

MINUTES FROM 09/10/2019 SELECTBOARD MEETING

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

GUESTS: Catherine Dimitruk (Northwest Regional Planning), Terry Tatro

6:00pm – Financial plan documents – Catherine Dimitruk

- Meeting called to order at 6:05PM by Chairman, Lee Kimball
- Catherine went over the Accounting, Auditing and Reporting Policy that was drafted by NRCP for the Town of Alburgh.
- There was some discussion about how often the Town should have an audit of the financial statements.
- The Board decided that there should be an audit performed not less than every two years
- There was also discussion about the Selectboard receiving a financial report periodically.
- The Treasurer reported that she will begin providing a financial report to the Selectboard at the first meeting of each month. The report will be from the previous period (month).
- Catherine next went over the Fraud Prevention Policy that was drafted by NRCP for the Town of Alburgh.
- There was some discussion about who should be the point of contact for reports of irregularity.
- The Board agreed that it should be worded that the Selectboard Chair and any one of three Auditors would be the point of contact and that it would be worded that their names and contact information could be found on the town website.
- The final item that Catherine introduced for discussion was a Memorandum Of Understanding (MOU) between the Town of Alburgh, Alburgh School District, Alburgh Family Clubhouse and Northwest Regional Planning Commission.
- She explained that there are multiple entities involved in the development of and construction of a childcare facility and that because of that, different entities also are receiving grant funds. This makes it vital to know what is expected from each entity, that is what the MOU explains.
- The Selectboard will go over the MOU and get in touch with Catherine if they have any questions.

- *Lee Kimball motioned to adopt the Town of Alburgh Accounting, Auditing and Reporting Policy and Fraud Prevention Policy as written with the inclusion of not less than two years for the Auditing and the Selectboard Chair or any one of three Auditors as contacts – seconded by Chuck Pease – all in favor – motion carried*

GUESTS: Terry Tatro, Tom Jacobsen, Lynn Blair-O’Neill, Carol Behrman, Susan Millman, Ellen Vaillancourt, Danielle Choiniere, Jen Parro, Chester Page, Leeann Porto

7:00pm - OPEN REGULAR MEETING:

- Meeting called to order at 7PM by Chairman, Lee Kimball

ADJUST AGENDA (if needed):

- Four additions/adjustments were made to the agenda
- **ADJUSTMENT #1:** Lynn Blair O’Neill – cemetery allocation questions
- **ADJUSTMENT #2:** Citizen interest in being Deputy Tree Warden
- **ADJUSTMENT #3:** Update on the meeting with Cynthia from NEMRC & Rick, Accountant from Sullivan, Powers and Company
- **ADJUSTMENT #4:** 107 Lake Street – new information

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

- Change or cancel date of next regular meeting.
 - The Clerk informed all that the ATV vote is scheduled for the same day as the next regular Selectboard meeting and asked if the Board preferred to cancel the 09/24/2019 meeting or change the date of the meeting.
 - There was some discussion and it was agreed that the date would be changed to 09/25/2019.
 - **The next regular Selectboard meeting will be changed from 09/24/2019 to 09/25/2019 and will begin at 7PM as normal.**
- **ADJUSTMENT #1:** Lynn Blair O’Neill – cemetery allocation questions
 - Lynn Blair O’Neill was present on behalf of the Center Cemetery Association to talk to the Board about how the \$9,000 allocation for cemeteries is divided among the six associations.

