Town of Johnson Selectboard
Meeting Municipal Building
Monday, September 21, 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 September 8, 2026

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

7:00 p.m. Work Session

6. 7:00-7:10pm Errors and Omissions Certificate | Discussion and Consider Vote
7. 7:10-7:20pm Additional Porta Potti at Old Mill Park | Discussion and Consider Vote
8. 7:20-7:30pm Sterling Market Property FEMA Update| Discussion
9. 7:30-7:40pm Public Works Truck Tire Purchase | Discussion and Consider Vote
10. 7:40-7:50pm Salt Bids | Discussion and Consider Vote
11. 7:50-8:00pm Garage Boiler and Heat Pump | Discussion and Consider Vote
12. 8:00-8:10pm Holcomb House Tree Planting | Review and Consider Vote
13. 8:10-8:20 pm Lendway Lane | Discussion and Consider Vote
14. 8:20-8:30pm Town of Johnson Rebranding and Marketing | Discussion
15. 8:30-8:40pm Purchasing Policy | Discussion and Consider Vote
16. 8:40-8:50pm EDA Grant Application for Industrial Park| Discussion and Consider Vote
17. 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,

Executive Session: Personnel Matter 1 V.S.A. § 313 (a) (3)

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

Form PVR-4261-E

ERRORS AND OMISSIONS CERTIFICATE

The Board of Listers of the Town of Johnson are hereby supplying the following changes to the 2026 (Year) Grand List. Specifically:

Owner Blais Donald & Lehouillier Diane		SPAN 11993
Change From 0	Change To $63,200	Difference +$63,200
Reason Parcel was created in 2024 and not added to the village grand list.		
Owner		SPAN
Change From	Change To	Difference
Reason		
Owner		SPAN
Change From	Change To	Difference
Reason		
Owner		SPAN
Change From	Change To	Difference
Reason		
Owner		SPAN
Change From	Change To	Difference
Reason		
Owner		SPAN
Change From	Change To	Difference
Reason		
Owner		SPAN
Change From	Change To	Difference
Reason		
Owner		SPAN
Change From	Change To	Difference
Reason		

Courtesy of the Vermont Department of Taxes

LISTERS/ASSESSOR AND SELECTBOARD

Signature of Lister/Assessor	Date	Signature of Selectboard/Alderman	Date
Assessor	9/11/26		

TOWN CLERK

I, _____, town clerk of _____, certify receipt of these changes. This certificate will be attached to or recorded in the grand list of _____ for tax year _____.

Signature of Town Clerk	Printed Name	Date

32 V.S.A. § 4261. Correcting omission from grand list
When real or personal estate is omitted from the grand list by mistake, or an obvious error is found, the listers, with the approval of the Selectboard, before December 31, may supply such omissions or correct such errors and make a certificate thereon of the fact; provided, however, the listers may make a correction resulting from the filing or rescission of a homestead declaration without approval of the Selectboard.

MUST BE ATTACHED TO THE FINAL GRAND LIST FILED WITH THE TOWN CLERK.

Courtesy of the Vermont Department of Taxes

Quote #405140

Marshall Tire Group, Inc

PO Box 2163, South Burlington, VT 05407-2163
Phone: 802-865-9855 Fax: 802-864-5977
www.mtgvt.com Email: info@mtgvt.com

MICHELIN - BF GOODRICH - UNIROYAL - BFOR - BANDAG
"Specializing in Truck and Off The Road Tires."

Bill To:

Town Of Johnson
663 Railroad Street
Johnson, VT 05656

Ship To:

Customer Information	Quote	Additional Information
Town Of Johnson 663 Railroad Street Johnson, VT, 05656 Phone: 802-730-9597 Contacts: Shawn	Date: 9/10/2026 Reference: Q-405140 Salesperson: Paul Systo Route: Delivery Date: 9/10/2026	PO Number: Work Order#: Vehicle #:: Status/Complete?: Entered By: Paul Systo

Qty	Description	Unit Price	Ext. Price
2.00	04355, 315/80R22.5, XDN2 GRIP L (20 Ply), MICHELIN	781.32	1,562.64
2.00	79805, 225/70R19.5, Agilis HD Grip G (14 Ply), MICHELIN	397.60	795.20
24.00	24674, 12R22.5, Multi Grip D H (16 Ply), MICHELIN	725.62	17,414.88
	Non-Taxable - Gov/Municipal	**Subtotal:**	**19,772.72**
	Terms: Net 15th	**Total:**	**$19,772.72**

Quote

REMEMBER TO CHECK YOUR LUG NUT TORQUE AFTER 50 - 100 MILES!

- I HEREBY AUTHORIZE THE STATED REPAIR WORK TO BE DONE ALONG WITH THE NECESSARY MATERIAL, AND HEREBY GRANT MARSHALL TIRE GROUP, INC. PERMISSION TO OPERATE THE VEHICLE HEREIN DESCRIBED ON STREETS, HIGHWAYS OR ELSEWHERE FOR THE PURPOSE OF TESTING AND/OR INSPECTION. AN EXPRESS MECHANIC'S LIEN IS HEREBY ACKNOWLEDGED ON ABOVE VEHICLE TO SECURE THE AMOUNT OF THE REPAIRS THERETO.
- MARSHALL TIRE GROUP, INC. IS NOT RESPONSIBLE FOR LOSS OR DAMAGES TO VEHICLES OR ARTICLES LEFT IN VEHICLES IN CASE OF FIRE, THEFT OR ANY OTHER CAUSE BEYOND MARSHALL TIRE'S CONTROL.
- A FINANCE CHARGE OF 1.5% PER MONTH WILL BE IMPOSED ON ANY BALANCE DUE AFTER 30 DAYS FROM DATE OF STATEMENT. THIS REPRESENTS AN ANNUAL CHARGE OF 18%

Signature _____

SERVICE TIRE TRUCK CENTERS

MICHELIN RETREADING
*24 HOUR ROAD SERVICE
www.sttc.com
FED EIN # 23-1689591

ESTIMATE

Quote #	Date & Time
26-0197022-020	09/10/26 12:11 PM

20-BARRE-S.T.T.C.

