

**Town of St. Albans  
Selectboard Meeting Minutes  
Monday, February 7<sup>th</sup>, 2022  
6:30 p.m.**

On Monday, February 7<sup>th</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, Asst. Assessor Molly Mashtare, and Town Manager Carrie Johnson.

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

**Public In Person Attendance:** Joan Wood of Garden Circle and Gilles Messier of Village Drive (Franklin Park West).

**Public Participation via Zoom:** Anthony Sykes, Bernie Messier, Mary Foster, Parker, Sarah Groff, and Melissa Ewell all of Franklin Park West, Tyler Stanislas, Ellen Baker, Amanda Giroux, and St. Albans Messenger reporter Josh Ellerbrock

B. Deso called the meeting to order at 6:33 p.m. The Pledge of Allegiance was recited.

**Agenda Amendment**

**MOTION: E. Creley made a motion to amend the agenda to add as item 9C a discussion on a Stormwater Utility grant opportunity under the Town Manager's report. Seconded by J. Giroux. All in favor, none opposed, motion carried.**

**General Warrant**

**MOTION: J. Giroux made a motion to approve the general warrant dated February 7<sup>th</sup>, 2022 in the amount of \$57,000.58. Seconded by E. Creley. All in favor, none opposed, motion carried.**

**Payroll**

**MOTION: E. Creley made a motion to approve the payroll warrants dated January 21<sup>st</sup>, 2022 in the amount of \$21,216.45, January 28<sup>th</sup>, 2022 in the amount of \$40,789.52, and February 4<sup>th</sup>, 2022 in the amount of \$26,377.21. Seconded by J. Giroux. All in favor, none opposed, motion carried.**

**Stormwater Utility Warrant**

**MOTION: B. DesLauriers made a motion to approve the Stormwater Utility warrant dated February 7<sup>th</sup>, 2022 in the amount of \$11,151. Seconded by J. Giroux. All in favor, none opposed, motion carried.**

**Industrial Park Warrant**

**MOTION: B. DesLauriers made a motion to approve the Industrial Park warrant dated February 7<sup>th</sup>, 2022 in the amount of \$563.40. Seconded by J. Giroux. All in favor, none opposed, motion carried.**

**Stone House Warrant**

**MOTION: B. DesLauriers made a motion to approve the Stone House warrant dated February 7<sup>th</sup>, 2022 in the amount of \$2,715.00. Seconded by J. Giroux. All in favor, none opposed, motion carried.**

**Infrastructure Development Warrant**

**MOTION: B. DesLauriers made a motion to approve the Infrastructure Development warrant dated February 7<sup>th</sup>, 2022 in the amount of \$98,249.84. 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 Wednesday, January 19<sup>th</sup>, 2022 as presented. Seconded by E. Creley. All in favor, none opposed, motion carried.**

**Warrants & Minutes = 5 mins.**

## Public Comment

None.

## Certificate of Highway Mileage

B. Deso explained that the change to the highway mileage was due to the Town accepting ownership of both Loomis Lane and Ethel Court.

**MOTION: E. Creley made a motion to accept the Certificate of Highway Mileage as presented. Seconded by J. Giroux. All in favor, none opposed, motion carried.**

**Certificate = 1 mins.**

## Development Review Board Vacant Position – Appointment, Term to Expire March, 2025

Town resident, Ellen Baker had submitted a letter of interest to serve on the Development Review Board (DRB). She appeared via Zoom and stated that she enjoys volunteer work and looks forward to working with the DRB.

**MOTION: J. Giroux made a motion to appoint Ellen Baker to the Development Review Board for a 3-year term expiring April, 2025. Seconded by E. Creley. All in favor, none opposed, motion carried.**

**DRB Appt. = 1 mins.**

## Assistant Administrative Officer (Zoning)

AJ Johnson was previously appointed as the Assistant Administrative Officer and her term will expire at the end of February.

