

Town of Johnson
Selectboard Meeting
Town Administrator's Report
Tuesday, February 18, 2025

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

Village of Johnson Update

6. 6:50-7:00pm Update from the Village on the Sewage Treatment Facility

The Village Manager and the Trustee Chair will be present to bring the board up to speed on the Sewage Treatment Facility. This facility is the single most important piece of infrastructure that was damaged during the 2023 flood. The Town and Village rely on the future of this facility.

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

7. 7:00-7:30pm State Treasurer Presentation

Mike Pieciak will be attending via zoom.

8. 7:30-7:40pm CEDS Update

Randall's report is in the packet, please reach out to him for any questions prior to the meeting.

9. 7:40-7:45pm Industrial Park next Steps
10. 7:45-7:50pm Library

So many updates! This project is moving right along. I have been so impressed with the Library Sub-Committee, the architects, engineers, lawyers, surveyors, town employees, village employees, and the building mover working on this project. We have an army behind this and it's really a fine-tuned machine right now. Thank you to everyone who's assisted!

Updates: A walk through has been completed and a punch list has been drawn up for the Town's responsibilities. All four utilities will be meeting on 2/19 to walk the route and plan for the move. This will be led by Nate Brigham for the Village and the building mover. Comcast, Consolidated/Fidium, and VTEL will be present as well. Work on the building will begin around March 1st. Power, water, and Heat have been okayed to shut off and the requests have been delivered to the Village and Brosseaus. A preliminary survey is completed for the land transfer, waiting on town confirmation. The town and school attorneys are working on the closing to be completed by 4/1. Engineering has begun on the new foundation. The state Wastewater permit is drafted, the village water/sewer allocation is drafted as well, both should be submitted early next week.

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11. 7:50-8:00pm RFP Clerk of the Works

I have not heard any responses yet, they were scheduled to go to Peter Hammond, who has been on vacation. I'll have more information tomorrow or over the weekend after he returns home.

12. 8:00-8:05pm LCPC Liaison post town meeting and Village Liaison

LCPC has requested that the board delegate a liaison instead of Mark Woodward. Mark will not be running again; his position will need to be filled. The Town could also use a liaison to the Village. These liaisons will be instrumental in helping the boards work together for joint properties, projects, and future planning.

13. 8:05-8:15pm Village Water Bill for Ice Rink

The Village has presented a bill for the Town to pay for the excess water at the ice rink. The event caused alarms to go off and overtime hours for Village employees. I spoke with Erik late today and he presented a new solution that is extremely generous of the Village. He calculated the cost of the chemicals, electricity and overtime. The Town will only be reimbursing the Village for actual losses. This is a good faith effort of the Village to resolve this matter, I believe the board should accept the offer. I would ask that the Board delegate a Board Member or the Town Administrator to work with both Town Volunteers and the Village to come up with a plan for this year and all future years to ensure the ice rink continues at legion field. This rink is an excellent community resource. Both the Town and Village would like it to continue for years to come.

Suggested Motion: Move to approve the bill for the Village for \$825.22.

14. 8:15-8:25pm Town Meeting Prep

Eben sent out a list of delegated topics for Town Meeting. Please review your roles and send any suggested changes to Eben prior to Monday's meeting.

15. 8:25-8:35pm Trash Management

The Town has a significant issue with refuse management. We need a solution to address the cans at Legion Field, Old Mill Park, Welcome Center, and Skate Park. The skate park hires an employee and has its own dumpster. The remaining cans were the responsibility of Public Works until biohazardous utensils were found.

Some suggested solutions are to reach out to the Village and hire them to handle the Town cans. If they are willing, they already handle Main Street. We could also investigate better PPE for our Public Works dept. It is my understanding they are uncomfortable with continuing this role. We could investigate a private contractor through an RFP process. I'm sure there may be others as well. Please send any suggestions to Eben and I before the meeting.

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16. 8:35-8:40pm Holmes Meadows Signature Authority for permitting

Homles Meadow is at 90% design! This is super exciting as this project will help mitigate flooding in Johnson. The engineer, SLR, is almost ready to start submitting permits for this work. This will not incur any non-reimbursable cost to the Town. This process is required for the project to move forward. The following permits will be needing Town approval: Act250 amendment, Construction General Permit, Local Floodplain Permit (through Floodplain Administrator, Scott Meyer), and possibly Waste Management depending on approach and outcome with the PAH soils.

