

Minutes
Special SelectBoard Meeting
Tuesday, January 3, 2006

The St. Johnsbury SelectBoard held a Special SelectBoard meeting on Tuesday, January 3, 2006 beginning at 4:00p.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), Priscilla Messier (Planning/Zoning Officer), Russ Hutchins, and Mike Welch (Town Manager).

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

Municipal Budget Review – The members of the SelectBoard reviewed the General Fund Budget draft dated December 27, 2005. The Manager reviewed the following accounts with the members of the Board.

Description
Expenditure Summary

General Fund

Town Manager
Town Clerk
Health Officer
Board of Civil Authority
Listers
Economic Development
Zoning Board & Planning
Emergency Management
Municipal Building
Armory
Dog Control
Board of Selectmen
Dispatch Center
Fire Department
Health & Welfare
Solid Waste
Community Justice Center
Juvenile Justice Center
Youth Town Meeting
Youth Advisory Council
Offender Re-Entry Planning
DART
Culture & Recreation
Debt Service

General Fund Expense
Computer/GIS
Dues & Misc
Interfund - Recreation/Pomerleau

Board members asked questions about specific expenditure accounts, salaries, positions, equipment replacement, telephone expenditures, printing costs, software agreements, and requested additional information from the Manager on several items. The Manager stated that he would provide additional information to the Board at the next Board meeting.

Bryon Quatrini suggested that any organizations with petitioned articles that would be \$5,000 greater than the approved amount for 2005 be asked to make a presentation to the Board of Selectmen relative to their requests. The Manager advised that he would contact those organizations.

Chairperson Wakeham directed the Manager to place an Executive Session on the Agenda for the Regular Meeting scheduled for January 9, 2006 for the purpose of discussing evaluation of a public employee.

The Manager stated that he would continue review of the Highway Budget and Special Service Budget with Board at next regular meeting.

Having no further business or requests, it was moved by Jerry Rowe, seconded by Dale Urie, and unanimously voted to adjourn at approximately 5:50p.m.

Respectfully submitted,

Michael A. Welch
Town Manager

Minutes
Town of St. Johnsbury SelectBoard
Monday, January 9, 2006

The St. Johnsbury SelectBoard held their regularly scheduled SelectBoard meeting on Monday, January 9, 2006 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: David Timson (Moose Lodge), Gary Munson (Moose Lodge), Ron Noyes (Moose Lodge), James Buck (Moose Lodge), Michelle Fay (Umbrella), Joel Schwartz (Economic Development Director), Sandy Grenier (Town Clerk & Treasurer), Troy Ruggles (Fire Chief), Richard Leighton (Chief of Police), Larry Gadapee (Highway Superintendent), Taylor Reed (Caledonian-Record), KATV-Channel 7, and Mike Welch (Town Manager).

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

1. **Minutes** – The members of the Board reviewed the Minutes from the Special Meeting held on December 22, 2005; Regular Meeting held on December 27, 2005; and the Special Meeting held on January 3, 2006. It was moved by Dale Urie, seconded by Gary Reis, and unanimously voted (5-0) to approve the Minutes from 12/22/2005; 12/27/2005; and 1/03/2006 as presented.

2. **Grants to Encourage Arrest Application** – Michelle Fay, Executive Director of Umbrella was present to update the Board relative to the status of the GEA Program in this area. Michelle advised that they are now in the 4th year of the Grant funded program and the grant funds have enabled the domestic violence advocacy groups to have additional staff available to assist victims of domestic violence. Michelle said that available grant funds have been significantly reduced and a budget of \$400,000 has been developed for the next 2-year program. Michelle said that the grant funds have allowed regional partners to participate in national training programs. Dale Urie asked about statistics relative to the level of domestic violence in the region. Michelle responded that the number of cases remains consistent – but the advocacy groups are able to spend more time working with clients. The Manager advised the Board that the Town has administered the GEA Grant as a pass-through. The Manager pointed out that there have been some auditing issues that have resulted in additional costs for the completion of the single audit for the Town. Following discussion, it was moved by Jerry Rowe, seconded by Dale Urie, and unanimously voted (5-0) to apply for the Grant to Encourage Arrest in the amount of \$400,000 for the next two years, and that the Town Manager be authorized to sign required documentation on behalf of the Town.

3. **St. Johnsbury Moose Lodge – Tax Exemption Request** – Members of the St. Johnsbury Moose Lodge including James Buck, David Timson, Ron Noyes, and Gary Munson were present to request that the St. Johnsbury SelectBoard consider placing an article before the voters requesting property tax exemption for the Moose Lodge. James Buck stated that the organization performs numerous charitable acts in the community – and that the property taxes of approximately \$8,200 are a burden to the club. Gary Reis asked about current duties. Mr. Buck said that dues are \$30 per member – and only \$4 stays with the local organization. Gary Reis asked about the tax rate breakdown between the Town and the School. The Manager stated that the Town rate for 2005 was \$.96/\$100 and the Non-Residential School Tax Rate was \$1.70/\$100. Following discussion it was moved by Bryon Quatrini, and seconded by Dale Urie to place a tax exemption request on the ballot for the Moose Lodge for the Town portion of the tax only. This motion failed on a vote of (2-3 Rowe, Wakeham, and Reis opposed). Chairperson Wakeham suggested to the representatives from the Moose Lodge that if they wanted the voters to consider a property tax exemption then a petition would need to be filed on or before January 26, 2006.
4. **Delinquent Property Tax Status** – Sandy P. Grenier, Town Clerk and Treasurer was present to review a Delinquent Property Tax listing with the SelectBoard. Sandy stated that currently there a total of 25 properties with 2 or more years delinquent taxes – that do not have a valid payment agreement. Sandy that 17 of these properties are mobile homes. Sandy said that she would be sending out letters again to these property owners to try to get agreements – and then will develop a final list to recommend to the Board for Tax Sale. Bryon Quatrini suggested that a list be prepared for consideration by the Board by the end of March 2006.
5. **2006 Municipal Budget Review – Highway Fund** – Superintendent Larry Gadapee was present to review the proposed 2006 Highway Fund Budget with the SelectBoard. Superintendent Gadapee outlined his proposed budget including plans for equipment replacement, capital projects, and engineering services. Superintendent Gadapee informed the Board that Fuel and Salt prices have increased significantly. Larry stated that major projects considered for 2006 include a portion of Libby Road, Portland Street Bridge (apply for and fund over 2 years), Gilman Avenue, Pleasant Street Sidewalks, Main Street Sidewalks, South Main Street retaining wall, Railroad Street sidewalks and lighting. Larry stated that the Board needed to discuss the stairways off from the Portland Street Bridge due to the fact that these structures cannot be replaced with State Structures Grant Funds and they will be very expensive to repair. Dale Urie asked about covering the Sand Pile. Larry stated that there is no longer a requirement to cover sand piles. Gary Reis asked about Misc charges – the manager responded that this is where the Town has budgeted for the EPA Supplemental Project that needs to be completed in 2006. Budgeted funds will be coupled with reserve funds to complete this project.

Special Services Fund – Police Chief Richard Leighton was presented to review the Special Services Budget. Chief Leighton reviewed equipment requirements, and vehicle replacement plan. Chief Leighton stated that one cruiser has been ordered that will replace a vehicle that has 113,000 miles on it. The other primary cruiser has 103,000 miles on it and is in need of replacement. The Manager stated that \$25,000 has been placed in the 2006 budget for replacing the primary cruiser. Chief Leighton reviewed line item proposed expenditures with the Board.

Overall Municipal Budget – The Manager reminded the Board that a special Budget Workshop has been scheduled for Monday, January 16, 2006 beginning at 4:00p.m. The Manager advised the Board that when the Town Clerk closes the books this week – he will finalize revenue and reserve estimates for consideration by the Board at the Budget Workshop.

6. **Emergency Operations Plan Review** – Fire Chief Troy Ruggles was present to review the Emergency Operations Plan for the Town of St. Johnsbury. Troy stated that the Emergency Operations Plans have recently been updated, locally and regionally, with the assistance of NVDA. Troy said that St. Johnsbury has been a leader in the preparation of Emergency Plans and this is nothing new for the Community. Troy said that members of his department also participate in emergency operations plans for local businesses and institutions. Bryon Quatrini asked how members of the Department are kept up-to-date on Emergency Plans. Troy responded that Department members train on specific aspects of the plans, and also review the plans regularly. Members of the department also participate in the preparation of planning documents.

Regional Hazmat Resources Troy informed the Board that St. Johnsbury is one of 8 communities in Vermont that has been designated as a Regional Response agency for Hazmat incidents. Troy stated that as a result of a competitive effort by the Department – equipment, a new vehicle, and the Hazmat response trailers have been acquired – all through federal homeland security grants. Chief Ruggles informed the Board that when his department is deployed for a Hazmat incident these costs are all eligible for reimbursement. Chief Ruggles said that the Department has Memorandums of Understanding (MOU's) in place with local and state agencies outlining the terms of any Hazmat response by the Town of St. Johnsbury.

7. **Cooperative Agreement VTRANS (VT03002-100; Contract # CA0170) – Scenic By-Way Grant (Pomerleau Building)** – The Manager provided members of the Board with an outline of the Cooperative Agreement with VTRANS for a portion of the Scenic By-Ways Grant. This agreement is for Preliminary Engineering in the amount of \$122,500 (\$98,000-Federal; \$12,250-State; and \$12,250-Local). The Manager stated that Joel Schwartz has prepared a RFP for Architectural Services for the Pomerleau Building. Following discussion it was moved by Gary Reis, seconded by Dale Urie, and unanimously voted to approve

and sign the Cooperative Agreement with VTRANS for preliminary engineering under the Scenic By-Way Grant Award.

8. **Report of Doings – Zoning By-Law Amendment** – The Board of Selectmen reviewed the Report of Doings for action taken at the December 27, 2005 regular meeting relative to the Zoning By-Law Amendments approved by the Board. The Board reviewed, approved and signed the Report of Doings.
9. **SelectBoard Annual Calendar** – The Board reviewed the Annual Calendar. The Board agreed that changes could be discussed as required. It was moved by Gary Reis, seconded by Dale Urie, and unanimously voted to approve the Annual Calendar for SelectBoard Meetings for Calendar Year 2006.
10. **Manager's Report:**

State Equalization Study – The Manager stated that he will be reviewing the State Equalization Study and proposed State Equalized Value with the listers and Peter Whitney. The Manager stated that in order to protect the SelectBoard right to appeal the Equalized Value the Board should consider authorizing the Chairperson to sign a letter of appeal. The Manager stated that an appeal can be withdrawn at a later date if necessary. It was moved by Bryon Quatrini, seconded by Dale Urie and unanimously voted to authorize Chairperson Reg Wakeham to sign a Letter of Appeal relative to the State Equalized Grand List for 2006.

St. Jay Auto – The Manager presented the Board with a proposal from St. Jay Auto to offer Town Employees a vehicle purchase program. Bryon Quatrini said that we want to support local businesses. Following discussion it was suggested by the Board that Department Heads be made aware of the program, the information be kept on file, and if employees are interested they would need to get the information.

Municipal Building & Fire Station – The Manager reminded the SelectBoard that a special meeting is scheduled for Tuesday, January 10, 2006 beginning at 7:00a.m. with architect Jay Ancel, in the Board Room of the Municipal Building.

11. **Other Business:**

Executive Session – It was moved by Gary Reis, seconded by Jerry Rowe, and unanimously voted to enter into Executive Session for the purposes of evaluating a Public Employee. The Board entered Executive Session at approximately 8:40p.m.

It was moved by Jerry Rowe, seconded by Dale Urie, and unanimously voted to return to Regular Session at approximately 8:55p.m.

Having no further business or requests, it was moved by Dale Urie, seconded by Gary Reis and unanimously voted to adjourn at approximately 8:55p.m.

Respectfully submitted,

Michael A. Welch
Town Manager

Minutes
Town of St. Johnsbury SelectBoard
Special Meeting
Tuesday, January 10, 2006

The St. Johnsbury SelectBoard held a Special SelectBoard meeting on Tuesday, January 10, 2006 beginning at 7:00a.m. in the Board Room of the Municipal Building.

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

SelectBoard Member Excused: Dale Urie

Others Present: Peggy Cochran (Dispatcher), Richard Leighton (Chief of Police), Troy Ruggles (Fire Chief), Sandy P. Grenier (Town Clerk & treasurer), Priscilla Messier (Planning & Zoning Administrator), Brad Reed (Firefighter), Mark Harpin (Firefighter), Joel Schwartz (Economic Development Director), Jay Ancel (Black River Design), and Mike Welch (Town Manager).

Chairperson Wakeham called the meeting to order at approximately 7:00a.m.

1. **Fire Station Potential Site Locations** – Jay Ancel reviewed plans for some of the potential sites that have been considered for the Fire Station. Jay reviewed four different concepts for the Fairbanks site (intersection of Central/Western). Several concerns were expressed about this site including – access through the highway median, traffic control at Central/Western, backing up trucks in high volume traffic, inadequate parking space. Jay agreed to look closer at this site given the addition of the abutting property.

Park & Ride Site – Jay pointed out that this site seemed to work from a size standpoint. Concerns included traffic control at Route 2, access from the State of Vermont through the Park & Ride, the speed of vehicles on Route 2 in this area, potential wetlands. Jay stated that he is waiting from Tim Ruggles to perform some basic review for this site.

Water Department Garage – Jay said that the lot is very narrow. Bryon Quatrini suggested looking at having the second story of the building accessed off from the current Main Street Municipal parking area. Jay agreed to do some more work on this site – and requested more information about the space needs for the Water Department. Site conditions on Route 2 were also questioned on this site.

Back Center Road – The site appeared large enough. Questions were raised about site conditions on curve in this area, possible flood plain, and availability of lot.

McKinstry Property – Concord Avenue – This is a site that Jay did not have information on yet. Joel is going to provide additional information. Site appears to

be large enough. There was a question about the type of fill that was used t this location. This site will be investigated further.

Portland Street Sites – There was discussion about the land in back of the former Ames building on Portland Street. Chief Ruggles said that this location would require that traveling all the way through the downtown in order to access the Interstate.

Jay Ancel agreed to perform additional review of the sites discussed.

2. **Municipal Building/Police Station** – Jay presented a revised version of a conceptual layout for the present Municipal Building. Comments on the plans included – provide square footage for each office, offices still appear too large, there should be some office space reserved and not committed, discussion about shortening up the stairways to try to get more room on the Main Street side of building for Clerk functions, remove bathroom from Clerk area locate closer to front of building, locate a bathroom closer to large meeting room. Richard Leighton stated that a formal program for phasing of construction and temporary locations for dispatch/police/town office functions will be a major consideration. Jay said that he would make revision discussed – and would meet with Richard Leighton and Sandy Grenier to review plans in greater detail.

Those present discussed meeting times for future meetings. It was agreed that 7:00a.m. seemed to work well for most everyone.

Having no further business, the SelectBoard adjourned at approximately 8:20a.m.

Respectfully submitted,

Michael A. Welch
Town Manager

**Town of St. Johnsbury
Minutes
St. Johnsbury SelectBoard
Monday, January 16, 2006**

The St. Johnsbury SelectBoard held a Special SelectBoard meeting on Monday, January 16, 2006 beginning at 4:00p.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: Joel Schwartz (Economic Development), Priscilla Messier (Planning and Zoning), Sandy Grenier (Town Clerk & Treasurer), Joe Fox (Recreation Director), Carol Lyon (Recreation Board Chair), Russ Hutchins, Werner Heidemann (Athenaeum), Lorna Higgs (Athenaeum), Taylor Reed (Caledonian-Record), and Mike Welch (Town Manager).

2006 Municipal Budget Review:

St. Johnsbury Athenaeum – Lorna Higgs and Werner Heidemann were present to review the St. Johnsbury Athenaeum’s special appropriation request for \$110,000. The Athenaeum has petitioned for funds over and above the \$105,000 approved in 2005. Lorna Higgs stated that the library has to raise approximately 75% of their operations budget each year. Lorna said that taxpayers of St. Johnsbury are provided free library cards – residents from outside of St. Johnsbury are charged a per capita fee equivalent to the St. Johnsbury per capita payment for a library card. Lorna said that every two – three years the Athenaeum will ask for a modest increase in the appropriation from the Town. Lorna pointed out that the Athenaeum has reduced their appropriation request by 5% in the past when requested to do so by the SelectBoard.

Recreation Department – Joe Fox and Carol Lyon were present to review the proposed 2006 Recreation Budget with the St. Johnsbury SelectBoard. Joe Fox provided members of the Board with some statistics on residency based on usage of the Recreation Programs. Joe said that 68% of the users are residents of St. Johnsbury. Joe stated that the Board has tried to keep expenditures in line by reducing the full-time assistant to a part-time position. The Board has also agreed to host summer day camps and has budgeted for counselors for the summer program. Joe said that the Board plans to work with the Four-Seasons Neighborhood on a new playground for the former Adams School area. The total Recreation Expenditure Budget as proposed is \$135,616 – with a property tax transfer coming from the General Fund in the amount of \$47,116. The Recreation Department closed the year in 2005 with a deficit of approximately \$3,673. There is a cumulative deficit of \$95,759. Dale Urie asked about future plans for the Community Center. Joe Fox indicated that he would like to apply for a CDBG Planning Grant to investigate making the Community Center accessible to the handicapped.

SelectBoard Member Jerry Rowe asked if further consideration has been given to the concept of a “regional non-profit” model for operating the recreation programs – instead of the current municipal model. Jerry Rowe pointed out that it would be difficult to ask other communities to provide financial support for a municipal program – but communities may support a regional program that they have input in. Joe said that there has not been further discussion about a regional program – but there has been an effort made to cooperate with regional organizations to offer combined programs (i.e. Family Pass that includes Lyndon Outing Club, Fenton Chester Ice Arena, and St. Johnsbury Recreation programs). Joe said he thinks that a regional program is a great goal – but he would like to generate strong support for the current recreation program before looking more at the IROC (Indoor Recreation of Orleans County) model for this region.

Reserve Funds & Undesignated Fund Balance – The Manager reviewed with the Board a copy of preliminary estimates for Reserve Fund and Undesignated Fund Balance for all funds. The Town Manager and Town Clerk/Treasurer Grenier stated that these estimates are subject to audit adjustment (a copy of Reserve Fund and Undesignated Fund Balances are included with these Minutes). The Manager provided the Board with the following Undesignated Fund Balance Estimates (all subject to change by audit adjustments):

General Fund = \$134,246
Parking Meter Fund = (\$84,477)
Highway Fund = \$79,032 (to be adjusted)
Special Service Fund = \$34,195
Recreation = (\$95,759)

Parking Fund - Dale Urie asked about the negative balance in the Parking Fund. The Manager stated that in 2005 ½ of the Parking Fines that had previously been credited to the Special Service Fund – were now credited to the Parking Meter Fund. The Manager said that in 2006 the remaining ½ of the Fines have been removed from Special Services and will be credited to Parking. This will put all of the revenue generated from Parking into one location. The Manager stated that in order to eliminate the deficit in the Parking Fund – expenses will need to be reduced or revenue increased. The Manager stated that the cost of the full-time position in the police department to enforce meters is not currently covered by the meter fund. Russ Hutchins suggested that the SelectBoard consider allocating the additional cost of the meter position to the General Fund and not just to the Special Service Fund. The SelectBoard has referred a study of Parking Meters and enforcement to St. Johnsbury Works.

Bryon Quatrini suggested that the \$5,000 being considered by the Board for the NVRH Capital Fund be allocated from Economic Development Reserve Fund due to the economic benefit derived from these capital projects.

The Board discussed the allocation for STJ Works. Chairperson Wakeham said that a STJ Works representative had indicated that the organization could live with a town allocation of \$5,000. Reg suggested that the STK Works allocation be \$5,000 from Economic

Development Contract Services – and that STJ Works be required to demonstrate \$1 for \$1 matching funds for this municipal contribution.

Town Manager Welch reviewed proposed General Fund, Special Service Fund, Highway Fund, and Recreation Department Budgets with the SelectBoard (a summary included with these Minutes). The Manager stated that based on the adjustments that have been made to date the proposed Expenditure Budgets are as follows:

General Fund - \$2,063,503 (8.1% Increase)

Highway Fund - \$1,906,131 (10% Increase)

Special Services Fund - \$977,855 (5.97% Increase)

Recreation Fund - \$135,616 (2.6% Decrease)

The Town Manager reviewed with the Board estimated property tax impacts based on these proposed expenditure budgets, estimated fund balances, and use of reserve funds.

Estimated property tax impacts included:

General Fund Increase to \$.56 from \$.54 – Increase of \$.02/\$100 Value

Highway Fund Increase to \$.465 from \$.425 – Increase of \$.04/\$100

Special Service Fund - \$.555 from \$.52 – Increase of \$.035/\$100 Value

Jerry Rowe requested that the Town Manager review all of the accounts and report back to the SelectBoard at their next meeting on costs that can be controlled by the SelectBoard.

The Manager reminded the Board that we have Budget Review sessions scheduled for the next Regular Meeting on January 23rd at 7:00p.m., a special Budget Workshop on January 30th at 4:00p.m., and a Special SelectBoard Meeting on January 30th at 7:00p.m.

Municipal Charter Amendments – Members of the Board reviewed the “Official Copy” of proposed Charter Amendments that have been warned for Public hearing on Monday, January 30th at 7:00p.m. It was moved by Bryon Quatrini, seconded by Dale Urie, and unanimously voted to adopt and sign the Office Copy of proposed Amendments to the St. Johnsbury Municipal Charter.

Fire Truck Lease Purchase Agreement – The Town Manager informed the Board that the new Fire Rescue/Pumper Truck is now in Vermont and the Fire Department will take delivery of it shortly. The Manager informed the Board that the truck was purchased for a total of \$349,962. A down payment of \$200,000 was made by the Town. A discount of \$6,000 was applied to the purchase price. Homeland Security Grant proceeds in the

amount of \$21,089 – leaving a balance due of \$122,873. The Manager stated that E-One will provide a one-year lease purchase agreement on balance payable. The Manager said that in 2006 he estimated that a minimum of \$50,000 would be applied to this Lease-Purchase agreement, leaving a balance to finance of \$72,873. plus interest in the amount of \$3,534.34 (4.85%) would be due and payable in 2007.

Jerry Rowe suggested that once the budget is approved that additional principal be paid on the agreement to reduce interest cost.

Following discussion, it was moved by Jerry Rowe, seconded by Gary Reis, and unanimously voted (5-0) to adopt the following Resolution related to the Fire Truck Lease:

RESOLVED that the Town of St. Johnsbury enter into a lease and option agreement with E-One, Inc. to lease a Typhoon Rescue Pumper VIN 4EN6AAA8551000725 for one (1) year upon terms, conditions, and rent payments as specified in the Municipal Lease and Option Contract No. 5505-001; and

FURTHER RESOLVED that Michael A. Welch, Town Manager, is hereby authorized in the name of and on behalf of the Town of St. Johnsbury to execute a municipal lease and option contract and any and all other documents necessary to carry out the transaction contemplated in the foregoing resolution.

Liquor Catering Permit – The Board members reviewed and signed a catering Liquor Permit for January 20, 2006 – Sodexo.

Having no further business or requests, it was moved by dale Urie, seconded by Gary Reis, and unanimously voted to adjourn at approximately 5:25p.m.

Respectfully submitted,

Michael A. Welch
Town Manager

Minutes
St. Johnsbury SelectBoard
Monday, January 23, 2006

The St. Johnsbury SelectBoard held their regularly scheduled SelectBoard Meeting on Monday, January 23, 2006 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: Alan Langmaid (Northern Counties Health Care), John Donnelly (Northern Counties Health Care), David Reynolds (Northern Counties Health Care), Joel Schwartz (Director Economic Development), Sandy Grenier (Town Clerk & Treasurer), Carla Occaso (The Times Argus), Taylor Reed (The Caledonian-Record), KATV Channel 7, and Town Manager Mike Welch.

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

1. **Minutes – January 16, 2006** – Reg Wakeham advised that he had asked for a correction in the Minutes to remove Mark Desrochers name, and insert “a representative of St. Johnsbury Works.” Following discussion, it was moved by Jerry Rowe, seconded by Dale Urie, and unanimously voted to approve the Minutes as amended for the January 16, 2006 Special Board meeting.
2. **Northern Counties Health Care – Sherman Drive** – Jack Donnelly and Alan Langmaid were present to request that the Board of Selectmen consider “throwing-up” the cul-de-sac at the end of Sherman Drive – to allow Northern Counties Health Care to use this area for parking, and for access to a new building to be constructed northerly of their existing facilities.

The Manager stated that he had reviewed the plans with Mr. Donnelly, and with Highway Superintendent Larry Gadapee, Water/Sewer Superintendent Dan Scott, and Fire Chief Troy Ruggles. The Manager said that it is important for the Town to maintain public property to allow for turn-around for snow removal operations, and to allow motorists on this Town Road to be able to turn-around. The Manager said that Larry Gadapee had suggested not “throwing-up” the cul-de-sac, but just allowing the parking to occur, construct the snow removal turn-around, and allow traffic to circle around within a portion of the existing cul-de-sac.

Bryon Quatrini suggested constructing the turn-around before the cul-de-sac to allow to a clear ending to the Town Road. The Manager said that was looked at initially, but there did not appear to be sufficient land to construct a turn-around of adequate size.

Jerry Rowe suggested looking at the private drive/parking area before the turn-around.

Following discussion – members of the Board directed the Manager to continue to work with Northern Counties and Superintendent Gadapee to develop a plan that will work. Board members did not object to the concept as proposed by Northern Counties. The Manager stated that any plan approved by the Board associated with the road will still need to be considered by the Development Review Board as part of Site Plan Review.

3. **Passumpsic Fire District** – There was no one from Passumpsic Fire District present. The Manager advised that he met with the Trustees of the Passumpsic Fire District on December 12, 2005. The Trustees were concerned because the Town had back-billed the Fire District for increases in water rates that have not been assessed to the Fire District since 2000. The total back bill amounted to \$1,086.70. The annual fee for the Fire District will now be \$2,929.29, instead of \$2,220.00. The Manager advised the Board that the Passumpsic Fire District had also exceeded their maximum quantity of water (3,960,000) and had used over 5,000,000 gallons in 2005. The Manager informed the Board that the Fire District is interested in negotiating a multi-year agreement. Following discussion, it was agreed to refer the Passumpsic Fire District Multi-Year Agreement to the Finance Committee for a recommendation.
4. **2006 Municipal Budget Review** – The Town Manager reviewed several areas of possible budget adjustments with the Board of Selectmen including:

General Fund:

Dispatcher Contracts – Increase to \$55,000
Lister Office Supplies – Reduce by \$1,000 to \$500
Econ. Dev. Contract Services – Reduce by \$2500 to \$12,500
Contract Shelter for Cats – Reduce by \$4,000 to \$14,000
Fire Dept. Capital Reserve – Reduce by \$7,000 to payment amount of \$73,000
Misc General Fund – Reduce by \$2,500 to \$7,500
Voter Approved Assistance – Remove NVRH \$5,000 (pay from Econ Dev. Reserve) and Remove \$5,000 for Adams Playground (included in Recreation Dept. Budget).

Highway Fund: (The Manager advised the Board that he had not reviewed these adjustments with Highway Superintendent Gadapee):

Paving – Reduce \$8,250 to \$60,000
Contracts – Reduce \$5,000 to \$145,000
Garage Outside Repairs – Reduce \$10,000 to \$15,000
Public Utilities – Reduce \$1,500 to \$5,000
New Equipment – Reduce \$25,000 to \$75,000 (Use Reserve Funds)
Materials and Supplies – Reduce \$20,000 to \$150,000
State Highway Aid Revenue – Increase by \$4,000

Special Services Fund:

Training Supplies – Reduce \$500 to \$3,000

Cruiser Repairs – Reduce \$1,000 to \$3,000

The Manager provided the Board with an updated listing of Reserve and Undesignated Fund Balances for all Funds.

The Manager provided the Board with an estimated property tax rate comparison. Based on the adjustments outlined above – the estimated Town property tax rate impact is as follows:

General Fund - 1 Cent increase - \$.54 to \$.55

Highway Fund – 2.5 Cent Increase - \$.425 to \$.45

Special Services Fund – 3 Cent increase - \$.52 to \$.55

Estimated Impact of 3.5 Cent Increase outside of the Special Service District – and 6.5 Cent increase inside the Special Service District. The Manager provided the Board with a copy of an estimated repayment scheduled for a \$3,000,000 bond at 4.24% for 20 years. The repayment would be approximately 7 Cents per year.

Dale Urie stated that given the need for a new building and building renovations – he felt that the budgets still need to be adjusted. Dale suggested that the Board of Selectmen need to review all employee positions and make additional adjustments in the Budget. The Board agreed to set another Budget Workshop on Sunday, January 29th beginning at 4:00p.m. in the Board Room of the Municipal Building to continue review of the 2006 proposed Municipal Budget.

5. Manager’s Report:

Welcome Center Article – The Manager said that it did not seem to make sense to have a special appropriation article for \$1,127 for the Welcome Center (which is paid to the Chamber) and then have the Chamber turn around and send the Town a check for \$7,000 – as support for the operation of the Welcome Center. The Manager suggested that the amount charged to the Chamber be reduced – and the article be removed. The Board directed the Manager to review this item with Darcie McCann at the Chamber of Commerce.

State Education Funding Article – The Board discussed putting a non-binding question before the voters, as recommended by the VLCT, regarding the use of State Education Fund taxes for purposes other than education. Dale Urie moved, Gary Reis seconded and it was unanimously voted to include an article on the 2006 Town Meeting Warning.

Revaluation – The Manager reported that Peter Whitney, Reg Wakeham, and he had met with contract assessor Caroline Lockyer to discuss how she would approach a revaluation in St. Johnsbury. The Manager said that he has requested a written proposal from Ms. Lockyer. The Manager said that Ms. Lockyer indicated that she could complete a revaluation in 2 years – and then would be prepared to assist with reviewing ¼ of the Town each year so that the valuations are kept up to date. Jerry Rowe indicated that he was not comfortable proceeding without a competitive bid. The Manager said that he would prepare an RFP.

Town Plan – Public Hearing – The Manager informed the Board that the Planning Commission will hold a Public hearing on the proposed Town Plan on Wednesday, February 8, 2006 beginning at 7:00p.m. in the Board Room of the municipal building.

Public Hearing – Charter Amendments – The Manager reminded the Board that a Public hearing will be held on the proposed Charter Amendments on Monday, January 30, 2006 beginning at 7:00p.m. in the Board Room of the Municipal Building.

Development Review Board – The Manager informed the Board that the Development Review Board will meet on February 6, 2006 beginning at 7:00p.m. in the Board Room of the Municipal building.

6. Other Business:

Legislative Breakfast – Gary Reis reminded the members of the Board that the first Legislative Breakfast will be held on Monday, January 30, 2006 beginning at 8:00a.m. at the Black Bear.

Executive Session – It was moved by Dale Urie, seconded by Gary Reis and unanimously voted (5-0) to enter into Executive Session for the purpose of discussing real estate purchase option. The Board entered Executive Session at approximately 7:55p.m.

It was moved by Dale Urie, seconded by Jerry Rowe, and unanimously voted to return to regular session at approximately 8:10p.m.

Having no further business or requests, it was moved by Gary Reis, seconded by Bryon Quatrini, and unanimously voted to adjourn at approximately 8:10p.m.

Respectfully submitted;

Michael A. Welch
Town Manager

**Minutes
Special Meeting
St. Johnsbury SelectBoard
Sunday, January 29, 2006**

The St. Johnsbury SelectBoard held a Special Meeting on Sunday, January 29, 2006 beginning at 4:00p.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: Firefighter Marc LaRose, Town Clerk/Treasurer Sandy P. Grenier, Zoning Administrator Priscilla Messier, Cashier Patty Wakeham, Police Officer Scott Clouatre, Police Officer Jason Gray, Sgt. Police Officer Clem Houde, Police Chief Rich Leighton, Billing Clerk Lucy Goddard, Meter Enforcement Officer Ruth Bristol, Police Officer Kurt Borgstrom, Reserve Police Officer Michael Gero, Dispatch Supervisor Mark Gilleland, Firefighter Tim Angell, Water/Sewer Superintendent Dan Scott, Fire Chief Troy Ruggles, Highway Superintendent Larry Gadapee, Firefighter Bradley Reed, Firefighter Ethan Hayes, Firefighter Mark Harpin, Firefighter Barron Gilding, Captain/Firefighter Will Rivers, P/T MIS Peter Whitney, Assistant Clerk Jeannette Farmer, and Town Manager Mike Welch.

