

Town of Johnson
Selectboard Meeting 10-2-23

Monday, October 2, 2023; 6:30 pm

Town Administrators Report

6:30 p.m. Call to order and Standing Items

1. Consider additions or adjustments and approving agenda
2. Review invoices and orders
3. Consider approving Minutes for September 18th
4. Selectboard issues and concerns
5. Planned Purchases for consideration
 - a. Land Record Book quotes review and approve
 - i. Sue Tinker has acquired two quotes to restore the damaged land record book. The book is in decent condition and is being stored in the freezer per the request of a restoration company. Rosemary Audibert, Sue Tinker, and Thomas Galinat will meet on Monday to review the quotes and each vendor's process. The goal is to ensure the book is not only restored but also functional for future land records research. The outcome of this meeting will be reported to the board at this time. Due to the formatting of the Kofile PDF I could not embed it into this report. The amount was \$1351.50. A paper copy will be delivered with the pack

6:40 p.m. Clerk & Treasurer's Report: warrants, licenses, and any action items.

6. 10 Cents on the Grand List
 - a. Rosemary Audibert is expected to attend and make this request of the board.
7. Current Budget Status Report
 - a. Rosemary Audibert will be present the End of Year for FY23 and current status for FY24
8. Cash on Hand Report
 - a. Rosemary Audibert will present the balance sheet for all funds.

6:50 p.m. Public Works Supervisor/Highway Foreman Report

- a. Jason Whitehill will attend the October 16th meeting.

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7:00 p.m. Administrator's report, action items, and business of the Selectboard

9. Liquid Fuel Bid Results

- a. The bids were returned from our fuel broker. Only Coarse and Freds decided to bid. All other companies passed on the opportunity. Both Coarse and Freds are our current suppliers. The board should consider moving ahead with agreements with Coarse and Freds Energy.

Flood

10. FEMA & State Buyout Program

- a. Stephanie Smith, Vermont State Hazard Mitigation Officer is expected to attend.

11. Municipal Building RFP review and approval

- a. The Municipal Building RFP is ready for review and approval.

12. Generic RFP for all other flood damage per FEMA procurement requirements

- a. We are up against a deadline to get a general RFP out for all remaining work. This process of procuring verified contractors will satisfy FEMA's requirements for reimbursement. All future work will have to be performed by one of the contractors procured by this general RFP. This general RFP will be widely distributed to help Johnson mitigate our low response from other RFP's.

13. Symquest Maintenance Agreement, for replacement copier

- a. This is the annual agreement for the maintenance of the newly purchased replacement copier. The agreement looks good and I see no issues.

RFPs & Grants

14. Skate Park RFP update

- a. The Skate Park RFP is ready to go out. However, there is still flood damage to remediate and debris to remove. During a site visit it was discovered that the town owned water line to the hydrant in the skate park maybe under the proposed halfpipe. I would suggest we close out all open FEMA claims before we begin any new construction. I'm concerned that the crossover may risk reimbursement. I would also suggest that Jason Whitehill or Dean Locke call dig safe to verify where the waterline is located. If the proposed halfpipe is going to be over the waterline, the board will have to decide to proceed as is, make changes to the proposed halfpipe, waterline, or both. The proposed halfpipe poses no risk to the waterline, the main concern is surrounding the future maintenance or repair.

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15. Updated Industrial Park plans for EDA Grant Application

- a. Duncan Hastings and Thomas Galinat attended a site visit last week. It was brought to our attention that housing may not be accepted with the EDA grant. The Selectboard should review it's vision for the light industrial park with the new information. There are options for subdividing a piece for housing, but that subdivision would have to be completed prior to the application and may complicate the process. through prorated utilities on the shared access.

Appointments, Committees & Personnel

Other Business

16. Website Renewal

- a. The website is up for renewal in January. This would be a great time to reorganize the information, create email and contact collection and distribution features, and freshen the appearance.

17. 911 Ordinance Review

- a. The ordinance is from 1997 with an amendment approved in 2019.

18. Creation of a Road Naming Process

- a. In addition to revisiting the 911 ordinance, a procedure should be created as an appendix for both developers and the Road Foreman. This will create a smoother process for all parties as Johnson continues to grow.

Executive Session

19. Executive Session for the 6 Month review of the Town Assessor. 1 V.S.A. § 313(3)

- a. Justin Mason has worked as the Town Assessor for the Town of Johnson for 6 months. This was through an interlocal agreement with the Town of Hyde Park where the Town of Johnson is the designated employer. All other details should be addressed during the executive session.

Adjourn

Condition report and proposal for conservation treatment #23072C01 September 25, 2023

Client:

Susan Tinker, Town Clerk
Johnson VT Town Clerks Office

susant@townofjohnson.com

Object information

Town Record Book (flood damaged)

Condition before conservation

The 19th-century town record book was damaged during the extensive flooding that affected Vermont on July 11-12, 2023. The record book was partially saturated with contaminated flood water that appears to mostly have contacted the cover, spine and front and back of the text block. The record book was packed and placed in a freezer to slow the growth of mold and to allow the book to remain stable until it could undergo conservation treatment.

The text block is presumed to be in fairly stable condition and the spine/cover needs to be repaired as they have separated from each other. This proposal is based on digital photographs and conservation with Rachel Onuf, from VSARA. It may need to be adjusted once the book has been examined in person.

Proposal for conservation treatment

core treatment cost

\$500.00

- 1. Treatment documentation:** Document treatment with a detailed written report and high-resolution digital photographs to record condition before and after conservation treatment. Files are kept as permanent records and may be provided via email or Dropbox on request at no additional charge.
- 2. Controlled thawing and drying:** Remove the book from frozen storage and dry with control over an 8-hour period.
- 3. Deliver to Malcolm Summers (bookbinder) for cover and spine repair:** The cover and spine will be repaired by Malcolm Summers, The Chester Bookworm. The cost for this repair is included in the estimate but may need to be adjusted once the book has been examined in person,
- 4. Pack:** Pack for transport to the client.

Condition report and proposal for conservation treatment 23072C01 (Continued)

Cost summary excluding discounts, convenience fees, shipping fees and any extra insurance fees if applicable

Treatment time	\$450.00
Materials	\$50.00
Core treatment cost	\$500.00

Total treatment cost \$500.00
(includes all options)

Authorization and payment: INITIAL PAYMENT DUE \$250.00

We must receive a signed copy of this form and the initial payment before beginning treatment. The initial payment is equal to half the estimated cost, excluding options and shipping.

Please note there will be a 3% processing fee applied to all payments made by card.

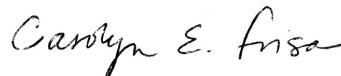
If work is not approved, a minimum examination charge of \$100.00 is due (excluding unframing, reframing, packing and shipping charges as applicable). Unapproved or completed work must be picked up from the Works on Paper studio within 30 days or shipped at the owner's expense. After 60 days, a storage fee of \$30.00 per month will be assessed for any unapproved or completed projects stored at Works on Paper. Full payment must be made within 30 days of completion of all conservation work and prior to return of the object(s).

