

MINUTES FROM 03/26/2019 SELECTBOARD MEETING

PRESENT: Chairman, Lee Kimball @ 6:50pm, Vice-Chair, Cheryl Moomey, Alton Bruso (left at 7pm), Chuck Pease, Ken Millman.

GUESTS: Terry Tatro, Carol Behrman, Cheryl Dunn, Leeann Porto, Danielle James Choiniere, Tom Jacobson, Susan Millman

6:00pm – EXECUTIVE SESSION: For the purpose of negotiating or securing of real estate purchase or lease options (RS149); 1 V.S.A. § 313.

- Meeting called to order at 6PM by Vice-Chair, Cheryl Moomey
- *Cheryl Moomey motioned to enter into Executive Session for the purpose of negotiating or securing of real estate purchase or lease options (RS149); 1 V.S.A. § 313. – seconded by Alton Bruso – all in favor – motion carried – Board in Executive Session*
- *At 6:15PM Cheryl Moomey motioned to leave Executive Session – seconded by Chuck Pease – all in favor – motion carried – Board out of Executive Session.*
- No action taken.

6:30pm – EMPLOYEE HANDBOOK – Finalization and adopting.

- The Board opened discussion about the employee handbook.
- The only change that they felt needed to be made was the addition of 4 weeks' vacation time for employees that have been with the Town for 15 years or more.
- *Ken Millman motioned to approve the Employee Handbook as written with the addition of 4 weeks' vacation time for employees who have been employed with the town for at least fifteen years – seconded by Chuck Pease – all in favor – motion carried.*

7:00pm - OPEN REGULAR MEETING:

- At 7PM Chairman Lee Kimball called the regular meeting to order.

ADJUST AGENDA (if needed):

- Danielle Choiniere requested an addition to the agenda under the Transfer Station topics.
- **ADJUSTMENT #1:** Transfer Station topic.

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

- Planning Commission – interested parties
 - Terry Tatro stated that he would like the Selectboard to appoint 4 people to the Planning Commission as there are 3 positions expired and one vacancy that has one year left of the term.
 - He also explained that two of the three people that have terms expiring are willing to be re-appointed. Carol Behrman and John Goodrich have expiring terms this year and would like to be re-appointed. Beth Savage's term is also expiring but she did not express an interest in being re-appointed.
 - The Clerk explained that there was one letter of interest for this commission. Josie Henry submitted a letter via the Clerk's Office.
 - Tom Jacobsen who was present expressed an interest in the Planning Commission and asked what duties they perform.
 - Terry Tatro and Carol Behrman explained what the Planning Commission does.
 - Tom was asked if he would be interested in being appointed to the term with one year remaining and he said that he would.
 - *Chuck Pease motioned to reappoint Carol Behrman and John Goodrich to the Planning Commission for three-year terms – seconded by Cheryl Moomey – all in favor – motion carried.*
 - *Lee Kimball motioned to appoint Josie Henry for a three-year term and Tom Jacobsen to the one-year remaining term to the Planning Commission – seconded by Ken Millman – all in favor – motion carried.*
 - Carol Behrman and John Goodrich are reappointed to three-year terms on the Planning Commission.
 - Josie Henry is newly appointed to a three-year term on the Planning Commission and Tom Jacobsen is newly appointed to the three-year with one-year remaining term on the Planning Commission. Congratulations to all four of you and thank-you for your interest in the Town.
- 107 Lake Street property complaint
 - There was no response from the owners of the property despite multiple letters being sent.

- Clerk will send another letter via certified mail with request for receipt of delivery.
- Cheryl Dunn disapproved of the wording in the minutes from the 02/26/2019 meeting. She felt that “several” vehicles didn’t accurately describe that there are 17 vehicles in the yard.
- Lee Kimball will go to the house to and will contact the State about the among of cars that are in the yard.
- Tabled until the next regular meeting currently scheduled for 04/09/2019.
- 26 Lake Street property complaint – Update.
 - The Town attorney is trying to locate the owner of this property on behalf of the Town and will keep us informed.
 - Homestead claimed last year - Update.
 - The Clerk has reported to the State that this cannot be a homestead and the State has “flagged” his property so it will not get a homestead prebate again.
 - Tabled until the next regular meeting currently scheduled for 04/09/2019.
- Transfer Station topics for discussion –
 - Transfer Station scales - covered – Update.
 - Lee Kimball informed all that this work is complete.
 - Lock system upgrade – Update.
 - Lee will get quotes from local companies.
 - Tabled until the next regular meeting currently scheduled for 04/09/2019.

ADJUSTMENT #1: Transfer Station topic.

- Danielle Choiniere was appointed to the position of Solid Waste representative for the Town of Alburgh and reported what she has learned about reports.
 - She met with Pam Bolster from the District and learned from Pam what is needed in the quarterly reports to the State.
 - Danielle explained that the State needs to have everything that comes into the Transfer Station accounted for on the reports.
 - Danielle is working with the State and all Transfer Station related entities to gather and submit the proper information to the State.

- There was some discussion about how best to get a handle on everything that comes into the Transfer Station in order to make sure it is reported correctly.
 - Lee, with the help of Ken and Chuck have volunteered to work on a plan to help with this and Lee and Chuck will meet at the Transfer Station on Saturday to do a rough inventory to start.
 - The State has reset the user id and password to the reporting site. Danielle will send that information to Lee so he can see what has been done in the past.
 - Tabled until the next regular meeting currently scheduled for 04/09/2019.
- Moving forward – update ordinances, create capital equipment fund, prioritizing roads needing work, other plans to promote growth.
 - The Clerk suggested that the next Selectboard meeting begin with the ATV Ordinance that the Board was ordered, by Town vote, to create.
 - The Selectboard members agreed and will begin the April 9th meeting at 6PM with the ATV Ordinance the topic for the hour.
 - The next item that the Board will be taking on, either in tandem with or after the ATV Ordinance is complete is prioritizing Town roads.
 - Symquest contract ending – new proposal from National.
 - Our contract with Symquest will expire in July of this year.
 - A proposal, that appears to be a better deal was presented from National, a competing firm.
 - Clerk will ask for a new proposal from Symquest and present both to the Board at a future meeting.
 - Tabled until further notice.

VISITOR INPUT:

- Carol Behrman informed the Board that the Planning Commission is applying for a grant for an electric vehicle charging station and that there is a 10% match.
 - The proposed site will need to be graded and paved and wanted to know if it possible that the Town Highway Department could do the work.
 - Lee asked if the Town match can be “in-kind” if the Town employees do that work.

- Carol will find out the answer to that question.
- Lee Kimball was presented with a complaint about possible sewer leaking at a property on Truck Route.
 - Lee will visit the site and investigate the complaint.
 - If it is a sewer leak, he will contact the proper officials at the State for further investigation.

APPROVE THE FOLLOWING MEETING MINUTES:

- **02/26/2019 – SELECTBOARD MEETING**

- *Cheryl Moomey motioned to approve the minutes from the 02/26/2019 Selectboard meeting with one amendment, changing the word “several” to “10 plus” cars to give a more accurate indication of the number of vehicles at the home at 107 lake Street– seconded by Chuck Pease – all in favor – motion carried.*

- **APPROVE INVOICES / SIGNATURES NEEDED:**

- All invoices approved and signed

- **ADJOURN:**

- *At 9PM Cheryl Moomey 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 April 9th 2019.

