

JOHNSON VILLAGE TRUSTEE BOARD MEETING MINUTES  
JOHNSON MUNICIPAL BUILDING  
MONDAY, AUGUST 8, 2016

**Present:**

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

Others: Meredith Birkett (Manager), Rosemary Audibert (Clerk), Tom Elwood, Troy Dolan, Doug Molde, Brian Story, Daryl West, David Williams, Peggy Williams, Peter Dodge, Craig Carpenter, Crystal Mason, Tom Rociniak, one other person

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

**1. Call to Order**

Gordy called the meeting to order at 6:01.

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

The board agreed to move the executive session to just after Troy's report, to add an item 9a for water and sewer liens, and to move item 8 to follow the executive session, as suggested by Meredith.

**3. Review and Approve Minutes of Trustee Meeting from July 11, 2016**

Gordy said he had made a statement that he would like included under item 6 (discussion of School Street. He said he had stated that some of the new pipes were 12 inches and had to be reduced to 6 inches at some manholes and that if there is a problem he doesn't want to see the village employees blamed. (David arrived at 6:03.)

**Walter moved and Bob seconded to approve the minutes of July 11, 2016 with the suggested addition and the motion was passed.**

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

Rosemary said we got a large payment from the state for the School Street project. Does the board want to pay back the \$100K note now or wait? Walter said paying it back sooner rather than later is better because we pay less interest. The rest of the board agreed.

Walter said he would like to see a final reconciliation for the School Street project. Meredith said she has a phone conversation set up for tomorrow with Nick Meltzer of VTrans to help her get up to speed and learn the history of the project.

Rosemary said taxes are 37% collected.

Jeffrey Mongeon has requested abatement of his tax bill for the house on Railroad St. that burned. There were 109 days from the start of the tax year to the date of the fire. His tax bill for those 109 days would be \$126.44.

Walter asked, doesn't the request go to the Board of Civil Authority first? Rosemary said the town has already abated their part of the taxes but they can't abate village taxes. Walter asked if the trustees are legally bound by the town's decision. Rosemary said no. The town's year starts July 1. They didn't abate for the last part of the previous year.

Rosemary said Mongeon has paid \$442. He is asking to have about \$300 refunded so he only pays for 109 days.

**Walter moved to abate Jeffrey Mongeon's village real estate tax bill so the tax assessed is based on the full value of the property for the first 109 days of the year and just the land for the remainder of the year, David seconded and the motion was passed.**

**5. *Welcome New Town Administrator***

Doug Molde introduced new town administrator Brian Story on behalf of the selectboard. Doug said Brian and his wife will be moving to the village of Johnson. Brian has a master's in public administration and a Bachelor of Arts from La Salle University. He will be working as a combined town administrator and economic development coordinator, which will require communication with the village. The selectboard had a lot of applicants for the position. They weeded them down to 6 excellent people and interviewed 4. They were especially excited by Brian's interest in community economic development coordination. He has been a math teacher and an IT manager. They think the village will appreciate his skill, his interest in community economic development, his quick learning and his organization.

Brian said he will be working with the village on some things and he will be doing community economic development for the town and the village. He said he and Meredith have been working well over the past week. The selectboard invites the trustees to bring Meredith to their next board meeting for an introduction. Brian said he looks forward to building cooperation between the town and village. (*Doug and Brian left at 6:20.*)

**6. *WWTF Chief Operator Report and Action Items***

Tom said the wastewater plant has been running well. The monthly sample results were outstanding. There were no callouts at the wastewater plant in the last month. The new submersible pumps were delivered and should be installed later this month. We should be able to sell the motors and spare motors from the old pumps. Tom will inspect the volutes and see if they are in good enough condition to sell as well. Maintenance on all 3 sludge pumps was completed. New Class 3 safety vests and hard hats were purchased. There was money in the wastewater budget to pay for them. Tom attended the 9<sup>th</sup> session of a 12-session course he has been taking. This one was on emergency management. The course covers a variety of topics, including OSHA standards, blueprint reading, and board meetings.

There were no callouts for the collection system in the past month. After the School Street/College Hill project is completed Tom will be scheduling cleaning of the sewer mains in that area. A lot of gravel and debris was let into the mains from Pike hitting a manhole on College Hill. He will also schedule cleaning of the Highland Heights lift station to prevent trouble over the winter.

