



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

**Minutes**

**Meeting Time and Date:** March 23, 2026, at 6:00PM

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

**Public Officials Present:** Alex McCracken, Chair; Russell Duchaine, Vice-Chair; Jim Hokenberg, Member; Walter Kane, Member

**Public Officials Absent:** None

**Staff Members:** Amanda Costello, Town Administrator

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

**1) Call to Order:**

A. McCracken called the meeting to order at 6:00PM

**2) Agenda Review & Adjustments:**

Request from Town Administrator to add Library concrete step repair. Unanimous approval to add item between highway updates and town admin updates.

**3) Public Forum:**

None.

**4) Approval of Minutes:**

**Motion by A. McCracken to accept 03/09/2026 Selectboard minutes with amendment to the party who seconded the vice-chair nomination, update from R. Duchaine to J. Hokenberg at 6:04pm with a second by R. Duchaine. Motion passed unanimously.**

**5) Selectboard Reorganization**

Discussion of potential conflict of interest or appearance of conflict of interest ensued based on Road Foreman and Road Commissioner nominees' familial relationship. VLCT has provided guidance with a review of the conflict-of-interest policy and code of ethics. Nomination can be pursued so long as the board addresses any conflicts through the appropriate code/policies. A discussion of qualifications and experience was had.

**Road Commissioner - A. McCracken nominates R. Duchaine as Road Commissioner at 6:06pm with a second by W. Kane.**

**Motion by A. McCracken to appoint Russell Duchaine as Road Commissioner at 6:08pm with a second by W. Kane. Three in favor, one opposed. Motion carries.**

Selectboard Organization -

- Road Commissioner – Russell Duchaine

## **6) Planning Commission Appointment(s):**

Town Administrator presented two letters of interest for appointments to the Planning Commission. One by Ashley Bowen and the other by Brian Tjelta, who both were previously on the commission.

**Motion by A. McCracken to appoint Ashley Bowen at 6:10pm with a second by R. Duchaine. Motion passed unanimously.**

**Motion by A. McCracken to appoint Brian Tjelta at 6:11pm with a second by R. Duchaine. Three in favor, one opposed. Motion carries.**

## **7) Auditor Position Appointment:**

Town Administrator relayed letter of interest for appointment to the vacant auditor position by Joanne James.

**Motion by A. McCracken to appoint Joannes James as Auditor until the next election at 6:12pm with a second by J. Hokenberg. Three in favor and one abstention. Motion carries.**

## **8) Highway Updates:**

- **Dirt Tech & ECI Permission for Posted Roads**

Dirt Tech & ECI are contractors for the SAFD#2 water line project. Dirt Tech & ECI are requesting written permission from the Town of Alburgh to allow their crews to drive on Town posted roads. George Hakey states the roads have not been posted as they were waiting on confirmation of the authorization prior to posting, Highway advised to post roads.

**Motion by R. Duchaine to authorize Dirt Tech & ECI to drive on posted Town roads for the purpose of the SAFD#2 project at 6:14pm with a second by J. Hokenberg. Motion passed unanimously.**

- **Grader Update**

Town Administrator advises that the grader can be brought to Munsons for repair work no earlier than April 6<sup>th</sup>.

- **Parking on Sidewalks Concern**

R. Duchaine advises that several cars have been parked on the sidewalk for an extended period of time disrupting pedestrian traffic. The local ordinance mentions not parking for winter operations. Additionally, State Statute 23 V.S.A. § 1104 with respect to some exemptions states no person may stop, stand or park a vehicle on a sidewalk. Town will investigate sending reminder letters to property owners who frequently park on sidewalks obstructing pedestrian traffic.

## **2) a. Library Front Step Repair**

J. Hokenberg advised that the front concrete steps are crumbling at the library. Area is currently roped off. Discussed obtaining quotes for repair and/or replacement of steps, three quotes if possible. Bring quotes back to future meeting to discuss and allocate funds.

## **9) Town Administrator Updates:**

- **Request for Proposals FY27 Paving**

Paving BID Posted, sent to Islander and sent to several contractors. Questions due 3/27 and bids due back 4/8/26 at 1pm.

- **4029 Greenwoods Road Complaint**

Town Administrator received email complaint regarding campers in way of site visibility at Greenwoods Road intersection. Town has previously sent certified mail to the address before with same request to move items out of the ROW. Campers have since been moved.

