

**Selectboard Agenda  
Johnson**

**Date: Monday, August 3, 2020**

**Electronic Meeting via Zoom and Phone Call-In**

**<https://zoom.us/> and joining Meeting ID: 344 652 2544.**

**You can also join by phone by calling:**

**+1 646 558 8656 US (New York)**

**+1 253 215 8782 US**

**+1 301 715 8592 US**

**Meeting ID: 344 652 2544**

**Agenda:**

**CALL TO ORDER**

**REVIEW OF AGENDA AND ANY ADJUSTMENTS, CHANGES AND ADDITIONS**

7:00 p.m. Review and approve minutes of meetings past July 6<sup>th</sup> and 20<sup>th</sup> 2020

7:05 p.m. Treasurer's Report and review and approve bills, warrants, licenses and any action items.

7:20 p.m. Administrator's Report, Action items, signature required items.

**Members of the Public:**

7:10 p.m. Joan St. Pierre to Speak on Complaints with Town Services

**ADMINISTRATOR'S REPORT: (D) Discussion (I) Information (A) Action**

1. (D, A) Is There a Continued Mission for the Fiber Committee?
2. (D, I) Review of Intermunicipal Law Enforcement Study Group
3. (D, A) Discussion of the Mission of a Racial Justice Committee
4. (D, A) Appointment of a Second Alternate to Lamoille FiberNet Communications Union District
5. (D, A) Update on Legal Review of Draft Building Notification Ordinance
6. (D, A) Green Mountain Byway Membership Invoice
7. (D, A) Proposal for Website Management
8. (D, A) ICMA Membership and Digital Conference for Brian Story
9. (D, I) Lamoille County Sheriff's Dept Monthly Report for June 2020. Sent via e-mail.

Selectboard issues/concerns, Executive Session (if needed) Adjourn

## Town Administrator's Report

**Date: Monday, August 17, 2020**

### **Agenda:**

#### **CALL TO ORDER**

#### **REVIEW OF AGENDA AND ANY ADJUSTMENTS, CHANGES AND ADDITIONS**

7:00 p.m. Review and approve minutes of meetings past July 6<sup>th</sup> and 20<sup>th</sup> 2020

7:05 p.m. Treasurer's Report and review and approve bills, warrants, licenses and any action items.

7:20 p.m. Administrator's Report, Action items, signature required items.

### **Members of the Public:**

7:10 p.m. Joan St. Pierre to Speak on Complaints with Town Services

### **ADMINISTRATOR'S REPORT: (D) Discussion (I) Information (A) Action**

1. (D, A) Is There a Continued Mission for the Fiber Committee?

One co-chair of the Fiber Committee has resigned and suggested that the mission of the Fiber Committee is now served by the Lamoille FiberNet Communications Union District. Does we see a new mission for the Fiber Committee or are we disbanding it?

2. (D, I) Review of Intermunicipal Law Enforcement Study Group

The board had expressed an interest in appointing volunteers to this committee, but has suggested delaying appointment until next meeting. At this meeting we can take the opportunity to answer questions about the committee.

3. (D, A) Discussion of the Mission of a Racial Justice Committee

There is some interest in the formation of a Racial Justice Committee to provide recommendations and respond to resident concerns. A draft of the charge to a Racial Justice Committee is available for review.

4. (D, A) Appointment of a Second Alternate to Lamoille FiberNet Communications Union District

Paul Warden is willing to serve on the Lamoille FiberNet Communications Union District to represent Johnson.

5. (D, A) Update on Legal Review of Draft Building Notification Ordinance

The Vermont League of Cities and Towns expects a significant delay in their availability to complete a legal review of the Building Notification Ordinance. A cost estimate from the Town's regular attorney has been requested.

6. (D, A) Green Mountain Byway Membership Invoice

The membership for the Green Mountain Byway invoice is available for review. It is higher than estimated so it deserves discussion.

7. (D, A) Proposal for Website Management

After requesting some emergency support for the Town of Johnson website we have received a proposal for continued regular support.

8. (D, A) ICMA Membership and Digital Conference for Brian Story

The International City and Town Managers Association membership for Brian Story is up for renewal and the annual conference registration is open.

9. (D, I) Lamoille County Sheriff's Dept Monthly Report for June 2020. Sent via e-mail.

## **GENERAL INFORMATION ITEMS**

### **Information Items:**

1. ICMA: Membership Renewal Notice
2. Town of Cambridge: Henry and Amanda Manchester Subdivision Final Plat Review

### **Budget Items:**

### **Legal Issues:**

### **VLCT: PACIF**

### **State/Federal Issues:**

### **Administrator's Correspondence:**

### **Workshops:**

### **Newsletters:**

### **Brochures & Ads:**

Selectboard issues/concerns:

Executive Session:

Other Business:

Adjourn

# Town of Johnson

## Building Notification Ordinance

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### I. PURPOSE

The Town of Johnson (Town) seeks to increase equity and fairness of property tax assessments and payments. To accomplish these tasks the Town needs to be aware of building and renovations in the Town. Requiring the Town to find all changes in assessment without any assistance from property owners is inefficient and inequitable. It results in increased assessments punishing residents with visible buildings.

