



# GEORGIA VERMONT

## Selectboard Regular Meeting Monday, June 10, 2024, at 6:00 PM Chris Letourneau Meeting Room and via Zoom Minutes

### Zoom Details:

<https://us02web.zoom.us/j/6165843896?pwd=STduU2JzTmptVmE1MXZSaWZWVzVadz09>

Meeting ID: 616 584 3896 | Passcode: 5243524

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

### 1. CALL TO ORDER

- **Selectboard Present** - Carl Rosenquist Chair, Devon Thomas Vice-Chair, Paul Jansen, Kristina Senna
- **Selectboard Absent** - Brian Dunsmore
- **Staff Present** - Dawn Penney, Lori Hobart
- **Staff Zoom** - Cheryl Letourneau
- **Public Present** - Suzanna Brown, Marty Jansen, Heather Grimm, Fred Grimm
- **At 6:00 p.m.** - C. Rosenquist called the meeting to order.

### 2. CHAIR UPDATE

### 3. PLEDGE OF ALLEGIANCE

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

- P. Jansen asked the status of American Tower. Paul requested this be added to the next agenda.
- P. Jansen asked about a physical fitness grant. He had been hoping to hear more about it. C. Letourneau will investigate it and report back.

### 5. SELECTBOARD MINUTES AND WARRANTS

#### A. Approval of Selectboard Regular Meeting Minutes for 05.29.2024

- D. Thomas makes a motion to approve 05.29.2024 minutes with necessary corrections, K. Senna seconded.
- All in favor, motion carried.

#### B. Approval of Warrant #17

- K. Senna made a motion to approve Warrant #17, P. Jansen seconded.
- Discussion was had on items in the warrant.
- All in favor, motion carried.
- P. Jansen made a motion to add Warrant #18 to this agenda, K. Senna seconded. All in favor, motion carried.
- This warrant was added for approval for repairs to the GMC 2500 for the Highway department.
- K. Senna made a motion to approve Warrant #18, P. Jansen seconded. All in favor, motion carried.

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

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

## **7. CORRESPONDENCE**

## **8. UNFINISHED BUSINESS**

A. Bovat Rd

B. Sherwood Forest & Nottingham Dr for 3-acre Rule

- C. Rosenquist reported meeting with T. Cadieux, C. Letourneau, and Krebs and Lansing at Forest Glen and Hidden Woods for a look at the 3-acre rule stormwater plan. Rob Giroux is looking for a grant to help cover the plan. Updates will keep coming.

C. Job Descriptions

- D. Thomas said he will work on job descriptions more when B. Dunsmore gets back.

D. Personnel Policy

E. Ethics Policy

F. Enforcement Policy for Ordinances

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

A. Purchasing Policy Action to accept.

- K. Senna updated the Purchasing Policy.
- K. Senna spoke of additions that L. Hobart had put forward.
- K. Senna spoke of adding a statement to all our policies saying that, "we will not be in violation of any state or federal laws."
- K. Senna spoke of keeping grant and purchasing policies separate.
- C. Letourneau said we should also think of how we are going to move forward with purchase orders.
- K. Senna said she will review a grant policy for the next meeting.
- P. Jansen requested bringing this policy back to the next meeting after the changes have been made.

B. Tyler Billingsley - Bridge 10 - Action to approve and sign

- P. Jansen spoke with Tyler Billingsley and breaking the repair of the bridge into two sections, with 2024 seeing structural repairs and resurfacing in 2025.

- K. Senna made a motion to have the Chair sign the town into a contract with East Engineering with 5A being completed with the discretionary spending of the engineer not to exceed \$5,000 without selectboard approval, D. Thomas seconded. All in favor, motion carried.

C. Paving Contract -F.W. Whitcomb Paving will be providing paving services this year. Action to amend contract with "do not exceed" in the verbiage.

- C. Letourneau reported that T. Cadieux requested the addition of the language "do not exceed" on the paving contract because the number came in higher than expected.
- There was a discussion regarding the total cost of the bid not to exceed the budgeted amount for the project. P. Jansen said F.W. Whitcomb should not have any issues moving forward as they were the ones that wrote up the contract.
- P. Jansen made a motion to have C. Rosenquist sign F.W. Whitcomb's revised bid contract, K. Senna seconded. All in favor, motion carried.

