

**Town of St. Albans  
Selectboard Meeting Minutes  
Monday, August 20<sup>th</sup>, 2018  
6:30 p.m.**

On Monday, August 20<sup>th</sup>, 2018 at 6:30 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 Voegelé, Town Manager Carrie Johnson, Town Clerk Anna Bourdon, Director of Public Works Alan Mashtare, and Recording Secretary Jenn Gray. Animal Control Officer David McWilliams arrived at 8:08 p.m.

**Public:** St. Albans Messenger Reporter, Michael Frett.

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

The Pledge of Allegiance.

### **Town Plan Public Hearing**

B. Nihan read the official notice of the public hearing on the Town Plan. This is the second and final hearing on the Town Plan.

**MOTION: B. Nihan made the motion to open the public hearing on the Town Plan by reading the official notice. All in favor, none opposed, motion carried.**

Having no other questions or comments, B. Nihan closed the public hearing on the Town Plan.

**MOTION: B. Nihan made a motion to close the public hearing on the Town Plan. All in favor, none opposed, motion carried.**

### **Adoption of the Town Plan**

**MOTION: B. Deso made a motion to adopt the Town Plan as presented. All in favor, none opposed, motion carried.**

Next step is to have the Town Plan sent to Northwest Regional Planning and another required state agency.

### **Stormwater Update**

Director of Administration, Ned Connell provided an update on stormwater. He has received a proposal from DuBois and King to do the engineering on the 5 stormwater grants the Town has been awarded. S. Dukas asked if the Board had previously received permission to go on private property. B. Cheeseman and B. Nihan both said no. N. Connell stated that easements will be a part of the Memorandum of Understanding (MOU). Target dates on all MOU's were missed and new dates given. S. Dukas stated that the Town will need to secure easements before going on private property.

B. Cheeseman asked Director of Public Works, Alan Mashtare if he's seen the areas and understands the scope of the projects. A. Mashtare said yes. B. Deso asked if there will be a long term maintenance plan put in place. N. Connell stated it will be in the MOU. Essentially, a stormwater utility could pay for that type of maintenance. C. Johnson stated that most stormwater construction work will be hired out.

### **Route 7 Sidewalk Study Update**

On Tuesday, August 14<sup>th</sup>, a meeting was held at Town Hall to discuss existing conditions of Route 7 and some alternatives for bicycle and pedestrian improvements. Around 35 people were in attendance. It was agreed upon to have the improvements done in existing Rights-of-Way. Greenbelts and sidewalks would be proposed which may decrease the number of existing parking spaces within some of the businesses in this area. N. Connell stated that 2 or 3 more public meetings will be held in the near future. This feasibility study should be completed by Thanksgiving.

### **Impact Fee Update**

The Board was provided a draft of the Impact Fee document. Calculations and formulations have been included in the draft. A more complete draft report will be available in mid-September. There will be a meeting on October 8<sup>th</sup> to go over impact

fees and discuss them with the consultant. S. Dukas asked when do we look at the Town's Capital Improvement Plan (CIP). C. Johnson explained that we changed from looking at it in the fall to looking at it in the spring. That was done at the meeting on April 12<sup>th</sup>, 2018. S. Dukas stated we did not ask for any additional fund. C. Johnson said we did not at that time, that is correct. The CIP focused on projects. The Capital Program focuses on equipment.

#### **General Warrant**

**MOTION: S. Dukas made a motion to approve the general warrant dated August 20<sup>th</sup>, 2018 in the amount of \$86,907.70. All in favor, none opposed, motion carried.**

#### **Payroll Warrants**

**MOTION: B. Cheeseman made a motion to approve the payroll warrants dated July 30<sup>th</sup> – August 5<sup>th</sup>, 2018 in the amount of \$20,521.42 and August 6<sup>th</sup> – August 12<sup>th</sup>, 2018 in the amount of \$19,202.75. All in favor, none opposed, motion carried.**

#### **Industrial Park Warrant**

**MOTION: B. Deso made a motion to approve the industrial park warrant dated Monday, August 20<sup>th</sup>, 2018 in the amount of \$654.28. All in favor, none opposed, motion carried.**

#### **Minutes**

A. Voegele asked S. Dukas what he meant with his statement regarding adding 30% more to the Department of Public Works project which he had mentioned in the meeting minutes of August 13<sup>th</sup>. S. Dukas explained it was 30% more in square footage that he was referring to in the minutes.

