

# TOWN OF ALBURGH

## MINUTES FROM 03/09/2021 SELECTBOARD MEETING AND REORGANIZATIONAL MEETING OF THE SELECTBOARD AND APPOINTED POSITIONS

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

[https://us02web.zoom.us/rec/share/1p55s9K9Dqq4PG5n-ehJx\\_wo4irhq7IAPu\\_5UT7DHnLbE8ehMBSJgjuLvg\\_y3x7Z.2U4dJzoDiCxkyUEL](https://us02web.zoom.us/rec/share/1p55s9K9Dqq4PG5n-ehJx_wo4irhq7IAPu_5UT7DHnLbE8ehMBSJgjuLvg_y3x7Z.2U4dJzoDiCxkyUEL)

PRESENT: Lee Kimball, Chuck Pease, Russell Duchaine, Shawn Creller, Nicholas Palmer, Clerk, Donna L. Bohannon

GUESTS: Alton Bruso, Jason Reynolds, Terry Tatro, Ken Millman, Danielle Choiniere, Mallory Ovitt, Carol Behrman, Gina Lewis, Skip Lewis, Jane Dwinell, Greta Brunswick (NRPC)

- 6:30pm - Call to order by Town Clerk –
  - Meeting called to order by Town Clerk, Donna L. Bohannon
  - Turned meeting over to Chairman once appointed.

### REPORT OF OFFICERS / APPOINTMENTS / REORGANIZATION

#### ✦ -Chairman of the Board

- *Russell Duchaine motioned to appoint **Lee Kimball** Board Chairman – seconded by Nick Palmer – all in favor – motion carried.*

#### ✦ -Vice-Chairman of the Board

- *Nick Palmer motioned to appoint **Russell Duchaine Vice- Board Chairman** – seconded by Lee Kimball – all in favor – motion carried.*

#### ✦ -Board Clerk

- *Chuck Pease motioned to appoint **Donna L. Bohannon** Board Clerk – seconded by Shawn Creller – all in favor – motion carried.*

#### ✦ -Road Commissioner

- *Lee Kimball motioned to appoint **Russell Duchaine** as Road Commissioner – seconded by Chuck Pease – all in favor – motion carried.*

#### ✦ -Town Service Officers

- *Chuck Pease motioned to appoint **All five Board members** as Town Service Officers – seconded by Lee Kimball – all in favor – motion carried.*

✦ **-Emergency Management Director**

- *Shawn Creller motioned to appoint **Terry Tatro** as Emergency Management Director – seconded by Russell Duchaine – all in favor – motion carried.*

✦ **-Assistant Emergency Management Director**

- *Lee Kimball motioned to appoint **Chuck Pease** as Assistant Emergency Management Director – seconded by Russell Duchaine – all in favor – motion carried.*

✦ **-Solid Waste Representative**

- *Lee Kimball motioned to appoint **Danielle James Choiniere** as Solid Waste Representative – seconded by Shawn Creller – all in favor – motion carried.*

✦ **-Assistant Solid Waste Representative**

- *Lee Kimball motioned to appoint **Dean Tallman** as Assistant Solid Waste Representative – seconded by Chuck Pease – all in favor – motion carried.*

✦ **-Planning Commission Representative (4 – possibly 5)**

- Terry Tatro explained that there were three seats up for reappointment and that all three members were willing to be reappointed if the Selectboard chose to do so.
- Those members are Terry Tatro, Maurice Theoret and Brian Tjelta.
- He also explained that there were two resignations.
- The two resignation are John Goodrich and Leeann Porto.
- Terry informed the Board that he has two possible replacements to fill resignations if the Selectboard choses to do so.
- The two suggestions are Donna Boumil and Matthew LeFluer.
- *Lee Kimball motioned to reappoint **Terry Tatro, Maurice Theoret and Brian Tjelta** as Planning Commission Representatives – seconded by Shawn Creller – all in favor – motion carried.*
- *Russell Duchaine motioned to appoint **Donna Boumil** as Planning Commission Representative to replace one of the resignations – seconded by Lee Kimball – all in favor – motion carried.*
- *Chuck Pease motioned to appoint **Matthew LeFluer** as Planning Commission Representative to replace one of the resignations – seconded by Shawn Creller – all in favor – motion carried.*

