



Alburgh Selectboard Meeting
Held in Person and/or via Zoom – Town Conference Room
Monday, April 13, 2026, at 6:00PM

Minutes

Meeting Time and Date: April 13, 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; Tom Ward, 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 to table the FY26 GICSD Contract amendment and Opioid Settlement Funds.

3) Public Forum:

None.

4) Approval of Minutes:

Motion by A. McCracken to accept 03/23/2026 Selectboard minutes as written at 6:02pm with a second by W. Kane. Four in favor and one abstention. Motion carries.

5) Selectboard Reorganization & Selectboard Rules of Procedure:

Selectboard Organization -

- Selectboard Rules of Procedure

Motion by R. Duchaine to accept proposed Selectboard Rules of Procedure for Selectboard meetings as written at 6:04pm with a second by J. Hokenberg. Motion passed unanimously.

Appointments -

- Tree Warden

A. McCracken nominated **Russell Duchaine**, J. Hokenberg seconded. Motion passed unanimously.

- Animal Control Officer

A. McCracken nominated **Jim Benson**, J. Hokenberg seconded. Motion passed unanimously.

- **Town Health Officer**

A. McCracken nominated **Amanda Costello**, J. Hokenberg seconded. Motion passed unanimously.

- **Town Service Officer**

R. Duchaine nominated **Jim Hokenberg**, W. Kane seconded. Motion passed unanimously.

- **Northwest Regional Planning Commission**

R. Duchaine nominated **Alex McCracken**, J. Hokenberg seconded. Motion passed unanimously.

- **Emergency Management Director**

Tabled.

- **Asst Emergency Management Director**

Tabled.

- **Northwest Fiberworx Rep**

A. McCracken nominated **Mark Stephens**, R. Duchaine seconded. Motion passed unanimously.

- **Northwest Fiberworx Alternate**

R. Duchaine nominated **Elliot Knight**, A. McCracken seconded. Motion passed unanimously.

- **Northwest Solid Waste District Rep**

A. McCracken nominated **Tom Ward**, R. Duchaine seconded. Motion passed unanimously.

- **Delinquent Tax Collector**

A. McCracken nominated **Danielle James-Choiniere**, J. Hokenberg seconded. Motion passed unanimously.

Subcommittee / Liaison Appointments:

- **Fire Department/EMS**

R. Duchaine nominated **Walter Kane**, A. McCracken seconded. Motion passed unanimously.

- **Planning Commission**

A. McCracken nominated **Russell Duchaine**, J. Hokenberg seconded. Motion passed unanimously.

- **Library**

A. McCracken nominated **Jim Hokenberg**, R. Duchaine seconded. Motion passed unanimously.

- **Alburgh Family Clubhouse**

R. Duchaine nominated **Alex McCracken**, J. Hokenberg seconded. Motion passed unanimously.

- **Fire Districts**

A. McCracken nominated **Russell Duchaine**, W. Kane seconded. Motion passed unanimously.

- **Village of Alburgh**

A. McCracken nominated **Walter Kane**, R. Duchaine seconded. Motion passed unanimously.

- **Islands in the Sun**

A. McCracken nominated **Jim Hokenberg**, R. Duchaine seconded. Motion passed unanimously.

- **American Legion**

A. McCracken nominated **Jim Hokenberg**, W. Kane seconded. Motion passed unanimously.

- **Historical Society**

J. Hokenberg nominated **Alex McCracken**, R. Duchaine seconded. Motion passed unanimously.

- **Recreation Committee**

A. McCracken nominated **Jim Hokenberg**, R. Duchaine seconded. Motion passed unanimously.

- **Ethics Liaison**

A. McCracken nominated **Danielle James-Choiniere**, R. Duchaine seconded. Motion passed unanimously.

Others as required

6) Request for Roof over Firepit at Senior Center:

Paul Fortin requests permission for Senior Center to construct a roof over the fire pit located at the Terry Tatro Park. The structure will be comprised of pressure treated posts, rafters, with open sides and a colored tin roof on the existing pad. Question regarding if the pressure treated materials are fire code safe. Initial request for approval to build a roof over the firepit at the Terry Tatro Park, financial assistance will later be requested for construction. The seniors have raised \$2,400 so far.

Motion by A. McCracken to authorize investigation of estimates and designs for a roof over the Terry Tatro Park fire pit at 6:26pm with a second by J. Hokenberg. Motion passed unanimously.

7) FY26 GICSD Contract Amendment Request:

Tabled.

