

**SELECTBOARD MINUTES**  
**APRIL 11, 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:

[https://us02web.zoom.us/recording/detail?meeting\\_id=https://us02web.zoom.us/rec/share/9ONv4bQyrEGm7LGSO7W-eQNFTLNY27EqGV2jAO4AJfVvqgWuXdjNDgEtPQbGuqiW.z8kTpEK0mCFrFqD4?startTime=1649714911000](https://us02web.zoom.us/recording/detail?meeting_id=https://us02web.zoom.us/rec/share/9ONv4bQyrEGm7LGSO7W-eQNFTLNY27EqGV2jAO4AJfVvqgWuXdjNDgEtPQbGuqiW.z8kTpEK0mCFrFqD4?startTime=1649714911000)

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

GUESTS: (in person) Matthew LaFleur, John Beaulac, George Boutah, Alton Bruso, John Clarke, Tara Clarke  
(Via Zoom) Lisa Arnold

**MEETING AGENDA AND MINUTES**

**1. 6:00PM – Call to Order**

- Meeting was called to order at 6:09PM by Selectboard Chair Josie Henry

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

- Liquor License – Kraemer & Kin (Budget & Administrative Items)
- PC Update – (New business)
- New digital sign – (move from tabled items to Department Updates)
- NW Fiberworx appointee form – (Budget and Administrative items)

**3. Minutes from 3/28/22 Meeting**

- Motion by Shawn Creller to accept the minutes of the 3/28/22 meeting as written; Seconded by Russell Duchaine. Motion carried

**4. Department Updates:**

- Highway Department
  - Report from Road Commissioner, Russell Duchaine. The ad for the operator position is drafted.
  - Russell is working with Bethany on bid information for culverts. Once finalized it will be submitted for advertising.
  - Motion by Donna Boumil to appoint Rodney James as permanent Highway Foreman effective 3/22/22; Seconded by Russell Duchaine; motion carried
- Transfer Station

- Report from Selectboard member Shawn Creller.
- Shawn provided a report on the banana boxes that had antifreeze and brake fluid in it. Dean, transfer station attendant, is not allowed to accept and give away. Shawn stated that this can be recycled at Couture Automotive.
- The motor has been transferred to the secondary compactor. It is blowing fuses. Shawn will continue to work on this and provide updates
- The secondary compactor will be able to be used when the primary compactor is full.
- Dean was tasked by Shawn Creller to get rid of light bulbs, organize paint. The selectboard previously approved Dean to work no more than 30 hours a week without prior approval. Shawn Creller is the liaison for the Transfer Station and can approve time over 30 hours a week.
- Tires:
  - The tire container is full. NWSWD allows for 100 tires a year to be disposed of free. We will have to provide transportation. Rims are not accepted.
- The town owed trailer used to haul to NY has had repairs done to be able to register and inspect it.
- Chair Josie Henry provided an update on request the NWSWD to take over the transfer station. NWSWD does not meet monthly. We are waiting to schedule a meeting with them.
- Town office
  - Digital Sign – John Beaulac expressed dislike of the sign. It is on town property and asked why the fire department placed it there.
    - discussion continued regarding the lease that the town has with the fire department
    - according to John Beaulac, he signed an amended lease stating that at the end of the lease the Town would own the land from the back of the Bingo Hall to the road. The current Selectboard does not have a copy of the amended lease signed by John Beaulac. The only copy available does not state the property that is part of the lease
    - Josie Henry provided a summary of how the PC Commission became involved in the discussion of digital sign with the fire department and selectboard.
    - Russell Duchaine stated that he recalls discussion regarding the sign logo. The fire department logo was not part of the original design
    - Josie Henry stated that she is in contact with Fire Chief Ron Kumetz regarding a policy for sign usage
    - Chair Josie Henry will contact Fire Chief Ron Kumetz about the original lease

