



SELECTBOARD REGULAR MEETING

Monday, September 11, 2023 at 6:00 PM

Chris Letourneau Meeting Room and via Zoom

MINUTES

Zoom Details:

<https://us02web.zoom.us/j/6165843896?pwd=STduU2JzTmptVmE1MXZSaWZWZVadz09>

Meeting ID: 616 584 3896 | Passcode: 5243524

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

1. CALL TO ORDER

- **Selectboard Present:** Devon Thomas Chair, Shannon Jenkins Vice-Chair, Jamie Comstock, Carl Rosenquist, Nicholas Martin
- **Staff Present:** Cheryl Letourneau, April Edwards
- **Public Present:** Ken Minck, Heather Dunsmore, Brian Dunsmore, Bette Dunsmore, Terry Cleveland
- 6:02 p.m. D. Thomas calls the meeting to order.

1. PLEDGE OF ALLEGIANCE

2. CHAIR UPDATE

3. ADDITIONS, DELETIONS, OR CHANGES TO THE AGENDA

- N. Martin makes a motion to add Item B to Executive Session for Personnel, J. Comstock seconds. All in favor, motion carried.

4. SELECTBOARD MINUTES AND WARRANTS

A. Approval of Selectboard Regular Meeting Minutes for 08/28/2023

- C. Rosenquist wants the word Minutes added in place of Agenda and to change Thuesen to the proper spelling on line 34. Under F Ethic Policy says 'review' it should say 'moved'. Under Executive Session, he wants it noted that four motions were made out of session.
- C. Rosenquist makes a motion to accept the minutes with the corrections, J. Comstock seconds. All in favor, motion carried.

B. Approval of Warrants #19 & #20

- N. Martin makes a motion to approve Warrant #20, J. Comstock seconds.
- Brian Dunsmore questions the Georgia Shore ditching and pool passes.
- All in favor of accepting Warrant #20, motion carried.
- N. Martin makes a motion to approve Warrant #19, S. Jenkins seconded.
- N. Martin assumes the water softener is a new system. A. Edwards confirms it is. N. Martin asks about Comcast Business, A. Edwards says there is a bill and another bill.
- All in favor of accepting Warrant #19, motion carried.

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

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

- 37 • K. Minck questions that the Trail Ordinance will be on the next agenda. D. Thomas says it
38 will be at the next meeting if the lawyer gets it back.

39 **6. CORRESPONDENCE**

40 **7. UNFINISHED BUSINESS**

41 **A. Security Camera policy - Action**

- 42 • N. Martin makes a motion to approve the Security Camera Video Surveillance in Physical
43 Access Control Policy, C. Rosenquist seconds.
- 44 • F. Grimm questions how this came about. N. Martin says he took it on. He reached out to
45 other communities and borrowed much of their language. It was the quickest way, and our
46 attorney had some revisions. N. Martin approved saying it gives guidance.
- 47 • D. Thomas calls for a vote for the motion on the floor. All in favor, motion carried.

