



## SELECTBOARD REGULAR MEETING MINUTES

Monday, August 14, 2023 at 6:00 PM

Chris Letourneau Meeting Room

### Zoom Details:

<https://us02web.zoom.us/j/6165843896?pwd=STduU2JzTmпиVmE1MXZSaWZWVadz0>

2

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

### 1. CALL TO ORDER

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

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

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

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

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

### 1. PLEDGE OF ALLEGIANCE

### 2. CHAIR UPDATE

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

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

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

### 4. SELECTBOARD MINUTES AND WARRANTS

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

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

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

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

C. Rosenquist says line 156 should say "hold to the open meeting law standard."

C. Rosenquist says line 182 should say that the chair did not make any action on his Point of Order.

All in favor, motion carried.

34 Approval of Minutes 08.02.2023

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

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

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

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

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

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

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

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

48 Letourneau confirms it was for the new fire truck.

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

51 All in favor, motion carried.

52  
53 **5. PUBLIC COMMENT (For items not on agenda)**

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

56  
57 T. Cleveland noticed on the new website under the zoning coordinator there were a lot of  
58 titles. She wanted clarification. C. Letourneau says that they were jobs that were always  
59 done. People usually get a lot of titles because they do multiple things but only get  
60 compensated for one.

61  
62 Bette Dunsmore asks if people know what they are applying for. C. Letourneau says that  
63 D. Bergstrom had a lot of experience with websites and was gracious enough to help out.  
64 N. Martin says that we may want to update job descriptions.

65  
66 H. Grimm read the minutes from the last meeting and does not understand if there is a  
67 safety concern strong enough to warrant a panic button but not enough to want cameras.  
68 You would need to go on descriptions and then would need 7 – 10 people. The  
69 librarian's own concern was the access to the interstate. Cameras outside are for the  
70 safety of our people and should be valued more than someone's comfort level of being  
71 seen at the library. She urges the selectboard and the library trustees to put the safety of  
72 our children and individuals ahead of the comfort of individuals.

73  
74 F. Grimm wanted clarification on the purchase of a chainsaw from a flooring company  
75 that was at least previously owned by a firefighter. Were there any optics used to see if it  
76 was an ethical purchase. He asks if they will look into that for the next meeting. N.  
77 Martin says Budget and Finance should look into that. F. Grimm says he is fine if it is a  
78 good deal.

79

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

## 6. CORRESPONDENCE

### A. Ken Minck regarding ROW at RGNA

C. Letourneau says that Ken Minck wants permission to build a trail to Russell green parking lot. There is a deeded 20 foot Right of Way from the trail to the parking lot. C. Letourneau has pulled the deeds and there is a discrepancy where one deed says it is for pedestrians, the other deeds did not. The board needs to clarify that before they make a decision. S. Brown says there could easily be some confusion because there were many right of ways on that property. She says all they are looking for is a walking path. They are not looking for driving, they are looking for a clear path so people will know where to go.

N. Martin asks if there is anyone on the board that would like to take this as an action item. C. Rosenquist says he has read the deeds and meet with C. Letourneau.

## 7. UNFINISHED BUSINESS

### A. Website Introduction

D. Bergstrom shows the website.

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

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

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

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

One bid did come in and it went to the planning commission last meeting. The thought the \$35,000 had more community input was important, they cannot start until September. N. Martin asks if we would then be able to get any grants. D. Bergstrom says possibly, the make a decision in December and it could be the end of April until money came out. S. Brown says it depends on how they bill but the \$35,000 is the worst-case scenario.

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

All in favor, motion carried.

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

All in favor, motion carried.

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

### C. Trails Policy

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

All in favor, motion carried.

127 **D. ARPA accounting**

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

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

149 N. Martin is pleasantly surprised.

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

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

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

159 J. Comstock makes a motion to push update trail to next meeting. C. Rosenquist  
 160 says we are going to take action on it at the next meeting. J. Comstock says  
 161 maybe. He asks if we are accepting more parking spaces.

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

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

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

maintained and eventually redone. We need to think about runoff and inviting more cars into green spaces. She wants more information on his offer and the contingencies because she does not think we have all of the information.

C. Rosenquist says at this time it is a verbal offer.

N. Martin says it sounds like they need more information. What is it involved what is the maintenance will we have after the fact. Bring that to the community and get their input.

C. Rosenquist asks who takes care of the parking spaces in the Russell Green area. S. Brown says the town but they do not get done unless they have nothing better to do. She invites the selectboard to go and see the site.

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

### **A. Treasurer Update**

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

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

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

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

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

All in favor, motion carried.

### **B. Tax Rate update**

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

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

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

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

All in favor motion arried.

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

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

219 J. Comstock makes a motion to move to next meeting, C. Rosenquist seconds.  
 220 All in favor, motion carried.  
 221

222 **E. System Administrator - Action Name a system administrator.**

223 N. Martin another to have an administrator with or without a backup –  
 224 C. Rosenquist makes a motion to choose the administrator of the system to next  
 225 meeting, J. Comstock seconds. All in favor, motion carried.  
 226

227 **F. DEI Committee - Action to form committee with interested applicants**

228 C. Rosenquist makes a motion to take 7 names out of the hat with a name, naming  
 229 the first name to be the temporary chair, N. Martin seconds.

