**SELECTBOARD MINUTES**

**APRIL 25, 2022**

**TOWN OF ALBURGH SELECTBOARD**

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

PRESENT: Josie Henry, Russell Duchaine, Donna Boumil, Shawn Creller, Elliot Knight

GUESTS: (in person) George Boutah, Alton Bruso, Terry Tatro, Loretta Knight, Carol Behrman, Willie Burbank

(Via Zoom) Bretton Gardner

**MEETING AGENDA AND MINUTES**

1. **6:00PM – *Call to Order***

* Meeting was called to order at 6:06PM by Selectboard Chair Josie Henry

1. ***Adjustments to the Agenda for the Regular Meeting***

* Ron Kumetz, Alburgh FD Chief: move to the top of the agenda
* Center Bay culvert: new business

1. ***Minutes from 4/11/22 Meeting***

* Motion by Elliot Knight to accept the minutes of the 4/11/22 meeting as written; Seconded by Shawn Creller. Motion carried

1. **Ron Kumetz, Fire Department Chief**

* Chief Kumetz briefed the board on a Congressionally Directed Funding opportunity
* FD would like to retro-fit the Bingo Hall and Fire Department with solar panels (south side)
* Savings of approximately $8,000 in energy costs
* The Solar Project is approximately $150,000 which would be funding for the entire project
* No match for the town nor are there reporting requirements for the town
* Chief Kumetz is asking for a Letter of Support for this project from the Selectboard
* Motion by Elliot Knight to endorse a Letter of Support for the Solar Panel Project for the Bingo Hall and Fire Department; Seconded by Donna Boumil; Motion Carried
* Chief Kumetz and Terry Tatro provided an update on the Fire Department/EMS split
* EMS is still working through the process of adopting bylaws and a budget
* The draft budget is to hire 2 or 3 full-time EMS with a stipend for volunteers
* Currently there are approximately 6 EMS volunteers: 3 EMT’s of which 2 work out of town and 3 drivers
* EMS is now Incorporated and has a Federal ID
* Currently Alburgh EMS relies on Swanton EMS for backup and coverage
* Alburgh Fire Department doesn’t want to lose volunteers
* Coin Drops: Chief Kumetz presented letters to the Vermont Department of Transportation, for selectboard signature, for specific dates for Coin Drops
* Motion by Shawn Creller to approved Coin Drops for FD Auxiliary for Memorial Day weekend and for the Fire Department for September 5, 2022 (Labor Day); Seconded by Elliot Knight; Motion Carried

1. **Department Updates:**

* Highway Department
* Applications for the highway operator position: 1 new application received
* Deadline for receipt of applications is April 29th
* According to Chair Henry, there are 5 applications for this position. She will call applicants to schedule interviews for May 9th beginning at 5:00PM
* Report from Road Commissioner, Russell Duchaine: The bid for the culvert will be finalized and ready for advertisement by the end of the week. It will be advertised in the Islander. Estimated completion date is June.
* Transfer Station
* The motor on the 2nd compactor continues to blow fuses. Shawn stated that an electrician will be needed to fix the problem
* Prior authorization from the selectboard was given to repair the roof over the recycle area. Highway Foreman Rodney James inspected the roof and it was determined that the roof material was not salvageable except for the tin.
* Nick Williams, who has been hired by the Town as a handyman, built a new roof. Nick purchased approximately $750 worth of materials from Chazy Hardware under the Town of Alburgh account. Shawn Creller explained to Nick that an estimate for projects must be given before he can proceed with a project. Shawn Creller will ensure that Nick has clearer directions on how to purchase materials and prior approval expectations.
* Nick Williams also covered a hole at the Transfer Station which amounted to 3 hours of labor.
* Schedule of hours: Dean Tallman is working by himself on Wednesdays until Colby is done school, then he will be working with Dean. Currently, all 3 Transfer Station employees are working on weekends until Colby Hemond is completely trained.
* Delegation of Authority: Delegation of Authority was discussed which will enable a Selectboard Member to make decisions on behalf of the Selectboard, for specific topics, in between selectboard meetings. (example: opening/closing, scheduling employees within the allocated hours, scheduling extra hours as needed)
* Discussion ensued to give Shawn Creller this authority. Further discussion will continue at the May 9th meeting and a Delegation of Authority Form will be supplied.
* Northwest Solid Waste District Representative: In the past, Danielle James Choiniere has been the town representative. The Town of Alburgh is a member of the NWSWD. Discussion continued as to who should be the Representative as Danielle is wearing many hats for the Town and Village. Motion by Donna Boumil to appoint Josie Henry as the NWSWD Representative; Seconded by Shawn Creller. Motion Carried
* Town office
* Advertisement for the Executive Assistant position: The Selectboard received copies of the job description and ad at the previous meeting and via email. The ad will be placed for May 1st, interviewing early June with a start date of July 1st.
* IT Upgrades:
* configuration of offices is as follows: Clerk/Treasurer Office; Village desk will be in the Town Clerk’s Office; Asst Clerk/Treasurer’s desk will be in the Town Clerk/Treasurer’s Office next to the Clerk/Treasurer; Delinquent Tax Collector desk will be in the Town Clerk’s Officer; Lister and rotational desk (auditor, 2nd lister computer and delinquent tax collector computer) will be in the Lister’s Office; Executive Assistant will be in the Conference Room
* Computer installations are on track and should begin this week. VTC will remove the old computers, wipe them clean and determine if salvageable for sale or to be disposed of. Josie Henry and Elliot Knight will review the IT support contract and other estimates and make a recommendation to the Board for an IT support contract effective July 1, 2022.
* SAFD and school files: Chair Josie Henry provided a brief history of how these files came to be stored at the Town Office. SAFD 1 & 2 files are stored at the Town Office due to lack of space and their relationship with the Village. School files are stored at the Town Office due to lack of space at the school and because the Town Treasurer is also the School Treasurer. The SAFD files will be moved to the storage closet once the village files are moved.
* Motion by Josie Henry to allow her to write a letter to the school board to engage them in reviewing these files with a 30-day deadline and a plan for removal; Seconded by Shawn Creller; Motion Carried
* Audio Recorder: Board Clerk Donna Boumil requested to purchase an audio recorder stating that watching/listening to Zoom doesn’t always capture all of the conversations. An audio recorder can be purchased through Amazon for approximately $35.99 (printout provided). Motion by Shaw Creller to purchase this audio recorder and have the treasurer order it; Seconded by Elliot Knight; Opposed Russell Duchaine; Motion Carried
* Planning Commission Update:
* Signs for recreation area: At the April Planning Commission meeting, the Commission voted to purchase 2 benches (same as those in front of the Town Office) and 2 planters. They are asking permission for the benches to be placed at Bicentennial Park and the planters in front of the Town Office beside the benches. Also, the Commission is also asking the town highway to provide soil for the planters. The funds would come from the Vermont Electric Grant. Additionally, the Planning Commission has discussed signage for Bicentennial Park. Signs to be placed on the street signs of Winters Lane and Jarvis Lane and a wooden sign at the park. The Commission is researching the cost of the signs. Motion by Shawn Creller to place the benches at Bicentennial Park, planters at the Town Office and purchase signs indicating where the park is located; Seconded by Elliot Knight; Motion Carried

