

VILLAGE TRUSTEES MEETING NOTICE & AGENDA

Agenda

Date: Monday, November 14, 2022

Time 6:00 p.m.

Johnson Municipal Building upstairs located at 293 Lower Main West, Johnson VT

Masks are voluntary if attending the meeting in person. Please respect the personal choice of your neighbors.

If you want to participate in the meeting, please attend the meeting at Johnson Municipal Building. Village of Johnson is not responsible for technical difficulties with zoom.

Electronic Meeting via Zoom and Phone Call-In

Join Zoom Meeting

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

Meeting ID: 344 652 2544

Passcode: 15531

You can also join by phone by calling:

+1 646 558 8656 US

Agenda: Please note times are approximate.

6:00 p.m. Call to order

REVIEW OF AGENDA AND ANY ADJUSTMENTS, CHANGES AND ADDITIONS

6:01 p.m. Review and Approve Minutes of Trustee Meetings

Trustee Meeting on October 11, 2022, Joint trustees-Selectboard Meeting October 12, 2022.

6:05 p.m. Treasurer's Report: Review and approve bills and warrants. Budget Status Report and any Action Items. Signatures needed

6:15 p.m. Members of the Public

6:45 p.m. Village Manager's Report and any action items

7:00 p.m. Water/Wastewater Report and action items

7:15 p.m. Electric/General Report and any action items

7:25 p.m. Fire Department Report and any action items

7:30 p.m. Any other discussion or action items

1. (D.A) Review and act on the Railroad Street beautification Project request by the Johnson Beautification Committee.
2. (D.A) Discuss and act on the Johnson Works request for the Village covering Event Insurance for the Holiday Jubilee (as has been done in years past), scheduled on Friday December 16th.
3. (D.A) Discuss and possibly act on possibly revoking the contract to purchase the electric bucket truck from Lion Electric due to many delays and changes in the design and equipment by Lion.
4. (D.A) Review and act on the Stetson Wind Power Purchase opportunity presented by VPPSA.
5. (D.A) Review and approve Utilities Estimating & Logistics Specialist Job Description and advertisement.
6. (D) Discussion of the possibility of the Village Clerk/Treasurer position transitioning from an elected to an appointed position.
7. (D.A) Choose 2 trustees to be members of the merger inquisition committee.
8. (D) Discuss the two draft harassment policies as presented

9. (D.A) Discuss, possibly act on funding of employee Holiday party.
10. (D.A) Executive Session as per 1 V.S.A. § 313(a)(10) Municipal security or emergency response measures, the disclosure of which could jeopardize public safety.

Other Business

Adjourn

Johnson Fire Department Report

Sept. 29 – Oct. 27, 2022

Calls:

JFD responded to 11 calls.

4 calls occurred during the daytime (6 am – 6 pm)

7 calls occurred during the nighttime (6 pm – 6 am)

The average duration was: 47 minutes

Nature:

Those calls were: 5 – automatic alarms, 1 – carbon monoxide alarm, 1 -medical assist, 2 – smoke condition, 1 – debris fire, and 1 – wilderness rescue

Staff:

The average number of firefighters that responded was: 10

Total hours of service was: 57

Other:

The Firefighters on our fire prevention committee distributed 106 Fire Prevention trinket & awareness bags to Johnson Pre-school, Kindergarten, grades 1 & 2, and homeschool students, along with the ability to view the Fire Safety video prepared last year.

Apparatus annual service and state inspection was completed on Engine 1, Tanker 1, Rescue 1 and Rescue 2 to complete this year's cycle.

We are moving forward with the Rescue 2 replacement following Board approval granted at the Oct. 26th meeting.

