

**Town of Johnson
Selectboard Meeting
Municipal Building
Monday, April 6, 2026; 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 and Public Announcements
4. 6:40-6:45pm Selectboard Updates and/or Concerns
5. 6:45-6:50pm Consent Agenda
 - a. Consider Approving Minutes of March 19, 2026
 - b. Consider Approving Minutes of March 26, 2026

6:50 p.m. Clerk and Treasurer's Report: warrants, licenses and any action items

7:00 p.m. Work Session

6. 6:50-7:00pm Town Clerk and Town Treasurer Job Descriptions | Review and Consider Approving
7. 7:00-7:10pm Application for Gene Richards, d/b/a Gihon River Spirits LLC, for a restaurant with outside liquor sales at Johnson Woolen Mills | Consider Approving
8. 7:10-7:20pm Grand List Signature Page | Sign Document
9. 7:20-7:35pm Ambulance Contract; Scott Griswald of Newport AMB, gives an update to the Selectboard on the previous year. | Consider Approving Contract
10. 7:35-7:50pm. Johnson Rail Trail Committee updates the Selectboard
11. 7:50-8:00pm Open Bids for the Skatepark | Review and Vote to award.
12. 8:00-8:10pm RFP for Legion Field | Review and Consider Approving
13. 8:10-8:25pm Highway Grant In Aid Application | Consider Approving
14. 8:25-8:35pm Letter of Intent FY 2027 Road Grant In Aid Program | Discuss and Approve
15. 8:35-8:50pm LNMUU School District Director | Appoint
16. 8:50-9:00pm RFP for Gravel Processing | Consider Approving
17. 9:00-9:10pm Old Business: Capital Budget and Plan, Joint Properties, Scribner Bridge Grants, Buyout Property Planning/Old Library location, Gravel Pit, Speed and Stop Sign Ordinance, Speeding, Discussion on creating revenue for the Town,

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

JOHNSON SELECTBOARD MEETING MINUTES
JOHNSON MUNICIPAL BUILDING
THURSDAY, MARCH 26, 2026

Present: Selectboard members: Mike Dunham, Peter Hammond, Adrienne Parker, Paul Warden

Others: John Sutherland, Carl Rogers, Harry and Tori Rempert

Absent: Eben Patch

Note: All votes taken are unanimous unless otherwise noted.

1. Call Meeting to Order

Paul called the meeting to order at 6:00.

2. Consider Additions or Adjustments to the Agenda

No changes to the agenda were needed.

3. Public Comment and Public Announcement

No members of the public wished to comment.

4. Selectboard Updates and/or Concerns

No members of the selectboard had updates or concerns. (*Adrienne arrived at 6:01.*)

5. Review and Consider Proposals for Tree Cutting in the Industrial Park

Carl said the low bidder was Josh Gervais Trucking. He bid on Option 1 (just removing trees from the town's work area – the area where roads, utility rights of way and stormwater retention will be located.). The bid amount was \$15,000. The next lowest bidder was N.A. Manosh with a bid of \$40,615.

Carl spoke with Mr. Gervais and found out that he visited the site on his own. He has been in business 15-20 years. He has large equipment for doing this kind of work. He indicated that the chips would go to the Burlington Electric Department, where he is working on a chipping contract. Carl checked two references. No one had any problems with his work. Carl checked online and found that he does have the big equipment he indicated he had and he also has another forest products business. DOT inspection reports Carl found showed everything was okay. Mr. Gervais told Carl that normally he pays the landowner some royalty for logs and chips he takes. He was able to bid low because he will make money selling the chips.

The State of Vermont and the Vermont Land Trust asked about what is happening and Carl gave them the bid tally sheet. They really want to get trees from the industrial park site. Carl told them he couldn't imagine that the selectboard would pay \$25K more to go with Option 2 (providing trees for the state.) So Vermont Land Trust plans to meet with Mr. Gervais to talk about having him pull trees by their roots for their use. He has equipment to do that. That is between him and them. He is still planning to charge the town \$15K but he might be getting additional payment from VLT to harvest some trees. Carl made it clear to VLT and AOT that he still has to honor the deadline of getting trees on the ground by April 15. Carl imagines he will be able to do that with the equipment he has. Vermont Land Trust offered to come to a meeting and talk about their project in Jericho and how the trees will be used if the board is interested.

Carl recommends awarding the contract to Josh Gervais Trucking.

The Prindle lot deer wintering conservation easement has been signed by the governor. On the Gomo lot, the state is saying they will be satisfied with one sign being placed at the place where Codding Hollow Road comes to the Gomo lot, as well as a certain map which Mumley Engineering can prepare.

There is deer wintering area on land adjacent to the industrial park site. Deer wintering area buffer is on the industrial park site. Carl just learned that trees cannot be removed from deer wintering buffer areas between December 15 and April 15 unless the state approves. With the other restriction preventing trees from being removed after April 15, we would not be able to remove trees at all without state approval. Noel Dodge is the person who makes that call and he has indicated he will approve it. That is expected to happen next week.

Mike moved to award the industrial park tree clearing contract to Josh Gervais Trucking for the amount of \$15,000 to be effective upon the town's receipt of an Act 250 permit, provided the permit is issued in time to complete tree cutting by April 15, 2026, Peter seconded and the motion was passed.

Board members said they are okay with providing the requested sign and map for the Gomo lot.

Peter asked how far the deer wintering buffer area extends onto our lot. Carl said the buffer is 300 ft. wide and the deer wintering area border is about 30 ft. from the town's property line. Some parts of the cul de sacs and Road B are included in it. Not much of the tree clearing area is in it, but some is.

6. *Adjourn*

The meeting was adjourned at 6:14.

Minutes submitted by Donna Griffiths

JOHNSON SELECTBOARD MEETING MINUTES
JOHNSON MUNICIPAL BUILDING
MONDAY, MARCH 19, 2026

Present: Selectboard members: Mike Dunham, Peter Hammond, Adrienne Parker, Eben Patch, Paul Warden

Others: John Sutherland, Rosemary Audibert, Doug Molde, Jan Gearhart, Kathy Black, Joe Salerno, Howard Romero, Kelly Vandorn, Aurora Rivers, Jasmine Yuris, Lydia Putvain, Susan Tinker

Note: All votes taken are unanimous unless otherwise noted.

1. Call Meeting to Order

Paul called the meeting to order at 6:30.

2. Consider Additions or Adjustments to the Agenda

No changes to the agenda were needed.

3. Public Comment and Public Announcement

Donna Griffiths said she takes minutes for some other selectboards. At another town's selectboard meeting recently, their highway supervisor said they had been paying a federal excise tax on fuel, but he had learned that there was a form they could submit to get reimbursed for it and that their fuel supplier could use a different code so they would not be charged for the tax to begin with. She wanted to make sure Johnson was not also unnecessarily paying this tax. Rosemary indicated that we are not.

4. Selectboard Updates and/or Concerns

Adrienne said she made an AI grant scanner. On Fridays, it will send out a list of up to eight grants that it finds. She made spreadsheets of projects based on selectboard and committee minutes. The AI can scan the spreadsheets and look for grants that match the criteria. She did rank them, but that was just based on her opinion. The board might want to discuss the ranking.

5. Consent Agenda

The consent agenda consisted of the minutes of March 2, March 3 and March 4. **Adrienne moved to approve the consent agenda, Peter seconded and the motion was passed with Mike abstaining as he was not at all the meetings.**

6. Clerk and Treasurer's Report: Warrants, Licenses and Any Action Items

Rosemary handed out the latest budget status report. She said in April we should get a true-up on school taxes. We should get grand list money this month. Expenses are at 57% of budget. Town report expenses are considerably higher than budget but Rosemary plans to take out the postage expense and put it in the postage line. Eben said we are high on a lot of selectboard expenses such as consulting services. Rosemary said some of that is grant funded. Eben noted that expenditures on buildings and grounds are already pretty high.

Eben moved to approve renewal of a Class 2 liquor license for Johnson General Store, Peter seconded and the motion was passed.

Rosemary said the new restaurant in town next to the Woolen Mills has put in an application for a liquor license which will include outside consumption. It doesn't sound like they are close to opening.

Rosemary said Jim Barlow, an attorney who does tax sales, is interested in doing Johnson's. He will send a cost proposal. It may not be feasible to go to tax sale with some of our properties. He can only charge the delinquent taxpayer up to 15% of the taxes, but the amount needed to cover his fee may be more than that and if so, we have to pay the rest. So we should not go to tax sale for amounts less than \$1500. He said the break even point is about \$4,500 in taxes. He would be willing to send a first threatening letter to everyone. He would be willing to do a tax sale for the village as well, but the dollar

amounts owed for town and village cannot be combined, so the person would need to owe at least \$1,500 for each. Village taxpayers are not likely to owe that much.

7. Community and Economic Development Specialist Report

Carl said since he prepared his written report, we received the draft 9050 permit for the stormwater retention pond. It has been posted for public comment. If there are no public comments, the permit could be issued April 7. That was the biggest hurdle we were facing to get the Act 250 permit.

Carl said he sent out a letter February 19 to all industrial park abutters. One of them was in the office for other business and mentioned receiving it but was not interested in viewing the plans. None of the abutters have contacted the office expressing concern about the upcoming application.

There is no news from the attorney who brought up the idea of fencing, delineating or signing the prime ag area on the Gomo lot.

Yesterday the optional pre-bid site visit for tree clearing at the industrial park was held. About eight contractors showed up. They asked a lot of good questions and had a lot of interest. Different contractors seem to have different approaches. Bids will be opened on Monday. Then the board will have a special meeting to award a contract, pending issuance of all state permits.

Today Carl got an email from the state inquiring about trees from the industrial park for the Jericho stream bank project. He will be meeting with them virtually on Monday so he can report to them about the bids we received.

Carl has nothing new about the Johnson visioning project or the Welcome Center lease agreement. Last week he got confirmation from the property management section that they had the lease agreement and were circulating it for signatures.

Regarding the Recreation Economy for Rural Communities grant, we have a first call with the EPA planning assistance team on April 23. Their handbook says no prep work is needed by the local steering committee for that call. Between that call and the second call the steering committee will need to meet to do some work, especially on a community self-assessment.

Carl asked if the board would like to have the playground funded by the Vermont Community Foundations grant as a separate agenda item for a future meeting and maybe invite Isabelle Sullivan. The board agreed that would be a good idea.

