

MINUTES FROM THE Alburgh Selectboard Meeting 1/26/2022

The Town of Alburgh Selectboard met in the municipal office conference room on Wednesday, January 26th, at 6:00PM.

The recorded meeting can be heard at the following link:

https://us02web.zoom.us/rec/share/NIJhOUY8XlM49a_ea3uIppp5i2XrxX8fledKoK_vnWe5UVdGwMDtK592sr0VUzkt.n_b9yzhWL7APpPTp

PRESENT: Chair, Josie Henry, Shawn Creller, Donna Boumil, Clerk, Donna L. Bohannon

GUESTS: (In person) – Terry Tatro, Carol Behrman, Alton Brusco, Elliot Knight, Chris Lynch

(Via Zoom) – Matthew LeFluer, Ken Millman

1) 6:00PM – Call to Order

- Meeting called to order at 6:05pm by Chair, Josie Henry.

2) 6:05PM – Adjustments to the Agenda

- Several adjustments were made.

ADJUSTMENT #1: Liquor permit approval for catering event.

ADJUSTMENT #2: Pay schedule for town officers.

ADJUSTMENT #3: Village rent agreement.

3) 6:10PM – Minutes

- 1/12/2022
 - *Shawn Creller motioned to accept the minutes from the 01/12/2022 meeting as written – seconded by Donna Boumil – all in favor – motion carried.*

4) 6:15PM – New Business

- *Board Meeting Schedule* – the board will consider adjusting the regular meeting schedule to Monday nights starting in February.
 - There is a work conflict with one of the Board members so it has been requested that the meeting night be adjusted to accommodate that change.
 - Donna Boumil made a motion to move the regular meeting nights to Monday night to begin at 6pm – seconded by Shawn Creller - -all in favor – motion carried.
 - The Board will be moving the regular meeting nights to Mondays to begin at 6pm. This will begin with the second Monday in February, which will be February 7th.

- *Executive Assistant to the Selectboard* – the board will vote on adding a new appointed position to the town office staff.
 - The Board opened up the discussion about the new position of Executive Assistant to the Selectboard so residents could be heard.
 - Josie Henry explained what the position entails and that the pay rate will be \$55,000 per year with health benefits.
 - Alton Brusco expressed his concern over the added expense to payroll and the benefits package expense that this will incur.
 - Josie explained that the board has been able to make other adjustments to the budget to lessen the impact of the added payroll.
 - There was little more discussion on the topic.
 - *Donna Boumil motioned to establish an administrative assistant to the selectboard position with a starting salary of \$55,000 and benefit package with a start date of 1 July 2022 – seconded by Shawn Creller – all in favor – motion carried.*
- *Payroll* – the town will discuss the pay rate for the new repair contractor and for the transfer station employees.
 - Pay rate for the added position at the transfer station has been established.
 - The contractor that was hired will be asked to submit quotes for any work he has been asked to do, prior to starting the job.
- *Insurance* – a town employee has asked to be added to the town’s health care insurance plan.
 - Insurance for the employee will be effective immediately.
- *Town Meeting Warning* – the board will review and consider articles to be included in the town meeting warning for the election on March 1st.
 - Should the town transition the delinquent taxpayer position from an elected position to an appointed one?
 - This will be discussed at future meetings for a future vote.
 - 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.*
 - Should the town establish a fund for town office building upgrades?
 - This will be discussed at future meetings for a future vote.
 - EMS/Fire Department articles?
 - *Donna Boumil motioned to include two articles from the Alburgh Volunteer Fire and Rescue as requested – seconded by Shawn Creller – 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.*

- **ADJUSTMENT #1:** Liquor permit approval for catering event.
 - Maple Street Catering will be providing catering services to an event at Sunset Vistas on May 21st,2022 and is requesting approval to cater alcohol at this event.
 - This will be added to a future agenda so it can be discussed and voted.
- **ADJUSTMENT #2:** Pay schedule for town officers.
 - The treasurer will establish a monthly pay schedule for town officials such as selectboard members and health officer.
- **ADJUSTMENT #3:** Village rent agreement.
 - It was agreed that the rent will remain at \$3,600 until the town and village boards can meet to discuss an increase.

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

5) 7:30PM – Old Business

- *Broadband Update* – Matrix has requested time to discuss the status of the broadband project.
 - Chris Lynch was present to discuss with the Board the decision the Board made to sever ties with Matrix.
 - Josie and Donna both explained that the town attorney informed them that the relationship with Matrix can be severed as the agreement has not been met.
 -
- *317 South Main Street* – the board will discuss the next steps associated with selling the property.
 - Tabled until a future meeting.

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

6) 8:00PM – Budget

- *Treasurer's Report*
 - Tabled as budget meetings have kept board updated. Regular updates will resume at a future meeting.
- *FY2023 Budget Proposal Completion and Vote*
 - The general fund budget of \$745,346 with \$461,339.50 to be raised by taxation was proposed but will be reviewed before being added to the warning.
 - The highway fund budget of \$733,337.32 with \$637,122.32 to be raised by taxation was proposed but will be reviewed before being added to the warning.
 - *Donna Boumil motioned to approve the budgets as proposed with any changes that are deemed necessary – seconded by Shawn Creller – all in favor – motion carried.*

- *Warrants*
 - All warrants were approved and signed.
- 7) 9:30PM - Adjourn
- *At 8:45pm Donna Boumil motioned to adjourn – seconded by Shawn Creller – all in favor – motion carried.*

TABLED Items:

- *Office IT Issues* – the town is considering an IT support contract.
- *Vermont Community Development Program (VCDP) Grant* – the board will review the status and future of a \$500,000 grant awarded by the VCDP for an Alburgh daycare center.
- *Missile Base* – the town is working on potentially selling the property.
- *Transfer Station* – will the town look to Northwest Solid Waste District to manage?
- *American Rescue Plan Act Funds* – the board is working on a public engagement strategy to gauge public priorities for these funds.
- *Nuisance Property Ordinance Associated Complaints*
 - Garfield trailer
 - Vantine Avenue
- *Library requirement* - American Disabilities Act compliant ramp.
- *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.
- *Vermont Outdoor Recreation Communities Grant (VOREC)* – the town applied for a grant to improve the recreation rail trail.
- *Recreational Rail Trail* – the board will consider hunter safety zones in the vicinity of the Alburgh Recreational Rail Trail.

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 meeting, currently scheduled for 14 February 2022.