

Draft Minutes  
**Alburgh Selectboard**

– 7/10/2023 –

The selectboard will meet in the municipal office conference room on Monday, July 10th at 5PM.  
The public portion of the meeting can be viewed via Zoom  
<https://us02web.zoom.us/j/5043834193>

Board Members Present: Josie, Russell, Elliot

Others: Alex Goddard, Danielle James Choiniere, Alex Mccracken, Erik Ramakrishnan, Jed Ladd Jr., Jed Ladd Sr., Alton Brusio, George Boutah, Mark Martin, George Hakey, Maeve Bissonnette, Sandy Sturgeon, Matthew Lefluer

- 1) 5:07PM – J. Henry Called the meeting to order at 5:07pm
  - **Pursuant to 1 V.S.A. 313(a)(3) Elliot motioned to enter executive session to discuss personnel and interview candidates for open positions. Josie Seconds. The board entered Executive Session at 5:07pm**
  - **The board exited the executive session at 6:15pm. No action was taken as a result of the executive session.**
  
- 2) 6:20PM – J. Henry called the meeting to order
- 3) 6:25PM – Adjustments to the Agenda
  - Speed on Alburgh Springs Road, Senior Center
- 4) 6:20PM - Minutes from Prior Meeting
  - Municipal Matters G: How the building.. “typo” , add executive session end
  - Result of executive session: Transfer Station: Brendan’s pay - motioned by Boumil to offer Brendan (19/hr. Probation - 90 day probation with review up completion) Russell Second. Adjourn 10:13pm”
  - **Elliot motioned to accept minutes as amended. Russell Seconds. Motion carried.**
  
- 5) Alburgh Springs Rd:
  - Jed Ladd Sr.: First part of the road is 50mph (Rt 78 to Academy), there is no shoulder, I would like the speed to be lowered to 35mph. Dangerous for those walking, livestock, etc. All other town roads are 35mph
  - Town will conduct needed research to evaluate and possibly change posted speed signs
  - Ash Tree and Right of Way:
    - Josie: Current invasion in GIC. Currently using town funds to cut down trees in the right of way. Something to consider for ARPA funds.
  
- 6) 6:30PM – Department/Committee Updates

#### a. Highway Department

- Radar Speed Feedback Request – update from the state and way ahead options
  - Josie read an email from the State regarding school crossings. VTRANS can support, but suggested trimming trees for visibility for existing signage. Other option: “Gate posting” on either side of the crossing. RFB expense, and town responsible for continued maintenance / repair.
  - Russell / Elliot - in favor of following VTRANS recommendations in the tiered approach outlined in VTRANS recommendations starting with tree trimming.

- Road Foreman – vacation rollover request

#### b. Transfer Station - table

- Staff composition and pay
  - Can table personal requests to next meeting
  - Josie: Alex is getting up to speed on ADP, and we are actively addressing vacation rollover addresses. Budget issue. Not comfortable making a decision until we see a closeout of the last fiscal year.
- Small safe and other supplies
  - Highway has open tab at bargain barn and has been purchasing needed supplies. **Audience member Sandy Sturgeon said she has a small safe that may qualify.**
  - Safe: **Elliot - motion to authorize \$300.00 for the purchase of a safe, Russell second. Motion passes.**

#### Senior Center: (Sandy Sturgeon)

- The Senior Center does not want the Town to have to pay for repairs.
  - Would like a longer lease than the current (4) years
  - ARPA request money items
  - Quote of repair? \$10-\$16,000 verbal quotes, nothing on paper
  - Senior center willing to host WIC clinicals / room + tutoring

#### c. Town Office

- Office requirements – kiosk for land records, laptop - hybrid workers, cabinets/shelves
  - Kiosk: Laptop connected to firewall, for researchers to utilize in town office (records are now being digitized - public should have access in town office, kiosk accomplishes that)
    - Quote \$160 for setup
    - Quote for Laptops (3) - Alex (hybrid), Maggie (remote), Kiosk for record searches
    - **Elliot Motions to authorize Josie to spend \$5,000 for Laptops, locking cabinet, other office equipment pending verification with Maggie that there are indeed funds available. Russell Seconds. Motion passed.**
- Trunk Line options and way ahead
  - Elliot - quote for options discussed. Q1: (10 users, \$295/month)
  - **Elliot motioned to authorize up to \$500/month total for a Trunk Line System pending verification of capabilities that are suitable to our operations. Josie seconds. Motion carried.**

