

MINUTES FROM 07/24/2018 SELECTBOARD MEETING

PRESENT: Chairman, Lee Kimball, Alton Brusco, Chuck Pease, Ken Millman, Clerk, Donna L. Bohannon

GUESTS: Armand Premo, Maurice Theoret.

6:00PM – Employee Handbook review revisions / possible finalization:

- Called to order at 6:05 by Chairman, Lee Kimball
- Several more revisions were discussed and noted.
- Clerk will make revisions and send to Selectboard for review.
- Clerk informed the Board about an email conversation she had with Carl Andeer, an attorney with VLCT. He suggested that the final handbook be reviewed by the Town Attorney and/or reviewed by a VLCT staff attorney.
- The Board agreed that the revised version of the Employee Handbook should be sent to VLCT for review before adopting the policy.
- Mr. Andeer also informed the Clerk that after the new handbook is adopted, each employee should receive a copy and sign an acknowledgment that they have received and read it.
- The Board will meet again to continue revisions.

7:00pm - OPEN REGULAR MEETING:

- Called to order at 7:00 by Chairman, Lee Kimball

GUESTS: Maurice Theoret, Terry Tatro, Craig Greene, Monica Greene, Carol Behrman, Leeann Porto, Cheryl Dunn, Susan Millman.

ADJUST AGENDA (if needed):

- Several adjustments/additions were brought to the Board:
 - **ADJUSTMENT #1:** Coin-drop request from the Fire Department.

- **ADJUSTMENT #2:** Noise complaint received.
- **ADJUSTMENT #3:** Set the 2018/2019 tax rate.
- **ADJUSTMENT #4:** Request permission to drill at the Library.
- **ADJUSTMENT #5:** Local leader designation request.

NEW BUSINESS:

- Town truck issue –
 - Alton presented pictures of the condition of the F550. ie: running boards and cab are rusted and falling apart.
 - Lee asked what types of jobs that truck is used for and Alton replied that it is used for small jobs around town and for running errands.
 - Alton priced a new 2019 F550 through a local dealership and was quoted \$55,645. This does not include a dump body and the old dump body would not be usable on the new truck.
 - Alton will secure quotes from other local dealers to compare pricing.
 - Tabled until the next regular meeting currently scheduled for 08/14/2018.
- Discuss paving plan –
 - There was some discussion about the method for determining which roads need attention and the Road Commissioner was asked to list the roads in Town in somewhat of an order by need for attention.
 - There was also some discussion about the amount of money that is available in the budget for paving.
 - Clerk was asked to bring that figure to the next meeting.
 - Tabled until the next regular meeting currently scheduled for 08/14/2018.
- Resignation letter received –
 - Corrine Russin submitted a letter of resignation to the Selectboard, creating a vacancy in the Board of Auditors.
 - Lee Kimball read the letter to all present.
 - *Alton Brusio motioned to accept the resignation of Auditor Corinne Russin – seconded by Lee Kimball – all in favor – motion carried.*

- Clerk will post the vacancy and ask for letters of interest to be submitted by the next Selectboard meeting.
- Clerk was asked to invite Corinne and the remaining two Auditors to the next meeting.
- Tabled until the next regular meeting currently scheduled for 08/14/2018.
- Enforcement officer for all Ordinances – Carol Behrman?
 - Carol was asked if she wanted to be the Enforcement Officer for all the Town ordinances. She replied that she would only be the Enforcement Officer for the Nuisance Properties Ordinance.
 - There was some discussion about Lee being the person that is currently doing some of the enforcing and is willing to continue in that role.
 - It was stated that proper enforcement sometimes requires tickets to be issued and the proper procedure for that is tickets going through the Judicial Bureau.
 - Terry Tatro has a ticket book and stated he would be willing to continue writing tickets, with a written order from the Selectboard, but that he didn't want to be the enforcer.
 - Lee will continue to “the face” of enforcement for all ordinances except the Nuisance Properties Ordinance, Terry Tatro will write tickets and send them to the Judicial Bureau at the written request of the Selectboard.
 - Terry agreed that the order to ticket can be noted in the minutes and that will serve as written notice from the Selectboard.
- **ADJUSTMENT #1:** Coin-drop request from the Fire Department.
 - The Alburgh Volunteer Fire Department submitted a request to hold a coin drop on Saturday, September 2nd with a rain date of Sunday, September 3rd.
 - Maurice Theoret requested that they not be allowed to hold it in front of the Town office as it creates a hazard to vehicles coming off Industrial Park Road and Milk Street. It also interferes with the businesses in that vicinity.
 - *Lee Kimball motioned to approve the request from the Alburgh Volunteer Fire Department to hold a coin drop on Saturday, September 2nd with a rain date of Sunday, September 3rd with the stipulation that they consider moving it to a different location – seconded by Ken Millman – 3 in favor – Chuck Pease recused himself from the vote.*

