Town of Johnson
Selectboard Meeting
Municipal Building
Monday, May 18, 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 the April 29, 2026, Selectboard meeting
   b. Consider Approving Minutes of the May 4, 2026, Selectboard meeting

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 Gravel Processing | Discussion and Possible Vote
7. 7:00-7:40pm Julian Scott House Discussion with Stephanie Smith | Discussion
8. 7:40-7:50pm Skate Park Update | Review and Consider Vote
9. 7:50-8:10pm Categorical Disposal Facility | Discussion and Consider Vote
10. 8:10-8:20pm Summer Facilities Groundskeeping Bids | Review and Consider Vote
11. 8:20-8:25 pm Request from Healthy Lamoille Valley
12. 8:25-8:30pm Annual Finance Plan for Town Highways | Review and Consider Vote
13. 8:30-8:40pm Town Road and Bridge Standards | Review and Consider Vote
14. 8:40-8:50pm RFP for Forestry Services for the Gomo Lot | Review and Consider Vote
15. 8:50-9:00pm Selectboard Goals For the Upcoming Year | Review and Consider Vote
16. 9:00-9:10pm Library Update | Discussion Only
17. 9:10-9:20pm Create a General Ledger Account for Flags | Discussion and Consider Vote
18. 9:20-9:30pm Review LEMP | Discussion and Consider Vote
19. 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
MONDAY, APRIL 29, 2026

Present: Selectboard members: Mike Dunham, Peter Hammond, Adrienne Parker, Eben Patch, Paul Warden
Others: John Sutherland, Lois Frey, Charles Flaum, Pat Persico, Morna Flaum
Absent: Mike Dunham

Note: All votes taken are unanimous unless otherwise noted.

1. ***Call Meeting to Order***
   Paul called the meeting to order at 6:03.
2. ***Consider Additions or Adjustments to the Agenda***
   No changes to the agenda were needed. Paul noted that this meeting is intended as a selectboard working session.
3. ***Public Comment and Public Announcement***
   Pat Persico said he has some questions about the planning process the board is going through. It was stated at the last meeting that the board would set up a prioritized list and wouldn't get public input until later. The minutes show that Paul and Adrienne said the planning meeting would be for the board, not the public, and that the board would like to get public input in the future. It was concerning to him that the public would not be there to give input. Did he misconstrue what was said?

   Paul said his thought was that the selectboard would make lists of obligations, high priorities and things they are going to work on this year. His thought was that the selectboard should get ideas together and then ask the public what they are thinking.

   Pat said he thinks it will be a daunting task putting a budget together. Fuel costs are going up. Has the town bought ahead? Are we going to be in the hole before we even get to next year's budget? Eben said we don't prepurchase in bulk amounts, but we get rack plus pricing. *(Adrienne arrived at 6:06.)*

   Paul said the idea tonight is to talk about topics, not get into details of any topic. Pat asked when the board will get public input. Paul said there will be multiple selectboard meetings devoted to the budget, which are open to the public. Eben said he thinks Pat is talking about input on priorities.

   Pat gave the town hall as an example. Is that a priority? Paul said that is what we are here to discuss tonight. He understands that one task this year will be to start a townwide discussion on how we want to use it. Pat said he thinks budget and planning go together. He thinks this will be a tough year.

   Lois Frey said she was impressed with the framework laid out for identifying priorities. She thinks it is right on target. Paul said thanks should go to Donna Griffiths, who thought of it.

   Pat said he thinks the town hall and rising costs will be big issues. There is also the question of possible costs for the house across the street.

4. Discuss Goals and Priorities for the Upcoming Year

The board and John started by listing known obligations for the upcoming year. Each person listed the items they had thought of.

<u>Eben</u>
Transitioning from a single town clerk/treasurer
Updating our financial policies
Finalizing the union contract
He thinks we should look for a better IT contract and do a server upgrade.
Budget development
He thinks we should develop a facility use application for the old town hall.
Industrial park
Supporting buyout properties, including potential extra work on the Julian Scott house
He thinks we should meet with other selectboards and think about interlocal agreements to save money on things like fuel.

Paul said he is not sure all the things Eben listed are obligations. He might personally put some of them on a different list.

<u>Peter</u>
Clerk/treasurer transition
Budget
Finishing the FEMA and commercial buyout processes
Finishing library construction
Holmes Meadow project
Work on Wilson Road

<u>Adrienne</u>
FEMA buyouts
Library construction
Holmes Meadow
Industrial park
Holcomb House
Lamoille River hydraulic model/restoration projects
Skatepark improvements
Brownfield assessments for commercial buyout properties
Capital asset planning with Morristown
Clerk/treasurer transition
Julian Scott house
Legion Field improvements using grant money
Recreation Economy for Rural Communities (RERC) program

<u>John</u>
Office staffing
Buyout property follow-up
Library
Town facilities – parks and recreation, municipal – looking for deferred maintenance
Flood resilience

<u>Paul</u>
Library funding
Capital plan development
Completing FEMA buyouts
CEDS hire
Julian Scott house
Legion Field phase 1 (spending grant money)
Skatepark grant work
Industrial park
Salt purchase

Paul asked if members of the public wanted to add anything.

Charles Flaum said, regarding brownfields, one thing that came up in the RERC call the other day was the brownfields at Old Mill Park and the nearby town property. There is an EPA brownfields specialist who is part of the RERC program. It looks like consideration of brownfields will be a component of the RERC work.

Next each person listed high impact projects/big picture items.

<u>Peter</u>
Old town hall options
Potential sale of the old library site
Form based code changes
Acquisition of a piece of property neighboring Journey's End

<u>John</u>
Identifying what is next for the old town hall
Attracting businesses to the industrial park
Housing
Grocery store/post office in town
Improve Main Street economy
Railroad Street improvements (will involve town, village, rail trail committee and local businesses)
5 year municipal and economic plan
Form based code update to ensure code is not too restrictive
Upgrading the website

<u>Adrienne</u>
Long term flood resiliency strategy
Affordable housing strategy
Grocery store/food access
Community center
Form based code
Townwide visioning project/5-year plan
Economic development strategy
Recreation master plan
Infrastructure modernization for foot and bike traffic

Renewable energy municipal plan
Work with partners to take economic advantage of rail trail

Paul
Old town hall steering committee or plan
Rail trail to downtown improved access, part 1
Plan for new green spaces
Options for former Sterling Market property
LCPC/SLR flood resilience projects
Looking into the state's new downtown designation program
Form based code
Communication with Vermont State University at the local and the state level
Old Mill Park improvements
RERC grant process – board involvement and support

Eben
Paving capital plan
Town building inventory to identify needed improvements
Consider uses for old town hall
Plans for buyout properties, including possible move of Tuesday Night Live to Sterling Market site
Old Mill Park updates
Bike path similar to Stowe
Possible road reclassifications
Sell all industrial park lots
Long term plan for committees (structured plan with end goals or defined roles)
Long term plan to get every structure out of the floodplain
RERC program
Railroad Street rebuild
Work on the municipal building

Paul invited comments from the public.

Pat said he thinks there should be some prioritizing of the college. There is a new president coming on in July. He suggests inviting them to meet with the selectboard.

Charles said he feels one thing that stands out is a Railroad Street connection to the rail trail. That would drive more people into the town. He thinks we need to make the Sterling Market property into some kind of park. That will also pull people off the rail trail. We are being told that rail trail users are bypassing us for Morrisville and Jeffersonville because we don't have infrastructure like bathrooms.

Lois asked if the town has a capital budget plan. Paul said we don't currently have a long term one. Part of the grant work we are doing with Morristown is developing a plan. Peter asked if it will be the type of plan that says what we intend to do in year 1, year 2, year 3, etc. Paul said he would imagine so.

Paul said the next list will be suggested priorities for this year. These will be in addition to known obligations, so maybe the board should revisit and define what known obligations are. He thinks those are things we have to do, like developing a budget. For example, we have grant money for the Legion Field improvements and a timeline to use it, so he would list that under obligations. Donna said she sees the first list not so much as obligations, but as things the board already knows it will spend time on, like the industrial park.

Each person listed ideas for this year's action priorities.

Eben
Industrial park
Town /village municipal structure
Agritourism

Peter
Highway capital plan
Community and economic development and settling the question of what we are doing for a community and economic development specialist
Grant funding for identified projects
Gomo lot survey
Holcomb House repairs
RERC project/rail trail
Downtown designation
Wayfinding and "Welcome to Johnson"

Charles said Discover Johnson plans to tackle "Welcome to Johnson" signage.

John
Industrial park
5-year plan
Improving college relations and using college assets
Improving the website
Julian Scott house
Skatepark
Form based code
Office staff

Adrienne
Continued flood resiliency projects
Industrial park
Old town hall planning
Wayfinding signs
Town clerk/town treasurer
CEDS
Gomo forest
Holcomb house improvements
Library

Paul
Everything he included in the list of known obligations

RERC program
Starting investigations into downtown designation
Old town hall discussion
Town and village office reconfiguration – employee and structural
Form based code
Green space planning

Everyone was asked to list things that felt unfinished or stalled from last year that they want to revisit.

<u>Eben</u>
Paving plan
Gravel pit
Bulk salt contract

<u>Adrienne</u>
Holcomb House
Old town hall
CEDS
Town clerk/treasurer
Gomo lot survey

People listed things residents are saying matter most to them.

<u>Adrienne</u>
Library
Old town hall
Town acquiring more properties – how will we take care of them?
Railroad Street improvements
Connectivity to the rail trail
5th public works employee

<u>John</u>
Condition of Railroad Street
Skatepark
Library budget
Rail trail

<u>Eben</u>
Rail trail
Library
Industrial park
Curiosity about Holmes Meadow
Complaints about Old Mill Park
High tax rate
Committee growth being out of control

John asked if there are any particular issues Eben has heard about with Old Mill Park. Eben said there are complaints that it used to be more lush and green and there were no hypodermic needles. It looks rough. Maybe it needs some reseeding and updates to the baseball diamonds. Maybe the parking lot flow needs to be looked at. He doesn't think the trail around the park has ever had maintenance.

Everyone was asked to list any obligations the board might not be aware of. Eben said the town garage needs a new boiler. He believes the contract with the Lamoille Regional Solid Waste district is past its renewal date. The compost facility site was paid for by the village but there was an agreement that the town would acquire it after 20 years. He doesn't know if the paperwork for the transition has been done. That is probably worth looking into. He believes there will be a new sheriff at some point. It is helpful to develop a good relationship with the sheriff's department. They are not forced to contract with us for services. The structure of fire departments may change statewide in the next decade. The town does not own the fire department but we contract for its services. We could see a model with a paid full-time fire chief and assistant chief.

Everyone was asked to list things they feel the board should stop doing or deprioritize. Paul said he would like to change our process for reviewing expenses and checks. They get passed around at the beginning of the meeting. He thinks that is a bad way to give them attention. He suggests cutting off payments earlier so the board can have time to review them before meetings. John suggested that the treasurer could upload warrants at the same time board packets are made available so the board can view them before the meeting. If there are one or two critical items that come in after that that need to be paid, they could be on a second warrant that the board might not see until the meeting.

Eben asked how much time we need to review packets before the meeting. We have been getting them on Thursdays and that is fine for him. Adrienne said she thinks Thursday morning is ideal. Peter said he could live with Friday.

The forms Adrienne sent out had asked who will lead or champion each of the top 3 action priorities for this year. But no one had prioritized the items on their lists. Peter said when we do identify top priorities, that is an important question to ask about each one.

Adrienne used an AI to identify items that appeared on multiple people's lists and showed the results.

Charles said Adrienne has a meeting coming up about a village/town merger. Sometimes the village can get in between us moving in a positive direction. A lot hinges on what will happen with Railroad Street. If the village doesn't want work to happen on that, the idea of a merger could come to a head. Adrienne said we will have a joint meeting with the village trustees soon. We could put Railroad Street on the agenda for that.

Eben mentioned that he thinks support for our server ends this year. Charles asked, the town isn't going to move to the cloud? Eben said he thinks there is an obligation to keep land records, vital records, etc. stored on the premises. He would need to ask Rosemary to be sure. He thinks our land records are backed up externally.

Paul asked how we feel about building security. He suggested we might want to have a policy that the building should be locked if only one employee is present. Adrienne said she would like to have PIN code locks on the doors. Committee chairs could know the codes.

Paul suggested that the lists be put into a sortable format for board members to review and then we can come back together to discuss them further and ask for town input.

Morna Flaum asked if explanations will be put under some things if it is going to be opened up for community input, like the most important next step for each. Paul said we haven't necessarily agreed on the next step for all of them. Morna said maybe that could be included for the ones where it is known.

Paul said he would like to have the AI summary Adrienne created sent out.

Pat said he doesn't see how the board will get from here to a budget. He has concerns about taxes.

John said once the board identifies needs and has a plan to address them, there is grant funding available to offset the costs of some of these items. If a project is part of a plan, we have a better chance of getting grant funds.

Lois said one thing Eben mentioned is an increase in the numbers of volunteer groups requesting money each year. The policy on appropriations was set in 2003. She thinks it is time for the selectboard to revisit that. Maybe a couple of people from the community can come and help with ideas. She clarified that she is talking about appropriations to outside organizations, not town committees. One issue is that once a group is on the list they don't ever have to make a new request as long as they don't increase the amount they are asking for.

Charles asked how much the total amount of appropriations is. Eben said it is about $32K, almost 2% of the budget. Charles said he thinks the taxes lost from the buyouts total more than $30K. Paul and Eben said the state is making up the lost taxes for a certain amount of time, initially giving the town 100% of the amount and then reducing to 50%.

Adrienne showed the board a spreadsheet made by an AI of the items that had been listed. She included a column to show what phase each item is in if that is known.

Paul said board members should think about the lists individually. Adrienne suggested that two people work on a final list that can be edited at a future meeting. It was agreed that Paul and Adrienne will do that and then circulate their list to other board members for feedback.

5. Adjourn

The meeting was adjourned at 8:00.

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Minutes submitted by Donna Griffiths

JOHNSON SELECTBOARD MEETING MINUTES
JOHNSON MUNICIPAL BUILDING
MONDAY, MAY 4, 2026

Present: Selectboard members: Mike Dunham, Peter Hammond, Adrienne Parker, Eben Patch, Paul Warden
Others: John Sutherland, Tori Hellwig (remote), Jesse Whitworth, Lydia Putvain, Susan Tinker, Doug Molde, Linda Molde, Lois Frey, Scott Meyer, Charles Flaum, Morna Flaum, Noel Dodge, Sue Lovering, Greg Tatro, Charlie Gallanter, Seth Jensen (remote), Lee Rosberg (remote), Cynthia Hennard

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***
   Eben added appointment of a representative for the interlocal assessor agreement and extra hours for the assessor for this year. John added discussion about possibly using the gravel pit as a categorical facility to accept material from Johnson and other communities. Paul added an executive session for personnel.
3. ***Public Comment and Public Announcements***
   No members of the public wished to comment.
4. ***Selectboard Updates and/or Concerns***
   Paul thanked Adrienne for organizing Green Up Day and thanked everyone who participated.

