

**Town of St. Albans**  
**Selectboard 'Special' Meeting Minutes**  
**Monday, November 22<sup>nd</sup>, 2021**  
**5:30 p.m.**

On Monday, November 22<sup>nd</sup>, 2021 at 5:30 p.m., at Town Hall the Town of St. Albans Selectboard met for a budget meeting.

**Officials and staff present:** Chair Brendan Deso, Vice Chair Jessica Frost, Erin Creley, Jonathan Giroux, Bryan DesLauriers, Town Manager Carrie Johnson and Stormwater Coordinator Emmalee Cherington, and Director of Operations Corey Parent.

**Staff and Public participation via Zoom:** Director of Public Works Alan Mashtare, Town Clerk Anna Bourdon, and Elisabeth Nance with Franklin County Industrial Development Corporation (FCIDC). .

**Public participation in person attendance:** Tim Smith with Franklin County Industrial Development Corporation (FCIDC).

Chair B. Deso opened the meeting at 5:36 p.m. The purpose of the special meeting was to hold a public hearing on the Vermont Agency of Transportation's Transportation Alternatives Program grant for the Industrial Park Sidewalk Master Plan and to continue work on the fiscal year 2023 budget.

**Public Hearing**

B. Deso opened the public hearing by reading the warning:

"The Town of St. Albans is submitting an application to the State of Vermont through the Agency of Transportation's Transportation Alternatives Program. A public hearing will be held at St. Albans Town Hall and via Zoom on November 22, 2021 beginning at 5:30 p.m. to obtain the views of citizens on this project, to furnish information concerning the amount of funds available, the impact to any historic and archaeological resources that may be affected by the proposed project, and to give affected citizens the opportunity to examine the proposed statement of projected use of these funds. The proposal is to apply for \$216,900 in VTrans funds which will be used to accomplish the following activities:

Implement the St. Albans Industrial Park's master sidewalk plan, which is required by the ACT 250 permit. There is interest in further development in the industrial park and the Town of St. Albans is working with park owner, Franklin County Industrial Development Corporation, to get the infrastructure in place to encourage development, meet the necessary permitting requirements, and provide a safe environment for both pedestrians and motorists.

Copies of the proposed application are available at St. Albans Town Hall and may be viewed during the hours of 8am to 4pm Monday through Friday. Should you require any special accommodations, please contact Jennifer Gray at 802-524-7589 ext. 107 to ensure appropriate accommodations are made. For the hearing impaired please call (TTY) # 1-800-253-0191. Legislative Body for the Town of St. Albans."

The Board had been provided the grant application and a map of the area in the industrial park the work will be completed.

Tim Smith and Elisabeth Nance with FCIDC addressed the board on the grant. Mr. Smith explained that as part of the Act 250 permit, there was a requirement to put in a walk path in the industrial park. Now, sidewalks are being required as part of any expansion or development in the industrial park. Previously Ben & Jerry's, Peerless Clothing, and Barry Callebaut completed expansions of their buildings and were required to put in sidewalks. Both Ben & Jerry's and Peerless Clothing built their sidewalks, but had Barry Callebaut built their sidewalk, there would have been 3 sidewalks starting from nowhere and ending to nowhere. An agreement was made with Act 250 to use Barry Callebaut's money for sidewalks to build one contiguous sidewalk beginning at the railroad tracks and going down to the industrial park entrance. Mr. Smith continued saying they reached out to the Act 250 coordinator, Josh Donabedian and asked if we could substitute the walking path for a sidewalk. Mr. Donabedian to give his permission to do so and a sidewalk was approved to connect all 8 lots in the industrial park. Mr. Smith did stated that the only section of the industrial park that does not have a sidewalk is the section from the railroad tracks to Main Street.

Mr. Smith explained that FCIDC is proposing to fund the approved sidewalk with this grant at a cost of \$216,000. Ms. Nance clarified that the public hearing notice said that we were asking for \$216,900, backing out the 20% match that is required, the grant request is \$173,520.

Mr. Smith stated that FCIDC received a grant to install more street lights. Along with the grant to build more sidewalks, it'll make the industrial park a much more marketable location for business.

Mr. Smith explained that previously he reached out to the City of St. Albans asking for their help with winter maintenance. The City agreed. Mr. Smith has asked the City that once these sidewalks are built, if they would be willing to agree to winter maintenance. The City has agreed to plow the industrial park sidewalks when they are plowing South Main Street.

**MOTION : J. Frost made a motion to approve the Vermont Agency of Transportation's Transportation Alternatives Program grant application. Seconded by J. Giroux. All in favor, none opposed, motion carried.**

**MOTION: J. Giroux made a motion to close the public hearing. Seconded by E. Creley. All in favor, none opposed, motion carried.**

### **Budget Work Session Stormwater Utility Budget**

Stormwater Coordinator Emmalee Cherington came before the Board to review the Stormwater Utility budget. E. Cherington explained that overall, we are at 80% compliance, including the quarterly payers.

E. Cherington went over the System Maintenance portion of the budget. She stated that she will be taking over all the inspections of any of our systems moving forward. Over the coming years, maintenance will be increasing, somewhat incrementally as the Town takes on more and builds more systems.

E. Cherington explained that currently, the City does the street sweeping and the storm drain cleaning for the Town. She explained that she has requested a quote from a company to see how much it would cost for them to take over the sweeping. The Department of Public Works (DPW) crew is currently doing all the culvert replacements and ditching.

