

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

Date: Monday, November 15, 2021

Agenda:

CALL TO ORDER

REVIEW OF AGENDA AND ANY ADJUSTMENTS, CHANGES AND ADDITIONS

6:45 p.m. Review Invoices and Orders

7:00 p.m. Review and approve minutes of meetings past November 1st, and 9th 2021

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

7:10 p.m. Review Planned Purchases

7:15 p.m. Public Works Supervisor/Highway Foreman Report

7:25 p.m. Racial Justice Committee Report

7:35 p.m. Administrator's Report, Action items, signature required items.

Members of the Public:

None

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

1. (D, A) Speed Limit Ordinance (10 minutes)
2. (D, A) Record Retention Policy (10 minutes)
3. (D, A) Discussion on the Appropriate Number of Racial Justice Committee Seats (10 minutes)
4. (D, A) Racial Justice Committee Appointments (5 minutes)
5. (D, I) Discussion of Topics Planned for Town and Village Joint Meeting (10 minutes)
6. (D, I) Lamoille County Sheriff's Department report for October 2021. Sent via e-mail.
7. (D, I) Executive Session to Discuss Ongoing Negotiations for Possible Future Gravel Pit (10 minutes)
8. (D, I) Executive Session to Discuss Candidates for Public Works Operator Position as Allowed by **1 V.S.A. § 313(a)(3)** (15 minutes)

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

Town Administrator's Report

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Members of the Public:

None

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

1. (D, A) Speed Limit Ordinance (10 minutes)

The ordinance has been discussed at the October 18th meeting. To continue the process the board may vote to adopt the ordinance. If adopted, the ordinance will be made available at five conspicuous places in town and a warning published in the newspaper. During the next 45 days the voters may submit a petition to require the ordinance be reconsidered at a special town meeting. Otherwise, the ordinance will go into effect 60 days after its adoption.

2. (D, A) Record Retention Policy (10 minutes)

Modifications to the proposed Record Retention Policy have been made to make the process of reviewing existing records and new records more procedural. There will be an annual review of documents covered by the policy and at that review documents that are of a new or questionable type.

3. (D, A) Discussion on the Appropriate Number of Racial Justice Committee Seats (10 minutes)

Due to the history of the RJC being originally a joint venture of the Town and Village, it is the only Town committee that has a permanent structure with an even number of seats. The question remains, what is the ideal number of seats for the committee?

4. (D, A) Racial Justice Committee Appointments (5 minutes)

Shayne Spence has affirmed that he is still interested in serving on the RJC.

5. (D, I) Discussion of Topics Planned for Town and Village Joint Meeting (10 minutes)

The upcoming joint meeting of the Town and Village is tentatively scheduled for November 24th. The current topics for discussion are brownfield projects, joint Town and Village property, specifically the public works facilities, economic development/grant writer/planner, and updating terms in joint personnel policy.

6. (D, I) Lamoille County Sheriff's Department report for October 2021. Sent via e-mail.
7. (D, I) Executive Session to Discuss Ongoing Negotiations for Possible Future Gravel Pit (10 minutes)

It is suggested that premature public knowledge about the negotiations to acquire a new gravel pit would cause the Town to suffer a substantial disadvantage because confidential discussion of the town's position would be revealed. If so, then executive session would be allowed by **1 V.S.A. § 313(a)(1)**.

8. (D, I) Executive Session to Discuss Candidates for Public Works Operator Position as Allowed by **1 V.S.A. § 313(a)(3)** (15 minutes)

GENERAL INFORMATION ITEMS

Information Items:

1. **Vermont Health Dept survey**
2. **National Opioids Settlement re: settlement overview**
3. **Jack Corse re: propane safety**

Budget Items:

1. **LCPC request for \$1,877**
2. **Lamoille Home Health request for \$10,338**
3. **Meals on Wheels request for \$4,000**

Legal Issues:

VLCT: PACIF

- 1.

State/Federal Issues:

1. **Pilot Payment for FY2022**

Administrator's Correspondence:

Workshops:

Newsletters: Lamoille Conservation District Fall 2021

Brochures & Ads: Efficiency Vermont lighting

Selectboard issues/concerns:

Executive Session:

Other Business:

Adjourn

Town of Johnson

Speed Limit Ordinance

1. Authority

Pursuant to the provisions of Title 23, Vermont Statutes Annotated, Section 1007 and 1008, and Title 24, Vermont Statutes Annotated Sections 1971 and 2291(1)(4) and (5), and such other general enactments as may be material hereto, it is hereby ordained by the Board of Selectmen of the Town of that the following Traffic Ordinance is adopted for the Town of , Vermont.

