

Town of Johnson
Town Administrator's Report
for Monday, January 20th, 2025; 6:30 pm

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

1. 6:30-6:35pm Consider Additions or Adjustments
2. 6:35pm Review Invoices and Orders
3. 6:35-6:40pm Public Comment
4. 6:40-6:45pm Selectboard Issues and Concerns
5. 6:45-6:50pm Planned Purchases

Committee Report

- a. 6:50-7:05pm Future Report

With the budget mostly behind us, it's time to start thinking about scheduling committees to come to the Selectboard with their reports. The board may want to consider holding off until the second meeting in March as some committees will have new membership.

Work Session Items: Information, Action, or Review may be taken

6. 7:05-7:15pm CEDS Update

Randall Szott will be present, and his report is in the packet.

7. 7:15-7:30pm Revolving Loan Fund review and approval

Randall has been working with the applicant. The application is at LEDC for review, once approved by LEDC, the board will have to review and approve that application. This may not be ready for Monday's meeting, I'm hoping to have it back from LEDC in time.

8. 7:30-7:35pm Industrial Park
9. 7:35-7:45pm Library

Things are starting to move forward here, the Library and TA met with the architect on the 15th to begin conceptual designs. The building mover will be starting work in early March. The building mover will be working directly with the local utilities and the architect for planning the move and the new foundation. Our lawyer has drafted contracts for this project as well. The school's attorney's and our attorney are working on the property transfer. Mumley engineering is working on the wastewater permit and the storm water permit. Mark Day will be surveying the lot for the boundary line agreement. Mark has already performed the elevations and delivered them to the engineer. This project is very exciting and there are a lot of details that need to be kept track of. Now that the budget is almost complete, I'm going to be focusing heavily on this project. The planned move date is the third week of April during school vacation. This project will be very time consuming.

10. 7:45-7:50pm Political Sign Policy

A draft of the political sign policy is in the packet. It has been reviewed by the Town Clerk and she agrees with the policy as written and with it's intent.

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11. 7:50-8:00pm Sewage Treatment Facility Update

I spoke with the Village Manager last week and he gave me a brief description of their situation. FEMA will pay to elevate the plant in its current location. If that project goes over budget, FEMA will cover those costs. If the Village applies to use those funds to relocate the plant, FEMA needs a benefit cost analysis to support the relocation, and FEMA will not pay for anything over budget. The plant's ideal location is where the municipal building is currently located. The difference in cost between the two projects is \$15M. There are a lot of interested parties supporting the village through this process but there is no definitive answer or path forward at this time.

12. 8:00-8:10pm Municipal Building HVAC RFP review and award

We received bids from two contractors. They were within \$3000 of each other. \$67,000 and \$70,000. They both included replacing heat and cooling, as the equipment is 25 years old. One of the two bidders also put a price in to replace just the cooling units to heat pumps, and keep the furnaces we have as back up heat. This price was \$51,400. This will reduce the amount of propane we use and extend the life of our existing furnaces. The issue with the current AC units is the compressors failed. I was verbally quoted \$10k per compressor plus labor (\$20,000+) on 25-year old equipment. There are new freon laws going into effect that will eliminate R22, which our current system uses. I would recommend we replace the cooling system only with heat pumps and run the existing furnaces as back up.

13. 8:10-8:20pm Budget Final Review and Approval

The budget has had a few changes after meeting with Susan to review. She's sharp as a tack and we should be very grateful for her commitment to accuracy. This has been emailed out with Pink Highlights for changes.

14. 8:20-8:30pm Town Meeting Warning Approval

All petitions are in and the warning is ready to be approved! The only petition for new articles was the addition of a beautification reserve fund.

15. 8:30-8:35pm Stream Alteration General Permit

The board will have review and approve the permit in the packet. It is for the Foot Brook Road culvert that LCCC is facilitating.

Suggested Motion: Motion to approve the permit and delegate the Town Administrator to sign. Motion to allow the Town Administrator to sign all necessary documents for this projects that do not incur any costs.

16. 8:35-8:40pm Ethics Commission Liaison Appointment

This is a new requirement of Selectboard's as of January 1, 2025. I have attached an email with the Ethics Commission Director which lays out the responsibilities of the liaison. It appears to be mostly a point of contact to distribute information from the ethics commission.

