

**SELECTBOARD MINUTES**  
**May 23, 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): Rodney James, Terry Tatro, George Boutah, George Hakey, Matthew LeFleur, Carol Behrman, Braunwin Profit-Higgins

(in person for NRPC and TCE Presentation): Emily Kloft - NRPC and Jenn Desautels - TCE

(Via Zoom) Andrea Dotolo - TCE

**MEETING AGENDA AND MINUTES**

1. **6:00PM – Call to Order**
  
2. ***Adjustments to the Agenda for the Regular Meeting***
  - New Business: A disciplinary or dismissal action against a public officer or employee (1 VSA 313 (a)(4)) – move to discuss after NRPC & TCE Presentation
  - Center Bay – Confidential attorney-client communications made for the purpose of providing professional legal services to the body (1 VSA 313 (a)(1)(f)) – move to discuss after NRPC & TCE Presentation
  - Old Business – appointment or employment or evaluation of a public officer or employee (1 VSA 313 (a)(3)) – move to discuss after *warrants*
  - No additions to the agenda
  
3. ***Minutes from 5/9/22 Meeting***
  - Motion by Shawn Creller to approve the minutes of 5/9/22 as written; Seconded by Elliot Knight; Motion carried
  
4. **Master Recreation Plan** – final briefing from Trudell Consulting Engineers (TCE) and Northwest Regional Planning Commission (NRPC) to the Planning Commission and Selectboard on their work associated with Alburgh’s Municipal Planning Grant.
  - Emily Kloft (NRPC), Jennifer Desautels and Andrea Dotolo (TCE) were present to provide a final presentation
  - A summary of the Municipal Program Grant project was provided
    - 90+ acre parcel located in the Alburgh Industrial Park is the parcel of land being discussed
    - Over 100 surveys were received from the public
    - There were 2 public meetings

- A wetland delineation was conducted which indicated that the 90+ acre parcel is a Class II wetland
- The presentation included a park location, project goal & initial survey, wetland information, results of public outreach meetings, phasing & cost opinions, wetland information (species of animals and vegetation), next steps and additional resources
- There was a Q&A period. Any additional questions may be funneled through the planning commission
- The selectboard thanked NRPC & TCE for all of the work done on this project

## 5. Executive Sessions:

Motion by Donna Boumil to enter into executive session at 6:48PM in accordance with 1 V.S.A. 313 (a)(4): a disciplinary or dismissal action against a public officer or employee and to invite Town Attorney Dave Rugh; Seconded by Elliot Knight; Motion carried

Motion by Donna Boumil to enter into executive session in accordance with 1 V.S.A. 313 (a)(1)(F): confidential attorney-client communications made for the purpose of providing professional legal services to the body and to invite Town Attorney Dave Rugh; Seconded by Elliot Knight; Motion carried

Motion by Shawn Creller to exit executive sessions at 7:33PM; Seconded by Elliot Knight; Motion carried

## 6. Department/Committee Updates:

### a. Highway Department

- Culvert work bid update:
  - 1 bid was received from Palmer Construction
  - 30 day bid dated 5/12/22
  - \$15,000 total (incl. labor & equipment?)
  - Road Commissioner Russell Duchaine will discuss the bid with Highway Foreman Rodney James
  - Road Commissioner Russell Duchaine will verify the quote with Palmer Construction
  - The culvert has been removed
  - Motion by Chair Josie Henry to authorize Highway Foreman and Road Commissioner to contact Palmer Construction to verify any questions and accept the bid; Seconded by Shawn Creller; Motion carried
- **Grant for WIC Blizzard Bedding Chopper**
  - Highway Foreman Rodney James and Road Commissioner Russell Duchaine explained the grant for the baler.
  - This is a 80/20 grant with up to \$6,000 received by the grant
  - The baler is approximately \$7,200 which includes a hose. The baler will be placed on the back of a truck for transportation and use

