

**Town of St. Albans
Selectboard Meeting Minutes
Monday, July 12th, 2021
5:30 p.m.**

On Monday, July 12th, 2021 at 5:30 p.m., the Town of St. Albans Selectboard met at Town Hall.

Official and staff: Chair Brendan Deso, Vice Chair Jessica Frost, Erin Creley, Jonathan Giroux, Bryan DesLauriers, and Town Manager Carrie Johnson.

Chair B. Deso called the Selectboard meeting to order at 5:30 p.m. The Selectboard started their meeting with an executive session to discuss a contractual matter.

Executive Session

MOTION: J. Giroux made a motion to go into executive session at 5:31 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 Hunter Gomez from Peterson Consulting, Jesse Robbins with Freeman French Freeman, Rachel Lombard with DEW Construction, and Town Manager Carrie Johnson. Seconded by E. Creley. All in favor, none opposed, motion carried.

MOTION: E. Creley made a motion to come out of executive session at 6:27 p.m. Seconded by J. Frost. All in favor, none opposed, motion carried.

Regular Meeting – 6:30 p.m.

Officials and Staff: Chair Brendan Deso, Vice Chair Jessica Frost, Erin Creley, Jonathan Giroux, Bryan DesLauriers, Director of Public Works Alan Mashtare, Director of Operations Corey Parent, Town Manager Carrie Johnson, and Town Clerk Anna Bourdon.

Staff participating via Zoom: Recording Secretary Jenn Gray.

Public Participation via Zoom Teleconferencing:

B. Deso 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 July 8th, 2021 in the amount of \$418,433.70. Seconded by B. DesLauriers. All in favor, none opposed, motion carried.

MOTION: J. Giroux made a motion to approve the general warrant dated June 30th, 2021 in the amount of \$19,905.43. Seconded by E. Creley. All in favor, none opposed, motion carried.

Payroll

MOTION: E. Creley made a motion to approve the payroll warrants dated June 25th, 2021 in the amount of \$41,742.22, July 2nd, 2021 in the amount of \$24,346.02, and July 9th, 2021 in the amount of \$60,591.50. Seconded by J. Giroux. All in favor, none opposed, motion carried.

Infrastructure Development Warrant

MOTION: J. Giroux made a motion to approve the Infrastructure Development warrant dated July 12th, 2021 in the amount of \$3,466.25. Seconded by E. Creley. All in favor, none opposed, motion carried.

Minutes

MOTION: E. Creley made a motion to approve the Selectboard meeting minutes from Monday, June 21st, 2021 and the special meeting minutes from Wednesday, July 7th, 2021 as presented. Seconded by J. Giroux. All in favor, none opposed, motion carried.

Public Comment

None.

Town Clerk Financial Report

A. Bourdon came before the Board to provide a financial report. She provided sets of expenses and revenues for both the first quarter of FY '22 and year end for FY '21. By the August 2nd Selectboard meeting, all invoices from FY '21 will be paid. B. Deso asked about the transfer of money from the reappraisal account to be used. A. Bourdon stated she needs to look at statute before making the transfer. Currently in the account there is \$351,958.31. We can move \$50,000 from the general fund to the Capital Projects.

A. Bourdon explained that there is \$643,031 in the fund balance. Of that, we used \$250,000 to reduce the tax rate by voted article. That leaves \$393,030.08 in the balance. Generally we save 5% (\$221,130) of the balance for emergencies. That leaves \$172,000.00. When the Stormwater Utility begins to generate funds, we will transfer \$30,000 from the utility to the general fund. The recommendation to the Board was to have an article on the March, 2022 ballot to use \$150,000 to reduce taxes.

B. Deso suggested quarterly financial reports to show where we are at compared to previous years. A. Bourdon said she can generate those reports. B. Deso also suggested possibly doing a rolling average of either 3 years or 5 years of revenues and expenses when we begin to work on the next budget. The details to be decided later.