Customer: 21
TOWN OF JOHNSON

Bill:
BARRE CASH CUSTOMER 20

Customer Reference #	Quoted By:	Salesperson	Terms
	ALAN BELANGER	ALAN BELANGER	

Line	Item Number	Description	U/M	Qty	Unit Price	FET	Extended
1	04355	04355 M31580R225 MICH XDN2 L LUG28	EA	2	$781.32	$0.00	$1,562.64
2	79805	79805 M22570R195 MICH AGILIS HD GRIP D LUG	EA	2	$397.60	$0.00	$795.20
3	24674	24674 M12R225 MICH XMULTI GRIP D H LUG26	EA	24	$725.62	$0.00	$17,414.88

Thank you for the opportunity to supply your tire needs.

MERCHANDISE	$19,772.72	LABOR	$0.00

Prices Valid For 30 Days or While Supplies Last

Subtotal:	$19,772.72
7% Sales Tax:	~~$1,384.09~~
Freight:	
TOTAL:	~~$21,156.81~~

Quote

Quote #
51699

QUOTE FOR:

JOHNSON VT HIGHWAY DEPT
Unit #:

$19,782.72

Thank You John Pellerin

Date 09/09/2026		Quote Valid Through 10/09/26			
Size	**Description**	**Qty**	**Unit Price**	**Unit FET**	**Extension**
022501200000	12R22.5 MICH MULGR D LRH VG	24	$725.62	$0.00	$17,414.88

Subtotal: 17,414.88
Environmental Recovery Fee: $10.00
Sales Tax: 0.00
Total FET: 0.00
Quote Total: 17,424.88

Notes:

Quote

Quote #
51700

QUOTE FOR:

JOHNSON VT HIGHWAY DEPT
Unit #:

Thank You John Pellerin

Date 09/09/2026			Quote Valid Through 10/09/26		
Size	**Description**	**Qty**	**Unit Price**	**Unit FET**	**Extension**
022500315800	315/80R22.5 MICH XDN2 GRIP LRL	2	$781.32	$0.00	$1,562.64
019500225700	225/70R19.5 MICH AGLS (XDS2 REPL) LRG	2	$397.60	$0.00	$795.20

Subtotal: 2,357.84
Sales Tax: 0.00
Total FET: 0.00
Quote Total: 2,357.84

Notes:

BARRETT TRUCKING CO., INC.

16 AUSTIN DRIVE • BURLINGTON, VT 05401 • 802-863-1311 • FAX 802-863-4579

September 13, 2026

Town of Johnson
P.O. Box 383
Johnson, VT 05656

Barrett Trucking Co., Inc. is pleased to quote the Town of Lyndon a price for deicing rock salt for the upcoming 2026-2027 winter season.

Deicing Salt Delivered @ $113.75 per ton

Orders may be placed by contacting our Burlington office at 1-800-243-7258. Deliveries will be made in 22 truckloads, normally within 2 working days after receipt of order and inventory supplies.
Payment terms are net 15 days. If you have any questions, please do not hesitate to call.

Please sign, mark you estimated tonnage for the season and return this quote letter by October 2, 2026 to activate your account.

Regards,

Tim Barrett

ACCEPTED

Signature : _____

Name : _____

Title : _____

Purchase Order # : _____

Est. Tons : _____

Cargill | Nourishing the world

Monday, July 13, 2026

Billing Information		*Shipping Information*	**Contact Information*	
Name	TOWN OF JOHNSON	TOWN OF JOHNSON	**Attn:**	VALUED CUSTOMER
Account Number	1500010804	1500010804		
Address 1	293 LOWER MAIN W	293 LOWER MAIN W	**Phone**	
City State Zip	JOHNSON, VT 05656-9635	JOHNSON, VT 05656-9635	**Mobile**	
County		LAMOILLE	**e-mail**	
****PLEASE VERIFY THAT ALL CONTACT INFORMATION IS CORRECT. IF CHANGES ARE REQUIRED, PLEASE NOTE THEM ON THE NEXT PAGE.***				

Cargill, Incorporated -Deicing Solutions Business Unit ("Cargill") is pleased to submit the following quote for your DEICING SALT needs for the 2026/2027 season.

Price Basis Per Ton

Product	DELIVERY	Estimated Tons	Terminal
100011135 - BULK DEICING SALT	$111	500	VARIOUS SOURCING LOCATIONS
THE PRODUCT QUOTED IN THIS AGREEMENT IS INTENDED FOR BULK DEICING USE ONLY.			

PLEASE SIGN AND RETURN THIS QUOTE LETTER TO OUR ATTENTION WITHIN TEN (10) BUSINESS DAYS FROM DATE OF LETTER. WE CANNOT UPDATE YOUR ACCOUNT FOR THIS YEAR WITHOUT THE SIGNED QUOTE LETTER. THIS PRICE QUOTE LETTER DOES NOT CONSTITUTE AN ORDER. ORDERS MUST BE PLACED BY CALLING CUSTOMER SERVICE AT 800-600-SALT (7258).

TERMS AND CONDITIONS –

- Provided this Price Quote Letter is signed and returned within ten (10) business days from the Date, Cargill agrees to hold the quoted prices firm from July 13, 2026 through April 30, 2027. Notwithstanding the foregoing, the prices contained in this Price Quote Letter are contingent on customers adherence to these Terms and Conditions and the attached Terms and Conditions of Sale, including, but not limited to, Customer's compliance with the Customer account's payment and credit terms stated below.
- If purchase is not made by December 31, 2026, Cargill reserves the right to revoke the pricing provided in this Price Quote Letter.
- The Estimated Tons figure is an estimate of the total quantity of each Product(s) to be purchased by Customer under this Price Quote Letter. Customer is not obligated to purchase a minimum percentage of the Estimated Tons. Cargill is not obligated to sell Customer any quantity of the Estimated Tons.
- Cargill's obligation to sell Product(s) is SUBJECT TO PRODUCT AVAILABILITY. Cargill has the right to (i.) decline, or suspend shipments of, any Customer order placed under this Price Quote letter or (ii) terminate this Price Quote Letter if, at any time, Cargill encounters Product shortages due to commitments to other customers. In addition, Cargill reserves the right to decline, or suspend shipments of, any Customer order placed under this Price Quote Letter for any reason(s) relating to: Conditions at any Cargill terminal/production facility, weather conditions, or any other reason that may affect Cargill's ability to accept orders.
- Estimated delivery time is three to seven business days after release of an order. This quote assumes that Product will be delivered from or picked up at the terminal set forth above. Sourcing products from another Cargill facility is subject to availability and additional fees that may be applied to your account. Cargill's sale of Product is expressly conditional upon these Terms and Conditions and Customer's acceptance of the attached Terms and Conditions of Sale. Any terms which may exist on the Customer's standard purchase order (or similar forms) and which alter or are inconsistent with the terms and conditions will be of no legal force or effect and will not govern the transaction contemplated by this Price Quote Letter.
- By accepting, Customer agrees that this Price Quote Letter (including the Terms and Conditions and the attached Terms and Conditions of Sale) constitutes the entire understanding between Cargill and Customer and supersedes all other prior agreements or quotations, whether written or oral, between Cargill and Customer with respect to the Product(s). Any individual signing this Price Quote on behalf of Customer represents and warrants that they have full authority to do so, and that the transaction described herein is consistent with any applicable procurement regulations.

