

**Georgia Selectboard Meeting
Chris Letourneau Meeting Room
Monday, March 25, 2019
7:00 p.m.**

Approved: April 8, 2019

Present: Selectboard: Matt Crawford, Steve Lamos, Tara Wright; Krissy Jenkins, Acting Town Administrator, and Amber Baker, Treasurer

Absent: Deb Woodward & Jason Burt

Public Present: Fred Duplessis-Sullivan & Powers, Todd Cadioux-Road Commissioner, Paul Jansen & Terry Cleveland-Auditors, and Carl Rosenquist.

Matt called the regular meeting to order at 7:00 p.m.

Matt asked for any additions, deletions, or comments to the agenda. Krissy added the following to the agenda:

1. Check warrants previously approved: PR#12, AP#17 and AP #18. Check warrants for approval: PR#13, AP#19 and AP #20.
2. Consider and act upon appointment of Stacey Davis to the Recreation Committee, for a one year term.
3. Signatures – sympathy card for Edmund Wilcox.
4. 45 Day Notice for Georgia Solar Project. Informational.
5. Employee letter – Personnel – Executive Session.

Public Appearance:

Todd Cadiuex, Road Foreman/Road Commissioner. This is an informal discussion with Todd as he is not at every Selectboard meeting. The Selectboard thought that they should touch base with him as he is the newly appointed Road Commissioner and see how things are going and how he is adjusting to the new role.

Things are moving forward. Hopefully winter is behind us. Today, we now have a full staff. We haven't had a full staff for over a year. With the four guys now and winter behind you, what is on the agenda for the Highway Department? Todd put together a list.

There are multiple ditching projects, part of those being grants through Northwest Regional Planning; Polly Hubbard Rd., Stonebridge Rd. and Blake Rd., all having ditching projects to complete. We are slated for paving the following roads: Plains Rd./Stonebridge Rd. intersection, Sand Hill Ext. intersection, Bradley Hill is starting to come apart, also looking at Austin Rd., Waller Rd., and Birchhill Rd., which are in Laura's Woods Development, there is a lot of pavement falling apart in there. We are

trying to get caught up on some of the paving. Then possibly, if we have enough funds, we would like to also pave Jed Shepard Rd.

There are multiple spots around town for brush cutting, Oakland Station Rd., Cline Rd., and Mill River Rd. We got multiple culverts to replace, some with good size to them. There is either a 5 or 6 foot culvert to replace on Reynolds Rd., just off of Route 7. We also have one that we don't know what size it is that is failing on Silver Lake Rd., another one that is very deep on Sand Hill Rd., and a couple on Georgia Shore Rd. and Stonebridge Rd., that we are aware of at this point. Most of these issues came up last fall, so we have been aware of them. This is a significant work load even with the number of people that we have.

Regarding the outside wood boiler, are you going to have time to cut wood for the wood boiler? Todd is not sure if he is going to have enough time. We have some brush cutting but it is not cutting the size of wood that we need. At this point it is up in the air if we are going to have enough time to cut up wood to maintain the boiler. The Selectboard asked Todd to do an estimate of available time and projects to see if he will have sufficient hours between now and when the snow flies again.

Todd states he doesn't know as far as chain saw work etc., because two of his staff are not really comfortable with running chainsaws. It is the general consensus to get the two new people into as much training as possible, like chainsaws, flaggers, etc. With two new people, without a lot of knowledge of how the Town works, and even limited on how to work the equipment, not sure on the time frame for these projects.

VLCT and VT Local Roads put on a lot of training sessions. Krissy and Todd will look at what is available and sign up the Highway Department for as many trainings as possible.

The Highway Department has started grading last week. It's difficult right now because some spots are still frozen, while others are not.

Another project that we have been working on through the years is the sharp corner on Decker Rd. We have been building that up over the last couple of years and we are trying to fill that in to take that out. Now that we have all of our fill down at the sand pit, from the State project, now we have material to truck up there and hopefully get that situated where we need to.

Tara asked Todd, "Now that you are the Road Commissioner, what is going to happen if you are on vacation or you are out sick, what is the back-up plan?" Todd states that at this point, Rob is going to be a contact person, he has been with the Highway Department for six years. Todd is also looking at Wesley, Wesley said that he would do it as an emergency if someone needed guidance. Todd has also contacted Keith and there is a small group of firefighters that have chain saw experience if there are trees down. Todd could make a phone call and they are willing to go out and take care of it. Todd is really hoping that we get some more chainsaw experience in the department and he is hoping that we can go back and handle that ourselves again.