All the samples taken at the water plant were good. A 10-year old chlorine pump was replaced. It had been rebuilt twice. There was one callout for the water plant. The radio transmitter/receiver at the water tower failed. Tom was able to swap it with the Clay Hill booster station's radio transmitter, which is identical. He is trying to order a replacement but is having trouble finding one. We may have to replace all three because they are matched. Meanwhile, there is no telemetry between the Clay Hill booster station and the water plant. Tom doesn't know how expensive three new transmitter/receivers would be, but purchasing them can wait until the next budget. He is still waiting for numbers. The main valves on Pearl St., School St. and College Hill need to be cleaned

out post construction. Some are full of gravel from when Pike hit them. They can be cleaned out with the Vactor trailer or a special device on the fire truck tanker.

Steve Edgerley's evaluation is done and can be reviewed in executive session.

Walter brought up the water and sewer permit request for the former DJ's building. Tom said he talked to Meredith about that. He wants to see that the grease trap has had maintenance before they get a permit. Scott asked if that is covered under the inspection they will need to get a health department permit. Tom said he doesn't know.

Walter said he recently broke down at the end of Main Street. Steve Edgerley was driving by and he stopped and put out cones and helped direct traffic. Bridget came by with some kitty litter and spread it. We have great village employees who went above and beyond to help a motorist in distress.

Tom said regarding the reservoir spillway he commented about previously, he thinks we should go back to the original design engineer and ask what the basis of the design was. Was it designed for a catastrophic spill or for a controlled drain or an overflow? There was an issue one time when the valve was exercised all the way open and closed and the spillway overflowed. A little water went onto St. Johns St. As far as he knows, there was no damage. He also suggests we check with our insurance company to make sure we are covered for a catastrophic spill.

Walter asked, if we had a catastrophic failure, which way would the water go? Tom said it depends what side the failure is on. It will cause some damage. If we drained it, we would want to do it slowly, maybe over a week. The maximum we can overflow is 300 gallons per minute. But we could open the valve and let it go. He suggests maybe putting an engineered orifice in the drain line so there would be a limit to how fast we could drain it.

David asked if there are alarms on it in case of failure. Tom said not for failure or overflow. We could put one in. But he isn't sure a problem really exists.

Walter said he thinks Tom's suggestions are reasonable first steps before hiring someone to do a study.

Tom said it is recommended to exercise the valve once a year, but doing that causes property damage. It has been several years since he did it. David asked how long water has to flow for that check. Tom said the valve is just opened and immediately closed, but when the last operator did it it dropped the reservoir a couple of feet.

The board agreed Tom should check with the original engineer (Otter Creek.) Tom said it may be that they never designed anything and never thought about it. They may have overlooked it and just used the old spillway. There was a reservoir with a spillway but the line was extended out further than the old line.

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

Troy said we received a \$2500 grant from PACIF for purchase of a line tester. He requested a quote for a kit that included an amp reader and voltage tester. When the kit came there was no amp reading device. He found that the kit we ordered did not come with that. The number provided was

incorrect. It will cost an additional \$1500 to get the amp tool. That is \$1160 more than what is left in the grant. His highest interest was in getting that tool. So he is looking for approval to go ahead and order it. Scott said it is a safety issue so he approves. **Gordy moved to authorize Troy to purchase or otherwise obtain an amp meter, Walter seconded, and the motion was passed.**

Troy said we have gotten both new trucks. They will be gone about 3 days to get lights, toolboxes etc. installed. He asked if the board has come up with a new sign or insignia for the doors. David said the board will be talking about that tonight.

Troy said his crew has done a lot of right of way cutting. Contractors came today to do a lot of large danger trees.

Walter asked what our legal right of way for electric lines is. Troy said Duncan told him it was 15 feet on either side of the poles. David asked if we can check whether that is correct.

Troy said he is coming up with an estimate for a new service to be installed on a property being built on Foote Brook Rd. All markings and crosswalks have been painted. The village crew has been helping the town with taking down and chipping trees. He ordered safety equipment for Paul. He had him climb a pole and go up in a bucket and he did a good job. He brought his own climbing tools, which are all good, but he needs a new fall protection device and a new lanyard. We had budgeted to buy a full set of tools but they are not needed.