✦ **-Fence Viewers (3)**

- *Shawn Creller motioned to appoint **Shawn Creller, Russell Duchaine and Donna Bohannon** as Fence Viewers – seconded by Lee Kimball – all in favor – motion carried.*

✦ **-Inspector of Lumber, Shingles and Wood**

- *Chuck Pease motioned to appoint **Kevin Creller** as Inspector of Lumber, Shingles and Wood – seconded by Lee Kimball – all in favor – motion carried.*

✦ **-Weigher of Coal**

- *Lee Kimball motioned to appoint **Lee Kimball** as Weigher of Coal – seconded by Nicholas Palmer – all in favor – motion carried.*

✦ **Tree Warden**

- *Russell Duchaine motioned to appoint **Alton Brusco** as Tree Warden – seconded by Lee Kimball – all in favor – motion carried.*

✦ **The following appointments were also made:**

- *Lee Kimball motioned to appoint **Shawn Creller and Russell Duchaine** as Selectboard members authorized to sign Board warrants on behalf of the Selectboard – seconded by Chuck Pease – all in favor – motion carried.*
- *Russell Duchaine motioned to appoint **Nicholas Palmer** as Selectboard member to act as Transfer Station lead and point of contact for Transfer Station questions – seconded by Lee Kimball – all in favor – motion carried.*
- *Lee Kimball motioned to appoint **Shawn Creller** – Board representative for Alburgh Family Clubhouse – seconded by Chuck Pease – all in favor – motion carried.*

7:00pm - OPEN REGULAR MEETING:

- Regular meeting called to order at 7:30pm by Chairman, Lee Kimball

ADJUST AGENDA (if needed):

- **ADJUSTMENT #1:** VCDP Grant – Add to top of agenda
- **ADJUSTMENT #2:** Transfer Station – Stump burning -
- **ADJUSTMENT #3:** Transfer Station – Barrels with oil – disposal -
- **ADJUSTMENT #4:** Transfer Station request – benefits –
- **ADJUSTMENT #5:** Return to regular hours on Wednesday -

VISITOR INPUT:

- No visitor input

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

- **ADJUSTMENT #1: VCDP Grant –**
  - o Greta Brunswick from NRPC was present to inform the Board that phase one of the VCDP grant for the Alburgh Family clubhouse, had closed and that Alburgh had been awarded \$60,000 for planning. (This amount was spent on planning.)
  - o The total amount of the grant was \$500,000 and the balance will be used for construction.
  - o She explained the process that will follow and asked that the Selectboard Chair sign a letter stating the Town is satisfied with the planning work that was done. She will send the letter to the Town for review and sign.
  - o Greta also talked to the Board about holding a public hearing to inform the voters about the environmental review for the land that will house the Alburgh Family Clubhouse.

