

**Georgia Selectboard Meeting
Chris Letourneau Meeting Room
Monday, October 22, 2018
7:00 p.m.**

Approved: November 12, 2018

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

Absent: None

Public Present: Paul Jansen and Mari Jo Hanbury, Auditors; Cheryl Letourneau, Town Clerk

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

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

1. The Auditors are coming in to speak with the Selectboard regarding the outside audit that was done at 7:00 p.m.
2. The Town Clerk is coming in to speak to the Selectboard regarding the purchase of a new printer/scanner at 7:15 p.m.
3. Check Warrant Report PR #43 and Check Warrant Report AP #71.

Public Appearance:

Paul Jansen and Mari Jo Hanbury, Auditors. There were recommendations made by the CPA Firm that did our outside audit; Amber has to make some journal entries to get back to them before they will give us a final report. The auditors were told that it was being held up by the Selectboard and it didn't make any sense. So the audit company isn't going to give us a report unless the town does what the CPA firm has suggested. If these changes don't get made, then it will be an uncomplete audit.

Amber sees both sides of the issue. There were six recommendations and the Selectboard had no problem with four of them. However, one of the changes has to do with the money we received from Georgia Mountain Wind. We received the money in January, but we booked it in December because that was the budget that we were anticipating it and that budget was still open. Paul states that we received the payment in 2018 but counted it as being recorded in 2017.

There was a general discussion regarding cash basis accounting. Cash basis means debits = deposits and credits = withdrawals in municipal government.

After a lengthy discussion it is the recommendation of the auditors for the Treasurer to make the journal entries that were recommended by the auditors. You have to make a journal entry and take it out of 2017 and put it back into 2018. It is the general consensus of the Selectboard to make the journal entries to complete the audit.

On another note, it has been approximately 10 years since an outside audit was done and there were only 6 suggested changes to be made out of the audit that was done this year.

Cheryl Letourneau, Town Clerk. Cheryl is here to request funding for a scanner/printer/copier. She would like to get all of the maps in the vault digitized so researchers can print them out instead of having to pull the maps out to copy.

Deb states that the Town Clerk has a records preservation line, and the line hasn't been spent to date. There is money in the line. Cheryl called Bill Hinman, Assessor and he said pay the \$2800 out of the reappraisal fund. We probably won't need to do a re-appraisal until 2021 or 2022, based on our CLA. There is about \$190,000 in that line prior to this year's contributions, which is approximately \$16,000. Bill stated that taking the \$2800 out, he would still have plenty of funds still available. Is this an acceptable purchase for this money with the State? Amber states that there are other towns using the appraisal money for this purchase.

Matt asks, "Why do we need this?" Cheryl states, "One, is to get the maps on the computer, so people don't have to take them out from the vault. The Lister's Office could use this and the Zoning Office can use this when they are trying to print out the maps they need. We can also charge people if they want to come in to copy maps. The going rate is \$5.00 per map. There are three other towns that have one of these printers."

There is a one year warranty on this, then after that the maintenance agreement is \$450 a year. Ink cartridges can be purchased through this company or you can get them on Amazon as well. She is looking at mainly doing black and white, but there is an option to do color. There was a general discussion regarding the printer and its set up.

Motion made to approve the purchase of the scanner for \$2800, made by Ric, second by Steve. No further discussion. All in favor.

Review of Minutes:

Minutes of the October 8, 2018, regular meeting were reviewed and discussed.

Motion made to approve the 10/08/18 regular meeting minutes, with changes discussed, made by Ric, second by Tara. No further discussion. All in favor.

Review of Warrants:

Motion to approve Check Warrant Report PR #42, for payroll ending 10/18/18, and Check Warrant Report AP #69, for a payroll transfer to Citizens Bank, made by Ric, second by Deb. No further discussion. All in favor.

Motion to approve Check Warrant Report AP #70 for the general fund, made by Deb, second by Ric. No further discussion. All in favor.

Motion to approve Check Warrant Report AP #43, for payroll ending 10/25/18, and Check Warrant Report AP #71 for payroll transfers to Citizens, VT Fish & Wildlife and the Peoples Bank, made by Deb, second by Steve. No further discussion. All in favor.

