

**Minutes**  
**St. Johnsbury SelectBoard**  
**Monday, July 16, 2007**

The St. Johnsbury SelectBoard held their Regular SelectBoard Meeting on Monday, July 16, 2007 beginning at 7:00p.m. in the Board Room of the Municipal Building.

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

**Others Present:** Kevin Russell, Carla Ocasso (Burlington Free Press), Jacob Grant (The Caledonian-Record), Mike O'Hara (VAST), Sandy Grenier (Town Clerk/Treasurer), De-Ann Welch, Tim Cole, Robert Desrochers, Eric Hudson, Joe Fox (Recreation Director), Sgt. Clement Houde (STJPD), Detective Kurt Borgstrom (STJPD), Mike Welch (Town Manager), and Kingdom Access TV.

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

**PUBLIC COMMENT** – Chairperson Rowe asked if there was anyone who wanted to comment on any item not on the agenda. There was no public comment.

**MINUTES – JUNE 25, 2007** – It was moved by Dale Urie, seconded by Gary Reis, and voted (5-0) to approve the Minutes from the Regular SelectBoard Meeting dated June 25, 2007 as presented.

**THREE RIVERS TRANSPORTATION PATH – ALIGNMENT**

**RECOMMENDATION** – Kevin Russell, Municipal Project Manager for Three Rivers Transportation Path, was present to discuss his recommendation that the SelectBoard endorse a new conceptual alignment for the Path that will follow the existing Lamoille Valley right-of-way – and will leave the Railroad Right-of-way at Mt. Vernon Street – then proceeding easterly along Mt. Vernon Street in the form of an 8' shared use pathway. Cross the intersection of High Street and Mt. Vernon Street, cross the Bridge over the Sleeper's River at Mt. Vernon Street, and then continue along as a share-the-road condition on US Route 2. Kevin said that this change in alignment would mean a reduced construction cost as no bridge would be required, and the highway and sidewalk improvements to Barker Avenue will not be included. Kevin said he has spoken with the private property owners along the route – and he believes that people are supportive of the project. He said that there is an impact on a private property owner where an easement would be required – but he felt that he would be able to accommodate the concerns of the property owner. Daniel Kimbell asked if the pathway can be constructed within the existing right-of-way. Kevin said that the shared use path can be constructed within the right-of-way – but, it is a much smoother transition with a small easement area required. Dale Urie asked about the timeline for the rail-trail. Mike O'Hara said that the

VAST work will be done over the next 3-5 years. He indicated that the pathway will probably be open first for some uses – such as walking – but may not accommodate horses and others uses in the early stages of development. Kevin said that there is no plan to allow snowmobile use on the Shared Use pathway along Mt. Vernon. Dale asked about the surface treatment of the portion of the Lamoille Valley RR ROW that will be used for the Three Rivers Path. Kevin said that it is anticipated that this portion of the path would be paved – and then transition to concrete at Mt. Vernon. Dale stated that VAST had agreed that if the pathway is paved, and damage is caused by snowmobiles – then they would assist in maintaining the asphalt. Following discussion, it was moved by Gary Reis, seconded by Dale Urie, and unanimously voted (5-0) to approve the change in conceptual alignment for the Three Rivers Transportation Path to follow the Lamoille Valley RR ROW, transition onto Mt. Vernon, and cross-over the Sleeper’s River to U.S. Route 2.

**TAX SALE UPDATE – AUTHORIZATION TO BID** – The Manager reported that Sandy Grenier and the Town Office staff have done an excellent job, working with the Town Attorney, to initiate the Tax Sale process for 2007. At this time there are a total of thirteen properties remaining on the tax sale list. The Tax Sale is scheduled for Thursday, July 26, 2007 beginning at 10a.m. in the Board Room of the Municipal Building. Following discussion, it was moved by Daniel Kimbell, seconded by Dale Urie, and unanimously voted (5-0) that Gary Reis would represent the Town at the Tax Sale and be authorized to bid on behalf of the Town – Bryon Quatrini will serve as a back-up authorized representative of the Board.

### **LOCAL LIQUOR CONTROL COMMISSION**

***Application Front Row Sports Tavern*** – Tim Cole was present representing Front Row Sports Tavern. The Manager advised that Police Chief Leighton and Fire Chief Troy Ruggles had reviewed the application. The Manager said that Chief Ruggles recommended a conditional approval – as he was unable to complete an inspection of the premises. Mr. Cole said that the bar will have approximately 3,000 sq feet of space. He said that he plans on having live entertainment on Friday and Saturday. Jerry Rowe asked about noise complaints when the bar operated as the Underground. Sgt. Clem Houde said that the Police Department did receive noise complaints when the Underground was in operation. Sgt. Houde said that most of the complaints came from the Passumpsic View Apartments when people were outside of the building to smoke. Sgt. Houde recommended that there be a requirement that an employee of the bar be posted outside when people are outdoors smoking – to help control the noise level. Sgt. Houde also recommended that the SelectBoard consider a policy that would make last call at 1:00a.m. Sgt. Houde said that if alcohol sales stop earlier – then some people will leave earlier, and there will be a gradual departure from the establishment – instead of everyone who is left in the bar leaving at 2:00a.m. Eric Hudson (Dawg House) said that he actually did stop serving alcohol earlier at his bar (1:30a.m.) and he said it did help to reduce the number of problems. Following discussion, it was moved by Gary Reis, seconded by Bryon Quatrini, and unanimously voted (5-0) to approve a Liquor License, with conditions, for Front Row Sport Tavern, conditions as follow:

1. Owners must comply with all requirements of Fire Chief Troy Ruggles related to the space;
2. Owners will have an employee in control of patrons leaving the establishment for the purpose of smoking;
3. A clear listing of individuals who have been told not to return to the establishment shall be posted at the entrance to the establishment;
4. Employees on duty as waitstaff, bartenders, and bouncers shall wear shirts that will make them easily identifiable as employees of the establishment;
5. There will be no sale or furnishing of alcohol past the hour of 1:00a.m. seven (7) days a week;
6. Owners and employees will make every effort to encourage patrons to leave the premises and public ways following the closing of the establishment.

#### **SERVING OF ALCOHOL POLICY – FIRST CLASS LIQUOR LICENSES:**

It was moved by Bryon Quatrini, seconded by Daniel Kimbell, unanimously voted (5-0) by the St. Johnsbury Local Board of Liquor Commissioners, to adopt the following Policy:

*For all holders of a First Class Liquor License in the Town of St. Johnsbury, Vermont there will be no sale or furnishing of alcoholic beverages past the hour of 1:00a.m. seven (7) days a week. This requirement will go into effect on August 1, 2007.*

*This requirement does not effect the hours a licensee may be open to the public, but rather states all sale or furnishing of alcohol cease on or before 1:00a.m. Actual consumption may extend beyond 1:00a.m. and an establishment may be open to the circulation of the public as well.*

*Any question regarding this requirement should be directed to the Chief of the St. Johnsbury Police Department (802-748-2314).*

*This policy is to remain in effect until further notice.*

*Application – TOJO, Inc. (dba The Dawg House Tavern) – Eric Hudson current owner of the Dawg House Tavern was present to advise members of the Board that he is trying to sell the Dawg House. Eric stated that he was supposed to close today – but the buyer (Ryan Stenson) was informed that the Board needed to review the application before it was approved. The Manager advised that Fire Chief Troy Ruggles had reviewed and approved the application. The Manager stated that Chief of Police Richard Leighton had provided the Manager with documentation confirming some of the criminal offences referenced in the application. The Manager stated he was informed by the Chief that the*

VCIC Network can not be used for background checks for liquor license applications. Chairperson Jerry Rowe indicated that he would like additional information relative to any convictions in Florida. Members of the Board indicated that they would be willing to schedule a special meeting to act on the Tojo Liquor License Application, once additional background information has been obtained. It was moved by Gary Reis, seconded by Bryon Quatrini, and unanimously voted to table action on the Tojo, inc. application pending the receipt of additional information.

**STATUS REPORT** - The Manager reviewed with the members of the SelectBoard the status of the 2007 priorities as established by the Board. Suggested areas of enhanced focus included – Consolidation of Departments – Ambulance Service – Direct Contact with Individual Businesses – and the St. Johnsbury Center Housing project.

**MUNICIPAL REVENUE AND EXPENSE REVIEW** – The Manager reviewed with the Board Revenue and Expense summaries for General Fund, Parking Fund, Recreation Fund, Water/Sewer Fund, Highway Fund, Special Service Fund, and the Grant Fund.

**MANAGER’S REPORT:**

*New England Waste Services – Revised Fees* – The Manager reviewed the revised pricing information from NE Waste Services for recycling at the Transfer Station. The Manager said that the Recycling Committee will be working on an education plan to get the word out to the public about these reduced costs.

*Summerfest* – The Manager stated that the Summerfest Celebration is scheduled for Saturday, July 28<sup>th</sup>.

**EXPENSE WARRANTS:** The members of the SelectBoard reviewed and signed the following expenditure warrants, each of these warrants had been previously reviewed and signed by SelectBoard representatives Daniel Kimbell, or Gary Reis:

General Fund Check Numbers:

55400 – 55504	\$199,899.47
55505 – 55506	\$ 383.52
55507 – 55526	\$ 11,180.82
55527 – 55574	\$ 59,415.30

Grant Fund Check Numbers:

1877 – 1877	\$ 46.28
1878 – 1878	\$ 4,000.00
1879 – 1884	\$ 3,987.94

**OTHER BUSINESS** - None

**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 a Real Estate Option, and Civil Action. The Board entered Executive Session at approximately 8:00p.m.

It was moved by Daniel Kimbell, seconded by Bryon Quatrini, and unanimously voted to return to Regular Session at approximately 8:30p.m.

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

Respectfully submitted,

Michael A. Welch  
Town Manager



**MINUTES  
ST. JOHNSBURY SELECTBOARD  
MONDAY, JANUARY 8, 2007**

The St. Johnsbury SelectBoard held their Regular SelectBoard Meeting on Monday, January 8, 2007. A special Budget Workshop was scheduled for 6:00p.m. The Regular SelectBoard Meeting was scheduled for 7:00p.m.

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

***Others Present:*** Russ Hutchins, Larry Sharer, Priscilla Messier (Planning/Zoning Administrator), Larry Gadapee (Highway Superintendent), Troy Ruggles (Fire Chief), Richard Leighton (Police Chief), Jim Rust, KATV-Channel 7, and Town Manager Mike Welch.

Chairperson Dale Urie called the meeting to order with the Pledge at 6:00p.m.

**MINUTES** – It was moved by Bryon Quatrini, seconded by Gary Reis, and voted (5-0) to approve the Minutes from the Regular SelectBoard Meeting held on December 18, 2006 as presented.

**MUNICIPAL 2007 BUDGET WORKSHOP** – The Board reviewed expenditure drafts for the proposed 2007 municipal budget for Highway Fund, Police, and Fire Department.

***Highway Fund*** – Superintendent Gadapee was present to review the Highway Fund Budget. Larry said that Portland Street Bridge will be rebid for one pier only to try to address the most serious concern. This budget does not include funding for the replacement of the stairway on Portland Street. The Manager stated that the Town will also need to match the streetlight and street tree project on Railroad Street. Larry Gadapee stated that there are several road and sidewalk projects that are due to be constructed. Larry said that Harvey Street will be the next area the Town will work on. Larry said equipment replacement will be one 10-wheel dump truck that is 12 years old and due for replacement. Russ Hutchins said that all of the capital plan items should be included in the draft budget. Dale Urie stated that the Manager should revise the draft budgets to include Capital Improvement Plan recommendations. Dale asked about personnel – the Manager stated the current budget funded all of the positions including the position that was not filled following a retirement. Bryon asked about working cooperatively with the Water Department. Larry responded that has been tried in the past and was not successful. The Manager said that he understands that the Board wants to work toward consolidation.

***Police Department*** – The Board reviewed the Police Budget with Chief Leighton. Jerry Rowe asked about personnel expenses. Chief Leighton responded that several employees had been out of work in 2006 – and that reduced the actual expense for personnel cost. Chief Leighton stated that the increase in contractual services was due to a previously unbudgeted maintenance agreement on the fingerprinting machine. Jerry asked about gasoline expense. Richard said that the department has tried to minimize additional expense for gasoline through increased foot patrol and doubling up in cruiser. The Manager stated that one of the policy questions for the Board is reduction in the amount of money transferred from Parking Fund to Special Service Fund. The Manager stated that he reduced the transfer in the budget draft from \$25,000 to \$15,000. The Manager said that the Parking Fund does not have sufficient revenue to fully fund current expenses. Bryon asked about transfer to Clerk’s Office. The Manager stated that this is 5% of estimated Clerk budget – and covers costs associated with processing payments, computer time, accounting, billing, collections, and handling complaints. Bryon questioned this amount. Bryon said that the Board also needs to consider the cost associated with a full-time position enforcing parking meters. Dale asked about utility charges. The Manager stated that security lights in the parking lots are billed separately and are charged to the parking fund. Dale asked about personnel cost in the Parking Fund. The Manager stated that when Dan Scott makes repairs on Parking Meters – time for his employees is charged to the Parking Fund. Reg Wakeham suggested that the Downtown Improvement Commission needs to monitor the parking program and make recommendations to the Board relative to parking management. Gary asked about Police Equipment Fund. The Manager stated that remaining funds in equipment will be reserved toward future replacement of the police cruisers.

***Fire Department*** – The Board reviewed the Fire Department Budget with Chief Troy Ruggles. Jerry asked about increased cost for overtime. Troy stated that one firefighter has been on workers compensation for an extended period of time and this has resulted in increased cost for fill-in. Troy said he has tried to minimize cost by filling in himself – however, overtime is higher when full-time firefighters are used to fill in. Jerry asked about gas and oil without budget. Troy said that historically this had been budgeted in contractual services. Reg asked about Equipment Replacement Fund. The Manager responded that final payment on most recently acquired fire truck will be made in January 07 – and then reserve funds will be set aside toward next apparatus replacement. Gary asked about new Equipment. Troy said that this is a misnomer as there really is not new equipment – the account is used for replacement of existing equipment. Russ Hutchins asked about operations for a new fire station and whether estimates were included within the fire department budget for that. The Manager stated that estimates related to the operation of a new facility are not included in this budget.

The Manager stated that he would ask remaining department heads and others to attend the next Budget Workshops to make presentations to the SelectBoard.

***Special Appropriations*** - Chairperson Urie suggested that agencies requesting first time funding, and agencies requesting an increase over the 2006 appropriation be invited to make a presentation to the SelectBoard. The Manager said he would contact the agencies. Jerry Rowe asked about the ability to limit petitioned articles for funding. The Manager stated that the only limiting factor that he is aware of is whether or not the appropriation request is an allowable expenditure for municipal purposes.

***Meeting Schedule*** – Members of the SelectBoard agreed to set the following meeting schedule for Budget Workshops and SelectBoard Meetings:

Wednesday, January 10<sup>th</sup> at 4:00p.m. – Board Room

Monday, January 15<sup>th</sup> at 5:00p.m. – Board Room

Monday, January 22<sup>nd</sup> at 6:30p.m. Board Room (St. Johnsbury Center Sidewalk)

Monday, January 29<sup>th</sup> at 4:00p.m. – Board Room – Final Budget review, Final Town Meeting Warning.

**APPOINTMENT** – It was moved by Bryon Quatrini, seconded by Reg Wakeham, and voted (5-0) to appoint Jim Impey to vacant positions on Tax Stabilization Committee, Industrial Park Board, and Jay-Lyn Revolving Loan Fund Board.

**ST. JOHNSBURY CENTER SIDEWALK PROJECT** – The Manager informed the Board that the Town has received a draft report on the preferred alternative for a sidewalk/pedestrian path through St. Johnsbury Center. The engineering firm (ESPC) will make a formal presentation of Preferred Alternative at the January 22, 2007 SelectBoard Meeting beginning at 6:30p.m. in the Board Room.

**TOWN MEETING – INFORMATIONAL SESSION – SPECIAL APPROPRIATIONS** – The Manager reviewed with the Board the response from Dominic Cloud at VLCT relative to discussion on special appropriation articles before the regular warned articles. The Manager stated that Dom suggested either a public informational session before the meeting – or suspending the rules to discuss the articles. Priscilla Messier said that if you tried to have a public informational meeting before the Town Meeting than you will have people entering for the regular Town Meeting, and it will be impossible to conduct an informational session. Bryon suggested that a member of the Board request that the rules be suspended to discuss special appropriations before the regular budget articles – that way it will be up to the voters to decide.

**MANAGER’S REPORT:**

***Exempt Properties*** – The Manager reviewed the information provided by Property Valuation and Review relative to Locally Voted exemptions. The Manager stated Peter Whitney and Caroline Lockyer are reviewing all of the exempt parcels – and will make

recommendations regarding locally exempt parcels. Jerry Rowe asked about partially exempting parcels. The Manager said he would look into this. The Manager stated that we may need to present voters with articles to consider whether or not to approve property tax exemptions.

**OTHER BUSINESS:**

***PILOT*** – Jerry Rowe asked for clarification on the PILOT memo. The Manager stated the he asked the State why the PILOT payment for the Courthouse did not include an amount for the Special Assessment District. The response from the State is that it should – and the building was miscoded. This will be corrected for future payment calculations.

***Fire Station*** – The Manager stated that soils information has been received and Black River is updating cost estimates. Gary Reis asked about scheduling of a Bond Vote. The Manager stated that we would probably not be in a position to have everything in place for Bond Vote at Town Meeting 2007.

***Refunding Debt*** – Dale Urie asked about placing an article on the warning asking voters to raise money to eliminate the deficit for the Recreation Fund. The Manager stated that there are provisions for the refunding of debt and he would provide the Board with some information.

**EXECUTIVE SESSION** – It was moved by Bryon Quatrini, seconded by Gary Reis, and voted (5-0) to enter into Executive Session for the purpose of a Grievance hearing. Bradley Reed, Barron Gilding, Troy Ruggles, and Michael Welch were included in the Board’s Executive Session. The Board entered Executive Session at approximately 7:25p.m.

It was moved by Reg Wakeham seconded by Gary Reis, and voted (5-0) to return to Regular Session at approximately 8:00p.m.

It was moved by Gary Reis, seconded by Jerry Rowe, and unanimously voted (5-0) to uphold the decision of the Fire Chief and Deny the Grievance.

Having no further business or requests, it was moved by Reg Wakeham, seconded by Gary Reis, and unanimously voted to adjourn at approximately 8:01p.m.

Respectfully submitted,

Michael A. Welch  
Town Manager



**MINUTES  
ST. JOHNSBURY SELECTBOARD  
SPECIAL MEETING – BUDGET WORKSHOP  
WEDNESDAY, JANUARY 10, 2007**

The St. Johnsbury SelectBoard scheduled a special meeting and budget workshop on Wednesday, January 10, 2007 beginning at 4:00p.m. in the Board Room of the St. Johnsbury Municipal Building.

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

***Others Present:*** Bruce Corrette, Larry Sharer, Russ Hutchins, Sandy P. Grenier (Town Clerk/Treasurer), Priscilla Messier (Zoning Administrator), Joel Schwartz (Economic Development Director), Tina Wood (American Red Cross), Rob Levine (American Red Cross), William Merrow, Linda Fogg (STJ Works), and Town Manager Mike Welch.

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

**WARRANTS:** SelectBoard Members reviewed, approved, and signed SelectBoard Orders as follows: Grant Fund (Check #1689 – 1714, and Check # 1715-1722); General Fund (Check #54011-54099, and Check #54100 – 54238).

**ST JOHNSBURY WORKS** – Linda Fogg, Executive Director of St. Johnsbury Works, advised the Selectboard that ST Johnsbury Works was seeking a \$25,000 appropriation from the Town of St. Johnsbury. Dale Urie asked about the organization budget and how these funds would be spent. Linda stated that St Johnsbury Works is the designated downtown organization and is responsible for marketing and promotion of the Downtown. Linda Fogg said that a lead organization is required to maintain eligibility for Downtown grant funds and tax credits. Bryon Quatrini asked about other revenue sources. Bryon stated that the other revenue for St. Johnsbury Works is primarily grant sources. Linda said that in 2006 St. Johnsbury Works received \$5,000 from the contractual services portion of the Economic Development Budget.

**PLANNING & ZONING** – Priscilla Messier was present to review the Planning and Zoning Budget. Priscilla stated that the Town Plan Grant is completed, but her office has received a new grant in the amount of \$5,000 to administer an Ancient Roads review process. Priscilla stated that her estimate for legal fees is probably too low – given we already have one appeal underway from the Development Review Board. Priscilla recommended that legal fees be increased to \$8,000.

**AMERICAN RED CROSS** – Rob Levine and Tina Wood attended the meeting to inform the Board about a new request from American Red Cross for a \$2,000 appropriation from the Town. Mr. Levine said that whether the appropriation is approved or not the level of services provided to the Town by American Red Cross will not be impacted. Levine said that the Red Cross is facing a \$200,000 deficit. He said that the organization has reduced its staff and payroll significantly while still performing required responsibilities. Gary Reis asked how much money from for Red Cross goes out of State. Rob Levine said 10% goes to the national organization. Mr. Levine said that approximately 30% of their budget is administrative. Jerry Rowe asked if Red Cross was concerned about loss of support from private contributors now that Red Cross is requesting public tax dollars.

**TOWN CLERK & TREASURER** - Sandy Grenier reviewed the Town Clerk and Treasurer budget. Sandy said that her budget is under expended primarily as a result of being short one full-time employee for most of the year. Sandy said that she has budgeted to replace that full-time position. Bryon Quatrini asked about not filling the position and see whether or not replacement is needed. Sandy said that she felt that a replacement is needed. Sandy did state that she may be able to get by with a part-time employee to fill this slot. Bryon asked what would not get done. Sandy said everything would get done – it would just be much more difficult to accomplish everything without the additional employee. Sandy stated that her office has worked with ADP to reduce cost for the payroll services contract for next year. Bruce Corrette said that it is inappropriate to show a reduction in expense for interfund transfers. Bruce said he felt that the presentation would be clearer if the transfer were listed as a revenue and not as an expense reduction. Bruce Corrette questioned the amounts being transferred to the Clerk’s Office and the Manager’s Office from Water/Sewer and Parking Fund. Bruce said he felt these transfers should be based on a % of income available – as opposed to a % of the cost of the administrative offices. The Manager said he could present these expenses and revenue in an alternate format.

**ECONOMIC DEVELOPMENT** - Joel Schwartz reviewed the Economic Development Budget. Joel said that the contract services portion of his budget can be reduced by \$5,000. Joel requested that office supplies be increased to \$1,000 to allow for purchasing of required software. Joel reviewed some of the various grant programs with the members of the Board.

**TOWN ROAD – GORDON MILLS WAY** – The Manager stated that he had received a correspondence from EHV requesting that the Town consider discontinuing a portion of Gordon Mills Way. The Manager stated that he reviewed this with the Highway Department, and Water and Sewer department, and no one had any objections to discontinuing a portion, or all of this Town Road. Following discussion, it was moved by Gary Reis, seconded by Jerry Rowe, and voted (4-0 Bryon Quatrini abstained from this vote) to authorize the Manager to proceed with the process for discontinuance of Gordon

Mills Way, provided that EHV covers the costs incurred by the Town to discontinue the road.

