

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

On Monday, March 7<sup>th</sup>, 2022 at 6:30 p.m., the Town of St. Albans Selectboard met at Town Hall.

**Officials and Staff:** Brendan Deso, Jonathan Giroux, Bryan DesLauriers, new Board members Jack Brigham and Jeff Sanders, Director of Operations Corey Parent, Director of Public Works Alan Mashtare, and Town Manager Carrie Johnson.

**Staff participating via Zoom:** Town Clerk Anna Bourdon, Assessor Bill Hinman, Stormwater Coordinator Emmalee Cherington, Facilities Manager John Montagne, and Executive Assistant Jenn Gray.

**Public In Person Attendance:** Town representative for the Northwest Communications Union District (NWCUD) Steve Deal arrived at the end of the regular meeting.

**Public Participation via Zoom:** Amanda Giroux, Armand Messier, Elena (no last name), Alan Cunningham, Tim (no last name) Al Voegele, David and Louise Barrow, Cheryl (no last name), and St. Albans Messenger reporter Josh Ellerbrock.

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

**Organizational Meeting  
Chair**

B. Deso nominated J. Giroux for Chair.

**MOTION: B. Deso made a motion to nominate J. Giroux as Selectboard Chair.  
Seconded by B. DesLauriers. All in favor, none opposed, motion carried.**

**Vice Chair**

Chair J. Giroux asked for Selectboard Vice Chair nominations.

**MOTION: B. Deso made a motion to nominate B. DesLauriers as Selectboard Vice Chair.  
Seconded by J. Sanders. All in favor, none opposed, motion carried.**

**Rules of Procedure**

B. DesLauriers had a couple of edits. Those edits will be completed and a final copy will be brought to the next Selectboard meeting for signatures. C. Johnson suggested that the Board can adopt the Rules now and sign the document at the March 21<sup>st</sup> meeting.

**MOTION: B. Deso made a motion to adopt the Rules of Procedure as amended for 2022 along with Attachment A, the Selectboard meeting schedule in accordance with 1 V.S.A. § 312 (c)(1). Seconded by B. DesLauriers. All in favor, none opposed, motion carried**

**Organization & Rules = 4 mins.**

**General Warrant**

**MOTION: B. Deso made a motion to approve the general warrant dated March 7<sup>th</sup>, 2022 in the amount of \$56,764.54. Seconded by B. DesLauriers. All in favor, none opposed, motion carried.**

**Payroll**

**MOTION: B. Deso made a motion to approve the payroll warrants dated February 25<sup>th</sup>, 2022 in the amount of \$41,205.08 and March 4<sup>th</sup>, 2022 in the amount of \$23,047.31. Seconded by J. Brigham. All in favor, none opposed, motion carried.**

**Infrastructure Development Warrant**

**MOTION: B. DesLauriers made a motion to approve the Infrastructure Development warrant dated March 7<sup>th</sup>, 2022 in the amount of \$11,192.23. Seconded by B. Deso. All in favor, none opposed, motion carried.**

**Stormwater Utility Warrant**

**MOTION: B. DesLauriers made a motion to approve the Stormwater Utility warrant dated March 7<sup>th</sup>, 2022 in the amount of \$375.00. Seconded by B. Deso. All in favor, none opposed, motion carried.**

## Stone House Warrant

**MOTION: B. DesLauriers made a motion to approve the Stone House warrant dated March 7<sup>th</sup>, 2022 in the amount of \$3,601.73. Seconded by B. Deso. All in favor, none opposed, motion carried.**

## Minutes

**MOTION: B. Deso made a motion to approve the special Selectboard meeting minutes of Wednesday, February 23<sup>rd</sup>, the regular meeting of Wednesday, February 23<sup>rd</sup>, and the special meeting for Monday, February 28<sup>th</sup>, 2022 as presented. Seconded by B. DesLauriers. All in favor, none opposed, motion carried.**

**Warrants & Minutes = 4 mins.**

## Public Comment

### Street Renumbering

Armand Messier, lives on Maquam Shore Road and explained how surprised he was to get the letter regarding the E-911 address change for Maquam Shore Road. He went on to say that he feels the Town is doing a poor job on being pro-active on this. He suggested a public meeting just for this topic and a lot more communication in the future. J. Giroux explained that the Town is working on a response to residents at this time.

David Barrow, lives on Maquam Shore Road. He asked if this is was the first time addresses on Maquam Shore Road would be changed. The Board confirmed this to be true. Mr. Barrow also asked why GPS coordinates couldn't be used. C. Johnson explained if there was any way to avoid this situation we would have done so. E-911 does not tie in with GPS. She also stated that FAQ's will be added to the Town's website.

### Assessor Appointment

Assessor Bill Hinman was last appointed in March, 2019 with a 3-year term. There was discussion regarding developing a Request for Proposal to contract someone to do assessing work. C. Johnson pointed out that there are some assessors who do work on contracts, but Bill Hinman is a part-time employee and has been working for the Town for 6 years. The Town purchasing policy requires going out to bid for contracted services. B. Hinman isn't a contracted service.

**MOTION: B. Deso made a motion to reappoint Bill Hinman as the Town of St. Albans Assessor for a term of 3 years expiring in March, 2025. Seconded by B. DesLauriers. All in favor, none opposed, motion carried.**

**Assessor = 4 mins.**

## Town Manager's Report

### SATEC Bay Park Summer Camp – Request for Fee Waiver

Last summer SATEC did a 4 week summer camp. This year they would like to hold summer camp for only 2 weeks. C. Johnson explained that SATEC would like to know what we will charge them. They are not asking outright for a waiver of fees. It is up to the Board to approve any fee waivers.

