

MINUTES FROM THE 10/27/2021 Alburgh Selectboard Meeting

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

GUESTS: (In person): Terry Tatro, Carol Behrman, Alton Brusco, Jason Reynolds, George Hakey, George Boutah, Paul Fortin, Brian Tjelta,

MEETING AGENDA

1) 6:30PM – Call to Order

- Called to order at 6:34 By Chair, Josie Henry

2) 6:35PM – Executive session on pay rate for town highway employees

Russell Duchaine made a motion to enter into executive session for the purpose of 1 V.S.A. § 313(a)(3) The appointment or employment or evaluation of a public officer or employee - seconded by Nick Palmer – all in favor – motion carried – Board in executive session.

Donna L. Bohannon, Clerk, was asked to leave as the discussion of raises was going to be posed for all town personnel.

At 6:59pm Shawn Creller made a motion to leave executive session – seconded by Russell Duchaine – all in favor – Board out of executive session.

No decisions were made.

3) 7:00PM – Call to Order Regular Meeting

- At 7PM, Chair, Josie Henry called the open meeting to order

4) 7:05PM – Adjustments to the Agenda

- Four adjustments to the agenda were requested
 - ADJUSTMENT #1: Add town Facebook to the webpage discussion
 - ADJUSTMENT #2: Letter from the Village pertaining to the two buses parked by the Legion.?
 - ADJUSTMENT #3: Billy Duchaine – retired – retain cell phone
 - ADJUSTMENT #4: Nominee for Planning Commission

5) 7:10PM – Minutes

- 10/13/2021
 - Nick Palmer made a motion to approve the minutes from the 10/13/2021 Selectboard meeting as written – seconded by Shawn Creller – all in favor – motion carried.

6) 7:20PM – New Business

- *Alburgh Senior Center – Paul Fortin has requested time to discuss a shed requirement.*

- Paul Fortin was present to talk to the Selectboard about placing a storage building on the property at the Islands in the Sun Senior Center.
- Paul explained that the Senior Center members will be purchasing an 8X12 storage shed and would like to place it on the south/west side of the town park. The location they chose will be out of the way of the plow but convenient for access. It will hold grills and extra chairs.
- He informed all that it will be purchased with Senior Center funds and painted to match the senior building.
- He also explained that there is a spruce tree that is dying and would like to know if the highway crew can cut it down and remove it.
- *Russell Duchaine made a motion to approve the placement of the storage shed and the removal of the dead tree as requested – seconded by Shawn Creller – all in favor – motion carried.*
- *Town web page – town web page maintenance and updates will be discussed.*
 - Josie Henry reminded the Board that there is an intern available to do work for the town and suggested that she be given the task of improving the town website.
 - Josie asked for suggestions and ideas for ways to make the website more user friendly. She will ask the intern to help with this.
- **ADJUSTMENT #1:** Add town Facebook to the webpage discussion
 - Russell Duchaine asked if another rule could be added to the town Facebook page, explaining that it is not a marketplace and ask that people not place items for sale there.
 - The Board agreed that this is a good ideal.
 - The Clerk is the administrator of the town Facebook page and will add this as a rule.
- *Fire Department Bingo Hall – the board is considering adding the Bingo Hall bathrooms to the municipal building cleaning contract.*
 - The Clerk requested a quote from Wright Cut and Clean for adding the bathrooms in the Bingo Hall to the cleaning bid.
 - A representative of Wright Cut and Clean viewed the area requested and will provide a quote for a future meeting.
 - Tabled until the next regular Selectboard meeting, currently scheduled for 11/10/2021.
- **ADJUSTMENT #2:** Letter from the Village pertaining to the two buses parked by the Legion.?
 - Josie Henry explained that the Village sent the Town a letter asking if the two buses parked by the Legion were there legally, especially pertaining to what they are using for the driveway.
 - She spoke with a state representative about this and is waiting for a response.
 - It has been determined that they rent the space from the owners of the property at 431 North Main Street.

- There was some discussion about health codes that might be violated as they do not have water or sewer connected to either bus, but it appears they are living in one of them.
 - Josie Henry will ask the Health Officer, Jane Dwinell to inspect the property for any health violations.
 - Tabled until the next regular Selectboard meeting, currently scheduled for 11/10/2021.
- ADJUSTMENT #3: Billy Duchaine – retired – retain cell phone?
 - Russell Duchaine explained that Billy Duchaine has a phone, owned by the town and asked if Billy can keep the phone and the number or if he needs to turn it in since he has retired as a town employee.
 - The Clerk will gather the information on the phone and the board will decide at a future meeting.
 - It was agreed by all that since he served for over 21 years, the town should recognize his service in some manner. This will be discussed at future meeting.
 - Tabled until the next regular Selectboard meeting, currently scheduled for 11/10/2021.