48 **B. System Administrator – Action**

- 49 • D. Thomas asks if there is a motion to have a System Administrator for the Security Camera
50 Policy.
- 51 • C. Rosenquist asks if there is a person listed in the policy as a suggestion.
- 52 • C. Rosenquist makes a motion to work to figure out an administrator for the Security
53 Camera Video Surveillance in Physical Access Control Policy, S. Jenkins seconds.
- 54 • N. Martin says they are going to want someone to maintain this from the administration side.
55 He questions where the system is, asking if it is here. C. Letourneau confirms it is. N.
56 Martin says it is written that the person who is the administrator looks after the infrastructure
57 and retrieval. He assumes anyone can do that even with remote access. S. Jenkins asks if N.
58 Martin can do it. N. Martin asks C. Letourneau if you must physically be here to access or if
59 a web portal can be accessed remotely. C. Letourneau says the last time she asked it had to
60 be here unless we had extra licensing. N. Martin says yes.
- 61 • D. Thomas asks if this is going to be a paid or a volunteer position. N. Martin hopes this
62 will be a volunteer. J. Comstock says they have talked about having a backup.
- 63 • S. Jenkins says she feels as though it does not need to be somebody who is here all the time,
64 it should be a specific and rare event. She feels that somebody on the selectboard can do the
65 job.
- 66 • Bette Dunsmore says it is not something that is going to be looked at every day. It is only
67 on the rare occasion that it needs to be looked at. N. Martin says that is the way it was
68 written as well. S. Jenkins agrees. Bette Dunsmore says maybe it should be a team of two
69 so that they oversee each other.
- 70 • N. Martin says there are five reasons: theft, vandalism, misconduct, accidents or traffic, or
71 compliance violence.
- 72 • S. Jenkins made an amendment to the motion to appoint N. Martin as the main administrator
73 and J. Comstock as the backup administrator. D. Thomas calls for a second. N. Martin asks
74 if it is appropriate for him to second, J. Comstock also questions, D. Thomas seconds.
- 75 • H. Dunsmore says it does not make sense as you are going to have to reselect. S. Jenkins
76 says that the next board would then select their administrator. H. Dunsmore asks why you
77 wouldn't select someone in the office. S. Jenkins asks what if they have moved on from the
78 position. D. Thomas says that they have decided this is not a consistent position. J.

Comstock says every board appoints positions; this is no different. F. Grimm confirms that Philo is the one that oversees everything anyhow. N. Martin says that was Highgate and Stowe that he referenced as the copy parts of the policy.

- Bette Dunsmore asks who the administrator in the other towns is. N. Martin says he does not know but he is happy to find out. N. Martin says J. Comstock and himself can do it until they have a process and a system administrator that makes sense. Bette Dunsmore asks what if no one on the board is around. S. Jenkins responds saying they are in constant communication with the office.
- C. Rosenquist says he believes it should be C. Letourneau and D. Bergstrom who are here and at the office most of the time and he will be voting no on the amendment made.
- D. Thomas calls for a vote on the amendment of the motion. D. Thomas and S. Jenkins voted yes. N. Martin and J. Comstock abstained. D. Thomas says with five people there they need three to pass a motion. This amendment failed.
- S. Jenkins questions they are going to move ahead without an administrator. N. Martin says they need to agree on one. C. Rosenquist says he has a motion to make.
- C. Rosenquist makes a motion to name an administrator and an assistant administrator, and they be C. Letourneau and D. Bergstrom. The motion is not seconded and fails on the floor.
- D. Thomas asks if they can agree with a member of the board and a member of the staff.
- N. Martin makes a motion to have D. Bergstrom as the webmaster and J. Comstock, C. Rosenquist seconds.
- S. Jenkins confirms that D. Bergstrom is salaried so he can come in at any hour. D. Thomas confirms. N. Martin says that both he and J. Comstock both have keys and can get in at any time. S. Jenkins confirms that they will not have to pay overtime.
- D. Thomas calls for a vote on the amendment. D. Thomas, N. Martin, and C. Rosenquist vote yes, J. Comstock and S. Jenkins abstain, motion is carried.
- D. Thomas asks if we have a vote on the motion. C. Rosenquist clarifies who abstained.
- C. Letourneau confirms who seconded the motion. N. Martin and C. Rosenquist say it was C. Rosenquist.
- N. Martin says that he made a motion to have the webmaster and then our IT point of contact. C. Rosenquist says that was a great compromise. C. Letourneau confirmed who abstained.
- Brian Dunsmore asks if you meant to name names or did you mean to say positions. N. Martin says he should have said the webmaster and a board member.
- D. Thomas calls for a motion on the floor. N. Martin asks which motion. D. Thomas says to accept the system administrators that were named in the amendment. N. Martin says he will make that motion. D. Thomas says the motion is made and calls for a vote. D. Thomas, J. Comstock, C. Rosenquist and N. Martin vote yes. S. Jenkins did not vote. D. Thomas says the motion is carried.
- Discussion was had over the confusion on motions and amendments that were made.

