St. Albans City Council
Minutes of Meeting
Monday, February 10, 2014
City Hall, Council Chambers

A regular meeting of the St. Albans City Council was held on Monday, February 10, 2014, in council chambers at City Hall at 6:30 pm.

Council Present: Mayor Elizabeth Gamache; Aldermen: Chad Spooner, Ryan Doyle, Tim Hawkins, Aaron O'Grady, Jim Pelkey and Jeff Young.

Council Absent: None absent.

Staff Present: Dominic Cloud, City Manager; Sue Krupp, City Clerk and Treasurer; Chip Sawyer, Director of Planning & Zoning; Sarah Duffy, City Accountant; Martin Manahan, Director of Business Development; Allen Robtoy, Director of Public Works and Peg Strait, Director of Finance and Administration.

Visitors: See attached sign-in sheet.

1. Executive Session.
   a. To discuss appointment or evaluation of a public officer and negotiation of contract.
   A motion was made by Alderman Hawkins; seconded by Alderman Doyle to enter Executive Session at 5:30 pm. Vote was unanimous, 7-0.

   A motion was made by Alderman Doyle; seconded by Alderman Pelkey to exit Executive Session at 6:27 pm. Vote was unanimous, 7-0.

2. Convene Open Session with Pledge of Allegiance.
   Mayor Gamache called the meeting to order and led the pledge of allegiance at 6:30 pm.

3. Public Comment.
   Ms. Prent read a statement aloud on behalf of the appellants to the Smith House/Owl Club appeal. (See attached statement).

   Mr. Casavant stated that he believes a member of a City board has taken action against the City in part due to a decision made by that board and still sits on that board. He believes this is a clear conflict of interest and that member should recuse himself from involvement on that board until the litigation is done or tender his resignation from that board. In the absence of recusal or resignation, Mr. Casavant asked that council take action. Ms. Prent responded that the individual Mr. Casavant is speaking of has not taken action against the City but rather has challenged the City's decision which is the right of appeal that every citizen has. She added that the City has not invested anything into this appeal. Ms. Prent further stated that because this is not an ongoing process before the DRB (Development Review Board), she does not know why that person would need to recuse himself from further business of the DRB.

   Mike Conner stated that Mr. Ford, the member in question, is still on the DAB (Design Advisory Board) and will be reviewing a decision pending the decision made at tonight's meeting relative to a parking configuration for the library. He agreed with Mr. Casavant that if it's not a conflict of interest yet, it will be in the near future.

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4. Update on WWTF Upgrade and Authorization to Advance to Final Design (D&V) (Dominic Cloud; Wayne Elliott, Aldrich & Elliott).

Mr. Elliott explained that in 2013, preliminary engineering has been underway for the Wastewater Treatment Facility Upgrade. To recap from a council meeting last December, the scope of the project cost was slightly over $15 million with the initial focus being the age-related parts of the plant that have reached their useful life. The intent of the recommendation for the age-related items is to maintain long-term reliability and efficiency. Mr. Elliott explained that the draft report was submitted in November, 2013 and was under review by the State and the City. The reissuance of the Lake Champlain Phosphorous TMDL will be forthcoming this summer and the State asked that any work on the phosphorous-related items be delayed or postponed, specifically the filter and chemical feed systems. After removing those elements, the project cost has been reduced to just over $13,700,000.

Mr. Elliott stated that one of the concerns with the changes to the phosphorous TMDL is the limited funding availability in the next few years. The State has funds available for construction through their RLF (Revolving Loan Fund) and would like to continue ahead in 2014 with final design and permitting with a proposed bond vote in March, 2015. Mr. Elliott explained that under that schedule and with a positive bond vote, construction could begin sometime in the spring/summer of 2015. If construction is delayed a year, construction costs will increase from $365,000 to $450,000. The preferred method of funding is through the State RLF which has a 20-year term and a 2% administration fee. Mr. Elliott explained that with a positive bond vote, the City would be able to secure the funding to get a portion in 2015 and would then receive $4 million each year thereafter. He added that the major benefit of the RLF is that annual loan payments would be $826,000. Other funding sources include the VT Municipal Bond Bank with a 20-year term and a 3.82% interest rate which is expected to increase. The annual loan payment would be $956,000 and would cost an additional $2.3 million over a 20-year term.

Under the State RLF Program, the first loan payment would not be due until 2019, after construction has been completed. Mr. Elliott explained that he has an application ready for the State which would cover the final design funds and is seeking council's approval. He added that $605,000 has been budgeted in the total project costs and the application he is seeking approval of is for $553,500. Mr. Elliott explained that once a bond vote is passed, these funds would get rolled into the overall cost.

To recap, Mr. Cloud stated that staff has been working to address the useful life issues at the plant for a while and would like to put the City in a position to use the most effective funding which is SRF. He added that staff isn't setting the course for a bond vote tonight but rather preserving the City's position in line.

Mr. Doyle asked Mr. Elliott if it's correct that holding a bond vote in 2015 would delay construction by one year. Mr. Elliott responded negatively and said it would keep the City on schedule. He reiterated that mechanisms are going to continue to deteriorate and break and this upgrade is necessary in order to preserve the reliability of the plant and also help it to run more efficiently. Mr. Doyle asked Mr. Elliott if addressing the useful life issues would impact further work on the phosphorous improvements that will need to be made. Mr. Elliott responded that it will not at all impact the phosphorous improvements needed. He added that the State would like to use the City of St. Albans' plant for pilot testing which would bring a couple different types of technologies in to be run and tested for performance and help get a better handle on their capital and operating costs. Mr. Elliott explained that it would be at little or no cost to the City and would be great PR for the City. Mr. Doyle asked if adjustments to the TMDL would require a permit from the City. Mr. Elliott responded affirmatively. Mr. Doyle asked if that would create the need for another bond vote in the future. Mr. Elliott responded that it is being rolled out this summer and aren't any funding options at this time. He reiterated the importance of securing funding now for the useful life issues while there is money available at the State level.

