

MINUTES

St. Johnsbury Board of Selectmen
Monday, March 12, 2012
Municipal Board Room, 7:00 P.M.

The St. Johnsbury Selectboard met in the Municipal Board Room on Monday, March 12, 2012 at 700pm its Regular Meeting. Present were: Chairman Jim Rust, Vice-Chair Alan Ruggles, Rodney Lamotte, Bernard Timson, Kevin Oddy and Town Manager Ralph Nelson.

The meeting was opened with the Pledge of Allegiance at 700p.

PUBLIC ATTENDANCE

Also present: Special Assistant to Town Manager Dawn McPhee, Executive Assistant Jessi Hudson, Representative Gary Reis, Town Clerk & Treasurer Stacy Jewell, Assistant Town Clerk Patty Wakeham, Town Agent Edward Zuccaro, Danny Scott, Clement Houde, Troy Ruggles, Nancy Cohen, Diane Beck, Jon Beck, Lisa Nelson, Bill Jewell, Brian Christman, Mike Fortier, Gary Lunderville, Tom Cole, Linda Colby, Tim Persons, Megan Jewell, Darlene Jewell, Linwood Smith, Carol K

PRESS ATTENDANCE

Matt Wojcik of KATV, Taylor Reed of Caledonian-Record

ELECTION RECAP

Chairman Rust thanks Diane Beck for her time and work prior to election. Rust also acknowledges all BCA members for their work throughout Election Day and especially to those who stayed to complete the counting of ballots. Patty Wakeham and Diane Perkins were also thanked for their work.

SWEARING IN CEREMONIES AND OATHS OF OFFICE

Town Agent Edward Zuccaro administered the Vermont Oath of Allegiance and the Oaths of Office for all those newly elected officials who were present at the Selectboard meeting. Present were: Alan Ruggles, Kevin Oddy, Bernie Timson, Stacy Jewell, Patricia Wakeham, and Representative Gary Reis.

PUBLIC COMMENT

No public comment

MINUTES

On a motion by Lamotte, seconded by Ruggles, the minutes of the February 27, 2012 Board meeting was unanimously approved. Abstaining from vote was Timson and Oddy who were not in office at that time.

On a motion by Timson, seconded by Oddy, the minutes of the March 8, 2012 Special and Organization Meeting was unanimously approved.

WARRANTS

On a motion by Ruggles, seconded by Lamotte, the following warrants were signed and approved by the Board. Abstaining from vote was Timson and Oddy who were not in office at that time.

Check 68643 – 68682	160,769.35
Check 68683 – 68685	905.49
Check 68686 – 68774	324,529.26

WARRANT SIGNOR FOR SELECTMEN AND BACK UP

Upon Chairman Rust's request, Alan Ruggles will continue as primary Warrant signor and Bernard Timson will act as back up.

LIQUOR LICENSES

On an motion by Oddy, seconded by Lamotte, the following Liquor Licenses were approved. Representative Reis confirmed all were annual renewals.

Cumberland Farms

Eastern Avenue Flowers, LLC

C.S Enterprises, LLC

St. Johnsbury Elks Lodge #1343

Pizza Hut

St. Johnsbury Country Club

CONFLICT OF INTEREST POLICY

On a motion by Ruggles, seconded by Oddy, the Conflict of Interest Policy, which is the same as in previous years, was unanimously approved and adopted by the Board.

Town Manager presented the Rules of Procedures which was previously reviewed and approved by the Board at its March 8th Special and Organization meeting. Town Manager indicated that the proper date of March 8th was inserted and he also requested the signature of Mr. Ruggles who was not present at last meeting.

APPOINTMENTS

Town Manager made four (4) re-appointments: himself as Town Service Officer, Troy Ruggles as both Homeland Security Coordinator and Deputy Health Officer, and Tim Angell as Town Health Officer.

On a motion by Ruggles, seconded by Timson, the Board unanimously approved the Town Manager's nomination of Dan Scott as Town Tree Warden.

Planning Commission: On a motion by Ruggles, seconded by Timson, Mike Fortier was unanimously appointed to the Commission to fill the vacancy through 2014 due to Jay Wood's resignation.

Development Review Board (DRB): On a motion by Timson, seconded by Lamotte, Tim Persons was unanimously appointed to fill a vacancy on this Board. Mr. Person gladly accepted the opportunity to serve. The second vacancy remains open and the Town Manager will gladly accept applications.

Board of Assessment: On a motion by Timson, seconded by Oddy, the Board unanimously reappointed the current members to this Board. They are Martin Cherry, Steve Berard, and Don Pinard.

Design Review Board: Town Manager sought the reappointment of current members to this Board. Ruggles confirms renewals are for one year and Gary Reis clarified that a non-resident can be appointed to this Board. Current members are Pat Cahoon, Mary Hughes, John Horvatic, Shara McCaffrey, and Bruce Ralston. On a motion by Ruggles, seconded by Oddy, the Board unanimously approved the re-appointment of these members.

Industrial Board: On a motion by Lamotte, seconded by Timson, the Board unanimously re-appointed Reginald Wakeham to this Board. New member, Jim Rust, was unanimously appointed.