- She explained that she has done some research on the square footage of the cemeteries and does not believe that the money is divided based on that factor.
 - She explained that Center Cemetery Association doesn't have the necessary funds to maintain the upkeep of the cemetery and would like request that the allocations be divided differently or that Center Cemetery Association be allocated more funds.
 - There was some discussion about the different cemeteries, who owns them and who maintains them.
 - It was stated that the only cemetery owned by the Town and that the Town is responsible for is the cemetery by the Isle Lamotte bridge.
 - It was also mentioned that the money that goes to the cemetery associations is a donation and that it isn't mandatory.
 - The Clerk recommended that the cemetery associations be required to submit an allocation request as other entities must do in order to receive an allocation.
 - The Board agreed that the allocation for FY 2019/2020 (current fiscal year) would be distributed as it has been in past years and starting with budget for FY 2020/2021, the cemetery associations would need to request funds as other entities do. There will be a letter, explaining the change, included with the FY 2019/2020 allocation checks when they get dispersed in the fall.
 - Clerk will include letters with the allocations checks in the fall.
- Transfer Station hours – discussion.
 - Alton Brusio asked for this topic to be included on the agenda to clarify when the Transfer Station would transition to winter hours and what those hours would be.
 - Winter hours, in the past have started on October 1st and they were Wednesday, 10am to 2pm, Saturday and Sunday, 8am to 4pm.
 - The Board agreed that the winter hours would start on October 1st and that the hours would be Wednesday, 8am to noon, Saturday and Sunday, 8am to 4pm.
 - Lee mentioned that he brought 36 barrels (55 gallon) and 15 contractor size bags from the Transfer Station to the bottle redemption on Saturday.
 - He also informed everyone that there are almost that many still at the Transfer Station to be returned.
 - After some discussion about where the funds should be allocated, it was decided that since the ACO and her family assisted with gathering and loading them up to be returned, that the funds would be allocated to the animal control fund.

- Going forward, the consensus of the Board was that the money from the returns should stay in the Transfer Station fund.
- Lee informed everyone that there are about 80 plastic barrels at the Transfer Station as well as a stack of pallets and suggested that the Town offer them for free to anyone that wants or needs them.
- The Clerk will put an ad on Facebook and Front Porch Forum offering them to the public.
- The Clerk reminded the Board that interviews for the Transfer Station help will be held on Thursday, September 12th starting at 6:30pm. She also informed them that there were two applicants.
- Border runner dogs.
 - Several calls have come into the Clerks office about two dogs that are crossing the border into Canada and the dogs have attacked people's cats there.
 - It has been determined that Gerald Poquette is the owner of the two dogs.
 - The Animal Control officers have issued a first offense written warning to Gerald and will issue him a second offense ticket and inform him that he needs to prevent his dogs from running off his property.
- **ADJUSTMENT #2:** Citizen interest in being Deputy Tree Warden
 - Chester Page introduced himself and explained that he would like to be the deputy Tree Warden for Alburgh. He explained that he has a background in forestry and would like to assist the Tree Warden (Alton Brusio) with issues like the Emerald Ash Borer.
 - Lee asked him where he would start, and Chester replied that there is a meeting on October 5th that he will attend on behalf of the Town of Alburgh.
 - *Lee Kimball motioned to appoint Chester Page as deputy Tree Warden for the Town of Alburgh – seconded by Chuck Pease – all in favor – motion carried.*
 - Chester Page is the deputy Tree Warden for the Town of Alburgh.
- Speed on Poor Farm Rd. – Update.
 - Signs are up and the speed study is complete. A copy will be sent to the original complainant and is available at the Town office for anyone interested in the results.
 - This will be removed from the agenda.
- 1209 Border Road property complaint– Update.
 - Tabled until further notice

