

**Town of St. Albans
Selectboard Meeting Minutes
Monday, April 4th, 2022
5:30 p.m.**

On Monday, April 4th, 2022 at 5:30 p.m., the Town of St. Albans Selectboard met at Town Hall.

Officials and Staff: Chair Jonathan Giroux, Vice Chair Bryan DesLauriers, Jack Brigham, Jeff Sanders, Director of Operations Corey Parent, Stormwater Coordinator Emmalee Cherington, Director of Public Works Alan Mashtare, Facilities Manager John Montagne, Town Clerk Anna Bourdon, and Town Manager Carrie Johnson. Absent was Brendan Deso.

Public in Attendance: St. Albans Messenger reporter Josh Ellerbrock, Jason Ellwood and Rachel Lombard with DEW, and Stan Dukas.

Staff participating via Zoom: Executive Assistant Jenn Gray.

Public Participation via Zoom: None.

Chair J. Giroux called the meeting to order at 5:30 p.m.

Capital Planning Work Session

C. Johnson explained that last time we reviewed the projects list was in 2020. We reviewed larger projects that require more time to plan. We need to have more than a conceptual plan in the fall for the budget.

Director of Operations Corey Parent explained we are working on finalizing the scope of work for scoping study on a sewer system in St. Albans Bay. This would be constructed with ARPA money. We have until 2024 to decide what we are going to use the ARPA funds on and 2026 to spend them. We have hired Hoyle and Tanner to do study. There is a State program for \$125,000 that we can use. We would take out a loan in that amount to do a scoping study and we don't have to pay it back until we actually build.

C. Parent explained we have received a grant to do a scoping study on a health path from Collins Perley Sports Complex to the Rail Trail. State will pay for most of the initial engineering.

J. Giroux asked where we were regarding Route 36 and taking it over. C. Johnson stated that it is supposed to be processed in the transportation bill. The section of Route 36 would include from Adams Street all the way to Black Bridge. C. Johnson explained that extending the easement on Route 207 is actually included in the transportation bill. C. Parent suggested getting the permits while the current Governor is in office. C. Johnson stated that the Division of Wetlands will help us get through a project if we have a conceptual plan for the Route 207 loop. C. Johnson to get status on VT. Route 36 initiative.

C. Johnson explained that within the last 4 years, Knights did another analysis of the Bay Dock. They did a dive to see the structure below the water and to suggest how to improve the structure and surface. C. Parent explained that when the dock was fixed 30 years ago, the tie rods were installed incorrectly, causing them to pull the dock apart, not keep it together. C. Johnson stated that Knights also said that we can't add any more weight or height to the dock. The estimate to repair was, at the time, between \$1 - \$2 million.

C. Johnson explained the Stone House renovations could include a catering kitchen, upgraded electrical, and roof. The estimate on that was \$1.5 million.

C. Parent stated that we need to consider what we want to do with the former Department of Public Works (DPW) site. J. Giroux stated that we talked about a recreation area with a boat launch. C. Parent stated that we could also use Park and Recreation impact fees if we use the site for a recreational area.

B. DesLauriers asked wouldn't it be a better alternative to have the Route 207 loop instead of sidewalks along Route 7? C. Johnson stated it would, with less traffic.

J. Sanders asked if there was a plan for the current Town Hall. C. Parent stated that there were no plans yet. A better septic system would be needed if the building was used for something like a restaurant or apartments.

C. Johnson requested the Board review the 2022-2023 Capital Improvement Projects list and prioritize them. She went on to say that it usually takes 3-5 years to do municipal projects. C. Parent explained the Board chooses what projects they want to be pushed forward and staff will work on getting estimates. Those will be brought to the Board in the fall during budget time.

J. Giroux asked to have the list updated and bring it back to the Board for their input. C. Johnson stated we need to add the old Town Hall to the list. J. Giroux explained we should get the public involved, have some public meetings to see what they want to see happen to this building. Does the building need to “live” on this list? C. Johnson suggested that we add the current Town Hall to the monthly management status report she provides to the Selectboard. C. Parent suggested once we have moved out of the current Town Hall, we could have a discussion at a Selectboard meeting as to what we should do going forward.

