

**Town of St. Albans  
Selectboard Meeting Minutes  
Monday, April 19<sup>th</sup>, 2021  
6:30 p.m.  
Via Zoom Teleconferencing**

On Monday, April 19<sup>th</sup>, 2021 at 6:30 p.m., the Town of St. Albans Selectboard met.

**Officials and staff participating via Zoom Teleconferencing:** Chair Brendan Deso, Vice Chair Jessica Frost, Erin Creley, Jonathan Giroux, 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:** Franklin County Sheriff Roger Langevin, Franklin County Sheriff's Office Captain John Grismore, 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.

**Payroll**

**MOTION: E. Creley made a motion to approve the payroll warrants for April 9<sup>th</sup>, 2021 in the amount of \$55,726.32 and April 16<sup>th</sup>, 2021 in the amount of \$20,375.68. Seconded by B. DesLauriers. All in favor, none opposed, motion carried.**

**General Warrant**

**MOTION: J. Giroux made a motion to approve the general warrant dated April 19<sup>th</sup>, 2021 in the amount of \$59,640.58. 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 April 19<sup>th</sup>, 2021 in the amount of \$23,637.13. 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 April 19<sup>th</sup>, 2021 in the amount of \$678.47. Seconded by E. Creley. All in favor, none opposed, motion carried.**

**Impact Fee Warrant**

**MOTION: J. Giroux made a motion to approve the Impact Fee warrant dated April 19<sup>th</sup>, 2021 in the amount of \$8,099.00. Seconded by E. Creley. All in favor, none opposed, motion carried.**

**Stone House Warrant**

Electrical work finished up in the Stone House.

**MOTION: J. Giroux made a motion to approve the Stone House warrant dated April 19<sup>th</sup>, 2021 in the amount of \$1,347.50. 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, April 5<sup>th</sup>, as presented. Seconded by E. Creley. All in favor, none opposed, motion carried.**

**Public Comment**

None.

**Liquor Control Board**

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

There was one renewal for a Second Class License for Colonial Mart.

**MOTION: J. Giroux made a motion to approve the Second Class liquor license renewal for Colonial Mart. Seconded by B. DesLauriers. All in favor, none opposed, motion carried.**

**MOTION: J. Frost 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**

### **Franklin County Sheriff Transition Plan – Roger Langevin**

Franklin County Sheriff Langevin provided a police services transition plan update to the Board. He explained he has hired 1 Level III (full time certified) applicant and are in negotiations with 2 other full time certified candidates. He has hired 5 Level II certified deputies. Two were pre-certified and 3 went through as new hires with Franklin County Sheriff's Office (FCSO). Three have completed FTO (field training), 1 is currently on FTO, and 1 still requires FTO training, projected to be completed by the end of May, 2021.

Sheriff Langevin explained that 2 of the new hires came from other agencies. One is from southern Vermont. He had received another inquiry on Facebook, a gentleman who is retiring from a federal agency. Sheriff Langevin went on to say that he has plenty of full time officers now to adjust to the Town patrols. Captain Grismore has put a countdown clock on their website counting down to the day their department takes over the policing for the Town of St. Albans.

Sheriff Langevin explained that the pandemic has made it more difficult to put an officer through the academy. The academy is only allowing 23 people to enroll and of those, the Vermont State Police has 10-15 of those spots. For the August class, it should go back to a larger class of 40-43, allowing them to enroll candidates. Sheriff Langevin explained that they are doing a Language Barrier training and a Rail/Car Incident training this week. The Sheriff's Office is on scheduled to take over the patrolling of the Town.

Captain Grismore explained that the Sheriff's office will be saving the Town some money by purchasing Dodge Durango's instead of Ford SUV's. They are less expensive. Staffing is very well positioned. The department is looking to have some community/business meetings to discuss topics such as intruder incidents and active shooter situations.