Carl said he will be helping with the reporting on the \$30,000 grant for Legion Field and he will be working with Rosemary to submit a reimbursement request to the Vermont Council on Rural Development for the Dubois & King invoices.

Carl said he had submitted some recommended motions regarding a change order to the Boulder Excavation contract for the Holmes Meadow project and a Vermont Emergency Management grant agreement amendment.

Mike said every time we do a change order it costs a lot more money. This latest one has a price of \$18.30 per cubic yard. Wasn't the price lower previously? Carl said this is for extraction and hauling. The other one was for a more limited amount of work. Eben said he talked to LCPC and SLR about this. Adrienne asked if LCPC gave him an explanation. Eben said yes. Mike said the board always

approves these change orders because the project is grant funded and we are not paying, but if we were paying we might want them to sharpen their pencil.

Carl said change order #1 included \$45,000 for hauling 6,000 cubic yards, a price of a little over \$7 per cubic yard. It included \$27,900 for extraction of about 1,000 cubic yards, a price of \$27.90 per cubic yard. This change order is for extraction, loading and hauling at a rate of \$18.30 per cubic yard.

Eben moved to authorize and execute the agreement with the Lamoille County Planning Commission for the Holmes Meadow Floodplain Restoration Project management services agreement Amendment #2, authorizing the chair or town administrator to sign on behalf of the town, Adrienne seconded and the motion was passed with Mike opposed.

Eben moved to approve signing of Amendment #4 to Vermont Emergency Management's grant agreement for the Holmes Meadow Floodplain Restoration Project grant, authorizing the selectboard chair or town administrator to sign on behalf of the town, Adrienne seconded and the motion was passed with Mike opposed.

Eben said they wanted some wording changed on Change Order #1. Carl said that came up last week and he told LCPC he didn't have time to deal with it. Eben said we already approved the expenditure.

Eben moved to approve and authorize Change Order # 4 in the amount of \$76,201.20 with Boulder Excavation for the Holmes Meadow Floodplain Restoration Project for the additional gravel extraction and hauling in the amount of \$76,201.20, authorizing the chair or town administrator to sign it, Adrienne seconded and the motion was passed with Mike opposed.

Carl said he sent a recommended motion that came directly from attorney David Rugh. David Rugh and the general council for ANR have come to agreement about wording of the conservation easement for the Prindle lot. Now it will go to the governor's office. The governor has to sign it. There is a 30-day notice period ending March 28.

Eben moved to authorize the chair or town administrator to sign the Grant of Development Rights and Conservation Restrictions to the Agency of Natural Resources on the Prindle lot provided the 30 day notice period is met, Adrienne seconded and the motion was passed.

Carl said he included information in his monthly report about the T-Mobile grant and the Legion Field pavilion. The grant is \$50,000 maximum. The proposed pavilion size is 25x40 ft. but 24x40 ft. would be a more standard size. If it is post and beam or timber frame, the cost will be well over \$50,000. But if we take the grant funds, we must complete the project.

Adrienne said she thinks we should use the T-Mobile grant for the library. She sent Carl a list of parts of the project that she thinks could be funded by the grant. Paul said he thinks we can rule out applying for the pavilion.

Carl said a question was posed to him about naming rights. He went over the material from T-Mobile and did not see anything indicating they even wanted a sign or marker to recognize their help, let alone naming rights.

Adrienne moved to apply for the T-Mobile grant for the Johnson Public Library project, Mike seconded and the motion was passed.

8. *Review and Approve Job Description for Community and Economic Development Specialist*

The board reviewed the latest version of the job description, which includes the recommendations made by Carl and the selectboard.

Adrienne moved to approve the CEDS job description, edited to change the hours from 24 per week to 40 per week. The motion died for lack of a second.

Adrienne said she had sent out a spreadsheet earlier in the day showing how staffing costs could be restructured. It takes into account splitting from the village with our employees, giving a 10% increase to two employees and making the CEDS position full-time instead of part-time. It would result in a 7.9% increase to staffing costs.

Mike asked, didn't we discuss John trying to assume some of these roles before hiring another 40 hour per week position? We have never given John a chance to prove himself. He has a background in grants. He said he would do it for free for a while. Mike thinks we would be remiss not to give him a chance. Adrienne said she doesn't think we should ask employees to do free work. Mike said he volunteered to do it.

Adrienne said she doesn't believe someone can do effective grant work part-time. They need to meet grant deadlines. One missed grant can cost more than the increased salary we are talking about. Someone who is working part-time is fitting work in Johnson in around other things they are doing. Their schedule doesn't always align with what the town needs. A part-time schedule might not leave any time for proactive economic development. What she proposes is only a 7.9% increase. She doesn't see why board members would not think that was beneficial.

Mike said he is willing to give a chance to the man who volunteered. Adrienne said she would like him to work on other tasks.

Peter asked about the percentage increase in taxes as a result of the recently approved budget. Eben said it was 3.8%

Eben said employee salaries are 100% paid by taxes. Adrienne's proposal would increase taxes by 1.5% in the future and this year we would need to trim \$30,000 from somewhere else in the budget. There would be no tax increase this year because taxes are based on the budget already passed.

Adrienne said we budgeted for a highway employee that we don't have now.

Eben said he saw Adrienne's email but hasn't had time to consider it.

Paul said we voted at the last meeting that the CEDS position should be 24 hours per week.

John suggested the board could approve the job description and discuss the hours at a future date. It seems like Carl will be here a couple more months. Carl said yes, it would be helpful if he stayed at least into May. Paul said he thinks we should discuss the position and the hours together at a future meeting. Adrienne said she thinks we should make a decision now because we also need to make a decision on the town clerk and treasurer and assistant clerk and treasurer.

Paul noted that the job title is supposed to be community and economic development specialist. There are places in the job description where it needs to be changed. And where it says "in person or virtually" we discussed changing that to "in person and virtually."

Peter said he would love for Johnson to have the benefit of a 40-hour per week CEDS, but he is concerned about the impact of that on taxes. There are some unknowns around how buyouts will affect us. He is cautious about jumping into 40 hours a week at this point, but he feels he would like more time to digest the information.

Adrienne said this is a position that is bringing in revenue, which would help with taxes.

Peter said someone said to him that they think the board is being short-sighted and he thinks we are. But he feels that is necessary right now. Adrienne is right that the CEDS position will have big benefits.

Doug Molde said he is wondering how the board determined that 24 hours was sufficient for this job or to attract the kind of people we would want. He is wondering how much money 24 hours represents. Eben said 24 hours per week will cost \$60-62K. Doug asked if that includes benefits. Paul and Eben said no, that is only salary.

Eben said in 2021 we asked for \$40,000 at town meeting. That wasn't approved. Then in 2023 we asked for \$50,000. We had turnover with the town administrator. At that time, we were advised by two consulting companies that with the workload we have we should go with 3 to 4 days a week for the town administrator and 2 to 3 days a week for the CEDS. That is where the 24 hours came from.

Doug said he thinks there needs to be an emphasis on economic development. He thinks our community needs to move ahead and not be a backwater. Our success in this program would increase property values and bring in more housing. This is a really important job. We are behind the eight ball on housing. Everyone would like to bring in subsidized housing but he feels that is the wrong direction. We need to change the direction of the community. He understands that Carl is working 24 hours a week but he doesn't think Carl will be able to work on housing. We need to find someone who is knowledgeable locally or who can get up to speed. He thinks the board needs to check and see who would be interested in this position and at what rate. He thinks the board should think about sizing the job for who can be attracted rather than only what we can budget for. Jan Gearhart said she agrees.

Adrienne said the Town of Woodstock, which is a similar size, recently hired an economic development director. Their posting was for \$85-90K per year for a full-time position.

The board agreed to revisit this at the next meeting.

Eben said he thinks the conversation we are having later in this meeting ties into this. We haven't really decided what we are doing with town and village employees. Maybe there is a way we can structure differently that would allow us to make this position 40 hours. In an ideal scenario, if the person brought in enough grants, which often include reimbursement for staff time, the cost would be a wash.

9. Review and Discuss Legion Field Design

The board reviewed the draft layout for Legion Field from DuBois & King. Eben said he feels like the design and construction of the pavilion should probably be farther down on the priority list. Howard

said there is not enough money to do the pavilion now. Paul said the board previously discussed that that would be put on the back burner, waiting for grant opportunities. Howard said this year we can get the bandstand placed and get power on the field for sure and depending on timing we can also level the area for the rink. That is about all he can promise. Adrienne said she agrees that the pavilion could go down further on the list but she thinks it should stay where it is because it is an easy thing to apply for grants for. Paul agreed.

Mike asked Howard if he is happy with this plan. Howard said no. He is okay with it, but he doesn't think the field is big enough to support a pavilion. Mike asked if he is happy with the layout. Howard said generally speaking, yes. There is a lot in there that he doesn't think the field needs. Basically all he wants is a field of grass. Mike said the other stuff takes up precious space. Howard agreed.

Adrienne said there will be a lot of green space gained from the buyout properties. She noted that this plan came from two working sessions with community members.

Peter asked what is staked out now in front of the pizza oven. Howard said he staked out the 50x100 ft. skating rink before the meetings. His hope is that once that is leveled, there will be nothing to see there. The rink will appear only once the ground is frozen. The stakes are just meant to show how big the skating rink will be. Paul said the design shows a different size from what Howard stated. Howard said the size doesn't make it more or less expensive.

Adrienne said she asked Brian Raulinaitis if he could store the walls for the rink, etc under the future pavilion and he said they could be stored under the rafters. So the pavilion could double as a storage space. Howard said the storage of the ice rink equipment is planned for the shipping container behind the bandstand. Mike said if we are going to have a nice post and beam pavilion we don't want it used for storage.

Peter said he feels he needs to understand the benefit of the pavilion. It looks very big next to the pizza oven. Paul suggested postponing discussion of the pavilion until we are ready to talk about next steps.

Joe Salerno asked what installing electric service means. Paul said electric service will initially be installed to the bandstand and we talked about adding service at the pizza oven if there is enough money. Howard said it is easy to bring power to the pizza oven because there is a pole right there.

Joe said he attended one public session and there was a lot of support for the plan and the pavilion. It feels like we did a public process and now we are still just doing what Tuesday Night Live wants. He wonders how the new green spaces Adrienne mentioned will work with this spot. It feels like that field has really shrunk with the library. Mike agreed. He said the field has forever been spoiled. Adrienne said maybe we can have another field somewhere else. Joe said his question is how all the things we want to do fit into the other spaces we are going to have. Adrienne said that is why she has been pushing for a parks committee or group to make these decisions.