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

2006 Municipal Budget Review – The Manager reviewed the final draft of the proposed budget with the SelectBoard and those present. The Manager informed the Board that General Fund surplus balance is now \$108,000 and not \$134,000 as previously reported due to setting aside property taxes raised that may be due the school. The Manager recommended that \$50,000 from General Fund surplus be appropriated by the Board to the Reserve Fund for Revaluation.

Bryon Quatrini said that the Town Budget has continued to grow year after year. Bryon stated that the Board needs to look at controlling personnel costs that go up more than inflation every year.

Dale Urie said that the Board of Selectmen need to seriously look at how we do business and personnel is the one area where the Board can exercise some control.

Jerry Rowe indicated that based on his review of the Budget that the Town is not excessively staffed, or people overly compensated, for the levels of service that we are currently providing. Jerry stated that the Board needs to look at changing levels of service if we are going to look at making adjustments in personnel costs.

Jerry said that the Board needs to examine what you are willing to change in terms of service levels to adjust the tax rate – including the provision of Fire Services, Police Services, and the Recreation Department.

Dale Urie said that approving the budget as proposed is just putting a band-aid on the problem. Dale said that people in Town will never approve renovations to the municipal building and a new fire station if the municipal property tax continues to go up every year – plus the added cost of retiring a bond for building improvements.

Dale Urie asked how we begin discussions about Municipal Service Levels. The Manager stated that the Board of Selectmen need to review and approve the Town Plan – and there are recommendations relative to service levels in the Town Plan – including expanding the police district, adding ambulance services, and consolidating public works. The Manager recommend that the Board closely review the Town Plan and discuss these recommendations and develop a plan to achieve these recommendations if the Board agrees with them. The Manager suggested that the Finance Committee could review service levels and make recommendations to the Board. The Manager said that the Board could meet with department heads on a regular basis throughout the year to discuss what impacts certain personnel cuts would have on the level of service for the various departments.

Reg Wakeham suggested that the additional \$18,835 be appropriated from surplus to reduce the General Fund tax estimate by another ½ cent. Reg Wakeham also suggested that the Board move forward to change meters to \$.25 – which was recommended long ago, and approved by the Board. Reg suggested that the Town implement this change and then monitor the results.

Priscilla Messier stated that she would be willing to review permit fees charged for development projects – but did not want to do so unless the Board was willing to consider increases. Bryon stated that the Town should not be placed at a competitive disadvantage with other communities.

Dale Urie suggested that the Board needs to look at means to increase revenue and decrease expenditures.

Gary Reis said that he believed that based on his review of the Budget there are still several areas where adjustments could be made without negatively impacting the departments. Gary suggested that each of these line items be reviewed more closely by the Manager and the Department Heads. Gary suggested that a multi-year plan be developed for achieving the Board's objectives.

The Manager said that he recommends the expenditure budgets presented to the Board at the last meeting, and that he is prepared to defend the proposed budgets at Town Meeting.

Firefighter Will Rivers said that the Town is always putting things off. Captain Rivers said that the Fire Department cannot operate in the facility as it currently exists.

Following discussion, Jerry Rowe moved, Bryon Quatrini seconded, and it was unanimously voted (5-0) to use a total of \$58,835 from General Fund Surplus to reduce property taxes for 2006, and to approve the proposed General Fund, Special Services Fund, and Highway Fund expenditure and revenue budgets as presented by the Town Manager.

Bryon Quatrini stated that the Finance Committee should be charged with developing a list of Action items, looking at all expenditures by Department, and look at opportunities to improve the bottom line. Bryon said that Zoning/Planning and Town Clerk/Treasurer Office should be included in that review as well.

The Municipal Expenditure Budgets approved by the SelectBoard are as follows:

General Fund - \$2,046,503

Highway Fund- \$1,836,381

Special Services Fund - \$976,355

Special Appropriation requests – on ballot - \$307

Having no further business or requests, it was moved by Bryon Quatrini, seconded by Jerry Rowe, and unanimously voted to adjourn at approximately 4:45p.m.

Respectfully submitted,

Michael A. Welch
Town Manager

Minutes
St. Johnsbury SelectBoard
Special Meeting – Public Hearing
Monday, January 30, 2006

The St. Johnsbury SelectBoard held a Special SelectBoard Meeting and Public Hearing on Monday, January 30, 2006 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: Town Clerk/Treasurer Sandy Grenier, Zoning Administrator Priscilla Messier, Economic Development Director Joel Schwartz, Fire Chief Troy Ruggles, Martin Cherry, LSC-TV, Taylor Reed (Caledonian-Record), and Town Manager Mike Welch.

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

1) **Public Hearing Proposed Amendments to St. Johnsbury Municipal Charter.**

Chairperson Wakeham opened the Public Hearing. The Manager stated that Public Notice of the proposed amendments to the Town Charter were posted and published in the newspaper as required by law. Town Attorney Edward Zuccaro prepared the Notice of Proposed Charter Amendments for publication. The Manager reviewed the proposed amendments which include a section related to setting compensation and fees, a section related to abolishing certain municipal offices, a section related to establishing a Department of Assessment, and a section related to the establishment of an undesignated reserve fund.

Chairperson Wakeham asked for comments from the public relative to the proposed Charter changes. There were no public comments.

The Manager informed the SelectBoard that Town Attorney Zuccaro was recommending the consolidation of all of the Assessment Amendments into one article for voter consideration. There will be a total of four ballot questions.

Following discussion, it was moved by Bryon Quatrini, seconded by Dale Urie, and unanimously voted (5-0) to approve and sign the Revised Official Copy of the Proposed Charter Amendments (copy is included with these Minutes for the record).

Following discussion, it was moved by Jerry Rowe, seconded by Gary Reis, and unanimously voted (5-0) to approve and sign the Notice of Second Hearing on Proposed Charter Amendments (revised). The second Public hearing is scheduled

for Monday, February 13, 2006 beginning at 7:00p.m. in the Board Room of the Municipal Building.

2. **Warning for Annual 2006 Town Meeting** – The Manager advised the Board that Town Clerk/Treasurer Sandy P. Grenier has prepared the Warning for the 2006 Annual Town Meeting to be held on Monday, March 6, 2006; with elections on Tuesday, March 7, 2006. The Manager stated that the Chamber of Commerce has agreed to withdraw the \$1,127 appropriation request for the Welcome Center – and the Town Band did not turn in a petition so there appropriation request was put back to the \$855 that was approved in 2005. The Manager stated that the proposed Charter Amendment Articles are included in the Town Meeting warning.

Following discussion, it was moved by Gary Reis, seconded by Bryon Quatrini, and unanimously voted (5-0) to approve and sign the Warning for the Annual Town Meeting to be held on Monday, March 6, 2006 and Tuesday, March 7, 2006.

3. **Other Business:**

Reserve Funds for 2005. The Manager provided the Board with a copy of the Reserve Fund balances for 2005. Reserve Fund Balances are include with these Minutes. Following discussion, it was moved by Jerry Rowe, seconded by Gary Reis, and unanimously voted (5-0) to approve the appropriation of Reserve Fund Balances for 2005 as presented.

Budget Comparison and Estimated Property Tax Impact – The Manager provided the members of the Board with an update of the Estimated Budget and Tax Summary (a copy included with these Minutes).

Meter Rates – Bryon Quatrini asked about the process for implementing meter rate changes. The Manager recommended that the Board make a decision following discussion at a Regular Meeting and invite St. Johnsbury Works to participate in the discussion.

Cat Services – The Manager stated that the proposed budget does not include the services we are currently providing for cats. Bryon Quatrini suggested that this item be reviewed with Animal Control Officer Jo Guertin and Christina Young to determine if costs can be reduced without eliminating the program.

4. ***Executive Session*** – Joel Schwartz asked for the Board to meet in Executive Session to discuss a contract related to an existing business loan agreement. It was moved by Gary Reis, seconded by Jerry Rowe, and unanimously voted (5-0) to enter in Executive Session for the purpose of discussing contracts for an existing business loan agreement, Joel Schwartz and Town Manager Welch were included

in the Executive Session. The Board entered Executive Session at approximately 7:25p.m.

It was moved by Dale Urie, seconded by Gary Reis and unanimously voted to return to regular session at approximately 7:30p.m.

It was moved by Jerry Rowe, seconded by Bryon Quatrini, and unanimously voted to adjourn at approximately 7:30p.m.

Respectfully submitted,

Michael A. Welch
Town Manager

Minutes
St. Johnsbury SelectBoard
Monday, February 13, 2006

The members of the St. Johnsbury SelectBoard held their regularly scheduled SelectBoard meeting on Monday, February 13, 2006 beginning at 7:00p.m. in the Board Room of the Municipal Building.

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

SelectBoard Members Excused: Chairperson Reg Wakeham

Others Present: Town Clerk/Treasurer Sandy P. Grenier, Zoning Administrator Priscilla Messier, John MacLeod, Jack Donnelly (NCHC), Alan Langmaid (NCHC), Robert South, Christina Young, Josephine Guertin (Animal Control Officer), Carla Occaso (Times Argus), Taylor Reed (Caledonian-Record), Kingdom Access TV, and Town Manager Mike Welch.

In the excused absence of Chairperson Wakeham the Manager called the meeting to order with the Pledge at approximately 7:00p.m.

It was moved by Jerry Rowe, seconded by Bryon Quatrini, and unanimously voted (4-0) to elect Dale Urie as Acting Chairperson of the Board.

1. **Minutes** – Acting Chairperson Urie asked for discussion on the Minutes of the meetings held on January 23, 2006; January 29, 2006; and on January 30, 2006.

Gary Reis pointed out the following errors in the Minutes:

January 23, 2006 and January 30, 2006 – The Reserve Fund amounts for the Special Services Fund under the category of Block Grant (balance in grant fund) should reflect (\$12,271) being transferred from the Special Service Fund to the Grant Fund.

January 29, 2006 – In the Expenditure Summary for the General Fund the amount listed in the report of \$418,667 as the total for all non-personnel costs in the General Fund is in error. The amount should be \$401,607, and the variance between the 2005 approved budget and the 2006 proposed budget should be \$47,822 and not \$64,822 as listed in the report.

The Manager pointed out that in the January 29, 2006 Minutes the Special Appropriation requests on the ballot should be \$307,413 and not \$307 as recorded in the minutes.

Following discussion it was moved by Bryon Quatrini, seconded by Gary Reis, and unanimously voted (4-0) to approve the Minutes from January 23, 2006, January 29, 2006 and January 30, 2006 as amended to incorporate the changes recommended by Gary Reis and the Manager.

2. **Public Hearing Proposed Amendments Town Charter.** The Manager advised that copies of the proposed Charter Amendments were available for review. The Manager stated that this is the second Public Hearing as required under VT Statute for consideration of amendments to the Town Charter. Jerry Rowe asked about the wording of the ballot questions as presented in the packet by the Manager. Town Clerk Grenier provided the Board with a copy of a sample ballot and pointed out that the amendment being considered by the voters will be printed on the ballot. Acting Chairperson Urie asked for any comments from the public. There were no public comments. Acting Chairperson Urie closed the Public hearing on the proposed charter amendments.
3. **Northern Counties Health Care – Sherman Drive.** Jack Donnelly and Alan Langmaid were present to discuss the proposed discontinuance of a cul-de-sac off from Sherman Drive in order allow NCHC to construct a new building at the end of Sherman Drive and use the current cul-de-sac for parking and internal traffic flow. The Manager stated that Highway Superintendent Larry Gadapee has reviewed the plan – Larry does not favor throwing up the cul-de-sac, but indicated that the turn-around that is proposed by NCHC (south of the cul-de-sac) should be sufficient for snow removal purposes. The Manager stated that if the Board is willing to consider discontinuance of this section of Sherman Drive then he would recommend several conditions including:

NCHC agree to be responsible for 100% of the cost of preparing all legal documentation, warnings, notices, and publication associated with going through the discontinuance process.

NCHC obtain title to any property for the turn-around, if not located on Town property – and transfer title to the Town of St. Johnsbury.

Town will reserve ROW and ownership of municipal water and sewer services at the last hydrant and manhole on the municipal system.

Turn-around must be constructed by NCHC to the satisfaction of Town Manager and Highway Superintendent – guardrails to be installed if deemed necessary by the Highway Superintendent.

Discontinuance process will not begin until NCHC has received Site Plan Approval for plans from Development Review Board, and Act 250 permit approval if required.

Alan Langmaid and Jack Donnelly stated that the last hydrant was near where the proposed turn-around is located.

Following discussion, it was moved by Bryon Quatrini, seconded by Gary Reis, and unanimously voted (4-0) to provide conceptual approval for moving forward with the discontinuance of the cul-de-sac at the northerly end of Sherman Drive, subject to the Development Review Board actually approving a site plan, and the recommendations outlined by the Town Manager.

4. **Employer Support for the Guard and Reserve** – John MacLeod outlined for the SelectBoard a Statement of Support for the Guard and Reserve. Mr. MacLeod stated that the purpose of the program is to recognize employers who support Guard and Reserve employees. John said the program basically outlines federal law related to reemployment – but it also recognizes employers who provided additional benefits for personnel while serving in the guard or reserves. John MacLeod said that the next step would be for him to meet with the Manager and Department Heads to review current personnel policies related to town employees serving in the guard and reserve. Following discussion, it was moved by Gary Reis, seconded by Bryon Quatrini, and unanimously voted (4-0) to participate in the Employer Support for the Guard and Reserve Program.
5. **Stray Cat Shelter** – Josephine Guertin (Animal Control Officer) and Christina Young (operator of the Cat Shelter) were present to review the costs of operating the program for cats with the SelectBoard. The Manager advised the Board that in 2005 the Town paid Christina Young approximately \$6,000 to operate a program to shelter and adopt out cats. The Manager stated that the Town is not required to provide this service. Josephine Guertin said that she had several ideas to try to reduce costs for the program. Mrs. Guertin stated that currently they are picking up many feral cats, that are essentially not fit for adoption. Mrs. Guertin suggested that they could reduce the number of feral cats that are live trapped. Mrs. Guertin also recommended that local vets be contacted for fees related to medical and euthanasia services to try to reduce this cost. Bryon Quatrini suggested that the Town continue the program for another year – and that we monitor the level of feral cats, and costs associated with vets. Dale Urie asked if the proposed Kingdom Animal Shelter would reduce this cost. Jo Guertin said that she believed that the Town would actually see an increase in costs not a decrease. Christina Young asked for copies of the receipts for vet bills. The Manager stated that he would provide copies of the invoices.
6. **Town Plan – Avenue to the Future 2006** – Set Hearing Dates. The Manager provided the Board with copies of summaries of the recommendations from the 1996, 2001, and 2006 proposed Town Plan. The Manager informed the Board that the Planning Commission had approved the 2006 Town Plan with some minor amendments as recommended in the NVDA staff review. Gary Reis asked why there were two NVDA reviews included in the packet. The Manager said that he did not believe that Jim Davis was responding for NVDA but was expressing

opinion on the plan related to Recreation and his vision for a regional recreational facility. Priscilla Messier encouraged members of the Board to contact her if there are specific changes that they would like to see made in the Town Plan – so that the Final Plan document warned for final hearing will include any suggestions from the Board. Following discussion, it was moved by Jerry Rowe, seconded by Gary Reis, and unanimously voted (4-0) to set two public hearing dates for the 2006 Town Plan. Public Hearing dates are Monday, March 13, 2006 and Monday, April 10, 2006.

7. **Pension Plan Trust Agreement** – The Manager advised the Board that Union Bank is seeking a written Trust Agreement for administration of the Town Pension Plan assets in Trust. The Manager said that he had not received a revised copy of the proposed agreement in time for the meeting. Gary Reis recommended that the Town Attorney review the proposed Trust Agreement before it comes to the Board. The Board agreed to table action on the Pension Plan Trust Agreement.
8. **Current Expense Note** – The Manager requested that the Board ratify action taken by the Board in signing a Promissory Note for current expenses in the amount of \$500,000 due on April 13, 2006 at an interest rate of 3.200%, with the Lyndonville Savings Bank and Trust. It was moved by Gary Reis, seconded by Bryon Quatrini, and unanimously voted (4-0) to ratify the approval of the current expense note in the amount of \$500,000 with Lyndonville Savings Bank and Trust.
9. **Manager's Report:**

Carol Brill Humanitarian Award – The Board of Selectmen reviewed and signed a letter of congratulations to Carol Brill for having been recently selected to receive a Humanitarian Award from the Vermont Campaign to End Childhood Hunger.

Town Audited Surplus Balances – The Manager provided the Board with a copy of the final numbers for property tax requirements based on the audited fund balances for municipal funds.

Agency of Natural Resources – The Manager provided the Board with a copy of a notice from the ANR Enforcement Officer relative to seeking enforcement against the Town for the 2005 incidents related to the sewer on River Road, and the Alum Sludge Discharge at the Water Treatment Plant. The Manager informed the Board that he notified Town Attorney Zuccaro and the VLCT. No coverage is provided under the Town's insurance coverage – and Ed Zuccaro is going to make contact with the Enforcement Officer before February 17th.

Historic Preservation Catamount Arts – Members of the Board reviewed and signed a correspondence supporting the renovation of the historic Masonic Temple by Catamount Arts.

Meeting Dates – The Manager provided the members of the Board with a copy of upcoming meeting dates.

Parking Meters – The Manager advised that the parking meter rate discussion was inadvertently left off from the agenda and will be on at a future meeting for discussion.

10. Other Business:

Tax Sale – Dale Urie asked about status of a Tax Sale. Sandy Grenier said she would bring in an updated list at the next Board meeting.

Registered Student Voters – Sandy Grenier informed the Board that she and Jeanette Farmer have registered 26 students to vote at St. Johnsbury Academy, and there are 11 more to register.

Insurance Service Organization (ISO)– Jerry Rowe recommended that the Board be advised relative to the findings and recommendations of the ISO following their visit in March. Jerry suggested that ISO recommendations may be a good area to focus for capital improvements. Bryon Quatrini recommended that the Manager get information about the effect of ISO ratings on Commercial and Residential property insurance.

Revaluation – Jerry stated that he was glad to see that a Request for Proposals was prepared for Revaluation Services. The Manager informed the Board that Peter Whitney had prepared the RFP. Jerry Rowe asked if any towns require bonding or a letter of credit for people who are performing appraisals. The Manager said that insurance is required – but he would need to check with other communities if towns have required bonds or letters of credit.

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

Respectfully submitted,

Michael A. Welch
Town Manager

Minutes
Special SelectBoard Meeting
Thursday, March 9, 2006

The St. Johnsbury SelectBoard held a special SelectBoard Meeting on Thursday, March 9, 2006 beginning at 7:00a.m. in the Board Room of the Municipal Building. The purpose of this special meeting was to discuss conceptual plans for a new fire station and renovations to municipal building, and to review status on potential sites for fire station.

SelectBoard Members Present: Jerry Rowe, Bryon Quatrini, and Gary Reis.

SelectBoard Members Excused: Reg Wakeham, and Dale Urie.

Others Present: Jay Ancel, Black River Design; Sandy Grenier, Town Clerk/Treasurer; Troy Ruggles, Fire Chief; Peggy Cochrane, Dispatcher; Mark Harpin, Firefighter; Joel Schwartz, Economic Development Director; Richard Leighton, Chief of Police; Priscilla Messier, Zoning/Planning; Taylor Reed, Caledonian-Record; and Mike Welch, Town Manager.

The meeting began at approximately 7:00a.m.

McKinstry Site – Jay Ancel reviewed various scenarios looking at the McKinstry Site as a Fire Station Location. Fire Chief Troy Ruggles suggested the following – Can the wetland be impacted so that parking could go in the rear of the building. Is it possible to move building up further. Do we need to have that much parking space if this will not be a public building – but more used for firefighters and training. McKinstry owns the house as well. Does it make sense to look at using the location where the house is for parking. Jay said that it is possible that wetland could be impacted to a certain extent or mitigated. Troy asked about the proposed shape of the building – Jay Ancel responded that was to avoid ledge.

Jerry Rowe pointed out that this is a densely populated area and questioned how residents in this area would react to having a fire station in the middle of the neighborhood. Troy said that is definitely an issue – and that even with procedures to reduce the use of sirens there will still be an impact in the neighborhood.

Bryon Quatrini asked if it would be possible to use the McKinstry property for ball fields, and then look at a swap with St. Johnsbury Baseball to put fire station closer to DPW facility.

Troy stated that this area of town would work operationally for the fire department – it is not the optimal location, but it is better than locations that will require fire vehicles to go through major school pedestrian and vehicular traffic (which the Western Avenue sites do).

Bryon asked about the Water Department Site. Troy said that he has reviewed that site and that he has a lot of concerns about entering Western Avenue from that location given the proximity to the Gas Station and the large bank that limits site distance. Priscilla Messier said that she believed that the Development Review Board would have concerns about the Western Avenue sites and traffic.

Jerry Rowe asked about investigating the Tru-Temper Site. The Manager said that he had not connected with the owner yet, but would do so. Jerry said that we should explore using the Tru-Temper site for ball fields and then using the Baseball property for the fire station -if the Board of St. Johnsbury Baseball was willing to discuss possibilities for trading land.

Gary Reis stated that the School Department still has the land in St. Johnsbury Center that could be used for some type of land swap.

The Board members informed the Manager that we need to lock in on a site and move forward as soon as possible.

Town Offices – Jay Ancel reviewed several options for the Town Offices in the Municipal Building. Sandy Grenier expressed several concerns including:

The area where Lucy and Ida is now is not big enough to expand the size of their work stations and still include filing cabinets which take up the whole back wall.

The Assistant Clerk needs to have a clear site line into the vault so that she can monitor activity in the vault.

The photocopier needs to be located near the vault and not out in the hallway – as people who use the vault are using the copier.

There does not appear to be sufficient space outside for work area. There does not appear to be increased area for filing cabinets and shelving.

Jay Ancel stated that he felt that space can be improved in the vault area with the use of one of the new type of rotating storage systems. Jay said that he would like to review some of these with the Sandy.

Jay said that the basement area would now be accessible by an elevator and storage downstairs would be shared with Police and Town Office.

Bryon Quatrini said that it sounds like Option C with some modifications to accommodate some of Sandy's concerns is the best option. Jay said that he would meet with Sandy to look at potential for using space in the front of the building to free up more room in the Town Clerk business office area.

The group reviewed plans for the upper floor. Chief Leighton asked about space during construction. Jay Ancel said that a construction sequence had not yet been developed – but that the Fire Station would need to be constructed first – so there would be space within the building to set-up temporary operations.

Peggy Cochrane said she was concerned about only having two stations in the dispatch center.

Jay said that he would continue to work with Sandy and sites and would report back to the group as soon as possible.

Having no further business the Board adjourned at approximately 8:00a.m.

Respectfully submitted,

Michael A. Welch
Town Manager

Minutes
St. Johnsbury SelectBoard
Monday, March 13, 2006

The SelectBoard held at Site Visit at 1043 Lackey Hill Road to inspect fence damage at 6:30p.m.

The St. Johnsbury SelectBoard held their regularly scheduled SelectBoard Meeting on Monday, March 13, 2006 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 Excused: Bryon Quatrini

Others Present: John Hall, Commissioner of Housing and Community Affairs; Sandy P. Grenier, Town Clerk & Treasurer; Priscilla Messier, Zoning/Planning Administrator; Taylor Reed, Caledonian-Record; Carla Occaso, Times-Argus; Joel Schwartz, Director of Economic Development; and Mike Welch Town Manager.

The meeting was opened with the Pledge at approximately 7:00p.m.

1. **Organizational Meeting** – Election of Chairperson. Chairperson Reg Wakeham called the meeting to order and asked for nominations for SelectBoard Chairperson for the coming year. Dale Urie was nominated by Gary Reis, seconded by Jerry Rowe. There were not further nominations. Dale Urie was elected as SelectBoard Chairperson for the coming year (4-0).
2. **Minutes** – It was moved by Reg Wakeham, seconded by Jerry Rowe, and voted (4-0) to approve the Minutes from the Regular Meeting on February 13, 2006, and the Special Meeting on March 9, 2006 as presented. Jerry Rowe reminded the Manager to put the Parking Meter discussion back on a future agenda.
3. **Public Hearing – Town Plan 2006 – “The Avenue to the Future.”** Priscilla Messier was present to inform the SelectBoard that this is a warned Public Hearing on the 2006 Town Plan. Priscilla thanked co-chairs Bernier Mayo and Gary Reis for all of the work that they did coordinating the steering committee and the Town Plan process. Priscilla informed the Board that approximately 150 people participated in the drafting of the 2006 Town Plan. Priscilla publicly thanked all who worked on the Plan. Chairperson Urie called for any public comment on the proposed Town Plan. There were no comments. The Manager advised that NVDA has scheduled a Public Hearing on the St. Johnsbury Town Plan for Monday, March 20th at 7:30p.m. The Manager stated that there will be a second SelectBoard Public Hearing on Monday, April 10th at 7:00p.m. in the Board Room. Chairperson Dale Urie closed the public hearing.

4. **Housing – Growth Center – New Neighborhoods** – John Hall, Commissioner of Housing and Community Affairs, was present to review with the SelectBoard Housing initiatives being proposed by the administration. John began by outlining the problems associated with the current cost of single family housing in Vermont and describing the inability of Vermonters to be able to afford housing. John said that his agency is investigating several programs to attempt to stimulate housing opportunities for Vermonters.

Land Banking – John advised that Board that the State owns a great deal of land in Vermont. John said that the Governor will be requiring every State Agency to review the land that is held in State-ownership and determine whether or not there is a need to retain that property. John said that if property is held by the State – and there is no specific state purpose than the State will consider making this land available for housing. John said that the State will be able to assist potential homeowners by providing a second mortgage on the land value of a parcel – requiring that the potential owner need only secure a commercial loan for the cost of improvements to the land (and not the land itself). John said that this will help make the construction of a home affordable. In the future if the parcel is sold, the second mortgage for the land can be rolled forward to an eligible buyer – or the cost of the land, plus interest, can be recovered at closing and put back into housing programs for eligible participants.

New Neighborhoods – John said that another concept being explored (along with the Growth center legislation) is “New Neighborhoods.” John said that under this proposal the Town could identify those areas where development of residential neighborhoods makes sense for the community. Common sense areas would be those within existing utility coverage, or within close proximity to utilities. John said under this proposal Act 250 permitting requirements would be limited – for areas designated by the community as “new neighborhoods.” John indicated that part of the incentive for a community to identify new neighborhoods will be that the community will be allowed to retain all of the property taxes (including the state education property tax) for municipal purposes.

Commissioner Hall said that the State was pleased to fund the Housing Study proposed for St. Johnsbury – and he informed the SelectBoard that he believed that St. Johnsbury could benefit from the housing initiatives currently under consideration.

5. **Town Meeting Review** – The Manager advised the Board that SelectBoard member Jerry Rowe suggested that the Board review how Town Meeting went for 2006 – and discuss possible improvements for 2007. The Manager outlined for the Board some of the concerns that he heard following the Town Meeting including – Lack of SelectBoard Member participation in presentations; poor sound quality; poor visibility on slide program; not understanding charter amendment proposals; motions being announced by moderator and then motion

made from the floor. Sandy Grenier said that improvements have been made at the Town Meeting every year. Sandy suggested a sign to remind people that hearing devices are available. Sandy said that we could also reserve more seats up front for people who have problems seeing and hearing – although she pointed out that there were many seats up front that remained empty during the meeting. Jerry Rowe said that he felt that the SelectBoard should be more active in making presentations – and that the slide presentation prepared by the Town follow the format used by the school committee that included providing direct comparison with previous year by category, and property tax estimates. Members of the Board agreed that they would play a more active role in the Town Meeting presentations for 2007.

6. **Appointments** – The Manager informed the Board that Priscilla Messier prepared the following listing of appointments for 2006:

Design Review Board	Pat Cahoon	3 years
	John Horvatich	3 years
	Shara McCaffrey	3 years
Lister	Conrad Doyon	3 Years
Recreation Board	Kathy DeLeo	3 Years
	Carol Lyon	3 Years
	Jamie Ryan	3 years
(The Manager informed the Board that there are other interested in serving on the Recreation Board who will be submitting letter of interest).		
Fence Viewers	Bryon Quatrini	1 year
	Jerry Rowe	1 Year
Deputy Health Officer	Troy Ruggles	3 Years
Industrial Park Board	Reg Wakeham	1 Year
Tree Warden	Jeff Brigs	1 Year
Lumber, Shingles, Coal Coal Weigher	Robert Ide	1 Year
	Robert Ide	1 Year
Town Service Officers	Michael A. Welch	1 Year
Homeland Security	Troy Ruggles	1 year
Energy Coordinator	William Christiansen	1 Year

Tax Stabilization	William T. Costa, Jr.	3 year
	Ann Laferriere	1 year
St Johnsbury Development Executive Board	Jerry Rowe	2 years
St. Johnsbury Downtown Improvement District	Reginald Wakeham (Town Rep)	1 Year
	Carol Novick	3 Year
	Jim Heath	1 year

Jerry Rowe asked if everyone had been contacted – the Manager stated that most everyone was contacted about reappointment.

It was moved by Jerry Rowe, seconded by Reginald Wakeham, and voted (4-0) to make the annual appointments as recommended.

7. **VLCT Health Trust Leadership Program** – The Manager informed the Board that the VLCT was offering a “leadership Health Program” as an incentive for more employees and dependents to live a healthy lifestyle. The Manager said that the program will measure a baseline of where the community is now in terms of specific health and lifestyle issues – and then at the end of the year take another measurement. The program is designed to encourage everyone in the Town’s Health Insurance plan to try to reduce the costs of health care by taking part in healthy living. The Manager informed the Board that he has circulated information about the program to department heads – but he also plans to make the information available to all employees and schedule a meeting with employees to review the program. A Letter of intent for participation needs to be submitted by March 16, 2006. Jerry Rowe pointed out that one of the primary concerns will be confidentiality. The Manager said that he was not certain how the Town will be able to track some of the measurements. The Manager said that VLCT will be offering a health insurance premium rate credit for up to 4% of the premium for communities that score well in the program. The Manager said that the Town spends over \$600,000 per year in Health Insurance premiums.

8. **Manager’s Report:**

Diane Dargie Fence – The Manager advised that Board that it is his opinion that the Dargie fence is in the right-of-way and that the Town should not be responsible for repairing the fence. It was moved by Jerry Rowe, seconded by Gary Reis, and voted (4-0) that the fence is in the right-of-way and it is the owner’s responsibility to repair.

Street Light – The Manager stated that he had received a call from Michelle Fay asking that a street light at the end of Pine Street be removed. The Manager said that he asked Michelle to speak with her neighbors to make sure that they did not object – and there were no objections. The Manager said that he received a call about placing a light at the intersection of Breezy Hill and Hospital Drive, and the Pine Street light could be moved to this location. The Manager explained that several years ago the Town did go through an extensive analysis with CVPS about the location of Street lights – and that overall placement was now very consistent. There was no objection to relocating the Pine Street light to Breezy Hill. It was recommended by the Board that the Manager secure a letter from the Pine Street property owners requesting that the light be removed.

Basis of Design Report – Overcliff Water Tanks – The Manager informed the Board that following an inspection of the Overcliff Tanks by a dive team he had requested that Dufresne Associates provide the Town with an estimate for preparing a Basis of Design for the reconstruction/replacement of water tanks at Overcliff. The Manager said that Red Dufresne has produced a contract in the amount of \$31,700 that would be added to our current project loan of \$46,100 for a total of \$77,800. Reg Wakeham said that he really wanted to the Finance Committee to consider a plan for the replacement of all of the tanks, and a schedule for capital improvements for the utility system. The Manager said that the Capital Improvement Plan will be prepared – but that the Town should not postpone moving forward with the design and replacement of the Overcliff Tanks. Following discussion, it was moved by Gary Reis, seconded by Reg Wakeham, and voted (4-0) to approve the amendment to the engineering agreement with Dufresne Associates in the amount of \$31,700 for the purposes of developing a Basis of Design Report for the Overcliff Tanks.

