



Alburgh Selectboard Meeting
Held in Person and/or via Zoom – Town Conference Room
Monday, September 14, 2026, at 6:00PM

Minutes

Meeting Time and Date: September 14, 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; Tom Ward, Member

Public Officials Absent: None

Staff Members: Amanda Costello, Town Administrator; Margret Brescia, Treasurer

Public Present: See Sign-In Sheet

1) Call to Order:

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

2) Agenda Review & Adjustments:

Adjust agenda to table item 6, setting the tax rate. Special meeting will need to be held to set the 2026-2027 tax rate, the delay is due to the 411 forms.

Motion by J. Hokenberg to continue meeting with agenda adjustment at 6:02pm with a second by T. Ward. Motion passed unanimously.

3) Public Forum:

None.

4) Approval of Minutes:

Motion by W. Kane to accept the 08/24/2026 and 09/02/2026 Selectboard minutes as written at 6:05pm with a second by T. Ward. Motion passed unanimously.

5) Terry Tatro Bicentennial Park Improvements:

The Selectboard reviewed potential placement areas for the Terry Tatro park sign and the new swing set. Grade stakes were placed for the potential placement of the park sign on the corner of Winters Lane and Winters Lane Ext. This placement will make the sign visible on both town roads and Route 2. The board discussed ordering additional signage in the future to advertise the park more from Route 2/Main Street end. The board also discussed placement of the new swing set. The existing swing set will remain in place. The board discussed placing the swing set somewhere in the flat area between the existing swing set and the playground. The board consensus is to place the sign where the grade stakes are and place the new swing set on the flat area between the playground and existing swing set. The board would like to review quotes again at an upcoming meeting for permanent

basketball hoops. There was also discussion on the ice rink materials and if anything needs to be ordered or constructed which will be followed up on at an upcoming meeting.

6) Set the 2026-2027 Tax Rates:

The board discussed dates for a special meeting to set the tax rate. Town Administrator will schedule a 6pm special meeting to set the 26-27 tax rate on Wednesday, September 16, 2026.

7) Fire & Rescue Duty Policy Review:

The Selectboard reviewed the draft policy which is based on the VTrans policy. The policy defines how an employee can leave their workstation when an emergency call comes in, ensuring coverage for regular business tasks. Clarifies whether an employee will be paid during an emergency response or if they must use personal, vacation, or unpaid leave.

Motion by J. Hokenberg to accept the Fire & Rescue Duty Policy at 6:17pm with a second by W. Kane. Motion passed unanimously.

8) Missisquoi Valley Lions Club Coin Drop Request:

The Missisquoi Valley Lions Club is a community service organization in Vermont. Typically, only local Alburgh non-profit organizations request coin drops. The coin drop application does not request any description or comment on the applicant's organization. The Selectboard would like to hear more about the organization and why they want to set up in Alburgh versus their local municipality. Town Administrator will reach out to the applicant and invite them to an upcoming meeting.

9) Xerox/C2 IT Solutions SOW & Services Agreement Renewal:

Town Administrator presented the Xerox/C2 statement of work and services agreement renewal documentation. Xerox/C2 is a Vermont-based IT consulting and security firm. The renewal is for a 3-year term. The current year pricing was corrected to reflect what was approved in the FY27 budget. The next two years will have a slight increase, about \$200. The contract renewal does not change the service provided. The services provided include Office 365 Support, managed workstation, firewall/router, UPS with network card, backup and restoration solutions, physical server with OS and hands-on support for staff. Xerox/C2 also assists with computer warranties.

Motion by J. Hokenberg to accept and sign the Xerox/C2 IT Solutions SOW & Services Agreement Renewal at 6:30pm with a second by W. Kane. Motion passed unanimously.

10) Highway Updates:

- a. FY26 Grants in Aid Close Out

The FY26 Grants in Aid project for drainage/culvert work on Westshore and Palmers Sand Beach Road is complete. Close out documents are in process, waiting on remaining invoices.

b. Town Garage Stormwater Update

Notice of Alleged Violation received by Vermont ANR for the stormwater permitting at the Town Garage. The town is currently working with an engineer to review the wetlands, the current infrastructure and any stormwater infrastructure that needs to be permitted and installed. Town Administrator has contacted Brodie Haenke from VT ANR to advise the state that we are currently waiting on the wetland's delineation and stormwater designs from our engineer in order to move forward with the permitting. Town Administrator will continue correspondence with the state and engineer.

