**SELECTBOARD MINUTES**

**MARCH 14, 2022**

**TOWN OF ALBURGH SELECTBOARD**

**ORGANIZATIONAL MEETING**

The Selectboard met in the municipal conference room and on Zoom. The link to view the meeting via Zoom is as follows:

<https://us02web.zoom.us/recording/detail?meeting_id=>

PRESENT: Donna Bohannon, Russell Duchaine, Donna Boumil, Shawn Creller, Elliot Knight

ABSENT: Josie Henry

GUESTS: (in person) Terry Tatro, Carol Behreman, Matthew LeFleur, George Hakey, Rodney James, Charles Kelley, Brian Bessette

**MEETING AGENDA AND MINUTES**

1. **6:00PM – *Call to Order***
* Meeting was called to order at 6:01PM by Town Clerk Donna Bohannon
1. ***Adjustments to the Agenda for the Regular Meeting***
* Shawn Creller mentioned donating to the American Legion for grave markers. He requested that it be added to the agenda under old business.
* Russell Duchaine requested that the Highway Foreman Position be moved to the beginning of old business
1. ***Minutes from 2/21/22 meeting***
* Motion by Donna Boumil to accept the minutes of the 2/21/22 meeting as written; Seconded by Shawn Creller. Motion carried
1. ***New Business***

***Organization****:*

* Town Clerk Donna Bohannon accepted nominations for **Selectboard Chair**

Donna Boumil nominated Josie Henry as Selectboard Chair; Seconded by Shawn Creller. Motion carried

* Town Clerk Donna Bohannon accepted nominations for **Selectboard Vice-Chair**

Donna Boumil nominated Russell Duchaine as Selectboard Vice-Chair; Seconded by Shawn Creller. Russell accepted the nomination. Motion carried.

* Town Clerk Donna Bohannon accepted nominations for **Selectboard Clerk**

Shawn Creller nominated Donna Boumil as Selectboard Clerk; Seconded by Elliot Knight; Donna accepted the nomination. Stipend of $50 per meeting to be paid. Motion carried.

* Town Clerk Donna Bohannon excused herself as Selectboard Clerk.
* Selectboard Chair Josie Henry is absent. Selectboard Vice-Chair Russell Duchaine continued to run the meeting. Selectboard Clerk Donna Boumil continued as board clerk.
* Meeting Procedures – Copies of the meeting procedures were not available.

Vice- Chair Russell Duchaine made a motion to maintain the current meeting procedures until the next selectboard meeting; Seconded by Elliot Knight. Motion carried.

***Appointments:***

* Road Commissioner – Motion by Shawn Creller to appoint Russell Duchaine as Road Commissioner; Seconded by Elliot Knight. Motion carried.
* Tree Warden – Motion by Shawn Creller to appoint Alton Bruso as Tree Warden; Seconded by Russell Duchaine. Discussion: Alton has been the Tree Warden in the past. Motion carried.
* Animal Control Officer – Motion by Russell Duchaine to appoint Jim Bensen as Animal Control Officer pending his acceptance; Seconded by Shawn Creller. Motion carried.
* Health Officer – Motion by Russell Duchaine to appoint Jane Dwindle as Health Officer; Seconded by Elliot Knight. Discussion: Jane has been Health Officer in the past. Motion carried
* Town Service Officer – The entire Selectboard serves as Town Service Officer
* Representative to Regional Commission (2)– Motion by Russell Duchaine to appoint Donna Boumil as Representative to Regional Commission; Seconded by Shawn Creller. Motion by Russell Duchaine to appoint Terry Tatro as 2nd Representative to the Regional Commission, Seconded by Shawn Creller; Motion carried.
* Emergency Management Director – Motion by Russell Duchaine to appoint Terry Tatro as Emergency Management Director; Seconded by Shawn Creller. Motion carried.
* Assistant Emergency Management Director – Motion by Russell Duchaine to appoint Chuck Pease as Assistant Emergency Management Director pending acceptance; Seconded by Shawn Creller. Motion carried.
* Solid Waste Representative – Motion by Russell Duchaine to appoint Danielle James-Choiniere as Solid Waste Representative; Seconded by Shawn Creller. Discussion: Danielle has been the Solid Waste Representative in the past. Motion carried.
* Assistant Solid Waste Representative – Motion by Russell Duchaine to appoint Shawn Creller as Assistant Solid Waste Representative; Seconded by Donna Boumil. Motion carried.
* ***Liquor License****:*
* Liquor license renewal from Dollar General, 35 Truck Route, Alburgh was received by the Town Clerk on 12/14/21 and presented it to the selectboard on 3/14/22.
	+ Motion by Vice Chair Russell Duchaine to approve the renewal of the liquor license. Seconded by Elliot Knight. Motion carried.