OWNER'S STATEMENT OF INSURANCE VALUE: \$ _____

Maximum liability limited to the amount listed above. Unless the owner's insurance policy provides the standard all risk perils and the owner's insurance company sends Works on Paper a waiver of subrogation, all objects left here must be insured under our policy. If no valuation is provided by the owner, an assignment of \$500.00 will be placed on the object for purposes of insurance coverage. The undersigned recognizes that conservation treatment procedures may involve a certain amount of risk. Therefore, in further consideration, and as a condition of Works on Paper undertaking the work on the above object(s), the undersigned waives and releases Works on Paper from all claims that may arise due to damage or loss to the above object(s).

THE UNDERSIGNED HEREBY GRANTS PERMISSION to Works on Paper to use the record of this treatment, including photographs, for educational programs, academic publications, and promotional purposes. It is understood and agreed between the parties to this agreement that the treatment may be modified or stopped should unforeseen problems arise. After consultation with the owner or authorized agent, a revised estimate may be provided if the problems are more difficult and time-consuming than they first appeared. The cost estimate above is valid for 12 months.

Authorization is hereby given to Works on Paper to treat the above object(s). It is acknowledged that the undersigned has read and understands the treatment proposal and all terms and conditions herein.



Owner or authorized agent

Date

Carolyn Frisa, Head Conservator • Sep 25, 2023

DA1
 DA2
 GA
 NC
 NV
 VT
 SERVICES CA (PFA)

SALES ORDER RECEIPT

DATE: OPPORTUNITY No.: **P**
 REVISION DATE:
 REP(S): ACCOUNTING ONLY CUSTOMER No.:

PROJECT TERM

CONTRACT/AGREEMENT: YES NO PHASE: /
 START DATE: END DATE:

CLIENT INFORMATION

CLIENT:
 PO No.: TxSmartBuy PO:
 CONTACT:
 PHONE: FAX:
 EMAIL:
 BILL:
 SHIP TO:
 Same as above.

PURCHASING VEHICLE

None TXMAS-18-3602
Texas Only
 Other, specify: _____ LVA Records Grant
Contract/RFP No., etc. Library of Virginia

DIGITIZATION SPECIFICATIONS

IMAGE: Yes No Grayscale Color B&W
 TIF JPG PDF
 Resol: _____ Format to Load
 FILM: Yes No 16 mm 35 mm
 DUPS: Yes No POS NEG
 Vault Storage: Yes No
 INDEX: Yes No Full ID QL Full QL Life

SPECIAL INSTRUCTIONS

SHELVING: YES NO Unit(s):
 Style:
 Color:
 B/A PHOTOS: YES NO RETURN ORIGINAL BINDER/SHUCK: YES NO

BINDER SPECIFICATIONS* (Required for all preservation projects)

Material:
 Color:
 SEAL: Custom None TX Star

DEDICATION LABEL NAMES

Same as previous order.

Town of Johnson VT



ULSHO & PROPANE Bid Analysis

	ULSHO	ULSD	PROPANE
Bids Received:	9/28/2023	9/28/2023	9/28/2023
Contract term:	12	12	12
Start Date:	10/1/2023	10/1/2023	10/1/2023
Volume:	11,250	16,500	6,600

Supplier Bids 12 Month		ULSHO			
Supplier Bids 12 Month	Price Point	Adder	Cost Plus Price	Fixed Price	Annual Spend
		12 Months	9/27/2023	12 Months	
Coarse Fuels	Valero	\$ 0.5000	\$ 3.7455	NA	\$ 42,137
Freds Energy			\$ 3.6590	\$ 3.5890	\$ 40,376
Lowest Price				\$ -	\$ -
Supplier Bids 12 Month		ULSD			
Supplier Bids 12 Month	Price Point	Adder	Cost Plus Price	Fixed Price	Annual Spend
		12 Months	9/27/2023	12 Months	
Coarse Fuels	Valero	\$ 0.5000	\$ 3.8670	NA	\$ 63,806
Freds Energy			\$ 3.7690		\$ 62,189
Lowest Price				\$ -	\$ 62,189
Supplier Bids 12 Month		PROPANE			
Supplier Bids 12 Month	Price Point	Adder	Cost Plus Price	Fixed Price	Annual Spend
		12 Months	9/27/2023	12 Months	
Coarse Fuels	Belvieu	\$ 0.7500	\$ 1.5130	\$ 1.7990	\$ 11,873
Freds Energy			\$ 1.7500	\$ 1.9900	\$ 13,134
Lowest Price				\$ 1.7990	\$ 11,873

Monthly Future	ULSD	Propane
	Price (\$/gal)	Price (\$/gal)
Nov-23	\$ 3.2683	\$ 0.7480
Dec-23	\$ 3.1510	\$ 0.7538
Jan-24	\$ 3.0787	\$ 0.7638
Feb-24	\$ 3.0230	\$ 0.7487
Mar-24	\$ 2.9559	\$ 0.7325
Apr-24	\$ 2.8754	\$ 0.7288
May-24	\$ 2.8248	\$ 0.7294
Jun-24	\$ 2.7879	\$ 0.7325
Jul-24	\$ 2.7670	\$ 0.7431
Aug-24	\$ 2.7548	\$ 0.7556
Sep-24	\$ 2.7497	\$ 0.7681
Oct-24	\$ 2.7450	\$ 0.7769
12 month Average Strip:	\$2.9151	\$0.7484

TOWN OF JOHNSON

Request for Proposals for Water Damage Repairs to Municipal Building (FEMA)

Town of Johnson, Vermont

Issued: _____, 2023

Due: [2 weeks], 2023

I. PROJECT BACKGROUND

The Town of Johnson, VT (“Town”) is seeking bids to provide construction services for building repairs associated with water damage from the July 10, 2023 Flood Event. The Johnson Municipal Building first floor had approximately 8-inches of flood waters causing damage to flooring, walls and equipment. The building associated with the needed work is:

- Municipal Offices – 293 Lower Main Street West, Johnson, VT 05656

II. SCOPE OF WORK

Included in the proposal’s scope of work as outlined in Attachment A:

1. The contractor shall supply all labor, material, supervision, and equipment to complete project.
2. All work shall be performed in accordance with contract documents, specifications and drawings, and all relevant codes, regulations and requirements as deemed necessary by the Town.

WORK SPECIFIC CONDITIONS

1. Obtain and pay for necessary permits, licenses and certificates and give notices as required during the performance of the work. Electrical & Mechanical permits may be required. Payment will be held until all permits are closed.
2. Coordinate work with all Town staff within the affected building to minimize discomfort and displacement of employees in the building. The building will be occupied during this contract.

III. RESPONSE FORMAT

Questions concerning this Request for Proposals (RFP) must be made via email to the point of contact below. Responses to all submitted questions will be posted at:

<https://www.townofjohnson.com>.

Any revisions, addendums, and answers to questions received at least a week before the proposal due dates will be sent to Contractors who directly received this RFP.

- **Questions Due: _____, 2023 4:00 PM**
- **Question Response: [can be same day or later], 5:00 PM**

Mandatory In-Person Site Visit: [10 days prior to due date] , 2023 10:00AM – 12:00PM

All proposals in response to this Request for Proposals must be received electronically with the subject “Water Damage Repairs to Town Buildings (FEMA) – Proposal Submission” to the point of contact below, by the date and time provided.

