

JOHNSON VILLAGE TRUSTEE BOARD MEETING MINUTES  
JOHNSON MUNICIPAL BUILDING  
MONDAY, JULY 12, 2021

**Present:**

Trustees: Steve Hatfield, Diane Lehouiller, Will Jennison, BJ Putvain, Ken Tourangeau

Others: Rosemary Audibert, Dan Copp, Troy Dolan, Margo Warden, Raven Pfaff, Lynda Hill, Jackie Stanton, Eric Hutchins, Dakota Dubie, Abby Dubie, Meredith Dolan, Lydia Putvain, Susan Tinker

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

**1. Call to Order**

Will called the meeting to order at 6:02.

**2. Review of Agenda and Any Adjustments, Changes, Additions**

Will added an executive session for an employee issue and discussion of events the trustees were involved in over the past weekend.

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

**BJ moved to approve the minutes of June 14, 2021 and June 25, 2021, Ken seconded and the motion was passed.**

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

Rosemary said there has not been much change in general department revenue. We received Belvidere's fire service payment today, which was not included in the budget status report. The Town of Johnson will pay theirs soon. Expenses for the general department are pretty much on par. Electric department revenue for the first 6 months is 51% of budget. Water sales for the first 6 months are 41% of budget. We will start charging interest on overdue balances in August. Sewer sales are at 48% of budget.

Rosemary explained what the tax rate needs to be based on the grand list and the budget. **Ken moved to set the village tax rate for 2021 at 0.1820, Steve seconded and the motion was passed.**

Rosemary asked the board to abate Mark Wilcox's taxes from 2015 on a trailer that went up for tax sale at least once and was not bought. The total amount owed is \$277.60. **Steve moved to abate \$277.60 in uncollectible taxes owed by Mark Wilcox from 2015, Ken seconded and the motion was passed.**

Rosemary asked the board to abate the Lori and Mark Wilcox's delinquent 2019 taxes. They are both deceased. **Steve moved to abate Lori and Mark Wilcox's delinquent 2019 taxes, Ken seconded and the motion was passed.**

**5. Dakota Dubie – School Street Sidewalk**

Troy said the Dubies are doing renovations on a property they own at 36 School Street. They want to make a larger parking area on their property and would need to move some sections of our sidewalk to do that. In the past we have allowed people to do that as long as the sidewalk goes back in according to our specs. Dakota and Abby Dubie described what they want to do on their property and showed photos. Troy said he explained to them that they have to put the sidewalk back in by mid-September.

BJ asked how the sidewalk will hold up with vehicles driving over it constantly. Troy said it should be fine as long as it cures correctly. There are other sidewalks in the village in similar situations. Troy said he has no issues with allowing this.

Will said the Dubies will need to be responsible for any materials and cost involved in moving signs in that area and then putting them back.

**Diane moved to allow Dakota and Abby Dubie to remove six sections of sidewalk in front of 36 School Street along with any signs in the area under the condition that the sidewalk and signs are replaced in a fashion approved by Troy Dolan by mid-September at the latest, Steve seconded and the motion was passed.**

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

Dan said the he E-DMR and Wr-43 were submitted for review. He described work done at the wastewater treatment facility, including pressure washing, tearing down the sludge pump and replacing parts with spares that were on hand, cleaning UV channels and replacing UV bulbs. There was a pre-bid meeting with 6 contractors for the River Road pump station project. Bid opening will be July 20.

Coliform results were negative. Staff spent two days flushing hydrants. They also did some trimming and lawn mowing. Water loss for June was 8%. Anything under 20% is considered acceptable.

