

**Georgia Regular Selectboard Meeting
Via ZOOM Web Conferencing
Monday April 27, 2020 7:00 pm**

Approved: **Approved**

Present: Selectboard: Matt Crawford, Steve Lamos, Tara Wright, Jason Burt, Scott St. Onge,
Town Administrator/Treasurer: Amber Baker, Selectboard Clerk: Samuel Gould.

Absent: All present

Public Present: Buddy Meilleur, LCATV Production Manager; Ben Ebert, Library Trustee; Paula Ralston,
Library Trustee; Gary Deziel, Library Trustee; Bridget Stone-Allard Library Director.

Matt Crawford opened the regular Selectboard meeting for April 27, 2020 for the Town of Georgia via ZOOM at 7:02 p.m. to discuss regular business.

Additions, Changes or Deletions: None

Public Appearances:

Paula Ralston began the discussion by informing the Selectboard where the library is currently at amid the COVID-19 Stay-at-Home order, their lessons learned, plans for the summer, the beginning of school and the current status of the ADA upgrades. For details she turned the floor over to Bridget.

Bridget informed the Selectboard that they have been performing virtual readings and that they are looking for others to participate as readers from other departments. Another area they are working on is virtual classes like MS Word and Excel. At this time remote billing is up and running with Jeremy collecting the mail as he checks up on the building. The staff is working in collaboration with other libraries to ensure that they are all in sync when it is time to reopen throughout the region. She also informed the Selectboard that there are many new state requirements for protective gear on-hand supplies and quantity requirements, protective measures like plexiglass barriers, desk skirts and shelving covers. They are looking into the costs and how this will affect their budget.

Tara asked them to maintain detailed cost tracking so the town can keep precise accounting on the overall cost of COVID-19.

Bridget also informed the Selectboard that the food shelf is open on Mondays and that the demand for food is very high.

Discussion followed on; forwarding of phone calls, the food shelf, the affects on staff hours and manning (most staff are shy on hours) and saving funds by ensuring the thermostat is set as low as possible.

Paula then informed the Selectboard where the library currently stand on its ADA compliance plans. As the main discussions occurred just as the virus hit things have not progressed. There is still a need to work with the Brown's on a land adjustment to allow for some of the ADA requirements to be met. Matt informed the Trustees and Amber that the Brown's land needs to be well researched to determine if it is truly land locked and what the zoning is so that accommodations can be made that will benefit both the

Brown's and the town. There also needs to be a very strong cost forecast to allow for budget considerations. Paula informed the Selectboard that this will all be discussed at the next Library Trustees meeting.

Matt thanked Bridget and her staff for all that they have done and that he has heard good things about them all.

At 7:29 p.m. Ben Ebert, Paula Ralston, Gary Deziel and Bridget Stone-Allard left the meeting.

Review of Past Minutes:

Motion to approve the April 13, 2020 Regular by Steve, seconded by Jason, all in favor.

Review of Warrants:

Motion to approve previously approved check warrants PR 18, AP28 and AP29 Steve, seconded by Scott, all in favor.

Some discussion followed on ensuring that more local businesses are used for procuring equipment parts by the town Highway Department.

Selectboard Concerns:

Matt raised his concern that we need a course of action for the town beach closure. How do we handle event cancellations and controlling what is happening at the beach to ensure that the Governor's orders are met.

Matt also stated that the MOU between the Highway Department and the Fire Department needs to be completed.

Matt reminded Sam to be sure that all Selectboard agendas are published on the website as this meeting's agenda was absent.

Tara brought forth a question on the Highway Departments summer hire. This will be covered during executive session.

Administrators Report to Selectboard:

Unfinished Business:

1. Highway garage roof, ventilation and heating system: The leak was found and fixed, as this was under warranty there is no cost to the town.
2. Highway Oversight Committee Update: Amber informed the Selectboard that all is progressing well, and all deadlines are being met. The next scheduled meeting is this Wednesday. Scott informed the Selectboard that they are waiting on some final numbers before they can move forward but that he sees no issues at this time that will keep them from having something strong to show the voters in November and that they will also have stuff ready for the upcoming primaries.

Discussion followed on the current projected cost which seems higher than expected. Scott informed

the Selectboard that the cost also includes the actions required to convert the current town garage into cold storage, drainage lines and more. The numbers are still rough at this point.

3. Hazard Mitigation Plan Update: No update at this time.

4. COVID-19 Updates: Amber informed the Selectboard that new guidance has been received from the Governor's office. This large document has many new rules that will affect all departments as they begin to reopen, continue operating as they are and/or begin preparation plans for how things will work once they reopen. She has been working with all the departments but still has to work with Todd as there are a lot of changes for the Highway Department. This will be a main topic of her upcoming staff meeting.

Discussion followed on; tracking all expenses, adding new budget lines, cost recoupment and that a town COVID-19 policy will need to be developed that follows the state policy.

5. Trailer Purchase: After Todd and Jason met to discuss which trailer type to buy and Amber's call to the insurance company it was decided that the landscaping trailer was the best way to go. The trailer has been purchased at this time.

6. Auditor RFP: The contract has been extended and there have been three responses at this time.

New Business / Action items:

1. Northwest Regional Planning Yearly Update: The Selectboard is ok with the yearly update of local officials as presented. Matt will sign so Amber can sign and sent out to Shaun Coleman.

2. Extension of dog fee late fee to June 1: Cheryl is requesting a further extension of the late fee waiver.

Motion to approve Cheryl's request to extend the dog licensing late fee waiver to 1 June 2020 by Tara, seconded by Scott, all in favor.

Matt asked Amber to ensure that Cheryl provides the Selectboard a formal request letter for the town records.

