



Alburgh Selectboard Meeting
Held in Person and/or via Zoom – Town Conference Room
Monday, May 11, 2026, at 6:00PM

Minutes

Meeting Time and Date: May 11, 2026, at 6:00PM

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

Public Officials Present: Russell Duchaine, Vice-Chair; Jim Hokenberg, Member; Walter Kane, Member; Tom Ward, Member

Public Officials Absent: Alex McCracken, Chair

Staff Members: Amanda Costello, Town Administrator; Cheryl Dunn, Lister

Public Present: See Sign-In Sheet

1) Call to Order:

R. Duchaine called the meeting to order at 6:00PM

2) Agenda Review & Adjustments:

None.

3) Public Forum:

None.

4) Approval of Minutes:

Motion by J. Hokenberg to accept 04/27/2026 Selectboard minutes as written at 6:01pm with a second by W. Kane. Motion passed unanimously.

5) Coin Drop Requests:

The Alburgh Public Library and the Alburgh Volunteer Fire Department Auxiliary are requesting approval for coin-drops. The library has requested a date of July 18th and the AVFD Auxiliary has requested a date of May 24th.

Motion by J. Hokenberg to approve the coin drop requests for the Alburgh Public Library and the AVFD Auxiliary at 6:02pm with a second by W. Kane. Motion passed unanimously.

6) 2027 Grand List Extension Request:

C. Dunn, Lister, presented request for 30-day extension of the 2027 Grand List as advised by the district advisor in the event the extension is needed due to low staffing in the Listers office. J. Hokenberg discussed the need to further advertise the vacant Lister position.

Motion by J. Hokenberg to approve the 2027 Grand List Extension request at 6:03pm with a second by W. Kane. Motion passed unanimously.

7) Feral/Stray Cat Concern:

Alburgh resident, Randi Chevrier expressed concern of rising feral/stray cat population around the area of Industrial Park Rd, Blair Rd, Greenwoods Rd, and in the Village. Randi requests the Selectboard address the concern and investigate possible options for control of cats such as fundraising for trap and neuter opportunities or possibly registering cats. Town Administrator has been in contact with a TNR (Trap Neuter Return) program out of Franklin County called Cat Crusaders. The Cat Crusaders are willing to service the Alburgh area. Currently they provide services for many Franklin County towns, typically they are provided with an appropriation from the towns they serve to assist with the cost of the process. It costs between \$85-100 per cat to vaccinate, spay or neuter. Currently, Cat Crusaders are requesting \$1,000 as a donation for services. Suggestion by Stephanie with Cat Mobile for VT-CAN to educate Alburgh residents on how to properly TNR the cat population themselves. The TNR education can be provided by FCAR. Jen from FCAR provided overview of the TNR process and willingness to collaborate with the town to control the cat population and help address this concern.

Immediate action is community outreach and education for residents to learn about the TNR program and process to work on tackling this concern. Town Administrator will work with volunteer programs to coordinate an educational seminar at the library.

8) 4th of July Committee Request:

Request by representatives of the 4th of July Committee for the town tax ID number to request a donation from Price Chopper for 250th anniversary reusable bags. Waiting for confirmation whether there is a specific form or if a letter from the town is needed.

Motion by J. Hokenberg to authorize Town Administrator to request donation from Price Chopper for the 4th of July parade at 6:33pm with a second by W. Kane. Motion passed unanimously.

9) Town Personnel Policy Handbook Updates:

Town Administrator provided overview of the draft Town Handbook. Town Administrator requests that Selectboard review handbook and return to the next meeting with questions and/or comments.

10) GISU Emergency Evacuation & Relocation MOU:

Town Administrator presents Memorandum of Understanding from the Grand Isle Supervisory Union for the Emergency Evacuation and Relocation Agreement. Relocation area is owned and maintained by AVFD, Inc. Discussion of the party responsible for signing MOU was had. Town Administrator will follow up with GISU and AVFD to further discuss.

11) Social Media Policy Draft Review:

Town Administrator presents draft Social Media Policy which is a guideline for the creation, modification and monitoring of Town social media.

Motion by J. Hokenberg to accept the Social Media Policy as written at 6:49pm with a second by W. Kane. Motion passed unanimously.

