

MINUTES FROM 07/28/2021 ALBURGH SELECTBOARD MEETING

PRESENT: Vice-Chair, Russell Duchaine, Chuck Pease, Nick Palmer, Shawn Creller, Clerk, Donna L. Bohannon

6PM: EXECUTIVE SESSION: For the appointment or employment or evaluation of a public officer or employee (but the public body must make a final decision to hire or appoint in an open meeting and it must explain the reasons for its final decision). 1 V.S.A. § 313(a)(3)

Interviews for upcoming Selectboard vacancy.

At 6:10pm Nick Palmer made a motion to enter into executive session for the appointment or employment or evaluation of a public officer or employee (but the public body must make a final decision to hire or appoint in an open meeting and it must explain the reasons for its final decision). 1 V.S.A. § 313(a)(3) – seconded by Shawn Creller – all in favor – motion carried – Board in executive session.

- 6:00PM – Jan Tatro – Did not attend – No interview.
- 6:15PM – Alton Bruso – Interviewed –
- 6:30PM – Ryan Savage - Interviewed
- 6:45PM – Josie Henry – Delayed by traffic – interview was conducted after the regular meeting

- Board decision will be announced at the budget meeting on 08/04/2021.

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

<https://us02web.zoom.us/rec/share/lw8lxEPkKFZzIASylyCBVS0oKGjeUjcx4KdH-uVuXTCUyUr8Gd5LcLZbl304rZyv.VISIE6O9xqwChiuq>

PRESENT: Vice-Chair, Russell Duchaine, Chuck Pease, Nick Palmer, Shawn Creller, Clerk, Donna L. Bohannon

GUESTS: (IN PERSON) – Kathy Rochedieu, Jerid Creller, Chris Lynch (Matrix Group), Terry Tatro, Carol Behrman, Ken Millman, Susan Smith, George Boutah, Shane Chappell, Josie Henry, Kyle Tatro, Alexander Knight, John Fitzgerald, Mallory Ovitt, Matthew Lavigne, Bronwyn Proffitt-Higgins, Alton Bruso, Alan Goodsell.

GUESTS: (VIA ZOOM) - David Mahoney (Vermont Connections), Charles Goodling (Dubois and King), Susan Smith

7:00pm - OPEN REGULAR MEETING:

- Meeting called to order at 7PM by Vice-Chair, Russell Duchaine

ADJUST AGENDA (if needed): Several adjustments / additions were requested

- **ADJUSTMENT / ADDITION #1:** Pressure wash the Municipal building
- **ADJUSTMENT / ADDITION #2:** Two resignations to accept
- **ADJUSTMENT / ADDITION #3:** Choose a new Board member
- **ADJUSTMENT / ADDITION #4:** Special transfer station meeting needed?
- **ADJUSTMENT / ADDITION #5:** Schedule the first budget meeting

APPROVE THE FOLLOWING MEETING MINUTES:

- 07/14/2021 REGULAR SELECTBOARD MEETING
 - *Chuck Pease made a motion to accept the minutes from the 07/14/2021 Selectboard meeting as written – seconded by Shawn Creller – all in favor – motion carried.*

VISITOR INPUT:

- No visitor input.

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

- Discontinue use of Zoom for public meetings? :
 - The Board voted at the previous meeting to discontinue the use of Zoom for meeting attendance, but it was not warned on the agenda, so the vote was not valid.
 - Ken Millman asked the Board members why they wanted to discontinue using Zoom as a method for attending meetings.
 - Russell Duchaine explained that it added confusion to the meetings and wasn't always reliable due to poor internet service.
 - Kathy Rochedieu responded that although it was inconvenient for the Board it is a valuable tool for people that want to attend the meetings and the Boards inconvenience alone is not a good reason for discontinuing it.
 - Ken Millman stated that part of the issue is old or inadequate equipment. He stated that if there was a better camera system, microphone, projector, and computer, it would be less troublesome.
 - Chuck Pease suggested that the Board check into pricing for better equipment.
 - *Nick Palmer made a motion that they continue to use the current equipment and use of Zoom until further research is done on the price of upgraded equipment – seconded by Russell Duchaine – three in favor – one opposed – motion carried.*
- Greta Brunswick – Alburgh Family Clubhouse – update –
 - Greta was not present. Shawn reported that there will be a Calcutta on 07/31/2021 to raise money for the clubhouse.
- I.T Service needed for the office – update.

