

**Town of St. Albans  
Selectboard Meeting Minutes  
Wednesday, September 7<sup>th</sup>, 2016  
6:30 p.m.**

On Wednesday, September 7<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, David McWilliams, Bill Nihan, Fire Chief & Public Safety Administrator, Bob Cross and Town Manager, Carrie Johnson. Sam Smith arrived at 6:40 p.m. Absent was Vice Chair, Bruce Cheeseman.

**Public:** Peter Blouin and Joyce Fitzgerald.

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

Pledge of Allegiance.

#### **Approval of Agenda**

S. Dukas suggested a change be made to the agenda by adding Fire Chief Cross under "Other Business".

B. Nihan suggested a change to the agenda as he is related to one of the applicants and as an interested party, could not vote. The Board agreed to discuss it later during the meeting, or when S. Smith came.

**MOTION: S. Dukas made a motion to approve the agenda with the fire department addition. All in favor, none opposed, motion carried.**

#### **Payroll Warrants**

**MOTION: B. Nihan made a motion to approve the payroll warrants dated August 19<sup>th</sup>, 2016 in the amount of \$15,252.31, August 26<sup>th</sup>, 2016 in the amount of \$21,742.34 and September 2<sup>nd</sup>, 2016 in the amount of \$14,418.77. All in favor, none opposed, motion carried.**

#### **Industrial Park Warrant**

**MOTION: D. McWilliams made a motion to approve the Industrial Park warrant in the amount of \$826.43. All in favor, none opposed, motion carried.**

#### **General Warrant**

**MOTION: S. Dukas made a motion to approve the general warrant dated September 7<sup>th</sup>, 2016 in the amount of \$182,581.54. All in favor, none opposed, motion carried.**

#### **Minutes**

**MOTION: S. Dukas made a motion to approve the Selectboard meeting minutes for Monday, August 15<sup>th</sup>, 2016. All in favor, none opposed, motion carried.**

**MOTION: S. Dukas made a motion to approve the Selectboard meeting minutes for Monday, July 18<sup>th</sup>, 2016. All in favor, none opposed, motion carried.**

#### **Zoning Bylaw Update Hearing**

The Unified Development Bylaws were passed February 22<sup>nd</sup>, 2016; however, the Planning Commission has found the need to make proposed revisions. A summary of the changes was provided to the Selectboard by Zoning Administrator, Becky Perron. The Planning Commission met on September 6<sup>th</sup>, 2016 and made slight changes to the proposed changes. They have warned a public hearing for September 27<sup>th</sup>. C. Johnson suggested the Board hold a joint meeting at the same time in the interest of efficiency.

**MOTION: S. Dukas made a motion to approve changes made by the Planning Commission and move forward with a joint public meeting. All in favor, none opposed, motion carried.**

#### **CIP – Capital Improvement Projects 2016**

In the past, the Planning Commission has created the Capital Improvement Projects (CIP) list. C. Johnson proposed a joint meeting between the Selectboard and Planning Commission to come to a consensus on CIP joint goals. The Board agreed. S. Smith wonders if the public hearing on the 27<sup>th</sup> would be a good time to discuss the CIP. The Board agreed.

#### **Collins Perley Board Appointment**

A resident of St. Albans Town is appointed to the Collins Perley Board every three years. A re-appointment is needed and two residents have sent letters of interest. The Board agreed to discuss the appointment on September 19<sup>th</sup>, as there was not a quorum available to vote due to B. Nihan recusing himself. Mike Blouin is interested in being reinstated. Mary Pickener is interested in being appointed.

D. McWilliams asked if Mike Blouin submitted his application before the deadline. C. Johnson stated we had no official deadline.

The Board can name one or more applicants; S. Dukas suggested only submitting one name.

D. McWilliams wondered if Mike Blouin gave updates on Collins Perley. C. Johnson stated that we receive minutes regularly.

S. Dukas suggested that it makes good business sense to have new blood on the board. The Board agreed.

**MOTION: S. Smith made a motion to appoint Mary Pickener to represent the Town of St. Albans on the Board for Collins Perley. All in favor, none opposed, motion carried.**

#### **VLCT Voting Delegate**

C. Johnson often is the Town's delegate. No Board members were interested.

**MOTION: S. Dukas made a motion to appoint Town Manager, Carrie Johnson as the VLCT voting delegate for the Town of St. Albans. All in favor, none opposed, motion carried.**

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

##### **Mill River Holdings, LLC water/Wastewater Allocation Request**

A request from Mill River Holdings, LLC went before the Board for approval for a water allocation for a property at 10 Beauregard Drive. Joyce Fitzgerald represented Mill River Holdings, LLC as a joint owner.

