

JOHNSON VILLAGE TRUSTEE BOARD MEETING MINUTES
JOHNSON MUNICIPAL BUILDING
MONDAY, SEPTEMBER 12, 2016

Present:

Trustees: Gordon Smith, Walter Pomroy, David Goddette, Bob Sweetser, Scott Meyer

Others: Meredith Birkett (Manager), Rosemary Audibert (Clerk), Troy Dolan, Sandy Miller (by phone), Arjay West

Note: All votes taken are unanimous unless otherwise noted.

1. *Call to Order*

Gordy called the meeting to order at 6:03.

2. *Changes, Additions to Proposed Agenda*

Meredith said the next regular meeting date falls on Columbus Day. If the board wants to talk about moving the meeting she suggested adding that as an agenda item. She also asked to add an action item directly after the public hearing – approval of the municipal development plan. She said Christy Mason submitted an application today for a loan from the revolving loan fund. She thinks Christy was hoping to have the application reviewed tonight but she told her the board had a full agenda.

3. *Executive Session*

Walter moved to enter executive session for employee evaluation, premature public disclosure of which would place the persons involved at a substantial disadvantage, David seconded, the motion was passed and the board entered executive session at 6:05 with Meredith remaining. Sandy Miller joined the meeting by phone for the executive session. The board came out of executive session at 6:35.

4. *Treasurer's Report / Review and Approve Bills and Warrant / Budget Status Report / Action Items*

The board reviewed the budget status report. Gordy suggested adding an update on School Street expenses and income to the October agenda. Rosemary said she believes the town has overpaid their share.

Rosemary said Johnson State hasn't made their fire department payment yet. The board asked Meredith to contact them.

Meredith said Brian Story is planning to have a community meeting to talk about what is going on at the college. Walter said the proposed unification could affect us in little and big ways.

Rosemary said unpaid taxes are at a little over 4%, a little better than this time in previous years.

Walter moved to release the water and sewer lien on the property of Kathy Duncan on Lower Main East, David seconded and the motion was passed.

David moved to put a water and sewer lien in the amount of \$147.08 on the property owned by Afton Grace in Harvey's Trailer Park, Walter seconded and the motion was passed.

David moved to put a water and sewer lien in the amount of \$359.62 on the property owned by Terry Melton in Harvey's Trailer Park, Walter seconded and the motion was passed.

Rosemary said the state is going to go paperless regarding Act 250 and would like the village to designate a person to receive the emails. The board authorized Meredith to receive Act 250 emails from the state.

5. *Review and Approve Minutes of Trustee Meeting from August 8, 2016*

Walter moved to approve the minutes of August 8, 2016, David seconded and the motion was passed.

6. *WWTF Chief Operator Report and Action Items*

Tom had submitted a written report. Meredith showed pictures related to some of the items in the report – a new pump and some additional control units he hadn't anticipated buying but had to buy. In his report he mentioned that during the planned outage there was an issue with the programmable logic computer. It would not reset after the transfer to emergency power and he had to run in manual for about 7 hours. He had the same issue during the unplanned outage. He learned how to reprogram the PLC from the technician called in during the first incident and was able to fix the symptom but not the cause during the second incident. He has come up with a solution using an auxiliary power unit wired into the power supply. He will be working with the control tech and electrician to cure the issue.

Troy said the unplanned outage was due to a bad set of insulators that caused a short interruption in the Morrisville Water & Light substation.

Meredith forwarded an email with our insurance company's take on our liability for a catastrophic event related to the reservoir spillway. It seems we are well covered. One area of liability would be if the spillway was designed incorrectly. Tom needs to follow up with the engineer to find out whether it was designed correctly. An open question is whether residents below the spillway are aware that if there were an earthquake or other act of God that caused flooding their insurance and our insurance probably wouldn't cover it. They would need flood insurance. Walter asked if flood insurance would cover that. Meredith said she thinks so, but she thinks a homeowner would need to review their individual policy.

7. *Town and Village of Johnson Municipal Development Plan Public Hearing*

Walter moved to recess the meeting and enter into a public hearing concerning the Town and Village of Johnson Municipal Development Plan, David seconded, the motion was passed and the public hearing began at 7:03.

Walter asked what the board will be approving. Meredith said this hearing is for the plan amended at the last meeting to include the updated map and new language. The village center designation boundary was extended up Railroad St. to the library. Language was added about our vision for Railroad Street that was intended to help in the future if we want to expand the designation again.

Meredith talked to Brian Story today. He said he had learned that for a true unified plan to cover the town and village, only the selectboard would approve it. But LCPC has been suggesting that the village and town would each approve a plan, which would happen to be the same plan. Board members agreed it seems preferable for the village to approve the plan separately.

Walter moved to adjourn the public hearing, David seconded, the motion was passed and the public hearing was adjourned at 7:05.

8. *Adoption of the Town and Village of Johnson Municipal Development Plan*

Walter moved and Scott seconded to resume the trustee board meeting, the motion was passed and the meeting resumed at 7:06.

