

**NOTICE and AGENDA  
for  
Alburgh Selectboard Meeting  
08/14/2023**

The Selectboard will meet in the municipal office conference room on Monday, August 14th at 6:00PM. **To join remotely:** enter this link... <https://us02web.zoom.us/j/5043834193> or dial

*Present: Selectboard, (Donna Boumil via Zoom) - Ed Weeks, Roger L, Cheryl Dunn, Matthew Lefleur*

**MEETING AGENDA**

- **6:00pm – Call to Order**
  
- 6:01 – Oath of Office – Jim Hokenburg – Selectboard Member
- 6:05 – Adjustments to agenda
- 6:10 – Minutes from last meeting Russell motions to approve minutes as amended. Josie seconds, all in favor, so moved.
- 6:15 – Deso Drive
  - Board to hear from residents regarding a citation issued in violation of Town Ordinance regulating junk cars - potential executive session
  - Violations to the towns junk ordinance
    - Ed Weeks present, discussion on vehicles and plan to move. Citing that he needs more time to move the vehicles.
    - RD – Would extending the deadline to 09/13/23 work better?
      - At least another month on top of that, when funds are available JH - table conversation to next meeting for property owner to produce documentation on what vehicles are registered vs not registered, before setting in stone a timeline for long term extensions
      - RD motions that the letter stands and that the selectboard will withhold fines until no forward progress has been made. Russell seconds, all in favor, so moved.
  - Roger L- Request for proposal sent to the ARPA committee
    - Unnamed Class 4 Road issue on Alburg Springs / Greenwoods Rd.
    - Requesting selectboard to view in person, revisit previous denied request. Where is the road?
    - JH research to be done, compile for next meeting
    - EK – how does abandoning the road benefit the public or the town?
  - Water at Lake and Baker
    - Culvert request by non-property owners
    - JH have Rodney Research
    - Cheryl – Non-buildable lot.
  - Vantine Ave (Village Issue 09/05/23)

- Mr. Weston – Cheryl – dialogue on mowing of water tower property – disrepair – New tower going in
- Cheryl – to put Skip on Village Agenda for 09-05-23

- **6:35pm – Department/Committee Updates**

- *Highway Department*

- VTRANS “Curve Project”
  - VTRANS offering improved signage and curve safety
  - Russell to respond to VTRANS tomorrow indicating that we are indeed interested in VTRANS Curve project, but need to verify some details before we commit
- State Fiscal Year 2023 Grants in Aid project(s) - Deadline approaching. Check with Rodney. Russell to follow up.
- Tree removal from Island Tree Service – Invoice for \$13,200, Selectboard anticipated this cost
- New Tandem – completed and delivered by the end of this month
  - JH in contact with Treasurer. A special meeting with finance may be warranted. Highway Surplus needs to be confirmed.
  - Review capital equipment funds to confirm funds available
    - 3 options for financing at next meeting

- *Transfer Station*

- Northwest Solid Waste District
  - Feedback on transfer station review and discussion on potential transition progress
  - NWSWD – Josie – good feedback on transfer station from the leadership NWSWD
- Transfer Station Employee – Probationary Period review
  - Ending Brendan Letourneau’s probationary period, Russell – motion to end probationary period effective immediately and raise pay to \$20/hr. All in favor, so moved.
- Sweet Trucking hauling contract to end on 08/15, unable to continue service
  - Russell to get in touch with Blairs to take over, permitting needed for truck
- Transfer Station Lead – Proposal from R. Duchaine to act as TS Lead – compensation and discussion
  - Discussion on Russell taking over as lead to Transfer Station as a stipend position
  - Potential conflict of interest, but VLCT says not illegal
    - Discussion by board members
  - Draft Policy – recusing RD from TS issues
    - Financials
      - \$25/hr. - 8hr wk. - \$10,400
      - In place of HD workers that currently “run the equipment”
  - Road Commissioner
    - Josie: Suggested relinquishing position to Jim Hokenburg – Russell would like to have transition time to get Jim H on board.

