

**MINUTES
ST. JOHNSBURY SELECTBOARD
TUESDAY, MAY 26, 2009**

The members of the St. Johnsbury SelectBoard held their regularly scheduled SelectBoard meeting on Tuesday, May 26th (due to Memorial Day).

SelectBoard Members Present: Chairperson Daniel Kimbell, Bryon Quatrini, Gary Reis, Jean Hall Wheeler, and Jim Rust.

Others Present: Albert Dunn, Jon Beck, Diane Beck, Wendy Hansen, Taylor Reed, Joel Schwartz, Sandy P. Grenier, KATV-7, and Mike Welch.

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

PUBLIC COMMENT - Wendy Hansen, Development Officer, from the St. Johnsbury Athenaeum was present to request that the SelectBoard authorize the signing of an Evidence of Community Support letter required by the USDA. Ms. Hansen informed the Board that the Athenaeum is seeking funding for energy efficiency improvements. It was moved by Bryon Quatrini, seconded by Jim Rust, and voted (5-0) to authorize the Town Manager to sign the Evidence of Community Support document.

MINUTES – May 11, 2009 - It was moved by Gary Reis, seconded by Jim Rust, and voted (5-0) to approve the Minutes from the Regular Meeting held on May 11, 2009 as written.

JUNK – Daniel Kimbell announced that the discussion on Junk enforcement will be tabled as Priscilla Messier was unable to attend the meeting.

WATER AND SEWER CAPITAL PROJECT UPDATE – The Manager provided the Board with a copy of the status report on the Water and Sewer projects provided by engineer Robert Dufresne.

<i>Contract No</i>	<i>Description</i>	<i>Funding</i>	<i>Status</i>	<i>Cost Issues - Remarks</i>
2008-1	Overcliff Tanks	RD \$5.6 Bond Vote (65% grant dollars)	In construction 67% complete	None. Contract substantial completion date is July 16, 2009 and work should be completed by that date.
2008-2	Pump Station Improvements	RD \$5.6 Bond Vote (65% grant)	Delayed advertisement due to request by Town to replace pumps and add a	Increased construction cost due to building addition. The revised final design estimate is \$724,000. The construction was carried at

			separate chlorination room at Breezy Hill Pump Station. Final Design submittal was made to RD on May 26, 2009	\$724,000 in the preliminary. This project has been submitted for final review and should be ready for bid by June 15, 2009
2008-3	Cleaning and Lining	RD \$5.6 Bond Vote (65% grant)	In construction at 40% complete	There is several pending change orders: <ol style="list-style-type: none"> 1. Relay the 14" main at Route 2 for about \$20,000 2. The repair of the leak under the Moose River for about \$3,000. 3. Additional 67 feet cleaning of the Moose River Bridge Water main leak. Substantial completion date is June 24, 2009.
2008-4	Airport Hill Tank	RD \$5.6 Bond Vote Referendum (75% grant)	Final design at Drew Site compete and sent to WSD and RD. Negotiation on land acquisition continuing.	Final Design Estimate is \$1,119,000 which is slightly less than the \$1,200,000 budget.
2008-5	Slip Lining	RD \$5.6 Bond Vote (65% grant)	Project was bid on March 26, 2009 and low bid was \$762,237 compared to a final design estimate of \$500,000. Engineer recommended rebid and project is rebidding.	\$385,000 Revised Final Design Estimate (without Meter Vault and jack and bore under Route 2). The bid opening is June 4, 2009.
2008-6	Water Main	RD \$5.6 Bond Vote Referendum (75% grant)		This project has been advertised. The estimate is \$953,000 (Includes meter vault removed from 2008-5 slip lining The bid opening for this is on June

				11, 2009.
2008-7	Clearwell	RD \$5.6 Bond Vote (65% grant)	Project has been bid and is awaiting award to low bidder	None. Low bid was \$1,039,200 compared to final design estimate of \$1,100,000. The contractor is Kingsbury of Waitsfield. The job has not been awarded and the bid valid period is up on June 24, 2009 but construction cannot start until the slip lining is completed.
2009-1	West Side Water Main Improvements	Construction Funding is not identified.	Approved by WSD but on hold pending funding. Town wants to combine this water work with an infrastructure improvement project	Funding Not identified
2009-2	Fairbanks Drive	RD \$5.6 Bond Vote Referendum (75% grant)	Design Plans and Specifications completed and sent to WSD and RD on May 1, 2009	The final design cost estimate is \$260,000. The job is in review and expected to advertise for bids on June 1, 2009.

