

**Town of St. Albans
Selectboard Meeting Minutes
Monday, May 7th, 2018
5:30 p.m.**

On Monday, April 16th, 2018 at 5:30 p.m., at Town Hall the Town of St. Albans Selectboard met.

Chair, B. Nihan called the meeting to order at 5:30 p.m.

The Board began their meeting with an executive session to discuss legal and personnel matters.

Executive Session

MOTION: B. Deso made a motion to go into executive session at 5:30 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 Town Manager, Carrie Johnson. All in favor, none opposed, motion carried.

MOTION: B. Cheeseman made a motion to come out of executive session at 6:25 p.m. All in favor, none opposed, motion carried.

Regular Meeting – 6:30 p.m.

Officials and staff present: Chair, Bill Nihan, Vice Chair, Bruce Cheeseman, Brendan Deso, Stan Dukas, Al Voegele, Town Manager, Carrie Johnson, Town Clerk, Anna Bourdon, Director of Administration, Ned Connell, Director of Public Works (DPW), Alan Mashtare, Animal Control Officer, David McWilliams, and Recording Secretary, Jenn Gray.

Public: St. Albans Messenger Reporter, Michael Frett, Todd Soule, Dennis Michaels, and Pam McCarthy.

The Pledge of Allegiance.

Payroll Warrants

MOTION: B. Cheeseman made a motion to approve the payroll warrants dated May 4th in the amount of \$14,067.11, April 30th, 2018 in the amount of \$24,571.17 and April 20th, 2018 in the amount of \$16,202.98. All in favor, none opposed, motion carried.

General Warrant

MOTION: B. Deso made a motion to approve the general warrant dated May 7th, 2018 in the amount of \$52,527.67. All in favor, none opposed, motion carried.

Minutes

MOTION: A. Voegele made a motion to approve the Selectboard meeting minutes for Monday, April 16th, 2018 and the Selectboard 'special' planning meeting minutes for Thursday, April 12th, 2018. All in favor, none opposed, motion carried.

A. Voegele asked the Board regarding the April 12th planning meeting, whether or not the Board came to a conclusion on elected versus appointed Listers. The Board agreed that the consensus was to move to appointed Assessors. S. Dukas pointed out that a discussion with Assessor, Bill Hinman stated that he was fine with the current staff. C. Johnson stated that the Board will discuss this again in the fall during budget time because it required a Town wide vote to change from elected to appointed Listers.

Local Emergency Operations Plan Annual Adoption

This plan is updated and adopted each year. A. Voegele suggested adding Collins Perley to the list of available shelters during an emergency.

MOTION: B. Nihan made a motion to adopt the Local Emergency Operations Plan with the addition of Collins Perley to the emergency shelter list. All in favor, none opposed, motion carried.

Director of Administration, Ned Connell

St. Albans Bicycle and Pedestrian Master Plan Draft

N. Connell came before the Board to give an update on the Bicycle and Pedestrian Master Plan. Grant funds would be applied for most of these projects. There is a list of priorities included in the draft plan. Congress Street to Hard'Ack is the number one priority, with phase 1 of the health recreation path being second.

Town Plan Updated Schedule

N. Connell explained that copies of the adopted Town Plan will be sent to Regional Planning and the Department of Housing and Community Development (DHCD) by August 7th, 2018. Prior to that date, both the Planning Commission and Selectboard will hold their public hearings. A statement of eminent domain will be added to the Town Plan. The Planning Commission will be holding their first hearing on June 12th.

David McWilliams asked if there will be a sidewalk added to Franklin Park West. N. Connell explained there is a planned path that runs along the outside edge of Franklin Park West. The trail loops around by the interstate and the Franklin Park West master plan has lots laid out and there is a Right of Way. It'll be something like the Rail Trail.

Stormwater

N. Connell stated he expects that some amount of construction will be done this year for stormwater. He has applied for and has received grant funding for four projects; Tanglewood, Northwestern Medical Center Main Pond, two smaller ponds at the park and ride, and for the end of Industrial Park Drive. B. Nihan requested N. Connell provide the Board a schedule of funding for these projects at a future meeting.

S. Dukas said that in the 'special' meeting minutes from November 17th, 2017, N. Connell had explained these projects and their funding. He requested N. Connell keep the Board updated.

Town Manager's Report

Department of Public Works Purchase – 2018 International HX620 Truck

Director of Public Works, Alan Mashtare came before the Board to explain the purchase of a new tandem truck for his department. It is being ordered now to eliminate a late delivery, possibly during plow season. The truck may be available July 1st. There were only two vendors who submitted bids; Charlebois and Clark's. Clark's offered a better trade-in for the 2006 Mack towards the International. A. Mashtare explained that with the good trade in and the purchase price, he would also like to include warranties for the vehicle coverage and engine protection. After paying the invoice for the new truck, the Town will receive a \$1,000 rebate.

MOITON: A. Voegele made a motion to approve the purchase of the 2018 International HX620 truck along with two warranties; the vehicle coverage for 60 months and the diesel engine coverage for 60 months for the Department of Public Works. All in favor, none opposed, motion carried.