1. **New Business:**

* Food Truck at the Municipal Office Building: A request was received from Mr. Steven Peters for parking his food truck in front of the municipal office. Mr. Peters did so last year and provided a donation to the Town for electricity usage.
* Discussion continued with regard to the lease between the Town and the fire department. According to the lease that the Selectboard has, this is a landlord/tenant relationship, therefore. the Town does not have final determination on such matters. Chair Josie Henry continues to research the lease the town has with the fire department.
* Mr. Peters is also requesting to place a port-a-let behind his food truck, out of site from the public
* Motion by Donna Boumil to endorse Mr. Peters request with a donation to the Town for electric usage; however, Mr. Peters must seek approval from the Fire Department; Seconded by Shawn Creller; Opposed by Russell Duchaine – Russell does not feel that the Fire Department needs to give their permission because the Town has a lease; Motion Carried
* Rod and Gun Club – brush hog request
* Motion by Shawn Creller to authorize the highway department to brush hog 1 time; Discussion: George Boutah asked how many times does the Rod and Gun Club want mowing done? Russell Duchaine stated that he believes they are requesting the berms to be brushed hogged.

No Second was made. No action taken. Russell Duchaine will get clarification of this request and provide it at the next meeting.

* Island in the Sun – capital improvement proposal
* Willie Burbank was present to provide and explanation about a grant she recieved. Age Well approached Willie to apply for a grant. Willie secured a $5,000 grant and would like to construct a floating covered stage and conduct a Supper & Music Series at Bicentennial Park. It is anticipated that there will be 2 events a month from approximately 5-7PM. The stage would be placed in proximity to electricity. Russell Duchaine is the liaison to Island in the Sun. Motion by Josie Henry to authorize a floating stage to be located at Bicentennial Park; Seconded by Russell Duchaine; Discussion: Russell will work with Willie on placement of the stage. Many thanks to Willie for applying and securing this grant; Motion Carried
* Pike Industries – Bretton Gardner updated the Selectboard on paving of Martel Road
* Mr. Gardner provided the Selectboard with background information of the rebuilding and paving of Martel Road which included the process of paving. Mr. Gardner also explained options to complete the road which included crack sealing, prolonging top coat, skinny overlay, etc.
* The Selectboard asked Mr. Gardner to provide options in writing to Russell Duchaine, Road Commissioner.
* The Selectboard will discuss options and budget at the next meeting
* Center Bay Culvert –
* Chair Josie Henry received a complaint that trees were being cut down on the Town’s right-of-way, a culvert was installed without a permit, and burning of brush was occurring on property on Center Bay Road
* Road Commissioner Russell Duchaine and Highway Foreman Rodney James visited the property and determined that the culvert was installed without a permit and not of legal size
* A burning permit was not secured
* Trees are being cut down in the Town’s right-of-way
* Action being taken: Chair Josie Henry is researching the legalities of these issues and the ramifications of non-compliance of obtaining burning permits and culvert permits

