discuss the issue of possibly combining to a DRB.
- CSO – Out to bid.
- E. St. J. Sewer project – Need to design back up system. Otherwise, property owners have signed off and project is ready to go to bid.
- Financial Report – Follow up on setting up financial committee.
- Assistant Treasurer – Currently interviewing for the position.
- Community Advisory Board Health Commission and Community of Concern – still going strong.
- Strategic Action Planning – Ongoing and off to a good start.
- Neighborhood Groups – Troy is working with groups to get underway.

Offender Re-entry – Mike reviewed for the Board the information included in their packets. The State has received a federal grant to set up the process for bringing offenders back into the community. The Town had previously had an active board involved in this project. Any persons eligible for re-entry have to meet certain requirements, including, but not limited to, being 35 years of age or less, having been in prison for one year or more, and incarcerated for specific offenses as listed. The Community Justice Center has a grant applications in process to get involved in the re-entry process. Two justice centers are currently working in this capacity – in Burlington and Winooski.

Meeting Dates – As is the usual habit of the Selectboard, it was decided to hold only one meeting in July and August. Dale requested that the July and August meetings be held on Tuesday instead of Monday so the Board could enjoy the Town Band concerts. On a motion by Gary Reis and seconded by Bryon Quatrini, the Board voted unanimously to continue with regular meetings in June but to hold one meeting each month in July and August on a Tuesday night, or as necessary if other business comes up between meetings.

Bryon Quatrini thanked Mike Welch for his efforts in getting the labor agreements completed. The Board signed the labor agreements with Public Works and Police Department.

Senate Bill S153 – Limiting size of buildings that can be developed for retail space. Joel pointed out this would be detrimental to St. Johnsbury trying to attract a large retailer to this area. There was general agreement on the Board that this is not a good bill for the development of the State. On a motion by Gary Reis and seconded by Bryon Quatrini, the Board unanimously voted to authorize Mike Welch to draft a letter from the Board to all local senators and representatives to ask them to vote against the bill.

Bryon Quatrini suggested that the Town Plan committee working on the Bay Street area should be reminded that the development of the area has already been decided upon by a vote of the Town and the Selectboard. The purpose of the committee should be to go forward with ideas on how to implement the proposed use of the area.

The Board also decided not to change anything concerning coin drops. They are considered dangerous, a nuisance, and very difficult to control.

Bryon Quatrini and Gary Reis volunteered to be on the water bill abatement board and agreed to meet on Tuesday, March 29 at 7:45 AM for one-half hour to review any requests for abatement currently in the office.

Hearing no further business, the Board voted to adjourn at 8:30 PM.

Respectfully Submitted

Ida W. Rainville
Secretary

Minutes
Town of St. Johnsbury SelectBoard
Monday, April 11, 2005

The members of the Town of St. Johnsbury SelectBoard held their regularly scheduled meeting on Monday, April 11, 2005 beginning at 7:00p.m. in the Board Room of the Municipal Building.

SelectBoard Members Present: Chairperson Reg Wakeham, Bryon Quatrini, and Gary Reis.

SelectBoard Members Excused: Dale Urie, Jerry Rowe.

Others Present: Kim Tanner (NCIC), Norm Etkind (NCIC Consultant), Joel Schwartz (Director of Economic Development), Laural Ruggles (NVRH), Darlene Ahrens (VT Department of Health), Dan Scott (Superintendent of Water Department), Troy Ruggles (Fire Chief), Mark Smith (Caledonian-Record), Debra Priest (President St. Johnsbury Baseball), Carla Ocaso (Times Argus), Gary Lindsley (Caledonian-Record), LSC-TV, KATV, and Mike Welch (Town Manager).

Chairperson Wakeham called the meeting to order with the Pledge at approximately 7:00p.m.

- 1) **Minutes – March 28, 2005** – It was moved by Bryon Quatrini, seconded by Gary Reis and unanimously voted (3-0) to approve the Minutes from the Regular SelectBoard Meeting held on March 28, 2005 as presented.

- 2) **Northern Community Care Corporation Refinancing** – Joel Schwartz, Kim Tanner, and Norm Etkind were present to request that the Board of Selectmen consider subordinating existing municipal loans on the Canterbury Inn to additional debt that will be provided by Vermont Housing Finance Agency in order to finance repairs to the retaining wall on the Canterbury Inn property. Repair costs are estimated at between \$200,000 - \$250,000. Joel informed the Board that the Town would probably be behind debt of approximately \$425,000 with the new loan spread out over 30 years. Joel informed the Board that he has spent a lot of time reviewing the income, expenses, and history of the Town's involvement in this project – and recommended to the Board of Selectmen that we subordinate our two loans (\$131,500 and \$212,000) to additional debt in order to refinance the project and make the required repairs. Joel outlined conditions of subordination in a letter to then NCIC Executive Director Paul Denton, dated November 29, 2004 (copy attached for the record). Following discussion, it was moved by Bryon Quatrini, seconded by Gary Reis, and unanimously voted (3-0) to authorize the Town Manager to execute documents to subordinate the Town's position on additional debt on the Canterbury Inn subject to the conditions as outlined in the correspondence dated November 29, 2004 from Joel Schwartz to Paul Denton.

- 3) **Fit and Healthy Coalition Presentation** – Laural Ruggles and Darlene Ahrens were present to update the Board relative to the Fit and Healthy Coalition. Laural said that the group has adopted a logo/motto – “MOVE”. Laural stated that several people representing numerous health and community interests have worked together on the coalition. The group has worked with BC/BS of Vermont to develop a Walking Map of the Downtown area – and also coordinated a Walking group during the Cabin Fever Reliever event in March. The Coalition has a domain name for a website – www.stjmove.org and plans to raise funds to construct the website – and connect to other health resources in the Community. The target with the coalition is obesity in the community – trying to encourage people to get more exercise and improve nutrition. Darlene said the Coalition developed a packet of healthy tips for employers – and these packets have been delivered to several businesses in St. Johnsbury. Laural said the group hopes to develop a stronger relationship with the Chamber to reach even more businesses in the area. Laural provided members of the Board with a sample copy of the Businesses Packet and with a written update on the progress of the Town Fit and Healthy Coalition. Members of the Board expressed appreciation to Laural and Darlene for their work with the Coalition.
- 4) **St. Johnsbury Community Baseball Property – Almshouse Road** – The Town Manager reviewed with members of the Board the current status of property belonging to the Town and to St. Johnsbury Baseball along Almshouse Road. The Manager informed the Board that when the Town voted to transfer a 10-acre parcel of land to St. Johnsbury Baseball for ball fields – the land south of Almshouse Road was reserved by the Town. This is an odd-shaped parcel south of the roadway approximately .34 acre. The Manager said that all of the remaining property south of Almshouse Road was eventually transferred to St. Johnsbury Baseball by the St. Johnsbury Development Fund – but this parcel that was reserved from the initial transfer from the Town was never transferred to St. Johnsbury Baseball. The Manager informed the Board that when he requested permit approval from the Planning Commission for the construction of the Rotary Picnic Pavilion – members of St. Johnsbury Baseball indicated that there is not a clear right-of-way over the land of St. Johnsbury Baseball to access the Town Forest – and that the members of St. Johnsbury Baseball believe that it was the intent to transfer all of the land south of the road to St. Johnsbury Baseball and this should be corrected by the Town. The Manager said that St. Johnsbury Baseball has also requested that the Town move the existing Town Road closer to the Moose River – so that children do not need to cross the roadway to access the ball fields.

The Manager said that Town Attorney Ed Zuccaro indicated that the Town SelectBoard can authorize the transfer and that following a 30 day posting period – the Agent to Convey Real Estate can execute the transfer without having another vote taken by the Town (unless someone files a petition requesting a vote).

The Manager said that he has requested that the Town environmental consultant look at moving the roadway to determine what environmental issues will be raised. The Manager said having the roadway closer to the riverbank may actually help provide a buffer for the area. Additional design and permitting would be required before the Town could relocate Almshouse Road. Debra Priest informed the Board of Selectmen that St. Johnsbury Baseball is not opposed to the Pavilion Project – but they wanted to have the property issues addressed, and would like the Town to consider relocating Almshouse Road for safety purposes.

Following discussion, it was moved by Bryon Quatrini, seconded by Gary Reis and unanimously voted (3-0) to authorize the Town manager to prepare the necessary legal documentation and warnings to transfer the property south of the Almshouse Road to St. Johnsbury Baseball. The Town will receive a Right-of-Way from St. Johnsbury Baseball over land owned by St. Johnsbury Baseball to access the Town Forest land.

Bryon Quatrini moved that the Town Manager be directed to investigate improvements to the intersection of Almshouse Road and Concord Avenue, and that the Town work with St. Johnsbury Baseball to look at relocating Almshouse Road closer to the Moose River. This motion was seconded by Gary Reis and unanimously approved (3-0).

- 5) **Sprinkler Connection – Main Street** – The Town Manager provided the members of the Board with a copy of an estimate (\$20,220.97) prepared by Dan Scott and Larry Gadapee relative to the cost associated with making a connection for a sprinkler system from Main Street to the Hilltopper Restaurant. The Manager informed the Board that Dale Wells had requested that Town Forces be authorized to run this sprinkler connection. Dale Wells has contacted abutting property owners – and has advised the Manager that he has three owners committed to paying \$5,000 each toward the cost of running the connection for the sprinkler from the Main line. Under the proposal the sprinkler connection would go through the foundation of the Hilltopper – and connect from there to abutting properties.

Dan Scott, Superintendent of the Water/Sewer Department was present to express concern to the Board relative to the Town of St. Johnsbury becoming involved in making this connection. Dan stated the following concerns:

The Sprinkler Connection from the Main is the responsibility of the Property Owner. The Town should not be performing this work for this project. Dan said that there are many private contractors in the area capable of performing this work – and the work should be done by contractor at the expense of the owner – and not by the Town.

There has not been an actual Sprinkler System Design – and until a design is completed how can you know about the appropriate sizing of the connection.

If one connection will service multiple property owners – how will each of the properties be separated – how can each one be shut off separately in the event the system is to be discontinued.

Dan Scott suggested that the Selectmen need more information about this project before making any commitments to becoming involved in this construction project.

The Manager indicated that the State of Vermont is now encouraging, through incentive, fire prevention and handicapped access for buildings in the designated downtown. The Manager stated that the Town needs to help support and encourage sprinkler connections for all of our downtown buildings. There is a significant benefit to the Town and property owners when downtown buildings are fitted with sprinkler systems.

Troy Ruggles said that Dan Scott is the expert on the water requirement and connections to the Main. Troy said from a Fire Department perspective he wants to encourage sprinkler connections in these buildings – and would like to do whatever we can to help make that happen. Troy said the goal is to have the sprinkler installed.

Members of the Board of Selectmen directed the Town Manager to get more information about this project addressing the concerns raised by Superintendent Scott.

6) Manager's Report:

Thaddeus Lane – Troy Ruggles reported that he has inspected the property of Eric Hudson, Thaddeus Lane, on several occasions – and there are major fire safety concerns. Troy said that the building is open – and people have been going into the building. The building is not occupied, and it is not secured. Troy said that he has contacted the owner about taking steps necessary to secure the building. Troy also indicated that there have been parties looking at purchasing the building. Troy said that in its current condition the building is a risk to abutters, the public, and to firefighters. Troy said he would keep the SelectBoard apprised about the status of this building.

Disappearances Filming – The Manager informed the Board that a portion of Main Street was closed down for short periods of time to support the filming of scenes for Disappearances starring Kris Kristofferson. The Manager said he did have several calls from people expressing concern about closing traffic on Main Street. It was pointed out that much of the concern stemmed from inadequate

prior notification about the inconvenience. The Manager informed the Board that another filming is scheduled for Monday, April 18th and Police Chief Leighton and the manager will meet with the production crew to improve the notification for those who will be affected by any interruptions in traffic flow.

Community Development Awards – The Manager announced that St. Johnsbury will receive two statewide recognitions from the State of Vermont for Community Development projects – Microdata and the Daniels Block. The awards ceremony is to be held on Tuesday, April 19th. Members of the Board were invited to attend.

Liquor Licenses – Members of the Board reviewed and unanimously approved Liquor Licenses as follows: 2nd Class – Porter & Craige. 1st Class – Piccolo’s Restaurant and the Moose Club. Catering – Sodexo @ St. Johnsbury Academy 4/16/05, 4/24/05. 6/3/05, and 6/4/05. Sodexo @ St. Johnsbury Athenaeum 6/11/05.

Having no further business or requests – it was moved by Gary Reis, seconded by Bryon Quatrini, and unanimously voted to adjourn at approximately 7:50p.m.

Respectfully submitted,

Michael A. Welch
Town Manager

Minutes
Town of St. Johnsbury SelectBoard
Monday, April 25, 2005

The Members of the Town of St. Johnsbury SelectBoard held their Regular SelectBoard meeting on Monday, April 25, 2005 beginning at 7:00p.m. in the Board Room of the Municipal Building.

SelectBoard Members Present: Chairperson Reg Wakeham, Bryon Quatrini, Dale Urie, and Jerry Rowe. Student Representative Kathryn Siner was also present.

SelectBoard Members Excused: Gary Reis.

Others Present: Jeff Briggs (Tree Warden), Andy Fisher (Deputy Tree Warden), Sophie Hood (St. Johnsbury Academy), Troy Ruggles (Fire Chief), Danny Scoot (Superintendent Water/Sewer), Joel Schwartz (Economic Development Director), Dale Wells (Dale Wells Construction), Gary Lindsley (Caledonian-Record), LSCTV, KATV, and Town Manager Mike Welch.

Selectboard members Dale Urie introduced Kathryn Siner the new Student representative on the SelectBoard.

- 1) **Minutes – April 11, 2005** – It was moved by Bryon Quatrini, seconded by Reg Wakeham and unanimously voted to accept the Minutes from the Regular Meeting held on April 11, 2005 as presented.

- 2) **Recycling – Solid Waste Management District** – Sophie Hood, Senior at St. Johnsbury Academy, informed the Board that she has been researching recycling and Solid Waste Management as part of her Capstone Project for St. Johnsbury Academy. Sophie provided members of the Board with a brochure that she developed to outline the benefits of rejoining the Northeast Kingdom Solid Waste Management District (NEKSWMD). Sophie said that there are many benefits to joining the NEKSWMD including – educational programs, recycling and household hazardous waste collection, benefits from cooperating with 36 other communities, and access to a variety of programs. Sophie said that by paying for recycling through the tipping fee – more people would probably participate. In St. Johnsbury people currently pay per bag to recycle – as there is not \$20 per ton tipping fee charged on trash to pay for recycling and other services. Sophie said that the current recycling rate of 15% in the NEK is not very good. There needs to be more promotion about the benefits of recycling and more education of residents. Members of the Board asked Sophie several questions. Bryon Quatrini stated that St. Johnsbury originally backed out of the SWMD because it was felt that St. Johnsbury residents would be carrying the majority of the costs for the district. Dale Urie said that he had contacted Paul Tomasi, Director of the NEKSWMD. Mr. Tomasi suggested that a small group of folks should meet with

him to discuss the NEKSWMD. Dale Urie and Bryon Quatrini volunteered to meet with Mr. Tomasi.

- 3) **Main Street Sprinkler System** – Dale Wells was present to review a proposal to connect several buildings to a service connection that would run across Main Street. Dale said that he has spoken with property owners on either side of the former Hilltopper Restaurant and people are willing to participate in the cost of running the connection. Dan Scott questioned the ability of the Town to shut off individual services in the event of nonpayment or water break. Dan Scott also questioned having a high pressure live water line inside of the buildings that would then be serving multiple buildings. Dan Scott told the Board that historically all of the sprinkler systems and domestic services have their own individual service connections. Bryon Quatrini said that he felt that the Town should work cooperatively to try to make these connections as affordable as possible in order to promote the installation of sprinkler systems in multiple buildings. Dan Scott said he did not understand the benefit of having the Town perform this work when there are plenty of private contractors who need the work. Dale Urie suggested that Dale Wells get prices from a private contractor for installing the connection across Main Street. The Board will consider this item again with additional information on contractor pricing.
- 4) **Fire Pumper Replacement** – Fire Chief Troy Ruggles was present to review plans to replace the 1983 Engine 2 with a new pumper. Chief Ruggles informed the Board that the vehicle was due to be replaced in 2003 – but the purchase of the vehicle has been postponed. Troy said that in 2005 there is now a total of \$200,000 in equipment reserve. The new vehicle is estimated to cost \$343,000 less allowance for trade and cash discount pricing a total of \$323,000. Chief Ruggles stated that the prices on vehicles will be adjusted effective May 1, 2005 – and that placing the order now will save \$6,000. Chief Ruggles stated that the remaining balance on the vehicle would not need to be paid until January 1, 2007 – leaving two more fiscal years to raise the balance of the funds required.

