

**SELECTBOARD MINUTES**  
**October 12, 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, Russell Duchaine, Shawn Creller

GUESTS: Matthew LaFleur, Carol Behrman, Alton Brusio, Terry Tatro, Erik Ramakaishnan

**MEETING AGENDA AND MINUTES**

1. **Call to Order – 6:08PM**
2. ***Adjustments to the Agenda for the Regular Meeting***
  - New Business: Abandonment of town road in Alburgh Springs
  - Town Office: Meeting schedule
  - Old Business: Coon Point – approved changing at a previous meeting. Discuss clarification of spelling and vote
3. ***Minutes from previous Meetings***
  - Motion by Elliot Knight to accept the minutes of the September 26, 2022 meeting as amended; Seconded by Donna Boumil; Discussion: Russell Duchaine and Shawn Creller were not present at the September 26<sup>th</sup> meeting; Motion carried
4. **Department/Committee Updates:**
  - Transfer Station**
    - Chair Josie Henry presented questions received from NWSWD. Additional information and clarification provided by Shawn Creller and Russell Duchaine:
      - Income was down compared to tonnage (C&D is best estimate because there wasn't a scale in place)
      - Expenses: compactor purchase
      - FY 22 new building construction: added a roof over the recycle compactor
      - Major repairs & services: scales and rebuilt roll-off containers
  - Highway Department**
    - **Grant:** Chair Josie Henry reported that she is working with Rodney James on highway grant. Segments are in compliance with the State.
    - **Truck:** "Rodney's" truck is aging. The concern is the ability to replenish parts.
    - Road Commissioner Russell Duchaine will work with Rodney on purchasing a new truck (specs)

## **Town Office**

### ➤ **Payroll Transition:**

- Update: payroll is being transitioned to ADP. Primary purpose is to avoid errors and approve payment of payroll prior to paying.
- Funding for this is coming out of the Administrator Salary since an Administrator has not been hired.
- The Board needs to establish a primary account user and additional users

### ➤ **Additional topics:**

- **Accounts payable person** – possibly contract for 5 hrs/week. More discussion needed
- **Grant administration:** recently a local town hired a person to administer grants. More discussion needed
- **Scribe:** The Board discussed hiring a Board Scribe who would be responsible for posting the Agenda, taking minutes, transcribing minutes, posting minutes as required. Motion by Josie Henry to advertise for a Board Scribe in the Islander and Social Media; Seconded by Elliot Knight; Discussion: Donna Boumil stated that currently she takes the minutes, transcribes and posts. It takes approximately 6 hours to do both. Donna Boumil also stated that it is very difficult to take minutes and actively participate as a Selectboard Member. Compensation was discussed and not determined. Erik Ramakaishnan suggested researching the ability to upload the recording to be transcribed. Motion carried
- **NEMRC cloud access** for auditors and treasurer  
Chair Josie Henry reported there is an action ticket to provide cloud access of NEMRC

## **Meeting Schedule:**

- Review of Selectboard Members schedules to determine if another day is conducive to meetings.
- Russell Duchaine has Wednesday's off
- Motion by Russell Duchaine to change meetings to Wednesday's, that the Board deems best to fit schedules, effective November; Seconded by Elliot Knight; Discussion: Discussion ensued among the Board Members as to best day. This was not on the Agenda for a vote, therefore, will be on the October 24, 2022 meeting.

## **Planning Commission**

- Donna Boumil reported, as requested by the Selectboard, that she contacted NRPC regarding the Municipal Planning Grant. There are a couple of options for funding an update of the Town Plan. 1. Apply for the MPG 2. Contract with NRPC to assist in the update (approx.. \$3,000-\$4,000). The Town Plan expires in September of 2024. Donna Boumil suggested discussing this a budget time and possibly apply for the MPG for another project.

