

JOHNSON VILLAGE TRUSTEE BOARD MEETING MINUTES
JOHNSON MUNICIPAL BUILDING
MONDAY, DECEMBER 8, 2014

Present:

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

Others: Duncan Hastings (Manager), Rosemary Audibert (Clerk), Steve Towne, Tom Elwood

Note: All votes taken are unanimous unless otherwise noted.

1. Call to Order

Gordy called the meeting to order at 7:02.

2. Changes, Additions to Proposed Agenda

It was agreed to add a personnel discussion and discussion/action on a generator contract.

3. Review and Approve Minutes of Meetings Past

Walter moved to approve the minutes of November 10 and November 18, 2014, Chris seconded, and the motion was passed.

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

Steve mentioned unanticipated expenses to build a new salt shed (because the old one was too near the rail trail) and for vehicle repairs.

Walter moved and David seconded to authorize Gordy, Duncan, and Rosemary to sign the Corporate Resolution of Signing Authority for American National Insurance. This gives them authority to sign the paperwork to allow an employee to cash out his insurance policy. **The motion was passed.**

Walter moved to authorize Gordy to sign the Union Bank ACH Operation Agreement, Chris seconded, and the motion was passed. This annual agreement is necessary for making direct payroll deposits.

Walter moved to give \$100 in holiday pay to each village employee and a pro-rated percentage of that to each shared town/village employee, Chris seconded, and the motion was passed.

Rosemary showed the board a list of electric and water accounts that have been sent to a collection agency but remain unpaid. They are pretty old and she recommends writing them off. Walter noted that we will continue to try to collect on these even after writing them off. **Walter moved to write off \$8,863.90 in electric accounts and \$311.01 in water accounts, Ellis seconded, and the motion was passed.**

5. WWTF Chief Operator Report and Action Items

Tom said the wastewater plant is running well. Flows are down because the college is out of session. We lost power to a lift station and the electric department had to put in a new conductor and meter. Other than that it has been a quiet month.

Rich and Nicole Whittemore are requesting connection permits for two properties. Duncan and Tom have received approved prints and permits from DEC and recommend approving the connection permits. **Walter moved to approve final connection permits for 76 VT Rte. 100C and 157 VT Rte. 100C, Chris seconded, and the motion was passed.**

Walter asked Tom if he is available to pick up some extra duties starting January 1 if that is necessary. He said yes. *(Tom left at 7:35.)*

6. Public Works Superintendent Report and Action Items

Duncan presented Steve with a plaque from the village in deepest appreciation of his service. He said it has been a real pleasure to work with Steve. He is leaving the Village of Johnson in a better place than where he found it.

Steve said the rail trail building work is done and invoicing is completed. Lea submitted it for grant reimbursement. Duncan said we have been reimbursed.

The old food shelf fuel tank has been replaced. The old tank legs are cemented into the basement floor. It will need to be removed and disposed of.

The distribution portion of the arc flash analysis has been completed. The sewer plant revisions will be done after the first of the year. We only have arc flash issues inside the substation around the bus area.

We are still waiting for the replacement computer board for the control panel.

We started work last week on the JSC solar installation after Fairpoint hired some outside workers to install poles. Our truck blew a hydraulic hose soon after work started. It was taken to Rutland for repair. JSC is concerned that the project has been delayed. Steve told them we would try to get it done by the end of next week.

The arc flash analysis on the sewer plant is not part of the OSHA mandate and can be done after the first of the year.

Catch basins have not been cleaned. That will have to happen in the spring.

Our generators are maintained by Brook Field Service. Steve hasn't gone out to bid for the last 3 or 4 years because in the past the only other bid has been twice as much as Brook Field's. They have agreed to hold their price if we renew our contract. They offered a discount if we paid by December 5 - \$1804 for complete annual service on all 4 village generators, instead of \$1899. Steve told them the trustees would be meeting today and asked for an extension until this Friday for the discount, which they agreed to. Steve feels the company provides good service. **Walter moved to approve the 2015 contract with Brook Field Service for generator maintenance and to cut a check for payment by December 12, Chris seconded, and the motion was passed.**

Walter asked that as much as possible all Steve's knowledge about contacts and recommended vendors be put in writing. Steve said he will be leaving behind the laptop he has been using that has a contact database and a lot of scanned documents. David asked who will get that laptop. Steve said that is a good question.

