

**Town of St. Albans
Selectboard Meeting Minutes
Monday, November 6th, 2023
6:30 p.m.**

On Monday, November 6th, 2023 at 6:30 p.m., the Town of St. Albans Selectboard met at Town Hall.

Officials and Staff: Chair Bryan DesLauriers, Vice Chair Jack Brigham, Jonathan Giroux, Brendan Deso, Jeff Sanders, Town Manager Sean Adkins, Director of Community Development Megan Sherlund, Town Clerk Anna Bourdon, Planning Commission member Nakuma Palczewski, Asst. Assessor Molly Mashtare, and Interim Director of Operations Al Voegele.

Staff Participation via Zoom: Executive Assistant Jenn Gray, Stormwater Coordinator July Medina-Triana, and Assessor Bill Hinman.

Public in Attendance: Paul and Sarah Lerner, David Bray, and Kristin Barklund, Treasurer for the St. Albans Museum.

Public Participation via Zoom: Katie with Northwest Access TV, Amanda Giroux, and St. Albans Messenger Reporter, Josh Ellerbrock.

Chair B. DesLauriers called the meeting to order at 6:31 p.m. The Pledge of Allegiance was recited.

Public Hearing – Unified Development Bylaws Modernization

MOTION: B. Deso made a motion to open the public hearing for the Unified Development Bylaws Modernization. Seconded by J. Giroux. All in favor, none opposed, motion carried.

M. Sherlund came before the Board to answer any questions they had regarding the changes to the Unified Development Bylaws. The changes go along with the S100 bill that the State has put into effect for municipalities.

After further discussion, the following motion was made:

MOTION: B. Deso made a motion to approve the Town of St. Albans Unified Development Bylaws Modernization dated November 6th, 2023 with 3-4 unit dwellings a permitted use in every district but, industrial and correctional. Seconded by J. Brigham. All in favor, none opposed, motion carried.

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

Bylaws = 42 mins.

Road Standards Ordinance

M. Sherlund explained some inconsistencies have been discovered between the bylaws and the Road Standards Ordinance. Regarding the paving requirements, the 3 year stipulation on a final coat of bituminous concrete was removed. The type of base under the asphalt was addressed. The standards are matching with VTrans. The curb cut permit was increased to \$75 and utility permits was changed to \$200.

MOTION: B. Deso made a motion to approve the Road Standards Ordinance as amended, adding a section regarding A76 standards with paving is our minimum requirement for the Town to take over a road. Seconded by J. Brigham. All in favor, none opposed, motion carried.

Standards = 7 mins.

Payroll Warrant

MOTION: J. Sanders made a motion to approve the payroll warrants dated October 20th, 2023 in the amount of \$25,537.97, October 27th, 2023 in the amount of \$42,458.43, and November 3rd, 2023 in the amount of \$24,144.40. Seconded by J. Brigham. All in favor, none opposed, motion carried.

General Warrant

MOTION: J. Giroux made a motion to approve the general warrant dated November 6th, 2023 in the amount of \$174,095.50. Seconded by B. Deso. All in favor, none opposed, motion carried.

Stormwater Utility Warrant

MOTION: B. Deso made a motion to approve the Stormwater Utility warrant dated November 6th, 2023 in the amount of \$2,190.00. Seconded by J. Giroux. All in favor, none opposed, motion carried.

Stone House Warrant

MOTION: B. Deso made a motion to approve the Stone House warrant dated November 6th, 2023 in the amount of \$547.32. Seconded by J. Giroux. All in favor, none opposed, motion carried.

General Fund Warrant Motion Rescinded

MOTION: B. Deso made a motion to rescind the previous General Fund warrant approval motion. Seconded by J. Giroux. All in favor, none opposed, motion carried.

MOTION: B. Deso made a motion to remove the invoice for AE Northeast for the Route 7 South sidewalk project in the amount of \$4,717.26 from the General Fund warrant. Seconded by J. Giroux. All in favor, none opposed, motion carried.

Impact Fee Warrant

MOTION: B. Deso made a motion to approve the Impact Fee warrant dated November 6th, 2023 in the amount of \$1478.15. Seconded by J. Giroux. All in favor, none opposed, motion carried.