- 26 Lake Street – Update.
 - Lee Kimball and Carol Behrman will collaborate on this and update as they have more information.
 - Tabled until the next regular meeting, currently scheduled for 09/25/2019.
- 328 South Main St. – Update.
 - Information was received regarding the disposal of the creosote beams that are reported to support this structure.
 - According to a specialist at the State, the beams can be disposed of as regular solid waste.
 - The Board will continue to work on a resolution to this “nuisance property”.
 - Tabled until the next regular meeting, currently scheduled for 09/25/2019.
- Sheriff’s Department Speed Studies – Update.
 - Martell Rd — location(s) TBD
 - Main Street (Rt 2) in the Village
 - Alburgh Springs Rd — location(s) TBD
 - Poor Farm Rd — in the first section of road, where posted limit is 35 MPH
 - West Shore Rd — location(s) TBD
 - Ken is waiting for a reply from Ray Allen about the location of the next study.
 - Ken and Chuck have both been looking at speed study machines for purchase and have found several options.
 - Ken will work on a list of different models and costs and present it at a future meeting for the Board to discuss.
 - Tabled until further notice.
- **ADJUSTMENT #3:** Update on the meeting with Cynthia from NEMRC & Rick, Accountant from Sullivan, Powers and Company.
 - Rick from Sullivan, Powers & Company, and Cynthia from NEMRC were in the Town office on 09/10/2019 to talk about the plan for getting the NEMRC reports in order to be audited.
 - Alton Brusco, Jolene Smith, Danielle Choiniere, Donna L. Bohannon and Carol Behrman were present at the meeting.
 - New accounts will be created to better track the blacktopping funds, the highway capital equipment funds, the fire/rescue capital equipment funds and any grants that are received.

- An error in the amount in the Planning Commission Fund was found and corrected to reflect the correct amount of money that the Planning Commission has.
- Progress is being made and will continue until the reports are ready for the audit.
- Tabled until further notice.
- **ADJUSTMENT #4: 107 Lake Street – new information**
 - Lee Kimball spoke with a representative from the Agency of Natural Resources, salvage yard program about the vehicles at this residence.
 - He was told that they believe there are no violations of the salvage yard rules and that it appears that it is an automotive business being operated at that location.
 - Lee explained that although it appears, they are not in violation of state rules, they are in violation of the Alburgh Ordinance Regulating Outdoor Storage of Junk and Junk Vehicles.
 - He was told that the Town can enforce the ordinance as necessary.
 - There was some discussion about where in the process the Town is in enforcing that ordinance.
 - There was a formal hearing on April 23rd, 2019 that was unattended by the property owners.
 - Terry Tatro (enforcement officer) reminded the Board that a ticket was issued to them on May 10th, 2019.
 - After the ticket was issued, the State asked that the Town not take further action, as they were investigating the complaint.
 - It appears that the State is now saying that the Town can act upon the ordinance and continue the process outlined in that ordinance.
 - Ken Millman will take pictures of the site (from the roads) to compare with pictures taken at the time of the original complaint for the purpose of determining what vehicles have remained on site for a length of time.
 - Tabled until the next regular meeting, currently scheduled for 09/25/2019.
- Ordinance review.
 - There was some discussion about which ordinance would be reviewed or created and it was decided that a fireworks ordinance would be the next ordinance to be created.

- Tabled until the next regular meeting, currently scheduled for 09/25/2019.

VISITOR INPUT:

- Leeann Porto explained that she was reading a newspaper from a different area and that paper listed all the delinquent taxes of property owners. She wanted to know why Alburgh did not do that.
- Terry Tatro explained to her that Alburgh did do that at one time but that it was voted on at Town Meeting several years ago that they would not continue that practice.

APPROVE THE FOLLOWING MEETING MINUTES:

- **08/27/2019 – SELECTBOARD MEETING**
 - *Lee Kimball motioned to approve the minutes from the 08/27/2019 Selectboard meeting as written -seconded by Chuck Pease – all in favor – motion carried.*
- **08/29/2019 - SPECIAL MEETING OF THE SELECTBOARD – Transfer Station help needed.**
 - *Lee Kimball motioned to approve the minutes from the 08/13/2019 Selectboard meeting as written -seconded by Ken Millman – all in favor – motion carried.*
- **APPROVE INVOICES / SIGNATURES NEEDED.**
 - All invoices approved and signed.
- **ADJOURN:**
 - *At 9:30pm Alton Brusio motioned to adjourn – seconded by Ken Millman – 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 for 09/25/2019