- Josie: Open to exploring Star-link internet
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- Office cleaning contract
  - Josie - has seen no new bids
  - Original quote was: \$575/month - \$6,900/yr
    - 2 cleaners, 2 hrs/week, 4 working hours per week - \$575
    - Budgeted for \$4,500 for FY-24
    - **Russell motioned to contract with Island Touch LLC to clean municipal offices bi-weekly, at 50% of \$6,900 proposed offer. Elliot seconds. Motion carries.**
      - Alex to follow up with Island Touch LLC.
- HVAC – resume work that was on hold until summer?
  - Josie would like to bring Chuck Benjamin back in to deal with HVAC.
- d. 4th of July Committee
  - Debrief and after actions, as applicable
    - Russell: we were within budget, nothing of note to report
- e. Planning Commission – Matthew LeFluer resignation
  - **Elliot motions to accept resignation from Planning Commission. Russell Seconds. Motion carries.**
- 6) 7:00PM – New Business
  - a. ACO applicant/equipment
    - Ryan Latimer: Alex to reach out for an interview with the board for the next meeting .
    - Equipment: Motion to authorize the purchase of a large kennel to house animals. Leashes, etc. Russell would like accountability of supplies.
      - ACO tool inventory list.
      - Budget is \$3,000 for supplies
      - **Russell motions to spend up to \$1,000 for start-up equipment for ACO position. Josie seconds. Motion carries.**
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- 7) 7:30PM – Old Business
  - 734: Recess
  - Resumed at 0743
  - a. Masonic Lodge Lease
    - Open to discussing lease, and any modifications to lease
    - Danielle to close loop with Masonic Lodge Lease Change request
  - b. Islands in the Sun Lease & Maintenance
  - c. Sheriff's Contract – sign and discuss input from previous meeting with Sheriff Allen
    - \$133,848 - Alburgh (44 hrs)

- Came last meeting and asked Town to consider raising the contract hours
- Alburgh voters approved a budget. This included a line item for the Sheriff's department cost. Public comments state that it should be binding and without change.
- **Elliot motions that we sign the GIC contract as presented without changes. Josie seconds. Motion carried.**

d. Deso Development – property complaints: update from town attorney

- **Elliot motioned that we send the letter regarding 41 deso drive ext with appropriate amendments for dates, and vehicle count. Josie seconds. Motion Carries.**

e. Municipal Vacancies – ACO, Auditor, Lister, Planning Commission, Assistant Town Clerk

- Assistant Town Clerk: Danielle (Clerk) to appoint, 30-days to appoint before the selectboard has to appoint by law.
- Danielle to follow up on application from Ryan Latimer and circle back with board

f. ARPA Requests – binders for board members

- Josie is working this binder to consolidate requests.

**g. Josie Motions to move to executive session to discuss Forensics Audit Request for Proposals/IRS Correspondence – Executive Session per 1 VSA 313 at 2008. Russell seconds. Motion carries.**

**Josie motioned to exit the executive session at 821. No action taken as a result of the executive session.**

8) 8:00PM – Budget and Administrative Items

Warrants reviewed and signed

**Josie moves to authorize an invoice to MJ Lawn Care upon receipt. Elliot Seconds. Motion Carried.**

9) 8:42PM - **Elliot moves to adjourn at 2042. Josie Seconds. So adjourned.**

Tabled Issues:

- Transfer of Solid Waste Operations to Outside Entity- Researching options
- Surveillance Camera Quotes for Office/Transfer Station
- Milk St Junk/Trash Complaint- Received 5/2
- E911 Renumbering- 15% of Town remaining to convert with help from listers and state coordinators.
- Town Truck Financing- options and recommendations from the treasurer