Troy got notification from VTrans that starting July 1 there will be a \$500 fee for annual utility permits. He usually applies for a state highway access permit for maintenance in the state right of way. That is the only one we have needed so far.

Troy has been working with Mike Shellito, who does all the GIS updates. We have an issue where all the information for a structure (for instance, a pole's year of installation or height) is not always available to everyone. Mike saw the issue and called the company. They are aware of the problem and don't have a fix currently. It will need to be addressed for our new dispatch service. Troy told them we need the fix as soon as possible. They are working on it. Meredith said she confirmed with CRC that it won't hold up our transition to them. They would like the information but it is not crucial.

Troy did evaluations for all employees he supervises and they are available for discussion.

Walter brought up agenda item 13. The Historical Society has indicated an interest in acquiring items related to the electric department and Duncan mentioned that several years ago there were some interesting items in the old powerhouse on the Gihon. Walter asked if there would be any issues with Historical Society members poking around in the old powerhouse. Is it safe? Troy said his understanding is that people shouldn't go in there. It is too far gone. Cliff and Nate have been in there but he doesn't think we want the general public in there due to liability concerns. There is nothing of monetary value there, but there may be something of historical value. Gordy asked if our employees could go in there with a phone and get pictures. Troy said he can do that.

Meredith said Duncan confirmed that the utility work done by the village related to the School St. paving is not reimbursable through the town's grant. So there is no place for us to go with that cost.

This issue is an indication that we need better coordination with town road projects in order to budget.

Meredith said the town declined to pursue reimbursement directly with Pike for damage done during paving. They would prefer that the village approach Pike. We could go to our insurance company. We have a \$1000 deductible. Walter suggested sending a letter to someone of importance at Pike first to see if they pay.

Meredith said the town wants confirmation of the agreement for cost sharing on the library crosswalk project as previously discussed. The selectboard is willing to pay 50% of labor, but not materials. The board agreed that was what had previously been agreed upon.

David asked if we have a final cost on the crosswalk. Troy said no. We need final measurements. He would guess the cost for our portion would be no more than \$6K.

David asked if Troy thinks crosswalk construction will take place this year. Troy said he hopes to start next week.

Gordy said he got an email from Kyle Nuse asking when Parker and Stearns and the crosswalk will be striped.

Troy said there was discussion about whether we can put striping on the Parker and Stearns property or whether that would be inviting the public into a dangerous zone. Gordy said we can talk about that later.

**David moved to authorize Troy to move ahead with library crosswalk construction based on labor being split 50-50 with the town and the village providing 100% of materials up to a cost of \$7500, Walter seconded and the motion was passed.**

Gordy asked Meredith to email Kyle to update her.

Scott said there seems to be a great deal of backpedaling on shared costs between the village and town. He would like something binding in the future. Meredith said she could work on putting something in writing for this project.

David clarified that the 50% contribution by the village will include equipment as well as labor.

8. *Executive Session – Staff Evaluation Discussion*

**David moved to enter executive session to discuss staff evaluations, premature public disclosure of which would place employees and the village at a substantial disadvantage, inviting Troy and Meredith to remain, Walter seconded, the motion was passed and the board entered executive session at 6:57.** At 7:38, Troy left the executive session and Daryl, Peter, and Craig joined the board in executive session. **David moved and Walter seconded to suspend the executive session at 8:08 and the motion was passed.**

9. *Village Manager Report and Action Items*

Meredith suggested moving to item 6, the corrective permit for 201 Lower Main St. Crystal Mason and the two people accompanying her joined the meeting. One of them, Tom Rociniak [sp?], said he is working to secure permits needed to move forward with Crystal's plans for a deli in the

building. He is here to try to understand what allocation or reserve capacity there is at that store. They have looked at this with Meredith. Meredith's written report explained that there are no existing water and sewer permits for that building. There was discussion of a corrective permit in 2009, indicating an existing use of 338 gpd, but it was never finalized. A case is being made that the use of the site before 1992 should be used to establish existing capacity credit to be applied to the corrective permit. Tom R. said based on use in 1968 when there was a gas station and an upstairs apartment on the property they came up with a current allocation of 909 gpd for water and 898 gpd for wastewater. This is not what they consider a change in use. It will still be a convenience store selling some dry goods. Crystal would like to have about 25 seats but the best they can do without increasing the allocation is 17 seats. They would like the trustees to agree to the proposed numbers for existing reserve capacity so they can move forward with permits for 17 seats. Tom said the tenant doesn't feel capable of paying for the difference in allocation for 25 seats, which would be 541 gpd more in water and close to 800 more in sewer.

