St. Albans City Council
Minutes of Meeting
Monday, December 11, 2017
City Hall, Council Chambers

A regular meeting of the St. Albans City Council was held on Monday, December 11, 2017, at 6:30 pm in the City Hall Council Chambers.

Council Present: Mayor Elizabeth Gamache; Aldermen: Michael McCarthy, Tim Hawkins, Chad Spooner and Alderwomen Marie Bessette and Kate Laddison.

Council Absent: Alderman James Pelkey.

Staff Present: Dominic Cloud, City Manager; Chip Sawyer, Director of Planning & Development; Tom Leitz, Director of Administration and Martin Manahan, Director of Business & Operations.

Visitors: See attached sign-in sheet.

1. Executive Session in second floor conference room re: real estate development, litigation and personnel.
   a. Consider a finding that premature disclosure of real estate development, litigation, and personnel matters could compromise the City or person involved (D&V).
   A motion was made by Alderman Hawkins; seconded by Alderman Spooner to find that premature disclosure of real estate development, litigation, and personnel matters could compromise the City or person involved. Vote was unanimous, 6-0.
   b. Enter Executive Session for purpose of discussing real estate development, litigation, and personnel matters where premature disclosure could compromise the City or person involved (D&V).
   A motion was made by Alderman Hawkins; seconded by Alderman Spooner to enter Executive Session for purpose of discussing real estate development, litigation, and personnel matters where premature disclosure could compromise the City or person involved. Vote was unanimous, 6-0.
2. Call to Order and Pledge of Allegiance in Council Chambers.
   Mayor Gamache called the meeting to order at 6:30 pm and led the pledge of allegiance.
3. Public Comment.
   Chris Dermody, City resident, introduced himself. He stated that he was on the City website looking at the park and pool information. As a citizen, he would like to see some sort of planning device so residents could know what to expect one year, five years and ten years out, how TIF dollars will be used and how such projects will impact resident's taxes. He believes if there was a better picture, residents might be more comfortable with where the votes are going. Mr. Dermody commented that if he had a better overview, he might be able to support both the pool and the wading pool and hopes to see some illustrations and planning grids. He thanked staff and council for working so hard.
4. Interview candidates for Downtown Board.
   Mr. Sawyer noted that Ms. Liese was not able to attend and he did not know the status of Ms. Howard. Mr. Scangas and Ms. Brown came forward. Mayor Gamache thanked the candidates for their service and asked them if there was anything they'd like to make council aware of. Mr. Scangas stated that he'd like to continue serving. Ms. Brown seconded that notion and stated that she enjoys her work on the board and working for the community. Mr. Scangas added that the board consists of a great mix of people who all work hard and care about what they're doing.

Approved

a. Review recommendation from Downtown Organization Committee.

b. Consider appointments to Downtown Board.
A motion was made by Alderman Hawkins; seconded by Alderwoman Laddison to appoint Maureen Brown, Donna Howard and Amanda Liese to seats expiring 12/31/20 and to appoint Laz Scangas to the open seat expiring 12/31/19. Vote was unanimous, 6-0.

Mr. McCarthy commended Jeff Young who has served on the Downtown Board for a decade and thanked him for all of his service to the board and the community.

5. Interview candidates for Development Review Board.
Mayor Gamache introduced applicants, Dick Thayer and Denis LaPointe and thanked them both for their interest. She asked the candidates to introduce themselves and share anything they'd like council to know. Mr. LaPointe stated that he moved to St. Albans three years ago after retiring from an international business career. He wanted to find a way to get more involved in the community and recently had some interaction with the Development Review Board which triggered his interest in that process. Mr. Thayer stated that he has lived in St. Albans for a little over ten years and just retired from his second job after retiring from the State. He is looking for something to do and would like to get involved in the community. He commended the council's work with the City and wants to be a part of the great work that is being done.

