

**Town of St. Albans  
Selectboard Meeting Minutes  
Monday, August 1<sup>st</sup>, 2022  
6:30 p.m.**

On Monday, August 1<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, Town Manager Carrie Johnson, Director of Public Works Alan Mashtare, Town Clerk Anna Bourdon, Parks Supervisor John Montagne, and Recording Secretary AJ Johnson.

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

**Public in Attendance:** Maurice Greeno, Jeff King (DPW), Steve Greenia, Jim Lewis, Alexandra McWilliams, Mitch Montagne, Diane Montagne, David McWilliams, Roger Langevin, St. Albans Messenger Reporter Josh Ellerbrock, Boone Burleson, Jeremiah LaCross, Amy Burleson, and Tim Smith with FCIDC.

**Staff participating via Zoom:** Megan Sherlund Zoning Administrator.

**Public Participation via Zoom:** Al Voegele.

**General Warrant**

**MOTION: J. Brigham made a motion to approve the general warrant dated August 1<sup>st</sup>, 2022 in the amount of \$177,113.57. Seconded by B. Deso. All in favor, none opposed, motion carried.**

**Payroll**

**MOTION: B. Deso made a motion to approve the payroll warrants dated July 22<sup>nd</sup>, 2022 in the amount of \$26,063.03 and July 29<sup>th</sup>, 2022 in the amount of \$47,034.72. 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 August 1<sup>st</sup>, 2022 in the amount of \$50,834.82. Seconded by J. Brigham. All in favor, none opposed, motion carried.**

**Minutes**

**MOTION: J. Sanders made a motion to approve the Selectboard meeting minutes of Monday, July 18<sup>th</sup>, 2022 as presented. Seconded by B. Deso. All in favor, none opposed, motion carried.**

**Public Comment**

Prior to opening public comment, C. Johnson reminded the Board and all participants that the Selectboard may set a limit on the amount of time a member of the public can speak. This allows all participants to have an equal amount of time to speak. The Board requested each participant be given 3 minutes and requested C. Johnson keep the time.

Department of Public Works (DPW) employee Jeff King appeared before the Board with a written statement. J. King opened by explaining he is a member of a local car group who helps organize and volunteer at the annual car show held at the St. Albans Bay Park. The group would like to discuss an issue that has been bothering them for a month. The car show was held on June 4<sup>th</sup> of this year. There were between 20 and 25 volunteers this year who began to set up the day prior to the event. J. King stated the Park Manager was not available the day before the show and the volunteers noticed the trash cans and dog waste bins were overflowing. J. King stated a week after the event, the group was notified that money was missing from the event. He explained the money had been counted in front of the Park Manager.

The three-minute time limit expired, and C. Johnson stated if J. King wanted to discuss a personnel issue, he needed to bring the concerns to her. J. King stated she was already aware of the concerns. When asked if he wanted to give the prepared statement to the Board, J. King declined.

Town resident Melissa Montagne wished to submit a public comment. J. Giroux asked if it had to do with a personnel issue and she stated it did not. M. Montagne explained on the date of the

car show, her husband was at the park along with their children. She stated pictures could be found of the event on her Facebook page.

Town resident Maurice Greeno stated he was surprised that there was no test drilling done for the well at the new Town Hall. He does not understand why the Town Hall was not put on Brigham Road with the new DPW building. J. Giroux explained the Selectboard posed the question to the voters and the voters agreed overwhelmingly to keep the building within St. Albans Bay. The site the new building currently sits on worked out the best. The form DPW site underwent level two testing.

M. Greeno stated the water should have been tested since the adjacent property was used to store salt for so many years. J. Giroux explained an engineer determined the salt within the water was not due to surface contamination; the salt water is due to hitting Champlain Sea water. C. Johnson explained there were several options, but the path we are moving forward on is to share a well with a neighbor. The Town has entered into negotiations with the property owner.

### **Impact Waiver Request – Jeremiah LaCross**

Jeremiah LaCross and Boone and Amy Burleson, owners of Ace Management appeared before the Board to request a waiver of the Impact Fees. J. LaCross explained they are proposing to convert an existing building, which was previously an assisted living facility, into 23 affordable housing units. Local and State permits have been obtained and the applicants propose to start renovations in mid-September. They are trying to keep the associated costs as low as possible.

J. Brigham questioned if the units will be utilized for elderly housing or for families. J. LaCross explained there is no age restrictions, but he anticipates large families will not inhabit the units. They are proposing twelve studio apartments, nine 1-bedroom apartments, and two 2-bedroom apartments. The income requirements of renters are between 30%-80% of the median income. J. Brigham asked if there would be a large number of children that would impact the schools. C. Johnson explained the Town no longer collects impact fees for the school.

J. LaCross explained they have other rental properties and actively manage them. Letters provided by the Sherriff and Fire Chief anticipate no additional impacts to their departments.

