

**Georgia Selectboard Meeting
Chris Letourneau Meeting Room
Monday, April 22, 2019
6:00 p.m.**

Approved: **Approved**

Present: Selectboard: Matt Crawford, Deb Woodward, Jason Burt, Steve Lamos, and Tara Wright;
Mike McCarthy, Town Administrator; Amber Baker, Treasurer

Absent: None

Public Present: Erica Quallen-VHB, Taylor Newton – NWRPC, Zev Werts, Walter Warner, Maurice Lamothe-VSP, Troy McBride, and Sara Mott

The Selectboard had a general discussion regarding the South Village Transportation District Master Plan. There were three town wide public hearings regarding this Master Plan. Then the Selectboard also hosted a departments/commissions hearing, by invitation, to get feedback. At the end of that we arrived at consensus that we would support the draft concepts, and we would support all the preferred concepts with traffic lights and signaling versus a roundabout to support a South Village District environment. Regarding the traffic light, the only area of discussion was really at 104A and Route 7 intersection.

As far as the South Village Plan goes, it breaks it down into two maps. We are basically saying that we accept the 1-14 criteria. The Planning Commission, representing development in Town, was in agreement with us in our consensus that that was the best choice to support our end goal.

After a brief discussion, it is the general consensus that the Selectboard would like to remove #7, which is the connector street, out of the project discussion. The Selectboard also agreed that #14, that they would like to see a repositioning of the park and ride that is currently located on Skunk Hill, where to relocate is none of the Selectboard's business, we just agreed that we should have an improved commuter parking area. The Selectboard also agreed that we should take out the medians in front of the Library. We have until April 26th to make our comments.

Matt joined the meeting at 6:30 p.m.

The Selectboard continued their discussion regarding the South Village District Master Plan.

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

Additions/Deletions to the Agenda: None

Public Appearance:

Taylor Newton-Northwest Regional Planning Commission and Erica Quallen – VHB Engineering. We are here to do one final review of the South Village Master Plan Project. Erica from VHB is our consultant who will walk you through the broad overview and also to try to look at some more specific transportations from US Route 7 to Route 104A area.

Erica went over the project progress up to date. We have arrived at a preferred concept plan and have a very close to final, draft transportation plan that you all have in front of you. Tonight we are looking to get an endorsement on the plan and any edits you have to finalize the report. We are over time, but not over budget.

Matt wants to add, just because there was some confusion in the general public, this is agnostic of current landownership and it pretends the best case scenario of development in that area, however, just because somebody's property doesn't show up there, doesn't mean it is being eliminated or is being discussed for future development, it just agnostic of who owns what. We just wanted to put this on record.

Motion made to endorse the preferred South Village Transportation District Master Plan, and it is the consensus of the Georgia Selectboard to support the preferred concept of traffic lights, as was supported by 51% of the Georgia voters for the traffic controlling devices. The preferred concept with the signalization supports the South Village Concept that is being pursued through our regulation, made by Deb, second by Steve. No further discussion. All in favor.

Matt asked Taylor, while he was here, about the "preferred" solar citing. Taylor states that there is no short answer, Regional Planning, the full board, will make a decision on preferred site requests tomorrow night at their board meeting. Regional has a Regional Energy Plan that speaks to what "preferred" sites are specifically, Georgia does not have this plan. Which means that the Town doesn't have a lot of guidance in their policies to make a decision, very few towns do. The best guidance that you have is located in your Town Plan. The whole preferred site discussion is complicated. There is a piece of legislation right now being discussed about changing the definitions, there are also proposed changes to the rules in front of the Public Utility Commission which would change how preferred sites are dealt with. It is complicated. Taylor will email Mike on what his Board decided at their next meeting. The Selectboard thanked Taylor and Erica for coming in and speaking to them.

Zev Werts and Walter Warner – Cub Scout Pack 842. Representatives of the Cub Scout Pack 842 are here regarding the sale of snack items at the Georgia Beach. We are the new Treasurers of the pack and we want to help the children raise as much money as possible, but do it in a way that it is not just good for the pack, but good for the community as well.

We have spoken to the school and we are going to sell concessions, only healthy snacks, in the spring at the school, but we would also like to be able to sell snacks during spring baseball and during other events at the Beach. They have also spoken with the Little League and states that the Little League doesn't have a problem with the Cub Scouts selling anything.