D. Benches at the beach - discussion

- C. Letourneau reported that they cannot find an exact match for the benches that are currently at the beach.
- There was a discussion on the type and style of bench the selectboard preferred. C. Letourneau will bring back quotes to the next meeting.

E. Beach repair - discussion

- C. Letourneau said T. Cadieux has asked that we have all repairs that need to be done at the beach during the time that the pavilion will be shut down between 07.08.2024 and 07.19.2024.
- P. Jansen clarified the gate will not be closed during this time. C. Letourneau said that is correct. Only the pavilion will be closed during the repair period.
- P. Jansen reported it is hard to find a contractor. He will continue to try and will continue to update the board.

F. DRB Rules of Procedure and Conflict of Interest Policy - Action to approve

- C. Letourneau was asked to bring the DRB Rules of Procedure and Conflict of Interest Policy forward to the board. She was asking if the board wanted to have a separate policy for the DRB or for them to use the same one as the town.
- S. Brown said she thinks they should use this one until the selectboard gets one in order. She reported that they are non-complaint until they sign one.
- K. Senna asked if everyone must sign it.
- S. Brown said the election of clerk does not need to be done because there is now a hired zoning clerk responsible for that.
- P. Jansen questioned "deliberative session" and how it reads. He also asked the definition of "interested person".
- K. Senna made a motion to allow the DRB to sign the DRB Rules of Procedure Policy with addition of "interested persons" definition, D. Thomas seconded. All in favor, motion carried.

G. Junk Ordinance Violation Warning - Approve

- P. Jansen questioned the wording of the letter and how it sounds redundant.

- S. Brown said they should take out the date, Mr., and Mrs., and Dear.
- D. Thomas asked if this needs to be updated on an any time basis. A violation warning will have a time limit.
- P. Jansen will meet with D. Bergstrom about changes and bring the letter back to the selectboard for review.

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

### **A. Town Administrator**

#### **Library meeting with SB and Planning**

- C. Letourneau reported that B. Stone has requested a meeting with Selectboard and Planning to discuss the future of the library. P. Jansen asked if the library could bring forward some dates they would like to meet.
- F. Grimm questioned why B. Stone does not go to a Planning Meeting.
- S. Brown said some of the questions that were on the town plan had to do with the capital budget and Bridget wants to know what that will look like.
- C. Letourneau said Bridget would like to have input on the town plan regarding the future of the Library.
- H. Grimm asked if that would be a board of trustees meeting with the selectboard and not the librarian. C. Rosenquist agreed.
- K. Senna asked what questions were asked of the library. S. Brown reported, the questions were: users, local vs. out of town; Programs + user growth over the last 10 years; use of the programs; future and offerings and does the library do fundraisers. C. Letourneau said B. Stone would like the library to be consulted when putting the town plan in place.
- P. Jansen said they will be meeting with all departments when they put the capital plan together.
- F. Grimm said it should be the library trustees not the employee meeting.
- C. Rosenquist said they will get back to them when they come up with a plan for the capital budget, L. Hobart will work on that with the Finance Committee.

#### **Library Furnace**

- C. Letourneau said the library furnace had to be shut down due to leaking water. 802 Mechanical looked at the furnace and ordered a part that was destroyed by the water damage. Once the part is in and the furnace is running, 802 will be able to tell if the furnace can be repaired.

### **B. Treasurer**

- L. Hobart will reach out to members of the board to start a Capital Budget Plan.

### **C. Buildings**

### **D. Budget and Finance**

### **E. Personnel**

- D. Thomas is almost through the Personnel Policy.

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

- C. Letourneau said she had not heard anything about tennis.

G. Committees at the direction of the chair

**11. OTHER**

**12. PLAN NEXT MEETING AGENDA**

A. 06.24.2024

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

**14. ADJOURN**

- C. Letourneau would like to say that Concerts on the Green will be starting again.
- C. Rosenquist GCEC meeting tomorrow night.
- At **7:25 p.m.** - K. Senna made a motion to adjourn, P. Jansen seconded. All in favor, motion carried.

**TABLED ITEMS:**

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

**Signed: Cheryl Letourneau, Town Administrator**

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