Application for Planning and Final Design – Municipal Water Systems – The Manager stated that the State has approved an increase to our current planning loan to pay for the Basis of Design Report for the Overcliff Tanks. A new application for additional funding needs to be considered by the Board. Following discussion, it was moved by Reg Wakeham, seconded by Jerry Rowe, and voted (4-0) to approve the Application for Planning and Final Design Loan Funding for a Municipal Water System in the amount of \$31,700.

Community CSO Meeting – The Manager informed the Board that a Cliff Street neighborhood CSO meeting will be held on March 29th beginning at 6:30p.m. in the Board Room of the Municipal Building. The meeting will provide an opportunity for neighbors to get an update on spring construction plans for the CSO project. The Manager advised that the engineer would also be meeting with individual property owners going door-to-door.

Dawg House – The Manager provided the Board with an update from Chief of Police Richard Leighton, indicating that the Dawg House has complied with the conditions outlined by the SelectBoard and that there have no major incidents at the establishment.

9. **Other Business** – There were no items brought up under Other Business.

Executive Session – it was moved by Jerry Rowe, seconded by Gary Reis, and unanimously voted to enter in Executive Session for the purpose of discussing Town Manager Evaluation and Labor Relations Agreements with Employees. The Board entered Executive Session at approximately 8:04p.m.

It was moved by Jerry Rowe, seconded by Gary Reis, and unanimously voted to return to regular session at approximately 8:45p.m.

The Board agreed to schedule a Special SelectBoard meeting for Monday, April 3, 2006, at the Passumpsic Savings Bank on Railroad Street, beginning at 3:30p.m. for the purpose of discussing Labor Relations Agreements with Employees, and Town Manager Evaluation.

Having no further business or requests, it was moved by Reg Wakeham, seconded by Gary Reis, and voted (4-0) to adjourn at approximately 8:46p.m.

Respectfully submitted,

Michael A. Welch
Town Manager

Minutes
St. Johnsbury SelectBoard
Special SelectBoard Meeting
Thursday, March 23, 2006

The St. Johnsbury SelectBoard held a Special SelectBoard Meeting on Thursday, March 23, 2006 beginning at 5:00p.m. in the Board Room.

SelectBoard Members Present: Chairperson Dale Urie, Reg Wakeham, Jerry Rowe, and Gary Reis (arrived at approximately 5:15p.m.)

SelectBoard Member Excused: Bryon Quatrini

Others Present: Zoning Administrator Priscilla Messier, Economic Development Director Joel Schwartz, Taylor Reed (Caledonian-Record), and Town Manager Mike Welch.

Chairperson Urie called the meeting to order with the Pledge at approximately 5:00p.m.

1. **Solid Waste-Junk-Enforcement** – Priscilla Messier was present to inform the Board that this is the time of year when she begins to receive complaints relative to stockpiles of junk and solid waste showing up on individual properties. Priscilla said that she plans to coordinate an educational campaign relative to the penalties associated with violations of the Zoning Ordinance and the State Solid Waste Regulations. Priscilla said that she will be working with Town Health Officer Tim Angell – and she plans to get the word out to individuals through direct contact, newspaper, and television. Priscilla said that as enforcement officer she does plan on giving people an opportunity to address the problems – but that daily fines can result from non-compliance. Members of the Board did not take a formal action – but were in agreement with Priscilla’s approach to being to address problem areas.

2. **Verizon Cell Tower Removal Bond** – The Manager informed the Board that Verizon has permits to construct a Cell Tower off from the New Boston Road. It is a Permit Condition that Verizon provide the Town with a Bond to cover the cost of removal of the Towner in the event that it is abandoned. A Bond has been received and was forwarded to Town Attorney Zuccaro for review. The Town Attorney has stated that the Bond has a provision that if the bonding company cancels the bond (for whatever reason) the Town has no ability to proceed against the bond prior to its cancellation. The Manager informed the Board that he had also spoken to a representative from the State Economic Development Department who informed him that this is the same Bond that Verizon uses throughout the State, and throughout the country – and that there is a very limited risk to accepting the terms of the Bond. Mr. Kremer from the State added that if for some reason the Towner were to be

abandoned – there are several other carriers who would step in to use the facility.

Following discussion, it was moved by Jerry Rowe, seconded by Reg Wakeham, and voted (3-0) to accept the Bond as presented as the benefits of the cell tower outweigh the limited risk associated with bond cancellation.

3. **Consideration of Entering in Executive Session** for the purpose of discussing a contract related to amending a current loan document to consider subordinating to additional debt. It was moved by Jerry Rowe, seconded by Reg Wakeham, and voted (3-0) to enter into Executive Session for the purpose of discussing a contract related to amending a current loan document to consider subordinating to additional debt – Joel Schwartz and Town Manager Michael Welch were included in the Executive Session discussion. The SelectBoard entered Executive Session at approximately 5:11p.m. SelectBoard member Gary Reis joined the Board in Executive Session at approximately 5:15p.m.

It was moved by Reg Wakeham seconded by Jerry Rowe, and voted (4-0) to return to Regular Session at approximately 5:25p.m.

Have no further business or requests, it was moved by Reg Wakeham, seconded by Jerry Rowe, and unanimously voted to adjourn at approximately 5:25p.m.

Respectfully submitted,

Michael A. Welch
Town Manager

Minutes
St. Johnsbury SelectBoard
Monday, March 27, 2006

The St. Johnsbury SelectBoard held their regularly scheduled SelectBoard Meeting on Monday, March 27, 2006 beginning at 7:00p.m. in the Board Room of the Municipal Building.

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

SelectBoard Members Excused: Bryon Quatrini

Others Present: Sandy P. Grenier, Town Clerk & Treasurer; Taylor Reed, Caledonian-Record; Carla Occaso, Times-Argus; Joel Schwartz, Director of Economic Development; Alan Boye, Joe Fox, Recreation Director, Sylvia Houghton, Muriel Houghton, Al Dunn, Mary Smith, Steve Smith, Bruce Corrette, Tyler Beswick, Frank Chaloux, and the Channel 7 news team.

The meeting was opened with the Pledge at approximately 7:00p.m.

The Selectboard signed liquor licenses for Porter & Craig, Surf & Sirloin, Moose River Lake and Lodge, Black Bear Tavern, and Tavern of the Hill.

Minutes: The minutes of the March 13 and March 23 meeting were approved as presented (Gary Reis/Reg Wakeham).

Tax Sale Update: Town Clerk Sandra Grenier presented a list of properties that qualify for tax sale status. Ms. Grenier reported that 98% of billed taxes for 2005 have been collected. The total number of properties on the proposed tax sale list is 21, of which 14 are mobile homes, for a total of \$54,601.22. Outstanding water and sewer bills on these properties totals \$3,068.15. Several properties indicated the owners had broken payment agreements. Sandy indicated that her staff is working to get good payment agreements from all delinquent taxpayers, especially the ones with only one year of taxes. Jerry Rowe asked if all creditors are notified and was told that Town Agent Ed Zuccaro does a title search on each property so any creditors recorded in the Town Clerk's office are notified. Gary Reis was informed that one property with over four years in delinquent taxes has a history of several broken agreements and refused tax abatement by the committee. On a motion by Reg Wakeham, seconded by Jerry Rowe, the Board voted unanimously to proceed with the tax sale.

Property Valuation and Review. Sandy Grenier presented a proposed letter for Dale Urie's signature stating the Town's intent to withdraw their petition for appeal of the State's property value and disbursement. The motion was made by

Gary Reis and seconded by Jerry Rowe to sign the letter, pending approval from Mike Welch. Passed unanimously.

Proposed Bike Lanes. Alan Boye presented three proposed plans for expanding the bike lanes in St. Johnsbury that had been developed by the Bike Lanes committee of 6 to 8 people.

1. Portland Street Bike Lane would cover both sides and the length of Portland Street and would require the elimination of parking in most areas. Initial expense would entail painting lines and symbols on the road and the addition of road signs. General concern from the Board centered around the elimination of parking spaces for some businesses on the street – namely the ice cream parlor and North Country Vac and Sew, which do not have adequate off-street parking. Alan assured the Board there could be accommodations made and parking spaces left in place where necessary and with adequate signage.
2. Add lanes to Western Avenue and Main Street to South Main Street. These areas would entail similar expenses to put in place and maintain. Some sections would only require signs and not painted lines, plus the area would eventually hook directly onto the Three Rivers Bike Path.
3. Third phase would include the improvement of sidewalks on the north side of Portland Street, particularly in front of White's Market.

Overall opinion of Board members was that a bike path would be good for the Town but concern was expressed by Gary Reis and Jerry Rowe about the possible effect on businesses on Portland Street, the start up costs and maintenance, and safety factor. Dale agreed the bike path would make the town more recreation friendly. Joe Fox added that the bike path would fit in with the Fit & Healthy Coalition and could encourage more people to use RCT or park and ride. Alan Boye pointed out that in 1976 during the bicentennial Portland Street was designated a bike path and used to have a sign so stating, which has since disappeared. He also noted that Portland Street is the most biker friendly area of town and could accommodate the few parking spaces needed for one or two businesses. General agreement from the Board was positive, but Alan Boye was asked to try to project cost estimates and get a firmer grasp of funding before the Board takes action.

Portland Street Bridge Design Bid and Stairs. The Board decided to table the design bid until the full board and Mike Welch are present for discussion.

Several residents of St. Mary Street were present to discuss the stairs from Portland Street (Memorial) Bridge to the Bay Street/St. Mary Street area. Al Dunn spoke to the Board about the increase in the number of children living on St. Mary Street and their use of the stairs to access Railroad Street. He also felt that taking out the stairs would force people to cross the railroad tracks creating an unsafe situation. Steven and Mary Smith from St. Mary Street and Tyler Beswick and

Frank Chaloux, also from St. Mary Street, repeated this opinion. Sylvia Houghton from Elm Street said she had used the stairs for many years when working at Hovey's Shops on Railroad Street and knew that many people still rely on the stairs for the connection to the main shopping area. Mary Smith asked where the information had come from when Highway Superintendent Larry Gadapee claimed not many people used the stairs. She was of the opinion it is a major thoroughfare for foot traffic. Frank Chaloux asked Dwayne Smith, owner of Murphy Electric, if he had noticed the amount of traffic on the stairs because his business is next to the bottom of one set. Wayne had said he witnessed many people using the stairs. Dale Urie indicated he thought the board should table the discussion until the full board is in session and Mike Welch in attendance.

Revaluation Bid Result. Joel Schwartz reported that Peter Whitney, manager of information systems, had been working with the Listers and Town Manager Mike Welch to solicit bids for the revaluation of St. Johnsbury, slated for completion in 2008. Gary Reis said he had met with Peter and Mike Welch and they had indicated they would recommend Caroline Lockyer from Real Estate Assessment Consultants of VT whose proposal came in at \$199,000. Joel Schwartz said he felt they should select someone reliable whom they feel confident will be around for a while. On a motion by Reg Wakeham, seconded by Gary Reis, the Board voted unanimously to proceed with hiring Ms. Lockyer, pending agreement and approval from Mike Welch.

Amendment to Prior Agreement, Microdata. On motion by Reg Wakeham, seconded by Gary Reis the Board voted (3-0, 1 abstained) in favor of amending the subordination agreement, on an existing economic development loan, with Microdata. Jerry Rowe abstained from the vote due to a conflict of interest.

Manager's Report. Joel Schwartz reported for Mike Welch that he had submitted the Railroad Street Marketplace project for a recognition award from the DHCA. The Board agreed this was a well-done project and issued their congratulations to the St. Johnsbury Development Fund and Dennis and Pam Laferriere for the improvements to the Downtown.

Jerry Rowe voiced his concern to the letter from the Baart Behavioral Health Services to Zoning Administrator Priscilla Messier, requesting an increased cap of 75 patients at the St. Johnsbury Mobile Methadone Clinic. General consensus of the Board was that the original intent of the Mobile Methadone Clinic was to be "mobile", and they felt that as long as the cap continues to rise in St. Johnsbury other patients will continue to travel here from outside the area. The Board would rather encourage the clinic to be more mobile and actually take the clinic to the outlying areas and other towns, as was the original intention. Sandy Grenier questioned if there was any way to know if the patients at the clinic had moved here after the clinic opened or were they originally local residents? Gary Reis indicated that the majority of patients were previous residents. Gary also reported,

in his capacity as representative to the CAB board, suggested the CAB board would support a raise in the cap to 60 patients, but not 75. Joel Schwartz pointed out that there tends to be a 40% turnover in renters in any given area, anyway.

Dale Urie applauded the development of the St. Johnsbury Planning Commission Tentative Work Plan by Priscilla Messier.

As there was no further business to come before the Board, the meeting adjourned at 8:15 (Reis/Wakeham)

Respectfully Submitted

Ida Rainville
Recording Secretary

Minutes
Special SelectBoard Meeting
Monday, April 3, 2006

The Members of the St. Johnsbury SelectBoard held a Special SelectBoard meeting at 3:30p.m. on Monday, April 3, 2006 at the Passumpsic Savings Bank conference room on Railroad Street in St. Johnsbury.

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

Others Present: Mike Welch, Town Manager

Chairperson Urie called the meeting to Order at approximately 3:35p.m.

- 1) Consideration of entering Executive Session for the purpose of discussing:

Evaluation of Public Officer or Employee (Town Manager), and

Labor Relations Agreements with Employees.

It was moved by Reg Wakeham, seconded by Jerry Rowe and unanimously voted (5-0) to enter in Executive Session for the purpose of discussing the Evaluation of a Public Officer or Employee (Town Manager), and Labor Relations Agreements with Employees – Town Manager Michael Welch was included in the Executive Session. The Board entered Executive Session at approximately 3:35p.m.

It was moved Reg Wakeham, seconded by Gary Reis, and unanimously voted to return to Regular Session at approximately 5:05p.m.

It was moved by Gary Reis, seconded by Jerry Rowe, and unanimously voted to adjourn at approximately 5:05p.m.

Respectfully submitted,

Michael A. Welch
Town Manager

Minutes
St. Johnsbury SelectBoard
Monday, April 10, 2006

The St. Johnsbury SelectBoard held their regularly scheduled SelectBoard Meeting on Monday, April 10, 2006 beginning at 7:00 p.m. in the Board Room of the Municipal Building.

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

SelectBoard Members Excused: Jerry Rowe.

Others Present: Mike Welch, Town Manager; Priscilla Messier, Zoning/Planning Administrator; Joel Schwartz, Director of Economic Development; Linda Fogg, St. Johnsbury Works!, Ida Rainville, Secretary, Barbara Cimaglio, Vermont Dept. of Health, Dennis Casey, George Hacking, Alan Aiken, Taylor Reed, Caledonian-Record; Carla Occaso, Times-Argus;

The meeting was opened with the Pledge at approximately 7:00p.m.

Minutes of the March 27 and April 3 meetings were approved as presented (Quatrini/Reis).

Liquor licenses were approved for Little Country Store (Liquor/tobacco) and the St. Johnsbury Community Food Co-op.

1. **Public Hearing – Town Plan 2006 – Avenue to the Future.** Zoning Administrator Priscilla Messier opened the second public hearing on the Town Plan. She reported the plan had received NVDA regional approval. Reg Wakeham questioned if the State has any say in the approval of the plan and was told no, final approval came from NVDA. On a motion by Reg Wakeham, seconded by Gary Reis, the Board voted unanimously to approve the Town Plan 2006 – Avenue to the Future, as approved by NVDA. Priscilla also presented the bids for printing the Town Plan. A committee consisting of Priscilla, Mike Welch, and Peter Whitney had reviewed all bids and recommended Acura Printing of South Barre. Even though their bid of \$9,000 was slightly higher than another bid, Acura Printing's bid included off set printing and the next lower bid was for photo copying. On a motion by Reg Wakeham, seconded by Gary Reis, the Board voted unanimously to follow recommendations from the committee and award the bid to Acura Printing in South Barre.
2. **Community Advisory Board Recommendations – BBHS Mobile Methadone Program.** The Board reviewed the minutes of the Community Advisory Board (CAB) meeting at which the CAB voted to support the BBHS

request to raise the cap on mobile methadone patients treated in St. Johnsbury from 50 to 75. The Design Review Board had approved an increase to 60, conditionally to 75 subject to CAB approval.

General consensus of the Board was that the original agreement was for the clinic to become mobile within six months of opening, traveling to sites in other towns to meet the needs of patients outside of St. Johnsbury. The first day of operation was August 31, 2005, and to date no agreement has been reached with another community. Dale Urie and Bryon Quatrini expressed the concern that if the cap is continually raised in St. Johnsbury without accessing other communities, there is no incentive for the program to expand to other towns. Gary Reis stated that, as a member of the CAB he understands the need to raise the cap to 75, but also wants to see the program become mobile, as it was originally agreed to.

Alan Aiken stated he has had meetings with Hardwick and Lyndonville, and will meet with Danville. He has met with Hardwick three times and feels they are making progress. His stated the most important part of the program is to provide quality service to patients and they are committed to a multi-site program and working toward that end. Barbara Cimaglio and Alan Aiken both stated that the incentive for the Mobile Methadone Clinic to meet the requirements set by the Selectboard is in their good faith agreement. Bryon stated he did not feel the good faith agreement had been met as yet. Lt. George Hacking of the Vermont State Police and CAB, stated that he felt the program had been working well so far, but there was a discrepancy in the original figures given for the patient load and what they are currently seeing. One of the values not factored into the original projection was the prescription drug addicts that are currently taking advantage of the methadone program and this may have skewed the figures. He also stated that there are 19 surrounding towns that could "step up to the plate" and have the mobile methadone clinic stopping there so St. Johnsbury would not have to host all surrounding towns' residents.

Dennis Casey suggested the cap be raised and to re-think it in the future, but the general feeling was that once the cap is raised it would be impossible to reduce it. Gary Reis reiterated that a commitment was made that is not being kept. Currently there are 54 patients in the program, with an average increase of two per week.

Bryon Quatrini moved to keep the cap at 60 for now, and encourage the Clinic to pursue other towns for the mobile unit to service. Included in the motion was to re-visit the numbers in May if the Clinic comes back with documented proof that another town will accept the mobile clinic by May 15. The motion was seconded by Reg Wakeham. Dale Urie repeated that the Town was supporting the Mobile Methadone Clinic as a multi-site program. The motion passed unanimously.

3. **Memorial Bridge repair and Stairs.** Mike Welch reported that the estimate from the State for repairs to the Memorial Bridge is \$82,559 and this includes the removal of the two existing sets of stairs. An estimate of \$340,000 would include replacing both sets of stairs, along with repair to the bridge. The State would **not** cover the cost of replacing the stairs. The difference of \$257,000+/- would have to be absorbed by the Town. The Board agreed that there was sufficient concern from the neighborhood to get a quote for the replacement of the westerly set of stairs. On a motion by Bryon Quatrini, seconded by Gary Reis, the Board voted unanimously to proceed with the bidding process for repair to the bridge and removal of the stairs, and get a quote on replacing the westerly set of stairs. Reg Wakeham also suggested looking at options to shelter the stairs to help preserve them.

4. **Manager's Performance Criteria.** Mr. Welch reviewed subjects that the Selectboard had indicated would take priority in 2006 including: Cell towers; review of municipal services and how they compare to comparable towns in the state; housing study; labor negotiations; planning commission plans; revaluation and listers' department reorganization; CSO update; taser issues; regional cooperation with surrounding towns. On a motion by Reg Wakeham, seconded by Bryon Quatrini, the Board voted unanimously to accept and adopt the goals as presented by Mr. Welch.

Mr. Welch asked the Board to sign a letter of support for acting director of St. Johnsbury Works!, Linda Fogg, in her application for collaborative creative communities program. This would be a grant for technical systems assistance for the downtown, entailing no money. On a motion by Bryon Quatrini seconded by Gary Reis, the Board voted unanimously to sign the letter of support.

Gary Reis reported on his meeting with the Railroad concerning the three rivers transportation path. The Railroad expressed concern over the path cutting through the middle of their 2.5 acre lot and requested the path follow the easterly side of route 5, under the tunnel and not across the field, back to the existing path on Bay Street. All of these would cause major design change considerations. They would also not be able to accommodate two at-grade crossings at either end of the rail yard because of the operation of the switching yard. The suggestion had been made that the Railroad could move some of the yard activity out of town but it would not be possible to move the switching activity. Gary also reported that the pile of rail ties should be removed from the yard by June 1.

5. **Solid Waste Disposal** – Priscilla Messier reported on the intent of the Zoning office to pursue a town-wide clean up of trash and discarded vehicles, furniture, appliances, etc. in people's yards and on vacant land. Priscilla reported this is not just an esthetics issue, but a health issue too. Priscilla had already received calls from several people requesting the investigation of

certain areas. She had projected the date of April 15 to take pictures of offenders and notify property owners by the end of April. Bryon Quatrini suggested the Town look into assisting in cleaning up some areas, perhaps by arranging for a crusher to be brought in for vehicles and setting up dumpsters in some areas of town to collect other trash. Mr. Welch reported that the next household hazardous waste collection day is May 20 and will include computer components and reduced cost for disposing of tires. Some of the work could be done in connection with Green-up also.

- 6. Charter Amendments.** Mike Welch presented a letter to the Board from Bob Gensburg representing Sandra Grenier that explained why Sandra was against the provision of the Selectboard setting the Town Clerk's salary in the proposed charter amendments. Sandra's main objection per the letter was that it could be against state statute. A letter from town attorney Ed Zuccaro was also presented supporting the legality of the amendment. The general consensus of the Board was that the town had voted to support the charter changes and they felt the proposal should continue through Legislature. On a motion by Reg Wakeham, seconded by Gary Reis, it was unanimously voted for the Selectboard Chairman to write a letter of support for the charter changes.
- 7 Fire Department Recognition.** Town Manager Mike Welch reported to the Board that the St. Johnsbury Fire Department had been recognized at the annual Vermont EMS conference as EMS First Responders of the Year. The Board signed a letter of congratulations to Chief Ruggles and all of the members of the Fire Department.

The Selectboard signed a pole permit application for Verizon for Coffin Road, since the permit had been approved by Highway Superintendent Larry Gadapee.

Mike Welch, Gary Reis and Bryon Quatrini, set a date of Wednesday, April 19 to review a water issue.

- 8. Liquor License – Dawg House Tavern.** Eric Hudson applied for a new liquor license for his business, the Dawg House Tavern on Eastern Avenue, in his own name. The Police Department granted provisional approval if all of the following issues are adhered to:
 - a.** Employees on duty shall wear shirts that will make them easily identifiable as employees of the establishment.
 - b.** Owners will restrict patron access to alley way between buildings.
 - c.** Owners and employees will make every effort to encourage patrons to leave the premises and public ways following the close of the establishment.
 - d.** A clear listing of individuals who had been told not to return to the establishment shall be posted at the entry way.

On a motion by Bryon Quatrini, seconded by Reg Wakeham, the license was approved unanimously.

Having no other business to come before the Board, the meeting adjourned at approximately 8:25 PM (Reis/Wakeham).

Respectfully submitted,

Ida W. Rainville
Recording Secretary

Minutes
Special SelectBoard Meeting
Thursday, April 20, 2006

The St. Johnsbury SelectBoard held a special SelectBoard Meeting on Thursday, April 20th, 2006 beginning at 4:30p.m. in the Board Room of the Municipal Building.

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

SelectBoard Members Excused: Reginald Wakeham

Others Present: Sandy P. Grenier, Town Clerk/Treasurer; Priscilla Messier, Zoning Administrator; Ed Stretch, Gilman Housing Trust; Taylor Reed, Caledonian-Record; and Mike Welch, Town Manager.

1. **Consideration of Tax Stabilization Request from Gilman Housing** – Ed Stretch informed the Board that Gilman is in the process of renovating the O Dean Hale building on Main Street. The building will be used for commercial rental space. Ed Stretch explained that the building will be owned by a limited partnership during the first 5 years. After 5 years funds that were being paid to the limited partner will be available for payment of property taxes. The Manager informed the Board that the Tax Stabilization Committee had recommended a 5 year agreement with municipal property taxes being paid on a percentage of the total valuation for each of the five years as follows:

Year 1	10% Of Fair Market Value
Year 2	20% of Fair Market Value
Year 3	30% of Fair Market Value
Year 4	40% of Fair Market Value
Year 5	50% of Fair Market Value
Year 6	100% of Fair Market Value

Ed said that Gilman had looked at the building for housing use – but given the total investment in the property there was not sufficient space to have enough units to make the building pay for itself.

Bryon Quatrini pointed out that the Town of St. Johnsbury has already contributed to this project in the form of a \$41,000 loan, and securing a \$75,000 grant from the Vermont Downtown Fund. Bryon said Tax Stabilization has been used in St. Johnsbury to promote and preserve jobs. Bryon cautioned the Board about setting a precedent for providing Tax Stabilization that does not meet the normal criteria of providing additional jobs or preserving jobs. Bryon said the Town has done quite a bit for this project already. Gary Reis stated that the St. Johnsbury Town Plan does speak specifically to the need to provide property owners with incentives for restoring property.

Priscilla Messier provided the members of the SelectBoard with a letter from the Development Review Board indicating that the Development Review Board did not support the request because property values have been low already as the building has not been restored earlier – and the proposal does not appear to enhance job growth and economic development.

Bryon asked how the value will be calculated based on the Tax Stabilization Committee recommendation. The Manager said that the listers will establish the fair market value when the project is completed in 2007. The property will also be appraised as part of the reappraisal. A % of that Fair Market Value will be used to establish the value to be used for municipal tax purposes for each of the 5 years of the agreement. The Agreement will not effect the Statewide non-residential tax that will need to be paid.

Ed Stretch said that if the Board wants to see new tenants – he would market the property outside of St. Johnsbury for a new tenant. Umbrella has already committed to taking ½ of the available commercial space.

Jerry Rowe said that he would have to recuse himself due to a potential conflict of interest – but he felt that you can make a case that the Gilman project is an exception. This is not a project that would have worked financially for the private sector – there is not a parallel between this and normal private sector commercial restoration. Bryon said that the Board needs to understand that approving tax stabilization for this project may result in pressure to award stabilization for similar types of projects.

Dale Urie asked if it would be possible to move up the period where taxes would be paid 100%. Ed said that payments to limited partner will continue for 5 years. Dale Urie asked when construction will be completed. Ed said that the plan is to be finished by August, 2006 and occupied by September, 2006.

Gary Reis moved, seconded by Bryon Quatrini, that due to the historic value, and the fact that the building is a continuing blight on the Main Street, that the Board approve the recommendation of the Tax Stabilization Committee and award a five-year Tax Stabilization Agreement to Gilman Housing (10%, 20%, 30%, 40%, 50%, 100% of FMV in Year 6) – and if at all possible Gilman Housing will work to attract a tenant that will provide additional jobs in the community. This motion passed (3-0, with Jerry Rowe abstained).

Members present reviewed and signed liquor licenses for – St. Johnsbury House of Pizza, Piccolo's, VFW, and the Moose Lodge. Members present reviewed and sign SelectBoard Orders. Having no further business or requests, it was moved by Bryon Quatrini, seconded by Gary Reis, and unanimously voted to adjourn at approximately 5:00p.m.

Respectfully submitted,

Michael A. Welch
Town Manager

Minutes
St. Johnsbury SelectBoard
Monday, April 24, 2006

The St. Johnsbury SelectBoard held their regular SelectBoard Meeting on Monday, April 24, 2006 beginning at 7:00p.m. in the Board Room of the Municipal Building.

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

Others Present: Sandy Grenier (Town Clerk/Treasurer), Joel Schwartz (Economic Development Director), Alan Boye (Bike Path Committee Chair), Mark Desrochers (STJ Works Chair), Taylor Reed (Caledonian-Record), Glenn Harter (The Site at the Center), Linda Carr (The Site at the Center), Richard Leighton (Chief of Police), Stephen Bunnell (Police Officer), Scott Clouatre (Reserve Police Officer), Kurt Borgstrom (Police Officer), Joanne Brown, LSC-TV, Kingdom Access TV, and Mike Welch (Town Manager).

1. **Minutes – April 10, 2006; and April 20, 2006** (Special Board Meeting). It was moved by Gary Reis seconded by Bryon Quatrini, and unanimously voted to accept as written the Minutes from the Regular Meeting held on April 10, 2006, and the Special Meeting held on April 20, 2006.

2. **Union Bank Proxy Assignment** – The Town has 3,226 shares of Union Bank Stock (928 General Fund and 2,298 Water Fund). Total dividends paid in 2005 were \$4,451.88. Sandy Grenier requested proxy assignment for annual meeting ballot. Jerry Rowe stated that he did not feel that the Town should continue to hold onto bank stock – especially when there is a significant need for investment in capital projects. Members of the Board agreed that the stock should be reviewed for use for capital projects – but felt that the rate of return on the funds did not warrant the sale of the stock at this time. It was moved by Reg Wakeham, seconded by Gary Reis, and unanimously voted to assign proxy to Sandy P. Grenier Town Treasurer.

Tax Sale – Sandy updated the Board on the 2006 Tax Sale Process. Sandy stated that there are currently 18 properties on the Tax Sale List. She said that the only way to get off the tax sale list at this time is to make payment in full by treasurer's check. The Tax Sale is scheduled for Tuesday, June 13th at 9:00a.m.

3. **Parking Meter Study** – Mark Desrochers, Chairperson of St. Johnsbury Works, was present to update the SelectBoard regarding the Parking Study that the Downtown Design Committee has been working on. Mark provided members of the Board with a hand-out. Mark said that the Design Committee has reviewed reports currently available in the community, has discussed parking issues with other communities, has met with Ruth Bristol, Parking Enforcement Officer, and has reviewed the current finances associated with the Parking Meter Fund. Mark

said that there really isn't much question that the parking meters are the cheapest way to monitor parking in the Downtown. However, he said that the meters are not an incentive to downtown shopping – and it could be easily argued that meters are a barrier. Mark said that the members of the Committee are working on a much larger picture of downtown parking – and not just looking at parking meters. Mark said that the downtown parking needs to be managed better, and it needs to operate in the black. Mark said that the parking program should cover the cost of operation. Mark said that if proceeds are generated in excess of operational expenses – then funds should be reinvested in the Downtown. Mark said that Brattleboro is using a program called Park Pro and they are very pleased with this software program. Bryon Quatrini asked if STJ Works could provide the SelectBoard with an update on the parking study in the next quarter. Mark said that he would plan to do that.

4. **Transportation Path and Bike Routes** – Alan Boye said that he has reviewed the Portland Street area and is recommending that the Board designate this a “Bike Route” and not have dedicated Bike Lanes. This will mean that cars can still park on Portland Street. Alan recommended line striping to designate a breakdown line 11 ½ feet from the centerline of the road – and that Bike Route signs be placed. Alan pointed out that the cost of gasoline has gone up \$.32 per gallon since his meeting with the Board last month. It was moved by Jerry Rowe, seconded by Bryon Quatrini, and unanimously voted to authorize the purchase of Bike Route Signs and line striping as recommended to designate Portland Street as a Bike Route.

Three Rivers Transportation Path – Alan Boye advised the SelectBoard that representatives from VTRANS Rail, VTRANS Bike Ped, Vermont Railways, and the Town met at Bay Street last week to discuss crossing of the active rail line. It was agreed by the group that Dubois and King will prepare a conceptual alignment for using the existing roadway crossing at Bay Street for the Three Rivers Transportation Path Crossing.

5. **The Site at the Center – Program Operation** – Glenn Harter and Linda Carr members of the Board of Directors of the Site at the Center were present to discuss the program with the members of the SelectBoard. The Manager informed the Board that the Site at the Center was originally funded through a UVM Extension service grant. Grant funding ran out several years ago and the program has continued on a volunteer effort. The program provides middle school to high school students access to computer equipment, training, and technology. The Manager informed the Board that following an incident at the Center involving volunteer staff and students – which resulted in the Police Department being called to investigate – he directed that the program could not continue to operate in the Town Community Building without proper insurance, incorporation, staffing, staff training, and operational procedures. The Manager advised that Mr. Harter had presented him with a Memorandum of Agreement last week – but there are still issues that need to be addressed before the Center can be reopened.

