

**MINUTES FROM**  
**Alburgh Selectboard Meeting**  
**10/13/2021**

**PRESENT:** Chairperson, Josie Henry, Vice-Chair, Russell Duchaine, Shawn Creller, Nicholas Palmer

**GUESTS: (In person):** Dave Rugh for executive session only, Jason Reynolds, George Hakey, Brian Tjelta, Terry Tatro, Donna Boumil, Jim Hokenberg, Chris Lynch (Matrix), Deanna Mumley, Alton Bruso, John Beaulac

**MEETING AGENDA**

1) 6:30PM – Executive Sessions

• Town attorney contract discussion

- Josie Henry called the meeting to order at 6:30.
- *Russell Duchaine made a motion pursuant to 1 V.S.A. § 313 that an executive session was warranted as premature general public knowledge would clearly place the public body or a person involved at a substantial disadvantage – seconded by Shawn Creller – all in favor – motion carried.*
- *Russel Duchaine made a motion to enter into executive session V.S.A. § 313 (A) for the purpose of contract negotiations – seconded by Shawn Creller – all in favor – motion carried. Board in executive session.*
- *At 6:55pm Russell Duchaine made a motion to leave executive session – seconded by Shawn Creller – all in favor – motion carried – Board out of executive session.*

• Auditor position

- *Russell Duchaine made a motion pursuant to 1 V.S.A. § 313 that an executive session was warranted as premature general public knowledge would clearly place the public body or a person involved at a substantial disadvantage – seconded by Shawn Creller – all in favor – motion carried.*
- *Nick Palmer made a motion to enter into executive session for the appointment or employment or evaluation of a public officer or employee, the public body shall make a final decision to hire or appoint a public officer or employee in an open meeting and shall explain the reasons for its final decision during the open*

*meeting – seconded by Shawn Creller – all in favor – motion carried. Board in executive session.*

- *At 7:08pm Russell Duchaine made a motion to leave executive session – seconded by Shawn Creller – all in favor motion carried. Board out of executive session.*
- **Board decision as follows, was made at the end of the open meeting -**
- *Nick Palmer made a motion to appoint Alton Brusio as auditor – seconded by Russell Duchaine – all in favor – motion carried.*
- *The board chose to appoint Alton due to his prior knowledge of the town finances and his experience as a board member.*
- *Alton Brusio will fill the vacant seat as auditor until local elections in March.*

## 2) 7:00PM – Call to Order Regular Meeting

- *Open meeting called to order at 7:10pm by Chair, Josie Henry.*

## 3) 7:05PM – Adjustments to the Agenda

- *Several adjustments were requested:*
- *ADJUSTMENT #1: Fire Department updates.*
- *ADJUSTMENT #2: Transfer Station violations.*
- *ADJUSTMENT #3: Center Bay Beach area will be addressed not tabled.*
- *ADJUSTMENT #4: Matrix will be addressed not tabled.*

## 4) 7:10PM – Minutes

- *9/22/2021*

- *Russell Duchaine made a motion to approve the meeting minutes from the 09/22/2021 with the following amendments – seconded by Shawn Creller – all in favor – motion carried.*
- *Amendments made were as follows:*
- *The Selectboard will appoint a person to fill the vacancy at the next regular meeting, currently scheduled for 10/13/2021.*
- *This should read - **The Selectboard is waiting for a nomination from the planning commission and will appoint a person to fill the vacancy at a regular meeting once they have gotten that nomination.***

- *9/29/2021*

- *Shawn Creller made a motion to approve the meeting minutes from the 09/29/2021 with the following amendments – seconded by Josie Henry – all in favor – motion carried.*
- *Amendments made were as follows:*

- Amendment #1 – Bullet #1, sub-bullet #2 under item 6) should read “the board members present discussed the options with the road foreman, Jason Reynolds and it was decided that it would be better to finance the payloader. Some of the other capital equipment funds would be used to finance a mower **and other equipment.**”
- Amendment #2 - Bullet #2, sub-bullet #2 under item 6) should read – “Jason Reynolds explained that the cost to rent a mower is very high and wouldn’t be feasible, **due to the hourly requirements vs. the amount of time the mower would actually be used.**”
- Amendment #3 - Bullet #2, sub-bullet #3, (the motion) under item 6) should read – “ Chuck Pease made a motion to authorize the purchase of a new mower, mower option to be **explored** by Jason Reynolds (same terms as payloader funding) – seconded by Josie Henry – all in favor – motion carried.” **Also need to note that a used mower was considered, and that Josie Henry recused herself from the conversation.**
- Amendment #4 – Under adjustments at the end – adjustment #3 should read “Jason Reynolds informed the board that William (Billy) Duchaine verbally gave two weeks’ notice as of 09/29/2021, effective 10/13/2021.**This is due to early retirement for health reasons**”

#### 5) 7:20PM – New Business

- *Letter to the board from Mr. John Goodrich re: Mask Mandates*
  - Nick Palmer read a letter from John Goodrich that expressed his concerns about mask wearing as a requirement in the town office.
  - Josie Henry stated that there are not currently any state covid restrictions.
  - There was some discussion on the topic and the board agreed that the clerk can require people to wear a mask when in the office area but in the lobby or the conference room, a mask will not be required.
  - The clerk will move the mask required sign to the office door.
- *Library – the library is planning to purchase a small shed and requests*

permission to place it on library property on the cement slab where the generator used to be.

