

**Georgia Selectboard Meeting**  
**Georgia Public Library**  
**Monday, April 9, 2018**  
**7:00 p.m.**

**Approved:** April 23, 2018

**Present:** Selectboard: Matt Crawford, Deb Woodward, Ric Nye, Tara Wright, Steve Lamos; Krissy Jenkins, Acting Town Administrator; Amber Baker, Treasurer

**Absent:** None

**Public Present:** Ryan Bell, Planning Coordinator; Gary Deziel, Paula Ralston, Michael Frett, Linda Cramer, Bridget Stone-Allard, Margo Coy, Joshua Aldrich, Jim Lintereur, Edward Simon and Keith Baker

Matt called the meeting to order at 7:06 p.m.

It is the general consensus of the Selectboard to make Krissy Jenkins the Acting Town Administrator while Mike McCarthy is on vacation until April 18, 2018.

Matt asked for any additions, deletions or comments to the agenda.

Krissy added the following to the agenda:

1. Check Warrant Report PR #15 and Check Warrant Report AP #24 for approval.
2. Lawn mowing bids. Need to approve a new contract for the 2018 mowing season.

**Review of Minutes:**

Minutes of the March 26, 2018, regular meeting were reviewed and discussed.

Motion made to approve the 3/26/18 meeting minutes, with changes discussed, made by Deb, second by Steve. No further discussion. All in favor.

Minutes of the April 3, 2018, special meeting were reviewed and discussed.

Motion made to approve the 4/3/18 meeting minutes, with changes discussed, made by Deb, second by Steve. No further discussion. All in favor.

**Review of Warrants:**

Previously approved Check Warrant Report PR#14, AP#21, and AP#22 were reviewed. It is the general consensus to accept the previously approved check warrants.

AP#20 needs to be re-signed. The original AP #20 that was approved at the last meeting. That signed AP#20 was lost and when it was reprinted it was missing an invoice, so it just needs to be approved by consensus.

Motion to approve Check Warrant Report AP #23 for the general fund, made by Deb, second by Steve. No further discussion. All in favor.

Motion to approve Check Warrant Report AP#24 and Check Warrant Report PR#15, made by Deb, second by Ric. No further discussion. All in favor.

**Selectboard Concerns:**

1. Follow up on status of the cadet language that was removed as part of the SOG revision process, and was to be re-worked and re-introduced at a later time. Deb had a discussion with the Fire Chief, after he watched the March 6<sup>th</sup> Selectboard Meeting, he wants to make a very clear point that the Standard Operating Guidelines (SOG) and the Cadet guidelines are two separate issues at this point. The Cadet language has not even been reviewed by the Fire Officers. There has been no discussion with the membership and nothing is sitting at legal. The SOGs are at the attorney's for review and the Fire Chief will be contacting the attorney this week to get the SOGs finished up.

It is the general consensus of the Selectboard to have the Fire Chief and his officers in for a joint meeting with the Selectboard to discuss the SOGs and the Cadet guidelines. Krissy will schedule this meeting with the Chief.

**Unfinished Business Report:**

None

**New Business/Action Items:**

1. Lawn Mowing Bids. We put out a Request for Proposal (RFP) for mowing the Town properties and the Town cemeteries. Received 4 bids back for the 2018 season. We budgeted \$5,000 for the Town properties and \$4,000 for the cemeteries. We paid out \$6,842.50 in 2017.

Motion made to approve the bid from Totally Green Lawn Care for the 2018 mowing season, based on their being the lowest bid, meeting all of the criteria and providing the Certificate of Insurance as well, made by Deb, second by Ric. No further discussion. All in favor.

Joshua Aldrich is the owner of Totally Green Lawn Care and was present at the meeting and introduced himself. The Selectboard shared with him that this takes precedence and will have more discussion than any other action. Mowing the municipal grounds is very visual and a focus point heading up Rt. 7. Krissy will get him the appropriate paperwork to fill out and get everything set for him to start when appropriate.

**Public Appearance:**

Ryan Bell - Planning Coordinator; Gary Deziel, Paula Ralston, Linda Cramer, and Margo Coy – Library Trustees; Bridget Stone-Allard – Librarian; and Jim Lintereur – VIS.

Ryan has been tasked with starting to see what may be available for some grants. The grant that Ryan looked into, the deadline passed. Ryan would be happy to talk to Regional and see what they would suggest. He will research further and bring back the information to the Selectboard.

The Library Trustees and the Selectboard had a general discussion regarding the parking issue at the Library. If any work is done to the Library, the first thing that has to be addressed would be the ADA-compliant entrance. We are really unable to do any exterior work without addressing that first.

The group did a tour of the Library. Matt would like to get a time frame and what would be at the top of the list and what is feasible to think about accomplishing first and then to get some idea if there are any hot spots or problems at the Library.

There was a general discussion about making the community room available even when the Library is not open. To accomplish this you would need to have separate bathrooms and a separate entrance created. What are the real priorities and how would the Trustees like to see the space used. To build it and then have to retrofit it doesn't make any sense.

Jim from VIS states that he will be visiting the Library tomorrow morning with an architect and they are going to review the ADA access on the exterior of the Library. This may determine which way any addition or modifications would go. We really need to hammer down the wish list of what we want to do. Their recommendation would be a phased renovation. Likely the ADA-compliant access is the most critical. The second, after talking to people would be to isolate the community room from the rest of the Library. There might be some grants available to help with the ADA compliance.