Walter moved to adopt the Town and Village of Johnson Municipal Development Plan 2016-2024 as approved June 14, 2016 and amended August 2016, Scott seconded and the motion was passed.

9. *Foreman Report and Action Items*

Troy asked how the board wants to proceed with sale of the dump truck that was just replaced. He said it has mechanical issues and should be sold with no warranty. Walter asked if VLCT has a place to post it in case another municipality is interested. Meredith said she can check. Troy said we currently have an offer of \$5K. He suggests setting a minimum bid of \$5K and selling to the highest bidder. **Walter moved and David seconded to authorize Meredith and Troy to advertise the 2001 Chevrolet 3500 dump truck with a minimum bid of \$5K and to select the highest bid and sell it. The motion was passed.**

Troy said he would like to sell the wood chipper that was bought to put on the back of a tractor. It hasn't been used since he was here. It would work well for a homeowner but isn't big enough for what we do. He suggested a minimum bid of \$1000. **Walter moved and David seconded to authorize Meredith and Troy to advertise the 3-point hitch wood chipper with a minimum bid of \$1000 and to select the highest bid and sell it. The motion was passed.**

Walter asked how reliable Morrisville's system that we are relying on is. Troy said portions of the system are old. The problems we have seen with it are no fault of the linemen. They are just due to the age of the system. Walter asked if this is something we need to push Morrisville on. Troy said a starting point would be to ask them about it and see where they want to go. Walter said he is concerned that we are a low priority to them. It affects us and not them. Do we need to push the issue?

David asked, we have a backup service, right? Troy said yes, Green Mountain Power. He and Meredith have been talking about the procedure and cost to switch over to using GMP. David asked if we have the capability to switch. Troy said yes but the method of switching we have is not the best. The switch has been in place as long as the substation has been there and mechanically it doesn't operate as it should. It has to be jiggled. We can't use it when it is energized. An oil breaker would be a better way of switching over, but it could cost \$50K. It could be operated remotely or with a time delay for safety. That is how most switching is done nowadays.

Troy read the section in his report discussing the scheduled power outage on the morning of August 19. Morrisville Water & Light needed to replace some faulty insulators on their B22 transmission line which feeds our substation. For safety, linemen follow switching orders approved by GMP before repairs begin. Switching orders began at 12:03 am and were completed at 12:48, at which time planned repairs were started. Work was completed at 2:15 am and the reverse switching orders were started at that point. Service was restored at 2:50 am. If a proper evaluation had been given to the B22 transmission line where the insulators failed and if upgrades had been made before it became the main feed to the village there would have been no need for an outage. The

current infrastructure has been in place since the 60's and because of age will be prone to future failure if further upgrades are not made. Since the planned outage MWLD has had to replace other failed insulators on the B22 line. The latest failure occurred on September 4, 2016 around 4:00 pm and caused a brief interruption of service to the village.

Walter said the B22 line is one issue. Do we need to push on Morrisville to get repairs done so we don't have regular issues? Another issue is switching to GMP. The oil breaker does sound expensive but we made the decision we wanted to be able to switch so we would have a good reliable system. We aren't meeting that goal. Should we at least have Troy come up with a good cost estimate? He thinks it is money we should spend. David said redundancy should always be in the plan. Troy said the actual switching procedure would still take time. Meredith said on August 19 we couldn't have switched to GMP. Troy said that is right, because the area being worked on was the feed to the other substation.

Walter asked, if we realized our feed from Morrisville was going to be out for some time, is switchover possible? Troy said yes. The line would need to be de-energized, then we would operate the switch and GMP could pick up the sub and we would put our breakers back on. But the type of switch we have is outdated. Gordy said the process of switching is usually done differently nowadays. It is typically done remotely. David asked, does the switch arc or flash? Troy said there might be a little arc. We can never switch it under load.

Walter said he would like Troy to come back with more detailed costs for replacing the switch. Redundancy and safety are important. Other board members agreed.

Scott asked if the existing plan is something we should terminate or restructure so we don't have an outdated policy. Troy said he thinks that would be a good idea. Scott said if we have an outdated policy we should remove it. Others agreed.

Walter said we are 15% owners of Morrisville's system. He thinks this year when we put together a budget with them we need to be more forceful about insisting that some of the critical spots be improved. Scott asked if Hyde Park is also affected. Troy said it depends on what part of the system is affected. Scott said he was wondering if it would be beneficial to work with Hyde Park.

It was agreed that Troy and Meredith will get an estimate for replacing the switch used to switch over to GMP. Meredith said we also need to talk to GMP about cost. Duncan mentioned there is supposed to be no cost for switching. Gordy said he recalls the agreement was that there would be no cost for short term switching. Walter and Gordy said they think the agreement was that there would be no wheeling charges or connection fee, not that we would get GMP power for free. Meredith will go to GMP to get clarification.

Gordy asked, if Morrisville had a major outage, Troy and his linemen could switch to GMP using proper protocol? Troy said yes.

