

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

Date: Monday, August 1, 2022

Agenda:

CALL TO ORDER

REVIEW OF AGENDA AND ANY ADJUSTMENTS, CHANGES AND ADDITIONS

6:30 p.m. Additions or Adjustments to the Agenda

6:35 p.m. Review Invoices and Orders

6:45 p.m. Review and approve minutes of meetings past July 18th, 2022

6:50 p.m. Selectboard issues/concerns

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

7:00 p.m. Review Planned Purchases

Administrator's report, action items, and signature required items:

7:05 p.m. Committees and Volunteer Support

1. Willow Crossing Noise Waiver Request (5 minutes)
2. Racial Justice and Social Equity Committee Flag Request (5 minutes)

7:15 p.m. Follow up from recent past meetings

3. Economic Development Job Description (15 mins)
4. Review Fuel Request for Proposals (10 minutes)

7:40 p.m. New items

5. Appoint Voting Delegate for Town Fair (5 minutes)
6. Topics and Date for Joint Meeting (15 minutes)

8:00 p.m. Executive Session(s)

7. Discuss Communications from our Attorney (15 minutes)
8. Discuss Employee Review (10 minutes)

Adjourn

Please join by Zoom:

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

+1 646 558 8656 US (New York)

Meeting ID: 344 652 2544

Passcode: 15531

Town Administrator's Report

Date: Monday, August 1, 2022

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7:00 p.m. Review Planned Purchases

Administrator's report, action items, and signature required items:

7:05 p.m. Committees and Volunteer Support

1. Willow Crossing Noise Waiver Request (5 minutes)

Willow Crossing will be hosting a celebration of life for Fern Feather on August 26 and 27. The celebration will include playing amplified music.

2. Racial Justice and Social Equity Committee Flag Request (5 minutes)

The Racial Justice and Social Equity Committee voted at their last meeting to request permission to display a Progress Pride Flag for the month of September for Vermont Pride month, on or adjacent to the Municipal Building from the Selectboard and Trustees.

7:15 p.m. Follow up from recent past meetings

3. Economic Development Job Description (15 mins)

An updated draft of the job description for the economic development position is available.

4. Review Fuel Request for Proposals (10 minutes)

The finished draft of the RFP for fuel is available for review.

7:40 p.m. New items

5. Appoint Voting Delegate for Town Fair (5 minutes)

Johnson usually sends at least one member to attend Town Fair and represent the town in the VLCT annual meeting.

6. Topics and Date for Joint Meeting (15 minutes)

A joint meeting with the Village of Johnson has been discussed. Possible topics include the Fuel RFP, Maintenance of Jointly Owned Property, Website Upgrades, and more. This is an opportunity to propose a date and topics for a meeting.

8:00 p.m. Executive Session(s)

7. Discuss Communications from our Attorney (15 minutes)

The town has received communications from our attorney regarding a legal matter to which the town may be a party. The board may find that premature disclosure of those communications may substantially disadvantage the town. If the board believes that is the case, the board may enter into executive session to discuss those communications as allowed by **1 V.S.A. § 313(a)(1)**.

8. Discuss Employee Review (10 minutes)

The board may go to executive session to review employee(s) as allowed by **1 V.S.A. § 313(a)(3)**.

GENERAL INFORMATION ITEMS

Information Items:

1. Jack Corse re: heating season program

Budget Items:

Legal Issues:

VLCT: PACIF

1. 2022-2023 Municipal Calendar

State/Federal Issues:

Administrator's Correspondence:

Workshops: 2022 Leadership Summit, Finance Overview for Selectboards

Newsletters: Public Management July 2022

Brochures & Ads:

Updates:

- **The Holcomb House apartment has been cleaned and garbage has been disposed of.**
- **We received a permit to mow the LVRT and commenced with mowing. The state will mow again late in August.**

Old Business:

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

Adjourn

FERN FEST

As most of the community in Vermont is aware Fern Feather, a kind, loving, and truly remarkable individual and member of the LGBTQIA community, was sadly taken weeks before their 30th birthday, Earth Day, due to a brutal murder in Morrisville VT.

