

**Georgia Selectboard Meeting
Chris Letourneau Meeting Room
Monday, February 11, 2019
7:00 p.m.**

Approved: February 25, 2019

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

Absent: None

Public Present: Jason Burt; Amy Ryder; Bridgette Stone-Allard-Library Director; Cindy Rutkowski and Paula Ralston, Library Trustees.

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

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

1. Warrants PR#6 and AP#8 are now previously approved. Warrants for approval: PR#7 and AP#10.
2. Executive Session – Personnel.

Public Appearances:

Paula Ralston and Cindy Rutkowski – Library Trustees. Bridget Stone-Allard-Library Director. Amy Ryder is the Librarian at Georgia School, but she is here in the capacity of working with Trustees. There is a small building committee and we felt that getting in front of the Selectboard and getting what the sense of direction might be, especially with the ADA project, would be beneficial for all parties.

Paula states that the Library Trustees have been looking at the Library really over the last 18 months, with the support of the Selectboard. We are looking at how the Library functions, the structure, what could be fixed, what didn't need to be fixed, and what was sound, because there were some problems that were happening there. The ADA process, knowing that the entrance absolutely has to happen for accessibility, led to some other investigations because the building is 50 years old. That then led into the lights being replaced.

The Selectboard hired Brian Haas of VIS to come in and do an overview of the Library and it took a while to get all of that information back. In the interim, we started doing some planning and brainstorming around what do Libraries do now, because they look very different than they did 50 years ago. In the letter that Paula sent to the Selectboard, she thinks that the common ground certainly is that it is an amazing community resource.

The Town purchased the Library for a \$1 and has done a new septic, a new roof; we have really done some big projects down there. Paula thinks, as a Trustee group, and also this smaller group that is

meeting with Brian, we are trying to really look at what the needs are internally, as well as the ADA access, because there are also some ADA requirements for inside the building as well.

We have a building with good bones but we do have some work that we need to do. The next part of the letter really talked about current functions of the Library. This is not an exhaustive list, these are simply highlights of things that happen at the Library. Paula went over some of things that the Library is used for: the Library houses the food shelf, the Historical Society also has things in their collection down at the Library. These are some things to explore when we look at the inside space at the Library.

For tonight we need to talk a little bit about future collaboration and shared vision. We really haven't had that conversation, and it sort of dovetails with the work that we have done with Brian at VIS. The report that Brian delivered in December, really is that comprehensive look that we were looking for and it involved a lot more than just an entry way into the Library because we realized that parking needed to be adjusted, that there were traffic flow problems. We found out last week that the median is going to be going away as part of the South Village Study.

Brian of VIS tried to say these were the different projects for the ADA entrance and then some things inside. It is a lot to think about and we can't operate separately from what the vision of the town voters are. As we talked many times before, Georgia is a town that has grown a lot since 1990, and continues to grow and we want to be responsive to the needs of the community.

We have some logistical questions, too. As part of our process of the last year, we have really been thinking about rebranding the Library and coming up with a new name for it because it is more than just a place to come check out books.

With the new operating system at the Library, there will be a new logo on the webpage, so we thought that since it's going live in June, we have some time to work and thought this might be a good time to launch a new name for the Library. Realize, as we have been honing and pulling all of this together, that it is already functioning as a community center. The Trustees think that this is something that they want to move ahead with and we just have some legal questions because obviously Georgia Public Library is on town documents. There will be a process to look at switching that and we don't even know for sure if this is the name that we would pick. We just don't know about some of the logistics in changing the name so that we make sure that we are following protocol.

The Trustees next meeting is to really meet with some people who are going to do some pro bono work and help us look at how to do a logo and design. Then we could get some ideas on what we want to do. Then it is about community voice, we want to do something on Town Meeting Day. We have to start soliciting voices from the community, but need to have a sense from the Selectboard of what your thoughts are moving forward.