Payment Terms	NET 30	**Credit Limit**	ESTABILSHED
PAYMENT TERMS AND CREDIT LIMIT ARE SUBJECT TO CHANGE.			

Thank you for the opportunity to be of service. We are looking forward to supplying your DEICING SALT needs.

Accepted
Signature:
Name:
Title:
e-mail:

Amanda Knaus
Sales Account Manager

24950 County Club Blvd.
Suite 450
North Olmstead, OH 44070

PH: (440) 590-6518
Amanda_Knaus@cargill.com




Synergy
Synergy
Synergy
Synergy



Procurement Policy
Town of Johnson, Vermont

SECTION 1 PURPOSE:

The purpose of this Purchasing Policy is to obtain the highest quality goods and services for the Town of Johnson at the lowest possible price, to exercise financial control over the purchasing process, to clearly define authority for the purchasing function, to allow fair and equal opportunity among qualified suppliers, to provide an accountability and protection for those individuals charged with the responsibility to make purchasing decisions, and to provide for increased public confidence in the procedures followed in public purchasing.

SECTION 2 AFFIRMATIVE ACTION AND LOCAL PREFERENCE:

Whenever possible, qualified small, minority and women-owned businesses shall be included in the solicitation lists for bids or non-bid purchases. If the purchase is federally funded in whole or in part, minority and women owned businesses must be included in the solicitation lists and all other affirmative action requirements outlined in the grant provisions must be followed. The Town may exercise a preference for local businesses for purchases funded exclusively by the • Town but only if such a preference does not result in unreasonable prices or rates due to a lack of competition. For purchases funded in whole or in part with federal funding the Town may not exercise a preference for local businesses.

SECTION 3 CODE OF CONDUCT:

Employees, officers, and agents of the Town who are involved in the procurement and selection of bids and purchases shall make reasonable efforts to avoid real, apparent, or potential conflicts of interest. No employee, officer or agent of the Town shall participate in selection, award, or administration of a contract if a conflict of interest, real or apparent, would be involved. Such a conflict would arise when:
the employee, officer, or agent,
any member of his or her immediate family,
his or her partner, or
an organization which employs, or is about to employ, any of the above, has a financial or personal interest in the firm/vendor selected for award.

An employee, officer or agent of the Town who is involved in the procurement and selection of a bid or purchase and who has a real or apparent conflict of interest must disclose that conflict of interest within the context of a duly warned Selectboard meeting that occurs before the bid selection or purchase takes place. Such disclosure must be documented in the minutes for that meeting which shall be retained as part of the official record surrounding the bid or purchase.

Officers, employees and agents of the Town will not solicit nor accept gratuities, favors or anything of monetary value from contractors, potential contractors, or parties to sub - agreements.

Officers, employees and agents who fail to follow the above Code of Conduct shall be sanctioned or disciplined, to the extent permitted by law, for violations of the above standards.

SECTION 4 DOCUMENTATION:

Records documenting the procurement process for any Minor or Major purchases, as those terms are defined below, including the reason for the specific procurement method chosen, the basis for the award and contract pricing (showing evidence that the process was fair and equitable), as well as any other significant decisions that were part of the procurement process shall be maintained for a period of at least three years from the date of the submission to the Federal government of the final expenditure report if the purchase or project was funded with federal grants, or until the completion of any litigation, claim, negotiation, audit, or other action involving the records, whichever is longer. Otherwise, records shall be maintained by the Town in accordance with the retention and disposition schedules as set by the Vermont State Archivist.

SECTION 5 PURCHASING AUTHORITY:

a. Purchasing Agents.

The following employees are designated to act as Purchasing Agents for the Town:
Town Administrator
Public Works Supervisor
Recreation Coordinator
Town Clerk
Treasurer
Library Director
Purchasing Agents are responsible for ensuring that the best possible price, quality, and timeliness are obtained with each purchase and Purchasing Agents shall review all proposed procurements to avoid unnecessary or duplicative purchases of equipment, supplies and services. Purchasing Agents shall also ensure that competition is not restricted with limits on the geographic location of vendors, with unreasonable requirements or qualifications placed on vendors, or by allowing vendors to be selected who have engaged in noncompetitive pricing practices.

b. Incidental Purchases.

Employees who have been designated to act as Purchasing Agents may make or approve purchases of up to $1000 without prior selectboard approval, provided those purchases are limited to the amount of the budget authorized by the Town.

c. Minor Purchases.

Employees who have been designated to act as Purchasing Agents may make purchases with a value between $3001 and $5,000 only with prior approval of the Selectboard and are limited to the amount of the budget authorized by the Town. Although not required, competitive quotes from at least two vendors should be obtained whenever possible.

d. Major Purchases.

All purchases over $5,000 require prior approval of the Selectboard. The Selectboard shall review all proposed procurements to avoid unnecessary or duplicative purchases of equipment, supplies and services. The Selectboard shall also ensure that competition is not restricted with limits on the geographic location of vendors, with unreasonable requirements or qualifications placed on vendors or bidders, or by allowing vendors to be selected who have engaged in noncompetitive pricing practices.