12) Emergency Management Director Appointment & LEMP Updates:

Jason Beaulac is interested in the Emergency Management Director position. Although the ICS-100 training is not required, it is recommended by VEM's, and Jason already has the training and has previously served in this role. Additionally, the LEMP (Local Emergency Management Plan) has been drafted for 2026 and reviewed with the Regional Coordinator. The LEMP is pending further review from the EMD, Fire, Rescue and Selectboard.

Motion by J. Hokenberg to appoint Jason Beaulac as the Alburgh Emergency Management Director at 6:52pm with a second by W. Kane. Motion passed unanimously.

13) Highway Updates:

Pike Paving Contract – Road Commissioner advises that DigSafe has been contacted and will be coming this week to mark the project area leaving 9 weeks for rebasing prior to the start of paving.

Motion by W. Kane to sign the Pike paving contract at 6:56pm with a second by J. Hokenberg. Motion passed unanimously.

14) Town Administrator Updates:

- **Senior Center Electric Sign Request**

Town Administrator and Islands in the Sun Senior Center Liaison, Jim Hokenberg met with Paul Fortin and measured the state ROW, reviewed the state statute on signs and discussed the location for the sign. Preferred location is between trees, some trimming required. Sign would be on dual post stabilized by concrete outside of the ROW and located near power source out front of the building. Town Administrator to follow up with Paul Fortin.

- **Firepit Roof at Park**

Based on codes provided by Assistant State Fire Marshall, need for designer/architect and location of current firepit, it is not advised to continue with this project.

- **Northeast Delta Dental updates**

Northeast Delta Dental enrollment falls on the fiscal year end. Northeast Delta Dental is looking for updated documents for enrollment in the new year. Town Administrator to follow up with staff on any plan changes.

- **ACH/E-Check Payment Options Now Available**

Town Clerk worked with MuniPay, the town credit card processing company to add the additional service of ACH/E-checks. This payment option is a flat fee of \$1.50 for processing and is only available for American bank systems.

- **Opioid Settlement Funds Allocation**

Town Administrator has discussed the opioid settlement funds with the CEO/Executive Director of the Northern Tier Center for Health (Notch) which has a location in Alburgh. The NOTCH can utilize the funds to cover provider time to send their providers to opioid abatement training. Confirmation with Jill Abrams State Attorney General still pending but Town Admin requests approval by the Selectboard to allocate the funds to the NOTCH pending technical confirmation.

Motion by R. Duchaine to approve the allocation of the Alburgh Opioid Settlement Funds to the Northern Tier Center for Health (Notch) pending communication with state attorney general at 7:03pm with a second by W. Kane. Motion passed unanimously.

- **Library Roof Repair BID Documents**

Town Administrator presents draft bid posting for the Library Roof Repair. Documents reviewed and roof general specifications were discussed. Town Administrator will draft documents for a shingles bid and metal roof bid and coordinate posting dates with library. Draft bids to be reviewed at a future meeting.

15) Liquor & Tobacco Control Board Meeting:

Motion by R. Duchaine to recess Selectboard meeting and commence Liquor & Tobacco Control Board meeting at 7:13pm.

Liquor & Tobacco Control Board meeting adjourned at 7:15pm, and the Selectboard meeting resumed thereafter.

16) Consent Agenda

- **Approval of Warrants**

Warrants were reviewed and approved.

17) Proposed Executive Session - Confidential Attorney-Client Communications

Motion made by R. Duchaine to enter executive session at 7:25pm to discuss Contracts & Confidential Attorney-Client Communications under the provisions of 1 VSA 313 (a)(1) of the Vermont Statutes; inviting Town Administrator, A. Costello. Second by W. Kane. Motion approved unanimously.

Motion made by R. Duchaine to exit executive session at 7:48pm with a second by J. Hokenberg. Motion approved unanimously.

Motion by R. Duchaine to approve the Barnard & Gervais proposal to continue with research and survey work at Center Bay Beach at 7:49pm with a second by W. Kane. Motion passed unanimously.

18) Adjournment

Motion by T. Ward to adjourn at 7:49pm with a second by W. Kane. Motion approved unanimously. Meeting adjourned by R. Duchaine.

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

DRAFT