On August 26th, 27th, and 28th, we plan on hosting a celebration of life at Willow Crossing Farm in Johnson, VT for our dear friend and sibling, Fern Feather- Zack Barbeau.

This idea sprouted from not only a deep understanding of the way in which Fern was and that which he loved, but also an understanding of how deeply unraveled our community feels after this tragedy. A gathering of memory and intention feels crucial to create a container for Fern's people to come together to both grieve and commemorate Fern's life and these tragic times of late. The ultimate goal would be to have an event that spans a few days, with offerings of various beneficial workshops and music as well as the opportunity to share in great company, memories, and laughter.

Fern was deeply passionate about much and at the top of this list was community, a love for nature and a passion for plants. Fern traveled far and wide for many years collecting plant specimens and seeds with a dream of one day creating a botanical garden in Vermont. Our aim for this event would also be to have the remaining proceeds to contribute to Fern's much larger vision and dream.

We are so grateful for Willow Crossing farm for offering to host this event. This location seems relevant for us also as Fern spent the summer season of 2021 living and planting in community at the farm. Willow Crossing is the longest running permaculture research and education site in Vermont and hosts one of the region's most diverse collections of fruits, nuts, berries, vines, and medicinal herbs. Not only was Fern known as an angel to farms and farm sourced kitchens in Vermont and beyond, but also devoted their life in service to performance arts, music, festivals, and the cannabis community- leaving everywhere Fern went better than it was found.

Thank you so much for taking the time to look over this - below is a descriptor of our sponsorship opportunity. We hope to see you in August and that this has found you well.

With love,
Sam Barbeau & Arantha Farrow

TOWN OF JOHNSON ECONOMIC DEVELOPMENT COORDINATOR

Employment Category: Town employee, part-time, FLSA exempt

Reports to: Selectboard

Summary of Duties and Responsibilities:

This position is the part time equivalent of a Department Head and requires a high level of independent judgment, autonomy and administrative capacity.

The Coordinator will serve as a lead visionary for the future of Johnson. They will be the innovative driver of growth in Johnson. Providing visionary leadership to the residents and elected officials of Johnson. They will identify promising goals for the Selectboard and relate the plans and strategies necessary to reach those goals. The ideal candidate will be an individual who is familiar with Johnson's history and will be able to leverage our unique advantages to achieve a brighter future.

The Coordinator will seek out and explore opportunities and means to "brand" and market Johnson. The Coordinator will prioritize maintaining a close relationship with core partners like Northern Vermont University, the Vermont Studio Center, the Lamoille North School District, and others.

The Coordinator will identify possible funding sources for proposed or approved projects and provide information to the Selectboard. Working in consultation with the board and the Town Administrator, the Coordinator will manage multiple approved community initiatives and projects and the related communication, administrative, and funding requirements and responsibilities.

Essential tasks, duties, and responsibilities:

- Coordinate, implement and administer approved Community and Economic Development Projects.
- Identify and, if so directed, pursue funding sources to support approved projects.
- Compile studies, reports, plans and other pertinent information on community initiatives.
- Develop agendas and moderate public meetings related to projects.
- Submit periodic progress reports to Select board and attend public meetings as necessary.
- Maintain record keeping system in compliance with appropriate public record laws.

Preferred qualifications for position:

Two or more years of relevant experience.

Grant writing and administration experience

Project management experience

Leadership, oral and written communication, and consensus building skills

Term of Employment:

Hired by the Selectboard after interviews and reference checks. Terms of employment, compensation, and benefits set by the board and governed by Personnel Policy. Six-month probationary period a condition of employment.

Evaluations: Annual evaluations detailing the employee performance will be performed. The employee will be afforded an opportunity to respond to the evaluation. A six-month review will be prepared, and continued employment will be based on a satisfactory review.

Compensation and Benefits: Salary and benefit package to be negotiated with the Selectboard (subject to Personnel Policy) annually and based on satisfactory job performance.

The above statements are intended to describe the general nature and level of work being performed by people assigned to do this job. The above is not intended to be an exhaustive list of all responsibilities and duties required.