Mayor Gamache stated that there is an open regular seat, a second alternate open seat and an expiration coming up for a seat that is currently filled. Mr. Hawkins noted that Owen Manahan had expressed interest in staying on the board but hadn't submitted his application and asked if he should still be considered. Mr. Sawyer responded that he did let Mr. Manahan know that he should still submit an application even if he couldn't attend tonight's meeting. Mr. Sawyer stated that council could provisionally extend Mr. Manahan's seat for a month to allow him to come before council at the next meeting. He explained that there are 3 candidates including Owen and there are 3 spots with one being a second alternate seat. Mr. Hawkins asked Mr. Sawyer if he believes Owen didn't attend tonight because he didn't want to be considered further as a full time applicant. Mr. Sawyer responded that he would recommend that council extend Owen's seat until the end of January to see if he want to come before council and that one of the candidates tonight is appointed to the open seat and one to the second alternate seat. If Owen decides that he does not want to retain a full seat, one of the alternates could be appointed to a full seat at any time. Mayor Gamache asked Mr. LaPointe and Mr. Thayer if they had a preference for serving in the open seat vs. the alternate seat. Both applicants expressed interest in a full seat. Mr. Spooner asked if Judith was given the option to apply for the open seat. Mr. Sawyer responded that he personally did not have a conversation with her about that but the DRB has known for a while that there is an open seat. Mr. Hawkins asked if there was a way to appoint everyone tonight but applying them to positions after hearing from Owen and Judith at the January meeting. Mr. Sawyer stated that his third recommendation is to have more contact with the board and contact Owen and specifically ask Judith if she'd like to be considered for an open seat and in the meantime, appoint Mr. Thayer and Mr. LaPointe to a second and third alternate seat, provisionally, which would allow them to participate and give the DRB more time to figure out who should get a full seat.

a. Consider appointments to Development Review Board.
A motion was made by Alderman Spooner; seconded by Alderman Hawkins to extend Owen Manahan's seat to a term ending 1/31/18 and to appoint Denis LaPointe and Richard Thayer as a second and third alternate pending next month's meeting. Vote was unanimous, 6-0.

6. Presentation of Parks Commission Recommendation for Taylor Park Master Plan.
Mayor Gamache thanked the Parks Commission for the work they have been doing to develop this plan which gives something to provide feedback on and has invited public engagement in the process. She is

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looking forward to hearing the presentation tonight and appreciates the amount of feedback received on Taylor Park thus far.

Mr. Koldys explained that they gathered feedback since the last meeting through informal comments and emails and decided to look at what could be done to remove some of the more contentious issues in the plan in order to move forward. He noted that there are some sidewalks that need to be updated sooner rather than later and also wanted to take away some of the misconceptions with the master plan. They maintained the Loomis gazebo in its current spot and current state which took out the overlook that used to exist just behind it. He explained that one piece that was an oversight from the Parks Commission's perspective was to restore the bridge that used to exist over what was once a reflecting pool and thought it would be nice to bring that feature back. They want to maintain the historical round garden that the Garden Club worked so hard on and make some changes to the south end of the park. Mr. Koldys explained that the commission wanted to know where potential performance spaces could be located but what that will look like will be determined down the road. The commission also saw an opportunity to improve the placement of the monuments so they have better accessibility and will be better highlighted. Finally, the splash pad and interactive water feature was also a contentious item. The commission didn't want to remove it from the plan entirely and focused on a potential location which would be in the area where you cross the street from Twiggs so it could be in a contained space and easily accessible.

