



Alburgh Selectboard Meeting
Held in Person and/or via Zoom – Town Conference Room
Monday, November 10, 2025, at 6:00PM

Minutes

Meeting Time and Date: November 10, 2025, at 6:00PM

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

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

Public Officials Absent: Alex McCracken, Vice-Chair; Jim Hokenberg, Member

Staff Members: Amanda Costello, Town Administrator

Public Present: See Sign-In Sheet

1) Call to Order:

E. Knight called the meeting to order at 6:02PM

2) Agenda Review & Adjustments:

- Approval of 10/27/2025 minutes tabled.
- Tabled items 9, 10, 11 & 17.
- No Warrants available for signature.

3) Public Forum:

George Boutah requested an update on the Bell Property. George asked if the Town is looking to sell, currently the Town is not. Discussed potential options for the property, but nothing in process yet.

Alton Bruso asked who the auditors are; current auditors are Alton Bruso, Kristy Taylor & Kayla Patnode. Alton asked if an outside audit would occur soon, this has been discussed previously and is on the horizon.

4) Approval of Minutes:

TABLED.

5) Howard Center Mobile Unit Placement:

A. Costello presented background on Howard Center Mobile Unit and their services. Request from Howard Center for relocation to a town property to serve the community and allow staff access to facilities. The Howard Center amended that request to possibly rent the library space on Mondays outside of the library operating hours for client support

services and facility use inside the building. Library Director aware and Library Board will discuss requests.

6) Rural Community Transportation (RCT) FY27 Appropriations Letter:

A. Costello presented the appropriations letter from RCT requesting funds for FY27. RCT will replace Green Mountain Transit as vendor. The request for funds is the same.

7) Discuss Allocation of Opioid Settlement Funds:

A. Costello presented potential candidates for settlement funds. Still waiting to hear back from a few potential recipients.

8) Potential Mini Split/Heat Pump for Municipal Office:

Board discussed room temperatures for conference room. History of prior repairs was provided by R. Duchaine. Potential repairs vs. heat pump purchase will be discussed at a later meeting.

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

TABLED.

10) Discuss Potential Purchasing Policy:

TABLED.

11) Discuss Proposal of the David Bell Property:

TABLED.

12) Town Highway 14 Right-of-Way Work Agreement:

A. Costello presented "Work Agreement" document that lists restrictions for work within the Town right-of-way for Patrick Boucher to sign.

Motion by D. Henry to accept agreement as written and have P. Boucher sign at 6:24pm with a second by R. Duchaine. Motion passed unanimously.

13) Location of Winter Stock Sand Pile:

Location of winter stock sand pile reviewed. Pile will remain in current location as previously discussed.

14) Location of Gazebo at Senior Center:

Location of gazebo at Senior Center reviewed. Gazebo will remain in current location.

15) Samsung Excavator Condition & Plan:

Rodney James advised R. Duchaine that Samsung had stopped working when moving sand pile. A mechanic came this week to inspect; however, the machine operated normally for mechanic. R. James requested the mechanic stay during use to see if machine would stop again. Samsung continued to operate normally, no issues were identified. No further action is needed at this time.

16) Town Administrator Updates:

- Call forwarding issue has been resolved, A. Costello confirmed with prior Town Administrator.
- Cemetery Advisory Board members plan to attend the upcoming November 24th regular meeting to discuss their requests for the FY27 budget.
- On October 22nd the Town received \$13,675.17 from the State of Vermont as the reimbursement amount for the FY25 Grants in Aid project for culvert work on Greenwoods Road.
- The Office is working on completing the recommendations made by VLCT from the July risk management inspection. Most everything is complete.
- Playground Safety sign was lost in the mail per Perma-Line. They will recreate and re-ship. Questions have been asked about putting out a thank you in the islander as well as a grand opening.
- Northwestern Unit for Special Investigations is partnering with Operation Fire Cuff a toy drive benefiting the Children's Hospital at the UVM Medical Center. A bin will be in the lobby of the municipal office collecting toys until December 17th when they will be collected for distribution.

17) FY27 Budget Planning Working Session:

TABLED.

18) Consent Agenda

- **Approval of Warrants**

No Warrants to process.

19) Proposed Executive Session - Contracts

Motion made by R. Duchaine to enter executive session at 6:36pm to discuss potential 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 D. Henry to exit executive session at 6:45pm. Second by R. Duchaine. Motion approved unanimously.

No action was taken as a result of this executive session.

20) Adjournment:

Motion by R. Duchaine to adjourn at 6:46pm with a second by D. Henry. Motion approved unanimously. Meeting adjourned by E. Knight.

Respectfully Submitted,

Amanda Costello

APPROVED MINUTES:



Date:

12/20/2025

Elliot Knight, Chair

Filed with the Alburgh Town Clerk's Office on this 23rd day of Dec. 2025.

ATTEST: Danielle James Choinier, Alburgh Town Clerk