

Town Administrators Report  
Selectboard Meeting  
Monday August 28, 2023

Meeting kick-off and agenda - By motion vote to approve the agenda either a) as presented; b) with additions and/or deletions; c) with re-ordering; or d) with some combination of b) and c)

1. Invoices and Orders - The invoices and orders will be available for you to look through. Note, there are about 8-10 orders for you to sign. Most of the orders are payroll related. Please vote to approve the AP and payroll orders.
2. Minutes - The August 14 meeting minutes were emailed to you at 11:57 am on August 21. A paper copy will be provided at the meeting. Please vote to approve the August 14 special meeting minutes.
3. A.O. Pay Rate – Scott Meyer may attend. Scott was in the office this morning. He picked up reference material and we talked about the status of substantial damage determination work. I mentioned this agenda item and what you agreed to pay Howard. Scott was okay with that pay rate. Please vote to approve a \$30 per hour pay rate for Scott Meyer’s work as the floodplain regulation administrative officer.

4. Road Name – Last meeting you deferred approving the road name until you knew there were no conflicts with a Johnson post office address and with an E-911 address in a broader area.

The Harveys plan to create a new side street off of West Highland Drive. Their email states they have a potential homeowner who needs an address for their loan. The Harveys proposed the name North Highland Drive. Julie at the Johnson post office said there is not another North Highland Drive in their delivery territory. She took my name and phone number for the post mistress to call me, if she had a concern about the name. She has not called. Tyler Hermanson from the state E-911 office checked the road names in surrounding towns. There is no conflict.

Please vote to approve North Highland Drive as the name of the new private road intersecting with West Highland Drive.

5. Copier – Last meeting we reported Symquest’s quote for a new office copier, printer, scanner was \$7,307.47 with a \$180 per month maintenance fee. A question was raised about FEMA acceptance if there is just one quote. I went to Ron Rodjenski for an answer. He said purchases under \$10,000 are classified as micro-purchases. He said the Town is only required to determine that the proposed quote is both reasonable and anticipated based on recent purchase or experience. Susan found the price for the copier lost in the flood cost \$8,590.36 when purchased in 2017. Based on that experience the quoted price for a new machine is reasonable. I don’t know what anticipated would be, except maybe FEMA means what we’d expect to pay.

Please vote to find the quoted copier price is reasonable and anticipated and authorize outright purchase of a Konica C450i copier from Symquest with a price of \$7,307.47.

6. Northern Border Regional Commission – Tuesday the Town was notified it was awarded a \$861,945.42 Catalyst grant from the Norther Border Regional Commission. The notification

states certain requested materials must be returned by September 8.

Tasha Wallis from the LCPC will attend remotely. Victoria Hellwig also may attend.

By September 8, the NBRC asks that the Town return an acknowledgment of award. The acknowledgement is on the bottom of the award notification letter. NBRC also asks that the SF-3881 Form be completed and returned. The form is about receiving ACH payments.

Tasha and Victoria could answer questions about the NBRC program and the Town's application. Also, they could give an update on the Economic Development Administration (EDA) grant application and how it fits with the NBRC grant.

Please vote to authorize Selectboard chairperson Beth Foy to sign the acknowledgment of award letter and the SF-3881 ACH Form.

7. VLCT Voting Delegate – VLCT also is looking for, by September 8, your designation of voting delegate(s) at the annual meetings. Last meeting you deferred action on this matter. August 28 is your last meeting before September 8. Do you want to designate the new town administrator as the voting delegate, and, if the new administrator is not known by September 8 to authorize Beth Foy to fill in a delegate's name?
8. Library – If time permits, a rough draft of the electrical work bidding specifications will be in the packet. If the specifications are not in the packet the specifications will be distributed at the meeting. The general contractor work bidding specifications also will be distributed.  
Brosseau is taking care of the furnace and cleaning the air ducts. The plumbing check is minor.
9. Flood Response Debriefing – Soon it will be two months from the night and day of the flood. Before too much time lapses you might want to hold a response debriefing or corrective action discussion. This meeting agenda item is intended only for deciding if you want to hold a debriefing and if you do, talking about plans for it. You could talk about when to hold it, how to conduct the meeting, who to invite. If you don't want to conduct a debriefing soon, you might ask key actors to jot down their thoughts about the response phase.
10. Flood Reports – There may be news about these topics or others
  - a. Debris Pick up – The state said they'd conduct a roadside debris pick up next week, then again two weeks later. The state hasn't given the day of the week yet.
  - b. Sterling Market – A meeting is planned for next week
  - c. Municipal Building Vault – Paper in the vault that got wet hasn't been set out yet. Work to sort through the papers and laying out documents should be planned.
  - d. SDD – At this time, nothing beyond the notes in number 3 above.

#### OTHER NOTES

- The Scribner Bridge kick off meeting was held Thursday. Mark and I attended. Your next involvement will be a Local Concerns Meeting held during a Selectboard Meeting in October.
- The insurance adjuster from VLCT PACIF visited the municipal building and skatepark on July 17. Anne Crockett showed the locations to the adjuster. PACIF has not received the adjusters reports yet.

- Johnson does not have a representative on the LCPC Transportation Advisory Committee. The primary rep and alternative positions are vacant. The TAC usually meets on the 4<sup>th</sup> Wednesday at noon. It usually does not meet every month. Members may attend remotely or in person at the LCPC offices. The TAC gives AOT input for its annual capital budget. The TAC also could give input on small and large transportation projects. This position would be good for Selectboard or village board of trustee members, or a citizen with related experience. You decide the term (1, 2, or 3 years) of the appointment.

Feel free to call or email with any question.