Point of Contact:

Thomas Galinat
Johnson Town Administrator
293 Lower Main Street West
Johnson, VT 05656
tojadministrator@townofjohnson.com
802-635-2611

Due Date/Time: _____, 2023 4:00PM

IV. CONTRACTOR SELECTION

Proposals shall be evaluated based on the criteria listed below. Each firm shall respond to evaluation criteria items 1 through 5 in a concise and easily identifiable manner. Information and/or factors gathered during discussions and/or negotiations also shall be utilized in the final selection decision.

Criteria:

1. Priority assigned to the project and current workload of the firm with particular reference to the personnel and other resources being proposed.
 - a. Proposed project manager past performance to meet deadlines
 - b. Contractor capacity to complete work by **January 1, 2024**)
2. Qualifications of staff.
 - a. Areas of expertise shall include:
 - i. Construction Management
 - ii. Commercial Building (floors, walls, utilities) Experience
3. Past performance record and relevant experience.
 - a. Approach to project to complete in timeline – how does it relate to past projects
 - b. Quality of work, timeliness, and diligence
4. Financial responsibility of the firm: the firm must agree to carry general liability insurance (to cover errors and omissions) in an amount not less than minimum required by town policy, the Town’s insurer or as may be required by the Selectboard. Each firm shall state how Engineering omissions and/or errors have been handled by the firm in the past and how any Engineering omissions or errors will be handled for this project.

Selection Process

The review committee may engage in individual interviews with each firm deemed fully qualified, responsible, and suitable to provide the required services based on the initial responses and with emphasis on professional competence and experience.

Evaluation Criteria Assigned Weight

1. Proposed Schedule & Timeline 40%
2. Qualifications 20%
3. Past Performance 25%
4. Financial Responsibility 15%
- TOTAL WEIGHT 100%

Proposals will be reviewed and evaluated by Town staff based on the information provided. Additional information may be requested prior to final selection.

V. SUBMISSIONS

Contractors are encouraged to be concise. All proposals must include, but are not limited to, the following:

1. All documents must be in PDF format.
2. Proposed scope of work and timeline to complete each task.
3. Completed bid form (Attachment A) including price for each item, and signature by authorized representative for the firm.
4. A brief description of your firm's history and experience with the outlined work. If your firm intends to partner with another company, also provide pertinent information on the subcontractor.
5. A work history of up to three (3) related projects showing for each:
 - a. Name, address and phone number for each client.
 - b. Brief project description.
 - c. Statement as to whether project was completed on time and within budget.

Location of the office from which the management of the project will take place.

VI. CONTRACTING

The Contractor, prior to being awarded a contract, shall apply for registration with the Vermont Secretary of State's Office to do business in the State of Vermont, if not already so registered. The registration form may be obtained from the Vermont Secretary of State, 128 State Street, Montpelier, VT 05633-1101, PH: 802-828-2363, Toll-free: 800-439-8683; Vermont Relay Service – 711; web site: <https://www.sec.state.vt.us/>. The contract will not be executed until the Consultant is registered with the Secretary of State's Office. The successful Consultant will be expected to execute sub-agreements for each sub-consultant named in the proposal upon award of this contract.

Prior to beginning any work, the Consultant shall obtain Insurance Coverage in accordance with the minimum recommended by the town's insurance carrier, VLCT (Attachment A in this RFP). The certificate of insurance coverage shall be documented on forms acceptable to the Town.

If the award of the contract aggrieves any firms, they must appeal in writing to the Town. The appeal must be post-marked within seven (7) calendar days following the date of written notice to award the contract.

VII. AGREEMENT REQUIREMENTS

The selected consultant will be required to execute a contract with the Town on the terms and conditions required by the Town, including but not limited to compliance with State of Vermont and FEMA Procurement and Contractual Requirements.

VIII. LIMITATIONS OF LIABILITY

The Town assumes no responsibility or liability for costs incurred by parties responding to this Request for Proposals, or responding to any further requests for interviews, additional data, etc., prior to the issuance of the contract.

IX. COSTS ASSOCIATED WITH PROPOSAL

Any costs incurred by any person or entity in preparing, submitting, or presenting a proposal are the sole responsibility of that person or entity. The Town will not reimburse any person or entity for any costs incurred.

X. INDEMNIFICATION

Any party responding to this Request for Proposals is acting in an independent contractor and not as an officer or employee of the Town. Any party responding to this Request for Proposals will be required to indemnify, defend, and hold harmless the Town, its officers, and employees from all liability and any claims, suits, expenses, losses, judgments, and damages arising because of the responding party's acts and/or omissions in or related to the submission of the response.

XI. REJECTION OF PROPOSALS

The Town reserves the right to reject any or all proposals, to negotiate with one or more parties, or to award the contract to the proposal the Town deems will meet its best interests, even if that proposal is not the lowest bid. The Town reserves the right to re-advertise for additional proposals and to extend the deadline for submission of the proposals. This Request for Proposals in no way obligates the Town to award a contract.

XII. OWNERSHIP OF DOCUMENTS

Any materials submitted to the Town in response to this Request for Proposals shall become the property of the Town unless another arrangement is made by written agreement between the Town and the responding party. The responding party may retain copies of the original documents.

XIII. PUBLIC RECORDS

All records submitted to the Town, whether electronic, paper, or otherwise recorded, are subject to the Vermont Public Records Act. The determination of how those records must be handled is solely within the purview of the Town. All records the responding party considers to be trade secrets, as that term is defined by subsection 317(c)(9) of the Vermont Public Records Act, or that the responding party otherwise seeks to have the Town consider as exempt must be identified clearly and specifically at the time of submission. It is not sufficient to merely state generally that a proposal is proprietary, contains a trade secret, or is otherwise exempt. Particular records, pages, and sections which are believed to be exempt must be specifically identified as such and must be separated from other records with a convincing explanation and rationale sufficient to justify each exemption from release consistent with Section 317 of Title 1 of the Vermont Statutes Annotated.

XIV. PUBLIC HEALTH EMERGENCIES

Bidders are advised that public health emergencies, as declared by the Town, the State of Vermont, or the Federal Government, like during the pandemic of Novel Coronavirus (COVID-19), may introduce significant uncertainty into the project, including disruption of timelines or revised practices. Contractors shall consider public health emergencies as they develop project schedules and advance the work. The Town may require a public health emergency plan be submitted should such emergency be declared during the performance of this work. This plan will contain:

- 1) Measures to manage risk and ensure that potential impacts to safety and mobility are mitigated in accordance with health and safety standards and guidelines proposed by local, state, and federal agencies;
- 2) A schedule for possible updates to the plan in advance of the start of work
- 3) Means to adjust the schedule and sequence of work should the emergency change in nature or duration.

The Town will have sole discretion to approve, deny, or require changes to this plan as a condition

of consideration of the bid. While the Contractor is responsible for ensuring that the project or site is stable and in a safe and maintainable condition, the Town will have the right to inspect all preparatory, in-progress, and final work to ensure compliance with health and safety standards and may at any time require the Contractor to stop work until it becomes compliant. If a public health emergency is declared, the Town will not be responsible for any delays related to the sequence of operations or any expenses or losses incurred as a result of any delays. Any delays related to public emergencies, including the current pandemic of Novel Coronavirus (COVID-19), will be excusable, but will not be compensable.

