

**Town of St. Albans  
Selectboard Meeting Minutes  
Monday, March 21<sup>st</sup>, 2022  
6:30 p.m.**

On Monday, March 21<sup>st</sup>, 2022 at 6:30 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, Director of Operations Corey Parent, and Director of Public Works Alan Mashtare. Absent was Town Manager Carrie Johnson.

**Staff participating via Zoom:** Town Clerk Anna Bourdon, Facilities Manager John Montagne, and Executive Assistant Jenn Gray.

**Public in Person Attendance:** Al Voegele, Stan Dukas, and St. Albans Messenger Reporter Josh Ellerbrock.

**Public Participation via Zoom:** Franklin County Sheriff Roger Langevin, Nathaniel Jamison-Root with Peterson Consulting, Amanda Giroux, Marietta Scholten, and Shaun Robinson.

Chair J. Giroux called the meeting to order at 6:30 p.m. The Pledge of Allegiance was recited.

**General Warrant**

**MOTION: B. Deso made a motion to approve the general warrant dated March 21<sup>st</sup>, 2022 in the amount of \$366,247.89. Seconded by B. DesLauriers. All in favor, none opposed, motion carried.**

**Infrastructure Development Warrant**

**MOTION: B. Deso made a motion to approve the Infrastructure Development warrant dated March 21<sup>st</sup>, 2022 in the amount of \$7,372.50. Seconded by B. DesLauriers. All in favor, none opposed, motion carried.**

**Stormwater Utility Warrant**

**MOTION: B. Deso made a motion to approve the Stormwater Utility warrant dated March 21<sup>st</sup>, 2022 in the amount of \$1,984.50. Seconded by B. DesLauriers. All in favor, none opposed, motion carried.**

**Industrial Park Warrant**

**MOTION: B. Deso made a motion to approve the Industrial Park warrant dated March 21<sup>st</sup>, 2022 in the amount of \$2,701.72. Seconded by B. DesLauriers. All in favor, none opposed, motion carried.**

**Payroll**

**MOTION: B. DesLauriers made a motion to approve the payroll warrants dated March 11<sup>th</sup>, 2022 in the amount of \$22,317.79 and March 18<sup>th</sup>, 2022 in the amount of \$23,326.42. Seconded by J. Brigham. All in favor, none opposed, motion carried.**

**Minutes**

**MOTION: J. Brigham a motion to approve the Selectboard regular meeting of Monday, March 7<sup>th</sup>, 2022 as presented. Seconded by B. Deso. All in favor, none opposed, motion carried.**

**Warrants & Minutes = 5 mins.**

**Public Comment**

None.

**Liquor Control Board**

**MOTION: B. Deso made a motion to recess the Selectboard meeting and convene as the Liquor Control Board. Seconded by B. DesLauriers. All in favor, none opposed, motion carried.**

B. Deso read the following liquor licenses renewals:

St Albans Jolley - Second Class  
Pie In The Sky - First Class  
RL Vallee Inc South - Second Class  
RL Vallee Inc North - Second Class

Colonial Mart - Second Class  
Burton Island Concession - Second Class  
Price Chopper - Second Class  
American Legion - First Class, Third Class, and Outside Consumption  
Walmart - Second Class  
Hannaford - Second Class  
Elk's Lodge - First Class, Third Class, and Outside Consumption  
Maple City Diner - First Class, Third Class, and Outside Consumption  
Bayside Pavilion - First Class, Third Class, and Outside Consumption  
Mill River Brewing, First Class, Third Class, and Outside Consumption  
Kinney Drugs # 18 - Second Class  
St. Marie Ent. LLC - Second Class  
St Albans Diner - First Class

**MOTION: B. Deso made a motion to approve the annual liquor license renewals as presented. Seconded by J. Sanders. All in favor, none opposed, motion carried.**

**MOTION: B. Deso made a motion to adjourn the Liquor Control Board and reconvene the Selectboard meeting. Seconded by J. Brigham. All in favor, none opposed, motion carried.**

**Liquor = 3 mins.**

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

#### **Franklin County Sheriff Roger Langevin**

Franklin County Sheriff Roger Langevin provided an update to the Board. He explained that the FCSO is experiencing some hiring challenges. Five people have left the department; two retired, one was promoted with the Burlington Fire Department, one left to work for the Swanton Police Department, and one who works with the courts for the FCSO has increased their hours for the courts and has less hours working FCSO. FCSO will put candidates through the police academy if necessary. B. DesLauriers asked if there will be any impact with patrols with five less officers. Sheriff Langevin stated no, patrol is our priority. However, the FCSO has not been able to do any Governor Highway Safety patrols, ATV patrols, or snowmobile patrols this winter due to the shortage of staff.

Sheriff Langevin did share with the Board that Congressman Peter Welch called him last this afternoon asking what he could do for the department. They had a lengthy discussion regarding the hiring challenges. Sheriff Langevin stated that there needs to be a media campaign that puts honor back in the profession.

**FCSO = 9 mins.**

### **Northwest Regional Planning Commission Update Representatives Al Voegele and Marietta Scholten**

Marietta Scholten went over the PowerPoint presentation created by Dr. Jude Smith, the CEO of Abundant Sun. Abundant Sun focuses on working on an ethical performance improvement campaign.

Al Voegele went over what the Northwest Regional Planning Commission (NRPC) does for municipalities. The NRPC is one of eleven commissions serving Vermont municipalities. The NRPC is a governmental organization uniquely positioned to coordinate and guide activities between state and local governments. Our region is made up of 23 (19 towns, 3 incorporated villages, and 1 city) located in Franklin and Grand Isle Counties in northwestern Vermont.

