

**Town of St. Albans
Selectboard Meeting Minutes
Monday, August 19th, 2019
6:00 p.m.**

On Monday, August 19th, 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, Jessica Frost, Al Voegele, and Town Manager Carrie Johnson.

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 B. Cheeseman. All in favor, none opposed, motion carried.

MOTION: J. Frost made a motion to recess the Selectboard meeting at 6:25 p.m. Seconded by S. Dukas. 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, Town Clerk Anna Bourdon, and Recording Secretary Jenn Gray.

Public: RADM Warren Hamm, Jonathan Giroux, Bob Fairbanks, St. Albans Messenger Reporter, Michael Frett, and SAPD Lieutenant Ben Couture.

The Pledge of Allegiance was recited.

General Warrant

MOTION: S. Dukas made a motion to approve the general warrant dated August 19th, 2019 in the amount of \$120,924.01. Seconded by A. Voegele. All in favor, none opposed, motion carried.

Payroll Warrants

MOTION: J. Frost made a motion to approve the payroll warrants dated August 9th, 2019 in the amount of \$20,978.11 and August 16th, 2019 in the amount of \$23,075.77. Seconded by A. Voegele. All in favor, none opposed, motion carried.

Industrial Park Pump Station Loan

A. Bourdon explained that she locked in a 2.4% fixed rate for a loan on the pump station replacement in the industrial park. She explained that even though we are paying back the loan once a year, she is billing the industrial park tenants on a quarterly basis. This is a 5 year loan. B. Deso asked if it would be possible to set aside some Local Option Tax (LOT) funds and put it towards future sewer expenses for the industrial park. C. Johnson stated that is something we could look into. A. Bourdon provided loan documentation for the Board to sign.

Industrial Park Warrant

MOTION: B. Cheeseman made a motion to approve the Industrial Park warrant in the amount of \$808.59. Seconded by A. Voegele. All in favor, none opposed, motion carried.

Infrastructure Development Fund

MOTION: B. Cheeseman made a motion to approve the Infrastructure Development Fund warrant in the amount of \$33.40. Seconded by A. Voegele. All in favor, none opposed, motion carried.

DPW Reserve

MOTION: B. Cheeseman made a motion to approve the Department of Public Works Reserve warrant in the amount of \$52,300.00. Seconded by A. Voegele. All in favor, none opposed, motion carried.

Minutes

MOTION: A. Voegele made a motion to approve the Selectboard meeting minutes for Monday, August 5th, 2019 as written. Seconded by J. Frost. All in favor, none opposed, motion carried.

Zoning Administrator Reappointment

MOTION: A. Voegele made a motion to a reappoint Rebecca Perron as Zoning Administrator for a 3 year term expiring September, 2022. Seconded by J. Frost. All in favor, none opposed, motion carried.

VLCT Annual Business Meeting Voting Delegates

MOTION: A. Voegele made a motion to appoint Town Manager Carrie Johnson as the VLCT voting delegate for the Town of St. Albans. Seconded by B. Cheeseman. All in favor, none opposed, motion carried.

Public Comment

None.

Town Manager's Report

Police Advisory Committee Update

C. Johnson explained the committee has reviewed the police services contract and the marine mapping project.

Police Services Contract

A. Voegele stated that the committee recommends the Board go ahead with the 5th and final year of the police contract. He also stated that even though the police services contract for Highgate will be 24/7, it will not affect the Town's coverage. Chief Taylor has the statistical information to back that up.

S. Dukas explained he had some concerns that he passed along to C. Johnson and she passed them along to Chief Taylor.

B. Cheeseman had a concern with how much Chief Taylor can extend the department without disrupting the service to the Town.

On behalf of the St. Albans Police Department, Lt. Ben Couture came before the Board. He stated he will share the Board's concerns with Chief Taylor. He explained that there are currently 5 people in the police academy full time, 3 more who will start the next session and 2 in the process of applying. He explained that the department offers up to a \$10,000 sign on bonus based on experience, free health care, and student loan forgiveness. The full time academy just started and will get out in November. Then, about 2.5 months of field training before an officer is on the force full time.

