



# GEORGIA VERMONT

## Selectboard Regular Meeting Monday, December 09, 2024, at 6:00 PM Chris Letourneau Meeting Room and via Zoom Minutes

### Zoom Details:

<https://us02web.zoom.us/j/6165843896?pwd=STduU2JzTmpiVmE1MXZSaWZWVzVadz09>

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 Vice-Chair, Brian Dunsmore, Paul Jansen, Kristina Senna
- **Selectboard Absent** – Carl Rosenquist Chair
- **Staff Present** – Lori Hobart
- **Staff Present Zoom** – Cheryl Letourneau
- **Public Present** – Ken Minck
- At 6:00 p.m. - D. Thomas called the meeting to order.

### 2. PLEDGE OF ALLEGIANCE

### 3. CHAIR UPDATE

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

### 5. SELECTBOARD MINUTES AND WARRANTS

#### A. Approval of Selectboard Regular Meeting Minutes for 11.25.2024

- Motion to approve the 11.25.2024 minutes with correction made by P. Jansen, seconded by B. Dunsmore. All in favor, motion carried.

#### B. Approval of Warrants #36

- D. Thomas called for approval of warrants #36 and # 37.
- P. Jansen made a motion to approve #36 and #37, K. Senna seconded. Discussion was had. It was decided to hold the Department of Labor payment because there were questions.
- L. Hobart noted that Rowley fuel check was \$1000 off because of a keystroke error.
- K. Senna made a motion to approve Warrant #37, B. Dunsmore seconded.

- D. Thomas called for a vote for the approval of Warrants #36 & #37 with amendments, as necessary. All in favor, motion carried.

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

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

- K. Minck questioned the tax payment and state payments. L. Hobart explained the flow of funds.
- K. Minck handout online regarding capital budget. He reported the Conservation Commission capital budget and land purchase. P. Jansen reported that they decided not to have the Conservation Commission in the Capital Budget making a distinction between purchasing land and improving land and how money comes from the reserve funds. P. Jansen also mentioned how impact fees are currently being used for other departments and how that is a precedent. He explained they still could spend money from other funds. K. Senna spoke about needing to move forward. B. Dunsmore also agreed with the other members of the board saying he would not support the Conservation Commission being added to the Capital Budget. D. Thomas said that they are going to keep the format moving forward. K. Minck reported his belief of the board being in violation of statute. P. Jansen said he disagrees with that belief. P. Jansen believes they just have a different opinion.

## 7. CORRESPONDENCE

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## 8. UNFINISHED BUSINESS

- K. Senna made a motion to have the Minuteman Press to the agenda, B. Dunsmore seconded. All in favor, motion carried.
- A. Personnel Policy
- B. Sherwood Forest 3-Acre Rule
- C. Bridge #10 and #28

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

### A. Public Works Director - in person summary

- K. Senna reported that T. Cadieux gave her information to relay.
  - T. Cadieux requests an update on the service agreement for heating systems from last meeting. P. Jansen said there was a conversation between him, C. Letourneau and T. Cadieux and they are still collecting information.
  - T. Cadieux also reported Camp Precast has been working since November 19.
  - T. Cadieux has questions on the beach and wants B. Dunsmore and P. Jansen to get back to him. They plan on meeting with him.
  - T. Cadieux also spoke about contacting a Vermont Beaver specialist.
  - Sign grant 35,000 could not buy flashing lights because that was not what was applied for during the grant.
  - He is currently running under budget and things he can buy a floor scrubber as well as electrical work on generator that is in the capital budget.

## B. Capital Budget

- K. Senna led the discussion on the capital budget starting with the Administration, C Letourneau is waiting on the Vault quote.
- K. Senna reported from the Fire Department.
  - \$ 130,000 is the beginning Reserve Fund Balance
  - \$ 78,500 to be a yearly reserve fund addition for 2024, 2025, 2026, 2027, and 2028 which will then total \$ 393,500.
  - 2028 there will be no tanker payment which can lead to an additional \$ 83,000 payment.
  - \$ 200,000 estimated sale of current ladder truck
  - 2031 Fire Station will be paid off leaving \$ 70,000 and another \$ 7,000 of interest for a total \$ 147,000.
  - If we apply the current \$ 83,000 (payment plus interest per year) for the 5 years of when ladder payments would be made - \$ 415,000
  - $\$ 130,000 + 392,500 + 83,000 + 200,000 + 147,000 + 415,000 = \$ 1,267,500$  in money that would already be spent with no changes.
  - \$ 232,500 over 5 years (2029-2033) or \$ 46,500 per year would be the increase over what is currently paid from 2029 until the end of 2033 with no increase in reserve funds. This is with no & 78,500 in reserve funds for 2029-2033 which would be used to build up the account for the next truck to be replaced in 2034 (Tanker1) at an estimated cost of \$ 850,000. This would put \$ 392,500 towards the 2034 purchase with no changes to the current reserve fund.
  - With incremental increases to the reserve fund there were additional numbers presented.
- K. Senna reported Parks and Recreation and their need for updating tennis courts, basketball courts, and pickleball courts for approximately \$ 25,000, a new zero-turn in 2026 and new docks in 2025. The new gate L. Hobart reports new gate at a cost of \$ 7,750.00.
- K. Senna reported the highway presenting
  - \$ 9,000 for generator in 2025
  - \$ 18,000 for electrical work for the generator in 2025
  - It was noted the highway is the only building that is rated for a category 4 storm.
  - \$ 6,000 for a floor scrubber in 2025
  - \$ 6,000 for a pressure washer in 2026
  - new tractor with an enclosed cab, the requires follow up from T. Cadieux
  - \$ 150,000 for a new backhoe in 2027
  - New tandem plow in 2028 to replace the 2017
  - A new single axel plow in 2030 to replace the 2013
  - 2030 new zero turn
  - Most of this funding comes from current taxes and reserve funds.
- Library – K. Senna reported
  - 2025 lock box \$ 6,200
  - 2025 study for building improvements
  - 2026 circulation and information desk \$ 8,000
  - 2026 paint interior \$ 9,000