S. Dukas explained that he was very surprised that at the meeting of August 13<sup>th</sup>, 2018 a floorplan showing three offices and a conference room for the DPW project had not been included and stated he did not like surprises.

A. Voegele suggested removing commas between titles and names, change Officer Wetherby's title from Officer to Lieutenant and add the word "saving" to the section explaining Naloxone.

**MOTION: A. Voegele made a motion to approve the Selectboard 'special' meeting minutes for Monday, August 13<sup>th</sup>, 2018 and the Selectboard meeting minutes for Monday, August 6<sup>th</sup>, 2018 with the changes explained above. All in favor, none opposed, motion carried.**

#### **A.M. Peisch Audit**

B. Nihan would like to see more tests. C. Johnson explained that last year she had asked Chris Goulette to do more testing. He did some and is going to do more testing this year. The additional testing was addressed in the previous engagement letter.

**MOTION: A. Voegele made a motion to authorize the Selectboard Chair to sign the engagement letter for A.M. Peisch. All in favor, none opposed, motion carried.**

#### **Delinquent Real Property Tax Collector Resolution**

Town Clerk and Delinquent Tax Collector, Anna Bourdon came before the Board to explain that the previous attorney, David Barra who used to do tax sales has been appointed to as a Judge and the Town needs to hire a new firm to take over these duties.

**MOTION: B. Nihan made a motion to hire Monaghan Safar Ducham, PPLC and authorize Selectboard Chair to sign the engagement letter. Motion carried with a 4-0 vote with B. Deso abstaining.**

#### **VLCT Annual Business Meeting Voting Delegates**

B. Nihan requested that he be the voting delegate at the annual meeting.

**MOTION: A. Voegele made a motion to appoint Selectboard Chair, Bill Nihan as the VLCT Annual Business Meeting Voting Delegate for the Town of St. Albans. All in favor, none opposed, motion carried.**

**Town Manager's Report  
Water/Wastewater Allocation Renewal Request – JLD Properties of St. Albans,  
LLC**

**MOTION: B. Cheeseman made a motion to approve the renewal for the water and wastewater disposal allocations and connection to the City of St Albans municipal systems for 10,500 square foot of retail space, 3,500 square foot dental office and a 150 seat restaurant located in the approved planned unit development located at 454 Swanton Road, St. Albans on Tuckers Way. All those in favor, none opposed, motion carried.**

**Infrastructure Department of Public Works (DPW) Project Update**

A larger copy of the floorplan included in the update at the end of the meeting dated August 13<sup>th</sup> was provided to C. Johnson at the end of that meeting and included in the Selectboard packets. It was not intended to be a surprise as S. Dukas stated earlier in the meeting. B. Cheeseman asked who did the floor plan. C. Johnson said Richard Cummings did it in discussions with Alan Mashtare. She explained that the reason for the training room was for the numerous trainings DPW has to hold. The three offices were put in there to include the Foreman and crew, Director of Public Works, and the Parks Supervisor and crew. Also, we anticipated the need for a stormwater person in the future.

C. Johnson explained that at the meeting of August 13<sup>th</sup>, it was agreed upon to put the facility on the Brigham Road, close to Brigham Road but, not right next to the road, suggest a steel building, utilize municipal water/sewer, and that there was roughly a need for 22,000 square feet. The need is explained in the "Space Needs Analysis" that was done in 2014 and reaffirmed by A. Mashtare in 2018.

B. Nihan stated he thinks that putting almost 16% of this floor plan in square footage on this building into 3 offices, a breakroom and a training room is outrageous. We don't need it. He stated he would not feel comfortable until he has a good needs analysis.

