

JOHNSON VILLAGE TRUSTEE BOARD MEETING MINUTES
JOHNSON MUNICIPAL BUILDING
MONDAY, NOVEMBER 10, 2013

Present:

Trustees: Gordon Smith, Ellis O’Hear, David Goddette, Walter Pomroy, Chris Parker

Others: Duncan Hastings (Manager), Steve Towne, Tom Elwood, Jan Perkins, Emma Landry (JSC student newspaper)

Note: All votes taken are unanimous unless otherwise noted.

1. Call to Order

Gordy called the meeting to order at 7:00.

2. Changes, Additions to Proposed Agenda

Duncan asked to add review and approval of net metering tariff, review of Economic Development Coordinator’s comments with regard to review of the Lamoille County Regional Plan, and a request for permanent water and sewer hookups for a camper. Gordy asked to add executive sessions for a personnel matter and for follow-up on Kingsbury. He also asked to add an update on snow plowing. The board agreed to the suggested additions to the agenda.

3. Review and Approve Minutes of Meetings Past

Duncan requested two corrections to the minutes of October 27. On p. 1 there is a place where “Health Savings Accounts” should be changed to “Health Reimbursement Arrangements” and on p. 2 the cost to provide short-term disability to all employees should be changed from \$90 per month to \$375 per month. **Walter moved to approve the minutes of October 13, 15, and 27, 2014, with the changes requested by Duncan, Chris seconded, and the motion was passed.**

4. Treasurer’s Report / Review and Approve Bills and Warrants / Budget Status Report / Any Action Items

Duncan said Rosemary will be out until the end of month. There is no treasurer’s report but Jan printed up a budget status report.

David said he heard Burlington has an “adopt a sewer drain” program. Duncan said it is “adopt a catch basin.” David said you can name your adopted catch basin. You make sure it is clear and functioning. Duncan said adopting it also involves policing – for instance noticing if anyone dumps motor oil down it.

Steve said we are a little high on sewer department construction and maintenance because the sewer department did a lot of work on Clay Hill to raise manholes. They are all up except two we couldn’t get to. Steve thanked Tom for all the work it took on his part to make that happen.

5. WWTF Chief Operator Report and Action Items

Tom said all hydrants were flushed and pumped down this past month. A lot of money was spent on risers for manholes but he doesn’t have the bill for the exact amount yet. The plant is running smoothly. An environmental consultant will need access to our well to do monitoring for the state.

Duncan said the mother of a property owner on Mack Mudgett Drive would like to park a camper on the property 9 months out of the year and would like water and sewer hookups. Arjay told Duncan the state would treat the camper as if it were a unit for permitting. They would need a

connection point to fasten to the sewer line and a curb stop and meter. We don't have anything in our ordinance related to this situation. Is the board willing to entertain an application for sewer and water service? By law the homeowner is entitled to add a "mother-in-law" unit to his house and get sewer and water service for it. Tom said he has no problem with it other than the size of the line, which is probably 4 inches. Walter said if the state will issue a permit he has no problem with it. Other board members agreed. Duncan said he will tell her to submit an application.

Steve said he would like Tom's help with the Vactor trailer to clean out catch basins before it gets too cold. Duncan suggested prioritizing the worst sections as there may not be time to do them all. *(Tom left at 7:25.)*

6. **Public Works Superintendent Report and Action Items**

The last safety meeting for the year will be December 10. The Morrisville interconnect is completed. Steve hasn't heard any more about whether the Lamoille View Cemetery Commission wants water service. Tree trimming will continue as time permits. System study and circuit conversion work will continue as time permits. We are in good shape with winter equipment prep. We are still waiting for a replacement control panel computer board to address R2 breaker issues. Steve wants to close out the R3 breaker before the end of the year. Three Main St. brick crosswalks were replaced with blacktop and today fog lines were painted on them. We are waiting for Fairpoint to set poles for the JSC solar array but they are on strike. There are 5 poles in their set territory and one that we have to set, but we would need to have MW&L do it and they will not cross a picket line. The work on Tim Sullivan's property has been completed.

