



Alburgh Selectboard Meeting
Held in Person and/or via Zoom – Town Conference Room
Monday, June 8, 2026, at 6:00PM

Minutes

Meeting Time and Date: June 8, 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:

R. Duchaine requested to move the Fourth of July Road Closure and Highway Updates items after Approval of Minutes.

3) Public Forum:

John Chesarek reports that the Friends of Northern Lake Champlain will be hosting a bicycle ride event on June 13th.

John Chesarek also reports that the rec trail on RT 78 is very wet and muddy. John asked if the town could potentially lay stones to assist with the muddy conditions. Board advised the trail is state-owned and recommended contacting VTrans District 8 to discuss concerns.

John Chesarek states the snow mobile club has a materials list of lumber and contractors ready for repairing the bridge on the trail in mudcreek, estimate to be less than \$1,000. Request to utilize recreation improvements line to assist with the expense of repairs in the new fiscal year. To be discussed at a later date.

Planning Commission is looking for approval to move the picnic table from the end of Lake Street to the Industrial Park trail head. Local Motion and the Planning Commission would like to consolidate the table, a bike kiosk and additional signage at the trailhead. Board agreed with the plan.

Diana Clayton, Bruce Pollard & Angela Prefontaine shared personal experiences and nuisance property complaints regarding 4029 Greenwoods Rd. This complaint will be reviewed later on in the meeting.

4) Approval of Minutes:

Motion by R. Duchaine to accept 05/11/2026 Selectboard minutes as written at 6:14pm with a second by J. Hokenberg. Four approvals with one abstention. Motion carried.

5) Fourth of July Road Closure:

Russell Duchaine, Road Commissioner requests permission to close Winters Lane and Westshore Road for parade staging starting at 9am on July 4th until completion of the parade.

Motion by A. McCracken to approve road closures for Winters Lane and Westshore Road for the 2026 Fourth of July parade at 6:15pm with a second by J. Hokenberg. Motion passed unanimously.

6) Highway Updates:

- **Lake Street Rebasing**

Lake Street rebasing has started; one lane is $\frac{3}{4}$ complete. Some water was located during construction; it is believed to be ground water. Village Superintendent to inspect and confirm it is not Village water.

- **Road Foreman Vacation Request**

Discussed options for Road Foreman vacation time. Currently, the Road Foreman has 10 days of vacation left for this fiscal year. Per the draft handbook 40hrs can be paid out prior to the close of the fiscal year with Selectboard approval. Remaining time can be used to balance hours for current highway projects. Selectboard in agreeance to payout 40hours of unused vacation and to take any additional vacation time.

- **Middle Rd Ext. Closure Concern**

Resident concerns were received about making the class 4 road that connects Middle Road and Route 2 passable by vehicle. Concerns of potential litter dumping and property damage were discussed. Selectboard to discuss obligations for class 4 roads further at the next meeting.

7) Fiberworx Utility Telecom Pole Request:

Mary-Kay of Northwest Fiberworx and Josh of GWI request permission to place utility poles in the town right of way around Greenwoods Rd, Boutah Rd and potentially Truck Route/Westshore Rd. They would like to utilize an existing utility easement through Terrapin Ln for underground or alternatively underground on Lakewood Dr, but they are private roads. The request for additional poles is due to VECs cost for pole replacement being extremely high and this option is much more cost effective. Potential utility poles have been staked out. Northwest Fiberworx will also be hosting a treasure hunt during the Alburgh Town wide garage sale.

Motion by R. Duchaine to approve the Northwest Fiberworx request for alternative plans for underground utility work on Truck Route & Westshore at 6:51pm second by W. Kane. Motion passed unanimously.

Motion by A. McCracken to approve the Northwest Fiberworx request for utility pole installations within the town right-of-way on Greenwoods Rd & Boutah Rd at 6:52pm with a second by T. Ward. Motion passed unanimously.

