

Town of Alburgh  
Regular Selectboard Meeting  
Municipal Conference Room  
12/12/2022

Present: Shawn Creller, Elliot Knight, Donna Boumil, Josie Henry, Danielle James Choiniere, Donna Bohannon, Alton Bruso, Sree via Zoom

### 1) Employee Interview

For Town Administrator; no motions made at this section of the meeting. See page 3.

### 2) Budget Meeting: Appropriations Request Policy and Budget Development Schedule

Chair Henry opened budget meeting at 5:36 PM. Donna Boumil created budget request sheets for department leads to fill out with budget suggestions. Josie Henry presented an appropriations policy using a VLCT model with local edits. Once approved, to be advertised on social media, website, Islander blurb, etc.

- **Donna Boumil motioned to adopt Appropriations Request Policy. Shawn Creller seconded, all in favor. So approved.**
- **Donna Boumil motioned to change the next budget and regular meeting date from 12/19 to 12/21 starting at 5 PM. Elliot Knight seconded, all in favor. So approved.**

For town report items, Clerk/Treasurer Donna Bohannon asked the board to work on a dedication, letter to residents, and cover photo.

### 3) Open Regular Meeting

Chair Henry opened regular meeting at 6:15 PM.

### 4) Adjustments to the Agenda

- Animal Complaint received 12/12
- E911 Topic

### 5) Approve 11/21 Minutes

- **Donna Boumil motioned to approve 11/21 minutes. Elliot Knight seconded, all in favor. So approved.**

### 6) Town Office

- a. December work schedules- Municipal Office closed 12/23, 12/26 , 1/2.
  - **Donna Boumil motioned to close transfer station at 2 PM 12/24 and 12/31 and both 12/25 and 1/1. Elliot Knight seconded, all in favor. So voted.**
- b. Employee Handbook – Josie Henry finishing updates then will give to the board to sign and distribute to employees. Clarity on vacation time:
  - **Elliot Knight motioned part-time employees will get weekly amounts off based on years of service, not a percentage. Donna Boumil seconded, all in favor. So voted.**

Regarding employee health care, a board member said most towns have their workers contribute a portion.

- **Donna Boumil motioned to offer town employees three health care options: silver, gold, and platinum. Silver would be 100% paid for by the town, gold would cover 85% for a second person, and 83%/72% would be the amount covered by the town for platinum. Elliot Knight seconded, all in favor. So approved.**

There was some confusion over whether or not, per state regulations, if part-time employees had to contribute to VMERS retirement. State contact Jennifer Grace was researching.

- c. Assistant Town Clerk Desk - \$2,086.85 quote from Commercial Sales.

- **Donna Boumil motioned to purchase desk from funds allocated from an underspent ACO line item. Elliot Knight seconded, all in favor. So approved.**

d. PBX Phone System – Consolidated Communications working on request to have phone extensions. Elliot Knight mentioned he uses a similar program called “8x8”. Globalnet’s network was unplugged in the storage room, board unaware of whose authority had it installed.

## 7) Transfer Station

a. Surveillance Cameras – set up originally by DC Energy. Elliot Knight to pursue they’re functional.

In other news, gutters were installed, tire price raise of \$1.00. A new sign is needed by the gate. Danielle James Choiniere can work on quote once given dimensions. NWSWD working with town on managing the transfer station. Shawn Creller asked what boxes and equipment they’ll be getting as some needs repair.

## 8) Highway Department

a. Grant opportunity for salt/sand shed – Planning grant from VTrans due this week. 20% match from applicants. 3-year program to get it built after awarded. Foreman Rodney James getting help from Jason Beaulac with plans for a 40x100 shed.

- **Donna Boumil motioned to apply for this grant. Elliot Knight seconded, all in favor. So voted.**

b. Funding Replacement Truck – Board has multiple options to consider before payment’s owed. Josie Henry will ask Donna Bohannon about funding from the Peterbilt company.

## 9) New Issues

a. Ash Tree Inventory – Tree Warden Alton Brusco and Danielle James Choiniere completed inventory of ash trees in town road rights-of-way and had numbers and map. Board said to prioritize dead ones and share data with highway department. Asking Bill Baron to brief board on ash trees might be worthwhile.

b. Complaint at Pine Manor – Received 11/28 regarding noise, unregistered dogs, and too many people approved for one apartment. Josie Henry will pursue.

c. Holiday Lighting Contest – to work on next year when there’s more time.

d. Place to Drop Off Loose/Unclaimed Dogs – Former boarding facility closed, selectboard members filling in as needed. Donna Boumil to get town’s ACO equipment from past officers. Danielle James Choiniere reaching out to local humane society and other towns.

e. Web page work – Host Alpine Media can do big edits to website rather than town admin. Rate is \$185 per hour.

f. Dog Complaint – Received 12/12. Anick Avenue dog frequently on neighbor’s property and she is worried about her own small dogs. Danielle James Choiniere to call complainant with updates.

- **Elliot Knight motioned to send owners of dog a copy of animal ordinance and letter to keep their animal restrained. Donna Boumil seconded the motion, all in favor. So approved.**

g. E911 Changes – Josie Henry reading state statutes on house numbering and will ask E911 coordinators about history and procedure. Update for next meeting.

## 10) Old Issues

a. Joint Selectboard/Planning Commission Meeting - December 20th, 7PM. Board discussed what they would like the PC to accomplish i.e. info on state and local permits, grants, uses for town property, researching Bingo Hall options, etc.

b. Nuisance Property Complaints – Josie Henry read Health Officer McAroy’s report on 1556 Alburgh Springs Road. No

violations were noticed. Josie Henry notified complainant of findings. State is handling the area north of Legion for driveway violations.

Regarding a Town Administrator interview at 5 PM:

- **Josie Henry motioned to hire Julie Miller for Administrative Assistant to the Selectboard for the amount budgeted in FY 2022-23, minus what was used or earmarked for meeting scribe pay. Shawn Creller seconded, all in favor. So approved.**

### 11) Warrants

Donna Boumil had looked at them prior to meeting. Discussion on the town credit card getting charged Adobe and Microsoft charges that were unknown. This will be a topic for next meeting.

- **Donna Boumil motioned to cancel town credit card. No seconds.**

EXECUTIVE SESSION per V.S.A. 313 (a)(1) re: Center Bay Beach. Shuffled here from Old Issues topic.

- **Josie Henry motioned to enter executive session at 8:38 PM per V.S.A. 313(a)(1), attorney/client privilege. Elliot Knight seconded. All in favor, so approved.**

### 12) Adjourn

Motion given to adjourn at 9 PM.

Respectfully Submitted,  
Danielle James Choiniere

Zoom recording:

[https://us02web.zoom.us/rec/play/GOopJ4eVdl7ksNX3sZJKOkhxw8bW99mIOXDo3RRHd7vJLmI5Y57lxkO\\_bhr706kGKJAcVzf9lknSGy2F.tCT3EoaGvMx2xXaF](https://us02web.zoom.us/rec/play/GOopJ4eVdl7ksNX3sZJKOkhxw8bW99mIOXDo3RRHd7vJLmI5Y57lxkO_bhr706kGKJAcVzf9lknSGy2F.tCT3EoaGvMx2xXaF)

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