



SELECTBOARD REGULAR MEETING

Monday, September 11, 2023 at 6:00 PM

Chris Letourneau Meeting Room and via Zoom

AGENDA

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

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 08/28/2023

B. Approval of Warrants #19 & #20

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

A. Security Camera policy - Action

B. system administrator - Action

C. Arpa - Discussion

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

A. Ethics Policy

B. Errors and Omissions - Bill Hinman - Action

C. Resolution for Town Plan Grant - Action

D. Philo Monitoring Contract - Action

E. Fiscal year vs Calendar year - Action to proceed

F. Debit Cards - Action

9. SELECTBOARD SUB COMMITTEES AND REPORTS

- A. Committees at the direction of the chair
- B. Town Administrator - TA report
Emergency Preparedness Conference 9/20-9/21 East Burke

- C. Treasurer
- D. Buildings
- E. Budget and Finance
- F. Personnel
- G. Public Works/Grounds/Recreation

10. OTHER

11. PLAN NEXT MEETING AGENDA

- A. 09/25/2023

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

- A. Public Member

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



SELECTBOARD REGULAR MEETING

Monday, August 28, 2023 at 6:00 PM

Chris Letourneau Meeting Room and via Zoom

AGENDA

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

1. **Selectboard Present:** Devon Thomas Chair, Shannon Jenkins Vice-Chair, Jamie Comstock, Carl Rosenquist
2. **Selectboard Present Zoom:** Nicholas Martin
3. **Staff Present:** Cheryl Letourneau, April Edwards and Dawn Penney
4. **Public Present:** Karen Tebbetts, Bette Dunsmore, Brian Dunsmore, Heather Dunsmore, and Tony Heinlein
5. **Public Present:** Heather Grimm, Jen Kale, Chip Sterns (NEMRC), and Tom Hargy
6. 6:05 p.m. D. Thomas calls the meeting to order.

1. PLEDGE OF ALLEGIANCE

2. CHAIR UPDATE

3. ADDITIONS, DELETIONS, OR CHANGES TO THE AGENDA

- D. Thomas reports that Kyle Grenier reached out to him and requests a motion to have the Ethics Policy moved to the next meeting. C. Rosenquist makes a motion to have the Ethics Policy moved to the next meeting, S. Jenkins seconds. All in favor, motion carried.
- C. Letourneau asks if the website payment can be added to the agenda.
- C. Letourneau asks for an extra warrant to be added to the agenda under Warrants.
- C. Letourneau asks if Chip Sterns can be moved up after correspondence.
- C. Rosenquist makes a motion to add and move these items, S. Jenkins seconds. All in favor, motion carried.
- J. Comstock says the camera policy is not there.
- C. Letourneau confirms the board wants the junk, traffic, and trail, to the September 11th meeting. S. Jenkins adds the 20 foot right of way to the list.
- J. Comstock makes a motion to take away **B** and move **C, D, E,** and **F** to the next meeting on September 11, S. Jenkins seconds. All in favor, motion carried. C. Rosenquist questions when to talk about parking spaces during this meeting.

4. SELECTBOARD MINUTES AND WARRANTS

33 A. Approval of Selectboard Regular Meeting Minutes for 8/14/2023

- 34 • J. Comstock says in the August 14 minutes he is not listed as present, Jana Thusen’s name is
- 35 spelled wrong.
- 36 • N. Martin says line 159 J. Comstock made a motion, but it is not said that the motion died.
- 37 • J. Comstock says Jana Thuesen’s name is spelled wrong on line 242, and 233. On line 214
- 38 ‘carried’ is spelled wrong.
- 39 • C. Rosenquist says the numbers on line 30 and 31 need to be changed.
- 40 • J. Comstock questions line 270 if they wanted to add the last name of the firefighter. On
- 41 line 277 Kenneth is missing an e.
- 42 • S. Jenkins makes a motion to accept the meeting minutes with the changes.
- 43 • J. Comstock asks for line 278 to be reworded for easier understanding.
- 44 • S. Jenkins makes a motion to include the updated corrections with the approval of the
- 45 minutes. D. Thomas called it an amendment, N. Martin seconds, all in favor, motion
- 46 carried.
- 47 • S. Jenkins makes a motion to accept the minutes and corrections, J. Comstock seconds. All
- 48 in favor, motion carried.

49 B. Approval of Warrants #17

- 50 • N. Martin questions the \$75 refund being issued to INDECOM, C. Letourneau says they
- 51 sent in too much money for a recording, and this was their refund.
- 52 • J. Comstock makes a motion to accept the Warrant, C. Rosenquist seconds. All in favor,
- 53 motion carried.

54 C. APPROVAL OF WARRANT #15 (Addition to agenda)

- 55 • S. Jenkins makes a motion to Approve Warrant #15, N. Martin seconds. All in favor,
- 56 motion carried.

57 5. PUBLIC COMMENT (For items not on agenda)

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

- 60 • Bette Dunsmore stated she heard it stated at a previous meeting that without a DEI statement
- 61 it would be hard to get businesses to town. She wants the board to realize that ACT 250,
- 62 zoning, and planning regulations also make it hard to move here. We need to be friendly to
- 63 businesses to get them to town.