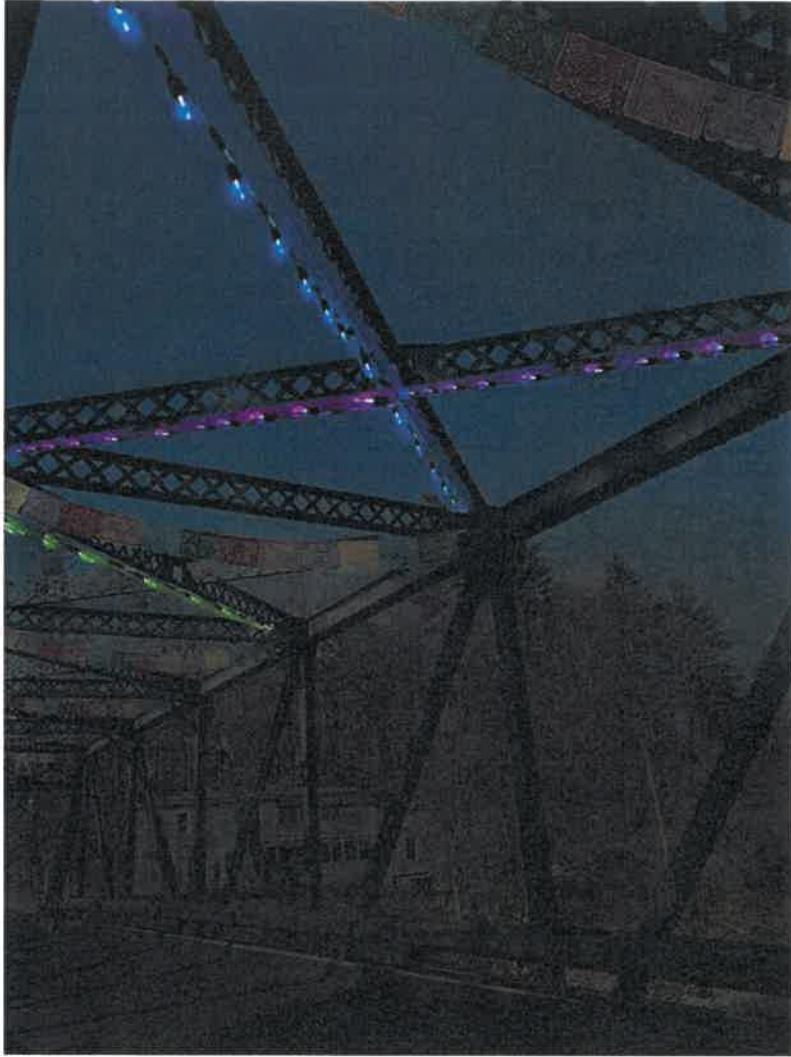
Respectfully submitted, Arjay West, Fire Chief

2022 Railroad Street Bridge Beautification Project Proposal

The J.B.C. hopes to make the RR Street bridge a brighter, more memorable, and joyous place this winter by adding colorful plastic “flags” and solar-powered Edison lights to the seven highest steel rafters. We believe this will create a welcoming and whimsical “color tunnel” effect.

Below are two photoshopped pictures to give you a clear sense of the look and feel we are attempting to achieve...





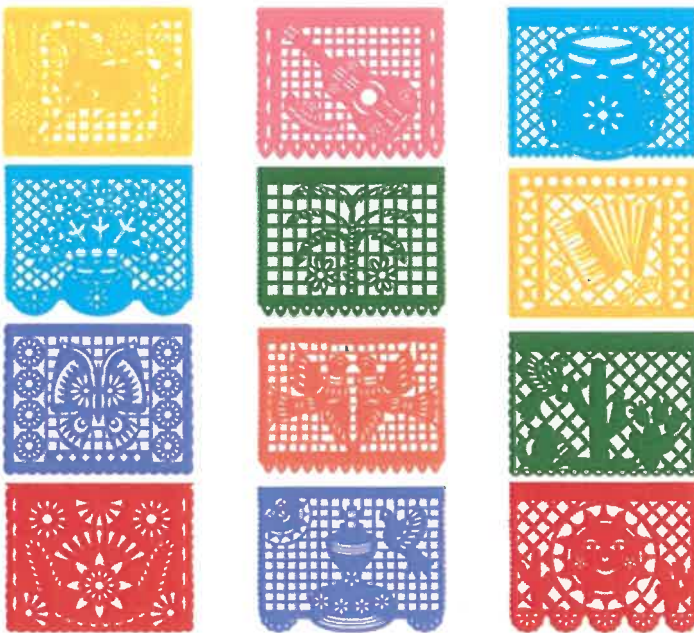
Flags:

