

SELECTBOARD MINUTES
June 13, 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, Elliot Knight, Shawn Creller

GUESTS: (in person): George Boutah, Carol Behrman, Bronwyn Profit-Higgins, Mark Martin, Alton Bruso, Peter Brascia, Sue Poirier

(Via Zoom) Matt Lavigne (Green Mountain Fireworks), Matthew LaFleur

MEETING AGENDA AND MINUTES

1. **6:07PM – Call to Order**
2. ***Adjustments to the Agenda for the Regular Meeting***
 - Add 6/2/22 Minutes of Special Meeting
 - New Business: Discontinuance of Zoom Meetings
3. ***Minutes from 5/23/22 Meeting and 6/2/22 Special Meeting***
 - Motion by Shawn Creller to approve the minutes of 5/23/22 & 6/2/22 meetings as written; Seconded by Russell Duchaine; Motion carried
4. **Department/Committee Updates:**
 - a. **Highway Department**
 - Mailbox Complaint –
 - Road Commissioner Russell Duchaine stated that he will look into this complaint
 - **Center Bay Culvert and Driveway Permits**
 - Road Commissioner Russell Duchaine stated that the permits were received and he will discuss with Highway Foreman Rodney James
 - **Martell Road**
 - No response received from Pike Industries on options
 - Russell Duchaine stated that he will seek quotes from 1 or 2 other businesses for seal coating of the cracks on the road
 - **Intent to Participate in SFY 23 Municipal Roads Grant**
 - Motion by Russell Duchaine to complete and sign the Letter of Intent to Participate in SFY23 Municipal Roads Grant; Seconded by Josie Henry; Motion carried
 - **Culverts**
 - Road Commissioner Russell Duchaine reported that there is a delay in the delivery of the culverts until the week of June 20th. This will set the project behind.

b. Transfer Station

• **¼ meeting of NWSWD**

- Chair Josie Henry reported that NWSWD is researching options to potentially take over the operations of the Alburgh Transfer Station
- NWSWD has requested financial documents of the Transfer Station
- The next NWSWD meeting is in August. The Selectboard will wait to hear from NWSWD

• **Free Dump Day**

- A report from Assistant Town Treasurer Danielle James-Choiniere stated that an \$8,000 deposit was made for the transfer station. With this deposit the transfer station is at a negative \$1,000 balance. However, there will be a transfer of funds of approximately \$29,000 in accordance with the budget.
- Shawn Creller does not recommend a Free Dump Day
- Russell Duchaine does not recommend a Free Dump Day, the transfer station lost money last year
- Discussion ensued to whether or not there should be a Free Dump Day:
 - Sticker policy is not being enforced, therefore potential revenue is being lost
 - There should be stipulations and restrictions imposed on Free Dump Day such as limiting the number of tires and/or 50% off tire fee, etc.
 - The selectboard determined that waiting until the end of the fiscal year to determine where the transfer station is financially. Additionally, time is needed to set stipulations and regulation for a Free Dump Day

• **Cash Register**

- the transfer station is in need of a new cash register that prints receipts and provides an itemized transaction at the end of the day
- Chair Josie Henry provided a price range of \$100 - \$1,200 for a cash register depending upon the functions needed.
- The transfer station currently has a caller ID capability for phone services. Recommendations by the selectboard to look into the details of the caller ID and why it is needed. This is approximately \$3.00/month.
- The transfer station has internet at the present time which would be useful depending upon the type of cash register acquired.
- Carol Behrman asked if there was a need for a cash register if there is a potential of NWSWD taking over operations. Chair Josie Henry responded that if NWSWD were to take over operations it could take over a year to do so.

c. Town Office

• **IT Equipment**

- All IT equipment is installed
- VPN is not set up yet. This is the remote capability to work from home.
- The Village is working with VTC on their install, etc.

• **Village Arrangement**

- The Village Board previously voted to move their desk that is located in the Clerk's Office to the back of the room (where Danielle's desk is located). Now they are not sure.