Dale Urie said he is concerned about the status of the Tower Truck. Chief Ruggles said that the Town is scheduled for replacement in 2013. The Chief said that the Department has kept the Tower going and certified – and there have been multiple problems with the vehicle. Chief Ruggles pointed out that one of the primary problems with looking at a Tower Replacement is the cost associated with a new Tower – and the fact that you will not be able to purchase a Tower Truck that can fit into the existing Fire Station. The Chief recommended that we continue with plans on developing improved space for the Fire Department – but that we move forward with the planned replacement of Engine 2. Troy said that it is important for the Town ISO rating that we maintain the fleet with regularly scheduled replacement.

Following discussion, it was moved by Jerry Rowe to move forward with the replacement of Engine 2. This motion died for lack of a second.

Bryon Quatrini and Dale Urie felt that the Board needed more information before making a decision. What types of repairs have been made on the Town Truck? What is the replacement cost for a new Tower Truck? How much is being spent on the Town Truck each year? What is the actual impact on postponing acquisition of Engine 2 on any ISO rating? Chief Ruggles said that he would get additional information and report back to the Board of Selectmen.

- 5) **Consideration of Appointments** – The Manager advised that Gib Handy has resigned from his seat on the Industrial Park Board and on the Jay-Lyn Revolving Loan Fund Committee. The Manager advised that Layne Higgs resigned from the Recreation Board. Reg Wakeham indicated that he would be interested in filling the seat on the Industrial Park Board and on Jay-Lyn Fund. It was moved by Bryon Quatrini, seconded by Dale Urie and voted to appoint Reginald Wakeham to serve on the Industrial Park Board and on the Jay-Lyn Fund Committee. The Manager said he would seek recommendations from the Recreation Committee on filling this vacancy.
- 6) **Finance Report** – The Town Manager provided a copy of the Revenue and Expenses Statements for the 1st Quarter of 2005 – together with statements for the same period from the previous year. The Manager said that expenses and revenue are in line with projections. Jerry Rowe asked about Town Clerk Fees this year vs. last year and whether or not this is a concern. The Manager said he would need to review with Town Clerk Grenier.
- 7) **Arbor Day Resolution** – Jeff Briggs, Tree Warden, and Andy Fisher Deputy Tree Warden were present to request that the Board authorize the Chairperson to sign an Arbor Day Resolution. This is one of the requirements for the “Tree City USA” Certification. Following discussion, it was moved by Jerry Rowe, seconded by Dale Urie and voted (4-0) to authorize the Chairperson to sign the Arbor Day Resolution. Andy Fisher informed the Board that the Caledonia Field and Stream Club would be donating 150 trees for planting in St. Johnsbury.
- 8) **Manager’s Report:**

Economic Analysis – Bay Street – Joel Schwartz advised members of the SelectBoard that he has received three proposals on the development of an Economic Analysis on the impact of a major retailer be located in Downtown St. Johnsbury. Joel said that this analysis would include estimates of existing sales leakage, impact on downtown retailers, job creation, sales/income tax revenue, and estimated sales volume. Joel said that the costs for such an Economic Analysis would be covered from industrial park land sale proceeds (repayment on debt to Town). Jerry Rowe stated that he believed that any major retailer is going to perform his or her own analysis, and he questioned the benefit of commissioning this study. Jerry said he is willing to review the proposals and discuss further. It was suggested that Jerry Rowe and Gary Reis review the

proposals with the Town Manager and Joel and make a recommendation to the full Board.

Duke Street Land – The Manager reported that a Tax Sale is scheduled for Monday, May 2nd for land held by Duke Street Corporation on Duke Street.

CSO Bids – The Manager informed the Board that bids for the CSO Project have been received. The apparent low bidder is Morrill Construction. There were only three bids received. The low bid is approximately \$400,000 over the Engineers estimate (that was prepared 2 years ago). Earthtech is reviewing all bids and will discuss funding scenarios with the State before making a final recommendation to the Board of Selectmen.

East St. Johnsbury Septic System – The Manager stated that Steve Revell, Lincoln Applied Geology, was completing work on the design of a replacement system for the Patenaude property. Once this is completed, and approved by the State the East St. Johnsbury Project can be put to bid.

Green-Up Day – The Manager reported that Green-Up Day is May 7th beginning at 9:00a.m. at Railroad Street Park.

Union Bank Proxy – The Manager stated that in the past Town Clerk Sandy P. Grenier has been authorized the proxy vote for the Town of St. Johnsbury for stock held in Union Bank. It was moved by Jerry Rowe, seconded by Bryon Quatrini, and unanimously voted to authorize Sandy P. Grenier the proxy vote for Union stock held by the Town. Jerry Rowe requested additional information about why the Town holds this stock, and what was the origin of the transaction.

Park & Ride – Bryon Quatrini said that there has been no effort to update the Park & Ride facility on Route 2 and this facility needs to be reconstructed. The Manager said that he has been in contact with Wayne Davis at the State of Vermont who is in charge of the Park and Ride facilities. The Manager said that Mr. Davis initially thought that funds would be budgeted for the St. Johnsbury Park & Ride – but due to a reduction in funding there is not funds available for this facility. Other Park & Ride areas (which have no space left) have been designated for receipt of State funds. The Manager said that he has worked with Amy Rast at the District 7 – and she will be doing some work to improve this Park & Ride – but there will not be funds for lighting, etc. until VTRANS approves more funding for Park & Ride upgrades. The Manager informed the Board that the Park & Ride is state-owned property that is a part of the Route 2 Right-of-Way.

Executive Session – It was moved by Dale Urie, seconded by Bryon Quatrini, and voted 4-0 to enter into Executive Session for the purpose of discussing civil actions. The Board enter Executive Session at approximately 8:50p.m.

It was moved by Jerry Rowe, seconded by Dale Urie, and voted 4-0 to return to Regular Session at approximately 9:10p.m.

It was moved by Dale Urie, seconded by Bryon Quatrini, and voted 4-0 to adjourn at approximately 9:10p.m.

Respectfully submitted,

Michael A. Welch
Town Manager

Minutes
St. Johnsbury SelectBoard
Regular SelectBoard Meeting
Monday, May 9, 2005

The Town of St. Johnsbury SelectBoard held their regularly scheduled SelectBoard Meeting on Monday, May 9, 2005 beginning at 7:00p.m. in the Board Room of the Municipal Building.

SelectBoard Members Present: Chairperson Reginald Wakeham, Bryon Quatrini, Dale Urie, Jerry Rowe, Gary Reis, and Student Representative Arletta Bussiere.

Others Present: Sandy P. Grenier (Town Clerk & Treasurer), Stephen Kline, Lisa Rivers, Barbara Kittridge Russell, Stephanie Rowe, Michelle Faye, Carla Ocaso (The Times Argus), Gary Lindsley (The Caledonian-Record), Troy Ruggles (Fire Chief), Larry Gadapee (Highway Superintendent), Ken Stowell, KATV, and Mike Welch (Town Manager).

- 1) **Minutes – April 25, 2005** – It was moved by Dale Urie, seconded by Bryon Quatrini, and unanimously voted to approve the Minutes from the April 25, 2005 SelectBoard Meeting as presented.

Town Clerk Sandy P. Grenier provided members of the Board with an update on Union Bank stock currently held by the Town. Sandy said that the current value of the stock is approximately \$60,000.

Sandy Grenier presented a revised Lyndonville Savings Bank TAN Note that was approved and signed by the members of the Board of Selectmen.

- 2) **GEA Grant** – Michelle Faye from Umbrella, was present to review with the members of the Board of Selectmen the GEA Grant. Michelle said that the Town has received two grants under this program. Michelle said that the funding supports victims of domestic violence through Caledonia, Essex, and Orleans counties served by Umbrella, AWARE, and NEKCA Step One. Michelle informed the Board that project-wide a total of 783 individuals were provided with service in 2004. Michelle said that the grant funds have allowed teams from the Kingdom to participate in national training seminars. Michelle said that the grant funds have helped to enhance a collaboration between law enforcement agencies, victims, and advocates. Gary Reis asked if male and female victims of domestic abuse are served by the agencies. Michelle said that the organization serves all victims of domestic violence – male or female.
- 3) **A Job and a Place to Live Reentry Grant Application.** Lisa Rivers, Director of the Community Justice Center reviewed the application for the Reentry Grant

with the St. Johnsbury SelectBoard. Lisa stated that funds (approximately \$109,000) would be used by the Justice Center to hire a part-time coordinator to work with offenders meeting the criteria for this grant program. Lisa said that support services provided through grant funds – would also help to benefit people other than direct participants. Lisa said that grant funds will be used to enhance the community participation in the return of offenders to St. Johnsbury. Lisa said that the program would give the community a voice in how these offenders are returned to the community. Lisa added that there is second grant that will provide funding to support the Kingdom Recovery Center in the amount of \$45,000 through SAMHSA.

Following discussion, it was moved by Dale Urie, seconded by Jerry Rowe, and unanimously voted to approve the submission of Grant Applications for the Offender Reentry Program and SAMHSA on behalf of Kingdom Recovery Center.

- 4) **Main Street – Sprinkler System** – Bryon Quatrini said that he wanted the Town to be a partner in trying to find a solution for Main Street property sprinkler connections. Bryon Quatrini moved, and Gary Reis seconded and it was unanimously voted that the Town Manager be directed to continue to work with property owners on Main Street to finalize plans for a cooperative proposal that will reduce overall costs for the sprinkler system connections. The Town Manager is authorized to commit the Town to a plan that best addresses the needs of the Town and the property owners.
- 5) **Fire Truck Replacement Troy Ruggles** – Troy provided the members of the Board with a update on the replacement of the Fire Pumper. Troy provided the members of the Board with information relative to ISO standards. Troy said that the recommendations for our community include – 3 pumpers, 1 reserve pumper, 1 aerial ladder, and 1 service vehicle/rescue vehicle. Troy said that our current rating is 5/9 for ISO (5 in village and 9 in outlying areas) – and we are very close to being 4/9 which could mean a reduction in insurance premiums for residents. Troy said that it is important to maintain the fleet properly in order to continue to enjoy the benefits of the lower ISO rating. Troy said that the Pumper would be ordered with a down payment of \$200,000. The balance would be payable following delivery of the vehicle. Gary Reis suggested that the Chief look at conversion of the old pumper to a rescue unit or reserve pumper if feasible and beneficial to do so. Following discussion, it was moved by Jerry Rowe, seconded by Gary Reis and voted (4-1 Chairman Wakeham opposed) to authorize Chief Ruggles to purchase the new Fire Pumper Truck..
- 6) **Highway Department Loader Purchase** – Highway Superintendent Larry Gadapee was present to discuss the purchase of a new loader for the Highway Department. Larry stated that he had budgeted for the purchase of a second loader in the 2005 budget approved by the Board, and by the Town Meeting. Larry Gadapee reviewed with the members of the Board an outline of the current

utilization of the loader and operator in terms of loading vehicles and snow removal. Larry pointed out that a significant amount of time is wasted currently when the loader has to be called off from a job (either plowing or construction site) in order to load vehicles. Larry said that a second loader would eliminate this problem – and drivers would be able to load their own vehicles. Larry provided the members of the Board with a summary of competitive proposals – he recommended that a Caterpillar loader be purchased for \$99,565. Following discussion by the members of the Board it was moved by Jerry Rowe, seconded by Gary Reis, and unanimously voted to authorize Highway Superintendent Gadapee to purchase the loader as recommended.

7) **Manager's Report:**

Ken Stowell River Road – Ken Stowell was present to review his letter written to the Board of Selectmen relative to a sewer complaint. The Manager reported to the Board that the line has been cleared. Dan Scott has scheduled replacement of this section of the line and the problem is being corrected. The Manager informed the Board that he requested that the Town Health Officer also review this site.

Having no further business or requests, it was moved by Gary Reis, seconded by Dale Urie, and unanimously voted to adjourn at approximately 8:30p.m.

Respectfully submitted,

Michael A. Welch
Town Manager

Minutes
St. Johnsbury SelectBoard
Regular Board Meeting
Monday, May 23, 2005

The Town of St. Johnsbury Selectboard held their regularly scheduled SelectBoard Meeting on Monday, May 23, 2005 beginning at 7:00p.m. in the Board Room of the Municipal building.

SelectBoard Members Present: Chairperson Reg Wakeham, Bryon Quatrini, Dale Urie, Jerry Rowe, Gary Reis, and student representative Arletta Bussiere.

Others Present: Katherine Tolman, Darlene Ahrens, Valerie Cook, Sandy P. Grenier (Town Clerk/Treasurer), Richard Leighton (Chief of Police), Taylor Reed (Caledonian-Record), Joel Schwartz (Director of Economic Development), KATV, and Mike Welch (Town Manager).

- 1) **Minutes – May 9, 2005** – The Manager informed Board that Minutes were not completed. The Board could not act on Minutes of May 9, 2005.

Sandy P. Grenier – Loan Authorizations – Sandy was present to review two notes with the members of the Board including a \$1.0 million line of credit with Lyndonville Savings Bank at 2.45% - and a note with Passumpsic Savings Bank in the amount of \$381,000 for the Parking Lot. Sandy reported that the Town is awaiting payment of \$150,000 from the Vermont Downtown Fund that will be applied to this note. It was moved by Dale Urie, seconded by Bryon Quatrini, and unanimously voted to approve and sign the notes and resolutions as presented.

- 2) **Capstone Presentation St. Johnsbury Economy** – Katherine Tolman. Katherine Tolman, a senior at St. Johnsbury Academy, was in attendance to provide her Capstone presentation to the St. Johnsbury SelectBoard. Katherine stated that she had chosen to study the benefits of having improved recreational opportunities and river access at the Bay Street area. Katherine provided members of the Board with a copy of her written report. She made the argument that recreational opportunities (including the bike path, greenspace, and river access) on Bay Street would pay economic benefits for the entire community. Katherine suggested moving existing businesses on Bay Street out of the run-down facilities they operate in now, and utilize some of this space for more greenspace. Members of the Board expressed their appreciation to Katherine for her impressive presentation and recommendations.
- 3) **Vermont Department of Health Presentation** – Darlene Ahrens and Valerie Cook were present to update the Board of Selectmen on programs available through the Vermont Department of Health. Darlene and Valerie reviewed rabies and said that there have been 23 cases confirmed in VT this year with 2 in Barnet. She said that Lyme Disease is another concern for this region. Darlene and

Valerie provided members of the Board with a summary packet of information and programs available through the Vermont Department of Health. Darlene said that it is important for the Health Department to get information out to communities relative to the programs and services available through the Department. Members of the Board thanked Valerie and Darlene for their presentation and suggested that information be made available for the public through the Town Clerk's Office.

- 4) **Police Department Report – Chief Richard Leighton.** Chief Leighton was present to review Police Department operations during his first 6 months as Chief of Police. Chief Leighton stated that he has increased foot patrol, reinitiated Bike Patrol, attends Department Head meetings regularly, has started regular meetings with Police Supervisors, tried to make the department more visible as a group (such as participating in Green-up Day), attended a grant-writing seminar, increased in-house training opportunities for officers, eliminated the Lt's position, participated in the 2006 Town Plan subcommittee on public facilities and services, will be chairing the Corrections Committee, participated in Domestic Violence program, attended meetings of the 4-Season neighborhood, participated in programs through the Youth Services Bureau, Community Justice Center, and Crime Stoppers.

Chief Leighton advised the members of the Board that some of his goals for the immediate future include looking at ways to increase the staff levels for dispatching. Hiring more part-time officers to augment the Police Department. Work closer with the Youth Service Bureau on Youth issues. Update the Policy and Procedures Manual for the Department. Improve interagency cooperation on such items as sobriety and safety checks.

Chief Leighton said that crime statistics are down in most areas. Chief Leighton extended an invitation to any members of the Board to ride along with an officer. Chief Leighton said that people in the community know they can call the Police Department. Members of the Board expressed appreciation to Chief Leighton for his presentation.

- 5) **Pension Plan Amendment** – The Manager presented a copy of a proposed First Amendment to the St. Johnsbury Pension Plan. The Manager explained that this proposed Plan Amendment would provide a reduced pension benefit to anyone who reached 25 years of service, but has not attained age 55. The Manager stated that this reduced pension benefit would not have an adverse effect on the Pension Plan assets – as people would make a determination on whether or not to receive benefits that will be reduced from the full benefit that they could receive when they reach age 55. (Early retirement with 25 years of service). The Manager said that there are some employees who would be eligible for this benefit and have expressed an interest in a reduced benefit being available. The Manager said he would like to make certain that the employee pension committee reviews and approves this proposed amendment to the plan as well. Following discussion, it

was moved by Gary Reis, seconded by Dale Urie, and unanimously voted to approve the First Amendment to the St. Johnsbury Pension Plan, and authorize the Town Manager to sign, subject to the review and approval by the Municipal Employee Pension Committee.