The Manager advised that the Center has also been unable to pay their telephone bill for a couple of years – because they have no funds to do so. Sandy Grenier informed the Board that the phone bill is approximately \$28 per month. Glenn Harter said that the Site Board will address staffing issues by having two 19-20 year old staff fill positions at the Center. The Site Board will work out schedules with volunteers. Glenn Harter stated that the Site does not have 501c3 designation yet but they are registered as a VT Non-profit corporation. Glenn Harter stated that the Site does not have liability or property insurance. Dale Urie asked about charging participants a minimal fee in order to help support program costs. Glenn Harter said he thought that might discourage participation. Gary Reis stated that he did not like the language in the Memorandum that talked about “the Town will continue to provide the Center with needed support services.” Gary said that language is too open-ended and should be better defined. Jerry Rowe suggested that it may be more appropriate to consider a lease-agreement instead of a memorandum. Dale Urie said that he did not believe anyone questioned the benefits of this type of program – but pointed out that the Site needed to be organized and operated to the satisfaction of the Town. Jerry Rowe said that at a minimum that means liability insurance.

Joanne Brown, a resident, asked that the Board of Selectmen thoroughly investigate the incident involving the volunteer – because she felt that the individual is a very valuable resource.

It was moved by Bryon Quatrini, seconded by Gary Reis, and unanimously voted to direct the manager to continue to work with the Site at the Center to develop an operational agreement or lease agreement that will be presented to the SelectBoard for further consideration. The Site will remain closed until there is a satisfactory agreement in place.

6. **Police Department Taser Report** – Chief of Police Richard Leighton was present to report to the St. Johnsbury SelectBoard on the use of Tasers. Chief Leighton said that there have been a total of 11 incidents involving the use of Tasers by St. Johnsbury Police Officers. Chief Leighton said he believes that the Taser is a good deterrent when used properly. Chief Leighton reported that there are 18 police departments in Vermont currently using Tasers. Chief Leighton said that New Hampshire State Police Officers are using Tasers. Chief Leighton reported that several police departments in Vermont are considering the use of Tasers. Chief Leighton stated that like any tool for police officers the Taser needs to be used responsibly and when appropriate. Chief Leighton said that Taser use throughout the country has helped to prevent serious injuries to police officers and to suspects. Stephen Bunnell informed the SelectBoard that he was involved in a scuffle with an intoxicated person recently which resulted in a minor injury to his wrist. Stephen said he was not carrying a Taser because he has not taken the training yet. Chief Leighton said that the Taser is more effective than pepper spray – and the Taser does not leave the lasting effects of pepper spray which can

impact the police officers, the cruiser, and requires continued monitoring of the suspect.

Jerry Rowe asked about the status of the potential lawsuit related to the use of the Taser. Chief Leighton responded that this is being scheduled for an Early Neutral Evaluation (ENE) on August 4, 2006. If the issues are not resolved a trial date has been set for February 1, 2007.

Reg Wakeham asked if Taser incidents could be included on the Weekly Incident Reports that are provided by the Chief of Police. Chief Leighton said that he could include a report of Taser use on the report. Jerry Rowe asked about incident review following Taser use. Chief Leighton responded that there is an internal review of Taser use following any use of the Taser. Chief Leighton said that he remains convinced that the proper use of Tasers is beneficial to the officers and to the community.

7. **Housing Study Planning Grant** – The Manager informed the Board that a copy of the Request for Proposal for the Housing Study – and the response from Gilman Housing was included in their packet. The Manager stated that the Housing Market Study is one component of the Housing Study Planning Grant that has been funded through the Vermont Community Development Program. Gary Reis asked how many proposals were received. Joel Schwartz said that three proposals were received. One respondent had no housing/real estate experience, one had experience but did not respond to all of the elements of the proposal, and Gilman Housing had the most comprehensive response. Reg Wakeham asked about identification of developable property for housing and in-fill. Joel responded that is a separate component of the Housing Study and will include updating documentation on municipal utilities as well. Following discussion, it was moved by Gary Reis, seconded by Reg Wakeham, and unanimously voted to authorize the Manager to sign a contract with Gilman Housing for the Housing Market Analysis.

VCDP Grant Agreement – it was moved by Reg Wakeham, seconded by Jerry Rowe, and unanimously voted to approve the Resolution related to the acceptance of the VCDP Grant Agreement for the Housing Study (Grant # 0052/99PG(03)).

Resolution Related to the Signing of Agreement for Consultant Services – Housing Study Grant, and Energy Study Grant. It was moved by Gary Reis, seconded by Reg Wakeham, and unanimously voted to be:

Resolved – That the Board of Selectmen for the Town of St. Johnsbury authorize Michael A. Welch, Town Manager, to sign agreements for consultant services to meet the objectives of Vermont Community Development Agreements 0052/99PG(03) Housing; and 0052/04PG(04) Energy.

8. Manager's Report:

Street Sweeping – The Manager stated that he had received a complaint about the noise of the Street Sweeper in the early morning. The Manager said he reviewed sweeping policy with Highway Superintendent Gadapee. He said the sweeper currently starts at 4:00a.m. this is a time when there is no traffic on the streets and no cars parked on the Downtown Street and Parking Lots. Bryon Quatrini suggested that the sweeper avoid the area directly near person making the complaint until later in the morning.

CSO – the Manager reported a good meeting with state environmental officials relative to the next planning phases for the CSO Project.

SelectBoard Orders – Members of the Board reviewed and signed SelectBoard Orders.

9. Other Business:

Central Street Sidewalk – Bryon Quatrini asked the Manager to review the lower section of Central Street sidewalk that was constructed last year. The Manager said he would look at this.

Wind Towers – Jerry Rowe asked about the letter from the Town of Lyndon regarding the Wind Towers. Jerry said that he felt that the Wind Tower debate is best left to those communities that will be directly impacted by the Towers. Dale Urie stated that adverse impacts on the region ridgelines could have a detrimental effect on tourism – which does directly impact St. Johnsbury. The Board decided not to intervene in the Wind Tower proceeding at this time.

Having no further business – it was moved by Gary Reis, seconded by Reg Wakeham, and unanimously voted to adjourn at approximately 8:28p.m.

Respectfully submitted,

Michael A. Welch
Town Manager

Minutes
St. Johnsbury SelectBoard
Monday, May 22, 2006

The St. Johnsbury SelectBoard held their regularly scheduled meeting on Monday, May 22, 2006 beginning at 7:00p.m. in the Board Room of the Municipal Building.

SelectBoard Members Present – Chairperson Dale Urie, Bryon Quatrini, Jerry Rowe, and Gary Reis.

SelectBoard Members Excused – Reginald Wakeham

Others Present: Caroline Lockyer, Andy Fisher, Stephen Slayton, Sandy Grenier (Town Clerk & Treasurer), Peter Whitney (GIS/Management information), Ed Senecal (Lister), Conrad Doyon (Lister), William Merrow (Chair, Planning Commission), Robert Audette, Jim Audette, Joel Schwartz (Economic Development), John Malter, Taylor Reed (Caledonian-Record), Kingdom Access TV, and Mike Welch (Town Manager).

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

1. **MINUTES** – It was moved by Bryon Quatrini, seconded by Jerry Rowe, and unanimously voted (4-0) to approve the Minutes from the Regular SelectBoard Meeting held on April 24, 2006 as printed.
2. **PUBLIC HEARING – Zone Change – New Boston Road, Pierce Road, Rural Lands 2 (RL2) to Residential Town (RT)**. Chairperson Dale Urie called the Public hearing to order. Planning Commission Chairperson William Merrow appeared before the SelectBoard and outlined the proposed zone change. Mr. Merrow said that the Zone Change would impact approximately 101 acres on the easterly and southerly sides of Pierce Road. Mr. Merrow said that at the planning commission meeting there was some concern expressed by the Passut's. The Residential Town Zone District would permit single family housing development on smaller lots serviced by Town Water and Town Sewer. SelectBoard Member Jerry Rowe asked about the upgrading of Town Roads to accommodate development. The Manager stated that Mr. Audette has met with Town Department Heads to review his concept plan – but the Town has not seen an actual application from the developer yet. Chairperson Urie asked if others wished to be heard on this matter – there were no other comments. Chairperson Urie closed the Public Hearing. It was moved by Gary Reis, seconded by Bryon Quatrini, and voted (3-0-1 with Jerry Rowe abstaining).
3. **TOWN FOREST MANAGEMENT PLAN** – Stephen Slayton and Andy Fisher were present to discuss with the Board of Selectmen the formation of a Town Forest Stewardship Advisory Board. Stephen Slayton informed the SelectBoard that there are several areas that the Board should be concerned about in terms of

managing the Town Forest. These include – invasive species, timber management, recreational use, and the biological health of the Town Forest. Stephen recommended that the SelectBoard form a Town Forest Stewardship Advisory Board consisting of Stephen Slayton, Andy Fisher, and Bruce Johnson. Gary Reis pointed out that such a group would be advisory to the SelectBoard. Andy Fisher presented the SelectBoard with a Certificate acknowledging the Town's recognition as a Tree City USA. It was moved by Jerry Rowe, seconded by Bryon Quatrini, and voted (4-0) to appoint Stephen Slayton, Andy Fisher, and Bruce Johnson as members of the Town Forest Stewardship Advisory Committee.

4. **TOWNWIDE REAPPRAISAL** – Caroline Lockyer, Real Estate Assessment Consultants of Vermont, was present to review her approach to the Townwide Reappraisal with the SelectBoard. Caroline said that she would start with Public Meetings to inform the public about the process that will be used for the reappraisal. Caroline said that she will make two attempts to inspect every property. She said that property inspections will take place between March and October 2007. Caroline said that she has arranged for the new Proval CAMA software to be installed in July of this year. Following installation town employees who will be responsible for data entry will be given training on the operation of the system and data entry. Caroline said that she will also be accumulating sales data and other information to develop schedules required for the reappraisal. Caroline said the reappraisal will include all parcels in the Town and will provide a defensible appraisal. Bryon Quatrini asked about training for the Board of Civil Authority in hearing grievances. Caroline said that is a good idea and she can coordinate a training session with the BCA and will include Charles Merriman from Property Valuation and Review. Caroline said that in her last reappraisal out of 3200 parcels about 160 went to the BCA. Caroline said that many of these were properties where she was not allowed access. Caroline said that she tries to minimize grievances by holding pre-grievance conferences with property taxpayers. Bryon asked about appraisal of industrial properties. Caroline said that she would develop an income approach appraisal for industrial property – but, she would do all three approaches and make a determination about the best method for appraisal. Caroline said the new Grand List would be completed for April 1, 2008. She said that there would be 2-6 people in the field to conduct property inspections – these folks will be registered with the Police. Jerry Rowe suggested that notice be given to the public in advance to let residents know that appraisers will be working in a particular area. Caroline said that she would produce the booklet displaying old and new values – so that property owners can make property comparisons. Dale Urie asked about keeping the grand list up once the revaluation is completed. Caroline said that would be done through a rolling reappraisal. Caroline said that a rolling reappraisal can be done by property classification – or by sections of the community.

Caroline also reviewed the impact of Act 75 on municipal grand lists. Caroline stated that under Act 75 VHFA subsidized properties are assessed on a revised income method. She said that this has caused some major changes in the valuation

of some of these properties in many communities. Peter Whitney reported to the SelectBoard that revised values of VHFA financed properties in St. Johnsbury are about \$986,000 less than the current assessed values. Jerry Rowe asked why VLCT and others were not aware of this major change in valuation that would result from Act 75. Caroline said that dramatic valuation changes were not anticipated when this was proposed by VHFA. Caroline said that there will be a group consisting of VALA, VHFA, VLCT, and the State Tax Department working together to try to address the problems caused by this change in valuation procedure.

5. **SOLID WASTE IMPLEMENTATION PLAN** – John Malter, Solid Waste Management consultant was present to update the Board relative to the Town’s Solid Waste Management Plan. John said that he has reviewed all of the state comments and will be responding to those. John indicated that the Board will need to schedule some public comment opportunities for the revised Plan. John said that particularly in the area of recycling there is much more than can be done in terms of citizen involvement. John said that the Town has yet to reach a critical mass where a private hauler is going to offer more recycling services at a lower cost. John said the single stream of co-mingled recycling is the most cost effective way of recycling materials. John said that education is very important. John said that WSI has offered to provide financial support for the Association of Vermont Recyclers to visit the school and do educational workshops. Bryon Quatrini pointed out that EHV does direct recycling on their own. Bryon said he would get the statistics for Mr. Malter. John said that the Solid Waste Implementation Plan will be a 10 year plan
6. **FINANCING RESOLUTIONS** – Town Clerk and Treasurer Sandy P. Grenier was present to review Financing Resolutions with the Board. Following discussion it was moved by Gary Reis, seconded by Bryon Quatrini, and voted (4-0) to ratify a \$1,000,000 Line of Credit with Lyndonville Savings Bank – and ratify the renewal on the balance on the Parking Lot Note \$231,887 with Passumpsic Savings Bank. Sandy Grenier provided the Board with an update on the Delinquent Tax Sale scheduled for Tuesday, June 13, 2006. Sandy advised the Board that with the assistance of Joel Schwartz, she applied for a \$1,127 grant to provide transportation services for the upcoming election.
7. **ENGINEERING AGREEMENT – EARTH TECH** – The Town Manager advised the Board that designs had been done for two (2) septic systems on Portland Street as a part of the East St. Johnsbury project. Following further investigation it was determined that these two property could be hooked into the municipal sewer – instead of having private septic systems. Additional engineering was required to satisfy the state requirements for these two connections. This work was completed. A revised engineering agreement had not been previously presented to the Board. Amendment #1 to the Engineering Agreement with Earth Tech would allow a total of \$3,650 for the additional engineering work. It was moved by Jerry Rowe, seconded by Bryon Quatrini, and

voted (4-0) to approve Amendment #1 to the East St. Johnsbury Earth Tech Agreement, and authorize the Town Manager to sign.

8. **PORTLAND STREET BRIDGE** – The Manager advised the SelectBoard that bids were received for repairs to the Portland Street Bridge on May 17, 2006. Only two bids were received – one was not accepted because it was submitted late. Both bids were significantly higher than the estimates prepared by the Stantec Engineering. The engineer has recommended that the town consider revising the scope of the project and readvertise the project in the Fall. Chairperson Urie asked about the stairways. The Manager said that he would review the stairway condition with Superintendent Gadapee – and provide the Board with a recommendation. It was moved by Gary Reis, seconded by Bryon Quatrini, and voted (4-0) to Reject all Bids received for the Portland Street Bridge Project.

9. **MANAGER’S REPORT**

Planning Grant Authorization Resolution – It was moved by Gary Reis, seconded by Jerry Rowe and voted (4-0) to pass the following Resolution - Resolved – That the Board of Selectmen for the Town of St. Johnsbury authorize Michael A. Welch, Town Manager, to sign subgrant agreement to meet the objectives of Vermont Community Development Agreement 0052/04PG(04) related to Energy study.

Preserve America Grant Application – It was moved by Gary Reis, seconded by Bryon Quatrini, and voted (4-0) to ratify the Resolution for Preserve America Grant Application Authority. The Manager advised that Linda Fogg has prepared a grant application.

CALEX Appointment – The Manager advised that two letters of interest were received for the open position on the Calex Board of Directors. Letters were received from Matt Choate and from John Alger. Members of the Board suggested that both gentlemen be invited to attend the next Board meeting.

ARBOR DAY – It was moved by Bryon Quatrini, seconded by Gary Reis, and unanimously voted to ratify the Arbor Day Proclamation.

TASER REPORT – Pursuant to the Board’s previous request for information – the Manager provided members of the Board with Chief Leighton’s written report on two police cases that involved the use of a Taser.

10. **OTHER BUSINESS:**

PARK & RIDE – Bryon Quatrini said that the Park & Ride on Route 2 is in horrible condition. The Town has received promises for years that this Park & Ride would be upgraded. The Manager said that he has met with VTRANS

officials at the site and was assured that work would be done this summer. Bryon Quatrini suggested that we invite someone from VTRANS here to discuss this issue. The Manager said he would contact Wayne Davis and request that he attend the next SelectBoard meeting.

FRESHMAN CHALLENGE – Chairperson Dale Urie expressed appreciation for the work that the STJ Academy Freshman Class did on service projects around Town during Freshman Challenge Day on May 9th.

TRICHALOMETHANES DRINKING WATER – Jerry Rowe asked what is causing elevated Trihalomethane Levels and what is the solution? The Manager said that he did not know the answer to that question and would ask Water Treatment Plant Chief Operator Dan Gray to provide the Board with information relative to Trihalomethanes.

TAX ABATEMENT BOARD – Sandy Grenier reminded the members of the SelectBoard that a Tax Abatement Hearing is scheduled for May 23rd.

Having no further business or requests, it was moved by Gary Reis, seconded by Bryon Quatrini, and voted (4-0) to adjourn at approximately 8:30p.m.

Respectfully submitted,

Michael A. Welch
Town Manager

**Minutes
St. Johnsbury SelectBoard
Monday, June 12, 2006**

The Members of the St. Johnsbury SelectBoard held their regularly scheduled meeting on Monday, June 12, 2006 beginning at 7:00p.m. in the Board Room of the Municipal Building.

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

SelectBoard Members Excused: Chairperson Dale Urie

Others Present: Robert Dufresne (Dufresne and Associates Engineering), Wayne Davis (VTRANS Park & Ride Project Manager), Tim Angell (Town Health Officer), Troy Ruggles (Fire Chief), Sandy Grenier (Town Clerk & Treasurer), William Merrow (Planning Commission Chairperson), Taylor Reed (Caledonian-Record), Kingdom Access TV, and Mike Welch (Town Manager).

In the absence of Chairperson Urie it was moved by Bryon Quatrini, seconded by Gary Reis and voted (4-0) to elect Jerry Rowe as Acting Chairperson for the evening.

Jerry Rowe called the meeting to order at approximately 7:00p.m.

SITE VISIT – DISCONTINUANCE SHERMAN DRIVE – The members of the St. Johnsbury SelectBoard (Rowe, Wakeham, Reis, and Quatrini) and Town Manager Mike Welch, immediately proceeded to Sherman Drive, as warned, for the purpose of Hearing all interested persons; Consideration of any claims or damages; and Examination of the premises at Sherman Drive where a portion of the Sherman Drive is proposed to be discontinued. Taylor Reed, Caledonian-Record, was the only person in attendance at Sherman Drive. SelectBoard members inspected the premises at Sherman Drive. There was no public comment or testimony. The SelectBoard Members returned to the St. Johnsbury Municipal Building.

PUBLIC HEARING – DISCONTINUANCE SHERMAN DRIVE – Jerry Rowe continued the public hearing at the Municipal Building at approximately 7:15p.m. Jerry Rowe asked for any public comment or testimony relative to the proposed discontinuance of a portion of Sherman Drive. There was no public comment. It was moved by Gary Reis, seconded by Bryon Quatrini, and voted (4-0) to Discontinue a portion of Sherman Drive as described in the Notice of Proposed Discontinuance of a Portion of Sherman Drive. Town Attorney Edward Zuccaro will prepare the Report of Doings for the Town Highway Records.

MINUTES – Acting Chairperson Rowe asked for action on the Minutes from the regular SelectBoard meeting held on Monday, May 22, 2006. It was moved by Bryon Quatrini,

seconded by Gary Reis and voted (4-0) to approve the Minutes from the Regular Meeting held on May 22, 2006 as printed.

HOUSING CODE – INSPECTIONS – ST. JOHNSBURY PLANNING

COMMISSION RECOMMENDATIONS. The Manager informed the Board that the packet included a summary of recommendations from the Planning Commission relative to a local Housing Inspection Program. Fire Chief Troy Ruggles informed the Board that he recommended that the town proceed with a local inspection program that will address the most immediate fire safety and life safety codes in multi-unit apartment buildings. Chief Ruggles said that the best way to initiate the process is to hold a public meeting and informational session with landlords – to inform them about regulations and to get comments from them about the inspection program. Troy suggested that the most immediate needs such as smoke detectors, carbon monoxide detectors, and safe exits be looked at first. Troy said it is very important to educate the public about basic fire and life safety requirements. Troy said that the Department of Public Safety does do inspections in St. Johnsbury on a regular basis – but these inspections are normally associated with new construction, renovations, or the result of complaints. There is no ongoing routine inspection program – so local inspections would not be a duplication of services.

Reg Wakeham asked how long it would take to inspect properties. Troy said it would be good to get into every building once every three years. Troy said landlords may be able to deal better with someone locally – rather than a state inspector.

Jerry Rowe said that it is important to have a definite structure about what we are going to inspect – and what the consequences of non-compliance are. We would be able to tell landlords exactly what they need – we need to have a well structured program. Jerry Rowe said an inspection program is long overdue and needs to be proactive.

Bill Merrow said that a public meeting to get input is just as important for the planning commission as it is for the landlords. Following discussion, it was moved by Gary Reis, seconded by Reg Wakeham, and voted (4-0) to encourage the Planning Commission to proceed with a public hearing with landlords to discuss housing and life safety inspections.

PARK AND RIDE – US Route 2 – Wayne Davis, VTRANS Project Manager for State Park and Rides was present to discuss the St. Johnsbury Park and Ride. Wayne stated that the St. Johnsbury Park and Ride is scheduled for programming in state Fiscal year 07 (7/1/2006 – 6/30/2007). Wayne said that after the first of the year he can begin to work with a consultant to prepare a design for the Park and Ride. Wayne said that construction on this project would not occur until State Fiscal Year 2008 (7/1/07 – 6/30/08). Wayne said that construction could not occur any faster given the constraints of using federal highway funds, permitting, and storm water regulations. Bryon Quatrini expressed concern that there have been promises to upgrade this Park & Ride but there has been no action to date. Bryon said this Park and Ride is located at one of the entrances to the community and it is well used – it should be upgraded. Wayne said that he would expect to have a consultant on board within the next 6 weeks to start working on the project.

Wayne said that he would be working with the community through the SelectBoard and the Development Review Board to make certain that people are satisfied with the Park and Ride design. Wayne suggested a follow-up with the SelectBoard this fall once the consultant has begun work.

WATER FILTRATION – Alum Sludge – Robert Dufresne was present to review the preliminary report on options for upgrading the Alum residual lagoons at the Water Treatment Plant. Dufresne reviewed options with the Board which include – slip-lining an old 10” water line that runs from the Plant. This old water line could then be used to transport alum residuals directly to the wastewater treatment plant. Upgrading the lagoons and installing new liners, and construction of a freeze drying bed.

Mr. Dufresne said that the preferred option from a life cycle standpoint is lining the 10” water line and treating the material at the Wastewater Plant. Capital cost is approximately \$365,000 – but you eliminate annual cost of operation associated with trying to clean the lagoons and process the residuals (which is a very difficult material to work with 99.9% water). Mr. Dufresne suggested that the Town should forward the report to the State of Vermont and once their comments are received consider a bond vote for the project in November or March. Red said that the cost of this project would require a 3-4% rate adjustment.

It was moved by Bryon Quatrini, seconded by Reg Wakeham, and voted (4-0) to accept the Preliminary Engineering Report prepared by Dufresne and Associates and to forward the report to the State of Vermont for review, comment, and financing consideration.

Trihalomethanes – Dan Gray, Water Plant Chief Operator, was present to discuss a report that he prepared for the Board on the cause and treatment for trihalomethanes. Red Dufresne said that this problem will only get worse as federal requirements become more restrictive.

Audette Water Line – Dan Scott informed the Board that Robert Audette would like the Town to accept an 8” plastic water line that is currently used to provide water to the Mt. Pleasant Mobile Home Park. Mr. Audette plans to construct a housing subdivision that would serviced off from this same line. The Mobile home Park would continue to operate as a separate system – not maintained or operated by the Town. Dan Scott said that he has worked with the developer to try to get a pressure test conducted on the existing line – but the pressure tests have not been conclusive. Dan Scott said that he is not generally in favor of making plastic water line a part of the Town distribution system. Dan said that he does not have concerns about the condition of this current water line – and would be willing to accept the water line given adequate security from the developer in the form of a bond. Members of the Board were in general agreement that if an acceptable bond agreement can be reached – then the Town should consider acceptance of the existing water line.

Overcliff Water Storage Tanks – The Overcliff Tanks constructed in 1934 are due for replacement. Robert Dufresne reviewed status with the Board. Red said that the new tank

will probably be a single tank made of concrete or glass/steel. Red said that he is working on the development of a hydraulic model that can be used to consider the optimum locations for tank placement. Jerry Rowe said that review of these tanks for replacement is overdue. Red said he would follow-up with another presentation to the Board on the Overcliff Water Storage Tanks.

CALEX EMS BOARD – The Manager advised that Board that neither of the candidates is in attendance at the meeting. He will attempt to reach them before the next regular SelectBoard Meeting scheduled for Monday, June 26, 2006.

TAX SALE PROCEDURES – Sandy Grenier was present to review Tax Sale procedures with the Board. Sandy reviewed the final listing of properties that remain on the list for the Tax Sale – there are 5 properties that will be sold at tax sale. Following discussion, it was moved by Reg Wakeham, seconded by Bryon Quatrini, and voted (4-0) to have Gary Reis serve as a representative of the SelectBoard for the purpose of bidding on tax sale properties on behalf of the Town.

Help America Vote Act – Sandy Grenier informed the Board that thanks to grant-writing support from Joel Schwartz – St. Johnsbury will receive a \$1,100 grant to be used to pay for door-to-door transportation services (RCT) during the primary and general election this fall. Sandy reported that the Town will also receive a \$3,000 grant for the purpose of purchasing laptop computers that will have wireless connections, at the polling place, to access the statewide voter checklist.

MANAGER' REPORT:

Tobacco License – Board members reviewed and signed a Tobacco License for Landry's Drug Store on Railroad Street. Sandy said that her office verified with Department of Liquor Control that there are no current issues.

SelectBoard Warrants – The Board reviewed and approved SelectBoard Warrants.

Acceptance of Highway and Order Laying out Sherman Drive Turnaround – The members of the Board reviewed the Acceptance of Highway and Order Laying Out Sherman Drive Turnaround. It was moved by Gary Reis, seconded by Reg Wakeham, and voted (4-0) to approve and sign the Acceptance of Highway and Order Laying out Sherman Drive Turnaround.

Report of Doings – Members of the Board review and signed the Report of Doings associated with the Zone District Change in the vicinity of the New Boston Road and Pierce Mill Road.

Annual Financial Plan – Members of the Board reviewed and signed the Annual Financial Plan for Town Highways.

Water Grievance Review – Bryon Quatrini and Gary Reis agreed to meet on Wednesday, June 14th at 7:00a.m. for the purpose of reviewing Water/Sewer Grievances.

Finance Committee – The Manager suggested a Finance Committee meeting date of Thursday, June 22nd at 5:00p.m. Finance Committee Chairperson Jerry Rowe will verify availability.

Solid Waste Bids – The Manager informed the Board that the Academy, St. Johnsbury School, and Town have jointly bid their trash collection and recycling services. Bids are due on June 22nd.

Irassburg Dogs – The Manager informed the Board that he had spoken with the Town Attorney relative to the Irassburg dogs that are reported to be coming to St. Johnsbury. Zuccaro will monitor and will prepare a preliminary injunction if required.

Police Ceiling – The Manager reported on progress to date on repairing the ceiling in the Police Squad Room.

Roadside Mower – The Manger affirmed that the Town will participate in the joint purchase of a roadside mower with the Town of Danville. Lease/purchase and repair costs to be shared by the two communities.

Other Business:

Pandemic Flu Presentation Update – Jerry Rowe asked for information and an update on Town Plans related to Pandemic Flu. The Manager advised that he would coordinate presentation with Town Health Officer and Fire Chief.

Fire Station Sites – Gary Reis asked about status on review of Fire Station sites for presentation at the next SelectBoard meeting.

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

Respectfully submitted,

Michael A. Welch
Town Manager

Minutes
St. Johnsbury SelectBoard
Special Meeting
Monday, June 19, 2006

The St. Johnsbury SelectBoard held a Special SelectBoard Meeting on Monday, June 19, 2006 beginning at 4:30p.m. in the Board Room of the Municipal Building.

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

Others Present: Joel Schwartz (Director of Economic Development), Taylor Reed (Caledonian-Record), and Mike Welch (Town Manager).

Chairperson Urie called the meeting to order with the pledge at approximately 4:30p.m.

Pomerleau Building Funding – Joel informed the Board that he had applied for a USDA Community Facilities Grant for the Pomerleau Building. There is currently about \$490,000 in grant funds available to renovate the first floor of the building – construction estimates exceed that amount. Joel said that the elevator and shaft alone is estimated at \$120,000. Joel informed the SelectBoard that the USDA Grant award of \$80,000 requires a local match of \$80,000. Joel said that the USDA Grant funds will be the last money into the project. Joel said that the Board could look at this match over two budget cycles – calendar year 2006 and calendar year 2007. Joel said that he has requested that the estimator update the construction estimates for the project. The total project cost will be in excess of \$600,000 for first floor renovations and mechanical systems.

Dale Urie recommended that St. Johnsbury Academy be considered for the electrical work – as they may be able to work on the project this fall. Joel said he would check with funding sources about utilizing Academy students on the project. Joel said that we did have to get special consideration to use laborers from the work camp.

Gary Reis pointed out that we have several major projects on the horizon including water tanks, alum residual, Fire Station – the Board needs to establish some priorities. It was pointed out that the match for the other grant sources is the equity in the donated building. Dale asked how much we have spent on the building to date. Joel said the initial construction for the interim Welcome Center was approximately \$46,000 – and then we have maintained the building with the chamber rent of \$550 per month the only revenue source.

Bryon Quatrini said that if the USDA money is the last to go in – then the Town commitment would be next to last – spending the funds will really depend on what the actual construction costs are. Joel said that he anticipated that the construction costs would not be less than the estimates.

Jerry Rowe asked if sources for this local match had been determined. The Manager said that the Board used Economic Development Reserve Funds to do the initial construction. There is currently a total of \$117,291 in Economic Development Reserve Funds and Joel estimated that there would be approximately \$20,000 more coming into this fund this year. These funds have been accumulated based on sales of lots in the industrial park.

Following discussion it was moved by Jerry Rowe, seconded by Reg Wakeham and unanimously voted (5-0) to accept the USDA Community Facility Grant in the amount of \$80,000, and to commit local resources from the Economic Development Reserve Fund to provide the local match, and to research the use of St. Johnsbury Academy building trades program in the construction project, and to authorize Michael A. Welch to sign all documents related to the acceptance of this USDA Community Facility Grant.

Other Business:

Wright Avenue – Bryon Quatrini asked about signs or striping at the private drive Wright Avenue to prevent people from parking in this location and blocking access to the apartments in the rear. The Manager said that Chief Ruggles and Chief Leighton had looked at this location and agreed that we should put some signage or striping in this location.

Hasting Hill Traffic Signal – Bryon Quatrini asked about flashing mode for the traffic signals at Hasting Hill. The Manager said that the contractor has the flashing mode signals working – and we will make sure that they go back on flashing mode once construction is completed.

Highway Department Position – The Manager stated that Wayne Langmaid has retired from the Highway Department. Superintendent Gadapee has asked about filling the position. Members of the Board agreed that the position will remain vacant and will be discussed as part of the review of municipal services and positions.

Finance Committee – Thursday, July 22nd – The Manager stated that several people would be unable to attend the Finance Committee meeting on Thursday, July 22nd. Finance Committee Chairperson Jerry Rowe recommended that the meeting be held.

Having no further business or requests it was moved by Gary Reis, seconded by Reg Wakeham, and unanimously voted to adjourn at approximately 5:00p.m.

Respectfully submitted,

Michael A. Welch
Town Manager

**Minutes
Town of St. Johnsbury
SelectBoard
Monday, June 26, 2006**

The St. Johnsbury SelectBoard held their regularly scheduled SelectBoard meeting on Monday, June 26, 2006 beginning at 7:00p.m. in the Board Room of the Municipal Building.

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

Others Present: Terry Leach (NVRH), Barbara Farr (VT Emergency Management), Troy Ruggles (Fire Chief), Donna Morris (NVRH), Sandy Grenier (Town Clerk/Treasurer), Darlene Ahrens (VT Dept. of Health), Jay Alger, Matt Choate, Twyla Deneergaard (VT Dept. of Health), Taylor Reed (Caledonian-Record), Jamie Dimick (KATV), Ian Weinstein (KATV), and Mike Welch (Town Manager).

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

MINUTES – Regular Meeting June 12, 2006, and Special Meeting June 19, 2006 – It was moved by Bryon Quatrini, seconded by Gary Reis, and unanimously voted (5-0) to approve the Minutes from the June 12, 2006 Regular Meeting and the June 19, 2006 Special Meeting as presented.

