

**Town of St. Albans
Selectboard Meeting Minutes
Monday, July 2nd, 2018
6:00 p.m.**

On Monday, July 2nd, 2018 at 6:00 p.m., at Town Hall the Town of St. Albans Selectboard met.

Officials and staff present: Chair, Bill Nihan, Vice Chair, Bruce Cheeseman, Brendan Deso, Stan Dukas, Al Voegele, and Town Manager, Carrie Johnson.

The Selectboard opened the meeting at 6:00 p.m., then moved to go into an executive session to discuss a contractual item.

Executive Session

MOTION: B. Deso made a motion to go into executive session at 6:00 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: A. Voegele made a motion to recess the Selectboard meeting at 6:25 p.m. All in favor, none opposed, motion carried.

Officials and staff present: Chair, Bill Nihan, Vice Chair, Bruce Cheeseman, Brendan Deso, Stan Dukas, Al Voegele, Town Manager, Carrie Johnson, Director of Public Works (DPW), Alan Mashtare, Public Safety Administrator and Fire Chief, Bob Cross and Recording Secretary, Jenn Gray.

Public: Michael Palmer and Jessica Frost.

Chair, B. Nihan called the meeting back to order at 6:30 p.m.

The Pledge of Allegiance.

General Warrant

MOTION: B. Deso made a motion to approve the general warrant for FY '18 dated July 2nd, 2018 in the amount of \$54,476.83 and the general warrant for FY '19 in the amount of \$102,643.15. All in favor, none opposed, motion carried.

Fire Department Reserve Fund

MOTION: A. Voegele made a motion to approve the Fire Department Reserve warrant in the amount of \$110,000 for the purchase of Marine One. All in favor, none opposed, motion carried.

Payroll Warrants

MOTION: A. Voegele made a motion to approve the payroll warrants dated June 22nd, 2018 in the amount of \$18,034.63 and June 29th, 2018 in the amount of \$29,968.34 All in favor, none opposed, motion carried.

B. Cheeseman had a question on the FY'18 warrant regarding a \$50 payment to Maurice's Service Center and why it was listed under "Training/Seminars". Fire Chief, Bob Cross explained it was for a car that the fire department will use for training. They had to pay to have it towed to the Department of Public Works garage.

Minutes

A. Voegele suggested adding Justin Oddy to the meeting minutes for the discussion on the Fire Department's purchase of their new boat, Marine One. B. Cheeseman made a motion to approve the Selectboard meeting minutes for Monday, June 18th, 2018 but, before the Board voted, he explained what happened with the previous warrant dated Monday, June 18th, 2018 and payments to vendor 206.

B. Cheeseman said that at the last Selectboard meeting, he approved all of the warrants except for vendor #206, Bob Cross. The Board went into executive session later in the meeting to discuss this. When the Board came out of executive session, they voted to approve the warrant. The warrant was mistitled. It was charged to the "seminar" line

which was for the trip Bobby (Bob Cross) went on to look at the new fire department boat and that was not the way it was supposed to be listed on the warrant. When we came out, we decided to create a new line item for travel for Town employees for now on, instead of putting it in a section where it doesn't belong, we approved the travel line item budget for Town employees. B. Nihan stated that the idea is we want to say what it is, not look like we are cooking the books. That's been resolved. C. Johnson clarified that the Selectboard is just changing procedure because Bob/fire department has used that line for that purpose in the past; going forward we charge it to this new expense line. B. Cheeseman said other than that, I approve it.

MOTION: B. Cheeseman made a motion to approve the Selectboard meeting minutes for Monday, June 18th, 2018 as amended. All in favor, none opposed, motion carried.

1991 Fire Department Boat Disposition

C. Johnson stated that there are 3 entities who are interested. The Fire Department recommended putting the old boat out to bid. The Board agreed to sell the boat requesting sealed bids.

Town Manager's Report

Water Allocation – Brian and Dorothy Susslin

MOTION: B. Cheeseman made a motion to approve the water allocation for Brian and Dorothy Susslin for 2780 Kellogg Road. All in favor, none opposed, motion carried.

