

MINUTES
ST. JOHNSBURY SELECTBOARD
MONDAY, SEPTEMBER 28, 2009

The St. Johnsbury SelectBoard held their regularly scheduled meeting on Monday, September 28, 2009 beginning at 7:00p.m. in the Board Room of the Municipal Building.

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

Others Present: Albert Dunn, Jon and Diane Beck, Danny Scott, Martha Hanson, Gary Lunderville, Bernie Timson, Priscilla Messier, Taylor Reed, KATV-7, LSCTV-NEWS7, and Town Manager Mike Welch.

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

PUBLIC COMMENT: Albert Dunn asked if the Town had some property that could be used for a Recreation Center. Daniel Kimbell stated that he did not believe that the Town owned property that would be adequate, but the School District owned land in St. Johnsbury Center.

MINUTES – SEPTEMBER 14, 2009 – Jim Rust stated that during the discussion related to the Three Rivers Transportation Path, the draft Minutes indicate that there was only supportive comments from the audience. Mr. Rust suggested that the Minutes be amended to show that there was pro and con discussion from audience members related to the Path. Following discussion, it was moved by Bryon Quatrini, seconded by Jim Rust, and unanimously voted to approve the Minutes from the September 14, 2009 SelectBoard Meeting, with amendment to reflect discussion pro and con from audience members related to the Three Rivers Transportation Path. Modified Wording: **There were comments from the audience in agreement with Mr. Rust and opposing the continuance of the bike path, as well as those in favor, citing the connection to the proposed 96-mile trail that will extend across the State.**

SPECIAL APPROPRIATIONS 2010 – BUDGET – Chairperson Daniel Kimbell informed the Board that the Finance Committee discussed special appropriations for 2010. Chairperson Kimbell stated that it is the recommendation of the Finance Committee that those seeking special appropriations from the Town, and were approved by the voters in 2009, request the same amount as 2009 in order to be placed on the ballot without petition. Following discussion, it was moved Bryon Quatrini, seconded by Jean Hall Wheeler, and unanimously voted to require that those agencies seeking special appropriations from the Town, and were approved by voters in 2009, remain level-funded at that amount for 2010 in order to be placed on the ballot without a petition.

CONSIDERATION OF APPOINTMENTS – *Planning Commission* – The Manager stated that there were four individuals who expressed interest in serving on the Planning

Commission. The Planning Commission has recommended that Susan Cherry, Frost Avenue, be appointed to fill the vacant seat. Following discussion, it was moved by Gary Reis, seconded by Bryon Quatrini, and voted (3-1 Jim Rust Opposed, Daniel Kimbell abstained) to appoint Susan Cherry to fill the unexpired term on the Planning Commission.

Downtown Improvement Commission – Deborah Schein, owner of Podo Shoes, has submitted a letter of interest for one of the vacant seats on the Downtown Improvement Commission. Following discussion, it was moved by Gary Reis, seconded by Bryon Quatrini, and unanimously voted to appoint Deborah Schein to the Downtown Improvement Commission.

Administrative Officer – Vermont Statutes provide for the three-year appointment of an administrative officer for enforcement of the zoning by-laws. The St. Johnsbury Planning Commission has recommended that Priscilla Messier be appointed to a three-year term as the Administrative Officer. It was moved by Gary Reis, seconded by Jim Rust, and unanimously voted to appoint Priscilla Messier to a three-year term as Administrative Officer.

Finance Committee – The Manager informed the Board that Larry Sharer and Tim Angell had both submitted resignations from the Finance Committee, to avoid any appearance of a conflict of interest. Gary Reis said that he did not view the participation by these two employees as a conflict of interest. Members of the Board expressed similar sentiment. Daniel Kimbell asked those present at the meeting if they viewed it as a conflict, no one responded. Bryon Quatrini pointed out that the Finance Committee is purely advisory to the SelectBoard. Gary Reis suggested that the Manager inform these two individuals that the SelectBoard does not view their participation as a conflict, should they wish to remain as active members of the Finance Committee.

PORTLAND STREET BRIDGE – VTRANS GRANT AGREEMENT – The Board reviewed the proposed Cooperative Agreement (St. Johnsbury ARTB (9)) with the VT Transportation Agency, for the repairs to Portland Street Bridge. The total grant agreement is for \$1,615,000. There is a 5% local share requirement. Albert Dunn asked if this included repair work to the stairs. The Manager responded that it does. Bryon Quatrini noted that he has received some comments from residents in this area that they did not want the stairs replaced. Following discussion, it was moved by Bryon Quatrini, seconded by Gary Reis, and unanimously voted to approve the Cooperative Agreement with the State of Vermont, for Portland Street Bridge, and to authorize the Town Manager to sign the Agreement on behalf of the Town.

UNITED WATER – OPERATING AGREEMENT – WASTEWATER PLANT – The Board reviewed a proposed one-year agreement for the operation of the Wastewater Treatment Plant for 2010. The Annual Operating Fee for the Wastewater Plant for 2010 will be \$550,262.63; the fee for providing back-up services for the Water Treatment Plant will be \$1,155.84 per month (\$13,870.08 annually). The Manager reported that he did check with Dan Hill in Lyndonville, and they signed a three-year agreement with United Water for the operation of their Wastewater Treatment Plant. Following discussion, it

was moved by Gary Reis, seconded by Bryon Quatrini, and unanimously voted to approve a one-year contract with United Water for the Operation of the Wastewater Treatment Plant, and authorize the Town Manager to sign the Agreement.

