

VILLAGE TRUSTEES MEETING NOTICE & AGENDA

Agenda

Date: Monday, April 10, 2023

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

6:02 p.m. Administer Oath to newly elected Trustees.

6:04 p.m. Election of Chair & Vice Chair

6:10 p.m. Appointment of Water & Light Commissioner

6:14 p.m. Review and Approve Minutes of Trustee Meetings

Trustee Meeting March 13, 2023, possibly Annual Meeting April 4, 2023.

6:20 p.m. Treasurer's Report: Review and approve bills and warrants. Budget Status Report and any Action Items. Signatures needed.

6:25 p.m. Members of the Public

6:30 p.m. Rob Moore & Victoria Hellwig from Lamoille County Planning Commission: Update on W&L Garage project and request of ARPA Funds for it.

6:50 p.m. Village Manager's Report and any action items

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

7:10 p.m. Electric/General Report and any action items

7:20 p.m. Fire Department Report and any action items

7:25 p.m. Any other discussion or action items

1. (D) Review Trustees rates of compensation. (10 min)
2. (D/A) Discuss and act on customer application for sewer billing adjustment (10 min)
3. (D/A) Discuss the option of using the ARPA funds for Operations expenses and then putting the corresponding amount of Village monies into a reserve account to use in place of ARPA funds, as suggested by the VT Deputy Secretary of Administration. Possible action. (20 min)
4. (D) Discuss the results of the Village ARPA Survey. (10 min)
5. (D/A) Discuss the opportunity of the Village to host a forum for VSU Leadership to address community concerns about the future of NVU – Johnson. Consider preliminary scheduling options to forward to VSU. (15 min)
6. (D/A) Review and possible approval of updated Village Job descriptions. (15 min)
7. (D) Discuss Town priorities for future joint meeting. See attached draft agenda. Discuss what items the Village may wish to add to that agenda. (30 min)

Other Business

Adjourn

JOHNSON VILLAGE TRUSTEE BOARD MEETING MINUTES
JOHNSON MUNICIPAL BUILDING
MONDAY, MARCH 13, 2023

Present:

Trustees: Steve Hatfield, Lynda Hill (remote), Diane Lehouiller, BJ Putvain, Ken Tourangeau

Others: Erik Bailey, Rosemary Audibert, Andy Mink, Gary Nolan, Lydia Putvain (remote)

Note: All votes taken are unanimous unless otherwise noted.

1. Call to Order

Steve called the meeting to order at 6:00.

2. Review of Agenda and Any Adjustments, Changes, Additions

Erik added a billing adjustment request from a water and sewer customer. He said the executive session to discuss labor relations agreements could be removed from the agenda. Diane added discussion on ARPA funds and an update on the powerhouse site.

3. Review and Approve Minutes of Trustee Meetings

Diane moved to approve the minutes of February 13, 2023, BJ seconded and the motion was passed with Ken abstaining as he was not present at that meeting.

Erik said in the March 1 minutes on p. 6 the uniform cost of \$23K should be corrected to \$3K. **Ken moved to approve the minutes of March 1, 2023 with the recommended correction, BJ seconded and the motion was passed.**

4. Treasurer's Report / Review and Approve Bills and Warrants / Budget Status / Action Items

Rosemary said she had nothing notable to report about the budget. She asked the board to sign the documents for the water and sewer rate increase that was approved at the last meeting.

5. W/S Allocation Application by Andrew Mink for 93 River Road West

Erik said Andy Mink owns an apartment complex on River Road West. He wants to add a 9 bedroom building. We have the capacity and the infrastructure can handle it. Andy said it will be a 60 ft. by 40 ft. building with 5 studio apartments and 4 one bedroom apartments.

Lynda asked if they will be long-term or short-term rentals. Andy said all long-term. He has applied for a CRRP grant from the state and if he gets that 20% of the units will be locked into affordable housing standards for 15 years. His projected rent right now is about the same as what the state considers affordable anyway.

Ken moved and BJ seconded to approve the water and sewer allocation application and authorize Erik to sign the allocation approval from Andrew Mink for 93 River Road West.

Lynda asked if there is a building on the site now. Andy said there are 3 buildings with 20 existing apartments on 4.5 acres. He hopes a new building will help improve the property. He is also hoping to put in better paving and lighting. For the past couple of years he has been focused on tenant issues.

Lynda asked if he has been able to do any insulation. Andy said yes. He worked with 3M Insulation and Efficiency Vermont and got some grants and added over \$100,000 worth of insulation. He also replaced all the original electrical panels. During COVID he was able to use the Vermont Emergency Rental Assistance Program to get some repairs done. Since he purchased the property six different tenants have been evicted or moved on and he thinks all the tenants that are left now are happy and working with the landlords to improve things. He thinks the parcel is a good place for further development. If this building goes well he can consider that. If the property were within one of the form-based code zoning areas he would be able to apply for a priority housing project that would allow him to build up to a certain number of additional units without having to go through the Act 250 process.

The motion was passed.

6. *Village Manager's Report and Action Items*

Erik is working with Tori Hellwig of the Lamoille County Planning Commission applying for Congressionally Directed Spending Requests for the Water & Light Garage. They have submitted a request to Senator Sanders and the application to Senator Welch will be finished this week. These programs look promising for this project and can cover 75% of project cost if we are selected.

The water system Sanitary Survey letter came last week. The water system did well, only needing to add transfer switches to the Katy Win pump stations and have a sufficient portable generator to power them in series by the end of 2024. The letter also codified the positive results of the filtration system pilot study. Our capacity for the WTF is increased to 225GPM from 150GPM, allowing for village growth while still discontinuing the Nadeau well.

The lower storage building trapping tally so far is 6 raccoons and one skunk. There is still at least one raccoon left.

Lion Electric emailed this morning informing Erik that the check for our refund of deposit has been cut and is scheduled to mail out today.

Erik approved a new water & wastewater allocation for a mobile home to be added to West Highland Heights. This is separate from the two they are requesting an extension waiver on.

7. *Request for Waiver of Expiration of Water/Sewer Allocation*

Gary Nolan said he is representing Ken Harvey Manufactured Housing. They applied and paid for sewer and water allocations for two units. Erik said that was about 4 years ago and the application is good for 3 years. Gary said he did not realize that there is a sentence that says the allocation is good for 3 years but the option has to be renewed every year. They want to use one allocation in the Johnson mobile home park and use the other for a unit in West Highland Heights. He is asking to still be able to use the allocation without paying again. He is willing to pay for the option. They will be using the allocation in the spring.

Erik said allocations have a sunset date to keep people from buying them up and sitting on them. This isn't that situation. The pandemic affected everyone and they are going to put in the units in a matter of months. When allocations run out after 3 years it keeps large

developers from grabbing them early and sitting on them when they don't have plans to build. There is a small fee for an extension but it is not as much as the original payment. He recommends allowing Gary to extend the allocation. He is willing to pay the extension fee from last year. That would extend the permission to May 2023. If they act before then they won't have to pay the option fee again.

BJ moved and Ken seconded to extend the water/sewer allocation for 2 single family houses for K.A. Harvey's for another year under the condition that the cost of the option for last year is paid.

Lynda asked if people are buying these places or if they are rentals. Gary said he believes they will be rentals.

The motion was passed.

8. *Water/Wastewater Report and Action Items*

Erik read Dan's report:

Operational Status of Wastewater Plant and Callouts

- E-DMR and Wr-43 were submitted to the state
- Opened windows in the cupola above the SBR for ventilation
- Installed wear ring and impellor rebuild kit on the belt press booster pump
- Adjusted the spray nozzles for the belt press to give a better spray wash pattern for cleaning
- Changed the battery in the river high water float. It is a 5 year battery.
- Took main belt off belt press and sent back to the manufacturer. It had a defect and the laminating glue over the seam was coming off. They are going to re-glue the seam at their cost due to the defect.
- Gould Electric came and toured the plant to look at efficiency lighting upgrades at the plant. They will be getting us a quote on replacing the fluorescent lighting with LED fixtures. (Erik said the quote of \$15,700 came in today.)
- Serviced a sticking air bag slide on the belt press.

Operational status of Water Plant and Callouts

- Coliform samples were negative
- Installed new fittings, o-rings and pump tube in chlorine feed pump
- Added coolant to the generator at the water plant. It has a slow leak that we are keeping a close eye on while awaiting a quote from Brookfield Services for a quote to repair
- Completed the manganese pilot study. All samples came back non-detect. We have asked to finalize the permit to remove the Nadeau Well from our operating permit.
- Rotated pumps at Katy Win.
- Water loss for January was 17%

BJ asked why the village water is currently tasting so strongly of chlorine, much more than normal. Erik said that means there is not enough chlorine in the water. When the dosage is the lowest amount possible it can cause smell and taste issues, but it is not a health issue.