David said he was contacted by a couple of businesses about the planned outage. They were commenting about the time of day it happened. It negatively affected their businesses. He had a follow-up conversation with one business owner and explained the situation. He said he would bring the issue up with the board. Troy said the time is intended to affect as few people as possible.

David said the business owners wondered if outages could happen between 3:00 and 6:00 in the morning. He told them it will affect people no matter when it happens. Meredith said we can commit to wanting to reduce outages as much as we can. David said it might affect restaurants less if outages were on Monday or Tuesday. Troy agreed with that. He said this timing was more related to when Morrisville staff were available.

The village and town crews worked together to install the new crosswalk by the library. Troy said Brian Krause notified him today that he has crosswalk marking signs at his shop. Do we want to put regular marking signs up now or put in blinking signs? Gordy and David said they thought the signs Brian has should be put up now. David said he suggested using a blinking sign rather than putting something in the road. Meredith said Kyle Nuse wanted an in-street yield sign, but the road is just barely wide enough for something like that and it wouldn't be able to stay there in winter. David said that is why he brought up the idea of solar powered blinking crosswalk signs. They would be on both sides and if someone wanted to cross they would push a button. They would warn people that someone was trying to cross the road. It was agreed that the regular crosswalk marking signs Brian has should be put up now. Bob said he would love to have a blinking light with the speed limit on School Street by the school.

Gordy said the village and town crews did an excellent job on the crosswalk. What did it cost? Rosemary said she thinks it was a few thousand. Troy said he doesn't think it was anywhere near \$7500. That was a high end estimate.

Troy said he got notification from Johnson Farm and Garden that some of our sweatshirts are being recalled by Carhartt due to inadequate flash ratings. We will be refunded for them. We have uniforms provided by a uniform company but we buy sweatshirts and winter gear elsewhere.

Our lifting slings and chains were inspected and had no issues. Rubber gloves were sent out for 3-month testing.

Paul is scheduled for first aid/CPR/AED training. And the week of September 11 he will be certified for pole top rescue. After this training is completed he will be ready for the duties of a second qualified person. All Water & Light employees attended a trenching class provided by VTrans.

Troy met with Jim MacDowell at the Studio Center about concerns with runoff and lack of a defined sidewalk near 125 Pearl St. since the paving was completed. The water now runs into the driveway at that location during storms. With no defined sidewalk, people are parking vehicles closer to the building and pedestrians are walking on the edge of the road to get around them. We could put a layer of paving on the sidewalk to make a lip and direct water as it used to flow and stripe on both sides. Once the tree near there is removed we can contain some runoff. Brian Krause wants to put in a swale there, but it can't be done until the tree is removed. Troy doesn't know how much a top coat for the sidewalk would cost but he would guess it might be around \$2K.

Bob said he would like the edge of the curb on the bump-out by the school to be painted to make it easier to see so people are less likely to run into it. It is hard to see when it is raining.

Walter said he hates putting something temporary down on the sidewalk knowing we may do something more permanent in the future. Gordy said he thinks it will be 3-5 years until we put in a real sidewalk. David said it will be more than a year so we should do the temporary fix. Gordy agreed.

Troy said it was mentioned at some point that there was a plan for redesigning that whole intersection. Walter said that is part of the School Street plan. There is a conceptual plan for the whole School Street area. We have built just part of it. There is a plan for that intersection. We need to dust that off and look at it. Part of it was reconfiguring the corner to make it safer. He is thinking that while we are doing some work there we could also replace all the bad sidewalk and hopefully get state money for it. He would like Meredith to start looking at that.

David moved to authorize spending up to \$3000 from the maintenance of sidewalks budget to make needed repairs on the sidewalk on Pearl Street, including paving and striping, seconded by Scott. Scott said it would be beneficial to talk to the Studio Center about the height of the sidewalk. They should be ready for a bump where it crosses their driveway. Troy said he will talk to them. Scott said other homeowners are facing the same dilemma. Will the top coat be continued all the way up Pearl Street? Troy said he is not thinking of going all the way to Eric Osgood's house. The estimate he got to pave that far was \$6K. **The motion was passed.**

Gordy said he had asked Meredith to talk to Katie Orost about whether the school can mow the grass on the bump-out on School St. We decided that because we created grassy spaces on Main St. with the Main St. project that we would take care of the grass just on Main St. He thinks we should be careful about mowing grass on School St.

Troy and Meredith met with VTrans electrical engineer Larry Wheeler to discuss the line relocation near the twin bridges. A foreclosure in the area causes a right of way problem for VTrans so they proposed changing our primary overhead to primary underground in that area instead of going with the original plan for relocating lines. (*Arjay arrived at 7:56.*) VTrans is trying to see if there is an existing easement on the foreclosed property so they can avoid dealing with the legal hassle of the foreclosed property. Troy is not in favor of moving the line underground. We are planning to reroute the line down Sinclair and back feed during the construction. We could probably leave that configuration permanently as an alternative to the VTrans proposal. Walter asked, can't we go back to the way we were after construction? Meredith said poles and lines have to be moved permanently to accommodate the new bridges. Walter asked why we can't make the line underground temporarily and connect it back to poles after construction is done. Troy said a right of way will still need to get cut. Maybe that will be possible after the foreclosure is done. Meredith said VTrans keeps saying that dealing with the foreclosed property will delay the project by 2 years. The board is not in favor of the underground option.

