

**Town of St. Albans  
Selectboard Meeting Minutes  
Monday, May 4<sup>th</sup>, 2020  
6:30 p.m.  
Via Zoom Teleconferencing**

On Monday, May 4<sup>th</sup>, 2020 at 6:30 p.m., the Town of St. Albans Selectboard met via Zoom Teleconferencing.

**Officials and staff on teleconference:** Chair Brendan Deso, Vice Chair Jessica Frost, Erin Creley, Stan Dukas, Jonathan Giroux, Director of Public Works Alan Mashtare, Director of Administration Ned Connell, Town Manager Carrie Johnson, Town Clerk Anna Bourdon, and Recording Secretary Jenn Gray.

**Public:** No public allowed in Town Hall for the meeting due to pandemic containment rules. Public participating via Zoom were Police Chief Gary Taylor, Project Manager Matt Young from Ascent Consulting, Jackie Brown, and Franklin County Sheriff Roger Langevin.

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

**Payroll**

**MOTION: J. Giroux made a motion to approve the payroll warrants dated May 1<sup>st</sup>, 2020 in the amount of \$20,617.64 and April 24<sup>th</sup>, 2020 in the amount of \$28,772.11. Seconded by J. Frost. All in favor, none opposed, motion carried.**

**General Warrant**

**MOTION: S. Dukas made a motion to approve the general warrant dated May 4<sup>th</sup>, 2020 in the amount of \$12,520.74. Seconded by E. Creley. All in favor, none opposed, motion carried.**

**Minutes**

E. Creley provided an edit on the April 20<sup>th</sup> meeting minutes that will be corrected.

**MOTION: J. Frost made a motion to approve the Selectboard meeting minutes from Monday, April 20<sup>th</sup>, 2020 with the suggested changes and the Selectboard special executive session meeting minutes from April 27<sup>th</sup>. Seconded by S. Dukas. All in favor, none opposed, motion carried.**

**Public Comment**

None.

**St. Albans Police Chief Gary Taylor – COVID-19 Emergency Town Ordinance and Enforcement**

Police Chief Gary Taylor was present via Zoom to discuss the COVID-19 Emergency Town Ordinance with the Board. E. Creley asked the Chief what the experience has been for his team in the Town around social distancing. Chief Taylor started by first saying that the ordinance expires in 2 weeks. He then went on to explain that in the City of St. Albans they did experience people not adhering to what the officers advised them regarding social distancing. Now, we are seeing something called “Quarantine Fatigue”. People are tired of following the guidelines.

Chief Taylor explained that there was a man hanging out at Walmart and then at Highgate Commons, not following the CDC guidelines. He presented a lot of trouble for the police.

Chief Taylor said that Vermont Attorney General TJ Donovan suggested that we all be consistent with this ordinance. If the Town chooses to adopt this ordinance, it should be the same as the City’s. Chief Taylor said that they haven’t written any tickets and tickets wasn’t the purpose of the ordinance (to generate revenue). The City’s ordinance will run out in 2 weeks and it will not be renewed. The Chief recommended against the ordinance now since the City’s expires in 2 weeks.

J. Frost explained that she did get calls from people in the community stating that they didn’t want to see an ordinance in place that generated fines. She went on to say that with the City’s about to expire, we should just let this lie and just encourage people to make better choices. The Board was in consensus.

## **Liquor Control Board**

**MOTION: J. Frost made a motion to recess the Selectboard meeting and convene the Liquor Control Board. Seconded by E. Creley. All in favor, none opposed, motion carried.**

The Colonial Mart requested renewal of their Second Class license. Their renewal was late due to the loss of the first application.

