



Draft Minutes
Alburgh Selectboard Meeting
03/25/2024

Municipal Officials Present: Elliot Knight (Chair), Russell Duchaine (Vice-chair), Jim Hokenberg, Damien Henry, Alexander McCracken, Alex Goddard (Town Administrator)

Public Present: Ron Kumetz (AVFD Chief), Alton Bruso, Angela Prefontaine, Matthew Lefleur, Josie Henry (briefly over zoom)

MEETING AGENDA

- **6:00pm** – Elliot Knight called the meeting to order at 6:00pm
- **6:01pm** – Pledge of Allegiance
- **6:05pm** – Adjustments to agenda
 - Add: Appointment of open positions, Transfer Station Transition talks, edit to Town Service Officer to reflect last meetings appointment
 - Remove: Treasurers report
 - Elliot Knight motioned to accept the agenda as amended, seconded by Alex McCracken. The motion carried unanimously
- **6:10pm** – Minutes from meeting
 - Elliot Knight motioned to accept the minutes as amended, changing “to continue as” to “to serve” under the library liaison position appointment, seconded by Russell Duchaine. The motion carried unanimously
- **6:15pm** – Appointments
 - **Sandy Ladd - *Assistant Emergency Management Director***
 - Sandy introduced himself to the selectboard and provided background on his over 30 years of service to Fire and EMS organizations in the state. As a former Fire Chief for the Colchester Center Volunteer Fire Department, Sandy brings a depth of knowledge of emergency operations to the Emergency Management team.
 - Russell Duchaine motioned to appoint Sandy Ladd as the Assistant Emergency Management Director. Seconded by Alex McCracken. The motion carried unanimously
 - **Brian Tjelta - *Planning Commission***
 - Alex McCracken motioned to reappoint Brian Tjelta to the Planning Commission. Seconded by Elliot Knight. The motion carried unanimously.
 - **Ken Millman, Mark Stephens, Stu McGowan – *Representatives: Fiber CUD***
 - Elliot Knight motioned to reappoint Stu McGowan, Ken Millman, and Mark Stephens to serve as the liaisons to the Northwest Fiberworks. Seconded by Russell Duchaine. The motion carried unanimously.
 - **Tyler Shannon – *Northwest Regional Planning***

- Jim Hokenberg motioned to appoint Tyler Shannon to the NW Regional Planning Commission. Seconded by Alex McCracken. The motion carried unanimously
 - Russell Duchaine motioned to appoint Damien Henry as the liaison to AR Inc, and AVFD. Seconded by Alex McCracken. The motion carried unanimously
 - Elliot Knight motioned to appoint Alex McCracken as the liaison to the Planning Commission, seconded by Jim Hokenberg. The motion carried unanimously

- **6:20 – 7:00– Department/Committee Updates**
 - Highway Department
 - VT Municipal Highway Grant – selectboard to review and sign application - The selectboard reviewed and signed the VT Municipal Highway Grant
 - Road Foreman – Current Town Highway / Roads assessment received - TA briefed the board on work done by the road foreman to provide the town with a status report on all roads, with recommendations for immediate and future maintenance for budget and planning purposes.
 - Transfer Station
 - Free Dump Day planning discussion - Free dump day to take place on 05/18/24, and the dump will be closed the following day (Sunday, May 19th) for clean up. Russell and Alex G to work on establishing guidelines for the day to be posted publicly.
 - Elliot Knight motioned to host free dump day (Alburgh Residents only) on May 18th, 2024. Seconded by Alex McCracken. The motion carried unanimously.
 - Transfer Station Transition – Administrator to contact John Leddy to coordinate a meeting on the MOU, and details surrounding the potential transition plan.
 - Town Office
 - 2024 Mowing / Cleaning bids review - The selectboard would like to confirm if any of our current vendors are locked into multi-year contracts prior to putting the work out to bid.
 - Elliot Knight motioned to put the cleaning and landscaping services out to bid after confirming the contracts are due to expire this year. Seconded by Alex McCracken. The motion carried unanimously
 - 2024 Local Emergency Management Plan (Adoption)- The selectboard reviewed and signed the 2024 LEMP. Alex McCracken motioned to adopt the 2024 Local Emergency Management Plan developed by Alex Goddard in coordination with VEM. Seconded by Elliot Knight. The motion passed unanimously.

- **7:00-7:45pm – New / Old Business**
 - Isle La Motte selectboard request to contract with Alburgh Highway Department for road grading
 - After brief discussion, the Selectboard is not interested in contracted work with Isle La Motte to grade their roads and lay stone citing aging grader equipment, and not enough manpower to complete that work in addition to the local projects in Alburgh

- **Congressionally Directed Funds Application – selectboard discussion on potential projects; application deadline 6 APR 24. -**
 - Selectboard to brainstorm potential projects for funding via federal appropriations. Selectboard will meet on 04/01/24 at 6pm.
- **ARPA Executive Summary Review – Administrator recommendations for funding - continued discussion on ARPA.**
 - Deadline for reporting allocations: April 15th
 - Extensive conversation of ARPA funds. There are currently 265k remaining.
 - The board does not feel as though they have had enough time to review the projects and would like to do their due diligence prior to allocating any more funds. The board wants to invite Steve Mikel to the meeting on 04/01 to debrief the project again.
 - Alex McCracken motioned to allocate \$50,000 to AFCH, bringing the total ARPA contributions to AFCH to \$100,000. Seconded by Damien Henry. The motion carried unanimously citing critical need for those services in town, and that the project was ready to break ground.
 - Ron Kumetz was present to discuss the AVFD ARPA request, provide background on the project, and the current condition of the warming / cooling shelter generator and HVAC system. Ron highlighted the need for AVFD to sign a memorandum of understanding with the Town of Alburgh to provide fire protection as he and the Town Administrator discussed previously. This allows AVFD to apply for more grant funding in the future. Ron would like to work with Town Leadership to work through the lease agreement with the Fire Department to better clarify what land and buildings the town will own at the conclusion of the lease agreement in 2033. Town Administrator has a copy of the lease agreement and will distribute.
 - An ARPA request was reviewed by the selectboard to fund fireworks display at the Alburgh Totality Festival. GMFireworks was requesting \$5,000. The board felt this to be a redundant request as they already funded \$10,000 in start up funds for Alburgh Community Festivals, Inc. The request was denied, with Alex McCracken as the lone supporter of the request.
- **Crossroads request to store contaminated soil on site as part of demolition phase**
 - The board reviewed the request. Alex McCracken motioned to approve the plan at the crossroads to store contaminated soil at the site as outlined in their email to the town for 1 week. Seconded by Damien Henry. The motion carried unanimously.

- **Financial Updates and Warrants**

- The selectboard reviewed and signed warrants

- **8:00pm – Executive session placeholder**

- There was no executive session

- **9:15 pm – Damien Henry motioned to adjourn the meeting, seconded by Alex McCracken. All were in favor and the meeting adjourned.**

*These are draft minutes slated for approval at the next board meeting