   Paul said the town sent two letters in support of the Vermont Council on Rural Development's Climate Economy Initiative. That is one of their foundational grants. They have been very supportive of Johnson. Diana Osborn wrote one letter and he wrote the other.

   Paul said we put out an RFP for a form based code administrator, but he is not sure why. In the past, the administrator has been the town administrator and he thinks it should continue to be the town administrator. Adrienne said she thought the planning commission was supposed to give a recommendation for appointment to the selectboard but that the position had to be advertised in the paper. Paul said the planning commission does have to recommend someone but we don't have to advertise in the paper. He suggests we ask the planning commission to recommend John rather than hiring someone to do what has always been part of the town administrator's duties.

   Jesse Whitworth said the planning commission hasn't voted on it yet, but they have talked about it. They were under the assumption that the town administrator had the job already. He doesn't see that it would be a problem to recommend John.

   Paul asked if we got any responses to the RFP. John said one person came and got an application.

   Jesse said he can give an update at the next meeting.

   Adrienne thanked everyone who came out for Green Up Day. She thanked the public works department for picking up the bags and thanked the fire department for their efforts.

5. ***Consent Agenda***
Mike moved to approve the minutes of April 20, 2026, Eben seconded and the motion was passed.

6. ***Clerk/Treasurer Report: Warrants, Licenses and Any Action Items***
Rosemary said we received the true up for school taxes. So the figure for current taxes in the budget status report is the correct figure. Mud season has been good to Johnson. Expenditures are 68% of budget. Eben noted that revenues are 95% of budget.

Eben said he thinks overall revenue vs. overall spending is fine, but some selectboard line items are high compared to budget. Rosemary said we are not budgeting enough for audit expenses. Eben said selectboard consulting services are 360% of budget. Rosemary said some of those expenditures were grant funded. Eben said beautification committee expenses are $290% of budget. He thinks they got a grant. Rosemary agreed they did. Eben said we overspent on heat for the library and water/sewer for Holcomb House. He noted that we are hitting budget targets for salaries and benefits except that for social security we have only spent 40% of budget. It appears we are overbudgeting for that.

7. ***Appoint Treasurer***
John said an advantage of appointing a treasurer and clerk now is that they will have more time with Rosemary before she goes. Once the new village treasurer has started, that will affect the amount of training our employees are able to get.

Adrienne moved and Peter seconded to appoint Lydia Putvain as town treasurer and assistant town clerk.

Eben said he will probably vote no on this motion. That has nothing to do with our employees. He feels that in the best interest of taxpayers, interviews should have been conducted. However, Lydia is very well qualified. Mike said he sees Eben's point but we don't have much time left with Rosemary. Paul said we did discuss with our attorney whether we need to advertise externally under our hiring policy. The answer is no and ultimately we decided not to.

The motion was passed with Eben opposed. Eben said his vote has nothing to do with personal relationships. He hopes that he can work together well with the employees in the future. He feels Lydia and Susan are well qualified.

8. ***Appoint Town Clerk***
Mike moved and Adrienne seconded to appoint Susan Tinker as town clerk and assistant town treasurer.

Eben said we are fortunate to have employees who want to stay on who are qualified.

The motion was passed with Eben opposed. He said he voted no for the reason he already stated.

9. ***Office Staffing Budget***
Paul said a couple of spreadsheets had been made showing current and proposed staffing. The difference between the two spreadsheets is that one shows the CEDS position at 24 hours per week and the other shows it at 40 hours per week. With the reductions in office expenditures due to separating from the village and with the CEDS position at 24 hours, there is a 3.1% decrease in expenditures. There is some variation in that depending on whether the person chooses a family versus a single plan for insurance, but no matter what they choose we will save money. With a 40-hour per week CEDS position, there is a 6.5% increase in expenditures (with the exact amount

depending on the insurance plan chosen.) We budgeted for a 24-hour per week position. Increasing the hours gives the CEDS more time do work for Johnson and they would be working here full-time so 100% of their focus would be on Johnson. But we budgeted for 24 hours and we are locked into that budget.

Adrienne clarified that the 6.5% increase is just in the budget for staff, not the overall budget. The difference between full-time and part-time CEDS positions is about $45,600 per year. Right now the CEDS role is 24 hours a week and those hours are going toward managing existing projects. She is not seeing our CEDS having bandwidth for new projects. One successful grant pays for this position many times over. Now is the time to invest in Johnson and this is the way to do it.

Eben said increasing the position to 40 hours per week would be about a 1.5 to 2% increase to the overall budget.

Mike said John came with a lot of experience doing this and he has offered to do it for us. Mike doesn't think we can spend $100,000 a year for another position. We haven't even given John a chance to prove what he can do. Adrienne said she is not advocating for the CEDS to take over John's work. She wants John to do town administrator work. He should work within his job description. John should not have to do extra work.

Doug Molde said he thinks a full-time CEDS position is necessary. With the industrial park we will need housing. We need to switch from rentals to owner-owned housing. And the rail trail committee hasn't had a project start since Tom Galinat left. Doug doesn't have expertise in looking for and writing grants. If this were $45,000 for a truck the town had to have, we would find the money. What is missing is the tangible nature of a truck versus something bigger than a truck. This is an opportunity for us to move our community ahead. With a 24-hour position, we are wasting that opportunity.

Paul asked if Doug has asked for support for grants and not gotten it. Doug said the board had previously said Carl's work was only on outstanding grants. His understanding is that Carl's 24 hours per week are filled.

Jesse Whitworth said Carl was hired for a very narrow focus, to finish up current projects. Do we know if he is fully maxed out at 24 hours or if he is just spending all his time on the charge he was given? Paul said we have added some tasks that he has managed to fit in.

Jesse said he is on the side of having a full-time CEDS position because the CEDS can focus and assist town committees. He thinks Randall Szott brought in over $800,000 in grants. It seems to him like this is a revenue generating position, not an expense. He thinks we have so many things we need to invest in that having more help would be good.

Eric Nuse said he is in favor of a full-time position. Tax money will go into it and we will get a return on the investment later. His experience with quality community development and grant writing is that you make money on the investment. We will probably not get a top quality person for a part-time position. The CEDS could provide support to committees. The Lamoille River Paddler's Trail is really successful because they have a professional involved who has grant writing expertise.

Diana Osborn said she seconds much of what Eric said. The main value she sees in the CEDS is in supporting those in town other than the selectboard. It would free the selectboard up to do selectboard work. The selectboard is already spread pretty thin. She sees great value in having a liaison to the other work going on in the town that is improving the quality of life for residents and visitors. The economic component is very important. We need an economic development person. Health insurance is a huge problem nationally. It is unfortunate that health insurance is coupled to employment and the board has to make a decision based on things like the potential benefit package cost versus the needs of the town. She feels it would be irresponsible to hire a part-time person without giving them the same benefits as a full-time person and it is unfortunate that the town has to pay to provide health insurance to a full-time person. She would like to have the decision made on needs and available funds and how they might need to be shuffled. She feels a move of integrity would be to offer whoever the employee is a compensation package equivalent to a full-time salary with the cost of insurance for a family of four.

Paul said he feels the same as many people who have spoken tonight, but we did not budget for a full-time position. That is his big concern. At the end of last year we had enough cash on hand to put $80,000 into the budget to lower taxes. He doesn't want to not have that money next year. He is worried about spending every penny. He agrees the position would probably pay off in the long term, but we have next year's budget to think about.

Eben said the difference in the cost for benefits between a 24-hour position and a 40-hour position is only $7,000. We are not really making a decision based on benefits. He hears what everyone is saying. Grants and committee support keep being brought up. It sounds like committees want the board to hire someone to move on their whim. We have other resources that do well for us regarding grants. The Lamoille County Planning Commission administers a lot of grants for us and does a lot of legwork on grants. We are over budget on several items.

Mike said it has been mentioned that a full-time CEDS could free up the board and take care of committees. It is not that person's job to be at the whim of committees.

Diana said the recreation task force was able to get $2,000 of seed money from VCRD to do work of the town, but the selectboard voted not to allow even a $2,000 pass-through grant for the task force. In the past the town has handled past-through grants for more money for other people who are not even doing the work of the town. If the board can't handle a pass-through grant, the task force needs someone who can. Who do they go to if not the CEDS? Eben said all the money goes to the treasurer. The decision would still wind up with the selectboard even if we hired a full-time CEDS.

Eben noted that probably 90 to 95% of what the CEDS does will be for the village. Adrienne said the village is in the town.

Eben said there is little conversation about the actual cost of grants. If we get a grant to put something in, then it costs the town money when we have to replace or fix it. Adrienne said the CEDS could go after grants for improvements to things we already have. We could direct them not to go after grants that would have high long-term costs.

Paul clarified that the CEDS would work for the selectboard. Adrienne said she thinks committees want someone who could be a liaison between committees and the selectboard.

Doug said when Lea Kilvadyova was here, money that would otherwise have been going to LCPC for grant management went to her. There might be funds coming in for the CEDS managing grants. He thinks what is missing is the ability of the selectboard to direct economic development – the ability to generate ideas and have someone you trust who can say what is needed and bring ideas to committees and tell them where the selectboard would like to go. Committees are looking for direction.

Mike said the industrial park will not be for housing as far as he is concerned. Doug said he understands that, but we need housing for people who want to work at the businesses in the industrial park. We want them in our community. If we are going to have an industrial park, we need to think about housing for people who work there

Greg Tatro recommended initially paying the CEDS what is in the budget this year and if the person is doing a good job, the hours can be increased next year. The prices of everything are going to go up substantially and will cost more than what is in the budget. He thinks the CEDS position will pay for itself over time, but this is not the time to make it full-time. Let's see what the person can do in 24 hours the first year.

Jesse Whitworth said committees are not demanding that the CEDS get grants for them. The idea is that if we had someone full time they would have more bandwidth to seek grants that will help the town.

Eric Nuse said he thinks it is important to remember that what a lot of these committees are striving for is not just making the town look better but making it more livable so people want to stay here and bringing in money from outside the town. The goal of the outdoor recreation task force is to use outdoor recreation to raise economic development. He believes there are three openings right now for people to work on grants. He thinks the town will have a hard time getting a good person for a 24-hour position, and if the person is good he thinks we will not have them for long.

Adrienne moved and Peter seconded to go with budget option 1, which includes hiring a full-time community and economic development specialist.

Peter said he is extremely conflicted. He wants to point out that we are not talking about another $100,000 position. We are talking about adding a $45,000 expense, not $100,000. He thinks everyone has made good points for and against making the position full-time. As far as Eben's question about finding money to replace a grant funded item in 10 years, maybe in 10 years we will have more people living here and paying taxes and we will have the industrial park paying taxes. Anyone who is pointing out what we may be able to get for part-time money is right on. He doesn't think we will hire a 24-hour week person who is necessarily going to be someone we want to offer a full-time position to. He is worried about this year. A lot of that worry is because of what Greg brought up about fuel costs. He thinks we could make the position part-time for a year and then revisit it a year from now, but he thinks we will be having the same conversation a year from now. He doesn't see that there will be a good time to take this leap, but he thinks the leap could be good for Johnson. He will vote in support of the motion.

Charles Flaum asked who is marketing the industrial park. Wouldn't this person be doing that? Paul said yes, in conjunction with John. Eben said LEDC and LCPC hopefully will be helping as well.

Jesse said Mike had said John could potentially do this and would be interested. He asked to hear from John. John said he takes direction from the selectboard. He has done a lot of grant writing and management. But it will be up to the selectboard what they decide is in the best interest of the town. Adrienne asked John if it has been easy working on the Act 250 permit for the skatepark. John said it has been busy. He has had concerns with the volume of work. But he could pick up some grant work. He could lend a hand if the position was part-time and the CEDS needed some help.

Eben suggested keeping it at 24 hours and asking the voters for another $50K at the next town meeting.

Greg asked for clarification on how much the person would be paid. Eben said the budget has about $72,000 for the 24-hour position, including benefits. If we went to full-time it would be about $114,000.

Lois Frey asked if Carl is available through June 30. Carl said he will see what is happening with the industrial park. If we open bids in, say, early June, and the contractor plans to start right away, he will stay long enough to help the town through the construction work. If construction is not going to start until late August or September, that would give the town time to find a new CEDS. He would work with the town to transition to a new CEDS. When the board is ready to seek applicants and hire someone, they should just advise him how long they want him to stay. He will help with bigger projects until the town has someone else. Paul thanked Carl for his flexibility and all he has done so far. There was a round of applause for Carl. John said Carl has been a blessing to work with.

Eben asked Carl if he thinks a CEDS could do the job in 24 hours in Johnson. Carl said yes, he thinks 24 hours a week could be enough, but the first step is for the selectboard to work out clear roles and duties for the different positions. The board should have a plan for what it wants to try to accomplish through grants. If the town wants to apply for every grant that becomes available, 40 hours a week would be short for someone to do that.

Charles Flaum asked, didn't the board decide a few meetings ago to advertise for 24 hours with the option to increase the hours to 30? Paul said the board has discussed different options several times without a decision. If we hired someone we could always extend their hours if they were willing and if we wanted to.

<u>The motion failed with Peter and Adrienne voting in favor and Paul, Eben and Mike opposed.</u>

<u>Eben moved and Paul seconded to hire a 24-hour per week community and economic development specialist.</u>

Scott Meyer asked if the board has any idea how many of the grants the town is seeking require a match. Paul said we don't have specific grants targeted at this point. We do have a grant matching fund. If there is a substantial match, that is a consideration. Scott asked, wouldn't that tie into the number of hours for the position? He is concerned about the idea of someone working 40 hours a week to get as many grants as possible. If there are no matching funds, what is the point? Paul said, as Carl said, we need a plan rather than shooting for as many grants as possible.

Scott asked how much money is set aside for grant matches. Paul said about $500K but a lot of that is going to be used for the industrial park. He thinks there may be $150-200K that is not set aside for the industrial park. Eben said he does not think it is that much.

The motion was passed with Mike opposed

10. Johnson Eats Fundraising

Jesse Whitworth, co-chair of Johnson Eats, said the committee has gotten some money from private donors and some from VCRD. They want to continue to pursue additional funding from private sources and grants. The process of getting approval to apply for grants is not particularly onerous, but they are hoping they can get some autonomy to seek grants. They suggest being allowed to pursue grants under $10,000 with no cash match, debt, construction obligation, ownership obligation or long term commitment by the town with notice to the selectboard but no selectboard authorization needed. The selectboard could let the committee know if they had a problem with a grant application after they were notified. For grants larger than that or grants that would involve construction or debt, they would go through the formal process of asking for permission from the selectboard.

Paul asked, the committee is concerned about the two-week gap between meetings? Jesse said that and also sometimes the committee does not have anyone who is able to come to selectboard meetings. The idea would be to have clear guidelines on what grants they can pursue within their mission to make the process simpler.

Adrienne asked what maximum grant amount is now that can be pursued without selectboard authorization. Jesse said he thinks it is $2500. The committee has some grants identified that could be more than that.

Paul said his only concern is that Johnson Eats might go after a grant that another committee might also want to go after. We don't want two committees going after the same grants. Or at least we want to make a decision about whether they should do that.

Adrienne suggested they could get emailed permission from the CEDS, who could keep track of grant applications and know if someone else in town was applying. Paul said that adds a layer of complication, which is what the committee is trying to avoid.