- Made of high-quality plastic, making it durable and waterproof. They can last for long-term use, without fading or wrinkling, even in severe weather.
- Over 22 ft banners with 12 pieces of multi-colored panels in each pack. Each panel measures 16 x 13. 6 strings of banners in the package are perfect for indoor or outdoor use.
- Each banner has 12 panels in different designs and vibrant colors.
- Machine seamed with a smooth edge. Prestrung banners are easy to hang up.
- Pack of six for \$28.



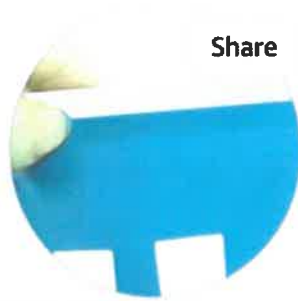
Durable Thick Plastic [Share](#)

- Last For Years
- Withstand Sun and Rain



Machine Sewing

- Long Lasting
- No Loose Threads



Share



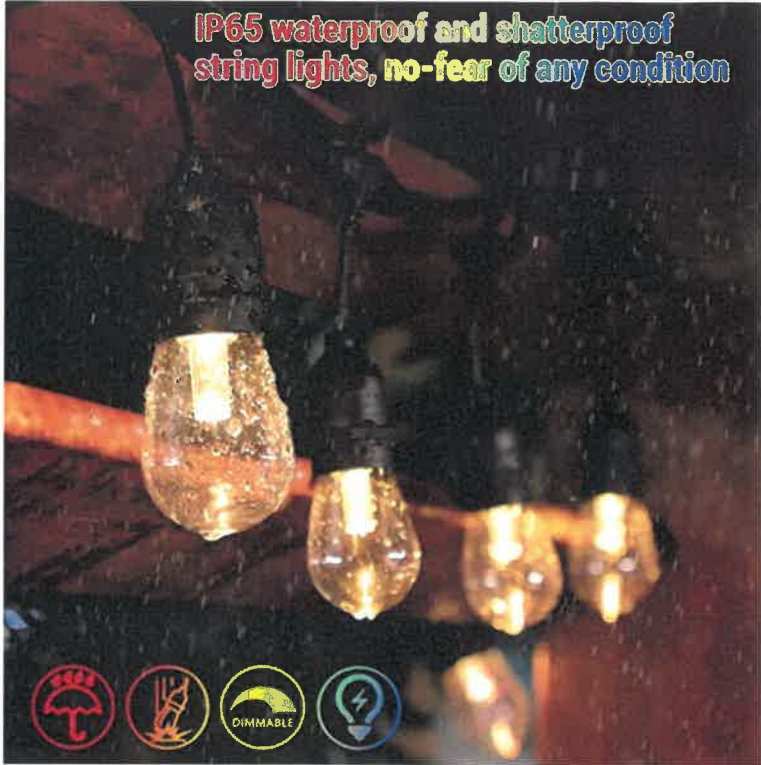
Edison Lights: 48 Ft stings for \$50

Color	Multicolor
Brand	WENFENG
Indoor/Outdoor Usage	Outdoor
Special Feature	Color Changing
Light Source Type	LED
Power Source	Solar-Powered

- These LED string lights have 8 single vivid colors (warm white, red, green, blue, white, cyan, purple, orange) & 6 dynamic modes. They are also DIMMABLE, using the remote controllers to get the 4-level brightness.
- These solar RGB string lights are made of commercial-grade strands, thicker flexible stocks, and durable plastic bulbs, with no fear of any brutal weather situation.

