



SELECTBOARD REGULAR MEETING MINUTES

Monday, August 14, 2023 at 6:00 PM
Chris Letourneau Meeting Room

Zoom Details:

<https://us02web.zoom.us/j/6165843896?pwd=STduU2JzTmpiVmE1MXZSaWZWLzVadz0>

9

Meeting ID: 616 584 3896 | Passcode: 5243524
Dial by your Location: 1 929 205 6099 (New York)

1. CALL TO ORDER

2. **Selectboard Present:** Shannon Jenkins Vice-Chair, Jamie Comstock, Carl Rosenquist, and Nicholas Martin

3. **Selectboard Absent:** Devon Thomas Chair

4. **Staff Present:** Cheryl Letourneau, April Edwards, Dawn Penney and Doug Bergstrom

5. **Public Present:** Suzanna Brown, Bob Fitzgerald, Terry Cleveland, Bette Dunsmore, Heather Grimm, Fred Grimm, Kate Driver, Jen Kale, Marty Jansen, Brian Dunsmore, Heather Dunsmore

6. **Public Present on Zoom:** Frank Gore, Michael Allen, Jana Thuesen

1. PLEDGE OF ALLEGIANCE

2. CHAIR UPDATE

3. ADDITIONS, DELETIONS, OR CHANGES TO THE AGENDA

C. Letourneau asks if the board would like to add a request from Matt Dow on behalf of the Cub Scouts. He is requested the to have the beach fee waived. This can be added with another beach request.

C. Letourneau says that have a request to purchase Adobe. This will be added as “L”.

4. SELECTBOARD MINUTES AND WARRANTS

A. Approval of Selectboard Regular Meeting Minutes for 7/24/2023 and 8/02/2023 Budget meeting

C. Rosenquist makes a motion we approve the minutes for 7/24 with corrections, N. Martin seconds.

C. Rosenquist says line 7 his name is Carl not Carol.

C. Rosenquist says line 35 should say, “approve motion of minutes”.

C. Rosenquist says line 176 should say “hold to the open meeting law standard.”

C. Rosenquist says line 202 should say that the chair did not make any action on his Point of Order.

All in favor, motion carried.

34 Approval of Minutes 08.02.2023

35 N. Martin makes a motion to approve the 08.02 minutes, C. Rosenquist seconds.

36 C. Rosenquist says under 2 budget discussion, stay with zero budget or wish list. The
37 increase 10% or less, C. Rosenquist says 5% as a maximum.

38 S. Jenkins calls for a vote on the minutes as amended. All in favor, motion carried.

39 **B. Approval of Warrants #16**

40 C. Letourneau explains that there is a correction on the Warrant. Green Mountain
41 Power was put in as \$407.97 and it should have read \$407.91.

42 N. Martin makes motion to approve Warrant #16, J. Comstock seconds.

43 J. Comstock questions 802 Flooring sold a chainsaw. C. Letourneau says it was for
44 the Fire Department and not the Highway.

45 C. Rosenquist – Dorcey Emergency Products for a chassis \$13,550, is that a Fire
46 Department and is that the one they ordered last year. A. Edwards talked to K. Baker
47 about it and he said when the money goes in this year it will cover that. C.

48 Letourneau confirms it was for the new fire truck.

49 C. Rosenquist saw \$4085 for legal expenses. He asks the treasurer what is year to
50 date is on this account. A. Edwards cannot tell now but she will get back to them.

51 All in favor, motion carried.

52

53 **5. PUBLIC COMMENT (For items not on agenda)**

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

56

57 T. Cleveland noticed on the new website under the zoning coordinator there were a lot of
58 titles. She wanted clarification. C. Letourneau says that they were jobs that were always
59 done. People usually get a lot of titles because they do multiple things but only get
60 compensated for one.

61

62 Bette Dunsmore asks if people know what they are applying for. C. Letourneau says that
63 D. Bergstrom had a lot of experience with websites and was gracious enough to help out.
64 N. Martin says that we may want to update job descriptions.