8) Feral/Stray Cat Concern Follow Up:

Town Administrator receives permission from Library to host a TNR training program. Currently working with organizations to schedule upcoming event. Flyers from last meeting were posted to the website. Additionally, Jamie from Cat Crusaders reached out stating they were picking up more cats in Alburgh and states a TNR program is difficult to get up and running and the demand is high. Jamie is still requesting an allocation of funds to cover the costs of services. They have spayed/neutered between 100-200 cats in the last few years. Board discussed budgeting in FY28 for consistent appropriation. Possible volunteer work for fund raising during the educational seminar was discussed.

9) Town Personnel Policy Handbook Updates:

Town Administrator presents draft handbook for board to review. Overtime policy within handbook was reviewed. Staff have reviewed the draft and feedback was taken into account in the presented final draft. Prior motions and policy approvals were implemented, and the draft is based on the last 2022 amendments copy and includes current consistent practices. The handbook can be amended as necessary post adoption.

Motion by A. McCracken to adopt the Town of Alburgh Personnel Policy Handbook draft as written at 7:16pm with a second by J. Hokenberg. Motion passed unanimously.

R. Duchaine exited the meeting at 7:17pm.

10) LEMP Local Emergency Management Plan Updates:

Jason Beaulac, Emergency Management Director; Ron Kumetz, Fire Chief and Matt Gour, Rescue Chief have all reviewed the 2026 draft LEMP. Contact information was updated and the only major update was to swap the EOC primary location to the Fire Station. Additionally, the National Incident Management System municipal resolution is up for annual review. NIMS is a standard for incident management.

Motion by A. McCracken to accept the 2026 Draft Local Emergency Management Plan and the Municipal Resolution for NIMS Adoption at 7:19pm with a second by W. Kane. Motion passed unanimously.

11) Alburgh Family Clubhouse Coin Drop Request:

The Alburgh Family Clubhouse requests a coin drop event for Saturday, October 10th, 2026, with a rain date of October 11th.

Motion by A. McCracken to accept the Alburgh Family Clubhouse Coin Drop Request at 7:20pm with a second by W. Kane. Motion passed unanimously.

12) Alburgh Welcome Sign Flower Boxes & Maintenance:

Darlene Mercier is requesting an allocation of \$200 for the maintenance and flowers planted at the Alburgh Welcome signs. There are still some funds from the sign budget in Highway. This maintenance should be incorporated into the annual budget planning as it has been volunteer-based and funded in years past. Additionally, the lettering on the signs needs to be repainted.

Motion by J. Hokenberg to appropriate \$200 to the maintenance of the Alburgh Welcome signs from the appropriate budget line at 7:22pm with a second by W. Kane. Motion passed unanimously.

13) Balanced Budget Policy:

This VLCT draft policy gives the Selectboard and the Treasurer a policy to transfer budget line items. At the close of the year, the treasurer presents these transfers to the Selectboard for approval before posting, this policy will formalize that process.

Motion by A. McCracken to adopt the Balanced Budget Policy at 7:23pm with a second by T. Ward. Motion passed unanimously.

14) Land Records Storage Purchase:

The Clerk's office is looking for additional map/survey plat storage for the vault. The expense would come from the restoration fund, which is designated for land record preservation. The difference between the two quotes is that one storage unit is mobile on wheels and can be moved within the vault and office.

Motion by A. McCracken to approve the expenditure of \$4,049.19 for EasiFile Quote #7603 using the restoration fund at 7:27pm with a second by W. Kane. Motion passed unanimously.

15) Town Administrator Updates:

- **Opioid Settlement Funds Allocation**

Confirmed allocation to NOTCH with State Attorney Jill Abrams. Town Administrator will work with Treasurer on this previously approved allocation.

- **Library Roof Repair BID Documents**

At the last meeting the board requested two different bid documents be prepared, one for shingles and one for metal roofing. Approval by board to post draft bids with a request for quoting both materials.

- **Library Door Repair/Replacement**

Town Administrator contacted Encore (FKA Safety Systems) for a quote for upgrading back door to ADA compliant button door as well as repair on the current door. Town Admin waiting to hear back.

- **Alburgh Lakeshore Parking Barrier**

Mike from the Lake Champlain Land Trust reached out again that the large rocks that delineate the parking have been moved again. Visitors were reported to be launching boats

from the area. Vehicles are not permitted outside of the parking area; the rocks are intended to delineate the parking. Board discussed alternative barriers or larger rocks.

