

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

Date: Monday, December 19, 2022

Agenda:

CALL TO ORDER

REVIEW OF AGENDA AND ANY ADJUSTMENTS, CHANGES AND ADDITIONS

6:00 p.m. Additions or Adjustments to the Agenda

6:05 p.m. Review FY24 Town of Johnson Budget

7:05 p.m. Review Invoices and Orders

7:15 p.m. Review and approve minutes of meetings past December 5th, and 13th 2022

7:20 p.m. Selectboard issues/concerns

7:25 p.m. Treasurer's Report and review and approve bills, warrants, licenses and any action items.

7:35 p.m. Public Works Supervisor/Highway Foreman Report

7:45 p.m. Review Planned Purchases

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

7:50 p.m. Committees and volunteer support items:

1. New Appointment Possible for Oven Committee (5 minutes)

7:55 p.m. New Projects:

2. Discuss Changes to Holidays in Personnel Policy (10 minutes)
3. Fire Services Contract (10 minutes)
4. Evaluation of Selectboard Priorities (10 minutes)
5. Scheduling First Meeting in January (5 minutes)

8:30 p.m. Follow up from previous meeting action items (please review recent meeting minutes for context):

6. Advancing Light Industrial Park (15 minutes)

8:45 p.m. Executive Session(s)

7. Executive Session to Discuss Economic Development Services Contracts/Candidates (10 minutes)

Adjourn

Please join by Zoom:

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

Meeting ID: 344 652 2544

Passcode: 15531

Town Administrator's Report

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

7:50 p.m. Committees and volunteer support items:

1. New Appointment Possible for Oven Committee (5 minutes)

Trent McArver is recommended for the Oven Committee.

7:55 p.m. New Projects:

2. Discuss Changes to Holidays in Personnel Policy (10 minutes)

The Village has made changes to the recognized holidays for non-bargaining unit employees. Adding Martin Luther King's Birthday, Juneteenth, Indigenous People's Day, and the day after Thanksgiving and removing Town Meeting Day.

3. Fire Services Contract (10 minutes)

A review of the current status of the fire services contract with the Village.

4. Evaluation of Selectboard Priorities (10 minutes)

The Selectboard will review its stated priorities and have the opportunity to reevaluate them.

5. Scheduling First Meeting in January (5 minutes)

The first Monday in January will fall on January 2nd, which is when New Years day is observed. The board will have the option of changing the meeting date.

8:30 p.m. Follow up from previous meeting action items (please review recent meeting minutes for context):

6. Advancing Light Industrial Park (15 minutes)

A discussion on the next steps available for the Light Industrial Park. Key questions are proceeding with construction estimates, a new engineering study, or other new studies.

8:45 p.m. Executive Session(s)

7. Executive Session to Discuss Economic Development Services Contracts/Candidates (10 minutes)

The board may continue to review the applicants and proposals for Economic Development Services. The board may find that premature disclosure of these proposals and applicants may substantially disadvantage the town. If the board believes that is the case, the board may enter into executive session to discuss the proposals and applicants as allowed by **1 V.S.A. § 313(a)(1)**.

GENERAL INFORMATION ITEMS

Information Items:

1. North Central Vermont Recovery Center Annual Report
2. Newport Ambulance Service re: 2023 budget

Budget Items:

1. Lamoille County Child Advocacy: request for \$2,224.48
2. Lamoille County Planning Commission: request for \$1,877
3. Lamoille Home Health: request for \$10,338
4. Meals on Wheels: request for \$4,000
5. Lamoille Conservation District request for donation
6. LCMHS; request for \$2,500

Legal Issues:

VLCT: PACIF

State/Federal Issues:

Administrator's Correspondence:

Workshops: Zoning 101

Newsletters:

Brochures & Ads:

Old Business:

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

Adjourn

Town of Johnson

Existing Reserve Funds

Capital Equipment Fund – 2001

Will the Town authorize the establishing a “Capital Equipment Fund” to pay for items to be identified in the Capital Budget which will be funded by annual contributions set forth in the Town’s Annual Budget as line items?

Article passed as written.

