

**Town of St. Albans  
Selectboard Meeting Minutes  
Monday, November 2<sup>nd</sup>, 2020  
6:30 p.m.  
Via Zoom Teleconferencing**

On Monday, November 2<sup>nd</sup>, 2020, at 6:30 p.m., the Town of St. Albans Selectboard met.

**Officials and staff in attendance:** Chair Brendan Deso, Stan Dukas, Erin Creley, Jonathan Giroux, Town Manager Carrie Johnson, Director of Public Works Alan Mashtare, and Recording Secretary Jenn Gray. Vice Chair Jessica Frost participated via Zoom.

**Public Participation via Zoom Teleconferencing:** Drew Pollak-Bruce with SE Group, Franklin County Sheriff Roger Langevin, Jackie Brown, and Al Voegelé.

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

**Public Informational Hearing – Ballot Questions for the General Election**

**MOTION: E. Creley made a motion to open the public informational hearing. Seconded by J. Giroux. All in favor, none opposed, motion carried.**

There were no questions or concerns.

**MOTION: J. Giroux made a motion to close the public informational hearing. Seconded by E. Creley. All in favor, none opposed, motion carried.**

**General Warrant**

**MOTION: S. Dukas made a motion to approve the general warrant dated November 2<sup>nd</sup>, 2020 in the amount of \$73,911.10. Seconded by E. Creley. All in favor, none opposed, motion carried.**

**Infrastructure Development Warrant**

**MOTION: J. Giroux made a motion to approve the Infrastructure Development Warrant dated November 2<sup>nd</sup>, 2020 in the amount of \$30,816.00. Seconded by E. Creley. All in favor, none opposed, motion carried.**

**Payroll**

**MOTION: E. Creley made a motion to approve the payroll warrant for October 23<sup>rd</sup>, 2020 in the amount of \$17,000.92 and October 30<sup>th</sup>, 2020 in the amount of \$32,351.39. Seconded by J. Giroux. All in favor, none opposed, motion carried.**

**Minutes**

**MOTION: J. Giroux made a motion to approve the Selectboard special meeting minutes from Monday, October 26<sup>th</sup>, 2020 and the regular Selectboard meeting minutes from Monday, October 19<sup>th</sup>, 2020 as presented. Seconded by E. Creley. All in favor, none opposed, motion carried.**

**Public Comment**

None.

**Town Manager's Report**

**SE Group – Trail Counting & Economic Impact Analysis**

J. Frost pointed out the work SE Group completed was done over the last year. She stated that by improving infrastructure within the community, it will benefit the community economically.

Drew Pollak-Bruce with SE Group provided a presentation to the Board and gave them some background on the company. SE Group is a community planning and design group that started in the ski industry. They do recreation planning and design, landscape architecture, and environmental and land use permitting.

**Trail Counting**

Mr. Pollak-Bruce explained that trail counting was set up last summer from August 9<sup>th</sup> through October 1<sup>st</sup>, 2019 in 3 different locations; Town Forest, Swanton Fit & Healthy Recreation path, and the Bay Town park path. He reviewed the data with the Board.

E. Creley asked if there was any value in having the trail counting done regularly, like bi-annually, every 5 years, or annually? Mr. Pollak-Bruce stated he was of the believe that more information is better and if you can do the trail counting every year, that is ideal. There are a lot of options for doing that. You can ask RiseVT to do it or if you have volunteers that would be available. That requires 6 hours of volunteer time. Mr. Pollak-Bruce went on to say that the

Town wouldn't need to hire SE Group every year, but check in with them every 5 years. J. Frost suggested members of the Park and Recreation committee do a 6 hour count in the Town Forest. Mr. Pollak-Bruce stated that it takes 3-two hour sessions.

### **Maquam Shore Road and Ship to Shore Bike route signage Concepts**

Mr. Pollak-Bruce explained that SE Group was asked by RiseVT to provide some draft signage on Maquam Shore Road to mark the "Ship to Shore Bikeway". There are three different types of signs; "Gateway", "Bike Route Banner", and "Directional". This is intended to be a pilot project.

A. Voegelé asked what are the costs for directional signage provided by the State? Mr. Pollak-Bruce said he was unsure, but there would not be any charge for the Town. A. Voegelé asked what if we wanted signage at French Hill Road and Fisher Pond Road, all the way up to Fred Lake Road, with an arrow going further north? Mr. Pollak-Bruce explained that the Town can designate bike routes, then go through the process with VTrans to put signage up along those bike routes. A. Voegelé stated that he wasn't necessarily speaking about bike signage, but vehicle signage. Mr. Pollak-Bruce explained that VTrans has a signage program for way finding. A. Voegelé asked J. Frost if she would follow up on this. J. Frost asked A. Voegelé what his goal was. A. Voegelé stated that when vehicles are driving on Fisher Pond Road they'll know what direction to go to the Town Forest. C. Johnson stated there is a sign that was recently installed at the end of French Hill Road that reads "Town Forest 2.7 Miles".

E. Creley asked if the Ship to Shore bike route was an established bike route or a proposed one? Mr. Pollak-Bruce explained that it was pre-existing and has been part of the Lake Champlain Bikeway since the 90's. The management of the Lake Champlain Bikeway has changed over the years. Right now, it's being taken over by Local Motion. J. Frost stated that this seems to be a great pilot program for signage on the Ship to Shore route.