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17. 8:40-8:45pm Schoolboard Position recommendation

The board will have to make a recommendation to the school board, however the school board has recently requested this be done at town meeting. This will be sorted out by Monday's meeting for a clear path forward.

18. 8:45-8:55pm Review and Revise Town Administrator's Contract

This item was added by the Selectboard Chair, I was not given any information as to what part of the contract the board will be considering or if action will be taken.

19. 8:55pm Old Business: 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

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

Adjourn

Option to join by Zoom*:

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

+1 646 558 8656 US (New York)

Meeting ID: 344 652 2544

Passcode: 15531

Randall Szott - Selectboard Report for January 20, 2025

Johnson Historical Society

The Historical Society has decided to move forward with the updated needs assessment suggested by the Preservation Trust. The cost is \$1500, and the Preservation Trust will pay half. The Historical Society indicated they would like the match to come from the Town's Grant Matching Reserve Fund.

****Action Item. Approve or deny providing the \$750 match for an updated needs assessment for the Holcomb House.**

Revolving Loan Fund

There is an application being reviewed by the Lamoille Economic Development Corporation (see attached – note that these files have sensitive financial information in them) and they will make a recommendation for your consideration. As you may recall the deadline for having an approved plan in place to bring the RLF into compliance is 1/15/25. The VT Department of Housing and Community Development approved waiting until this loan is resolved at the 1/20/25 meeting. If this application falls through, I will have further discussion with them about other options we may pursue.

****Action Item. Approve or deny loan application.**

Lamoille Valley Rail Trail Community Grant

This grant was approved in the amount of \$11,480.00 which is 80% of the total project cost. The remaining 20% (\$2,960) will be provided by the Rail Trail Committee. As a reminder this funding is for the construction of stone stairs connecting the Welcome Center to the rest of Old Mill Park. It will make the Welcome Center a more active community space because it will be able to be used as a concession site, as well as make it easier for people to recharge phones or have seating to eat during events at the park. Conversely the steps will make access to the fields and the walking path around the park easier for trail users.

Building Communities Grant (Recreational)

I am still waiting to get the grant agreement sorted out. Communication with the state has been challenging. This is the grant to make repairs to the Welcome Center.

VOREC Rail Trail Scoping Study Grant

The contract for this is finally signed and the vendor (VHB) is proposing a virtual kickoff meeting for later this month.

Industrial Park

We have a meeting Thursday for various items: State determination letters (wetlands, prime ag), Ph 1 brownfield assessment, NEPA progress, Site plan revisions – village utilities (water, ww, electric, fire) and road & culvert standards, WWTF flow study & upgrade determination, Water and WW development scenarios, etc. The NEPA contract needed to have some perfunctory legal language included and that will be resolved soon. We are working on a change in the Scope of Work to ensure that housing is an acceptable use at the site should the decision be made to pursue it at some future point.

VCRD Re-Imagine Johnson Taskforces

I had another meeting with Mark Leese of the FEMA Community Assistance team to get an update on the various working groups from the Re-imagine Johnson process. I identified some programs for the Housing group to research and had some discussion about the college. He has been trying to get a copy of a report produced for the college by consultants that identified assets and possible ways to reconfigure the campus or find new uses for things. He will pass it along to me when and if he is able to get it.

Lowe Lecture Hall

I attended a stakeholder meeting about the Lowe Lecture Hall last month. The Vermont Studio Center engaged in a master planning process and has determined that the building has no clear programmatic use for them. They are exploring other uses for the building that would make the building a more active space in the community. The building needs to be lifted and stabilized due to ongoing water intrusion in the basement at a cost of about one million dollars. It would cost about 2.5 million to bring the building to net-zero standards (VSC is converting all of their building portfolio to this standard). It was discussed that there was no need to go that far with energy efficiency so the total cost to get the building into good condition is likely less than 2 million. Current operating cost - electric, fuel, property tax, insurance, and water and sewer is about 13k annually. This is for very low seasonal use so utilities would likely be much higher. Lot of discussion took place about possible uses, public/private partnerships, the historic and community value of the building, and the steep cost. LCPC has some grant funding that will support a community visioning / charette session tentatively scheduled for May/June to further explore the future of the building.

