Alburgh Selectboard Special Meeting
Held in Person and/or via Zoom – Town Conference Room
Monday, October 26, 2026, at 6:00PM

Minutes

Meeting Time and Date: October 26, 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) Approval of Minutes:

Motion by W. Kane to accept the 10/05/2026 Selectboard minutes as written at 6:01pm with a second by J. Hokenberg. Motion passed unanimously.

5) Alburgh Family Clubhouse CDBG Final Hearing Notice:

R. Duchaine opened the floor for comments and questions on the CDBG grant.

George Boutah asked about enrollment numbers. Town Administrator gave brief review of amendments to decrease the total number of enrollment and maintain the LMI requirements to satisfy the grant. Additionally, AFCH was recently looking to expand their staffing. Terry Tatro said there are about 30 children currently enrolled. Most children attend for a full day with some after-school attendees.

Matt LeFluer asked about ADA accessibility. The Community Development Block Grant (CDBG) funding assists communities by providing financial and technical assistance to identify and address local needs. Alburgh had a need for childcare. Therefore, the grant was utilized for the construction and startup of a childcare facility. The facility was built to standard specifications, which address ADA accessibility.

DRAFT

6) Highway Updates:

a. Driveway Access Permit Application

Bernadette Williams applied for a driveway access permit on September 30th for a new access off of Truck Route. The application states a 12ft driveway drainpipe will be installed under a new gravel driveway. Per the Road Commissioner, the driveway had been installed prior to an approval being issued and there is no drainage culvert. Another inspection will be conducted, and town will follow up with property owner. Town Administrator will add driveway access permit application updates to next regular meeting.

b. Right of Way Obstruction Concern

Town Administrator received complaint of a cement cinder block being placed in the town right of way near 1531 Route 225 (Border Road). The location is at the end of the "Y" intersection. VTrans states this is a Class 2 road, and they do not have ROW information for this section. Therefore, they defer to the Town. Town Administrator did not find any record of a ROW being set, therefore defaults to a three-rod ROW per statute. The board discussed addressing the block with the homeowner. The Highway Road Forman will request that the homeowner move it back out of the ROW.

7) 6:40PM – Town Administrator Updates:

a. HSIP Grant Update

The Town of Alburgh was awarded the 2026 Small Scale Local Safety Program Grant. The next step is to draft a request for proposal to satisfy the procurement portion of the grant. The Selectboard will review a draft at their next regular meeting. The proposed tree removal work can only be completed between October 1st through April 14th.

b. Park & Ride Grant Update

On Monday, October 19th the Road Commissioner, Russell Duchaine; Road Foreman, George Hakey; Selectman, Jim Hokenberg; and Town Administrator, Amanda Costello met with VTrans representatives and Tina Bohl, Project Manager at the Alburgh Park & Ride. The site was observed. Tina Bohl advised that a handicap parking space would be required. Signage and striping will be required for handicapped parking spaces. There will need to be 1 handicap space for every 25 regular stalls. The group also discussed the access off of Route 2. Town Administrator drafted a site plan and submitted it to Ed Pierce from VTrans based on current VTrans specifications. Road Commissioner wants to investigate other ingress/egress options for park and ride. Road Commissioner and Town Administrator will follow up with Ed Pierce. Final grant amendments need to be submitted to Tina by November 2nd.

c. Review Vicious Dog Hearing Request

On Friday October 9, 2026, at 8:40 pm, Mike Groff of 47 Anick contacted the ACO and stated that his neighbor's dog, Riley Smith of 9 Anick, attacked his dog. Mike was bitten by the neighboring dog in the process. Mike states the attack was unprovoked and vicious. A contractor working on the Smith's home had accidentally let their dog out. Groff's dog is vaccinated and registered in Alburgh. The Smith's did not provide any immunization information or registration to ACO or town. The Smith's dog is not registered in Alburgh. The Smith's were served a warning letter on October 13th to vaccinate and register the dog in 2 weeks' time. The due date for this will be end of day Tuesday, October 27th. As of now the Town has not received any registration info or correspondence on the dog. The

quarantine paperwork was also not signed by the Smiths. Mike Groff is requesting a vicious dog hearing. He feels the dog remains a safety hazard for the community. Groff noted several other incidents with the Smith's dog being at large and vicious against other animals. There are no other reports filed with the town. The ACO had noted that neither Groff nor his dog were medically evaluated post incident. Groff states his doctor did evaluate the bite on his hand and said it was not infected and to follow up on the dogs vaccination status, no reports of this were received by the ACO or town. Due to lack of documentation, the board agrees to not go forward with the hearing, but will follow up with ACO to ensure the neighbors dog gets vaccinated, registered and no longer becomes at large. Selectboard recommends that neighbors submit complaints to the ACO for documentation purposes.

d. VLCT Vision Insurance Updates

Starting January 2027, the Town vision insurance will be switching from EyeMed to Delta Vision. This is an update from VLCT, our insurance carrier. Delta Vision will offer a consolidated place to hold benefit information and invoicing. Delta Vision also offers competitive rates. This will affect budgeting for FY28.