- The library is purchasing a shed to store bikes and would like to get the selectboards permission to place it on the spot where the generator was kept.
  - *Josie Henry made a motion to allow the library to place a storage shed on the slab that once held the generator – seconded by Russell Duchaine – all in favor – motion carried.*
- *Planning Commission –*
- *Vermont Outdoor Recreation Economic Collaborative (VOREC) Grant Application –* Alburgh was 1 of 37 projects of the 104 submitted that has been invited to move forward.
    - The letter of interest that was submitted via the selectboard for the VOREC grant was accepted by VOREC.
    - The planning commission will provide input to the selectboard on the next steps.
  - *Public open house for the Alburgh Industrial Park Master Recreation Plan:* scheduled for October 20<sup>th</sup> at 7PM at the town office.
    - An open house for the public to allow the members of the town to provide input on the industrial park land plans.
    - The fire department may also set up a sign-up table so interested parties can sign up for the volunteer department.
  - *Invoices associated with the grant for the Alburgh Industrial Park parcel: routing process*
    - Invoices for the grant will be routed through the planning commission chair, Donna Boumil, they will then be submitted to the selectboard via the town treasurer for payment and the town will be reimbursed through the grant.
- *Leahy Center at Champlain College IT Assessment –* Alburgh was selected to participate in a technology assessment that will inform the development of an IT Request for Quote template for the Vermont League of Cities and Towns.
- Alburgh was one of ten towns that were selected to participate in the technology assessment.

- Josie Henry will work with the volunteer from Champlain College to complete the assessment paperwork.
- *Letter from the Vermont Attorney General re: Opioids Settlement*
  - There was some discussion about what this letter was saying and what it is asking of the town.
  - It was determined that the letter pertains to a settlement agreement that has been reached against three pharmaceutical companies and that the state of Vermont has elected to participate in the settlements and as a town in the state, Alburgh may be entitled to a portion of the settlement.
  - The board agreed that it would be worth submitting the opt in form.
  - *Josie Henry made a motion that the clerk will submit the form for the opioid settlement – seconded by Shawn Creller – all in favor – motion carried.*
  - The clerk will fill out and submit the form on behalf of the selectboard.
- *Transfer Station – there are requirements for a compactor to be repaired and a small roof to be added to the compactor area.*
  - One of the compactors is not working and will need some fabrication and repairs to get it working.
  - There are two other compactors that each have different issues. The board believes one good compactor can be made out of these two.
  - Shawn Creller will talk to Stan Jesberger of Jesberger Welding to see if he can do the welding on the compactor and get a quote for that work.
  - It was also determined that an electrician will also be needed. Shawn volunteered to talk to Ernie Cleland about doing the necessary electrical work and get a quote.
  - Shawn will report back to the board with his findings.
  - Tabled until the next regular meeting, currently scheduled for 10/27/2021.
- **ADJUSTMENT #2: Transfer Station violations.**
  - Aric Brown, compliance specialist with the Vermont Department of Environmental Conservation, waste management department, visited the transfer station on 09/15/2021 and reported finding four violations.
  - The violations are as follows:

- Hazardous waste was found on site even though Alburgh has been instructed not to accept any HHW.
- Florescent bulbs were not labeled.
- Electronics were not labeled.
- C&D was piled on the ground.
- Other areas of concern were the paint care area, batteries and returnable bottles and cans.
- Aric reported that he spoke with the attendants at the transfer station and instructed them on how the violations need to be addressed.
- He asked that he be contacted within seven days of the email (dated October 11) with a plan for correcting these issues.
- Josie Henry and Nick Palmer will continue to work on the transfer station issues and one of them will contact Aric Brown about the violations and how they will be mitigated.
- *Selectboard Vacancy* – a notice was posted in the October 6<sup>th</sup> edition of the *Islander*. Letters of interest will be read.
  - The board decided to leave the position open and advertise it more. Interviews will set up for November 3<sup>rd</sup>.
  - Josie Henry read the names of the parties interested (to date) in filling the vacancy on the selectboard.
  - Those names are as follows: Brian Tjelta, Ed Polk, Donna Boumil, Matthew LeFluer, Seth Brown.
  - Interested parties will have until October 27<sup>th</sup> to submit a letter of interest.
- **ADJUSTMENT #4: Matrix will be addressed not tabled.**
  - Chris Lynch was present to talk about the mailers that have been sent out to the residents of Alburgh.
  - He explained that currently there are approximately 110 people who have pre-subscribed. In order for the project to move forward, 460 pre-subscribers are needed.
  - Chris also asked the Selectboard if a kiosk for sign up could be placed in the lobby of the municipal building.
  - There was some discussion about this, and the library was suggested as an alternative option.