64
65 7. CORRESPONDENCE

- 66 • A. Edwards introduces Chip from NEMRC. He would like to speak to the board on why it
- 67 is a good idea to change from a fiscal to a calendar year.
- 68 • C. Sterns reports that this way of doing things leads to cash flow issues. You are technically
- 69 spending money that has not been approved by the voters for six months. You are not
- 70 supposed to spend any money without approval. The town of Georgia has been in the habit
- 71 of borrowing money. You also must account for changing over money to school. It can be
- 72 done with a two-payment system. This will let you match the state, school, and highway as
- 73 they are set up on a fiscal year. He included an email correspondence with the lawyer from
- 74 VLCT explaining what and how this can be done. This will not be 1.5 times the budget.

- 75 • D. Thomas questions how we would have to organize a town vote.
- 76 • Bette Dunsmore questions one year having an enlarged tax bill and how people are supposed
- 77 to deal with this. S. Jenkins reads the email to help clarify.
- 78 • A. Edwards says it would be more like 1.33 of the bills done twice.
- 79 • S. Jenkins reads the email saying again it is not 1.5 times the budget. A. Edwards says that
- 80 any portion can be paid during that time.
- 81 • D. Thomas calls for order.
- 82 • S. Jenkins questions why have a special election. A. Edwards says to do it this year because
- 83 currently you are borrowing money. If you do the election and implement it this year you
- 84 will not have to. C. Sterns explains how the split works.
- 85 • N. Martin confirms this is a good thing for the town. He says you go in borrowing money in
- 86 hopes the budget passes.
- 87 • C. Rosenquist agrees with N. Martin saying it is a good way to do things. He asks C. Sterns
- 88 to comment on the two different ways it can be done, 18-month or 6-month. C. Sterns
- 89 confirms but says the 18-month is much better.
- 90 • Brian Dunsmore says this has gone through a lot of selectboards over the years. He also
- 91 confirms it is a good idea. He warns that the public will need to be educated, voters need to
- 92 know why this is good to do. D. Thomas agrees.
- 93 • C. Rosenquist recommends continuing the discussion on September 6 at the budget meeting,
- 94 J. Comstock seconds. All in favor, motion carried.
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96 **7. UNFINISHED BUSINESS**

- 97 **A. Microsoft software for FD**
- 98 • C. Letourneau reports that the Fire Department has a personal Microsoft license and not a
- 99 business one. She says that Keith told her there are three computers. Matt (IT) says he
- 100 can do the computers there at same time as he does the ones in the office.
- 101 • C. Rosenquist makes a motion to move from family to business license for Microsoft, N.
- 102 Martin seconds. A. Edwards informs the board the \$99 on the invoice has already been
- 103 spent. A. Edwards says May 3 is the renewal date. N. Martin says he wants it on a
- 104 business plan. All in favor, motion carried.
- 105 • S. Jenkins makes a motion to Approve Warrant #15, N. Martin seconds. All in favor,
- 106 motion carried.
- 107 • H. Dunsmore asks if they will try to get the \$99 back or credit. S. Jenkins says yes. D.
- 108 Thomas does not want to go any further than asking. Bette Dunsmore asks what line it
- 109 comes out of; C. Letourneau says it will come out of our computer line.

110 **B. 20 Ft Right of way Russell Greene *Moved Item**

111 **C. Trails Policy *Moved Item**

112 **D. Security Camera policy – Action *Moved Item**

113 **E. Junk Ordinance – update *Moved Item**

114 **F. traffic ordinance – update *Moved Item**

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

- 116 A. Chip Stearns - NEMRC discussion *Discussed Earlier
- 117 B. GCC - Appoint J. Kale and N. Lavallee
 - 118 • D. Thomas makes a motion to approve Jen Kale to GCC and Lavallee as her alternate, C.
 - 119 Rosenquist seconds. All in favor, motion carried.
- 120 C. VELCO request for support letter – Action
 - 121 • C. Rosenquist makes a motion to have the chair to sign the letter of support to VELCO, J.
 - 122 Comstock seconds. S. Jenkins asks if they have completed the environmental permits and
 - 123 questions what they are asking the board for. C. Rosenquist says it is a letter of support. D.
 - 124 Thomas, J. Comstock, C. Rosenquist and N. Martin voted yes, S. Jenkins abstains, motion
 - 125 carried.
- 126 D. Town Plan – Action
 - 127 • C. Rosenquist makes a motion to have chair to sign for \$35,000 in preparation of a town
 - 128 plan, S. Jenkins seconds. All in favor, motion carried.
- 129 E. Zamboni discussion
 - 130 • C. Rosenquist makes a motion to postpone this to two meetings from now, S. Jenkins
 - 131 seconds. S. Jenkins would love to have a rink she used, the one by the church. She says it
 - 132 would be nice to get one organized but questions what the cost is. C. Letourneau says it can
 - 133 be a skate park in the summer. C. Rosenquist this is zero cost so far; we can use ARPA
 - 134 funds, but we have not moved forward on this at all. Bette Dunsmore says if you are serious
 - 135 about a rec dept, this is a real plus for the town for the winter. All in favor, motion carried.
 - 136 • S. Jenkins saw a comment from Heather that a member of the Conservation Commission
 - 137 passed away and that it had a big impact. She wonders if they could invite someone to the
 - 138 next meeting to speak about their impact.
- 139 F. Ethics Policy – review
- 140 G. WEB PAYMENT (Addition to the Agenda)
 - 141 • C. Letourneau explains how the online payments will work with the new website. A.
 - 142 Edwards suggests the board open a new bank account for this process. This will limit access
 - 143 with money in and money out. N. Martin makes a motion to call it website on the agenda.
 - 144 C. Rosenquist adds to open account. N. Martin amends web payment and a specific account
 - 145 for website payments, C. Rosenquist seconds. S. Jenkins asks about tax bills. C.
 - 146 Letourneau says there is a bigger fee when people use credit cards for tax bills. All in favor,
 - 147 motion carried.