- With an upgraded 5000mAh super large-capacity solar panel, our outdoor string lights can work for 9-10 hours on a full charge. It's also can automatically turn on or off at night or day. Besides, the panel is equipped with a USB charging port to able charge the solar panel (6 hours needed) when not sufficient sunlight or in bad weather.
- The package included a stake & a clip; you can clip the solar panel to the pergola or fence or insert it into the ground. 180°adjustable allows the panel to get the maximum sun exposure.





Funding & Installation: Approximately \$450 for the flags and lights would come directly from the Beautification Committee budget. We will ask the Village Trustees to

either apply the \$500 earmarked in their budget for our efforts to pay for the use of their lift and their crew time to hang the flags and lights, or Plan B is to use that money to rent a lift from Farm & Garden and ask Public Works to help hang them.

Community Partners:

- Town Selectboard (**approval and support**)
- Public Works (**In-kind labor**)
- Village Trustees (**Financial support**)
- Village Crew (**labor and use of equipment**)
- Perhaps Jenna's Promise as this bridge is also the gateway to their retail store and coffee roasting operations. (**Perhaps some monetary contribution and or in-kind support with equipment to help install, to be discussed on 11/17**)
- The homeowners that live in the former Mingeldorf house have given their verbal "blessing" for this project and feel it would help that corner of RR Street be a safer and more beautiful place to live and visit.

Timeline:

11/7 Select Board Meeting Action item for approval

11/14 Trustee Meeting for contribution ask

11/17 Jenna's Promise Meeting to garner in kind or monetary support

11/18 Order supplies

11/28-12/2 Install Week #1

12/5- 12/9 Install Week #2 (rain/snow dates)

Electric Bucket Truck Agenda Action Item



Troy Dolan
To Erik Bailey

 Reply  Reply All  Forward  

Fri 11/11/2022 7:33 AM

 You replied to this message on 11/11/2022 8:50 AM

Hi Erik,

I will put a more complete summary of this topic in my Board report, but I wanted to send you some information now so you have enough to decide on the wording for an agenda item.

After speaking with the State contact for the grant, it appears the Village can decline the grant funding if the Village wishes to forego pursuing the electric bucket truck at this time. As I mentioned before, my contact at Lion Electric indicated he believed they would be agreeable to returning the Village's \$10,000 given the circumstances, so it appears the Village can walk away from the project without incurring any financial losses or issues with the grant.

I think now is the right time for the Board to decide whether it wishes to move forward or step away. I do feel that if the Board decides to cancel the electric bucket truck purchase, it would be wise for the Board to make a formal motion to decline the grant funds from the Agency of Natural Resources/DEC and send notice to Lion Electric of its desire to cancel the purchase.