XV. WORK SITE DESCRIPTION (SITE PLAN)

The area damaged by flood waters is the entire first floor of the municipal building. The floor plan and electrical plan are inserted here (full plan sets are available upon request).

[FLOOR PLAN]

[ELECTRICAL PLAN]



ATTACHMENT A – SCOPE OF WORK and BID FORM

FEMA DR-4720-VT
 Town of Johnson, Vermont
Municipal Building Flood Repairs
 293 Lower Main Street West, Johnson

The below list is intended to identify all damaged elements and return them to pre-flood conditions. Submitted unit pricing includes all labor, equipment, materials, and cleaning to prepare for new materials.

CONTRACTOR – PLEASE ENTER IN UNIT PRICE AND CALCULATE THEN ENTER COST

ITEM	NARRATIVE	QUANTITY	UNIT PRICE	COST
Insulation	Install insulation in exterior walls – replace with like materials	600 sq. feet		
Flooring (carpet)	Installation of commercial grade carpet to match removed	4,000 sq. feet		
Flooring (pad)	Installation of commercial grade carpet padding	4,000 sq. feet		
Drywall	Replace 3/8" drywall sheetrock, tape and prep for painting	600 sq. feet		
Painting	Prime and Paint new sheetrock seams; Paint only existing walls to full height	3,500 sq. feet		
Exterior Sheathing	Repair damage to exterior sheathing with like materials and coloring	Unknown – maybe a delete item		

Total Cost shall be written out here in U.S. Dollars \$: _____

Signature of Authorized Agent: _____ Date Signed: _____

Printed Name: _____

Cost proposals are valid for 60 days from RFP submittal deadline date.

Classified Ad – News and Citizen publication 10.05.2023

(due to press office by noon Mondays)

Note: Should also be posted on the VT Bid Registry

Contact – Thomas Galinat, tgalinat@townofjohnson.com

* * * * * BEGIN AD * * * * *

BUILDING REPAIR AND FLOOD RESILIENCY

Pre-Qualified Contractor List

The Town of Johnson, Vermont invites qualified professional service providers (architecture, engineering) and construction services companies or individuals (all construction trades) to be added to the town’s pre-qualified contractor list. A qualified firm or contractor will receive direct requests for quotes for services to furnish all tools, labor, materials services, insurance, notifications, and licenses/certificates to complete one or more upcoming building repair and flood resiliency projects over the next several months.

Professional firms will assist the Town in the development of plans to repair and incorporate building resiliency for flood damage to Town owned properties caused by the July 10, 2023 flood event (DR-4720). Construction services companies will provide quotes to complete selected project(s), including cost estimates to complete repairs to pre-flood conditions or to expand the scope of the repair to include retrofits, renovations, and mitigations of future flood damage.

The anticipated work to be requested from pre-qualified contractors includes:

- Cost estimates to repair and return to pre-flood conditions the municipal office building, town library and skatepark, with an itemized list of all work and associated restoration costs.
- Cost estimates to elevate critical equipment, wet proofing areas below the of two feet (2ft) above the base design flood elevation (DFE) and costs for the relocation of lower-level municipal office space to the upper-level and raising of lower-level library equipment, including electrical and mechanical systems at both facilities. Alternatives may include but are not limited to elevating equipment, flood proofing the rooms where the equipment is housed, or constructing an elevated addition on the building. Analysis should include establishment of the DFE, capacity of the existing building walls to withstand hydrostatic forces, evaluation of modifications to existing windows below the DFE to withstand hydrostatic forces, flood gates, evaluating entryways, and structural modifications to prevent flood waters from entering the buildings.

A complete RFP and submittal requirements in order be considered for inclusion on the town’s pre-qualified contractor list is posted at www.townofjohnson.com.

Advertisement Date: October 5, 2023

Closing Date/Time: October 13, 2023 4:00 PM

* * * * * END ADVERTISEMENT * * * * *



Office Use Only
SymQuest Contract #
Account Manager: NCIAMPANELLI
Incident #: 2029485
Proposal #: 26925

Maintenance Agreement

<p>Bill To:</p> <p>Company: <u>Johnson Town Of</u></p> <p>Address: <u>293 Lower Main Street PO Box 383</u></p> <p>City, State & Zip: <u>Johnson, VT, 05656</u></p> <p>Phone #: <u>(802) 635-5261 x</u></p> <p>Contact: _____</p> <p>Customer PO #: _____</p>	<p>Install Location:</p> <p>Company: <u>See Schedule A</u></p> <p>Address: _____</p> <p>City, State & Zip: _____</p> <p>Phone #: _____</p> <p>Contact: _____</p>
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Service Agreements	Accept	Decline
Copier/Printer Managed Print Services – Parts, toner, labor, post installation support on connected copiers/printers & travel inclusive.		X
One Rate – Parts, toner, staples, labor, post installation support on connected copiers/printers & travel inclusive.	X	

Commencement Date: 9 / 29 /2023

For agreement pricing and machine(s) detail(s) see Schedule A

This agreement is non-refundable and is accepted after approval by the SymQuest Group, Inc.

Terms and Conditions

General Terms

SymQuest Group, Inc. (hereinafter referred to as "SymQuest") by its acceptance hereof, agrees to furnish to the named customer (hereinafter referred to as "Customer") the described maintenance service on the following terms.

- 1) After execution by SymQuest's Contract Management, the term of this Maintenance Agreement shall commence on the date shown on this Maintenance Agreement and shall initially be for a period of sixty (60) months and shall automatically renew thereafter for successive one-month periods, unless SymQuest or Customer provides thirty (30) days prior written notice of non-renewal.
- 2) SymQuest reserves the right to cancel this Maintenance Agreement with a fifteen (15) days prior written notice if Customer does not maintain its account current (net 30 from invoice date) with SymQuest or if manufacturer announces that the product will no longer be supported with availability of parts or supplies.
- 3) If the Customer wishes to cancel this Maintenance Agreement before the expiration of its term, termination charges will apply. Termination charges will be equal to the current contract rate multiplied by the committed copy allowance, or the average of 12 months of actual reported clicks, whichever is greater, pro-rated for the remainder of the contract.
- 4) Customer shall pay reasonable costs incurred by SymQuest in the collection of any amount due hereunder, in the recovery of any property pursuant to or in the enforcement of rights against the Customer, including attorney's fees, whether or not suit is brought
- 5) SymQuest shall not be obligated to provide services or supplies as called for in this Maintenance Agreement unless the Customer is current with all payments due to SymQuest. Customer will not withhold payment of any amounts due or otherwise call a default under this Maintenance Agreement by reason of any claim that SymQuest has failed to perform its obligation hereunder unless, Customer provides SymQuest with prior written notice of the specific alleged failure and provides SymQuest thirty (30) days after receipt of such notice to correct the alleged failure. Customer must mail this notice to SymQuest by certified mail to its address shown on the billing invoice.
- 6) **SYMQUEST SHALL NOT BE RESPONSIBLE FOR INCIDENTAL OR CONSEQUENTIAL DAMAGE INCLUDING, BUT NOT LIMITED TO, LOST PROFITS OR DAMAGES ARISING OUT OF THE USE OF THE EQUIPMENT.**
- 7) SymQuest will not be liable for delays or inability to service caused directly or indirectly by strikes, accidents, climate conditions, parts availability, unsafe travel conditions, or other reasons beyond our control.
- 8) SymQuest and the Customer are and shall be independent contractors to one another, and nothing herein shall be deemed to cause this Agreement to create an agency, partnership, or joint venture between the parties. Nothing in this Agreement shall be interpreted or construed as creating or establishing the relationship of employer and employee between the Customer and either SymQuest or any employee or agent of SymQuest.
- 9) The parties agree to not solicit the employees of the other for employment. Except upon the payment to the other of a fee of \$50,000 by cash or certified check, neither party shall hire or accept or retain as an employee or independent contractor any employee or representative of the other who works in any capacity on any matter arising in any respect from the services provided under this Agreement.
- 10) Each party will keep confidential any financial, statistical, business, technical, copyrighted or confidential or proprietary information of the other party which may be submitted by one party to the other (including the price paid for product and/or services, any discounts, any special payment terms, and any other negotiated terms of this Maintenance Agreement), and each party agrees to keep such information confidential by using the same care and discretion that is uses with similar confidential and proprietary information of its own and will instruct its personnel to do so.