8) FY28 Budget Planning & Appropriations Request(s):

a. Draft Request for Proposals (cleaning & lawncare)

The current three-year cleaning and lawncare contracts are set to expire for the FY28 term. New requests for proposals have been drafted for the board's review. R. Duchaine recommends to remove the "or at least twice a month" verbiage from the cleaning RFP schedule section and maintain the bi-weekly schedule.

Motion by J. Hokenberg to accept and advertise the cleaning and mowing requests for proposals with edits at 7:28pm with a second by T. Ward. Motion passed unanimously.

The Selectboard reviewed the Town Revenues portion of the budget.
10-6-01-05.00 **Town Property Taxes** – Not calculated at this time, will follow up later in the fiscal year.
10-6-01-06.00 **Property Tax Adjustment** – 0.00
10-6-01-10.00 **PILOT Prog State Pmt.** – Will receive later in fiscal year by Treasurer.
10-6-01-15.00 **Current Use Hold Harmless** - Will receive later in fiscal year by Treasurer. R. Duchaine asked what this line was for, Town Admin will send info. to board. The Hold Harmless payment is designed to hold the municipality harmless from loss in municipal revenue resulting for the assessment of property at use value 32 V.S.A. §3760.
10-6-01-25.00 **Delinquent Tax** – Delinquent Tax Collector had made a note to the board asking if they would be interested in lowering the 8% late penalty as it is at the highest allowable threshold and may be difficult for residents to pay. Selectboard agreed to maintain the penalty to motivate taxpayers to pay on time. A figure for this line will be collected later in the fiscal year by the delinquent tax collector.
10-6-01-30.00 **Int/Penalty Delin. Tax** – 0.00
10-6-01-35.00 **Interest Bank** - Will receive later in fiscal year by Treasurer.
10-6-01-36.00 **Bounced Check Fee Revenue** – 0.00
10-6-01-50.00 **Tax Overpayments** – 0.00 – Overpayments are returned at tax year closing.

10-6-01-51.00 **Marriage Licenses Sold** – 1,200 -Maintain
10-6-01-52.00 **Recording Fees** – 20,000 – Increase from 15k to 20k per Clerk
10-6-01-53.00 **DMV Renewals** – 150 - Maintain
10-6-01-54.00 **Vault Time/Scans/File Fee** – 1,500 - Maintain
10-6-01-55.00 **Dog Fees** – 1,000 - Maintain
10-6-01-60.00 **Alcohol License** – 500 – Maintain
10-6-01-62.00 **Rent office space to Vill** – Town Administrator suggests discussing rent with the Village Trustees. TA will coordinate a meeting date with Village reps to review.
10-6-01-62.01 **Rent for Missile Base sol** – 2,734.21 - Per the lease amortization schedule town should receive for FY28
10-6-01-62.03 **NWSWD Lease Payment** – Town Administrator will verify with Treasurer as the report shows 5,600 in revenue, but nothing for prior years.
10-6-01-65.00 **Photocopy fee** - Will receive later in fiscal year by Treasurer.
10-6-01-80.00 **Railroad Tax from State** - Will receive later in fiscal year by Treasurer.
10-6-01-85.00 **Fish & Game license** – 1,000 - Maintain
10-6-01-95.00 **Muni fines from State** – 1,900 – Muni Fines & Share of Traffic Fines were combined.
10-6-01-99.00 **Miscellaneous Revenue** – 0.00 – Per Treasurer at the last meeting, town should anticipate 0.

9) Consent Agenda

- **Approval of Warrants**

Warrants were reviewed and approved.

10) Executive Session – Highway Positions

Motion made by J. Hokenberg to enter executive session at 7:44pm to discuss Highway Positions under the provisions of 1 VSA 313 (a)(1) of the Vermont Statutes; inviting Town Administrator, A. Costello and Highway Road Foreman, George Hakey. Second by W. Kane. Motion approved unanimously.

Motion by J. Hokenberg to exit executive session at 8:51pm with a second by W. Kane. Motion approved unanimously.

No formal action was taken as a result of this executive session.

11) Adjournment

Motion by W. Kane to adjourn at 8:51pm 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