

JOHNSON VILLAGE TRUSTEE BOARD MEETING MINUTES  
JOHNSON MUNICIPAL BUILDING  
MONDAY, AUGUST 13, 2018

**Present:**

Trustees: Gordon Smith, Walter Pomroy, Scott Meyer, Bob Sweetser, Phil Wilson

Others: Meredith Birkett, Rosemary Audibert, Troy Dolan, Dan Copp

**Note: All votes taken are unanimous unless otherwise noted.**

**1. Call to Order**

Gordy called the meeting to order at 6:00.

**2. Changes, Additions to Proposed Agenda**

Walter added discussion on coordinating town and village revolving loan funds. Bob added discussion of the lean-to on Parker & Stearns property. Meredith added an update on the sidewalk grant application.

**3. Review and Approve Minutes of Trustee Meetings**

**Walter moved to approve the minutes of July 9, 2018, Bob seconded and the motion was passed.**

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

Walter asked about training under the electric department budget. It looks like 97% of what was budgeted has already been spent. Meredith and Rosemary said they will look at it.

Bob said he had heard Johnson failed some tests and then they were redone. Dan said we had a coliform in April, right after Tom left. It was due to sampler error. We resampled and the results came back clean

Rosemary said we still haven't even received a draft of the 2016 audit. May 22 was the last time she contacted Gene Besaw and she hasn't heard anything from him yet. Meredith said VPPSA now has more stringent requirements for getting financial information to the bond underwriters. Not having the 2016 audit report could impact our ability to get the 2017 audit done in time and that could cost VPPSA money. She reached out to our attorney to ask if we have any recourse.

Rosemary said we have paid half the cost of the audit. We are still holding half. Scott suggested filing a complaint with the Consumer Protection Unit of the Attorney General's Office, because we paid for a service we haven't received.

**5. Water/Wastewater Report and Action Items**

Dan said all wastewater samples were good this month. There were two callouts for the wastewater plant. On July 8 the Highland Heights pump station that was running on one pump alarmed. It was not clogged. The motor was starting to go on the remaining pump. The pump was reset and it is working again. With the chair's approval he ordered a second pump. Both new pumps are in and wired now and pump times are about half what they were.

Gordy asked if we have good lightning protection for the pumps. Dan said he is not sure. Troy said he doesn't think there is any protection besides the grounds. That is a good suggestion to look into.

Dan said the second callout was when the main PLC crashed again. Hallam came in twice on July 15 (a Saturday) to reboot the programming. Then there was a decanter problem that was probably

due to the PLC crash. He had someone get that going again. Then the decanter VFD failed. He got it replaced. There is another one left that is the same age. He guesses the cost will probably be \$5K.

Walter asked, if we know there is a decanter VFD that is going to go, is it wiser to replace it now? Dan said he wouldn't touch it until we can do the PLC upgrade because whenever the PLC goes it sends surges and causes problems for other things. The wiring is sketchy. Tom had an extension cord wired into the panel.

Scott said any extension cords can only be used temporarily for 90 days or less and can't be wired in. Dan said what Tom did with the extension cord was the only way to connect to an uninterruptable power supply, which has prevented problems.

Meredith said with the unanticipated repairs we may have to push back cupola removal. Dan said he doesn't think it would be smart to take the whole panel off. He thinks we can build a small structure over the electrical part and leave the ends open.

Dan said all water samples were negative. There was one water plant callout for a chlorine pump failure. The roller head assembly and pump tube were replaced and it is fully operational again. Water loss was 17%.

Walter asked what we are and are not testing for in water. He is wondering about PFOA's. Scott and Meredith said we have already tested for PFOA's. Scott said none were detected. Walter asked, we don't do regular testing for PFOA's? Dan said no. Scott said we tested for PFOA's. He is not sure about PFA's. Meredith said she can look up the results.

Walter said now that it is so dry this would be a good base month to see how much infiltration we have in our system.

Dan said he got two quotes on PLC replacement. One company didn't want to deal with the SCADA and quoted \$63K just for the PLC upgrade. The other company, Hallam, quoted \$37K for the PLC and \$27K for the Scada. He feels we should go with Hallam. Meredith said it looks like they are willing to put together a more formal proposal. She thinks we should just work with Hallam to get their best proposal. We want to get a quote detailing labor and installation costs.

