

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

Date: Monday, April 3, 2023

Standing Items

6:30 Meeting kickoff

1. Call to Order & Additions or Adjustments to the Agenda (5 mins)
2. Review Invoices and Orders (5 mins)
REMINDER: Please just read through and ask questions – we will not be reading aloud.
3. Review and approve minutes of meeting past March 20th, and 27th 2023 (5 mins)
4. Selectboard issues/concerns (5 mins)

6:50 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. Beautification Committee Appointments (5 minutes)
2. Lamoille FiberNet ARPA Funds Allocation (10 minutes)
3. Letter of Support for United Way for Equity Grant (5 minutes)

7:25 p.m. New items

4. Selectboard Project Prioritization (60 minutes)
5. Town Administrator Search Planning (15 minutes)
6. Vermont State University Library/Athletic Public Forum (5 minutes)

8:40 p.m. Follow up from previous meeting action items (please review recent meeting minutes for context):

7. Economic Development Round Table Discussion Planning (5 minutes)
8. Northern Borders Regional Commission Infrastructure Grants (10 minutes)

Executive Session(s)

None Scheduled

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, April 3, 2023

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

7:05 p.m. Committees and Volunteer Support

1. Beautification Committee Appointments (5 minutes)

The Beautification Committee is recommending Adrienne Stevson (she/her) and Blake Parker (they/them) for appointment.

2. Lamoille FiberNet ARPA Funds Allocation (10 minutes)

A review of the actions of the board to award ARPA funds to Lamoille FiberNet.

3. Letter of Support for United Way for Equity Grant (5 minutes)

United Way has requested a letter of support for a grant to perform an equity study.

7:25 p.m. New items

4. Selectboard Project Prioritization (60 minutes)

The board will participate in an activity to decide on its highest priorities for the year.

5. Town Administrator Search Planning (15 minutes)

The board will discuss its options for a Town Administrator search.

6. Vermont State University Library/Athletic Public Forum (5 minutes)

The VSU representatives could provide some public forum for the residents and students in Johnson. How to host or sponsor that forum is undetermined.

8:40 p.m. Follow up from previous meeting action items (please review recent meeting minutes for context):

7. Economic Development Round Table Discussion Planning (5 minutes)

Another update to the draft agenda is available for review.

8. Northern Borders Regional Commission Infrastructure Grants (10 minutes)

We have an additional request for an NBRC grant application to benefit Lamoille FiberNet. There is also an update on our current application for the Light Industrial Park.

Executive Session(s)

None Scheduled

Please join by Zoom:

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GENERAL INFORMATION ITEMS

Information Items:

Budget Items:

Legal Issues:

VLCT: PACIF

State/Federal Issues:

Administrator's Correspondence:

Workshops: [MAP training \(5 copies\)](#)

Newsletters: [Long Trail News Spring 2023](#)

Brochures & Ads: [Evolis Solution](#)

Old Business:

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

Adjourn

Item	Department/Use	Cost	Code	Quotes
Baseball Field Maintenance	Recreation	\$1,215	50-7-75-50.00 Facilities Maintenanc	Attached

RABBIT TRACKS

Estimate

Greg Fatigate

PO BOX 515 Jeffersonville

VT 05464

Date	Estimate #
3/11/2022	47

Name / Address
Lisa Crews Johnson Recreation 293 Lower Main Street West, Vermont Johnson VT 05656

			Project
Description	Qty	Rate	Total
Address the following projects at Old Mill Park: *Spread topsoil and smooth out rutts in the soccer field caused by vehicle vandalism. *Harley Rake running paths on both baseball fields. Small sod chunk removal and final smoothing with a drag behind screen to be taken care of by town/volunteer. *Harley Rake approx 3/4 mile walking path at the park. Compacting of the raked surface to be provided by equipment tracks best as possible *Town of Johnson to provide topsoil and trucking for topsoil. * Estimate based on "worst case scenario" where topsoil would need to be moved a long distance by contractor at the work site * Seed & Mulching to be provided by Town of Johnson *Estimate made in good faith. Additional cost may be incurred for "add-on" requests outside of the work described on this estimate.	8	90.00	720.00
Transport of 8000# Tracked Skid Steer to and from site	2.5	90.00	225.00
Transport of Harley Rake to and from Johnson Farm & Garden	1	90.00	90.00
One day rental of Harley Rake, Johnson Farm & Garden	1	180.00	180.00
		Total	\$1,215.00

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

Economic Development Roundtable

Agenda for May, ____, 2023

1. Introductions
2. Industrial Park Development
 - a. Current Status
 - b. Vision and Obstacles
 - c. Available Funds or Expertise
 - d. Honing Focus on Actions
3. Rail Trail and Recreation Development
 - a. Current Status
 - b. Vision and Obstacles
 - c. Available Funds or Expertise
 - d. Honing Focus on Actions
4. Small and Local Business Needs
 - a. Current Status
 - b. Vision and Obstacles
 - c. Available Funds or Expertise
 - d. Honing Focus on Actions



**CATALYST PROGRAM
2023 LETTER OF INTEREST**

Name of Applicant Entity:

Applicants will be required to be registered in [SAM.gov](https://sam.gov) and have a Unique Entity ID (UEI) number at time of application.

Type of Entity:

Applicant Details:

Location of project:
(include Municipality,
County and State)

Project Contact:

Name:

Title:

Phone:

E-Mail:

Is there a Co-Applicant?

