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Georgia Selectboard Regular Meeting
Chris Letourneau Meeting Room
Monday, March 14, 2022
7:10 p.m.

Approved: Unapproved

Unapproved Minutes are subject to revision and corrections from the town of Georgia Selectboard Members. The contents herein represent the notes and recollections of the Selectboard Clerk, Town Administrator, and representatives, and may not have captured the true intent of all statements made by the participants. Meeting Minutes are corrected when necessary and voted upon for Approval by the Board at the next Regular Selectboard Meeting. For clarification of any details of these notes please contact the Town of Georgia Selectboard Chairperson or the Selectboard Clerk.

Board Members Present: Kyle Grenier, Carolyn Branagan, Sara Nadeau, Dawn Penney, Gary Wright

Board Members Absent: None

Staff & Other Board Members Present: Amber Baker, Town Administrator; Ashley Sterling, Selectboard Clerk; Cheryl Letourneau, Town Clerk; Todd Cadieux, Road Foreman; Keith Baker, Fire Chief; Bill Hinman, Assessor

Public Present: Kevin Camisa; Justin Holmes; Karen Grenier

Kyle Grenier opened the Regular Selectboard Meeting on Monday, March 14, 2022, at 7:13 p.m.

The Selectboard started the meeting with the Re-Organization of Town Boards.

1. Need to nominate Selectboard Clerk for a one-year term. Sara Nadeau is the current Selectboard Clerk.

Motion made to nominate Ashley Sterling as Selectboard Clerk, for a one-year term, made by Dawn Penney, second by Gary Wright. No further discussion. All in favor.

2. Need to nominate one Development Review Board member for a three-year term. The DRB has not brought forward any nominees but will after their next meeting to be held on March 16, 2022.

This item will be brought back to the March 28, 2022, Selectboard Meeting. Amber Baker let the Selectboard know that the DRB has also had a resignation. The DRB needs to fill two regular board member positions and one alternate position.

3. Need a motion to appoint Development Review Board alternates for one-year term. This item will be brought back to the March 28, 2022, Selectboard Meeting. Amber Baker let the Need to make a motion to appoint a person to the Planning Commission for a for a one-year term. Motion made to nominate Nicholas Martin for a one-year term, made by Gary Wright, second by Sara Nadeau. No further discussion. All in favor.

48 **4.** Need to make a motion to appoint a person as Tree Warden for a one-year term. Ric Nye is the
49 current Tree Warden.

50

51 Motion made to nominate Ric Nye as Tree Warden, for a one-year term, made by Carolyn Branagan,
52 second by Dawn Penney. No further discussion. All in favor.

53

54 **5.** Need to make a motion to appoint three people as representatives on the Georgia Industrial
55 Development Corporation Board for two, one-year terms and one, three-year terms. Current
56 representatives are Jim Driver (3 year), non Selectboard member, and Scott St. Onge and a
57 vacant seat (one-year).

58

59 Motion made to nominate Sara Nadeau and Dawn Penney as Selectboard Representatives to the
60 Georgia Industrial Development Corporation, for one-year terms, and Jim Driver, non Selectboard
61 member, for a three-year term, made by Carolyn Branagan, second by Gary Wright. No further
62 discussion. All in favor.

63

64 **6.** Need to make a motion to appoint people to the Georgia Community Events Committee for
65 one-year term. Current committee members are Cheryl Letourneau, Dawn Penney, Jessica Fike,
66 Jessica Paradis, Katie Driver, Gail Wolff, Matt Dow, Stacey Davis, Sarah Savich, and Tanya Wells
67 for one-year terms.

68

69 Motion made to nominate, Candace Holbrook, Cara Bryce-Parrott, Cheryl Letourneau, Dawn Penney,
70 Ellen Hsieh, Gail Wolff, Jessica Fike, Jessica Paradis, Judi Wilson, Katie Driver, Matt Dow, Sarah Savich,
71 Stacey Davis and Susie Ruzdon for one-year terms, made by Gary Wright. Discussion was had between
72 the Selectboard and Cheryl Letourneau about growing the group as well as, if they are all volunteers,
73 then why do they need to be appointed. Amber Baker will reach out to VLCT for questions related to the
74 Georgia Community Events board. Carolyn Branagan nominated Cheryl Letourneau to be the
75 representative for the Georgia Community Events Committee until they meet for their organizational
76 meeting on March 23, 2022. Dawn Penney second. All were in favor. This will be brought back to the
77 Selectboard Meeting on March 28, 2022, for discussion.