- 6) **CSO Construction Contract Award** – The Manager reviewed documentation provided by Earthtech Engineering relative to the awarding of a contract for the CSO Project. The Manager informed the Board that Earthtech has contacted the State of Vermont about adjusting the State Grant amount and also adjusting the contingency for the project from 10% to 5%. The Manager reminded the members of the Board that in addition to the \$1,250,000 Bond Authorization approved by the voters - the Town has reserved \$385,000 as part of the local share for the Cliff Street/Hasting Hill Project. Based on the revised calculations prepared by Earthtech the project can be completed within budget if the Town agrees to reduce the contingency amount to 5%, and also agrees to provide an additional \$16,000 in local share – increasing the reserve for Cliff Street from \$385,000 to \$401,000. The increase in local project cost can be raised within the 2006 budget year. Following discussion, it was moved by Bryon Quatrini, seconded by Dale Urie, and unanimously voted to authorize the award of a construction contract to Morrill Construction, Inc. in the amount of \$2,343,317.50, subject to approval of the State of Vermont authorizing St. Johnsbury to enter into a Construction Agreement. The SelectBoard agreed to increase the local capital reserve for the Cliff Street Hasting Hill CSO Project from 385,000 to \$401,000.

7) Manager’s Report:

CVPS – The Board of Selectmen reviewed and approved an electrical easement for CVPS to relocated above ground power to underground in order to serve the Public Works facility. It was moved by Bryon Quatrini, seconded by Dale Urie, and unanimously voted to approve the CVPS Easement at the Public Works facilities on Almshouse Road.

Vermont Coalition of Municipalities – Use of State Education Funds – Gary Reis asked the Board to consider action on the proposed resolution from the Vermont Coalition relative to the use of State Education Funds. Members of the Board requested additional information relative to the resolution.

State Office Building – The Manager informed the Board that the State of Vermont is looking at consolidating some state offices into one building in St. Johnsbury. The Manager recommended that the Board go on record as supporting a downtown location for any State Office building. It was moved by Jerry Rowe, seconded by Gary Reis, and unanimously voted to sign a letter directing the State of Vermont to keep State Offices in the downtown area.

Leon Bryer Resignation – The Manager reported that Leon Bryer is resigning as lister effective June 1, 2005. Mr. Bryer has indicated that he would still like to assist with data collection work for the reappraisal. The Board directed the Manager to advertise for the vacant lister position.

Economic Study – Joel Schwartz was present to discuss the proposed Retail Sales Analysis. Joel said that he received three proposals for the study. The low bid is \$8,750 from Northern Economic Consulting (Richard Heaps and Arthur Woolf). Joel said that he believes that there is a great deal of promotional value associated with completing the study in order to get a better understanding of the true sales leakage that is occurring in St. Johnsbury/Caledonia County. Dale Urie suggested that the study may be enhanced to look at the economic value of some of the recreational opportunities that are being proposed (Lamoile Valley Trail and Three Rivers Path). Bryon Quatrini suggested that the potential for outlet stores should also be included in the analysis. Following discussion, it was moved by Gary Reis, seconded by Dale Urie, and unanimously voted to authorize the Manager to enter into an agreement with Northern Economic Consulting, Inc. for an amount not to exceed \$12,000 to perform a Retail Trade Analysis for St. Johnsbury. The analysis will include estimated impacts for recreation and outlet stores.

Executive Session – It was moved by Gary Reis, seconded by Bryon Quatrini, and unanimously voted to enter into executive session for the purpose of discussing Civil Proceedings and a Real Estate Contract at approximately 8:30p.m

It was moved by Jerry Rowe, seconded by Dale Urie and unanimously voted to return to Regular Session at approximately 8:50p.m.

It was moved by Dale Urie, seconded by Jerry Rowe, and unanimously voted to adjourn at approximately 8:50p.m.

Respectfully submitted,

Michael A. Welch
Town Manager

Minutes
Town of St. Johnsbury SelectBoard
Regular Meeting – Tuesday, June 14, 2005

The Town of St. Johnsbury SelectBoard held their regularly scheduled SelectBoard meeting on Tuesday, June 14, 2005 beginning at 7:00p.m. in the Board Room of the Municipal Building.

SelectBoard Members Present: Chairperson Reg Wakeham, Dale Urie, Jerry Rowe, and Gary Reis.

SelectBoard Members Absent/Excused: Bryon Quatrini

Others Present: Blake Jenkins, Ann Mills, Joel Schwartz (Economic Development Director), Jo Guertin (Animal Control Officer), Todd Smith (Caledonian-Record), KATV, and Mike Welch (Town Manager).

1. **Minutes – May 9, 2005 and May 23, 2005** – It was moved by Gary Reis, seconded by Jerry Rowe, and unanimously voted (4-0) to approve the Minutes from the Regular SelectBoard Meetings held on May 9, 2005 and May 23, 2005 as presented.

Liquor Permit – Blake Jenkins was present to request a liquor permit for a new establishment “the Underground, Inc.”. Pursuant to SelectBoard policy – Police Chief Leighton and Fire Chief Ruggles have both reviewed and approved the facility. SelectBoard members reviewed, approved and signed the permit.

2. **Animal Control and Cruelty** – Jo Guertin, Animal Control Officer, and Ann Mills, Caledonia Animal Rescue, were present to request that the Board of Selectmen consider updating the Animal Ordinance for the Town of St. Johnsbury. Jo suggested that the Ordinance should be drafted as a civil ordinance, and that the Animal Control officer should be named as an issuing officer for citations of the ordinance. Jo recommended that a graduated fine structure should be established – so that those who do not attempt to comply with the ordinance will be required to pay a higher fine. Jo said that an improved ordinance would make her job easier from an enforcement standpoint. Jerry Rowe said that he liked the concept of graduated fines. Ann Mills said that in Whitingham graduated fines are \$100, \$200, \$300 based on first, second, or third offense within so much time. Chairperson Wakeham suggested that Jo Guertin work up some recommended changes to the Ordinance. Proposed amendments will then be reviewed by the Town Attorney before consideration for action by the Board of Selectmen.

Dog Warrant – Jo Guertin asked the members of the SelectBoard if they would be willing to support the issuance of a Dog Warrant for 2005. Jo pointed out that according to State Law (20 VSA 3590) “ after May 30th of each year, owners shall be notified that unlicensed or uninocultaed dogs or wolf-hybrids may be

destroyed.” Jo said that she has a very long list of unlicensed dogs in St. Johnsbury, and if she had a signed warrant from the SelectBoard people are more likely to pay attention and get their dogs vaccinated and licensed. Members of the Board were in agreement that they would support the issuance of such a Warrant pursuant to State law.

3. **Union Bank – Handicapped Access Request** – The Manager informed the Board that he had received a request from the Union Bank that the SelectBoard consider allowing the Union Bank to construct a Handicapped Access Ramp on Bank property (Railroad Street). The Town of St. Johnsbury has a sidewalk easement over this property that prohibits construction within the easement area, unless specifically approved by the Board of Selectmen. The Manager advised that Bryon Quatrini was unable to attend the meeting this evening, and would like to take part in the discussion relative to this request. Following discussion, members of the Board agreed to table action on this agenda item, and to schedule a Special SelectBoard meeting for Wednesday, June 22, 2005 beginning at Noon in the Board Room of the Municipal Building, for the purpose of considering this request.
4. **Rubbish Removal – Discussion** – The Manager stated that he had received a call from Art Sanborn, Municipal Administrator in Lyndon, asking if St. Johnsbury may be interested in cooperating in a joint venture for trash collection. Lyndon currently contracts with one private hauler for residential collection – residents are then billed for this service. The Manager said that Mr. Sanborn is also considering looking at the cost of providing collection services through the municipality, as opposed to contracting with a private hauler. Jerry Rowe said that he has not heard a cry from the public to look into municipal collection. Members of the Board indicated that they were interested in getting additional information from Lyndon about how the current program operates – but would be reluctant to take business away from private enterprise, or expand municipal services by taking on trash collection. The Manager was directed to get additional information.
5. **Drinking Water Loan Applications** – The Manager informed the Board that the State has reviewed the Town’s Application for funding under the Drinking Water Program – for the purpose of reviewing options to address the Alum Lagoon operations at the Water Treatment Plant. The Manager said that following state comments the application has been revised slightly, but will include review of Alum Lagoon options, and the Dam evaluation will be an option in the engineering agreement with Dufresne Associates. The Manager stated that the state wanted additional items included with the project – and we have requested information about grant funding to pursue this work. Dale Urie asked about looking into the liability associated with a flawed engineering design for the Alum Lagoons. The Manager said that he had not looked into that and would review with Town Attorney. Following discussion, it was moved by Jerry Rowe, seconded by Gary Reis and unanimously voted (4-0) to resubmit application for

funding to State of Vermont in the amount of \$ 46,100.00 for WTP Lagoon and Stiles Pond Dam Evaluation, and to approve contract, with Dam Evaluation as an option, with Dufresne & Associates.

6. **Manager's Report:**

Policy Updates and Authorization for Federal Transit Application – Joel Schwartz was present to inform the members of the Board of Selectmen that he was submitting application for funding for the Federal Transit Funds for the Welcome Center/Transit Center. Joel explained that part of the local match for these funds is having the SelectBoard confirm that the first floor of the Pomerleau Building will be used for the Welcome Center and Transit Center. Joel advised that all policies and procedures needed to be updated to conform to federal guidelines, and that the Board needed to adopt a Civil Rights Policy. Following discussion, it was moved by Jerry Rowe, seconded by Gary Reis, and unanimously voted (4-0) to Approve the Authorizing Resolution authorizing Joel Schwartz and Michael Welch to sign applications and agreements related to the Federal Transit Administration – included in this motion was the approval of a Civil Rights Policy and restatement of Sexual Harassment Policy, Drug Free Work Place Policy, Equal Employment Opportunity Policy, Fair Housing Policy, Use of Excessive Force Policy, Lobbying Policy, and Residential Ant-Displacement and Relocation Policy. Members of the Board signed appropriate policies for inclusion with Policies and Procedures.

Sleepless in St. Johnsbury – The Board of Selectmen unanimously agreed to sign and forward a letter to Fred Laferriere congratulating his planning team on the very successful Relay for Life held on Saturday, June 11th and Sunday, June 12th.

Schedule – The Board of Selectmen reviewed the Summer Schedule and agreed not to hold a meeting on June 28th unless deemed necessary by the Manager and/or Board Chair. The next regular meetings of the Board of Selectmen will be held on Tuesday, July 26th and then on Tuesday, August 9th.

Warrants – Members of the Board of Selectmen reviewed, approved, and signed Warrants for town expenditures.

VT Rapid Response Plan – Members of the Board review the VT Rapid Response Plan for St. Johnsbury. It was moved by Jerry Rowe seconded by Dale Urie, and unanimously voted (4-0) to approve the Vermont Rapid Response Plan. Chairperson Wakeham signed the Plan on behalf of the Board.

Ping Pong Ball Grand Prix – Following discussion, it was moved Dale Urie, seconded by Gary Reis, and unanimously voted to approve a request from the St. Johnsbury Recreation department to close Maple Street on Saturday, July 9th, for the purpose of conducting the Ping Pong Ball Grand Prix to benefit the St. Johnsbury Recreation Department at 2:30p.m.

Richard Greenwood Invoice – The Manager advised that he had received a letter from Attorney Jay Abramson asking that an Invoice for services for Richard Greenwood be reduced from \$238.44 to \$38.44. The Manager provided a written report from Dan Scott indicating that this bill was the result of employees being called out after hours for an internal plumbing problem that had nothing to do with the Town water system. The Manager said that it is the standard practice to charge individuals for services that are not related to the Town infrastructure. Following discussion it was moved by Dale Urie, seconded by Gary Reis and unanimously voted to let the invoice stand at \$238.44.

Vacation Day – The Manager requested a Vacation Day for Friday, June 17th. There was no objection from the members of the Board.

Board Meeting Location – Joel Schwartz suggested that the meeting on Tuesday, July 26th should be held at the Welcome Center. The Board agreed to schedule this meeting at the Welcome Center.

Having no further business or requests, it was moved by Dale Urie, seconded by Jerry Rowe and unanimously voted to adjourn at approximately 8:03p.m.

Respectfully submitted,

Michael A. Welch
Town Manager

Minutes
Town of St. Johnsbury SelectBoard
Special Meeting – Wednesday, June 22, 2005
12:00 Noon

The Town of St. Johnsbury SelectBoard held a special SelectBoard meeting on Wednesday, June 22, 2005 beginning at 12:00 Noon in the Board Room of the Municipal Building.

SelectBoard Members Present: Chairperson Reg Wakeham, Dale Urie, Jerry Rowe, Bryon Quatrini, and Gary Reis.

Others Present: Franklin Hovey, Bill Costa, Carla Occaso, Zoning Administrator Priscilla Messier, Tyler Reed, Caledonian Record, Ken Gibbons, Union Bank, and Mike Welch (Town Manager) and secretary Ida Rainville.

1. **Minutes – June 14, 2005** – It was moved by Bryon Quatrini, seconded by Gary Reis, and unanimously voted (5-0) to approve the Minutes from the Regular SelectBoard Meetings held on June 14 as presented.

2. Citizens Banks Division of Union Bank representative Ken Gibbons presented their request to install an access ramp onto the Railroad Street sidewalk. Mr. Gibbons pointed out that in 1984 the bank had deeded a sidewalk easement to the Town for improvements to the sidewalk and corner of Eastern Avenue and Railroad Street. On behalf of the Bank, Mr. Gibbons requested that the Selectboard grant them the specific approval required by the easement deed to modify access to their office by allowing a small ramp, landing and stairway as a “permanent improvement placed” on a small portion of the area granted to the Town in the 1984 easement. When the easement was granted the Town, there was no Americans with Disabilities law in place and therefore no legal need for the bank to have use of the area described in the easement deed. Mr. Gibbons described the proposed ramp as covering an area 4’ x 30’, extending in a northerly direction from the door to the bank. A plan to develop an elevator system for the building to access the top floors had been dismissed for the time being because of lack of tenants for those offices. That leaves the ramp system for disability access.

Mr. Gibbons indicated the Bank intends to heat the ramp and landing for safety in the wintertime eliminating the need for snow removal. Also the railings and steps down the Eastern Avenue side of the building will be replaced at some point because of the safety hazard caused by deterioration of the steps. Mr. Gibbons addressed the possibility of setting a precedent by the Selectboard granting approval for the bank’s construction, and indicated he did not feel it would be an issued with other businesses because the lay of the street does not have the same peculiar problems as in front of the Citizens Banks Division of Union Bank, with the curved corner. Gary Reis asked why the Bank is bringing this request to the Selectboard instead of the zoning or planning board. Mr. Gibbons replied that the first step for the Bank would be to ask

the Selectboard to grant specific approval from the Board required by the easement deed to continue with a “permanent improvement” on the sidewalk. Gary Reis moved to grant such approval, seconded by Bryon Quatrini.

Zoning Administrator Priscilla Messier asked Mr. Gibbons if the Bank had considered the location of water/sewer pipes which may be under their proposed construction site and if they had thoroughly investigated the impact the construction might have on the street and sidewalk plowing – two issues that were considered during the last attempt to install a ramp entrance to the Bank. Also, had they contacted Larry Gadapee and Danny Scott for their opinions on the proposed project?

Respectfully submitted,

Michael A. Welch
Town Manager

Minutes
Town of St. Johnsbury SelectBoard
Special Meeting – Tuesday, July 26, 2005
7:00 PM

The Town of St. Johnsbury SelectBoard held a SelectBoard meeting on Tuesday, July 26, 2005 beginning at 7:00 PM at the Welcome Center at Depot Square.

SelectBoard Members Present: Chairperson Reg Wakeham, Dale Urie, Jerry Rowe, Bryon Quatrini, and Gary Reis.

Others Present: Roger Martel, Marcia Martel (both of Watterford), Paul Knox (Northfield), Don Gamble (Waterbury), Richard Prue (Victory), Ray and Susan Gauthier (St Johnsbury), Gordan Webster (St Johnsbury), Alan Boye (St Johnsbury), William Vermuleun (St Johnsbury), Joel Schwartz (economic development), Dan Scott (water dept) Mike Welch Town Manager.

1. **Minutes – June 22, 2005** – Tabled.
2. **Scouting Salute to Veterans Parade-2006-** Boy Scouts of America Green Mountain Council, Inc. request that the Parade be held in St Johnsbury in 2006. Gary Reis moved Dale Urie seconded, voted unanimously in favor of holding the parade here and Mike Welch would coordinate with the local police and emergency services.
3. **WI-FI Demonstration** – Joel Schwartz demonstrated the latest wireless fidelity hotspot in St Johnsbury. The computer is set up at the Welcome Center and free for public use.
4. **Bike Lanes-Town Roads** – Discussion started by Member Urie and resident Alan Boye regarding use of town roads for bike lanes. Alan Boye presented a proposal for Portland St.. A committee will be appointed with member Urie and Mr. Boye's help to investigate options.
5. **Stormwater/Sewer Back-up discussion** – discussion held, testimony provided by Oak and Summer Street residents. The board agreed to have the manager look into solutions to help residents deal with these problem. Report back by August 9, 2005.
6. **Bay Street-Railroad Yard-Urban Renewal Plan** – Schwartz updated board on Urban Renewal process. The board expressed concern that the town was not moving along fast enough to encourage owner response, property appraisals and looking at alternative sites for commercial development. Welch gave information on storage of ties in the downtown area and construction of new ramp. Town Attorney Zuccaro verified that information relative to the Railroads assertion that

all of their construction activity is federally pre-empted, and not subject to any local review.

