

**Town of St. Albans  
Selectboard Meeting Minutes  
Monday, August 5<sup>th</sup>, 2019  
6:00 p.m.**

On Monday, August 5<sup>th</sup>, 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 was to conduct an executive session.

**Executive Session**

**MOTION: A. Voegele made a motion to go into executive session at 6:00 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. Seconded by S. Dukas. All in favor, none opposed, motion carried.**

J. Frost arrived at 6:05 p.m.

**MOTION: J. Frost made a motion to recess the Selectboard meeting at 6:29 p.m. Seconded by A. Voegele. All in favor, none opposed, motion carried.**

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

**Public:** Jonathan Giroux and St. Albans Messenger Reporter Michelle Monroe.

The Pledge of Allegiance was recited.

**General Warrant**

S. Dukas apologized to some of the Board members because there was a piece of equipment for the Department of Public Works (DPW) in the amount of \$114,900 included in the warrant that he knew about, but didn't let them know the Town was going to purchase it. He had visited with Director of Public Works Alan Mashtare in the spring and they had a conversation about this piece of equipment and A. Mashtare had the money in his budget to purchase it. S. Dukas went on to say he thought this was a good idea and that it would save the Town money, but he thought the rest of the Board would be notified of this purchase, but were not.

B. Deso explained that last year the Town spent about \$50,000 of our paving contract to have ground up asphalt out onto the shoulders of the road to make them a little bit wider for pedestrians and not pay to have it trucked away. This piece of equipment, a shoulder machine, will help with those costs. He explained that the Town has overlaid asphalt for years and a lot of roads in Town have reached their max height capacity. He went on to say that in order to save our roads, we should begin milling the road. That entails grinding up a couple of inches of asphalt and replacing it with a couple of inches of new asphalt. A. Mashtare suggested purchasing this shoulder machine would take the ground up (milled) asphalt and put it into the shoulder of the road and effectively improve our shoulders. B. Deso did say he heard about this purchase from A. Mashtare about two months ago so, he was aware of the purchase. B. Deso also supported this idea because it would save the Town money.

B. Cheeseman stated he does support the idea of the purchase of the shouldering equipment and that it's going to save the Town money, but wanted to know why he didn't know anything it beforehand. C. Johnson explained that this was discussed at a previous meeting when we were discussing paving bids. J. Frost asked if a purchase of that amount needed to be Selectboard approved? A. Voegele stated the Town Manager has the authority to approve such purchases without prior Selectboard authorization and suggested that in the future, the Board be notified of purchases like this periodically via email or a phone call. B. Deso explained we saved money out of the paving line and in

turn spent it on a piece of equipment related to paving. A Selectboard motion was not required for this purchase.

S. Dukas stated he had an issue with the Town spending \$400 on playing golf for a non-profit organization. We spend hours debating the budget and we give \$60,000 to non-profits annually. Some of those only get \$500 and another \$400 to them, they'd be very grateful. Taxpayers just don't like hearing we're playing golf with their money. He went on to state that the was not totally against it and that C. Johnson had every right to spend it; it's in her miscellaneous account.

A. Voegele explained that this particular golf game allows people from different municipalities to talk to one another so, it's less for the benefit of the hospital than it is for building relationships with municipalities, local business, and non-profits.

B. Deso explained that he, Carrie Johnson, Fire Chief Bob Cross, and City of St. Albans Mayor Tim Smith played in the tournament. There was conversation on the preparations on the Sunflower Festival among other things discussed during the tournament. He is going to have the \$400 deducted from his annual Selectboard Chair stipend of \$1,000 and refund the Town. This was the Chair's idea to begin working with the City and improve networking.

**MOTION: S. Dukas made a motion to approve the general warrant dated August 5<sup>th</sup>, 2019 in the amount of \$203,191.76. Seconded by A. Voegele. All in favor, none opposed, motion carried.**

#### Payroll Warrants

**MOTION: B. Cheeseman made a motion to approve the payroll warrants dated July 19<sup>th</sup>, 2019 in the amount of \$20,689.66, July 26<sup>th</sup>, 2019 in the amount of \$33,102.74, and August 2<sup>nd</sup>, 2019 in the amount of \$19,644.28. Seconded by A. Voegele. All in favor, none opposed, motion carried.**

#### Infrastructure Development Fund

**MOTION: A. Voegele made a motion to approve the Infrastructure Development Fund warrant in the amount of \$258,324.25. Seconded by B. Cheeseman. All in favor, none opposed, motion carried.**

#### Industrial Park Warrant

**MOTION: A. Voegele made a motion to approve the Industrial Park warrant in the amount of \$80,786.10. Seconded by J. Frost. All in favor, none opposed, motion carried.**

#### Fire Department Reserve Warrant

**MOTION: A. Voegele made a motion to approve the Fire Department Reserve warrant in the amount of \$50.00. Seconded by B. Cheeseman. All in favor, none opposed, motion carried.**

#### Minutes

**MOTION: A. Voegele made a motion to approve the Selectboard meeting minutes for Monday, July 15<sup>th</sup>, 2019 as written. Seconded by J. Frost. All in favor, none opposed, motion carried.**

**MOTION: A. Voegele made a motion to approve the meeting minutes from the joint meeting with the City of St. Albans on Monday, July 22<sup>nd</sup>, 2019 as written. Seconded by J. Frost. All in favor, none opposed, motion carried.**

#### Department of Public Works Garage & Salt Shed Update

Project Manager Matt Young called in to provide an update to the Board on the DPW garage and salt shed projects. He stated that drone footage has been posted on the Town's website and encouraged residents to take a look at it to see the construction progress. He went on to say that financially we remain within our construction budget on the garage building and we have not touched the contingency.