Department of Public Works Relocation Update

C. Johnson went out to bid and received three bids for the DPW engineering work. The bid was awarded to TCE June 23rd, 2018, as described in an email to the Selectboard last week. B. Cheeseman said he had a big problem with the bid being awarded to the highest bidder. He preferred to go with the lower bidder who is also a local business. He was not happy with the process at all. A. Voegelé pointed out that TCE has already done a lot of work for the town on this project for free. S. Dukas stated that he is totally against awarding the contract to TCE and that the Purchasing Policy states that the Town will not receive gifts or gratuities to award a bid to a particular vendor.

C. Johnson stated that Town Managers are authorized to go out to bid and award bids and also stated that the Selectboard agreed to fast track this project to get it on the ballot in November. She also explained that she spoke with two of the five Selectboard members who agreed with the process and her recommendation to hire TCE.

B. Deso stated that he understands both sides. B. Cheeseman stated that Mr. Cross may be upset that the bid wasn't awarded to him as the low bidder and may not bid on a project again. On the other hand, B. Deso he sees the benefit in hiring an engineer that already has a good understanding of the project. B. Deso explained that given the timeframe, Carrie made the decision to go with that bidder based on getting the work quickly.

Stump Dump Closure Update

At the last Selectboard meeting, the Board agreed to limiting when the stump dump was open for the residents to one day, Sunday. It remains closed Monday through Saturday.

Impact Fee Update

C. Johnson explained that the rough draft was a 26 page document. There is more work to be done and a draft should be available soon. C. Johnson and B. Nihan agreed that a special meeting should be scheduled to discuss just this topic. Meeting will be on October 8th at 6pm.

Memorial and Community Recognition Policy Draft

C. Johnson explained that the former Town Forest Committee has been renamed as the Parks and Recreation Committee. They have begun working on a policy for formal gift giving. A. Voegelé suggesting specifying where the memorial gifts will be placed prior to installation. B. Deso thanked Jessica Frost, Chair of the Parks and Recreation Committee for her help on this policy. C. Johnson stated that she would like to get this policy approved at the next meeting because there are two pending requests for memorial benches. She asked the Board for comments or concerns prior to the next Selectboard meeting.

Survey

Mailing the survey will enable the Town to receive more accurate information. Only a sample of the Town's residents will receive this survey in the mail. UVM will be using a combination of the voter check list and the grand list.

MOTION: B. Nihan made a motion to approve the 7-2-2018 draft of the St. Albans Community Survey and reconfirm we are spending \$16,500 as of July 2nd, 2018. Motioned carried 4-1 with B. Deso voting opposed.

Bay Day

C. Johnson thanked Alan Mashtare, the Fire Department and Armand Messier for all their hard work during Bay Day. B. Cheeseman thanked A. Mashtare as well.

Cooling Center

The St. Albans Police Department was contacted by Franklin County Home Health with some concerns about the heat wave. A cooling center has been opened at City Hall for folks needing relief from the heat.

Public Comment

Michael Palmer, came before the Board expressing his displeasure with the Forest Road maintenance. The Town made the road and residents' driveway a class 4 road which is only maintained one season of the year. Mr. Palmer has been filling potholes and purchasing gravel to do road repairs. He explained that the public drive up and down the road day and night causing damage to the road. He stated that the Town Forest should be closed at sunset, alleviating the amount of traffic on the road. Just recently, people have found hypodermic needles on the ground.

Director of Public Works, Alan Mashtare stated that the Town is looking to upgrade Forest Drive. B. Deso suggested discussing these issues at the Parks and Recreation Committee's next meeting. A. Mashtare stated he will bring up a load of stone and fill potholes. A sign saying, "Closed at Dusk" will also be posted.

Mr. Palmer also asked how often the St. Albans Police patrol the road. C. Johnson will call the police to remind them to patrol the Town Forest more often.

Schedule

The next regular Selectboard meetings are Monday, July 23rd and Monday, August 6th. Town Hall will be closed July 4th for the holiday.

Other Business

None.

Adjournment

MOTION: A. Voegele made a motion to adjourn the Selectboard meeting at 7:34 p.m. All in favor, none opposed, motion carried.

Respectfully submitted
Jenn Gray, Recording Secretary