7. **Finance Report** - Linda Bunnell prepared a graphic representation of revenues and expenses as of June 30th
8. **Solid Waste Contract Discussion** – Tabled.
9. **State Revolving Loan Fund Resolution – CSO & Water Treatment Plant** - Welch offered a resolution for the CSO Project loan and Water Treatment Plant Alum Sludge Loan for review and discussion. Member Urie moved to sign CSO resolution for revolving loan #RF1-016, seconded by Jerry Rowe. Unanimous.

Quatrini moved and Gary Reis seconded signing the Alum Sludge loan for \$46,100 Vermont Revolving loan WPL-052. Unanimous.

10. Manager's Report:

Tax Anticipation Note: The board ratified signing tax anticipation note in the amount of \$1,000,000 dated July 22,2005 at an interest rate of 2.89% with the Community National Bank.

Eastern Avenue Building – Bill Vermeulen asked if the Town formerly responded to the offer relative to the relocation of the municipal offices to Eastern Avenue. The Manager indicated that the site was toured, but members of the Public Safety and Facilities Committee of the Town Plan were not recommending that this option be pursued for municipal office space.

Federal Transit Authority Resolution – Joel Schwartz requested that the Board consider a resolution that would authorize the commitment of the Town's 20% matching share for the FTA Funding for the Welcome Center/Pomerleau Building. Joel stated that the total combined grant award is \$600,000 and requires a 20% local match. Joel stated the intention has been to put the Town's equity in the building up as a match – that may be subject to an appraisal requirement. Joel said that in order of preference federal match will be provided by equity, force account work, or actual cash. Following discussion it was moved by Jerry Rowe, seconded by Dale Urie, and unanimously voted to authorize the manager to sign a commitment for the 20% match – the Board will review again if actual cash match is required.

Preserve America Program – The Manager review the Preserve America Program with the Board. All Vermont Downtown are applying for the recognition under the Preserve America Program. The initiative outlines a commitment by the community to preserve and promote the historic attributes of St. Johnsbury. Jerry

Rowe asked if this designation would limit the town's economic development efforts by restricting certain activities. The Manager stated that it would not. Following discussion it was moved by Dale Urie, seconded by Gary Reis and unanimously voted to approve the Preserve America Resolution and apply for the designation.

Emergency Shelter Grant – It was moved by Jerry Rowe, seconded by Bryon Quatrini, and unanimously voted to authorize the Chairperson to sign the recognition form indicating that the Board is aware that Emergency Shelter Grant funds are coming into the community – for the Youth Shelter on Elm Street.

Mt. Pleasant Street – Following discussion, the Manager was authorized to spend a limited amount of funds on enforcing speed limits and other issues in the Mt Pleasant Street area.

Waterford Appraisal – The manager stated that thanks to the efforts of the Town Attorney and the Waterford listers – the Town withdrew our request for a grievance hearing relative to assessed value of municipal property in Waterford.

Recreation Director – The Manager informed the Board that he and SelectBoard member Dale Urie would be working with the Recreation Committee on the hiring of a new Recreation Director to replace Eric Berry who has resigned effective the end of July.

Town Manager Evaluation – Chairperson Wakeham suggested that the Board schedule a meeting to review the Town Manager's Annual Performance Evaluation. Following discussion the Board agreed to meet on Wednesday, September 7th at 3:30p.m. at EHV for the purposes of considering the Town Manager's Performance Evaluation.

Tax Rate – The Manager informed the Board that the Municipal Property Tax Rates will be set by the Board on Tuesday, August 9th.

Having no further business or requests, it was moved by Dale Urie, seconded by Gary Reis, and unanimously voted to adjourn at approximately 9:00p.m.

Respectfully submitted,

Michael A. Welch
Town Manager

Minutes
Regular SelectBoard Meeting
Tuesday, August 9, 2005

The Members of the St. Johnsbury SelectBoard held their regular SelectBoard Meeting on Tuesday, August 9, 2005 beginning with a Site Visit conducted on Oak Street at 6:00p.m. – the Regular SelectBoard Meeting began at 7:00p.m. in the Board Room of the Municipal Building.

SelectBoard Members Present: Chairperson Reg Wakeham, Bryon Quatrini, Dale Urie, and Jerry Rowe.

SelectBoard Members Excused: Gary Reis

Others Present: Several residents and property owners on Oak Street attended the Site Visit, Carla Ocaso (Times Argus), Taylor Reed (Caledonian Record), Joel Schwartz (Economic Development), Sandy Grenier (Town Clerk and Treasurer), and Town Manager Mike Welch.

SITE VISIT: During the Site Visit held at Oak Street the Board took the following actions. It was moved by Bryon Quatrini, seconded by Dale Urie, and voted (4-0) to authorize the Town to purchase sewer back-flo preventers that will be installed by the residents of Oak Street. The residents will attempt to coordinate with one plumber for installation. It was moved by Bryon Quatrini, seconded by Dale Urie, and voted (4-0) to have the install a new catch basin on Oak Street, and to increase the size of the drainage outlet for storm water to attempt to alleviate some of the sewer back-up problems that residents have had in this area.

- 1) **Minutes** – The Board review the Minutes form the June 22, 2005 meeting. It was moved by Dale Urie, seconded by Jerry Rowe, and unanimously voted (4-0) to approve the Minutes from the June 22, 2005 Regular Meeting, The Board tabled action on the July 26, 2005 Regular Meeting Minutes.
- 2) **Tax Rate and Due Date** – Sandy Grenier, Town Clerk and Treasurer, was present to review the Municipal Tax Rates with the members of the SelectBoard. Sandy recommended establishing Tax Rates for 2005 as follows:

General Fund	.5400
Highway Fund	.4250
Special Services	.5200
School (Non-res)	1.7028
School (Homestead)	1.5379
Downtown imp Dist.	\$400.00 per lot

Following discussion it was moved by Jerry Rowe, seconded by Dale Urie, and voted (4-0) to set the 2005 Tax Rates as recommended by the Town Clerk and Treasurer, and to establish a Due Date for property taxes of Friday, November 18, 2005.

Sandy Grenier announced to the Board that the VLCT has selected two residents to receive recognition at the VLCT Annual Town Fair – Jim Impey and Mike Welch.

- 3) **Construction Update CSO and East St. Johnsbury** – The Manager reviewed both of these projects with the members of the Board. The Manager stated that the East St. Johnsbury Septic System replacements have run into some electrical problems in terms of connecting required pumps. The Manager said that some electrical work will need to be done to meet code requirements, and this will be eligible for grant funding. The Manager also stated that we are currently pricing the connection of the Town Portland Street properties to the existing sewer line – instead of construction individual systems. A decision will be finalized once all cost, design, and permitting issues are known.
- 4) **Bay Street Urban Renewal Plan** – Joel Schwartz was present to review the bay Street project with the members of the Board of Selectmen. Bryon Quatrini stated that he felt that the Town should not limit our options for potential development and that all alternatives for St. Johnsbury should be given consideration. Following discussion, it was moved by Bryon Quatrini, seconded by Dale Urie, and voted (4-0) to continue to work on the development of Concept Plan A for Bay Street – but to look at all potential development sites in the community for retail development.

5) Manager's Report:

457(b) Plan – The Manager presented the a resolution prepared by Town Attorney Edward Zuccaro related to the Town's 457 Plan – Resolved that Michael A. Welch, Town Manager is fully authorized to transfer, convert and endorse, sell, assign, set over and deliver any shares of stock, bonds, debentures, notes, options, subscription warrants, stock purchase warrants, evidences of indebtedness or other securities now or hereinafter standing in the name of the Town for the benefit of Julia B. Whiting in a 457(b) plan, account # XXXXXX, for the purposes of a direct rollover of said securities into an individual retirement account with Capital Bank and Trust Company, Trustee for Julia Whiting. The Town Manager is also authorized to make, execute and deliver, under the corporate seal of the Town or otherwise, all written instruments of assignment and transfer necessary or proper to effect the authority hereinafter conferred. It is further Resolved that: Whenever a certificate of the Clerk or Assistant Clerk of the Town (who is in office at the date of such certificate) is annexed to any instrument and transfer, executed pursuant to and in accordance with the foregoing resolution, which certificate: (i) sets forth these resolutions, (ii) states that these resolutions are in effect, and (iii) sets forth the names of the people who are officers of the Town; then all people to whom such instrument with the annexed certificate shall thereafter come shall be entitled, without further inquiry

or investigation and regardless of the date of such certificate to assume and act in reliance upon the assumption that the shares of stock or other securities named in such instrument were properly transferred, endorsed, sold, assigned, set over and delivered by the Town and that with respect to such securities, the authority of these resolutions and of such officers is still in effect. It was moved by Jerry Rowe, seconded by Dale Urie, and voted (4-0) to adopt the this Resolution related to the 457(b) Plan of the Town of St. Johnsbury.

VLCT Legislative Policy – The Manager provided the Board with a copy of the Draft Legislative Policy for the Vermont League of Cities and Towns. It was recommended by the local legislators be invited to meet with the Board to discuss these priorities before the legislative session.

VLCT Annual Town Fair – The Manager advised that members of the Board were welcome to participate in the Annual VLCT Town Fair in September.

PILOT – The Manager advised that the City of Montpelier is organizing a discussion in Montpelier relative to the State Payment in Lieu of Taxes (PILOT) for Municipal Property this is scheduled for August 31st.

Lien Laborie – The Manager stated that the Town has a lien on property owned in St. Johnsbury that may be sold. The Manager stated that he had offered to forgo any interest charges in order to collect the principal amount due under the lien. The Members of the SelectBoard agreed that the Town forgo any interest charges in order to collect the principal balance on the Laborie property.

EHV Open House – Bryon Quatrini invited members of the Board to the Open House at EHV to be held on August 10th.

Health Care Reform Proposal – Jerry Rowe stated that he like the concept of the VLCT health Care Proposal and wanted to know more about this plan. The Manager stated that members of the VLCT were working with the Health Trust and the Special Health Care Committee on options related to health Care. Following discussion, Bryon Quatrini suggested that the Board of Selectmen indicate their support for this concept and encourage the VLCT to continue to explore this Health Care proposal.

Recreation Director – The Manger updated the Board relative to the hiring process for a new Recreation Director.

Having no further business or requests it was moved by Dale Urie, seconded by Bryon Quatrini, and voted (4-0) to go into Executive Session for the purpose of discussing the Evaluation of a Public Officer or employee. The Board entered Executive Session at approximately 7:45p.m.

It was moved by Jerry Rowe, seconded by Dale Urie, and unanimously voted to return to regular session at approximately 7:59pm.

Having no further business, the Board voted unanimously to adjourn at approximately 8:00p.m.

Respectfully submitted,

Michael A. Welch
Town Manager

**Minutes
Town of St. Johnsbury
SelectBoard
Special Meeting
Friday, August 19, 2005**

The Town of St. Johnsbury SelectBoard held a Special SelectBoard meeting on Friday, August 19, 2005 beginning at 3:30p.m. in the Board Room of the Municipal Building.

SelectBoard Members Present: Chairperson Reginald Wakeham., Dale Urie, and Bryon Quatrini.

SelectBoard Members Excused: Gary Reis and Jerry Rowe.

Others Present: Alan Boye, Taylor Reed (Caledonian-Record), and Town Manager Mike Welch.

- 1) Consideration of Contract for Municipal Project Management (MPM) Services. The Manager informed the Board that the Town has agreed to take over the management of the Three Rivers Transportation Path Project. The State of Vermont has recommended that appointment of a Municipal Project Manager (MPM) to oversee the project. The project will begin at the 60% Phase. The MPM will coordinate all activities related to the project including: developing an RFP for hiring an engineer to complete the design, conducting ROW work, overseeing final design submissions, developing bid documents, and overseeing construction of the project. It is estimated that this work will be completed over the next 27 months. The Manager informed the Board that an RFP for MPM Services was developed, with assistance from VTRANS, and that a review team consisting of the Town Manager, Alan Boye, Priscilla Messier, Doug Morton (Transportation Planner NVDA), and Andy Deforge (VTRANS), had reviewed the four proposal and are recommended the award of a contract to Kevin Russell and Robert Merchant. The total estimated cost for the MPM Services is \$40,305. The Town's share of this expense will be 10%.

Alan Boye said that the review team was pleased with the proposal submissions – and the Russell/Merchant proposal was scored the highest by all of the review team members.

Following discussion, it was moved by Dale Urie, seconded by Bryon Quatrini, and voted (3-0) to authorize the Town manager to enter into an Agreement with Kevin Russell and Robert Merchant (dba Stark Mountain Production and Community Development Services) for the Municipal Project Management (MPM) Services related to the Three Rivers Transportation Path Project.

Having no further business or requests the Board voted to adjourn at approximately 3:45p.m.

Respectfully submitted,

Michael A. Welch
Town Manager

Minutes
St. Johnsbury SelectBoard
Special SelectBoard Meeting
Wednesday, September 7, 2005

The Members of the St. Johnsbury SelectBoard held a Special SelectBoard Meeting on Wednesday, September 7, 2005 beginning at 3:30p.m. in the conference room at EHV, Gordon Mills Way, St. Johnsbury.

SelectBoard Members Present: Chairperson Reg Wakeham, Bryon Quatrini, Dale Urie, and Jerry Rowe.

SelectBoard Members Excused: Gary Reis

Others Present: Mike Welch, Town Manager

Evaluation Public Officer or Employee - Chairperson Reg Wakeham called the meeting to order at approximately 3:40p.m. It was moved by Bryon Quatrini, seconded by Jerry Rowe, and voted (4-0) to enter into Executive Session for the purposes of discussing the Evaluation of a Public Officer or Employee (Town Manager),. Town Manager Welch was included in the Board discussion.

It was moved by Dale Urie, seconded by Bryon Quatrini, and voted (4-0) to return to Regular Session at approximately 5:30p.m.

It was moved by Jerry Rowe, seconded by Dale Urie, and unanimously voted to adjourn at approximately 5:30p.m.

Respectfully submitted,

Michael A. Welch
Town Manager

Minutes
Town of St. Johnsbury
Board of Selectmen
Monday, September 12, 2005

The Town of St. Johnsbury SelectBoard held their regularly scheduled SelectBoard Meeting on Monday, September 12, 2005 beginning at 7:00p.m. in the Board Room of the Municipal Building.

SelectBoard Members Present – Chairperson Reginald Wakeham, Bryon Quatrini, Dale Urie, Jerry Rowe, and Gerald Reis.

Others Present: Town Manager Mike Welch, Town Clerk Sandra Grenier, Zoning Administrator Priscilla Messier, Recreation Director Joe Fox, Director of Economic Development, Joel Schwartz, Carla Occaso (The Times Argus), Taylor Reed (The Caledonian-Record), Peter Whitney, Kathy Taylor, Kate Strickland, and Secretary Ida Rainville.

The meeting opened with the flag salute at 7:00 PM. The Board signed a tobacco license approval for Horizon Deli and Convenience.

- 1) **Minutes** – It was moved by Bryon Quatrini, seconded by Dale Urie, and unanimously voted to approve the Minutes from the Regular SelectBoard Meetings dated July 26, 2005, August 9, 2005, August 19, 2005, and from the Special SelectBoard Meeting held on September 7, 2005 as presented.
- 2) **Amendments to Grand List** – Town Clerk Sandra Grenier presented five requested amendments to the Grand List. Four of the amendments involved HS131 filings with the State, and Amendment #4 reflected an error in coding which had included the property in Special Services. On a motion by Dale Urie, seconded by Bryon Quatrini, the Board voted unanimously to approve and signed the amendments as presented.
- 3) **New Recreation Director** – Mr. Welch introduced Joe Fox as the newly hired Recreation Director for the Town of St. Johnsbury.
- 4) **Computer Site at the Center** – Kate Strickland and Joe Fox spoke on the computer site at the Community Center. The program was originally started and sponsored by the UVM Extension office and 4-H. After the grant money was no longer available, parents and volunteers have continued to operate the site with the assistance from Bob Wilkins and location provided by the Town. Mike Welch explained there had been some concern over the amount of supervision at the program. Kate Strickland, an attorney at Downs Rachlin & Martin, has developed guidelines and articles of association to form a corporation, and established a board of directors formed by parents and friends. Kate explained how important the site is to (particularly) middle

school age boys who frequent the site (approximately 30 to 40 children at any given time). Joe Fox has started urging the participants into the Rec. department for more physical activities while they are waiting for time on the computers.