C. ARPA – Discussion

- C. Rosenquist makes a motion to speak on ARPA, S. Jenkins seconds.
- T. Cleveland asked if the \$20,000 audit was forgotten or moved. She also requests that a spreadsheet be added to the documents that are made public. D. Thomas confirms she is talking about the ARPA audit. N. Martin says they are looking for an excel spreadsheet to show the breakdown of the ARPA funds.
- C. Rosenquist recommends a committee that he will volunteer to plan ARPA proposal together. J. Comstock says they have a committee as the ARPA is part of the Finance

committee. D. Thomas says the Finance Committee was to manage the funds not to put together a plan. J. Comstock says the plan is also part of the budget. D. Thomas agrees. C. Rosenquist clarifies that he is recommending not making a motion because they are already within a motion. C. Rosenquist says he would be happy to be a part of this committee. N. Martin says he would be fine with that.

- K. Minck asks for the current analysis. N. Martin says there is about \$900,000. C. Rosenquist says the culvert and the trail did not cost as much as we had budgeted for, we received money back on the security system and the \$200,000 for the Recreation Director is still sitting there.
- J. Comstock says they wanted this on the agenda to discuss what we should do and try to get all the funds back into one place. N. Martin says that any unspent ARPA funds must go back anyhow.
- K. Minck clarifies the \$200,000 for the Recreation Director is back into the \$900,000. N. Martin confirms yes. He then asks if it is off the table to hire this person. S. Jenkins and N. Martin say no. N. Martin says they never found anyone who seemed to be good at both Recreation Direction and Grant Writing.
- K. Minck would like to be on that committee.
- N. Martin makes a motion to create an ARPA committee, J. Comstock seconds.
- Discussion was on how this committee will look.
- N. Martin says they have reached out to all the department heads to see what is on their wish list. He also wants to work with the public to see what each department put together.
- D. Thomas confirms that the plan is to create this in two weeks. He questions if there is also a plan to get this out to the community. J. Comstock says it is a meeting and it must be open. D. Thomas confirms. C. Rosenquist says his plan for the next two weeks was to have a proposal of an overall plan of what to do and present it to the board. He says that the board will need this when they start talking about the budget. We should wait until after we know what we are going to use there and then ask for community input on the leftover funds.
- D. Thomas says the purpose of the committee is to create a proposal on how to use the ARPA.
- N. Martin would like to amend his motion for the ARPA committee to the purpose of having the committee bring back to the board a proposal for how remaining ARPA funds can be used, J. Comstock seconds. All in favor, motion carried.
- A. Edwards asks if you can use the website to solicit input from the community. S. Jenkins and N. Martin say yes.
- N. Martin makes a motion to nominate two board members to ARPA, C. Rosenquist and S. Jenkins, J. Comstock seconds. D. Thomas, J. Comstock and N. Martin voted yes, C. Rosenquist and S. Jenkins abstained, and the motion is carried.
- D. Thomas asks if there is anything else that people would like to talk about with ARPA funds. Seeing none he moves on.

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

A. Ethics Policy

- D. Thomas says he believes that there are members of the Ethics Committee here to speak. N. Martin says he does not think so. T. Cleveland and H. Dunsmore make themselves known to the board.

- N. Martin says they will move the discussion to Executive Session, and we have taken the Policy that we have received, and they will take it to the attorney. He says he does not want to put it out to the public before it comes back from the attorney out of respect.
- D. Thomas asks for a motion to move Item A of Board Business to Executive Session.
- N. Martin makes a motion to move Board Business Item A to Executive Session, J. Comstock seconds. D. Thomas, J. Comstock and N. Martin are in favor, C. Rosenquist and S. Jenkins did not vote. N. Martin thanks them for their work.

B. Errors and Omissions - Bill Hinman

- C. Letourneau says Bill Hinman submitted a letter informing the board that the grand list will be off by \$336.52.
- C. Rosenquist makes a motion to accept the recommendation of Error and Omissions from the Assessor for \$336.52, N. Martin seconds. All in favor, motion carried.