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

On June 23<sup>rd</sup> there was a car-pole accident on Hogback Road that resulted in a broken pole. The crew replaced the pole and restored service in 2.5 hours. The crew removed some burning limbs from the line at the end of our service territory on Foote Brook Road. They installed high voltage cover-up on all areas where Green Mountain Power's transmission lines cross our lines and also red-tagged our transmission switch at the substation in preparation for the line upgrade GMP is currently working on. They completed a 200 amp secondary service upgrade at the Jenna's Promise building on St. John's Street, upgraded the secondary service at 1602 Route 15 West and completed the 200 amp service at the new coffee roasting building for Jenna's Promise. The crew responded to an outage at Drew Fairbanks' building on Sinclair Road which was a tripped breaker on the pole. The crew cut a danger tree at 395 Lower Main West and repaired a secondary service at Peg Rowe's property related to a tree falling on the wires. Tree removal and mowing at the substation was completed. There was an outage at Jeanne and Buzz Osgood's caused by Comcast workers shaking the pole while doing an installation. Power was restored within a half hour. The crew also completed monthly meter reading, high/low checks, and Dig Safes

Semi-annual hydrant flushing was completed. The crew assisted the town with lengthening the water line at the trailhead building at Old Mill Park. The crew turned on water service at the Katy Win garage. They repaired multiple water meters throughout the village that were reading improperly. They continued filling the state's water truck. They located the manholes on West Highland Drive in preparation for Ken Harvey's paving project.

The crew repaired a table and bench at the village green for a second time this season. They hung the REAL banner on Pearl Street on Tuesday, July 6<sup>th</sup>. The banner was removed on Friday, July 9<sup>th</sup> due to grommet failure.

The crew completed the practical portion of the annual first aid/CPR certification. The computer portion will be completed later this summer. The order of new utility poles Troy placed last month to maintain adequate stock was delivered. We also received a shipment of electric meters and other line maintenance hardware. Troy created an estimate for a new 200 amp secondary service for Nathan and Jane Barbour. He created an invoice for the pole broken in the car-pole accident on Hogback Road. Including electric department time, fire department time, and the materials used, the total was \$4,269. Troy worked with Green Mountain Power to isolate their transmission line from our substation. He has been working with the contractor engineering a new 400 amp service for the EV chargers that will be installed at Jolley's. Both the digger truck and the large bucket truck were sent out and passed VT State inspection.

Troy I met with our engineer Elizabeth Emmons and Tom Emler from Capitol Earthmoving to discuss adding 15 feet of sidewalk to the sidewalk project given the poor condition of the sidewalk on School Street where the new sidewalk on Pearl Street would tie together. Initially, Troy gave approval to add that work to the project. However, after getting a response from VTrans that adding that work to the project could jeopardize the project funding, we have instructed Capitol Earthmoving not to move forward. VTrans has indicated that the village must complete that section of sidewalk on School Street on our own after the state-funded project is complete.

Troy said with the two food trucks on the green there have been issues with garbage overflowing the cans. He is asking for permission to buy one or two more cans. He's had his crew empty the cans on Friday and by Monday they are overflowing. Ken said the food truck owners should be paying for the cans. Will said they have already signed a contract but we can keep that in mind for the future. Steve said it looks like the food trucks are bringing a lot of people into Johnson. The board agreed that Troy has permission to get another can, or more if it is needed in his judgment. *(Kyle Nuse arrived at 6:40.)*

Margo Warden asked if Troy thinks the garbage is from the food trucks. Troy said yes. Margo said if there was a sign there asking people to take their trash with them she would do that. Troy said some of the trash is also from the Chinese restaurant but the majority is from the two food trucks. Steve said it would be harder for people on bikes to take their trash with them. Will said he thinks responsible people won't leave trash if the cans are full and others won't pay attention to the signs. *(Dan and Troy left at 6:42.)*

8. **Banner Policy**

Rosemary wrote up a draft banner policy. She said she used the one from Norwich with changes based on discussion at the last meeting. Steve asked if she consulted with the village attorney on it. Rosemary said no. It is just a policy, not an ordinance.

The board discussed installation fees. *(Eric Hutchins and Jackie Stanton arrived at 6:51.)* It was agreed to add a new paragraph specifying a fee of \$100 for setup and removal with exemptions for NVU and the Red Cross. If the banner fails and has to be removed outside of regular working hours there would be an additional fee of \$75. And there would be another \$50 charge if the banner needs to be put up an additional time. Ken and Will said other groups can ask for an exemption to the fee and the board can consider it. Will read the policy with the new addition.