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

**SATEC = 3 mins.**

### Park & Recreation Sponsorship Program Draft

C. Johnson explained that the annual events the Town hosts does bring in some revenues and the Board needs to decide where the extra funds should go. Last year, funds went to the Stone House fund.

A. Mashtare explained that when he and J. Montagne reached out to sponsors, a lot of the sponsors wanted their donations to go back into the Stone House in the park. The sponsorship money was to go towards holding the event, i.e., Bokan and Handy wanted their sponsorships to go towards holding the car show. Another example, People's Trust sponsored the Holly Jolly Jamboree and they wanted some of the proceeds to go towards Operation Happiness, to keep the money in the community helping a lot of families in Franklin County. A. Mashtare continued saying that each sponsorship puts their name to a specific event, but all the money goes towards all the events because the sponsors are advertised at all the events. They really like the idea of their money going towards renovating the Stone House.

B. Deso explained that the sponsorship program A. Mashtare and J. Montagne have presented to the Board, they are proposing there be a separate bank account. All sponsorship events and proceeds would go into that account. Expenditures for those events come out of that same account. At the end of each season, the Board could decide on a percentage of funds to be transferred into the Stone House account to help fund upgrades. That would help provide the transparency the Board is seeking. B. Deso asked A. Bourdon if that was the best practice, having a separate bank account, or have it in the general fund and track it in our expense reports. A. Bourdon explained that last year, the event flyer stated that all proceeds from events were going towards the Stone House and the expenses came out of the Stone House account. She went on to say that a separate account was fine, but if you're sponsoring the Stone House, keep the money in the Stone House account. C. Johnson asked A. Bourdon if that was "clean" enough to do at the end of the year. A. Bourdon stated yes and explained that you can run a general report of expenses and revenues.

J. Montagne explained that last year, when he approached sponsors, he made them aware that their donations went to community events and any proceeds from those events went towards the Stone House. B. Deso confirmed with J. Montagne that he used this money as startup funding and then whatever the profit was went back into the Stone House. J. Montagne confirmed this to be correct. The startup funding wouldn't burden the taxpayers. B. Deso stated that with a separate account, it'll be easier to track. B. Deso confirmed with J. Montagne that he wanted to start saving up a fund balance out of proceeds every year, so we don't have to budget any property tax money to that function. J. Montagne stated that he believed that was the idea.

Al Voegele suggested talking to the auditor first and get their feedback on this issue before moving forward.

J. Sanders asked how many checkbooks does the Town have? A. Bourdon stated she would provide the Board a Treasurer's Report at the next Selectboard meeting, but went on to say that there are at least 8. They have to be kept separate per statute. J. Sanders wondered if this could be handled through the general ledger. A. Bourdon stated it could be done that way, with different cost centers.

C. Parent explained that a lot of the sponsorship money comes in February and March, but the events don't take place until the next fiscal year. If this is run through the general fund, it looks like a huge expense without the revenue. C. Parent went on to say that the concern the Selectboard had last year was we were using Stone House funds to pay for bands, even though we said that fund was only going to go towards fixing things at the Stone House.

C. Johnson stated that she and A. Bourdon should talk to the auditor. You can't carryover general funds, in most departments, funds from one fiscal year to another unless it's Department of Public Works.

**MOTION: B. Deso made a motion to approve the 2022 Sponsorship Program and its flyer for everything, but the accounting, pending auditor review. Seconded by J. Sanders. All in favor, none opposed, motion carried.**

**Sponsorship = 11 mins.**

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

J. Giroux suggested the Board review two policies a meeting. The Board agreed to review the Capital Budget and Program Policy and Impact Fee Ordinance at their meeting on Monday, March 21<sup>st</sup>.

**Policy & Ordinance = 7 mins.**

### **Spring Board Appointments**

C. Johnson explained that appointments to boards and committees will take place at the Selectboard meeting on Monday, April 4<sup>th</sup>.

**Appts. = 2 mins.**

### **Schedule**

The next regular Selectboard meetings are Monday, March 21<sup>st</sup> and Monday, April 4<sup>th</sup> at 6:30 p.m. J. Giroux asked the Board how they felt about having a planning meeting with the just the Selectboard prior to meeting with the Planning Commission to discuss planning priorities. The Board agreed to meet at 5:30 p.m., prior to the regular meeting on Monday, April 4<sup>th</sup>.

**Schedule = 2 mins.**

**Other Business**

None.

**Executive Session**

**MOTION: B. Deso made a motion to go into executive session at 7:27 p.m. to discuss a contractual 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 and to consider an evaluation and possible discipline of a Town employee and to invite in Town Manager Carrie Johnson. Seconded by B. DesLauriers . All in favor, none opposed, motion carried.**

**MOTION: B. Deso made a motion to amend his previous motion to go into executive session to discuss a contractual matter and to invite in Northwest Communications Union District representative Steve Deal. Seconded by B. DesLauriers. All in favor, none opposed, motion carried.**

C. Johnson left the meeting at 8:39 p.m.

**MOTION: B. DesLauriers made a motion to come out of executive session at 10:19 p.m. Seconded by J. Brigham. All in favor, none opposed, motion carried.**

**Adjournment**

**MOTION: B. DesLauriers made a motion to adjourn the Selectboard meeting at 10:19 p.m. Seconded by B. Deso. All in favor, none opposed, motion carried.**

Respectfully submitted,  
Jenn Gray Executive Assistant