Deb's first thought is that we have money in the budget for legal. The Library is covered by statute, using the name Community Center does change potentially what the intent may be, not how it operates, but certainly how it is viewed. If the Trustees arrive at a name that they really like and are all in support of, then they should work with Mike to get a legal opinion. What would that look like operationally and which statutes could you point to comfortably so that no one is infringing on anyone else's territory. The money must come in through the Treasurer. The way that we have worked successfully, hopefully won't change, and we'll have a legal opinion to support it.

Amber will call VLCT tomorrow to see what would change with the EIN number, if the Library was renamed a community center. The Statute is not super clear about describing what Library duties are. That would be something that the lawyers would have to weigh in on.

The bigger question, is where the Selectboard thinks the Library should go? The Selectboard would love to hear what the community says first.

The Trustees and the Selectboard had a general discussion regarding the South Village Study that is going on right now. There was a discussion around the Commuter Park & Ride on Skunk Hill not working well for buses and it is not big enough. The State has been thinking about moving the Park and Ride to the other side of the interstate. There was some thought about well, could the Library become a commuter hub? There is already a building there, and there is acreage behind the Library, is it enough acreage there to achieve that? This is something that the Trustees really need to think about.

If the commuter lot is going to get moved, which is not something that the Trustees would have initiated, how do we partner, is that something that we really need to entertain. There are a few really big ideas floating around out there, and understanding that ADA is one thing, and getting people into that Library, but that there are other bigger ideas out there as well. Paula will be attending the South Village Meeting on the 20th. Paula doesn't have much of a sense if that has gotten any traction anywhere else because the Trustees haven't brought it back up since.

Steve Lamos is on the South Village Committee and he states that there was some discussion about putting a 94 space commuter parking lot, for the public, on the North side of Interstate 89.

It is the general consensus of the Selectboard to have the Agency of Transportation in to meet with the Selectboard after the February 20th meeting. Mike will reach out to Jim Cota and set up this appearance with the Selectboard. The Selectboard is open to hearing what the options are from VTrans.

The Trustees won't be meeting again, as a Trustee group, until after Town Meeting. We need to figure out how we want to continue to work together because these are really big long lasting changes that we are looking to make to that space. We know that this space isn't going anywhere, but to look at how to move forward and do it well.

There is no one on the Selectboard that doubts that we need to get an ADA access area to the Library. It's not a question of yes we want to do it, but how much is it going to cost and what is it going to look like?

One of the questions the Selectboard asked Matt was, "How did we get to this new room for \$300,000?" Part of those costs is looking at the exterior and traffic flow outside of the Library. We had also talked about, quite a long time ago, about making sure the community room is accessible at times when the Library might not be open and how to have that be possible. That is a piece, but they were also looking at other code things that the Fire Chief helped us with. There are just some things that are out of code, there are distances of feet between things that have to happen internally for some of this to work. It is not beyond what we want, but it is not currently what the codes says it has to be.

As we move into this process over the next many years, creating a Library that is in really good shape for the next many decades. Really asking what people want that building to feel like when they drive up, and

what they want it to feel like when they walk in. Internally, the building is really not working well for what we need it to do moving forward.

There really aren't community gathering places for Georgia residents. We have the beach in the summer, we have school, if you have children that go to school, but other than that Georgia doesn't really have community gathering space where you can go and stay there for two hours or three hours, it is up to you. This is really important to the fabric of our community and that is why we want to continue to figure out how to make it better.

Anything we decide would be a multi-year plan. We also have to chase down as many grants as we can. You apply for as many grants as you can and see what comes your way.

Steve asks if the Trustees have a five year plan as to what you would like to see the Library be from this moment in time to say five years from now. The Trustees talk about moving toward a community center, what are your incremental goals in order to achieve that five years from now. Do you have anything like that written down? Paula states that she doesn't because they want to have a community forum first; that is the next piece for the Trustees. Forums are good, but they are usually to ratify an idea and not necessarily come up with them. Steve would challenge the Trustees to come up with, on four corners of a piece of paper, a timeline, with a little bit of detail about what you would like to do to expand the library, to perhaps come in line with the "community center" idea.

Bridgett states that from the ground up she really wants it to be about community. The Library is about the community and she really wants it to reflect what the community wants and what the community needs and their vision for what it can be. It includes the books and the programs, etc. but there is all this other stuff that we could be doing.