- o The Selectboard members did not review the three quotes that were received and will do so before the next meeting so that a decision can be made.
- o Tabled until the next regular meeting, currently scheduled for 08/11/2021.
- Dubois and King – R.O.W permission needed for SAFD#2 project
 - o Russell Duchaine summarized the project for those that were not aware of it.
 - o Charles Goodling explained that the second phase of the S.A.F.D#2 water line has been engineered to go over Middle Road, down Route 2 South and down Poor Farm Rd.
 - o He went on to describe the route in detail and that the line new line will be installed within the Town right of way away from the shoulder, except for five areas.
 - o He also explained that those five areas are archeologically sensitive and that they will have to cut into the shoulder in four of them and the road in one of them.
 - o The four areas on Middle Road will require cutting into the shoulder but will not disturb the drive surface. The one area on Poor Farm Road will require that approximately 300 feet of the roadway be disturbed, but there will continue to be one lane of traffic while the work is being completed.
 - o Charles explained that what they were asking for is the towns permission to enter the shoulder and/or roadway in those five areas.
 - o *Nick Palmer made a motion to allow the South Alburgh Fire District #2 and the contractors chosen to do the work be allowed to access the road in the five areas that were discussed so that phase 2 of the project can move ahead – seconded by Chuck Pease – all in favor – motion carried.*
- Permission to add stone to the rink in the park –
 - o Terry Tatro explained that Dave Mangan takes care of the skating rink in the park and is asking for a small truckload load of rock fine to level the surface area so when it gets flooded in the winter, the thickness is even.
 - o *Nick Palmer made a motion that the highway crew, at their convenience, deliver rock fine to the park, add it to the rink and grade the area – seconded by Chuck Pease – all in favor – motion carried.*
 - o The road foreman, Jason Reynolds will coordinate with Dave Mangan before the delivery is made.
- 911 coordinator needed –
 - o Donna L. Bohannon, clerk, explained that there are several roads that have not been issued new E911 numbers and signs as the E911 coordinator keeps changing.
 - o The most recent coordinator was Lee Kimball, who has resigned and is moving.
 - o A new E911 coordinator is needed so the project can be finished and finalized with the state.
 - o Jerid Creller expressed an interest in the position.

- o *Russell Duchaine made a motion to appoint Jerid Creller as the new E911 coordinator – seconded by Nick Palmer – all in favor – motion carried.*
- o Donna will get the contact information for the State E911 coordinator, Tyler Hermanson, so Jerid has the contact information for the state E911 office.
- Planning Commission – update on
 - Industrial Park Study Update
 - * Josie Henry explained that the wetland study of the area that the Planning Commission is considering for a recreation trail, has been completed.
 - * The study determined that most of the area is considered a class 2 wetland, thereby limiting what can be done on the land.
 - * The Planning Commission has discussed the possibility of a boardwalk path and/or a dirt path.
 - * They are waiting to hear from the state what is allowable on the land.
 - * Tabled until further notice.
 - Recreation Grant Opportunities –
 - * Josie Henry reported that there are two implementation grants, one of which is for recreation and trail building and the other is for improving existing recreation trails.
 - * These will be discussed at the next regular meeting.
 - * Tabled until the next regular meeting, currently scheduled for 08/11/2021.
- ARPA Funds –
 - o Fund’s request has been sent and accepted – funds have not been deposited yet.
 - o Tabled until further notice.
- Fireworks – letter of welcome extension request –
 - o Matthew Lavigne explained that one of the state rules for a fireworks business to be able to operate in Vermont is, they must have a permit from the town that they will be operating that business.
 - o In 2019 and 2020, the town provided Green Mountain Fireworks with a letter of approval that did not have an end date on it. In the absence of zoning rules in Alburgh, this letter from the Selectboard took the place of a permit from the town. In 2021 the letter of approval was also given to Green Mountain Fireworks, but it had an end date of November 30th,2021.
 - o Matthew is asking that the Board consider granting Green Mountain Fireworks a ten-year permit, granting them permission to conduct business in Alburgh for the next ten years. He presented to the Board a proposed letter of permit for the Board to sign. UNAPPROVED LETTER
 - o There was some discussion about the language on the letter and the Board expressed concern about committing to a ten-year agreement.
 - o There was some discussion about changing it to a three-year agreement with it being added to the March ballot after that for the town to vote on.

- o Matthew Lavigne will adjust the language to reflect the Boards suggestions and send it to the office.
- o The Clerk will send it to the town attorney for review and will include in the email the Board's concerns.
- o Tabled until the next regular meeting, currently scheduled for 08/11/2021.
- Center Bay Beach – complaint – update –
 - o Brian Tjelta explained that the residents in that area are mostly upset by the property abuse that they witness taking place and that there are no clear markers indicating what is town owned property and what isn't.
 - o Vehicles not belonging to the residents of the area blocking resident access to their road and/or driveways is also an issue.
 - o Shawn reported that he will meet with Cheryl before the next regular meeting and attempt to come to an agreement about the boundaries.
 - o Tabled until the next regular meeting, currently scheduled for 08/11/2021.
- Garfield trailer in violation – update – next step –
 - o The Board agreed that they will send a letter to Mr. Garfield reiterating the original complaint and explaining again what they expect and the process they will follow if he does not make the improvements listed in the letter.
 - o Jerid Creller, as Constable and Enforcement Officer will work with the Town Clerk to draft the letter.
 - o Tabled until the next regular meeting, currently scheduled for 08/11/2021.
- Matrix & Broad band – update –
 - o Chris Lynch was present to talk to the Board about signing the MOU that was revised by the town attorney and approved by Matrix.
 - o He revisited some of the details of what Matrix is proposing and the timeline that certain aspects of the project will take place in.
 - o He reminded the Board that the MOU needs to be signed before the project can move forward.
 - o *Chuck Pease made a motion to approve the Board signing the Memorandum of Understanding as revised by the town attorney, Dave Rugh – seconded by Nick Palmer – all in favor – motion carried.*
 - o A broadband advisory committee of five that was formed in May 2021 to assist the Selectboard in navigating the buildout and acquiring quality broadband service for all Alburgh.
 - o One of the members resigned for health reasons, leaving a vacancy on the committee.
 - o Kathy Rochedieu expressed an interest in being on the committee.

