



GEORGIA VERMONT

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Selectboard Special Meeting Wednesday, January 17, 2024 Chris Letourneau Meeting Room and via Zoom Minutes

Zoom Details:

<https://us02web.zoom.us/j/6165843896?pwd=STduU2JzTmptVmE1MXZSaWZWLzVadz09>

Meeting ID: 616 584 3896 | Passcode: 5243524

Dial by your Location: 1 929 205 6099 (New York)

1. CALL TO ORDER

- **Selectboard Present** – Devon Thomas Chair, Shannon Jenkins Vice-Chair, Carl Rosenquist, Nicholas Martin
- **Selectboard Zoom** – Jamie Comstock
- **Staff Present** – April Edwards, Dawn Penney, Doug Bergstrom
- **Staff Zoom** – Cheryl Letourneau
- **Public Present** – Ken Minck, Tom Hargy
- **At 4:05 p.m.** – D. Thomas called the meeting to order.

2. PLEDGE OF ALLEGIANCE

3. CHAIR UPDATE

4. ADDITIONS, DELETIONS, OR CHANGES TO THE AGENDA

- C. Rosenquist brought up seeing an issue from Bridget and asked about it. S. Jenkins said they want to advertise for a position but want to know what they are working with. D. Thomas asked if that relates to the budget discussion. S. Jenkins said yes, saying they wanted a number to work within. A. Edwards said when she spoke with the library, they told her the only people who were going to make money were Bridget and Valerie and they had not budgeted for anyone else. Discussion was had. N. Martin said they must stay within their budget. A. Edwards said she asked the library what they were supposed to budget for, and she was told just Bridget and Valerie. S. Jenkins read the email. D. Thomas said they need to get in touch with them to see what they want.

5. SELECTBOARD MINUTES AND WARRANTS

- A. Approval of Selectboard Regular Meeting Minutes for 01.03.2023 & 01.10.2023

- 34 • C. Rosenquist made a motion to approve 01.03.2024, N. Martin seconded. C. Rosenquist asked
 35 for an amount to be added on line 31 if available. All in favor, motion carried.
- 36 • C. Rosenquist made a motion to approve 01.10.2024, N. Martin seconded. C. Rosenquist asked
 37 about the money reported for the Historical Society. J. Comstock clarified. All in favor, motion
 38 carried.

39 B. Approval of Warrants #36 & #37

- 40 • N. Martin made a motion to approve Warrant #36 in the amount of \$9,062.03, D. Thomas
 41 seconded. Discussion was had on loading the town website. S. Jenkins asked about the turnout
 42 gear. All in favor, motion carried.
- 43 • N. Martin made a motion to approve Warrant # 37 totaling \$15,498.25. J. Comstock asked why
 44 the law enforcement is only \$319, it is usually larger. S. Jenkins asked who they report to. C.
 45 Rosenquist seconded. C. Letourneau said it may have been an underpayment because they
 46 missed invoicing us at some point. All in favor, motion carried.

47 **6. BOARD BUSINESS (Public comment on agenda items limited to 5 minutes)**

48 A. Budget Discussion and Revisions

- 49 • S. Jenkins asked about the ARPA funding list. J. Comstock wanted confirmation the \$1.9
 50 million was the proper starting number. A. Edwards said that is what she had. Discussion
 51 was had.
- 52 • S. Jenkins asked about the rec funds building project. C. Rosenquist recalled a discussion
 53 on what to do at the beach on the pavilion. S. Jenkins if we had any concrete numbers. It is
 54 said they do not. They were allocating money.
- 55 • S. Jenkins asked about the town office and well, asking if T. Cadieux came to us with the
 56 heating and the well as problems and is \$30,000 enough and is it urgent enough. C.
 57 Letourneau brought up the well to her. Discussion was had.
- 58 • D. Bergstrom mentioned the \$25,000 for the development regulation rewrite, they had
 59 applied for grant and did not get it. N. Martin said we must pay for this. D. Bergstrom said
 60 yes. N. Martin said the board is going to have to decide where to pull that money from. J.
 61 Comstock asked if they had paid for that out of ARPA. D. Bergstrom said they paid for the
 62 town plan at \$35,000 out of ARPA. The rewrite goes hand in hand with that, after the town
 63 plan.
- 64 • C. Rosenquist said we can take it from the community projects fund. N. Martin said they
 65 wanted to go to the town and ask them what they wanted to do and give priority to ones that
 66 would generate income.
- 67 • N. Martin said they are still going to the voters for a \$1.3 million bond. Discussion was had.
 68 C. Rosenquist said he thought the bond was going to be \$1.5 million. Discussion was had.
- 69 • N. Martin said bridge allocation goes down to \$275 and the extra \$25,000 is the planning
 70 development regulation rewrite.
- 71 • C. Rosenquist questioned \$12,000 for wetlands asking if we thought it was going to be that
 72 much money. S. Jenkins said she thought they had to. Discussion was had.
- 73 • C. Rosenquist said it was brought to his attention that we need to make an allocation of the
 74 last two payments of the state aid to highways account for blacktop that we received early
 75 for 2024 to make sure it goes into the proper account. The treasurer asked for \$81,053 to be
 76 moved into the reserve account which currently has \$12,400. That totals more than we
 77 thought. We need a motion for that to be done. C. Rosenquist moved we move the last two

