

**Georgia Selectboard Meeting
Chris Letourneau Meeting Room
Monday, August 13, 2018
7:00 p.m.**

Approved: Unapproved

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

Absent: None

Public Present: Mike Frett – St. Albans Messenger

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. 2018 Legal Expenses to date. Informational only.
2. Cost assessment of use of wood fired boiler. Informational only.
3. Vermont State Police Monthly Activity Report for July 2018.
4. Employees accrued time report as of July 30, 2018.
5. Vermont League of Cities and Towns – Delegate Designation Form for Annual Meeting on 10/3/18.
6. VT Department of Environmental Conservation notice.
7. Check Warrants PR#33 and AP #54.

Review of Minutes:

Minutes of the July 23, 2018 regular meeting were reviewed and discussed.

Motion made to approve the 7/23/18 regular meeting minutes, with changes discussed, made by Steve, second by Ric. No further discussion. All in favor.

Review of Warrants:

Previously approved Check Warrant Report PR#31, PR#32, AP#49, AP#50, AP#51 and AP#52 were reviewed. It is the general consensus to accept the previously approved check warrants.

The Selectboard had a general discussion regarding the JFS Electric invoice. The total bill is \$5591.00 and the minutes indicate not to exceed \$3000.00. It was Mike's understanding that the original decision was for \$3,000.00 and then it was decided later to pay for the whole invoice, although there are no approved minutes to support this.

After discussion, motion to approve the additional \$2,392.00 from Building Maintenance Other line to pay JFS Electric, as an additional warrant, as a result of this evening, made by Tara, second by Steve. No further discussion. All in favor.

Motion to approve Check Warrant Report AP#53 for the general fund, made by Deb, second by Steve. No further discussion. All in favor.

Motion to approve Check Warrant Report AP #54 for a payroll transfer to Citizens Bank, made by Deb, second by Tara. No further discussion. All in favor.

Motion to approve Check Warrant Report PR#33 for payroll ending 8/16/18, made by Deb, second by Tara. No further discussion. All in favor.

Selectboard Concerns:

1. Myers Bills. Where did we end up with resolving the issue with Myers Trash? Amber can't get anyone to call her back and until they do, she is holding their checks.
2. Follow through on Tara's request from July 23, 2018 about requesting someone to follow up with Jim Harrison. The Town Administrator replied on July 24th, that Mr. Harrison remembers the formula being put in, but doesn't have any recollection of its origin or any other specific information.
3. Deb would like the Health Insurance to be put on the radar. September is when the research generally gets done because it is going to take a lot of time and discussion to accomplish any changes. It is Deb's understanding that VT Health Connect has a double indemnity plan that is half the price of anything that Cigna or Blue Cross Blue Shield is offering. Mike will look into this and bring back to a future Selectboard meeting.

Unfinished Business Report: None

New Business:

1. Fireworks proposal for Fall Fest. We have used the same vendor the past couple of years for the fireworks. Gail Wolff made a verbal commitment with the same guy that did them last year. Meanwhile, we have received another proposal. We don't have anything in writing from the company last year. How would the Selectboard like to proceed?

After a brief discussion it is the general consensus of the Selectboard to encourage Gail to get three quotes. Mike will contact Gail and relay this information to her.

2. Cost Assessment of Use of Wood Fire Boiler. In an effort to make sure we have the most cost effective heat, Steve went over and did an unbiased analysis of what the wood burning boiler costs the Town. Steve gathered this information from Amber and Todd, Highway Foreman.

There was a lengthy discussion regarding the cost assessment. What would the costs be to heat the building with only VT Gas? Amber will get the amount of gas we were using before we installed the wood boiler, so the Selectboard can compare those costs, keeping in mind there was a wood stove in the garage for supplemental heat. The Selectboard will look at this in the future.

Administrator's Correspondences and Tasks:

1. Efficiency Vermont Meeting 7/24/18. Mike will update the Board. Efficiency VT did the analysis of the Library. Mike is meeting with a contractor tomorrow to have him look at the analysis. The recommendation was to have the Town work with Efficiency VT and when the time comes, to purchase the hardware directly through the manufacturers, which would save us a lot of money. Then we have to put out a Request for Proposal (RFP) for the work to be done. The lighting money was put in the 2018 budget.