The NRPC completes projects for local municipalities, area non-profits, and other regional organizations. Examples include:

- Municipal plan and bylaw updates and related technical assistance
- GIS mapping and analysis
- Transportation planning and project management
- Watershed planning and project management
- Grant writing and grant administration
- Emergency preparedness and hazard mitigation planning
- Brownfields redevelopment
- Community development and downtown revitalization

In addition, each year the Commission provides member municipalities up to forty hours of free assistance for project related work.

**NRPC = 15 mins.**

### **Town Hall Update – Nathaniel Jamison-Root Project Manager**

N. Jamison-Root provided an update to the Board. He explained that the brick façade is up, interior painting has begun, ceiling tile and light fixtures are going in, and the bathroom tile is being installed this week. N. Jamison-Root went on to say that we finally received the permit for the vault fire prevention system. Furniture was delivered and is currently being housed in the former Department of Public Works garage, wrapped in plastic and completely protected.

N. Jamison-Root provided an update on the Shoreline Permit. Apparently, there was a glitch in their system causing it to go down. This has extended the public comment period March 31<sup>st</sup>.

N. Jamison-Root explained to the Board that the well water has salt levels higher than anticipated and higher than allowed. Currently, we are looking into solutions. One solution is a reverse osmosis system. Another would be to drill another well. We will be testing the well at the former DPW too.

N. Jamison-Root explained that DEW Construction has billed out to 70%. We still have a healthy contingency and are under budget.

J. Brigham asked why we would consider drilling another well when other wells in the area have the same issue? N. Jamison-Root stated that drilling another well isn't really the route we want to take, but it is a possibility. We could also get a storage tank or do a French drain as other options. Once something has been decided, it'll come back to the Selectboard for final approval

**TH Update = 19 mins.**

### **Policy & Ordinance Master List Review**

#### **Impact Fee Ordinance**

C. Parent explained that the rewrite of the Capital Facilities and Equipment Impact Fee Ordinance is based on information from a study done in October 2018. It lays out a fee schedule and guidance through 2028. There really aren't any changes to this ordinance at this time. The Board agreed.

#### **Capital Program & Budget Policy**

C. Parent explained that this policy was last updated in February, 2010. A lot has changed over the past twelve years and funding streams have grown and been added in that time. This policy warrants a significant rewrite to update it to the Town's current position. A section of definitions should be added as well as an explanation of funds, how we get them and where they can be spent.

After a lengthy discussion, C. Parent stated he will have a draft rewrite of this policy and have it for the Board at their meeting on April 4<sup>th</sup>.

#### **Identify Policy/Ordinance to be Reviewed on 4/4/22**

C. Parent asked the Board if they wanted to review another policy and ordinance at their next meeting or to continue the focus on the Capital Program and Budget Policy until it's done. The Board agreed to not review any other policies or ordinances until the work on the Capital Program and Budget Policy is complete.

**Ordinance & Policy = 37 mins.**

#### **SATEC Bay Park Summer Camp**

##### **Request to Increase from 2 to 4 Weeks & Waiver Request**

C. Parent explained that due to grant requirements, SATEC must have their summer camp for 4 weeks instead of 2 weeks. They have requested 4 weeks and a waiver of 50% off the rental fee. J. Montagne stated this would not be a problem.

**MOTION: B. Deso made a motion to extend the SATEC 2022 Summer Camp program in the Bay Park from two to four weeks and waive 50% of the park rental fee. Seconded J. Brigham. All in favor, none opposed, motion carried.**

**SATEC = 1 min.**

#### **Northwest Communications Union District – Press Release**

Informational only, no action required.

**NWCUD = 1 min.**

**Act 250 Permit Amendment – Luke & Tina Boudreau – Water’s Edge Subdivision Lot 1**  
Informational only, no action required.

**Act 250 = 1 mins.**

**Water/Sewer Discussion**

C. Parent explained that the City of St. Albans is updating their affiliation fee to water lines in the North End District. They believe they have found a mistake in their affiliation fee in reviewing it. They are looking to collect the \$0.14 affiliation fee for water only usage. This would affect all development in the north end. B. Deso suggested the Selectboard meet with the City Council to have some meaningful negotiations. J. Brigham suggested we just let things cool off for now and work on the things we need to work on. B. DesLauriers would like to see what happens with the Legislature.

**Water/Sewer = 23 mins.**

**Schedule**

The next regular Selectboard meetings are April 4<sup>th</sup> and Monday, April 17<sup>th</sup> at 6:30 p.m. A Selectboard project planning session will be held at 5:30 p.m., prior to the regular meeting on Monday, April 4<sup>th</sup>.

**Schedule = 1 mins.**

**Other Business**

None.

**Executive Session**

**MOTION: B. Deso made a motion to go into executive session at 8:31 p.m. to discuss a personnel 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 personnel issue under the provisions of Title 1, section 313(a)(1) of Vermont Statutes. Seconded by B. DesLauriers . All in favor, none opposed, motion carried.**

**MOTION: J. Brigham made a motion to come out of executive session at 10:14 p.m. Seconded by B. Deso. All in favor, none opposed, motion carried.**

**Adjournment**

**MOTION: B. DesLauriers made a motion to adjourn the Selectboard meeting at 10:15 p.m. Seconded by J. Sanders. All in favor, none opposed, motion carried.**

Respectfully submitted,  
Jenn Gray Executive Assistant