

SELECTBOARD MINUTES
SEPTEMBER 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 (Zoom), Elliot Knight, Shawn Creller

ABSENT: Russell Duchaine

GUESTS: Matthew LaFleur, Alton Brusco, Rodney James, Health Officer Richard McAroy, Mike Donohue (Zoom)

MEETING AGENDA AND MINUTES

1. Call to Order – 6:13PM

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

3. *Minutes from 8/22/22 Meeting*

- Motion by Shawn Creller to accept the minutes as presented; Seconded by Donna Boumil; Motion carried

4. Department/Committee Updates:

Transfer Station

➤ **Scale repair, new register update, signs**

- Dean contacted a company to repair the scales. Cost to replace the part is \$1,000. A savings of \$1,500 if a new scale were to be purchased.
- The new cash register is in place. Credit cards can be used with a 3% usage fee.
- Signs: Josie Henry and Danielle James-Choiniere will work on preparing new signs regarding the cash register and fees

➤ **Formal complaint against Dean**

- The Selectboard reviewed a new witness statement from employee Colby Hemond. The statement was read by Chair Josie Henry:
Colby stated that he was too far away to hear the conversation as he was at the scales. Colby witnessed the altercation between Dean and Ms. Brown and stated that Dean did not hit Ms. Brown with the piece of furniture. Dean removed the furniture from the trailer and set it down on the ground. Colby stated that Dean's voice was not loud enough to hear. Colby stated that Dean does not raise his voice, swear or ever lose his temper. As a matter of fact, Colby stated that Dean is sometimes goofy. Colby stated that he enjoys working at the transfer station and working with Dean.

- The Selectboard discussed this statement and the other character statement. Discussion ended with an agreement to enter a memo in Dean's personnel file stating that the disciplinary action is not warranted.
- A new application was received for the transfer station. There isn't any vacancies at the moment, but the application will remain on file.

Highway Department

- Road Commissioner Russell Duchaine is absent, however, Highway Foreman Rodney James was present to update the Board:
 - Segment work mandated by the state: Rodney James explained that the segment work mandated for this year has been completed. He stated that the maintenance work done on the roads this spring qualified toward the segment work. Therefore, putting us on schedule.
 - Rodney James stated that for the scale of work that is to be done on this segment work, an excavator may need to be rented that is smaller than the one the town has. The excavator that the town currently owns is in need of repair.
 - Chair Josie Henry stated that there may be need to look into replacing the existing excavator. She and Rodney will discuss. There is surplus highway money available.
 - Paving this year: Rodney James stated that Pike Industries will not be paving any town roads this year. They are backlogged with projects on Route 78, Route 2 and in Charlotte.
 - Seaming of town roads: Rodney James received a quote from Fresh Coat Asphalt Services to seam coat the Greenwoods from the Blair Rd to Martell Rd. for the amount of \$13,500
 - Rodney James inquired about an overweight permit that was presented at the last selectboard meeting. Josie Henry stated that she signed the permit.

Town Office

- **Fire District filing cabinets-**
 - SAFD filing cabinets which are housed in the conference room: no update. Josie Henry is working with John Fitzgerald to coordinate moving the cabinets.
- **Phone System**
 - Donna Bohannon has been charged with taking action on getting the phone system up to date. No update as of this meeting.

Planning Commission

- No updates. The next Planning Commission meeting is September 20th where the Planning Commission is working on the Town Plan

5. New Business

➤ **Alburgh Rescue**

- A request has been received for Alburgh Rescue to hold a coin drop on October 9th and backup date of October 10th. Motion by Shawn Creller to authorize Alburgh Rescue to hold a coin drop; Seconded by Elliot Knight; Motion carried

➤ **Tax Rate** – The treasurer requests review and approval of the tax rate.

- Josie Henry stated that the grand list has been updated
- Tax rate: Homestead – 1.8565
Non-residential – 1.9338
- This is less than last year
- Motion by Shawn Creller to approve the Tax Rate; Seconded by Elliot Knight; Motion carried

➤ **Delinquent Tax Collector** – requests authorization for legal funding and town purchases

- Chair Josie Henry consulted with the town attorney on the wording of these authorizations
- Motion by Josie Henry to approve the Delinquent Taxpayer Authorization pursuant to 32 VSA 5228 and 32 VSA 5259 (copy attached); Seconded by Shawn Creller; Motion carried

➤ **Rodent Complaints-**

- Health Officer Richard McAroy was present to explain the current rodent situation in town. He has received multiple complaints via Facebook and in person about rat infestations in town. Mr. McAroy stated that people are blaming each other for the rat situation based on garbage and junk. Mr. McAroy has an operating theory that it is not the fault of one particular house. He believes that rats are eating composted food and are eventually dispersing throughout the town. Mr. McAroy recommends that a professional exterminator be consulted. Motion by Elliot Knight to authorize Mr. McAroy to contract with an exterminator not to exceed \$500; Seconded by Shawn Creller; Discussion: Pest Pro of South Hero has been consulted in the past and is aware of the history of the situation. Motion carried.

➤ **Alburgh Bluffs Opening Ceremony** – The Nature Conservancy has invited interested board members to attend a ribbon cutting on September 23rd. Josie Henry will forward updated information.

➤ **ARPA Funds Request** – A request for funds has been received from the Senior Center. The request states the Senior Center is in need of repairs to a sill plate which will require jacking the building up and replace the sill. The lease agreement was available for review and it states that the Islands in the Sun are responsible for maintenance and repair of the building. Donna Boumil suggested that the SB Liaison to the Senior Center contact them for clarification and an estimate. Russell Duchaine is the liaison. Elliot Knight will forward information to Russell.