TOWN OF JOHNSON

SELECTBOARD POLICY REGARDING PLACEMENT OF POLITICAL SIGNS ON TOWN PROPERTY AND HIGHWAY RIGHTS OF WAY

The following policy is hereby adopted by the Johnson Selectboard to: 1) promote fairness in elections; 2) discourage sign proliferation along roadsides and on Town properties; 3) protect the rights of expression of the public by clarifying rules for political advertising on Town property; and 4) provide clear guidance to Town staff regarding the removal of signs left on Town property.

1. It is the policy of the Johnson Selectboard that political advertising signs shall not be allowed on Town property, including jointly owned Town building grounds, Town parks and open lands, and within public highway rights of way.
2. This policy shall not apply to persons who are legally on Town property and holding political campaign signs.
3. This policy shall not apply to property owners who choose to place political signs on their property frontage so long as they are placed outside of the public right of way or sufficiently off the roadway so that it does not interfere with traffic safety.
4. The Town Clerk is responsible for assuring compliance of all political advertising with State election statutes at official polling places (17 V.S.A. §2508). This policy shall only govern signs placed beyond the limits of the polling place as defined by statute.
5. Town staff including but not limited to the Selectboard, Town Administrator, Zoning Administrator, Town Clerk, Assistant Town Clerk, Recreation Coordinator and Highway Department personnel, may remove signs placed in violation of this policy.

Dated at Johnson this _____ day of January, 2025

Johnson Selectboard,

Eben Patch, Chair

Mark Woodward, Vice Chair

Duncan Hastings

Micheal Dunham

Peter Hammond

Attest: _____
Rosemary Audibert, Town Clerk

Customer Information

Customer Name	Address	Zip
Town of Johnson	293 lower main west	05656
Email	City	
Tojadministrator@townofjohnson	Johnson	
Date	State	
01/03/2025	VT	

Details

Description of Work

Town of Johnson Municipal building cooling system replacement, with Heat pumps

TOTAL COST : \$51383.22 includes rebates

Work to include demo and disposal of existing cooling coils and refrigerant piping. Installation of 4 new cooling coils in 2nd floor mechanical room and 4 separate 5 ton condensers on exterior of building, system includes all new refrigerant piping from indoor to outdoor units. New smart thermostats, WiFi enabled. New cooling coils will be installed in same configuration as existing system mounted on top of existing furnaces, utilizing the building's existing duct work. Only duct work included in quote is any transition pieces required to connect new equipment to existing duct.

All equipment will be installed to manufacture specifications and any and all local state building codes.

All equipment will include a 1 year full labor and parts warranty and first year PM service at no charge, all warranty beyond 1 year will consist of parts only based on manufacturer warranty.

New system will be using new R454B refrigerant gas

Excludes: Any sheetrock repairs, high volatge electrical, exterior pads or stands for condensers, any rework of propane lines outside of 2nd floor mechanical room

Materials / Parts

Material / Part Description	Cost	Qty	Amount
Bosch IDS Ultra inverter Heat	\$6,886.53	4	\$27,546.12

Estimate

Material / Part Description	Cost	Qty	Amount
Pump			
Bosch Cased Acoils	\$1,534.14	4	\$6,136.56
Bosch Smart Thermostat	\$350.27	2	\$700.54
Refrigerant Pipe insulation fittings	\$4,500.00	1	\$4,500.00
Miscellaneous	\$500.00	1	\$500.00
Duct adapters	\$2,500.00	1	\$2,500.00
Labor	\$17,500.00	1	\$17,500.00
Rebates	-\$8,000.00	1	-\$8,000.00

Approval

Proposal Acceptance details

N/A

Signature

Estimator signature

Client signature

Customer Information

Customer Name	Address	Zip
Town of Johnson	293 lower main west	05656
Email	City	
Tojadministrator@townofjohnson	Johnson	
Date	State	
01/03/2025	VT	

Details

Description of Work

Town of Johnson Municipal building HVAC upgrade.

TOTAL COST : \$70532.82 includes rebates

Work to include demo and disposal of existing furnaces, cooling coils and refrigerant piping. Installation of 4 new furnaces and cooling coils in 2nd floor mechanical room and 4 separate 5 ton condensers on exterior of building, system includes all new refrigerant piping from indoor to outdoor units. New smart thermostats, WiFi enabled.

New furnaces and cooling coils will be installed in same configuration as existing system utilizing the building's existing duct work. Only duct work included in quote is any transition pieces required to connect new equipment to existing duct.