John asked how the treasurer keeps track of grants. Jesse said Johnson Eats has an account. Rosemary said we have one income line and one expense line for the committee.

Eben said what Jesse is asking for would give favoritism to Johnson Eats vs. other committees. He doesn't think the current process will limit the committee. They can just send an email to John explaining what they want to apply for and John can email the selectboard the information. Approval for the application can be part of the consent agenda. If there is not enough time for the selectboard to approve the application at their next meeting, the town administrator can say that the application will proceed if there are no objections from selectboard members and then the selectboard can retroactively approve the application. He doesn't think committees are limited now.

Jesse said maybe he was just unaware of the process. Eben said that is why maybe we should have a policy. He thinks previously we just made a motion regarding committees applying for grants but it did not become part of any policy. Lois said she doesn't believe committees were told about the motion. Adrienne said she would be fine with raising the grant amount that can be applied for without selectboard authorization to $10,000 and making a policy for it. She asked if there should be any cap to the amount that can be applied for if no match is required and it is not a construction project. Eben said yes, there should be, because we take on 100% of the liability.

Adrienne asked if Johnson Eats has a reserve fund. Jesse said no. Adrienne said if a committee has a reserve fund then surplus at the end of the year can roll over into the fund.

Diana Osborn requested that as the board is establishing policies, they clarify the difference between a committee and a task force as far as what the town is willing to oversee, rather than handling it on a case-by-case basis. Paul agreed.

Diana said if no taxpayer money is involved, an alternate model for the group would be a community trust like the Civic Standard or the Elmore Store. The group could be decoupled from the selectboard and be a non-profit community trust. That would make the selectboard's job easier. Jesse said Johnson Eats is not ready for that.

Eben moved to research what action the previous board took with regard to committees applying for grants and to develop a policy on committee grant applications, Adrienne seconded and the motion was passed.

11. Act 181 Discussion

Paul said Act 181 is a revision of Act 250. The legislature passed it in 2024. It creates several different tiers. He read an update from the state Land Use Review Board stating that the legislature has indicated that Tier 3 and road construction jurisdiction will be repealed. Paul spoke to Dan Noyes who said it does appear that will happen. We would still have Tiers 1A and 1B, but not Tiers 2 or 3 or the roads issue. There was a request from a board member to write a letter in opposition to Act 181, which many towns have done. It seems that some of the parts of Act 181 that are the main concerns will be repealed, but there is no harm in sending a letter.

Eben said in our letter we should ask them if form based code applies for 1B. Paul said he asked Seth Jensen that and Seth said it is yet to be determined. Paul said the 1A designation is harder to get and it frees you from Act 250 review. In 1B, housing developments of 50 units or less are exempt, but to be eligible for it you have to have zoning and subdivision regulations, which we currently don't have.

Adrienne said in the past the selectboard has stayed neutral on state issues related to topics that some selectboard members dislike. Are we going to break that precedent now?

Mike said he thinks the majority of people in the community do not want zoning. When we have state overreach that is basically trying to force us into zoning, he thinks the selectboard needs to make a statement that we do not support it. This is an important issue. Paul said he is not sure he agrees that most people in the community think we don't need zoning. Form based code passed.

Charles Flaum said how our village looks will be increasingly important over time. We have lost revenue because of the college. The Recreation Economy for Rural Communities program is trying to bring people to this community through recreation. He welcomes a vote on zoning. There was discussion at some point about the idea that there could be housing on the industrial park site. Maybe Act 181 would have implications regarding what could be built there.

Greg Tatro asked what tier we are in. Paul said it hasn't passed yet, so no one is in any but we do not qualify for either one currently. Greg said he thinks there is a map that designates the areas that could be 1A or 1B. We should know which areas could be in 1A or 1B. For 1B, the lot size has to be less than 10 acres to put in up to 50 housing units. It would be good if we could figure out if parts of Johnson are designated as one of those areas. Paul said his understanding is that we have to apply to be in either 1A or 1B and we do not qualify for either now.

Charlie Gallanter said Act 181 does not apply to the industrial park because it is subject to Act 250. If we write a letter we should refer to Bill S.325.

Jesse Whitworth said he thinks pushback is important. If the selectboard thinks people they represent would be affected by Act 181 and would be against it going through, writing a letter makes sense.

Peter said he doesn't feel he knows enough about the tiers to take a position tonight. He suggests we let nature take its course. He doesn't think we need to rush and write a letter tonight. Mike asked, not even for Tier 3 and the road rule? Peter said those are dead. Mike said they are not definitely dead yet. Many other towns sent letters. Johnson could do the same thing.

Paul said he thinks we could write a letter just commenting about Tier 3 and the road rule. He would be happy to work on it if the board wants him to. It does appear that they are dead, though. . Eben asked if Adrienne thinks that the board should not send a letter from the whole board. Adrienne said since she has been on the board, with other things she has brought up, the board has said we don't get involved in federal or state issues. It seems like hypocrisy to get involved in this. Mike said this situation affects everyone in town. Adrienne said the resolution she brought up related to due process affected everyone in town.

Eben said he tends to agree. We can individually write letters as citizens. But the town taking a stance is something we typically have not done.

Paul said he will send information around. He suggests that the board not send a letter and that board members can write letters individually or as a collection of individuals, but not representing the selectboard. Other board members agreed.

12. Designation of Gravel Pit as Categorical Solid Waste Facility

Paul said designation of the town gravel pit as a categorical solid waste facility would mean we could accept material from remediation efforts that are not classified as hazardous. We could accept our own or we could accept solids from other towns for a fee.

Tori Hellwig said the Holmes Meadow project is wrapping up this spring. The property contains development soils. These types of soils are subject to additional testing and management rules and they can only be moved to approved places. Soils from Holmes Meadow were managed by a development soil management plan created by Weston & Sampson and we tested the soil and got approval to put it at the town gravel pit. Development of the plan and soil testing were funded by the state Flood Resilient Communities Fund. Those funds won't be as readily available for future projects, so getting this approval would be helpful for the future. She suggests seeking a designation to help handle development soils with more predictability and reduce cost to the town in the future.

Lee Rosberg of Weston & Sampson said development soils contain specific contaminants that may come from historical fill or discharge from vehicles, smokestacks, etc. The state has options for managing these soils. The main one is to truck them to Coventry to use as daily cover for the landfill, but that can be costly. Another option is to cap them in place, but that is not really an option when you are trying to remove soil for flood mitigation. Another option is finding a receiving site in an urban background area. We did that with some Holmes Meadow soil with the library project.

Categorical disposal facilities are permitted through the solid waste program of the state. They can accept different types of soils. We could get a permit for just development soils or we could add on other types. There is only one categorical disposal facility permitted for development soils in the state. It is in St. Albans. To get a permit, first there is a desktop review looking at geology, hydrology, setback requirements, depth to bedrock, surface water, etc. Once it is determined that the site is appropriate, then there is field testing including soil borings, monitoring wells, identifying direction of groundwater flow, depth of groundwater, etc. The third step would be an application. The application includes the field testing report, a facility management plan, and a closure plan. The application fee is $100. A facility management plan describes testing for soils coming for disposal, how much material can be disposed of, how it will be recorded, etc. There is a requirement for annual grading and covering the surface. A closure plan is required for when the facility is full. Closure usually involves capping with clean soil.

Paul said he understands that all the costs are covered within the existing ARPA grant we already have. Is that correct? Tori said yes.

Paul said ARPA money has to be spent by the end of May 2026. It seems advantageous to at least approve the first step tonight. There is no cost to the town and there seems to be a benefit to this. Seth Jensen said for tonight the request is for the board to authorize the tabletop review and testing.

Scott said Lee had mentioned lead, arsenic and PAH. What about other contaminants that may be found, especially PFAS? What testing is done and what is the liability for the town?

Lee said one of the keys is a facility management plan and having a robust testing requirement for anything that would be accepted. Having the right person review the test results is important. The facility would have to be managed by the town. The town would have to be willing to take on reporting and maintenance requirements. Seth said the management plan could say that we will not accept solids with certain contaminants like PFAS.

Paul asked, the contamination levels in development soils are not considered hazardous? Lee said that is the case. They can't reach the level of hazardous waste.

Diana Osborn asked if we have the administrative capability to manage a site.

Eben said he feels we should move forward with the tabletop review. If nothing else, we could have our own site for future projects, allowing us to save money.

Greg Tatro asked how much the testing would cost. Would the tests be done by the person bringing in the soils, not the town? Lee said testing would be required and the burden for testing would be on the person bringing in the solids. The tests would cost about $1,500 for a full suite of analyses.

Greg asked, we are talking about urban soils that are designated by the state, correct? Lee said that is correct. If they are coming from a site managed by the Department of Environmental Conservation there will be a soil management plan or a corrective action plan prepared in accordance with state environmental law.

Greg asked what is required with regard to covering the material for the winter. Lee said it is not just for winter; it is any time there is a lapse of active stockpiling for a two month period. A 12-inch cap is required.

Scott asked if the soil gets tested for pesticide residuals. He has some concerns about managing a site like this without a core group of people that know this science.

Paul asked, if we only accept our own soils, will the same stipulations apply with regard to annual cover, etc? Seth said yes. In terms of development grant contracts and budgets, rather than building in hauling costs for soils, we could build in costs of testing and management at the pit. It results in a lower total project cost. He thinks St. Albans initially limited soil coming into their site to projects in St. Albans. If we did that, we would largely be moving soils from areas like the village where they are already in contact with people to an area where they will be more secure. Paul asked if there are the same reporting requirements if we only take our own soil. Seth said yes.

Greg asked if it is different for stumps or material cleaned out of ditches. That is a different permit, right? Lee said there are different types of categorical disposal facilities. For development soil, there is more risk and more robust testing requirements. If you just wanted a permit for street sweepings and asphalt, there would be fewer requirements.

Greg said there is long-term exposure for us if we take contaminated soil. Usually just the top part is contaminated. He suggested taking the contaminated soil to the landfill and reusing the rest.

Paul asked, that is an entirely separate process from what we are discussing tonight, correct? Lee said there are a lot of different tiers of soil and soil classifications. Greg is right that usually just the top 18 inches is contaminated and needs to be managed. But it is easy to exceed the residential standard for pH. He thinks at Holmes Meadow, if all the material had had to go to Coventry it would have increased the project cost by over $1 million and the project probably would not have happened. The soil regulations in Vermont are tricky and moving anything out of an urban background area is tricky. Another soil management option is an insignificant waste management event – a one-time option to bring development soil to one place and cap it. But you can only do it once.

Jesse Whitworth asked how much potential revenue we are talking about from opening the site up to other towns. Paul said he has no idea. Based on what he has heard tonight, he is thinking that is probably a path we do not want to follow. Lee said the town could set the tipping fee to whatever we want.

Diana Osborn said she wonders if there is an opportunity to involve privately owned property. In addition to the town gravel pit, there is the Kullman gravel pit. It’s not currently producing gravel and the owners are using it as a dumping ground for asphalt and other debris. Maybe they would take our town dirt and it would cost less than $1 million. Mike said he thinks $1 million is the worst case scenario.

Eben moved to proceed with desktop review and subsequent field testing for potential designation of the town gravel pit as a categorical solid waste facility, at no cost to the town, Peter seconded and the motion was passed with Mike opposed.

Paul said he thinks we need to give this more thought if we are considering moving forward.

13. Define CEDS Role in Grant Support for Individual Businesses and Entities

Paul said at a recent meeting it came to light that a business in town asked Carl to help them pursue grants for property improvements. We should discuss when we do or do not approve the CEDS or town administrator helping an individual business with grants. He wants businesses to thrive but we have limited resources.

Mike said he agrees with the email Paul sent out talking about a slippery slope. Adrienne said she thinks we could have a policy around it to ensure that any help from the town is helping the community and not just doing a favor for one business. We should have clear boundaries. She thinks other towns have policies like this so we would not have to reinvent the wheel.

Charles Flaum said Discover Johnson would not even be in existence if not for Randall Szott, who helped them look for grants when he was community and economic development specialist. His suggestion would be to write into the language of the job description that town business is prioritized but when time allows the CEDS may help in certain respects. Sue Lovering said Discover Johnson is different from a private property owner.

Charlie Gallanter said the beautification committee already takes town money and gives it to private individuals. This is the same thing.

Charles Flaum asked, didn't Mike Mignone come to the town and village requesting help? We were a food desert and without the town's help to his private business we would still be one. Adrienne said helping the General Store was more for supporting food access than supporting a private business.

Charles Flaum asked, couldn't this be handled on a case-by-case business? Paul said yes, but he wanted to make sure there was a public discussion on this because he thinks it is a slippery slope and the risk of case-by-case decisions is that they can be really subjective.

Eben said the hardest thing would be defining clear town benefit. We have worked with other large employers in this town on large grants but there was always a clear and defined town benefit. The town worked with Vermont Electric Co-op on a stormwater infrastructure project. We maintain rights to hook into that infrastructure for the industrial park, so there was a clear benefit to the town. And they are a large employer in the town.

Paul suggested tabling this for future consideration and the board agreed.

14. ***Additional Funds for Updated Mumley Contract***

John said Northern Border is asking for an updated cost estimate, which is beyond the original scope of work for Mumley.

Peter moved to pay Mumley Engineering an additional $1000 to meet the request of the Northern Border Regional Commission, Eben seconded and the motion was passed with Mike opposed.

15. ***Request to Open Industrial Park Bids outside a Selectboard Meeting***

Paul said the protocol requires reading out the bid specifications for each of the design elements in the bid. It is quite a lengthy process. Carl suggests doing it in a public meeting, but not a selectboard meeting. Carl said one reason is the length of time it would take to read every line of the bids. The other is that contractors and perhaps also Mumley might prefer not to attend a night meeting. It says in the procurement policy that bids will be opened at a selectboard meeting.

Eben moved to approve opening the industrial park bids outside a selectboard meeting at a public meeting, Peter seconded and the motion was passed.

16. ***Gravel Processing Bids***

Four gravel processing bids were received. Paul read the bids. Dale E. Percy, Inc bid $6.93 per cubic yard. G.W. Tatro bid $110,000. They added an alternate item to screen the material without crushing to ¾ inch, at a cost of $60,000. McCullough Crushing, Inc bid $9.50 per cubic yard. Boulder Excavation bid $69,855.60. The request for bids stated that the amount to be crushed is approximately 10,165 cubic yards. Eben said based on that amount, the lowest bidder is Boulder, though if we took the alternate for screening the material from G.W. Tatro, that would be the lowest and would be closest to what we have budgeted.

John said Jason told him that if the gravel is crushed to ¾ inch he can use it as part of his winter sand or as road material. Paul said he wonders how much we would lose if we screened rather than crushing. Greg Tatro said he wouldn't crush the material if it is going to be used for winter sand, but he would crush it for using it as road material.

Paul said it sounds like we should discuss with Jason what the intended use is and whether we want to reconsider crushing.

Eben moved to accept all the bids and to make a decision at the next meeting after talking to the public works foreman, Peter seconded and the motion was passed.