Greg Stefanski is looking for a village employee to use village equipment to pull a hay wagon for the Holiday Jubilee. Steve's only concern about that is liability. Duncan said he hasn't checked with VLCT yet but he is reasonably sure we would be covered. **Chris moved to authorize a village employee to operate a village vehicle to pull a hay wagon for the Holiday Jubilee provided our insurance carrier covers our liability, David seconded, and the motion was passed.**

Steve has been working with Barry Donovan (WSSI) on the arc flash analysis. Hopefully it will be completed by the next meeting. After Veteran's Day the flags and fall banners will be removed and winter banners will be put up. The catch basin on Pearl St. is done. Steve is working with the 6 northern Vermont Municipals to set up a safety meeting schedule for 2015 through NEPPA. The digger truck's brakes have been repaired and it is functional. JSC is considering adding some more solar panels to offset costs of dehumidification of the pool. Steve told Woody Dionne they would need to go through the CPG process. Duncan said we may be close to our cap, depending on how much they put in.

Ellis asked if Willie Noyes called Steve. Steve said yes; Willie was looking to have us set some poles at the transfer station. He told him that we can't do third party work so LRSWMD will have to hire someone else.

7. **Manager's Report**

Duncan distributed a proposed new net metering tariff. These changes are mandated by legislative caveat and public service board rule change. This filing is mandatory for us. **Chris moved to approve Tariff No. NM-1/Net Metering, Walter seconded, and the motion was passed.**

LCPC is asking for comments and feedback on the updated Lamoille County Regional Plan. Duncan doesn't have time to read it. Lea has written a 1-page document on it. LCPC is looking for towns to recommend 3 action items as priorities. The 3 Lea suggests are: opening up state forest lands to maple syrup production; encouraging use of low-grade timber for biomass co-generation, wood pellet manufacturer, etc; and working with municipalities to improve the quality of housing stock. The Johnson Planning Commission will probably recommend these 3 as priorities. Gordy asked if the 3rd item would be accomplished through landlords' volunteer efforts. Duncan said no, the idea is that organizations wanting to provide large scale low-income residential housing would be asked to try to work with landlords to redevelop existing sites instead of building new facilities. It would not be a mandatory thing, more of an encouragement to work toward that goal. Walter said his feeling is that we should let the Planning Commission make recommendations and we should stay out of it. These are more town than village issues. Other board members agreed.

Duncan distributed information on heating oil bids. He asked for two types of pricing – a fixed price for the year and an adder on top of the rack price. The second type of pricing is what we have been getting. Brousseau has the lowest rack price plus adder bids for #2 heating fuel and low sulphur diesel and Jack Corse has the lowest rack price plus adder bid for propane. **Walter moved to get #2 heating fuel and low sulphur diesel from Brousseau, taking the rack price plus adder, and to get propane from Jack Corse, taking the rack price plus adder, seconded by Chris.** The decision will be contingent on agreement from the selectboard. **The motion was passed.**

The chair's signature is needed on a new version of the Vermont Municipal Bond Bank Loan Repayment Schedule for what Duncan thinks is a bond that was the result of refinancing several different bonds. The schedule we got a couple of months ago had a slightly different figure than the amount that was actually disbursed. The annual difference between the two figures is \$77.29. **Chris moved to authorize Gordy to sign the corrected Vermont Municipal Bond Bank Loan Repayment Schedule and the motion was seconded and passed.**

The board discussed the draft policy on damage to infrastructure. In cases where a village project appeared to be the cause of damage, Duncan had advocated covering 100% of the cost of repairs for the first year after the project, 2/3 of the cost in the second year, and 1/3 of the cost in the third year. Walter is in favor of paying 100% of the cost for the full 3 years. Duncan said he feels that is generous. Over the course of 3 years, things could happen that aren't the village's fault. Walter said in that case we wouldn't be responsible. Duncan said a lot of the time we couldn't know the cause of the damage. Walter said he feels that if it can't be determined that the damage is related to our construction we would not pay for repairs. If we are responsible, we should pay 100%. If it isn't clear cut we would pay nothing.

Ellis asked, when we fixed the Whittemores' damaged pipe, we didn't charge for it, did we? Duncan said no; we did all the work for free. The dispute was over who should pay for the camera work. We also paid for 100% of Steve Engel's repair. In that case the damage was not our fault. The contractor who did the damage wasn't working on our infrastructure.

Gordy said he is inclined to go with Duncan's recommendation of 100%, 2/3, 1/3. Duncan said in the first year we would try to put the onus on the contractor by requiring either a warranty or a performance bond. We were told with the Main St. project that we couldn't require warranties of the contractor. VTrans has always said Federal Highway Administration rules say we can't require

a warranty. But Duncan looked into it and learned that we can require warranties of individual parts of the scope of work. We just can't require the general contractor to warranty all subcontractors. Another way to handle it is to require subcontractors for segments of the work to post surety bonds. That can be written into the contract. He wants to try to do that for the School St. project. The way the draft policy is written now, the board could choose a one year warranty or a bond. That would cover the first year.