9. *Electric/General Report and Action Items*

Erik read the water and light department report from Nate Brigham:

Electric Dept.

Hyde Park mutual aid 13.5 hrs this month

Cut a tree at 95 Railroad St and one on River Road East

Fixed service at 124 Railroad St

Set Anchor at 805 Foote Brook Road

Irby came and performed dielectric tests on Line trucks, grounds, jumpers, hoses, and sticks

Fixed various streetlights around the village

Received an order of poles

Completed monthly meter reading, high/low checks, substation check, and dig safes

Anne Crocket

Received an estimate from Schweitzer for a new recloser control of \$10,549.20.

Dealing with Green Mountain supply regarding order error.

Discussed the lead time for meters and meter sockets for the upgrade for Adam McFadden. He needs to complete the application to get this project moving forward.

Reviewed the Village of Johnson Annual Report for 2021 to learn more about the Village budget.

Continued reviewing the latest version of the National Electric Safety Code. So far there are no serious implications to the changes.

Set up my computers and monitors.

Water and Sewer Dept.

Did inventory for end of year

Fixed 5 water meters that wouldn't read

Met with PACIF and Servpro at the cold storage building from last month's freeze up.

Servpro put 4 dehumidifiers and some fans in to dry up the building for a week.

Nate continued going to class for water distribution

General Dept.

Completed winter sidewalk maintenance as needed.

Fixed cross walk sign by the library on Railroad St

Safety

Safety meeting with NEPPA on Feb 8th was on OSHA fundamentals

10. *Fire Department Report and Action Items*

Erik read the fire department report submitted by Chief Arjay West for December 30 to January 26.

Calls:

JFO responded to 16 calls. 13 calls occurred during the daytime (6 am - 6 pm) and 3 calls occurred during the nighttime (6 pm - 6 am.) The average duration was: 77 minutes.

Nature:

Those calls were: 1 structure fire, 1 chimney fire, 1 debris fire, 8 automatic alarms, 1 odor investigation, 3 vehicle crashes, 1 medical assist/extrication

Staff:

The average number of firefighters that responded was 13. Total hours of service was 181.

Other:

We completed the body refurbish on Rescue 3 as part of the R2 replace/R3 retrofit project. We were able to get a donated workshop and several firefighters participate in a multi-day work detail to complete the fabrication. This will bring a substantial savings to the project. We are working on the final details and anticipate being able to report project completion next month.

Our three firefighters that enrolled in the State accredited Firefighter 1 training last year are on track for completion and certification by early summer. This will be a notable accomplishment.

11. Further Discussion about Heating Options in the Lower Storage Building

BJ asked, we were talking about taking heat out of the lower storage building completely, right? Erik said no, turning it off and stabilizing it. BJ asked so the building will be the same temperature as outside? Erik said yes. BJ said the village has equipment in there that is used for emergency situations. Do we want those pieces of equipment to be completely cold? Right now the heat is radiant. Is there any way we could put in something more efficient that could heat the building faster, like forced air heat? Ken said it already has boilers. BJ said he is thinking of keeping the building at around 40-50°, just enough to melt snow and ice off equipment.

Ken said he knows the town rec department had concerns about not having heat in the past. Erik said they are fine with having the heat turned off. The town has one backhoe they keep there but they can plug it in.

BJ said if we use equipment during the winter and then put it back in a building with no heat it won't be able to thaw and dry. Initially the thought was that if we got a more efficient heating system for the upper garage we could move what is there now to the cold storage building. Until then is there something smaller we can get?

Ken said we have a lot of time to consider what we want to do because this winter is almost over. He would say we can keep the heat off for now as long as the selectboard is okay with

it. Erik said that is one of the main factors driving the plans for a joint meeting with the selectboard. They are not comfortable with turning off the heat.

Ken said it is not good for the slab to heat it after it has not been heated. Is the heater for that building still not fixed? Erik said no, it is running. Ken said we should wait until the joint meeting with the selectboard and see what their concerns are.

Steve said the point was brought up that we may want to heat the space while we work on the village garage. Erik said we don't want to remove the capability to heat the building.

BJ asked if we are looking into a more efficient system for the upper garage. Erik said yes, that is the main focus of the VTC student program he is working on. Steve said Troy said the furnace we are using in the upper building is only a few years old and should be pretty efficient. BJ suggested maybe we can move that one to the lower garage. Erik said one engineer suggested it might be good to keep it in the upper garage as a backup.

BJ said he talked to attorney Brian Monaghan about the cold spring. If we clean out the area around the spring there is a possibility that if something happens to someone they could use that against us. Brian said it is very unlikely but the potential is there. There is a possibility that we could get away with some municipal immunity but he is not 100% sure. If the space is not cleared out and people create their own path it is the same as if they walked on any other uncleared path. His issue is not cost, it is liability.

Steve asked if Brian was aware of the sign when BJ talked to him. BJ said yes, he sent him a picture of it. Brian mentioned that one thing that could help us would be having a sign with different wording that he suggested.

Lynda asked what BJ means by cleaning out the cold spring area. BJ said he means shoveling snow.

Ken said he thinks to cover ourselves two things should happen. We should put up a sign as recommended by Brian Monaghan. And he thinks we should wait until June and then take a water sample and have it tested. It would be more likely to test negative now because of the cold temperatures so we should wait. We should see what is in it, post that information and not recommend that people drink the water.

Erik said there was a previous test that showed positivity for E. coli but the sampling was done by someone who is not trained so it is really invalid. False positives are possible with poor sampling technique. Does the board want him or someone on Dan's staff to take a sample?

Ken said no one wants to shut down the cold spring. The lawyer said keeping a path open in winter is more of an issue. We don't have to maintain a path in summer. Lynda said if we don't maintain a path in winter someone may slip on the steps. Ken said if someone goes off the beaten path it is not the responsibility of the village.

BJ said the drinkability of the water is not an issue if we have a sign there. It is just the path being cleared that opens us up to liability. Steve said to him the potential of liability from someone slipping if we don't maintain the path is just as great. BJ said that is not on us. Lynda said the whole reason we were discussing shutting it down was because we didn't want to shovel it. She asked if the sign Brian Monaghan recommends has to say specifically why the water is not drinkable. BJ said yes.

BJ said the cost of shoveling isn't his issue. He is just concerned about liability. With the sign about the water we don't have to worry about liability with regard to that. Ken said he thinks everyone should agree that we should put up the recommended sign and test the water. BJ suggested waiting until next time to make a decision to give Erik time to review what the lawyer sent. Diane said she feels the area should be shoveled. She thinks we will have less trouble if we maintain it.

12. Discussion and Review of Village Conflict of Interest Policy

Steve said it turned out that our attorney did not know that we had a conflict of interest policy. We do have one that was enacted in 2019. We just need to review it and if people want to change it that can be discussed. It is the model policy from VLCT. It seems pretty comprehensive to him. One of the things mentioned several times in the policy is the fact that there can be an apparent conflict of interest. That is what is most concerning to him.

BJ said basically the attorney said that since Lydia does not work for the village there is no conflict of interest. Steve said in his response to BJ he feels Brian did not address the issue that is most important to him. The apparent conflict of interest is a concern of his. He doesn't want to spend more money on this. He thinks we just need to be aware.

BJ said Brian said there is no conflict of interest in all the scenarios the board brought up. We spend money on a lot of issues. He thinks the money was well spent to confirm that there was no conflict of interest in something board members were all concerned about.

Ken said just because someone thinks there is a problem doesn't make it so. One of the board members should have contacted the lawyer before taking the actions they did. Lynda said she and BJ agreed that people in the office might not talk freely to BJ because he is married to Lydia. BJ asked, wasn't he the one who suggested that Diane should come along to talk to Lydia and the other employees instead of him because there could be a perceived conflict of interest? Lynda said she thinks that was a joint discussion. She doesn't remember who brought it up.

Ken said when two trustees are doing something like that, one should take minutes so there are no arguments about what was and wasn't said. Lynda said she has minutes from when the trustees met with the office employees but not from her and BJ's discussion.

BJ said on things like that he is adult enough to pull himself out of situations where necessary. Steve said he agrees. He is fine with that. But Brian Monaghan didn't really address something that he is concerned about.

