

Town of Alburgh
Budget & Regular Selectboard Meeting Minutes
Municipal Conference Room
1/23/2023

Present: Josie Henry, Elliot Knight, Russell Duchaine, Donna Boumil, Shawn Creller, Donna Bohannon, Danielle James Choiniere, Alton Brusio, Terry Tatro, Peter Brescia

Executive Session

Elliot Knight motioned to enter executive session at 5 PM per 1 V.S.A. §313(a)(3) the appointment or employment or evaluation of a public officer or employee. Russell Duchaine seconded. Motion carried, so entered.

Only the five board members were present in executive session.

Josie Henry motioned to leave executive session at 5:28 PM. Donna Boumil seconded. Motion carried, so voted.

Budget Meeting

Chair Henry opened the public portion of the meeting at 5:30 PM.

- **Elliot Knight moved to terminate the Executive Assistant to the Selectboard. Donna Boumil seconded, all in favor. So voted. Julie Miller will be compensated for time worked.**

2023-24 budget line items which hadn't been fitted with numbers were addressed.

One of the outside auditors' recommendations was eliminating elected auditors or appointing a treasurer. Josie Henry proposed an idea the town clerk role remain the current salary of clerk/treasurer combined. The treasurer would be appointed, and the clerk/assistant clerk could focus on those roles and help cover some Executive Assistant to the Selectboard (EA) duties. This would eliminate the benefits and salary for the EA line item while supporting current personnel. Board members debated the issue and were not in agreement. Delinquent Tax Collector was suggested to also be appointed and a salary position. Terry Tatro recommended any articles have a date when changes were to take effect. Municipal office salaries were considered to also be grouped as one line item like the other departments.

Terry Tatro suggested ballot items voted on at the 1/16 meeting be re-voted as they were not agenda items.

Open Regular Meeting

Chair Henry called the regular meeting to order at 7:23 PM.

Adjustments to the Agenda

Traffic survey added to old issues section.

Approve 1/2, 1/9 & 1/16 Minutes

- **Donna Boumil motioned to approve these three sets of minutes. Elliot Knight seconded, all in favor. So approved. 1/16/2023 minutes had a pending revote later in these minutes.**

Town Office

- a. Pro Connect VoIP Phone System- Quote was provided. Not time sensitive and can be on next meeting's agenda.
- b. HVAC Update- Some thermostats were replaced 1/19. Building plans were found, but still some zone questions. Evaluations ongoing.
- c. Town Dog Kenneling- legal review of contracts?
 - **Donna Boumil motioned to sign both as presented, one for temporary housing and one to the CC Humane Society. Elliot Knight seconded, all in favor. So approved.**

d. Notary Service- not a necessary office duty, but is useful to the public. Danielle James Choiniere explained how the State of Vermont mandates 1-hour of training, but for a fee.

- **Donna Boumil motioned to allocate up to \$125 for this training. Elliot Knight seconded, all in favor. So approved.**

Transfer Station

Computer station set up for ease of payroll submissions on new ADP software. \$250 invoice for gutter work for next meeting's warrants.

Highway Department

Nothing new at this time.

New Issues

a. Town-wide Reappraisal- Check to see what's in this budget and research quotes.

b. Letter of Support for Library- This should have been for the Alburgh Clubhouse. Put on next agenda.

c. Ballot Item Requests- Alburgh Rescue/Fire Dept/Town Officers. Peter Brescia came to brief the board on emergency services. Alburgh Rescue is working on being its own entity separate from Fire Dept. New ambulance prices have gone up and one currently in the fleet needs replacement. The Rescue department is looking to have at least one paid EMT 6 days a week for 12-hour shifts, to be augmented with any volunteers. They estimate \$300K for these positions and would not include benefits. Russell Duchaine asked if Isle La Motte would be approached to help cover rescue costs Alburgh provides, and also asked to include a vehicle inventory list like the highway department. Peter Brescia agreed that was a good question and would investigate. The Town does owe the department for a probable past missing capital equipment payment.

- **Donna Boumil motioned to support a Town Meeting Alburgh Rescue ballot item for \$300K. Shawn Creller seconded, all in favor. So approved.**
- **Josie Henry motioned to put two fire department articles for \$70K and \$25K for general purposes and equipment respectively. Russell Duchaine seconded, all in favor. So voted.**
- **Donna Boumil motioned to add a ballot item that would authorize the selectboard to appoint a town treasurer as provided in 17 V.S.A. §2651(f). Elliot Knight seconded, all in favor. So approved.**
- **Josie Henry motioned to repeal both ballot motions made 1/16. Donna Boumil seconded, all in favor. So approved.**

Terry Tatro reiterated he will not be running for Delinquent Tax Collector in 2024.

- **Elliot Knight motioned to add a ballot item that would authorize the selectboard to appoint a Delinquent Tax Collector, effective March 5, 2024. Shawn Creller seconded, all in favor. So approved.**
- **Elliot Knight motioned to add a ballot item that would compensate the Delinquent Tax Collector with a salary instead of any statutory fees allowed under 32 V.S.A. §1674, effective March 5, 2024. Donna Boumil seconded, all in favor. So approved.**

Old Issues

a. Town Card- To be determined.

b. New Truck Financing- Tabled until next regular meeting.

c. Traffic Survey- Principal Hemingway was interested in the results from a traffic count on Main Street/Route 2. Donna Boumil will follow up.

Financials

a. Warrants- presented and signed.

- **Donna Boumil motioned to reimburse Josie Henry \$186.58 for the purchase of office thermostats, a bill not on the warrants. Elliot Knight seconded, all in favor. So approved.**

Adjourn

➤ **Josie Henry motioned to adjourn at 8:45 PM. Russell Duchaine seconded, all in favor. So adjourned.**

Tabled Issues

- a. VMERS Update
- b. Employee Handbook- Finalizing.
- c. NWSWD Transfer of Operations- Negotiations and planning ongoing.
- d. ARPA Advisory Board- February meeting.
- e. E911- 15% of town remaining to convert
- f. Surveillance Camera Quotes for transfer station/office

Respectfully Submitted,
Danielle James Choiniere

Zoom recording: https://us02web.zoom.us/rec/share/IE85xzNSWWm56wDZIo9uLRqkT_AbSnd-cJmvP-a86iyQGA_X1koZJ_MBj3WOgvqp.6GeOxMnC-zfbIGb1?startTime=1674513303000

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