

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

**Masks are required to attend the meeting in person.**

**Please join by Zoom if you cannot wear a mask.**

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

+1 646 558 8656 US (New York)

Meeting ID: 344 652 2544

Passcode: 15531

**Date: Monday, April 18, 2022**

**Agenda:**

**CALL TO ORDER**

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

6:30 p.m. Selectboard issues/concerns

6:35 p.m. Review Invoices and Orders

6:50 p.m. Review and approve minutes of meetings past April 1<sup>st</sup> and 4<sup>th</sup>, 2022

6:55 p.m. Treasurer's Report and review and approve bills, warrants, licenses and any action items.

8:00 p.m. Public Works Supervisor/Highway Foreman Report

8:15 p.m. Historical Society Report

8:25 p.m. Review Planned Purchases

8:35 p.m. Administrator's Report, Action items, signature required items.

**Members of the Public:**

7:00 p.m. Representatives from the Vermont State College System, Chancellor Sophie Zdatny, CFO/COO Sharron Scott, and Director of External and Governmental Affairs Katherine Levasseur

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

1. (D, A) Use of American Rescue Plan Act Funds (15 minutes)
2. (D, A) Plot Cemetery Trust Transfer (5 minutes)
3. (D, A) Draft Request for Proposals for Cemetery Maintenance (15 minutes)
4. (D, A) Lamoille FiberNet Appointments (5 minutes)
5. (D, A) Discussion on Mobile Selectboard Meeting to Inspect Roads (15 minutes)
6. (D, A) Project Commitment Form for Scribner Bridge Scoping Study (5 minutes)
7. (D, A) Noise Ordinance Waiver Requests (10 minutes)
8. (D, I) Update on Local Cannabis Licenses (10 minutes)
9. (D, I) Planning for Sheriff's Contract Renewal (15 minutes)
10. (D, I) Executive Session for Planning for Sheriff's Contract Negotiations (10 minutes)
11. (D, I) Executive Session Update on River Road East Stormwater (10 minutes)
12. (D, I) Executive Session to Discuss Planning for Labor Negotiations (10 minutes)
13. (D, I) Executive Session Attorney Communications ATV Agreement (5 minutes)

Executive Session (if needed), and Adjourn

## Town Administrator's Report

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7:00 p.m. Representatives from the Vermont State College System, Chancellor Sophie Zdatny, CFO/COO Sharron Scott, and Director of External and Governmental Affairs Katherine Levasseur

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

1. (D, A) Use of American Rescue Plan Act Funds (15 minutes)

For the first quarter reporting period ending April 30<sup>th</sup>, we must include if we intend to use American Rescue Plan Act (ARPA) funds for revenue replacement, and if so, what our deduction will be. This does not require us to commit the funds to a particular expense or project.

2. (D, A) Plot Cemetery Trust Transfer (5 minutes)

David Marvin has been managing a trust fund for the upkeep of Plot Cemetery. The bank fees for the trust fund have become burdensome and are expending the trust rapidly. David would like to donate the funds to the Town of Johnson for the purpose of upkeep and maintenance of Plot Cemetery.

3. (D, A) Draft Request for Proposals for Cemetery Maintenance (15 minutes)

A draft RFP for cemetery and gravestone maintenance is available.

4. (D, A) Lamoille FiberNet Appointments (5 minutes)

Lamoille FiberNet needs the Johnson representative and alternates to be confirmed by the Selectboard before their annual meeting. Charlotte Reber and Paul Warden are willing to continue to serve as Johnson's representative and alternate.

5. (D, A) Discussion on Mobile Selectboard Meeting to Inspect Roads (15 minutes)

The board may discuss and plan for a meeting to inspect some or all of the roads in Johnson. The topics of the inspections may include road reclassification, paving improvements, stormwater improvements, etc.

6. (D, A) Project Commitment Form for Scribner Bridge Scoping Study (5 minutes)

We have been awarded Transportation Alternatives Grant to complete a scoping study of Scribner Bridge. In order to proceed we must adopt a commitment to adhere to the conditions of the grant.

7. (D, A) Noise Ordinance Waiver Requests (10 minutes)

We have received to noise ordinance waiver requests from the SkatePark.

8. (D, I) Update on Local Cannabis Licenses (10 minutes)

We may review the current state of the information provided to the local Cannabis Control Commission for its review of licenses.

9. (D, I) Planning for Sheriff's Contract Renewal (15 minutes)

A review of the needs and wants of the Town in advance of negotiating the next Sheriff's Contract Renewal.

10. (D, I) Executive Session for Planning for Sheriff's Contract Negotiations (10 minutes)

Some areas of discussion may not be appropriate for open session. The board may determine that premature disclosure of the particulars of the board's position would place the town at a substantial disadvantage. If so, then an executive session to plan for contract negotiations would be permitted by **1 V.S.A. § 313(a)(1)**.