**Walter moved to direct Meredith and Dan to move forward with getting a final quote for PLC replacement from Hallam and if the quote is \$60,000 or less to have the replacement done, Phil seconded and the motion was passed.**

Meredith said the Vermont Municipal Bond Bank has processed our loan for the water asset management plan. The loan amount is \$32,600. She is asking for approval to sign the loan documents. Once our loan is approved by the state it will be forgiven. **Walter moved to authorize Meredith to sign the documents for the loan for the water asset management plan, Bob seconded and the motion was passed.**

Walter said when the village Source Protection Plan is being updated we should make sure Nadeau's gravel pit is in the loop. Meredith said she will make sure of that.

## **6. Foreman Report and Action Items**

Troy said his crew completed the Service for Dollar General. They temporarily installed a 100 KVA pad mount so the opening would not be delayed. The permanent transformer is scheduled to arrive in mid-September. A 200 amp overhead secondary service was transferred on Stearns St. A new 400 amp secondary service was installed on Sinclair Rd. The crew re-framed the last primary overhead pole on Lamoille View Drive to replace some broken cross arms. Two new guy anchors were installed in the right of way on 100C. These anchors were damaged in the wind storm in May. Two pad mount transformers failed during the past month, affecting two customers. Both were rebuilt transformers. A pole and primary underground line transfer was completed on Gould Hill Rd. The crew set a new pole and transferred the overhead conductors at 152 Railroad St. due to failed cross arms. The crew also completed various Dig Safes, monthly meter readings, disconnects and right of way cutting.

The crew installed new banners for Northern Vermont University on Clay Hill. Scott asked if there was a charge for installing the new banners. Meredith and Troy said no. Scott asked if the school knows that, because we have been getting feedback that Lyndon does more for its college. Meredith said yes; the facilities director was appreciative.

There was a callout on August 4 for low water pressure in Katy-Win Park. The check valve before the pump in the meter house failed, causing the water to flow backwards and lose pressure. On August 6 we were called for a water leak near the pump house at Northern Vermont University. The leak was inside the pump house and was repaired by their staff.

All Water & Light employees got the newest version of the APPA safety manual. Chan passed the NEPPA pre-qualifying tests related to the apprentice training course and will start year three apprentice training in January with Jeff. Troy created invoices for VEC, VTel and Comcast for 2017 pole attachment fees. Consolidated Communications was billed for their portion of the 2017 right of way cutting. All Water & Light employees' safety records have been updated, as well as all job site tailboard forms.

Walter asked what equipment we have to handle graffiti. Troy said we have a pressure washer that might work. That is the best equipment we have for graffiti removal. Scott said he feels we do not want to have a sand blaster because of the safety and health requirements. Walter asked if we have long enough hoses to attack graffiti on the bases of bridges. Troy said a garden hose can be used to tie onto a hose bib on a house. Scott said the state will be concerned if we use a pressure washer in a place where there will be runoff into a stream. There are issues with using a pressure washer on a pre-1978 building because there could be lead paint. Meredith said Brian has asked online how other communities have dealt with graffiti on bridges. She doesn't think anyone has a good solution other than painting over it. Walter said now while the water is so low it is a safe time to get under bridges and remove graffiti. Troy said people will put up graffiti again. Scott suggested a camera. Troy suggested a reward for the name of the person putting up graffiti.

## **7. Village Manager Report and Action Items**

Willard Leonard at 29 Crabtree Lane submitted an excess water use adjustment application. When new water meters were put in a pressure tank was also put in for many people. His pressure tank rusted apart in his basement. He asked if we could fix it and we told him no, it is his responsibility. He is confident the water did not go into the sewer. He does qualify for an adjustment according to

our policy. Meredith suggested that he ask a plumber if he still needs the pressure tank. She doesn't know if they put a new one in or not.

**Walter moved to adjust Willard Leonard's water bill to \$27.98 (the average of the last 3 months' bills) and his sewer bill to \$47.51 (the highest bill from the last 12 months), Bob seconded and the motion was passed.**

Meredith reminded the board that rather than doing a full Phase 1 assessment at the talc mill site, which would encompass the whole parcel, we determined it would be better to do data gap analysis for the area where we want to have development. To move forward with that, the village and town need to sign an Owner Participation Agreement and a Site Access Agreement. For the old powerhouse building we requested that having LCPC staff go on site be removed from the Site Access Agreement but Meredith doesn't think we have the same concerns for this area. The Owner Participation Agreement talks about sharing information on results. She thinks we would ask that they send a letter to us first before sharing any information about our site

**Walter moved to sign the Lamoille County Brownfield Program Site Access Agreement and Owner Participation Agreement contingent on getting a letter from LCPC stating that LCPC will notify the village before any public disclosure regarding our Brownfield site, Scott seconded and the motion was passed.**

Meredith said there is a slab running under the municipal building door facing the fire station that appears to be pushing up and compressing the door. We have decided to replace that door. To prevent this from happening again we need to get the slab out. Stanley Wescom doesn't think he can get it out. Troy thinks he can get out with a backhoe. Troy said he thinks things have settled. He doesn't think the slab rose.