Ms. Strickland suggested the site organization would look for combined grant funding rather than fund raising through the town, and hopes to keep things going in a more fluid manner in conjunction with the Recreation Department. Gary Reis expressed some concern over the liability the Town could incur from potential illegal use of the computers, but was assured that the network has built in safety blocks. The Board thanked Ms. Strickland and Joe Fox for their interest in the program and the proposal for keeping the site going.

- 5) **Spaulding Road Concerns – Kathy Taylor.** Spaulding Road resident Kathy Taylor approached the Board with a request for signage on Spaulding Road for reduced speed or something indicating children at play. Currently the road is not posted and therefore has a default speed limit of 50 mph. Ms. Taylor’s grandchildren recently came to live with her and she is concerned for their safety and other children on the road. Mike Welch informed Ms. Taylor and the Board that the Vermont Local Roads discourage “Children Playing” or similar signs because it gives a false sense of security. Dale Urie suggested a “dangerous curves” sign to slow traffic. Bryon Quatrini concurred. No reduced speed signs will be posted for now.
- 6) **Way finding Map – Peter Whitney.** Peter Whitney showed the Board a map of the town showing points of interest, surrounding towns and highways, and restaurants as of September 6. The map was developed to post in the downtown and welcome center. It was suggested that large industry could also be added to the map. Jerry Rowe asked if it could be shrunk to a more portable size for people to pick up and Peter pointed out it would be a matter of scale and not feasible for the whole project – perhaps the Downtown portion. Jerry also suggested businesses would like them to be available to patrons. The Board expressed thanks to Peter for developing the map.
- 7) **Fairbanks Museum Crosswalk.** Mike Welch presented a proposal drawn up by Roger Damon for establishing a cross walk in front of the Fairbanks Museum. Currently the space directly in front of the museum is reserved for two bus parking spaces. Mr. Damon’s proposal would move the bus parking south to the first spaces at the corner of Main and Prospect Streets, eliminating two metered spaces. The cross walk itself would extend from the existing handicap area in front of the Museum to the west side of Main Street, close to Church Street, and would probably take out at least two more metered parking spaces and require an ADA ramp to the west sidewalk. It was suggested that the proposed changes be marked off and given a trial run to see how it may affect the flow of vehicular traffic, foot traffic and parking. On a motion by Bryon Quatrini, seconded by Gary Reis it was voted 4 – 1 to authorize Mike

Welch to work with Larry Gadapee and Roger Damon to test the proposal. Jerry Rowe voted against the motion because he did not think it was a good idea to delete any more parking spaces from Main Street.

- 8) **Development Review Board – Priscilla Messier.** Priscilla reported on the joint meeting with Jerry Rowe, Mike Welch, Town Attorney Ed Zuccaro, and the Zoning Board and Planning Commission, concerning the combining of zoning and planning to form a Development Review Board. General feeling is it would decrease the time and duplicate efforts of the two boards. Zoning by-laws are currently being upgraded and would include the conversion to a Development Review Board. Membership on the board would be offered to the current members of the Planning Commission and Zoning Board, given the choice of serving on the new Development Review Board or the new Planning Commission, which will continue to operate as a true planning board, not to review new construction. The resulting boards would have 7 members each. On a motion by Jerry Rowe, seconded by Dale Urie, the Board voted unanimously to support the conversion to a Development Review Board.
- 9) **CSO – Mike Welch and Earth Tech.** Mike Welch reported that he had met with Peter Silbermann of Earth Tech to prioritize the continued CSO projects in town – including Oak Street and others.
- 10) **2006 Performance Priorities.** Mike Welch reviewed the performance priorities that had been discussed at his review meeting with the Selectboard, and the list is included with these minutes. Bryon Quatrini suggested these should be reviewed quarterly.
- 11) **NCDO Resolution for NVDA – Joel Schwartz.** Joel presented a resolution for the Board to sign designating NVDA as a non-profit community development organization (NCDO). Concern was raised by Jerry Rowe and Gary Reis that the Board would be unable to designate any other organization as an NCDO if they signed the resolution designating NVDA. On a motion by Dale Urie and seconded by Bryon Quatrini, the Board voted unanimously to sign the resolution designating NVDA as an NCDO, except to add a non-exclusive clause to the resolution, leaving open the possibility of other organizations being designated NCDO.
- 12) **Manager’s Report – Michael A. Welch.** Mr. Welch reminded the Board of Household Hazardous Waste day on September 17, and reported a very successful downtown clean up on September 10. Also reminded everyone of the Fall Foliage Festival and Parade on October 2 sponsored by Northeast Kingdom Chamber of Commerce and St. Johnsbury Works, and the open house at the Norris Cotton Center North on Hospital Drive September 16.

- 13) Other Business.** Joel Schwartz reported that he would like to meet with the Selectboard at a future date in executive session to discuss some loan repayments.

Jerry Rowe congratulated the Town Manager and his crew on the terrific downtown clean up job. The next finance committee meeting was scheduled for September 21 at 4:00 PM.

On a motion by Jerry Rowe, seconded by Dale Urie, the Board voted to adjourn at approximately 8:20 pm.

Respectfully submitted,

Ida W. Rainville
Recording Secretary

TOWN MANAGER
PERFORMANCE EXPECTATIONS 2006

ECONOMIC DEVELOPMENT

Commercial Retail Development – Explore alternatives for Commercial Retail Development including – Concept A Bay Street Urban Renewal, Green Mountain Mall, other commercial sites in St. Johnsbury. Continue to work on Downtown Promotion and infill with STJ Works.

Cellular Service – Town should continue to support effort to improve cellular service. Request Planning Commission to review locations where towers are excluded currently in St. Johnsbury.

Existing Businesses – Make more direct contact with existing businesses to determine if there are ways Town can assist current business in St. Johnsbury.

MUNICIPAL BUILDING

Develop plan for presentation to the voters. Locate suitable site for Fire Station. Fully investigate design and construction options including use of Academy and St. Johnsbury Work Camp for new Fire Station and Renovation to Municipal Building. Develop project cost budget and plan for review by the SelectBoard.

HOUSING:

Submit Planning Grant application on review of capacity for housing development in St. Johnsbury. Submit application in next round. Fully review locations, infrastructure development, infill possibilities, capacity of municipal services for increased housing opportunities.

PLANNING/ZONING:

Work with Planning Commission and Zoning Board on formation of Development Review Board and Planning Commission.

LISTERS:

Investigate legal changes (charter) required for having a Board of Listers as a review Board, with a part-time municipal assessor to perform listing duties.

FINANCIAL REPORTING:

Update Capital Improvement Plan – Equipment Replacement Plan and prepare Operating Budget with assistance of Town Finance Committee. Get Committee organized and operating. In preparation of operating budget explore alternatives for cost reductions and review options with Finance Committee.

EPA SUPPLEMENTAL PROJECTS –Complete in 2006.

CSO CONSTRUCTION AND PLANNING –

Update the prioritization of CSO Projects. Update cost estimates and include these estimates in Capital Improvement Program. Where is Oak Street on priority of projects.

TAZER POLICY –

Review policy with Board of Selectmen and Chief of Police. Presentation for Board.

TOWN PLAN –

Work with Steering Committee, Planning Officer, and Planning Commission on finalizing Town Plan 2006 for presentation to SelectBoard.

NEIGHBORHOOD ORGANIZATIONS:

Assist in coordinating meeting of at least one new neighborhood area.

COMMUNITY OF CONCERN:

Work with St. Johnsbury Academy on Community of Concern efforts. Work with New Directions on Prevention programming and planning.

Minutes
St. Johnsbury SelectBoard
Special SelectBoard Meeting
Tuesday, September 20, 2005

The St. Johnsbury SelectBoard held a Special SelectBoard Meeting on Tuesday, September 20, 2005 beginning at 4:15p.m. in the Board Room of the Municipal Building.

SelectBoard Members Present: Chairperson Reg Wakeham, Dale Urie, Bryon Quatrini, Jerry Rowe, and Gary Reis.

SelectBoard Members Absent/Excused: None

Others Present: Chief of Police Richard Leighton, Sgt. Eric Hazard, Sgt. Clem Houde, Police Officer Crista Maurice, Police Officer Jennifer Morse, Police Officer Scott Clouatre, Carla Occaso (Times Argus), Gary Lindsley (Caledonian-Record), and Mike Welch, Town Manager.

- 1) **Presentation Use of Conducted Energy Weapons (Tasers) by Police Department** – Reg Wakeham opened the meeting. The Manager explained that he had invited Police Chief Richard Leighton to review the Taser Policy with the Board of Selectmen – and to provide members of the Board with an opportunity to ask questions about the use of Tasers by St. Johnsbury Police Department.

Chief Leighton provided members of the Board with a copy of the current written Police Department Policy regarding the use of Tasers. The Chief informed the Board that members of the Department who carry the Tasers have received appropriate training from a certified instructor. Chief Leighton said that any incident where a Taser is used is documented. Chief Leighton said that Tasers have been used 8 times by officers since their deployment in March 2005.

Police Sgt. Clem Houde reviewed the operation and use of the Taser with the members of the SelectBoard. Sgt. Houde said that the unit will shoot two small darts up to 21 feet and the darts only have to project into the clothing to be effective. A shock is then administered that will temporarily incapacitate the suspect, allow police officers to put on handcuffs or take whatever action is required. Sgt. Houde said that before the use of the taser – when dealing with a combative individual - officers had to actually physically try to gain compliance – or had to use pepper spray or a baton. Chief Leighton and Sgt. Houde both indicated that use of Pepper Spray, Batons, or physically trying to control the suspect could result in injury to the officer, the suspect, or bystanders.

Sgt. Houde stated that the device could also be used as a hand-held unit – without actually firing the projectiles.

Dale Urie asked for a description of an incident where the taser had been used. Sgt. Hazard reviewed an incident where a large apparently intoxicated individual refused to cooperate. Police had been called to this as a domestic where a woman was battered. Sgt. Hazard said that ordinarily the officers available would have had to wrestle the individual to the ground and try to handcuff him for arrest. Sgt. Hazard said that when this individual refused to cooperate, after being warned, Sgt. Hazard deployed the taser and was able to arrest the individual without further incident.

Sgt. Houde said that as part of the training in the use of the Taser, which includes 6 hours of classroom training and a practical, all members of the Department actually received a shock from the unit.

Sgt. Houde said that the tasers do not emit a shock high enough to cause damage to anyone with a pacemaker, electronic devices, or adversely affect pregnancy. Sgt. Houde said that in his 16 years as a law enforcement officer the taser is the most effective tool he has used. He said that the taser allows an unruly subject to be taken into custody without unnecessary risk to the officer, the suspect, or any bystanders.

Dale Urie asked for an example of when a warning would not be given to a suspect before using the taser. Sgt. Houde responded that in a hostage type situation a warning would not be given.

Gary Reis asked if the units were available to the general public. Officers indicated that there are some types of these units available.

Chief Leighton said that the units have been very effective – and that he does not want to see officers, or members of the public hurt – and the tasers will help to prevent unnecessary injuries.

SelectBoard Chairperson Reg Wakeham thanked the officers and Chief Leighton for the information regarding the use of taser.

Having no further business or requests – the members of the Board unanimously voted to adjourn at approximately 4:45p.m.

Respectfully submitted,

Michael A. Welch
Town Manager

Minutes
Town of St. Johnsbury
Board of Selectmen
Monday, September 26, 2005

The Town of St. Johnsbury SelectBoard held their regularly scheduled SelectBoard Meeting on Monday, September 26, 2005 beginning at 7:00p.m.in the Board Room of the Municipal Building.

SelectBoard Members Present – Chairperson Reginald Wakeham, Bryon Quatrini, Dale Urie, Jerry Rowe, and Gerald Reis.

Others Present: Town Manager Mike Welch, Zoning Administrator Priscilla Messier, Director of Economic Development Joel Schwartz, St. Johnsbury Works Coordinator Barbara Morrow, Mark Desrochers, Taylor Reed (The Caledonian-Record), Mike Morrow, News channel 7 crew, and Secretary Ida Rainville.

The meeting opened with the flag salute at 7:00 PM.

- 1) **Minutes** – It was moved by Dale Urie, seconded by Bryon Quatrini and unanimously voted to approve the Minutes from the Regular SelectBoard Meeting dated September 12, 2005, and from the Special SelectBoard Meeting held on September 20, 2005, as presented.
- 2) **Overlook Drive Site Visit** – Prior to the meeting, the SelectBoard met at Overlook Drive to review several issues that had been discussed with the owner on a previous site visit in June. After reviewing the improvements and consulting with Highway Superintendent Larry Gadapee, the board voted unanimously to go forward with the addition of Overlook Drive as a town highway (motion by Bryon Quatrini, seconded by Jerry Rowe).
- 3) **Remaining Drainage issue at Overlook Dr.** – Mike Welch and Priscilla Messier pointed out there is still an issue with drainage problems which caused washouts below the roadway during heavy rain storms this summer. Priscilla suggested it could be worked into permit requirements that any new owners of the building lots would have to address drainage to prevent further damage to surrounding property owners before obtaining a building permit. Jerry Rowe and Dale Urie suggested it would be a good way to control the drainage problem.
- 4) **Planning Grant – Priscilla Messier.** Because of the proposed scope of the Town Plan that is scheduled to be adopted in April 2006, Priscilla requested the Board sign approval for application for a planning grant, which would cover the increased cost of printing. The new Town Plan is projected to be used as a marketing tool, with color photos and improved maps and a total cost of approximately \$15,000 for printing. Priscilla said that \$4,000 has come from her budget for work that has gone into the Town Plan already. On a motion by Dale Urie, seconded by Bryon Quatrini, the Board voted unanimously to sign a

resolution to move forward with the planning grant application and to authorize Priscilla Messier the use of the funds.

- 5) **Amendments to Grand List** – Town Manager Mike Welch, on behalf of Town Clerk Sandra Grenier presented two amendments to the Grand List. These included #6 and #7, which consisted of several properties which did not have HS131 coding for local residency, and one mobile home which is no longer in St. Johnsbury. On a motion by Jerry Rowe, seconded by Bryon Quatrini, the Board voted unanimously to sign their approval on the two amendments.
- 6) **Branding St. Johnsbury – Barbara Morrow.** St. Johnsbury Works! coordinator Barbara Morrow presented the results of several weeks’ work by the St. Johnsbury Works! Board of Directors and Bill O’Neal of O’Neil Strategy Group, to develop a “brand” or identity to attach to St. Johnsbury as a marketing tool. Several terms were suggested, and Mr. O’Neal spent several weeks interviewing locals and visitors for opinions on what would suite St. Johnsbury best. The top choice was “St. Johnsbury – the Essence of Vermont”.

Barbara also presented the top ten steps to a winning brand identity:

1. Enhance the visual appeal and shopping experience of historic downtown St. Johnsbury.
2. Attract more visitors to St. Johnsbury.
3. Celebrate our rich past.
4. Generate more downtown foot traffic.
5. Establish St. Johnsbury as a new business incubator.
6. Improve telecommunications infrastructure.
7. Clean up Bay Street approach.
8. Construct a compelling story for St. Johnsbury.
9. Market St. Johnsbury to residents, visitors and business prospects.
10. Set measurable goals and track success.

The next step is to fine-tune the brand and develop a shorthand symbol for quite identification. Jerry Rowe challenged all businesses to incorporate into their letterheads and correspondence. He also suggested Barbara should make the same presentation to local business and service organizations to get the word out. Reg Wakeham suggested it should also go onto St. J. Live with Mike Welch.

- 7) **Town Charter Changes** – Town Manager Mike Welch reviewed the possibility of replacing the current board of listers with a part time professional assessor to keep records up to date, and a board of listers to review any changes in assessments and/or to hear appeals. Mr. Welch also included information from several Vermont communities that have similar programs. Other changes and updates may be suggested for Charter review (such as eliminating the “Weigher of Coal”) and Mr. Welch suggested a small committee should look into any other possible changes to go before the Legislature. Gary Reis and Dale Urie volunteered to serve with Mike Welch on the committee.

- 8) **Re-Evaluation – Mike Welch.** Concern for greater inequalities showing up in the Grand List is prompting the Town to go forward with a town-wide re-evaluation. Mr. Welch reported that Peter Whitney has already taken the course to become a certified data collector, the Town has the program in place to accept the information for re-evaluation, and Leon Bryer has also expressed interest in taking the data collecting course. The Town has \$63,000 in reserve for the re-evaluation.
- 9) **Finance Committee Schedule, 2006 –** Mike Welch reported the committee is currently scheduled to meet every other week on Tuesdays at 4:00 PM, the off weeks from the Selectboard meetings. The committee will look at the water and sewer rates as well as other budget items.
- 10) **Manager’s Report – Mike Welch.** Mr. Welch reported that the hearing on applications for the housing study would be October 11 at 6:30 before the next SelectBoard meeting. Also reported the continuing concerns of the neighbors on School Street and the Caledonia School. The administration and students of the school have started cleaning up the area and are willing to meet with the neighborhood.