Meredith presented a draft tree removal policy. She suggested perhaps it could be approved next month. She said we got pushback from the Studio Center about paying 50% of the cost of removing the large silver maple. The tree is in the town's right of way so they asked whether the town should cover a portion of the cost. She asked Duncan how the town has dealt with situations like this in the past. He said the town would evaluate whether the tree was causing a problem for the town. Brian Krause and Brian Story are going to look at it. If they don't feel it is a problem for the town then we will remove just the part of the tree that impacts village infrastructure and the

town or the property owner can pay for additional parts to be removed if they wish, in line with the proposed policy.

10. Village Manager Report and Action Items

Arjay joined the board for discussion of the fire department drug and alcohol policy. PACIF and Brian Monaghan have reviewed the proposed policy. Meredith had distributed copies of Brian Monaghan's comments.

Walter said he sees that PACIF and our lawyer would prefer a zero tolerance policy, but it appears that PACIF would cover us if we didn't have a zero tolerance policy. Meredith said she didn't specifically ask PACIF if we would be covered without a zero tolerance policy. They said they prefer zero tolerance but that we should talk to our lawyer.

Gordy said he likes the federal DOT guideline for people with a CDL, which is .04. Fire truck drivers don't have to have a CDL, but he still suggests using that federal guideline. Meredith said we do reference .04 in the policy. Walter said if this is a federal standard it would be good to reference in the policy that that is why we are using that standard. Others agreed.

Arjay said he worked with the team that prepared the draft policy. To strike a balance between the group of volunteers and what is best for the community he is not in favor of a zero tolerance policy. The fire department did discuss an on call or rotational system but financially he doesn't see any way to do it. It would cost \$20-30K to keep a skeleton crew staffed. He agrees with the .04 guideline. That was based on research on when people are reaching impairment.

Gordy said he agrees we should not have a zero tolerance policy. It would cripple the department because it would be difficult for anyone who wanted to have social activity to volunteer for the department.

Walter said he thinks it might be better to have no policy, but if there is a clear standard for CDL drivers, let's make sure we reference it. He is good with a policy that does that. Gordy agreed. He said he thinks we already adopted a .04 limit for our full-time employees. Meredith said for the next meeting she can come back with the general village policy too.

Arjay said he thinks it is appropriate to implement this policy and move the department forward. He thinks we can find a balance that is right for the management team and for volunteers. Meredith will bring the policy back in final form in October. If she finds that .04 isn't the DOT standard she will let the board know.

Scott recommended adding that medications can affect BAC. He said the attorney recommended that we define illegal drugs. He thinks it is important to reference the federal list and not the state list in case marijuana gets legalized in Vermont.

Gordy asked about the dry hydrant recently put in. Arjay said 6 months or so ago the fire department applied for a grant for the dry hydrant program. We were deemed eligible. A site in town was deemed suitable and the department got landowner permission. They asked the selectboard to donate materials and trucking as the dry hydrant would benefit the town. They did so and firefighters installed the hydrant. The grant had a 25% match and the fire department's match was our in-kind services so there was no out of pocket cost.

Walter asked if the fire department has worked with Waterville or Belvidere to get any of these grants. Arjay said towns can secure money for dry hydrants. Someone in Waterville is very active in doing so. Arjay helped Belvidere get a grant for a dry hydrant. He encourages the towns rather than the fire department to be the applicants so we don't have to worry about follow-through.
(Arjay left at 8:20.)

Dorothy Malone Rising requested an excess water bill adjustment. The leak was from a hose and outside spigot and the water did not flow through the sewer. Board members questioned whether this was a case of neglect. Scott said he wonders whether we need to add in the policy that we will not make an adjustment if the issue was preventable. Walter said our policy requires that the excess water usage be due to a plumbing issue. Meredith read Dorothy's letter explaining what had happened. The board agreed that it sounded like there was a plumbing issue.

Walter moved to adjust the July water and sewer bills for Dorothy Malone Rising at 384 Lower Main West to \$113.55 for water (three times the average of the last three months' water bills) and \$58.47 for sewer (the highest sewer bill over the last 12 months) per our policy, David seconded and the motion was passed.

Dale Tatro requested an excess water bill adjustment due to a hose that leaked all night. The water did not flow through the sewer. David said it was negligence that the hose was left on. **Walter moved to reject the excess water and sewer bill adjustment application from Dale Tatro because the policy requirement that the excess use be due to plumbing or structural issues was not met, David seconded and the motion was passed.**

Dunham Rentals, LLC received preliminary approval for a sewer allocation of 420 gpd and a water allocation of 405 gpd. They have received their state wastewater permit approval and will be submitting their town highway access application. They have requested that the trustees approve the final capacity and connection conditioned on their receipt of the town highway permit.