- The Village are tenants at the Town Office
- By the end of the fiscal year a decision needs to be made
- **Meeting equipment**
 - Elliot Knight stated that the Meeting Owl and projector have been ordered
- **4th of July Committee:**
 - Committee Chair Russell Duchaine submitted a budget proposal of \$3,000 for the parade (submitted to the Board Clerk):
 - Bands: \$1,600
 - Supplies: \$300
 - Detour Company \$700
 - Trophies: \$250
 - Volunteer BBQ Tickets: \$150
 - Motion by Shawn Creller to authorize \$3,000 for parade funding; Seconded by Russell Duchaine; Discussion: there is money in the recreation committee line item that can be used for the 4th of July festivities, plus money already determined to be used to finance these festivities. Motion carried.
 - Parade Chair Martha Goodsell stated that she was very disappointed that the Selectboard did not approach her with the change to the town budget and process for financing the festivities. If she had known this should would have approached the Town and/or Board. Selectboard Chair Josie Henry stated that it was never the intention of the Selectboard to not help to financially support the 4th of July Festivities. The Board determined that legally a committee needed to be formed and expenses be accounted for. Selectboard member Shawn Creller suggested that an article be put on the ballot for 4th of July Funding.
 - Motion by Donna Boumil to authorize Delegation of Authority to Russell Duchaine to approve checks for the parade for up to \$3,000; Seconded by Elliot Knight; Discussion: Martha Goodsell will get approval from Russell Duchaine then payment will be made by the town treasurer; Motion carried
 - Fireworks: Matt Lavigne from Green Mountain Fireworks updated the selectboard on the status of the fireworks order.
 - Typically fireworks are ordered between September – February for the upcoming year.
 - An order was place by the Town a few weeks ago. Pricing has gone up due to inflation and shipping costs of almost 40%.
Shipping is approximately \$1,500 because the fireworks are coming from Pennsylvania and a truck and driver have to be hired.
The town has allocated \$4,000 for fireworks. The price of the fireworks have increased to approximately \$6,000 and shipping at approximately \$1,500.
 - Motion by Donna Boumil to authorize up to \$8,000 for fireworks to include shipping; Seconded by Shawn Creller; Discussion: an itemized invoice will be given to the Board; Motion carried
 - Motion by Josie Henry to authorize Delegation of Authority to Russell Duchaine to approve the invoice for payment prior to product delivery; Seconded by Shawn Creller; Motion carried

- The fire department is confirmed to shoot off the fireworks. Josie Henry worked with Terry Tatro to organize this. Green Mountain Fireworks is donating some equipment for launching. The location of the fireworks launching is the back side of the school. The highway department provides a dump truck load of sand.

5. New Business

a. Cooling Shelter –

- Chair Josie Henry stated that Chief Ron Kumetz is asking for a letter of support from the selectboard for a cooling shelter which will be at the Bingo Hall. Josie provided a brief explanation of what a cooling shelter is and what it provided. Alburgh Rescue member added to this explanation stating that it is primarily used for residents to seek a cool shelter during hot weather whether they have health issues or no access to air conditioning or cooling equipment.
- Donna Boumil asked that Chief Ron Kumetz come to a selectboard meeting to explain the grant and what is expected of the selectboard. Josie Henry will relay this to Chief Kumetz. Chief Kumetz would like to work with the selectboard on uses of the Bingo Hall.

b. Alburgh Rescue – update on information and way ahead

- Peter Braschia and Sue Poirier presented to the selectboard the progress made and way ahead
 - The fire department and rescue have separated into the Alburgh Volunteer Fire Department and Alburgh Rescue
 - Challenges that Alburgh Rescue are facing include: lack of trained volunteers which include advanced EMT's, EMT's, first responders, drivers, etc; increase in calls; decrease in membership; lack of members that work in Alburgh and are available to respond to calls during the day; getting certified is costly and lengthy; volunteers are "working" 15-20 hours a week without any compensation
 - Various models/options were presented that Alburgh Rescue has looked at as a way ahead. The preferred model is to hire 3 FT staff. Volunteers are still needed and will be given a stipend when they respond during hours not covered by FT staff.
 - The approximate cost to hire FT staff for 6 days a week at 12 hour days is approximately \$200,000 which includes billing income. This does not include contribution from Isle LaMotte.
 - Discussion continued with regard to the extensive training form EMT's and the cost associated. Typically the trainee is responsible for the cost. There is currently state legislation to provide funding to help offset this cost.
 - Way Ahead: Special Vote; Prior to the Vote Alburgh Rescue is working on a list of initiatives, bylaws, officers, details with the fire department on transfer of equipment, licensing & insurance; cost of splitting with the fire department for facilities; public notification, public information session. If approved, then staffing search

