

**Town of St. Albans  
Selectboard Meeting Minutes  
Wednesday, February 23<sup>rd</sup>, 2022  
6:30 p.m.**

On Wednesday, February 23<sup>rd</sup>, 2022 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, Bryan DesLauriers, Director of Operations Corey Parent, Director of Public Works Alan Mashtare, and Town Manager Carrie Johnson.

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

**Public Participation via Zoom:** Hunter Gomez and Natty Jamison with Peterson Consulting, Franklin County Sheriff's Office Captain John Grismore, Randy Chadburn, and Amanda Giroux.

B. Deso called the meeting to order at 6:42 p.m. The Pledge of Allegiance was recited.

**General Warrant**

**MOTION: J. Giroux made a motion to approve the general warrant dated February 21<sup>st</sup>, 2022 in the amount of \$57,386.02. Seconded by E. Creley. All in favor, none opposed, motion carried.**

**Payroll**

**MOTION: E. Creley made a motion to approve the payroll warrants dated February 11<sup>th</sup>, 2022 in the amount of \$23,833.11 and February 18<sup>th</sup>, 2022 in the amount of \$21,174.88. Seconded by J. Giroux. All in favor, none opposed, motion carried.**

**Infrastructure Development Warrant**

**MOTION: J. Frost made a motion to approve the Infrastructure Development warrant dated February 23<sup>rd</sup>, 2022 in the amount of \$501,808.84. Seconded by J. Giroux. All in favor, none opposed, motion carried.**

**Stormwater Utility Warrant**

**MOTION: J. Frost made a motion to approve the Stormwater Utility warrant dated February 23<sup>rd</sup>, 2022 in the amount of \$5,432.37. 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 dated February 23<sup>rd</sup>, 2022 in the amount of \$706.63. Seconded by J. Giroux. All in favor, none opposed, motion carried.**

**Minutes**

**MOTION: J. Giroux made a motion to approve the Selectboard meeting minutes of Monday, February 7<sup>th</sup>, 2022 as presented. Seconded by E. Creley. All in favor, none opposed, motion carried.**

**Warrants & Minutes = 3 mins.**

**Public Comment**

None.

**Missisquoi Valley Rail Trail Appointment**

Eastview Drive Town resident Randy Chadburn submitted a letter of interest to fill the current vacancy on the Missisquoi Valley Rail Trail committee. Mr. Chadburn spoke to the Board via Zoom explaining that he lives three quarters of a mile from Rail Trail trailhead, is an avid bike rider, a retired soccer coach, and is interested in volunteering.

**MOTION: E. Creley made a motion to appoint Randy Chadburn to the Missisquoi Valley Rail Trail committee for a term of one year expiring in April, 2023. Seconded by J. Frost. All in favor, none opposed, motion carried.**

**Appointment = 3 mins.**

## Audit Engagement Letter – A.M. Peisch

**MOTION: J. Giroux made a motion to authorize Town Manager Carrie Johnson and Selectboard Chair Brendan Deso to sign the engagement letter with A.M. Peisch. Seconded by E. Creley. All in favor, none opposed, motion carried.**

**Audit Engagement Ltr. = 2 mins.**

### Town Manager's Report

#### Town Hall Update – Hunter Gomez

Hunter Gomez, Project Manager for the new Town Hall provided an update to the Board via Zoom. He explained that the staff toured the building today. Sheetrocking is nearly complete and the painting will begin soon. Roof is nearly complete. The budget is 50% complete in value by DEW and 55% built. Currently under budget. The kitchen appliances have been purchased, the IT equipment has been ordered, and the room signage has arrived. Main Street Graphics will be doing some work on decorative signs. Mr. Gomez went on to say that with the COVID delays, DEW has worked well around those issues.

Mr. Gomez explained that a few permits were not acquired due to miscommunication. One of the permits required is the Shoreline Permit. With assistance from Stormwater Coordinator Emmalee Cherington, the Shoreline Permit has been applied for. Another required permit is the Construction Permit which has been applied and paid for. Mr. Gomez explained that the other permit required was a Building Permit. The site plan had been approved, but there wasn't follow up with obtaining the large permit "P" sign that is required to be posted at the construction site during the 14-day appeal period. That has since been posted and the appeal period expired.

