



GEORGIA VERMONT

Selectboard Regular Meeting Monday, June 09, 2025 at 6:00 PM Chris Letourneau Meeting Room and via Zoom Agenda

Zoom Details:

<https://us02web.zoom.us/j/6165843896?pwd=STduU2JzTmpiVmE1MXZSaWZWVadz09>

Meeting ID: 616 584 3896 | Passcode: 5243524

Dial by your Location: 1 929 205 6099 (New York)

1. CALL TO ORDER
2. PLEDGE OF ALLEGIANCE
3. CHAIR UPDATE
4. ADDITIONS, DELETIONS, OR CHANGES TO THE AGENDA
5. SELECTBOARD MINUTES AND WARRANTS

A. Approval of Minutes May 20, 2025 Special Meeting

B. Approval of Selectboard Regular Meeting Minutes for May 28, 2025

C. Approval of Warrants #2517

6. PUBLIC COMMENT (For items not on agenda)

All participants must clearly state their names. Appropriate actions will be considered once the Selectboard has reviewed the information provided and necessary subsequent research.

A. Carolyn Branagan- Visit with Legislative Update

7. CORRESPONDENCE

A. To whom it may concern,

Every year, the Lake Champlain International fishing tournament takes place on fathers day weekend, ending on that Monday every year. Specifically, this year it is from 6/14 thru 6/16.

Because there is so much boating activity that weekend, all the boat access ramps become very busy and crowded. It is for this reason that I would request that Georgia consider **opening the Beach Park gate at 4am** to allow town residents like me and my fishing partners to launch earlier than the normal park hours.

Thank you in advance for your consideration of this matter.

Alan Parent

8. BOARD BUSINESS (Public comment on agenda items limited to 5 minutes)

- A. Bid Opening for 75ft Aerial Ladder Truck for Fire Department
- B. Josh Serpe of Friends of Northern Lake Champlain-Project Update and Discussion -Mill River Southeast Clean Water Project
- C. Sheriff John Grismore will join the Selectboard to provide an update on law enforcement activity and community safety in the Town. He will share his perspective on the current contract, the impact of increased patrol hours, and any observations or concerns regarding local trends. The Board will also have an opportunity to discuss ongoing collaboration and ask questions.
- D. Bridge # 10 (Highbridge)-Update on Road Closures/Bridge Replacement Construction-
We have received an update from Tyler Billingsley regarding the upcoming replacement of **Bridge #10 (Highbridge)**.

Construction is scheduled to begin on June 30, 2025, with an estimated completion date of September 8, 2025.

Please note:

- The bridge will be fully closed to all traffic beginning Monday, June 30 at 8:00 AM through Monday, September 8 at 5:00 PM.**
- The bridge is expected to reopen to traffic on Tuesday, September 9, 2025.**

We are currently coordinating with surrounding towns to finalize an emergency response plan during the closure and are working to notify all relevant agencies, residents, and stakeholders in advance.

Further updates will be shared as they become available. Thank you for your patience and cooperation during this important infrastructure improvement project.

- E. 2025 Local Emergency Plan-Action To Approve
- F. Update from Public Works Director-Todd Cadieux
- G. Terri Sabens Incoming Town Assessor-Request to Issue RFP for Townwide Reappraisal-- Discussion and request for Selectboard approval to issue a Request for Proposals (RFP) for a full townwide reappraisal.
- H. Personnel Policy-Action To Approve
- I. Cell Phone Policy-Action To Approve
- J. Rules of Procedure for the Town of Georgia Selectboard Policy-Action To Approve Updates
- K. Electronic Sign-Placement Decision

9. UNFINISHED BUSINESS

- A. Closing Of Perrigo-Discussion Regarding Amazon Distribution Center Ideas
- B. Bridge # 28 (Mill River Bridge)
- C. N.E. Archaeology Research Center-Artifact from VELCO Line K80 Project

- D. Beach Bathrooms Renovations
- E. Velco-ROW-SLW-Easement Deed for Permanent Access--Draft Easement still under review with attorney
- F. Parcel ID 1122600000-TOG Lot-Awaiting new regulations
- G. American Tower
- H. Boat Docks
- I. Georgia Public Library Building Revitalization
- J. ACO-Boarding Options @ Old Town Garage

10. TOWN ADMINISTRATOR, TREASURER AND SELECTBOARD SUB COMMITTEES REPORTS

A. The Town Administrator will present spreadsheets outlining the current Town policies, procedures, and ordinances. The presentation will include questions for the Selectboard regarding the evaluation of internal controls and protocols related to office operations, training, human resources, finance, and safety. The Selectboard will be asked to provide input on priority areas and the preferred order for review, with the goal of identifying improvement opportunities, ensuring compliance, and strengthening organizational practices.

Discussion regarding Ordinance for ATV/Dirt bikes, motorized vehicles in public places.

- B. Treasurer
- C. Buildings
- D. Budget and Finance
- E. Personnel-Vacation Approval for TA
- F. Committees at the direction of the chair

11. OTHER

12. PLAN NEXT MEETING AGENDA

- A. June 23, 2025

13. EXECUTIVE SESSION (if needed, pursuant to 1 V.S.A sec 313)

I would entertain a motion to enter into executive session to discuss _____ which premature disclosure or discussion may be detrimental to the board in itself and/or individuals involved.

I move that we enter into executive session to discuss _____ with (state names of attendees) under the provisions of Title 1, Section 313(a)(1)(A) of the Vermont Statutes. (State Time.)

- A. Grievances, other than tax grievances. 1 V.S.A 313 (a)(1)(D), to include personnel errors

14. ADJOURN

TABLED ITEMS:

Agendas are posted to the Town website, four designated places within the Town of Georgia (Town Clerk’s Office, Georgia Public Library, Maplefields & Georgia Market), and e-mailed to the local media.

Minutes and meeting videos are posted on the Town of Georgia website.

Signed: Stacy Katon, Town Administrator

Phone: 802-524-3524 | Fax: 802-524-3543 | Website: townofgeorgia.com



GEORGIA VERMONT

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Selectboard Special Meeting May 20, 2025 Tuesday, May 20, 2025 at 6:00 PM Town Hall Meeting Room C and via Zoom Minutes

Zoom Details:

<https://us02web.zoom.us/j/6165843896?pwd=STduU2JzTmpiVmE1MXZSaWZWLzVadz09>

Meeting ID: 616 584 3896 | Passcode: 5243524

Dial by your Location: 1 929 205 6099 (New York)

CALL TO ORDER 6:00PM

SELECTBOARD PRESENT

Chair Kristina Senna, Vice Chair Brian Dunsmore, Kellie Bosenberg, Paul Jansen, Carl Rosenquist

STAFF PRESENT

Kollene Caspers, Lori Hobart, Stacy Katon

GUESTS PRESENT

Library Trustees: Deb Mann, Terry Cleveland, Nicole Jamison; Bridget Stone (Library Director), Noah Lavallee (via Zoom)

1. PLEDGE OF ALLEGIANCE

2. CHAIR UPDATE

3. ADDITIONS, DELETIONS, OR CHANGES TO THE AGENDA

- P. Jansen requested the addition of an executive session to discuss the beach contract.
- C. Rosenquist requested the addition of Parade Committee to allow S. Katon's horses to participate in Georgia's Memorial Day parade. The Selectboard approved the horses in the parade.
- C. Rosenquist requested the addition of the Selectboard to pursue the Feasibility Study for the water system at Perrigo. C. Rosenquist, P. Jansen and Tim Smith with GIDC will review preliminary requests for proposals. The Selectboard agreed to proceed.

Motion to add the Executive Session to discuss Beach Contract to the Agenda.

Motion made by C. Rosenquist, Seconded by K. Bosenberg.

Voting Yea: Chair Senna, Vice Chair Dunsmore, K. Bosenberg, P. Jansen, C. Rosenquist

- S. Katon let the Selectboard know discussion on a Bike Path grant for Planning and Zoning will be added to the May 28th Selectboard Regular Meeting.

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4. PUBLIC COMMENT (For items not on agenda)

All participants must clearly state their names. Appropriate actions will be considered once the Selectboard has reviewed the information provided and necessary subsequent research.

- N. Lavallee requested clarification for cell tower funds, and if they payments go into general funds. L. Hobart concurred.
- N. Lavallee asked if any road work is paid from general funds, and Chair Senna explained that any shortfalls in funds for road maintenance will come out of general funds.
- N. Lavallee gave an update on the Bovat Road maintenance project and Bovat Road resident participation.
- N. Lavallee questioned the GCC and if there is plans for a potential Silver Lake Hiking Trail to connect to cell tower/forest. The Selectboard is unaware at this time of any such plans.

5. CORRESPONDENCE

6. BOARD BUSINESS (Public comment on agenda items limited to 5 minutes)

- A. Approval of Warrants #2515
Motion to approve the warrant
Motion made by Vice Chair Dunsmore, Seconded by C. Rosenquist.
Voting Yea: Chair Senna, Vice Chair Dunsmore, K. Bosenberg, P. Jansen, C. Rosenquist
- B. SFY26 Municipal Roads Grants-In-Aid-Program Letter of Intent-Approval & Signatures
Motion to approve Chair Senna to Sign the Municipal Letter of Intent
Comments: Noah Lavallee wanted to see maps as the web link was not currently available.
Chair Senna explained the document was a letter of intent.
Motion made by P. Jansen, Seconded by Vice Chair Dunsmore.
Voting Yea: Chair Senna, Vice Chair Dunsmore, K. Bosenberg, P. Jansen, C. Rosenquist
- C. Facilities Use Policy-Action to Approve
Town Offices Meeting Room, eliminate payment and keep the deposit. Maintenance of the building.
 - Library Trustees explained there are currently no fees, no deposits for community room rental, only nonprofits have been using the community room.
 - Question of the maximum number of people in the GPL community room, S. Katon will reach out to the Fire Marshall to get the correct allowed number.
 - B. Stone questioned the definition of department head, Chair Senna explained the Department Head is that party who is in charge of the budget and to use the GPL Trustee Bylaws to explain further.
 - It was suggested the library community room eliminate payment and keep the deposit. Any revenue for renting the library community room goes to the town for building maintenance.
 - Discussion on the Town’s Personnel Policy and the GPL. The Town’s Personnel Policy can be adopted by GPL employees or GPL Trustees can adopt their own policy, but the Town does not have to supply HR, treasurer’s assistance, etc. According to the Town attorney, this can get “very messy, administratively and financially and legally.”
 - S. Katon will incorporate the changes and edits made to the Facilities Use policy and the policy will go back to the Agenda for the next regular Selectboard meeting.
- D. Personnel Policy-Review Edits
 - Personnel Policy discussion, the Selectboard decided to go line by line to review the policy.

- 90 • S. Katon gave B. Stone's notes on the Personnel Policy to the Selectboard. The Georgia
- 91 Public Library Trustees and Library Director were present for the Selectboard's policy
- 92 review.
- 93 • Edits and changes to the policy were made, and Selectboard answered clarifying questions
- 94 when presented.
- 95 • S. Katon will incorporate the changes and edits made to the Personnel Policy and the policy
- 96 will go back to the Agenda for the next regular Selectboard meeting.
- 97

98 **7. EXECUTIVE SESSION (if needed, pursuant to 1 V.S.A sec 313)**

99 Chair Senna would entertain a motion to enter into executive session to discuss Personnel-
100 Beach Contract which premature disclosure or discussion may be detrimental to the board in
101 itself and/or individuals involved.

102
103 Chair Senna would entertain a motion to enter into executive session to discuss the above with
104 Town Administrator S. Katon under the provisions of Title 1, Section 313(a)(1)(A) of the
105 Vermont Statutes.

106
107 Motion to Move into Executive Session at 8:15pm
108 Motion made by C. Rosenquist, Seconded by Vice Chair Dunsmore
109 Voting Yea: Chair Senna, Vice Chair Dunsmore, C. Rosenquist, K. Bosenberg, P. Jansen
110

111 Motion to invite S. Katon to join the Executive Session
112 Motion made by C. Rosenquist, Seconded by Vice Chair Dunsmore
113 Voting Yea: Chair Senna, Vice Chair Dunsmore, C. Rosenquist, K. Bosenberg, P. Jansen
114

115 Motion to exit from Executive Session at 8:50pm
116 Motion made by Vice Chair Dunsmore, Seconded by P. Jansen
117 Voting Yea: Chair Senna, Vice Chair Dunsmore, C. Rosenquist, K. Bosenberg, P. Jansen
118

119 No action taken following Executive Session.
120

121 **8. ADJOURN**

122 Motion to adjourn at 8:50pm
123 Motion made by Vice Chair Dunsmore, Seconded by P. Jansen
124 Voting Yea: Chair Senna, Vice Chair Dunsmore, C. Rosenquist, K. Bosenberg, P. Jansen
125

126 **TABLED ITEMS:**

127
128 **Agendas are posted to the Town website, four designated places within the Town of Georgia**
129 **(Town Clerk's Office, Georgia Public Library, Maplefields & Georgia Market), and e-mailed to**
130 **the local media.**

131 **Minutes and meeting videos are posted on the Town of Georgia website.**

132 **Signed: Stacy Katon, Town Administrator**

133 **Phone: 802-524-3524 | Fax: 802-524-3543 | Website: townofgeorgia.com**



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Selectboard Regular Meeting
Wednesday, May 28, 2025 at 6:00 PM
Chris Letourneau Meeting Room and via Zoom
Minutes

Zoom Details:

<https://us02web.zoom.us/j/6165843896?pwd=STduU2JzTmpiVmE1MXZSaWZWLzVadz09>

Meeting ID: 616 584 3896 | **Passcode:** 5243524

Dial by your Location: 1 929 205 6099 (New York)

CALL TO ORDER 6:01PM

BOARD PRESENT

Chair Kristina Senna, Vice Chair Brian Dunsmore, Kellie Bosenberg, Paul Jansen, Carl Rosenquist

STAFF PRESENT

Doug Bergstrom, Todd Cadieux, Kollene Caspers, Lori Hobart, Stacy Katon

GUESTS PRESENT

Tyler Billingsley (via Zoom)

PUBLIC PRESENT

Chuk Cross, Dayle Goad, Kyle Grenier, Monica Hill, Scott and Lorrie Rainville

1. PLEDGE OF ALLEGIANCE

2. CHAIR UPDATE

- Chair Senna thanked the Public Works Department for all their hard work taking care of the Town of Georgia.
- Logan Grimm with Georgia Boy Scout Troop 42 is hosting a ribbon cutting ceremony for his Eagle Scout project- the electric sign at Georgia Elementary and Middle School- is this Thursday May 29th from 5-7pm.