Town Manager's Report

American Rescue Plan Act (ARPA) Funds Requested

C. Johnson explained that we applied for the ARPA funds on July 6th. We currently do not know when we will received these funds or what we will be using them for. C. Johnson did state that we do need to start thinking about that. Currently, the Town is estimated to receive up to \$680,575.08 in total funds. There is an expiration date on the use of the funds and the allowed uses are very specific. These funds do need to be segregated.

KAS Report – Former Department of Public Works (DPW) Lot – Work Plan and Cost Estimated for a Supplemental Site Investigation

KAS is the company we used to analyze the former DPW site. This report has been submitted to the State and we are waiting for a response.

Act 250 Notice, Land Use Permit Amendment, and Advance Notice of Section 248/8010 Petition Ben & Jerry's Homemade, Inc.

Informational only, no action required.

Franklin Park West, LLC

Informational only, no action required.

Malone Dorset Street Properties, LLC

Informational only, no action required.

Northwestern Medical Center

Informational only, no action required.

SMS Solar Array, LLC

Informational only, no action required.

Town Hall Update

C. Johnson explained we hired DEW as the Construction Manager, Hunter Gomez with Peterson Consulting as our project Manager, and we recently went to bid. Some subcontractor bids came in high. Rachel Lombard with DEW worked with the Town to help us find some savings by changing some things in the Town Hall. One of those things was to remove the sprinkler system and instead install an access road around 3 sides of the building. The fire chief was fine with these changes. This change enabled us to proceed with construction. We plan to break ground in 2-4 weeks. The construction process will take 8-10 months.

Fiscal Year 2023 Budget Policy and Schedule

C. Johnson explained that we begin the budget work in October. Every department head presents a budget in a budget meeting with the Board. The goal is to get through each department in October. After that, follow up meetings are scheduled to see where we may need to 'sharpen our pencils'. C. Johnson requested budget guidance now, prior to department heads building their budgets.

Honor Wall Committee

C. Johnson explained there is a full committee. The first meeting is scheduled to be in September.

Schedule

C. Johnson explained that the first Selectboard meeting in September is tentatively scheduled for Wednesday, September 8th in place of Monday, September 6th, which is Labor Day. The Board agreed to leave it on September 8th. The next regular Selectboard meetings are Monday, July 19th and Monday, August 2nd at 6:30 p.m.

Chair's Report

B. Deso stated that Alan Mashtare did amazing work on the Great Race and Bay Day. A. Mashtare stated he had a great team helping him out. B. DesLauriers asked what the numbers were for Bay Day and the Great Race. A. Mashtare stated that there were 191 participating in the Great Race with 200 – 300 spectators. There were a few thousand for Bay Day and the fireworks.

B. Deso pointed out that he noticed a socially economic difference between folks who participated in the Great Race and those who attended the Bay Day fireworks. He suggested possibly applying for grants to purchase canoes and bikes to allow for folks who want to participate in the Great Race and can't afford the equipment to do so.

Cohen Park

A. Mashtare explained the fencing for Cohen Park is on backorder and has not yet arrived. B. Deso asked about the settling of the tennis court. A. Mashtare stated there have been no issues.

Other Business

B. DesLauriers explained that on June 30th, his children were involved in a motor vehicle accident with another vehicle. The cause was that the grass along the Route 105 was too tall causing his daughter to not see the other vehicle coming. There were no serious injuries. As a result, B. DesLauriers notified Carrie Johnson and Alan Mashtare who in turn notified VTrans as they are responsible for the road maintenance of Route 105. This has since been addressed and the grass has been cut.

Executive Session

MOTION: E. Creley made a motion to go into executive session at 7:57 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 Town Manager Carrie Johnson. Seconded by J. Frost. All in favor, none opposed, motion carried.

MOTION: E. Creley made a motion to come out of executive session at 7:55 p.m. Seconded by J. Giroux. All in favor, none opposed, motion carried.

Adjournment

MOTION: B. DesLauriers made a motion to adjourn the Selectboard meeting at 8:07 p.m. Seconded by E. Creley. All in favor, none opposed, motion carried.

Respectfully submitted,
Jenn Gray, Recording Secretary