65

66 H. Grimm read the minutes from the last meeting and does not understand if there is a
67 safety concern strong enough to warrant a panic button but not enough to want cameras.
68 You would need to go on descriptions and then would need 7 – 10 people. The
69 librarian's own concern was the access to the interstate. Cameras outside are for the
70 safety of our people and should be valued more than someone's comfort level of being
71 seen at the library. She urges the selectboard and the library trustees to put the safety of
72 our children and individuals ahead of the comfort of individuals.

73

74 F. Grimm wanted clarification on the purchase of a chainsaw from a flooring company
75 that was at least previously owned by a firefighter. Were there any optics used to see if it
76 was an ethical purchase. He asks if they will look into that for the next meeting. N.
77 Martin says Budget and Finance should look into that. F. Grimm says he is fine if it is a
78 good deal.

79

80 J. Kale says she was looking over prior minutes that were previously approved but on
 81 June 26 Tom Hargy and herself were appointed to the Conservation Commission. It said,
 82 “motion to add Tom Hargy to the positions, Jen Kale was added to the agenda.” It is not
 83 clear; it just needs to be corrected.
 84

85 6. CORRESPONDENCE

86 A. Ken Minck regarding ROW at RGNA

87 C. Letourneau says that Ken Minck wants permission to build a trail to Russell
 88 green parking lot. There is a deeded 20 foot Right of Way from the trail to the
 89 parking lot. C. Letourneau has pulled the deeds and there is a discrepancy where
 90 one deed says it is for pedestrians, the other deeds did not. The board needs to
 91 clarify that before they make a decision. S. Brown says there could easily be
 92 some confusion because there were many right of ways on that property. She
 93 says all they are looking for is a walking path. They are not looking for driving,
 94 they are looking for a clear path so people will know where to go.
 95 N. Martin asks if there is anyone on the board that would like to take this as an
 96 action item. C. Rosenquist says he has read the deeds and meet with C.
 97 Letourneau.
 98

99 7. UNFINISHED BUSINESS

100 A. Website Introduction

101 D. Bergstrom shows the website.

102 B. Town Plan - Action To approve \$35K for a new Town Plan

103 C. Rosenquist makes a motion for the town to authorize up to \$35,000 from
 104 ARPA funds for the preparation of plan, N. Martin seconds.

105 D. Bergstrom says the information was to see what to get for the two amounts.

106 There was one company with two bids. There are a lot of companies are not
 107 doing bid work and with all of the floods they are getting work for flood plans.

108 One bid did come in and it went to the planning commission last meeting. The
 109 thought the \$35,000 had more community input was important, they cannot start

110 until September. N. Martin asks if we would then be able to get any grants. D.

111 Bergstrom says possibly, the make a decision in December and it could be the end
 112 of April until money came out. S. Brown says it depends on how they bill but the
 113 \$35,000 is the worst-case scenario.

114 S. Jenkins calls for a vote for approving up to \$35,000 from ARPA and grants for
 115 the new town plan.

116 All in favor, motion carried.

117 D. Penney says the motion that was voted included grants but the original motion
 118 did not have grants. The motion was up to \$35,000 ARPA funds for the town
 119 plan.

120 All in favor, motion carried.

121 J. Comstock makes a motion to approve Zoning Administration to apply for the
 122 grant to possibly pay for the new town plan, C. Rosenquist seconds. All in favor,
 123 motion carried.