78 payments from the state of \$81,053.53 into the highway paving reserve, D. Thomas
79 seconded.

- 80 • J. Comstock asked why this was not brought up in the past and if we just learned that this
81 had to be moved. A. Edwards reported recently speaking with the auditor asking if she
82 could just move it or if the selectboard needed to make a motion. They said the selectboard
83 needed to make a motion. J. Comstock said this could have been a request via email and he
84 asked why C. Rosenquist was the only one that knew about it. A. Edwards said she found
85 this out this afternoon. Discussion was had.
- 86 • All in favor, motion carried.
- 87 • S. Jenkins asked A. Edwards if she met with Bob. A. Edwards said she did not. S. Jenkins
88 asked for a time for them to meet with her. S. Jenkins asked the board when the deadline is
89 for them to meet. N. Martin said they are trying to close out by the end of 2023 and if they
90 do not get their information then it will show that they are over budget. S. Jenkins
91 confirmed that is why she is asking what the deadline is. S. Jenkins said this needs to
92 happen. N. Martin said they can send it via email. S. Jenkins said they had tried, and A.
93 Edwards said she did not get it. A. Edwards said she has the information they have given
94 her. They have not given her specific journal entries. A. Edwards said she will reach out.
95 N. Martin said they are also still waiting for their write-up. S. Jenkins asked C. Letourneau
96 if she reached out to the library; she confirmed she did. She reported that they responded
97 they will get it to her, but she has yet to see anything. J. Comstock said if the library does
98 not get back to them then they will not have anything in the town report. S. Jenkins asked
99 when this must be sent off. It is said it needs to be completed by Friday because that is
100 when the town report goes to the printer. S. Jenkins asked C. Letourneau to let the library
101 know. C. Letourneau said she will let them know again. N. Martin asked for the board to
102 get cc'd.
- 103 • D. Bergstrom reported that they had gone over and highlighted some areas that they could
104 look at where they could lower without affecting anything and it may get you under the 10%
105 mark. Discussion was had on the legal, janitorial, janitorial supplies, highway building
106 maintenance, firefighter position with overtime, fire department hose (impact), transfer to
107 reserves, awards, and recreation to reserve (ARPA).
- 108 • K. Minck spoke on conservation commission. Discussion was had. It has been decided that
109 5% of the money received will be allocated.
- 110 • A discussion was had on Highway Labor numbers. D. Bergstrom said if you use the
111 average of previous years, you can then reduce it to \$78,500 and then the budget is now
112 down to a 10.5% increase.
- 113 • D. Bergstrom says there is an extra \$25,000 for a selectboard clerk that did not get hired and
114 \$5,000 for holiday cheer, and town office salaries.
- 115 • Discussion was had on the town office salary line. The board asked what was included, D.
116 Bergstrom showed them there is a formula on the side for them to reference. N. Martin
117 wanted an email listing it out.
- 118 • Discussion was had on Highway parts and supplies and why it was high. S. Jenkins reached
119 out to T. Cadieux to find out. It was reported that all parts and supplies were together
120 (winter and summer were separated previously).

121 GCC & Park and Rec Funding

- 122 • D. Bergstrom asked if they wanted to keep the park and rec reserve the same. S. Jenkins
123 confirmed.

- 124 • D. Bergstrom asked C. Letourneau if she had heard from anyone about the County Tax line.
 125 C. Letourneau checked and reported not having heard anything at that time.
 126 • Discussion was had on transfer to reserve again and funding out of impact fees. A.
 127 Edwards said the library has not spent their impact fees since 2016.
 128 • C. Rosenquist asked about \$100,000 of unspent impact fees and how they can be used to
 129 reduce the budget. Discussion was had on this, how to possibly do this within the next two
 130 days, and how to do it moving forward.
 131 • The board reported wanting to ask the department heads to see if there is anything they can
 132 use impact fees on moving forward.

