



# GEORGIA VERMONT

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## Selectboard Regular Meeting Monday, March 25, 2024 Chris Letourneau Meeting Room and via Zoom Agenda

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### Zoom Details:

<https://us02web.zoom.us/j/6165843896?pwd=STduU2JzTmpiVmE1MXZSaWZWVadz09>

Meeting ID: 616 584 3896 | Passcode: 5243524

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

1. **CALL TO ORDER 6:00 pm**
1. **PLEDGE OF ALLEGIANCE**
2. **CHAIR UPDATE**
3. **ADDITIONS, DELETIONS, OR CHANGES TO THE AGENDA**
4. **SELECTBOARD MINUTES AND WARRANTS**
  - A. Approval of Selectboard Regular Meeting Minutes for 03/11/2024
  - B. Approval of Warrants #9
  - C. Approval of Payroll Warrants
5. **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.
6. **CORRESPONDENCE**
7. **UNFINISHED BUSINESS**
8. **BOARD BUSINESS (Public comment on agenda items limited to 5 minutes)**
  - A. Possible Changes to Minutes 02/26/2024
  - B. Jim Harrison - Class 4 Rd on Georgia Mountain
  - C. Bovat Rd - Class 4 Noah Lavallee
  - D. DRB appointment for alternates - Action  
Jared Waite  
Chris Caspers
  - E. Eclipse office hours

F. DOT paperwork - Action must sign

G. ARPA Resolution

**9. TOWN ADMINISTRATOR, TREASURER AND SELECTBOARD SUB COMMITTEES REPORTS**

**A.** Town Administrator

Wastewater system for Garage

**B.** Treasurer

**C.** Buildings

**D.** Budget and Finance

**E.** Personnel

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

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

**10. OTHER**

**11. PLAN NEXT MEETING AGENDA**

**A.** 04/08/22

**B.** Budget meeting 3/27/24 4:00 p.m.

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

**A.** Assessor contract - B. Hinman

**B.** Personnel

**C.** Paychex - Contractual

**13. ADJOURN**

**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**

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



# GEORGIA VERMONT

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**Selectboard Liquor Board Meeting**  
**Monday, March 11, 2024**  
**Chris Letourneau Meeting Room and via Zoom**  
**Minutes**  
**9:00 p.m.**

**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 9:00 p.m.**

- **Selectboard Present** – Carl Rosenquist Chair, Devon Thomas Vice-Chair, Brian Dunsmore, Paul Jansen, Kristina Senna
- **Staff Present** – Cheryl Letourneau
- **At 9:15 p.m.** - C. Rosenquist called the meeting to order.

**2. 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.

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

A. Liquor License renewals - Action to approve renewals for Georgia Market, Maplefields and Dollar General

- P. Jansen made a motion to approve Liquor Licenses, seconded by B. Dunsmore. All in favor, motion carried.

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

**5. ADJOURN**

- **At 9:20 p.m.** – K. Senna made a motion to adjourn, D. Thomas seconded. All in favor, motion carried.

**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.**

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

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

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DRAFT



# GEORGIA VERMONT

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**Selectboard Regular Meeting**  
**Monday, March 11, 2024**  
**Chris Letourneau Meeting Room and via Zoom**  
**Minutes**  
**6:00 p.m.**

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**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 6:00 p.m.**

A. Call meeting to order by C. Letourneau

- **Selectboard Present** – Carl Rosenquist Chair, Devon Thomas Vice-Chair, Brian Dunsmore, Paul Jansen, Kristina Senna (Appointed)
- **Staff Present** – Cheryl Letourneau, Dawn Penney, April Edwards
- **Public Present** – Heather Dunsmore, Martha Jansen, Emily Johnson, Suzanna Brown, Michael McCarthy, Joe Buford, Gary Wright, Ken Minck, Mari Jo Hanbury, Doug Bergstrom
- **Public Zoom** – Jeremy Little, Jana Thuesen, Noah Lavalley, Shannon Jenkins, Frank Gore, Lori Hobart, Todd Cadieux, Sue Webster, Jen Kale, Sarah Savich
- **At 6:01 p.m.** – C. Letourneau called the meeting to order.

B. Pledge of Allegiance

C. Reorganization of the board

- B. Dunsmore nominated Carl Rosenquist as Selectboard Chair, D. Thomas seconded. All in favor, motion carried. C. Letourneau turned the meeting over to C. Rosenquist.

**2. CHAIR UPDATE**

**3. ADDITIONS, DELETIONS, OR CHANGES TO THE AGENDA**

- P. Jansen made a motion to approve the moving of 8F Review Selectboard member applicant letters to happen immediatly, B. Dunsmore seconded. All in favor, motion carried.