Suggested Motion: Move to authorize the Selectboard Chair or Town Administrator to sign all required permits for the Holmes Meadow Flood Plain Restoration project.

17. 8:40-8:45pm Review and Approve MTAP Extension, Delegate Signature Authority

MTAP, or Municipal Technical Assistance Program is a state funded program that pays LCPC to assist Johnson with various large, complicated, or other projects and grants for the Town. We are approaching the expiration of this program and to extend this we need to sign the extension. This will not incur any costs for the Town of Johnson. This work has mainly been for the Industrial Park so far. Duncan is on the Board for LCPC and very involved in the Industrial Park. I would recommend he sign as he is most familiar with LCPC and their work with this program.

Suggested Motion: Move to authorize Duncan Hastings or the Town Administrator to sign the MTAP extension.

18. 8:45-8:55pm Future Committee Report for 3/17

It's time to start all over with Committee Reports! The board has historically invited a committee to report on their work and relay the needs and plans for their committees. This is a really fun time to connect with the boots on the ground in our community. I would recommend that we start with the Beautification Committee so they will have time to present their MOU and be ready for spring planting.

19. 8:55-9:00pm Old Business: TA and CEDS priority list, Capital Budget and Plan, TSSA, Joint Properties, Road Reclassification, Scribner Bridge Grants, Buyout Property Planning, Gravel Pit, ACO Job Description, Appointment Policy, School Street Traffic

Executive Session

20. 9:00pm Executive Session for Employment Evaluation 1 V.S.A. § 313(a)(3)

There may be an addition to the agenda for an additional Executive Session for Real Estate Negotiations. Eben and I have not sorted out the details, this is for the public to be informed ahead of time, as it may not be needed.

Randall Szott - Selectboard Report for February 18, 2025

Johnson Historical Society

The Preservation Trust has someone available to do the assessment for the first week of March and the Historical Society is coordinating to schedule the visit.

Revolving Loan Fund

The loan for the Johnson General Store was finalized and disbursed. I am waiting for guidance about next steps from the state. I want to acknowledge and thank Tom for work he did on a reporting issue with CDBG – he solved the issue quickly!

Lamoille Valley Rail Trail Community Grant

The Rail Trail Committee is contemplating an addition to the scope of work for this grant and after a decision is made, we can either amend the grant or move forward with the RFP.

Building Communities Grant (Recreational)

I am waiting on some details about the work needed to be done in order to issue the RFP.

VOREC Rail Trail Scoping Study Grant

Waiting for an initial stakeholder meeting with our contractor (VHB).

Industrial Park

We have a meeting on 2/12 to prepare for a meeting with NBRC and their environmental consultants. The NEPA review is progressing a bit more slowly than expected and we are working on getting things expedited. One item to flag is that the state apparently has shifted their guidance on Prime Ag mitigation. It may be that there will need to be off site mitigation, or payment. If payment is required, the fees could be paid up front which will detract from project budget, or the fees could be deferred as lots are sold which may make lots slightly less appealing. Mumley is still looking for an official determination from the state. The discussion about whether a generator is necessary for the Highland Heights pump station is ongoing.

VCRD Re-Imagine Johnson Taskforces

There was a meeting of the Chairs and Co-chairs of the various taskforces and updates and challenges were shared. The Town/College group is hosting an event today in their effort to connect students with the community. The Downtown group has been a bit stymied by flood map availability, but they are going to try to identify some concrete projects to focus

on. The Housing group has not been meeting but I have been trying to identify opportunities for their energy to be directed to. The Recreation group continues to catalog the recreation opportunities in Johnson, which will be a valuable resource to use in marketing efforts. The Food group is currently working on a community wide survey to get a better understanding of what challenges, opportunities, and desired outcomes there are around food in Johnson. The printed report from the VCRD process is in the works.

Johnson Woolen Mills

I had a meeting with Gene Richards to see the progress on the five short-term rental units he is developing. I also saw his current house rental and toured the ongoing work for his restaurant.

Vermont Community Development Conference

I attended this conference and heard about various funding strategies for municipal projects. Much of the focus was on Tax Increment Financing and the frustrations of trying to comply with federal grant regulations. One interesting example from St. Albans was the use of a local option tax to finance the relocation of their community pool. Because such taxes now apply to online purchases, local businesses are no longer in an unfair position of facing the tax unequally. In the example given, the revenue raised exceeds the debt payment and the surplus is invested in a capital fund. It was a voter approved tax for a specific project which helped community buy in. I also spoke with the Deputy Commissioner of Housing about visiting the Selectboard and/or the VCRD Housing group to talk about state initiatives and proposed legislation around housing and economic development – does the Selectboard have interest in having such a presentation?