148 **9. SELECTBOARD SUB COMMITTEES AND REPORTS**

- 149 A. Town Administrator
- 150 B. Treasurer
 - 151 • A. Edwards reports to the board as per their request on the budget of legal expenses. She
 - 152 reports the budget was for \$45,000 and they have used \$31,285.42 which leaves \$13,714.58.
 - 153 • Bette Dunsmore asks that the legal expenses be easily seen and not buried in each
 - 154 department.

155 C. Buildings

156 D. Budget and Finance

157 E. Personnel

- 158 • C. Rosenquist reports that the Personnel Policy is not yet finished.

159 F. Public Works/Grounds/Recreation

- 160 • C. Rosenquist says Bryce says he will put parking spaces in at his expense. He says he
161 spoke with the Conservation Commission and recommends that they not put them there. He
162 says the public and himself want a wider say. C. Rosenquist makes a motion to have Bryce
163 put in 2 or 3 parking spaces. The motion did not get a second and failed on the floor.
- 164 • J. Kale asks where the parking spaces would be. C. Rosenquist says they would put it on the
165 outside of the gate. J. Kale asks which gate. C. Rosenquist says the outer part of 104A, they
166 are open to where we would want them. D. Thomas wants to move this along. T. Heinlein
167 says a couple of months ago the GIDC sent a letter to the selectboard about use and abuse.
168 You then kicked it to the Conservation Commission. He says that T. Cadieux was supposed
169 to get in touch but has not heard from him. C. Letourneau asks if this is about the dirt on top
170 and she says Todd Cadieux has been talking to someone. J. Comstock says it is to add fill to
171 insulate. D. Thomas called for order. T. Heinlein warns that winter is coming.

172 G. Committees at the direction of the chair

- 173 • D. Thomas says that the board will give information on what they are looking for to Jana
174 Thuesen. She will then have a starting point. C. Rosenquist when and where they are going
175 to get them. D. Thomas says the information came from the people who presented
176 information to the town. Also, we should contact other towns. B. Dunsmore said the board
177 voted on the focus of the group. D. Thomas agreed and they voted to explore. C.
178 Letourneau said the motion was to educate the town. Bette Dunsmore have they been given
179 the orders to find out what other statements in the town. C. Rosenquist said the paper
180 reported D. Thomas and S. Jenkins had reported different issues, S. Jenkins wanted to
181 educate, and D. Thomas wanted a statement or resolution. Brian Dunsmore asked what the
182 timeline was. D. Thomas reports not having one, but it should not take long.

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184 **10. OTHER**

185 **11. PLAN NEXT MEETING AGENDA**

186 A. 09/11/2023 Selectboard Meeting

187 B. Budget meeting with Departments - 9/06/23 at 4:00 p.m.

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

189 A. Personnel - Treasurer

190 B. Personnel - Hwy Temp Driver

- 191 • C. Rosenquist makes a motion to go to the Executive Session where they will speak of
192 issues where premature knowledge may be detrimental, he invites the treasurer and
193 administrator, S. Jenkins seconds. All in favor, motion carried.
- 194 • H. Dunsmore clarifies if there was an official motion to start DEI. D. Thomas says there
195 was a motion two meetings ago.

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- N. Martin makes a motion to approve Chip Sterns to work with our treasurer and staff to train at said contract that the board has been presented, S. Jenkins. All in favor, motion carried.
- N. Martin makes a motion for the treasurer to temporarily be approved to work additional hours to manage the budget, training, audit, and work with NEMRC, seconded by C. Rosenquist. All in favor, motion carried.
- D. Thomas makes a motion to approve the treasurer’s request to sign a bank letter to get information on all accounts associated with the Town’s Federal Identification Number, C. Rosenquist seconds. All in favor, motion carried.
- C. Rosenquist makes a motion to approve a part-time seasonal worker at \$35.00 per hour as requested by Public Works to help with winter plowing, seconded by J. Comstock. All in favor, motion carried.

209 **13. ADJOURN**

- 8:40 p.m. C. Rosenquist makes a motion to adjourn, S. Jenkins seconded. All in favor, motion carried.