Walter asked why this is being linked to the town highway permit. He thinks when we say final approval is contingent on receiving necessary permits that doesn't include town highway permits, building permits, etc. – just the state wastewater permit.

Walter moved to approve the final water and sewer capacity and connection permit for Dunham Rentals, LLC, seconded by Scott. Gordy said there was some question about the depth of the sewer line. Is that resolved? Meredith reviewed the permit application. She said use of blueboard to prevent freezing is in there as a condition and so is receipt of a town highway permit. **The motion was passed.**

Vermont Studio Center has requested a sprinkler system permit for 30 Lower Main St. It was brought to Meredith's attention that a past board waived fees for sprinkler systems. **Walter moved to waive the fee for hookup of the sprinkler system at the Vermont Studio Center property at 30 Lower Main Street, seconded by Scott.** Meredith said in the application she doesn't see any allocation given for a sprinkler system. Our policy says we evaluate each individual system on a case by case basis. Demand would be 500 gallons per minute, but she is not sure how to translate that into our fee schedule. It wouldn't be using water all the time. David asked if it is metered. Troy

said it is a separate line. To his knowledge it is not metered. David said it will only be used if there is a catastrophic event. Bob said if there were a fire the fire department would be pumping that much water or more. Walter and David both said they feel we should encourage people to invest in life safety equipment. Scott asked who pays the cost of tying into our line. Meredith said they do. David asked if there is any money available to them since they are in the designated village center. Meredith said she thinks there might be. She will send them information on anything that might be available. Gordy said he had also suggested that Meredith let Rich and Nicole Whittemore know about money that might possibly be available to them for the project they are working on. **The motion was passed.** Meredith said VSC will still have to get a permit.

The board needs to authorize LCPC to submit the Johnson Village Area Wide Plan funding request to the Brownfields Committee. LCPC submitted a scope of work for the Johnson Village Area Wide Plan to EPA and the use of LCPC grant funds on the project was approved. The next step is for LCPC's Brownfields Committee to approve the project, which could take place at their September 13 meeting. The grant funds available do not require a match. Gordy said the issue he brought up before is who will pay to remove any contamination found on private property. Walter and Scott suggested the Petroleum Cleanup Fund would do it. **Walter moved to authorize submitting the Johnson Village Area Wide Plan funding request to the LCPC Brownfields Committee, Scott seconded and the motion was passed.**

Meredith met with John Grenier, the engineer on the Valley Ridge project, to become more familiar with the project and discuss next steps. He will start working on the bid package. She did research on whether using the revolving loan fund would attach any special requirements to the bidding process and project since the funds originally came from the CDBG program. She found that all strings have been removed. Grenier felt contractor pricing would probably be more favorable if we released the bid package over the winter rather than trying to get the work done this fall.

The village got a call noting that a leaking shut-off valve in the Cabin Cove area is causing water to run towards a neighboring property. The property with the leak is in foreclosure. The board agreed that because we are losing water and because a neighbor is being affected we should fix the leak and send a letter saying the bank that owns the property will be billed for the cost of the repairs.

The Lamoille Regional Solid Waste Management District got the grant to develop a compost facility. They need to develop an agreement to cover their use of the village facility. We are leasing the land from the town so we first need to arrange an agreement with the town about subletting the property to LRSWMD. We had discussed the possibility that Johnson residents could get free composting at the facility, but LRSWMD manager Susan Alexander said their policy is to treat all residents of the district the same. They don't have any other arrangement where a single town's residents get something for free. Meredith will work with Brian on that the sublease agreement.

The selectboard voted to fund 50% of an AED for the municipal building. Walter asked if anyone has contacted NEMS about AEDs. Meredith said no. Walter said under state law we have to contact our emergency service provider. He wants to hear their recommendation about whether this is a good or bad idea and about how to handle training. David said we would get staff trained. Walter asked, what if something happens when there are no staff here? AEDs are most successful when there is community-wide involvement in getting as many people as possible trained. Citizen

awareness and recognition is important. It is best to have community-wide training for as many citizens as possible. David said he agrees but that is a pretty lofty goal. Troy said training he found has a cost. The course he signed Paul up for was \$40 for one person. Walter said maybe NEMS has a source to get grants for a community-wide program. David said a good first step is to get all staff trained.

David said he supports having multiple AEDs if we can afford it. He understands there is maintenance. Gordy asked, if we had one on the bucket truck, would Troy be comfortable maintaining the battery and also maintaining the one in the municipal building? Troy said yes.

Meredith said there might be grants for training through VLCT. She will look into that. Walter said before we pay for AEDs he wants to find out if NEMS thinks it is a good idea. Scott said NEMS doesn't need to approve it. The state health department needs to be notified of the location and brand. Walter said for it to be successful we want to be linked to NEMS as much as possible. David said he thinks we should connect with NEMS. It makes sense to have a system that works with NEMS. Meredith said she will talk to NEMS.

