

**Town of St. Albans  
Selectboard Meeting Minutes  
Monday, December 5<sup>th</sup>, 2022  
5:00 p.m.**

On Monday, December 5<sup>th</sup>, 2022 at 5 p.m., the Town of St. Albans Selectboard met at Town Hall.

**Officials and Staff:** Chair Jonathan Giroux, Vice Chair Bryan DesLauriers, Brendan Deso, Jack Brigham, Jeff Sanders, Town Manager Carrie Johnson, Town Clerk Anna Bourdon, Interim Director of Operations Al Voegelé, and Executive Assistant Jenn Gray.

**Public in Attendance:** Clement Roger with AmCare.

**Public Participation via Zoom:** Amanda Giroux.

Chair J. Giroux called the meeting to order at 5:05pm. The purpose for the earlier start to the meeting was to conduct a budget work session to continue work on the fiscal year 2024 budget.

**Budget Work Session – 5pm**

**Ambulance Service**

C. Johnson explained that there were some questions regarding the AmCare (ambulance) contract. Clement Roger came before the Board to answer them.

C. Johnson explained a resident had asked what the Town is getting for \$100,000? Mr. Roger explained that it gets ambulance services. It gets you priority over towns that do not have a contract for service. The ambulance service is not a money making business. 60% of the calls are for Medicaid. Mr. Roger stated the town's cost to have its own dedicated ambulance would cost over \$500,000. After further discussion, the Board asked Mr. Roger to send a service summary each year at the start of budget preparation to include the annual statistics.

**Local/Regional/State Organizations (Non-Profits)**

C. Johnson went through the list with the Board. Franklin County Senior Center did not submit a request for an allocation to date. C. Johnson to look into whether or not Franklin County Senior Center is still in service. Martha's Kitchen also did not submit a request, but the Board decided to continue funding them in the amount of \$2,000.

**Town Clerk**

C. Johnson explained that \$3,000 has been added to the "Audit" line to cover federally required audit costs.

**Director of Operations**

B. Deso suggested putting \$80,000 under the "Salary" line as a place holder to allow the new manager to hire staff if needed.

**Town Manager**

C. Johnson explained the VLCT dues were adjusted per their request.

**Fire Department**

C. Johnson explained the changes to the fire department budget were the dispatch line and separating the salaries between the Public Safety Administrator and the volunteers' stipends.

**Schedule**

C. Johnson explained that the next budget work session will be Monday, January 9<sup>th</sup>. The Board agreed to start the meeting at 5pm. Food will be provided.

J. Giroux recessed the meeting at 6:20 p.m. until 6:30 p.m.

---

**Regular Meeting – 6:30 p.m.**

**Officials and Staff:** Chair Jonathan Giroux, Vice Chair Bryan DesLauriers, Brendan Deso, Jack Brigham, Jeff Sanders, Town Manager Carrie Johnson, Town Clerk Anna Bourdon, Director of Public Works Dave Allerton, Interim Director of Operations Al Voegelé, and Executive Assistant Jenn Gray.

**Public in Attendance:** Pat Vincent, David McWilliams, Paul and Sally Lerner, Anne Pomeroy, St. Albans Messenger Josh Ellerbrock, Real Cyr, and Corey Parent with Forty Four Seven Strategies.

**Public Participation via Zoom:** Amanda Giroux.

Chair J. Giroux reconvened the Selectboard meeting at 6:32 p.m. The Pledge of Allegiance was recited.

#### **General Warrant**

**MOTION: J. Brigham made a motion to approve the general warrant dated December 5<sup>th</sup>, 2022 in the amount of \$38,020.45. Seconded by B. DesLauriers. All in favor, none opposed, motion carried.**

#### **Payroll**

**MOTION: B. DesLauriers made a motion to approve the payroll warrants dated November 25<sup>th</sup>, 2022 in the amount of \$39,224.74 and December 2<sup>nd</sup>, 2022 in the amount of \$47,488.25. Seconded by J. Sanders. All in favor, none opposed, motion carried.**

#### **Infrastructure Development Warrant**

**MOTION: J. Brigham made a motion to approve the Infrastructure Development warrant dated December 5<sup>th</sup>, 2022 in the amount of \$12,777.15. Seconded by B. DesLauriers. All in favor, none opposed, motion carried.**

#### **Stone House Warrant**

**MOTION: J. Brigham made a motion to approve the Stone House warrant dated December 5<sup>th</sup>, 2022 in the amount of \$150.00. Seconded by B. DesLauriers. All in favor, none opposed, motion carried.**

#### **Minutes**

**MOTION: J. Brigham made a motion to approve the regular Selectboard meeting minutes of Monday, November 21<sup>st</sup>, 2022 as presented. Seconded by J. Sanders. All in favor, none opposed, motion carried.**

**Warrants & Minutes = 3 mins.**

#### **Public Comment**

Town resident Pat Vincent suggested using some of the ARPA funds towards putting a new roof on the Stone House as well as replacing the windows. She stated that the building needs to be maintained.

