

**Selectboard Agenda  
Johnson**

**Date: Monday, May 17, 2021**

**Electronic Meeting via Zoom and Phone Call-In**

**Join Zoom Meeting**

**<https://us02web.zoom.us/j/3446522544?pwd=VkNZZE5tMW5PaEhidVpnUjRxSkxGdz09>**

**Meeting ID: 344 652 2544**

**Passcode: 15531**

**You can also join by phone by calling:**

**+1 646 558 8656 US**

**+1 253 215 8782 US**

**+1 301 715 8592 US**

**Meeting ID: 344 652 2544**

**Passcode: 15531**

**Agenda:**

**CALL TO ORDER**

**REVIEW OF AGENDA AND ANY ADJUSTMENTS, CHANGES AND ADDITIONS**

7:00 p.m. Review and approve minutes of meetings past May 3<sup>rd</sup> 2021

7:05 p.m. Treasurer's Report and review and approve bills, warrants, licenses and any action items.

7:15 p.m. Racial Justice Committee Report

7:25 p.m. Public Works Supervisor/Highway Foreman Report

7:55 p.m. Administrator's Report, Action items, signature required items.

**Members of the Public:**

7:40 p.m. Peter Danforth of Lamoille County Conservation District to Present on the Storm Water Master Plan

**ADMINISTRATOR'S REPORT: (D) Discussion (I) Information (A) Action**

1. (D, A) Request for Funding of Essay Writing Contest (10 minutes)
2. (D, A) Letter of Support for Lamoille Family Center/Jenna's Promise/Lamoille Health Partners (10 minutes)
3. (D, A) Procurement Policy Updates (15 minutes)
4. (D, A) Discussion and Adoption of Memorandum of Understanding with Johnson Public Library (15 minutes)
5. (D, A) Historical Society Requests (10 minutes)
6. (D, A) Evergreen Ledge Cemetery Plot Sale (10 minutes)
7. (D, I) Retirement of Long Time Public Employee Anne Mullings (5 minutes)
8. (D, I) Reopening Information (15 minutes)
9. (D, I) ATV Committee Discussion (15 minutes)
10. (D, I) If Necessary Executive Session to Discuss Employee Evaluation as allowed by **1 V.S.A. § 313(a)(1)** (10 minutes)
11. (D, A) Adjust Compensation for Employee Completing 6-Month Probation (5 minutes)
12. (D, I) Update on Public Works Contract Negotiations as allowed by **1 V.S.A. § 313(a)(1)** (10 minutes)
13. (D, I) Executive Session to Discuss Purchase of New Gravel Pit **1 V.S.A. § 313(a)(1)** (25 minutes)

Selectboard issues/concerns, Executive Session (if needed) Adjourn

## Town Administrator's Report

**Date: Monday, May 17, 2021**

**Agenda:**

**CALL TO ORDER**

**REVIEW OF AGENDA AND ANY ADJUSTMENTS, CHANGES AND ADDITIONS**

7:00 p.m. Review and approve minutes of meetings past May 3<sup>rd</sup> 2021

7:05 p.m. Treasurer's Report and review and approve bills, warrants, licenses and any action items.

7:15 p.m. Racial Justice Committee Report

7:25 p.m. Public Works Supervisor/Highway Foreman Report

7:55 p.m. Administrator's Report, Action items, signature required items.

**Members of the Public:**

7:40 p.m. Peter Danforth of Lamoille County Conservation District to Present on the Storm Water Master Plan

**ADMINISTRATOR'S REPORT: (D) Discussion (I) Information (A) Action**

1. (D, A) Request for Funding of Essay Writing Contest (10 minutes)

A request from the Racial Justice Committee for \$200 to fund an essay writing contest.

2. (D, A) Letter of Support for Lamoille Family Center/Jenna's Promise/Lamoille Health Partners (10 minutes)

Lamoille Family Center has asked for the Town's support in developing a new Health and Human Services Hub and Therapeutic Child Care Center in Johnson.

3. (D, A) Procurement Policy Updates (15 minutes)

Public Works and Library have requested some changes to the Procurement Policy to better accommodate their process.

4. (D, A) Discussion and Adoption of Memorandum of Understanding with Johnson Public Library (15 minutes)

Changes made by the Library Trustees are to bring the MOU in line with the Procurement Policy and to add signature lines.

5. (D, A) Historical Society Requests (10 minutes)

The Historical Society requests that we secure a roofing contractor to make repairs to the Holcomb House and to make changes to our lease agreement with the other tenants of the Holcomb House to allow for early termination of the lease when the Historical Society is ready to take over the upstairs of the building.

6. (D, A) Evergreen Ledge Cemetery Plot Sale (10 minutes)

Jackie Longley requests the purchase of 4 lots in Evergreen Ledge Cemetery.

7. (D, I) Retirement of Long Time Public Employee Anne Mullings (5 minutes)

Anne Mullings has retired from employment at the Town.

8. (D, I) Reopening Information (15 minutes)

We have some updated guidance on the use of the municipal building for outside groups and municipal boards and commissions.

9. (D, I) ATV Committee Discussion (15 minutes)

Members of the public are interested in what the next steps for the ATV discussion will be and updates required to make current proposed changes permanent.

10. (D, I) If Necessary Executive Session to Discuss Employee Evaluation as allowed by **1 V.S.A. § 313(a)(1)** (10 minutes)

11. (D, A) Adjust Compensation for Employee Completing 6-Month Probation (5 minutes)

12. (D, I) Update on Public Works Contract Negotiations as allowed by **1 V.S.A. § 313(a)(1)** (10 minutes)

13. (D, I) Executive Session to Discuss Purchase of New Gravel Pit **1 V.S.A. § 313(a)(1)** (25 minutes)

## **GENERAL INFORMATION ITEMS**

### **Information Items:**

1. Business Radio Licensing
2. VRC: upcoming visit
3. LRSWMD: Agenda and Minutes

### **Budget Items:**

### **Legal Issues:**

### **VLCT: PACIF**

1. 2021 Member Guide

### **State/Federal Issues:**

### **Administrator's Correspondence:**

### **Workshops:**

**Newsletters:** Long Trail News Spring 2021, VLCT News May-June 2021

### **Brochures & Ads:**

Selectboard issues/concerns:

Executive Session:

Other Business:

Adjourn

**Town of Johnson Highway/Public Works Department**  
**Monthly Progress Report**  
**May, 2021**

**Current Projects:**

- The majority of the crew has spent their time improving the ditches on the south side of town (Upper French Hill, Waterman, River, Grow). An excavator was rented from Johnson Hardware for the month
- The crew comes through and hydroseeds the newly established ditches
- Grading has been occurring daily
- 80% of the dirt roads have been fully treated with chloride to limit the amount of dust created
- The pickup continues to have mechanical problems with the electronic stability control, 4x4, and brakes.



# Johnson Stormwater Master Plan

Draft Final Report

September 1, 2020

## SUBMITTED TO:

Lamoille County  
Conservation District  
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## I. Disclaimer

The intent of this report is to present the data collected, evaluations, analyses, designs, and cost estimates for the Johnson Stormwater Master Plan under a contract between the Lamoille County Conservation District and Watershed Consulting Associates, LLC. Funding for the project was provided by the Vermont Department of Environmental Conservation's Clean Water Fund Grant. The plan presented is intended to provide the Town's stakeholders a means by which to identify and prioritize future stormwater management efforts. This planning study presents a recommended collection of Best Management Practices (BMPs) that would address specific concerns that have been raised for this area. There is great need to reduce stormwater impacts including phosphorus and sediment loading from stormwater runoff to receiving waters. Especially within municipalities and the greater Lake Champlain Basin considering current and future regulation under the Lake Champlain Total Maximum Daily Load requirements. Although there are other BMP strategies that could be implemented in the study area, those presented in this document are the sites and practices that project stakeholders believe will have the greatest impact and probability of implementation. These practices do not represent a regulatory obligation at this time, nor is any property owner within the Town obligated to implement them. However, it should be noted that for properties with three or more acres of impervious cover without a current State stormwater permit, regulations will require stormwater management for existing impervious areas. This stormwater master plan, and therefore its resultant strategies, is one of the actions in the Lamoille Tactical Basin Plan. The BMP strategies identified in this stormwater master plan will be put in queue for state funding for implementation.



## II. Glossary of Terms

**Best Management Practice (BMP)**- BMPs are practices that manage stormwater runoff to improve water quality and reduce stormwater volume and velocity. Examples of BMPs include gravel wetlands, infiltration basins, and bioretention practices.

**Buffers**- Protective vegetated areas (variable width) along stream banks that stabilize stream banks, filter sediment, slow stormwater runoff velocity, and shade streams to keep waters cool in the summer months.

**Channel Protection Volume (CPv)**- The stormwater volume generated from the one-year, 24-hour rainfall event. Management of this event targets preventing stream channel erosion.

**Check Dam**- A small dam, often constructed in a swale, that decreases the velocity of stormwater and encourages the settling and deposition of sediment. They are often constructed from wood or stone.

**Detention BMP**- A BMP that stores stormwater for a defined length of time before it eventually drains to the receiving water body. Stormwater is not retained in the practice. The objective of a detention BMP is to reduce the peak discharge from the BMP to reduce channel erosion and settle out pollutants from the stormwater. Some of these practices also include additional water quality benefits. Examples include gravel wetlands, detention ponds, and non-infiltration-dependent bioretention practices.

**Drainage Area**- The area contributing runoff to a specific point. Generally, this term is used for the area that drains to a BMP or other feature like a stormwater pipe.

**Hydrologic Soil Group**- A Natural Resource Conservation Service classification system for the permeability of soils. They are categorized into four groups (A, B, C, and D) with “A” having the highest permeability and “D” having the lowest.

**Infiltration/Infiltration Rate**- Water percolating into the ground surface. The rate at which this occurs (infiltration rate) is generally presented as inches per hour.

**Infiltration BMP**- A BMP that allows for the infiltration of stormwater into the subsurface soil as groundwater, which returns to the stream as baseflow. Mapped soils of Hydrologic Group A or B (sandy, well-drained soils) are an indicator of infiltration potential. Infiltration reduces the amount of surface storage required. Typical infiltration BMP practices include infiltration trenches, bioretention practices, subsurface infiltration chambers, infiltration basins, and others.

**Outfall**- The point where stormwater discharges from a system like a pipe.

**Sheet Flow**- Stormwater runoff flowing over the ground surface in a thin layer.

**Stabilization**- Vegetated or structural practices that prevent erosion from occurring.

**Stormwater/Stormwater Runoff**- Precipitation and snowmelt that runs off the ground surface.

**Stormwater Master Plan (SWMP)**- A comprehensive plan to identify and prioritize stormwater management opportunities to address current and prevent future stormwater related problems.



**Stormwater Permit-** A permit issued by the State for the regulated discharge of stormwater.

**Swale-** An open vegetated channel used to convey runoff and to provide pre-treatment by filtering out pollutants and sediments.

**Total Maximum Daily Load (TMDL)** – A TMDL is a calculation of the maximum pollutant loading that a water body can accommodate and still meet Vermont Water Quality Standards. The term TMDL also refers to the regulated management plan, which defines how the water body will be regulated and returned to its acceptable condition. This includes the maximum loading, sources of pollution, and criteria for determining if the TMDL is met.

**Total Phosphorus (TP)-** The total phosphorus present in stormwater. This value is the sum of particulate and dissolved phosphorus. It includes both organic and inorganic forms.

**Total Suspended Solids (TSS)-** The total particulate matter suspended in the water column.

**Watershed-** The area contributing runoff to a specific point. For watersheds like Gihon River, this includes the entire area draining to the point where the river discharges to the Lamoille River.

**Water Quality Volume (WQv)-** The stormwater volume generated from the first inch of runoff. This runoff is known as the 90th percentile rainfall event and contains the majority of pollutants associated with a runoff event.

## 1 Introduction

### 1.1 *The Problem with Stormwater*

Stormwater runoff is any precipitation including melting snow and ice that runs off the land. In undeveloped areas, much of the precipitation is infiltrated into the ground, taken up by plants, or evaporated back into the atmosphere. However, when human development limits or completely prevents this natural sponge-like effect of the land, generally through the introduction of impervious areas such as roads, parking lots, or buildings, the volume of stormwater runoff increases, sometimes dramatically. In addition to the increased volume of stormwater runoff, the runoff is also frequently laden with pollutants such as sediment, nutrients, oils, and pathogens. These stormwater runoff related issues decrease aquatic habitat health, increase flooding and erosion, threaten infrastructure, and prevent use and enjoyment of our water resources. Traditionally, stormwater management techniques have relied heavily upon gray infrastructure, where stormwater is collected and conveyed in a network of catchbasins and pipes, prior to discharging to surface waters (i.e. streams, rivers, ponds, lakes, and coastal waters). Although this approach is effective in removing stormwater from developed areas, it does not eliminate the problem and has proved to worsen negative stormwater effects such as erosion, flooding, and nutrient pollution. It is clear that something must change. This is where stormwater master planning comes into play. Funding is limited to implement projects that will improve water quality and reduce the negative impacts of uncontrolled stormwater runoff. As such, creating a plan of where and how to best use these funds to provide the greatest benefit to our water resources is key.



