

**Town of St. Albans
Selectboard Meeting Minutes
Monday, November 18th, 2019
6:00 p.m.**

On Monday, November 18th, 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.

Vice Chair B. Cheeseman opened the meeting at 6:01 p.m. The purpose for the early start to the Selectboard meeting was to conduct an executive session to discuss personnel and contractual issues.

Executive Session

MOTION: A. Voegele made a motion to go into executive session at 6:01 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 J. Frost. All in favor, none opposed, motion carried.

MOTION: A. Voegele made a motion to come out of executive session 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, Al Voegele, Stan Dukas, Jessica Frost, Director of Public Works Alan Mashtare, Town Clerk Anna Bourdon, Town Manager Carrie Johnson, Zoning Administrator Becky Perron, Director of Administration Ned Connell, and Recording Secretary Jenn Gray.

Public: St. Albans Messenger Report Michael Frett and Jonathan Giroux.

The Pledge of Allegiance was recited.

General Warrant

MOTION: S. Dukas made a motion to approve the general warrant dated November 18th, 2019 in the amount of \$91,461.21. Seconded by A. Voegele. All in favor, none opposed, motion carried.

Payroll

MOTION: J. Frost made a motion to approve the payroll warrants dated November 8th, 2019 in the amount of \$21,716.91 and November 15th, 2019 in the amount of \$89,696.08. Seconded by A. Voegele. All in favor, none opposed, motion carried.

Fire Department stipends were paid.

Infrastructure Development Fund Warrant

MOTION: B. Cheeseman made a motion to approve the Infrastructure Development Fund warrant in the amount of \$16,454.18. Seconded by A. Voegele. All in favor, none opposed, motion carried.

Industrial Park Warrant

MOTION: B. Cheeseman made a motion to approve the Industrial Park warrant in the amount of \$901.58. Seconded by A. Voegele. All in favor, none opposed, motion carried.

Department of Public Works Capital Account

MOTION: B. Cheeseman made a motion to approve the Department of Public Works Capital Account warrant in the amount of \$5,000. Seconded by A. Voegele. All in favor, none opposed, motion carried.

The \$5,000 were funds received from RiseVT for the Town Forest trail work.

Minutes

MOTION: A. Voegele made a motion to approve the Selectboard meeting minutes from Monday, November 4th, 2019 and the 'special' meeting minutes from October 28th, 2019 as written. Seconded by B. Cheeseman. All in favor, none opposed, motion carried.

Public Comment

None.

Interim Bylaw Public Hearing

B. Deso read the warning for the public hearing on the interim bylaw:

"Notice is hereby given to the residents of the Town of St. Albans, Vermont that the Selectboard will hold a public hearing on **Monday, November 18, 2019 at 6:30 pm** at the St. Albans Bay Town Hall Meeting Room to consider for adoption the following proposed Interim Bylaw pursuant to Title 24 VSA Chapter 117.

The Interim Bylaw affects those areas shown to be within the Mixed Residential/Commercial Zoning District and the Industrial Zoning District within the 2019 St. Albans Town Unified Development Bylaws as well as the Official Zoning Map of the Town of St. Albans. The purpose of the Interim Bylaw is to allow for Day Care Centers to be located within the above named Districts to help alleviate the extreme need for quality regulated daycare and to further the goals of the 2018 St. Albans Town Plan, Section 9.2 until more permanent changes to the Unified Development Bylaws can be made. The Interim Bylaws are intended to apply to the Mixed Residential/Commercial and Industrial Districts only and are term limited from date of adoption or amendment by the Select Board for a two year period or until amended. A full draft of the text is on file in the St. Albans Town Clerk's Office as well as on the Town's website:

www.stalbanstown.com"

MOTION: A. Voegele made a motion to open the public hearing on the interim bylaw. Seconded by B. Cheeseman. All in favor, none opposed, motion carried.

Zoning Administrator B. Perron came before the Board to answer questions regarding the interim bylaw. She explained that the Selectboard will review the applications for conditional use for daycare centers and the Development Review Board (DRB) will review the site plans. This is only a temporary measure for up to two years unless the bylaws are changed.

A. Voegele suggested including adult daycare to the bylaw. B. Perron stated that the definition in the bylaws does include adult daycare. A. Voegele suggested that in the future 24 hour centers also be included. B. Perron explained that that suggestion will be brought to the Planning Commission for their consideration when they do the next bylaw rewrite.

MOTION: A. Voegele made a motion to adopt the proposed 2019 Interim Bylaw allowing Day Care Facilities within the Mixed Residential/Commercial and Industrial Districts for a period of two years in the interest of protecting the public health, safety, and general welfare of one of our Community's most vulnerable population. Seconded by B. Cheeseman. All in favor, none opposed, motion carried.

MOTION: A. Voegele made a motion to close the public hearing on the interim bylaw. Seconded by J. Frost. All in favor, none opposed, motion carried.

The interim bylaw is effective immediately.

Liquor Control Board

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

Application for Linda's, DBA Hen House was presented.

MOTION: S. Dukas made a motion to approve the First Class liquor license application for Linda's, DBA Hen House. Second by J. Frost. 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.

**Town Manager's Report
Water Allocation Request – Julian & Eileen Nunez**

MOTION: A. Voegele made a motion to approve the water allocation request for Julian and Eileen Nunez located at 5700 Lower Newton Road. Seconded by B. Cheeseman. All in favor, none opposed, motion carried.