**NEXT MEETING** – The SelectBoard has scheduled the next Special Meeting and Budget Workshop for Monday, January 15, 2007 beginning at 5:00p.m. in the Board Room of the Municipal Building.

Having no further requests or business, 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 MEETING & BUDGET WORKSHOP  
MONDAY, JANUARY 15, 2007**

The St. Johnsbury SelectBoard held a Special Meeting and Budget Workshop Session on Monday, January 15, 2007 beginning at 5:00p.m. in the Board Room of the Municipal Building.

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

***SelectBoard Member Excused:*** Gary Reis

**Others Present:** Mark Gilleland (St. Johnsbury Dispatch Supervisor), Sandy Grenier (Town Clerk/Treasurer), Russ Hutchins, Taylor Reed (Caledonian-Record), and Town Manager Mike Welch.

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

**MUNICIPAL BUDGET WORKSHOP:**

***Dispatch*** – Mark Gilleland was present to review the 2007 proposed Dispatch Budget. Dale asked about equipment replacement. Mark stated that the alarm monitoring equipment is in need of replacement. Mark said that there are numerous false alarms or tests that come into the center every day – and the updated panel will improve the ability for the dispatcher to determine if alarms are tests or actual emergency calls. Mark said that personnel remains the same as in 2006. Mark stated that he will be reviewing contract amounts with contract agencies for 2008. Mark said that there is about \$58,000 in revenue from contracts to other emergency service agencies. Bryon asked about grant funding. Mark said that much of the communications equipment has been updated in the past through grant funding. Mark was not aware of funding that could be used to upgrade alarm monitoring equipment.

***Recreation*** – Jerry Rowe asked about the transfer for the Recreation department. The Manager stated that he had included \$78,210 as a transfer to the Recreation Fund. This is an increase of \$31,094 over the 2006 transfer of \$47,116. The Manager stated that the \$78,210 basically represents the cost of personnel. The Manager said that the intention was to try to eliminate the accumulating of additional deficits for the Recreation Fund. The Recreation Board is unable to raise sufficient funds to cover the cost of providing recreation programs. Jerry Rowe said that he felt that the Recreation Board needs to look at towns outside of the St. Johnsbury area for financial assistance. Jerry said that non-residents are able to take advantage of the fact that St. Johnsbury is appropriating funds for recreation, and has the infrastructure in place to support a program. Reg Wakeham

suggested that the SelectBoard should look at putting a question on the Town meeting warning to eliminate the deficit in the Recreation Fund over the next three years. Jerry said that the SelectBoard should consider an increase of \$10,000 over the 2006 appropriation to try to prevent additional deficits. Dale Urie said that this would not accomplish the objective of trying to reduce the amount of time the director spends on fund-raising vs. programming.

**Reserve Funds** – The Manager reviewed projected fund balances with members of the Board. The Manager stated that these balances are still subject to audit review and the auditors will begin work this week.

**Personnel** – Dale Urie recommended that additional adjustments be made in Personnel costs including – eliminate 1 full-time employee in Highway Department, reduce full-time position in Town Clerk’s Office, reduction in Parking Meter enforcement (possibly consolidating into Town Clerk’s Office position). Dale Urie also recommended that the Board require a Hiring Freeze – and that no full-time positions be filled until they have been reviewed by the SelectBoard. Dale said that it is important to take some steps to try to reduce an increase in the property tax requirement. Bryon asked about consolidating Highway and Water/Sewer. The Manager stated that he did not believe that there would be personnel reductions resulting from consolidating effort. The Manager said that as new employees are hired – different job requirements can be developed for a combined department. The Manager stated that he would review adjustments recommended by the board and develop estimates for the Board to review at the next meeting.

**ST JOHNSBURY WORKS LETTER OF SUPPORT** - The Manager presented a Letter of Support request from St. Johnsbury Works for a Preserve America Grant Application. Members of the Board requested additional information relative to the total budget, grant amount requested, specific use of funds, and matching requirement. The Manager said he would get additional information from ST Johnsbury Works.

**NEXT MEETING** – The next meeting of the SelectBoard is scheduled for Monday, January 22<sup>nd</sup> – beginning at 6:30p.m. with a presentation on St. Johnsbury Center Sidewalk Design. The regular SelectBoard meeting and budget review will begin at 7:00p.m.

The Board agreed to tentatively set a Budget Workshop for Wednesday, January 24<sup>th</sup> at 5:00p.m. if additional budget review sessions are required.

Having no further business or requests, it was moved by Reg Wakeham, seconded by Jerry Rowe, and unanimously voted to adjourn at approximately 6:25p.m.

Respectfully submitted,

Michael A. Welch  
Town Manager



**Minutes**  
**St. Johnsbury SelectBoard**  
**Monday, January 22, 2007**

The St. Johnsbury SelectBoard held their regularly scheduled SelectBoard meeting on Monday, January 22, 2007 beginning at 6:30p.m. in the Board Room of the Municipal Building.

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

**Others Present:** Kevin Montminy, Marc Larose, Joel Schwartz (Economic Development Director), Erik Sandblom (ESPC), Lisa Murdock (ESPC), Priscilla Messier (Planning & Zoning), Joe Fox (Recreation Director), Albert Dunn (Recreation Committee), Sandy Grenier (Town Clerk & Treasurer), Peter Crosby, Shauna Clifford (VTRANS District 7), Greg Aldrich, Charlie Browne (Fairbanks Museum), Peter Whitney (Assessor), Matt Choate (CALEX Board), Taylor Reed (Caledonian-Record), KATV Channel 7, LSC-TV, and Mike Welch (Town Manager).

Chairperson Dale Urie called the SelectBoard Meeting to order at approximately 6:30p.m.

**PREFERRED ALTERNATIVE MEETING** – St. Johnsbury Center Bike and Pedestrian Facility Improvement – ESPC Engineering Report - Lisa M. Murdock and Erik Sandblom were present to review the preferred alternative for the St. Johnsbury Center transportation enhancement project related to providing pedestrian and bike facilities through St. Johnsbury Center. Lisa provided those present with a summary of the project alternatives. Lisa said that the box culvert at Route 5 is a concern in terms of width and permitting. Amy Bell commented that at the box culvert the path should be shared use, and eliminate the sidewalk at this location to solve width problem, and impact on existing structure. Comments from participants included a very abrupt centerline shift (6.5' west) this needs to be graduated so change will not be as abrupt. Grass strip has been removed due to concerns expressed during the alternatives meeting. Utility conflicts – utilities will be responsible for relocation – this will be determined during final design. Current lane width is 12.3' project will reduce to 11' – what is minimum, and why reduce? Reduce lane width will assist with traffic calming. Minimum width depends on classification of the roadway. ESPC recommends minimum of 11' here, some locations allow for reduction to 10.5'.

**MINUTES** – It was moved by Bryon Quatrini, seconded by Reg Wakeham, and unanimously voted (5-0) to approve the Minutes from SelectBoard Meetings held on January 8, 2007; January 10, 2007; and January 15, 2007.

**TAX STABILIZATION REQUEST – ALDRICH FORMICA** – Greg Aldrich and Joel Schwartz were present to discuss the Tax Stabilization request of Aldrich Formica.

The Manager informed the Board that the Tax Stabilization Committee met on January 22<sup>nd</sup>, and recommended the following to the Board: *to recommend that the St. Johnsbury SelectBoard approve a one-year tax stabilization agreement for Greg Aldrich, dba Aldrich Formica, with the building/land value to remain at \$268,800 for 2007; and that personal property (machinery and equipment) be placed on the grand list at 10% of Book Value; and that the SelectBoard indicate their commitment to revisit this stabilization agreement at the completion of the reappraisal in 2008, and consider the negotiation of a longer term agreement once the Board knows the full impact of grand list valuation changes.* Following discussion, it was moved by Gary Reis, seconded by Bryon Quatrini, and unanimously voted (5-0) to approve the recommendation of the Tax Stabilization Committee regarding a Tax Stabilization Agreement for Aldrich Formica.

**CALEX-EMS-UPDATE:** Matt Choate, St. Johnsbury representative on the CALEX-EMS Board of Directors, was present to provide members of the Board with an update on CALEX-EMS. Matt reported that CALEX completed 1,808 calls in 2006. He said 1,050 of these originated in St. Johnsbury. He said of these, roughly 400 are transports to DHMC, FAHC, or CVH. Approximately 650 transports are St. Johnsbury 911 calls. Matt said Calex continues to invest in capital equipment and long-term planning. Matt reviewed Calex goals for 2007. Matt asked Board members how often they would like to receive updates from CALEX. Board members suggested that quarterly reporting would be good. Matt asked what the SelectBoard expected from the two St. Johnsbury Calex Representatives – Erin Quatrini and Matt Choate. Gary Reis asked about the subscription program. The Manager stated that St. Johnsbury Representatives should be aware that the price for Dispatching Services for CALEX needs to be reviewed. The Manager stated that St. Johnsbury Representatives on CALEX should continue to look at ways that CALEX EMS and St. Johnsbury Fire can work together – including the potential for sharing of revenue from St. Johnsbury Fire first responses.

### **MUNICIPAL BUDGET REVIEW 2007:**

***Charlie Browne, Fairbanks Museum-*** Charlie Browne reviewed the special appropriation request from Fairbanks Museum. Charlie said that the Museum request for 2007 is \$63,000 this is a 9.6% increase over 2006 appropriation. Charlie said that the Museum is investigating expansion plans in St. Johnsbury – and making more programs available throughout the region. Charlie said that the Museum Board will be looking at increasing contribution requests from outlying towns next year. Charlie said the Museum will also increase their admission rate to (free for St. Johnsbury residents) in 2007.

***Lister & Revaluation*** – Peter Whitney reviewed the proposed Lister Budget with the members of the Board. Peter reviewed the status of the Revaluation with members of the Board. Peter indicated that the Town has been working through temporary employment services for a data entry person – who has worked out very well. Peter said that the Town would like to employ this individual on a part-time basis to perform data entry throughout the revaluation process. Peter said they are currently reviewing all exempt properties to determine statutory exemptions, and exemptions that may require voter approval. Bryon

Quatrini expressed concerns about incurring benefit costs associated with a part-time employee. The Manager stated that under the terms presented to the individual there would be no benefits at 30 hours per week. The Manager stated that it is the Town obligation, under our contract with the vendor, to provide the data entry services for the Revaluation. Following discussion, it was moved by Bryon Quatrini, seconded by Gary Reis and voted (5-0) to authorize hiring of a part-time employee for up to 30 hours per week, without benefits, to perform data entry services associated with the revaluation. Peter stated that Caroline will begin individual inspections in March 2007.

**Recreation Budget** – Joe Fox was present to review the Recreation Fund budget. Joe provided statistics related to the number of participants from outlying communities, in St. Johnsbury Recreation Program (approximately 53% of participants from outside of St. Johnsbury). Joe reviewed the current Recreation programs with members of the Board. Joe stated that the Recreation Committee did agree at their last meeting to increase non-resident fees for individual programs and for family memberships. Joe said that the Recreation Department attempts to offer programs for everyone. Dale Urie asked about the level of facility use after school. Joe responded that use of the facility is high. 25-40 kids will be in the building right after school. Dale Urie asked about use of area Baseball Fields. Joe said he hopes to be able to negotiate use of those fields for 2007. Joe said that as a result of the revenue needs – he does need to spend a lot of his time on fund-raising vs. recreation programming. Gary Reis asked about uses at the Town School. Joe said that Recreation does try to schedule programs there but fields have been under reseeding. Joe said he hopes to do more with the School grounds this year.

**Deficit Refunding** – The Manager presented the Board with the opinion from Attorney Paul Giuliani, that the SelectBoard has the authority to refund an existing deficit. The Manager informed the Board that current deficits include – Parking Fund (\$83,942) and Recreation Fund (\$106,526). The Manager presented information on refunding these balances. Reg Wakeham suggested that the Board should not address the Parking Meter Fund deficit now – and should allow the Downtown Improvement Commission to monitor the impact of increased parking permit fees, expense reductions, and increased meter fees. Sandy Grenier stated that the Auditors could tell the Town that we need to address these deficits. Following discussion, it was moved by Jerry Rowe, seconded by Bryon Quatrini, and unanimously voted to present a question to the voters at Town Meeting seeking authorization to refund the Recreation Fund deficit of (\$106,526) over a period of three years.

**Budget Discussion** – Members of the Board reviewed the draft 2007 Municipal Budget proposals for General Fund, Highway Fund, and Special Services Fund. The Manager reviewed estimated property tax rate impacts with members of the Board. Following discussion, it was moved by Reg Wakeham, seconded by Gary Reis, and unanimously voted to approve the 2007 proposed General, Highway, and Special Services budgets as follows (summary of expenditure budget attached and incorporated in these Minutes):

General Fund Expenditure	\$2,186,316	
Reserve Funds (Revaluation)		\$50,000

General Fund Property Tax	\$1,690,216
Highway Fund Expenditure	\$1,881,638
Highway Fund Property Tax	\$1,615,636
Special Services Fund Expense	\$1,012,453
Special Services Property Tax	\$ 950,736

**ANCIENT ROAD GRANT & COMMITTEE** - Priscilla Messier reviewed the requirements of the \$5,000 ancient roads grant received by the Town. Priscilla said she would like to have the SelectBoard approve a committee to oversee the collection of Ancient Road information required by recent state legislation. Priscilla recommended that the following individuals be appointed to a committee to oversee the Ancient Roads Project: Alan Boye (Development Review Board), Shane Clark (Surveyor), Larry Gadapee (Highway Fireman), Priscilla Messier (Planning/Zoning Officer), Jim Rust (Development Review Board), Stan Wilkins (Planning Commission), and Mike Welch (Town Manager). Priscilla asked for a volunteer from the SelectBoard – Chairperson Dale Urie volunteered to serve on the Committee. It was moved by Bryon Quatrini, seconded by Reg Wakeham, and unanimously voted (5-0) to appoint members to the Ancient Road Committee as recommended. The Board commended Priscilla on receipt of the Ancient Road Grant.

**PERSONNEL** – Filling of vacant positions. The Manager provided information to the SelectBoard relative to the filling of two full-time positions that are included in the proposed budget for 2007. Members of the Board had previously requested that all full-time positions be reviewed by the Board before being filled. Following discussion, members of the Board agreed that they did not need to review each full-time budgeted position. The Manager reported that recently vacated full-time positions in the Fire Department and Police Department (Sergeant) would be filled.

**MANAGER’S REPORT:**

***Verizon permits*** – The Board reviewed, approved, and signed Pole Permits as requested by Verizon and approved by the Highway department.

***Warrants*** – The Members of the Board reviewed, approved, and signed Expenditure Warrants as follows:

	Check Numbers:	Amount:
General Account	54239 – 54264	\$89,006.69
General Account	54265 – 54274	\$27,695.04
General Account	54275 – 54290	\$86,791.55

***Legislative Breakfast*** – The Manager informed the SelectBoard that the first NEK Chamber Legislative Breakfast will be held on Monday 1/29/07 beginning at 8a.m. at the Black Bear.

***Water Planning Loan Application*** – Members of the Board reviewed a Planning Loan Application prepared by Dufresne & Associates in the amount of \$99,980 to prepare a Water Distribution Master Plan and Report for Reducing Disinfection By-Products at the Water Treatment Facility. Following discussion, it was moved by Bryon Quatrini, seconded by Gary Reis, and unanimously voted (5-0) to approve the Resolution related to applying for \$99,980 in Water Planning Loan Funds, and to authorize the Manager to sign documentation related to this application for funding.

***Letter of Support – STJ Works Preserve America Grant*** – The Manager stated that the Board had requested additional information from STJ Works relative to the Preserve America Grant Application, which has now been provided. It was moved by Jerry Rowe, seconded by Gary Reis, and unanimously voted to approve and sign a Letter of Support for the STJ Works Preserve America grant application.

***Downtown Improvement Commission Meeting Schedule*** – The Manager stated that he is working with members of the Downtown Improvement Commission to schedule an initial meeting.

***Recycling Committee*** – The Manager reported that the Recycling Committee has met a couple of times and is beginning to identify specific projects including – update of public recycling information, compost education and training at Farmer’s Market, developing website information on recycling, meeting with St. Johnsbury School to incorporate Association of Vermont Recycling workshops into school curriculum.

***Summer Street School Open House*** – The Manager advised the Board that tenants of the renovated Summer Street School have scheduled an Open House from 2p.m. – 6p.m. on January 26<sup>th</sup>, and all are invited.

***Next Meeting Date*** – The Manager reminded the Board that the next SelectBoard meeting is scheduled for Monday, January 29, 2007 at 4:00p.m. The Board will review the draft Warning for the 2007 Town Meeting.

***Budget Workshop Cancelled*** – The Workshop tentatively scheduled for January 24<sup>th</sup> was cancelled by the Board members.

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**  
**SPECIAL SELECTBOARD MEETING**  
**MONDAY, JANUARY 29, 2007**

The St. Johnsbury SelectBoard held a Special SelectBoard meeting on Monday, January 29, 2007 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.

***Others Present:*** Bonnie Simons, Mary Grant (RCT), Sandy Thorpe (RCT), Jim Wuertele, Jeff Briggs, Taylor Reed (Caledonian-Record), Larry Sharer, Norm Lanman, Lisa Rivers (Community Justice Center), Sandy Grenier (Town Clerk/Treasurer), Lynn Wurzburg, Michelle Fay (Umbrella), Judy Daloz, Greg MacDonald, and Mike Welch (Town Manager).

Chairperson Urie called the meeting to order with the Pledge at approximately 4:03p.m.

**RURAL COMMUNITY TRANSPORTATION - (RCT)** Funding Request – Mary Grant, RCT Executive Director, and Sandy Thorpe were present to review the RCT appropriation request for funding in the amount of \$14,500 – this is up from \$8,376 approved in 2006. Mary said that ridership has increased in St. Johnsbury and so additional local funds are being requested to help provide the match for state funding. Mary said that RCT is now providing deviated routes – which means that drivers will go off the fixed route to pick up riders. Mary said the appropriation request from Lyndonville is \$6,440 and that was not increased this year as their ridership has not increased. Jerry Rowe asked about area community contributions. Mary said that they do receive contributions from outlying communities – and those requests have been increased based on the ridership volume in those communities. Gary Reis asked about State funding – Mary stated that RCT receives about \$69,000 in state funding. Mary provided the Board with information relative to the RCT budget and schedule. Bryon asked about the history of RCT Town appropriations. Mary said that RCT has only been on the ballot for three years at \$8,376. She stated that RCT will still need to do private fundraising, in addition to municipal appropriations, in order to meet their budget projections.

**COMMUNITY JUSTICE CENTER (CJC)** – Funding Request. Lisa Rivers, Executive Director of the Community Justice Center was present to review the Community Justice Center funding request with the SelectBoard. The Town currently budgets \$55,000 from the State Communities Grant, \$4,000 in cash, and in-kind rental and accounting services (as program match). Lisa reviewed the current funding sources for the Justice Center and stated that the Justice Center was not aware of a 12% contribution toward the employee pension plan for part-time employees. The Manager stated that the Town's pension plan

allows a “credited year of service” for any employee working more than 1,000 hours (FT or PT). The Community Justice Center employees will receive credited years of service for pension purposes – that need to be budgeted for. Lisa asked the SelectBoard to consider the appropriation of an additional \$10,000 over the current \$4,000 cash appropriation in the General Fund Budget. Dale Urie stated that the Justice Center is providing some excellent services to the community. Bryon Quatrini asked if there is a way to recover additional pension costs if future grants are obtained? Lisa said a new grant may be possible in July 2007. Lisa said that the Justice Center is not asking for extra money for every year – but just for the coming year in order to explore other funding sources. Jerry Rowe said that it is very difficult for the Town – where we have cut 2 FTE’s from our own budget to justify increasing the budget amount for the Community Justice Center. Dale Urie asked about ways to scale back programs to meet the budget constraints. Lisa Rivers said that can be done, but it will mean a reduction in services provided by the Justice Center. Gary Reis said that the Board would need to amend the budget they have already approved if they wanted to increase the line-item for the Justice Center. Dale Urie asked if any member of the Board was willing to make a motion to amend the approved budget – there was no motion offered. The Board thanked Lisa Rivers for her presentation.

**GRANT TO ENCOURAGE ARREST APPLICATION** – Michelle Fay, Director of Umbrella, was present to review the 2007 Application for the GEA program. Michelle stated that the Town has served as the pass-through for this grant for several years; Umbrella manages the program, and sub-grants funding to AWARE and NEKCA’s Step 1. Michelle said that grant applications this year will be capped at \$400,000 and will cover a two-year period. Applications are due on February 7, 2007. Michelle said that St. Johnsbury does benefit directly from program services – and law enforcement personnel have been able to take advantage of national training opportunities required, and funded, under the grant program. Michelle provided the Board with a written summary of activities under the current GEA. Following discussion, it was moved by Jerry Rowe, seconded by Bryon Quatrini, and unanimously voted (5-0) to submit an application for GEA funding, and to authorize the Town Manager to sign documentation related to said application.

**SPECIAL REQUEST – TOWN MEETING WARNING ARTICLES** – Jeff Briggs was present to ask that the St. Johnsbury SelectBoard consider adding two (2) Articles for consideration at the Annual Town Meeting scheduled for Monday, March 5, 2007. The two separate resolutions related to the Impeachment of George W. Bush and Richard B. Cheney, and the support of men and women serving in all branches of the United States Armed Forces in Iraq by bringing each and every one of them home now. Jeff Briggs stated that he did not have sufficient time to gather signatures to petition the Articles for inclusion on the Town Meeting Warning, as he had only recently received the proposed language. Jeff said that over 100 Vermont Towns and Cities will be considering these resolutions at Town Meeting – and he wanted St. Johnsbury residents to have the same opportunity to discuss and act on these resolutions. Jerry Rowe said that he felt that if the Town Meeting considered every issue of national importance – then sufficient time would not be available to discuss the direct local issues that require action by the Town.

Jeff Briggs said he believed that the proposed resolutions do represent local issues as they impact funding available to our schools and communities. Greg MacDonald said that these are local issues and there is a direct correlation between what is happening in Washington and the quality of life in our schools. Greg encouraged the SelectBoard to let the citizens have a voice. Dale Urie asked Jeff Briggs if there are other avenues through the democratic process to allow citizens to have a say on these issues – such as a petition, or survey, or informational hand-out. Jeff Briggs stated that there are other avenues and these will be explored as well. Lynn Wurzburg said that people here should be given a chance to vote on these global issues. The Manager provided the Board with a copy of recent Vermont Supreme Court decision that held that the legislative body is not required to place petitioned articles on the warning that do not relate specifically to town business. Gary Reis moved, Bryon Quatrini seconded, and it was voted (4-1 Dale Urie Opposed) to deny the request to place these two resolutions on the Annual Town Meeting Warning.

