



Alburgh Selectboard Meeting
Held in Person and/or via Zoom – Town Conference Room
Monday, August 24, 2026, at 6:00PM

Minutes

Meeting Time and Date: August 24, 2026, at 6:00PM

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

Public Officials Present: Alex McCracken, Chair (via Zoom); Russell Duchaine, Vice-Chair; Jim Hokenberg, Member; Walter Kane, Member

Public Officials Absent: Tom Ward, Member

Staff Members: Amanda Costello, Town Administrator

Public Present: See Sign-In Sheet

1) Call to Order:

R. Duchaine called the meeting to order at 6:05PM

2) Agenda Review & Adjustments:

None.

3) Public Forum:

None.

4) Approval of Minutes:

Motion by J. Hokenberg to accept the 08/10/2026 and 08/17/2026 Selectboard minutes as written at 6:07pm with a second by W. Kane. Motion passed unanimously.

5) Conduct Site Visit located at the Terry Tatro Bicentennial Park:

Site visit canceled. Selectboard members will go to site individually to review the plans and placement of the new proposed swing set and Terry Tatro Park sign. Board reviewed the turnkey installation quotes from Playground Boss, Pettinelli & Associates, Inc., and Pine State Recreation.

Motion made by A. McCracken to award the swing set upgrade project to Pine State Recreation pending the playground certification confirmation in the amount of \$11,366.30 from the recreational improvements line at 6:27pm with a second by W. Kane. Motion passed unanimously.

6) Coin Drop Request – AVFD:

The Alburgh Volunteer Fire Department, Inc. is requesting permission to conduct a coin drop on Sunday September 6th, 2026, with a rain date of September 7th (Labor Day).

Motion by J. Hokenberg to approve the AVFD, Inc. coin drop request for September 6th, 2026, at 6:28pm with a second by W. Kane. Motion passed unanimously.

7) Fire Department Requests:

Ron Kumetz, Fire Chief has requested that the Town Administrator investigate other town policies for volunteers who are also Town Employees. The request for a policy would clarify the ability of volunteers/employees to respond to calls and compensation for calls attended. VTrans and Swanton policies were reviewed.

Motion by J. Hokenberg to accept Article 40 of the VTrans Fire & Rescue Duty policy as a Town policy at 6:34pm with a second by A. McCracken. Motion passed unanimously.

Ron Kumetz sent the Town Administrator an email on behalf of the Alburgh Volunteer Fire Department, Inc. membership requesting the Town of Alburgh to search for an alternative heating & cooling contractor to service the town municipal building. Vice-Chair read the email request aloud. The request stems from a no trespass ordered on S&H Heating, Shane Brown placed by AVFD, Inc. for their properties. AVFD, Inc. owns and operates the Bingo Hall which boiler rooms shares space with the Towns boiler. The membership feels it is imperative that the current contractor no longer services this shared area.

The consensus of the board is to table the issue until the next regular meeting.

8) Alburgh Family Clubhouse Sign Request:

The Alburgh Family Clubhouse is requesting to put a banner over the construction sign at the end of Missile Base Road. The sign will have the name and logo of the Clubhouse. Once approved, the banner will be purchased and placed before winter. Road Foreman advised that the old Missile Base sign should be removed and the placement of the existing construction sign should be evaluated. Road Foreman and Road Commissioner will follow up with AFCH.

Motion by A. McCracken to approve the Alburgh Family Clubhouse banner sign request pending placement discussion with Road Foreman and Commissioner at 6:42pm with a second by J. Hokenberg. Motion passed unanimously.

9) Highway Updates:

- **FY26 Grants in Aid**

NRPC has completed their eligible grant work for the pre-construction portion of this grant. The Westshore Road segments are complete. Next segment section is on Coon Point Road. The financials, photos and close out documents need to be submitted by September 30, 2026.

- **Champlain Tree Removal**

The large dead ash tree across from 116 Champlain St has been removed by The Tree Doctor in the amount of \$800. The school was notified prior to the tree removal.

- **Driveway Access Complaints**

Town Administrator investigated the Westshore Road lakeshore concern brought up at the last regular meeting. The Vermont Shoreland Protection Act Project Worksheet permit navigator shows, based on what was observed, that the project at 639 Westshore Road would not need a permit. It has been reported that a gate was installed at the lake entrance today. The Town will follow up on the right-of-way distance of the gate. If it is in the ROW the Town will send a letter to the property owner to follow up.

There is a new driveway access off of Alburgh Springs Road. The property should be accessed off of Bourdeau South, a private road. The new unpermitted driveway appears to be permanent. Driveway changes like this can affect properties E-911 addressing. The Town Administrator will send a letter to the property owners making them aware of the permit process and potential address change.