Village Designation (Bay Area)

C. Johnson asked for consensus from the Board for staff to move forward with this. B. Deso suggested doing a separate meeting to discuss the village designation as well as a planning meeting with the Town Manager. B. Cheeseman suggested the Planning Commission do the work on this. N. Connell stated that the Planning Commission was already going to discuss this in January or February. N. Connell stated he will report back to the Selectboard at the end of February after the Planning Commission some homework on the village designation.

Sidewalk Ordinance – Clarification of Fees

N. Connell came before the Board to clarify how the Planning Commission came to the fee for sidewalks. He explained that they looked at VTrans' pricing between a period of 2-5 years and that they wanted to do something slightly lower. That's how they came up with the \$35/linear foot cost. J. Frost stated that we should make it less desirable for the builder to pay into the fund and rather have them build the sidewalk at the time of construction of the project.

B. Deso stated that there are several cases that the sidewalk fees had an effect on people who were looking to building small projects such as two-lot subdivisions or smaller. C. Johnson said that she and the Zoning Administrator can make suggestions for revisions. S. Dukas stated that this year when the Town built a sidewalk, the cost was \$71/linear foot.

There was a discussion on using LOT funds to build sidewalks and whether or not to include other expenses in the general budget or Capital Improvement Program. At this time, B. Deso reminded the Board to read their budget meeting packets prior to their meeting on Wednesday, November 20th when this will be discussed.

Mark Fenton Report – St. Albans Town – Fall 2019 Visit – Bay Area and Maquam Shore Road

C. Johnson explained that we received three reports from Mark Fenton after his fall visit. J. Frost reviewed them with the Board.

Bay Area

J. Frost explained that Mark Fenton is a national walkability expert. He visited three areas in Town. The first area was the Bay. His first recommendation was to adopt a Complete Streets policy. This policy states that every time a roadway is touched in Town, whether it's new construction, maintenance, or just routine paving and painting that consideration be given to accommodating all users, such as pedestrians, bicyclist, etc.

J. Frost went on to explained that Mr. Fenton suggested the intersection of Lake Road and Georgia Shore Road was not safe, that we install curb extensions. These will help drivers slow down and make the distance for the pedestrian to cross the road a shorter distance. Another issue Mr. Fenton pointed out in his report was that the parking in front of the Bayside Pavilion Restaurant is unsafe because cars have to back out into traffic on Georgia Shore Road.

J. Frost explained that Mr. Fenton suggested installing planters or painting the parking lot surface saying "no parking". A few other suggestions for the Bay area were to paint shoulders with pedestrian symbols as well as widening the walking path at the Bay Park.

Maquam Shore

J. Frost explained that one of Mr. Fenton's suggestions for the Maquam Shore Road area was to survey users and residents on their experiences and desires.

Another suggestion was to develop a design for a “Local, Farm, and Bicycle Access” route on Maquam Shore Road. This is a local designation that St. Albans and Swanton could create to accurately reflect the intended character and function of the road. Suggestions of signage such as “Share the Road” or “Yield to Bikes and Pedestrians” are included in the report.

Route 7 North

J. Frost explained that the walk auditors walked from Walmart passed Hannaford and to Dunkin Donuts. This area would require several, more involved improvements such as roundabouts, median islands, high visibility crosswalks, and lane reductions.

Mr. Fenton included in his report the suggestion to connect existing sidewalks on both sides of the street with high visibility crosswalks and curb extensions. It may be possible to create a pedestrian link to Highgate Plaza from Parah Drive, using a power line easement or other access points allowing pedestrians coming from the south to avoid the most heavily trafficked area of the plaza and to connect the north end of Parah Drive to the plaza and to the Missisquoi Valley Rail Trail.

SASH – St. Albans State Highway Access

J. Frost explained that the walk auditor group did walk the SASH. It was suggested that the Town takeover the road and make it a more residential parkway. J. Frost was unsure that a summary report on this area would be provided by Mr. Fenton.

B. Cheeseman suggested coming up with a short list of low cost options and maybe do some “pop ups”. J. Frost explained that she works with a committee that does these and did provide the pop up on Maquam Shore Road when the Governor biked it this summer. B. Deso suggested everyone read the reports and come up with a list of options to complete.

Request to Work in the Town Right-Of-Way - Vermont Electric Cooperative

The location for the underground work in the Town ROW is on Bluff Lane.

MOTION: A. Voegele made a motion to approve the Vermont Electric Cooperative’s request to work in the Town’s Right-of-Way. Seconded by B. Cheeseman. All in favor, none opposed, motion carried.

Schedule

The next regular Selectboard meetings are Monday, December 2nd and Monday, December 16th. Town offices are closed Thursday, November 28th and Friday, November 29th for Thanksgiving. There will be a budget meeting on Wednesday, November 20th at 5:30 p.m. The Board agreed to meet at 5:30 p.m. prior to the regular Selectboard meeting on Monday, December 2nd to discuss a topic in executive session.

Chair’s Report

The Board received in their meeting packets a letter from Attorney General TJ Donovan’s office regarding opioid litigation. Being a Vermont town, we are automatically enrolled in the Negotiation Class, unless we opt out by November 22nd, 2019. The Board was in consensus to support the lawsuit.

MOTION: A. Voegele made a motion to write a letter confirming the Town of St. Albans’ support of this lawsuit. Second by B. Cheeseman. All in favor, none opposed, motion carried.

Other Business

None.

Adjournment

MOTION: A. Voegele made a motion to adjourn the Selectboard meeting at 7:28 p.m. Seconded by J. Frost. All in favor, none opposed, motion carried.

Respectfully Submitted,
Jennifer Gray