

SELECTBOARD MINUTES
October 24, 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 Brusco, Terry Tatro, Donna Bohannon, George Boutah, Rodney James, George Hakey

MEETING AGENDA AND MINUTES

1. **Call to Order – 6:06PM**
2. ***Adjustments to the Agenda for the Regular Meeting***
 - New Business: Library Ramp Update
 - New Business: FD#1 ARPA Funds update
3. ***Minutes from previous Meetings***
 - Russell Duchaine mentioned there is a typo in the minutes - Roger *Lanue*
 - Motion by Josie Henry to accept the minutes of the October 12, 2022 meeting as amended; Seconded by Shawn Creller; Motion carried
4. **Town Office:**
 - Treasurer Update and discussion:
 - Treasurer Donna Bohannon addressed the Selectboard regarding the minutes of the October 12 meeting and a statement made- there has been over \$100,000 of unauthorized expenditures made.
 - Discussion ensued between the treasurer and the selectboard as to how this was determined. Selectboard members stated that the warrants (authorized expenditures) were compared to the budget status report (expenditures made to date) provided by the treasurer. The difference amounted to over \$100,000 of unauthorized expenditures (not authorized by the selectboard). Donna Bohannon stated that she would like to know specific details, which line items. Examples were given by the selectboard such as the Alburgh Family Clubhouse having a checking account which was not authorized, the Verizon bill paid without a warrant, the credit card bill paid off without authorization from the selectboard.
 - A quarterly treasurer's report was not provided. Treasurer Donna Bohannon stated that statutorily she only has to provide a report of all monies. Clarification was made by the selectboard that all monies mean: revenues, expenditures and cash funds.
 - Warrants were reviewed by the selectboard.
 - Motion by Donna Boumil to authorize payment to the library for October and November; Seconded by Josie Henry; Discussion: authorization of paying 2 months will bring these payments up to date and on track to pay on the 1st of the month; Motion carried.

- Motion by Donna Boumil to authorize payment to the AVFD for October and November; Seconded by Josie Henry; discussion: authorization of paying 2 months will bring these payments up to date and on track to pay on the 1st of the month; Motion carried.
- Voided checks: Motion by Josie Henry to authorize the auditors and treasurer to work together to remove the list of checks from the general ledger and update the reasons the checks are voided; Seconded by Donna Boumil; Motion carried.
- Auditor Carol Behrman stated that she will be going to M&T Bank to inquire about a charge back to the account.
- NEMRC Cloud access update:
 - NEMRC has recommended the town and village work on a shared cloud account that will avoid double-charging the same taxpayers for NEMRC services as has been done in the past for NEMRC access
 - Josie Henry reported that the village is not interested in partnering with the town.
 - A representative from NEMRC will meet with town and village representative to discuss. Updates will be provided as they arise.
- Town Administrator position:
 - Update on the transition to ADP, Municode, and any other options for contracting out functions.
 - ADP- transitioning to ADP Payroll is almost complete. Donna Bohannon will work with the auditors regarding processing in NEMRC
 - Municode- Elliot reported that he briefly researched this program. There is a possibility to incorporate this with the scribe position. Danielle James-Choiniere expressed interest in the scribe position. Josie Henry and Elliot Knight will follow up on the scribe position and cost for Municode.
 - Website: Donna Boumil suggested that the maintenance of the website be sourced out. She will gather information on the cost and a possible source.
- Office Furniture: quote for assistant clerk/treasurer workstation
 - Follow up discussion on the purchase of furniture for the asst. clerk/treasurer is approximately \$2,100. There isn't money budgeted. Originally this was going to be purchased with ARPA allocations as part of IT upgrades. This is tabled until the next meeting.

5. Transfer Station –

- Shawn Creller provided an update:
 - Surveillance cameras need a software update
 - There is an excessive amount of scrap. Shawn will provide a list for the next meeting for authorization to dispose of.
 - Food grade compost: Motion by Elliot Knight to waive charging for compost effectively immediately; Seconded by Shawn Creller; Motion passed. Elliot will notify the public via FB and FPF, Josie will update the town website.

6. Highway Department-

Highway Foreman Rodney James provided an update:

- Town truck has been down for maintenance – repair estimate is nearly \$25,000.
 - The 2014 truck is at Allegiance with an engine code and exhaust leaks. An estimate was sent to the Board with pictures.
 - Discussion ensued regarding having this truck repaired:
 - Suggestions to get another estimate

- The truck is already torn apart
- There are no used trucks available to purchase
- Uncertainty of availability of used parts
- Motion by Josie Henry to authorize Allegiance to repair the 2014 dump truck based on the estimated repair quote of \$25,000; Seconded by Shawn Creller; Vote: Josie Henry – AYE, Shawn Creller – AYE, Russell Duchaine – AYE, Donna Boumil – AYE, Elliot Knight – opposed; Motion carried
- Rodney James stated that the 2010 truck needs replacing. Parts are not longer available, if needed. A new truck is 1-2 years out for delivery. Rodney will seek quotes for a new tandem.
- Martel Road – The crack sealing is complete. This was a 3-day project, not a 2 day as estimated. Total amount \$13,500. Discussion continued regarding a potential top coat. More discussion will be at budget time.

