

**Town of St. Albans
Selectboard Meeting Minutes
Monday, September 16th, 2019
6:00 p.m.**

On Monday, September 16th, 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, Town Manager Carrie Johnson.

B. Cheeseman opened the meeting at 6:00 p.m. The purpose of the early start was to conduct an executive session. B. Deso arrived at 6:04 p.m.

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 and Matt Young. Seconded by J. Frost. All in favor, none opposed, motion carried.

MOTION: A. Voegele made a motion to recess the Selectboard meeting at 6:28 p.m. Seconded by J. Frost. 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, Director of Administration Ned Connell, Asst. Assessor Bob Ware, and Recording Secretary Jenn Gray.

Public: Matt Young with Ascent Consulting.

The Pledge of Allegiance was recited.

Agenda Amendment

The Board added Errors and Omissions to the agenda.

MOTION: A. Voegele made a motion to amend the agenda to add Errors and Omissions. Seconded by B. Cheeseman. All in favor, none opposed, motion carried.

General Warrant

MOTION: S. Dukas made a motion to approve the general warrant dated September 16th, 2019 in the amount of \$66,441.39. Seconded by A. Voegele. All in favor, none opposed, motion carried.

DPW Reserve Fund/Infrastructure Development Fund/Industrial Park Warrant

MOTION: B. Cheeseman made a motion to approve the DPW Reserve Fund in the amount of \$4,158.77, the Infrastructure Development Fund warrant in the amount of \$7,680.00, and the Industrial Park warrant in the amount of \$3,329.37. Seconded by J. Frost. All in favor, none opposed, motion carried.

After discussion, the Board decided to pay the Ascent invoice for Town Hall Relocation work in the amount of \$2,400 from the Town Manager Consulting line from the general fund instead of the Infrastructure Development Fund.

MOTION: B. Cheeseman made a motion to amend the infrastructure development fund warrant to the amount of \$5,280.00. A. Voegele seconded. All in favor, none opposed, motion carried.

MOTION: A. Voegele made a motion to pay the Ascent Consulting invoice for the Town Hall Relocation work in the amount of \$2,400 from the general fund. Seconded by J. Frost. All in favor, none opposed, motion carried.

Payroll Warrants

MOTION: J. Frost made a motion to approve the payroll warrants dated September 6th, 2019 in the amount of \$20,008.15 and September 13th, 2019 in the amount of \$18,905.97. Seconded by A. Voegele. All in favor, none opposed, motion carried.

Errors and Omissions

Assistant Assessor Bob Ware came before the Board to explain the errors and omissions being presented. He stated that they had missed a transfer and that a Decreed of Distribution came in after the April 1st deadline which created some confusion.

MOTION: A. Voegele made a motion to approve the errors and omissions as presented. 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 Tuesday, September 3rd 2019 as written. Seconded by B. Cheeseman. All in favor, none opposed, motion carried.

Department of Public Works (DPW) Garage and Salt Shed Update – Matt Young Project Manager

Mr. Young came before the Board to provide an update the DPW garage and salt shed projects. The DPW garage building should be completely enclosed within the next two weeks. We are still within budget. He sent out the bid package for the DPW sewer line extension which is due at the end of September. No changes on the salt shed. The 100% bid package will go to VTrans this week. We are trying to get the bid out this fall and get it under construction shortly thereafter. B. Deso requested a list of all the vendors at the end of construction of both projects.

Liquor Control

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

The VFW/Robert E. Glidden Post 758 requested a Third Class License. Their current building is up for sale so, they had previously applied for a 6 month license. That license will run out and needs to be renewed.

MOTION: A. Voegele made a motion to approve the Third Class Liquor License for the VFW/Robert E. Glidden Post 758 as presented. Seconded by B. Cheeseman. All in favor, none opposed, motion carried.

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

Public Comment

None.

Town Manager's Report

Capital Improvement Program (CIP)

C. Johnson explained that the CIP was discussed at the last Selectboard meeting and that the Board had requested some additional information. N. Connell reviewed that information with the Board. A. Voegele had a question about the tandem truck with plow for Lake Road and the SASH that was listed in fiscal year 2021 for \$195,000. N. Connell explained that the truck would be purchased only if we were to take over Lake Road or the SASH.