**PUBLIC NECESSITY RESOLUTION** – The Manager advised that he had spoken with Ed Zuccaro relative to the need for specific Resolutions related to refinancing the debt for the Parking Lot Note, and refunding the Recreation Fund deficit. Ed Zuccaro advised that the Board only needs to adopt a Resolution for the refinancing of the Parking Lot Debt at this time. The Manager explained the need for refinancing the parking lot note balance. Gary Reis asked about financing over a longer period of time to reduce the annual special assessment. The Manager stated that State Statute provides for borrowing for up to five years – without following the formal bonding requirements. Ed has reviewed and approved the resolution as proposed. It was moved by Bryon Quatrini, seconded by Gary Reis, and unanimously voted (5-0) to adopt, and sign a Resolution related to the refinancing of the parking lot note:

**RESOLUTION**  
**ST. JOHNSBURY SELECTBOARD**

WHEREAS, on August 9, 1999 the voters of the Town of St. Johnsbury voted to authorize borrowing of up to Seven Hundred Fifty Thousand Dollars (\$750,000.00), subject to reduction for available grant-in-aid to be financed over a period not to exceed five (5) years, for the purpose of acquisition of land and construction of a parking lot in the vicinity of Pearl Street and Eastern Avenue; and

WHEREAS, pursuant to such authority, the Town issued its debt instruments other than bonds, in the aggregate amount of Seven Hundred Fifty Thousand Dollars (\$750,000.00); and

WHEREAS, said Parking Lot has been constructed and a principal balance of One Hundred Fifty Thousand Seven Hundred Fifty-Five dollars (\$150,755.00) remains payable on said debt instruments as of December 31, 2006; and

WHEREAS, the cost of paying off the remaining principle balance on said debt instruments for the construction of the Parking Lot will be too great to be paid out of the ordinary income and revenue of the Town of St. Johnsbury.

NOW THEREFORE BE IT RESOLVED: That a proposal for refinancing said remaining principal balance, in the aggregate amount not to exceed One Hundred Fifty Thousand Seven Hundred Fifty-Five dollars (\$150,755.00), for a period not to exceed five (5) years, should be submitted to the legal voters of the Town at the Annual Town Meeting thereof to be duly called and held on Monday, March 5, 2007.

**FUND BALANCE & RESERVE FUNDS:** The Manager presented Fund Balances and Reserve Balances as they currently stand following preliminary audit review. Sandy Grenier stated that an adjustment in General Fund undesignated fund balance was made due to unrestricted capital adjustment from a previous tax sale. Following discussion, it was moved by Jerry Rowe, seconded by Reg Wakeham, and unanimously voted to adopt the transfers to reserve funds and use of undesignated reserve fund balance as presented in the January 29, 2007 statement attached and incorporated into these Minutes by reference.

**CONSIDERATION OF ANNUAL TOWN MEETING WARNING – 2007 -**

Members of the Board reviewed the draft Town Meeting Warning as presented. The Manager indicated that he had spoken with Attorney Zuccaro relative to the wording for the Articles associated with the refunding of debt and the parking lot refinancing. The Manager stated that he also spoke with Attorney Zuccaro relative to the wording for the article relative to disabled Veterans exemption. The Article will ask voters to continue to allow a \$20,000 property exemption for disabled Veterans. Under current funding law any locally voted exemptions will be subject to the Statewide Property tax assessed as “the fourth tax rate.” Total articles on the Warning are 35. Following discussion, it was moved by Jerry Rowe, seconded by Bryon Quatrini, and unanimously voted (5-0) to approve and sign the 2007 Warning for the Annual Town Meeting as presented. A copy of the Warning is attached and incorporated into these Minutes by reference.

**MANAGER’S REPORT:**

***Joint Budget Presentation with School Board*** – The Manager reminded the Board that we have scheduled a joint budget presentation with the School Board for Monday, February 12, 2007 beginning at 6:00p.m. in the Auditorium of the St. Johnsbury School.

***Meeting with Police Chief and Merchants*** – The Manager reminded the Board that Chief of Police Richard Leighton would be meeting with merchants interested in discussing security issues at 7:00p.m. on Monday, January 29<sup>th</sup>, 2007.

***Town Meeting Budget Presentations*** – The Manager stated that following Town Meeting last year – SelectBoard members had agreed to look at making budget presentations at the Annual Town Meeting. Members of the Board agreed that a budget review session would be held on Wednesday, February 7, 2007 beginning at 4:00p.m. for those members interested in participating in presentations.

**OTHER BUSINESS:**

*New Town Committee* – Jim Wuertele asked to address the Town SelectBoard relative to a new Town Committee proposal. Members of the Board recommended that Mr. Wuertele present the information to the Town Manager for inclusion on the Agenda for one of the next SelectBoard meetings.

Having no further business or requests, it was moved by Reg Wakeham, seconded by Gary Reis, and unanimously voted to adjourn at approximately 5:20p.m.

Respectfully submitted,

Michael A. Welch  
Town Manager

**Special SelectBoard Meeting  
Wednesday, February 7, 2007**

Members of the St. Johnsbury SelectBoard scheduled a Special SelectBoard Meeting for Wednesday, February 7, 2007 – for any members of the Board interested in making a budget presentation for the March 5, 2007 Annual Town Meeting.

*There was not a quorum of the Board present.* No action was taken at this meeting.

*SelectBoard Members Present:* Bryon Quatrini, Jerry Rowe.

*SelectBoard Members Excused:* Chairperson Dale Urie, Gary Reis, and Reg Wakeham.

*Others Present:* Sandy Grenier (Town Clerk & Treasurer), Priscilla Messier (Zoning/Planning Administrator), and Mike Welch (Town Manager).

**TOWN MEETING BUDGET PRESENTATION:** The Manager reviewed a powerpoint presentation on proposed budget recommendations for General Fund, Highway Fund, and Special Services Fund. The Manager reviewed information relative to the Town Meeting Warrant Articles related to Disabled Veteran Property Valuation Exemption, Recreation Fund Deficit Refunding, and Parking Lot Note Refinancing.

Bryon Quatrini agreed to make Budget Presentations for the General Fund and Highway Fund. Bryon said he would ask Gary Reis to present the Special Services Fund Budget. Jerry Rowe agreed to make the presentation on the questions related to Veterans, Recreation Deficit, and Parking Lot Note refinancing.

The SelectBoard will hold a joint meeting with the School Board on Monday, February 12, 2007 at 6p.m. for the purposes of holding a Public Informational Meeting on the proposed Municipal and School Budgets for 2007.

Having no business or requests. The Budget Presentation meeting adjourned at approximately 5:05p.m.

Respectfully submitted,

Michael A. Welch  
Town Manager

**Minutes**  
**St. Johnsbury SelectBoard**  
**Monday, February 12, 2007**

**Public Informational Meeting** – Proposed 2007 Municipal Budget – Members of the Board held a Public Informational Meeting in cooperation with the St. Johnsbury School Board on Monday, February 12, 2007 beginning at 6:00p.m. in the St. Johnsbury School Auditorium on Western Avenue.

***SelectBoard Members Present at the Public Information Session:*** Chairperson Dale Urie, Bryon Quatrini, Jerry Rowe, and Gary Reis. ***SelectBoard Member Excused:*** Reg Wakeham.

***Others Present at Public Information Session*** – Town Clerk/Treasurer Sandy P. Grenier, Zoning Administrator Priscilla Messier, Superintendent of Schools Lou Lafasciano, Business Manager Cindy Sulham, School Board Members – Chairperson Lisa Rivers, Tom Zabek, Werner Heidemann, Bruce Corrette, and Greg MacDonald. Town Manager Mike Welch and approximately 15 residents.

SelectBoard Members Bryon Quatrini, Jerry Rowe, and Gary Reis reviewed a powerpoint presentation on the proposed municipal budget and warned articles. SelectBoard members responded to questions from residents. Members of the Board excused themselves from the Public Informational Meeting at approximately 6:45p.m. in order to return to the Municipal Building for the Regular SelectBoard Meeting.

**Regular SelectBoard Meeting** – The Board held their Regularly Scheduled SelectBoard Meeting 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:*** Jim Lizotte, Judy Lizotte, Joel Schwartz (Economic Development Director), Priscilla Messier (Zoning Administrator), Sandy P. Grenier (Town Clerk/Treasurer), Dan Kimbell, Fernando Beltran (Patrol Agent in Charge, US Border Patrol, Swanton Sector), and Town Manager Mike Welch.

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

**MINUTES** – The Manager stated that Minutes for January 22, 2007 and January 29, 2007 had not been included in the weekly packet. Board members tabled action on the Minutes until the next regular SelectBoard Meeting.

**US BORDER PATROL** – Fernando J. Beltran, Patrol Agent in Charge, US Border Patrol, Swanton Sector, was present to provide members of the Board with information about the US Border Patrol Service in Swanton. Agent Beltran reviewed a powerpoint presentation with the Board outlining statistics relative to equipment, unique problems

monitoring the Canadian Border, cooperation with Vermont, Federal, and Canadian Law Enforcement Agencies, drug seizures, deportable aliens detected at this border, electronic means of monitoring border, personnel strength, and statistics. Mr. Beltran said that the US Border Patrol has enjoyed a good working relationship with the St. Johnsbury Police Department and Vermont State Police. Members of the Board thanked Agent Beltran for his presentation.

**CERTIFICATION OF TOWN HIGHWAY MILEAGE** – Members of the Board reviewed, approved and signed the Certification of Town Highway Mileage, maintained by Zoning Administrator Priscilla Messier.

**MANAGER’S REPORT:**

***Budget Presentation*** – Members of the Board discussed the Budget Presentation. Recommendations for improvements at Town Meeting included – wireless microphone, wireless remote so person doing the presenting can change slides, podium, and a laser pointer.

**Perry Viles** – Reg Wakeham acknowledged the passing of Mr. Perry Viles, a former Town Moderator and active St. Johnsbury Resident. Chairperson Urie expressed the thoughts of the Board are with the family of Mr. Viles.

**EXECUTIVE SESSION** – It was moved by Bryon Quatrini, seconded by Reg Wakeham, and unanimously voted (5 -0) to enter Executive Session for the purposes of discussing Labor Relations Agreements with Employees, and a Contract. Joel Schwartz was included in the motion to participate in Executive Session related to Contracts.

It was moved by Gary Reis, seconded by Bryon Quatrini, and unanimously voted to return to Regular Session at approximately 8:20p.m.

It was moved by Jerry Rowe, seconded by Gary Reis, and unanimously voted to adjourn at approximately 8:20p.m.

Respectfully submitted,

Michael A. Welch  
Town Manager

**MINUTES  
ST. JOHNSBURY SELECTBOARD  
MONDAY, FEBRUARY 26, 2007**

The St. Johnsbury SelectBoard held their regularly scheduled SelectBoard Meeting on Monday, February 26, 2007 beginning at 7:00p.m. in the Board Room of the Municipal Building.

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

**SelectBoard Member Excused:** Chairperson Dale Urie

**Others Present:** Joel Schwartz (Economic Development Director), Davie Towle (Rural Community Transportation – RCT), Lisa Rivers (Community Justice Center), Denise Daley (Community Justice Center Advisory Committee), Gary Santy (STANTEC Engineering), Wayne Davis (VTRANS), Shauna Clifford (VTRANS District 7), Peter Bedard, Mark Smith, Barbara Smith, Lorna Higgs, KATV Channel 7, Gary Lindsley (Caledonian-Record), and Mike Welch (Town Manager).

Town Manager Mike Welch opened the meeting with the Pledge at approximately 7:00p.m.

**Acting Chairperson** – It was moved by Bryon Quatrini, seconded by Gary Reis, and unanimously voted (4-0) to elect Jerry Rowe as the acting Chairperson.

**MINUTES** – It was moved by Bryon Quatrini, seconded by Gary Reis, and unanimously voted (4-0) to approve the Minutes for meetings held on January 22, 2007; January 29, 2007; February 7, 2007; and February 12, 2007 as presented. Jerry Rowe asked for a clarification on bonding vs. 5-year borrowing on the Parking Lot Note refinancing.

**TOWN EXPENDITURE WARRANTS** – The St. Johnsbury SelectBoard members present reviewed, approved, and signed the Expenditure Warrants as follows:

General Account	54291 – 54334	\$185,145.60
General Account	54335 – 54360	\$ 10,969.75
General Account	54361 – 54462	\$241,048.25
General Account	54463 – 54512	\$ 37,649.13
General Account	54513 – 54545	\$ 73,050.13
Grant Account	1723 – 1725	\$ 315.10
Grant Account	1726 – 1743	\$ 16,394.67
Grant Account	1744-1745	\$ 2,105.03
Grant Account	1746 – 1755	\$ 94,770.05

**LIQUOR & TOBACCO LICENSES** – The St. Johnsbury SelectBoard members, acting as the Local Liquor Control Board, reviewed, approved, and signed Liquor and/or Tobacco Licenses for the following: Capital Pizza Huts, Coles Discount Beverage, Cumberland Farms, Golub Corp/Price Chopper, Horizon, Kham’s Thai Restaurant; Lamplighter Lounge, Landry’s Drug Store, Brook’s, Pettyco Junction, Wine Gate, Rite Aid, Sodexo, St. J House of Pizza, and White Market.

**LOCAL CONCERNS MEETING – PARK & RIDE – STANTEC ENGINEERING**

– Gary Santy, STANTEC Engineering reviewed a site plan of the existing conditions at the St. Johnsbury Park & Ride. Gary advised that VTRANS has approved preliminary design for the St. Johnsbury Park & Ride and discussion regarding local concerns is the first step in the process. Gary said the current condition is a gravel surface, odd shaped parking area, with no signage or amenities. Gary said the lot holds between 20-30 vehicles depending on conditions. Jerry Rowe asked what property the state owns now. Gary said that the current park & ride takes up most of the state owned property.

David Towle, RCT, said that RCT would like to put the Park & Ride on one of their regular routes for pick-up – but stated that it is very difficult to turn buses around in the existing lot. Mr. Towle suggested that the design incorporate sufficient space for turning of buses. Mr. Towle also suggested reopening the easterly exit. Mark Smith said that he felt that the current Park & Ride is neglected. He said that there is always trash there, abandoned vehicles, trailers parked for extended periods of time, and there is no police patrol. The Manager stated that he thought that the Park & Ride was outside of the Police Department jurisdiction (Note – Police Chief Leighton confirmed that Park & Ride is within Town jurisdiction). Mark Smith asked if survey information was available. Gary Santy said he would provide survey information.

Bryon Quatrini asked about a right-of-way to the private property abutting the Park & Ride. Gary Santy responded that was one of the items that would be investigated. Jerry Rowe said that he is surprised by the amount of use that this lot gets – and he would like to see even more expanded use of the facility. Gary Santy said one of the objectives will be to maximize the use of the site. Shauna Clifford recommended that the grade of the lot should be changed so it is not so difficult for cars to exit the site. Shauna recommended that additional signage was needed for the facility to identify it as a Park & Ride. Shauna suggested that signs on the Interstate should indicate that this Park & Ride is available. Peter Bedard said that snow and maintenance is an issue at this site – as it is difficult to see oncoming vehicles due to the snow banks.

Peter Bedard asked about a shelter. Gary Santy stated that shelters are usually made available at upgraded facilities – and he provided an example of a shelter. Shauna Clifford stated that there may be sufficient room to have a pull-off area off from Route 2 – and this may help accommodate bus traffic.

Lorna Higgs asked about timeframe. Wayne Davis said that the earliest that the project could be constructed is state Fiscal Year 09. Bryon Quatrini pointed out that FY 08 is actually July 1, 2008 – June 30, 2009. Wayne Davis stated that he is estimating approximately \$750,000 for the reconstruction of the Park & Ride. Jerry Rowe asked if lighting would be directed downward. Gary Santy said that lighting will be designed to minimize impact on abutting property owners. Wayne Davis said that the state will be looking for the community input on lighting and landscaping – and that this project will need to go through the Town’s site plan review process.

**COMMUNITY JUSTICE CENTER – MEMORANDUM OF UNDERSTANDING** –

Lisa Rivers, Community Justice Center Director, and Denise Daley, Advisory Committee Member – were present to review the Memorandum of Understanding between the St. Johnsbury Community Justice Center and the Town of St. Johnsbury. Jerry Rowe asked about the 25% match requirement for the basic grant. The Manager stated that the basic communities grant for the Justice Center has always required a 25% match. The Town has met this obligation through the provision of free office space for the Justice Center, and through an appropriation of \$4,000 for the Justice Center. Gary Reis asked about changes that have been made since the previous memorandum was adopted. Lisa said that there has not been much change – but there is a better definition of lines of responsibility, between the Director, Advisory Committee, and the Town. Following discussion, it was moved by Bryon Quatrini, seconded by Gary Reis, and unanimously voted (4-0) to approve the Memorandum of Understanding (MOU) with the Community Justice Center and authorize the Town Manager to sign the MOU.

Lisa Rivers presented the members of the Board with a draft Resolution requesting additional funding from the Legislature for Community Justice Center. Members of the Board agreed that they would consider the Resolution at the next Regular SelectBoard Meeting scheduled for Monday, March 12, 2007.

**COMBINED SEWER OVERFLOW:**

**MONITORING LOAN APPLICATION** – The Manager stated that the Board had previously approved a contract with Earthtech to perform Monitoring of the existing CSO’s in St. Johnsbury in order to develop the next CSO construction projects based on the results of actual monitoring. The total planning loan application is for \$125,844. It was moved by Reg Wakeham, seconded by Gary Reis, and unanimously voted (4-0) to approve the Resolution authorizing submission of the loan application, and authorizing the Town Manager to sign documentation related to the application. Board Members present signed the Resolution.

**USDA LOAN FUND – CSO:** The Manager stated that part of the financing for the Cliff Street/Hasting Hill CSO project is a loan in the amount of \$100,100 from the USDA. USDA has also approved a \$300,000 grant for the CSO project. The Manager presented copies of loan documentation and resolutions prepared by Bond Counsel J. Paul Giuliani, following discussion, it was moved by Bryon Quatrini, seconded by Gary Reis, and

unanimously voted (4-0) to approve and sign Loan Resolutions and Closing Documentation for \$100,100 USDA CSO loan.

**WATER/SEWER RATE/BUDGET DISCUSSION** – The Manager provided members of the Board with information relative to the recommendation of the Finance Committee that the SelectBoard should consider implementing a water/sewer rate structure that would improve equity among current user classifications. The Manager reviewed an example of a means of calculating water rates that consider Billing/Administrative Charges (based on meter #), Cost of Providing Average Daily Demand (based on consumption), and Cost of Future Growth/Fire Protection (based on property value). The Manager stated that when rates are recalculated using this type of breakdown – residential rates would stay the same – but industrial and commercial rates would increase significantly. The Manager stated the purpose of the presentation was to begin the discussion with the Board and with users. The Manager said that the Finance Committee recommended meeting with large volume users before implementing a rate structure of this type. The Finance Committee also recommended that new rates be implemented in a phased approach over 4 quarters. Bryon Quatrini said that he felt that industrial users had other options, and reducing industrial water use could have a significant impact on the Town’s revenue. Gary Reis pointed out some errors in the draft rate table. The Manager said he would revise the information. Jerry Rowe stated the billing equity is one of the issues that is being considered by potential funding sources (such as the USDA), and that it is to the Town’s benefit to try to improve the current rate structure. Board members agreed to discuss the Water/Sewer rate information at their next regular meeting on March 12, 2007.

**MANAGER’S REPORT:**

***Gordon Mills Way Discontinuance*** – The Manager reminded the Board that we have scheduled a Discontinuance Hearing and Site Visit for Gordon Mills Way on Monday, March 12, 2007 beginning at 6:30p.m. at Gordon Mills Way.

***Highway Department*** – Jerry Rowe commended the Highway Department on the excellent work that was done clearing snow following the Valentine’s Day storm.

***Police Department*** – The Manager noted that several members of the Police Department made an extra effort to assist elderly residents following the storm.

***Town Meeting Presentations*** – The Manager reminded Board members about the slide presentation for the annual Town Meeting on Monday, March 5, 2007 at 7p.m. at the school.

***Annual Reports*** – The Manager stated that the newsprint editions of the Town Annual Report are available at the Town Office, and at local banks.

**OTHER BUSINESS:**

***RFP AUDIT SERVICE:*** Jerry Rowe recommended that the SelectBoard should go on record as directing the Town Manager to seek competitive proposals for the Annual Municipal Audit. The Manager informed the Board that he does have sample RFP's and can prepare a bid request for Audit Services. There appeared to be a consensus among Board members that this contract should be put out for competitive proposals.

***SENATOR COPPENRATH REQUEST FOR FEEDBACK*** – Jerry Rowe requested that Town Clerk/Treasurer Sandy P. Grenier, provide some information relative to the election/voting issues raised by senator Coppenrath – so that the SelectBoard can provide the Senator with feedback.

***SCHOOL GARDEN PROJECT*** – Gary Reis asked about the School Garden project. The Manager stated that a new resident Melissa Bridges is coordinating with school officials to start a community garden at the school.

***EXECUTIVE SESSION*** – It was moved by Gary Reis, seconded by Reg Wakeham, and voted (4-0) to enter into Executive Session for the purpose of discussing Mediation, and land purchase options, Joel Schwartz was included in the Executive Session discussion. The Board entered Executive Session at approximately 8:10p.m.

***REGULAR SESSION*** – It was moved by Reg Wakeham, seconded by Gary Reis and voted (4-0) to return to Regular Session at approximately 8:40p.m.

Having no further business or requests it was moved by Gary Reis, seconded by Bryon Quatrini, and unanimously voted to adjourn at approximately 8:40p.m.

Respectfully submitted,

Michael A. Welch  
Town Manager

**MINUTES  
SPECIAL SELECTBOARD MEETING  
THURSDAY, MARCH 1, 2007**

The members of the St. Johnsbury SelectBoard held a Special SelectBoard Meeting on Thursday, March 1, 2007 beginning at 5:15p.m. in the Board Room of the Municipal Building.

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

**SelectBoard Member Excused:** Chairperson Dale Urie.

**Others Present:** Joel Schwartz (Economic Development Director), Gary Lindsley (Caledonian-Record), and Mike Welch (Town Manager).

**Acting Chairperson** – Jerry Rowe continued as Acting Chairperson.

**RESOLUTION AUTHORIZING THE SUBMISSION OF A GRANT  
APPLICATION TO THE VERMONT DOWNTOWN PROGRAM**

- Joel Schwartz was present to inform the Board that he is preparing an application for grant funding under the Vermont Downtown Transportation Related Improvement program. Joel said that the application will be for \$75,000 in grant funding to support a portion of the reconstruction costs for the Pomerleau Building Welcome Center/Transit Center.

Joel said that initial construction estimates for the first phase of the project were \$1.1 million. Joel said that it is possible that costs have been reduced to approximately \$925,000 based on the work that has been done by the Caledonia Work Camp. Joel said that additional funding will be needed to complete the first phase of the project. Joel said that current funding sources included – Scenic By-Way Fund, Transit Center Funds, USDA Grant, and the potential of converting the Microdata loan. Joel said that he would like to schedule a meeting with members of the Board to inspect the construction progress. Joel said the Work Camp crew is doing some excellent work.

Following discussion, it was moved by Gary Reis, seconded by Bryon Quatrini, and voted (4-0) to approve and sign the Resolution authorizing submission of an application to the Vermont Downtown Transportation Related Improvement program, and to authorize the Town Manager to sign documentation related to this application.