If federal funding is used for purchases between $10,000 ($2,000 in the case of construction projects subject to Davis Bacon requirements) and $250,000, price or rate quotes must be obtained from two or more qualified sources following the affirmative action provision of this policy and all provisions regarding fair and unrestricted competition.

For all major purchases with a value between $5,000 and $10,000, price and rate quotations shall be obtained from at least two qualified vendors to ensure that the Town has received a fair and reasonable price. Vendors will be selected based on cost, the quality of the goods and services offered, and the ability, capacity, and skill of the vendor demonstrated under prior contracts with the Town.

Large purchases with a value of $10,000 or more must follow a sealed bid process as outlined below.

Purchases at or exceeding $250,000 or construction projects of any value that are funded with federal dollars must follow a sealed bid process as outlined below and also follow any procurement guidance as outlined in the grant agreement. In addition, a pricing analysis must be completed by the purchasing agent or a qualified consultant prior to issuing the request for proposal to ensure that there is a reasonable estimate against which to compare bid proposal pricing.

SECTION 6 SEALED BID PROCESS:

The sealed bid process shall be initiated by the issuance of a Request for Bids prepared by the Selectboard or its designee. Notice of the Request for Bids shall be made by letters to known providers soliciting bid responses, advertisements posted in three public locations within the Town, and advertisements placed in a newspaper of general circulation in the region.

a. · B-1D SPECIFICATIONS.

A list of bid specifications shall be prepared for each purchase over $10,000 and shall be available for inspection at the Town office. Bid specifications shall include:
Bid name.
Bid submission deadline.
Date, location, and time of bid opening.
Specifications for the project or services including quantity, design, and performance features.
Bond and/or insurance requirements.
A copy of the proposed contract.
Any special requirements unique to the project or purchase.
Delivery or completion date.

For construction projects in excess of $500,000, language that sets a requirement for a bid guarantee in the amount of 5% of the bid price from all bidders, as well as performance and payment bonds in the amount of 100% of the contract price from the contractor awarded the bid. If federally grant funded, the bidders must also include costs for Davis Bacon compliance if that is a requirement of the federal agency providing the funding.

For construction projects over $2,000, a statement that contractors will be provided with a copy of the most current wage determination (from the DOL website at http://www.wdol.gov/dba.aspx) and must comply with the Davis Bacon Act.

Language that reserves for the Selectboard the right at its sole discretion to reject any and all bids, wholly or in part, to waive any informalities or any irregularities therein, to accept any bid even though it may not be the lowest bid, to call for rebids, to negotiate with any bidder, and to make an award which in its sole and absolute judgment will best serve the Town's interest. The Selectboard reserves the right to investigate the financial condition of any bidder to determine his or her ability to assure service throughout the term of the contract.

Once a Request for Bids has been issued, the bid specifications will be available for inspection at the Town office.

b. BID SUBMISSION.

All bids must be submitted in sealed envelopes, addressed to the Town in care of the Selectboard, and plainly marked with the name of the bid and the time of the bid opening. Bid proposals will be date stamped on the outside of the envelope immediately upon receipt. Any bid may be withdrawn in writing prior to the scheduled time for the opening of bids. Any bids received after the time and date specified shall not be considered and shall be returned to the bidder unopened.

Bidders shall bid to specifications and any exceptions must be noted by the bidder. A bidder

submitting a bid thereby certifies that the bid is made in good faith without fraud, collusion, or connection of any kind with any other bidder for the same work, and that the bidder is competing solely on his/her behalf without connection with or obligation to any undisclosed person or firm.

c. BID OPENING.

Every bid received prior to the bid submission deadline will be publicly opened at the municipal office and read aloud by the Town Administrator with a witness present. The time and date of the bid opening will be advertised like a public meeting and minutes of the bid opening will be recorded. During the bid opening, the bid will be reviewed for completeness and meeting all bid requirements. The bid opening will include the name and address of bidder; for lump sum contracts, the lump sum base bid, and the bid for each alternate; for unit price contracts, the unit price for each item and the total, if stated; and the nature and the amount of security furnished with the bid if required. The bid results will be forwarded to the Selectboard, and any questions can be answered prior to the next Selectboard meeting. The bids will be formally approved at the next Selectboard meeting.

d. CRITERIA FOR BID SELECTION.

In evaluating bids, the Selectboard will consider the following criteria:

- Price.
- Bidder's ability to perform within the specified time limits.
- Bidder's experience and reputation, including past performance for the Town.
- Quality of the materials and services specified in the bid.
- Bidder's ability to meet other terms and conditions, including insurance and bond requirements.
- Bidder's financial responsibility.
- Bidder's availability to provide future service, maintenance, and support.
- Nature and size of bidder.
- Local, minority, and women-owned businesses may be granted preference. Such preference may not exceed 15% of the lowest bid.
- Contract provisions that are acceptable to the Town.

- For construction projects over $2,000, contractor's indication of acceptance of wages in the current wage determination provided as part of the Request for Bids.

- Any other factors that the Selectboard determines are relevant and appropriate in connection with a given project or service.

In addition to the above, in the case of a contract supported by federal funds, the additional criteria shall apply:

There shall be no preference exercised for local contractors or suppliers.
Minority and women-owned businesses must be included in the solicitation list for the request for proposal.
13. The Selectboard will not select a bidder who is listed on the Excluded Parties List System website (https: //www.sam.gov).

e. CHANGE ORDERS.

If specification changes are made prior to the close of the bid process, the Request for Bids will be amended and notice shall be sent to any bidder who already submitted a bid and a new bid process will be initiated. Once a bid has been accepted, if changes to the specifications become necessary, the Selectboard will prepare a change order specifying the scope of the change. Once approved, the contractor and an authorized agent of the Town must sign the change order.

f. EXCEPTIONS.

The following exceptions may apply, however there must be written documentation created and maintained that outlines the process and rationale for such exceptions:

i. Competitive Proposals.

