

**NOTICE and AGENDA  
for  
Alburgh Selectboard Meeting  
09/11/2023**

The Selectboard will meet in the municipal office conference room on Monday, September 11th at 6:00PM. **To join remotely:** enter this link... <https://uso2web.zoom.us/j/5043834193> or dial

*Municipal Officials Present: Josie Henry, Russell Duchaine, Jim Hokenberg, Elliot Knight, Donna Boumil, Alex Goddard, Margaret Brescia*

*Public Present: George Boutah, Richard Carey Sr., Richard Carey Jr., Matthew Lefleur, George Hackey, Rodney James, Cindy Sweeny, Erik Ramakrishnan*

**MEETING AGENDA**

- **6:00pm – Call to Order**
  - Josie Henry called the meeting to order at 6:02pm
- 6:05 – Adjustments to agenda
  - C2 Brief tabled as they were unable to attend. Alex and Josie to take that meeting during the week
  - Setting of Tax Rate tabled to next meeting
  - 1139 Alburgh Springs Road Dog complaint moved to top of Agenda as the owners are present
    - Richard Carey Sr. And Jr. Are present
    - Acting ACO briefed the Selectboard on multiple complaints of dogs at large not under control of the owner and off the property. ACO presented photo of one of the German Shepherds at the residence missing a substantial amount of its fur, appearing to be in poor health. Animals are not licensed with the Town and are not vaccinated. ACO also briefed the board on lack of communication and promises to schedule an inspection that have not been honored.
    - Richard Carey Sr advised that they are moving to NY within the month. Richard Sr agreed to allow ACO to inspect the property and the dogs. ACO will place call to him tomorrow to schedule inspection
- 6:10 – Minutes from last meeting
  - Elliot Knight motioned to accept the minutes as written, Russell Duchaine Seconded. All in favor, so moved.
- 6:15 - Animal Control Officer Interview – Shelby Barber
  - Shelby introduced herself to the board and described her (3) years of experience as an ACO for neighboring towns.

- Shelby answered questions from the board about her equipment and set up to house dogs. Shelby has a network of relationships with animal rescues and other resources in the area, as well as a facility at home to house animals.
- Discussion of anticipated compensation for position
  - After conducting the interview, Elliot Knight motioned to appoint Shelby Barber as the Animal Control Officer for the Town of Alburgh, receiving a \$7500/year stipend to be paid out weekly with normal payroll run. Russell Duchaine Seconded the motion. All in favor, so moved.
  - Town Administrator to follow up with Shelby and present job offer.
  
- **6:45pm – Department/Committee Updates**
  - *Highway Department*
    - Town Truck Finance update
      - Financing has been secured. Finance amount: \$240,743 after \$90,000 down payment. To be paid annually with a 6.49% interest rate. First payment due Sept 1<sup>st</sup>, 2024.
      - Elliot Knight motioned to authorize the signing of the contract to finance \$240,743. Donna Boumil seconds. All in favor, so moved.
      - Elliot Knight suggested that the Treasurer research the process for securing municipal bonds / CD's for future purchases, with the opportunity for the public to use purchase as an investment.
  
    - Highway Department Raises FY 2023 – Discussion by the board.
      - Russell Duchaine brings the topic of Highway Department raises to the board stating that some employees are approaching their 2-year anniversary and have not received a raise. Some employees are going above and beyond doing mechanical work, etc., that would have to be contracted out, saving the town money.
        - Josie – the board negotiated in good faith with the HW Dept employees, and the employees opted to keep Platinum level Health Care benefits 100% paid by the town in leu of raises.
        - Elliot – I do not consider employees keeping the same level of health care they were originally given as a raise for FY 23' despite the increased cost of the premiums.
        - Lengthy discussion on lack of administrative procedures in place to evaluate employee performance, lack of job descriptions, retention solutions, cost of living raise process, etc.
          - Need to look at Highway Budget and projected costs of raise to not decide in haste
        - Highway Foreman evaluate employees and present raise request with figures to the board. Town Administrator to compile data, and present multiple options for the Board to consider moving forward with annual raise metrics, retention / longevity considerations. Board in agreement that process needs to be reviewed, and standardized. Topic tabled to next meeting.
  
