

**Selectboard Agenda
Johnson Municipal Offices
293 Lower Main West**

Date: Monday, August 2, 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 July 13th and 19th 2021

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

7:15 p.m. Administrator's Report, Action items, signature required items.

Members of the Public:

None Scheduled

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

1. (D, A) Town Assessor Position/Contract (15 minutes)
2. (D, A) Proposed Letter of Interest for Recreation Grant (5 minutes)
3. (D, A) Financing Agreement for New Tandem (10 minutes)
4. (D, I) Projects and Priorities (60 minutes)
5. (D, I) Discuss Negotiations of New Town Gravel Pit as allowed by **1 V.S.A. § 313(a)(1)** (10 minutes)
6. (D, I) Discuss Evaluation of Personnel as allowed by **1 V.S.A. § 313(a)(3)** (10 minutes)
7. (D, A) Compensation of Public Works Supervisor (5 minutes)

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

Town Administrator's Report

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

1. (D, A) Town Assessor Position/Contract (15 minutes)

Two individuals have submitted proposals for assessing services for the town.

2. (D, A) Proposed Letter of Interest for Recreation Grant (5 minutes)

As a continuation of the recreation planning that went into our requests to our congressional representatives, we have the opportunity for a large grant from the Vermont Outdoor Recreation Economic Collaborative (VOREC).

3. (D, A) Financing Agreement for New Tandem (10 minutes)

The financing agreement for our new tandem is available for execution.

4. (D, I) Projects and Priorities (60 minutes)

Detailed planning process around the available projects and how those reflect the boards priorities.

5. (D, I) Discuss Negotiations of New Town Gravel Pit as allowed by **1 V.S.A. § 313(a)(1)** (10 minutes)

6. (D, I) Discuss Evaluation of Personnel as allowed by **1 V.S.A. § 313(a)(3)** (10 minutes)

7. (D, A) Compensation of Public Works Supervisor (5 minutes)

GENERAL INFORMATION ITEMS

Information Items:

- 1.Thank you card: Anne Mullings
- 2.Employment Application: B.B.

Budget Items:

Legal Issues:

VLCT: PACIF

State/Federal Issues:

Administrator's Correspondence:

Workshops:

Newsletters: Public Management July 2021

Brochures & Ads:

Selectboard issues/concerns:

Executive Session:

Other Business:

Adjourn



VERMONT MUNICIPAL GRAND LIST MAINTENANCE LLC

To whom it may concern,

Allow me to introduce myself. I am Terri Sabens, Vermont Property Appraiser III (VPA III). I established the Vermont Municipal Grand List Maintenance, LLC (VTGLM) in 2019. I realized then that there was a big problem in Vermont with attempting to fill a Lister position with experienced personnel. I chose this LLC to assist municipalities with maintenance of their grand list and to help look for folks to train and accomplish their goals in this field. I've realized over the years that it requires at least five to eight years to fully understand all the "nuts and bolts" of keeping an accurate grand list, how to manage all the changes, learn inspections and CAMA use, maintain great customer service, et cetera.

Perhaps your municipality may be looking to fill these part-time positions. If so, please contact me and I will assist in any way I can. I am in the process of training a few people to maintain records for a minimum of 2 to 3 towns each. In order for me to handle the large need for this position, the municipality would need to be using NEMRC Cloud (for access to the CAMA Microsolve program as well as the grand list) and the land records to be accessible online. If these requirements are not an option, remote access would be an alternative; however, I would need to review the work being done on your specific grand list each week (from my home work site).

I am attaching my resumé for your consideration. I am happy to provide references as needed. You may contact me to set up a meeting and talk about our availability, hiring options, and rates.

Best Regards,

Terri J. Sabens, VPA III
Vermont Municipal Grand List Maintenance, LLC
Municipal Grand List Maintenance and Consultation

Enclosure

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Milton, VT 05468
(802) 893-2088
tjsabens@yahoo.com

EDUCATION:

Vermont Association of Realtors - Real Estate Appraisal
Champlain College - Excel Course
Burlington High School

APPRAISAL COURSES AND SEMINARS:

- R1/G1: APPRAISAL BASICS GENERAL AND RESIDENTIAL (2004) R2/G2: SINGLE FAMILY APPRAISAL RESIDENTIAL (2004)
- RS/GS: NATIONAL USPAP (UNIFORM STANDARDS OF PROFESSIONAL APPRAISAL PRACTICE) (2004)
- REPORT WRITING (2004)
- Real Estate Continuing Education - Salesperson's Pre-Licensing (2005)
- Champlain College - Excel Course (2005)
- NEMRC - Grand List Seminar ~ (2009 thru 2019)
- NEMRC - COMMERCIAL SEMINAR ~ (2009)
- LISTER TRAINING ~ (2015)
- RESIDENTIAL DATA COLLECTION ~ (2015)
- NEMRC - CAMA & MSOL SEMINAR ~ (2015, 2016, 2018, 2019,2020)
- CURRENT USE TRAINING ~ (2018, 2019)
- SOLAR & CELL TOWER VALUATION ~ (2018)
- VERMONT PROPERTY APPRAISER III ~ (2015)
- IAAO 112: INCOME APPROACH TO VALUATION II ~ (2018)
- IAAO 311: RESIDENTIAL MODELING CONCEPTS ~ (2018)