3. ADDITIONS, DELETIONS, OR CHANGES TO THE AGENDA

4. SELECTBOARD MINUTES AND WARRANTS

- A. Approval of Selectboard Regular Meeting Minutes for May 12, 2025

39 Motion to approve minutes with minor changes.
40 Motion made by C. Rosenquist, Seconded by Vice Chair Dunsmore.
41 Voting Yea: Chair Senna, Vice Chair Dunsmore, K. Bosenberg, P. Jansen, C. Rosenquist
42

- 43 B. Approval of Selectboard Special Meeting Minutes May 20, 2025
44 • Minutes were not included in the meeting packet; approval of minutes will be moved to the
45 next regular Selectboard meeting.
46

47 C. Approval of Warrants #2516
48 Motion to approve Warrant #2516
49 Motion made by Vice Chair Dunsmore, Seconded by C. Rosenquist.
50 Voting Yea: Chair Senna, Vice Chair Dunsmore, K. Bosenberg, P. Jansen, C. Rosenquist
51

52 **5. PUBLIC COMMENT (For items not on agenda)**

53 All participants must clearly state their names. Appropriate actions will be considered once the
54 Selectboard has reviewed the information provided and necessary subsequent research.

- 55 • C. Rosenquist announced the Georgia Community Events Committee (GCEC) has decided
56 to cancel the Memorial Day Parade this Saturday May 31st and will reschedule to Flag Day,
57 June 14th.
58

59 **6. CORRESPONDENCE**
60

61 **7. BOARD BUSINESS (Public comment on agenda items limited to 5 minutes)**

62 Motion to move Bridge #28 discussion to the start of Board Business.
63 Motion made by Vice Chair Dunsmore, Seconded by P. Jansen.
64 Voting Yea: Chair Senna, Vice Chair Dunsmore, K. Bosenberg, P. Jansen, C. Rosenquist
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66 **A. Bridge #28 (Mill River Bridge) – Project Update**

67 The archaeological study for Bridge #28 (Mill River Bridge) has been completed. Tyler
68 Billingsley of East Engineering PLC reported that the UVM archaeologists have cleared the
69 Mill River Road site. Official documentation is forthcoming, and the necessary permits are
70 expected to be issued in the coming weeks. This brings the project close to being bid-ready.
71 The next step is for the Board to discuss the three bidding options presented by the engineer.

- 72 • Tyler Billingsley, via Zoom, gave an update on the options for bridge work now that UVM
73 has completed the archaeological and historical preservation study.
74 • There are a few different options to bidding and construction. T. Billingsley will meet with
75 T. Cadieux to discuss how the Public Works Department can assist with the project. They
76 will give an update at the next regular Selectboard Meeting.
77

78 **B. Zoning Administrator-Discuss/Update Development Regulations-Doug Bergstrom will give**
79 **update on the new zoning regulations, as well as update on the progress of the new cloud**
80 **permitting software.**

- 81 • D. Bergstrom gave the Selectboard an update to the new Development Regulations Draft.
82 The Planning Commission approved the Draft on 5/27/2025. There will be a public planning
83 meeting on 6/24/2025 to discuss the regulations and public comment will be available. The
84 Selectboard members were given copies of the draft regulations.

- 85 • Cloud Permit, the new Zoning software, is being built to go with the new development
86 regulations. Permits, land use and licensing are the three sections of the software being
87 built.

88
89 C. 2025 VTrans Bicycle and Pedestrian Program Grant Opportunities - Discussion

- 90 • Chair Senna clarified the grant's parameters and the Town's portion would be 20% of any
91 proposed project(s). The Selectboard discussed the pros and cons of any future Bicycle and
92 Pedestrian projects.
- 93 • D. Bergstrom explained the language in the new Georgia Town Plan for increased bicycle
94 and pedestrian paths, and the trend by Regional Planning Commissions for towns to increase
95 these types of paths.
- 96 • According to Town of Georgia's ordinance, the maintenance of sidewalks/paths would be
97 the responsibility of the property owner where the path or sidewalk is located; unless it is a
98 path the Town takes over.
- 99 • D. Goad spoke on the burden of maintenance of sidewalks or paths in residential areas
100 outside of the South Village, especially for elderly homeowners.
- 101 • Scott Rainville would be in favor of lines painted on roads to allow for a bicycle or
102 pedestrian path in lieu of paving a separate path.
- 103 • K. Grenier spoke on the different ways the grant funds can be used to benefit the Town,
104 including a feasibility study for connecting the sidewalks.
- 105 • M. Hill wondered if the path could be gravel for less cost and maintenance. The paths would
106 have to be ADA accessible.

107 Motion to decline applying for the grant this year, but the Selectboard will revisit the proposal
108 next year.

109 Motion made by C. Rosenquist, Seconded by Vice Chair Dunsmore

110 Voting Yea: Chair Senna, Vice Chair Dunsmore, K. Bosenberg, P. Jansen, C. Rosenquist

111
112 D. Public Works Department Update

113 Motion to add T. Cadieux and the Public Works update to the agenda.

114 Motion made by C. Rosenquist, Seconded by Vice Chair Dunsmore

115 Voting Yea: Chair Senna, Vice Chair Dunsmore, K. Bosenberg, P. Jansen, C. Rosenquist

- 117 • T. Cadieux gave an update on the road crew projects and training. They will be meeting
118 next week with Regional Planning at the Town garage.
- 119 • Paving began last week, but mechanical troubles from S.D. Ireland and another large
120 project has stalled the work. It will be one-to-two months until paving will resume.
- 121 • Bird activity has caused damage to the main breaker line at the fire station. The line may
122 have to be replaced. The Selectboard instructed him to reach out to the insurance
123 company.
- 124 • Still looking for contractors to complete the work at the Town Beach. The water will not
125 be turned on, the Town will let anyone who is renting the Beach Pavilion know there will
126 be no water.

127
128 E. Electronic Sign-Discuss Placement of Sign

- 129 • D. Bergstrom passed out a handout of the library property delineating VTrans right-of-
130 way for Route 7. Discussion was had on where the new sign can be best placed and any
131 potential electrical work needed.

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- T. Cadieux and K. Bosenberg will place a mock-up of the sign on the property for the Selectboard to view sometime before the June 9th Selectboard meeting.

F. Encore Renewable Energy-Discussion for Groundbreaking Ceremony

- The Groundbreaking Ceremony will be held sometime in August, the \$20,000 donation for the new Town electric sign will be given at that time.

G. Sherwood Forest-2025 SW Reporting-Discussion/Direction

- D. Bergstrom gave the update that the 3 Acre Rule deadline has been extended by the State of Vermont until October, 2028.

H. N.E. Archaeology Research Center-Artifacts from VELCO Line K80 Project-Decision On Handling Of Artifacts

- The ceramic shards and coins found during the archaeological study are available to the Town of Georgia or donated to the State of Vermont. This will be addressed at the next Georgia Historical Society meeting and revisited at the next regular Selectboard meeting.

I. Facilities Use Policy-Final Review and Action to Approve Motion to adopt the Facilities Use Policy.

Chair Senna clarified the insurance language was included in the policy.
Motion made by Vice Chair Dunsmore, Seconded by P. Jansen.
Voting Yea: Chair Senna, Vice Chair Dunsmore, K. Bosenberg, P. Jansen, C. Rosenquist

J. Cell Phone Use Policy-Review/Next Steps Motion to adopt the Cell Phone Use Policy.

Motion made by C. Rosenquist, Seconded by Vice Chair Dunsmore
• Discussion on waiting to approve this policy until the new Personnel Policy is approved.
C. Rosenquist withdrew the motion.

K. Local Emergency Management Plan-Review

- S. Katon explained the Local Emergency Management Plan.

L. Request to Waive Rental Fees-Beach Facilities -Cub Scout Pack 842, requesting fees waived for use of the Beach Facilities on May 31, 2025.

Motion to waive fees for Cub Scout Pack 842 to rent the Beach Facilities.
Motion made by Vice Chair Dunsmore, Seconded by K. Bosenberg.
Voting Yea: Chair Senna, Vice Chair Dunsmore, K. Bosenberg, P. Jansen, C. Rosenquist

8. UNFINISHED BUSINESS

A. Beach Bathroom Renovations-Discussions/Next Steps

- Vice Chair Dunsmore gave an update on the renovation. A new contractor is needed, and payment made for materials purchased.

B. ACO - Boarding Options @ Old Town Garage

- ACO officer has not given an update to the Selectboard. This potential project is still in an information gathering stage.

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- K. Grenier has concerns as an abutting property owner for noise; as well as the building being habitable for animals.
- C. Velco-ROW-SLW-Easement Deed for Permanent Access--Draft Easement is still under review with attorney
- D. Bridge #10 (Highbridge)-
- E. Parcel ID 112260000-Robert Peet Lot-TOG Lot-Board to decide what to do with it once new regulations are complete
- F. Closing of Perrigo
- C. Rosenquist gave an update on efforts to set a meeting for feasibility study discussion.
- G. American Tower
- Chair Senna spoke on an email received for an offer to take over the lease.
- H. Resurfacing of Courts-Update
- I. Boat Docks-Update
- J. New Gate for Beach-Update
- Quotes are being gathered for the new gate. One quote is \$8,150, over the budgeted amount of \$7,750. T. Cadieux has 15 days to make a decision on the gate.
- K. Georgia Public Library Building Revitalization -
- P. Jansen gave an update, one quote for scope of work was received, and the Committee is waiting on another quote.

9. PLAN NEXT MEETING AGENDA

- A. June 9, 2025
- Franklin Countay Sheriff will be present at the meeting to give an update and advice on disposing of drug paraphernalia.
 - The Selectboard will also discuss the new sign location and policies.

10. EXECUTIVE SESSION (if needed, pursuant to 1 V.S.A sec 313)

11. ADJOURN

Motion to adjourn at 7:57PM
 Motion made by P. Jansen, Seconded by Vice Chair Dunsmore.
 Voting Yea: Chair Senna, Vice Chair Dunsmore, P. Jansen, C. Rosenquist

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**Minutes and meeting videos are posted on the Town of Georgia website.
 Signed: Stacy Katon, Town Administrator
 Phone: 802-524-3524 | Fax: 802-524-3543 | Website: townofgeorgia.com**

06/06/25
09:05 am

Town of Georgia, Vermont Accounts Payable
Invoice Edit List-Current-Last-Next FY
Invoices Up To 06/27/25

Vendor	Man/ DirPay	Invoice Number	Purchase Order	Invoice Date	Due Date	Ck Acct	Invoice Description	Invoice Amount	Discenc. Amount	Discount Amount
AMAZON	AMAZON CAPITAL SERVICES	1NKXDJCK3DKY		05/16/25	06/15/25	01	lawn mower blades			
		1-7-10-30-62.00	Hwy Parts & Supplies					143.70	0.00	0.00
AVENU	AVENU INSIGHTS & ANALYT	INVB-062667		05/29/25	06/26/25	01	monthly fee			
		1-7-05-20-44.07	Computer Software & Licen					890.00	0.00	0.00
BOUNDTREE	BOUND TREE MEDICAL, LLC	85765789		05/09/25	06/08/25	01	EMS supplies			
		1-7-05-36-22.05	Fire & Rescue Medical Sup					222.66	0.00	0.00
CASELLA	CASELLA WASTE MGT., INC	677161		05/19/25	06/18/25	01	waste drop off			
		1-7-05-28-51.00	Municipal Trash					166.08	0.00	0.00
COMCAST	COMCAST	* -3288 052425		05/24/25	06/19/25	01	town office			
		1-7-05-28-30.50	Town Hall Utilities					216.85	0.00	0.00
		* -4377 052425		05/24/25	06/19/25	01	fire station			
		1-7-05-28-30.25	Fire & Rescue Utilities					202.89	0.00	0.00
		* -7269 052425		05/24/25	06/19/25	01	new garage			
		1-7-05-28-30.70	New Hwy Garage Utilities					208.99	0.00	0.00
Total For COMCAST								628.73	0.00	0.00
COMCASTB	COMCAST BUSINESS	* 0427-0526		05/26/25	06/16/25	01	GFD iPads			
		1-7-05-36-52.40	GFD Computer/Office Suppl					120.00	0.00	0.00
COSTCO	COSTCO WHOLESALE	05.30.25		05/30/25	05/30/25	01	general supplies			
		1-7-05-28-45.60	Janitorial Supply/Svs.					166.38	0.00	0.00
		1-7-10-30-62.00	Hwy Parts & Supplies					88.45	0.00	0.00
		1-7-05-28-45.60	Janitorial Supply/Svs.					117.75	0.00	0.00
		1-7-05-36-63.00	GFD Equiq Prshe/Repair					129.99	0.00	0.00
Invoice 05.30.25 Total								502.57	0.00	0.00
DESORCIE	DESORCIE EMERGENCY PROD	20261		05/08/25	06/07/25	01	Engine 1 repairs			
		1-7-05-36-63.05	GFD Truck/App Repairs					2,230.00	0.00	0.00
		20262		05/08/25	06/07/25	01	seatbelt			
		1-7-05-36-63.05	GFD Truck/App Repairs					275.00	0.00	0.00
		20304		05/23/25	06/22/25	01	Ladder 1 repair			
		1-7-05-36-63.05	GFD Truck/App Repairs					392.50	0.00	0.00
Total For DESORCIE EMERGENCY PRODUCTS, LLC								2,897.50	0.00	0.00
EXIT18	EXIT 18 EQUIPMENT	95204		05/13/25	05/23/25	01	rear baffle			
		1-7-10-30-62.00	Hwy Parts & Supplies					23.36	0.00	0.00

06/06/25
09:05 am

Town of Georgia, Vermont Accounts Payable
Invoice Edit List-Current-Last-Next FY
Invoices Up To 06/27/25