78

79 **7.** Need to make a motion to appoint a Selectboard member as Town Service Officer for a one-year
80 term. Scott St. Onge is the current Town Service Officer.

81

82 Motion made to nominate Kyle Grenier as Town Service Officer, for a one-year term, made by Carolyn
83 Branagan, second by Gary Wright. No further discussion. All in favor.

84

85 **8.** Need a motion to appoint an Animal Control Officer and Assistant Animal Control Officer for a
86 one-year term. Current Animal Control Officer is vacant, and Jim Benson is the Assistant Animal
87 Control Officer.

88

89 Motion made to appoint to post the Animal Control Officer job opening to the Town of Georgia website
90 and Jim Benson as Assistant Animal Control Officer, for one-year terms, made by Sara Nadeau, second
91 by Dawn Penney. No further discussion. All in favor.

92

93 **9.** Need to appoint two people as Georgia Representatives to the Northwest Regional Planning
94 Commission for one-year terms. Current representatives are Kirk Waite and Scott St. Onge.

95 Motion made to appoint Kirk Waite and Sara Nadeau as Georgia Representatives to Northwest Regional
96 Planning Commission, for one-year terms, made by Sara Nadeau, second by Dawn Penney. No further
97 discussion. All in favor.

98
99 **10.** Need to make a motion to appoint a representative to the Northwest Regional Planning
100 Commission Transportation Advisory Committee. Current Committee member is Kyle Grenier.

101
102 Motion made to appoint Kyle Grenier as Georgia Representative to the Northwest Regional Planning
103 Commission Transportation Advisory Committee, for a one-year term, made by Gary Wright. No further
104 discussion. All in favor.

105
106 **11.** Need to make a motion to appoint a Representative to the Northwest Communications Unified
107 District (CUD) and two alternates for terms of one-year. Current representative is Amber Baker,
108 and the alternate representatives are Michelle Phelps and Zachary Burdick.

109
110 Motion made to appoint Amber Baker as the representative, and Zachary Burdick as alternate for one-
111 year term, made by Gary Wright. No further discussion. All in favor. Only one alternate appointed.

112
113 **12.** Need to make a motion to appoint two people to four-year terms and one person for a one-year
114 term on the Conservation Commission.

115
116 Motion made to appoint Suzanna Brown and Tanya Wells, as the representative, for four-year terms, on
117 the Conservation Commission, as well as Kent Henderson, made by Gary, second by Carolyn. No further
118 discussion. All in favor.

119
120 **13.** Need to make a motion to appoint a representative to Northwest Solid Waste District for a one-
121 year term. Current representative is Paul Lambert.

122
123 Motion made to appoint Paul Lambert as the Georgia Representative to the Northwest Solid Waste
124 District for a one-year term, made by Dawn Penney, second by Gary Wright. No further discussion. All
125 in favor.

126
127 **14.** Need to make a motion to appoint an Assistant Zoning Administrator for a one-year term. The
128 current Assistant Zoning Administrator is Amber Baker.

129
130 Motion made to appoint Amber Baker as the Assistant Zoning Administrator, for a one-year term, made
131 by Gary Wright. No further discussion. All in favor.

132
133 **15.** Need to make a motion to appoint two Selectboard members as authorized signers of town
134 warrants, for one-year terms. Current signers are Scott St. Onge and Kyle Grenier.

135
136 Motion made to appoint all Selectboard members as authorized members to sign warrants, for one-year
137 terms, made by Dawn Penney, seconded by Gary Wright. No further discussion. All in favor.

138
139 **16.** Need to make a motion to appoint Town's Primary Legal Counsel; Stitzel Page & Fletcher is the
140 primary Legal Counsel and Kimball & Storrow as Town's Secondary Legal Counsel, for one-year
141 terms.

142

143 Motion made to appoint Stitzel Page & Fletcher as the Town's Primary Legal Counsel; and Kimball &
144 Storrow as Town's Secondary Legal Counsel, for one-year terms, made by Dawn Penney, second by Sara
145 Nadeau. Gary Wright requested an introductory meeting of the Town's lawyers for the new board
146 members. All in favor.

147
148 **17.** Need to make a motion to set the official paper for the Town. "St. Albans Messenger" is the
149 current paper, with the "Milton Independent" to be used in an emergency basis only.

150
151 Motion made to set the St. Albans Messenger as the official paper for the Town of Georgia, with the
152 County Courier to be used in an emergency basis only, made by Gary Wright. No further discussion. All
153 in favor.

154
155 **18.** Need to make a motion to charge for town equipment at the State Agency of Transportation
156 rate unless it is a FEMA project. If it is a FEMA project, FEMA rates will be charged.