**MOTION: J. Giroux made a motion to approve the Second Class license for Colonial Mart as presented. Seconded by J. Frost. All in favor, none opposed, motion carried.**

**MOTION: J. Frost made a motion to adjourn the Liquor Control Board and reconvene the Selectboard meeting. Seconded by S. Dukas. All in favor, none opposed, motion carried.**

## **Town Manager's Report**

### **Town Hall Relocation Project – Project Manager Services and Next Steps**

C. Johnson explained the first two items of the work that we got approval to are independent of a location and involves a space needs analysis of the Town Hall, which is expected to cost about half of the money we received were approved for. C. Johnson asked the Board if they agreed with her recommendation or if they would prefer to go with someone else and why. If the discussion were to involve a lot of details, they would need to move into executive session as this is a contractual issue. She went on to explain that she anticipates some Federal dollars in the form of grants and/or really inexpensive loans in the near future as a result of the pandemic. She continued requesting that she hire the Project Manager and get them on board to at least start part of the process. However, that is a policy decision of the Board's. E. Creley asked C. Johnson when she says recommendation did she mean for a specific project manager or to move forward with getting a project manager? C. Johnson stated she was recommending both. Her recommendation for a project manager was to hire the same person we hired before for the Department of Public Works (DPW) garage. He seemed to be cost effective and he understands where we are at with the process. E. Creley stated that if we are talking about the same person as previously, that person was the highest scoring on her bid sheet.

J. Frost stated that all the bidders had excellent packages, but she thought the experience we've had with that person was good and the pricing was really reasonable. It makes sense to go with him.

J. Giroux stated that going by price, that person is more affordable, least expensive.

S. Dukas explained that he would need to go into executive session to provide his feedback to the Board. He went on to say that as a Board, past and current, made a decision on where we are going to put a new Town Hall. We need to make those decisions before we spend on design and thermo.

C. Johnson explained that there was a decision by the Board to relocate after we had someone evaluate 3 different options; one of which was the old Immigration (ICE) building. At that point, there was a meeting to discuss whether to move forward on moving Town Hall. Does the Board agree on looking at relocating? There was an affirmative to that, which is why we then said we can go forward with the predevelopment phase, spending up to \$65,000 That doesn't mean we have to spend it. Matt (Young) specifically said at one of those meetings that the first two phases of this project were independent of where the building is located. You could debate whether you're leaving this building or not, although C. Johnson said this had already been discussed and decided. You just have to decide if you're going to do the space needs analysis. Then, secondly, get a design. It was very clear in that analysis that was done with just numbers, that to stay here would be the most expensive option we have per year. It is possible to rehab this building, but we might get 5-10 years out of it. Matt said that at that meeting. All the other options have a life of 40 – 50 years.

S. Dukas stated that looking at item 8 in the RFP, it says that items 1-4 would be completed in 45 days and number 3 is the geotechnical study and there is no way we can do that without having a location. C. Johnson stated that S. Dukas was right and that was probably an error in the RFP because right now we only intend to do items 1 and 2 right away. We can set up the project manager contract to reflect our current intentions.

B. Deso recommended making the decision to pick somebody now. He suggested hiring Matt Young.

At this time, Matt Young joined the meeting and then left as the Board was discussing the hiring of a project manager, and submitted a proposal for that work.

J. Frost stated she had questions like S. Dukas Does. She said she knows they talked about moving out. She stated that she had concerns with abandoning an older building and having another piece of real estate on the books that we'd have to do something with. She stated that Matt's report said the current building would only give us 10-15 years. She asked if that was purely based on current vault space, is there a way to do a minor addition to augment that building and keep it where it is in the same building? If they are two separate items; question A - to hire someone and question B- what building, where is it, then for who we should hire, she agreed with B. Deso.

B. Deso explained if we were to break it out in two question; one being the person we hire and then we'll decide the rest after that, he asked S. Dukas who he would pick. S. Dukas said he chose VIS. B. Deso then asked J. Giroux who he would like to hire. J. Giroux stated that he was fine with hiring Matt, but he wanted to hear what S. Dukas had to say before making a final consensus. S. Dukas said that VIS is in Burlington, but the guy lives in Franklin County, he's local and would be traveling through here every day, if we needed immediate service. That was the only reason he picked VIS.

B. Deso stated not to counter what S. Dukas said, but working with Matt on the previous project, he found that Matt's level of service and accessibility was pretty good. C. Johnson stated that there really wasn't any time when Matt couldn't make it here. He was frequently available and made it to our meetings or when Alan needed him for something.