Duncan said the way the policy is written now it only has to do with damage to water or sewer lines as a result of a project we do. But he asked a VTrans engineer if it would be useful to expand the policy to things like sidewalks and curbing and she thought there would be some advantage to having an ordinance saying we can require warranties for other types of work. Would the board consider expanding the policy to other types of infrastructure? Board members agreed to that.

Chris said he is in line with Walter's thinking on this. Ellis said he is in line with Gordy's thinking. After some discussion, David said he is leaning toward Gordy's side. Steve said he thinks it is fair both ways. Walter said he would vote for a policy calling for 100%, 2/3, and 1/3 payments. Board members agreed Duncan should come up with a version that rolls in other work besides water and sewer.

Duncan said he has gotten quite a few applications for the Superintendent of Public Works position but hardly any of them are even remotely qualified. There is one person who would be a good candidate if we didn't need a superintendent with lineworker certification. Board members agreed that efforts to fill the superintendent position should be put on hold until after the board has heard proposals from Morrisville and VEC, when we will have a better idea whether we will need someone with electrical experience.

Duncan discussed candidates for the part-time snow removal position. He suggested interviewing two candidates and telling them that we may or may not use them. The board agreed to let Duncan, Steve, and Tim decide who to interview and conduct the interviews.

Gordy asked who is checking to see if snow plowing is needed now and who will do it after January 1. Steve said he thinks it can continue to be handled in house. Last year Tim and Nate alternated weeks coming in early to check the snow and make calls if necessary. This year Troy might be one of the rotating people.

Duncan signed the documents for the VELCO Transco equity purchase.

Duncan said he has talked to Craig Myotte of Morrisville Water & Light. The two of them went through a copy of GMP's contract with Northfield and discussed structuring Morrisville's proposal roughly along the same lines. The same documents have also been provided to Jeff Wright at VEC. One question is whether we would continue to read meters and do disconnects for non-payment. Duncan thinks we could retain or train employees to do that and provide them with proper protective equipment and safety trainings. Long term it would be nice to have a superintendent for the village or a shared town and village superintendent who would be capable of answering basic questions rather than having Duncan do it. If Duncan hears Morrisville and VEC will be ready with proposals soon he can talk to Gordy about scheduling a work session meeting.

We had a server failure Thursday. Kim Harris of VPPSA came and helped get the server back on line. Our extended service contract had expired about 30 days ago. Kim was able to get them to renew it at a cost of \$935, which was cheaper than the cost of the work would have been. We will have a year on the service contract but Duncan thinks we should plan to replace the server.

Joe Salerno and Kathy Black had a sewer line break repaired a year or two ago. They had to have the sidewalk dug up. Steve told the contractor the sidewalk would need to be repaired when warm weather came but it was never done. Duncan informed Kathy that when Clay Hill was being paved it would be a perfect time to repair the sidewalk. He said she could arrange with Ireland to do it or we could do it and bill her. She did not respond. We had the pavers do it. Duncan intends to send Joe and Kathy a bill unless the board instructs otherwise. The board agreed they should be billed.

The Main Street project crosswalks have been replaced. The line striper malfunctioned so they could not be painted until today. There were some issues during the work, including a major hydraulic leak on Ireland equipment. Ireland will need to compensate us for the cost of supplies used for the cleanup.

Employees have been provided with information on BCBS renewals.

Duncan said he will have the quote on short term disability available during budget discussions.

The water rescue equipment grant audit went well. There are a few things we have to provide additional information on. One is the adoption of a procurement policy. It doesn't have to be for all goods and services. It could simply say that when we use federal funds to procure items we will follow certain procedures such as getting 3 bids if the cost is more than \$5K. Duncan has not yet had time to find a good example.

The VLCT PACIF 2015 renewal application is complete.

Tim Percy has assumed the Head Lineman position and is working well.

Duncan has a recent copy of the VLCT Wage and Salary Survey if anyone wants to see it.

8. *Executive Session*

Chris moved to enter executive session to discuss personnel and contracts, with Duncan and Steve invited to remain, the motion was seconded and passed and the board entered executive session at 9:08. The board came out of executive session at 10:10.

9. *Adjourn*

It was moved and seconded to adjourn at 10:10 and the motion was passed.

Minutes submitted by Donna Griffiths