

Town of Alburgh
Budget & Regular Selectboard Meeting
Municipal Conference Room
12/21/2022

Present: Josie Henry, Elliot Knight, Russell Duchaine, Shawn Creller, Donna Boumil via Zoom, Donna Bohannon, Danielle James Choiniere, Alton Brusco, Terry Tatro, El Towle and Sandra Rosa with Rachel McFadden (library presentation)

1) Budget Meeting

Josie Henry opened at 5:03 PM. Members from the library were going to present a request to the board.

Treasurer Donna Bohannon passed out a budget worksheet for appropriation, donation, and other general expenses, which the board filled in with line-item estimates. Terry Tatro asked if the Islands in the Sun need to submit a letter and because he was present, that was unnecessary.

The board discussed having the 4th of July festivities as a ballot item. Josie Henry thought rec and holiday lighting can be run through the PC, with disagreement from Alton Brusco, Terry Tatro and Elliot Knight.

Donna Boumil asked VLCT about funds from recreation, holiday committees, etc. and was informed those funds were under control of the town even though they were separate volunteer boards. Alton Brusco would like to see that statute.

Terry Tatro said three of five Rec Committee members resigned and their chair was supposed to send the selectboard a letter to that effect.

Sandra Rosa and Rachel McFadden, on behalf of the library, asked for \$75,000, up from \$60,000, to account for health insurance, salary increases and cleaning.

There was discussion on the senior center lease and cemeteries.

- **Russell Duchaine moved for a short recess at 6:08 PM. Shawn Creller seconded, all in favor. So recessed.**

Chair Henry called the meeting back to order at 6:12 PM. The budget portion of the meeting concluded at 6:38 PM and there was a non-business recess until the regular meeting started at 7 PM.

2) Open Regular Meeting

Chair Henry called the regular meeting to order at 6:52 PM.

3) Adjustments to the Agenda

-Add Alpine Web Media under Financials

4) Approve 12/12 & 12/15 Minutes

Russell Duchaine wanted to amend the 12/15 minutes to add his opinion was reflected for all town employees under the line regarding recusals and raises. Josie Henry also wanted it clarified under the gold plan, the town employee would be 100% paid for.

- **Elliot Knight motioned to approved 12/12 minutes and 12/15 minutes as amended. Shawn Creller seconded, all in favor. So approved.**

5) Town Office

- a. Employee Handbook- Tabled
- b. VMERS Updates (if applicable)- Tabled
- c. PBX Phone System- \$274 per month extra for this office phone directory, can hold 5 distinct phone numbers, new phones, web-based training, et al. Josie refining this topic for next meeting.
- d. Surveillance Camera Quote- From DC Energy. Board will get at least one more.

- e. Health Officer Resignation- now defaults to board chair. There was a hot topic from the state they were pursuing and then dropped. Josie will do any necessary inspection. Advertise for HO/ACO vacancies.
- f. Executive Assistant to Selectboard- Start date is 1/17.

6) Transfer Station

- a. Surveillance Cameras- Getting quotes.
- b. New Sign at Gate- Working on size. Danielle James Choiniere drew a template.
 - **Josie Henry motioned to leave final approval up to Shawn Creller. Elliot Knight seconded, all in favor. So voted.**

7) Highway Department

- a. Funding Replacement Truck Updates- got credit application from Paccar Financial. Town looking into all options.

Shawn asked about a single axel truck and goal of dump body the town owns. Russell also wanted to look at the agreement with the village and the sidewalks; sidewalk plow in rough shape.

8) New Issues

- a. E911 Update – Including Palmer’s Sand Beach Road. El Towle of FKA Coon Point Road remarked the name is long and didn’t want to change his address twice when the E911 update circuit wasn’t yet done on his road. More questions on what sections were private, what was still an active road, and naming an unnamed road. Josie will reach out to residents who previously received address change letters to tell them the Jan. 1st deadline will be extended.
- b. Place to Drop Off Loose/Unclaimed Dogs- Chitt. County Humane Society able to take permanent dogs. Whiskers N Tails in Grand Isle can provide temp. housing. Currently awaiting contract info from CCHS.

9) Old Issues

- a. Complaint at Pine Manor- Received 11/28- Some complaint details involve the town’s noise ordinance. Josie working on this complaint.
- b. Town Credit Card Update- Josie Henry spent a lot of time with Amazon to get Prime charges reversed. Some reoccurring charges may still be active. Discussion on alternatives.
 - **Shawn Creller motioned to close the town credit card. Josie Henry seconded. Russell didn’t want to see a vote until an alternative was in place.**

Petty cash, no cards at all, a separate account at bank with a debit card were ideas bandied about.

- **Elliot Knight motioned to cancel town credit card and have a debit card attached to a separate bank account with a small limit amount to be determined. No online purchases. Josie Henry seconded, all in favor. So voted.**

10) Tabled Issues

- a. Planning Grant for Salt Shed
- b. ARPA Requests
- c. NWSWD Updates (if applicable) i.e. what items/equipment they’ll want/use

11) Financials

- a. Warrants- presented and signed.
- b. Treasurer’s Report- Bank statements, reconciliation reports, and a budget status were presented. Donna Boumil was looking for the report agreed upon with the auditors and treasurer at a prior meeting.
- c. Alpine Web Media’s contract had a different amount than what was approved last meeting.
 - **Russell Duchaine motioned to have a Jan. 2 budget meeting at 5 PM and one before the Jan 9th regular meeting at 5 PM. Josie Henry seconded, all in favor. So voted.**

12) Adjourn

- **Russell Duchaine motioned to adjourn at 8:18 PM. Shawn Creller seconded, all in favor. So adjourned.**

Respectfully Submitted,

Danielle James Choiniere

Zoom recording: <https://us02web.zoom.us/rec/share/hVKRshU1miUW4o-g1RG4Zv1kYLa87cHnCr7sEOeGe5G0ERN4Llu3Uxh9DNyo5SYs.ZY3-XbCDSXh33ya?startTime=1671660202000>

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