Alan Mashtare stated that Matt's a professional guy. He didn't make very week's meetings. He went on to say that he sees S. Dukas's point of view. Sometimes it's nice to have someone here all the time. C. Johnson explained this is not for construction, just the predevelopment work. E. Creley stated that Ascent was her top choice, he met all the requirements of the RFP. JPI was a close second. What she liked in some of the other proposals, especially in VIS's is that they stated in their proposal about working with and engaging the public directly. That was missing from Ascent's proposal.

B. Deso stated that C. Johnson would like to hire someone and have this person start working with the space needs analysis. Then, as a group figure out whether or not we stay or go. Then, pump the brakes and begin to work more with the public.

J. Frost stated it would be nice to just hand this over to a consultant who has those skills and let them run with it. Another option would be having the State come in and have them run some community meetings for different priority areas and getting the public really involved and set up public committees to work on these issues. We will need more public engagement to make this happen successfully.

J. Giroux he stated he was fine with picking someone, we need to work with somebody, going by what was said in the joint meeting with the Planning Commission. If we're looking at a 40-50 year building we got to look at how much staff is going to be there in 40-50 years. Moving forward, we've got to pick somebody. He would like to stay with Matt.

S. Dukas stated this wouldn't be a show stopper. He (Matt) does a good job. He was just thinking of someone more local. J. Giroux explained to S. Dukas that would be good for when we start construction of the building, maybe we do want someone local for a big project like this.

S. Dukas asked if the plan was to go to the voters in November? B. Deso said that at this point, we are going to have to wait until March. E. Creley asked if there is a point in time, if Congress wants to do an infrastructure grant of some kind, when is the latest we need to get the public educated on what the plan is? August, July? C. Johnson stated we don't know when that's going to happen. C. Johnson explained to meet the November deadline, we had plenty of time to get this done if we decided where the Town Hall was going to go. We could do the 4 steps in this process, but the outreach is going to take 2-3 months. That was going to be tight. We can get our work done in 2 or 3 months, engage the public for 2 or 3 months, but we really can't do it a lot quicker than that.

B. Deso stated we need to hire Matt Young, have a kickoff meeting with him and talk about what we want to do then, get the space needs analysis done. C. Johnson stated we do not have 5 years left in the vault, maybe 2 years. It's imperative we make a decision. The need for vault

space is not subjective. The Board agreed to hire Matt Young for the Project Manager Services for the Town Hall Relocation project.

S. Dukas clarified that items one and two are the ones we are focusing on first.

### **Police Services Request for Proposals**

C. Johnson explained she received comments from two board members regarding the RFP. J. Giroux asked why did we list Burton Island in the RFP and not Woods Island? C. Johnson explained she used it as an example. Police jurisdiction for St. Albans Town covers Burton Island and a few other islands. The Board was in consensus to post the RFP.

### **Matt Young, Project Manager – Salt Shed Update**

Before Mr. Young provided his update, B. Deso stated that the Board was in consensus to hire him for the Project Manager Services for the Town Hall relocation project.

Mr. Young provided his update. He first explained that the work on the DPW garage punch list items will start in the next one to two weeks for DPW. He then went over MSR #13, an update on the Salt Shed. He explained that he took all of the 2019 expenses and 2020 expenses to show the balance of \$352,435 and with adding of the salt shed VTrans grant, that will leave \$728,435 for the pot for the salt shed itself. Mr. Young is anticipating the bids to come in between \$600,00 and \$725,000. Since the virus issue has hit the bidding market is very aggressive right now. The Town is going to get some pretty aggressive numbers on bid day. B. Deso asked if the \$45,813 of the VTrans grant was money we have on hand or is it what we've received, is it already spent? Mr. Young explained that the \$45,813 is what we've received to date out of the \$376,000. Any funds the Town spends on the salt shed, request for reimbursements are sent to VTrans. They reimburse the Town 80% of those requests.

Mr. Young explained the \$11,860 for pre-purchase of propane fuel should be an operational cost and not a new construction cost. He went on to say that when he puts an estimate together, it's for new construction costs and not operational costs. C. Johnson stated that we will do an audit of the garage expenses.