TITLES HELD:

Vermont Property Appraiser (VPA I)
Vermont Property Appraiser (VPA II)

Vermont Property Appraiser (VPA III)

EXPERIENCE:

* Owner (Independent Contractor) Vermont Municipal Grand List Maintenance LLC
06/2019 – present ~ 20 +/- hours/week

Working in Morristown/Morrisville doing grand list maintenance, training new Lister's and office staff.

Working in Jericho helping with grand list maintenance and training existing Listers.

* Town of Essex; Assistant (to) Assessor (Property Valuation) 03/2008 – 06/2019
40 Hours/Week

All grand list maintenance;

This includes but not limited to following the scope of the Vermont State statutes and the Lister's handbook for real estate appraisal laws;

I must pay very close attention to detail to maintain accurate files and information for all properties in our jurisdiction; this includes inspections, measurements, sketching and valuation analysis to complete zoning permit inspections issued by Essex Town and Essex Village Planning and Zoning departments;

Coordinate visits with the Zoning Administrators for both town and village requiring inspections to keep the files up to date and be sure the permits are in compliance with the issuance;

Prepare and mail all change in appraisal notifications after changing values by evaluating the market and sales, reviewing all grievance letters, schedule hearings, send result of grievance notices;

Prepare for BCA (Board of Civil Authority) hearings by following the policies, present evidence of property values;

Assist and advise the public on a daily basis with property record information, recent sale activity, current policies and operations of the statutes; I also created sales books to help customers easily find all recent valid and invalid sales;

Understand all property issues and evaluate issues that affect true market value and sales to ensure that fair taxation and the policies are correct and in place;

I am able to understand and input all Current Use and the Town Farm Stabilization programs that are an important task to keep accurate records;

Required to continually communicate with the Town Clerk and Finance departments to ensure that tax bill information is correct by following the proper procedures with State downloads (HS-122) and property transfer tax returns for ownership;

I had re-organized that office to make it more efficient and have accurate

records, I was able to get the property record cards on-line and obtain MLS (Multiple Listing Service) to keep our CLA (Common Level of Assessment) & COD (Coefficient Of Dispersion) tight for more accurate State sales studies;

When I was hired in 2008, Essex had just gone through a reappraisal (2007) and I spent quite a few years fixing all the issues and errors to make the records and fair taxation more accurate.

* Town of Milton; Head Lister (elected position) 03/2008 – 2014
As Needed/Year

Duties for Lister's are/were granted to the contracted assessor, therefore my responsibilities were to oversee the Lister's office, help with zoning permit inspections when needed, review grand list changes, assure that notifications are done in a timely manner, attend grievance and BCA hearings.

* Vermont Municipal Assessor; Deputy Assessor 05/2005 - 02/2008
40 Hours/Week

Assisted the assessor in contracted towns on grand list maintenance with a majority of the time spent in Shelburne conducting the 2008 town wide re-appraisal inspections;

I was the sole employee to conduct the reappraisal by doing 95% of all inspections, attention to detail was very important in able to have accurate data input;

Duties listed above (in Town of Essex) were also my responsibilities in each town;

The towns I was mainly responsible for were Shelburne, St. George and Panton, but I also helped in other towns for the reappraisal's grievance hearings and inspections.

* 02/2004 - 05/2005

Time spent on taking the Vermont Real Estate appraisal courses, studying and doing research for the classes. Also worked part time at Shaw's Supermarket.

* IBM - Manufacturing Operator, Production Specialist & ISO Auditor/Lead Assessor 04/1984 - 02/2004
40 Hours/Week

Duties included but not limited to;

Back up department lead (supervisor) included managing the department and the tool processes, duties included making sure that all processes and tools were covered, breaks were covered and shift communications were done;

Processing computer chips in various operations. Most of my career was inspecting and verifying the product quality;

Submitting ideas to have implemented to help save process times;

Lead assessor and auditor for ISO (International Standard Organization) 9001, this consisted of serving as the primary coordinator and having to read and understand all processes documentation for various departments throughout manufacturing;

Preparing for various department audits by arranging the proper questions for each process per audit;

Conducting audits by doing the analysis of the activities and policies related to each process and records then having to report them.

