

**Town of St. Albans
Selectboard Meeting Minutes
Monday, April 15th, 2019
6:00 p.m.**

On Monday, April 15th, 2019 at 6:00 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, Al Voegele and Town Manager Carrie Johnson. Absent was Jessica Frost.

B. Deso opened the meeting at 6:00 p.m. The purpose of the early start to the Selectboard meeting was to conduct an executive session to discuss contractual and legal issues.

Executive Session

MOTION: A. Voegele made a motion to go into executive session at 6:01 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 and Matt Young. All in favor, none opposed, motion carried.

MOTION: B. Cheeseman made a motion to recess the Selectboard meeting at 6:25 p.m. All in favor, none opposed, motion carried.

B. Cheeseman left the meeting due to a work conflict at 6:30 p.m.

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

Public: Michael Frett, Messenger, David McWilliams, Brian Willett, Matt Young, Joe Luneau, Jonathan Giroux, Dan Cunningham, Esther Morse and Mary Pickener

The Pledge of Allegiance was recited.

Department of Public Works Update

Matt Young, Project Manager, gave a brief update on the overall DPW project status and identified changes made to the design of the salt shed. The original design has been modified to keep the project budget and contingencies in line. M. Young anticipates coming to one Selectboard meeting a month for the next several months to provide an in person status report on both of the projects.

The status report M. Young provided labels the project as “green” which means all aspects of the project are going as planned. In the last several weeks, the design team has been looking at ways to reduce building costs; M. Young predicts the cost will continue to trend down and not go up.

The contract with Connor Construction has been executed for the bid amount. In the next several weeks, Connor Construction will put together a list of anticipated changes and offsets. They intend to mobilize May 1st, and earthwork will begin May 6th, 2019.

The Salt Shed portion of the DPW project needs to follow a specific track as per the VTrans grant. The design that was originally developed put the project over budget. M. Young provided pictures of the new design which uses a two piece truss system instead of a four piece truss system. A concrete pad under outdoor storage has also been eliminated; asphalt will be used instead. M. Young explained that once Cross Consulting Engineers has finished 60% of the design, he will put together a new estimate to ensure the project is still on budget.

B. Deso praised A. Mashtare for his cost saving idea for redesigning the salt shed. A. Mashtare emphasized that the salt shed will not lose any square footage from the redesign. B. Deso asked to make a blurb for Facebook and send to press via email.

General Warrant

S. Dukas stated that the General Warrant is the amount of \$133,317.72. He outlined several of the larger expenses which include a payment to the St. Albans Police Street Crimes Unit in the amount of \$27,625, a relocation permit payed to the State of Vermont in the amount of \$21,712.00, several large MS4 permit payments and a payment to Blue Cross Blue Shield and AmCare Ambulance.

MOTION: S. Dukas made a motion to approve the general warrant dated April 15th, 2019 in the amount of \$133,317.72. All in favor, none opposed, motion carried.

Fire Department Reserve

MOTION: A. Voegele made a motion to approve a payment of \$791,000 to purchase a new fire truck. All in favor, none opposed, motion carried.

B. Deso stated if anyone needed more information about this purchase they could review the tape from the April 1st Selectboard Meeting. S. Dukas noted that the money is set aside every year toward the purchase of new Fire Department Equipment.

Industrial Park Warrant

MOTION: A. Voegele made a motion to approve the Industrial Park warrant in the amount of \$756.94. All in favor, none opposed, motion carried.

Payroll Warrants

MOTION: A. Voegele made a motion to approve the payroll warrants dated April 5th, 2019 in the amount of \$15950.86 and April 12th, in the amount of \$15579.74. All in favor, none opposed, motion carried.

Minutes

The Selectboard agreed to table the motion to approve the minutes from April 1st until the next meeting, as only three members were present. A. Voegele suggested a change on the last page which was accepted.

Liquor Control Board

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

St. Marie Enterprise, LLC (DBA The Bay Store) : 2nd Class

VFW : 1st Class

VFW : Outside Consumption

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

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

Town Forest Fire Warden Appointment

Fire Chief Bob Cross needs to be reappointed as the Town's Fire Warden.

MOTION: A. Voegele made a motion to approve Fire Cheif B. Cross as the Town Forest Fire Warden for a term of 5 years. All in favor, none opposed, motion carried.

Local Emergency Management Plan Annual Adoption

C. Johnson presented the Local Emergency Management Plan for annual adoption. The Plan is a phone list so officials at Vermont Emergency Management as well as first responders can identify those who need to be contacted in the event of an emergency. The list also includes shelters that can be utilized by vulnerable individuals.

A. Voegele wondered if the Assistant Animal Control Officer should also be added. The Board noted several other updates, but agreed to approve the document and allow C. Johnson to make the necessary changes prior to submitting.

MOTION: A. Voegele made a motion to approve and adopt the Local Emergency Management Plan as amended by C. Johnson. All in favor, none opposed, motion carried.

Town Road and Bridge Standards

C. Johnson explained this is the same document that the Town has been reapproving since 2013. S. Dukas was concerned that there are no bridge standards in the

document. A. Mashtare explained that the bridge standards and several other changes will be added in the future. He is currently working with VTrans to make changes to the standards. He requested the Board sign and accept the proposed document, and when VTRANs accepts the proposed changes, A. Mashtare will bring the new standards before the Board for approvals.

A. Voegele asked what is considered a bridge. A. Mashtare explained the Town has two identified bridges (Black Bridge and Dunsmore Road) although technically a bridge is anything over 20 feet. Some large box culverts are defined as bridges.