212 **TABLED ITEMS:**

213

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

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

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

09/07/23
03:43 pm

Town of Georgia, Vermont Accounts Payable
Check Warrant Report # 20 Current Prior Next FY Invoices
Unpaid Invoices For Check Acct 01 (General Fund) From 09/01/23 To 09/11/23

Section 4. Item #B.

bookkeeper

Vendor	Invoice	Invoice Description	Purchase Amount	Discount Amount	Amount Paid	Check Number	Check Date
ABOVE PAR	ABOVE PAR CLEANING LLC	5165-978 8/23 cleaning	1100.00	0.00			--/--/--
AFLAC	AFLAC	910322 August Aflac 2023	102.00	0.00			--/--/--
AMAZON	AMAZON CAPITAL SERVICES	149PWY6L36Y6 Library books	104.45	0.00			--/--/--
AMAZON	AMAZON CAPITAL SERVICES	1631MPJLXDKC Lib supplies	251.38	0.00			--/--/--
AMCARE	AMCARE AMBULANCE SYSTEMS INC	1387 9/23 Ambo svcs	5885.23	0.00			--/--/--
AVENU	AVENU INSIGHTS & ANALYTICS	INVB047309 8/23 land records	890.00	0.00			--/--/--
BOISJOLI	BOISJOLI FIREWORKS & PYROTECHN	09162023 Fall fest fireworks	5000.00	0.00			--/--/--
BOUCHOME	BOUCHARD HOME & OFFICE SERVICE	14221 IT security	1000.50	0.00			--/--/--
BOUCHOME	BOUCHARD HOME & OFFICE SERVICE	14228 Treasurer set up	640.00	0.00			--/--/--
BOUCHOME	BOUCHARD HOME & OFFICE SERVICE	14223 Treasurer set up and IT	400.00	0.00			--/--/--
BURLCOMM	BURLINGTON COMMUNICATIONS	BC13469 Battery	160.00	0.00			--/--/--
COMCAST	COMCAST	08/23FIRE 8/23 Fire station	222.82	0.00			--/--/--
COMCAST	COMCAST	8/23LIB 8/23 lib	50.01	0.00			--/--/--
COMCAST	COMCAST	8/23GARAGE 8/23 garage	198.98	0.00			--/--/--
COMCASTB	COMCAST BUSINESS	17908447 7/32 was pd m/d & ck	8.76	0.00			--/--/--
EYE MED	FIDELITY SECURITY LIFE INSURAN	165926625 Eye insurance	57.67	0.00			--/--/--
FIDIUM	CONSOLIDATED COMMUNICATIONS	8/18/2023 Beach internet	100.40	0.00			--/--/--
GAP	GEORGIA AUTO PARTS	69721 oil filter	13.01	0.00			--/--/--
GAP	GEORGIA AUTO PARTS	69684 GFD parts	164.44	0.00			--/--/--
GOT THAT	GOT THAT RENTAL & SALES, INC.	117207 Roller	130.00	0.00			--/--/--
IDS	IDS	24-037 2023 dog tags & licenses	431.19	0.00			--/--/--
J&L	J & L HARDWARE, INC.	495823 Wood broom, ribbon mixer	85.92	0.00			--/--/--
J&L	J & L HARDWARE, INC.	495687 Filter cartridge	58.63	0.00			--/--/--
JIMMY P'S	JIMMY P'S EXCAVATION LLC	168 Ditching Geo Shore	12850.00	0.00			--/--/--
MY PARK	MY PARKING SIGN	MPS808693 No overnight parking sig	108.50	0.00			--/--/--
NE TRUCK	NEW ENGLAND TRUCK TIRE CENTERS	147358-09 2020 Tandem parts	1515.20	0.00			--/--/--
NE TRUCK	NEW ENGLAND TRUCK TIRE CENTERS	147292-09 Advance harrow track	1625.20	0.00			--/--/--
NEMRC	NEW ENGLAND MUN RESOURCE CTR L	53369 Chip's help 8/22-8/25	1622.50	0.00			--/--/--
NEMRC	NEW ENGLAND MUN RESOURCE CTR L	53405 Chips help remote	330.00	0.00			--/--/--
NORTHW	NORTHWEST REGIONAL PLANNING CO	6294 Municipal rate FY24	5620.00	0.00			--/--/--
OMG	O'ROURKE MEDIA GROUP	360956 DRB 8/4 & 8/18/23	145.20	0.00			--/--/--
PRIORITY	PRIORITY EXPRESS	80592322 Lib loan	210.02	0.00			--/--/--
QUADIEN	QUADIEN FINANCE USA, INC	8/31/2023POS 8/17/23 postage	1003.00	0.00			--/--/--
RABBIT TR	RABBIT TRACKS	180482 Trail 4 work	500.00	0.00			--/--/--
RIVERSIDE	RIVERSIDE AUTO & TRUCK	086872 Fire truck inspection	120.00	0.00			--/--/--
RUGGIANO	RUGGIANO ENGINEERING, INC.	18399 Stormwater insp.	350.00	0.00			--/--/--
ST A REC	ST ALBANS RECREATION DEPARTMEN	0000572 August pool passes	308.00	0.00			--/--/--
STITZEL	STITZEL PAGE & FLETCHER P.C.	76895 Legal svcs thru 7/31/23	9151.24	0.00			--/--/--
TRACTOR	TRACTOR SUPPLY CREDIT PLAN	200017034 Farm jack, hitch pin	205.80	0.00			--/--/--
UNIFIR	UNIFIRST CORPORATION	1080164996 8/23 uniforms	74.02	0.00			--/--/--
VGS	VERMONT GAS SYSTEMS INC	270599407282 7/23 garage	148.87	0.00			--/--/--
VLCT	VERMONT LEAGUE OF CITIES & TOW	2573 Dog control	10.00	0.00			--/--/--
VLCTPA	VLCT PACIF	REN230215Q4 1/1-1/1/24 Q4	27715.75	0.00			--/--/--
VLCTUNEMP	VLCT EMPLOYMENT RESOURCE AND B	REN035536Q4 Q4	255.00	0.00			--/--/--
VMERSDB	VMERS	AUGUST 2023 August Vmers payment	11042.63	0.00			--/--/--