All equipment will be installed to manufacture specifications and any and all local state building codes.

All equipment will include a 1 year full labor and parts warranty and first year PM service at no charge, all warranty beyond 1 year will consist of parts only based on manufacturer warranty.

New system will be using new R454B refrigerant gas

Excludes: Any sheetrock repairs, high volatge electrical, exterior pads or stands for condensers, any rework of propane lines outside of 2nd floor mechanical room

Materials / Parts

Estimate

Material / Part Description	Cost	Qty	Amount
120k BTU 96% AFUE gas furnace	\$3,512.40	4	\$14,049.60
Propane conversion kits	\$150.00	4	\$600.00
Bosch IDS Ultra inverter Heat Pump	\$6,886.53	4	\$27,546.12
Bosch Cased Acoils	\$1,534.14	4	\$6,136.56
Bosch Smart Thermostat	\$350.27	2	\$700.54
Refrigerant Pipe insulation fittings	\$4,500.00	1	\$4,500.00
Miscellaneous	\$500.00	1	\$500.00
Duct adapters	\$2,500.00	1	\$2,500.00
Labor	\$22,000.00	1	\$22,000.00
Rebates	-\$8,000.00	1	-\$8,000.00

Approval

Proposal Acceptance details

N/A

Signature

Estimator signature

Client signature



January 3, 2025

Town of Johnson Municipal Building
293 Lower Main Street
Johnson, VT 05656

Thomas:

430 Commerce Street
Suite 220
Williston, VT 05495
802-862-6199
www.masvt.com

Thank you for giving Mountain Air Systems the opportunity to provide this proposal.

We propose to furnish and install the following items listed below:

- 4- Coleman 120K BTU 96% efficient furnace. (Z9ES120D20SMPS1)
- 4- Coleman cased A-coil. (XAFD60GBCN1)
- 2- Coleman heat pump condensers. (PC120C00A2AAB6)
- Build new supply transitions.
- Disposal of the old furnaces and air conditioning units.
- One-year full warranty on parts installed and work performed.

Exclusions to this proposal are as listed below:

- Unknown issues with systems controls or power supply.
- Unknown issues with existing line sets.
- Relocating line sets and electrical above the flood line.
- Stands for the outdoor units.
- Overtime or off shift cost.

Our proposed price includes labor, and materials to install your new system.

Price	\$65,600
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Estimates are valid for 15 days.

If you would like to proceed with this work, please complete the form below and send a signed copy of this proposal to Mountain Air Systems.

Sincerely,

Joe Cobb

Joe Cobb
Project Manager
Mountain Air Systems
802-862-6199
802-999-0589
jcobb2@masvt.com

Accepted By: _____

Name: _____

Date: _____

WARNING

Annual Town Meeting for the Town of Johnson, Vermont
March 4, 2025

The legal voters of the Town of Johnson, Vermont are hereby notified and warned to meet in Town Meeting at the Gymnasium of the Johnson Elementary School in said Johnson on Tuesday, March 4, 2025 at nine-o'clock in the forenoon, local time, to transact the following articles of business:

Article 1. Shall the voters elect the following Town Officers:

- Elect a Moderator for the Town Meeting
- Elect Town Selectboard Officer for a 2 year term
- Elect Town Selectboard Officer for a 3 year term
- Elect Auditor for a 3 year term
- Elect Auditor for a 1 year term balance of a three year term
- Elect Auditor for a 2 year term balance of a three year term
- Elect Town Delinquent Tax Collector
- Elect Library Trustee
- Elect Lamoille Regional Solid Waste Management District Supervisor

Article 2. Shall the voters elect the following Lamoille North Modified School District Board of Directors:

- To elect one (1) Lamoille North Modified Unified Union School District Board of Directors for a three year term.
- To elect one (1) Lamoille North Modified Unified Union School District Board of Director for a one year term which is the balance of a three year term.

Notice is hereby given that the ballot boxes for reception of ballots for the election of Town and Lamoille North Modified Unified Union School District Officers (Articles 1 through 2) will be open at 9:00 a.m. when Town Meeting opens and shall close at 7:00 p.m. in the evening.

ANNUAL TOWN MEETING

Article 3. To hear and act upon the reports of the town officers and others as included in the Town Annual Report.

Article 4. To establish the rates of compensation for the Town Officers.