The Capital Equipment Reserve Fund is used for the purchase of large capital equipment items for the Highway Department. It is funded by annual appropriation line item “Capital Equipment Reserve Fund”. Johnson has been utilizing a combination approach for the purchase of large capital equipment for the highway department. Typically, lower cost items have been purchased directly with reserve funds and larger cost items have been financed with the annual principal and interest payments being paid from the reserve fund. This method provides a relatively constant balance to the reserve fund, which provides a “buffer” in any given year that a piece of equipment was needed on an emergency basis. It is funded, upon voter approval, by an annual appropriation in the Selectboard’s budget from the line item “Capital Equipment Reserve Fund”.

Emergency Management Fund – 2002

Will the Town authorize establishing an “Emergency Management Fund” to pay for public needs caused by a natural or man-made disaster within the town to be funded by unexpended funds from the Selectman’s budget line item “Emergency Management”?

Article passed as written.

The Emergency Management Fund was established to pay for public needs caused by natural or man-made disasters. It is funded, upon voter approval, by an annual appropriation in the Selectboard’s budget from the unexpended balance of the line item “Emergency Management”.

Tax Anticipation Reserve Fund – 2004

Will the Town authorize a Tax Anticipation Reserve Fund, in accordance with 24 V.S.A. § 2804, to pay expenses in anticipation of tax collections and or to retire a budget deficit, funded from Selectman’s Budget year end fund balance, said funding having a cap of 10% of the Selectman’s Budget for that year.

Article passed as written.

The Tax Anticipation Reserve Fund was established to avoid tax anticipation borrowing, or to retire a deficit. Since established, Johnson has not had to borrow in anticipation of taxes (or use the fund to retire a deficit). The Tax Anticipation fund has a cap on the size of the fund that is equivalent to 10% of the annual budget. There is no separate line item for the fund. If there is an estimated “surplus” in any given budget year, the Selectboard has typically used part of its surplus to stay near the 10% limit.

Buildings, Grounds and Equipment Reserve Fund – 2004

Will the Town authorize a “Buildings, Grounds and Equipment Reserve Fund”, in accordance with 24 V.S.A. § 2804, for non-highway capital equipment purchases and or capital improvements to town owned buildings and property, to be funded by unexpected funds from the Selectman’s budget line item “Small Equipment Purchase Current Year” and the current fund balance from the “Restricted Fund Small Capital Equipment” account?

Article passed as written.

The Buildings, Grounds and Equipment Reserve Fund was established for non-highway capital equipment, buildings and property. It is funded, upon voter approval, by an annual appropriation in the Selectboards budget from the unexpended balance of the line item “Equipment Purchase Current Year”. Computers and office related capital equipment are paid for from this line item or the fund. The fund has also been used for major building repairs and will likely be used for roof replacement of the municipal building.

Grounds and Equipment Reserve Fund (to be dedicated to the recreation program) – 2007

Will the Town authorize a “Grounds and Equipment Reserve Fund”, in accordance with 24 V.S.A. § 2804, for equipment purchases and or capital improvements to town owned and or leased property, and to fund it with year end fund balances (if any) from the Recreation Committee revenue versus expenses budgets, such sums to be determined annually, funded initially from any 06-07 fund balance from the Recreation Committee account?

Article passed as written.

The Recreation Grounds and Equipment Fund was established to pay for equipment or capital needs of recreation programs. It is not funded from a specific line item in the Annual Budget. Instead it is funded from the year-end balance (if any) of the Recreation Committee budget (as included in the Selectboard’s Annual Budget. The year-end balance is the difference between the actual Recreation Committee expenses and revenues.

Bridge and Culvert Reserve Fund – 2010

Will the Town authorize establishment of a “Bridge and Culvert Reserve Fund”, in accordance with 24 V.S.A. § 2804, for the replacement and or major repair to town owned bridges and large culverts, and to fund it with unspent balances (if any) from the Highway Budget line item “Bridge/Culvert Reserve Fund”, such sums to be determined annually?

Amended on the floor to read: “Will the Town authorize establishment of a “Bridge and Culvert Reserve Fund”, in accordance with 24 V.S.A. § 2804, for the replacement and or major repair to town owned bridges and large culverts, and to fund it by a line item in the budget?”

The Bridge and Culvert Fund was established for the replacement or major repair of bridges and large culverts. In the past the voters have authorized the establishment of funds for specific bridges (such as the Railroad St Bridge Fund and the Pearl St Bridge Fund). This reserve fund was established to cover any future bridge and large culvert repair/replacement projects. It is expected that the primary purpose of the fund will be to meet town match requirements for state repair and replacement grant programs. It is

funded, upon voter approval, from an annual appropriation in the Selectboard's budget from the line item, "Bridge/Culvert Reserve Fund". When approving the establishment of the fund, the voters authorized the transfer of any remaining funds from the Pearl St Bridge Fund, to the Bridge and Culvert Reserve Fund.