Kathy Black said she went to both sessions. She likes the phased process. We are doing three things now, not everything. We are not spending a bunch of money for something we may move somewhere else. What she likes about the plan is that it pays attention to the fact that the field is a grassy space for kids to play, it allows for the ice rink and it works well for events that happen around the pizza oven. She thinks it is a good plan. We will just do the three things that need to happen first and not put a lot of money into the field, not even knowing what it will look like when the library is done.

Adrienne moved and Eben seconded to accept the final design for Legion Field improvements from DuBois & King with the intent to use the existing grant money to focus on grading the field, moving the bandstand, installing a bandstand storage shed and installing electric service. Eben said we are accepting a plan and a future board can change the layout. The motion was passed.

Paul said we had a proposal from Howard to serve as general contractor for phase one of the Legion Field work but we need to go through our procurement policy, so we will post the opportunity and ask for bids. We had talked about needing to do the ice rink grading in a hurry, but it is also possible to do it after the upcoming Tuesday Night Live season. John asked about putting out a separate RFP for the grading because of the time frame. Paul said he thinks grading would be part of the same RFP but the timing would be flexible.

Howard asked if the town can help move the bandstand with its machinery. He estimates it would take about 5 hours. Paul said he is sure we can work that out.

10. Library Update: Review and Discuss Library Fundraising, Invoices and Change Orders

Kelly Vandorn said building of the addition has started. We have made two payments to the contractor. That is going fine.

Kelly said last month there was a meeting with Catherine Delneo, the state librarian. John, Peter, Adrienne and Rosemary were all there. Catherine was very helpful. They talked about rewriting the grant parameters, but Catherine said because of the wording of the grant that won't be necessary. There are a lot of really loose words in the grant that are open for interpretation. If we need more time at the end, there are ways to get that. Catherine also said there are several other projects in the same situation we are in. Construction costs have risen everywhere. The Department of Libraries is doing all they can to help us. Catherine felt everything would work out fine.

In the last couple of weeks, the library board applied for an AARP grant for \$15,000 and a rural and small libraries grant for \$15,000. They have the T-Mobile grant on their list and haven't heard if they should proceed with that. Paul said the selectboard agreed tonight to apply for that grant for the library project. Kelly said they looked at the HUD grant and realized that this project is not eligible because they require that your project hasn't started yet.

Yesterday, the library got news that they will be getting an anonymous donation of \$150,000, which will help considerably. Fundraising is going well. At the last library board meeting, they discussed several options. Kelly met with Rosemary and she shared information about bonds. The selectboard can get a 1-year bond without having a town vote. The library board would like the selectboard to consider getting a \$400,000 bond that could allow work on the library to be finished. The library board would pay it back in a year with \$20,000 interest. At town meeting next March, if they have failed to raise the amount needed from grants and donations, then they would ask the town to vote on a longer term bond to pay off the short-term bond. That gives the library board more time and allows construction to continue so the library can be finished in November. The library has been displaced from a permanent building for almost 3 years. That is a long time. The Masons have been very kind and have added insulation to the space the library is using. But it is cold there and there is not enough room for all the books. They don't want to prolong the building process. They would like to get finished and move in and open up the community room. Kelly thinks that with the new donation they will probably not be out of money until June.

Jasmine Yuris said with the bond, the library board would be able to take a deep breath but they would still be grinding. They will keep acting like they have a tight timeline.

Paul asked, there is extra time available if we need it? We no longer need to have the old building finished and open by the end of the year? Kelly said the library has to be open and occupying a space. The whole building does not need to be finished. We need internet access, ADA access and telehealth. But the library board is hesitant to move in without the entire building finished because they have been in limbo so long and then they would still be in limbo.

Peter asked Kelly to run through the bond scenario again. Kelly said they probably will not need the bond money until June. If we took out a bond at the end of May or the beginning of June, then the bond would not be due yet by the next town meeting. But they would have a good idea of the fundraising and grant situation. At that time they could ask the voters to approve another bond to pay off the short-term bond.

Peter said he has two concerns about that scenario. One is that he is not sure there will be the same enthusiasm about fundraising for something that has already been built. The other is that it potentially puts the library's future in the hands of the town voters. He doesn't know if we can feel secure in that.

Kelly said the library board has a lot more grants on their list. There are other donors they have spoken to who say they are going to donate. John is working on possible Congressionally Directed Spending. John said he has applications in for Congressionally Directed Spending with Rep. Balint, Sen. Sanders and Sen. Welch. He heard back from Rep. Balint's office that we should ask for about \$625,000 if we want \$500,000. Congressionally Directed Spending will be in the FY27 budget and chances are it will be available in the fall of 2027. This funding would not be to repay a loan or pay for something that was already built. Waiting for this funding would delay the project.

Eben asked for clarification on amounts spent, the total amount the project will cost and the amount we are short. Jasmine said the total project cost would be \$2.4 million. With the donation, the amount needed has been lowered to about \$400K.

Eben said if we want bond money available in June, we need to start working on the bond now. We could also do it as a line of credit. That takes less effort to get. If we are going to go for a municipal bond, he thinks we need to rescind the previous board's decision that taxpayer money will not be involved. If the voters say no to a bond next year we are required to pay it. He asked if there is any information on how much can be saved by choosing cheaper windows, flooring, siding, etc. Kelly said they did not choose really expensive things to begin with. They tried to get quality but at as low a cost as possible.

The board agreed to take up discussion of a possible bond at the next meeting.

John said we received a request from Back Forty Builders for a change order in the amount of \$6,750. This is to cover shim plates at beam pockets to correct out of level conditions, installation of structural fasteners and foam insulation excluded from the original scope of work and a repair requested by DeWolfe Engineering.

Eben asked, is this work not completed by another contractor? Is that why it was needed? Should we withhold this amount from another contractor?

John said part of it is for fasteners and insulation excluded from the original scope of work. His guess is that they realized it needed to be added although it was not in the original scope of work. A repair was requested by DeWolfe Engineering. And shim plates were needed to correct out of level conditions.

Eben asked what portion of the building the additional exterior insulation was on. Peter said the addition. Eben asked if the RFP or the design specifically called for exterior insulation. Peter said yes. Eben said the contractor that did the addition foundation did not complete the work per design. He thinks we should deduct \$6,750 from payment to that contractor.

Peter said before we take that step he thinks we should bring up the original RFP. But as far as the three things on the change order, Back Forty Builders is not responsible.

Peter moved and Eben seconded to approve Change Order #1 in the amount of \$6,750 for Back Forty Builders.

Mike said he will vote against this because he wants to make sure the town is not on the hook for it. Eben asked if he wants to delay while John verifies. Peter said Back Forty has already laid out this money and should not wait for the back and forth between the town and another contractor. Paul agreed.

The motion was passed with Peter, Eben and Paul in favor, Mike opposed and Adrienne abstaining.

John said after Mike reached out to G.W. Tatro he reduced his invoice by \$7,510 to \$197,800.

Eben moved to amend the selectboard's previous motion to pay \$184,100 for services from G.W. Tatro by changing the amount to \$191,050. He said this amount is Tatro's reduced amount minus the change order amount.

John said part of the change order was for a repair requested by DeWolfe Engineering. Peter said the fire marshal required that work. John said he also doesn't think we can penalize the original contractor for not installing things that were excluded from the original scope of work. Mike said he is sure the contractor will make it right, so he feels we should approve the \$197,800. He thinks the amount for the items excluded from the original scope of work is probably not G.W. Tatro's responsibility.

The motion died for lack of a second.

Mike moved and Peter seconded to paid G.W. Tatro the revised invoice price of \$197,800.

Mike said there was an \$8,500 bill for cutting concrete on the foundation that was unneeded. That expense was caused by the architect. He wants to go after the architect for \$8,500 because it was their fault we had to spend that amount to cut into the foundation.

The motion was passed with Adrienne abstaining.

Mike said shortly after the forms were pulled, he went down to the library site and wondered where the hole was to get into the old building for the utilities for the addition. He, John and Lydia found the

prints for the foundation. They have dotted lines saying "Cut at a further date." Dale Tatro also talked to the architect and the architect said the cutting would be done at a later date. That is foolish. Mike asked the architect why the hole should not have been put in when the forms were put in and he said there would be no way to support the building. Mike feels a mistake was made by the architect. He thinks we should withhold \$8,500 from payments to the architect. Peter asked if the drawing was from the architect or the structural engineer. Mike said it appears to be from the architect. We can withhold payment and let the architect and the engineer fight it out.

Paul asked where we stand with architect invoices. Rosemary said we have one in tonight's invoices for about \$6,000. Eben said we will get more bills from them in the future. Mike said he would like to start withholding payments now from the current bill. Peter said he wants to be sure we are withholding payment from the right person. John said he will check the drawings tomorrow and forward them to the board. Paul suggested postponing a decision on this.

11. Review and Consider Candidates for Marvin Awards

Eben recommended that anyone with ideas for Marvin Award nominations email them to Paul and John and trust them to select a decent candidate out of the pool. That way the person who is nominated can be surprised. Paul agreed with that idea.

12. Formalize Committee Reports to the Selectboard

Paul suggested that committees send a bullet point summary of actions and meetings to John once a month that John can forward it to the board and the board can ask questions as we need to. Doug Molde suggested that once a CEDS is hired, the reports might go to the CEDS instead.

13. LCPC Board Appointment: Sign Appointment Letter

Paul said this had already been done.

14. Review and Consider Membership in Vermont Covered Bridge Society

John said he got an email from the Vermont Covered Bridge Society. Their annual dues are \$100. If we paid dues, we would be eligible for a \$1,000 grant for repairs to covered bridges and our covered bridges could be featured in their programs. And if we had issues we could rely on them for expertise.

Mike moved to pay \$100 for a year of membership to the Vermont Covered Bridge Society, Adrienne seconded and the motion was passed.

Eben asked if John can talk to Jason and see what his plan is for work on Scribner Bridge. If the highway crew has too much other work we could talk about an RFP.

15. Review and Discuss Office Roles Following Rosemary's Retirement

John said he sat down with Lydia and Susan and got their input. Susan indicated she would be comfortable taking the clerk position and Lydia said she would be comfortable taking the treasurer position. The personnel policy says we need to post positions for 5 days internally and then post them publicly. He thinks we have two qualified in-house candidates.