09/07/2023
03:43 pm

Town of Georgia, Vermont Accounts Payable
Check Warrant Report # 20 Current Prior Next FY Invoices
Unpaid Invoices For Check Acct 01 (General Fund) From 09/01/23 To 09/11/23

bookkeeper

Vendor	Invoice	Invoice Description	Purchase Amount	Discount Amount	Amount Paid	Check Number	Check Date
Report Total			91,966.32	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 \$ ****91,966.32 Let this be your order for the payments of these amounts.

Devon Thomas (Chair)

Shannon Jenkins (Vice-Chair)

Jamie Comstock

Carl Rosenquist

Nicholas Martin

09/07/2023

Town of Georgia, Vermont Accounts Payable

03:32 pm

Check Warrant Report # 19 Current Prior Next FY Invoices

bookkeeper

Unpaid Invoices For Check Acct 01(General Fund) From 08/31/2023 To 08/31/2023

Vendor	Invoice	Invoice Description	Purchase Amount	Discount Amount	Amount Paid	Check Number	Check Date
ADOBE	ADOBE	2529033020 Cloud svcs	922.69	0.00			--/--/--
COMCASTB	COMCAST BUSINESS	177059003B 7/23 m/d & ck issued	781.98	0.00			--/--/--
HOME	HOME DEPOT	8/24/23 Water softner system	665.00	0.00			--/--/--
MARKZ	MARKZWARE INC., USA	2529033020 Windows SE	384.13	0.00			--/--/--
PIE	PIE IN THE SKY	8/17/23 Lunch from the board	58.30	0.00			--/--/--
QUADIENT	QUADIENT FINANCE USA, INC	7/23POSTAGE Fees from 7/31 postage p	54.00	0.00			--/--/--
Report Total			2,866.10	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 \$ *****2,866.10 Let this be your order for the payments of these amounts.

Devon Thomas (Chair)

Shannon Jenkins (Vice-Chair)

Jamie Comstock

Carl Rosenquist

Nicholas Martin

Georgia Town Policy and Procedure

Effective _____

SUBJECT: Video Surveillance and Physical Access Control Policy

PURPOSE

The purpose of this policy is to ensure that the legal, privacy and financial interests of the Town of Georgia (the “Town”), its taxpayers, and staff are maintained while providing guidelines for the administration of video surveillance on or in Town property.

POLICY

It is the policy of the Town to ensure that video surveillance is done in a professional, ethical, and legal manner consistent with other Town policies and applicable laws.

The administration of this policy is coordinated by the Town Selectboard.

DEFINITIONS

Surveillance Camera: Any item, system, camera, technology device, communications device, or process, used alone or in conjunction with a network or tape, for the purpose of gathering, monitoring, recording or storing images. Such devices may include but are not limited to: analog and digital surveillance cameras, close circuit television, web cameras, and computerized visual monitoring.

Access Control device: Any device that grants or prevents access to a secured building, room and/or area. These devices include and are not limited to: electronic. door strikes, magnetic locks, scan cards, key fobs, key pads, etc.

System Administrators: The staff that supports and maintains the information technology network, including the surveillance camera and access control infrastructure. They are responsible for retrieval of video and access control logs from software application.

Incident

An “incident” is defined as an unusual occurrence (unplanned, remarkable, or exceptional) for which a response, in the form of an investigation and/or administrative action is appropriate. An “incident” includes, but is not limited to, the occurrence or allegation of any of the following on the property of the Town or in connection with the provision of any Town services:

1. Theft.
2. Vandalism.
3. Crime.
4. Town Personnel Misconduct.
5. Accidents or Traffic Safety.

6. Compliance Violations.

PROCEDURE

Surveillance cameras may be used and installed in areas where their presence enhances the security of either persons or property. Video will be used to accurately record events and provide a means of identifying individuals (staff and non-staff) who may be involved in incidents, or legal or policy violations. Procedures are outlined below:

Data, Storage and Archiving

All video surveillance will be retained until obsolete, but must be archived for a minimum period of at least 30 days in an appropriate folder identified by a System Administrator.

Any recorded surveillance video that becomes part of a criminal investigation must be retained in accordance with applicable regulatory requirements.

The Town reserves the right to retain recorded surveillance video longer than 30 days if the recorded surveillance video contains recordings of events that are potentially relevant to any actual or potential legal claims involving the Town.

The Town shall retain recorded surveillance video that is relevant to a potential legal claim against the Town upon the Town’s receipt of a credible threat of litigation of that potential claim for a period of one day after the statutory limitations period to bring the potential claim has run.

