

ST. JOHNSBURY BOARD OF SELECTMEN  
REGULAR MEETING  
MONDAY, JULY 22, 2013

The St. Johnsbury Selectboard met in the Pomerleau Building, 1<sup>st</sup> floor on Monday, July 22, 2013 at 7:00 p.m. for the Regular Meeting of the Selectboard. Present were: Chairman Kevin Oddy, Vice Chairman Alan Ruggles, Jim Rust, Jeff Moore, Tom Moore, Town Manager John Hall, Finance Officer David Ormiston, Town Clerk/Treasurer Stacy Jewell.

**PUBLIC ATTENDANCE – see attached**

**PRESS**

Present were: Taylor Reed from the Caledonian-Record, and KATV.

At 7:00 p.m., the Regular Meeting was called to order. All stood and recited the Pledge of Allegiance.

**PUBLIC COMMENT**

Brian Christman asked if the Boxcar & Caboose had paid off their Jay Lyn Loan. Town Manager John Hall stated he did not know and would look into it.

David Timson commented about not liking the recall petition.

**MINUTES**

July 8, 2013 minutes changes to the spelling of Linda Garey name, change of the vote on the grader financing. Motion by Alan Ruggles, seconded by Tom Moore to accept minutes with the changes, vote was unanimous.

**WARRANTS**

A motion by Jim Rust, seconded by Jeff Moore to accept the warrants, vote was unanimous.

**CSO PROJECT-DUFRENSE GROUP**

Chad Whitehead asked for Town Manager John Hall to sign the contract with J.P. Sicard, and sign off on the Change Orders. Eric Law from the State of Vermont went over the finance options available. The town has bonded for 8 million dollars. We can take out a loan for 5.6 million dollars for 30 years with a -3.0% interest rate. VTRANS is paying for more pavement than we expected. David Timson asked if any of the sidewalks were being done to accommodate the new ADA codes. At this time no sidewalks are being replaced unless a water or sewer line goes through them. Nancy Cohen asked about special funding just for sidewalks. Chad Whitehead stated there are funds out there for sidewalks, but it about a 3 year process.

Jim Rust is concerned about the rate increases that will take place to help pay for this project. That we should wait on the project for money to become available. Eric Law stated that these upgrades are mandatory and waiting will just increase the cost. On a motion by Jeff Moore seconded by Alan Ruggles to have Town Manager John Hall sign

the contract with J.P. Sicard, notice of award, and change order #1. Jim Rust commented that we don't know what the affect it will have on our rates. Vote was 4 -1 with Jim Rust opposed. Dufrense Group will have their final engineer contract ready to be signed at the next meeting.

Chad Whitehead talked about the ANR 1272 town plan that needs to be updated. The plan is for what has been done in the town on CSO projects, what the town is currently working on for CSO projects, and what our future CSO projects will be. It needs to be a long term plan for the next 100 years. Dufrense Group will be working the town to get this updated.

### **PLANNING COMMISSION**

Susan Cherry and Willie Nickerson presented the board with the new By Laws & Code of Ordinances. The board will need to have a public hearing within 120 days of receiving them. They have 14 days to make any changes to them. They should have a special meeting to discuss and vote on any changes. Chairman Oddy asked the board to review and be ready by the next meeting to discuss and changes. Susan Cherry said these are available on the town website for people to view. Alan Ruggles asked to them to do a definition of "clear site triangles".

Willie Nickerson the Zoning Administrator Position, that the Maureen Hennings of the Planning Commission is currently volunteering Mondays, Wednesdays, and Fridays 12-2. Willie Nickerson stated that she always puts and more than the 6 hours a week. The Planning Commission recommends that with put in the 2014 budget a full time 40 hour with full benefits Zoning Administrator Position. They also asked for \$20k to fund the position for the rest of the year. Willie Nickerson stated the importance of having someone track on complaints and permits. Alan Ruggles asked if there was a current log being kept. Sue Cherry stated there was a current log being kept by Maureen. Alan Ruggles wanted to know about the process and communication between the Zoning Administrator and Development Review Board. Willie Nickerson stated that Maureen does the postings for the DRB and put packets together for them. Bill Vermulen asked how many outstanding permits there are. No one knew, but was going to find out. Bernie Timson asked how long it took to do a permit. He also wanted to know why the Town Manager John Hall was not doing this, as it is in his job description. Nancy Cohen commented about looking at the bigger picture of building inspections and certificate of occupancy. Town Manager John Hall said we can look at a position for the 2014 budget, but we are currently in a deficit for 2013. Chairman Oddy stated that we will keep it in mind for the 2014 budget, nothing is available for 2013. Susan Cherry asked who will do it for the rest of the year. Jim Rust stated that we average about 55 permits per year, and it should only take about 20 minutes for a permit that doesn't need to go to the DRB. Jim Rust stated that a full time position with benefits will cost the town about \$75k. He also stated that Fire Chief Troy Ruggles was doing the certificate of occupancies, the Assessor Linda Colby would be given a copy of the permit and does a site visit. Jeff Moore wanted to know how many permits a month Maureen was doing. Bill Vermulen wanted to know if anyone was following up and doing site inspections. Chairman Oddy stated since there are no motions to be made the meeting would move along, that it will be looked at in the 2014 budget process.

## **VHFA HOUSING**

Town manager John Hall talked about the process if VHFA were to take the house on St. Mary's street. The Town would sell the house for \$1.00, and then VHFA would replace it with a new affordable single family house. The other option is that there are 3 people who like to place a bid on the property. Town Clerk/Treasurer Stacy Jewell asked how long the process with VHFA is. That the Town is in need of money now, with the property going back on the tax book with the sale to an individual. Chairman Oddy asked the town manager to get more information about the length of the process with VHFA.

## **TAX AND UTILITY COLLECTIONS**

Town Clerk/Treasurer Stacy Jewell stated that the town has taken in about \$20k in taxes over the past two weeks, and the town has taken in about \$12k in utility payments. Tax sale will be held August 22, 2013 here in the Pomerleau Building. There are 26 properties that are up for tax sale, \$144,684 of taxes, and \$30,142 of utilities to be collected. These numbers do not include interest, penalties or fees. Currently on utilities there are 89 delinquent accounts, 13 shut off, 67 tagged to be shut off, 30 agreements, and 5 paid in full.

## **TOWN MANAGER REPORT**

John Hall reported that the storm damage on Mt. Pisgah road has been fixed. The damage from the beaver pond in the Industrial park was being worked on. FEMA has been contacted on both of the sites. Jim Rust commented that the industrial park is run by NVDA and it's their responsibility to fix the road.

Finance Officer David Ormiston let the board know that he had met with the department heads to look at their budgets for this year. Talks have started about the 2014 budgets. That payroll is our biggest expense in 2013. He is working on new budget sheets to present to the board. The 2012 audit is still in progress. He was meeting with the auditors on Wednesday and Bill Hall on Tuesday.

## **OTHER BUSINESS**

A resident of Depot Square Apartments asked if something could be done about the Police Department ringing door bells to get into the building. The bells are very loud and wake up her new born baby. Town Manager John Hall said he would talk to the Police Chief to see about getting more keys to the building.

Tom Moore asked about the selling of the fire truck. Chairman Oddy stated that this was a town asset and was not warned for discussion in this meeting and asked Town Manager Hall to put it on the agenda for the next meeting.

9:15 pm on a motion by Jeff Moore, seconded by Alan Ruggles to adjourn the meeting, vote was unanimous.