**Ken moved and BJ seconded to adopt the Policy for Use of Banners on Public Highways as read.**

Will said the policy goes into effect upon adoption. There will be no fee for the banner that is already up.

Margo asked to hear again the language about the village manager or trustees. Will said the village manager or town clerk can reject a banner if it does not meet the criteria in the policy and then the group that wants to put it up can ask to come before the board.

Kyle asked if the banner up now would meet the criteria in this policy. Will said in his interpretation, no. The banner is not representing an event that benefits the village. Steve said that is Will's interpretation, but not necessarily the interpretation of some of the rest of the board members.

Jackie asked for the definition of an event. Will said he says it is an event if it is something that is put in the newspaper and people are invited to show up for. Lynda Hill asked, so a rally would qualify? Will said he thinks so, if you put out a notice to show up for it.

Eric Hutchins asked to have the section read again that describes the banners that are allowed. Will read it. It says that all banners must represent or promote events or particular benefits or interests to the greater Johnson community. Eric said there is a lot of room for interpretation and subjectivity in that. It seems fair and reasonable. The board will have to make some judgment calls. He said according to that language the banner doesn't have to be advertising an event. It could be about something that benefits Johnson. The board will have to decide if it benefits Johnson or if it is political. Jackie Stanton asked to have the language read again. Will read it. It was pointed out that that it has "or" not "and."

**The motion was passed.**

**9. *Racial Justice Committee Request to Hang Pride Flag***

Raven Pfaff said the wording for this item is wrong on the agenda. The request is not to fly something over Pearl Street. It is to have the Progress Pride flag flown anywhere on or near the municipal building from August 28 to September 5. The Vermont State Police have done it and Winooski has done it. August 28 to September 5 is Vermont Pride Week.

Will asked about the size of the flag. Raven said she thinks it would be standard flag size. She showed the board a picture of the flag. Will said standard size is 3x5 ft.

**Diane moved and Steve seconded to fly a 3x5 ft. Progress Pride flag on or near the municipal building from August 28 to September 5, 2021.**

BJ said his personal opinion is that when it comes to the fire department, EMS, town, etc, he doesn't think flags like that should be flown. A place like the village green would be a more appropriate location. Ken said he has similar feelings. He doesn't think anything should fly at the municipal building without voter approval but that week would be a good time to pull down the Black Lives Matter flag on the village green and swap it out for the Progress Pride flag for that week. Will said he also feels just the US flag, the Vermont flag and the fire department flag should be flown on the municipal building property. He would be opposed to any other flag being flown

there. But he would be in favor of replacing the Black Lives Matter flag on the flagpole at the village green for that time.

Diane said she thinks flying things at the municipal building is important. It shows that as a town we support those things that people think are important. But she can see that it will be three votes against two. If we can't fly it at the municipal building she will vote to fly it at the village green.

Steve said flying the flag is an investment in our community. He doesn't think a lot of people realize how many people in places like the Studio Center and the college this affects. He has gotten to know some of those people. It is a pretty important part of our community. That is why he is supporting it just as he supported the Black Lives Matter flag.

Margo asked if Raven said that the Vermont State Police are flying this flag. Raven said she believes they did during Pride Week. Winooski also raised it.

Jackie said the Progress Pride Flag was recently flown for Pride Month at the State Department and at US embassies around the world. She is hearing people saying that it is not appropriate for our municipality but it was appropriate in many other places. Will said he is responsible for people in this community. Jackie asked, do you not look to what others are doing? That is reasonable, right? Will said it is reasonable.

Jackie explained what the Progress Pride flag represents. It has the pride rainbow and a chevron with black and brown stripes representing black and brown people and blue, pink and white stripes representing trans people.