It definitely would be good if the Trustees captured what their vision is, because you clearly are here for a reason. The Trustees are talking about changing the name to include community center for a reason therefore, you must have some ideas about what you would like it to look like four or five years from now. It would be good if you could craft up the framework as to what you want and put it on paper.

There was a general discussion regarding the Library's capital budget. The capital budget discussion is something you should have with the Town Administrator, who is moving ahead with renewing the capital budget. Mike will bring this information to the board based on the information you submit to him.

Tara states that she was just looking at the Trustee's January 28th minutes that says a change was made to the policy for the community room use; the first paragraph change in liability has been deleted. The Selectboard has done extensive research on this and we changed what needed to be in there to cover the Town. This makes the Selectboard nervous as they had the attorney review everything.

Was this change reviewed by legal? Paula will have Bridgett forward the information to the Selectboard. If the Trustees have deleted something pertaining to liability, the Selectboard needs to review it. The Selectboard wrote the policy two years ago to say if it is a business they must supply a Certificate of Insurance and if it is being rented personally, there is a waiver that they can sign. Perhaps the Library Trustees should reinstate the policy until there is some review. The change should be forwarded to Mike for legal review. When setting policy, the Selectboard refers to legal on these.

The Selectboard had some strong opinions regarding the \$300,000 price tag, do we want to talk about that now? It is nice to know that it will be a phased project and there might be more than one grant available. It is the general consensus of the Selectboard for the Trustees to get the public's opinion and what they think before deciding anything.

From the Trustees' December 17th minutes, there was a discussion about a few patrons having approached you about helping with fund raising. The Selectboard would ask that you please work with the Treasurer very closely. Fund raising is also one of those slippery slopes with departments making sure monies come through the Town, not that we would touch them, that they are accounted for by the auditors and the audit process. Right from the very beginning, be very clear with that and how the checks will be made out and what the process is. In fact you may want to start a policy so you always know that you are protecting both your patrons and yourself.

Motion to go into Executive Session at 7:45 p.m., is requested at this time, with Library Trustee Paula Ralston and the Treasurer present, 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 Steve. No further discussion. All in favor.

Paula Ralston left the meeting at 8:00 p.m.

Motion to come out of Executive Session made at 8:10 p.m. made by Tara, second by Ric. No further discussion. All in favor.

No action out of Executive Session.

Review of Minutes:

There was a general discussion regarding the minutes from the Meeting that AOT held. This was not a Selectboard meeting, therefore there shouldn't be any minutes. If we did minutes, we would need to attach the sign in sheet.

It is the general consensus of the Selectboard to delete the 1/28/19 AOT Meeting minutes as this meeting was put on by the Agency of Transportation.

Minutes of the continued budget meeting held on 12/11/18, 1/7/19, 1/14/19, 1/16/19 and 1/28/19 for approval.

Motion made to approve the minutes of 12/11/18, 1/7/19, 1/14/19, 1/16/19 and 1/28/19 budget meetings, made by Deb, second by Steve. No further discussion. All in favor.

Minutes of the January 28, 2019, regular meeting were reviewed and discussed.

Motion made to approve the 1/28/19 regular meeting minutes, with changes discussed, made by Deb, second by Tara. No further discussion. All in favor.

Review of Warrants:

Previously approved Check Warrant Report PR#6, and AP#8 were reviewed. It is the general consensus to accept the previously approved check warrants.

Motion to approve Check Warrant Report AP #9 for the general fund, withholding the payment for VIS for \$935.00 for further investigation, made by Deb, second by Steve. No further discussion. All in favor.

Motion to approve Check Warrant Report PR #7 for payroll ending 2/14/19, and Check Warrant Report AP #10 for a payroll transfer to Citizens Bank, made by Deb, second by Steve. No further discussion. All in favor.

Selectboard Concerns:

1. Property Purchase. The Selectboard put together an article for a vote on Town Meeting Day, to spend up to \$80,000.00 to purchase some property. The Selectboard has been working with the Gilmonds to purchase some land behind the Town Garage for possible expansion in the future. The Selectboard wanted this captured in the minutes.