We will take a portion of our proceeds, we haven't determined how much yet, and send it to the Georgia Food Shelf. We want to teach the children how to take care of themselves, but also take care of others in the community.

It is the general consensus of the Selectboard to have the Pack work with Bob Larose, Beach Supervisor, as he may have a best place to set up and to also work with other entities like Little League to not compete with anyone to set up a snack table at the Beach.

Todd Cadieux – Highway Foreman/Road Commissioner. Todd is here to discuss the Highway Department's Capital Budget proposal. Todd went through the capital plan and re-worked it with Amber.

There was a couple of things off the original one that Todd thought maybe should be a little bit more concerning or should take precedence over other things. Todd gave the Selectboard copies of this so they can see where the difference is.

Going through the capital budget, most of it was already on the capital plan, Todd just moved a couple of things up a little sooner, especially if we are going to move towards a loader instead of another backhoe. There are different benefits from having a loader compared to a backhoe. There is a 3 yard bucket, instead of a 1 yard, there would be a lot less time loading trucks. Instead of moving sand up the sand pile one yard at a time, we would be moving three yards. There will be a safer view when you are working around the trucks and the equipment. The only disadvantage that Todd really can see with it is it leave us with only one machine to dig our ditches with. The current backhoe is a 2012, it should serve the purpose for now.

Todd was also looking at purchasing a used excavator in 2022 just for ergonomics and more productivity. How does purchasing a used excavator, compare with contracting with an excavator company on an as needed basis? A used excavator, for a decent one is about \$90,000. How much excavating could we get from a local contractor for 90,000? We probably could get quite a bit for that price. It is something to think about. If we went with hiring that out for a few years, until we got to the point of buying one, we could compare and see which the better option for us is.

This would definitely be a budget discussion. We have to be aware that this will show up quick in the budget and before we start talking with any other department if we support these goals, we are going to have to tell someone else no. We can't have half a million dollars in new equipment come through in five years and not have to have some difficult discussions with others. The Selectboard will take this under advisement when they look at the capital budget further.

Todd is also coming to the Selectboard and asking to replace the backhoe this year. We would have to take out a loan and then it would go through next year's budget. This would come in as money in and money out for a loan. Lease Return is what Todd is looking to purchase. There was a general discussion regarding the funding for the new purchase. Amber will do some research to look at the legality of it and bring it back to the Selectboard.

There was a general discussion regarding the capital budget for the Highway Department. Todd is concerned about that outside this five year capital budget, we have to purchase a grader that is going to be over \$400,000.

Motion made to table the discussion regarding all of the capital budget items that Todd has presented so the Selectboard can look at it further and understand it, made by Steve, second by Jason. No further discussion. All in favor.

Todd has a roadside mower that he has to purchase out of impact fees. He has his quotes. He is looking for permission to purchase it. The quotes are all for the same machine and they range from \$4,547.96 - \$5,525.00. The Selectboard put \$10,000 in the budget for the mower. It is the general consensus of the Selectboard for Todd to purchase the roadside mower.

The outdoor furnace is having issues again. It has now sprung multiple leaks, has a bad circulator pump, the insulation underneath has all been burned., the front door wires are all burnt off. After a general

discussion the Selectboard would like Todd to gather some quotes for some alternative heating and a quote to repair the outdoor boiler. Basically what they are looking for is a cost benefit analysis. Todd will get this information to the Selectboard.

Green Up Day. Todd, Mike and Rob from the Conservation Commission met with Paul Lambert, who is the Georgia Representative on the Northwest Solid Waste District Board. The message that went out regarding Green Up day was not their intent, it wasn't worded right. We will be charged for tires and large items, so Rob is making an effort to not have tires and large items picked up by the general public on Green Up Day. However, the Highway Department will do it in advance of Green Up Day. They will go around town and then take it to the Highgate Transfer Station, where it will be cheaper.

Maurice Lamothe – Vermont State Police. Lt. Lamothe is here to check in. The contract is up for renewal and wanted to make sure there were not any questions before the contract is signed. The Selectboard had a brief discussion regarding staffing with the Vermont State Police.

Motion made to approve the Vermont Department of Public Safety Enforcement Services Contract for May 1, 2109 – April 30, 2020, with the Town Administrator signing on behalf of the Selectboard, made by Deb, second by Tara. No further discussion. All in favor.