**CSO USDA LOAN RESOLUTION** – The Manager stated the he neglected to have members of the Board sign a USDA CSO Resolution at their meeting on Monday, February 26<sup>th</sup>. It was moved by Gary Reis, seconded by Reg Wakeham, and voted (4-0) to approve the USDA CSO Loan Resolution in the amount of \$100,100, and to authorize Acting Chairperson Jerry Rowe to sign the Resolution on behalf of the SelectBoard.

**LIQUOR PERMITS & TOBACCO LICENSE** – Members of the Board reviewed, approved, and signed Liquor Permits for Elements and Center One, and a Tobacco License for Center 1.

**EXPENDITURE WARRANTS** – Members of the Board reviewed, approved, and signed Expenditure Warrants as follows:

General Account	Check # 54546 – 54580	\$35,124.40
Grant Account	Check # 1756 – 1758	\$ 2,648.00

Having no further business or requests, it was moved by Gary Reis, seconded by Reg Wakeham, and voted (4-0) to adjourn at approximately 5:30p.m.

Respectfully submitted,

Michael A. Welch  
Town Manager

**Minutes**  
**St. Johnsbury SelectBoard**  
**Monday, March 12, 2007**

**SITE VISIT – GORDON MILLS WAY** – The St. Johnsbury SelectBoard held a Site Visit beginning at 6:30p.m. at Gordon Mills Way. The purpose of the Site Visit was to conduct a hearing relative to the proposed discontinuance of a portion of Gordon Mills Way. Present at the Site Visit were SelectBoard Members Dale Urie, Jerry Rowe, Bryon Quatrini, and Daniel Kimbell. Others present were Harry Morrison (EHV), and Mike Welch (Town Manager). Members of the SelectBoard reviewed the section of Gordon Mills Way on the westerly side of the Railroad tracks, proposed for discontinuance. Following the site visit, members of the Board returned to the Municipal Building Board Room for the Regular SelectBoard meeting scheduled at 7:00p.m.

**REGULAR SELECTBOARD MEETING** – Board Room, Municipal Building, 7p.m.:

*SelectBoard Members Present:* Jerry Rowe, Bryon Quatrini, Dale Urie, and Daniel Kimbell.

*SelectBoard Member Excused:* Gary Reis

*Others Present:* Jim Wuertele, Sharon Meigs, John Wileczek, Lisa Rivers, Dan Scott (Water/Sewer Superintendent), Priscilla Messier (Planning/Zoning Officer), Sandy P. Grenier (Town Clerk/Treasurer), Linda Fogg (Downtown STJ Works), Taylor Reed (Caledonian-Record), KATV-Channel 7, and Mike Welch (Town Manager).

The Town Manager called the meeting to order with the Pledge at approximately 7:00p.m.

**ORGANIZATIONAL MEETING:**

*Oaths of Office* – Town Clerk/Treasurer Sandy P. Grenier administered the Oath of Office to Dale Urie and Daniel Kimbell.

*Election of Chair and Vice Chair* – It was moved by Dale Urie, seconded by Bryon Quatrini, and voted (4-0) to elect Jerry Rowe as Chairperson of the St. Johnsbury SelectBoard. Chairperson Jerry Rowe welcomed new SelectBoard member Daniel Kimbell to the Board.

*Vice Chair* – It was moved by Dale Urie, seconded by Daniel Kimbell, and voted (4-0) to elect Bryon Quatrini as Vice Chairperson of the St. Johnsbury SelectBoard.

*Rules of Procedure & Conflict of Interest Policy* – The Manager reviewed with the Board draft Rules of Procedure and Conflict of Interest Policy. The Manager said that the Board does not currently have formal written policies. Following discussion, it was

agreed that action on the draft policies would be considered when the full Board was present.

***Meeting Schedule 2007*** – Members of the Board reviewed and approved the proposed SelectBoard meeting schedule for 2007.

**LIQUOR & TOBACCO LICENSES** – Acting as the Local Liquor Control Board, members of the St. Johnsbury SelectBoard reviewed, approved, and signed Liquor and Tobacco Licenses as follows: Liquor & Tobacco – American Legion, Convenient One, Irving Oil, and Odessa Corp/Champlain Farms. Liquor – M&S Grenier/Natural Provisions, Moose River Lake & Lodge, and VFW.

**EXPENSE WARRANTS** – Members of the St. Johnsbury SelectBoard reviewed, approved, and signed Expense Warrants as follows:

Grant Account – Check # 1759 - #1777      \$65,163.12

General Account – Check # 54581 – 54709    \$213,181.54

**MINUTES** – Chairperson Jerry Rowe asked for consideration of the Minutes from the Regular Meeting held on February 26, 2007; and a Special Board Meeting held on March 1, 2007. Dale Urie said he was not present, and Daniel Kimbell said he was not on the Board for these meetings. Chairperson Rowe tabled action on the Minutes until the full board was present.

**GORDON MILLS WAY – PARTIAL DISCONTINUANCE** – It was moved by Dale Urie, seconded by Daniel Kimbell, and voted (3-0-1 Abstention – Bryon Quatrini) to approve the discontinuance of that portion of Gordon Mills Way located on the westerly side of the Railroad Tracks. The Manager was directed to have the Town Attorney prepare a Report of Doings on this discontinuance.

**COMMUNITY JUSTICE CENTER RESOLUTION** – Lisa Rivers, Director of the Community Justice Center, was present to request that the St. Johnsbury SelectBoard consider approving a Resolution calling for additional support and increased state funding for Community Justice Centers in Vermont. Lisa Rivers provided members of the Board with a copy of a draft bill (H257) related to Community Justice Centers. Following discussion, it was moved by Bryon Quatrini, seconded by Dale Urie, and voted (4-0) to approve and sign the Resolution related to Community Justice Centers.

**ENERGY AND SUSTAINABLE LIVING** – Jim Wuertele was present to advise SelectBoard members that a group of individuals have been meeting to discuss the possibility of forming a committee – either independently or affiliated with the Town to consider Energy and Sustainable Living issues. Jim said he was not here to ask the SelectBoard to make a decision about appointing a committee – but wanted to discuss the concept. Jim said the mission of the group that has been meeting is:

“The St. Johnsbury Energy and Sustainable Living group exists to promote conservation, energy efficiency, the use of renewable energy sources and sustainable living practices among the community’s residents, businesses and in municipal and state organizations.”

Jim said that there are at least 6 communities in Vermont that have formed committees similar to the Energy and Sustainable Living Group. Bryon Quatrini asked how requests about energy conservation information are handled now. The Manager said that referrals are usually made to Efficiency Vermont. Priscilla Messier said she does get some requests for energy related issues – and normally refers those to professionals in that particular area.

Dale Urie suggested that the group may want to start working with the Recycling Committee, that is already formed, as the groups will have similar missions about reuse and recycling. Jerry Rowe said that he felt that the group may actually be more effective acting independently of Town Government. Jerry also expressed concerns about liability if the Town appointed a group that was offering advice about energy conservation, efficiency and construction practices. Daniel Kimbell said he would like to know the names of the 6 towns that have similar committees – and how the committees are functioning in those communities. Dale Urie said that most of the committees appointed by the SelectBoard are advisory to the SelectBoard.

**TOWN MEETING REVIEW** – The members of the Board discussed the Annual Town Meeting and ways to improve for 2008. Bryon Quatrini said that he felt that the Board needed to investigate alternative sites such as Fuller Hall, the School Auditorium, or the Field House. Sandy Grenier said that one of the concerns with the School Auditorium and with Fuller Hall – is that when a secret ballot needs to be taken – it would be very difficult for people to get to ballot boxes and return to their seats. Sandy said that Parking at Fuller Hall is also difficult for people. Dale Urie said that it is possible we just need to get a better sound system for the School Gymnasium. Dale suggested working with St. Johnsbury Academy to see if the Town could borrow some of their equipment to improve the sound system in the School Gym. Sandy Grenier recommended working with Rick Mallon (St. Johnsbury School), and Jamie Dimick (KATV) to look at ways to improve the sound system in the school gym. It was moved by Bryon Quatrini, seconded by Daniel Kimbell, and voted (4-0) to request that the Board of Civil Authority appoint a small committee (Bryon Quatrini volunteered to serve from SelectBoard) to investigate ways to improve the sound quality or meeting space for Town Meeting 2008. Bryon suggested that members of the School Board be included in this committee. Bryon asked Sandy Grenier if she could set up an initial meeting with Rick Mallon after March 28<sup>th</sup>.

Bryon Quatrini said that he felt that the Town Meeting presentations went well – and reminded SelectBoard member Urie that he is on the hook for presentations in 2008. The Manager suggested that we may want to eliminate the use of the slide presentations and just review the written material with the audience – to avoid the problem of seeing the screen. Bryon said that it may be possible to use multiple screens.

**CONSIDERATION OF ANNUAL APPOINTMENTS:**

The Manager advised the Board that Priscilla Messier had prepared a detailed listing of annual appointments for the Board packet. Members of the Board reviewed the list of appointments. The Manager stated that there is an “at-large” position available on the Downtown Improvement Commission. Linda Fogg has submitted a written application to be considered for appointment to the Downtown Improvement Commission. The Manager stated that there will be two vacancies on the Planning Commission, and Planning Commission members are seeking interested parties to make a recommendation to the SelectBoard. The Manager recommend that on the Tax Stabilization Committee Ed Magnus should be appointed to a regular seat and John Baxter should be removed from the Committee as he no longer resides in St. Johnsbury.

Following discussion, it was moved by Dale Urie, and seconded by Daniel Kimbell to appoint Linda Fogg to the Downtown Improvement Commission, reappoint individuals willing to accept reappointment, and to appoint Ed Magnus to a regular seat on the Tax Stabilization Committee (replacing John Baxter). During discussion, Bryon Quatrini questioned whether or not Linda Fogg would see a conflict of interest serving as Downtown Coordinator for STJ Works, and as a Commission Member on the Downtown Improvement Commission. Linda Fogg asked Bryon if he saw it as a conflict. Bryon said that he thought that this could be a conflict. Linda said that she saw it as an opportunity to develop unique objectives for the Commission and for STJ Works – as the charters of the two groups are very similar. Dale Urie asked about combining efforts or consolidating the organizations. The Manager said that there are two distinct functions given that the Commission represents the taxing authority, and STJ Works is a Downtown Management entity. Following discussion, Linda Fogg withdrew her application for consideration on the Downtown Improvement Commission. Dale Urie amended his motion to reappoint those willing to accept reappointment, and appoint Ed Magnus to a regular seat on the Tax Stabilization Committee (replacing John Baxter), Daniel Kimbell affirmed his second, and the amended motion passed (4-0). Jerry Rowe directed the Manager to advertise for remaining vacancies, including the seat on the Downtown Improvement Commission.

2007 Appointments are as follows:

Stan Wilkins	Planning Commission	4 years
James Rust	Development Review Board	3 years
Richard Lyon	Development Review Board	3 years
Robert Swartz	Design Review Board	3 years
Bruce Ralston	Design Review Board	3 years
Al Dunn	Recreation Board	3 years
Leo Lacroix	Recreation Board	3 years
Tim Angell	Town Health Officer	
Jim Impey	Industrial Park Board	2 years
Reg Wakeham	Industrial Park Board	2 years
Jeff Briggs	Town Tree Warden	1 year

Michael Welch	Town Service Officer	1 year
Troy Ruggles	Homeland Security	1 year
William Christiansen	Energy Coordinator	1 year
Jack Byrne	Tax Stabilization	3 years
Ann Laferriere	Tax Stabilization	1 year
Ed Magnus	Tax Stabilization	3 years
Alex Clouatre	Tax Stabilization	3 years
Jim Impey	StJ/Lyndon RLF	2 years
Don Bostic	StJ/Lyndon RLF	3 years
Bryon Quatrini	STJ Dev. Fund Ex. Brd.	2 years
Reg Wakeham	Downtown Imp. Comm.	1 year
Barbara Schoolcraft	Downtown Imp. Comm.	2 years
Jim Heath	Downtown Imp. Comm.	5 years

**WATER/SEWER BUDGET/RATE DISCUSSION** – The Manager reviewed Water/Sewer Budget information that was included in the Board packet. The Manager stated that the proposed Water/Sewer budget is \$2,200,000 including the priority items that have been discussed in the proposed Capital Improvement Plan. The Manager stated that rates have not been adjusted since July 2004 – and in order to fund the proposed budgets rates would need to increase approximately 22%. The Manager stated that the Finance Committee is recommending that residential rates for water not be increased – and that rates for the higher bracket rate categories be increased. The Manager stated that based on the proposed budget rates in these higher brackets would be phased in over a 12 month period increasing approximately 50%. Bryon Quatrini said that he did not believe that the Town should be adjusting rates dramatically in the middle of the budget year. The Manager said that historically the Town Utility rates have gone into effect on July 1<sup>st</sup>. Dale Urie said that schools and businesses have already developed their budgets and major adjustments would be a hardship. Jerry Rowe said that he served as chairperson of the Finance Committee and a primary reason for proposing a new rate system is to improve the equity in rates among users that will be considered by funding sources when we are applying for large grants for major capital improvements. Daniel Kimbell said he would like to see the estimated impact of a phased in rate structure for the high volume users. What is the estimated bill for some of the larger users based on the proposed rate structure. Dale Urie suggested looking at a longer phasing period – out 18 – 24 months. The Manager stated that he would prepare estimate of impact based on assumed usage – and look at phasing rates in over a longer period of time. Jerry Rowe said that members of the Board need to be prepared to make a decision relative to utility rates in April.

**MANAGER’S REPORT:**

*Negotiating Committee* – The Manager asked for a volunteer from the Board to replace Reg Wakeham on the Labor Negotiation Committee – as all three labor contracts will expire at the end of 2007. Dale Urie volunteered to serve on the negotiating committee. Bryon Quatrini recommended that members rotate so that members of the Board get an opportunity to serve on the Negotiating Team.

***Pension Committee*** – The Manager asked for representatives on the Pension Committee and dates for a meeting with the investment advisors. Bryon Quatrini and Chairperson Jerry Rowe have been serving on the Committee. Daniel Kimbell expressed interest in serving. Jerry Rowe said that he would be willing to relinquish his position on the Pension Committee to SelectBoard Member Kimbell. It was agreed to try to schedule a meeting with investment advisors on Thursday, April 5<sup>th</sup> at noon.

***Quorum on March 26<sup>th</sup>*** – Chairperson Jerry Rowe and Bryon Quatrini stated that they would not be in attendance at the next regular meeting on March 26<sup>th</sup>. The Board will hold the meeting provided a quorum will be available.

**OTHER BUSINESS:**

***Donations*** – Chairperson Rowe asked about the article relative to increasing donation requests to communities and how towns are controlling this. The Manager said that the Town can not prevent an organization from filing a petition to get on the ballot – but some communities do review spending requests for inclusion in the municipal budget or for inclusion on the ballot without having to get a petition. Organizations may voluntarily adjust their funding requests in order to avoid filing a petition.

***Performance Evaluation – Town Manager*** – Dale Urie suggested that the Board set a date for the Manager’s Performance Evaluation. Members agreed to set a date of Thursday, April 5<sup>th</sup>, beginning at 4:00p.m. in the Conference Room at EHV.

Having no further business or requests, it was moved by Dale Urie, seconded by Daniel Kimbell, and voted (4-0) to adjourn at approximately 8:15p.m.

Respectfully submitted,

Michael A. Welch  
Town Manager

**Minutes**  
**St. Johnsbury SelectBoard**  
**Monday, March 26, 2007**

The St. Johnsbury SelectBoard held their Regular SelectBoard Meeting, at a special time, on Monday, March 26, 2007 beginning at 5:30p.m. in the Board Room of the Municipal Building.

**SelectBoard Members Present:** Dale Urie, Gary Reis, and Daniel Kimbell.

**SelectBoard Members Excused:** Chairperson Jerry Rowe, and Vice Chairperson Bryon Quatrini.

**Others Present:** Richard Boera (Industrial Park Board), Richard Lawrence (Industrial Park Board), Jim Impey (Industrial Park Board), Taylor Reed (Caledonian-Record), KATV-Channel 7, and Mike Welch, Town Manager.

The Manager called the meeting to order with the pledge at approximately 5:30p.m.

**Election of Acting Chairperson** – It was moved by Dale Urie, seconded by Daniel Kimbell, and voted (3-0) to elect Gary Reis as acting Chairperson of the Board.

**Expenditure Warrants** – Members of the Board reviewed, approved, and signed Town Expenditure Warrants as follows:

Grant Fund	Check # 1778 – 1779	\$145.79
Grant Fund	Check # 1780 – 1790	\$4,967.75
General Fund	Check # 54710 – 54735	\$23,647.49
General Fund	Check # 54736 – 54763	\$78,382.92

**Liquor Licenses and Tobacco Licenses** – Acting as the Local Liquor Control Board, members of the Board reviewed, approved, and signed Liquor Licenses and Tobacco Licenses as follows: GOGO Mart (Liquor & Tobacco 757 Portland St., 169 Railroad St., and 937 Memorial Drive), St. Johnsbury Country Club (Liquor & Tobacco), Black Bear Grill & Tavern (Liquor), and St. Johnsbury Elks (Liquor).

**Water Planning Loan Documentation** – (WPL-086) Members of the Board reviewed the documentation prepared by the State of Vermont relative to Water Planning Loan #086 in the amount of \$99,890. for engineering work associated with the Water System Master Plan and Disinfection By-Product Treatment Alternatives. It was moved by Dale Urie, seconded by Daniel Kimbell, and voted (3-0) to approve and sign the loan documents including the Resolution & Certificate, Planning Loan Note, Certificate of Registration, Arbitrage and Use of Proceeds Certificate, Loan Agreement, and IRS Form 8038-GC.

**Industrial Parkway** – Richard Boera, Chairperson of the St. Johnsbury Lyndon Industrial Park Board, asked the St. Johnsbury SelectBoard to consider approving, in concept, the acceptance of Industrial Parkway as a Class III Town Road in Lyndon (.67 mile), and in St. Johnsbury (.98 mile). Richard Boera said that based on his calculations acceptance of the roadway as a Town Road would provide St. Johnsbury with an additional \$1,431 annually in State Highway aid. Richard said that the Industrial Park Board would continue to maintain the roadway, as it does currently, but the Towns would receive some state highway aid. Dale Urie and Daniel Kimbell asked about additional liability exposure to the Town. The Manager said that taking on a new roadway does add some liability – but the Town would need to be found negligent in order to have type of recovery. Richard Lawrence said that another benefit of having the roadway taken over as a town road is that speed limits could be posted and enforced – where speed limits currently are not enforced on the private road. Following discussion, it was moved by Dale Urie, seconded by Daniel Kimbell, and voted (3-0) to approve the concept of accepting Industrial Parkway as a Class III Town Road subject to the required public hearing for the laying out of a Town Road, Town Attorney approval, and legislative approval.

**Tax Stabilization Agreement – Fairbanks Scales** – The Manager informed the Board that the current tax stabilization agreement with Fairbanks Scales expired in December 2006. Members of the Tax Stabilization Committee met with Fairbanks representatives on November 30, 2006 and received a complete tour of the Fairbanks facility. The Manager stated that following a review of the current agreement, and a tour of the facility – members of the Tax Stabilization Committee recommended to the St. Johnsbury SelectBoard that a short-term agreement (up to 5 years) be entered into with Fairbanks for Personal Property only at 10% of book value. The Manager said that Fairbanks did not pay any tax on personal property under their previous agreement. The Manager said that the Stabilization Committee did not recommend stabilization on the real estate value, until the Board has had an opportunity to review the impacts of the Town-wide reappraisal. Gary Reis asked about determination of book value. The Manager stated that the company is required to report personal property values to the Town on an annual basis. Following discussion, it was moved by Dale Urie, seconded by Daniel Kimbell, and voted (3-0) to approve a tax stabilization agreement for Fairbanks Scales, for a period of up to 5 years, listing personal property taxable to Fairbanks Scales, at 10% of book value.

***Manager's Report:***

***Stipulation Petition for Redetermination*** – The Manager stated that the Board had appealed the State's original notification relative to Equalized Education Value. The Manager stated that minor sales transactions had been corrected as requested by the Town. The Board reviewed, and Acting Chairperson Reis signed the stipulation.

***Other Business:***

***Reappraisal*** – Dale Urie said that he is hearing from people who believe that the Town should be adjusting the Town-wide reappraisal to something less than 100% of Fair Market Value. Dale said that he is very concerned about the impact of the Town-Wide Reappraisal on the Education Tax Rate, and on the amount of State-aid that the Town currently receives. The Manager said that he would ask Caroline Lockyer to make a presentation to the Board on the potential impacts of the Reappraisal on the Education Tax Rate and on the amount of education aid that the Town currently receives.

Having no further business or requests, it was moved by Daniel Kimbell, seconded by Dale Urie, and voted (3-0) to adjourn at approximately 6:00p.m.

Respectfully submitted,

Michael A. Welch  
Town Manager

**Minutes**  
**St. Johnsbury SelectBoard**  
**Thursday, April 5, 2007**  
**Special SelectBoard Meeting**

The St. Johnsbury SelectBoard held a Special SelectBoard meeting on Thursday, April 5, 2007 beginning at 4:00p.m. in the Conference Room at EHV.

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

***Others Present*** – Robert Dufresne, PE (Dufresne & Associates), and Mike Welch, Town Manager.

The Special Meeting was called to Order by Chairperson Jerry Rowe at approximately 4:05p.m.

**CONSIDERATION OF APPLICATION – DRINKING WATER REVOLVING LOAN FUNDS – FINAL DESIGN – WATER SYSTEM IMPROVEMENTS –**

Robert Dufresne was present to review an application for 0% loan funding for final design for water system improvements. Mr. Dufresne stated that the Town has several projects that can proceed to final design including: Replacement of Overcliff Storage Tanks; Overcliff Water Booster Pump and Breezy Hill Pump Station Improvements; Water Main Cleaning & Lining; Construction of new Storage Tank at Industrial park; Slip-Line 10” Water Main with 6” Polyethylene Pipe; Water Main & Appurtenances; and Improvements to Reduce Disinfection By-Products. Mr. Dufresne informed the Board that the application for funding is due on April 6, 2007 – and money would not be available until October, 2007 if funds are awarded. Mr. Dufresne informed the Board that moving forward with final design plans will put St. Johnsbury in the best position to take advantage of the maximum amount of USDA Grant Funding for these water system improvements. The total loan application amount for final design is \$469,700.

Robert Dufresne briefly reviewed components of the Water System Master Plan study that is now 90% complete. Mr. Dufresne said he will be making a full presentation to the Board at a future meeting. Mr. Dufresne also reviewed the proposed Water Rate structure with the SelectBoard. Mr. Dufresne outlined the revenue generation information for three different rate alternatives. Mr. Dufresne said that he would recommend moving toward a single rate for all users. Bryon Quatrini asked about shifting some of the fire protection costs to the general fund property tax base. The Manager said that some communities do charge the general fund for fire protections costs – one of the disadvantages is that tax exempt properties pay water/sewer charges – but they do not pay property taxes. Mr. Dufresne said that in his review of various rate structures he was aware of only one community that charged taxpayers directly for fire protection services.