11) Town Administrator Updates:

a. Library Door ADA Button Install

Safety Systems submitted a quote for an ADA button system to be installed on the back door of the library and ramp entrance.

Motion by W. Kane to approve the Safety Systems ADA button installation quote at the library at 6:35pm with a second by J. Hokenberg. Motion passed unanimously.

b. Property Complaints

Paul Hansen submitted a written plan to the Selectboard for review on the demoed materials located at his property on 7200 US RT 2. The board reviewed the letter and agreed with the plan. The Selectboard feels that the date of October 5th is sufficient for Hansen to complete the removal of the non-concrete demoed materials. The concrete blocks and slab may remain in place for now. The largest concern is the demoed construction materials. The Town Administrator will contact Hansen and send a letter with the Selectboard decision.

Motion by T. Ward to accept Paul Hansen's proposed nuisance property resolution plan for property 7200 US RT 2 with a completion date of October 5th, 2026, at 6:50pm with a second by W. Kane. Motion passed unanimously.

A complaint regarding junk vehicles and debris at 645 South Main Street was received at the end of August. The board discussed that the property may not fall into the junk and junk vehicle ordinance but rather the nuisance ordinance given the stacks of wood and debris on property. Town Administrator to send letter regarding the complaint and invite owner to the next Selectboard meeting to discuss driveway permit access denial appeal.

c. SLFRF Expenditures

More research needs to be performed by the Treasurer. Discussion tabled.

d. 2026 Tax Sale Warrant Update

The tax sale warrant has been generated by the town attorney. Stage two letters will be sent to the property owners advising them of the next steps in the tax sale process. Property owners will still have the opportunity to pay their delinquencies in full to avoid tax sale.

There are six properties eligible for tax sale. The attorneys will start title searches on the properties in the coming weeks.

e. Reschedule Selectboard Meeting Dates for Upcoming Holidays

The first meeting in October falls on Indigenous Peoples Day. The town office will be closed. The board discussed alternative dates. The Selectboard will meet on Monday, October 5th, 2026.

f. Budget Timeline Discussion

Town Administrator presented the upcoming meeting dates for the next few months. Towards the end of January, the annual town report is sent to REPRO for proofing and printing. Budget planning will need to be started in the next few meetings to allow sufficient time for planning and review.

g. Alburgh Family Clubhouse CDBG Grant Close Out Public Hearing Notice

The CDBG grant is ready to be closed out. The documents need to be completed by the end of October to close the grant out before the grant end date in December. The public hearing notice will be conducted at the October 26th, 2026, at a regular Selectboard meeting. A notice will be issued in the Islander at the end of September to satisfy the grant requirements.

h. Employment Application Update

Town Administrator presented an updated draft employment application, which was discussed at the last meeting. The Selectboard requested a new application be drafted to better comply with lawful interviews. The draft is based on a VLCT template.

Motion by W. Kane to adopt the updated employment application at 7:13pm with a second by T. Ward. Motion passed unanimously.

12) Consent Agenda

- **Approval of Warrants**

Warrants were reviewed and approved.

11) Proposed Executive Session – Employee Evaluation & Highway Road Foreman Position & Confidential Attorney Client Communications

Motion made by R. Duchaine to enter executive session at 7:32pm to discuss Employee Evaluation & 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 J. Hokenberg to exit executive session at 7:47pm with a second by W. Kane. Motion approved unanimously.

First annual employee evaluation for Town Administrator, Amanda Costello, completed. No further action taken. No updates for confidential attorney client communications.

Motion made by J. Hokenberg to enter executive session at 7:49pm to discuss Highway Road Foreman Position under the provisions of 1 VSA 313 (a)(1) of the Vermont Statutes. Second by W. Kane. Motion approved unanimously.

Motion made by J. Hokenberg to exit executive session at 8:08pm with a second by W. Kane. Motion approved unanimously.

Highway Foreman Position:

Motion made by J. Hokenberg to offer the Highway Foreman Position to internal applicant George Hakey at 8:09pm with a second by T. Ward. Motion passed unanimously.

Town Administrator will draft and send George Hakey an offer letter.

Motion by W. Kane for Town Administrator to advertise for Highway Maintenance position at 8:10pm with a second by A. McCracken. Motion passed unanimously.

12) Adjournment

Motion by A. McCracken to adjourn at 8:11pm 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