

**Town of St. Albans  
Selectboard Meeting Minutes  
Monday, April 20<sup>th</sup>, 2020  
6:30 p.m.  
Via Zoom Teleconferencing**

On Monday, April 6<sup>th</sup>, 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 due to pandemic containment rules. Public participating via Zoom were Shane Lamos and Alan Teague both with St. Albans Skating Association (SASA).

Chair B. Deso called the meeting to order at 6:30 p.m. The Pledge of Allegiance was recited.

**Public Hearing – Adoption of an Update to the St. Albans Town Plan**

C. Johnson opened the public hearing by reading the Notice of Public Hearing:

*“Notice is hereby given that the Town of St Albans, Vermont is holding a public hearing during a regularly scheduled Selectboard meeting on Monday, April 20<sup>th</sup> at 6:30 p.m. at the St. Albans Town Hall to consider approval of an update to the St. Albans Town Plan.*

*Statement of purpose: To adopt an update to the St. Albans Town Plan in accordance with the new 8 year re-adoption requirements. This action is being taken pursuant to 24 VSA, §§ 4384, 4385 pursuant to Chapter 117 of Title 24, Section 4387 and 4384, Vermont Statutes Annotated.*

*A full text of the plan is on file and available for review at the St. Albans Town Planning Office at 579 Lake Road, St. Albans Bay, VT weekdays from 8 a.m. to 4 p.m. This plan is intended to be consistent with the goals established in Chapter 117 of Title 24, Section 4387 and 4384, Vermont Statutes Annotated.”*

C. Johnson explained the changes. B. Deso asked if it was resetting the clock on the Town Plan. C. Johnson stated that she thought it was the case. There were no other questions. E. Creley wasn't sure if it did reset the clock.

**MOTION: J. Frost made a motion to adopt the Town Plan as presented. Seconded by E. Creley. All in favor, none opposed, motion carried.**

The public hearing was closed.

**Payroll**

**MOTION: J. Giroux made a motion to approve the payroll warrants dated April 16<sup>th</sup>, 2020 in the amount of \$53,948.29 and April 10<sup>th</sup>, 2020 in the amount of \$18,530.25. Seconded by J. Frost. All in favor, none opposed, motion carried.**

The April 10<sup>th</sup> payroll included quarterly payments to the fire department.

**Industrial Park Warrant**

**MOTION: J. Giroux made a motion to approve the Industrial Park warrant in the amount of \$746.94. Seconded by E. Creley. All in favor, none opposed, motion carried.**

**General Warrant**

**MOTION: S. Dukas made a motion to approve the general warrant dated April 20<sup>th</sup>, 2020 in the amount of \$82,995.08. Seconded by J. Giroux. All in favor, none opposed, motion carried.**

**Minutes**

**MOTION: J. Frost made a motion to approve the Selectboard meeting minutes from Monday, April 6<sup>th</sup>, 2020 as written. Seconded by E. Creley. All in favor, none opposed, motion carried.**

## **Local Emergency Management Plan Annual Adoption & Continuity of Operations Plan St. Albans Skating Association (SASA)**

B. Deso explained that the Board received revised copies this afternoon for both plans. C. Johnson explained that the Local Emergency Management Plan (LEMP) is meant to be a quick summary of contact names and phone numbers during an emergency. This plan is adopted each year by May 1<sup>st</sup>. Fire Chief Cross is the Emergency Management Director and C. Johnson is the Emergency Management Coordinator. There were only a few changes to the LEMP that C. Johnson went over with the Board.

### **Continuity of Operations Plan**

C. Johnson briefly went over the Continuity of Operations Plan (COOP).

**MOTION: J. Giroux made a motion to approve and adopt the Town's Local Emergency Management Plan and the Continuity of Operations Plan. Seconded by E. Creley. All in favor, none opposed, motion carried.**

## **St. Albans Skating Association (SASA)**

Shane Lamos who sits on the Board of Directors for SASA and Alan Teague spoke to the Board regarding use the Department of Public Works (DPW) salt shed on the old property. Mr. Lamos explained that they are currently working with another company to build a field house, but in the interim SASA would like to use the salt shed until the field house is built. They recognize that there will be some improvements that they are will need to make to the salt shed building to convert it into an ice rink. They would use the building week nights from 5pm to 9pm. These hours are in the greatest demand.

B. Deso explained that VLCT said the Town is allowed to let SASA use the salt shed for an ice rink, but there is a question of liability for the hockey players. Mr. Lamos explained that all hockey players must purchase coverage through USA Hockey in order to play and this coverage covers all on ice incidents. The question was asked regarding incidents that occur off the ice, such as a slip and fall in the parking lot. C. Johnson will ask VLCT if the Town would be covered for this. She did say that it is more than likely the same liability coverage we have for public places such as our parks.