If time does not permit the use of sealed bids, or the award will be made on the basis of non-price related factors, a competitive proposal process shall be initiated by the issuance of a Request for Bids (RFB) or Request for Qualifications (RFQ) prepared by the Selectboard or its designee that includes the factors that will be used to evaluate and compare the proposals. Bids or qualifications shall be obtained from an adequate number of qualified sources (at least two vendors) to ensure that the Town has received a fair and reasonable price and all notification and record keeping requirements of the sealed bid process shall be followed. If architectural or engineering services are being solicited, this process should be used with the most qualified firm or individual awarded the bid and price or fees negotiated after the award. If competitive proposals are used, all of the above steps in the sealed bid process should be followed except that: 1) the bid submission need not be sealed; and 2) price will not be the primary factor in the proposal selection.

ii. Sole Source Purchases.

If the Selectboard determines that there is only one possible source for a proposed purchase, it may waive the bid process and authorize the purchase from the sole source.

111. Recurring Purchases.

If the total value of a recurring purchase of a good or service is anticipated to exceed $50,000 during any fiscal year, the bid process shall be utilized and shall specify the recurring nature of the purchase. Once a bid has been accepted, all future purchases shall be made from that bidder without necessity of additional bids, until such time as the Selectboard votes to initiate a new bid process.

iv. Emergency Purchases.

The Selectboard may award contracts and make purchases for the purpose of meeting the public emergency without complying with the bid process. Emergency expenditures may include immediate repair or maintenance of town property, vehicles, or equipment if the delay in such repair or maintenance would endanger persons or property or result in substantial impairment of the delivery of important Town services.

v. Professional Services.

. The bid process shall not apply to the selection of providers for services that are characterized. by a high degree of professional judgment and discretion including legal, financial, auditing, risk management, and insurance services.

Federally funded non-competitive purchases for $250,000 or more require a cost analysis to determine the reasonableness of the proposed pricing and should be completed in accordance with the requirements of the federal or state agency issuing the grant funding.

The foregoing Policy is hereby adopted by the Selectboard of the Town of Johnson, Vermont, this 21st day of September 2026 and is effective as of this date until amended or repealed.

SIGNATURES.

_____

Paul Warden – Selectboard Chair

_____

Adrienne Parker – Selectboard Vice-Chair

_____

Eben Patch – Selectboard

_____

Michael Dunham – Selectboard

_____

Peter Hammond – Selectboard

JOHNSON SELECTBOARD MEETING MINUTES
JOHNSON MUNICIPAL BUILDING
MONDAY, SEPTEMBER 8, 2026

Present: Selectboard members: Mike Dunham, Peter Hammond, Adrienne Parker (remote), Eben Patch, Paul Warden
Others: John Sutherland, Lydia Putvain, Carl Rogers (remote), Kim Dunkley, Sue Lovering, Noel Dodge, Seth Jensen, Melissa Manka, Scott Meyer

Note: All votes taken are unanimous unless otherwise noted.

1. ***Call to Order***
   Paul called the meeting to order at 6:30.
2. ***Consider Additions or Adjustments to Agenda***
   Paul said the LCPC Community Block Grant funding item will be 30-40 minutes, not 10 minutes as shown on the agenda. And the Town of Johnson rebranding and marketing item will be tabled to a future meeting so Adrienne can participate in person.
3. ***Public Comment and Public Announcements***
   No members of the public wished to comment.
4. ***Selectboard Updates and/or Concerns***
   Paul said the RERC workshop on August 27/28 was excellent. The facilitators were outstanding and there was good participation from federal, state and local resource partners.
5. ***Consent Agenda***
   The consent agenda consisted of the minutes of August 3 and 17. **Eben moved to approve the consent agenda, Peter seconded and the motion was passed.**
6. ***Clerk and Treasurer's Report: Warrants, Licenses and Any Action Items***
   Lydia said the Vermont Studio Center is having an event on September 20. They requested a malt vinous serving permit for a one-time occasion. This doesn't fall under the blanket permission that allows Susan to approve liquor licenses without selectboard approval. She doesn't know what the event is. Paul said the hours are 4:00 to 9:00.

   Peter moved to grant the requested malt vinous serving permit to the Vermont Studio Center for an event on September 20, 2026, Eben seconded and the motion was passed.

   Lydia brought up again the question of whether to write off the amount on the balance sheet for health insurance for a former employee. **Peter moved and Adrienne seconded to write off the $1,204.15 for health insurance that the town paid but did not withhold from an employee's wages.** Lydia said she knows who the employee is and what their address was in 1999. If we write it off she could still contact them and see if she could get them to pay. **The motion was passed with Eben opposed**

   Lydia said there are 9 properties that will be going up for tax sale because she has not heard from the owners in response to the demand letters. The tax sale is tentatively scheduled for November 12 at 10:00 a.m. She asked Jim Barlow if a selectboard member should be there and has not heard the answer yet.

   Lydia read a brief report from Susan Tinker that said staff have started working on developing policies for the office. So far they have completed a cash receipts policy, an office closure policy, a notary service policy, and a revised tax bill policy. Any financial policies involving internal

UNAPPROVED

controls will go to the auditors for confirmation that they are adequate. Staff are working on an accounts payable policy.

A new magnetic sign has been purchased for the drop-off box.

Lydia said the town closed on several buyout properties after April 1. She did not receive the tax bills for those properties, but she asked for them last week and got them. The town maintains a list of ownership changes after April 1 so we send the tax bills to the new owners. That didn't happen on the village side this year. Village taxes are due next Tuesday. Village taxes for the properties we acquired in the buyouts total $1,545.27. The state is giving the municipalities tax stabilization money, but that didn't come until December last year. She talked to the village treasurer, who is willing to exempt the town from interest and penalties until the tax stabilization money comes in. Or we can pay the taxes now and hope the trustees will reimburse us with the tax stabilization money. Or we can apply for an abatement. She doesn't know if the village treasurer has the authority on her own to exempt the town from interest and penalties. Without that exemption, there is a 9% penalty if we don't pay on time.

Peter moved that the town pay the village tax bill of $1,545.27 for buyout properties with the understanding that the village will reimburse the town upon receipt of tax stabilization money. Eben seconded.