Diane said she thinks Erik should have been the one to deal with the issues we were discussing. If there is a problem with employees and board members hear about it they should go to Erik. Steve asked, BJ has agreed that Erik will deal with these issues in the future? BJ said yes, but if he sees an issue or a way to save money, he will go to Erik. Ken said it is this board's responsibility to do oversight. A little looking in now and then by board members should be applauded by Erik because it covers him in the long run.

13. Billing Adjustment Request

Erik said Cirby Goss on Katy Win Road had a broken water line. A lot of water spilled on the ground under the trailer. It went through the meter but it did not go into the sewer so he is asking for an adjustment on his sewer bill. The average sewer bill from the last 3 months was \$44.26. The bill for the period when the break occurred was \$97.22. He is asking for the bill to be reduced to \$44.26.

BJ asked, when people have breaks do we look at it differently if it is their fault? Erik said we charge them for repair costs if it is their fault. In this case it was their line that broke, beyond the curb stop. But if a meter broke because it was in an area they didn't heat properly we would charge them. He is inclined to grant the request.

Ken asked, generally do we just reduce the bill to the average cost? Rosemary said yes.

Ken moved to adjust the sewer charge on Cirby Goss's February 16 sewer bill from \$97.22 to \$44.26. The motion was seconded and passed.

14. Update on Powerhouse Site

Diane said Salvador Morales from LCPC is meeting with the Brownfields Committee tomorrow and they will give him information about additional funding for the powerhouse site. She will let the board know what she learns about that.

15. Discussion on ARPA Funds

Diane said she would like the board to consider keeping \$125,000 of ARPA money available for grant writing and administration. Lynda asked, didn't we talk at the last meeting about having ARPA money set aside for grant matching funds? Steve said we have talked about it but not acted officially. Erik said the board pushed it to the April meeting.

Steve asked, didn't Erik put out a survey on Front Porch Forum? Erik said yes. He got 12 responses. Probably the biggest recommendation was for a sidewalk extension to Jolley. The water and light garage was also mentioned, as were a couple of other ideas. He will bring the results to the next meeting.

16. Other Business

The board gave Diane a card and thanked her for her service.

17. Adjourn

Ken moved to adjourn, Diane seconded, the motion was passed and the meeting was adjourned at 7:14.

Village Manager's Report March 13, 2023

I worked with Tori Hellwig of the Lamoille County Planning Commission applying for Congressionally Directed Spending Requests for the Water & Light Garage. We have submitted the requests to Senators Sanders and Welch prior to their deadlines. We have received preliminary feedback for both offices that suggests our project is a contender. These programs look promising for this project and can cover 75% of the project cost if we are selected.

I attended a legislative breakfast at Jenna's House on the 13th that had 6 of the Lamoille area lawmakers on the panel. I spoke to the pitfalls of the affordable heat act, both as a regressive tax on lower income working Vermonters, and from my position as an electric utility manager on the further strains it will put on a regional power grid that was perilously close to being undersupplied this winter with current usage levels.

I attended the ARPA Resources Meeting hosted by LEDC and the State of Vermont. It raised my awareness on the availability of different programs, and strategies they suggest for getting our ARPA funds off of the Federal books. More of that in Item 3 of the consent agenda. The entire LCPC staff was also in attendance.

Early indications are that we have beaten the racoons, and PACIF has cut us a check that will cover expenses beyond the deductible that will be split with the Town.

On March 29th the VTC Capstone project students gave us a preliminary presentation of their project. They took feedback to apply toward the final project presentation. At the very minimum, this will afford us an ASHREA Level 1 audit, and most likely save us time and money when applying for the BGS energy efficiency grant. They will be doing their final presentation on April 26th at VTC Randolph. President Grewahl will likely be in attendance. I have been asked to be a guest speaker and graciously accepted.

On March 31st I had a meeting with LCPC staff and an engineer from Weston & Sampson who specializes in brownfields projects in regard to the Water & Light garage project. Using federal grant funding, it is almost certain that we will be told to complete a Phase 1 and likely a Phase 2 environmental assessment. We are getting ahead of it to minimize its impact on timeline and costs.

VPPSA did a 2-page article for their Annual Report on our energy efficiency project & our cooperation with NVU - Johnson. It is attached.

Communities are built on relationships

Northern Vermont University (NVU) has more than 200 years of history in Vermont. The Johnson campus is central to the Village of Johnson's local economy and accounts for a large portion of the municipality's revenues. In 2019, NVU represented 29% of the electric department's revenues, 29% of the water department's revenues, and 34% of the wastewater department's revenues. Aside from the numbers, the college plays a crucial role in Vermont's culture by offering summer camps to kids from all over the state and region, hosting artist residencies that attract internationally artists to Johnson, and serving as the home of a nationally renowned writing program.

When the campus was threatened with closure in 2020 due to financial struggles, the Village of Johnson and VPPSA offered their assistance, recognizing that the local campus was crucial to the economic, cultural, and financial vitality of the community.

VPPSA's role was to bridge the communications gap between NVU facilities staff and Village of Johnson elected officials. Like most commercial customers, NVU incurs a demand charge based on the single hour each month when the customer's electric consumption is



Ken Moore (left), Maintenance Technician and Erik Bailey, right, Johnson Village Manager stand in front of Stearns Hall on a snowy day. Stearns will be the first building to have a smart meter installed.

highest. Since the college is billed based on one meter, they had difficulty determining whether a specific building or piece of equipment was causing electric consumption to spike. To gain more insights into cost drivers, they needed more granular metering technology both at the main metering point and at individual buildings. When VPPSA joined the conversation, NVU and the village were struggling to speak the same language and identify steps to improve the situation.



“We worked with VPPSA to help identify cost-saving opportunities for Northern Vermont University and at the same time keep a key economic customer for the Village of Johnson’s utility.”

- Erik Bailey, Village of Johnson Village Manager

VPPSA and NVU brought in another partner, Efficiency Vermont, to have sub-meters installed in multiple buildings on campus to identify potential areas on which to focus. VPPSA also encouraged the Village of Johnson trustees to replace the campus primary meter for one that can provide both the college and the utility with more in-depth data. The village trustees voted in favor of the recommendation and the changeout is underway.

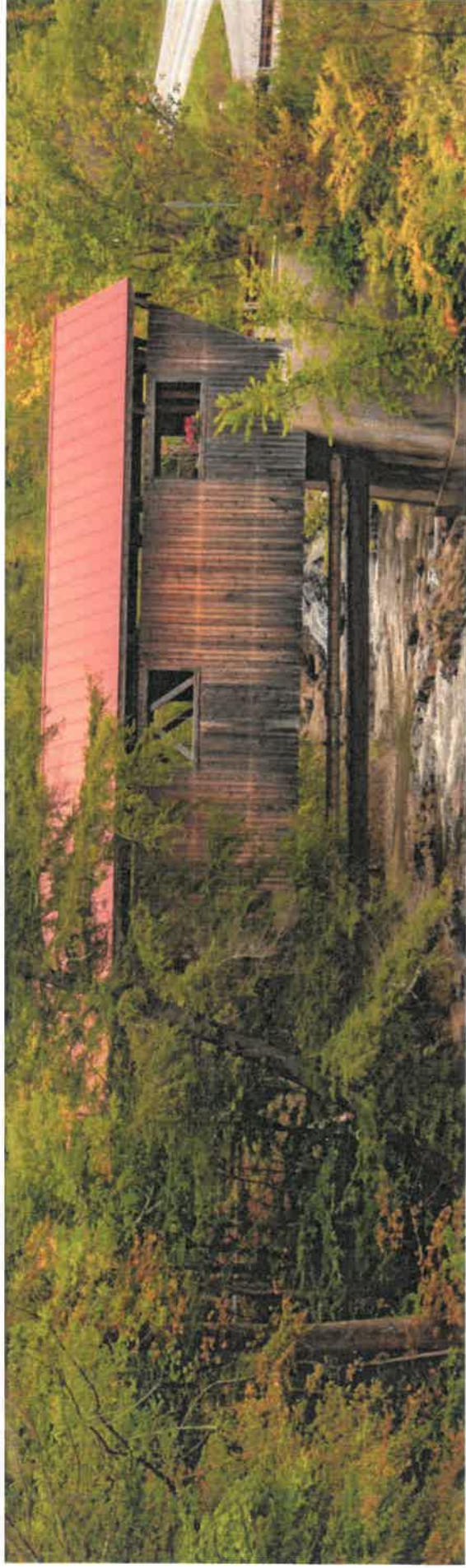
“We worked with VPPSA to help identify cost-saving opportunities for Northern Vermont University and at the same time keep a key economic customer for the Village of Johnson’s utility,” says Erik Bailey, Village of Johnson Village Manager. “VPPSA knows the importance of these kinds of institutions to both local economies and the cultural integrity of Vermont, and we appreciate their

partnership in keeping these clients as Vermont mainstays.”