J. Frost stated that she likes the idea of SASA using the salt shed as an ice rink and having the rink available for others on the weekends. J. Giroux agreed. S. Dukas said that until he knows the overall plan for Town Hall he can't make a decision. He stated that we need to understand what our overall picture will be for Town Hall, whether we are moving to that area. Mr. Lamos stated that economically we would like to be in the salt shed for two years until a field house can be built.

The discussion briefly moved to the construction of the new salt shed at the DPW complex on Brigham Road. S. Dukas stated that we may have to come up with more money for building the salt shed. C. Johnson explained that if bids come in higher than our budget, we'll have to look at that. Matt Young has sent out the Request for Qualified Contractors (RFQ). We won't have bids or know if we will need more funding for a couple of months.

E. Creley is in support of the idea as long as SASA is flexible as to what our priorities are. She asked what the parking lot maintenance would be; if the Town would be responsible for this. DPW Director A. Mashtare stated he was unsure at this time, whether he'd have the staff and resources. B. Deso asked if plowing duty for the parking lot would be given to the new Park Supervisor. A. Mashtare stated that was a possibility. E. Creley suggested maybe charging a maintenance fee schedule for SASA to reimburse us for plowing and maintenance of the parking lot. B. Deso suggested weighing what SASA will pay for improvements and compare that with parking lot maintenance.

Mr. Lamos stated that in order for this to be economically beneficial for SASA and doing the improvements, they would need to be in the salt shed for, at minimum one complete year. SASA would need to be in the salt shed by Thanksgiving of this year.

### **Planning Commission Appointment**

B. Deso explained that today, Planning Commission Chair Grant Henderson resigned from the Planning Commission. B. Deso explained that Hannah Rounds submitted a letter of interest and participated in last week's Planning Commission meeting.

**MOTION: E. Creley made a motion to appoint Hannah Rounds to Grant Henderson's unexpired term ending in March, 2021. J. Frost seconded the motion. All in favor, none opposed, motion carried.**

Letters will be sent to Grant Henderson and Brent Brigham thanking them for their service on the Planning Commission.

### **Public Comment**

None.

### **Liquor Control Board**

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

Bayside Pavilion requested renewal of their First and Third Class licenses as well as their Outside Consumption license. A. Bourdon does require three signatures on the licenses. J. Frost, B. Deso, and J. Giroux will be in by Wednesday to sign.

**MOTION: J. Frost made a motion to approve the First Class, Third Class, and Outside Consumption licenses for Bayside Pavilion as presented. Seconded by E. Creley. All in favor, none opposed, motion carried.**

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

### **COVID-19 – Emergency Town Ordinance and Enforcement**

B. Deso explained this is a remedy to act on someone who isn't complying. C. Johnson explained the intent was for people clustering together. She read the level of offenses. S. Dukas asked if the Attorney General's office will now have nothing to do with this enforcement? When the police arrest someone for not complying will it be a criminal charge? C. Johnson stated the police will not be arresting anyone, that's not the intent. The police are only talking about fines. E. Creley stated that the ordinance states civil penalties. How will this impact the Attorney General's influence? C. Johnson stated this is an intent just to give tickets, not to send people to jail. J. Frost stated that the first offense should be a verbal warning. The curve is starting to flatten out, people are following the guidelines. She went on to say that she didn't want to add a financial burden to people struggling at this time. J. Giroux agreed and doesn't want to fine folks.

E. Creley explained that it gets to the seriousness of addressing COVID-19, but she was concerned with the fee aspect of this ordinance. Before we are to adopt an ordinance, she would like to know about the police officers' experience with this currently. S. Dukas doesn't approve of the fines. B. Deso agreed with J. Frost, the curve is flattening. This is an emotional piece of regulation. Now isn't the time to threaten a compliant public. E. Creley asked that if there is still a need for this ordinance can we discuss it at our meeting at April 27<sup>th</sup>. C. Johnson suggested that they don't add to that meeting's agenda.

E. Creley had concerns with removing parts of this ordinance. C. Johnson stated if you remove the fine portions then you probably shouldn't approve the ordinance at all. E. Creley stated that we should not make a decision tonight. J. Frost would be OK with it if we keep section "B", with no fines. B. Deso suggested if we do approve fines, those fines should go towards law enforcement, health care professionals, or first responders. A fund for PPE. B. Deso explained that we can wait until we talk to Chief Taylor and that he was not at a place right now to approve this ordinance. J. Frost would approve the ordinance with adjustments to the fines, but also willing to wait. E. Creley stated she wants Chief Taylor to weigh in and recommended waiting. J. Giroux agreed with E. Creley. S. Dukas agreed with both E. Creley and J. Giroux. The consensus was to wait and discuss at the May 4<sup>th</sup> meeting, and invite Police Chief Taylor to attend to answer questions.

### **Town Hall Operations**

C. Johnson explained that DPW will be returning to work to work in groups of two on Wednesday, with socially distancing. Planning and Zoning are working remotely. AJ and Jenn are working all week; with AJ working mornings and Jenn working afternoons. Anna will allow people in her office by appointment only. Zoning Administrator Becky Perron will come in on Saturday's and may be able to meet with people during the week. Permits will be posted and the front doors will be unlocked but, the other doors will be locked. AJ is helping the Assessor's office with checking their voicemail. Assessing continues to work remotely. That is our schedule for the next two weeks.