230 C. Letourneau says there are 17 names.

231 T. Cleveland says the others who are not chosen should be invited.

232 F. Gore asks for the names of the applicants.

233 C. Letourneau says Jana Thusen, Heather Grimm, Tracey Sweeney, Norm  
 234 Gosslin, Linda Kirker, Sarah Savich, Bailey Rouletto, Gary Badger, Loren  
 235 Young, Terry Cleveland, Heather Dunsmore, Gary Wright, Dayle Goad, Bob  
 236 Fitzgerald, Bob Stebbins, Tracy Tyson, and Martha Jansen.

237 H. Grimm asks what exactly is the task of this committee or what does it think the  
 238 plan should be. S. Jenkins says Devon wrote a post for the website.

239 N. Martin has a random generator on his computer and enters the names.

240 S. Brown says this committee may take all the documents and clean them up, they  
 241 are official documents in town.

242 N. Martin draws names of DEI: Jana Thusen, Tracy Sweeney, Linda Kirker,  
 243 Heather Grimm, Tracy Tyson, Bob Stebbins, Karen Badger with first alternate  
 244 Martha Jansen and second alternate Dayle Goad.

245 All in favor, motion carried.

246 J. Comstock makes a motion to accept the group of volunteers for DEI with 7  
 247 members and 2 alternates as read, N. Martin seconds. All in favor, motion  
 248 carried.  
 249

250 **G. FNLC - Beach request**

251 C. Letourneau says they want September 27 at 8:00 a.m. and open bathrooms and  
 252 to have the fee waived.

253 C. Rosenquist makes a motion we waive the fee for FNLC on September 27, N.  
 254 Martin seconds. All in favor, motion carried.

255 C. Letourneau says Matt Dow would like to have the beach for Cub Scouts on  
 256 August 22 and have fee waived.

257 J. Comstock makes a motion to waive the fee for the Cub Scouts, N. Martin  
 258 seconds. All in favor, motion carried.  
 259

260 **H. Tire Purchase for Publics Works Dept. in the amount of \$3030.40- Action**

261 J. Comstock says Todd Cadieux received four tires last year and needs four more  
 262 this year. N. Martin says it was within his budget.

263 N. Martin makes a motion to approve the tires for purchase in the amount of  
 264 \$3030.40 for tires, S. Jenkins seconds all in favor, motion carried.  
 265

**I. Resignation of 3 Fire Fighters - J. Cota, L. Baker and R. Beloin**

J. Comstock says Jamie retired after years and the other two moved out of town.  
S. Jenkins says thank you. C. Letourneau says that Jamie has been involved in  
the Fire Department for 30 years and that should be noted.

N. Martin makes a motion to accept the resignation of Jamie, Landon and Ryan,  
S. Jenkins seconds. All in favor, motion carried.

**J. Appoint applicant for FD**

C. Letourneau has an application of a person to accept a person to the fire  
department, Kenneth Wagner

C. Rosenquist makes a motion to accept the recommendation of the Fire Chief  
and accept Kenneth Wagner, J. Comstock seconds.

J. Comstock lives in town and has been a firefighter longer than I have been alive.

C. Rosenquist assumes the chief recommended this person, C. Letourneau says  
yes. All in favor – motion passed

**K. Homestead Late fee - Action**

S. Jenkins says that we have done the homestead during the treasurers' report.

**L. ADOBE ADD-ON ITEM**

J. Comstock makes a motion to approve Adobe Suite that includes in-design  
markzware for the convertor, N. Martin seconds. All in favor, motion carried.

D. Bergstrom says he got civic pay for free and he signed the contract because it  
was for free.

N. Martin makes a motion to accept Civic Pay at a rate of \$0 with \$0 recurring, C.  
Rosenquist seconds. All in favor, motion carried.

**9. SELECTBOARD SUB COMMITTEES AND REPORTS**

**A. Town Administrator**

Robert Mullin is the Firefighter, and he has started and so far, everything is going  
well.

Town Fair 2023 - Training for Doug, April and myself

**i. Town Fair 2023**

September 26 and 27 there is a town fair that has valuable  
information and the Cheryl, Doug and April are requesting to go at  
a cost of \$149 each. Each person will have a person in the office  
to cover their duties and the money can come out of the training  
budget.

C. Rosenquist makes a motion we accept the town fair acceptance for Doug, April  
and Cheryl, J. Comstock seconds. All in favor, motion carried.

C. Letourneau had a discussion about spray paint at the beach, Bob took care of it.  
He is opening and closing gates. Fidium was at the beach to do hook-ups today.  
Friday Philo will be there. Then we should be all set.

**B. Buildings**

C. Budget and Finance

update on Budget schedules and timelines

N. Martin says we have not gone over this with dept heads. He hopes this Wednesday to go over those, nothing more to report now.

D. Personnel

C. Rosenquist says this will be in Executive Session.

E. Public Works/Grounds/Recreation

F. Committees at the direction of the chair

**10. OTHER**

**11. PLAN NEXT MEETING AGENDA**

A. 8/28/2023 Selectboard Regular Meeting

B. 08/16/2023 Budget Meeting

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

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

A. Trail Agreement - Kale

B. Union Contract

C. Personnel - Treasurer

D. Personnel - Library Payroll update from S. Jenkins

E. Personnel

Motions out of Executive Session

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

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

**13. ADJOURN**

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

**TABLED ITEMS:**

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

**Signed: Cheryl Letourneau, Town Administrator**

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