

Town of Johnson

Selectboard Regular Meeting
Town Administrator's Report
Monday, January 6th, 2025; 6:30pm

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

1. Consider additions or adjustments
2. Review invoices and orders
3. Public Comment
4. Selectboard issues and concerns
5. Consent Agenda
 - a. Consider approving Minutes for December 2nd, December 16th, and December 23rd.
6. Planned Purchases

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

7. Funds from the sale of Lamoille Grammer School

Rosemary Audibert will be presenting to the board a request to transfer the from sale of the Lamoille Grammer School, now the Studio Center, to the School District.

8. Delinquent Tax Report and Tax Sale Implications

Rosemary will be showing the board the state of delinquent taxes and speak on the recent law changes for Tax Sales.

6:50 p.m. Road Foreman Report and any action items.

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

9. Library Relocation
10. Town Meeting Warning Article Review

The draft articles will be present at the meeting. It will not be ready prior to Monday.

11. Industrial Park

Town of Johnson

12. Town Employee Organization – Clarification and Possible Restructuring

As we start to think about transitioning for the spring of 2026, we should take a minute to evaluate our structure. At current we have employees who report direct to Selectboard, report to the Town Clerk, and report to the Town Administrator. Many town employees have overlap in their job description and need to work within this split structure. How that overlap is translated in real time isn't very efficient now. The roles of the employees should be clearly defined when you have split oversight and overlap. A more common approach is to have tiered oversight, leading to a single position or board. I'm happy to broach this subject in open session, but an executive session might be more effective for the first meeting so we can discuss the matter with real names and then make any changes in open session. The suggestion would be to make changes with the 2026 transition.

13. RFP review for HVAC

The RFP is due back Friday, I'll email out all responses over the weekend. The work is intended to be done prior to 7/1.

14. Budget Update, Questions for Board, Directives for Administrator

a. Lister Budget Questions

We're getting closer still! Please see Justin Mason's email for requests from the assessor. I have reservations on the increase to salary for assistant and the addition of a cell phone. Specifically how would we split the cell phone fee if all towns don't agree, and that phone would likely be used for Selectboard Clerk duties that do not apply for all interlocal towns. What ever the decision, it should be clean and tight.

15. Old Business

- a. TA and CEDS priority list, Capital Budget and Plan, TSSA, Joint Properties, Road Reclassification, Scribner Bridge Grants, Beautification MOU, Buyout Property Planning, Gravel Pit

Executive Session

16. Executive Session for Employment Evaluation 1 V.S.A. § 313(a)(3)

Adjourn

Request for Proposals
HVAC Installation and Maintenance
for the Town of Johnson Municipal Building

CALENDAR OF EVENTS / RFP TIMELINE

Listed below are the important dates and times by which the actions noted must be completed. All dates are subject to change by the TOWN OF JOHNSON. If the TOWN OF JOHNSON finds it necessary to change any of these dates or times prior to the due date, the change will be accomplished by addendum.

ACTION	COMPLETION DATE
Issue RFP	12/16/2024
Last Day for Questions	1/2/2025
Addendums Posted (If Necessary)	
Submission Deadline	1/3/2025 12:00pm
Mandatory Site Visit	12/30/2025 12:00pm
Vendor Presentations	As requested by vendor
Review and Award	1/6/2025

Request for Proposals

HVAC Installation and Maintenance

townofjohnson.com

The Town of Johnson requests proposals from qualified HVAC installers to repair, replace or redesign our heating and air conditioning system for the Town of Johnson.

Background:

The current heating and cooling system are separate heating and cooling units with a shared ducted system. The Air Conditioning has failed and is not functioning at this time. The heating system is functional and continues to operate.

The Building:

Town of Johnson Municipal Building
293 Lower Main West
Johnson, Vermont, 05656

The building is two stories, roughly 100' x 40' with 2 large rooms upstairs and two large areas downstairs, downstairs also includes 4 private offices. There is 400amp 3 phase power already in place at the building. There is already propane installed to the building.