Eric said he is glad that it seems unanimous that everyone wants to put this up somewhere in the village. He hopes we would want messaging up that people of all kinds are welcome in our community. It is not just the right thing to do. It is important for the future of our town – for the population and economy – that everyone knows this is a great place to visit no matter what their color, background, etc.

Will said he would like to see the flagpole at the village green used for a multitude of resources.

Kyle said she hears Will, BJ and Ken saying that they are not comfortable with putting the Progress Pride flag on the municipal building because they feel only US, state and fire flags should be there and that they are taking care of people that way. The reason these flags exist is that they represent people who have been marginalized, who haven't been shown that the government truly affirms their lives and cares about their existence. Having a flag flown in a place of government truly shows that the government cares about everyone in the community. In her mind it is hypocritical for board members to say they are looking out for our community and then vote something like this down. It doesn't truly show that board members care about everyone in our community.

**The motion failed with Steve and Diane voting in favor and BJ, Will and Ken opposed.**

**Diane moved to fly a 3x5 ft. Progress Pride flag at the village green from August 28 through September 5.** Will said the Progress Pride flag can't be bigger than the American flag. Steve suggested we could get a slightly bigger US flag. Will said yes, if someone comes up with the

money for it and the flagpole can handle the size. **Diane agreed to a friendly amendment stating that the Progress Pride flag will be smaller than the US flag on the same pole.**

Ken asked if the Progress Pride flag will replace the Black Lives Matter flag. Diane asked, we can only have two flags there? Will said that is his understanding. Diane said she thinks we can fly more than two. She is suggesting that we fly all three. **Steve seconded the motion.** Ken said he thinks we should stick with two pretty small flags unless someone can show that it is all right to have more than two on that short pole. BJ said if we can have three flags on the pole he is okay with that. Otherwise he thinks we should replace the Black Lives Matter flag with the Progress Pride flag. Will said he is in favor of having one rotating flag in addition to the US flag. Diane asked if we can find out whether three flags can fly on that pole. Will said yes.

Margo said we have an American flag at the municipal building and American flags all along Main Street. If only two flags are allowed on that pole, could they be the Black Lives Matter flag and the Progress Pride flag for that week? Diane said she thinks that is a good suggestion.

BJ asked if that flagpole was put up for the purpose of flying the American flag. Jackie said it was erected to hang the Black Lives Matter flag and an American flag was also put there because there was a feeling that if it was just the Black Lives Matter flag it would be segregated in some sense.

Will said to him there is nothing more unifying than the US flag. Raven read some language from the flag code. Kyle said the current Black Lives Matter flag is very small. It only weighs a couple of ounces. It is not putting any strain on that pole.

Lynda said since the flagpole was put up because of the Black Lives Matter flag and not to put the American flag on, it could have the Black Lives Matter flag and Progress Pride flag. Whether there is an American flag on it or not doesn't matter because American flags are all up and down the street. Will said he would have to look at the actual motion in the minutes. He can't validate that statement without researching it. *(Dakota and Abby Dubie left at 7:29.)*

Lynda suggested that if we get a 3x5 ft. Progress Pride flag then we can just get a bigger American flag. Will said that seems okay as long as the US flag is bigger than what is under it.

Jackie said the original motion was to fly the Black Lives Matter flag along with the American flag at the village green as quickly as possible.

Raven asked how much a US flag would cost. Linda said a 4x6 ft. one can be purchased for \$36. Kyle asked if the trustees are saying they would purchase a larger flag. Will said no, but if the committee wants a larger flag he is okay with that if it is discussed with Troy.

**Diane amended her motion to say that the motion is to put up the Progress Pride flag in addition to the two flags already on the pole if the pole can handle three flags and if it cannot, then the motion is to fly the American flag and the Progress Pride flag on the flagpole for the specified week.**

Jackie asked if Troy is the one to decide if there can be three flags on the flagpole Will said yes. His crew put up the flagpole.

**The motion was passed with Steve, Diane and BJ in favor and Ken and Will opposed.** (Margo and Jackie left at 7:34.)

**10. Appointment of a VPPSA Representative**

Will said he would like to skip this agenda item.