Bob said he is all for checking to see what we can do with insulation to prevent frost heaves rather than digging the slab out. Troy said to work on the door Stanley needs the block gone.

Walter asked if something will go back in to replace it. Meredith said at some point we would want to replace the pad going under the door and the sidewalk that goes up to it, which is in poor shape and will probably crack more when we remove the slab.

Walter asked why we need that door. Rosemary and Scott suggested it might be required by fire code. Gordy said he thought it would be good to check. Scott said before we remove the door we have to make sure that is okay with the state Division of Fire Safety. Walter agreed.

Meredith said Stanley has already ordered a new door. She doesn't know if we can return it. If not, are we willing to eat the cost? She doesn't think it was custom-made. We can look into whether we need the door. If we do, does the board want our crew to deal with the slab and maybe some of the sidewalk?

Walter said he feels we should do whatever needs to be done now. But if the cheapest option is no door, let's do that. Meredith said she will check and see if we need the door and if we do we will plan to coordinate with Stanley to rip out the slab and backfill with stone and gravel. She will pass that along to the town and see if they agree to having the door removed if we don't need it.

Stanley had suggested it might be a good time to paint the upper trim on the municipal building since he is already paying for an aerial lift to be on site. We got a quote for trim painting that was a bit higher than expected. Brian has been trying to get another quote. Meredith said since there have been some extra costs and Stanley will have to have the lift back here again next year she would recommend waiting until next year for trim painting. The board agreed.

Meredith said the old siding had a piece of vertical trim between the second and first floor windows. Stanley put in one piece of vertical trim with the new siding. There is a bank of 3 windows, then a break, then 2 more. He is proposing to only put the extra trim in the middle as it is expensive and he feels it is unnecessary. Meredith thinks it would look good if the trim was only in the center. The board agreed. Meredith said she will let Brian know and see what the selectboard says.

We got an air quality and surface materials test report on the back-up well building. Meredith would suggest looking for a few contractors to recommend what should be done. The person who did air testing noticed a bad odor.

Dan said 32 mice have been caught there in the last month. Troy said his concern is hantavirus. Scott said there are few cases in Vermont. Troy said an employee of another municipality went into an area with similar conditions, got legionnaires' disease and almost died.

Meredith said the inspector saw evidence of mold. It sounded like the air tests were better than what he expected but the surface tests indicate something needs to be done to clean up and get rid of mice.

Scott said the state health department and his program typically don't test for mold spores. Too many things can throw the test. They say that if you see mold you have a mold issue and you should take care of the water issue causing it and remove moldy material.

Scott said the report mentioned ammonia. That is from mouse urine. But the inspector didn't test for it. There are threshold limits for an 8-hour day and for 15 minutes. Those values are really high and the building probably won't be over those limits. To err on the side of caution, usually you can purge it with something like a manhole blower.

Troy said he doesn't want to go into the building and told he told his crew not to go in.

Scott said he feels we should not do anymore spore tests. We should rip out the sheetrock. Bob said he feels it is crazy to spend money on it. It needs ventilation. That is what is wrong with it. It is closed up tight. Scott said there are 3 diseases to worry about with mice. They occur in Vermont. Bob suggested using poison bait. Scott said the sheetrock has to come out. We would want to put greenboard back and make sure there is a gap between the sheetrock and the floor. The insulation is probably wet and needs to be torn out. Walter asked why we need greenboard and insulation if we are not heating the building. Scott said we probably don't need it if we are not heating it. Bob suggested a fan on a timer. He said he didn't find wet sheetrock or mold when he looked at the building. Scott said if we have a contractor come in we should make sure they don't do a spore count. There is no need for that. Bob said he doesn't think we need to remove the sheetrock.

Meredith asked if Scott would be interested in speaking to contractors. Scott agreed to do that.

