**MINUTES FROM 01/12/2016**

**SELECTBOARD MEETING**

**PRESENT:** Chairman, Steve Aubin, Robert Creller, Alton Bruso, Linda Gotshall, Lee Kimball, Clerk, Donna L. Bohannon

**GUESTS:** Tyler Gotshall (Alburgh Volunteer Fire Department), Ron Kumetz (Alburgh Volunteer Fire Department), Terry Tatro (Alburgh Volunteer Fire Department), Cheryl Dunn (Alburgh Public Library Trustee), Gina Lewis (Alburgh Public Library Librarian), Bethany Remmers (Northwest Regional Planning Commission)

**7PM - OPEN MEETING:**

* Chairman Steve Aubin opened the meeting at 7:04pm

**ADJUST THE AGENDA (if needed):**

* One adjustment needed – Item “Highway Department” under Tabled Topics can be removed – this has been resolved

1. **APPROVE THE FOLLOWING MEETING MINUTES:**

* 01/05/2016 BUDGET MEETING
  + Lee Kimball motioned to approve the minutes from 01/05/2016 Budget Meeting as written – seconded by Linda Gotshall – all in favor – motion carried
* 12/22/2015 SELECTBOARD MEETING
  + Lee Kimball motioned to approve the minutes from 12/22/2015 Selectboard Meeting as written – seconded by Bobby Creller – all in favor – motion carried

1. **OLD BUSINESS:**
   * **Streetscape –** Update from 12/17/2015 meeting –
     + Bethany Remmers was present to give a status update.
     + The easement signature for 4 Milk Street was obtained at the open house that was held on 12/17/2015
     + The easement signature for 5 South Main Street was obtained on 01/12/2016
     + The next step that will need to be taken is a letter to the remaining landowners setting a deadline for the remaining 7 to sign the easements
     + Bethany will visit the 7 South Main property
     + There is a closing scheduled for 01/15/2016 on the 1 South Main Street property. If the closing takes place, the new owners will need to be the signers
     + There are several owners of the 2 North Main Street property. Bethany has spoken to one of the owners who has stated that they will sign the easement. After local owners sign, the papers will be sent to Florida so the owners that live there can sign as well.
     + The property at 4 North Main Street also has many vested parties that will be required to sign. Bethany recommends that the Town attorney work with the owners to begin securing the needed signatures
     + A letter has been sent to the property owner of 9 and 10 North Main Street stating that there is support of the project from the local level. Attorney Rugh will be working with the Diocese to secure the needed signatures.
     + It is only a temporary easement needed for the property at 14 South Main Street. The owner of this property had some concerns that will be addressed. As it only a temporary easement that is needed, the work can progress without a signature from this owner.
     + Several of the properties will require more than one signature and may take a little more time.
     + Bethany will draft letters to the remaining property owners with a deadline of January 29th for them to sign the easements. She will send the draft letters to the Clerk and Chairman Aubin will sign the letters to be sent out by registered mail.
   * **Tyler Gotshall –** Fire Department request
     + The Alburgh Volunteer Fire and Rescue Department is requesting that the Town purchase a new ambulance
     + Linda Gotshall abstained as she is part of the Alburgh Volunteer Fire and Rescue Department.
     + The representatives of AVFD would like guidance from the Selectboard for the wording of the ballot request.
     + If surplus money (if any) is to be used, wording will be different than if a loan is needed to fund the purchase.
     + The purchase will be by vote of the people.
     + Cost of a new ambulance - $250,000 – vote to use surplus or vote to finance through a bank – question to be answered after budget numbers are finalized.
   * Tyler also requested that the Town consider purchasing an NFPA 101 Life Safety handbook that would be accessible to all residents and entities. *Ron Kumetz will research the cost of this manual.*

1. **NEW BUSINESS:**
   * **Library Trustees -** request for 2016/2017 budget
     + The Library Trustees are requesting $48,500 for the 2016/2017 fiscal year budget.
     + This amount covers the cost of payroll for three salaries and FICA, as well as summer help and also covers the cleaning of the building.
     + Cleaning has been done every two weeks in the past due to the budget. They are requesting $5,200 additional funds to cover the cost of weekly cleaning.
     + There are many non-profit groups that use the Library, they have an afterschool program and there are activities taking place often.
     + The Library was omitted from the list of Town properties that are included in the lawn mowing bid in the past. The Trustees would like to have that included again in the bid request.
     + The Board agreed that the Library should be included in the mowing bid as it is Town owned property.
     + The Library will be getting e-books next year.
     + Ernestine Cleland retired as a trustee – Lorraine Bruso was appointed to take her place.