Is that the total cost for replacing all of the lights? Matt states that is the question. Mike believes that this is just the equipment costs and we have to get bids for the installation. This is a hardware cost of \$14,000. This is a work in progress and Mike should know more tomorrow after meeting with the contractor. This will continue to move forward once Mike gets some real numbers.

2. Advanced Onsite Services, LLC estimate to replace the pump vault in the Library. After a brief discussion, it is the general consensus to put this in the 2019 budget file.

3. Memo Library Trustees regarding VIS proposal. The Library Trustees forwarded a memo to the Town Administrator in support of the VIS proposal to make the Library ADA compliant. Matt spoke with the Chair of the Trustees. There are some questions about the proposal that comes out at \$11,095.00. The Trustees wrote a letter of support to approve this bid for VIS. Matt's question is what are we getting for this money? Matt asked specifically, there are three different parts to this proposal; one being program document development, produce requests for proposal and contract with ADA team. Basically VIS develops a detailed scope of project based on feedback from multiple meetings with Trustees, Staff, Selectboard and members of Georgia residents. They will provide a draft and final version of the project; what do we want, what can we afford, what do we need and get us a document. Then VIS will develop a Request for Proposal for the ADA work. They will write the RFP, they will put it out to bid, they will evaluate and make recommendations for firms that they think can do the work for us. They will manage the design and construction professionals and guide the design work.

Matt asked, "At what point do the Selectboard go to the ADA grants that are available?" VIS said that after the RFP comes in and we have a very detailed RFP that we can then take to the grant people. The Selectboard had a general discussion regarding what work is going to be done. We have \$10,000 in the budget for the ADA work.

Motion to approve the VIS Contract for the ADA work at the Library, in the amount of \$11,095, with the Selectboard being kept in the loop, requesting a timeframe when these phases will end, so as we are billed we can tie them out with each phase, coming out of budget line Consultation Services under general government, Selectboard, made by Deb, second by Steve. No further discussion. All in favor.

4. 2nd Quarter 2018 Unemployment Benefits charged. This will be discussed in Executive Session as it is a personnel issue.

5. VLCT Town Fair Delegate. The Town Fair is being held and Mike would like to attend as the delegate for Georgia.

Motion made to appoint Mike McCarthy, Town Administrator of Georgia, as the delegate for Georgia voting at the VLCT Town Fair, made by Deb, second by Ric. No further discussion. All in favor.

Treasurer's Correspondence:

1. General Ledger Checking Account Balance Worksheet.
2. 2018 Legal Expenses to date. Information only.
3. Employees accrued time report as of July 30, 2018.

General Correspondence:

1. Thank you from Marie Fuller.
2. Planning Commission Meeting Minutes for 7/10/18 and Draft minutes from 7/24/18.
3. Library Trustee meeting minutes for 6/18/18 and 7/23/18.

State of Vermont Correspondence:

1. Agency of Natural Resources Notice.

Brochures, Newsletters, Workshops, and Advertisements: None

Signatures Needed:

1. St. Albans Police Department 2018-2019 Dispatch Services Contract. Amber states that this year is \$42,000, the year before it was about \$41,000. The \$42,000 was budgeted.

Motion to execute the Emergency Communications Dispatch Services Contract, effective July 2018 – June 2019, City of St. Albans, with the Town Administrator signing on behalf of the Selectboard, as budgeted, made by Deb, second by Steve. No further discussion. All in favor.

After a brief discussion, it is the general consensus of the Selectboard to have Chief Taylor come in and discuss this contract with the Selectboard during budget time.

Legal Correspondence:

None

Confidential / Executive Session Items:

1. Personnel/Contractual.

Motion to go into Executive Session at 8:40 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 Tara, second by Deb. No further discussion. All in favor.

Motion to come out of Executive Session made at 9:05 p.m. by Ric, second by Steve. No further discussion. All in favor.

No action taken out of Executive Session.

Motion to adjourn at 9:10 p.m. made by Steve, second by Deb. No further discussion. All in favor.

Respectfully Submitted by Krissy Jenkins.

Monday, August 27, 2018 regular meeting @ 7:00 p.m.