Kim Marble called Meredith. She is continuing to have problems with animal noise. She thinks it is more important to have an ordinance addressing the number of animals on a certain amount of acreage rather than a noise related ordinance. Walter said that is mini zoning. We have committed not to enact zoning without a public vote. The town has a noise ordinance that would cover this. He doesn't see why we need to do anything. Gordy said he thinks the village either has to have its own ordinance or tell people to have the town enforce its ordinance. The board suggested that Meredith talk to Brian. She agreed to.

Scott said someone shot a tractor sign on the rail trail. He thinks it is within the village limits. He suggested that might be worth a call to the sheriff's department.

Katie Orost has suggested a joint trustee/selectboard/school board meeting later in September. The board agreed Meredith should let her know October would be better for the trustees.

Gordy said the trustees should have a joint meeting just with the selectboard. Walter said he wants to make sure if there is a joint meeting there is a clear agenda that is followed. He could see discussing subletting the town property for composting and a facility use policy for businesses like electric bike rental. Otherwise he doesn't see a reason to get together right now. He thinks we could wait until it is time to discuss the budget. David said he thinks we need to have joint meetings on a regular basis. It might be good just to have both boards in the same room now that we have two new managers. Maybe we could talk about priorities to start working together on. Gordy suggested Meredith and Brian could solicit ideas for an agenda. Meredith said she can ask Brian to ask the selectboard if they want to schedule a joint meeting in October. Gordy pointed out that that would mean 2 extra meetings in October if we also have a community meeting that month.

Meredith has to let the Public Service Board know we have met our net-metering cap. In the letter she has to let them know if we will continue to accept additional systems under 15 kW. She would recommend that we say we won't accept any more. Gordy agreed.

Meredith drafted a Net-Metering Queue Policy & Procedures that outlines the process that will be followed to place customers and/or developers on a list for future solar installations. The policy also requires the board to vote on whether additional systems under 15 kW will be accepted. Our attorney has reviewed it.

Walter moved to authorize Gordy to sign the Net-Metering Queue Policy & Procedures and not to accept additional net-metering systems under 15 kW, Scott seconded and the motion was passed.

Green Lantern requested that we develop an interconnection agreement. Meredith took the form they sent us and modified it to our needs. She sent it to our attorney, who had some suggestions. The agreement lays out the responsibilities of the utility and the net-metering developer. Troy said it solidifies that they have to pay the costs of connecting to our system and that there will be an additional cost if connection takes place in winter. Troy is happy with the agreement. The board authorized Meredith to sign the agreement.

All distribution utilities in Vermont are required to file new net-metering tariffs by October 1 that comply with the net-metering rule going into effect January 1, 2017. VPPSA will draft a new tariff for Johnson but due to the timing of trustee meetings we will have to ask for an extension from PSB that will allow us to file the new tariff after October 1.

The town and school are considering being off-takers for the Green Lantern 150 kW solar array and have received a formal proposal from Green Lantern. VPPSA provided a cost estimate to the utility, which Meredith distributed. There are significant costs associated with these systems. VPPSA is projecting a net cost to VOJ Water & Light of \$36K in the first year. The amount decreases after the 10th year.

Scott asked if we can figure out the added cost for ratepayers and give that information to ratepayers, letting them know they will take a hit for solar projects. Meredith said she can figure that cost.

Scott asked about the cost of maintaining the line to the solar system. Troy said the only benefit to us, which is minimal, is upgrading our current system at their expense. Scott asked if there is potential for anything in the future from Montpelier that will compensate small utilities for use of their lines. Walter and Meredith said they don't think there is any discussion of compensation for utilities. Walter said utilities will look to change their rate structure and maybe increase the customer charge, which no one can avoid, reducing rates for usage. The customer charge is a fixed amount that is not bypassable.

Scott said he is concerned about solar projects coming into town. Troy said there are certain locations where we can deny solar projects. Walter said we can address it through the town and village plan and zoning. These issues have been raised and Montpelier has ignored them. Scott said he thinks it would be beneficial for our local lawmakers to hear about this pinch on ratepayers. Developers are benefitting on the backs of people who are having a hard time paying their bills. Walter said the new net-metering rules reduce the benefit to developers.

Meredith went to a workshop on Act 174. Act 174 sets up a method for municipalities and regional planning commissions to have more say in siting of renewable energy projects.

Scott asked about the effect on us if a solar array, especially a bigger one, suffers a lightning strike or some other problem. Meredith said we would have to buy more market power. Walter said most of the time we could buy power cheaper than what they are producing. Meredith agreed that for the most part, on average, we could buy power on the market more cheaply.

VPPSA has provided an overview of Johnson's anticipated RES requirements, our ability to meet them, and the associated costs. We have a large gap to make up for Tier 1. Not meeting that is less of a financial problem than not meeting Tiers 2 and 3. For Tier 1, she feels the picture provided by VPPSA is a bit rosy. It remains to be seen what the price of renewable energy credits will be as demand goes up. Now they are cheap and VPPSA assumes we will be able to get cheap recs. Meredith will send out an email with more detail on this.