S. Dukas inquired about the lifespan of Black Bridge and if money had been set aside for the inevitable replacement of the bridge. A. Mashtare agreed the Selectboard should consider setting money aside each year. He explained that by adopting these standards, in the event of an emergency the Town would be eligible for additional funding through the State, and not just the base FEMA amounts.

A. Mashtare will provide the changes to the Board when they are available.

MOTION: S. Dukas made a motion to approve and sign the Certificate of Compliance and the standards dated April 15th, 2019. All in favor, none opposed, motion carried.

Public Comment

D. McWilliams asked if the Town intends to do something for Bill Nihan to recognize his many years of service to the Town. B. Deso confirmed there is intent to give Mr. Nihan a framed letter, and perhaps invite him to a meeting.

A. Mashtare stated that the Board had asked him about French Hill a couple meetings ago. A. Mashtare has not forgotten, and he has reached out for estimates.

Town Manger's Report

St. Albans City Sewer Overflow Update

B. Willett, employee of the St. Albans City Sewer Department, came before the Board to explain the overflow that happened a week ago.

On April 3rd between 2.7 and 2.8 million gallons of treated, unchlorinated wastewater was released from the plant. Employees confirmed the pumps were working when they left Wednesday afternoon but by Thursday morning discovered the pump was not functioning on "auto". Although the overflow was reported as a "pump failure", it was actually a signal failure. The plant is currently going through an update and is trying to get a new system online which will hopefully prevent this from happening in the future.

A. Voegele wondered how far along the plant is in its update. The process began about a year ago and will be finished this fall or winter. B. Willett encouraged residents and Selectboard members to set up an appointment and do a tour of the plant during summer or fall.

Northwest Regional Planning Commission Municipal Listing

The Selectboard needs to review and approve this list. B. Deso requested his mailing address be corrected.

MOTION: A. Voegele made a motion to approve the Northwest Regional Planning Commission Municipal Listing. All in favor, none opposed, motion carried.

Collins Perley Board Quarterly Update – Mary Pickener

Mary Pickener provided an update on Collins Perley. She explained several meetings have been cancelled due to various reasons. Dave Kimmel will be retiring in June, so there was an active search to find a replacement. Tim Viens was selected, and now his position will need to be filled.

The fields are in disarray right now. Ms. Pickener wishes the complex could utilize artificial turf.

The St. Albans Skating Association (SASA) has proposed to add a second hockey rink. The Collins Perley Board feels if SASA can finance it, they will consider providing the space.

B. Deso wondered if the school district had considered financing the second rink. Ms. Pickener stated it was not at the top of their priority list. B. Deso suggested discussing recreation opportunities at the joint City/Town Meeting.

Town Marketing Sample

C. Johnson provided a sample of Town Marketing Ad. Last year, the Town submitted an ad to Northwest VT Guide which was distributed at several locations across the State and in Quebec. C. Johnson wondered if the Selectboard was amendable to doing another ad. The cost will be around \$2,000. C. Johnson suggests using an ad that focuses on the Farmers Market and the Bay as well as our Industrial Parks.

C. Johnson also mentioned an ad that was written by Irvana Lew about the St. Albans region. The ad reviewed family friendly activities to do around St. Albans.

DPW Dump Site Closed on Brigham Road – Effective Immediately

In the past, the Town had allowed residents to deposit clean fill on our Brigham Road property. Due to the impending construction, the dump site is closed and the gate will be locked. C. Johnson advised that people can burn small quantities on their own property if they are issued a burn permit.

Rules of Procedure

This will be added to the May 6th agenda for further discussion and suggestions. A. Voegelé provided copies of his first draft of Selectboard Rules of Procedure. A. Voegelé said he largely used Williston's Rules of Procedure. C. Johnson will send the Selectboard copies of Williston's and Colchester's Rules of Procedure as well as a VLCT template. Suggested changes should be submitted to C. Johnson by April 29th.

Schedule

The next regular meetings are Monday, May 6th and Monday, May 20th. There will be a joint Planning Commission and Selectboard meeting to discuss capital projects on Monday, April 29th at 5:30 p.m.

C. Johnson is working with Dominic Cloud to schedule a time and location for the joint City and Town meeting. They tentatively discussed Monday, May 13th, 2019 at 7:00 p.m.

Chairman's Report

J. Luneau of the St. Albans Museum is requesting help from the Selectboard to receive federal grant money. He wondered if the Town would be willing to apply to be considered a Certified Local Government Community. There are six steps the Town would need to take to receive this certification, which includes passing an ordinance to become a Certified Local Government Community and forming a committee that must meet four times a year. The museum will also approach the City. There are a limited number of communities that have become certified and at this time grant funds are fairly non-competitive. J. Luneau will return to the meeting of May 6th and the Selectboard can discuss approving the Certified Local Government Community ordinance.

Other Business

A. Mashtare provided an update on the Stone House project. All windows are currently out and he hopes the project will be completed by Memorial Day.

S. Dukas asked about potable water at the Stone House. A. Mashtare explained he has been working with Ruggiano and Chevalier Water but, they have not decided on the best solution. The last two summers the Park has run out of water.

A. Mashtare anticipates the Cohen Park picnic pavilion will be completed by Memorial Day.

A. Voegelé talked about a proposed bill that Senator Brock has introduced which would pay people \$7,500 to move to the state of Vermont and begin working. A. Voegelé would like to see Town's offer money as well so our businesses can fill needed positions. There are a declining number of employees in Vermont and an aging population.

Adjournment

MOTION: A. Voegelé made a motion to adjourn the Selectboard meeting at 8:27 p.m. All in favor, none opposed, motion carried.

Respectfully submitted,
AJ Johnson, Recording Secretary