



Alburgh Selectboard Meeting
Held in Person and/or via Zoom – Town Conference Room
Monday, February 9, 2026, at 6:00PM

Minutes

Meeting Time and Date: February 9, 2026, at 6:00PM

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

Public Officials Present: Elliot Knight, Chair; Alex McCracken, Vice-Chair (via zoom); Russell Duchaine, Member; Jim Hokenberg, Member

Public Officials Absent: Damien Henry, Member

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

Public Present: See Sign-In Sheet

1) Call to Order:

E. Knight called the meeting to order at 6:00PM

2) Agenda Review & Adjustments:

- The Town Treasurer is unable to attend tonight's meeting. Warrants will be pushed to the next meeting.
- Add Lakeshore Park parking delineation concerns to Town Administrator updates.

3) Public Forum:

Matthew LaFluer expressed concern of favoritism to add Alburgh cemetery information onto the Town of Alburgh website.

4) Approval of Minutes:

Motion by R. Duchaine to accept 01/12/2026 minutes as written at 6:04pm with a second by J. Hokenberg. Motion passed unanimously.

01/24/2026 Minutes Tabled.

5) Town Website Additions – Cemetery Page Request

Robert Fricke explained how all of the cemetery volunteers have been working together and coordinating cemetery work and requests. Robert states there is no current central location regarding information about Town cemeteries. He reiterated the importance of a public resource for people to view collectively learn information including who runs each cemetery and basic info about each cemetery. The board discussed the Towns community links page as an appropriate location for this information.

Motion made by R. Duchaine to add information regarding the town cemeteries to the town webpage at 6:12pm with a second by A. McCracken. Motion passed unanimously.

6) Auditor's Vacancy – Appoint for Remaining Term – Joanne James

Joanne James expressed interest in the Auditor's position, at the time all positions were full. With the recent resignation, Joanne James is seeking appointment for the remainder of the term until the upcoming election in March. There are two open Auditor positions on the ballot. A three-year term and a three-year term with two years remaining. Options for Joanne to run were appointment until election, run as write in, or if position for remaining term is still vacant, she could seek appointment later on. Communication of these options came after the due date for petition. Joanne has been sent the handbook for review and stated she would like to be appointed for the remaining term until election to get acquainted with the position.

No formal action taken. The board discussed not appointing for remaining term until election and interested parties can run a write-ins.

7) 2026 RTP Trail Grant Update

Danielle, Town Clerk and Planning Commission member updated the board that the RTP Trails grant was submitted on time and the town should hear back in the next month or two on the results.

8) Alburgh Community Education Center Library Planting Request

Kayla Patnode submitted a written request on behalf of the Alburgh School to plant shrubs & flowers on the library property in honor of Lorraine Mumley. If approved, this would be spearheaded by the school in coordination with the Library Director to commence in the spring. The school and/or volunteers would continue to care for and maintain the plants.

No formal action taken, the Selectboard collectively supports the school planting at the library in coordination with the library director.

9) July 4th Parade Detour Letter

Martha Goodsell submitted a written request for a letter to supply VTrans for the 4th of July detour permit. Last year's letter was used as a template with the understanding that operations and coordination of the event are to be conducted as they were last year.

Motion by R. Duchaine to approve Selectboard Chair to sign and submit the 4th of July detour letter of support at 6:18pm with a second by A. McCracken. Motion passed unanimously.

10) Vermont 250th Anniversary Commission Resolution

In 2020, Governor Scott established the Vermont 250th Anniversary Commission (VT250th) to plan, encourage, develop, coordinate, and promote observances and activities to be held in Vermont in commemoration of the historic events associated with the American Revolution. By signing the resolution the Town will receive a newsletter regarding events and outreach updates. This also provides an opportunity to boost/broadcast town events, like the 4th of July parade. And they will send magnets and stickers which would be handed out at the parade or other town events. No committee or specified commitment is required, just a point of contact.

Motion by A. McCracken to adopt Vermont 250th Anniversary Resolution with the Town Administrator being the point of contact at 6:20pm with a second by R. Duchaine. Motion passed unanimously.

11) Proposed Rabies Clinic Hosted by Franklin County Animal Rescue

The Town of Alburgh was approached by the Franklin County Animal Rescue to be a host site for a rabies clinic. The proposed dates are March 7th or 8th. Discussed dates and need for space with Fire & Rescue, and they are open to allowing the town use of the rescue bays to host the clinic. In conjunction with the rabies clinic, the town will set up to register dogs during this time as well. Specific details of time and cost per vaccine are underway.

No formal action taken. Selectboard collectively supports moving forward in obtaining details to host a rabies clinic.

