

**Town of St. Albans  
Selectboard Meeting Minutes  
Monday, April 3<sup>rd</sup>, 2023  
6:30 p.m.**

On Monday, April 3<sup>rd</sup>, 2023 at 6:30 p.m., the Town of St. Albans Selectboard met at Town Hall.

**Officials and Staff:** Jack Brigham Vice Chair, Jonathan Giroux, Jeff Sanders, Town Manager Carrie Johnson, Director of Public Works Dave Allerton, Town Clerk Anna Bourdon, and Interim Director of Operations Al Voegele. Absent were Bryan DesLauriers Chair and Brendan Deso.

**Staff Participation via Zoom:** Executive Assistant Jenn Gray.

**Public in Attendance:** Arthur Omartian, David Bray, Pat Vincent, Paul and Sarah Larner, Kevin Lawler, Laz Scangas, Pam Fiaschetti, J. Nakuma Palczewski, and James Cross.

**Public Participation via Zoom:** St. Albans Messenger Reporter Josh Ellerbrock and Amanda Giroux.

Vice Chair J. Brigham called the meeting to order at 6:30 p.m.

The Pledge of Allegiance was recited.

**General Warrant**

**MOTION: J. Giroux made a motion to approve the general warrant dated April 3<sup>rd</sup>, 2023 in the amount of \$49,572.83. Seconded by J. Sanders. All in favor, none opposed, motion carried.**

**Payroll**

**MOTION: J. Giroux made a motion to approve the payroll warrants dated March 31<sup>st</sup>, 2023 in the amount of \$39,735.00 and March 24<sup>th</sup>, 2023 in the amount of \$22,903.11. Seconded by J. Sanders. All in favor, none opposed, motion carried.**

**Stormwater Warrant**

**MOTION: J. Giroux made a motion to approve the Stormwater warrant dated April 3<sup>rd</sup>, 2023 in the amount of \$3,541.00. Seconded by J. Sanders. All in favor, none opposed, motion carried.**

**Infrastructure Development Warrant**

**MOTION: J. Giroux made a motion to approve the Infrastructure Development warrant dated April 3<sup>rd</sup>, 2023 in the amount of \$455.84. Seconded by J. Sanders. All in favor, none opposed, motion carried.**

**Minutes**

**MOTION: J. Giroux made a motion to approve the Selectboard meeting minutes from Monday, March 20<sup>th</sup>, 2023, the special meeting minutes from Thursday, March 23<sup>rd</sup>, Friday, March 24<sup>th</sup>, and Tuesday, March 28<sup>th</sup>, 2023 as presented. Seconded by J. Sanders. All in favor, none opposed, motion carried.**

**Warrants & Minutes = 4 mins.**

**Public Comment**

Town resident Paul Larner came before the Board to urge them to move quicker in getting the three sidewalks approved this winter and the restorations at the Stone House going. He stated they need to

be shovel ready and constructed this summer. C. Johnson explained that the department heads are in the preliminary stages of planning this work. Dave Allerton is working with Megan Sherlund on a schedule for each of the projects that received funding at budget time. Mr. Larner suggested the Town get in touch with someone at the State regarding the slate roof replacement at the Stone House. C. Johnson explained we did contact the State and they no longer offer free engineering. J. Sanders stated that people are addressing this, but things take time, more so than before the pandemic.

Town resident David Bray asked if anyone was going to remove the Christmas lights from the Stone House. He also asked who had removed the picnic tables that were out on the lake ice. D. Allerton stated it was Asst. Director of Public Works John Montagne pulled the tables off the lake and will be the one to remove the Christmas lights.

Town resident Amanda Giroux thanked the St. Albans Town Fire Department for lowering the flags to half-mast to honor the shooting victims in Nashville, Tennessee.

**Public Comment = 12 mins.**

### **Selectboard Annual Board & Committee Appointments Development Review Board**

Tom Stanhope, Arthur Omartian, and Bruce Thompson requested appointments to the 3 positions with 3-year terms expiring in 2026. Christina Boissoneault requested an alternative position for a 1-year term expiring 2024.