Mr. Gomez explained that a gravel path was installed connecting the former Department of Public Works (DPW) site to the new Town Hall site. This path was meant to be temporary. However, staff suggested the path remain. In an effort to get the path permanently permitted, the State needs to inspect the path, but will not be able to do that until April. The permit conditions are having no financial impacts to the budget and the costs for the permits came out of the contingency line.

Mr. Gomez explained he will no longer be managing the Town Hall project and that his colleague Natty Jamison will manage the project going forward.

**TH Update = 9 mins.**

### Franklin County Sheriff's Office – Captain John Grismore

Captain John Grismore came before the Board to provide a report. He explained that the Crisis Response Team has been deployed. There are 5 members and this group has extension training in mental health fields that will provide a higher, more comprehensive care in the time of need. This team was dispatched to assist in the recent animal rescue incident that took place on Dunsmore Road. They also do follow up visits to make sure resources have been provided to Ms. Dunsmore. Ms. Dunsmore had lost the means to care for the animals which initiated the rescue.

Captain Grismore explained that they have just hired and filled the last of their staff vacancies. The person will be going to the academy, full time, training for a level 3 position. He then provided to the Board a breakdown the calls of service.

B. DesLauriers asked Captain Grismore what percent of the time are Crisis Response Team members available to residents of the Town, how likely is it that someone be available? Captain Grismore explained that some of the resources have been spread out. If a tactical incident arises, they call out the Team. If there is a need, there is a number of people able to respond at any time of night.

E. Creley asked Captain Grismore if there are any updates around the staff's own mental health with regards to responding to calls. Captain Grismore explained that this is a daily thing for FCSO. They check in on their staff regularly, checking for any residual impact. He explained that they want to make sure that the staff isn't overworked and take their vacations. FCSO does not, as a policy, require mandatory overtime.

**FCSO = 13 mins.**

### Records Management Policy and Retention Plan – Draft #1

C. Johnson explained to the Board that prior to the move to the new Town Hall, staff needs to clean out closets and basement storage and determine what needs to be retained by law. We have learned what legally needs to be retained. This policy and plan is strictly for the

administrative offices only and not for the Town Clerk. The Board requested more information and to have this added to the special meeting agenda for their meeting on February 28<sup>th</sup>, 2022.

**Retention Plan = 12 mins.**

#### **Disposal of Assets Policy – Draft #1**

C. Parent provided an overview of draft #1 for the Board. He explained that more edits had been done after B. Cross's reviewed the policy. C. Parent briefly went over the policy and the Board provided some edits. C. Parent to make the edits and bring it back to the Board at their meeting on February 28<sup>th</sup>.

**Disposal of Assets = 18 mins.**

#### **Town Meeting Day Ballots Mailed**

C. Johnson explained that Town Meeting Day ballots were mailed out last week. A. Bourdon stated that 4,872 ballots went out. So far, she has received 700. Folks are also returning the Police Advisory Committee survey that was included along with the ballot.

**TMD Ballot = 3 mins.**

#### **Schedule**

The next regular Selectboard meetings are Monday, March 7<sup>th</sup> and Monday, 21<sup>st</sup> at 6:30 p.m.

The Informational meeting and Equity and Inclusion meeting will be held on Monday, February 28<sup>th</sup> at 6:30 p.m.

Town Meeting Day is Tuesday, March 1<sup>st</sup>, 2022 from 7am to 7pm at Collins Perley Sports Complex.

**Schedule = 3 mins.**

#### **Chair's Report**

B. Deso would like to reopen meetings to the public for the March 7<sup>th</sup> Selectboard meeting and require that folks attending wear masks.

**Chair's = 2 mins.**

#### **Other Business**

A. Bourdon thanked both E. Creley and J. Frost for their service to the Town.

**Other = 2 mins.**

#### **Executive Session**

**MOTION: J. Frost made a motion to go into executive session at 7:57 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 the Director of Operations and Town Manager Carrie Johnson. Seconded by B. DesLauriers. All in favor, none opposed, motion carried.**

**MOTION: B. DesLauriers made a motion to come out of executive session at 8:58 p.m. Seconded by E. Creley. All in favor, none opposed, motion carried.**

#### **Adjournment**

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

Respectfully submitted,  
Jenn Gray Executive Assistant