S. Dukas stated that he had concerns with the amount of overtime from last year and that this year is high as well. He feels this effects the staff's performance. Lt. Couture explained the department is working on cutting back on the overtime. B. Cheeseman echoed S. Dukas's concerns saying that when you over work people, mistakes happen.

Boater Safety Interim Report

A. Voegele explained he's been working with RAMD Warren Hamm on the Boater Safety Interim Report. A. Voegele provided a copy to the Board. He would like to move forward with the conceptual plan. This is a non-regulatory policy which will give the Town the opportunity to add to the ordinance as items develop in the Bay. He continued by saying he spoke with Mr. Hathaway who lives on the lake and owns a great deal of property on Hathaway Point. He provided some ideas and suggestions on how to address the policy of anchoring and mooring. A. Voegele explained that the first idea would be to restrict anchorage 100 feet off the shoreline and reserve that first 100 feet to the property owners enabling them to moor their own boats. Outside that 100 feet area, other boats may anchor. Two public anchoring sites were proposed; off the boat launch ramp on Hathaway or off the Town dock and in front of the marina. A. Voegele also explained that there should be a radio channel just for St. Albans Bay so boaters can find out what's available for docking and anchoring of their boats as well as calling for help in the case of an emergency.

A. Voegele went over the State law requirements for water craft speeds. He also explained that in the future as traffic increases, they were looking at the possibility of a Harbor Master and briefly went over what this position might entail.

A. Voegele explained that with the assistance of the Regional Planning Commission, he was able to use a Coast Guard chart to magnify St. Albans Bay that shows the depth of the bay and the positions of all the houses around the bay. He showed the map to the Board and audience.

RAMD Hamm explained this is only a conceptual plan and it addresses the potential growth at the marina. There is no planned expense being requested now.

B. Deso asked if the Harbor Master would be a full time equivalent. A. Voegele explained there are some retired Chief Petty Officers who have this experience and knowledge and who might be willing to volunteer for the summer. If not, he didn't think it would cost that much to hire someone. A. Voegele stated that he hoped the marina would join the Town on this. He then stated that a Harbor Master could answer the radio for emergencies.

A. Voegele will go to the Coast Guard and ask for their comments about our designated areas on to the official NOAA chart.

S. Dukas asked what the Harbor Master would need for equipment to perform this job. RAMD Hamm explained the position would need a boat, a radio (VHF), and common sense. S. Dukas asked RAMD Hamm where the money to pay for this would come from? RAMD Hamm stated that we haven't gotten to that point yet, but when we do, we'll address. C. Johnson explained that the first step was the map and that didn't cost money.

B. Deso stated that he likes designated the 100 ft. in front of the owner's houses. J. Giroux explained that the folks off of Hathaway Shores already have a right-of-way. Where are they going to put all their boats with the 100 feet buffer? RAMD Hamm stated as we get experience growth, that may change. The idea is to get the concept approved and change it as needed.

J. Frost explained that her husband is on active duty and invited her to stay on a lake in Maine which is a military vacation spot where a retired Air Force member was happy to keep an eye on the lake, give pontoon boat tours, clean the bathrooms, and other volunteering work on the lake. There are people out there who would do this type of volunteer work in the Bay. J. Frost explained that she recently attend the Vermont Community Leadership Summit and there were several small towns in attendance who talked about how when they got their village designation, it opened up all sorts of grant opportunities. If the Town decided to pursue the village designation, grant funds could be possibly be used this type of project down the road. B. Cheeseman explained that he's on the Downtown Development Board and suggested he invite a member of that board to attend a Selectboard meeting to explain the process. There are 176 downtown areas designated in Vermont.