Thanks,
Troy



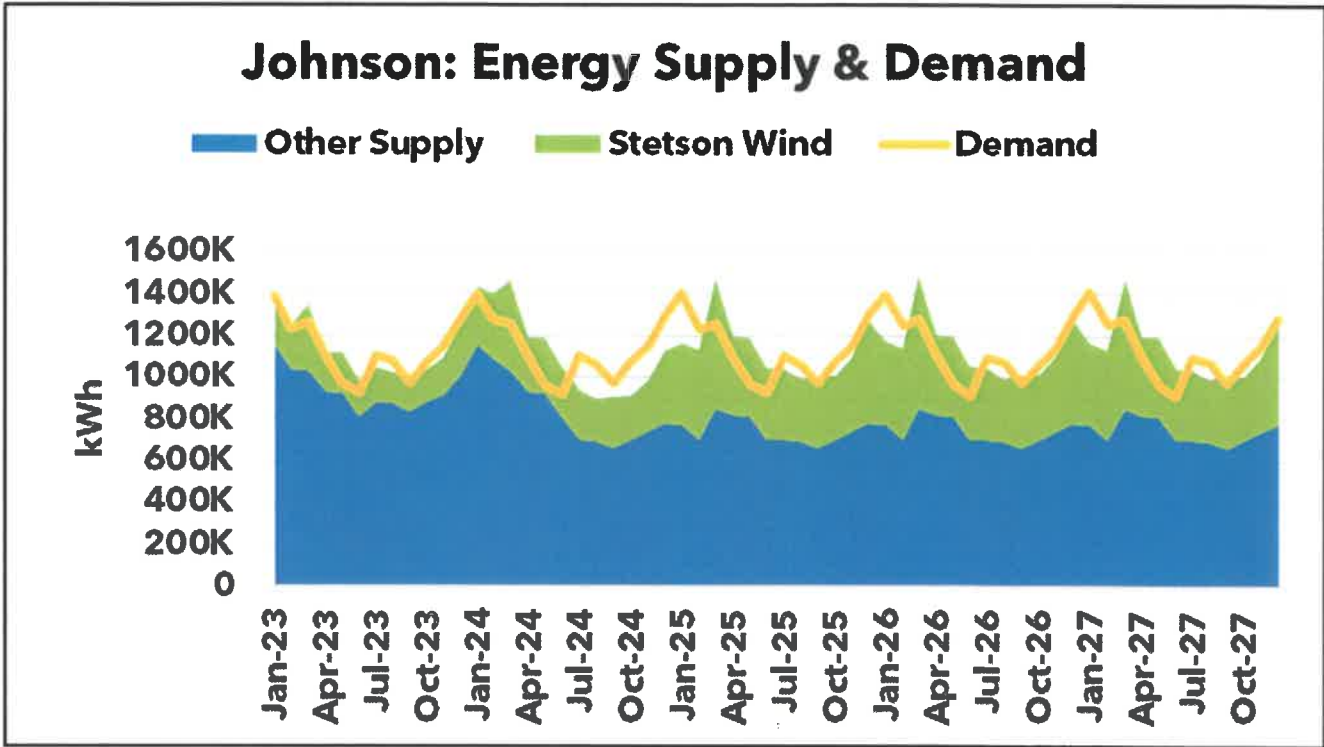
In summary, the proposed terms of the purchase are:

- Products:** Energy
Vermont Tier I Renewable Energy Credits
- Term:** 1/1/2023 – 12/31/2027
- Indicative Price:** \$86.58/MWH plus 2% per year inflation.
The price will be adjusted to reflect current market prices at execution.
- Volume:** 2023 = 5.3% of total PPA. Approximately 2,398 MWH/Year.
2024 = 6.1% of total PPA. Approximately 3,328 MWH/Year.
2025 = 8.0% of total PPA. Approximately 4,741 MWH/Year.
2026 = 7.9% of total PPA. Approximately 4,852 MWH/Year.
2027 = 7.8% of total PPA. Approximately 4,768 MWH/Year.

Delivery Point: Stetson Wind Farm in Northern Maine

Contingencies: Wind intermittency

Johnson's supply-demand balance is shown below. The annual coverage ratio (supply divided by demand) is expected to near 100% throughout the term. Please note that short-term transactions will still be necessary to reach a 100% coverage ratio in some months.



If you would like to participate in this PPA, please return a signed copy of this memo as soon as possible. In the meantime, please contact us if you have any questions.

Print Name

Signature

Date

VILLAGE OF JOHNSON WATER & LIGHT DEPARTMENT

Estimating & Logistics Specialist Job Description

Position Title: Estimating & Logistics Specialist

Employment Category: Part-time (27-32 hours) with FT Benefits, FLSA Exempt.

Reports To: Village Manager

GENERAL SUMMARY:

Carries out Board of Trustees directives and policies, whose authority is delegated by the Board to the Village Manager. The primary responsibility of the Estimating & Logistics Specialist is to estimate electric utility installation and service expansion jobs, and to manage the inventory and assets of the Water & Light Department. This position also works in conjunction with the Water & Light Foreman to schedule those jobs.