B. Deso stated the property is located on a State Road that connects to another State Road. He does not think there will be additional impact to the Department of Public Works.

A. Burleson stated there will be a reduced impact to ambulance services since an assisted living facility utilizes the ambulance more than housing units.

The Board discussed each one of the impact fee cost centers criteria at length; Public Administration & General Government, Public Works, Recreation, Fire, Library, and Transportation.

The Board reviewed a letter sent to J. LaCross from the Zoning Administrator which outlines the Impact Fee Ordinance. They wondered if the Impact Fees are waived or reduced, how can the Town ensure the housing always remain affordable?

J. LaCross explained the Development Review Board (DRB) application included a 30% Planned Unit Development density bonus which can only be obtained if the applicant is proposing affordable housing. Without the density bonus, the Applicant could only have roughly 16 units.

B. Deso inquired if Ace Properties had applied for any grants. J. LaCross confirmed he had and expects to hear back soon.

After much discussion, B. Deso made a motion to waive each of the Impact Fee category costs except recreation and library. B. DesLauriers seconded.

The Board continued to discuss whether the transportation portion of the cost schedule should be waived. They discussed the transportation impact fee at length and if it is appropriate to charge in this situation.

Town resident Mitch Montagne explained he is all for affordable housing, but if you set the precedent of waiving impact fees, the tax payers can end up paying for it. He recommended not eliminating the entire fee.

B. Deso wondered if the assessment of the property would go up due to the change of use. If it does, the Town will receive additional taxes.

B. Deso amended his motion to charge impact fees for only the recreation and library portions, as long as the applicant can provide a legal opinion that the units must remain affordable. There were no seconds and the motion failed.

J. Brigham suggested charging impact fees for library and recreation and removing the transportation portion as long as they applicant can provide a letter from Green Mountain Transit that the units will not have an additional impact on their services. The Board requested this information prior to their next meeting. A. Johnson reminded the Board that Impact Fees must be paid when the building permit is applied for. The Applicants will not be able to start the project until the total is confirmed and paid. J. LaCross agreed to return to the Board with information regarding transportation.

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

#### **Tim Smith – FCIDC – Letter of Support for Grant**

Tim Smith appeared before the Board to request approval for the Town Manager to sign a letter of support for a building communities grant application for Franklin County Industrial Development Corporation (FCIDC). If the grant is received, FCIDC will utilize the funds to help move an existing casting business from its current location in Colchester to a newly constructed building in the Town industrial park.

T. Smith provided a brief update of a \$450,000 industrial park upgrade which includes new lighting.

**MOTION: B. Deso made a motion to approve the letter of support and to authorize Carrie Johnson to sign on behalf of the Selectboard. Seconded by B. DesLauriers. All in favor, none opposed, motion carried.**

#### **FY '24 Budget Process Schedule Proposed**

C. Johnson proposed a budget kick-off in October to meet with department heads and have them present their proposed budgets and equipment needs to the Selectboard. The Board agreed to hold the meeting during the day on October 26<sup>th</sup>.

#### **Local Hazard Mitigation Plan Update**

C. Johnson received a letter from FEMA stating the Town's Local Hazard Mitigation Plan had been approved.

#### **Certificate of Public Good Petition – T-Mobile Northeast, LLC**

Informational only. No action required.

#### **Milling and Paving**

Director of Public Works Alan Mashtare gave a brief update on milling and paving. Milling had started and he anticipates paving will begin next week. He explained that when milling Beauregard Drive, he noted a lot of stone showing which indicates the base of the road was not as thick as it should have been when the Town took over the road. In order to correct this, he is suggesting to lay a thicker base. The additional cost of the material will be covered by reclaiming and paving a shorter section of French Hill Road.

A. Mashtare noted the delineation project on Church Road will begin soon. There is a messenger board at the entrance of the old DPW property to warn the community the traffic pattern will be changing. A. Mashtare suggested putting the information on the Town's website and Facebook page.

A. Mashtare explained C. Johnson approved a purchase request to fix the boom mower.

#### **Schedule**

The next regular Selectboard meetings are Monday, August 15<sup>th</sup>, and Wednesday, September 7<sup>th</sup>, at 6:30 p.m.

RiseVT will be hosting a cigarette butt litter pick up on August 5<sup>th</sup> in the industrial park road. Volunteers are welcome to join.

#### **Other Business**

None.

**Executive Session**

**MOTION: J. Brigham made a motion to go into executive session at 7:50 p.m. to discuss contractual and personnel matters 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 invite in Town Manager Carrie Johnson. Seconded by B. Deso. All in favor, none opposed, motion carried.**

**MOTION: J. Sanders made a motion to come out of executive session at 9:54 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 9:55 p.m. Seconded by J. Brigham. All in favor, none opposed, motion carried.**

Respectfully submitted,  
AJ Johnson, Administrative Assistant