Walter asked if they have filed with the state yet for a wastewater permit. Tom R. said no. The state is aware of what they are trying to do, but first they have to come up with the existing capacity. The tenant wants to open the deli September 1.

Gordy asked if these numbers meet state guidelines. Meredith said the state guidelines are used in the application. Gordy said regarding the change of use he wants to make sure we do the same thing we have done for other people.

Meredith said there was some confusion on her part as to whether there would be a connection fee. They are not increasing capacity so it didn't seem there would be a connection fee in this case.

Tom said in 2009 Duncan said anything prior to 1992 would be honored for existing capacity. Meredith said this fits with that.

Meredith said she mentioned that the permit conditions would likely include the grease trap. Tom R. said he checked the grease trap. It is in good order and the right size. Meredith said Tom E. will either want to see records of it or inspect it himself. Tom R. gave Meredith a spec sheet to copy for Tom E.

**Walter moved to approve the preliminary water and sewer allocation application for Crystal Mason at 201 Lower Main Street and to authorize Meredith to sign the final permit upon receipt of all the proper paperwork from state and meeting all the conditions outlined in the preliminary approval, David seconded and the motion was passed.**

Scott asked Crystal if she knows about all the perks available to businesses in Johnson. Meredith said she will talk later about an offer to do a class on tax credits and other things available to businesses in the village. Walter told Crystal she could possibly qualify for tax credits. She would have to file and get approval. Some improvements qualify. He suggested she look for information online. David said she should also know about the revolving loan fund. Meredith said she will email Crystal information.

Daryl, Peter and Craig joined the board for discussion of a fire department drug and alcohol policy. Daryl said after the last meeting Meredith contacted him and said the board believes there should

be a drug and alcohol policy for the fire department. She asked them to come up with a first draft, which they have done.

Scott asked if they were able to get another fire department's policy. Daryl said they went online and found other policies. They took bits and pieces from other policies but did not take another policy and fill in the blanks. The officers of the fire department have worked on the policy but the members don't know anything about it yet.

There was discussion about the alcohol consumption guideline in the last sentence of the draft policy. Daryl said he thinks the last statement is the focal point of the whole policy. He didn't think the fire department should just throw a policy at members without having some guidance about how they can stay within the limits of the policy. Scott advised caution about including that sentence. There are a lot of factors that contribute to blood alcohol level. He worries that if someone who has a slight build or other factors follows the guideline and gets into a wreck and is found with a higher than allowed blood alcohol level they will say they followed our rule. Daryl said it is a recommendation intended to be a guideline. It is based on a 140-lb person and is intended to keep blood alcohol level at half the limit in the policy, which is half of what the law allows. His concern is a policy that puts someone in jeopardy when we haven't given them any tools to stay within the limits. Scott said he thinks maybe there should be a disclaimer that not all people metabolize alcohol the same. David said this policy should probably be looked at by an attorney. Scott said he wants us to be kept safe from someone saying they followed the guidelines and were over the limit anyway. He would like a disclaimer that the guideline is based on science that is cited but that there may be times it does not apply.

Walter asked why they didn't decide on zero tolerance. Scott said that is not feasible. David said it is not reasonable. Walter said a lot of policies he saw had zero tolerance. Did they think about it? Daryl said he would have a problem with a zero tolerance policy when we are asking people to mesh being a volunteer with a personal life. He doesn't feel comfortable asking people to change their personal life to that extreme extent and still be a volunteer.

Walter said we may come to the conclusion we don't want a policy. Scott said he doesn't agree. Walter asked, what if we set a policy that says a certain blood alcohol level is fine and a person gets hurt and files for worker's comp? Would we be covered? Would PACIF say they were not covering it because of the BAC and then could the worker say they were compliant with village policy and say they wanted the village to cover it even if worker's comp doesn't? We could have to pay the person's salary for the rest of their life. Would PACIF say we should have zero tolerance? Maybe it is better not to have a written policy but just to say that each member is responsible for showing up when they are capable.