- c. **Town Emergency Plan** – tabled until more information received
- d. **Long Term IT Support Contract** –
 - The budget for FY 22-23 is \$18,000 .
 - Josie and Elliot are working on quotes for a long term contract and anticipate they will have them by the June 27th meeting
- e. **Town Cemeteries-**
 - Board members of the Bush Cemetery approached Chair Josie Henry regarding upkeep of the cemetery. Bush Cemetery is town-owned according to documents and history. Board members of the Bush Cemetery are seeking guidance because the fencing around the cemetery is in repair.
 - Josie Henry will research which cemeteries are town-owned and the potential to set up additional cemetery funds
- f. **Resignation of town auditor and health officer Jane Dwinell**
 - Jane Dwinell's resignation was received to be effective July 1, 2022
 - There will need to be an ad placed seeking a town auditor and health officer
- g. **E911 Addresses**
 - 20% of Alburgh is not complete for E911 addresses
 - Josie Henry will reach out to the fire department to find out the status of completion

6. Old Business

- a. **317 South Main Street Property**
 - Chair Josie Henry stated that she contacted the town clerk who was going to reach out to Wright Cut & Clean to mow this property and give an estimate on mowing for the rest of the season. This was not done. Mark Martin volunteered to look at the property to see about mowing. The selectboard stated that if Mr. Martin agreed to mow the property, he can submit an invoice for payment.
 - Discussion will continue at future meetings regarding whether the town keeps the property or sells it.
 - Donna Boumil stated that if the selectboard wants to task the planning commission with researching possible uses for this property and/or selling. They can provide recommendations to the selectboard. The selectboard agreed. Donna Boumil will take this to the planning commission at their next meeting, which is June 21st.
 - Matthew LaFleur stated that the town may want to keep the property as the Clubhouse may be looking for a different piece of property. The septic system may cost up to \$2 million. Donna Boumil, who is the Clubhouse liaison, stated that she was not aware of this. Donna Boumil is attending the monthly Clubhouse meeting on Wednesday and will update the selectboard.
- b. **Animal Control Officer -policy and pay**
 - Chair Josie Henry asked ACO Jim Bensen to provide a proposal for salary. This has not been received
 - There is no official policy with regard to the pay for the ACO.

- ACO Bensen submitted invoices for salary which was \$35 for a callout and \$35 an hour
- Motion by Russell Duchaine to pay the Animal Control Officer \$35 call out and \$35 an hour for each additional hour; Seconded by Donna Boumil; Motion carried

7. Budget and Administrative Items

a. Review of Sheriff's Contract –

- Motion by Josie Henry to sign the contract as to terms of the contract; Seconded by Shawn Creller; Vote: 4 AYE, 1 abstain (Russell Duchaine stated he did not have a chance to read the contract); Motion carried

b. Notification on windmill plan for Route 2 North

- An information packet was received by Star Wind Turbines, LLC regarding the Alburgh Wind A Project: 45-day Advance Notice of Intent to Apply for a Certificate of Public Good for a Small Wind Energy System in Accordance with 30 V.S.A 8010

8. Executive Session

- Motion by Donna Boumil to enter into Executive Session at 8:34PM in accordance with 1 VSA 313 (a)(3) the appointment or employment or evaluation of a public officer or employee; Seconded by Josie Henry; Motion carried
- Motion by Josie Henry to exit Executive Session at 9:12PM; Seconded by Elliot Knight; Motion carried

9. Highway Operator Position

- Motion by Shawn Creller to hire Jim Martin as a highway operator at \$23/hr to increase to \$25/hr after a 90-day successful probationary period; Seconded by Josie Henry; Discussion: Russell Duchaine to notify Jim Martin Wednesday with a response due back from Jim by Monday. Roll Call Vote: Josie Henry – aye, Russell Duchaine – aye, Shawn Creller -aye, Elliot Knight – nay, Donna Boumil – nay. 3 AYE, 2 NAY Motion carried
- Motion by Josie Henry that if Jim Martin does not accept the position of highway operator that Irving Whetherby be offered the job at the rate of previous operator hired at with a raise up to \$23/hr after a successful 90-day probationary period; Seconded by Shawn Creller; Motion carried

10. Warrants

- Motion by Donna Boumil to withhold approval on the Grand Isle Sheriff's invoice until clarification of hours and rate; Seconded by Josie Henry; Motion carried

Adjournment:

Motion by Shawn Creller to adjourn at 9:21PM; Seconded by Elliot Knight; Motion Carried

Respectfully submitted,

Donna J. Boumil, Board Clerk/Selectboard Member