Alan Mashtare asked for a digital version of the final sign design so he can provide that to his sign company to have them made. J. Frost wanted to make sure A. Mashtare liked the design. B. Deso stated he wanted the posts to be a vinyl product as opposed to cedar. A. Mashtare explained that these signs would need to be put on a street sign type post like what is used for regular street signs because it's against the law to put wooden post along the roadway. The post have to be able to break off at a 5 mph speed. Mr. Pollak-Bruce stated that these signs would be outside the roadway right of way. These would be on private land or Town land and should not require the break-way posts. A. Mashtare stated then we would need to get easements from landowners to put signs on their property if they are not in the ROW.

E. Creley asked if whatever signage we pick, would it be matching similar signage in Swanton for the other parts of the Ship to Shore Route. Mr. Pollak-Bruce stated this to be correct. B. Deso prefers a vinyl post as opposed to cedar. He would also like to have all signs be uniform.

### **FY'22 Draft Budget – Non Profit Allocations**

C. Johnson explained that a majority of the budget was reviewed in October and at this time the Board needed to approve the non-profit allocations. B. Deso suggested level funding all allocations for the 2022 budget. E. Creley stated that the difference is only \$2,500 and we should approve what has been requested in the amount of \$71,500. S. Dukas stated that the Franklin County Senior Center is shutting down and asked if we need to consider their request still. E. Creley stated it is shutting down at the end of the year and we should reevaluate the payment next year. Checks for this budget would not go out until the fall of 2021.

A. Voegelé stated that he spoke with RAMD Hamm regarding the Veteran's Valet and they are not requesting an allocation for fiscal year 2022.

**MOTION: S. Dukas made a motion to accept the level funding request for non-profits in the amount of \$69,039. Seconded by J. Giroux. All in favor, none opposed, motion carried.**

### **COVID-19 Update**

Town Hall is open by appointment only. C. Johnson continues to listening twice a week listen to the Governor's press conference.

### **Vermont Land Trust – Nelson Dairies West, LLC**

They requested the Selectboard's support. There was discussion as to what would happen if the Board didn't support this. The Board agreed to have C. Johnson get some more information on how this would affect the Town's planning and zoning before making a decision.

**MOTION: S. Dukas made a motion to postpone making a decision on this topic until C. Johnson can get more information from Planning and Zoning of the effects this would have on the Town. Seconded by J. Giroux. Motion carried 3-1 with vote with J. Frost voting opposed.**

**Schedule G – Notice of Initial Act 250 Application Filing – Peter Morse**  
Informational only, no action required.

### **Schedule**

Tuesday, November 3<sup>rd</sup> is election day. The next regular Selectboard meetings are Monday, November 16<sup>th</sup> and Monday, December 7<sup>th</sup> at 6:30 p.m. Town Hall is closed on Tuesday, Election Day.

A. Mashtare explained that the upcoming Holiday Extravaganza will be held November 27<sup>th</sup> at the Bay Park. There will be 30 craft vendors, the Running of The Bells will take place with tractors lighting the route, a tree lighting at 8:15 p.m. and then fireworks. Masks are required to attend this event.

### **Chair's Report**

#### **Police Advisory Committee**

B. Deso provided the Board with draft #3 of the Police Advisory Committee Reorganization document. E. Creley stated that B. Deso did a great job capturing the conversations the Board has had over the last few months on this. J. Frost stated this is a good first step. C. Johnson suggested appointments for this committee be done in the spring at the same time all other appointments are being made. The Board agreed.

S. Dukas stated that if we do this, we need to cancel the portion of the police contract about the Police Advisory Committee. The Selectboard did a resolution in 2011. We should change that portion of the contract. Sheriff Langevin was asked by B. Deso if he had any issues with the change. Sheriff Langevin stated he had no issues with it.

J. Frost asked if this committee will be able to meet without the head of policing, or would the police need to be at every meeting? Or would this be dictated by what the group decides? B. Deso stated that would be up to the quorum of the committee. C. Johnson stated that the previous committee did not always request it nor did it require the (police) representative to be present at every meeting.

E. Creley let the Board know that she did reach out to the Phoenix House to see if they would be interested in being on this committee.

The Board agreed to hold off making any motions until after a list of members for this committee has been generated. A clean version of the document will be brought to the Board at their meeting of November 16<sup>th</sup>.

### **Other Business**

S. Dukas mentioned a letter from the Gricebrook Garden Association that was included in the back of the Selectboard packets. It wasn't in previous Selectboard meeting minutes, but he recalled that B. Deso had brought of the purchase of stop signs for vehicle traffic. B. Deso stated that he wanted to weigh the pros and cons, whether or not it should be funded by the Local Option Tax. S. Dukas pointed out that he wanted to make sure that the homeowners association realize we didn't have it in the minutes, but we did have a discussion and are moving forward on it.

### **Executive Session**

**MOTION: J. Giroux made a motion to go into executive session at 7:58 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 issued 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: E. Creley made a motion to come out of executive session at 8:32 p.m. Seconded by S. Dukas. All in favor, none opposed, motion carried.**

### **Adjournment**

**MOTION: S. Dukas made a motion to adjourn the Selectboard meeting at 8:35 p.m. Seconded by J. Giroux. All in favor, none opposed, motion carried.**

Respectfully submitted, Jenn Gray, Recording Secretary