11. (D, I) Executive Session Update on River Road East Stormwater (10 minutes)

The board may discuss the disposition of stormwater improvements on River Road East. We have an update provided by the Town's attorney. The board may determine that premature public disclosure of the communication may place the town at a substantial disadvantage. If so, then an executive session to review the update on the River Road East Stormwater improvements would be permitted by **1 V.S.A. § 313(a)(1)**.

12. (D, I) Executive Session to Discuss Planning for Labor Negotiations (10 minutes)

The board may discuss it's planning and positions in advance of renewed labor negotiations. The board may determine that premature public disclosure of the board's negotiating positions may place the town at a substantial disadvantage. If so, then an executive session to plan for labor negotiations would be permitted by **1 V.S.A. § 313(a)(1)**.

13. (D, I) Executive Session Attorney Communications ATV Agreement (5 minutes)

The board may discuss the VASA Trails Program Resolution of Commitment from Municipality document. We have an update provided by the Town's attorney on the document. The board may determine that premature public disclosure of the communication may place the town at a substantial disadvantage. If so, then an executive session to review the communications from our attorney would be permitted by **1 V.S.A. § 313(a)(1)**.

## **GENERAL INFORMATION ITEMS**

### **Information Items:**

1. Dog Bite: 3/19/22
2. Thank you card: Nancy Records
3. NEMRC: audit services

### **Budget Items:**

### **Legal Issues:**

### **VLCT: PACIF**

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

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

**Workshops:** Legal and Effective Meetings

**Newsletters:**

**Brochures & Ads:** Vermont Rural Fire Protection Grant Program

### **Old Business:**

1. **ATV Ordinance Update**
2. **Class IV Road Update**
3. **Stop Sign Ordinance**
4. **Constable Update**

Adjourn

# Request for Proposals

## Cemetery and Gravestone Maintenance for Town of Johnson

The Town of Johnson requests proposals from qualified contractors to provide cleaning and maintenance of town cemeteries.

Contractors submitting a proposal will be expected to be able to:

- Clean and repair gravestones in town owned cemeteries;
- Advise on additional required maintenance of town owned cemeteries;
- Maintain General Liability Insurance, Workers Compensation Insurance, and business equipment insurance, and furnish proof of such policies to the Town of Johnson.

Current Town Owned Cemeteries:

Evergreen Ledge Cemetery

Whiting Cemetery

Plot Cemetery

Any contractor who submits a proposal must be willing and able to fulfill the assigned requirements of this contract and shall follow all Town of Johnson standards for equal-opportunity employment and non-discrimination practices.

### Proposal Submittal

If the submitting contractor has not already been employed by the Town of Johnson, the proposal must include a minimum of three professional references.

Please direct any questions regarding proposal submission to the Johnson Town Clerk's Office.

Completed proposals must be received no later than June 1<sup>st</sup> at 4pm and delivered by email or in person to:

Brian Story

293 Lower Main West

Johnson, VT 05656, or

[tojadministrator@townofjohnson.com](mailto:tojadministrator@townofjohnson.com)

and be clearly marked "Cemetery Maintenance"

NOTE: The Town reserves the right to reject any and all proposals. Proposals received after this deadline may be refused and deemed ineligible for consideration.

### Selection of Contractor

The Town of Johnson reserves the right to accept a proposal and enter into an agreement as a result of the initial proposals received, or alternatively, it may elect to conduct negotiations with those Bidders as determined by the Town, to be within an acceptable competitive range, or alternatively, to negotiate separately with any Bidders when it is determined to be in the best interest of the Town. In addition, the Town may request that Bidders provide a best and final offer. The Town may negotiate any proposal or best and final offer at any time after the deadline for the submission of proposals.

### Proposal Requirements and Examination of Work to be Performed

The contractor is required to thoroughly examine the request for proposal requirements and the work contemplated, and it will be assumed that the contractor has investigated and is satisfied as to the requirements. It is mutually agreed that submission of a request for proposal shall be considered evidence that the contractor has made such examination.

Before submitting the request for proposal, the contractor shall examine the scope of work and visit the site of the work to become familiar with the working conditions and the exact nature and extent of the work taking into account any special or unusual features peculiar to this project. By submitting a proposal, the contractor, if selected for award, shall be deemed to have accepted the terms of this RFP.

### Scope of Work

#### 1. GENERAL GUIDELINES FOR CEMETERY MAINTENANCE

- a. Contractor shall furnish all labor, equipment, and materials necessary to complete the maintenance of town owned cemeteries. It is the intent of the Town that these sites be maintained in a resource-efficient, sustainable, and cost-effective manner.
- b. Maintenance shall consist of cleaning and righting gravestones. Roughly one quarter of the gravestones should be cleaned each year.
- d. Visually inspect all cemeteries areas monthly from April through September to identify potential area problems and will provide a record to the Town of any site management recommendations.



