

# Subject to Selectboard Approval

**Town of St. Albans  
Selectboard Meeting Minutes  
Tuesday, September 4<sup>th</sup>, 2018  
5:30 p.m.**

On Tuesday, September 4<sup>th</sup>, 2018 at 5:30 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 Voegele, Director of Public Works Alan Mashtare, and Town Manager Carrie Johnson.

B. Nihan called the meeting to order at 5:40 p.m. The purpose for the earlier start to the meeting was to conduct an executive session to discuss personnel and legal issues.

## **Executive Session**

**MOTION: B. Cheeseman 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 in Director of Public Works Alan Mashtare and Town Manager, Carrie Johnson. All in favor, none opposed, motion carried.**

**MOTION: B. Deso made a motion to recess the Selectboard meeting at 6:28 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, Director of Public Works Alan Mashtare, and Town Manager Carrie Johnson, Town Clerk Anna Bourdon, and Recording Secretary Jenn Gray.

**Public:** Bob Johnson.

Chair, B. Nihan called the meeting back to order at 6:35 p.m.

The Pledge of Allegiance.

## **General Warrant**

**MOTION: S. Dukas made a motion to approve the general warrant dated September 4<sup>th</sup>, 2018 in the amount of \$45,477.27. All in favor, none opposed, motion carried.**

## **Infrastructure Development Fund Warrant**

This warrant consisted of a \$74 water and sewer allocation application fee to be paid to the City of St. Albans for Department of Public Works relocation project.

**MOTION: B. Cheeseman made a motion to approve the Infrastructure Fund Warrant in the amount of \$74 for the water and sewer allocation application fee to be paid to the City of St. Albans. All in favor, none opposed, motion carried.**

## **Payroll Warrants**

**MOTION: B. Deso made a motion to approve the payroll warrants dated August 13<sup>th</sup> - August 19<sup>th</sup>, 2018 in the amount of \$19,759.62 and August 20<sup>th</sup> – August 26<sup>th</sup>, 2018 in the amount of \$37,793.98. All in favor, none opposed, motion carried.**

## **Minutes**

The Board was provided a revised copy of the minutes of the Selectboard August 20<sup>th</sup>, 2018 meeting.

**MOTION: A. Voegele made a motion to approve the Selectboard meeting minutes for Monday, August 20<sup>th</sup>, 2018. All in favor, none opposed, motion carried.**

# Subject to Selectboard Approval

## **VLCT Delegate Voting Member**

At the Selectboard meeting of Monday, August 20<sup>th</sup>, 2018, B. Nihan was appointed at the Voting Delegate for VLCT's Annual Business Meeting. Unfortunately, he is unable to attend and the Board appointed Town Manager, Carrie Johnson this evening.

**MOTION: B. Nihan made a motion to appoint Town Manager, Carrie Johnson as the voting delegate for the Town of St. Albans and authorized himself to sign the form. All in favor, none opposed, motion carried.**

## **Hard'Ack EPI-Center Committee**

At the previous Selectboard meeting, the Board agreed to contribute \$5,000 to the EPI-Center Committee for the development of expanded ice hockey facilities.

**MOTION: B. Nihan made a motion to approve the Escrow Agreement for the EPI-Center and have Carrie Johnson sign on behalf of the Town. Motion carried with a 4 for 1 vote with S. Dukas abstaining.**

## **Town Manager's Report**

### **Department of Public Works Update – Infrastructure Development Fund Allocation**

B. Nihan would like to change the concept of how the memo reads. He explained that he would like to create an account and name it the "Department of Public Works Relocation Account". This would be a holding account and all expenses related to this project would come from this account. To clarify, Town Clerk, A. Bourdon stated this would be a cost center set up in the general fund and then funds would be transferred from the Infrastructure Development Fund.

A. Mashtare explained that as part of the paving grant, we are going to be paving Brigham Road. However, he didn't want to have the road paved if it was going to be dug up again to do the water and sewer connection. He asked the City if they would allow the Town to tap the line now and plug it with a hydrant. S. Dukas asked how far does the 16" main drop. A. Mashtare said 40 feet, then add a fire hydrant, out of the Right-of-Way, onto the Town's property.