Following discussion, it was moved by Dale Urie, seconded by Bryon Quatrini, and unanimously voted (5-0) to approve the submission of an application for Revolving Loan Funds for final design for Water System Improvements in the amount of \$469,700. Members of the Board reviewed and signed the application for funding.

**LIQUOR AND TOBACCO PERMITS** - Members of the SelectBoard reviewed, approved and signed Liquor Permits for Surf & Sirloin, and Kingdom Convenience. Members of the Board reviewed, approved and signed a Liquor and Tobacco Permit for the St. Johnsbury Moose Lodge.

**TOWN EXPENSE WARRANTS** – Members of the SelectBoard reviewed, approved, and signed Town Expense Warrants as follows:

General Fund	#54735	\$180.00
General Fund	#54764 – 54793	\$67,514.79
General Fund	#54794 – 54809	\$5,760.30
Grant Fund	#1791 – 1809	\$10,808.33
Grant Fund	#1810	\$715.00
Grant Fund	#1811 – 1815	\$951.50

**TAX ANTICIPATION NOTE** – The Manager presented a Tax Anticipation Note in the amount of \$2,000,000 offered by Community National Bank at a rate of 3.82%. Following discussion, it was moved by Daniel Kimbell, seconded by Gary Reis, and unanimously voted (5-0) to approve the Tax Anticipation Note in the amount of \$2,000,000 with Community National Bank at a rate of 3.82%.

**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 the evaluation of a public officer or employee – Town Manager. Town Manager Mike Welch was included in the motion to participate in the Executive Session. The Board entered Executive Session at approximately 4:55p.m.

It was moved by Dale Urie, seconded by Gary Reis, and unanimously voted (5-0) to return to regular session at approximately 6:00p.m.

It was moved by Gary Reis, seconded by Daniel Kimbell and unanimously voted to adjourn at approximately 6:00p.m.

Respectfully submitted,

Michael A. Welch  
Town Manager

**Minutes**  
**St. Johnsbury SelectBoard**  
**Monday, April 9, 2007**

The members of the St. Johnsbury SelectBoard held their regularly scheduled SelectBoard Meeting on Monday, April 9, 2007 beginning at 7:00p.m. in the Board Room of the Municipal Building.

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

**Others Present:** Dan Scott (Water/Sewer Superintendent), Bruce Corrette, Taylor Reed (Caledonian-Record), KATV-Channel 7, LSC-TV, and Town Manager Mike Welch.

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

**EXPENDITURE WARRANTS** – Members of the Board reviewed, approved, and signed Expenditure Warrants as follows:

Grant Fund    1816 – 1820    \$2,368.49

General Fund 54810 – 54908 \$169,183.98

**MINUTES** – It was moved by Dale Urie, seconded by Gary Reis, and unanimously voted to accept the minutes as presented for the SelectBoard Meetings held on February 26, 2007; March 1, 2007; March 12, 2007; March 26, 2007; and April 5, 2007. It was acknowledged by members of the Board that not all members were in attendance at all meetings – and that Board Member Kimbell was not a member of the SelectBoard during the February 26, 2007 and March 1, 2007 meetings of the Board.

**RULES OF PROCEDURE** – The SelectBoard reviewed the Rules of Procedure. Dale said that he liked the idea of having the public comment period at the beginning of the meeting. Chairperson Rowe suggested that the Board may want to keep the public comment period to the end of the meeting – so that people who are scheduled to appear on the agenda do not have to be delayed by other business. Dale Urie pointed out the policy allows 5 minutes total for public comment at the beginning of the meeting. Daniel Kimbell agreed that public comment should be at the beginning of the meeting. Following discussion, it was moved by Gary Reis, seconded by Daniel Kimbell, and unanimously voted (5-0) to approve the SelectBoard Rules of Procedure as proposed.

**CONFLICT OF INTEREST POLICY** – The SelectBoard members reviewed the draft Conflict of Interest Policy. Dale Urie pointed out that there is at least still one reference to an “ordinance” that should be corrected. Following discussion, it was moved by Dale

Urie, seconded by Gary Reis, and unanimously voted (5-0) to adopt the Conflict of Interest Policy as amended by changing “ordinance” to “policy”.

**COMMUNITY ADVISORY BOARD** - The Manager reported that Steve Rosen from BAART has advised that they will need to file a new application with BISHCA in order to apply to operate a mobile methadone facility in Danville, Plainfield, or Berlin. Gary Reis said that Paul Bengtson, NVRH, has said that review of a new application could take up to a year. The Manager said that the position of the SelectBoard has been that until a new mobile facility is open then the cap will remain at 60 patients. The Manager said that currently there are 60 patients in St. Johnsbury and 90 patients in Newport. Dale asked about state payment for additional patients. The Manager said that it is his understanding that there are 50 more patients that will be added statewide – and these may be considered for the Berlin, VT area. Dale asked how additional patients will be paid for in Danville if Newport and St. Johnsbury are already at the cap for payments. The Manager said that BAART has indicated that they are exploring a sliding fee for patients that can afford to pay something toward this treatment. BAART is also continuing to work on eligibility for receipt of payment from insurance companies. Gary Reis recommended contacting Representative Don Bostic to verify the process, and to try to determine how long BISCHA review will take. The Manager said he has contacted BISCHA to request that the Town receive correspondence related to the BAART application. The Manager said he would keep the Board apprised of BAART status with BISCHA application for new mobile location.

**TOBACCO LICENSE REVIEW** - The Manager advised that State Alcohol and Tobacco Enforcement Officer Jerry Cote had asked the SelectBoard to reconsider the issuance of a Tobacco License to Paul Ravel, Landry’s Drug Store, due to violations. Chairperson Jerry Rowe suggested that Officer Cote and Mr. Ravel be invited to attend the next meeting to discuss this issue. Bryon Quatrini pointed out that the State has suspended his license for 1 day beginning on April 27, 2007.

**CONSIDERATION OF APPOINTMENTS – PLANNING COMMISSION** - The Manager advised that three individuals have expressed an interest in being appointed to two Planning Commission positions. Applicants include: Pamela Smart, John Wileczek, and Robert South. Ronald Cargill applied for a position on the Downtown Improvement Commission. Chairperson Jerry Rowe recommended that applicants be contacted and asked to attend the next meeting of the Board meeting to speak about why they are interested in the positions – and Board members can then discuss the appointments.

**AGREEMENT – ST. JOHNSBURY SCHOOL DISTRICT PROPERTY** – Members of the Board reviewed the draft agreement with the St. Johnsbury School District relative to the study of land that the school owns in St. Johnsbury Center for mixed-income housing development. Jerry Rowe emphasized that plans will be developed for mixed-income housing development. Following discussion, it was moved by Dale Urie, seconded by Bryon Quatrini and voted (5-0) to approve and sign a Memorandum of Agreement with the School District relative to the Town’s review of the School District property for mixed-income housing development.

**WATER/SEWER RATE DISCUSSION** – The Manager reviewed with the members of the Board several rate proposals relative to Water Rates. Members of the Board reviewed the impact of each of these rate alternatives. The Manager reminded the Board that Robert Dufresne will be making a presentation on the Water Master Plan at the next SelectBoard Meeting. Jerry Rowe stated that the recommendations of the Finance Committee were focused on more than just volume of water used – the Committee looked at trying to break the cost of the water by administrative costs; operational costs for average day, costs associated with future growth, and costs associated with Fire protection. Members of the Board agreed to continue the Water/Sewer Rate discussion at the next Board Meeting. The Manager said that he would like to be able to implement the beginning of a phased rate adjustment in July, 2007.

**REPORT OF DOINGS – GORDON MILLS WAY DISCONTINUANCE** – Members of the Board reviewed, approved, and signed the Report of Doings for the Discontinuance of Gordon Mills Way, prepared by Town Attorney Edward Zuccaro. Bryon Quatrini abstained from signing the Report of Doings.

**BRIDGE STRUCTURE REPORT REVIEW** – The Manager asked the Board to table this item until Highway Superintendent Larry Gadapee has completed his review of the Reports, and is available to attend the meeting. The Board tabled this item until the next regular meeting scheduled for April 23, 2007.

**NATIONAL VOLUNTEER WEEK PROCLAMATION** - Members of the Board reviewed a Proclamation recognizing National Volunteer’s Week (beginning April 15, 2007). It was moved by Gary Reis, seconded by Bryon Quatrini, and unanimously voted to approve and sign the Proclamation related to National Volunteer Week.

**TOWN MANAGER PERFORMANCE OBJECTIVES** – Members of the Board reviewed the Town Manager Performance Objectives for 2007. Bryon Quatrini suggested that the Board should receive a status report on these objectives on a regular basis. The Manager stated he would schedule a quarterly review. It was moved by Gary Reis, seconded by Bryon Quatrini, and voted (5-0) to approve the Town Manager Performance Objective for 2007 as presented.

**TOWN MANAGER’S REPORT:**

Signing of Town Expenditure Warrants – The Manager stated that the law allows the Board to designate a representative for the review and approval of expenditure warrants. Following discussion, it was moved by Dale Urie, seconded by Bryon Quatrini and unanimously voted (5-0) to appoint Daniel Kimbell as the SelectBoard member to review Town Expenditure Warrants, with Gary Reis serving as a back-up.

**OTHER BUSINESS:**

***Ancient Roads*** – Jerry Rowe asked about status of Ancient Road Committee. The Manager stated that the Committee has met twice, has elected a chairperson, has assigned responsibilities for review of specific roadways and is making good progress.

***Hooker Hill Speed Limit*** – Jerry Rowe asked about citizen request relative to Speed Limit on Hooker Hill. The Manager said he has asked STJ Police to conduct some radar speed analysis, and would like to schedule a review of this area with a member of the Board. Bryon Quatrini volunteered to review Tilden Road and Hooker Hill with the Town Manager.

***Bottle Drive*** – Dale Urie announced that the St. Johnsbury Recreation Department will hold a bottle drive to benefit the Main Street Playground on Saturday, April 14<sup>th</sup>.

Having no further business or requests it was moved by Gary Reis, seconded by Dale Urie, and unanimously voted (5-0) to adjourn at approximately 8:10p.m.

Respectfully submitted,

Michael A. Welch  
Town Manager

**MINUTES**  
**St. Johnsbury SelectBoard**  
**Monday, April 23, 2007**

The St. Johnsbury SelectBoard held their regularly scheduled SelectBoard Meeting on Monday, April 23, 2007 beginning at 7:00p.m. in the Board Room of the Municipal Building.

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

**Others Present:** Bruno Ravel, Ron Cargill, Sandy Grenier (Town Clerk/Treasurer), Robert Dufresne (Dufresne & Associates), Jim Rust, Robert South, Jerry Cote (VT Liquor Control Inspector), Jim Impey, Pam Smart, Harry Morrison (EHV), Annette Jewell (Passumpsic Water District), John Wileczek, Dan Scott (Superintendent Water/Sewer), Joel Schwartz (Economic/Community Development), Caroline Lockyer (VT Appraisal Company), Peter Whitney (Assessor), KATV Channel-7, and Mike Welch (Town Manager).

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

Chairperson Rowe asked for a moment of silence in recognition of the tragedy at Virginia Tech.

**MINUTES** – It was moved by Bryon Quatrini, seconded by Dale Urie, and unanimously voted to approve the Minutes from the Regular Meeting held on April 9, 2007 as presented.

**TOWN EXPENDITURE WARRANTS** – Members of the Board reviewed, approved, and signed Town Expenditure Warrants as follows:

Jay-Lyn Fund – Check # 34 Dylan Café -	\$20,000.00
Jay-Lyn Fund – Check # 35 ZWB -	\$125.00
General Fund #54909 – 54926	\$842,556.25
General Fund #54927 – 54943	\$22,765.84

**LIQUOR & TOBACCO LICENSES** – Members of the Board reviewed, approved, and signed Liquor Permits as follows: Tavern on the Hill; O’Shea’s Motel; Co-Co Mart (932 Memorial Drive); Co-Co Mart (169 Railroad Street); Co-Co Mart (757 Portland Street); St. Johnsbury Food Co-op; Sodexho (transfer to Athenaeum 5/5/07); Porter & Craige. The Board reviewed, approved, and signed a Tobacco License for Kingdom Convenience (2280 Memorial Drive).

**PUBLIC COMMENT** - There were no public comments.

**CONSIDERATION OF APPOINTMENTS – PLANNING COMMISSION & DOWNTOWN IMPROVEMENT COMMISSION.**

The Manager introduced applicants for the position of Planning Commission – Pamela Smart, Robert South, and John Wileczek. Each of the applicants made a short presentation to the Board outlining a little of their background and reasons for interest in serving on the Planning Commission. The Manager advised the Board that there are currently two (2) vacant seats on the Planning Commission.

The Manager introduced Ron Cargill. Ron submitted a letter of interest in being appointed to the Downtown Improvement Commission. The Manager advised the Board that there is one vacant seat on the Downtown Improvement Commission, and there will probably be another as Loren Phelps has sold his downtown building and will resign his position on the Commission. Ron introduced himself to the members of the Board and gave a short presentation on his background and his interest in serving on the Downtown Improvement Commission.

Chairperson Jerry Rowe thanked all of the applicants for attending the meeting, and for expressing interest in these Town appointments. Chairperson Rowe advised that the Board would meet in Executive Session following the meeting to discuss appointments.

**TOBACCO LICENSE REVIEW** – Landry’s Drug Store. Bruno Ravel was present on behalf of Landry’s Drug Store. Landry’s has been cited by the Vermont Department of Liquor Control for sale of Tobacco products to minors. Mr. Paul Ravel has not participated in a required training session. Jerry Cote, Investigator for VT Department of Liquor Control was in attendance at the meeting. Bruno said that his father (Paul Ravel) has a difficult time reading the identification cards presented to him for proof of age. Bruno demonstrated a new machine that he has purchased for the store that will “read” the magnetic strip on a State Identification and will display in large print the age of the person. Bruno said that the machine will work with other state ID’s as well. Jerry Cote said that the acquisition of this machine will definitely be an improvement at Landry’s. Jerry stated that he will coordinate directly with Paul Ravel to conduct the required training one-on-one. Jerry said that even with the machine – the sales clerk still has to verify the ID matches the person carrying it. Dale Urie asked about the process with Tobacco Licenses and whether or not the Department allows a licensee to go through 7 violations. Jerry said that he has never seen a license holder with that number of violations.

Following discussion, it was moved by Bryon Quatrini, seconded by Gary Reis, and unanimously voted (5-0) to review the Landry Tobacco License in six months – to require that Paul Ravel complete required training with Officer Cote – and that if another violation occurs that Landry’s Tobacco License will be suspended for 90 days. Bruno Ravel indicated that he understood the position of the SelectBoard and Landry’s would comply.

**REAPPRAISAL UPDATE** – Caroline Lockyer (VT Appraisal Company) and Peter Whitney (Town Assessor) were present to update the SelectBoard relative to the Town wide Reappraisal. Caroline said that there will be data collectors working for her in the field within the next 10 days. She stated that everyone will have a Photo ID and that Peter will be doing a press release relative to the inspections. Caroline said that that work will begin in the southeastern part of the former village area and work in a counter clock-wise rotation through the former village area – areas outside of the former village will be inspected during drier months. Caroline said that they will be trying to determine an age on properties in St. Johnsbury – which is a weakness in the database currently. Jerry Rowe asked about income and expense information for commercial properties. Caroline said that she will have a form available for commercial properties. Caroline said that she will be developing market rents within a market range. Jerry asked about whether or not people are required to allow the inspection. Caroline said that they do not need to allow an inspection – and some people will not. Caroline said that she believes that it is in the best interest of the property owner to allow the inspection. Caroline said that she will make three attempts to inspect a single family home. Knock on doors, leave message to call, and a follow-up reminder if there is no call to schedule. Inspections will be conducted between 9a.m. – 7p.m. during the week. Some data collectors will also be working on Saturday and Sunday. Caroline said that if she is unable to inspect a property and the valuation is grieved she will automatically deny the grievance – so that the BCA can conduct an inspection of the property.

Dale Urie asked about the Common Level of Appraisal and how the reappraisal will impact the School Tax. Caroline said that the law requires that when the Town does a reappraisal it be done at 100% of fair market value. Caroline said that if anything other than that is done – the reappraisal will be rejected by the State. She said that even at 100% the CLA will lag – as sales studies are conducted over a three year period. Caroline said that the target for the reappraisal should be 110% on the CLA. Caroline gave the example of a single family home currently valued at \$100,000 pays over \$2,000 per year in school property taxes. She said that if the value of that property increases by 50% to \$150,000 - given the same level of spending, and current state property tax rates – that same property would pay about \$1,725 after the reappraisal.

Caroline said that once the reappraisal is completed – the Town will have all of the data points in place to perform a statistical upgrade of the grand list – without completing a full reappraisal.

**BRIDGE STRUCTURE REPORT** – Chairperson Rowe requested that this item be tabled again until the next Regular SelectBoard Meeting. The Board agreed to table this item.

**WATER SYSTEM MASTER PLAN PRESENTATION** – Robert Dufresne of Dufresne Associates was present to review the Water System Distribution Master Plan with the St. Johnsbury SelectBoard. Dufresne reviewed the present system operation with the members of the Board. Dufresne described the St. Johnsbury Water System as one of the largest geographically in the State.

***Water Main*** - Dufresne said that there are 19.7 miles of undersized water main; 21 miles of unlined cast iron main; isolation valves required at several critical locations; crucial connections are needed; blow-offs required at dead-ends; and minor improvements needed at bridge crossings.

In terms of ***Fire Protection*** – Dufresne said that there should be provisions to allow fire flow from Higgins Hill Zone into the central area; provisions to allow fire flow from Breezy Hill Zone into the central area; 2.87 miles of water line replacement; another connection from Hospital Drive south on Old Center Road to Hastings Hill; a connection between the 12” on Concord Avenue and the 12” on Mill Street; and a new tank near the Breezy Hill pumps.

In terms of ***Booster Pump Stations*** – Minor improvements are required at Higgins Hill Pump Station; Several crucial improvements needed at Breezy Hill Pump Station (flow meter, pressure regulation valves, surge control, pressure relief); and another Booster Pump Station is needed near the Overcliff Tanks.

In terms of ***Water Tanks*** – The two Overcliff Tanks need to be replaced at the same location; the Airport Tank needs to be replaced at a higher elevation; the Higgins Hill Tank will need repainting within the next 5 years; the South Tank needs a mixer to prevent ice damage; and there should be another tank in the Breezy Hill area.

Dufresne outlined total project costs as follows:

Ongoing Projects	\$ 5,565,000
Resolve all Deficiencies	\$32,450,000
Increase System Reliability	\$ 5,624,000
<u>Provide for future Growth</u>	<u>\$ 726,000</u>
<b>TOTAL</b>	<b>\$44,365,000</b>

Robert Dufresne said that in order to try to break the total water system deficiencies into some type of affordable program – he recommended a phasing of specific projects as follows:

***Current Water Projects Identified:***

Alum Lagoons	\$ 695,000
Overcliff Tanks	\$2,970,000
Airport Tank	\$ 900,000
<u>Disinfection By-Products</u>	<u>\$1,000,000</u>
<b>TOTAL</b>	<b>\$5,565,000</b>

***PHASE 1A Projects (2008)***

Water Main in areas scheduled for construction (CSO)	
Breezy Hill Pump Station	
River Crossings	
Bridge Crossings	
Hydrants and Blow-Offs	
<b>TOTAL COST Phase 1A</b>	<b>\$5,300,000</b>

***PHASE 1B Projects (2009)***

Water Main Replacement	
Re-Coat Higgins Hill Tank	
Clean & Line 14” on Portland Street	
<b>TOTAL COST Phase 1B (09)</b>	<b>\$5,977,000</b>

**SUMMARY:**

Projects Currently Identified	\$5,565,000
Phase 1A	\$5,300,000
<u>Phase 1B</u>	<u>\$5,977,000</u>
<b>TOTAL COST</b>	<b>\$16,842,000</b>

Dufresne said that with 75% Grant Funding from the USDA – a \$16,842,000 total project would require local funding of \$4,105,000 – this would be available through the USDA at a rate of approximately 4.38% for 40 years. Debt repayment would require a rate increase in the water rate of approximately 27%.

Dufresne reviewed the three water rate proposals that have been placed before the Board – two from Dufresne and one developed by the Town Finance Committee.

Dufresne said that given the current financial position of the utility system – Phase 2 improvements could not be considered until after the Water Treatment Plant debt is paid off in 2024.

Dufresne recommended a schedule of engineering during the Fall of 2007 (pending state approval of loan application for final engineering). If State Design Funds are available and a Bond Vote is approved by voters in March 2008 – then construction would begin in 2008 on Overcliff Tanks, Alum Lagoon Sewer, Disinfection Byproduct Reduction System, and Airport Tank Replacement.

The Manager asked about scheduling a Bond Vote in 2007 – given the estimates already available through the Basis of Design Reports. Dufresne said that is possible – the construction estimates will not be as reliable as estimates following a final design. Dufresne said that having a favorable Bond Vote would put St. Johnsbury ahead of other communities (without bond votes) for funding commitment.

Bryon Quatrini asked about financing some of these improvements through the General Fund. The Manager stated that many areas outside of the water system do not receive the direct benefit of the fire flow (such as hydrants). Jerry Rowe pointed out that major users are property tax exempt (NVRH, STJ Academy) – and would not pay any portion through a property tax. Bryon suggested that funding a portion of these capital improvements through the property tax should be investigated.

Dale Urie asked about the Treatment Plant itself. Dufresne said that none of the Water System plans reviewed the Treatment Plant itself and current debt associated with the plant does not expire until 2024. Dufresne said that there will be improvements required at the Treatment Plant before 2024.

Dale Urie asked about reducing project costs by doing the work ourselves. The Manager stated that historically the Town has made most of the system improvements on their own – but have forgone grant funding by doing so. Dufresne said that the Town has historically done very well with federal grant funding for major improvements – and these projects would require competitive bidding in most cases in order to be eligible for USDA Grant funding.

Dufresne informed the Board that the next step is to review the Master Plan with the USDA and State officials to get their concurrence on projects and funding.

**WATER/SEWER RATE ADJUSTMENT DISCUSSION** – The Manager reviewed the utility rate proposals with the SelectBoard. The Manager stated that the members of the Finance Committee worked for several meetings on the development of recommendations to the SelectBoard on utility rates. The Manager said that members of the Finance Committee felt that it was important for St. Johnsbury to recognize that the lowest volume users are paying the majority of the costs on the system – for both water and sewer. In order to try to begin to address this issue – yet generate additional revenue, the committee recommended a two-tier rate for water, and continued the current tiers for sewer, but adjusted the increases differently for the lower volume vs. higher volume users. The proposal recommended by Robert Dufresne generated more income (which will be required in order to finance the bond discussed for Water System Improvements)

– but with a flat consumption rate for all users – the highest volume users pay much more than they would under the two tier system recommended by the committee.

The Manager reviewed the phasing plan recommended by the Finance Committee increasing the rates over four quarters.