Infrastructure Development Warrant

MOTIN: B. Deso made a motion to approve the Infrastructure Development warrant in the amount of \$4,717.26 for the Route 7 South sidewalk project. Second by J. Giroux. All in favor, none opposed, motion carried.

Minutes

MOTION: J. Brigham made a motion to approve the Selectboard meeting minutes from Wednesday, October 18th, 2023 and the special Selectboard meeting minutes from Thursday, October 19th, 2023 as presented. Seconded by J. Giroux. All in favor, none opposed, motion carried.

Warrants & Mins. = 8 mins.

Public Comment

Kristin Barklund, Treasurer for the St. Albans Museum asking for continue funding for FY 2025 \$25,000 and she explained some of the expenses needed to do some renovations to the building and elevator.

David Bray came before the Board to discuss stormwater and BFA.

Paul Larner came before the Board to discuss stormwater. Could we ask for FEMA funds for that Tanglewood issues. S. Adkins stated he has asked.

Comment = 11 mins.

Assessor Bill Hinman – Errors and Omissions

B. Hinman explained the procedure and the items for corrections or omissions stating this must be done before December 31st each year. Most of the changes had to do with personal property.

B. Hinman explained that the proposed Bill H480 will provide sweeping changes to reappraisals. It is preliminary and a report will be submitted to legislature in December.

MOTION: B. Deso made a motion to accept the errors and omissions as presented. Seconded by J. Giroux. All in favor, none opposed, motion carried.

E&O's = 5 mins.

Town Manager's Report Upcoming Grant Applications

S. Adkins reviewed with the Board the following grants that the Town has submitted applications for:

- **Municipal Highway and Stormwater mitigation program:** This grant is going to be used for the construction of a box culvert at French Hill. The amount of Federal funds that we can request (no more than 80% of the project cost estimate) is \$280,000. The amount of local match is \$70,000 (20%) = \$350,000 (100%);
- **Transportation Alternative Program:** This will be utilized for the scoping study of the two RCP West and East basins located in the SASH. Federal award \$120,000 (80%) + Local Match \$30,000 (20%) = Total Project Cost = \$150,000 (100%);
- **FY2025 Better Roads Grant Application:** A new design for the culvert under Fairfax Street. The section for the grant we are going to apply is for a structure/culvert installation or replacement for culverts equal to or larger than 36" (Maximum Grant Amount \$60,000);
- **Municipal Planning Grant:** This will be used to develop a master plan for the village center. This is a \$30,000 grant with a \$10,000 match.

Grants = 12 mins.

Police Budget

B. DesLauriers explained that the first joint police committee meeting with the City of St. Albans was held last week. The initial budget of \$2.4 million would be the Town's portion. There was also discussion at that meeting regarding reinstating the Street Crimes Unit. The next meeting will be in a couple of weeks. B. Deso stated for the record that he is not in agreement with the \$2.4 million budget.

Police = 24 mins.

Act 250 – Westview Condominium Development, LLC

Informational only. No actions required.

Act 250 = 1 min.

Chair's Report

None.

Other Business

None.

Schedule

The next regular Selectboard meetings are Monday, November 20th and Monday, December 4th, 2023 at 6:30 p.m. The next budget work session will be on Monday, November 13th at 6 p.m.

Schedule = 1 min.

Executive Session

MOTION: J. Brigham made a motion to go into executive session at 8:26 p.m. to discuss a contractual matter 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 a contractual matter under the provisions of Title 1, section 313(a)(1) of Vermont Statutes and to invite in Town Manager Sean Adkins. Seconded by J. Giroux. All in favor, none opposed, motion carried.

MOTION: B. Deso made a motion to come out of executive session at 9:52 p.m. Seconded by J. Giroux. All in favor, none opposed, motion carried.

Adjournment

MOTION: J. Brigham made a motion to adjourn the Selectboard meeting at 9:53 p.m. Seconded by B. Deso. All in favor, none opposed, motion carried.

Respectfully submitted,
Jenn Gray Executive Assistant