Mayor Gamache asked Mr. Koldys if he spoke about the configuration of the sidewalk and the oval walkway. Mr. Sawyer responded that accessibility became a theme at the last Parks Commission meeting based on public input and it was noted that the oval walkway is viewed as a nice aesthetic feature from a birds eye view but when you're in the park it also has a few advantages. It can be used to link a lot of the different walkways together and lacking corners could be part of purposeful walks. Mr. Sawyer explained that because its round, it provides a more accessible way to take on the west to east slope of the park. They did receive public comments for and against the oval walkway but it was supported by staff and the Parks Commission. Mr. Koldys added that the sidewalks on the southern end were also removed with the removal of the performance area. Mr. Sawyer added that this is a conceptual plan and a very beneficial exercise to engage in before any actions are taken and could become a guide for how improvements might occur in the future. It's not final engineering or final design and doesn't obligate the City to do much at all until the City decides to undertake the ideas. Mr. Sawyer stated that that point was discussed at the Parks Commission meeting especially with the performance area. He stated that the consultants came up with a very nice concept for a performance area that was presented at the last meeting. He added that there are many ways in which some of the concerns about the performance area can be taken into account in the final design stage. There were concerns about ambient noise from traffic on Fairfield Street and stated that staff could do some sound studies before deciding to engage in the performance area in the south end and could research all types of considerations which could be undertaken during a final design phase. One of the main conclusions of the Parks Commission and the Steering Committee is that the performance idea is a really good idea for the south end of the park and should be part of the personality of the south end.

Mr. Spooner asked if the length of the oval was known. Ms. Loope responded that she will find out. Mr. Spooner stated that he really appreciated the public input in the packet. Mayor Gamache also thought the process of getting online feedback was very helpful. Mayor Gamache asked if the public art locations were mentioned at the last meeting. Mr. Koldys responded negatively and stated that it was an oversight.

Ms. Laddison noted the Farmer's Market space and asked if the commission felt it allowed enough space for the market to grow and thrive. Mr. Koldys responded that the orange and yellow icons on the map

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represent 10' x 10' tents and will allow for expansion of the market over time. Across from Bishop Street, there is a location where the grass is reinforced which will allow vehicles to drive onto the lawn and allow for the movement of tents. Mr. Manahan stated that he spoke with Robin Morrill who is in charge of the Farmer's Market and she loves the concept of the oval walkway.

Mr. Hawkins asked Mr. Sawyer if council was presented with a proposed sequence of events. Mr. Sawyer responded that the commission wanted to bring this before council now to get a blessing and the consultants will know what to work on for conceptual estimates and the phasing recommendations to finalize a master plan. Mr. Sawyer explained that that will be the information the City can then use to prioritize what it wants to tackle first or whether there are some things that might have to wait a while due to funding realities. Mayor Gamache asked if it's correct that the planning was supported through a grant from the Agency of Commerce and Community Development. Mr. Sawyer responded affirmatively. Mayor Gamache asked if that grant would cover the planning that would happen after council approval. Mr. Sawyer responded affirmatively.

Mr. Barber, Planning Commission Chair, introduced himself. He attended the recent Parks Commission meeting and is in support of this revised master plan. He believes the commission listened to the members of the community and other group's concerns and the online feedback was important. As a matter of process, he wondered if council would consider delaying a vote of approving this plan until January. He explained that he would like the revised plan to be presented and discussed at the next Planning Commission meeting for a vote before it comes back before council. Mr. Barber added that he believes it was a good idea to keep the historic garden and gazebo and to relocate the splash pad without having to sacrifice as many trees and allowing for a potential band shell or open pavilion.

Mr. Dermody introduced himself. He noted he is behind the concept of completing sidewalks throughout the City. He also asked if neighborhood trees were going to be addressed. Mayor Gamache noted that tree replacement has been made a council priority in terms of increased budget allocations and staff has undergone an inventory. Mr. Cloud added that most of the tree replacement has followed the City's construction projects and staff increased the budget last year by $5,000 - $10,000 and still moving in that direction. He stated that Mr. Dermody's major policy point that there is a need to budget more funds for replacing more neighborhood trees whether or not the sidewalks are replaced or not is well taken.

Mayor Gamache stated that she is very appreciative of the work that has been put in and all of the feedback received. She is open to waiting a month for a vote and asked Mr. Sawyer if there would be any implications. Mr. Sawyer responded that the grant runs out in the spring and timing is important at this point.

