

**Town of St. Albans
Selectboard 'Special' Meeting Minutes
Monday, October 14th, 2019
4:30 p.m.**

On Monday, October 14th, 2019 at 4:30 p.m., at Town Hall the Town of St. Albans Selectboard met.

Officials and staff present: Vice Chair Bruce Cheeseman, Stan Dukas, Jessica Frost, Al Voegelé, Town Manager Carrie Johnson, Planning Commissioner Casey Toof, Zoning Administrator Becky Perron, St. Albans City Mayor Tim Smith, St. Albans City Manager Dominic Cloud, and St. Albans City Recreational Director Kelly Viens. Chair Brendan Deso arrived at 4:50 p.m.

Vice Chair B. Cheeseman opened the meeting at 4:35 p.m.

Executive Session – 4:30 p.m.

MOTION: J. Frost made a motion to go into executive session at 4:35 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 St. Albans City Mayor Tim Smith, St. Albans City Manager Dominic Cloud, St. Albans City Recreational Director Kelly Viens, Planning Commissioner Casey Toof, and Town Manager, Carrie Johnson. Seconded by A. Voegelé. All in favor, none opposed, motion carried.

MOTION: A. Voegelé made a motion to come out of executive session at 5:35 p.m. Seconded by J. Frost. All in favor, none opposed, motion carried.

B. Cheeseman, B. Perron, T. Smith, D. Cloud, K. Viens, and C. Toof left the meeting at 5:35 p.m. A. Mashtare arrived at 5:40 p.m.

Officials and staff present: Chair Brendan Deso, Vice Chair Bruce Cheeseman, Stan Dukas, Jessica Frost, Al Voegelé, Town Clerk Anna Bourdon, Director of Public Works Alan Mashtare, Fire Chief and Public Safety Administrator Bob Cross, and Town Manager Carrie Johnson.

Budget Work Session – 5:30 p.m.

Fire Department Budget

Fire Chief and Public Safety Officer B. Cross came before the Board to present the Fire Department (FD) fiscal year 2021 budget. The discussion began by reviewing the FD request to upgrade the self-contained breathing apparatus (SCBA's) system. Fire department regulations changed the amount of time allowed on the existing SCBA's. The Board approved the purchase of the 4.5 SCBA using the fund outlined: \$ 27,000 in impact fees, \$115,000 from capital reserve, and \$5,225 from the general fund/FD budget to pay for the \$147,225 for 15 new SCBA's and 20 spare bottles.

The FD also reviewed their request to change the way the Town pays volunteers with the Board, asking the Board to approve going to a hourly rate instead of annual stipends. The Board approved the change to take effect January 1st, 2020. Other changes within the FD budget remained unchanged. B. Cross left the meeting at 6:15 p.m.

Parks & Recreation Budgets

A. Mashtare began reviewing his budget starting with the Parks and Recreation salary line and a request to hire a Park & Recreation Coordinator that would be shared with the Department of Public Works (DPW). This person could do light carpentry, computer work, plowing, weed whacking, mowing, and other general tasks, as well as helping A. Mashtare out with getting a lot of tasks facilitated. The job would be advertised and A. Mashtare has a couple of individuals in mind for this position.

A. Mashtare explained that he attended the Transportation Advisory Council (TAC) meeting the other night. At that meeting, they went over the 20 year plan in which it was explained that the Town will have to change out 15 cross culverts a year for the next 20 years to meet the State program. B. Deso asked how many culverts he does a year now. A. Mashtare explained he did 15 this year and 30 in the first year. This involves a lot of work and manpower. With the Park & Recreation Coordinator, we'll have another person on duty to coordinate other work. The Town is growing and A. Mashtare stated

that he'd feels that we need another person on staff to help maintain buildings and grounds. A. Voegelé agreed stating that we should add another person to DPW for the next couple of years. The State is devolving more things onto us, the Town, and the Town is growing. A. Voegelé went on to say that he appreciates A. Mashtare's wanting the Parks to be 'self-paying' or lower the costs of operating the parks, but in the end that's not our goal. Our goal should be to provide the amenities to the Town, money is secondary to providing those amenities. We should want is to have a great Parks and Recreation program for the citizens.

