



# GEORGIA VERMONT

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## Selectboard Regular Meeting Wednesday, December 27, 2023 Chris Letourneau Meeting Room and via Zoom Minutes

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### Zoom Details:

<https://us02web.zoom.us/j/6165843896?pwd=STduU2JzTmpiVmE1MXZSaWZWLzVadz09>

**Meeting ID:** 616 584 3896 | **Passcode:** 5243524

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

### 1. CALL TO ORDER

- **Selectboard Present:** Jamie Comstock, Carl Rosenquist, Nicholas Martin
- **Selectboard Zoom:** Devon Thomas Chair, Shannon Jenkins Vice-Chair
- **Staff Present:** Cheryl Letourneau, April Edwards
- **Public Present:** Heather Grimm, Heather Dunsmore, Kathy Jochin, Mike Wheeler
- **Public Zoom:** Jana Thuesen, Dian Wheeler, Terry Cleveland
- **At 6:05 pm** – C. Rosenquist makes a motion to open the meeting.

### 2. PLEDGE OF ALLEGIANCE

### 3. CHAIR UPDATE

### 4. ADDITIONS, DELETIONS, OR CHANGES TO THE AGENDA

- Fairfax Rescue presentation.

### 5. SELECTBOARD MINUTES AND WARRANTS

#### A. Approval of Selectboard Regular Meeting Minutes for 12/11/2023

- C. Rosenquist makes a motion to approve the minutes with corrections, N. Martin seconds.
  - C. Rosenquist asks for line 222 to be updated.
  - J. Comstock gives additional corrections.
  - H. Grimm asked about \$3,500 for holiday gifts for 14 employees. N. Martin said it was \$250 for each of the 14 employees. H. Grimm asked if it was in the budget. C. Letourneau confirmed it was. T. Cleveland wanted to know if it went through payroll and was taxed. N. Martin said it was a gift card.
- C. Rosenquist calls for a vote on the minutes as corrected. All in favor, motion carried.

33 **B. Approval of Warrants**

- 34 • C. Rosenquist calls for the warrants to move later in the meeting to give the finance  
35 committee (J. Comstock and N. Martin) time to review.

36 **6. PUBLIC COMMENT (For items not on agenda)**

37 All participants must clearly state their names. Appropriate actions will be considered once the  
38 Selectboard has reviewed the information provided and necessary subsequent research.

- 39 • C. Rosenquist asks if there is anyone from the public who would like to take this  
40 opportunity to speak with the board. Hearing none, he moved on.

41 **7. CORRESPONDENCE**

42 **8. UNFINISHED BUSINESS**

43 **A. Animal Ordinance -Action**

- 44 • C. Rosenquist asks if people have had time to review. He asks if it had been reviewed by  
45 the council. C. Letourneau says K. Caspers took what we had and then added what was  
46 recommended from VLCT.  
47 • The Animal Ordinance is mandated by state statute and the board will review.

48 **B. Legal Trail #4 Fill**

- 49 • C. Rosenquist made a motion to send a letter to Perrigo informing them that we grant them  
50 permission to bring in additional fill to add cover over their pipes buried under trail #4, N.  
51 Martin seconds. All in favor, motion carried.

52 **C. Re-adoption of ordinances – Action**

- 53 • C. Rosenquist asks what the pleasure of the board is with adopting this now or waiting for  
54 public input.  
55 • J. Comstock says they should put it out to the public. N. Martin agrees, warning just  
56 because there is a suggestion, that does not mean you have to take it.  
57 • C. Letourneau says there are a few ordinances ready. She advises that by doing them all at  
58 once we can save on advertising. H. Grimm says you can put it on the website for the public  
59 to review prior to the next meeting.

60 **D. 802 Mechanical – Addition to Agenda**

- 61 • J. Comstock makes a motion to approve 802 Mechanical at the new rate of \$6,000, N.  
62 Martin seconds. J. Comstock calls for discussion.  
63 • C. Rosenquist calls for a vote. All in favor, motion carried.

64 **9. BOARD BUSINESS (Public comment on agenda items limited to 5 minutes)**

65 **A. Fairfax Rescue - Introduction - Action approve or deny**

- 66 • C. Rosenquist says they will discuss this in the Executive Session.

67 **B. Bi-Weekly Paychecks - Action to approve change from weekly to Bi-weekly**

- 68 • N. Martin would like to make a motion to approve weekly to bi-weekly paychecks, S.  
69 Jenkins seconds. N. Martin calls for a discussion.

- 70 • C. Rosenquist asks if there is a transition plan. C. Letourneau says everyone except the fire  
71 department is paid weekly. A. Edwards asks if the board wants to create a bridge and  
72 clarifies when to make it effective. This should give people time to move any automatic  
73 payments. A. Edwards says they should add a date to the motion. N. Martin says they are  
74 trying to streamline things.
- 75 • S. Jenkins asks if there are any figures of the cost savings. A. Edwards says the problem  
76 comes from getting two different invoices from the same company. It should be a savings  
77 of about \$110 every other week. It is hard to figure out because it is based on how many  
78 checks they are making.
- 79 • N. Martin withdraws his motion.
- 80 • N. Martin makes a motion to move to to bi-weekly payroll to take effect 02.08.2024 with  
81 notification to all employees as well as information on the process and information on a one-  
82 time bridge, J. Comstock seconds.
- 83 • C. Rosenquist calls for a vote. All in favor, motion carried.