**8F Review Selectboard Member Applicant letters**

- 33 • Mary Jo Hanbury presented herself to the board.
- 34 • Emily Johnson presented herself to the board.
- 35 • Jeremy Little presented himself to the board.
- 36 • Michael McCarthy presented himself to the board.
- 37 • Kristina Senna presented herself to the board.
- 38 • B. Dunsmore made a motion to go into Executive Session, P. Jansen seconded.
- 39 • D. Thomas made a motion to invite the administrator and the board to discuss the
- 40 selectboard candidates, P. Jansen seconded. All in favor, motion carried.
- 41 • It is noted the board physically moved to the Clerk’s Office for Executive Session.
- 42 • The board exited Executive Session and physically moved back into the Chris Letourneau
- 43 Meeting Room.
- 44 • B. Dunsmore made a motion out of Executive Session to appoint Kristina Senna to the
- 45 selectboard, D. Thomas seconded. All in favor, motion carried.
- 46 • C. Letourneau swore K. Senna in.
- 47 • P. Jansen nominated Devon Thomas for vice-chair, B. Dunsmore seconded. All in favor,
- 48 motion carried.
- 49 • P. Jansen nominated Dawn Penney to take minutes for the selectboard, B. Dunsmore
- 50 seconded. All in favor, motion carried.
- 51 • D. Thomas made a motion to nominate Gilles Rainville for the Development Review Board
- 52 for a three-year term, B. Dunsmore seconded. All in favor, motion carried.
- 53 • K. Senna made a motion to appoint Ric Nye as Tree Warden for a one-year term, D. Thomas
- 54 seconded. All in favor, motion carried.
- 55 • B. Dunsmore made a motion to nominate Carl Rosenquist and Kristina Senna as Selectboard
- 56 Representatives to the Georgia Industrial Development Corporation for one-year terms, P.
- 57 Jansen seconded. All in favor, motion carried.
- 58 • P. Jansen made a motion to approve Candice Holbrook, Cheryl Letourneau, Dawn Penney,
- 59 Jessica Fike, Matt Dow, Sarah Savich, Stacey Davis, and Kollene Caspers to the Georgia
- 60 Community Events Committee for one-year terms, D. Thomas seconded. All in favor,
- 61 motion carried.
- 62 • K. Senna made a motion to appoint Deanna Never as Animal Control Officer and Jim
- 63 Benson as Assistant Animal Control Officer for one-year terms, seconded by D. Thoams.
- 64 All in favor, motion carried.
- 65 • B. Dunsmore made a motion to appoint Kirk Waite and Carl Rosenquist as Georgia
- 66 Representatives to Northwest Regional Planning Commission for one-year terms, P. Jansen
- 67 seconded. All in favor, motion carried.
- 68 • B. Dunsmore made a motion to appoint Suzanna Brown as a representative to the Northwest
- 69 Regional Planning Commission Transportation Advisory Committee for a one-year term, D.
- 70 Thomas seconded. All in favor, motion carried.
- 71 • P. Jansen made a motion to appoint Zachary Burdick for a one-year term as a representative
- 72 to the Northwest Communications Unified District (CUD), B. Dunsmore seconded. All in
- 73 favor, motion carried.
- 74 • K. Senna made a motion to appoint Ken Minck to a four-year term to the Conservation
- 75 Commission, D. Thomas seconded. All in favor, motion carried.
- 76 • P. Jansen made a motion to appoint Paul Lambert as the Georgia Representative to the
- 77 Northwest Solid Waste District for a one-year term, B. Dunsmore seconded. All in favor,
- 78 motion carried.

- 79 • P. Jansen made a motion to appoint the Selectboard Chair and the Selectboard Vice Chair as  
80 authorized Selectboard members to sign warrants for one-year terms, seconded by B.  
81 Dunsmore. All in favor, motion carried.
- 82 • B. Dunsmore made a motion to appoint Stitel, Page & Fletcher as the Town’s primary legal  
83 council and Kimball & Storrow as Town’s secondary legal council for a one-year term, K.  
84 Senna seconded. All in favor, motion carried.
- 85 • P. Jansen made a motion to have the St. Albans Messenger as the official paper for the  
86 Town of Georgia, with the County Courier to be used in an emergency basis only, D.  
87 Thomas seconded. All in favor, motion carried.
- 88 • P. Jansen made a motion to charge for town equipment at the State Agency of  
89 Transportation rate, unless it is a FEMA project, if it is a FEMA project, then FEMA rates  
90 will be charged, B. Dunsmore seconded. All in favor, motion carried.
- 91 • B. Dunsmore made a motion to set the Animal Control Fines based on the current fine  
92 schedule, P. Jansen seconded. All in favor, motion carried.
- 93 • B. Dunsmore made a motion to re-affirm the current Selectboard policies, rules of procedure  
94 and the meeting schedule of 2<sup>nd</sup> and 4th Mondays at 6:00 p.m. every month utilizing the  
95 agenda now in place, P. Jansen seconded. All in favor, motion carried.
- 96 • D. Thomas made a motion to re-affirm the Town of Georgia Ethics Policy, B. Dunsmore  
97 seconded. All in favor, motion carried.
- 98 • P. Jansen made a motion to re-appoint Hinman Assessments, LLC as the Town’s Assessor  
99 for a one-year term; B. Dunsmore seconded. All in favor, motion carried.
- 100 • P. Jansen made a motion to set forth the following wages for Planning Commission,  
101 Development Review Board and Board of Civil Authority, compensation shall be set at  
102 \$20.00 per meeting attended as per policy that “Board members will not be paid for  
103 meetings where they are representing themselves or another party”, seconded by B.  
104 Dunsmore. All in favor, motion carried.
- 105 • P. Jansen made a motion to appoint Terry Cleveland as the representative for the Veteran’s  
106 Memorial responsible for the inspection and ordering of bricks, B. Dunsmore seconded. All  
107 in favor, motion carried.
- 108 • B. Dunsmore made a motion to have the Town Office, Maplefields, Town Library, and  
109 Georgia Market be the official posting places, P. Jansen seconded. All in favor, motion  
110 carried.
- 111 • K. Senna made a motion to set the wages for Moderator and Parliamentarian at minimum  
112 rate, P. Jansen seconded. All in favor, motion carried.