Paul suggested that Lydia ask the village whether they would rather have us pay now and then reimburse us or just have us wait to pay, without penalty, until the tax stabilization money comes. *(Mike arrived at 6:42.)* Eben said the village can't do that without an abatement hearing and the board of abatement for the village includes the assessor, who is a town employee. It gets a little sticky. Lydia asked if the board wants her to ask the village for an abatement hearing. Eben said they need to have an abatement hearing to forgive penalties and interest. Paul said the simplest thing would just be for us to pay it. Eben agreed. Paul said Lydia can let the village know that we want to be reimbursed either by going to a trustee meeting or via email.

The motion was passed.

Lydia said the management letter we received from the auditors talked about collateralized funds and custodial risk. Right now we hold all our money in one bank account. The FDIC insures up to $250,000, but our operating account has about 10 times that. She will be talking to the Union Bank, vice president about sweep accounts to ensure that we don't have more than the insured amount in an account.

Susan and Lydia are going to a conference on Wednesday and Thursday and the town office will be closed. It is an important conference put on by the Vermont Municipal Clerks' and Treasurers' Association. That organization also has trainings that are very important because they allow participants to earn clerk and treasurer certifications.

Lydia said the 14 bank accounts the town has are all reconciled in our software now.

7. ***Public Comment and Public Announcements***

Kim Dunkley, who had come in after the public comment item, was allowed to comment. Kim asked if the selectboard has been asked anything about data centers or if the board has an interest in creating a moratorium or giving voters the ability to give their opinion before a data center goes

UNAPPROVED

forward. Paul said the board has not been asked about them. Kim asked if the board would like someone to create a proposal that could brought before the voters on town meeting day. Paul said he would be interested. But he doesn't think we have any suitable space for a data center and can't imagine anyone being interested in putting one in Johnson. Peter said he is interested in considering a policy. Paul said there have been a number of policies on data centers passed so it would not be hard to find language.

8. ***Bid Documents for Granite Steps for the Welcome Center***

Carl said he had sent out a memo with a draft of the bid documents for the Welcome Center steps. He talked to the contractor that supplied the original cost quote, Hermit Woods Trail Builders. He learned that they have worked in Johnson before on a portage trail along the Lamoille River. Based on discussion with that contractor, Carl made some changes to the bid specifications, which he described. One change is in the number of steps. The original cost proposal and grant application called for 9 steps, but Carl is planning to specify 10 because the top step should not be on the slope.

Eben moved to approve the bid documents for the Welcome Center granite step project and the motion was seconded and passed.

9. ***LCPC Community Block Grant Funding***

Seth Jensen said the Lamoille County Planning Commission was awarded a fairly large grant through the Community Development Block Grant Disaster Recovery Program around this time last year. It is a planning grant to support communities in the region with planning and project development related to flood mitigation and recovery. It is intended to help with reducing flood impacts but also with growth and revitalization after flooding. Seth described the four categories in which the grant can provide funding. It will pay for a mix of LCPC staff time and engineering. LCPC prepared a memo with a list of potential ideas for the grant funds based on past discussions with the town. These are a starting point for discussion. LCPC wants feedback and other ideas

Mike asked how we can afford flood mitigation projects. He recalls that the one that is projected to cost $2.5 million would result in only a 1-ft. difference in flood levels. What is the bang for the buck?

Seth said there is a protocol that looks at total project cost versus cost of avoided damage. To be fundable a project has to save more money than it costs. Melissa Manka said there is money available now, so she feels the town should take advantage of it and get projects shovel ready so that if funds for implementation become available in a few years we would have projects ready. She noted that part of what the grant can fund includes assistance from LCPC with documents such as floodplain bylaws.

Paul said one of the ideas listed is investigating Tier 1B status. He thinks that would be a good thing for LCPC to work on. It appears that a Tier 1B designation would enable us to be much more eligible for grant money, but it is not trivial to get that designation. We need to understand that.

Seth said if the town investigates the pros and cons of a Tier 1B designation and finds that the cons outweigh the pros we can stop and not proceed, with no need to pay back grant funds.

Mike said eventually the big pots of money will run out.

UNAPPROVED

Eben asked if the work on floodplain bylaws would involve studying them and recommending changes. Seth said yes. LCPC could look at the current bylaws and identify areas that might need changes.

Peter said he agrees with Mike that there will come a time when funding becomes more difficult. He would rather know fully what our opportunities and potential costs are before ruling anything out. Paul said if we have a plan we have a shot at accomplishing it.

Paul said the grant covers 4 fairly broad areas. Is LCPC looking for the town to pick one or two from each area? Seth said LCPC wants to hear the board's thoughts. Getting a broad list is the most helpful. Then they can see which ideas are the best fit. They don't want the board to self-censor at this point. Melissa said they will be going to all the communities in Lamoille County to get a complete list of needs and wants. Then they will sit down in fall or early winter and consider projects, trying to be equitable among communities, with more focus on those communities most affected by flooding. They will see how the projects fit into the different categories and how cost compares to available funding and look at staff capacity and timelines to figure out which projects can be done.

Scott Meyer said one of the potential ideas is updating floodplain bylaws. He asked what that would consist of. Seth said LCPC would start with going over options and explaining them and would get feedback from the planning commission, the selectboard and Scott as floodplain administrator. Johnson's floodplain bylaws have not been updated in some time. They are only looking to provide information on options to the town.

Eben said he loves the idea of looking at buyout property reuse, but before that he would prioritize looking at Tier 1B eligibility or potential floodplain bylaw amendments. Paul said he agrees, but if a buyout for the Sterling Market property goes through, we could probably use help with planning what to do with that property. Seth said he thinks he is hearing that buyout properties are a lower priority. Paul said he thinks there is a divergence of opinions on that.

Peter said he thinks the downtown designation is really important. And he feels that any effort we can make to reduce flooding damage is really worth looking into. He thinks housing is significant. He links that with infrastructure. We have potential for developing housing in town, but it would be great to know if we can expand infrastructure in order to provide housing. He is not talking about any particular kind of housing. He wants to make sure there are options across the board. One thing we are missing is affordable owner-occupied housing.

Paul asked if LCPC has met with the village trustees yet on this. Seth and Melissa said they will be meeting with the trustees next week.

Seth asked about areas the board thinks should be investigated for housing. Peter said the old rugby fields on the college campus seem prime for housing. In the past he has also had conversations with some people about the ridgeline extending from Clay Hill past McClelland Hall across College Hill as a potential location for more housing. He thinks there is an old road bed that goes through there.

