

SUBJECT TO SELECTBOARD APPROVAL

**Town of St. Albans
Selectboard Meeting Minutes
Monday, February 22nd, 2016
6:30 p.m.**

On Monday, February 22nd, 2016 at 6:30 p.m., at Town Hall the Town of St. Albans Selectboard met.

Officials and staff present: Chair, Brent Palmer, Vice Chair, Stan Dukas, Bruce Cheeseman, David McWilliams, Sam Smith, Town Manager, Carrie Johnson and Town Clerk, Anna Bourdon.

General Public: Andy Crossman, Bill Nihan, Cliff Smith, Brent Brigham, Al Voegele, and St. Albans Messenger, Elaine Ezerins.

The Pledge of Allegiance. Chair, B. Palmer called the meeting to order at 6:30 p.m.

Live – call in meeting.

Public Hearing and Informational Meeting on FY 2017 Budget

MOTION: B. Palmer made a motion to open the informational budget meeting on the proposed Fiscal Year 2017 Budget. All in favor, none opposed, motion carried.

The Board went through Articles 1 thru 9 on this year's ballot. C. Johnson pointed out that the increase in the budget is less than 1% on the municipal tax rate.

Voting will take place on Tuesday, March 1st from 7am to 7pm at the Collins Perley Sports Complex. Absentee ballots are available and may be picked up until the day before voting.

B. Nihan asked would the Town reduce taxes or put money in the emergency reserve fund if the Town doesn't have enough funds to do both. C. Johnson and the Selectboard agreed that the funds would go to reducing taxes, however, items would not be placed on the ballot if there was a question of funding.

MOTION: S. Dukas made a motion to close the informational budget meeting. All in favor, none opposed, motion carried.

Payroll Warrants

MOTION: S. Dukas made a motion to approve the payroll warrant dated February 5th, 2016 in the amount of \$13,331.59. All in favor, none opposed, motion carried.

MOTION: S. Dukas made a motion to approve the payroll warrant dated February 12th, 2016 in the amount of \$15,237.69. All in favor, none opposed, motion carried.

MOTION: S. Dukas made a motion to approve the payroll warrant dated February 19th, 2016 in the amount of \$17,110.05. All in favor, none opposed, motion carried.

General Warrant

MOTION: S. Smith made a motion to approve the general warrant dated February 2nd, 2016 through February 22nd, 2016 in the amount of \$130,973.53. All in favor, none opposed, motion carried.

\$70,000 went towards repairing 320 feet of seawall for the shoreline restoration project, an approved 2015 article.

Minutes

MOTION: S. Dukas made a motion to approve the Selectboard meeting minutes for Monday, February 1st, 2016. All in favor, none opposed, motion carried.

Liquor Control Board

MOTION: B. Palmer made a motion to recess the Selectboard and convene as the Liquor Control Board. All in favor, none opposed, motion carried.

S. Dukas read the list of renewals:

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Kinney Drugs	Second Class License Renewal & Tobacco License
Hannaford	Second Class License Renewal
Burton Island Bistro	Second Class License Renewal
Pizza Hut	First Class License Renewal
VT Club Activities	First Class License Renewal (<i>Knights of Columbus</i>)
Pie in the Sky	First Class License Renewal
The Bay Store	Second Class License Renewal

MOTION: S. Dukas made a motion to approve all license renewals as presented. All in favor, none opposed, motion carried.

MOTION: S. Dukas made a motion to adjourn the Liquor Control Board and reconvene as the Selectboard. All in favor, none opposed, motion carried.

Deputy Health Officer Appointment

C. Johnson and D. McWilliams, Health Officer asked Public Safety Officer, Bob Cross if he would be willing to be appointed the Town's Deputy Health Officer. Mr. Cross agreed. D. McWilliams will train Mr. Cross.

S. Smith asked if Mr. Cross will be properly trained as the Deputy Health Officer. D. McWilliams explained VLCT offers training workshops that Mr. Cross will attend.

MOTION: B. Palmer made a motion to appoint Bob Cross as Deputy Health Officer. All in favor, none opposed, motion carried.

