

**Town of St. Albans
Selectboard Meeting Minutes
Monday, November 16th, 2020
6:30 p.m.
Via Zoom Teleconferencing**

On Monday, November 16th, 2020, at 6:30 p.m., the Town of St. Albans Selectboard met.

Officials and staff in attendance: Stan Dukas and Town Manager Carrie Johnson.

Officials and staff participating via Zoom Teleconferencing: Chair Brendan Deso, Erin Creley, Jonathan Giroux, Assessor Bill Hinman, Director of Public Works Alan Mashtare, Town Clerk Anna Bourdon, and Recording Secretary Jenn Gray. **Absent:** Vice Chair Jessica Frost.

Public Participation via Zoom Teleconferencing: Mike Byers, Franklin County Sheriff Roger Langevin, and Jackie Brown.

B. Deso called the meeting to order at 6:30 p.m. The Pledge of Allegiance was recited.

General Warrant

MOTION: S. Dukas made a motion to approve the general warrant dated November 16th, 2020 in the amount of \$72,491.53. Seconded by J. Giroux. All in favor, none opposed, motion carried.

Payroll

MOTION: S. Dukas made a motion to approve the payroll warrant for November 6th, 2020 in the amount of \$16,104.75 and November 13th, 2020 in the amount of \$17,872.49. Seconded by E. Creley. All in favor, none opposed, motion carried.

Infrastructure Development Warrant

MOTION: E. Creley made a motion to approve the Infrastructure Development Warrant dated November 16th, 2020 in the amount of \$325,175.30. Seconded by J. Giroux. All in favor, none opposed, motion carried.

Capital Projects Reserve Warrant

MOTION: J. Giroux made a motion to approve the Capital Projects Reserve warrant in the amount of \$120,000. Seconded by S. Dukas. All in favor, none opposed, motion carried.

Industrial Park Warrant

MOTION: E. Creley made a motion to approve the Industrial Park warrant in the amount of \$730.81. Seconded by J. Giroux. All in favor, none opposed, motion carried.

Minutes

MOTION: J. Giroux made a motion to approve the Selectboard meeting minutes from Monday, November 2nd, 2020 as presented. Seconded by E. Creley. All in favor, none opposed, motion carried.

Public Comment

None.

Assessor Bill Hinman – Errors & Omissions

Bill Hinman presented the errors and omissions to the Board. S. Dukas asked when these changes would take place. B. Hinman explained there is a 15 day grace period and then A. Bourdon must send out revised tax bills.

MOTION: S. Dukas made a motion to approve the errors and omissions as presented by Bill Hinman on November 16th, 2020. Seconded by E. Creley. All in favor, none opposed, motion carried.

Town Manager's Report

Town Hall Update

C. Johnson explained to the Board that the Town Hall Relocation Committee met today with Freeman, French, Freeman (FFF) to kick off the design and development phase. S. Dukas asked if C. Johnson was going to hire a civil engineer. C. Johnson said yes. FFF had also recommended hiring Geotech services ASAP. C. Johnson stated that we will be going out to bid for civil work immediately and reminded the Board of the short timeline from now to Town Meeting Day.

Salt Shed Update – Matt Young Project Manager

Matt Young provided an update to the Board on the Salt Shed. 95% of the wood framing is complete. The metal roof and siding will arrive November 19th and installation will begin the day after on the 20th. Should be completed by December 10th. The salt shed is on schedule to be completed by December 22nd, 2020.

Director of Public Works (DPW) Alan Mashtare explained that there are 40 concrete waste blocks that were used at the new DPW site and are being donated to the Town by Harrison Concrete for Town use in the future.

M. Young explained he ran an audit of the grant funds received from VTrans. He stated that to date \$81,575.94 had been received by the Town. There is \$158,703.31 pending (reimbursement request #5) leaving a grant balance of \$130,960.21. He found the State over paid the Town \$4,760.53. M. Young continued saying he has notified the State and suggested deducting that amount from reimbursement request #5.

A. Bourdon pointed out that she had received a tax payment in the amount of \$6,411.00 for the prison. However, the prison had already paid. She stated that this was an overpayment by the State and is looking into the overpayment.

S. Dukas asked if the paving at the salt shed would be done with the completion of the salt shed. C. Johnson explained that paving companies have shut down until spring. The paving will not be completed until then.

COVID-19 Update

C. Johnson explained that restrictions are tightening across the state. Town Hall is open by appointment only. She stated that changes may come this Friday. It had been decided to have the DPW facility locked for the unseeable future. Please review the Town's website and Facebook pages for COVID closures as they are updated frequently.

Budget

The Board will be provided draft #3 of expenses and draft #1 of revenues this week.

Schedule

The next regular Selectboard meetings are Monday, December 7th and Monday, December 21st at 6:30 p.m. Town Hall will be closed Thursday, November 26th and Friday, November 27th for Thanksgiving.

Chair's Report

B. Deso took this opportunity to thank Anna Bourdon and Lisa Roque for the excellent job they did with the election. There was a record turnout of over 3,800 votes cast. B. Deso suggested the Selectboard ask the Town Manager to award a bonus to both Lisa and Anna. A. Bourdon explained that her main concern during the election was to protect the Justices, to keep them safe. E. Creley concurred with B. Deso's suggestion with awarding bonuses. The Board was in consensus to give both A. Bourdon and Lisa Roque \$1,000 each for a bonus. C. Johnson to let the Board know where the funds will come from at their first meeting in December. A. Bourdon explained to the Board that she received a grant in the amount of \$5,000 for COVID-19 precautions for the election. She can use some of those funds for the bonuses if nothing else is available. B. Deso pointed out that A. Bourdon also received a grant to help fund a portion of the tabulator to be used during future elections.

Other Business

None.

Executive Session

MOTION: E. Creley made a motion to go into executive session at 7:15 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 is 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 S. Dukas. All in favor, none opposed, motion carried.

MOTION: J. Giroux made a motion to come out of executive session at 8:26 p.m. Seconded by E. Creley. All in favor, none opposed, motion carried.

Adjournment

MOTION: J. Giroux made a motion to adjourn the Selectboard meeting at 8:27 p.m. Seconded by E. Creley. All in favor, none opposed, motion carried.

Respectfully submitted,
Jenn Gray, Recording Secretary