124 C. Trails Policy

125 C. Rosenquist makes a motion to postpone to next meeting, N. Martin seconds.

126 All in favor, motion carried.

127 **D. ARPA accounting**

128 J. Comstock makes a motion to discuss ARPA, N. Martin seconds.

129 There were seven projects \$828,400. The first is the paving at town garage, they
130 need a culvert so it's not going to be spent this year, it's too late to schedule the
131 paving so that's on hold with the \$41,000. The paving to 2023 the \$200,000 is
132 completed. \$848,000 was budgeted to be spent. The culvert at the garage was not
133 spent this year but it is still airmarked for that. The \$200,000 for paving for 2023
134 has been spent. The creation of the Georgia Recreation Department is currently
135 on hold. The fencing project is no longer necessary. The culverts will cost
136 \$120,000 not \$300,000 because Todd got a \$200,000 grant. The security
137 upgrades projects are half paid \$37,2180.19. We are waiting on the wash bays
138 expenses \$12,800 that we need to sort out with the project people and A. Edwards
139 wants to pose a couple of questions to Amber about that. The website \$9,280 that
140 was paid in 2023 under the admin computer support that needs to be moved to the
141 ARPA expense because that was approved. A. Edwards says that she can now get
142 a second monitor that works. The 2022 ending cash balance there needs to be a
143 clarification with Amber and building maintenance and what came out of line
144 1.397223718. In 2023 that line has almost \$22,000 of interest that has been
145 applied this year which brings you up to \$1.399454.25. You actually spent in
146 2023 \$253,516 and that brings you down to \$1,145,894.06. You still have
147 committed the town plan, garage, culverts, security, \$233,280 also put Rec back
148 and you have \$912,000 that's up for what you want to do.

149 N. Martin is pleasantly surprised.

150 **E. Update on Trail #4 and parking spaces**

151 Rosenquist updates the fence has been moved and both ends are secured by stones
152 to restrict access unless permitted. Mr. Bryce has offered parking spaces for
153 people who have said they would like to use trail 4. C. Rosenquist said he had to
154 talk to conservation to get their recommendation. When S. Brown got back from
155 vacation they went down and looked.

156 S. Brown says conservation commission does not consider this a trail that you
157 would drive to to hike on, it is more of a way to get from the south village to the
158 Russell Green area without having to walk on 104A.

159 J. Comstock makes a motion to push update trail to next meeting. This
motion did not receive a second and failed on the
floor. C. Rosenquist

160 says we are going to take action on it at the next meeting. J. Comstock says
161 maybe. He asks if we are accepting more parking spaces.

162 J. Kale asks if there are anymore parking spaces on any other legal trails. C.

163 Rosenquist says not that he is aware of but he does not know. J. Kale says this is
164 suppose to be a connector from the south village where the sidewalk is suppose to
165 run and end for trail #4 to Russell green. Confirming there is a right of way but
166 says it is a trail and then a continuation of a trail. She questions why there would
167 be parking spaces. There are already parking spaces. She says the Conservation
168 Commission does not want it.

169 B. Dunsmore says it is not if the Conservation Commission wants it, it is a
170 question if the people of Georgia would like to have it or not like to have it.

171 S. Jenkins would like to look at the agreement that Mr. Bryce is looking to get
172 into with the town. These are going to be parking spaces that they will need to me

173 maintained and eventually redone. We need to think about runoff and inviting
 174 more cars into green spaces. She wants more information on his offer and the
 175 contingencies because she does not think we have all of the information.
 176 C. Rosenquist says at this time it is a verbal offer.
 177 N. Martin says it sounds like they need more information. What is it involved
 178 what is the maintenance will we have after the fact. Bring that to the community
 179 and get their input.
 180 C. Rosenquist asks who takes care of the parking spaces in the Russell Green
 181 area. S. Brown says the town but they do not get done unless they have nothing
 182 better to do. She invites the selectboard to go and see the site.
 183

184 **8. BOARD BUSINESS (Public comment on agenda items limited to 5 minutes)**

185 **A. Treasurer Update**

186 A. Edwards informs the board that they voted on a tax rate of .4056. When you
 187 go into NMRC and enter that, it does not give you enough money. Using the
 188 spreadsheet that Amber gave her, the veteran's exemption was not there. She
 189 informs the board they need to raise the tax rate to so that they have enough
 190 money to cover that.

191 N. Martin makes a motion to raise the local tax rate by .0028 to the correct
 192 amount of .4084, C. Rosenquist seconds.

193 N. Martin calls for a vote, all in favor, motion carried.

194 A. Edwards there is a 3% penalty box that needs to be checked for people who
 195 have not filed their homestead.

196 C. Rosenquist makes a motion we do not assess 3%. N. Martin questions even
 197 though we have since 2008. N. Martin seconds.

198 All in favor, motion carried.
 199

200 **B. Tax Rate update**
 201

202 **C. Philo Security - Action on Installation of 3 outdoor cameras, door access system and**
 203 **panic buttons at the library.**

204 Rosenquist makes a motion to advise Philo to install as outlined previously
 205 including the three outdoor cameras and include door access button, panic buttons
 206 to the library, N. Martin seconds.