Meredith will need to send to VPPSA any significant anticipated load changes. This information will be used in the development of Johnson's 5-year power supply budget. Walter said he thinks we need to be conservative about what we expect JSC's usage to be. Meredith said JSC doesn't anticipate the level of activity on the campus changing. She can ask again about their anticipated use. David suggested a private meeting with the JSC president would be a good idea now. Meredith said JSC enrollment is up this year. She asked board members to let her know if they think of anything that might impact our load.

Walter said the abridged power summary shows that we overbudgeted and overbought. Our load is dropping. He thinks we should be very conservative. We are only talking about a 5-year time frame. We can react in a year or two if necessary. If we budget low, then we go out on the market and buy more power. It's cheap on the market. The problem we are having is that we are stuck in contracts that are higher than the markets. He would rather not budget enough. Meredith said the argument on the other side is that the market could go higher, so we cut our risk if we buy power at a known price. Walter said he feels we should be conservative. He sees nothing on the immediate horizon saying we will be penalized if we don't have enough.

Meredith's written report included some additional informational items related to VPPSA.

Meredith said it was suggested at the August meeting that there be a discussion at this meeting about priority projects for her. Tom suggested that water and wastewater safety record keeping and capital planning could be improved. VLCT can help with that.

Walter said he keeps coming back to the wastewater plant. There is a bond that will be paid off in 2017. We have no real capital plan. When the bond is paid off, 20% of our expense budget goes away. What do we do with the money? We could put solar panels on the roof and put on a new roof. We could work on the River Road pump station. He wants to be able to go to the voters, tell them that a \$97K bond is coming off the books and present them our capital plan and how we are going to pay for the items in it. We may not give them all the \$97K back. We may give them a rate cut. Scott said when we talk to the voters we should tie in the fact that electric rates are going up due to solar projects.

Gordy said he thinks Troy, Tom and each board member should have a wish list by December. Then Meredith can be given priorities for January.

Walter said renewable energy standards are landing on our lap. We have no choice about them. He really doesn't know how many acres of land we need for a solar panel. Let's at least start defining the problem. Now it is probably cheaper to do nothing because power is so cheap but it will eventually go back up. Before December he wants Meredith to start identifying what the new standards mean and how many solar panels and acres we will need to meet the standard. If solar is too expensive we can look into biomass. We need to know how much a typical biomass plant costs.

There was some discussion about the possibility of generating power from the flow of water through the pipe from the old reservoir.

Walter said he wants Meredith to start working on this project now. We need to start identifying what we need to meet the standard. Gordy said we need to meet these new requirements if we want to survive as a utility. Meredith said she can try to convert megawatt hours into a number of panels and an acreage figure. We can assume we will meet the Tier 3 requirements with net-metering or distributed projects.

Walter said we need to get Tom to start identifying the useful life of each piece of equipment in the wastewater department and how much it will cost to replace it. We need a good capital plan for all departments. He thinks the wastewater department should be first.

Meredith said she would like to attend a VLCT municipal budgeting workshop. The fee is \$60.
Walter moved to authorize Meredith to spend \$60 to attend the VLCT municipal budgeting workshop on September 27, 2016, and the motion was seconded and passed.

Meredith said Jessica Bickford from Healthy Lamoille Valley is requesting that we include an insert in the electric billing that will be mailed the beginning of October. The insert is to get the message out about new drop boxes for unneeded prescription drugs. They will provide the copies. They are a non-profit working in partnership with LCSD.

Gordy said we are setting a precedent if we allow an insert that is not for the Village of Johnson. Walter said in the past we have restricted inserts to community organizations and things related to the village. He doesn't want us to be in the business of doing mailings for every 501(c) in Lamoille County. David agreed that we don't want to set a precedent.

Walter asked Rosemary how much extra work would be involved. Rosemary said there might be a little extra work. And there is the question of whether it puts us over the weight limit.

Scott said he thinks this is a great idea and we should allow it. This is a public safety issue. David asked what Healthy Lamoille Valley is. Walter said he couldn't figure it out from their website. They work with a lot of reputable names in the county, including the college, the sheriff's department and the Family Center. Gordy said this would be setting a precedent and costing our ratepayers money. David agreed that we would be setting a precedent. Scott said this is a public safety issue. David said since we do have an issue in the village with drugs he would support it.

This is promoting ways to deal with that issue. Walter said we have a serious public health issue and this is one way to address it.

Scott moved to add the one-page prescription drop box notice from Healthy Lamoille Valley in the power bill, contingent on receiving an acceptable answer to the question of who the organization is. David said he would suggest also confirming that they have non-profit status. The motion was not seconded and died.

After some additional changes to the contract language based on our attorney's recommendation, Meredith signed and returned the contract for dispatch services to CRC.