VPPSA knows it takes a village to keep key businesses local. Whether identifying their technology solutions or supporting their installation, VPPSA is always at the table to help our municipal utilities build strong teams that benefit our communities and sustain our local economies.



Town of Johnson



Johnson boasts an iconic covered bridge that sits above the Gihon River.

The Village of Johnson WWTF, WTF
Monthly Chief Operator's Report
April 5, 2023

1. Operational Status of Wastewater Plant and Callouts

- E-DMR and Wr-43 were submitted to the state
- Had a callout for low influent wet well. We skimmed grease and floating solids out and cleaned the transducer and have not any issues since then.
- Received the repaired belt for the press back from the manufacturer at no cost due to the defect in their manufacturing process.
- Received and installed a free larger monitor for our SCADA system.
- Added air to the process water pressure tank that was low on pressure.
- Cleaned and painted containment trip hazards in the chemical feed room
- Pressure washed the belts on the press

2. Operational status of Water Plant and Callouts

- Monthly reports were submitted to the state.
- Coliform samples were negative
- Nitrate sample for Osgood well was non-detectible
- One callout for an intrusion alarm at the water plant. The heavy winds moved the entry door enough to set off the alarm. We adjusted the lockset so it closes tighter and won't be affected by the wind.
- The State Drinking Water Division approved removing the Nadeau well from the system, and it is disconnected and we have no further responsibility for it. We are working with Chip Percy to relocate the village water line around the well house so it is not inside of the building.
- Rotated pumps at Katy Win Booster stations
- Water loss for March was ___%

Village of Johnson Water and Light report – April 2023

Prepared by Nate Brigham and Anne Crocket

Electric Dept. –

Hyde Park mutual aid 20.5 hrs this month. 4 hrs was for storm work on 3-14

Started right way cutting

3-14 outages for Wescom Rd (1 hr) and Sweetser Rd (2 hrs) both for heavy wet snow.

3-15 outage for Sweetser Rd (2 hrs) – heavy wet snow

3-16 outage for Plot Rd (40 min) – heavy wet snow

3-26 outage for 850 and 794 Clay Hill Rd (3 hrs) – heavy wet snow

Met with electrician 487 Clay Hill Rd about a service change out.

1775 Clay Hill Rd voltage issues

Met with owner at 93 River Road West for moving a pole

140 Hoag Rd voltage issues, placed a voltage recorder

Completed monthly meter reading, high/low checks, substation check, and dig safes

Water and Sewer –

357 Clay Hill Rd Possible water leak, ended up being ground water

Nate continued going to class for water distribution

General Dept. –

Completed winter sidewalk maintenance as needed.

Fixed Cross Walk Sign by 5 LMW on Main St

3-20 pressure washed graffiti off the retaining wall of the Village Green

Fixed flag pole at Village Green

Safety –

Safety meeting with NEPPA on March 29th was on Osha fundamentals 5

Anne-Met with Nate to discuss crossarm replacement on Railroad Street. This requires an outage of Main Street. It needs to be scheduled soon as there is little left of the arms.

Met with Nate regarding the remaining work at the Twin Bridges. This will require some traffic control time.

Discussed the issues with two solar arrays with Nate and solar contractor. We installed a recording voltmeter at the Sullivan solar service to get a better picture of the issue. There may be an area wide voltage issue being exacerbated by the present line configuration at the Twin Bridges. We plan to install the volt meter at the Clay Hill solar after removing it from Sullivan's.

Learned how to set up an ancient GE recording strip voltage meter. I have received the results of these meters but never directly worked with one. They are a masterpiece of electrical and mechanical design.

Received an estimate for doing the work recommended by TSI on the substation transformers. The estimate was \$7,875. I also investigate the advisability of performing maintenance on the main transformer's LTC. It appears that, given the total number of operations, that the LTC does not need maintenance.

Johnson Fire Department Report

Feb. 23 – Mar. 30, 2023

Calls:

JFD responded to 13 calls.

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

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

The average duration was: 92 minutes

Nature:

Those calls were: 1 – chimney fire, 1 – vehicle fire, 1 – debris fire, 3 – automatic alarms, 4 – vehicle crashes, 1 – wilderness rescue, and 2 – mutual aid (structure fire & station coverage)

Staff:

The average number of firefighters that responded was: 12

Total hours of service was: 203

Other:

We have taken delivery of a new portable pump. This replaces an older pump that we began to have mechanic trouble with throughout last year. The new pump will be placed in service on Engine 2 early next month.

The project to replace Rescue 2 and retro fit Rescue 3 is complete. Through many hours of volunteer firefighter labor and a local donated workshop, an impressive savings realized by those efforts will remain in our Capital Truck Plan to support future needs.

Respectfully submitted, Arjay West, Fire Chief

APPLICATION TO BOARD OF TRUSTEES
FOR EXCESS WATER USAGE BILLING ADJUSTMENT

Applicant Name: Kate Westcott Account # 2000390-00

Address: P.O. Box 104 Phone # 802-635-6999

Johnson, VT 05656 Location of property 252 Lower Main East

Sewer only
Billed usage from bill: 311.34 Billing Period (month): February

Billing date: 3/16/2023 Billed usage from last three consecutive bills:
Sewer only → 1 38.09 2 39.35 3 39.97 Average of 3 bills: 39.14

Sewer only Average of 3 bills usage multiplied by 3 =: 117.42

If the current billed usage is equal to or more than 3 times the average usage of the 3 previous consecutive bills, you may be eligible for an adjustment to your bill.

I, Kate Westcott, request that the Board of Trustees review and adjust my water and sewer bill based on the attached information. In accordance with their adopted policy, I certify that I had no prior knowledge of the plumbing problem which caused the excess usage and furthermore, that I have corrected or caused to be corrected. In support of my certification that I have repaired or caused to be repaired the plumbing problem I am attaching copies of bills related to the repairs or a statement from a plumber or contractor who made the repairs. I further certify that I have not received a billing adjustment for this account # within the previous three years of the date of the billing in question.

Signed: Kate Westcott

Dated: 3/30/2023

Reviewed by the Board of Trustees on ___/___/___

Decision of Board: approved ___ dis-approved ___

Reasons for disapproval:

over

**VILLAGE OF JOHNSON POLICY ON
WATER & SEWER UTILITY BILL ADJUSTMENT**

In the event that a customer (per account) receives a utility bill that is based on consumption greater than three (3) times the average of the last three (3) consecutive readings, due to a water leak or other problems associated with the customer's plumbing, then said customer (per account) may be eligible for an adjustment to their utility bill subject to the following:

- Customer shall make application to the Board of Trustees on a form provided by the Village, which shall contain the following information:
- That customer has made appropriate repairs to plumbing. Evidence of repair shall be in the form of receipt or statement from a plumber or subsequent water readings indicating that the problem has been corrected;
- That the customer shall certify that he or she had no knowledge of the plumbing problem prior to incurring the charges;
- In the event that averaging the last 3 consecutive meter readings does not present an accurate representative sample of usage, the Trustees may establish an average usage baseline by reviewing a larger usage history from the billing software reports and such other evidence of usage as they deem appropriate to implement this policy.
- The customer has a responsibility to review their bills, identify high water meter readings and bring them to the attention of the Village as soon as they occur. The Trustees will not be inclined to make billing adjustments for multiple months where meter readings indicate water leaks and the customer failed to make repairs or report the issue to the Village.

Based on the review of the information submitted as well as any other pertinent available information, the Board at their sole discretion may make an adjustment to the water and or sewer bill. The adjusted bill shall not be less than a sum equal to three (3) times the average of the last three (3) consumption readings, or as determined by the Trustees, unless mitigating factors such as prior incidents of excess water usage warrant a lesser adjustment.

In the event that there is conclusive and indisputable evidence that the water leak did not result in discharge into the sewer system, the Board may recalculate the sewer bill by assigning the highest monthly meter reading from the prior 12 month period (or as determined under bullet 4 above) and applying that reading to all applicable charges as per the rate schedule.