**11. Appointment of a Lamoille County Planning Commission Board Member**

Diane said she is willing to serve on the LCPC board. **Will moved and Steve seconded to appoint Diane to the Lamoille County Planning Commission board.** Kyle said she thinks Diane is a good fit. It is important to have an active liaison between the municipality and LCPC. **The motion was passed.**

**12. Review Village Manager Job Description and Next Steps**

Meredith said she found the village manager job description from 2015 and she made a few edits. She calls this a working manager job. In some bigger municipalities the manager may just coordinate and delegate. She thinks it is important to point out that is not what this position is. She also added more about a utility background. That could make it harder to find someone but she thinks it is important. That job description described the job as full time. She worked 30 hours a week. She thinks a manager could spend 40 hours a week and have plenty to do. She doesn't think advertising it as full time is a bad idea.

Meredith said she thinks she has found some versions of the previous job posting, which has a condensed version of the job description. She can send that to Rosemary. We can have an ad with a shorter description and the full job description on the website. Will asked if Meredith can also send her recommendations to Rosemary about where to post the ad. Meredith said she will.

Diane said she thinks Johnson Works is a really important committee and it would be good to include in the job description that the manager has to attend Johnson Works meetings. Will said he thinks it would be okay if the manager just reviewed the minutes. Meredith said she would say she attended about 75% of Johnson Works meetings. They usually lasted an hour and were once a month. She does think it is an important committee to stay in touch with. She thinks it would be fine to say there should be active participation with Johnson Works. The manager doesn't necessarily have to go to every meeting but should keep in close touch with the chair. She doesn't think it would be a bad idea to add working closely with Johnson Works to the job description. It could be worded as having close contact with the chair and attending meetings when necessary.

Diane noted that the job description includes researching funding sources and where appropriate preparing grant applications. There is much grant money to be had right now. She feels it would be great to have researching and applying for grants as a separate thing and to hire someone right now to do that work because the money is available right now. We are not paying Meredith full time. She suggests hiring a grant writer. There are some out there. LCPC has names. She thinks it would be important to for us to hire someone to do that.

Will asked if Diane thinks LCPC could have someone speak to the board at its next meeting about who they would recommend, what the advantage are of having a grant writer and how employment of a grant writer would work. Would they be per diem on salaried? Part-time? He would love to speak about it further at another meeting. Diane said she can ask them.

Will said he thinks we still need to leave the grant duties in the job description. Diane said she thinks we would be able to find someone to handle that work. If we can hire someone to write grants they can get us hundreds of thousands of dollars. That will more than pay for their salary. She would like to take that out of the village manager job description and hire someone separate because she thinks we can. Will said he doesn't think it makes sense to take it out. Steve said we can negotiate specific duties at the time of hiring. BJ agreed. At that point we can tell the person they don't need to work on grants. But we want the manager to be able to do it in case it is needed or the grant writer doesn't work out. Will agreed that we need the person to have that skill. Ken said he thinks it is a good idea to have someone come to a future meeting and discuss this.

Kyle said she has lived in this village for a long time and was president of Johnson Works when Meredith was regularly attending its meetings. It is incredibly important for the business community to have a liaison that comes to Johnson Works meetings and a point person for Johnson Works to go to. Meredith was able to give input on the spot or take things back to the trustees. The connection is very important for productivity and short and long term thinking. She would highly recommend that whoever is hired as village manager is very much in touch with what the business community is doing.

Kyle said Duncan Hastings worked for both village and town – 40% village, 60% town – and at the same time Lea Kilvadyova was doing economic development. She brought in \$13+ million dollars to the community. The town merged those two positions with Brian. He does some grant writing but it gets pushed to the side. She thinks it is important to have someone designated just to bring grant funds to the town and village. The village decided to have its own manager rather than having a combined town and village manager so the village hired Meredith and the town hired Brian, rolling economic development and the town administrator position into one. In retrospect she would not do that again. It is not panning out. Meredith has been able to do the village manager job in 4 days a week. Duncan was spending 40% of his time on the village. With someone else doing economic development, that is how our village progressed.