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A motion was made by Alderman Pelkey; seconded by Alderman Doyle to authorize the City Manager to sign the necessary contracts to advance the WWTF upgrade to the final design and authorize the submission of the RLF application. Mr. Young asked if this next stage was already budgeted for. Mr. Cloud responded that the City does not have to supply any money up front for the design phase and will all get rolled into the bond on the back end. **Vote was unanimous, 7-0.**

5. Recess for Liquor Control (see separate agenda).

Mayor Gamache stated that council will recess for Liquor Control after agenda item # 11.

A motion was made by Alderman Hawkins; seconded by Alderman Spooner to adjourn from regular meeting and convene as liquor control board at 9:36 pm. Vote was unanimous, 7-0.

6. Consider Library Proposal for Maiden Lane Parking (D&V).

MaryPat Larrabee, Library Director, introduced herself and stated that she would be speaking on behalf of the Board of Trustees. She stated that she is present to request that their current 6 parking spaces be moved to coincide with the Connor Group's approved request for angled parking on Maiden Lane. The library request that these parking spaces be designated for the library for as long as there is a library located on Maiden Lane. The library also requests that the 5 designated spaces created by the Connor Group as City parking spaces be designated to the library as well. Ms. Larrabee reiterated that this proposal was brought to council on December 9, 2013 and on January 13, 2014; however, the library's inclusion of the proposal did not get addressed. Ms. Larrabee stated that this proposal would be an ideal opportunity for the library, eliminating the current parking situation and improving both the location and quantity of parking spaces.

Mr. Doyle asked Ms. Larrabee if the library is seeking the 5 parking spaces in front of the Connor property for a certain period of time or indefinitely. Ms. Larrabee responded that the library understands they would most likely not be granted those spaces indefinitely. Mayor Gamache asked Ms. Larrabee if the board has considered any other options. Ms. Larrabee responded that the library is completely landlocked which limits their options and have found offsite parking for staff which includes 10 fulltime employees and 25 volunteers. Mr. Hawkins asked if the library will have a policy prohibiting staff from parking in designated library spots. Ms. Larrabee responded that staff is aware they cannot park in the library designated parking spaces. Mr. Spooner asked Ms. Larrabee if the board has discussed the City keeping the 5 additional parking spaces but changing the parking allowance from 2 ½ hour parking to 30 or 45 minutes in order to better accommodate library patrons. Ms. Larrabee responded that the library offers many programs and in many cases, patrons spend an extended period of time in the library. Mr. O'Grady asked if the library's designated parking spaces would be open for public use after hours. Ms. Larrabee responded affirmatively. Mr. Pelkey stated that he would not like to vote on this item until after the direction of travel on Maiden Lane is discussed.

Mr. Hawkins asked how the library would enforce their parking spaces if non-library patrons park in their spots. Ms. Larrabee stated that the Connor Group will have designated parking as well and will follow their lead. Mike Connor stated that if they see habitual, repeat offenders, they will try to address it politely. Mr. Connor stated that if someone wasn't cooperative, they would have their vehicle towed. Mr. Doyle asked why the City couldn't include a parking enforcement agent in the budget and also asked if the library would request use of their designated spaces for special events occurring after library hours. Ms. Larrabee responded that the library doesn't hold special events after hours and are closed on Sundays and most holidays. Mr. Doyle asked Mr. Cloud why this parking situation would operate differently from the rest of the City's parking which has a parking enforcement agent addressing it. Mr. Cloud responded that the reason is because the library is asking that those 5 parking spaces be carved out from the rest of the City's parking program and be designated exclusively for the library. He added that if council would prefer the City to police the parking, that option could be discussed. Mr. Pelkey

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commented that in essence, Maiden Lane would become a private parking lot. Ms. Larrabee responded that the library is a community resource and would benefit everyone. Mr. Doyle stated that he would prefer to have the City enforce the private parking on Maiden Lane in order to be uniform with the rest of the parking in the City. Mr. Pelkey stated that he is concerned about allowing private parking designated for a specific business on a public street and wondered if there would be any legal issues behind allowing a company to tow a vehicle from a private parking space situated on a public street.

Mr. Cloud commented that the best argument for the library is that this is the right design choice and the only way to preserve the best look and feel of the design is to allow the library to continue their design all the way down the street. In return, the library is asking for 5 additional designated spaces. He added that once the design solution is resolved, the City can easily sort out the transactional elements and stated that generally speaking, there is not much difference between fee ownership and an easements on top of someone else's fee ownership. Before that step happens, a design choice needs to be made. Mr. Hawkins commented that staff's opinion was for the City to retain the parking spaces. Mr. Cloud stated that staff hasn't changed their position and this is a proposal from the library. Mr. O'Grady asked how many parking spaces are currently there now. Ms. Larrabee responded that there are 5 spaces now in front of the Connor's property and 6 spaces on the library's property. Mr. O'Grady asked how many parking spaces would be on that side of the street under this proposal. Ms. Larrabee responded that there would be a total of 16 spaces and 6 or 7 parallel City parking spaces on the opposite side of the street.

Mr. Doyle stated that the library is not just the City's library but is all of St. Albans' and not everyone is within walking distance. He believes that designating 11 spaces to the library, 5 of which would be designated for a period of 10 years, is a positive step for the community to ensure that the resource is available to everyone and is also in favor of the uniform design down Maiden Lane. Mr. Young asked who would be obligated to maintain the private parking spaces and sidewalk. Mr. Cloud responded that the sidewalk would be privately constructed but City owned and both the sidewalk and parking spaces would be plowed and maintained by the City. Mayor Gamache asked Ms. Larrabee if it would be a deal breaker for the library if they do not get the additional 5 spaces. Ms. Larrabee responded that she believes it would be.