Gordy suggested contacting the Nadeau family about what is going on with the well building. Meredith said she will do that.

Dan said the building is shaded by pine trees. He wonders if the Nadeaus would be interested in cutting some trees. Some sunlight would dry the area.

Scott said the EPA and the health department have good fact sheets about cleaning up after mold is discovered. Many contractors want to do pre and post mold sampling but there are no standards. If we don't need heat in the building we can just leave the studs.

Walter asked if Troy's crew could trim some trees. Troy said they could. *(Dan left at 7:25.)*

The Beautification Committee recently discussed ideas for the Village Green. Brian is on vacation so Meredith hasn't gotten anything from him about the ideas. She saw an email from Kyle Nuse saying the Beautification Committee would reach out to a landscape designer. She will put this on next month's agenda. Walter said it is important to clear any plan with Troy so he can consider how it will affect snow plowing.

Scott said he heard someone didn't like the looks of Peter Moynihan's work. Meredith said she thinks it looks better than before. Rosemary said he got a late start. Meredith said it has been a rough summer with the heat.

Meredith reached out to Corse Fuels (propane) and Brosseau Fuels (oil) for "pre-buy" prices for consideration. She hasn't gotten information from Brosseau yet but she got a propane lock-in price of 165.9 per gallon from Corse. We paid \$12,634 for what we used last year. The pre-buy price they offered would be comparable, maybe a little less. The college is already under contract but they are going out to bid next year. Bob said that is a good price.

Meredith said they usually require payment in full in advance but it sounds like they are willing to work with us. Maybe we could pay in 4 pieces. She assumes we would want the town to agree. She could ask Brian to put this on the selectboard agenda.

Walter said he thinks this winter is a good year to lock in because there is too much uncertainty in the world economy. Walter and Bob each suggested other suppliers to call.

Walter said he feels Meredith and Brian should find the best prices and lock in. Gordy and Bob agreed.

Meredith showed the board a draft response to the town's communication about the fire department invoice. The town asked for more information on what the fire department's actions were on January 22 and February 21. They contend those activities were covered by the fire service contract. Meredith discussed this with Arjay. Arjay feels the activities on those days were not an emergency response. He had talked to Eric about the town covering the costs for these non emergency activities. One thing they did was fill and distribute sandbags. It was not an active

emergency at the point when they were doing that but they didn't discuss cost with Eric in advance. In the interest of getting this resolved Arjay would be willing to waive those costs. Arjay, Eric and Brian specifically discussed the February 21 activities and that they were not emergency response. Eric and Brian directed Arjay to do that work. He feels it is appropriate for the town to reimburse the village for that work. The total bill is about \$2300 and Arjay is willing to waive about \$306 for January 22.

Walter asked if we are billing actual cost. Meredith said we are just billing for labor and for food on the day of the flood. We didn't bill for fuel.

Meredith said she shared the draft letter with Arjay. She suggested that to avoid this in the future we get something in writing if the town is requesting non-emergency services. Arjay didn't love that idea. He hoped that wouldn't be necessary. Walter said he feels an email that says we have permission to do a particular thing would be enough.

Gordy asked if any of this qualifies for FEMA. Meredith said a disaster hasn't been declared for this flood event.

Walter asked if Arjay feels Meredith's draft letter is appropriate. Meredith said yes. She wants to make it clear that we still believe that what happened on January 22 is outside the contract but Arjay is trying to be generous. In offering to waive the fee we are not saying it was covered by the contract and not trying to set a precedent for the future. The board agreed Meredith should send the letter.

Gordy said in the future he thinks the fire chief, town and village administrators, and board chairs can sit down and work something out in a gentlemanly fashion.

Scott brought up the finance branch of incident command. He recommends that people involved in incident command go through the training the state offers. It can be done online. When the ICS head tells the fire department to do something that is captured in a database. Meredith asked, is there a pre-existing database or just a process? Scott said you can download every form you need online. Everything is documented and detailed. If the fire department is asked to do something it will be documented. Meredith asked if this is something that should be formally added to the town's emergency response plan. Scott said yes. Meredith asked if she should add something about that to the letter. Scott suggested adding that in the future whoever is involved in incident command should have ICS training. Gordy said that could be in the last paragraph. Meredith said she can add it. Phil asked, is that something we want to work into the next contract with the town? Scott said that is a good question. He thinks it would help. Walter brought up Waterville and Belvidere. Scott said if Arjay got a request to do something extra for those towns it would be more detailed. There would be some email or correspondence. Meredith said there is more separation between those towns and the fire department. Scott agreed. Requests from them are likely to be more formal. Meredith said the fire service contract is very clearly for emergency response. We don't want to include anything about emergency response training in that. She thinks we can only offer the training recommendation as a suggestion.

