

The Town of St. Albans  
PLANNING COMMISSION MINUTES  
Meeting held via Zoom Conference Call  
October 13<sup>th</sup>, 2020 at 6:30 p.m.

---

Minutes

**Present:** Erin Creley, Al Voegelé, Anne Pomeroy, Hannah Rounds, Casey Toof  
**Staff Present:** AJ Johnson, Administrative Assistant, Carrie Johnson, Town Manager  
**Public Present:** Liz Hardy

Zoom Meeting ID: **890 6188 8682**

**CALL TO ORDER**

E. Creley called the meeting to order at 6:30 p.m. The Pledge of Allegiance was not recited due to a lack of the American flag.

**CHANGES TO THE AGENDA**

None.

**TOWN MANAGER CARRIE JOHNSON – STAFFING UPDATE**

C. Johnson outlined her four discussion points for the meeting. The first topic is the Planning Commissions role in the Town of St. Albans. The second topic is a Town Manager form of Government. The third topic is a brief update on the hiring schedule. Lastly, a discussion of the Bicycle and Pedestrian grant that was submitted for the SASH crossing project.

C. Johnson presented a brochure created by VLCT called “Are You Ready To Serve Your Local Government?”. She explained that the PC’s main goals are to keep the Town Plan, Town regulations, and Capital Plan updated and current, and act as a steering committee for the Selectboard.

C. Johnson stated that in a Town Manager form of Government, she is the CEO/CFO and she is responsible for hiring and firing, and enforcing the policies that the Selectboard sets and that the Town has. She asked the Selectboard to authorize A. Johnson to sit in on the upcoming interviews for the new Director of Operations position since she knows the Planning Commission well and will have to work closely with the new employee.

Next, C. Johnson stated an ad had been put out for the Zoning Administrator job. Cover letters and resumes were accepted for three weeks and three interviews were performed October 8<sup>th</sup>. C. Johnson is still deciding which applicant would be the best fit. C. Johnson provided the PC with the job description for the Director of Operations positions. Two previous job responsibilities have been eliminated. A. Pomeroy asked what had been added to the job description. C. Johnson stated there are no additional responsibilities.

Lastly C. Johnson explained that the Town had submitted the grant application for the Bicycle and Pedestrian crossing at the SASH. Updates will be provided as they are available.

C. Johnson left the meeting.

**OTHER BUSINESS**

The PC had a lengthy discussion about solar applications and what criteria should be used to review projects. The PC thanked L. Hardy for joining the meeting and her interest in serving on the Planning Commission.

**CORRESPONDENCE**

None.

**PUBLIC COMMENT**

None.

**SCHEDULE**

The next meeting is Tuesday, October 27<sup>th</sup>. The PC is unsure if they will need to meet.

**MINUTES**

**MOTION: A. Voegele made a motion to approve the minutes from September 13<sup>th</sup>, 2020. A. Pomeroy seconded. All in favor, none opposed, motion carried.**

**ADJOURNMENT**

**MOTION: A. Pomeroy made a motion to adjourn the meeting at 7:20 p.m. All in favor, none opposed, motion carried.**

Respectfully submitted,  
AJ Johnson, Administrative Assistant

\_\_\_\_\_  
**Erin Creley, Chair**

\_\_\_\_\_  
**Date**

\_\_\_\_\_  
**Casey Toof, Vice Chair**

\_\_\_\_\_  
**Date**

\_\_\_\_\_  
**Al Voegele, Clerk**

\_\_\_\_\_  
**Date**

\_\_\_\_\_  
**Anne Pomeroy**

\_\_\_\_\_  
**Date**

\_\_\_\_\_  
**Hannah Rounds**

\_\_\_\_\_  
**Date**