Town resident Paul Lerner explained a window at the Stone House on the lake side is broken. There is nothing there to stop the rain and snow from getting inside the building. He suggested a piece of plywood to over the broken area. Director of Public Works Dave Allerton stated that he will take a look at the windows at the Stone House tomorrow.

Pat Vincent also stated that the dog waste receptacles at the Bay Park need to be emptied.

**Public = 5 mins.**

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

##### **Department of Public Works Update – Dave Allerton**

D. Allerton came before the Board to provide a monthly update. He read from his report.

#### **Highway Projects**

1. Completed cutting trees on many roads around town.
2. Beavers on Church Road. The beaver dam has been knocked down several times in the past several months, and the beavers continue to rebuild. It was taken down again on Friday, 12/2. A trapper has been identified, and should be out the week of December 5th to set traps.
3. The crew has been inspecting all vehicles, and identifying deficiencies to be corrected. We now have a baseline for equipment needs, and have started to prepare a spreadsheet to track all vehicles and their maintenance. This includes trucks, heavy equipment, generators, etc. Some files have been located, but not everything.
4. Culverts to replace: Maquam Shore (2), French Hill, Industrial Park, Little County Road (clean culvert and improved ditching), Lord Road. I am sure there are others yet to be identified.
5. We are teaming with Auctions International to auction off some of our equipment, including trucks, an old pressure washer, three paddle boats, a set of traffic signals, air compressors, and various other equipment we don't use.
6. Cleaned the two sewer pump stations.
7. Patched a section of Prospect Hill Road.
8. Several areas around town need ditches cleaned, reestablished, and constructed according to current standards.
9. Stevens/Rugg Brook Diversion Structure. The fence needs to be cleared of vegetation, repaired, and the gate repaired and locked.
10. By next summer there will be a long list of projects to do, between pavement patching, ditching, cross culvert replacements, stormwater projects, etc.

## **Admin/Engineering Projects**

1. Looking into applying for grants for upcoming projects. Potential grant programs include the Transportation Alternatives Program, Downtown Transportation Fund, Better Roads Grants, and any others I come across.
2. Documents to review and update: Winter Operations Guidelines, DPW Specifications, Health & Safety Plan, Equipment Maintenance Logs, Right of Way permits (Curb cuts and utilities) etc.
3. Coordinating training for the crew, including: 10-hour OSHA training, stormwater training, road repair and maintenance through Vermont Local Roads, etc.
4. Gricebrook. I measured the road, and am developing a cost estimate for paving the entire roadway. I am meeting with the HOA on 12/7.
5. Bay Park Water Source. I am working on a Request for Proposals to hire a firm to complete a pumping test of the new well. We will need to monitor nine residential wells within a 500-foot radius of the new well for interference.
6. Exit 19/route 104 Scoping Study. VTrans has started this project again, and there has been one meeting so far.
7. Health Path. I have had one meeting with the consultant for this project. The next step is to contact several property owners to gauge their interest in the project, and willingness to allow the path's alignment be near their property. Owners include: NMC, Gricebrook, Collins-Perley, Home Health Center, Hard'ack, Sunrise Development, and several individual property owners. The idea would be to identify properties early on which should or should not be considered at this point, so as not to waste time in the future considering alignments near these properties.
8. New Town Hall Water. After water quality sampling, the city has agreed to accept 500-gallons of water treatment effluent from town hall every week for a fee of \$35.00. This works out to \$0.07/gallon, which is typical of what a septage hauler pays in the area to dump residential septage at a WWTF. We will need to get Operation & Maintenance Manuals and a schematic from the contractors involved in this project, and possibly a maintenance agreement with the installer.
9. Paving. I haven't had time yet to work on next year's paving plans or contracts. I will be reviewing the current paving plan, and developing a plan for next year. A couple of roads clearly needing work are French Hill Road and Prospect Hill Road.
10. North Sewer Pump Station. With the installation/upgrade of the Mission Control monitoring system, it has been discovered there is an I/I (Inflow and Infiltration) issue with the collection system. This will need to be investigated.
11. New Town Roads. We will need to submit any newly accepted roads to VTrans for inclusion in their town roads database. New roads include Ridgeview Avenue, and possibly Allaire Drive.
12. Decentralized sewer in the bay area. I don't know much about this right now, but it appears we do have a consultant on board, and I will be contacting them to determine the status of this project.
13. I am in the process of getting updated culvert and catch basin maps for the town. We will use these to develop an inventory of these assets, and keep track of the improvements/replacements we do annually, as this is reportable work for the town's MS4 permit.