Bryon Quatrini said that the Town needs to recognize the impact that these proposed increases will have on the highest volume users. Gary Reis stated that he felt that the lower volume users have to share in some of the need for increased rates. Jerry Rowe said that it was the feeling of the Finance Committee that the lower volume users have already been paying for more than their fair share of utility system costs for many years – and that we needed to develop a more equitable billing system. Dale Urie said that he recognized the need to raise additional money to finance capital improvements, and operational costs. Dale said that he also believed that the low volume residential users needed to be a component of any rate increase. Dale suggested that the Manager look at an increase of 5% at the lowest brackets and then see how that would translate into an increase at the higher end. Daniel Kimbell stated that he would like to see some additional community rate comparisons. Daniel Kimbell said that he would like to see how an increase in the lower volume brackets will impact the rate proposal.

Harry Morrison, EHV, expressed his concern to the Board relative to the proposed water rate increase. Mr. Morrison said that it is less expensive for the Town to provide water to large users such as EHV – and that having a lower rate for high volume users is helping to provide jobs for the local economy. Mr. Morrison said that the rate structure should take into account the lower cost of water system operation for high volume users.

Annette Jewell, Trustee Passumpsic Fire District, expressed her concern about how this rate proposal may impact the users on the Passumpsic System. The Manager said that he believed that the rate adjustments for the Fire District were based on the same % increase as residential users on the St. Johnsbury System.

Following discussion, it was moved by Dale Urie, seconded by Gary Reis, and voted (5-0) to direct the Manager to adjust the proposed rate tables as discussed – and the Board will consider Water and Sewer rates for further discussion and action at their next regular meeting scheduled for May 14, 2007.

### **MANAGER’S REPORT:**

*Union Bank Proxy* – Town Clerk & Treasurer Sandy Grenier was present to request that she be authorized to cast the proxy vote for the Town’s stock at the Union Bank. Sandy stated that the Town currently holds Union Bank Stock as follows:

Water Fund	2298 Shares	(4/23/07 Price \$21.43 Share) =	\$49,246.14
General Fund	928 Shares	(4/23/07 Price \$21.43 Share) =	\$19,887.04

It was moved by Gary Reis, seconded by Dale Urie, and unanimously voted (5-0) to authorize Sandy P. Grenier with the proxy vote for the Town relative to shares in the Union Bank Stock.

It was moved by Daniel Kimbell, seconded by Dale Urie, and unanimously voted (5-0) to place an item on the Agenda for discussion at the next SelectBoard Meeting to consider whether or not the Town should continue to hold shares of Union Bank Stock.

**Green-Up Day** – The Manager informed the Board that Green-Up Day will be held on Saturday, May 5<sup>th</sup>. Bags and assignments will be available at the park on Railroad Street beginning at 9:00a.m.

**Household Hazardous Waste Day** – Saturday, May 19<sup>th</sup> – between the hours of 9:00a.m. and 1:00p.m., for St. Johnsbury Residents, Main Street Municipal Parking Lot.

**OTHER BUSINESS:**

**EXECUTIVE SESSION** – It was moved by Gary Reis seconded by Dale Urie and voted (5-0) to enter into Executive Session for the purpose of discussing the appointment of public officers. The Board entered Executive Session at approximately 9:10p.m.

It was moved by Gary Reis, seconded by Daniel Kimbell and unanimously voted (5-0) to return to Regular Session at approximately 9:20p.m.

It was moved by Dale Urie, seconded by Gary Reis, and voted (5-0) to appoint Pamela Smart and Robert South to the St. Johnsbury Planning Commission.

Respectfully submitted,

Michael A. Welch  
Town Manager

**Minutes**  
**St. Johnsbury SelectBoard**  
**Monday, May 14, 2007**

The St. Johnsbury SelectBoard held their regularly scheduled meeting on Monday, May 14, 2007. Before the Regular meeting members of the Board heard a Capstone Presentation from Claire Stodola regarding composting of yard waste. Claire urged members of the Board to consider establishing a yard waste composting facility in St. Johnsbury. Claire provided a copy of her written report to the members of the SelectBoard. Claire explained how the composting process works. She provided information on several composting programs in communities similar in size to St. Johnsbury. She recommended that a composting site be established in conjunction with the backyard composting that is currently being promoted. Claire said that if the Town did not want to establish its own composting program – then the Town should consider joining the NEKSWMD where there is a composting program already in place.

***Board Members Present:*** Chairperson Jerry Rowe, Bryon Quatrini, Gary Reis, Dale Urie, and Daniel Kimbell.

***Others Present:*** Evan Detrick (Dubois & King), Jeff Tucker (Dubois & King), Bruce Corrette, Jim Rust, Al Dunn, David Redmond, Mark Desrochers, Sandy Grenier (Town Clerk & Treasurer), Dan Scott (Water/Sewer Superintendent), Larry Gadapee (Highway Superintendent), Russ Hutchins, Alan Boye, Rick & Kathy Stodola, Michelle Boomhower, Aleda Boomhower, Teija Huntunen-Green, Kevin Russell, Taylor Reed (Caledonian-Record), Jennifer MacKenzie, Tara Robinson-Holt, Ryan Holt, Jon Fitch, KATV-Channel 7, and Mike Welch (Town Manager).

**Call to Order** - Following the Capstone presentation by Claire Stodola – Chairperson Rowe called the SelectBoard meeting to order with the Pledge at approximately 7:00p.m.

**Public Comment** – Daniel Kimbell asked to be recognized in order to make a presentation to the St. Johnsbury Recreation Department in the amount of \$1,600. Daniel said that during the Spring Rib-Run a total of 3,500 lbs of ribs were sold – netting \$1,600 in proceeds for the Recreation Department. Daniel presented the \$1,600 check to Recreation Director Joe Fox.

Dale Urie thanked St. Johnsbury Academy teacher Kelly Urie, and the members of the St. Johnsbury Academy Freshman Class, for all of the work that they did on the 2007 Freshman Challenge held on Wednesday, May 9<sup>th</sup>. Dale said approximately 220 Freshman participated in the Challenge performing service projects of all types throughout the community.

**Minutes – April 23, 2007** – Daniel Kimbell requested that the Minutes be amended to reflect the recommendation that vehicles being used for property inspections as part of the reappraisal should be marked with signs. Following discussion, it was moved by Dale Urie, seconded by Gary Reis, and voted (5-0) to approve the Minutes from the April 23,

2007 SelectBoard meeting as amended to incorporate the recommendation that vehicles being used for property inspections as part of the reappraisal process be marked with signs.

**Liquor License** – The Board reviewed, approved, and signed an Outdoor Consumption Permit for the American Legion. The Board noted that a fence and staffing outside was required.

**Warrants** – Daniel Kimbell has been reviewing the Town Warrants as authorized by the SelectBoard. The Manager stated that he would continue to bring the Warrants to the full Board for review – but did not have Warrants this evening.

**Capstone Request – Aleda Boomhower**, St. Johnsbury Academy Senior, was present to request that the St. Johnsbury SelectBoard grant her permission to plant a memorial garden in the South Park. Aleda stated that the Academy has indicated a willingness to help maintain the garden once it is completed. She said that she would plan a small garden about 10' X 6'. She said that there may be a bench near the garden for people to reflect. She suggested that perennials could be planted in memory of individuals. Aleda said that she would plant the garden in the back corner toward Streeter Hall. She said that she hoped to do the planting the weekend before Memorial Day. The Manager said that he checked with Clara Fisher, Chairperson of the Beautification Committee, and she had no objections to Aleda's garden plan. Having no further questions, it was moved by Bryon Quatrini, seconded by Gary Reis, and unanimously voted (5-0) to grant permission to Aleda Boomhower to plant a memorial garden in South Park.

**Playground Discussion** – former Adams School Playground. Recreation Director Joe Fox presented the SelectBoard with an update on the status of fund-raising for the former Adams School playground. Joe said that to date a total of \$21,334 has been raised. Joe obtained a new estimate for the total cost of the project – including purchase of equipment, shipping, and installation. Total project cost is estimated at \$28,115. Leaving the project about \$6,780 short of completion. The Manager advised that there is a long lead time on ordering the equipment. The Manager requested that the SelectBoard authorize the Recreation Department to order the equipment, knowing that fund-raising efforts will continue. Daniel Kimbell said that he felt that for the benefit of those who have contributed to the project – it will be beneficial to see the playground installed sooner rather than later. Dale Urie asked how the playground will impact the Skating Rink. Joe said that there will still be room for both uses. The Skating area will be the same size as it is now. Gary Reis said that he believed that it is very important for the Recreation Board to develop a specific plan for raising the \$6,780 and that plan should be presented to the Board. Following discussion, it was moved by Daniel Kimbell, seconded by Dale Urie, and voted (5-0) to authorize the Recreation Board to move forward with the purchase of playground equipment for the former Adams School playground area – the Recreation Board needs to provide the St. Johnsbury SelectBoard with a specific plan for fund-raising for the remaining balance required.

**Tax Sale Process** – Sandy Grenier was present to review with the Board the current listing of delinquent taxes. Sandy said that she has been working with individual taxpayers to develop partial payment agreements that would have 2006 property taxes paid in full before the 2007 property taxes are due. Sandy said last year it was the Board policy to advertise for tax sale those properties that had two or more years of outstanding delinquent property taxes. Sandy said that the Board has discussed changing that policy to move the tax sale process forward if there is one year of delinquent taxes – with no partial payment agreement, or with a broken agreement. Bryon Quatrini said that he believed that it is important that if there is no agreement in place that the Board schedule a tax sale as soon as possible – July, 2007. Following discussion, it was moved by Dale Urie, seconded by Gary Reis, and unanimously voted (5-0) that if delinquent property taxpayers do not have a good agreement in place by May 18, 2007 – that would pay off any delinquent property tax balance before the 2007 property taxes are due on November 16, 2007 – then that taxpayer will be included on the list of delinquent property taxes to be forwarded to the Town Attorney for scheduling of a Tax Sale.

**Union Bank Stock** – Sandy Grenier reviewed the Union Bank Stock that has been held by the Town since 1933. There are currently a total of 2,298 Shares held in the name of the Water System (4/23/07 value = \$49,246.14); and a total of 928 Shares held in the name of the General Fund (4/23/07 value = \$19,887.04). Daniel Kimbell said that he felt that the Town should liquidate the holding. Daniel said that it did not make sense to hold individual securities without that being part of an overall investment management plan for the Town. The Manager recommended that if the securities are liquidated that the proceeds be used for one-time capital expenses. Mark Desrochers said he felt it was short-sighted to use these proceeds for one-time capital purchases – and the funds may be better used for marketing the Town or some other purpose. Following discussion, it was moved by Daniel Kimbell, seconded by Gary Reis and voted (5-0) to authorize the Town Clerk/Treasurer and the Town Manager to liquidate the Union Bank stock, over a period of time, and that proceeds be used for one-time capital expenses as recommended to the Board by the Town Manager.

**Bridge Structures Review** – Highway Superintendent Larry Gadapee was present to review Structure Inspection, Inventory, and Appraisal Sheets for the following Town-Owned Bridges:

- #12 – Concord Avenue Passumpsic
- #19 – Concord Avenue Moose River
- #36 – Portland Street – Lower – Passumpsic River
- #24 – Goss Hollow Road – Houghton Brook
- #27 – Goss Hollow Road – by Langmaid’s
- #28 – Goss Hollow Road – Old North Danville Road
- #29 – Iron Bridge – St. Johnsbury Center – Passumpsic
- #30 – Lydall Westex – Pierce Mill Road – Passumpsic
- #31 – East St. Johnsbury – East Village Road
- #43 – Mt Vernon
- #46 – South Main Street – Sleeper’s River

#### #47 – South Main Street – Railroad Bridge

Larry informed the Board that for the most part the bridges are in fair to good condition. Larry stated that the Iron Bridge in St. Johnsbury Center (#29) is scheduled for replacement in 2007 – work will begin on this project within the next couple of weeks. The Bridge will remain closed throughout the construction season.

Larry said that the Board has discussed the second bridge connecting to the North Danville Road. Larry said that he believes that this bridge is unnecessary – and the Town should not invest additional money in its repair. Larry said the first bridge on the Goss Hollow Road is in need of some repair – and he would recommend that when those repairs are completed – within the next two years – then the Town should close bridge # 28 to vehicle traffic.

Larry said he continues to negotiate with the State and with a private contractor on the repair to the upper Portland Street Bridge rockers. Larry said the most money he can get from the State is \$150,000 toward this repair – so he is working with a private contractor to try to get this work completed. Al Dunn asked about the stairways. The Manager said that the cost of the stairways is very high. St. Johnsbury Academy has been approached about repairing the Stairways – and the Caledonia work camp has indicated that they are unable to repair the stairways. The Manager said that the SelectBoard has indicated that they do want to retain at least one of the stairways for pedestrians. Larry said the Stairways are an ineligible expense for state bridge grant funds.

Members of the SelectBoard signed the statement indicating they reviewed these bridge reports with Superintendent Gadapee.

**Transportation Path Update** – Kevin Russell, Evan Detrick, Jeff Tucker, and Alan Boye were present to update the SelectBoard relative to the Three Rivers Transportation Path. Kevin reviewed discussions that he has had with Allen Lumber, CVPS, Paul Caulkins, Bruce Ralston, Washington County Railroad, the Lamoille Valley Rail Trail (VAST), and St. Johnsbury Academy. Kevin said that St. Johnsbury Academy had concerns about the alignment of the proposed path and the impact on existing athletic fields. Kevin said that in order to accommodate the concerns expressed by representatives of the Academy – additional costs would be incurred for the project. Kevin said the message he got from the State of Vermont was that the State is not willing to pay for significant modifications. Kevin said that the Committee then looked at the possibility of continuing the Three Rivers Path along the former Lamoille Valley Railroad property – ending at Mt. Vernon Street. Kevin said that the legislature has approved a town lease for the section of the former Lamoille Valley RR land from the connection to the active line at Washington County Railroad to Mt. Vernon Street. Kevin said that there would be some expectation that VAST would be allowed to continue along the Lamoille Valley Rail Trail in order to link to the Comfort Inn, and/or an appropriate trailhead with parking. Kevin said that eliminating the cost of work associated with the bridge, and repairs to Barker Avenue could save significant construction costs for the path.

Kevin said that he would like to recommend that the SelectBoard schedule a Public Informational Meeting to get public input about the proposed change in alignment for the path – continuing along the former Lamoille Valley Rail Trail to Mt. Vernon Street. Alan Boye said that the Three Rivers Transportation Path will become the trailhead for a 96 mile across Vermont trail leading from St. Johnsbury to Swanton. Kevin said that he does not have legal documents from property owners – but felt very encouraged from his discussions. Bryon Quatrini asked about construction schedule. Kevin said it is possible that construction could start next year. Gary Reis said it is time to stop the analysis paralysis, and to stop aiming and pull the trigger. Alan Boye said that it is possible there may be some shared facilities use, such as sidewalks, when coming off from Mt. Vernon to connect over the bridge to Western Avenue. Bryon Quatrini said that it is important to get this project to construction as soon as possible. Russ Hutchins asked about the cost to taxpayers. Kevin said that there is not an updated construction cost estimate. The Manager said that about \$700,000 has been spent to date. The total local share for the project will be 10% - the local share can include in-kind services, match for donated property easements, and cash. Kevin said that he thought the costs were a little over \$400,000 to date. (Note – total expenses as of May 2007 = \$562,000).

Following discussion, it was moved by Gary Reis, seconded by Dale Urie, and unanimously voted (5-0) to schedule a Public Information meeting to discuss the proposed change in alignment of the Three Rivers Transportation Path and alternatives for connecting to Mt. Vernon Street.

**Main Street Bike Route Signs** – Alan Boye asked the Board to consider authorizing the purchase of up to 10 Bike Route signs to define a Bike Route along Main Street. Alan said that there would not be any need for anything other than the signs – this was done on Portland Street last year. Following discussion, it was moved by Dale Urie, seconded by Gary Reis, and unanimously voted to approve the purchase of up to 10 Bike Route signs at an estimated cost of \$500.

**Water and Sewer Rates 2007** – The Board discussed Water and Sewer Rates for 2007. The Manager stated that per the request of the Board a revised rate amount was included in the packet that increased the first two rate blocks by approximately 5%. This resulted in a usage rate per 1,000 gallons of 1.91 (including state tax of \$.035) for lowest blocks, and \$1.45 (including state tax) per 1,000 gallons for highest blocks. Bryon Quatrini asked about a 10% rate change for the lower blocks – and how that would reduce the impact on the higher blocks. The Manager stated that Robert Dufresne had prepared a spreadsheet that will enable the Board to immediately calculate any adjustment in water rate. The Manager said that if lower block rates were increased approximately 10% then the resulting impact on usage rates would be - \$2.00 per 1,000 gallons (including \$.035 state tax) for lowest blocks, and \$1.40 (including state tax) for the highest blocks.

David Redmond said that he believed that the Town's Water/Sewer Rates had to be made more equitable. Russ Hutchins said that the Town should not use the Water Rates for an economic development tool. Russ suggested that the Town should assist business and industry through tax stabilization – that is paid for by everyone – instead of through the

water rates. Russ said that you are taxing 1400 residential water customers for a benefit that the entire community receives. Russ Hutchins said he supports the plan that was recommended by the Finance Committee.

Mark Desrochers said that there are many factors that make residential life in the former village area expensive including the special services tax, water and sewer rates. Gary Reis said he believed that the pain associated with rate increases need to be felt by everyone – and not just the largest users. Daniel Kimbell said that he felt that even with a modest inflationary increase residential rates should be adjusted along with the larger volume rates.

Following discussion, it was moved by Daniel Kimbell, seconded by Gary Reis, and voted (5-0) to increase the two lower water block rates, effective July 1, 2007, to \$1.91/1,000 gallons (including State tax), and to increase the higher block rates to \$1.45/1,000 gallons (including the State tax), and to phase the higher block increases in over a 12 month period as recommended by the Finance Committee.

The Board reviewed the Sewer Rates. Following discussion, it was moved by Gary Reis, seconded by Dale Urie, and unanimously voted to increase the Sewer Rates, effective July 1, 2007, as recommended by the Finance Committee, and to phase the higher block increases in over a period of 12 months. (The Rates as recommended and approved by the SelectBoard are included as an attachment to these minutes.)

**Investment Policy** – Daniel Kimbell stated that an amendment to the Pension Plan Investment Policy has been recommended to allow investment in internationals. Following discussion, it was moved by Daniel Kimbell, seconded by Bryon Quatrini, and unanimously voted (5-0) to approve the revised Investment Policy.

**Appointment Downtown Improvement Commission** – It was moved by Gary Reis, seconded by Daniel Kimbell, and unanimously voted (5-0) to appoint property owner Dennis Myrick to the Downtown Improvement Commission.

**Harvey Street** - Neighborhood Meeting – Members of the Board agreed to set a Site Visit and informational meeting for the Harvey Street reconstruction project for Tuesday, May 29<sup>th</sup> beginning at 6:30p.m. at Harvey Street.

**Manager's Report** – Household Hazardous Waste Day on Saturday, May 19<sup>th</sup> from 9a.m. – 1p.m. Bike Safety Fair at St. Johnsbury School, Saturday, May 19<sup>th</sup> from 9a.m. – 1p.m. Farmer's Market starts on Saturday, May 19<sup>th</sup>.

### **Other Business**

**Executive Session** – It was moved by Gary Reis, seconded by Dale Urie, and unanimously voted (5-0) to enter into Executive Session for the purpose of discussing mediation. The Board entered into Executive Session at approximately 8:50p.m.

It was moved by Bryon Quatrini, seconded by Gary Reis, and unanimously voted to return to Regular Session at approximately 9:10p.m.

It was moved by Dale Urie, seconded by Daniel Kimbell, and unanimously voted to adjourn at approximately 9:10p.m.

Respectfully submitted,

Michael A. Welch  
Town Manager

**Minutes**  
**St. Johnsbury SelectBoard**  
**Tuesday, May 29, 2007**

The Regular Meeting of the St. Johnsbury SelectBoard was held on Tuesday, May 29, 2007 (due to the Memorial Day Holiday).

**Site Visit** – The Board held at Site Visit at the intersection of Harvey Street/Cliff Street to discuss the reconstruction of Harvey Street with property owners in vicinity of the roadway. SelectBoard Members participating in the site visit include: Chairperson Jerry Rowe, Bryon Quatrini, Gary Reis, and Dale Urie. Town employees participating in the site visit included Chief of Police Richard Leighton, Water/Sewer Superintendent Dan Scott, Highway Superintendent Larry Gadapee, and Town Manager Mike Welch. Sixteen residents/property owners from the Harvey Street area attended the Site Visit.

Larry Gadapee reviewed the proposed reconstruction including, excavation, potential for blasting, sidewalk replacement, installation of new catch basins, installation of new storm water collection system, water, sewer, and new signs. Larry said that drainage problems from the steep gravel driveways will also need to be addressed by the Town or by property owners – as gravel and water are running into the road from private drives. Bill Vermeulen asked about conducting a survey – Larry said that he did not intend to survey the road, but would stay within the existing limits of the roadway and sidewalk. Residents in attendance were asked about opening the road back up to through traffic to Overcliff. All of the residents present were in favor of opening the road back up to Overcliff. Dale Urie suggested the possibility of an emergency exit – in the event property owners who controlled the former roadway were not in favor of a permanent opening. Residents also discussed the sidewalk. One person who owns property on the westerly end (north side) of Harvey Street said she would like to keep the sidewalk – as she did not want her porch steps ending right at the end of the roadway. Residents on the easterly end of the Street, around the curve, agreed that the sidewalk did not really serve any purpose in that area – and would like to see it removed. Residents discussed concerns about parking, length of construction, blasting & insurance, turn-around, and access for emergency vehicles. The property owner where the current turn-around is located indicated that he would like to get some fill from the job to improve that area. Larry said he would discuss that with the property owner. Larry stated that driveways on the southerly side of the street would probably still need some type of berm in front of the drive to keep water from running into driveways. Larry said that catch basins above the drives will assist with some of the water collection. Larry said he planned to begin work within the next few weeks.

The Manager advised residents that if they experienced problems during the construction, or had any concerns, to contact him.

**Regular SelectBoard Meeting** - The Members of the SelectBoard reconvened at the Municipal Building for the Regular SelectBoard meeting.

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

***SelectBoard Member Excused:*** Daniel Kimbell

***Others Present:*** Joel Schwartz (Economic Development Director), John Horvatich, Frank Landry, Andy Fisher, Taylor Reed (Caledonian Record), Bill Vermeulen, Phillippe St. George, Debra St. George (50 State Street), Karena Parrish (40 State Street), Paul Letourneau (Vermont Salvage), Kingdom Access TV, and Mike Welch (Town Manager).

Chairperson Jerry Rowe called the meeting to order at approximately 7:15p.m.

**Public Comment** – Chairperson Rowe opened the meeting up for any public comments or questions not related to an item already appearing on the agenda. There were no public comments.

**Local Liquor Control Board** – The members of the Board reviewed, approved, and signed Liquor Catering Permits for: Black Bear Grille at Comfort Inn June 1, 2007; and for Sweet Basil at Keeper on Horned Pout Pond June 15, 2007.