## 1.2 *What is Stormwater Master Planning?*

In the wake of rapid urban development and increasing rainfall intensity, stormwater management that seeks to mimic the undeveloped environment and treat stormwater runoff as close to the source as possible has become the focus of efforts to mitigate flooding and maintain the health of our waterways. Given the complexity of current stormwater issues, the development of the Stormwater Master Planning process provides communities with a range of possibilities for stormwater mitigation from small-scale (i.e. individual parcels), to large-scale (i.e. community-wide). Stormwater rarely follows political or parcel boundaries and tackling this problem from a strategic perspective is key to preventing future problems and addressing current sources of water quality degradation. This process was developed because many of the developed areas within the State of Vermont predate regulatory requirements for stormwater management, but these distributed and unmanaged areas are contributing to the impairments of our surface waters, including Lake Champlain. These unmanaged stormwater discharges can be identified and addressed through this Stormwater Master Planning process. The process allows for assessment and prioritization of areas most in need of mitigation while acknowledging that, for many areas, these types of stormwater retrofits are voluntary. Public awareness of both stormwater problems and stormwater management practices are critical to the Stormwater Master Planning process. As such, working with municipal officials, project stakeholders, and community members is key to implementation of and support for these plans. Stormwater Master Planning involves analysis of current and anticipated future conditions, and seeks to prioritize stormwater solutions, maximizing the potential for water quality improvement, flood mitigation, erosion reduction, and pollution prevention using a variety of best management practices (BMPs) and allocating limited funds in a planned and methodical way.

## 2 Guidelines

In May 2013, the State of Vermont Department of Environmental Conservation (VT DEC) issued a document titled *Vermont Stormwater Master Planning Guidelines*, designed to provide VT communities with a standardized guideline and series of templates. The document assists communities in planning for future stormwater management practices and programs. This Plan is a combination of Templates 2A: Hybrid site & community retrofit approach with green stormwater infrastructure (GSI) stormwater management, and 3A: Large watershed or regional approach with planned build out analysis and traditional (end of pipe or centralized) stormwater management.

Vermont has had stormwater regulations in place since 1978, with updates concerning unified sizing criteria made in 2002 and again in 2017. Recognizing that stormwater management can be a costly endeavor, the new guidelines are written to help identify the appropriate practices for each watershed, community, and site, in order to maximize the use of limited funds.

The guidelines encourage each stormwater master plan (SWMP) to follow the same procedures, and include:

- Problem Definition
- Collection of Existing Data
- Summary and Recommendations
- Existing and Proposed Program, Procedure, or Practice Evaluation
- Development of New Data

In keeping with these guidelines, we have prepared the following report.

## 3 Background

### 3.1 Existing Conditions

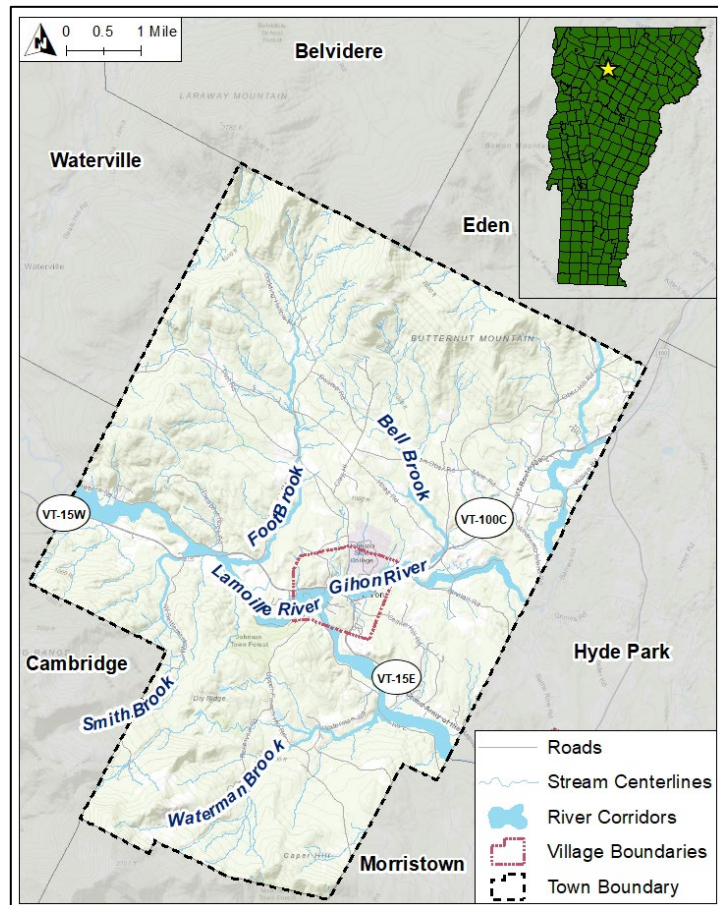
The study area for this Stormwater Master Plan (SWMP) includes the Town and Village of Johnson, Vermont (Figure 1). Focus areas within the Town include the VT-15 corridor through the Village Center and more heavily developed areas such as the Northern Vermont University (NVU) campus. Johnson is located in Lamoille County on the banks of the Gihon River and the Lamoille River, which ultimately drain to Lake Champlain. The study area spans 29,245 acres, approximately 82% of which is classified as forested while 1.6% of the Town is classified as urban (including urban open space). Of that area, there are 441 acres (1.5%) of impervious cover.

While much of the Town is considered rural, there are areas of urban, commercial, and industrial development found along Route VT-15. Mixed agricultural lands can also be found through the Town. 89% of soils in the study area are classified as either highly erodible or potentially highly erodible by the latest Natural Resources Conservation Service (NRCS) soil mapping data.

Additionally, the majority of soils in the Town have low infiltration potential as indicated by NRCS Hydrologic Soil Group classifications where soils are classified from group A (highest infiltration potential) to group D (lowest infiltration potential). In the study area, most soils belong to Hydrologic Soil Group C (42%) while only 16% are in group A. 18% are in group B and 21% are in group D. The remainder are classified as water or unclassified. This combination of steep slopes with limited infiltration capacity and a highly erodible surface makes the area particularly susceptible to erosion.

A larger overview map of the Town and maps depicting existing watershed conditions can be found in Appendix 1 - Map Atlas. Maps include:

- river corridors, wetlands, and hydric soils;
- impervious cover;
- soil infiltration potential;
- soil erodibility;
- land cover;
- slope;
- stormwater infrastructure;
- stormwater permits;
- and parcels with  $\geq 3$  acres of impervious cover.



**Figure 1. The Town of Johnson is located in Lamoille County, VT.**



### 3.2 Problem Definition

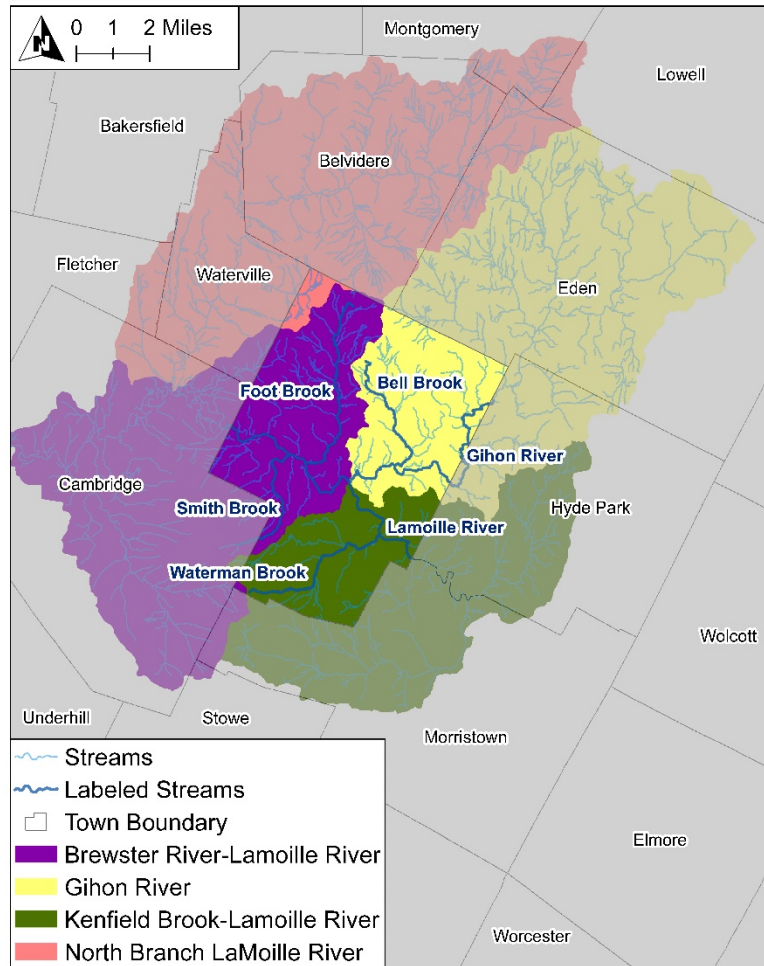
Johnson is located primarily within the Brewster River-Lamoille River, Gihon River, and Kenfield Brook-Lamoille River watersheds, though a small portion falls within the North Branch Lamoille River watershed (Figure 2). All four watersheds are tributaries of the Lamoille River. The Lamoille River has numerous reaches that are adversely impacted by development.

Four segments of the Lamoille River are designated as impaired on the State's 303(d) list of waters due to numerous dams and elevated mercury levels measured in fish. One segment of the river is also on the State's 2016 Stressed Waters List due to elevated mercury levels measured in fish.

Although surface waters within the Town of Johnson are not currently designated as stressed or impaired, it is important that efforts remain focused on ensuring the future health of the Town's surface waters. With that in mind, waters just downstream of Johnson, including the North Branch of the Lamoille River and the Brewster River, have been negatively affected by human activities.

The Village of Johnson faces many challenges as it includes developed areas that drain to the Gihon River and the Lamoille River. Areas of concentrated impervious cover include historic, industrial, commercial, and residential development. Many of the older developments within this area were constructed before current stormwater standards were developed, and they were constructed without any or with only minimal stormwater management. This has resulted in untreated stormwater draining developed lands, transporting pollutants and discharging to surface waters.

Johnson has experienced considerable development along Route 15 with expanding areas of impervious surfaces. Route 15 parallels the Lamoille River as it bisects the town with development falling in or close to the river corridor. Although less developed, Route 100C closely parallels the Gihon River and flows through the Village before its confluence with the Lamoille River by Railroad Street. Development around the Gihon River has constrained the river along both banks in some areas. In addition to expanding development along



**Figure 2. The Town of Johnson is located primarily within the Brewster River-Lamoille River (purple), Gihon River (yellow), and Kenfield Brook-Lamoille River (green) watersheds, tributaries of the Lamoille river.**



these corridors, Johnson experiences erosion as a result of steep slopes and poor soils, further contributing to sediment and nutrient loading in surface waters.

Outside of the development is concentrated around the intersection of Route 100C and Route 15 in the Village of Johnson and along the Route 15 corridor, the remainder of the Town is more sparsely developed with scattered rural residential and agricultural development throughout. In addition to expanding development along the river corridors for the Lamoille and Gihon Rivers, Johnson has many steep gravel roads that further contribute sediment and nutrients to surface waters. These roads and associated infrastructure can also constrain smaller tributaries, especially during storm events. Many of these roads have steep slopes, and traverse large areas. Furthermore, the rural roads access residential driveways which often convey drainage into, and through the Town road drainage system. This is a problem because runoff from private lands is negatively impacting the Town's overall drainage system.

The human-influenced stressors in the Town include commercial development and associated parking areas, construction of roads, residential development, and clearing of previously forested areas. Unmanaged stormwater runoff, particularly from impervious surfaces and landscaped pervious surfaces exacerbate the occurrence of nuisance flooding as well as more extreme flood events. The Lamoille River watershed and its tributaries, specifically the Gihon River, have experienced extreme flooding in the past, and these flood events are expected to occur more frequently due to the predicted increased frequency and intensity of extreme weather events associated with climate change. The stormwater management practices investigated seek to protect local river resources as well as the larger Lake Champlain Basin, which currently has a Total Maximum Daily Load (TMDL) in place that requires reductions in phosphorus loading to Lake Champlain.

## 4 Methodology

### 4.1 *Identification of All Opportunities*

#### 4.1.1 *Kickoff Meeting and Initial Data Review*

Relevant prior watershed studies and work previously completed in the Town was reviewed in the context of this SWMP study. This includes the 2016 Lamoille River Tactical Basin Plan, the VT DEC's Stormwater Mapping Projects for the Town of Johnson and the Northern Vermont University Johnson Campus, the 2014 Lamoille County Road Erosion Assessment Report, the 2018 Foote Brook Phase I & II Geomorphic Assessment, the 2009 Gihon River Corridor Plan, and the 2010 Lamoille River Corridor Plan.

Relevant Geographic Information System (GIS) data was drawn from a variety of public resources including the Agency of Natural Resources' Atlas, Vermont Center for Geographic Information Open Geodata Portal, and data created by the University of Vermont's Spatial Analysis Lab. A file geodatabase was created to ensure organization and for ease of use. These data represent the "best available" data at the time of data collection (2019). See Appendix 3 - Data Review.

The project team met with Town and Village of Johnson and Northern Vermont University (NVU) stakeholders and the Lamoille County Conservation District (LCCD) on June 20<sup>th</sup>, 2019 to discuss the SWMP and solicit information on known problem areas. See Appendix 2 - Project Kickoff. During this meeting, a list of potentially important sites was discussed with the project team. This list included particular parcels as well as general areas of importance. These areas were noted and added to the list of sites identified during the desktop assessment.



## 4.1.2 Desktop Assessment and Digital Map Preparation

### 4.1.2.1 Desktop Assessment

A desktop assessment was completed to identify additional potential sites for stormwater BMP implementation. This process involved a thorough review of existing GIS resources and associated attribute data, as well as other resources.

