

SELECTBOARD MINUTES
SEPTEMBER 26, 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

ABSENT: Russell Duchaine, Shawn Creller

GUESTS: Matthew LaFleur, Donna Bohannon, Terry Tatro, Mike Donohue (Zoom)

MEETING AGENDA AND MINUTES

1. Call to Order – 5:37PM

Motion by Elliot Knight to enter into Executive Session at 5:37PM pursuant to 1 VSA 313 (a)(2); Seconded by Donna Boumil; Motion carried

Motion by Josie Henry to exit Executive Session at 6:22PM; Seconded by Donna Boumil; Motion carried

Recess from 6:22PM-6:25PM

Call to Order – 6:25PM

2. Adjustments to the Agenda for the Regular Meeting

- Add Minutes of the Special Meeting on September 14, 2022
- Move Center Bay Beach to after the Warrants

3. Minutes from previous Meetings

- Motion by Josie Henry to accept the minutes of the September 12, 2022 meeting as amended (under Town Fair – The treasurer requested to attend and asked about funding. Delete asked about funding); Seconded by Elliot Knight; Motion carried
- Motion by Josie Henry to accept the minutes of the September 14, 2022 meeting as presented; Seconded by Elliot Knight; Motion carried

4. Department/Committee Updates:

Transfer Station

- **Sign quote – the board will review a quote for signs at the transfer station**
 - Chair Josie Henry reported that Danielle James-Choiniere coordinated with Dean Tallman on getting a quote on signage. A quote from Perma-line was received in the amount of \$273.84. Motion by Elliot Knight to approve the quote; Seconded by Donna Boumil; Motion carried. Motion by Donna Boumil to purchase the signs from Perma-line under account code 30-7-30-56 in the amount \$273.84; Seconded Elliot Knight; Motion carried.

- Chair Josie Henry presented the selectboard with a list of questions that were submitted by NWSWD in response to our inquiry about having them take over operations of the transfer station. Josie Henry will work with Dean Tallman and Danielle James-Choiniere to respond to these questions. The next NWSWD meeting is in October.

Highway Department

- Road Commissioner Russell Duchaine is absent, however, Chair Josie Henry has received a report from Road Foreman Rodney James.
- Rodney James reported that Irving Wetherby has successfully completed the probationary period. Rodney is recommending that Irving be placed in permanent status. Motion by Elliot Knight to move Irving to permanent status; Seconded by Josie Henry. Motion carried. Josie will sign Irving up for health/dental/eye insurance.

Town Office

- NEMRC cloud access for auditors and treasurer
 - Josie Henry reported that NEMRC cloud access is \$10 per month per user to access the cloud. This would provide access to (1) auditor – Margaret and the treasurer. Motion by Josie Henry to authorize access to the NEMRC Cloud to Donna Bohannon and Margaret Brescia; Seconded by Elliot Knight; Discussion: Matthew LeFleur asked for clarification of what would be accessed. Josie explained that it is a virtual desktop of NEMRC; Motion carried
- **Fire District filing cabinets-**
 - Elliot Knight reported that SAFD is working on moving the filing cabinets out of the conference room.

Planning Commission

- Donna Boumil reported that the Planning Commission met on September 20th and continued to work on the Town Plan.
- The Planning Commission is recommending that the Selectboard approve applying for a Municipal Planning Grant to help with the update of the Town Plan
- Northwest Regional Planning Commission helped the Planning Commission with the previous plan.
- Donna Boumil stated that an email was received with regard to a subrecipient grant report being overdue. This may have an effect on the Town being able to apply for the Municipal Planning Grant. The email stated that there were 2 letters sent to the treasurer notifying the due dates. Treasurer Donna Bohannon stated that she did not receive these letters. Treasurer Donna Bohannon is working on completing this report and will report to Donna Boumil when it is complete.
- Donna Boumil will contact NRPC to get an estimate of their fee to assist with the Town Plan.

5. New Business

➤ ADP Payroll Services

- Chair Josie Henry presented the selectboard with a quote from ADP Payroll Services (and HR resources) which is \$200/month for 7 employees
- There is no sign up fee or membership or contract
- All time is computerized
- This will allow the selectboard to review and authorize payment of payroll prior to issuing payroll checks.
- Currently, timecards are reviewed by Donna Boumil, however the selectboard does not authorize payment of payroll until after payroll is complete
- Motion by Elliot Knight to accept the quote from ADP Payroll Services to start in October; Seconded by Donna Boumil; Motion carried

➤ Selectboard bookkeeper

- Chair Josie Henry stated that there will be discussion about hiring an accounts payable clerk which will provide parallel bookkeeping
- This is tabled for future discussion