C. Resolution for Town Plan Grant – Action

- D. Thomas asks for a motion to accept the town plan grant.
- N. Martin makes a motion to accept the town plan grant, J. Comstock seconds into discussion. D. Thomas says it is a motion for discussion.
- C. Letourneau informs the board that D. Bergstrom is filing and has put in the paperwork for the grant. She informs the board there are many steps to this but none of them have been set up before. She informs the board they are at the stage of the process where a resolution needs to be signed.
- J. Comstock asks how much this is for. C. Letourneau informs them she believes it is \$35,000 and this is for the Planning Grant.
- D. Thomas says that this has already been approved.
- D. Thomas says there has already been a motion and questions if they even need that motion. N. Martin says he doesn't think so.
- N. Martin says he thinks they need to make a motion to give D. Bergstrom permission to file for this grant.
- N. Martin makes an amendment to the motion to approve the Zoning Administrator, D. Bergstrom, to apply for a Planning Grant for up to \$35,000 for the Town Plan, C. Rosenquist seconds. All in favor, motion carried.

D. Philo Monitoring Contract – Action

- D. Thomas calls for a motion to accept the monitoring fee.
- C. Letourneau says there should be two in the packet, one is for the town and one for the library.
- Discussion is had on how many quotes there are. D. Thomas says he had all the quotes from the online packet. Discussion was had on getting an easier to read quote.
- J. Comstock says they need to vote on the motion. S. Jenkins clarifies with C. Letourneau there is not a motion on the floor.
- H. Dunsmore asks the board if the agenda has it down as an action item, don't they need to make a motion.
- D. Thomas says they don't need to follow Robert's Rules. S. Jenkins and N. Martin agree. N. Martin clarifies that unless the town has it in writing, you do not have to follow Robert's Rules. H. Dunsmore asks if they are going to follow Robert's Rules. N. Martins says that they are, S. Jenkins also confirms.

- N. Martin says there was a question if they need follow Robert's Rules to a tee are they in violation. J. Comstock says that VLCT says they have a hybrid that they can use. N. Martin says it is still very good. D. Thomas says that they can just move on.
- Bette Dunsmore suggests they make a motion to move this to the next meeting. N. Martin agrees.
- N. Martin makes a motion to move Philo Contract to the next meeting, seconded by J. Comstock. All in favor, motion carried.

E. Fiscal year vs Calendar year - Action to proceed

- D. Thomas calls for a motion to continue to move toward a fiscal year budget as opposed to a calendar year.
- N. Martin says we should make a motion to discuss it because he does not believe that everyone has all of the information that they have.
- D. Thomas calls for a motion to prepare a Special Election to allow to convert to a fiscal year budget.
- N. Martin makes a motion to prepare a Special Election to convert the town to a fiscal year, seconded by J. Comstock. D. Thomas says they are now in discussion.
- N. Martin asks A. Edwards to inform everyone of this. He says he is in support of this.
- A. Edwards explains that this is a benefit. She knows that people are worried about what will happen in October of 2024. She says the budget will be for a year and a half. That does not mean it will be a year and a half of expenses. The plan is to rely on Chip's experience, and he has done this before and it is his advice. His advice is to make the transfer using 1.33 times the budget. You need to keep in mind that you will not pave twice, you will not plow twice, and they are some of the big expenses. She explains the trouble of trying to spend money that has not yet been approved. She understands it is a scary process. This will line you up with payments as they are due. S. Jenkins says it is like every other municipality, D. Thomas agrees.
- T. Cleveland asks about how the payment will look. A. Edwards says you can pay as early as you would like. T. Cleveland asks about splitting. A. Edwards says you can split it however you like. You cannot pay less than the amount.
- H. Dunsmore questions when the Special Election will happen and how the public will find out. N. Martin says they need to get it going now for this to work.
- Bette Dunsmore asks about the timeline. A. Edwards says if we do not get it done now, then we will have to wait a whole year to start this again. She says the town will not be able to apply for grants and the town will probably be forced to borrow money.
- F. Grimm says it sounds like the cost of this would be a better option than borrowing money.
- N. Martin says they are talking about reducing the election costs. Bette Dunsmore says you need to educate the townspeople. D. Thomas says they need to get the information out there in a distilled version so that everyone can understand it.
- D. Thomas calls for a vote on the motion as presented. All in favor, motion carried.