Mayor Gamache opened the floor for public comment. Mr. Dermody passed out schematic prints showing Maiden Lane in both directions and asked if council had a complete picture before they consider the proposal. Mr. Hawkins noted the picture provided by the library. Mr. Dermody responded that what the picture provided by the library does not show is the greenspace in front of both properties. Mr. Dermody stated that if parking on Maiden Lane changes to diagonal parking for the entire street, the greenspace will change as well as where snow would be removed. Mr. Hawkins asked Ms. Larrabee if the library is willing to have use of the additional 5 spaces for a period of 10 years. Ms. Larrabee responded affirmatively. Mayor Gamache asked Ms. Larrabee if the board would consider a pilot program to allow the 5 parking spaces to be designated to the library for one year. The consensus of the board indicated that they would prefer not to consider a pilot program of one year.

Mr. Connor commented on the diagram passed around by Mr. Dermody which he stated was not to scale and would be happy to provide an engineered site drawing.

Ms. Levy noted lack of professional oversight for a full parking picture. She commented that Bank Street is impassable by two vehicles traveling in opposite directions even on a sunny day. Ms. Levy requested that a professional traffic study take place incorporating Bank and Congress Street. She added that she is not in favor of taking away the green space. Ms. Levy also questioned whether the parking configuration on Maiden Lane would extend to the front of the Leahy property.

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Mr. Bean stated that he does not disagree that the library is not a community resource but asked if the library also served as a resource for non City residents. Ms. Larrabee responded affirmatively and explained that the library is funded by both the City and Town. Mr. Bean asked why the City is continuing to relinquish City owned property and believes the issue should be looked at more comprehensively.

Mr. Doyle stated that if a proposal for the current parking configuration in front of the library was to come before council, it would not be permitted and under the current proposal, the library would gain green space. Ms. Levy responded that she understands there will be added green space in front of the library by changing to on-street parking but noted that the sidewalk will also be pushed back.

Mr. Connor presented his engineered drawing of the project and explained that there will be a homogenous landscape down the length of the street to the limits of property that both parties own. He added that the plan is not piece-meal and the proposal would integrate the two projects.

Ms. Prent reiterated that she is opposed to the diagonal parking plan and does not believe it should move forward without a traffic study.

A motion was made by Alderman Doyle; seconded by Alderman Spooner to approve 6 parking spaces in front of library for permanent the use of the library and 5 parking spaces to be held for the library for the use of a 10 year period during their business and operating hours and to be posted there for notice at their joint cost with no cost to the City. Mr. Hawkins stated that he doesn't like the idea of losing the parking spaces for the City and is worried about enforcement but doesn't believe the Library should be treated any differently than the Connor Group. Mr. Doyle stated that he would like the enforcement issues and right-of-way vs. fee simple issue to be discussed in the near future. **Motion carried, 6-1 with Alderman Pelkey opposed.**

7. Consider Whether to Study Changing the Direction of Traffic on Maiden Lane (D&V).

A motion was made by Alderman Pelkey; seconded by Alderman Hawkins to approve a parking study to study changing the direction of traffic on Maiden Lane. Mr. Doyle noted the external parking issues in the area of Maiden Lane and if changes are made, it would not just affect the intersections at the end of Maiden Lane but would also affect the intersection at the end of Church Street and the two intersections at the bottom of Bank and Congress and feels those streets should also be incorporated in the study. Mr. O'Grady agreed with Mr. Doyle. Mayor Gamache noted that a part of the scope of the traffic study is to summarize the findings and recommendations to determine if an additional study is needed. Mr. Cloud stated that this study is a great value for $1500 and agreed with Mayor Gamache that it might be beneficial to wait and see what findings this study produces. Mr. Doyle commented that changing the direction of the traffic will not only affect the inlet/outlet of Maiden Lane but will also affect how traffic exits onto Main Street. Mr. Cloud noted that the scope of the study includes the flow of traffic onto Fairfield Street. Mr. Doyle responded that he is more concerned with Congress and Bank Street. Mr. Pelkey stated that he suspects that the study will take Bank and Congress Street into consideration. Mr. Hawkins asked how the increased traffic projected from the Ace building will be determined since it's not going to be taken into account in the study. Mr. Winters, owner of the Ace Hardware that is being built, stated that he had a traffic study completed for the Ace project. Mr. Hawkins stated that at the very least, the findings from Mr. Winter's traffic study should be incorporated into this study. Mr. Cloud stated that there is a very strong local sentiment that the City has a traffic problem at the bottom of Congress Street where it meets Main Street and VHB's traffic counts determine that the City is nowhere near the point where it would need to have a traffic signal at that location. He added that what it shows is a rural connector intersecting with Route 7 in an increasingly active downtown. Mr. Cloud stated that he is okay with requesting that VHB incorporate the Ace project, Congress Street and Bank Street into their study. Mr. Winters stated that he would be more

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than happy to share his study. **Alderman Pelkey amended the original motion to include the Ace Project and Congress and Bank Street with the intersection of Main Street in the scope of the traffic study; seconded by Alderman Hawkins.** Mr. O'Grady commented that his reasoning for adding the Ace project into the study was not to look at the intersections of Congress and Bank Street with Main but as it was to look at the impacts of Ace on Maiden Lane. Michelle Monroe stated that if the direction of traffic on Maiden Lane flowed northbound, it would impact the entire neighborhood on the west side of Main Street because currently residents in that neighborhood can get to Fairfield Street by traveling down Main Street and then Church Street without taking High Street. She added that Lincoln is also one-way from Fairfield to Bank Street and if the direction of traffic changed on Maiden Lane, council would need to also consider changing the direction of traffic on Lincoln. Mr. Bean commended the traffic study before a directional change is decided upon citing that historically, Maiden Lane traffic flowed northbound and there were specific reasons why it was later reversed. Ms. Prent asked why council is now voting to commission a traffic study after already making decisions about parking on Maiden Lane. Mr. Hawkins responded that the traffic study has nothing to do with giving up parking spaces but has to do with consideration of changing the direction of traffic on Maiden Lane. Mr. Hawkins commented on Ms. Monroe's previous comment and stated that Lincoln Avenue is north and southbound behind the library and northbound from Fairfield Street past the jail onto Bank Street and from Bank to Congress you can travel in both directions. **Vote was unanimous, 7-0.**

8. Finance Report.

Ms. Strait requested that agenda item # 8.b. precede the finance report.

a. FY 14, Year to Date (Peg Strait).

