

Georgia Selectboard Meeting
Chris Letourneau Meeting Room
Monday, July 23, 2018
7:00 p.m.

Approved: August 13, 2018

Present: Selectboard: Ric Nye; Deb Woodward; Steve Lamos; Mike McCarthy, Town Administrator; Amber Baker, Treasurer

Absent: Matt Crawford and Tara Wright

Public Present: Keith Baker, Fire Chief

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

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

1. Check Warrant Report PR #30 and Check Warrant Report AP #48.
2. Use of impact fees to purchase (mini excavator and operator \$350, mulch \$3,000) and place mulch for playground area at municipal beach. \$3,350 needed.
3. Toilet replacement and partitions at municipal recreation area: \$2,175. Use impact fees here also?
4. Pickle ball lines are installed.
5. Review and act upon corrected TAN Loan from Peoples Trust Company.

Public Appearance:

Keith Baker, Fire Chief. Keith is here to present the Standard Operating Guidelines (SOG) to the Selectboard for their approval. This is final draft which includes a few minor grammatical changes. The Chief and the Officers reviewed the SOG's and then presented to the rest of the members for comments and discussions. There wasn't a specific vote on it, but we did have a discussion about them, and consensus was reached to present them to the Selectboard this evening.

The biggest discussion was the minimum call percentage. The requirement is to go on 15% of the calls. Deb asks if this is usual and customary for other towns our size who have volunteers? Keith states that a number of the towns are considerably higher than the 15%. The 15% number was something the Officers and the Chief came up with. They looked at the last few years, the percentages made and the people who were generally responding to calls and people who were making most of the meetings like they are supposed to, and came up with a cut off line based on that. The people were showing up to most of the meeting and making most of the calls were all above the 15% mark. Generally speaking, if you were below that number, you were well below.

Part of the reason the Chief and the other officers feels there needs to be call minimums is it is a cost of doing business. One, we need people to stay up on their training, we need people going to calls because at the end of the day when someone dials 911, they are expecting trucks to show up, so if you are going to be a fire fighter you need to be out the door to these emergencies. Secondly, it costs the town a lot of

money to have fire fighters. Everyone gets their own mask, set of gear and a pager, not including any uniforms or any insurances the town pays, it costs about \$3,200.00 a person. If the Chief asks everyone to invest \$3,200 in something, you would want some sort of return on your investment. There are pretty significant costs to put a fire fighter out the door. We have had issues in the past with people having to wait to get onto the fire department because of issues like this. We do have members on the fire department who aren't going to calls or training right now.

We have also now have minimums for probationary status. We divided it a little bit in the respect that we have a minimum for probationary if you have no training and then if someone comes in who is already a certified fire fighter that moved into the Town of Georgia. Basically that probation is changed to meet what the Town needs. They are certified people, we don't need to show them how to fight fire; they just need to learn how the Georgia Fire Department works. We have lost at least one fire fighter because of those minimums previously not being broken down between "brand new" and "new to Georgia".

Deb asks if the Fire Department knows how they are going to address the less than 15% people. It references the possibility of being referred to disciplinary action and it refers to the Town of Georgia Personnel Plan. All of the fire department's disciplinary stuff matches the Town's Personnel Policy. We tried to make sure to address all of the "what if's".

These SOG's are the Chief's, Officers and memberships recommendation for the Selectboard to approve. These SOG's can be amended at any time, with the recommendation from the Chief and by the Selectboard if anything comes up that needs to be addressed.

There are people on the fire roster now that should not be on the roster, do we have to wait a year to remove them or can we do that now? Keith is not sure of the answer and would need to look into this further before moving forward, this is a legal question. Ric recommends doing it now and make room for people who want to be on the roster. There are approximately 8 people, on the roster now, that don't meet the 15% call percentage.

It is the general consensus of the Selectboard to look at this issue with legal counsel. What is the procedure? Mike will contact the Town Attorney to get his opinion on this. Perhaps they could draft a very short, gentle letter, something that we could reach out to people asking if they can meet the minimum call percentage, if you can't, would they consider resigning.

Motion that effective 7/23/18, the Town of Georgia Fire Departments Standard Operating Guidelines are approved and adopted by the Town of Georgia Selectboard; these Guidelines become effective immediately, all previous, independent rules and regulations and policies regarding the operation of the Town of Georgia Fire Department, permanently rescinded; the policies and rules in the Town of Georgia's Personnel Policies and Rules Handbook, as revised and adopted by the Selectboard on May 22, 2017 remain in effect with the Fire Department employees, upon the recommendation of the Fire Chief, Fire Officers and their membership, made by Ric, second by Steve. No further discussion. All in favor.

Last time Keith was here there was a discussion regarding removing the tank on the fire truck ourselves. Would we save money by having the Highway Department remove this tank? Keith spoke with the company who would be removing the tank and he stated that we would save \$420 in labor costs and the salvage value of the tank would be \$250; this would be a savings of about \$670. There is also some removal of some valves, lines and lights because we are going to install them on the new tanker.

There was a discussion regarding the removal of the tank. It is the general consensus of the Selectboard to move forward with the original proposal to have the company remove the tank and not have the Town do it themselves.

One other thing that Keith would like to discuss with the Selectboard is the key fob systems at the Fire Station. The system is in need of dire repair. A couple of weeks ago, the whole system failed. It is not upgradable as the system is 20 years old. We don't think the system will make it for the next 30 days.

Keith got three quotes to replace the system. One bid was the same amount as the 2nd bid, but the first one included installation, when the second one didn't. Keith would like to go with Black Dog to replace the system. There was a general discussion regarding what line this expense would be paid from. It is the general consensus to use impact fees as they still have money available.