Two such resources include the Town of Johnson Stormwater Mapping Project completed by the VT DEC in 2012 and the Northern Vermont University Johnson Campus Stormwater Mapping Project completed by the VT DEC in 2018. These stormwater infrastructure mapping projects provided current drainage maps and potential locations of stormwater retrofit sites for the municipality and school. Designated priority areas, noted in the Town of Johnson's Stormwater Mapping Project, were assessed as part of this SWMP (see Appendix 3 – Data Review for report and maps). Priority areas were not designated for the Northern Vermont University Johnson Campus Stormwater Mapping Project.

Another resource utilized during the desktop assessment was the Lamoille County Road Erosion Assessment Report. This assessment was conducted in the field season 2014 by the Lamoille County Planning Commission with assistance from Watershed Consulting Associates, LLC. The inventory was completed to help the Town prepare for compliance with the, then pending, Municipal Roads General Permit (MRGP), later issued in early 2018. The assessment looked at how well hydrologically-connected, 100-meter road segments were complying with MRGP standards such as road crown, berm issues, ditches, cross culverts, driveway culverts, outfalls, and presence of rill or gully erosion.

GIS data was then reviewed. Data included, but was not limited to, storm sewer infrastructure, soils classifications, parcel data, wetlands, and river corridors. This data was used to identify and map stormwater subwatersheds with high impervious cover, stormwater subwatersheds that are more directly connected to water bodies (direct pipes to streams or via overland flow), and areas that may have worsening stormwater impacts in the future. A point location was created for each identified site or area for assessment in the field.

During this initial BMP identification, and after incorporating problem areas noted by the Town, a total of 37 locations were identified for field investigation. See Appendix 4 - Desktop Assessment.





#### 4.1.2.2 Digital Map and App Preparation

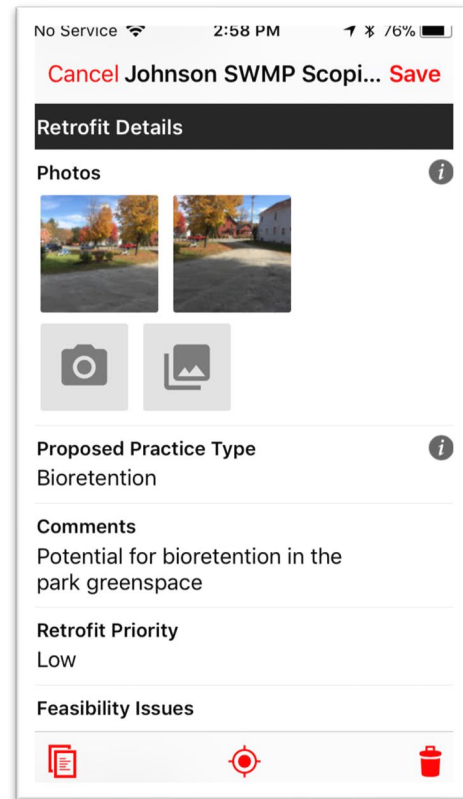
In order to maximize efficiency in the field and better understand site-specific conditions, digital base maps were created for the Town. The maps show parcel boundaries, public parcels, stormwater infrastructure, hydrologic soils groups, river corridors, hydric soils, and wetlands. This information was used in the field to assess potential feasibility issues for proposed practices and to better identify preliminary BMP locations.

The base layers were pre-loaded into a project-specific mobile app that was customized for this project using the Fulcrum platform<sup>1</sup>. The app was also pre-loaded with the 37 point locations for the potential BMP sites. These points allowed for easy site location and data collection in the field (Figure 3).

The app was used to collect information including site suitability, photographic documentation, follow-up notes, and other pertinent data. All collected data was securely uploaded to the Cloud for later use.

#### 4.1.2.3 Field Data collection

Sites were field assessed during the Fall of 2019 and data was collected about each site in the mobile app. A total of 35 sites were assessed as part of this survey. Four of the sites previously identified for field assessment were unable to be assessed due to the lack of required landowner permission. Through the course of the field visits, two additional stormwater retrofit sites were identified that were not included in the initial desktop assessment. One location that seemed like a potential opportunity for BMP implementation, Public Works - Salt Shed, was excluded from further analysis as this site does not require a stormwater retrofit. Following this process, a total of 38 sites remained as potential BMP opportunities (including the four sites not assessed due to private ownership). A large map of these sites with associated site names, summary sheets, and a memo reviewing the field survey process can be found in Appendix 5 - Field Survey.



**Figure 3. Example screen from data collection app.**

<sup>1</sup> [www.fulcrumapp.com](http://www.fulcrumapp.com)

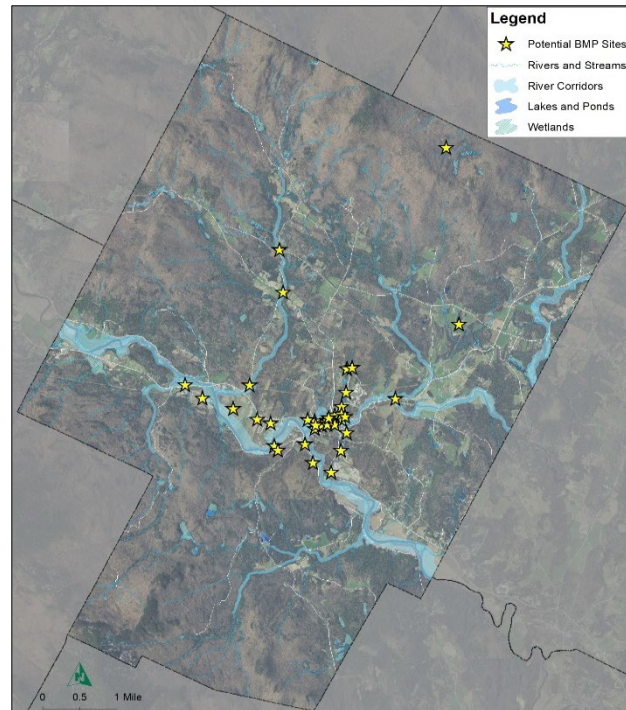


## 4.2 Preliminary BMP Ranking

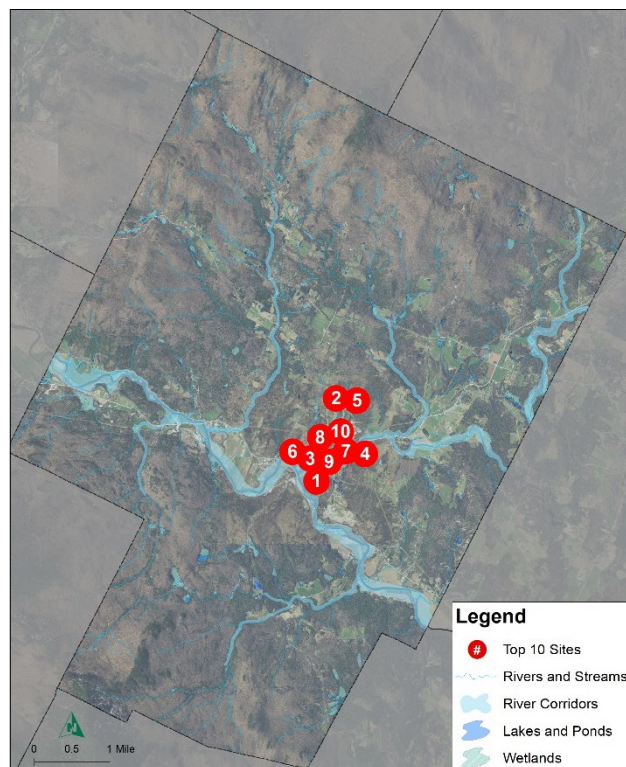
After the initial field visits were completed, a preliminary ranking system was utilized to prioritize 33 of the 38 previously identified projects (Figure 4). Four projects, not field assessed due to private ownership, were removed from the prioritization following landowner outreach as responses were not received for these sites. An additional project was removed after receiving feedback that the property owner was not interested in participating in the plan.

The goal of this ranking was to identify the 10 sites that would provide the greatest water quality benefit and have a high likelihood of implementation. This prioritization was accomplished by completing an assessment of project feasibility and benefits including drainage area size, pollutant load reduction potential, proximity to water, ownership, and feasibility issues. See Appendix 6 - Initial Project Ranking for the complete list of factors utilized in the preliminary ranking. Also included in Appendix 6 is the completed ranking for each potential site, and one-page field data summary sheets with initial ranking information.

The list of sites was distributed to the Town and Village of Johnson, NVU, and the LCCD. The project team met with the stakeholders on February 18<sup>th</sup>, 2020 to discuss the proposed project sites. See Appendix 6 - Initial Project Ranking for a memo summarizing stakeholder feedback. During this meeting, the stakeholders nominated the Top 10 projects to be included in the plan, and the Top 3 priority projects for which 30% concept designs and cost estimates would be developed. Following this meeting, the list was refined to reflect the Town’s priorities. The Top 10 sites, listed in Table 1 below, reflects the results of the preliminary ranking as well as stakeholder priorities and any feasibility issues previously unknown to the project team. The Top 10 point locations are shown in Figure 5. The numbers on the map correspond to the Map ID included in Table 1 below. See Appendix 7 – Top 10 Sites for more information on these sites.



**Figure 4. 33 potential sites for BMP implementation were prioritized.**



**Figure 5. Top 10 proposed BMP implementation sites.**

**Table 1. The Top 10 BMPs selected for the Johnson SWMP.**

Map ID	Project Name	Proposed BMP Practice Type
1	Railroad Street	Subsurface Infiltration
2	NVU - College Apartments	Infiltration Trench, Dry Wells
3	Sterling Market	Sand Filter Strip
4	College Hill Parking	Underground Storage / Infiltration
5	NVU - Maintenance Garage	Sediment Trap, Step Pools
6	Town Offices & Fire Department	Bioretention
7	Johnson Elementary School	Bioretention
8	VSC - Wolf Kahn Studios	Bioretention
9	Village Green	Underground Storage / Infiltration, Bioretention
10	NVU - McLelland Parking	Sand Filter

### 4.3 Top 3 Sites - Potential BMPs

Selection of the Town's Top 3 sites considered the results from Watershed's initial site investigations, preliminary ranking, and input from project stakeholders concerning project priorities. See Appendix 8 – Top 3 Sites for meeting minutes summarizing landowner outreach efforts. The sites selected within the Town of Johnson are listed in Table 2.

**Table 2. The Top 3 BMP sites for the Town of Johnson.**

Project Name	Address	Proposed Practice Type
Railroad Street	14 Railroad St	Subsurface Infiltration
NVU - College Apartments	988 College Hill	Infiltration Trench, Dry Wells
Sterling Market	131 Lower Main St W	Sand Filter Strip

A map showing these three BMP locations is included as Figure 6. A larger version is available in Appendix 8 - Top 3 Sites.

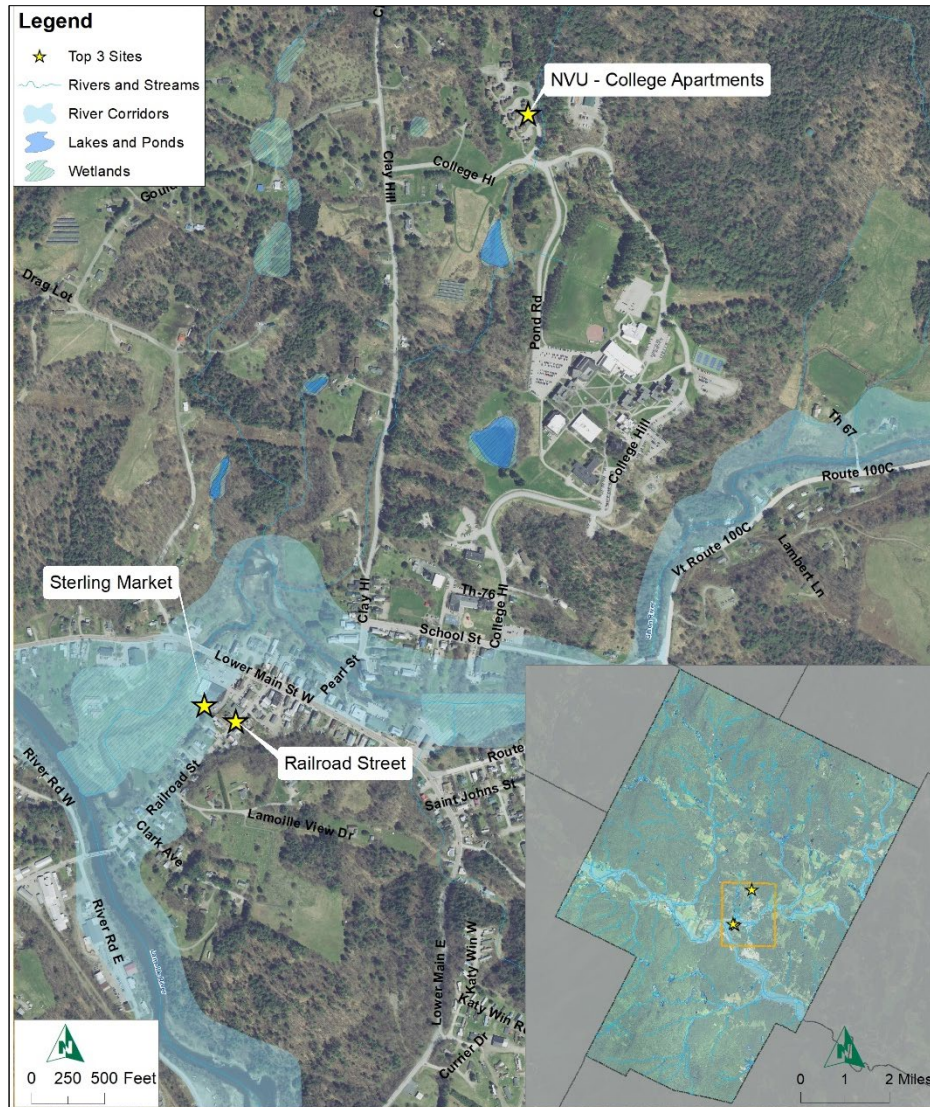


Figure 6. Top 3 BMP sites.

