



**Alburgh Selectboard Meeting**  
**Held in Person and/or via Zoom – Town Conference Room**  
**Monday, September 8, 2025, at 6:00PM**

**Minutes**

**Meeting Time and Date:** September 8, 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; Damien Henry, Member; Jim Hokenberg, Member; Russell Duchaine, Member

**Public Officials Absent:** None

**Staff Members:** Amanda Costello, Town Administrator, Danielle James Choiniere, Clerk (via Zoom)

**Public Present:** Matthew Lafluer, Brian Sanborn, Lynda Sanborn, Steve Mikel, Patrick Boucher (see sign-in sheet)

**1) Call to Order:**

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

**2) Agenda Review & Adjustments:**

- a. Highway – Lovers Lane Request
- b. Update on Industrial Park Sewer Pump
- c. Update on the David Bell Property

**3) Public Forum:**

Steve Mikel provided an update on the park playground construction. The playground is still marked as under construction but will open once the playground mulch is delivered and installed, this is anticipated to be completed by the end of the week.

Steve Mikel provided a cost breakdown; the cost of the jungle gym was \$20,069 with \$1,000 discount by the company. Including time, equipment and materials needed for construction the total is under the estimated \$25,000. It was recommended that rubber mats are installed under the slides and ice rink.

Steve Mikel provided the Town with the manual for the park equipment provided by the manufacturer and advised to have playground engineer certification completed. Discussion regarding whether the playground manufacturer safety sign should be installed. Sign will be installed. Discussion of replacing the current swing set to a newer set or other equipment. Board exclaimed profound gratitude to Steve Mikel for his time and work on the playground update.

**4) Approval of Minutes**

R. Duchaine requested correction of July 28<sup>th</sup>, 2025, minutes. Agenda Item (2) Adjustments to the Agenda should read as follows: 5:01 R. Duchaine requested to add to the agenda discussion of signage on Greenwoods Road.

**Motion by A. McCracken to accept 7/28/25 minutes as amended at 6:17pm, with a second by D. Henry. Motion approved unanimously.**

D. Henry requested correction of August 11<sup>th</sup>, 2025, minutes. Agenda Item (7) Highway Department Updates should read as follows: (2) two culvert replacements located on Greenwoods Road.

**Motion by A. McCracken to accept 8/11/25 minutes as amended at 6:18pm, with a second by D. Henry. Motion approved unanimously.**

Approval of August 25<sup>th</sup>, 2025, minutes.

**Motion by R. Duchaine to accept 8/25/25 minutes as written at 6:19pm, with a second by A. McCracken. Motion approved unanimously.**

Approval of September 2<sup>nd</sup>, 2025, special meeting minutes.

**Motion by A. McCracken to accept 9/2/25 minutes as written at 6:21pm, with a second by R. Duchaine. Motion approved unanimously.**

## **2) a. Highway – Lovers Lane request**

D. Henry states Patrick Boucher, owner of recently purchased property on Border Rd is requesting permission to clear and widen the road of Lovers Ln for improved access. Proposal to clear trees in the public right of way (ROW) from Blair Rd to Greenwoods Rd on Lovers Ln to create 12ft wide clearance with a proposed start of Oct-Nov. P. Boucher also inquired if the Town would approve of assistance with purchasing and installing/grading gravel on Lovers Ln to further improve road. To be discussed at a later date following further investigation of costs, potential contracts, phasing and benefits to the town.

## **2) b. Update on Industrial Park Sewer Pump**

E. Knight received response from VLCT that a general release will be sent from VLCT to industrial park, Ryan Bennett, to send pro-rated cost for sewer pump. Payment issued via insurance claim with an invoice to the Town for \$1,000 deductible. Invoice to be approved on next warrant once received from VLCT.

## **2) c. Update on the David Bell Property**

Proposal from Amanda Langlois to purchase or lease the David Bell lot for commercial use. Board discussed property value, benefits to the town and water & sewer allotment. To be discussed at a later date following further investigation.

## **5) Approval of E-911 Address change for private golf course**

E-911 address change request of 'Lakewood Drive' for private golf course Alburgh Lakewood Links reviewed.

**Motion by R. Duchaine to approve e-911 address change at 6:44pm with a second by D. Henry. Motion approved unanimously.**

**6) Approval of the Tax Collection Policy**

Discussion of changing “shall” to “may” in the first line of the ‘Tax Sale’ section of the policy.

**Motion by A. McCracken to accept Tax Collection Policy as written at 6:54pm, with a second by D. Henry. Motion carried by a vote of 3 in favor, 2 abstentions.**

**7) Removal of John Clarke from Planning Commission**

D. James Choiniere stated that Planning Commission member John Clarke has moved out of state and has been unresponsive to any communication from the Town/Planning Commission. No formal request to be removed was made by John Clarke. There are other potential candidates interested in the position.

**Motion by D. Henry to approve removal of John Clarke from Planning Commission at 6:57pm with a second by J. Hokenberg. Motion approved unanimously.**

**8) Approval of Warrants**

**9) Other Business – Tabled Items**

- a. Highway – Lovers Lane Request
- d. Discuss Proposal on the David Bell Property
- b. Town Dump Truck –Discussion and Vote
- c. Bingo Hall – Discuss Bingo Hall & Town Office Lease to prepare for legal review

**10) Adjournment**

**Motion by A. McCracken to adjourn at 7:20pm with a second by D. Henry. Motion approved unanimously. Meeting adjourned by E. Knight.**

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