

**Town of St. Albans
Planning Commission / Selectboard Joint Meeting
Monday, April 29th, 2019
5:30 p.m.**

On Monday, April 29th, 2019 at 5:30 p.m., the Town of St. Albans Selectboard and Planning Commission met for a joint meeting.

Officials and staff present: Selectboard Chair, Brendan Deso, Selectboard Vice Chair Bruce Cheeseman, Al Voegele, Jessica Frost, Planning Commission Chair, Grant Henderson, Planning Commission Vice Chair, Brent Brigham, Planning Commission Clerk, Jack Nichol, Erin Creley, Casey Toof, Town Manager, Carrie Johnson, Director of Administration, Ned Connell, Department of Public Works Director, Alan Mashtare, and recording secretary AJ Johnson.

Absent: Stan Dukas, Selectboard

Public present: Robert Fairbanks, Dan Cunningham, Esther Morse, and Sarah Hadd.

B. Deso opened the meeting at 5:30. The Pledge of Allegiance was recited.

Planning Commission Updates

G. Henderson provided a brief update on what the Planning Commission has been working on recently. The PC completed a Bylaw Update, a Town Plan Update, a Bicycle and Pedestrian Master Plan, Impact Fee Ordinance, and have started working on Stormwater and the Capital Planning Program.

Soon, the Planning Commission will be tasked with working with department heads to identify what capital equipment each department has and will need in the next five years for the Capital Program.

C. Johnson explained the Capital Program is a 5 year program which is used as a guiding document to schedule equipment replacement in coordination with other Town departments. Funding comes from the general fund.

N. Connell explained the Town is facing roughly five million dollars of stormwater projects within the next sixteen years and will need to identify the best option for funding these projects. The PC was asked to examine what a Stormwater Utility would look like and how it would fund projects.

Selectboard Updates

The DPW Salt Shed and Garage were approved and construction will begin in May.

B. Deso explained the Selectboard has begun loosely talking about relocating the Town Hall. The Town needs to renovate the current structure or relocate. The cost to renovate is very high. B. Deso asked the Planning Commission to consider preferred sites to relocate Town Hall and would like to put a discussion of Town Hall on an upcoming SB agenda.

The PC and Selectboard needs to follow the same procedure regarding granting preferred solar site designations to solar projects. A. Voegele suggested following the same procedure that Northwest Regional Planning Commission (NRPC) follows. NRPC will be attending the Selectboard meeting of May 6th to discuss their procedure. C. Johnson suggested a representative of the Planning Commission attend the meeting. J. Nichol volunteered.

Capital Infrastructure Projects

The Bicycle and Pedestrian Master Plan was accepted by the Selectboard on May 8th of 2018. Fourteen projects are identified as priorities. The Town recently agreed to spend no more than \$8,500 on a connecting piece of sidewalk within the Industrial Park. The Town is eager to move forward with other pedestrian projects. B. Deso suggested discussing sidewalks at the joint meeting of the City and the Town which is proposed for May 13th, at 7:00 p.m. in the Bliss Room. The Town proposes to gauge the cities willingness to help with sidewalk maintenance. The Planning Commission was asked to create a 5 year Bicycle and Pedestrian plan and identify specific projects total costs, and funding sources. J. Frost stated having designated funds for pedestrian infrastructure will open up grant opportunities.

The PC and SB discussed the proposed Health Path and what it could mean for the Town. All members agreed the Town should be working toward connectivity. The Health Path is still considered a high priority.

B. Brigham, PC Vice Chair and Chair of the Development Review Board (DRB), explained the DRB needs additional guiding documents to follow when mandating sidewalks for development

applicants. The DRB has been waiving the sidewalk requirement for many projects as they have been unable to tell applicants where the sidewalks must be constructed. Many projects have been given a waiver of 5 years to complete sidewalks. An ordinance needs to be created which can be used by the DRB for guidance. Town staff will draft the ordinance, the Planning Commission and DRB will perform reviews and the draft ordinance will be provided to the Selectboard. The PC and Selectboard also discussed the developers providing the Town with a certain fee per foot of proposed sidewalks in lieu of constructing them on their own. The staff proposed to draft an ordinance and provide it to the PC in June.

B. Cheeseman joined the meeting at 7:00 p.m.

The PC and Selectboard discussed prioritizing projects for an action plan. B. Deso suggested relocating Town Hall should be the number one priority and the St. Albans Health Path should be second. B. Cheeseman would like to see some work on the dock. He suggested making it more enjoyable without spending money on raising it. A. Mashtare explained he has considered filling in the areas that have washed out, painting, putting out flowers and plants and putting a couple of benches on the dock. J. Frost suggested adding the Town Forest access road as a priority. The Town needs to have a legal review of the Right-of-Way on Forest Drive to determine easements and what can be done. The Bay Park Stonehouse has also been an ongoing project.

There was no other business.

Adjournment

MOTION: A. Voegele made a motion to adjourn at 7:38 p.m. All in favor, none opposed, motion carried.

Respectfully submitted,
AJ Johnson