



Alburgh Selectboard Meeting:
Draft Minutes 11/27/23

Municipal Officials Present: Russell Duchaine, Jim Hokenberg, Elliot Knight, Alex Goddard, Donna Boumil (via zoom)

Public Present: Terry Tatro, Alton Bruso, Ron Kumetz

5:30pm: Transfer Station Attendant interview

6:00: Russell Duchaine called the meeting to order at 6pm.

6:05pm: Adjustments to the Agenda

- Under new business, both AVFD issues moved to the start of the meeting as Chief Kumetz is present and able to brief board now
- Updates on the IRS Bill, the executive session on Center Bay, and the FY 25 Budget meeting schedule were all tabled until the next meeting and removed from tonight's agenda.
- *Elliot Knight motioned to accept the agenda as ammended, Jim Hokenberg seconded, all were in favor and the agenda was adopted.*

6:10pm: Meeting Minutes 11/13/2023

- *Elliot Knight motioned to adopt the meeting minutes from 11/13/2023 as written, Jim Hokenberg seconded, all were in favor and the minutes were approved.*

6:15: Department / Committee Updates

- Alburgh Volunteer Fire Department – Chassis purchase, request for Town of Alburgh to apply for Municipal Financing in Town's name – Chief Kumetz to answer Board questions
 - Chief Kumetz – AVFD began the process of purchasing a new pumper a few years ago. The process was delayed due to availability. AVFD received communication that the Chassis may be able to be delivered in January. The total cost of the Pumper is \$603,000.
 - Because AVFD is a not a Municipal Fire Department, and is its own organization, they do not qualify for Municipal Financing / rates.
 - AVFD is requesting the Town of Alburgh complete municipal financing for the truck in the Town's name, and the Fire Department would pay the town yearly out of the capital equipment fund to cover the cost of the loan. Chief Kumetz said a similar arrangement was agreed upon for the most

recent ambulance purchase.

- Members of the board had reservations about the process, who is ultimately responsible for the insurance of the vehicle, how to transfer ownership, and the legality of the town buying the truck in their name, so that AVFD can access municipal financing rates meant for the Fire Departments that are under the management of municipalities. A more thorough review of the request was thought to be warranted, the board tabled a decision on the topic until the next meeting.
- Alburgh Volunteer Fire Department – request to store apparatus in Highway Garage during their Craft Fair fundraiser
 - Chief Kumetz briefed the board on a craft fair fundraiser happening at the Fire Station this Saturday. AVFD was concerned about needing to remove Fire Apparatus from the bays due to the high number of attendees signed up for the event. In the event of inclement weather, AVFD is requesting to store the apparatus in the Highway Garage.
 - Russell Duchaine indicated that in order to accommodate this request, we would have to displace Highway Dept vehicles, resulting in overtime for the Highway Crew to come move the vehicles. Russell indicated that we could not accommodate the request.
- Treasurer's Report
 - The Treasurer presented their report to the Selectboard and noted that at the next meeting she would like to begin sending the school payments for their portion of the taxes.
- Highway Department:
 - Road Commissioner reports the HW Dept spent the week fixing potholes, installing signs, and pressure washing the vehicles in preparation for the winter months, among other tasks.
 - Various routine maintenance was performed on the vehicles, and the new Peterbuilt is back at Peterbuilt having the radio system installed.
- Transfer Station:
 - Elliot Knight motioned to hire Hunter Mitchell for the role of Transfer Station Attendant (fill-in) at a probationary hourly rate of \$18/hr. Jim Hokenberg seconded, all were in favor, motion carried. Town Administrator to reach out to Hunter and offer him the position and conduct onboarding.
 - Transfer Station Manager reports operation continues to run smoothly. Conducted upgrades to C+D, and the implementation of bailing cardboard. TSM awaiting quote of forklift repairs, requests pre-authorization of up to \$2,000 for repairs. Elliot Knight motioned to pre-authorize up to \$2,000 for forklift repairs with Transfer Station Manager or Town Administrator as authorized signers. Jim Hokenberg seconded. All were in favor, the motion carried.
- Town Office:

- Emergency Management Plan: VEM has a draft plan, awaiting final approval to send to the selectboard for signing. Moved to 12/11 meeting
- Verizon VOIP phone system for Town Office – discussion and vote by the Selectboard
 - Town Administrator presented a quote from Verizon for the installation of a VOIP Phone system for the Town Office. Currently, we have a singular landline, and a fax, without the functionality to transfer calls, have rollover lines, conference call, forward calls, etc.
 - The Verizon system brings the total number of lines to 6, has all the increased functional capabilities the town sought, including an automated receptionist to direct calls to the proper entity and is monthly savings of approximately \$160
 - Elliot Knight motioned to authorize Alex Goddard to enter into the contract with Verizon for the VOIP system, seconded by Donna Boumil. All were in favor and the motion was carried unanimously.
- MVP Healthcare – Changes due by 12/13/23, discussion on current plan and potential vote by Selectboard
 - The board members present discussed the current healthcare plan, MVP Platinum which is funded 100% by the Town. Donna Boumil raised concern that there is precedent to adjust that figure and shift some cost to the employees and asked the board to consider doing such, if not this year, next. The board opted to maintain the current healthcare, and due to a lack of change, did not feel a motion was needed.
- BRIC Grant for LHMP continued discussion
 - After much discussion, the board would like confirmation that the presented grant funding was the total cost of the scoping services, and that there were no hidden fees. Town Administrator to engage Grand Isle, who is actively going through this process to confirm. Tabled to 12/11 meeting.
- FY 25 Budget Meetings schedule
 - Tabled to 12/11 meeting

7:00pm: New Business

- Terry Tatro was present to give the board ample notice that he will be at a future meeting to request the engagement of an attorney to conduct a tax sale on multiple properties should the status quo of those situations remain unchanged. Terry will ask to be placed on the agenda in the future for discussion.

7:30pm: Old Business

- ARPA Public Meeting: 12/13/2023 at 6pm
 - Russell Duchaine reminded the public of the scheduled ARPA allocation meeting at the town office on 12/13/23 at 6pm. The town hopes to have public engagement, and the allocation of funds as a result of the meeting.
- IRS bill – latest update from accounting firm

- Tabled to 12/11/23
- Missile Base – Salt Shed Application
 - After discussion, this item is to be removed from the agenda and replaced with a location search to place a salt shed on for future use in the next round of Salt Shed Grant awards.

7:25pm: Warrants

- The Treasurer presented the Warrants to the Selectboard, answered clarifying questions and the warrants were signed.

7:30pm: Executive Session – Center Bay

- There was no executive session, discussion on this topic was tabled to a future meeting.

7:30pm – Jim Hokenberg motioned to adjourn the meeting, seconded by Elliot Knight, all were in favor and the meeting adjourned.

These minutes are a draft only, and not slated for approval until the next board meeting