Scott said a lot of people volunteered during the flooding emergency out of community spirit. He is struggling with whether or not there should be a cost to the town for the fire department's efforts.

Meredith said in Arjay's mind it was clearly discussed during the event and he relied on those conversations. Scott said under the recommended procedures whoever is designated as finance officer would have all that paperwork.

The village received a letter from the selectboard related to the East Johnson sewer line. There is a 25,000 gallon per day allocation to the town and an additional 3000 gallons per day allocated related to the wellhead protection area near Laraway. Meredith thinks there needs to be conversation about how we will treat that allocation. Are we leaving it in place? Are we okay with letting the town continue to own that allocation or do we not want to have that separate allocation? The town isn't interested in continuing to process applications if someone wants to connect to the sewer line. Will we just streamline and have the process handled by the village for everyone? We need to have a shared understanding of all this before ownership is transferred. The selectboard believes we should take over paying for all operating costs for the East Johnson line. Meredith re-read the village motion made regarding East Johnson costs and she recalled that what we talked about just before that motion was repairs to the pump station and whether we were going to ask the town to reimburse us for that. The discussion had nothing to do with normal operating costs. She doesn't know if the intent of the motion was to include operating costs.

Walter said his attitude is that this is our line. We agreed that once the bond was paid off it would become our line. Meredith is raising good questions about the allocation. To an extent he would like to have the town completely out of this so the whole intermunicipal agreement would be gone and we could do as we please. He wants any new customer we can get. The allocation to the town was an indirect way for the town to control growth. Bob said he is with Walter.

Scott asked, didn't Walter bring up that the village charter may not allow us to take over ownership of the line? Meredith said it does. We have the authority.

Walter said he thinks the best way for it to happen is for the town to be out of it and have no allocation. Scott asked why the town would want to hold onto that. Meredith said she doesn't know that they do. We should talk about it.

Walter said we should get this down to one level of government. Bob agreed. He said that was the original intent. Scott agreed

Walter said he is okay with paying the \$26 electric bill. They mentioned they will help us uncover the covered over manholes.

**Walter moved that the village assume responsibility for all expenses for the East Johnson sewer line as of July 1, 2018, seconded by Bob**

Scott said Tom had mentioned there was a rogue pipe that wasn't in compliance. Meredith said at the manhole in the parking area before the bridge there is a pipe heading out toward the river. Tom didn't know where it goes or whether it is plugged. Scott asked, are we willing to assume that responsibility? Walter said yes.

**The motion was passed with Scott and Gordy abstaining.**

The board asked Meredith to let the town know the board feels the intermunicipal agreement and town ordinance should be eliminated. Meredith said she thinks it would be appropriate for the town to have their attorney work on drafting something to start the process and send it to us and to have some sharing of the legal costs. She doesn't think it is appropriate for the village to bear all the costs. The board agreed.

Walter said we expect them to assist in recovering access to manholes in the area as mentioned in their letter.

Meredith said a new welcome sign has been ordered. She would like to get the posts painted before the sign goes up. Brian had indicated that there is a resident who is interested in doing volunteer painting work so Meredith thought she would contact her.

Scott asked if there is a way we can theft proof this sign better. Meredith said there are bolts with heads that need a special drill bit. Troy said someone can still cut the sign off.

Walter said he wanted to try to get our logo on the new sign but Meredith thought it would be better to keep moving forward with what we have and keep costs down. Bob suggested putting a decal on the sign like the ones on the truck doors. Meredith said the college had a deadline to get the sign ordered as part of their contract.

Meredith said she has been thinking about how to have the public input the board wants on the charter and also have it be productive and orderly. She had a conversation with one of Brian Monaghans's colleagues who has experience in this area. They talked about how to take our existing charter language and move it into something that will let us keep operating as we have and also include things we want to change. They talked about bulleting out what is existing and talking to the board about what we want to change and putting those suggestions in as possibilities and using that to make a template for the charter committee. Meredith talked to him about having a template to bring to the September meeting. She asked him to think about what language we need in the charter to say that what existed before has been replaced by this.

