

MINUTES FROM 05/26/2021 ALBURGH SELECTBOARD MEETING

The Selectboard meeting was held in the conference room as well as on Zoom. The Zoom recording link can be found here:

https://us02web.zoom.us/rec/share/cIj60P_K-MZzJuzMFh4zwZ-djd7yVBJV3-q_oQkUf0dYTekEP3a8vdQPnzlhYUmO.SzevzfLUyTuwMLAf

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

GUESTS (In person): Terry Tatro, Dwight Clapper, Angela Clapper, Josie Henry, David Mahoney (*Vermont Connections Computer Services*), Jerid Creller, Carol Behrman, Alton Brusco, Elliot Knight, Ron Kumetz, Bronwyn Profitt Higgins (*Green Mountain Fireworks*), Ken Millman

GUESTS are (Via Zoom): Sara Massarello (*Project Manager - U.S. General Services Administration [GSA]*), Brian Fuller (*LPOE Program Manager at GSA*) Chris Lynch (*Matrix Systems*), Alan Bombardier (*Contractor for GSA*), 617-529-2637, Matthew Lavigne (*Green Mountain Fireworks*)

7:00pm - OPEN REGULAR MEETING:

- Called to order at 7PM by Chairman, Lee Kimball

ADJUST AGENDA (if needed):

- Several adjustments were made
 - ADJUSTMENT #1: Move I.T conversation closer to top of agenda
 - ADJUSTMENT #2: Fireworks permits – new process
 - ADJUSTMENT #3: Letter from Greta Brunswick about Clubhouse
 - ADJUSTMENT #4: Lee Kimball – personal note.

APPROVE THE FOLLOWING MEETING MINUTES:

- 05/12/2021 REGULAR SELECTBOARD MEETING
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VISITOR INPUT:

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

There was some technical difficulty with Zoom so “junk” complaint was addressed first.

- West Shore “junk” complaint
 - o Dwight and Angela Clapper were present to discuss the complaint that was filed against their property on West Shore.
 - o Dwight explained that they have been cleaning up the cars in the yard and they will continue to do so.
 - o Dwight explained that the remaining cars do run and drive and that a few of them are for sale.
 - o Lee Kimball asked him how many unregistered vehicles are in his yard and he replied that there are four unregistered.
 - o He was informed that by State law only three unregistered vehicles are allowed if the property is not registered as a junkyard.
 - o Dwight will continue work on the property and an update will be on the June 23rd agenda.
 - o Tabled until the June 23rd, regularly scheduled meeting.
- Alburgh Springs Border Crossing – Updated survey to install new gate etc.
 - o Sara Massarello from GSA was present to talk to the Board about obtaining a right of way at the Border crossing in Alburgh Springs.
 - o The gate at the crossing is out of date and dangerous and the GSA wants to replace it with a “crash rated” gate.
 - o What they are asking for and offering is that the Town give them a ROW and in exchange, they will continue to maintain the road in that area.
 - o This agreement is status quo to what has been happening at the crossing for years, but they would like to make it an official legal agreement.
 - o They are asking for a license rather than an easement, as an easement would be recorded in the land records, but a license would not be.
 - o They are asking for the license to do the work in the Town ROW and to continue the maintenance work in that ROW, such as paving and snow removal.
 - o GSA will write up the agreement and send it to the Board for review.
 - o Tabled until the next regular meeting, currently scheduled for 06/09/2021.
- **ADJUSTMENT #1: Move I.T conversation closer to top of agenda**
- I.T Service needed for the office – quote available – RFP needed?
 - o David Mahoney from Vermont Connections Computer Services was present to talk to the Selectboard about I.T. services for the Town office and other town owned computers.
 - o Lee Kimball asked what prompted his visit to address the issue of I.T.