Vendor	Man/ DirPay	Invoice Number	Purchase Order	Invoice Date	Due Date	Ck Acct	Invoice Amount	Discenc. Amount	Discount Amount
		95566		05/20/25	06/19/25	01 trimmer head			
		1-7-10-30-62.00	Hwy Parts & Supplies				31.99	0.00	0.00
		95601		05/21/25	05/31/25	01 trimmer head			
		1-7-10-30-62.00	Hwy Parts & Supplies				31.99	0.00	0.00
Total For EXIT 18 EQUIPMENT							87.34	0.00	0.00
EYE MED	FIDELITY SECURITY LIFE	166840539		05/31/25	06/10/25	01 monthly premium			
		1-2-00-05-10.37	Vision Withholding				57.67	0.00	0.00
GARVEY	GARVEYS GARDENS	258465		05/29/25	05/29/25	01 memorial flowers			
		E-7-05-20-52.50	Veteran's Memorial Expens				72.00	0.00	0.00
GAP	GEORGIA AUTO PARTS	14394		11/19/24	12/18/24	01 returned rosebud heating			
		1-7-10-30-62.00	Hwy Parts & Supplies				-110.03	0.00	0.00
		20326		04/03/25	05/02/25	01 120pc roll pin assortment			
		1-7-10-30-62.00	Hwy Parts & Supplies				11.00	0.00	0.00
		20327		04/03/25	05/02/25	01 STT lamp 4 red duramo			
		1-7-10-30-62.00	Hwy Parts & Supplies				20.87	0.00	0.00
		22971		05/21/25	06/20/25	01 1-5gal steel gas can			
		1-7-10-30-62.00	Hwy Parts & Supplies				69.29	0.00	0.00
		23307		05/28/25	06/27/25	01 2-5gal steel gas can			
		1-7-10-30-62.00	Hwy Parts & Supplies				138.56	0.00	0.00
Total For GEORGIA AUTO PARTS							129.69	0.00	0.00
GRNMTNELE	GREEN MOUNTAIN ELECTRIC	C5225927.002		03/13/25	03/13/25	01 return batteries			
		1-7-05-28-45.25	Fire & Rescue Bldg Maint.				-8.07	0.00	0.00
GMP	GREEN MOUNTAIN POWER CO	-0000 052725		05/27/25	06/26/25	01 old garage			
		1-7-05-28-30.35	Old Hwy Garage Utilities				153.10	0.00	0.00
		-0001 052725		05/27/25	06/26/25	01 library well			
		1-7-05-28-30.30	Library Utilities				31.10	0.00	0.00
		-0002 052725		05/27/25	06/26/25	01 library			
		1-7-05-28-30.30	Library Utilities				490.85	0.00	0.00
		-0005 052725		05/27/25	06/26/25	01 town offices			
		1-7-05-28-30.50	Town Hall Utilities				464.96	0.00	0.00
		-0006 052725		05/27/25	06/26/25	01 fire station			
		1-7-05-28-30.25	Fire & Rescue Utilities				592.67	0.00	0.00

06/06/25
09:05 am

Town of Georgia, Vermont Accounts Payable
Invoice Edit List-Current-Last-Next FY
Invoices Up To 06/27/25

Section 5. Item #C.

Page 3 of 6
GeorgiaTreasurer

Vendor	Man/ DirPay	Invoice Number	Purchase Order	Invoice Date	Due Date	Ck Acct	Invoice Amount	Discenc. Amount	Discount Amount
		-0009 052725		05/27/25	06/26/25	01 street lights			
		1-7-05-28-30.75	Streetlight Electricity				253.99	0.00	0.00
		-2626 052725		05/27/25	06/26/25	01 new garage			
		1-7-05-28-30.70	New Hwy Garage Utilities				350.46	0.00	0.00
		-4295 052725		05/27/25	06/26/25	01 salt shed			
		1-7-05-28-30.35	Old Hwy Garage Utilities				27.51	0.00	0.00
Total For GREEN MOUNTAIN POWER CORPORATION							2,364.64	0.00	0.00
HAUN	HAUN WELDING SUPPLY INC	428510		05/02/25	05/02/25	01 oxygen, acetylene, argon			
		1-7-10-30-51.00	Fuels And Oils				460.04	0.00	0.00
J&L	J & L HARDWARE, INC.	533710		05/21/25	05/31/25	01 supplies			
		1-7-10-30-62.00	Hwy Parts & Supplies				41.19	0.00	0.00
UNION DUE LABORERS' INTERNATIONAL	MAY 2025			05/31/25	05/31/25	01 monthly dues			
		1-2-00-05-10.41	Union Dues				172.00	0.00	0.00
MCCULLOUGH MCCULLOUGH CRUSHING INC	120061			05/27/25	06/26/25	01 plant mix 1 1/4 - 16 ton			
		1-7-10-05-55.05	Erosion Control				272.00	0.00	0.00
MRS	MILTON RENTAL & SALES I	1-665264		05/16/25	06/15/25	01 fill propane tank			
		1-7-10-30-51.00	Fuels And Oils				82.00	0.00	0.00
MYERS	MYERS CONTAINER SERVICE	22569 052825		05/28/25	06/10/25	01 trash pickup			
		1-7-05-28-30.25	Fire & Rescue Utilities				50.02	0.00	0.00
		1-7-05-28-30.30	Library Utilities				50.02	0.00	0.00
		1-7-05-28-30.50	Town Hall Utilities				50.02	0.00	0.00
		1-7-05-28-30.70	New Hwy Garage Utilities				50.02	0.00	0.00
Invoice 22569 052825 Total							200.08	0.00	0.00
		23576 052825		05/28/25	06/10/25	01 trash pickup			
		1-7-05-28-45.20	Town Beach Bldg. Maint				148.27	0.00	0.00
Total For MYERS CONTAINER SERVICE CORP							348.35	0.00	0.00
NWSWD	NW VT SOLID WASTE MGT D	27674		04/17/25	06/16/25	01 tractor tire drop off			
		1-7-10-30-62.00	Hwy Parts & Supplies				100.00	0.00	0.00
P&P SEP	P&P SEPTIC SERVICE	T-644234		05/15/25	05/20/25	01 porta toilet @ beach			
		1-7-05-28-45.20	Town Beach Bldg. Maint				130.00	0.00	0.00
		T-644896		05/27/25	06/01/25	01 porta toilet@ town office			
		1-7-05-65-64.00	Parks/Rec Community Event				230.00	0.00	0.00

06/06/25
09:05 am

Town of Georgia, Vermont Accounts Payable
Invoice Edit List-Current-Last-Next FY
Invoices Up To 06/27/25

Vendor	Man/ DirPay	Invoice Number	Purchase Order	Invoice Date	Due Date	Ck Acct	Invoice Amount	Discenc. Amount	Discount Amount
		T-645078		05/29/25	06/03/25	01	beach porta toilets		
		1-7-05-28-45.20	Town Beach Bldg. Maint				600.00	0.00	0.00
Total For P&P SEPTIC SERVICE							960.00	0.00	0.00
POWERPLAN POWERPLAN									
		-2594030825		03/08/25	03/28/25	01	return		
		1-7-10-30-62.65	2018 Loader Repairs				-236.40	0.00	0.00
11239	ROWLEY	526718		05/27/25	06/02/25	01	217.9 #2 diesel		
		1-7-10-30-51.00	Fuels And Oils				653.70	0.00	0.00
9550	ROWLEY	05.27.25		05/27/25	06/26/25	01	32.595gal unleaded		
		1-7-10-30-51.00	Fuels And Oils				433.40	0.00	0.00
OMG	ST ALBANS MESSENGER	410306		05/31/25	06/19/25	01	planning		
		1-7-05-20-25.00	Printing/Publishing				177.60	0.00	0.00
UNIFIR	UNIFIRST CORPORATION	1080266255		03/18/25	04/17/25	01	library mats		
		1-7-05-28-45.30	Library Building Maint.				44.00	0.00	0.00
		1080271083		04/15/25	05/15/25	01	library mats		
		1-7-05-28-45.30	Library Building Maint.				44.00	0.00	0.00
		1080275947		05/13/25	06/12/25	01	library mats		
		1-7-05-28-45.30	Library Building Maint.				44.00	0.00	0.00
		1080277609		05/21/25	06/20/25	01	uniforms 05/21/25		
		1-7-10-40-18.00	Highway Uniforms/Boots				126.79	0.00	0.00
		1080278489		05/28/25	06/27/25	01	uniforms 5/28/25		
		1-7-10-40-18.00	Highway Uniforms/Boots				126.79	0.00	0.00
Total For UNIFIRST CORPORATION							385.58	0.00	0.00
FISH&GAME	VERMONT FISH & WILDLIFE	* 06.02.25		06/05/25	06/05/25	01	fish & wildlife licenses		
		1-2-40-20-10.10	State Of VT Fish & Wildli				53.00	0.00	0.00
VGS	VERMONT GAS SYSTEMS INC	-5441 052925		05/29/25	06/23/25	01	fire station		
		1-7-05-28-30.25	Fire & Rescue Utilities				150.11	0.00	0.00
		-5994 052925		05/29/25	06/23/25	01	new garage		
		1-7-05-28-30.70	New Hwy Garage Utilities				252.12	0.00	0.00
		-7845 052925		05/29/25	06/23/25	01	town offices		
		1-7-05-28-30.50	Town Hall Utilities				81.23	0.00	0.00
		-8090 052925		05/29/25	06/23/25	01	old garage		
		1-7-05-28-30.35	Old Hwy Garage Utilities				53.41	0.00	0.00

06/06/25
09:05 am

Town of Georgia, Vermont Accounts Payable
Invoice Edit List-Current-Last-Next FY
Invoices Up To 06/27/25

Section 5. Item #C.

Page 5 of 6
GeorgiaTreasurer

Vendor	Man/ DirPay	Invoice Number	Purchase Order	Invoice Date	Due Date	Ck Acct	Invoice Amount	Discenc. Amount	Discount Amount
Total For VERMONT GAS SYSTEMS INC							536.87	0.00	0.00
VMERSDC	VMERS DB	MAY 2025		05/31/25	06/15/25	01 monthly contribution			
		1-2-00-05-10.25	Retirement Withholding				15,129.45	0.00	0.00
VTSAFETY	VT DEPT OF PUBLIC SAFET	92428		05/31/25	05/31/25	01 law enforcement 44.75 hrs			
		1-7-05-30-45.05	Law Enforcement				4,427.49	0.00	0.00
WEMASON	W.B. MASON CO., INC.	254334773		05/16/25	06/15/25	01 water / sponges			
		1-7-05-20-22.00	Admin Office Supplies				8.99	0.00	0.00
		1-7-05-20-22.00	Admin Office Supplies				59.97	0.00	0.00
		1-7-10-30-55.10	Hwy Office Supplies				59.97	0.00	0.00
Invoice 254334773 Total							128.93	0.00	0.00
		CM3726949		05/16/25	05/16/25	01 water deposit refund			
		1-7-10-30-55.10	Hwy Office Supplies				-6.00	0.00	0.00
		1-7-05-20-22.00	Admin Office Supplies				-6.00	0.00	0.00
Invoice CM3726949 Total							-12.00	0.00	0.00
		CM3726951		05/16/25	05/16/25	01 water deposit refund			
		1-7-10-30-55.10	Hwy Office Supplies				-18.00	0.00	0.00
		1-7-05-20-22.00	Admin Office Supplies				-18.00	0.00	0.00
Invoice CM3726951 Total							-36.00	0.00	0.00
		CM3726960		05/16/25	05/16/25	01 water deposit refund			
		1-7-10-30-55.10	Hwy Office Supplies				-3.00	0.00	0.00
		1-7-05-20-22.00	Admin Office Supplies				-3.00	0.00	0.00
Invoice CM3726960 Total							-6.00	0.00	0.00
		CM3728685		05/16/25	05/16/25	01 water deposit refund			
		1-7-10-30-55.10	Hwy Office Supplies				-9.00	0.00	0.00
		1-7-05-20-22.00	Admin Office Supplies				-9.00	0.00	0.00
Invoice CM3728685 Total							-18.00	0.00	0.00
Total For W.B. MASON CO., INC.							56.93	0.00	0.00
WORKING	WORKING DOG SEPTIC SERV	36705		05/19/25	05/19/25	01 septic pump town garage			
		1-7-05-28-45.70	New Hwy Bldg. Maint.				350.00	0.00	0.00
Report Grand Total							32,677.71	0.00	0.00

06/06/25
09:05 am

Town of Georgia, Vermont Accounts Payable
Invoice Edit List-Current-Last-Next FY
Invoices Up To 06/27/25

Vendor	Man/ Invoice DirPay Number	Purchase Invoice Order Date	Due Date	Ck Acct	Invoice Amount	Discenc. Amount	Discount Amount
Fund Totals	Expenditures	Dis-Encumbrance					
1	32,605.71		0.00				
E	72.00		0.00				
	32,677.71		0.00				

