

**Town of St. Albans  
Selectboard Meeting Minutes  
Monday, April 5<sup>th</sup>, 2021  
6:30 p.m.  
Via Zoom Teleconferencing**

On Monday, April 5<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, Facilities Manager John Montagne, and Recording Secretary Jenn Gray.

**Public Participation via Zoom Teleconferencing:** Allison Hickey, Jackie Brown, Sarah Hadd, and Casey Toof.

B. Deso called the meeting to order at 6:31 p.m. The Pledge of Allegiance was recited, led by C. Parent.

**Agenda Amendment**

B. Deso asked for a motion to amend the agenda to add a review of the suggested new Town logo and the Welch Federal Earmark funds to the Town Manager's Report as item "F".

**MOTION: J. Giroux made a motion to amend the agenda to add a review of the new Town logo and the Welch Federal Earmark funds to the Town Manager's Report as item F. Seconded by J. Frost. All in favor, none opposed, motion carried.**

**General Warrant**

**MOTION: J. Giroux made a motion to approve the general warrant dated April 5<sup>th</sup>, 2021 in the amount of \$276,431.39. 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 April 5<sup>th</sup>, 2021 in the amount of \$53,870.43. Seconded by J. Frost. All in favor, none opposed, motion carried.**

**Fire Department Reserve Warrant**

This was for the engine rebuild for the fire department's rescue boat.

**MOTION: E. Creley, made a motion to approve the Fire Department Reserve warrant dated April 5<sup>th</sup>, 2021 in the amount of \$35,429.00. Seconded by J. Giroux. All in favor, none opposed, motion carried.**

**Payroll**

**MOTION: E. Creley made a motion to approve the payroll warrants for April 2<sup>nd</sup>, 2021 in the amount of \$20,282.14, March 26<sup>th</sup>, 2021 in the amount of \$30,604.18, and March 19<sup>th</sup>, 2021 in the amount of \$18,280.34. Seconded by J. Giroux. All in favor, none opposed, motion carried.**

**Minutes**

**MOTION: J. Giroux made a motion to approve the Selectboard meeting minutes from Monday, March 15<sup>th</sup>, as presented. Seconded by J. Frost. All in favor, none opposed, motion carried.**

**Public Comment**

None.

**Board Appointments**

**Development Review Board**

Allison Hickey had provided a letter of interest to be on the Development Review Board (DRB). B. Deso asked Ms. Hickey to provide a little background on herself. Ms. Hickey explained that she grew up in Franklin County and only moved to St. Albans 5 years ago. She has worked for Mylan for 18 years and had built a house on Lower Newton Road. She stated that she would like to become more involved in Town government.

**MOTION: J. Giroux made a motion to appoint Allison Hickey to the Development Review Board for a 3 year term expiring in March, 2024. Seconded by B. DesLauriers. All in favor, none opposed, motion carried.** No alternates appointments were made.

**Planning Commission**

**MOTION: J. Giroux made a motion to reappoint Casey Toof and Hannah Rounds to the Planning Commission for 3 year terms expiring in March, 2024. Seconded by B. DesLauriers. All in favor, none opposed, motion carried.**

**Northwest Regional Planning Commission**

**MOTION: J. Giroux made a motion to reappoint Al Voegele and Sarah Hadd to the Northwest Regional Planning Commission for a one year term expiring March, 2022. Seconded by B. DesLauriers. All in favor, none opposed, motion carried.**

**Northwest Regional Planning's Clear Water Advisory Committee**

**MOTION: J. Giroux made a motion to reappoint Alan Mashtare to the Northwest Regional Planning's Clear Water Advisory Committee for a term of one year expiring March, 2022. Seconded by B. DesLauriers. All in favor, none opposed, motion carried.**

**Transportation Advisory Council**

**MOTION: J. Giroux made a motion to reappoint Alan Mashtare and to appoint B. DesLauriers as an alternate to the Transportation Advisory Council for a term of one year expiring March, 2022. Seconded by B. DesLauriers. All in favor, none opposed, motion carried.**

**Northwest Vermont Solid Waste Management District**

**MOTION: J. Giroux made a motion to reappoint Al Voegele to the Northwest Vermont Solid Waste management District for a one year term expiring March, 2022. Seconded by B. DesLauriers. All in favor, none opposed, motion carried.**

**Town Agent**

**MOTION: J. Giroux made a motion to appoint Stan Dukas as the Town Agent for the Town of St. Albans for a term of one year expiring March, 2022. Seconded by B. DesLauriers. All in favor, none opposed, motion carried.**

**Northwest Vermont Rail Trail Council**

C. Johnson explained that we hadn't heard back from Mr. Bessette. The Board decided to hold off on this appointment until we hear back from Mr. Bessette.

**Constable, Second Constable, and Tree Warden**

No appointments were made for these positions.

**Local Emergency Management Plan (LEMP)**

C. Johnson explained that the Local Emergency Management Plan (LEMP) is a summary of contact names and phone numbers to be used during an emergency. E. Creley had reviewed it thoroughly and provided some updates that were made prior to the meeting. This plan must be adopted each year by May 1st.