#### 4.4 Top 3 Sites - Modeling

Modeling was completed for each of the Top 3 sites. This modeling allowed for accurate sizing of the proposed practices as well as an understanding of the water quality and quantity benefits. The contributing drainage area of each of the BMPs was defined using the best available topographic data and land use/land cover was digitized using the best available aerial imagery. Drainage areas were then refined as needed based on field observations. Each of the sites was modeled in HydroCAD to determine the appropriate BMP size and resultant stormwater volume benefits. See Appendix 8 - Top 3 Sites for drainage area delineation maps and HydroCAD modeling results.

The Top 3 sites were also modeled to understand the existing condition pollutant loading and pollutant loading reductions associated with the proposed BMPs. This was completed using two methods. The first method utilized the VT Department of Environmental Conservation’s Stormwater Treatment Practice (STP)



Calculator<sup>2</sup>. This model is used within the Lake Champlain Basin for estimation and tracking of BMP pollutant load reductions. The STP Calculator is currently only programmed to provide total phosphorus (TP) loading and reductions and cannot at this time be used to estimate total suspended solids (TSS). As such, pollutant loading estimates were also calculated using the Source Loading and Management Model for Windows (WinSLAMM) to determine the annual TSS loading from the drainage area of each site. The modeling yielded expected pollutant removal loads (lbs) and rates (%).

The modeled volume and pollutant loading reductions are shown in Table 3. Complete modeling results are provided in Appendix 8 - Top 3 Sites.

**Table 3. Modeling results for the Top 3 projects are shown below.**

Project Name	Volume Managed (ac-ft)	Volume Infiltrated (ac-ft)	TSS Removal (lbs)	TSS Removal (%)	STP Calculator TP Removal (lbs)	STP Calculator TP Removal (%)
Railroad Street	0.13	0.13	7,301	87.35%	19.62	78.9%
NVU - College Apartments	0.04	0.04	2,079	89.42%	4.01	76.7%
Sterling Market	0.1	0	2,085	51%	2.3	42.5%

#### 4.5 Top 3 Sites - Final Project Prioritization

A final site prioritization matrix was utilized to quantitatively describe each of the Top 3 projects. Considerations that factored into the description of the BMP projects included factors such as:

- Impervious area managed
- Ease of operation and maintenance
- Volume managed
- Volume infiltrated
- Permitting restrictions
- Land availability
- Flood mitigation
- TP removed
- Other project benefits
- Project cost

This methodology utilized the VT DEC Unified Scoring Matrix, but the complete ranking table includes additional project specific information. Each of these factors are listed and explained in Appendix 8 - Top 3 Sites.

##### 4.5.1 Project Cost Estimation

Project cost, listed as one of the criteria considered, was calculated for the Top 3 sites using a spreadsheet-based method. Note that these costs will be updated during the 30% design process and should be considered preliminary planning level estimates at this time.

<sup>2</sup> <https://anrweb.vt.gov/DEC/CleanWaterDashboard/STPCalculator.aspx>



## 5 Priority BMPs

The selected Top 3 BMP implementation sites are briefly described below; their locations within Johnson are shown in Figure 6 above. These opportunities are located on Town, College, and private property. Individual drainage area maps and an overview map of these Top 3 sites are provided in Appendix 8 - Top 3 Sites.

### Site: 1

#### **Project Name:** Railroad St

**Description:** The site includes a Railroad St, just south of the intersection with Lower Main St W. The drainage includes residential development along Lamoille View Dr and Barrows Dr, commercial development at the intersection of Railroad St and Lower Main St W, and sections of Railroad St and Lower Main St W. Stormwater is currently collected in catchbasins via surface flow along Lamoille View Dr and Railroad St (Figure 7) and sheet flow to and along Railroad St prior to being discharged to the Gihon River to the west. The concept for this site includes installing subsurface infiltration practices along Railroad St during the planned infrastructure improvements in this area to infiltrate this stormwater. Soils are mapped as being very good at this site for infiltration (Hydrologic Group A).

**Outreach:** Railroad St is owned by the Town of Johnson, so no additional outreach was carried out.



**Figure 7. Infiltration is proposed under Railroad St to infiltrate stormwater.**

**Site: 2**

**Project Name:** NVU – College Apartments

**Description:** The site includes the NVU apartments just north of College Hill including the access driveway, rooftops, and parking areas. Stormwater currently sheet flows through this area and is collected in several catchbasins and discharged to the east of the access drive to a tributary of the Gihon River. The southern section of the site drains south in a vegetated swale and also discharges to the east of the access drive to the tributary of the Gihon River. Three distributed practices are proposed to manage the drainage from this site: two series of dry wells for the two northern areas and one infiltration trench near the intersection of the access drive and College Hill for the southern drainage area (Figure 8). Soils are mapped as being very good and good for infiltration at this site (Hydrologic Group A and B).



**Figure 8. A grass swale transports stormwater to the intersection with College Hill, where an infiltration trench is proposed.**

**Outreach:** The Director of Facilities for Northern Vermont University, Mike Stevens, gave verbal confirmation that NVU was in favor of pursuing this project during a meeting held with project stakeholders on February 18th, 2020. Follow up email communication was conducted to obtain written confirmation.

**Site: 3**

**Project Name:** Sterling Market

**Description:** The site includes the Sterling Market building and associated parking lot (Figure 9). The property is located southwest of the intersection of Lower Main St W and Railroad St. Currently, drainage is discharged to the Gihon River west of the site via sheet flow and in a series of pipes and catchbasins. The concept for this site includes redirecting the piped stormwater and intercepting the stormwater that sheet flows to the river in a sand filter strip along the western edge of the parking lot. Soils are mapped as being very good at this site (Hydrologic Group A), but infiltration is not proposed due to the high groundwater anticipated in light of the site's proximity to the Gihon River.



**Figure 9. A sand filter strip is proposed to manage the impervious cover at Sterling Market.**



**Outreach:** Watershed mailed a preliminary outreach letter to property owners Pomerleau Family LLC on October 18th, 2019. Confirmation to proceed with further assessment and concept design was received via a phone call. Follow up conversations were conducted with Steve Ploesser (VP Construction Management) from Pomerleau Family LLC via email and phone communications.

When implemented, these three BMPs would treat approximately 34.8 acres, 8.6 acres (24.7%) of which is classified as impervious. Modeled pollutant reductions for each of the projects, shown in Table 3, indicate that these BMPs will prevent approximately 11,466 lbs of TSS and 25.93 lbs of TP from reaching receiving waters annually.



## 6 30% Designs

30% designs will be developed for each of the Top 3 sites. Site-specific concepts are discussed in the following sections. Plans will be found in Appendix 9 - 30% Designs.

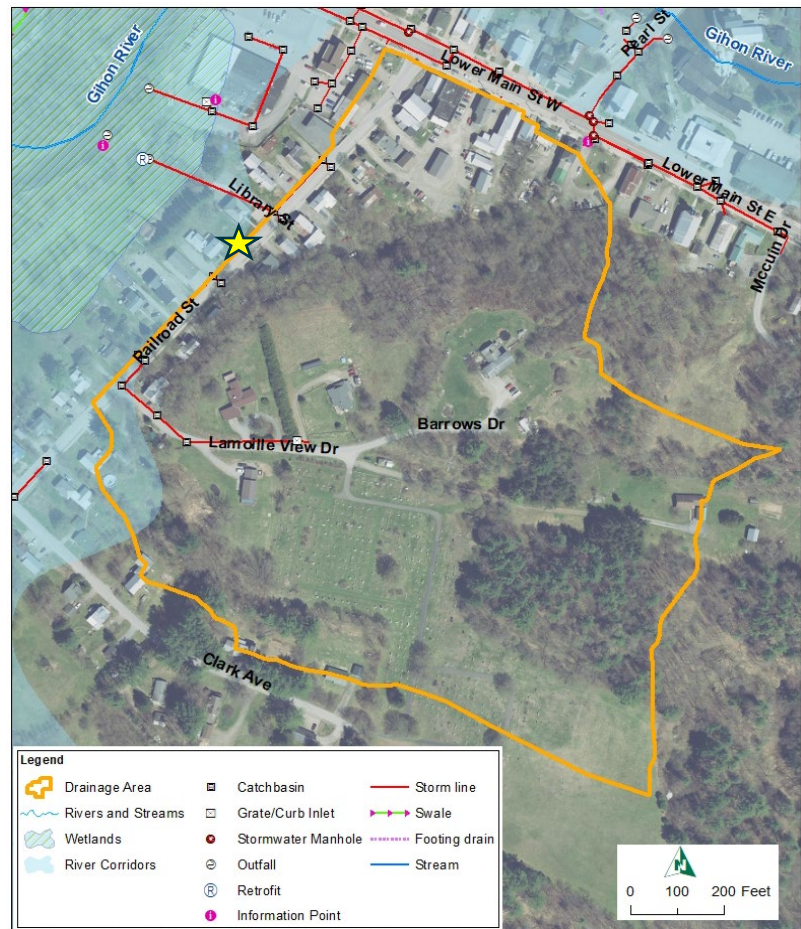
### 6.1 Railroad Ave

#### 6.1.1 30% Concept Design Description

The Railroad Ave site is located southeast of the intersection of Railroad St with Lower Main St W. Currently drainage from a largely pervious area travels overland and is collected in a series of catchbasins along Lamoille View Dr and Railroad St. The stormwater is then discharged to the Gihon River to the west of Railroad St. This area is located just north of the Gihon River's confluence with the Lamoille River. Currently, there is no water quality management for this stormwater runoff. Frequent flooding has been observed in this area and the existing stormwater system is old and failing. The Town and Village have plans to redevelop this area and replace this outdated infrastructure. It is recommended that this practice be scheduled to coincide with this redevelopment.

Along Railroad St, soils are mapped as having very good infiltration potential, Hydrologic Soil Group A. As such, the proposed practice for this site is infiltration based. A soils assessment will be conducted at this location prior to final design. Soils reports will be included in Appendix 8 - Top 3 Sites.

The proposed retrofit for this location involves installing a subsurface infiltration system within the road right of way along Railroad St. This system would infiltrate this previously unmanaged drainage. The system will overflow to the Gihon River. The drainage area for this practice is approximately 30 acres, approximately 5 acres (17%) of which is classified as impervious. See Figure 10 for a map of the drainage area. The general area for the stormwater treatment practice is shown with a star on this map.



**Figure 10. The drainage area for the proposed BMP is shown in orange for the Railroad St site. The proposed BMP location is along Railroad St, which is shown with a star.**



This practice will provide a significant water quality benefit and will reduce stormwater volumes discharged to the Gihon River (Table 4). A 30% design plan will be provided in Appendix 9 - 30% Designs.

### 6.1.2 Pollutant Removal and Other Water Quality Benefits

This practice has the potential to prevent more than 7,301 lbs of total suspended solids (TSS) and 19.62 lbs of total phosphorus (TP) from entering receiving waters annually. The design standard used for this retrofit was full infiltration of the water quality volume (WQV, or 1.0" of rain in a 24-hour period), equal to 5,862 ft<sup>3</sup> of runoff. See Table 4 for the benefit summary table.

**Table 4. Railroad St benefit summary table.**

TSS Removed	7,301 lbs
TP Removed	19.62 lbs
Impervious Treated	4.8 acres
Total Drainage Area	29.9 acres

### 6.1.3 Cost Estimates

The total estimated cost for this project will be calculated during development of the 30% design. However, a spreadsheet method was used to calculate preliminary costs for this project. In total, this project is estimated to cost \$99,000.

- The cost per pound of phosphorus treated is \$5,046.
- The cost per impervious acre treated is \$20,625.
- The cost per cubic foot of runoff treated is \$16.89.

### 6.1.4 Next Steps

As this site is owned and operated by the Town of Johnson, it is recommended that the Town proceed with further design of this retrofit. Further design will involve refinement of the 30% retrofit concept with respect to size, outlet design, and routing to ensure that the target volume can be completely infiltrated and that larger storms bypass the system safely.

### 6.1.5 Permit Needs

A project readiness screening worksheet has been completed for this project and is included in Appendix 10 - Permit Review Sheets. In summary:

#### *Act 250 Permit*

The site does not hold an Act 250 permit.

#### *Local Permitting*

No local permits are anticipated.