Unfinished Business:

1. Silver Lake Woods Sugaring Revised Contract. Mr. Rainville indicated he was going to speak with Suzanna Brown about a couple of concerns, he has not done that yet. Suzanna sent the draft contract to Vermont Land Trust, their revised draft of the contract is in your packets. We still have to resolve the cost per tap and number of taps. There are questions regarding property boundary.

The Selectboard still needs to have the discussion regarding the cost per tap. He has been paying \$1/per tap; the fair market value is \$1.50/per tap. There really isn't anyone else that could use these trees as they are landlocked. What does the Selectboard want to charge? The Selectboard had a general discussion regarding the cost per tap.

Motion made to meet in the middle and charge \$1.25/per tap, made by Tara, second by Deb. No further discussion. All in favor.

Mike will email the Conservation Commission Chair with the information above. The property boundary piece is to be worked out with Vermont Land Trust, Conservation Commission and the property owners.

2. VLCT and VISCC communications. Mike has spoken with both Mr. Keleher and Mr. Haas. Each have been given each other's contact information to move forward.

3. Follow up with Library Trustees communications. Tonight's meeting will address this. Please see Public Appearance section for more details.

New Business:

1. Vermont Elevator Inspection Services contract proposal. These are new owners and they are offering a multi-year contract with stable prices. \$150 per year, over a two or three year contract. For a discussion and vote. Copy of proposed contract is in your packet. To be placed in the budget files.

Motion made to approve of the Vermont Elevator Inspection Contract, for a three year period, with the Town Administrator signing on behalf of the Selectboard, made by Deb, second by Tara. No further discussion. All in favor.

Administrator's Correspondences and Tasks:

1. See report attached.

Treasurer's Correspondence:

1. 2019 Legal Expenses as of 2/5/19.
2. General Ledger Checking Account Balance Worksheet as of January 31, 2019.
3. Employee accrued time report as of January 31, 2019.

General Correspondence:

1. Northwest Solid Waste Board of Supervisors agenda for February 6, 2019 meeting and minutes from the December 5, 2018 meeting.
2. Letter from Waterbury and Strafford Selectboard's regarding highway infrastructure and taxes with a proposal to increase the gas tax. No action taken.
3. Vermont State Police January 2019 monthly activity summary.
4. Georgia Public Library Trustees meeting minutes from December 17, 2018 and draft meeting minutes from January 28, 2019 meetings.

State of Vermont Correspondence:

1. Municipal Roads General Permit Annual Plan Report directions. Mike has completed and submitted the plan report already. Just for details, to work on our own roads we have to have in place the overall municipal roads general permit, the authorization to discharge, the erosion inventory and the annual planning report. All are in place for Georgia at this time. Plus pay the "fees".
2. Agency of Transportation Letter of Intent regarding an application to upgrade an existing access on Route 104A. This is for Mr. Bryce to move his fence and change the entrance to this property on Route 104A.

Brochures, Newsletters, Workshops, and Advertisements: None

Signatures Needed:

1. Vermont Elevator Inspection Services contract – if approved.

Action Items from the Meeting:

1. Mike will contact Gilles Rainville, Suzanna Brown and let them know that the Selectboard decided on \$1.25/per tap.
2. Mike will make sure that Keith has his Certification from his class to put in his personnel file.
3. Mike will sign the Elevator contract.
4. Mike to get a copy of the revised Library Liability Policy for the Rental and get it reviewed by Legal.

Legal Correspondence: None

Confidential / Executive Session Items:

1. Contractual.
2. Personnel.

Motion to go into Executive Session at 8:30 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 Deb, second by Tara. No further discussion. All in favor.

Motion to come out of Executive Session made at 8:40 p.m. made by Ric, second by Steve. No further discussion. All in favor.

No action out of Executive Session.

Motion made to adjourn the regular meeting at 8:45 p.m., made by Deb, second by Steve. No further discussion. All in favor.

Respectfully submitted by Krissy Jenkins.