* Memberships - Blue Star Mothers of Vermont (Pet Coordinator) & Patriotic Instructor 2013 – Present

The Blue Star Mothers of Vermont are mothers who have/had sons or daughters in the military. We do emergency support for our Vermont veterans. We also offer a variety of services for veterans and their pets which is all funded by donations which I am responsible for all grant writing and fundraising.

As the primary pet coordinator, I help our veterans with emergency veterinary support for their pets, look for and screen temporary foster homes for deployed military or veterans in need of short-term pet care, et cetera. Matching up veterans with emotional support/comfort dogs is also a big part of the program along with coordinating them with a professional contracted trainer.

I screen and interview all potential veterans for our self-training service dog program, determining the difference between need and want is an important responsibility.

I have worked with the State Department of Corrections for the last six years working on our puppies in prison program which included getting all the contracts written, drafting the Memorandum of Understanding (MOU), overseeing the curriculum with the contracted trainers, working with attorneys, et cetera.

I am solely responsible for the total budget for this program; I need to be sure that we stay within the funds that have been raised from grant writing, donations and fundraisers.

The project area map shows existing resources and new opportunities.



LEGEND

- Site Options for Recreation Bridge
- Lamolite Valley Rail Trail & New Welcome Center at Trailhead
- Old Mill Park and Johnson Sk&Park & Bike Track, Community Garden, Future Dog Park and Basketball Court
- Future Multi-use trail & Community Center
- Future Purchase: Holmes Meadow for Fishing, Boat Access, Other Uses

The 2001 Survey shows public support for recreation improvements. It was the basis for work done to date, and key elements of our project.

Item No.	Item Description	Urgent	Important
1	Establish Child Protection Policy	20	20
2	Scribner Bridge Restoration and Maintenance	19	20
3	Update safety policies and manual	20	19
4	Gravel pit planning	20	18
5	EAB Prep and response -- budget	20	17
6	Transfer station agreement	20	15
7	Revolving Loan Committee	20	14
8	GIS Mapping and update grant opp	20	12
9	Holcombe House maintenance plan	19	13
10	Law Enforcement Study Committee	18	18
11	Establish Policy for Properties Acquired at Tax Sale	18	18
12	MOU Re: Town/Village Office Staff	18	16
13	Water access on Legion Field	18	16
14	Next Steps in School Merger	17	10
15	Labor Relations	16	20
16	Jewett Property Development	16	17
17	Compost facility	16	16
18	Social Justice workshops	16	15
19	Cold Storage Building Maintenance	16	14
20	Encourage private business in to promote rec assets	16	12
21	Graffiti Removal Powerhouse Bridge	16	7
22	Rail Trail Maintenance	15	15
23	Committee Planning and Goals	15	14
24	Community business mailing budget for?	15	11
25	Library Flood Preparation	14	18
26	Broadband access townwide	14	14
27	Talc Property MTB Trails	14	13
28	Mill House Subdivision	14	12
29	Questionnaire for Nonprofit Appropriations	14	12
30	Redesign Lendway Ln / RR Street / Mill Park intersec	14	11
31	Legion Field Master Plan	12	16
32	Special Events Ordinance	12	16
33	Merger study	12	15
34	Manchester, Parker & Sterns Property	12	13
35	Speed Limit Ordinance	11	15
36	Regular public updates from Brian	11	13
37	Class 4 Road Policy	11	12
38	Logging of Tatro Property	11	11
39	Social Media Policy	10	14
40	Town Sewer District	10	12
41	Code of conduct for Selectboard	10	10
42	Town Clerk Succession Plan	9	17
43	New' cemetery across from Parker & Sterns	9	17
44	TAC Planning of Rt 15 east of village -- AOT Safety At	9	15

45 Assistance to Jenna's Promise	9	13
46 Stop Sign Ordinance	9	13
47 Clock tower planning	9	12
48 Sinclair Rd ROW 3 rod designation	9	10
49 Medical Ctr in Johnson	8	15
50 Fishing access @ Holmes Meadow River Rd West	8	8
51 Clay Hill Pedestrial Path -- NVU to Mill Park "Johnsor	8	8
52 Standing water on Town roads In Village	7	12
53 Street naming ordinance	7	11
54 Make over Muni Building entryway	6	15
55 Branding of Johnson	6	13
56 New Website	6	13
57 Snowmachine access to village	6	12
58 Green Mtn Byways -- delegate	6	10
59 VASA / ATV Ordinance review	6	6
60 Relationship with NVU	5	17
61 Ice jam / flood study	5	16
62 False Alarm ordinance	4	12
63 Evergreen Ledge Ownership	4	11
64 Big Picture Vision of Tatro Property	4	4
65 Bridge between Mill Park and Skate Park	2	4
66 T.Hill Waterline	1	1