

Subject to Selectboard Approval

**Town of St. Albans
Selectboard Meeting Minutes
Monday, April 1st, 2019
6:30 p.m.**

On Monday, April 1st, 2019 at 6:30 p.m., at Town Hall the Town of St. Albans Selectboard met.

Officials and staff present: Chair Brendan Deso, Vice-Chair Bruce Cheeseman, Stan Dukas, Jessica Frost, Town Manager Carrie Johnson, Director of Public Works Alan Mashtare, Town Clerk, Anna Bourdon, and Recording Secretary Jenn Gray. Absent was Al Voegele.

Public: Sarah Hadd, Jonathan Giroux, and Erin Creley.

Chair B. Deso called the meeting to order and the Pledge of Allegiance was recited.

Annual Board Appointments Development Review Board

Brent Brigham and Mike McKennerney submitted requests to be reappointed. Jonathan Giroux submitted a request to be appointed.

MOTION: B. Cheeseman made a motion to reappoint Brent Brigham and Mike McKennerney to the Development Review Board for 3-year terms expiring in 2022, and to appoint Jonathan Giroux as an alternate to the Development Review Board for a term of 1-year. All in favor, none opposed, motion carried.

Planning Commission

Erin Creley submitted a request to be reappointed.

MOTION: J. Frost made a motion to reappoint Erin Creley to the Planning Commission for a 3-year term expiring in 2022. All in favor, none opposed, motion carried.

Regional Planning Commission

Al Voegele requested to be reappointed. Bob Johnson rescinded his request to be reappointed. Sarah Hadd requested to be appointed.

MOTION: B. Cheeseman made a motion to reappoint A. Voegele and to appoint Sarah Hadd to the Regional Planning Commission for a term of 1 year. Motion carried with 3-0 vote with S. Dukas abstaining.

Transportation Advisory Council (TAC)

MOTION: S. Dukas made a motion to reappoint Alan Mashtare and appoint Bruce Cheeseman to the Transportation Advisory Council for a term of one year. All in favor, none opposed, motion carried.

Northwest Regional Planning's Clear Water Advisory Committee

Al Voegele requested to be reappointed. A. Mashtare explained that this committee meets just before the TAC meeting. He offered to represent the Town.

MOTION: B. Cheeseman made a motion to appoint Alan Mashtare to the Northwest Regional Planning's Clear Water Advisory Committee for a term of 1 year. All in favor, none opposed, motion carried.

Northwest Vermont Solid Waste Management District

Al Voegele requested to be reappointed.

MOTION: S. Dukas made a motion to reappoint Al Voegele to the Northwest Vermont Solid Waste Management District for a term of 1 year. All in favor, none opposed, motion carried.

Constable

This is an elected position that was not filled on Town Meeting day. Previous Constable, Everett Hulbert would like to be reappointed. C. Johnson explained that training was scheduled for Mr. Hulbert this spring.

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MOTION: J. Frost made a motion to reappoint Everett Hulbert as Town Constable for a term of 1 year. All in favor, none opposed, motion carried.

Second Constable

There is an opening for this position but, no one expressed interest. B. Deso suggested anyone interested should call the Town Manager's office.

Town Agent

Bernie Boudreau requested appointment. B. Deso read the description of the Town Agent.

MOTION: B. Cheeseman made a motion to appoint Bernie Boudreau as Town Agent for a term of 1 year. All in favor, none opposed, motion carried.

Northwest Vermont Rail Trail Council

Robert Bessette requested reappointment.

MOTION: J. Frost made a motion to reappoint Robert Bessette to the Northwest Vermont Rail Trail Council for a term of 1 year. All in favor, none opposed, motion carried.

Tree Warden

The Town is not required to fill this position. A. Mashtare works with the State Forester, Nancy Patch if anything arises.

Police Advisory Committee – Police Advisory Committee

Jonathan Giroux requested to be appointed to this committee.

S. Dukas shared his concerns on information he found stating that St. Albans was listed as one of the most dangerous towns in Vermont to live in, followed by Barre and Rutland.

MOTION: B. Cheeseman made a motion to appoint Jonathan Giroux and reappoint Al Voegelé, Carrie Johnson, Bob Cross, Mark Leclair, and Warren Hamm to the Police Advisory Committee. All in favor, none opposed, motion carried.