Paul suggested that we start by discussing whether we are agreed that we are separating town and village positions. Is it smart to separate town and village duties within the office? Rosemary said the village posted today for a village treasurer. She noted that the village clerk work is very minimal.

Paul asked what separating town and village duties means. Does it mean separate windows? Separate computers? Susan said the village will need new software. They are doing a database conversion and it sounds like their general ledger will not be integrated into NEMRC. A lot of things need to be figured out. Paul asked, they are switching their financial software and we are not? Susan said NEMRC is meeting our needs, so she doesn't see why we would spend the money to change software. Rosemary said the village does not know yet what software they are switching to. Susan said currently the town

and village share a cash module that accommodates any village or town payments a customer may make. It sounds like that isn't going to be the case in the future. They won't be using NEMRC for their utility billing. They will be using other software. We don't know how that will work.

Eben said maybe we should have a joint meeting and come to consensus with the village. If the village is hiring a treasurer and we decide to have a separate clerk and treasurer, which one needs a door that locks? Do the treasurer and clerk both need locking offices? Rosemary said we will need more filing cabinets. She noted that Nate Brigham should be moving back to the village garage at some point and not using space in the office. Eben suggested that maybe the back room with its separate entrance could be used for one of the municipalities.

Adrienne asked what percentage of customers come for village needs vs. town needs. Lydia said 90% of the time they are there for village needs. Adrienne said she doesn't think we need separate windows. She thinks for the 1 out of 10 times when someone is there on town business the village employee can let the town employee know they need to handle it.

Paul said he thinks there is a lot to think through. Maybe we should meet with the village trustees before making a decision.

Eben said he believes the town has funds in its budget to fund two full-time positions. He has always been a proponent of hiring from within when possible. He is not sure if we want to split the positions. He can't see there being hostility in the office by making this decision with current employees.

Lydia said she is in favor of separation from the village. Susan said she is fine with it. She thinks everyone will still work as a team whether they are town or village employees. She thinks there are logistics that need to be figured out. There will be a different way of doing things. Rosemary said the cash piece is the biggest hurdle. Susan said we will have to have separate drawers and separate deposits. We will still have shared bills, like the oil bill. Rosemary said another option is that one entity could rent from the other. She said there are a lot of shared bills for this building.

Adrienne moved and Mike seconded to start the process of separating town and village office employees. The motion was passed with Eben abstaining.

Eben suggested coming to consensus on whether we will have a town clerk/treasurer with an assistant or a separate town clerk and town treasurer. Paul asked Rosemary if there is an advantage to having the town clerk and town treasurer be the same person. Rosemary said across the state about 40% of towns have two different people and 60% have the same person in both positions. Eben said if they were different people we would lose the assistant but each of the two people would have some assistant responsibilities. Rosemary agreed. Susan said the Secretary of State's office has slightly different figures on the split, with about 48% of towns having two different people versus 52% with the same person in both positions.

Adrienne said it sounds like we would have one person who is the town clerk/assistant treasurer and another one who is the town treasurer/assistant clerk. She asked if the employees are in favor of that. Lydia said she is happy to do whatever the town suggests. The board consensus was in favor of that model.

John said we have to post internally before posting externally. Rosemary said we only have to post externally if we don't have qualified candidates. The board agreed that John should post the positions internally. Eben said John can work with Rosemary on job descriptions. John read the wording in the personnel policy about internal and external posting. Board members agreed that it was a little vague on whether the positions need to be posted externally. John said he will provide job descriptions at the next meeting.

Eben asked if employees who are not required to come to meetings intend to be a part of the meetings where the new structure is discussed. Lydia said she thinks so. They are very invested. Eben suggested that in that case the discussion should be put near the beginning of the meeting.

16. Review and Discuss Having a Long-Term Goals Planning Meeting

It was agreed to schedule a long-term goals planning meeting for 6:00 on April 29.

Adrienne suggested changing the meeting time to 6:00 for all meetings.

17. Executive Session: Review and Discuss Town Attorney's Recommendations regarding Purchase and Sale Agreement for Lowe Lecture Hall/Old Town Hall

Eben moved to go into executive session for attorney/client communications as allowed by 1 V.S.A. § 313(a)(2) because premature public disclosure of the information to be discussed would place the town at a substantial disadvantage, inviting all those present other than the minute taker to remain, and the motion was passed at 9:16. The board came out of executive session at 9:27.

Peter moved to accept the Purchase and Sale Agreement for the Lowe Lecture Hall/Old Town Hall, to empower the chair to sign the document, to refund \$7,090.78 in taxes to the Vermont Studio Center and to pay \$3,000 for the closing costs. The motion was passed with Mike and Eben opposed.

Mike said he voted no because the town hall has a lot of unknowns and with all the additional town expenses on the horizon he did not want to burden the taxpayers with additional ones.

18. Adjourn

The meeting was adjourned at 9:29.

Minutes submitted by Donna Griffiths

TOWN OF JOHNSON

JOB DESCRIPTION:

TOWN CLERK / DEPUTY TREASURER

DEFINITION AND DISTINGUISHING CHARACTERISTICS

This is a comprehensive administrative position performing the Vermont state statutory duties of an appointed Town Clerk for the Town of Johnson. The person in this position is expected to exercise independent judgment, discretion, take initiative in the interpretation and application of current laws, regulations and procedures and set office policy, exercise full supervisory responsibility over Assistant Clerks and local election officials. Must maintain professionalism with other municipal offices and staff as well as state departments. The Town Clerk must operate their office within the municipal budget as presented by the Selectboard and approved by the legal voters of the Town of Johnson annually. This is a full-time, exempt position provided with commensurate benefits.

ESSENTIAL DUTIES TOWN CLERK

(The following are illustrative of the duties and responsibilities associated with this position and are not intended to be all-inclusive.)

1. Communicate with residents who come in, identify their needs and assist.
2. Serve as Presiding Election Official of the town and as such: conduct all elections in accordance with state and federal laws; maintain voter checklist and manage registration of voters; verify nomination and Article petitions as submitted, review or prepare election ballots, oversee set-up of polling locations for all elections, ensure proper testing of ballot tabulators prior to elections, supervise activities of election officials; and interact and report to the Vermont Secretary of State as required.
3. Serve as a member of the Johnson Boards of Civil Authority and the Johnson Board of Abatement.
4. Manage recording of all land transactions and maintaining indexes.
5. House other municipal records and official documents such as meeting minutes, ordinances, and policies, and ensure access to all public records while maintaining the safety and preservation of all records.
6. Issue birth, death, and marriage certificates in accordance with VT Department of Health regulations and guidelines.
7. Collect Town Clerk fees as appropriate for issuing licenses, recording documents, research time and copies and deposit with the Town Treasurer at least weekly. Maintain accurate records and initiate payments to the State Treasurer for any fees collected on the State's behalf.
8. Register with the Secretary of State as a Notary Public and perform notarial services as appropriate.
9. Participate in mandatory educational seminars and workshops through VMCTA, VLCT and the Secretary of State's Office as required and take advantage of other educational opportunities to enhance your ability to perform your duties as available.
10. Take initiative to identify and implement improvements in use of technology, document preservation, customer service and office policy. Interact with other departments to ensure the proper functioning of town government.

KNOWLEDGE, SKILLS, AND ABILITIES

Town Clerk:

Knowledge of supervisory principles and practices.

- Outstanding people skills and genuine enjoyment in serving the public.
- Attention to detail and high level of accuracy.
- Ability to work in a public office setting and feel comfortable using modern office equipment and keeping up-to-date with developing technology and software.
- Familiarity with the Vermont State Statutes, especially sections relating to the duties and responsibilities of town clerks.
- Management and supervisory skills and ability to communicate and work well with others.

DEPUTY TOWN TREASURER.

1. Assist the Town Treasurer in the monitoring of the financial system in order to ensure that the municipal finances are maintained in an accurate and timely manner. The records are to be reported under the "modified accrual basis of accounting" for fund accounting purposes.
2. Work in coordination with the Town Treasurer, Town Administrator and the Selectboard on drafting the annual budget.
3. Work in coordination with the Treasurer, Assessor and Selectboard in regard to property taxes, as necessary for the accuracy and reporting of the municipal financial records.
4. Work in coordination with the Town's Treasurer, personnel, Auditors, and Selectboard to ensure adequate internal controls (checks and balances) are in place, as deemed reasonable based on the cost/benefit factors and the size of the Town.

ESSENTIAL DUTIES DEPUTY TREASURER

1. Reporting
 - a. Assist the Treasurer in maintaining the Town's fund accounting system.
 - b. Assist in preparing monthly financial reports, such as budget status reports, for the Selectboard and Town departments; provide other reports and documents as requested by the Selectboard or department heads.
 - c. Assist in delivering to Town departments regular updates on notes and bonds payment schedules.
 - d. Work with Auditors; provide reports and other documents as requested; settle all accounts with auditors for annual audit, prepare Town financial statement for annual report; prepare other budget information as directed.
2. General Ledger Maintenance
 - a. Assist the Treasurer in all aspects of the general ledger for all Town financial accounts including all journal entries and maintenance of the system; accept other modules into the general ledger; maintain the chart of accounts.
 - b. Attend educational sessions to maintain enhanced knowledge of the NEMRC modules, and the Town's financial reporting responsibilities.
3. Cash Management

- a. Assist the Treasurer in reconciling the general ledger monthly to bank statements.
- b. Assist the Treasurer in managing Investments.
4. Payables/Expenditures
 - a. Assist the Treasurer in overseeing account payable needs of the Town: enter invoice data as directed and review for accuracy with the supporting documents; at the direction of the Treasurer print checks and warrant; present to Selectboard for payment; maintain vendor file.
5. Receivables/Receipts (Taxes, Grants, and other related receipts)
 - a. Assist in Completing all necessary task related to tax administration for the Town, including corrections to tax bills and maintaining a record of delinquent taxes.
 - b. Assist the Treasurer to develop proposed tax rates for the Selectboard approval.
 - c. Prepare and make bank deposits as needed.
 - d. In the absence of the Treasurer, perform duties of the collector of current taxes.
 - e. Accept payment from the public, as necessary.
6. Payroll

In the Town Treasurer's absence:

 - a. Process payroll and ensure payroll reporting is accurately reflected in the general ledger.
 - b. Depositing weekly Federal and State withholdings, reporting the Federal 941 and State withholdings quarterly reports.
 - c. Process all required Vermont Municipal Retirement reporting.
 - d. Process all quarterly reports for Unemployment to the State of Vermont and the Vermont League of Cities and Towns.
7. Financing
 - a. At the Direction of the Treasurer, work with various financial institutions to obtain quotes, pack up materials, and make payments for current notes, loans and bonds, loan, and bond schedules up to date.
8. External Audit
 - a. Work with the Town external auditor and the annual financial audit, serve as the Town's lead contact with the external auditors; provide requested information in a timely manner.
9. Other duties and directed by the Treasurer.