113 **4. SELECTBOARD MINUTES AND WARRANTS**

- 114 A. Approval of Selectboard Regular Meeting Minutes for 02.26.2024
  - 115 • D. Thomas made a motion to approve the minutes, P. Jansen seconded. All in favor, motion  
116 carried.
- 117 B. Approval of Warrants #6, #7 and #8
  - 118 • K. Senna made a motion to approve Warrant #6, P. Jansen seconded. All in favor, motion  
119 carried.
  - 120 • P. Jansen made a motion to approve Warrant #7, D. Thomas seconded. All in favor, motion  
121 carried.
  - 122 • B. Dunsmore made a motion to approve Warrant #8, D. Thomas seconded. All in favor,  
123 motion carried.

- 124 • P. Jansen made a motion to approve payroll Warrant # 2024.0063.03.07, B. Dunsmore
- 125 seconded. All in favor motion carried.

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

127 All participants must clearly state their names. Appropriate actions will be considered once the

128 Selectboard has reviewed the information provided and necessary subsequent research.

- 129 • Gary Wright spoke to the board about the possibility of billing to create an income for our
- 130 fire department because of all the calls they answer on the highway both in and out of our
- 131 town limits.
- 132 • Noah Lavallee spoke to the board about maintaining Bovat Rd and the possibility of using
- 133 ARPA funds.
- 134 • Emily Johnson brought to the board a concern about the new garage and a change in use
- 135 under the current wastewater permit.
- 136 • Ken Minck brought a concern to the board about page 35 of the Town Report.

137 **6. CORRESPONDENCE**

138 **7. UNFINISHED BUSINESS**

- 139 • C. Rosenquist made a recommendation to the board to have P. Jansen and K. Senna to the
- 140 finance committee, B. Dunsmore and D. Thomas to the Personnel Committee, P. Jansen and D.
- 141 Thomas to the Buildings and Grounds Committee, and B. Dunsmore and K. Senna to the
- 142 Recreation Committee. B. Dunsmore made that motion, K. Senna seconded. All in favor,
- 143 motion carried.
- 144 A. Job descriptions
  - 145 • It has been decided this will be the responsibility of the Personnel Committee.
- 146 B. Personnel Policy
  - 147 • It has been decided this will be the responsibility of the Personnel Committee.
- 148 C. Ethics Policy
  - 149 • It has been decided this will be the responsibility of the Personnel Committee.
- 150 D. Purchasing Policy
  - 151 • It has been decided this will be the responsibility of the Finance Committee.
- 152 E. Cameras for Hwy Trucks
  - 153 • It has been decided this will be the responsibility of the Finance Committee.
- 154 F. Bi-Weekly Payroll

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

- 156 A. Warning for Special Town Meeting - Action to accept warning with the revised budget article
- 157 and Town budget by Australian ballot.
  - 158 • C. Letourneau asked about having the meeting on 04.20.2024, that will be the aim.
  - 159 • P. Jansen wanted the Article of the Town Budget going from Floor Vote to Australian
  - 160 Ballot to go back out for a vote again.
  - 161 • C. Letourneau said she will try to get everything together and back for the meeting on
  - 162 Wednesday because it will need to be warned before Friday.
- 163 B. Joe Buford – Recreation
  - 164 • J. Buford presented the board with grant opportunities that he has been missing out on
  - 165 because we do not have a Recreation Department.



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- C. Vermont Rockets - Action to waive beach fees.
  - D. Thomas made a motion to waive the beach fees for the Vermont Rockets, P. Jansen seconded. All in favor, motion carried.
- D. Budget Discussion
  - P. Jansen wanted to know what the number is so that they can agree on that they think will be acceptable to the town. He wants impact fees to be used.
  - Discussion was had on having department heads coming back to meeting with the board, ARPA funds, Impact fees, funds going back into the general fund, comparing formats, and revenue going down.
- F. ARPA Funds Discussion
  - Discussion was had on when funds had to be allocated and when they must be spent.
- G. Review Selectboard member applicant letters.
  - This was done earlier in the meeting.

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

- A. Town Administrator
  - Nothing additional to report.
- B. Treasurer
  - Nothing additional to report.
- C. Buildings
  - Nothing additional to report.
- D. Budget and Finance
  - Nothing additional to report.
- E. Personnel
  - Nothing additional to report.
- F. Public Works/Grounds/Recreation
  - Nothing additional to report.
- H. Committees at the direction of the chair
  - There are no committees in the direction of the chair.

**10. OTHER**

**11. PLAN NEXT MEETING AGENDA**

- A. P. Jansen made a motion to have a Special Meeting on 03.13.2024, B. Dunsmore seconded. All in favor, motion carried. \*Note – this happened earlier in the meeting.

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

- At **8:53 p.m.** - K. Senna made a motion to go into Executive Session, D. Thomas seconded.
- D. Thomas made a motion to have the board go into Executive Session with the Administrator and the Treasurer, K. Senna seconded. All in favor, motion carried.

204 A. Police Contract

205 B. NEMRC - KM

206 C. Personnel and Equipment

- 207 • At **9:10 p.m.** – P. Jansen made a motion to exit executive session, K. Senna seconded. All  
208 in favor, motion carried.
- 209 • It is noted there were no motions out of Executive Session.

210 **13. ADJOURN**

- 211 • At **9:15 p.m.** – P. Jansen made a motion to adjourn, D. Thomas seconded. All in favor,  
212 motion carried.

