

**Town of St. Albans
Selectboard Meeting Minutes
Monday, January 4th, 2021
6:30 p.m.
Via Zoom Teleconferencing**

On Monday, January 4th, 2021 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, Vice Chair Jessica Frost, Erin Creley, Jonathan Giroux, Director of Operations Corey Parent, Director of Public Works Alan Mashtare, and Recording Secretary Jenn Gray.

Public Participation via Zoom Teleconferencing: Franklin County Sheriff's Lt. Paul Morits and Jackie Brown.

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

General Warrant

MOTION: J. Frost made a motion to approve the general warrant dated January 4th, 2021 in the amount of \$12,058.01. Seconded by E. Creley. All in favor, none opposed, motion carried.

Payroll

MOTION: S. Dukas made a motion to approve the payroll warrant for December 24th, 2020 in the amount of \$20,049.58 and December 31st, 2020 in the amount of \$38,771.43. Seconded by J. Giroux. All in favor, none opposed, motion carried.

Impact Fee Warrant

S. Dukas explained this warrant was for new website design.

MOTION: S. Dukas made a motion to approve the Impact Fee warrant dated January 4th, 2021 in the amount of \$7,400.00. Seconded by E. Creley. All in favor, none opposed, motion carried.

Infrastructure Development Warrant

MOTION: S. Dukas made a motion to approve the Infrastructure Development warrant dated January 4th, 2021 in the amount of \$61,417.00. Seconded by J. Frost. All in favor, none opposed, motion carried.

Minutes

MOTION: J. Giroux made a motion to approve the Selectboard meeting minutes from Monday, December 21st, 2020 as presented. Seconded by E. Creley. All in favor, none opposed, motion carried.

B. Deso questioned whether or not minutes are needed to be done for the special meetings for the Town Hall Relocation committee when there is a quorum of the Selectboard in attendance. C. Johnson stated that we are warning these meetings, however, no motions are being made by Selectboard members and felt it was unnecessary. However, this will be researched.

Public Comment

None.

Town Manager's Report

**Stormwater Utility – Corey Parent Director of Operations
Draft of Credit Manual**

C. Parent drafted a Stormwater User Fee Credit Manual for the Stormwater Utility and reviewed it with the Board. The Board previously (Sept. 21st, 2020) passed a Stormwater Utility Ordinance. This ordinance establishes a utility that allows for the collection of user fees for a stormwater program that will address administrative, planning, infrastructure maintenance and repair, education, outreach, and capital improvements. The Town of St Albans is one of the 7 towns in Vermont to create a Stormwater Utility.

C. Parent explained that the utility offers credits against the stormwater fee for property or parcel owners who complete work that benefits stormwater management. In order to qualify for a credit, the property or parcel owner must fill out a credit application and submit it to the Stormwater Utility.

Credits have to be signed off by an Vermont Licensed Professional Engineer and must be recertified every 2 years. This is just for commercial properties and homeowner associations. Single family homes are not eligible for credits.

Job Description

B. Deso had some personnel questions that needed to be conducted in executive session. The Board agreed to hold this conversation in executive session at the end of the regular meeting.

Schedule – Stormwater Utility

C. Parent walked the Selectboard through a schedule on the utility. In the first year the person hired for this position will be answering questions helping town residents and landowners understand the program. He explained that he had reached out to Northwest Regional Planning Commission (NRPC) to work with the Town to measure all the impervious surfaces for commercial properties, as well as Town, and State owned roads. This should be completed at the end of February.

C. Parent went on to say that he had spoken to NEMRC. NEMRC has a utility module and will help the Town load a program for billing. We should be up and running by May 1st with bills going out July 1st. We should have someone on board by April 1st as well as an updated budget. The budget will reflect a precise measurement of impervious surfaces within the Town and will allow for more accurate billing. We may have to change the ERU (Equivalent Residential Unit) fee or change the budget. This will be a decision for the Selectboard to make in the future.

C. Parent explained that he spoke to the stormwater person at the Town of Williston who recommended the Town do a PR campaign to provide information to residents prior to implementation.

B. Deso asked if the other 6 Towns are waived from paying fees. C. Parent said no. B. Deso suggested a budget for the costs of the NEMRC module, hiring a person, and education. Make sure we don't commingle funds from the utility and the Town budget. He also questioned whether or not our personnel policy would need to be updated due to hiring a utility person.

New Town Logo

J. Frost asked if there will be any public input on the Town logo. C. Parent stated we could do that. Right now, we are just receiving bids from firms to help design a new logo. We are going to engage employees too.

Stormwater Utility Credit Manual

MOTION: J. Frost made a motion to approve the Stormwater Utility Credit Manual as presented. Seconded by J. Giroux. All in favor, none opposed, motion carried.

Recess

Due to technical difficulties, the Board recessed the meeting at 7:05 p.m. until 7:15 p.m.

MOTION: J. Giroux made a motion to recess the Selectboard meeting until 7:15 p.m. Seconded by E. Creley. All in favor, none opposed, motion carried.

