

MINUTES FROM
Alburgh Selectboard Meeting
2/14/2022

PRESENT: Chair, Josie Henry, Vice Chair, Russell Duchaine, Shawn Creller, Nick Palmer, Donna Boumil

GUESTS: Terry Tatro, Carol Behrman, Alton Brusio

1) 6:00PM – Call to Order

- Meeting called to order at 6:03pm by Chair, Josie Henry

2) 6:05PM – Adjustments to the Agenda

- Six adjustments were made. (Adjustments were discussed and documented at the end of “new business”).

3) 6:10PM – Minutes

- 1/26/2022

- *Nick Palmer motioned to approve the minutes from the 01/26/2022 meeting as written – seconded by Donna Boumil – all in favor – motion carried.*

4) 6:15PM – New Business

- *IT Hardware/Cybersecurity Upgrades* – the board will consider a package that has been prepared by VTC services and discuss two proposals for long-term IT support.
 - Josie Henry explained to all present that the board has been talking with 2 vendors that have submitted quotes for IT support and security.
 - Dave Mahoney from VTC Tech has submitted a quote that will upgrade all of the office computers and the server as well as set up new equipment for Zoom type meetings.
 - The quote for the work is \$46,330.34, which includes server replacement, replace computers that are outdated, email migration, firewall replacement, and switch replacement including all labor involved. It also includes backup and recovery services as well as other security solutions through June 30th, 2022.
 - The new budget for maintaining the equipment and software will cover future IT needs.
 - This quote is to get the office updated to lessen the risk of losing the server and protect the town information from cyber threats.
 - Josie updated the board on the state allowing ARPA funds for this type of purchase and according to the new guidelines, this is a valid and encouraged use of those funds.

- *Donna Boumil motioned to approve the use of some of the ARPA funds to update the infostructure of the town office, not to exceed \$50,000 – second by Shawn Creller – all in favor – motion carried.*
- The next regular meeting of the selectboard would fall on February 28th but this is also town meeting day therefore, the board needs to reschedule that meeting.
 - *Josie Henry motioned to move the next regular selectboard meeting to 02/21/2022 – seconded by Donna Boumil – all in favor – motion carried.*
- *Highway Foreman Position* – the board will discuss the pay/benefits package and the position description for the highway foreman position.
 - Moved to the end of the meeting into an executive session.
- *Health Insurance Advisory Services* – VLCT's Health Insurance Advisory Services (HIAS) program provides participating groups with customized consultative support and services for health insurance related issues. It is delivered by VLCT in conjunction with Hickok & Boardman HR Intelligence (HBHRIQ).
 - Josie Henry explained that VLCT has a health insurance assistance program to help towns navigate various insurance plans for employees.
 - The board were in agreement that they would ask a representative from MVP to come in and talk to them before spending funds to have an outside entity come in.
 - They agreed that with a small number of employees that qualify for the insurance, the board should be able to provide a plan with the assistance of an MVP representative.
 - Tabled until further notice.
- *Inclement Weather Policy* – the board will consider adopting an inclement weather policy for transfer station operations.
 - The board was of the consensus that there was no need to close the transfer station for inclement weather as the employees have a way to warm up and get out of the elements when needed.
- *Lease Agreements Review* – the board will discuss the following lease agreements:
 - *Building lease with the Alburgh Volunteer Fire Department*
 - Josie Henry presented a copy of the lease agreement between the town of Alburgh and the Alburgh Volunteer Fire Department and expressed that it does not clarify if there is any land with the building.
 - The board agreed that the lease is vague and that it needs to be clarified better.
 - *Shawn Creller motioned to send the lease agreement to the town attorney and have him determine if there needs to be anymore clarity and to establish if an addendum can and should be made, specifying exactly what is being leased to own - seconded by Donna Boumil – all in favor – motion carried.*

- [Town and Village of Alburgh Agreement for Municipal Office.](#)
 - The agreement between the town and village expired and a new agreement must be agreed to and signed by both boards.
 - The selectboard will review the current agreement and establish if the amount should be increased.
 - Tabled until further notice.
- [Solar Panel lease agreement for the Missile Base.](#)
 - This will be researched and addressed at a future meeting.
 - Tabled until further notice.
- [Motions from previous meeting need to be rescinded.](#)
 - Two motions from the 01/26/2022 selectboard meeting were changed at a subsequent budget meeting and need to be officially rescinded.
 - The two motions are as follows (underlined here) -
 - “ Should the town appropriate an additional \$120,000 to the highway fund for blacktopping?
 - *Donna Boumil motioned to include an article in the warning that will read “shall the town establish a reserve fund for blacktopping roads – Shawn Creller seconded – all in favor – motion carried.*
 - In addition, the board also voted to include an article to use surplus funds to reduce the tax rate.
 - *Donna Boumil motioned to include an article to the warning asking voters for approval to use the surplus to reduce the tax rate for the 2022-2023 tax year – seconded by Shawn Creller – all in favor – motion carried.”*
 - *Josie Henry motioned to rescind the two motions from the 01/26/2022 meeting as described here in underline print – seconded by Donna Boumil – all in favor – motion carried.*

Public comments welcome following board discussion on each issue (5 min per issue).