Mr. Scangas stated that the Planning Commission approved the first plan presented with a vote of 5 – 1 and the revised plan has very minor changes. He doesn't believe it makes sense to hold this plan up just to get another 5 – 1 vote by the Planning commission. Mr. Barber responded that it would actually be a unanimous vote by the Planning Commission because he can now support this plan and is one of the reasons why he'd like to have a second vote on record. Mayor Gamache asked if it would be possible to move forward with a council vote so the planners could continue their work and asked Mr. Sawyer when the Planning Commission meets again. Mr. Sawyer responded that they meet in a week and suggested that council make a motion to adjust its approval if the Planning Commission raised any red flags.

7. <u>Direct staff to make additional amendments or proceed to finalize the cost estimates (D&V).</u>
A motion was made by Alderman Hawkins; seconded by Alderman Mccarthy to proceed to finalize the cost estimates based on the plan presented tonight. Mr. Spooner asked Mr. Sawyer if council can vote on this tonight and the Planning Commission can still vote on it next week. Mr. Sawyer responded affirmatively. **Vote was unanimous 6-0.**

Approved

8. Continue First Reading of stream corridor amendments to Land Development Regulations.

Mr. Sawyer stated that his memo provides some more information requested from the last meeting. Staff received some public input at the last meeting which was the exact same input the Planning Commission had already heard. He noted that the Planning Commission had already made adjustments to what was originally drafted in response to those public comments. Mr. Sawyer noted that such adjustments included simplifying how to delineate what a stream corridor is and the requirements for what you can do with a lawn in the Riparian Buffer Area were relaxed greatly based on the public input that the Planning Commission received over the course of eight meetings. Staff and the Planning Commission feels that these proposed rules have been responsive to property owner concerns.

Mr. Sawyer stated that there were questions from council about the effects of these rules on aesthetics and property owner burdens for compliance. Stream erosion is a threat to any property along the brook and can be a constant challenge. The riparian requirements of these drafted rules are the recommended thing to do along the brook to try and reduce that streambank erosion. Lawns being no shorter than 3" is recommended as healthy lawns that can't be fertilized and obviously fertilizing with phosphorous is not a good idea. Mr. Sawyer stated that the 3" rule can be obtained with any standard lawn mower and doesn't see as being a heavy burden on any landowner. Mr. Sawyer recalled the prohibition of storing brush and cuttings within the Riparian Buffer Area. He stated that he has a place on his property where he stores leaves and branches and recognizes that it's recommended to not have these along brooks because it can be carried away by a storm and enter the brook. One of the ideas proposed is programmatic and the City is going to help property owners deal with these requirements. Staff has started the conversation about what the stormwater program should be in the City and can find ways to help people get yard clippings and branches to Hudak and/or the Solid Waste District. Mr. Sawyer noted the proposal to limit property owner's ability to cut trees. He stated that the rule was redrafted and now reads, "A permit is required to remove any healthy native trees of 2 inches in diameter as measured 4 feet from the ground in the Riparian Buffer Area. In considering such a permit, the Zoning Administrator shall take into account the ability of the property owner to access the stream and care for their property, other vegetation that will be left in place, and any vegetation that could be added to replace the tree(s)." Staff has made it reasonable to both encourage people to keep the healthy native trees and the damaged, non-native trees can be removed without a permit. Mr. Sawyer reiterated that reestablishing the Riparian Buffer Area is one of the things required by the MS-4 permit and will have a hard time doing that if it isn't recognized that existing trees need to stay in that area.

Mr. Sawyer noted that staff is supposed to be providing technical assistance to property owners that would like to reduce erosion and treat stormwater and if people are having trouble with the burdens of the new stormwater rules coming down the pipe, staff will work with folks through their issues. There was also a question raised that it seems unfair to grandfather a parking lot in the stream corridor while telling other property owners that their lawn can't be mowed under 3". Mr. Sawyer responded that it is not similarly situated.