**Expenditure Warrants** – The SelectBoard previously appointed Board Member Daniel Kimbell to review and approve Town Expenditure Warrants each week. Board Member Gary Reis is appointed as a back-up in the event that Mr. Kimbell is unavailable. Members of the SelectBoard reviewed and signed approved Warrants as follows:

General Fund	54927 – 54943	\$22,765.84
General Fund	54944 – 54990	\$119,324.49
General Fund	54991 – 55066	\$335,002.20
General Fund	54067 – 55118	\$103,689.69
General Fund	55119 – 55142	\$45,516.48
General Fund	55143 – 55201	\$72,064.47
Grant Fund	1816 – 1820	\$2,368.49
Grant Fund	1821 – 1833	\$53,784.54
Grant Fund	1834 – 1839	\$4,211.68
Grant Fund	1840 – 1849	\$15,474.11
Grant Fund	1850 – 1852	\$1,479.55
Grant Fund	1853 – 1859	\$11,694.85

**Minutes – Monday, May 14, 2007.** Members of the Board reviewed the Minutes from the May 14, 2007 Regular SelectBoard meeting. It was moved by Dale Urie, seconded by Gary Reis, and voted (4-0) to approve the Minutes from May 14, 2007 as presented. Jerry

Rowe asked about the Recreation Department list of fund-raising activities to raise the balance of funds needed for the playground. The Manager said that there have been several new developments in fund-raising, and a final list will be provided the SelectBoard.

**Tree City USA** – Deputy Tree Warden, and Tree Committee Chairperson Andy Fisher, was present, along with Tree Committee members Frank Landry and John Horvatich, to review the Tree City USA requirements with the SelectBoard. Andy said that volunteer time, and expenses, amounts to over \$2.00 per capita or approximately \$15,000 in St. Johnsbury for community trees and maintenance. Andy said that St. Johnsbury has been designated a Tree City USA for three years running. He said that there are only about 6 communities designated as Tree Cities in Vermont. Andy presented the Board with the Tree City USA Certificate and Banner – and he requested that they be placed on display in the Board Room. Members of the Board directed the Manager to make it so. Andy Fisher expressed his appreciation to Dan Scott, Water Department employees, Larry Gadapee, Highway Department employees, and members of the Tree Committee for their support and cooperation. Andy said the committee has been able to plant between 14- 24 trees per year. Members of the Board expressed their appreciation to the members of the Tree Committee.

**Harvey Street Reconstruction** – Members of the Board discussed the Harvey Street reconstruction project. Bryon Quatrini suggested that the Town should look at a transition away from the buildings on the street – to buffer porches – in the event that it may make more sense to remove the sidewalk. The Manager said he would keep the Board up to date on this reconstruction project.

**Vermont Salvage Corporation – Certificate of Approval – Location of a Junkyard** – Chairperson Jerry Rowe indicated that he had a potential conflict of interest – and requested that Vice Chairperson Bryon Quatrini oversee this discussion.

The Manager informed the Board that the Town has received an Application for a Certificate for Approval for Location of a Junkyard from Vermont Salvage Company. The Town SelectBoard needs to consider approval of a Certificate for Location of a Junkyard – before the State of Vermont, Agency of Transportation, will issue a License to Operate a Junkyard. The Manager stated that he notified residents in the vicinity of Vermont Salvage relative to this application for Certification. The Manager stated that he contacted David DiDomenico, a state inspector for Solid Waste Division, Agency of Natural Resources, and requested that a follow-up inspection of the Junkyard be conducted. DiDomenico has been involved with previous inspections of the site. The Manager stated that over the past several years a great deal of material has been removed from along the bank of the Moose River. The Manager stated that Tim Angell had contacted him this evening advising that Mr. Steve Dolgin of Vermont Salvage – had been asked to remove mattresses and other construction debris that were not related to a salvage operation but were stored on the property.

Paul Letourneau, representing Vermont Salvage, stated that he has made arrangements with Del Persons to remove any debris from the site. Letourneau said that he would be seeking a burning permit in order to burn allowable materials on site. Mr. Letourneau said that he has taken pictures of the site and that there is a lot of debris and junk that are located on the property of others along the riverbank – not a part of the Vermont Salvage property. Paul Letourneau stated that he will be working on site to remove additional materials from the bank of the river. Mr. Letourneau said it would take about a week to remove additional material from the riverbank. Dale Urie stated that there are places along the Vermont Salvage property that have significant amounts of junk on the riverbank, and there are places where there is junk in the river.

Debra St. George, abutting property owner, said that the mattresses that they have complaining about since January were just moved today. She said that Tim Angell, Town Health Officer, had ordered that this material be removed back in January. The material was not moved until the Junkyard License is coming under review by the SelectBoard. Phillipe St. George said that nothing ever gets done. He said the Junkyard is supposed to be screened, and there is not proper screening. Mr. St. George said he did not think that there is room for a scrap yard in the middle of St. Johnsbury. He said that there are tires all over the place – he is concerned about West Nile Virus. St. George said the Junkyard is consistently out of compliance. St. George said the condition of the junkyard reduces the value of his property.

Bryon Quatrini suggested that the SelectBoard should schedule a site visit. The Manager said he was waiting to hear back from David DiDomenico relative to potential dates when he could participate in an inspection.

Dale Urie asked if this was a working salvage yard. Paul Letourneau said that a portion of the yard is used by Abel Toll for sale of used parts. Phillipe St. George said Toll is not going to renew the lease. Letourneau said it is a working salvage yard.

Dale Urie asked what part of the property is actually being used for the salvage yard. Dale said perhaps the actual size of the yard could be limited to what is used for salvage.

Following discussion, it was moved by Gary Reis, seconded by Dale Urie, and voted (3-0 Jerry Rowe abstained) to table action on the application of Vermont Salvage for Certificate of Location to Operate a Junkyard until after a site visit can be arranged. Vice Chairperson Quatrini directed the Manager to notify interested parties when the site visit is scheduled.

**Resolution Related to Sale of Stock** – The Manager stated that Daniel Kimbell recommended that the Town work with one of the local brokers to establish an account to liquidate the Union Bank Stock over a period of several weeks. The Manager stated that in order to establish the account the Board needs to consider a Resolution authorizing the Town Manager and Town Treasurer the authority sell the stock. It was moved by Bryon Quatrini, seconded by Dale Urie, and voted (4-0) to adopt the following Resolution:

*RESOLVED: That Michael A. Welch, the St. Johnsbury Town Manager; and Sandra P. Grenier, Town Treasurer, are fully authorized to transfer, convert and endorse, sell, assign, set over and deliver any of the shares of stock, bonds, debentures, notes, options, subscription warrants, stock purchase warrants, evidences of indebtedness or other securities now or hereafter standing in the name of the Town for the benefit of the Town of St. Johnsbury Water System, and the Town of St. Johnsbury General Fund. The Town Manager and Town Treasurer are also authorized to make, execute and deliver, under the corporate seal of the Town or otherwise, all written instruments of assignment and transfer necessary or proper to affect the authority hereby conferred.*

*FURTHER RESOLVED: Whenever a certificate of the Clerk or Assistant Clerk of the Town (who is in office at the date of such certificate) is annexed to any instrument of assignment and transfer, executed pursuant to and in accordance with the foregoing resolution, which certificate: (i) sets forth these resolutions, (ii) states that these resolutions are in effect, and (iii) sets forth the names of the people who are the officers of the Town; then all people to whom such instrument with the annexed certificate shall thereafter come, shall be entitled, without further inquiry or investigation and regardless of the date of such certificate to assume and act in reliance upon the assumption that the shares of stock or other securities named in such instrument were properly transferred, endorsed, sold, assigned, set over and delivered by the town and that with respect to such securities, the authority of these resolution and of such officers is still in effect.*

### **Manager's Report:**

***St. Johnsbury Center Village Center Discussion*** – scheduled for Wednesday, May 30<sup>th</sup> beginning at 6:30p.m. in the Board Room, with the Planning Commission.

***Safe Routes to School Funding*** – The Manager stated that he participated in a training session for the upcoming round of Safe Routes to School Funding. 100% Federal Grant Funds will be made available for planning or projects that will remove barriers to walking or riding bikes to school. Projects can include sidewalks, intersection improvements, paths, signage, etc. The Manager stated that St. Johnsbury School is one of 33 schools in the state eligible to apply for this grant. Applications will be due in August 2007.

***School Garden*** – The Manager stated that work will be done on the Community Garden at the St. Johnsbury School on Sunday, June 3<sup>rd</sup>.

***Roof Bid*** – The Manager stated that he has solicited competitive proposals for the replacement of the roof over the fire station. Bids are due on May 30, 2007. Dale Urie asked if we are going to rehab the building if there is any impact on the roof. The Manager stated that he did check with the architect and he felt there would be no impact.

***Public Information Meeting*** – Transportation Path to Mt. Vernon Street – is scheduled for Monday, June 11<sup>th</sup> beginning at 6:30p.m. in the Board Room. Abutting property owners have been notified.

***Solid Waste Improvement Plan*** – Most recent state comments included in Board packet. We will be responding to final comments by August 1<sup>st</sup>.

***Recycling Committee*** – The Manager stated that Paul Tomasi will be making a presentation relative to the NEK Solid Waste Management District at the next Recycling Committee meeting scheduled for Monday, June 4<sup>th</sup> at 5:30p.m. in the Board Room of the Municipal Building. This is a public meeting.

**Other Business** – Chairperson Rowe asked about the letter relative to the Water Treatment Plant discharge. The Manager stated that some concerns have been raised about the treatment of the sludge at the WWTP. Dale asked if this would impact funding. The Manager said that he did not believe so as application is for final design.

**Executive Session** – The Manager requested that the Board consider entering into Executive Session for the purpose of discussing Mediation and Contracts. The Manager advised those present that he anticipated that the Board would be taking an action following the Executive Session. It was moved by Gary Reis, seconded by Dale Urie, and voted (4-0) to enter into Executive Session for the purpose of discussing Mediation and Contracts, and to include the Town Manager and Joel Schwartz. The Board entered Executive Session at approximately 8:05p.m.

It was moved by Gary Reis, seconded by Dale Urie, and voted (4-0) to return to Regular Session at approximately 8:20p.m.

**MicroData Loan** – It was moved by Bryon Quatrini, seconded by Gary Reis, and voted (3-0, Jerry Rowe abstained) to authorize the Town Manager to sign documentation transferring the Town's interest in the MicroData Loan to Passumpsic Savings Bank for the amount of \$184,000, subject to the receipt of written approval from the Vermont Community Development Program, and the assurance that VCDP will recover no more than 50% of the total amount received. Proceeds from the sale of the note to be reserved for allowable economic development and community development projects.

Having no further business or requests, it was moved by Gary Reis, seconded by Dale Urie, and voted (4-0) to adjourn at approximately 8:20p.m.

Respectfully submitted,

Michael A. Welch  
Town Manager



**Minutes**  
**St. Johnsbury SelectBoard**  
**Monday, June 11, 2007**

The St. Johnsbury SelectBoard held a Public Informational Meeting, and their Regular SelectBoard meeting on Monday, June 11, 2007 beginning with a Public Informational Meeting on the Three Rivers Transportation Path, at 6:30p.m., in the Board Room of the Municipal Building.

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

***SelectBoard Members Absent/Excused:*** None

***Others Present:***

Ken Gammell, Caledonia County Director (VAST)  
Al Robertson, VAST Project Engineer  
Jeff Tucker, Dubois & King  
Evan Dietrich, Dubois and King  
Ande Deforge, Vermont Agency of Transportation  
Mike O'Hara, St. Johnsbury Center  
Bryant Watson, Executive Director VAST – West Danville  
Tom Allen – Allen Lumber Company  
Jeff Briggs, 64 Johnson Road, St. Johnsbury  
Larry Donna – VTRANS Rail Unit  
Priscilla Messier, Planning & Zoning Administrator  
Sandy Grenier, Town Clerk/Treasurer, 93 Mt. Vernon St.  
Mark Grenier, 93 Mt Vernon St.  
Pat Ely, 148 Mt. Vernon St.  
Robert Ide, Peacham  
Laural Ruggles, Glover (Fit & Healthy Coalition)  
Susan Stevens, 78 Mt. Vernon St.  
Bob Desrochers, Summer St.  
Bonnie Bashaw-Cole, 160 Brook Hill Road  
Miriam Simon, Waterford  
Lauren & Richard Moye, 203 Underclyffe  
Jeff & Lisa Dudley, 174 Mt. Vernon  
Dexter Willson, 394 High St.  
Betty Keller, 1447 Main St.  
Tom Turek, 770 Railroad St.  
Reg Ainsworth, 113 Church St.  
Linda Wacholder, 514 Lafayette St.  
Senator Jan Kitchel, Danville  
William & Pam Thurston, 804 Concord Avenue  
Kevin Russell, Municipal Project Mgr., Three Rivers Transportation Path  
Alan Boye, 514 Lafayette St. Bike Committee Chairperson

Joel Schwartz, Director of Economic Development  
Troy Ruggles, Fire Chief  
Joe Fox, Recreation Director,  
Ida Rainville, Executive Assistance, Wellness Coordinator  
Jacob Grant, Caledonian-Record  
Kingdom Access Cable TV – Channel 7  
Mike Welch, Town Manager

**Call to Order** - Chairperson Rowe called the meeting to order, beginning with the Public Informational Meeting on the Three River Transportation Path, at approximately 6:30p.m.

**Public Information Meeting – Three Rivers Transportation Path** – Kevin Russell gave an overview of the history of the Three Rivers Transportation Path project. Kevin said that one of the primary purposes of the meeting this evening is to discuss a proposed alignment change to the path.

Jeff Tucker reviewed the actual proposed alignment change. Jeff said that the proposal would utilize the existing Lamoille Valley Railbed from the tunnel underneath Route 5 to the intersection of the former Lamoille Valley railway and Mt. Vernon Street.

Jeff Tucker said that at Mt. Vernon Street the path would transition into a new shared use pathway along the southerly side of Mt. Vernon Street, connecting to a crosswalk at High Street, connecting to a share the road condition with a sidewalk on the bridge, and then connecting to a share the road condition on Western Avenue. Jeff Tucker said that the engineers would also recommend “Stop” conditions at Mt. Vernon Street and at High Street. Jeff Tucker said that the bridge is wide enough to accommodate 5’ sidewalks on both sides of the bridge.

Jeff Tucker said that a shared use path on Mt. Vernon Street would be raised off from the roadway and would be used for both pedestrians and bicycles. The shared use path would be a minimum of 8’ wide. Sandy Grenier asked about the surface treatment of the shared use path. Jeff Tucker said it would typically be asphalt. Sandy suggested that concrete should be considered as a more durable product. Jeff Tucker said that the shared use path would be located within the existing right-of-way except for a small section where an easement over private property would be required.

Mark Grenier asked about liability for property owners who grant easements. Kevin Russell and Ande Deforge both stated that under Vermont law private property owners who allow access to their land for recreational purposes will not be held liable.

One resident indicated that the Town does not properly maintain the sidewalk now and it is not wide enough for children with special needs. Dale Urie asked if snowmobiles would be able to get off the LVRT (Lamoille Valley Recreation Trail) at this location along Mt. Vernon Street. Kevin Russell said not without the permission of the SelectBoard.

Kevin said that the Board may also want to consider allowing the use of the sidewalk going across the bridge for bikes and pedestrians, even though it is only 5' wide. William Thurston suggested looking into a dedicated bike lane on Route 2.

Tom Allen asked about the other end of the project on Bay Street. He said that the intersection where the trail ends is a dangerous intersection. Tom Allen suggested that there should be a three way stop coming out of the tunnel connecting Eastern Avenue ext. to Bay Street. Tom asked about connectivity to anything ending at Bay Street. Alan Boye said that Portland Street has signs designating a Bike Route – and that eventually the goal would be to connect the end of the Three Rivers Path to the downtown through the tunnel at Bay Street – if another at-grade crossing could ever be established for vehicles.

Kevin Russell spoke to the construction schedule. He said that once right-of-way is completed – construction could begin in 2009 extending into 2010. Ande Deforge confirmed that funds for this project will be budgeted for 2010. Jerry Rowe asked about moving forward faster even if the Town had to bridge funds before the State approves their funding. Ande said that may be possible. Jeff Tucker said the next step is to complete the modified 60% construction plans, obtain all required permits, and then begin the formal right-of-way process. Kevin said the Town also needs to complete a lease agreement with VTRANS for this section of the LV.

Jeff Dudley said that safety has to be the number one priority. Jeff said that more needs to be done to slow down vehicles on Mt. Vernon Street. Laural Ruggles suggested more signs warning about the Bike Path ahead. Jeff said he agreed with Sandy that the shared use path should be a concrete sidewalk and not asphalt.

Betty Keller asked if a map of the proposed route could be placed on the Town's Website. Kevin said he would try to coordinate that with the Town.

Bryant Watson of the VT Association of Snow Travelers (VAST) outlined the plans for the LVRT. Bryant said that VAST plans on installing a new bridge over Mt. Vernon to reconnect this section of the trail. Bryant said that VAST would like to be able to share a portion of the LVRT with the bike path between Mt. Vernon and US Route 5. Dale Urie asked about maintenance on pavement damaged by snowmobiles. Bryant said that VAST would agree to be responsible for maintenance – or the path could be constructed of an aggregate surface that meets ADA standards, but is not asphalt. Bryant said that this has worked for over 10 years on the Missisquoi Rail Trail. This is a crushed limestone surface treatment.

Daniel Kimbell asked about parking downtown and the State land at the end of the Lamoille. Kevin said that the land is owned by the State and controlled by the Railroad and they are very protective of this parcel for future development. The bike path had to be redesigned going around this parcel of property.

Bryant said that VAST has also begun discussion with Bob Desrochers about the potential for using some of his property for trailhead parking.

Jeff Dudley said limiting snowmobiles to certain times and speed limits will be important aspects of snowmobile use on the trail. Joe Fox said that parking should not be overlooked. There may even be a need for a gated facility.

Kevin said that he would be taking all of the information and making recommendations to the SelectBoard before their next meeting scheduled for June 25, 2007.

The Public Informational Meeting on the Three Rivers Bike Path concluded at approximately 7:50p.m. Chairperson Rowe called a 2 minute recess while those who wished to leave could do so.

**Minutes – May 29, 2007** – It was moved by Dale Urie, seconded by Bryon Quatrini, and voted (5-0) to approve the Minutes from the Regular SelectBoard meeting held on Tuesday, May 29, 2007.

**Jumpstart to Wellness Program** – Ida Rainville, Executive Assistant and Wellness Coordinator, was present to review the Jumpstart to Wellness program with the Board. Ida said that Blue Cross/Blue Shield has invited the Town of St. Johnsbury to be one of three health insurance accounts involved in a wellness pilot program. Ida said that there has been fair participation by employees in wellness programs in the past – but we no longer have access to the wellness programs provided through the VLCT. Ida said that BC/BS will pay for the majority of the costs of the program including health screenings, health care lifestyle surveys, and on-line access to wellness program. Dale Urie said the Academy has been involved in a similar pilot program through the University of Vermont – and he said it has been a great program for the employees. Ida said that the primary cost to the Town would be for incentives if the Town agreed to offer certain wellness incentives. The Manager said if incentives were considered we could return to the Board for discussion. Gary Reis said that this is an added employee benefit and the Board should consider this as part of its negotiations with labor unions. The Manager said that most of the benefits outlined here, including health screening, were previously available through the VLCT Wellness program. Daniel Kimbell asked about the length of the program. Ida said it is one year and will begin in August. Bryon asked if anyone has talked to employees to determine if they are interested in this pilot program. Ida said that she has not discussed this specific program with employees – but she said employees have generally been receptive to the wellness initiatives. Following discussion, it was moved by Dale Urie, seconded by Bryon Quatrini, and unanimously voted (5-0) to participate in the Blue Cross Blue Shield Jumpstart to Wellness pilot program, for an amount not to exceed \$1,460.

**Membrane Roof Replacement – Municipal Building** – The Manager advised that competitive bids were obtained for the replacement of the Municipal Building Roof that was damaged as a result of a heavy wind. Bids were received from DG Roof (\$21,101); Palmieri Roofing (\$25,615); and Rodd Roofing (\$30,750). The Manager said he checked

some of the references provided by the two low bidders. Daniel Kimbell pointed out that the low bid has extra costs for removal of wet insulation. The Manager stated that he did not expect this to be a problem as the roof itself did not leak. There was some leaking around one of the roof drains when the membrane pulled away from the roof structure. The Manager said that he believed that the roof bids were for a comparable roof. Gary Reis recommended that the Town accept the low bid of DG Roofing, this was seconded by Daniel Kimbell. Following discussion, the Board voted unanimously (5-0) to approve the award of a contract to DG Roofing. The Manager stated that the VLCT PACIF insurance program will cover all but the Town's deductible of \$500 for replacement of this roof.

### **Manager's Report:**

***Main Street Playground Finance Update*** – Joe Fox, Recreation Director, was present to update the Board on the status of the fundraising for the Main Street Playground. Joe said that since his meeting with the Board an additional \$7,647.50 has been raised or pledged. Joe said that based on his revised total project budget of \$27,025.58 – the fund-raising effort is only \$1,043.57 shy of goal. Joe said that he has ordered the equipment, and plans to have a grand opening celebration during the St. Johnsbury Summerfest on Saturday, July 28<sup>th</sup> at 1:00p.m. Joe said that the Four Season Neighborhood organization is planning a multi-family yard sale on July 21<sup>st</sup> with proceeds going to the Playground Fund. Members of the Board commended Mr. Fox for the excellent work he has done coordinating the fund-raising for this playground.

***Liquor and Tobacco Licenses*** – Acting as the Local Liquor Control Board – the members of the Board reviewed, approved, and signed an Outdoor Liquor Consumption Permit for the American Legion, and a Tobacco License for Kinney Drug.

***Water/Sewer Grievance Committee*** – The Manager stated that he had 3-4 Water/Sewer grievances to review with the committee consisting of Bryon Quatrini and Gary Reis. The Grievance Committee agreed to meet on Thursday, June 14<sup>th</sup> at 7:00a.m. in the Board Room of the Municipal Building.

### **Other Business:**

***Bank Proposal*** – Bryon Quatrini asked the Manager to request that Town Treasurer Sandy Grenier discuss the process for reviewing and bidding the Town's banking services. Bryon said he would like to discuss this at the next Regular SelectBoard meeting on Monday, June 25<sup>th</sup>.

**Executive Session** – It was moved by Gary Reis, seconded by Dale Urie, and unanimously voted (5-0) to enter into Executive Session for the purpose of discussing real estate options, and labor relations agreements with employees. The Board agreed to include Fire Chief Troy Ruggles, Economic Development Director Joel Schwartz, and Town Manager Michael Welch in the Executive Session. The Board entered Executive Session at approximately 8:30p.m.

It was moved by Dale Urie, seconded by Daniel Kimbell, and unanimously voted to return to Regular Session at approximately 9:10p.m.

Having no further business or requests, it was moved by Gary Reis, seconded by Bryon Quatrini, and unanimously voted to adjourn at approximately 9:10p.m.