6. Old Business

➤ Rodent Issue – update from terminator investigation

- Josie Henry reported that Health Officer McAroy contacted Pest Pro to conduct an investigation of the rat issue. The initial assessment is that composting is an issue. A proposal from Pest Pro is forthcoming

➤ Coon Point Road – name change

- Chair Josie Henry reported that Shawn Creller is recommending the name of Coon Point Road be changed to Palmer's Sand Beach Road in honor of the Palmer family who has lived there for year and established the 1st beach.
- Motion by Josie Henry to change the name of Coon Point Road to Palmer's Sand Beach Road; Seconded by Donna Boumil; Elliot Knight – NAY; Josie Henry – AYE; Donna Boumil -AYE; 2-1 Motion defeated. Majority of the Board did not vote to pass.

- Alburgh Bluff's Open Ceremony – the Nature Conservancy has invited interested board members to attend on September 27th gathering at 9am and ribbon cutting at 9:30. Board members Henry, Knight and Boumil will attend.

7. Budget and Administrative Items

Treasurer's Report

- Town Treasurer Donna Bohannon is present. A treasurer's report was not received. Donna Bohannon asked the selectboard what is the board specifically looking for in a treasurer's report. Donna Bohannon presented an excerpt from previous minutes of the previous Board who voted on specific items to be presented on a treasurer's report to the selectboard at the second meeting of the month. These items include:

Detailed report of the results of the prior month reconciliation and the auditors review of the reconciliation, a full summary of the current status of all town accounts (general, highway and transfer station). Additionally, a separate report of individual funds: Alburgh Clubhouse, Planning Commission, Poor Farm Cemetery Fund, Reappraisal Fund, State Listers Education, Restoration of Records Fund and Capital Equipment Fund.

In addition to the above, the current selectboard is requesting the treasurer to provide a cover sheet of revenue and expenses, bank statements, credit card statements and surplus.

Selectboard members stated that the Budget Status Report is not sufficient but is a good source of additional information.

Donna Bohannon reported on the Cash Funds as of June 30, 2022

Poor Farm Cemetery – no change
Planning Commission - \$14,567.08
Restoration Fund - \$24,407.88
Reappraisal Fund - \$173,078.54
Clubhouse - \$38,946.50
Capital Equipment - \$123,276.91

Donna Boumil stated that the Planning Commission Fund is incorrect and is approximately \$5,000. Donna Boumil and Donna Bohannon will meet to reconcile this account.

The selectboard will set up meetings with the treasurer and auditors to review the cash funds for accuracy.

Terry Tatro stated that there should not be money in the Clubhouse Fund because this is reimbursable and what was spent was reimbursed. Follow-up is needed.

Voided Checks – review

- There is a total of \$18,204.53 in voided checks. Donna Bohannon stated that these checks have been paid and NEMRC put them in voided check status. Donna Bohannon has reached out to NEMRC (Cynthia) and Auditor Maggie Brescia to assist her in getting these cleaned up.

Financial Policy –

- Josie Henry handed out a packet from the VLCT financial training
- 24 VSA 1571 (C) states that the treasurer is required to provide a treasurer's report to the selectboard on a quarterly basis
- Josie Henry asked Donna Bohannon if the Town has any bonds or investments. Donna responded that the town does not.
- Josie Henry asked Donna Bohannon if she is bonded. Donna stated that she is through VLCT.

Credit Card Statements & bills

- Treasurer Donna Bohannon is present to explain and discuss the credit card statements and other questions the selectboard has.
 - Members of the selectboard asked the treasurer several questions relating to late bills, late fees and interest
 - Peoples Trust municipal town garage loan has been late and assessed late fees of approximately \$200 (no explanation provided by the treasurer)
 - Credit card – late fees and interest. Donna Bohannon stated that the statements are paid when received. She further stated that she had not received statement for the past 4 months.
 - Josie Henry asked if the auditors have access to the credit card statements (authorized by the selectboard at the 9/12/22 meeting) the treasurer stated not yet.
 - Further discussion between the selectboard and the treasurer indicated that there was a balance carried on the credit card in January and other months
 - There are 2 Amazon Prime accounts which the previous board authorized 1 Amazon Prime account (the previous highway foreman opened an account). The treasurer indicated that she closed out one account. The selectboard asked for an account history and Josie Henry will work to contact the previous highway foreman Jason Reynolds
 - Some credit card statements indicated that there were in branch payments. The selectboard asked the treasurer for clarification. The treasurer stated that this was not correct.
 - The treasurer was asked to clarify the payment made to pay the balance on the credit card. The treasurer stated that she moved funds from the transfer station checking account and the Clubhouse checking account to pay off the balance on the credit card. Donna Boumil asked for an explanation for moving funds without selectboard authorization. Donna Bohannon stated that it was a band-aid fix to get to a zero balance on the credit cards. Josie Henry expressed concern that the treasurer moved funds without selectboard authorization.
 - Josie Henry asked how many checking accounts does the Town have. The treasurer stated at North Country Federal Credit Union there are 4 accounts: transfer station checking, transfer station savings, Alburgh Family Clubhouse and the credit card.
 - The treasurer was asked to clarify why there is a checking account for the Clubhouse and when it was opened. Donna Boumil stated that this is a grant and should be part of the general fund as a separate account. No explanation was provided by the treasurer
 - Late bills – the selectboard asked about late bills such as Vermont Electric and Trudell Consulting Engineers. Donna Boumil stated that in the past there was a disconnect notice from Vermont Electric and for Trudell Consulting Engineers there were 8 invoices, 6 of which were paid after 30 days and 1 over 120 days.