2. Definitions

The definitions of Title 23, Vermont Statutes Annotated, Section 4 are incorporated by reference.

3. Scope

The ordinance establishes special traffic regulations on public highways within the Town of Johnson, Vermont.

4. Speed Regulations

On the basis of engineering and traffic studies, the following speed limits are hereby established.

Plot Road – 35 miles per hour for the length of the road.

School Street – 25 miles per hour for the length of the road.

Mine Road – 35 miles per hour for the length of the road.

Wilson Road – 35 miles per hour for the length of the road.

Foote Brook – 35 miles per hour for the length of the road.

Upper French Hill – 25 miles per hour for 1,320 feet from intersection with Railroad Street. 35 miles per hour for remainder of the length of the road.

Codding Hollow Road – 35 miles per hour for the length of the road.

Cemetery Road – 35 miles per hour for the length of the road.

Swamp Road – 35 miles per hour for the length of the road.

Clay Hill Road – 25 miles per hour for 600 feet from intersection with School Street. 30 miles per hour until intersection with Gould Hill. 35 miles per hour from intersection with Gould Hill for remainder of the road.

Ben Ober Hill Road – 35 miles per hour for the length of the road.

Fox Lot Road – 35 miles per hour for the length of the road.

Tree Farm Road – 25 miles per hour for the length of the road.

Ober Hill Road – 35 miles per hour for the length of the road.

Mudgett Hill Road – 35 miles per hour for the length of the road.

Spitzer Hill – 35 miles per hour for the length of the road.

Whitcomb Island Road – 35 miles per hour for the length of the road.

Hoag Road – 35 miles per hour for the length of the road.

Rocky Road – 35 miles per hour for the length of the road.

Hunter Road – 35 miles per hour for the length of the road.

Sinclair Road – 25 miles per hour from intersection with Vermont Route 100C to Rocky Road.

Gould Hill – 25 miles per hour for 3,960 feet from intersection with Vermont Route 15. 35 miles per hour for the remainder of the road.

Prospect Rock – 35 miles per hour for the length of the road.

West Settlement – 35 miles per hour for the length of the road.

RR St./Lendway Lane – 25 miles per hour for the length of the road.

River Road East – 25 miles per hour from intersection with Railroad Street for 2,200 feet. 35 miles per hour for the remainder of the road.

Grow Road – 35 miles per hour for the length of the road.

Collins Hill – 25 miles per hour for 1,320 feet from intersection with Lower Main East. 35 miles per hour for the remainder of the road.

Wescom Rd – 25 miles per hour from intersection with Vermont Route 15 for 1,500 feet. 35 miles per hour for the remainder of the road.

Duke's Road – 35 miles per hour for the length of the road.

5. General Provisions

A. Separate Offenses:

Each violation of a provision of this ordinance shall be deemed a separate offense.

B. Penalties:

The provisions of this ordinance shall be cumulative to the fullest extent permitted by law with respect to all other statutes or ordinances now or hereafter adopted regardless of their order of passage or enactment.

C. Severability:

The provisions of this ordinance are declared to be severable and if any provisions hereof be adjudged invalid such judgment shall not affect the validity of any other provisions.

D. Designation:

This ordinance may be referred to as the Traffic Ordinance and in a prosecution hereunder a copy of such ordinance, certified by the Town Clerk shall be prima facie evidence thereof. An allegation that the act constituting the offense charged is contrary to a specified provision of this ordinance shall be a sufficient reference hereto.

E. Repeal of Prior Ordinances:

Any other ordinance or traffic regulation heretofore adopted by the Town of is hereby repealed.

Adopted this _____ day of _____, 20__.

SIGNATURES:

Adoption History

1. Agenda item at regular Selectboard meeting held on __10/18/2021__.
2. Read and approved at regular/special Selectboard meeting on _____ and entered in the minutes of that meeting which were approved on _____.
3. Posted in public places on _____.
4. Notice of adoption published in the _____ newspaper on _____ with a notice of the right to petition.
5. Other actions [petitions, etc.]

TOWN/CITY OF JOHNSON RECORDS MANAGEMENT POLICY & RETENTION PLAN

1. PURPOSE

All Vermont public agencies are responsible for creating, managing, and disposing of records in accordance with State and Federal laws and regulations. This policy is to ensure that all Town of Johnson employees conform with and are aware of those mandates.

2. SCOPE

All Town of Johnson records are public records defined by 1 V.S.A. § 317 as: “any written or recorded information, regardless of physical form or characteristics, which is produced or acquired in the course of public agency business.”