Dale Urie reported that he is resigning from the Community Advisory Board but will be serving on the Community Justice Board. Mike said he would try to attend the regular CAB meetings to keep the Selectboard up to date, but if the Selectboard wanted a full time representative they would have to appoint someone. Gary Reis volunteered to attend the October 18 meeting and Bryon Quatrini said he might be able to attend some meetings also.

- 11) **Executive Session –** It was moved by Bryon Quatrini and seconded by Gary Reis to enter into executive session to discuss the possible appointment of an employee by the Selectboard. The Board entered into executive session at approximately 8:30 pm.

It was moved by Dale Urie and seconded by Bryon Quatrini and unanimously voted to return to regular session at approximately 8:55 pm. No further business was transacted and on a motion by Bryon Quatrini, seconded by Jerry Rowe and unanimously voted by the Board to adjourn at 8:55 pm.

Respectfully submitted,

Ida W. Rainville
Recording Secretary

TOWN MANAGER
PERFORMANCE EXPECTATIONS 2006

ECONOMIC DEVELOPMENT

Commercial Retail Development – Explore alternatives for Commercial Retail Development including – Concept A Bay Street Urban Renewal, Green Mountain Mall, other commercial sites in St. Johnsbury. Continue to work on Downtown Promotion and infill with STJ Works.

Cellular Service – Town should continue to support effort to improve cellular service. Request Planning Commission to review locations where towers are excluded currently in St. Johnsbury.

Existing Businesses – Make more direct contact with existing businesses to determine if there are ways Town can assist current business in St. Johnsbury.

MUNICIPAL BUILDING

Develop plan for presentation to the voters. Locate suitable site for Fire Station. Fully investigate design and construction options including use of Academy and St. Johnsbury Work Camp for new Fire Station and Renovation to Municipal Building. Develop project cost budget and plan for review by the SelectBoard.

HOUSING:

Submit Planning Grant application on review of capacity for housing development in St. Johnsbury. Submit application in next round. Fully review locations, infrastructure development, infill possibilities, capacity of municipal services for increased housing opportunities.

PLANNING/ZONING:

Work with Planning Commission and Zoning Board on formation of Development Review Board and Planning Commission.

LISTERS:

Investigate legal changes (charter) required for having a Board of Listers as a review Board, with a part-time municipal assessor to perform listing duties.

FINANCIAL REPORTING:

Update Capital Improvement Plan – Equipment Replacement Plan and prepare Operating Budget with assistance of Town Finance Committee. Get Committee organized and

operating. In preparation of operating budget explore alternatives for cost reductions and review options with Finance Committee.

EPA SUPPLEMENTAL PROJECTS –Complete in 2006.

CSO CONSTRUCTION AND PLANNING –

Update the prioritization of CSO Projects. Update cost estimates and include these estimates in Capital Improvement Program. Where is Oak Street on priority of projects.

TAZER POLICY –

Review policy with Board of Selectmen and Chief of Police. Presentation for Board.

TOWN PLAN –

Work with Steering Committee, Planning Officer, and Planning Commission on finalizing Town Plan 2006 for presentation to SelectBoard.

NEIGHBORHOOD ORGANIZATIONS:

Assist in coordinating meeting of at least one new neighborhood area.

COMMUNITY OF CONCERN:

Work with St. Johnsbury Academy on Community of Concern efforts. Work with New Directions on Prevention programming and planning.

**Minutes
Town of St. Johnsbury
Board of Selectmen
Monday, October 11, 2005**

The Town of St. Johnsbury SelectBoard held their regularly scheduled SelectBoard Meeting on Monday, October 11, 2005 beginning at 7:00 PM in the Board Room of the Municipal Building.

SelectBoard Members Present – Chairperson Reginald Wakeham, Bryon Quatrini, Dale Urie, Jerry Rowe, and Gerald Reis.

Others Present: Town Manager Mike Welch, Town Clerk Sandra Grenier, Director of Economic Development Joel Schwartz, Mark Desrochers, Peter Silbermann, Nancy Cohen, Shannon LaRocque, Roy Vance, Michael Bergeron, Taylor Reed, Carla Ocaso, News channel 7 crew, and Secretary Ida Rainville.

The meeting opened with the flag salute at 7:00 PM.

- 1) **Minutes** – It was moved by Dale Urie, seconded by Bryon Quatrini to approve the Minutes from the Regular SelectBoard Meeting dated September 26, 2005. Gary Reis pointed out that the paragraph on page 3, #9 was unfinished. Also, the final paragraph repeated the vote to adjourn. The minutes were approved as amended.
- 2) **Caledonia County Budget** – Judge Roy Vance and Sheriff Mike Bergeron presented the budget for Caledonia County Courthouse and the Sheriff's department. Judge Vance pointed out an increase of approximately 15% overall expenses for the Courthouse with adjustments made for a decrease of one employee and projected increase in health insurance especially. Sheriff Bergeron presented similar expenses and the overall projected total budget is \$363,035 for 2006.
- 3) **Delinquent Taxes** – Town Clerk Sandra Grenier reported on the status of delinquent taxes. The Town is in the process of developing a tax sale list, which would include seventeen properties that are delinquent two years or more, or have broken payment agreements. This represents approximately \$46,111 with interest. Current overall delinquent taxes total approximately \$90,000 including some that may be going to abatement and some taxpayers who have good payment agreements. Overall agreement from the Board to go forward with the planned tax sale.
- 4) **Caledonia Home Health letter of Support** – David Reynolds. Sandy Grenier presented a letter to the board from David Reynolds requesting the Board sign a letter of support for the Caledonian Home Health Agency to secure federal grant funding. On a motion by Dale Urie and seconded by Bryon Quatrini, the

Board authorized Chairman Wakeham to sign the letter of support by a vote of four to zero. Jerry Rowe abstained from voting.

- 5) **CSO Update** – Peter Silbermann and Shannon LaRocque. Peter Silbermann of Earth Tech gave an update on the two projects – East St. Johnsbury sewer project and CSO project on Central and Cliff Streets. Mr. Silbermann pointed out that the E. St. J. project is complete and came in within budget and on schedule. The CSO project will be shut down for the winter months because it has to be done on a sectional basis and the engineers don't feel another full section can be completed before the weather stops its progress. The project is currently on schedule and within budget with 22.2% of monies expended.

Currently there is a temporary 10-inch line in place to handle the waste and storm water from the Central/Cliff Street area with the overflow going into the new 36-inch drain to the river. The State of Vermont is concerned that this will not be sufficient for the winter and they asked Mr. Silbermann to certify to the State that the drainage provided will not make the situation worse than it was before the start of construction. Mr. Silbermann did not feel comfortable certifying to this, even though he believed it would not worsen the situation, just change the location of any problems that might occur. The State requested the Town re-connect the 24-inch line temporarily if Mr. Silbermann was unwilling to certify that the present circumstances would suffice. This would cost an additional \$8,000 - \$10,000 to reconnect before shutting down the project for the winter. Mr. Silbermann pointed out that if the Town refused this request the State could make it more difficult to acquire funding for future projects, and so he reluctantly recommended the Town make the adjustments. The funds are available through the contingency fund. On a motion by Jerry Rowe, seconded by Gary Reis, the Board unanimously voted to make the revisions that the State requested.

Mr. Silbermann continued with the breakdown of proposed plans previously developed by George Gustafson of Earth Tech.

- a) Separating storm and wastewater on Cliff and Central Streets is underway.
- b) 1. Continue down Hastings Hill, which is scheduled for summer, 2006.
2. Upper portion of Hill area.
- c) Side streets to Cliff Street, 30" storm drain anticipated for side streets.
- d) Oak Street area from Union, Russell, Tremont and Emerson streets.
- e) Caledonia and Lafayette Streets.

Each project would take into consideration the age and stability of existing equipment as to whether all new pipes are required and if the whole street and sidewalk need replacement. Projected completion of all projects could be in ten to twenty years. Overall cost in today's dollars of approximately \$2 Million for CSO alone. Additional \$2 – 5 Million for street and sidewalk replacement.

- 6) **Parking Meters.** Mike Welch presented commentary from Karen Haskins of the Downtown Business Association, the Branding Study, and a message from local citizen Kay Clifford, all suggesting the elimination of the parking meters

in the downtown. Mark Desrochers, Chairman of St. J Works! Referred to the Branding Study and requested further information on revenue from parking meters. Mike Welch reported meters, permits, fees and fines for 2004 equaled approximately \$59,000 with expenses approximately \$68,900. A letter from meter enforcement officer Ruth Bristol revealed previous studies done by former Police Chief Bruce Pratt and her during non-metering times between Thanksgiving and New Years proved that, given free parking in the downtown, the retailers and local residents filled the parking spaces along Railroad Street instead of leaving spaces for shoppers. Also Ruth suggested the Town would lose revenue from parking permits if meter parking was no longer enforced. Would there be another type of enforcement implemented to take the place of meters?

Sandy Grenier pointed out that the Town uses very expensive software to maintain the parking meter records, not to mention the time involved by the office personnel to administer. Increased fines may be required to keep up with expenses if the meters stay.

No meter posts would make snow removal easier. According to research done by Mark Desrochers, many small towns have eliminated parking meters, reducing from 35% of small communities in 1986 down to 18% now. The question remains of how to pay to manage the resource without increasing taxation on the area most affected by the parking meters. Dale suggested if the meters were removed, fines for other parking violations could be raised proportionately. Joel Schwartz noted the debate is driven by what is good for the Downtown merchants. His feeling was that parking meters will not keep patrons away as long as there are quality shops in the downtown.

Nancy Cohen suggested removing the meters and enforcing with other methods and greater fines, which was done in Lebanon, NH with good results.

Mark Desrochers volunteered St. J. Works! to research this issue further and come back with suggestions. This was generally deemed a good idea by the Board and suggested Mark could coordinate with Mike Welch and come back with two or three recommendations.

- 7) **Downtown Designation Re-certification.** Mike Welch reported to the Board that the Downtown Designation has to be re-certified every three years with an application to the State. On a motion by Bryon Quatrini and seconded by Dale Urie, the Board voted unanimously to sign the resolution to send with the packet requesting the Downtown designation.
- 8) **Search for Lister.** Mike Welch reported that he had talked to several people about the lister's job, but options are still under advisement.
- 9) **Overlook Drive Acceptance.** On a motion by Bryon Quatrini and seconded by Gary Reis, the Board voted unanimously to sign the "Acceptance of Highway and Order Laying Out Overlook Circle".

- 10) **Sally Statue.** Mike Welch presented a picture and dimensions of the bronze “Sally” statue donated by artist Steven Huneck, who asked that it be placed (at the Select board’s discretion) in the Railroad Street Park. On a motion by Gary Reis and seconded by Dale Urie, the Board voted unanimously to accept the statue on loan from Mr. Huneck with thanks, pending approval of the plaque. The general feeling was that this may encourage other artists to display their works in the downtown.

- 11) **Manager’s report.** Mike Welch reported that the old playground equipment on the former Adams School property had been removed because inspections had deemed it unsafe. The Four Seasons Neighborhood Group has offered to work with the Town to develop a new play park facility. Mike also mentioned that the sign ordinance public hearing will be at the next meeting. Dale Urie mentioned that that downtown decorations looked great.

The Board voted to adjourn at approximately 8:50 (Reis/Urie).

Respectfully Submitted

Ida W. Rainville
Recording Secretary

**Minutes
Town of St. Johnsbury
Board of Selectmen
Monday, November 7, 2005**

The Town of St. Johnsbury SelectBoard held their regularly scheduled SelectBoard Meeting on Monday, November 7, 2005 beginning at 7:00 PM in the Board Room of the Municipal Building.

SelectBoard Members Present – Chairperson Reginald Wakeham, Bryon Quatrini, Jerry Rowe, and Gerald Reis.

SelectBoard Member Excused – Dale Urie.

Others Present: Town Clerk Sandra Grenier, Director of Economic Development Joel Schwartz, Zoning Administrator Priscilla Messier, Recreation Director Joe Fox, Police Sergeant Clem Houde, VT Liquor Control officer Andy Thibeault, Alan Boye, Blake Jenkins, Bruno Ravel, Taylor Reed of the Caledonian Record, News channel 7 crew, and Secretary Ida Rainville.

The meeting opened with the flag salute at 7:00 PM.

- 1) **Minutes** – It was moved by Bryon Quatrini and seconded by Gary Reis to approve the Minutes from the Regular SelectBoard Meeting dated October 24, 2005. Approved unanimously.

- 2) **Liquor Control Board** – Sergeant Clem Houde of the St. Johnsbury Police Department and Andy Thibeault of the State Liquor Control Board reviewed the list of items that have been agreed to between the Town and local bar owners. Sgt. Houde, Mr. Thibeault, and Mike Welch had met with Eric Hudson and Blake Jenkins individually and there were several steps recommended to the establishments to avoid rolling back the closing time from 2:00 to 1:00 AM on Friday and Saturday nights.
 1. Post a list of individuals who are banned from the establishment and share the list with other establishments.
 2. Employees should wear identifiable shirts so the law enforcements officers know who is working for the bar.
 3. Outside coverage – because of no smoking regulations inside the establishments, there must be someone covering the outside where people will gather to smoke.
 4. Staff Cooperation with Police Officers – Owners will meet with staff to make sure everyone is aware of cooperation guidelines.
 5. Dispersing Crowd after closing – Important to get people away from the establishment so people congregating outside do not disturb the peace.

6. Back door – Eric Hudson also agreed to keep the back door to the alleyway closed so people are not congregating in two separate locations to smoke and no chance of alcohol going take outside.

These conditions will be put into practice for the next 90 days and re-visited at that time. If it is then determined that closing earlier is necessary it will be considered. State law currently states 2:00 AM as mandatory closing time, but the Selectboard, in its capacity as Liquor Control Board, has the authority to create an earlier closing time.

Blake Jenkins, owner of the Underground, suggested that all other bars in town should be required to adhere to the same rules and that if there are problems, they arise from crowding that exceeds the occupancy permits. He further suggested that someone at the Town level enforce occupancy levels at all establishments. Bryon Quatrini asked Sgt. Houde whether there were problems at the other bars and Houde said none that he was aware of. Jerry Rowe asked who actually owns the bar on Eastern Avenue? He noted that the liquor license is in the name of Eric Hudson's father Ranson Hudson, and he should be contacted about this agreement.

Jerry Rowe also asked what the responsibility is of bar owners when the fights occur outside? Andy Thibeault indicated the responsibility of the bar owner is in the immediate vicinity of the entrance and the parking lot/sidewalk adjacent to the bar. There tends to be varying parameters for each location. Mr. Thibeault also addressed the question of a bar's liability in an individual's intoxication and any repercussions, as in auto accidents. He said it is very difficult to prove direct fault. The individual may have had additional liquor in his/her car or at another bar. They may not have exhibited signs of intoxication before leaving the bar. In addressing the question of which towns had already rolled back closing time, Mr. Thibeault said that it had helped in some instances.

In response to Bryon Quatrini's question if the Dawg House Tavern and The Underground were the two bars causing most of the problem for the Town, Sgt. Houde replied that they were for the most part, and especially at closing time. Blake Jenkins, owner of The Underground, asked if his bar in particular and the surrounding area had created problems for the police? And he questioned Priscilla Messier if he had met requirements for his 6-month permit that was issued by the zoning board on a trial basis. Sergeant Houde said that the Police had encountered some problems outside of the Underground, but he was unable to determine whether these individuals were patrons of that bar since the Dawg House is nearby. Blake was assured that his bar had to date met requirements for his permit and it would be renewed, also that the St. Johnsbury Police were not objecting to the permit renewal at this time.

- 3) **Illegal Sale of Tobacco products – Landry's Drug Store.** Mr. Thibeault addressed the issue of tobacco sales that had taken place at Landry's Drug Store to minors and without the benefit of a tobacco license. Mr. Bruno Ravel represented the owners of the store, and said he understood the requirements for licensing now and that selling to minors is illegal, and he would do his best to

enforce the policy in the store. Mr. Thibeault had a written statement from an underage person who stated she had purchased tobacco products at Landry's Drug Store on several occasions, including on November 2 when Mr. Thibeault happened to be present. She noted that her friends had also purchased tobacco products at Landry's, some as young as age 13.

After some discussion, on a motion by Gary Reis and seconded by Bryon Quatrini, the Board approved a tobacco license for Landry's Drug Store with the provision that if the store is charged with sales of tobacco products to a minor in the next 60 days, this issue will be re-addressed and the license could be pulled. Mr. Thibeault assured the Board he would be taking an active interest in the Landry's store. On a question from Sandy Grenier, Mr. Thibeault said the fine for first offense is \$100 to the seller and a warning to the establishment. Fines increase incrementally by \$100 for additional incidents to where the State Board could revoke the license. The Town will also be kept informed.

