



Alburgh Selectboard Meeting
Held in Person and/or via Zoom – Town Conference Room
Monday, February 23, 2026, at 6:00PM

Minutes

Meeting Time and Date: February 23, 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; Damien Henry, Member; Russell Duchaine, Member; Jim Hokenberg, Member

Public Officials Absent: None

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:

a. Fire Training School Location Approval added to Town Admin Updates

b. Nuisance property complaint added after approval of minutes by Health Officer.

3) Public Forum:

Matt LaFluer noted that Terry Tatro and other Alburgh residents were recently on Vermont Public Radio Vermont Edition highlighting Alburgh.

4) Approval of Minutes:

Motion by A. McCracken to accept 01/24/2026, 02/06/2026 & 02/09/2026 Selectboard minutes as written at 6:02pm with a second by J. Hokenberg. Motion passed unanimously.

2b.) Nuisance Property:

Health Officer received letter from Julie Gagnon Prior regarding property owned by Paul Hansen located at 7200 US RT 2 (parcel RS760). Letter states that the structure behind her property was knocked down about 2 years ago, and since then the demolished materials have remained in place causing concern of being a potential habitat for rodents and other animals. Now that formal complaint has been submitted, next step is a site inspection & report.

5) Alburgh Family Clubhouse - Agreement for Loan Stipulation

The Alburgh Family Clubhouse Inc. needs another subordination agreement signed by the Selectboard for changes to their North Country loan. The original agreement, signed in July

of 2025, was for bridge financing through North Country. The bridge financing was necessary and backed by the USDA, which paid off the original North Country loan after construction of the building. Because that original North Country line of credit was paid off, they cannot use that same line of credit for additional bridge funding. The VCDP (Vermont Community Development Program) is reimbursement based. The agreement presented today is for a new North Country loan that will pay the contractors work, once the bridge financing is allocated for this, it can be submitted for reimbursement through VCDP and the loan will be paid off. Which will return the Town to the second position on the mortgage.

Motion by A. McCracken to approve Subordination Agreement for Alburgh Family Clubhouse Inc. loan stipulation at 6:09pm with a second by J. Hokenberg. Motion passed unanimously.

6) Town Road & Bridge Standards

VTrans & the Vermont Agency of Natural Resources have made updates to the 2019 version of the Town Road and Bridge Standards, effective January 21, 2026. Request for Selectboard to adopt updates to Town and Bridge Standards.

Motion by A. McCracken to adopt the 2026 Town Road & Bridge Standards and Certification of Compliance for the Town Road & Bridge Standards at 6:12pm second by R. Duchaine. Motion passed unanimously.

7) Champion Grader Update

Munson went to the Town Garage on Thursday, February 19th to inspect the grader and investigate quotes for repair. Previous quote from C.R. Woods has been received. Munson will be sending along a quote.

8) 2026 Town Sponsored Alburgh Dunes State Park Pass MOU

The Town previously allocated ARPA funds to cover costs of Green Mountain passes and Town sponsored Alburgh Dunes day passes for Alburgh residents. The Memorandum of Understanding (MOU) with the Vermont Department of Forests, Parks and Recreation is to update and continue these services for the 2026 season using previously allocated funds.

Motion by A. McCracken to sign the 2026 MOU from the Vermont Department of Forests, Parks and Recreation at 6:13pm second by R. Duchaine. Motion passed unanimously.

9) Town Meeting Day Presentation Update

Town Administrator presented overview of the draft Town Meeting Day presentation which outlines the proposed FY27 budget and breaks the budget down to simplify and demonstrate where taxpayer dollars are going on the proposed budget. No questions were asked. Discussion was had of Town Meeting day set up and preparation.

10) Tax Sale Attorney Update

List of delinquent accounts will be produced and sent to SP&F attorneys on March 2nd, which is the next time interest will be applied to delinquent accounts. This list is for properties that are eligible for tax sale, this includes any properties that are delinquent at least \$1,500 or more over one full year or more. Any delinquent property taxes from 2025-2026 can be included in the list of prior delinquencies after April due date. The next step for tax sale will be first stage letters from the attorney.

11) Town Administrator Updates

- Handbook Updates/Revisions

Personal days need to be corrected in the personnel policy draft to reflect the current allotment of personal days, which is two (2) days for each employee. It has been 2 days for the last few years as per the payroll reports. This clarification is made as one (1) personal day was discussed at the 2/9/26 meeting. The handbook needs to stay consistent; this policy will be pulled forward into the most recent draft version of the personnel policies.

- Industrial Park Pump Station Repair

Mark from Pratt & Smith stopped by on Thursday, February 19th and replaced the switch at the Industrial Park pump station pump 2. We are awaiting the invoice. The next step would be to reach out to Champlain Associates or another company to discuss diagnostic and repair/replacement of pump. Treasurer suggests the repair/replacement goes to unused road/bldg construction or contracted services lines. In the future, a budget line for maintenance of the pump station will need to be made in addition to electricity.

Motion by A. McCracken authorizes approval for up to \$5,000 for repair/replacement of Industrial Park pump station prior to the next Selectboard meeting as necessary to be taken from road/bldg construction or contracted services lines at 6:24pm with a second by D. Henry. Motion passed unanimously.

- Transfer Station Reporting

The Vermont Agency of Natural Resources Waste Management and Prevention Division has advised changes in reporting requirements for the Alburgh Transfer Station. We are required to submit reports on the quantity, type, sources, and destinations of all solid wastes managed by the facility on a quarterly basis. Effective January 1, 2026, these reports will only need to be submitted on an annual basis. Town Administrator contacted John Leddy and Dale Chapman from NWSWD, they are aware and are following the reporting. No concerns or need for assistance.

- Rabies Clinic Hosted by Franklin County Animal Rescue

Flyers have gone out for the March 8th Rabies Clinic hosted by FCAR at the Fire Station. Alburgh resident dog registrations will also be available onsite. Folks are encouraged to use the QR code to sign up, if someone is requesting a 3-year rabies vaccine, they MUST have eligible prior certificate and have signed up prior to the event.

- 2a.) Fire Training Request

Wendy Baker requested on behalf of the Alburgh Fire Training School to utilize the grounds of the Town Garage on Saturday & Sunday June 6-7th for training. The request includes the same set up as last year.

No motion made, to be reviewed at the next meeting.

12) Consent Agenda

- **Approval of Warrants**

Warrants were reviewed and approved.

13) Proposed Executive Session

None.

14) Adjournment

Motion by R. Duchaine to adjourn at 7:42pm 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