

**Town of St. Albans
Selectboard Meeting Minutes
Monday, March 15th, 2021
6:30 p.m.
Via Zoom Teleconferencing**

On Monday, March 15th, 2021 at 6:30 p.m., the Town of St. Albans Selectboard met.

Officials and staff participating via Zoom Teleconferencing: Brendan Deso, Jessica Frost, Erin Creley, Jonathan Giroux, new Selectboard member Bryan DesLauriers, Director of Operations Corey Parent, Director of Public Works Alan Mashtare, Town Manager Carrie Johnson, Town Clerk Anna Bourdon, and Recording Secretary Jenn Gray.

Public Participation via Zoom Teleconferencing: Jesse Robbins with Freeman French Freeman, Hunter Gomez with Peterson Consulting, and Jackie Brown.

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

**Organizational Meeting
Chair**

B. Deso asked for Selectboard Chair nominations.

MOTION: B. DesLauriers made a motion to nominate Brendan Deso as Selectboard Chair. Seconded by J. Frost. All in favor, none opposed, motion carried.

Vice Chair

Chair B. Deso asked for Selectboard vice Chair nominations.

MOTION: E. Creley made a motion to nominate Jessica Frost as Selectboard vice Chair. Seconded by B. DesLauriers. All in favor, none opposed, motion carried.

Rules of Procedure

MOTION: J. Frost made a motion to approve the Rules of Procedure for the year. Seconded by E. Creley. All in favor, none opposed, motion carried

General Warrant

E. Creley suggested that each Board member be assigned a warrant, so during meetings they can answer questions regarding said warrant. J. Giroux was assigned the general warrant. B. Deso was assigned the payroll warrants. E. Creley was assigned the Industrial park and Infrastructure warrants. C. Johnson pointed out that the warrants do go through multiple layers of review before getting to the Selectboard and assigning specific warrants to specific Board members may not be necessary.

MOTION: E. Creley made a motion to approve the general warrant dated March 15th, 2021 in the amount of \$261,213.53. Seconded by J. Frost. All in favor, none opposed, motion carried.

Payroll

MOTION: J. Giroux made a motion to approve the payroll warrant for March 12th, 2021 in the amount of \$19,797.12 and March 5th, 2021 in the amount of \$21,242.31. Seconded by E. Creley. All in favor, none opposed, motion carried.

Industrial Park Warrant

MOTION: J. Giroux made a motion to approve the Industrial Park warrant dated March 15th, 2021 in the amount of \$1,125.90. Seconded by B. DesLauriers. All in favor, none opposed, motion carried.

Infrastructure Development Warrant

MOTION: J. Giroux made a motion to approve the Infrastructure Development warrant dated March 15th, 2021 in the amount of \$12,635.62. Seconded by E. Creley. All in favor, none opposed, motion carried.

Minutes

MOTION: J. Giroux made a motion to approve the Selectboard meeting minutes from Monday, March 1st, 2021 as presented. Seconded by E. Creley. All in favor, none opposed, motion carried.

Public Comment

None.

Liquor Control Board

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

B. Deso read the annual renewals list.

Bronson's Landing: First Class, Third Class, and outside consumption.

St. Albans Diner: First Class.

Burton Island Concession: Second Class.

MOTION: J. Giroux made a motion to approve the First Class, Second Class, Third Class, and Outdoor Consumption liquor license renewals as presented. Seconded by J. Frost. All in favor, none opposed, motion carried.

MOTION: E. Creley made a motion to adjourn the Liquor Control Board and reconvene as the Selectboard. Seconded by J. Giroux. All in favor, none opposed, motion carried.

Town Manager's Report

Town Hall Update

C. Johnson explained that C. Parent had prepared a Town Hall Vote Campaign Analysis from Town Meeting Day and asked C. Parent to go over it briefly with the Board. C. Parent explained that we had anticipated 1,200 voters and we ended up having 1,880 voters. This represents an 86.1% increase in turnout from our average (our average non-presidential primary year turnout for the past decade has been 1,010 voters). The Town agreeing to do the Universal Vote by Mail program increased the voter turnout this year substantially.