- Motion by Shawn Creller to authorize Road Commissioner Russell Duchaine to sign for and purchase the baler from Bechard's Farm Equipment in Champlain, NY; Seconded by Elliot Knight; Motion carried
- **Mailbox Complaint**
  - Road Commissioner Russell Duchaine and Highway Foreman Rodney James will investigate the complaint
- **Center Bay Culvert and Driveway Permits**
  - Road Commissioner Russell Duchaine and Highway Foreman Rodney James provided information on the situation
    - Permits have been provided by the property owner
    - The culvert is undersized
    - Russell Duchaine and Rodney James met with Linda from Regional Planning to discuss the culvert work and ditching. They visited this site and determined that: the ditching that has been done by the property owner may result in issues with standing water, pooling water. The removal of trees may result in water runoff.
    - The land owner, Richard Stockwell, stated in a meeting that he is willing to rectify any culvert work to meet requirements.
    - The road commissioner and highway foreman will compile a list of work that is unacceptable, dangerous and/or not in accordance with culvert guidelines and provide it to Mr. Stockwell.
    - There will be further discussion if fines will be assessed. During a meeting with Mr. Stockwell, Highway Foreman Rodney James, Chair Josie Henry and Donna Boumil; it was determined that Mr. Stockwell may have received inaccurate information from the Town Clerk's Office as to permitting for culvert work
    - Discussion continued about providing information on the website as to permitting requirements. All requests with regard to culverts, overweight permits and any highway questions will be referred to the road commissioner or highway foreman
- **Martell Road**
  - Awaiting quotes from Pike Industries on options
    - Road Commissioner Russell Duchaine stated that he has not received quotes and he will reach out to Bretton of Pike Industries
    - Russell Duchaine stated that he will seek quotes from 1 or 2 other businesses for seal coating of the cracks on the road
- b. **Transfer Station**
  - **Madelyn James** - requests, on behalf of others who have mention it, that the board consider full day operation s on Wednesday at the transfer station
    - Discussion regarding hours of employees and hours that highway employees are spending at the transfer station:
      - Dean is authorized up to 30 hours a week
      - Colby is still in the training process
      - Dean works Wednesdays by himself until Colby is out of school

- Nick works on an as needed basis
- Highway is at the transfer station 2 days a week, generally Mondays and Thursday mornings
- There was discussion regarding the increase in C&D being received. This may increase even more because the border has opened and Canadians will be arriving to open their summer homes. Possibly get another container for C&D.
- Motion by Shawn Creller to open the Transfer Station all day on Wednesday's from summer hours (until 4:00PM) beginning this week (May 25, 2022); Seconded by Russell Duchaine; Discussion: Russell will post on social media; Motion carried
- **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 will research and contact NWSWD for recommendations
- **Bid for Baler:**
  - A bid was received by Vermont Compactor for the purchase of the unused balers at the transfer station
  - Discussion by the selectboard: keep the balers in the event we have to start baling cardboard, etc. There isn't a need to keep the glass shredder.
  - Motion by Russell Duchaine to NOT accept the bid from Vermont Compactor, the town will keep the balers; Seconded by Shawn Creller; Discussion: Shawn Creller will contact Vermont Compactor to see if they are interested in the glass shredder; Motion carried
- c. **Town Office**
  - **Meeting equipment**
    - Elliot Knight researched purchasing an "Owl" (microphone, video, speakers) to be used for Zoom meetings; and received a quote of \$1,007.
    - Reminder that the selectboard agreed to use \$50,000 of ARPA Funds to update the Town Office with computer and IT equipment. There is approximately \$10,000 left of this \$50,000 allocation.
    - Chair Josie Henry moved to purchase the "Owl"; Seconded by Shawn Creller: Discussion: Russell Duchaine doesn't feel that an "Owl" or Zoom is needed; NAY votes: Russell Duchaine; Motion carried
    - Elliot Knight also researched the cost of an updated projector. A quote he received was \$1,341.45; however, he has a few questions and would like to clarify.
    - Motion by Chair Josie Henry to authorize up to \$1,500 of allocated ARPA Funds for computer and IT equipment, to be used to purchase a projector; Seconded by Shawn Creller; NAY: Russell Duchaine; Motion carried
  - **Schoolboard response to request for records review**
    - The schoolboard responded to a letter from the selectboard with regard to records stored at the town office
    - Town Treasurer Donna Bohannon is working with the schoolboard to review and purge these records. A supervisory union employee and Ryan Savage were at the town office last week and will begin reviewing and purging.

