

MINUTES FROM THE

11/10/2021 ALBURGH SELECTBOARD MEETING

PRESENT: Chair, Josie Henry, Vice Chair, Russell Duchaine, Nicholas Palmer, Shawn Creller, remote (via phone) for a portion of the meeting, Clerk, Donna L. Bohannon

GUESTS: (All in person) Terry Tatro, Donna Boumil, Carol Behrman, Alton Brusio, Brian Tjelta, George Hakey, Mark Martin

1. 7:00PM – Call to Order
 - Meeting called to order at 7:05 by Chair, Josie Henry
2. 7:05PM – Adjustments to the Agenda
 - Two adjustments were made as follows:
 1. **ADJUSTMENT #1:** Town member recognition suggestion – will be added under new business.
 2. **ADJUSTMENT #2:** Update on outdoor sign update requested – will be added under new business.
 3. **ADJUSTMENT #3:** House collapsed on Vantine Avenue – suggestion from selectboard chair – will be added at the end of the agenda.
3. 7:10PM – Minutes
 - 10/27/2021
 - *Nick Palmer made a motion to approve the meeting minutes from the 10/27/2021 Selectboard meeting as written – seconded by Russell Duchaine – all in favor – motion carried.*
1. 7:15PM – New Business
 - *Highway Department Vacancy* – the board has interviewed multiple candidates for the position and will consider hiring one of the individuals.
 - Russell Duchaine recused himself from the vote.
 - Shawn Creller joined the meeting via phone to vote.
 - *Nick Palmer made a motion to hire George Hakey for the position on the highway department, with a start date of November 22nd – seconded by Shawn Creller – 3 in favor – 1 recused – motion carried.*
 - George Hakey was welcomed as the new member of the team.
 - *Planning Commission (PC)* – Mr. John Chesarek has been nominated by the PC to fill a vacant seat.

- John Chesarek was suggested as a nominee for the planning commission but the P.C board members.
 - Per state regulations, the Selectboard shall appoint a member to the planning commission when a seat becomes vacant.
 - *Russell Duchaine made a motion to appoint John Chesarek to the planning commission – seconded by Nick Palmer – all in favor – motion carried – John Chesarek is the new member of the planning commission.*
- *Office IT Issues* – the office printer has been down and there are several other immediate IT service requirements.
 - Josie Henry reported that in the process of going through the IT reviews sent to the town from 3 different IT companies, it became apparent to her that we have a pressing need for not only long-term IT support, but also a need for immediate support.
 - It was pointed out that ARPA funds can be used to pay for those services and that it will be taken into consideration when budgeting for the ARPA funds is discussed.
 - The Board was in agreement that David Mahoney from Vermont Connections has been to several board meetings and Josie Henry volunteered to reach out to him about helping with IT issues on the short term with the possibility of a long-term contract.
 - Tabled until the next regular meeting currently scheduled for 12/08/2021.
 - *Holiday Meeting Schedule* – the board will determine the holiday meeting schedule.
 - The Selectboard will meet on 11/17/2021 beginning at 6PM to conduct interviews for the Selectboard seat that is currently vacant.
 - *Russell Duchaine made a motion to cancel the regular meeting scheduled for 11/24/2021 and resume regular meetings starting with the first meeting in December which will be on 12/08/2021 – seconded by Nick Palmer – all in favor – motion carried.*
 - A budget meeting will be held on December 1st, 2021, beginning tentatively at 6PM.
 - **ADJUSTMENT #1:** Town member recognition suggestion – will be added under new business.

- Ron Kumetz contacted Josie Henry to ask her if the selectboard would consider recognizing a citizen for the volunteer work that they do.
- Not enough information was given and the selectboard members present would like the information to be presented by the requester so questions can be asked and answered.
- Tabled until future requests can be presented appropriately.

1. 7:30PM – Old Business

- *Selectboard Vacancy* – an additional letter of interest was received. Interviews are pending on November 17th.
 - A letter of interest was received after the deadline that was given and the Board needs to decide if that person should be interviewed.
 - The board agreed that it would be unfair to the people that submitted a letter on time and decided NOT to interview the person that submitted late.
 - The Clerk will schedule the remaining six interviews.
- *Highway Department Retirement* – the board will discuss recognition options and the process to transfer the retired member’s cell phone off town inventory.
 - Billy Duchaine has a town phone and number associated with the town and it has been requested that he be able to retain them and have the number take off the town account.
 - It was also suggested that Billy be given a retirement plaque, recognizing his years of service to the town.
 - *Josie Henry made a motion to approve the purchase of a plaque up to \$100 to present to Billy as a thank-you for his years of work with the highway department – seconded by Nick Palmer – all in favor – motion carried.*
 - *Nick Palmer made a motion to pay the remainder (\$42.08) of the phone and allow Billy Duchaine to keep the phone and number, and service will be transferred to a carrier of his choice, in his name by the first of the new year – seconded by Josie Henry – all in favor – motion carried.*
 - The clerk will communicate with Billy and get the phone number removed from the town account and transferred to an account of Billy’s choosing.
- *Fire Department Bingo Hall* – the board is considering adding the Bingo Hall bathrooms to the municipal building cleaning contract.