Installation Of New Security Cameras

The Selectboard shall determine the locations where new surveillance cameras shall be installed. In exercising its discretion, the Selectboard will consider comments from the public, Town boards, advisory committees, and town employees. Once installed, new cameras must be inspected, maintained, and monitored in the same manner as other cameras to ensure that they are in operating condition.

Request for Review of Surveillance Video

Anyone who was involved in an incident can request that a System Administrator review the surveillance video by providing the date, time, and location of an incident to the Town Administrator. The request should be made within 30 days of the event. Unique situations may be reviewed and addressed on a case-by-case basis by the Selectboard. The Town has no duty to preserve surveillance video related to civil claims that do not involve the Town.

Any law enforcement officer investigating a potential criminal matter may request a copy of the surveillance video. The request shall be reviewed, and if appropriate, approved by the Town Administrator.

Access Control

The Access Control System has been implemented to enhance the safety, security, and efficiency of our Town offices. Access control cards will be issued and maintained by the Town Administrator (or as otherwise designated by the Selectboard) to employees with the appropriate access level needed for their role with the Town. Where needed, controlled access can be quickly turned on or off allowing for easy access for meetings, cleaners, etc. without disruption to parties involved.

Access, Sharing and Release of Video Surveillance

When recorded data is accessed, all information pertaining to that access event will be logged, and those logs will be made available to the Town Administrator and the Selectboard monthly, or as requested. Information that will be logged includes, but is not limited to:

- i. Date and time of access,
- ii. The user accessing the system,
- iii. Whether or not recorded data was exported or saved external to the video surveillance system.

All system access rights, login events, and system activities will be logged with periodic audits to ensure compliance.

No unauthorized recording of video footage through cell phones, portable devices, or any other means is permitted.

Live Surveillance Video of Exterior of Town Office

The exterior Town office cameras were installed with the purpose of being monitored during business hours so that Town office staff could see who was entering the building since there is no line of sight to the doors from the Town Clerk’s office. The Town Administrator and additional parties specifically designated by the Selectboard may view live feeds of the cameras showing the exterior of the Town Office during normal business hours for these cameras.

All requests for release of recorded videos shall be handled in accordance with State law. Licensed law enforcement officers will be provided access to recorded videos upon request if the recorded video is within the licensed law enforcement officer’s jurisdiction.

MAINTENANCE

Upgrades or maintenance of security cameras

All cameras and related equipment are expected to be functional at all times. If a camera is found in need of repair, the System Administrators shall immediately send a repair, work order, or replacement request to the vendor who supports the system. If the cost for repair is above the amount of money budgeted, the Selectboard shall be notified and asked for direction.

Planned Outages

If the video surveillance system needs to be shut down for maintenance or upgrades, reasonable efforts should be taken to do so during off hours and for the shortest period of time necessary.

Removal of Security Cameras. Access Control

The Selectboard shall make final decisions on the removal of any equipment. Access control will be vested in the Internet Technology Firm that is serving the Town as the System Administrator. They will manage the cameras and access to the footage unless the Selectboard designates a different System Administrator. They will cooperate with the police if needed as part of an investigation, and they will be proactive to prevent access by employees of the Town and to limit opportunities for abuse of the camera footage.

Inspection

A selected System Administrator will be responsible for the inspection and monitoring of the cameras. The cameras must be inspected on a monthly schedule to ensure the system is functioning properly. The process for a proper inspection will be defined by the Internet Technology Firm that installed the system. A Primary and Secondary System Administrator will be designated annually in March by the Selectboard or as needed throughout the year due to a vacancy in either role.

Cyber Security

The System Administrators will use existing and new industry best practices to protect the integrity of the video camera system from external threats. These will include at minimum:

- *Change the system default password as required
- *Change the system password on a regular basis or when it's suspected that the system has been compromised.
- *Apply software updates regularly as needed for camera system
- *Limit the number of users and physical access to equipment
- *Ensure that the internet provider that supports the camera system maintains up to date firewall integrity and virus protection.

PRIVACY

Protecting Privacy

Surveillance cameras will not be placed in areas where staff, residents and the public have reasonable expectations of privacy, such as bathrooms and/or changing rooms. Reasonable efforts will be made to limit any surveillance to Town-owned property and buildings. The cameras are intended to capture activities happening on municipal property, and there is no intention or desire to record anything that may occur on an adjacent property.

Adopted by the Selectboard on _____ at a publicly warned meeting.

Chair

Vice Chair

Selectboard Member

Selectboard Member

Selectboard Member

FY24 Municipal Resolution for Municipal Planning Grant

WHEREAS, the Municipality of _____ is applying for funding as provided for in the FY24 Budget Act and may receive an award of funds under said provisions; and

WHEREAS, the Department of Housing and Community Development may offer a Grant Agreement to this Municipality for said funding; and

WHEREAS, the municipality is maintaining its efforts to provide local funds for municipal and regional planning purposes or that the municipality has voted at an annual or special meeting to provide local funds for municipal and regional planning purposes,

Now, THEREFORE, BE IT RESOLVED

- 1. That the Legislative Body of this Municipality enters into and agrees to the requirements and obligations of this grant program including a commitment to match funds.
- 2. That the Municipal Planning Commission recommends applying for said Grant;

(Name of Planning Commission Chair)

(Signature)

3a. That (Name) _____ Title _____

who is either the Chief Executive Officer (CEO), as defined by 10 VSA §683(8), or is a Select Board Member, the Town Manager, the City Manager, or the Town Administrator, is hereby designated to serve as the Municipal/Authorizing Official (M/AO) for the Grant Electronic Application and Reporting System (GEARS), and to execute the Grant Agreement and other such Documents as may be necessary to secure these funds.