(This list is not intended to be inclusive of all aspects of the Treasurer's duties; these duties are subject to change.)

Deputy Treasurer:

- Familiarity with the Vermont State Statutes, especially sections relating to the duties and responsibilities of town treasurers
- Payroll processing, including withholdings, 941 reporting and State of Vermont quarterly reports. Accounts payable, Accounts Receivable, Process Tax Payments, Bank Reconciliations

MINIMUM REQUIREMENTS OF EDUCATION AND EXPERIENCE

- Bachelor's degree or associates degree and/or equivalent combination of experience.
- College courses in business and accounting
- Working knowledge of local government
- Management experience in a professional/office environment.
- Taking minutes, writing decisions, and scheduling and staffing events will be helpful.

WORKING ENVIRONMENT AND PHYSICAL ACTIVITIES

This is primarily an office-based job in the Town Offices with frequent contact and communication with the public.

Preparation for and attendance at meetings and hearings at various times of the day or evening occasionally.

Physical demands include:

- Extended periods of sitting.
- Working with land record volumes and file boxes which can exceed 25 lbs.
- Setting up polling locations which requires moving election equipment, voting booths, stanchions, tables, chairs, and boxes of ballots.

REPORTS TO: Selectboard

Terms of Employment:

A six-month probationary period is a condition of employment.

Evaluations: A six-month review will be prepared, and results will determine the continuation of employment. Annual evaluations will be performed, and employees should expect regular feedback on performance and soft skills outside the annual evaluations. The employee will be afforded an opportunity to respond to annual evaluations, and conversation is encouraged with all feedback.

Compensation and Benefits:

Compensation and benefits set by the Selectboard and governed by Personnel Policy annually based on satisfactory job performance.

We have a strong commitment to inclusivity: *The people of Johnson embrace inclusiveness and together we will build bridges to understanding, ensuring that all who live, work, and visit our town feel welcome and safe. We reject racism, bigotry, discrimination, violence, and hatred in all its forms. The things we embrace are kindness, gentleness, understanding, neighborliness, peace, tolerance, and respect for and toward all. Together we can have a cooperative, sustainable and thriving community where everyone is honored and valued.*

We prohibit discrimination on the basis of race, color, religion, sex, age, national origin, sexual orientation, gender identity or expression, disability, veteran status, marital status, or any other legally protected status. Applications by members of all underrepresented groups are encouraged.

TOWN OF JOHNSON

JOB DESCRIPTION:

TOWN TREASURER / DEPUTY TOWN CLERK

RESPONSIBILITIES:

1. Communicate with residents who come in, identify their needs and assist.
2. Administer and monitor the financial system in order to ensure that the municipal finances are maintained in an accurate and timely manner. The records are to be reported under the "modified accrual basis of accounting" for fund accounting purposes.
3. Work in coordination with the Town Administrator and the Selectboard in drafting the annual budget.
4. Provide guidance and supervision over the Assistant Treasurer's duties as they relate to the administration and monitoring of the financial system.
5. Work in coordination with the Assessor and Selectboard in regard to property taxes, as necessary for the accuracy and reporting of the municipal financial records.
6. Work in coordination with the Town's personnel, Auditors, and Selectboard to ensure adequate internal controls (checks and balances) are in place, as deemed reasonable based on the cost/benefit factors and the size of the Town.

ESSENTIAL DUTIES TREASURER

1. Reporting
 - a. Maintain the Town's fund accounting system.
 - b. Prepare monthly financial reports, such as budget status reports, for the Selectboard and Town departments; provide other reports and documents as requested by the Selectboard or department heads.
 - c. Deliver to Town departments regular updates on notes and bonds payment schedules.
 - d. Work with Auditors; provide reports and other documents as requested; settle all accounts with auditors for annual audit, prepare Town financial statement for annual report; prepare other budget information as directed.
2. General Ledger Maintenance
 - a. Be responsible for all aspects of the general ledger for all Town financial accounts including all journal entries and maintenance of the system; accept other modules into the general ledger; maintain the chart of accounts.
 - b. Attend educational sessions to maintain enhanced knowledge of the NEMRC modules, and the Town's financial reporting responsibilities.
3. Cash Management
 - a. Reconcile general ledger monthly to bank statements.
 - b. Manage Investment.
4. Payables/Expenditures

- a. Oversee account payable needs of the Town: enter invoice data and review for accuracy with the supporting documents; print checks and warrant; present to Selectboard for payment; maintain vendor file.
5. Receivables/Receipts (Taxes, Grants, and other related receipts)
 - a. Complete all necessary tasks related to tax administration for the Town, including corrections to tax bills and maintaining a record of delinquent taxes.
 - b. Develop proposed tax rates for the Selectboard approval.
 - c. Prepare and make bank deposits.
 - d. Perform duties of the collector of current taxes.
 - e. Accept payment for the public, as necessary.
6. Payroll
 - a. Process payroll and ensure payroll reporting is accurately reflected in the general ledger.
 - b. Depositing weekly Federal and State withholdings, reporting the Federal 941 and State withholdings quarterly reports.
 - c. Process all required Vermont Municipal Retirement reporting.
 - d. Process all quarterly reports for Unemployment to the State of Vermont and the Vermont League of Cities and Towns.
7. Financing
 - a. Work with various financial institutions to obtain quotes, pack up materials, and make payments for current notes, loans and bonds, loan, and bond schedules up to date.
8. External Audit
 - a. Work with the Town external auditor and the annual financial audit, serve as the Town's lead contact with the external auditors; provide requested information in a timely manner.
9. Other duties and directed by the Selectboard.

(This list is not intended to be inclusive of all aspects of the Treasurer's duties; these duties are subject to change.)

REPORTS TO: Selectboard

KNOWLEDGE, SKILLS, AND ABILITIES

Town Treasurer

- Bachelor's degree or associates degree and/or equivalent combination of experience
- College courses in business and accounting
- Municipal Finance or accounting experience
- Payroll processing, including withholdings, 941 reporting and State of Vermont quarterly reports.
- Strong organizational skills and attention to detail

DEPUTY TOWN CLERK

(The following are illustrative of the duties and responsibilities associated with this position and are not intended to be all-inclusive.)

1. Assist the Town Clerk as a presiding election official of the town and as such: assist in all elections in accordance with state and federal laws; under the supervision of the Town Clerk, maintain voter checklist and manage registration of voters; verify nomination and Article petitions as submitted, review or prepare election ballots, assist in the set-up of polling locations for all elections, ensure proper testing of ballot tabulators prior to elections, help oversee activities of election officials; and interact and report to the Vermont Secretary of State as required.
2. In the absence of the Town Clerk, serve as a member of the Johnson Boards of Civil Authority and the Johnson Board of Abatement.
3. Assist the Town Clerk in recording of all land transactions and maintaining indexes.
4. Assist in maintaining municipal records and official documents such as meeting minutes, ordinances, and policies, and ensure access to all public records while maintaining the safety and preservation of all records.
5. Issue birth, death, and marriage certificates in accordance with VT Department of Health regulations and guidelines.
6. Collect Town Clerk fees as appropriate for issuing licenses, recording documents, research time and copies and deposit with the Town Treasurer at least weekly. Maintain accurate records and initiate payments to the State Treasurer for any fees collected on the State's behalf.
7. Register with the Secretary of State as a Notary Public and perform notarial services as appropriate.
8. Participate in mandatory educational seminars and workshops through VMCTA, VLCT and the Secretary of State's Office as required and take advantage of other educational opportunities to enhance your ability to perform your duties as available.
9. Take initiative to identify and implement improvements in use of technology, document preservation, customer service and office policy. Interact with other departments to ensure the proper functioning of town government.

KNOWLEDGE, SKILLS, AND ABILITIES

Deputy Town Clerk

Knowledge of supervisory principles and practices.

- Outstanding people skills and genuine enjoyment in serving the public.
- Attention to detail and high level of accuracy.
- Ability to work in a public office setting and feel comfortable using modern office equipment and keeping up-to-date with developing technology and software.
- Familiarity with the Vermont State Statutes, especially sections relating to the duties and responsibilities of town clerks.
- Management and supervisory skills and ability to communicate and work well with others.

Terms of Employment:

A six-month probationary period is a condition of employment.

Evaluations: A six-month review will be prepared, and results will determine the continuation of employment. Annual evaluations will be performed, and employees should expect regular feedback on performance and soft skills outside the annual evaluations. The employee will be afforded an opportunity to respond to annual evaluations, and conversation is encouraged with all feedback.

Compensation and Benefits:

Compensation and benefits set by the Selectboard and governed by Personnel Policy annually based on satisfactory job performance.

This is a full-time, exempt position provided with commensurate benefits.

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We prohibit discrimination on the basis of race, color, religion, sex, age, national origin, sexual orientation, gender identity or expression, disability, veteran status, marital status, or any other legally protected status. Applications by members of all underrepresented groups are encouraged.



BOARD OF LIQUOR & TOBACCO CONTROL
MEMORANDUM

To: Board of Liquor & Tobacco Control

From: Rosemary Audibert, Town Clerk

Date: April 2, 2026

Subject: Approve Liquor License Renewals

- Gihon River Spirits, LLC (Johnson Woolen Mill)

Approve Liquor License Applications

Applicant	Location	First Class	Second Class	Third Class	Outside Consumption
Gihon River Spirits, LLC	53 Lower Main Street East	X		X	X

Attachments:

Map for Outside Consumption Permit



Gihon River Spirits- Outside Areas Alcohol Con... Saved to Google Drive

File Edit View Tools Help

Search Google Earth



Map contents



Historical Imagery < Jul 7, 2025

VIEW ONLY

Patio Area 2- Gihon River Spir...

Patio Area 1 Gihon River Spi...