A. Mashtare stated that above all the office space is a loft for housing storage. If you wipe out the offices, breakroom, utility room, and training room, it may increase the square footage of the building because of racking and storage needs. It'll make the building shorter and unable to put in racking. B. Nihan stated you must justify the need.

**Project Manager**

C. Johnson recommended to the Board that the Town hire a Project Manager for the DPW project, to get more details and handle the RFP's. She and A. Mashtare will do a lot of it but, we need a professional's input now and to evaluate the bids.

B. Cheeseman asked if Richard Cummings realized that he can't bid on a building if he is designing it. B. Cheeseman didn't think it would be fair to other companies who would bid. It's unethical. A. Voegele asked to get a legal opinion on the matter.

The Board reached consensus to put out the Request for Proposal for a Project Manager.

**Water/Sewer Allocation Request for Town DPW Brigham Road Project**

C. Johnson requested a water/sewer allocation for the project. S. Dukas asked A. Mashtare what his water usage was at the garage. A. Mashtare said he uses about 100 to 150 gallons per truck per wash. B. Cheeseman suggested checking with Milton on their water usages.

S. Dukas asked would the Town have a problem getting permission from the City school to tie into the sewer. A. Mashtare explained that he has a meeting with Joe Pion, a property owner that the Town will need to get an easement for crossing his property to hook onto municipal water and sewer. Mr. Pion has a short section of his driveway that is also on the City school property and he does have a Right-of-Way through it. We would need to talk to the school district to get an easement as well to hook onto the municipal system.

**MOTION: A. Voegele made a motion to approve the water and wastewater affiliation allocation request for the Town of St. Albans Department of Public Works project. All in favor, none opposed, motion carried.**

### **Memorial Policy – Park Site Plan**

The Board agreed to discuss this at the next meeting, September 4<sup>th</sup>, 2018. S. Dukas explained that the paved path comes right across the driveway at the gate of the park. It's a dangerous situation. A. Mashtare stated he could put up some caution signs to warn people.

### **Public Comment**

#### **Junk Ordinance Complaints**

B. Cheeseman asked where we stand with the ongoing Trash Ordinance complaints. C. Johnson stated that a couple of them were pending litigation. The one on Bingham Shore Road received a letter from the Town about two weeks ago. The owner of the larger tract of land contracted with contractor to clean up. He has been cleaning up since our deadline and promised it should be complete soon. We had an agreement and they were in violation of that agreement.

C. Johnson explained that the issue on Lapan Bay has had a lot of coordinated effort between Alan Mashtare, the Fire Department and the Zoning Administrator. A lot of property was cleaned up and it has started a sort of neighborhood clean-up. This was done more of through a voluntary effort which worked well.

C. Johnson explained that the individual on Lake Street has been elusive. She is working on something with the state and hopes to share that information soon. Violation letters have been sent and we have seen not action or activity. Attempts have been made to serve this individual but, he does not come to the door.

S. Dukas asked about the Bronson Road project. C. Johnson explained that it was a combination of the Northwest Solid Waste District and a work crew from the prison that completed that clean-up about two weeks ago.

#### **Reappointment for Northwest Access TV**

David McWilliams came before the Board to ask for reappointment for himself and Rick Tatro for a term of three years. S. Dukas asked D. McWilliams if he supported the DPW move in 2015. D. McWilliams said no but, he supports this move.

C. Johnson will draft a letter. Term expires in October.

**MOTION: A. Voegele made a motion to reappoint David McWilliams and Rick Tatro to the Board of Northwest Access TV. All in favor, none opposed, motion carried.**

#### **Schedule**

The next regular Selectboard meeting is Tuesday, September 4<sup>th</sup> due to the Labor Day holiday and Monday, September 17<sup>th</sup>. A. Voegele will be absent for the September 17<sup>th</sup> meeting.

#### **Other Business**

None.

#### **Adjournment**

**MOTION: A. Voegele made a motion to adjourn the Selectboard meeting at 8:18 p.m. All in favor, none opposed, motion carried.**

Respectfully submitted  
Jenn Gray, Recording Secretary