Daryl said in light of all that has gone on, he thinks it is important to provide some kind of guidance to all volunteers. He thinks we have to send a message that there are times a volunteer is better off just to ignore the tone. However the trustees proceed, the fire department is trying to provide guidance about when a volunteer becomes a liability instead of an asset and tell people that it is okay if they can't come in that case.

Scott said he thinks the firefighters need a road map. Walter said we could say not to show up if you feel you are in any way impaired. Scott said some people handle alcohol well and may not feel

impaired even with high blood alcohol levels. Others don't. A feeling of impairment doesn't belong in the policy. He thinks guidance giving a weight and amount of alcohol based on a study is good. Daryl said the guidance in the policy was based on a 140-lb person but most of the firefighters weigh more than that. They tried to build in a safety factor. Every new firefighter gets a manual with operating procedures and guidelines. Whether it is a policy in the front of the book or a guideline in the back, he thinks it is important to have a guideline like this. Walter asked if alcohol use is addressed now in the manual, even generally. Daryl said no. David said he thinks we need to have a policy. He thinks before it is printed in the book it should have legal review.

Scott said the state has a drug and alcohol policy and he is on call 24/7. He talked to his boss about it and his boss said he should not show up if called if it would mean not being in compliance with the policy.

Gordy said the board will proceed with developing a policy and then give it back to the fire department to review.

Scott asked if members are looking for a policy like this. Daryl said the officers have not addressed it with them. He thinks they will be open to something like this but a zero tolerance policy would not be accepted well.

Gordy thanked the officers. Meredith said she will be in touch with them. *(The fire department officers left.)*

Scott said he wanted to make sure to discuss the tree warden/danger tree issue while Troy was here. He feels if there is a danger tree the village electric department should have the right to remove it without checking with the tree warden. If we cannot remove a danger tree that is a safety issue. Troy agreed it is a safety issue for the public and staff. He doesn't agree with the tree warden having final say. He knows what needs to get cut. Gordy said he checked with Vermont Electric Coop. They don't deal with any tree warden in their 80 towns.

Meredith said the response we got from the attorney was that there is a question about control within the town right of way. Walter said we have a right of way so Troy can have control over danger trees within our right of way. Meredith said that is not what the attorney told her. Walter said he wants to get that clear. His feeling is that within our right of way Troy can do what he wants. Meredith said it may not be helpful to go back to the same attorney who has already offered his interpretation. It may be more helpful to go to VPPSA for guidance.

Gordy said he doesn't want Troy to have to go to another level of bureaucracy. What if the tree warden says not to cut the tree and it falls and causes a problem? There is no cost to the town if the village electric department cuts a tree so it is advantageous to everyone if Troy says it needs to be cut.

Meredith said she will dig into it. Troy asked about past practice. David said we have been cutting right of ways for a long time. Why is it all of a sudden becoming an issue? Donna said she has not heard anyone on the selectboard bring up this issue at all. It came from the village. Gordy said in his opinion it is because of a turf battle between the town and village. David suggested doing what has always been done. Meredith said she spoke to Brian and recommended a conversation with

Brian and the tree warden in order to come to an agreement that the village has authority to take down danger trees. Brian agreed with that. We can have that conversation and if it doesn't go well we can do more research.

Meredith said an arborist recommended removing the silver maple on Pearl St. The Studio Center asked for a letter saying we want the tree to come down. She suggests we offer to split the cost 50-50 with the Studio Center. Troy got an estimate of \$3500 to take it down, with village assistance.

The board agreed that Meredith should talk to Brian and the tree warden and try to get agreement that the village can make the decision about removing danger trees. Meredith said it would be good to include Troy in that conversation.