Paula states that we would really like to add bathrooms, look at plumbing to make the community room self-sufficient or is there a better plan where the bathrooms currently are. Do we reconfigure something else because we don't need a ton of bathrooms in the Library? Is there a way to look at other space? There are many assets that this building has so it is really a question of what makes the most sense for the longevity of this space.

We need to identify the various components, cost them out and then do some sort of triage on it and say "so this is critical," etc. Then create a plan.

Matt asked is making the community room its own entity the second most important thing or no? The Library Trustees are not sure about that. It was about costing things out and then trying to figure out whether this building, given all the renovation that has to happen, and looking at a price tag, what makes fiscal sense.

Jim from VIS states that the heating system, the furnace itself has plenty of capacity; however, the distribution system is a little worn out. This will be a critical item that will need to be replaced. The lighting is in very rough shape and needs to be updated.

The Library Trustees were under the assumption that VIS was going to come in and do an analysis and give us a cost on these things, before we had to decide what the priority was but they need to know ultimately what you want this place to look like and what steps are going to be required to reach that point and then you can fix the lighting in anticipation of whatever is going to happen.

There was a general discussion regarding the parking. The Selectboard states that we are at the limits of our property that we have. Looking at parking was not part of VIS's agreement. Let's set the parking issue aside until we look at the scope of what needs to be done to the building. Let's not build something that requires more parking than we currently have.

Bridget states that she is hesitant to make the community room any smaller because we have the kids here for story time and this room is busy. The goal of the Library is to make this a community hub. We should be creating excitement about the Library. Library usage has grown. Bridget handed out the usage numbers for the library and went over them.

The Selectboard recessed and took a tour of the Library infrastructure with the Library Trustees and Jim Lintereur of VIS.

The Selectboard came back from their tour and reconvened the meeting.

Jim gave an overview of where they were at with analyzing all of the Town's buildings. There was a general discussion regarding the electricity at the Fire Station and the issues at the Town Garage.

Jim expects to have the 1<sup>st</sup> phase of the study done by the end of April. Jim expects to come to the Selectboard on their May 14<sup>th</sup> meeting. The Selectboard thanked Jim for coming in.

**New Business/Action Items Continued:**

2. Review and act upon proposed Assessor contract for 2018. This is the amount budgeted.

Motion made to approve of the 2018 Assessor Contract, with the Chair signing on behalf of the Selectboard, made by Ric, second by Deb. No further discussion. All in favor.

3. Review and act upon proposed RFP from the Auditors for an outside audit.

Motion made to approve the RFP and plan put together by the Auditors for an outside audit, with the change discussed, made by Deb, second by Ric. No further discussion. All in favor

4. Act upon Notice and estimate of required work on Town hall lift. This is an unanticipated replacement requirement and cost. This was not put in the budget but there is money available that we could use.

It is the general consensus of the Selectboard to have the lift repaired, with the Chair signing the estimate on behalf of the Selectboard.

5. Review and act upon 2018-2019 Department of Public Safety Traffic Control/Enforcement Service Contract. Invoice is as quoted and budgeted.

Motion made to approve of the 2018-2019 Department of Public Safety Contract, with the Chair signing on behalf of the Selectboard, made by Deb, second by Tara. No further discussion. All in favor.

**Administrator's Correspondences and Tasks:**

1. Correction to Wireless One application to Public Utility Commission, regarding Bovat Road cell tower work has been made. Highlighted copy in your packet.

**Treasurer's Correspondence:**

1. Budget report as of March 31, 2018.
2. Employee wage and benefit summary.
3. Employee accrued time report as of April 2, 2018.
4. Delinquent tax report as of March 31, 2018.
5. Town of Georgia legal expenses as of March 26, 2018.

**General Correspondence:**

1. Georgia Public Library, notice of public meeting April 9, 2018 at 7:00 p.m.
2. Vermont State Police March 2018 monthly activity summary report.
3. Northwest Solid Waste District notice regarding recycling law compliance. Based upon review of requirements, Mike believes that the Town is in compliance.

**State of Vermont Correspondence:**

1. Vermont Agency of Transportation, notice of installation of rumble strips on Rt. 7. Matt asked if letter can be posted on Facebook. The incorrect email is listed on the letter, to email is Vermont.gov. Matt emailed them and asked for a schedule and if there was going to be any consideration to pave Route 7 before they put rumble strips. If Matt gets answers to his questions, he will share them.

**Brochures, Newsletters, Workshops, and Advertisements:**

None

**Signatures Needed:**

1. Contracts as approved in action items.

**Legal Correspondence:**

None

**Confidential / Executive Session Items:**

1. Personnel/Contractual.

Motion to go into Executive Session at 8:51 p.m., is requested at this time to discuss legal, 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.

Motion to come out of Executive Session made at 9:00 p.m. by Tara, second by Ric. No further discussion. All in favor.

No action out of Executive Session.

Motion to adjourn at 9:02 p.m. made by Deb, second by Tara. No further discussion. All in favor.

Respectfully Submitted by Krissy Jenkins.

Monday, April 23, 2018 regular meeting to be held at the Municipal Office in the Chris Letourneau Meeting Room at 7:00 p.m.