Terms and Conditions

- 11) During the period of this Maintenance Agreement, SymQuest will maintain the equipment listed in good working condition in accordance with SymQuest service policies. Service will include unscheduled repairs requested by the customer during normal working hours (8:00am-5:00pm EST), Monday through Friday except holidays. Customer agrees to allow SymQuest access to clean, inspect or repair the equipment during hours listed above.
- 12) When, in the sole opinion and discretion of SymQuest, any in-shop re-manufacturing is necessary because normal repair and parts replacement cannot maintain the equipment in a satisfactory operating condition, SymQuest will submit a cost estimate of needed recondition which will be in addition to the maintenance charges hereunder. If the Customer does not authorize such work, SymQuest may terminate this Maintenance Agreement upon (30) days prior written notice.
- 13) If SymQuest is unable to fix a piece of equipment on site, and the machine needs to be taken off premise, a service loaner will be provided. The current contract per copy rate as indicated on the most recent service bill will apply for any copies made on the service loaner. SymQuest will make reasonable efforts to provide a service loaner that will perform the functions required. Printers do not qualify.
- 14) If after written notice by Customer, SymQuest is unable to maintain 90% uptime (as defined by SymQuest) on a multi-functional copier for three consecutive months following notice, SymQuest will replace the asset with technology of equal or greater capability at no additional cost to the Customer during the initial term of this Agreement provided that the asset has always been maintained by SymQuest. Printers do not qualify.
- 15) When, in the sole opinion and discretion of SymQuest, any previously owned Printer added to this Agreement for service purposes cannot be maintained in a satisfactory operating condition under normal repair and parts replacement, the printer will be cancelled from the Agreement and the payment and rates will be adjusted accordingly.
- 16) SymQuest may inventory, at Customer's location, toner cartridges and supplies for equipment under this Agreement. Inventory toner cartridges and supplies are the property of SymQuest and must be returned at the conclusion of the Agreement. Customer agrees that failure to return any toner cartridge shall result in a cost per copy charge in the amount of the full yield of each unreturned cartridge.
- 17) The following services are **not included** or covered under this Maintenance Agreement, and any services rendered for such causes shall be billable: a.) Preparation for relocation of equipment, actual relocation or installation of relocated equipment; b.) Installation or removal of accessories or attachments; c.) Installation of any consumable item including, but not limited to paper, toner, staples, or any other consumable item referred to in the equipment operator's manual; d.) Repairs made necessary by (may result in termination of Agreement); (i) service or alterations performed by another organization; (ii) Electrical conditions external to the equipment that are inadequate or out of manufacturer's specifications; (iii) Customer's failure to provide and maintain an operating environment that is clean and/or within temperature and humidity specifications; (iv) Failure of customer to operate the equipment in accordance with the instructions contained in the operator's manual, accidents, neglect, misuse, failure of air conditioning, electrical power, power surges, strikes, water damage or flood; (v) Operator inefficiency or misuse as determined solely by SymQuest, including, but not limited to improper changing or loading of paper, toner, or other supplies or peripheral attachments.
- 18) Customer shall provide a suitable place of installation as specified by SymQuest in accordance with United Laboratories and/or manufacturer's specifications, for electrical service, and machine clearances (for adequate operating and serviceability). Floor surface must be stable and level.
- 19) Remote Monitoring: SymQuest will deploy a remote monitoring probe to gather all meter reads (for connected devices managed by SymQuest), information on error codes, and automatic toner shipments, all of which is covered in this Agreement. Customer agrees to maintain 95% uptime on server/pc hosting the remote meter collection software called Sentinel. For efficient and electronic meter reading, SymQuest utilizes specialized software that reports current meter readings on SymQuest print devices connected to Customer's Network. Customer agrees that meters may be assessed and reported in this manner.
- 20) SymQuest shall support and service external and/or connected accessories, peripheral products or software packages to the copier/printer as supported by the product vendor. This includes: a) vendor's system software; b) calibration and maintenance for such accessories and devices (customer may incur vendor technical support charges for additional support); c) addition of device drivers to client workstations; d) SymQuest supported solution with active vendor maintenance agreement; e) upgrades and/or maintenance pertaining to copiers, software, or print drivers as needed to resolve performance issues; and f) print performance troubleshooting.
- 21) The following services are not included, but can be provided as a billable service at the then prevailing connectivity labor rate (plus any applicable travel time): a) 3rd party printing application support; b) support due to network or hardware upgrades or changes that result in loss of connectivity; c) application version upgrades not related to performance issues; d) support due to incompatible or corrupt print files; e) support for connected devices not managed by SymQuest; f) support for performance issues not related to covered devices; and g) advanced color matching/training.

Copier/Printer Managed Print Services (if elected on page 1)

- 22) If remote monitoring is inoperative, or a copier/printer is not connected to remote monitoring, Customer will provide SymQuest with true and accurate meter counter readings. It is the Customer's responsibility to report meter readings to SymQuest in the time frame specified in the meter bill cycle field and coinciding with the commencement date of the Agreement. Meter readings not received by the date listed will be estimated, and customer agrees to pay invoices for estimated usage.
- 23) SymQuest reserves the right to adjust the service rate without notice. Service rates are based on 6% toner fill per page for black & white and 20% toner fill per page for color, using SymQuest brand toner. SymQuest may charge a Supply Freight Fee to cover costs of shipping supplies.
- 24) Client agrees to register all Konica Minolta copiers and printers, Kyocera-Mita copiers and printers and Hewlett Packard printers with SymQuest as they are installed in Client's production environment.
- 25) Client agrees to have SymQuest include all copies/prints made from the Konica Minolta copiers and printers, Kyocera-Mita copiers and printers and Hewlett Packard printers within Client's production environment in the monthly billable calculation.

One Rate (if elected on page 1)

- 26) SymQuest reserves the right to adjust the service rate up to 10% per year after the initial term of the agreement without notice. Service rates are based on 6% toner fill per page for black & white and 20% toner fill per page for color, using SymQuest brand toner.

