

**Alburgh Selectboard Special Meeting**

**Held in Person and/or via Zoom – Town Conference Room**

 **Tuesday, September 2, 2025, at 6:00PM**

**Minutes**

**Meeting Time and Date:** September 2, 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, Member; Russell Duchaine, Member

**Public Officials Absent:** Damien Henry, Member

**Staff Members:** Cheryl Dunn, Lister/Village Treasurer; Amanda Costello, Town Administrator

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

1. **Call to Order** **–**

 E. Knight called the meeting to order at 6:00PM

1. **Adjustments to the Agenda –**

A. McCracken requested to add the following items:

1. Playground Updates
2. Town Administrator Priorities
3. **Set Municipal Tax Rate -**

C. Dunn presented figures from the lodged Grand List and provided a breakdown of the projected tax rate using a formula based on the Grand List and voted budget. The municipal tax rate is down this year. The presented tax rate is 0.7212.

C. Dunn presented the state of Vermont Education rates. The homestead education tax rate of 1.7310. and 1.9339 for the non-homestead. Education tax went up all around. The education tax rate will be added to the municipal rates on the tax bills.

**Motion made by A. McCracken to adopt the municipal tax rate of 0.7212, with a second by R. Duchaine. Motion approved unanimously.**

* 1. **Playground update –**

A. McCracken provided update after site visitation today and reports construction is underway. No specific timeline set for date of completion. The donated cement should be arriving this Thursday, September 4th, 2025.

* 1. **Town Administrator Priorities -**
* A. McCracken suggested making a log of all apps, modules and software activity the Town Administrator position utilizes. Request to create an inventory of log-in information.
* R. Duchaine suggested to resolve issue with call forwarding from previous administrator’s phone. Determining phone lines and where they go. Utilizing Town Admin cell phone.
* R. Duchaine suggested confirming access and log in information for security camera system.
* E. Knight provided history of Industrial Park sewer pump concerns and would like to investigate concerns further.
* A. McCracken noted responding to requisitions for closing out the grant for the Alburgh Clubhouse Project.
* E. Knight suggested a long-term priority for cleaning up the Missile Base property. Investigate possible federal funding.
* Public comment from M. Lafluer to be on the lookout for grants and funding opportunities for town improvements.
1. **Discussion regarding the Center Bay Consultant -**

**Motion made by A. McCracken to find that premature knowledge regarding contracts would place the Town or person(s) involved at a substantial disadvantage. Second by J. Hokenberg. Motion approved unanimously.**

**Motion made by A. McCracken to enter executive session at 6:21PM to discuss confidential attorney-client communications under the provisions of 1 VSA 313 (a)(1) of the Vermont Statutes; to include the following: Selectboard Members: E. Knight, A. McCracken, R. Duchaine, J. Hokenberg; and Town Administrator A. Costello. Second by J. Hokenberg. Motion approved unanimously.**

**Motion made by A. McCracken to exit executive session at 6:30PM. Second by J. Hokenberg. Motion approved unanimously.**

**Motion made by J. Hokenberg to nominate a Special Assistant to the Selectboard for the Center Bay litigation to facilitate, research and provide testimony for the case. Candidate discussed and nominated was Josie Henry. Second by R. Duchaine. Motion approved unanimously.**

1. **Adjournment -**

**Motion made by R. Duchaine to adjourn the meeting at 6:32. Second by J. Hokenberg. Motion approved unanimously.**

Respectfully Submitted,

Amanda Costello

APPROVED MINUTES: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 Elliot Knight, Chair

Filed with the Alburgh Town Clerk’s Office on this \_\_\_\_\_\_\_\_\_ day of \_\_\_\_\_\_\_\_\_\_\_\_\_\_, 2025.

ATTEST: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_, Alburgh Town Clerk