- o The Clerk, Donna L. Bohannon stated that there was a computer issue last week and she called NEMRC to try and resolve it but they couldn't help because they don't do I.T anymore so she called a couple of different I.T. companies.
- o Donna said that she had added it to the agenda as "quote/RFP needed" so that the Board could decide if it were something that should be put out to bid and David said that he understood that but wanted to talk to the Board about his initial findings.
- o David informed the Board that he had been to the office earlier in the week to look at operating systems and computers so he could get an idea of what types of issues the Town might have.
- o David informed the Board that the server for the Town is operating on a Windows operating system that is no longer supported and that the other computers are operating on a Windows home edition that should be upgraded to pro.
- o He talked to the Board about services that his company offers and various pricing for different packages.
- o He explained that the antivirus software we currently run can be eliminated as they provide their own antivirus/malware protection.
- o David suggested that the Board consider having a formal assessment of the computers, operating systems and server done.
- o Lee Kimball asked what the cost for an assessment would be and Dave said that it would run about \$4,000- for a full assessment.
- o The Board agreed that it would be beneficial to have the assessment done and put out an RFP for full time IT services.
- o David will send a quote for the assessment and a sample of what is in the assessment.
- o Tabled until the next regular meeting, currently scheduled for 06/09/2021.
- Matrix & Broad band – update – Pass resolution to form committee - (also moved up)
 - o Chris Lynch was present via Zoom to explain that a Memorandum of Understanding would be emailed to the Board and the Clerk.
 - o The Clerk was asked to send this to the Town attorney for review.
 - o Ken Millman asked Chris if there was time limit on the available grants, to which Chris replied that yes, there are deadlines.
 - o He stated that the grant from VEC is the biggest one as they have 1 million dollars available to be applied for and the sooner the application is submitted, the better the chance of being granted some of those funds.
 - o Tabled until the next regular meeting, currently scheduled for 06/09/2021.

- o Ken Millman asked that the Board pass a resolution to appoint a committee of five people to be liaisons for the Matrix project.
- o He stated that the following five people are interested in being on that committee if the Board chooses: Brian Barbour, J.R. Cox, Elliot Knight, Ken Millman and Ron Kumetz.
- o There was some discussion about these five people doing work “ad hoc” but it was agreed by the Board that an official committee would be best.
- o *Lee Kimball made a motion to appoint Brian Barbour, J.R. Cox, Elliot Knight, Ken Millman and Ron Kumetz to act an advisory committee for the broadband project – seconded by Shawn Creller – all in favor – motion carried.*
- Northwest Communications Union District (NW CUD) – Update- (also moved up)
 - o Ken Millman updated that Isle Lamotte will be joining the NW CUD, but they have not appointed a representative yet.
 - o Tabled until the next regular meeting, currently scheduled for 06/09/2021.
- Loretta Knight – No need to be on the agenda. - Delete
- Skip Waters Steps – hit by sidewalk plow –
 - o Donna L. Bohannon as Clerk reported that a representative from VLCT (the Towns insurance carrier) visited the site to inspect the damage and decide if the claim would be accepted or denied.
 - o Updates will be made as available.
- New digital sign – status update -
- Billing to Village for Village portion of Streetscape project now finished – update -
 - o Alton Brusio presented at a previous meeting, information about the funds spent and a breakdown of the total out of
 - o The proposed amount to bill the Village is \$8,430 for the Streetscape project. This amount factored in the amount that the Town had to pay out of pocket minus any payments that had already been made.
 - o According to the agreement made between the Village and the Town in 2015, that figure is half of what the Towns out of pocket amount was minus the previous payments made by the Village.
 - o *Lee Kimball made a motion to bill the Village the amount of \$8,430 for the Village portion of the Streetscape project-- seconded by Shawn Creller – all in favor – motion carried.*
 - o Treasurer, Donna L. Bohannon will bill the Village for what is believed to be their portion of the Streetscape project, the amount of \$8,430.
- Center Bay Beach – complaint –