- **Westshore Road Damage**

Road Foreman has repaired road damage caused by the propane truck accident on July 15th. The work was recently completed last week; Road Foreman would like to submit through VLCT insurance to have repairs covered. This damage was not reported after the incident; therefore, the Town Administrator is seeking permission to file the claim. Exact figures for repairs will need to be calculated. MRGP Segment 71553.1, where the damage occurred, will have drainage improvements to report. The board consensus is to file a claim for the repair through VLCT, Town Administrator will follow up.

- **Highway Applications Received**

Two applications have been received for the Road Foreman position so far. Next regular meeting is September 14th. Board discussed holding a special meeting to host interviews. Town Administrator will follow up to schedule special meeting which is tentatively planned for Wednesday, September 2, 2026.

The 2015 International went to Allegiance for repairs to a faulty oil pan gasket. Repairs already made are in the amount of \$2,368.71. Allegiance identified other necessary repairs as well. Rodney James, Road Foreman provided the board with a partial estimate from Allegiance for the repair of the 2015 International (George's truck) in the amount of \$3,040.07 without labor fees estimated in. Board consensus to approve the truck repairs/maintenance as recommended by Allegiance to prepare for winter operations.

10) Town Administrator Updates:

- **Property Complaints**

- a. **7200 US RT 2** – Certified letter was sent to Paul Hansen requesting his attendance at the meeting to formalize an approved plan with the Selectboard to clean up the demoed building. Town Administrator will send another letter advising the ordinance enforcement and request a plan as previously requested.
- b. **4029 Greenwoods Rd** – Reports of more tires and illegal dumping in the stream. Town Administrator investigated. There are copious amounts of tires on the back side of the property that need to be addressed. The trash has been bagged up and is going to be removed promptly. Stream inspected, no findings of illegal dumping along the property. Town Administrator will continue to follow up.

- c. **41 Deso Dr Ext.** – Town Administrator continues to follow up about cars. Yard debris has been cleaned up.
- d. **9 Anick Ave** – No response from letter yet.
- e. **2327 Route 78 (FKA 243)** – Multiple letters sent, still no response from letter.

- **SLFRF Expenditures**

The Treasurer wanted to make the board aware that recipients of the State and Local Fiscal Recovery Funds were required to obligate SLFRF funds by December 31, 2024. Recipients must expend SLFRF funds by December 31, 2026, except for Surface Transportation projects and Title I projects, for which recipients must expend SLFRF funds by September 30, 2026. Funds not expended by the applicable deadline must be returned to Treasury. The Treasurer reports there is about 90k estimated left to spend. This does not count what was previously allocated and not yet spent, like the Green Mountain Passports and Dunes passes. This will be reviewed and addressed at an upcoming meeting.

- **Route 2 & Goose Point Speed Study**

The speed study conducted this summer showed the 85th percentile of speed as 50-56mph. Based on the study the Highway Division – Operations Safety Bureau will be recommending to the Vermont Traffic Committee (who has the final decision) to keep the speed limit as is (50mph). Town Administrator will reach out for a copy of the data collected.

- **2626 Small Scale Local Highway Safety Improvements Program (HSIP)**

This grant is for the tree removal grant the Town applied for earlier this year. The award execution was delayed due to changes in the grant assessment review by the state. The grant has been awarded to Alburgh in the amount of 24k. Town Administrator requests permission to sign and execute grant agreement documents.

Motion made by W. Kane to authorize Town Administrator to sign and execute 2026 Small Scale Local Highway Safety Improvements Program agreement at 7:20pm with a second by A. McCracken. Motion passed unanimously.

- **Library Updates**

Northern Building & Remodeling LLC was able to reattach the crash bar at no cost to the town during their assessment for a repair estimate. The Town Administrator would still like to investigate getting an ADA button door for the library back door now that the roof and door repair are complete.

Motion made by J. Hokenberg to work with Safety Systems of Vermont (now Encore) to install an ADA button system at the Alburgh Public Library at 7:22pm with a second by W. Kane. Motion passed unanimously.

- **Town to Review Lease Agreements**

Upcoming projects have spiked the need to investigate current town lease agreements. The lease agreements need to be identified, organized, and confirm all are up to date and in compliance. Jim Hokenberg will assist Town Administrator in identifying lease document details.

11) Liquor & Tobacco Control Board Meeting:

Motion by R. Duchaine to recess Selectboard meeting and commence Liquor & Tobacco Control Board meeting at 7:26pm.

Liquor & Tobacco Control Board meeting adjourned at 7:27pm, Selectboard meeting resumed thereafter.

12) Consent Agenda

- **Approval of Warrants**

Warrants were reviewed and approved.

11) Proposed Executive Session – Employee Evaluation and Confidential Attorney Client Communications

Motion made by J. Hokenberg to enter executive session at 7:44pm to discuss employee evaluations and 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 A. McCracken to exit executive session at 8:09pm with a second by J. Hokenberg. Motion approved unanimously.

No formal action taken as a result of this executive session. Selectboard will conduct employee performance evaluation at upcoming meeting.

12) Adjournment

Motion by J. Hokenberg to adjourn at 8:09pm 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