Collins Perley

B. Deso explained that there will be one Town representative position available at the end June. This appointment will be made in June.

General Warrant

S. Dukas wanted to know how funds would be tracked now that the DPW project was approved. Money that was taken from the general fund will need to be reimbursed back to the general fund from the Infrastructure Account. He asked A. Bourdon how we separate the funds, so we know we are not going to violate the amount that we said we were going to spend on the ballot question? A. Bourdon explained we can wait until June 30th, have expenses continue to come out of the general fund and then replace the funds from the Infrastructure Account at that time. Going forward, any expenses would come straight out of the Infrastructure Account.

Regarding the Connor Contracting check, B. Deso explained that the \$10,625 is a deposit that Connor will give to the company building the metal kit for the main garage building. The contract is still under attorney review and should be ready Tuesday or Wednesday of this week. A. Bourdon will hold the check until the contract is signed.

MOTION: S. Dukas made a motion to approve the general warrant dated April 1st, 2019 in the amount of \$83,738.21 and for Anna Bourdon to hold back the Connor Contracting check in the amount of \$10,625. All in favor, none opposed, motion carried.

Industrial Park Warrant

MOTION: B. Cheeseman made a motion to approve the Industrial Park warrant in the amount of \$2,833.28. All in favor, none opposed, motion carried.

S. Dukas asked A. Bourdon if we were done with the sewer bond. A. Bourdon said we were not. Once a year we pay interest and once a year we pay principal.

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Payroll Warrants

MOTION: B. Cheeseman made a motion to approve the payroll warrants dated March 29th, 2019 in the amount of \$22,525.32 and March 22nd, 2019 in the amount of \$16,462.23. All in favor, none opposed, motion carried.

Minutes

MOTION: S. Dukas made a motion to approve the Selectboard meeting minutes for Monday, March 18th, 2019 All in favor, none opposed, motion carried.

Liquor Control Board

MOTION: J. Frost made a motion to recess the Selectboard meeting and convene as the Liquor Control Board. All in favor, none opposed, motion carried.

Bayside Pavilion requested a renewal of both their First Class Liquor License and their Outside Consumption License.

MOTION: B. Cheeseman made a motion to approve the liquor licenses as presented. All in favor, none opposed, motion carried.

MOTION: B. Cheeseman made a motion to adjourn the Liquor Control Board and reconvene the Selectboard. All in favor, none opposed, motion carried.

Public Comment

B. Deso explained that he wanted to try something new with moving the public comment portion of the meeting. He asked the Board how they felt about moving Public Comment closer to the beginning of the meeting. B. Cheeseman felt that the Public Comment section of the meeting should remain at the end of the agenda as it is now. The public can make comments on items discussed during the meeting and then the Public Comment section at the end of the agenda would be for other topics. B. Deso explained that Public comment will be held earlier in the meeting to see how it goes.

Town Manger's Report

Fire Truck 75' 2020 Quint Specifications

Fire Chief Bob Cross came before the Board to answer questions regarding the purchase of the 2020 quint ladder truck for the fire department. Chief Cross explained in the past, it's been difficult to get vendors to bid on trucks for the fire department. The local company, Desorcie Emergency Products has been a great company to work with for several purchases. We will get a discount if the invoice for the ladder truck is paid by April 22nd. Chief Cross will put out feelers to departments who may be interested in purchasing the older quint ladder truck once the Town takes possession of the new ladder truck.

J. Frost asked Chief Cross how many are currently on staff with the department. Chief Cross explained that currently, there are 28 members but, with a maximum of 34 members. J. Frost asked him if there were opportunities for people who do not go through Level One training. Chief Cross explained there is new training for people to participate in a lot of firefighting activities except interior firefighting.

S. Dukas stated that there may be a future possible problem with the Fire Chief or the Director of DPW when it comes to purchasing equipment. Voters approved the money set aside to purchase equipment. He was concerned those voters will eventually vote equipment purchases down. A. Bourdon explained the currently money was voted on for 10 years for the Equipment Reserve Fund. In 2022 we will have to put a question on the ballot again asking to put money aside for future purchases. Chief Cross explained that we have a replacement schedule of 15 years to replace trucks, without taking loans because of the money saved in the reserved fund. B. Cheeseman stated that we should continue to operate the way we have been.