## 5. New Business:

- Northwest Regional Planning Commission- requests Alburgh consider signing a letter of support for a transportation planning grant application
  - Northwest Regional Planning Commission (NRPC) is requesting the Alburgh Selectboard provide a letter of support for a RAISE grant which continues planning for bike and pedestrian infrastructure. A sample letter has been provided. This is a non-binding letter of support
  - Public comment: Matthew LeFleur stated that there is a safety concern for bikers and walkers. Alton Bruso provided historical information about the Village Plan not being approved. Chair Josie Henry stated that the Village Plan was compiled by an engineer and can be used to apply for future grants
  - Motion by Donna Boumil to provide a letter of support to NRPC for their application for a transportation planning grant, using the template provided; Seconded by Elliot Knight; motion carried
- PC Update
  - Donna Boumil, PC Chair, provided an update on the recent 3/29/22 presentation from TCE and NRPC regarding the proposed trails throughout the wetlands in the Industrial Park.
  - TCE and NRPC will be at the proposed trail on 4/18/22 at 1:00PM providing a walk through for anyone who wants to attend.
  - TCE and NRPC will provided a final presentation to the selectboard in May

## 6. Old Business:

- 4<sup>th</sup> of July Committee: the board will determine composition and process
  - Chair Josie Henry has done extensive research on the composition of committees at the town level. She is drafting a Resolution to form the committee which requires input on the number of members.
  - Russell Duchaine, selectboard designated committee member, stated that a 5-person committee is sufficient
  - Josie Henry proceeded to explain there is some funding available, which will be discussed later in this meeting. The funding is a line item in the budget, holiday expense. As such, the expenses will be approved by the selectboard.
  - Russell Duchaine provided names of potential committee members:  
Russell Duchaine  
Martha Goodsell  
Alton Bruso  
Kayla Patnode  
Lisa Arnold
  - Motion by Russell Duchaine to form a new 4<sup>th</sup> of July Committee comprised of the above stated members; Seconded by Elliot Knight; motion carried
- 317 South Main Street – the board is investigating options for the property
  - The Board continued discussion of options for this property: the town can keep the property, if the voters so choose to do so; the property can be sold

- Josie Henry will continue to research the exact amount of money the town has already invested in this property (clean up, water and sewer and loss of taxes)
- If the selectboard chooses to keep the property, the voters will have to decide per a vote to own the property and begin a capital improvement project
- Discussion ensued:
  - place this item on the upcoming school budget vote
  - Shawn Creller also stated that he would like to see the property next to the Jolley, which the school owns, be placed on the ballot to turn over to the Alburgh Family Clubhouse to build a daycare center. During Town Meeting, Shawn asked School Board Chair Mike Savage if this was possible. Shawn stated that he hasn't heard any information on this
  - No decision was made. Chair Josie Henry will research what is involved in placing town property up for sale. Chair Josie Henry will also research what is involved in requesting the school to turn property over to a non-profit. Josie stated there are time constraints
  - Josie Henry made a motion for approval to engage in the services of the town attorney to seek procedural information on selling town property and requesting the school turn over property to a non-profit group; Seconded by Elliot Knight; motion carried
- \* Office IT Upgrades/Configuration – progress update and timeline on new equipment
  - Josie Henry provided an update:
    - The new server was installed earlier than scheduled. It is located in the closet.
    - Josie Henry met with the Village of Alburgh Board to discuss movement of the Village desk and the duties of Danielle James-Choiniere
    - Josie Henry is drafting an agreement with the Village Board as to details of what is included in the rent the Village is paying. She will provide this to the selectboard for review once it is complete
    - Danielle James -Choiniere, Asst Clerk/Treasurer will move her desk to the front of the Clerk's office. She is currently located in the back of the office.
    - Josie Henry provided information regarding the assistant clerk/treasurer position. The current asst clerk/treasurer currently works for the Village of Alburgh approximately 10 hours per week. There is no clear division of village vs town hours. There are no set hours, therefore village work is being done during town time. Josie Henry stated that research she has done found that a former Asst Clerk/Treasurer Carol Cleland received health insurance as approved by a previous selectboard
    - Information was provided by Josie Henry and Donna Boumil regarding current hours worked by the asst clerk/treasure and hours paid
      - the average number of hours the asst clerk/treasurer is working and paid for is 26 hrs/week