SET TAX DUE DATE – TAX SALE UPDATE – Town Clerk & Treasurer Sandy Grenier was present to recommend that the Board Set the Property Tax Due Date as November 17, 2006. It was moved by Gary Reis, seconded by Bryon Quatrini, and unanimously voted (5-0) to set the Tax Due Date as November 17, 2006.

Sandy provided members of the Board with an update on the status of Delinquent Property Taxes. There is a total of \$102,092.70 remaining delinquent for all previous tax years. A total of \$11,057.21 is in Bankruptcy and \$14,364.72 are Good Partial Payment Agreements. The remaining balance of \$76,670.77 remains due and payable with no good agreement. 24% of all delinquent parcels (15/63) have good agreements.

Sandy provided members with a copy of the current Tax Collection Policy and requested that the Board review the Policy to determine whether or not they want to make changes in the way we have been preceding with tax sales. Sandy said that now they we are down to one year of delinquency – the Board may want to adjust the policy. Bryon Quatrini suggested that the Board should proceed immediately with tax sale process for those who do not have good agreements in place at the end of 2006. Dale Urie suggested that the policy should be one year delinquency and we should begin the process immediately after taxes are due. The Board will review the current Tax Collection Policy at the next meeting.

PANDEMIC FLU PRESENTATION – Fire Chief Troy Ruggles informed the Board that he had requested representatives from the Department of Health, State Emergency Management, and NVRH be present to update the Board about the status of readiness for Pandemic Flu.

Darlene Ahrens informed the Board that the Flu is actually the Avian Flu – and it will only become Pandemic if there is a spreading of the disease around the world if it is easily transmitted from person to person. Darlene said that people have gotten the Avian Flu – most of the cases are from contact with birds.

Darlene said that part of the planning for a possible Pandemic Flu is looking at the history of these types of outbreaks. If the disease does begin to spread the way the Flu did in 1918 – it is estimated that up to 40% of the population could contract the disease. Darlene said that there will be a test of the statewide emergency management plan the last two weeks in July.

Darlene said that one of the best ways to help prevent the spread of disease will be good respiratory edict (coughing sneezing into arm), good hand-washing, and social distancing.

Darlene said that we all need to have a good management plan for ourselves and our work. If you have 40% of your workforce out how will you operate – who will provide you with back-up? There needs to be enough people who know multiple jobs so that everything can continue to function.

Donna Morris, NVRH, said that the Pandemic Flu has been on the radar screen at the Hospital for about 3 years. There is much more precaution now taken with personal protection and isolation. There are many unknowns so NVRH will prepare for the worst case scenarios.

Barbara Farr, VT Emergency Management, said that it is estimated that this flu will not be a short term duration. Farr said that people will need to prepare for being out of work for long periods of time 2-9weeks. Farr said that in addition to preparing for this flu – there is ongoing emergency planning for other potential emergencies in Vermont – flood, fire, terrorism, power outage, ice storms. Barbara said that there is an Emergency Operations Center in Waterbury that will be activated in the event of an emergency. Barbara said that Vermont is a small state – so many of the people involved in emergency operations at the local level are familiar with state officials and the teams work well together. Barbara said that communities need to plan on how operations will continue if resources are severely restricted. She said that communication with citizens on individual emergency planning is one of the key roles of the community. Troy Ruggles has actively been circulating the Emergency Planning Guide. Barbara Farr said neighbors helping neighbors will be very important. Know you neighbor – know if people have special needs. Faith groups will also be important in checking on individuals in need.

APPOINTMENTS – *Calex EMS Board* – Matthew Choate and Jay Alger both gave presentations to the SelectBoard outlining their interest in the vacant position on the CALEX EMS Board of Directors. The Board agreed to discuss both candidates in Executive Session following the regular meeting.

Recreation Board – The Manager stated that there is a regular seat and an alternate position available on the St. Johnsbury Recreation Board. Two candidates have expressed interest, and both attended the last Recreation Board meeting – Jim Audette, and Leo “Rocky” Lacroix. Following discussion it was moved by Jerry Rowe, seconded by Gary Reis, and unanimously voted (5-0) to appoint Jim Audette to the regular position and Leo “Rocky” Lacroix to the alternate position.

REVIEW SUBDIVISION COMMENTS – North Slope Village – The members of the Board reviewed the comments prepared by the Manager and Department Heads relative to the North Slope Village subdivision proposal of Robert Audette. The Manager said that several of the items discussed are under the purview of the SelectBoard including – performance bond, utilities, roadways, sidewalks, street lighting, signs, etc. Dale Urie suggested that if sidewalks are not required in the project then perhaps the street could be lined to designate an area on the street for walking. Members of the Board did not object to the terms and conditions outlined.

STREET LIGHTS – The Manager stated that CVPS is looking for input from the SelectBoard on conversion of the existing streetlights – as mercury vapor lights will no longer be used. Following discussion it was moved by Bryon Quatrini, seconded by Jerry Rowe, and unanimously voted (5-0) to request that CVPS convert the current mercury vapor street lights to High Pressure Sodium.

SUPPLEMENTAL ENVIRONMENTAL PROJECT – The Manager informed the Board that the State has approved the St. Johnsbury Rotary Club Passumpsic River Clean-up Project as an allowable Supplemental Environmental Project. The State did not approve the proposal for installing flood monitoring equipment in St. Johnsbury Center.

SAFETY POLICY – The Manager presented a draft Safety Policy. The Manager stated that this is one of the policy statements that the Board will need to consider as part of the VLCT Leadership Program for reducing health care premiums. It was moved by Jerry Rowe, seconded by Bryon Quatrini, and unanimously voted (5-0)

SUMMERWORKS CELEBRATION – PING PONG GRAND PRIX - The Manager advised that the second annual Recreation Department Ping Pong Grand Prix will be held on Saturday, July 8th at 4:45p.m. The Manager requested permission from the Board to block off Maple Street for a short period of time for the fund-raising race. Residents of Maple Street will be notified by hand-out. Jerry Rowe asked about the businesses – the Manager stated that the road is blocked off above the Bank and Natural Provisions so customers can still access those businesses. It was moved by Bryon Quatrini, seconded

by Gary Reis, and unanimously voted (5-0) to approve the closing of Maple Street for the Ping Pong Grand Prix on July 8th.

MANAGER'S REPORT:

Fire Station Site – Gary Reis recommended that the Board accept an offer made by David Brown to review all of the current sites and provided some detailed comparisons for decision making purposes. Gary Reis said that we need to narrow down the options. Jerry Rowe suggested that if David Brown prepares this review – that the information should be circulated in advance to Board members to add pros/cons – and then meet with Mr. Brown to discuss. The Board agreed to request that David Brown perform this review.

Industrial Park Board Appointment – The Manager stated that based on the terms of offices for Industrial Park Board – Reg Wakeham should have been appointed to a two year term ending in 2008. It was moved by Jerry Rowe, seconded by Bryon Quatrini, and voted (5-0) to appoint Reg Wakeham to a two-year term on the St Jay-Lyndon industrial Park Board.

Kingdom Recovery Center (KRC) – The Manager advised that Kingdom Recovery Center is planning a community celebration, to include live music, in the Main Street Municipal Parking Lot on Saturday, July 29th from 5p.m. – 10p.m. The Manager advised that KRC volunteers will be circulating flyers in the neighborhood to make sure area residents are aware of the event.

Ride-To-Work – It was moved by Jerry Rowe, seconded by Bryon Quatrini, and unanimously voted (5-0) to participate in the ride your motorcycle, scooter to work program.

OTHER BUSINESS:

Water Filtration Plant Inspection – Jerry Rowe requested that a tour of the Water Filtration Plant be set-up for the members of the Board. It was recommended that the tour be set-up for 6:00p.m. before the next Regular SelectBoard Meeting.

Railroad Tie Clean-up – Chairperson Urie made note of the work that had been done on cleaning up the old railroad ties from the Lamoille Valley line. Dale requested that the Manager send a letter to the railroad expressing appreciation for the work that was done to clean-up the area.

Bike Signs – Dale Urie stated that the Bike Route signs are up on Portland Street.

Community Survey – Bruce Corette said that he received a community survey from the Town of Lyme – and suggested that St. Johnsbury should consider such a survey. The Board advised Bruce that a detailed community survey was conducted at the polls during

the presidential election in 2004, with very good participation. The Manager stated he would forward Mr. Corette a copy of the survey results.

Executive Session – it was moved by Reg Wakeham seconded by Gary Reis, and voted (5-0) to go into Executive Session for the purpose of discussing the appointment of a public officer. The Board went into Executive Session at approximately 8:40p.m.

It was moved by Gary Reis, seconded by Bryon Quatrini, and voted (5-0) to return to regular session at approximately 8:50p.m.

APPOINTMENT CALEX DIRECTOR – It was moved by Jerry Rowe, seconded by Gary Reis, and voted (4-1 Dale Urie Opposed) to appointment Matthew Choate as the St. Johnsbury Representative to Calex, being clear that appointment is until the end of current year – and the directors should report to the Board of Selectmen.

Having no further business or requests – it was moved by Jerry Rowe, seconded by Gary Reis, and unanimously voted to adjourn at approximately 8:51p.m.

Respectfully submitted,

Michael A. Welch
Town Manager

Minutes
St. Johnsbury SelectBoard
Monday, July 17, 2006

The St. Johnsbury SelectBoard held their Regular SelectBoard Meeting on Monday, July 17, 2006 beginning at 6:00p.m. with a tour of the Water Treatment Plant. The Regular Board meeting followed at 7:00p.m. in the Board Room of the Municipal Building.

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

SelectBoard Members Excused: Chairperson Dale Urie

Others Present for Board Meeting: Shirl Sizen, David White, Marcelena Smith, Roger Damon, Mark Desrochers, Linda Fogg (St. Jay WORKS), Ken Hatch, Taylor Reed (Caledonian Record), Jerry Rankin, Priscilla messier (Zoning Administrator), Cindy Lamontagne, Denis Lamontagne, Edward Gallagher, Jr., Marcel Dionne, Joyce Dionne, Jim Herold, Joel Schwartz (Economic Development Director), KATV-Channel 7, and Mike Welch (Town Manager).

WATER PLANT TOUR – Dan Gray, Chief Operator of the Water Filtration Plant, gave SelectBoard members a tour of the Water Treatment Plant beginning at 6:00p.m. Those attending the tour included: Jerry Rowe, Bryon Quatrini, Reg Wakeham, Gary Reis, Dan Gray, Taylor Reed, KATV-Channel 7, and Mike Welch.

The Town Manager called the regular Board meeting to order at the Municipal Building at approximately 7:00p.m.

ACTING CHAIRPERSON – It was moved by Gary Reis, seconded by Bryon Quatrini, and voted (4-0) to elect Jerry Rowe as Acting Chairperson for the evening.

Jerry Rowe opened the meeting with the Pledge at approximately 7:00p.m.

MINUTES – June 26, 2006 – It was moved by Bryon Quatrini, seconded by Gary Reis, and voted (4-0) to Table action on the Minutes fROM the June 26, 2006 Regular Meeting until the Board had an opportunity to review them.

DELINQUENT TAX COLLECTION POLICY – The Manager informed members of the Board that a copy of the Tax Collection Policy was included in the SelectBoard Packet. The Manager indicated that feedback from Board members was the existing policy was sufficient and should be enforced. The Members of the Board agreed that paragraph F of the current policy related to small claims should be removed. It was moved by Reg Wakeham, seconded by Bryon Quatrini, and voted (4-0) to amend the Delinquent Tax Collection Policy to remove paragraph F.

SOLID WASTE UPDATE – Priscilla Messier informed the Board that she has sent out 28 letters to property owners regarding the clean-up of their property. Priscilla said that the Town has also assisted some individual property owners with volunteers and waste disposal costs. Priscilla said that 12 property owners are actively working on clean-up and she and Tim Angell have inspected properties. Priscilla said that is working with some property owners on the removal of cars. Members of the Board suggested that individual contact be made with remaining property owners to advise that assistance is available if needed. Priscilla said that she has received some calls from individuals opposed to the Town assisting people with clean-up in any manner. Members of the Board agreed that working with property owners on clean-up, as is currently being done, should continue.

TOWN PLAN - Priscilla Messier informed the SelectBoard that the 2006 Town Plan “Avenue to the Future” has been selected by the Vermont Planners Association as the Vermont Plan of the Year. Priscilla advised the Board that the St. Johnsbury Town Plan is being forwarded to the New England Region for consideration in the regional competition. The formal presentation will not be made until November 17th. Priscilla praised Co-Chairs Gary Reis and Bernier Mayo – and all of the people who volunteered to work on the 2006 Town Plan. Members of the SelectBoard expressed their appreciation to Priscilla Messier for all of her hard work in coordinating the 2006 Town Planning process.

DOWNTOWN PARKING RECOMMENDATIONS – Mark Desrochers, Linda Fogg, and Roger Damon, were present from St. Johnsbury Works, to provide members of the SelectBoard with their recommendations related to Downtown Parking. Mark Desrochers said that the Design Committee from St. Johnsbury Works spent a lot of time reviewing the current parking regulations, fees, and fines. The group contacted several other communities to get information about rates and procedures. Mark Desrochers said that the Town needs to turn the parking program around so that it is making money and not operating in the red. Basic recommendations include maintaining the parking meters with increased rates, and increasing permit fees. Mark said that with a balance due on the parking lot construction project – there is an incentive to bring in appropriate funds to repay the balance on the parking lot note. Mark Desrochers said that once the loan is paid off – excess parking revenue should be utilized for downtown parking and pedestrian improvements. Mark said that there is no one individual or organization that is taking full responsibility for parking management – and the resource needs to be managed more effectively. Mark suggested that the Downtown Improvement District Commission may be the appropriate body to oversee parking issues. Mark suggested that the parking system can be made fairer and more equitable. Small improvements can be made over time. Gary Reis suggested that it may be wiser to make more improvements sooner than later. Bryon Quatrini asked if merchants or Downtown property owners participated in the development of the recommendations. Mark said that there has been some input from some merchants – but not a lot. Bryon Quatrini suggested that St. Johnsbury Works should circulate the recommendations to Downtown Merchants and property owners – and that the Board should consider this issue at their August 16, 2006 meeting. Linda

Fogg said that she would coordinate gathering feedback from individual merchants in the downtown.

NEW BOSTON ROAD – Marcel Dionne was present to request that the SelectBoard make improvements on New Boston Road. Mr. Dionne said that there are numerous problems on the road including, speeding, truck traffic, dust, and noise. Mr. Dionne said he had done some research with the State of Vermont and he believed that the remaining 1 ½ mile unpaved portion of New Boston Road could be paved for \$97,500. Mr. Dionne said that he estimates that the town spends about \$13,700 on this section of New Boston Road every year. Mr. Dionne presented the Board with a list of requests for the New Boston Road including:

- Paving 1.5 mile section of gravel road;
- Line painting centerline on existing paved section of road;
- Stop or Yield signs at New Boston/Mt. Pisgah, New Boston/Mt. Pleasant, and New Boston/Pierce Mill Road;
- Enforce speed limits;
- Restrict Heavy Truck Traffic (Gravel pits);
- Road from Mt Pleasant to Pierce Mill needs to be reopened;
- Children at Play sign near Newell Compound;
- Blind Driveway sign before Newall Compound (945 New Boston Road).

Mr. Dionne said that the neighbors are very frustrated with the condition of the road, traffic, noise, trucks, and dust. Mr. Dionne said that there is no enforcement of the speed limits. Mr. Dionne said that if the Town paved the rest of New Boston Road it would be less expensive to maintain.

Mrs. Dionne said that the gravel pits have certain restrictions on them in terms of dust and hours of operation – she said that these restrictions are not being followed. Mr. Dionne said that the Town of Concord Town Trucks travel through here all of the time and they should be made to go around the New Boston Road.

Several neighbors expressed similar concerns about New Boston Road including Shirl Sizen, David White, Marcelena Smith, Ken Hatch, and Cindy and Denis Lamontagne.

The Manager stated that New Boston Road is not identified as a high priority for paving given the condition of existing paved Town roads that require improvement. The Manager said that the Town has about 50 miles of gravel road, and 50 miles of paved road to maintain – and only raises about \$300,000 to address major road and sidewalk projects each year.

Bryon Quatrini suggested that paving the road should be separated from the other safety concerns – and that the Town should investigate the signs, traffic enforcement, line striping, gravel pit regulations, weight restrictions, and Town of Concord truck traffic –

before the next Regular SelectBoard meeting on August 16, 2006. Members of the Board expressed their appreciation to the neighbors for attending the Board meeting.

RAILROAD STREET TREES – The Manager provided members of the Board with an estimated from Maurice Bedor for pruning and cabling of three trees located on Railroad Street at Highland Travel. The Manager stated that Deputy Tree Warden Andy Fisher and he had met with the new property owner and Andy advised that three large maples are just outside of the town Right-of-way. The Manager stated that there is a hazard here for the property owner, motorists, and pedestrians. Reg Wakeham asked if costs could be split with the Beautification Committee – the Manager said that could probably be done. Jerry Rowe suggested that the Town obtain at least one more quote for this service. Following discussion, it was moved by Bryon Quatrini, seconded by Gary Reis, and voted (4-0) to direct the Manager to obtain at least one more quote, and agree to pay up to 50% of the cost of pruning and cabling for these trees.

CSO MONITORING PROGRAM – The Manager advised the Board that Peter Silbermann of Earth Tech has prepared a proposal for monitoring the current CSO's over a two year period. The intention of this proposal is to provide the Town with an opportunity to determine the effectiveness of the CSO construction work that has been done to date – and to determine where the next CSO construction dollars should be spent to generate the greatest impact in terms of overflow reduction/elimination. The Manager said that 5 years ago the State did not want to conduct a monitoring program – but in recent meetings, representatives' from the State recommended that a monitoring program may be a good idea at this time. State officials have reviewed the estimate (\$109,000) and have approved the scope of work. Jerry Rowe asked about funding. The Manager stated that this would be paid for through a "Planning Loan" which means that the Town will be loaned the money up front – and then future construction loans would be reduced by that amount. The planning loan becomes a part of the loan package for the actual construction project. Gary Reis said he thought it made sense to proceed with the monitoring program. Following discussion, it was moved by Gary Reis, seconded by Reg Wakeham, and voted (4-0) to authorize the Town Manager to move forward with the CSO Monitoring Program.

MANAGER'S REPORT:

Goss Hollow Verizon Permit – It was moved by Bryon Quatrini, seconded by Gary Reis, and voted (4-0) to authorize a Pole Permit for Verizon at Goss Hollow.

Ed Gallagher, Jr. Complaint – Ed Gallagher, Jr. was present to ask the SelectBoard to look into an incident that occurred at his Pearl Street apartment building while he was stationed overseas with the Guard. The Manager recommended to the Board of Selectmen that Chief of Police Richard Leighton provide the Board with a full report on this incident. The Board agreed to ask Chief Leighton to provide a report.

OTHER BUSINESS:

School Tax Rate – Jerry Rowe asked about the estimates for School Tax Rates and how those compared to estimates. The Manager stated that the rate is about 6 cents less than the School Board estimates provided at Town Meeting.

Payment in Lieu of Taxes – Jerry Rowe asked about the increase in PILOT Payment. The Manager stated that this is a one time adjustment that was approved by the Legislature this year.

Line Painting – Bryon Quatrini commended the Highway Department Line Painting crew for the excellent job that they are doing painting highway markings.

State Flag Memorial Bridge – Bryon Quatrini said that the State Flag needs to be replaced on the Portland Street Bridge. The Manager said he would contact the American Legion.

Proper Disposal of American Flags – Gary Reis asked where American Flags can be properly disposed of. Bryon Quatrini advised that the Elk's provide this service. The Manager stated that the American Legion does as well.

EXECUTIVE SESSION - The SelectBoard did not meet in Executive Session.

Having no further business or requests, it was moved by Gary Reis, seconded by Reg Wakeham, and voted (4-0) to adjourn at approximately 8:15p.m.

Respectfully submitted,

Michael A. Welch
Town Manager

Minutes
St. Johnsbury SelectBoard
Wednesday, August 16, 2006

The St. Johnsbury SelectBoard held their August SelectBoard meeting on Wednesday, August 16, 2006. A site visit was scheduled at Mt. Pisgah Road at 5:30p.m. – the Regular Meeting followed the site visit beginning at approximately 6:15p.m. in the Board Room of the Municipal Building.

Site Visit 5:30p.m. – SelectBoard Members Present: Chairperson Dale Urie, Bryon Quatrini, Gary Reis, Reg Wakeham, and Jerry Rowe. **Others Present at Site Visit:** Highway Superintendent Larry Gadapee, Robert Veilleux, Marc and Amber Veilleux, Normand Veilleux, Patrick Sylvain, Jerry and Judy Fenoff, Taylor Reed (Caledonian-Record) and Mike Welch, Town Manager.

Larry Gadapee explained the drainage problem on Mt. Pisgah Road. Larry proposed constructing ledge lined ditches along the fields to control the water. Robert Veilleux and Patrick Sylvain said that ditches would be very dangerous for the tractors used to harvest the fields. Robert Veilleux said that there was never a problem here until recently – he said that the water used to sheet off the road and run down over the hill. He said that this does not happen any more due to the road. Robert Veilleux did not object to ditching just above his driveway. Marc Veilleux said he did not object to a culvert being installed to take some of the water across the road. Following discussion members of the SelectBoard agreed that the Highway Superintendent should ditch the area just above Robert Veilleux’s driveway – clean out the area around the cross culvert above Robert Veilleux’s driveway, install a new cross culvert below Robert Veilleux’s driveway, grade road to promote run-off on the lower side of the road.

Regular Meeting – All members of the SelectBoard were present at the Regular Meeting.

Others Present: Sandra Grenier (Town Clerk/Treasurer), Linda Fogg (STJ Works), Mark Desrochers, David Redmond, Barbara Porter (Porter & Craige), Deborah Schein (Podo Shoes), Taylor Reed (Caledonian-Record), Scott Beck (Boxcar & Caboose), Dean Dover (WCRR), Larry Donna (VTRANS), Jay Ancel (Black River Design), Jim Urie, Bill Vermeulen, Stan Wilkins, David Brown, James Herold, Joel Schwartz (Economic Development Director), KATV- Channel 7, and Mike Welch (Town Manager).

Chairperson Urie called the meeting to order at approximately 6:17p.m. with the Pledge.

MINUTES – Members of the Board reviewed the minutes from the SelectBoard Meetings held on June 26, 2006 and on July 17, 2006. 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 June 26, 2006, and July 17, 2006. Jerry Rowe asked about the status on new Boston Road. The Manager stated that requested signs have been ordered – State Police had been contacted – State Police requested additional signage for speed limit enforcement, the Town of Concord had been contacted relative to truck

traffic, a centerline will be painted on the paved section by Town crew, and the gravel pit condition information requested by Mr. Dionne has been forwarded to him.

PROPERTY TAX RATES – Sandy Grenier provided the members of the SelectBoard with recommended property tax rates for 2006 as follows:

General Fund	\$.5470/\$100 Value
Highway Fund	\$.4545/\$100 Value
Special Service	\$.5580/\$100 Value
Downtown Imp Dist	\$400.00 Each Lot

State School Tax Rates:

Non-Residential	\$1.7745/\$100 Value
Homestead	\$1.6014/\$100 Value

The Manager provided members of the Board with information relative to the impact of these rates on various property values.

Following discussion, it was moved by Jerry Rowe, seconded by Bryon Quatrini, and unanimously voted (5-0) to set the General Fund, Highway Fund, Special Service Fund, and Downtown Improvement District tax rates as recommended by the Town Treasurer.

GORDON MILLS WAY – *Underground Power Request.* Dean Dover (WCRR) and Larry Donna (VTRANS) were present to request permission from the St. Johnsbury SelectBoard to have an underground power line located in the right-of-way (but not the traveled way) of Gordon Mills Way. Larry said that the power would go to a signal at the RR intersection with Gordon Mills Way. A private contractor will be hired to do the actual construction. Bryon Quatrini said that EHV did not object to the proposal. The Manager stated that Highway Superintendent Larry Gadapee did not object to the proposal. Following discussion, it was moved by Reg Wakeham, seconded by Gary Reis, and unanimously voted (5-0) to authorize an underground power line installation within the ROW of Gordon Mills Way. Bryon Quatrini asked Mr. Dover to convey to the WCRR the fact that the town was cooperative and expedient in handling this request – and suggested that the Railroad could do more of the same when considering requests coming from the Town.

PARKING REGULATIONS: The SelectBoard had requested additional feedback from Merchants relative to the parking recommendations that had been forwarded to the Board last month from St. Johnsbury WORKS. Stan Wilkins asked what the recommendations were. The Manager reviewed the recommendations which included recommended increases in meter rates, permit fees, and parking fines. Stan Wilkins said putting parking meters at the Welcome Center did not make sense. Stan said it would be nice if it were free parking. Stan suggested removing the meters for a year – leave the posts there. You can always reinstall and go up on fees. Stan said it does not make sense to short change the Merchants. The fines should be placed on people who violate short-term parking. Stan said it is his understanding that this is a recommendation in the Town Plan.

Deborah Schein, Podo Shoes – said she does not believe that it is fair to charge the same price for a part-time employee for parking as we do for full-time employees. Deborah said she was opposed to increasing the meter fines and the meters – and she felt that the streets and sidewalks needed to be cleared of snow in the winter.

Barbara Porter – Porter & Craige – said we should get rid of the meters. Railroad Street is a mess with the snow – meters should be removed.

Bill Vermuelen said that he believed that the meters should be removed. Bill said at Christmas time the Board makes the meters free to encourage shoppers – why doesn't that logic hold for the rest of the year? Hours should also be stated on the meters – Free after 5:00p.m – Free on Saturday and on Sunday.

David Redmond said that as a taxpayer he did not believe that the property taxpayers in Town should be paying for meter enforcement and parking lot enhancements. There can be sufficient revenue generated from meters/fees/fines/and permits to cover the cost of enforcement – and generate revenue to pay off the parking lot note.

Mark Desrochers said that Ruth Bristol, Meter Enforcement Officer, hand-delivered a memo to him indicating that during the holiday season – when meters are not enforced – many people park in the spaces all day long.

Scott Beck, Boxcar & Caboose - said he felt that the meters are bad for business. Scott Beck said that the meters should be removed and the fines issued should govern how much you spend on enforcement – you should not spend any more than you are taking in. Scott said that fines should not be written against customers. Parking should be regulated by giving residents and employees a parking permit that is only good for a certain area. If the vehicle is parked on Railroad Street then a large fine should be assessed.

Linda Fogg said that the meter system is basically a user pay system.

Stan Wilkins said that the Downtown has improved but it is still on the border – and we should be making every effort to attract people to the Downtown.

Mark Desrochers said that there is room in the current fees/fines/permits for adjustment. Mark Desrochers said that there should be better signage pointing out the free parking areas for customers. Mark Desrochers said that snow will still windrow even without the meters – you will have signs, trees, furniture that will still require snow pickup. Mark Desrochers said that Downtown Parking has not been properly managed. He said that one group should be committed to parking management – he recommended the Downtown Improvement Commission. Mark said that through proper management of the parking resource we can provide better service.

Scott Beck said that parking meters and parking tickets is one of the few negative comments he hears about Downtown. Scott Beck said he hears about parking meters

more than any other complaint. Scott Beck said that the meters are in disrepair, many are broken – and this is frustrating for customers.

Frank Landry said that in his community the streets were not metered but the parking lots were. He suggested getting more information from other communities. Frank Landry said that he also felt that the recommendations should be published for everyone to see and comment on – so that people would be better prepared to discuss the issue.

Gary Reis said that he has been approached about this issue more than any other. Gary said he has not heard one comment favorable about keeping meters in.

Jerry Rowe said that we have heard a lot of comments pro and con. Jerry said that the fact remains that there is a \$77,000 deficit and a parking lot note that will have a balance due of \$128,000 in 2008. Dale Urie said that there is no magic bullet. Dale suggested some meters be removed where they are unnecessary. Dale Urie also said that one group or person should be managing the parking resource.

Mark Desrochers said that managing parking is one mechanism to improve the downtown. The more attention we pay to it – the better it will get.

David Redmond said he did not see the issue about meters when we have all kinds of free parking for customers in the Downtown.

Stan Wilkins said that we should really be listening to the retailers. Scott Beck said that the shopping malls and the big box stores do not charge for parking because they know that it is bad for business.

Bill Vermuellen said that in a small town like St. Johnsbury we do not need parking meters.

Gary Reis moved that we disable meters for six months, increase fines for time violation to \$15.00, and increase permit fees by 20%, and establish a group for management of Downtown Parking – this was seconded by Bryon Quatrini for discussion. Following discussion the motion failed on a 2-3 vote (Reis, Quatrini in favor; Rowe, Wakeham, Urie opposed).

The Manager recommended that we get a group of interested parties together before the next SelectBoard meeting to see if we can agree on some recommendations for the SelectBoard. Scott Beck, Dale Urie, Reg Wakeham, Gary Reis, Stan Wilkins, and David Redmond agreed to meet to discuss parking recommendations.

Bryon Quatrini said that he feels that it is important to contact every single merchant and get their input on parking.

COMMUNITY JUSTICE CENTER GRANTS - Lisa Rivers, Director of the St. Johnsbury Community Justice Center was present to review the Justice Center Operating

Grant (\$55,000) , and the Offender Re-Entry Grant (\$80,405.65). Lisa reviewed statistics related to the Offender Re-Entry program with members of the Board. Lisa said that she will provide members of the Board with a full presentation on September 11, 2006. Bryon asked about Town commitments for these programs. The Manager stated that a match is required that is made in-kind through office space. The Manager stated that the grants do require bookkeeping services and auditing. Following discussion it was moved by Bryon Quatrini, seconded by Reg Wakeham, and unanimously voted to accept the Justice Center Operating Grant and the Offender Re-Entry Grant to authorize the Town Manager to sign those grants.

FIRE STATION SITE ASSESSMENTS – David Brown, Jay Ancel, and Troy Ruggles were present to review the Fire Station Site Assessment with the Board. David Brown prepared a Powerpoint Presentation outlining all of the sites that have been considered for a possible location for the Fire Station. David Brown reviewed an analysis that he conducted showing the estimated travel time for the Fire Department to respond to incidents at various zones in the community from each one of the locations. David Brown reviewed the presentation with the members of the Board including the pros/cons of each site. David said that the three sites that remain on the list include: Main Street Municipal Parking Lot/Combined with Water Garage Lot; McInstry Property on Harrison Avenue/Concord Avenue; and the former Tru-Temper Site. Jay Ancel reviewed an estimated time-line with members of the Board. Jay advised that Board that building supply costs continue to escalate each year by about \$250,000. Members of the Board commended David Brown for the excellent work he did compiling all of the information. Jay Ancel said he would provide some additional information about the Tru-Temper site in advance of the next Board meeting.

REVISED 1272 ORDER – The Manager reviewed a revised 1272 Order with members of the Board. The Manager indicated that this order incorporates the monitoring program. The Manager said Earthtech has also reviewed the Order. There were no additional comments on the proposed order.

MANAGER'S REPORT:

RATIFICATION LINE OF CREDIT – The Manager requested that the Board approve acceptance of the bid of Community National Bank at 3.68% for a \$1,000,000 Line of Credit to mature on December 15, 2006. It was moved by Jerry Rowe, seconded by Reg Wakeham and unanimously voted to approve the \$1,000,000 Line of Credit award to Community National Bank at a rate of 3.68%.

DBE MEMORANDUM – The Manager reviewed the Disadvantaged Business Enterprise (DBE) statement with the members of the Board. The Manager stated that projects utilizing federal funds associated with Transportation for the Pomerleau Building require active solicitation of Disadvantaged Business Enterprises. Following discussion it was moved by Gary Reis, seconded by Jerry Rowe, and unanimously voted to approve the DBE memorandum and authorize Joel Schwartz, Director of Economic Development to sign on behalf of the Town.

WELCOME CENTER CONTRIBUTION - The Manager informed the Board that Nat Tripp presented the Town with a check for \$2,500 as a contribution to the maintenance of the Pomerleau Building. This donation represents a portion of the proceeds from the Train Rides held during Summerworks in July.