There shall not be more than one adjustment made per customer (per account) during any one (1) year period following the date of the adjustment.

Amended this 9th day of August, 2010 by the Village of Johnson Board of Trustees:

Gordon Smith

Chris Parker

Walter Pomroy

George Pearlman

Ellis O'Hear

Attest:

Rosemary Audbert, Clerk

Acct # 200390-00
 Kate Westcott
 252 Lower Main East
 81778190

Reading Date	Usage in Gallons	Sewer	Water	Total
2/16/2023	25,000	\$ 311.34	\$ 189.13	\$ 500.47
1/18/2023	1,750	\$ 38.09	\$ 24.77	\$ 62.86
12/19/2022	1,950	\$ 39.35	\$ 25.26	\$ 64.61
11/18/2022	2,050	\$ 39.97	\$ 25.50	\$ 65.47
10/19/2022	195	\$ 39.35	\$ 25.26	\$ 64.61
9/19/2022	2,350	\$ 41.86	\$ 26.23	\$ 68.09
8/19/2022	2,200	\$ 40.92	\$ 25.87	\$ 66.79
7/20/2022	2,750	\$ 44.37	\$ 27.21	\$ 71.58
6/20/2022	2,900	\$ 45.31	\$ 27.58	\$ 72.89
5/19/2022	2,000	\$ 39.66	\$ 25.38	\$ 65.04
4/20/2022	2,350	\$ 54.36	\$ 38.73	\$ 93.09
3/21/2022	2,150	\$ 40.60	\$ 25.75	\$ 66.35
2/17/2022	2,200	\$ 40.92	\$ 25.87	\$ 66.79
12 month average:		\$ 42.06	\$ 26.95	

311.34
 - 39.14

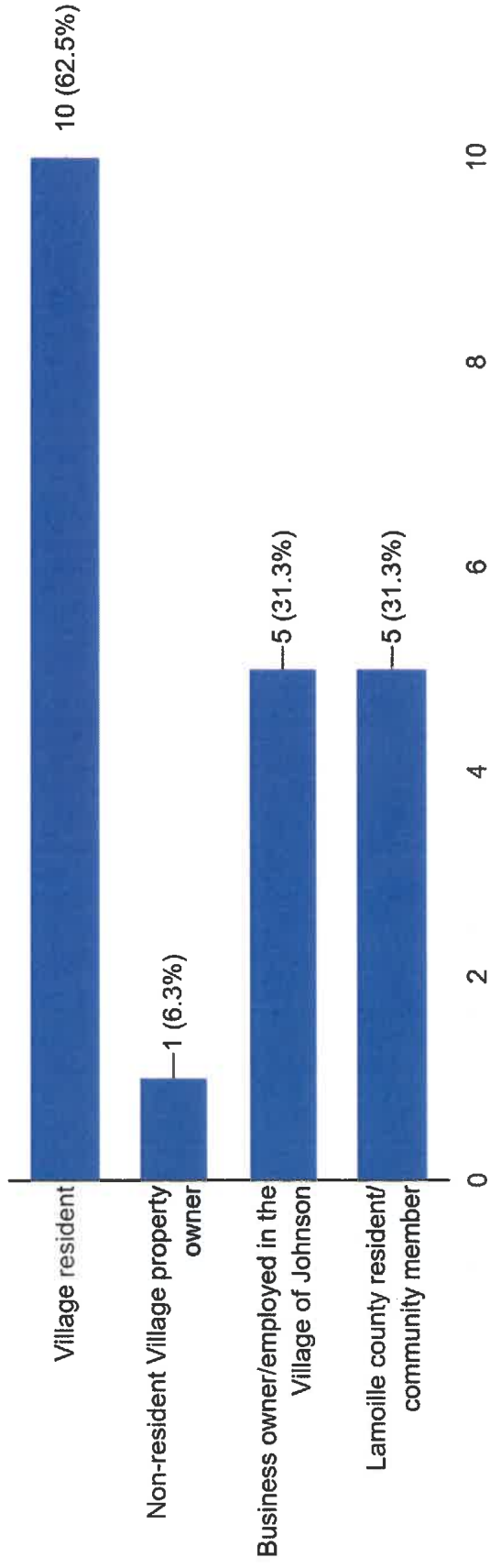
 272.20

Average Sewer Bill for last three months: \$ 39.14
 Average Water Bill for last three months: \$ 25.18

Customer source of leak: See attached letter
 Customer is seeking adjustment of sewer only

Affiliation with the Village of Johnson

16 responses



Please provide ideas for potential uses of Federal ARPA funds to better our Village.

We are soliciting ideas for potential use by the Village of Johnson and the Village has a sum available of \$325,000. (The Town of Johnson, represented by the own Selectboard, has a separate allocation of ARPA fund they are eligible to claim.) The Federal moneys available must be allocated by end of year 2025 and spent by year 2026.

Disclaimer: This is simply a brainstorming function and does not guarantee any ideas submitted. Uses of the funds will be determined by elected Board of Village Trustees officials.

Suggestion #1 for Village ARPA funds:16 responses

An automatic door for the library to increase accessibility.

Sidewalks from Jolley's to rest of village sidewalks

More parking

Bury electric lines on Main Street

Repair something that needs repair that has been put off in the past

Bury electric lines on Main Street.

Matching Funds for the Village W&L Garage complete rehab

Sidewalk from the village all the way to Foote Brook Farm Stand

Main St. Crosswalks- review 8/8/22 minutes Walter Pomroy

extend the sidewalk from where it currently ends on Main St to Wescom St. The walk by the river guardrail always feels too risky.

Moving the Village (and town) Garages to a different location, perhaps the Jewett Property, so we can lessen the traffic on Railroad Street, create a safe and nicer travel path to downtown and turn the Mill Property into a recreation destination for Rail Trail users and locals!

Move the Village and town garage to Jewett property

Move Town/Village garage to another location to better utilize all the space near the Rail Trail.

Could do so much to attract people to our Town.

Extension of sidewalks to skatepark and old mill park.

Move the village (and town) garages- that are along the Rail Trail at the end of Railroad Street- to a different location (perhaps the Jewett Property that the town bought on the other side of the village (across from Jolley's) so we can develop that PRIME piece of real estate into a recreation and art destination for Rail Trail tourist and locals

Move town garages for recreation development near rail trail and soccer/baseball fields. Dog Park

Suggestion #2 for Village ARPA funds:

10 responses

Sidewalks down Clay Hill from college down

Build an indoor community swimming pool/recreation center

Investing in the commons

Fun business signs near the corners of main St to "point the way" to the Library, Johnson Paint & Auto Body, Food shelf, Jenna's promising goods, Rail trail, and The College, Elementary school, VSC, arboretum, etc... like the kind on a wood post, painted bright colors with easy to read lettering and mile markers on an arrow shaped board

Side walk that extends all the way to the Rail Trail Parking area at the Food Shelf, as well as all the way to Jolley's on the other side of the village. And creating a real and safe "bike/walk" lane. extend side walks to Jollies

Put in sidewalks from Jollys into the village center

Development of existing parks. Adding attractions such as sculptures, improving existing trails, or adding other new features to the parks.

Power House Bridge semiconductor area and soft white lights that glow up the Silhouette of the bridge at night.

Safe, community, dog park

Suggestion #3 for Village ARPA funds:

8 responses

Enhance any of the favorite tourist attractions

Skate park renovations

Create an overlook platform area at the former Power House that includes art, flowers, picnic tables, etc. Also, fix the cold spring basin so it is attractive safe and a place people want to spend time at.

fix up the old mill house

Dog park

Development of fishing holes in the area adding platforms, tables, facilities for fishmen. (Dogs head, ghion, lamoille, bridge off LVRT)

Indoor year round community Rec center. There is NOTHING and No Where for the youth to go that's a safe, fun, place in this town. This should be number 1.

Extend sidewalks for better access to Rail Trail/rec fields and to Jolly/Housing Community

Do you have a long-term vision of the Village of Johnson? If so, please share.

10 responses

Thriving!

A hub for information about all the activities in Lamoille County. And not just the "paid for" ones. Church suppers, sugar on snow, family dances, forest walks, wagon/sled rides, beaver canoe trips (long gone I think now), make staying awhile easier. Johnson can't compete with the neighbors who have good restaurants and many rooms to rent but it can be the Front Porch Forum for activities for all, residents and visitors alike.

Growing into a vibrant "happening" community that has many draws for tourism, business & new residents.

