

MINUTES

St. Johnsbury Board of Selectmen
Monday, March 26, 2012
Municipal Board Room, 7:00 P.M.

The St. Johnsbury Selectboard met in the Municipal Board Room on Monday, March 26, 2012 at 700pm for its Regular Meeting. Present were: Chairman Jim Rust, 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, Town Clerk & Treasurer Stacy Jewell, Representative Robert South, Clement Houde, Lisa Nelson, Bill Jewell, Tom Cole, Tim Persons, Diane Beck, Al Dunn, Frank Landry, Gary Lunderville, Tony Greenwood, Debbie Dolgin, Chris Owens, Bill Gilding, Linda Colby, Linwood Smith, Sean Jewell, Mike Fortier, Lisa Briggs, Bruce Corrette

PRESS ATTENDANCE

Shawn Gaffney of KATV, Jessica Walsh and Jackson Stewart of News 7, Taylor Reed of Caledonian-Record

PUBLIC COMMENT

Chairman Rust requested a moment of silence for Melissa Jenkins.

No public comment.

MINUTES

On a motion by Timson, seconded by Oddy, the minutes of the March 12, 2012 Regular Meeting was unanimously approved by the Board.

WARRANTS

On a motion by Timson seconded by Lamotte the following warrants were signed and unanimously approved by the Board.

Check 68775 – 68806	109,430.46
Check 68808 – 68813	2,902.70
Check 2331 – 2332	122,523.08

LIQUOR LICENSES

On a motion by Timson, seconded by Lamotte the following Liquor Licenses were approved:

DEPARTMENT OF CORRECTIONS

Chairman Rust recognizes the Department of Corrections and its intent to be a good neighbor and ensure proper safety of the residents. Thanks Representative South for coordinating this appearance. Andy Polito, Commissioner, and Superintendent Alan Cormier, were present to review incident, procedures,

notification, etc. Improvements made to notification efforts to increase communications to residents via social media. Commissioner confirmed that a citizen advisory group had presented their concerns and possible solutions for consideration.

Mike Fortier questioned the software program used during incident and confirmed that improvements were being met.

Lisa Briggs commented on the use of little incident as it was not. Superintendent confirmed it was a serious incident. Staffing was increased; however 10-1 is a maximum. For off -site work, it may be more 8-1 ratio. During incident, the two escapees were on compound grounds where more staff available.

Tony Greenwood confirmed facility as medium security compound. Work camp houses minimum security and criteria is met. Commissioner confirmed that high risk population would not be housed here but housed most likely in Newport. Representative South confirmed work camp is low risk and even if high risk were available, they would most likely not meet criteria to be included in work camp.

Tim Persons questioned low, medium and high risk criteria. Risk assessment process reviews low risk as simple assault, violations, drug offenses, DWI, bad checks. Medium risk such as violent offenders, felony violence, sexual assault, DWI with burglary.

Tom Cole questioned staff members and their authority during work camp. Protocols command one staffer for 10 individuals; therefore, staffer would stay with remaining campers while calling for back up for the two who fled.

GPS tracking is one possible solution. Commissioner confirmed that work camp escapees lose the privilege to be included in future camps and are returned to medium risk housing.

Chairman Rust requested information on procedure for getting onto work camp. A new enrollee goes through rigorous safety testing and certified for machinery. Staffer will hand pick his team depending on training and work projects.

APPOINTMENTS

Town Manager reported that Assistant Town Clerk, Diane Perkins, has been nominated to the Retirement Plan/Pension Committee as the non-union employee representative. On a motion Timson, seconded by Oddy, the Board unanimously approved the appointment.

Beautification Committee has requested re-appointment of all current members. Chairman Rust indicated the Committee will be called to a meeting to present its goals. On a motion by Oddy, seconded by Timson, the Board unanimously approved the re-appointment.

Al Dunn confirmed that the Recreation Committee has disbanded due to St. Johnsbury Academy taking over activities.

Development Fund, under a sub-grant agreement, provisions a revolving loan Board, 2 of whom should be members of the Selectboard. Peter Crosby, the chairman, has presented a loan application regarding Lydal Building for consideration. Thus Crosby would request members in order to take care of business. Chairman Rust addressed concerns on term of grant (ten years from 2005) as well as meetings that are requested for this week. However, 2 members should be appointed temporarily in order to review the loan application. On a motion by lamotte, seconded by Oddy, the Board unanimously appoints Timson, Rust to the Development Fund.

Town Manager: tax Stabilization, Downtown Improvement, DRB, Economic Development,

PURCHASE AND EXPENDITURE POLICIES

Chairman will table this issue until a work session. Oddy, Timson.

WORK SESSIONS

April 4, 1p

April 5, 7

April 10, 7

April 11, 7

April 12, 7

Chairman reserves the right to schedule meetings to 6p. Agenda will be forwarded.

MANAGER'S REPORT

Town Manager Arnold Park, Pomerleau, railroad, Depot sq, Westside, Bike Path, Safe Routes to School, Armory would like all projects listed for work session agendas.

Town Manager reported that he received Dinah Yessne's letter of resignation effective April 30th. Board of CJC will review the current structure of CJC as well as analyze its services. Grantee will continue but MOU will need to be reviewed. Chairman will present the grant, which expires on June 30th, for the Board to review.

Town Offices will change hours of operation: 8am to 430pm with all Mondays hours being 8am to 6pm.

Planning Commission reviewing Town ordinances and Zoning by-laws. Town Manager reported that enforcement issues and procedures will need to be

Finance Officer job description will be presented during a work session.

OTHER BUSINESS

Bruce Corrette requested review of water issue.

Stacy Jewell confirmed that dog licenses will be accepted through April 2nd at 6p with no late fees.

Lisa Briggs requested updates on the audit. Chairman Rust will present as information is presented to the Board. Currently, the auditors have begun its Findings Report and Management Letter which he anticipates to be delivered to Town in approximately one month.

Chairman Rust confirmed that the Board will receive monthly expense report to budget.

(*** schedule this monthly)

FEMA revenue update

EXECUTIVE SESSION

Chairman Rust requested executive session.

ADJOURNMENT

At 828pm on a motion by Oddy seconded by Timson, the Board requested Executive Session on personnel.

At 852pm, on a motion by Oddy, Lamotte to come out of executive session. On a motion by Oddy, Timson, voted unanimously approved to adjourn the regular meeting and move into Executive Session.