17. ***Legion Field Bids***

Two bids were received for the Legion Field work. Larivee's Excavating bid $48,000 for the main scope of work, $8,000 for Alternative 1, and $3,600 for Alternative 2. Hollow Excavation bid $24,785.13, $8,864.40, and $3,243.50.

Hollow Excavation did not indicate he has workers' comp insurance. Eben asked if that is because he is a sole proprietor. Greg Tatro said workers' comp is not needed for a sole proprietor. Charlie Gallanter said if having workers' comp is a bid requirement, that bid is non-responsive. Greg said if that is a bid requirement then no sole proprietors will bid because they don't need workers' comp.

Howard said he thinks we have about $26,000 for the project. Rosemary agreed. Eben said if we don't take any alternates our only option is Hollow. Paul said we need to look at the wording of the RFP and see if workers' comp was a requirement in the RFP. If it was we may have to reject both bids and start over.

Peter asked what the two alternates are. John said one is three lights. John and Howard could not remember what the other one was.

<u>Peter moved to award the contract for Legion Field work to Hollow Excavation pending confirmation of sole proprietorship and wording of the RFP, Mike seconded and the motion was passed.</u>

18. ***Moderator Discussion***

Paul said David Williams has been town moderator for a long time. He was not on this year's ballot, but he thought he was. He got some votes as a write-in candidate and Beth Foy got more votes and won the election. After talking to David, she declined the position. What she and David had intended was that David would be on the ballot and be elected to finish this calendar year and then he would step aside and ask the board to nominate Beth to be moderator for town meeting. Currently the town does not have a moderator. Paul suggests appointing David Williams with the understanding that his intention is to step aside prior to next town meeting. **<u>Mike moved to appoint. David Williams as town moderator, Eben seconded and the motion was passed.</u>**

19. ***Library Contract***

Paul said he put this item on the agenda because Charlie Gallanter wanted it. Charlie said in one email post Paul described the contract as "pay as you go." He read the contract. He believes it was dated December 15 and the first payment for 25% of the cost was scheduled for 4 days later. Pay as you go would mean 25% of the work would be done in 4 days. Up to 45% of the total amount was due 49 days later. He questions whether that is really pay as you go. That was the argument for not requiring a bond. Paul said what he meant was that the town is paying in segments, not putting up all the money in advance.

Charlie said a problem with not bonding is, what if something happens to Brian? Who will finish the job? That is the reason for having a performance bond. Paul said there should have been a performance bond. He is not sure why there wasn't. But a performance bond would have increased the cost of the contract, so we would be in a bigger hole. Charlie said not necessarily. Typically there is also a bid bond. He understands that another bid was about 7% lower, but that contractor made a mistake in submitting the bid. If the town had gone with the lower bid, the contractor could have gone with the amount he bid or he could have forfeited his bid bond. A bid bind ensures that you will be able to get a performance bond for the project. If the low bidder had entered into a contract for the amount bid, the town would have saved money, or if the contractor had not then he would have forfeited his bid bond, providing the town money to cover the higher cost of the other bid.

Charlie said when the selectboard approved this contract. Eben made a comment that the town would not be responsible for any money beyond what it had available at the time of the award. That never made it into the contract. Eben said he has asked for a contract amendment for the last 2 or 3 months. Paul said the board has discussed getting a grant amendment and a contract amendment but we don't have either. Charlie asked if we are on the hook for the extra amount that we don't have. Eben and Mike said right now, yes.

Paul said another thing the board is talking to the library about is making a plan B for if we don't come up with all the money needed. That would require a contract amendment with Brian and maybe a grant amendment. The library met with the granting agency and they told them what was really necessary for the project in order to satisfy the grant requirements, but we were told that they didn't want to put that in writing because it could be a flag on the federal level.

Charlie asked why the town did not hire a clerk of the works. Paul said because of money. Eben said at the time we posted an RFP for the clerk of the works we were led to believe that in Vermont they don't work on an hourly wage but get paid based on the contract amount, so we couldn't hire one until we had a contract amount. And now we are in a position where we have a funding shortfall. Hiring a clerk of the works would just add money to a project that we don't have enough money to complete.

Mike said he still thinks we need a clerk of the works to keep track of things. He knows someone who said they would do it for $75 an hour. They would not work on site all day long. They would just stop in sometimes. It makes a big difference in the quality of the work having someone checking on it.

Paul said we discussed it and decided not to hire one because we don't have the money to spend on it. We would need a professional who had the appropriate insurance, etc.

Greg Tatro said Charlie brought up some good points. The town needs to use this as a learning tool so as not to make the same mistakes again.

Paul said Charlie is correct that we should have required a bid bond and a performance bond. The draft RFP for the industrial park calls for a bid bond, a performance bond and a payment bond

John said he heard today from Rep. Balint’s office that our congressional funding application for library funding is moving forward. If the congressional project funding program is accepted and the president signs the budget, it is approved. We may not get 100%, but we should get substantial assistance.

20. Proposal to Log the Gomo Lot

The board reviewed a potential contract for logging the Gomo lot. Mike asked why only one potential contract was presented. Lois said forester Mike Green, who has been working with the conservation commission, spent a lot of time trying to get anyone to even look at the lot. He eventually found one. That is why there was only one. Mike asked, there is no nearby logger interested? Lois said no. Noel Dodge said access is the issue. Eben asked, they could not access from Waterville? Noel said he doesn't believe so. They would have to cross many brooks.

Eben said he doesn't think the prices offered are good.

Lois said the road to Codding Hollow has been neglected for many years and is not passable anymore. Jason looked at it maybe a year and a half ago to consider what we might do to fix it, but he didn't support trying to do anything with it because it would be such a big project.

Mike said 35% for softwood is fine, but not for hardwood. In his experience that is usually 50% of the delivered mill price. Noel said he thinks markets are different now.

Greg asked if a forester has cruised the forest. Do we know about how many board feet there are? Noel said yes, Mike Green cruised it.

Greg said the town should require the work to be done in winter because of environmental damage. He doesn't know why the town didn't get any local loggers interested. He knows three or four that he thinks would look at it, but they don't usually read the paper.

Lois said the plan is to log it over 2 years. The conservation commission feels having the property logged will help bring it back to something that will be a good revenue producer in the future.

Adrienne asked why the conservation commission is interested in having it logged. Lois said to improve the forest. They want to follow the management plan, take out certain species and improve the habitat.

Paul asked how it was advertised. Lois said Mike worked on lining up foresters. He is connected to a number of foresters. They didn't have an RFP. They hired Mike to do the management plan and had him take over looking for loggers.

Mike said when he had his property logged he didn't pay 20% as a management fee to the forester.

Eben said these are the taxpayers' trees. He thinks we owe it to them to put together an RFP and have the project bid out. Noel said the RFP will have to state that access is a concern.

The board agreed to put out an RFP.

21. Emerald Ash Borer Trunk Injection Treatment

Sue said there are still ash trees at Old Mill Park that need to be treated to prevent emerald ash borer infestation. Mike said he came to the conclusion that even though he would get training to do the injections, he might inject the trees the proper way and they would still die and he would be blamed by the tree board. He thinks the tree board should plant some more trees of other species.

Sue said we can't plant on that site because it is capped. Mike asked, if all the ash trees died, we couldn't replant? Noel and Sue said no. Those ash trees happened to hit dirt and they provide the only shade in the park.

Adrienne moved and Peter seconded to enter into a contract with SavATree for up to $1,200 to treat the ash trees at Old Mill Park.

Mike asked if anyone else does this. Sue said they are the closest and they charge to travel. Someone from farther away should end up costing more. They all charge about the same for the treatment.

The motion was passed with Eben and Mike opposed.

22. Signing Authority

John said he is working with LCPC on buyout properties with brownfields. There are some documents to sign but he doesn't have signing authority. **Adrienne moved to give John signing**

<u>authority for FEMA documents on all approved buyout-out locations, Peter seconded and the motion was passed.</u>

23. Joint Meeting with Village

Paul said we can't schedule a joint meeting with the village without village input. Mike said he doesn't think we should have any kind of meeting until the situation has been settled. Paul reviewed a list of potential topics for a joint meeting: subdivision and sale of jointly owned property, municipal office arrangement, ending the barter system for salt, and the clock tower. John said he got those topics from the minutes of a village trustee board meeting.

Scott Meyer said he and others went to the village annual meeting and were blown away that they are hiring new extra staff for village business because of the separation that is happening between town and village employees, when everyone used to work together. The trustees blamed it on the town. He is here to ask whose idea the complete separation was. Paul said a year or more ago the chairs and vice chairs of the trustee board and the selectboard met and three out of four, as he understands it, were in favor of separation. He was not there.

Scott said asked if it is fair to say that the separation is the selectboard's fault. Eben said there was open dialogue. We talked about pros and cons. It was recognized that there may be some changes in process for the public and some frustration. Town and village both have different directions we are going. The best thing for employees appeared to be what we are doing.

Scott said he has concerns that now that staff are being separated. Costs are increasing. We are asking taxpayers to potentially see an increase in overall budget. Paul and Eben said the town's budget for staff is being reduced due to the changes.

Scott said he will be at the joint meeting bringing up these points. In a small community, when the town and village feel they need to separate because it is not clear who does what and they can't fix it, that seems childish. A large segment of our community would love to see a merger to put an end to all this. He called the town about a storm drain issue and there was an argument between the village and town about who would come up and dig out a culvert. With separation, how do issues like that become more clear? How is this helping the residents of Johnson?

Mike said having shared employees has been a headache. Scott said he did not think so when he was a village trustee. Mike said he thinks it is better if there is a clear-cut separation. Hyde Park's village and town offices are separate. Scott said he does not think that makes it right.

Paul said in an ideal world we could work things out and get along. A problem in the office last year led to this situation and this is where we ended up. The town and village have a history of not being able to work together on a lot of things. Mike said an example is that the town is being blamed by the village for the problem.

Eben said he believes it is better and more efficient for both village and town to have clear-cut lines. Village and town handle separate things. We need to work together but it is convoluted reimbursing each other for employee time.

Scott said it might be time for a merger where the village would only run the water and light utilities and the town would run everything else. Instead, we are doing this new idea that will only complicate things. We still have two boards and they are not even working together now. That is complicated.

Paul said he does not think employees will work together any less because town and village employees are separate. It doesn't mean the town and village will work together less than they do now. We are just separating the employees so each has a clear line of command and a clear supervisor.

Eben and Paul said we are not adding any staff. The village is essentially replacing Rosemary. They are hiring a treasurer, but they were already paying for a village clerk/treasurer.

Eben said he would like to talk to the village about buying out the town backhoe. Adrienne suggested discussing all assets and properties.

The board agreed to ask the village about scheduling preferences for a joint meeting.

24. ***Interlocal Assessor Services Representative***

Adrienne moved to appoint Eben as interlocal assessor services representative, Mike seconded and the motion was passed with Eben abstaining.

25. ***Extra Hours for Assessor***

Eben said it looks like Justin Mason will go over on his hours for this year. The other towns are okay with that as long as we pick up the cost. Some of this is due to E911 work on Melody Lane and Mudgett Hill, which was at our direction. He will be about 30 hours over for the year. Adrienne said he asked during budget season for his hours to be increased. Was this the increase he wanted? Eben said no. He wanted to increase his hours for catching up tax maps. He wanted to get serial numbers for mobile homes put on lister cards. The consensus was that the board is okay with Justin going 30 hours over what was budgeted for the year.

26. ***Other Business***

Mike said he thinks we should talk about the FEMA letter about the Julian Scott house. Paul said we did not add that to the agenda. Mike said there is the potential for it to cost a lot of money. John said Stephanie Smith from Vermont Emergency Management will be at the next selectboard meeting. She mentioned that they can rescind the request for demolition but we would have to pay back their $422,000 cost for purchase of the property, legal services, etc. Paul said obviously we can't do that. It was agreed to put this on the agenda for the next meeting.

27. ***Executive Session***

Eben moved to go into executive session as allowed by 1 V.S.A. § 313 Section (a)(1)(B) for a labor agreement update because premature public disclosure of the information would place the town at a substantial disadvantage and also to go into executive session for personnel matters as allowed by 1 V.S.A. § 313 Section (a)(3), inviting John and Rosemary to remain, Peter seconded and the motion was passed at 10:04.

The board came out of executive session at 10:24 with no action taken.

28. ***Adjourn***

The meeting was adjourned at 10:25.

.

Minutes submitted by Donna Griffiths

Gravel Processing Bids

Contractor Name	Bid Price
G.W. Tatro Construction	
McCallough Crushing	
Dale E. Percy Inc.	
Boulder Excavation	

Summer Facilities Groundskeeping Bids

Contractor Name	Bid Price
J.J. Green Mountain Plowing LLC	
Robert and Sons Lawn Care	

First of all - THANK YOU to the Johnson Selectboard for entrusting Healthy Lamoille Valley - a program of the Lamoille Family Center with some of the Opioid Settlement Funds to support prevention efforts in Johnson. The check was received today.

Would it be possible to update the document that was sent with the check to allow us to use them into FY 27? We can then create a thoughtful plan with you for their use.

For example: something like "To be used by 4/3/2027 to support Johnson Residents"

This could be emailed back to me for our records and will align with our business practices which keeps our auditors happy.

It was great to meet you last week at the Coffee with Senator Welch event. Let's plan to connect soon. First week in May?

With joy and gratitude,
Jess

Jessica Bickford, CPS, Coalition Coordinator
Healthy Lamoille Valley, a Program of the Lamoille Family Center
She/Her
802.730.6599
Healthy Lamoille Valley

LFC Core Values: RESPECT – INTEGRITY – COMPASSION – COLLABORATION – INCLUSIVITY - POSITIVITY

ANNUAL FINANCIAL PLAN - TOWN HIGHWAYS **TA-60**
19 V.S.A. § 306(j)

Town of **Johnson** Fiscal Year **2027** Begin **7/1/2026** End **6/30/2027**

INCOME

DESCRIPTION	ESTIMATED
State Funds - 19 V.S.A. Section 306(a):	
Class 1	$ 13,040.04
Class 2 12.5 Miles	$ 4,786.19
Class 3 37.19 Miles	$ 1,783.19
Town Tax Funds – 19 V.S.A. Section 307	$ 856,544.00
Special Funds (e.g., bonds or earmarks):	
a. Paving Grant	$ 200,000.00
b. Highway Grant	$ 29,100.00
c.	$
TOTAL	$ **1,105,253.42**

EXPENSES

DESCRIPTION	ESTIMATED
Winter Maintenance	$ 94,176.00
Non-Winter Maintenance	$ 245,543.42
Major Construction Projects	
a. **Road Paving: Wilson Road**	$ 280,000.00
b. **Summer Projects**	$ 110,000.00
c. **Capital Equipment**	$ 375,534.00
TOTAL	$ **1,105,253.42**

Comments:

This form shall be signed by the appropriate town officials and forwarded to your local AOT District Office. TA-60

Rev 01-26

ANNUAL FINANCIAL PLAN - TOWN HIGHWAYS **TA-60**
19 V.S.A. § 306(j)
(page 2)

We, the Legislative Body of the Municipality of **Johnson**____________________ certify that funds raised by municipal taxes are equivalent to or greater than a sum of at least $**300.00** per mile for each mile of Class 1, 2, and 3 Town Highway in the municipality. (19 V.S.A. 307)

____ Date:____________________

____

____

____

____
(Duly Authorized Representatives)

The submitted Town Plan meets the requirements of Title 19, Section 306(j).