Ms. Strait stated that at end of January, the City has completed 58% of the fiscal year. Starting with the General Fund, revenue is at 66.8% of budget year to date and expenses are at 63.3%. That delta of 3.5% creates a surplus of $250,000 compared to a surplus of $450,000 last year. Ms. Strait explained that the difference in surplus year over year is primarily due to property taxes which were at 53% of budget last year and are at 64.6% of budget this year. There is $350,000 of pre-payments on the February coupon and if those were removed, property taxes would be at 56% and very close to the target. Individual revenue items include property taxes and the Pilot payment which has been paid in full for the year. The $77,000 that the City receives for the Pilot represents 100% of appraisal value of the State's property within our boundary of $111,000. Under Assessing, $22,000 of the $23,000 budget is for the Statewide per parcel payment which is not received until May. For Police revenue, all but two municipalities have paid up front for dispatch services for the year. Under the Community Justice Center, the three major Department of Corrections Grants have been paid in full for the year. For the Public Works Department, there is an unbudgeted $3,000 grant for Safe Routes to School and have received over $3,700 in catch basin cleaning against the budget of $500. For State Highway Grants, the City has received 80% of the budget for the year.

Moving on to expenses, capital of $50,000 in Planning and Development is for the window work in City Hall and the expense for half of that has been reserved. Seven of the City's ten regional agencies have been paid in full for the year. The audit is also complete and has been paid in full. Ms. Strait added that debt is slightly over budget due to two interest payments made at the end of January and payments made toward the TAN Bond. She explained that if those two items were removed, debt would be at 56% of the total budget for the year. Looking at the Fire Department, a bucket truck was purchased this year for $43,000. The City had maximized its borrowing potential at People's Trust with TIF loans and has now been relieved with the bond proceeds and can once again borrow. Another capital item in the Fire Department is the new pickup truck which cost $32,000 after it was customized. In terms of Police Department capital, the unmarked cars have been paid in full for the year and will be replacing the recently totaled vehicle with a 2013 vehicle which will be

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offset by insurance proceeds less the $2500 deductible. Other expenses for Police Department capital include a K-9 vehicle, communications vehicle and unmarked cars of which 50% have been reserved. In terms of the Public Works Department, the overage is due to the Street Improvement Program.

Ms. Strait stated that in the Recreation Department, the City purchased a van for $24,000 with the intention of borrowing but has not borrowed yet and will discuss with the City Manager to see if borrowing money is needed. Ms. Strait added that the deficit of $350,000 is primarily for Streetscape.

For Water and Wastewater, expenses are at 54% and 52% respectively for the two funds against the 58% target. Revenue is at 50% and 48% for the two funds and will come very close to breakeven prior to depreciation next month. Ms. Strait stated that the City has also had some vacancy savings after the departure of a longtime wastewater employee who has not yet been replaced.

b. Consider Authorization of Electronic Accounts Payable System (Sarah Duffy) (D&V).
Sarah Duffy, City Accountant, presented a power point presentation to consider authorization of electronic accounts payable system to council. (See Attached Presentation).
Mr. Doyle asked if a password request would go to staff in the scenario where a council member lost their Read Soft password. Ms. Duffy responded that the request would go straight to Read Soft and staff would never have access to that information. Mr. Doyle asked Ms. Duffy if a due date for invoices will be available so that payments are made in a timely manner. Ms. Duffy responded that the majority of the invoices the City receives have terms written on them and is safe to assume that all invoices are due within 30 days of the invoice date if there are no stated terms. Mr. Doyle asked Ms. Duffy if this process would require any security measures on council's personal devices that are being used to access Read Soft. Ms. Duffy responded negatively. Mr. Doyle asked if council would need to solidify some policies if this process is adopted. Ms. Duffy responded that the Finance Department has a Policies and Procedures Manual with council adopted finance policies that give an overview and noted from those that the requirement is for two council members to approve every purchase approval. Within the Procedures Manual, there is a very detailed list of how that happens. Mr. Doyle noted that the warrant approval process is in place to ensure that public funds are being spent properly at every level. Ms. Krupp asked Ms. Duffy if there will still be special checks under the new process. Ms. Duffy responded that there will be if there is an urgent need for it. Ms. Krupp also asked Ms. Duffy if she will be given a hardcopy of the warrants. Ms. Duffy responded that she can provide a copy. Mr. Spooner suggested that it might be easiest as the process rolls out to send questions directly to Sarah or Courtney. Mayor Gamache asked Ms. Duffy when she anticipates going live with this process. Ms. Duffy responded that she hopes to go live on March 1st spending the next three weeks training staff and council.

A motion was made by Alderman Spooner, seconded by Alderman Doyle to authorize electronic accounts payable system. Vote was unanimous, 7-0.