B. Deso explained that Fire Department stipends should be reviewed. Chief Cross explained he and Town Manager, C. Johnson have begun discussing moving to hourly wages.

Act 250 – Amendments

Mill River Holdings, LLC

Just informational, no action required.

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James Hungerford & Rewes Properties, LLC

Just informational, no action required.

B. Deso asked that when the Selectboard has their joint meeting with the Planning Commission on April 29th, they should include a discussion on the Sidewalk Master Plan.

Department of Public Works (DPW) Garage and Salt Shed Update

B. Deso explained that the estimate of the salt shed was discussed at the weekly construction meeting at Cross last week and should be updated tomorrow. We should also have the contract with Conner by Wednesday. The sewer line easements for the DPW project were going through three different properties. We did not push to get anything in writing before the voters approved the project then, hit a snag regarding a legality with one of our first choices for our easement location. A. Mashtare found another property owner who would give us an easement. Attorneys are working on gathering information on both property owners to create an Memorandum of Understanding (MOU) so, the Town has access before surveying and paying permit fees.

C. Johnson explained that the delay was due to the surveying not being able to be completed until the snow is gone. After the survey is complete, then the easements could be completed.

S. Dukas wanted to know where the \$287,000 over budget came from. B. Deso said Project Manager, Matt Young made some assumptions prior to the vote. He did say there were \$850,000 in construction costs and he thought we had said we should be able to build it for \$600,000. We decided to base the budget for the ballot \$600,000 for construction and then \$87,000 for soft costs, not including the deduction of the grant. Then, just prior to the vote, the Board received an email saying it could be as high as \$970,000. These salt shed numbers are draft numbers.

B. Deso explained that Mr. Young will provide the Board with professional updates once the construction starts up. He suggested posting those updates on the Town's website and Facebook.

C. Johnson stated that we received the building permit and it is posted on the property.

Schedule

The next regular meetings are Monday, April 15th and Monday, May 6th. There will be a joint Planning Commission and Selectboard meeting to discuss capital projects on Monday, April 29th at 5:30 p.m. Volunteer dinner is Monday, April 8th at 5:30 p.m.

Chairman's Report

B. Deso explained that Mayor Tim Smith provides a Mayor's report for the council. He would like to do the same for the Selectboard.

Letter to Mr. B. Nihan

The Board approved the letter and it will be given to Mr. Nihan at the volunteer dinner.

MOTION: B. Cheeseman made a motion to authorize B. Deso to sign the letter for Bill Nihan for recognition of his years of service. All in favor, none opposed, motion carried.

B. Deso thanked the DPW for their great service and hard work this winter.

Honor Wall

B. Deso stated that he'd like to see progress on this and would like to see Frank Montagne, Steve Wechsler, and Eleanor Goodrich recognized.

MOTION: S. Dukas made a motion to add Eleanor Goodrich to the honor wall along with Steve Wechsler and Frank Montagne. All in favor, none opposed, motion carried.

Other Business

Social Media

J. Frost explained that when she attend the Selectboard Institute in Rutland last weekend, there was discussion about social media and board members making

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comments on Facebook. According to Roberts Rules, this could be a violation if a Selectboard quorum responded on the same post. C. Johnson explained that the way we handle such things is that Facebook is monitored by both AJ Johnson and Jenn Gray, sometimes over the weekend. Negative or unacceptable comments are the Town Manager and/or removed per Town policy. B. Deso suggested covering that in the Rules of Procedure.

S. Dukas asked again if we had received an updated policy template on the sale of marijuana from VLCT. C. Johnson will ask for an update, it's been a year since the Selectboard reviewed it.

B. Deso explained that last Thursday, he met with Tim Smith to discuss City/Town relations and where we might want to go on communicating. One idea that came up was to have a joint meeting of the City Council and the Selectboard with a location and agenda to be decided. It would help us to hear from staff on how they already collaborate.

Adjournment

MOTION: J. Frost made a motion to adjourn the Selectboard meeting at 8:11 p.m.
All in favor, none opposed, motion carried.

Respectfully submitted,
Jenn Gray, Recording Secretary