**SELECTBOARD MINUTES**

**AUGUST 8, 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, George Boutah, Gayle Brown, Ken Brown, Karen Fitzgerald

**MEETING AGENDA AND MINUTES**

1. **Call to Order – 6:10PM**
2. ***Adjustments to the Agenda for the Regular Meeting***

* **Highway –** At the end of Highway – Complaint by Nancy Blaise regarding traffic on Summit Rd.
* **Admin –** Liquor permit request – Sunset Vista for a wedding
* **New Business –** 153 Soule St complaint. Received by Town 7/21/22 and just presented to selectboard
* Motion by Shawn Creller to accept the Adjustments to the Agenda; Seconded by Josie Henry; Motion carried

1. ***Minutes from 7/25/22 Meeting***

* Motion by Shawn Creller to accept the minutes as read; Seconded by Josie Henry; Motion carried

1. **Department/Committee Updates:**
2. **Highway Department**

* Road Commissioner Russell Duchaine is absent, however, Chair Josie Henry updated the selectboard on a few items:

Joise Henry stated that she spoke with Foreman Rodney James regarding the guardrail removal on the West shore Road. A resident wants to have a section cut so he can have access to the lake. This resident believes that the town should take care of it.

Mailbox complaint – Jason Reynold hit the mailbox while snow plowing. This was an accident. The Town has never paid to replace mailboxes while snow plowing. Josie will return an email to the complainant. A suggestion was made to have a policy on the Town homepage.

* Rte 129 ext & Coon Point Road- there is a great deal of traffic which is because of the State Park. The selectboard should look into approaching the State for funding to repair the road and/or a top coat of pavement.
* Principal Beth Hemingway discussed the crosswalk in front of the school. She stated that the selectboard would have to request “feedback signs” from speed control. Ernie at District 8 for Vtrans has been contacted about repainting.
* Discussion ensued with public input: Matthew LaFleur stated that he is opposed to feedback signs as he believes no one will abide by them. George Boutah shared a history of speeding in the town and working with the Sheriff’s Office.
* Discussion ensued about traffic counters in front of the school and East Alburgh Road. Donna Boumil will follow up with Bethan Remers of NRPC.
* Josie Henry made a motion to apply for permission to install pneumatic tubes for counting traffic in front of the school
* Summit Road Complaint – Nancy Blaise filed a complaint regarding speeding vehicles on Summit Rd. She is asking that speed limit signs be posted and/or a No Thru Traffic Sign be posted. Shawn Creller will drive the road and report back to the selectboard. Also, Josie will talk with Foreman Rodney James.

1. **Transfer Station**

* Complaint by Gayle Brown. Gayle Brown was present to personally address the Selectboard regarding a compliant she filed over an incident at the transfer station and merchandise that was in the free pile. Mrs. Brown stated she went to the transfer station to get rid of a toilet and saw a buffet in the free pile. She and Karen Fitzgerald moved items around in that area in order to get to the buffet. She and her husband loaded it on a wagon and she stated that Dean began tapping on the window of her car and screaming and hollering. Dean explained that he had $10 to hold the buffet for someone. Mrs. Brown stated that Dean use vulger language and was very unprofessional yelling and screaming. Mrs. Brown stated that Dean told her she was not allowed at the transfer station anymore.
  + Gayle Brown stated that she want Dean Tallman to lose his job.
  + A statement from Ken Brown, husband to Gayle Brown: Mr. Brown reiterated the story adding that Dean pointed his finger and yelling “no” “no” and that the buffet was on hold. Mr. Brown stated that Dean and his wife were arguing and Dean used profanities toward Mrs. Brown.
  + A statement from Karen Fitzgerald, sister to Gayle Brown: Ms. Fitzgerald reiterated the story told by Mrs. Brown adding that the other employee stood there and said nothing.
  + Chair Josie Henry expressed her apologizes for the treatment.
  + Mrs. Brown stated that she would talk to Dean in front of the board if needed.
  + Chair Josie Henry stated that the selectboard will follow up and get back to her on the next step.
  + Josie Henry will talk to Colby at the Transfer Station regarding this incident
  + Cash Register – Josie and Shawn will work on getting the cash register up and running at the transfer station possibly Friday and will look into the video cameras
* NWSWD Quarterly meeting
  + The Town of Alburgh is on the agenda and they are looking into financials of the Town.