### Other Permits

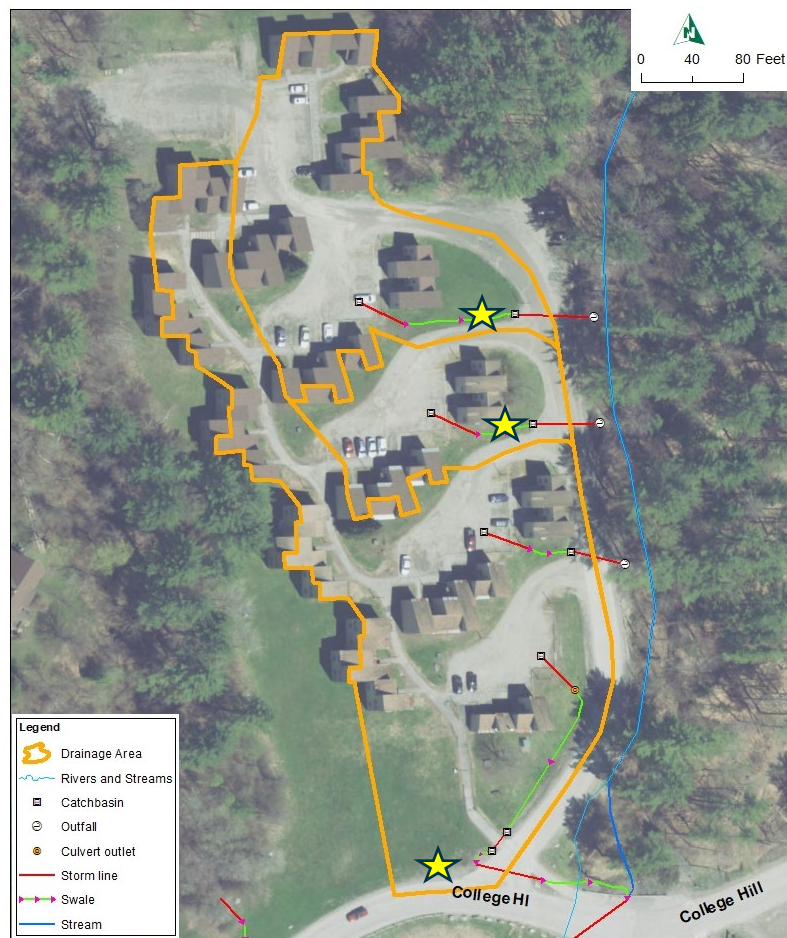
This site should be reviewed by a river scientist prior to final design as the proposed practice will intercept an existing stormline that drains into an outfall within the river corridor of the Gihon River. The existing stormline drains to an outfall ~150 feet southeast of the Gihon River (within the river corridor). However, the project will reduce the volume of runoff to the outfall.

## 6.2 Site 2 – NVU - College Apartments

### 6.2.1 30% Concept Design Description

The Northern Vermont University (NVU) College Hill apartments are accessed via an access drive north of College Hill. This area will be subject to the 3-acre permit, which requires all previously unpermitted sites with  $\geq 3$  acres of impervious cover to comply with stormwater standards. The parking areas are unpaved and the access drive partially paved (southern section) and partially unpaved (northern section). The area also contains several clusters of multi-unit apartment buildings and mowed lawn areas. An unnamed tributary to the Gihon River flows south along the eastern edge of the access drive to the apartments. Currently, stormwater is discharged to this unnamed tributary in four locations to the east of the access drive (see mapped stormwater infrastructure in Figure 11) without any stormwater management.

Soils are mapped as having very good infiltration potential, Hydrologic Soil Group A, for the northern half of the site. For the southern half of the site, soils are mapped as having good infiltration potential (Hydrologic Soil Group B). As such, the proposed practices for this site are infiltration based. Soils assessments will be conducted at this location to support the development of the 30% plans.



**Figure 11. The drainage area for the proposed BMP is shown in orange. The proposed BMP locations are shown with stars.**

The proposed retrofits for this location involve installing dry wells to infiltrate the two northern drainage areas (shown with stars on the drainage area map in Figure 11). These dry wells would overflow to the existing stormlines to the unnamed tributary. Drainage from the southernmost drainage area is proposed to be routed to the greenspace just north of the intersection with College Hill (see southernmost starred



location in Figure 11) and infiltrated via an infiltration trench. This practice would overflow to the west and enter the existing culvert that passes under College Hill.

The drainage area for these proposed BMPs is 3 acres, approximately 62% of which (1.9 acres) is classified as impervious. Table 5 describes the area being managed by the three proposed BMPs at this site by BMP drainage area. These practices will provide a significant water quality benefit (Table 6) and are also high visibility sites on the NVU campus and could thus provide awareness and education about water quality issues. It is recommended that an educational sign be installed in conjunction with the retrofits.

**Table 5. Summary table for the BMP practice drainage areas for the NVU - College Apartments site.**

NVU - College Apartments Drainage Areas	Proposed Practice	Area (Acres)	Impervious (Acres)	Impervious (%)
Northern Drainage Area	Dry Wells	0.44	0.31	71.1%
Middle Drainage Area	Dry Wells	0.86	0.63	73.6%
Southern Drainage Area	Infiltration Trench	1.70	0.91	53.6%
<b>Total</b>		<b>3.00</b>	<b>1.86</b>	<b>61.91%</b>

A 30% design plan will be provided in Appendix 9 - 30% Designs.

### 6.2.2 Pollutant Removal and Other Water Quality Benefits

These practices have the potential to prevent more than 2,000 lbs of total suspended solids (TSS) and 4 lbs of total phosphorus (TP) from entering receiving waters annually. The design standard used for this retrofit was full infiltration of the ½ water quality volume (1/2WQV, or 0.5" of rain in a 24-hour period) for the northernmost drainage area and infiltration of the full water quality volume (WQV or 1.0" of rain in a 24-hour period) for the remaining two drainage areas. In total, this is equal to 1,717 ft<sup>3</sup> of runoff. See Table 6 for the benefit summary table. Pollutant estimates were calculated per practice drainage area as well (see Figure 11 for a map of these areas). For the northernmost drainage area, a series of dry wells are proposed that would reduce TSS loading by 654 lbs and 1.1 lbs of TP. A series of dry wells are also proposed to manage the middle drainage area. These dry wells would reduce TSS loading by 397 lbs and TP loading by 0.82 lbs. The southernmost drainage area, which is proposed to be managed by an infiltration trench, would reduce TSS loading by 1,028 lbs and TP loading by 2.09 lbs. See Appendix 8 – Top 3 Sites for a further breakdown of these pollutant and stormwater volume reductions.

**Table 6. NVU – College Apartments benefit summary table.**

TSS Removed	2,079 lbs
TP Removed	4.01 lbs
Impervious Treated	1.9 acres
Total Drainage Area	3.0 acres



### 6.2.3 Cost Estimates

The total estimated cost for this project will be calculated during development of the 30% design. However, a spreadsheet method was used to calculate preliminary costs for this project. In total, this project is estimated to cost \$123,000.

- The cost per pound of phosphorus treated is \$30,673.
- The cost per impervious acre treated is \$64,737.
- The cost per cubic foot of runoff treated is \$71.64.

### 6.2.4 Next Steps

As this site is owned and operated by NVU, it is recommended that they proceed with further design of this retrofit. Further design will involve refinement of the 30% retrofit concept with respect to size, outlet design, and routing to ensure that the target volume can be completely infiltrated and that larger storms bypass the systems safely.

### 6.2.5 Permit Needs

A project readiness screening worksheet has been completed for this project and is included in Appendix 10 - Permit Review Sheets. In summary:

#### *Act 250 Permit*

The site already has an existing permit (5L0087) for the construction of 50 married student and faculty apartments. This site may require an amendment to this Act 250 permit.

#### *Local Permitting*

No local permits are anticipated.

#### *Other Permits*

This site should be reviewed by a river scientist prior to final design as the project. Overflow from the proposed infiltration trench may contribute to the existing stormline that drains to the stream via an outfall ~100 ft south of the infiltration trench. Note that the existing outfall discharges directly to the tributary and that no additional runoff will be routed to the tributary as part of this project. This site will also be subject to a State 3-acre permit.

## 6.3 Site 3 – Sterling Market

### 6.3.1 30% Concept Design Description

Sterling Market is located southwest of the intersection with Lower Main St W and Railroad St along the banks of the Gihon River. Currently this site, including the Sterling Market roof and parking lot, drains either via sheet flow or through a series of catchbasins and stormwater pipes to the Gihon River without any water quality management practices. This area has experienced significant and repeated flood events and is located primarily within the river corridor.

Soils are mapped as having very good infiltration potential (Hydrologic Soil Group A). However, due to the site's location along the banks of the Gihon River and presumably high groundwater table, an infiltration practice is not recommended at this site. Soils will be assessed to confirm this during the development of the 30% design for this site.



**Figure 12. The drainage area for the proposed BMP is shown in orange. The proposed BMP location is shown with a star.**

The proposed retrofit for this location involves rerouting the stormwater pipe to the north along the edge of the parking lot and intercepting the sheet flow from the parking lot area to a sand filter strip (see starred location in Figure 12). The feature will outlet to the Gihon River. This practice should be designed so that no fill is added in the river corridor and so that the practice would not be damaged by inundation from river flooding.

The drainage area for this proposed BMP is 1.8 acres, nearly 100% of which is classified as impervious. This practice will provide a significant water quality benefit (Table 7) but is also a high visibility site within the Town, and this practice could spur additional retrofits and awareness of stormwater issues in the area. It is recommended that an educational sign be installed in conjunction with the retrofit.

A 30% design plan will be provided in Appendix 9 - 30% Designs.



### 6.3.2 Pollutant Removal and Other Water Quality Benefits

This practice has the potential to prevent more than 2,085 lbs of total suspended solids (TSS) and 2.3 lbs of total phosphorus (TP) from entering receiving waters annually. The design standard used for this retrofit was filtration of the water quality volume (WQv, or 1.0" of rain in a 24-hour period), equal to 4,215 ft<sup>3</sup> of runoff. See Table 7 for the benefit summary table.

**Table 7. Sterling Market benefit summary table.**

TSS Removed	2,085 lbs
TP Removed	2.3 lbs
Impervious Treated	1.8 acres
Total Drainage Area	1.8 acres

### 6.3.3 Cost Estimates

The total estimated cost for this project will be calculated during development of the 30% design. However, a spreadsheet method was used to calculate preliminary costs for this project. In total, this project is estimated to cost \$91,000.

- The cost per pound of phosphorus treated is \$39,565.
- The cost per impervious acre treated is \$50,556.
- The cost per cubic foot of runoff treated is \$21.59.

### 6.3.4 Next Steps

This site is owned by Pomerleau Family, LLC and it is recommended that they proceed with further design of this retrofit. Further design will involve refinement of the 30% retrofit concept with respect to size, outlet design, and routing to ensure that the target volume can be completely filtered and that larger storms bypass the system safely.

### 6.3.5 Permit Needs

A project readiness screening worksheet has been completed for this project and is included in Appendix 10 - Permit Review Sheets. In summary:

#### *Act 250 Permit*

The site already has two existing permits. Pomerleau Real Estate holds one permit (100021) for a building addition to the existing building and the second permit (5L0546) for the expansion of the existing Grand Union and construction of a new post office. The practice may require an Act 250 permit amendment.

#### *Local Permitting*

No local permits are anticipated.



### *Other Permits*

This site should be reviewed by a river scientist prior to final design as it is located within the river corridor. The existing stormline will be intercepted by a flow splitter that will divert runoff from small storms into the sand filter practice and direct additional runoff through the existing pipe. This site should be reviewed by a wetland ecologist prior to final design as there are wetlands mapped within the project site.

## 7 Final Recommendations

The results of this SWMP have identified a number of potential BMP concepts and locations that would have a positive impact on water quality in the Town of Johnson and receiving waters. Although designs were only be advanced for the Top 3 projects, this plan also serves to highlight these other opportunities throughout the Town. The momentum developed during this study should be strengthened and continued.

The practices proposed in this study all stand to have a substantial impact on abating water pollution and setting a precedent for integrating GSI in Johnson's landscape. It is our recommendation that the Town, in partnership with the LCCD, NVU, and private landowners Pomerleau Family, LLC move to implement the Top 3 practices. The illustrative project renderings that will be completed for these projects in conjunction with the 30% designs (see Appendix 11 – Site Renderings) can be utilized as outreach tools and to support grant applications.

It is also recommended that the Town, Village, and LCCD also to move forward with additional design and implementation of other projects presented in this plan (see Appendix 12 - Projects for Watershed Projects Database for projects identified to the DEC to be input into the Watershed Projects Database). As these practices are the result of a stormwater master planning effort under a VT DEC Clean Water Fund grant, they are well-suited as candidates for an implementation grant from this same source. We recommend the following steps in proceeding with this:

- For priority projects being developed to the 30% concept level, consider grant applications for final design and implementation.
- Following implementation of the priority projects, submit grant funding requests for higher scoring projects that may include both preliminary and final design.

One area that was highlighted through this study was Foote Brook Road. Foote Brook has become increasingly turbid during precipitation events and has been a growing concern of residents. Although the road was included as part of this study in a cursory way, a more comprehensive, stand-alone master planning assessment is highly recommended for this area to evaluate potential sources of sediment loading to the brook.

It is further recommended that a stormwater-specific ordinance and snow storage plan be developed for the Town of Johnson. Freestanding policies would more clearly define best practices for stormwater and snow management throughout the Town. Additionally, it would make the standards more accessible to Town residents and would be easier to update in response to new research and legislation.

The Vermont Agency of Transportation (VTTrans), as part of their Transportation Separate Storm Sewer System (TS4) General Permit, will be completing their own retrofit assessment of VTTrans-owned impervious surfaces throughout the Town. Projects identified in this plan that involve VTTrans drainage should be coordinated with the VTTrans TS4 permitting efforts to allow for potential collaboration.





