



**Alburgh Selectboard Meeting**  
**Held in Person and/or via Zoom – Town Conference Room**  
**Monday, October 27, 2025, at 6:00PM**

**Minutes**

**Meeting Time and Date:** October 27, 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; Russell Duchaine, Member; Jim Hokenberg, Member

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

**Staff Members:** Amanda Costello, Town Administrator; Margaret Brescia, Treasurer; Danielle James-Choiniere, Clerk; George Hakey, Highway

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

**1) Call to Order:**

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

**2) Agenda Review & Adjustments:**

- a. E. Knight requested to table Town Highway 14 Agreement on behalf of D. Henry who could not be present for the meeting.
- b. A. McCracken requested to table Social Media Policy & David Bell Property Discussions.
- c. J. Hokenberg requested to discuss the location of the winter stock sand pile.

**3) Public Forum:**

Terry Tatro questions the location of the senior citizens gazebo. George Hakey advised Highway Department visited the site of the gazebo and department feels it does not need to be moved to perform regular plowing duties. Location was discussed, to be voted on at next meeting.

Matt LeFluer, advised that EBT cards/SNAP funding will not work due to federal shutdown. Federal funds shut down November 1<sup>st</sup>. Vermont is working on supplemental funding plans as a state.

**4) Approval of Minutes:**

**Motion by R. Duchaine to accept 10/13/2025 minutes as written at 6:11pm with a second by A. McCracken Motion passed unanimously.**

**2) c. Sand Pile Location Discussion:**

J. Hokenberg advised he discussed the location and covering of the current sand pile reserve with Rodney James, Road Foreman. Due to the wetland delineations, there are concerns about designating a location for the current and new sand piles. Board discussed removing the plastic covering on the existing pile and concerns of having two piles open to the elements simultaneously. Current attempts are being made to consolidate the reserve with the new stockpile and move closer to the front of the property. Discussed storing sand where it is easily accessible.

J. Hokenberg advised the Samsung is intermittently operational. Currently runs but does not move, could be a potential electrical issue. Highway will investigate possible diagnosis. Discussion of leasing machine for use or fix Samsung will be addressed at the next meeting.

### **5) Discuss Allocation of Opioid Settlement Funds:**

M. Brescia presented requirements and stipulations for fund allocation. Options included School for potential drug prevention education seminars, Northwest Counseling & Support Services (NCSS), Savida Health in St. Albans or Alburgh Rescue AR, Inc. There is about \$1,200 in funds. Item tabled, will readdress once Town receives correspondence from potential options.

### **6) Discuss NEMRC Bulk Time Purchase Agreement:**

M. Brescia presented the quote for the NEMRC Bulk Time Purchase Agreement to budget for next fiscal year. This agreement offers additional services to the Town from NEMRC to assist with investigating previous financial reporting to better understand and reflect on the current fiscal situation. This agreement will onboard a minimum of 96hrs for \$110 per hour and additional mileage/travel expenses. M. Brescia also advised on the need for audit for long-term financial stability planning.

### **7) Cott Systems Contract for Land Records Management Services Renewal:**

D. James-Choiniere presented the Cott Systems Contract renewal which is the system that provides services for electronic preservation of Land Records. The three-year contract will increase by about \$300. Contract renewal will be paid for using Restoration Funds.

**Motion by R. Duchaine to approve renewal of three (3) year Cott Systems Contract increase using restoration funds at 6:30pm with a second by A. McCracken. Motion passed unanimously.**

### **8) Planning Commission Proposal for Pre-application of 2026 Recreational Trails Program Grant:**

D. James-Choiniere presented the 2026 Recreational Trails Program Grant pre-application. Up to \$50,000 project grant with 20% match. D. James-Choiniere reiterated previous plans drafted by Trudell for the Industrial Park trail plans. Grant could be used for improving trail signage, or a breakdown of project phasing. Planning Commission requests approval to submit pre-application for 2026 Recreational Trails Program Grant.

**Motion by A. McCracken to approve pre-application of 2026 Recreational Trails Program Grant at 6:34pm with a second by R. Duchaine. Motion passed unanimously.**

**9) Town Highway 14 Right-of-Way Work Agreement:**

TABLED.

**10) Official Town of Alburgh Social Media Policy and Pages Discussion:**

TABLED.

**11) Discuss Potential Purchasing Policy**

Discussed potential for purchasing policy to clarify and set standard figures and operating agents for regulations of approved spending. Draft policy to be prepared and presented at a later meeting.

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

TABLED.

**13) Town Administrator Updates:**

- a. A. Costello advised that 2021 International (KS Bank Truck) will be paid off this fiscal year.
- b. A. Costello advised M. Brescia reached out to bank who holds line of credit for Peterbilt, inquired about refinancing for a better rate. Unfortunately, because the loan is a municipal loan, the rate is already reduced and therefore refinancing will not reduce any cost. Alternatively, the Town could opt to extend the loan, but that will not reduce costs in the long term.
- c. Verizon continues to work on call forwarding issues.

**14) FY27 Budget Planning Working Session:**

Working session reviewed 'General Town Revenue' and 'Town Officers' budget line items.

**15) Consent Agenda**

- **Approval of Warrants**

**Warrants were reviewed, approved and signed.**

**16) Proposed Executive Session**

**Motion made by A. McCracken to enter executive session at 7:31pm 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 R. Duchaine. Motion approved unanimously.**

**Motion made by R. Duchaine to exit executive session at 7:42pm. Second by A. McCracken. Motion approved unanimously.**

**Motion made by A. McCracken to sign Rice & Riley, PPLC agreement letter through PACIF at 7:43pm. Second by R. Duchaine. Motion approved unanimously.**

**17) Adjournment**

**Motion by R. Duchaine to adjourn at 7:43pm with a second by A. McCracken. Motion approved unanimously. Meeting adjourned by E. Knight.**

Respectfully Submitted,

Amanda Costello

APPROVED MINUTES:  Date: 11/24/2025  
Elliot Knight, Chair

Filed with the Alburgh Town Clerk's Office on this 25<sup>th</sup> day of November 2025.

ATTEST: Daniel James Choinier, Alburgh Town Clerk