**MOTION: J. Giroux made a motion to appoint Tom Stanhope, Arthur Omartian, and Bruce Thompson to the Development Review Board for 3-year terms expiring in March, 2026 and Christina Boissoneault as an alternative for a 1-year term expiring in March, 2024. Seconded by J. Sanders. All in favor, none opposed, motion carried.**

### **Planning Commission**

J. Nakuma Palczewski and Amanda Headley requested to be appointed to the 3-year term positions expiring in 2026 and Al Voegele requested appointment to the 1-year of an unexpired 3-year term position vacated by Casey Toof expiring in 2024.

**MOTION: J. Giroux made a motion to appoint J. Nakuma Palczewski and Amanda Headley to the Planning Commission for 3-year terms expiring in March, 2026 and A. Voegele for 1-year of an unexpired 3-three term expiring in March, 2024. Seconded by J. Sanders. All in favor, none opposed, motion carried.**

### **Northwest Regional Planning Commission**

Megan Sherlund and Marietta Scholten requested appointment for a 1-year term each expiring in 2024.

**MOTION: J. Giroux made a motion to appoint Megan Sherlund and Marietta Scholten to the Northwest Regional Planning Commission for 1-year terms each expiring in March, 2024. Seconded by J. Sanders. All in favor, none opposed, motion carried.**

### **Northwest Regional Planning's Clear Water Advisory Committee**

William Valliere requested appointment for the 1-year term expiring in 2024

**MOTION: J. Giroux made a motion to appoint William Valliere to the Northwest Regional Planning's Clear Water Advisory Committee for a 1-year term expiring in March, 2024. Seconded by J. Sanders. All in favor, none opposed, motion carried.**

### **Transportation Advisory Council**

In the past, the Director of Public Works has represented the Town.

**MOTION: J. Sanders made a motion to appoint Dave Allerton and John Montagne to the Transportation Advisory Council for a 1-year term expiring in March, 2024. Seconded by J. Giroux. All in favor, none opposed, motion carried.**

### **Northwest Vermont Solid Waste Management District**

Al Voegele requested reappointment to this committee.

**MOTION: J. Sanders made a motion to reappoint Al Voegele to the Northwest Vermont Solid Waste Management District for a 1-year term expiring in March, 2024. Seconded by J. Giroux. All in favor, none opposed, motion carried.**

### **Northwest Vermont Rail Trail Council - (1 Position for 1 year)**

Randy Chadburn and William Valliere requested appointment. R. Chadburn currently represents the Town on this council.

**MOTION: J. Giroux made a motion to reappoint Randy Chadburn to the Northwest Vermont Rail Trail Council for a 1-year term expiring in March, 2024. Seconded by J. Sanders. All in favor, none opposed, motion carried.**

### **Constable, Second Constable, and Tree Warden**

There was no interest in these three positions. J. Brigham volunteered for the position.

**MOTION: J. Giroux made a motion to appoint Jack Brigham as the Town Tree Warden for a term of 1 year expiring in March, 2024. Seconded by J. Sanders. All in favor, none opposed, motion carried.**

### **Police Advisory Committee: Term to expire June, 30th, 2024**

Jay Sweeny, Matthew Engels, Danielle Houle-Charbonneau, Vivian Warner, and James Cross requested appointment.

There were no requests for appointments the second resident at-large, representative of an area non-profit with addiction experience, a representative of an area non-profit, or a business owner representative.

**MOTION: J. Giroux made a motion to appoint Jay Sweeny, Matthew Engels, Danielle Houle-Charbonneau, Vivian Warner, and James Cross to the Police Advisory Committee with terms expiring June 30<sup>th</sup>, 2024. Seconded by J. Sanders. All in favor, none opposed**

### **Historical Preservation Committee - 4 positions for 1 year**

Joe Luneau, Janet Bailey, Laz Scangas, and Brendan Deso requested reappointment. James Cross, William Valliere requested appointment.

