

Town of Alburgh  
Regular Selectboard Meeting  
11/21/2022 at 6:00 PM

Present: Shawn Creller, Elliot Knight, Russell Duchaine, Donna Boumil, George Hakey

### Topic 1 - Call to Order:

Vice Chair Russell Duchaine called the meeting to order at 6:04 PM.

### Topic 2 - Agenda Adjustments:

None.

### Topic 3 - Prior Minutes:

- **Donna Boumil motioned to approve 11/9/2022 and 11/14/2022 minutes as written, Shawn Creller seconded. All in favor, so approved.**

### Topic 4 - Town Office:

- a) 2023 Health Care Options
  - **Elliot Knight motioned to continue with MVP. Donna Boumil seconded, all in favor. So approved.**
- b) Meeting Scribe
  - **Russell Duchaine motioned to hire applicant Danielle James Choiniere at a rate of \$5,000 per year, drawing from the already approved Executive Assistant budget. Elliot Knight seconded, all in favor. So approved.**
- c) Employee Handbook- Josie Henry offered to make sure the most current version is available and provided to town employees and elected officials.
- d) Work Schedule- request to all departments for list of time off, holidays, etc. so selectboard and public are aware.

### Topic 5 - Transfer Station:

- a) Work Schedule- request to all departments for list of time off, holidays, etc. so selectboard and public are aware.
- b) Winter Schedule
  - **Shawn Creller motioned to keep summer hours in effect for winter: 8 AM-4 PM Wed. 8-4 Sat. and 8-4 Sun. Russell Duchaine seconded, all in favor. So voted.**

### Topic 6 - Highway Department:

- a) Driveway Permit Request on Poor Farm Road- Highway foreman was aware and has the authority to approve, or not.
- b) New Dump Truck Financing- Tabled.
- c) Work Schedule- request to all departments for list of time off, holidays, etc. so selectboard and public are aware.

### Topic 7 - Planning Commission:

- a) Proposed Joint Meeting- To discuss what they can do, their purpose and direction. Scheduled for Dec. 20 @ 7 PM.

### Topic 8 - New Issues

- a) Holiday Schedule: Meetings and Employee Vacation-
  - **Russell Duchaine motioned to move Selectboard meetings from Wednesday to Monday (2<sup>nd</sup> and 4<sup>th</sup> of the month). Shawn Creller seconded, all in favor. So voted.**
  - **Elliot Knight motioned to change 12/26 meeting to 12/19 to account for holiday. Russell Duchaine seconded, all in favor. So approved.**
- b) Budget Schedule- Donna Boumil recommended department heads draft budget estimates for board to then look at.
  - **Russell Duchaine motioned to have budget meetings an hour before each first meeting of the month. Elliot Knight seconded, all in favor. So voted.**
- c) Holiday Lighting Contest- Russell Duchaine would like to see this again like in years' past. Rec committee or holiday light committee could fund prizes.

- **Russell Duchaine motioned to review a holiday lighting contest to include flyer/poster pending selectboard approval. Shawn Creller seconded, all in favor. So approved.**

d) Dog Complaint- Dog loose on Greenwoods Road in violation of leash law. Without an ACO, board to keep this on file unless dog exhibits greater nuisance activity.

### Topic 9 – Old Issues:

- a) Senior Center Benches/Handicap Signs- Benches appear to have been moved. Follow up with highway department on sign.
- b) Appropriation Requests for 2023-24 budget. Board will review model policy from VLCT and during budget meetings.
- c) Nuisance Properties- Health Officer checking out 1556 Alburgh Springs Road. Elliot Knight asking about origin of property adjacent to Legion. Complaints should be in writing.
- d) Municipal Planning Grant- Due 12/1. Alburgh Rescue headquarters a potential option for town-owned property. Other grants available if this deadline passes.
- e) Town Highway 19 Request for Discontinuance
  - **Elliot Knight motioned to deny request. Shawn Creller seconded, all in favor. So approved.** Ask board chair to send a letter.

### Topic 10 – Treasurer’s Report & Warrants

a) Budget status report received but not a treasurer’s report. Question about a bill for the Prudential for an employee. With no invoice, the board didn’t know what it was for.

- **Donna Boumil motioned to withhold paying Prudential and VLCT bills until more information’s provided. Russell Duchaine seconded, all in favor. So approved.**

### Topic 11 - Adjourn:

- **Elliot Knight motioned to adjourn meeting at 7:27 PM. Shawn Creller seconded, all in favor. So adjourned.**

Respectfully Submitted,  
Elliot Knight & Danielle James Choiniere

Zoom recording: [https://us02web.zoom.us/rec/play/DP9OWycqr6-wwD\\_mCfSByWEIqWatPLILSs3MDQRdTt9t\\_A4imNqariwUWQtjHfckDysJtjOwd1d9lspl.yzfVvtOOd4iPVDft](https://us02web.zoom.us/rec/play/DP9OWycqr6-wwD_mCfSByWEIqWatPLILSs3MDQRdTt9t_A4imNqariwUWQtjHfckDysJtjOwd1d9lspl.yzfVvtOOd4iPVDft)

*~\*~ These are draft minutes not slated for approval until the next regular board meeting ~\*~*