Todd would like to have the Corrections Department work detail help out with all the guardrails as far as weed whacking around them. Todd also mentioned to them, and they seemed very interested about doing is some painting down at the Town Garage inside the building. Todd would also like to do some cleaning down around the outside of the Highway Department to make it look a little neater, clean up some of the

stuff outside. One of the big things we probably will end up needing to do sooner than later is, last spring we ended losing part of our shoulder on Arrowhead Lake Road, the water flooded and it was running down the road. We had a three foot shoulder and now we have about a foot. Last year, Todd spoke with Harrison to see about getting some large material to get placed along there to build a wall to back fill, not touching the river. Todd has spoken with Chris Burnelle, from VT Rivers and Streams, he is good with us putting back what we had and to build up the shoulder, which will give us some protection depending on how this year goes, if the water flows the same way or not.

In the past with Ric being the Road Commissioner and a Selectboard member it was easy for the Ric to keep the Selectboard up to speed on everything. Now that Todd is the Road Commissioner, do we want to have him in quarterly to update the Selectboard? After a brief discussion it is the general consensus of the Selectboard to have Todd come in once every four board meetings. However you can come in whenever you feel you need to, you are not limited to just those meetings.

The new truck has been delivered to Clarks. They are putting the dump body on and it is slated for delivery to the Town in mid-May.

Matt asked if Todd has reviewed the last capital budget. Todd has turned everything in to Amber, he is waiting for her to input it in. Amber is going to put it in multiple ways, loaning three years, or loaning 5 years. The 2006 back hoe needs to go away; that is Todd's biggest request. The question is to you as a board, are we going loan some of these things three years or five years. This is something the Selectboard will have to discuss further at a later date. We will want to make sure that the loan is no longer than the expected functional years.

Todd will look into taking some classes for training for himself. Sometimes it is hard to get away in the summer because of how many projects that we have during the summer. The summer is very limited to what we have for available time to work.

Todd and the Selectboard had a general discussion regarding the outside wood boiler. Todd would like to give it another month or two to see how everything turns about, but he is thinking that we are probably going to be tight for wood this fall to keep it running for another year.

In the past the Highway Department has tried to do all of the culvert replacement, but like this coming year with that 6 foot culvert, that is way more than what our backhoe can handle. Last year we hired a local contractor, after putting it out to bid, and he was able to do a culvert on Pattee Hill Rd. and he had it dug out and in place and traffic flowing in 2 ½ hours. Todd thinks he would like to go out to bid to do some of the big culvert jobs that we have. A contractor could have two of them done in a day, when it would take us a day and half to do it. The same thing with the work over on Arrowhead Lake Rd., which is going to take a big excavator to set those big boulders in place. Sometimes contracting is a smart move, because you don't have to invest all that money into a piece of equipment that you don't necessarily use all the time. Using a contractor would also free up some of the highway employees time.

Same thing with the road side mowing. Todd feels it would be a lot safer if we had a tractor with a cab. We are supposed to be buying a new mower unit. He has been reading about the different mower units like we currently have and they all say not for municipal use. Todd currently is looking at different mower options other than what we currently have to make it a safer option. He is wondering if we should look into having someone that has a regular roadside, over the guardrail cutter, to be able to come in and

help us get some of the brush back. The one we have on our backhoe is good to be able to work a section back, it is not very fast to do it. Todd would like to hire someone to come in with a whole tractor and mower.

Are the only things in the capital budget this year are the truck and this mower attachment? Todd believes so. The mower attachment was coming out of impact fees. We have had the current mower since 2006.

Todd thought that the Highway Department could do the first pass with our mower, because we can handle that easily with our mower. It would be the second pass, which we normally do in the fall, that they would come in and do because they can reach out farther than we can.

Todd spoke with Amber about what it would cost us to buy that tractor and the mower, because our tractor can't handle it. We could probably have it hired and done for 28 years before it would pay for itself. Right now we are only budgeted for the attachment, not the tractor though. There was a general discussion regarding where contracting this out would be paid for out of the budget. Todd would have to go out to bid for this service, but he did get one quote for \$2,800 for the week. Normally the first pass takes us a week to do, but when we do two passes it takes us over two weeks. When we do it with our tractor, it doesn't have the reach so we have to drive in ditches, which causes the tractor to get stuck, etc.

The capital budget is ultimately for the Selectboard to decide and we will figure out what the right numbers are, but the next capital budget we have to buy a new grader. A new grader will be almost as much as a new fire truck, about \$400,000.00. There was a general discussion regarding contracting out grader services.