Town Hall Building Committee

Jesse Robbins with Freeman French and Freeman provided some pictures of the future Town Hall. He explained that the building is a one-story, primarily brick structure with a standing seam roof. He went over the site plan explaining that the position of the building on the lot will minimize impact on an existing ditch near the site. There will be 26 parking spaces with an electrical vehicle charging station, per energy regulation. J. Robbins shared with the Board a 3-D model of the interior of the building and the layout of offices and went over interior finishes.

Hunter Gomez with Peterson Consulting provided an update to the Board. He explained that the Town decided to go with a Construction Management delivery method instead of the General Contractor method. This means bringing in a construction manager who participates as a member of the team. The next step is to get the construction manager hired. The qualifications process was completed last week resulting in 7 local (within an hour drive) construction management firms pre-qualifying. Those 7 firms have received the Request for Proposal (RFP). The proposals will be opened on March 26th with a virtual, public meeting. Proposal recommendation will be made on March 31st to the Building Committee. Mr. Gomez wanted clarification as to the authority the Building Committee had on acting on the recommendation. C. Johnson explained that they are operating within a budget and the committee understands the scope of work. She had the authority to make the decisions, but wanted to be sure the Selectboard was comfortable with the existing authorization protocols.

The Board was in consensus to allow the Building Committee to select the construction manager for the Town Hall project with the guidance of staff and the professional design team. It states in the RFP that the Town reserves the right to not select the lowest bidder, but the best quality bidder.

B. DesLauriers asked Mr. Gomez when we could anticipate groundbreaking? Mr. Gomez stated that it's hard to say at this point because we are still working through the soil scenario.

B. Deso provided a summary of the issue with the soil (clay layer). The weight of the proposed Town Hall building could be felt up to 40 feet down. If the soil isn't compacted enough prior to pouring a foundation, we could see some serious structural deficiencies. Pre-loading and surcharging would be one way to alleviate the issue. This would be to remove any base layer of existing soil that needs to be removed and then trucking in crushed stone aggregate. Then, on top of that an additional 5 feet of stone over the building envelop to simulate the weight of the building. Depending on the exact soil calculations, we would have to make that sit, surcharge, for 6 to 12 months to settle the ground.

B. Deso explained another option would be to use crushed glass called "Glavel". We could use that instead of stone. We would remove heavy top soil and replace it with the lighter weight material, "Glavel". For example, by removing fill that weighs 115 lb. per cubic foot with light weight fill that weighs 15-20 lbs. per cubic foot.

Policies – Personnel Policy and Social Media Policy

C. Johnson explained that the Board needs to review the Personnel Policy and return to Jenn Gray the a signed copy of the Acknowledgment of Receipt, the last page of the policy. C. Johnson stated

that the Social Media Policy was developed about 6 years ago with the Town started using Facebook and needs to be reviewed and updated. Please forward suggestions to Jenn Gray.

Notice of Initial Act 250 Application – Barry Callebaut USA LLC and Northwestern Medical Center, Inc.

Informational only, no action required.

Schedule

The next regular Selectboard meetings are Monday, April 5th and Monday, April 19th at 6:30 p.m.

Chair's Report

Bay Area Revitalization & Water and Sewer Infrastructure

B. Deso stated that the Board should begin to think about how we want to present shovel ready projects in the future for the Bay and for water/sewer infrastructure. We could create sub-committees or we could assign projects to staff. C. Johnson stated she and C. Parent can push some of these things forward. C. Parent stated we are waiting to see what the guidelines are going to be with the federal funds available. Water, wastewater, and stormwater funds are coming. B. Deso suggested discussing this again at the April 5th Selectboard meeting. In the meantime, B. Deso will work with C. Johnson and C. Parent on this.

Other Business

None.

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: E. Creley made a motion to come out of executive session at 8:04 p.m. Seconded by J. Giroux. All in favor, none opposed, motion carried.

Adjournment

MOTION: J. Giroux made a motion to adjourn the Selectboard meeting at 8:05 p.m. Seconded by J. Frost. All in favor, none opposed, motion carried.

Respectfully submitted,
Jenn Gray, Recording Secretary