Will asked what in the last five years has prevented the selectboard from reducing Brian's time and adding someone. Kyle said the town has a contract with Brian. But now with Meredith gone there is an opportunity for the village. The village would not hire a grant writer if Meredith were still here.

Diane said she was told that ours is the oldest sewer system in the watershed. Rich Westman is someone we should contact. We should be writing grants. Will said Rich Westman has been reached out to and he hasn't responded.

Will said talking to LCPC about a grant writer should go on the next agenda. Communication with Johnson Works should be added to the village manager job description.

Meredith said she thinks there is a lot of money out there. She is not sure how much the village can take advantage of but she is sure there are opportunities out there that someone could find if they had the time to devote to it. She thinks it is a good idea to get input on that.

Kyle asked, this job is going to be posted as full time? Will said yes, 30 to 40 hours. If we hired someone for 40 hours we would have no funds to get a grant writer. He thinks the flexibility of



advertising 30 to 40 hours is good. BJ said if the job is 30-40 hours, if we had a grant writer who left then the village manager could take on an additional 10 hours working on grants. Will said maybe they could do 30 hours of other work and 10 hours of grant writing. BJ said it is a salaried position. Ken said it doesn't matter how many hours they work because they get the same salary. Meredith worked way more than 30 hours per week. Meredith said there were definitely some weeks she worked over 30 hours.

Kyle said she is hearing two things right now. While the village doesn't have Meredith full time but is hiring her to work on a per hour basis, she thinks Diane was suggesting also getting a grant writer who would work on a per hour basis. That sounds good for now. She is suggesting that in the future maybe about 70% of what is budgeted for salary could be allocated for the village manager and about 30% for economic development. There would be two different people.

Will said leaving the village manager hours at 30-40 gives us the option of having a village manager for 30 hours and a grant writer for 10 hours. Kyle said she doesn't think that is leaving enough wiggle room open. It sounds like the whole budget will go to paying a full-time village manager. BJ said he thinks Will and Kyle are both saying about the same thing. Diane said if we advertise the position as 30-40 hours we will have to hire someone for 30-40 hours. That person really won't be able to do as much grant writing as a separate grant writer. BJ said that is why we are also talking about getting the grant writer. Kyle said if the board expects to hire someone who spends 30 hours on other village manager work and 10 hours on grants, that won't happen in reality. Will said that is based on experience with one person. Kyle said also is also based on the history with Duncan and Lea.

BJ asked how hard it was for Meredith to work on grants along with her other duties. Meredith said the village got quite a few grants in her time here, including grants for the sidewalk project, bucket truck, powerhouse demolition, area-wide plan, sewer pump station and Katy Win pump station redesign. For the most part they were utility-focused grants for emergency-type projects. She had a limited amount of time to look for grants for economic development projects. BJ asked if it would have benefited her to have a separate person to do more economic development work. Meredith said yes. More resources result in more work getting done. She thinks it is worth looking into having someone doing grant writing or economic development on a part-time basis. Utility work can easily consume 30 to 40 hours. With the new coronavirus funds it will take planning and work to figure out how to use that money and that work will be added on top of utility work. She thinks the village manager could use assistance from a person with skills in grant writing and economic development. She doesn't think leaving grant writing in the village manager job description precludes someone else from doing that work.

Diane asked, are we going to be willing to hire someone to do grant writing in addition to the person we hire as village manager? Will said he is interested in discussing this further. He doesn't think there is anything that will preclude us from getting a grant writer.

Diane said she would like to see the number of hours for grant writing changed – maybe 75% of the hours for utility work and 25% grant writing. Will said if we do that there is no need to hire someone from outside for grant writing. Diane said now we don't have a village manager so we can hire a grant writer.