There was more discussion on hiring a Parks and Recreation Coordinator and a rate of pay. The salary of \$19/hour was discussed, but this person should be more of a Director of sorts and that rate of pay just doesn't suffice for the position. This position would not be a 8am – 4 pm job. The person in this position would need to be available nights and weekends and would be paid out of two departments, 50/50; DPW and Parks.

A. Mashtare did explain that he learned earlier today that the current Parks and Recreation Supervisor, Robbie Morrill may not be returning next summer due to an increase in his maple sugaring responsibilities. He suggested the new person would be hired as a full time employee, absorbing the Parks and Recreation Supervisor position with more responsibilities. J. Frost suggested calling this position, "Parks and Facilities Coordinator", a net gain of half a full time position.

A. Mashtare suggested a person who is currently employed by the Town being added to his staff at the starting pay of \$19/hour. At this time, the Board into an executive session discussion on personnel.

MOTION: B. Deso made a motion to go into executive session at 6:40 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 Clerk Anna Bourdon, Director of Public Works Alan Mashtare, and Town Manager, Carrie Johnson. Seconded by A. Voegelé. All in favor, none opposed, motion carried.

MOTION: A. Voegelé made a motion to come out of executive session at 7:00 p.m. Seconded by J. Frost. All in favor, none opposed, motion carried.

C. Johnson explained that she will add another person to the Parks and Recreation budget along with the benefits, FICA, etc.

Continuing with the Parks and Recreation budget, A. Mashtare explained that he wanted to increase the electrical line item in the budget as electrical upgrades are needed. He would like to get some ADA and regular exercise equipment in the park, along the walking path as well as planting some new trees. A. Mashtare also explained that he is utilizing several different clubs within the community to help with work on the trails in the forest and the planting of flowers in the parks and at Town Hall.

Department of Public Works

The salary line item for DPW does include half the salary for a Parks and Facilities Coordinator as well as a 3% salary increase for each current employee. \$19,760 in the salary line has been deducted to go towards the Parks and Facilities Coordinator under the Parks and Recreation budget.

C. Johnson explained that we received numbers on the energy use from a VTrans garage that has an 11-bay operation. A. Mashtare has rolled in increases for the new facility based on those numbers. C. Johnson explained that the budget line for culverts went up due to the State requirements explained earlier. A. Mashtare explained that the line item for garage heat was bumped up \$11,000 because he used a \$2.16/gallon for propane number that was provided to him from Fire Chief Bob Cross. He went on to explain that Jenn (Gray) is currently getting estimates from vendors on propane prices.

B. Deso asked why we were at \$150,000 for stormwater. A. Mashtare explained that offhand he has 7 catch basins that need repair which will cost \$4,200, another \$3,000 in culverts attaching them all, and \$3,200 in stone. The culvert line item is for cross culverts, not culverts for attaching catch basins. S. Dukas asked what A. Mashtare's plan for the \$150,000 was? A. Mashtare explained that \$20,000 of that is for catch basins. C. Johnson also pointed out that we have the analysis of the current DPW land, our portion is \$2,600. There are a couple of ERP permits that are a couple grand, and

we have engineering on one permit that could potentially be \$75,000 and our portion is \$25,000. This is separate from the 5 projects we previously completed with grant funds. A. Mashtare explained that there are unforeseen costs associated with stormwater that do pop up in the course of a year. S. Dukas would like to see a plan of all the stormwater costs that are planned for the next fiscal year. C. Johnson stated that we've been spending \$30,000 on a regular basis just with stormwater fees. A. Mashtare explained that the State engineer report came back on the Stevens/Rugg Brook Diversion Structure and we had to completely clean pond 3. We couldn't do it with the equipment we had so, we had to rent a long reach excavator which cost between \$5,000 and \$6,000. A. Voegele stated that you can't always predict, you have to plan for it. C. Johnson stated that she has a lot of planned expenses for stormwater next year. B. Deso stated that we need to develop a more concrete understanding of where we're at. S. Dukas stated that we need to be cautious on what we spend.

Adjournment

MOTION: A. Voegele made a motion to adjourn the Selectboard meeting at 7:50 p.m. Seconded by S. Dukas. All in favor, none opposed, motion carried.

Respectfully submitted,
Jenn Gray, Recording Secretary