

**Town of St. Albans
Selectboard Meeting Minutes
Monday, August 7th, 2023
6:30 p.m.**

On Monday, August 7th, 2023 at 6:30 p.m., the Town of St. Albans Selectboard met at Town Hall.

Officials and Staff: Chair Bryan DesLauriers, Vice Chair Jack Brigham, Brendan Deso, Director of Public Works Dave Allerton, Town Manager Sean Adkins, Zoning Administrator AJ Johnson, Town Clerk Anna Bourdon, and Interim Director of Operations Al Voegele. Absent was Jeff Sanders.

Staff Participation via Zoom: Jonathan Giroux, Director of Community Development Megan Sherlund, and Executive Assistant Jenn Gray.

Public in Attendance: Trail Steward Andy Crossman, Paul and Sarah Lerner, Stan Dukas, David Bray, and Pat Vincent.

Public Participation via Zoom: Northwest Access TV, and St. Albans Messenger Reporter Josh Ellerbrock.

Chair B. DesLauriers called the meeting to order at 6:31 p.m. The Pledge of Allegiance was recited.

Order of Agenda

MOTION: B. Deso made a motion to move Trail Steward Andy Crossman to 5A on the agenda and to move Director of Public Works Dave Allerton to 5B on the agenda. Seconded by J. Brigham. All in favor, none opposed, motion carried.

General Warrant

MOTION: J. Giroux made a motion to approve the general warrant dated August 7th, 2023 in the amount of \$248,760.54. Seconded by J. Brigham. All in favor, none opposed, motion carried.

Payroll

MOTION: J. Brigham made a motion to approve the payroll warrant dated July 21st, 2023 in the amount of \$28,587.17, payroll warrant dated July 28th, 2023 in the amount of \$46,888.67, and payroll warrant dated August 4th, 2023 in the amount of \$33,691.86. Seconded by B. Deso. All in favor, none opposed, motion carried.

DPW Annual Capital Account & DPW Reserve Warrant

MOTION: B. Deso made a motion to approve the DPW Annual Capital Account dated August 7th, 2023 in the amount of \$13,819.65 and the DPW Reserve warrant dated August 7th, 2023 in the amount of \$4,014.07. Seconded by J. Brigham. All in favor, none opposed, motion carried.

Stormwater Utility Warrant

MOTION: B. Deso made a motion to approve the Stormwater Utility warrant dated August 7th, 2023 in the amount of \$9,374.37. Seconded by J. Brigham. All in favor, none opposed, motion carried.

Stone House Warrant

MOTION: B. Deso made a motion to approve the Stone House warrant dated August 7th, 2023 in the amount of \$73.31. Seconded by J. Brigham. All in favor, none opposed, motion carried.

Minutes

MOTION: J. Giroux made a motion to approve the Selectboard meeting minutes from Monday, July 17th, 2023, Seconded by J. Brigham. All in favor, none opposed, motion carried.

Warrants & Minutes = 7 mins.

Public Comment

Liliana Tschanett, Public Affairs Specialist for the Office of Disaster Recovery and Resilience for the U.S. Small Business Administration came before the Board to explain that the Town of St. Albans is eligible to apply for economic recovery relief because the Town is a contiguous county to a county that was declared a disaster from the July flooding. The Town businesses are eligible to apply for Economic Injury Disaster Loans (EIDL) if proof can be provided that the Town of St. Albans did in fact suffer an economic disaster.

Public Comment = 6 mins.

Town Manager's Report

Trail Steward Andy Crossman – Town Forest Funding Request

S. Adkins explained to the Board that due to the heavy rains, we lost some volunteer hours for help working on the Town Forest trails and that Mr. Crossman requested from S. Adkins, which was granted, \$2,000 in assistance. Trail Steward Andy Crossman came before the Board to provide an update on the progress of the trails. B. Deso suggested getting some drone videography of the trails.

Forest = 11 mins.

Director of Public Works – Dave Allerton

Paving Update

D. Allerton came before the Board to provide an update on paving for the Town. He only received one bid, from Pike Industries for \$94.10/ton. D. Allerton also stated that the Town received a Class 2 Paving grant for Jewett Ave.

Paving = mins.

Road Standards Ordinance

D. Allerton explained that Zoning Administrator AJ Johnson has found some inconsistencies between the Bylaws and the Road Standards Ordinance. The ordinance doesn't clearly specify that private roads or extending an existing road needs to be held to standards or not. A. Johnson suggested the Development Review Board (DRB) be able to have some flexibility on making decisions on existing roads. There is conflicting information on who grants the variances; DRB or Selectboard.

The Board agreed to review A. Johnson's tracked changes in the ordinance. These will also be provided to the DRB for their opinion.

Road = 17 mins.

Engagement Letter – Understanding of Services

After a discussion, the Board agreed to research other audit companies for next year.

MOTION: B. Deso made a motion to authorize Selectboard Chair Bryan DesLauriers and Town Manager Sean Adkins to sign the Engagement Letter with A.M. Peisch. Seconded by J. Giroux. All in favor, none opposed, motion carried.

Letter = 6 mins.

Local Emergency Management Plan – Adopt Updated Plan

B. DesLauriers had some edits for school contacts. With those changes, J. Brigham made a motion to adopt the updated LEMP.

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

Letter = 2 mins.

Personnel Policy

MOTION: B. Deso made a motion to adopt the revised Personnel Policy. Seconded by J. Brigham. All in favor, none opposed, motion carried.

Personnel = 2 mins.

Grievance Draft Policy & Vehicle Draft Policy

The Board agreed there would be no changes to the Grievance Policy, but that the Vehicle Policy needed some more work. The Board decided to table these policies and the Personnel Policy in order to do a little more research on the Vehicle Policy. B. Deso rescinded his motion to approve the Personnel Policy. The Board will approve all three policies at their next meeting.

Grievance & Vehicle = 10 mins.

Schedule

The next regular Selectboard meetings are Monday, August 21st and Wednesday, September 6th, 2023 at 6:30 p.m. A special meeting with the State reps from stormwater has been scheduled for Monday, August 14th meeting. S. Adkins suggested at start time of 5:30 p.m. The Board was in consensus.

Schedule = 2 mins.

Chair's Report

B. DesLauriers explained that the Board was updated on the April 2024 Eclipse and efforts being made for emergency management, marketing, and tourism by Town staff.

Chair = 3 mins.

Other Business

None.

Executive Session

MOTION: B. Deso made a motion to go into executive session at 7:54 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 contractual matter under the provisions of Title 1, section 313(a)(1) of Vermont Statutes and to invite in Town Manager Sean Adkins. Seconded by J. Brigham. All in favor, none opposed, motion carried.

MOTION: B. Deso made a motion to come out of executive session at 9:45 p.m. Seconded by J. Brigham. All in favor, none opposed, motion carried.

No motions came out of executive session.

Adjournment

MOTION: J. Brigham made a motion to adjourn the Selectboard meeting at 9:46 p.m. Seconded by B. Deso. All in favor, none opposed, motion carried.

Respectfully submitted,
Jenn Gray Executive Assistant