B. DesLauriers asked about the different levels of certification and if there were efforts to recruit from out of state. Sheriff Langevin stated yes efforts have been made to hire from out of state. He went on to explain the difference between the levels. Level 3 – full time certified. Level 2 – works with a level 3 on some crimes. Captain Grismore stated that we do have the means to hire from outside of the state, but prefer to hire people from the community.

## **Board Appointments**

### **Historic Preservation Committee Members**

C. Johnson explained that the members need to be reappointed each year in March. This appointment is for a term of one year and will be addressed each April.

**MOTION: E. Creley made a motion to appoint Brendan Deso, Sally Lindberg, Joe Luneau, Laz Scangas, and Sarah Hadd to the Historic Preservation Committee for a term of one year ending in March, 2022. Seconded by J. Frost. All in favor, none opposed, motion carried.**

### **Development Review Board Vacancy**

C. Johnson reminded the Board that we still need another member for the Development Review Board (DRB).

### **Town Logo Update**

C. Parent explained that revision 5 of the new Town logo was provided to the Board for their comments. The staff liked "B" and "E" the most. On Facebook, there were lots of positive comments on the logo. He explained that the two color option works the best. Maybe even change the color scheme by season like the City does. E. Creley asked if the designers took into consideration colors for people with vision disabilities. C. Parent stated he didn't know for sure, but would look into this.

B. DesLauriers – "B" & "E". Not a big fan of yellow lettering. "E" as the official one. "B" catches your eye.

J. Giroux – "B", not opposed to doing the seasonal switch.

J. Frost – "E", it's simple for when you're printing things. Likes that "B" has "St. Albans" in darker blue and white background.

E. Creley – "E", more cost effective with two colors. Have blue be the standard color and must work for people of all vision abilities.

A. Bourdon, A. Mashtare, and J. Gray all liked "E".

C. Parent explained that the next steps are to decide how we are going to use it, how it looks on envelopes, signs, and clothing. Everyone agreed to go with "E" as the final approved new Town logo.

## Website Update

C. Parent explained that the website will not launch by May 1<sup>st</sup>. The designers are currently in the process of coding all the pages of information he provided them. They are 5 weeks into a process that takes 6-8 weeks. The Town should see a soft launch in the next four weeks with the new website in official use by July 1<sup>st</sup>.

## Planning Commission Update – Vermont Land Trust

C. Parent explained the Planning Commission (PC) met with Nick Richardson and Allen Karnatz of the Vermont Land Trust (VLT) at their meeting on April 13<sup>th</sup>. In their discussions, the PC explained that the Town would like to have more say in what land goes into conservation. VLT stated that they are committed to engaging the Town before any new land goes into conversation. The PC also talked about their concerns regarding the land they are developing, especially along public roads. The PC would like to see the VLT work with landowners to obtain recreational trail easements with the thought that if they are going to conserve the land, the public should be allowed to recreate on it.

C. Parent went on to say that VLT recommended using zoning to let them know where the Town would like to see future development as well as where to put future wastewater infrastructure on conserved land. C. Parent stated that we may look at updating our Zoning maps, especially along Route 36. Instead of saying “no you can’t conserve”, through planning we can state that VLT stick to certain districts. We are developing a positive relationship with VLT.

B. Deso asked if a strategy had been figured out regarding Montagne Road? C. Parent said that VLT confirmed that the land that went into conservation was not along Montagne Road. They put in 250 acres in conservation, but not the part next to Montagne Road. B. Deso said that it would be nice to say we do not want 400 feet of each side of a municipally maintained road to be entered into the land trust unless it’s not fit for commercial, industrial, or residential development. B. Deso stated that as a taxpayer, who puts a very small amount of money into that mission, it makes absolutely no sense for VLT to pay for conservation easements over undevelopable property.

E. Creley asked were there other communities like ours considering these questions. C. Parent said no, but no other communities in the State of Vermont are growing at the rate we are. Franklin County and Chittenden County are really the only growing counties in the State of Vermont.

