

**Town of St. Albans
Selectboard Meeting Minutes
Monday, February 1st, 2021
6:30 p.m.
Via Zoom Teleconferencing**

On Monday, February 1st, 2021 at 6:30 p.m., the Town of St. Albans Selectboard met.

Officials and staff in attendance: Stan Dukas, Fire Chief Bob Cross, 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, Assessor Bill Hinman, Town Clerk Anna Bourdon, and Recording Secretary Jenn Gray.

Public Participation via Zoom Teleconferencing: Franklin County Sheriff Roger Langevin, Tom Peterson and Hunter Gomez of Peterson Consulting, Jackie Brown, and Jennifer Williamson.

Chair 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 February 1st, 2021 in the amount of \$121,157.50. Seconded by J. Giroux. All in favor, none opposed, motion carried.

Payroll

MOTION: S. Dukas made a motion to approve the payroll warrant for January 22nd, 2021 in the amount of \$20,142.05 and January 29th, 2021 in the amount of \$32,446.83. Seconded by J. Giroux. All in favor, none opposed, motion carried.

Infrastructure Development Warrant

MOTION: S. Dukas made a motion to approve the Infrastructure Development warrant dated February 1st, 2021 in the amount of \$41,621.97. Seconded by J. Frost. All in favor, none opposed, motion carried.

Minutes

MOTION: E. Creley made a motion to approve the Selectboard meeting minutes from Wednesday, January 20th, 2021 as presented. Seconded by J. Frost. All in favor, none opposed, motion carried.

MOTION: S. Dukas made a motion to approve the continued Selectboard meeting minutes from Friday, Friday, January 22nd, as presented. Seconded by J. Giroux.

Public Comment

Jennifer Williams addressed the Board to let them know she is running for the Maple Run School Board and had submitted a resume for the Police Advisory Committee. She participated in tonight's meeting to see how the Selectboard works.

Audit Engagement Letter – A.M. Peisch

MOTION: E. Creley made a motion to authorize Town Manager Carrie Johnson and Selectman Stan Dukas to sign the engagement letter with A.M. Peisch. Seconded by J. Frost. All in favor, none opposed, motion carried.

Town Manager's Report

Fire Department – Utility Truck Replacement

C. Johnson explained that per the replacement schedule, the fire department is proposing to sell or trade in their utility truck. We do receive a substantial municipal discount. We are prepared to go out to get a final price and to see what they will give us for the current utility truck.

Fire Chief Cross explained the current utility truck is a 2013 – 2014 with 44,000 miles on it. The goal has always been to trade while the vehicle is still worth something. He went on to say that he got a preliminary price of \$25,000 - \$28,000 for a trade in. The cost is estimated to be around \$24,000 for a brand new truck. Fire Chief Cross requested the Board's permission to start the final pricing of a new truck. We do that now, we could have the truck by May. S. Dukas asked if this proposed truck is coming out of the schedule for equipment. B. Cross stated yes, we have cash on hand, it's in our

reserve fund for apparatus. A. Bourdon stated the fire department has its own reserve account. The Board was in consensus for the fire chief to move forward.

Fire Department - Turn Out Gear Rack

C. Johnson explained that due to COVID-19, we've had to change a lot of the procedures at the Fire Department. There was possible cross contamination with the gear as some firefighters carried their equipment in their personal vehicles or brought them home to wash them. Neither option is acceptable now. We need a place where we can wash and air dry the equipment. C. Johnson went on to say that the Fire Department is proposing to purchase turn out gear racks. Fire Chief Cross did receive some prices for these racks and C. Johnson proposed we use a combination of Impact Fees and funds from the "Fire Department Building Maintenance" line item from the general fund. She went on to say that these racks will stay at the fire station and Chief Cross stated that the racks will be bolted to the floor.

Fire Chief Cross explained to the Board that our fire department is probably the last one in the county and maybe the state that has their gear on their persons. This is not the way to do business anymore. With COVID-19, we have to keep all our gear clean and disinfected. Fire Chief Cross also explained that we never really worried about the cancer part of things, but with the building materials being used today, after fighting a fire, there is a higher risk of passing those cancer elements along to our family members by bringing our equipment home. The Board was in consensus to move forward with the purchase.

Town Hall Construction Management Delivery System – Tom Peterson and Hunter Gomez, Peterson Consulting

C. Johnson explained that a considerable amount of time was spent discussing a Construction Management (CM) delivery system at our Design Committee meeting earlier today. We feel pretty comfortable moving forward with the CM delivery system.

