

**ALBURGH SELECTBOARD MEETING MINUTES**

**Meeting time & date:** June 23rd, 2025, at 6:00PM

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

**Public Officials/Employees Present:** Elliot Knight, Alex McCracken, Jim Hokenberg, Damien Henry, Russell Duchaine, Josie Henry, Danielle Choiniere, Wendy Baker

**Public Present:** Matthew LaFleur, Terry Tatro

* **Call to Order** – Alex McCracken called the meeting to order at 6:12PM.
* **Adjustments to the Agenda** –
  1. Alex McCracken suggested adding an Executive Session at the end of the agenda to address recent attorney-client correspondence.
  2. Josie Henry noted the Treasurer was still on vacation so the financial matters should be postponed, other than one warrant for the fireworks, and a budget status report.
  3. The board agreed to proceed with the agenda as amended.
* **Minutes –** 
  1. Russell Duchaine motioned to approve the June 9th minutes as written, Alex McCracken seconded, all were in favor and the minutes were accepted.
  2. Russell Duchaine motioned to approve the June 16th minutes as written, Damien Henry seconded, 3 were in favor and the minutes were accepted. Alex McCracken and Damien Henry abstained because they were absent from the meeting.
  3. Alex McCracken motioned to approve the May 28th minutes as amended, Russell Duchaine seconded, all were in favor and the minutes were accepted.
* **Public Comments** – Matthew LaFleur commented on a previous meeting where he felt an individual was allowed to go on over their authorized time, and recommended the selectboard adhere to their meeting policies to prevent disruptions going forward.
* **Village Noise Complaint** – Elliot Knight briefed the board that he had reached out to the Alburgh Oasis about the complaint, and they stated they were not open yet and were not responsible for the noise described. The full complaint was read aloud, and the board discussed its anonymous origins and reviewed the town noise ordinance. Board members concluded that based on the information they were given, the alleged activity did not violate the town noise ordinance. Additionally, the anonymous nature of the complaint made it challenging to discuss the concerns brought forward any further.
* **Employee Handbook –** 
  1. The board discussed health care benefits and whether the town covered employees through their last day of employment or last month of employment. The town administrator was asked to research whether MVP had a stipulation on it before they made a final decision.
  2. The board discussed paid vacation or part-time employees and agreed the current employee policy handbook excluded them, but they would discuss it further with the individual employees as part of their contracts.
* **Fire Department MOU** – expires at the end of the Fiscal Year. Damien Henry offered to reach out to them and coordinate on any modifications they may want to see.
* **Industrial Park Road Pump –** The selectboard received a bill from the crematorium for damages alleged to be resulting from the lack of power to the Industrial Park pump over the past year. The board discussed the bill and agreed that more information was required. They asked the town administrator to check on coverage eligibility from the insurance company and to have the crematorium do the same.
* **Local Hazard Mitigation Plan –** the town administrator announced that the next phase in the planning process was a planning meeting, scheduled for Thursday, June 26th at 6PM.
* **Storm Water Mitigation Permit –** the board worked through the self-inspection report during the meeting and had the town administrator submit it to the state. The deadline is July 15th.
* **Town Administrator Position** –
  1. The board spent an hour discussing several options for restructuring the town administrator position and decided to re-engage previous candidates to see if they were still interested and to readvertise the full-time position.
  2. Damien Henry motioned to authorize up to $500 in funds to readvertise the position, Alex McCracken seconded, all were in favor and the motion carried.
* **Finances –** 
  + Alex McCracken motioned to authorize Elliot Knight to sign warrants that needed signing prior to the end of the Fiscal Year, Russell Duchaine seconded, all were in favor and the motion carried.
  + The board agreed to have a special meeting on Monday, June 30th, at 6PM to go over end of year finances and the treasurer’s contract.
* **Mobile Health Unit Letter** – The board received correspondence about an effort to bring mobile primary care to rural areas like Alburgh. Alex McCracken offered to take the lead on gathering and relaying input back to the organization on the community’s needs.
* **Executive Session** – Damien Henry motioned to enter Executive Session per V.S.A. 313 (a)(1) to discuss matters covered by attorney-client privilege. Russell Duchaine seconded, all were in favor and the board entered Executive Session. Once they concluded their Executive Session discussion, Jim Hokenberg motioned to exit Executive Session, Rusell Duchaine seconded, all were in favor and the board exited Executive Session.
* **Adjournment** – Alex McCracken motioned to adjourn, Russell Duchaine seconded, all were in favor and the meeting was adjourned.