

**ST. JOHNSBURY BOARD OF SELECTMEN
MONDAY, JUNE 25, 2012**

The St. Johnsbury Selectboard met in the Municipal Board Room on Monday, June 25, 2012 at 700pm for its Regular Meeting of the Select Board. Present were: Chairman Jim Rust, Vice-Chairman Alan Ruggles, Rodney Lamotte, Bernard Timson, and Kevin Oddy.

The meeting was opened with the Pledge of Allegiance at 700p.

PUBLIC ATTENDANCE

Also present: Special Assistant in Town Manager's Office Dawn McPhee, HR Manager Courtney Daniels, Finance Assistant Kerry Gibbons, Town Clerk/Treasurer, Stacy Jewell, Bill Jewell, Tim Persons, Tom Cole, Brian Christman, Frank Landry, Nancy Cohen, Leanne Tingay, Jeff Moore, Maurine Hennings, Darcie McCann, Gary Lunderville, Joe Healy, Al Dunn, Janet Quatrini, Tom Turek, Mike Fortier, Lisa Briggs, Scott Beck, Melissa Bridges, Mary Parent

PRESS ATTENDANCE

Shawn Gaffney of KATV and Taylor Reed of Caledonian-Record

Prior to Public Comment, Member Kevin Oddy, read the injunction decision in its entirety. Copies of the decision were made available to the public. Rust confirmed that the Board could not make any comments on this issue; however, the public could make comments.

PUBLIC COMMENT

Tom Cole inquired into the vacancy of the Town Manager position. He also inquired into ordinance review as he would like more careful review of language and ramifications.

Janet Quatrini inquired into Arnold Park and lack of participation by Tony Nutbrown who had volunteered his services. In trying to make an appointment, the Town was unable to confirm the appointment but had to move forward with project.

Mike Fortier commented on the injunction as a pyrrhic victory as former Town Manager has right to continue legal action against the Town for monetary damages. He also inquired into the vacancy of the DPW position.

Lisa Briggs inquired into cost of Arnold Park which was originally 100k and the current budget remains the same. Despite some changes in vendors, the budget should be met. The audit should be final any day and overages on Pomerleau Building will be forthcoming.

Tim Persons commented on Town government administering the provisions of the Dog License ordinance.

Nancy Cohen asked about the job description for the finance director. The description is not yet final.

MINUTES

On a motion by Oddy, seconded by Ruggles, the minutes of the regular meeting of June 11, 2012 was unanimously approved.

WARRANTS

On a motion by Timson, seconded by Ruggles, the following warrants were unanimously approved:

69551 – 69572	13,245.37
E387 – 422	18,172.07
69623 – 69625	539.33

LIQUOR AND CATERING LICENCES

On a motion by Lamotte, seconded by Timson, the Board approved the one catering license presented. Vice-Chair Ruggles requested address and other information on the license prior to signing.

NORTHEAST KINGDOM CHAMBER OF COMMERCE

Executive Director, Darcie McCann , made a presentation on her organization and the Annual Colors of the Kingdom which is scheduled for September 17, 2012 at Pomerleau Building. For the past 17 years, NEK has organized this event to include all of downtown St. Johnsbury and in conjunction with Fairbanks Museum. With so many partnerships and events, McCann would like to make sure this event is well publicized. She provided handouts for the event, including train rides throughout the region. Ruggles, Oddy to work with NEK

ST. JOHNSBURY CHAMBER OF COMMERCE

President, Jeff Moore introduced Scott Beck and Melissa Bridges as leaders for the Chamber. Moore gave presentation of the history of the organization. Most importantly, ST J Chamber is a designated downtown district. Leanne Tingay of VT Downtown Development gave power point presentation. Tim Persons inquired into the funding for her department which is annually appropriated by State.