9. Planning and Development Report.

a. Grant Application to Downtown Transportation Fund (D&V).
Mr. Sawyer explained that the City recently received $300,000 in Federal funding to extend the Streetscape Project north to Hoyt Street but the project will likely cost more than that. The City is applying for $100,000 in State funds through the Vermont Downtown Transportation Grant Program. Mr. Sawyer stated that as part of the grant application, City Council must sign the coversheet that goes with the application. Mr. Sawyer added that all match associated with this program is more than covered by the Federal funding that the City has already been awarded.

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A motion was made by Alderman Pelkey; seconded by Alderman O'Grady to approve grant application to Downtown Transportation Fund. Vote was unanimous, 7-0.

b. Consider Proposal Concerning Appointment of the City Design Advisory Board (D&V).
Mayor Gamache explained that a few concerns have come up recently that have raised questions about the DAB (Design Advisory Board) regarding process and flow of information from the DAB and Planning Commission to other boards such as the DRB (Development Review Board) and/or the City Council. Mayor Gamache explained that after speaking with the DAB Chair, Mr. Dermody, and attending a recent meeting, it seems the City is at a point in time to see if it's best to have one body provide two functions, one being the DAB and the other being Planning Commission. Mayor Gamache stated that with the high volume of business in the last couple of years she believes it would serve the City better to consider splitting the boards and so that both functions can receive more attention and would also allow for opportunities to let other citizens serve on boards. Mayor Gamache noted that most communities do not have a joint Planning Commission/Design Advisory Board.

Mr. Doyle acknowledged that he currently serves on both boards and believes this proposal makes a lot of sense. He added that the functions are fairly different and it can be confusing going back and forth between two different hats under at the same meeting. He is hopeful that there is interest from the public with the skill set to have the second board broken out. Mr. Pelkey commented that it would be important to advertise those skills when seeking candidates. Mayor Gamache asked Mr. Cloud to discuss what course of action council would take moving forward.

Mr. Cloud explained that the DAB can be assigned and appointed upon majority vote of the City Council with the following options as a course of action:

1. Pass a motion to remove DAB functions from the Planning Commission and transfer those functions to the DRB until a new DAB is formed (30 to 90 days).
2. Begin recruiting for new DAB members immediately.
3. Conduct an interview process and appoint new DAB members.

Mr. Doyle stated that his preference is to remove step one and begin recruiting for new DAB members after clearly advertising the role of the board. Mr. Cloud responded that it could certainly be done that way but noted some of the challenges the Mayor addressed in the sense that the Planning Commission wasn't operating at optimum effectiveness. Mr. Young stated that passing off the DAB duties to a committee that has no experience doesn't seem like a good idea. Mr. Doyle added that the DAB is supposed to advise the DRB and would seem strange to have them advising themselves. Mr. Pelkey commented that the DRB wouldn't be completely inexperienced in handling the DAB function since they currently receive recommendations from the DAB and believes the DRB could effectively fill in until the new DAB is appointed. Mr. Spooner asked when the DAB meets. Mr. Sawyer responded that the board meets on the third Monday of each month and the DRB meets the first Monday of each month. He added that the DRB considers everything that the DAB considers and the DAB's advice is an additional step which is not statutorily required. The DRB is ultimately responsible for all of the zoning including the design review districts and does the final determination of Article 7, the Zoning Guidelines. Mr. Sawyer stated that the DRB could easily absorb the DAB functions in the meantime and would reduce the number of meetings for applicants in the meantime until the new DAB is appointed. Mr. Young asked Mr. Sawyer why even have a DAB and why not just abolish it. Mr. Sawyer responded that the DAB is something that is specifically enabled and in general it is recognized that receiving focused advice from the DAB is beneficial to the process but is ultimately council's choice whether or not the City has one. He added that for Downtown Designation it is a requirement that there be design review districts but having a DAB is optional. Mr. O'Grady

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commented that it may be beneficial to allow council to weigh the options and make a decision at a future meeting. Mayor Gamache noted that one of the issues raised at the last DAB meeting, was a vision expressed by an applicant of how the process could be supportive at that level before moving to the DRB. Mr. Young asked why the DAB role couldn't be a staff function and added that if the DRB is going to hear the case no matter what, it seems to be a duplication of efforts. Mr. Doyle commented that he would want to see form-based code in place first.

A motion was made by Alderman Pelkey; seconded by Alderman Young to abolish the Design Advisory Board to be replaced by staff functions in conjunction with the Development Review Board. Mr. Sawyer stated that currently, the City's by-laws state that a DAB opinion is needed before certain applications can move to the DRB and would need to go through a 2 month process of changing the zoning by-laws to officially abolish the DAB. Mr. Sawyer explained that if council would like to abolish the DAB, he would also recommend having DAB duties assigned to DRB so that there is no violation of the by-laws.

Mayor Gamache opened the floor to public comment. Mr. Dermody, DAB Chair, stated that he is concerned about how guidance would be given to the DRB, especially in terms of aesthetics. Mr. Sawyer stated that the DRB discusses aesthetics along with a number of other zoning related issues. Mr. Dermody noted that another issue experienced by the DAB is how a citizen can get their perspective heard. Mr. Connor stated that as an applicant, he believed they were in compliance and made design revisions based on recommendations made and is amazed at how some of the DAB members act when they should be impartial representatives of the community. Mr. Bean, a member of the Planning Commission and DAB, noted that the DAB is subjected to applications that are not complete and is no basis to authority of that board. He explained that recommendations can be made and the board can advise, but beyond that, there is no authority to the DAB. Mr. Bean believes council should take a closer look at what the function of the DAB is, whether it's to assist the DRB in receiving information or to aid the applicant through the process. He does agree that the Planning Commission should not be joined with the DAB and run solely. Mr. Dermody noted the Co-op who sat down with the DAB to review their application for the new Co-op building and explained that once the DAB advised the Co-op and came before the DRB, the rest of the process when smoothly. Mayor Gamache emphasized that if council chooses to split and populate a DAB, the language of the statute describes the need for professional expertise and DAB shall have among their members, professionals in the field of architecture, landscape architecture, urban planning historic preservation and related blends. She believes having a separate DAB which focuses on those skills, interest and background could allow the opportunity to improve the process. Mr. Doyle agreed and asked Mr. Sawyer to repeat what he said earlier about the by-laws. Mr. Sawyer stated that council can abolish or reassign the DAB by majority vote in one meeting but it would take two meetings to change the by-laws. Mr. Young provided examples of different options that could be considered for the DAB such as having the DAB hold a preliminary hearing before going to the DRB or allowing the DAB to serve as a sub-committee to the DRB when expertise is needed. **Mr. Pelkey withdrew his original motion and made a motion to separate the DAB functions from the Planning Commission and transfer the DAB's functions to the DRB while the new DAB is formed. The new motion was seconded by Alderman Young.** Mr. Doyle noted again that he would prefer to start with step 2 as previously presented by Mr. Cloud. Mr. Young asked if the DRB is aware they will be receiving this new responsibility. Mr. Sawyer responded that the Chair of the DRB has been contacted and is aware and willing to temporarily take on the function of the DAB. **Vote passed, 6-1 with Alderman Doyle opposed.**