Energy Coordinators: On a motion by Ruggles, seconded by Lamotte, the Board unanimously re-appointed William Christiansen and Jim Wuertele as Energy Coordinators for the Town. The position is required by State statute and coordinators serve for one year.

Recycling Committee: on a motion by Timson, seconded by Ruggles, the Board unanimously appointed Kevin Oddy to this Committee.

Pension Committee: on a motion by Ruggles, seconded by Timson, the Board unanimously appointed Jim Rust to this Committee.

Labor & Negotiations Committee: on a motion by Timson, seconded by Ruggles, the Board unanimously re-appointed Jim Rust and Rodney Lamotte to this Committee.

Water Sewer Grievance: on a motion by Oddy, seconded by Lamotte, the Board unanimously approved the appointment of Alan Ruggles and Bernard Timson to this Committee.

Pomerleau Committee: on a motion by Lamotte, seconded by Oddy, the Board unanimously re-appointed Jim Rust and Alan Ruggles to this Committee.

NVDA Board of Directors: on a motion Lamotte, seconded by Timson, the Board unanimously approved the appointment of Jim Rust to NVDA's Executive Board and Ralph Nelson to its Board of Directors.

Calex Board of Directors: On a motion by Ruggles, seconded by Timson, the Board unanimously appointed Kevin Oddy to this Board. The second vacancy which would most likely be a resident of the Town will remain so until nominations are given to the Board for its consideration.

The following Committees and its vacancies are on hold: Beautification, Tax Stabilization, Development Fun, Downtown Improvement District and the yet to be formed Economic Development Committee.

OPERATIONS OF SELECTBOARD

Rust reviewed the following housekeeping items:

Each resident who wishes to speak will be recognized from the floor by the Chairman who will facilitate public comments in an organized manner. Should discussion of the Board be requested, he asks that each member be able to speak on items without interruption and with respect. Rust confirmed that personnel issues to be done in executive session. As the Town Manager is the only employee of the Board, members should encourage employees to respect chain of command and communicate with the Town Manager prior to requesting action from a Board member.

SELECTBOARD TRAINING

Rust encourages all members to attend Selectboard trainings that are available through VLCT. We will update Board on continuing education opportunities. Gary Reis encourages participation in VLCT which have functions (ie, networking) that may be valuable to members.

PRIORITIES AND WORK SESSIONS

Rust confirms work sessions beginning next week which will be warned and open to the public. After outlining procedure and process, Rust will make priorities public.

FINANCE DEPARTMENT DISCUSSION

Town Manager reviewed the items brought up by auditors. He recommended the need for a Finance Director and requested permission to outline the job description and begin search. Finance Officer would report to Treasurer, Board, and Manager as duties touch upon all aspects of Town finances. Rust reviews potential new process which includes Finance Officer.

On a motion by Timson, seconded by Lamotte, the Board approved the Town Manager to begin a job description for the Finance Officer position. Rust confirmed that the Board would need to approve the description prior to search. Rust seeks draft for discussion next week at work sessions.

Tim Persons requested that perhaps a resident of the Town be sought for the Finance Officer position. Rust confirmed that the Board is seeking the best qualified person for this position. Resident would be bonus. Lisa Nelson suggested that an outside person might be the best person as he or she would be the most objective and without any ties to established persons or methods. Mike Fortier inquired into the supervisor for this Officer. Rust confirmed that daily guidance would come from the Town Manager; however, the Finance Officer would ultimately report to Board who would issue any disciplinary action.

Town Manager presented an Expenditure Policy, which he drafted today, to the Board for consideration at the next Board meeting. While by statute the Town does not need two signors on all checks, the Town Manager reported that this practice will continue. He requested the Board to consider a 3rd back up signor.

MANAGER'S REPORT

Town Manager made some recommendations for consideration to the existing purchase order policy. He will institute electronic versions of orders for department heads. He would like to amend that an order be required for any orders over 50 as well as orders to require the signature of the department head as well as the Town Manager for any purchases over 499.00. Town Manager will also require that vendors stamp or place the purchase order number on the original invoice. Some items remain the same: emergency items and sole source & recurring vendors.

Town Manager announced the launch of new website to be April 2nd. He has acquired STJVT.com and STJVT.net as domain names which will allow emails for all Town employees.

Town Manager reported that the Arnold Park pool and basin will be re-constructed by Dan Scott's department. Bruce Cate has been moving on restoration and Town Manager will present updated pictures at the next Board meeting.

Lastly, the Town Manager reported that a plumbing contractor has been hired for work at the Pomerleau. The roof bids will be forthcoming.

OTHER BUSINESS

Tim Persons inquired into the curbing issue as brought up by Rosina Greenwood. Troy Ruggles confirmed that this issue was resolved with SD Ireland.

Nancy Cohen requested process of communication between the Town Manager's office and constituents. Upon requesting an organizational chart regarding executive staff of Manager's office, Rust confirmed that he will address this issue with the Town Manager.

EXECUTIVE SESSION

Chairman Rust requested executive session, along with Town Agent Edward Zuccaro and Town Manager Ralph Nelson.

ADJOURNMENT

At 815pm on a motion by Ruggles, seconded by Oddy, the Board unanimously approved to adjourn the regular meeting.