Rust presented the allocation of funds to the Chamber and a work plan was to be presented prior to the disbursement of the funding. Ruggles, Timson

DOWNTOWN TRANSPORTATION GRANT ACCEPTANCE

Rust presented the 100,000 to complete west side of Railroad Street. Timson, Oddy

ENHANCEMENT LETTER OF INTENT

Apply for grant for platforms or loading ramps on railroad track side of Pomerleau Building (up to 300k). Timson, Lamotte. Oddy abstained from vote

FY13 MUNICIPAL PLANNING GRANT

Opportunity to apply for grant for FY13

PEARL STREET PERMIT PARKING LOT (South Side)

New municipal parking lot once Town offices move to Pomerleau. DPW numbered spaces last week. Timson confirmed that employees and tenants of the Pomerleau will have spaces. ** do new sign w/ hours mentioned

TAX ANTICIPATION NOTE

Town Clerk's bid for anticipation note of 1,5M. 4 bids were received with Passumpsic winning the bid at 0.99%. On a motion by Lamotte, seconded by Ruggles, the Board unanimously approved the Town Treasurer to accept the bid by Passumpsic Savings Bank.

BOND TRANSFER OF 156,918

Town Treasurer is requesting the transfer of funds from Pomerleau Bond Account into the operating account. On a motion by Ruggles, seconded by Timson, the Board approved the funds transfer.

MANAGER'S OFFICE REPORT

- a. Kerry Gibbons – introduction of new member to Town Manager's office who will handle the finances of the Town. She will also present to the Board on financial matters on a regular basis.
- b. Vac-Con Truck – update on recent repair (blower for \$15k). Timson alerted the Board to the disrepair of equipment at the Town garage. He is requesting maintenance jacket information on all vehicles. There was much discussion about proper and regular maintenance of all vehicles.
- c. Higgins Hill Property – Nichols estate to forego tax as abandoned property.
- d. Biomass MOU – Brad Ashley put forth his request to have the Main Street Town office and the Armory participate in the Biomass program, should one be implemented in the Town. On a motion by Oddy, seconded by Timson, the Board unanimously approves the signing of the MOU.
- e. Senator Kitchel's Legislative Update & Transportation Bill Highlights
- f. HAVA Grant transfer from current municipal building to Pomerleau. Town Treasurer and Rust have spoken to State personnel who will allow the transfer of the grant to the Pomerleau under the conditions that schematics are reviewed and the local Selectboard approves the transfer. On a motion by Lamotte, seconded by Oddy, the Board unanimously allowed the transfer of the HAVA grant.
- g. Wastewater Disposal Agreement with NSA which was already set in place by prior Town Manager. Ruggles, seconded by Lamotte
- h. Town Agent, Edward Zuccaro presents the public records request by the Caledonian Record requesting all Selectboard emails from April 1 to the present be provided. Mr. Zuccaro is in opposition to the broadness of the request; therefore, he has drafted a letter to request the newspaper to narrow its request in order to comply with its request.

OTHER BUSINESS

Al Dunn inquired into the cuts in the Fire department. Rust clarified that the Pomerleau shortfall may be covered by various budget items being moved from departments. Rust also clarified that the potential amounts are from reserves and not being taken from operational budgets.

EXECUTIVE SESSION – CONTRACT, LEGAL, PERSONNEL

At 910pm, on a motion by Oddy, seconded by Lamotte, the Board unanimously approved to move into executive session. Rust requested Courtney Daniels, Kerry Gibbons, and Dawn McPhee to attend.

At 1022, on a motion by Oddy, seconded by Timson the Board unanimously approved to move out of executive session.

On a motion by Ruggles, seconded by Lamotte, the Board unanimously approved the settlement of \$35,000 in the matter of Sulkowski v Town of St. Johnsbury. Vice-Chair Ruggles attended the mediation that was held last week. Ruggles emphasized that the settlement is to be paid by PACIF, our insurance company, and the Town is responsible for only the \$500 deductible.

On a motion by Oddy, seconded by Timson, the Board accepted the adoption of the Exempt Status Policy, which is to take effect July 1, 2012, on the condition to speak with affected employees by June 30th. Ruggles opposed the motion as the policy was just given to the Board and proper review time was not had. He requested that the Board have discussions on this policy at its next meeting.

Updates on the Pomerleau Building were given. Specifically, NCIS is still scheduled to move on July 5th. The brick on the vault is being put on today. The tenancy for third-floor south suite is contingent upon the glass partition being installed. On a motion by Timson, seconded by Lamotte, the Board unanimously approved the installation of the partition. Rust confirmed that the new tenant would pay \$900 per month for rent during its one year lease. The tenant has an option to renew for two years.

ADJOURNMENT

At 1035pm, on a motion by Oddy, seconded by Lamotte, the Board unanimously approved to adjourn the regular meeting of the selectboard.

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