NATIONAL INCIDENT MANAGEMENT SYSTEM (NIMS) – The Board reviewed the National Incident Management System adoption documentation. The Manager stated that Chief Ruggles currently utilizes the NIMS, and a good example is the management and coordination of multiple responding agencies during the July 9, 2009 Main Street fire. In order to meet requirements for Homeland Security Grant Funding, our elected/appointed officers need to be familiar with NIMS. The Manager stated that there is a two hour Incident Command System Awareness Training that members of the SelectBoard, Administrators, and Department Heads should take. Chief Troy Ruggles is certified to conduct this training. Gary Reis suggested that if this type of training is scheduled for Board members, then the public should be invited to participate, to learn more about the process. Following discussion, it was moved by Jean Hall Wheeler, seconded by Jim Rust, and unanimously voted to adopt the National Incident Management System for the Town of St. Johnsbury, and to authorize Chairperson Daniel Kimbell to sign the adoption document.

PROPERTY TAX BILLING UPDATE – The Manager informed the Board that Town Clerk Sandra P. Grenier, and Assessor Peter Whitney were working to balance the conversion of listing data between the appraisal program and the accounting/billing program. The programmer for NEMRC (Town's accounting/billing software) will be here on Tuesday, September 29, 2009. The Manager said that he spoke with Mary Jane Grace at the VT Tax Department, and as soon as the Grand List is finalized and transmitted to the State electronically, she can run the calculations for the Common Level of Appraisal (CLA) and the State Education Tax Rates (Residential and Non-Residential). Once that information is received then the SelectBoard can finalize the Municipal Tax Rates, and the bill can be prepared. The Manager stated that the Board may want to consider scheduling a Special SelectBoard Meeting to set the Tax Rate. Following discussion, SelectBoard members agreed to set a date for a Special SelectBoard Meeting on Friday, October 2, 2009 at 6:30a.m. in the Board Room of the Municipal Building. Jim Rust pointed out that the information required to set the Tax Rates may not be available by Friday morning. The Manager stated that he would keep the Board informed. If we do not have the information, then the Special Meeting can be cancelled and rescheduled.

MANAGER'S REPORT: Weidmann Electrical Technology Resolution – It was moved by Jim Rust, seconded by Jean Hall Wheeler, and voted (4-0-1 Bryon Quatrini abstained) to approve a Resolution for recognizing the 40th Anniversary of Weidmann Electrical Technology.

Finance Committee Meeting – The Manager reviewed information with the Board relative to the personnel cost information that was included in the Minutes for the Finance Committee meeting held on Thursday, September 24th. Chairperson Kimbell

stated that the Finance Committee has scheduled meetings for October 15th, and October 29th at 5:45p.m. in the Board Room of the Municipal Building.

Recycling Committee – The Manager reported on the solid waste audit being conducted for the NEKSWMD and the Town. The Recycling Committee has planned a field trip, on Thursday, October 8th, to the Municipal Recycling Facility (MRF) in Williston, which is where the recycled materials from St. Johnsbury transfer station are being processed.

Blood Drive – The Manager stated that he made an error when the calendar of events was produced, and the Red Cross Blood Drive is Wednesday, 9/30 from Noon until 5:30p.m.

OTHER BUSINESS: FEMA Flood Plain Regulations – Priscilla Messier informed the Board that she has scheduled a meeting with the state flood plain management representative to review the comments resulting from the FEMA review of St. Johnsbury’s Flood Plain Management program.

Expenditure Warrants: The members of the Board reviewed, approved, and signed Expenditure Warrants as follows:

General Fund	62757 – 62802	\$262,359.91
	62803 – 62804	281.00
	62805 – 62874	252,868.97
Grant Fund	2216 – 2216	\$ 300.00
	2217 – 2218	1,335.94

Liquor Control Board – Members of the Board reviewed, approved, and signed a Caterer Permit for Sodexo, for the Black Bear, on October 22, 2009.

EXECUTIVE SESSION – It was moved by Jean Hall Wheeler, seconded by Bryon Quatrini, and unanimously voted to enter into Executive Session for the purpose of discussing labor relations agreements with employees, and that Public Works Director Danny Scott be included in the discussion. The Board entered Executive Session at approximately 7:30p.m. It was moved by Jim Rust, seconded by Gary Reis, and unanimously voted to return to Regular Session at approximately 7:40p.m.

PUBLIC WORK LABOR RELATIONS AGREEMENT - It was moved by Jim Rust, seconded by Jean Hall Wheeler, and unanimously voted to approve an amendment to the AFSCME Public Works Labor Relations Agreement to approve the language related to a Working Foreman, at a wage rate equal to that of the Mechanic.

Having no further business or requests, it was moved by Gary Reis, seconded by Jean Hall Wheeler, and voted to adjourn at approximately 7:45p.m.

Respectfully submitted,
Mike Welch, Town Manager

