



Alburgh Selectboard Meeting

**Held in Person and/or via Zoom – Town Conference Room
Monday, November 24, 2025, at 5:00PM**

Minutes

Meeting Time and Date: November 24, 2025, at 5:00PM

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

Public Officials Present: Elliot Knight, Chair; Alex McCracken, Vice-Chair (via Zoom)
Damien Henry, Member; Jim Hokenberg, Member

Public Officials Absent: Russell Duchaine, Member

Staff Members: Danielle James-Choiniere, Clerk; Amanda Costello, Town Administrator

Public Present: See Sign-In Sheet

1) Call to Order:

E. Knight called the meeting to order at 5:03PM

2) Agenda Review & Adjustments:

NONE.

3) Public Forum:

NONE.

4) Approval of Minutes:

Motion by A. McCracken to accept 10/27/2025 minutes as written at 5:07pm with a second by J. Hokenberg. One abstention, three in favor. Motion passed unanimously.

TABELD 11/10/25 Minutes.

5) FY27 Budget Planning Working Session:

Budget review starting with Town Office line items through Assessments & Donations.

6) Cemetery Advisors present budget requests for Aid to Cemeteries:

Robert Fricke presented the proposed FY27 budget request for Town Aid to Cemeteries. Cemetery Advisors request an increase of \$6,670 to the budget. The total amount of \$18,670 will cover only the cost of maintaining the cemetery grounds.

Motion by J. Hokenberg to accept proposed budget increase for Aid to Cemeteries for total budget of \$18,670 at 6:03pm with a second by D. Henry. Motion passed unanimously.

7) Howard Center Mobile Unit Placement:

Stephanie LaRock from the Howard Center provides substance use services for rural areas via the Howard Center Mobile Unit. Stephanie previously acquired permission to use the Notch -Alburgh Health Center property for parking, but office is closed and staff cannot use facilities. The mobile unit would provide services every Monday from 11am-3pm. Request for parking space for the van and allow staff to use bathroom facilities during hours of operation. This service is relatively new to Alburgh and hosts 1-2 people at one time. Overflow parking can be transferred to the Notch location.

Motion by D. Henry to accept placement of Howard Center Mobile Unit located at municipal office and for Howard Center staff to utilize facilities during municipal hours at 6:19pm with a second by A. McCracken. Motion approved unanimously.

8) Humane Society of Chittenden County Contract:

A. Costello presents contract from the Chittenden County Humane Society. This is an annual contract signed by the Town to maintain a placeholder with HSCC in the event that an animal is surrendered.

Motion by D. Henry to accept Chittenden County Humane Society Contract for services through December 2026 at 6:20pm with a second by J. Hokenberg. Motion approved unanimously.

9) Repro Contract for Town Report:

Danielle James-Choiniere presents Repro Contract for printing and mailing of the Annual Town Report. An option for a three-year contract starting with 2025 report through 2027 would be \$3,110 per year. Repro being the current vendor for the Town Reports.

Motion by D. Henry to accept three-year Repro Contract for printing of Annual Town Reports at 6:22pm with a second by J. Hokenberg. Motion approved unanimously.

10) Xerox Dell Computer Warranty Extension:

A. Costello presents Xerox quote for Dell Computer Warranty Extension in the amount of \$972.15.

Motion by D. Henry to accept Xerox quote for Dell computer warranty extension of one year at 6:25pm with a second by J. Hokenberg. Motion approved unanimously.

11) South Alburgh Fire District Prudential Committee Vacancy:

A. Costello & John Fitzgerald present a vacancy on the South Alburgh Fire District 2. The SAFD2 met on November 19th and agreed to nominate Charlie Mackin to fill the vacancy.

Motion by D. Henry to accept Charlie Mackin as a SAFD2 board member nominee at 6:27pm with a second by A. McCracken. Motion approved unanimously.

12) Continue FY27 Budget Planning Working Session:

December 8th regular meeting will be scheduled for budget review at the beginning of agenda items.

13) Consent Agenda

- **Approval of Warrants**

Warrants reviewed & signed.

- **Request for Second Class License for Alburg Resort, LLC**

Motion by D. Henry to approve the Second Class License for Alburg Resort, LLC at 6:31pm with a second by A. McCracken. Motion approved unanimously.

- **Excess Weight Permit**

D. Henry reviewed & signed as Road Commissioner.

- **MVP 2026 Notice of Renewal**

Motion by D. Henry to accept MVP 2026 Plan Renewal at 6:37pm with a second by A. McCracken. Motion approved unanimously.

14) Proposed Executive Session – Placeholder

No Executive Session was held.

15) Adjournment:

Motion by D. Henry to adjourn at 7:00pm with a second by J. Hokenberg. Motion approved unanimously. Meeting adjourned by E. Knight.

Respectfully Submitted,

Amanda Costello

APPROVED MINUTES:  Date: 12/8/2025
Elliot Knight, Chair

Filed with the Alburgh Town Clerk's Office on this 9th day of Dec., 2025.

ATTEST: , Alburgh Town Clerk