

JOHNSON VILLAGE TRUSTEE BOARD MEETING MINUTES
JOHNSON MUNICIPAL BUILDING
WEDNESDAY, DECEMBER 8, 2025

Present:

Trustees: Ellis O'Hear, BJ Putvain, Ken Tourangeau, Darrell Wescom

Others: Erik Bailey, Pia Yarnell, Matt Reed, Alec Jones

Absent: Will Jennison

Note: All votes taken are unanimous unless otherwise noted.

1. *Call to Order*

Ken called the meeting to order at 6:17.

2. *The Pledge of Allegiance*

The Pledge was recited.

3. *Review and Approve Minutes of Trustee Meetings*

BJ moved to approve the minutes of November 10, 2025, Darrell seconded and the motion was passed.

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

Erik said Rosemary was unable to attend the meeting so there is no treasurer's report.

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

Ken said the VM Official Vehicle Use Policy item will be tabled until next month.

6. *Executive Session – Contract Discussion*

Ken said the executive session is no longer needed. He and BJ just met with Millbrook and agreed on a change order. The date for substantial completion will be February 15 and the date for completion will be the end of March, with the exception of paving and dirt work, which will be completed by the end of May. It was also agreed to put aside a \$60K contingency amount for reimbursement unless some major issues arise. The reasoning for the dates is because of the delay in the building arriving, some delays due to unknowns with the piers, and a delay for a different door the fire marshals required us to get. Ken and Erik and possibly BJ will discuss winter conditions with Millbrook tomorrow. He assumes we will need to use some of the contingency funds to heat the building because we are requiring it to be heated all the time. They informed us that the employee that got hurt there is okay.

Ken asked if Darrell has any issues with extending the substantial completion date to February. Darrell said no. Darrell asked if we are fine using the lower storage building until then. Ken said no, but we have no choice. (*Ellis arrived at 6:25.*)

Ken said Millbrook sometimes has issues speaking with Pia Yarnell and Matt Reed. He told them for easy change orders they should contact him and Erik first. We want more communication from Millbrook directly to Erik.

Darrell asked what the penalty is if the project is not done by March. Ken said the total is \$53K. We have them setting aside \$60K, more than the original delay penalty. Hopefully they will save that much on the overall cost.

Darrell asked what changed from last month to this month. Ken said the temperature of the conversation. Nothing major is changed in the contract besides the timeline and the contingency.

Erik explained that the meeting only involved him, the builder and two trustees because it was a last minute meeting that was not warned, so under open meeting law no more than two board members could be there.

Darrell asked who will do the final walk-through. Pia Yarnell said everyone. Ken said he is sure the trustee board will walk through at the end with the crew. Matt Reed said contractually he thinks it falls on AES Northeast, but he thinks their intent is that everyone will walk through the building together.

Ken asked Erik to come in tomorrow to work on the change order, even though he had planned to be on vacation.

7. *Sidewalk Scoping Study Project Update*

Alec Jones said the feedback from VTrans is that the alternative involving 2 crosswalks meets VTrans standards but they prefer not to have 2 crosswalks so close together. An alternative if sidewalk is on the north side is to extend it to Gould Hill and put a crosswalk to the municipal building.

Erik showed what the concept would be for a sidewalk on the south side of the road. The road shoulder would be shifted and made smaller and there would be room for a 6-ft. sidewalk and curb on current earth on the river side. The guardrail would go outside the sidewalk on the river side. A little stone fill would be needed in one spot. Nate says he has never seen any erosion in that area. Alec said there are a number of upstream floodplain projects happening, so there is a more hopeful outlook for this part of town in future floods. With sidewalk on the south side of the road, no crosswalks would be needed. Erik said right by the river there would be a 6-ft. sidewalk and everywhere else there would be a 5-ft. sidewalk.

Darrell said he doesn't believe it will hold up with floods. Erik said it will go underwater, but there is not a lot of scour in our floods. Ken brought up the time ice destroyed the guardrail.

BJ asked if we could have lighting for the new section of sidewalk. Ken said he is sure we would have street lights.

Ellis mentioned that the town might try to put a bridge across the river.

Erik said a minor advantage to the south side is that the sidewalk would be 100% in the village. On the north side part of it would be outside the village.

Alec said since Route 15 is a state highway, VTrans has a hand in the design. Crosswalks will add a significant amount of engineering and there is no guarantee VTrans will approve them.

Ellis asked how much more work it will be for us to take care of the additional sidewalk in winter. Erik said Nate told him it would take 15 minutes to plow the sidewalk if it was on the south side and 3 times as much if it is on the north side and they have to cross the street twice to plow it. Darrell said it is removing snow banks left by the plow trucks that takes time. We would be tripling the length where that is needed. Ken said he doesn't think snow banks would

need to be removed from that area because people won't be parking by the sidewalk. Ellis said he thinks there will be a lot of added work to clear off what the state plows onto the sidewalk.