B. Deso explained that Governor Scott was in the Bay Park last week to sign Act 76 into law which opens up at least \$50 - \$60 million per year for 20 years for clean water.

A. Mashtare explained that currently, anyone along the lake can put in a mooring according to Vermont State law. A. Voegele explained he was talking about anchoring, not mooring. Existing moorings will be grandfathered.

S. Dukas explained that in January it was suggested to form a committee for this. A committee wasn't formed and \$15,000 was set aside for this and nothing was spent. A. Voegele explained that they are not asking for any money at this point and haven't spent any of the Town's money on this concept. We are just looking for consensus to move forward to talk to the Coast Guard to see if the 100 foot buffer is a good idea.

B. Deso asked J. Giroux what he thought the 100 feet buffer would mean to someone who lives in the area. J. Giroux explained he thought it took away from everybody's right as owners to lake front on Lake Champlain. RAMD Hamm explained that no transient boat can drop anchor within 100 feet from a homeowners property.

S. Dukas and B. Cheeseman stated that they would like lake front property owners to voice their opinions. It was suggested to put this policy in the paper. RAMD Hamm suggested he write the article to ensure facts are included.

B. Deso will work with C. Johnson to get this information out to the public. B. Cheeseman suggested putting in on the Town's website. He also suggested scheduling a special, standalone meeting for the public to come in and share their comments. A. Voegele suggested writing a letter to accompany the draft policy brought to the Board at this meeting. He may also speak to Lake Champlain International too.

Parks Ordinance Draft #5

A. Voegele went over his edits to the Parks Ordinance with the Board. The Board was in consensus with his changes. A. Mashtare suggested keeping the parks open until Oct. 1st. Close the Cohen Park restrooms, but keep the Bay Park restrooms open. The Park Supervisor is here into the fall, but the rest of the staff have gone back to school. The Board reached consensus on applying the Town Forest access to the Town parks.

Water/Wastewater Allocation Request – PC Properties

MOTION: B. Cheeseman made a motion to approve the water and wastewater allocation for PC Properties as presented. Seconded by A. Voegele. All in favor, none opposed, motion carried.

Schedule

The Town Hall Relocation Steering Committee will hold their first meeting at 2pm on Thursday, August 22nd at Town Hall. The next regular meetings are Tuesday, September 3rd and Monday, September 16th. The Board said they would like to hold a separate meeting to discuss just the Bay and waterfront.

Chairman's Report

B. Deso explained that Governor Scott was in the Bay Park on Thursday August 8th to sign Act 76 for clean water.

B. Deso explained that Governor Scott returned to the Bay park on Saturday, August 10th. He rode his bike from Northwestern Medical Center (NMC), down to the Bay Park and continued onto Swanton, Highgate, and back to NMC. Along Maquam Shore Road, the Town put in temporary bike and pedestrian lanes for demonstration for drivers, bikers, and pedestrians. J. Frost explained that after the Governor's ride, a number of people had completed surveys on the temporary bike lanes and seemed to like them.

Other Business

Estimate – Sidewalk on Fairfield Street

B. Deso explained that Mayor Tim Smith provided an estimate to him on extending the sidewalk on Fairfield Street. The costs would be between \$9,000 - \$10,000 for 140 feet of sidewalk. B. Deso to provide this information to C. Johnson.

Bike and Pedestrian Infrastructure Impact Fee Ordinance

J. Frost and S. Dukas suggested putting this on the next Selectboard agenda. The Board agreed.

Health Path

An update on the Health Path will be on the next agenda.

Quiet Your Ride

J. Frost explain that there are several areas in the City of St. Albans displaying "Quiet Your Ride" signs. The Town can partner with the City on this. C. Johnson to reach out to the City.

Adjournment

MOTION: A. Voegele made a motion to adjourn the Selectboard meeting at 8:16 p.m. Seconded by B. Cheeseman. All in favor, none opposed, motion carried.

Respectfully submitted,
Jenn Gray, Recording Secretary