- ADJUSTMENT #1: Highway foreman position and Insurance issues will be moved to the end for executive session.
 - *Donna Boumil motioned to move the Highway foreman position and insurance conversations by moved to executive sessions at the end of the meeting - second by Shawn Creller – all in favor – motion carried.*
- ADJUSTMENT #2: Two streetlights on Sowles Street – ownership question.
 - VEC has determined that there are two streetlights on Sowles street that are either the town or the villages responsibility for payment.

- VEC would like to know if they should be shut off and taken down.
 - It is unclear if it the town or the village should be responsible therefore no one has been paying.
 - Donna Boumil and Alton Bruso will research the subject to determine who should be either paying or request that the lights be removed.
 - Tabled until further notice.
- ADJUSTMENT #3: Sons of the American Legion car show request.
 - Russell Duchaine, on behalf of SAL requested that the board consider allowing SAL to host a car show on Industrial Park Rd.
 - The board agreed unanimously that it was a good idea.
 - Russell will bring more information to the board as it is available, such as dates, etc.
- ADJUSTMENT #4: Electric Charging station location question.
 - Carol Behrman explained that the town received a grant to put two electric charging stations in Alburgh.
 - The location that would be best was discussed and no consensus was made.
 - Tabled until further notice.
- ADJUSTMENT #5: Office processing payroll for rescue department question.
 - Terry reminded the board that he asked at the last meeting for the board to consider allowing the office treasurer to manage payroll for the rescue department once they have separated from the fire department and establish a paid staff.
 - The current board feels that the town staff should not be working for multiple entities within the town.
- ADJUSTMENT #6: catering request to serve alcohol.
 - Maple Street Catering will be catering an event on 05/21/2022 and submitted a request to cater alcoholic beverages.
 - *Donna Boumil motioned to approve the request for Maple Street Catering to cater alcohol for the event on 05/21/2022 – seconded by Russell Duchaine – all in favor – motion carried.*

5) 7:30PM – Old Business

- *Insurance* – the board will revisit a health insurance benefits issue from the last meeting.
 - Moved to the end of the meeting into an executive session.
- *Vermont Community Development Program (VCDP) Grant* – the board will consider an amendment to the VCDP grant for an Alburgh daycare center.
 - An amendment needs to be signed and an administrator for the grant needs to be established.

- Donna Boumil suggested waiting until after town meeting and designating the administrative assistant to the board as the grant administrator, if the budget passes.
- There was some discussion about the location of the childcare center and it was explained that three locations are being explored.
- More information will be given when available.
- Tabled until further notice.
- *317 South Main Street* – the next steps associated with selling the property will be discussed.
 - The treasurer will establish the amount of money that has been spent to date on this property.
 - Tabled until the next regular meeting currently scheduled for 02/21/2022.
- *Vermont Outdoor Recreation Communities Grant (VOREC)* – any updates?
 - Tabled until further notice.
- *Recreational Rail Trail* – hunter safety zones.
 - There was some discussion about establishing safety zones for the trail, but no determination was made.
 - Tabled until further notice.

Public comments welcome following board discussion on each issue (5 min per issue).

- 8:30PM – Budget
- *Warrants*
 - All warrants were approved and signed.
- *At 8:08pm Donna Boumil motioned 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 with the members of the public.

- *At 8:54pm Russell Duchaine motioned to leave executive session – seconded by Shawn Creller – all in favor – motion carried – board out of executive session.*
- No action taken.

6) 9:00PM - Adjourn

- *At 8:54pm Russell Duchaine motioned to adjourn – seconded by Shawn Creller – all in favor – motion carried – meeting adjourned. .*

TABLED Items:

- *Missile Base* – the town is working on potentially selling the property.
- *Transfer Station* – the town has asked NWSWD to take over operations of the Alburgh facility.
- *Nuisance Property Ordinance Associated Complaints* o Garfield trailer o Vantine Avenue
- *Alburgh Springs Community Hall* – the town is looking for 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 02/21/2022.