Tara asked about the Carpenter Hill Rd. and Oakland Station Rd. intersection. The Highway Department has addressed that multiple times. We spoke with VTrans regarding this intersection as well. If you turn like you are going to go right, we made that section bigger so you can go the bottom side and then turn left. A lot of people feel more comfortable doing that, but it still doesn't get the proper site distance.

One last thing, when Mike gets back the Selectboard thinks it is important to look at the current protocol for oversight of management for the employees so we are all on the same page. It is not anything different than what is in our personnel policy but the protocol for management oversight needs to be worked out.

Todd was looking at the VLCT PACIF grants today and they have a grant program for electrical work for buildings. Is that something we could apply for? Todd has talked to Keith and he didn't think he was doing anything for that grant and Andrew may be doing some for the First Response side; would that be worth checking into? It is the general consensus of the Selectboard for Todd to research this further and bring back his recommendations to the Selectboard. The Selectboard thanked Todd for coming in and updating them.

Fred Duplessis, Sullivan & Powers. Fred is here to give a quick overview for the Towns outside audit. There was a general discussion regarding the audit. Fred is concerned that the Selectboard doesn't have any "fluff" in their budget; that the Selectboard is using up their fund balance (rainy day fund), not leaving yourself much surplus. Fred recommends that the Selectboard budget have a fund balance. That way the Selectboard can stabilize the tax rates, have funds for emergencies and so you don't have to

borrow necessarily. There was a lengthy discussion regarding the fund balance account. VLCT has fund balance model policies available.

There were a few adjustments that had to be made. Amber has addressed most all of the adjustments already. One of the things not addressed is that you don't have a Fraud Risk Policy. What this is, is if someone came to you and said I think someone is embezzling, would you know what to do? The Fraud Risk Policy is what the steps to take are, this is who we contact. This is how we protect both the accused and the accuser.

Another thing that Fred thinks is important is to update the accounting procedures manual so that if your accounting staff fell off the face of the planet, someone would be able to come in and continue the work. We do have a manual, it just needs to be updated. Amber will work on this.

If the Town needs to take out a Tax Anticipation Note (TAN), we can't borrow from these funds, even though we have the funds here. Paul states that you can borrow from yourself. Amber thought that we can't inter-fund borrow for the reserve fund to float payroll, we can't borrow money from the reappraisal fund. Paul asks, "Why not?" Amber was told by VLCT said we couldn't. Fred states that you can inter-fund borrow. Amber will research this further because this would eliminate the Town having to go out for a TAN every year.

Generally the Town is in decent shape. There were no major deficiencies in internal control. The Town has good controls, the Auditors are active doing their thing. The Auditors are checking the bank statements as well. Once the procedures manual has been updated, next would be to document the internal controls, which would be what do we do and why do we do it, what is the purpose. The Selectboard thanked Paul for coming in and speaking with them.

Paul Jansen & Terry Cleveland, Auditors. Tara stated that the Selectboard requested that we see the draft Town Report ahead of time. Can we get that on the calendar? Do you know what date it will be?

Paul handed out state statutes regarding the Auditors' job. Paul states, "We think we may have lost an auditor that was appointed and it goes back to an email that was sent out that one of the Selectboard members didn't want to be embarrassed again by the Auditors not catching so many mistakes on the Town Report. That is a problem to the Auditors. To keep this light, Paul downloaded the statute and VLCT's description of what Auditors are supposed to be doing and it is not assembling Town Reports, proofreading, editing, spell checking. So what happens at the end of the year, it is really busy for the Auditors because we are trying to work with Amber to try to get all the financials done and we put out all these deadlines for all the Town's departments, various people in the Town Report, to get your stuff in, and the deadlines are never met."

There was a general discussion regarding the errors in the Town Report this year. The Auditors were two days after the deadline before they finally got everything in. We then had to come in at night and split the Town Report three ways, we did the best that we could going through it knowing that we were two days late.

Tara asks, "So what can we do next year, so this doesn't happen again? Let's put a deadline on the calendar and make sure we meet it." The deadline is only good if people actually listen to it. The thing that happens is the Auditors are trying to get the audit, which in our opinion is the most important piece of

this, because we are writing a document to the taxpayers in the Town of Georgia saying that we have audited these books and in our opinion they are true and correct. Then we have all these documents coming in from people that are late and not in the right format. Poor Mari Jo spent hours just pushing back and getting the reports correctly. If you noticed the Town Report was a third less this year because the School couldn't get their act together to submit all of their financials.

By statute, how many auditors do we need? Can we statutorily do the auditors job with two people? Krissy will call VLCT and get their opinion regarding the number of auditors that are required. We do not have a letter of resignation from Mari Jo to date.