207 H. Grimm asks where it alarms to, are we paying a service. D. Bergstrom says it is
 208 part of the package.

209 S. Jenkins questions the door access system and the door to food shelf. N. Martin
 210 says he is not sure and asks D. Bergstrom. D. Bergstrom there was discussion on
 211 that but he thought it was just the front door. N. Martin says they have the flip
 212 switch and they can open or close the door. D. Bergstrom says it can be
 213 controlled from here. There are a lot of controls.

214 All in favor motion carried.
 215

216 **D. Video Surveillance and Access Control Policy - Action to accept**

217 N. Martin says one of the asks was before cameras are installed that we have a
 218 policy.

- 219 J. Comstock makes a motion to move to next meeting, C. Rosenquist seconds.
220 All in favor, motion carried.
221
- 222 **E. System Administrator - Action Name a system administrator.**
223 N. Martin another to have an administrator with or without a backup –
224 C. Rosenquist makes a motion to choose the administrator of the system to next
225 meeting, J. Comstock seconds. All in favor, motion carried.
226
- 227 **F. DEI Committee - Action to form committee with interested applicants**
228 C. Rosenquist makes a motion to take 7 names out of the hat with a name, naming
229 the first name to be the temporary chair, N. Martin seconds.
230 C. Letourneau says there are 17 names.
231 T. Cleveland says the others who are not chosen should be invited.
232 F. Gore asks for the names of the applicants.
233 C. Letourneau says Jana Thuesen, Heather Grimm, Tracey Sweeney, Norm
234 Gosslin, Linda Kirker, Sarah Savich, Bailey Rouletto, Gary Badger, Loren
235 Young, Terry Cleveland, Heather Dunsmore, Gary Wright, Dayle Goad, Bob
236 Fitzgerald, Bob Stebbins, Tracy Tyson, and Martha Jansen.
237 H. Grimm asks what exactly is the task of this committee or what does it think the
238 plan should be. S. Jenkins says Devon wrote a post for the website.
239 N. Martin has a random generator on his computer and enters the names.
240 S. Brown says this committee may take all the documents and clean them up, they
241 are official documents in town.
242 N. Martin draws names of DEI: Jana Thuesen, Tracy Sweeney, Linda Kirker,
243 Heather Grimm, Tracy Tyson, Bob Stebbins, Karen Badger with first alternate
244 Martha Jansen and second alternate Dayle Goad.
245 All in favor, motion carried.
246 J. Comstock makes a motion to accept the group of volunteers for DEI with 7
247 members and 2 alternates as read, N. Martin seconds. All in favor, motion
248 carried.
249
- 250 **G. FNLC - Beach request**
251 C. Letourneau says they want September 27 at 8:00 a.m. and open bathrooms and
252 to have the fee waived.
253 C. Rosenquist makes a motion we waive the fee for FNLC on September 27, N.
254 Martin seconds. All in favor, motion carried.
255 C. Letourneau says Matt Dow would like to have the beach for Cub Scouts on
256 August 22 and have fee waived.
257 J. Comstock makes a motion to waive the fee for the Cub Scouts, N. Martin
258 seconds. All in favor, motion carried.
259
- 260 **H. Tire Purchase for Publics Works Dept. in the amount of \$3030.40- Action**
261 J. Comstock says Todd Cadieux received four tires last year and needs four more
262 this year. N. Martin says it was within his budget.
263 N. Martin makes a motion to approve the tires for purchase in the amount of
264 \$3030.40 for tires, S. Jenkins seconds all in favor, motion carried.
265