Gordy said he thinks we need it in writing that the Studio Center will share the cost of the tree removal. **David moved that the Village of Johnson pay for 50% of the cost of removal of the silver maple on Pearl Street based on a signed agreement that Vermont Studio Center will pay the other 50%, Walter seconded and the motion was passed.**

Meredith said she has reviewed the draft contract with CRC. She showed the board a spreadsheet with anticipated monthly costs. She said we have talked about doing two web sessions for training vs. having them come here because it would be cheaper. There is a setup fee in the first year that increases the first year cost. The annual cost in other years is about \$5800. There is a monthly minimum charge assuming 62 calls.

Gordy asked if there could ever be a need to open up the office and bring in office staff. Troy said he thinks for a big event we might need to. Meredith said we can talk to them about transitioning in a situation like that. They are a coop so we need to become a member. There is a one-time fee to become a member of the coop.

**Walter moved to authorize Meredith to contract with CRC for dispatch services, Bob seconded and the motion was passed.**

Meredith said we need to amend the Town & Village Municipal Development Plan to include an updated village center map and boundary and some updated language recommended by LCPC to support future efforts related to Railroad Street. Town and village staff have agreed this looks good. Both boards would vote to add this to the plan.

The board agreed to schedule a public hearing on the plan update as part of the next board meeting on September 12.

**Walter moved to amend the Unified Municipal Development Plan to include the Village Center Designation Map approved by the Downtown Board on July 25, 2016 and to add the following paragraph:**

*The Railroad Street neighborhood, located within this District, is the Village's primary connection to the Lamoille Valley Rail Trail. More pedestrians and cyclists are anticipated on Railroad Street as use of the trail increases. As a result, new commercial, cultural, and service uses, especially those related to the Rail Trail, are expected to locate in this area.*

*Improvements to the streetscape that enhance Railroad Street's appearance as a Village "Gateway" and incorporate the neighborhood into the cohesive built environment of the traditional Village Center are also encouraged."*

**Bob seconded and the motion was passed.**

Meredith said she requested that the village be listed on the Act 250 Certificate of Service mailing list for anything related to Johnson. She will be the contact. The RL Vallee project is moving toward the Act 250 permitting process. They have submitted a lot of materials.

Scott said he thinks the village needs to be involved in the Act 250 permit hearing process for the Vallee project because of our interest in pedestrian and highway traffic, the historical value of the cemetery next to the Vallee property and the issue of stormwater runoff from the parking lot. Walter said he believes first we just have to say we want party status. We can say we want it for every item. Then we can decide which ones to provide comments on later. Gordy said the town is seeking party status not to be for or against the project but just to keep the door open to provide input.

Meredith said LCPC has money to do bike/ped counts this summer/early fall along Main Street in the area of the RL Vallee project to collect baseline pre-redevelopment data that could be used in a future study.

Walter said we wanted a crosswalk across Route 15 at the intersection by Vallee's property but AOT kicked it out of the Main Street project because they said we didn't have the pedestrian counts. He noticed that Vallee's Act 250 filing says he doesn't see a change in pedestrian traffic. The counts LCPC can do could help us get a crosswalk. Gordy asked if we want to put strings on this project for the crosswalk. Meredith said Seth from LCPC told her that often a developer has to put money in an escrow fund in case a pedestrian count eventually shows that a crosswalk is warranted.

The board agreed we should have LCPC conduct bike/ped counts. Walter suggested asking them whether they think it would be better to do the counts before or after the new business in the former DJ's building opens.

Gordy said he doesn't want the project to be held up for a crosswalk. David and Walter agreed.

Meredith said Grenier and Loeffler have each reviewed and signed the draft agreements distributed at the July 11 meeting. If the village approves and signs the agreements the Valley Ridge project can move forward. We will start working directly with the engineer who worked with Loeffler previously.

**Walter moved to authorize Meredith to sign the agreement with Grenier Engineering and the Assignment and Assumption Agreement with Valley Ridge Properties. The motion was seconded and passed.**

**Walter moved to extend Elaine Bouchard's wastewater permit for one year as requested. David seconded and the motion was passed.**

Meredith was contacted by a prospective buyer for the property at 104 College Hill, who asked about any unresolved issues with the property. There is an outstanding invoice for \$3,748.21 related to costs the village incurred fixing electrical lines that were damaged. We could ask an attorney to look into putting a lien on the property. Scott said he thinks we should do whatever we have to do to get that money. Other board members agreed. Meredith said she may contact the prospective buyer, who may be able to get an agreement to get that paid as part of the purchase. If not, she can see about getting a lien drawn up.

