



**Alburgh Selectboard Meeting**  
**Held in Person and/or via Zoom – Town Conference Room**  
**Monday, October 13, 2025, at 6:00PM**

**Minutes**

**Meeting Time and Date:** October 13, 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; Russell Duchaine, Member

**Public Officials Absent:** Jim Hokenberg, Member

**Staff Members:** Amanda Costello, Town Administrator; Margaret Brescia, Treasurer; Rodney James, Road Foreman

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

**1) Call to Order:**

E. Knight called the meeting to order at 6:04PM

**2) Agenda Review & Adjustments:**

A. McCracken requested to discuss tabled items including David Bell Property & Social Media Policy. Plan to discuss at next meeting.

R. Duchaine proposed to later discuss Highway Dept Update – Town Highway 14.

D. Henry provided Bingo Hall update. A draft proposal was sent to Fire Department to bring to their board based on previous meeting recommendations/proposals from Fire. Town is waiting to hear back.

**3) Public Forum:**

Matt LeFluer provided information about the Public Utility Commission virtual workshop tomorrow night, October 14th at 7:00PM.

D. Henry communicated on behalf of Ron Kumetz that Sandy Ladd passed away today, and requests Sandy Ladd be a nominee for the Town Report dedication.

D. Henry read letter from Roger & Carmen Lanoue for positive feedback on roadside mowing.

**4) Approval of Minutes:**

Motion by R. Duchaine to amend the 9/22/25 minutes by adding to item 6 motion approved pending a signed contract/agreement.

Motion by E. Knight to amend item 2 to E. Knight requested on behalf of A. McCracken, who was absent from previous meeting.

**Motion by D. Henry to accept 9/22/25 minutes as amended at 6:11pm, with a second by R. Duchaine. Motion approved with 3 votes in favor 1 abstention.**

**5) Letter of Support for Islands in the Sun Building Better Communities Grant:**

Willie Burbank requested a letter of support for Islands in the Sun Senior Center to apply for the Building Better Communities Grant to replace ceiling tiles and floor covering.

**Motion by R. Duchaine to send letter of support to the Islands in the Sun Senior Center for Building Better Communities Grant at 6:13pm. Second by A. McCracken. Motion passed unanimously.**

**6) Appoint Planning Commission Vacancy:**

Ashley Bowen reached out to Town Clerk, Danielle Choiniere with interest in the vacancy.

**Motion by A. McCracken to accept Ashley Bowen's nomination to the Planning Commission at 6:14pm with a second by D. Henry. Motion passed unanimously.**

**7) Discuss New Playground Signage:**

A. Costello provided quote for playground safety sign to include metal sign, post and necessary hardware. Sign dialogue recommended by VLCT. R. Duchaine reported some resident concerns of vandalism to the park. Potential later discussion for park surveillance.

**Motion by D. Henry to order the quoted sign from Perma-Line with the dialogue amended to remove dedication sentence with installation from Highway Department at 6:20pm. Second by R. Duchaine. Motion passed unanimously.**

**8) Approve of new E-911 Road Name RT 78/Martell Rd Subdivision:**

Three submitted road name options were reviewed by the board.

**Motion by D. Henry to approve first request of Meadow Run as new road name at 6:21pm. Second by A. McCracken. Motion passed unanimously.**

**9) Approve of new E-911 Road Name for RT 129 Private Road:**

One submitted road name option was reviewed.

**Motion by A. McCracken to approve proposed private road name of Loon Drive at 6:22pm. Second by D. Henry. Motion passed unanimously.**

**10) Approve quote from Cargill for Winter Salt:**

Discussion of average hauled amounts of salt and current reserve. Terms and conditions of quote were reviewed.

R. Duchaine reiterated need for contract with P. Boucher for work in ROW of Town Highway 14. Board discussed and A. Costello will investigate developing contract/agreement prior to commencement of work.

**Motion by D. Henry to approve Cargill quote with amendments to the dates within the Terms & Conditions at 6:30pm. Second by R. Duchaine. Motion passed unanimously.**

**11) Approve to Apply for FY26 Grants in Aid Agreement:**

A. Costello requested approval to apply for FY26 Grants in Aid Agreement in the amount of \$24,000 with an in-kind match of \$6,000 for implementation of clean water improvements to address road related water quality issues.

**Motion by A. McCracken to approve Town application for FY26 Grants in Aid Agreement at 6:32pm with a second by R. Duchaine. Motion passed unanimously.**

**12) Discuss Allocation of Opioid Settlement Funds:**

M. Brescia advised that the Opioid Settlement Funds must be spent on opioid abatement. Originally the Town investigated using the funds to offset rescue expenses. A. Costello and M. Brescia will draft a list of potential options for where funds could be allocated for board to choose from.

**13) FY27 Budget Planning Working Session**

Board discussed paving for the coming year. Discussion of a new base and potential for project phasing for Bay Road. Resurfacing of Martell Road, Lake Street and Missile Base Road were also discussed. R. James advised the board that the requested roads will require extensive overhauls of their base. A. Costello & R. James to work to collect road specifications for potential work quotes for rebasing and resurfacing. Board discussed performing a budget working session starting line by line at upcoming meeting.

**14) Consent Agenda**

- **Approval of Warrants**
- **Request for Limited Event**
  - i. Alburgh Community Festivals, Inc. Event for October 18, 2025

**Motion by A. McCracken to approve limited event license for Alburgh Community Festivals, Inc. at 7:35pm with a second by D. Henry. Motion passed unanimously.**

- ii. Stewart's Shop Corp (2 Locations), Second Class & Tobacco Licensing

**Motion by A. McCracken to approve Stewart's Shop (2 locations) Second Class and Tobacco Licensing at 7:39pm with a second by R. Duchaine. Motion passed unanimously.**

**15) Proposed Executive Session**

**Motion made by R. Duchaine to enter executive session at 7:40PM to discuss potential confidential attorney-client communications/contracts under the provisions of 1 VSA 313 (a)(1) of the Vermont Statutes; inviting 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.**

No Action was taken as a result of the Executive Session.

**16) Adjournment**

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

Respectfully Submitted,

Amanda Costello

APPROVED MINUTES:  Date: 10/27/25  
Elliot Knight, Chair

Filed with the Alburgh Town Clerk's Office on this 28<sup>th</sup> day of October, 2025.

ATTEST: Danielle James Duchaine, Alburgh Town Clerk