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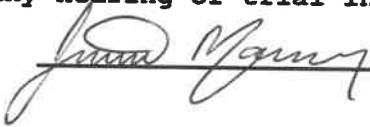
Johnson 2025 Billed Grand List
Grand List signature pages

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CERTIFICATE - NO APPEAL OR SUIT PENDING

We hereby certify that on this date, (NO EARLIER THAN THE FIRST TUESDAY OF FEBRUARY FOLLOWING THE LODGING OF THE GRAND LIST) there are no appeals pending from the action of the listers nor suits to recover taxes paid under protest.

Under the provisions of 32 VSA, section 4157, from this date on when offered in evidence in any court in this state, this list shall be received as a legal Grand List and its validity shall not be put in issue by any party to any action in any hearing or trial in any court.

_____	
_____	_____
_____	_____
_____	_____
_____	_____

Selectmen or Mayor

Listers or Assessors

Attested this _____ day of _____.

Town/City Clerk

February 2026

AMBULANCE SERVICES AGREEMENT

This Ambulance Services Agreement (“the agreement”) made as of July 1, 2026, (“the effective date”) between the Newport Ambulance Services, Inc. (“NAS”), a not-for-profit corporation, with a principal office at 830 Union Street, Newport, Vermont and the individual towns of Belvidere, Eden, Hyde Park, Johnson, and Waterville (“the Towns”) each a party and collectively the parties to this agreement.

WHEREAS the Towns wish to contract with NAS to provide ambulance services to the benefit of each town, its citizens, and visitors, pursuant to the terms of this agreement; and,

WHEREAS, NAS, is a not-for-profit corporation whose purpose is to provide ambulance services and NAS desires to provide said services to the Towns on a contractual basis,

NOW THEREFORE, it is mutually agreed by the parties as follows:

1. **Nature of Services.**

- 1.1 Newport Ambulance Service Inc. shall provide 24-hour, seven days per week, 365 days per year emergency ambulance transport as well as non-emergency medical transport for the citizens and visitors of the towns. Services rendered under this agreement shall be at the Paramedic, AEMT, or EMT level, as defined by the State of Vermont Department of Health. It is understood that the demand for ambulance services is unpredictable, and, in addition to the resources provided under this agreement, N.A.S. resources as well as other licensed ambulance services may be required from time to time to provide services for the Towns under mutual aid agreements.
- 1.2 In the performance of its obligations hereunder, NAS agrees that the division shall be conducted in full compliance with all applicable laws, rules and regulations adopted or promulgated by any governmental agency or regulatory body, both state and federal. NAS assumes full responsibility for the payment of all contributions, payroll taxes or assessments, state or federal, as to all employees engaged in the operation of the division and further agrees to meet all requirements that may be specified under regulations of administrative officials or bodies charged with enforcement of any state or federal laws on this subject.

2. **Organization and Oversight.**

- 2.1 NAS operations within the Towns under this agreement shall be known as the Northern Emergency Medical Services (“NEMS”) Division of Newport Ambulance Service Inc. (NEMS hereinafter referred to as “the division”) Except as relative to the nature of services, equipment, personnel, and the financial arrangement between the division and the Towns more particularly set out in this agreement, amendments to the NAS by-laws shall have full

force and effect upon the division without further amendment to this agreement. To the extent the provisions of this agreement vary from the terms of the NAS Bylaws, regarding to the nature of services, equipment, personnel, and the financial arrangement between the division and the Towns more particularly set out in this agreement, this agreement shall control.

2.2 NAS shall be required to meet with each Town Selectboard twice a year to (1) propose any contract changes and/or for the signing of the contracts as pursuant to section 9.4 and (2) review the proposed NEMS budget during the Town's annual budget process. NAS will also meet with the Selectboard(s) whenever requested.

2.3 One member of the NAS Board of Directors shall be a resident of one of the Towns served by NEMS and shall be elected by the NAS Board of Directors pursuant to the bylaws of that organization applicable at the time.

3. **Equipment.**

3.1 All equipment shall be maintained as required by the State of Vermont Department of Health for the purposes of licensure as a Vermont EMS provider. NAS shall provide copies of said license to the Town's upon request.

4. **Personnel.**

4.1 Ambulances shall be staffed by personnel certified by the State of Vermont Department of Health at the level and in the quantities required by the State to operate ambulances at the Paramedic, AEMT, or EMT level. NAS shall maintain current copies of certification as required for all NEMS staff.

4.2 NAS shall be solely responsible for the management of the service and its personnel and shall have sole control of the method and means by which they perform their duties.

4.3 Nothing in this agreement shall create an employer-employee relationship between NAS personnel and the Towns. NAS shall provide Worker's Compensation insurance for its personnel in amounts and coverage as required by the State of Vermont.

5. **Insurance and Indemnity.**

5.1 NAS shall provide the Towns within 30 days of the renewal of the annual contract with a certificate of insurance covering all operations of the division, naming the Towns as additional insured.

- 5.2 NAS shall carry comprehensive general and automobile liability insurance, as required by this paragraph, and shall be written for not less than the limit of liability as follows:

Comprehensive General Liability

Bodily Injury: \$1,000,000.00 Each Occurrence
\$2,000,000.00 Aggregate
Property Damage: \$1,000,000.00 Each Occurrence
\$2,000,000.00 Aggregate

Automobile Liability

Bodily Injury: \$1,000,000.00 combined single limit
Property Damage: \$1,000,000.00 combined single limit

6. **Financial and Other Records.**

- 6.1 It is the intent of the parties that the division be operated as a separate financial entity within NAS, with the net income generated by the division being dedicated to the growth of the division, and, to the extent feasible, to reduce the required tax assessment of the Towns in subsequent years.
- 6.2 NAS shall keep accurate financial records for the division, which shall be made available to the Town's upon request. This information shall be delivered to the Town's in a reasonable period of time.
- 6.3 Failure to keep materially accurate financial records for the division, or to make them available to the Towns in the fashion described above, may be a cause for the termination of this agreement. The Towns shall notify NAS in writing if they believe the records are inaccurate. NAS shall have 30 days to respond or remedy the inaccuracies.
- 6.4 To the extent that records maintained by NAS or provided to the Town's contain protected health information, disclosure of said information shall be governed by the Health Insurance Portability and Accountability Act (HIPAA).
- 6.5 NAS shall endeavor to secure funds such as grants, subscriptions, training contracts and transport contracts within Vermont Ambulance District IV using division resources. Said funds shall be used to sustain growth for the division and, to the extent feasible, reduce the required tax assessment of the Towns in the subsequent years.
- 6.6 Any funds that are transferred out to NAS out of the revenues for the division shall be separately and clearly identified in financial records, including but not limited to the operating budget submitted for approval as designated herein in 9.3.

7. **Exclusivity.**

- 7.1 The Towns shall not engage in the services of another ambulance service and shall consider NAS to be the sole provider of ambulance service. However, it is understood that mutual aid services from other licensed ambulance services may be required from time to time. The contracted Towns will promote the Northern Emergency Medical Services (NEMS) Division of Newport Ambulance Service Inc. as the provider of ambulance services to the citizens of their Towns.

8. **Sub-Contracting.**

- 8.1 NAS shall not sub-contract any of its obligations under this agreement; nor shall the benefits of this agreement to NAS be assignable. This provision shall not prohibit the use of other licensed services for the purposes of mutual aid during times of unusually high demands for services.

9. **Funding.**

- 9.1 NAS is a not-for-profit corporation. It shall endeavor to operate in a fashion designed to minimize the costs to the Towns.
- 9.2 In addition to other sources, NAS shall derive revenues by billing service recipients or their insurers at rates established by NAS.
- 9.3 No later than December 15th of each applicable contract year NAS shall present to the Selectboard of each Town the proposed operating budget of the division for the year commencing July 1st of the following year. NAS will then meet with each Town Selectboard before July 1st for the signing of the contract, subject to the town meeting approval contingency in 9.7. If the parties are unable to sign a contract for services, this contract shall lapse at the end of the current contract year. If town meeting requests are rejected or reduced by a Town's voters, the remaining interested parties shall negotiate in good faith with an interest in continuing service to those remaining Towns.
- 9.4 For this contract year, (2026 - 2027) the towns shall pay \$444,916.79 in total and by their pro-rata share based on the 2020 US Census Population subject to the town meeting approval contingency more particularly described below.
Pro-rata shares for the instant contract year shall be as follows:

Belvidere	\$17,910.74
Eden	\$66,940.14
Hyde Park	\$151,090.60

Johnson	\$174,654.73
Waterville	\$34,320.58

- 9.5 The contract amount for each year shall be at amounts established by NAS and presented to the Selectboard for approval subject to the town meeting approval contingency more particularly described below. Funding amounts shall be pro-rated as based upon population from current census data.
- a. NAS shall bill each Town monthly, and payment shall be due on the fifteenth day of each month.
- 9.6 While recognizing the town meeting approval contingency found herein in paragraph 9.7, it is the strong desire of both parties that the Towns exercise the desire to continue this contract with NAS in future years, absent a material breach hereof. No party shall fail to negotiate the applicable option in good faith, considering changes in division expenses, call volumes, and other sources of income for the division.
- 9.7 The Towns' obligations under this agreement, as well as all subsequent year agreements, are subject to approval, at town meeting of all the Towns, of each individual Town's budget. Should any of the Towns fail to pass their budget at the upcoming town meetings, or subsequent town meetings in connection with their exercise of any or all the option years, the remaining parties shall negotiate in good faith with an interest to continue the service to those remaining Towns.

10. **Default.**

- 10.1 If any Town shall default in the payment of sums due hereunder, when due, and shall fail to cure such default within 30 days after receipt of written notice, then the Towns shall be deemed to have breached this agreement and NAS, at its option, may terminate this agreement by written notice to the Towns. If no cure is made, NAS shall continue to provide services to the Towns for no less than an additional 30 days, for so long as a pro-rata amount is received for both periods. In lieu of payment for said period, the parties may agree to alternative forms of guaranteed payment to NAS for services during the period of service under default.
- 10.2 If either party fails to comply with the terms of this agreement and shall fail to cure such non-compliance within 30 days after receipt of written notice, then that party shall be deemed to have breached this agreement and the other party, at their option, may terminate this agreement by written notice to the defaulting party.
- 10.3 Should NAS terminate this agreement due to breach by the Towns, NAS shall be entitled to the pro-rated balance of the contract from the date of breach forward, as agreed upon liquidated damages.