8) Highway Updates:

- **Equipment Sale/Auction**

In May of 2025, it was discussed that the Drott, Dual Tire set and a 60" Snowblower could be put up for sale. There is an upcoming auction at Fournier's in May for potential sales. Discussion of target audience for sale was had. The board also discussed a sealed bid posting for items. Road Commissioner and Town Administrator will work together on a sealed bid process.

Motion by A. McCracken to authorize Road Commissioner and Town Administrator to work on sealed bid process for equipment at 6:35pm with a second by W. Kane. Motion passed unanimously.

- **Paving BIDs**

FY27 Paving Project Bids were reviewed.

Motion by A. McCracken to award the Alburgh FY27 Paving Project to Pike Industries in the amount of \$65,161.30 at 6:46pm with a second by R. Duchaine. Motion passed unanimously.

Motion by A. McCracken to authorize Road Commissioner and Town Administrator to execute associated documents for paving bid at 6:47pm with a second by W. Kane. Motion passed unanimously.

9) Town Administrator Updates:

- **Library Step Repair**

Town Administrator presented quotes for both repair and replacement as requested at the last meeting.

Motion by R. Duchaine to award the Library concrete step repair to B.P. Concrete for donated services at 6:50pm with a second by A. McCracken. Motion passed unanimously.

- **Industrial Park Pump Station Update**

Town Administrator presented quotes from JSL Electrical for the Industrial Park pump station repair. The difference between the two quotes is the cost of the base structure replacement.

Motion by A. McCracken to authorize the amount of \$15,631.93 for the Industrial Park pump repair by JLS Electrical at 6:56pm with a second by W. Kane. Motion passed unanimously.

- **Town Garage Stormwater Update**

Town Administrator presented quote for amending the town garage stormwater permit. The cost does not include the actual stormwater infrastructure construction, but re-permitting is a necessary step to become complaint.

Motion by A. McCracken to authorize the amount of \$17,650.00 from FY26 blacktopping budget line for the Stormwater Discharge Permit 6873-9050 Amendment from Cross Consulting Engineers at 7:09pm with a second by J. Hokenberg. Motion passed unanimously.

- **FY26 Better Roads Agreement**

The grant agreement for the FY26 Better Roads Category A allows NRPC to assist with the Road Erosion Inventory project due by 2027.

Motion by R. Duchaine to accept and sign the Better Roads Agreement at 7:12pm with a second by J. Hokenberg. Motion passed unanimously.

- **Vantine Ave Complaint**

Concern of chickens/duck feathers and odor affecting health of residents on Vantine Ave. Concern acknowledged. Letter to be sent to property.

- **White Knight Kennels Contract**

Draft contract reviewed.

Motion by A. McCracken to accept White Knight Kennel contract agreement as written at 7:18pm with a second by J. Hokenberg. Motion passed unanimously.

10) Tax Collection Policy Update:

Postmarks are no longer accepted as so voted at the March 2026 election. Tax Collection Policy updated to reflect such changes.

Motion by R. Duchaine to accept the Tax Collection Policy amendments at 7:18pm with a second by W. Kane. Motion passed unanimously.

11) Opioid Settlement Funds Allocation Request:

Tabled.

12) Planning Commission – Terry Tatro Park Sign:

Town Administrator would like to delegate the Terry Tatro Park sign design and ordering to the Alburgh Planning Commission.

Motion by A. McCracken to authorize the Planning Commission to design the Terry Tator Bicentennial Park sign at 7:21pm with a second by R. Duchaine. Motion passed unanimously.

13) Free Dump Day Organization – Dates & Info:

Proposed dates for Free Dump Day are May 23rd or May 30th. May dates before these will require more volunteers as NWSWD employees will be attending trainings and will not be available on site in their typical capacity. Dump restrictions discussed.

Motion by A. McCracken to schedule Free Dump Day for May 23rd, 2026, and authorize Town Administrator to conduct any necessary associated business for the event at 7:26pm with a second by R. Duchaine. Motion passed unanimously.

14) Consent Agenda

- **Approval of Warrants**

Warrants were reviewed and approved.

15) Proposed Executive Session - Confidential Attorney-Client Communications

Motion made by R. Duchaine to enter executive session at 7:10pm to discuss Confidential Attorney-Client Communications under the provisions of 1 VSA 313 (a)(1) of the Vermont Statutes; inviting Town Administrator, A. Costello and Special Selectboard Assistant, Josie Henry. Second by A. McCracken. Motion approved unanimously.

Motion made by A. McCracken to exit executive session at 8:10pm. Second by R. Duchaine. Motion approved unanimously.

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

16) Adjournment

Motion by R. Duchaine to adjourn at 8:11pm 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