E. Cherington explained that the Stormwater Line Inspections is for emergencies as well as using a camera for proposed projects, to check out the lines prior to the design phase of a project. This was done at Tanglewood, to scope out a pipe. Stormwater line inspections is also a requirement of our MS4 permit.

E. Cherington explained that the Equipment line is budgeted at \$4,000 for a walk-behind mower (brush hog type mower) that A. Mashtare has requested for maintenance. Currently, the crew is using a weed whacker.

E. Cherington explained that the \$7,5000 for the St. Albans Area Watershed Association weed harvester has been moved to her budget. She went on to say that she had put out a grant request to do a study for best practice in the Bay or how we deal in the region with milfoil.

The next section of the Stormwater Utility budget that E. Cherington went over was the MS4 Compliance. This year we have a lot of costs in our Phosphorus Control Plan for IDDE (Illicit Discharge Detection Elimination) work. This work will be completed within this fiscal year.

E. Cherington explained that Stormwater System Mapping is another requirements of the State that we have to map all our lines and get invert elevations on all of our catch basins.

Regarding the Stream Flow Monitoring line, this was a cost the Town had for years. E. Cherington explained that as of this year, the Town will no longer have to pay for it. In the future when the utility is a little more established, we may want to look at this again

There are two different components of the MS4 permit that we rely on Northwest Regional Planning Commission (NRPC) to do for us. One is the RESP, education and public

outreach. The donation allocation of \$1,500 for the Friends of Northern Lake Champlain is also built into this line, moved from the general fund.

E. Cherington explained that the Town is allowed to roll a number of expired permits into the Town's MS4 permit. Some we had already been paying the annual fee. Once those are all rolled into our MS4 permit, it'll be included in the MS4 permit fee we are already paying.

E. Cherington explained that in the Capital Project Expenditures section, our goal is to have a few projects in engineering and a few in construction each year. She went on to say that she's anticipating to fully fund the Tanglewood (stormwater) construction project.

B. DesLauriers asked what types of items are included in the Legal line item. E. Cherington explained that we will need legal services to help with getting all the legal agreements in place, especially for neighborhoods that will be rolled under the Town's MS4 permit. We will also need maintenance agreements. C. Johnson stated that we do have an agreement template right now that we will need to update.

Regarding the weed harvester, E. Cherington explained that she may not have been clear enough with Steve Cushing with the St. Albans Area Watershed Association (SAAWA). He assumed that the Town didn't want to use the harvester. E. Cherington stated that wasn't the case and that she wanted to look into the science and some of the research that has been done since 18 years ago when the weed harvesting practice started. C. Johnson suggested writing a letter to Mr. Cushing explaining what the Town is looking to do regarding the weed harvester.

#### **Local/Regional/State Organizations**

FCICD and Northwest Regional Planning were moved to the Town Manager budget. The St. Albans Area Watershed Association (SAAWA) weed harvester and Friends of Northern Lake Champlain were moved to the Stormwater Utility budget. The Board agreed to not fund the American Red Cross. All other organizations were level funded from the previous year. The Board also agreed to build a list of criteria for the funding of organizations next year and it will be included in letters to the requesters to be sent out by Jenn Gray in early spring when the budget passes.

C. Johnson provided a legal opinion to the Board regarding petitions. Town Attorney Dan O'Rourke determined that Selectboards cannot be forced to put a petition on the ballot. He had cited case law and statute.

#### **Vermont Municipal Employees Retirement System (VMERS)**

C. Johnson explained that we were notified by VMERS that the employer contribution will increase .5% effective July 1<sup>st</sup>, 2022.

#### **Dept. of Public Works**

B. Deso stated that there is \$25,000 for culverts in the Stormwater Utility budget and another \$30,000 in DPW. Does that mean we have \$55,000 for culverts for next year?

A. Mashtare explained that because culverts prices are up right now and to maintain what he normally does, it's \$36,000 in culverts. The Board requested A. Mashtare provide a list of culverts he plans to replace next year.

#### **Local Option Tax (LOT)**

A. Bourdon told the Board that she had received \$278,000 in LOT funds today. She went on to say that we have a little over a million dollars in that account.

#### **Dept. of Public Works**

A. Mashtare explained that due to emissions laws in the State of Vermont, by 2026, plow truck engines will be \$50,000 more. With more discussion, C. Johnson stated to the Board that the estimated annual need for funding our DPW equipment is \$306,418.97.

B. Deso stated that if we put that number into the general fund, then we could adjust it each year or at least look at it each year. J. Giroux asked if it would run it like the fire department. C. Johnson stated yes and that the fire department amount is now put into our budget per voted article. This will be discussed again at the second meeting in December.

#### **Executive Session**

**MOTION: E. Creley made a motion to go into executive session at 7:10 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. 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 Town Manager Carrie Johnson and Director of Operations Corey Parent. Seconded by J. Giroux. All in favor, none opposed, motion carried.**

C. Parent left the meeting at 7:50 p.m.

**MOTION: J. Frost made a motion to come out of executive session at 8:15 p.m. Seconded by B. DesLauriers. All in favor, none opposed, motion carried.**

#### **Salaries**

The salaries in Option B were approved.

#### **Adjournment**

**MOTION: E. Creley made a motion to adjourn the Selectboard meeting at 8:17 p.m. Seconded by J. Frost. All in favor, none opposed, motion carried.**

Respectfully submitted,  
Jennifer Gray