Kyle asked, are you going to spend all your budget for salary on the village manager and not have money for a grant writer? That is what the board has to be smart about. Steve said theoretically a grant writer position will pay for itself. It is better to treat that as something separate. Kyle said she sees the village hiring and paying an economic development person to get grant money for the village, not to get grant money to pay for their position.

BJ said the village manager job description doesn't include pay. We can put it out and discuss at another point what to do for pay.

Ken ask, with what was added to the job description would Meredith have taken the job for what she was offered? Meredith said yes. She didn't really add duties to the job description, just clarified what the duties are. She would not make a second position just a grant writer position. She would also have it include project management because if we get grants we need to do project management.

Diane said she would like to wait another month before putting out the village manager job description so we will know if we want to hire a grant writer and take grant writing out of the job description. The other board members said they were in favor of advertising the job now. Will asked Meredith to get the necessary information to Rosemary so she can post the opening.

**13. Review Proposed Utility Services Contract**

Will said Meredith submitted a bill for work she did last month after she retired. Meredith said she worked 21 hours. She spent quite a bit of that time on the sidewalk project. Kyle asked how much Meredith is getting paid. Will said \$75 an hour. Meredith said she worked 21 hours over multiple weeks. The proposed contract states that she can work up to 15 hours a week and if she is going to go over that she will need the board chair's approval. Will said the total amount of her bill is \$1,575. Meredith said she thinks on average 15 hours a week is a good fit. Will asked if she is willing to take on additional projects depending on her time availability. Meredith said she is open to that.

**BJ moved and Ken seconded to authorize the chair to sign the utility consultant services contract with Meredith Dolan for 15 hours per week at \$75 per hour.**

Will said Meredith will do project-related work while he and Rosemary handle day to day work. Kyle asked if Meredith is working from her home or in the office. Meredith said from home.

**The motion was passed.**

Will called for a brief recess at 8:16. The meeting resumed at 8:23.

**14. Approval of \$10,000 Deposit for the Electric Bucket Truck**

Meredith said in order to get on the production schedule for the electric bucket truck we need to provide a \$10,000 deposit to the manufacturer. She can work with Rosemary to process that and get all the correct paperwork submitted. **Steve moved to authorize paying a \$10,000 deposit for the new electric bucket truck, BJ seconded and the motion was passed.**

**15. Acceptance of Coronavirus Local Fiscal Recovery Funding (CLFRF)**

**Ken moved to accept the Village's allocation of Coronavirus Local Fiscal Recovery Funding (CLFRF) from the US Treasury, along with the Award Terms & Conditions and Assurances**

**of Compliance with the Civil Rights Requirements that are requirements of accepting these funds, BJ seconded and the motion was passed.**

***16. Appoint Village's Authorized Representative for CLFRF***

**Steve moved to appoint Rosemary Audibert as the Village's "Authorized Representative" as required by the Coronavirus Local Fiscal Recovery Funding (CLFRF) from the US Treasury, to sign the Award Terms & Conditions and Assurances of Compliance with the Civil Rights Requirements by July 15, 2021, Ken seconded and the motion was passed.**

***17. Appoint Contact Person for CLFRF***

Meredith said she thinks they want a separate person to be the contact person. Susan Tinker said she would do it. **Diane moved to name Susan Tinker to be the "Contact Person" for the Village's CLFRF Award from U.S. Treasury, Steve seconded and the motion was passed.**

***18. Discussion of Trustee Involvement in Recent Events***

Kyle asked if the remaining business could be moved to come before the executive sessions. Will agreed.

Will said this past weekend Ken noticed a tear in the BLM banner over Pearl Street. He contacted Will about it and Will suggested that he contact Troy. Ken said he had already done that.

Ken said he did not contact Troy because of that. He was talking to Troy about an ATV question and he mentioned that he had seen that the banner was torn.

Will said that worked out fine, but the next day Diane came to Will's house and wanted to pick up the banner. Will told her it was a weekend so it would be time and a half to get it. She was persistent about getting it. Will told her that if Troy was comfortable with letting her pick up a key he would be all right with that. So she contacted Troy and asked to have the key because she was a trustee.