Motion to work with Black Dog, a local vendor, after the bid process, for \$3,000.00, using impact fees for replacement of the key fob system ahead of failure, made by Ric, second by Steve. No further discussion. All in favor.

Mike will contact Black Dog tomorrow and get them the check for ½ of the costs up front, so they can start as soon as possible.

Review of Minutes:

Minutes of the July 6, 2018 regular meeting were reviewed and discussed.

Motion made to approve the 7/6/18 regular meeting minutes, with changes discussed, made by Steve, second by Ric. No further discussion. Deb abstained, all others in favor.

Review of Warrants:

Previously approved Check Warrant Report PR#29 and AP#46 were reviewed. It is the general consensus to accept the previously approved check warrants.

Motion to approve Check Warrant Report PR#30 for payroll ending 7/26/18, AP#48 for payroll transfers to VMERS DB, Citizens Bank and VT Dept. of taxes, and AP #47 for the general fund, changing Harrison Sand to Harrison Redi-Mix, made by Ric, second by Steve. No further discussion. All in favor.

Selectboard Concerns:

1. Tara, through Deb, asked if anyone has reached out to Jim Harrison regarding the Georgia Wind Project and those calculations. Mike states that we have not spoken to Jim Harrison. After a brief discussion, Mike will contact Jim and ask him if he knows where those calculations came from. We should understand how the faulty formula happened even if it doesn't translate into more dollars.
2. Update on Beach closure. We had to close the Beach to swimming on Friday due to Blue-Green Algae. It was a very isolated amount and cleared up by the end of the day. This will be a back and forth thing for the rest of the summer. Once a week the Town sends a water sample to the Health Lab to test for e-coli.
3. Ric stated that when the Selectboard Room was in the other part of the building the Selectboard used to have a file cabinet to keep their paperwork, etc. in. Can we get one for here? Mike will work on this.

Unfinished Business Report:

1. Building Committee – update. The committee met. Matt provided a brief summary of what took place. One thing that Matt wanted to get going was to create sub-committees dealing directly with their individual units to report back to the whole committee on what direction we need to go so it isn't the big group trying to make those smaller decisions. This would make it more efficient.

Work has already been done at the fire station. The lighting has been changed and the occupancy switches have been put in. As we spoke about, Gordon's Mill is done. It looks great. Both the volunteers from the Historical Society painted the roof and took down the old chimney and capped it as well as the folks from the State who did the yard work. We are in good shape right now.

Mike will be meeting with the folks from Efficiency VT with the results of their study this week and their cost estimates for what we need to do at the Library. This will be a huge step. There is a lot more to do but we are getting there.

2. Impact Fee Ordinance – further discussion. It is the general consensus of the Selectboard to table this discussion until the next meeting when we have a full board.

New Business/Action Items:

1. Letter from Champlain Valley Office of Economic Opportunity Director Robert Ostermeyer. It is the general consensus of the Selectboard to have the Director come in and meet with them in the next couple of months.

2. Sherwood Forest Storm water annual inspection. Ruggiano has done the inspection. Informational.

3. Review proposal from VIS Construction Consultants for Program Development and "Clerk of the Works" costs for continuation of Georgia Town Library updates.

It is the general consensus of the Selectboard to table this action until they can get some recommendations from the Library Trustees.

Administrator's Correspondences and Tasks:

1. Municipal Roads General Permit – update. This is a permit from the State so we can discharge storm water on our own roads.

2. Georgia Municipal Recreation Area – pickle ball update. The lines were painted on July 13th. We ordered the lines to be painted on June 5, 2018. VT Tennis is really busy and they were having a hard time scheduling us in.

3. Playground area at the Beach. We would like to use impact fees to have the work done and to purchase mulch for the playground area. We would also need a mini excavator and operator. For a cost of approximately \$3,350.00.

Toilet replacement and partitions at the beach area also need some work. For a cost of approximately \$2,175.00.

We would like to use impact fees on both of these purchases. It is the general consensus of the Selectboard to move forward with these purchases/repairs and to use impact fees.

Treasurer's Correspondence:

1. Peoples Bank TAN Note. At the last meeting the Selectboard approved and signed for the Treasurer to get a Tax Anticipation Note from Peoples Bank. Amber was informed that she was given the incorrect loan documentation paperwork from Peoples. The Selectboard needs to sign the correct paperwork.

It is the general consensus of the Selectboard to reaffirm the approval of the Tax Anticipation Note with Peoples Bank and for the Selectboard to sign the correct paperwork for this Note.

2. Sullivan and Powers are conducting their Audit. There are some journal entries that they would like us to possibly make to reflect because we are cash based. Amber would like to go over these entries with the Selectboard and see what they think.

It is the general consensus of the Selectboard to look at these journal entries one at a time at their next quarterly budget meeting.

General Correspondence:

1. Georgia Fire Department meeting minutes from January 4, 2018, February 1, 2018, March 1, 2018, and April 5, 2018. Note: There was no meeting held in May 2018 or June 2018.

State of Vermont Correspondence:

1. Authorization to Discharge – Municipal Roads General Permit.

Brochures, Newsletters, Workshops, and Advertisements:

1. Municipal Infrastructure Budgeting Process.

Signatures Needed:

None

Legal Correspondence:

None

Confidential / Executive Session Items:

1. Personnel/Contractual.

Motion to go into Executive Session at 8:10 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 Ric. No further discussion. All in favor.

Motion to come out of Executive Session made at 8:25 p.m. by Ric, second by Steve. No further discussion. All in favor.

No action taken out of Executive Session.

Motion to adjourn at 8:30 p.m. made by Ric, second by Steve. No further discussion. All in favor.

Respectfully Submitted by Krissy Jenkins.

Monday, August 13, 2018 regular meeting @ 7:00 p.m.