Gordy asked if we can let Jessica Bickford's group know where the bulletin boards are. Meredith said she will do that. Meredith said she got a question about posting Capstone Community Action information on the bulletin board at Sterling Market. Is that okay? Walter said we can't give anyone the expectation that they will be able to use that bulletin board because there might not always be room. Scott said they could go through the college. The college might agree to let the group use their part of the bulletin board. Walter said the Sterling Market bulletin board is one of the places we have designated as an official place to post legal notices.

Meredith said if the town is not willing to pay part of the cost of removing the silver maple on Pearl Street she suggests we tell the Studio Center we will pay to remove the part that impacts our infrastructure. Gordy asked Troy his opinion of that tree's impact on our electric infrastructure. Troy said he thinks sections need to be removed. Brian Krause has mentioned wanting to create a swale in that area, which would require the tree to be gone.

Fred's Energy received an Act 250 permit for the installation of tanks, pump station, fencing and lighting at 3725 Vermont Route 100C.

Meredith was contacted by a traffic engineer performing a traffic study for the Route 15/100C intersection as part of RL Vallee's Act 250 application. He asked about developments in the area since a previous traffic study in 2015. She told him about the plans for the DJ's building. Walter said the engineer may want to know that a pedestrian count exists. Meredith's report stated that LCPC completed a bike/pedestrian count in that area over a 3-hour period on August 22.

David said we should let the fire chief know about the Fred's Energy permit.

Meredith said Jim Rose is a little disappointed that the board couldn't have moved faster to address his request to use the Village Green. He came to a meeting and ended up leaving because the board was in executive session so long. She told him the goal is to discuss the question so hopefully an easier and quicker process could be available in the future. There is an existing Town/Village Facility Use Policy that identifies specific facilities as well as "other town or village lands and/or buildings" so the trustees could elect to make the policy applicable to the Village Green.

David said he thinks maybe we need to write a policy. Walter said he has asked Johnson Works to have it on their agenda to find out what they are comfortable with. Gordy said he has problems with use of the Village Green because we wanted that space for green space and parking. Walter said there is benefit to having the business generate traffic to the town. David said existing

businesses pay taxes and have overhead and then other businesses may be able to set up on the Green and pay nothing and take business out of the town. Walter said he agrees that is an issue. We need to figure it out. Gordy agreed that we need to come up with something.

Meredith asked if we should start with the existing policy and try to have it apply to the Village Green or have a specific policy for the Village Green. Walter said ideally there should be one policy for all the public spaces. There is not much difference between Legion Field and the Village Green to a businessman who isn't sure which is town and which is village property. Having separate village and town policies is more confusing.

David asked if there are examples of what other communities do for facility use policies. Gordy said he thinks the first step is what Walter is doing – talking to local businesses. Walter said she thinks Meredith and Brian should start looking at other places' plans. We should address proof of insurance.

Rosemary said she wonders if there any restrictions connected with the Main Street project because the Village Green was funded by Main Street project money. Walter said David Marvin put some covenants on that land. Nothing there can compete with Marvin's business. Scott said we should protect people with businesses in the village from anyone competing with them. Bob said we don't want too many restrictions. David said he has a problem with a for-profit business using public property without some sort of use policy and fee. Bob asked, does that apply to renting out tables for a flea market? David said a flea market is completely different. Walter said the last farmers' market was a for-profit business. Troy asked if there is a way of charging for use of that space. David said we need to find out if we are allowed to charge if grant money paid for it. Walter said there are no restrictions on that. David said there could be a fee. Troy said then it would be equal for anyone.

Meredith said she will start by drafting a policy just for the Village Green. Later we can discuss if we want to expand it to other village and town properties.

VLCT recently sent out a toolkit for municipalities to host a candidate forum in advance of this fall's election. The town is interested in holding a candidate forum and has asked whether the village would like to co-host. The trustees agreed they would be willing to co-host with no financial contribution.

Copies of the July 2016 Power Bill Summary were available. Expenses were under budget but load was down more than expenses.

Copies of the Master & JSC Water Meter Comparison for August were available. Most meters were showing a decline.

The Agency of Natural Resources is offering free water system training. Meredith has signed up for a rates and finance workshop for small water systems. They are also offering a workshop for elected officials on water system management and finance.

Board members agreed they like the new logo. Troy said he will have it put on the rest of the trucks. The board agreed to get business cards with email addresses and home phone numbers. The

board authorized Meredith to purchase them. David suggested 100 for each trustee would be a reasonable number. Walter suggested putting the new logo on stationery, etc. as current supplies are used up.

Regional rail trail brochures and kiosk maps have been developed. Jan Gearhart, a volunteer who has been serving on the Johnson Rail Trail Committee, has offered to develop a map detailing the Johnson segment to highlight what Johnson has to offer. Meredith will work with Brian on this.

Walter moved to re-enter executive session for a personnel issue, premature public disclosure of which would place the persons involved at a substantial disadvantage, the motion was seconded and passed and the board entered executive session at 10:58. Walter moved to exit executive session at 11:25, Scott seconded and the motion was passed.

11. Adjourn

Walter moved to adjourn, Dave seconded, the motion was passed and the meeting was adjourned at 11:25.

Minutes submitted by Donna Griffiths