

**Town of St. Albans
Selectboard Meeting Minutes
Monday, November 19th, 2018
5:30 p.m.**

On Monday, November 19th, 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, Al Voegele, Town Manager Carrie Johnson, Assessor Bill Hinman and Town Attorney Dan O'Rourke. Stan Dukas arrived at 6:05 p.m.

B. Nihan called the meeting to order at 5:30 p.m. The purpose for the earlier start to the meeting was to conduct an executive session to discuss a legal issue.

Executive Session

MOTION: B. Deso made a motion to go into executive session at 5:31 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, Assessor Bill Hinman, and Town Attorney Chad Bonanni. All in favor, none opposed, motion carried.

MOTION: B. Deso made a motion to recess the Selectboard meeting at 6:22 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, Assessor Bill Hinman, Director of Public Works Alan Mashtare, Fire Chief Bob Cross, Director of Administration Ned Connell, Town Clerk Anna Bourdon, and Recording Secretary AJ Johnson.

Public: RADM Warren Hamm, Police Chief Gary Taylor, St. Albans Messenger Reporter Michael Frett, Roger Langevin, Jay Sweeny, and Bob Fairbanks.

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

The Pledge of Allegiance.

General Warrant

MOTION: S. Dukas made a motion to approve the general warrant dated November 19th, 2018 in the amount of \$68,219.31. All in favor, none opposed, motion carried.

Stonehouse Revitalization & Industrial Park Warrants

MOTION: B. Cheeseman made a motion to approve a warrant for the Stonehouse Revitalization Fund in the amount of \$1,775.00 for a memorial bench in the Bay Park, and an Industrial Park warrant in the amount of \$587.80. All in favor, none opposed, motion carried.

S. Dukas pointed out the memorial benches will eventually be charged against the Stonehouse Revitalization Fund. A. Bourdon stated money was received on the revenue side for the memorial bench.

Payroll Warrants

MOTION: B. Deso made a motion to approve the payroll warrants dated November 9th, 2018 in the amount of \$86,937.61 and November 16th, 2018 in the amount of \$18,493.29. All in favor, none opposed, motion carried.

B. Deso pointed out the payroll warrant rarely exceeds the general warrant but, the Fire Department volunteers were paid their annual stipend which amounted to \$72525.00.

Minutes

C. Johnson handed out a copy of the proposed amended minutes of Monday, November 5th. S. Dukas requested a change to the previous draft. A. Voegele requested several grammatical changes. The Board was amenable to the changes.

MOTION: A. Voegele made a motion to approve the Selectboard meeting minutes for Monday, November 5th, 2018 as amended. All in favor, none opposed, motion carried.

Errors and Omissions – Bill Hinman, Assessor

Assessor B. Hinman explained the three errors and omissions. The first is a transfer error dating back to 2016, which requires a name correction. The second error was not changing a tax status to non-taxable due to ownership change to a government agency (Vermont Housing Finance Agency). The final error was an assessment increase due to a permit for a second floor, but the second floor had not been completed. The value needs to be reduced again.

MOTION: A. Voegele made a motion to approve the requested resolution of the errors and omissions as presented. All in favor, none opposed, motion carried.

Police Advisory Committee

Police chief Gary Taylor and Admiral Warren Hamm presented a power point presentation on a proposed St. Albans Police Marine Unit. G. Taylor explained that the City Police currently have no means to patrol the lake, enforce boater safety, or respond to incidents on the surrounding islands. Purchasing a boat would require a one-time investment of \$150,000 for the boat and necessary equipment. Annual operating costs would be roughly half of the estimated budget of \$73,800 if Town did patrols of the broad lake.

Admiral Hamm emphasized that although there has not been an extreme incident on one of the islands, doesn't mean one can't happen. He stated that Police Chief Gary Taylor is responsible for the safety of the people of St. Albans. If he doesn't feel confident he has the equipment to enforce safety properly, we need to think about that. Admiral Hamm suggested not getting caught up in the financial part of the decision. If it appears there is a need for a new Marine Unit, a committee of volunteers should explore the idea further.

B. Cheeseman questioned how many times the St. Albans City Police have been called to Burton Island. G. Taylor explained that they have received 7 calls since the start of their contract in 2011. He admitted the incidents were minor and did not require immediate police presence. B. Cheeseman stated when the police contract was with the Sherriff's Department, their department never responded to the islands. C. Johnson explained it was presumed to be the responsibility of the State Police to respond to incidents on Burton Island. The State Police told the Town it was their responsibility a few years ago.