Land Record Digitization Reserve Fund

Land Records Computerization Reserve Fund was established for the purpose of making a digital or electronic record of existing and future Land Records which are the responsibility of the Town to maintain with the funding from a \$2.00 per page recording fees paid by persons recording documents in the Land Records. The fund allows for the year end transfer of these funds as determined annually by the Selectboard.

Historical Society Buildings, Grounds, Equipment and Acquisitions Reserve Fund – 2013

Will the Town authorize establishment of a "Historical Society Buildings, Grounds, Equipment and Acquisitions Reserve Fund", in accordance with 24 V.S.A. § 2804. For equipment purchases, purchase of buildings and grounds, capital improvements and maintenance to buildings and grounds. And acquisition of artifacts and collections, to be funded by the following or any combination thereof: annual appropriation by the Selectboard Budget line item, fundraising, membership fee, grants, bequests, and donations?

Article passed as written.

Conservation Reserve Fund – 2018

Shall the town establish a "Conservation Reserve Fund" to be used for preservation of lands with ecological, cultural, or recreational significance in Johnson in accordance with 24 V.S.A. § 2804; to be funded annually by budget line item?

Article passed as written.

Conservation Commission Reserve Fund was established for the preservation of lands with ecological, cultural, or recreational significance. It is funded by budget line item.

SkatePark Reserve Fund – 2019

Shall the town establish a reserve fund to be called the "SkatePark Reserve Fund" for the purpose of funding a capital reserve fund for the SkatePark to be funded by unspent funds annually allocated to the SkatePark in accordance with 24 V.S.A. § 2804?

Amended: Shall the town establish a reserve fund to be called the "SkatePark Reserve Fund" for the purpose of funding the operation and expansion of the SkatePark to be funded by unspent funds annually allocated to the SkatePark in accordance with 24 V.S.A. § 2804?

Article passed as amended.

SkatePark Reserve Fund was proposed for the purpose of funding the operation and expansion of the SkatePark. It's purpose was changed by the voters to: "the purpose of funding a capital reserve fund for the SkatePark." It's funding source of unspent funds annually allocated to the SkatePark, was unchanged.

TNL Reserve Fund – 2020

Shall the town establish a reserve fund to be called the “TNL Reserve Fund” for the purpose of funding the operation of the Tuesday Night Live Concert Series to be funded by funds raised by donation and fee by the TNL Committee in accordance with the 24 V.S.A. § 2804?

Article passed as written.

The TNL Reserve Fund was created to enable the smooth operation of the program. TNL as an operation does not fit easily into the town’s fiscal year and allowing them to fundraise and spend that money is essential.

2022 Cash on Hand

Cash on Hand June 30, 2022	950,842.83	
Due From Village	<u>9,819.23</u>	
	Total	960,662.06
Reserves that are in Cash		
Emergency Fund	(58,381.85)	
Conservation	(3,288.87)	
Conservation Reserve Fund	(3,500.00)	
Records Fund	(20,579.72)	
Tax Anticipation Fund	(290,780.25)	
Trust Funds	(1,600.00)	
Communication Committee (TNL)	(13,242.08)	
Johnson Community Oven	(984.77)	
Tax Prepayments 20-21 year	(8,878.89)	
Accounts Payable	(40,483.15)	
Rent Deposits	(975.00)	
Audit Reserves	(56,573.00)	
Paving Reserves	(163,680.73)	
Welcome Center	(7,028.30)	
Recreation - prepayment	(3,095.00)	
Johnson Bandstand	(209.97)	
Toddler Playground	(108.77)	
Non Motorized Bike Track Grants	(6,385.50)	
Mill Park Grant/Recreation Fields	(840.35)	
To Due Skatepark Reserve Fund - prior years	(7,870.79)	
Reserved for Other Purposes	<u>(10,708.00)</u>	
Balance		<u>(699,194.99)</u>
Balance for Cash on Hand		261,467.08
Delinquent Taxes		<u>141,224.44</u>
	Total Available	402,691.52
Proposed Reservations in Town Report		
To Reduce Taxes 22-23 Budget	100,000.00	
Tax Anticipation Reserve Fund	20,000.00	
Highway Capital Equipment Fund	20,000.00	
Buildings & Grounds	20,000.00	
Reappraisal Fund	<u>37,405.00</u>	
		<u>197,405.00</u>
Balance left over/uncommitted	205,286.52	
Reserve Fund Balances		Sept Board Meeting
Union Bank Reappraisal	7,127.01	
Building & Grounds	72,317.15	
Capital Equipment Fund	242,796.21	
Bridge & Culvert Fund	97,083.36	
Recreation Reserve Fund	17,036.00	
Skatepark Reserve Fund	11,798.38	
Conservation Money Trust Fund	3,500.00	
Records Preservation Fund	20,579.72	