____ Date:____________________
District Transportation Administrator or Authorized Designee

TOWN ROAD AND BRIDGE STANDARDS

(January 21, 2026)

MUNICIPALITY OF Johnson, VERMONT

The Legislative Body of the Municipality of Johnson hereby adopts the following Town Road and Bridge Standards which shall apply to the construction, repair, and maintenance of town roads and bridges.

The standards below are considered minimums. Municipalities that have construction standards / specifications in place that meet or exceed the minimum standards: indicate adoption date and include as Appendix C. **Date of Adoption:** 5/18/2026

Municipalities must comply with all applicable state and federal approvals, permits and duly adopted standards when undertaking road and bridge activities and projects.

Any new road regulated by and/or to be conveyed to the municipality shall be constructed according to the minimum of these standards.

Circle **YES** or **NO** below to indicate town adoption of that section of the Standards

Road and Bridge Standards Sections	Hydrologically-connected road segments*	Non-hydrologically-connected road segments**
Section 1 – Municipal Road Standards	**YES** (Required by MRGP)	**YES** **NO**
Section 2 – Class 4 Road Standards	**YES** (Required by MRGP)	**YES** **NO**
	Town wide	
Section 3 - Perennial stream- bridge and culvert standards	**YES** (Required by DEC Stream Alteration Standard)	
Section 4 – Intermittent stream crossings	**YES** **NO**	
Section 5- Drainage crossings	**YES** **NO**	
Section 6 - Roadway construction standards	**YES** **NO**	
Section 7 - Guardrail standard	**YES** **NO**	
Section 8 - Driveway access standard	**YES** **NO**	

Road segments – ANR Resources Atlas includes a map layer of all of Vermont's municipal roads divided into 100-meter (328 foot) segments, each with a unique identification number.

***Hydrologically-connected road segments** - are those municipal road segments and catch basin outlets, Class 1-4, as shown on the ANR Natural Resources Hydrologically-connected municipal road segment layer (http://anrmaps.vermont.gov/websites/anra5/) or the Road Erosion Inventory Scoring (MRGP Implementation Table portal) layer (https://anrweb.vt.gov/DEC/IWIS/MRGPReportViewer.aspx?ViewParms=True&Report=Portal).

****Adoption of standards on non-hydrologically-connected road segments** does not indicate that these road segments are then subject to the Municipal Roads General Permit (MRGP).

Municipalities may also find additional resources in the latest version of the *Vermont Better Roads Manual*. https://vtrans.vermont.gov/sites/aot/files/Better%20Roads%20Manual%20Final%202024.pdf

Road and Bridge Standards Sections

Section 1 – Municipal Road Standards - See Appendix A

These standards are required by Act 64 and the DEC Municipal Roads General Permit (MRGP) for hydrologically-connected roads only.

Municipalities may adopt Section 1 Road standards by road type for non-hydrologically-connected roads/segments/catch basins.

Section 2 – Class 4 Road Standards - See Appendix A

Section 3 - Perennial stream - bridge and culvert standards

Bridge and culvert work on perennial stream crossings must conform with the statewide DEC Stream Alteration Standard.

"Perennial stream" means a watercourse or portion, segment, or reach of a watercourse, generally exceeding 0.25 square miles in watershed size, in which surface flows are not frequently or consistently interrupted during normal seasonal low flow periods. Perennial streams that begin flowing subsurface during low flow periods, due to natural geologic conditions, remain defined as perennial. All other streams, or stream segments of significant length, shall be termed intermittent. A perennial stream shall not include the standing waters in wetlands, lakes, and ponds.

Streambank stabilization and other in-stream work must conform with the statewide DEC Stream Alteration Standard.

For River Management Engineer Districts: https://dec.vermont.gov/sites/dec/files/wsm/rivers/docs/RME_districts.pdf

Section 4 – Intermittent stream crossings – See Appendix B for sizing table and graphic. These standards are above and beyond the culvert standards in Section 1.

"Intermittent streams" are defined as streams with beds of bare earthen material that run during seasonal high flows but are disconnected from the annual mean groundwater level.

Section 5 – Drainage crossings (NOT perennial or intermittent streams)- Upon replacement, municipally owned or maintained cross culverts shall be a minimum of 18". Undersized drainage crossings shall be upsized 6-12" if road geometry allows. Indications that a culvert is undersized include a culvert that plugs with sediment and/or gets washed out during rain events.

Section 6 - **Roadway construction standards** – Sub-base and gravel standards

All new or substantially reconstructed gravel roads shall have 18 inches* thick gravel sub-base, with an additional 12 inches* top course of crushed gravel.

All new or substantially reconstructed paved roads shall have 18 inches* thick gravel sub-base.

*Municipalities shall indicate their own construction criteria.

Section 7 - Guardrail standard

When a roadway, culvert, bridge, or retaining wall construction or reconstruction project results in hazards such as foreslopes, drop offs, or fixed obstacles within the designated clear-zone, the AASHTO Roadside Design Guide will govern the analysis of the hazard and the subsequent treatment of that hazard. For roadway situations, an approved barrier system may be steel beam guardrail with 6-foot posts and approved guardrail end treatment. If there is less than 3 feet from the rail to the hazard, then steel beam guardrail with 8-foot posts shall be used. The G-1D is an example of an approved guardrail end treatment. For bridge rails systems, VTrans bridge rail standards shall be referenced

Section 8 - Driveway access standard

The municipality has a process in place, formal or informal, to review all new drive accesses and development roads where they intersect town roads, as authorized under 19 V.S.A. Section 1111. Municipality may reference VTrans Standard *A-76 Standards for Town & Development Roads* and *B-71a and b Standards for Residential and Commercial Drives*; the VTrans *Access Management Program Guidelines*; and the latest version of the *Vermont Better Roads Manual* for other design standards and specifications.

Passed and adopted by the Legislative Body of the Municipality of Johnson**, State of Vermont on** May 18**, 20**26

Selectboard / City Council / Village Board of Trustees:

________________________ ________________________

________________________ ________________________

____

Appendix A

MUNICIPAL ROAD STANDARDS

The following standards constitute the minimum required Best Management Practices (BMPs) for municipal roads. These standards shall apply to the construction, repair, and maintenance of all town roads and bridges.

It is the municipality's responsibility to maintain all practices after installation. Roads not meeting these standards must implement the BMPs listed below in order to meet the required town's standards.

Feasibility

Municipalities shall implement these standards to the extent feasible. In determining feasibility, municipalities may consider the following criteria: The implementation of a standard listed in Part 6 of this general permit does not require the acquisition of additional state or federal permits[3] or noncompliance with such permits, or noncompliance with any other state or federal law. The implementation of a standard does not require the condemnation of private property; impacts to significant environmental and historic resources, including historic stone walls, historic structures including structures registered on either the Vermont State Register of Historic Places or the National Register of Historic Places, or removing vegetation within 250 feet of a lakeshore; impacts to buried utilities; and excessive hydraulic hammering of ledge. Additionally, the implementation of any standard shall not be required if it would render the road unsafe for travel.

Municipalities shall document in the REI Reassessment each instance where feasibility affects implementation of the standards.

Standards for All Construction and Soil Disturbing Activities

Following construction and soil disturbance on a hydrologically-connected road segment, all bare or unvegetated areas shall be revegetated with seed and mulch, hydroseeded, or stone lined within 5 days of disturbance of soils, or, if precipitation is forecast, sooner. Projects authorized under the Construction General Permit (CGP 3-9020) or Individual Construction Stormwater Permit (INDC) shall instead comply with the terms and conditions of that permit.

Standards for Open Drainage Roads (Not Class 4)

The following are the required standards for all non-compliant hydrologically-connected open drainage roads. To maintain compliance with the requirements of this General Permit, municipalities shall apply these standards to all new construction, general BMP maintenance, and significant upgrades of stormwater treatment practices.

A. Roadway/Travel Lane Standards

1. Roadway Crown

   a. Gravel roads shall be crowned, in or out-sloped:

      Minimum: ¼” per foot

      Recommended: ¼” – ½” per foot or 2% - 4%.

[3] Self-verification under a non-reporting permit category does not constitute a permit for purposes of this section.

b. Paved/ditched roads shall be crowned during new construction, redevelopment, or repaving where repaving involves removal of the existing paving.

Minimum: 1/8" per foot or 1% Recommended: 1% - 2%.

2. Shoulder berms (also called Grader/Plow Berm/Windrows)

Shoulder berms shall be removed to allow precipitation to shed from the travel lane into the road drainage system. Roadway runoff shall flow in a distributed manner to the drainage ditch or filter area and there shall be no shoulder berms or evidence of a "secondary ditch". Shoulder berms may remain in place if the road crown is in-sloped or out-sloped to the opposite side of the road from berm side of road. The shoulder berm standard only applies to open drainage gravel roads.

A. Road Drainage Standards

Roadway runoff shall flow in a distributed manner to grass or a forested area by lowering road shoulders or conversely by elevating the travel lane level above the shoulder. Road shoulders shall be lower than travel lane elevation. If distributed flow is not possible, roadway runoff may enter a drainage ditch, stabilized as follows:

1. For roads with slopes between 0% and 5%: At a minimum, grass-lined ditch, no bare soil. Geotextile and erosion matting may be used instead of seed and mulch. Alternatively, ditches may be stabilized using any of the practices identified for roads with slopes 5% or greater included in Sub-part B.2, below.

   Recommended shape: trapezoidal or parabolic cross section with mild side slopes; two foot horizontal per one foot vertical or flatter and 2-foot ditch depth.

2. For roads with slopes 5% or greater but less than 8%:

   a. Stone-lined ditch: minimum 6"- 8" minus stone or the equivalent for new practice construction. Recommended fractured stone with 2-foot ditch depth from top of stone-lined bottom,

   b. Grass-lined ditch with stone check dams[4], or

   c. Grass-lined ditch if installed with disconnection practices such as cross culverts and/or turnouts to reduce road stormwater runoff volume. There shall be at least <u>two</u> cross culverts or turnouts per segment disconnecting road stormwater out of the road drainage network into vegetated areas or spaced every 160'.

3. For roads with slopes of 8% or greater: Stone-lined ditch. Stone-lined ditches are not required if the toe of the ditch backslope is located outside of the town right-of-way.

   a. For slopes greater than or equal to 8% but less than 10%: minimum 6"-8" minus stone or the equivalent for new construction. Recommended fractured stone with 2-foot ditch depth from top of stone-lined bottom.

---

[4] See check dam installation specifications.

b. For slopes greater than 10%: minimum 6-8” minus stone. Recommended 12” minus fractured stone or the equivalent. Recommended 2-foot ditch depth from top of stone-lined bottom.

4. If appropriate, bioretention areas, level spreaders, armored shoulders, and sub-surface drainage practices may be substituted for the above road drainage standards.

C. Drainage Outlets to Waters & Turnouts

Roadway drainage shall be disconnected from waterbodies and defined channels, since the latter can act as a stormwater conveyance, and roadway drainage shall flow in a distributed manner to a grass or forested filter area. Drainage outlets and conveyance areas shall be stabilized as follows:

1. Turn-outs - all drainage ditches shall be turned out to avoid direct outlet to surface waters.
2. There must be adequate outlet protection at the end of the turnout, based upon slope ranges below. Turnout slopes shall be measured on the bank where the practice is located and not based on the road slope.

   a. For turnouts with slopes of 0% or greater but less than 5%: stabilize with grass at minimum. Alternatively, stabilize using the practices identified in Sub-parts (b)-(c), below, when possible.

   b. For turnouts with slopes 5% or greater: stabilize with stone.

   c. For slopes greater than 5% but less than 10%: minimum 6”-8” minus stone or the equivalent for new construction.

   d. For slopes greater than 10%: minimum: 6-8” minus stone or equivalent for new construction. Recommended 12” minus fractured stone or the equivalent.

D. Municipal Cross Culverts and Intermittent Stream Culverts

1. All municipal culverts- Culvert end treatment or headwall required for areas with slopes 5% or greater, if erosion is due to absence of these structures. End treatment or headwall is required for new construction on road segment slopes 5% or greater.
2. All municipal culverts- Stabilize outlet such that there will be no scour erosion, if erosion is due to absence or inadequacy of outlet stabilization. Stone aprons or plunge pools required for new construction on road segment slopes 5% or greater.
3. Cross culverts- Upgrade to 18” culvert (minimum), if erosion is due to inadequate size or absence of structure.
4. In instances where intermittent streams enter the municipal road drainage network, the Secretary requires culvert sizing based on in-field and mapping techniques described in the Intermittent Stream Crossing Sizing Guidance, found in Appendix B.
5. Drainage culverts conveying perennial waters are subject to coverage under the DEC Stream Alteration General Permit. MRGP Standards do not apply to culverts conveying perennial waters.

6. A French Drain (also called an Under Drain) or French Mattress (also called a Rock Sandwich) sub-surface drainage practice may be substituted for a cross culvert.

E. Driveway Culverts within the municipal ROW

1. Culvert end treatment or headwall required for areas with road segment slopes of 5% or greater, if erosion is due to absence of these structures. End treatment or headwall is required for new construction.
2. Stabilize outlet such that there will be no scour erosion, if erosion is due to absence or inadequacy of outlet stabilization. Stone aprons or plunge pools required for new construction.
3. Upgrade to minimum 15” culvert, 18” recommended, if erosion is due to inadequate size or absence of structure.
4. Intermittent streams may enter the municipal road drainage network, and in these cases, the Secretary requires culvert sizing based on in-field and mapping techniques described in Appendix B.
5. Driveway culverts conveying perennial waters are subject to coverage under the DEC Stream Alteration General Permit.

Standards for Closed Drainage Roads

Catch Basin Outlet Stabilization: All hydrologically-connected catch basin outlets shall be stabilized to eliminate all rill and gully erosion. Catch basin outlet stabilization practices include: stone-lined ditch, stone apron, check dams, culvert header/headwall, and green stormwater infrastructure practices such bioretention practices, when appropriate.