Normally the Selectboard had the opportunity to proof the town report in the past and they were not given the opportunity this year. The bottom line is the Auditors are trying to do the right thing here and work together and it takes the wind out of your sail when you are trying to pull all of this together and someone makes a comment like that. If there was time, the Auditors would have asked for help proofreading.

There were some things left out of the Town Report that were in previously because they couldn't get us the information until after we had already sent the proof to the printers. Perhaps we should have a Town Report Committee to be formed mid-November, to help this process go a little smoother.

Matt stated that all Town employees will be strictly held to the deadline.

The Auditors should have their own line on the perpetual calendar and we need to get the deadline dates on that calendar as well. If they could get all of our stuff by January 10th, that should give them enough time. The Selectboard thanked the Auditors for coming in and discussing this with them.

Review of Minutes:

Minutes of the March 11, 2019, regular meeting were reviewed and discussed.

Motion made to approve the 3/11/19 regular meeting minutes, with changes discussed, made by Steve, second by Tara. No further discussion. All in favor.

Review of Warrants:

Previously approved Check Warrant Reports PR#12, AP#17 and AP#18 were reviewed. It is the general consensus to accept the previously approved check warrants.

Motion to approve Check Warrant Report PR#13 for payroll ending 3/28/19, and Check Warrant Report AP#20 for payroll transfers to VMERS, Citizens Bank and VT Department of Taxes, made by Steve, second by Tara. No further discussion. All in favor.

Motion to approve Check Warrant Report AP #19 for the general fund, made by Steve, second by Tara. No further discussion. All in favor.

Selectboard Concerns:

None

Unfinished Business:

1. Notice to town boards and commissions regarding adding concerns for the Selectboard. Now complete. Informational.
2. Notice to Georgia Auditors regarding Selectboard request to review town report draft in future years. Now completed. Informational.
3. Communication to David Blackmore, Vermont Agency of Transportation, requesting removal of island on Route 7 in the South Georgia Transportation District. Now completed. Letter enclosed. Informational.
4. Communication to Secretary Flynn, Vermont Agency of Transportation, regarding poor condition of Route 7 in town. Now completed. Informational.
5. Communication from Brendan Keleher regarding progress on Capital Budget completed. Copy in your packets. Amber is not sure where Mike is with this. Amber believes that Brendan has everything he needs from her other than we need the wish list to happen. Amber doesn't know if Mike is meeting with each department to try to figure out what their plan is. Where do we stand with the wish list from each department? Matt will talk with Mike next week when he is back from vacation.
6. Certificate of Insurance for Silver Lake Woods sugaring operation. Completed. Copy in your pack. Informational.
7. Evaluate intersection of Georgia Shore Road and Cline Road for three way stop intersection. Meeting is set for April 2, 2019 at 10:00 a.m. Krissy will make sure that Todd is present to this meeting.
8. Send boards and commissions an e-file of South Georgia Transportation District plans draft. Completed. Informational.

New Business:

1. Act upon Library Trustees recommendation to appoint Ben Ebert, to fill a vacancy on the Board of Library Trustees. This is for a one year term.

Motion to accept the recommendation of the Library Trustees and appoint Ben Ebert to fill a vacancy on the Board of Trustees, for a one year term, made by Steve, second by Tara. No further discussion. All in favor.

2. Consider and act upon re-appointment of Stacey Davis to the Recreation Committee for a one year term.

Motion to re-appoint Stacey Davis to the Recreation Committee, for a one year term, made by Steve, second by Matt. No further discussion. All in favor.

3. Acting as the Town of Georgia Liquor Board: act upon the following 2019 liquor license renewal applications for Maplefields, Georgia Market and Dollar General Store #14214.

It is the general consensus of the Selectboard to table this action until the end of the meeting.

4. 2019 Selectboard meeting schedule noting Monday with holiday conflict for Selectboard review and re-scheduling. Copy in your packet for review and discussion regarding when to reschedule.

After a brief discussion, it is the general consensus of the Selectboard to table this action until their next meeting where there is a full board present.

5. Email request from Daniel Hecht requesting consideration for participation in water education pamphlet production and distribution, with distribution of pamphlet going with town tax bills.

The Selectboard does not feel that this is appropriate to put in with the tax bills. It is the general consensus of the Selectboard to have Mike notify them that we will not put it in with tax bills but will make it available for our residents on the website, here in the office and post around Town.

6. Review and consider approval of multi-year Emergency Communications and Dispatch Services Contract with St. Albans City. Only year with specified dollar amount is first year. Contract can be cancelled with 6 months' notice.

