

**Town of St. Albans  
Selectboard Meeting Minutes  
Monday, March 20<sup>th</sup>, 2017  
6:30 p.m.**

On Monday, March 20<sup>th</sup>, 2017 at 6:30 p.m., at Town Hall the Town of St. Albans Selectboard met.

**Officials and staff present:** Bruce Cheeseman, Bill Nihan, Sam Smith, Al Voegele, Brendan Deso, Town Manager, Carrie Johnson, and Recording Secretary, AJ Johnson.

B. Cheeseman called the meeting to order at 6:30pm.

**Public:** Peter Blouin, Elaine Ezerins, St. Albans Messenger Reporter

Pledge of Allegiance.

**Approval of Agenda**

The Board approved the agenda with the addition of a discussion on the VTrans financial plan for Town highways.

**MOTION: S. Smith made a motion to approve to the agenda with the addition of a discussion on the financial plan for Town highways. All in favor, none opposed, motion carried.**

**Organizational Meeting**

**Chair**

A. Voegele nominated B. Cheeseman as Chairman. B. Cheeseman asked if there were any other nominations. Hearing none,

**MOTION: A. Voegele made a motion to nominate B. Cheeseman as Selectboard Chair. All in favor, none opposed, motion carried.**

A. Voegele nominated S. Smith as Vice Chair. B. Cheeseman asked if there were any other nominations. There were none.

**Vice Chair**

**MOTION: A. Voegele made a motion to nominate S. Smith as Selectboard Vice Chair. All in favor, none opposed, motion carried.**

**Rules of Procedure**

A. Voegele asked if they should amend the policy and have the Selectboard members recognized by the Chair before speaking. The Board did not think a change was necessary.

After a brief discussion, a motion was made to approve the Rules of Procedure as presented.

**MOTION: B. Nihan made a motion to approve the Selectboard Rules of Procedure for 2017 as presented. All in favor, none opposed, motion carried.**

**Rules of Ethics/Conflict of Interest Policy**

The Board discussed adding a section the Rules of Ethics/Conflict of Interest Policy to state no Selectboard member shall hold a paid position as a Town employee.

B. Deso wondered if a Selectboard member could hold the position if they refused pay.

B. Cheeseman explained it would be a conflict to be under direction of the Town Manager as an employee while guiding the Town Manager as a Selectboard member. B. Nihan added it could be a financial conflict of interest as well.

The Selectboard agreed to add a "Section C" under number 4, "Conflict of Interest" which shall read "No Selectboard member shall have a paid position as a Town employee."

**MOTION: B. Cheeseman made a motion to approve the Rules of Ethics/Conflict of Interest Policy as amended. All in favor, none opposed, motion carried.**

### General Warrant

**MOTION: B. Nihan made a motion to approve the general warrant dated March 20<sup>th</sup>, 2017, in the amount of \$53,491.39. All in favor, none opposed, motion carried.**

### Industrial Park Warrant

**MOTION: S. Smith made a motion to approve the Industrial Park warrant in the amount of \$8,380.75. All in favor, none opposed, motion carried.**

### Payroll Warrants

**MOTION: B. Deso made a motion to approve the payroll warrants dated March 10<sup>th</sup>, 2017 in the amount of \$15,754.38 and March 17<sup>th</sup>, 2017 in the amount of \$15,604.46. All in favor, none opposed, motion carried.**

### Minutes

**MOTION: B. Cheeseman made a motion to approve the Selectboard meeting minutes for Monday, March 6<sup>th</sup>, 2017 as presented. Motion carried with a 4-0 vote. A. Voegele abstained.**

### Tim Smith - FCIDC (Franklin County Industrial Development Corporation)

Tim Smith started by congratulating B. Deso and A. Voegele on their Town Meeting Day victories. He also congratulated B. Cheeseman and S. Smith on their positions of Chair and Vice Chair.