#### 84 C. 2022 Audit – Action

- 85 • C. Rosenquist says it is a lengthy document.
- 86 • C. Letourneau asks for approval before 01.12.2024 so the whole audit can go on the website  
87 and the letter can go in the town report.
- 88 • A. Edwards says there will probably be two letters for the Town Report, one for the audit  
89 and one for the transition audit. A. Edwards had clarifying questions. C. Rosenquist wanted  
90 to investigate material weaknesses and internal controls and get corrections and  
91 recommendations.
- 92 • C. Rosenquist made a motion to accept the audit as presented and get a report for the  
93 printing of the town report, N. Martin seconds. All in favor, motion carried.

#### 94 D. Full-time Treasurer - Action approve or deny.

- 95 • C. Letourneau asks for the decision of the board on having a full versus part-time treasurer  
96 because they need those numbers moving forward to build the budget for 2024.
- 97 • N. Martin makes a motion to approve a full-time treasurer, C. Rosenquist seconded.
- 98 • Discussion was had.
- 99 • C. Rosenquist calls for a vote. D. Thomas, J. Comstock, C. Rosenquist, and N. Martin vote  
100 yes, S. Jenkins abstains. Motion carried.
- 101 • N. Martin will amend the motion to have the position start on 01.01.2024, C. Rosenquist  
102 seconded. D. Thomas, J. Comstock, C. Rosenquist, and N. Martin votes yes, S. Jenkins  
103 abstains. Motion carried. (See 01.08.2024 minutes for correction)

#### 104 E. Reports due for Town Report – update

- 105 • C. Letourneau says 01.12.2024 is the due date to have all reports back to be presented to the  
106 printers. The budget needs to be done by 01.12.2024 for the numbers to go there. They also  
107 need to have the pictures and dedications approved.
- 108 • N. Martin wants all the employees in front of the building for the cover of the town report.  
109 D. Thomas agrees with the employees in the picture. Most of the work has been focused on  
110 the people that work there.

### 111 10. TOWN ADMINISTRATOR, TREASURER AND SELECTBOARD SUB COMMITTEES' 112 REPORTS

113 **A. Town Administrator**

- 114 • Everyone was thankful and gracious for the holiday cheer.

115 **B. Treasurer**

- 116 • C. Rosenquist asks if they want to go over the warrant now.
- 117 • Discussion was had and reviewed. The information was handed out by A. Edwards.
- 118 • Questions were had about the number of times we were charged for salt. It was determined
- 119 that they get charged per load. There was also a question on a childcare check for \$15 from
- 120 2020. A. Edwards says they are asked to reissue a check because the old one was not
- 121 cashed. She says it was advised by the audit to do it this. They are hoping to not have these
- 122 moving forward.
- 123 • J. Comstock asks for details on items, C. Letourneau says they ordered computers from the
- 124 impact fees to put them back on schedule for that.
- 125 • C. Rosenquist calls for a motion. N. Martin makes a motion to approve Warrant #33, J.
- 126 Comstock seconded. All in favor, motion carried.
- 127 • C. Rosenquist calls for a motion for payroll. N. Martin makes a motion to approve payroll
- 128 warrant, J. Comstock seconded. All in favor, motion carried.

129 **C. Buildings**

- 130 • C. Rosenquist asks if there is any input from that committee. Hearing none.

131 **D. Budget and Finance**

- 132 • C. Rosenquist says they have a budget meeting next Wednesday at 4:00. He questions if
- 133 they need another one before that. N. Martin says they have a budget meeting 01.03.2024
- 134 and 01.10.2024. It is decided that the next two upcoming meeting will be from 4:00 – 8:00
- 135 pm.

136 **E. Personnel**

- 137 • C. Rosenquist says they still need to get together. N. Martin says that will be waiting until
- 138 the budget is complete.

139 **F. Public Works/Grounds/Recreation**

- 140 • C. Rosenquist asks if people are still using the pool passes. C. Letourneau says they are.
- 141 She asks if they want to continue to use them in, if they are it will be 2024 budget money.
- 142 S. Jenkins says she feels like it should continue to be done.

143 **G. Committees at the direction of the chair**

- 144 • D. Thomas says he has nothing.

145 **11. OTHER**

- 146 • C. Rosenquist asks if there is anything to be brought up here. Hearing none.

147 **12. PLAN NEXT MEETING AGENDA**

- 148 **A. 01/08/2024**

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

- 150           • C. Rosenquist makes a motion to have an executive session where premature disclosure  
151           could put the town at risk, N. Martin seconded. All in favor, motion carried.  
152           • C. Rosenquist makes a motion to have the board and C. Letourneau go into the meeting to  
153           discuss Fairfax Rescue and the Treasurer position, N. Martin seconded. All in favor, motion  
154           carried.

155       **A. Personnel – Treasurer**

156       **B. Fairfax Rescue**

- 157           • At **9:30 pm**, N. Martin made a motion to exit the executive session; C. Rosenquist  
158           seconded.  
159           • N. Martin made a motion to extend a full-time offer to our town treasurer with details to be  
160           determined, J. Comstock seconded. All in favor, motion carried.  
161           • N. Martin made a motion to extend an offer to one of the two EMS Services with details to  
162           be determined in negotiations, J. Comstock seconded. All in favor, motion carried.

163       **14. ADJOURN**

- 164           • At **9:31 pm**, N. Martin made a motion to adjourn; J. Comstock seconded. All in favor, motion  
165           carried.

166       **TABLED ITEMS:**

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168       **Posted to the Town website, four designated places within the Town of Georgia (Town Clerk's**  
169       **Office, Georgia Public Library, Maplefields & Georgia Market), and e-mailed to the local media.**

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

171                       **Phone: 802-524-3524 | Fax: 802-524-3543 | Website: [townofgeorgia.com](http://townofgeorgia.com)**