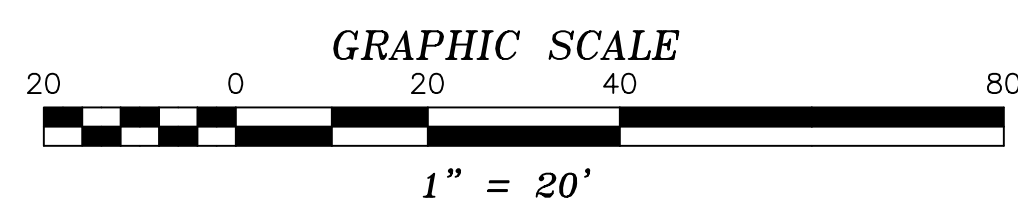
To map and interact with watershed modeling results related to non-point total phosphorus loading sources within the Vermont portion of the Lake Champlain Basin, we recommend using the Clean Water Roadmap (CRW)<sup>3</sup>. This web-based tool supports the VT DEC's tactical basin planning and outreach efforts related to Lake Champlain Phosphorus TMDL.

Regulatory requirements under Act 64 will require management of sites with  $\geq 3$  acres of unmanaged and unpermitted (current State stormwater permit) impervious cover. Sites listed on the VT DEC's draft list of 3-acre sites, produced on June 25<sup>th</sup>, 2019, is provided below in Table 8. These sites were assessed as part of this plan and it is recommended that water quality improvements be implemented on these parcels in the future.

**Table 8. Unpermitted 3-acre sites**


Owner/Permit Name	Location	Mapped Impervious (acres)
Ship Sevin li LLC	1 Katy Win Rd	4.35
Vermont Electric Coop Inc	42 Wescom Rd	3.61
Vermont State Colleges	College Hill	5.84
Vermont State Colleges	College Hill	18.64

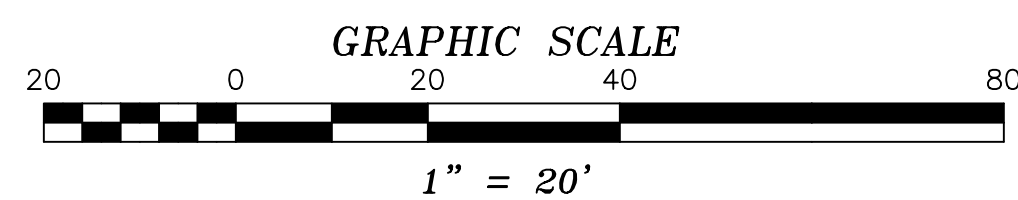
<sup>3</sup> <https://anrweb.vt.gov/DEC/CWR/cwr-tool.vbhtml>



SITE PLAN  
PROPOSED STORMWATER IMPROVEMENTS  
TOWN LIBRARY  
RAILROAD STREET JOHNSON, VERMONT

SCALE: 1" = 20'	DATE: 2/5/21	PROJ.# 21-009	DWG.# 009B
DRAWN BY: KJK	CHECKED BY: AT	FB/PG. EFB	SHEET C1

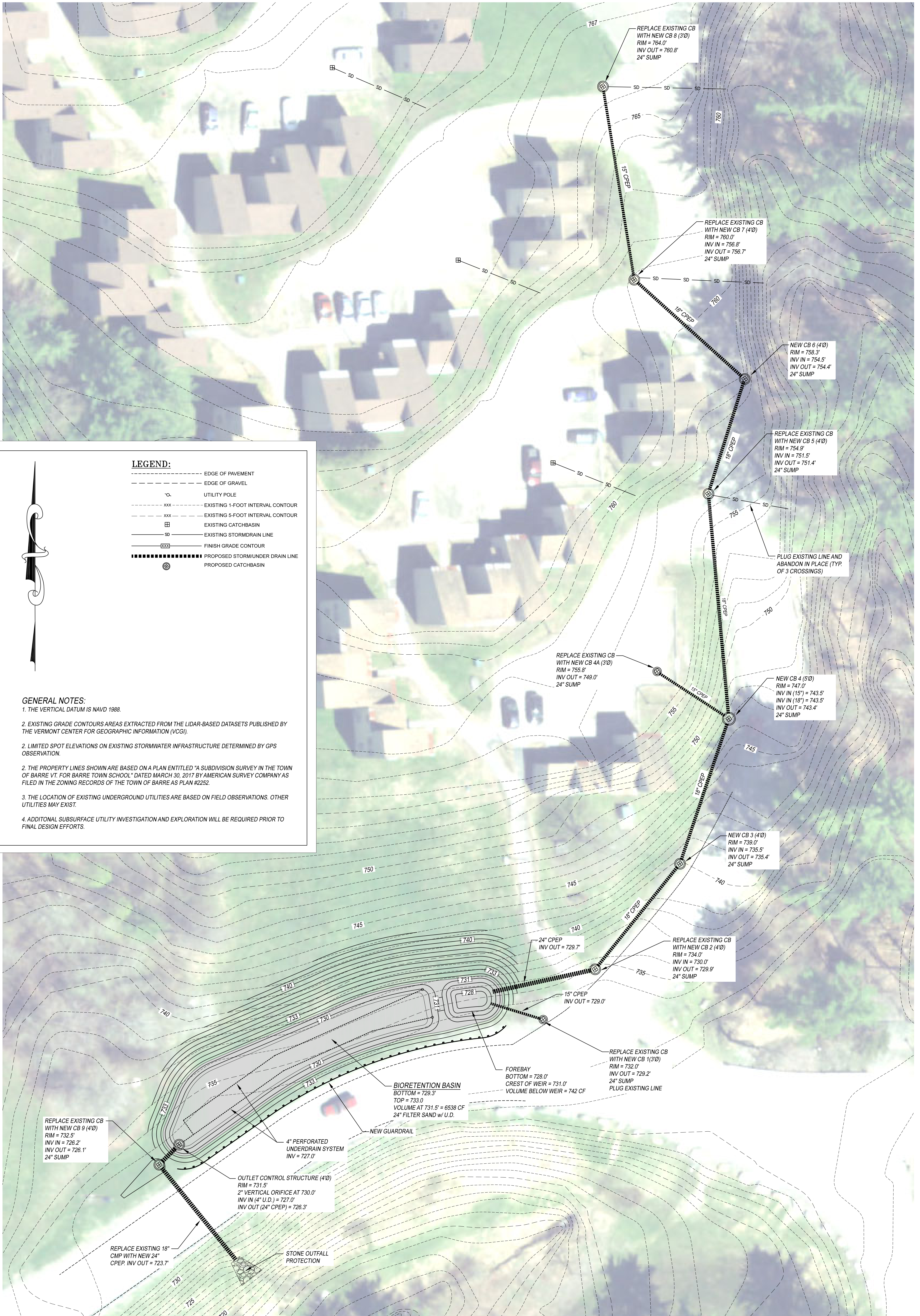
  
ATERSHED  
CONSULTING ASSOCIATES, LLC  
PO BOX 4413, BURLINGTON, VT (802)497-2367



CONCEPTUAL SITE PLAN  
PROPOSED STORMWATER IMPROVEMENTS  
OLD STERLING MARKET  
MAIN STREET JOHNSON, VERMONT

SCALE: 1" = 20' | DATE: 2/12/21 | PROJ.# 21-009 | DWG.# 009A  
DRAWN BY: KKKJ | CHECKED BY: AT | FB/PG. EFB | SHEET C1

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CONSULTING ASSOCIATES, LLC  
PO BOX 4413, BURLINGTON, VT (802)497-2367

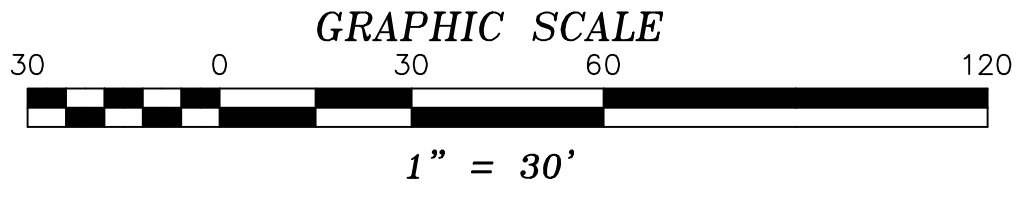


**LEGEND:**

- EDGE OF PAVEMENT
- EDGE OF GRAVEL
- UTILITY POLE
- x---x---x--- EXISTING 1-FOOT INTERVAL CONTOUR
- x---x---x---x---x--- EXISTING 5-FOOT INTERVAL CONTOUR
- ▣ EXISTING CATCHBASIN
- SD --- EXISTING STORMDRAIN LINE
- FGC --- FINISH GRADE CONTOUR
- PROPOSED STORM/UNDER DRAIN LINE
- PROPOSED CATCHBASIN

**GENERAL NOTES:**

1. THE VERTICAL DATUM IS NAVD 1988.
2. EXISTING GRADE CONTOURS AREAS EXTRACTED FROM THE LIDAR-BASED DATASETS PUBLISHED BY THE VERMONT CENTER FOR GEOGRAPHIC INFORMATION (VCGI).
2. LIMITED SPOT ELEVATIONS ON EXISTING STORMWATER INFRASTRUCTURE DETERMINED BY GPS OBSERVATION.
2. THE PROPERTY LINES SHOWN ARE BASED ON A PLAN ENTITLED "A SUBDIVISION SURVEY IN THE TOWN OF BARRE VT. FOR BARRE TOWN SCHOOL" DATED MARCH 30, 2017 BY AMERICAN SURVEY COMPANY AS FILED IN THE ZONING RECORDS OF THE TOWN OF BARRE AS PLAN #2252.
3. THE LOCATION OF EXISTING UNDERGROUND UTILITIES ARE BASED ON FIELD OBSERVATIONS. OTHER UTILITIES MAY EXIST.
4. ADDITIONAL SUBSURFACE UTILITY INVESTIGATION AND EXPLORATION WILL BE REQUIRED PRIOR TO FINAL DESIGN EFFORTS.



30% DESIGN  
NOT FOR CONSTRUCTION  
2/11/2021

SITE PLAN  
PROPOSED STORMWATER IMPROVEMENTS  
NORTHERN VERMONT UNIVERSITY  
APARTMENTS  
COLLEGE HILL ROAD JOHNSON, VERMONT

SCALE: 1" = 20'	DATE: 2/11/21	PROJ.# 2021-009	DWG.# 009C
DRAWN BY: KJK	CHECKED BY: AT	FB/PS, EFB	SHEET 01

**ATERSHED**  
CONSULTING ASSOCIATES, LLC  
PO BOX 4413, BURLINGTON, VT (802)497-2367

Names of Collaborating Organizations: Lamoille Family Center / Jenna's Promise / Lamoille Health Partners (LHP is our FQHC)

Brief Description of the Project: Lamoille Family Center (LFC) and Jenna's Promise (JP) are working together to purchase and renovate a building in Johnson. Because neither JP, LFC or LHP can make use of all of the square footage available, they are in talks with a private physician and other area nonprofits and health care providers with the intent of establishing an integrated human services / health care hub.

LFC would use most of the first and second floors of the building to establish a therapeutic child care center for up to 40 children from infancy to (potentially) pre-school-aged. The child care center would be modeled after the very successful program housed at the Addison County Parent Child Center (ACPCC). ACPCC has generously offered to mentor staff and the Center Director and provide training. Therapeutic child care provides wraparound services to parents, offers parent education and provides supports and consultation to other area child care providers.

The child care center would also collaborate with Northern Vermont University and Green Mountain Technical Center to provide internships and, ultimately, a lab for their pre-school and mental health counseling programs.

Project Readiness: LFC contracted with a highly qualified consultant who conducted a Market/Supply study for the child care center that is complete. The study determined that the demand exceeds current capacity for children of all ages. She is also working on a business plan. An architect was contracted to design renovations for the child care center and the drawings are complete. LFC applied to Let's Grow Kids for planning and start-up costs and was granted \$50,000.00. However, LFC had to return the funds because challenges with the building purchase couldn't be overcome in a time-frame consistent with the grant. LFC believes those funds will still be available at a later date.

Workforce Impacts: The child care center would provide education and training for early educators including internship. (The child care workforce is not growing with the demand. This will provide a very high quality learning environment for early educators and mental health counselors).

Child Care Center: 10-25 full time jobs. The plan is for the lowest hourly wage to be \$15.00 an hour.

Construction and Renovation: Roughly 25 FTE's for about a year.

Costs: The rough estimate for renovation costs for the child care center, setting up playgrounds and start-up is \$1.2 million.

Estimated costs for LHP to renovate and set up a telemedicine hub is \$950,000.00.

Estimated costs for retrofitting the buildings (built in the 1940s) for energy efficiency is \$1.5 million.

Cost for purchasing the building is \$2.9 million.

Total cost of the project is +/- \$6,550,000.00.

It is possible that other tenants will need renovations as well, but until those discussions are complete, the costs are unknown.

Conformance with Regional Plan: High quality child care and accessible health care are priorities in our regional plan.

# Procurement Policy

## Town of Johnson, Vermont

Adopted May 3<sup>rd</sup>, 2021

### SECTION 1 PURPOSE:

The purpose of this Purchasing Policy is to obtain the highest quality goods and services for the Town of Johnson at the lowest possible price, to exercise financial control over the purchasing process, to clearly define authority for the purchasing function, to allow fair and equal opportunity among qualified suppliers, and to provide for increased public confidence in the procedures followed in public purchasing.