T. Smith provided an economic update for our county; 100 million dollars of construction projects are forthcoming including expansions to Peerless, Ben & Jerry's, Mylan Technologies and Vermont Precision Tools. An estimated 150 jobs could be added to our community. T. Smith shared concerns that our population is on the decline as workforce development is on the incline.

A. Voegele wondered why the BFA budget only dedicated 2.5 million dollars to technical education. He stated the school should spend more money on technical education to prepare students to relate to what companies need and want from their employees.

### Fire Department

#### HVAC Bid Opening

Bids were opened for the HVAC system at the Fire Department.

S. Smith opened the bid from A. Cooper Mechanical out of Williston. They submitted a base bid of \$16,520.00 with exclusions.

B. Deso opened the bid from A.R.E. Mechanical out of North Troy. They submitted a bid of \$19,226.90 including warranties for a 5 ton unit.

B. Nihan opened the bid from New England Air Systems out of Williston. They submitted a bid of \$24,840.00 including all electrical for a 5 ton unit.

A. Voegele opened the bid from Alliance Mechanical of Essex Junction. They submitted a bid with two options. The first quote is to provide and install a new 5 ton unit for \$17,995.00 with exclusions. The second quote is to furnish and install a 4 ton Carrier split system for \$18,695.00 with exclusions.

S. Smith stated if all things are equal the bid from A. Cooper Mechanical was the apparent low bidder.

**MOTION: B. Deso made a motion to approve the bid of A. Cooper Mechanical as the apparent low bidder contingent upon them meeting Fire Chief Cross' specifications and to authorize Town Manager, C. Johnson to sign the contract. Motion carried with a 4-1 vote. B. Nihan opposed.**

B. Nihan stated he did not feel comfortable approving the bid until all proposals had been thoroughly reviewed and all options weighed.

A. Voegele wondered why the bids were being opened during the Selectboard meeting if statute gives the Town Manager authority to open and review bids and choose the apparent low bidder. C. Johnson stated a previous purchasing policy dictated bids be opened at the Selectboard meeting but the policy had been changed.

S. Smith suggested bids continue to be opened at the Selectboard meeting and B. Cheeseman agreed, siting transparency.

A. Voegele agreed to drop the discussion for the sake of time but reiterated the Town Manager could warn the public when the bids would be opened and reviewed and report back to the Selectboard. He stated that was the role of the Town Manager and the Selectboard should not micromanage.

#### **Town Manger's Report**

##### **Better Connections Grant – Route 7 Livability Connection**

C. Johnson had announced at a previous meeting the Town was awarded \$50,000 from the Better Connections Grant. C. Johnson announced the Town was seeking two or three volunteers to serve on the steering committee for the grant. She asked interested parties to call or email her.

C. Johnson presented a budget breakdown to the Selectboard regarding spending on Town Highways. The Selectboard was asked to sign the budget which will be used to prove the Town spends more than \$300/mile on the class I and II highways per fiscal year.

**MOTION: B. Nihan made a motion to approve the VTrans required form, and to sign the resolution. All in favor, none opposed, motion carried.**

#### **Public Comment**

B. Nihan stated he received a copy of the spring and summer recreation programs in the mail. On the cover page it stated St. Albans Town and St. Albans Bay will be considered residents and charged as such.

B. Deso encouraged people to volunteer within the Town.

#### **Schedule**

The next regular Selectboard meetings are Monday, April 3<sup>rd</sup> and Monday, April 17<sup>th</sup>. The Volunteer dinner will be held on April 10<sup>th</sup>.

#### **Executive Session**

**MOTION: S. Smith made a motion to go into executive session at 7:50 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: B. Cheeseman made a motion to come out of executive session at 8:55 p.m. All in favor, none opposed, motion carried.**

#### **Adjournment**

**MOTION: S. Smith made a motion to adjourn the Selectboard meeting at 9:00 p.m. All in favor, none opposed, motion carries.**

Respectfully submitted,  
AJ Johnson, Recording Secretary