7. Planning Commission and Animal Control Issues

- **Municipal Planning Grant – Does the Board want to apply for a planning grant for next year? For what project?**
 - Discussion ensued about applying for a municipal planning grant. At the present time there are no projects that are at the planning stage. This grant will be considered for future projects. The selectboard is waiting for an update on the closure of the last municipal grant.
 - Grant writing discussion ensued. Whose responsibility is it to write and implement grants on behalf of the Town? Josie Henry stated that one of the responsibilities of the Town Administrator was to write and implement grants. The selectboard will continue to discuss for future needs.
 - Elliot Knight asked for clarification of the role of the Planning Commission.
 - In towns where there is zoning, the planning commission is responsible for enforcing zoning laws. Alburgh does not have zoning laws, therefore, the selectboard determines the role of the planning commission. Donna Boumil, who is also the Chair of the Planning Commission, stated that the PC has been working on updating the Town Plan. They are on hold until a contract is signed with NRPC, who will provide direction on formulating required plans, and setting up public meetings. The planning commission is asking for direction from the selectboard. A joint meeting will be scheduled. Josie Henry and Donna Boumil will coordinate.
- **Animal Control Issues and updates as applicable**
 - Shawn Creller provided an update on a report of a dog bite on the Truck Route. The dog is registered and is up to date on its shots.
 - There is a complaint about animal negligence in Alburgh Springs. Josie Henry contacted the Grand Isle Sheriff's Office. Josie Henry and Shawn Creller will conduct an initial visit and report to the Sheriff's Office, if needed.
 - If the Town initiates a case, then the town is responsible for the costs incurred.

Motion by Russell Duchaine to take a 5 minute recess at 8:21PM; Seconded by Josie Henry; Motion carried

Back in Session at 8:25PM

8. New Issues:

➤ **Lake Champlain Economic Development Corporation**

- Andy Julow, Executive Director was present to update the selectboard on latest initiatives and opportunities
- Mr. Julow explained the Priority List that Regional Development Corporations are compiling which will be sent to the state. This priority list helps to initiate grant programs offered by the state. This year's priority list will include the Alburgh Family Clubhouse and the Village of Alburgh wastewater concerns.
- There have been several Alburgh businesses that have received grants through LCIEDC: Champlain Islands Nursery, Kraemer & Kin, Windvisuals and Bernadette Williams Detailing.
- Mr. Julow explained the VEGI Program. This program is through the State of Vermont and is an employee growth incentive. Vermont is trying to level the playing field for the expansion or relocation of businesses by working with businesses that are considering expanding or relocating to another state and offering incentives to stay or relocate in Vermont.
- Josie Henry asked if there is any update on another VOREC Grant. LCIEDC has not been updated if there is going to be another round of funding.

➤ **Health Care Plans – rates and programs for 2023 are out for municipality review. The Town's new support service can brief the board and offer advice on program offerings.**

- Josie Henry updated the Board on Health Care Plans. The Selectboard previously voted to consult with a health care advisor through VLCT. Josie Henry will coordinate a meeting.
- New healthcare rates are going up approximately 15%.

➤ **Library ramp grant update-**

- Donna Boumil stated that the Town received a \$3,500 grant for a ramp at the library. This grant is a 50% match. There is \$5,000 in the current budget for library maintenance. Donna Boumil obtained quotes for a wooden ramp and an aluminum ramp.

➤ **FD#1 ARPA Request Update -** Josie Henry reported that the distribution of ARPA Funds has not been determined as of this date.

9. Old Business –

➤ **New Board Meeting Night –**

- Follow-up to a discussion about changing the selectboard meeting night to Wednesday.
- Motion by Russell Duchaine to change the selectboard meeting nights to Wednesday beginning in November; Seconded by Elliot Knight; Discussion: board members are available to meet on Wednesday's, except Donna Boumil. Donna Boumil stated that when she ran for election the meetings were on Monday nights. Donna stated that she has other commitments on Wednesday's and will not be able to attend at least one meeting a month. Vote: Russell Duchaine – AYE, Elliot Knight – AYE, Josie Henry – AYE, Shawn Creller – AYE, Donna Boumil – NAY. Motion carried.
- Donna Boumil stated that this is her last meeting as Board Clerk. The selectboard will hire a scribe to begin at the November 9th meeting.
- November's meetings are scheduled for November 9th and November 21st (due to Thanksgiving). Josie Henry will advertise the new meeting day. Josie Henry will coordinate with the healthcare advisor and town attorney the new meeting schedule.

- **Palmer's Sand Beach Road or Palmer Sand Beach Road – the board will finalize the details of the previously approved road name change for Coon Point Road.**
 - Motion by Josie Henry to clarify the name change of Coon Point Road to Palmer's Sand Beach Road effective January 1, 2023; Seconded by Shawn Creller; Vote – Josie Henry – AYE, Shawn Creller – AYE, Donna Boumil – AYE, Elliot Knight – NAY, Russell Duchaine – NAY; Motion carried
- **Town Highway #4- Alburgh Springs, details on request will be reviewed and discussed,**
 - Josie Henry reported that information is still being gathered
 - The town attorney will be at the next selectboard meeting to discuss
- **Snow removal and signage on main street – the Board is looking at whether there is adequate signage on main street for winter snow removal operations.**
 - Discussion: The road in question is Route 2. This is a state road and not the responsibility of the Town. There is signage indicating no overnight parking effective December 1. The selectboard will continue to monitor and will notify the party who expressed concern.
- **Open town positions –**
 - **Planning Commission vacancy** – Erik Ramakaishman has applied for the PC. Motion by Josie Henry to appoint Mr. Ramakaishman to the PC; Seconded by Russell Duchaine; Motion carried. Donna Boumil will notify Mr. Ramakaishman.
 - **ACO** – no update
 - **Scribe for board meetings** – Josie Henry stated that there will be an ad in the Islander this week. The board intends to hire a scribe for the next meeting.
 - **Town Administrator** – no updates
- **Town Attorney** – the board is engaged with the town attorney on multiple issues. He is available to meet with the selectboard at the next meeting.
Motion by Russell Duchaine to adjourn at 9:00PM; Seconded by Shawn Creller; Motion carried.

Respectfully submitted,

Donna J. Boumil
Board Clerk/Selectboard Member