

MINUTES FROM 02/23/2021 ALBURGH SELECTBOARD MEETING

THE MEETING WAS HELD VIA ZOOM. THE RECORDING CAN BE FOUND BY
CLICKING THE LINK HERE:

https://us02web.zoom.us/rec/share/v7QJwsTGtoux2gRI6LoQfthmsOGrZ3yQ9jK606w_7uraZe90WYs2pxIE95ODv-j-b1LmbbE_y42JTU_a?startTime=1614118444000

PRESENT: (All via Zoom) – Chairman, Lee Kimball, Alton Brusio, Chuck Pease, Ken Millman, Russell Duchaine, Clerk, Donna L. Bohannon

GUESTS: (All via Zoom) – Susan Smith, Mallory Ovitt,, Matthew LeFleur, Terry Tatro, Carol Behrman

All motions made were voted individually by Board members by announcing who they were and what their vote was.

7:00pm - OPEN REGULAR MEETING:

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

ADJUST AGENDA (if needed):

- No adjustments.

APPROVE THE FOLLOWING MEETING MINUTES:

- 02/09/2021 REGULAR SELECTBOARD MEETING
 - *Ken Millman motioned to approve the meeting minutes from 02/09/2021 with one addition as noted below – seconded by Lee Kimball – all in favor – motion carried.*
 - Addition to minutes from 02/09/2021 – under the heading “Bookkeeping/financial matters” – Ken Millman added that the Board is concerned about spending additional funds to bring the checking account in balance with NEMRC.

VISITOR INPUT:

- No visitor input

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

- Billing to Village for Village portion of Streetscape project now finished.
 - o Alton Brusco explained that the Trustee of the Village of Alburgh signed an agreement in 2015 with the Selectboard of the Town that stated the Town and Village would split the cost of sidewalk repairs 50% each.
 - o Terry Tatro asked how much the Town thought that was and stated that he didn't believe the Streetscape project applied to the agreement as it was part of an agreement that had already been made between the Town and the State.
 - o Alton explained that the total amount would need to be determined by looking at what has been paid already and what the total out of pocket cost was for the Town.
 - o *Alton Brusco motioned to move forward with billing the Village of Alburgh for 50% of the out-of-pocket cost to the Town for the Streetscape project minus the \$15,000 that the Village has paid to date – seconded by Lee Kimball – all in favor – motion carried.*
 - o Tabled until the next regular meeting currently scheduled for 03/09/2021.
- Agreement between NRPC and Town for planning service – Signature needed –
 - o The planning grant that is being discussed is for improvements to the town owned land on Industrial Park Road.
 - o A contact person and a billing contact will need to be chosen when the agreement is returned to NRPC.
 - o The Board agreed to wait until after elections on March 2nd as there will be at least 2 new Board members.
 - o *Lee Kimball motioned to sign the agreement for a planning grant to improve land on Industrial Park Road – seconded by Ken Millman – all in favor – motion carried.*
 - o Lee Kimball will sign the agreement after the March 2nd elections and send it to Terry Tatro for his signature as Planning Board Chair.
- Matrix & Broad band – update –
 - o Ken Millman brought up two points pertaining Matrix.
 - o Point number one is the suggested language to use for the article on the ballot for the May 11th special Town meeting.
 - o A discussion of the correct language to use will be added to the next Selectboard agenda.
 - o The second point pertained to Broadband and the possibility of AT&T as an option.

- o He explained that AT&T is geared toward businesses and not residential so it isn't a feasible option for Alburgh.
 - o Tabled until the next regular meeting currently scheduled for 03/09/2021.

- Northwest Communications Union District (NW CUD) – Update-
 - o The results of the survey have been compiled and can be accessed here:
 - o [Survey results here](#)
 - o NW CUD is asking businesses for letters of support of a Rural Business Development Grant.
 - o The following link includes information about the grant, who NW CUD is and other key factors that the CUD is looking for in the letters of support.
 - o [Information for letters of interest](#)
 - o Tabled until the next regular meeting currently scheduled for 03/09/2021.