Yes No

Name of Co-Applicant Entity:

Type of Entity:

Co-Applicant Details:

Is the applicant required to request a Significant Benefit Waiver?

Yes No

If the entity submitting a LOI is also required to provide documentation to support a significant benefit waiver request (entity located in an Attainment County and not located in an Isolated Area of Distress), they must submit the executed significant benefit waiver affidavit, together with documentation that supports the project's ability to bring significant economic benefits to NBRC Distressed or Transitional counties, together with the required LOI documentation, prior to the deadline of April 21, 2023. The significant benefit waiver requirement requires approval of the Federal Co-Chair and a majority of the Governors of the four states or their chosen alternates to be considered eligible to be invited to application submission.

Is the applicant and/or co-applicant a prior NBRC award recipient who is not 75% expended as of April 15, 2023, and therefore requesting a waiver of the 75% expenditure requirement? Yes No

If the entity submitting a LOI is a prior SEID recipient and has not met the 75% expenditure (NBRC award and match) requirement of the prior award(s) prior to April 15, 2023, the entity must submit an executed 75% Expenditure Waiver together with the required LOI documentation prior to the LOI deadline of April 21, 2023. The 75% expenditure waiver must be approved for the project to be considered eligible to be invited to application submission.

The applicant acknowledges NBRC requires all projects to complete a NEPA environmental review process and that this may add to the overall project timeline. Yes No

The National Environmental Policy Act (NEPA) requires that prior to funding, authorizing, or implementing an action, federal agencies consider the effects that their proposed action may have on the environment. The NBRC has developed a NEPA intake form for all project to evaluate the level of NEPA environmental review required for each project. Include NEPA environmental review process in relevant supporting materials such as project timeline, budget, budget narrative, and qualifications.

Project Category: Categories are described in 2023 CATALYST PROGRAM Application Manual under Eligible Purpose. Applicants should self-identify the category that is most appropriate for the proposed project. The project narrative should align with the project category. The applicant should self-identify if multiple categories apply to the proposed project.

Construction in support of Infrastructure categories: Transportation Renewable Energy
 Telecommunications Basic Public – Core Basic Public – Critical Basic Public - Community

Non-Infrastructure categories: Business Development Workforce Development
 Basic Health Care Conservation, Tourism, Recreation

Project Budget Summary:

NBRC CATALYST PROGRAM Request Amount	
Match/Cost Share Amount	
Total Project Amount	

If a project uses funds from multiple federal sources (including the NBRC), [no more than 80% of a total project cost* can be comprised of federal funds](#). It is equally important for applicants to check with other federal sources, as each federal agency may have its own restrictions. [See 40 USC §15506\(e\)](#).

Letter of Interest Complete Package:

- **LOI form (fully executed PDF)**
- **Project Narrative (PDF format)**

For the narrative portion of the LOI, please include a letter (no more than 3 pages) that clearly articulates the following:

1. **Project Summary** (3-4 paragraphs): Describe the project including how it aligns with the objectives and scoring criteria as referenced in the 2023 Catalyst Program Application Manual. Describe how the project aligns with agency investment priorities:
 - Projects that provide benefits to or demonstrate meaningful engagement with communities who have been under-represented in past NBRC investments.

Underinvested communities include rural communities (population less than 5,000), communities of color, and tribal communities.

- Projects that address multiple needs and cross multiple investment categories.
- Projects that adapt to changing climate conditions and extreme weather events.

- 2. Statement of need** (1-2 paragraphs): Describe the project need including the challenge the project seeks to address. Describe why this project matters to the community and the opportunity gained by funding the project now.
- 3. Higher maximum for an infrastructure project** (1-2 paragraphs): Describe the need to include multiple infrastructure categories or multiple jurisdictions in one project. What is the benefit of setting the project up to include multiple infrastructure categories or serve multiple jurisdictions?
- 4. Outcomes** (1-2 paragraphs): State the expected outcomes and associated measures of success for the project. Outcomes should be clearly identified in narrative and measurable to be reported on throughout the course of the project as well as three years after closeout.
- 5. Partners and qualifications** (1-2 paragraphs): Provide a list and brief description of the collaborating partners in the project, and their respective roles.

- **Budget and Budget Narrative (PDF)**
SF424cbw

Budget narrative to include:

1. Expenses over \$5,000 with brief justification for each.
 2. Matching funds detail, to include Source, amount, date of commitment (and if not yet committed or pending, include anticipated date of commitment)
- *If requesting the higher maximum for an infrastructure project*, describe how the requested funds will be allocated across infrastructure categories.

Please submit the LOI template together with the required Project Narrative, Budget (SF424cbw) and Budget Narrative as one PDF to loi@nbrc.gov, by the LOI deadline of April 21, 2023, at 5:00 p.m. EST. If your project is required to submit a waiver and documentation in support of a Significant Benefit Waiver request and/or a 75% Prior NBRC SEID Award Expenditure waiver, please submit that information as a separate PDF from the LOI but attached to the same email as the LOI submission. Please see the 2023 Catalyst Application Manual for additional information. Incomplete LOIs will not be eligible to be reviewed or invited to application phase.

The required submission requirements of the Letter of Interest must be submitted in PDF form and not be corrupt. NBRC will attempt to open the document but will not take any additional measures in the event of problems with opening.

I, _____ verify that the facts set forth in the Letter of Interest materials are true and correct to the best of my knowledge, information, and belief.

Signature of Authorized Official

Date

Printed Name of Authorized Official