1. A net ADD change order of \$11,113 to Connor Construction for various design improvements and partial work to prepare conduits and site for emergency generator.
2. There will be a pending change order to Connor Contraction for installing the all precast, pump station and a portion of the sewer farce main. The Town will bid

out the cross-country sewer force main, including replacement of the water line through the Pion property. This will help to reduce project cost.

Mr. Young stated that the building's structural steel will be arriving September 20<sup>th</sup> and assemblage will follow immediately after that.

### **Salt Shed**

Mr. Young explained that we are waiting for NEPA (National Environmental Policy Act) letter from VTrans which should be here in late August. This letter will allow for 100% design approval in order to prepare a bid set for the salt shed. We can proceed with getting the Right of Way letter. The template letter was forwarded to C. Johnson for her to send to the Town Attorney for his review. Planning on breaking ground this fall.

After the phone call was finished, B. Cheeseman suggested having some "Estimate to Complete" meetings. These meetings would tell us where we are, how much further we have to go, what we have left for money and try to determine if we are going to stay on track financially. C. Johnson asked if we should have Matt Young include the additional information with his monthly report. B. Cheeseman was good with that.

### **Public Comment**

None.

### **Town Manager's Report**

#### **Development Review Board Appointment and Vacancy**

C. Johnson explained that one of our DRB members resigned and the DRB is recommending current alternate, Jonathan Giroux to fill the vacancy.

**MOTION: S. Dukas made a motion to appoint Jonathan Giroux to the Development Review Board for the remainder of Ashely Toof's term expiring March, 2021. Seconded by J. Frost. All in favor, none opposed, motion carried.**

There is now a DRB Alternate position vacant, the Town is now seeking letters of interest for it.

#### **Planning Commission Vacancy**

There is a vacancy on the Planning Commission. We are looking for letters of interest to fill this vacancy. This position's term expires March, 2020.

#### **Town Hall Relocation Steering Committee**

A. Voegele explained that under the Town of St. Albans Selectboard Rules of Transaction, Rule 843 it appears that we, as a Selectboard, must appoint ourselves to this committee and state in the motion a specific end date. The Board agreed to an end date of March, 2020 Town Meeting day.

**MOTION: A. Voegele made a motion to create the Town Hall Steering Committee comprising of the 5 Selectboard members, the Town Manager, and the Town Clerk with an end date of Town Meeting Day 2020. Seconded by B. Cheeseman. All in favor, none opposed, motion carried.**

The Board agreed to hold their first Town Hall Relocation Steering Committee meeting on Thursday, August 22<sup>nd</sup> at 2pm.

#### **Water & Wastewater Allocation Request**

##### **152 Nason Street – Russell Stewart & Updated Water/Wastewater Allocation Request – Department of Public Works – Brigham Road**

B. Deso suggested doing away with the extra process of a Town resident coming to the Town for water and wastewater allocations approvals prior to going to the City for their approval, pointing out that we are no longer in litigation with the City. C. Johnson will speak to the Town Attorney on how or if the Board can dissolve this process.

S. Dukas asked why there was a large difference in the allocation request for the DPW garage. C. Johnson pointed out that it was for the addition of the wash bay.

**MOTION: J. Frost made a motion to approve the water and wastewater allocation requests for 152 Nason Street and the Town of St. Albans Department of Public Works Garage as presented. Seconded by S. Dukas. All in favor, none opposed, motion carried.**

### **Stormwater Expenses – Review of FY '19 Spending**

C. Johnson explained that at the last Selectboard meeting there was some confusion on the stormwater spending totals. Some of the DPW charges for stormwater had not been included in a previous spreadsheet that was provided to the Selectboard regarding stormwater spending for fiscal year 2019. Going forward, we are going to make sure that expenses for all stormwater projects are going to be accounted for; not just for grants, but for all Town departments.

S. Dukas pointed out that he was confused as to why we had three different ponds at Northwestern Medical Center (NMC). C. Johnson explained they are labeled that, but are all in that area of the hospital on three different properties. S. Dukas said the pond at Hawk's Nest is now called NMC Pond South and wanted to know why the original name changed. The reason he asked was it was his understanding that back in April, the hospital pulled out and that we are not doing anything more with the hospital. C. Johnson explained that the hospital renewed their State permit, but did not pull out yet. We are still talking to them. S. Dukas wanted to know why we were still spending money on these three ponds in June and asked whether the Town was getting the money back? C. Johnson stated that there seems to be a breakdown in communication. If there really are more questions, it's really helpful to get them in advance of the meeting and not at the meeting. S. Dukas stated he was expecting Ned (Connell) to be at the meeting to answer these questions. C. Johnson explained that we should clarify and not change the names on projects. S. Dukas agreed.