Donna Bohannon stated that Vermont Electric made an error on the bills and she worked with them to correct it.

- Donna Bohannon stated that if she doesn't receive the bills, then she can't get them paid.
- Selectboard Chair Josie Henry asked the treasurer for ideas on how these situations can be fixed. Ideas were brainstormed between the treasurer and the Board.
 - What are the late fees and interest over the past year?
 - There is a credit card policy approved on 9/12/22 which the treasurer is required to follow
 - The Board would like credit card statements every month
 - The treasurer agreed to provide a monthly treasurer's report as indicated by the selectboard
 - The Board asked the treasurer for a purchasing history from the Amazon account
 - What is the credit card used for? The Board stated they authorized the purchase of the Owl, projector and other items for the IT upgrade. However, what other purchases are being made?
- Chair Josie Henry stated that according to Vermont Statute, the selectboard drives the warrants and the selectboard chair is responsible for maintaining the original warrants. The selectboard will work on a process to begin driving the warrants.
- Chair Josie Henry referenced the recent Grand Isle Audit as it is reported in the Islander. Josie Henry read through the list of recommendations by the auditing firm and stated that many of the recommendations pertain to the Town of Alburgh. She suggested that this be used as a reference to rectify the current situation.
- Chair Josie Henry stated that the treasurer, town auditors and selectboard members met prior to the end of the fiscal year to discuss the town's finances. The town auditors made recommendations. Chair Josie Henry stated that these recommendations should be followed – one of which is to hire a professional bookkeeper.
- Motion by Elliot Knight to authorize the 3 auditors access to all bank accounts for auditing purposes; Seconded by Josie Henry; Motion carried
- Chair Josie Henry inquired as to who retrieves the mail. Treasurer Donna Bohannon stated that either her or the assistant clerk/treasurer. They sort and date stamp when received. Josie Henry suggested that selectboard begin retrieving the mail to ensure the selectboard is receives bills and letters in a timely manner. No further discussion.
- Donna Bohannon stated that some of the bills are received electronically. Her process is to print the bill and keep it with the other bills to pay. Josie Henry stated the selectboard should be one of the recipients to these emails.

- Chair Josie Henry asked the treasurer to provide a list of accounts that are paid monthly on a recurring basis: e.g., Library, fire department, highway garage building payment. The selectboard can then authorize the treasurer to pay these recurring accounts on the 1st of the month. Josie Henry asked the treasurer to provide the selectboard with information on any account that needs to have a double payment made to bring them up to date.
 - Matthew LeFleur asked how all of this has affected the Town of Alburgh's credit score. Josie Henry will research this.
 - Josie Henry suggested that bills and correspondence be scanned to the One Drive, which the selectboard has access to. This would allow the selectboard time to review before the warrants are presented and to be prepared before a meeting. Josie will work with the treasurer to set this up.
- **WIC agreement** - this agreement was received at the meeting and is tabled until the next selectboard meeting. Donna Bohannon explained that prior to COVID, the conference room was used for meetings by coordinators of the WIC Program.
 - **Dog Complaint** – a complaint was received at the meeting. Josie Henry will consult with Shawn Creller as he is handling complaints until the selectboard hires an animal control officer

Warrants –

- Warrants were reviewed and authorized by the selectboard

Executive Session –

- Motion by Elliot Knight to enter into executive session at 8:45PM pursuant to 1 VSA 313 (a)(1) to discuss Center Bay Beach ownership and dispute update from legal consul; Seconded by Josie Henry; Motion carried
- Motion by Elliot Knight to exit executive session at 9:01PM; Seconded by Donna Boumil; Motion carried
- No action taken in executive session

Adjournment:

Motion by Elliot Knight to adjourn at 9:02PM; Seconded by Donna Boumil; Motion carried

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