Lt. Lamothe heard that Georgia will be doing some music concerts this year. Lt. Lamothe asked that they be notified prior to the concert so they can have someone in the area to patrol. Things are going pretty well in Georgia as far as Lt. Lamothe can tell.

Troy McBride – Norwich Solar Technologies. Matt sent an email to Conservation to see if they have weighed in on the solar citing on Ethan Allen Highway, he hasn't received anything back as of yet. Matt will forward anything he gets back from the Conservation.

Bill Hinman submitted information regarding the solar cite; the assessment is all controlled by Statute. There are specific guidelines that he must follow.

Motion made to approve and sign the preferred citing letter drafted by the Planning Commission to Norwich Solar Technologies, made by Deb, second by Steve. No further discussion. All in favor.

Review of Minutes:

Minutes of the April 8, 2019, regular meeting and minutes of the April 10, 2019 special meeting were reviewed and discussed.

Motion made to approve the 4/8/19 regular meeting minutes and the 4/10/19 special meeting minutes, with the changes discussed, made by Deb, second by Steve. No further discussion. All in favor.

Review of Warrants:

Previously approved Check Warrant Report PR#15, PR #16, AP #24 and AP #25 was reviewed. It is the general consensus to accept the previously approved check warrant.

Motion to approve Check Warrant Report AP #26 for the general fund, made by Deb, second by Steve. No further discussion. All in favor.

Selectboard Concerns:

1. Has Mr. Nye been invited to an event? Have we reached out to him? Mike states that it is not set in rock, not to his knowledge, he has not specifically been invited. That will be occurring post haste. The date is still set in stone and we will be moving forward with making it happen, if he is available.
2. Carl Rosenquist Resolution. Deb and Tara had the opportunity to talk to Carl Rosenquist and he is going to try and move the Resolution for Ric forward down at Montpelier and have that available to present on May 10th. Let's make sure that we reach out to the man of honor.
3. DRB Sub-Committee. When will they be having their first sub-committee meeting? Mike states that they have had one meeting already and they will be meeting one more time and then they will be all done and ready to present their recommendations to the Selectboard.
4. Land Trust Sugarbush. Did we forward a copy of the fully executed Land Trust Rainville Sugarbush Contract to Bill Hinman, Assessor? Mike states that he did forward a copy and that there were no issues with it.
5. Box Culvert. Where in the agenda tonight are we going to talk about the Town Highway #6 box culvert engineering and grant? We had email traffic about it, but it is not on the agenda. Mike states that it is well in the works. All of the stuff has gone to Cross Engineering. They are moving forward with information as we need to. Deb asks what the new dollar amount is, are they sticking by the \$12,000 or are they going to give us a breakdown. Mike states they will give us a breakdown of the \$12,000.

So we spent \$19,000 not five years ago and now we are going to spend another \$12,000 five years later. Mikes states that it is for a different operation, a whole different function. We didn't budget for the \$12,000. The Selectboard believes that this engineering is appropriate for the reserve funds, Amber states that it is. We need to make sure that Mike works with the Treasurer to make sure that the engineering money doesn't touch the construction money, it doesn't touch the grant money, and everything stays on its own line. The next agenda when the Selectboard meets in May will have the breakdown of where that \$12,000 is coming in and a timeline of the project as well.
6. Purchase of the 5.4A Gilmond Land. There are some things that we have to accomplish between now and when we actually are able to purchase it. One is to get the survey, Mike states that it is in the works. Second, the perk test will follow once we have the survey back.
6. Outside Audit question for Amber. Did we close everything that we needed to close for the outside audit? Tara wants to make sure that there is nothing falling off of our unfinished business. Tara saw the email about inter fund borrowing, is there anything that we need to go back to the audit company with to get to that point? Amber said she has sent him an email, but she hasn't followed up yet. She will get back to them next week.

Amber reads it both ways when it comes to inter fund borrowing. She reads it like Deb does, that we can borrow from ourselves, but at the same time we didn't ask the voters to inter fund from our own reserves.

Amber can look at it both ways and see it from two perspectives. Amber will do some more research and bring it back to the Selectboard. If we had to, the Selectboard could do an article for Town Meeting and ask the voters to inter fund balance.