B. Deso suggested the Board submit any questions regarding stormwater spending to Ned Connell no later than August 23<sup>rd</sup> and ask him to attend the September 3<sup>rd</sup> Selectboard meeting.

### **Act 250 Amendment – James Hungerford/Rewes Properties, LLC**

No action required, just informational.

### **Parks Ordinance Update**

#### **Town Forest**

C. Johnson explained that Vermont Fish and Wildlife Commissioner Louis Porter got back to us late last week regarding a few of the Board's questions on the Town Forest. A. Voegelé stated that he needs more time to work on the draft Parks ordinance. He explained he'll get his edits done and give it to S. Dukas for his review. He also explained that it should be voluntary to wear orange in our forest. J. Frost agreed saying that we should not mandate it, just have helpful information for people using the forest.

#### **Park Fees**

B. Deso suggested that the Board make a decision on whether to have the Selectboard waive or refund fees. Our ordinance and policies should be consistent. B. Deso suggested that the Manager's office take the initial request and if the person seeking the waiver or refund doesn't like the Manager's decision, they can appeal to the Selectboard. B. Cheeseman agreed that waivers and refunds go through C. Johnson. S. Dukas didn't want to approve waving fees for some and not for others. B. Deso stated that he thought it should be left to the reasonable best judgement of the Manager. A lot of it is just going to be common sense and the Town doesn't get a lot of request for either.

S. Dukas stated that we should follow the Refund Policy C. Johnson created last year. If we follow it, S. Dukas won't have a problem. The policy doesn't waive fees. It gives people a refund if something comes up. C. Johnson suggested referring to the policy in the ordinance so you wouldn't have to change the ordinance. B. Deso stated we need to reference the policy across the board, like in the Festivals and Public Assemblages Ordinance.

B. Deso clarified that we should continue to charge non-profits and residents the \$100 park fee and not waive it. If for whatever reason we need to refund that fee, we have a policy for that and we just reference it in our ordinance. The Board agreed.

S. Dukas pointed out a couple of edits for the Parks Rental form that need to be cleaned up and made more clear to the person filling out the form.

### **Town & City Route 7 Livability Study Final Report**

The Board was provided a copy of this report in their packets. This was an analysis on the bike and pedestrian traffic at the north end of town. C. Johnson pointed out that for the record, the Selectboard received this report.

**MOTION: A. Voegele made a motion that the Board is appreciative of the report submitted by RSG, Inc. and we look forward to using it in our plan to solve the problem between the City and the Town Line with Swanton. Seconded by J. Frost. Motion carried with 3 votes for and 2 abstentions; B. Deso and S. Dukas.**

#### **Schedule**

The next regular meetings are Monday, August 19<sup>th</sup> and Tuesday, September 3<sup>rd</sup>.

#### **Northwest Access TV – Stop Live Meetings**

Effective Monday, August 19<sup>th</sup>, Northwest Access TV will stop broadcasting meetings live. If we give them 3-4 weeks in advance, they will tape a live meeting, such as our informational meeting prior to Town Meeting Day.

#### **Chairman's Report**

B. Deso explained the Sunflower Festival brought a few hundred people and hopes it continues next year.

B. Deso explained there was a joint meeting between the City and Town. He suggested folks read the meeting minutes.

#### **Other Business**

B. Deso asked A. Mashtare about the boom mower. A. Mashtare stated we've had it out twice and it went down twice. The hydraulic line broke and it was down for a week. The flare mower does an 8' swath and we can use that in its place.

C. Johnson stated that National Night Out is Tuesday August, 6<sup>th</sup>.

#### **Historic Preservation Committee**

Sarah Hadd and Alex Lehning have expressed interest in serving on this committee. There was consensus that this committee need not be more than 5 members.

#### **Governor Scott**

J. Frost reminded everyone that Governor Scott will be coming to town this Saturday, August 10<sup>th</sup> and will be riding his bike from down to the Bay Park at 9:15 a.m. and continuing to Swanton and Highgate. She went on to explain that they will be setting up a demonstration station showing how to make bike/ped shoulders. A survey will be provided at the Swanton stop to see what riders thought of the bike/ped shoulders.

Governor Scott will also be in town this Thursday, August 8<sup>th</sup> to discuss Act 76 – the Clean Water Act. This will take place at the Bay Park in the stone house.

#### **Adjournment**

**MOTION: A. Voegele made a motion to adjourn the Selectboard meeting at 8:00 p.m. Seconded by B. Cheeseman. All in favor, none opposed, motion carried.**

Respectfully submitted,  
Jenn Gray, Recording Secretary