- **Traffic Ordinance** – request for board review
 - The local Traffic Ordinance was presented to the selectboard for review after receipt of a complain from a resident on Summit Road. Highway Foreman Rodney James has looked into this complaint. Review of the Traffic Ordinance is tabled.
- **Constable Requirements** – review
 - Jerid Creller is the Town Constable
 - There is mandated training for a Town Constable
 - Josie Henry will follow up with Jerad

6. Old Business

- **Appointment Vacancies** – Animal Control Officer and Planning Commission
 - Donna Boumil stated that there are no applications for PC. She stated that the Selectboard may in the future want to look at reducing the number on the PC. This is a 9 person board.
 - Josie Henry will update the Town Website with ACO information. The ACO gets paid \$35 a call and \$35 an hour.
- **ARPA Advisory Committee** – recruitment campaign underway for members
 - There is an active recruitment campaign underway.
- **Coon Point Road** – name change
 - Chair Josie Henry stated that the Board received a list of residents and property owners on Coon Point Road – 2 actually live in Alburgh.
 - Josie Henry stated that this request was initiated because of the Nature Conservancy donating land to the Alburgh Dunes. It was stated that dignitaries may not want to visit because of the derogatory connotations that Coon Point Road may have. It was also suggested that changing the name would be a positive move by the Town.
 - There would be 1 sign that would have to be changed.
 - Motion by Shawn Creller to change the name of Coon Point Rd to Palmer’s Beach Road effective January 1, 2023; Seconded by Donna Boumil; Discussion: Donna Boumil suggested giving an effective date to notify residents and property owners that there will be a change; 3 – AYE; 1 – NAY (Elliot Knight -opposed: Elliot stated that the complaint did not initiate with a resident and he would like to consult residents as was recommended by VLCT.); Motion carried
- **Town Administrator** – final deliberations and possible selection
 - 2 final candidates, 1 of which removed themselves
 - The candidate that removed themselves was offered a Town Manager Job with a salary of at least 2x what we budgeted.
 - Chair Josie Henry will invite the remaining candidate back to discuss salary

7. Budget and Administrative Items

Treasurer's Report

- A treasurer's report was not received. A budget status report with actuals was received just prior to the meeting. The selectboard did not have time to review prior to the meeting
- New highway employee – Erroneous overpayment by treasurer
 - The treasurer reported that she overpaid the new employee of approximately \$350. She paid him \$23/hr when the selectboard determined his probationary pay was \$21/hr. The treasurer is requesting to take the overage out of the employees paycheck over the next few paychecks. The treasurer has adjusted his pay to reflect the \$21/hr until after a successful probationary period.
 - The Selectboard is not in agreement with deducting the overage. No action will be taken against the employee. This was a treasurer error.

Sullivan and Powers – paperwork associated with the 2020 audit

- This is going to be tabled. Clarification is needed by the Treasurer, it is not associated with the 2020 audit.

Town Fair -funding for attendees?

- The treasurer is requesting to attend the Town Fair in Killington on Oct 6-7.
- Chair Josie Henry has signed up for the conference. Donna Boumil stated that she is going to sign up for the conference.
- The registration fee does not include lodging.
- There is \$1,800 left in the budget for training. Mr. Brusco was asked if traditionally this was paid for selectboard members and he replied yes.
- Chair Josie Henry asked that selectboard members determine if they want to go by the next meeting.

ARPA Fund Balance – awaiting confirmation from treasurer to consider IT UPS equipment purchase.

- The selectboard authorized the use of \$50,000 of ARPA funds for computer upgrades
- Confirmation from the treasurer as to balance was not presented
- Josie Henry gave the treasurer an accounting of the expenditures for this fund for last year's expenses and this year. There was an inadvertent double payment made.
- Josie Henry will work with the Treasurer to get the actual balance.

Credit Card Statements – review

- Credit card statements have not been provided by the treasurer as previously requested

Credit card policy derived from VLCT's Model Town Credit Card Policy

- A proposed Town of Alburgh Credit Card Policy was presented by Chair Josie Henry for review and approval of the selectboard.
- Currently the town credit card has 1 authorized user, which VLCT does not recommend

- Shawn Creller asked if the credit card statements have been presented and Josie Henry replied that they have not been received nor has the board been updated as to why we have not received them or when we will receive them. Josie Henry stated that the Asst Treasurer does not have access to the credit card statements because she is not an authorized user.
- The Model/proposed Credit Card Policy authorizes users: auditors, treasurer and asst. treasurer. The auditors will be a read only access to the statements and account.
- Part of the Policy is that statements will be received monthly.
- Motion by Elliot Knight to approve the Credit Card Policy as presented (copy attached); Seconded by Shawn Creller; Motion carried
- Motion by Josie Henry to approve the Credit Card User Authorization to include Donna Bohannon, Danielle James-Choiniere, Margaret Brescia, Alton Brusco, Carol Behrman; Seconded by Elliot Knight; Discussion: Officials Titles and names are on the authorization. Point of clarification – names will have official capacity noted; VOTE: 3 YAY- 1 NAY (Shawn Creller); Motion carried
- Motion by Shawn Creller to add Road Foreman, Rodney James as a credit card user; Seconded by Elliot Knight; Motion carried
- A copy of the credit card user authorization is attached

Warrants –

- There are no warrants presented for the meeting. The selectboard does not have access to the clerk/treasurer's office. Chair Josie Henry attempted to contact Donna Bohannon via text with no response.

Adjournment:

Motion by Elliot Knight to adjourn at 8:18PM; Seconded by Shawn Creller; Motion carried

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