1. **Town Office**

* 2 applications have been received for the Town Administrator. Interviews will be set up and the Selectboard advised. (possibly the 15th)
* IT Update: The transition is going well. Josie Henry is waiting for a quote for backup coverage in the event of a power outage. ARPA funds are still available from the designated amount to use on IT upgrades.
* FD#1 File cabinets which are located in the conference room. Previous selectboards agreed that these cabinets could be stored at the Town Office. However, with a new Town Administrator being hired, the selectboard is asking that they be moved out of the conference room.
* Phone System: The phone system is setup with numbers. There are 2 numbers for the Town Office. Discussion regarding setting up the phone system with a trunk line and extensions. Motion by Josie Henry to contact Consolidated to set up a trunk line system to accommodate calls and with extensions for various employees; Seconded by Shawn Creller; Motion carried

1. **Planning Commission**

* There is an opening on the Planning Commission. Donna Boumil will work with Donna Bohannon to post an ad for interested residents.

1. **New Business**
2. **Animal Control Officer**
   * Donna Boumil will work with Donna Bohannon to get an ad for the ACO on the website and in the Islander.
   * There hasn’t been an ACO since July 1st.
   * After discussion, the selectboard decided that everyone will pitch in responding to complaints.
3. **Management Plan for the Alburgh Lakeshore Park in East Alburgh – tabled**
4. **Old Business**

**a. ARPA Funding Request –**

Josie Henry drafted an ad for the ARPA Advisory Committee which the selectboard reviewed. Interest parties are asked to send a Letter of Interest to the Selectboard by COB 8/22/22. A copy of this ad will be at the Polls on Tuesday, August 9th. It will also be in the Islander and on the Town Website.

**b. Center Bay Beach – update to the board**

> Motion by Josie Henry to have an Executive Session pursuant to 1 VSA 313 (a)(1) at the end of the meeting; Seconded by Elliot Knight; Motion carried

1. **Benefits for 30 hour/week employees:**
   * Discussion ensued regarding health insurance for employees who are not full-time but are scheduled to work between 30-39 hrs a week.
   * Shawn Creller stated that these employees are a ¾ employee and should have insurance for employee only and not spouce, but not at 100%.
   * There was a great deal of discussion: percentage paid by employee, health insurance for only the employee, insurance for employee and spouse, a stipend paid to employees and they get their own insurance or elect to not have coverage.
   * Josie Henry mentioned that VLCT offers a service Health insurance Advisory Services and will consult with municipalities as to coverage and options. There is an annual fee of $500 plus $15 month per employee. Motion by Elliot Knight to enroll in this service using funds saved since July 1st of not having an administrator on board; Seconded by Donna Boumil; Motion carried. Josie Henry will reach out to VLCT.
2. **Budget and Administrative Items**
3. **Town credit card policy**

* Discussion regarding the policy for using the town credit card
* The selectboard does not see the monthly credit card statement therefore it is difficult to approve expenditures using the credit card
* The issuance of a memo regarding the usage of the credit card pursuant to previous selectboard minutes was discussed
* Motion by Josie Henry to draft a memo to all departments regarding the use of the town credit card pursuant to the minutes of previous selectboard members and requesting monthly statements for last FY and July 2022 to date; Seconded by Elliot Knight; Motion carried

1. **Purchasing Policy**

* The selectboard decided to table this policy until they see what the credit card statements are.

1. **End of the FY Review**

* Each meeting the selectboard will review funds such as ARPA, Planning Commission, School, Cemetery, etc for the year end balance and close out.
* Josie Henry has reviewed the ARPA fund and contacted the treasurer to correct inaccuracies.
* Donna Boumil will work on Planning Commission, Clubhouse, and 2 grants

1. **Warrants –**

* After review of the warrants and a question on the Asst Clerk/Treasurer’s timecard for Transfer Station Retrac Reports, it was determined that a uniform policy for approval of timecards be set. Motion by Josie Henry to send a memo to department heads that the timecard process will be on Monday mornings. They will be reviewed by the selectboard member authorized to do so and then turned over to the treasurer for payment which will be effective August 17, 2022; Seconded by Elliot Knight; Motion carried
* Josie will coordinate with Donna Boumil who is authorized to review and approve timecards.

1. **Executive Session**

* Motion to enter into Executive Session at 8:57PM by Josie Henry; Seconded by Shawn Creller; Motion carried
* Motion by Josie Henry to exit Executive Session at 9:20pm; Seconded by Shawn Creller; Motion carried

**Adjournment:**

Motion by Elliot Knight to adjourn at 9:26PM; Seconded by Shawn Creller; Motion carried

Respectfully submitted,

Donna J. Boumil, Board Clerk/Selectboard Member