



Alburgh Special Selectboard Meeting
Held in Person and/or via Zoom – Town Conference Room
Monday, September 28, 2026, at 6:00PM

Minutes

Meeting Time and Date: September 28, 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

Public Present: See Sign-In Sheet

1) Call to Order:

J. Hokenberg called the meeting to order at 6:00PM

2) Agenda Review & Adjustments:

Table item #6 End of Year Close Out and #8 SLFRF Expenditures until the next meeting due to Treasurer's absence.

Table approval of warrants until the next meeting due to Treasurer's absence.

3) Public Forum:

None.

4) Approval of Minutes:

Motion by W. Kane to accept the 09/14/2026 and 09/16/2026 Selectboard minutes as written at 6:02pm with a second by T. Ward. Motion passed unanimously.

5) Set the 2026-2027 Tax Rates:

At the September 16th meeting a municipal tax rate of 0.7365 was approved. The 411 form which provides the Grand List total was adjusted to change the Clubhouse property as tax exempt. This changes the Grant List total and therefore effects the total rate calculations. Additionally, a rounding error was identified. The Grand List total changed from 2,960,910 to 2,960,504. This increases the tax rate from 0.7365 to 0.7399. The 2026-2027 tax bills were corrected with the updated tax rate, and bills were printed on September 18th and have since been mailed. Town Administrator requests the approval to amend the tax rate to 0.7399 for the 2026-2027 tax year.

Motion by J. Hokenberg to amend the proposed 2026-2027 tax rate from 0.7365 to 0.7399 at 6:04pm seconded by W. Kane. Motion approved unanimously.

6) Terry Tatro Bicentennial Park – Basketball Hoops & Ice Rink:

Tabled.

7) FY26 End of Year Close Out:

Tabled.

8) SLFRF Expenditures:

Tabled.

9) FY28 Budget Planning & Scheduling:

The Treasurer noted that she is working with NEMRC to clarify our fund balance lines and clean up our balance sheets. Currently, there is 150k in the bank, 100k of that has been transferred from the capital equipment fund at the end of last week. Typically around this time of year the cash on hand is low. Treasurer opted to transfer funds from the capital equipment fund in lieu of borrowing in anticipation of taxes. The Treasurer recommends to put installments back on the ballot for municipal taxes so that there is more consistent cash flow. These items will be further discussed upon the Treasurers return.

10) Highway Updates

a. Highway Transitions

George's truck has been repaired and returned; invoice has not yet been received.

Rodney notes that all grant work has been complete. No other major projects are occurring or planned. Town Administrator mentioned the work on the rec trail still needs to be completed.

At the September 14th meeting, the Highway Foreman position was offered to George Hakey. George signed and submitted his acceptance letter.

The Highway Maintenance position that George currently holds has been posted for hire.

Vice Chair, Russell Duchaine entered the meeting at 6:14pm and assumed position of running the meeting.

b. Highway Maintenance Applications

Three applications were received before the position was officially posted. One applicant had applied for the Foreman position. The board reviewed the applications. Town Administrator will reach out to selected applicants who qualify for the position and invite them to the next meeting for interviews. The Selectboard would like to interview applicants who have active CDLs and would like to schedule interviews for October 5th.

c. Town Garage Stormwater Update

Town is currently waiting on stormwater design plans from Cross Consulting. Once received the Town can move forward with permitting and installation.

d. 2026 Small Scale Local HSIP Grant Update

The Town of Alburgh has been awarded the grant. The Town is waiting on VTrans leadership signatures as well as environmental review and permitting. Once those are complete the grant will be executed to the Town and work under this grant can begin. The grant does not need to be finalized until July of 2028.

e. VTrans 2027 Municipal Pak & Ride Grant Application Update

Town Administrator met with Russell Duchaine and Jim Hokenberg on July 29th to review the needs and desired improvements for the 254 US RT2 park and ride. During the working session the group discussed rebasing and paving, new signage and bike racks. The park and ride favorably meets the required criteria to apply. Awarded grants will require a local share of 20%. The grant request is for \$ 38,777, which includes the work and material costs to improve the park and ride. The application was submitted on September 22, 2026.

11) Town Administrator Updates:

a. Property Complaints

7200 US RT 2 – A letter was mailed to Paul Hansen in response to his clean up plan presented to the Selectboard on September 14th. The letter was mailed 9/17 and gave a completion date of 10/5/26, with the exception of cleaning up the large concrete blocks and slab. Work to clean up the property has commenced.

4029 Greenwoods Rd – There continues to be trash and a stock pile of tires at the property at the last inspection this month. Little progress has been made in the last month. There appears to be no new tires, but the problem persists. The Town Administrator states the occupants do not have the funds to clean the property up and that is what has halted some of the major progress. The occupants are relying on their family to help transport the tires and trash out. The Town Administrator and Selectboard discussed the penalty fees and enforcement. The Town Administrator and Selectboard agreed to address a one month timeline with the occupants to complete the work or the town will need to enforce with penalties.

41 Deso Dr Ext – Last inspection was completed on September 11th. Property owner will be having major surgery in October. The construction debris has been completely cleaned up; the vehicles remain a problem. One vehicle was going to be transported to the scrap yard the week of the 11th and four other vehicles are to be posted for sale. The remaining vehicles are owned, insured and registered. The owners advised they can provide this information to the Selectboard if requested. Town Administrator will follow up later in October.

645 So. Main St – No Response

2327 US RT 2 - No Response

9 Anick Ave - No Response

b. Terry Tatro Park Improvement Updates

The Terry Tatro Park sign was installed on September 25th.

Pine State Recreation will be requesting a Dig Safe marking in the coming weeks with hopes to install the swing set in late October. Pine State Recreation is waiting for their 50% deposit.

c. Senior Building Lease Renewal

The last senior building lease was reviewed in December of 2019 and signed in January 2020 for a four-year term. The term ended December 31, 2024. A new lease needs to be reviewed and signed between the Islands in the Sun Senior Center and the Town of Alburgh. Town Administrator requests permission to contact the Town Attorney regarding

the lease update. Consensus of the board is to move forward with Town Attorney and representatives of Islands in the Sun Senior Center to draft updated lease.

12) Consent Agenda

Tabled.

13) Executive Session – Confidential Attorney Client Communications

Motion made by R. Duchaine to enter executive session at 6:53pm to discuss Confidential Employee Terms & Confidential Attorney Client Communications under the provisions of 1 VSA 313 (a)(1) of the Vermont Statutes; inviting Town Administrator, A. Costello and Highway Road Foreman, Rodney James. Second by W. Kane. Motion approved unanimously.

Motion by R. Duchaine to exit executive session at 7:27pm with a second by J. Hokenberg. Motion approved unanimously.

Motion by A. McCracken to pay Rodney James out his banked time at 7:28pm with a second by T. Ward. Motion approved unanimously.

J. Hokenberg motioned to initiate the process of transferring the highway foreman phone to Rodney James authorizing Town Administrator to work with Verizon on the process at 7:29pm with a second by T. Ward. Motion approved unanimously.

14) Adjournment

Motion by J. Hokenberg to adjourn at 7:30pm 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