**Commented [TA1]:** Add timeline requirements to every location where reasons are listed

### SECTION 2 AFFIRMATIVE ACTION AND LOCAL PREFERENCE:

Whenever possible, qualified small, minority and women-owned businesses shall be included in the solicitation lists for bids or non-bid purchases. If the purchase is federally funded in whole or in part, minority and women owned businesses must be included in the solicitation lists and all other affirmative action requirements outlined in the grant provisions must be followed. The Town may exercise a preference for local businesses for purchases funded exclusively by the Town but only if such a preference does not result in unreasonable prices or rates due to a lack of competition. For purchases funded in whole or in part with federal funding the Town may not exercise a preference for local businesses.

### SECTION 3 CODE OF CONDUCT:

Employees, officers, and agents of the Town who are involved in the procurement and selection of bids and purchases shall make reasonable efforts to avoid real, apparent, or potential conflicts of interest. No employee, officer or agent of the Town shall participate in selection, award, or administration of a contract if a conflict of interest, real or apparent, would be involved. Such a conflict would arise when:

- the employee, officer, or agent,
- any member of his or her immediate family,
- his or her partner, or
- an organization which employs, or is about to employ, any of the above, has a financial or personal interest in the firm/vendor selected for award.

An employee, officer or agent of the Town who is involved in the procurement and selection of a bid or purchase and who has a real or apparent conflict of interest must disclose that conflict of interest within the context of a duly warned Selectboard meeting that occurs before the bid selection or purchase takes place. Such disclosure must be documented in the minutes for that meeting which shall be retained as part of the official record surrounding the bid or purchase.

Officers, employees and agents of the Town will not solicit nor accept gratuities, favors or anything of monetary value from contractors, potential contractors, or parties to sub - agreements.

Officers, employees and agents who fail to follow the above Code of Conduct shall be sanctioned or disciplined, to the extent permitted by law, for violations of the above standards.

#### SECTION 4 DOCUMENTATION:

Records documenting the procurement process for any Minor or Major purchases, as those terms are defined below, including the reason for the specific procurement method chosen, the basis for the award and contract pricing (showing evidence that the process was fair and equitable), as well as any other significant decisions that were part of the procurement process shall be maintained for a period of at least three years from the date of the submission to the Federal government of the final expenditure report if the purchase or project was funded with federal grants, or until the completion of any litigation, claim, negotiation, audit, or other action involving the records, whichever is longer. Otherwise, records shall be maintained by the Town in accordance with the retention and disposition schedules as set by the Vermont State Archivist.

#### SECTION 5 PURCHASING AUTHORITY:

##### a. Purchasing Agents.

The following employees are designated to act as Purchasing Agents for the Town:

Town Administrator

Public Works Supervisor

Recreation Coordinator

Town Clerk

Purchasing Agents are responsible for ensuring that the best possible price, quality, and timeliness are obtained with each purchase and Purchasing Agents shall review all proposed procurements to avoid unnecessary or duplicative purchases of equipment, supplies and services. Purchasing Agents shall also ensure that competition is not restricted with limits on the geographic location of vendors, with unreasonable requirements or qualifications placed on vendors, or by allowing vendors to be selected who have engaged in noncompetitive pricing practices.

**Commented [A2]:** Head Librarian and Youth Services Librarian

##### b. Incidental Purchases.

Employees who have been designated to act as Purchasing Agents may make purchases of up to \$500 without prior approval, provided those purchases are limited to the amount of the budget authorized by the Town.

c. **Minor Purchases.**

Employees who have been designated to act as Purchasing Agents may make purchases with a value between \$1,000 and \$2,000 only with prior approval of the Selectboard and are limited to the amount of the budget authorized by the Town. Although not required, competitive quotes from at least two vendors should be obtained whenever possible.

**Commented [A3]:** The MOU we are developing says the trustees have purchasing authority up to \$1,000. This should read congruent. We are willing to change the MOU to \$2,000.

**Commented [A4]:** \$501?

**Commented [A5]:** Can the Library Trustees serve this purpose for the library?

d. **Major Purchases.**

All purchases over \$2,000 require prior approval of the Selectboard. The Selectboard shall review all proposed procurements to avoid unnecessary or duplicative purchases of equipment, supplies and services. The Selectboard shall also ensure that competition is not restricted with limits on the geographic location of vendors, with unreasonable requirements or qualifications placed on vendors or bidders, or by allowing vendors to be selected who have engaged in noncompetitive pricing practices.

If federal funding is used for purchases between \$10,000 (\$2,000 in the case of construction projects subject to Davis Bacon requirements) and \$250,000, price or rate quotes must be obtained from two or more qualified sources following the affirmative action provision of this policy and all provisions regarding fair and unrestricted competition.

For all major purchases with a value between \$5,000 and \$10,000, price and rate quotations shall be obtained from at least two qualified vendors to ensure that the Town has received a fair and reasonable price. Vendors will be selected based on cost, the quality of the goods and services offered, and the ability, capacity, and skill of the vendor demonstrated under prior contracts with the Town.

Large purchases with a value of \$10,000 or more must follow a sealed bid process as outlined below.

Purchases at or exceeding \$250,000 or construction projects of any value that are funded with federal dollars must follow a sealed bid process as outlined below and also follow any procurement guidance as outlined in the grant agreement. In addition, a pricing analysis must be completed by the purchasing agent or a qualified consultant prior to issuing the request for proposal to ensure that there is a reasonable estimate against which to compare bid proposal pricing.

**SECTION 6 SEALED BID PROCESS:**

The sealed bid process shall be initiated by the issuance of a Request for Bids prepared by the Selectboard or its designee. Notice of the Request for Bids shall be made by letters to known providers soliciting bid responses, advertisements posted in three public locations within the Town, and advertisements placed in a newspaper of general circulation in the region.



a. **BID SPECIFICATIONS.**

A list of bid specifications shall be prepared for each purchase over \$10,000 and shall be available for inspection at the Town office. Bid specifications shall include:

Bid name.

Bid submission deadline.

Date, location, and time of bid opening.

Specifications for the project or services including quantity, design, and performance features.

Bond and/or insurance requirements.

A copy of the proposed contract.

Any special requirements unique to the project or purchase.

Delivery or completion date.

For construction projects in excess of \$500,000, language that sets a requirement for a bid guarantee in the amount of 5% of the bid price from all bidders, as well as performance and payment bonds in the amount of 100% of the contract price from the contractor awarded the bid. If federally grant funded, the bidders must also include costs for Davis Bacon compliance if that is a requirement of the federal agency providing the funding.

For construction projects over \$2,000, a statement that contractors will be provided with a copy of the most current wage determination (from the DOL website at <http://www.wdol.gov/dba.aspx>) and must comply with the Davis Bacon Act.

Language that reserves for the Selectboard the right at its sole discretion to reject any and all bids, wholly or in part, to waive any informalities or any irregularities therein, to accept any bid even though it may not be the lowest bid, to call for rebids, to negotiate with any bidder, and to make an award which in its sole and absolute judgment will best serve the Town's interest. The Selectboard reserves the right to investigate the financial condition of any bidder to determine his or her ability to assure service throughout the term of the contract.

Once a Request for Bids has been issued, the bid specifications will be available for inspection at the Town office.

b. **BID SUBMISSION.**

All bids must be submitted in sealed envelopes, addressed to the Town in care of the Selectboard, and plainly marked with the name of the bid and the time of the bid opening. Bid proposals will be date stamped on the outside of the envelope immediately upon receipt. Any bid may be withdrawn in writing prior to the scheduled time for the opening of bids. Any bids received after the time and date specified shall not be considered and shall be returned to the bidder unopened.

Bidders shall bid to specifications and any exceptions must be noted by the bidder. A bidder submitting a bid thereby certifies that the bid is made in good faith without fraud, collusion, or

connection of any kind with any other bidder for the same work, and that the bidder is competing solely on his/her behalf without connection with or obligation to any undisclosed person or firm.

c. **BID OPENING.**

Every bid received prior to the bid submission deadline will be publicly opened and read aloud by the Selectboard. The bid opening will include the name and address of bidder; for lump sum contracts, the lump sum base bid, and the bid for each alternate; for unit price contracts, the unit price for each item and the total, if stated; and the nature and the amount of security furnished with the bid if required.

d. **CRITERIA FOR BID SELECTION.**

In evaluating bids, the Selectboard will consider the following criteria:

- Price.
  - Bidder's ability to perform within the specified time limits.
  - Bidder's experience and reputation, including past performance for the Town.
  - Quality of the materials and services specified in the bid.
  - Bidder's ability to meet other terms and conditions, including insurance and bond requirements.
  - Bidder's financial responsibility.
  - Bidder's availability to provide future service, maintenance, and support.
  - Nature and size of bidder.
  - Local, minority, and women-owned businesses may be granted preference. Such preference may not exceed 15% of the lowest bid.
  - Contract provisions that are acceptable to the Town.
- 
- For construction projects over \$2,000, contractor's indication of acceptance of wages in the current wage determination provided as part of the Request for Bids.
  - Any other factors that the Selectboard determines are relevant and appropriate in connection with a given project or service.

*In addition to the above, in the case of a contract supported by federal funds, the additional criteria shall apply:*

There shall be no preference exercised for local contractors or suppliers.

Minority and women-owned businesses must be included in the solicitation list for the request for proposal.

13. The Selectboard will not select a bidder who is listed on the Excluded Parties List System website (<https://www.sam.gov>).

e. **CHANGE ORDERS.**

If specification changes are made prior to the close of the bid process, the Request for Bids will be amended and notice shall be sent to any bidder who already submitted a bid and a new bid process will be initiated. Once a bid has been accepted, if changes to the specifications become necessary, the Selectboard will prepare a change order specifying the scope of the change. Once approved, the contractor and an authorized agent of the Town must sign the change order.

f. **EXCEPTIONS.**

The following exceptions may apply, however there must be written documentation created and maintained that outlines the process and rationale for such exceptions:

g. **Competitive Proposals.**

If time does not permit the use of sealed bids, or the award will be made on the basis of non-price related factors, a competitive proposal process shall be initiated by the issuance of a Request for Bids (RFB) or Request for Qualifications (RFQ) prepared by the Selectboard or its designee that includes the factors that will be used to evaluate and compare the proposals. Bids or qualifications shall be obtained from an adequate number of qualified sources (at least two vendors) to ensure that the Town has received a fair and reasonable price and all notification and record keeping requirements of the sealed bid process shall be followed. If architectural or engineering services are being solicited, this process should be used with the most qualified firm or individual awarded the bid and price or fees negotiated after the award. If competitive proposals are used, all of the above steps in the sealed bid process should be followed except that: 1) the bid submission need not be sealed; and 2) price will not be the primary factor in the proposal selection.

h. **Sole Source Purchases.**

If the Selectboard determines that there is only one possible source for a proposed purchase, it may waive the bid process and authorize the purchase from the sole source.

i. **Recurring Purchases.**

If the total value of a recurring purchase of a good or service is anticipated to exceed \$50,000 during any fiscal year, the bid process shall be utilized and shall specify the recurring nature of the purchase. Once a bid has been accepted, all future purchases shall be made from that bidder without necessity of additional bids, until such time as the Selectboard votes to initiate a new bid process.

j. **Emergency Purchases.**

The Selectboard may award contracts and make purchases for the purpose of meeting the public emergency without complying with the bid process. Emergency expenditures may include immediate repair or maintenance of town property, vehicles, or equipment if the delay in such repair or maintenance would endanger persons or property or result in substantial impairment of the delivery of important Town services.

k. Professional Services.

The bid process shall not apply to the selection of providers for services that are characterized by a high degree of professional judgment and discretion including legal, financial, auditing, risk management, and insurance services.

Federally funded non-competitive purchases for \$250,000 or more require a cost analysis to determine the reasonableness of the proposed pricing and should be completed in accordance with the requirements of the federal or state agency issuing the grant funding.

The foregoing Policy is hereby adopted by the Selectboard of the Town of Johnson, Vermont, this 3<sup>rd</sup> day of May 2021 and is effective as of this date until amended or repealed.

**SIGNATURES.**

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Selectboard Chair

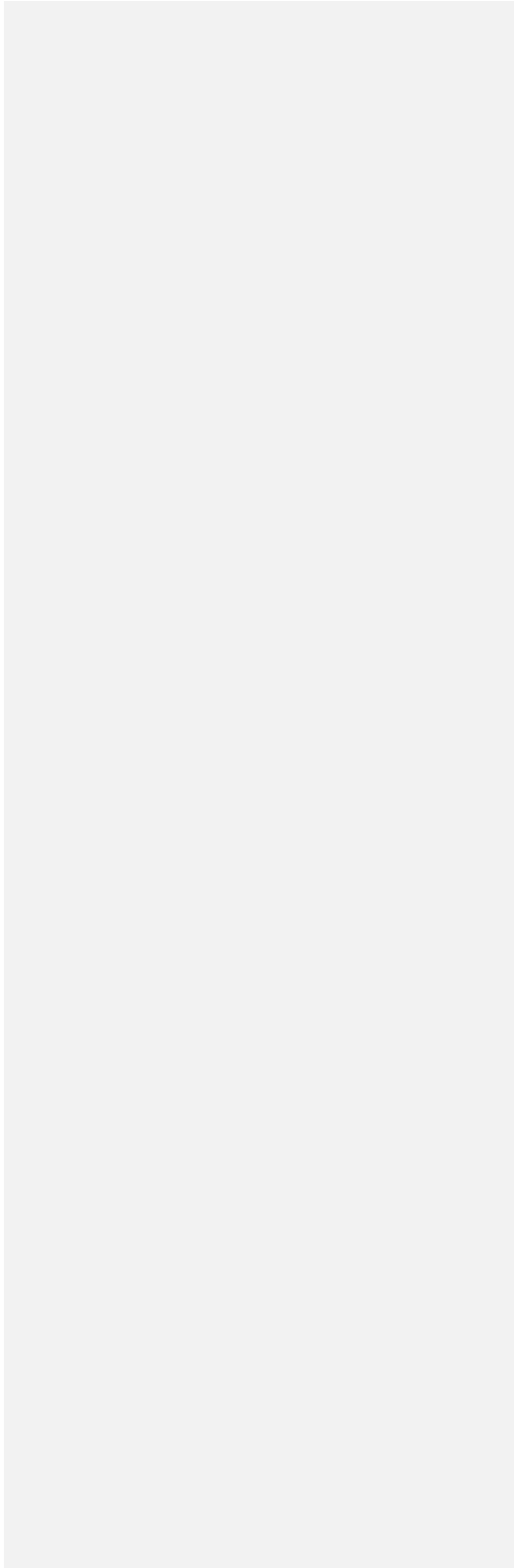
*Selectboard members:*

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## MEMORANDUM OF UNDERSTANDING

This Memorandum of Understanding (MOU) is made and entered into May 17<sup>th</sup>, 2021.