Essential Job Functions

- This position requires no strenuous physical activity and can accommodate a hybrid work plan.
- Complete all cost estimation and true ups for customer projects
- Coordinate all net-metering interconnections.
- Complete and respond to all pole attachment requests
- Line load analysis
- Engineer/Design line extensions and system upgrades, including the substation and work with customers as needed to complete projects
- Work with Comcast, Consolidated Communications, and VTEL on new installations, replacement, and other issues related to joint pole ownership
- Work with VTrans and apply for annual permits.
- GIS Maintenance: Maintains system maps and updates based on system changes/improvements.
- Develop and maintain asset management plans for W&L departments.
- Review and code monthly invoices with foreman.
- Coordinate with customers and the Village crew foreman to schedule projects
- Ordering and tracking of inventory
- Ensures department compliance with required testing, reporting and recordkeeping of various State and Federal agencies.
- Maintains accurate filing system to document compliance with safety training, licenses and certifications, rules, and regulations.
- Liaison with the public and customers. Responds to public inquiries, requests, and complaints in a cordial and professional manner.
- Oversees department budgets for cost control in concert with the foreman. Assists the Manager and Board in developing operating and capital budgets.
- Ability to exercise good judgment when carrying out duties and to maintain good working relationships with the public and fellow employees.
- Performs any other related duties as required.

Required Qualifications/Certifications:

- Building trades, ability to read and interpret engineering drawings and construction specifications and to plan and audit work projects and ability to understand and follow oral and written instructions and to communicate effectively both verbally and in writing.
- Ability to manage time well and meet deadlines.
- Ability to accurately estimate and design electric system upgrades and extensions.
- Knowledge of applicable codes and requirements and associated occupational hazards and safety requirements for work of this type.
- Knowledge of basic office practices, procedures, and equipment, including the use of computers,

spreadsheets, and budget management skills.

Supervisory Responsibility:

None.

Working Conditions and Physical Demands:

Office environment with low physical demands.

Term of Employment:

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

Compensation and Benefits: Salary and benefit package to be negotiated with the Trustees (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.

Approved By Board of Trustees on: November 14, 2022

The Village of Johnson Vermont is seeking candidates with the right combination of construction and/or and electric utilities installation estimating experience to serve as the Utilities Estimating and Logistics Specialist. A former senior lineman or construction company estimator/principal with inventory and spreadsheet skills would be the ideal candidate. The Village of Johnson is comprised of about one square mile within the Town of Johnson and serves approximately 950 electric customers and 450 water and sewer accounts. Village is responsible for the electric utility, it also oversees the water and sewer departments, whose work is contracted to an outside vendor. Johnson, the quintessential "Norman Rockwell" community is nestled in the Green Mountains of North/Central Vermont.

For the right candidate this would be a part-time position (27-32 hours) with a salary range of \$63K to \$74k and a generous full-time benefits package; starting salary commensurate with qualifications. This position requires no strenuous activity or exposure to the elements and is compatible with a hybrid work schedule. The Village is an equal opportunity provider and employer. The Village has adopted an Inclusivity Statement and Anti-Racism Statement, which are available at <https://townofjohnson.com/johnson-inclusivity-statement/> and <https://townofjohnson.com/johnson-village-anti-racism-statement-2/>

A job description may be found at: *****

VILLAGE OF JOHNSON

DRAFT

EMPLOYMENT HARASSMENT AND DISCRIMINATION POLICY

The Village is committed in all areas to providing a work environment that is free from unlawful discrimination. Vermont and federal law prohibit employment discrimination or retaliation based on race, color, religion, sex, gender identity, marital status, national origin, age, pregnancy, genetic information, health coverage status, crime victim or veteran status, any other category of person protected under federal or state law, or against a qualified individual with a disability with respect to all employment practices. Vermont law also prohibits discrimination based on sexual orientation, ancestry, HIV status, and place of birth. It is unlawful to retaliate against employees or applicants who have alleged employment discrimination.