Walter asked if the town needs to approve any of this because of the ten cents on the grand list. Or do we want to give sidewalks and storm drains back to the town and give up the ten cents? There are some important things to consider, such as whether we should change Rosemary's position to an appointed one.

Gordy said he agrees with Meredith's suggestion.

Meredith said the lawyer didn't think she was crazy when she talked about having something to vote on at the annual meeting in April

Meredith showed the board the village newsletter she created. She included in the newsletter that we received the full amount we requested for the sidewalk grant. For the grant there is a form she will have to sign saying that the goal is to have the project move to construction in 2019, which was our plan anyway. She read the form.

Walter said with some of the larger projects we have dealt with, if we abandon the project we are on the hook for 100% of the costs. With the Main Street project we were always worried that we would be 100% on the hook. With this small project that seems like less of an issue. The issue would be if we incurred design costs and then abandoned the project. If we did design work and then got bids and they were too high what would happen? Meredith said we will have to pay a designer and that will not be grant funded. Walter said he wants to be clear about when we will and won't get reimbursed. He wants to know what level we have to bring the project to in order to get reimbursed. Meredith said she would assume that if we start it we have to finish it. If we never spend any money on it we won't have to pay anything because it's a reimbursement grant. Walter said before we start spending money he wants to make sure we know what the triggers are.

Gordy said we should make sure the Studio Center is involved. Troy said he has already talked to Jim MacDowell. Gordy said we should also talk to Kathy Black and Joe Salerno. Meredith said we will definitely talk to residents in the area.

Meredith said she thinks color is more eye-catching for the newsletter, but it is more expensive, about double the cost. Maybe the first newsletter can be in color to get people's attention and future newsletters can be black and white.

Gordy said he thinks the newsletter is good because not all residents have computers or go to Front Porch Forum or Facebook.

Walter suggested adding to the newsletter that we will have public meetings concerning the sidewalks.

Walter said contrary to what was reported at the last selectboard meeting, the village revolving loan fund is not floundering. The town has to move quickly to set up its revolving loan fund. It does the community a disservice if we have two funds that are out of whack with each other. It is good to have the same forms. We don't want to have different interest rates so people loan shop. The town and village have to coordinate and work together. At the selectboard meeting it was mentioned that the town should reach out to Meredith about the loan funds but it sounds like that hasn't happened. The town hired Duncan Hastings to work on the loan fund. Walter would like to contact Duncan, Brian and Eric and tell them the village would like to work with them to make the programs work together. They are writing their guidelines now. We need to jump in now and have them working together. He may come back to the board and ask to change our policy a little to make them work together. One thing he wants to get into our policy is flood resiliency as one of our high priority objectives. Maybe we can at least suggest that for the town.

Meredith said she would eventually like to put out something to advertise the loan fund. If there is any chance we will change it she would rather hold off on that. Walter said he would still make information on it available even if we might change it. It is an economic development tool. Meredith said we could amend it next month to add flood resiliency

The board agreed Walter should move forward on coordinating with the selectboard regarding the revolving loan funds.

Bob said he talked to Chandler Parker about the Parker & Stearns building. He hasn't listed the property yet. He is in favor of taking out the addition that limits visibility. He just doesn't want to have to pay a lot to tear it down. Bob asked him if it would be okay if he could find someone who would tear it down for the material and he thought that would be okay. Bob has made a phone call to one person who might be interested.

Gordy said if this is done it would be by agreement between a private individual and Chan. We would not be involved. He suggested putting the word out on Front Porch Forum. Meredith said she thinks that would be up to the property owner. Bob will talk to Chan.

Scott asked if the power house lab results came back. Meredith said we are supposed to get a final report by mid month.

**Walter moved to enter executive session for two personnel matters with Troy and Meredith included in the first executive session and just Meredith included in the second, Bob seconded, the motion was passed and the board entered executive session at 8:31. At 8:45, Walter made a motion to exit executive session, Bob seconded, the motion was passed and the board came out of executive session.**

**Walter moved to advance Jeff Parsons and Chandler Bullard to 3<sup>rd</sup> Class C Lineworkers based on Troy's recommendation with a pay rate equal to 71.25% of the 2018 1<sup>st</sup> Class Lineworker rate effective August 16, 2018. Scott seconded and the motion was passed.**

8. *Adjourn*

**Walter moved and Bob seconded to adjourn at 8:47 and the motion was passed.**

*Minutes submitted by Donna Griffiths*