Tom Peterson and Hunter Gomez from Peterson Consulting participated in the meeting to explain the delivery system in more detail. Mr. Peterson explained that there is a number of ways to deliver a project and the most common is the General Contractor delivery method where you put together detail specs and drawings, put it out to bid to qualified contractors, and then you enter into a contract with the lowest bidder. With that method, they don't have to show you their books, they just give you a price and build your building.

Mr. Peterson explained that with the CM delivery system, generally you would try to bring the construction manager in fairly early in the project planning process. Often times, the construction manager is hired prior to or shortly after the Design Team is hired and the construction manager is usually somebody of a contractor caliber with a lot of building experience. By engaging them early in the design process, we can take advantage of their knowledge of the industry to help guide the design, make comments on constructability, cost, phasing, and help you get the most efficient design by providing the contractor's perspective in that process. The Town Hall project is moving along at a very admirable clip. It's progressing very well. The Design Team has been hired and they are making great progress, such great progress that it's almost a little late to hire a construction manager. You don't get the full benefit of the construction manager approach. However, the CM project delivery method is still being recommended, partly because the design documents are not 100% complete, we expect those to be complete later this month, possibly before the vote. There will still be some details that will need to be worked out in the bidding process.

Mr. Peterson continued by explaining that the first step is to qualify construction managers. You can do qualifications at the same time that you are requesting proposals for construction managers or you can pre-qualify construction managers and then do a request for proposals for the actual work. That is what Mr. Peterson is proposing. Pre-qualification and then do a bid for proposals. Anyone can apply and they can apply through Peterson's pre-qualification system. Mr. Peterson explained that in that process, we will weed out the contractors that are not qualified. Qualifications are based on the needs of the Town and it's designed to coincide with the Town's purchase policy. This is a very transparent, defensible, and efficient process. Through this process, we will find a number of qualified contractors. An ad will run in the St. Albans Messenger and in the meantime, we can still put the invitation for qualification out. We do that through Works in Progress and through personal outreach. We will call contractors that we are pretty sure will qualify and invite them to apply. That process should be well underway by the end of this week.

C. Johnson stated that she, A. Bourdon, and S. Dukas do support this form of construction delivery system.

B. Deso asked if Mr. Peterson's work in finding us a CM was in his base contract in the cost we looked at or if that would be an add on. C. Johnson stated that she believed it was in the Scope of Work. Mr. Peterson explained that there were two different Scopes of Work; one for Cost Estimating

and one for Project Management. The pre-qualification is part of the Project Management Scope of Work.

Hunter Gomez explained that the one piece they we are waiting on that really drives the CM decision is some lab soils analysis for the site, which is a lot of clay and that could change things in terms of the design. The Design Team and committee are setting a great pace. This delivery method helps with these types of things, for things that come up. B. Deso asked Mr. Gomez if the number that was put on the ballot for Town Meeting day covered the outcome of the soil result? Mr. Gomez explained that came in before we talked about doing a more advanced method of handling the soils and that estimate covers, essentially preloading the site with the materials that will be needed anyways. There had been some discussions with the geotechnical engineer about using light weight concrete. After we spoke two Friday's ago, that number came back and it's quite high. The building committee is really driving toward that pre-loading of the site because with that method, you have to buy all that material anyway. You have to let it sit for a period of time, to be determined, somewhere in the ballpark of a few weeks to a couple of months.

B. Deso asked how much the light weight concrete came in at. Mr. Gomez explained he received a proposal from a company that specializes in light weight concrete from Massachusetts and another proposal from Engineers Construction. Engineers Construction came in at \$279,000 for 1500 cubic yards of the light weight concrete and the company from Massachusetts that the geotechnical engineer had worked with previously came in at \$212,000.

The Board was in consensus to move forward with a Construction Management delivery method for building the proposed Town Hall.

Employee and Board Trainings

Implicit Bias & Institutional Bias & Respect in the Workplace

C. Johnson explained a few years ago we had a Respect in the Workplace training for employees and board members. We hired Kerin Stackpole, an attorney from Paul Frank and Collins to do this training. It is time to do this training again and we have scheduled these trainings for April. The training will include both Respect in the Workplace and Implicit Bias and Institutional Bias trainings. If the Board wants to take a deeper dive into the Implicit Bias training, we can do a second class.