**David moved to place water and sewer liens in the amounts shown on the following properties owned by Brad Moore:**

- 413 Clay Hill \$2,409.92
- 634 Clay Hill \$173.72
- 104 College Hill \$99.90 and \$169.08
- 100 College Hill \$540.40 and \$1,172.28

**Scott seconded and the motion was passed.**

With Duncan's retirement, a new deputy health officer will need to be appointed. Meredith was asked if she was interested in filling that role. She talked to Brian and said she was not inclined to do it. He said he would be happy to.

Meredith would be willing to serve as the village's representative on the LCPC board. She thinks it would be beneficial in helping her learn. The board agreed she should be the representative.

Meredith said Jim Rose, owner of the electric bike business, has requested use of the Village Green. He was previously given permission by the selectboard to use Old Mill Park but at first traffic was light there. Today he told Meredith that business at Old Mill Park has picked up, so it is not as critical to be able to use the Village Green, but he would still be interested.

Scott said he wants us to stay competitive with neighboring towns that have attractions for people using the rail trail. He is all for anything we can do to get business to this town. David said he just wants to make sure the business owner has the proper insurance. Walter said he wants to find out where he is encouraging parking. Something to consider for the future is what we will do if we have additional people asking to use the Village Green. But right now we have only this one request.

Meredith said Jim Rose said he would like to use the Green one to two days a week.

Gordy said in the past people have asked to use the Village Green and we have said no. David suggested maybe we should come up with a use policy and maybe a permit to use it. Walter agreed that is what we need to think about. Scott suggested discussing it with the selectboard at the next joint meeting. We need to come up with a policy that is fair to everyone. He thinks it would be good to be consistent between Old Mill Park and the Village Green.

There was general agreement that Jim Rose should be allowed to use the Village Green as requested.

Vermont Electric Coop had asked for an amendment to their CPG. They wanted to move back to a non group net metering arrangement to eliminate one of their monthly customer charges. It did not appear as if there was a valid reason to oppose the change. There was only a 10-day review period so we missed our opportunity to comment to the Public Service Board. In the future we should keep in mind that there is a tight turnaround for comments.

The Atlantic Green Energy CPG was dismissed because they listed their system's capacity as 525.6 kW and the net metering application form is only available for systems with a capacity up to 150 kW and net metering is only available for systems with a maximum capacity of 500 kW or less. Meredith doesn't know if they will reapply. She communicated with them that the board is taking no action on their proposal.

Bob said he met with Tanya, who said a business in Burlington is going to bring 4 of Atlantic Green Energy's units to be demos so we may be able to see them. He told her that some board members are interested but have to see it work.

Meredith said a letter went out letting people know we are at our net metering cap. There is one CPG pending. If that is not approved it would pull us back under the cap by about 37 kW. We have the option to accept small systems of 15 kW or less even after reaching the cap. We will want to decide if we are open to accepting small net metering systems even though we are over the cap. There is no one in the queue now.

Walter said he is thinking we should put some panels on the sewer plant. Gordy said that sounds like a good idea. Meredith said if we are going to put ourselves in the queue we should first come up with a policy about the queue to make sure we are treating people fairly.

Walter said he wants us to own a system ourselves, with no contracts. Gordy suggested pursuing that. Meredith said she will probably start by finding out what we need to fill out for an interconnection application for a 37 kW system.

Meredith said the town got a robust proposal from Green Lantern, which they will be considering.

Second quarter electric sales are down 5.51%. The actual load is down 4.9%. Troy said Manchester's mill was shut down at one point, which may have contributed. Meredith said we can pull out the Manchester mill usage and see where we are without that. Walter said the specific day the meter is read can be important. The billing period can vary in length based on when the meter is read. Meredith suggested we might want to add a per day figure.

Copies of the June Power Bill Summary were available. Meredith said we were higher than budgeted on cost per kWh. The cost didn't fall as much as the load. She is scheduled to meet with David Mullett next week and she will follow up with VPPSA staff for education about where the numbers are coming from.

The Monthly Water System Operation Report for July was submitted to the state.

Troy and Tom recently gave Meredith a tour and showed her village infrastructure.