3b. (Alternate Authorizing Official for redundancy)

That (Name) _____ Title _____

who is either the Chief Executive Officer (CEO), as defined by 10 VSA §683(8), or a Select Board Member, is the Town Manager, the City Manager, or the Town Administrator, is hereby designated to serve as the Municipal/ Authorizing Official (M/AO) for the Grant Electronic Application and Reporting System (GEARS), and to execute the Grant Agreement and other such Documents as may be necessary to secure these funds.

3c. That (Name) _____ Title _____

is hereby designated as the Grant Administrator, the person with the overall Administrative responsibility for the Municipal Planning Grant program activities related to the application, and any subsequent Grant Agreement provisions.

Passed this _____ day of _____, _____.

- (For rural towns or consortia only)** The regional planning commission will serve as agent for the municipality or consortium. *(Check the box if the municipality authorizes its regional planning commission to prepare the application, support grant administration and be exempt from competitive selection if serving as project consultant.)*

LEGISLATIVE BODY

(name)

(signature)

_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____

INSTRUCTIONS FOR RESOLUTION FORM

- A. The Legislative Body of the Municipality must adopt this resolution or one that will have the same effect. This Form may be filled in or the adopted Resolution may be issued on municipal letterhead, filling in the name of the municipality, the Legislative Body (e.g. Selectboard), and the name and title of the Municipal/ Authorizing Official(s) (M/AOs); and the Grant Administrator.
- B. Following formal adoption, a majority of the legislative body must sign the Resolution. The Chair of the Planning Commission must also sign upon endorsement by vote of the Planning Commission.
- C. This form must be either uploaded to the online application or grant, or mailed to:

Municipal Planning Grant Program
 Department of Housing and Community Development
 One National Life Drive, Sixth Floor
 Montpelier, VT 05620-0501
- D. If mailed, an electronic copy of the submitted Resolution document will be uploaded by DHCD staff and available online.
- E. Please note that the designated Municipal/Authorizing Official(s) and Grant Administrator must also register for an account in the online grants management system, if they have not done so already, before the application can be considered complete.

CONSORTIUM APPLICATIONS: For a consortium, each municipality must complete a separate Resolution form. All municipalities in a consortium must designate the same Municipal/Authorizing Official(s) and grant Administrator.

Grant System Roles

Every person associated with an online grant application must first create a new user account and then be assigned a role within the online [Grants Management System](#). You only need one account per person in the online system, even if you are associated with multiple municipalities or grant applications.

Municipal/Authorizing Officials are assigned by their Legislative Body (selectboard, city council, alderboard or village trustees), identified in the Municipal Resolution, and their online accounts are validated by Department of Housing and Community Development (DHCD) staff. All other users are assigned by the Municipal/Authorizing Official or Administrator associated with their grant application. To create a new account, complete the online [new user registration form](#) and click the save button to submit the registration.

System Role	Assigned to	Designated by	Create Application	View Forms	Edit Forms	Submit Application	Approve Account
Municipal/Authorizing Official (M/AO)	Selectboard member, Town or City Manager, or Town Administrator	Municipal Resolution	✓	✓	✓	✓	✓
Administrator	Town staff, planning commissioner or RPC agent	Municipal Resolution	✓	✓	✓	✓	
Writer	RPC or town staff, or consultant	Email from M/AO or Administrator		✓	✓		
Viewer	RPC or town staff, or consultant	Email from M/AO or Administrator		✓			

Municipal/Authorizing Official (M/AO)

Must be Chief Executive Officer of the municipality as defined by [10 VSA §683\(8\)](#) such as a selectboard member, or a Town or City Manager or a Town Administrator (an administrative assistant does not qualify). No person who is paid through the grant or handles grant funds, including the Municipal Clerk or Treasurer, may be assigned the Municipal/Authorizing Official role. M/AOs have the following permissions and functions:

- Only role with the authority to electronically submit requisitions (if grant is awarded).
- Assigns the grant Administrator role.
- Assigns Writers or Viewers for the project or may leave that responsibility to the Administrator.
- M/AO title functions as an electronic signature in the system.
- Ability to initiate, write, edit, review and submit applications.
- Ability to administer the grant if awarded. (If no Administrator is assigned to the grant, the M/AO will need to perform the Administrator functions.)

Each municipality should have two persons validated as Municipal/Authorizing Officials in the event one is not available at a critical time. (For example, both a selectboard member and Town Administrator could be authorized.) Before submitting the application, a majority of legislative body must sign a [resolution](#) to designate the M/AO(s) to act on behalf of the municipality.