12) Town Meeting Presentations – Fiberworx Request

NWFiberworx has requested to present at Town Meeting to give the community a better understanding of their services and long-term plan. They are also inquiring about a booth or place outside of Town Meeting where their representatives could answer questions from the public.

After discussion with VLCT and the Clerk, it is recommended not to allow NWFiberworx to present at Town Meeting as the meeting is for conducting town business. Discussion of utilizing article #12 other business was made where the voters could approve an outside representative to speak at Town Meeting.

No formal action taken. Selectboard collectively supports NWFiberworx utilizing the town conference room for hosting an informational meeting prior to a regular Selectboard meeting to answer public questions about fiber. Town to follow up with NWFiberworx.

13) Identify Tax Sale Attorney

Town Clerk has been sending monthly delinquent tax notices. The office has noticed a significant improvement in the number of delinquencies being paid. Town Clerk and Town Admin met with current Town Attorney to discuss representation of future potential tax sales. A suggested procedural timeline supplied by the potential tax sale attorney was reviewed and discussed. Clarification for motion was made as to whether the tax sale attorney work would take effect immediately or in FY27.

Motion by R. Duchaine to approve SP&F Attorneys, P.C. to conduct the Town's tax sale process commenced in 2026 at 6:33pm with a second by J. Hokenberg. Motion passed unanimously.

14) Town Administrator Updates

- Handbook Updates/Revisions

In an effort to streamline procedures for processing payroll. A few clarifications of the current 2022 Personnel Policies need to be made in order move forward with draft updates.

- Confirm definition of Full & Part-time employees.
- Vacation time to be given after 3mos probationary period. Front loaded at beginning of new fiscal year.
- Vacation schedule for 2022 Amendments should be brought over to new handbook.
- Indigenous People's Day missing in 2024 draft, previous 2023 motion to follow all state holidays minus Battle of Bennington Day. State holiday schedule applies, Indigenous People's Day to be added to draft.
- Confirmed one (1) personal day of the employees regularly scheduled day.

- 2026 Small Scale Local Highway Safety Improvement Grant (HSIP) Update

The Small Scale Local Highway Safety Improvements grant was submitted on time. Road Foreman compiled a list of hazardous trees in the right-of-way to be removed. Award status update will be received sometime in April.

- Industrial Park Pump Station Repair

The industrial park pump alarm was reported by Highway on February 3rd. Jason Beaulac took a look and reported that something tripped the breaker, and he believes the mechanisms inside the manual switch for pump 2 were broken/melted. Town Admin could not locate a regular vendor who typically maintains or repairs this pump station. Pratt & Smith were suggested and then contacted. Pratt & Smith inspected the pumps electrical system. The manual switch for pump 2 is in fact broken and needs to be replaced. Additionally, pump 2 is pulling too many amps which caused the breaker to trip. Pratt & Smith reported this amp issue indicates that the pump is either failing or "blocked." Pump 2 was shut off. Pump 1 is still operating. Pratt & Smith will replace the switch. Alliance Group was contacted about the pump repair, they said the switch needs to be replaced first, but they won't be able to repair due to low staffing and suggested Champlain Associates. Waiting to make contact with Champlain Associates until after the switch is replaced. Pratt & Smith placed order for the new switch, they will contact office once in.

- Lakeshore Park

Matt Fidler from the Lake Champlain Land Trust has made contact with concerns of the boulders being moved at the Alburgh Lakeshore Park. These boulders delineate the parking and are designed to prevent the use of motorized vehicles outside of the parking area per the Land Use Permit. The plan is to re-locate the boulders back into place in the spring. Matt is looking for an update from the Town on what the plan will be from now until spring. Different barrier options were discussed; area also needs to allow walking traffic to trails.

R. Duchaine will inspect the area.

15) Liquor Control Board Agenda

Selectboard meeting paused. Liquor Control Board meeting commenced, once adjourned, Selectboard meeting resumed. (See Minutes)

16) Proposed Executive Session

Motion made by R. Duchaine to enter executive session at 7:01pm to discuss potential Real Estate & Contracts under the provisions of 1 VSA 313 (a)(1) of the Vermont Statutes; inviting Town Administrator, A. Costello, Ron Kumetz and Fire Department chosen representatives. Second by J. Hokenberg. Motion approved unanimously.

Motion made by R. Duchaine to exit executive session at 7:42pm. Second by J. Hokenberg. Motion approved unanimously.

17) Adjournment

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

Respectfully Submitted,
Amanda Costello

APPROVED MINUTES: _____ Date: _____
Elliot Knight, Chair

Filed with the Alburgh Town Clerk’s Office on this _____ day of _____, 2026.

ATTEST: _____, Alburgh Town Clerk