## **Hard'Ack EPI-Center Committee**

The Board decided to take the funds to pay for the Hard'Ack EPI-Center allocation by creating a cost center under Parks and Recreation section of the general fund and call it "EPI-Center Planning".

## **Department of Public Works (DPW) Update – Continued**

C. Johnson continued with the DPW update explaining that we are moving forward with permits and have applied for the water and sewer allocation from the City of St. Albans. We are moving forward with hiring a Project Manager to facilitate creating the bids for the salt shed, site work, garage construction plans.

## **Truck Traffic – Tim Smith Letter to Industrial Park Tenants**

C. Johnson explained that some Town residents had concerns regarding commercial truck traffic going to or coming from the industrial parking and using Fairfax Street, Upper Welden Street and Nason Street to get to the highway. The frequency and speed have both increased. Chief Taylor is willing to come in to discuss this issue with the Board after he has met with City Council. It has been suggested to post "No Truck Traffic" signs at intersections. If the signs are posted in the area of the City line, trucks would not be able to turn around. Tim Smith of the Franklin County Industrial Development Corporation (FCIDC) has drafted a letter to the Industrial Park tenants regarding this issue. The draft letter lays out the need for an ordinance and potential fines for the industrial park tenants.

B. Cheeseman suggested we approach the tenants very cordially. These companies have invested in our Town.

B. Deso did not agree with the fines explained in the sample letter from Mr. Smith. He felt that the letter is very combative, almost aggressive. B. Cheeseman agreed.

A. Mashtare explained if we are considering putting signs at Upper Welden or the top of Fairfax Street, we will have to get the state involved. The States' Rights-of Way are coming down 33 feet off of Route 104. It would be a State signs, not a Town sign. A. Mashtare suggested talking to the State to have a sign installed at the end of the St. Albans State Highway Access (SASH) pointing left in the direction of the industrial park.

## Subject to Selectboard Approval

S. Dukas asked A. Mashtare if there was any more thought about installing a traffic light at the bottom of the SASH. A. Mashtare said he knew there had been talk but, hasn't heard anything recently. C. Johnson explained that the City was going to do that when they did their Federal Street upgrade but, don't their timeline.

The Board agreed they did not want to revise their ordinance or charge fines yet. The Board agreed B. Nihan would speak to Tim Smith about doing a softer approach to the Industrial Park tenants.

### **Bay Park Memorial & Community Gifts Policy**

A. Mashtare provided an aerial map from Regional Planning that he shared with the Board that shows placement of memorial benches. They would be placed about 50 feet apart. He explained that he would move the existing composite benches over to the ballfields and place the granite benches near the water and stone house. He also said that metal benches would be around the playground area.

A. Mashtare went on to explain that there is an oak tree in the Town Forest that needs to be cleaned up and taken down. He suggested using some of the wood from that tree and giving it to the gentleman who makes the handmade tables from the Farmer's Market and have him use the oak to make a giving tree. It would be less expensive than the brass tree that was being considered for memorial leaves.

S. Dukas asked if the Selectboard approved this policy if design approval needed to come back to the Selectboard was already explained on page 2 of the policy. B. Nihan suggested editing this section to read: "All designs not previously approved need to be reviewed and approved by the Selectboard".

**MOTION: B. Cheeseman made a motion to approve the Bay Park Memorial and Community Gifts Policy as amended. All in favor, none opposed, motion carried.**

### **Community Survey Update – Potential Second Wave Mailing**

C. Johnson explained that less than 20% of the surveys mailed out have been received. She asked the Board whether or not they supported mailing out more surveys. The Board agreed.

**MOTION: B. Nihan made a motion to authorize \$2,000 to send on another wave of 1,600 surveys to a different group. All in favor, none opposed, motion carried.**

### **Public Comment**

#### **Harassment Policy**

A. Voegele explained he has done some research on a harassment policy and stated that he likes the Town of Milton's policy. The Board was provided a copy. A. Voegele asked them to review it for 30 days and have it added to the agenda to be discussed at the October 15<sup>th</sup> meeting.

### **Schedule**

The next regular Selectboard meetings are Monday, September 17<sup>th</sup> and Monday, October 1<sup>st</sup>, 2018. 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 7:38 p.m. All in favor, none opposed, motion carried.**

Respectfully submitted  
Jenn Gray, Recording Secretary