Tax Anticipation Fund	290,780.25
Emergency Fund	58,381.85
Historical Society	<u>34,711.43</u>
	856,111.36

ADDENDUM TO TOWN AND VILLAGE OF JOHNSON COMBINED PERSONNEL POLICIES AND RULES

December 13, 2022

By unanimous approval of the Village Board of Trustees on December 12, 2022, the Holiday Time Section (section XV B 11) of the above policy is amended for *Village employees* as of 1 January 2023 to read:

11) HOLIDAY TIME AND PAY

Holiday pay is based on a maximum of an 8-hour day at regular pay rate. If required to work on an observed holiday, the hourly employee will be compensated at one-and-a-half-time regular rate of pay in addition to their Holiday pay.

The following holidays are observed:

New Year's Day, Dr. Martin Luther King's Birthday, President's Day, Memorial Day, Juneteenth, Independence Day, Labor Day, Indigenous People's Day, Veteran's Day, Thanksgiving Day and the adjacent following day, Christmas Eve, Christmas Day.

Please staple this addendum to the front of page 20 of your copies of the personnel policy until such time as an updated policy is rendered.



X

Erik Bailey
Johnson Village Manager

After 2 years	Full Time	40	4.15	216
	Full Time	45	4.67	243
	0.9 FTE	36	3.74	194
	0.8	32	3.32	173
	0.7	28	2.91	151
	0.6	24	2.49	129
	0.5	20	2.07	108
After 5 years	Full Time	40	4.92	256
	Full Time	45	5.54	288
	0.9 FTE	36	4.43	230
	0.8	32	3.94	205
	0.7	28	3.44	179
	0.6	24	2.95	153
	0.5	20	2.46	128
After 10 years	Full Time	40	5.69	296
	Full Time	45	6.40	333
	0.9 FTE	36	5.11	266
	0.8	32	4.55	237
	0.7	28	3.98	207
	0.6	24	3.40	177
	0.5	20	2.84	148

11) HOLIDAY TIME

Holiday pay is based on a maximum of an 8 hour day at regular pay rate. If required to work on an observed holiday (except floating holidays), the employee will be compensated at one and a half time regular rate of pay in addition to their Holiday pay.

The following holidays are observed:

New Year's Day, President's Day, Town Meeting, Memorial Day, Independence Day, Labor Day, Veteran's Day, Thanksgiving, Christmas. There shall also be two Floating Holidays, which are included in the CTO time allocations above.

C. Parental and Family Leave

1. Any employee as defined in VSA Title 21, Section 472, who works over 30 hours per week, shall be entitled to take unpaid leave for a period not to exceed twelve (12) weeks (within any 12 month period) during the employee's pregnancy and following the birth or adoption of his or her child.

Topic	Board	Public	Total
Light Industrial Park	7	3	10
ATV Ordinance	5	1	6
Economic Development & Branding and Marketing	4	1	5
Decarbonization	4	1	5
ARPA Funds	4	1	5
NVU	3	1	4
Public Service Award Ceremony	2	0	2
New Website	2	0	2
Town/Village Merger	1	3	4
Building Maintenance Planning	1	3	4
Union Contract Negotiations	1	2	3
Gravel Pit	1	2	3
Federal Money and Planning	1	1	2
Cybersecurity	1	1	2
Class IV Road Policy	1	1	2
Road Reclassification	1	0	1
Mud Abatement	1	0	1
Clerk/Treasurer Plan	0	3	3
Revolving Loan Fund	0	2	2
Multi-Use Trails and Ecology Plan for Talc Property	0	2	2
Diversity Equity and Inclusion	0	1	1
Bridge Improvements	0	1	1