FEMA Community Assistance

I have been having meetings with Mark Leese from the FEMA team and the long term recovery plan is in draft form. It is looking like April may be when the Community Assistance team may be completing their work, but there is some uncertainty about a final date.

Johnson Renewal and Recreation Initiative

Charles Flaum is forming a 501c3 as part of his effort to create a marketing website for Johnson. We have been having ongoing conversations about how to coordinate our efforts and build an effective organization. Having a media rich website to promote Johnson would be highly valuable. The 501c3 will be called The Johnson Renewal and Recreation Initiative and might enable us to obtain a [Designated Downtown](#) status which has a variety of benefits. We are scheduling a meeting with the state to learn more about the process. We

met with the Executive and Associate Directors of Newport Downtown Development to hear how they coordinate efforts between the nonprofit and Newport municipal government.

Example websites:

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

<https://randolphvibe.com/>

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

Johnson Public Library Request for Qualifications/Proposal: Clerk of the Works
Johnson, Vermont

Request for Qualifications

The Town of Johnson requests submissions of Qualification Statements and Salary Requirements for the position of Clerk of the Works/Owner’s Representative for building relocation, construction of the addition, renovation of the historic brick building, and site improvements to the Johnson Public Library in Johnson, Vermont.

Project Description

The main components of the Project include relocation of the existing 1907 brick building, renovating the brick building on its new foundation, new HVAC system, a new addition, and covered porch.

Project Schedule

| | |
|----------------------------|---|
| February - March 2025 | Completion of Design Phase drawings and Cost Estimate by Independent Contractor Construction Documentation Phase Bid Period |
| March 2025 – December 2025 | Construction Period |

Dates are tentative and must be confirmed.

Selection Schedule

| | |
|--------------------------|-----------------------|
| February 17, 12pm (noon) | Proposals Due |
| February 18 | Notification of Award |

Project Budget

The approved total project budget is \$1,680,000. The estimated cost of construction for the project is approximately \$1,680,000 inclusive of fees and general conditions.

Services

The Owner intends to select a Clerk of the Works to oversee renovations to their facility. The Owner will interview qualified applicants after reviewing qualification packages and checking references.

The Clerk shall be an individual competent in the building trades and one with experience with a process and project of this size. This individual must have a good record of providing past clients with reliable, professional service. The Clerk shall be responsible for advising the Owner during design and overseeing the construction and completion of the Project in accordance with the Construction Documents and to notify the relevant State agencies of any changes during the construction project. He or she must be knowledgeable in construction methods and materials and have very good communication and organizational skills.

As part of his/her responsibility on this project, the Clerk of the Works shall:

- Attend construction meetings.
- Advise and assist the Contractor's Representative(s) in understanding the intent of the Construction Documents.
- Attend and report to the Owner on conferences and meetings regarding the Project as directed by the Owner.
- Maintain orderly files for correspondence, meeting minutes, shop drawings, job drawings, change orders, testing agency reports and all original Contract Documents.
- Make on-site observations and spot-checks of the work in progress as a basis for determining conformance of work, materials and equipment with the Construction Documents and promptly report any defective work to the Owner. Keep a photographic log of each construction day at the site, taking photos of key construction details and labels of products used on site.
- Obtain from the Owner additional information if required for completion of the Project as specified in the construction documents.
- Familiarize oneself with standard or reference specifications referred to in the Project Specifications.
- Consider and evaluate suggestions or recommendations which may be submitted by the Contractor to the Architect and report them with recommendations to the Owner for final decision.
- Be alert to the construction schedule and to conditions which may cause delay in completion and report it to the Owner.
- Maintain liaison with the Contractor and all Subcontractors on the Project only through the Contractor's Superintendent.
- Record names, addresses and telephone numbers for all contractors, and Subcontractors.
- Review the applications for payment submitted by the Contractor and forward them with recommendations to the Owner for disposition.
- After Substantial Completion check each item requiring correction as it is corrected.
- Be especially alert to possibilities of potential claims for damage if the Owner occupies the Project or any portion thereof prior to final completion of construction.
- Perform other duties as assigned.
- Coordinate Owner contracted services such as Lead / Asbestos testing, third-party commissioning agent, and construction testing.
- Advise Owner as to which if any duties of Clerk or processes being used regarding the Project cause or contribute to inefficiencies detrimental to timely and prudent completion of the Project. Owner has absolute discretion regarding acceptance and disposition of this advice.