- **ADJUSTMENT #2:** Noise complaint received.
 - A complaint form was filed with the Town Clerk that pertained to a property on Vantine Avenue.
 - Lee Kimball read the complaint to all present.
 - The complaint was against a resident at 59 Vantine Avenue and pertained to excessive noise on the weekends while the resident is practicing with their band.
 - In the letter, the complainant stated the band practices in the garage for 2-4 hours every weekend with the doors open and it is loud.
 - The complaint would like the band to stop practicing outside.
 - Lee will issue a warning to the residents at 59 Vantine Avenue.
- At this point, the Board discussed again, not publicizing the complainant's name in minutes or on agendas. They agreed that making the name available at the Town Clerk's office would be sufficient.
 - *Lee Kimball motioned that the names of complainants be made available at the Town Clerk's office but that they not be publicized in minutes or on agendas – seconded by Chuck Pease – all in favor – motion carried.*
- Clerk suggested moving the remaining adjustments to the end of the agenda so the guests that were present to hear or give updates could leave if they chose to.

OLD BUSINESS / UPDATES / TABLED TOPICS AND / OR WAITING RESULTS:

- Gina Lewis, Cheryl Wells, and Paul Chapman from United Way – Alburgh Family Clubhouse – Update
 - Tabled until the next regular meeting currently scheduled for 08/14/2018.
 - The Board will meet an hour prior to the regular meeting to discuss this topic uninterrupted. Clerk will invite the members of Alburgh Family Clubhouse to attend, at 6pm, the next regular meeting, currently scheduled for 08/14/2018.
- Correct process for assessing fines – should go through Judicial Bureau.
 - This was discussed in conjunction with “*Enforcement officer for all Ordinances – Carol Behrman?*” From new business. See above for results.

- 1209 Border Road property complaint– Update.
 - Moe Theoret informed all that over the weekend there were 4-wheelers running on the track and gunfire from about 7:15 to 8:30PM and it doesn't appear that there is a backstop where they shoot.
 - There was some discussion about creating an ordinance to regulate shooting firearms in the town.
 - Craig Greene informed all that there are announcements on social media promoting an event (Track Days) that is going to be taking place on Saturday, July 28th at 1209 Border Road.
 - Lee will write a letter to the owner and renters of the property informing them that the Town is aware of the event and reminding them of the Noise Ordinance.
 - Monica Greene informed all that the proper steps have been taken to date and that the next step per the Ordinance would be to issue tickets.
 - Tabled until the next regular Selectboard meeting currently scheduled for 08/14/2018.

- 26 Lake Street property complaint – Update.
 - Carol Behrman informed all that a letter had been sent to the owner of the property, giving him until August 31st 2018 to take the remainder of the house down or the Town would begin fining him per the Nuisance Properties Ordinance.
 - Tabled until the next regular Selectboard meeting currently scheduled for 08/14/2018.

- 604 North Main Street property complaint – Update.
 - Carol informed all that the owner of this property has refused to accept the certified letters that are sent.
 - She will continue to attempt contact with the owner of the property.
 - Tabled until the next regular Selectboard meeting currently scheduled for 08/14/2018.