+ 8.07
+ 236.40

32922.18

06/06/25

Town of Georgia, Vermont Accounts Payable

Section 5. Item #C. 1
Georgia Treasurer

09:22 am

Check Warrant Report # 2517 Current Prior Next FY Invoices

For checks For Check Acct 01 (General Fund) 06/09/25 To 06/09/25

Vendor	Invoice	Invoice Description	Purchase Amount	Discount Amount	Amount Paid	Check Number	Check Date
AMAZON	AMAZON CAPITAL SERVICES	1NKXDJCK3DKY lawn mower blades	143.70	0.00	143.70	4477	06/09/25
AVENU	AVENU INSIGHTS & ANALYTICS	INVB-062667 monthly fee	890.00	0.00	890.00	4478	06/09/25
BOUNTREE	BOUND TREE MEDICAL, LLC	85765789 EMS supplies	222.66	0.00	222.66	4479	06/09/25
		12 - IV start kit					
		1pk - Epinephrine					
CASELLA	CASELLA WASTE MGT., INC.	677161 waste drop off	166.08	0.00	166.08	4480	06/09/25
COMCAST	COMCAST	-3288 052425 town office	216.85	0.00	216.85	E 60901	06/09/25
COMCAST	COMCAST	-4377 052425 fire station	202.89	0.00	202.89	E 60902	06/09/25
COMCAST	COMCAST	-7269 052425 new garage	208.99	0.00	208.99	E 60903	06/09/25
COMCASTB	COMCAST BUSINESS	0427-0526 GFD iPads	120.00	0.00	120.00	E 60904	06/09/25
COSTCO	COSTCO WHOLESALE	05.30.25 general supplies	502.57	0.00	502.57	4481	06/09/25
		handtruck					
		cleaning supplies					
		rain x wash					
		beverages					
DESORCIE	DESORCIE EMERGENCY PRODUCTS, L 20261	Engine 1 repairs	2230.00	0.00	2230.00	4482	06/09/25
		truck damage; step, cab door					
DESORCIE	DESORCIE EMERGENCY PRODUCTS, L 20262	seatbelt	275.00	0.00	275.00	4482	06/09/25
DESORCIE	DESORCIE EMERGENCY PRODUCTS, L 20304	Ladder 1 repair	392.50	0.00	392.50	4482	06/09/25
		water leak at test port					
EXIT18	EXIT 18 EQUIPMENT	95204 rear baffle	23.36	0.00	23.36	4483	06/09/25
EXIT18	EXIT 18 EQUIPMENT	95566 trimmer head	31.99	0.00	31.99	4483	06/09/25
EXIT18	EXIT 18 EQUIPMENT	95601 trimmer head	31.99	0.00	31.99	4483	06/09/25
EYE MED	FIDELITY SECURITY LIFE INSURAN	166840539 monthly premium	57.67	0.00	57.67	4484	06/09/25
GARVEY	GARVEYS GARDENS	258465 memorial flowers	72.00	0.00	72.00	4485	06/09/25
GAP	GEORGIA AUTO PARTS	14394 returned rosebud heating	-110.03	0.00	-110.03	4486	06/09/25
GAP	GEORGIA AUTO PARTS	20326 120pc roll pin assortmen	11.00	0.00	11.00	4486	06/09/25
GAP	GEORGIA AUTO PARTS	20327 STT lamp 4 red duramo	20.87	0.00	20.87	4486	06/09/25
GAP	GEORGIA AUTO PARTS	22971 1-5gal steel gas can	69.29	0.00	69.29	4486	06/09/25
GAP	GEORGIA AUTO PARTS	23307 2-5gal steel gas can	138.56	0.00	138.56	4486	06/09/25
GMP	GREEN MOUNTAIN POWER CORPORATI	-0000 052725 old garage	153.10	0.00	153.10	4487	06/09/25
GMP	GREEN MOUNTAIN POWER CORPORATI	-0001 052725 library well	31.10	0.00	31.10	4487	06/09/25
GMP	GREEN MOUNTAIN POWER CORPORATI	-0002 052725 library	490.85	0.00	490.85	4487	06/09/25
GMP	GREEN MOUNTAIN POWER CORPORATI	-0005 052725 town offices	464.96	0.00	464.96	4487	06/09/25
GMP	GREEN MOUNTAIN POWER CORPORATI	-0006 052725 fire station	592.67	0.00	592.67	4487	06/09/25
GMP	GREEN MOUNTAIN POWER CORPORATI	-0009 052725 street lights	253.99	0.00	253.99	4487	06/09/25
GMP	GREEN MOUNTAIN POWER CORPORATI	-2626 052725 new garage	350.46	0.00	350.46	4487	06/09/25
GMP	GREEN MOUNTAIN POWER CORPORATI	-4295 052725 salt shed	27.51	0.00	27.51	4487	06/09/25
HAUN	HAUN WELDING SUPPLY INC	428510 oxygen, acetylene, argon	460.04	0.00	460.04	4488	06/09/25
J&L	J & L HARDWARE, INC.	533710 supplies	41.19	0.00	41.19	4489	06/09/25
		pro-pak anchors					
		wood mop handle					
		3 1/8 L Star Cou					
UNION DUE	LABORERS' INTERNATIONAL OF NO. MAY 2025	monthly dues	172.00	0.00	172.00	4490	06/09/25
MCCULLOUGH	MCCULLOUGH CRUSHING INC	120061 plant mix 1 1/4 - 16 ton	272.00	0.00	272.00	4491	06/09/25
MRS	MILTON RENTAL & SALES INC	1-665264 fill propane tank	82.00	0.00	82.00	4492	06/09/25
MYERS	MYERS CONTAINER SERVICE CORP	22569 052825 trash pickup	200.08	0.00	200.08	4493	06/09/25
MYERS	MYERS CONTAINER SERVICE CORP	23576 052825 trash pickup	148.27	0.00	148.27	4493	06/09/25
NWSWD	NW VT SOLID WASTE MGT DISTRICT	27674 tractor tire drop off	100.00	0.00	100.00	4494	06/09/25
P&P SEP	P&P SEPTIC SERVICE	T-644234 porta toilet @ beach	130.00	0.00	130.00	4495	06/09/25

06/06/25
09:22 am

Town of Georgia, Vermont Accounts Payable
Check Warrant Report # 2517 Current Prior Next FY Invoices
For checks For Check Acct 01 (General Fund) 06/09/25 To 06/09/25

Section 5. Item #C.	2
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Georgia Treasurer

Vendor	Invoice	Invoice Description	Purchase Amount	Discount Amount	Amount Paid	Check Number	Check Date
P&P SEP	P&P SEPTIC SERVICE	T-644896 porta toilet@ town offic	230.00	0.00	230.00	4495	06/09/25
P&P SEP	P&P SEPTIC SERVICE	T-645078 beach porta toilets	600.00	0.00	600.00	4495	06/09/25
11239	ROWLEY	526718 217.9 #2 diesel	653.70	0.00	653.70	4496	06/09/25
9550	ROWLEY	05.27.25 32.595gal unleaded	433.40	0.00	433.40	4497	06/09/25
OMG	ST ALBANS MESSENGER	410306 planning	177.60	0.00	177.60	4498	06/09/25
UNIFIR	UNIFIRST CORPORATION	1080266255 library mats	44.00	0.00	44.00	4499	06/09/25
UNIFIR	UNIFIRST CORPORATION	1080271083 library mats	44.00	0.00	44.00	4499	06/09/25
UNIFIR	UNIFIRST CORPORATION	1080275947 library mats	44.00	0.00	44.00	4499	06/09/25
UNIFIR	UNIFIRST CORPORATION	1080277609 uniforms 05/21/25	126.79	0.00	126.79	4499	06/09/25
UNIFIR	UNIFIRST CORPORATION	1080278489 uniforms 5/28/25	126.79	0.00	126.79	4499	06/09/25
FISH&GAME	VERMONT FISH & WILDLIFE	06.02.25 fish & wildlife licenses	53.00	0.00	53.00	E 60905	06/09/25
VGS	VERMONT GAS SYSTEMS INC	-5441 052925 fire station	150.11	0.00	150.11	4500	06/09/25
VGS	VERMONT GAS SYSTEMS INC	-5994 052925 new garage	252.12	0.00	252.12	4500	06/09/25
VGS	VERMONT GAS SYSTEMS INC	-7845 052925 town offices	81.23	0.00	81.23	4500	06/09/25
VGS	VERMONT GAS SYSTEMS INC	-8090 052925 old garage	53.41	0.00	53.41	4500	06/09/25
VMERSDC	VMERS DB	MAY 2025 monthly contribution	15129.45	0.00	15129.45	4501	06/09/25
VTSAFETY	VT DEPT OF PUBLIC SAFETY #7381	92428 law enforcement 44.75 hr	4427.49	0.00	4427.49	4502	06/09/25
WBMASON	W.B. MASON CO., INC.	254334773 water / sponges	128.93	0.00	128.93	4503	06/09/25
WBMASON	W.B. MASON CO., INC.	CM3726949 water deposit refund	-12.00	0.00	-12.00	4503	06/09/25
WBMASON	W.B. MASON CO., INC.	CM3726951 water deposit refund	-36.00	0.00	-36.00	4503	06/09/25
WBMASON	W.B. MASON CO., INC.	CM3726960 water deposit refund	-6.00	0.00	-6.00	4503	06/09/25
WBMASON	W.B. MASON CO., INC.	CM3728685 water deposit refund	-18.00	0.00	-18.00	4503	06/09/25
WORKING	WORKING DOG SEPTIC SERVICE, IN	36705 septic pump town garage	350.00	0.00	350.00	4504	06/09/25

06/06/2025
09:22 am

Town of Georgia, Vermont Accounts Payable
Check Warrant Report # 2517 Current Prior Next FY Invoices
For checks For Check Acct 01 (General Fund) 06/09/25 To 06/09/25

Section 5. Item #C. 3
GeorgiaTreasurer

Vendor	Invoice	Invoice Description	Purchase Amount	Discount Amount	Amount Paid	Check Number	Check Date
-----			-----	-----	-----		
	Report Total		32,922.18	0.00	32,922.18		
			=====	=====	=====		

To the Treasurer of Town of Georgia, We Hereby certify that there is due to the several persons whose names are listed hereon the sum against each name and that there are good and sufficient vouchers supporting the payments aggregating \$ ****32,922.18 Let this be your order for the payments of these amounts.

Kristina Senna (Chair)

Brian Dunsmore (Vice Chair)

Carl Rosenquist

Paul Jansen

Kellie Bosenberg

Local Emergency Management Plan

1. Emergency Management (EM) planners

<i>These are the people who wrote and/or maintain this plan.</i>	
Stacy Katon, Town Administrator	Doug Bergstrom, Zoning Administrator
Kristina Senna, SB Chair, EMD	Cheryl Letourneau, Town Clerk
Keith Baker, Fire Chief	Shaun Coleman, NRPC
Todd Cadieux, Public Works Director	

2.

Municipal Emergency Operations Center (EOC)

The EOC is an organization that coordinates information, support, and response across the municipality for Incident Commanders and town officials. Its main functions are to maintain situational awareness for municipal leaders, coordinate resource and information requests, and provide public information.

Which municipal position (s) can activate the EOC?	Selectboard Members Town Administrator / EM Fire Chief
--	--

Preferred EOC Positions and Duties

EOC Director	Supervises and directs all EOC activities coordinating municipal support and response
	Staff's phones and radio
	Tracks and answers to any Requests for Information (RFI)
	Tracks and coordinates any Requests for Support (RFS)
	Produces and posts public information and press releases
Operations	Responsible for establishing and coordinating strategy and tactics (actions) for incident as set by Command.
Planning	Responsible for managing the Resources, Situation, Documentation, and Demobilization Units as well as any Technical Specialists.
Logistics	Responsible for providing facilities, services and material in support of the incident.
Finance	Accounts for all municipal related expenditures of incident.
Public Information	Responsible for interfacing with the public, the media, and with other jurisdictions/organizations with. incident-related information needs.

Potential EOC Staff Members

<i>Name</i>	<i>Notes / Contact Information</i>
Kristina Senna	EOC Director, Planning / (802)782-1972
Carl Rosenquist	Public Information, Logistics / (802)527-7332
Stacy Katon	Planning/Logistics / Public Information (802) 524-3524
Keith Baker	Operations / (802)752-5813
Laurie Hobart	Finance / (802)524-3524
Doug Bergstrom	Planning, Logistics / (802)524-3524
Cheryl Letourneau	Town Clerk, Logistics/ (802)524-3524

Primary EOC Location

Facility / Address:	Fire & Rescue Station 4134 Ethan Allen Highway
Phone Numbers:	(802)782-8045
Equipment/Notes:	<input checked="" type="checkbox"/> generator <input checked="" type="checkbox"/> internet <input checked="" type="checkbox"/> phone line <input checked="" type="checkbox"/> computers <input type="checkbox"/> copy machine

	<input checked="" type="checkbox"/> projector or large screen <input checked="" type="checkbox"/> food prep
Alternate EOC Location	
Facility / Address:	Town Office 47 Town Common Road North
Phone Numbers:	(802)524-3524
Equipment/Notes:	<input checked="" type="checkbox"/> generator <input checked="" type="checkbox"/> internet <input checked="" type="checkbox"/> phone line <input checked="" type="checkbox"/> computers <input checked="" type="checkbox"/> copy machine <input checked="" type="checkbox"/> projector or large screen <input checked="" type="checkbox"/> food prep
Alternate EOC Location	
Facility / Address:	Highway Department 65 Plains Rd
Phone Numbers:	(802)524-3323
Equipment/Notes:	It includes an air-conditioned room that is 1,100 SF and houses three offices, two ADA compliant restrooms, and a breakroom with a kitchenette used for meals and staff meetings. <input checked="" type="checkbox"/> generator <input checked="" type="checkbox"/> internet <input checked="" type="checkbox"/> phone line <input checked="" type="checkbox"/> computers <input checked="" type="checkbox"/> printer <input type="checkbox"/> projector or large screen <input checked="" type="checkbox"/> food prep

3. Resources

Use municipal resources, mutual aid agreements, and local purchases first to get resources for response as needed and available.

Who is authorized to make emergency purchases and what are their spending limits?
Please note the town is responsible for ensuring individuals listed in this plan are aware of and following these limits.

Selectboard Chair, Fire Chief, Town Administrator.
The town has no emergency spending limits policy in place.

Please use the following sections to note resources you may need during a disaster, and how you would access them. Resources to consider include, but are not limited to, fuel for town vehicles, food, office supplies, plow trucks, dump trucks, generators, excavators, wood chippers, all-terrain vehicles, and signage.