S. Dukas stated that he wanted to do away with the funding spikes that are shown within the CIP for DPW. He went on to say that the Fire department doesn't have those spikes. N. Connell explained that he was following policies and protocols that were established previously. S. Dukas stated that the purpose of the CIP was to take the spikes out. Unless we're there, we're going to need to shift stuff around. He went on to state that he wasn't comfortable with the two large DPW purchases and going to the taxpayers with those amounts. A. Voegele clarified S. Dukas' point by stating that he wanted to take \$10,000 as an example for every year to cover the purchases. B. Cheeseman made the

comment that is how the Capital Equipment Plan works. So, you're not going to the voters for a lump sum. You're going to the voters for the year fees that you need to put away.

A. Voegele made another suggestion that we go to the voters for one approval for the whole period of time, for example a schedule of 10 years. A. Bourdon stated that is how the Town has done it in the past. C. Johnson stated that after the funds are voted, they just appear in the budget every year for the 10 years. B. Cheeseman stated it keeps things moving, we won't have to wait to replace equipment mid-year if something breaks down.

S. Dukas stated that for new pieces of capital equipment, we don't have to go to the voters for if we put in the lump sum. C. Johnson explained not if you approve it as one block. It's really a policy decision as to whether or not you do it that way. S. Dukas stated that we could ask for each individual vehicle. A. Voegele said yes. A. Bourdon explained that we can budget the money yearly. B. Deso said that would be incorporated in the general fund approval. B. Cheeseman stated that is how the plan is designed to work. A. Voegele explained that the problem with that is if you have another contingency that you have to address in that annual budget and you're pressed not to raise taxes, the inclination is to push something off if you don't have to buy it this year. He would rather see voter approval for a 10 year capital plan and the annual budget we pass be independent of that so we know the trucks are secure. Then we deal with the contingencies as they occur. Both B. Cheeseman and B. Deso like a 5-year plan.

N. Connell suggested to pull out some of the special funds for the earlier years and put them in later years or into a separate fund.

A. Voegele suggested putting together a policy that states we sell our equipment at the end of the extended warranty. B. Cheeseman said we should be getting new trucks every 5 years.

B. Deso and A. Voegele suggested a budget for the LOT funds and have the voters vote on that.

After much discussion, B. Deso stated that the consensus of the Board was to shift focus on developing a 10 year plan for the LOT revenue to cover as many obligations as possible to include reserve accounts, sidewalks, a new town hall, and other municipal improvements.

A. Voegele stated the Planning Commission should outline what they think the priorities are for the plan. S. Dukas stated the fire department is level so, they don't have to worry about that department. The Board agreed to not approve the CIP at this point.

Water/Wastewater Allocation Request – North Stars Masonry, Inc. – Lot 20 Franklin Park West

MOTION: B. Cheeseman made a motion to approve the water and wastewater allocation request for North Stars Masonry, Inc. Lot 20 Franklin Park West as presented. Seconded by J. Frost. All in favor, none opposed, motion carried.

Schedule

The next Selectboard meetings are Monday, October 7th and Monday, October 21st. Budget meetings will be at 5:30 p.m. on Monday, October 14th and Monday, October 28th.

Paving Update

A. Mashtare gave the Board an update on paving. Pike was in the Industrial Park today doing the cold plaining. Wednesday and Thursday of this week the South Main Street entrance and exit to the Industrial Park will be closed and traffic, including tractor trailer trucks, will have to divert onto Nason Street. A press release ran in the Weekend Messenger notifying residents of the closing. Paving will begin next week. High Street, Quarry Court, and Button Road to follow.

Chairman's Report

B. Deso explained that he's been talking with City Mayor Tim Smith about the sidewalk at the top of Fairfield Street. We can pay for the work to be done with Park and Recreation impact fees, which is a little less than \$10,000. The work is all in the Town

and the sidewalk runs to Hawk's Nest. The City has agreed to maintain the Town's portion of sidewalk in the winter. The Board agreed to move forward with this.

MOTION: A. Voegele made a motion to move forward with the sidewalk work at the top of Fairfield Street and to use Park and Recreation Impact Fees. Seconded by S. Dukas. All in favor, none opposed, motion carried.

C. Johnson to notify Mayor Tim Smith.

Other Business

None.

Adjournment

MOTION: A. Voegele made a motion to adjourn the Selectboard meeting at 7:56 p.m. Seconded by S. Dukas. All in favor, none opposed, motion carried.

Respectfully submitted,
Jenn Gray, Recording Secretary