- 328 South Main Street property complaint – Update.
 - Carol informed all that the owner of this property has agreed to board the windows and roof after the leaves are gone, securing the building from entry.
 - He will be attempting to sell the property in the future.

- Tabled until the next regular Selectboard meeting currently scheduled for 08/14/2018.
- 37 Vantine Avenue properties – Update.
 - Lee informed all that he drained the pool and treated it with bleach to reduce the risk of mosquito infestation.
 - Tabled until the next regular Selectboard meeting currently scheduled for 08/14/2018.
- Progress on Greenwoods properties? – Update.
 - Lee informed all that the property at 3110 is the only one that still needs attention.
 - There was a dumpster at the property 2 weeks ago but there is still garbage that needs to be taken care of.
 - Tabled until the next regular Selectboard meeting currently scheduled for 08/14/2018.
- Renee Creller on behalf of Alburgh Rec. Dept. –
 - Wood chips for two playgrounds – Bicentennial Park and Library?
 - Tabled until the next regular Selectboard meeting currently scheduled for 08/14/2018.
- Transfer Station topics for discussion –
 - Equipment to sell – Update
 - Lee informed all that the Transfer Station Foreman has posted the baler for sale at \$2,500 but there has not been any interest.
 - Lee will instruct the Transfer Station Foreman to drop to asking price to \$2,000.
 - Fork lift needs replacing – Update
 - Alton Brusio and Jason Reynolds have been researching replacement options for the fork lift and have found that a tractor to take the place of the forklift would be a costly investment.
 - Other options have been discussed, such as eliminating the need for the forklift or making the needed repairs to the forklift.
 - The needed repairs that are most vital are cracked forks that need to be replaced or repaired and the emergency brake needs to be fixed.
 - Chuck Pease will contact the local mechanics to get quotes for the repairs.

- Tabled until the next regular Selectboard meeting currently scheduled for 08/14/2018.
- Update on East Alburgh speeding –
 - Ken Millman informed all that the speed recording device has been installed on East Alburgh Rd and the Sheriff's department will report their findings to the Selectboard once the study is complete.
 - Tabled until the next regular Selectboard meeting currently scheduled for 08/14/2018.
- **ADJUSTMENT #3:** Set the 2018/2019 tax rate.
 - The Clerk presented the Selectboard with the figures needed to figure out the tax rate for the General Fund, Highway Fund and the Local Agreement. She also presented them with the education tax rate set by the State.
 - The figures produced a tax rate of .20502 for the General Fund, .18791 for the Highway Fund and .00417 for the Local Agreement. This creates a total Town tax rate of .39710.
 - The Residential Education tax rate set by the State is 1.6119 creating a total Residential tax rate of 2.0090
 - The Non-Residential Education tax rate set by the State is 1.5120 creating a total Non-Residential tax rate of 1.9091.
 - *Lee Kimball motioned to accept the tax rates as presented – seconded by Alton Brusio – all in favor – motion carried.*
- **ADJUSTMENT #4:** Request permission to drill at the Library.
 - Tabled until the next regular Selectboard meeting currently scheduled for 08/14/2018.
- **ADJUSTMENT #5:** Local leader designation request.
 - Tabled until the next regular Selectboard meeting currently scheduled for 08/14/2018.

VISITOR INPUT:

- No visitor input.

APPROVE THE FOLLOWING MEETING MINUTES:

- **07/10/2018 - SELECTBOARD MEETING**
 - *Chuck Pease motioned to approve the minutes from the 07/10/2018 Selectboard meeting as written – seconded by Alton Brusio – all in favor – motion carried.*

APPROVE INVOICES / SIGNATURES NEEDED:

- All invoices approved and signed.
- One special events permit approved and signed.

ADJOURN:

- *At 10:10pm Lee Kimball motioned to adjourn – seconded by Alton Brusio – 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 regular meeting, currently scheduled 08/14/2018.