- *Russell Duchaine made a motion to allow Matrix to place a kiosk in the municipal office lobby – seconded by Shawn Creller – all in favor – motion carried.*
- Chris Lynch will bring the kiosk in and set it up.
- He will also check with the library about setting up there for some time also.

## 6) 8:00PM – Old Business

- *Vermont Community Development Program (VCDP) Grant - Greta Brunswick, Senior Planner at Northwest Regional Planning Commission, has requested time to update the board on the VCDP grant for the Alburgh childcare center project.*
  - Greta Brunswick was not present, but Josie Henry gave an update on her behalf.
  - The MOU still needs to be finalized and signed by the NRPC, the Alburgh schoolboard and the Alburgh selectboard.
  - The MOU had been reviewed by the planning commissions attorney and the school's attorney.
  - The school attorney is once again reviewing the MOU.
  - Terry Tatro requested that board hold off on selling 317 South Main St. in the event that the clubhouse not be allowed to build on schoolgrounds.
  - The next Clubhouse meeting is scheduled for October 20<sup>th</sup>, 2021.
  - Updates will be made at the next regular selectboard meeting.
- *317 South Main Street – The property cleanup is complete. Next steps will be discussed.*
  - The board agreed that per request of Terry Tatro, they will not make any decisions on the property at this time.
- *Speed studies – speed study updates as available.*
  - No updates at this time.
- *Nuisance Property Ordinance Associated Complaints –*
  - *34-4A Vantine Avenue*
    - Lorraine Campbell, owner of the property has been in contact with Josie Henry and is working on the cleanup.
    - No inspection report will be issued as the owner is complying.
  - *Garfield trailer*

- Nothing has changed at the site; no improvements have been made.
- The letter to Mr. Garfield will be revised to include the specific tasks the board would like him to complete.
- Russell Duchaine to revise and send letter.
- **ADJUSTMENT #3: Center Bay Beach area** will be addressed not tabled.
  - It has been determined by the board that the survey pins for some of the property need to be located and that a surveyor will be needed to establish where the pins are or should be.
  - Josie Henry will contact surveyors and get estimates for the work.
  - A letter with specific requests was provided to the board, signed by many of the residents in the Center Bay area.
  - Josie read the letter, detailing the specific requests.
  - The board has determined that the four main objectives that both the town and the residents have are to: establish the boundaries between private and public lands, establish some signage to indicate where the boundaries are, including where parking is allowed, spell out what is expected of anyone visiting the town owned beach, and enforcing the rules/policies.
  - A special meeting, open to the public, will be held after the survey pins have been established.

#### 7) 8:40PM - Budget Topics

- *Highway equipment upgrades* – the board agreed to move forward on purchasing a new mower and is working toward finalizing the details of the purchase.
  - Jason Reynolds is trying out a tractor/mower from Champlain Valley Equipment.
  - Josie Henry recused herself from the conversation (her husband works for Champlain Valley Equipment) and left the room while the discussion took place.
  - Jason researched several options for a mower and felt that the Kubota tractor from Champlain Valley Equipment will be the best choice. He explained that the mower suitable for the job will only connect to that particular tractor.



- He also explained that in his opinion, the tractor was the best choice for the money as it is constructed better than the others he researched. Cost and capability were comparable to the others.
- The board talked about financing the mower in the same manner as the payloader, through a lease.
- John Beaulac asked why the board opted to lease the loader instead of acquiring a municipal loan. He stated that a lease would cost more in the end. He suggested borrowing the funds from the Vermont Municipal Bank.
- The board informed all that it was voted on at a previous meeting that the payloader would be financed through a five-year lease option.
- The board asked Josie to return to the meeting to continue the discussion.
- Josie will reach out to VLCT about the Vermont Municipal Bank as an alternate option for purchases.
- Financing the purchase of the payloader will focused be on first and then the mower purchase will be discussed.
- *Payroll – a highway department pay raise will be considered.*
  - The possibility of raises for cost of living will be tabled to the next regular selectboard meeting currently scheduled for 10/27/2021 and will be discussed in executive session.
- *Next Budget Meeting Date/Time*
  - The next budget meeting will be held on Wednesday, November 17<sup>th</sup> to begin at 6PM

## 8) 9:00PM - Adjourn

- *At 10:10pm Russell Duchaine made a motion to adjourn – seconded by Nick Palmer – all in favor – motion carried – meeting adjourned.*

### TABLED Items:

- *American Rescue Plan Act Funds* – The board agreed to begin working on a public engagement strategy to gauge public priorities for these funds.
- *Broadband Access* – The Matrix proposal pre-subscription period is underway.
  - This was discussed earlier in the meeting as an adjustment to the agenda.

- *Center Bay Town Beach* – The board agreed to work with the highway department on placing a temporary boundary along the private/public border in the area utilizing the surveys on record.
  - This was discussed earlier in the meeting as an adjustment to the agenda.
- *Library requirement* - American Disabilities Act compliant ramp quote pending.
- Alburgh Springs Community Hall – the town is looking for funding opportunities to restore the historic church.
- New Town Sign – the fire department has ordered an electronic sign, using grant funds, that will be placed in front of the municipal building.

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 10/27/2021.