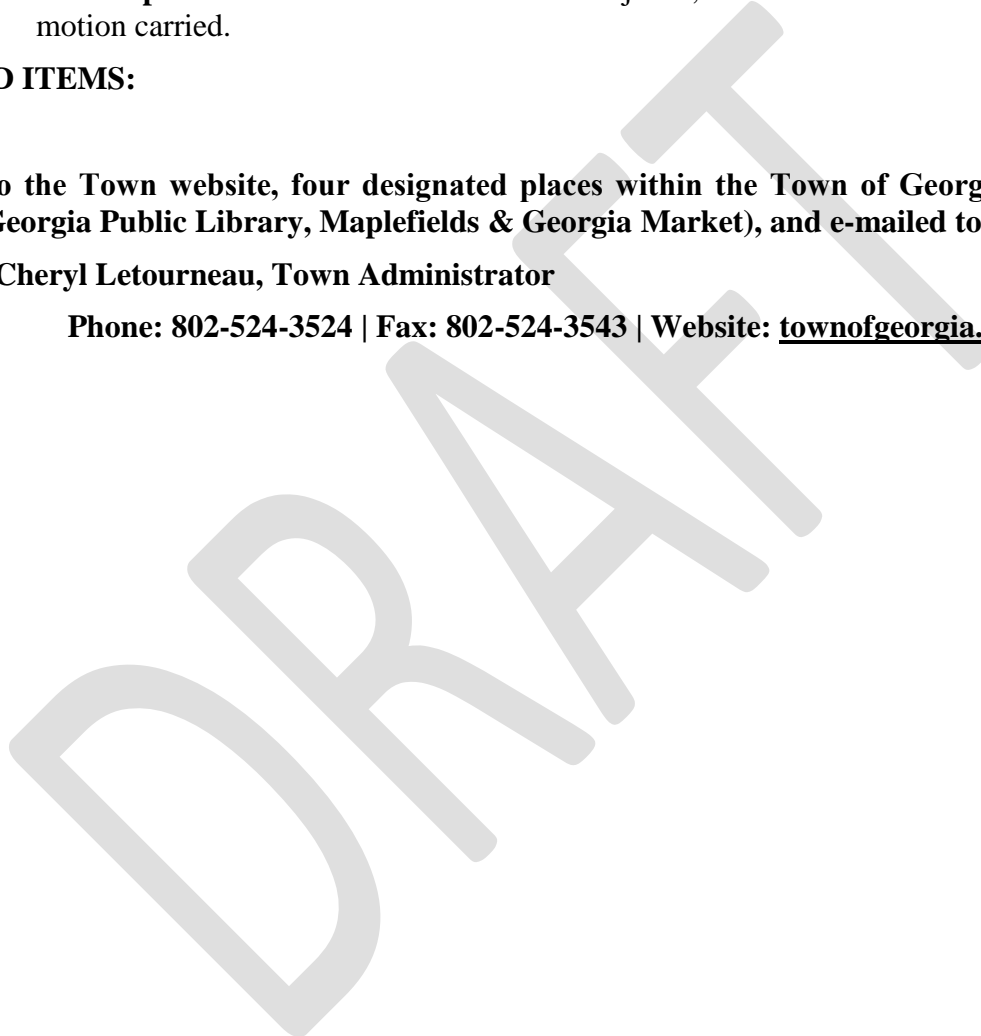
213 **TABLED ITEMS:**

214

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

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

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



Vendor	Invoice	Invoice Description	Purchase Amount	Discount Amount	Amount Paid	Check Number	Check Date
ACE	ST ALBANS ACE HARDWARE LLC	1065142	30.99	0.00			--/--/--
AFLAC	AFLAC	364476	March 2024 Aflac	127.50	0.00		--/--/--
ALLEGIANC	ALLEGIANCE TRUCKS	X12202847701	DEF bulk	279.95	0.00		--/--/--
AMAZON	AMAZON CAPITAL SERVICES	1LJDMQQWJLC3	Copy paper, index cards	122.47	0.00		--/--/--
AMAZON	AMAZON CAPITAL SERVICES	1JKHHP9JHNX	Copy paper, FD pins	221.98	0.00		--/--/--
APEX	APEX SOFTWARE	326206	Maintenance renewal	235.00	0.00		--/--/--
BGS ST SU	BGS ST SURPLUS PRPRTY	73006124	Chair for garage, trash	51.00	0.00		--/--/--
BLUECR	BLUE CROSS & BLUE SHIELD OF VT	178855833	4/24 health ins	19695.90	0.00		--/--/--
BROOKFIEL	BROOK FIELD SERVICE	48809	Svs contract Vt inspecti	370.68	0.00		--/--/--
CANON	CANON FINANCIAL SERVICES, INC	32198084		393.07	0.00		--/--/--
CARGIL	CARGILL, INCORPORATED	2909314655	Deicer salt	1996.54	0.00		--/--/--
CARGIL	CARGILL, INCORPORATED	2909308771	Deicer salt	2949.31	0.00		--/--/--
CHARB PAR	CHARLEBOIS TRUCK PARTS INC	IT69156	Adaptor	12.80	0.00		--/--/--
COMCAST	COMCAST	3/24 MODEM2	3/24 modem 2	14.95	0.00		--/--/--
COMCAST	COMCAST	3/24 65PLAIN	65 Plains 3/24	64.35	0.00		--/--/--
COMCASTB	COMCAST BUSINESS	196329209	Phones for 3/24	785.97	0.00		--/--/--
COSTCO	COSTCO WHOLESALE	02/26/24	TV mount for HWY, wipes	92.34	0.00		--/--/--
COSTCO	COSTCO WHOLESALE	3/2/24	Election lunch	103.28	0.00		--/--/--
D&M	D & M FIRE SAFETY	INV-60642	Fire extinguishers	573.00	0.00		--/--/--
FIDIUM	CONSOLIDATED COMMUNICATIONS	3/24 WIFI	3/24 Beach wifi	86.86	0.00		--/--/--
FLAGS ETC	FLAGS ETCETERA	20149	18 flags,12 spinner pole	989.70	0.00		--/--/--
FLAGS ETC	FLAGS ETCETERA	20148	Flags	459.94	0.00		--/--/--
GAP	GEORGIA AUTO PARTS	1787	Flexiclear body sealer	37.47	0.00		--/--/--
GMP	GREEN MOUNTAIN POWER CORPORATI	4/24BEACH2	4/24 beach2	44.19	0.00		--/--/--
GMP	GREEN MOUNTAIN POWER CORPORATI	4/24BEACH1	4/24 Beach 1	33.09	0.00		--/--/--
HANNAFORD	HANNAFORD	3/3/24	Election lunch	74.51	0.00		--/--/--
HARRISON	HARRISON QUARRY LLC	7797	3/12 plant mix	3734.25	0.00		--/--/--
HARRISON	HARRISON QUARRY LLC	7799	3/13 Plant mix	1980.88	0.00		--/--/--
J&L	J & L HARDWARE, INC.	507961	Sweeping compound	95.98	0.00		--/--/--
LHSASS	LHS ASSOCIATES INC	80090	Election cost 2024	2631.00	0.00		--/--/--
MUNSONE	MUNSON EARTH MOVING CORP	17678	Seal kits and supplies	459.78	0.00		--/--/--
NEDENT	NORTHEAST DELTA DENTAL	4/24 DENTAL	4/24 dental ins.	592.28	0.00		--/--/--
