

MINUTES FROM
Alburgh Selectboard Regular Meeting
08/11/2021

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/recording/detail?meeting_id=n%2BEJLCFLR2qnu%2FLhucUnwg%3D%3D

PRESENT: Chairman, Josie Henry, Russel Duchaine, Shawn Creller, Nicholas Palmer, Clerk,
Donna L. Bohannon

GUESTS (Via Zoom): None

GUESTS (In person): Terry Tatro, Kevin Creller, Adam Vincelette, Noah Vincelette, Skipper Deyo, Jerid Creller, Gilbert Gagner, George Hakey, George Boutah, Carol Behrman, Jason Beaulac, Brian Tjelta, Shane Brown, Kyle Tatro, Jason Reynolds, Matthew Lavigne, Bronwyn Proffitt-Higgins, Steve Morgan

- 1) 7:00 - Call to Order
 - a. Meeting was called to order at 7pm by Chairperson, Josie Henry
- 2) Adjustments to the Agenda
 - a. Several adjustments were requested
 - i. Dispute between a resident and fire department concerning ROW
 - ii. Remove item #9 and put it on the next agenda for executive session
 - iii. Special event liquor permit approval
 - iv. Matrix update

ADJUSTMENT: Dispute between a resident and fire department concerning R.O.W

- b. Terry Tatro summarized what the dispute was pertaining to.
- c. He explained that Shane Brown owns property abutting the fire department land on the south side of Firehouse Road and that he (Shane) intends to put in a driveway that will come out on the fire departments parking lot.
- d. He also explained that the only issue that the fire department has with Shane doing this is that there is drainage where he wants to come out and the department is worried that the drainage will fill in and cause the water to back up in the firehall basement.
- e. Shane presented a map of his property and what he believes is the R.O.W from his property onto Firehouse Road.
- f. Terry explained that where Shane is proposing to enter onto Firehouse Road is not acceptable to the fire department because the drainage for not only Firehouse

Road, but also for Industrial Park and the catch basins from the State highway merge at that spot.

- g. The concern of the department is that the drainage will get filled in and cause water to backup into the basement of the Bingo Hall as well as the land on the south side of Firehouse Road.
 - h. The fire department and Shane will work out the details and come to an agreement about how and when he will be able to create a driveway access for Firehouse Road.
 - i. Shane was also informed that he will be required to have a driveway cut permit from the town once the location is established.
 - j. This topic will only appear on future agenda if needed.
- 3) 7:05 – Review and approve previous meeting minutes
- a. *Nick Palmer made the motion to approve the meeting minutes from the 07/28/2021 regular selectboard meeting as written – seconded by Russell Duchaine – all in favor – motion carried.*
 - b. *Nick Palmer made the motion to approve the meeting minutes from the 08/04/2021 budget meeting as written – seconded by Russell Duchaine – all in favor – motion carried.*
- 4) 7:10 – Adopt Meeting Rules of Procedure under new Chair
- Board member procedural discussion; remote and in-person
 - o Chair, Josie Henry summarized the VLCT model rules for municipal procedure and will modify it to be Alburgh specific.
 - o This will be presented at the next regular meeting and adopted by the Board if there is a majority agreement.
 - Agenda requests
 - o Josie also discussed the creation of an agenda request that will be filled out and go through the Chair before the item is added to an agenda.
 - o This will also be addressed at the next regular meeting.
 - Public comments
 - o No public comment on this topic.
 - o Tabled until the next regular meeting, currently scheduled for 08/25/2021.
- 5) 7:25 – Consider property cleanup bids for 317 South Main St.
- Board member review, discussion, and ranking of bids
 - o Five bids were received.
 - o Bids were opened and read out loud by Selectboard members.
 - o Each bid detailed the scope of work that would be done.
 - Menard Handyman and Property Maintenance - \$10,500.
 - Bio Rad Solutions - \$7,986.
 - Wright Cut and Clean - \$19,000 for front half - \$18,000 for back half
 - Hire a Husband - \$9,200.

- Gilbert Gagner - \$8,900.
 - The Selectboard will be emailed copies of the bids for closer review and decide at the next board meeting.
 - Tabled until the next regular meeting, currently scheduled for 08/25/2021.
- Public comments
 - George Boutah asked for clarification on how the town intends to recoup the money invested in this property.
 - It was explained that the town will put the property up for sale by bid and that they will not accept anything less than the amount that is invested in it.
 - It was also explained that if the winning bid amount is more than the towns investment, the town will have to attempt to find the previous owner and send them the amount above and beyond what the town has into it.
 - Gilbert Gagner was one of the bidders on the cleanup and he informed the Board that the “ask” was vague and stated that they should have been more specific on the depth of the cleanup they wanted.
 - Russell Duchaine acknowledged that they (the Board) were vague and that they would keep that in mind for future events.
- 6) 7:40 – Information Briefing from Cheryl Dunn (Lister) on Center Bay Properties
 - Board questions
 - Cheryl Dunn presented to the Board, a timeline of events that lead up to the property ownership being questioned.
 - She stated that there was more work to do on the deed research and that she would present more at the next regular meeting.
 - Tabled until the next regular meeting, currently scheduled for 08/25/2021.
 - Public comments
 - Brian Tjelta stated that the concern of the residents in the area is mostly the access to their road and driveways is sometimes blocked by people accessing the lake at the end of Center Bay Road.
 - The Board asked Brian if he could consolidate an official and specific request to the Selectboard and get others on the road to sign it as well.
 - If there is a specific request to the Board it will be easier to resolve the issue.
- 7) 8:00 - Budget Items:
 - FY2022 budget v. actuals snapshot (Donna Bohannon, Treasurer)
 - Treasurer Bohannon supplied the Board with a report showing budget vs. actual numbers.
 - This will be reviewed more in depth at the next budget meeting currently scheduled for 09/01/2021.
 - Highway Department Equipment Replacement (Russell Duchaine, Selectboard)
 - Russell Duchaine, as Road Commissioner explained that much of the highway equipment is old in need of repair or replacement.
 - He explained that the most recently purchased town truck was a new tandem dump truck that replaced a single axle dump truck and that at the time, they

agreed that when it was time to replace one of the tandem trucks, they would replace it with a single axle.

