



**Alburgh Selectboard Meeting:**  
**Draft Agenda 11/13/23**

*Municipal Officials Present:*

*Public Present:*

6:00pm: Call to Order

6:05pm: Adjustments to the Agenda

6:10pm: Meeting Minutes 10/23/2023

6:15: Department / Committee Updates

- Highway Department:
  - HW Department employee(s) raise discussion
  
- Transfer Station:
  - Northwest Solid Waste District site visit and scoping meeting 11/08/23
  
- Town Office:
  - Emergency Management Plan: Draft EM Plan submitted to Vermont Emergency Management – Town Administrator met with VEM to revise plan. Submission scheduled for 11/17, Selectboard to review at 11/27 meeting
  
  - BRIC Grant for Local Hazard Mitigation – selectboard to vote on proceeding with Grant funding; update from VEM on LHMP process, importance
    - \$11,000 Grant, \$3,000 town match
  
  - Review of current Employee Handbook, discussion on potential updates by SB
    - Highway Department callouts for service off hours
  
  - Verizon VOIP scoping call – Town Administrator participated in scoping calls with Verizon Rep to provide comprehensive quote for VOIP system for Town Office
    - Approximately \$150/month, free install by Verizon technicians
    - Includes all functions we are looking for (ie: call forwarding, multiple lines / rollover, conference calling, automated directory, etc.)
    - Quote for system to be presented on 12/11 for review and voting

- MVP Healthcare – updated plan rates received. Changes due by 12/15 (to be voted on at the 12/11 meeting).
  - Open enrollment begins 11/15/23, ends 01/15/23
- AFCH – Town Administrator met with NRPC, and VCDP regarding AFCH special conditions for accepting the grant funding. TA drafting Subgrant Agreement with NRPC
- TA and Town Clerk to participate in VT-ALERT system training in January

7:00pm: New Business

- Treasurer request to join Vermont Clerks and Treasurers Association – discussion by board
  - \$35, to be paid from the Training Budget line
- Payroll approval authority – Selectboard discussion on adding a secondary authorization authority
- Emergency authorization of time sensitive invoices – board discussion on establishing process for Treasurer to have authority to pay time sensitive invoices ahead of a warrant
  - Board discussion on pre-authorization of recurring expenses

7:30pm: Old Business

- Speed Study Results: Truck Route, Center Bay Road – board discussion
- Road Commissioner Position

7:25pm: Warrants

7:45pm: Executive Session Placeholder

8:15pm: Adjourn