E. Creley asked regarding the build-out analysis, could Northwest Regional Planning Commission (NRPC) looked at the type of density, whether we are talking single family homes or multi-family homes are the kinds of ways putting folks together? C. Parent explained that they are going to do the build-out analysis based on our current zoning bylaws. If we change our zoning bylaws, they could also show us what that build-out would look like.

J. Frost suggested that NRPC should look at the soils. Some soils are prime for agriculture and those would be the ones we would want to retain as agricultural. We should at least maintain the lands that are going to be most productive. C. Parent explained that Kellogg Road down to Maquam Shore Road, effectively, has already been conserved and that’s where our base agriculture is.

## Maple Run School District Responses to Act 250 Applications

C. Parent explained he had a discussion with a local engineer regarding the last two commercial district Act 250 applications and was surprised by the negative comments made by Superintendent Kevin Dirth. One of the applications added no students to the school system and another application added 9 students. Superintendent Dirth stated that St. Albans Town Education Center (SATC) is presently at capacity for many grades.

C. Parent suggested putting together a letter with C. Johnson’s assistance to reach out to the Superintendent and school board asking for a joint meeting to explain the Town’s concerns and find a way to engage with them. B. Deso suggested leaving the school board out and just talk with the superintendent. C. Parent would like to approach this in a more collaborated manner.

B. DesLauriers explained that the Town school population has been roughly stable for the last ten years. It’s the City school that’s declining in students by quite a bit. It’s their (school district) job to figure out how to service those.

## Northwest Regional Planning Commission Municipal Listing

C. Johnson explained that the only change to be made on this listing is making B. Cross the Emergency Management Director and herself as the Emergency Management Coordinator.

**MOTION: J. Frost made a motion to approve the municipal list. Seconded by E. Creley. All in favor, none opposed. Motion carried.**

### **Town Hall Update**

C. Johnson explained that we continue to onboard our Construction Manager DEW. Michael Kelly has been working on onboarding. We continue to work through the soil issue with a resolution coming soon. Still planning on breaking ground this summer. Peterson Consulting put out a RFP for a Commissioning Agent. It is a requirement to have someone who works for the Town to check the mechanical systems for efficiencies and to make sure that things are working as designed. Rush Meadows was the Commissioning Agent hired to take on this task. The Town Hall Building Committee continues to meet weekly on Wednesday's at 3pm, virtually.

### **Petition for a Certificate of Public Good – Green Mountain Power**

Informational only, no action required.

### **Act 250 Land Use Permit Amendment – Malone Dorset Street Properties, LLC**

Informational only, no action required.

### **American Rescue Plan Act (ARPA)**

C. Johnson explained that it has been requested the Town we be as transparent as possible regarding the funds coming to the Town and how they will be spent. At this time, we have not received any funding and we do not know how the funds will be spent. We can't use it to reduce our tax liabilities or on bike/ped paths. We can use it on water, sewer, broadband, or COVID-19 related expenses. At this time, Jenn Gray just received a second reimbursement for COVID-19 related expenses.

C. Parent explained the amount of funds we could receive are between \$640,000 and \$1.9 million. We get \$99 per resident which goes directly to the Town. \$194 per resident goes directly to the county governments. We don't really have strong county governments, so legislature is going to get to decide how to break up the \$194. C. Parent went on to say that the latest information he has is that the State would share some of its funding with county courthouses and Sheriff's departments leaving the remainder to go to municipalities. If that was the case, we would end up with \$1.991 million. We would get half of it this year and the other half next year. The only areas we can spend the funds on are water/sewer infrastructure and potential broadband buildout.

B. DesLauriers asked if this was separate from the money from Welch for the Stone House and Bay Dock. C. Parent stated yes, it is separate money. He hasn't heard back from the Congressman as of yet.

