

**Town of St. Albans
Selectboard Meeting Minutes
Monday, July 20th, 2020
6:30 p.m.
Via Zoom Teleconferencing**

On Monday, July 20th, 2020 at 6:30 p.m., the Town of St. Albans Selectboard met in person at Town Hall with the public participation via Zoom Teleconferencing.

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

No public allowed in Town Hall for the meeting due to pandemic containment rules.

Public & Staff Participation via Zoom Teleconferencing: Jackie Brown, Mike Hoeflich, Al Voegele, and Director of Administration Ned Connell.

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

General Warrant

MOTION: S. Dukas made a motion to approve the general warrant dated July 20th, 2020 in the amount of \$122,749.33. Seconded by J. Giroux. All in favor, none opposed, motion carried.

Industrial Park Warrant

MOTION: J. Frost made a motion to approve the Industrial Park warrant in the amount of \$887.90. Seconded by E. Creley. All in favor, none opposed, motion carried.

Infrastructure Account Warrant

MOTION: J. Frost made a motion to approve the Infrastructure Account warrant in the amount of \$28,681.83. Seconded by E. Creley. All in favor, none opposed, motion carried.

Payroll

MOTION: E. Creley made a motion to approve the payroll warrants dated July 10th, 2020 in the amount of \$54,302.26, and July 17th, 2020 in the amount of \$24,252.11. Seconded by J. Giroux. All in favor, none opposed, motion carried.

Minutes

MOTION: J. Giroux made a motion to approve the Selectboard meeting minutes from Monday, July 6th, 2020 as presented. Seconded by J. Frost. All in favor, none opposed, motion carried.

Public Comment

None.

Municipal Tax Rate

Town Clerk Anna Bourdon presented the municipal tax rate for fiscal year 2021 to the Selectboard for review and approval.

MOTION: S. Dukas made a motion to approve the fiscal year 2021 municipal tax rate at \$.3910. Seconded by J. Frost. All in favor, none opposed, motion carried.

Town Manager's Report

Parks Ordinance

The ordinance was approved at the last Selectboard meeting and required their signature.

MOTION: J. Frost made a motion to approve the Parks Ordinance as presented. Seconded by E. Creley. All in favor, none opposed, motion carried.

Salt Shed Update

Bids are due this week. Matt Young thinks we may get 4 bids. Once he has reviewed the bids, he will make his recommendation to the Selectboard. Director of Public Works Alan Mashtare was asked by the Board if he would be working out of the old salt shed this winter. A. Mashtare said that was the case. B. Deso then asked what we should tell SASA about the skating rink plan? C. Johnson to contact SASA regarding this. S. Dukas said if the salt shed (construction)

costs come in high and our funds are on the lower end of the \$500,000, we will need to find another source of funds to make up the difference.

Town Hall Relocation Environmental Site Assessment (ESA)

C. Johnson explained that KAS, Inc. was hired to provide the ESA services. They will begin their work on August 10th and are expected to be completed by August 30th.

B. Deso explained he was approached by a Bay area business owner and this person asked why the Town would want to put a building on the old Department of Public Works (DPW) site and not put in a boat launch? B. Deso stated it might be worth discussing turning that property into something the public can use, such as a boat launch, that would generate money.

S. Dukas suggested again to get a Purchase and Sales Agreement together for the Brown property no matter what the ESA reports says. C. Johnson to speak to Matt Young about the progress on the Purchase and Sales Agreement.

J. Giroux suggested possibly partnering with the State to work on a boat launch on the old DPW site and do some research into grant opportunities.

E. Creley explained that she supports more recreation on the lake. But we need to be mindful of the overall costs from the design phase to upkeep of something like a boat launch.

The Board agreed to get more information on a possible boat launch on the old DPW site.

Design Services

C. Johnson explained the Freeman French Freeman (FFF) was hired to do the design work for the new Town Hall. The steering committee had a kickoff meeting with FFF last week. They will be meeting weekly to keep the pace moving forward to try and meet the November deadline.

COVID-19 Update

C. Johnson explained A. Bourdon continues to take appointments for people to come in and do research. She alerts the second floor if someone needs to come upstairs to do research. Governor Scott's press conferences on COVID-19 are now down to twice a week now. Updates are available on healthvermont.gov.

Street Name Change Request

We received a street naming change request from a resident who has purchased a large piece of land in the Town. The Board was given a copy of the Street Naming Ordinance. In Section II, subsection 3, it states that the Selectboard may only change the names of streets, both public and private, within the Town when necessary to promote public welfare and safety. This would be done in a warned meeting.

E. Creley stated that this ordinance doesn't make the Town an unfriendly place, but we have this ordinance in place for a reason. We could change the ordinance, but the public welfare and safety is important. J. Giroux stated he is not in favor of the request; not unless the ordinance is changed. J. Frost agreed with J. Giroux as did B. Deso. S. Dukas stated he doesn't believe we should change the name of the road. The Board was in consensus not to grant the request.

Planning Update

Quarterly Stormwater Update

Director of Administration Ned Connell provided the Board with a stormwater update via Zoom. He explained that we completed 3 stormwater projects this year and we have received permits to do the stormwater work at Tanglewood. A grant has been submitted to help fund the construction for that project. The amount of that grant is just over \$150,000.

Stormwater Utility

N. Connell explained the purpose of the stormwater utility. It will establish methods for controlling stormwater flow volumes and speed, reduce the introduction of pollutants into stormwater, and it will meet our obligations under the Municipal Separate Storm Sewer System (MS4) permit.

N. Connell went on to explain when State or local permits are required. He said that projects that disturb more than one acre of land will require a State permit. Projects disturbing less than one acre of land will require a local permit.