Mr. Sawyer recalled that council asked what properties would specifically be affected by these rules and counted 143 parcels in the City. It is due to this built-out nature that staff went with a 30' stream corridor and not a 50' corridor. Mr. Hawkins stated that he would like to see a list of the property addresses affected and believes it should be part of the ordinance and posted in the City Clerk's office so if someone wants to buy the property they know they are subject to these rules. Mr. Barber stated that he doesn't believe it places an undue burden on property owners but if there is a slight burden, the City might be able to help homeowners with discounted trees.

a. Consider edits and acceptance of first reading (D&V).

Approved

A motion was made by Alderman Spooner; seconded by Alderwoman Laddison to approve edits as presented and accept first reading of stream corridor amendments to the Land Development Regulations. Vote was unanimous, 6-0.

9. First reading of Stormwater Management Ordinance.

Mr. Sawyer stated that one of the requirements of the MS-4 permit is that the City must carry out regulation of construction and development that extends the State's stormwater and permitting process to properties that aren't large enough to require a State permit. He noted page 3 of the memo and stated that projects that result in more than one acre of total impervious surface would have to show that they have applied for a State stormwater permit, as is currently required. Projects resulting in more than one acre of land disturbance, but resulting in one acre or less of total impervious surface would have to have a stormwater management plan approved by the City, using the State's standards. Projects disturbing less than one acre of land and resulting in less than one acre of total impervious surface would only need a simplified stormwater plan approved by the City, and only if they would result in the redevelopment or creation of more than 1,000 square feet of impervious surface.

Mayor Gamache asked Mr. Sawyer if it's correct that he is looking for first reading approval now so council can be prepared for a second reading at a later date and asked what that is triggered by. Mr. Sawyer responded that these regulations would require resources provided by a stormwater program such as the stormwater utility program introduced to council earlier. It would also require some additional staff effort, possibly the use of some consultants.

Mr. Sawyer noted Section 6. He explained that every MS-4 community needs to have a program to look for illicit discharges into their stormwater system. The City is now required to have a very active program actively looking for these potential sources of pollution in the stormwater system. Oftentimes consultants are used because the stormwater needs to be tested and there would have to be ongoing monitoring of the discharges. When staff and council are ready to discuss what the City's stormwater program is going to look like in depth, it can be finalized. Mr. McCarthy asked Mr. Sawyer what kind of split communities see in terms of the technical reviews in order to look at compliance between the stormwater program they have and the applicant and asked what kind of costs property owners can expect when they are building a house on a residential one acre lot. Mr. Sawyer responded that he doesn't know what the data is in terms of average expense but if someone is building a house, part of the existing permitting fees is already going to be based on a percentage of new construction value. Mr. Sawyer stated that the council will decide how much would be fee-based based on an application and how much would be supported by a stormwater program and can get data on what a likely per-project cost would be. In terms of the technical aspect, a community like St. Albans usually starts out by using more of the external help and expertise and over time, as staff becomes familiar with stormwater management, it can start doing more of the work in-house.

Mr. Barber asked how many properties affected are more than an acre. Mr. Sawyer responded that he could get a number. Mr. Hawkins asked why that would matter. Mr. Sawyer responded that it's possible that a property owner could engage in a project where they dig up more than an acre but not create that much impervious which would mean they wouldn't trigger a State permit. Mr. Sawyer stated that did look at the implications in terms of how many people would have to undergo these new rules. He explained that he's probably overestimating but so far this year, Dave Southwick has issued 208 permits. Of the 208 permits issued, 54 could possibly require controlling erosion during the project. He included the low risk site handbook for erosion prevention which has standards for erosion that Public Works follows. Only 5 of the permits issued so far this year could possibly require post construction stormwater management.

a. Consider edits and acceptance of first reading (D&V).

Approved

A motion was made by Alderwoman Bessette; seconded by Alderman Spooner to accept first reading of the stormwater management ordinance. Vote was unanimous, 6-0.

10. First reading of ordinance amendment for Market St. traffic direction.
Mr. Sawyer stated that when the latest version of the Catherine/Federal Street project was presented to council, Market Street was one-way south in the plans and staff is now making that change in the ordinances. This is the first reading adding Market Street southerly from the intersection of Lake Street to the intersection of Stebbins and Allen Street to the list of one-way streets in the City

a. Consider edits and acceptance of first reading (D&V).
A motion was made by Alderman Spooner; seconded by Alderman McCarthy to accept ordinance amendment for Market Street traffic direction. Vote was unanimous, 6-0.