Article 5. Shall the voters authorize total fund expenditures for operating expenses of \$???, of which an estimated \$??? shall be raised by taxes and \$??? by non-tax revenues?

- Article 6. Shall the voters authorize the Town of Johnson to collect property taxes to the Town Treasurer in four equal installments (32 V.S.A. § 4792), as listed below; with delinquent taxes and assessments have charged against them an eight percent (8%) commission after the fourth installment (32 V.S.A. § 1674) and interest charges of one percent (1%) per month or fraction thereof, for the first three months; and thereafter, one and one half percent (1 ½%) per month or fraction thereof from the due date of such tax? Such interest shall be imposed on a fraction of a month as if it were an entire month (32 V.S.A. § 5136). Payments are due in the hands of the Treasurer by 4:00 p.m. on the below due dates.
First installment to be paid on or before Thursday, August 11, 2025.
Second installment to be paid on or before Monday, November 10, 2025.
Third installment to be paid on or before Monday, February 10, 2026.
Fourth installment to be paid on or before Friday, May 10, 2026.
- Article 7. Shall the voters authorize the Selectboard to appoint a town clerk as provided in 17 V.S.A. § 2651e?
- Article 8. Shall the voters authorize the Selectboard to appoint a town treasurer as provided in 17 V.S.A. § 2651f?
- Article 9. Shall the town authorize the elimination of the office of Town Auditor, with future audits to be provided by a public accountant licensed in this State in accordance with 17 V.S.A. § 2651b(a)?
- Article 10. Shall the town establish a reserve fund to be called Johnson Public Library Reserve to be used for the purpose of offsetting future expenses to be funded by any one or a combination of: unexpended funds from the Library Equipment Capital, Equipment Purchase Current Year, Building Maintenance, and the Building Capital Expense lines of the budget, or a reservation of year end budget surplus in accordance with 24VSA2804?
- Article 11. Shall the town establish a reserve fund to be called the "Beautification Committee Reserve Fund" for the purpose of funding the operation and expansion of the Beautification Committee to be funded by unspent funds annually allocated to the Beautification Committee in accordance with 24 V.S.A. § 2804?
- Article 12. Shall the town establish a reserve fund to be called the Class IV Road Reserve Fund to be used for the maintenance of Class IV Roads, to be funded by any one or a combination of: a dedicated budget line item, year-end balance from the Class IV Maintenance budget line, or a reservation of year end budget surplus in accordance with 24 V.S.A. § 2804?
- Article 13. Shall the voters of the Town of Johnson advise the Selectboard to investigate and pursue subdividing jointly owned property with the Village of Johnson? The properties to be included and not limited to are the Mill House, Village Garage, Town Garage, Lower Storage Building, and the 180+/- acres off of Lendway Lane behind the Town and Village garages.
- Article 14. To transact such other business as may be properly brought before this Town Meeting.

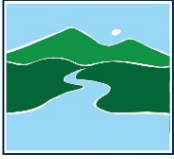
Dated at Johnson this _____ day of January, 2025

Selectboard

Johnson, Vermont, Town Clerk's Office, January _____ 2025 at _____ received the foregoing warning and the same is duly recorded before posting.

Attest: _____

Town Clerk



Application Form for coverage under the Stream Alteration General Permit

and 10 VSA, CHAPTER 41, SUBCHAPTER 2

For Stream Alteration Permitting Use Only
Application Number: _____

It is strongly recommended prior to your submission of this application to have a site visit with the Department of Environmental Conservation (DEC) - Rivers District Engineer in your area. For engineer and district contact information, please visit our website: https://dec.vermont.gov/sites/dec/files/wsm/rivers/docs/RME_districts.pdf

Site Visit Date: _____ **DEC Engineer:** _____

Instructions: To be administratively complete, provide all information on the form and submit the \$200.00 application review fee using ANR Online: https://anronline.vermont.gov/?formtag=WSMD_Intake. Permit Applications are subject to a 14 day comment period. Refer to the instructions on page 3 of this document for guidance in completing this form.

