

Town of Alburgh  
Regular Selectboard Meeting Minutes  
Municipal Conference Room  
5/8/2023

Present: Donna Boumil via Zoom, Danielle James Choiniere, Russell Duchaine, George Boutah, Elliot Knight, Mark Martin, Josie Henry, Alton Bruso, Rodney James, Matthew Lefluer, Carol Behrman, Margret Brescia, Dave Mangan

Chair Henry opened the meeting at 6:04 PM.

### Agenda Adjustments

Truck Financing was tabled as the truck's been delayed until August. Move h. in Tabled Issues to Ongoing. Elliot Knight asked about the speed study and Sno Springers' request and if they required any further board input. At this time, no.

### Approve 4/24 Minutes

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

### Highway Department

a. Tree Removal Quotes- Highway Foreman received a Barrett's Tree Service quote for \$16,750 for 47 trees. Gabree's Tree Service did not respond. Island Tree Service quoted \$13,200. The board recommended referencing the Ash Tree Study completed last year to more accurately budget for the handling of many more trees to come. Mark Martin mentioned a cherry tree that needed cutting in the park.

- **Russell Duchaine motioned to accept Island Tree Service's quote for \$13,200. Elliot Knight seconded, all in favor. So approved.**

b. Employee Payroll Question- Received from the highway department, a question on whether some unused vacation can be converted to comp time. Donna Boumil felt vacation was meant to be used and reduce burnout. If policy was adjusted for one, it would need to be for all. Josie Henry wanted to look at how much time was being referenced and Donna Boumil suggested the request be in writing. Tabled.

Pike pavers are coming June 15 and will take about 2 days. Rodney James asked if the board would like to include Champlain Street, Milk Street, Sowles Street. They're short roads, it would save in set up costs and the tonnage would be the same. Pike said they can wait to bill until July when the new budget kicks in. The board seemed amenable, just wanted something in writing from the company.

### Municipal Department

a. Resignation- The board read a letter from Donna Bohannon resigning from her role as Town Clerk and Lister. Her last day will be 5/26.

- **Elliot Knight motioned to accept Donna's resignations. Donna Boumil seconded, all in favor. So approved.**

b. Town Treasurer's Report- Margret Brescia listed bank account balance of general fund to be \$1.848 million, \$1.929 including transfer station account. There are some funds still owed to the school. She pointed out a few accounts that were overbudget like property maintenance, legal notices, Regional Planning. ADP payroll was not budgeted for. Josie Henry was working on how well the board budgeted for current/delinquent taxes. Margret asked what other numbers the board would like to see each month—revenue by source, expenses out, highway surplus, etc.

c. New Truck Financing- Tabled.

d. Bank Access Authorization- Josie Henry read a summary from NorthCountry Federal Credit Union regarding accounts Donna Bohannon is still a signer for. Josie will also reach out to the Supervisory Union to let them know of Alburgh's changes.

- **Josie Henry motioned to write to the credit union explaining the new office structure and removing Donna Bohannon from town accounts and to make sure Margret Brescia was added. Elliot Knight seconded, all in favor. So approved.**

e. Auditor Vacancy- Adding Town Clerk and Lister to vacancies, which can be advertised until filled. Should the board have a special meeting of office roles? They will look at current salaries and cross training.

f. Propane Contract- Bid and have due for 5/22 at 5 PM. Estimate usage for 1 year.

g. Access to Clerk's Office- Change vault codes and provide security codes for all board members and treasurer to be able to print.

### New Topics

- a. Milk Street Complaint- Received 5/2. Dave Mangan reported junk and refuse piled up around that area. The board can review and send Health Officer if required.
- b. DD008- Health Officer and sheriff's department visited on 4/25, confirming the presence of excessive trash, rats, kids not attending school, no utilities. The owners are not living there and are renting to others. The board is looking into how to help both the community and renters.
  - **Josie Henry motioned to research condemnation with the town attorney. Elliot Knight seconded, all in favor. So approved.**

### Ongoing Topics

- a. DX041 Junk Complaint- Constable Creller noted 10 vehicles, 1 boat and 1 camper. Donna Boumil asked about the development's responsibility, Mark Martin added especially if they're collecting HOA fees. The board suggested inviting the development's owner to the next meeting.
- b. Planning Commission- Working on more than one pike and pedestrian grants. More updates next meeting. They're working on updating the town plan with Regional Planning. The price was a little over \$5K.
  - **Russell Duchaine motioned to approve and sign agreement with NWRP. Josie Henry seconded, all in favor. So approved.**
- c. Bell Property/Alburgh Rescue- While the school board voted to provide land to Alburgh Rescue, Rescue's board has not approved anything. The board would like a plan for the Bell Property.
- d. Committee Appointments- Incoming.
- e. Center Bay Boundaries- The board's surveyor will replace the pins illegally removed from town property. Mark Martin suggested cementing them in. There is currently a boat, fire pit, construction debris and fence owned by residents they'll need to remove by 5/21. Letters to be sent certified.
  - **Russell Duchaine motioned for the surveyor to replace removed pins. Elliot Knight seconded, all in favor. So approved.**

### Transfer Station

- a. Free Dump Day 2023- Requests received. The board will look at the budget and leaned toward having some sort of discounts for Alburgh residents. The board wanted to follow up with employees to ensure nightly deposits are in effect.
  - **Josie Henry motioned to send a letter to Dean Tallman reinforcing regular deposits each business night. Elliot Knight seconded, all in favor. So approved.**
- b. Bounced Check Policy- The board preferred no checks, cash or card only. Stickers will be a must for Dump Day. They talked about going back to a sticker policy for no payments on site needed.
- c. Complaint Received- A resident believed they were overcharged on tires, they were not aware of a price increase.
  - **Josie Henry motioned to reimburse Gail Brown \$20. Elliot Knight seconded, all in favor. So approved.**
- d. Request to cross Transfer Station on Horseback- They prefer to cross behind the solar panels to avoid the road. The board will wait for an official response when they have a full board.

### Financials

- a. Warrants- Invoices signed.
  - **Josie Henry motioned for a 5-minute recess. Elliot Knight seconded, all in favor. So approved.**

### Adjourn

- **Elliot Knight motioned to adjourn at 9:04 PM. Josie Henry seconded, all in favor. So adjourned.**

### Tabled Topics

- a. Transfer of Solid Waste Operations to Outside Entity- Researching options
- b. Surveillance Camera Quotes for Office/Transfer Station
- c. HVAC Repairs in Municipal Office – On hold until spring/summer
- d. Trunk phone system for town office

- e. Alburg Sno Springers Equipment Storage – the organization is looking for property near the recreation trail to store the trail maintenance equipment.
- f. E911 Addressing – 15% of town remaining to convert with help from listers and state coordinators.
- g. Poor Farm Rd Cemetery- Reserve fund audit pending
- h. Treasurer/Clerk/Asst Clerk Duties- Breakdown of tasks
- i. School Speed Study

Respectfully Submitted,  
Danielle James Choiniere

Zoom recording: [https://us06web.zoom.us/rec/share/NNjkGKfn3oaBfHmh\\_5PZeyuYXXxqIFpulq79SuZv-4lBlwrBLJLVZMYo64gQknml.zHWwiNQ55vFidZEp](https://us06web.zoom.us/rec/share/NNjkGKfn3oaBfHmh_5PZeyuYXXxqIFpulq79SuZv-4lBlwrBLJLVZMYo64gQknml.zHWwiNQ55vFidZEp)

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