Customer:

Thomas Galinat

Customer Name (please print)

Title

SymQuest Group, Inc.:

SymQuest Group, Inc. Contract Manager (please print)

Customer Signature

Date

SymQuest Group, Inc. Contract Manager Signature/Date

In Process



Schedule A - Service Only

Agreement Term in Months	60
Total Payment	\$180.00

Customer Name	Johnson Town Of	Office Use Only	
Base Frequency	Monthly	SymQuest Contract #	
Meter Frequency	N/A	Application Number	
		Account Manager	nciampanelli
		SymDeal ID	2029485 - 26925

Notes: SymQuest GEM:IFB 021-C - Staples included, no supply freight fee

Summary of Pool Payments							
Pool Name	Asset #'s share allowances	Monthly Allowance	Monthly Overage Rate	Monthly Maint. Payment	Monthly Base Service Fee	Monthly Total Payment	Notes
OneRate	I	Unlimited	-	-	-	\$180.00	
Totals:				\$0.00	\$0.00	\$180.00	

Breakdown of Machine Information							
Asset #	Device Dept	Tag #	Model #	Serial #	Sentinel (Y/N)	Start Meters B/W	Start Meters Color
I			KON-C450I	AA7R017004839			
Device Address		293 Lower Main Street PO Box 383 Johnson VT 05656					
Contact Name				Contact Email			

This Schedule is hereby verified as correct by the undersigned Customer, who acknowledges receipt of a copy.

Customer Signature
 Thomas Galinat

Customer Print Name

Contract Signature: SymQuest

Date

Title

Date

Investment Summary For:

Johnson Town Of

Group # 1

Proposal Date: 8/3/2023

Revision Date: 8/3/2023

Proposal ID: 2029485 - 24925

Supersedes any previous presentation Quotation

Valid for 30 Days From Revision Date



KONICA MINOLTA

ONERATE

**SENTINEL
ENABLED**

SymQuest GEM:IFB 021-C - Staples included, no supply freight fee

The I-Series houses a powerful engine, a quad-core central processing unit with standard 8 GB of memory and 256 GB SSD, which allows for quick-response, high-performance operations. With an additional combination of full-speed media printing range, high-speed single pass dual scan doc feeder as well as finishing options, digital skew correction, and large capability trays, expertly blends reliable functionality with versatile serviceability.

- 45/45 ppm in colour and black&white
- Automatic media type detection for improved User Experience
- 10.1-inch colour tablet-like touch panel with easy customisable modern UI
- Highest data security thanks to various security functionalities include Bitdefender anti-virus engine to reduce the risk of data loss and keep confidential data safe
- Mobile print support with access point capability
- Maximum paper capacity of 6.650 sheets



Item Description	Qty	Purchase	60 Months
BIZHUB C4501 45 PPM HYBRID MFP W/DUAL SCAN DOC FEEDER	1		FMV
PC-216 PAPER FEED CASSETTE - TWO 500 SHEET UNIVERSAL CASSETTES	1		
FS-533 INTERNAL 50 SHEET STAPLING FINISHER(C450I/CS50I)	1		
MK-607 MOUNT KIT FOR FS-533 (C450I/CS50I)	1		
bizhub SECURE	1		
LK-116 I-OPTION ELICENSE KIT (BITDEFENDER VIRUS SCAN)	1		
Device Subtotal			

Monthly Maintenance Plan

Item No	Service Rate Type	Black/Color Volume
KON-C4501	MFPHYBRID	Unlimited Images

OneRate Program includes the equipment, Sentinel monitoring, toner, parts, staples, labor and travel.
Connectivity Support includes connectivity training, driver updates, software updates and loading new drivers.
No Meter Reads. No Coverage Charges. No Escalators. No Hidden fees. No Hassles. One Easy Payment.

ONE RATE SOLUTION MFP (Leased Hardware and Monthly Service)	\$348.93
ONE RATE SOLUTION MFP (Purchased Hardware and Monthly Service)	\$7,307.47 and \$180.00 /Month

SYMQUEST NETWORKED SOLUTIONS REMOTE IMPLEMENTATION

SymQuest is proud to offer the remote implementation agreement designed to maximize your return on investment through the industry's most comprehensive approach to the implementation of integrated systems solutions.

SymQuest Remote Installation Process and Client Acceptance

When the pre-installation requirements are completed, the installation will be scheduled for delivery and the customer notified of the delivery date. Network installation and training will be scheduled with the provided customer contact.

SymQuest Responsibilities

1. Deliver, install, and connect equipment to network.
2. Load print drivers and test functionality on up to (5) workstations and (1) server. Setup scanning for up to 5 destinations.
** If requested, additional workstations can be configured at our billable hourly rate.
3. Instruct Network Administrator on connecting device to network, installing and configuring print drivers.
4. General user training for print drivers on basic print features.SymQuest can only support O.E.M. supported software.
5. Userboxes/Mailboxes are not transferable, SymQuest will train key user on proper userbox setup on new device.
Also see (7) below.
*** Proprietary software is not supported.

Client Responsibilities

1. Provide a dedicated electrical power outlet meeting manufacturer's specifications.
2. Provide a dedicated active network port & patch cable. (For certain solutions, 2 ports may be required.)
3. Provide dedicated analog fax line if faxing is required.
4. Provide adequate space for equipment meeting manufacturer's specifications.
5. On day of install, provide an onsite/remote network administrator for installation support and workstation setup.
6. If a Network Administrator is not available, client must provide a key user on-site for the duration of the installation process to work with one of our Remote Network Engineers. (Approximate installation time required is about .75 - 1.5 hours.)
7. Userboxes/Mailboxes are not transferable, any documents stored will need to be printed prior to the new device being installed.

SUBMITTED BY:		SYMQUEST GROUP, INC.	
	Nicole Ciampanelli nciampanelli@symquest.com	Telephone: 2074051979 Fax:	SymQuest.com 800-374-9900

If you agree to the above proposal, please sign to initiate order.

Authorized Signature: Title: **Town Administrator**
Printed Name: **Thomas Galinat** Date: **9/18/23**
Purchase

8/28/2023 Casey draft Request for Bids:
Concrete Construction & Sitework
for Town of Johnson Skate Park

The Town of Johnson, Vermont, is seeking a qualified contractor to add a bowled half pipe to an existing concrete feature in the municipal Skate Park located along Wescom Road in Johnson.

The half pipe is approximately 33'L: x 26.7'W x 3-3.5'H plus a small area that connects the half pipe with the existing concrete feature. There is a sloped grass berm on three sides. A design sketch is attached.

Construction is estimated to take approximately three weeks. We want to schedule work for September-October 2023, but spring 2024 may be an option.

Candidates must submit a brief resume, references, and estimate, and all other required documentation by September 10, 2023 (see APPLICATION REQUIREMENTS) to:

Town of Johnson Administrator,
PO Box 383, Johnson, VT 05656

Or to:

tojadministrator@townofjohnson.com, with a copy to casey@pshift.com.

The Town of Johnson reserves the right to reject any or all applications. Candidates will be evaluated by the Town based on experience and reputation, understanding of Town requirements, and cost for service. During the evaluation process, the Town reserves the right, where it may serve in the Town's best interest, to request additional information or clarification from applicants. At the discretion of the Town, applicants may be requested to make oral presentations as part of the evaluation process.

Please direct all questions regarding this opportunity to:

Town Administrator, 802-635-2611 or tojadministrator@townofjohnson.com.

