

**ALBURGH SELECTBOARD MEETING MINUTES**

**Meeting time & date:** May 12th, 2025, at 6:00PM

**Meeting location:** Alburgh Town Office (Conference Room) - 1 N Main Street

**Public Officials Present:** Elliot Knight (Chair), Alex McCracken (Vice-Chair), Jim Hokenberg (Selectman), Damien Henry (Selectman), Russell Duchaine (Selectman), Josie Henry (Interim Town Administrator)

**Public Present:** Dave Mangan

**Present on Zoom:** Attorney Dave Rugh, Shawna Pinette (Threat Owl LLC), Dale Chapman (NWSWD)

1. **Call to Order** – Elliot Knight called the meeting to order at 6:00PM.
2. **Adjustments to the Agenda** – Russell Duchaine motioned to add West Shore paving under the Highway Department, all were in favor and the meeting proceeded with the agenda as amended.
3. **Minutes from April 28th** – Alex McCracken moved to accept the minutes as written, Damien Henry seconded, all were in favor and the minutes were approved.
4. **Public Comments** – Dave Mangan spoke about damage to a chain link fence at the school. He expressed his frustration that there was a lack of police presence at nighttime, when the vandalizing and theft is happening. He also commented on the need for a fence around the trash at the school and the failure to mow the ditch around the school. Damien Henry said he would look at the ditch by the school.
5. **Executive Session** - Damien Henry motioned to enterExecutive Session per 1 V.S.A. 313 (a)(2), to confer with the town attorney about the lease with the Alburgh Volunteer Fire Department, seconded, all were in favor and the board entered Executive Session.
6. **Threat Owl Presentation** – Shawna Pinette, from Threat Owl LLC, briefed the board on the work completed for the town’s Local Hazardous Mitigation Plan to date, which has included a resident survey and identification of local hazards most likely to impact Alburgh. She also covered next steps which include: finalizing the town’s plan, socializing it with residents, and submitting it to the state for final approval. Once in place, the town will be eligible for FEMA funding in the event of a local disaster.
7. **Highway Department** –
	1. **Storm Water Mitigation permit** – Road Commissioner, Damien Henry, briefed the board on a recent meeting with the state to discuss the status and way ahead of the town garage storm water permit. The board agreed to proceed with a self-inspection by June 1st and look further into the timelines for completing the original design.
	2. **Municipal Roads Grants-In-Aid Program** - Damien Henry motioned to authorize an application to the state for a municipal roads grant for repairing two town culverts, Alex McCracken seconded, all were in favor and the motion carried.
	3. **West Shore Road Paving** – Russell Duchaine expressed concern over the paving underway, simultaneous to the South Alburgh Fire District #2 project underway. Jim Hokenberg and Damien Henry stated they inspected the area earlier in the day, and concluded there was not an issue.
8. **Free/Discount Dump Day** – Dale Champman from the Northwest Solid Waste District joined via Zoom to discuss planning factors for free dump day. The board and he agreed to the following restrictions:
	1. Residents only – The Town Clerk and Town Administrator will work the gate and hand out tickets for those verified as residents
	2. Trash free/C&D half off/4 tires per household
	3. NO Dumping – everything MUST be unloaded by hand
9. **Coin Drop Request** **from Alburgh Volunteer Fire Department Auxiliary** – Damien Henry motioned to approve the request for 2 coin drops; one on May 25th with a backup date of the 26th and the other for August 31st, with a backup date of September 1st. Alex McCracken seconded, all were in favor and the motion carried.
10. **Cemetery Funding Allocation** - Center Bay Cemetery’s mowing allotment was short of $1,000. Alex McCracken motioned to appropriate the missing $1,000 to the Center Bay Cemetery Association, Damien Henry seconded, all were in favor and the motion carried.
11. **Delinquent Tax Collection Policy** – Danielle Choiniere has drafted a delinquent tax collection policy, based on state guidelines, for board members to review and then discuss at the next meeting. The goal is to distribute the policy annually to taxpayers with their initial delinquent bills, so they better understand the process, penalties, and options.
12. **Warrants and Correspondence** – board members signed warrants, reviewed DLL permits, and the monthly Animal Control Officer report.
13. **Town Administrator Vacancy** – Alex McCracken motioned to enterExecutive Session per 1 V.S.A. 313 (a)(3), to continue discussion on the Town Administrator position vacancy, Damien Henry seconded, all were in favor, and the board entered Executive Session.
	1. Upon exiting Executive Session, Alex McCracken motioned to offer the full-time, long term Town Administrator position to Josie Henry, with further conversation on compensation and details to follow. Jim Hokenberg seconded the motion, and during discussion, Elliot Knight read a statement (attached as Enclosure 1), requesting recusal of 2 board members from the vote. Damien Henry responded with a statement of non-recusal (attached as Enclosure 2). The vote was called and 3 members were in favor: Alex McCracken, Jim Hokenberg, and Damien Henry, Elliot Knight was opposed, and Russell Duchaine abstained citing a need for more time to discuss. The motion carried 3-1-1.
14. **Adjournment** – Jim Hokenberg motioned to adjourn at 8:50PM, Alex McCracken seconded, all were in favor, and the board adjourned.