



**Alburgh Selectboard Meeting**  
**Held in Person and/or via Zoom – Town Conference Room**  
**Monday, September 22, 2025, at 6:00PM**

**Minutes**

**Meeting Time and Date:** September 22, 2025, at 6:00PM

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

**Public Officials Present:** Elliot Knight, Chair; Damien Henry, Member; Jim Hokenberg, Member; Russell Duchaine, Member

**Public Officials Absent:** Alex McCracken, Vice Chair

**Staff Members:** Amanda Costello, Town Administrator

**Public Present:** See Sign-In Sheet

**1) Call to Order:**

E. Knight called the meeting to order at 6:03PM

**2) Agenda Review & Adjustments:**

E. Knight requested on behalf of A. McCracken to table David Bell Property & Official Town Social Media Policy agenda items.

**3) Public Forum:** None

**4) Approval of Minutes:**

**Motion by R. Duchaine to accept 9/8/25 minutes as written at 6:05pm, with a second by J. Hokenberg. Motion approved unanimously.**

**5) Alburgh Fire School Request for Permanent Training Facility:**

Jonathan Delabruere briefs on Alburgh annual Fire School/Training. The fire training school faces difficulty finding a more permanent training location that serves its trainees and does not disturb the community. At present training is at the Fire Station and Alburgh School. J. Delabruere proposed a permanent 40ft Conex box training facility at the Town Missile Base property. The project would be funded by the fire training school. Selectboard explained limitations of the Missile Base due to the current soil conditions/contamination as well as the solar farm. Discussed potential placement at Town Highway Garage, but due to stormwater restrictions, there are also limitations there. Board recommended alternative locations and contacts for the training school to investigate.

**6) Highway – Lovers Lane Request:**

Patrick Boucher has hired a crew to cut and chip brush and trees on both sides of the road of Town Highway 14 after DigSafe marking. Proposal from P. Boucher to cut 3-rod road (50ft) of Town Highway 14 with the understanding that P. Boucher would take on all liabilities and will pay out of pocket to cut/clear road. P. Boucher requests Town to assist in improving the road, which may occur on undesignated timeline.

**Motion by D. Henry to allow Boucher Fertilizer, Inc. to hire crew to clear three rod road of Town Highway 14 "Lover's Lane" at own expense and liability within the Town Right-of-Way pending a written agreement at 6:33pm. Second by J. Hokenberg. Motion approved unanimously.**

**7) Discuss Proposal of the David Bell Property:**

Tabled.

**8) Town Dump Truck -Discussion and Vote:**

Discussion of spare dump truck sale value versus value as active spare. Discussion of fleet depreciation and what other possible pieces of equipment could be sold to improve the capital equipment fund and fleet.

**9) Bingo Hall - Discuss Bingo Hall & Town Office Lease to prepare for legal review:**

Discussion of the estimate for the separation of power for the meters at the Fire Station, Bingo Hall and Town. The Town would be responsible for cost to change the power structure. Fire Department is waiting for proposal from the Town. A draft Memorandum to the Fire Department will be created.

**10) Official Town of Alburgh social media Policy and Pages Discussion:**

Tabled.

**11) Update from Town Administrator:**

- a. Security Cameras are back up and running.
- b. Phone Directory created. Ongoing call forwarding to prior TA is still a problem despite efforts from staff and Verizon.
- c. New coded lock system to be installed on the Transfer Station gate on October 1<sup>st</sup> after operating hours.
- d. VLCT to come and perform a safety inspection of the newly installed playground on September 23<sup>rd</sup>.

**12) Consent Agenda:**

- i. **Approval of Warrants**
- ii. **Request for 1<sup>st</sup> Class Restaurant/Bar License**
  1. Vermont Bake House

**Motion by D. Henry to approve 1<sup>st</sup> Class Restaurant/Bar License for Vermont Bake House at 7:39pm. Second by R. Duchaine. Approved unanimously.**

**13) Executive Session:**

**Motion made by R. Duchaine to enter executive session at 7:40pm to discuss potential contracts and probable civil litigation under the provisions of 1 VSA 313 (a)(1) of the Vermont Statutes; to include the following: Selectboard Members: E. Knight, R. Duchaine, J. Hokenberg; Town Administrator A. Costello. Second by D. Henry. Motion approved unanimously.**

**Motion made by R. Duchaine to exit executive session at 7:49pm. Second by D. Henry. Motion approved unanimously.**

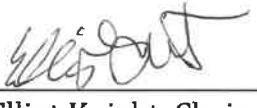
**Motion made by D. Henry to contract with Barnard & Gervais to lay out boundaries involving a public Town Highway in Alburgh Center at 7:50pm. Second by R. Duchaine. Motion approved unanimously.**

**14) Adjournment**

**Motion by R. Duchaine to adjourn at 7:50pm with a second by D. Henry. Motion approved unanimously. Meeting adjourned by E. Knight.**

Respectfully Submitted,

Amanda Costello

APPROVED MINUTES:  Date: 10/13/2025  
Elliot Knight, Chair

Filed with the Alburgh Town Clerk's Office on this 15<sup>th</sup> day of Oct. 2025.

ATTEST: Danielle James Choiniere, Alburgh Town Clerk