***Subcommittees:*** *(Selectboard Liaison)*

*Donna Boumil provided an explanation of these appointments. Appointees will act as Liaison to the Selectboard for any updates, issues, and/or concerns that the Selectboard needs to be aware of. It is the point of contact for these committees/organizations/departments.*

* Fire Department/EMS: Motion by Donna Boumil to appoint Josie Henry as liaison to the selectboard; Seconded by Shawn Creller. Motion carried.
* Planning Commission: Motion by Russell Duchaine to appoint Donna Boumil as liaison to the selectboard; Seconded by Elliot Knight. Motion carried.
* Library: Motion by Russell Duchaine to appoint Donna Boumil as liaison to the selectboard; Seconded by Elliot Knight. Motion carried
* Alburgh Family Clubhouse: Motion by Shawn Creller to appoint Donna Boumil as liaison to the selectboard; Seconded by Russell Duchaine. Motion carried.
* Fire Districts: Motion by Shawn Creller to appoint Elliot Knight as liaison to the selectboard; Seconded by Russell Duchaine. Motion carried.
* Broadband/IT: Motion by Donna Boumil to appoint Elliot Knight as liaison to the selectboard; Seconded by Shawn Creller. Motion carried.
* Center Bay: Motion by Russell Duchaine to appoint Josie Henry as liaison to the selectboard; Seconded by Elliot Knight. Motion carried.
* Village of Alburgh: Motion by Donna Boumil to appoint Josie Henry as liaison to the selectboard; Seconded by Elliot Knight. Motion carried.
* Islands in the Sun: Russell Duchaine requested to be appointed as liaison to the selectboard; Seconded by Elliot Knight. Motion carried.
* Historical Society: Motion by Donna Boumil to appoint Shawn Creller as liaison to the selectboard; Seconded by Russell Duchaine. Motion carried.
* Recreation Committee: Russell Duchaine requested to be appointed as liaison to the selectboard; Seconded by Donna Boumil. Motion carried.

***Policies:***

* Procurement
* Accounting, Auditing and Reporting Policy
* Fraud Prevention Policy

These policies were not available for review. Tabled until the 3/28/22 meeting.

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

* Matthew LeFleur explained his role with the NW Regional Planning Commission

Vice Chair Russell Duchaine thanked Matthew for all he is doing.

1. ***Executive Session:***

Motion by Vice-Chair Russell Duchaine to enter into Executive Session at 6:23PM to discuss the appointment or employment or evaluation of a public officer or employee. (1 V.S.A. § 313 (a)(3); Vice-Chair Russell Duchaine requested that Rodney James participate in the Executive Session; Seconded by Donna Boumil. Motion carried.

Motion by Vice-Chair to exit Executive Session at 6:55PM; Seconded by Shawn Creller. Motion Carried

1. ***Old Business****:*
* *GSA Agreement* – border crossing upgrades at Alburgh Springs

Tabled until the 3/28/22 meeting

* *South Alburgh Fire District #2 Residents –* residents along Rt 129 have requested time to brief the board on issues they have with Phase 2 of the expansion project.
	+ The residents left during the executive session. Discussion: Donna Boumil mentioned that there is a meeting set up for the SAFD#2 on Monday, March 21, 2022 at 6:00PM facilitated by Josie Henry.
* *Electric Vehicle Charging Station -* Norwick EV has a grant to partner with the town and install an EV charging station. The ideal location will be discussed.
	+ Tabled until 3/28/22 as Josie Henry has been in contact with Norwick EV
	+ Carol Behreman suggested that the location of the EV Charging Station be located as close to the center of the village as possible, suggesting behind the historical society museum which is fire department owned. In a recent email, it was indicated that the Charging station doesn’t have to be located on Town property.
	+ Discussion ensued with the selectboard as to potential locations which will be discussed at the 3/28/22 meeting.
* *Highway Foreman Position –*
	+ Motion by Vice-Chair Russell Duchaine to appoint Rodney James as Acting Highway Foreman until further notice. This is effective 3/14/22. Seconded by Shawn Creller. Motion carried
	+ Motion by Vice-Chair Russell Duchaine to make George Hakey a permanent highway department employee effective 2/22/22 after successfully completing a 3 month probationary period. Seconded by Elliot Knight. Discussion: Russell spoke with former Highway Foreman Jason Reynolds and George successfully completed a 3 month probationary period. George is a great asset to the town. George is entitled to a pay raise in accordance with terms of pay set at date of hire and health insurance effective 2/22/22. Motion carried.
* Donation to the American Legion (adjustment #1 to the agenda)
	+ Motion by Shawn Creller to make a $500 donation to American Legion Post 60 for grave markers. Seconded by Russell Duchaine. Discussion: Shawn Creller mentioned a donation to the American Legion for grave markers was previously discussed at selectboard meetings and would like to see this donation made in time for Memorial Day. Motion carried.
* *Transfer Station:*
	+ Shawn Creller mentioned that there are a few people who are interested in working at the transfer station as temporary employees to fill in during vacations or busy seasons. Shawn indicated that he will ask them to complete applications.

*Public comments welcome following board discussion on each issue*

* Carol Behreman asked the selectboard when the new computers were being purchased, how much and when they were being delivered.
	+ Vice Chair Russell Duchaine responded that the computers have been ordered and would get the exact amount and report at the next meeting.
* Carol Behreman stated tha t a new town auditor was elected. The new auditor would like to discuss the new software that is being purchased. Vice Chair Russell Duchaine explained that software was not being purchased and only upgrades were being done. The new auditor will be meeting with auditors this week to review NEMRC and be available next week at the town office.

Vice Chair Russell Duchaine thanked Carol for the updates.

1. **Budget:**

*Warrants –* Selectboard members reviewed and signed warrants as presented by the Town Treasurer

1. ***Adjourn:***

Motion by Vice-Chair Russell Duchaine to adjourn at 7:30PM. Seconded by Elliot Knight.

Motion carried.

Please note that these minutes are in draft form. Minutes are approved at the next selectboard meeting when them become official minutes.