

**Town of St. Albans  
Selectboard Meeting Minutes  
Monday, September 19<sup>th</sup>, 2016  
6:30 p.m.**

On Monday, September 19<sup>th</sup>, 2016 at 6:30 p.m., at Town Hall the Town of St. Albans Selectboard met.

**Officials and staff present:** Chair, Stan Dukas, Vice Chair, Bruce Cheeseman, David McWilliams, Bill Nihan, Sam Smith, Town Manager, Carrie Johnson, Director of Public Works, Steve Beauregard, Director of Administration, Ned Connell and Town Clerk, Anna Bourdon.

**Public:** Peter Blouin, Bob Fairbanks, Al Voegelé and St. Albans Messenger reporter Elaine Ezerins.

S. Dukas called the meeting to order at 6:30pm.

Pledge of Allegiance.

#### **Approval of Agenda**

The Board added two items to the agenda under the Town Manager; "Fill Disposal Policy" and the Interim Bylaw.

**MOTION: S. Dukas made a motion to approve the agenda with the additions to the Town Manager Report. All in favor, none opposed, motion carried.**

#### **Payroll Warrants**

**MOTION: S. Smith made a motion to approve the payroll warrant dated September 16<sup>th</sup>, 2016 in the amount of \$13,840.98. All in favor, none opposed, motion carried.**

**MOTION: S. Smith made a motion to approve the payroll warrant dated September 9<sup>th</sup>, 2016 in the amount of \$13,544.00. All in favor, none opposed, motion carried.**

#### **Industrial Park Warrant**

**MOTION: B. Cheeseman made a motion to approve the Industrial Park warrant in the amount of \$790.80. All in favor, none opposed, motion carried.**

#### **General Warrant**

**MOTION: B. Nihan made a motion to approve the general warrant dated September 19<sup>th</sup>, 2016 in the amount of \$262,346.19. All in favor, none opposed, motion carried.**

#### **Minutes**

**MOTION: S. Dukas made a motion to approve the Selectboard meeting minutes for Wednesday, September 7<sup>th</sup>, 2016. All in favor, none opposed, motion carried.**

#### **Introduction – Ned Connell, Director of Administration**

S. Dukas introduced Ned Connell, Director of Administration to the audience. N. Connell gave a brief history of his 30+ year career.

#### **Community Support Letter – Northwest Access TV**

Northwest Access TV requested a letter of support as they are applying for a grant through the USDA Rural Development to help defer the costs of construction of their new facility in Franklin Park West.

**MOTION: B. Nihan made a motion to approve the letter of support for Northwest Access TV and direct Stan Dukas to sign on behalf of the Selectboard. Motion carried with a 4-0 vote with D. McWilliams abstaining.**

#### **Town Manger's Report**

##### **Dept. of Public Works – Route 36 Conversion to Class 1 Highway**

C. Johnson explained that the State has said it would be to our advantage to take over the section of Route 36 in the Bay. This section would likely start at Black Bridge to just past the Town Hall and could include more or less. C. Johnson asked the Board if they were interested in moving forward. After much discussion, the Board decided they needed more information in order to move forward and requested S. Beauregard and C. Johnson present their information at a future meeting.

## **2016 Paving**

S. Beauregard stated that paving would commence in 7-10 days. Water quality practices were used when replacing culverts on Maquam Shore Road. VTrans has told him that the Town would be getting another grant but, it hasn't been confirmed in writing yet. This grant would be used for projects in the spring as it is too late to complete this year.

## **Fill Disposal Policy**

Currently, when fill is removed from a DPW project, it goes to Brigham Road if no one asks for it. DPW will rent a screen and screen the fill. This provides good top soil for DPW to use. There is a pile of "junk" fill at Brigham Road now. If DPW is asked by a Town resident for the fill, they will deliver, as is. The Board requested a cost analysis between hauling fill and buying fill. D. McWilliams stated he spoke to three other towns about what their policies were for disposal of fill. He explained that there should be a written policy. The Board agreed to move forward with a written policy and to create a list of people who will accept fill, an on call type list as part of that policy.

## **Personnel Policy Draft #3**

The Board was given a third draft of the Personnel Policy with changes to Sick Time and Call-In Time. A spreadsheet had been provided as well of minimum state required benefits, state employee benefits and benefits the Town provides its employees. C. Johnson asked the Board to review the changes and provide her with any further changes they would like to see. She like would like to approve the policy at the next Selectboard meeting. The Board agreed to leave cash out sick time at 50%.

## **Stormwater**

The Board was presented with a Notice of Intent and a letter drafted by Andres Torizzo asking the State for an extension. The Board reached consensus on the letter to the State.

**MOTION: B. Nihan made a motion authorizing Stan Dukas to sign the letter to the State requesting an extension on the Town's stormwater report. All in favor, none opposed, motion carried.**

## **Water/Sewer Feasibility Study Phase II Update**

C. Johnson explained that DuBois & King is looking for consensus to move forward with Phase 2. The Board was in consensus with moving forward.

## **Swanton Wind Notice of Section 248 Filing**

This was provided to the Board on an informational basis. Al Voegelé explained that Northwest Regional Planning Commission is considering this issue as well.

## **Other Business – Interim Bylaw**

The Town created an Interim Bylaw to prevent other municipalities from using the Town in stormwater related issues. The bylaw is about to expire. We can extend it one more year. The Board was in consensus to extend the interim bylaw, a hearing will be warned.

## **Public Comment**

None.

## **Schedule**

A joint meeting with the Planning Commission will be held on Tuesday, September 27<sup>th</sup>. The next regular Selectboard meetings are Monday, October 3<sup>rd</sup> and Monday, October 17<sup>th</sup>.

## **Other Business**

S. Dukas asked to have a "Thank You" letter generated for Mike Blouin and his service on the Collins Perley Board. This was provided to S. Dukas for signature at this meeting.

## **Illegal Burning – Lapan Bay**

D. McWilliams had received a complaint from a resident in Lapan Bay about another resident doing what may be illegal burning. D. McWilliams reminded the audience to always obtain a burn permit from the Town before burning and that only certain things are allowed to be burned. He was going to investigate the complaint this week.

**Executive Session**

**MOTION: B. Nihan made a motion to go into executive session at 8:18 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 to invite Town Manager, Carrie Johnson. All in favor, none opposed, motion carried.**

**MOTION: B. Nihan made a motion to come out of executive session at 8:55 p.m. All in favor, none opposed, motion carried.**

**Adjournment**

**MOTION: S. Dukas made a motion to adjourn the Selectboard meeting at 8:55 p.m. All in favor, none opposed, motion carries.**

Respectfully submitted,  
Jennifer Gray