- o Donna L. Bohannon as Lister presented a map that depicts what the State has on record as being town owned property.
 - o Lee Kimball requested that all three Listers confer and come to a consensus on what the Town owned portion is and present it at the next Selectboard meeting.
 - o Tabled until the next regular meeting, currently scheduled for 06/09/2021.
- Transfer Station topics as needed –
 - o It was suggested that the brush and chips get burned every weekend, a little at a time.
 - o They talked digging out a ring around the burn area to act a berm to prevent the fire from spreading.
 - o This will be discussed in more detail at the next meeting.
 - o A “Free / ½ price dump day” was discussed and the consensus is that before Labor Day, one will be coordinated.
 - o Tabled until the next regular meeting, currently scheduled for 06/09/2021.
- Bookkeeping/financial matters – Reports to Selectboard
 - o Lee Kimball asked if the reports were available for the Board.
 - o Donna Bohannon as Treasurer informed the Board that one of the auditors was at the office that day and that the General Ledger balance was completed but that one of the other reports was not.
 - o She provided two reports – one showing year to date budget and actuals and one showing previous year’s budget and actuals.
 - o Lee Kimball said that was not what the Board wanted to see. He stated that they wanted to see it all on one spreadsheet, so they did not have to go back and forth between reports.
 - o He asked the Treasurer if she would have that available for the next meeting and she said that she would.
 - o Tabled until the next regular meeting, currently scheduled for 06/09/2021.
- Move to online banking – update –
 - o Donna L. Bohannon as Treasurer met with Lori Therrien and Michael Woulf via on line to discuss the next steps for moving to online banking.
 - o A scanner will be sent to the town and a training session will be scheduled.
 - o Updates will follow as the process progresses.
 - o Tabled until updates are available.
- Fireworks for the annual July 4th celebration –

- o Ron Kumetz, as Fire Chief presented an agreement that was drawn up between the Town and the Fire Department for the Town's annual fireworks display.
- o The agreement is as follows:
- o *The Alburgh Volunteer Fire Department, Inc. agrees to assemble and shoot fireworks shows for the Town of Alburgh for the sum of zero (0) dollars.*
- o *The Town of Alburgh agrees to purchase the fireworks to be used for the aforementioned shows in accordance with ATF regulations.*
- o *This agreement begins on the date signed by both parties and continues in perpetuity.*
- o *The agreement may be canceled by either party at any time with 60 days' notice in writing.*

- **ADJUSTMENT #2: Fireworks permits – new process**

- o Ron also presented new fireworks permit that he will be using for future requests. [PROPOSED FIREWORKS PERMIT 2021](#)
- o Terry Tatro reminded the Board that in the past he has acted as town agent for the purchase and delivery of the fireworks and stated that if the Board would like him to continue in that capacity, it would be beneficial to make a motion stating that.
- o *Shawn Creller made a motion to appoint Terry Tatro as Town Agent for the purchase of fireworks for the annual July 4th show – seconded by Nick Palmer – all in favor – motion carried – Lee Kimball as chair will sign the agreement.*

- **ADJUSTMENT #3: Letter from Greta Brunswick about Clubhouse**

- o Greta provided the Board with an update on the progress of the childcare facility.
- o VCDP is asking for representation at a meeting in June and Shawn Creller as the Selectboard representative volunteered to attend.
- o Tabled until the next regular meeting, currently scheduled for 06/09/2021.

- **ADJUSTMENT #4: Lee Kimball – personal note.**

- o Lee announced that they have sold their home here in Alburgh and they will be moving to New Hampshire sometime in the next few months.
- o He stated that he is willing to stay on the Board until August or September and the Board agreed that they would like him to be a part of choosing his replacement.
- o Russell Duchaine will act as Board Chair for future meetings.
- o Advertising for a new Board member will be on the next agenda.

- SIGNATURES NEEDED.
 - o Municipal Planning Grant -
 - Lee Kimball read the email from NRPC pertaining to the standard agreement between the Town of Alburgh and Trudell Consulting Engineers for the work they will be doing on a wetland delineation for a Recreational Master Plan.
 - He also noted that an amended agreement for the Alburgh Recreation Master Plan also needed to be signed.
 - *Russell Duchaine made a motion that Lee Kimball sign the agreement – seconded by Shawn Creller – all in favor – motion carried.* Lee Kimball as Chair of the Selectboard signed the contract.
 - [CONTRACT WITH TRUDELL CONSULTING](#)
 - *Russell Duchaine made a motion that Lee Kimball sign the amended agreement for the Recreation Master Plan – seconded by Shawn Creller – all in favor – motion carried.* Lee Kimball as Chair of the Selectboard signed the amended agreement.
 - [AMENDED AGREEMENT](#)
 - o The Sheriffs contract in the amount agreed on at budget meeting was also signed.
 - [FY 2022 SHERIFF'S CONTRACT](#)
- APPROVE INVOICES –
 - o All invoices approved and signed.

ADJOURN:

- *At 9:58pm Lee Kimball motioned to adjourn – seconded by Shawn Creller – 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 06/09/2021.