Harassment based on a person's protected category is a type of discrimination. Examples of harassment include the following: insulting comments or references based on a person's race, color, religion, sex, gender identity, marital status, national origin, age, pregnancy, genetic information, crime victim or veteran status, disability, sexual orientation, ancestry, HIV status, place of birth; aggressive bullying behaviors; inappropriate physical contact or gestures; physical assaults or contact that substantially interferes with an individual's work performance or creates an intimidating, hostile, or offensive working environment; and retaliation against an employee for complaining about the behaviors described above or for participating in an investigation of a complaint of harassment. Petty slights, annoyances, and isolated incidents (unless serious) will not rise to the level of illegality. To be unlawful, the conduct must create a work environment that would be intimidating, hostile, or offensive to reasonable people.

The Village will not tolerate unlawful harassment based on a person's race, color, religion, sex, gender identity, marital status, national origin, age, pregnancy, genetic information, crime victim or veteran status, disability, sexual orientation, ancestry, HIV status, place of birth, or membership in a classification protected by law. Likewise, the Village will not tolerate retaliation against an employee for filing a complaint of harassment or for cooperating in an investigation of harassment.

Any employee who believes that they have been the target of this type of harassment, or who believes they have been subjected to retaliation for having brought or supported a complaint of harassment, ***is encouraged to directly inform the offending person or persons that such conduct is offensive and must stop.***

Any employee who wishes to report harassment should file a complaint with:

Primary: Erik Bailey, Village Manager. 802-6350-2611 X311, ebailey@townofjohnson.com.

Secondary: the Chairperson of the Village Board of Trustees

A prompt, thorough, and impartial investigation will be conducted, and confidentiality will be protected to the extent possible. If it is determined that unlawful harassment has occurred, the Village will take immediate and appropriate corrective action. No person will be adversely affected in employment with the Village because of bringing a good faith complaint of unlawful harassment. ***False and malicious complaints of harassment, discrimination or retaliation (as opposed to complaints that, even if erroneous, are made in good faith) may be the subject of appropriate disciplinary action.***

Complaints of harassment or retaliation may also be filed with the following agencies:

Civil Rights Unit

Vermont Attorney General's Office

109 State Street

Montpelier, VT 05609-1001

Tel: (802) 828-3657 (voice)

(888) 745-9195 (Toll Free VT)

(802) 828-3665 (TTY)

Fax: (802) 828-2154

Email: ago.civilrights@vermont.gov

Online: <http://ago.vermont.gov/about-the-attorney-generals-office/divisions/civil-rights/>

Equal Employment Opportunity Commission

JFK Federal Building

475 Government Center

Boston, MA 02203

Tel: 1 (800) 669-4000 (voice)

1 (800) 669-6820 (TTY)

1 (844) 234-5122 (ASL Video)

Fax: 617-565-3196

Email: info@eeoc.gov

Online: www.eeoc.gov

These agencies may conduct impartial investigations, facilitate conciliation, and, if they find that there is probable cause or reasonable grounds to believe unlawful harassment occurred, they may take a case to court.

Village of Johnson, Vermont Harassment Policy and Complaint Procedure

It is against the policies of the Village of Johnson and illegal under State of Vermont and Federal Law, for any employee to harass another employee or other persons. The Village of Johnson is committed to providing a workplace free from this unlawful conduct. It is a violation of this Policy for an employee to engage in any form of harassment.

It is the policy of the Village of Johnson to provide a work environment that is pleasant, professional, and free from intimidation, hostility or other offenses that might interfere with work performance. Harassment of any sort - verbal, physical, and visual - will not be tolerated, particularly against employees in protected classes. These classes include but are not necessarily limited to: race, ancestry, religion, gender, age, marital status, national origin, sexual orientation, place of birth, citizenship, veteran status, or disability, or any other protected status defined by law.