11. Designate Market St. for E911 (D&V).
Mr. Sawyer explained that when you look at the State's town highway maps, Market Street is not named because it has been railroad land and E-911 asked for council to designate it. Mr. Cloud stated that it should be added to the City's Certificate of Highway Mileage.

A motion was made by Alderman Spooner seconded by Alderman McCarthy to designate Market Street for E-911. Vote was unanimous, 6-0.

12. City Manager Report.

a. Consider adoption of policy regarding settling of lawsuits (D&V).
Mr. Cloud stated that there is a proposed policy in the council packet with a companion memo which outlines staff's existing practice for settling lawsuits and appeals. That practice has been that the Manager's job is to keep the council up to date, has the authority to settle disputes and use his or her judgement in deciding what should come to council and what is considered de minimis and settled by the Manager. Mr. Hawkins asked Mr. Cloud what is de minimis. Mr. Cloud responded that it would depend on the weight of the matter but for instance, staff regularly settles flat tire claims and employee matters when negotiating terminations or resignations. He stated that what isn't de minimis is something that has policy ramifications such as the Peter Martin lawsuit or something as major as the Town water and sewer environmental court appeal. Mr. Cloud stated that the way it has generally operated is that the council would be briefed during a monthly meeting to determine parameters for a settlement. He explained that some communities bring it all back to the public body and get a headline for what was settled for which has a way of encouraging future lawsuits. Mayor Gamache noted that the budget contains allowances for the payment of insurance deductibles and asked if it's broken up over different line items. Mr. Cloud responded that it's spread out across the funds. Mr. Cloud stated that the Manager certainly can't appropriate funds that don't exist and the Manager certainly can't settle things that have policy ramifications but the City has never had a council ratification in all of those and there are good reasons not to.

Ms. Laddison asked Mr. Cloud if there is mechanism for documenting or recording the decisions that the Manager makes. Mr. Cloud responded affirmatively and stated that it would exist in the settlement agreement. Mr. Hawkins stated that with this policy though, the Manager wouldn't have to go to council. Mr. Cloud responded negatively and stated under this policy, the Manager would come to council if in his or her judgement it required council to be briefed on the matter. Mr. Hawkins asked Mr. Cloud if he wants to put himself on the hook for making these types of settlements. Mr. Cloud responded that he doesn't think this policy is any different than what the Manager already does. Mr. Hawkins stated he believes the policy give council an "out" if the City Manager makes a decision that isn't beneficial for the City. Mr. Cloud stated that his intent was just to codify what the Manager and council regularly do. Mr. Hawkins stated that he believes what the

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Manager and council regularly do is ok without having to create a policy and wouldn't want to decide tonight without Alderman Pelkey being present. Mr. Cloud asked Mr. Hawkins if his concern is with the Manager checking in with the council. Mr. Hawkins responded affirmatively and stated that it would matter who the Manager is too.

Mayor Gamache noted that there is a particular situation right now that is prompting this question. Mr. Cloud stated that our Police Department was in the Town handling a domestic he said, she said situation. Both parties involved were Latinos, one whom speaks English and one whom doesn't. There was a need for an interpreter and an interpreter was onsite from AmCare but wasn't going well so border patrol was called. The migrant justice felt that was the wrong decision and would like a policy enacted so in the future, if an interpreter is needed, an interpreting app or a regularly used interpreter be called and not border patrol. Mr. Cloud stated that he is trying to remove the notion that there be an agenda item for council to take action on an issue. Mr. Cloud explained that council can only act in open session but is directed to do things by council in executive session. Mr. Hawkins stated that he likes the council hearing about issues in executive session and telling the Manager to take action. Mr. Cloud stated that he will take another stab at drafting the policy and reiterated that he is not trying to change the current practice. Mayor Gamache asked if this is hanging up the resolution of the particular situation just mentioned. Mr. Cloud responded negatively.