- o *Nick Palmer made a motion to appoint Kathy Rochedieu to the Broadband Advisory Committee – seconded by chuck Pease – all in favor – motion carried.*
- Northwest Communications Union District (NW CUD) – Update-
 - o Ken Millman reported that the state of Vermont has received 250 million dollars from the federal government to expand broadband and that the money will be distributed among the CUDs.
 - o The amount that each CUD will receive has not been determined.
 - o Tabled until the next regular meeting, currently scheduled for 08/11/2021.
- Transfer Station topics as needed –
 - o It was reported that the signpost at the entrance of the Transfer Station is rotted and needs to be replaced.
 - o The Clerk suggested a separate Transfer Station meeting to discuss some of the ideas that the lead attendant, Dean Tallman, has made.
 - o The Board would like Dean to attend the next regular meeting before calling a special meeting.
 - o Tabled until the next regular meeting, currently scheduled for 08/11/2021.
- Town owned properties – what to do with them?
 - o 317 South Main St. (Mr. Bells house) –
 - The request for bids on cleanup of the property has been advertised.
 - No bids have come in yet.
 - Can cleanup be done as community service?
 - This was not addressed.
 - Tabled until the next regular meeting, currently scheduled for 08/11/2021
 - o 12 Brown Road – Alburgh Springs Community Hall – update –
 - Available grants? –
- **ADJUSTMENT / ADDITION #1:** Pressure wash the Municipal building
 - o The Clerk explained that the outside of the building needs to be pressure washed and sprayed with Home Defense to ward off spiders.
 - o Wright Cut and Clean submitted a quote for \$250 to pressure wash the exterior of the front and sides of the Municipal building up to the Fire Hall and to spray home defense to illuminate the spiders on the outside of the building.

- o *Nick Palmer made a motion to hire Wright Cut and Clean to pressure wash and spray for spiders, the outside of the Municipal office for the price of \$250 – seconded by Chuck Pease – all in favor – motion carried.*
- **ADJUSTMENT / ADDITION #2:** Two resignations to accept
 - o Lynn Blair O’Neil submitted a letter of resignation as a local auditor.
 - o *Russell Duchaine made a motion to accept the resignation of Lynn Blair O’Neil as local auditor - seconded by Shawn Creller - all in favor – motion carried.*
 - o Lee Kimball submitted a letter of resignation as Selectboard member.
 - o *Russell Duchaine made a motion to accept the resignation of Lee Kimball as Selectboard member - seconded by Shawn Creller - all in favor – motion carried.*
- **ADJUSTMENT / ADDITION #3:** Choose a new Board member
 - o One interview was postponed to the end of the meeting.
 - o New member will be announced at the next meeting.
- **ADJUSTMENT / ADDITION #4:** Special transfer station meeting needed?
 - o The Clerk explained that the Transfer Station attendant, Dean Tallman has several suggestions about pricing and other ideas for making the Transfer Station more cost effective and suggested a meeting for the sole purpose of discussing this.
 - o The Board was hesitant to hold a special meeting and suggest that Dean attend the next regular Selectboard meeting to go over some of these ideas with the Board.
 - o The Clerk will ask Dean to attend the next regular Selectboard meeting.
 - o Tabled until the next regular meeting, currently scheduled for 08/11/2021.
- **ADJUSTMENT / ADDITION #5:** Schedule the first budget meeting.
 - o The Treasurer asked that the Board schedule a budget meeting within the next couple of weeks and explained that it is a lengthy process with a seasoned Board and will be even more time consuming with four new Board members.
 - o The Board agreed to meet for the first budget meeting on Wednesday, August 4th to begin at 6:30pm.
- **APPROVE INVOICES –**
 - o All invoices approved and signed.

ADJOURN:

- o *At 9:20 Nick Palmer made a motion to adjourn from the open portion of the meeting – seconded by Russell Duchaine – all in favor – motion carried – meeting adjourned.*

- o *At 9:25pm Nick Palmer made a motion to enter executive session for the appointment or employment or evaluation of a public officer or employee (but the public body must make a final decision to hire or appoint in an open meeting and it must explain the reasons for its final decision). 1 V.S.A. § 313(a)(3) – seconded by Russell Duchaine – all in favor – motion carried – Board in executive session.*

- o The Clerk reminded the Board that the other interviewees were given a 15 and that Josie should not be given any more time than that. They all agreed.

- o *At 9:40 Russell Duchaine made a motion to leave executive session – seconded by Shawn Creller – all in favor – motion carried. Board out of executive session.*

- o An official decision for the Selectboard vacancy will be announced at the 08/04/2021 budget meeting.

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 08/11/2021.