OREILLY	O'REILLY AUTO PARTS	5671303277	Valve caps, seam sealer	19.67	0.00		--/--/--
PAYCHEX	PAYCHEX	4985973	Kiosks for March 2024	75.00	0.00		--/--/--
PEOPLE	PEOPLES TRUST COMPANY	24 LADDER	3/24 ladder truck	25967.79	0.00		--/--/--
PESTPRO	PESTPRO, INC.	174187	3/24 Pest control	75.00	0.00		--/--/--
REPRO	REPROGRAPHICS OF NEW ENGLAND	127645	2023 Town Report	2680.00	0.00		--/--/--
ROWLEY	ROWLEY FUELS PROPANE LLC	6743	Gas pump	60.18	0.00		--/--/--
ROWLEY	ROWLEY FUELS PROPANE LLC	7422	Gas pump	92.80	0.00		--/--/--
ROWLEY	ROWLEY FUELS PROPANE LLC	7943	Gas pump	95.25	0.00		--/--/--
ROWLEY	ROWLEY FUELS PROPANE LLC	8692	Gas pump 2/26/24	89.95	0.00		--/--/--
ROWLEY	ROWLEY FUELS PROPANE LLC	9530	Gas 3/12/24	100.56	0.00		--/--/--
SHELBU	SHELBURNE LIMESTONE CORPORATIO	84430	3/4 Rock fines, drwy mix	1513.85	0.00		--/--/--
ST A REC	ST ALBANS RECREATION DEPARTMEN	0000615	Pool vouchers	574.00	0.00		--/--/--
STAPLESAD	STAPLES ADVANTAGE	3/2/24	Office supplies	208.97	0.00		--/--/--
STITZEL	STITZEL PAGE & FLETCHER P.C.	81809	Legal svcs 2/-2/13/24	1262.50	0.00		--/--/--
UNIFIR	UNIFIRST CORPORATION	1080197846	2/21 uniforms	94.33	0.00		--/--/--
UNIFIR	UNIFIRST CORPORATION	1080200384	3/6 uniforms	94.33	0.00		--/--/--
UNIFIR	UNIFIRST CORPORATION	1080201597	3/13 uniforms	92.85	0.00		--/--/--
UNION MID	UNION BANK	3/24 LOAN PA	3/24 loan payment	16663.41	0.00		--/--/--

03/21/24  
09:01 am

Town of Georgia, Vermont Accounts Payable  
Check Warrant Report # 9 Current Prior Next FY Invoices  
Unpaid Invoices For Check Acct 01(General Fund) From / / To 03/25/2024

Section 4. Item #B.

Vendor	Invoice	Invoice Description	Purchase Amount	Discount Amount	Amount Paid	Check Number	Check Date
US BANK	US BANK	3/24LOAN	3/24 loan interest	8552.00	0.00		--/--/--
VERIZON W	VERIZON	9958114012	3/24 cell phones	80.80	0.00		--/--/--
VGS	VERMONT GAS SYSTEMS INC	3/24 83 PLAI	83 Plains svcs ending 2/2	1084.03	0.00		--/--/--
VGS	VERMONT GAS SYSTEMS INC	3/24FIRE	Fire svcs ending 2/26	777.86	0.00		--/--/--
VGS	VERMONT GAS SYSTEMS INC	3/24TC	TC svcs ending 2/26	232.22	0.00		--/--/--
VIKING	VIKING -CIVES USA	4532722	Bolts,electrical body up	814.12	0.00		--/--/--
VLCT	VERMONT LEAGUE OF CITIES & TOW	5909	Open meeting Law meeting	10.00	0.00		--/--/--
VLCTPA	VLCT PACIF	REN240215-Q2	Workers, Propty, Casualt	23813.75	0.00		--/--/--
VT ELEC	VERMONT ELECTRICAL CONTRACTING	4143	Electrical done on LED 1	267.33	0.00		--/--/--
VTWILDFLO	VERMONT WILDFLOWER FARM	VWF4631	Wildflower seed for GCC	211.96	0.00		--/--/--
WATER CON	WATERSHED CONSULTING ASSOCIATE	2024-2052	Gully restoration	5000.00	0.00		--/--/--
WBMASON	W.B. MASON CO., INC.	244988729	Rental fee 3/24	3.00	0.00		--/--/--
Report Total			129,948.52	0.00	0.00		