Contractors submitting a proposal will be expected to be able to:

- Provide quotes to repair the existing system or reasons why it shouldn't be, provide quotes to replace just the AC side of the heating and cooling system, provide quotes to redesign our heating and cooling system with a more efficient system.
- Assess the needs of the building for both heating and cooling.
- Assess our electrical load and the building's ability to accommodate any changes to the heating and cooling system.
- Provide examples of installations for other municipalities, schools, or similar sized office environments.
- Clean up after repairs and installations.
- Provide training for staff and administration on all new thermostats or components.
- Work with Town staff and administration to repair or install the system with minimal disruptions to the office and building.
- Attend the Site Visit on **12/30/24 at 12:00pm 293 Lower Main West, Johnson, Vermont, 05656**

- Maintain General Liability Insurance, and sign the Town of Johnson's Non-Employee Work Agreement

Any contractor who submits a proposal must be willing and able to fulfill the assigned requirements of this contract and shall follow all Town of Johnson standards for equal-opportunity employment and non-discrimination practices.

Site Visit, Mandatory:

- **12/30/24 at 12:00pm 293 Lower Main West, Johnson, Vermont, 05656**

Proposal Submittal

If the submitting contractor has not already been employed by the Town of Johnson, the proposal must include a minimum of three professional references or examples of similar work in picture or narrative form.

Please direct any questions regarding proposal submission to the Johnson Town Administrator, Thomas Galinat, at tojadministrator@townofjohnson.com or 802-793-8480

Completed proposals must be received no later than 1/3/25 at 12pm and delivered by email or in person to:

Thomas Galinat
293 Lower Main West
Johnson, VT 05656, or
tojadministrator@townofjohnson.com

Responses must be marked "Municipal HVAC"

NOTE: The Town reserves the right to reject any and all proposals. Proposals received after this deadline may be refused and deemed ineligible for consideration.

Selection of Contractor

The Town of Johnson reserves the right to accept a proposal and enter into an agreement as a result of the initial proposals received, or alternatively, it may elect to conduct negotiations with those Bidders as determined by the Town, to be within an acceptable competitive range, or alternatively, to negotiate separately with any Bidders when it is determined to be in the best interest of the Town. In addition, the Town may request that Bidders provide a best and final offer. The Town may negotiate any proposal or best and final offer at any time after the deadline for the submission of proposals.

Proposal Requirements and Examination of Work to be Performed

The contractor is required to thoroughly examine the request for proposal requirements and the work contemplated, and it will be assumed that the contractor has investigated and is satisfied as to the requirements. It is mutually agreed that submission of a request for proposal shall be considered evidence that the contractor has made such examination.

Confidentiality:

Please be advised that all notifications, releases, and addendums associated with this RFP will be posted on-line at townofjohnson.com and copies provided at the Town Clerk's Office where the original solicitation resides. The Town may not attempt to contact consultants with updated information. It is the responsibility of each consultant to provide an email contact and to periodically check their email and the town website for notifications, releases and addendums associated with the RFP. The Town encourages proposals from economically disadvantaged businesses enterprises and consultants shall comply with all federal funding requirements. The Town reserves the right to reject any and all submittals and to make a consultant selection based on the needs and requirements of the Town and may select the consultant that it feels will provide the best value to the Town.

TOJ Administrator

From: Listers
Sent: Monday, December 16, 2024 9:42 AM
To: Eben Patch; Duncan Hastings; TOJ Administrator
Cc: Rosemary Audibert
Subject: Assessor Budget Discussion & Proposal

Good morning,

I hope this email finds you well. I've been working on the Assessor Budget and anticipating the monetary implications corresponding with the proposed changes and unavoidable upcoming events, such as reappraisal and results from flooding.

I've listed them below in separate paragraphs with totals for calculating at the end. Please check for accuracy and ask any questions you'd like. I'll contact Tom and/or Eben regarding meeting with the Selectboard if needed.