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c. Authorization of Water and Wastewater Fund Reserves (D&V).
Mr. Sawyer recapped that the Streetscape Project was proposed because of the benefit that it would bring to the Downtown both aesthetically in terms of the Streetscape as well as underground utility work that was needed. Mr. Sawyer explained that once the project began, it was found that some extra water/sewer line and water service work was needed. Due to the unexpected underground utility work that was needed, the cost of the project did increase. He added that it was beneficial to the corridor and that system to complete the underground work before the roads and sidewalks were replaced. The total water/wastewater costs associated with the project have been itemized and after removing the $500,000 water/wastewater bond that was initially passed in March 2012 in anticipation of some of these costs; there are expenses of $148,000 remaining for water and just over $88,000 for wastewater. Mr. Sawyer stated that staff is asking council to consider taking these expenses out of the water and wastewater reserves in order to pay for the overages. Mr. Doyle asked what the current reserve levels are for each of those funds. Ms. Strait responded that there is between $300,000 and $400,000 in each fund. Mr. Doyle asked how long it has taken for each of the reserve funds to accrue their current balances. Mr. Cloud responded that both funds have budget stabilization line items of $100,000 a piece and allocation fees that come in are reserved in addition to any annual surpluses. Mr. Hawkins asked what the alternative is. Mr. Cloud responded that the alternative would be to use funds from the General Fund or grant sources but would like to use the funds from the General Fund for North Main Street.

A motion was made by Alderman Hawkins; seconded by Alderman Young to authorize the Water and Wastewater Fund Reserves. Vote was unanimous, 7-0.

d. Consider Extension of Agreement Between City of St. Albans and SAFF (D&V).
Mayor Gamache recused herself as Chair of the Downtown Board and SAFF. Mr. Sawyer explained that in October, 2011, the City of St. Albans and the Board of Directors for SAFF entered into a merger that the City Council would appoint the Downtown Board which would act as the Board of Directors for the nonprofit St. Albans for the Future. Mr. Sawyer further explained that in many ways, the current Master Plan Implementation Committee and the members of SAFF that wish to remain on the board became the new Downtown Board. This arrangement was entered in order to unify the guidance of the City's overall downtown program and also to help with board recruitment and retention. Staff believes that the new arrangement has been successful. The agreement that the City and SAFF entered into has an automatic 2 year renewal that begins on March 1st and staff wanted to make sure council was made aware before the renewal occurred. At the last Downtown Board meeting, Mr. Sawyer stated that the board unanimously recommended that the agreement stay in place for the 2 year renewal. Mr. Doyle asked if the renewal would occur every 2 years. Mr. Sawyer responded that it would have to be renewed in earnest after 2 years in 2016.

A motion was made by Alderman Pelkey; seconded by Alderman Spooner to approve extension of agreement between City of St. Albans and SAFF for an additional 2 years. Vote passed 5-0 with Alderman Young and Mayor Gamache abstained.

10. Mayor's Report.

a. Review of 2013 and 14 Goals & Objectives.
Mayor Gamache tabled the review of 2013 and 2014 goals and objectives for a future meeting.

11. Consider Request from Friends of Northern Lake Champlain for Historic Wayside Exhibits to Commemorate John Smith Legacy in St. Albans (D&V).
Ms. Smith explained that the Friends of Northern Lake Champlain was encouraged to apply for small grants for communities within the basin that can relate the historic perspective of the community to the lake. The grant is for $5000 and would be used to develop wayside signs about John Smith's

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legacy and the railroad. Ms. Smith stated that the grant is fully funded by Lake Champlain Basin Program and is only seeking the City's review of signs, permitting and the placement of the signs. Mayor Gamache asked if the signs would be placed in a public or private space. Ms. Smith responded that it has not been decided, however, it would be easier to post on public land and would love to place a sign in Taylor Park and near the railroad. Mr. Spooner noted that wayside signs are typically placed on public land. Mayor Gamache asked who would have ownership of the signs. Ms. Smith responded that she believes that they would be owned by the City if they are place in public right-of-way and would have to develop an Operation & Maintenance Agreement. Mayor Gamache asked Ms. Smith which stakeholders or partners would be involved other than the museum. Ms. Smith responded that the Town could potentially be involved as well as the Smith Homestead Volunteer Group. Mayor Gamache asked Ms. Smith if this grant application was submitted by the Friends of Northern Lake Champlain on the Smith Homestead Volunteer Group's behalf. Ms. Smith responded affirmatively and stated that they have a 501c3. She added that the Friends of Lake Champlain would administer the project. Mr. Manahan, owner of a small piece of lakeshore property, expressed his disappointment that the Friends of Northern Lake Champlain is spending time and resources on something that has nothing to do with cleaning up the lake or their mission statement. Mr. Hawkins asked if a motion is required by council. Ms. Smith responded that because the signs will be placed on public property, the City needs to be involved in the process to give permission for the Friends of Northern Lake Champlain to erect the signs as well as staff time for approval of the sign design.