- 4) **Amendments to Grand List** - Sandy Grenier presented two new lists of amendments to the 2005 Grand List that resulted from late filings of HS131 to the State. The Board signed their approval of the amendments.
- 5) **Street Light Agreement – 2W's, Don and Libby Welch.** Joel Schwartz reported to the Board that the easements had been filed from and Don and Libby Welch (2W's) to authorize the location of streetlights in the Pearl Street/Railroad Street parking lot on their buildings. There remains the question of compensation due the building owners for electrical usage over the past two years from the streetlights. On a motion by Jerry Rowe and seconded by Bryon Quatrini, the Board voted unanimously to authorize Mike Welch to negotiate with the Welch's for compensation owed to them from the Town for such usage, and negotiate compensation for future usage.
- 6) **Three Rivers Transportation Path – Priscilla Messier and Alan Boye.** Priscilla and Alan discussed the recommendation of the selection board to employ Dubois and King as the engineering firm for the Three Rivers Transportation Path. They indicated that Dubois and King had scored the highest numerically overall from the six proposals received, and their financial report was near the average of proposals. Gary Reis questioned how their financials compared to others? Alan said they were approximately \$40,000 higher than the lowest and \$200,000 lower than the highest. The difference for the town's portion of the cost would be \$4,000, or 10% of the \$40,000 difference. Alan Boye stated he felt the difference would be well worth it considering the experience and interest of the company. On a motion by Gary Reis, seconded by Jerry Rowe, the Board voted unanimously to accept the recommendation of Dubois and King to do the engineering for Three Rivers Transportation Path.
- 7) **Memorial Drive – McKinstry lien.** Priscilla Messier reported to the Board that the total lien on the McKinstry property on Memorial Drive is \$10,872.18. This includes interest accrued on a \$5,962.28 balance from 1988. The original cost of the clean-up on Harrison Avenue was \$ 14,762.28, of which Mr. McKinstry

paid \$8,800. The Court ordered interest of \$2.00 per day to accrue until the balance was paid off, adding up to the current \$10,872.18. On a motion by Gary Reis and seconded by Jerry Rowe, the Board voted unanimously to request a repayment of the entire amount of the lien plus 2005 taxes at the closing on the Memorial Drive property if it does sell.

- 8) **Report of Doings – Priscilla Messier.** Priscilla presented the Board with a copy of the Report of Doings reflecting the change in zoning on Old Center Road and the overhanging sign issue that was approved by the SelectBoard at the October 24 meeting. The Board signed the Report.
- 9) **St. Johnsbury Center Sidewalk/Bike Path** – Chairman Wakeham indicated they would skip the discussion of the sidewalk/bike path project for St. Johnsbury Center since Mr. Welch was not present.
- 10) **Sub-grant agreement** – Joel Schwartz. Joel reported that the St. Johnsbury Works! program operates with grant funds and under sub-grant agreements. Based on the recommendation of Town Attorney Ed Zuccaro, he requested the SelectBoard ratify Mike Welch's signature on the sub-grant agreement of October 21, 2005. On a motion by Gary Reis, seconded by Bryon Quatrini, the Board voted unanimously to ratify Mr. Welch's signature.
- 11) **Manager's report** – Verizon had requested Right of ways in three locations for pole placements in town. Highway Superintendent Larry Gadapee had inspected each location and gave his okay for the poles. The Board signed off on the right of ways.

Having no further business to transact, on a motion by Jerry Rowe, seconded by Bryon Quatrini, the Board voted to adjourn at 7:45.

Respectfully Submitted

Ida W. Rainville
Recording Secretary

Minutes
Special SelectBoard Meeting
Monday, November 21, 2005

The Town of St. Johnsbury SelectBoard held a Special SelectBoard Meeting on Monday, November 21, 2005 beginning at 4:30p.m. in the Board Room of the Municipal Building.

SelectBoard Members Present: Chairperson Reginald Wakeham, Bryon Quatrini, Dale Urie, Jerry Rowe, and Gary Reis.

Others Present: Taylor Reed (Caledonian-Record), Priscilla Messier (Planning & Zoning Administrator), and Mike Welch (Town Manager).

Chairperson Wakeham called the meeting to order at approximately 4:30p.m.

- 1) **Consideration of Contract for Preliminary Engineering Services for St. Johnsbury Center Pedestrian/Bike Lane/Walkway.** The Town Manager explained that the Town had been awarded an VTRANS Enhancement Grant in 2002 in the amount of \$40,000 for the purpose of conducting scoping and preliminary engineering for a Sidewalk to be constructed in St. Johnsbury Center. The sidewalk is proposed to run from the Passumpsic Bank north to the Green Mountain Mall. The Manager indicated that the scoping work was postponed until the completion of construction associated with the St. Johnsbury Center Water District.

The Manager stated that a Request for Proposals was advertised – and a total of four firms responded to the RFP.

A Proposal Review Team consisting of Priscilla Messier, Mike Welch, and Amy Rast (VTRANS District 7) reviewed the proposals on November 10th and have unanimously recommended that ESPC of Williston be awarded the contract in the amount of \$43,361 for an estimated 629 hours of work. The Manager stated that the VTRANS Enhancement Award requires a 20% match from the community. The Manager stated that VTRANS has approved the authorization of an award to ESPC.

Priscilla Messier asked about reviewing alternatives – including looking at pedestrian ways on the residential side streets. The Manager stated that can be considered as part of the Analysis of Alternatives required in the RFP.

Following discussion, it was moved by Gary Reis, seconded by Bryon Quatrini, and unanimously voted (5-0) to award a contract to ESPC of Williston for preliminary engineering and scoping work associated with a Sidewalk/Bike Lane in St. Johnsbury Center in the amount of \$43,361, and to authorize the Town Manager to sign the contract on behalf of the Town of St. Johnsbury.

Having no further business or requests – it was moved by Jerry Rowe, seconded by Dale Urie, and unanimously voted to adjourn at approximately 4:35p.m.

Respectfully submitted;

Michael A. Welch
Town Manager

**MINUTES
TOWN OF ST. JOHNSBURY SELECTBOARD
MONDAY, NOVEMBER 28, 2005**

The St. Johnsbury SelectBoard held their Regular SelectBoard Meeting on Monday, November 28, 2005 beginning at 7:00p.m. in the Board Room of the Municipal Building.

SelectBoard Members Present: Chairperson Reg Wakeham, Bryon Quatrini, Dale Urie, Jerry Rowe, and Gary Reis.

Others Present: Sandy Grenier (Town Clerk/Treasurer), Joel Schwartz (Director of Economic Development), Barbara Morrow (Director St. Johnsbury WORKS!), Taylor Reed (Caledonian Record), KATV-Channel 7, LSC-TV, and Town Manager Mike Welch.

Chairperson Wakeham called the meeting to order with the Pledge at approximately 7:00p.m.

1. **Minutes** – It was moved by Bryon Quatrini, seconded by Gary Reis, and unanimously voted (5-0) to approve the Minutes from the SelectBoard Meetings held on November 7, 2005; and on November 21, 2005.

2. **St. Johnsbury WORKS Promotional CD** – Barbara Morrow was present to review a promotional CD with the members of the Board of Selectmen. Joel Schwartz provided technical assistance. Members of the Board viewed the promotional video with Barbara via a laptop computer. Barbara said that this promotional CD can be used for education, economic development, tourism – she credited the members of her Board for the excellent job that has been done bringing all of the components of the CD together. Joel Schwartz indicated that he wanted to make the CD available to folks who have contacted him for development inquiries. Jerry Rowe stated that the CD is excellent quality and made him proud as a member of the community. Jerry said that we should be getting this CD out to as many locations as possible for distribution. Barbara said that the St. Johnsbury WORKS Board planned to sell the CD's.

Members of the Board commended Barbara and St. Johnsbury WORKS for the excellent job done in producing this CD.

3. **Charter Amendments.** Town Manager Mike Welch reviewed draft Charter Amendments with the Board as follows:

Section ____ - Compensation and Fees

The SelectBoard shall annually consider and from time-to-time shall set the compensation of the following officers:

*Town Manager
Town Clerk and Treasurer
Constable
Board of Assessment*

The Town Manager, with approval of the SelectBoard, shall set the compensation for all other Town officers and employees.

Section _____ - Offices Abolished

The Office of Fence Viewer, Inspector of Lumber-Wood-Shingles, Second Constable, and Weigher of Coal are all hereby abolished. Except as otherwise provided in this Charter, the Town Manager or his/her designee shall exercise the powers, duties, and responsibilities of any of the offices abolished by this section in the event that need should arise.

Section _____ - Department of Assessment

There shall be a Department of Assessment headed by a professionally qualified real estate appraiser, who shall be appointed by the Town Manager with the approval of the SelectBoard. The three listers shall comprise a Board of Assessment which shall hear assessment grievance appeals.

Appraisal of Property

The Department of Assessment shall appraise all real and personal property for the purpose of establishing the grand list. Appraisals shall be reviewed periodically and updated. Technically qualified individuals or firms may be employed as needed.

Duties.

- a) The Department of Assessment shall have the same power, discharge the same duties, proceed in the discharge thereof in the same manner, and be subject to the same liabilities as are prescribed for listers or the board of listers under the laws of the State of Vermont, except as other wise provided.*
- b) The Department of Assessment shall review, or cause to be reviewed, the appraisals of all real and personal property in the Town, which is subject to taxation, in accordance with the standards for appraising established by the laws of the State of Vermont.*

Appeal.

If a property owner is dissatisfied with the assessment of the owner's property, the property owner may proceed first to a grievance hearing with the Board of Assessment, thence secondly to the Board of Civil Authority. Any dissatisfied property owner may

appeal in the same manner and under the same time restrictions and regulations as set forth in the Vermont Statutes Annotated as amended.

Section ____ Undesignated Reserve Fund.

The SelectBoard may annually reserve surplus of up to five percent (5%) of the Essential Services Budget for the purpose of establishing an Undesignated Reserve Fund.

Expenditures from the Undesignated Reserve Fund must be approved by the vote of a majority of those eligible to vote who are present at a special or annual town meeting.

Members of the SelectBoard reviewed each section of proposed Charter Amendments. The Manager stated that he would review these proposals with the Town Attorney for proper codification – when members of the Board are satisfied with proposal.

Sandy Grenier asked if a public hearing on the proposed Charter Amendments would need to be held before Town Meeting. The Manager indicated that public hearings are required.

Following discussion, it was moved by Bryon Quatrini, seconded by Dale Urie and unanimously voted to accept the charter changes as drafted for submission to the Town Attorney for review.

4. **CALEX EMS Appointment** – Members of the Board received notification that a new representative from St. Johnsbury needed to be appointed to the CALEX EMS Board. Erin Quatrini Petelle submitted a written request to be considered for this appointment. Following discussion, it was moved by Jerry Rowe, seconded by Gary Reis, and voted (4-0 Bryon Quatrini abstained) to appoint Erin Quatrini Petelle as a St. Johnsbury Representative to the CALEX EMS Board of Directors.

5. Manager's Report:

Fire Station Tours – The Board agreed to reschedule the Fire Station tours of Barnet and Monroe for either December 1st or December 7th.

John Porter – The Manager advised the SelectBoard relative to the correspondence from John Porter regarding “Hidden Drive” signs; “No U-Turn” Signs, and kids crossing the road in front of the Recreation center. Gary Reis agreed to meet with the Manager and inspect sign request.

School Property – Jerry Rowe stated that he believed that the Town should take an active role in pursuing some type of development for the school property in St. Johnsbury Center. Jerry suggested a committee made up of a couple of members of the SelectBoard and the School Board discuss how best to pursue sound development of this property. Jerry Rowe and Reginald Wakeham volunteered to serve on this committee and directed the Manager to contact the Superintendent and request that the School Board make similar appointments.

Welcome Center – The Manager reported to the Board that the Welcome Center has officially “welcomed” more than 20,000 visitors to St. Johnsbury in 2005.

Overnight Parking Ban – The Manager advised members of the Board that notifications have been mailed to overnight parking permit-holders relative to the need to move their vehicles for snow removal. Bryon Quatrini asked how the parking arrangements were working out with Depot Square. The Manager stated that he was not aware of any problems.

Free Parking – Reg Wakeham asked about Free Holiday Parking. The Manager stated that Ruth was putting notices in the meters next week.

Flashing Mode Traffic Signals – Bryon Quatrini asked about flashing mode for town-controlled traffic signals. The Manager stated he was not certain which lights went to flashing mode – but would find out.

Property Tax Collection – Sandy Grenier reported to the SelectBoard that 96.59 percent of the 2005 property taxes have been collected. She stated that for years prior to 2005 – there is a total delinquent property tax balance of \$61,000. Members of the Board commended Sandy Grenier for the excellent job that has been done on property tax collection.

Budget 2006 – Bryon Quatrini asked about the status of the 2006 Municipal Budget. The Manager stated that we are about 1 month ahead of where we have been in previous years. The Budget will be reviewed with members of the Finance Committee during December – and will be forwarded to the SelectBoard with recommendations by the end of December. The Manager stated that we are on target with the budget schedule.

Having no further business or requests, it was moved by Dale Urie, seconded by Bryon Quatrini, and unanimously voted to adjourn at approximately 7:55p.m.

Respectfully submitted,

Michael A. Welch
Town Manager

**Minutes
Town of St. Johnsbury
SelectBoard
Monday, December 12, 2005**

The Town of St. Johnsbury SelectBoard held their regularly scheduled SelectBoard Meeting on Monday, December 12, 2005 beginning at 7:00p.m. at the Welcome Center, located in the Pomerleau Building, Depot Square.

SelectBoard Members Present: Chairperson Reg Wakeham, Bryon Quatrini, Dale Urie, Jerry Rowe, and Gary Reis.

Others Present: Troy Ruggles (Fire Chief), Richard Leighton (Police Chief), Vicki Quatrini, Peggy Cochran (St. Johnsbury Dispatch), Mark Gilleland (St. Johnsbury Dispatch), Lisa Bowden, Mark Desrochers (Chairperson St. Johnsbury WORKS), Jay Ancel (Black River Design), KATV-Channel 7, Taylor Reed (Caledonian-Record), Carla Ocaso (The Times Argus), and Town Manager Mike Welch.

Chairperson Wakeham opened the meeting with the Pledge at approximately 7:00p.m.

- 1) **Minutes – November 28, 2005.** Jerry Rowe asked about contacting the school relative to the St. Johnsbury Center Land. The Manager said that he had spoken with Superintendent Baker, and Chairperson Wakeham had spoken to a member of the School Board. It was moved by Jerry Rowe, seconded by Dale Urie, and unanimously voted to approve the Minutes from the November 28, 2005 SelectBoard meeting as presented.

- 2) **Preserve America Grant Application.** The Manager reviewed a summary of a Preserve America Grant proposal prepared by Barbara Morrow, St. Johnsbury Works. The Manger stated that the Town is the actual applicant for the funding. The Manager said that Barbara Morrow is preparing a grant application, due on December 15, 2005, requesting between \$30,000-\$35,000 in grant funding for marketing of St. Johnsbury's Historic Downtown. The objective of the grant is to promote and enhance the visitor experience in St. Johnsbury, particularly its historic downtown, and to share cultural and historic heritage with a wider audience. The Manager informed the Board that the grant requires a 1:1 match – and St. Johnsbury Works has matching funds available through the Donchian Foundation. Bryon asked about administering the Grant. The Manager said that the Town would administer the grant – and there would be funds available to pay for the audit costs. Jerry Rowe asked about matching grants with grants – the Manager stated that the Donchian funds are from a private foundation. Following discussion, it was moved by Gary Reis, seconded by Dale Urie, and unanimously voted to approve the Resolution for Preserve America Grant Application Authority, designating the Town Manager to sign all documents. The Board members signed the Resolution.

- 3) **Municipal Building & Fire Station Project** – Jay Ancel, Black River Design, attended the meeting to provide members of the Board with an update on the status of the Fire Station and Municipal Building project. Jay provided draft schedules to the Board. Jay indicated that it is unlikely that the Board can meet their goal of warning a Bond Vote for Town Meeting 2006. Jay suggested that a more realistic timeframe is a Bond Vote in May 2006. Jay said that even voting in May the Board would need to take some risk in terms of preparing construction documents before the expiration of a revote waiting period. Jay said that in order to meet this timeframe the Board needed to make decisions about sites within the next couple of weeks. Jay said that other important points to consider, in addition to site, are the type of construction, location of an EOC, the manner in which construction is done (construction manager vs. general contractor), and the use of St. Johnsbury Academy students (and their availability for construction).

Jay said that it is important for him to know who the contact is for Design decisions – will there be another building committee – or will the SelectBoard act as the Building Committee. Following discussion, members of the SelectBoard agreed that they would continue to act as the oversight for Design decisions – and that there would not be another building committee formed. The Board will seek input from employees and the public.

Jerry Rowe asked about time for public comment. Jay pointed out that public hearings could be held at any time – but accurate cost information will not be available until just before the required date to warn the Bond.