The Selectboard had a brief discussion regarding the contract and it was the general consensus of the Selectboard to table this action to the next meeting for a full board.

7. Review and consider approval of 2019 Local Emergency Management Plan. Approval of this is needed for grant requests.

Motion made to approve of the 2019 Local Emergency Management Plan, with Matt signing on behalf of the Selectboard, made by Matt, second by Steve. No further discussion. All in favor.

8. 2019 mowing request for bids has been put out. Services will be provided beginning in April, weather dependent, and completing at the end of October. Exact start and finish dates will be agreed upon by the provider and the Town, for mowing, trimming and general lawn maintenance on 17 town owned properties. This includes 10 cemeteries. Submit sealed bid by April 5, 2019.

Next year we need to include the highway garage in this bid.

9. Review and consider approval of 2019 Town Road and Bridge Standards compliance notice. We do comply with the standards. Approval of this is needed before we can submit grant requests.

Motion made to approve and sign the 2019 Town Road and Bridge Standards, made by Steve, second by Tara. No further discussion. All in favor.

10. Review and consider approval of 2019 personnel information report to be submitted to Northwest Regional Planning Commission.

Motion made to approve the 2019 Personnel Information Report for NWRPC, with the chair signing on behalf of the Selectboard, made by Steve, second by Tara. No further discussion. All in favor.

11. 2018 total wages and benefits for Town Employees. Will be distributed in the employee's next pay check. Informational only.

Administrator's Correspondences and Tasks: None

Treasurer's Correspondence:

1. 2019 Legal Expenses as of 1/31/19.
2. General ledger checking account balance worksheets as of February 28, 2019.

General Correspondence:

1. Georgia Library Trustees meeting minutes from January 28, 2019 and March 11, 2019.
2. Minutes from February 18, 2019 and March 18, 2019 agenda from the Conservation Commission.
3. Georgia Public Library, yearly community use information.
4. Georgia Fire Department Regular Business Meeting minutes from February 22, 2019.
5. 45 Day Notice for Georgia Solar Project. Informational.

State of Vermont Correspondence: None

Brochures, Newsletters, Workshops, and Advertisements: None

Signatures Needed:

1. St. Albans City Emergency Communications Contract.
2. Local Emergency Management Plan.
3. 2019 Road and Bridge Standards.
4. Northwest Regional Planning report.
5. Final approval signatures Silver Lake Woods Management Plan.
6. Sympathy Card for the Edmund Wilcox family. It is the general consensus of the Selectboard to send flowers for the Wilcox family, not to exceed \$100.00. Krissy will make sure these get ordered.

Motion made to recess the regular Selectboard meeting and reconvene as the Town of Georgia Liquor Board, made by Steve, second by Tara. No further discussion. All in favor.

There are three liquor license renewal applications that need to be approved.

Motion to approve and sign the Liquor License Renewals for Maplefields, Georgia Market and Dollar General, made by Tara, second by Steve. No further discussion. All in favor.

Motion made to adjust the Liquor Board hearing, made by Steve, second by Tara. No further discussion. All in favor.

Legal Correspondence: None

Confidential / Executive Session Items:

1. Legal.

2. Personnel.

Motion to go into Executive Session at 9:15 p.m., with Amber Baker and Krissy Jenkins, is requested at this time, to discuss contracts, labor relations agreements with employees, arbitration or mediation, grievances, other than tax, pending or probable litigation, or confidential attorney-client communications made for the purpose of providing professional legal services to the Town of Georgia involving the Town, specifically finding that premature general public knowledge of the subject matter would clearly place the Town at a substantial disadvantage, made by Tara, second by Steve. No further discussion. All in favor.

Amber Baker left Executive Session at 9:25 p.m.

Krissy Jenkins left Executive Session at 9:45 p.m.

Motion to come out of Executive Session made at 10:00 p.m. made by Tara, second by Steve. No further discussion. All in favor.

Motion made out of Executive Session to pay the Road Commissioner \$701.44 for services for January 1, 2019 to Town Meeting Day, made by Tara, second by Matt. No further discussion. All in favor.

Motion made to adjourn the regular meeting at 10:05 p.m., made by Steve, second by Tara. No further discussion. All in favor.

Respectfully submitted by Krissy Jenkins.

Special Meeting April 8, 2019, 6:30 p.m., budget discussion. Letourneau Meeting Room.

Next Regular Meeting April 8, 2019, 7:00 p.m. Letourneau Meeting Room.

Special Meeting April 10, 2019 @ 7:00 p.m.