C. Parent provided a truck replacement schedule to the Board. This is updated every year.

C. Johnson will update and the 2022-2023 Capital Improvement Projects list and send to the Board for them to rank projects. Along with current projects and workloads, staff can tackle 1-2 more long range projects and not much more.

Capital Planning = 53 mins.

Public Participation via Zoom: Al Voegele, Nathaniel Jamison-Root, Jessie (Nakuma) Palczewski, and Dr. Jennifer Williamson.

The Pledge of Allegiance was recited.

General Warrant

MOTION: J. Brigham made a motion to approve the general warrant dated April 4th, 2022 in the amount of \$15,264.27. Seconded by B. DesLauriers. All in favor, none opposed, motion carried.

Infrastructure Development Warrant

MOTION: J. Sanders made a motion to approve the Infrastructure Development warrant dated April 4th, 2022 in the amount of \$596,789.36. Seconded by J. Brigham. All in favor, none opposed, motion carried.

Payroll

MOTION: B. DesLauriers made a motion to approve the payroll warrants dated March 25th, 2022 in the amount of \$37,090.29 and April 1st, 2022 in the amount of \$24,176.09. 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 21st, 2022 as presented. Seconded by B. DesLauriers. All in favor, none opposed, motion carried.

Warrants & Minutes = 4 mins.

Public Comment

None.

Board Appointments

Development Review Board

MOTION: J. Sanders made a motion to reappoint Brent Brigham and Mike McKenney to the Development Review Board for 3-year terms each expiring in March, 2025. Seconded by B. DesLauriers. Jack abstained. Motion carried with a 3-0 vote.

Regional Planning Commission

MOTION: J. Brigham made a motion to reappoint Al Voegele and Marietta Scholten to the Regional Planning Commission for a one-year term expiring March, 2023. Seconded by B. DesLauriers. All in favor, none opposed, motion carried.

Northwest Regional Planning's Clear Water Advisory Committee

MOTION: B. DesLauriers made a motion to reappoint Alan Mashtare to the Northwest Regional Planning's Clear Water Advisory Committee for a one-year term expiring March, 2023. Seconded by J. Brigham. All in favor, none opposed, motion carried.

Transportation Advisory Council

MOTION: B. DesLauriers made a motion to reappoint Alan Mashtare and appoint J. Giroux to the Transportation Advisory Council for a one-year term expiring March, 2023. Seconded by J. Brigham. All in favor, none opposed, motion carried.

Northwest Vermont Solid Waste Management District

MOTION: J. Brigham made a motion to reappoint Al Voegelé to the Northwest Vermont Solid Waste Management District for a one-year term expiring March, 2023. Seconded by B. DesLauriers. All in favor, none opposed, motion carried.

C. Parent explained to the Board that there was legislation being drafted to eliminate positions such as Tree Warden from needing appointment without requiring a charter change.

Police Advisory Committee

MOTION: J. Brigham made a motion to reappoint Preston Fuller and Jay Sweeny and appoint J. Nakuma Palczewski to the Police Advisory Committee for a one-year term expiring March, 2023. Seconded by B. DesLauriers. All in favor, none opposed, motion carried.

Northwest Union Communications District

MOTION: B. DesLauriers made a motion to reappoint Steve Deal to the Northwest Union Communications District for a one-year term expiring March, 2023. Seconded by J. Sanders. All in favor, none opposed, motion carried.

Appts. = 9 mins.

Local Emergency Management Plan – Annual Adoption

This plan is reviewed, updated, and adopted each year.

MOTION: J. Brigham made a motion to adopt the Local Emergency Management Plan as presented. Seconded by J. Sanders. All in favor, none opposed, motion carried.

LEMP = 2 mins.

Town Manager's Report

New Town Hall Well Recommendation

E. Cherrington explained that after testing the well at the new Town Hall, it was determined that three parameters were significantly higher than the EPA Maximum Contaminant Level (MCL): Sodium, Chloride, and Iron. One of the things discovered during well borings was a layer of blue clay which is indicative of Champlain Sea. The salt in the water is from the Champlain Sea, not surface contaminations. E. Cherrington stated that the Town Hall Building Committee sought advice from state regulators and licensed engineers to make an informed recommendation. The committee reviewed all possible options to fix this issue. She went through the options for the Board.