- Wright Cut and Clean has agreed to add the bingo hall bathrooms to the town contract for an additional \$50 per cleaning.
- The board agreed to add the bingo hall bathrooms to the cleaning contract on an as needed basis. The Clerk will relay the message to Wright Cut and Clean when that service is needed.
- *Center Bay Town Beach* – the town has hired a surveyor that will be working in the Center Bay Beach area over the next week.
 - Josie Henry drafted a letter in response to the letter from the Center Bay residents requesting specific action by the selectboard.
 - The four objectives for the selectboard are as follows.
 1. Establish boundaries (a surveyor will visit the site on Thursday, November 11th)
 2. Signage indicating the boundaries and the rules for using the area.
 3. Establish policies that will be included in the signage.
 4. Maintenance of the public area and enforcement for going against the established policies.
 - Josie will send the letter to all Board members for approval and/or adjustments before signing and sending to the residents of Center Bay.
 - Tabled until further notice.
- *Transfer Station* –
 - Small roof repair quotes
 - Currently no updates.
- *Vermont Outdoor Recreation Communities Grant (VOREC)* – the committee working on finalizing the application will update the board on the final plan.
 - Josie Henry presented the plan as proposed by the planning commission.
 - The plan details a structure at the mouth of the rail trail, at the end of Industrial Park Road.
 - The structures will consist of a teaching building, outhouses or porto-lets and picnic tables. There will also be a kiosk for information and signage.
 - This will be an area that residents and visitors alike can visit to learn about some of the history of Alburgh.
 - The land is currently owned by Alburgh Industrial Development Corp. (AIDI)
There was some discussion about including the boardwalk walking path as part of

this grant, but Josie explained that it might need to be a request in a separate grant after the land ownership has been reestablished.

- She explained that the deadline for submitting the grant is November 29th and without ownership of the land that the proposed boardwalk path will be erected, the grant may not be awarded.
 - She suggested that this grant be focused on the buildings and entrance to the rail trail and that they focus on expanding the trail and creating boardwalk paths after ownership of the land be re-established.
 - Josie also proposed that a kiosk be installed at the east end of the rail trail, at the public beach in East Alburgh.
 - She reminded all that the board has already approved applying for the grant, but that they now need to decide WHAT they are applying for.
 - Mark Martin suggested safety zone signage for the areas of the trail where hunters hunt and also volunteered to empty trash barrels if they were placed on the trail where his property abuts it.
 - The proposal is to apply for the VOREC grant for installing kiosks at the two sites discussed (the railhead entrance and the East Alburgh beach) and for placing structures at the railhead as described.
 - *Nick Palmer made a motion to approve the concept for grant submission as presented – seconded by Russell Duchaine – all in favor – motion carried.*
- *Vermont Community Development Program (VCDP) Grant* – board members attended the schoolboard’s most recent meeting to discuss the issue. Updates will be briefed.
- Josie Henry and Shawn Creller attended the most recent schoolboard meeting and explained that the schoolboard drafted a response to the Alburgh Family Clubhouse indicating that they (schoolboard) would like to continue working with them (Alburgh Family Clubhouse).
 - The delay in action is because of the MOU that needs to be agreed on by the schoolboard, the selectboard, Alburgh Family Clubhouse and Northwest Regional Planning. The MOU has been reviewed and revised by the various entities and is currently with the attorney for the schoolboard.
 - Josie Henry and Shawn Creller will continue to work with NRPC and the schoolboard as well as the Clubhouse.
 - Tabled until further notice.

- ADJUSTMENT #2: Update on outdoor sign update requested – will be added under new business.
 - The only update available is that the sign has been ordered.
 - Tabled until further notice.

1. 8:30PM - Budget Topics

- *Alburgh Sno Springers* – the Sno Springers have written a letter to the board offering additional trail maintenance support and requesting an increase in funding support.
 - A letter was submitted to the selectboard by the Alburgh Sno Springers, proposing that they maintain two other trails in town for an increase in the yearly allocation.
 - The two trails that they would like to take on maintenance of are “Lovers Lane”, located between Blair and Border Roads and the eastern portion of the rail trail, that leads to the East Alburgh public beach.
 - The Sno Springers are proposing to maintain the three trails and asking for an allocation of \$3500 per year to maintain the trails year-round.
 - The board agreed to discuss the allocation at a future budget meeting.
 - Tabled until further notice.
- ADJUSTMENT #3: House collapsed on Vantine Avenue – suggestion from selectboard chair.
 - Josie Henry gave a summation of the issue and explained that it is a potential hazard to the surrounding properties. She suggested that the selectboard consider having the house torn down, paying for it and placing a lien on the property for the cost of the teardown.
 - There was some discussion about the pros and cons of doing that and it was agreed that they would discuss it more at a future meeting.
 - A lister card will be brought to the next meeting so and estimate of the property value can be established.
 - Tabled until the next regular meeting, currently scheduled for 12/08/2021.

1. 9:00PM - Adjourn

- *At 9:02pm Nick Palmer made a motion to adjourn – seconded by Russell Duchaine – all in favor – motion carried – meeting adjourned.*

TABLED Items:

- *317 South Main Street* – The residential property is currently owned by the town. The board is deferring action on it until the Clubhouse project’s final location is established. The board is looking into boarding up the property for the winter.
- *Nuisance Property Ordinance Associated Complaints*
 - Garfield trailer
 - *American Rescue Plan Act Funds* – The board agreed to begin working on a public engagement strategy to gauge public priorities for these funds.
- *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.
- *Speed studies* – speed study updates as available.
- *Broadband Access* – Matrix is holding a public meeting on Nov 2nd.

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 12/08/2021