b. Conceptual approval of solar PPA for portion of City electric bill.
Mr. Cloud stated that the power purchase agreement is an agreement between an energy developer and the City. The City has been in conversation for 6 months with a solar developer who has a site near the sewer plant on Rewes Drive. The developer would like to begin the permitting process and needs the City to agree to buy 50% of the power for the wastewater plant and the balance of the power throughout the rest of the City which will be about 35% - 40% of the City's total electric bill. Over the last 2 years, Green Mountain Power has gone up by an average of 2.5% a year. Under this agreement, the City would lock in for a guarantee of no greater than a 1% increase per year for 20 years. Mr. Cloud added that there are options to buy it at the end of the life as well, and the agreement has been reviewed by Dunkiel Saunders. Mr. Cloud stated that it would provide the City with an immediate discount in year one of around 10% and would give the City rate stability and rate predictability.

Mr. Spooner stated that the Green Mountain Power rates have been increasing but believes the City is at least staying even due to efficiency measures taken. Mr. Cloud responded that at this point, the City has tapped out of all of its efficiency measures and believes this would be the next move to make. Mr. McCarthy stated that current State law caps net metering at half a megawatt ac so if that law stays the same, this will be the only net metering the City can do and would preclude the City from buying its own solar at some point. He added that this proposal, however, is a good deal. Mr. Spooner stated that at year 21 the City could do its own solar project. Mr. McCarthy responded affirmatively. Mr. Cloud stated that staff looked at its own site for 8 or 9 years and there just isn't a lot of land available. Mr. Hawkins asked if the technology would change substantially after 20 years. Mr. McCarthy responded that the efficiency changes but the technology doesn't change. Mr. Cloud stated they assume an efficiency drop of .5% over the life and then it flattens out with a manufacturer guarantee of 75%. Mr. Cloud stated that this is just an update and he will circle back with the final documents.

c. Proposed 2018 Curb & Sidewalk Projects.
Mr. Manahan stated that in the council packet, there is an overview of what is proposed for curb and sidewalk projects in 2018 including a breakdown of the streets. The proposal adds about 12% more curbing. The streets chosen are based on the sidewalk survey that was done several years ago

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grading the conditions. Everything was concentrated on the west side last year and this year will concentrate on the east side. Mr. Manahan stated that the streets chosen are Bishop, Borley, Farrar, High, Messenger, Rublee and Upper Newton. Staff met with Peter Cross today and there are a lot of trees that will be impacted that are currently damaging the sidewalk. In some cases, the project will work around the trees but a lot of the trees impacted have dead leaves on them now and are split. Staff will first talk to the homeowner and will strategically replace new trees. Peter Cross has walked the entire project for 2018 and looked at every homeowner's sidewalk to gage how much will be needed. Staff will try and get the project out to bid this week.

Ms. Laddison stated that she has heard from a lot of folks in her ward about the poor condition of the sidewalks on Upper Welden Street. Mr. Manahan stated that they have a line item for repair and can take a look at that particular section. Mr. Manahan noted that Bishop Street is one of the worst.

Ms. Bessette asked if the new sidewalks would accommodate the sidewalk plow better. Mr. Manahan stated that the sweeper on the plow is 5' wide and the sidewalks are 4' wide. Public Works angles the blade and as they buy new equipment in the future, they will look into a smaller blade. Mr. Manahan added that over the last two years, the site work was done by the contractor and next year it will be kept in-house. Mr. Spooner stated that he believes raising the sidewalk up will help deter the grass from being disrupted by the plow.