**Vermont Agency of Transportation  
Municipal Assistance Bureau  
Grant Recipient  
Project Commitments Form (PCF) – Scoping Projects**

Grant Recipient (*Grantee*): Town of Johnson

Project Name: Scribner Bridge Scoping Study

Project Unique Entity Identifier (UEI) available at [SAM.gov](http://SAM.gov). \_\_\_\_\_

**Note:** The UEI is a new requirement that replaces the previous DUNS number requirement.

Name of full-time Municipal employee in *Responsible Charge* of this project regardless of any additional contracted management services: Brian Story

By signing at the bottom of this document, the Grantee agrees to the following:

1. We acknowledge that we are responsible for providing the local share of the project funding and commit to doing so.
2. We are ready to move forward with this project and will sign the grant agreement within one month of receiving it from the State of Vermont Agency of Transportation (VTrans).
3. Within 2 months of receiving a fully executed grant agreement from VTrans, we will begin the procurement process for contracted services (i.e. project management and/or engineering.) If both of these services will be procured, the RFP/RFQ for engineering services must be advertised within one month of the selection of the Local Project Manager (LPM).
4. The grantee shall obtain a detailed proposed schedule from the engineering consultant, which indicates the time duration for key steps which advance the project within 1 month of the engineering contract being executed. Municipal Assistance Bureau staff members will review and verify that adequate timeframes are included for VTrans reviews and required project milestones. We agree to work with VTrans to develop a mutually-agreeable initial baseline project schedule, against which project progress will be evaluated.
5. We will submit reports at least quarterly that detail project progress, as compared to the baseline schedule. We will notify the VTrans project supervisor of any proposed changes to the baseline schedule in a timely manner. These will be discussed and reviewed. Impacts to key milestones resulting from an approved schedule change will be identified and discussed.
6. Project invoices requesting reimbursement for eligible expenses will be submitted at least quarterly, but may be submitted monthly.
7. We understand that a copy of this PCF will be appended to the grant agreement.

\_\_\_\_\_  
Authorized municipal official (Name and Signature)

\_\_\_\_\_  
Date



JOHNSON MUNICIPAL OFFICES  
OFFICE OF SELECTBOARD  
P.O. Box 383  
Johnson, Vt. 05656 802-635-2611  
Fax 802-635-2393

REQUEST FOR WAIVER OF NOISE ORDINANCE  
TOWN OF JOHNSON

As per Section 5 E. of the Town of Johnson Noise Ordinance I, Casey Romero,  
request a waiver of said Ordinance for the following event:

June JAM (Temporary ~~name~~)

Date of event: 6/4/22 Day of Week: Sat (rain-Sun) Hours: 12:00 a.m./p.m. to 5:00 a.m./p.m.  
rain date 6/5/22

Organization: SKATE PARK COMMITTEE Responsible Person: Casey Romero

Contact #: Casey Mailing address: 990 VT Route 100C, 05656 635-7215

Please describe the event or request in detail and explain why waiver is needed:

Live music is planned for this event. There will be skills contests and skateboarding game of "HORSE", and an announcer with megaphone or mike.

There will be food and prizes, also some merchandise for raffle and give-away loot.

Cash proceeds will go towards adding an extension to the concrete feature.

Do not write below this line

Request approved: YES \_\_\_\_\_ WITH CONDITIONS: \_\_\_\_\_ DENIED: \_\_\_\_\_

CONDITIONS:

Selectboard Signatures:

Date approved \_\_\_/\_\_\_/\_\_\_

JOHNSON MUNICIPAL OFFICES  
OFFICE OF SELECTBOARD  
P.O. Box 383  
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REQUEST FOR WAIVER OF NOISE ORDINANCE  
TOWN OF JOHNSON

As per Section 5 E. of the Town of Johnson Noise Ordinance I, Casey Romero, request a waiver of said Ordinance for the following event:

Green Up Day - Tune Up @ Johnson Skate Park

Date of event: 5/7/22 Day of Week: Sat. Hours: 2:00 a.m. / 4:00 p.m.

rain date: 5/8/22  
Organization: Johnson SK8 Park Responsible Person: Casey Romero

Contact #: 635-7215 Mailing address: 990 VT Rte 100 C 05656  
635-7215

Please describe the event or request in detail and explain why waiver is needed:

We will play music (not live) at this event, using a speaker.  
The event combines community service (clean-up) with free coaching and snacks funded by a health grant from RISE VT.

Do not write below this line

Request approved: YES \_\_\_\_\_ WITH CONDITIONS: \_\_\_\_\_ DENIED: \_\_\_\_\_

CONDITIONS:

Selectboard Signatures:

\_\_\_\_\_  
\_\_\_\_\_

Date approved \_\_\_/\_\_\_/\_\_\_