

Draft Minutes  
**Alburgh Selectboard**  
– 7/24/2023 –

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 Henry, Russell Duchaine, Elliot Knight  
Others: Alex Goddard, Steve Michael, James Cox, Terry Tatro, Alex McCracken (zoom)

- 1) 5:00PM – J. Henry Called the meeting to order at 5:00pm
  - Pursuant to 1 V.S.A. 313(a)(2), 1 V.S.A. 313(a)(3) Josie motioned to enter executive session to discuss Center Bay legal issue with Town Attorney, and to conduct interview for open town positions. Russell Seconds. The board entered Executive Session at 5:00pm
  - The board exited the executive session at 6:45pm. Actions taken as a result of executive session:
  - Elliot Knight motions to appoint Jim Hockenberg to the open Selectboard Member seat. Russell Duchaine seconds, all in favor - so moved. Jim Hockenberg was appointed to the selectboard for the remainder of the vacant seats term.
  - Elliot Knight motions to appoint Ryan Latimer to the open position of Animal Control Officer. Russell Duchaine seconds, all in favor - so moved.
  
- 2) 6:50PM: Review of Meeting Minutes from 07/11/23 - **Russell Motions to accept the previous minutes as written, Elliot Knight seconds, all in favor, so moved.**

6) 7:00PM – Department/Committee Updates

**a. Highway Department**

- Paving is nearly complete. Summit road requires patching due to storms. Poor Farm Rd. tree removal complete. Taking inventory.
- Board is requesting a monthly schedule for Highway Department Employees to be entered into ADP for review / tracking

**b. Transfer Station**

- Staff composition and pay
  - Elliot has a safe for TS to use, and can be affixed with bolts. Offering for free.
  - Russell offered services to board as the Transfer Station lead due to Town not receiving applications for the position. Has background knowledge of operations, and is a heavy equipment operator already on the insurance for that equipment. Russell to present stipend figures / schedule to board to discuss at next meeting
  - Budget for Highway Department support of Transfer Station is \$10,000.00

- VMERS: due to hours worked, some or all of TS employees may be forced into VMERS retirement system. Town to research requesting exemption for TS department from VMERS.
- Board is requesting a monthly schedule for Transfer Station Employees to be entered into ADP for review / tracking

**c. Town Office**

- Town Administrator to develop ACO Standard Operating Procedures for addressing Animal Complaints
- **“The Alburgh Pass”** - Alex Goddard presented a proposal to the Selectboard to fund day passes for Alburgh Town Residents to Alburgh Dunes State Park at no cost to Taxpayers using ARPA Funds.

**e. Planning Commission –**

- New planning commission members will be appointed at 08/14 Selectboard meeting

**6) 7:30PM – New Business**

- **Josie motions to use a maximum of \$10,000 in ARPA funds for this fiscal year to fund “The Alburgh Pass” (unlimited free day passes for all Alburgh Residents to the Alburgh Dunes State Park). Elliot seconds. All in favor, so moved.**
- Multiple off-leash dog complaints. Newly appointed Animal Control Officer to follow up on complaints.
  - Work with Town Administrator to resolve

**7) 7:45:PM – Old Business**

- **Trunk Line**
  - Elliot making progress on trunk line system
- **Masonic Lodge Lease**
  - Open dialogue with Masons to discuss the terms of the existing lease. Identify a point of contact
- **Office cleaning contract**
  - Island Touch LLC accepted the Towns counteroffer outlined in previous minutes and is now contracted to clean the town offices on a bi-weekly schedule.
  - Alex to follow up with recent bid received from Dust Bunnies LLC to inform them that the Town has already contracted with a cleaning company
- **Milk Street Garbage** complaint update request
  - Property appears vacant. To reach out to property owner to inquire about item(s) located on the property that appear to be garbage
  - Alex to contact Katrina Hager
- f. **Deso Development** – property complaints
  - Final draft of letter to 41 Deso Drive nearly complete, will be mailed in the coming week

g. **ARPA Committee**

- Steve: about a dozen proposals ranging from 8k-1.5 million. Steve would like to present proposals and committee recommendations to the board within 45 days
- Josie motions to appoint J.R. Cox, and Betsy Hathaway to the ARPA committee. Russell second. All in favor, so moved.
  - ARPA committee to warn a public meeting, and elect Chair.

h. **Town Sign**

- Selectboard asks Planning Commission for landscaping / beautification around sign
- Town to reinstall Town of Alburgh Town sign at request of Terry Tatro who receives feedback that it is hard to tell from the curb where the Town Office is located. Need to locate the old sign.

i. **IRS Tax Bill**

- Board discussed in open session an outstanding tax bill of just over \$100,000 from previous fiscal years. Board majority agrees to engage town attorneys prior to making any payments on the bill, which is accumulating interest.
- The board took public comments on the issue
- **Elliot Knight motioned to engage the town attorney to consult on the IRS Tax Bill. Russell Duchane seconds. All in favor, so moved.**

j. **Alburgh Rescue Inc.**

- Alburgh Rescue Inc invoice received for \$300,000.00 ballot item allocated for start up funds.
- Alburgh Rescue Inc has yet to hire any staff to support ambulance operations
- **Josie motions to pay 300k out monthly in equal payments of 25k per month, paying July and August immediately (50k). Elliot Knight seconds. All in favor, so moved.**

k. **Town Library**

- The library to receive 75k for the fiscal year, up from 60k last fiscal year.
- **Josie motions to pay Alburgh Town Library 75k, in equal monthly payments of \$6,250, paying July and August**

8) 8:30PM – Budget and Administrative Items  
Warrants reviewed and signed

9) 8:55PM - **Elliot moves to adjourn at 2042. Josie Seconds. All in favor, so adjourned.**

Tabled Issues:

- a. Transfer Station Lead - board to hear proposal from R. Duchaine
- b. Surveillance Camera Quotes for Office/Transfer Station

- c. Milk St Junk/Trash Complaint- Received 5/2
- d. Transfer Station VMERS exemption
- e. Town Truck Financing
- f. Town Sign
- g. Planning Commission appointments