### II. AUTHORITY

This Ordinance is promulgated pursuant to 19 V.S.A. § 1111; 24 V.S.A. §§ 2291(3), (6), (15), (19), (22); 24 V.S.A. § 3315, 30 V.S.A. § 7056; 10 V.S.A., Chapter 32, and 24 V.S.A. § 4410 of the Vermont Planning and Development Act. This Ordinance is designated as a civil ordinance pursuant to 24 V.S.A. § 1971(b).

**Comment [TA1]:** I don't think that 24 VSA 4413 applies here because this ordinance it only records, it does not grant or deny permission. This and 24VSA 4410 will be questions for legal review.

### III. DEFINITIONS

- A. "Town" is the Town of Johnson.
- B. "Reportee" is the individual providing notice of a building project.
- C. "Building" means any assembly of materials for occupancy or use; including, but not limited to: an enclosure for shelter of persons, animals, equipment, or personal property; a mobile home or trailer; a swimming pool; or a deck or patio.
- D. "Notice to Build" means a written statement, issued by the Selectboard of the Town or Notice Officer that establishes that the Town has been notified of the construction project by an reportee.
- E. "Notice Officer" means the municipal official designated by the Selectboard to issue Notices.
- F. "Person" means an individual, corporation, government, governmental subdivision or agency, business trust, estate, trust, partnership or association, or any other legal entity.

### IV. NOTICE REQUIRED

- A. Before constructing any building or structure of any kind, including but not limited to houses, garages, sheds, outbuildings, retail and/or commercial structures, as well as an enlargement or addition that increases the footprint of an existing building or structure, within the limits of the Town of Johnson the owner of the property must obtain a notice to build from the Town Notice Officer.
- B. A notice to build is required for the alteration of an existing building that results in an increase in the number of bedrooms.

## **V. EXEMPTIONS FROM NOTICE**

- A. Freestanding buildings of less than 100 square feet.
- B. Replacement of a building with a similar building of equal area and number of bedrooms.

## **VI. NOTICE ADMINISTRATION AND NOTIFICATION FORMS**

- A. The Town shall provide notification forms approved by the Selectboard to be completed by the owners of all prospective construction projects, or their authorized agents, requesting a notice to build.
- B. The notification forms shall contain questions pertaining to the name, address and contact information of the owner(s); and a description of the project.
- C. The notification shall be the form in Appendix A. including a general description of the project.
- D. If the reportee is not the property owner, then the reportee shall obtain and certify permission of the property owner.
- E. Once the notification form is received the Selectboard of the Town of Johnson, or Notice Officer, shall review the project and issue the Notice to Build.

## **VII. ENFORCEMENT**

- A. This Ordinance shall be enforced as provided by 24 V.S.A. § 1974a.
- B. A civil penalty of not more than \$500 may be imposed for a violation of this Ordinance.
- C. The Notice Officer or other issuing municipal official is authorized to recover by the issuance of a municipal complaint, civil penalties in the following amounts for each violation of this Ordinance: First Violation \$200 Second Violation \$300 Third Violation \$400 Fourth and Subsequent Violations \$500.
- D. In lieu of the civil penalties provided in subsection B of this section, an issuing municipal official is authorized to recover a waiver fee in the following amount, from any person to whom a municipal complaint is issued: First Violation \$100 Second Violation \$150 Third Violation \$200 Fourth and Subsequent Violations \$250.
- E. No penalty or injunction, except those described here is permitted for noncompliance.
- F. No penalty shall be enforced before \_\_\_\_\_ (6 months from the passage of the ordinance).

# Appendix A. Notification Form

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Date: \_\_\_\_\_

Reportee Name: \_\_\_\_\_

Reportee Contact: \_\_\_\_\_

Property Location: \_\_\_\_\_

Property Owner: \_\_\_\_\_

Additional Contacts: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**Property Description:**

Does the project contain new construction? \_\_\_\_\_

Does the project contain a renovation? \_\_\_\_\_

Does the project contain an addition? \_\_\_\_\_

What is the size of the project? \_\_\_\_\_

Please describe the project: (attach an additional sheet if necessary)

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**Office Use Only --- Notice Number:**

# Appendix B.

## Notice to Build

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Reportee (name): \_\_\_\_\_

has permission of the Town of Johnson Selectboard, or Notice Officer, to proceed with construction of the project applied for on (reporting date): \_\_\_\_\_ with notice number \_\_\_\_\_.

This notice was issued as of (start date): \_\_\_\_\_.