Paul said the town has had one meeting and will have more meetings with Vermont State Colleges and VTSU Johnson executive leadership. They will be in Johnson on September 28. He suggested that meeting might be worth listening to for LCPC.

UNAPPROVED

Scott Meyer said it would be helpful for reuse of properties and flood water mitigation if LCPC could provide us with the suggested width of riparian habitat buffers to leave on the buyout properties.

Scott said sewer and water lines at the college are not shown on the map sent out by LCPC. Eben said the college owns the infrastructure on campus.

Eben brought up the town sewer service area. Melissa asked if there is any interest in expanding that. Scott said when he was a village trustee his view and the view of other trustees was that it should be expanded because the village has a shortage of income. He doesn't know if that has changed. Eben said once the industrial park is filled, depending on usage, our allocation may have been used up.

Eben said he thinks knowing more about CHIP would be helpful, but he thinks that is more a county-wide need than just a Johnson need.

Adrienne said she thinks it would be helpful if LCPC could identify what projects would have the biggest overall impact to the community – financially and for people's lives.

Melissa said Meghan Rodier is working on a 30% design for floodplain restoration and mitigation projects. That will have information on reduction of surface water elevations and velocities and cost estimates. It is hard to quantify what the potential impact is from updating bylaws or regulations or qualifying for Tier 1B. But LCPC has the resources to assist without financial expense to the town.

Adrienne said she agrees that housing, land use planning and infrastructure technical assistance are all important. But she would like to know what would actually have the biggest impact for our community. Melissa said she thinks the key is what has the support of the community, the planning commission, the trustees, and the selectboard. Those are the things that have the most potential to be successful. Adrienne said she would like to know which ones have the most potential to turn into something beyond a plan. For instance, something that historically has often gotten funding. Maybe information on funding trends would be helpful.

Paul suggested that the board have further conversation on priorities and send something to LCPC in writing.

Melissa said something else to think about is critical facilities and services. LCPC can use staff time to look at facilities and services that are in floodplain areas and consider options such as mitigation, relocation, or reconfiguration.

Peter brought up the fact that the fire station remains in a floodplain and was impacted quite a bit by flooding and had to be abandoned during the flood, which presented some issues. He doesn't think there is an opportunity to move it, but he doesn't know if more can be done to protect it.

Melissa said the board could also think about which roads are at risk in a flood. Peter said in order to access the other side of the Railroad Street bridge people had to go through Morrisville.

UNAPPROVED

Flooding in various places on Route 15 made it impossible to get equipment to homes. Paul said it also made it impossible to get to the hospital.

10. Tree Board Community Orchard

Sue Lovering said the tree board has some money to start a community orchard. They would like to put 12 small fruit trees in the community garden area by the skatepark.

Paul brought up the possible concern if the area gets flooded. John said he reached out to ask about redeveloping buyout properties and there was some concern about an orchard on those properties because flood contaminants might impact the fruit. Mike said we would have to put in a request to FEMA to use a buyout property. Sue said the tree board was originally thinking about using a buyout property but John told her how convoluted the process would be for that. So now they are thinking of a different location.

Peter said she loves the idea. Adrienne said she thinks it will be amazing. She reached out to Justin Mason to get a list of town properties. There may be some we have that we don't even think about using. She is waiting for him to provide a list that she can forward to the board.

Mike said he wouldn't support this if the orchard were on a buyout property or in a flooded area. Eben said he supports it as long as our insurance company is okay with it.

Peter said there must be information about risks to fruit after flooding. The farm down the road had that concern and needed to do testing to hold on to their organic certification. Scott said the state has information on this issue. He suggested calling the Agency of Agriculture and asking them what the protocol is if an orchard gets flooded. They have information on what needs to be done to mitigate the hazard. Paul suggested that the tree board come back to the selectboard with that information.

Eben asked if there is a long-term plan for watering the trees. Sue said one of the tree board members has a large tank that can be used to water the trees once or twice a week for the first season if there is not enough rain. After the first season they should not need watering if they have good mulch. Eben said he was just wondering if there would be plans for a future spigot. Sue and Noel Dodge noted that there is a spigot at the skatepark.

11. Invasive Plant Removal

Sue said this plan got shut down. It turned out that the grant the tree board wanted did not cover the eastern states.

12. Review CTO Banks

John said he and Susan came up with a spreadsheet showing how much time employees had in their banks as of August 16 and what the budget impact would be if the town bought out that time.

Mike said he thinks we need to pay employees for the time and get rid of the banks once and for all. Paul said he thinks what the board talked about was paying out the second and third banks, not the first one. Mike said he thinks employees should maybe be allowed to carry over one or two weeks of vacation time from one year to the next, but we should get rid of all the CTO banks.

Eben asked if board members agree that we should get rid of the third bank – the catastrophic sick bank. Board members agreed to that.

UNAPPROVED

Eben asked, what about the second bank? Paul said that relates to short-term disability. John said he got information on short-term disability insurance, which was included in the packet.

Paul said we have allowed employees to accumulate up to 1.5 times the amount of CTO they earn in a year. We have talked about reducing that. He doesn't know where that conversation ended up.

Eben said he thinks keeping the second bank would be cheaper than getting short-term disability insurance. John said one option would be to keep it but to limit the amount that could be cashed out if an employee leaves. Eben said he would be supportive of zero payout on the second bank when an employee leaves. Mike said he could support that. John said that would be his recommendation.

John said his recommendation is to change the amount of CTO people can have in the first bank to the amount earned annually rather than 1.5 times that amount. Paul noted that several people are over that amount. We could buy down their time. John said he suggests keeping the number of hours that could be in the short-term disability bank at 480, which is 12 weeks, the amount short-term disability insurance would cover.

The board agreed they would like to see John's proposed changes added to the personnel policy and then they can review the personnel policy as a whole.

13. Municipal Sign

John said Susan had the opportunity to get a grant for a small municipal sign that we could put out for elections. He and Susan discussed the idea of a larger sign that could be used to advertise selectboard meetings, public hearings, special meetings, etc. in front of the town office as a way to communicate with town residents. He showed the board a picture of one option. Does the selectboard support looking at sign options and options for funding a sign purchase?