**MOTION: E. Creley made a motion to approve and adopt the Town's Local Emergency Management Plan for 2021 as presented. Seconded by J. Giroux. All in favor, none opposed, motion carried.**

**National Incident Management Systems (NIMS) Class**

C. Johnson explained that the Board needs to attend this training. This training provides an overview of the systems fire and police use during incident management situations and explains appropriate roles for Selectboard members. C. Johnson stated that this training can be done virtually.

**Liquor Control Board**

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

B. Deso read the annual renewals list.

Price Chopper #127: Second Class.

Ste. Marie Ent. LLC, DBA The Bay Store: Second Class.

Elks St. Albans Lodge: First Class & Third Class.

VFW: First Class, Third Class, and Outside Consumption.

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

**New Application for Maple City Diner: First Class & Third Class**

**MOTION: J. Frost made a motion to approve Maple City Diner's First and Third Class licenses. Seconded by J. Giroux. 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**

**Honor Wall Nominations Requested**

C. Johnson explained that currently, we are looking for nominations for the Honor Wall. The first meeting of this committee will be in September and nominations will be considered then. A recommendation will be made in January to the Selectboard.

**Town Hall Update**

C. Johnson explained that Peterson Consulting, Inc. (PCI) was hired as the Project Manager for the Town Hall project. They issued an RFP for a construction manager. 7 Proposals were received. After evaluation, PCI recommended DEW Construction to be the Construction Manager for the Town Hall project. DEW will participate in the construction meeting this week. C. Johnson went on to explain that we are still hoping for a summer groundbreaking with an 8 month construction process, and a spring 2022 expected move in date.

**Parks Ordinance Review**

C. Johnson explained she didn't receive any comments on this and suggested that the Parks Committee work on this. B. Deso explained that at a previous Selectboard meeting, there was discussion about what should be included in an ordinance and what should be included in a policy. J. Frost stated that the committee could review this and asked for definitions of an ordinance and policy be sent to her as well. She will work with John Montagne on this.

**Petition for a Certificate of Public Good & Notice of Hearing – DG Vermont Solar, LLC**

Informational only, no action required.

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

Informational only, no action required.

**Personnel – Stormwater Coordinator**

C. Johnson stated that Emmalee Cherington has been hired to be the Town's Stormwater Coordinator. Her start date is the end of April. She explained that Ms. Cherington is an engineer and will be a huge asset to the Town. The Messenger will be issuing an article on Ms. Cherington this week.

**Welch Federal Earmark grant**

C. Parent explained Congressman Peter Welch reached out to communities in Vermont asking us to submit proposals for projects. All money must be spent within a year of receiving the funds. We do have some pre-advance engineering done already to re-do the Bay Dock and the Stone House. We submitted a request to Congressman Welch for \$4.3 million to repair and upgrade the Bay Dock and the Stone House. C. Parent and C. Johnson worked with Matt Young to update the numbers. We will not know whether or not we made his top 10 list until the middle of April. We won't know the awarded budget amount until it gets funded in October. The work to be done to the Bay Dock is to raise the dock 2 - 3 feet and completely resurface it, costing \$2.7 million. C. Parent continued by saying we also submitted a request for \$1.6 million to turn the Stone House into a premier year round venue. Those projects had already been evaluated to determine upgrades needed, they each had conceptual plans completed, and rough construction budgets created. We then requested Matt Young, a professional cost estimator to evaluate our budget numbers. We were given about 10 days to submit this earmark request.

**Town Logo Update**

C. Parent explained that 5 versions of the new Town logo were provided to the Selectboard and staff. He asked for feedback on the designs from the Board. He did explain that logos A & B were the staff's favorites. C. parent had asked the designer for another design to marry the two together. Hope to finalize within the next couple of weeks. B. DesLauriers stated that he liked the non-block letter font, but wanted to know if there are other fonts to consider. C. Parent explained it was a font the designer created. J. Frost liked A & B, but mainly B with the waterway. E. Creley too liked A & B and stated that design A is on trend right now.

**Schedule**

The next regular Selectboard meetings are Monday, April 19<sup>th</sup> and Monday, May 3<sup>rd</sup>, at 6:30 p.m. Respect in the Workplace and Implicit Bias training to be held on Monday, April 12<sup>th</sup> at 6pm.

## Chair's Report

None.

## Other Business

### Paving

A. Mashtare explained that the Town has signed a contract with Pike Industries to do this year's paving. Pike agreed to pave in 2021 the same price as last year. On the paving schedule this year is all of Bay; Georgia Shore, Patten Crosby, Little County, and Cherry Street. Also, Lebel, Bushey, and Marcel. A. Mashtare went on to say that hopefully we can reclaim another quarter mile of French Hill. We currently do not have any millings left from last year and will be getting some from the City of St. Albans. Gravel prices have gone up between \$.50 to \$1.00 per ton. Many of the roads paved last year were edged, but not all as the millings were used in the construction of the salt shed to save money.

### Executive Session

**MOTION: E. Creley made a motion to go into executive session at 7:23 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. Frost. All in favor, none opposed, motion carried.**

**MOTION: J. Giroux made a motion to come out of executive session at 7:58 p.m. Seconded by E. Creley. All in favor, none opposed, motion carried.**

### Adjournment

**MOTION: J. Frost made a motion to adjourn the Selectboard meeting at 7:59 p.m. Seconded by B. DesLauriers. All in favor, none opposed, motion carried.**

Respectfully submitted,  
Jenn Gray, Recording Secretary