This could be a great hub for artistic and cultural activity in the next few years. People are looking to move out in this area. We need affordable housing and good culture to attract and retain people.

I envision Johnson being a hip and happening art and recreation hub of Lamoille County- that draws tourists and permanent residents to want to spend time and lay roots here. I envision a thriving downtown filled with art, flowers, businesses, and young families. I would like to see the village merge with the town so that we are a unified government that works efficiently and effectively and makes every decision with a big-picture, healthy growth perspective. to attract more business and people to Johnson Village

Make our downtown as welcoming as possible. Nice banners hanging from utility poles, lots of flowers during the Spring and summer. Nice picnic area overlooking the river where the Powerhouse used to be.

Would like to see Johnson attract a larger business to bring opportunities to residents outside of the non-profits, college, and shops.

Are you familiar with Gilmore Girls and the fictional town of Stars Hollow?

I love our little town and want to see become more of a polished gem that embraces the college community, those who come to the VT Studio Center for programming and residency, our local families, professionals that are considering moving into the area, and the new 'tourist' traffic that we will see as the LVRT opens. We are a cozy community that has a home-town vibe. I don't ever want to see our town attract people like Stowe does, but we have a lot to offer being 30-45 minutes from 3 ski resorts, the Long Trail and other local hikes, LVRT mid-point, multiple swimming holes/Lakes, State Parks, etc. I love the balance between the outside activities available here and community activities. With local art groups, home-town play groups,

community events like TNL, public skating, pizza night etc. Our little town is the perfect spot to raise a family, start your career, gain professional experiences, continue your education, learn a new skill or hobby, and/or embrace your retirement. I see Johnson as a home-town hub that offers a cozy lifestyle that has the ability to fit any lifestyle, and it's 60 minutes (at most) to our larger 'cities' such as Burlington, St, Albans, Newport, St. Johnsbury and Montpelier.

VILLAGE OF JOHNSON
Water & Light Foreman Job Description

Position Title: Water & Light Foreman

Employment Category: Full time, FLSA Non-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 Foreman is to oversee the operations of the following departments to insure maximum efficiency, cost effectiveness and interdepartmental coordination: Electric Department (including liaison for contracted services), and General Department. Coordinates with and assists Water Department and Sewer Department Chief Operator with distribution and collection system maintenance and repairs.

Essential Job Functions

- This is a “hands on working foreman” position requiring strenuous physical labor and stamina. The employee must be able to respond to emergency situations quickly and required to locate within a non-waiver-able **travel distance of 30 minutes** from the Village of Johnson.
- Receives and originates work orders, reviews work plans, and assigns work. Plans, organizes, and coordinates maintenance, and repair projects involving departments listed above and coordinates with Chief Operator for Water and Sewer Departments for distribution and collection systems to ensure efficient utilization of materials, equipment, staff and contracted services.
- Supervises utility metering program for electric and water systems.
- Ensures Department compliance with required testing, reporting and recordkeeping of various State and Federal agencies in concert with the Estimating & logistics Specialist.
- Oversees the safety training, licensing, and certification of department employees in accordance with VOSHA and any other applicable rules and regulations. Maintains accurate filing system to document compliance with safety training, licenses and certifications, rules and regulations.
- Responsible for job site compliance with Village, Federal and State rules, regulations, and safety procedures and monitors their effectiveness (VOSHA, MUTCD, PSB Rules, ANR, etc.). Makes recommendations to Manager/Trustees to enhance safety and performance as needed.
- Liaison with the public and customers, including but not limited to: electric, sewer and water connections and disconnections in accordance with Village Policies. Responds to public inquiries, requests, and complaints in a cordial and professional manner.
- Recognize and respond to emergency situations and outages to ensure utility performance in accordance with policy set by Board of Trustees.
- Oversees department budgets for cost control in concert with the Estimating & Logistics Specialist. Assists the Manager and Board in developing operating and capital budgets.
- Maintains system maps and updates based on system changes/improvements. Provides this data to the Estimating & Logistics Specialist for GIS updates.
- Responsible for all department vehicle, equipment and facility preventative and general maintenance.
- Maintains current knowledge of department operations, licenses and certifications through self-study, literature review, and attendance at workshops and continuing education classes.
- Reviews and signs off on Water & Light Department employee time sheets.
- Reviews Water & Light Department invoices and assigns proper budget code.
- Evaluate Water & Light Department employees in accordance with Personnel and Safety Policies at least annually.
- Ability to exercise good judgment when carrying out duties and to maintain good working relationships with the public and fellow employees.

- Responsible for and oversees collection of Water, Sewer and Electric delinquent accounts in accordance with Village By-Laws and Policies, Public Service Board Rules and State statutes.
- Requires weekend and on call work.
- Performs any other related duties as required.

Required Qualifications/Certifications:

- Valid State of Vermont Class B driver's license. State of Vermont Lineworker Certification, successful completion of VT DEC Class D Drinking Water Operator exam. Knowledge of and ability to operate the tools and equipment used in sewer and water line work including but not limited to hand tools, air compressor, bucket truck, backhoe, chain saw, and chipper.
- Knowledge of sewer and water systems, utility metering processes, 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.
- 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. budget management skills. High School Diploma or equivalent required.

Supervisory Responsibility:

Directly supervises Water & Light Department staff. Carries out supervisory responsibilities in accordance with Village policies and applicable laws.

Working Conditions and Physical Demands:

Frequent periods of manual labor in non-office environments in all weather conditions and subject to after hours night and weekend work to respond to emergency calls. Exposure to electrical system voltage, enclosed spaces, high noise and vibration levels from machinery and equipment. Work involves standing and walking for most of the time, and occasionally requires working at heights up to 75 feet above ground. Work routinely includes pushing, pulling, or carrying objects weighing up to 120 pounds floor to bench, 70 pounds floor to overhead, and holding 62 pounds at shoulder height such as tools, crossarm with pins, insulators, and braces above head. Work requires acute olfactory skills in order to detect malfunctioning equipment and electrical shorts. Working conditions, equipment failure and workloads during peak periods may cause increased stress levels. Pre employment physical exam required and may be periodically required due to nature of employment.

Term of Employment:

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

Compensation and Benefits: Salary and benefit package as per IBEW Local 300 CBA 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.

*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.

VILLAGE OF JOHNSON

Water & Light Assistant Foreman Job Description

Position Title: Assistant Foreman

Employment Category: Full time, FLSA Non-Exempt.

Reports To: Water & Light Foreman and under general supervision of Village Manager

GENERAL SUMMARY:

Electric Distribution System, Water System Sewer System and General Department employee under supervision of Water & Light Foreman. Requires a high level of skill, independent judgment, and responsibility. Reports directly to the Water & Light Foreman. Also serves as the Board of Trustee's Collector of Delinquent Accounts.

Essential Job Functions:

- Ability to operate, maintain and service machinery, equipment and systems related to all utilities under supervision of the Water & Light Foreman.
- The employee must be able to respond to emergency situations quickly and required to locate within a non-waiver-able **travel distance of 30 minutes** from the Village of Johnson.
- In the absence of the Water & Light Foreman, supervision of Water & Light Department employees, and general operations of said departments.
- Secondary responsibility for job site compliance with Village operating and regulatory safety procedures, monitors their effectiveness and makes recommendations to the Water & Light Foreman to enhance safety and performance.
- Meter reading, maintenance and replacement program for electric and water utilities under supervision of Department Heads and or Water & Light Foreman.
- Follow regular maintenance schedule for routine and preventative maintenance equipment and distribution system under supervision of the Water & Light Foreman.
- Recognize and respond to emergency situations and outages to ensure utility performance in accordance with policy set by Board of Trustees and under supervision of Foreman.
- Ability to carry out complex written or oral directives or instructions and follow established safety and work rules.
- Ability to exercise good judgment when carrying out duties and to maintain good working relationships with the public and fellow employees.
- Ability to perform strenuous physical tasks such as bending, lifting, carrying, digging, etc. in all weather conditions.
- Collect on Water, Sewer, and Electric delinquent accounts in accordance with Village By-Laws and Policies, Public Service Board Rules and State statutes.
- Requires weekend and on call work.

Supervisory Responsibility:

Directly supervises Water & Light Department staff in absence of the Foreman. Carries out such supervisory responsibilities in accordance with Village policies and applicable laws.