Permit Registration - \$200.00 Review Fee (Registrations are for low-risk activities, (bridge repairs, structure replacement)

Permit Application - \$200.00 Review Fee (Applications are required for moderate and high-risk activities)

Is this a flood recovery project? (The proposed work repairs damage from a flood event that occurred within the past 2 years)

A. Applicant Contact Information (All information in this section is required):

1. Name:

2a. Mailing Address:

2b. Town:

2c. State:

2d. Zip:

3. Phone:

4. Email:

B. Landowner (If different than applicant):

1. Name:

2a. Mailing Address:

2b. Town:

2c. State:

2d. Zip:

3. Phone:

4. Email:

C. Project Location (Either address or Latitude and Longitude coordinates are required):

1. Address:

2. Town:

3. River:

Please follow this link to the [ANR Atlas Map](#)

4a. Latitude:

4b. Longitude:

D. Contractor/Consultant (If applicable):

1. Name:

2a. Mailing Address:

2b. Town:

2c. State:

2d. Zip:

3. Email:

4. Phone:

E. Project Description (This section is required): (i.e. Materials used, project area, and proposed outcome)

F. Please check the boxes for required attachments below. Applications submitted without the required attachments will not be forwarded for technical review. (Additional information may be required after initial application review)

Location Map

Project design drawings including: plan view, cross sections, existing & proposed conditions, bankfull width and applicable engineering reports

G. Application Certification:

I hereby certify that the information on this application is, to the best of my knowledge, true and accurate. I recognize that by signing this application I am giving consent to employees of the State to enter the subject property for the purpose of processing this application and for ensuring compliance with subsequent agency decisions relating to the project.

Applicant Signature: _____ Date: _____

Print Full Name: _____

If the project is occurring on property other than your own, please include additional signatures below:

Landowner(s) Signature: _____ Date: _____

Print Full Name: _____

Landowner(s) Signature: _____ Date: _____

Print Full Name: _____

A PERMIT MAY BE REQUIRED FROM THE US ARMY CORPS OF ENGINEERS

For information contact: US Army Corps of Engineers, VT Project Office, 8 Carmichael Street Suite 205, Essex Jct VT 05452 802-872-2893

The application fee for this permit is \$200.00

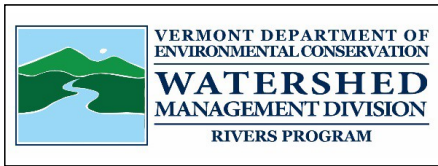
Refund Policy:

Please submit form, required attachments, and payment using ANROnline at https://anronline.vermont.gov/?formtag=WSMD_Intake

Permit Review Fees are non-refundable unless an application is withdrawn prior to administrative review.

If unable to submit online, mail the completed application form and required attachments along with a check for the application fee made payable to State of Vermont to:

Vermont Department of Environmental Conservation
Watershed Management Division
1 National Life Drive, Davis 3
Montpelier, VT 05620-3522




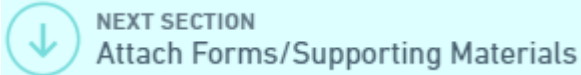

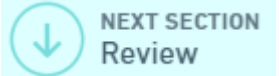
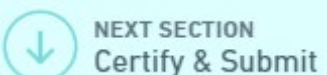
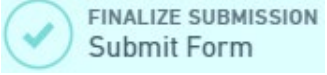
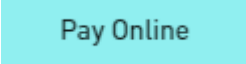