- He also explained that there are enough funds in the capital equipment fund to make the purchase of a new single axle truck and that the trade in value of the 2010 tandem axle would help cover the cost.
 - There was discussion about replacement of the backhoe with a bucket loader.
 - He went on to explain that the backhoe is a 2006 that gets used a great deal at the garage and the transfer station.
 - He explained that the bucket loader would be purchased but the backhoe would be kept for use on jobs it was more appropriate for.
 - No decisions were made, and this topic will continue to be discussed at budget meetings and open Selectboard meetings if appropriate.
 - Adam Vincelette recommended that they consider purchasing a late 2020 or early 2021 truck, as the newer 2021's are having issues with a new chip that they have installed.
 - The Board will decide at the next meeting when to “push the trigger” on the purchase of a new single axle truck to replace the 2010 tandem.
 - Tabled until the next regular meeting, currently scheduled for 08/25/2021.
- Transfer station purchasing ideas (Dean Tallman, Transfer Station Lead Attendant)
 - Dean Tallman was not present at this meeting and will be invited to attend one of the budget meetings so his ideas for pricing can be discussed.
 - Tabled until further notice.
 - IT Requirements for town office and library (Carry over plus Gina Lewis (Library))
 - There was some discussion about the three companies that have offered their services to the town.
 - It was agreed by the Board that they would like to ask the two companies that have not done a free preliminary assessment, the option to do that and then compare what each company has for rates so future budgets can be built accordingly.
 - *Russell Duchaine made a motion to ask the two companies that have not done a preliminary assessment to do one for the town so money can be budgeted – seconded by Nick Palmer – all in favor – motion carried.*
 - Clerk Bohannon will reach out to the companies and ask for the initial assessment as well as let them know what the decision was.
 - This will be discussed at a budget meeting so that money can be budgeted for IT use.
 - Tabled until the next regular meeting, currently scheduled for 08/25/2021.
 - Library ramp – ADA compliancy (Gina Lewis (Library))
 - Gina was not present.
 - Tabled until the next regular meeting, currently scheduled for 08/25/2021.

***Public comments allowed for each budget item

8) 8:30 – Recreation Grant Application

- Proposal outline (Josie Henry, Selectboard)
 - o Josie Henry has been working on two recreation grants that are being offered.
 - o These grants can be used to build the proposed walking path that the planning commission has been working on as well as signage for the existing rail trail.
 - o These are not matching grants so no funds would be required from the town.
 - o Josie has been working with a company about kiosks and maps that can be installed on the trails and there was discussion about benches at the lake end of the rail trail.
 - o The deadline for submitting a letter of interest with details about use of the money for one of the grants is August 27th so Josie would like the selectboard to make a motion at the next meeting, agreeing to filing the letter for the grant.
 - o The State will review the letters of interest and decide what towns (25 projects will be chosen) they would like to have submit a full application.
 - o Regional Planning can assist with the application if Alburgh is chosen to submit one.
 - o Tabled until the next regular meeting, currently scheduled for 08/25/2021.
- Public Comments
 - o No public comment on this topic.

9) 8:40 – Highway Department Employee Evaluations Process

ADJUSTMENT:

- o Remove item #9 and put it on the next agenda for executive session
 - Issue summary and board discussion (Russell Duchaine, Selectboard)
 - Public Comments
 - Tabled until the next regular meeting (will be addressed at 6:30pm in executive session) currently scheduled for 08/25/2021.

10) 8:50 - Town Employee Handbook

- Revision process discussion
 - o Tabled until the next regular meeting, currently scheduled for 08/25/2021.
- Public Comments

11) 9:00 - Letters

- Mr. Garfield re: trailer
 - o Jerid Creller, constable and enforcement officer will work with the clerk to draft a letter to Mr. Garfield, thus starting the enforcement process over again.
 - o Tabled until the next regular meeting, currently scheduled for 08/25/2021.
- Green Mountain Fireworks invitation letter
 - o Chair, Josie Henry drafted a revision of the letter submitted by Green Mountain Fireworks, based on information from the town attorney.
 - o Matthew Lavigne and Bronwyn Proffitt-Higgins were given a copy of the letter with the changes but did not agree with some of the changes.
 - o There was some discussion about what would be acceptable to both parties, who agreed on what to include in the letter.
 - o Josie will make the revisions, sign the letter and send it to the Clerk.

ADJUSTMENT:

- i. Special event liquor permit approval
 1. The Clerk informed the Board that 14th Star Brewery submitted a special event permit for August 21st for a car show.
 2. *Josie Henry made a motion to approve the permit – seconded by Russell Duchaine – all in favor – motion carried.*
- ii. Matrix update
 1. The Clerk read the update from Ken Millman and reminded the Board that they agreed to sign the MOU at this meeting.
 2. The Board signed the MOU which will be sent to Matrix for signatures.
 3. Tabled until the next regular meeting, currently scheduled for 08/25/2021.

12) APPROVE INVOICES

- a. All invoices approved and signed.

13) ADJOURN

- a. *At 9:40pm Russell Duchaine made a motion to adjourn – seconded by Nick Palmer – 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 08/25/2021.