

**Town of St. Albans
Selectboard Meeting Minutes
Tuesday, January 3rd, 2017
6:30 p.m.**

On Tuesday, January 3rd, 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, Town Manager, Carrie Johnson, Town Clerk, Anna Bourdon, Director of Administration, Ned Connell and Recording Secretary, Jennifer Gray. Sam Smith arrived at 6:39 pm.

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

Public: Peter Blouin, Brendan Deso and St. Albans Messenger Reporter, Elaine Ezerins.

Pledge of Allegiance.

Approval of Agenda

The Board approved the agenda as presented.

Industrial Park Warrant

MOTION: D. McWilliams made a motion to approve the Industrial Park warrant in the amount of \$2,186. All in favor, none opposed, motion carried.

General Warrant

MOTION: B. Nihan made a motion to approve the general warrant dated January 3rd, 2017, in the amount of \$24,123.52. All in favor, none opposed, motion carried.

Payroll Warrants

MOTION: B. Cheeseman made a motion to approve the payroll warrant dated December 30th, 2016 in the amount of \$29,715.07 and the payroll warrant dated December 23rd in the amount of \$21,026.04. All in favor, none opposed, motion carried.

Minutes

S. Dukas explained he had a couple of changes to the minutes from the December 19th, 2016 meeting that he went over with Recording Secretary, Jennifer Gray prior to the meeting.

MOTION: S. Dukas made a motion to approve the Selectboard meeting minutes with changes for Monday, December 19th, 2016. All in favor, none opposed, motion carried.

Director of Administration, Ned Connell - Update

Ned Connell came before the Board to give an update on items he's working on. He provided the following list of tasks with descriptions.

Town Plan: The current plan expires in August 2017 and the Town could lose eligibility for grants after expiration. N. Connell is working with the Planning Commission on goals and objectives.

Stormwater Management Ordinance/Utility: N. Connell is preparing a schedule to implement the Town's approved Stormwater Management Plan (MS4 permit). He is currently editing a draft ordinance for a stormwater utility. Funds have been put into the Fiscal Year 2017 – 2018 budget for stormwater.

Flow Restoration Plans: As part of the MS4 permit, reports are due bi-annually; these include a determination of who should/must pay for the rehabilitation or reconstruction at each site of expired stormwater permits.

Route 7 Livability Connections Grant: This is a joint effort with the Town, City and Rise Vermont that will focus on the North End of Town to make safer biking and walking pathway along North Main Street and Swanton Road. This is a grant for a feasibility study from Lakeview Terrace to VT. Route 207. A resolution must be approved and signed by the Selectboard to move ahead with the grant application.

MOTION: B. Cheeseman made a motion to approve the resolution for the Route 7 Livability Connections multi-use pathway feasibility study. All in favor, none oppose, motion carried.

Impact Fee Ordinance Update: Ned to analyze whether we can do this work in house or need to hire a consultant.

Town Manger's Report

Franklin County Animal Rescue Agreement

The Town has been provided the agreement with the Franklin County Animal Rescue Agreement. There have been no changes between 2016 and 2017. C. Johnson to sign the agreement after confirming a boarding fee cap for cats and kittens.

Draft Purchasing Policy

C. Johnson asked the Board to provide comments and suggestions to the current draft. B. Nihan stated that he had several comments, one regarding the Request for Proposal (RFP) and if we should require the RFP to include a detail description of the services or products to be provided. Currently, it states a "general description". It was agreed to revise and include a scope of work.

Another change the Board discussed was Competitive Pricing section and what the purchasing limits should be for department heads, what limit would trigger the requirement of bid. The Board agreed that purchases below \$1,000 would not require a bid process and purchases above \$1,000 would require bids per policy.

B. Nihan also pointed out that on Page 7 in the "Miscellaneous" section regarding indemnification and hold harmless language that "unless waived by the Town Manager" should be removed.

A clean copy will be provided for the Board at their next meeting. A draft purchasing form will be available as well.

Franklin County Budget Meeting

Usually there is very little attendance at this meeting but, C. Johnson offered to attend or speak to the Side Judges on behalf of the Board. The Town of St. Albans pays 18% of their budget due to the Town's large Grand List, largest in the county.

Public Comment - None.

Schedule

The next regular Selectboard meeting is Tuesday, January 17th, and Monday, February 6th, 2017.

Other Business - None.

Executive Session

MOTION: B. Cheeseman made a motion to go into executive session at 7:23 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: B. Nihan made a motion to come out of executive session at 8:01 p.m. All in favor, none opposed, motion carried.

Adjournment

MOTION: B. Nihan made a motion to adjourn the Selectboard meeting at 8:01 p.m. All in favor, none opposed, motion carries.

Respectfully submitted,
Jennifer Gray, Recording Secretary