Selectboard Concerns:

1. In the Selectboard Report, the October 11, 2018 communication was just not mentioned. Deb would like to call this out. Deb states that the Selectboard was in receipt of a letter from Katherine Dimitruk, who is the Executive Director at Northwest Regional Planning that the Board of Commissioners voted to urge VTrans and Governor Scott to address the sub-standard conditions on the B1 Bridge on Route 104A in Georgia. The bridge has been the number one local priority for State Highway Bridges since 2014 and the recent accident tempered reduction to one lane, which further indicates the urgent need to repair and improve the bridge. So they have

put us on an escalated list for a permanent solution. We have been at it for twenty years and now we are in a two year window.

Matt sent an email to a bunch of legislative folks, people in the Governor's office and people in VTrans. He said that he is aware of all of the studies that they have already done, and listed them and as accelerated program for two years out doesn't seem all that accelerated to him. Matt understands why there is an affordability crisis in this state because everyone in state government has to get their finger in the pie.

The letter was pretty well received. There was a letter from Randy Brock, who responded and he states that Joe Flynn, who is the Secretary of Transportation, has said that there are courses of action that are happening. There is a one lane bridge with the traffic light, which will remain in place, pending the replacement. The replacement of the entire bridge, with wire traffic lanes, has been designated as an accelerated bridge project and is scheduled for 2020.

Senator Brock states that this is the earliest it can be done, under his understanding given engineering, contracting and construction considerations. The Selectboard will be consulted regarding construction options. Senator Brock was kind enough to say that Secretary Flynn and his staff could come up and speak to us. Matt would like to move forward with having the Town Administrator contact Wayne Simmons and have Secretary Flynn, or someone from his staff, come to a meeting after the election. Matt also told them they should invite the Fairfax Selectboard to come as well so they don't have to make two trips up to explain the same situation. Mike will reach out to Fairfax as well once we get a date. Deb also suggests inviting Kirk Waite, who is the Chair of the Transportation Committee through Northwest Regional Planning. After the election we will have them in for a discussion.

2. Results election. What were the results of the research into the ballot item versus article? Mike states that this will be discussed later on the agenda under Administrator Correspondence.

Unfinished Business: None

New Business:

1. Blue Cross and MVP insurance rates for 2019. Amber did a comparison minus the deductibles to give you some baselines of costs. Amber will add the deductibles on the spreadsheet. She didn't finish it because she wanted to know what the Selectboard thought they want to look at MVP rates as well? Do you offer both plans? What is the Selectboard looking for?

Deb states that there was suggestion made that the Selectboard just set a dollar amount and then allow the employees to choose, but we would need to give them enough lead time to do this. They would look at MVP or Blue Cross Blue Shield and decide what they want to go with.

Amber will re-do the comparison and email to the Selectboard. Currently the Selectboard funds 95% of the Gold Standard Premium Plan with Blue Cross Blue Shield. There was a general discussion regarding the current insurance plan.

Motion made to continue to fund 95% of the Blue Cross Blue Shield Gold Standard Premium, with at least the same deductible as last year, rounded to the nearest dollar, made by Deb, second by Steve. No further discussion. All in favor.

2. Review costs – septic pumping for the Town Hall. We got three bids to pump the septic tank out at the Town Office. We got three quotes.

Motion made to approve of using Senesac Septic to have the septic tank pumped at the Town Office, made by Steve, second by Ric. No further discussion. All in favor.

Administrator's Correspondences and Tasks:

1. Fire Department repeater at Bovat Rd. Mike received an email back from the Chief stating that they are probably going to need to remove or replace that repeater. They are currently working on it and are aware of the status. It is in the works for possible replacement for around \$15,000. There is a temporary replacement in there right now that the Vendor put in, so they can look at the one that was there.
2. Georgia South Village Transportation Master Plan presentation for Town Meeting. Mike put a brief outline in the packets. There is language that can be used when it is a non-binding motion, to get the consensus of what the people think, and a vote. There is a way to do it at Town Meeting, in a formal setting if they want to proceed that way. This is not the Selectboard's decision, we just wanted to empower the folks that were on the South Village Transportation Committee so that they could make a recommendation to us.