- Junk/Litter/Nuisance Property complaint – Winters Lane – update –
 - o Jim Benson, Animal Control Officer, investigated complaint of animals on the property and found no indication of that complaint.
 - o This will be removed from the agenda.

- Outside audit – update –
 - o The audit has been completed and was reviewed by the Selectboard and treasurer for misinformation.
 - o The Treasurer pointed out that one of the bullet points is inaccurate.
 - o The auditors stated that the town does not have a Fraud Prevention Policy or an Accounting, Auditing, and Reporting Policy when in fact the town does.
 - o These policies were sent to the auditor the prior year.
 - o The Clerk will pass this information on the auditor.
 - o *Ken Millman motioned to accept the report of the auditing team Sullivan and Powers with the indicated changes – seconded by Russell Duchaine – all in favor motion carried.*
 - o The report will be made available for public review when the final draft has been received.

- Bookkeeping/financial matters –
 - o Lee Kimball had several ideas he wanted to discuss with the Board and the Treasurer to make budgeting less stressful and more streamlined.

- o He wanted to put those ideas into motions so they would be implemented accordingly.
 - o One goal of the following is to get the next FY budget done in a timely manner.
 - o The following motions were made after discussion with the Board and Treasurer.
 - o *Lee Kimball motioned that starting on Monday, March 1st 2021, each weekday (preferably before noon), the Treasurer and/or Assistant Treasurer shall 1) log all monies daily, and 2) deposit them to the bank every Thursday – seconded by Alton Bruso – all in favor – motion carried.*
 - o *Lee Kimball motioned to switch over as much of our banking activity from paper to electronic as possible – seconded by Alton Bruso – all in favor – motion carried.*
 - o *Lee Kimball motioned that within 5 business days of the close of each calendar month, the Treasurer and/or Assistant Treasurer (alternating months) shall balance and reconcile the checkbook for the prior calendar month no later than the 5th business day of the next – seconded by Russell Duchaine – all in favor – motion carried.*
 - o *Lee Kimball motioned that the Auditors shall audit the actions of the Treasurer monthly – seconded by Alton Bruso – motion carried.*
 - o *Lee Kimball motioned that at the last Selectboard meeting of the month, the agenda will have a standing item to review financial activity for the prior month: This is a two-part motion as follows:*
 - *The Treasurer, Assistant Treasurer, and the Auditors shall jointly present to the Selectboard a detailed report of the results of the prior month reconciliations, and the Auditors review of those reconciliations.*
 - *The Treasurer shall report to the Selectboard a full summary of the current status of all Town accounts (General, Highway, and Transfer Station) – seconded by Alton Bruso – all in favor – motion carried.*
 - *Lee Kimball motioned that a separate report of individual funds including:*
 - *Alburgh Clubhouse*
 - *Planning Commission*
 - *Poor Farm Cemetery Fund*
 - *Reappraisal Fund*
 - *State Listers Education*
 - *Restoration of Records Fund*
 - *Capital Equipment Fund*
- be provided to the Selectboard monthly - seconded by Alton Bruso – all in favor – motion carried.*
- Transfer Station topics as needed –
 - o Grant available – pursue?

- The time frame for grant applications is very small and this is a matching grant, therefore the Board is opting to NOT apply for this grant.
- Three candidates were interviewed and asked to shadow at the Transfer Station on either 02/27/2021 or 02/28/2021 to get a better idea of what the job entails.
- The Board will meet again after the weekend and choose the candidate to be hired.
- Tabled until further notice.
- Bruley trailer park request for tax break.
 - An email was received asking the Selectboard to consider giving a tax break to the Canadian property owners at Bruley trailer park as they were not able to enjoy their property due to the border closing.
 - *Ken Millman motioned that a tax break will NOT be given to Canadian property owners due to the border closing – seconded by Russell Duchaine – all in favor – motion carried.*
 - The Clerk will inform the property owner of the Board's decision.

APPROVE INVOICES / SIGNATURES NEEDED.

- Alton Brusio will review, approve and sign invoices.

ADJOURN:

- *At 8:30pm 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 03/09/2021.