Ken said at this point we are not deciding where the sidewalk will go. Stantec is looking for guidance on continuing with the scoping study. There will be an additional cost to look at extending the sidewalk to Gould Hill on the north side.

Alec said LCPC contracted with the village to do management. They will be paying the management cost out of one of their grant funds, so they will return \$4K to the village.

Ken and Alec agreed that there are more hurdles with putting the sidewalk on the north side of the road. Erik said that would be way less pedestrian-friendly. Alec said Stantec will do a formal presentation of the alternatives in the future and the board will need to pick one. Ken said the question for tonight is whether or not we want to spend extra money to study the north side alternative.

Ken said he originally did not want the sidewalk on the river side and he still doesn't, but if it would let us install a sidewalk to Jolley vs. not installing one, he doesn't know how he feels about that. Ellis asked if we would need to hire an additional person or get more equipment for snow removal with the added sidewalk. Ken said he doesn't think so. BJ said he doesn't care which side of the road the sidewalk is on as long as one is there.

Darrell said there will have to be ledge removal if the sidewalk is on the north side. Alec said he believes Stantec said no ledge removal would be needed. Ken said he believes they have just enough room. He believes the culverts were going to be the big problem. Alec said they talked about maybe picking some ledge on the south side in order to put in stone fill, but he doesn't believe they talked about blasting ledge other than that.

Erik said if we decide to have Stantec look at putting sidewalk all the way to Gould Hill on the north, we won't have to spend additional money, but we won't get back the \$4K from LCPC, because it will be spent to pay Stantec.

Ken asked, if the study is nearing completion and we find out that putting sidewalk on the south side doesn't seem feasible, will it be too late then to ask them to continue the study to Gould Hill on the north side? Alec said he thinks they are getting close to completion now. The village has to spend \$40K because it is part of the match. Alec said the estimate for extending the study to Gould Hill was just under \$4K. Ken said that can be covered by the \$4K LCPC is returning.

Darrell moved to authorize spending up to \$4000 for Stantec to continue the sidewalk scoping study to Gould Hill Road on the north side of Route 15, Ellis seconded and the motion was passed.

8. *Progress Check of Website Documents Reloading*

Donna Griffiths said she uploaded the old minutes from 2012 and 2013 and then found that minutes from 2014 onward were already on the site. Ken asked her to double check that everything is there.

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

Erik read his report:

Water & Light Garage Project Update:

The new Water & Light garage is going up very fast! The walls, and mezzanines are all up and the roof is well over half on.

DR4720 FEMA WWTF Project Update:

The FEMA CRC has accepted the refined A&E document from Aldrich & Elliott and expects to have an answer for us by the end of the year or sooner.

WTF Generator Update:

I wrote the grant application for the SCRP Tier 2, part 2 grant and filed it prior to the deadline. Now we wait for approval. We are prepared to move as soon as we get the OK from the Bond Bank.

2025 Village Budgets Timeline

- 1) Regular February Trustee Meeting (2/09/26) – 1st Draft of Water Department and Sewer Department Budgets
- 2) Special February Trustee Meeting (week of 2/23/26) – 1st Draft of General Department and Electric Department Budgets (Wednesday Feb 25th ?)
- 3) Regular March Trustee Meeting (3/09/26) - Complete Draft Budget – all departments (extra meeting later that week or the following week only if needed)
- 4) Print & Send Village Report – Week of 3/23/26
- 5) Annual Village Meeting – 4/7/26

I will be on vacation tomorrow through Friday.

Ken reminded Erik to account for the bond for the garage. He suggested asking the voters to approve more than we think the cost will be so we don't have to come back to ask for more.

10. Water/Wastewater Report and Any Action Items

Erik read the report submitted by Dan Copp:

1. Operational Status of Wastewater Plant and Callouts

- E-DMR's and Wr-43's were submitted to the State
- We hauled 68 thousand gallons of sludge to Morrisville for processing in November
- Monthly Composite testing completed
- Checked all heaters and back up heaters in all meter houses
- Manosh finished Vactor work on catch basins and main lines
- When cleaning main lines, we found syphon to be plugged, called Manosh to jet it Nate indicated float might not be working properly, Tim and Luke went the next day to test floats, found syphon to be 2/3 plugged again Manosh came jetting it a second time also found overflow float not working correctly replacement has been ordered
- Removed mower deck and serviced tractor and installed snowblower for winter use
- Travelers Insurance came to the plant and did boiler and compressor inspection

- County Oil came to service and check Glycol levels in heating system at plant, tech said he could not perform the test that day, and was going to be back with more equipment

2. Operational status of Water Plant and Callouts

- Monthly reports were submitted to the state.
- Coliform samples were negative
- Add a gallon of coolant to the water plant generator. Block heater on the generator appears to be running all the time probably due to a bad temp sensor, after talking with Nate and Erik and knowing cooler weather was coming we decided to monitor it daily and try to get by until approval comes from bond Bank for the Propane install for the new Generator which has been submitted by Erik

Ken asked Erik to make sure County Oil does not charge us for the call when they came to do testing and did not have the right equipment.