- impact fees will increase 75% of the maximum allowable with an increase in fees for Highway and Library, and a decrease in Administration, Fire and Recreation.

C. Finance Policies

- K. Senna reported she wanted to make sure the bases were covered even after reviewing the financial audit.
  - Page 20 of the Fraud Prevention “Town Manager” is mentioned instead of “Town Administrator”.
  - Page 22-23 there is a need for an accounting and auditing recording policy per the auditors.
  - Line 24 - Petty Cash Policy
  - Credit Card Policy
  - Line 29 - Investment Policy
  - D. Thomas asked how many of these policies were new. K. Senna replied saying, all of them except Petty Cash.
- K. Senna made a motion to approve the Fraud Prevention Policy with corrections from manager to town administrator, Accounting Policy, Auditing and Financial Reporting Policy, Cash Receipts Policy, Petty Cash Policy and Return Check Policy, Credit Card Policy and Investment Policy, P. Jansen seconded, all in favor, motion carried.

D. DRB Decision on Wetlands at the New Town Garage - Action to submit a site plan amendment.

- C. Letourneau filled out a site plan amendment form which needs to be signed for the DRB, for their agenda in January.
- P. Jansen made a motion to require a site plan amendment with the DRB for the plan SA-001.21 to remove wetland viewing area, B. Dunsmore seconded. All in favor, motion carried.

E. Library Budget discussion

- K. Senna shared information from Bridget Stone from 2019-2024. The board will discuss this with the library at the 12.12.2024 Budget meeting.

F. Ethics Liaison - Action to appoint an Ethics Liaison and submit to the State

- K. Senna made a motion for the Town Administrator to be the liaison for Ethics, P. Jansen seconded. All in favor, motion carried.

G. ACO Officer - Action to advertise for New ACO officer.

- Motion to approve advertisement for ACO officer
- P. Jansen made a motion to advertise for a new Animal Control Officer, seconded by B. Dunsmore. All in favor, motion carried.

H. Falls Grant - Action to sign invoice

- 159 • K. Senna made a motion to sign the invoice for the Falls Project in the amount of
- 160 \$58,120, seconded by P. Jansen. All in favor, motion carried.
- 161 • K. Minck reported that there should be one more bill coming.

162 Addition – 3-Acre Rule

- 163 • C. Letourneau said they need to approve approximately \$ 300 for our portion of the
- 164 Forest Glenn and Forest Woods 3-Acre rule.

165 K. Senna made a motion to approve \$ 325 for our portion of the permit bill and sign the

166 letter of support, B. Dunsmore seconded. All in favor, motion carried.

167 Addition – Holiday Cheer

- 168 • C. Letourneau said they budgeted \$250 for fifteen people for a total of \$3,750. C. Letourneau
- 169 said the union says they need to be asked to accept a gift. This was included in salaries.

170 Addition – Post Card to warn the Informational Meeting

- 171 • P. Jansen reported this will cost a little over \$ 1,000. C. Letourneau will ask D. Bergstrom to
- 172 update the post card from Town Meeting
- 173 • K. Senna said they need a final budget to her by the 13<sup>th</sup>.
- 174 • P. Jansen said January 6, 2025, at 6:00 p.m. at the Fire Station should work for the public
- 175 meeting.

176 I. Town Administrator

- 177 • C. Letourneau reported she got in touch with the state about the HSIP Grant and
- 178 Electronic Speed Signs. They must adhere to what was submitted. She said they
- 179 cannot alter what was submitted because it was a federal grant.

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

181 **REPORTS**

182 A. Treasurer

- 183 • 1099 filing to IRS needs to be done electronically. She needs two people in the office
- 184 with ID.me to work because of the 45 days. K. Senna already has ID.me and will be the
- 185 second person.

186 B. Buildings

187 C. Budget and Finance

188 D. Personnel

189 E. Public Works/Grounds/Recreation

190 F. Committees at the direction of the chair

191 **11. OTHER**

192 **12. PLAN NEXT MEETING AGENDA**

193 A. 12.16.204 - Town Plan and Budget

194 B. 12.12.2024 Budget

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

I would entertain a motion to enter into executive session to discuss \_\_\_\_\_ which premature disclosure or discussion may be detrimental to the board in itself and/or individuals involved.

I move that we enter into executive session to discuss \_\_\_\_\_ with (state names of attendees) under the provisions of Title 1, Section 313(a)(1)(A) of the Vermont Statutes. (State Time.)

A. TA position

#### **14. ADJOURN**

- At **8:30 p.m.** – B. Dunsmore made a motion to adjourn, P. Jansen seconded. All in favor, motion carried.

#### **TABLED ITEMS:**

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

**Signed: Cheryl Letourneau, Town Administrator**

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