Town owned resources (if applicable)

Type of resources	Title (see Local Contacts list at end of plan)	Location
Fuels	Town Admin Fire Chief Road Foreman	Town Office Fire Town Garage
Power (GMP)	Town Admin Town Clerk Fire Chief Road Foreman Librarian	Town Office Fire Town Garage Library

IT (COMCAST)	ZA Fire Chief Road Foreman Librarian	Town Office Fire Town Garages Library
Natural Gas (Vermont Gas Systems)	Town Admin Fire Chief Road Foreman Librarian	Town Office Fire Town Garages Library
Businesses with standing municipal contracts (if applicable)		
None.		
Other Local Resources		
<i>Type of Resources/Skills</i>		
<i>Name</i>	<i>Town</i>	<i>Contact Info</i>
Alan Mossey Excavating	Georgia	(802)893-1801
Harrison Concrete	Georgia	(802)849-6688
Jeff Adams Construction	Georgia	(802)370-0077
Travis Belisle – Rocky Ridge Const.	Georgia	(802)309-1077
Justin Brouillette: Dons Excavating	Georgia	(802)310-1922
Trace Jenkins Tree Service	Georgia	(802)777-7367
Jimmy Paquette Excavating	Georgia	(802)324-7663
Gary Wright: Wright Family Farm	Georgia	(802)355-4892
Roger Wright Excavating	Georgia	(802)373-7262
Drone	VTRANS/UVM	1-800-347-0488
<p>State support that is usually at no cost to the municipality:</p> <ul style="list-style-type: none"> • Vermont Hazardous Material (HAZMAT) Response Team (VHMRT), • Vermont Urban Search and Rescue (USAR, VT-TF1) • Vermont State Police and Special Teams • Swiftwater Rescue Teams • Regional Shelter Support • State government agency expertise / services • Federal response agency expertise <p>State supports the municipality will normally eventually have to pay for:</p> <ul style="list-style-type: none"> • Supplies and equipment (including sandbags); • VTrans Equipment and Personnel • Vermont National Guard Support 		
<i>The State Emergency Operations Center (SEOC, 800-347-0488) will help coordinate any state support teams or other external resources that local responders may need.</i>		

National Incident Management System (NIMS) typed resources* (if applicable)											
Type	I	II	III	IV	Other	Type	I	II	III	IV	Other
Critical Incident Stress Management Team		N/A	N/A	N/A		Water Pumps, Drinking Water Supply - untreated source					
Mobile Communications Center						Water Pump, Water Distribution					1
Mobile Communications Unit (Law/Fire)			N/A	N/A		Water Pump, Wastewater					
Water Pumps, De-Watering						Water Valve Maintenance Truck				N/A	

*Information about the NIMS Typed resources can be found at: <https://rtlt.preptoolkit.fema.gov>

*Additional resource information is available on the FEMA Reimbursable Equipment List: <https://www.fema.gov/assistance/public/schedule-equipment-rates>.

4. Public Information and Warning

<p><i>During a significant emergency, the emergency operations center (EOC) and incident command posts (ICPs) will coordinate and manage public information, both by producing accurate, timely reports and by tracking what is publicly reported to minimize confusion and help ensure a positive public response.</i></p> <p>Vermont Emergency Management (1-800-347-0488) can send VT-Alert messages on behalf of your community if you are unable to send them on your own.</p> <p><i>Many communities have individuals who need translation services, are deaf or hard of hearing, or blind or visually impaired. Municipalities may use, at their own expense, statewide translation contracts on the Buildings and General Services website to meet these needs. Please consider what those needs may be, and how those needs can be met.</i></p>	
<p>VT-Alert message - State: Other VT-Alert managers:</p>	<p>Call state watch officer: 1-800-347-0488</p>
<p>Important Local Websites / Social Media channels:</p>	<p>Town Home Page: https://www.townofgeorgia.com/ Library: https://www.georgiapubliclibraryvt.org/ School: https://www.gemsvt.org</p>
<p>Local Newspaper, Radio, TV:</p>	<p>St. Albans Messenger – Tel. (802) 524-9711 WEZF 92.9 FM - Tel. (866) 865-7827 95 Triple X 95.5 FM - Tel. (802) 655-9595 WOKO 98.9 FM - Tel. (802) 958-1230 VPR 107.9 FM - Tel. (802) 955-9451 WRSA 1420 AM – (802)863-1010</p>
<p>Public notice locations: These are physical locations that you are required to post meeting notices per 17 V.S.A. § 2641. Two must be in town and the third must be in or near the town clerk’s office.</p>	<p>Town Hall Town Library Georgia Market Maplefields</p>
<p><i>Vermont 2-1-1 is a United Ways of Vermont system that provides 24x7x365 information and referral services in cooperation with many state and local government and community-based entities. 2-1-1 collects and maintains a database of local resource information and is available to take calls from the general public to inform and instruct them in relation to emergency events, and to refer them to the appropriate response and recovery resource, if necessary. Dial 211 or (802) 652-4636.</i></p>	

5. Organizations and communities requiring additional coordination

This is the list of organizations that need extra communication and coordination from the local emergency operations center before, during, and after an emergency. This list should include all organizations the town needs to have enhanced communication with, including schools, daycares, nursing homes, organizations serving speakers of languages other than English, organizations serving New Americans, organizations serving unhoused individuals, mobile home parks, dams, facilities in hazardous areas, and

communities that may need additional coordination. Individuals that need extra communication and coordination can be accessed through [Citizen Assistance Registration for Emergencies \(CARE\)](#). If necessary, the EOC may contact organizations and facilities, listed below, that serve populations that may be at risk based on the emergency. If there are residents at risk or in danger, the EOC should monitor their status and if required coordinate support for them until their situation stabilizes. Please ensure these contacts have updated EMD contact information.

CARE (Citizen Assistance Registration for Emergencies)		(Supporting PSAP)	
Type	Name/Address	Contact	Notes
Daycare	Bigelow, Ashley 697 Bullock Rd (Milton)	(802)752-8077	
Daycare	Georgia Elementary Preschool Program 4416 Ethan Allen Hwy	(802)524-6358	
Daycare	Georgia's Next Generation, LLC (Fairfax) 4502 Highbridge Rd	(802)734-3811	
Daycare	Giguere, Kimberly 196 Bradley Hill Rd	(802)524-5314	
Daycare	Jeremy Mathsen 114 Ledgewood Lane	(845)807-4110	
Daycare	Mossey, Tina 2113 Plains Rd	(802)528-2974	
Daycare	Pigeon, Amanda 1514 Cline Road	(802)524-3664	
Daycare	Y School Age Program at Georgia Elementary 4416 Ethan Allen Hwy	(802)652-8153	
School	Georgia Elementary & Middle School PK-8 4416 Ethan Allen Hwy	(802)524-6358	
Senior Housing	Hidden Pines Senior Housing (8 apartments) Champlain Housing Trust 4180 Highbridge Rd	(802)524-1423	
Library	Georgia Public Library 1697 Ethan Allen Hwy	(802)524-4643	
Government Site	Georgia Historical Society Contact: Cindy Ploof 3949 Ethan Allen Hwy	(813)634-2828	

Government Site	The Notch Georgia Health Center 4178 Highbridge Rd	(802)752-1930	
Healthcare	Northwestern Walk-In Clinic 927 Ethan Allen Hwy	(802)524-8911	
Religious	Ascension Parish 3157 Ethan Allen Hwy Father Karl Hahr	(802)524-5824	
Religious	Georgia Plains Baptist Church Pastor Tyler Smith 1493 Ethan Allen Hwy	(802)524-5348 (802)989-8136	
Religious	Redeeming Grace Church 164 Ballard Road Lead Pastor B.J. Walters	(802)891-4213	
Religious	Georgia Methodist Church 18 Carpenter Hill Rd Pastor SeokCheol Shin	(802)528-5252	

6. Shelters

<p><i>During some emergencies, the EOC will monitor or coordinate support for individuals who are displaced. When multiple locations are available, shelters should be selected based on how individuals can access that location during a variety of disasters, how food and other resources can be provided at that location, and which services (food, generator, etc.) are available on site or within close proximity.</i></p>			
<p>Spontaneous Sheltering</p>			
<ul style="list-style-type: none"> • Determine the approximate number of people who need sheltering • Call the State EOC / Watch Officer at 800-347-0488 and request support • Track the status of residents who need shelter until their situation stabilizes 			
<p>Primary Local Shelter</p>			
<p>This must be a location that your city or town has the authority to open</p>			
Location and Address:	Georgia Elementary School 4416 Ethan Allen Hwy		
Facility Contact(s):	Steve Emery		
Shelter Manager:	Steve Emery (802)524-6358, (802)370-3113		
Staff Requirements:	Full capacity Day – 1 manager and 1 worker per shift minimum Full capacity Night – 1 manager and 2 workers minimum Up to 50 capacity Day - 1 manager and 1 worker per shift during minimum Up to 50 capacity Night – 1 manager and 1 worker per shift minimum		
Services:	<table border="0" style="width: 100%;"> <tr> <td style="width: 50%; vertical-align: top;"> <input type="checkbox"/> Warming center <input type="checkbox"/> Cooling center <input checked="" type="checkbox"/> Overnight shelter <input checked="" type="checkbox"/> Food preparation </td> <td style="width: 50%; vertical-align: top;"> <input checked="" type="checkbox"/> Showers <input checked="" type="checkbox"/> Generator <input checked="" type="checkbox"/> Pets allowed </td> </tr> </table>	<input type="checkbox"/> Warming center <input type="checkbox"/> Cooling center <input checked="" type="checkbox"/> Overnight shelter <input checked="" type="checkbox"/> Food preparation	<input checked="" type="checkbox"/> Showers <input checked="" type="checkbox"/> Generator <input checked="" type="checkbox"/> Pets allowed
<input type="checkbox"/> Warming center <input type="checkbox"/> Cooling center <input checked="" type="checkbox"/> Overnight shelter <input checked="" type="checkbox"/> Food preparation	<input checked="" type="checkbox"/> Showers <input checked="" type="checkbox"/> Generator <input checked="" type="checkbox"/> Pets allowed		
Daytime Capacity:	250		
Overnight Capacity:	If needed, 40 square feet per person.		
Notes:			
<p>Alternate Local Shelter</p>			
Location / Address:	Georgia Methodist Church 18 Carpenter Hill Road		
Facility Contact(s):	SeokCheol Shin Phone: 528-5252, (802)760-0192		
Shelter Manger			
Staff requirements:	Full capacity Day – 1 manager and 1 worker per shift minimum Full capacity Night – 1 manager and 2 workers minimum		
Services:	<table border="0" style="width: 100%;"> <tr> <td style="width: 50%; vertical-align: top;"> <input checked="" type="checkbox"/> Warming center <input checked="" type="checkbox"/> Cooling center <input checked="" type="checkbox"/> Overnight shelter <input checked="" type="checkbox"/> Food preparation </td> <td style="width: 50%; vertical-align: top;"> <input type="checkbox"/> Showers <input type="checkbox"/> Generator <input checked="" type="checkbox"/> Pets allowed </td> </tr> </table>	<input checked="" type="checkbox"/> Warming center <input checked="" type="checkbox"/> Cooling center <input checked="" type="checkbox"/> Overnight shelter <input checked="" type="checkbox"/> Food preparation	<input type="checkbox"/> Showers <input type="checkbox"/> Generator <input checked="" type="checkbox"/> Pets allowed
<input checked="" type="checkbox"/> Warming center <input checked="" type="checkbox"/> Cooling center <input checked="" type="checkbox"/> Overnight shelter <input checked="" type="checkbox"/> Food preparation	<input type="checkbox"/> Showers <input type="checkbox"/> Generator <input checked="" type="checkbox"/> Pets allowed		

Daytime Capacity:	50		
Overnight Capacity: (if applicable)	If needed, recommend 40 square feet per person		
Notes:			
Alternate Local Shelter			
Location / Address:	Georgia Plain Baptist Church 1493 Stone Bridge Road		
Facility Contact(s):	Pastor Tyler Smith, Phone: 524-5348, 989-8136 (c)		
Shelter Manager:	Pastor Tyler Smith		
Staff requirements:	Full capacity Day – 1 manager and 1 worker per shift minimum Full capacity Night – 1 manager and 2 workers minimum		
Services:	<table border="0" style="width: 100%;"> <tr> <td style="width: 50%; vertical-align: top;"> <input checked="" type="checkbox"/> Warming center <input checked="" type="checkbox"/> Cooling center <input checked="" type="checkbox"/> Overnight shelter <input checked="" type="checkbox"/> Food preparation </td> <td style="width: 50%; vertical-align: top;"> <input type="checkbox"/> Showers <input type="checkbox"/> Generator <input type="checkbox"/> Pets allowed </td> </tr> </table>	<input checked="" type="checkbox"/> Warming center <input checked="" type="checkbox"/> Cooling center <input checked="" type="checkbox"/> Overnight shelter <input checked="" type="checkbox"/> Food preparation	<input type="checkbox"/> Showers <input type="checkbox"/> Generator <input type="checkbox"/> Pets allowed
<input checked="" type="checkbox"/> Warming center <input checked="" type="checkbox"/> Cooling center <input checked="" type="checkbox"/> Overnight shelter <input checked="" type="checkbox"/> Food preparation	<input type="checkbox"/> Showers <input type="checkbox"/> Generator <input type="checkbox"/> Pets allowed		
Daytime Capacity:	50		
Overnight Capacity: (if applicable)	If needed, recommend 40 square feet per person		
Notes:			

7. Hazardous Sites and Critical Facilities

<p><i>Hazardous Sites: Facilities required to report to federal, state, and local governments under the Emergency Planning and Community Right-to-Know Act (EPCRA) of 1986 for chemical emergencies. Sites listed are those that store, and/or use hazardous substances.</i></p> <p><i>Critical Facilities: A facility that provides services and functions essential to a community, especially during and after a disaster.</i></p>	
Critical Facility Government	Georgia Municipal Offices 47 Town Common Road (802)524-3524
Critical Facility Government	Georgia Fire & Rescue 4134 Ethan Allen Highway 782-8045
Education Site Hazmat Storage Site	Georgia Public Library 1697 Ethan Allen Hwy UST: Propane 1,000gal. (802)524-4643
Religious	Georgia Plains Baptist Church 1493 Stone Bridge Road Church (802)524-5348 Pastor Tyler Smith: (802)989-8136

Government Site	Georgia Historical Society 4127 Ethan Allen Hwy Contact: Cindy Ploof, President (813)-634-2828
Critical Facility Government	The Notch Georgia Health Center 4178 Highbridge Road (802)752-1930
Critical Facility Government	Northwestern Walk-In Clinic 927 Ethan Allen Hwy (802)524-8911
Religious	Ascension Parish Contact: Father Karl Hahr 3157 Ethan Allen Hwy (802)849-6205
Religious	Redeeming Grace Church Contact: Lead Pastor B.J. Walters 164 Ballard Road (802)891-4213
Critical Facility Telecommunications	AT&T RCC-Georgia Rt. 7 North 800-566-9347
Hazmat Storage Site	B&A Auto Contact: Bruce Turner 2701 Ethan Allen Highway (802)524-6394 / (802)350-7415
Hazmat Storage	Bertek Systems 133 Bryce Blvd (802)752-3170
Hazmat Storage	Malone Yankee Park Properties 57 Yankee Park Rd (802)527-0177
Hazmat Storage	Century International Arms 236 Bryce Blvd (802)527-1258
Hazmat Storage	Georgia Auto 1050 Ethan Allen Hwy (802)524-9791
Hazmat Storage Education	Georgia Elementary School 4416 Ethan Allen Highway (802)524-6358

