

SELECTBOARD MINUTES
July 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, Donna Boumil, Elliot Knight, Shawn Creller

ABSENT: Russell Duchaine

GUESTS: (in person): Matthew LaFleur, Alton Bruso, Terry Tatro, Sheriff Ray Allen

MEETING AGENDA AND MINUTES

1. Call to Order – 6:06PM

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

- Sheriff Allen will be moved up the agenda when he arrives
- Under Highway: Culvert on Cleland South
- Elliot Knight asked that Highway Department be moved on the agenda to be discussed when Russell Duchaine arrives

3. *Minutes from 7/11/22 Meeting*

- Motion by Elliot Knight to approve with adjustments; Seconded by Shawn Creller; Motion carried
(Village MOA – The current IT contract has highlighted the need for the town and village to revisit the MOU. The Village worked directly with our contractor on their computer setup but leveraged the overall contract for their day-to-day support)

4. Department/Committee Updates:

a. Highway Department

- Road Commissioner Russell Duchaine is absent, therefore items are tabled

b. Transfer Station

• Cash Register - implementation

- The new register has arrived – Josie Henry and Shawn Creller will work to get it set up. Discussion ensued regarding the prices of tires and trash. There will be further discussion once the system is set up.
- Scales – Josie Henry stated that new scales are \$2,000 - \$2,500. There are funds remaining in the equipment fund. Suggestion to contact the State for a recommendation for a scale vendor. Alton Bruso stated that Williamstown Scale Company has done maintenance on the scales in the past. They may know of a vendor to purchase scales.

- Motion by Shawn Creller to spend up to \$2,500 for scales for the Transfer Station, out of the equipment fund; Seconded by Donna Boumil; Discussion: a maintenance contract should be set up for new scales; Motion carried
- **Formal Complaint**
 - A follow-up from the previous selectboard meeting where a formal complaint was received by Gayle Brown via email regarding an encounter at the transfer station with Dean Tallman. The complaint was summarized regarding merchandise that was held from the “Mall” (free merchandise).
 - A written summary of the encounter with Ms. Brown was submitted by Dean Tallman and read. In the written summary, Dean suggested that the “Mall” be shut down. Shawn Creller stated that Dean has never raised his voice to anyone at the Transfer Station and there are witnesses stating so. No action taken.
 - Additionally, Dean mentioned that he wants the camera software reactivated. Josie Henry will research this.
 - The Board discussed a “No hold” policy for free merchandise. Motion by Shawn Creller to establish a “No Hold Policy” for free, used items at the Transfer Station; Discussion: merchandise will not be held for people; first come first serve; Seconded by Elliot Knight; Motion carried

Sheriff Ray Allen – compensation clarification for law enforcement services

- Sheriff Allen introduced himself to the Selectboard and the public.
- Sheriff Allen stated that presently there are 3FT and 1PT deputy
 - The 3 FT deputies are working 50-60 hrs/week to meet all of the contracts for the Islands
 - Once 40hrs a week is met, it is mandatory to pay time and a half. An example happened in the past week or so. A deputy was patrolling in Alburgh and his shift ended. The deputy received a call for a DUI and responded. This resulted in OT. The 40 hrs served in Alburgh had been reached for that week.
 - The towns are getting billed OT rates: which are equally divided based on the time sheets
 - The contract covers staff, cruisers, mileage, insurance, wear & tear, etc
 - Contract hours are not being exceeding
 - Towns are not paying for Sheriff Allen, he is an employee of the State
 - Sheriff Allen explained the process for hiring a deputy
 - Sheriff Allen stated that he would like to talk to the selectboard prior to next years’ budget process

c. Town Office

- Consolidated Communications – work order in progress for phones
- Onboarding with IT Managed Support Services for Aug. 1st is in progress
- The advertisement for the Administrator will be reposted and advertised

- **HVAC Contract –**

- Josie Henry stated that she has not heard the status of the visit from Warren Wright who was evaluating the A/C in the conference room.
- Elliot Knight contacted Warren Wright during the meeting. Warren stated that the duct was undersized and it would be approximately \$800 to fix. Motion by Elliot Knight to spend up to \$1,000 and authorize Warren Wright to fix the A/C in the conference room; Seconded by Josie Henry; Motion carried

- d. **Planning Commission**

- There is an opening on the Planning Commission. Donna Boumil will work with Donna Bohannon to post an ad for interested residents.
 - Donna Boumil stated that a PC member will be shadowing the process of a VOREC Grant which South Hero received to develop a plan for safe and connected biking and walking routes. This may be a template for future activity in Alburgh.