Copies of the Master & JSC Water Meter Comparison for July were available. Meredith said she believes this report was used to identify that there was a leak at Katy-Win.

Meredith was contacted by Vermont Town & City Manager's Association regarding joining. **Walter moved to authorize paying \$85 for Meredith to get an annual membership in Vermont Town & City Manager's Association, seconded by Scott.** Meredith said it provides access to a group of town and city managers she can learn from. Most managers belong to this association. **The motion was passed.**

The board agreed to set September 1 as the date by which we will transition to using only the new official email addresses.

A village resident sent an email regarding speeding cars and use of engine brakes. Meredith heard from Duncan that there is a concern about putting up signs limiting engine brakes. Route 15 is a state highway and VTrans would have to put up any signs. There have been requests in the past and they didn't go anywhere. She told the resident she would let the trustees know there were concerns.

Bob said using jake brakes is a safety issue. We can't legally make drivers not use them. David asked if we could ask the sheriff's department to put a radar sign in that area. Walter said he talked to a sheriff's deputy about that. He said there is no safe place to pull someone over right there. David said he is just thinking of a radar sign. We might want to think about purchasing a small solar operated radar sign. They cost about \$1000 or \$1500. Maybe we could move it around.

The board agreed to do nothing in response to the speeding car and engine brake concern.

The Vermont Municipal Bond Bank has indicated bond refinancing can save us around \$112K over the next 25 years. Meredith and Rosemary still need to get clarification on this.

The selectboard has indicated they are interested in moving the town clock from the Masonic Temple to the Municipal Building. Gordy said he talked to Eric about this. Eric said he didn't think the board was actively trying to pursue it. It would be expensive.

David handed out the latest version of the logo design. Board members, Troy and Meredith all indicated they liked it. It was agreed that David should tell Great Big Graphics this should be the final design.

Troy said there are two trucks that need signage. We had determined the trucks should say "Water & Light Department." Can that be printed under the logo?

David said this logo is to put on anything that represents the village. We will own it. It will be provided to us in vector format. He thinks any signage should be provided by Great Big Graphics, who did the logo. He can ask them to provide a quote on business cards. Walter said he thinks we need to think about replacing things like letterheads and envelopes with new ones that have the logo any time a new order is needed. David said he can ask Great Big Graphics to do a mockup for the water & light and electric departments. Meredith said an electronic letterhead would be good. We can create that once we get the vector.

Meredith said Duncan started distributing LVRT brochures to businesses and suggested that she and Brian work together to distribute more of them.

Gordy said he thinks we need a brochure for our businesses. Scott asked if Johnson Works would want to be involved in that. Walter said yes. But not all businesses will be cooperative. He would love to have something listing businesses, but it will soon be out of date as there is turnover in businesses. Johnson Works has tried numerous times to make this type of brochure happen. One time one was printed but then they could not get a commitment from everyone to do a reprint. Scott suggested we could be vague and just say we have restaurants, stores, etc. so we don't need to rewrite it. Walter said he thinks we need to get more information up at the trailhead building. Scott suggested Johnson Works could have a community board at the trailhead where merchants could put up their own information instead of doing brochures. Walter said he thinks the new managers should start thinking about this but Scott's idea is great.

Meredith said Agency of Commerce & Community Development staff have offered to come to Johnson to give a presentation to businesses on tax credits and other opportunities available. She can mention that when she meets with Johnson Works to see what they think about the timing.

Meredith had listed some ideas for the September trustee meeting. Walter said we may want to start thinking about what long term projects to drop onto Meredith's lap.

**10. Executive Session – Continued**

**David moved to resume the executive session, inviting Meredith to remain, Walter seconded, the motion was passed and the board entered executive session at 10:16. Walter moved to come out of executive session at 10:48, seconded by David and the motion was passed.**

**David moved to authorize a \$0.75 pay increase for Steve Edgerley when he successfully completes the wastewater grade 3 testing and certification process, Walter seconded and the motion was passed.**

**Walter moved that pursuant to the Village personnel policy, items shall be removed from Cliff Hill's and Nate Brigham's personnel files, Bob seconded and the motion was passed.**

**11. Adjourn**

The meeting was adjourned at 11:00.

*Minutes submitted by Donna Griffiths*