157
158 Motion made to charge for town equipment at the State Agency of Transportation rate, unless it is a
159 FEMA project, if it is a FEMA project, then FEMA rates will be charged, with the amendment that the
160 Town of Georgia will not rent out their equipment, with the exception of municipal to municipal, made
161 by Sara Nadeau, second by Carolyn Branagan. No further discussion. All in favor.

162
163 **19.** Need to make a motion to set the Animal Control Fines based on the current fine schedule.
164 Motion made to set the Animal Control Fines based on the current fine schedule, made by Sara Nadeau,
165 second by Carolyn Branagan. No further discussion. All in favor.

166
167 **20.** Per 24 V.S.A. §871, we need to make a motion to re-affirm the current Selectboard policies,
168 rules of procedure and the meeting schedule of 2nd and 4th Mondays, at a time to be
169 determined, every month utilizing the agenda now in place.

170
171 Motion made to re-affirm the current Selectboard policies, rules of procedure and the meeting schedule
172 of 2nd and 4th Mondays, at 7:00 p.m., every month, utilizing the agenda now in place, made by Sara
173 Nadeau, second by Gary Wright. Carolyn Branagan suggested a 6:00 p.m. start time, which was
174 discussed amongst the board members and determined that 7:00 p.m. worked best for everyone. All in
175 favor.

176
177 **21.** Need a motion to re-affirm the Conflicts of Interest and Ethics Policy of the Town of Georgia
178 dated March 12, 2018.

179
180 Motion to bring the Town of Georgia Conflicts of Interest and Ethics Policy back to the next meeting
181 made by Gary Wright, second by Carolyn Branagan. No further discussion. All in favor.

182
183 **22.** As the Office of Lister, and Board of Lister's, have been eliminated by positive vote at Town
184 Meeting, State Statute allows the Selectboard to appoint a professionally qualified Assessor,
185 who shall have the same powers and discharge the same duties, under the provisions of Title 32.
186 That Assessor does not need to be a resident of the Town. The appointment is for one year until
187 the next annual meeting. The current Assessor is Hinman Assessments, LLC.

188
189 No motion was made. Mr. Hinman will join the board in executive session to discuss the proposed
190 contract.

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- 23.** Need to make a motion to set forth the following wage for Planning Commission, Development Review Board and Board of Civil Authority:

Motion made to set forth the following wages for Planning Commission, Development Review Board and Board of Civil Authority, compensation shall be set at \$20.00 per meeting attended as per policy that “Board Members will not be paid for meetings where they are representing themselves or another party”, made by Gary Wright, second by Dawn Penney. No further discussion. All in favor.

- 24.** Need to make a motion to set the wages for Moderator and Parliamentarian at minimum wage rate.

Motion made to set the wages for Moderator and Parliamentarian at minimum wage rate, made by Gary Wright, second by Sara Nadeau. No further discussion. Four in favor, Carolyn abstained.

- 25.** Per 24 V.S.A Sections 1953 and 1954, the Selectboard shall consider the Fire Chief’s written recommendation and appoint Fire Officers as follows from Chief Keith Baker: 1st Assistant Chief – Patrick King, 2nd Assistant Chief – Jamie Cota, Captain – Eric Couture, 1st Lieutenant - Jeffrey Bryant and 2nd Lieutenant – Michael Baker.

Motion made to appoint Fire Officers based on the recommendation from Chief Baker for 1st Assistant Chief – Patrick King, 2nd Assistant Chief – Jamie Cota, Captain – Eric Couture, 1st Lieutenant – Michael Baker and 2nd Lieutenant – Jamieson Barber for one-year terms, made by Sara Nadeau, second by Gary Wright. No further discussion. All in favor.

Additions, Changes or Deletions: None

Public Appearances:

- Bill Hinman, Hinman Assessments, LLC – The Selectboard asked Bill to come back during the Executive Session to discuss his contract in detail.

Review of Past Minutes:

- Motion to approve Selectboard Regular Meeting Minutes for 02/28/22 made by Sara Nadeau. Second by Carolyn Branagan. Sara Nadeau, Carolyn Branagan and Kyle approved the motion. Dawn Penney and Gary Wright abstained.
- Motion to approved Selectboard Special Meeting Minutes for 03/03/22 with corrections made by Carolyn Branagan. Second by Gary Wright. No further discussion. All were in favor.