7) 7:30PM – Old Business

- *Selectboard Vacancy* – letters of interest are due at 5PM on October 27th. The board will proceed with a process for interviews and selection.
 - Six letters of interest were submitted and read.
 - Interviews will be scheduled for 11/17/2021 to begin at 6PM.
 - The Board will decide and make the motion at the next regular meeting after the interviews and will swear that person in prior to the start of the meeting.
 - Tabled until the next regular meeting after the 11/17/2021 interviews. Regular schedule would be 11/24/2021 but may be changed due to Thanksgiving.
- *Vermont Community Development Program (VCDP) Grant* – the Alburgh Clubhouse has copied the board on a letter to the schoolboard that will be read and discussed.
 - The Alburgh Family Clubhouse group wrote and sent a letter to the Schoolboard explaining that the Board of Directors for the Alburgh Family Clubhouse voted to temporarily suspend its partnership with the Schoolboard.
 - The letter explains what, in the opinion of the Clubhouse directors, needs to happen to resume the partnership.
 - The two most vital pieces that need to be addressed are the MOU signing and the 25-year lease agreement between the Alburgh Family Clubhouse and the Alburgh Board of School directors.

- Until these two documents are secured, the Alburgh Family Clubhouse cannot move forward with the plans as they stand and will have to look at alternative sites for the building.
 - The Schoolboard is scheduled to meet on 11/01/2021. Josie Henry will request to be on the agenda to talk about the documents needed and the possibility of holding a joint meeting with all parties involved.
 - Shawn Creller and Josie Henry will attend the Schoolboard meeting on 11/01/2021.
 - Tabled until further notice.
- *Center Bay Town Beach* – the board is considering hiring a surveyor to identify exactly where the public/private boundary is in the Center Bay Beach area utilizing the points from surveys on record.
- Josie Henry received a quote from Cross Consulting for a survey of the area in question. The quoted amount was between \$600 and \$1200.
 - *Russell Duchaine made a motion to hire Cross Consulting to do the survey – seconded by Shawn Creller – all in favor – motion carried.*
 - A letter from the residents of the Center Bay area was given to the Clerk at the beginning of the previous meeting. Josie Henry read the letter to all present.
 - The letter outlined what their requests of the Selectboard are.
 - Josie will draft a letter of response and inform them when the surveyor will be in the area working.
 - Distinct policies will be made pertaining to use of town land and signage will be placed as soon as the boundaries have been clearly defined.
 - Tabled until further notice.
- *Transfer Station* –
- *Compactor and small roof requirement update*
 - Shawn Creller retained a quote from Jesberger Welding of \$500 to move the pump from one compactor to another and do the welding that is needed.
 - *Russell Duchaine made a motion to hire Jesberger Welding to do the work as described – seconded by Nick Palmer – all in favor – motion carried.*
 - The board discussed having a roof built over the compactor area.
 - Shawn Creller will secure quotes for the work needed.
 - *Follow-up on four violations cited by the state during a recent inspection*
 - Josie Henry reported that a progress report has been sent to Aric Brown, the state representative that contacted the town about the violations.
 - Labeling of electronics was one of the violations that needed to be addressed. Dean reported to the board that the method being used currently isn't working. Clerk will order large stick on labels that can be written on.

- The C&D area is another area of violation. The board discussed removing two of the three small containers, leaving only the big C&D container that is brought to the facility when full and one small container for overload.
 - *Russell Duchaine made a motion that the highway department will remove two of the small containers and pick up the area around the large container – seconded by Nick Palmer – all in favor – motion carried.*
 - The C&D area will be picked up and two of the small containers will be removed. The Transfer Station attendants will be informed that ALL C&D must be placed in the large container (not on the ground and not in the one remaining small container).
- *Vermont Outdoor Recreation Communities Grant (VOREC) – the town has until Nov 29th to submit its full application for the VOREC grant. A specialty committee has been formed and any updates for the board will be briefed.*
 - Josie Henry reported that there is about one month left to submit the application for the VOREC grant.
 - This is being worked on by the Planning Commission and will be addressed at a future meeting.
 - *Broadband Access – Matrix is holding a public meeting on Nov 2nd.*
 - There are not new updates currently.

8) 8:00PM - Budget Topics

- *Treasurer's monthly update to the board*
 - The board was supplied with reports, showing the status of the budget.
 - *Budget surplus – the board will discuss the status of the highway department and general fund budget surpluses*
 - The highway surplus was discussed as well as what it can be used for.
- *Highway equipment upgrades – the board voted to purchase a new mower and is working toward finalizing the details of the purchase.*
 - The Kubota mower was discussed and on the recommendation of the highway foreman, it was agreed to be the best machine for the money.
 - *Shawn Creller made a motion to purchase the Kubota tractor and mower with surplus money – seconded by Nick Palmer – all in favor – motion carried.*
- **ADJUSTMENT #4:** Nominee for Planning Commission
 - The Planning Commission would like to be on the agenda for the next regular meeting so they can present an interested party for the Planning Commission.
 - Tabled until the next regular Selectboard meeting, currently scheduled for 11/10/2021.

- *317 South Main Street* – The property cleanup is complete.
 - It was brought to the board’s attention that the overhead doors to the garage are open and that there is hole by the basement entrance.
 - Shawn Creller and Russell Duchaine will investigate and get this issues resolved.

9) 9:00PM - Adjourn

- *At 9:18PM Nick Palmer made a motion to adjourn – seconded by Josie Henry – all in favor – motion carried – meeting adjourned.*

TABLED Items:

- *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.

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 11/10/2021.