To the Treasurer of Town of Georgia, We Hereby certify that there is due to the several persons whose names are listed hereon the sum against each name and that there are good and sufficient vouchers supporting the payments aggregating \$ \*\*\*129,948.52 Let this be your order for the payments of these amounts.

\_\_\_\_\_  
Carl Rosenquist (Chair)

\_\_\_\_\_  
Devon Thomas (Vice Chair)

\_\_\_\_\_  
Brian Dunsmore

\_\_\_\_\_  
Paul Jansen

\_\_\_\_\_  
Kristina Senna

My email:

All,

I have now watched the February 26th SB recording 2 x. What you have stated in the minutes of that meeting is not a thorough representation of the discussion and your line 104 is ambiguous, at best.

- 102 • D. Thomas said he recognizes that the charge has been different for each 103 committee. Discussion was had on how this will work moving forward.
- 104 • D. Thomas wants to ask the new board how they feel about this.

Here are my notes from the recording:

- The new charge is to apply for a grant to bring programs to the town.
- Devon would like the library to weigh in and will ask the new trustees
- April mentioned that if the grant is through the municipality, the trustees and she would have to work together but won't micro manage
- Suzanne suggested that the SB give Terry the power to move forward with the grant.
- Jamie said that if the committee is formed, the SB would have no power over it
- Devon will contact the trustees about the grant
- April asked if the grant would be applied for through the town or the library

In no way was it suggested the new Selectboard would be asked how they feel, rather the new Library Board of Trustees (the ambiguity) I have since had a meeting with Vermont Community Foundation. There is no requirement that the town has to administer the grant. But in my opinion, it would be cleaner if they did, with my (and whoever is helping with the grant) oversight to be sure expenses were coded correctly and with a clear handle on the balance of grant funds at every juncture. And as April suggested, with no micro-management.

I would respectfully ask that this correspondence be read under the Section 4 SELECTBOARD MINUTES and acted on so that a clear representation of what transpired is on record. Thank you.

Terry  
Library Trustee

# TOWN OF GEORGIA

## POLICY FOR ROADS TO BE CONVEYED TO AND MAINTAINED BY THE TOWN AS TOWN HIGHWAYS AND TO UPGRADE CLASS IV TOWN ROADS

The Selectboard is authorized to accept voluntary dedications of rights-of-way to the Town that are to be used to accommodate public transportation by vehicle and foot and other activities as authorized by Vermont law. The Selectboard is also authorized to approve and supervise activities within the right-of-way limits of Class IV Town roads. This policy establishes procedures and standards for construction of new roads, or upgrading of existing roads that are to be dedicated to the Town, and the upgrading of existing Class IV Town roads.

## AUTHORIZATION TO CONSTRUCT OR UPGRADE A ROAD FOR ACCEPTANCE AS A TOWN ROAD OR TO UPGRADE A CLASS IV TOWN ROAD

Any person who intends to construct a new road or upgrade an existing, privately-owned road for dedication to the Town shall, prior to commencement of construction, request a determination from the Selectboard whether the Board will accept the dedication of the road if it is constructed. Any person who intends to upgrade an existing Class IV Town road shall, prior to commencement of construction, request a determination to upgrade a Class IV Town road. The Selectboard shall have discretion to accept or reject any proposed road dedication or upgrade taking into consideration such factors as whether the road:

1. is consistent with the Town Plan and furthers the Plan's goals and objectives.
2. improves traffic circulation and safety on existing Town roads;
3. will have an adverse fiscal impact on the Town or create unreasonable burdens on the provision of Town services; and
4. will impact other matters considered relevant by the Selectboard.

A Selectboard determination that it will accept dedication of a proposed road or allow the upgrade of a Class IV Town road shall be subject to the following requirements:

1. Construction shall not commence unless and until all necessary state and local permits and approvals are obtained;
2. The road is constructed in accordance with the standards of this policy and plans approved by the Selectboard; and
3. Other conditions imposed by the Selectboard.

## ROAD CONSTRUCTION STANDARDS

The Selectboard reserves the right to modify the standards for a particular project, where, because of unique physical circumstances or conditions, there is no possibility that the project can be completed in strict conformance with these provisions. Fiscal reasons are not a basis for modification of the standards.

The construction guidelines and standards contained in this policy are considered minimum standards. The Selectboard may impose a stricter requirement if, in its opinion, public health and safety considerations, traffic or other conditions warrant.

The Selectboard shall make final decisions over all questions arising during construction of new roads and shall approve all field changes.

If federal and/or state funding is involved in any project, the VTrans district office will be notified prior to any field changes taking place that would alter the original scope of the work.