7. *Municipal Manager Report and Action Items*

Duncan had distributed copies of two proposed forms – an Open Meeting Law Violation Complaint Form and a response form to be used by the board or committee which is the subject of the complaint. They were prepared by staff attorneys of VLCT. People do not have to use this form, but our intent is to try to make it uniform. We need to make each board aware of what happens if they get a complaint. We have a prescribed period of time in which to respond to a complaint. The selectboard has already adopted these forms. **Walter moved to adopt the Open Meeting Law Violation Complaint Form and the Response to Complaint form, Chris seconded, and the motion was passed.**

Rhonda Gilcris, who cleans the office, has asked for an increase in her hourly rate from \$17/hr to \$20/hr. The increase would include use of her vacuum cleaner, which is not included now. The selectboard has agreed to the increase, effective January 1. Ellis asked how often she cleans. Duncan said weekly. He thinks \$20/hr is a competitive rate. Walter moved to increase Rhonda Gilcris's rate to \$20 per hour effective January 1, Chris seconded, and the motion was passed.

Duncan suggested that the board adopt the model purchasing policy he had sent out. It is aimed at meeting the requirements for procurement for federal grant projects and was cited as an audit deficiency when our HSU grant was audited. The policy binds us to following a procurement process for anything costing more than \$5K for any federal grant or any state pass-through grant that uses federal funding. Federal grants require us to seek competitive bids regardless of policy but also require us to have a policy. Duncan's intent was to require the policy be followed for grant funded purchases but make it more optional when the purchase is not grant funded.

Walter questioned the requirement to solicit quotes from two vendors when feasible. How would that work for day-to-day needs like two-by-fours? Duncan said in cases like that it would not be feasible to solicit bids. His intent was that \$5K would be the threshold for needing quotes. Chris suggested adding a statement that reasonable consideration will be given to local vendors. Other board members agreed that would be a good addition. It was also agreed to add to the phrase "when making purchases above \$5,000" to make it "when making purchases above \$5,000 not subject to the bid process." **Walter moved to adopt the purchasing policy with the amendments discussed, Chris seconded, and the motion was passed.**

Duncan has been too busy to write up the changes suggested to the policy on cost responsibility for sewer connections.

Duncan received a letter of interest and resume from Tom Elwood, who has indicated an interest in being considered for the superintendent position, depending on what approach the board decides on.

One person has been interviewed for a part time snow removal position and another person filled out an application today.

Lamoreux & Dickinson and Otter Creek Engineering each sent Release of Liability forms they want the village to sign before they will pay their \$5000 contributions toward Main St. crosswalk replacement. By signing these, we release L&D and OCE from any future claims for any of the 5 brick paver crosswalks (including the 2 not replaced.) **Walter moved to authorize Duncan to**

sign the Release of Liability from Otter Creek Engineering and the Release of Liability from Lamoreux & Dickinson, Chris seconded, and the motion was passed.

Duncan gave authorization to a third party environmental contractor to access the Old Mill Park, (which belongs solely to the town) and the recently drilled monitoring wells on town/village land. They have been asked by the state to determine if any remediation measures are needed on the Old Mill Park property.

Vermont Electric Cooperative notified Duncan formally that they will not provide a proposal for long term contracted services. They will assist in an emergency and they are willing to perform our substation maintenance.

Duncan researched the right of way width of Pearl St. and School St. and discovered documentation indicating it is a 5 rod road, not a 3 rod road. This means no easements are required for any of the School St. Enhancement Grant improvements. The information was reviewed by the town attorney who agrees it is a 5 rod road. Duncan has notified the school board and told them he didn't feel it would change the trustees' plans for the project.

David moved to enter executive session to discuss personnel issues, with Duncan and Steve invited, Chris seconded, the motion was passed, and the board entered executive session at 8:34. Walter moved to come out of executive session at 9:47, Chris seconded, and the motion was passed.

8. *Adjourn*

Ellis moved and Chris seconded to adjourn the meeting until December 11 at 6:00 p.m. and the motion was passed.

Minutes submitted by Donna Griffiths