3. POLICY STATEMENT

It is the policy of Town of Johnson to comply with 1 V.S.A. Chapter 5, Subchapter 3 (referred to as “Vermont’s Public Records Laws”.) All written or recorded information, regardless of physical form or characteristics, which is produced or acquired in the normal course of town business, shall be managed in accordance with the Record Retention Schedule below.

4. UNIFORM LAWS, STANDARDS, AND PROCEDURES

- a. 1 V.S.A §§315-320: Access to Public Records, including V.S.A. § 317A: Disposition of Public Records
- b. <https://www.sec.state.vt.us/media/27740/PublicRecordsLaw.pdf>
- c. 3 V.S.A. § 117: Vermont State Archives and Records Administration
- d. <http://legislature.vermont.gov/statutes/section/03/005/00117>
- e. 3 V.S.A. § 218: Agency/Department Records Management Program
<http://law.justia.com/codes/vermont/2012/title03/chapter9/section218>
- f. Archives and Records Management Handbook <https://www.sec.state.vt.us/archives-records/records-management/handbook.aspx>

5. GENERAL RECORD SCHEDULES and DISPOSITION ORDERS

Vermont State Archives & Records Administration's (hereafter referred to as VSARA) General Record Schedules (GRS) shall govern the management of records, specifically access, retention, and disposition. In limited circumstances Disposition Orders (DO) may continue to be used until superseded by GRS.

In a few instances VSARA has yet to issue a GRS to define the retention period. These documents will be retained until a ruling has been made.

6. RECORDS MANAGEMENT GUIDELINE

On an annual basis beginning in July, 2022 and every July thereafter, the Town of Johnson will review and dispose of any records that have been completed, closed, expired, or superseded as specified in the Record Retention Schedule (below) provided that:

- a. The record has been authorized for destruction through a GRS or DO; and
- b. The minimum retention requirement for the record, as stated in the applicable GRS or DO, has been fully met.
- c. Any additional retention requirement adopted by the town/city and included in this policy has been fully met.

Records not yet covered by this policy will not be destroyed and will be retained by the Town of Johnson. During each annual review records not yet covered by the policy will be reviewed for relevant GRS or DO guidance.

VSARA has defined the term "permanent retention" as meaning until the State of Vermont no longer exists.

The term "audit" is defined as an examination by a public accounting firm.

Documents may be scanned for ease of access, but this is not considered permanent retention unless provision is made by the Town of Johnson to transfer files to future file formats.

To bring the Town of Johnson into compliance with this policy, an internal review and subsequent destruction of records as authorized by this policy will take place beginning in July, 2022.

This Policy supplants any Record Retention Policy or practices in existence prior to its effective date. All earlier revisions of this document are superseded by this revision.

7. REFERENCES

The following references are used for determining the record retention schedule: Disposition Order (DO), State of Vermont Agency of Administration, Public Record Division, State of Vermont General Record Schedule (GRS) and VSARA, and the Environmental Protection Agency. (add/edit list of references as necessary)

(list appropriate GRS & Dos by names/numbers)

- GRS-1000.1002 Accounting Records
https://www.sec.state.vt.us/media/66914/GRS-10001002_Accounting.pdf
- GRS-1000.1012: Budget Records
https://sos.vermont.gov/media/o2mb3bga/grs-10001012_budgetrecords.pdf
- GRS-1000.1103: Operational / Managerial Records
https://sos.vermont.gov/media/klxll2ro/grs-10001103_managing.pdf
- GRS-1009.1103: Payroll Management Records
https://sos.vermont.gov/media/20shnjyc/grs-10091103_payrollrecords.pdf
- GRS-1304.1103: Personnel Files
https://sos.vermont.gov/media/zdka4izb/grs-13041103_managingemployees.pdf
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8. RECORDS RETENTION PLAN

The following table reflects the types of records maintained by the (name of town), their location, GRS or DO retention references, retention required by the reference, and the town/city additional retention requirements. This policy authorizes town/city employees to properly dispose of records that have reached the end of their retention period.

| Type of Record | Location | Applicable GRS or DO | Retention |
|-----------------------------|----------------------------------|-----------------------------|-------------------------------------|
| Routine Security Recordings | NA | GRS-1000.1103.145 - Logs | Continuously recorded over, 0 years |
| Security Recordings | Municipal Office Common Drive | GRS-1000.1103.144 - Reports | Minimum 3 years |

Adopted at Selectboard Meeting on : _____

Selectboard Chair

Selectboard members:
