

**Town of St. Albans
Selectboard Meeting Minutes
Monday, April 6th, 2020
6:30 p.m.
Via Zoom Teleconferencing**

On Monday, April 6th, 2020 at 6:30 p.m., the Town of St. Albans Selectboard met via Zoom Teleconferencing.

Officials and staff on teleconference: Chair Brendan Deso, Vice Chair Jessica Frost, Erin Creley, Stan Dukas, Jonathan Giroux, Director of Public Works Alan Mashtare, Town Manager Carrie Johnson, Town Clerk Anna Bourdon, and Recording Secretary Jenn Gray.

Public: No public allowed in Town Hall for the meeting. No requests from the public to attend via Zoom.

The Pledge of Allegiance was recited.

General Warrant

MOTION: S. Dukas made a motion to approve the general warrant dated April 6th, 2020 in the amount of \$63,079.78. Seconded by J. Giroux . All in favor, none opposed, motion carried.

Payroll

MOTION: J. Frost made a motion to approve the payroll warrants dated March 20th, 2020 in the amount of \$18,566.52, March 27th, 2020 in the amount of \$28,313.73, and April 3rd, 2020 in the amount of \$16,908.66. Seconded by E. Creley. All in favor, none opposed, motion carried.

Infrastructure Development Fund

MOTION: J. Frost made a motion to approve the Infrastructure Development fund in the amount of \$3,200. Seconded by Jonathan Giroux. All in favor, none opposed, motion carried.

Department of Public Works (DPW) Reserve Fund

For the shoulder roller for DPW.

MOTION: J. Giroux made a motion to approve the Department of Public Works reserve fund in the amount of \$14,600. Seconded by E. Creley. All in favor, none opposed, motion carried.

Fire Department Reserve Fund

This is for a hazmat incident that the Town is getting reimbursed for.

MOTION: E. Creley made a motion to approve the Fire Department reserve fund in the amount of \$2,725. Seconded by J. Frost. All in favor, none opposed, motion carried.

Selectboard Approval and Signature for Warrants

MOTION: J. Frost made a motion to appoint Selectboard Chair Brendan Deso to sign all of the warrants on behalf of the Selectboard due to COVID-19 meeting . Seconded by E. Creley. All in favor, none opposed, motion carried.

Minutes

The Board made a couple of edits to the meeting minutes prior to approval. E. Creley mentioned the discussion the Board had at their last meeting regarding meeting with the Planning Commission on April 27th. She suggested the Board state their priorities for the Town and send those to the Planning Commission for their feedback to see if that aligns with their priorities. B. Deso suggested the Board write down their top 5 priorities for this year and submit them to Jenn and Carrie. Then, once all the priorities are compiled, we could send the list to the Planning Commission for their review. The Board agreed.

MOTION: J. Frost made a motion to approve the Selectboard meeting minutes from Monday, March 16th, 2020 and the special meeting on Tuesday, March 24th, 2020 as amended. Seconded by E. Creley. All in favor, none opposed, motion carried.

Public Comment

E. Creley mentioned the opportunity for the public to submit their questions to the Board during their meeting via Zoom. C. Johnson mentioned they are doing this during their Emergency Management Director's meeting with Regional Planning. There can be chats on the side. People can phone in to listen to everything then type in questions that everyone participating in the meeting can see. The Board agreed to add this at the next Selectboard meeting.

Appointments

Development Review Board

MOTION: S. Dukas made a motion to reappoint Christina Boissoneault, Arthur Omartian, and Tom Stanhope to the Development Review Board for 3 year terms expiring in March, 2023. Seconded by J. Frost. All in favor, none opposed, motion carried.

No alternates were appointed.

Planning Commission

MOTION: E. Creley made a motion to reappoint Anne Pomeroy and to appoint Al Voegele to the Planning Commission for 3 year terms expiring in March, 2023. Seconded by S. Dukas. All in favor, none opposed, motion carried.

Northwest Regional Planning Commission

MOTION: J. Frost made a motion to reappoint Al Voegele and Sarah Hadd to the Northwest Regional Planning Commission for a one year term expiring March, 2021. Seconded by E. Creley. All in favor, none opposed, motion carried.

Northwest Regional Planning's Clear Water Advisory Committee

MOTION: J. Giroux made a motion to reappoint Alan Mashtare to the Northwest Regional Planning's Clear Water Advisory Committee for a term of one year expiring March, 2021. Seconded by J. Frost. All in favor, none opposed, motion carried.

Transportation Advisory Council

MOTION: E. Creley made a motion to reappoint Alan Mashtare and to appoint Stan Dukas to the Transportation Advisory Council for a term of one year expiring March, 2021. Seconded by J. Frost. All in favor, none opposed, motion carried.

Northwest Vermont Solid Waste Management District

MOTION: J. Giroux made a motion to reappoint Al Voegele to the Northwest Vermont Solid Waste management District for a one year term expiring March, 2021. Seconded by J. Frost. All in favor, none opposed, motion carried.

Northwest Vermont Rail Trail Council

MOTION: J. Frost made a motion to reappoint Robert Bessette to the Northwest Vermont Rail Trail Council for a term of one year expiring March, 2021. Seconded by E. Creley. All in favor, none opposed, motion carried.

Constable, Second Constable, and Tree Warden

C. Johnson explained that both constable positions are not needed or utilized and the types of services these positions provide will be considered in the police contract. The Board discussed removing the constables and the Tree Warden on the November ballot. C. Johnson to research if this needs to be put on a ballot.

Police Advisory Committee

The Board discussed whether or not to suspend the Police Advisory Committee for now. S. Dukas explained that the 1pm meeting time isn't convenient for people and he suggested changing the meeting time to 3pm or 4pm.

The Board then discussed the police contract and that the advisory committee would be helpful in the decision making process. After further discussion a motion was made.

MOTION: J. Giroux made a motion to appoint Mike Hoeflich and Al Voegele and reappoint Carrie Johnson, Bob Cross, Mark Leclair, RAMD Warren Hamm, and Jonathan Giroux to the Police Advisory Committee for one year terms ending March 2021. Seconded by J. Frost. Motion carried with 3 votes in favor and 1 abstention.

The Board then discussed having a special meeting on Monday, April 27th to discuss the police contract. E. Creley mentioned not knowing what her new work schedule would be like and should know more by April 20th. The Board agreed to hold the special meeting on Monday, April 27th and once E. Creley knows her schedule, decide on a time of either 3pm or 4pm.

Town Manager's Report Coronavirus Update

C. Johnson provided the Board with an update on the pandemic. She explained that there were some complaints in the Bay Park of people not following the social distancing guidelines and the St. Albans Police were called to ask them to leave the park. A. Mashtare and some of his Parks crew are going to work on roping off the playground and putting up signs stating that social distancing is required at this time.

C. Johnson explained that the local Emergency Management Directors are meeting once a week to share information during the pandemic. The St. Albans Police are in Phase 4 of the Continuity of Operations Plan.

Town of St. Albans Continuity of Operations Plan (COOP)

C. Johnson explained approving a Continuity of Operations Plan (COOP) is likely a requirement for FEMA reimbursement and she requested a motion to approve the draft plan. She explained that Shaun Coleman of Northwest Regional Planning Commission (NRPC) married our Hazard Mitigation Plan with what FEMA requires. She stated that she wanted to give Shaun and Jenn (Gray) their due for working together on this plan. C. Johnson went on to say that at normal times we often question why we pay for Regional Planning. This is one of those times.

The Board had reviewed the shorter version of the COOP at their meeting of March 16th. The draft that was at this meeting was a similar version with no major changes.

MOTION: E. Creley made a motion to approve the Town's Continuity of Operations Plan as presented to the Board on Monday, March 16th, 2020. Seconded by J. Frost. All in favor, none opposed, motion carried.

Bay Day

C. Johnson explained that she and Director of Public Works Alan Mashtare discussed rescheduling or cancelling Bay Day due to the pandemic. A. Mashtare had been contacted by Lisamarie Charlesworth at the Franklin County Regional Chamber of Commerce regarding Bay Day. She had explained to him that some of the sponsors had pulled out from the Great Race and was wondering if Bay Day would still take place. A. Mashtare explained that the Dairy Festival scheduled for this summer had already been cancelled and felt that June 27th, the day of Bay Day would be too early for large crowds to congregate. He also stated that the annual Hot Rod show had been cancelled. A. Mashtare explained that Northstar Fireworks will work with the Town should we wish to hold Bay Day or a similar event later in the summer. The fireworks have been paid for in full.

Town Hall Relocation Update

C. Johnson explained that she received 5 bids for Project Manager Services for the Town Hall relocation project and will review those this week. The Board will be provided a summary of the bids at their meeting on April 20th.

Salt Shed Update

C. Johnson explained that the RFQ was posted and we are moving forward. Connor Contracting has already contacted the Town with some questions on this project, as well as a few others.

Department of Public Works (DPW) Old Salt Shed

C. Johnson explained that the St. Albans Skating Association (SASA) reached out to her regarding the use of the salt shed building at the previous DPW location. SASA would like to use the salt shed building for weekday use only freeing it up for the weekends for public skating. A. Mashtare explained that he had looked into synthetic ice when researching an ice rink for the Bay Park and stated that may be a good idea for SASA. B. Deso stated that we would consider offering the salt shed to SASA under three conditions; they must wait until DPW is completely out of the building, they carry their own liability insurance, and the Town will not do any improvements to the building itself.

Preferred Solar Site – Letter of Support – SolarSense VT XXII, LLC – Lower Newton Road
C. Johnson explained that Will King of Alternative Energy Development Group, LLC had received a letter of support from Northwest Regional Planning Commission supporting his solar project located on Lower Newton Road. Mr. King had come before the Board in December, 2019 to explain the project. The Board agreed to have B. Deso sign the Town’s letter of support.

MOTION: J. Frost made a motion to approve the letter of support for the SolarSense VT XXII, LLC solar project located on Lower Newton road and authorize Selectboard Chair Brendan Deso to sign the letter. Seconded by E. Creley. All in favor, none opposed, motion carried.

Notice of Initial Act 250 Filing – Handy GMC
Informational only. No action required.

VT State Route 36 – Lake Road Update

C. Johnson explained that she contact VTrans regarding taking over the section of Route 36 and Lake Road in the bay. The contact at VTrans suggested putting a hold on this until after the pandemic emergency has passed.

Schedule

The next Selectboard meetings are Monday, April 20th and Monday, May 4th. Both will be hosted via Zoom. The Board also agreed to have a special meeting to discuss the police contract on Monday, April 27th at either 3pm or 4pm. That meeting will also be via Zoom. The time to be determined once E. Creley’s schedule is known.

Chair’s Report

B. Deso spoke with Chip Sawyer with the City of St. Albans regarding seniors in the community taking cabs to go grocery shopping. B. Deso would like to organize an effort to help seniors with picking up groceries for them. E. Creley explained that a place to start would be Age Well, as they are doing the Meals on Wheels program and they may be able to provide some information on how to assist the senior community.

Other Business

None.

Adjournment

MOTION: J. Giroux made a motion to adjourn the Selectboard meeting at 7:42 p.m. Seconded by S. Dukas. All in favor, none opposed, motion carried.

Respectfully submitted,
Jenn Gray, Recording Secretary