F. Debit Cards – Action

- C. Rosenquist makes a motion to set a \$1,000 limit to Debit Cards and attach it to the General Fund, seconded by N. Martin.
- J. Comstock questions saying he thought there was discussion to get rid of debit cards all together. A. Edwards says the debit card will work better with a selectboard that only meets every other week and they did not want to incur late fees with credit cards.
- All in favor, motion carried.

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

262 **A. Committees at the direction of the chair**

- 263 • D. Thomas informs the board that the DEI committee is currently looking to book a space
264 here to meet. C. Letourneau informs everyone that there is a meeting scheduled for 6:30
265 tomorrow night at the Fire Station.
266 • Discussion was had regarding the 24-hour notice of the warning for the DEI meeting. It was
267 decided to move the meeting as the warning was not in compliance with state statute for a
268 special meeting. The Town Administrator notified Jana Thuesen of this while in the meeting
269 with approval from the Selectboard.

270 **B. Town Administrator - TA report**

- 271 • C. Letourneau says the Beach Gate is installed and working.
272 • Philo has completed all their work at the Town Office and will be moving to the Town
273 Garage next.
274 • C. Letourneau has checked in with Paychex and there is just a 30-day notice in writing.

275 **C. Treasurer**

- 276 • A. Edwards says that Chip will be on vacation for the next ten days so she will be by herself
277 trying to figure some of this out. She is still learning all kinds of new things with NEMRC.
278 • She informs the board that there was a taxpayer who wanted us to save their credit card
279 number and have them make a monthly payment. A. Edwards says she was not comfortable
280 holding it. She told them they the new website will be able to do it. She will pay the 3%
281 credit card fee every month and she was fine with that.
282 • A. Edwards informs the board that they are still receiving back tax bills. She says it is a real
283 problem not having our own zip code. J. Comstock says if someone knows the postmaster,
284 he would like to have a conversation with them.

285 **D. Buildings**

- 286 • S. Jenkins asks who is on the buildings. J. Comstock says it is him and her. They both
287 decide that they have nothing to bring up.

288 **E. Budget and Finance**

- 289 • N. Martin says they have nothing to bring up. He says that he and J. Comstock must get
290 together and look at it, they are just in the middle of the budget.
291 • N. Martin asks C. Letourneau to send him a copy of the Purchasing Policy.

292 **F. Personnel**

- 293 • N. Martin says that C. Rosenquist and himself are meeting at 12:00 on Wednesday to start
294 reviewing the Personnel Policy and the job description.
295 • K. Minck questions the minutes of the budget meeting. C. Letourneau says she got them
296 today and they will go on the website.

297 **G. Public Works/Grounds/Recreation**

298 **10. OTHER**

299 **11. PLAN NEXT MEETING AGENDA**

300 **A. 09/25/2023**

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

- C. Rosenquist makes a motion to go into Executive Session for personnel where premature disclosure may be detrimental to the people involved, N. Martin seconds. All in favor, motion carried at 7:30 p.m.

A. Public Member

B. Ethics Policy

13. ADJOURN

- At 8:25 p.m. C. Rosenquist makes a motion to adjourn, N. Martin seconds. All in favor, motion carried.
- N. Martin makes a motion to submit our draft of the Town of Georgia Conflict of Interest and Ethics to the attorney for review by the Selectboard Chair, seconded by J. Comstock. All in favor, motion carried.
- N. Martin makes a motion that the Selectboard draft a letter to a member of the community regarding excessive noise and lighting that is disruptive to the community, C. Rosenquist seconds. All in favor, motion carried.
- At 8:25 C. Rosenquist makes a motion to adjourn, J. Comstock seconds. 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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