Design, construction and technical questions can be directed to:

Pierre Hall, vtskateparkadvocates@gmail.com
Vermont Skatepark Advocates Corp.
18 Sugarbush Access Road
Warren, VT 05674
Tel: (802) 371-7774

Pierre can provide additional design sketches and information upon request.

NATURE OF SERVICES REQUIRED *c*

Contractors must

- have experience in building concrete skatepark features in VT.
- communicate regularly with Pierre Hall, a project manager, and SkatePark Committee members.
- communicate as needed with all municipal employees, and riders and other members of the public at the SkatePark.
- comply with all posted Skate Park rules & requirements, including No Use of Tobacco & Alcohol while performing work or when using the Park for personal recreation.

The Town has provided dirt (on site) to be used for sitework and as topsoil for the grass berm.

APPLICATION REQUIREMENTS

Interested parties shall submit applications to demonstrate their qualifications, competence and capacity to perform the work.

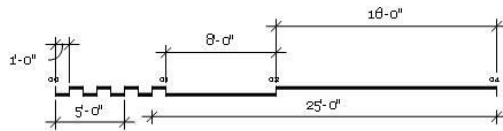
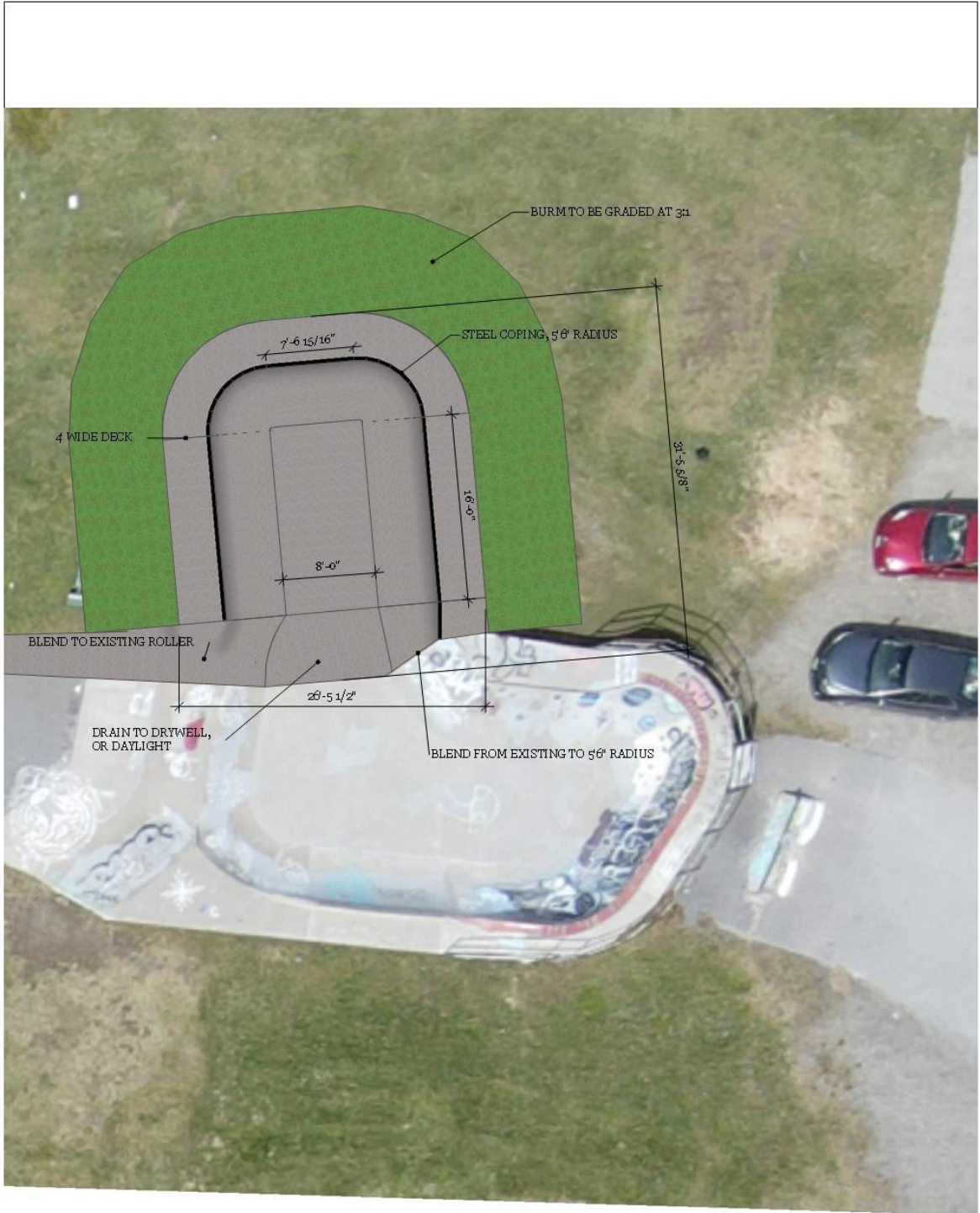
The application shall provide the necessary information in the following sequence:

- Background: A brief resume of professional experience.
- Proof of insurance.
- References for similar engagements with other government entities. Describe up to five of the most significant jobs performed in the last five years that are similar to the work described in this opportunity. Describe the scope of the work and provide the name, telephone number and any online contact information for the client contact.

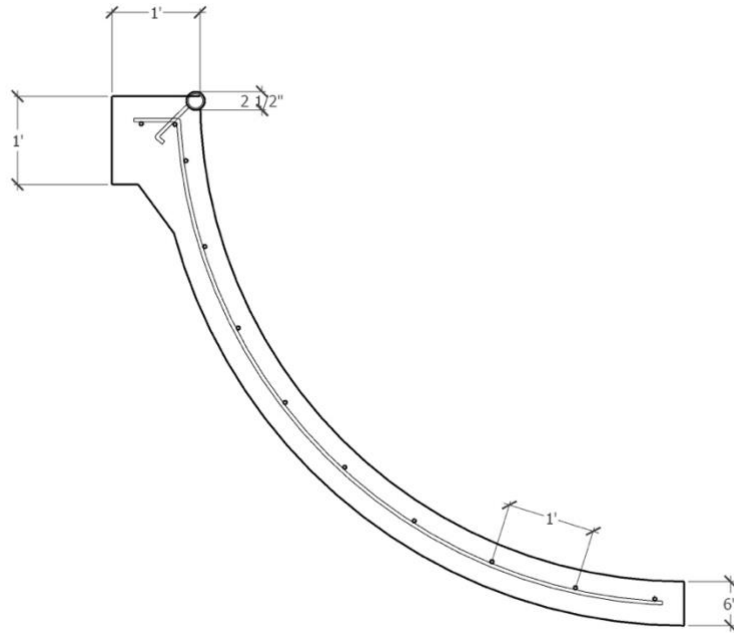
EVALUATION CRITERIA

The final selection of a contractor will be based on criteria including technical qualifications, efficient use of available funds, and proposed work schedule.