Required Qualifications/Certifications:

- State of Vermont Class B driver's license. license. State of Vermont Lineworker Certification or equivalent, as defined by Board of Trustees, successful completion of VT DEC Class D Drinking Water Operator exam is preferred. Knowledge of and ability to operate the tools and equipment used in sewer and water line work including but not limited to hand tools, air compressor, bucket truck, backhoe, chain saw, and chipper.
- Knowledge of sewer and water systems, utility metering processes, building trades, ability to understand and follow oral and written instructions and to communicate effectively both verbally and in writing.

- 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. High School Diploma or equivalent required.

Working Conditions and Physical Demands:

Frequent periods of manual labor in non-office environments in all weather conditions and subject to after hours night and weekend work to respond to emergency calls. Exposure to electrical system voltage, enclosed spaces, high noise and vibration levels from machinery and equipment. Work involves standing and walking for most of the time, and occasionally requires working at heights up to 75 feet above ground. Work routinely includes pushing, pulling, or carrying objects weighing up to 120 pounds floor to bench, 70 pounds floor to overhead, and holding 62 pounds at shoulder height such as tools, crossarm with pins, insulators and braces above head. Work requires acute olfactory skills in order to detect malfunctioning equipment and electrical shorts. Working conditions, equipment failure and workloads during peak periods may cause increased stress levels. Pre employment physical exam required and may be periodically required due to nature 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.

Term of Employment:

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

Compensation and Benefits: Salary and benefit package as per IBEW Local 300 CBA with the Trustees (subject to Personnel Policy) annually and based on satisfactory job performance. of employment.

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 the Board of Trustees XXXXX xx,2023

<p>*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.</p>
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VILLAGE OF JOHNSON

Water & Light Lineworker and General Laborer Job Description

Position Title: Lineworker & General Laborer

Employment Category: Full time, FLSA Non Exempt.

Reports To: Water & Light Foreman and under general supervision of Village Manager

GENERAL SUMMARY:

Electric Distribution System, Water System, Sewer System and General Department employee under supervision of Water & Light Foreman. Requires a high level of skill, independent judgment, and responsibility. Reports directly to the Water & Light Foreman

Essential Job Functions:

- Ability to operate, maintain and service machinery, equipment and systems related to all utilities under supervision of the Water & Light Foreman & Assistant Foreman in Foreman's absence.
- The employee must be able to respond to emergency situations quickly and required to locate within a non-waiver-able **travel distance of 30 minutes** from the Village of Johnson*. New hires may take up to 13 months to acquire housing within the 30-minute travel limit on a case-by-case basis.
- Meter reading, maintenance, and replacement program for electric and water utilities under supervision of Department Heads and or Water & Light Foreman.
- Follow a regular maintenance schedule for routine and preventative maintenance of equipment and distribution system under supervision of the Water & Light Foreman.
- Recognize and respond to emergency situations and outages to ensure facility performance in accordance with policy set by Board of Trustees.
- Ability to carry out complex written or oral directives or instructions and follow established safety and work rules.
- Ability to exercise good judgment when carrying out duties and to maintain good working relationships with the public and fellow employees.
- Ability to perform strenuous physical tasks such as bending, lifting, carrying, digging, etc. in all weather conditions.
- Requires weekend and on call work.

Required Qualifications/Certifications:

- State of Vermont Class B driver's license. license. State of Vermont Lineworker Certification or equivalent, as defined by Board of Trustees. Knowledge of and ability to operate the tools and equipment used in sewer and water line work including but not limited to hand tools, air compressor, bucket truck, backhoe, chain saw, and chipper.
- Knowledge of sewer and water systems, utility metering processes, building trades, ability to understand and follow oral and written instructions and to communicate effectively both verbally and in writing.
- 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. High School Diploma or equivalent required.

Working Conditions and Physical Demands:

Frequent periods of manual labor in non-office environments in all weather conditions and subject to after hours night and weekend work to respond to emergency calls. Exposure to electrical system voltage, enclosed spaces, high noise and vibration levels from machinery and equipment. Work involves standing and walking for most of the time, and occasionally requires working at heights up to 75 feet above ground. Work routinely includes pushing, pulling, or carrying objects weighing up to 120 pounds floor to bench,

70 pounds floor to overhead, and holding 62 pounds at shoulder height such as tools, crossarm with pins, insulators and braces above head. Work requires acute olfactory skills in order to detect malfunctioning equipment and electrical shorts. Working conditions, equipment failure and workloads during peak periods may cause increased stress levels. Pre employment physical exam required and may be periodically required due to nature of employment.

Term of Employment:

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

Compensation and Benefits: Salary and benefit package as per IBEW Local 300 CBA with the Trustees (subject to Personnel Policy) annually and based on satisfactory job performance.

** Any Travel Distance waivers that predate this job description shall remain in effect for this position.*

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 the Board of Trustees XXXXX, xx, 2023

<p>*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.</p>
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VILLAGE OF JOHNSON
Water & Light Apprentice Line Worker/ General Laborer Job Description

POSITION TITLE: Apprentice Line Worker/General Laborer

EMPLOYMENT CATEGORY: FLSA Nonexempt

REPORTS TO: Water & Light Foreman directly, and under general supervision of Village Manager

GENERAL SUMMARY

The Line Worker Apprentice position is primarily responsible for developing the technical skills necessary to perform a variety of functions related to the construction, installation or maintenance of underground and overhead high and low voltage electric distribution systems. Work is varied in nature. Employee applies basic knowledge of electricity to work performed. Works under immediate supervision and in compliance with established policies, procedures and regulations. The position also entails a wide variety of non-electric department related activities in the General, Water, and Sewer Departments.

Essential Job Functions:

- Serves as an apprentice member in team effort to construct, install or maintain overhead and underground lines, transformers, and associated equipment, including the setting and removal of meters.
- The employee must be able to respond to emergency situations quickly and required to locate within a non-waiver-able **travel distance of 30 minutes** from the Village of Johnson. New hires may take up to 25 months to relocate to within that distance on a case-by-case basis.
- Digs pole and anchor holes and assists in setting, removing, and loading, unloading, transporting, and framing poles.
- Performs maintenance of distribution and service poles and unenergized attachments.
- Installs cross-arms, secondary racks and devices, anchors and guys; installs hardware and fittings for a vertical type construction including insulators.
- Enrolls in and completes Lineman apprenticeship program in a timely fashion while employed by Village of Johnson.
- Ability to operate, maintain and service machinery, equipment and systems related to all utilities under supervision of the Water & Light Foreman and the Assistant Foreman in the Foreman's absence. These can include large and small trucks, skid steer loaders, tractors, chainsaws, power tools, etc.
- General construction work related to water system, sewer system, storm drain system, sidewalk repair and maintenance and snow removal, mowing, etc. Buildings and grounds maintenance as needed.
- Meter reading, maintenance, and replacement program for electric and water utilities under supervision of Department Heads and or Water & Light Foreman.
- Follow a regular maintenance schedule for routine and preventative maintenance of equipment and distribution, water, and sewer systems under supervision of the Water & Light Foreman.
- Recognize and respond to emergency situations and outages to ensure utility performance in accordance with policy set by Board of Trustees.
- Ability to carry out complex written or oral directives or instructions and follow established safety and work rules as established by the Village.
- Ability to exercise good judgment when carrying out duties and to maintain good working relationships with the public and fellow employees.

- Ability to perform strenuous physical tasks such as bending, lifting, carrying, digging, etc. in all weather conditions.
- Requires weekend and on call work.
- Any other duties as assigned.

Required Qualifications/Certifications:

- Advanced math skills needed for certification requirements.
- Basic knowledge of electrical equipment maintenance principles including safety and regulatory requirements
- Passing score on aptitude/physical skills test or other as employed by the Village.
- Ability to obtain apprentice lineman certification within a reasonable time, given number of hours devoted to line work.
- Valid Vermont drivers license with a driving record suitable for insurability. A Class B Commercial Drivers License (CDL) is required within 180 days after filling the position.
- Basic written, oral and interpersonal communication skills.
- High School Diploma or equivalent.

Working Conditions and Physical Demands:

Frequent periods of manual labor in non-office environments in all weather conditions and subject to after hours night and weekend work to respond to emergency calls. Exposure to electrical system voltage, enclosed spaces, high noise and vibration levels from machinery and equipment. Work involves standing and walking for most of the time, and occasionally requires working at heights up to 75 feet above ground. Work routinely includes pushing, pulling, or carrying objects weighing up to 120 pounds floor to bench, 70 pounds floor to overhead, and holding 62 pounds at shoulder height such as tools, crossarm with pins, insulators and braces above head. Work requires acute olfactory skills in order to detect malfunctioning equipment and electrical shorts. Working conditions, equipment failure and workloads during peak periods may cause increased stress levels. Pre employment physical exam required and may be periodically required due to nature of employment.

