

**Town of St. Albans  
Selectboard Meeting Minutes  
Tuesday, January 17<sup>th</sup>, 2017  
6:30 p.m.**

On Tuesday, January 17<sup>th</sup>, 2017 at 6:30 p.m., at Town Hall the Town of St. Albans Selectboard met.

**Officials and staff present:** Chair, Stan Dukas, Vice Chair, Bruce Cheeseman, David McWilliams, Bill Nihan, Sam Smith, Town Manager, Carrie Johnson, Town Clerk, Anna Bourdon and Recording Secretary, Jennifer Gray.

S. Dukas called the meeting to order at 6:30pm.

**Public:** Peter Blouin, Brendan Deso and Al Voegele.

Pledge of Allegiance.

**Approval of Agenda**

The Board approved the agenda as presented.

**MOTION: S. Dukas made a motion to approve the agenda as presented. All in favor, none opposed, motion carried.**

**Payroll Warrants**

**MOTION: D. McWilliams made a motion to approve the payroll warrant dated January 13<sup>th</sup>, 2017 in the amount of \$14,990.14. All in favor, none opposed, motion carried.**

**MOTION: D. McWilliams made a motion to approve the payroll warrant dated January 6<sup>th</sup>, 2017 in the amount of \$14,463.59. All in favor, none opposed, motion carried.**

**Industrial Park Warrant**

**MOTION: B. Cheeseman made a motion to approve the Industrial Park warrant in the amount of \$912.51. All in favor, none opposed, motion carried.**

**General Warrant**

**MOTION: S. Dukas made a motion to approve the general warrant dated January 17<sup>th</sup>, 2017, in the amount of \$77,382.25. All in favor, none opposed, motion carried.**

**Minutes**

**MOTION: S. Dukas made a motion to approve the Selectboard 'special' meeting minutes for Tuesday, January 3<sup>rd</sup>, 2017 All in favor, none opposed, motion carried.**

**MOTION: S. Dukas made a motion to approve the Selectboard meeting minutes for Tuesday, January 3<sup>rd</sup>, 2017 All in favor, none opposed, motion carried.**

**Certificate of Highway Mileage**

The Town did not add or delete any roads in 2016, no changes to the Town's highway mileage.

**MOTION: B. Nihan made a motion to accept the Certificate of Highway Mileage for 2016. All in favor, none opposed, motion carried.**

**VLCT Voting Delegate Special Meeting – February 15<sup>th</sup>, 2017**

C. Johnson has been the Town's voting delegate for VLCT previously and would like to continue unless a Selectboard member wishes to attend.

**MOTION: D. McWilliams made a motion to appoint Town Manager, Carrie Johnson as the Town's Voting Delegate for VLCT and authorize Stan Dukas to sign. All in favor, none opposed, motion carried.**

**Town Manger's Report**  
**Draft Purchasing Policy**

C. Johnson recommended added a new section \$0 - \$999 requiring no bid process. B. Nihan suggested purchases less than \$1,000. C. Johnson suggested adding "scope of work". Another revised copy will be presented at the next Selectboard meeting. B. Nihan and B. Cheeseman suggested removing the Selectboard names from the draft Purchase Order. B. Cheeseman will bring in a copy of the one he uses at the Town of Milton.

**FY' 18 Draft Budget**

C. Johnson provided the Selectboard with draft #1 of the revenues, draft #7 of the general fund summarizes expenses and the Budget Justification. She explained the Budget Justification explains changes to departments and line items within the budget.

**MOITON: S. Smith made a motion to approve the fiscal year 2018 budget. All in favor, none opposed motion carried.**

**Warning**

S. Dukas stated we are waiting to hear back from our Attorney regarding Article 7 on the ballot before approving the Town Meeting Day Warning. S. Dukas suggested Monday, January 23<sup>rd</sup> at 4pm to approve the warning. The Board agreed.

**Public Comment**

None.

**Schedule**

Town meeting day warning approval meeting will be Monday, January 23<sup>rd</sup>, 2016 at 4pm. The next regular Selectboard meetings are Monday, February 6<sup>th</sup> and Tuesday, February 21<sup>st</sup>, 2017.

**Other Business**

None.

**Executive Session**

**MOTION: B. Nihan made a motion to go into executive session at 6:50 p.m. to discuss legal, contractual or personnel issues where premature general public knowledge of the subject matter would place the Town (or person involved) at a substantial disadvantage. It was further moved to enter into executive session to discuss legal, personnel and contractual issues under the provisions of Title 1, section 313(a)(1) of Vermont Statutes and to invite in Town Manager, Carrie Johnson. All in favor, none opposed, motion carried.**

**MOTION: D. McWilliams made a motion to come out of executive session at 8:25 p.m. All in favor, none opposed, motion carried.**

**Adjournment**

**MOTION: B. Cheeseman made a motion to adjourn the Selectboard meeting at 8:30 p.m. All in favor, none opposed, motion carries.**

Respectfully submitted,  
Jennifer Gray, Recording Secretary