- **Pump Station**

JSL Electrical will start the quoted work on Tuesday, March 24<sup>th</sup>.

- **Green Up Day**

The Town would like to utilize the green up day line item to purchase a small amount of gift cards from local restaurants for promotional purpose. Gift cards will be distributed to residents if they bring back their Green Up Day collection bags to the office on the Monday following Green Up Day weekend in hopes to promote Green Up Day and increase participation.

## **10) FY27 Grants in Aid Letter of Intent:**

Town Administrator states letter of intent for FY27 Grants in Aid needs to be signed and sent for participation in future grant funding.

**Motion by A. McCracken to authorize Town Administrator to sign Letter of Intent for FY27 Grants in Aid at 6:26pm with a second by R. Duchaine. Motion passed unanimously.**

## **11) Better Roads Grant for REI:**

Town Administrator relays as part of the Municipal Roads General Permit requirements, all municipalities covered under the permit must complete a reassessment of their Road Erosion Inventory on all hydrologically connected road segments by October 31, 2027. The Better Roads Category A Grants will help to fund this inventory, a 20% match is required, but can be in-kind services for employee time on project. Town Administrator has reached out to NRPC, they would be willing to assist with the inventory assessment. Request to sign letter of intent for Better Roads Category A Grant for Alburgh REI.

**Motion by A. McCracken to authorize Town Administrator to sign Letter of Intent for Better Roads Category A grant at 6:31pm with a second by W. Kane. Motion passed unanimously.**

**12) VTrans Annual Financial Plan:**

Town Administrator presents the VTrans Annual Financial Plan which is a document sent to VTrans every year for the purpose of future potential grants monies. Town Administrator and Road Foreman filled out collectively.

**Motion by R. Duchaine to approve the VTrans Annual Financial Plan at 6:36pm with a second by A. McCracken. Motion passed unanimously.**

**13) Free Dump Day Organization – Dates & Info:**

Town Administrator reached out to Facility Operations Manager with NWSWD regarding free dump day. Preferred days and requests by NWSWD were discussed. Board would like to pursue a date in May. Town Administrator to discuss further with NWSWD.

**14) Town Garage Stormwater Permitting:**

Town Administrator was asked to investigate stock piling and parking of equipment behind town garage. Town Admin reviewed the stormwater permits for the garage and found items were not to be placed on the south side of the building. Town Admin reached out to stormwater program with the state to review the active permit recently recertified in 2022. The findings showed the permit is currently out of compliance and the state recommended reaching out to an environmental engineer to re-permit the garage with the current layout and implement new stormwater structures as per the current standards.

**Motion by A. McCracken to authorize Town Administrator to approach Cross Consulting engineers to discuss stormwater permit & certifications of the Town Garage at 6:55pm with a second by R. Duchaine. Motion passed unanimously.**

**15) Liquor & Tobacco Control Board Meeting:**

**Motion by A. McCracken to recess Selectboard meeting and commence Liquor & Tobacco Control Board meeting at 6:56pm with a second by R. Duchaine. Motion passed unanimously.**

**Liquor & Tobacco Control Board meeting adjourned at 6:59pm, Selectboard meeting resumed thereafter.**

**16) Consent Agenda**

- **Approval of Warrants**

Warrants were reviewed and approved.

**17) Proposed Executive Session - Contracts**

**Motion made by R. Duchaine to enter executive session at 7:10pm to discuss Contracts under the provisions of 1 VSA 313 (a)(1) of the Vermont Statutes; inviting**

**Town Administrator, A. Costello. Second by A. McCracken. Motion approved unanimously.**

**Motion made by A. McCracken to exit executive session at 7:55pm. Second by R. Duchaine. Motion approved unanimously.**

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

**18) Adjournment**

**Motion by R. Duchaine to adjourn at 7:56pm with a second by W. Kane. Motion approved unanimously. Meeting adjourned by A. McCracken.**

Respectfully Submitted,  
Amanda Costello

APPROVED MINUTES: \_\_\_\_\_ Date: \_\_\_\_\_  
Alex McCracken, Chair

Filed with the Alburgh Town Clerk's Office on this \_\_\_\_\_ day of \_\_\_\_\_, 2026.

ATTEST: \_\_\_\_\_, Alburgh Town Clerk