1. **Old Business:**

* Alburgh Family Clubhouse (AFC) Update – project update to the board
* Terry Tatro and Loretta Knight, AFC Board Members, gave an update on the progress of the Clubhouse
* Mr. Tatro stated that when the AFC split from the school, they lost some funding. This was of no fault of either party. State of Vermont regulations played a factor. Therefore, AFC is seeking alternate funding. AFC is requesting an additional $500,000 in funding from Congressional Funds through Bernie Sanders. AFC is asking for a Letter of Support from the Selectboard.
* AFC is in the process of securing an option agreement for property located behind the Welcome Center on Missile Base Road. This property will be donated to the Clubhouse. There is access to Village water but not sewer.
* There will be revisions to the original Clubhouse design pending the option agreement due to a new location, sewer requirements, a kitchen being added.
* The Clubhouse is receiving services from a local attorney (pro-bono) and a CPA (who is volunteering her services)
* Motion by Josie Henry to sign a Letter of Support; Seconded by Elliot Knight; Motion Carried
* Recess 8:12-8:14PM
* Municipal Office Lease – the board is working to clarify the terms of the municipal office lease.
* Missile Base – the board is looking into options for the property.
* Chair Josie Henry reviewed archived minutes of meetings and provided a history of the potential sale of the property, letter indicating the type of contamination and the process of selling the property (which was done previously for $50,000 and did not sell). The Town can sell town-owned property as if it is a tax sale property; advertise for sale; the voters have the right to object through a petition.
* Alton Bruso stated that his recollection was that the Town was advised to have the site re-characterized
* Josie Henry will continue to research
* Electric Vehicle Charging Station – Norwich Industries is exploring commercial partnerships within the village and will circle back with the town if they are unable to find a viable option.
* An update from Norwich Industries indicated that they are looking into partnering with the new coffee shop
* This is not a town grant and doesn’t need approval or authorization for installation from the Selectboard
* Carol Behrman stated that she has spoken to Norwich and researched that the Sunoco Station (future coffee shop) is a hazardous site and tanks have not been removed. Carol feels that everyone who owns a business should have the option to have the EV Stations at their business
* Selectboard Member Russell Duchaine motioned that the EV Station topic be removed from the agenda, no longer being a topic for discussion; Seconded by Shawn Creller; Discussion: the Board feels that ample time has been spent on this subject and it is no longer in the Towns hands; Motion Carried

1. **Budget and Administrative Items**

* 4th of July Committee – final resolution documenting the formation of the body
* Tabled until the May 9th meeting
* Holiday Lighting Committee – background and status
* The Selectboard will work with the auditors and treasurer on budgeting and accounting
* Animal Control Officer – compensation review
* Background – currently the ACO receives $35/call and $10/follow up to call
* Chair Josie Henry spoke with ACO Jim Benson who stated that he worked approximately 25 calls since 9/1/2020
* The current budget is $6,000 for payroll. Year to date $115 has been paid out
* Equipment that was previously purchased (glove, snare and kennel) was not transferred to the current ACO. Equipment may be with previous ACO’s Ariel Brace or Jen Hebert. The Board will research where the equipment is
* There is no policy for requirements and job description of ACO
* Chair Josie Henry will contact ACO Jim Benson and ask that he put in a request for increased compensation with justification
* Payroll Policy – clarification on the health officer position within the policy approved on 4/11/22.
* The health officer is paid a yearly stipend
* This will be edited on the policy
* Payroll – procedures and delegation of authority to review and approve between meetings
* Discussed the approval process of payroll
* Proposed Delegation of Authority (as discussed with Transfer Station) to approved payroll prior to payment. At the present time, payroll is paid out prior to the approval of the Selectboard. Reviewing and approving payroll prior to payment will allow oversight of budgeting
* Motion by Josie Henry to appoint Donna Boumil Delegation of Authority to review and approve timecards weekly; Seconded by Shawn Creller; Motion Carried
* Treasurers Report/Auditor Update
* A Treasurer’s Report was not provided at this meeting
* Chair Josie Henry spoke with the Town Treasurer regarding the format of the Treasurer’s Report and will work Town Auditors and Treasurer.
* Liquor Licenses
* Licenses were submitted by Ransom Bay Inn for indoor and outdoor licenses
* License was submitted by Goosepoint
* Motion by Elliot Knight to approve liquor licenses for Ransom Bay Inn and Goosepoint; Seconded by Russell Duchaine; Motion Carried
* A complaint was received regarding a rat and chicken problem on Sowles Street
* The complaint will be referred to the Health Officer and ACO
* Warrants
* Unifirst and Eyecare Plan warrant questions from previous meeting: Jason Reynolds was removed from these invoices. A refund will be issued for the Eyecare Plan
* The Town Treasurer will be available before meetings if there are questions
* Review of warrants began

**Adjournment:**

Motion by Elliot Knight to adjourn at 9:02PM; Seconded by Russell Duchaine; Motion carried

Respectfully submitted,

Donna J. Boumil, Board Clerk/Selectboard Member

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