MOTION: E. Creley made a motion to reconvene the Selectboard meeting at 7:15 p.m. Seconded by J. Frost. All in favor, none opposed, motion carried.

S. Dukas asked whether the ERU fee that was in the budget was still relevant. Will there be a new fee amount? C. Parent explained that there will have to be an adjustment to the ERU. The \$65 fee only took into consideration single family dwellings and some commercial properties. It did not take into consideration all commercial properties, or Town and State owned roads. The budget was based on 5,400 ERU's total for the Town. Once we get all impervious surfaces measured, the ERU will increase, possibly as high as 8,000 ERU's. C. Parent went on to say that we may need to either increase the budget or increase the fee. That is a policy decision for the Selectboard. He will work with the NRPC and come back to the Board later with some options.

S. Dukas asked who would do the billing for the utility. C. Parent stated that we are the only town establishing a stormwater utility that doesn't have a water/sewer department. They usually do the billing. We are going to use the same system for the billing that we use for the property tax. However, another decision for the Board to agree on is whether we add it to the property tax bill or send a separate bill. Billing will be done through the Town Clerk's office. S. Dukas asked if this would be a stand-alone department or a part of the Department of Public Works (DPW). C. Parent explained that stormwater utilities have been housed in DPW's. Because we don't have a water/sewer department, this might be its own department.

**Department of Public Works – Alan Mashtare Director
Parking Area Near Bay Dock – Maintenance**

A. Mashtare explained there is a tree near the dock that is dying. He spoke to County Forester Nancy Patch and she recommended taking it down. The species of tree is no longer allowed to be planted in Vermont. A. Mashtare explained that by taking down this tree, it will enable us to have the 90 degree parking spaces at the Bay Dock parking area.

2021 Paving Schedule

A. Mashtare explained that Pike Industries had agreed to do the same pricing per ton from last year for our roads this year. It's a contract continuation. The garage will get a top coat. There will be a little bit of an upcharge for the salt shed. All paving will be done before the end of this fiscal year.

Salt Shed Update

A. Mashtare explained that the salt shed building is complete. There is no asphalt inside or around it. Some berms and swales will need to be installed in the spring. Once the paving is done, the doors will be installed.

J. Frost stated that the parking changes at the Bay Dock were discussed in Mark Fenton's walkability report. She went on to request that before we commit to paving roads in the future, we evaluate it and make them more bike and pedestrian friendly. A. Mashtare stated that he does pre-planning for culverts and other road work and he could consider doing this too. B. Deso suggested a checklist of items to consider prior to paving. A. Mashtare stated that would be the best thing, it does take time and money. He said that it's 2-3 years pre-planning process if we are thinking of widening a road to accommodate for bike and pedestrian paths. B. Deso asked A. Mashtare to work on a policy and come back to a Selectboard meeting in February.

Notice of Initial Act 250 Application Filing – D&M Szabo – Elizabeth Street

Informational only. No action required.

COVID-19 Update

C. Johnson explained Town Hall continues to be open by appointment only.

Schedule

The next regular Selectboard meetings are Wednesday, January 20th and Monday February 1st, 2021 at 6:30 p.m. Town Hall will be closed on Monday, January 18th in observance of Martin Luther King Jr. Day. The Board agreed to move the regular meeting to Wednesday, January 20th and start at 5:30 p.m. to conduct the final budget meeting and review Town Meeting Day articles.

Honor Wall Committee Nominations

C. Johnson explained that we have received one name from the Planning Commission so far to serve on this committee. We are requesting one person from each of the following:

- Planning Commission
- Development Review Board
- Selectboard
- Park & Recreation Committee
- Fire Department
- Department of Public Works
- Town Hall Staff
- Public (2)

Parks and Recreation Committee

C. Johnson took this opportunity to notify the Board that Mike Cain passed away this weekend. He was a huge help with the Town Forest and the new trail network. He will be greatly missed.

Chair's Report

B. Deso explained he had a quick meeting with the Mayor last week.

Other Business

J. Frost stated that the DRB approved the Subaru dealership and wanted to know where it is going to be built. C. Johns stated it will be across from Walmart on Route 7. J. Frost stated that it would have been a good project to build some sidewalk connectivity. She asked where we are at with the Sidewalk Ordinance? C. Johnson explained that the ordinance was approved then rescinded. It was then given back to the Planning Commission. E. Creley stated that they didn't have any direction previously, but she suggested the Planning Commission might be willing to look at this again. B. Deso suggested the Selectboard agree on framework at a February or March Selectboard meeting.

Executive Session

MOTION: E. Creley made a motion to go into executive session at 7:51 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 was 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 the Town Manager. Seconded by J. Giroux. All in favor, none opposed, motion carried.

MOTION: J. Giroux made a motion to come out of executive session at 8:02 p.m. Seconded by S. Dukas. All in favor, none opposed, motion carried.

Adjournment

MOTION: J. Frost made a motion to adjourn the Selectboard meeting at 8:03 p.m. Seconded by E. Creley. All in favor, none opposed, motion carried.

Respectfully submitted,
Jenn Gray, Recording Secretary