**Motion by Josie Henry to recess at 7:26PM – 7:29PM ; Seconded by Shawn Creller;  
Motion Carried**

## 5. Joint Auditor and Selectboard Meeting (not a separate meeting)

- Auditors Carol Behrman and Alton Brusio are present
- Carol Behrman:
  - Procedures for the end of the month (provide a one-page summary of accounts: petty cash, transfer station, highway and general fund. Clarification made that petty cash is the cash drawer.
  - Bank Statement reconciliations (June 2022 balanced, statements from this FY have not been reconciled)  
July statement – 12-15 checks don't match NEMRC  
August statement – no mistakes
  - Carol can log into bank accounts but not NEMRC. Getting access to the other auditors is in process.
- Surplus as of June 2022 (end of the FY)
  - Josie Henry reported estimated surplus: Office: \$252,909.67; Highway: \$ 275,527.43; Transfer Station: \$49,904.82
- Transfer Station:
  - Auditor Carol Behrman and Chair Josie Henry reported the Transfer Station is in the black as of the end of FY 2022.
  - Discussion ensued regarding keeping the transfer station's accounting separate (use the established checking account to pay its bills, payroll, etc). This will provide a more accurate accounting of the transfer station's accounting.
- Outstanding issues:
  - Amazon Prime accounts: account history is outstanding
  - Totals on interest, penalties, and fines – budget line items? This information has not been received
- Way ahead:
  - Reconcile statements every month by auditors in support of the treasurer
  - Provide a reconciliation report to the selectboard on a monthly basis (this may be a month behind)
  - Discussion of Fund Balances: further discussion and reconciliation needed
  - Ballot item; Bookkeeper for accounts payable
    - This would initial be parallel bookkeeping
    - NEMRC experience would be a plus
    - Possible transition of treasurer to an appointed position rather than elected (long term solution). An appointed treasurer can be contracted.
- Discussion of appropriation spending without authorization:
  - Chair Josie Henry and Donna Boumil have worked on budget spending for this FY according to approved warrants. There is approximately over \$100,000 in unauthorized appropriations (spending without selectboard approval)
  - Motion by Elliot Knight to authorize Josie Henry to solicit advice from the town attorney regarding unauthorized town appropriations and non-receipt of

quarterly report, as statutorily required, from the town treasurer; Seconded by Shawn Creller; Motion carried.

## **6. New Business**

### ➤ **Hunter Safety Zone –**

- Discussion ensued regarding establishing a Hunter Safety Zone on the Rail Trail
- Motion by Elliot Knight to create a Hunter Safety Zone on the Alburgh town owned portions of the Recreation Trail effective November 1<sup>st</sup>; Seconded by Shawn Creller; VOTE: Josie Henry – AYE, Donna Boumil – AYE, Shawn Creller – AYE, Elliot Knight – AYE, Russell Duchaine – abstain; Motion carried

### ➤ **Abandonment of Town Road in Alburgh Springs**

- Josie Henry referenced a letter submitted by Roger Lanone regarding an abandoned road in Alburgh Springs
- Motion by Elliot Knight to authorize Josie Henry to research the potential abandoned town road #4 and if necessary contact the town attorney; Seconded by Russell Duchaine; Motion carried

### ➤ **Winter Snow removal on Main Street**

- Elliot Knight reported that Penny Morgan expressed concern about inadequate signage adjacent to the Vermont Bakehouse for parking during the winter months.
- The area that Mrs. Morgan is concerned is on State Rte 2 and the Town has no authority over signage.
- There is signage posted no overnight parking December 1<sup>st</sup>
- Elliot Knight will research the number of signs posted and contact Mrs. Morgan

## **7. Old Business**

### ➤ **Coon Point Road – name change**

- Coon Point Road name change was approved at a previous meeting
- Clarification needed as to preferred spelling
- Tabled until the next meeting of October 24, 2022

### ➤ **Dog Complaint in Alburgh Springs**

- Town Constable Jarid Creller was present to update the Selectboard
- Mr. Creller stated that he will contact parties involved and report to Selectboard

## **8. Budget and Administrative Items**

### **Warrants –**

- Warrants were reviewed and authorized by the selectboard

### **Adjournment:**

Motion by Russell Duchaine to adjourn at 9:18PM; Seconded by Elliot Knight; Motion carried

Respectfully submitted,

Donna J. Boumil, Board Clerk/Selectboard Member