## **Stormwater Projects**

1. Clyde Allen Drive Stormwater Project. I was recently approved by VTrans to be the Municipal Project Manager for the project. The next step is to hire a design engineering firm. It is my understanding we have a grant for \$360K for the project, requiring a \$90K local match, with a \$450K total budget for the project.
2. Tanglewood Drive Stormwater Project. We have a set of construction ready plans from a consulting engineer, with an estimated cost of over \$500K for the project. I will be looking for construction funding for this project.
3. Flow Restoration Plan, and Phosphorus Control Plan. There are many projects identified in these plans, and I will be reviewing these and determining how best to move them into construction. These will be part of our MS4 permit.
4. Gricebrook Stormwater Project. We have a 90% Preliminary Engineering Report for this project, submitted by the consultant.

## **Parks & Recreation**

1. Recently held a successful Holly Jolly Jamboree, raised \$250 for Operation Happiness, and will be delivering non-perishable and toys to them on December 7th.
2. Planning the Mill River Classic Hockey Tournament scheduled for late January.
3. Working on the FY2024 budget.
4. Working on a Building Maintenance Program to assist in managing our building assets.
5. Coordinating bands and planning for all future events.
6. Continuing to search for sponsorships for events, and would like to develop volunteer committees to assist with events.

Town resident David McWilliams, asked to have the catch basin and rain garden in front of the Bay Church cleaned out and stated there is a written contract to do this work. C. Johnson stated that the catch basin had been cleaned out twice. D. McWilliams acknowledged that it had been done. C. Johnson to review the contract.

**DPW = 32 mins.**

### **Traffic and Roadways Ordinance**

C. Johnson explained that this is the ordinance that lists all the speed limits, stop signs, etc. She asked that the Board review the ordinance and sending any issues to her or to Jenn Gray. We are going to add new roads that have been taken over in the last 6 years. C. Johnson also said that she's been in touch with Bethany at Northwest Regional Planning Commission to refresh her on how to change speed limits. There is a statutorily procedure that must be followed.

**Ordinance = 6 mins.**

### **Town Hall Opens in New Location 12/5/22**

C. Johnson explained that most of Town Hall is unpacked and work stations are set up. The Town Clerk's vault is a work in progress. We are planning on a ribbon cutting in the future.

**TH = 1 min.**

### **Act 250 Notice - Beta Technologies**

Informational only. No action required.

**Act 250 = 1 min.**

### **VTrans Comments – 2 Franklin Park West, LLC**

Informational only. No action required.

**VTrans = 1 min.**

### **Schedule**

The next Selectboard meetings will be Monday, December 19<sup>th</sup> and Wednesday, January 4<sup>th</sup>, 2023 at 6:30 p.m. The next budget work session will take place at 5pm on Monday, January 9<sup>th</sup>, 2023.

**Schedule = 1 min.**

### **Other Business**

B. Deso explained he went to the Development Review Board hearing for Beta Technologies. There was a neighboring member of a homeowner's association who had several questions. Beta went above and beyond to get the questions answered. B. Deso went on to say that our new Zoning Administrator, AJ Johnson did a great job with handling the hearing.

J. Giroux took this opportunity to thank all the first responders to the fire on Aldis street over the weekend. Everyone did an excellent job.

**Other = 11 mins.**

### **Executive Session**

**MOTION: J. Brigham made a motion to go into executive session at 7:37 p.m. to discuss a contractual and personal 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 and personnel matter under the provisions of Title 1, section 313(a)(1) of Vermont Statutes and to invite in Town Manager Carrie Johnson, Interim Director of Operations Al Voegelé, and executive candidate search consultants Forty Four Seven Strategies. Seconded by B. DesLauriers. All in favor, none opposed, motion carried.**

**MOTION: J. Sanders made a motion to come out of executive session at 8:50 p.m. Seconded by J. Brigham. All in favor, none opposed, motion carried.**

### **Adjournment**

**MOTION: B. Deso made a motion to adjourn the Selectboard meeting at 8:52 p.m. Seconded by J. Brigham. All in favor, none opposed, motion carried.**

Respectfully submitted,  
Jenn Gray