B. Cheeseman asked if the old Fire Department boat would be adequate. G. Taylor did not trust the functionality or reliability of the 30 year old boat.

S. Dukas asked if the Police had ever been refused when asking to use the Town Fire Department boat. G. Taylor stated in the case of emergency, the SACPD could use the boat, but could not use it for proactive patrols. S. Dukas stated there is already a shortage of patrol officers for the land, and wasn't sure the manpower was available for officers to be patrolling the lake.

A. Voegele agreed that the Police having a boat in addition to the Fire Department was wise in case of a fire or other emergency, where a backup boat may be required. He thinks the boat presents opportunity by adding more specialized jobs.

Town Resident B. Fairbanks does not think the boat is necessary and would be a waste of money. He thinks the responsibility of patrolling the islands should fall on the State.

The Selectboard agreed to have a committee explore the idea further. A. Voegele and Admiral Hamm volunteered for the committee. B. Fairbanks said he would also join the committee. C. Johnson encouraged other volunteers to email her by December 3rd, 2018.

**Town Manager's Report
Impact Fee Study and Ordinance**

Director of Administration Ned Connell presented the Impact Fee Study Report and Ordinance. The summery compares existing fees and proposed fees. The six cost centers include; Fire Safety, General Government – facilities and buildings, Public Works – garage, buildings, and equipment, Library, Parks & Recreation, and Roads & Transportation. The Impact Fee Study provides a detailed analysis of population projection, tax rates etc., that support charging impact fees.

A. Bourdon questioned why the school cost center fee is proposed to go from \$1,322.00 to zero. N. Connell explained the study shows no new impacts on the school due to student body population. If the school system wants to do a study showing the projected impact is greater than the Town's report estimates, they can submit those results to the Town for consideration.

B. Deso is opposed to Impact Fees and does not feel they are necessary.

The Selectboard will review the draft Impact Fee Ordinance and send proposed changes to C. Johnson by November 28th. The Board will review the Impact Fee report and ordinance again on December 3rd, 2018.

Regional Stormwater Education Program (RSEP) Update

N. Connell explained one of the Minimum Control Measurements for the Town is to provide a Regional Stormwater Education Program (RSEP).

One of the many projects is the placement of Town stencils on catch basins to remind people anything put into the catch basins can end up in the lake. A. Mashtare stated the Department of Public Works (DPW) stenciled around 100 catch basins this year.

Department of Public Works Update

A design team has been hired to provide a conceptual design for the proposed DPW Garage. The conceptual plan will be submitted and the project will go before the Development Review Board (DRB) on December 13th. A special meeting will take place on November 27th to review the designed plan prior to submitting to the DRB.

The Town is currently working on surveying and obtaining sewer easements.

Maquam Shore Road Bike Lane Request

This item is being moved to the agenda of December 3rd. The resident who would like to propose the request was unavailable.

C. Johnson thanked A. Mashtare and the DPW crew for their diligent work in the snowstorm last Friday. She recognized that it was the first major snow fall and asked residents to have patience since the Town has over 50 miles of roads to plow.

Public Comment

B. Cross stated the old Fire Department boat has been put up for bids. He thinks two towns are interested. Former Sherriff, Bob Norris donated a FLIR camera to the SATFD to use on their new boat. The FLIR camera system will require a few parts and professional installation to be operational. B. Cross requested permission to use funds from the sale of the old boat to purchase the new parts for the FLIR camera and to have the system installed on the new boat.

The Board asked B. Cross to use money from the Fire Department Reserve Fund to purchase parts and pay for the labor. Upon sale of the old boat, the money should be placed in the Fire Department Reserve Fund.

Schedule

The next regular Selectboard meetings are Monday, December 3rd and Monday, December 17th. The budget kickoff meeting is December 10th. The Town offices will be closed on Thursday, November 22nd and Friday, November 23rd for the Thanksgiving holiday.

Other Business

C. Johnson stated there is a person interested in joining the Planning Commission. She explained the Town is seeking volunteers for the Planning Commission and alternates for the Development Review Board. The Police Advisory Board and newly suggested Police Marine Committee also need volunteers. Interested people can email C. Johnson.

Adjournment

MOTION: A. Voegele made a motion to adjourn the Selectboard meeting at 8:20 p.m. All in favor, none opposed, motion carried.

Respectfully submitted
AJ Johnson, Recording Secretary