OTHER BUSINESS:

TRAFFIC CONTROL SIGNALS – Bryon Quatrini asked about status of having traffic control signals go into flashing mode at night. The Manager stated that he would determine timing sequences on Town controlled signals currently – and make arrangements to adjust to flashing. Bryon suggested finding out what time the Hospital signal goes to flashing on Route 5/Hospital Hill and set our signals at the same time.

EXECUTIVE SESSION – It was moved by Reg Wakeham, seconded by Gary Reis, and voted (5-0) to enter into Executive Session for the purpose of discussing Contracts-Loan Agreement, and Evaluation of Public Officer/Employee-Town Manager – Joel Schwartz was included in the Executive Session at the request of the Board. The Board entered Executive Session at approximately 9:10p.m. It was moved by Gary Reis, seconded by Reg Wakeham, and unanimously voted to return to regular Session at approximately 9:30p.m.

Having no further business or requests. It was moved by Reg Wakeham, seconded by Gary Reis, and unanimously voted to adjourn at approximately 9:30p.m.

Respectfully submitted,

Michael A. Welch
Town Manager

Minutes
Special SelectBoard Meeting
Thursday, August 31, 2006

The St. Johnsbury SelectBoard held a Special SelectBoard Meeting on Thursday, August 31, 2006 beginning at 4:00p.m. in the Conference Room at EHV-Weidmann, Route 5, St. Johnsbury, VT.

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

Others Present: Mike Welch, Town Manager

The meeting was called to order at 4:05p.m.

Executive Session – It was moved by Gary Reis, seconded by Jerry Rowe, and unanimously voted to enter Executive Session at 4:05p.m. for the purpose of discussing Evaluation of a Public Officer/Employee, Town Manager.

It was moved by Bryon Quatrini, seconded by Reg Wakeham, and unanimously voted to return to Regular Session at approximately 5:55p.m

Other Business:

Amendment to Cooperative Agreement St. Johnsbury SB VT 03(002) Scenic By-Way – The Manager advised the Board that we have received Amendment #1 to the Cooperative Agreement for the Scenic By-Ways Grant. This Agreement changes the Town local match to cash instead of using the Pomerleau Building as collateral – which will save the cost of an appraisal, and waiting for federal authorization to utilize building equity as a match. It was moved by Bryon Quatrini, seconded by Jerry Rowe, and unanimously voted to approve Amendment # 1 to Cooperative Agreement SBVT03(002). The Board signed the agreement.

Assignment of Interest – The Manager advised that Robert Audette has offered \$500 to acquire the Town's interest in a mobilehome located at the Mt. Pleasant Community Mobilehome Park, owned by Robert Leas, Sr., sold at tax sale on June 15, 2006. The Manager informed the Board that he inspected the mobilehome and informed the Board that it is likely that the Town would need to spend more than \$500 to dispose of the abandoned mobilehome if the property is not redeemed. Bryon Quatrini pointed out that this is why the Board needs to make certain that we put delinquent properties up for tax sale immediately – so that multiple years of delinquency are not allowed to accumulate. It was moved by Bryon Quatrini, seconded by Gary Reis, and unanimously voted to authorize the Town Manager to sign an Assignment of Interest to Robert Audette in the amount of \$500.

Buxton Drive – The Manager advised that during title research on sale of property on Buxton Drive – it has been determined that there is no clear title to the Town for Buxton Drive, which is listed as a Town Road. A deed has been prepared transferring the roadway known as Buxton Drive to the Town from Sidney Achilles, Marjorie Achilles, Fred M. Buxton, Jr., and Judith Buxton. It was moved by Jerry Rowe, seconded by Gary Reis, and unanimously voted to authorize the Town Manager to Acknowledge and Accept the Deed Transfer for Buxton Drive.

Having no further business or requests, it was moved by Gary Reis, seconded by Bryon Quatrini, and unanimously voted to adjourn at approximately 6:00p.m.

Respectfully submitted,

Michael A. Welch
Town manager

**Minutes
Town of St. Johnsbury
Regular SelectBoard Meeting
Monday, September 11, 2006**

The St. Johnsbury SelectBoard held their regularly scheduled SelectBoard Meeting on Monday, September 11, 2006 beginning at 7:00p.m. in the Board Room of the Municipal Building.

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

Others Present: Joe Fox (Recreation Director), Troy Ruggles (Fire Chief), David Brown, Lisa Rivers (Director, Community Justice Center), Taylor Reed (Caledonian-Record), Kingdom Access-TV, and Mike Welch (Town Manager).

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

MINUTES – Gary Reis asked about the status of the South Main Street project. The Manager said he did not know estimated completion date – but would find out. Members of the Board reviewed the Minutes from the Regular Meeting held on August 16, 2006, and the Special Meeting held on August 31, 2006. It was moved by Gary Reis, seconded by Bryon Quatrini, and unanimously voted to approve the minutes from the August 16, 2006 Regular Meeting, and the August 31, 2006 special meeting as presented.

COMMUNITY JUSTICE CENTER UPDATE – Community Justice Center Executive Director Lisa Rivers was present to provide the SelectBoard with a status report on the Community Justice Center. Lisa reviewed funding for the Justice Center - \$55,000 state grant, and \$143,880 from the federal Offender Re-Entry Grant. Lisa said that the federal Re-entry grant would not be extended beyond June 2007 – so the Center will not have sufficient funds to maintain staff and programs at current level once this grant expires.

Programs include: Reparative Boards (10 currently working) in 2006 there have been 68 cases reviewed; Alternative to Ticket program for teen smoking; Alternative Dispute Resolution including facilitations, mediations, school group conferences, and truancy. Support for neighborhood groups including the 4-seasons neighborhood and the Caledonia School neighborhood. Lisa informed the Board that volunteers serve on the Citizen Advisory Board, Reparative Boards, Parking Board, and work in the legal clinic.

Gary Reis asked about differences between diversion and reparative board. Lisa said that diversion is only for 1st time offenders. Jerry Rowe asked if the program supports serves outside of St. Johnsbury are other towns contributing to the operation of the Center. The Manager said that currently the Towns contribution is office space, and \$4,000. Given budget issues in the future solicitation of town participation may be warranted. Gary Reis indicated that showing support from communities outside of St. Johnsbury may make the

program more attractive to funding agencies. Lisa said that the CJC is considering many options for funding and structure. She said that the group may look into forming a non-profit. She also said that there are 11 Justice Centers in Vermont now – and an association of Justice Centers may help with state funding for the program.

Members of the Board commended Lisa on the work being done at the Justice Center.

FIRE STATION UPDATE – The Manager indicated that he did not have much to report, but wanted to keep this item on the Board agenda so that it remains in the forefront. The Manager stated that he has requested additional information from Jay Ancel on the former Tru-Temper site – and he also plans to contact Alan Rossi relative to availability of the property. The Manager said he would have more information in advance of the next Board meeting.

GRANT TO ENCOURAGE ARREST – The Manager informed the Board that the US Department of Justice has agreed to amend the current GEA grant to provide an additional year of funding, in the amount of \$205,930. It was moved by Jerry Rowe, seconded by Gary Reis, and unanimously voted to accept the GEA Grant and to authorize the Town Manager to sign all documents related to the grant. The Manager stated that Senator Leahy, the Senator's staff, and Representative Sanders were instrumental in the continuation of this funding.

BUDGET CALENDAR 2007 - The Manager reviewed a proposed Budget Calendar with the SelectBoard. The Manager stated that the Finance Committee is making good progress on the Capital Improvement Budget, and they will begin work on Water/Sewer and Operational budgets. The Manager stated that if there is any consideration for the amendment of the boundaries of the existing Downtown Improvement District – then the municipal charter would need to be amended, and statutory dates for Charter amendment are included on the schedule. Board members reviewed the schedule.

SELECTBOARD BUDGET PRIORITIES 2007 - Chairperson Dale Urie stated that during the performance evaluation of the Town Manager the Board has affirmed the priority of investigating reduced costs or increased revenue for municipal operations in 2007. Chairperson Urie indicated that the Board wants to move forward with two recommendations included in the Town Plan during the 2007 budget cycle. These items included the consolidation of the Water/Sewer Department & Highway Department into a Department of Public Works; and the development of recommendations for the SelectBoard relative to the initiation of an ambulance service within the fire department. Gary Reis pointed out that the ambulance service is not a directive for 2007 – but to make certain that this issue is fully investigated. Members of the Board indicated that further budget priorities may develop as the Board reviews the initial draft of operational budgets for 2007. Jerry Rowe stated that the reality of the reducing municipal operating expenses comes down to staffing – and how much service reduction people in the community willing to tolerate.

MANGER'S REPORT:

Laying out of Buxton Drive – It was moved by Bryon Quatrini, seconded by Gary Reis, and unanimously voted (5-0) to approve and sign the Laying Out of Buxton Drive as a Town Road.

Parking Meeting – The Manager advised the Board that the ad hoc Parking group had met twice, and has scheduled another meeting for Monday, September 18th to try to finalize recommendations to the Board.

Michael Bergeron 457 Plan – It was moved by Bryon Quatrini, seconded by Jerry Rowe, and unanimously voted (5-0) to approve a resolution authorizing the withdrawal of funds from the 457 Plan established by retired former employee Michael Bergeron.

Appointment of Voting Delegate for VLCT Annual Town Fair – Jerry Rowe asked about major issues for discussion at the Town Fair. The Manager said he would provide copies of the proposed policy document. Jerry Rowe requested that the manager and Town Clerk review the proposed document and discuss before the Annual Meeting. It was moved by Jerry Rowe, seconded by Gary Reis and unanimously voted (5-0) to appoint Town Clerk & Treasurer Sandy P. Grenier as the voting delegate for the 2006 VLCT Annual Town Fair.

Park (former Adams School) – The Board reviewed a request from 4-Seasons neighborhood relative to a fund-raiser for naming the park. Members of the Board expressed some reservation about naming the park through a fund-raiser. The Manager said that he would discuss further with 4-seasons neighborhood group.

Ruth Bristol – The Board made note of the letter and pictures of Meter Enforcement Officer Ruth Bristol rescuing a cat from a downtown building.

Cartographic Contract – The Board reviewed and signed a contract with Cartographics for the 2006 property tax mapping.

OTHER BUSINESS:

National Geographic Website– Jerry Rowe acknowledged the article that was included in the National Geographic Adventure website relative to St. Johnsbury as a place to visit.

Ancient Roads – Jerry Rowe asked about status of the Town's review for "Ancient Roads". The Manager stated that Priscilla Messier has been monitoring this – and staff will take steps to review ancient roads. The Manager said this may include Planning Commission review.

Executive Session – It was moved by Reg Wakeham, seconded by Bryon Quatrini and unanimously voted to go into Executive Session for the purpose of discussing appointment of a public officer/employee; and a civil proceeding. The Board entered Executive Session at approximately 7:45p.m.

It was moved by Reg Wakeham, seconded by Jerry Rowe, and unanimously voted to return to regular session at approximately 7:55p.m.

It was moved by Gary Reis, seconded by Bryon Quatrini, and unanimously voted to adjourn at approximately 7:55p.m.

Respectfully submitted,

Michael A. Welch
Town Manager

**Minutes
St. Johnsbury SelectBoard
Regular Meeting
Monday, September 25, 2006**

The St. Johnsbury SelectBoard held their Regular SelectBoard Meeting on Monday, September 25, 2006 beginning at 7:00p.m. in the Board Room of the Municipal Building.

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

SelectBoard Member Excused: Reginald Wakeham

Others Present: David Morrison, Gerry Boardman, Lisa Rivers, Lou Lafasciano (Superintendent of Schools), Joel Schwartz (Economic development Director), Priscilla messier (Zoning Administrator), Don Welch, Libby Welch, Taylor Reed (Caledonian-Record), Mark Desrochers, Ruth Bristol, Scott Beck, Linda Fogg (STJ Works), KATV-Channel 7, and Mike Welch (Town Manager).

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

MINUTES, September 11, 2006– It was moved by Bryon Quatrini, seconded by Jerry Rowe, and voted (4-0) to approve the Minutes as presented for the Regular SelectBoard meeting held on September 11, 2006.

INTRODUCTION – SUPT. OF SCHOOLS – Lou Lafasciano, Superintendent of St. Johnsbury School District, as of July 1, 2006 – was present to introduce himself to members of SelectBoard. Lisa Rivers, Chairperson of the St. Johnsbury School Committee was also present. Mr. Lafasciano said that he wanted to work with the Town Manager and the SelectBoard to help identify common needs, especially as we move into the budget season for 2007. Supt. Lafasciano said that he wants to work cooperatively with the Board on planning for future infrastructure and development of future spending plans. The Superintendent said that there are many areas to explore for collaboration. The Superintendent said that the School Committee is currently working on the development of strategic plans for the next five years.

Chairperson Dale Urie said that the SelectBoard is very interested in collaborating with the School Committee. Chairperson Urie suggested that the Superintendent work with the Town Manager to develop some dates for joint discussions. Lisa Rivers suggested that the two Boards work together on the presentation of public budget information in advance of Town Meeting.

APPOINTMENTS:

Zoning Administrator/Planning Officer – The Manager reported to the SelectBoard that the Planning Commission has recommended that Priscilla Messier be appointed to a three-year term as Planning Officer/Zoning Administrator. It was moved by Gary Reis, seconded by Bryon Quatrini, and voted (4-0) to appoint Priscilla Messier to a three-year term as Zoning Administrator/Planning Officer.

Assessor – The Manager advised that pursuant to the revised Charter, an assessor can be appointed to assume the duties of the Listers. The Manager stated that he is recommending that Peter Whitney be appointed as part-time assessor – while the Reappraisal is being conducted by a private consultant. The Manager stated that once the Reappraisal is complete – the Board may want to determine if they would like to enter into an agreement for Assessing services on a contractual basis. It was moved by Bryon Quatrini, seconded by Jerry Rowe, and voted (4-0) to approve the appointment of Peter Whitney as part-time assessor for the Town of St. Johnsbury.

Planning Grant – Priscilla Messier advised the SelectBoard that following discussions with the Town Manager – she will not be writing an application for a State Municipal Planning Grant for this next round of funding. Priscilla said that she will be participating in the planning for a Smart Growth workshop in St. Johnsbury – and that there will probably be a need to request Planning Grant funds for recommendations that follow the Smart Growth workshop.

PRESENTATION OF MERCHANT PARKING SURVEY INFORMATION – The Manager informed the SelectBoard that the Ad Hoc Parking Committee has scheduled another meeting for October 4th. There have been no final recommendations from the Committee relative to parking meters and fines. The Manager stated that Scott Beck, and Linda Fogg, have both surveyed downtown merchants about parking issues – and the Manager wanted the members of the SelectBoard to have an opportunity to hear the results of these surveys.

Scott Beck, Boxcar and Caboose – Reviewed his survey results with the SelectBoard. Scott stated that most merchants have indicated that they are willing to work on controlling the parking of their employees if the meters were removed. Scott said that most merchants feel that an increase in the parking fines will hurt their business. Scott said that there are different parking needs on Main Street, Eastern Avenue and Railroad Street. Scott stated that many of the merchants on Eastern Avenue have some type of arrangement for employee parking – so they feel that increasing the meter rates will not have a great impact on them. Scott said that although the survey results are close relative to whether or not increasing meter fees will “hurt” your business, or result in “no change” – it is important to note that no one said it would “help”. Scott said that most merchants feel that snow buildup caused in part by parking meters negatively impacts their business. Scott Beck presented all of his survey results to the Board.

Linda Fogg – The Executive Director of St. Johnsbury Works, Linda Fogg, also presented members of the Board with survey results. Linda said that she interviewed 26 businesses on Railroad St., Eastern Avenue, and Main Street. She said that all of those surveyed had no interest in trying to enforce parking regulations. Linda Fogg said that the majority of those surveyed preferred the meter proposal for management of parking. Linda said that all of those she surveyed felt that the users of the parking spaces should pay for the parking deficit. Linda Fogg said that the majority of businesses that she surveyed supported using meters. Linda Fogg read letters of support from Gerry Boardman (The Convenient One), Robin and Fred Little (Sunshine Boutique), Carolyn Cross (The Sewing Studio), Bob Hoffman (Moose River Lake & Lodge), Patty Willey (Manager – Allen’s Kitchen and Bath), Barbara Porter (Porter and Craige), Loren Phelps (Phelps Enterprises), and John and Denise Gebbie (St. Johnsbury Hardware).

David Morrison asked if the Board had considered the cost of removing and reinstalling the meters. Libby and Don Welch stated that they did not support having merchants try to enforce downtown parking restrictions.

The Manager stated that the Ad Hoc Parking Committee will meet again on October 4th to discuss recommendations to the SelectBoard.

FEE - PERMIT PAKING – The Manager informed the Board that the Parking Committee has recommended that the SelectBoard increase the fee for permit parking from \$100 per year to \$125 per year. Libby Welch asked about having permits for part-time employees. The Manager stated that this had been discussed – but was not sure how part-time passes could be implemented and enforced. The Manager stated that other permit fees are recommended to remain the same at \$35 per month for Day/night, and \$300 per year for day/night. Scott Beck said that there needed to be improved signage for parking areas – people are not aware that the lot is back of Banknorth is free for all day parking.

Following discussion, it was moved by Jerry Rowe, seconded by Gary Reis, and voted (4-0) to increase the regular permit parking fee for Main Street and Railroad Street from \$100 per year to \$125 per year, effective upon expiration of current permits.

DOWNTOWN IMPROVEMENT COMMISSION – The Manager informed the Board that he had spoken with Carol Novick, Jim Heath, and Barbara Schoolcraft who are appointed members of the Downtown Improvement Commission – they are all willing to continue to serve on the Commission. The Manager said that he has not discussed this with Pam Laferriere, another member of the Commission. The Manager said that there are two vacancies on the Commission. Members of the Board directed the Manager to advertise the availability of the positions so that remaining seats could be filled.

WATER DISTRIBUTION SYSTEM – MASTER PLAN – The Manager informed the Board that he had requested that Dufresne Associates prepare a cost estimate for providing additional services to the Town relative to long-term capital planning for the

Water Distribution System. The Manager said that the work that Red Dufresne is currently doing on Alum Sludge, Storage Tanks, and Hydrological modeling will provide a base of information to develop a priority listing of capital projects for the Water System. Jerry Rowe, chairperson of the Finance Committee, said that the Finance Committee has been working on development of a 10 year Capital Improvement Plan, and members of the Finance Committee support moving forward with the Water System Master Plan.

Following discussion it was moved by Bryon Quatrini, seconded by Jerry Rowe, and voted (4-0) to authorize the Manager to proceed with applications for funding for the Water System Distribution Master Plan.

MANAGER'S REPORT:

ISO – The Manager stated that the Town has received notification from ISO that the Town's ISO rating will be improved to a CLASS 4/9. The Town is presently a 5/9. The Manager said that Chief Ruggles believes that the Town will qualify for a 3/9 rating. Bryon Quatrini said that there is not a clear outline of the benefits of the ISO rating. Bryon said that the Town invests a significant amount of money to maintain fire suppression services. Bryon recommended that the Town Manager attempt to quantify the financial benefits derived from the lower ISO rating vs. the costs associated with achieving that rating.

Liquor Licenses – The Board reviewed and signed Liquor Licenses for Cantore Enterprises (subject to favorable review of Police Chief and Fire Chief), and O'Sheas.

Household Hazardous Waste Day – Saturday, September 23rd was HHW Day in St. Johnsbury. 104 residents, 21 businesses, and 2 institutions participated in HHW day.

Passumpsic River Clean-Up – The St. Johnsbury Rotary Club organized a successful River Clean-up on Sunday, September 24th. 15 volunteers (including members of St. Johnsbury Fire Department) collected nearly 3 tons of material including 52 tires, shopping carts, sign posts, fry-a-lator, commercial blender, snow machine hood, parts of a wood stove, empty 55 gallon drums, cash register, bottles, cans, glass, and a car door.

October SelectBoard Meeting – Members of the Board agreed to hold their next Regular SelectBoard meeting on Tuesday, October 10th due to the Columbus Day Holiday.

New Beginnings Church Contribution – The Manager informed the Board that Pastor Rick Menard of New Beginnings Church donated \$1,000 to the Town.

Warrants – The Board reviewed and signed the weekly payable warrants.

Bike Path Update – The Manager informed the Board that he had requested that Kevin Russell, Municipal Project Manager, for the Three Rivers Transportation Path provide the

SelectBoard with an update on the status of the path. Kevin Russell and Jeff Tucker will attend the Board meeting on Monday, October 23rd.

OTHER BUSINESS:

Truck Route – Bryon Quatrini recommended that the Town Manager draft a letter to the new Secretary of Transportation requesting a waiver for Trucks to use the Interstate instead of following a Truck Route that goes on Alt 5 through the St. Johnsbury Academy Campus. Gary Reis said that our local representatives should also be made aware of this issue.

Downtown Beautification – Bryon Quatrini stated that the members of the Downtown Beautification Committee and St. Johnsbury Works are to be commended for the flowers and decorations downtown.

SkateBoarders – Chairperson Dale Urie said that he and Recreation Director Joe Fox met with 25 students interested in a skatepark. Dale said that this is a need to reconsider a location for a skatepark to try to address the needs of these students. Gary Reis suggested that Kiwanis should be contacted relative to the possibility of space near the tennis courts.

Having no further business or requests, it was moved by Gary Reis, seconded by Jerry Rowe and voted (4-0) to adjourn at approximately 8:50p.m.

Respectfully submitted,

Mike Welch
Town Manager

Minutes
St. Johnsbury SelectBoard
Tuesday, October 10, 2006

The members of the St. Johnsbury SelectBoard held their Regular Meeting on Tuesday, October 10, 2006 beginning at 7:00p.m. in the Board Room of the Municipal Building.

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

Others Present: Sandy Grenier (Town Clerk and Treasurer), Linda Fogg (STJ Works), Mark Desrochers (STJ Works), Taylor Reed (Caledonian-Record), Joel Schwartz (Economic Development Director), LSC-TV, KATV, and Mike Welch (Town Manager).

MINUTES SEPTEMBER 25, 2006 - It was moved by Jerry Rowe, seconded by Bryon Quatrini, and voted (4-0-1 abstention Reg Wakeham), to approve the Minutes from the Regular SelectBoard Meeting held on September 25, 2006 as presented.

AMENDMENTS TO THE 2006 GRAND LIST – Town Clerk and Treasurer Sandy P. Grenier presented the SelectBoard with several proposed amendments to the 2006 Grand List. The Amendments presented were the result of Lister Error or Homestead status. Following discussion, it was moved by Bryon Quatrini, seconded by Gary Reis, and unanimously voted (5-0), to approve and sign the 2006 Grand List Amendments listed as Amendment: 2A, 3, 4, 5, 6 and 7. The Board members signed the approved Amendments.

CADY ASSIGNMENT – It was moved by Gary Reis, seconded by Bryon Quatrini, and unanimously voted (5-0) to authorize the Town Manager to sign an Assignment of Interest in a mobile home (Rocky Cady) bid on by the Town at Tax Sale, for the amount of \$500. This Assignment will transfer any interest the Town may have by virtue of being the only bidder for this property at tax sale.

PARKING RECOMMENDATIONS – The Manager informed the Board that the ad hoc Parking Committee had voted 5-1 to recommend that the SelectBoard endorse the concept of doubling meter fees. The Manager stated that the Committee also recommended that parking revenues and expenses be monitored by the Downtown Improvement Commission on at least an annual basis. Bryon asked why Committee members changed their position on this matter. Dale Urie said that the parking deficit, merchant surveys, and concerns about adequate funding for enforcement all were reasons why most members of the group agreed with the recommendation. Bryon said that meters are already losing money – and now we are going to spend more money to convert them. The Manager stated that Dan Scott advised that he does have 100 parking meters available to start working on conversion – and that meters can be changed out during the December period when there is no charge for parking. Chairperson Urie expressed appreciation for the work that Scott Beck and Linda Fogg both did to obtain feedback from the Downtown Merchants. It was moved by Jerry Rowe, seconded by Reg Wakeham, and voted 4-1 (Bryon Quatrini opposed) to approve the recommendations of

the ad hoc Parking Committee – to increase the parking meter rate to \$.25 for 1 hour; to have the Downtown Improvement Committee review the parking revenue/expense on at least an annual basis; and to put the increased meter rate into effect for January 1, 2007.

JOINT MEETINGS WITH SCHOOL BOARD - The Manager advised the Board that following the last SelectBoard meeting he met with Superintendent Lafasciano and it was recommended that two dates be considered for joint meetings between the School Board and the SelectBoard. Monday, December 4th at the School, and Monday, January 12, 2007 at the school. Members of the Board did not object to the dates. Chairperson Urie stated that he felt it was important for the two boards to meet together.

WATERFORD LAND POSTING REQUEST – The Manager stated the he received a request from Eric Belknap relative to posting Town owned land in the Town of Waterford in the vicinity of his residence. The Manager stated he is not certain where the land is located, or the size of the parcel involved. Dan Scott has indicated his opposition to posting this property. Bryon Quatrini and Dale Urie volunteered to review the property.

RECYCLING – The Manager stated that he has received requests from several residents about improving the Recycling Program. Gary Reis asked if the manager has priced out curbside recycling specifically. The Manager stated that he had not – but has had several conversations with the NEK Waste District about implementing Curbside recycling if the Town were to join the Solid Waste District – the District has said in the past that they would not be able to provide curbside recycling to St. Johnsbury if the community joined the District. The Manager stated that Ed Magnus has asked about recycling options and is willing to work on a Recycling Committee to review options. The Manager stated that he would work with Mr. Magnus before the next Board meeting to develop recommendations on establishing a Recycling Committee to advise the SelectBoard on recycling in St. Johnsbury.

FIRE STATION UPDATE – The Manager stated that additional soil borings will be conducted on the Rossi lot. The Manager stated that Mr. Rossi has agreed to allow the borings and will participate in the cost of additional borings on the site. Jerry Rowe asked about an option to purchase or negotiated price. The Manager stated that once we have a better understanding of the costs of construction, following the receipt of boring results, then we can address cost and terms of option.

MANAGER’S REPORT:

Town Warrants – The Board reviewed, approved, and signed the Expenditure Warrants for the Town General Fund Accounts (check #'s 53429 – 53625), and for the Grant Fund (check #'s 1632 – 1644).

Liquor Control – The Board reviewed, approved, and signed a Catering Permit for the Black Bear Grille and Tavern.

Audette North Slope Village Subdivision – The Manager informed the Board that he received a fax of an Act 250 Hearing Recess Order from Robert Audette this date. The Manager stated that the Act 250 Commission expressed concerns about the lack of sidewalks, and adequate landscaping for the proposed subdivision. The Manager stated that he is planning on meeting with Robert Audette and the Development Review Board to discuss options that may be feasible to improve pedestrian access within the proposed subdivision. The Manager stated that he would notify the Board if the DRB scheduled a meeting to discuss pedestrian options.

Rural Development USDA Grant Agreement – It was moved by Bryon Quatrini, seconded by Reg Wakeham, and unanimously voted (5-0) to authorize the Chairperson Dale Urie to sign the USDA Water or Waste System Grant Agreement with the USDA for the \$300,000 USDA Grant for the Cliff Street and Hastings Hill CSO Project.

South Main Street – The Manager informed the Board that Larry Gadapee will have South Main Street in the vicinity of the Academy open for traffic on October 11, 2006. The topcoat of pavement and guardrails will still need to be installed – and the road will be closed for a short time when this work is completed.

Water Sewer Grievance Committee – Gary Reis and Bryon Quatrini agreed to meet on Wednesday, October 11th at 7a.m. to review Water/Sewer Grievance requests.

Creative Economy Forum – The Manager informed the SelectBoard that STJWorks has scheduled a Creative Economy Forum in cooperation with the Vermont Center for Rural Development on Thursday, November 2nd at 6:30p.m. at the St. Johnsbury School.

OTHER BUSINESS:

Truck Route – Chairperson Dale Urie reviewed and signed a letter to the Secretary of Transportation relative to a waiver request to use the Interstate System to replace the Truck Route through the St. Johnsbury Academy and St. Johnsbury School campus.

New Boston Road – Bryon Quatrini stated that some signs have been removed or taken down on New Boston Road again.

Having no further business or requests, it was moved by Gary Reis, seconded by Reg Wakeham, and unanimously voted to adjourn at approximately 7:40p.m.

Respectfully submitted,

Michael A. Welch
Town Manager

Minutes
St. Johnsbury SelectBoard
Monday, October 23, 2006

The St. Johnsbury SelectBoard held their Regular SelectBoard Meeting on Monday, October 23, 2006 beginning with a site visit at the Public Works Garage, Almshouse Road at 6:00p.m. Highway Superintendent Larry Gadapee, and Water/Sewer Superintendent Dan Scott were present for the Site Visit. The Regular SelectBoard Meeting began at 7:00p.m. in the Board Room of the Municipal Building.

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

Others Present: Jeff Paquet, Linda Fogg, Kevin Russell, Jeff Tucker, Bill Kennedy, Sheriff Michael Bergeron, David Redmond, Ed Magnus, Peter Crosby, Mark Desrocheres, Tom Lovett, Bruce Corrette, Alan Boye, Lauren Jarvi, Joel Schwartz, Taylor Reed (Caledonian-Record), Dennis Smith, Tom Allen, Stan Cole, Kingdom Access TV, LSC-TV, Sandy Grenier (Town Clerk/Treasurer), and Mike Welch (Town Manager).

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

WARRANTS – Members of the Board reviewed, approved, and signed Town Warrants as follows: Grant Fund (10/12/06 – 10/20/06) Check Numbers 1645-1647; General Fund (10/6/06 – 10/20/06) Check Numbers 53626-53667; General Fund (9/7/06) Check Number 53329; General Fund (5/5/06) Check # 52401; General Fund (7/10/06) Check #52969; General Fund (8/28/06) Check # 53278.

GRAND LIST AMENDMENTS – Members of the St. Johnsbury Selectboard reviewed, approved and signed Amendments to the 2006 Grand List as follows: Amendment #4 (\$290.0670), Amendment #8 \$24.17, and Amendment #9 (\$256.2540).

MINUTES – It was moved by Reg Wakeham, seconded by Gary Reis, and unanimously voted (5-0) to approve the Minutes from the October 10, 2006 regular Selectboard Meeting as presented.

CALEDONIA COUNTY & SHERIFF 2007 BUDGET PRESENTATION – Associate Justice Bill Kennedy, and Sheriff Michael Bergeron were present to review the proposed 07/08 County and Sheriff Budget. Bill Kennedy presented the County Budget as proposed of \$379,962 – the approved 06/7 budget was \$363,035. Judge Kennedy said that the increase will be offset by a surplus in the current budget year. Judge Kennedy encouraged the SelectBoard to participate in a meeting with Legislators on December 8th at 10a.m. in the Sheriff's Department Conference Room to discuss rent in the State Office Building for the Sheriff's Department. The Board agreed to draft a letter of support relative to the Sheriff Department Rent. There will be a Public hearing on the County

Budget on Saturday, January 6th at 10a.m. in the Court House. Sheriff Bergeron reviewed the Sheriff's Department proposed 07/08 Budget of \$132,094. The 06/07 Budget was \$132,202. Sheriff Bergeron said that he will try to provide members of the Board with more detailed information about contract revenue in future budget presentations.

RECYCLING COMMITTEE - Members of the Board discussed appointment to a Recycling Committee. Following discussion, it was moved by Jerry Rowe, seconded by Gary Reis, and unanimously voted to appoint Ed Magnus, Lauren Jarvi, and Tara Robinson-Holt, and Teija Huntunen-Green to the Recycling Committee. Chairperson Dale Urie said that he is also interested in working with this committee.

DOWNTOWN IMPROVEMENT DISTRICT EXPANSION PRESENTATION – STJ WORKS – Linda Fogg provided members of the SelectBoard with information related to the proposed expansion of the Downtown Improvement District. STJ Works is requesting that the SelectBoard approve the wording of Charter Amendment language to bring before the voters at Town Meeting in 2007. Linda reviewed a PowerPoint presentation with the SelectBoard outlining the benefits of expanding the Downtown Improvement District. The recommendation is to expand the District into the entire Designated Downtown which runs from Federal Street to Maple Street to Summer Street along Main Street to the Academy. Linda Fogg discussed several budget scenarios (\$81,200 - \$120,000) which included a full-time director and various marketing plans and capital improvements. Linda Fogg said that depending on the budget- district fees would range from \$500 - \$807 per property. Linda said that the current budget for STJ Works is \$24,700.