10.4 Should NAS be unwilling or unable to further contract with the Towns for the same or similar services as described herein, the Towns shall have the option to pay any outstanding indebtedness on any vehicles, equipment or property purchased with division funds, and said items shall be then conveyed to the Towns.

10.5 In the event that the service to the Towns is terminated for any reason or the Towns fail to enter into any successive year any amounts remaining in the NEMS budget that have been transferred to that budget from any NAS source either shall be repaid within 30 days or NAS shall transfer those funds from NEMS to NAS without town approval.

11. **Term.**

11.1 The term of this agreement shall be from July 1, 2026, to June 30, 2027.

12. **Amendment.**

12.1 This agreement shall not be amended except by written agreement of the parties.

13. **Notices.**

If to NAS:

Jeffrey J. Johansen
Executive Director
Newport Ambulance Service, Inc.
P.O. Box 911
Newport, VT 05855

If to Towns:

Selectboard Chair
Town Clerk
Town Administrator or Manger if applicable

14. **General Provisions.**

14.1 In case any one or more of the provisions of this Agreement shall be held to be invalid, illegal, or unenforceable this Agreement shall not be deemed to be invalid. This Agreement shall be construed as if such invalid, illegal, or unenforceable provision had never been contained herein and there shall be deemed substituted such other provisions as will most nearly accomplish the intent of the Parties to the extent permitted by applicable law.

14.2 Nothing in this agreement is intended to or shall be construed to confer upon or give to any person, firm or other entity, other than the Parties hereto and

their respective successors and assigns any rights or remedies by reason of this agreement.

- 14.3 This agreement may not be changed orally, but only by an agreement in writing and signed by the party against whom enforcement of any waiver, change, modification, or discharge is sought.
- 14.4 This agreement shall ensure the benefit of, and be binding upon, the respective successors and assigns of the parties.
- 14.5 If any dispute arises under this agreement, or any modification, rider or attachment thereto, such dispute shall be governed by, construed and enforced in accordance with the laws of the State of Vermont.
- 14.6 This agreement, together with any written agreements that shall have been executed simultaneously or attached to it contains the entire agreement and understanding between the parties. There are no oral understandings, terms, or conditions and neither party has relied upon any representation, express or implied, not contained in this agreement. All prior understandings, terms or conditions are deemed merged in this agreement.
- 14.7 No failure of either party to insist upon compliance with the terms of this agreement by the other shall constitute a waiver of the parties' right to subsequently demand compliance with the terms hereof.

IN WITNESS WHEREOF, the parties hereto have caused this Agreement to be duly executed and delivered as of the date and year first written.

NEWPORT AMBULANCE SERVICES, INC.

_____, Date:
Scott Griswold, Vice Chair

TOWN OF BELVIDERE

_____, Date:
Designated member of the Selectboard

TOWN OF EDEN

_____, Date:
Designated member of the Selectboard

TOWN OF HYDE PARK

_____, Date:
Designated member of the Selectboard

TOWN OF JOHNSON

_____, Date:
Designated member of the Selectboard

TOWN OF WATERVILLE

_____, Date:
Designated member of the Selectboard

TOJ Administrator

From: d.molde@pshift.com
Sent: Thursday, April 2, 2026 11:36 AM
To: TOJ Administrator
Cc: Jan Gearhart; Mary Lou Kopas; awschmidt95@gmail.com
Subject: RE: Rail Trail Committee

John,
Jan, Mary Lou, Adrian and I are planning to attend the meeting on the 6th.

Bike Racks:

The Rail Trail committee has determined that there is a need for additional bike racks to serve businesses in Johnson Village;

The committee has secured permission of the land owners for the placement of five bike racks in the Village;

The committee has researched on line and locally for the bike racks to be placed at those locations;

The committee, comparing factors of design, materials, assembly, cost and transportation, has voted to purchase the five racks from Duane at Lamoille Woodcraft the price of \$900.00 each;

The Rail Trail Committee requests that the Selectboard approve the purchase of the five racks and requests that the Selectboard authorize its Administrator to prepare agreements between the town and the land owners, to be signed by the town and the landowners, where the racks are to be placed stating the rights and responsibilities of the Town and the Landowners with regard to the racks.

With regard to a bench to be placed on the Masonic temple property, Mary Lou was to determine if Duane could match or come close to the the price for a bench manufactured by American Recycled Plastic, which she thought was suitable for the committee's purposes.

Implementation of the short-term goal of the Downtown Johnson & Lamoille Valley Rail Trail Connection Scoping Study by VHB:

Jason Whitehill likely should be present for this discussion;

The Selectboard on December 1, 2025 accepted the VHB Scoping study and endorsed the short-term goal of that report to enhance the connection between the Lamoille Valley Rail Trail and Railroad Street;

Safe secure access to the Village from the Rail Trail is the most important factor in determining whether or not rail trail users who would like to use services or attractions in the Village or which could be accessed through the village, actually chose to do so;

It is important for the Selectboard to discuss and determine what the steps are available to it now to enhance the connection and to commence implementation where possible. The discussion should include, but not be limited to signage, sharrows, temporary fixes to the road surface and storm drain hazards and other fixes that would improve Railroad Street for bike travel;

The committee would also request that the Selectboard discuss with the Village officers all of steps that fall within the Villages jurisdiction to implement the short term plan and request that the Village commence current implementation where possible and planning for and future implementation of work that necessarily can only be accomplished in the future.

Appointment of Daniel Langevin as a member of Rail Trail Committee;

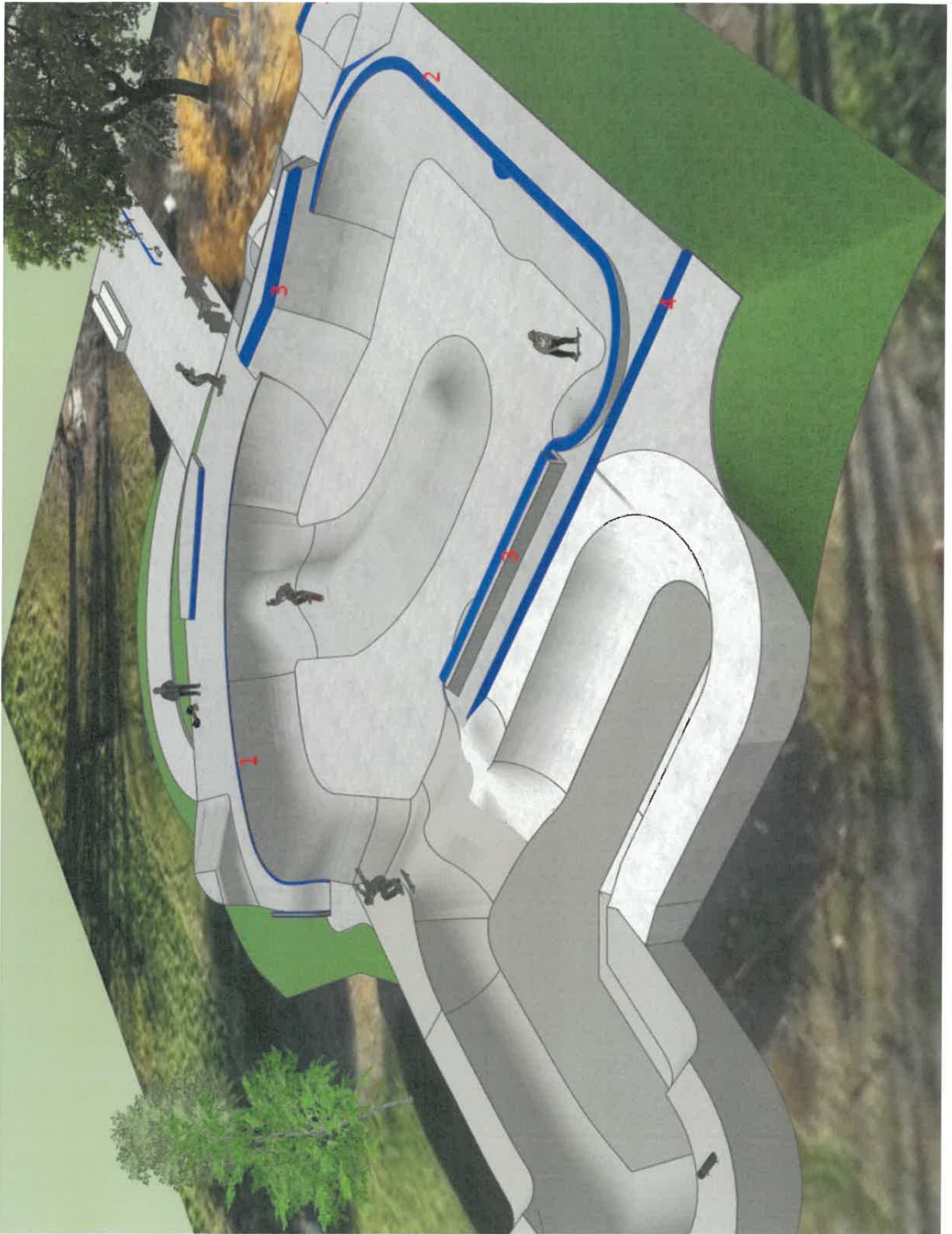
Dan is familiar with the bike touring industry and has personally led many such tours;

Dan was raised in Johnson and because of his commitment to Johnson attended the Re-imagine Johnson meetings of the Vermont Council for Rural Development;

Dan has been attending meetings of Johnson's Rail Trail committee and making valuable contribution therein;

The members of the Johnson Rail Trail Committee would like the Selectboard to appoint Dan to the committee.

Doug



Johnson Skatepark Bid Opening

April 6, 2026

Bidders Name

Bid Amount

Catamount Skateparks

David John Peterson

Request for Proposals

Legion Field

for Town of Johnson

The Town of Johnson requests proposals from qualified contractors to provide upgrades for Legion Field for the Town of Johnson.

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.

Please contact the Town Administrator, John Sutherland, at tojadministrator@townofjohnson.com or by calling 802-635-2611 with any questions regarding the Request for Proposal, please bring all questions regarding the work to be performed to the Site Visit on Tuesday, April 14, 2026 at 1:00pm beginning at the Municipal Building and traveling to the site.

Site Visit

Contractors are encouraged to attend a site visit to understand the work proposed by the Town of Johnson. The site visit is not mandatory, however strongly encouraged.