The Johnson Property Record Cards have been delivered to the Town Office from the flooding of 2023. These files will need to be organized and filed, and the 2024 Property Record Cards will need to be added to the files as well. These Record cards are already printed. I'm not sure how long this will take. I'm guessing a full day, not more than 2 (8 hours, 16 max).

Town of Johnson Property Information Forms are anticipated to be sent to Property owners in the Town of Johnson. This will require mailing to each owner and collecting the data as it's submitted, scheduling appointments if needed, performing the inspection, updating the data, sending notices and allowing adequate time for Change of Appraisal Hearings. - Formatting and mailing the letters will likely take (16 hours). I anticipate an additional 2+ days of inspections (16+ hours) plus the data input from those inspections (16+ hours) and an additional (4 hours) for hearings in 2025.

Municipal Assessor Field Assistant worked out wonderfully during the Fall 2024 inspections. Mimi Burstein, Municipal Field Assistant, and Town of Randolph Lister/Assessor VPA IV brought safety, ease, and experience to the site visits (and held the tape measure like a pro). We went out for 3 weeks, one of which was a half day, and performed the majority of the preliminary inspections. She is willing to continue assisting, though she is requesting \$25.00 per hour, preferably \$27.00, due to her commute and experience. The position was initially \$18.00 - \$20.00, of which she was receiving \$20.00. The position is up to 8 weeks per year (32 hours per season, 64 hours). Also, if I have an appointment, I'm entering their property announced, and they sometimes offer assistance, however, they usually take twice the amount of time due to questions and hospitality. Pros and cons.

The Training Budget for the Municipal Assessor through the Interlocal Agreement has been discussed but not officially established. My recommendation is a total of \$2,000 annually, of which would be approximately \$5-600 for Johnsons share. Many of the trainings are eligible for reimbursement for the mileage if it's over 50 miles away and are offered at a discounted rate through VALA. These trainings are both for legislative changes, collaboration with other Municipalities and certification advancement.

The Town of Johnson will be starting reappraisal in Johnson in 2027. The reappraisal is \$150,000. \$6,250 per month starting July 2027 - June 2029. The Assessor workload is anticipated to increase by 50-100% during this time. Town of Johnson should consider these costs and Budget appropriately in the upcoming years. Please note I will be taking a training/attending an info lesson on December 19 to discuss the 6 year requirements for Statutory Reappraisal.

I have a cell phone as an employee of the Town of St. George, and we have come to realize it would be much more useful as the Interlocal Assessor due to the volume of work as Assessor. I am discussing changes with the St. George Selectboard December 19, and I'm proposing that I will pay the monthly \$30.27 bill and use it for all Towns until and if an agreement is reached with other towns. The initial approximate \$100 cost of the cell phone has not been discussed or proposed yet.

Understanding these are a lot of changes and expenses, I'd like to have and offer discussion with the Selectboard of what's desired and expected with and for the Town of Johnson. --- The Town of Johnson PIF forms will be helpful in maintaining equity within our Grand List without establishing zoning regulations (as long as people are honest and reply). This comes at a greater annual cost in expenses, though the value will hopefully be reflected in the accuracy in the Grand List and in future contracting for reappraisal or eligibility for a Statistical Reappraisal. I will hopefully be finding out if statistical reappraisals will still be allowed with this legislative change on December 19.

Flood (unavoidable one-time) - 16 hours x gross

PIF (annual) - 48 hours x gross

Assessor Assistant (annual) - 64 hours x gross

Training (annual) - \$5-600 approximately

Reappraisal (2027-2029 and revolving) - \$150,000 (\$6,250, 24mo, July 2027 - June 2029). Additional 4-8 hours x gross.

Cell Phone (TBD - \$30.27 per month ÷ x Town's if approved, irrelevant if against).

I look forward to following up with you folks soon!

Thank you,
Justin Mason, VPA I
Municipal Assessor
E-911 Coordinator
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293 Lower Main West
Johnson, VT 05656
(802) 635-2611
listers@townofjohnson.com
<https://townofjohnson.com/>