Proposal Submission Requirements and Deadline

Emailed proposals, must be received no later than 12:00 PM, 2/17/2025 at the offices of Washington West Supervisory Union. Clearly mark your subject line **“Clerk of the Works Proposal for Johnson Public Library”** to Peter Hammond, phammond@townofjohnson.com

Requirements and Selection Criteria

All information in this section needs to be documented in Attachment A (see attached). Additional information may be submitted as well.

Qualification Statements should address the following:

- Proposal
 1. Amount not to exceed for Clerk of the Work Services as listed above:
\$ _____
- Experience
 1. Include a list of all previous projects that you have served as Clerk of the Works with particular emphasis on similar size and type projects. Include Type, Size, Cost and Contact information for each project. Contact Information shall include Owner, Contractor and Architect for each project.
 2. If applicable, include experience in other construction-related employment.
- Professional / Trade Group Affiliations
- References (see Experience above)
- Workload and Availability
 1. List current employment responsibilities and their demands.
 2. Indicate date of availability for this project.
- Salary Expectations
 1. Your proposed salary should be based on fixed, not to exceed amount for the project. Assume a weekly on-site construction meeting, visits, biweekly reporting, or as otherwise requested by the Owner or Contractor.
 2. Assume the owner will need support in pre-construction readiness and project close-out. These portions of the work will be included in the proposal.
 3. Assume pre-construction Building Committee/Architect meetings and post-construction meetings are anticipated.
 4. Mileage to be included in proposed base fee.
 5. The candidate should assume the fee request will be modified if the construction period is increased or decreased.
 6. Computer skills and proficiencies.

In addition, the successful applicant:

- Must have dependable transportation to site.
- Possess strong organizational and communication skills and demonstrate ability to keep records for a project of this size and scope.
- Demonstrate effective leadership abilities.
- Computer skills / email required for daily logs, weekly reports, and general email communication between all parties.
- Provide proper, timely service to the Owner and as such, be easy to get in touch with, agreeable to working with staff on various concerns, be accommodating and exhibit a sense of urgency, when appropriate.
- Display good professional work habits, written documentation skills, effective time management skills, verbal and written communication skills and scheduling skills.
- Display good administrative and mathematical skills with willingness to handle administrative matters and paperwork.

Additional Information:

Please provide any additional supporting information that you feel best represents your abilities to meet the particular project challenges identified in the description of the project above.

Selection Process

Based on the review and evaluation of submitted qualifications statements a selection will be made on February 3rd at 6:30pm at the Selectboard meeting. All proposals will be public at this time.

Addresses / Contacts

Owner: Qualification and Proposal Statements should be delivered to:

Peter Hammond
Selectboard Member, Library liaison

Email: phammond@townofjohnson.com

Email questions only about the information presented above should be directed to all of the following Library Committee Members:

Peter Hammond
phammond@townofjohnson.com

Kelly Vandorn
kellysuesflowers@gmail.com

Jeanne Engle
johnsonpubliclibraryvt@gmail.com

Thomas Galinat
tojadministrator@townofjohnson.com

TOJ Administrator

From: Erik Bailey
Sent: Thursday, February 13, 2025 3:40 PM
To: TOJ Administrator
Subject: Ice rink invoice thoughts

Tom,
Ken & I have been chatting about the invoice for the ice rink mishap. While the original invoice was priced very tight (I removed the amount of water that actually ended up in the rink from the total, and didn't charge for most of Nate's time because he was already here and his first 3 hours were accounted to sidewalks), we thought it would be a good gesture of cooperation to cut the water usage portion of the bill down to just the raw cost of running the pumps and the cost of disinfection. That number is around \$300, vs the \$1161.35 of the water rate. So, we are going to bring this suggestion of changing the invoice from \$1709.80 to \$825.22 to the trustees meeting on February 26th for approval by the board.

Thanks!
-Erik

Erik Bailey, UMC
Johnson Village Manager
PO Box 603
Johnson, VT 05656
802-635-2611

"If you can't fly then run, if you can't run then walk, if you can't walk then crawl, but whatever you do you have to keep moving forward." -Dr. Martin Luther King Jr.

Community is at the Heart of the Village of Johnson Water & Light Department

Please note that his email message, along with any reponse or reply, is considered public record, and thus, subject to disclosure under the Vermont Public Records Law.