Standards for Connected Class 4 Roads

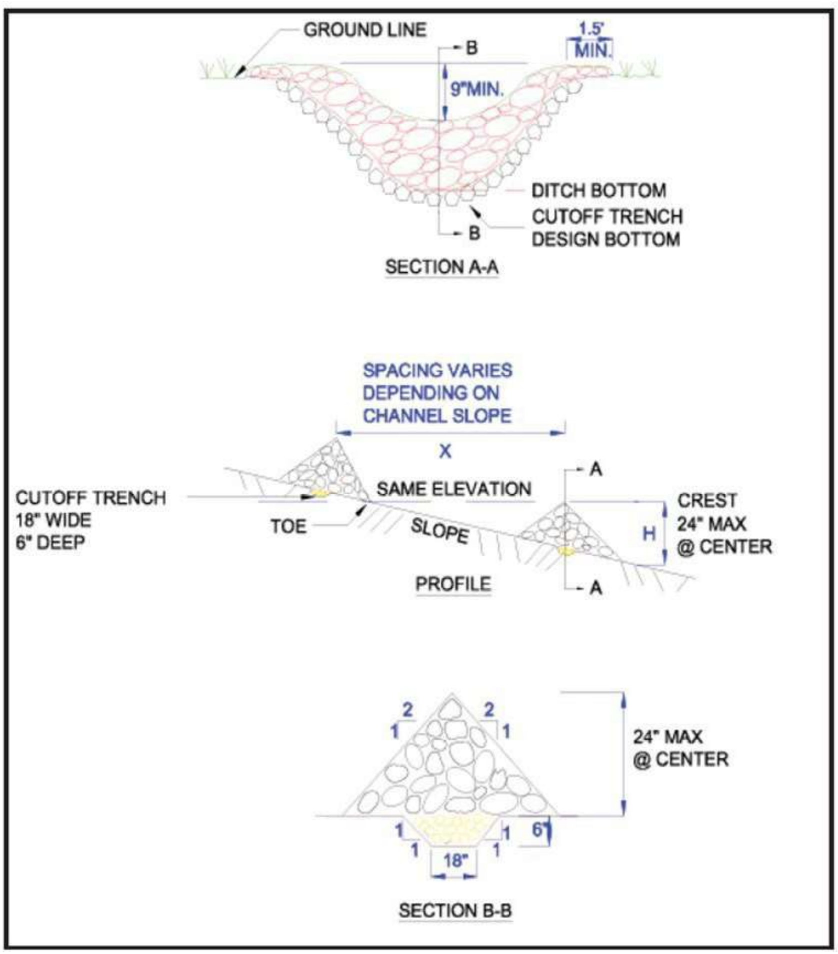
Stabilize any areas of gully erosion identified in the REI with the practices described above or equivalent practices. Disconnection practices such as broad-based dips and water bars may replace cross culverts and turnouts.

Stone Check Dam Specification

- Height: No greater than 2 feet. Center of dam should be 9 inches lower than the side elevation
- Side slopes: 2:1 or flatter
- Stone size: Use a mixture of 2 to 9 inch stone
- Width: Dams should span the width of the channel and extend up the sides of the banks
- Spacing: Space the dams so that the bottom (toe) of the upstream dam is at the elevation of the top (crest) of the downstream dam. This spacing is equal to the height of the check dam divided by the channel slope.

$$\text{Spacing (in feet)} = \frac{\text{Height of check dam (in feet)}}{\text{Slope in channel (ft/ft)}}$$

- Maintenance: Remove sediment accumulated behind the dam as needed to allow channel to drain through the stone check dam and prevent large flows from carrying sediment over the dam. If significant erosion occurs between check dams, a liner of stone should be installed.



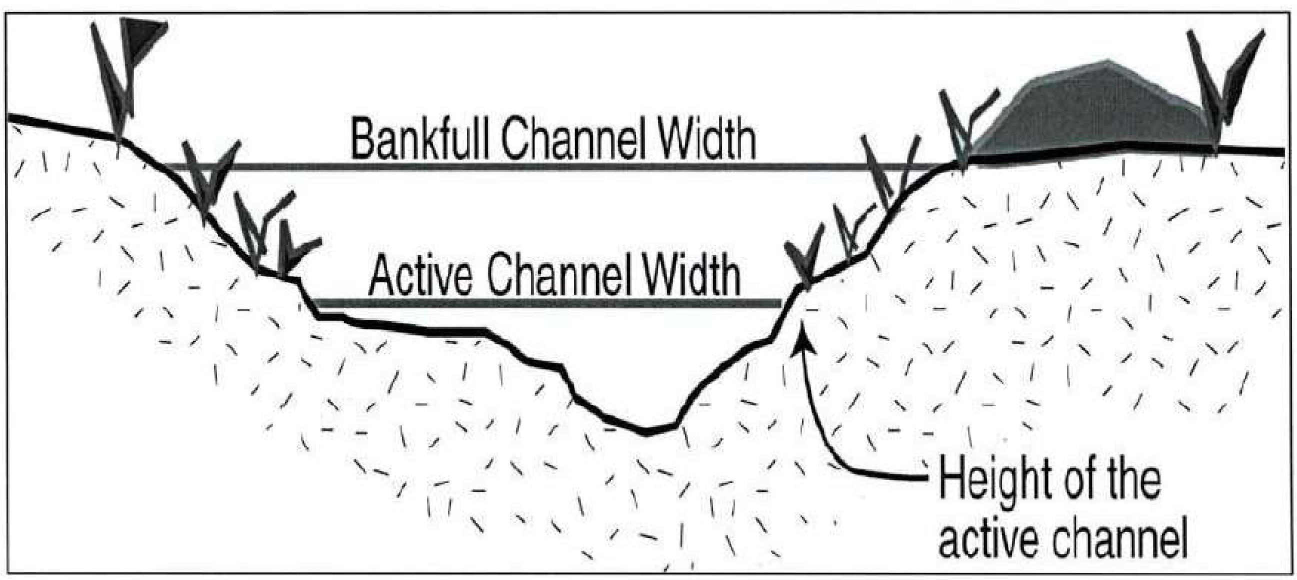
Appendix B. Intermittent Stream Crossing Specification

VT DEC Watershed Management Division Date: June 2022

Per 6.3.D of the Municipal Road General Permit, all municipal road crossings on intermittent streams require sizing of new and replacement structures to be based on the Active Channel Width (ACW).

1. Intermittent streams will be field identified and consist of a defined channel entering the road network and a define channel leaving the road network. The absence of surface base flows for an extended period of the year and the watershed size, typically under 0.25 mi2, differentiates these stream channels from perennial stream channels.
2. Hydraulics sizing of intermittent stream crossings will conform with the VTrans Hydraulics Manual for the roadway classification, Chapter 4 - Table 4-2. The design of these culverts will satisfy criteria in Chapter 6 - section 6.4.
3. Embedment of culverts on intermitted streams if often beneficial for sediment transport and to reduce the need to increase road heights when maintaining adequate cover above the pipe; minimum embedment of 1' for 4-6' culverts.
4. Culvert end treatments are required for intermittent stream crossings. Inlet and outlet headwalls must consist of any combination of VTrans stone fill with a grubbing layer, laid-up stone, reinforced concrete, and/or a culvert end section.
5. Culvert slope to match stream bed slope. Outlet apron at culvert end using of E-stone is recommended – see details.

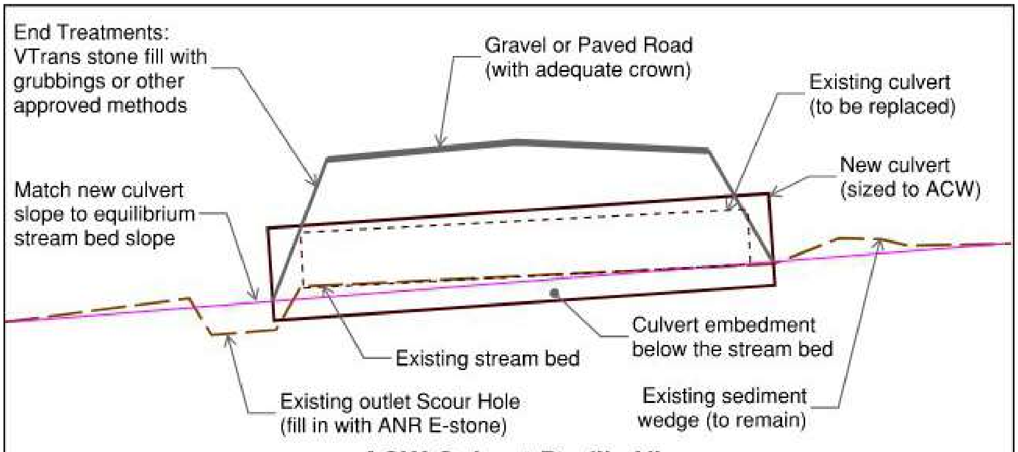
Determining the Active Channel Width on Intermittent Streams



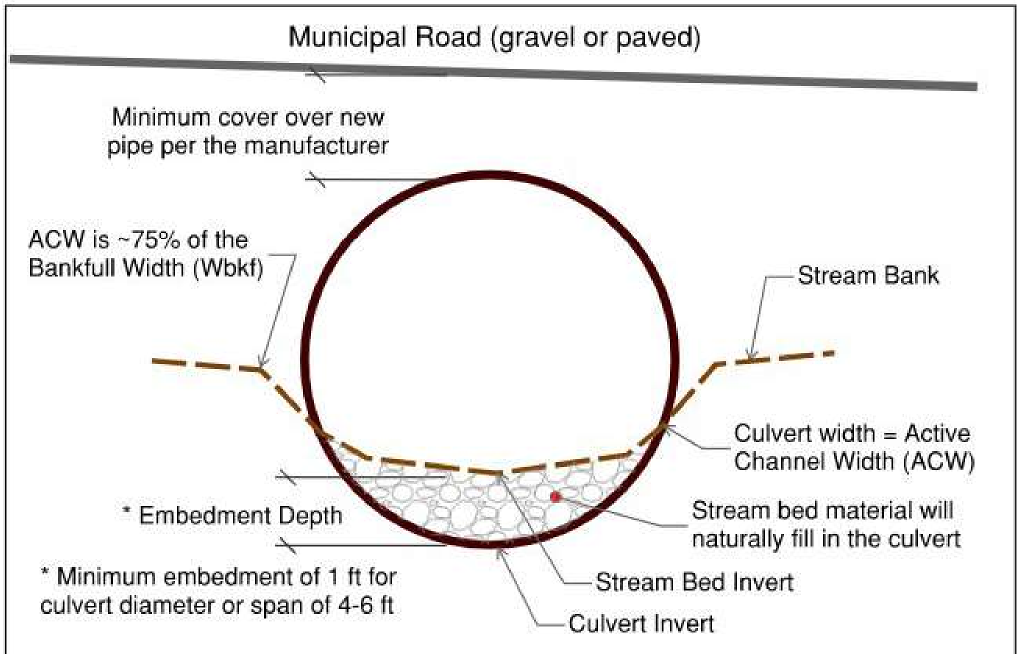
Active Channel Width (ACW) is defined as the limits of streambed scour on banks formed by prevailing stream discharges, measured perpendicular to streamflow. The active channel width is narrower than the bankfull width (~75%) and is defined by a break in slope on the channel bank, typically seen as the edge of permanent vegetation.

Culvert Sizing for Crossings on Intermittent Streams:

Determine the ACW through field measurements, ***the culvert sizing will meet or exceed the Active Channel Width***. * To obtain the measurements, go to a typical crossing location and obtain several upstream and downstream Active Channel Width measurements in riffles or straighter sections which are often the narrower channel width locations. * The selected active channel width for the structure will be a representative average of these field measurements.



ACW Culvert Profile View
(not to scale)



ACW Culvert Cross-section View
(not to scale)

Request for Proposal: Forestry Services

Town of Johnson
P.O. Box 293
Johnson, Vermont

Request for Proposal

The Town of Johnson seeks Request for Proposals for licensed professional Forestry Services. The request is for forestry services to administer the harvest and sale of logs and firewood from the Gomo Farm Town Forest lot in Johnson, Vermont. The harvest will be governed by the recently completed 2025 Forest Inventory.

Project Description

The Gomo Farm Town Forest is owned by the Town of Johnson, Vermont, and is located near the border between the towns of Johnson and Waterville. The SPAN number of the lot is 336-104-11526The parcel consists of approximately 141 acres and is roughly bordered by the Long Trail State Forest to the north and south, Butternut Mountain to the east, and the N. Branch Lamoille River valley to the west. The property falls within the Lamoille River watershed. The long trail traverses the western boundary of the parcel.

The Gomo Farm was a working farm until the early-mid 1900's. Evidence of the parcel's agricultural past can be seen in the form of old foundations and a cellar hole, stone walls and apple trees. The Town of Johnson took ownership of the Gomo Farm parcel in 1948, and it was designated as a town forest in 1971. Timber harvests occurred in 1974-75 and 1987. The history of agriculture abandonment and some past harvests have left the forest in average to poor condition from a timber quality perspective. The proposed harvest will be to conduct a single tree/group selection to remove 40 square foot basal area of poor-quality stems in all size classes in all species.

The Declaration of Restrictive Covenant on the Gomo lot ais a prime ag soil easement applies only to the 4.35 acres west of the beaver pond. The 1948 deed that conveyed the Gomo lot to the Town does not contain a restrictive covenant or any limitation on the Town's use of the Gomo lot. From a deed perspective, the Town is able to contract for logging except for the 4.35 acres west of the beaver pond.

Project Schedule

Request for Proposal Date: Monday, May 11, 2026
Proposals due at Town Office: Tuesday, May 26, 2026
Proposals reviews and considered for award: June 1, 2026
Harvest Complete: March 15, 2027

Services

The Town of Johnson is currently seeking Requests for Proposals for Forestry Services to administer a responsible wood harvest on the GOMO lot. The selected applicant will be responsible for initiating, conducting and administering the harvest and sale of the wood removed from the parcel..

Scope of Work:

As part of his/her responsibility on this project, the selected candidate shall:

- Provide updates to the Johnson Town Administrator, Johnson Selectboard and Johnson Conservation Commission on the ongoing harvest and the outcome. This will include any changes to the proposed harvest schedule.
- Secure sale and transportation of the harvested wood
- Designate all trees to be harvested with a paint spot breast height (4 1 /2') above the ground.
- All marked trees will be utilized down to 4" diameter at the top end where merchantable. Merchantability may be limited by limb size and rot. Hardwood trees will be utilized to the fullest extent for sawlogs and firewood.
- Stump height shall not exceed seventy-five percent of the stump diameter
- All trees cut will be paid to the owner as follows:
- $____________ Price / Percentage per cord for all hardwood saw logs delivered
- $____________ Price / Percentage per cord for all softwood saw logs delivered
- $____________ Price / Percentage per cord for all firewood delivered.
- Scale for payment will be the Vermont Log Rule
- The Forester will furnish the Town of Johnson with a copy of all scale slips for each load of logs and firewood on a weekly basis.
- All slash within 50 feet of the right of way of public roads, woods roads, trails, adjoining property lines and bodies of water will be removed. No treetops will be left hanging to create a safety hazard.
- Forester shall use proper forest management tools to guarantee that trees are reserved and not cut to maintain the integrity of the forest
- Forester shall supervise wood harvest operations to guarantee that damage to new growth and small unmarketable timber is limited.
- Forester shall locate logging roads and trails in a manner to keep erosion at a minimum.
- Forester shall guarantee that all activities will follow "Acceptable Practices for Maintaining Water Quality on Logging Jobs in Vermont October 2018 Edition
- Forester shall guarantee that all state laws are followed during the harvest and precautions are used to prevent forest fires. In the event of a forest fire, forester will notify proper authorities and initiate fire suppression if safe to do so.
- All landing sites will be located at least 50 feet from public roads unless the location is prohibited by the adjoining terrain. All landing sites will be located jointly by the Forester and the Town of Johnson.
- If the forester cannot guarantee the harvest will be completed during the period of performance, they may apply in writing to the Town of Johnson for an extension.
- The forester covenant and agrees to save the Town of Johnson and any agent of the Town harmless from any and all claims for injuries or damage to persons or property resulting from the acts or omissions before the termination of the contract. All trash, debris and mechanical debris shall be removed from the site upon completion of the contract.
- Upon completion of the harvest, all headers, landing and loading areas will be cleaned up, seeded and mulched to the satisfaction of the Town of Johnson.
- This agreement may not be assigned, transferred or sold without prior written permission of the Town of Johnson. If a subcontractor is used, the subcontractor will supply the Town of Johnson with a written statement that the obligations of this Proposal Request is understood.
- The Town of Johnson reserves the right to cancel the agreement at any time if provisions are not being carried out or if continuing the harvest presents an environmental stress. The agreement can also be canceled at any time

if it is in the best interest of the Town of Johnson as indicated by a majority vote of the Selectboard in a duly called public meeting.