The Manager reported that a new application has been filed with the USDA for the \$15,000,000 West Side Improvement Project. The Manager stated that the Town has received confirmation that the \$3,100,000 project (including Airport Tank and Fairbanks Drive) has been approved for 75% Grant and 25% Loan.

Bryon Quatrini asked when the Oak Street Well would come on line. The Manager stated that it is his understanding that this would happen between mid-June and mid-July.

Chairperson Kimbell asked about the draft 1272 Order that was included in the packet. The Manager said he has reviewed the Order with Dan Scott, and Dan said that he will be able to complete the requirements outlined for December 29, 2009. The Manager said that most of the monitoring and reporting is already being done. A new 1272 order will be drafted before the end of the year that will include construction.

INTERSTATE WEIGHT LIMIT DISCUSSION – Bryon Quatrini had requested an update on the State’s proposal to reduce overweight fines on the interstate to allow trucks to use the interstate system. Gary Reis stated that he had spoken with representatives

from the Agency of Transportation – and they will be contacting other states that have reduced fine amounts to make a determination relative to the type of fine levels that may be acceptable to the federal government. Gary Reis said that the state found that if they were to reduce the overweight penalty to \$1.00 they would lose a significant amount of Federal Transportation Funding. So this bill was not approved. Bryon Quatrini requested that the Manager send a notice out to the people who were participating in the sub-committee on interstate weight limits to let them know about this.

WEBSITE VIDEO PRESENTATION/DISCUSSION – Joel Schwartz was present to review a proposal to create a local video for the Town’s website, with the SelectBoard. Joel stated that he has been approached by a representative of mayor.tv about producing a local video for St. Johnsbury that can be linked to our Town website. Joel said that the marketing strategy for this company is to come into Town, produce 3-4 videos about the community – and then sell sponsorships to local businesses to pay for the videos and make a profit. Joel said that there are others in the area who can produce video for the website – but if the Town were to commission video footage we would need to pay for it directly. With this deal the Town gets the video, pays nothing for it, and local businesses decide whether or not they want to pay for sponsorships. Joel said that the company does want to have an endorsement from the municipality when they go out to market the video. So the Town is providing a Letter of Introduction for the firm to indicate that the Town supports this marketing effort. Joel stated that the reason this company is targeting municipal websites – is that when you go to a search engine to find out information about an area – if you type in the name of the community, the Municipal Website will always be in one of the top responses.

Joel reviewed some of the municipal videos from the mayor.tv site including Kittery, Maine and Berlin, NH. Joel said that it is his understanding that the cost for sponsorship is between \$900 - \$6,000 depending on the services selected.

Jean Hall Wheeler said that she was concerned that this effort may detract from the marketing efforts of the Chamber of Commerce or St. Johnsbury Works. Jean asked if these organizations have been contacted to get input on this proposal. Joel said that he did not contact them, and that it could very well be seen as a conflict. Daniel Kimbell suggested that if Barre has decided to participate in this, then we should get some feedback from Barre about their decision. Jim Rust asked how long the site would be available if they did not sell any sponsorships. Gary Reis asked about how often the videos would be updated as elected officials and information included in the videos will change. Jean Hall Wheeler asked about direct linkage with the discoverstjvt.com website and whether or not there are ways to create a closer connection between the two sites. Joel said that he does have a sample of the contract and informational letter, and he would provide this to the Board. Joel said that he would contact the representative to get answers to some of the questions raised by the Board – and report back to the Board at a future date.