7. Ash Tree Committee. We said we were going to form a committee for the ash tree issue. Can we put that on “unfinished business” as well? Mike states that some people have started the inventory already. The Highway Department has already cut down a couple of trees in other work. We still need to form a committee and get other people involved. We probably should have a committee to, at the very least, review the results and to set the plan in place.

8. Evaluations. The Selectboard have talked about doing evaluations mid-way through, that is not on “unfinished business” either. We need to get these on the agenda as well.

With the evaluations come the job descriptions. We need to get everyone’s job description nailed down. We had the Town Administrator spear heading this but there is a certain level of immediacy for these now. Steve asks how far along are the job descriptions? Mike states that he only has a couple done. Mike has been pulling from the VLCT templates and starting that way. We should ask the employee what they do every day so that can be included. Mike states that this hasn’t been a hot point on his plate at this time.

Unfinished Business:

1. Discussion regarding Planning Commission Rules of Procedure and Conflict of Interest Policy. This is required by statute and is something that has been done for years, using the same forms. Zoning does the same thing. Copies of zoning also available for review. Informational.

2. Solar citing question to Regional Planning. E-mail response from Taylor Newton is in your packets. Please see public appearance section for discussion.

3. Roadside inventory of ash trees. Well under way by both volunteers and highway crew. Please see discussion under Selectboard Concerns for discussion.

4. Green Up day concern. Please see public appearance section for discussion regarding Green Up Day.

It is the general consensus of the Selectboard to invite Paul Lambert, Georgia representative to the Northwest Solid Waste District to come in and talk with the Selectboard.

5. Legal billing. Stitzel Page and Fletcher will send with breakdown showing the three hours used from VLCT. Informational.

6. Discussion with VIS regarding unpaid bill and finishing work. Matt and Mike have met with Mr. Haas. The sit down was specifically about that bill, one of the things that we agreed that night was that we really need, as a board, to sit down and figure out, what projects we want to do. There are a few projects that we want to do, one is the Town Garage, and the second one is the Library. Matt suggests inviting VIS back up to sit down with the Selectboard and find out where we stand, going forward, with these two projects that they have talked about. This should be done ahead of the capital budget

discussion, we have to have that discussion before we can direct Brendan. Matt will send out an email to schedule a date that best works for the Selectboard for this meeting with VIS.

7. Annual report file regarding engineering review of Georgia Shore and Cline Road intersection. Done. Mike included information from VTrans on what the engineers provided to the Town for information and suggestions for dealing with that intersection.

The Selectboard asked the Road Commissioner if he has seen this, and he has. It is the general consensus of the Selectboard to have the Highway Foreman and Town Administrator work up a recommendation with prices, etc. to see if we can get it into this year's budget.

8. Speak with Treasurer regarding documents formant. Done. She will take it under advisement.

9. Contact Historical Society members regarding carillon disposition. Done. Don Vickers and Colin Conger are working on this.

10. Library employee negative comp time. Amber states that this was a keying error and the employee did not go into negative comp time and has since been corrected.

New Business:

1. Review and approve TA60 financial plan form – Town Highways for submission to Vermont Agency of Transportation.

Motion to approve of the TA60 Financial Plan from VTrans, made by Deb, second by Steve. No further discussion. All in favor.

Motion to approve the funds to spend up to \$12,000 for Cross Engineering for engineering of Mill River Bridge, made by Deb, second by Steve. No further discussion. All in favor.

2. Discussion regarding new highway department employee uniforms. The time frame of this is out of the ordinary that the company is doing with the uniforms. Are we ok with that? Mike states that they are not standard uniforms, they are special cut and that has been the norm. It is that or nothing.

3. Review and discussion regarding information provided by Agency of Transportation engineers regarding the intersection of Georgia Shore Rd. and Cline Road. See discussion under unfinished business.

4. Memo from Fire Chief Keith Baker regarding reminder about compliance with the Standard Operating Guidelines of the fire department. Informational.

5. Vermont Department of Public Safety Traffic Control/Enforcement Services Contract for May 1, 2019 to April 30, 2020. For discussion and review for approval. Please see public appearance for discussion and action.

6. Review draft letter regarding solar preferred citing designation. See discussion under public appearance for discussion.