<p>Hazmat Storage</p>	<p>Georgia Market 962 Ethan Allen Hwy (802)527-1100 UST: Gasoline: 6,000 gal. Gasoline: 8,000 gal. Diesel: 2,000 gal. Off Road Diesel: 1,000 gal. Kerosene: 1,000 gal</p>
<p>Critical Facility Government</p>	<p>Green Mountain Power Georgia Substation 60 Industrial Park Rd Contact : Tim Upton, Enviro mgr. (802)747-5436 John Greenan, Emergency Contact (802)747-5707 (w), (802)747-2353 (24 hr.)</p>
<p>Hazmat Storage Site</p>	<p>Harrison Concrete 1547 Skunk Hill Rd (802)849-6688</p>
<p>Hazmat Storage Site</p>	<p>Murray's Auto 3186 Highbridge Rd Jeff Murray (802)598-3143</p>
<p>Hazmat Storage Site</p>	<p>Maplefields / Georgia Mobil R.L. Vallee, Inc. 1207 Ethan Allen Hwy (802)524-8710, (802)351-2901 UST: Gasoline: 12,000 gal Gasoline: 8,000 gal Gasoline: 6,000 gal Diesel: 10,000 gal</p>
<p>Rail Transportation</p>	<p>New England Central Railroad Contact: Crossings at Oakland Station Road, Conger Road, Goodrich Hill Road, Skunk Hill Road, Georgia Mountain Road Bridge: Georgia High Bridge/104A/Lamoille River</p>
<p>Hazmat Storage Site Industry</p>	<p>Perrigo Nutritional 147 Industrial Park Road Contact: Todd Shuttleworth, Director of Operations (802)528-8650 Jared Davignon, EHS Manager, (802)528-8645 PBM Security: (802)527-0521</p>

Hazmat Storage Site	Northwest Solid Waste District 158 Morse Dr (802)524-5986
Critical Facility Utility	Vermont Electric Power Company VELCO Georgia 876 Sand Hill Rd Direct Line: 1-(802)-773-9161 or Central Dispatch (802)524-2131 or 24 hr. phone (800)832-2677

Annexes (Optional, create and letter as needed)

Annex 1 – Contact Information
Annex 2 – Mutual Aid
Annex 3 - Maps
Annex 4 - NIMS Resolution

See the Vermont Emergency Management (VEM) web site at <http://vem.vermont.gov> for samples and examples of annexes, such as: forms; delegations of authority; debris plans; incident-specific plans, checklists, and matrices; animal disaster references; etc.

**Annex 1
Local Contact Information**

Position	Name	Phone numbers			E-mail
		Primary	Alt.	Alt.	
Local Emergency Management Team					
EMD	Kristina Senna	(802)782-1972	(802)524-1843		Ksenna@townofgeorgia.com
EOC Staff	Stacy Katon	(802)524-3524			administrator@townofgeorgia.com
EOC Staff	Keith Baker	(802)752-5813			georgiavtfirechief@gmail.com
EOC Staff	Laurie Hobart	(802)524-3524			Treasurer@townofgeorgia.com
EOC Staff	Carl Rosenquist	(802) 527-7332	(802)309-3655		crosenquist@townofgeorgia.com
EOC Staff	Doug Bergstrom	(802)524-3524	(802)309-1020		zoning@townofgeorgia.com
EOC Staff	Cheryl Letourneau	(802)524-3524	(802)373-9512		townclerk@townofgeorgia.com
Local Response Organization Contacts					
Fire Chief	Keith Baker	(802) 752-5813	(802) 524-9635		georgiavtfirechief@gmail.com
Firefighter/EMT	Rob Mullen	(802) 782-8045			fireadmin@townofgeorgia.com
Fairfax Resue	Kathy Jochim	(802) 849-2773			president@fairfaxrescue.org
State Police	Michael Filipek	(802)524-5993	911		Michael.Filipek@vermont.gov
Franklin County Sheriff	John Grismore	(802)524-2121	911		John.Grismore@vermont.gov
Local Dispatch Center	Central Dispatch	(802)524-2166	911		Maurice.Lamothe@stalbandsd.com
EMS Chief	Chelsea Dubie	(802)782-8045			emschief@townofgeorgia.com
Local Public Works Contacts					
Public Works Director	Todd Cadieux	(802)524-3323	(802)307-2259		roadforeman@townofgeorgia.com
Highway Dept. Assistant Foreman	Robert Quesnel	(802)524-3323	(802)309-5190		
Municipal Government Contacts					
Selectboard Chair	Kristina Senna	(802)782-1972	(802)524-1843		Ksenna@townofgeorgia.com
Selectboard	Carl Rosenquist	(802)527-7332			crosenquist@townofgeorgia.com
Selectboard Vice Chair	Brian Dunsmore	(802)752-6660			bdunsmore@townofgeorgia.com
Selectboard	Paul Jansen	(802)309-3355			pjansen@townofgeorgia.com
Selectboard	Kellie Bosenberg	(203)623-8256			kbosenberg@townofgeorgia.com
Town Administrator	Stacy Katon	(802)524-3524			administrator@townofgeorgia.com

**Annex 1
Local Contact Information**

Town Clerk	Cheryl Letourneau	(802)524-3524	(802)373-9512		Townclerk@townofgeorgia.com
Town Health Officer	Kollene Caspers	(802)524-3524			zoningclerk@townofgeorgia.com
Wastewater and Septic/Floodplain Administrator/E911	Douglas Bergstrom	(802)524-3524	(802)309-1020		zoning@townofgeorgia.com
Library Director	Bridget Stone	(802)524-4643			librarydirector@townofgeorgia.com
Animal Control	Sara Currier	(802)370-4871			Sarajc71@gmail.com
Assistant Animal Control	Jim Benson	(802)238-3246			Jbj102jr@gmail.com
Forest Fire Warden	Andrew Dunsmore	(802)370-0641			firewarden@townofgeorgia.com
Georgia Elementary School Principal	Steve Emery	(802)524-6358			semery@fwsu.org
Franklin West SU Superintendent	John Tague	(802)370-3113			JTague@fwsu.org
Neighboring EMDs					
St. Albans Town EMD	Matt Mulheron	(802)524-7589			m.mulheron@stalbansvt.com
St. Albans City	Maurice Lamothe	(802)524-1500			Maurice.lamothe@stalbanspd.com
Fairfax EMD	Bryce McNall, SB Chair	(802)238-1943			bmcnall@fairfax-vt.gov
Milton EMD	Kyle Brouillette	(802)893-6655			kbrouillette@miltonvt.gov

**Annex 2
Mutual Aid**

Call log		Agency	Phone	Contact
1. TRANSPORTATION				
<input type="checkbox"/>	Time	Grand Avenue Enterprises	(802)868-2761	Swanton
<input type="checkbox"/>	Time	Green Mountain Transit Authority	(802)868-2282	GMT
<input type="checkbox"/>	Time	C&M Transport Bussing	(802)285-2145	cplooff@franklinvt.org
<input type="checkbox"/>	Time	Mathieu Enterprises Inc	(802)878-4580	Richard Mathieu -Fairfax
<input type="checkbox"/>	Time	VTRANS District 8	(802)527-5503	Ernie Patnoe, DTA
2. COMMUNICATIONS & ALERTING				
<input type="checkbox"/>	Time	Vermont Emergency Alert System (VT-ALERT)	1-800-347-0488	Watch Officer
<input type="checkbox"/>	Time	Burlington Communication	(802)862-7092	
<input type="checkbox"/>	Time	Central Dispatch	(802)524-2166	Central Dispatch
<input type="checkbox"/>	Time	Franklin County Mutual Aid	(802)524-2166	Central Dispatch
<input type="checkbox"/>	Time	Franklin Co. Sheriff	(802)524-2121	Sheriff Dispatch
<input type="checkbox"/>	Time	Grand Isle Co. Sheriff	(802)372-4482	Sheriff Dispatch
<input type="checkbox"/>	Time	Lamoille Co. Sheriff	(802)888-3502	Sheriff Dispatch
3. PUBLIC WORKS & ENGINEERING				
<input type="checkbox"/>	Time	Vermont Emergency Management	1-800-347-0488	Watch Officer
<input type="checkbox"/>	Time	Franklin County Mutual Aid	(802)524-2131 (802)524-2121	Central Dispatch Franklin County Sheriff
<input type="checkbox"/>	Time	Bakersfield Town Garage	(802)827-6133 (w) (802)827-6606 (h)	William "Mac" Newett, Road Foreman
<input type="checkbox"/>	Time	Berkshire Town Garage	(802)324-6495	Danny Kennison, Road Foreman
<input type="checkbox"/>	Time	Enosburgh Town Garage	(802)370-0429 (c) (802)933-7761 (w) (802)933-4018 (h)	Joey Clark, Road Foreman
<input type="checkbox"/>	Time	Enosburg Falls Village Public Works	(802)933-6669 (w)	Gary Denton, Director
<input type="checkbox"/>	Time	Enosburg Falls Electric Light & Water Department	(802)933-4443	Alan Plouff, Operator
<input type="checkbox"/>	Time	Enosburg Falls	(802)933-4443	Brian Ovitt, Operator

**Annex 2
Mutual Aid**

		Wastewater Treatment Facility	(802)933-6669	
<input type="checkbox"/>	Time	Fairfield Town Garage	(802)393-2409 (c) (802)393-7585 (c) (802)827-3808 (h)	Maurice Jettie, Road Foreman Gavin Ryan, Road Commissioner
<input type="checkbox"/>	Time	Fairfax Town Garage (Public Works)	(802)849-6111 x17 (802)849-6827 (w)	Brent Sheets, PW Director
<input type="checkbox"/>	Time	Fletcher Town Garage	(802)849-6178 (w)	Logan Riley, Road Foreman
<input type="checkbox"/>	Time	Franklin Town Garage	(802)285-2180 (w) (802)285-6854 (h) (802)324-2580 (c)	Jeremy Barnum, Road Foreman
<input type="checkbox"/>	Time	Georgia Town Garage	(802)524-3323 (w) (802)307-2259 (c)	Todd Cadieux, Public Works Director
<input type="checkbox"/>	Time	Highgate Town Garage	(802)868-4697 x207 (w)	Nick Scott, Public Works Director
<input type="checkbox"/>	Time	Montgomery Town Garage (Public Works)	(802)326-4418	Scott Ovitt, Road Foreman
<input type="checkbox"/>	Time	Richford Town Garage	(802)848-3379 (w)	Jason Wetherby, Road Foreman
<input type="checkbox"/>	Time	Richford Water & Sewer Plants	(802)848-7040 (water plant) (802)848-3112 (sewer plant) (802)793-7339 (c)	Jeremy Wiegand, Chief Operator
<input type="checkbox"/>	Time	Sheldon Town Garage	(802)393-0052 (c) (802)933-4040(w)	Seth Kittell, Road Supervisor
<input type="checkbox"/>	Time	St. Albans City Public Works	(802)524-1504 (w) Call central dispatch	Martin Manahan, Public Works Director.
<input type="checkbox"/>	Time	St. Albans Town Highway Dept.	(802)527-0739 (w) (802)393-9096 (c) (802)524-0964 (h)	Kevin McAleer, Public Works Director
<input type="checkbox"/>	Time	Swanton Village Public Works	(802)868-3397 x211(w) (802)582-2630 (m) (802)868-4200 (After Hrs.) (802)582-2630 (c)	Dean Ryan, Public Works Foreman
<input type="checkbox"/>	Time	Swanton Town Garage	(802)868-7281 (802)309-8300 (c)	Kevin Lapan, Road Foreman
<input type="checkbox"/>	Time	Swanton Village Water Treatment Facility	(802)868-2148 (w)	Tod Jones, Chief Operator

**Annex 2
Mutual Aid**

			(802)868-4200 (After Hrs.)	
<input type="checkbox"/>	Time	Swanton Village Waste Water Treatment Facility	(802)868-3241 (w) (802)868-4200 (After Hrs.)	Jason Starr, Operator
<input type="checkbox"/>	Time	VTRANS District 8	(802)527-5503	Ernie Patnoe
<input type="checkbox"/>	Time			
4. FIREFIGHTING				
<input type="checkbox"/>	Time	Mutual Aid	(802)524-2131 or 911 (802)524-2121	Central Dispatch Franklin County Sheriff's Office
<input type="checkbox"/>	Time	Bakersfield Fire	(802)370-5759	Matt Hull, Chief
<input type="checkbox"/>	Time	Berkshire Fire	(802)782-5861	Tony Archambault, Chief
<input type="checkbox"/>	Time	Cambridge Fire Department	(802)849-6012 (h) (802)742-3168 (c) (802)644-2201 (FD)	Alan Cary, Chief
<input type="checkbox"/>	Time	Enosburg Fire	(802)933-8301 (w) (802)933-4345 (FD) (802)933-2445 (h)	Mark LaRose, Chief
<input type="checkbox"/>	Time	Fairfield Fire	(802)393-9999 (c) (802)827-3261 (w)	Tim Corey, Chief
<input type="checkbox"/>	Time	Fairfax Fire	(802)582-8997 (c) (802)849-6075 (Station)	Micah Genzlinger, Chief
<input type="checkbox"/>	Time	Franklin Fire	(802)527-3409 (w) (802)285-6520 (h) (802)582-0785 (c)	Michael Lawyer, Chief
<input type="checkbox"/>	Time	Georgia Fire	(802)752-5813 (c) (802)524-9635 (h)	Keith Baker, Chief
<input type="checkbox"/>	Time	Highgate Fire	(802)582-2744 (w) (802)868-4697 x210 (w)	Gary Greenough, Chief
<input type="checkbox"/>	Time	Montgomery Fire	(802)582-9676 (c)	Doug Kopacz, Chief
<input type="checkbox"/>	Time	Richford Fire	(802)370-2306 (c) (802)848-7068 (h)	Andy Pond, Chief
<input type="checkbox"/>	Time	Sheldon Fire	(802)272-0026 (c) (802)527-4731 (w) (802)524-2263 (h)	Rick Piaseczny, Chief
<input type="checkbox"/>	Time	St. Albans City Fire	(802)524-2132 (w) (802)524-2166 (24x7)	Matt Mulheron, Chief
<input type="checkbox"/>	Time	St. Albans Town Fire	(802)524-2517 (w)	Matt Mulheron, Chief