Signed: \_\_\_\_\_

# INVOICE

## Lamoille Economic Development Corporation

INVOICE # 4781  
DATE: JULY 31, 2020

P.O. Box 455  
Morrisville, VT 05661  
[info@lamoilleeconomy.org](mailto:info@lamoilleeconomy.org)  
(802) 888-5640

TO

Town of Johnson  
P.O. Box 383  
Johnson, VT 05656

SALESPERSON	JOB	PAYMENT TERMS	DUE DATE

QTY	DESCRIPTION	UNIT PRICE	LINE TOTAL
	Green Mountain Byways Allocation		\$1,000.00

SUBTOTAL	
SALES TAX	
TOTAL	\$1,000.00

Make all checks payable to Lamoille Economic Development Corporation  
**THANK YOU FOR YOUR SUPPORT!**



# 3W Promotions

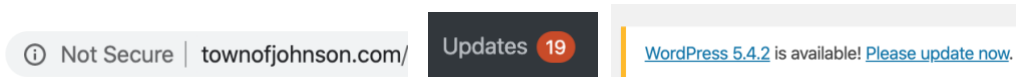
Prepared By  
Elisa Clancy

Proposal ID#072920  
JULY 2020  
webmaster@3wpromotion.com  
802-917-4020

## PROPOSAL AND CONTRACT FOR MAINTENANCE OF THE TOWN OF JOHNSON WEBSITE

### Summary:

The current Town of Johnson website is not being administered by a Webmaster. While the town employees are able to keep the content of the website up-to-date, however, the services that a Webmaster performs are not currently being done. The web hosting platform is not secure, updates are not being performed and the website is in a highly likely position of being hacked and being offline for a considerable period of time.



### Goal:

- To upgrade the security of the website which is currently not secure and out of compliance.
- To provide daily website back-ups for use in site restore if needed.
- To keep the website software up to date with regularly scheduled upgrades.
- Provide ongoing technical assistance to town and village website administrators, including training for proper website updates of meeting warnings, notices, agendas and minutes.

### Scope of Work:

**3W Promotions** will migrate the current website, townofjohnson.com from it's current web hosting platform to 3W Promotions' hosting servers.

**3W Promotions** will setup daily backups for use in restoring the website if it gets hacked or goes offline; front-end security (SSL); and back-end security, and WordPress website with 24/7 Technical Support.

**3W Promotions** will update the website platform software for townofjohnson.com on a quarterly basis, including the following dates: September 1, 2020; December 1, 2020; March 1, 2021 and June 1, 2021. *(Subsequent updates can be decided in the next fiscal year.)*

**Lamoille Economic Development Corporation** provides contracted services with 3W Promotions for WordPress training and WordPress technical assistance, free of charge for Lamoille County entities. These free services do not include any work done on a website by 3W Promotions, only training and assistance.

**Town of Johnson** will need to provide 3W Promotions with login credentials for their domain name account, townofjohnson.com in order for the work to be performed.

**Technical Assistance** for 3W Promotions web hosting and security products is available 24/7 via phone and is free of charge. Webmaster Services with Elisa Clancy are available on a scheduled and if needed on an emergency basis at the hour rate.

**Cost Estimate:**

Website Maintenance: \$85 per quarterly update = \$340 annually.

Website WordPress Hosting, SSL and website security = \$270 annually.

Webmaster Services if needed, \$85/hour.

# 3W Promotions

**Client:** Brian Story, Town Administrator, Town of Johnson, Vermont.

**Project:** Website Maintenance and Website Hosting and Security

**Date:** 07/29/2020

**Webmaster:** Elisa Clancy, 3W Promotions, LLC, Hyde Park, Vermont,

[webmaster@3wpromotions.com](mailto:webmaster@3wpromotions.com), 802-917-4020, 802-888-8456

This agreement (the “Agreement”) is made on “Date” of the signed contract, by and between the “Client” and the “Webmaster.” In consideration of the mutual agreement made herein, both parties agree as follows:

**Work:** The Webmaster agrees to the “Scope of Work” outlined in Proposal ID#072920, attached.

**Compensation:** Client agrees to pay Webmaster \$270 upon acceptance of the contract for web hosting and security, before any services are provided and then again annually on the date of expiration of the web hosting and security products. Each quarterly website update will be invoiced \$85 to the Client immediately following the website update and will be due Net 15. Webmaster is responsible for the payment of all federal, state, and/or local taxes with respect to the services she performs for the client as an independent contractor. The Client will not treat Webmaster as an employee for any purpose.

**Client Approval:** Client accepts that the Webmaster is working in good faith and the Webmaster is **not financially responsible for errors occurring in this work**, including lawsuits of any kind.

**Cancellation:** Both parties understand that Client or Webmaster may terminate the service at any time if, for any reason, the relationship is deemed unsatisfactory by either party. Upon written or verbal cancellation, Client is responsible for payment for all expenses incurred and any work done. Should Client cancel the project following its completion, Client is responsible for full payment as per the agreed upon estimate plus all expenses incurred.

**Acceptance of Terms:** Client promises to pay for the services rendered by Webmaster for the Work as agreed upon. By signing below, Client agrees they have read, understood, and are considered legally bonded to these terms.

**Client signature & date:**

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Brian Story, Town Administrator, Town of Johnson, Vermont

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Date