

**Town of St. Albans
Selectboard Special Meeting Minutes
Monday, February 28th, 2022
6:30 p.m.**

On Monday, February 28th, 2022 at 6:30 p.m., the Town of St. Albans Selectboard met at Town Hall for a special meeting.

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

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

Public Participation via Zoom: Dr. Jennifer Williamson, Karen Tokat, El Jefe, Jeffery Nelson, Nicole Paquette, and St. Albans Messenger Reporter Josh Ellerbrock.

Chair B. Deso called the meeting to order at 6:30 p.m.

The purpose of the special meeting was to conduct a public informational hearing on the 2022 Town Meeting Day ballot articles and fiscal year 2023 budget, finalize policies, and to have a discussion on equity and inclusion.

Public Informational Hearing

MOTION: J. Giroux made a motion to open the public informational hearing at 6:30 p.m. and read the official warning. Seconded by E. Creley. All in favor, none opposed, motion carried.

B. Deso read the official Town Meeting Day warning:

The legal voters of the Town of St. Albans are hereby warned and notified to meet remotely, via Zoom Teleconferencing at the St. Albans Town Hall, 579 Lake Road, St. Albans, VT., on February 28th, 2022, at 6:30pm to conduct an informational meeting on the budget and articles to be voted by Australian ballot.

Voting will take place on Tuesday, March 1st, 2022 at the Collins Perley Sports Complex located at 890 Fairfax Road from 7am to 7pm.

B. Deso read through the ballot articles. No questions came up from the Selectboard, staff or the public participating via Zoon on Articles 1 thru 3.

Article 4

Shall the Legal Voters of the Town of St. Albans authorize the Selectboard to fund a Public Works and Parks equipment replacement fund in the amount of \$200,000 each year for a period of 10 years?

B. DesLauriers asked what the process was for buying equipment from a replacement fund. C. Johnson explained the equipment needs are evaluated by the department head. Then, those needs are brought to the Town Manager for discussion and approval. Finally, it will go to the Selectboard for final approval.

No questions on Articles 5 & 6.

MOTION: J. Giroux made a motion to adjourn the public informational hearing at 6:38 p.m. Seconded by E. Creley. All in favor, none opposed, motion carried.

Budget & Articles: 8 mins.

Policy Review

Records Management Policy & Retention Plan

After some discussion, it was decided to approve the policy and plan as presented.

MOTION: J. Giroux made a motion to approve the Records Management Policy and Retention Plan as presented. Seconded by E. Creley. All in favor, none opposed, motion carried.

Policy & Plan: 8 mins.

Disposal of Town Assets Policy

The requested changes from the Board at the February 23rd meeting were appreciated. No additional changes were requested.

MOTION: J. Giroux made a motion to approve the Disposal of Town Assets Policy as presented. Seconded by E. Creley. All in favor, none opposed, motion carried.

Assets Policy: 2 mins.

Equity and Inclusion Discussion

E. Creley went over the Municipal Engagement for Diversity, Equity, and Inclusion document which included a list of 12 items with sub-categories. As E. Creley went through the list and sub-categories, she made notes as to the status of the items; already in progress, completed, or not yet addressed by the Town.

E. Creley to provide the document to C. Johnson and J. Gray.

Executive Session

MOTION: J. Giroux made a motion to go into executive session at 8:05 p.m. to discuss personnel issue 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 Town Manager Carrie Johnson. Seconded by E. Creley. All in favor, none opposed, motion carried.

C. Johnson left executive session at 8:39 p.m.

MOTION: J. Frost made a motion to come out of executive session at 10:15 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 10:15 p.m. Seconded by E. Creley. All in favor, none opposed, motion carried.