Personnel Policy Draft

C. Johnson explained that this policy would now be known as the Personnel and Conflict of Interest Policy. A. Voegele and B. Cheeseman provided some small changes. S. Dukas asked how the Town would enforce elected officials who don't behave ethically.

A. Voegele also suggested making up the difference in pay for an employee who is deployed to active duty. The Board agreed to add this to the policy. Changes will be made and brought back to the Board for approval at their next meeting.

2018 Bay Dock Slip Rentals Policy

This was discussed at the Selectboard planning meeting in April. S. Dukas explained if the Board is going to change this policy, it should be done in an open, public meeting. That is why it was on tonight's agenda.

Town resident, Todd Soule rented a slip last year and is wondering what was taken into consideration when deciding not to rent slips out this year. A. Mashtare explained last year there were only three boat slip rentals. He also explained that the upkeep on the docks is expensive and are not ADA compliant. If we were to put boat slips in, the docks would have to be upgraded to ADA compliance and this would be expensive. A. Mashtare also stated that security was been an issue. There have been previous complaints about fish hooks landing in boat canvasses and trash thrown into boats.

It was the consensus of the Selectboard not to rent out boat slips this year.

2018 Survey Consideration

C. Johnson explained that the Selectboard suggested conducting a survey in Town at the April 12th planning meeting. A sample of the last survey conducted by the UVM Extension for the Town was provided to the Selectboard. Sample surveys were also provided from Essex and Jericho. S. Dukas suggested choosing 5 topics to put in a survey by each Board member and send them to C. Johnson. Also we should involve the Development Review Board and the Planning Commission. If the Board can nail down questions for the survey this month, it can begin to be sent out in June. The cost could come out of the "Town Manager Consultant" line. Cost is \$16,500. Pay for down payment this fiscal year and the rest, next fiscal year.

Part-Time Employment Opportunities

Assistant Animal Control Officer

Current Assistant Animal Control Officer, Carrie Lewis has given her notice. Her last day as Asst. ACO will be June 4th. An ad had been posted on social media and we have received several inquiries for this position. This would be to help and back up our Animal Control Officer, David McWilliams. C. Johnson and D. McWilliams will go through the letters of interest.

Summer Intern

Last year we had a summer intern about 3 days a week. We are looking for someone again for this summer, a college student interested or declared a major in municipal work or a related field.

Street Crimes Unit

C. Johnson explained this was approved in January, 2018 and the Board needs to determine where the funds will come from to pay the invoice. The Board came to consensus to have the funds taken from the general fund and charge it to the "Police Contract" line item. This was included in our budget for next fiscal year.

MOTION: B. Cheeseman made a motion to pay for the Street Crimes Unit from the general fund – Police Contact line. All in favor, none opposed, motion carried.

RADM Warren Hamm – Policy Advisory Committee

B. Nihan took this opportunity to thank RADM Hamm for volunteering as a member of the Police Advisory Committee and asked others with interest to come forward.

Green Up Day

C. Johnson thanked B. Deso and B. Cheeseman for their help on Green Up Day alongside the Boy Scouts and Brad Jenkins, Troop Leader. The Department of Public Works picked up 22 tires, 1 couch, 4 small boats and 103 bags of trash.

Fire Department

B. Nihan reminded the audience that the St. Albans Town Fire Department's annual spaghetti dinner will be held on Saturday, May 12th from 5pm to 7pm at SATEC. Costs are \$10 for adults and \$7 for kids.

Farmers Market

B. Nihan stated that the Bay Park Farmers Market will start on May 30th, from 5pm to 8pm. Currently, there are 20 vendors that will be participating.

Parks & Recreation Committee

B. Deso provided an update regarding this committee. Their next meeting will be Wednesday, June 6th at 10am. This committee is going to tackle the Memorial Policy first.

Renovation Work – Bay Park Stone House

B. Nihan stated that the windows and doors will be repaired at the Bay Park Stone House. Costs for those repairs will be \$43,750. A. Mashtare explained that the window frames and the door frames that are all metal are beginning to rot. They will be taken apart, the glass removed, the metal sand blasted, re-welded where there is rot, primed and painted and the glass put back in.

S. Dukas pointed out that a conversation had taken place with A. Mashtare about a local contractor because we already know the quality of his work, and we agreed with not going out to bid for this specialized work. However, other type of work at the Stone House would be going out to bid. The cost for the windows and doors portion is \$24,550.

MOTION: A. Voegele made a motion to authorize A. Mashtare to contract with Bonnette Welding to do the windows and doors work on the Stone House in the

amount of \$24,550 and the funds for both projects should come from the Stone House Revitalization fund. All in favor, none opposed, motion carried.

Public Comment

David McWilliams stated that the doggie waste bag stations are being used in the park and dogs are on leashes.

Schedule

The next regular Selectboard meetings are Monday, May 21st and Monday, June 4th.

Other Business

None.

Adjournment

MOTION: A. Voegele made a motion to come out of executive session and adjourn the Selectboard meeting at 8:34 p.m. All in favor, none opposed, motion carried.

Respectfully submitted
Jenn Gray, Recording Secretary