

JOHNSON VILLAGE TRUSTEE BOARD MEETING MINUTES
JOHNSON MUNICIPAL BUILDING
MONDAY, MARCH 10, 2025

Present:

Trustees: Steve Hatfield, Will Jennison, BJ Putvain, Ken Tourangeau, Darrell Wescom

Others: Erik Bailey, Rosemary Audibert

Absent: Will Jennison

Note: All votes taken are unanimous unless otherwise noted.

1. *Call to Order*

Ken called the meeting to order at 6:01.

2. *The Pledge of Allegiance*

The Pledge was recited.

3. *Review of Agenda and Any Adjustments, Changes and Additions*

No changes to the agenda were needed.

4. *Review and Approve Minutes of Trustee Meetings*

Steve moved to approve the minutes of February 10 and February 26, 2025, Darrell seconded and the motion was passed.

5. *Treasurer's Report: Bills & Warrants, Budget Status Report, Action Items*

Rosemary said she hasn't closed out the last year yet. She is waiting for Morrisville Water & Light bills. She handed out information about cash on hand. The annual village meeting warning will be in the paper this week and for the next 2 weeks. Staff are currently working on the village report. Staff recently attended a NEMRC cash receipt class and will attend another class in April

6. *Village Manager's Report and Any Action Items*

Erik read his report. The Water & Light garage project remains on schedule. Bid requests went out Feb. 20 and there was a voluntary pre-bid walk-through on Feb. 27. So far, at least 4 viable general contractors and 10 subcontractors have viewed the plans – likely more, since 4 websites that advertise construction work opportunities picked up sets of plans. Questions are due from prospective bidders by tomorrow and bids are due two weeks from today. The crew is working to have the garage empty by the end of the month.

Erik attended Capital for a Day at the tech center on Feb. 28.

Last Friday the village celebrated Employee Appreciation Day. Erik brought in doughnuts and invited the Water & Light and WWTF crews for a coffee break at the office. All were thanked for the great work they have been doing for residents.

Ken asked if we will need a special meeting to review bids. Erik said he will look into whether that is needed.

Steve asked if there has been any interest in his seat. Rosemary said no petitions have been submitted.

7. *Water/Wastewater Report and Any Action Items*

Erik read the report submitted by Dan Copp:

Operational Status of Wastewater Plant and Callouts

- E-DMR and Wr-43 were submitted to the State.

- We hauled 48,000 gallons of sludge to the Morrisville for processing for the month of February
- Installed new alum pup. The alum line to the SBR has frozen. We believe the heat tape was never connected to a new power source after the flood. We were able to get it thawed and is operating now.
- Replaced a blown belt on the snowblower. It has seen a lot of use this winter.
- PACIF insurance inspector did a walkthrough of the plan. A few deficiencies were noted and have been corrected. A few will remain unresolved flood issues.
- Our lab vacuum pump isn't operating properly. We have ordered a seal kit for it. We are using Morrisville's spare pump until we get it fixed.
- Tim and Dan participated in an 8 hour Aqua Aerobics SBR training in anticipation that the new plant will have that system. It was a very useful class a lot of new information was learned.
- Spent a lot of time with snow cleanup at the plants and Pump Stations.

Operational Status of Water Plant and Callouts

- Monthly reports were submitted to the State.
- Coliform samples were negative
- Rotated the pumps at Katy Win pump house #2
- We assisted Village Public Works in replacing the master meter at Highland Heights that failed on a Sunday. We handed out boil water notices Sunday and took the required 2 coliform samples on Monday and drove them to the lab in Williston. They were negative and were able to lift the boil water notice on Tuesday and handed out those notices as well.
- We performed the once every 3 years and 9 years water sampling for Inorganic Chemicals, Gross Alpha, Nitrates and Volatile organic chemicals. All results were well below state thresholds.
- Water loss was 17% or less. That includes the unmetered water that was used for the ice skating rink.

8. *Electric/General Report and Any Action Items*

Erik read the report submitted by Nate Brigham:

Electric Dept.

Mutual aid to Hyde Park was 3 hrs and sold them a 25KVA pole mount transformer

Crews are building shelves and starting to move

Call out to the Woolen Mill for a pad mount transformer knocked off the pad from snow removal

Received payment for ½ of the tree removal at 114 School St.

Met with engineers on new garage

Had the pre-bid walk through at the Garage

Meeting for the Industrial Park

Shoveled out snow at Substation

Had trucks/sticks/grounds/jumpers/rubber good annual testing done

Swapped out meter Parker and Stearns mill meter that got hit by skid steer

Completed monthly meter reading, high/low checks, substation check and dig safes

Water/Sewer

Meter installed and water turned on at 136 School St.