- **IT install update/Office furniture and configuration/Village arrangement**
  - Chair Josie Henry reported that the IT install continues; computers are installed and the server cutover will be on Friday
  - Highway Operator George Hakey reported that the computer is installed at the highway garage; however, they are still using the old gmail account set up by Jason Reynolds. They will work on contacting Jason for the password and access.
  - Road Commissioner Russell Duchaine inquired about purchasing a tablet for the highway department to enable them to take pictures of the culvert work, upload the pictures to proceed with ease of reporting to the state. Russell will research prices of tablets.
  - Chair Josie Henry reported on the progress of moving the desk and computer of Assistant Town Clerk/Treasurer Danielle James-Choiniere to the front of the Town Clerk's Office. This was previously discussed with the Town Clerk/Treasurer and Village. All parties agreed to this move. However, when VTC was installing computers in the Town Clerk's Office, they were instructed by the Village Board Chair not to touch the Village Desk and Computer; therefore, moving Danielle is at a standstill.
  - Chair Josie Henry continued to explain that the Village did not opt to purchase a new computer when the Town did.
  - The Village has asked if they are going to be able to continue to hold meetings in the conference room. The selectboard determined that meetings can continue to be held in the conference room at this time. If this changes, they will be notified. It is anticipated that in the future, meetings may be held in the Bingo Hall. Josie Henry is discussing this with Fire Chief Ron Kumetz.
  - Clarification was made on the duties of the new Executive Assistant position and the reason for this position to be in a space outside of the Town Clerk's Office. This position works for the selectboard and is separate from the Town Clerk/Treasurer. The Town Clerk sets their own hours and provides customer service to the public.
  - Chair Josie Henry is the selectboard liaison to the Village. She will attend the next Village meeting to discuss the moving of the Village desk and connectivity to the server. The selectboard determined that an end of the Village's fiscal (6/30/22) would be an appropriate time to have the desk moved by. Additionally, Josie Henry will discuss with the Village the location of the Village desk within the Town Clerk's Office or elsewhere within the Town Office Building.
  - Discussion continued regarding furniture for the assistant clerk/treasurer. Danielle will be asked if she would like additional pieces of furniture to be added to her current desk (Danielle has 1 desk with no extensions).

## **7. New Business**

- a. **Speed bumps or other measures on East Alburgh Road and Winters Lane**
  - East Alburgh Road is used as a through road to avoid the trains (traffic trying to beat the train)
  - There is no process for installing speed bumps

- The State Police advise against speed bumps because of the increase in complaints
- Discussion regarding installing a No Thru Traffic-Local Traffic Only sign to be installed
- Josie Henry to research installing a sign and potentially railroad arms
- Winters Lane – the speed limit is 30mph. Any complaints will be referred to the Road Commissioner

## **8. Old Business**

### **a. 317 South Main Street Property**

- Chair Josie Henry stated that the Bell Property needs to be mowed and a plan established for mowing for the season.
- Discussion will continue at future meetings regarding whether the town keeps the property or sells it.
- Motion by Elliot Knight to ask Wright Cut & Clean to be authorized to mow the property one (1) time and ask for a cost estimate for mowing for the rest of the season; Seconded by Russell Duchaine; Motion carried

### **b. Digital Sign:**

- Chair Josie Henry is working with the fire department on procedures for the digital sign and also the lease.

### **c. Sowles Street – complain about chickens and rats**

- Chair Josie Henry reported that the Health Officer visited the site of the complaint and stated that she cannot help with the situation. Health Officer Jane Dwinle suggested that the property owner ask the selectboard to authorize the purchase of traps for the rats.
- Chair Josie Henry explained that she suggested to the property owner who is experiencing rat issues because of chickens, present a petition to the Village to seek an ordinance to restrict chickens in the Village. It was brought to the attention of the selectboard that Sowles Street is not in the Village. Therefore, the petition would require more signatures.
- Chair Josie Henry will consult the state for guidance

### **d. 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
- George Boutah inquired if the equipment that was purchased for the previous ACO has been retrieved. Russell Duchaine will work on this.

### **e. Health Officer – update process**

- Chair Josie Henry suggested that the Health Officer provide a monthly update to the selectboard of issues that were attended to. This would prevent duplication (such as the rat issued on Sowles Street). This will be discussed further.

## **9. Budget and Administrative Items**

### **a. Financial Policy/End of the Year Process & Treasurer's Report & Audit Update**

- Chair Josie Henry reported that the books are balanced for November and December. Auditor Maraget Brascia has been working with Treasurer Donna Bohannon
- Suggestion to set up a budget meeting, for the end of the year process, with the town treasurer, auditors and selectboard. Chair Josie Henry to coordinate
- The contract with the Sheriff's Office was received just before tonight's selectboard meeting. Copies will be made for each selectboard member to review prior to signing.
- Lister Cheryl Dunn submitted a letter asking the selectboard to sign which asks for an extension to submit the Grand List. The deadline is June 4<sup>th</sup>. This letter was not received in time to be on the agenda, therefore not warned. This letter will be discussed and signed at the special budget meeting. Josie will contact the State to inform them that the letter will be presented at a special meeting

## **10. Warrants**

## **11. Executive Session**

- Motion by Donna Boumil to enter into Executive Session at 9:30PM and to invite Highway Foreman Rodney James. Reason: in accordance with 1 VSA 313 (a)(3) the appointment or employment or evaluation of a public officer or employee; Seconded by Elliot Knight; Motion carried
- Motion by Shawn Creller to exit Executive Session at 9:57PM; Seconded by Donna Boumil; Motion carried

### **Adjournment:**

Motion by Elliot Knight to adjourn at 9:57PM; Seconded by Russell Duchaine; Motion Carried

Respectfully submitted,

Donna J. Boumil, Board Clerk/Selectboard Member