### **Mr. Young the General Comments:**

- Bidder RFQ was release on March 31, 2020 and due April 22, 2020. We received 6 firms' responses. First round of RFQ analysis was sent to VTrans on April 27, 2020 for their approval.
- Before the project can be bid, we are waiting for VTrans to complete their review and approval of the bid documents. This should be done by April 29, 2020.
- After bid documents have been reviewed, updates will need to be made and resent to VTrans.
- VTrans will do a "Request for Funding" to the Federal Highway Administration, this will take a week.
- It is anticipated based on all bid documents will be out by end of May and bids due mid-June with June/July construct start.

S. Dukas asked if the final coat of paving would go to Salt Shed expenses or DPW? M. Young explained that he has to be done with everything to satisfy the permit by the Town itself. He suggested to wait to do the toping until the salt shed is completed. M. Young stated it'll come out of both expenses. Paving for the garage will come out of the DPW garage. A. Mashtare stated he is going to put the garage top coat and salt shed base top coat out to bid when we do our summer paving. He expects it to cost about \$10 less a ton this year from last year.

### **Capital Improvement Program (CIP) Draft**

C. Johnson explained this was emailed to the Board and will be discussed at the May 18<sup>th</sup> Selectboard meeting. E. Creley said some small changes were made at the Planning Commission meeting. N. Connell confirmed that one of those changes was to remove the pool from the program.

### **Draft Criteria for Honor Roll Wall Recognition**

C. Johnson received idea from Al Voegelé. B. Deso stated that he liked it. J. Frost stated it should be a nomination from a community member, not always from the Selectboard and should be limited to one a year. E. Creley agreed with J. Frost and was curious who the review community should be; the Selectboard, community members? It may slow the process down. J. Giroux stated it was a good idea to get information from all the Boards. S. Dukas stated he likes that it should be someone other than the Selectboard making the nominations. He suggested maybe talking to people who work with the person being recognized. B. Deso he agreed with J. Frost's suggestion to one per year. E. Creley explained it could be awarded at Bay Day or our Volunteer Dinner. She preferred it be done once a year. B. Deso stated once a

year and anyone can nominate anyone. Changes to be made to the draft and brought to the Selectboard at a future meeting. Consensus was to award at the annual volunteer dinner.

### **COVID-19 Update**

Town staff is largely back to working full time at Town Hall. The building is open to the public by appointment only. Governor Scott has lifted the restrictions on outpatient services. They can start to do outpatient surgeries and other procedures.

### **Schedule – All meetings will be via Zoom**

The next regular Selectboard meetings are Monday, May 18<sup>th</sup> and Monday, June 1<sup>st</sup>. B. Deso suggested scheduling a kickoff meeting with Matt Young soon. C. Johnson suggested meeting prior to the Selectboard meeting on the 18<sup>th</sup> at 5:30 p.m. The Board agreed.

### **Chair's Report**

Since April 17<sup>th</sup> there have been no positive tests at Northwestern Medical Center. The City is advertising for Green Up Day on May 30<sup>th</sup>. A. Mashtare explained he just got posters and have some volunteers. Last year Brad and Liz Jackson ran pickup crews and will again this year. We will start advertising in the next week to week and a half. The State has not given out the Green Up bags yet. The Town usually works on the Industrial Park, Nason Street, along with a couple of other areas.

S. Dukas stated that he's seen some green bags at the side of the road already and if we wait, animals or people will tear them up. A. Mashtare stated those will get picked up this week. He also explained that he has to make an appointment with Northwest Vermont Solid Waste Management District drop the trash off his crew has picked up.

### **Other Business**

#### **Town Forest Mountain Bike Trails**

J. Frost explained that new trails in the Town Forest will be finished this spring. There are 2 smaller trails that were not included in the original bid. It's another \$4,950. She asked how the Board felt about spending some money on these trails? She stated that RiseVT can put \$2,000 towards it. The Mountain Bike Club said they can put \$300 - \$400 towards it too. C. Johnson stated we can find the money in our current budget to fund the other half. S. Dukas said if there is money available he's OK with it. The Board was in consensus. J. Frost stated that she was leading a trail naming contest.

### **Adjournment**

**MOTION: S. Dukas made a motion to adjourn the Selectboard meeting at 7:51 p.m.**  
**Seconded by J. Giroux. All in favor, none opposed, motion carried.**

Respectfully submitted,  
Jenn Gray, Recording Secretary