5. **New Business**

- a. **Couture Development –** Donna Boumil presented a form to be filled out by the selectboard, fire department, EMS, etc. for a proposed development by Dave Couture off of Rte 78, near the Martel Road. This form was dated April and sent to the PC and then received by the Selectboard. Josie Henry will relay this form to the Fire Department as she is Liaison.
 - There have been miscommunications in the past for building and development because Alburgh does not have zoning. Therefore, state permitting requirements are in effect. The Board discussed coming up with a flyer to better inform the public.
 - The town clerk/treasurer and asst. town clerk/treasurer will be asked to research if the state has such an information brochure.
- b. **Town Auditor – one application received for auditor vacancy**
 - the application received for town auditor was from Alton Brusco. Mr Brusco was present and asked if he was still interested in the position. Mr. Brusco stated “yes”.
 - Motion by Josie Henry to appoint Alton Brusco to be the 3rd Auditor effective July 1, 2022 through the next election; Seconded by Shawn Celler; Motion carried
- c. **Noise Complaints –**
 - West Shore Rd: June 24th – June 26th Anne Marie Berry
The complaint was read and discussed. The Town has a Noise Ordinance. The complainant stated that they will discuss with their neighbor. The Noise Ordinance states steps to remedy the noise situation. The Board will revisit this ordinance. In the meantime, it is suggested that if this occurs again, the complainant contact local law enforcement. The selectboard does not have law enforcement jurisdiction.
 - Mud Creek South: July 11
This complaint was for a dog barking. The ACO was contacted.
 - A letter was received from a resident in Alburgh Springs asking for a waiver to the Noise Ordinance due to a family gathering on September 3rd. Discussion ensued.

Motion by Donna Boumil to waive the Noise Ordinance for September 3rd with notification to neighbors; Seconded by Shawn Creller; Motion carried

d. ARPA Funding Request –

- Josie Henry stated that the Selectboard received a request from the Town Clerk for use of ARPA Funds to digitalize the town records. This will be considered with other requests
- Josie Henry stated that an ad will go out this week soliciting members for an ARPA Advisory Committee. The Selectboard will be reviewing letters of interests. The Board will be looking for people to serve on this committee who have expertise in areas such as recreation, infrastructure, IT, economic development, etc. This Advisory Committee will hold meetings with the public and bring recommendations to the Selectboard.

e. Benefits for 30 Hour/Week Employees: the board is considering amending the employee handbook to provide benefits for these employees.

- This is a follow up from the previous Board meeting where Donna Boumil presented a proposal for enhancements to the Employee Handbook for employees who work 30-39 hours a week. This would provide these employees with pro-rated benefits for vacation, holiday and personal time. There is also an adjustment to vacation time earned to increase the time for those employees who have worked for the Town for over 10 years.
- Discussion continued. These adjustments will not cost additional funds.
- Motion by Josie Henry to amend the Employee Handbook to add benefits for Part-time employees working 30-39 hours and other enhancements in the proposal; Seconded by Elliot Knight; Motion carried
- Follow-up motion by Josie Henry to make the amendment to the Handbook effective July 1, 2022; Seconded by Elliot Knight; Motion carried

f. Center Bay Beach – update to the board

- > Motion by Donna Boumil to enter into Executive Session at 7:5-PM pursuant to 1 VSA 313 (a)(1) to discuss confidential attorney client communication; Seconded by Elliot Knight; Motion carried
- > Recess from 7:52-7:53pm
- > Motion by Josie Henry to come out of Executive Session at 8:13PM; Seconded by Elliot Knight; Motion carried
- > Motion by Donna Boumil to send an official letter to the State of Vermont regarding a discussion of the ROW adjacent to Old Town Hwy 31; Seconded by Elliot Knight:
Discussion: address the letter to Attn: Fish & Wildlife and appropriate agencies dealing with property; Motion carried

6. Budget and Administrative Items

a. Treasurer's Report – no report submitted

- Motion by Josie Henry to enter into Executive Session at 8:17pm pursuant to 1 VSA 313 (a)(3); Seconded by Elliot Knight; Motion carried
- Motion by Josie Henry to come out of Executive Session at 8:40PM; Seconded by Elliot Knight; Motion carried

- Motion by Josie Henry will set up and warn a Special Meeting with the town auditors, town treasurer and selectboard to discuss end of year financials. Josie anticipates this meeting will be after the BCA meeting. Seconded by Shawn Creller; Motion carried

b. **Warrants –**

- After review of the warrants the following motions are made:
- Motion by Shawn Creller to pay the additional invoices from the Sheriff's Office for the OT (\$1072.50 & \$715.00); Seconded by Elliot Knight; Motion carried
- Motion by Josie Henry that Danielle James-Choiniere was overpaid for the 4th of July Holiday by 2 hours, which will be reflected in the next payroll in accordance to the changes in the Employee Handbook amendment effective July 1, 2022; Seconded by Donna Boumil; Motion carried
- Motion by Josie Henry to withhold payment on any NEMRC bills for Annual Disaster Recovery until it is determined if there is an overlay of other disaster recovery services; Seconded by Donna Boumil; Motion carried

Adjournment:

Motion by Elliot Knight to adjourn at 9:00PM; Seconded by Shawn Creller; Motion carried

Respectfully submitted,
Donna J. Boumil, Board Clerk/Selectboard Member