Moved snow from around fire hydrants

Water leak at Wescom Rd. and West Highland Ave. Bolts holding the water meter on rusted out. Had a boil water notice till tests came back good.

Frozen water at 55 Park St. not ours

General Dept.

Picked up snow, pushed back banks

Replaced cutting edge on 2500 pick-up plow

Changed out flags

Had the snowblower sides replaced

AOT grant meeting

Demoed a Toolcat for sidewalks, will not work as it was too wide

Ordered new S450 Bobcat to replace the old one for sidewalks

Sand/salt and plowing of sidewalks

Safety

NEPPA safety meeting was on March 5th – chainsaw/chipper safety

9. Fire Department Report and Any Action Items

Erik read the report submitted by Fire Chief Arjay West:

Johnson Fire Department Report

Jan. 31, 2024 – Feb. 27, 2025

JFD responded to 13 calls. 9 calls occurred during the daytime (6 am - 6 pm) and 4 calls occurred during the nighttime (6 pm - 6 am.) The average duration was: 75 minutes

Nature:

Those calls were: 3 – vehicle crashes, 4 – automatic alarm, 1 – smoke condition, 2 – odor investigation, 2 – chimney fires, and 1 – other (Hazardous materials -Propane)

Staff:

The average number of firefighters that responded was: 12

Total hours of service was: 156

Other:

The Motorola Base Radio for the station that was on back order from the 2023 flood damages has arrived and been installed by Burlington Communications.

We have removed equipment and supplies from the Tech Room as preparation for the pending flood mitigation improvements. That work began the week of Feb. 17th by DBI, in accord with the Village FEMA approval.

10. Discuss Village Annual Meeting Logistics

Ken said Eric Osgood won't be available to moderate the annual meeting so Gordy Smith has agreed to do it. At the annual meeting Ken will ask for a motion to appoint him president pro tem. Erik said Eric wants to continue as president; he just can't come to this meeting. The annual meeting will be April 1 at 7:30.

11. Website/Email Update

BJ showed pages of the new website. He said Susan had a good idea about including links to businesses in the village as well as resources that might help the public, so he created pages for that

information. Businesses registered with the Secretary of State's office can be included. We will be looking into whether we can make minutes and agendas searchable. Susan and Erik both feel that would be a major timesaver. We can get a free Jotform starter package that will allow us to make 5 forms submittable. Erik is going to look into that. The goal is to have the new site running by April 1. We will probably make it active the day before that.

BJ said the fire department would like us to give them access to manage their own page. He thinks that is a good idea. The board agreed that the fire chief should be allowed to assign someone from the fire department to have access to manage the fire department page.

BJ said currently he is administrator of the website. He has the ability to wipe out the whole website. There are also employees designated as editors who can make all but major changes. Ken said all the administrator access information should be on file.

BJ said he would like people to spend some time on the site before it goes live to look for errors. The board agreed he can make further changes, then show it to Erik and send it to the designers to make sure everything is linked up correctly without bringing it back to the full board first. It was agreed that the fire department can edit their page however they want.

12. WWTF Relocation Project Funding Update

Erik said the selectboard is conceptually on board with letting the village buy out the municipal building. He went to the Capital for a Day to meet with the governor's staff and he was also able to talk to the governor, who seemed supportive of moving the wastewater treatment facility. He talked to the people managing the Community Development Block Grant for disaster response, which is the one we are looking at. The minimum grant amount is \$500K and the maximum is \$10 million, but when he talked about breaking his application into two, for the WWTF relocation and for relocation of the town offices, they told him that they prefer bigger projects and we do not necessarily need to be limited to \$10 million on one project. They seemed to feel positive about our project but there are no guarantees and federal money may or may not be available. He told them the cost for moving both the WWTF and the town offices would be in the low \$20,000s. They like multi-faceted projects. The college has real estate that could potentially be available. Discussions are just beginning. USDA Rural Development has funding coming up that is specifically aimed at impacted water/wastewater systems. There is no match.

Steve asked if Ken and Erik are leaning towards moving the WWTF to the municipal building site as the best option. They said yes. Erik said if we go with that plan we will need to find temporary office space for the municipal offices before we are able to come up with a permanent solution.

Darrell asked how the WWTF will look in the municipal building location. Erik said there can be a screen of conifers in front of it. Ken said it will be set back on the lot. The design of the building will be up to us.

13. Other Business

Ken asked if the crew got a demo lined up for the snow blower. Erik said they are leaving that alone for now. Ken said we are keeping the weights that were on the old skid steer to save money. We are looking into a safety grant for a camera on the back of the skid steer.

14. Adjourn

The meeting was adjourned at 6:46.