A motion was made by Alderman Pelkey seconded by Alderman Hawkins to authorize staff to partner with the Friends of Northern Lake Champlain to implement historic wayside exhibits to commemorate the John Smith legacy in St. Albans. Mr. Doyle asked if it would come back before council for approval of the placement of signs. Mr. Cloud responded affirmatively, depending on where the location is. Mayor Gamache stated that she is very much interested in figuring out how the City can work with its partners to establish programs that help improve the lake quality. Ms. Smith added that as a small non-profit, the Friends of Northern Lake Champlain rely on membership fees and grants. Ms. Smith explained that she is also concerned about the water quality of the lake and has recently spent a lot of time in Montpelier talking to various committees on the subject. **Vote was unanimous, 7-0.**

12. Minutes: Reg. Mtg. Minutes 1/13, Special Mtg. Minutes 1/18 & 1/27 (D&V).

A motion was made by Alderman Spooner; seconded by Alderman Hawkins to approve Regular Meeting Minutes from 1/13/14. Vote was unanimous, 7-0.

A motion was made by Alderman Spooner; seconded by Alderman Doyle to approve Special Meeting minutes from 1/18/14. Vote was unanimous, 7-0.

A motion was made by Alderman Spooner; seconded by Alderman Hawkins to approve Special Meeting minutes from 1/27/14. Vote passed, 6-0 with Alderman Young abstained.

13. Warrants: 1/22 & 2/5 (D&V).

A motion was made by Alderman Spooner; seconded by Alderman Hawkins to approve warrant from 1/22/14. Vote was unanimous, 7-0.

Approval of the warrant from 2/5/14 was tabled for a future meeting.

14. Other Business.

Mr. Spooner noted that in December, a student named Samantha Blow wrote an article in the BFA Mercury about limited parking for high school students. He will be meeting with Samantha, the Principal, Vice Principal and Mayor Gamache to discuss parking. Mr. Doyle asked Mr. Spooner if the school board was also contacted. Mr. Spooner responded negatively.

Approved by Council

15. Adjourn.

A motion was made by Alderman Pelkey; seconded by Alderman Young to adjourn meeting at 9:47 pm. Vote was unanimous, 7-0.

Respectfully Submitted,

Kristen Smith
Administrative Coordinator

Approved by Council

February 10, 2013

We, the appellants in the matter of the Smith House/ Owl Club at 13 Maiden Lane in St. Albans, Vermont, will not be bringing a separate appeal to Superior Court concerning the changes to parking on Maiden Lane that have been approved by the City Council.

Although we continue to believe that those changes will have an adverse impact on the historic downtown in general and on our neighborhood in particular, we feel it would be counterproductive to devote any of our limited resources to a separate appeal. Absent broader knowledge of the situation, the judge will be inclined to accept the opinion of the elected City Council as to what represents the best interests of the people of St. Albans.

For us private citizens to undertake the necessary traffic study would not only be financially impossible, but would also set a wrong precedent under which the City might again abdicate its responsibility to devote the necessary time and resources to thoroughly investigating the impact of a change to the right of way that may seem "minor" to the City Council but not to the neighborhood.

The City has taken the position that the scale of the private project for which the change is to be undertaken is not sufficient to trigger the need for a traffic study. We disagree.

The diminutive scale of Maiden Lane itself effectively enlarges the project and its potential impacts.

Even if the scale of the Connor redevelopment project for 13 Maiden Lane would not alone trigger the need for a traffic study, surely in combination with the large new ACE Hardware project less than half-a block away, it should.

Together, the two projects mean increased volume of traffic at the already troubled intersection of Main and Congress Street, doubling the impact on tiny Maiden Lane. Even Messenger St. is likely to suffer negative impacts near its intersection with Congress St.

For the City to take the position that neither of the two projects triggers the need for a traffic study is simply irresponsible. There were repeated requests for a traffic study from the public, but those requests were ignored.

In so doing the City administration has set itself up as an advocate for the interests of one private developer in opposition to concerns expressed by many members of the public and the entire Design Advisory Board.

If the City was not prepared to undertake the entire cost of such a traffic study, it could have compelled the applicants to contribute as a condition of their approval.

In light of their decision to rubber stamp Connor Contracting's parking proposal and leave it to a judge to undo any damage from that decision, we do not believe that the City Manager, the Mayor and the City Council can be relied upon to protect the best interests of the people of St. Albans. However the remedy to unreliable government will not be found in an endless series of related appeals.

The only path to better governance remains at the ballot box.