Stream Alteration General Permit Application Instructions

1. This application is for use by anyone proposing to alter by excavation, movement, or fill of greater than 10 cubic yards in any perennial stream and the activity does not qualify for coverage under the General Permit Section C.2.1.
https://dec.vermont.gov/sites/dec/files/wsm/rivers/docs/RME_districts.pdf
2. Provide the applicant name and contact information; may be landowner, municipality, contractor or other.
3. Provide landowner contact information if different from the applicant.
4. Indicate appropriate range of watershed size at the location of the activity. See town-based maps at:
https://dec.vermont.gov/sites/dec/files/wsm/rivers/docs/RME_districts.pdf
5. Provide a brief project description including type of activity, approximate magnitude of project, etc.
6. Describe location by town, address (if known), stream, and latitude/longitude.
7. To locate coordinates using a computer visit <https://anrmaps.vermont.gov/websites/anra5>. Right click your location to show Lat/Long Coordinates at the top of the pop up, or plot coordinates to identify Lat/Long location.
8. Provide name, phone number and email for consultant or project designer, if involved, and contractor, if known.
9. Attach location map. Web accessible maps are available at link provided above in #4.
10. Attach a copy of all design drawings, including existing and proposed conditions, plan view, cross sections, and any other pertinent hydraulic, hydrologic, structural, or property boundary information. Plan view typically should extend beyond the construction site so that larger scale stream processes can be identified and considered in the design and regulatory decision. It is preferred but not necessary that design drawings be drawn to scale. In some cases, to-scale drawings may be required.
11. Provide copies of municipal flood hazard area maps wherever any stream crossing structure or other flood plain encroachment is proposed within a mapped flood hazard area.
12. Sign and date the application.
13. A fee is required for activities requiring a written authorization under the [Stream Alteration General Permit](#). This includes: New, replacement, and repair of bridges and culverts as specified in the GP; and lower risk instream activities NOT associated with the next flood or emergency protection of municipal infrastructure and habitable structures (Effective July 1, 2015).
14. The application fee for this permit is \$200. Please submit form, required attachments, and payment using ANROnline at https://anronline.vermont.gov/?formtag=WSMD_Intake
15. If unable to submit online, mail the completed application form and required attachments along with a check for the application fee made payable to State of Vermont to:
Vermont Department of Environmental
Conservation Watershed Management Division
1 National Life Drive, Davis 3
Montpelier, VT 05620-3522

SUBMIT AND PAY ONLINE TO SPEED UP YOUR APPLICATION PROCESSING!

You can submit your application and pay fees online. To start, visit:

https://anonline.vermont.gov/?formtag=WSMD_Intake

1. Scroll to the bottom of the page and click the  button.
2. Log in to an account, sign up for an account, or continue as a guest user.
3. Fill out each field in the General Information Section.
 - Type the name of the contact person, phone, and email address.
 - Select the Watershed Management Division Program. *The program name is written at the top the application.*
 - Select 'Permit Application' as the submission type.
 - Click the  button at the bottom of the page.
4. Click "Choose File" and select your application, plans, maps, or compliance notifications.
 - Click the  button at the bottom of the page.
5. Type the application fee amount.
 - Click the  button at the bottom of the page.
6. Review your data.
 - Click the  button at the bottom of the page.
 - Click the  button at the bottom of the page.
7. Sign in or continue as a guest to pay the application fee.
 - Click the  button.
8. Enter your credit/debit card or eCheck information.
 - Click the  button at the bottom of the page. *Note: You must provide your email address in the billing information section if you want a receipt emailed.*
 - Your submission will now show the fee has been paid. You may print a confirmation/receipt from here if needed.



TOJ Administrator

From: Sivret, Christina <Christina.Sivret@vermont.gov>
Sent: Tuesday, January 14, 2025 12:19 PM
To: TOJ Administrator
Cc: Eben Patch; Mark Woodward
Subject: Re: State Ethics Commission liaison

Hi Thomas,

Apologies, we missed your calls, we are a part-time office and we try to give full-time phone coverage but we don't always make it. If you leave a message, we will always give you a call back as soon as we can (usually same day or next day).

Regarding the Ethics Liaison's responsibilities:

The Ethics Liaison serves as the point of contact for general information disseminated by the Ethics Commission. For example, when we posted the online municipal ethics training, we sent an email to the liaison to disseminate the information to the municipal officials who are required to take the training.

The Ethics Liaison also serves as the point of contact for the Ethics Commission for complaint referral (starting from January 1st, 2025, municipal complaints can be filed with us and referred to the municipality for investigation). Ethics Liaisons are required to receive and file complaints referred by the Ethics Commission, refer the complaint to the relevant municipal investigatory body, and log basic complaint data. A [model complaint tracker](#) can be found on our website. General information re the [municipal ethics legislation](#) passed last session can be found on our website.

So, essentially the Ethics Liaison is the point of contact for the Ethics Commission if we have a complaint that needs to be referred, or we have information to share with municipalities.

Just let me know if you have any other questions.

Best,

Christina Sivret
Executive Director
Vermont State Ethics Commission
(802) 828-7187
<https://ethicscommission.vermont.gov>

From: TOJ Administrator <tojadministrator@townofjohnson.com>
Sent: Tuesday, January 14, 2025 11:31 AM
To: Sivret, Christina <Christina.Sivret@vermont.gov>
Cc: Eben Patch <epatch@townofjohnson.com>; Mark Woodward <mwoodward@townofjohnson.com>
Subject: State Ethics Commission liaison