**MOTION: J. Giroux made a motion to appoint Janet Bailey, Joe Luneau, Laz Scangas, James Cross, William Valliere, Donna Deslauriers, and Liz Reardon to the Historical Preservation Committee for 1-year terms expiring in March, 2024. Seconded by J. Sanders. All in favor, none opposed, motion carried.**

### **Parks and Recreation Committee - 4 positions for 1 year**

Kevin Lawler requested appointment. There were no other requests

**MOTION: J. Giroux made a motion to appoint Kevin Lawler, Amanda Giroux, Michael Foerster, and Brendan Deso to the Town's Parks and Recreation Committee for 1-year terms expiring in March, 2024. Seconded by J. Sanders. All in favor, none opposed, motion carried.**

**Memorial Wall Committee - 4 positions for 1 year**

There were no requests. This is a very infrequent committee. This committee meets when there is a request to memorialize a person on the Town's Memorial Wall at Town Hall. James Cross was in attendance and asked to be appointed to this committee.

**MOTION: J. Giroux made a motion to appoint James Cross to the Memorial Wall Committee for a 1 year term expiring in March 2024. Seconded by J. Sanders. All in favor, none opposed, motion carried.**

**Appts. = 18 mins.**

**Health Office Appointment**

Public Safety Administrator and Fire Chief Bob Cross has requested to be reappointed as the Town's Health Officer. He is currently the Town's Health Officer.

**MOTION: J. Giroux made a motion to reappoint Harold R. Cross Jr. as the Town's Health Officer for a term of 3 years expiring in April 30<sup>th</sup>, 2026. Seconded by J. Sanders. All in favor, none opposed, motion carried.**

**HO Appt. = 1 min.**

**Liquor Control**

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

Ste. Marie Ent / Bay Store	Second Class
Ste. Marie Ent / Bay Store	Tobacco License
Jolley Associates	Tobacco Substitute
Mill River Brewing	First Class
Mill River Brewing	Third Class
Maple Fields North	Second Class
Maple Fields North	Tobacco License
Maple Fields North	Tobacco Substitute
Maple Fields South	Second Class
Maple Fields South	Tobacco License
Maple Fields South	Tobacco Substitute

**MOTION: J. Sanders made a motion to approve the liquor and tobacco licenses as presented. Seconded by J. Giroux. All in favor, none opposed, motion carried.**

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

**Liquor = 2 mins.**

**Vermont Division for Historic Preservation – Certified Local Government Agreement**

Town resident Laz Scangas explained a municipality authorizes a CLG, you have to meet 4 times a year and then get certified by the State of Vermont and the National Parks. This will allow the Town to

have access to grant funds to do historic things in the community, such as keeping historic buildings vital. The request this evening is to ask the Selectboard to approve applying for certification.

**MOTION: J. Sanders made a motion to approve the agreement for the Certified Local Government and authorize Vice Chair Jack Brigham to sign on behalf of the Town. Seconded by J. Giroux. All in favor, none opposed, motion carried.**

**CLGA = 5 mins.**

#### **Local Emergency Management Plan (LEMP)**

C. Johnson explained that this is a document that is updated and adopted each year. Shaun Coleman from Northwest Regional Planning Commission (NRPC), Public Safety Administrator and Fire Chief Bob Cros, and Jenn Gray reviewed the document and revised it for the Selectboard's approval.

**MOTION: J. Giroux made a motion to approve and adopt the 2023 Local Emergency Management Plan for the Town of St. Albans and authorize the Town Manager Carrie Johnson to sign on behalf of the Town. Seconded by J. Sanders. All in favor, none opposed, motion carried.**

**LEMP = 1 min.**

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

**VTrans Structures, Class 2 Paving Grant, VTrans Grants In Aid, Vermont Electric Co-op Easement - Dave Allerton**

#### **VTrans Structures Grant**

D. Allerton explained that the VTrans Structures Grant will be applied for to replace a culvert on French Hill Road. The existing metal culvert has rusted through, allowing water to flow beneath the culvert. This is causing local erosion and stream degradation. The replacement will include a concrete box culvert. The estimated project cost is \$277,000 and we can get up to \$200,000 from this grant. There is a local match of 20% or \$50,000.