Reg Wakeham stated that the original downtown improvement district was started in order to generate money to pay for the new parking lot. Reg said that people in the current District receive a direct benefit from the construction of the parking lot. Reg said it will be difficult to show a direct benefit to many property owners in an expanded downtown improvement district.

Bryon Quatrini asked how the fees would be assessed? Linda Fogg said that would be up to the Downtown Improvement Commission to make a recommendation to the Board. She said that there are several possible means of assessment including – square footage, grand list value, or flat fee. Bryon asked about representation from the expanded district. Linda said that there would be opportunities from representation from the entire District. Gary Reis asked about the timeframe proposed. Linda said that if SelectBoard members approve a request to put the charter change question on the ballot it would go to voters in March, then to the Legislature – and would probably not be in effect for collection until 2008.

Bryon Quatrini asked about the specific wording for the Charter amendment. Linda said it had not been finalized but the basic change would describe the Downtown Assessment District as the entire Designated Downtown. Jerry Rowe asked about the benefits to the

expanded Assessment area – Linda said the primary benefit would be enhanced marketing, promotion, and streetscape improvements.

Bryon said he feels that it is very important to identify how businesses property owners are going to be assessed, and how much they are going to be assessed.

Peter Crosby stated that he is in general support of the proposal in order to make the Downtown more economically viable.

Gary Reis said that the original members of the assessment district would still have to pay off the parking lot balance.

Linda Fogg presented several letters of support for an expanded District including letters from: Downs Rachlin Martin, Passumpsic Savings Bank, Bernier Mayo, Fairbanks Museum, Deborah T. Bucknam, and St. Johnsbury Academy.

Bryon Quatrini said that the Board needed to see the proposed Charter Amendment Language, Gary Reis suggested that this language be reviewed by the Town Attorney. Tangible benefits to the expanded district needed to be identified. Input should be gathered from more property owners who will be directly impacted by the proposal. Assessment criteria and budget should be further defined. The Board agreed to discuss the proposed expansion of the Downtown Improvement District at their next regular meeting.

THREE RIVERS TRANSPORTATION PATH – Kevin Russell, Municipal Project Manager, and Jeffrey Tucker (Dubois and King Engineering), were present to update the Board on the status of the Three Rivers Transportation Path. Kevin said that two large hurdles appear to be in final stages of agreement including access to the Ralston property and crossing the active Washington County Railroad Line. Kevin said that there are 32 parcels of land with 30 different property owners. Jeff Tucker said that plans turned over from SVE are 60% plans and Dubois and King will coordinate the resubmission of required permits. Bryon Quatrini asked about the timeframe for the project. Jeff Tucker said that given the remaining design, permitting, and state funding availability it will probably begin in 2009. Jeff said that Right-of-way is a significant issue and can take about a year to complete on a project this size. Jerry Rowe said that property owners must be contacted sooner rather than later – so we know whether or not there are additional problems along the proposed alignment. Kevin Russell said he would be making arrangements to meet individually with property owners.

STAN COLE – BREEZY HILL SUBDIVISION REQUEST – The Manager informed the Board that Mr. Cole has proposed a six-lot subdivision off from Breezy Hill. The Manager stated that in review of the most recent subdivision the Board has required access for recreational purposes or \$500 per lot to be used for Recreation. Mr. Cole proposed to pay \$500 for a 60 acre lot, and \$250 per lot for the remaining 5 lots. Mr. Cole said that he would be willing to discuss recreational access with the purchaser for the 60-acre lot, but did not want to restrict the property in advance. Mr. Cole said he was not

aware that the Board required \$500 per lot on the three other subdivisions. Following discussion, it was moved by Bryon Quatrini, seconded by Jerry Rowe, and unanimously voted (5-0) that Mr. Cole needed to provide evidence of access to land for recreational purposes or pay the \$500 per lot fee.

APPOINTMENTS – DOWNTOWN IMPROVEMENT COMMISSION – The Manager informed the Board that there is an opening for two seats on the Downtown Improvement Commission. A local ad has been posted and two applications have been received Scott Beck and Loren Phelps. Following discussion, it was moved by Bryon Quatrini, seconded by Gary Reis and unanimously voted (5-0) to appoint Scott Beck and Loren Phelps to the Downtown Improvement Commission.

VILLAGE AT NORTH SLOPE – NEW BOSTON ROAD – SUBDIVISION REVIEW – The Manager advised the Board that the local Act 250 Commission has indicated that they want to see a plan for sidewalks in the Village at North Slope (Audette) Subdivision Plan. Jerry Rowe stated that he believed that the community should do everything we can to keep the costs of these units affordable – and none of the recent residential subdivisions in St. Johnsbury have required sidewalks. Chairperson Dale Urie recommended that an alternative may be narrower travel lanes (8’) with 4’ walkways striped on the asphalt. The Manager stated that Mr. Audette had also considered narrowing the lanes to 10’ and then putting a 4’ sidewalk on the side of the road. The Manager indicated that the Town did not maintain any sidewalks in this area and would not be able to plow the walkway – and 4’ is not the acceptable standard for the Town. Mr. Audette indicated that he is also willing to widen the roadway in those areas where school buses will be picking up children. Following discussion, it was moved by Gary Reis, seconded by Jerry Rowe, and unanimously voted (5-0) to go on record as supporting narrower travel lanes with a 4’ paved area on either side of the road for pedestrian/bicycle use; the Town Manager and Chairperson Urie were authorized to speak on behalf of the SelectBoard at any rescheduled hearing of the Act 250 Commission to address this issue.

MANAGER’S REPORT:

Parking Meters – The Board confirmed the intention that the parking meter adjustment should be for \$.05, \$10, and \$25 amounts as recommended in the STJ Works proposal.

Parking Meter Fund – Bruce Corette advised the SelectBoard that the Downtown Improvement Commission should carefully review the charges being attributed to the Parking Meter fund as he believed excessive costs for the Town Clerk Office, and Streetlights were being charged to the fund. Bruce said the costs for the Clerk’s Office should be based on a % of the revenue available and not based on a % of the expenditure budget for the Clerk’s Office.

Health Insurance – The Manager provided Board members with basic information about dramatic increases in Health Insurance premium proposed by Blue Cross/Blue Shield.

The Manager said that the VLCT Health Trust is considering other vendors and will report back to the membership within the next few weeks.

Culture, Community, and Commerce Initiative will be held on Thursday, November 2nd at the St. Johnsbury School.

Act 60/Act 68 Repeal – The Manager provided the Board with information regarding the repeal initiative for Act 60/Act 68. Following discussion, members of the Board decided not to take a position on this initiative.

OTHER BUSINESS:

2005 Audit Management Letter – Jerry Rowe requested that the Town Manager and/or Town Clerk respond in writing to the comments included by the Auditor in the 2005 Audit Management Letter. The Manager stated that the items have been addressed, and since Sandy Grenier had taken the initiative to address the items, he would request that she provide a written response.

Having no further business or requests, it was moved by Gary Reis, seconded by Reg Wakeham, and unanimously voted to adjourn at approximately 8:50p.m.

Respectfully submitted,

Michael A. Welch
Town Manager

Minutes
St. Johnsbury SelectBoard
Monday, October 24, 2005

The St. Johnsbury SelectBoard held their regularly Scheduled SelectBoard meeting on Monday, October 24, 2005. Prior to the Regular Board Meeting – the members of the SelectBoard held a Special Meeting and Site Visit at 5:00p.m with the St. Johnsbury School Board. This meeting was held at land owned by the School District located in St. Johnsbury Center. All members of the SelectBoard, Town Manager Mike Welch, and Recreation Director Joe Fox attended the Site Visit in St. Johnsbury Center. The Regular Board Meeting was held at 7:00pm.. 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: Bruce Johnson (St. Johnsbury Academy), Cassie Berwick (Student STJA), Lori Mahoney (Student STJA), Priscilla Messier (Zoning Administrator), Joe Fox (Recreation Director), Mark Desrochers (St Johnsbury Works Chairperson), Nancy Cohen, Taylor Reed (Caledonian-Record), Carla Ocaso (Times Argus), KATV Crew, LSC-TV Crew, and Town Manager Mike Welch.

1. **Minutes** – Regular SelectBoard Meeting, Tuesday, October 11, 2005. It was moved by Dale Urie, seconded by Gary Reis and unanimously voted to accept the Minutes from the Regular Meeting held on Tuesday, October 11, 2005 as presented.
2. **Town Forest Trails** – Bruce Johnson, St. Johnsbury Academy, introduced STJA Students Cassie Berwick and Lori Mahoney. The students provided members of the Board with an update on the completion of the Perimeter Trail in the St. Johnsbury Town Forest. Mr. Johnson said that four (4) different trails – Red, Yellow, Blue, and Green have no been completed with connectors between the trails. Mr. Johnson said that the loop is approximately 2.5 miles long. Mr. Johnson said that this has been a four-year project for his forestry students at St. Johnsbury Academy and about 40 students have been involved in working on the Trails. Dale Urie said that he would like to have a real celebration at the Town Forest when the Rotary holds the grand opening of the Picnic Shelter next Spring. Dale said that he wants to continue to have community organizations get involved to adopt maintenance responsibilities for these trails. Mr. Johnson said that right now these trails are the best-kept secret in St. Johnsbury. Members of the Board expressed their appreciation to Mr. Johnson and all of the students who have been involved in the creation of the Town Forest Trail system.
3. **Public Hearing** – Proposed Zoning By-Law Amendments Related to Signs and Zone Change Back Center Road. Chairperson Wakeham opened the Public hearing.

Signs – Priscilla Messier explained that the Downtown Organization – St. Johnsbury Works – has developed a proposal to allow overhanging signs in the Design Control District (those area designated Commercial or Residential C). Mark Desrochers said that allowing overhanging signs would extend the streetscape elements – and make the street more inviting to pedestrians and motorists. Overhanging signs will also increase visibility for individual businesses. Jerry Rowe asked about sign materials – Mark Desrochers said that the language in the proposal has been modified to allow for flexibility in the use of materials.

Zone Change – Priscilla Messier said that a Zoning District amendment has also been approved by the Planning Commission. This Zoning Map amendment would designate land in the area of the I-91 north interchange, presently zoned as Highway Commercial, to be re-zoned as Rural Lands 2 (RL2).

Nancy Cohen was present and spoke in favor of the proposed change in the Zoning Map to zone this area as Rural Lands 2. Mrs. Cohen said that the Rural Lands 2 designation is more compatible with the zoning and uses on that side of Hospital Drive. Mrs. Cohen said that returning this area to Rural Lands 2 will be an enhancement.

There was no further public comment during the public hearing.

Following discussion, it was moved by Gary Reis, seconded by Dale Urie, and unanimously voted to approve the Zoning By-Law amendment related to overhanging signs in the Design Control District.

Following discussion, it was moved by Bryon Quatrini, seconded by Dale Urie, and unanimously voted to approve an amendment in the Zoning Map that will change the zoning designation of land in the vicinity of the north I-91 interchange from Highway Commercial to Rural Lands 2.

Mrs. Cohen asked that a copy of the Minutes be send to the property owners, and to Downs, Rachlin and Martin.

Town Plan Update – Priscilla Messier advised members of the Board that Town Plan co-Chairperson Bernier Mayo has completed another redraft of the 2006 proposed Town Plan. Committee Chairs will be meeting this week to review the final draft, discuss format, and hearing dates. Priscilla said that she anticipates holding public hearings on the draft Town Plan in December, January, and February.

Development Review Board – Priscilla informed the Board that the process is moving forward to amend the Zoning By-Law to form a Development Review Board. Priscilla said that she would like to have the new Planning Commission

and Development Review Board established before the first meeting date in January 2006.

4. **Police Cruiser Replacement – Police Chief Richard Leighton.** Police Chief Leighton reviewed with the Board the need to replace one of the primary Police Cruisers. This vehicle currently has 112,506 miles on it (2001 Chevrolet Impala Police Package). Chief Leighton advised that there are sufficient funds in the Police Equipment Reserve for the purchase of a new Police Cruiser. Chief Leighton advised that the balance in the reserve fund is \$31,000. Chief Leighton said that the best quote received in a 2006 Impala Police Package is from HO Taylor Chevrolet in the amount of \$25,663. Town Manager Mike Welch informed the Board that this is a primary Cruiser Police Package – and not the third cruiser (which is a regular passenger car). The Manager stated that the Board of Selectmen have made it clear that the third vehicle will only be maintained with grant funds. Chief Leighton indicated that he expected the third vehicle to last until 2009 – based on current usage. Following discussion it was moved by Gary Reis, seconded by Jerry Rowe, and unanimously voted to authorize the purchase of a new police cruiser, from Police Department Equipment Reserve Funds. SelectBoard members affirmed their position that three (3) police vehicles will not be maintained without grant funds for replacement of the third vehicle.

5. **Discussion – School District Property – St. Johnsbury Center** – Members of the SelectBoard discussed the 22.92-acre parcel of School District Property in St. Johnsbury Center. The Manager stated that Superintendent David Baker and the members of the School Board are asking for SelectBoard input relative to the disposition of this School District property. Dale Urie said that this property is beneficial for future uses. Gary Reis said that we do not have a lot of land of that quality left. Jerry Rowe said that this type of property with water/sewer is very valuable. Jerry said that the Town should identify needs and looked toward the most beneficial use of this property. Dale Urie suggested that until alternative uses become evident the land could be used for recreational purposes. Jerry Rowe said that he would be opposed to using the land for temporary recreational use. Jerry said once you have the land in a specific use it would be impossible to change it. Jerry Rowe said we need to think long and hard about any interim uses. Byron Quatrini agreed that the property should not be put into temporary uses. Reg Wakeham asked whether or not the Board is in favor of accepting title to this school district property. Following discussion, it was moved by Bryon Quatrini, seconded by Dale Urie, and unanimously voted to direct the Town Manager to notify the School Board that the Town SelectBoard is interested in keeping this property in municipal ownership, to allow time to consider the best use for this property – the SelectBoard is willing to accept title to the property from the School District in order to keep the property in municipal ownership. Dale Urie suggested that there might be some potential for recreational uses if all of the land is not developed for other purposes.

6. **Manager's Report:**

SelectBoard Meeting Date – The Board agreed to change the next Regular Meeting date for the SelectBoard from November 14th to Monday, November 7th at 7:00p.m.

St. Johnsbury Center Bridge – Bryon Quatrini asked for an update on the St. Johnsbury Center Bridge. The Manager said he would contact the State to get an update on the status of this project.

St. Johnsbury Center Sidewalks – The Manager reported that an RFP has been issued under a State Enhancement Grant to perform preliminary work on design for a sidewalk/bicycle path in St. Johnsbury Center. Proposals are due on November 4th.

Three Rivers Transportation Path Engineering – The Manager reported that engineering proposals are due for the Three Rivers Transportation Path and will be ranked by the review committee on Wednesday, October 26th.

Executive Session – It was moved by Dale Urie, seconded by Bryon Quatrini, and unanimously voted to enter Executive Session for the purpose of discussing labor relations agreements with employees, and a real estate purchase option. The Board entered Executive Session at approximately 7:40p.m.

It was moved by Jerry Rowe, seconded by Dale Urie, and unanimously voted to return to Regular Session at approximately 8:00p.m.

Having no further business or requests, it was moved by Dale Urie, seconded by Gary Reis, and unanimously voted to adjourn at approximately 8:00p.m.

Respectfully submitted;

Michael A. Welch
Town Manager

**MINUTES
ST. JOHNSBURY SELECTBOARD
MONDAY, NOVEMBER 13, 2006**

The St. Johnsbury SelectBoard held their regular SelectBoard Meeting on Monday, November 13, 2006 beginning at 7:00p.m. in the Board Room of the Municipal Building.

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

SelectBoard Members Excused: Bryon Quatrini and Reginald Wakeham.

Others Present: Sandy Grenier (Town Clerk/Treasurer), LSC-TV, Taylor Reed (Caledonian-Record), KATV-7, Joel Schwartz (Economic Development), and Mike Welch, Town Manager.

Chairperson Urie called the meeting to Order with the Pledge at approximately 7:00p.m.

MINUTES – October 23, 2006 – Members of the Board reviewed the Minutes from the Regular SelectBoard Meeting held on Monday, October 23, 2006. It was moved by Gary Reis, seconded by Jerry Rowe, and voted (3-0) to approve the Minutes as presented.

DOWNTOWN IMPROVEMENT DISTRICT – The Manager informed the Board that STJ Works had forwarded a letter to the SelectBoard indicating that they would not try to put a Charter Amendment before the voters for a Downtown Improvement District expansion for 2007. STJ Works will work with the SelectBoard to get all of their questions answered before moving forward with an amendment.

FRAUD POLICY – Sandy P. Grenier provided members of the SelectBoard with a draft Fraud Policy. Sandy informed the Board that adoption of a Fraud Policy was one of the recommendations included in the Audit Management Letter. Sandy advised that Town Attorney Zuccaro had reviewed the policy. Jerry Rowe stated that in Section H of the draft he would like to add a statement relative to “prosecution”. Sandy said she would review with the Attorney and provide an updated draft.

WARRANTS – The Board reviewed, approved and signed Town Warrants for Payment. Grant Fund (Check #1648 – 1666), and Town General Account (Check #53668-53827).

GRAND LIST AMENDMENTS – Sandy Grenier presented members of the Board with four Grand List amendments. Following discussion, it was moved by Gary Reis, seconded by Jerry Rowe, and voted (3-0) to approve and sign 2006 Grand List Amendments #10 - \$626.9309; #11 - \$29.64; #12 - \$13.15; and #13 - \$19.32.

WRITTEN RESPONSE TO AUDIT LETTER – Sandy Grenier reviewed with the Board her written response to the Management Audit Letter outlining the steps that she has taken to address each of the items included in the Audit Letter.

PROPERTY TAX DUE DATE – Sandy Grenier reminded the Board, and members of the viewing audience, that Friday, November 17th is the last day for property tax payments to be received, or stamped with a legible postmark (not meter stamp).

DELINQUENT TAXES – Sandy Grenier stated that total delinquent property taxes for the Town are approximately \$50,000.

DRAFT – CAPITAL IMPROVEMENT PLAN DISCUSSION – The Manager informed the Board that a copy of the Draft Capital Improvement Plan was included in the Board Packet. The Finance Committee is not recommending this draft as a final version of the Capital Improvement Plan – but they have submitted it to the Town Planning Commission to begin the Public hearing process. A public hearing on the draft plan is scheduled for Thursday, November 16th beginning at 6:00p.m. in the Board Room of the Municipal Building. Jerry Rowe, Chairperson of the Finance Committee, stated that the Committee is putting the draft plan out for public review and comment. Sandy Grenier said that once a plan is adopted it can be updated annually, and another year added to the plan. Jerry Rowe said that the Plan attempts to prioritize major capital improvements in the community. Jerry said it will be good for the people in the Town to understand some of the decisions that have been made and look ahead to those projects that are critical in terms of completion. Dale Urie asked if grand list increases have been factored in. The Manager said that the estimated increases are only based on the expenditures and not the revenues. Increased grand list would reduce property tax rates required to fund the plan.

HOUSING CODE – FIRE PREVENTION & PROTECTION – The Manager provided members of the Board with a copy of a draft ordinance amendment that would incorporate the 2003 edition of the Life Safety Code as published by the National Fire Protection Association, and as subsequently amended at any time – into the existing Municipal Ordinance related to Fire Prevention and Protection. The Manager stated that one of the recommendations in the 2006 Town Plan is adopting a building inspection program. The St. Johnsbury Planning Commission held a public hearing with multi-family property owners with about 75 people in attendance. Fire Chief Troy Ruggles has outlined a plan for inspecting multi-family housing units with existing staff. The Planning Commission is recommending that the Fire Prevention & Protection Ordinance be amended to adopt the recent version of the NFPA Life Safety Code. The Manager stated that he did not expect the Board to take any action tonight – and he would ask Fire Chief Ruggles to make a presentation to the Board relative to inspection plans. The Board would then need to warn a public hearing on the ordinance amendment if the Board wants to move forward on this matter.

Gary Reis asked about Section 5-28 that outlines the right to enter a single-family, owner-occupied home. Gary Reis said that all discussions to date have centered on multi-

family units. The Manager said he would ask Chief Ruggles for clarification on Section 5-28 related to single-family homes.

HEALTH INSURANCE – The Manager provided the Board with a copy of a correspondence from the VLCT relative to changing Health Insurance carriers from Blue Cross-Blue Shield to CIGNA. Blue Cross quoted rate increases at 36% then reducing them to 29%. The average CIGNA plan will be a 12% increase over current premium. The Manager stated that he has contacted the representatives for the labor unions, and non-union employees – to let them know about the proposed change. The Manager will try to schedule meetings with employees and labor units within the next few weeks to look at making this adjustment. Jerry Rowe indicated that the employees will want to know that this is a comparable plan. The Manager said that the Annual Meeting of the Health Trust is on Friday (Nov. 17th) and there will be more information available from CIGNA at that time. The Manager said he has also requested a quote from Blue Cross. Jerry Rowe pointed out that a one-year quote on a group as small as the Town of St. Johnsbury may not be the best decision in the long-run given the advantages of belonging to a much larger group. The Manager said that an increase of 29% would mean about \$175,000 in increased health care cost to the Town and the employees. Jerry said that he hoped that employees recognize that this change may be in their best interest as they contribute to the cost of the health insurance as well. The Manager said he would keep the Board apprised on this matter.

MANGER’S REPORT:

Verizon Pole Permits – The Board reviewed, approved, and signed two (2) pole permits for Verizon.

Liquor Permit – The Board reviewed, approved, and signed a First Class Cabaret Liquor License for Railroad Yard LLC, dba “Wine Gate” at 25 Depot Square.

VTRANS Response to Weight Limit Letter – The Manager provided members of the Board with a copy of VTRAN Secretary Neale F. Lunderville’s response to the Board request that trucks be allowed to use the interstate as a truck route for Route 2 – instead of driving on Route 2 in front of the St. Johnsbury School, and through the campus of St. Johnsbury Academy on Route ALT 5.

Meeting with School Board – The Manager stated that a joint meeting with the School Board has been scheduled for Monday, December 11th beginning at 6:00p.m. at the School. Bill Talbot, will be present to review Act 60 and Act 68 funding. The SelectBoard can still hold their Regular Meeting following the joint meeting with the School Board.

OTHER BUSINESS:

NVDA Correspondence – Burke Mountain Impact Planning – Jerry Rowe suggested that the St. Johnsbury Planning Commission may want to participate in the Burke

Mountain impact initiative that is being coordinated by NVDA. The Manager stated he would forward the information to the Planning Commission.

Audette Subdivision – Jerry Rowe asked if we had received a response to the Letter to the Act 250 Commission relative to the Audette Subdivision. The Manager stated that he has met with Kirsten Sultan and discussed the Town’s position. The Act 250 Commission has scheduled a reconvened hearing for November 30th at 6:30p.m., and the Manager and Chairperson Urie both plan on attending this hearing.

STJ Academy Arlington Woods – Chairperson Urie recognized Bruce Johnson’s forestry students for doing more trail work in Arlington Woods. Dale said he wanted to work with the Town Manager to develop a connection between Arlington Woods and the Town Forest.

Buck-Thorne Project – Chairperson Urie said he also wanted to get more information about resources to try to address the overgrowth of Buck-Thorne in Arlington Woods. The Manager said there had been a grant application a year or so ago that was never funded.

Salute To Veterans Parade – Chairperson Urie commended the organizers of the successful Salute to Veterans Parade held on Saturday, November 4th in St. Johnsbury.

Having no further business or requests, it was moved by Gary Reis, seconded by Jerry Rowe, and voted (3-0) to adjourn at approximately 7:40p.m.

Respectfully submitted,

Michael A. Welch
Town Manager

**MINUTES
ST. JOHNSBURY SELECTBOARD
MONDAY, NOVEMBER 27, 2006**

The St. Johnsbury SelectBoard held their Regular SelectBoard meeting on Monday, November 27, 2006 beginning at 7:00p.m. in the Board Room of the Municipal Building.

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

SelectBoard Member Excused: Jerry Rowe

Others Present: Carl Stoneham, John A. Gray, Fire Chief Troy Ruggles, John Washburn, Linda Sanborn, Charlie Waterhouse, James Pease (VTDEC Stormwater), Marcel Lapiere, Ken Buzzell, Pete Murphy, Scott Melvin, Gracie Bell Melvin, R. Gerald Webber, William and Elizabeth Tremblay, Karen Buzzell, Louis Soucy, Kevin Oddy (Kingdom Animal Shelter), Economic Development Director Joel Schwartz, Town Clerk & Treasurer Sandy P. Grenier, Town Attorney Edward Zuccaro, Zoning Administrator Priscilla Messier, Water/Sewer Superintendent, Taylor Reed (Caledonian-Record), KATV Channel-7, and Town Manager Mike Welch.

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

MINUTES – It was moved by Bryon Quatrini, seconded by Gary Reis and voted (4-0) to accept the Minutes from the November 13, 2006 Regular SelectBoard Minutes as presented.

FRAUD POLICY – Sandy Grenier reviewed the revised draft of the proposed Fraud Policy. Following discussion, it was moved by Bryon Quatrini, seconded by Gary Reis, and voted (4-0), to approve and sign the Fraud Policy as presented.

TOWN EXPENDITURE WARRANTS – Members of the Board reviewed, approved, and signed Town Expenditure Warrants as follows: General Fund, 11/15/06 – 11/21/06, Amount = \$106,807.33, Check #'s 53828-53889. Grant Fund, 11/15/06 – 11/21/06, Amount = \$4,312.37, Check #'s 1667 – 1674.

GRAND LIST AMENDMENTS – Sandy Grenier reviewed two grand list amendments with the members of the Board. Amendment #14 (\$270.0360), and Amendment # 15 - \$38.1500. It was moved by Reg Wakeham, seconded by Bryon Quatrini and voted (4-0) to approve Grand List Amendment #14, and Grand List Amendment #15.

KINGDOM ANIMAL SHELTER – Kevin Oddy, President of Kingdom Animal Shelter, inc. was present to review the status of the Animal Shelter project with the Board. Kevin stated that the architectural work is completed, and the facility has been downsized to an approximate cost of \$650,000. Kevin said that KAS is not close in terms of fund-raising. Kevin said the group also has some leads on grant applications. Bryon asked when construction may begin if grants are awarded. Kevin said possibly in Spring of 2008. Kevin stated that there a lot of cut and fill work to do on the property in order to utilize the lot. Bryon asked about having the Town do some of this work. The Manager stated that it would really depend on construction schedule and other projects. Bryon suggested that the Town consider ways the Highway Department can assist in preparing this site.

ORPHAN STORMWATER SYSTEM – Arlington Development – Jim Pease from VT DEC was present to explain the Orphan Stormwater System to the Board. Jim stated that a portion of the Arlington development is covered by a stormwater permit that has expired. The State has passed new regulations, and is providing grant money, to enable municipalities, and homeowners associations to meet the requirements to renew the stormwater permits. Jim said that grant funds will cover engineering costs, legal expenses, and costs associated with bringing the system into compliance. Jim Pease said that technicians have inspected this area and there are relatively minor issues associated with the bringing the system into compliance with the permit. Jim Pease said that under the grant requirements the Town must be a partner in the application process.

Priscilla Messier asked if curbing can be covered by the grant. Mr. Pease said it could if that was needed to come into compliance with the terms of the permit. Dan Scott said that what exists in the subdivision today may be very different from the original permit. Dan said that ditches have been filled in and sloped – and although they work for drainage – this may not be in compliance with the original design. Mr. Pease said that if the Town agrees to apply for the permit, then the Town will be responsible for future permits and renewal fees.

Edward Zuccaro suggested that if the Town is going to apply for the permit – then the Town needs to identify those private property owners where easements may be required – so that letters of intent can be obtained. Ed Zuccaro cautioned the Board that once you accept responsibility for the permit you have accepted responsibility for any future concerns or permit conditions. The Manager stated that we are basically talking about drainage ways and open ditches this is not a complicated stormwater management system. Several property owners spoke relative to the Town applying for the grant for permit renewal. Bryon Quatrini suggested that the Town begin working with the property owners to address this issue. Following discussion, it was moved by Bryon Quatrini, seconded by Gary Reis, and voted (4-0) to take steps to work with property owners to identify areas where private property easements may be required for drainage ways and work on preparing a grant application for the renewal of the stormwater permit.

FIRE PREVENTION AND LIFE SAFETY CODE – Fire Chief Troy Ruggles was present to discuss the Fire Prevention and Life Safety Code. Troy provided the Board with sample language to try to address the concern about inspection of single family homes. Gary Reis said he felt that the proposed language was still too subjective and should be reworked. Gary said that there are several sections of the current language that are very subjective and suggested that the entire section should be reviewed. The Manager stated that the language in the Vermont Fire and Building Safety Code would cover most of the sections outlined in the current ordinance – and some sections of the current ordinance (those duplicated in the code) can probably be deleted. Gary said that the Town should look at a more reasonable standard in terms of notification to property owners relative to inspections.

Bryon asked if all Firefighters would be inspectors. Chief Ruggles said that not everyone would be an inspector – there would probably be one or two people per shift who will have the training and perform the inspection duties. Bryon asked about the type of training that Firefighters will need to have to conduct inspections. Troy said that there is a Fire Inspector 1 Program – and inspectors will receive this training. Chief Ruggles pointed out that the department does regular routine inspections now – but these are primarily the result of complaints. The Chief said that the Fire Department will continue to work with the State Department of Public Safety on Life Safety Inspections.

Dale Urie asked if inspections could be worked in with the reappraisal to try to minimize intrusion on property owners. Troy said that would probably be very difficult to coordinate. Troy said after the meeting with landlords – 6 building owners asked for a voluntary inspection of their buildings. Troy said that this is the type of proactive program that he would like to get started in the community. Chief Ruggles agreed to review the current ordinance and recommend changes. Gary Reis stated that he would be willing to review the draft language.

CAPITAL IMPROVEMENT PLAN – The Manager stated that the Planning Commission has approved the draft Capital improvement Plan. He advised that Board that the primary concerns voiced at the public hearing were the lack of funds for any improvements in the Bay Street area – and the need for additional recreation facilities. Gary Reis said that the document could be improved by providing short narratives for each of the projects. Bryon Quatrini recommended setting up a joint meeting with the Finance Committee to review the Plan. Dale Urie stated that the CIP is just a planning tool and that projects are not locked in. Dale said that he would like to see some of the Bay Street components built into the CIP. The Manager stated that he would be meeting with the Recreation Committee to review long-term plans for recreation facilities. Reg Wakeham said that the Plan should be reviewed every few months to see where adjustments need to be made. The Board agreed to set a joint meeting with the Finance Committee for Monday, December 4th at 4:00p.m. in the Board Room of the Municipal Building to continue review of the Capital Improvement Plan.

DOWNTOWN IMPROVEMENT DISTRICT CHARTER AMENDMENT– The Manager advised the Board that St. Johnsbury Works Board Chairperson Mark Desrochers had drafted a correspondence to the Board indicating that St. Johnsbury Works is leaving it up to the Board of Selectmen to determine when a Charter question related to expansion of the Downtown Improvement District should go before the voters. Bryon Quatrini stated that he did not believe that the question should be placed before the voters at this time. Bryon said that the Board should know exactly what is going to happen in terms of the expansion, projects to be financed, and method for collection of taxes/fee. Gary Reis said that he believed that the Board needs to be very clear about what we are asking for information from St. Johnsbury Works. Gary suggested meeting with St. Johnsbury Works to discuss next steps relative to the Downtown Improvement District. It was moved by Reg Wakeham, seconded by Gary Reis and voted (4-0) to postpone action on any on a Charter amendment initiative for consideration by the Town Meeting in 2007.

SPEED LIMITS – The Manager reported that he had a long-standing request for an adjustment in the Speed Limit at Tilden Road. The Manager said that Sheriff Deputies had run some radar speeds for us – and that a member of the Board should accompany him to inspect the area in question. Bryon Quatrini volunteered to inspect Tilden Road with the Town Manager.