Term of Employment:

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

Compensation and Benefits: Salary and benefit package as per IBEW Local 300 CBA 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: XXXXX, xx, 2023

*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.

Village of Johnson
Village Manager Job Description

Position Title: Village Manager/Water & Light Department General Manager

Employment Category: FLSA Exempt

Reports to: The Village Board of Trustees

General Summary:

The Village of Johnson has not adopted the Manager form of government as authorized in the 24 VSA Sections 1240 through 1243 and the use of the term “Manager” in this Job Description does not confer the Powers and Duties of a Manager as defined in 24 VSA Section 1236. The Manager shall have only those powers and duties as defined in this Job Description or by delegation of the Village Trustees.

The Village Manager’s mission is to support the Trustees in carrying out their duties and responsibilities to the ultimate benefit of the Village of Johnson. To that end, the Village Manager is responsible for planning, organizing, directing, and coordinating the affairs of the Village in areas not directly the responsibility of others for assisting the Trustee Board in developing policies for the general direction of Village affairs, for planning long-range programs for the various Village Departments, and responsible for the performance of the administrative and technical duties as assigned by the Board. The Village Manager position is a “working manager” role, with the Manager directly responsible for completing projects and tasks independently in addition to overseeing the work of other Village employees, departments, and contractors.

The Manager is also the Board’s direct representative and is responsible for the general oversight of Village Departments and staff, in accordance with Board policy and directives and is responsible for employee appraisals and all discipline short of termination. The Manager shall serve, at the Trustee’s pleasure, as the Electric Department’s representative to the Vermont Public Power Supply Authority’s Board of Directors and shall also have the title of General Manager of the Water & Light Department.

Work is performed independently with general policies established by the Board of Trustees.

Essential Job Functions:

- The Village Manager is responsible to the Board of Trustees and will attend the meetings of the Trustees. Direct assistance to the Board of Trustees shall include, but not be limited to, the following: to carry out the decisions, policies, regulations, programs and plans of the Trustees and to cause duties required of the Village not committed to the care of any other officer to be duly performed and executed, including signing forms, reports, requisitions, and other documents. Where immediate action is required and such a decision involves a significant policy issue, the Manager shall first seek the concurrence of the Board chair, who may elect to convene a special meeting, but in any case, they shall act in accordance with Board policy.
- To have general supervision over Village buildings, and lands, equipment, tools, and other property, and to coordinate with department heads to keep the same in good repair, and to propose replacements or additions as needed to the Board for their approval.
- To have oversight over Village departments, and all other administrative functions, except those exercised by other elected Village officers.
- Take appropriate action to ensure that the essential functions of Village departments are carried out where action is needed, required or desirable prior to a scheduled Board meeting, up to and including authorizing orders on the general and proprietary funds of the Village for regular and necessary expenditures as established by the Board purchasing policies. Where such actions are taken the Manager shall report the actions to the Board at the next scheduled meeting. Where action requires a substantial expenditure of funds (>\$19,000), the Manager shall first seek the concurrence of the Board chair.
- Take appropriate action to ensure that all open meeting law requirements are complied with.
- Summarize and organize materials sent to Trustees.
- Research topics of concern and prepare action recommendations as requested by the Board. Serve as a representative of the Board of Trustees or as designated contact in communications with Local, State, Federal, Regional, and other agencies in matters pertaining to the Village.
- Act as liaison between the Trustees, Selectboard, Town Administrator and other Village/Town boards, committees, officials, and employees as required.
- Research funding sources and where appropriate, prepare grant applications.
- Assist Trustees in using their time and facilities most effectively.
- Assist and coordinate the preparation of the Village financial programs, including annual budgets and monthly financial reports.
- Investigate methods for improving cost control and containment and increasing efficiency of Village services. Institute such methods as approved by the Trustees.

- Oversee economic development activities of the Village, including active engagement with Johnson Works.
- Oversee the regulatory compliance of all Village utilities.
- Perform such other tasks and assume such other responsibilities as the Board of Trustees may assign or delegate.

Desired Skill Sets:

- Knowledge of public administration, with particular reference to Village administration, including the basic principles of organization and budget preparation.
- Knowledge of Village utility operations, management, and budgeting/finance
- Knowledge of Village organization and functions
- Knowledge of the relationships within local government and other levels of government
- Knowledge of research methods and techniques utilized to assemble, organize, and present in written or oral form statistical, financial, or factual information derived from a variety of sources.
- Knowledge of the laws, ordinances, and other requirements governing local government.
- Computer literacy, good writing and presentation skills
- The Village Manager will be selected with special reference to experience in the area of business, financial, or Village management; knowledge of Village electrical, water, wastewater and highway systems; and familiarity with local, state and federal government procedures.
- Knowledge of the principles, practices, and technology, regulations, and laws related to utilities in the public sector.

Qualifications

- Bachelor’s Degree in Business or Public Administration or equivalent.
- Minimum of five years of experience in an advanced administrative capacity in either a Village or business environment
- Ability to deal with public, other officials, members of other boards and state and federal officers or representatives in a manner that is diplomatic, firm, and knowledgeable.
- Such alternatives to the above qualifications as the Board of Trustees may find appropriate and acceptable.

Working Conditions/Physical Demands

The hours and schedule of the Village Manager will be established by the Village Manager in consultation with Trustee Board. Work is full time salaried and requires non regular hours. By virtue of the service provided by the Village, the position is always considered on call. This time will include attending regular and work session meetings of the board and such others as required by the Board of Trustees.

Term of Employment

The Village Manager position is hired by the Trustees after interviews and reference checks. Terms of employment, compensation, and benefits are set by the Trustees and governed by the Personnel Policy. There is a six-month probationary period which is a condition of employment.

Compensation and Benefits: Salary and benefit package to be negotiated with the Trustees and, subject to Personnel Policy, salary increased annually in sync with other Village employees, 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.

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/>

Approved by Board of Trustees on: XXXXX, xx, 2023

**JOINT BOARD MEETING AGENDA
JOHNSON TOWN SELECTBOARD AND VILLAGE TRUSTEES**

Date/Time

Johnson Municipal Offices – 2nd Floor

AGENDA:

CALL TO ORDER

REVIEW OF AGENDA AND ANY ADJUSTMENTS, CHANGES AND ADDITIONS

PUBLIC COMMENT

1. Discussion on Condition and Future Plans for Old Mill House (30 minutes)
2. Discussion on Condition and Future Plans for Lower Storage (30 minutes)
3. Merger Discussion (30 minutes)
4. Future Use and Sharing of the Backhoe (20 minutes)
5. Discussion of Opportunities for Collaboration of ARPA Funded Projects (20 minutes)
6. Discussion of Maintenance Projects in the Town Clerk's Office Building (20 minutes)
7. Potential Energy Efficiency Projects for Shared Buildings (20 minutes)
8. Status of River Road East (30 minutes)

Adjourn

Join Meeting via Zoom

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

+1 312 626 6799 US (Chicago)

+1 646 558 8656 US (New York)

Meeting ID: 344 652 2544

Passcode: 15531

Topic	Board	Staff	Public	Total	Discussed	Priority
New Town Admin	2			2	2	1
Economic Development Hire	1			1	1	2
Light Industrial Park	4	2	3	9	9	3
Recreation Facility	1	2	5	8	8	4
ARPA Funds	3	1	3	7	7	5
Trails and Talc Property	3	2	1	6	6	
ATV Ordinance	3	2		5	5	
Town/Village Merger	1		3	4	4	
Road Reclassification	2	2		4	4	
Class IV Road Policy			3	3	3	
Public Safety Analysis Including Drug Crime Data Analysis			3	3	3	
Building Maintenance Planning	2	1		3	3	
NVU	1		1	2	2	
New Website			1	1	2	
Cybersecurity			2		2	
Branding				1	1	
Diversity Equity and Inclusion			1		1	
Marketing	1				1	
Housing Development Plan	1				1	
Economic Development & Branding and Marketing					0	
Decarbonization					0	
Public Service Award Ceremony					0	
Union Contract Negotiations					0	
Gravel Pit					0	
Federal Money and Planning					0	
Mud Abatement					0	
Clerk/Treasurer Plan					0	
Revolving Loan Fund					0	
Bridge Improvements					0	
Energy Efficiency of Town Buildings					0	