### **Town Manager's Report**

**Financial Report Estimate – Anna Bourdon Treasurer & Carrie Johnson Town Manager**  
Treasurer Anna Bourdon went over the Town's finances. She explained that going into FY 2020 the Town had a fund balance of \$587,864. We did use \$200,000 approved by the voters to

reduce the tax rate which left us a fund balance of \$387,864. She went on to say that there was some question as to whether we would have a shortfall come June 30<sup>th</sup>. At this point, A. Bourdon doesn't believe we will have a shortfall. Taxes are coming in. We have two electronic transfers we process for \$500,000 each. We are tracking, revenue wise the same as last year. The May payment to school will be about \$200,000 less than the first three quarters due to late filing of Homesteads. We are in good shape to finish this year on the plus sign with no anticipated.

A. Bourdon explained that she's heard from some people that they might not be able to pay their taxes by the May due date. Last week she had a quorum of the Board of Abatement via telephone conference that made a motion to forgive the interest and penalty only on the May payment, which will save the taxpayers, they ones that can't pay, 9%. We will treat each one on an individual basis. The taxpayer will have to apply to the Board of Abatement.

A. Bourdon also stated there was a question as to whether the State payments will come through on the July bills that she will mail out. As far as the Tax Department is saying, it's a "go" for July 1<sup>st</sup>. She went on to explain that she usually gets those downloads prior to mailing the bills out on July 15<sup>th</sup>. Also, the Tax Department is saying that we will get the education tax rate as of July 1<sup>st</sup>. C. Johnson explained we are in good shape in that we have received three out of four quarterly tax payments.

#### **Notice of Initial Act 250 Filing – North Star Masonry, Inc.**

Informational only. No action required.

#### **Capital Improvement Program Draft & Priority List**

C. Johnson explained that this was meant more to assign the Board homework. B. Deso explained he received from Ned Connell a one-page email with a breakdown of the CIP the Planning Commission worked on with Parks and Recreation, Public Works, a new Town Hall, and other cost centers. B. Deso will send the breakdown to Carrie and once she approves it, will forward to the rest of the Board. N. Connell ran the figures based on a 15% and a 30% reduction in the LOT (Local Option Tax) just to see how recession proof the plan was. Even with a 30% reduction, the plan balances out.

E. Creley asked if the plan was still to have the Selectboard provide their top five priorities. C. Johnson stated that was a good starting point as the Board hadn't come up with a cohesive plan. That is why she had sent what the Board had done for the last two years to the Selectboard. B. Deso stated that each of the Board members need to get their top five priorities emailed to C. Johnson by this Thursday.

C. Johnson stated that with the Capital Improvement Plan (CIP), the Board is going to be asked to look at again. It needs to be approved. The CIP is a five year framework planning document we use going forward. The CIP has changed from the one the Board saw in December and January. This plan doesn't use LOT funds to purchase plow equipment or fire department apparatus. It focuses more on other infrastructure.

E. Creley explained that the Planning Commission has moved their next meeting up to tomorrow and they will work on their priorities and try to be on the same place as the Selectboard by the time of their Monday special meeting.

The Board agreed that at their May 4<sup>th</sup> meeting they will discuss the Project Manager Services RFP for the Town Hall Relocation Project.

#### **Schedule – All meetings will be via Zoom**

The next regular Selectboard meetings are Monday, May 4<sup>th</sup> and Monday, May 18<sup>th</sup>.

A Selectboard special meeting to discuss the police contract is on Monday, April 27<sup>th</sup> at 4:30 p.m.

A joint Selectboard and Planning Commission meeting to discuss Town planning is on Monday, April 27<sup>th</sup> at 6pm.

#### **Chair's Report**

B. Deso explained that if anyone receives any media requests, no comment.

#### **Other Business**

J. Frost explained that work is going to start on the mountain bike trails in May, two guys at a time and should be finished up this spring. She went on to say that some of the trails have uninspiring names. She suggested to engage people on Facebook or the Town's website requesting trail names. J. Frost will work with RiseVT with this. When the time is right, we'll do a grand opening at the Town Forest for the trails.

B. Deso explained a lot of people are doing parades with their cars to celebrate peoples' birthdays. A lot of people want to see the new garage, but because of the current situation, they can't. B. Deso suggested that when the weather warms up to open the DPW shop doors with the equipment on display and have an organized line of cars drive pass. A. Mashtare stated we should wait to see how things improve in the next few weeks and just think on it for now. The Board agreed to wait for now. .

**Adjournment**

**MOTION: J. Giroux made a motion to adjourn the Selectboard meeting at 7:56 p.m.  
Seconded by J. Frost. All in favor, none opposed, motion carried.**

Respectfully submitted,  
Jenn Gray, Recording Secretary