- **Property Complaints**

- **7200 US RT 2** - In February the board received a written complaint regarding the demolished building materials at 7200 RT 2. E. Knight discussed the concern with the property owner Paul Hansen on March 2nd who advised the building material remains would be removed by mid-June 2026.
 - i. Town Administrator will continue to follow up.
- **Vantine Ave** – Domestic fowl concern brought at last meeting. Landowner aware and tenant has installed additional fencing. Stephen Huggins has noted the wandering fowl problem has improved. However, he states the dander, feathers and odor have not.
 - i. No smell reported upon roadside site inspection by Health Officer most recently on 5/21. Feathers and odor are a natural condition of agricultural fowl. Stephen Huggins has been advised to seek medical attention for complaints of side effects from exposure to odor and feathers.
- **79 Milk St** - Terry Parah contacted office via phone on May 19 with a rat concern. Terry reported sighting a rat near the yard of 79 Milk St and believes it to be due to the tall grass. Terry confirmed he cannot see any trash stockpiles or improperly disposed compost but has a concern of potential rat problem. No ordinances in place about length of grass.
 - i. Health Officer has requested photo evidence/documentation of rats or trash stockpiling from Terry if he can get it. Roadside inspection completed 5/21 and no ordinance incompliance was seen. Tall grass present but has since been mowed. Health Officer will make contact with home owner to discuss.
- **243 US RT 78** - Nick Smith contacted office via phone on May 19 with a concern of demolded building materials post fire at the location. He reported the property was being cleaned up as of last summer but wondered if there was a plan to continue to clean up the materials.
 - i. Request to contact owner via letter regarding nuisance property and plan for removal. Photos obtained during site inspection on 5/21.
- **9 Anick Ave** – Anonymous report of nuisance property due to being potentially abandoned. Photos provided. Trash in receptacles per photos. Town Administrator can go and look at it if needed but does not seem to fall under nuisance ordinance at this time. Road is private and has no trespassing signs along roadway. No formal written complaint made.
- **1556 Alburgh Springs Rd** - Anonymous report of nuisance property due to trash remnants on ground and potential unregistered vehicles. Photos provided. Road is private and has no trespassing signs along roadway. No formal written complaint made.
- **41 Deso Dr Ext** – Reported via email by Brendan Deso, states this is a continuation of a prior incompliance issue. The complaint includes concerns

of outdoor accumulation of junk, general property disorder, and potential unregistered vehicles (as cited in previous reports).

- i. Town Administrator will send letter to landowner to initiate communication for resolution.
- **46 Deso Dr** – Multiple phone call complaints against property for trash stockpiling causing rats in the area. Several neighbors have reported rat sightings.
 - i. Health Officer will send a letter to request for trash clean up.
- **4029 Greenwoods Rd** – Several complaints have been received regarding this property. All complaints are in regard to lack of water & sewer on site and current property conditions. There are three campers located on the property. The Town has sent certified letters this past winter about one of the campers being parked within the ROW and blocking sight visibility. The camper has since been moved but remains in the ROW along with other items. Recently, there have been several loads of tires accumulated on the property. One of the campers is in disrepair as it is currently being dismantled. The demoed materials remain on site in heaping piles scattered around the property. The reported complaints state the property continues to worsen.
 - i. Selectboard reviewed draft letter. Letter will be sent to last owner of record, current resident/occupant and to Joseph LaChappelle who neighbors report as currently occupying the property. The letter will request inspection and attendance at an upcoming Selectboard meeting to address several ordinance violations.

16) Consent Agenda

- **Approval of Warrants**

Warrants were reviewed and approved.

- **Excess Weight Permits**

Road Commissioner exited Meeting prior to document signing.

Motion by A. McCracken to authorize Town Administrator to sign pending excess weight permits at 8:01pm. Second by W. Kane. Motion passed unanimously.

17) Proposed Executive Session – Proposed

No Executive Session was held.

18) Adjournment

Motion by A. McCracken to adjourn at 8:07pm 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

DRAFT