- Village crew got a call at Katy Winn about a customer with low water pressure, jeff responded, tapped pressure switch it came on, Luke and I went and switched pumps after that and installed a new pressure switch, seemed to cure the problem
- Brookfield Generator contacted Tim about the generator project at the water plant, he indicated to them that the process is in motion and were waiting to hear on grant, when we know, he will know
- Water loss was 9%.

11. Electric/General Report and Any Action Items

Erik read the report submitted by Nate Brigham:

Electric Dept. –

Outage at 31 Pearl St. 5 customers out for 1 hr. Caused by one secondary leg came out of the transformer bushing.

Fixed Street lights on St Johns St, Clay hill Rd, and Town garage

Pole hit by a car in front of 21 St John St on Rt 15. Pole to be replaced. Working on billing out and getting insurance information

Pulled meter at 289 Wescom Rd for buy out

Outage at 124 Gould hill Rd. 12 customers out for 2.5hrs. Cause was dead tree fell and took lines down.

Darrell said when the crew is driving by power lines in summer and they see dead trees they should address them then and not wait. Erik said they cut a lot of trees every year. That one was not in the right of way so they couldn't cut it. Darrell said they could have addressed it with the landowner. Ken said if Darrell sees something like that he should reach out to Nate or Erik.

Took two meters to Morrisville W&L for testing

New Shop started to get roof on should be done the week of 12-1

Attended bi-weekly meetings for Shop

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

Water/Sewer -

Manosh cleaned sewer mains in village

Pulled meter and shut off water at 289 Wescom Rd for buy out

Shut off water and pulled meter at 37 Clay hill Rd for winter

Worked on Syphon Camber found a bad float waiting on replacement. Manosh jettied the 6" side and unplugged it

Changed blower filters at the sewer plant

Turned on the heat tapes for the bridges

General Dept. –

Installed Radio in little Bobcat

Installed light bar on big bobcat

Removed American flags for winter

Installed Winter banners

Installed Snowflakes

Installed Christmas lights on light poles and Christmas trees

Manosh cleaned catch basins and the line to the Pearl St bridge

Retrieved wing for Town due to the roof panels in the way

Fixed pot holes in the Greens driveway

Plowed and Sanded/Salted as needed

Removed banner for Jubilee

Changed flags out on Green

Safety –

NEPPA safety training on 12-2 was on Substation components and safety

12. Fire Department Report and Any Action Items

Erik read the report submitted by Fire Chief Arjay West:

Johnson Fire Department Report

Oct. 11 – Nov. 27, 2025

JFD responded to 13 calls. 9 calls occurred during the daytime (6 am - 6 pm) and 4 calls occurred during the nighttime (6 pm - 6 am.) The average duration was: 62 minutes

Nature:

Those calls were: 4 – automatic alarms, 1 – vehicle fire, 4 – vehicle crashes, 1 – odor investigation, 2 – medical assists, and 1 – other (fire hazard: downed utility lines)

Staff:

The average number of firefighters that responded was: 11

Total hours of service was: 121

Other:

The fleet has completed annual services and State Inspections. Thank you to all the firefighters who volunteered their time to complete these appointments.

Engine 1 experienced an unexpected breakdown related to International engine components.

The repairs were completed through Allegiance because of parts availability and schedule conflicts to avoid extended down time. The cost was \$6,143. The truck is back in service.

13. Other Business

Ken asked Erik about progress on the Grid Resilience Grant. Erik said he has a lot of work to do on that before the end of the year. A 6-year grant period is off the table.

14. Electric Dept. Bad Debt Write-Offs

Erik said we had a disconnection moratorium in 2020 due to COVID. There was no incentive for people to pay their bills because we couldn't shut off their power. As a result, there is a larger amount of uncollectable bad debt from that year. The total amount of bad debt Rosemary wants to write off is \$5,570.36, from 9 different customers.

Ellis noted that one of the customers owes around \$2K. Ken asked, that is not worth sending to collections? Erik said the customer was a renter who moved away. The PUC does not allow us to make the landlord a named person on the invoice. Darrell asked, we can't say we won't turn the power back on for that unit until the bill is paid? Erik said he thinks we can now but at the time we couldn't because of the COVID moratorium.

Ken suggested looking into whether we can try to collect payment on the large bill before signing off on the bad debt. **Darrell moved to authorize Ken to sign off on the list of bad electric department debt to be written off, with the largest bill removed from the list if it is**

determined that the village can try to collect payment on it, Ellis seconded and the motion was passed.

15. Other Business

BJ said he opened up one of the boxes of records returned from SecurShred and he saw mold. We can't put moldy records back in the safe. We have to have someone go through those boxes and pull out things that are moldy. Ken said we also have to verify that they are our files. He asked Erik to talk to Rosemary about the files and about the possibility of digitizing them.

16. Adjourn

The meeting was adjourned at 7:18.

Minutes submitted by Donna Griffiths