N Connell then went over some definitions. He explained that “Equivalent Residential Unit”, or ERU means the square footage that represents the average of the area of impervious surface for all single-family properties in the Town. This is 3,500 square feet.

Next was “Single Family Residence” (SFR). This means a detached single-family home, duplex, or triplex.

Finally, “Non Single Family Residence” (NSFR) means all types of developed property in the Town except for Single Family Residences.

N. Connell explained that SFR properties or parcels would be billed one (1.0) ERU annually. The annual rate for an ERU is \$65/ERU. The exception would be SFR properties having more than one (1.0) acre of impervious surface. They would be billed ten (10) ERU's.

B. Deso suggested capping it at \$100 per year and not go from 1 acre to 10 acres. That's \$65 to \$650.

J. Frost asked what about businesses like the industrial park or car dealerships? N. Connell explained that by using GIS, you would divide that by 3,500 and round it to the nearest quarter and then multiple it by the number of acres of impervious surface they have.

B. Deso asked about the administrative costs and whether we should do a joint utility with another community. C. Johnson stated we could think about it going forward.

B. Deso asked A. Mashtare what a stormwater utility would do to his work load. A. Mashtare explained it would add to his crew's workload considerably. He went on to explain that each year they try to do several ditches to try and stay on top of things. N. Connell explained the budget (\$65/ERU/year) includes supporting 3 people and an administrator. E. Creley explained it may be helpful for the Selectboard to hear Stantec's method of how they got to the \$65. B. Deso asked who the Stormwater Administrator would report to? C. Johnson stated DPW.

N. Connell explained he planned on attending the August 17th Selectboard meeting with Stantec to go over the stormwater utility in great detail. The Board agreed.

S. Dukas asked how do we take care of the sellers who are grandfathered in who have stock piles of soil, who is going to manage that? C. Johnson stated it would be the Stormwater Administrator. E. Creley said that does not fall into the ordinance, but maybe as a new development. N. Connell explained if you start to disturb the soils, you must get a permit. S. Dukas asked if he wanted to move 10 yards of soil from one part of his property to another would he need a permit? N. Connell explained he would have to come in and get a (local) permit, if he is disturbing less than one acre of land. E. Creley stated it's based on an area, not an amount of soil.

Schedule

The next regular Selectboard meetings are Monday, August 3rd and Monday, August 17th. The Town Forest grand opening is scheduled for Saturday August 1st. J. Frost explained the bird walk is full, and the other activities are filling up. Employee picnic is Tuesday, August 4th and will be held at the new DPW facility.

Chair's Report

Police Advisory Board Reorganization

B. Deso explained that once we got a police contract in place, we would reorganize the Police Advisory Committee (not a board). He provided a draft reorganization document.

E. Creley is in favor of having a community advisory committee. We need to know what kind of data we are going to ask for from our policing service and would it be enough to assess the work that is being done. She went on to say that once the committee is assembled, they should look at B. Deso's draft too. Some communities are looking for more oversight of their police entity. She continued saying that she's not saying we should do that. We need to figure out what will be the best fit over time.

J. Giroux does like the mix of people to be on the committee, a step in the right direction. B. Deso read the list of folks he is suggesting to be on the committee.

J. Frost stated she likes the draft, but questions if having 9 people on the committee might be hard to fulfill. May be helpful to have some overlap of terms too. Maybe one year and two year terms.

S. Dukas said he knows it works. If you sit down and listen and take action. If you take no action, nothing will get done and the committee will disburse. You got to believe in them, work with them, and follow up wherever they think there is a problem. The Selectboard must be supportive of this committee.

Mike Hoefflich is a new member of the Police Advisory Committee and participated in the meeting via Zoom. He stated that this is a great idea.

J. Frost suggested someone on the nonprofits be someone who has knowledge of prevention also be included for consideration on this committee.

Al Voegele is currently on the Police Advisory Committee and requested a copy of the document B. Deso had drafted. A. Voegele explained that there must be a good representation, considering both gender and ethnicity on the committee. Most of the nonprofits are in the City, but are focused on the whole county. This is a good start. The Sheriff would report to the Town Manager and the Police Advisory Committee to the Selectboard as to how the contract is going.

The Board agreed to bring this back to the next Selectboard meeting.

Other Business

Sidewalks

J. Frost explained the Board received a letter from David Schofield which also appeared in the St. Albans Messenger regarding sidewalks. She said that maybe we should ask the community if they want to bond for sidewalks. E. Creley stated the Capital Improvement plan has a budget for that, wouldn't need to bond. There are Local Option Tax funds for that too.

In Person Meetings

E. Creley suggested that maybe we should rethink the in person meetings and go back to doing our meetings via Zoom. B. Deso suggested maybe social distancing at Collins Perley and have the public attend. A. Voegele reminded the Board that these types of meetings need to follow the guidelines of both CDC and the Health Department. There was not consensus at this time to change the meeting forum.

Executive Session

MOTION: J. Giroux made a motion to go into executive session at 8:21 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 is further moved to enter into executive session to discuss legal, contractual, or personnel issued under the provisions of Title 1, section 313(a)(1) of Vermont Statutes and to invite Town Manager Carrie Johnson. Seconded by E. Creley. All in favor, none opposed, motion carried.

MOTION: J. Giroux made a motion to come out of executive session at 9:35 p.m. Seconded by S. Dukas. All in favor, none opposed, motion carried.

Adjournment

MOTION: J. Giroux made a motion to adjourn the Selectboard meeting at 9:36 p.m. Seconded by S. Dukas. All in favor, none opposed, motion carried.

Respectfully submitted,
Jenn Gray, Recording Secretary