Steve is on the committee and says the master plan would look like something along these lines; it is basically a map when you come off of 104A onto Route 7, one version is a stop light, another version is a round a-bout. Where the interstate off ramp is, the on ramp and how that ties into Skunk Hill Road. Basically along the bottom there are 13 things of what do we do first, second, and third, based on money and that type of thing. We want to have a picture with the pros and cons of each and how much the estimated costs are. Depending on what it is, there is a shared cost, not just to the Town of Georgia.

The idea is to look at what the options are and what would they like to see. We have to be careful about putting too much on there, because we don't want to overwhelm everyone. Ultimately we would like to give them some type of ballot so they could choose what they would like to see. It has to be simple. There was a general discussion about putting this question on the ballot. We want to make sure that we don't get caught in the semantics that doesn't allow the discussion, the handouts, and the display inside the voting locations. We just want to make sure that we don't prevent ourselves from being able to have discussions. Should we find another venue like a mailing or a website poll? After a brief discussion Steve will bring these thoughts to the South Village Committee and bring back a recommendation to the Selectboard.

3. Fire Chief's update – delivery of new truck. The delivery of the new truck is now scheduled for early November.

Treasurer's Correspondence: None

General Correspondence:

1. Georgia Conservation Commission, meeting minutes from September 17, 2018 meeting, and agenda for October 15, 2018 meeting.
2. Georgia Planning Commission, meeting minutes from September 25, 2018.
3. Georgia Fire Department – meeting minutes from September 6, 2018 and October 4, 2018 meetings.
4. Georgia First Response – meeting minutes from all meetings from January through September 2018.

State of Vermont Correspondence: None

Brochures, Newsletters, Workshops, and Advertisements: None

Signatures Needed: None

Legal Correspondence: None

Confidential / Executive Session Items:

1. Personnel.
2. Contractual.

Motion to go into Executive Session at 8:25 p.m., 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 Steve, second by Deb. No further discussion. All in favor.

Motion to come out of Executive Session made at 9:50 p.m. by Ric, second by Tara. No further discussion. All in favor.

No action out of Executive Session.

Motion to adjourn at 9:52 p.m. made by Tara, second by Ric. No further discussion. All in favor.

Respectfully Submitted by Krissy Jenkins.

Georgia, Town of
Journal Entries
December 31, 2017

<u>ACCOUNT NAME</u>	<u>ACCOUNT NUMBER</u>	<u>DEBIT</u>	<u>CREDIT</u>	
1				
School Reimbursement	1-6-00-20-00.20	82,225.14		
Fund Balance	1-3-00-00-00.00		82,225.14	
To correct fund balance to reflect true amount due to school for education taxes as of 12/31/16				
2				
Library Grant Expenses	1-7-02-70-52.20	220.00		
Library Grant Revenue	1-6-02-25-70.00		220.00	
To gross up library grant revenue and expenses				
3				
School Reimbursement	1-6-00-20-00.20	56,791.80		
Fund Balance	1-3-00-00-00.00		56,791.80	
To record refund of education taxes from error in grant list as a receivable for 12/31/16				
4				
Revenue from Loans	1-6-00-20-00.90	250,000.00		
Tax Anticipation Note	1-7-05-07-00.25		250,000.00	
To net tax anticipation note draw and repayment				
5				
Highway Grant Income	1-6-02-25-30.00	500.00		REVERSE
Fire Department Grant Income	1-6-02-25-30.00	2,200.00		
First Response Grant Income	1-6-02-25-38.00	191.45		
General Checking	1-1-00-00-01.00		2,891.45	
Grants were received in January 2018 - move activity to FY18				
6				
Miscellaneous Revenue	1-6-00-20-00.25	45,000.00		REVERSE
General Checking	1-1-00-00-01.00		45,000.00	
Georgia wind supplemental payment wasn't received until January 2018, move activity to FY18				
TOTALS		<u>437,128.39</u>	<u>437,128.39</u>	0.00