**Annex 2
Mutual Aid**

			(802)524-2132 (w)	
<input type="checkbox"/>	Time	Swanton Village Fire	(802)868-3300 (w)	Dan Chevalier, Chief
<input type="checkbox"/>	Time	Westford Fire Department	(802)524-2131 or 911 (802)879-6505 (station)	Steve Woolard, Chief
<input type="checkbox"/>	Time	Bedford Fire	(450)248-2798	
<input type="checkbox"/>	Time	Clarenceville / Noyan Fire Service	(450)294-2961 (h) (514)886-2148 (c) (450)294-2111 (Station)	Michael Johnston
<input type="checkbox"/>	Time	Frelighsburg	(450)298-5133	
<input type="checkbox"/>	Time	Sutton Fire	(450)538-2290	
<input type="checkbox"/>	Time	Phillipsburg Fire Dept	(450)248-4344 (450)248-4281	

5. Local Emergency Management Directors and Coordinators

<input type="checkbox"/>	Time	Bakersfield EMD	(802)752-7202	Paul Talley
<input type="checkbox"/>	Time	Berkshire EMD	(802)933-2509	Mark Larivee, EMD
<input type="checkbox"/>	Time	Enosburgh Town and Village EMD	(802)782-5771 (m) (802)933-9427 (h)	Pierre Letourneau, EMD
<input type="checkbox"/>	Time	Fairfax EMD Fairfax EMC	(802)238-1943 (802)849-6075 (802)582-8977	Bryce McNall, SB Chair Michah Genzlinger, Fire Chief
<input type="checkbox"/>	Time	Fairfield EMD	(802)393-9411 (802)827-3261	Tom Howrigan, SB Chair
<input type="checkbox"/>	Time	Fletcher EMD Fletcher EMC	(802)373-3517 (802)849-6978 (802)363-5366	Matt Gillilan, SB Chair Eva Gillilan, EMC
<input type="checkbox"/>	Time	Franklin EMD Franklin EMC	(802)582-1329 (m) (802)285-6523 (h) (802)285-2101 (802)309-1046	Dave Bennion, SB Chair Sara Rainville, EMC
<input type="checkbox"/>	Time	Georgia EMD	(802)527-7332 (802)309-3655	Carl Rosenquist, SB Chair
<input type="checkbox"/>	Time	Highgate EMD	(802)735-4007 (802)868-4697	Vern Brosky III, SB Chair
<input type="checkbox"/>	Time	Montgomery EMD	(201)232-7305	Greg Lucas, EMD

**Annex 2
Mutual Aid**

<input type="checkbox"/>	Time	Richford EMD	(802)370-2306 (m) (802)848-7068 (h)	Andy Pond, SB Chair, EMD, Fire Chief
<input type="checkbox"/>	Time	Sheldon EMD	(802)933-8482 (802)582-6515 (m) (802)309-2197 (m) (802)524-2263 (h)	Stephen Dodd, SB Chair Richard Piaseczny, Civil Defense
<input type="checkbox"/>	Time	St. Albans City EMD	(802)524-2166 (central)	Maurice Lamothe, EMD, Police Chief
<input type="checkbox"/>	Time	St. Albans Town EMD	(802)527-7646 (w) (802)309-1815 (m)	Matt Mulherron, EMD, Public Safety Officer
<input type="checkbox"/>	Time	Swanton Town EMD	(802)238-1086 (w) (802)904-3960	Reginald Beliveau, Jr
<input type="checkbox"/>	Time	Swanton Village EMD	(802)238-1086 (w) (802)904-3960	Reginald Beliveau, Jr.

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6. EMERGENCY MANAGEMENT

<input type="checkbox"/>	Time	Vermont Emergency Management	1-800-347-0488	Watch Officer
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7. MASS CARE AND SHELTER

<input type="checkbox"/>	Time	American Red Cross	1-800-660-9130	Northern New England Chapter
<input type="checkbox"/>	Time	CVOEO Champlain Valley Office of Economic Opportunity	(802)527-7392	Jess Graff, Director \ Franklin-Grand Isle
<input type="checkbox"/>	Time	NW Medical Reserve Corps	(802)524-5572 (w) (802)370-0889 (c)	Jacque Kelley, VDH EP

8. RESOURCE SUPPORT

<input type="checkbox"/>	Time	Mutual Aid	(802)524-2131 or 911	Central Dispatch
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9. HEALTH AND MEDICAL SERVICES

<input type="checkbox"/>	Time	EMS District 1 Mutual Aid, MCI Protocol	(802)524-2166	Central Dispatch
<input type="checkbox"/>	Time	Northwest Medical Center	(802)524-5911 (802)524-1037 1-800-347-0488	Front Desk ER Emergency
<input type="checkbox"/>	Time	Copley Hospital Morrisville,	(802)888-8888	Front Desk
<input type="checkbox"/>	Time	Dartmouth-Hitchcock Lebanon, NH	(603)650-5000	Front Desk
<input type="checkbox"/>	Time	North Country Hospital Newport	(802)334-7331	Front Desk

**Annex 2
Mutual Aid**

<input type="checkbox"/>	Time	UVM Medical Center, Burlington	1-800-847-1110 1-800-847-0000	Fanny Allen – Colchester Burlington
<input type="checkbox"/>	Time	Fairfax Rescue	(802)849-2773 (802)370-2180 (c) (802)999-3525	Station Kathy Jochim Mike Wheeler
<input type="checkbox"/>	Time	Georgia First Response	(802)782-8045 (c)	Chelsea Dubie
<input type="checkbox"/>	Time	Missisquoi Valley Rescue	(802)868-2352 (w)	Joshua Ramsdell
<input type="checkbox"/>	Time	Montgomery EMS	(802)326-4058	Ken Scheffler
<input type="checkbox"/>	Time	New England Poison Control Center	1-800-222-1222	
<input type="checkbox"/>	Time	Northwest Counseling and Support Services	(802)524-6554	
<input type="checkbox"/>	Time	Richford Ambulance (Health Center)	(802)255-5584 (w)	Donna Sylva
10. SEARCH & RESCUE				
<input type="checkbox"/>	Time	Vermont Emergency Management	1-800-347-0488	Watch Officer
<input type="checkbox"/>	Time	Vermont State Police	(802)524-5993 (802)524-2131	LT Michael Filipek Commander Central Dispatch
<input type="checkbox"/>	Time	Colchester Technical Rescue	(802)655-1412	Mike Canon, Chief
11. HAZARDOUS MATERIALS				
<input type="checkbox"/>	Time	Vermont HAZMAT Hotline	1-800-641-5005	Watch Officer
12. ANIMAL AND PLANT EMERGENCY SERVICES				
<input type="checkbox"/>	Time	Vermont Emergency Management	1-800-347-0488	Watch Officer
<input type="checkbox"/>	Time	Franklin County Humane Society	(802)524-9650	
<input type="checkbox"/>	Time	University of Vermont Extension Service	(802)656-2990	
13. ENERGY				
<input type="checkbox"/>	Time	Enosburg Falls Electric Light & Water Department	(802)933-4443	Alan Plouff
<input type="checkbox"/>	Time	Swanton Village Electric Hydro Electric Dam (HIGHGATE)	(802)868-3397 (w) (802)868-4200 (24hr) (802)582-2995 (m)	Dan Chevalier, Maintenance Supervisor Duane Couture, Crew

**Annex 2
Mutual Aid**

			(802)868-3394 (w) (802)582-2630 (m) (802)868-4200 (after hours)	
<input type="checkbox"/>	Time	Swanton Village Electric	(802)868-3397 (w) (802)370-4867 (m) (802)868-4200 (24-hour)	William "Bill" Sheets, Village Manager
<input type="checkbox"/>	Time	Green Mountain Power	(802)655-8414 (802)773-8833	24x7
<input type="checkbox"/>	Time	Vermont Electric Cooperative	1-800-773-9161 (802)524-2166 (802)524-2121	24x7 Central Dispatch FC Sherriff's Office
<input type="checkbox"/>	Time	VELCO	1-800-832-2667 (802)524-2131 (802)524-2121	24x7 Central Dispatch FC Sherriff's Office
FUELS/HEAT				
<input type="checkbox"/>	Time	Amerigas /Liberty Propane	(802)527-1287 (802)434-2912	St. Albans
<input type="checkbox"/>	Time	Blouin Brothers Oil G,K,O,P,D	(802)933-4420	Enosburgh
<input type="checkbox"/>	Time	Blair Discount Fuels O,K,D	(802)796-3282	Alburgh
<input type="checkbox"/>	Time	Bourne's Energy P, K, O, D, Bio	(802)326-8763	Swanton
<input type="checkbox"/>	Time	Champlain Valley Plumbing and Heating O,K,G, Bio	(802)388-4975	Middlebury
<input type="checkbox"/>	Time	Clarence Brown O,K	(802)524-2400	St. Albans
<input type="checkbox"/>	Time	Jack Course Inc. P, O	(802)335-1031	Cambridge
<input type="checkbox"/>	Time	Energy Co-op of Vermont (oil and kerosene)	(802)860-4090	St. Albans Fletcher Fairfax Georgia

**Annex 2
Mutual Aid**

<input type="checkbox"/>	Time	Fred's Propane and Heating P	(802)888-3827	Morrisville
<input type="checkbox"/>	Time	Green's Ace Hardware G	(802)933-7500	Enosburgh
<input type="checkbox"/>	Time	H.G. Berger & Son, Inc. O,K	(802)868-7697	Swanton
<input type="checkbox"/>	Time	Joyal Fuels O,K,D	(802)849-6066	Fairfax
<input type="checkbox"/>	Time	McAllister Fuels O,K	(802)848-3989	Richford
<input type="checkbox"/>	Time	McCuin Fuels, Inc. O,K	(802)868-3261	Highgate
<input type="checkbox"/>	Time	R.L. Vallee, Inc.	(802)524-8710 (802)351-2901	Business Off hour
<input type="checkbox"/>	Time	Rowley Fuels O,K,P,G,D	(802)893-7952	Milton
<input type="checkbox"/>	Time	S.B. Collins, Inc. O,P,K,G,D,Bio	(802)527-0116 (802)933-5529	Business Off hour
<input type="checkbox"/>	Time	Suburban Propane O,P,K,G	(802)527-7755	St. Albans