- 266 **I.** Resignation of 3 Fire Fighters - J. Cota, L. Baker and R. Beloin
 267 J. Comstock says Jamie retired after years and the other two moved out of town.
 268 S. Jenkins says thank you. C. Letourneau says that Jamie has been involved in
 269 the Fire Department for 30 years and that should be noted.
 270 N. Martin makes a motion to accept the resignation of Jamie (Cota), Landon
 (Baker) and Ryan (Beloin),
 271 S. Jenkins seconds. All in favor, motion carried.
 272
- 273 **J.** Appoint applicant for FD
 274 C. Letourneau has an application of a person to accept a person to the fire
 275 department, Kenneth Wagner
 276 C. Rosenquist makes a motion to accept the recommendation of the Fire Chief
 277 and accept Kenneth Wagner, J. Comstock seconds.
 278 J. Comstock said Kenneth Wagner has been a firefighter longer than I have been
 alive.
 279 C. Rosenquist assumes the chief recommended this person, C. Letourneau says
 280 yes. All in favor – motion passed
 281
- 282 **K.** Homestead Late fee - Action
 283 S. Jenkins says that we have done the homestead during the treasurers' report.
 284
- 285 **L.** ADOBE ADD-ON ITEM
 286 J. Comstock makes a motion to approve Adobe Suite that includes in-design
 287 markzware for the convertor, N. Martin seconds. All in favor, motion carried.
 288 D. Bergstrom says he got civic pay for free and he signed the contract because it
 289 was for free.
 290 N. Martin makes a motion to accept Civic Pay at a rate of \$0 with \$0 recurring, C.
 291 Rosenquist seconds. All in favor, motion carried.
 292
- 293 **9. SELECTBOARD SUB COMMITTEES AND REPORTS**
 294 **A.** Town Administrator
 295 Robert Mullin is the Firefighter, and he has started and so far, everything is going
 296 well.
 297 Town Fair 2023 - Training for Doug, April and myself
 298 i. Town Fair 2023
 299 September 26 and 27 there is a town fair that has valuable
 300 information and the Cheryl, Doug and April are requesting to go at
 301 a cost of \$149 each. Each person will have a person in the office
 302 to cover their duties and the money can come out of the training
 303 budget.
 304 C. Rosenquist makes a motion we accept the town fair acceptance for Doug, April
 305 and Cheryl, J. Comstock seconds. All in favor, motion carried.
 306
 307 C. Letourneau had a discussion about spray paint at the beach, Bob took care of it.
 308 He is opening and closing gates. Fidium was at the beach to do hook-ups today.
 309 Friday Philo will be there. Then we should be all set.
 310
- 311 **B.** Buildings
 312

313 C. Budget and Finance
 314 update on Budget schedules and timelines
 315 N. Martin says we have not gone over this with dept heads. He hopes this
 316 Wednesday to go over those, nothing more to report now.

317
 318 D. Personnel
 319 C. Rosenquist says this will be in Executive Session.
 320

321 E. Public Works/Grounds/Recreation
 322

323 F. Committees at the direction of the chair
 324

325 10. OTHER

326 11. PLAN NEXT MEETING AGENDA

327 A. 8/28/2023 Selectboard Regular Meeting

328 B. 08/16/2023 Budget Meeting

329 12. EXECUTIVE SESSION (if needed, pursuant to 1 V.S.A sec 313)

330 C. Rosenquist makes a motion to Executive Session about the trail, union, personal,
 331 library, personnel where premature disclosure may put people or the town at risk, S.
 332 Jenkins seconds. All in favor, motion carried.
 333

334 A. Trail Agreement - Kale

335 B. Union Contract

336 C. Personnel - Treasurer

337 D. Personnel - Library Payroll update from S. Jenkins

338 E. Personnel
 339

340 Motions out of Executive Session

341 J. Comstock made a motion to administer for re-payment plan for payment by
 342 2023, seconded by S. Jenkins. All in favor, motion carried.

343 N. Martin made a motion to approve comp time employee in lieu of hourly rate at
 344 current rate, N. Martin seconds. All in favor, motion carried.
 345

346 13. ADJOURN

347 9:57 pm, C. Rosenquist made a motion to adjourn, N. Martin seconded. All in favor, motion
 348 carried.

349
 350 **TABLED ITEMS:**

351
 352 **Posted to the Town website, four designated places within the Town of Georgia (Town**
 353 **Clerk's Office, Georgia Public Library, Maplefields & Georgia Market), and e-mailed to the**
 354 **local media.**

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

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

357