

**Town of St. Albans
Selectboard Meeting Minutes
Monday, October 18th, 2021
6:30 p.m.**

On Monday, October 18th, 2021 at 6:30 p.m., the Town of St. Albans Selectboard met at Town Hall.

Officials and Staff: Chair Brendan Deso, Vice Chair Jessica Frost, Erin Creley, Jonathan Giroux, Director of Public Works Alan Mashtare, and Town Manager Carrie Johnson. Absent was Bryan DesLauriers.

Staff participating via Zoom: Executive Assistant Jenn Gray and Town Clerk Anna Bourdon.

Public Participation via Zoom: Dr. Jennifer Williamson, Amanda Giroux, Nakuma Palczewski, Jeffery Nelson, and St. Albans Messenger Reporter Josh Ellerbrock

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

Amendment to the Agenda

MOTION: J. Frost made a motion to add Project Event Forms to the agenda under the Town Manager's report. Seconded by J. Giroux all in favor, none opposed, motion carried.

General Warrant

MOTION: J. Giroux made a motion to approve the general warrant dated October 18th, 2021 in the amount of \$76,244.27. Seconded by E. Creley. All in favor, none opposed, motion carried.

Payroll

MOTION: E. Creley made a motion to approve the payroll warrants dated October 8th, 2021 in the amount of \$53,397.12 and October 15th, 2021 in the amount of \$21,121.26. Seconded by J. Giroux. All in favor, none opposed, motion carried.

Stone House Warrant

MOTION: J. Giroux made a motion to approve the Stone House warrant dated October 18th, 2021 in the amount of \$3,422.20. Seconded by J. Frost. All in favor, none opposed, motion carried.

Impact Fee Warrant

MOTION: J. Giroux made a motion to approve the Impact Fee warrant dated October 18th, 2021 in the amount of \$25,000. Seconded by E. Creley. All in favor, none opposed, motion carried.

Infrastructure Development Warrant

MOTION: J. Giroux made a motion to approve the Infrastructure Development warrant dated October 18th, 2021 in the amount of \$498,586.44. Seconded by J. Frost. All in favor, none opposed, motion carried.

Industrial Park Warrant

MOTION: J. Giroux made a motion to approve the Industrial Park warrant dated October 18th, 2021 in the amount of \$705.19. Seconded by J. Frost. All in favor, none opposed, motion carried.

Stormwater Utility Warrant

MOTION: J. Giroux made a motion to approve the Stormwater Utility warrant dated October 18th, 2021 in the amount of \$3,594.00. Seconded by E. Creley. All in favor, none opposed, motion carried.

Minutes

MOTION: J. Frost made a motion to approve the Selectboard meeting minutes from Monday, October 4th, 2021 as presented. Seconded by J. Giroux. All in favor, none opposed, motion carried.

Public Comment

Dr. Jennifer Williamson addressed the Board regarding the Belongingness, Equity, and Inclusion (BEI) Committee. She was pleased to see that this topic was on the agenda this evening and that the discussion was moving this forward.

Mr. Jeffery Nelson addressed the Board regarding Belongingness, Equity, and Inclusion Committee as well and echoed Dr. Williamson's comments.

Nakuma Palczewski, a Town resident explained that she recently moved to the Town at the beginning of the pandemic and stated that forming this committee would draw more tourism and money into the Town.

C. Johnson to seek educational materials from VLCT.

Town Manager's Report

St. Albans Bay Wastewater Request for Qualifications (RFQ)

C. Johnson explained the Request for Qualifications (RFQ) to the Board. C. Johnson was asking for authorization to move forward with the RFQ, allowing the Town to go out for the state program. These funds will allow us to study the feasibility of putting a wastewater system in the village of St. Albans Bay. We will also use the ARPA funds for this as well. We were advised to do the RFQ first, per state guidelines

MOTION: J. Frost made a motion authorizing the Town Manager with the assistance of the Director of Operations to move forward with the Request For Qualifications for the St. Albans Bay wastewater feasibility study. Seconded by E. Creley. All in favor, none opposed, motion carried.

Town Hall Update

C. Johnson explained a lot of the site work is getting done before the winter sets in. Concrete has been poured for the floor and the vault walls are planned to be poured this week.