**BETWEEN:** Johnson Public Library and the Town of Johnson, Vermont.

**PURPOSE AND SCOPE:** The purpose of this MOU is to clearly identify the roles and responsibilities of each party as they relate to the oversight, care, and maintenance of the Johnson Public Library facility. Specifically, this MOU describes the way in which the parties will collaborate in the care of the library.

**BACKGROUND:** The Johnson Public Library was started in 1895, with a nucleus of a few old books left from a former circulating library and \$100 worth of books donated by the State of Vermont in accordance with an act of the Legislature of 1894. The citizens of Johnson voted to support the library with a contribution of \$50 annually at the 1895 Town Meeting. By 1899 this collection was being managed by a group of eighteen women who comprised the Oread Literary Club.

It was the Oread Literary Club who raised the funds to build the current brick building on the lot on Railroad Street which was donated by Mr. and Mrs. Charles Stearns in 1909. In 1941, the club doubled the size of the building, adding a reading room, a kitchen and a cloak room. The Oread Literary Club transferred ownership of the library building to the Town of Johnson on January 17, 1983.

Furthermore, it is recognized that beginning in the late nineties the Johnson taxpayers began making financial contribution to the operation and maintenance of the Johnson Public Library. That support continues today.

### **UNDERSTANDINGS:**

It is mutually understood and agreed by the parties of the Johnson Public Library Trustees (Trustees) and the Town of Johnson Select board (Town) that: The Johnson Public Library is a town building and shall be maintained and respected as such.

- Primary Contacts
  - The Town will be responsible to designate a primary point of contact listed below.
  - The Trustees will designate a primary facilities liaison as well as list the Trustee Chair listed below.
- Operation
  - The Trustees will be responsible for an annual submission of an operating budget to the Selectboard by no later than the last business day of November of each year.
  - The Selectboard will review the Trustee budget, final authorization for incorporation into the Town submitted budget is reserved to the Selectboard.

- Building Maintenance

- The **Trustees** shall be responsible for smaller internal items and day to day maintenance including such things as lightbulb changing, trash removal, small plumbing projects (ie. clogged sink/toilet) or projects under \$1,000 (and within the allocated annual budget).
- Larger Projects will be budgeted for in the town's building reserve fund.
- While the Town will take responsibility for the expense of larger projects (internal or external) all planning should be done **in collaboration** with the Library Director and Trustees to ensure the safety of library patrons and staff and that the projects meet the overall vision of the Trustees (ie. Historical building and specific use).
- Maintenance shall not be understood to include structural changes to the interior or exterior of the library or grounds.
- **Trustees** will be required to gain prior consent from the Selectboard before entering or negotiating any contracts for the purpose of internal structural changes of the library, any exterior changes of the building, or of the grounds owned by the Town.

**Commented [A1]:** Should this align with the spending approval levels for minor purchases. Can the trustees approve minor purchases? Once this is resolved this is approved to go.

- Cleaning

- The **Trustees** will be responsible to ensure that the library is cleaned regularly. This may include, but is not limited to: hiring a contractor, including the duties in a willing staff member's regular duties, or working with the **Town** to include in an overall cleaning contract.

- Grounds

- The **Town** shall be responsible for mowing in the Town's ground's contract.
- The **Town** shall be responsible for plowing, clearing the parking lots, and clearing the end of the ramp.
- The **Trustees** will be responsible for ensuring that the ramp is shoveled/sanded.
- The **Town** shall be responsible for maintaining the driveway, grounds, and parking areas to create safe passage for patrons (ie. potholes to avoid turned ankles, sinkholes, etc.)
- The **Town** shall be responsible for any external flood cleanup.
- The **Trustees** shall be responsible for planting any flowers/shrubs within the berm and ramp area.

- Annual Inspection:

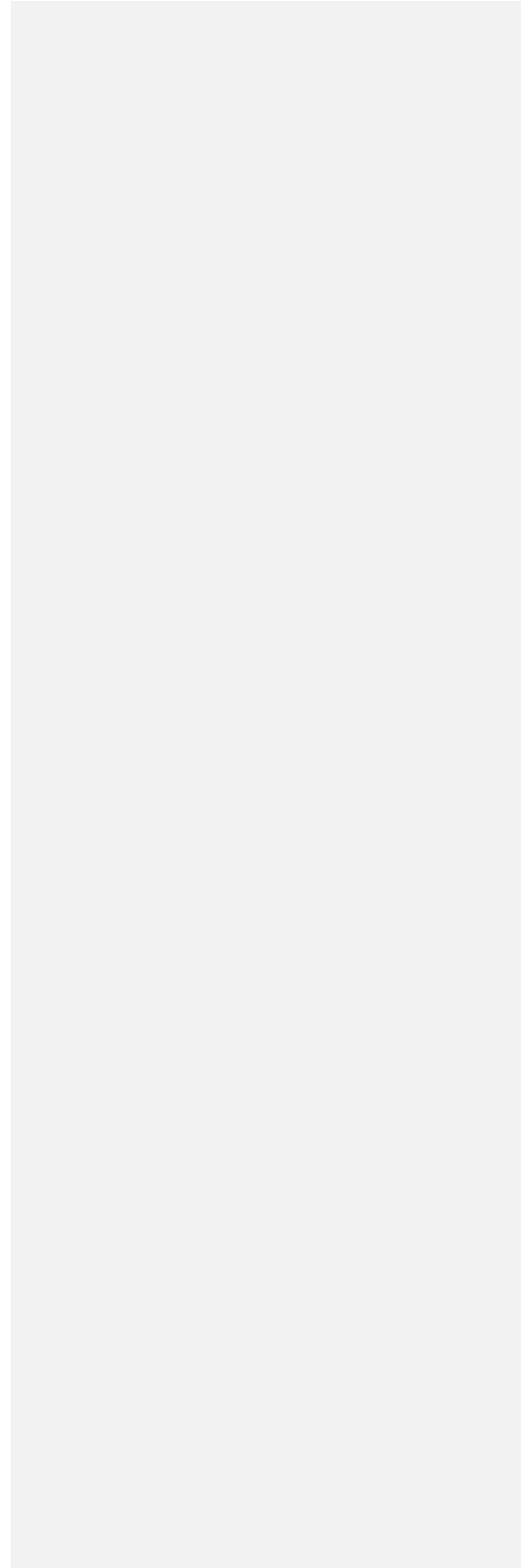
- An Annual Inspection Committee including 2 Trustees, the Library Director, the Town Administrator (and/or a designee) shall inspect the building annually at a minimum or when deemed necessary by the Selectboard.
  - A five-year maintenance plan will be created and updated within 45 days of the annual inspection. This plan will be prepared and updated by the Trustees annually and signed by all members of the Inspection Committee.
  - This plan will be presented to the Town Selectboard, by the Trustees, no later than 90 days after inspection.
  - The Selectboard will review and vote on renewing this MOU upon receiving the inspection report.
  - At this time it will be determined which projects will fall under the library's annual budget and which will be included as capital expenses under the town's budget.
- Flooding
    - During anticipated floods the **Library Trustees and Staff** are responsible to take all internal measures to mitigate damage to the extent possible. Examples include - ensuring all property is above 3 feet, ensuring the sump pump is working and barring the back door.
    - At the direction of the **Town Administrator** or the **Emergency Management Director** the **Town's Public Works** will be responsible for coordinating any outside preparation including providing and installing sandbags.
    - The **Town's Emergency Management Director or Designated Team Member** shall designate someone to communicate and lend assistance in the event of flooding.
    - The **Town's Emergency Management Director** shall direct staff (public works or fire) to assist in the protection of public property at the library. This could include assistance with directing or removing water from the building. The library property is recognized as important public infrastructure, and it is acknowledged that it falls below the protection of life and safety. The Town Emergency Management Director will retain sole discretion for the direction of resources, while recognizing the value and importance of the Public Library to the community.
    - The **Emergency Management Director** may direct the Fire Department or other designees, to assist in clearing the basement of floodwater.
    - The Trustees will work with the Town to assess the cleanup and hire professional sanitizing/cleaning services as necessary beyond the current contracted cleaning service.

Designated Contacts:

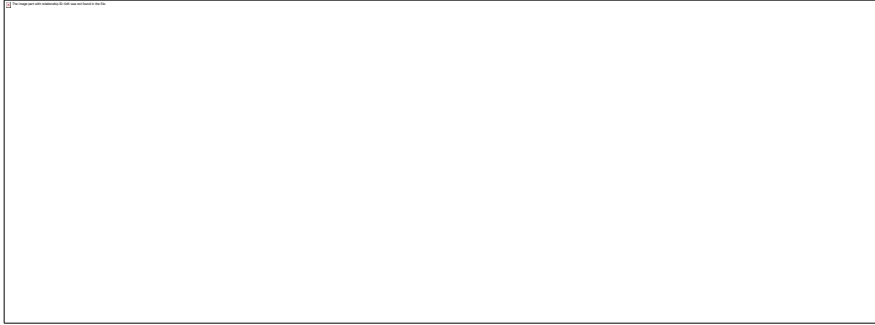
Jessica Bickford, Library Trustee Chair - 730-6599, [dragonfly444@gmail.com](mailto:dragonfly444@gmail.com)  
 Jasmine Yuris, Facilities Liaison - 860-608-4673,  
 Jeanne Engel: Library Director - 635-2150,

Town Administrator  
Emergency Management Director  
Emergency Management Team Member  
Selectboard Designee

**Insert appropriate signature lines.** Approved by the JPL Trustees at the 5/12/21 meeting.







May 12, 2021

Dear Selectboard members,

I am writing to advise you of several actions the Historical Society took today, which relate directly to the Town.

First, the Board is concerned about the possibility of a leak in the roof in the main room as you enter the building. There was a leak in this area a couple years ago and may have been another one this spring. As no one was in the building on a regular basis, we cannot be sure, but it seems likely. We have hired someone to re-paint the ceiling tiles, and hope future leaks can be prevented.

We therefore request that the Town hire someone to look at the roof to see if they can determine if there is a leak, if so where it is, and repair it. We feel there is some urgency in this request and hope you can address it as soon as possible to avoid further building damage. We are suspicious of a vent pipe which is located on this section of roofing as a possible culprit.

The Historical Society Board is very interested in eventually occupying the second floor of the building. Knowing that there is a lease agreement which is up for renewal soon, we request that the Selectboard add language to the lease agreement which would allow for termination of the lease upon reasonable notice by the Town prior to the expiration of the lease in the event the Town and Historical Society are able to agree on a plan to allow the HS to occupy the second floor. We are not sure if the lease is written in such a way as to allow that already, but if it is not, we hope you will consider adding appropriate language.

The HS Board is aware that this is a big step and will require time, money, a well thought out plan and lots of coordination with your Board. To that end, a committee was formed today comprised of Dean West, MaryJean Smith, and Kelly VanDorn to develop a plan for occupancy of the second floor. It was felt that including Duncan Hastings on this committee would be reasonable as he is the Selectboard's

representative to our Board and was also directly involved in the design and permitting issues involved for the initial renovations.

Recently, Don Garrett and Tom Carney sought permission of the tenants to enter the apartment to determine if the padlock on the 3<sup>rd</sup> floor access door was still in place and assess feasibility of its use for storage by the HS. Permission was granted and a brief inspection done.

The third floor is not being used by the tenants. However, strong concern was expressed over the general cleanliness and condition of the apartment. We fully appreciate that this is a Town property and your jurisdiction, but feel it is appropriate to recommend that a representative of the Town perform an inspection of the apartment to determine if the conditions of the lease are being adhered to.

Duncan Hastings reported to the Board that he has been trying to meet with Hugh Albright to review excavation work needed at the rear of the building to help prevent further water damage to the building. He has gone through Brian Story with this request, but has had no luck in scheduling a meeting with Hugh. If there is anything you can do to help facilitate this it would be greatly appreciated. This work is something that has been promised for several years running now.

Finally, the Board discussed the general condition of Grow Cemetery. The unanimous consensus of the Board is that this cemetery (as well as all town cemeteries) is of significant historic value and importance to the community and efforts should be made to care for and improve its condition. There was a unanimous vote of the Board to request the Selectboard to, at a minimum, determine the boundaries of the Grow Cemetery and erect a fence to prevent incursion, protect the integrity of the cemetery and define those boundaries. Fencing of cemeteries is a statutory duty of the Town.

Please let me know if you have any questions about these requests. As always, we are happy to assist if requested.

Thank you for your consideration in these matters.

Sincerely,

Richard L. Simays  
President, Johnson Historical Society