- Boumil – would like Russell to continue to focus on TS. Russell does not want to step down as Road Commissioner.
- Josie – Russell related to road foreman, may be in best interest to remove potential conflict. Discussion.
- Josie – Motion to appoint Russell to the TS lead at a stipend of \$10,400/yr. EK seconds. All in favor. So, moved.
- Josie motions to make Jim Hokenburg deputy road commissioner, Boumil seconds. All in favor, so moved

- *Town Office*

- Welcome, Wendy Baker – Assistant Town Clerk
- Alburgh Dunes - “The Alburgh Pass” - program update
  - Waiting on state to give the final go-ahead. Hoping for the end of this week
- ARPA Committee
  - Appointments of new ARPA committee members
    - Josie moves that we appoint Alex Mccracken to ARPA advisory committee. Jim H seconds. All in favor, so moved.
  - Update on ARPA proposal review
- Planning Commission
  - Appointment of new members
    - Unsure of letters of interest, terms run out this year.
    - PC to recommend adding or removing to SB for next meeting
    - Erik chair of PC, Donna will mention it to him at the meeting – SB looking to chair of PC to update board
    - Town Administrator to add to Town Webpage
- Town Office Trunk Line Phone system proposal review and discussion
  - Consolidated Communications – when does the contract end, costs to sever contract?
    - Contract end date, transition at that time
  - 8x8 – Working through logistics – executing a big turnover of phone system. VOIP (running over the internet). IT - C2 contract, won’t put anything on system without consulting them.
    - Microsoft Teams Phones – C2 asking board to consider this option
      - C2 does not work with 8x8
      - JH has C2 generating paperwork to get to Elliot for review
        - Specific Quote
      - C2 to join next meeting – Schedule Conference call

- **7:35 – New Business**

- Animal Control Officer Vacancy -
  - ACO resigned prior to starting
    - Both complaints from last meeting are still pending

- No new applications
  - Alex has offered to be fill in ACO
    - To fill position temporarily
    - JH Motions to appoint Alex Goddard as the temporary ACO until the Town can find an ACO. Jim H seconds. All in favor, so moved. Alex Goddard is appointed as the Animal Control Officer.
  
- Islands in the Sun Grant paperwork request
  - Based on the grant, they may require ownership, lifelong lease, etc. Their current lease has expired.
  - Selectboard letter of support, as well as PC (Donna to fill in PC)
  - JH would like to see application – which is due 09/10/23
  - RD motions Josie Henry to send letter from the Selectboard in support of the grant, EK seconds. All in favor, so moved.
  
- Soweles Cemetary – Request for funding to accomplish restoration (\$2900)
  
- Notice to Re-appraise
  - State of Vermont notification of order to reappraise based on qualifying data metrics prompting notification to the municipality
  - Town of Alburgh has been added to the list of (150) municipalities that have been given order to reappraise.
    - Cheryl in contact with the District Advisor, states all we need to do is show good faith. Not a quick process. RFP needs to go out, Cheryl has copied RFP from other towns. Timeline 5-6 years out for appraiser firms to accomplish
      - Last reappraisal was in 2011
      - JH 200k in fund from state to reappraise – in favor of the process moving forward
      - Cheryl to send copies of documents to Alex – Act 480
  
- EMS Service to Alburgh
  - JH presented update on Ambulance Coverage
    - Alburgh Rescue slow stand-up warrants discussion on considering alternate approaches / services to provide EMS Coverage to the Town
      - Chief / Treasurer resigned a few months ago
      - Relying on a very small group of people to cover vast majority of the call volume
      - Uncertain at what level provider (EMT, AEMT, etc.) they will be able to hire at
      - Unable to answer all calls for service, relying heavily on mutual aid from neighboring towns
      - Community members present at meeting: this is alarming that the rescue department is struggling to maintain service
      - Josie – to set up follow up leadership meeting with AR Inc Leadership

- Website Accessibility: Matthew Lafleur
  - Website not accessible to everyone.
  - Large spectrum of demographics in town, opinion: website needs adjusting to be more user friendly
  - Website Working Group – revamp
    - Alex, Danielle, Matthew, PC
      - Bill Alexander – send proposal to Bill that is complete to reduce cost of revamp
  
- **8:00 – Old Business**
  - *IRS Federal Tax Bill*
    - *Power of Attorney – Town Attorney*
      - *Dave Rugh, motion to authorize dr to be power of att to interface with IRS on issue*
    - *Form 433B due 08/22/23*
      - *Revenue Officer to give written request for this*
      - *Notice of Federal Tax Lien on town property*
      - *7% interest, plus non-payment penalties*
    - *Forensic Audit Proposals*
      - *No RFP's*
  - *1VSA 13 A2 executive session in 2043*
    - *Center Bay*
    - *The board exited executive session in 2105. No action was taken because of the executive session. The board exited executive session at 2138.*
  
- **8:20 – Budget and Administrative Items**
  - *Warrants*
- **21:36 - Adjourn**

Tabled Issues:

- a. Milk Street Garbage Complaint