133 Salaries line

- 134 • N. Martin spoke with K. Baker about increases and contradictions with policies.
 135 • C. Letourneau explained that there was a previous motion that changed their fee but there
 136 was not a motion to make the change in the policy. They have been seeing that increase.
 137 • D. Thomas said he will add this to the agenda for Monday. C. Rosenquist said the
 138 personnel committee will meet and bring a recommendation to the board. N. Martin
 139 agreed.

140 Fire and Rescue Pay

141 Any other departments as well

142 B. Budget - Action to Approve Budget

- 143 • D. Thomas asked if they wanted to go ahead with this or wait until they have heard back
 144 about the impact fees.

145 C. Town Warning – Approve

- 146 • D. Thomas asked if they could approve the town warning. C. Letourneau informed them
 147 they need to have the budget numbers before any of that can be done.

148 D. Greenbacker - Action late payment penalty

- 149 • C. Letourneau reported that they were supposed to send a check before the end of the year.
 150 A. Edwards reported receiving it today. C. Letourneau said it was supposed to be paid by
 151 the end of the year and because it was not, we can assess a late fee. They reported they
 152 tried to wire it to our account, but it was returned to them. C. Letourneau questioned if they
 153 had called to get our account information to send it to and they said no. C. Letourneau said
 154 they normally send a check. C. Letourneau asked the board if they would like to waive the
 155 late fee knowing that this was a new contract which was just negotiated or if they want to
 156 access a possibly 8% late fee. D. Thomas said he is willing to be lenient the first time
 157 around. C. Letourneau said they are normally very good at getting it to us in time.
 158 • C. Rosenquist made a motion to waive the possibility of a late fee for Greenbacker, N.
 159 Martin seconded. All in favor, motion carried.
 160 • J. Comstock asked about the details of the Greenbacker money. Discussion was had.

161 **7. OTHER**

- 162 • Nothing was discussed at this time.

163 **8. PLAN NEXT MEETING AGENDA**

- 164 A. Regular Meeting
- 165 • 01.22.2024
- 166 • C. Rosenquist asked if they need to schedule another meeting before then to approve the
- 167 budget. C. Letourneau said they need to approve the budget on Monday because she needs
- 168 to get the warning out. N. Martin confirmed these numbers were on SharePoint, D.
- 169 Bergstrom confirmed. The board asked D. Bergstrom to send the information to the
- 170 departments to look at.
- 171 • J. Comstock asked what action items are moving forward. N. Martin said he can make
- 172 screenshots of their budgets as they are now and send it to them and then they will have to
- 173 get back to the administration by Friday. Whatever changes they can make will only bring
- 174 the number down further, so it will only benefit them.
- 175 • At **6:38 p.m.** - C. Rosenquist made a motion to enter executive session to discuss issues
- 176 where premature knowledge may be detrimental to the board or people involved, N. Martin
- 177 seconded. All in favor, motion carried.

178 **9. EXECUTIVE SESSION (if needed, pursuant to 1 V.S.A sec 313)**

- 179 • At **6:39 p.m.** - C. Rosenquist made a motion to go to executive session with the board and
- 180 our town administrator for the administrator to speak with the board, S. Jenkins seconded.
- 181 All in favor, motion carried.
- 182 A. Personnel - Highway Hire action will need to be taken out of executive session
- 183 B. Personnel – Admin
- 184 • At **7:05 p.m.** - C. Rosenquist made a motion to exit executive session, N. Martin seconded.
- 185 All in favor, motion carried.
- 186 • At **7:06 p.m.** – C. Rosenquist made a motion to hire Thomas Cramer at the set rate per the
- 187 Union Contract with a start date to be determined, N. Martin seconded. All in favor,
- 188 motion carried.

189 **10. ADJOURN**

- 190 • At **7:05 p.m.** – C., Rosenquist made a motion to adjourn, N. Martin seconded. All in favor,
- 191 motion carried.

192 **Posted to the Town website, four designated places within the Town of Georgia (Town Clerk's**

193 **Office, Georgia Public Library, Maplefields & Georgia Market), and e-mailed to the local media.**

194 **Signed: Cheryl Letourneau, Town Administrator**

195 **Phone: 802-524-3524 | Fax: 802-524-3543 | Website: townofgeorgia.com**