Review of Warrants:

- Motion to approve AP #7 was received by Gary Wright. Second by Sara Nadeau. No further discussion was had. All in favor.
- Motion to approve AP #8. Discussion was had by Selectboard, and Town Administrator Amber Baker regarding Gary Wright and Kyle Grenier reviewing the invoices and warrants with Ashley

238 Sterling before approving the warrant. Gary and Kyle will come in on Tuesday, March 15, 2022,
239 to review both invoices and warrants with Ashley.

240

241 **Business:**

242

243 Highway Garage Update – Amber Baker informed the Selectboard the new Highway Garage construction
244 broke ground on Monday, March 7th as planned and that they have a new schedule in their packet with
245 approximate timelines as to what will happen and when, during this project.

246

247 Zoning Regulations – A representative from the State of Vermont will be joining Ken Minck, Suzanna
248 Brown, Emily Johnson as well as Amber Baker, to discuss questions had on the new Zoning Regulations
249 on Tuesday, March 15, 2022.

250

251 Black Walnut Road Request – Bringing back to the next meeting. Amber to contact the attorney about
252 adding borings and inspections to be paid by Black Walnut LLC and to clarify the discussion of Class IV
253 roadways in the proposed Memorandum of Understanding.

254

255 Fairbanks Memorial Request – Bringing back to the next meeting.

256

257 Bovat Road Culvert Replacement – Goodhue Excavation, LLC, was chosen to replace the box culvert on
258 Bovat Road. Kyle asked for a motion to approve the Goodhue Excavation, LLC contract. Sara Nadeau
259 made the motion. Carolyn Branagan second. No further discussion. All in favor. Gary Wright abstained
260 from discussion as he has a relative working for the company.

261

262 Wireless Telecommunications Facility – Bovat Road – The Town of Georgia received notification that the
263 remote radio heads on the cell tower will be replaced. These replacements are smaller in size than the
264 current models and will be placed behind the antennas.

265

266 Proposed Zoning Fee Increases – Amber informed the Selectboard that our Zoning fees need to be
267 increased as a change has not occurred since 2012. Discussion was had on our neighboring towns fees
268 and comparison. Kyle asked for a motion to approve the Zoning fee increase as provided by Zoning
269 Administrator Emily Johnson. Sara Nadeau made the motion. Carolyn Branagan second. No further
270 discussion. All in favor.

271

272 Quarterly Loss Run as of 02/28/22 – Bringing back to the next meeting.

273

274 **Consent Agenda:**

275

276 Board of Abatement /Board of Civil Authority Agenda – 03/16/22

277

278 Historic Village Center Informational Meeting – 03/22/22

279

280 **Selectboard Interest:**

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282 Sara Nadeau informed the Selectboard that a citizen felt the Facebook post with the Selectboard
283 Meeting Agenda attached made it seem as if the Town was not being transparent as it was posted a few
284 hours prior to the required 48 hour timeframe. Discussion was had by the Selectboard Members as to
285 where and when the agenda is posted. The required warned locations are the Town Clerk's office,

286 Georgia Maplefields, Georgia Market & Georgia Public Library 48 hours before the meeting. Carolyn
287 pointed out that Facebook is not a required site to warn agendas, more of a courtesy, therefore the
288 agenda was warned in time. Amber suggested to change the agenda & packet days to be Thursday's
289 instead of Friday's, so that if there are questions or concerns from the Selectboard or community
290 members, there is time before the meeting to answer them.

291
292 Carolyn Branagan stated that the communication between the board and the community needs to be
293 better. Dawn Penney agreed and stated that everything needs to be streamlined and it would be helpful
294 if the Selectboard met with the Town Departments throughout the year. Dawn also stated and
295 suggested that it should only be one person doing updates to the website.

296
297 Sara Nadeau asked if they Selectboard could get a full contact list of the Town boards.

298
299 Executive Session: Motion to enter into Executive Session under 1 V.S.A. §313 with Amber Baker & Bill
300 Hinman to discuss the Assessor contract, where premature, general public knowledge would clearly
301 place the state, municipality, other public body, or person(s) involved at a substantial disadvantage,
302 made by Sara Nadeau at 10:22 p.m. Dawn Penney second. All voted in favor.

303
304 Bill Hinman departed executive session at 10:37 p.m. Hinman Assessment LLC contract will be brought
305 back to the next meeting.

306
307 Amber Baker remained in executive session to discuss 2022 employee wage increases and departed the
308 executive session at 12:12 a.m.

309
310 Motion to end executive session at 12:47 a.m. made by Sara Nadeau. Second by Carolyn Branagan. All in
311 favor.

312
313 No motions out of executive session.

314
315 Motion to adjourn the meeting at 12:48 a.m. made by Sara Nadeau. Second by Carolyn Branagan. All in
316 favor.