

Town of Alburgh  
Regular Selectboard Meeting Minutes  
Municipal Conference Room  
3/27/2023

Present: Josie Henry, Shawn Creller, Donna Boumil, Elliot Knight, Russell Duchaine, Donna Bohannon, Alton Brusio, Danielle James Choiniere, George Boutah, Alex Goddard

Chair Henry opened the meeting at 6:04 PM.

### Agenda Adjustments

Updates on crack sealing, opioid settlements, a road complaint, and new truck. Danielle James Choiniere remarked this agenda advertised the Friday prior was not accessible, or easily accessible, on the website. Hard copies were posted per normal. She will be more diligent, check into Word Press features, and continue to post more than 48 hours in advance.

- **Russell Duchaine motioned to accept the agenda as amended. Elliot Knight seconded, all in favor. So approved.**

### Approve 3/13 Minutes

Russell Duchaine asked a question on 'village tank'. Danielle James Choiniere will clarify 'village water tower'.

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

### Town Office

- a. Cleaning and Mowing Ads- The board considered bids for one year or two and wanted a list and map of all town property. Cleaning is bid separately. Donna Bohannon offered to work on a list/map.
- b. ADP Payroll Withholdings- Josie Henry has been working with the highway department on making sure their paid time off is correct in the ADP system.

### Health Officer Applicant

Alex Goddard introduced himself as an EMS who moved to Alburgh last year. He was already familiar with HO duties, having read the manual and spoken with Swanton's Health Officer. The board mentioned the stipend and mileage reimbursements. The town has all paperwork for employment.

- **Elliot Knight motioned to appoint Alex Goddard as Health Officer as of 4/1/2023. Russell Duchaine seconded, all in favor. So voted.**

### Transfer Station

Shawn Creller talked to employees to do deposits daily. Donna Bohannon mentioned she helped get them set up to clock into the computer for ADP payroll.

### Highway Department

- a. Sidewalk Cleaning- Josie Henry received a resident's observation about cleaning the sidewalks. The highway department has the capability but hasn't swept Village property in the past. A brief history of Alburgh sidewalks was given.
- b. Crack Sealing- The board was fine with this preventative maintenance. They did want to see, with the foreman's help, a road priority list for paving et al.
- c. New Plow Truck- The base truck finally arrived in New York and is currently getting outfitted for plowing.
- d. Road Complaint- A resident of Line Road found fault with a recent grading of its base. Road Commissioner Russell Duchaine visited and took pictures. He assessed it looked much better than before and offered in open forum to have others take a look to gauge for themselves. The complainant was invited to the meeting but was not in attendance at the time of this topic.
- e. Speed Study- Held on 11/15/22 by Michael Johnson in affiliation with Regional Planning. The location by the Parish Center had an 85<sup>th</sup> percentile speed of 37 mph. This study can be presented to the school principal. Route 2 is a state road, out of town jurisdiction, but this board can send the school a letter of support if they should reach out to VTrans.

## New Topics

a. Applications for Vacancies: Accountant and current town auditor Margret Brescia applied for the part-time treasurer position.

- **Russell Duchaine motioned to appoint Margret Brescia as town treasurer effective 4/1/23. Donna Boumil seconded, all in favor. So voted.** She will need to resign from the auditor position before accepting as the two are Incompatible Offices per state law.

An application from Donna Boumil for part-time town administrator was received. She summarized her background at the Rouses Point municipal office and would resign from the selectboard and Planning Commission if hired. The board considered the balance of office dynamics, regarding statutory and nonstatutory roles and will go from there. The Planning Commission members at their last meeting preferred to keep 9 members instead of fewer. There are currently 4 vacancies. The board will continue to advertise for the Rec Committee and ARPA Advisory Board as well.

b. Falconry Request on Town Trail- The board did not oppose falconry on town portion of rail trail.

c. Alburgh Industrial Park- Alton Brusco, a member of the park's board, said at their last meeting the members wanted to give the town the remaining funds and acreage in the industrial park that's unbuildable (wetlands). Their members voted to ask the selectboard to keep a fund to maintain the pumpstation on site. They will repave a portion of the area. Russell Duchaine thought the town should pave a portion near the town garage as well. The board would like to see the agreement between the town and AIDI as well as their attorney's opinions.

d. Alburg Sno Springers- Desiring an area near VAST trails to put an equipment shed, they wanted to approach the town to see their options. Russell Duchaine thought the village's sewer plant would be a better alternative. Elliot Knight thought leasing might be a good option too, to be discussed further.

e. Parade Detour- Paperwork for the normal detour route was presented and approved.

f. Overview of Town Properties- Danielle James Choiniere tacked this on the agenda as a placeholder to keep in mind the state of all town properties, especially those not currently in use and sorely in need of maintenance. Of the Bell property, Elliot Knight wanted to provide Alburgh Rescue Inc. a timeline for their interest in the property, June 30 was suggested. To date, nothing has been received in writing.

g. Library Update- Having attended the last trustee meeting, Donna Boumil relayed their wiring concern. Retired electrician Dennis Dunn will inspect and provide his findings for the town building.

## Old Topics

a. New Truck Financing- Several options are being explored.

- **Josie Henry moved to sign for the extended warranty. Elliot Knight seconded, all in favor. So voted.**

b. DX041 Junk Complaint- Board received supporting documentation from the development of their concerns. The board is sending a certified letter inviting owners to the 4/10 meeting and included a copy of the junk ordinance.

c. E911 Addressing- No updates.

d. Opioid Settlement- Vermont and Alburgh are two entities among many participating in this lawsuit settlement. It required e-signatures from the chair to continue the process.

e. Executive Session for confidential attorney-client communications made for the purpose of providing professional legal services. 1 V.S.A. § 313(a)(1)(F)

- **At 8:35 PM, Josie Henry moved to have a two-minute recess then enter executive session for the reference above. Donna Boumil seconded, all in favor. So voted.**
- **At 8:41 PM, Donna Boumil moved to leave executive session. Shawn Creller seconded, all in favor. So voted.** No motions were made.

## Financials

a. Warrants- presented and signed.

b. South Alburgh Cemetery- Their board requests their funds so they may open a bank account for themselves. It was set up many years prior as a town subaccount. The board will review.

## Adjourn

- **Donna Boumil motioned to adjourn at 8:58 PM. Elliot Knight seconded, all in favor. So adjourned.**

## Tabled Topics

a. NWSWD Transfer of Operations- Negotiations and planning ongoing.

- b. Surveillance Camera Quotes for transfer station/office
- c. HVAC Update

Respectfully Submitted,  
Danielle James Choiniere

Zoom recording: Audio and video were recorded, but not on cloud storage. Available upon request!

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