- the average number of hours the asst clerk/treasurer is paid for by the village is 10 hrs/week
- according to the employee handbook, 40 hr/week worked/scheduled is full-time
- full-time employees are eligible to receive health insurance and benefits
- the asst clerk/treasurer and clerk/treasurer is eligible to receive health insurance if working more than 17 ½ hours a week through VLCT
- the asst clerk/treasurer position is budgeted for \$32,000 per year which equates to 32 hrs/week
- Josie Henry stated that there will be separate timecards by the asst clerk/treasurer for time worked for the village and town
- Josie Henry stated that Danielle James-Choiniere currently works for the Village of Alburgh, the SAFD as their clerk and the Town of Alburgh as Asst Clerk/Treasurer. There is no separation of hours.

- Comment from the public: John Beaulac suggested that the asst clerk/treasurer work part time for the town and part time for the village and each municipality provide funding for insurance
  - Chair Josie Henry will research the feasibility of this suggestion
- Animal Control Officer:
  - Chair Josie Henry stated that ACO Jim Bensen has requested an increase in the pay he is receiving from the Town. Currently the rate of pay is \$35 per call and \$10 per follow up call. There is a line item for a cell phone, which Mr. Bensen stated he does not have.
  - Chair Josie Henry suggested that the rate of pay be determined on a case-by-case basis
  - Russell Duchaine stated that the ACO policy was reviewed approximately 2 years ago when new gear and tooling was purchased. Additionally, cats were excluded from this policy
  - ACO Bensen is requesting the rate of pay to be \$100 per all calls
  - The selectboard is requesting the ACO Bensen to attend the next selectboard meeting. Josie Henry to contact Mr. Bensen
  - Comment from the public: John Beaulac expressed that the town should increase Mr. Bensen's wages in accordance with Swanton, whom Mr. Bensen is also the ACO for.
- Highway Crew:
  - Russell Duchaine has drafted an ad for an operator. The ad will be ready to publicize by the end of the week when it will be provided to Town Clerk Donna Bohannon for advertising in the Islander. Russell will provide the ad to the selectboard to be published in Indeed, Vt Department of Labor, etc with a deadline of May 6<sup>th</sup>.
  - Josie Henry contacted applicants who applied for the Foreman position. Applicants are interested in the operator position. Interviews will be set

up after the May 6<sup>th</sup> deadline, review and schedule interviews at the May 9<sup>th</sup> selectboard meeting.

- potentially a June 1<sup>st</sup> start date

-Comment from the public: John Beaulac suggested giving applicants a skills test

-Josie Henry stated that there is a 90 probationary period for all new employees

-Discussion continued regarding the amount of worked the highway crew has.

## **7. Budget and Administrative Items**

- Northwest Fiberworx appointee – Chair Josie Henry explained that a form was received to reappoint Ken Millman and Stu McGowen to the governing board to represent Alburgh. Motion by Donna Boumil to reappoint Ken Millman and Stu McGowen to the governing board of NW Fiberworx and allow Chair Josie Henry to sign; Seconded by Elliot Knight; motion carried
- Payroll Policy – distributed at prior meeting for review
  - Chair Josie Henry distributed a Pay/Benefits position sheet to the board. This is a listing of town positions and the pay/benefits received by that position. Josie Henry began explaining the list of positions and eligible benefits based on the current employee handbook and Vermont Statute. Discussion ensued.
    - Public comment: John Beaulac suggested that each employee received a single person plan for insurance.
  - Recess 8:09-8:11PM
  - Payroll Policy- Motion by Josie Henry to approve the Payroll Policy; Seconded by Elliot Knight; discussion: Elliot Knight mention the possibility of changing the pay period and pay day to be bi-weekly; Motion carried
  - Procedures for payment of timecards/hours worked and Procedures for Payment of reimbursements or invoice from employees, elected or appointed officials were provided to the Board with a brief explanation. To be discussed and voted on at the next selectboard meeting.
  - Josie Henry stated that the selectboard can authorize a board member to review timecards and provide input to the selectboard.
- \* Expense Form – a copy of the expense form was distributed to the Board. This form is recommended by the Town Auditors for use by employees for reimbursements, mileage, etc. An expense form was recommended by the outside auditing firm.