3. Selling Town Equipment: Amber informed the Selectboard that the town does not currently have a policy for selling town equipment. At this time the 2002 Highway Department truck has been at Clarks for roughly six weeks and the Town of Charlotte has shown an interest in buying the truck. Todd would like to offer to sell the truck to them for \$9k but this is not the process the town has been using. Jason informed the Selectboard that the normal process is putting the equipment up for bid and that this type of sale does not allow others to have a chance to make an offer. He also stated that Charlotte wants to purchase the 2007 Highway truck also which the also town plans on divesting.

Discussion followed on, selling with notice on the town website, what is fair to all parties, developing a policy for selling town equipment, selling both the 2002 and the 2007.

4. 2020 Kenworth Loan: Amber recommends the loan be procured from Peoples Trust with an APR of 2.25%.

Motion to allow Amber to execute a loan for the 2020 Kenworth with Peoples Trust at 2.25% APR by Scott, seconded by Steve, all in favor.

5. Town of Georgia Organizational Chart: The Selectboard approves the organizational chart presented with some changes.

6. 2nd QTR 2020 Budget: Budget is doing well and is on tract at this time. Matt asked for an updated version of the budget be placed on the SharePoint drive for Selectboard members ease of access and review.

7. 2020 Georgia LEMP Municipal Adoption Form: Motion to approve the 2020 Georgia LEMP Municipal Adoption Form by Steve, seconded by Scott, all in favor.

Amber will send the form to Shaun Coleman at Northwest Regional Planning once signed by her and Matt.

Treasurer's Correspondence: No discussions.

General Correspondence: No discussions.

State of Vermont Correspondence: None.

Brochures/Newsletters/Workshops: None.

Executive Requirements: None.

Other Business Found Necessary:

Matt brought up the Aegis Renewable Resources Inc. action taken by the Selectboard via email and that it needs to be memorialized at this time.

Motion to memorialize actions taken by the Selectboard via email on behalf of Ann Rowley and Aegis Renewable Resources Inc by Steve, Jason, all in favor.

Steve brought up Adobe licensing for board members who do not receive the paper Selectboard meeting packets. This will allow them to add notes and comments as they prepare for the meeting. It was also discussed that this will also allow for digital signatures.

Discussions followed on; digital versus real signatures, the monthly cost to procure the licensing, training for Selectboard members on how it works and who would require the licenses.

The Selectboard was in agreement that those who wish electronic packets will also have Adobe DC licenses.

Town Administrator Tasks review:

Motion by Scott to enter executive session under 1 VSCA §313 with Amber Baker to discuss contracts, labor relations agreements with employees, arbitration, mediation, grievances, civil actions, or prosecutions by the state, where premature general public knowledge would clearly place the state, municipality, other public body, or person involved at a substantial disadvantage by Steve, seconded by Scott, all in favor.

Executive session entered at 8.27 p.m.

Executive session and Selectboard meeting adjourned at 9:24 p.m.

Motion out of executive session: Due to unforeseen circumstances beyond the Board's control, it is the decision of the Board to layoff an employee due to these circumstances made by Steve and seconded by Scott. All in favor.

Motion out of executive session via email vote to have Matt Crawford, Amber Baker and Steven Lamos present selectboard concerns to Todd Cadieux at the earliest opportunity by Steve, seconded by Jason, is approved by 4-1 majority vote. Dissenting vote by Tara who is not in support of some of the Selectboard Concern summary items.

Attachment:

From: Kelly Viens <k.viens@stalbansvt.com>

Sent: Wednesday, May 6, 2020 12:55 PM

To: Georgia Town Administrator <administrator@townofgeorgia.com>

Subject: Re: Reporting

Hi Amber -

Sorry for the delay. Here's what was agreed to regarding The Town of Georgia & St. Albans Recreation Department.

The town of Georgia will pay St. Albans Recreation Department \$7500 (flat fee) for all Georgia residents to participate in any St. Albans Recreation Department's programming from 4/1/2020 through 3/31/2021. This shall be a flat fee regardless of the actual participation during that time. This amount is based upon the participation of Georgia residents during the previous year. At the end of this agreement (3/2021) the actual participation fees will be revisited and the amount for the next year 4/1/2021-3/31/2022 will be based on the actual participation during the previous year, and so on.

If the participation by Georgia residents is higher than the \$7500 this year, no additional amount is owed to St. Albans Recreation Department. If the Georgia resident participation amount is less than \$7500 this year, no refund is owed to the Town of Georgia by the St. Albans Recreation Department.

The flat fee agreement gives the municipality a solid number to base their budget on. No open end billing.

The other option that was discussed is an option to invoice for exact participation. Each quarter the St. Albans Recreation Department would invoice the Town of Georgia for their resident's participation in programming for the previous quarter. The Town of Georgia would pay the difference between the

resident and non-resident rate - generally about 30%. While we provide the previous year's participation numbers as a guide for the municipality to budget for, it does not guarantee that amount as the actual amount due as participation is the driver. It could be lower - or what we have discovered in other towns is that it has been considerably higher - as residents have enjoyed and taken advantage of the discount through participation.

In both of the options listed above a detailed list of participation is provided to the town of Georgia showing the name of the family/participant, what program they participated in, the date of the registration and the reduced rate they paid as well as the cost difference between the resident/non-resident rate.

Georgia agreed to the first option (\$7500) flat fee. That flat fee can be paid in one payment or divided by quarters - you can let us know what you prefer and we'll invoice accordingly.

Please let me know if you have any questions or would like further clarification.

Thanks-

Kelly

Kelly Viens

Recreation Director

St. Albans, VT