**General Standards:**

1. The right-of-way for a new road constructed by a developer for transfer to the Town shall be conveyed to the Town by warranty deed, in a form approved by the Town, in fee simple and without encumbrances. Rights-of-way shall be surveyed and monumented. The costs associated with the survey and monumentation shall be the sole responsibility of the developer or petitioner(s) to pay.
2. A right-of-way (ROW) of sixty feet (60') shall be required for all Town roads.
3. At a minimum, the ROW shall be cleared of all trees, brush, and stumps to a minimum of two feet beyond the roadside ditching. Burial of wood, such as stumps, will not be permitted within the ROW.
4. Tree limbs must be removed to a height of 12' above finished grade.
5. All sod and topsoil shall be stripped from roadway grade. Ledge and boulders shall be removed to at least 18 inches below sub-grade and replaced with sand or gravel. All ditches and drains will be constructed so that they effectively drain the sub-grade prior to placement of any base material. An additional 6 inches of sand cushion shall be placed over any clay sub-grade.
6. All accesses to public roads shall have a -3 to 0% slope for approximately 20 feet. Any variation will require Selectboard approval.
7. If the proposed road is in a wet area, the Selectboard may require additional gravel plus sand cushion and under drain or road fabric to ensure a stable road.
8. The sub-base shall be composed of 18 inches of compacted crushed gravel installed in two 6 inch compacted lifts with maximum stone size of 4 inches. The cross section of sub-base shall conform to those of the finished surface. All roads shall be constructed with a 6-inch upper base of course compacted crushed gravel as defined by the Vermont Agency of Transportation (AOT) standard specifications for construction.
9. Roads to be paved shall be operated as a gravel roadway for a period of at least one year prior to paving. The road shall be inspected by the Selectboard prior to paving.
10. All roads dedicated to the Town of Georgia must be paved.
11. All roads to be paved shall be paved a minimum of 22-feet in width. A layer of 2 inch compacted bituminous concrete shall be applied upon completion of the sub-base and a top layer of 1 inch of compacted bituminous

concrete pavement applied one year after the first layer has been completed. Town road construction and paving composition, schedules and completion dates will be approved by the Selectboard.

12. Side slopes are to be constructed at 3' horizontal 1' vertical slope or flatter. Vertical or sharp faces, except ledge, shall not be permitted. Soil stability of banks shall be a design consideration. After construction and final grading of banks, banks will be seeded and mulched by a method approved by the Selectboard.

13. Where slopes are 3' horizontal to 1' vertical or steeper, and the height of drop off at the edge of the shoulder exceeds 5 feet, guard rails shall be installed and an additional 3 foot widening is recommended for proper support of guardrail posts at outside of shoulders. Guard rails shall be in accordance with Vermont Agency of Transportation (AOT) specifications and standards.

14. All roads shall have traffic control devices, signs etc., in accordance with the Manual of Uniformed Traffic Control Devices (MUTCD).

15. Horizontal alignment (curves), vertical alignment (vertical curves and grades), and turn-around for dead end streets, shall be approved by Selectboard or its representative.

16. Pursuant to 19 V.S.A. §1111, utilities may be installed within town road rights-of-way with prior written approval of the Town. Any easement granted to a utility company shall be subordinate to the Town's interest in the affected right-of-way. All utilities may be constructed and maintained in the road ROW as long as the activity does not interfere with the use and maintenance of the road. The Selectboard may require some or all of these utilities to be buried within the ROW. As built locations of all buried utilities are required on all final surveys prior to recording.

17. The Town may refer to and rely on the Vermont Agency of Transportation highway construction specifications and regulations that may affect the Town's state aid requirements.

18. The Selectboard may require the developer to upgrade impacted or connecting existing Class 2 and/or Class 3 Town roads if the development will increase traffic flow. Traffic studies may be required to establish the upgrade necessary.

19. Dead end roads require "Ts" or "hammerheads" at the terminus of all dead ends. Cul-de-sac designs are discouraged, but may be permitted provided it has a minimum turn-around radius of 100' on the outside edge of the road and a 75' radius on the inside.

**Ditching & Culverts:**

20. All culverts shall be corrugated metal pipe, unless the Selectboard or its representative determines a cement box culvert is needed.

21. All roadway cross culverts are to be a minimum of 18" in diameter. The Selectboard may require a hydraulic report for any area in question of culvert size, including downstream culverts. Headers shall be installed at the inlet of all roadway culverts and must be a minimum of 8" of reinforced concrete. The outside of the header should be flush with the end of the culvert.

22. All adjacent drive culverts are to be a minimum of 15" in diameter. The size may be reduced only if determined by the Selectboard or its representative, that it will not adversely affect roads, drainage or property.



A minimum of 10" of compacted gravel shall be placed over the top of the culvert. All driveways shall be constructed to prevent erosion and sedimentation of town roads and ditches and so that water runs off the sides of the driveway and not into the road.

23. Drainage ditches shall be provided and shall be constructed to prevent infiltration of water into gravel sub-base and to conduct storm drainage to waterways and absorption areas.

24. Ditch lining treatments vary depending on the slope of the ditch.

- a. 0-5% slopes – grass lining (slopes over 2.5% may require fabric liner).
- b. 5-10% slopes - R#3 (2-6 inch) diameter rock 7.5 inches thick.
- c. >10% slopes – R#4 (3-12 inch) diameter rock, 12 inches thick.

Ditches adjacent to residential property shall be constructed, if possible, so that they can be mowed by the homeowner.

25. Where curbed and paved roads are proposed, the Selectboard may require installation of storm sewers. Storm sewers shall be constructed in accordance with Vermont Agency of Transportation Highway Standards including, but not limited to D-1 – D-17, and all State stormwater requirements.

26. The Town of Georgia will not accept cul-de-sacs as Town owned and maintained roadways but may allow "T's" and hammerheads.