Bylaws

S. Smith explained that in all zones in the growth centers, any new development will incorporate sidewalks, built by the developer or business owner. Any creation of a 60' ROW would also incorporate plans for sidewalks, based on a Town Sidewalk Standards policy that needs to be created.

Al Voegele asked if there was a master plan for sidewalks. S. Smith explained there was a master plan from 2003 that didn't go anywhere and probably wouldn't be right for today. He stated that a new master plan would need to be created.

B. Cheeseman stated that there are zones that are not in growth centers that he would like to have sidewalks.

B. Nihan explained the bylaws, as they are written now, set the stage to move forward. He also stated that the Selectboard has said in the past that the Town needs to set a standard for sidewalks.

S. Smith explained that what the Selectboard has in front of them can be approved now and changes may be made in the future in necessary.

B. Nihan explained the Board could accept the bylaws as presented and authorize the Town Manager to hire a professional person to assist in the development of a sidewalk plan and sidewalk standards policy.

MOTION: B. Palmer made a motion to have the Town Manager and Planning Commission hire a professional person to create a master sidewalk plan, a map of sidewalks, where they are located or where they will be installed. All in favor, none opposed, motion carried.

MOTION: B. Palmer made a motion to accept the Bylaws as presented. All in favor, none opposed, motion carried.

Town Manager's Report

Fire Department Bylaws Signature Required

The Board approved the Fire Department Bylaws at their previous meeting.

Wage Evaluation Proposal

C. Johnson explained one proposal was received to conduct a wage evaluation. The Board agreed to move ahead with the evaluation.

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Park and Recreation Reimbursement Program

C. Johnson explained that after a couple of years of the Town's Recreation Reimbursement Program being in place, effective July 1st, 2016, this will no longer be necessary. The City and Town rates will be equal and the Town will pay the City the difference in residential and non-residential rates for Fiscal year 2017. There will be a one-time fee paid to the City of \$3,000 to assist the City in administrative costs to track Town residents use of programs.

Public Comment

Cliff Smith stated that there is not proper signage at the crosswalk at Rail Trail. He would like to see a light installed and the brush cut back. The Board explained that this would be an issue for the State to address as this is a State road. C. Johnson stated she would approach the State and ask them to cut back the brush.

Clean Water Advisory Committee

Al Voegele is the Town's representative for this committee. He attended the first meeting and explained that there will be a 20 year plan to improve the lake quality. The state will work with farmers and arrange for people to work with municipalities. Karen Bates will be attending their next meeting to discuss how to handle stormwater within the municipality. Mr. Voegele explained that MS4 will cost the municipality money. It'll be a partnership between the municipality and the State. Mr. Voegele would like to be a facilitator for the Town, bring the information to the Town Manager and she will inform the Selectboard. The Board agreed.

Schedule

Town Meeting Day is Tuesday, March 1st. The next Selectboard meetings are Monday, March 7th and Monday, March 21st.

Other Business

Acting Zoning Administrator

Zoning Administrator, Becky Perron will be unavailable from March 7th through March 21st and an Acting Zoning Administrator is required to hear the application on the Town Rain Garden.

MOTION: S. Dukas made a motion to appoint Town Manager, Carrie Johnson as the Acting Zoning Administrator for the Town Rain Garden application only. All in favor, none opposed, motion carried.

Bay Crosswalk

S. Dukas asked for an update on the Bay crosswalk. C. Johnson explained that the permits are in place and the Town must purchase the signage and plan for a spring installation.

Farewell to Brent Palmer

Bill Nihan took this opportunity to thank Brent Palmer for his years of service on the Selectboard and wished him well.

Executive Session

MOTION: S. Dukas made a motion to go into executive session at 8:20 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, personnel and contractual issues under the provisions of Title 1, section 313(a)(1) of Vermont Statutes and invite in Town Manager, Carrie Johnson. All in favor, none opposed, motion carried.

MOTION: B. Cheeseman made a motion to come out of executive session at 10:10 p.m. All in favor, none opposed, motion carried.

Adjournment

MOTION: S. Smith made a motion to adjourn the Selectboard meeting at 10:10 p.m. All in favor, none opposed, motion carries.

Respectfully submitted,
Jennifer Gray