Respectfully submitted,

Michael A. Welch  
Town Manager

**MINUTES  
ST. JOHNSBURY SELECTBOARD  
MONDAY, JUNE 25, 2007**

The St. Johnsbury SelectBoard held their regularly scheduled SelectBoard meeting on Monday, June 25, 2007, beginning at 6:00p.m. in the Board Room of the Municipal Building. Members of the Board met at 6:00p.m. to discuss Labor Relations Agreements with Employees.

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

***Others Present:*** Attorney J. Scott Cameron, and Town Manager Mike Welch.

**Executive Session** – It was moved by Gary Reis, seconded by Dale Urie, and unanimously voted (5-0) to enter into Executive Session for the purposes of discussing Labor Relations Agreements with Employees, and to include Attorney J. Scott Cameron, and Town Manager Mike Welch in the Executive Session. The Board entered Executive Session at approximately 6:10p.m. The Board met in the Town Manager’s Office.

It was moved by Bryon Quatrini, seconded by Daniel Kimbell, and unanimously voted (5-0) to return to Regular Session at approximately 7:05p.m.

***Others Present for Regular Meeting:*** Sandy P. Grenier, Town Clerk/Treasurer; Danny Scott, Water/Sewer Superintendent; Paul Letourneau, VT Salvage Company; Taylor Reed, Caledonian-Record; Kingdom Access TV Channel 7; and Mike Welch, Town Manager.

**Call to Order** – Chairperson Jerry Rowe called the Regular Session to order with the Pledge at approximately 7:06p.m.

**PUBLIC COMMENT** - Chairperson Rowe called for Public Comment on any items that did not appear on the agenda. There was no public comment.

**MINUTES, JUNE 11, 2007** – The Manager advised that Ande DeForge (VT Agency of Transportation) had requested a change in the minutes clarifying his statement about when state and federal funds were budgeted for construction. The amended language would read – “Ande DeForge said that a majority of the construction funds were currently budgeted for 2010, but this will likely be a two season project which means that a portion of the construction funding will need to be budgeted in 2011.” It was moved by Daniel Kimbell, seconded by Dale Urie, and unanimously voted (5-0) to approve the Minutes from the June 11, 2007 meeting as amended.

**DEPOSIT ACCOUNT – SANDY P. GRENIER, TOWN CLERK/TREASURER –**

Sandy Grenier informed the SelectBoard that she has been working on developing a request for proposal for the Town Deposit accounts. Sandy said that one of her primary concerns is the number of ACH (Automatic Clearinghouse) deposits that come into the existing accounts from state and federal grant sources, property taxpayers, and from state property tax payments. Sandy said that she is working on putting out a bid letter. Bryon Quatrini asked about a timeframe. Bryon suggested that the SelectBoard review the status on the deposit account bid letter at the August 13, 2007 SelectBoard Meeting. Sandy informed the Board that she does plan to seek competitive proposals for Deposit Account services.

**457 AUTHORIZATION** – It was moved by Daniel Kimbell, seconded by Bryon Quatrini, and unanimously voted (5-0) to approve a resolution authorizing the Town Manager to transfer securities held in the 457 Plan for the benefit of Richard Reed.

*“RESOLVED: That Michael A. Welch, the St. Johnsbury Town Manager, is fully authorized to transfer, convert and endorse, sell, assign, set over and deliver any of the shares of stock, bonds, debentures, notes, options, subscription warrants, stock purchase warrants, evidences of indebtedness or other securities now or hereafter standing in the name of the Town for the benefit of Richard Reed in a 457(b) plan, account # 59630434. The Town Manager is also authorized to make, execute, and deliver under the corporate seal of the Town or otherwise, all written instruments of assignment and transfer necessary or proper to affect the authority hereby conferred.*

*FURTHER RESOLVED: Whenever a certificate of the Clerk or Assistant Clerk of the Town (who is in office at the date of such certificate) is annexed to any instrument of assignment and transfer, executed pursuant to and in accordance with the foregoing resolution, which certificate: (i) sets forth these resolution, (ii) states that these resolution are in effect, and (iii) sets forth the names of the people who are the officers of the Town; then all people to whom such instrument with the annexed certificate shall thereafter come, shall be entitled, without further inquiry or investigation and regardless of the date of such certificate to assume and act in reliance upon the assumption that the shares of stock or other securities named in such instrument were properly transferred, endorsed, sold, assigned, set over and delivered by the Town and that with respect to such securities, the authority of these resolutions and of such officers is still in effect.”*

**WATER DEPARTMENT EQUIPMENT DISCUSSION:**

***1997 Van Replacement*** – The Manager advised the Board that the Water Department 1997 Van is in need of replacement. The Manager stated that the van is used to haul equipment, tools and personnel for the repair and maintenance of water/sewer lines. Danny Scott has obtained written quotations from two local firms. Both prices for a 1 ton chassis with a Utility Type Body are in the \$27,000 range. The Manager stated that the Board has approved the use of proceeds from the Water portion of the Union Bank Stock sale for one-time improvements. Dale Urie asked about the total amount available for the Water Department. The Manager stated approximately \$45,000 – once the sale of stock is

completed. Bryon asked if the current Van was purchased new. Dan said that it was not – it was purchased used in 1999. Following discussion, it was moved by Dale Urie, seconded by Daniel Kimbell, and unanimously voted (5-0) to authorize the Town Manager to purchase the utility vehicle for the Water/Sewer Department that is in the best interest of the Town – in the price range of approximately \$27,000.

***Computerized Hand-Held Meter Reading Equipment*** – The Manager informed the SelectBoard that the Town currently has two hand-held computerized units that are used for reading water meters. The Manager stated that the Town has been advised that these units will no longer be serviced by the supplier after July 1, 2007. Dan Scott said that he only has a couple of days each month to actually read the water meters (all within 88-90 days of last reading so it is for 90 day period) – and if a hand-held unit fails he does not have time to try to locate a back-up unit. Dan said he normally sends two people out to read meters to get it done as quickly as possible. The Manager stated that the Town has received quotes from two companies on the upgrade of the hand-held units. This will also require an upgrade of some computer software and training time. The Manager said that the newer units will also be able to receive radio read signals – and one vendor has offered to provide several radio read units – that will allow the water department personnel to just drive-by the location and receive the meter reading by radio signal. The Manager stated that the price for upgrading these units and the software is approximately \$10,500. Following discussion, it was moved by Dale Urie, seconded by Bryon Quatrini, and unanimously voted (5-0) to authorize the Town Manager to upgrade the hand-held meter reading equipment and software with the vendor deemed in the best interest of the Town, in the price range of approximately \$10,500.

**VERMONT SALVAGE COMPANY – CERTIFICATE OF LOCATION** –

Chairperson Jerry Rowe turned the meeting over to Vice Chairperson Bryon Quatrini, due to a potential conflict of interest. The Manager stated that the Board conducted a site visit with Patrick Ross (Stream Alterations) and David DiDomenico (Solid Waste) on June 20<sup>th</sup>. All Board members participated as did Paul Letourneau and Steve Dolgin from Vermont Salvage. Attorney William Neylon was present representing the Town. The Manager presented the Board with a memo of a telephone conversation with Philippe St. George indicating that he is opposed to the Board's issuance of a certificate approving the location. The Manager stated that Vermont Salvage has asked for a 5 year Certificate of Location. A copy of a Memorandum of Understanding was presented to the Board, prepared by Bill Neylon. This MOU outlined the terms that were discussed during the site visit – including Mr. Dolgin's agreement to continue to pull loose materials up away from the Moose Riverbank. Gary Reis stated that a provision should be added relative to seeding the bank area with conservation mix, as was discussed at the site visit. Bryon Quatrini said that the inspectors from the State also made it clear that disturbing too much of the material along the bank may actually cause erosion problems. Dale Urie said that he was pleased to hear Mr. Dolgin indicated that if he changes the use of the property he would be interested in following up with the availability of funds for brownfields. Dale Urie asked about the VTRANS inspection. The Manager said he did receive an e-mail from the VTRANS inspector Sam Thompson this date and was advised that he did not find anything out of order.

**Memorandum of Understanding** – Following discussion, it was moved by Gary Reis, seconded by Daniel Kimbell, and voted (4 – 0 – 1 abstention (Jerry Rowe)) to approve the Memorandum of Understanding with an amendment to add language stating that conservation grass seed should be placed once materials are removed, and that the signature page be amended, and the Town Manager be authorized to sign the Memorandum of Understanding on behalf of the SelectBoard.

**Certificate of Approval of Location** – It was moved by Gary Reis, seconded by Dale Urie, and voted (4 – 0 – 1 abstention (Jerry Rowe)) to approve and sign the Certificate of Approval for Location of a Junkyard for a period of three (3) years. Members of the Board who voted in favor of the Certificate signed same.

**TOWN EXPENDITURE WARRANTS** – The Members of the Board reviewed and signed the following Town Expenditure Warrants. These warrants had previously been reviewed, approved, and signed by the SelectBoard’s designated representative Daniel Kimbell.

General Account:

55202 – 55256	\$104,552.13
55257 – 55332	\$ 76,000.38
55333 – 55333	\$ 456.37
55334 – 55369	\$ 28,054.56
55370 – 55399	\$ 49,262.65

Grant Account:

1860 – 1860	\$ 280.15
1861 – 1864	\$ 6,329.35
1865 – 1867	\$ 5,127.12
1868 – 1876	\$113,792.88

**BOARD OF LIQUOR CONTROL** – Acting as the Board of Liquor Control – the members of the SelectBoard reviewed, approved, and signed a Second Class Liquor License for Kinney Drugs, Inc., doing business at 957 Memorial Drive.

**MANAGER’S REPORT:**

**Annual Financial Plan – Town Highways** – The members of the Board reviewed the Annual Financial Plan for Town Highways as prepared by the Manager and Shauna Clifford from VTRANS. It was moved by Bryon Quatrini, seconded by Gary Reis and voted (5-0) to approve and sign the Annual Financial Plan for Town Highways for 2007.

**July Meeting Date** – Members of the Board agreed to reschedule their July Meeting date from July 9<sup>th</sup> to Monday, July 16<sup>th</sup>. The August meeting will be held on Monday, August 13<sup>th</sup>. There will be only one regularly scheduled Board meeting in July and August.

***Vacation*** – The Manager requested vacation time for the period of Friday, June 29<sup>th</sup> – Sunday, July 8<sup>th</sup>. It was moved by Daniel Kimbell, seconded by Gary Reis, and voted to approve the Manager’s vacation request.

***Town Construction Projects*** – The Manager informed the Board that the Highway Department and (Water/Sewer Department) will be working on several projects this construction season including: Completion of Railroad Street Sidewalk repair; Repair of Sidewalks on Portland Street Bridge; Repair of Sidewalk on Main Street (Winter Street north); Repair of rocker and pier on Portland Street Bridge (in cooperation with Winterset Construction); drainage work through stormwater grant program in Farmer Drive area; and Reconstruction of Harvey Street – in addition to annual maintenance responsibilities – painting, grading, roadside mowing, potholes and sweeping.

**OTHER BUSINESS:**

***Fire Lane*** – Bryon Quatrini said that he would like to see a Fire Lane painted on Wright Avenue so that cars are not blocking the access to buildings behind the ice cream store on Portland Street.

***Park & Ride*** – Dale Urie asked about the Park and Ride progress. The Manager stated that preliminary engineering is underway – but the major construction on this project will probably not take place for a couple of years. The State will need to complete permitting, design, and right-of-way before the project will be approved for construction. The Park & Ride will be reconstructed with 100% federal funds. The project will be managed by VTRANS.

Having no further business or requests, it was moved by Gary Reis, seconded by Daniel Kimbell, and unanimously voted (5-0) to adjourn at approximately 7:40p.m.

Respectfully submitted;

Michael A. Welch  
Town Manager

**Minutes**  
**St. Johnsbury SelectBoard**  
**Monday, August 13, 2007**

The St. Johnsbury SelectBoard held their regularly scheduled SelectBoard Meeting on Monday, August 13, 2007 beginning at 7:00p.m. in the Board Room of the Municipal Building.

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

**Others Present:** Sandy P. Grenier (Town Clerk/Treasurer), Larry Ruggles, Kevin Oddy, Karen Powers, Carla Ocasso, Joel Schwartz (Economic Development), David Ross, Taylor Reed (Caledonian-Record), KATV-Channel 7, and Mike Welch (Town Manager).

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

**MINUTES** – It was moved by Daniel Kimbell, seconded by Gary Reis, and unanimously voted (5-0) to accept as printed the Minutes from the Regular SelectBoard meeting held on July 16, 2007, and the Special SelectBoard Meeting held on July 25, 2007.

**SET MUNICIPAL TAX RATES & SPECIAL ASSESSMENT 2007** – Sandy P. Grenier was present to review recommended Property Tax Rates with the SelectBoard. The Manager stated that the recommended rates are very close to the projections that were given to voters at Town Meeting. The Manager stated that the Downtown Improvement District Commission has recommended that the Improvement District special assessment be set at \$500. Following discussion, it was moved by Dale Urie, seconded by Daniel Kimbell, and unanimously voted (5-0) to set a property tax due date of Friday, November 16, 2007; and to set municipal and education property tax rates at:

General Fund	.5878 per \$100 of valuation
Highway Fund	.4606 per \$100 of valuation
Local Agreement	.0009 per \$100 of valuation
Special Services	.5873 per \$100 of valuation
School Non-residential	1.8272 per \$100 of valuation
School Homestead	1.5879 per \$100 of valuation
Downtown Imp District	500.00 per parcel

**Water Billing** – Sandy P. Grenier informed the members of the Board that the Town has recently received the windows version of the utility billing program. Under the new software the Town will no longer be using postcards for utility bills – a paper bill will be produced. Dale Urie asked about the cost of providing a self-addressed stamped envelope. The Manager said that there are approximately 1,800 accounts that are billed 4

times per year. Sandy said that many people drop-off payment for utility services at the Town Office.

**Tax Sale 2007** – Sandy Grenier advised members of the SelectBoard that a total of six (6) properties were sold at Tax Sale, three (3) of these properties have been redeemed.

**DEPOSIT ACCOUNT UPDATE** - Sandy P. Grenier informed the Board that she is continuing to work on preparation to solicit competitive proposals for banking services.

**KINGDOM ANIMAL SHELTER** – Kevin Oddy, President of the Kingdom Animal Shelter was present to provide the Board with an update on the status of the Animal Shelter. Kevin said that the Shelter will receive a loan and a grant for USDA to finance the Shelter. Kevin said that total construction costs are estimated at approximately \$350,000. Kevin said the non-profit is also working on their current operating plan for the shelter – which will include assistance from the Work Camp. Kevin said that in order to provide leveraging for funding – the Shelter would like the Town to consider donating the land needed for the construction of the Shelter. The Town of St. Johnsbury owns two parcels of land 1.2 acres (former gravel pit), and 3.69 acres along the access road to the correctional facilities. The way the proposed shelter is laid out – both parcels of land would be utilized for the Animal Shelter. Kevin suggested that the Town donate the land with some type of reversion clause such that the land would revert to the Town if the Shelter is not constructed within a certain number of years. Dale Urie asked how the shelter will sustain operations. Kevin said that the shelter will depend on fund-raising, grants, proceeds from adoption, assistance from the work camp, contracts for services, and appropriations from communities. Kevin said that there is at least one individual who has included the shelter in her will – and funds will be used to establish an endowment for operations. Dale Urie asked if the property would be tax exempt. The Manager stated that the Animal Shelter would probably meet the statutory definition for property tax exemption. Kevin said that the Shelter would be requesting appropriations from communities. Jerry Rowe stated that if the Town of St. Johnsbury is being asked to donate the property, and serve as the host community for the Shelter, then the Shelter Board should provide some consideration to the Town of St. Johnsbury for that support – and not seek an additional special appropriation. Bryon Quatrini said that he believes that the Town should support the Animal Shelter. Bryon recommended that the Manager develop a draft agreement relative to the property, and the Board review the agreement and conduct a site visit at the next regular meeting scheduled for September 10, 2007. Dale Urie asked if the proposed building site could be staked out on the property. Kevin said that the building can be staked out. Daniel Kimbell recommended that the Town consider any environmental impacts associated with having the shelter on municipal property. The members of the Board agreed to conduct a site visit at the next regular Board meeting.

**APPOINTMENTS** – Following discussion it was moved by Dale Urie, seconded by Bryon Quatrini, and unanimously voted (5-0) to appoint the following:

Tim Angell	Health Office
Troy Ruggles	Deputy Health Officer
Scott Raymond	Downtown Improvement Commission
Jim Impey	Industrial Park Board

**HUD – Neighborhood Improvement Initiative – USE OF FUNDS** - Joel Schwartz advised that SelectBoard there is \$61,000 remaining to drawdown on the \$1,000,000 HUD-NI grant that was awarded to the Town after the Daniels Block Fire. Joel said that he has about \$1,000 of legal expenses that needed to be submitted – and he requested permission from HUD to use the balance of the funds to cover a portion of the local share of project costs associated with the renovation of the Pomerleau Building. HUD has approved this request. Joel wanted to make sure the SelectBoard was supportive of this action. Following discussion, it was moved by Gary Reis, seconded by Dale Urie, and unanimously voted (5-0) to support the transfer of the remaining HUD Grant funds toward the local share of the renovations for the Pomerleau Building.

**SAFE ROUTES TO SCHOOL GRANT APPLICATION** – The Manager advised the Board that the Town of St. Johnsbury is one of the communities that received technical assistance over the past year under the Safe Routes to School program. The Town is eligible to apply for 100% grant funding (up to \$250,000) for specific projects that will remove barriers for walking or biking to school. A copy of the School Travel Plan was included in the Board packet. Specific projects addressed in the Plan include – construction of a new sidewalk along the easterly side of Barker Avenue; replacement of all traffic signs on Western Avenue; purchase of video monitoring equipment for the intersection of Barker Avenue and Western Avenue; and the purchase of two radar speed signs that can be mounted on Western Avenue. Dale Urie asked about connecting the school to the new bike path – and suggested that even if funds were not included for construction that money for design should be considered. The Manager stated that the current estimate for the grant application is \$150,000 not including a feasibility study. Following discussion, it was moved by Bryon Quatrini, seconded by Gary Reis, and unanimously voted (5-0) to authorize the Manager to apply for funding under the Safe Routes to School program, and to authorize SelectBoard Chairperson Jerry Rowe to sign a letter of support.

**CONN RIVER SCENIC BY-WAY SIGN PROGRAM** – The Manager reviewed the Conn River Scenic By-Way sign program with the Board. The Manager said that these new signs would replace many of the existing signs that are faded. The Manager stated that the Town needs to agree to provide the local share as a match to the receipt of these signs. The local share required is the installation of the signs. Following discussion, it was moved by Dale Urie, seconded by Gary Reis, and unanimously voted (5-0) to

provide the matching support required for the installation of the Conn River Scenic By-Way Signs.

**MANAGER'S REPORT:**

***Church Street*** – The Manager advised the Board that as part of the review of ancient roads in Town the committee has recommended that a road laid out as Church Street on the land of William Rodd be discontinued. Following discussion, it was moved by Bryon Quatrini, seconded by Daniel Kimbell, and unanimously voted (5-0) to authorize the Manager to sign a deed and transfer documents related to a road laid out as Church Street on the land of William Rodd.

***Voting Delegate – Vermont League of Cities and Towns*** – It was moved by Gary Reis, seconded by Bryon Quatrini, and unanimously voted (5-0) to appoint Sandy P. Grenier as the voting delegate for the Town of St. Johnsbury at the VLCT Annual Town Fair scheduled for Thursday, October 11, 2007.

***Liquor Control Background Checks*** – The Manager stated that in order to continue to perform background checks on new applicants for liquor licenses – then the Town would need to request these through the Vermont Criminal Information Center (VCIC), at a cost of \$10 per request, taking up to 10 days to receive a response. Chairperson Jerry Rowe stated that he believed that the Town should conduct the background checks and the expense for the record check should be paid by the applicant. Following discussion, it was moved by Dale Urie, seconded by Gary Reis, and unanimously voted (5-0) to authorize Chairperson Jerry Rowe to sign the User Agreement with VCIC, and that the Town require background checks on any new applicants for liquor licenses, and that the applicant will be required to pay the \$10 fee for the background check.

***Main Street Playground*** – The Manager reviewed the financial information provided by Recreation Director Joe Fox relative to the fundraising for the playground. The Manager said that the Beautification Committee agreed to purchase the mulch for the playground, the remaining funds were raised privately. Dale Urie recommended that Chairperson Jerry Rowe sign a letter of commendation recognizing Joe Fox for the excellent work that he has done to get this playground constructed.

***Review of Public Lands*** – The Manager requested that the Board consider forming a sub-group to review all property owned by the Town to determine if there is property that can be disposed of. Chairperson Jerry Rowe and Bryon Quatrini volunteered.

***Consecutive Systems*** – The Manager updated the Board relative to ongoing discussions state-wide related to the regulation, and/or municipal responsibilities, associated with consecutive water systems. The Manager advised the Board that St. Johnsbury has 4 separately licensed consecutive systems on the water systems – these include Mt. Pleasant Associates, Green Lantern Mobile home Park, Passumpsic Fire District, and St. Johnsbury Center Fire District.

**Revaluation** – The Manager stated that he has discussed Revaluation schedule with Caroline Lockyer following news reports in Montpelier relative to not implementing their new grand list for 2007. Caroline has agreed to provide additional public information to make people in St. Johnsbury aware that they should inspect their property cards even before the reappraisal is completed. Dale Urie questioned the timing for St. Johnsbury reappraisal given the change in the real estate market. The Manager stated that sales ratios will be considered by the consultant right up until the time the reappraisal is completed. Joel suggested making more information available to the public relative to comparisons of tax data and appraisal information.

**EXPENDITURE WARRANTS:** Members of the Board reviewed, approved, and signed the following expenditure warrants, as had been previously reviewed and signed by SelectBoard representative Daniel Kimbell:

***Grant Account:***

1885-1891	\$28,770.95
1892-1893	2,539.00
1894-1896	66,888.77
1987-1903	4,203.02

***General Account***

55575-55631	\$57,354.82
55632-55718	400,836.26
55719-55741	98,532.39
55742	185.57
55743-55845	227,509.00

**OTHER BUSINESS:**

***Audit Report*** – Chairperson Jerry Rowe extended congratulations to Town Clerk/Treasurer Sandy Grenier and her staff on the favorable report provided by the Town’s auditor.

***Kingdom Animal Shelter*** – Gary Reis said that the operating budget for the Kingdom Animal Shelter does not take into account euthanasia, which was not going to be done at the Shelter. Gary said it looks like they need to do some more work on the proposed operating budget.

**EXECUTIVE SESSION** - It was moved by Gary Reis, seconded by Daniel Kimbell, and unanimously voted (5-0) to enter into Executive Session for the purpose of discussing Labor Relations Agreements with Employees. The Board entered Executive Session at approximately 8:20p.m.

It was moved by Bryon Quatrini, seconded by Dale Urie, and unanimously voted to return to Regular Session at approximately 8:30p.m.

It was moved by Gary Reis, seconded by Dale Urie, and unanimously voted to adjourn at approximately 8:30p.m.

Respectfully submitted,

Michael A. Welch  
Town Manager