

Town of Johnson  
Town Administrator's Report

The Ellsworth Room, Second Floor Willey Library  
Vermont State University – Johnson  
337 College Hill Rd (*Clay Hill Entrance*)  
Friday, December 22nd, 2023; 5:00 pm

5:00 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 December 11<sup>th</sup>, 2023
4. Selectboard issues and concerns
5. Planned Purchases for consideration
  - a. Roller Chains for the Public Works Department (2 sets)
    - i. The Public works department needs two sets of roller chains, \$1225 each. The current chains are 5 years old.

5:10 p.m. Clerk & Treasurer's Report: warrants, licenses, and any action items.

6. Updated Financials

5:20 p.m. Public Works Supervisor/Highway Foreman Report and any action items.

7. Road Weight Limits
  - a. More information is needed on this matter. The Road Foreman will not be present for Friday's meeting.

5:30 p.m. Administrator's report, action items, and business of the Selectboard

Flood

8. Municipal Building and Library repair and mitigation RFP approval
  - a. The board voted to allow Duncan Hastings and Thomas Galinat to attend to this matter. This will be an update only at this time.

Other Business

9. Arboretum Grant
  - a. Sue Lovering will either attend or share details with me prior to the meeting. This project is a 0% match opportunity. The intent of these grant funds are to install water in the Arboretum.
10. Appointment policy
  - a. The new appointment policy is ready for selectboard review. The changes are relatively small, however the roles are more clear for the potential volunteer, the committees, and the board.

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Budget

11. General Revenue and Expense, Salaries, and Benefits

- a. We're getting closer. The spreadsheet needs review of the formulas in place. Many have not been updated for a few years. This has caused some delays, hopefully this will work out in the long run to save a significant amount of time on future budgets.

Lowell Mcleods Inc.  
 32 BLACKWELL STREET  
 BARRE, VT. 05641  
 PHONE-800-464-4971  
 FAX-802-476-6265

**INVOICE**      S 79541  
**Date**                / /  
**Date Open**        12/14/2023

**Page:** 1 of 1

<b>Sold To :</b> 283-890      802	<b>Ship To :</b>
JOHNSON, TOWN OF 293 LOWER MAIN  JOHNSON                      VT              05656              USA	

Written By JOHN	Terms CASH	Time 10:23:18	Customer Po #	Promised	Phone	Ship Via	
Unit #	Plate #	Year	Make	Model	Mileage/Hrs 0/0.0	VIN	Engine

Qty	Description	Price	Amount
1.000	R2466DQ-2L                      12R-22.5 SINGLE TWO L	1225.00	1225.00
			Parts.....                      1225.00

A 3% surcharge fee applies to all Credit Card transactions. This fee is waived as a discount for Cash or Check sales.

All returned merchandise must be accompanied by original invoice within 30 days of purchase.

We want to thank you for your business and we look forward to seeing you again.

Paid by \_\_\_\_\_

**TOTAL                      1225.00**

## TOJ Administrator-Shared Mailbox

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**From:** Susan Lovering <[loveringsuened@gmail.com](mailto:loveringsuened@gmail.com)>  
**Sent:** Monday, December 11, 2023 4:44 PM  
**To:** TOJ Administrator-Shared Mailbox  
**Subject:** Re: Select Board?

Hi Tom,

I don't yet have final figures for it, but the grant will be asking for the money for a watering system at the Arb, 4 or 5 benches for the Arb, and creation of a simple website for the Tree Board/ Arboretum. There's no match and the size of the grant can't exceed \$50K. Ours will probably come in at 40K or so. This grant is federal money and is limited to disadvantaged communities, so I think we have a decent chance of getting it.

Thanks,  
Sue

On Mon, Dec 11, 2023 at 12:49 PM TOJ Administrator-Shared Mailbox <[tojadministrator@townofjohnson.com](mailto:tojadministrator@townofjohnson.com)> wrote:

Can you send me a quick update with details I can read tonight on your behalf?

Thomas Galinat

Town Administrator

Town of Johnson

Office: 802-635-2611

Web: <http://townofjohnson.com/>

NOTE: Any response or reply to this electronic message may be subject to the Vermont Public Records Act.

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**From:** Susan Lovering <[loveringsuened@gmail.com](mailto:loveringsuened@gmail.com)>  
**Sent:** Thursday, December 7, 2023 3:46 PM  
**To:** TOJ Administrator-Shared Mailbox <[tojadministrator@townofjohnson.com](mailto:tojadministrator@townofjohnson.com)>  
**Subject:** Re: Select Board?

Hi Tom,

Would you please find 5 minutes on the Selectboard's agenda so I can let them know that I'm applying for a grant? It's due at the end of the month, so as long as I can warn them before that, they should be happy.

Hopefully we're going to win a watering system at the Arb.

Thanks a bunch,



# Appointment of New Members to Municipal Volunteer Groups

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## Appointments:

The Selectboard is responsible to appoint all members to Town committees, commissions, and volunteer groups which it oversees. This process has been created to ensure the process is transparent, fair, and all openings are available to all members of the community. These municipal volunteer groups include the Planning Commission, Recreation Committee, Skate Park Committee, Conservation Commission, Tree Board, Historical Society, Rail Trail Committee, Community Oven Committee, and any other current or future Town appointed volunteer group.

## The Applicant's Role:

Community members who are interested in joining a committee, commission, or volunteer group are encouraged to attend meetings of the group they wish to join. An individual who wishes to be appointed, shall make his/her intention known to the chair of that group via email or during attendance at a meeting.

## The Municipal Volunteer Group's Role:

The volunteer group shall:

- Notify the Selectboard or Town Administrator of the opening in writing.
- Provide a list of all interested volunteers along with a recommendation to the Selectboard and the Town Administrator.

## The Selectboard's Role:

The Selectboard Shall:

- Upon receiving the notice of an opening in writing; a notice of the opening will be placed on Front Porch Forum, Facebook, the Town Website, and when appropriate the News & Citizen to comply with State Law.
- Provide a list of any known interested volunteers to the chair of the committee, commission, or volunteer group. This list will be held and maintained by the Town Administrator unless specified.
- Consider the interested members of the community and recommendations and appoint to fill vacancies.
- Give notice to the chair of the committee, commission, or volunteer group of their action.
  - The Selectboard will give due consideration to Committee recommendation(s) for appointment(s), but appointment(s) will be made in accordance with state statute, this policy, and made by a majority vote of the Selectboard.

The Johnson Selectboard has adopted the Appointment of New Members to Municipal Volunteer Groups on \_\_\_\_\_ day of \_\_\_\_\_ in the year \_\_\_\_\_. This policy supersedes the Appointment of New Members to Municipal Volunteer Groups dated April 24<sup>th</sup>, 2017.

\_\_\_\_\_  
Beth Foy, Chair

\_\_\_\_\_  
Eben Patch, Vice Chair

\_\_\_\_\_  
Ducan Hastings

\_\_\_\_\_  
Mark Woodward

\_\_\_\_\_  
Shayne Spence

\_\_\_\_\_  
Attest: Rosemary Audibert, Town Clerk