Gina Lewis complimented the Highway department on the condition of the driveway and walkway at the Library. They maintain it very well.

* + **Lee Kimball –** 2 concerns /questions
    - Question # 1 – Does Alburgh have a drug and alcohol policy in place?
      * Alburgh pays a company to perform random drug and alcohol testing – Clerk to research when tests have been performed in the past and obtain reports from tests.
    - Question #2 – Is there a policy in place that would prevent non-employees of the Town from operating Town equipment?
      * There was concern about a non-employee of the Town operating the forklift at the Transfer Station in an unsafe way.
      * This issue was addressed by Chairman Aubin prior to the meeting. The Transfer Station Foreman and the non-employee were both spoken to about this and informed that the only people that should be operating Town equipment are Town employees.
  + **Alton Bruso –** Road Ordinance concerns with article #5 - from Bing
    - There was a concern in a couple of areas on Town roads about parking in the streets in the winter months when the plow trucks need to go through.
    - Alton spoke with the residents that were possibly the ones that were parking in the streets and they all assured him that it would not continue.
  + **Rutland Resolution –** 
    - This is a resolution that was designed to make the legislature aware of the need for municipalities to have more say in the sighting and approval of renewable energy projects.
    - A signature in support of towns having more say in the process is what is being asked.
      * *Lee Kimball motioned to sign the Rutland Resolution – seconded by Bobby Creller – 4 members in agreement – 1 opposed – Board to sign the Rutland Resolution*

1. **TABLED TOPICS AND / OR WAITING RESULTS:**
   * **Highway Department –** Approval needed for Coop Credit application,
     + Deleted as it is not necessary.
   * **Amy Erno Mashtare –** Request to change Transfer Station hours
     + Amy proposed that the Transfer Station operate from noon to 4PM on Wednesdays throughout the winter months
       - *Steve Aubin motioned to approve changing Transfer Station hours to Noon until 4pm on Wednesdays beginning February 3rd – seconded by Lee Kimball – all in favor – motion carried – Clerk to place ad in the Islander for the weeks of 01/19, 01/26, and 02/02. Transfer Station foreman to post signs and make customers aware of the change.*
     + Number of employees at Transfer Station
       - No decision was made on this topic.
     + Steve Aubin got a verbal estimate from DC Energy for the electrical work that is needed at the Transfer Station.
     + The estimate was in the $30,000 range. There are several things that need attention.
     + The new compactor does not have a plate on it or any information about it. This cannot be hooked up without this information.
     + Steve will call the seller and ask him if he can give any insight about the motor – he will also invite him to the next regularly scheduled Selectboard meeting – currently scheduled for 01/26/2016.
2. **VISITOR INPUT:** 
   * No visitor input
3. **APPROVE INVOICES AND / OR OVERWEIGHT PERMITS:** 
   * All invoices approved and signed – One alcohol/tobacco permit approved and signed.
4. **EXECUTIVE SESSION:** For the purpose of labor relations agreements with employees; when the public body has made a specific finding that premature general public knowledge would clearly place the public body or a person involved at a substantial disadvantage1 V.S.A. § 313(a)(1)
   * *At 9:32pm Lee Kimball motioned to enter into executive session for the purpose of labor relations agreements – seconded by Bobby Creller – all in favor – motion carried – Board in executive session.*
   * *At 10:08pm Bobby Creller motioned to leave executive session – seconded by Lee Kimball – all in favor – motion carried – Board out of executive session*
   * ***No action taken***
5. **ADJOURN:**
   * *At 10:14pm Alton Bruso motioned to adjourn – seconded by Lee Kimball – all in favor – motion carried – meeting adjourned.*

Respectfully submitted, Donna L. Bohannon Alburgh Town Clerk

**Please note the above minutes HAVE NOT been approved. Approval or changes to the minutes will be addressed at the next meeting, currently scheduled for January 26th, 2016.**