Mike said he thinks it is a great idea. John said Erik Bailey felt the village could assist with installation of a sign as long as they could also advertise their meetings on it. Paul said he likes the communication aspect but personally he doesn't like electronic signs. Eben said he agrees with Paul that aesthetically electronic signs are horrible, but they serve the public. Adrienne said she is in favor of a new sign. She doesn't know if electric signs are really very effective. When she drives by them, she doesn't read them. Mike said a lot of people have told him they miss the bank sign that used to tell the temperature. We could show the temperature on our sign. Peter said he thinks information would be noticed more on the type of sign John is thinking of than on a sandwich board. The board agreed that staff should proceed with looking into the possibilities

14. United Way Firewood Project

Information on the United Way firewood project had been included in the meeting packet. **Mike moved to support the United Way firewood project, Eben seconded and the motion was passed.**

15. Buyout Properties – Parking Issues

Mike said the other day he drove by a buyout property that had recently been seeded and saw a truck and trailer parked there. He stopped and asked for them to be moved. He feels we need to come up with an ordinance that says there is no parking on buyout properties. Paul said that might be premature because some buyout properties might become used for parking, for instance for river access. Eben said Cambridge has kept people off their buyout properties pretty successfully with two grade stakes and some rope. Peter said if we make an ordinance and then decide to use a parcel for parking, we can change the ordinance. But for the time being until we have a master plan, he

UNAPPROVED

thinks it would be good to nip the parking in the bud. Can we just put up a sign saying there is no parking and violators will be towed at the owner's expense?

Scott said the properties are required to remain vacant unless we get permission from FEMA and Vermont Emergency Management. If we want to allow parking, we need permission for that. Paul asked if Scott is in favor of an ordinance. Scott said we have an obligation to make sure the lots are being used as per FEMA rules, so an ordinance may be a good idea.

Peter said he would rather not see parking unless we have decided that a particular location is good for parking. He would be interested in seeing possible ordinance language and he would love to see a sign go up on each parcel. Eben suggested asking the public works department to look into signage.

Scott noted that vehicles have been parking on the right of way to the arboretum, preventing access. Noel said a trailer is parked there now that belongs to people working on the house next door. John said he reached out to the property owner and he will reach out again.

16. Lendway Lane

John said right now he is at a standstill with identifying funding for work on Lendway Lane. He has researched some options, but there is no disaster that the work could be tied to. He is working with Sen. Westman and he thinks that will start getting traction. Someone at Vermont Emergency Management asked him about moving the road over, but John told him that the rail trail and state property are there. He seemed to think that if we moved the road over that could buy us 3 to 5 years. John didn't like that idea.

Paul said he would suggest pursuing that idea because it will take us time to find funding and we need to buy some time. John said if we move the road over to the left we will be in the rail trail. Paul said the road already crosses the rail trail a couple of times in that area. He would suggest that we at least look into what we would have to do to make that happen. Eben said AOT would have to be on board.

John said we do have a permit from ANR to put in rip-rap. That could cost $300-500K, so he is looking for funding help.

17. Lister CTO / Interlocal Agreement

Eben said he emailed the other towns that are part of the interlocal agreement for assessor services to let them to know that we want to pay Justin Mason for 50% of the CTO time he is owed and have the other 50% go into his CTO bank. Sheldon and Berkshire had no problem with that. The Hyde Park chair saw no problem with that and said he would present it to the selectboard. Eben hasn't heard from St. George, but his email said that if there was a problem with the idea they should let us know.

Mike moved to pay Justin Mason for 50% of the CTO time he is owed and put the other 50% in his CTO bank. Eben seconded.

Eben said his email said that if we did not hear anything by September 8 invoices would be sent out to all the towns.

Peter said Adrienne had contacted him to say that there seemed to be issues with the Zoom meeting and she was not able get a good connection. Adrienne did not participate in the meeting after this.

UNAPPROVED

The motion was passed.

18. ***Purchasing Policy Follow Up***

John said when the draft procurement policy was discussed previously, Eben said he wanted to find out from Carl if making the changes would affect the industrial park bidding. Carl has seen the proposed changes and he says that it will not affect that.

One of the proposed changes is to add the treasurer as a purchasing authority. The other is to add language about opening bids before meetings.

Paul said on one hand it makes sense for the treasurer to be a purchasing authority. But on the other hand, the treasurer is the one that writes checks. That seems to be lacking checks and balances. John said the selectboard reviews purchases. Eben said purchases are also limited in that they cannot exceed the budgeted amount.

Eben moved to approve the amendments to the procurement policy as presented, Mike seconded and the motion was passed.

19. ***Purchase of a New Loader***

John said we are able to get a new loader for $221K with a trade-in amount of $70K, for a balance due of $151K. He thought that was a good price. Our John Deere loader was scheduled to be replaced in 2029. He is suggesting replacing it in the upcoming budget, a year before schedule.

Eben said that price is about $40K less than what we had in the capital budget.

John said he got another quote of $270K with $65K for the trade in.

Mike said he thinks we should keep some of our equipment longer if it is working well.

Paul said he thinks we should get more quotes just to see what is out there. Eben said that makes sense to him but he also suggests evaluating whether we even need a loader. The current loader is oversized for what we use it for, now that we no longer have a gravel pit. Why purchase something bigger than we need? It will use more fuel. Mike said with the discounted price being offered, a bigger loader may be a better deal than a smaller one. Paul suggested that John talk to the public works crew, determine whether there is a more appropriately sized loader and see what the discount is on that size.

Eben said he thinks Shawn or John should get in touch with Viking. We gave Jason permission to schedule builds for the salt truck and the next tandem truck scheduled for replacement. He doesn't know when those builds are scheduled for. We should know so we can plan truck purchase dates.

20. ***Executive Session – Personnel Matters***

Eben moved to enter executive session for personnel matters as allowed by 1 V.S.A. § 313 Section (1) (B) with John attending, Peter seconded and the motion was passed at 8:47.

The board consented out of executive session at 8:54 with no action taken.

21. ***Adjourn***

The meeting was adjourned at 8:54.

Minutes submitted by Donna Griffiths

UNAPPROVED