What is “harassment”?

Workplace harassment can take many forms. It may be, but is not limited to, words, insulting comments, offensive jokes, cartoons, pictures, posters, pranks, intimidation, bullying behaviors, and physical gestures, assaults, contact or violence that substantially interferes with an individual's work performance or creates an intimidating, hostile, or offensive working environment. Harassment is not necessarily sexual in nature. It may also take the form of other activity, including derogatory statements, not directed to the targeted employee but observed by the affected employee. Other prohibited conduct includes, but is not limited to written material such as notes, photographs, cartoons and articles of a harassing or offensive nature. Retaliation against an employee for complaining about the behaviors described above or for participating in an investigation of a complaint of harassment is also prohibited.

To be unlawful, the conduct must create a work environment that would be intimidating, hostile, or offensive to reasonable people.

The Village of Johnson employees, and particularly Department Heads, have a responsibility for keeping our work environment free of harassment. Any employee, who becomes aware of an incident of harassment, whether by witnessing the incident or being told of it, or when a member of the Village of Johnson management becomes aware of the existence of harassment must report it to the Town Manager, who has been designated to receive such complaints and/or reports.

While the Village of Johnson encourages you to communicate directly with the alleged harasser, and make it clear that the harasser's behavior is unacceptable, offensive or inappropriate, it is not required that you do so. Any incidents of harassment must be immediately reported and it is essential to notify the Village Manager, who has been designated to receive such complaints and/or reports, immediately even if you are not sure the offending behavior is considered harassment.

Appropriate investigation and disciplinary action will be taken. All complaints and/or reports will be promptly investigated with due regard for the privacy of everyone involved. However, confidentiality cannot be guaranteed. Any employee found to have harassed a fellow employee or subordinate would be subject to severe disciplinary action up to and including termination. The Village of Johnson will also take any additional action necessary to appropriately remedy the situation. Retaliation of any sort will not be permitted. No adverse employment action will be taken against any employee who makes a good faith report of alleged harassment and/or who participates in the investigation of such a complaint.

What you should do if you believe you have been harassed:

Any employee who believes they have been the target of harassment or who believes they have been subjected to retaliation for having brought or supported a complaint of harassment, is encouraged to directly inform the offending person or persons that such conduct is offensive and must stop. If the employee does not wish to communicate directly with the alleged harasser(s), or if direct communication has been ineffective, then the person with the complaint is encouraged to report the situation as soon as possible to the Village Manager, who has been designated to receive such complaints and/or reports. It is helpful to an investigation of the employee keeps a diary of events with dates and the names of the people who witnessed or were told of the harassment, if possible.

If a complainant is dissatisfied with the Village Manager's level of action or the complaint is against the Village Manager, she/he shall file a complaint in writing to the Chairperson of the Village Trustees.

If the complainant is dissatisfied with the Village Trustees action they may file a complaint by writing or calling any of the following State or Federal agencies:

1. **Vermont Attorney General's Office**, Civil Rights Unit, 109 State Street, Montpelier, VT - 05609 - Telephone 802.828.3171 (voice/TDD)
Complaints should be filed within 300 days of the adverse action.
2. **Equal Employment Opportunity Commission**, 1 Congress Street, Boston, MA - 02114 - Telephone 617.565.3204 (TDD)
Complaints must be filed within 300 days of the adverse action.

Each of these agencies can conduct impartial investigations, facilitate conciliation, and if it finds that there is probable cause or reasonable grounds to believe harassment occurred, it may take the case to court. Although employees are encouraged to file their complaint of harassment throughout this Policy, an employee is not required to do so before filing a charge with these agencies.

In addition, a complainant also has the right to hire a private attorney, and to pursue a private legal action in State court within 3 or 6 years, depending on the type of claims raised.