There is no expressed or implied obligation on the part of the Town of Johnson to reimburse responding applicants for any expenses incurred in preparing or presenting applications in response to this request. The Town of Johnson reserves the right to retain all of the applications and to use any ideas in an application regardless of whether the application is selected. Submission of an application indicates acceptance by the applicant of the conditions contained in this document, unless clearly stated to the contrary and specifically noted in the application submitted and confirmed in the contract between the municipality and the selected applicant. The Town of Johnson reserves the right to accept or reject any candidate, at their sole discretion, and to award a contract based solely on their determination of the best application considering all of the circumstances.



JOHNSON SKATEPARK & BIKE TRACK	PREPARED BY THE VERMONT SKATEPARK ADVOCATES CORP.	REVISIONS	A 01																
	CONCEPT DRAWING: BOWLED HALFPIPE	<table border="1"> <thead> <tr> <th>NO</th> <th>DATE</th> <th>REVISIONS</th> </tr> </thead> <tbody> <tr> <td>1</td> <td>06/16/22</td> <td>...</td> </tr> <tr> <td>2</td> <td>06/28/22</td> <td>REVISION</td> </tr> <tr> <td>3</td> <td>07/22/22</td> <td>REVISION, DIMENSIONS, AND DESIGN</td> </tr> <tr> <td>4</td> <td>...</td> <td>...</td> </tr> <tr> <td>5</td> <td>...</td> <td>...</td> </tr> </tbody> </table>		NO	DATE	REVISIONS	1	06/16/22	...	2	06/28/22	REVISION	3	07/22/22	REVISION, DIMENSIONS, AND DESIGN	4	5
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ADDITIONAL DETAILS

STRUCTURE

7-10 DAYS REBAR AND FORMWORK

- CONCRETE CLASS: 3500PSI FOR FLATS, 4000PSI SHOTCRETE FOR RAMPS
- #3 REBAR 12" OC BOTH WAYS
- STEEL TROWEL FINISH

SITEWORK *Note: Town supplied bankrun and will move it to worksite.*

ESTIMATED TIME 3-5 DAYS with 1-2 DAYS OF TOWN SUPPORT* TO BUILD UP THE BASES, 2-3 DAYS SHAPING

- BANKRUN 6" MINUS TO BE COMPACTED AT BASE OF STRUCTURE, AND BERM
- COMPACTABLE 1 1/2" MINUS TO BE COMPACTED FOR SHAPING RAMPS
- 25 YARDS TOPSOIL FOR DRESSING SITE
- SEEDED AND MULCHED AT END OF PROJECT *Note: include cost in estimate. Town may provide seed & mulch if their supplies are sufficient.*

**TOWN OF JOHNSON
ORDINANCE REGARDING
STREET NAMING AND STREET ADDRESSING**

SECTION I - PURPOSE

In accordance with 24 VSA Ch 61 2291(16) the Board of Selectmen of the Town of Johnson hereby establishes the following ordinance in order to develop a more uniform street naming and street addressing system throughout the Town of Johnson to enable people to locate addresses effectively for providing emergency services and deliveries.

SECTION II - STREET NAMING

Each street or road shall be assigned a name by the Board of Selectmen that is separate and distinct from any previously assigned name in the Town of Johnson.

SECTION III - GENERAL NUMBERING SYSTEM GUIDELINES

Highways to be officially named by the Board of Selectmen of the Town of Johnson shall be measured in segments of 1/1000ths of a mile from a designated starting point, usually that end of the Highway nearest the intersection of Route 15 and Pearl Street.

Even numbers shall be assigned to the right side of the street and odd numbers to the left as they head away from the starting point, with exception of Route 15.

The start of Route 15 W shall be the westerly Town boundary and the start of Route 15 E shall be the easterly Town boundary.

Low numbers on Route 15 shall start nearest the Johnson - Cambridge Town Line and increase as they head East.

All numbers shall be properly affixed on or near the front door or in some other manner as to be visible from the street.

A multiple unit structure composed of two (2) or more units shall bear one number for the principal building and each unit shall affix a letter or number suffix.

SECTION IV - FUTURE DEVELOPMENT

Prior to the issuance of a zoning permit (if available) a developer shall furnish a plan for a street naming and street numbering system in accordance with this ordinance to the Board of Selectmen.

SECTION V - STREET SIGNS

The Board of Selectmen, upon adoption of this Ordinance, shall institute a program for the installation and maintenance of street name signs in accordance with the names established by this Ordinance.

All signs shall conform to the Manual on Uniform Traffic Control Devices for Streets and Highways.

All signs shall be installed and maintained to the highest degree possible allowed by budget considerations.

SECTION VI - NOTICE AND IMPLEMENTATION

Public Notice:

The Board of Selectmen shall make reasonable efforts to ensure that the public is notified of the existence of the Ordinance for Street naming and Street addressing.

The Town shall ensure, through cooperative efforts with the Post Office, that each property owner is notified of the Ordinance.

SECTION VII - SEVERABILITY


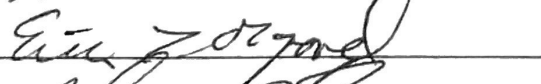
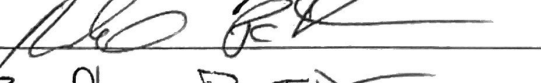
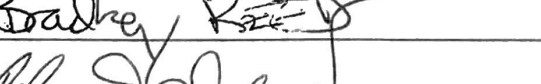
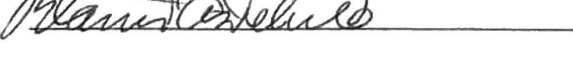
If any portion of this Ordinance and Amendments is held unconstitutional or invalid by a court of competent jurisdiction, the remainder of this Ordinance and Amendments shall not be affected.

ADOPTED 4-28-97

POSTED AND PUBLISHED 4-29-97 5-1-97 & 5-8-97

EFFECTIVE DATE 6-27-97

BOARD OF SELECTMEN

	Kent Hanley
	Eric T. Osgood
	Michael Patch
	Bradley Reed
	Blaine A. Delisle

DRAFT PROPOSED AMENDMENT TO Town of Johnson 911 Street Naming Ordinance

Section II – Street Naming

- a) Every street or road, whether public or private, which provides access to three or more residences or businesses shall have a unique name assigned by the Selectboard of the Town of Johnson. All road names shall be separate and distinct. No two roads names may have the same or similar sounding name. The Selectboard of the Town of Johnson may change the name of streets to promote public welfare. Road names under consideration by the Selectboard shall be submitted to adjacent towns, Emergency Service providers and the PostMasters/Mistresses of all Post Offices serving Johnson for any potential conflicts with existing road names. Every effort shall be made to avoid conflicts with mail delivery or provision of emergency response. Final authority to name roads resides with the Selectboard.

- b) Any requests for road names, new or existing, shall be submitted to the Johnson Historical Society (JHS) for review followed by their recommendation to the Johnson Selectboard. Notwithstanding Section II. a) above, all road names shall have a Johnson specific historical context and significance. The JHS will submit their recommended names to the Selectboard. The developer or persons living on a road subject to naming may also submit proposed names to the JHS, with the goal of a consensus recommendation. If aggrieved by the JHS recommendation, they shall have the option of proposing another name, which shall be submitted to the JHS for review and recommendation, prior to any final decision by the Selectboard.

- c) Street names must comply with the naming guidelines provided by the State of Vermont Enhanced 9-1-1 Addressing Standards. See Attachment A.

approved 12/12/19