Proposal Submission Requirements and Deadline

1 Qualifications: A valid State forester's license number and any other pertinent details to demonstrate qualifications.

2. Scope of Work: A scope of work for the project detailing the applicant's proposed approach to the base scope of the tasks described in the RFP, and any recommended adjustments to the scope of tasks. The consultant may also propose additional supplemental items to the scope of work, though they may not be approved. Additional items must be separated from the base scope in the above RFP.

3. Project Budget: A project budget broken down by tasks and including direct and indirect costs.

All proposals must be received in a sealed envelope marked Forestry Services Bid no later than 2:00 PM, Wednesday, May 27, 2026, at the Johnson Town Office. The Johnson Selectboard will open proposals at their meeting on June 1, 2026. The proposals will be reviewed, and consideration will be given for an award.

Hold Harmless Agreement

The holder of the successful proposal agrees to hold the TOWN OF JOHNSON harmless against all claims for bodily injury, sickness, disease, death or personal injury or damage to property or loss of use resulting there from, arising out of the agreement, to the extent that such claims are attributable, in whole or in part, to a negligent act or omission by the holder.

The holder of the successful proposal shall also purchase any other coverage required by law for the benefit of employees.

Required insurance shall be documented in Certificates of Insurance and shall be provided to the Town representative requesting the service.

By signature upon this form the holder of the successful proposal stipulates that he/she agrees to the Hold Harmless Agreement, and to abide by all insurance requirements.

Name of individual or firm submitting the Proposal: ______________________

Address: ____

Contact Information:

Phone _____________________

Email ______________________

Initial:

_______I have read the RFP and understand the work required

_______I have General Liability Insurance

_______I have Worker's Compensation Insurance for any employee I may have

_______ I have all required licenses to perform the work

Great — this is a really useful exercise for your planning meeting. Let me read through each board member's cards and find the overlaps.Here's the overlap analysis across all five board members:

List 1: Known Obligations — Overlap

Unanimous or near-unanimous (4-5 members):

- Buyout Properties / Julian Scott House — Eben, Peter, Adrienne, Paul
- Library Construction — Peter, Adrienne, Paul
- Industrial Park — Eben, Adrienne, Paul
- Transitioning Town Clerk + Town Treasurer — Eben, Peter, Adrienne
- Budget Development — Eben, Peter
- Holmes Meadow — Peter, Adrienne
- Holcomb House Improvements — Adrienne
- Capital Assets Plan w/ Morristown — Adrienne, Paul
- Skate Improvements — Adrienne, Paul
- Legion Field Improvements — Adrienne, Paul
- Wilson Road Paving — Peter, Adrienne
- RERC Program — Adrienne, Paul
- Lowe Lecture Hall — Eben (as obligation)

Only one member listed:

- Finalizing Union Contract — Eben
- Update Financial Policies — Eben
- IT Contract + Server Upgrade — Eben
- Inter-local Agreements — Eben
- Flood Restoration Projects — Adrienne
- Salt Purchase — Paul

List 2: Big-Picture Vision — Overlap

Strongest overlap (3+ members):

- **Old Town Hall / Lowe Lecture Hall Planning** — Eben, Peter, Adrienne, Paul, John (5/5!)
- **Form-Based Code** — Peter, Adrienne, Paul, John (4/5)
- **Industrial Park (vision-level)** — Eben, John (+ others have it in List 1 or 3)

- **Old Mill Park Improvements** — Eben, Paul
- **Flood Planning / Long-Term Flood Resilience** — Eben, Adrienne, Paul
- **Housing / Affordable Housing** — Adrienne, John
- **Downtown Designation** — Peter, Paul
- **5 Year Plan / Capital Plan** — Eben, Adrienne, John
- **Rail Trail** — Eben, Peter, Adrienne, Paul
- **Grocery Store** — Adrienne
- **Community Center** — Adrienne
- **Economic Dev Strategy** — Adrienne
- **Renewable Energy / Municipal Plan** — Adrienne
- **Improve Main Street Economy** — John
- **CEDS Hire** — Paul
- **Green Space Plan** — Paul
- **Upgrading Website** — John

List 3: This Year's Action Priorities — Overlap

Strongest overlap (3+ members):

- **Industrial Park** — Eben, Adrienne, John (3/5) — plus John has it in both vision AND action
- **Form-Based Code** — John (action), Peter, Paul (vision) — energy across lists
- **Wayfinding / Signage** — Peter, Adrienne
- **CEDS Hiring** — Peter, Adrienne (Town Clerk/Treasurer/CEDS)
- **Old Town Hall / Lowe Lecture Hall Planning** — Adrienne, Paul
- **Holcomb House Repairs** — Peter, Adrienne
- **Gomo Survey** — Peter, Adrienne
- **Rail Trail Connectivity / Marketing** — Peter, Paul
- **Downtown Designation** — Peter, Paul
- **Julian Scott House** — John
- **5 Year Plan** — John
- **RERC** — Paul
- **Agra Tourism** — Eben
- **Office Staffing** — John
- **Muni Workers Restructuring** — Paul

The Big Takeaways for Your Meeting

Near-consensus items (easy wins to confirm):

1. **Lowe Lecture Hall** — literally all 5 members have it somewhere. Clear board priority.
2. **Industrial Park** — 4-5 members across lists. Consensus.
3. **Form-Based Code** — 4 members. Strong energy, question is List 2 vs List 3.
4. **Flood resilience** — 3-4 members. Obligation + vision overlap.
5. **Rail Trail** — 4 members across lists.
6. **Employee transitions (Clerk/Treasurer/CEDS)** — 3+ members.

Items with energy but need discussion on timing:

- Form-Based Code: vision or action this year?
- Downtown Designation: Peter, Paul, John all mention it
- Old Mill Park: Eben and Paul, but brownfield questions unresolved

Items only one person raised (may need championing):

- Grocery store (you), Agra Tourism (Eben), Upgrading Website (John), Green Space Plan (Paul)

Want me to turn this into a visual summary you can bring to the meeting?

Item	Overlap	Who Listed It	Phase
LIST 1: KNOWN OBLIGATIONS			
Near-Unanimous (4-5 members)			
Buyout Properties / Julian Scott House	**4/5**	Eben, Peter, Adrienne, Paul	In Progress
Library Construction	**3/5**	Peter, Adrienne, Paul	Construction
Industrial Park	**3/5**	Eben, Adrienne, Paul	In Progress
Transitioning Town Clerk + Treasurer	**3/5**	Eben, Peter, Adrienne	Planning
Budget Development	**2/5**	Eben, Peter	Ongoing/Maintenance
Holmes Meadow	**2/5**	Peter, Adrienne	In Progress
Wilson Road Paving	**2/5**	Peter, Adrienne	Grant Application
Capital Assets Plan w/ Morristown	**2/5**	Adrienne, Paul	RFP/Procurement
Skate Improvements	**2/5**	Adrienne, Paul	RFP/Procurement
Legion Field Improvements	**2/5**	Adrienne, Paul	Design Phase
RERC Program	**2/5**	Adrienne, Paul	Planning
Only One Member Listed			
Holcomb House Improvements	**1/5**	Adrienne	Planning
Finalizing Union Contract	**1/5**	Eben	In Progress
Update Financial Policies	**1/5**	Eben	Not Started
IT Contract + Server Upgrade	**1/5**	Eben	Not Started
Inter-local Agreements	**1/5**	Eben	Ongoing/Maintenance
Flood Restoration Projects	**1/5**	Adrienne	In Progress
Lamoille River Hydraulic Model	**1/5**	Adrienne	In Progress
Commercial Buyout Brownfield Assessments	**1/5**	Adrienne	In Progress
Salt Purchase	**1/5**	Paul	Planning
Facility Use Application / Lowe Lecture Hall	**1/5**	Eben	Not Started
LIST 2: BIG-PICTURE VISION			
Strong Consensus (3+ members)			

Item	Overlap	Who Listed It	Phase
Old Town Hall / Lowe Lecture Hall Planning	**5/5**	Eben, Peter, Adrienne, Paul, John	Planning
Form-Based Code	**4/5**	Peter, Adrienne, Paul, John	Planning
Flood Planning / Long-Term Resilience	**3/5**	Eben, Adrienne, Paul	Planning
Rail Trail (vision-level)	**4/5**	Eben, Peter, Adrienne, Paul	In Progress
5 Year Plan / Capital Plan	**3/5**	Eben, Adrienne, John	Not Started
Downtown Designation	**2/5**	Peter, Paul	Unknown
Housing / Affordable Housing	**2/5**	Adrienne, John	Not Started
Old Mill Park Improvements	**2/5**	Eben, Paul	Not Started
Industrial Park (vision-level)	**2/5**	Eben, John	In Progress
Only One Member Listed			
Grocery Store	**1/5**	Adrienne	Not Started
Community Center	**1/5**	Adrienne	Not Started
Economic Dev Strategy	**1/5**	Adrienne	Not Started
Renewable Energy / Municipal Plan	**1/5**	Adrienne	Not Started
CEDS Hire	**1/5**	Paul	Planning
Green Space Plan	**1/5**	Paul	Not Started
Improve Main Street Economy	**1/5**	John	Not Started
Upgrading Website	**1/5**	John	Not Started
Journey's End Property Nearby	**1/5**	Peter	Not Started
Sale of Old Library Site	**1/5**	Peter	Not Started
Bike Path Similar to Stowe	**1/5**	Eben	Not Started
Post Office	**1/5**	John	Planning
Railroad Street	**1/5**	John	Not Started
Sterling Market Planning	**1/5**	Paul	Not Started
Communication With College	**1/5**	Paul	Not Started

LIST 3: THIS YEAR'S ACTION PRIORITIES

Item	Overlap	Who Listed It	Phase
Strong Consensus (3+ members)			
Industrial Park	**3/5**	Eben, Adrienne, John	In Progress
Wayfinding / Signage	**2/5**	Peter, Adrienne	Not Started
CEDS / Employee Hiring	**2/5**	Peter, Adrienne	Planning
Lowe Lecture Hall Planning	**2/5**	Adrienne, Paul	Planning
Gomo Survey	**2/5**	Peter, Adrienne	RFP/Procurement
Rail Trail Connectivity	**2/5**	Peter, Paul	In Progress
Downtown Designation	**2/5**	Peter, Paul	Not Started
Form-Based Code	**2/5**	John, Paul	Planning
5 Year Plan	**2/5**	John, Paul (implied)	Not Started
Only One Member Listed			
Holcomb House Repairs	**1/5**	Peter	Planning
Recreation Economy + Rail Trail Marketing	**1/5**	Peter	Not Started
Agra Tourism	**1/5**	Eben	Not Started
Town Village Muni Employee Structure	**1/5**	Eben	In Progress
Julian Scott House	**1/5**	John	Planning
Office Staffing	**1/5**	John	In Progress
Muni Workers Restructuring	**1/5**	Paul	In Progress
RERC	**1/5**	Paul	Planning
Holcomb House Improvements (action)	**1/5**	Adrienne	Planning
Library Project	**1/5**	Adrienne	Construction
Highway Capital Plan	**1/5**	Peter	Not Started
Grant Funding for Identified Projects	**1/5**	Peter	Not Started
Industrial Park Businesses	**1/5**	John	Planning

Item	Overlap	Who Listed It	Phase

Short Term
Long Term
Impairitive

Municipality: Johnson   Date Updated: May 21, 2026

2026 Local Emergency Management Plan

1. Emergency Management (EM) planners

These are the people who wrote and/or maintain this plan.	
Eben Patch	Ken Tourangeau
Beth Foy	BJ Putvain

2. Municipal Emergency Operations Center (EOC)

The EOC is an organization that coordinates information, support, and response across the municipality for Incident Commanders and town officials. Its main functions are to maintain situational awareness for municipal leaders, coordinate resource and information requests, and provide public information.	
Who, **by position**, can activate the EOC?	**EOC Director or EOC Coordinator**
Preferred EOC Positions and Duties	
EOC Director	Supervises and directs all EOC activities coordinating municipal support and response, Receives all correspondence from VEM **(reports to Selectboard)**
EOC Coordinator	Assists EOC Director with all activities; Tracks documents and coordinates any Requests For Support (RFS) for non-municipal resources
EOC Call Taker	Assists EOC Coordinator; Staffs phones and radio. Documents calls.
EOC Public Information Officer	Produces and posts public information and press releases to Town website, social media, and email to media; Tracks and answers any Requests for Information (RFI) from media. Oversee any Rumor Control.
EOC Safety/Security Officer	Tracks staffs and volunteers responding to emergency, documents check in and outs; ensures safety of EOC and controls access of EOC staff, volunteers & visitors to EOC
Potential EOC Staff Members	
Name	*Notes / Contact Information*
Eben Patch	EOC Director
Ken Tourangeau	EOC Coordinator, EOC Safety/Security Officer
Rosemary Audibert	EOC Call Taker
Beth Foy	EOC Public Information Officer
Primary EOC Location	
Facility / Address:	Johnson Municipal Offices, 293 Lower Main Street West, Johnson, Vermont 05656
Phone Numbers: 802-635-2611	
Equipment/Notes:	Kitchen, Restrooms, Meeting Space, Communication Equipment (telephones, radios)
Alternate EOC Location	
Facility / Address:	Johnson Elementary School, 95 School Street, Johnson, Vermont 05656

Phone Numbers: 802-888-6727	
Equipment/Notes:	Kitchen, Restrooms, Meeting Space
Alternate EOC Location	
Facility / Address:	VSU – Johnson, 131 College Hill, Johnson, Vermont 05656

3. Resources

Use municipal resources, mutual aid agreements, and local purchases first to get resources for response as needed and available.		
Purchasing agents for emergencies:		EMD, Selectboard
Emergency spending limits:	Per the Town of Johnson Procurement Policy, EMD has $1,000 spending limit, Selectboard has all other spending authorities see policy for details.	
Businesses with Standing Municipal Contracts		
Type of Contract	*Name*	*Contact Info*
Utility Partners	Jefferson Tolman	802-535-4598
Tech Group	Brian Manning	802-862-1197x113
Other Local Resources		
Type of Resources/Skills	*Name*	*Contact Info*
Fuel (heating and diesel)	Fred’s Energy	802-888-3827
Construction	Frank Dodge	802-635-7622
Construction	GW Tatro	802-644-9975
Tree Removal	Trees R Us	802-533-2347
Equipment	Johnson Farm & Garden	802-635-7282
Materials (Sand/Gravel/Stone)	Nadeau’s/ Percy	

State support that is usually at no cost to the municipality:
- Vermont Hazardous Material (HAZMAT) Response Team (VHMRT)
- Vermont Urban Search and Rescue (USAR, VT-TF1)
- Vermont State Police and Special Teams
- Community Emergency Response Teams (CERTs)
- Swiftwater Rescue Teams
- Regional Shelter Support
- State government agency expertise / services
- Federal response agency expertise

State support the municipality will normally eventually have to pay for:
- Supplies and equipment (including sandbags)
- VTrans Equipment and Personnel
- Vermont National Guard Support

The State Emergency Operations Center (SEOC, 800-347-0488) will help coordinate any state support teams or other external resources that local responders may need.