7. Highway garage repairs. Review and decision on quotes for electrical and roof repairs. A.C. Hathorne Co. for roof repairs \$47,500. Vermont Electrical Contracting for electrical work within cost range as requested \$9,790. These are the only bids that we have received. VT Electrical Contracting has reduced their cost estimate for what they will do. If we get the PACIF Grant, the grant will be a 50/50 grant, but they can determine how much they give us for the grant. This is an estimate to submit for the grant.

Motion to approve the AC Hathorne Company quote from January 25th, for roofing at the Highway Garage, as budgeted, \$47,500, made by Deb, second by Steve. No further discussion. All in favor.

Motion to apply for the PACIF Grant application, for electrical work at the Highway Department, realizing that there is no money in the budget, so that we may refuse the grant, with the Town Administrator signing on behalf of the Selectboard, made by Steve, second by Deb. No further discussion. All in favor.

8. Employee resignation. Krissy has submitted her resignation effective May 3, 2019. Thank you for 15 years for being indispensable and dependable. It has been a pleasure.

Motion made to accept the resignation of Krissy Jenkins, made by Deb, second by Tara. No further discussion. All in favor.

Krissy will update her own job description.

Administrator's Correspondences and Tasks:

1. See Report Attached.

Treasurer's Correspondence:

1. 2019 Legal Expenses as of 4/9/19.

2. Informational. Amber went out to bid for the Tandem truck that will be here in a few weeks. Amber saw three bids come in, none of them were under the State rate.

Amber applied for the State Loan, which doesn't mean we are going to get it, but the deadline for the State Loan was April 15th. Amber called them and asked if we get approval, does that mean that the Selectboard still has to accept it, they said, "absolutely". So Amber went ahead and applied, she is waiting to hear back from them, because the State Loan would be the lowest bid. The lowest bid we actually received was 2.35% from Peoples, 2.75% from Union Bank, 3.35% from Community Bank and Citizens Bank 4.60%. Amber just wanted to keep the Selectboard informed on what is going on with that and why she hasn't presented the numbers, she is waiting to hear back from the State.

General Correspondence:

1. Georgia Library Trustees meeting minutes from March 11, 2019 and April 15, 2019 meetings.

2. Georgia Fire Department Regular Business Meeting Minutes from March 7, 2019 and April 4, 2019 meetings.
3. Georgia Planning Commission Meeting Minutes from February 26, 2019 and April 9, 2019 meetings.
4. Draft revision of Road and Bridge Standards from Vermont Agency of Transportation via Regional Planning. Informational.

State of Vermont Correspondence: None

Brochures, Newsletters, Workshops, and Advertisements: None

Signatures Needed: None

Legal Correspondence: None

Confidential / Executive Session Items:

1. Legal. Information regarding Harrisons request to use part of the Class 4 Road on Georgia Mountain Road. Planning Commission information also included. They want to go forward WITHOUT instituting a homeowners association as was directed by the Selectboard in the May 21, 2018 letter. Copy of the letter is attached.
2. Personnel.

Review Administrator Correspondences and Tasks Assigned:

1. Mike will be sending Cub Scout Pack 842 the contact information for Bob Larose, Beach Supervisor.
2. Mike will work with the Planning Coordinator to get the citing letter for the Solar Letter corrected for signatures.
3. Mike will work with the Highway Foreman regarding the heat source at the highway garage.
4. Mike will reach out to the Conservation Commission regarding the Ash Tree Sub-Committee and figure out where we are going with this.
5. Start working mid-evaluations and job descriptions.
6. Set up something for the Selectboard to have further discussions regarding solar citing.
7. Work with Matt to figure out a time for the Selectboard to meeting with VIS.
8. Forward the email to the Selectboard from Bill Hinman regarding solar assessments.

The Planning Commission did not have a section in their minutes for Selectboard Concerns, can we please ask Ryan to add that to their minutes before they go into Executive Session.

There were Selectboard Concerns in the Fire Department and the Library. Can the Town Administrator highlight those concerns from the other departments and bring it back to the Selectboard at their next meeting.

Motion to go into Executive Session at 9:20 p.m., with Town Administrator, 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 Deb, second by Tara. No further discussion. All in favor.

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

Motion made to adjourn the regular meeting at 10:15 p.m., made by Deb, second by Steve. No further discussion. All in favor.

Respectfully submitted by Krissy Jenkins.

Next Regular Meeting May 13, 2019, 7:00 p.m. Letourneau Meeting Room.