Parks Ordinance and Policy Draft 1

C. Johnson explained the only change made was made to Section 6.3.19 regarding smoking on municipal properties.

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

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

Act 250 Permit Amendment

Malone Dorset Street Properties, LLC

Informational only, no action required.

Project and Event Policy Forms

C. Johnson explained that these are in draft form and asked the Board to provide any feedback. These forms are for projects, events, and grants. E. Creley asked if these could be included in the Polimorphic system. C. Johnson said that would be something to be discussed with the developers and she will forward the request to Corey Parent.

Honor Wall Committee

C. Johnson explained this committee is meeting once a month. The committee requested that we ask the public to make recommendations. Once the committee decides on a recommendation, it will be brought to the Selectboard in January, 2022. Currently the committee has one nomination.

Schedule

The next regular Selectboard meetings are Monday, November 1st and Monday, November 15th at 6:30 p.m. Budget meetings are scheduled for Monday, October 25th and Monday, November 8th at 5:30 p.m. J. Frost will not be in attendance for the October 25th meeting.

Chair's Report

Belongingness, Equity, and Inclusion Committee

To accommodate another committee, B. Deso suggested moving the Police Advisory Committee from doing two surveys a year to just one and change the meeting schedule to quarterly instead of monthly. This will allow us to form and staff other committees appropriately. B. Deso suggested setting a target date to have a policy in place and to make appointments in January, so it's not rushed. The City of St. Albans already has a Belongingness, Equity, and Inclusion Committee, but our staffing resources are different from those of the City. We need to make sure someone can staff this committee to ensure its success.

J. Frost asked if each committee could meet 6 times a year. B. Deso asked C. Johnson to look into this as a possibility. J. Frost stated it is important to get this committee up and running and

suggested to meet quarterly, if the staffing allows. E. Creley stated she understands both points; we don't want to over tax our staff here at Town Hall, but we don't want too much time to go between meetings, so meeting every quarter would be the best thing.

Both J. Frost and E. Creley would prefer meeting bi-monthly (6x a year) over quarterly meetings (4x a year) for the BEI committee. If staff could only do quarterly that would be preferred to no committee at all, at least to get it started. They both agreed that they prefer the committee meet more frequently and wanted feedback from Town staff on the feasibility of bi-monthly meetings.

Dr. Jennifer Williamson stated that the Belongingness, Equity, and Inclusion committee meeting twice a year will not be nearly enough. She explained that we need to be proactive to get things done. She had provided names to Jessica Frost and Carrie Johnson for this committee. B. Deso clarified that he had said 4 meetings a year, not 2. He suggested discussing this again at the November 15th Selectboard meeting. C. Johnson asked for clarity as to what the Board is expecting her to bring to the November meeting on this topic. B. Deso asked C. Johnson to do some more research and see how often both the Police Advisory Committee and Belongingness, Equity, and Inclusion Committee can meet effectively.

Department of Public Works Equipment Replacement Fund

B. Deso asked if shortages or shipping issues have caused the current Department Public Works (DPW) Equipment Reserve fund amount of \$350,000 per year to be increased. C. Johnson stated lead times have gotten very long and there has been inflation pressures on nearly every aspect of our budget. A. Mashtare explained that to get a tandem truck that is already ordered, on the line, and set up is \$65,000 - \$70,000 more than what we paid three years ago. We are looking at close to \$270,000 to set up a new tandem plow truck right now. That's if we were to agree to purchase that truck in the next two weeks. B. Deso asked for macro number for the ten year schedule. C. Johnson stated we could add 6% to the current \$350,000. B. Deso asked A. Mashtare to get quotes on all the equipment on his list and then we'll figure out what we need to do to make it balance in the 10 year plan.

Other Business

None.

Executive Session

MOTION: J. Frost made a motion to go into executive session at 7:58 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, contractual or personnel 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. Giroux. All in favor, none opposed, motion carried.

MOTION: J. Frost made a motion to come out of executive session at 9:00 p.m. Seconded by E. Creley. All in favor, none opposed, motion carried.

Adjournment

MOTION: J. Giroux made a motion to adjourn the Selectboard meeting at 9:01 p.m. Seconded by J. Frost. All in favor, none opposed, motion carried.

Respectfully submitted,
Jenn Gray Recording Secretary