The Town Administrator will be hosting a site visit on:
Tuesday April 14th, 2026, at 1:00pm beginning at the Municipal Building
Please bring your own vehicle and be prepared to travel to the work site.

Alternate visits may be possible by scheduling with the Town Administrator, it is strongly encouraged to attend the scheduled visit above.

Scope of Work

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

- Build a 22' x 22' x 1' stone base consisting of 3" minus washed stone for the bandstand to permanently rest on.
- Move bandstand and install on base
- Initiate repairs to Bandstand Including:
 - Repair skirt around the stage
 - Base of Upright Beams showing signs of deterioration
- Install 20' X 8' furnished container to the site
 - Establish a 10' x 25' pad compiled of 2" minus washed stone

- Install Electricity to the site using underground 2 ½” conduit. Conduit must be set below the frost line.
Install a 200 amp breaker box on site
Install electric from the electrical box to the bandstand
Install electric to the community oven
Install 240V power to two locations for TNL Vendor
- Grade and roll a 50’ x 100’ area for a skating rink. Can be done later after the Summer Session of Tuesday Night Live.
- Maintain General Liability Insurance, Workers Compensation Insurance, and business equipment insurance, and provide proof of such policies to the Town of Johnson;

All work MUST be completed by July 1, 2026, with the exception of the skating rink area.

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.

Please direct any questions regarding proposal submission to the Johnson Town Administrator, John Sutherland, at tojadministrator@townofjohnson.com or 802-635-2611.

Completed proposals must be received in a sealed enveloped marked Legion Field Upgrades on the front no later than 3 p.m. Friday, April 17th, 2026, and delivered to:

John Sutherland
293 Lower Main West
Johnson, VT 05656, or
tojadministrator@townofjohnson.com

Responses must be marked “Legion Field Upgrades”

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.

Before submitting the request for proposal, the contractor shall examine the scope of work and visit the site of the work to become familiar with the working conditions and the exact nature and extent of the work proposed.



**LETTER OF INTENT TO PARTICIPATE IN THE
SFY27 MUNICIPAL ROADS GRANTS-IN-AID PROGRAM**

We, the Legislative Body of the Municipality of Town of Johnson certify that
the municipality will:

- Construct one or more road best management practices (BMPs) to bring connected road segments into full compliance with Municipal Roads General Permit (MRGP) standards, to be completed by September 30, 2027.
- Construct the road BMPs on hydrologically connected road segments – roads that drain directly into surface waters (streams, rivers, ponds, lakes and wetlands). Refer to the Vermont Department of Environmental Conservation (DEC) map layer for *hydrologically connected* municipal roads in Vermont. This map layer is available at: <http://anr.vermont.gov/maps/nr-atlas>.
- Prior to construction of the BMPs, **receive Construction Authorization from VTrans** to verify the appropriate location of the connected road segment and BMP(s) to meet MRGP standards.
- Post a Clean Water Project sign during construction (select projects only).
- Provide a minimum of 20% local match (in-kind and/or cash). Match can include quantified in-kind contributions such as transportation, municipally owned road equipment, crew labor, municipal staff time and other costs directly related to the BMP construction project as part of this program. Funds from other federal or state grant programs or local match for those other federal and state grant programs cannot be included as match.
- Complete all reporting and invoicing requirements using the VTrans requested format.
- Submit all Performance Reports and Request reimbursement no later than 12/30/2027 (90 days from end of grant period).
- Complete a post construction assessment of each road segment repaired and provide the post construction assessment to DEC using the MRGP portal/app and certify during the request for reimbursement, that the repaired road segments are “fully compliant” with MRGP.

Johnson Selectboard

Date: April 6, 2026

(Duly Authorized Representatives)

Municipality: Town of Johnson

Primary Contact Name: John Sutherland

Address: P.O. Box 393 Johnson, Vermont 05656

Street Address

Town

Zip

Email: tojadministrator @townofjohnson.com Phone: 802-635-2611

Town Clerk (2nd contact): Rosemary Audibert Email: raudibert@townofjohnson.com

Unique Entity Identifier (SAM #): DVFTTG78J188 Fiscal Year End Month (MM): JUNE

Note: Primary Contact is responsible for grant execution on Town's behalf, Secondary Contact must be Town Clerk.

This form must be submitted via email by May 1st, 2026, to indicate participation.

Return signed Letter of Intent to: VTrans Municipal Roads Grants-in-Aid Program, c/o VTrans Municipal Assistance Program, via email: Grantsinaid@vermont.gov

This is a letter of intention to participate only. THIS IS NOT A GRANT, CONTRACT or AGREEMENT.



VERMONT

AGENCY OF TRANSPORTATION

FY 2027 Municipal Highway Grant Application

APPLYING FOR: ☐ Structures ☒ Class 2 Roadway ☐ Emergency

MUNICIPALITY: Johnson MUNICIPAL CONTACT (name): Jason Whitehill

MAILING ADDRESS: P.O. Box 383, Johnson, VT 05656

Phone: (802) 635-2274

E-Mail: publicworks@townofjohnson.com

ACCOUNTING SYSTEM: ☐ Automated ☐ Manual ☐ Combination

SAMS #: DVFTTG78J188

Grantee FY End Month (mm format): 06

DISTRICT CONTACT (name):

Phone:

E-Mail:

SCOPE OF WORK TO BE PERFORMED BY GRANTEE

Location of Work. The work described below involves the following town highway / structure:

TH# 6, (Name) Wilson Rd which is a class 2 town highway.

Bridge # _____, which crosses _____

Culvert # _____, for which the original size was _____ and the replacement size is _____

Causeway: _____

Retaining Wall: _____

Latitude:

Longitude:

MM (If Available):

Problem:

The stretch of Wilson Rd from the Rt 100c intersection to the Bridge that crosses the Gihon River continues to have drainage issues. The road transitions to dirt near Sunset Dr, at this transition the dirt road becomes waterlogged and full of deep potholes in the spring. Similarly, both approaches to the bridge have a similar problem where the road material is washed away creating difficult approaches to the bridge. The entire dirt

Reason For Problem:

The Western section of the road is a flat slope with driveways, houses, and trees directly adjacent to the road. Even though the water is getting off the road there is nowhere for the water to flow to, making the road surface extremely saturated during the spring. The transition from paved to dirt road is uneven and allows for a lot of wear and tear in wet conditions. As you move east the slope of the road increases and the town has established a ditch on the North side of the road. this allows some water to flow down to the Gihon River, but

Proposed Scope of Work:

The scope of work for this project would be to pave the section of Wilson Rd that is currently gravel down to the Bridge at the Gihon River (0.36 Miles). The already paved section will be milled and repaved to match the newly paved section down to the bridge (0.37 Miles). The approach to the bridge will be paved to reduce erosion into the Gihon River. For the entire stretch from the intersection of Rt 100C to the Bridge on Wilson Rd, small culverts (<36") will be replaced, and MRGP compliant ditches will be implemented.

Detailed Cost Estimate (below or attached):

Estimated Project Amount: \$

Estimated Completion Date:

Municipality has adopted Codes & Standards that meet or exceed the State approved template? ☐ YES ☐ NO	
Municipality has a current Network Inventory? ☐ YES ☐ NO	
Municipality MUST complete the following environmental resource checklist:	
EXISTING STRUCTURES: (check all that apply)	
☐ Steel Tube Culvert	☐ Concrete Box Culvert
☐ Stone Culvert	☐ Concrete Bridge
☐ Ditch	☐ Rolled Beam/Plate Girder Bridge
☐ Metal Truss Bridge	☐ Wooden Covered Bridge
☐ There are foundation remains, mill ruins, stone walls or other	☐ Masonry Structure
☐ Stone Abutments or Piers	☐ Buildings (over 50 yrs old) within 300 feet of work
☐ Other:	
PROJECT DESCRIPTION: (check all that apply)	
☐ The project involves engineering / planning only	☐ The project consists of repaving existing paved surfaces only
☐ The project consists of reestablishing existing ditches only within existing footprint	☐ All work will be done from the existing road or shoulder
☐ The structure is being replaced on existing location / alignment	☐ There will be excavation within 300 feet of a river or stream
☐ New structure on new alignment	☐ Repair/Rehab of existing structure
☐ There will be excavation within a flood plain	☐ Road reclaiming, reconstruction, or widening
☐ Tree cutting / clearing	☐ Temporary off-road access is required
☐ New ditches will be established	☐ The roadway will be realigned
The municipality has included photos of the project. Must show infrastructure and surrounding features as much as possible. ☐ YES ☐ NO	

Below this line to be filled in by VTrans staff:

Recommended Award Amount:

District Staff Approval: (name) _____ Date: _____

Note:

Projects may involve impacts to protected historic or archaeological resources. For more information, responsible parties are encouraged to contact the District staff.

Request for Proposals Gravel Processing for Town of Johnson

The Town of Johnson requests proposals from qualified individuals or firms to process 10,165 yards of material located on site to yield material that is $\frac{3}{4}$ " or less. All rocks will need to be crushed and processed to material that is $\frac{3}{4}$ " or less.

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

- Provide a timely quote for processing all material.
- Work with Public Works Supervisor Jason Whitehall for scheduling work to be performed.
- All material must be processed by June 1, 2026
- Process all material available to yield a product that is $\frac{3}{4}$ " minus.
- All crushed rock and screenings will be in one pile.
- Maintain General Liability Insurance, Workers Compensation Insurance, and business equipment insurance, and furnish proof of such policies to the Town of Johnson;

Please contact the Road Foreman, Jason Whitehill, at publicworks@townofjohnson.com or by calling 802-730-9597 with any questions regarding the Request for Proposal, please be prepared to schedule a site visit with the Road Foreman to understand the full scope of work.

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.

Before submitting the request for proposal, the contractor shall examine the scope of work and visit the site of the work to become familiar with the working conditions and the exact nature and extent of the work proposed.

Site Visit

Contractors are encouraged to schedule a site visit to understand the work proposed by the Town of Johnson. The site visit is not mandatory, however strongly encouraged.

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.

Please direct any questions regarding proposal submission to the Johnson Town Administrator, John Sutherland, at tojadministrator@townofjohnson.com or 802-635-2611.

Completed proposals must be received no later than Thursday, April 16th, 2026 at 4pm and delivered by email or in person to:

John Sutherland
293 Lower Main West
Johnson, VT 05656, or
tojadministrator@townofjohnson.com

AND

Paul Warden
pwarden@townofjohnson.com

Responses must be marked "Gravel Processing"

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.