    - Highway Escavator

- Rodney James – currently in need of repair and is not being tasked with work off HW Dept grounds to concerns of potential to leak fluids. Search for parts is so far unsuccessful. Currently renting a machine.
      - 75k in Capital Equipment Fund. Research to be done on purchase of new or used machine to replace if unable to repair.
    - Center Bay Horse crossing signs have been delivered, will be installed in short order
  
- *Transfer Station*
  - Russell Duchaine to brief board on C&D upgrade research
    - Awaiting final quotes. Projections are currently more expensive than anticipated. The board reviewed Transfer Station budget status report to locate funds.
    - Russell motions to authorize \$3,000 for repairs to infrastructure from anticipated non-resident trash line item that has exceeded revenue expectations for the year. Donna Boumil seconds. All in favor, so moved.
  - Russell requested a survey of Dump Rd / Transfer Station property lines as he would like to brush hog the property. Administrator to research.
  
- *Town Office*
  - ~~Town Office Trunk Line Phone system proposal review and discussion~~
    - ~~C2 to join a meeting to discuss options presented.~~
  - Town Treasurer, Town Administrator – public hours schedule
    - Administrator Hours: Tuesday and Thursday 5-7pm to be posted as initial hours open to the public.
    - Board would like Treasurer to also have in office hours, will coordinate with Treasurer and post to public
    - Town Administrator Cell phone
      - High volume of calls received to personal cell phone. Elliot Knight motions to activate one of the existing Town owned Cell phones and assign it to the Town Administrator. Donna Boumil Seconds. All in favor, so moved.
        - Administrator to develop system to track town property and sign equipment out to individuals.
  
- **7:45pm – Old Business**
  - Request to add Horse Signage to Center Bay Road: Signs have arrived, awaiting installation
  - Deso Drive Violations to the towns junk ordinance
    - Evaluation of progress by board members

- Weeks are not present to provide update on progress
  - IRS Tax Issue – Updates on progress
    - Much progress has been made locating all required documents to provide the CPA with who is conducting the audit. CPA likely to provide more information soon on the findings of the audit.
      - Josie to research payment options ahead of audit findings.
  - Speed Study / Request to change posted speed limits – review of process on changing speed limits. Truck Route Speed Study pending
    - Alex to contact VTRANS and add Center Bay Rd to speed study work order
  - Masonic Lease with Town of Alburgh – update
    - Elliot Knight to take point on obtaining a point of contact for the masons and move process forward
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- **8:30pm – New Business**
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- Appointment of Planning Commission members
    - Moved to executive session at the end of the meeting
  - Sowles Street light addition request
    - Town Administrator to research cost of installation, board members to visit the area in question and determine need for additional lighting
  - Setting of the Tax Rate - tabled
  - Border Patrol communications – illegal vehicle crossings - Line Rd in Alburgh
    - Brief on illegal crossings occurring by vehicle into Alburgh. Alex and Russell to attend a meeting with Border Patrol and GISD to evaluate the requests from CBP and brainstorm solutions as a group with the stakeholders. Will report back to the board
  - Missile base property/salt shed grant application
    - Josie suggested Jim Hockenberry, Alex Goddard, Jason Boulac, and Josie to conduct needed research to facilitate applying for and securing the grant to build the Salt Shed. Goal to move Highway Dept Equipment and personnel off the contaminated Missile Base property known to cause cancer.
  - Senior Center Request to be added to Cota Propane Contract
    - Town contract: \$1.32/gallon, Senior's current contract: \$1.61
    - Town Administrator to contact Cota Propane about securing municipal rates for the Senior Center propane contract.
  - Josie would like to add discussion on the Bell Property to the agenda for next meeting, and begin to develop a plan to move forward
    - It was being held for Alburgh Rescue, who are currently looking to secure a different location. The board would like to proceed with other uses of the property to meet the needs of the town.
  - Ash Tree Removal
    - Grant funding applications have opened. Town Administrator to research and compile information for the board to discuss at the next meeting

- Josie Henry moves to enter executive session pursuant to 1 V.S.A. § 313(a)(3) to discuss the appointment, employment, or evaluation of a public officer or employee. Elliot Knight seconded the motion. All in favor, so moved. The board entered executive session at 2100hrs.
  - The board exited executive session at 2113. Upon exiting executive session, Josie Henry motioned to reappoint Renne Creller to the planning commission, to appoint Tyler Skinner to the planning commission, additionally acknowledging that there are two open seats which will be filled via an application process. Elliot Knight seconded the motion. All in favor, so moved.
- Warrants
- Adjourn – Donna Boumil motioned to adjourn the meeting at 9:30pm, seconded by Russell Duchaine, all in favor, so moved. Meeting adjourned.

Tabled Issues:

- Village of Alburgh inquiry about IT Contract
- Deso Drive Ordinance Violations
- East Alburgh Rd. Health Order – tabled to post 1 December, 23
- Setting of tax rate
- Highway Department Raises
- C2 IT phone solution brief
- Ash Tree Removal Grants