27. All ditches require an outlet away from the road, preferably an overland area, where runoff can be absorbed in to the soil.

28. The Selectboard or its representative may require other velocity control devises such as stone dikes, hay bales, silt fence dikes, and log and brush check dams as necessary to protect the road and neighboring waterways.

**CLASS FOUR ROAD STANDARDS**

A proposed upgrade of a Class IV road shall comply with Sections 3-6, 8, 15, 17, 19-23 and 25-28 of the Class III Road Standards set forth above and the following additional standards:

1. The Town shall incur no obligation to improve or upgrade class 4 roads, or provide summer or winter maintenance, unless otherwise provided by statute. It is the Town's policy to provide no maintenance to Class 4 roads. Landowners are encouraged to review the school transportation policy as the Town does not maintain Class 4 roads in a manner that facilitates bussing.
2. A developer who intends to develop property served by a Class 4 Road must enter into a Class 4 Road Agreement with the Town of Georgia Selectboard, in a form approved by the Town, which Agreement shall be recorded in the Town of Georgia Land Records. The Developer must specifically refer to said Class 4 Road Agreement in each deed which conveys an interest in the subdivision or development.
3. The developer must record a Road Maintenance Agreement, which includes all new lots served by said Class 4 Road. In the case of a pre-existing Road Maintenance Agreement for said highway the lot owners and/or developer shall enter into and record a road maintenance agreement in the same form as the first Road Maintenance Agreement which was signed by the Selectboard in connection with said Road. The Road

Maintenance Agreement must be recorded in the Town of Georgia land records prior to the issuance of the first zoning permit or the recording of the mylar, whichever is first. The Agreement shall cover construction, maintenance, repair, and snow removal responsibilities and must be approved by the Selectboard prior to recording.

4. When a development approved by the Planning Commission will result in a class 4 road serving three or more dwelling units, the developer of such a development must upgrade the Road to the same level as would be required for a private road as per Section 5010 of the Town of Georgia Zoning Regulations. However, if the Road is a dead-end, the portion of the Road that serves as access to two or fewer dwelling units need not be so upgraded, unless required by the Town. When all or a portion of a Class 4 road serves as access to 1 or 2 dwelling units, the Town may require that the road be upgraded to Private Road standards, taking into consideration public health and safety issues, as well as the cumulative traffic for the new, as well as existing, development on the Class 4 road. The road construction plan must be approved by the Selectboard or its designated authority. The developer shall bear sole responsibility for upgrading this road to Town specifications, as approved by the Road Commissioner, for a private road or such other standard as may be required. The road shall be inspected and approved by the Selectboard who shall determine if Town requirements have been met. The contractor performing such work shall supply a current certificate of insurance before work commences. The contractor shall have proof of general liability coverage pursuant to the Town of Georgia's *Purchasing Policy*. This insurance shall include coverage for owned, non-owned and hired vehicles.

5. The roadway construction in the Class 4 ROW must be accomplished in a way that does not prevent usage of the road during or after construction. A proposal for accomplishing this must be approved by the Planning Commission and Selectboard.

6. Nothing shall prevent the Selectboard from exercising the right, in its sole discretion, to upgrade the road in the future.

7. All accesses to public roadways must have a -3 to 0% slope for approximately 20 feet. Any variation will require Selectboard approval.

8. The developer must provide all appropriate road signs and paving markings, if paved.

9. The Selectboard may require the developer to upgrade impacted or connecting existing Class 2 and/or Class 3 Town roads if the development will increase traffic flow. Traffic studies may be required to establish the upgrade necessary.

10. Construction standards are as follows:

Number of Dwellings Accessed:	Minimum Road Width:
3 to 5	14' wide road w/ 2' shoulders
6 to 25	18' wide road w/ 2' shoulders
>26	Town Owned & Maintained Road Standards

Ditching & Culverts:

12. Ditch walls and sides shall be a 3' horizontal to 1' vertical ratio or less. Any earth fill 5 feet in height that absolutely requires a 3' horizontal to 1' vertical ratio or more, will require a 3 foot shoulder widening and installation guardrails approved by the Selectboard, their representative, or the Vermont Agency of Transportation (AOT).

13. Drainage ditches next to roadways are normally to be at least 6 inches below the gravel sub-base or 18 inches below finished grade.

Adopted by the Town of Georgia Selectboard this 27 day of AUGUST 2007.

Kirk Waite

Kirk Waite, Chair

Deborah Woodward

Deborah Woodward

Ric Nye

Ric Nye

Colin Conger

Colin Conger

Tara Wright

Tara Wright

**Georgia Town Clerk**

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**From:** justin pinnacle-vt.com <justin@pinnacle-vt.com>  
**Sent:** Thursday, March 14, 2024 2:28 PM  
**To:** Georgia Town Clerk  
**Subject:** Events at Town Garage  
**Attachments:** WW Rules Exemption for 12 Days.pdf

Hi Cheryl,

I just caught a bit of the 3/11/24 Selectboard meeting. I can provide a bit of clarification on an item that was brought up during public comment period regarding additional uses at the Town garage and compliance with the WW permit.

In accordance with section 1-304(28) of the Wastewater System and Potable Water Supply Rules, up to 12 days of periodic or temporary events are allowed without triggering an amendment to the WW permit. See the middle of the 3<sup>rd</sup> page of attached excerpt.

Let me know if you have any questions.

Thanks,

Justin T. Holmes, P.E.

**PINNACLE ENGINEERING, PLC**  
189 Maple Drive  
Georgia, VT 05478

(802) 782-5980