### **Green Up Day – May 1<sup>st</sup>, 2021**

A. Mashtare explained that Liz and Brad Jackson from the Town's Parks and Recreation Committee are the coordinators for the Town. They are looking for volunteers and can be reached at 802-598-4233. We will be meeting at 8am on Saturday, May 1<sup>st</sup> at the new Public Works garage on Brigham Road. Green Up Day bags are available at the garage and may be picked up between 6:30 a.m. and 2:30 p.m. There is a person at 16 Tanglewood Drive who has Green Up Bags to help with the clean-up in that area, someone at Allaire Drive, and Kelly Jette at the corner of Read Lane and French Hill area. A. Mashtare continued by saying that Ben and Jerry's may be handing out ice cream again this year after the event at the garage.

### **Dogs in the Parks**

C. Johnson explained that she has received reports of people with their dogs in the Bay Park unleashed. Dogs must be on a leash and licensed to be allowed in the Town's parks. A. Bourdon explained that April 1<sup>st</sup> is the state deadline to have a dog licensed. She went on to say that we are not charging late fees per Governor's orders.

### **Schedule**

The next regular Selectboard meetings are Monday, May 3<sup>rd</sup>, and Monday, May 17<sup>th</sup> at 6:30 p.m. B. Deso would like to begin in-person meetings again for at least Board members and staff in June. He would also like to have meetings in different locations once we are allowed to do so. One location he'd like to try is at the Stone House.

### **Cohen Park**

B. Deso explained that A. Mashtare has found some money within the paving budget build a basketball and tennis court and eventually pave the parking area. A. Mashtare provided an update on the upgrades to Cohen Park. He has received quotes on the blue/green coating for the courts, the paving, nets, buckets, and the poles. He is waiting on the fence to go around the courts. B. Deso asked A. Mashtare what the budget was for these upgrades. A. Mashtare said right around \$67,000, which will be coming out of the Department of Public Works (DPW) and Parks budgets. He asked the Board for their permission to go ahead with this project. B. Deso asked the Board for their consensus to allow A. Mashtare to get this project done. B. Deso also requested an in-person, socially distanced meeting on May 3<sup>rd</sup>, weather permitting, to meet at 5:30 p.m. in Cohen Park. The Board was in

consensus and agreed to start the Selectboard meeting at 5:30 p.m. at Cohen Park for a site visit. The Selectboard agreed to authorize this special project and for the funding to come from a combination of DPW and Parks funds.

#### **Send Off Event – Warren Hamm**

B. Deso explained that there will be a sendoff event for RADM Warren Hamm and his wife Barbara on Thursday, April 22<sup>nd</sup> at St. Albans City Hall. People are asked to arrive by 5:45 p.m. The Town took out a full-page ad (\$700) in the Messenger thanking the Hamm's for their dedication to the community. The ad includes a painting of Black Bridge painted by Barbara Hamm. This is a socially distanced event and not open to the general public. B. Deso took this opportunity to say the Town appreciates all the huge contributions that RADM Warren Hamm and Barbara have provided, thanked them for the several decades of service and wished them well.

#### **Chair's Report**

B. Deso explained that he, C. Parent, C. Johnson, and Zoning Administrator Megan Sherlund would like to schedule a meeting with a person who has reached out from Civilian Conservation Corps (CCC). There was a project that was earmarked for a neighboring community that, after research by CCC, would be better off in the Town of St. Albans. They are looking at a possible development project in either the Energizer plant or maybe one of the vacant spots, like the old Staples building in the Highgate Plaza. B. Deso pointed out that there are people out there that have a great deal of knowledge that are looking to take their own money and invest it in St. Albans Town because they think we are well suited for it.

#### **Other Business**

##### **Town Manager Evaluation**

B. Deso mentioned that at the next Selectboard meeting, in executive session, the Board needs to start discussing the evaluation process for the Town Manager, required by contract.

##### **Department Head Quarterly Status Reports**

B. Deso requested that at the end of every quarter, department heads provide a quarterly status report to the Selectboard. The first report should be presented in person in June, 2021.

#### **Adjournment**

**MOTION: J. Giroux made a motion to adjourn the Selectboard meeting at 8:14 p.m.**  
**Seconded by E. Creley. All in favor, none opposed, motion carried.**

Respectfully submitted,  
Jenn Gray, Recording Secretary