MANAGER'S REPORT:

Delinquent Property Taxes – Sandy Grenier was present to review the status of delinquent property taxes with the SelectBoard. Sandy said that in the last month an additional \$23,000 has been collected. She stated that she has 7 more agreements, and 8 taxpayers paid in full. Sandy said that there are currently 21 accounts with 2 or more years of delinquent taxes, 6 of these are mobile homes. Sandy said that next month she will come back to the Board with a detailed listing of all accounts that have 2 years of delinquent taxes, and do not have a good payment agreement in place.

BCA Training CD - Sandy Grenier informed the Board that she has several copies of the BCA Training CD, and encouraged any members of the Board who were unable to attend the training session to borrow a copy of the CD for viewing.

Reappraisal – Peter Whitney provided a written update on the status of the reappraisal. Peter indicated that he is working with the consultant to double check all of the data entry. Peter stated that he hopes to lodge the abstract of the grand list by June 15th. The statutory deadline is June 24th. Sandy Grenier reviewed the statutory timeframes for appeals with the SelectBoard.

Performance Review – The Board has scheduled a meeting for Manager Performance Review on Monday, June 8th, beginning at 5:00p.m. in the second floor conference room at Passumpsic Savings Bank, Main St. The Regular Meeting will begin at 6:00p.m. in the Board Room. The Public Hearing on the proposed discontinuances will begin at 7:00p.m. Daniel Kimbell asked about the joint meeting with DRB and Planning Commission on the Weidmann project. Bryon Quatrini said that the joint meeting could be held at 6:00p.m.

Severance Hill Grant – Thanks to the efforts of Larry Gadapee, Dan Scott, and Shauna Clifford, St. Johnsbury will receive a grant from the state to put a maintenance surface on Severance Hill Road, and replace all of the signs (as required by Uniform Traffic Control).

NIXLE Service – Due to efforts of Dispatch Supervisor Mark Gilleland, people in St. Johnsbury area can now sign up to be contacted in the event of any public emergency by registering their contact information at www.nixle.com This is a free service. The St. Johnsbury Dispatcher can immediately broadcast emergency notification to all those who register for the service.

CALEX 25th Anniversary – Members of the SelectBoard acknowledged the 25th Anniversary resolution for CALEX Ambulance Service.

Community Justice Center Space – The Manager informed the Board that Dinah Yessne has determined that donated office space can be counted as the Town's match toward the Community Justice Center Grant.

Housing Inspection Program – The Manager advised the Board that Town Health Officer Tim Angell has been participating in some discussions related to the role of local officials in state housing inspection programs – and whether those responsibilities should be turned over to municipalities.

Fuel Oil Bid – The Manager presented results of the #2 Fuel Oil Bid. Fred’s Propane is the low bidder for the 09/10 heating season at \$1.9385 per gallon. Members of the Board agreed that the Town should lock-in at this price.

Liquor Licenses – The SelectBoard members reviewed, approved, and signed catering permits for Wildflower Inn, Spice of Life Catering, and Sodexo.

Expenditure Warrants: The SelectBoard members reviewed, approved, and signed Expenditure Warrants as follows:

General Fund	61812 – 61889	\$130,695.14
General Fund	61890 – 61932	\$ 46,566.75
Grant Fund	2191 – 2192	\$ 98,539.61
Jay-Lyn Fund	104 – 104	\$ 82.47

OTHER BUSINESS:

Street Light on Railroad Street – Daniel Kimbell requested that the Manager try to replace the red garbage container that is covering the wiring where a street light had to be removed – with another light pole.

Concord Avenue Storm Drain – Jean Hall Wheeler stated that there is a barricade over a storm drain on Concord Avenue that is a traffic hazard. The Manager said he would check with Dan Scott on repair.

EXECUTIVE SESSION – Having no further business or requests it was moved by Gary Reis, seconded by Bryon Quatrini, and voted (5-0) to enter into Executive Session for the purpose of discussing a Civil Action, and to include Joel Schwartz in the Executive Session. The Board entered Executive Session at approximately 8:15p.m.

It was moved by Gary Reis, seconded by Jean Hall Wheeler, and voted to return to regular session at approximately 8:50p.m.

It was moved by Bryon Quatrini, seconded by Gary Reis, and voted to adjourn at approximately 8:50p.m.

Respectfully submitted;
Mike Welch, Town Manager

