

**Town of St. Albans
Selectboard 'Special' Meeting Minutes
Monday, October 29th, 2018
5:00 p.m.**

On Monday, October 29th, 2018 at 5:00 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 Voegelé, Town Manager Carrie Johnson, Director of Public Works Alan Mashtare and Project Manager Matt Young from Ascent Consulting.

B. Nihan called the meeting to order at 5:08 p.m. The purpose for the 'special' meeting was to review the bids from the Request for Proposal for design services of the Department of Public Works (DPW) relocation project. The Board also held an executive session to conduct the Town Manager's performance evaluation.

Request for Proposal – Bid Review

Matt Young reviewed the smartsheet spreadsheet and said he would invite the Selectboard to access this online this week. This spreadsheet will be the online – real time source for all DPW Relocation project information. The spreadsheet is organized in two basic sections; orange is the schedule and green is the project document section. M. Young explained briefly how to navigate through the spreadsheet. The Selectboard can make comments, view attachments, etc.

The Selectboard reviewed M. Young's bid summary sheet. There was general discussion and a few questions from the Board regarding the 5 bids received for design services.

MOITON: B. Cheeseman made a motion to hire Cross Consulting Engineers per Matt Young's recommendation and authorized negotiating a contract with them. All in favor, none opposed, motion carried.

M. Young to call Cross Consulting Engineers and the other bidders on Tuesday to update them on the results of this bid.

M. Young, A. Mashtare, and C. Johnson left the meeting at this time.

Executive Session

MOTION: B. Deso made a motion to go into executive session at 5:35 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.

C. Johnson left the meeting at this time enabling the Board to do her performance evaluation in executive session

MOTION: B. Deso made a motion to come out of executive session 7:30 p.m. All in favor, none opposed, motion carried.

Adjournment

MOTION: B. Cheeseman made a motion to adjourn the Selectboard meeting at 7:30 p.m. All in favor, none opposed, motion carried.

Respectfully submitted,
Carrie H. Johnson