E. Creley said that in our packets we had information from CQ Strategies. Is that one of the proposed trainings to be provided or would they be hired to do the deeper dive into Implicit Bias training? C. Johnson stated the information from CQ Strategies was from Jessica Frost. J. Frost explained that Enosburg is using CQ for all their trainings for their employees and boards. CQ has a great reputation around the state. The Board agreed to go forward with the trainings provided by Kerin Stackpole and J. Frost stated that we should look more into the second training as well. C. Johnson stated that she hoped many board members would attend these trainings. She also stated that these trainings are not optional for employees.

COVID-19 Update

C. Johnson explained Town Hall is still open by appointment only. She listens to the State Emergency Director's call on an every other week basis. Right now the discussions are primarily about the State's role in the vaccination process.

E. Creley took this opportunity to thank the Department of Public Works for plowing during the vaccinations at Collins Perley last week. She also stated that the team at Collins Perley has been great to work with.

Schedule

The next regular Selectboard meetings are Wednesday February 17th and Monday, March 1st at 6:30 p.m. The informational meeting for the 2021 Town Meeting Day articles will be held at the beginning of the March 1st meeting as well.

B. Deso asked A. Bourdon if she needed help with mailing ballots. A. Bourdon said she would email Corey Parent to let him know what she needs for help.

E. Creley explained that the State is typically at the complex on Tuesday and Thursday's to administer COVID-19 vaccinations, but because of Town Meeting Day, the vaccinations will take place at SATEC instead of Collins Perley. There will not be any children in SATEC on that day.

Chair's Report

2021 Priorities for Consideration and Approval

B. Deso provided a list he worked on with Corey Parent and Carrie Johnson of municipal infrastructure priorities. He stated that he wanted to adopt this version of the list tonight. He went

through the list with the Board. B. Deso suggested that staff come back in March with the list prioritized.

Other Business

J. Giroux explained he was on the lake this past weekend and there were a lot of people parking on the side of the road. He asked if the Bay Park main gate could be unlocked and opened for parking. He also asked if we should keep the walking path clear and sanded. A lot of people were walking it. C. Johnson explained that we currently don't have a winter maintenance plan for the path. We usually either leave it as is in its natural state or we do 100% of winter maintenance. C. Johnson went on to say that this is one of the reasons why she'd like to explore a sidewalk ordinance. J. Giroux stated that the walking path is getting plowed by a tractor.

B. Deso stated that winter maintenance on the walking path should be part of the Parks Ordinance as the walk path is a part of the park. He then asked C. Johnson to present questions regarding maintenance to Alan Mashtare and John Montagne and provide answers at the February 17th meeting. C. Johnson explained we don't need an ordinance to plow, we can do that and we have often opened part of the park. J. Giroux stated that the Town has been maintaining some sort of a skating rink on the beach also, so we need to maintain access and provide people with a safe place to park, not along the road's edge.

C. Johnson stated there were two separate concerns: One, can we plow it and provide space for people to park? Yes, I think we can, we have, and we've done it at Cohen. We've also done it at the Bay Park by moving the large rocks at the end of the park at the Black Bridge end to allow ice fishermen access to the ice. She then asked the Board if they wanted suggestions for an ordinance in two weeks for plowing, for the sidewalks or neither? B. Deso stated let's start doing our priority of practices with Cohen Park, and then maybe open the gates and start doing some plowing for the skating rink, if that is something we can handle on an immediate basis. Then, over the next month or two we can take a look at an amendment to the Parks Ordinance to make whatever we decide to do set in stone for every year.

Police Advisory Committee

C. Parent asked B. Deso to assign two Selectboard members to review the resumes that have been submitted for the Police Advisory Committee. J. Frost and J. Giroux volunteered.

Executive Session

MOTION: E. Creley made a motion to go into executive session at 7:53 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, Director of Operations, and the Assessor. Seconded by J. Giroux. All in favor, none opposed, motion carried.

MOTION: J. Giroux made a motion to come out of executive session at 8:35 p.m. Seconded by J. Frost. All in favor, none opposed, motion carried.

Adjournment

MOTION: J. Giroux made a motion to adjourn the Selectboard meeting at 8:36 p.m. Seconded by E. Creley. All in favor, none opposed, motion carried.

Respectfully submitted,
Jenn Gray, Recording Secretary