E. Cherrington explained that Option 4 is a Reverse Osmosis (RO) System. Installing an RO to treat secondary contaminants (salt) is exempt from the Wastewater System and Potable Water Supply Rules.

E. Cherrington explained that Option 6 is a Reverse Osmosis (RO) Leachfield. Discharging the treatment backwash to a dedicated, subsurface system would not require a permit from the Town and is exempt from the Underground Injection Control Program, because salt is considered to be a secondary contaminate. This approach would allow the RO effluent to be discharged to a subsurface system, designed by an engineer. The main concern with this alternative is in the location of the system and providing enough pressure to get the effluent to the system.

E. Cherrington explained that the suggestion from the Town Hall Building Committee is to install a long-shallow trench. The trench would have to be engineered and located in a spot that would not impact the well, leachfield, or adjacent properties. The suggestion is to locate the disposal area on the southern end of the building, running parallel to the existing leachfield. This will keep the water away from the building foundation and will not impact the leachfield, well, or wetland area. In the long-term, the committee believes that this approach would be the most cost-effective of the various options explored.

Rachel Lombard with DEW explained the pricing for the design. The Reverse Osmosis system would cost \$20,000. The mound system would cost \$25,000. With other expenses to complete the system, the estimate is around \$60,000. This needs to get scheduled as soon as possible

to allow for an early August move-in date. Nathaniel Jamison-Root of Peterson Consulting stated that we are still under budget with the \$60,000 expense. The contingency balance is at \$130,000.

J. Giroux asked why not drill a new well. Jason Elwood of DEW explained that drilling a new well would require a permit amendment. Given the levels of contamination in nearby wells, the experts do not think it is likely that this water will be any cleaner so similar treatment would likely be required.

J. Giroux asked what happens with a pump goes out? Would we have to shut the building down. It was suggested that an extra pump be on hand for emergencies. J. Giroux stated that whatever option we go with, there is going to be a long term maintenance cost.

After a lengthy discussion, the Board agreed to go with the committee's recommendation.

MOTION: B. DesLauriers made a motion to accept the Town Hall Building Committee's recommendation of a combination of option 4 and option 6 for the new Town Hall water treatment system. Seconded by J. Brigham. All in favor, none opposed, motion carried.

TH Well = 45 mins.

Capital Program & Budget Policy

C. Parent went over draft one of the Capital Program and Budget Policy with the Board. He explained that he added all the funding sources the Town currently has in the policy. There are 12 funding source accounts. C. Parent would like to spend down the Stone House Revitalization Account and the Town Forest Account then create a singular account to be used for parks. Establishing several different accounts was a way to be more transparent.

The Board agreed to table the policy until the next meeting, April 18th. C. Parent explained there is a Debt Management Policy that should be discussed at the next meeting too.

Policy = 23 mins.

Anonymous Complaint

C. Johnson shared with the Board that she received an anonymous junk complaint. The person who submitted the complaint altered our form they downloaded from our website removing the sections that require contact information. This voids the form.

Complaint = 1 min.

Schedule

The next regular Selectboard meetings are Mon., April 18th and Mon., May 2nd at 6:30 p.m.

Schedule = 1 min.

Other Business

J. Brigham brought up the City's Affiliation fee and suggested that the Board discuss it at the next meeting.

Other = 1 min.

Executive Session

MOTION: J. Sanders made a motion to go into executive session at 8:08 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 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. Brigham. All in favor, none opposed, motion carried.

MOTION: B. DesLauriers made a motion to come out of executive session at 8:21 p.m. Seconded by J. Sanders. All in favor, none opposed, motion carried.

Adjournment

MOTION: J. Sanders made a motion to adjourn the Selectboard meeting at 8:22 p.m. Seconded by J. Brigham. All in favor, none opposed, motion carried.

Respectfully submitted,
Jenn Gray Executive Assistant