National Incident Management System (NIMS) Typed Resources											
Type	**I**	**II**	**III**	**IV**	**Other**	**Type**	**I**	**II**	**III**	**IV**	**Other**
Critical Incident Stress Management Team				N/A		Hydraulic Excavator, Large Mass Excavation				N/A	
Mobile Communications Center				N/A		Hydraulic Excavator, Medium Mass Excavation				N/A	
Mobile Communications Unit				25		Hydraulic Excavator, Compact				N/A	
All-Terrain Vehicles	N/A	N/A	N/A	1		Road Sweeper				N/A	
Marine Vessels	N/A	N/A	N/A	N/A		Snow Blower, Loader Mounted				N/A	
Snowmobile	N/A	N/A	N/A	N/A		Track Dozer				N/A	
Public Safety Dive Team				N/A		Track Loader				N/A	
SWAT/Tactical Team				N/A		Trailer, Equipment Tag-Trailer		1			
Firefighting Brush Patrol Engine	N/A	N/A	N/A	1		Trailer, Dump				1	
Fire Engine (Pumper)			1	1		Trailer, Small Equipment				1	
Firefighting Crew Transport		2				Truck, On-Road Dump		3	1	2	
Aerial Fire Truck			N/A	N/A		Truck, Plow		3	1	3	
Foam Tender			N/A	N/A		Truck, Sewer Flusher				N/A	
Hand Crew				N/A		Truck, Tractor Trailer				N/A	
HAZMAT Entry Team				1		Water Pumps, De-Watering				1	
Engine Strike Team				N/A		Water Pumps, Drinking Water Supply - Auxiliary Pump				1	
Water Tender (Tanker)	1					Water Pumps, Water Distribution				N/A	
Fire Boat				N/A		Water Pumps, Wastewater				N/A	
Aerial Lift - Articulating Boom				N/A		Water Truck		N/A	N/A	N/A	
Aerial Lift - Self Propelled, Scissor, Rough Terrain				N/A		Wheel Dozer			N/A	N/A	
Aerial Lift - Telescopic Boom				N/A		Wheel Loader Backhoe	1				
Aerial Lift - Truck Mounted				1	1	Wheel Loader, Large				N/A	
Air Compressor	1			1		Wheel Loader, Medium		1			
Concrete Cutter/Multi-Processor for Hydraulic Excavator				N/A		Wheel Loader, Small				N/A	
Electronic Boards, Arrow				N/A		Wheel Loader, Skid Steer			2		
Electronic Boards, Variable Message Signs				N/A		Wheel Loader, Telescopic Handler				N/A	
Floodlights				2		Wood Chipper	1	N/A	N/A	N/A	
Generator				2		Wood Tub Grinder				N/A	
Grader		1									

Information about the NIMS Typed resources can be found at: https://rtlt.preptoolkit.org

4. Public Information and Warning

During a significant emergency, the Emergency Operations Center (EOC) and Incident Command Posts (ICPs) will coordinate and manage public information, both by producing accurate, timely reports and by tracking what is publicly reported to minimize confusion and help ensure a positive public response.	
VT-Alert message - State: Other VT-Alert managers:	Vermont Emergency Management: 800-347-0488 Request issuing VTAlert message Community Warning System
Important Local Websites / Social Media channels:	Post information on the Town Facebook and Town Website
Local Newspaper, Radio, TV:	Front Porch Forum, WLVB & WCAX Radio Stations, WPTZ Television News Station, News & Citizen
Public Notice locations:	Bulletin Boards at Municipal Offices, Post office, and Library
Vermont 2-1-1 is a United Ways of Vermont system that provides 24x7x365 information and referral services in cooperation with a large number of state and local government and community based entities. 2-1-1 collects and maintains a database of local resource information and is available to take calls from the general public to inform and instruct them in relation to emergency events, and to refer them to the appropriate response and recovery resource, if necessary.	
To provide information for 2-1-1	Dial 211 or (802) 652-4636

5. Vulnerable Populations

If necessary, the EOC may contact organizations and facilities, below, that serve vulnerable populations to identify residents who are at risk based on the emergency. If there are residents at risk or in danger, the EOC should monitor their status and if required coordinate support for them until their situation stabilizes.	
Name / Notes	*Contact Info*
CARE (Citizen Assistance Registration for Emergencies) https://e911.vermont.gov/care	(Supporting PSAP)
Vermont State University, 131 College Hill	802-635-1205
Laraway Youth and Family Services, 275 Route 15	802-635-2805
Highland Heights Mobile Home Park, Wescom Road	802-888-5995
St. John’s Knoll-Elderly Housing, 69 St. Johns Knoll	802-635-3501
Johnson Elementary School, 95 School Street	802-888-6727
Lamoille Mental Health Residential Care, Stearns Street	802-635-7174
Johnson Elementary Preschool, 57 College Hill	802-888-6727
Jenna’s Promise Recovery Housing	802-343-8741
Teen Challenge, 1296 Collins Hill	802-635-7807
JES Beyond the Bell Program, 57 College Hill JES Connections	802-888-6727
Cote, Penny Childcare, 321 Lower Main East	802-730-4627
Lague, Suzanne Childcare, 127 Katy-Win East	802-635-1784

Future Einsteins Daycare, 29 George Hill Road	802-635-2400
Pomerleau properties (Chris)	802-318-5313

6. Shelters

During some emergencies, the EOC will monitor or coordinate support for residents who are displaced due to property or infrastructure damage.	
Spontaneous Sheltering	
• Determine the approximate number of people who need sheltering • Call the State EOC / Watch Officer at 800-347-0488 and request support • Track the status of residents who need shelter until their situation stabilizes	
Regional Shelter	
Location / Address:	
Opening Contact:	State EOC, 800-347-0488; American Red Cross, 802-660-9130
Phone Numbers:	State EOC, 800-347-0488; American Red Cross, 802-660-9130
Primary Local Shelter	
Location / Address:	Northern Vermont University, SHAPE Facility, 131 College Hill
Facility Contact(s):	Nathan Pickard (Director of Public Safety)
Phone Numbers:	802-624-0385, 802-369-4419
Shelter Manager:	Eben Patch
Staff Requirements:	5
Services:	Warm/Cool Overnight Food Prep Showers
Notes:	Capacity: 1,661 Generator? N Pets Allowed? No
Alternate Local Shelter	
Location / Address:	Johnson Elementary School, 95 School Street
Facility Contact(s):	David Manning (Principal)
Phone Numbers:	802-888-6727
Shelter Manager:	Eben Patch
Staff Requirements:	5
Services:	Warm/Cool Overnight Food Prep
Notes:	Capacity: 265 Generator? N Pets Allowed? No

Annexes (Optional, create and letter as needed)

See list below.
See also list of maps created by CCRPC for municipality's All-Hazards Mitigation Plan https://www.ccrpcvt.org/our-work/emergency-management/hazard-mitigation-plan/#municipal-plans as example of types of maps CCRPC could provide as an Annex. We can also make maps showing locations of multi-family buildings, nursing homes, assisted or senior living facilities, mobile home parks, etc.

See the Vermont Emergency Management (VEM) web site at http://vem.vermont.gov for samples and examples of annexes, such as: forms; delegations of authority; debris plans; incident-specific plans, checklists, and matrices; animal disaster references; etc.

Contact Information

Position	Name	Phone numbers - indicate Mobile, Home, Work			E-mail
		Primary	Alternate	Alternate	
Local Emergency Management Team					
EMD	Eben Patch	802-881-6026			epatch@townofjohnson.com
EM Coordinator 1	Ken Tourangeau	802-730-3292			ktourangeau@villageofjohnson.com
EM Coordinator 2	BJ Putvain	802-673-8311			bjputvain@villageofjohnson.com
Local Response Organization Contacts					
Fire Chief	Arjay West	802-635-9597			outbackdesign2@gmail.com
Assistant/Deputy Fire Chief	Craig Carpenter	802-793-3457			
EMS Chief	Jeffery Johansen	802-334-2023			jeff.johansen@newportambulance.org
County Sheriff	Roger Marcoux	802-888-3502			roger.marcoux@lamoillesheriff.org
Local Dispatch Center	Roger Marcoux	802-888-3502			roger.marcoux@lamoillesheriff.org
Local Public Works Contacts					
Road Foreman	Jason Whitehill	802-730-9597	802-635-2274		publicworks@townofjohnson.com
Road Commissioner	John Sutherland	802-793-8480			tojadministrator@townofjohnson.com
Town Garage	Jason Whitehill	802-730-9597	802-635-2274		publicworks@townofjohnson.com
Drinking Water Utility	Dan Copp	802-635-2951			dan.copp@utilittypartnersllc.com
Wastewater Utility	Dan Copp	802-635-2951			dan.copp@utilittypartnersllc.com
Municipal Government Contacts					
Town Administrator	John Sutherland	802-793-8480	802-635-2611	802-428-4356	tojadministrator@townofjohnson.com
Village Manager	Erik Bailey	802-316-1521			ebailey@villageofjohnson.com
Selectboard Chair	Paul Warden	802-371-7814			pwarden@townofjohnson.com
Selectboard Vise Chair	Adrienne Parker	802-635-9919			aparker@townofjohnson.com
Town Clerk	Rosemary Audibert	802-635-2611			raudibert@townofjohnson.com

Contact Information

Position	Name	Phone numbers - indicate Mobile, Home, Work			E-mail
		Primary	Alternate	Alternate	
Town Treasurer / Finance	Rosemary Audibert	802-635-2611			raudibert@townofjohnson.com
Town Health Officer	Dean Locke				locke.dean@gmail.com
Forest Fire Warden	Corey Davis	802-242-2661			coreyjdavisvt@gmail.com
Animal Control Officer	Dean Locke				locke.dean@gmail.com
School Contact #1	David Manning	802-888-6727			dmanning@jesvt.org
School District Office	Lamoille North Supervisory Union and School District	802-851-1171			cgallagher@lnsd.org
Other Contacts					
Village Trustee Chair	Ken Tourangeau	802-730-3292			ktourangeau@villageofjohnson.com
Village Trustee Vice Chair	BJ Putvain	802-673-8311			Bjputvain@villageofjohnson.com
VEM Watch Officer / State Emergency Operations Center		800-347-0488			
LCPC		802-888-4548			
VEM Reginal Coordinator	Machaela Foody	802-793-4744			michaela.foody@vermont.gov

Contact Information

Local Emergency Management Plan Municipal Adoption Form

Town of Johnson
293 Lower Main Street West
Johnson, VT 05656

The Local Emergency Management Plan (LEMP) must be (re)adopted annually, after town meeting day, and submitted to the appropriate Regional Planning Commission (RPC) by May 1st.

At a warned public meeting (regular selectboard/city council meeting), the municipality adopted the Local Emergency Management Plan (LEMP) on the date shown at right.

At a warned public meeting (regular selectboard/city council meeting), the municipality adopted the National Incident Management System (NIMS) on the date shown at right.

Municipality	Johnson
LEMP Adoption Date	May 18, 2026
NIMS Adoption Date	October 17, 2005
EMD Name	Eben Patch
Position	EMD
Primary Phone	(802) 881-6026
Alternate Phone	
Email	Epatch@townofjohnson.com
POC 2 Name	Ken Tourangeau
Position	EMC
Primary Phone	802-730-3292
Alternate Phone	
Email	ktourangeau@villageofjohnson.com
POC 3 Name	John Sutherland
Position	Town Administrator
Primary Phone	Mobile (802) 793-8480
Alternate Phone	Work (802)-635-2661
Email	tojadministrator@townofjohnson.com

If Vermont Emergency Management needs to contact municipal leaders to determine status and support requirements during an emergency, the Emergency Management Director (EMD) and two other local Points Of Contact (POCs) who should have authoritative local information are listed at right.

☐ Mark this block if a readopted plan has no changes since the previous year.

I hereby certify that the LEMP meets Vermont National Incident Management System (NIMS) requirements and current LEMP Implementation Guidance as on page 2:

Signed*____

____
Printed Name; certifying individual must have taken, at a minimum, ICS402 or ICS100/IS-100 training

I hereby attest that the municipality has adopted NIMS and the LEMP as stated above:

Signed*____

____
Printed Name, Selectboard / council member

2019 Version (Word): this 2-page form is used to report LEMP adoption. It replaces the 2018 version, which is obsolete.

Required Elements

Once completed, send adoption form (2 pages) and copy of Local Emergency Management Plan to VEM Regional Coordinator.

*A typed name is acceptable as an electronic signature if it represents an act of that person in accordance with 9 V.S.A. § 278.

Local Emergency Management Plan (LEMP)

Required Elements

Check boxes and, if not using a template, fill in page numbers to report completion of required elements.

	Municipal Adoption	
☐	Municipal Adoption Form	
	Municipal adoption of National Incident Management System (NIMS)	☐
	Contact information for local authorities during an emergency	☐
	Certification that LEMP meets Vermont NIMS / Implementation Guidance	☐
	LEMP adoption by local selectboard / city council (annual)	☐
	LEMP Required Elements	**Page**
☐	Planners	
	List of people who wrote / maintain the LEMP	
☐	Municipal Emergency Operations Center (EOC)	
	Activation authority	
	EOC staff positions and duties (minimum 1)	
	List of potential EOC staff members (minimum 1)	
	Facility information for potential EOC locations (minimum 1)	
☐	Resources	
	Emergency purchasing agent and spending limits (if any)	
	List of municipal contracts that can be used during an emergency (if any)	
	List of other local resources that could be used during an emergency (if any)	
	National Incident Management System (NIMS) Typed Resource List	
☐	Public Information and Warning	
	VT-Alert contact information	
	Local website / social media information (if any)	
	List of local media outlets (if any)	
	Public notice sites for non-phone/Internet information	
	Vermont 2-1-1 contact information	
☐	Vulnerable Populations	
	List of organizations/facilities that serve local vulnerable populations	
	Identification and monitoring process	
☐	Shelters	
	Spontaneous and regional shelter information	
	Opening information for local shelters (if any)	
	Service information for local shelters (if any)	
☐	Contact Information	
	Emergency Management personnel	
	Response organizations	
	Municipal officials / public works	
	State, region, and adjacent municipality contacts	

Vermont Emergency Management (VEM) encourages municipalities to create and maintain optional LEMP annexes as required. Examples might include plans for specific incident types, shelters, evacuation, and volunteer management - see the VEM website for models, samples, and examples at: http://vem.vermont.gov