Sue and Mark Prent, and Peter Ford
St. Albans, Vermont

Accounts Payable

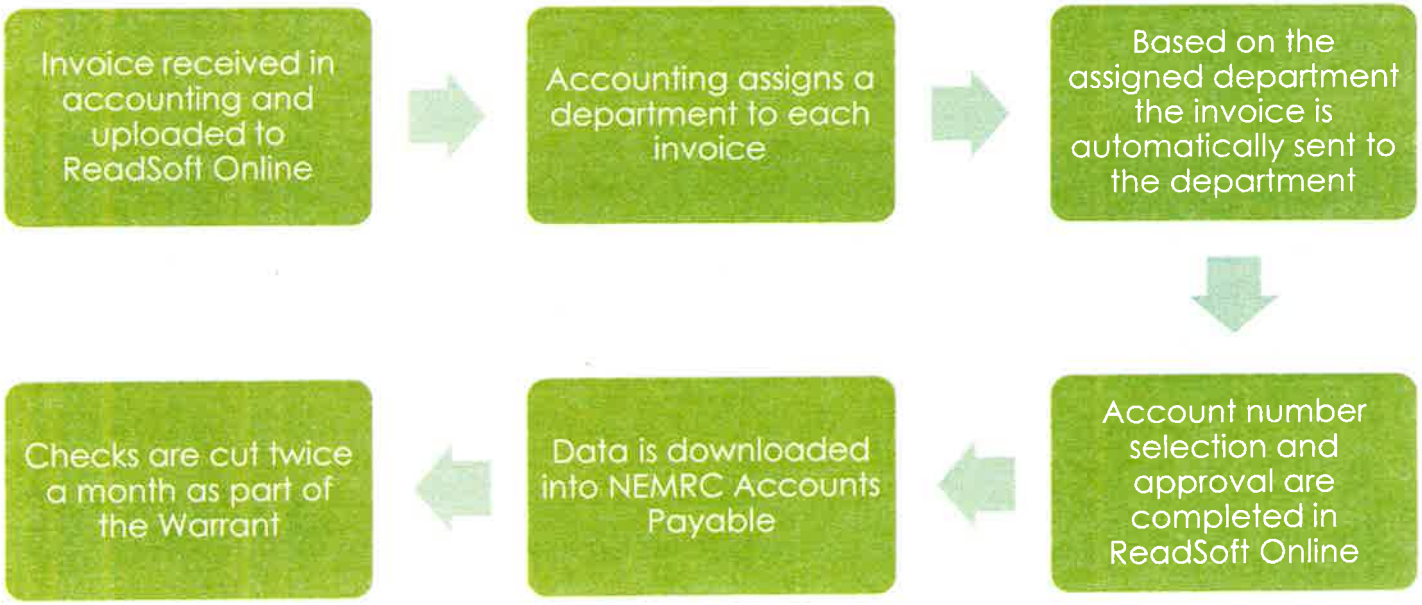
A First Look

Presentation Agenda

1. Overview the current system
2. Overview the new system
3. The warrant process - requirements and changes
4. A few other notes
5. Questions

An Overview of the Current System

An Overview of the New System



You have been assigned a document to validate - Message (HTML)

File | Message

Ignore | Junk | Delete | Reply | Reply All | Forward | Meeting | More | Kelly Viens | To Manager | Team E-mail | Move | Rules | OneNote | Actions | Mark Unread | Categorize | Follow Up | Translate

Delete | Respond | Quick Steps | Move | Tags

From: no-reply@readsoftonline.com
To: Sarah Duffy
Cc:
Subject: You have been assigned a document to validate

Dear Sarah Duffy,

You have received a new invoice for approval.

Supplier Name	Due date	Amount	Invoice number
LEADBEATER CONSULTING		135.00	TLC112413B

Please go to https://test-us.readsoftonline.com

See more about: no-reply@readsoftonline.com.

https readsoftonline.com

ReadSoft

File Edit View Favorites Tools Help

Convert Select

GASB GARS ReadSoft Mastering difficult conver... Leading Women - CNN

Page Safety Tools

ReadSoft Online

Welcome Sarah Duffy Change password Help Log out

APPROVE STORAGE

1 to approve

Welcome to ReadSoft Online

ReadSoft Online is your home for handling invoices.

Help Documentation

Cookies

100%

Convert Select

GASB GARS ReadSoft Mastering difficult conver... Leading Women - CNN

Page Safety Tools

ReadSoft Online

Welcome Sarah Duffy Change password Help

Track ID: 20140205-1/1

Leadbeater Consulting, LLC

500 Sodom Rd
Milton, VT 05468
Phone - 802-524-3988 Pager 802-351-8605

DATE: November 24, 2013
INVOICE # TLC112413B

Bill To: STA
St. Albans City
Mr. Al
St. Albans, VT 05478

Ship To:

P.O. #	Sales Rep. Name	Ship Date	Ship Via	Terms	Due Date
	Thomas				

Hours	Description	Unit Price	Line Total
1 hr.	Prepare new PC for Franklin Public Works	90.00	135.00

SUBTOTAL	135.00
SHIPPING & HANDLING	
TOTAL	135.00
PAID	
TOTAL DUE	135.00

THANK YOU FOR YOUR BUSINESS!

Approval

Accounting | Invoice | Information | Comments | Histo

Invoice information

Buyer	St Albans
Supplier name	LEADBEATER CONSULTING
Debit/Credit	Invoice
TotalAmount	135.00
InvoiceDate	20131124
InvoiceNumber	TLC112413B

Accounting

	Account	Debit	Credit
	100-5-10-03-350.00	135.00	0.00
	Total:	135.00	0.00

Test2

Sarah Duffy | Sarah Duffy

Approve the invoice

What are the Requirements of the Warrant Approval Process

From St. Albans Charter, Sec. 11-26 Warrants

"All purchase approvals and warrants shall be signed by two members of the City Council."

From the City's Financial Policies:

"All purchase authorizations will be reviewed by two members of the Council."

The NEW Warrant Process

- After internal approvals complete invoices routed to two warrant signers
- Warrant signers will log onto ReadSoft and approve remotely
- A traditional warrant report will be sent via email twice a month

Warrant Process, cont.

Current System

1. Verify invoice total matches payment approval form
2. Verify approved total matches warrant
3. Verify approvals on payment approval form
4. Verify consecutive check numbers on printed warrant

New System

1. Verify invoice total has been captured properly
2. All data is transferred automatically
3. Verify prior approvals on the screen
4. Check numbers can be verified on the warrant report

Final Thoughts

Savings:

- Decreased processing time
- Increased accuracy and efficiency
- Increased accessibility
- Real savings on supplies
- Approval App available

Questions?