MANAGER’S REPORT:

December Meeting Dates – Members of the Board agreed that they would hold a Special Meeting to discuss Health Insurance on Tuesday, November 28th at 4:00p.m. The Board will hold a Special Meeting with the Finance Committee on Monday, December 4th at 4:00p.m. The next regular SelectBoard meeting will be on Monday, December 11th, 6:00p.m. at the School with regular Meeting to follow. The Board agreed to schedule another SelectBoard meeting in December on Monday, December 18th at 7:00p.m.

Engineering Contract Amendments – CSO (Cliff Street/Hastings Hill) and East St. Johnsbury Septic Systems. The Manager stated that Earthtech was requesting a transfer, for engineering fees, between categories of the Engineering Agreement for work performed on East St. Johnsbury and the CSO Project. The East St. Johnsbury Contract Amendment would transfer \$5,000. The Cliff Street/Hastings Hill CSO Contract Amendment will transfer \$8,000. Following discussion, it was moved by Bryon Quatrini, seconded by Gary Reis, and voted (4-0) to authorize the Town Manager to sign Contract Amendments for the east St. Johnsbury Septic System Project (\$5,000), and the Cliff Street/Hastings Hill CSO Project (\$8,000).

OTHER BUSINESS:

William Costa – Members of the Board expressed their concern and sympathy to the family of long-standing community member William Costa.

Budget Process – Dale Urie asked about the status of the Budget process for 2007. The Manager stated that the first draft of the Municipal Budget has not been completed. The Finance Committee has completed the draft Capital Improvement Plan and work on review of Water/Sewer Rate adjustments for 2007.

CSO – Dale Urie expressed appreciation for the work done by Morrill Construction on the CSO Project at Cliff Street and Hastings Hill.

Having no further business or requests – it was moved by Dale Urie, seconded by Reg Wakeham, and voted (4-0) to adjourn at approximately 8:50p.m.

Respectfully submitted,

Michael A. Welch
Town Manager

**MINUTES
ST. JOHNSBURY SELECTBOARD
SPECIAL MEETING
TUESDAY, NOVEMBER 28, 2006**

The St. Johnsbury SelectBoard held a Special SelectBoard meeting on Tuesday, November 28, 2006 beginning at 4:00p.m. in the Board Room of the Municipal Building.

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

Others Present: Sharon Boguzewski (BC/BS), Joanne Reynolds (BC/BS), Brad Reed, Taylor Reed (Caledonian-Record), Joel Schwartz, Sandra Grenier, Troy Ruggles, Clem Houde, Jennifer Morse, and Town Manager Mike Welch.

The purpose of the Special SelectBoard meeting was to review a proposal from BC/BS of Vermont relative to Health Care Coverage for Town Employees.

Chairperson Dale Urie called the meeting to order at approximately 4:05p.m.

BLUE CROSS/BLUE SHIELD HEALTH INSURANCE PROPOSAL – The Manager explained that the Town has been purchasing group health insurance through the Vermont League of Cities and Towns Health Trust. This group purchase has allowed municipalities to purchase insurance jointly in order maximize the benefit of a large group purchase. The Manager stated that in 2006 the VLCT Health Trust was unable to come to terms with Blue Cross Blue Shield of Vermont relative to insurance rate increases for 2007. The Health Trust was quoted rates in excess of 20% for continuation of the Blue Cross plans. The VLCT Health Trust voted to change to another Health Care Vendor (CIGNA) for Health Care coverage – and has been working with CIGNA for the past several weeks to develop plans and rates to submit to the membership. The Manager stated in St. Johnsbury 73% of the full-time employees are covered by labor agreements – and these agreements specifically reference Blue Cross Blue Shield health care coverage for our employees. The Manager stated that he had requested a rate quote from Blue Cross and representatives from Blue Cross were present to review that quotation.

Sharon Boguzewski and Joanne Reynolds were present from BC/BS and provided the Board with a rate quote of 8.4% over the current rates in effect. The policies quoted by BC/BS are the identical plans that St. Johnsbury currently offers, including the prescription drug plan with a \$100 deductible and co-pays. Sharon stated that BC/BS prepared a separate rate quote with a richer drug plan (\$50 deductible) so that the Board can compare rates with the CIGNA Plan – as the current \$100 drug plan the town offers will no longer be available through CIGNA as of January 1, 2007. The rate quote for the \$50 drug plan was a total increase of 11.8%.

Joanne Reynolds explained that St. Johnsbury has relatively good experience in terms of health insurance utilization. She provided members of the Board with a relativity comparison indicating that St. Johnsbury is below the average health care claims in the VLCT Health Trust pool.

Joanne said that St. Johnsbury will now be rated based on 40% (credibility factor) of St. Johnsbury Town employee experience – and 60% of the 180,000 person BC/BS book of business trend. Joanne said that this rating mechanism provides the Town the benefits of its own good experience as well as the benefits of the experience of a large pool.

Joanne said that the VLCT Health Trust is greater than 500 employees and rates are based 100% on the experience of that individual pool. She said that costs and utilization in the VLCT pool are higher based on usage by employees, and the fact that the plans have much richer benefits than most of the BC/BS book of business – which she said results in increased utilization.

Bryon Quatrini asked about Wellness Programs, smoking cessation, and other benefits of the BC/BS coverage. Joanne stated that Wellness programs are included in the coverage – and they usually work with local smoking cessation programs.

The Manager asked about splitting the pool between non-union and union employees. Joanne stated that the rates provided were based on 100% participation of the current members. She said that the only way that BC/BS could consider the union separately is if they are reported on wage and salary reports as a separate distinct entity from the remaining employees. Joanne did indicate that BC/BS is willing to consider a “share the shelf” alternative where both CIGNA and BC/BS plans could be offered – but that may not be acceptable to CIGNA or the Health Trust.

Sharon said that Delta Dental rates for St. Johnsbury are in effect until July, 2007. She said that BC/BS is working with Delta to be able to provide a group plan offering for communities that are no longer in the VLCT pool.

Jerry Rowe asked about the potential for a two-year rate. Joanne said that they would provide a 2-year rate quote tonight if the Board is prepared to make a decision. The Manager said that we just received the CIGNA rates late afternoon on 11/28/06 and the Board had not even had an opportunity to review them. Joanne said that BC/BS would provide a “not to exceed” rate quote for the 2nd year within 2 business days – she requested that the Board keep this information confidential – as this is a competitive process – until the Board is ready to make a decision.

Sharon said that Blue Cross is interested in a long-term relationship with their customers. Bryon asked about transition. Sharon said that we would only need to change the group ID# and issue new cards to the employees – everything else would remain the same.

Joanne Reynolds advised the Board that there is a 3% disruption with CIGNA – and members of the Board should make certain that the employees will receive coverage through their current physicians in this area.

Gary Reis asked about average medical increases. Joanne said that nationally it is about 9%. She said that Vermont is typically higher due to lack of competition between health care providers, age of the population, higher percentage of chronic illness of population.

Sharon stated that the Board also needs to be aware that CIGNA medical policies do not provide the same level of coverage as BC/BS and that she has prepared a list of differences that she will provide to the Board.

Sandy Grenier stated that the experience of the St. Johnsbury group would seem to indicate that the plans that we currently offer allow the employees to take good care of themselves – vs. a much higher deductible plan that may force employees and families to forgo medical treatment to avoid the deductible. Joanne said that that may be true but it is contrary to the typical business that BC/BS writes. She said most policies are high deductible and employees are paying a higher percentage of the premium. She said even at BC/BS the employee policy is a \$1,000 deductible plan with a 25% contribution from employees. She said the VLCT Plans for municipalities are much richer plans. The Manager pointed out that the plans that St. Johnsbury offers are the plans that BC/BS recommended that VLCT should steer employees toward. She said that is true, but a \$100 deductible plan is still a rich benefit.

CIGNA & VLCT HEALTH TRUST PROPOSAL – The Manager provided members of the Board with a copy of the CIGNA Rate quote that was received this date. The CIGNA quote is 10.7%, with an additional allowance expected of \$8,463 (VLCT leader Program credit), which would bring the rate increase to 9.4%. This would be a \$50 deductible prescription plan – and our current plan is \$100 deductible. The Manager stated that CIGNA also provided a quote of 4.5%, or 3.3% after allowance – if the Town would change the prescription plan to a \$100 deductible with “co-insurance” vs. a “co-pay” for prescriptions. The Manager said that a change that significant would probably be difficult to get the unions to agree to. The Manager said that CIGNA has indicated that their plan offerings will be “equal to or better” than the current Blue Cross/Blue Shield Plans.

Bryon Quatrini stated that EHV used to have CIGNA coverage but changed following problems with claims. The Manager said that that State of Vermont has had CIGNA for their employees for the past three years and has recently renewed the contract. The Manager said he had also spoken with a representative at NVRH who indicated that the hospital dropped CIGNA coverage, for their employees, following problems with claims. Jerry Rowe suggested that the Manager try to get some additional information about responses from users of CIGNA relative to their satisfaction with the company.

The Manager stated that he has made contact with all of the labor unions asking that they consider opening contracts for health care depending on the decision of the Board. The

Manager has met with non-union employees, and will be meeting with the Fire Fighters union this evening. The Manager has spoken with Police and Public Works AFSCME representatives who will meet with employees on December 4th.

The St. Johnsbury SelectBoard will meet on Monday, December 4, 2006 beginning at 4:00p.m. in the Board Room of the Municipal Building. This will be a workshop meeting with the Finance Committee on the Capital Plan. If additional information becomes available members of the Board may consider Health Care Coverage for Town employees at that time.

Having no additional business or requests. It was moved by Gary Reis, seconded by Reg Wakeham and unanimously voted to adjourn at approximately 5:10p.m.

Respectfully submitted,

Michael A. Welch
Town Manager

**MINUTES
ST. JOHNSBURY SELECTBOARD
SPECIAL SELECTBOARD MEETING
MONDAY, DECEMBER 4, 2006**

Members of the St. Johnsbury SelectBoard held a Special SelectBoard meeting on Monday, December 4, 2006 beginning at 4:00p.m. in the Board Room of the Municipal Building.

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

Finance Committee Members Present (4:00p.m.) – Chairperson Jerry Rowe, Reg Wakeham, Larry Sharer, Sandy P. Grenier, Russ Hutchins, and Bruce Corette.

Others Present: (5:00p.m.) – Tom Scull (CIGNA Insurance), Steve Jeffrey (Executive Director, Vermont League of Cities and Towns), David Sichel (Vermont League of Cities and Towns), Troy Ruggles (Fire Chief), Sandy P. Grenier (Town Clerk & Treasurer), Ida Rainville (Executive Assistant), Bradley Reed (Firefighter and IAFF Officer), Taylor Reed (Caledonian-Record), and Mike Welch, Town Manager.

The SelectBoard held at joint meeting with the Finance Committee beginning at 4:00p.m. The SelectBoard then met with VLCT and CIGNA representatives beginning at approximately 5:10p.m.

JOINT MEETING WITH FINANCE COMMITTEE – CAPITAL IMPROVEMENT PLAN

– Chairperson Urie called the meeting to order at approximately 4:05p.m. The purpose of the meeting was to review the Draft Capital Improvement Plan as prepared by the Finance Committee and approved by the Planning Commission for submittal to the SelectBoard.

Gary Reis suggested that the plan include a narrative of the proposed projects. Gary said it is also difficult to tell from the document the schedule for proposed projects. When will votes be taken, when will design be completed, when will financing occur. The Manager stated that this can be made clearer in the plan. Gary said it should be much clearer, particularly in the first few years of the plan – when specific actions will be required. Dale Urie said it is hard to pick out the priorities of the plan. Sandy Grenier said that the way the plan is laid out – those projects that will begin repayment within the next few years are the priority projects.

Russ Hutchins said that he felt the process was a good one – developing financial priorities from the Town Plan. Russ said that the document is a planning tool and will need to be reviewed every year – there can be many variations in the projects and the

priorities. Russ said that there have been no assumptions for grand list growth – and the plan only looks at estimated increases in the expenditure budgets by fund.

Dale said he understands the purpose of the draft plan – and supported the idea of additional narrative regarding the projects. Dale said he felt the Plan needs to be user-friendly – looking at a bunch of numbers is overwhelming for most people.

Larry Sharer said a lot of the narrative for the projects is already in the Town Plan. Dale Urie said it is important to note that many of the projects recommended in the Town Plan are not included in the draft Capital Improvement Plan.

Jerry Rowe said that the document is a financial plan. Jerry stated that even if specific projects get shuffled around – he recommended that money stay in the plan for those projects – as eventually this work will have to be done.

Larry Sharer said that Plan has to be flexible. Other projects may become priorities – this is an ongoing evolution. Dale Urie asked about the Bay Street recommendations in the Town Plan. Jerry Rowe said that it is difficult for the Town to budget for Bay Street improvements when there are so many moving pieces – and no control over the private and state property in this area. Bryon Quatrini said that the Bay Street concept is not dead – and the Town needs to continue to be involved with property owners as future development plans are considered.

Gary asked about all of the projects in Water/Sewer and when would voters be expected to act on these proposals. The Manager stated that the Town has a unique opportunity to try to capitalize on USDA REAP designation for the Northeast Kingdom. The Manager said he is working with the engineer to develop basis of design information sufficient to bring a bond vote to voters in 2007. The Manager said that grouping these projects will depend on grant funds available – and how drastically the Town will need to amend water rates in order to meet USDA grant eligibility requirements.

Bruce Corrette said he thought that this draft is a good beginning making an attempt to set aside funds to finance needed community projects.

Following discussion the members of the Board directed the Manager to revise the plan to include more detailed information relative to project descriptions, bond vote dates, design dates, and funding assumptions. The Manager stated that following changes to the Plan – the SelectBoard will need to warn a public hearing and then consider adoption.

Chairperson Dale Urie thanked the members of the Finance Committee for all of their work on the draft Capital Improvement Plan.

CIGNA/VLCT HEALTH INSURANCE 2007 – Members of the Board met with Steve Jeffrey, David Sichel, and Tom Scull to discuss the VLCT Plan to move the VLCT Health Trust insurance plans from Blue Cross Blue Shield of Vermont to CIGNA effective 1/1/2007. David Sichel reviewed the process that led the VLCT to recommending a change in CIGNA for 2007. David did explain that groups over 50 were being experienced rating separate from the under 50 groups – so St. Johnsbury rate quote for CIGNA is less than the under 50 groups. VLCT provided the members of the SelectBoard with a rate quote of 10.7% (switching to a \$50. Deductible Rx Plan – from the current \$100 deductible Rx Plan, which will no longer be offered). This rate is lowered to 9.4% based on assumption that St. Johnsbury will receive the Leader Credit Experience Adjustment of \$8,463.53 in 2007.

David Sichel reviewed the medical payment policies of CIGNA and said that based on discussions with the State of Vermont – it appears that CIGNA has been successful in paying less for comparable claims than other providers. Sandy Grenier asked if this meant that employees were paying more. David said that there is no backbilling to employees. CIGNA is paying less to medical providers. David Sichel said that under the CIGNA Plan the medical providers are responsible for referrals – instead of patients.

Gary Reis asked about the coverage ratio here in the Northeast Kingdom. David Sichel and Tom Scull said that coverage is not an issue. Tom Scull said that anyone who meets basic credentialing requirements is in the CIGNA Plan. Tom Scull said that the 97% result from the disruption analysis is the same as saying identical coverage. David Sichel said he would provide the results for Caledonia County.

Steve Jeffrey asked about problems that were reported with CIGNA from employers. Bryon Quatrini asked about paying for claims. Tom said that 60% of all claims are auto-adjudicated – and 9/10 of those are paid within 10 working days. Tom said that a few years ago there were problems with claims processing. Tom stated that NVRH was in the HMO plan with CIGNA and there were definitely problems that CIGNA purchased a NH HMO company and processing of those claims.

Tom Scull said that CIGNA's niche is larger employers in the state. He said that CIGNA views the league pool as a large employer and can be very competitive at that level. Tom said CIGNA is managed regionally and he reports to a regional office in Concord, NH.

Steve Jeffrey said that the advantages of pooling do not go away. Steve said that over the last 20+ years – VLCT members have save millions of dollars due to the effort of the VLCT Health Trust. Steve said that is the VLCT health Trust premium had increased at the same level as the BC/BS medical trends – then the premium would be twice what it is now. There have been significant advantages for communities participating in the VLCT Health Trust.

David Sichel explained the credit for the leader program. David informed the SelectBoard that St. Johnsbury earned a credit of \$7,643 in 2006. David said St. Johnsbury was the “Most Improved Community” in the large community category in 2006. The Manager and members of the Board acknowledged the work that Ida Rainville did overseeing the VLCT Leader Program for St. Johnsbury.

It was moved by Jerry Rowe, seconded by Bryon Quatrini, and unanimously voted to enter into Executive Session for the purpose of discussing the negotiation of Labor Relations Agreements with employees at approximately 6:10p.m.

It was moved by Reg Wakeham seconded by Gary Reis, and unanimously voted to return to regular session at approximately 6:20p.m.

It was moved by Gary Reis, seconded by Reg Wakeham and unanimously voted to adjourn at approximately 6:20p.m.

Respectfully submitted,

Michael A. Welch
Town Manager

**MINUTES
ST. JOHNSBURY SELECTBOARD
MONDAY, DECEMBER 11, 2006**

JOINT MEETING WITH SCHOOL BOARD: The members of the St. Johnsbury SelectBoard held a joint meeting with the St. Johnsbury School Committee beginning at 6:00p.m. in Conference Room B at the St. Johnsbury School on Western Avenue. All SelectBoard members were present at the Joint meeting with the School Board. All School Board members were present. Also present at the joint meeting was: Sandy Grenier, Lou LaFasciano, Joanne Reed, Taylor Reed, Doug Richardson, Marion Anastasia, Cindy Sulham, KATV, LSC-TV, and Mike Welch.

School Board Chairperson Lisa Rivers called the meeting to order. At the Joint meeting of the School Board and SelectBoard, members heard a presentation by William Talbot, Vermont Department of Education, explaining the way that Education Property Tax Payments are assessed, collected, and distributed. The joint meeting of the School Board and SelectBoard adjourned at approximately 6:55p.m.

REGULAR SELECTBOARD MEETING: The members of the St. Johnsbury SelectBoard returned to the St. Johnsbury Municipal Building for their regularly scheduled SelectBoard Meeting at approximately 7:05p.m.

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

Others Present: Sandy Grenier (Town Clerk/Treasurer), Troy Ruggles (Fire Chief), Brad Reed (firefighter), Baron Gilding (firefighter), Joel Schwartz (Economic Development), Taylor Reed (Caledonian-Record), KATV, LSC-TV, and Mike Welch (Town Manager).

Chairperson Urie called the meeting to order with the Pledge at approximately 7:06p.m.

WARRANTS – Members of the Board reviewed, approved, and signed SelectBoard Warrants as follows: General Fund – Check # 53890 – 54010 in the amount of \$954,009.59. Grant Fund – Check # 1675 – 1688 in the amount of \$58,093.81.

MINUTES – It was moved by Bryon Quatrini, seconded by Gary Reis and voted (5-0) to approve the Minutes from the SelectBoard meetings held on November 27, 2006; November 28, 2006; and December 4, 2006 as presented.

EMPLOYEE HEALTH INSURANCE – The Manager advised the SelectBoard that he received word from the bargaining units and from non-union employees that they would prefer to stay with Blue Cross Blue Shield Health Insurance. The Manager stated that he did receive an updated quote from CIGNA (including a vision rider) and the new rate would be an 11.3% increase over the current premium. This policy would include the \$50 deductible (co-pay) prescription plan. The Manager stated that BC/BS has provided a

quote of 8.4% premium increase – with a cap of no more than 13% increase in the second year. The Manager said that if the Town decides to stay with BC/BS Health insurance then we would be out of the VLCT Health Trust and will not be able to rejoin for two years. Jerry Rowe said that the BC/BS plan is the least expensive option. The Manager said that the Town will need to purchase Delta Dental (after 6/30/07) through another group, or through some arrangement with BC/BS. Following discussion, it was moved by Bryon Quatrini, seconded by Reg Wakeham and unanimously voted (5-0) to enter into an agreement with Blue Cross/Blue Shield of Vermont for the purchase of employee health insurance – the Town will review health insurance premium rates before the end of 2007.

PARKING METERS – The Manager informed the Board that the technician has advised that he can not adjust the Parking meters to the time limits approved by the Board. The Manager said that the Parking Meters can be adjusted to the following times/amounts:

\$.05 / 12 Minutes

\$.10/ 24 Minutes

\$.25/ 1 hour

The original quote was \$25 per meter to make these adjustments – this quote is for “quarter only” adjustment and not for nickel/dime adjustment. The quote for nickel/dime adjustment is \$40 per meter.

Joel Schwartz reviewed a proposal with the Board to adjust meters in the higher traffic retail locations with the \$.05/\$.10/\$.25 (as outlined above) – and then in locations where people are parking for longer periods of time (not primarily retail) make just the \$.25 per hour adjustment.

Bryon Quatrini said that he felt that it is a mistake for the Board to invest more money in these old meters. Reg Wakeham said that the Board had voted a couple of years ago to adjust to \$.25 only in meters for a number of reasons. Following discussion, it was moved by Gary Reis, seconded by Reg Wakeham, to set all meters to \$.25 per hour. This motion failed on a voted of (2-3 Rowe, Quatrini, Urie opposed). Following further discussion, it was moved by Jerry Rowe, seconded by Reg Wakeham and voted (3-2 Quatrini, Reis opposed) to implement the recommendation made by Joel Schwartz as a test, and that the Town seek out other qualified vendors to make certain we are getting the best cost per meter on adjustments.

Reg Wakeham said that this needs to be reviewed by the Downtown Improvement Commission on a regular basis to see how these adjustments are working.

Murphy Parking Lot – Eastern Avenue – Joel Schwartz advised that SelectBoard that he has had some discussion with Peter Murphy relative to the improvement of his parking lot on Eastern Avenue (former Grandpa’s Cigar). Joel stated that it would enhance the entire area if there was an improved lot design linking the Town Parking lot on Pearl

Street with the Murphy Lot. Members of the Board encouraged Joel to continue discussions and provide the SelectBoard with a recommended proposal for participation.

MUNICIPAL BUDGET SCHEDULE – The Manager informed the Board that the first draft of the Municipal Budget for 2007 is not complete. The Manager stated he plans on having draft proposal before the Board on December 18th. The Manager said that he would invite Finance Committee members to participate in Budget discussions with SelectBoard. The SelectBoard has scheduled additional budget workshops in January for review of the 2007 Municipal Budget.

MANAGER’S REPORT:

Creative Economy Forum – Will be held on Tuesday, December 12th beginning at 6:30p.m. at the Fairbanks Museum.

First Night Volunteer Rally – Will be held on Thursday, December 14th at 6:30p.m. at North Congregational Church.

Community Advisory Board – Will meet with VT CARES and BAART on Wednesday, December 13th beginning at 6:00p.m. in the Board Room of the Municipal Building.

USDA – The Manager and Red Dufresne will meet with USDA representatives on Monday, December 18th to discuss grant and loan funding for proposed water system improvements.

Water System Improvements – Red Dufresne, Dufresne & Associates, will attend the next SelectBoard meeting scheduled for Monday, December 18th to discuss Water System Improvement projects and funding.

OTHER BUSINESS:

Grand List Amendments – Sandy Grenier advised the SelectBoard that there is one Grand List Amendment due to HS 131 filing. It was moved by Gary Reis, seconded by Bryon Quatrini, and unanimously voted to approve Grand List Amendment #16 in the amount of \$37.62.

Lamoille Valley Rail Trail Advisory Committee – Gary Reis indicated that NVDA was seeking municipal representation for the Lamoille Valley Recreational Trail Advisory Committee. Gary Reis said that he would be interested in serving on the Committee. Bryon Quatrini said that he would be interested in serving as an alternate if Gary could not make a meeting. The Manager stated that he would inform NVDA.

Ancient Road Grant – Jerry Rowe commended the work of Priscilla Messier in obtaining a grant in the amount of \$5,000 to conduct a review and develop recommendations relative to any ancient roads in the Town of St. Johnsbury.

Education Bill – Sandy Grenier advised that she provided the Board with a copy of H880 as enacted by the Legislature (Combining Prebate and Rebate Programs). Sandy suggested that members of the Board may want to review the statute as there are items that will need to be considered by the Board or by the voters.

Having no further business or requests, it was moved by Gary Reis, seconded by Jerry Rowe, and voted (5-0) to adjourn at approximately 7:55p.m.

The next meeting of the SelectBoard is scheduled for Monday, December 18, 2006 beginning at 7:00p.m. in the Board Room of the Municipal Building.

Respectfully submitted,

Michael A. Welch
Town Manager

Minutes
St. Johnsbury SelectBoard
Monday, December 18, 2006

The St. Johnsbury SelectBoard held a SelectBoard meeting on Monday, December 18, 2006 beginning at 7:00p.m. in the Board Room of the Municipal Building.

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

Others Present: Sandy P. Grenier (Town Clerk & Treasurer), Joel Schwartz (Director of Economic Development), Dan Scott (Superintendent Water/Sewer Department), Red Dufresne (Dufresne & Associates), Gary Lindsley (Caledonian-Record), KATV- Channel 7, and Mike Welch (Town Manager).

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

MINUTES – It was moved by Gary Reis, seconded by Bryon Quatrini, and unanimously voted (5-0) to approve the Minutes from the Regular SelectBoard meeting dated December 11, 2006.

WARRANTS – There were no SelectBoard Warrants or Orders to sign at this time.

GRAND LIST ERRORS AND OMISSIONS - AMENDMENTS – Sandy Grenier reviewed two Error and Omissions with the Board. The exemption of Catamount Arts (the former Masonic Temple on Eastern Avenue) and the addition of a new mobilehome in Mt. Pleasant Mobilehome Park. Sandy also reviewed an HS 131 filing penalty with the Board. Following discussion, it was moved by Bryon Quatrini, seconded by Gary Reis, and voted (5-0) to approve Grand List Amendment #17 - \$11.23; and to approve the Error and Omission adjustments as set out in Amendment #18 – Catamount Arts (\$149,100), and Mt. Pleasant Associates + \$14,400.

APPEAL OF EQUALIZED GRAND LIST – The Manager stated that the Catamount Arts building was included as a valid sale – and needs to be removed from the equalized valuation study. The Equalized Valuation has been established by the State - in order to adjust the Value the Board will need to file an appeal. The Board reviewed the 2007 Equalized Grand List Report. Following discussion, it was moved by Bryon Quatrini, seconded by Jerry Rowe, and unanimously voted (5-0) to appeal the 2007 Equalized Grand List determination, and authorize Chairperson Dale Urie to sign the letter of appeal.

WATER SYSTEM IMPROVEMENTS – Red Dufresne, Dufresne & Associates, was present to review Water System Improvement studies that have been prepared for review by the Board.

Red reviewed the Overcliff Tank(s) replacement – and advised the Board that he was recommending that two new tanks be installed – at a higher elevation, on the same site. Red estimated the total project cost at \$2,555,000. Dale Urie asked about potential damage from failure of the tanks. Red said that no analysis had been conducted. Red reported that he had an inspector review the dive reports – and it has been determined that the tanks are not in danger of immediate failure. They are in need of replacement.

Red reviewed the report on the Alum Sludge handling. He stated that the recommended option is to slip-line a 10” water line that runs from the Water Treatment Plant to the former village. This line could then be tied into the domestic sewer for treatment of the alum sludge at the Wastewater Plant. Red stated that in addition the 14” line that serves the Town would also be scoured and coated with 1/8” of cement to enhance the useful life of this water line.

Red said that the total project cost for replacement of the Airport Tank, the two Overcliff Tanks, and the slip-lining for the Alum treatment would be a total of approximately \$ 4,021,000. Based on discussions with USDA and initial offer of 60% Grant (\$2,408,300) and 40% Loan (\$1,613,000) has been estimated by USDA. Final awards would be subject to full application and approved bond vote. Debt repayment on the loan is estimated at \$97,000 for 30 years or \$123,000 for 20 years.

Red said that there are two other projects that are in the pipeline for review – Disinfection By-Products Treatment (DBP), and the Water System Master Plan. Red said that it makes sense to get as much as possible into the Water Project – in order to maximize the USDA grant funding. The REAP Zone funding for the NEK will be available until 2010 – and that provides favorable consideration for USDA funding to communities in the Kingdom.

Red recommended a schedule that would move forward with final project design in 2007 – with adequate 0 interest loan funding from the State of Vermont. Once final design is completed – a Bond Vote would be conducted in 2008 for construction beginning in 2008.

Jerry Rowe said that he would like to see these projects move forward as quickly as possible.

Following discussion, it was moved by Bryon Quatrini, seconded by Gary Reis, and voted 5-0 to submit the Basis of Design Report on the Overcliff Tanks to the State of Vermont for review – and to determine if State funding is available to pursue final design. Red stated that he would be forwarding the Board an amendment to the existing

tank contract, and a contract for the DBP and Master Plan analysis. The State has approved 0% interest planning loans for this additional work.

TOWN MEETING WARNING FORMAT – Dale Urie said that he is interested in finding out if the Town can move the voter approved assistance articles ahead of the Town and School Budget on the Town Meeting warning – so that people are available to review and discuss these articles. Bryon Quatrini agreed. Reg Wakeham asked if we would lose participation in Town Meeting if people did not want to sit through the Voter Assistance article discussion. The Manager said he had not gotten a legal opinion on this matter – but the Voter Assistance Articles appear on the Warning for the following day – so it may be difficult to put these articles in front of the Town Meeting articles without suspending the rules at the meeting to do so. Another suggestion was having the meeting start earlier – 6:30p.m. – and use the first ½ hour as an Informational Session to review the Voter Assistance articles. The Board directed the manager to contact the VLCT to get input on whether or not these items can be discussed earlier in the meeting.

MUNICIPAL BUDGET OVERVIEW – The Manager provided the members of the Board with a draft of Municipal Expenditure Budgets for General Fund, Highway Fund, and Special Services Fund. The Manager also provided members of the Board with a summary of these proposed expenditures and a copy of all of the projected wage, benefit, and overtime estimates for each department by employee. The Manager stated that the budget reflects personnel increases as agreed to in the labor contracts for 75% of the employees. Non-union employees were given a 3.5% adjustment – which is equal to or less than the bargaining unit employees. The Manager stated that employee participation in health care cost will increase to 10% of total premium effective 1/1/07. The Manager stated that the Budget also includes increases associated with – Unemployment Insurance, Health insurance, Liability/Vehicle Insurance and Worker’s Compensation insurance. The Budget includes an \$87,000 expenditure for the Revaluation expenses for 2007. The draft budget also includes an increase in the transfer for the Recreation Fund from \$47,116 to \$78,895 to cover most of the actual costs associated with Recreation personnel. Dale Urie asked about merit review for wage adjustments. The Manager said that merit pay is not included in the current budget proposal – wage adjustments are a cost of living adjustment. Dale Urie asked the Manager to develop a merit proposal. Dale Urie requested personnel wage information from previous years.

Jerry Rowe asked about the direction given to Department Heads when preparing the draft budgets for their departments. The Manager stated that direction was to keep the budgets at a minimum increase. The Goal was an overall increase of not more than 4%. The Manager stated that Department heads have no control on Health Insurance Premiums, Liability/Vehicle Insurance, Worker’s Comp, Wage Rates, Pension costs. The Manager stated that 80% of the General Fund budget is Personnel. The remaining balance is essentially maintained by the departments.

Members of the Board agreed to schedule two Budget Workshops. Monday, January 8th at 6:00p.m. and Wednesday, January 10th at 4:00p.m. Department heads will be invited to

participate. The Manager advised that he would continue to work on revenue projections, and remaining expenditure budgets. The Board agreed to invite members of the Finance Committee to participate in the Budget workshops.

MANGER'S REPORT – There were no additional items to report. The Manager requested a brief Executive Session to discuss appointment of a public officer.

OTHER BUSINESS – There was no other business.

EXECUTIVE SESSION – It was moved by Bryon Quatrini, seconded by Jerry Rowe, and unanimously voted to enter into Executive Session for the purpose of discussing the appointment of a public officer or employee. The Board entered Executive Session at approximately 8:30p.m.

It was moved by Gary Reis, seconded by Bryon Quatrini, and unanimously voted to return to regular Session at approximately 8:45p.m.

It was moved by Reg Wakeham, seconded by Gary Reis, and unanimously voted to adjourn at approximately 8:45p.m.

Respectfully submitted,

Michael A. Welch
Town Manager