- o The Board agreed that they will hold that public hearing on 03/23/2021 as the first agenda item for that regular meeting.
- NEMRC Cloud – To switch or not to switch –
  - o There was some discussion about what it would mean to switch over to a cloud-based service from the current inhouse server base that we are now using.
  - o The additional cost would be about \$70 per month to make the change.
  - o *Lee Kimball motioned that Alburgh NOT switch to cloud-based programming – seconded by Nick Palmer – all in favor – motion carried.*
- Billing to Village for Village portion of Streetscape project now finished – update –
  - o Tabled until the next regular meeting, currently scheduled for 03/23/2021.
- Matrix & Broad band – update –
  - o Ken Millman reported that the Town portion of what is needed for Broadband will be about \$800,000 but that much of that can be recouped through a grant designed to help communities like Alburgh access better internet.
  - o The Matrix share of the project will be about 3 million dollars.
  - o Ken asked if the Board wanted him to remain the lead and point of contact for Matrix and NWCUD related items.
  - o *Russell Duchaine motioned that Ken Millman would remain the lead and point of contact for Matrix and NWCUD – seconded by Chuck Pease – all in favor – motion carried.*
- Northwest Communications Union District (NW CUD) – Update-
  - o No new updates.
- Bookkeeping/financial matters – update –
  - o Lee Kimball reported that he, the Treasurer and one of the local Auditors met virtually with representatives from Peoples United Bank, to discuss how to move as much of the Towns banking needs as possible to online banking.
  - o One of the items that was discussed is the ability to deposit checks via online banking. This can be accomplished with the use of a check scanner.
  - o Other options that were discussed is allowing taxpayers to pay via ACH or bank transfers.
  - o No decisions were made at this meeting, but this item will remain on the agenda for future discussion.
  - o Tabled until the next regular meeting, currently scheduled for 03/23/2021.
- Transfer Station topics as needed –
  - o New hire from interviewees –
    - Three people interviewed for the position at the Transfer Station.

- Each of the interviewees was invited to spend a day at the Transfer Station to get an idea of what the job entailed.
  - Of the three, two of the interviewees took the opportunity to shadow.
  - The three interviewees were Hayden Latimer, Benjamin Deyo and Dillon Goodsell.
  - *Russell Duchaine motioned to hire Dillon Goodsell on a probationary period of one month – a review will be given after the one-month period and the Board will determine if he will be offered the job – seconded by Lee Kimball – all in favor – motion carried.*
- o Sick pay for Brendan – is this to be paid out?
  - Brendan Letourneau had accumulated 16.48 hours of sick time before resigning – is he to be paid for that time?
  - *Shawn Creller motioned to pay Brendan Letourneau for the 16.48 hours of sick time accumulated – seconded by Lee Kimball – all in favor – motion carried.*
- **ADJUSTMENT #2:** Transfer Station – Barrels with oil – disposal –
  - o Lee Kimball explained that a quote had been received from two different vendors for the removal of the contaminated soil that is contained in barrels.
  - o US Ecology submitted a quote for \$866 to remove and dispose of the barrels.
  - o TDI submitted a quote for \$1400 to remove and dispose of the barrels.
  - o *Lee Kimball motioned to hire US Ecology to remove and dispose of the barrels – seconded by Russell Duchaine – all in favor – motion carried.*
  - o Lee Kimball will inform US Ecology of the decision.
- **ADJUSTMENT #3:** Transfer Station – Stump burning –
  - o Russell Duchaine asked the Board if the stumps at the Transfer Station could be burned while the ground is wet.
  - o The Board agreed that this was a good time to burn the stumps provided that Terry Tatro, Fire Warden be informed of the burn.
  - o Terry asked that the burn be supervised as much as possible.
  - o It was also agreed by the Board that stumps and brush should be burned in small batches and that it be maintained regularly so the piles did not get out of control.
- **ADJUSTMENT #4:** Transfer Station request – benefits –

- o The Clerk was asked to present the idea of offering benefits to the Transfer Station employees as an incentive to remain with the Town.
- o This will be added to the next agenda to be discussed.
- o Tabled until the next regular meeting, currently scheduled for 03/23/2021.
  
- **ADJUSTMENT #5:** Return to regular hours on Wednesday –
  - o Russell Duchaine stated that he noticed that the Village is holding in person meetings at the Town offices and suggested that regular business hours for the Town office resume on Wednesdays.
  - o The Board agreed that when the agreement was made, it was understood that NO in-person meetings would take place at the Town Office.
  - o The Board agreed that regular business hours on Wednesdays would resume starting on 03/17/2021.
  - o The Clerk will inform the Village Trustees and Village Clerk of the Selectboard decision.

**APPROVE INVOICES / SIGNATURES NEEDED.**

- Shawn Creller or Russell Duchaine will examine and sign the Board warrants.

**ADJOURN:**

- *At 8:30pm Chuck Pease 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 regular meeting, currently scheduled for 03/23/2021.