**MOTION: E. Creley made a motion to reappoint Amanda Johnson as the Assistant Administrative Officer for a term of 3 years expiring in February, 2025 to act immediately in the absence of the Zoning Administrator (ZA) on Certificates of Occupancy/Compliance applications and updates, and on building permits when the ZA is absent for one or more weeks. Seconded by J. Frost. All in favor, none opposed, motion carried.**

**AAO = 1 mins.**

## Memorial Wall Nomination

Town resident Larry Bruce had provided a letter of recommendation to the Memorial Wall Committee nominating Dr. A. Gould Susslin to be honored on the Town's Memorial Wall. After meeting for several months, the committee recommended Dr. Susslin.

**MOTION: E. Creley made a motion to accept the Memorial Wall Committee's recommendation to honor Dr. A. Gould Susslin on the Town's Memorial Wall. Seconded by J. Giroux. All in favor, none opposed, motion carried.**

**Memorial Wall = 1 mins.**

## Town Manager's Report

### Renaming/Renumbering Village Drive – Asst. Assessor Molly Mashtare

M. Mashtare explained that Village Drive was renumbered and problems with the numbering came up in 2017. Village Drive should be a continuation of Franklin Park West, renumbered as such, and not named Village Drive. The new numbers have been approved by the State. There is a total of 9 houses this will effect. This needs to be done immediately to comply with E-911 standards.

Another issue M. Mashtare explained was that all of the 9 houses that currently have a Village Drive address would need to be changed because of the placement of their driveways. Their driveways are within the development and not located on Village Drive (Franklin Park West). The driveways are located on roads yet to be named. There are two proposed new roads. The location of the driveway dictates the address of the home, not the front door of the home. M. Mashtare would like to meet with the Homeowners Association (HOA) to pick names for the two new roads. These names would need to be approved by Tyler Hermanson, GIS Specialist with Enhanced 911. The 9 houses would be renumbered and renamed to reflect the new road names.

B. DesLauriers asked what happens if we don't name the two new roads? M. Mashtare explained that it doesn't necessarily need to be done now. However, if the Town takes over the roads in the future, it'll need to be done. The main focus right now is changing Village Drive to Franklin Park West. The homes on the edge of the road have to change anyway, so do it all at

once. B. Deso stated that if we have to change it, may as well change it now and not have to do it again.

E. Creley asked if the State supersedes us regarding changing Village Drive to Franklin Park West? C. Johnson stated yes. This is a 911 effort and their rules trump ours. She went on to say that she had heard that the developer wanted the Town to take over these roads as public roads. It doesn't make sense to wait until the development expands more to do so. That would cause more of a headache, when we know this needs to be changed now. C. Johnson stated that the Fire Chief does support this effort as well. B. Deso explained that it is probably the consensus of this Board that we move forward with getting this road correct and if a future Selectboard does decide to take it over, we won't have to put these homeowners through another address change.

M. Mashtare clarified that if we don't name the two new roads now, the 9 houses currently on Village Drive would have their addresses changed by name and number. If, in the future the developer comes to the Town asking for us to take over the roads, the two new roads would need to be named and those same 9 homeowners would have their addresses changed again.

Joan Wood, President of the Village at Franklin Park West HOA came before the Board. She stated that she was part of the process back in 2017. She recalled that there was discussion around what direction the garages faced and that would determine a street. She went on to say that there are at least 6 homes where the front door faces the street and the garage faces the driveway. Speaking with Tyler (Hermanson) at the 911 office, he has no problem with leaving all those shared driveways as driveways, not streets because on the front of a house you face one street and at the back of the house you're facing another street. It would be confusing. B. Deso explained that when we make the change from Village Drive to Franklin Park West, Franklin Park West would not be assigned a number have a number. You would just have the address for the two new roads. B. Deso stated again that to meet State 911 standards, Village Drive at the Rail Trail must be changed to Franklin Park West. Ms. Wood did state that the community did spend \$2,000 to hire someone to assist with making the necessary changes to their homes when their addresses were changed.