Jay also suggested that a Civil Engineer be contacted to start working on some of the preliminary information from a site perspective. Jay agreed to contact a CE to look at windshield surveys.

Members of the Board agreed to look at a schedule that would consider a Bond Vote in May, 2006.

4. **Zoning By-Law Public Hearing Scheduled** – The Town Manager informed the Board that a Public hearing has been warned for Tuesday, December 27, 2005 for revisions to the Zoning By-Law. The Manager said that these revisions include changes required under modification to the Planning Law. The proposed amendments also include the elimination of the Zoning Board of Adjustment and the creation of the Development Review Board. The Manager stated that the plan is for the Board to consider action on the proposed by-law amendment at the December 27th meeting – and that appointments to the new Development Review Board and Planning Commission be made so that 2006 will begin with the modified Board in place. The Manager informed the Board that he would place an ad seeking letters of interest for these appointments – and that Priscilla Messier is contacting current Board members to determine which Board they are interested in serving on.

5. **Budget Schedule 2006** – The Manager informed the Board that the Finance Committee will not be making recommendations on the 2006 Municipal budget – as the Manager did not have it prepared in time for the Committee to review it. The Manager said that he planned to have the SelectBoard review the Budget beginning at their next meeting on December 27th. The SelectBoard would then have the month of January to review the Budget. The Manager indicated that he is willing to schedule special meetings with the Board if more time is required to review the Budget. Members of the Board directed the Manager to proceed with the Budget Schedule as outlined and if additional meetings are required to recommend same to the Board. The Finance Committee will concentrate their efforts on preparation of the Capital Improvement Plan and review of the Water/Sewer rate structure.

6. **Manager's Report:**

Municipal Planning Grant – The Manager informed the Board that the Town has been awarded a \$10,000 Municipal Planning Grant to help cover costs associated with finalizing and publishing the 2006 Town Plan – the Avenue to the Future. Priscilla Messier prepared this application and will administer the grant.

Caledonia County Expenses – The Manager reported that Gary Reis had provided copies of the Caledonia County Expenses for members of the Board.

Vermont Association of Police Chiefs Annual Legislative Meeting – Is scheduled for January 17th, 2006, Noon, Capital Plaza in Montpelier. Members of the Board are welcome if they would like to attend.

Youth Advisory Council – The Manager informed the Board that the local Youth Advisory Council, and their adult facilitator Sue Teske, are receiving recognition from Human Services Secretary Michael Smith.

Community Dinner – The Manager informed the Board that there will be a Community Dinner sponsored by the Community Coordinating Council on Thursday, December 29th between 5-7p.m. at the St. Johnsbury School. This Dinner is being held to help provide information about Hunger and Homelessness in this region.

First Night 2006 – The Manager said that the schedules are out and available for First Night St. Johnsbury 2006.

Solid Waste Implementation Plan – The Manager informed the Board that the Town has received state comments back on the Solid Waste Implementation Plan that was submitted in 2004. There are numerous areas where the Town needs to address concerns raised by the State. The Town needs to provide written responses back to the Solid Waste Division by April 2006.

Caledonia School Neighborhood Meeting – The Manager informed the Board that the Caledonia School Neighborhood Meeting will be held on Wednesday, December 14, 2005 beginning at 7:30p.m. at the Caledonia School.

Executive Session – It was moved by Dale Urie, seconded by Bryon Quatrini, and unanimously voted to enter into Executive Session for the purpose of discussing real estate purchase options, and to include Fire Chief Troy Ruggles in the Executive Session. The Board entered Executive Session at approximately 7:55p.m.

It was moved by Gary Reis, seconded by Jerry Rowe, and unanimously voted to return to Regular Session at approximately 8:35p.m.

Having no further business or requests, it was moved by Dale Urie, seconded by Bryon Quatrini, and unanimously voted to adjourn at approximately 8:35p.m.

Respectfully submitted,

Michael A. Welch
Town Manager

Minutes - St. Johnsbury SelectBoard
Special Meeting - Thursday, December 22, 2005

The Members of the St. Johnsbury SelectBoard held a special meeting on Thursday, December 22, 2005 beginning at 7:00a.m. in the Board Room of the Municipal Building.

SelectBoard Members Present: Chairperson Reg Wakeham, Dale Urie, Jerry Rowe, and Gary Reis.

SelectBoard Member Excused: Bryon Quatrini

Others Present: Peggy Cochran (St. Johnsbury Dispatcher), Richard Leighton (Chief of Police), Gary Lindsley (Caledonian-Record), Jay Ancel (Black River Design), and Mike Welch (Town Manager).

Municipal Building Concept Plans – This special meeting was held to discuss Municipal Building Concept plans with Black River Design Architect Jay Ancel. Jay discussed several plan options with those present. Discussion centered around the appropriate location for a Police “Sallyport” and the Dispatch Center.

Richard Leighton stated that the Sallyport could work from the rear or front of the building. Placing the Sallyport in the rear provides additional space in the front of the building for a new at grade entrance to the Municipal Building – and for a lobby area for dispatchers in the front of the building on the first floor.

Peggy Cochran said that with current staffing levels it will be difficult for dispatchers to handle additional pedestrian traffic that a first floor location would encourage. It was suggested that most of the traffic would still enter the Main Municipal building entrance – and that a separate “Police Station” entrance would be at street level.

Peggy also discussed the need for the dispatchers to be close to the Police Officers as there is a great deal of paperwork that currently goes back-and-forth between the officers and the dispatchers.

Members of the Board indicate that Option B was favorable – but additional work needed to be done on utilization of the space. Option B included a Sallyport going out the back of the building.

Jay Ancel said that this plan would not meet all of the program needs as identified – including additional vault space. Jay said that he believed that vault space efficiency could be maximized with improved shelving systems.

Jay agreed that he would look at additional scenarios for the Option B Concept. The Board adjourned at approximately 8:35a.m.

Respectfully submitted, _____, Michael A. Welch, Town Manager

Minutes
Town of St. Johnsbury SelectBoard
Tuesday, December 27, 2005

The members of the St. Johnsbury SelectBoard held their regularly scheduled meeting on Tuesday, December 27, 2005 at 7:00p.m., in the Town Manager's Office, Main Street, Municipal Building.

SelectBoard Members Present: Chairperson Reg Wakeham, Bryon Quatrini, Dale Urie, Jerry Rowe, and Gary Reis.

Others Present: Edward Zuccaro (Town Attorney), Priscilla Messier (Planning & Zoning Officer), Larry Sharer, Carla Ocasso (Times Argus), Jacob Grant (Caledonian-Record), KATV-Channel 7, and Mike Welch (Town Manager).

Chairperson Wakeham called the meeting to order with the Pledge at approximately 7:00p.m.

- 1) **Minutes December 12, 2005** – It was moved by Dale Urie, seconded by Jerry Rowe, and unanimously voted (5-0) to accept the Minutes from the December 12, 2005 meeting as presented.
- 2) **Public Hearing – Zoning By-Law Amendments** – Chairperson Wakeham called the Public hearing to order. Priscilla Messier and Edward Zuccaro review proposed By-Law amendments with the SelectBoard. Priscilla explained the Planning Commission has approved the proposed amendments. The amendments incorporate the language required to start the Development Review Board. The amendments incorporate language changes required as a result of changes to Chapter 117 (State Planning Law) approved by the Vermont Legislature. No one spoke in opposition to the amendments as proposed by the Board. Chairperson Wakeham closed the public hearing. Following discussion – it was moved by Gary Reis, seconded by Dale Urie, and unanimously voted (5-0) to approve the Zoning By-Law amendments as presented to go into effective 21 days from approval.
- 3) **Appointments – Planning Commission, Development Review Board.** Priscilla messier informed the Board that she had polled all members of the Planning Commission and the Zoning Board of adjustment regarding the specific Board that they wished to serve on. Priscilla said that the new Development Review Board will have seven (7) members. Those expressing an interest on serving on the Development Review Board are Alan Boye, Ray Labounty, Rich Lyon, Robert Mayhew, Milton “Will” Rivers, Alan Ruggles, and Jim Rust. Following discussion it was moved by Gary Reis, seconded by Jerry Rowe, and unanimously voted (5-0) to appoint Alan Boye (term expires 2009); Ray Labounty (term expires 2008), Rich Lyon (term expires 2007), Robert Mayhew (term expires 2008), Milton “Will” Rivers (term expires 2008), Alan Ruggles (term expires

2009), and Jim Rust (term expires 2007) to the St. Johnsbury Development Review Board.

Individuals who have expressed an interest in being appointed to the Planning Commission include Martha Hanson, Chris Hardman, Ross Hart, William Merrow, and Stan Wilkins. Priscilla said that the Planning Commission will have seven (7) seats – so there are still two vacancies on the Commission. The Manager informed the Board that applications for Planning Commission were solicited and four letters of interest were received from Larry Sharer, Daniel Kimbell, Pam Smart, and R. Scott Campbell. Following discussion, it was moved by Dale Urie, seconded by Gary Reis and unanimously voted (5-0) to appoint Martha Hanson (term expires 2009), Chris Hardman (term expires 2007), Ross Hart (term expires 2009), William Merrow (term expires 2010) and Stan Wilkins (term expires 2007) to the St. Johnsbury Planning Commission.

It was moved by Dale Urie, seconded by Gary Reis, and unanimously voted (5-0) to go into Executive Session for the purpose of considering an appointment to a public office. The Board entered Executive Session at approximately 7:25p.m. The Board returned to Regular Session at approximately 7:32p.m.

It was moved by Dale Urie, seconded by Bryon Quatrini, and unanimously voted (5-0) to appoint Larry Sharer (term expires 2010), and Daniel Kimbell (term expires 2010) to the St. Johnsbury Planning Commission. The Board directed the Manager to contact everyone who had expressed interest in the Planning Commission to thank them for their willingness to serve.

- 4) **Charter Amendments** – Town Attorney Ed Zuccaro presented members of the Board with redrafted Charter Amendments. Ed prepared a Notice of Hearing for January 30, 2006 beginning at 7:00p.m. Ed said that individual questions will be put to the voters on each topic. Ed stated that two (2) public hearings are required. The Manager suggested Public hearings on January 30th and February 13th in order to meet the statutory guidelines. Jerry Rowe asked about the appeal authority to the Board of Assessment. Ed stated that this basically followed statutory appeal rights for a grievant. Following discussion it was moved by Dale Urie, seconded by Bryon Quatrini, and unanimously voted to set Public hearing dates on the Charter Amendments as proposed for Monday, January 30, 2006, and for Monday, February 13, 2006, as follows:

TOWN OF ST. JOHNSBURY
NOTICE OF PUBLIC HEARING
On Proposed Charter Amendments

The Selectmen of the Town of St. Johnsbury hereby give notice that they will hold a public hearing on January 30, 2006 at 7:00pm at the Municipal Building to consider amendments they have proposed to the St. Johnsbury Town Charter 24 VSA APP. Part II Chapter 151. The proposed amendments, with new matter set out in italics, are as follows:

1. Proposal to add Section 12-A with respect to compensation and fees. The proposed new section would read as follows:

12-A. Compensation and Fees

The SelectBoard shall annually consider, and from time-to-time shall set, the compensation of the following officers:

*Town Manager
Town Clerk
Town Treasurer
Constable
Board of Assessment*

The Town Manager, with approval of the SelectBoard, shall set the compensation for all other Town officers and employees.

2. Proposal to add Section 12-B with respect to Offices Abolished. The proposed new section would read as follows:

12-B Offices Abolished

The Office of Fence Viewer, Inspector of Lumber-Wood-Shingles, Second Constable, and Weigher of Coal are all hereby abolished. Except as otherwise provided in this Charter, the Town Manager or his/her designee shall exercise the powers, duties, and responsibilities of any of the offices abolished by this section in the event that such need should arise.

3. Proposal to add Section 17 with respect to a Department of Assessment. The proposed new section would read as follows:

17 Department of Assessment

(a) Creation. There is hereby created a Department of Assessment headed by a person experienced in the appraisal of real estate, who shall be appointed by the Town Manager with the approval of the SelectBoard.

- (b) Appraisal of Property. The Department of Assessment shall appraise all real and personal property for the purpose of drawing up the grand list. Appraisals shall be reviewed periodically and updated. Technically qualified individuals or firms may be employed as needed.*
- (c) Powers. The Department of Assessment shall have the same powers, discharge the same duties proceed in the same manner and be subject to the same liabilities as those prescribed for listers or board of listers under applicable provisions of Vermont law with respect to drawing up the grand list, except as otherwise provided herein.*

- 4. Proposal to add Section 18 with respect to a Board of Assessment. The proposed new section would read as follows:

18 Board of Assessment

- (a) Creation. There is hereby created a Board of Assessment composed of the three listers.*
- (b) Duties. The Board of Assessment shall exercise all powers and duties with respect to grievances, otherwise imposed upon the listers or board of listers under the laws of the State of Vermont, except as otherwise provided herein.*

- 5. Proposal to add Section 19 with respect to Appeals. The proposed new section would read as follows:

19 Appeals

A person aggrieved by the final decision of the Board of Assessment under the provisions of Section 18 above, may appeal in writing therefrom under the provisions of 32 VSA Chapter 131.

- 6. Proposal to add Section 20 with respect to Establishment of an Undesignated Reserve Fund. The proposed new section would read as follows:

20 Undesignated Reserve Fund

The SelectBoard may annually reserve any surplus in the Essential Services Budget, not to exceed five percent (5%) of such budget, for the purpose of establishing an Undesignated Reserve Fund. The Reserve Fund shall be kept in a separate account and invested as are other public funds and may be expended for such purposes as may be authorized by a majority of the voters present and voting at an annual or special meeting duly warned.

- 5) **Retirement Plan Resolution** – The Manager informed the Board that he had received notification from David Ducham that an amendment to the Town Retirement Plan was required to meet state statute. Current Plan provision states that any employee with a vested amount of \$5,000 or less will receive payment at the time of separation. David Ducham stated that new requirements indicate that any amount over \$1,000 must be paid out to a qualified IRA. David has suggested that the fix to this problem is to amend the plan to stop forcing payment for any sum between \$1,000 and \$5,000. Edward Zuccaro presented a Plan Amendment #2 to include language to only force lump sum payments for those amounts up to \$1,000. Following discussion it was moved by Bryon Quatrini, seconded by Jerry Rowe, and unanimously voted (5-0) to approve Plan Amendment #2 to the St. Johnsbury Pension Plan.
- 6) **Tax Anticipation Note** – The Manager requested that the Board ratify action on approving a Delinquent Tax Anticipation note in the amount of \$332,000, interest rate of 3.22%, payable April 14, 2006, Community National Bank. It was moved by Jerry Rowe, seconded by Bryon Quatrini, and unanimously voted (5-0) to ratify Board action approving the Delinquent Tax Anticipation Note.
- 7) **Municipal Budget Review 2006.** The Town Manager presented the Board of Selectmen with Draft Expenditure Budgets for 2006 for the General Fund, Highway Fund, Special Service Fund, and Recreation Fund. The Manager also presented copies of individual wage schedules by Department and a comparison of Health Insurance costs from 2004-2006. The Manager informed the Board that these Budgets are presented as drafts for discussion. The Manager informed the Board that numerous factors impacted this budget draft including: wage rate adjustments of 3.5% -4% per Union Agreement; Fuel Oil Cost increases, Gasoline and Diesel cost increase; Health Insurance cost increase of 6-8%; restoration of funds for highway capital improvements; restoration of funds for Fire Department Equipment; additional funding for a portion of a town-wide reappraisal. The Manager stated that he still needed to complete work on Revenue projections. Following discussion, members of the Board agreed to begin meeting on a weekly basis to review the proposed expenditure budgets. The Board agreed to the following meeting dates and times for Budget Review – Tuesday, January 3rd at 4:00p.m.; Monday, January 9th at 7:00p.m.; Monday, January 16th at 4:00p.m., Monday, January 23rd at 7:00p.m.; Monday, January 30th at 4:00p.m., followed by Special SelectBoard meeting and Public hearing at 7:00p.m. The Manager asked about having individual department head presentations, the Board agreed to proceed with Budget Review, and will request additional clarification/information from Department heads as necessary.
- 8) **Manager’s Report – Equalization Study** – The Manager provided members of the Board with a copy of the State Equalization report. The Manager stated that he would be reviewing the information with the listers for accuracy.

- 9) **Other Business** – Chairperson Wakeham advised the members of the Board that Joel Schwartz and he would be collecting a \$20,000 Housing Planning Grant from the Vermont Community Development Program on December 28th. Chairperson Wakeham said that the Town needs to look at expanding housing opportunities in St. Johnsbury. Gary Reis pointed out that one community had applied for funds to assist homeowners in paying for engineering /architectural services to add housing units to existing units. Mr. Reis said that was a creative approach to increasing housing opportunities.

Having no further business or requests, it was moved by Dale Urie, seconded by Jerry Rowe, and unanimously voted to adjourn at approximately 7:50p.m.

Respectfully submitted,

Michael A. Welch
Town Manager