

## **SPECIAL MEETING MINUTES**

### **Village of Johnson Board of Trustees**

**Date:** April 23, 2018

**Location:** Johnson Municipal Building

**Present:** Gordon Smith, Board Chair; Walter Pomroy, Vice Chair; Bob Sweetser, Trustee; Dave Goddette, Trustee; and Meredith Birkett, Village Manager; Troy Dolan, Water & Light Foreman

#### **Call to Order**

Chair Smith called the meeting to order at 6:03 PM

#### **Proposed Changes/Additions to the agenda**

Add a discussion of Peter Moynihan's scenarios to assist the Town/Village with gardening. Add a brief update on a recent discussion with Northern Vermont University's Facilities Director.

#### **Public Comment**

None

#### **Approval to Register for VCDA Conference**

Meredith noted that this year's Vermont Community Development Association conference will be focused on local and regional marketing and sounds relevant to work the Village is interested in pursuing. The Trustees expressed support for Meredith attending the conference in May.

#### **Discussion of Gardening Assistance Scenarios**

Meredith distributed the scenarios that Peter Moynihan developed to provide gardening assistance to the Town and Village. In the scenarios, Peter provided a per hour labor rate, the estimated number of hours he would work for the 2018 gardening season as well as liability insurance costs. He also suggested a Village/Town split of the costs of 60/40. Walter noted the areas he envisioned including are the two welcome sign planter boxes, the Cold Spring, and the Municipal Building (including around the large sign in the parking lot). The Trustees agreed the next steps should be for Meredith to: 1) speak to VLCT about adding Peter as a temporary employee, 2) ask Peter to provide an estimated cost for annual plants for the areas noted above, and 3) speak to Brian about the Town's willingness to share the labor and materials costs.

#### **Discussion of Wastewater Treatment Facility Permit**

Meredith reported that the Village has received the draft new permit for the WWTF, which is scheduled to become effective August 1, 2018. The DEC has scheduled a public hearing on the new permit for May 22, 2018 at 5:30 PM in Hyde Park and the public comment period ends on May 30<sup>th</sup>. The draft permit includes new monitoring and sampling requirements, which will be an additional expense. The permit also calls for a Phosphorous Optimization Plan and an updated Emergency Power Plan. Meredith noted that it was suggested to her that it might be helpful to have a third party review the draft permit to see if there are any requirements or timelines that we could ask to be relaxed. The Trustee agreed that Meredith should get an estimate for the third party review and, if it appears reasonable, to use her judgment about moving forward with the review.

### **Discussion of Water/Wastewater Staffing Options**

Meredith reported to the Trustees that based on conversations she and Gordy had with Steve Edgerley, it made sense to request a proposal from Utility Partners for long-term staffing at the Village water and wastewater plants. The Trustees reviewed the proposal that Utility Partners prepared and Meredith noted some of the changes from the temporary assistance contract with them that had already been signed. Meredith also reviewed how the internal staffing costs seemed to compare to the contract costs, along with describing how certain duties would shift to the Water & Light Department staff. Walter asked Meredith to look into how contracting for staffing would affect the Village workers comp rates and whether there could be a reduction in our general liability expenses as a result. Meredith noted that she had already asked Utility Partners to make some adjustments to the proposal to more clearly define the staffing levels and contractor duties and the Trustees noted a few more areas where clarification was needed. Walter also asked Meredith to speak with a few more references (other municipalities) for Utility Partners. The Trustees agree to meet again on Monday, April 30<sup>th</sup> to continue to review and possibly vote on the contract.

### **Discussion of Northern Vermont University Meeting**

Meredith gave the Trustees a brief update on a recent meeting she had with NVU's Director of Facilities. To follow up on that meeting, she invited him to attend the May 14<sup>th</sup> Trustee meeting so he can discuss directly with the Trustees some issues the college is interested in, including water, sewer, drain, signage, and billing topics.

### **Adjourn**

Walter made a motion to adjourn at 6:52 PM and Dave Goddette seconded. All were in favor and the motion passed.

Respectfully submitted,  
Meredith Birkett