Mr. Barber stated that new curbing on Sawyer Street was completed and precast curbs were used. He asked if that is saving the City a lot of money since forms don't need to be set up and there are no labor costs. Mr. Manahan stated that the biggest advantage is that it can be done when it's raining. Mr. Barber stated that the sidewalk and curbing on Finn Avenue came out great. Mr. Manahan added that the plan would also be to follow up with paving on the streets that got new curb and sidewalk.

d. Update on FY 19 Budget Development and Warning.
Mr. Cloud stated that staff anticipates wrapping up the budget development process before the holidays. In years past, staff has met with the Finance Committee the first week of January and then started the council process at the January council meeting before setting additional schedules. There is a proposal from the Police Department which involves some cost sharing of additional drug investigators with the Town. Mr. Cloud stated that St. Albans Town's process is a little bit longer and Chief Taylor is working with them.

13. Consider approval of meeting minutes: Reg. mtg. 11/13/17 (D&V).
A motion was made by Alderman Hawkins; seconded by Alderman Spooner to approve 11/13/17 meeting minutes. Vote was unanimous, 6-0.

14. Consider approval of warrants: 11/22/17 & 12/8/17 (D&V).
A motion was made by Alderman Hawkins; seconded by Alderman McCarthy to approve 11/22/17 warrant. Vote was unanimous, 6-0.

A motion was made by Alderman Hawkins; seconded by Alderman McCarthy to approve 12/8/17 warrant. Vote was unanimous, 6-0.

Mr. Spooner noted that he received and plans to donate $40.00 for helping out with the election and will likely be in the next warrant.

15. Other Business.
Mayor Gamache recognized and thanked all the community members involved in the Festival of Trees event, the tractor parade, and the Running of the Bells. She noted it was a lot of fun and there was a ton of work involved.

Approved

Mr. Spooner stated the north side of Stowell Street is washing away. Mr. Manahan stated that they will be back in the spring to fix that. He noted the sidewalk on Cedar Street has a 1' x 1' chunk that has sunk about 2" on one section on the west side toward Lake Street.

Ms. Bessette stated that she had someone ask her about the crosswalk in front of BFA who thought it previously had flashing lights. Mr. Sawyer responded that lights being used were not in compliance with the Federal standards and staff has been working on a new form of flashing light that is accepted.

Mr. McCarthy mentioned that he and Alderwoman Laddison are putting on a New Year's Eve Ball at City Hall. There will be swing dance lessons, a DJ for a couple hours and live music.

Mr. Hawkins heard two complaints about people going to the bathroom in the parking garage and is seeing vehicles in the same spot longer than 24 hours including motorcycles. Mr. Manahan responded that those vehicles have passes and can be left in the same spot for more than 24 hours. Mr. Hawkins noticed that one of the entrances/exits to the garage is out of commission and asked what would happen if the other entrance went out of commission. Mr. Manahan responded that staff would raise the gates. Mr. Hawkins noted the shopping center signal and didn't believe it was sensing traffic exiting. Mr. Spooner stated that he believes the signal at Upper/Lower Newton Street has the same issue. Mr. Hawkins stated the median was fixed between the main entrance and exit of the shopping center but the signs are now slanted. Mr. Manahan responded that he can contact them. Mr. Hawkins stated he had to call the police two weekends ago because he was confronted on Main Street by the gentleman previously discussed about collecting money and was followed to his office when he declined. Mr. Manahan stated that the individual left for a short time to visit his mother and returned because he wasn't treated well by the police. He has been given a no trespass order by about 95% of the downtown businesses and unfortunately the sidewalk is a public space.

Mr. Spooner stated that someone told him that the sensor button to cross the sidewalk on the corner of Lake and Main Street doesn't work. Mr. Sawyer responded that the traffic guy is looking into it. Mr. Spooner added that one of the bumper poles is bent over and laying on the ground in front of Mylan.

Mr. Hawkins asked for an update on the ballet school. Mr. Manahan responded that they went before the DRB in October or November and believes they passed their environmental assessment. They had some challenges with the cost of the elevator for the upper floor.

16. Adjourn.

A motion was made by Alderman Spooner; seconded by Alderwoman Bessette to adjourn meeting at 8:13 pm. Vote was unanimous, 6-0.

Respectfully Submitted,

Kristen Smith
Community Relations Coordinator

Approved