Administrator

Handles all grant-related tasks for the municipality except the first two M/AO functions listed above. The Administrator role may be assigned to a town planner or other staff, a planning commissioner or other board member involved in the grant, or regional planning commission staff when the RPC is identified in the application as an agent for the municipality. Administrators have the following permissions and functions:

- Must be validated in the Grants Management System by a Municipal/Authorizing Official or by DHCD staff, with written permission from a Municipal/Authorizing Official.
- Ability to initiate, write, review, edit and submit applications.
- Ability to initiate, write, review and edit requisitions.
- Validates/assigns Writers or Viewers to the grant applications.
- Ability to administer the grant if awarded.

The Administrator role, when authorized by the M/AO, can create applications on behalf of the municipality. The Administrator is added to a specific grant Application by the M/AO or DHCD staff, with written permission from the M/AO.

Writer

Can write, edit and review applications. The Writer is added to a specific grant Application by the M/AO or by DHCD staff, with written permission from the M/AO or Administrator.

Viewer

Can review the grant application and if the grant is awarded can view grant-related documentation in the system. The Viewer is added to a specific grant Application by the M/AO or by DHCD staff, with written permission from the M/AO or Administrator.

Act 154 Good Standing Certification

Applicant Name _____
 Address _____

As an authorized representative of the grant applicant and in accordance with Act 154 of 2016, Section 13*, I hereby certify on behalf of the Applicant that

(check one):

The Applicant is currently in “good standing” with the Agency of Natural Resources and the Agency of Agriculture, Food and Markets. The Applicant is not a named party in any administrative order, consent decree, or judicial order relating to Vermont water quality standards issued by the State or any of its agencies or departments and is in compliance with all federal and State water quality laws and regulations.

Further, the Applicant will notify the State agency or department administering this State-funded grant if no longer in good standing with the Agency of Natural Resources or the Agency of Agriculture, Food and Markets at any time prior to or during implementation of this State-funded award.

I am not able to certify that the Applicant is in “good standing” with the Agency of Natural Resources and the Agency of Agriculture, Food and Markets for the following reasons:

*A copy of Section 13 is on the opposite side of this Certificate or can be found at http://finance.vermont.gov/sites/finance/files/documents/Forms/Grant_Recipients/FIN-Act_154_Section_13.pdf. Any person should first review and understand applicable terms, instructions and potential consequences in Section 13, including the definition of “Applicant” for purposes of this Certificate.

Name	Title	
Signature	Date	

This form must be completed and signed by an authorized official of the grant applicant organization.

Section 13 of Act 154 of 2016 – Certification for Grants

SECRETARY OF ADMINISTRATION; WATER QUALITY STANDARDS CERTIFICATION FOR STATE-FUNDED GRANTS; REPORT

- (a) As used in this section:
 - (1) “Applicant” shall include all entities, including businesses in which the applicant has a greater than 10 percent interest, or land owned or controlled by the applicant.
 - (2) “Good standing” means the applicant:
 - (A) is not a named party in any administrative order, consent decree, or judicial order relating to Vermont water quality standards issued by the State or any of its agencies or departments; and
 - (B) is in compliance with all federal and State water quality laws and regulations.
- (b) (1) The Secretary of Administration shall amend the Standard State Provisions for Contracts and Grants, referred to as Attachment C to Administrative Bulletin 5, to require an applicant for a State-funded grant to certify, under penalty of perjury, that the applicant is in good standing with the Agency of Natural Resources and the Agency of Agriculture, Food and Markets.
- (2) The requirement under this subsection shall allow for an attachment or include space for an applicant who cannot certify under subdivision (1) of this subsection to explain the circumstances surrounding the applicant’s inability to certify under subdivision (1) of this subsection.
- (3) At any time prior to the award of a State-funded grant or during implementation of a State-funded grant, an applicant shall notify the State agency or department administering the State-funded grant if the applicant is no longer in good standing with the Agency of Natural Resources or the Agency of Agriculture, Food and Markets.
- (c) A State agency or department may consider an applicant’s certification or explanation under subsection (b) of this section in determining whether or not to award a State-funded grant to the applicant.
- (d) (1) If a State-funded grant applicant knowingly provides a false certification or explanation under subsection (b) of this section or fails to

notify the State agency or department administering the State-funded grant if the applicant is no longer in good standing with the Agency of Natural Resources or the Agency of Agriculture, Food and Markets as required in subdivision (b)(3) of this section, the State or its agencies or departments may:

- (A) seek to recover the grant award; and
- (B) deny any future grant award to the applicant, based on the false certification or explanation or failure to notify, for up to five years.

2) In recovering a grant award under this section, the State or its agencies or departments shall be entitled to costs and expenses, including attorney’s fees.

- (e) This section shall not apply to federally funded grants, contracts, or tax credits or federal or State loan programs.
- (f) On or before January 15, 2021, the Secretary of Administration shall submit a report to the House Committees on Fish, Wildlife and Water Resources and on Commerce and Economic Development and the Senate Committees on Natural Resources and Energy and on Economic Development, Housing and General Affairs regarding methods to require all economic development assistance applications to include a certification that the applicant is not in violation of the requirements of programs enforced by the Agency of Natural Resources under 10 V.S.A. § 8003(a). The report shall also include information regarding any enforcement action taken by the State or its agencies or departments under subsection (d) of this section.

Act 154 of 2016 may be found on the Vermont Legislature’s website: <https://legislature.vermont.gov/assets/Documents/2016/Docs/ACTS/ACT154/ACT154%20As%20Enacted.pdf>