



Alburgh Selectboard Special Meeting
Held in Person and/or via Zoom – Town Conference Room
Monday, August 17, 2026, at 6:00PM

Minutes

Meeting Time and Date: August 17, 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

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) Highway Department Employment Advertisement:

The board reviewed a draft job advertisement and updated draft job descriptions formatting for both the Highway Department Road Foreman as well as the Maintenance Worker positions. The review is in preparation of posting the Highway Foreman position which will be open for hire due to the retirement of the current Road Foreman. The board requested to amend the draft job advertisement to include the anticipated pay range for both positions. The board also requested that the job advertisement include the request of a minimum of 5-years CDL experience for the Foreman position. There were no other changes to the drafted advertisements or descriptions. The position will be advertised internally and publicly simultaneously.

Motion by J. Hokenberg to accept the amended descriptions & advertisement of the Highway Department Road Foreman position and post/advertise as necessary at 6:12pm with a second by W. Kane. Motion approved unanimously.

5) Proposed Executive Session – Placeholder

No executive session was held.

6) Adjournment

Motion by J. Hokenberg to adjourn at 7:01pm with a second by T. Ward. 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