B. DesLauriers asked what decides your street address; a driveway or a front door? Or is there no rule? M. Mashtare said that per State rules, it is the driveway that determines your street address. She went on to say that the State will be passing a new law for developments that states, in certain situations, if the front door has access to the road it could be used to determine the address.

After a discussion about the process of naming roads, road standards, and the Town taking over roads, Resident Gilles Messier suggested naming the new roads "extensions". B. Deso stated that would be a possibility.

B. Deso explained that the State coordinator (Tyler Hermanson), Molly Mashtare, a member of the administrative staff, and the Department of Public Works (DPW) would work on this project to make sure (the residents) get as much support as the Town can offer. Ms. Wood suggested driving and walking through the area to see what we are talking about and highly suggested all of the Selectboard participate.

A. Bourdon explained that the developers were the ones who originally named the roads and issued the numbers and it was OK with the State at that time. The Town was not at fault.

Tyler Stanislas asked if the Town were to take over the roads, would it be the roads on the sides and in the center of the development. B. Deso said yes. Whatever roads meet our road standards would be eligible for the Town to take over. He went on to say that the Selectboard cannot bind a future Selectboard to take over roads. The Board can help someone position themselves to meet all the requirements. Also, a future board may still say no.

**Village Dr. = 48 mins.**

### **Assessor's Office – Equalization Report – Assessor Bill Hinman**

B. Hinman explained that with the significant increase in market values, it has triggered reappraisals for 150+ towns in the State of Vermont. He went on to say that if we do get the order to reappraise next summer, if we have a contract and plan in place with an appraiser, that would meet the statute requirements and we wouldn't have to do the reappraisal until 2025 or 2026. We do have the funds to complete a reappraisal. The cost runs \$100/property. We have \$400,000 in the Reappraisal Account. A. Bourdon confirmed this to be the case. B. Hinman explained that one firm recently did a project at almost double that rate prior to this year.

**Equalization = 5 mins.**

**Act 250 – Jurisdictional Opinion - FCIDC**

No action required.

**Act 250 = 1 mins.**

**Stormwater Utility Grant**

C. Johnson explained that Stormwater Coordinator Emmalee Cherington would like to apply for a grant to construct a gravel wetland on Tanglewood Drive. The total construction costs are estimated to be \$500,000. C. Parent explained that the Tanglewood Homeowners Association (HOA) has saved up for this project and plan to contribute 25% of the Town’s match. The grant is expected to cover 50 – 80% of it.

**MOTION: B. DesLauriers made a motion to authorize Stormwater Coordinator Emmalee Cherington to apply for the Clean Water State Revolving Fund grant as presented. Seconded by E. Creley. All in favor, none opposed, motion carried.**

**Grant = 5 mins.**

**Schedule**

There will be a Selectboard special meeting on Wednesday, February 23<sup>rd</sup> at 5pm to conduct an executive session at the new Town Hall. The next regular Selectboard meetings are Wednesday, February 23<sup>rd</sup> and Monday, March 7<sup>th</sup> at 6:30 p.m. Town offices will be closed on Monday, February 21<sup>st</sup> for President’s Day.

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

**Schedule = 2 min.**

**Chair’s Report**

None.

**Other Business**

A. Bourdon notified the Board that the Town Meeting Day ballots are in and she hoped to get them mailed out this week.

**Other = 1 mins.**

**Executive Session**

**MOTION: E. Creley made a motion to go into executive session at 7:48 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 Town Manager Carrie Johnson. Seconded by J. Giroux. All in favor, none opposed, motion carried.**

C. Johnson left at 8:30 p.m.

**MOTION: J. Giroux made a motion to come out of executive session at 10:05 p.m. Seconded by B. DesLauriers. All in favor, none opposed, motion carried.**

**Adjournment**

**MOTION: J. Giroux made a motion to adjourn the Selectboard meeting at 10:05 p.m. Seconded by B. DesLauriers. All in favor, none opposed, motion carried.**

Respectfully submitted,  
Jenn Gray Executive Assistant