Brief recess 8:09-8:11PM

- EA to the Selectboard – position advertisement
  - advertising and application deadline was discussed
  - the description of duties for this position was previously provided to the selectboard and public during budget talks and town meeting

- Russel Duchaine and Shawn Creller asked for another copy of the job description Donna Boumil will provide copies
- a draft advertisement was distributed to the Board
- \* Line-item adjustments – fireworks funding
  - Chair Josie Henry provided a summary of the budget for fireworks, as previously discussed. Chair Henry stated that there is money in the current budget that can be moved to the Holiday Expense account.
  - Line item 10-6-01-62.00 (village rent) has \$7,200, which is \$3,200 over budget due to a double payment of rent. Motion by Chair Josie Henry to move \$3,200 from account 10-6-01-62.00 to account 10-7-16-35.12 (holiday expense); Seconded by Shawn Creller; motion carried
  - Chair Josie Henry explained that account 10-7-16-35.65 (NW Unit for Special Investigation) is a duplicate item as confirmed by Town Treasurer Donna Bohannon (an error was made in creation of this line item). Motion by Donna Boumil to Move \$1,000 from line item 10-7-16-35.65 to 10-7-16-35.12 (Holiday Expense); Seconded by Josie Henry; Motion carried
  - Line item 10-7-16-35.12 (Holiday Expense) will now have an additional \$4,200 plus Budgeted \$500. As previously voted on, \$4,000 was approved for fireworks expense
  - Public Comment: Alton Bruso stated that he has been given \$500 in the past for the Lighting Committee. Discussion ensued as to who is on this committee and their function. Alton Bruso is on the committee and Paul Fortin helps.
    - additional discussion regarding when this committee was formed and how expenses are approved
- ARPA Funds Calculation – lost revenue option declaration due by the month end.
  - Chair Josie Henry provided an explanation of the ARPA funds reporting
  - Donna Boumil made the following motion “I move that the Town of Alburgh Make the one-time irrevocable decision to elect the “Standard Allowance” approach for our ARPA award in the amount of \$478,879.51, to spend on the provision of government services throughout the period of performance of the grant.”; Seconded by Shawn Creller; Discussion: Josie Henry explained this will provide the Selectboard the opportunity to expend ARPA funds for a variety of reasons on behalf of the town residents; Motion carried.
- Liquor License
  - A liquor license application was received by Kraemer & Kin for approval on 4/11/22
  - This license application was received by the Town Clerk approximately 6 weeks ago
  - There are time constraints because a “soft opening” for this business is scheduled for this week.
  - Russell Duchaine made a motion to approved the liquor license applications for both indoor and outdoor licenses; Seconded by Elliot Knight; Motion carried
- Warrants
  - Review of warrants began
  - Motion by Donna Boumil to not sign warrants for Unifirst and for the Eyecare Plan. Ms. Boumil explained that Jason Reynolds is listed on both of these warrants and He is no longer an employee. The warrants were not received by the Board until

this evening therefore there wasn't ample time to ask the Treasurer for clarification. The Treasurer is not at the Board meeting; Seconded by Elliot Knight; Motion carried  
-Chair Henry will discuss with the Treasurer the process for when warrants are not Approved.

**Adjournment:**

Motion by Russell Duchaine to adjourn at 8:53PM; Seconded by Elliot Knight; 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 they become official minutes.