B. Nihan suggested 817 gpd seemed high. Ms. Fitzgerald stated the number is based on a "worst case scenario".

S. Smith asked if the affiliation fee with the City was based on total EU's or newly requested EU's. The fee should only be assessed on the new allocation request.

The Board gave consensus to approve this allocation.

##### **Eric Patno & Lindsey Larivee Water Allocation Request**

A request from Eric Patno & Lindsey Larivee went before the Board for approval of a water allocation for property at 4579 Lower Newton Road.

The Board gave consensus to approve this allocation.

#### **Personnel Policy Update**

C. Johnson stated she would provide a spreadsheet of Town employee benefits versus State minimum of benefits.

The 2<sup>nd</sup> draft of the personnel policy was provided to add language of State mandated sick leave and adding wording for domestic partners. C. Johnson asked the Board to review the proposed changes and email her any additional suggestions.

S. Dukas suggested benefits start immediately after hire instead of the 90 day probation period. S. Dukas recommended a few administrative changes.

#### **Stormwater**

The Board was provided a spreadsheet showing costs per phase to handle stormwater. S. Dukas asked if the new Director of Administration was familiar with MS4.

#### **Public Comment**

Peter Blouin stated he has asked the Board before executive session if the Board expects to produce motions out of executive session. The typical answer is no. He presented a motion that was made at a previous meeting. S. Dukas explained the Board came out of executive session, made a motion, and returned to executive session. The Board often does not make decisions during executive session but, cannot guarantee one will not be made.

D. McWilliams stated the St. Albans Town Bay Park and Cohen Park are closed for the season. He suggested a handicapped portlet be put in the park for a few weeks to extend the use of the park. C. Johnson stated the budget does not allow for a portlet but, in the future it could be amended to allow for it. She pointed out that our ordinance states the faculties close when the parks close after Labor Day.

The Selectboard discussed portlet costs versus staffing the park for a few extra weeks in the future. The Board agreed to discuss options with Parks Director, Bill Meigs.

### **Schedule**

The next Selectboard meetings are Monday, September 19<sup>th</sup> and Monday, October 3<sup>rd</sup>. The Selectboard is also expected to meet Tuesday, September 27<sup>th</sup> for a joint meeting with the Planning Commission.

### **Other Business**

Fire Chief and Public Safety Administrator, Bob Cross appeared before the Board to discuss when a tanker could be released to the Fairfax Fire Department. Repairs have been made to the truck as needed. The truck is normally used for grass fires, and accessing difficult roads such as camp roads. The Fire Department would like to release the truck to Fairfax sooner than later, end of this month. B. Cross drafted a Bill of Sale.

**MOTION: D. McWilliams made a motion to release the Fire Department Tanker truck to the Fairfax Fire Department. All in favor, none opposed, motion carried.**

B. Cross has researched quotes for life insurance for members of the Fire Department. There is a Federal program as well as VSFA policy. Those policies are not large but, will cover funeral expenses in the event of Line of Duty Death. The Federal policy is \$150k offered to every fire fighter in the US. B. Cross would like to look into the Federal program. He thanked the Board for their support in keeping the Fire Department safe.

B. Cross explained the fire department policy is on physicals. Currently, members fill out preliminary forms which are sent directly to Northwestern Occupational Health. Northwestern Occupational Health reviews the forms and suggests which tests would be beneficial to each member, such as a physical, stress test, or pulmonary test. The fire department asks members to fill out the preliminary forms any time something changes, such as weight gain. The fire department also holds quarterly testing. Northwest Occupation will also provide a pre-employment assessment if asked. The Town will need to evaluate this at budget time.

S. Smith asked if the fire department ordered random drug tests. B. Cross stated any volunteer with a CDL is drug tested but, he was unsure if a volunteer members could be subject to random drug tests.

D. McWilliams announced he had dye tested the fire department and the results came back good.

### **Executive Session**

**MOTION: S. Dukas made a motion to go into executive session at 8:01 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: S. Dukas made a motion to come out of executive session at 10:15 p.m. All in favor, none opposed, motion carried.**

### **Adjournment**

**MOTION: D. McWilliams made a motion to adjourn the Selectboard meeting at 10:15 p.m. All in favor, none opposed, motion carries.**

Respectfully submitted,  
AJ Johnson