Diane said she thought Troy was not trusting her with the key as a trustee. She offered to go and get Will if Troy didn't think she would be honest about only getting the banner and Troy got very upset. She wanted to get the banner so it could get fixed and put up in time for Tuesday Night Live. It shouldn't have been a big deal. But at the same time no one knew where it was. Rosemary and Brian didn't know. Those are people who should have known.

Will said he disagrees that the town administrator should know about village business. That is not his job.

Kyle said the point is that there was no communication from the leaders of the town so people concluded it could have been a hate crime. No one who was in a place of authority who people could contact knew what had happened to it. The police were called several times. The police are upset that there was no communication. There was a failure in communicating with fellow trustees and members of the public.

Ken said he talked to Troy at 6:00 p.m. on Friday night. The banner was dangling so Troy's crew went up to get it. Kyle said if they were able to go pick up the banner after hours someone should have had 5 minutes to write an email to the right people so they would know what was happening. Ken asked who they were supposed to write to. Kyle said as chair Will should have written to the

rest of the board, put up a Front Porch Forum post and let the chair of the Racial Justice Committee know. The Racial Justice Committee should have been contacted right away.

Will said he will consider that in the future. He wants to inform Diane and others on the board that village trustees do not have access to locked public buildings. They can't go into Rosemary's office, the fire station or the wastewater treatment facility. He informed Diane that the village would have to pay for three hours of time and a half to send someone to pick the banner up and she chose to disregard that. It was irresponsible to incur that cost. Why should the taxpayers have to pay for the banner's failure?

Diane said Jeff Parsons came to the garage. It was a 5 minute drive and he said he wouldn't charge for it. Will said it is not his call whether to charge. In his contract it says that if it an employee is called out after hours it is a 3-hour charge.

Ken said he did not know he should have called Will. He only called him because he had told Troy to do something. Will asked if Ken told Troy to take care of the banner or informed him about the banner. Ken said he didn't say that Troy should take care of the banner. He just said he that he didn't know if someone should go and deal with it.

Will said he feels what Diane did was wrong. He hopes all board members can learn from that and make better choices next time. Board members do not have access to locked buildings.

Diane said Troy told her that it was policy not to let anybody into the building. She had read the policy and procedure manual and hadn't seen that anywhere in there. She didn't think she was going against any policy. She doesn't know where the 3-hour charge comes from. Will said from the union contract. Diane said board members should see the contract. Will asked Rosemary to send it to Diane.

Will said he wants to be clear that causing taxpayers any undue fee is what we want to avoid.

Kyle said many people have access to the municipal building for community meetings, etc. She has never seen it in writing that board members don't have access to buildings. Is that in policy anywhere? Rosemary said the upstairs of the municipal building has a separate lock from the downstairs office. Kyle said people do have keys to the municipal building. Will said they have access to the public space. The banner was in the electric department garage.

Kyle said the sheriff's department was upset because of the lack of information. They started an investigation. That was a cost to the taxpayers. If we are talking about being responsible for taxpayers' money, many things could have been avoided by better communication.

***19. Executive Session for Discussion of a Contract***

**Diane moved to go into executive session for discussion of a contract pursuant to 1 VSA § 313 (1)(A), Ken seconded and the motion was passed.**

Kyle asked what the contract discussion is pertaining to. Will said it is legal advice on a legal contract.

**The board entered executive session at 8:44, inviting Rosemary and Meredith to remain.** The board came out of executive session at 9:04. No action was taken.

**20. *Executive Session for Personnel Matter***

It was moved and seconded to enter into executive session at 9:04 for a personnel matter pursuant to 1 VSA § 313(3), inviting Meredith Dolan, Troy Dolan and Rosemary Audibert to remain and the motion was passed. The board came out of executive session at 9:35. No action was taken.

**21. *Adjourn***

**The meeting was adjourned at 9:35.**

*Minutes submitted by Donna Griffiths*

UNAPPROVED