*External and internal applicants, as well as position incumbents who become disabled as defined under the Americans With Disabilities Act, must be able to perform the essential job functions (as listed) either unaided or with the assistance of a reasonable accommodation to be determined by management on a case by case basis.

We have a strong commitment to inclusivity: *The people of Johnson embrace inclusiveness and together we will build bridges to understanding, ensuring that all who live, work and visit our town feel welcome and safe. We reject racism, bigotry, discrimination, violence and hatred in all its forms. The things we embrace are kindness, gentleness, understanding, neighborliness, peace, tolerance and respect for and toward all. Together we can have a cooperative, sustainable and thriving community where everyone is honored and valued.*

We prohibit discrimination on the basis of race, color, religion, sex, age, national origin, sexual orientation, gender identity or expression, disability, veteran status, marital status, or any other legally protected status. Applications by members of all underrepresented groups are encouraged.

Request for Proposals

Purchase of Propane, Oil, and Diesel

for Town of Johnson

The Town of Johnson, Vermont, is requesting proposals from qualified firms for the ordering and purchasing of propane, heating oil, and/or diesel. Although the Town is not seeking proposals for a guaranteed bulk purchase for a specific amount of propane fuel, it is willing to consider exceptions to the bid which requires purchasing a specific quantity. Please note in any submitted proposal whether or not the town is required to purchase a specific quantity of material and if not, please note whether or not availability of fuel is guaranteed.

Proposals are to be submitted by 4:00 PM on Friday, September 2, 2022 to:

Brian Story, Town of Johnson Administrator,

PO Box 383, Johnson, VT 05656

Or to:

Brian Story, tojadministrator@townofjohnson.com

The Town of Johnson reserves the right to reject any or all proposals. Proposals will be evaluated by the Town based on firm experience and reputation, understanding of Town requirements, and cost for service. During the evaluation process, the Town reserves the right, where it may serve in the Town's best interest, to request additional information or clarification from proposers. At the discretion of the Town, firms submitting proposals may be requested to make oral presentations as part of the evaluation process.

Please direct all questions regarding this request for proposals to:

Brian Story, 802-635-2611 or tojadministrator@townofjohnson.com.

NATURE OF SERVICES REQUIRED

The Town and Village of Johnson use a combination of heating oil, propane, and diesel fuel at several locations in town.

Public Works (delivery to 4 structures within the same complex)

663 Railroad Street

- Diesel: 35,375 gallons per year.
- Heating Oil: 15,302 gallons per year.

Town Library

7 Library Street

- Heating Oil: 4,540 gallons per year.

Johnson Historical Society

188 Lower Main Street East

- Heating Oil: 2,963 gallons per year.
- Propane: 588 gallons per year.

Johnson Municipal Offices

287 Lower Main Street West

- Propane: 448 gallons per year.

PROPOSAL REQUIREMENTS

All proposals must be submitted in writing or by email before 4:00 PM on Friday, September 2, 2022. All proposals will be reviewed by the Selectboard at their next meeting.

The proposal shall provide the necessary information in the following sequence:

- Price per unit and available quantities.
- Delivery Fees.
- Description of bidder's organization.
- References to demonstrate the bidder's experience and reputation.
- Proof of insurance.

EVALUATION CRITERIA

The final selection of an economic development proposal will be based on two criteria: technical qualifications and ability to meet the town's needs. Cost will not be the only factor in the selection.

There is no expressed or implied obligation on the part of the Town of Johnson to reimburse responding firms for any expenses incurred in preparing or presenting proposals in response to this request. The Town of Johnson reserves the right to retain all of the proposals and to use any ideas in a proposal regardless of whether the proposal is selected. Submission of a proposal indicates acceptance by the firm of the conditions contained in this RFP, unless clearly stated to the contrary and specifically noted in the proposal submitted and confirmed in the contract between the municipality and the selected firm.

The Town of Johnson reserves the right to accept or reject any proposal, at their sole discretion, and to award a contract based solely on their determination of the best proposal considering all of the circumstances.