**MOTION: J. Sanders made a motion to authorize Dave Allerton to apply for the VTrans Structures Grant for French Hill. Seconded by J. Giroux. All in favor, none opposed, motion carried.**

#### **Class 2 Paving Grants**

D. Allerton explained that he'd like to apply for a Class 2 paving grant for \$200,000. He'd like to pave the top of Congress Street to Route 104. The City of St. Albans is also applying for a paving grant to pave the whole section of Congress Street in the City. The cost is estimated at \$100,000 with a \$20,000 local match.

D. Allerton explained that the other paving grant he'd like to apply for would be to paved Jewett from Kellogg Extension to Route 7. There is another culvert in that area and if it's in bad shape, we'll need to replace it with a much bigger culvert. The culvert is close to Route 7.

**MOTION: J. Giroux made a motion to authorize Dave Allerton to apply for the Class 2 paving grants for the top of Congress Street and Jewett Avenue. Seconded by J. Sanders. All in favor, none opposed, motion carried.**

### **VTrans Grants In Aid**

D. Allerton explained that the VTrans Grants-In-Aid grant amount is based on road miles. We would like to apply for \$12,000 with a \$3,000 match that would come out of the stormwater budget. The project would include ditching along roads leading to waterways. All we need to do is submit a letter of Intent and we will be awarded the funds.

**MOTION: J. Sanders made a motion to allow the Dave Allerton to submit a letter of intent for the VTrans Grants-In-Aid program. Seconded by J. Giroux. All in favor, none opposed, motion carried.**

### **Vermont Electric Co-op**

D. Allerton explained that the Vermont Electric Cooperative Inc. (VEC) contacted him to request a permanent easement on French Hill Road to make improvements to their infrastructure. The improvements include a new line. Currently, the line comes from two different directions, but isn't connected. This will connect it. The improvements will improve services to the residents in this area. VEC provided an easement document and map, requesting Selectboard approval.

D. Allerton explained that in discussing the agreement with VEC, language modifications were subsequently modified to remove a statement including an easement to go "under" the road. D. Allerton stated he opposed this language, because he did not want VEC to be able to open, cut, or bore under a Town road without approval from DPW. This language was removed from the document, D. Allerton recommended the Selectboard approve the easement.

**MOTION: J. Giroux made a motion to approve the Vermont Electric Co-op permanent easement on French Hill Road as presented. Seconded by J. Sanders. All in favor, none opposed, motion carried.**

**Grants & Easement = 13 mins.**

### **Draft Policies**

#### **Artwork Policy for Town Hall Building Security Policy & Procedure**

C. Johnson explained that the Board was provided draft 2 of both asked if the policies were more acceptable. The Board agreed to wait until the next meeting when the full Board is in attendance to review and consider approving both policies.

**Policies = 3 mins.**

### **Community Recovery & Revitalization Grant**

C. Johnson explained we have not received any further information at this time.

**Grant = 1 min.**

### **Act 250 – DGUSA Realty LLP – Hoop Barn Storage Facility – Parah Drive**

Informational only, no action required.

**Act 250 = 1 min.**

### **Schedule**

The next regular Selectboard meetings are Monday, April 17<sup>th</sup> and Monday, May 1<sup>st</sup> at 6:30 p.m.

**Schedule = 1 min.**

### **Other Business None.**

**Executive Session**

**MOTION: J. Giroux made a motion to go into executive session at 7:34 p.m. to discuss a contractual and 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 contractual and personnel matter under the provisions of Title 1, section 313(a)(1) of Vermont Statutes and to invite in Town Manager Carrie Johnson and Interim Director of Operations Al Voegele. Seconded by . All in favor, none opposed, motion carried.**

**MOTION: J. Sanders made a motion to come out of executive session at 8:00 p.m. Seconded by J. Giroux. All in favor, none opposed, motion carried.**

There were no motions made coming out of executive session.

**Adjournment**

**MOTION: J. Brigham made a motion to adjourn the Selectboard meeting at 8:01 p.m. Seconded by J. Giroux. All in favor, none opposed, motion carried.**

Respectfully submitted,  
Jenn Gray Executive Assistant