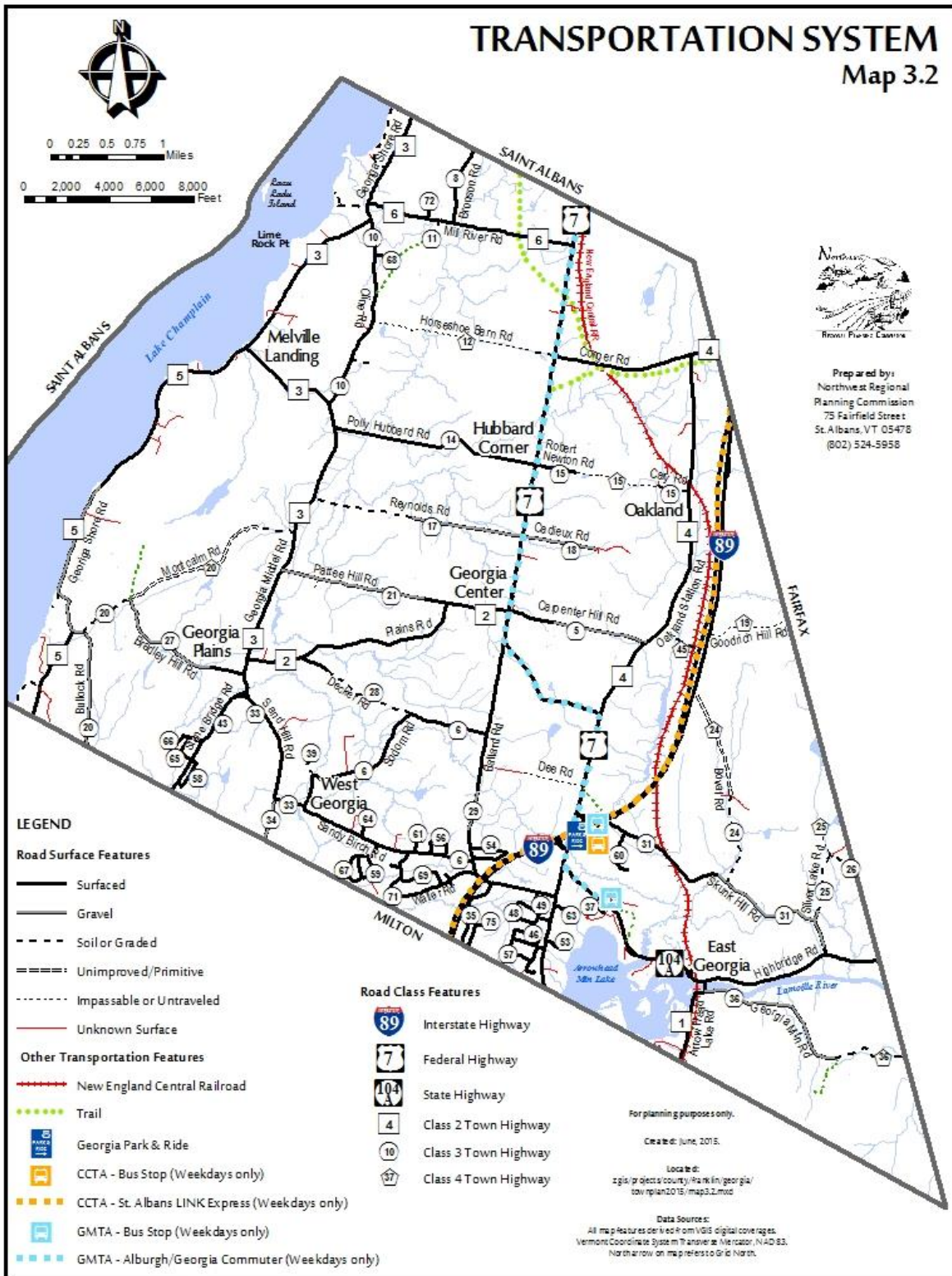
14. LAW ENFORCEMENT & SECURITY

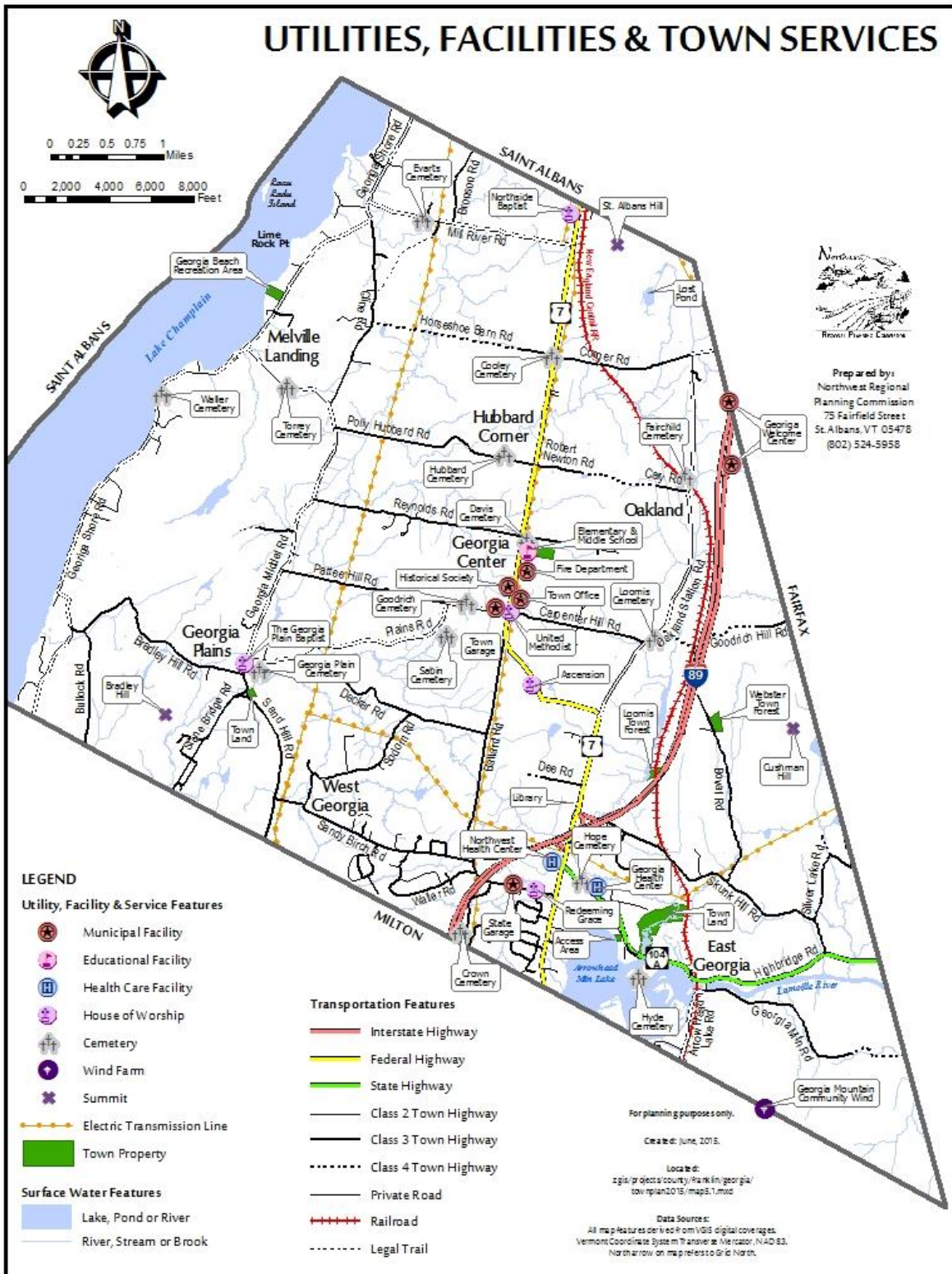
<input type="checkbox"/>	Time	Vermont State Police	(802)524-5993 911	LT Michael Filipek St. Albans Barracks
<input type="checkbox"/>	Time	Homeland Security Customs and Border Protection	1-800-689-3362	
<input type="checkbox"/>	Time	Franklin County Sheriff's Office	(802)524-2121 or 911	Sheriff John Grismore
<input type="checkbox"/>	Time	St. Albans City PD	(802)524-2121 or 911	Chief Maurice Lamothe

**Annex 2
Mutual Aid**

<input type="checkbox"/>	Time	Swanton Police Department	(802)868-4100 (w) or 911	Chief Michael Sullivan
15. EMERGENCY PUBLIC INFORMATION				
<input type="checkbox"/>	Time	Vermont Emergency Management (Emergency Alert System)	1-800-347-0488	Watch Officer
<input type="checkbox"/>	Time	St. Albans Messenger	(802)527-9771	
<input type="checkbox"/>	Time	County Courier	(802)933-4375	
<input type="checkbox"/>	Time	WPTZ	(802)655-5455	
<input type="checkbox"/>	Time	WCAX	(802)658-6300	







Annex 4
NIMS Resolution

746

NIMS Adoption Document for
Town of Georgia

DESIGNATION OF THE NATIONAL INCIDENT MANAGEMENT SYSTEM (NIMS) AS
THE BASIS FOR ALL INCIDENT MANAGEMENT IN THE TOWN OF GEORGIA

WHEREAS, the President in Homeland Security Directive (HSPD)-5, directed the Secretary of the Department of Homeland Security to develop and administer a National Incident Management System (NIMS), which would provide a consistent nationwide approach for Federal, State, local, and tribal governments to work together more effectively and efficiently to prevent, prepare for, respond to and recover from domestic incidents, regardless of cause, size or complexity;

WHEREAS, the collective input and guidance from all Federal, State, local, and tribal homeland security partners has been, and will continue to be, vital to the development, effective implementation and utilization of a comprehensive NIMS;

WHEREAS, it is necessary and desirable that all Federal, State, local and tribal emergency agencies and personnel coordinate their efforts to effectively and efficiently provide the highest levels of incident management;

WHEREAS, to facilitate the most efficient and effective incident management it is critical that Federal, State, local, and tribal organizations utilize standardized terminology, standardized organizational structures, interoperable communications, consolidated action plans, unified command structures, uniform personnel qualification standards, uniform standards for planning, training, and exercising, comprehensive resource management, and designated incident facilities during emergencies or disasters;

WHEREAS, the NIMS standardized procedures for managing personnel, communications, facilities and resources will improve the Town of Georgia's ability to utilize federal funding to enhance local and state agency readiness, maintain first responder safety, and streamline incident management processes.

WHEREAS, the Incident Command System components of NIMS are already an integral part of various incident management activities throughout the State, including current emergency management training programs; and

WHEREAS, the National Commission on Terrorist Attacks (9-11 Commission) recommended adoption of a standardized Incident Command System;

NOW, THEREFORE, I, The Selectboard of The Town of Georgia, by the virtue of the authority vested in me by the Constitution and Laws of the Town of Georgia Selectboard, do hereby establish the National Incident Management System (NIMS) as the Town of Georgia's standard for incident management.

GIVEN under my hand and the Privy Seal of The Town of Georgia this 13 day of June in the year Two Thousand and ~~Nine~~ Eleven.

BY Town of Georgia Selectboard
/s/ Rick Waite, Deborah Woodward,
Ric Bye, Paul Jansen

Georgia Town Clerks Office
Filed for record June 14 20 11 A.D.
at 1 o'clock 30 minutes P M
Recorded in Book 217 Page 746
Attest Sammi Kinn Town Clerk



*REQUEST FOR PROPOSAL FOR
2027 (+/-) TOWN-WIDE REAPPRAISAL*

ISSUED BY

TOWN OF Georgia VT

47 Town Common Road No

St. Albans, VT 05478

Date of Issue: July 1, 2025

***Due Date for Proposal: September 2, 2025 12
Noon.***

GL TOWN-WIDE REAPPRAISAL

Table of Contents

REQUEST FOR PROPOSAL 3

INTRODUCTION..... 4

DESCRIPTION OF PROJECT 5

 Project Purpose & Objectives5

AVAILABLE INFORMATION.....5

SCOPE OF SERVICES.....6

DELIVERABLES 7

ADMINISTRATIVE INSTRUCTIONS7

QUALIFICATIONS AND EVALUATION8

TOWN CONTACT8

TOWN OF GEORGIA REQUEST FOR PROPOSAL

For

Grand List TOWN-WIDE REAPPRAISAL

The Town of Georgia is requesting proposals from qualified, certified reappraisal contractors to work with the Georgia Assessor to complete in time for the town-wide reappraisal for the 2027 (+/-) Grand List.

The selected contractor will be responsible for a thorough analysis of local real estate market conditions and review of the existing Computer Assisted Mass Appraisal (CAMA) data leading to the development of computer models for estimating the fair market value of all taxable property in Georgia.

*Proposals are due **12 Noon, September 2, 2025.** Paper copies of this request for proposal may be obtained by calling Terri Sabens at (802) 524-3524, or by email at assessor@townofgeorgia.com*

This Request for Proposal is intended to be explanatory, but should any discrepancy appear or any misunderstanding arise as to the intent of anything contained therewith, the interpretation and decision of the Town of Georgia shall be final and binding. Any corrections of errors or omissions in the Request for Proposal may be made by the Town of Georgia when such correction is necessary for the proper fulfillment of their intention as constructed by the Town of Georgia.

INTRODUCTION

The Town of Georgia is situated in the southwestern side of Franklin County. Georgia is 60.89 square miles with 119.3 miles of roads. There was an estimated 10,352 Residents as of the 2010 census, with an estimated median household income of \$51,630 for 2016.

We have a mix of residential, agricultural and commercial/industrial properties.

For the 2025 Grand List there were 2,197 parcels. The parcel breakout was as follows:

R1	1,344
R2	293
MHU	15
MHL	68
S1	112
S2	6
C	45
CA	0
I	22
UE	6
UO	2
F	37
O	73
M	174

There are 55 non-taxable properties. The selected contractor will collect data and take pictures of these properties.

The Town uses MICROSOLVE CAMA software provided by New England Municipal Resource Center (NEMRC). All properties are currently listed using this software. The reappraisal project will be completed using this software.

DESCRIPTION OF PROJECT

The reappraisal project shall involve:

- Development of new land schedules and neighborhood delineations to estimate land values for every site in town,
- Land, lake front, and depreciation schedules will adhere to the standard MicroSolve table structure,
- Formulating accurate, localized cost and depreciation schedules to develop a market adjusted cost approach for all types of properties.

These, and any other applicable methods, shall be incorporated into existing MicroSolve CAMA software system and the existing property listing data will be reviewed to assure compliance with the new analyses.

The contractor will work closely with the Georgia Assessor throughout the project. The Town will provide mailing services, access to the existing CAMA system.

Project Purpose & Objectives

The objective of this reappraisal is to generate accurate, defensible estimates of the fair market value for every property in Georgia as of April 1, 2027. In addition, the models shall be integrated into the CAMA system so that future construction, subdivisions and changes to existing properties may be valued using the same methodologies.

AVAILABLE INFORMATION

- Tax Map and parcel data
- Examples of current land schedules and MICROSOLVE manuals
- Property descriptions from current CAMA Systems
- Copies of completed Sale Verification Forms

SCOPE OF SERVICES

- A) The contractor shall review existing CAMA property descriptions, neighborhood delineations, tax maps, zoning descriptions and other relevant information to understand the current assessment system.
- B) The contractor shall analyze three years of sales information, verifying the sales information and correcting, as needed, the associated assessment information.
- C) The contractor shall review and refine neighborhood delineations, analyze vacant and improved property sales and develop land-pricing schedules that result in accurate estimates for land values for every property in town. The new land schedules must also produce current Act # 60 Homestead site values.
- D) The contractor will visit each property and for purposes of completing an interior inspection of all Residential (year-round and seasonal), Condominium, Farm and Commercial buildings and will update all sketches and photos for each property.
- E) The contractor shall produce new models in the CAMA system for cost and depreciation, sales comparison, MRA, income and any other applicable valuation methods for all types of real property in Georgia.
- F) The contractor shall test the various computer models against the existing sales data to verify the reliability and accuracy of the models for estimating fair market values.
- G) The contractor shall produce, review and verify fair market value estimates for every property in Georgia which shall include a property record card.
- H) The Contractor, working with the Town, shall produce a Change of Assessment Notice to be mailed to every property owner as the official notification.
- I) The contractor shall conduct informal hearings for taxpayers to question the new assessment values and shall assist the Town with the formal Listers' grievances and Board of Civil Authority appeals.
- J) The contractor shall produce manuals clearly explaining the valuation methods, the data and the processes to aid the Town in defending the new assessments, and valuing new properties, subdivisions and changes to existing properties. This includes a thorough description of land grading values as well as how peculiarities in construction that are not described in Marshall & Swift are appraised.
- K) The contractor shall complete all of these activities in compliance with Vermont's "Three- Prong Test" and accepted appraisal practices, conforming to all applicable state statutes and rules.
- L) All data, maps, reports, forms and worksheets used or developed for this reappraisal shall belong to the Town of Georgia.

DELIVERABLES

The final work product will be the GL 2027 Change of Assessment Notices, updates to the MICROSOLVE CAMA software that reflect the new land schedules and updated cost, income and market models and the successful completion of the informal appeals. The documentation produced for this project shall include: a new land valuation manual that includes neighborhood delineations, land schedules and descriptions of adjustments, a copy of the sales file and adjustments made to create the land schedule, copies of any data collection or review manuals developed for, or used during this project, and copies of any other manuals, tables or reference materials developed or used during this project; property record cards for each parcel. Properties with multiple residences shall have a property record card for each residence.

**ADMINISTRATIVE
INSTRUCTIONS**

The proposals are due by **12 Noon, September 2, 2025**. Five (5) complete paper proposals shall be submitted in a sealed envelope, clearly marked as **2027 GEORGIA REAPPRAISAL** and addressed to:

**Georgia Assessor's
Office 47 Town Common
Road No.
St. Albans, VT 05478**

The work shall not be assigned or sublet without previous consent of the Town of Georgia and shall not either legally or equitably assign any of the moneys payable under this agreement, unless by and with consent of the Town of Georgia

QUALIFICATIONS AND EVALUATION

The proposal should include the following:

- A) Scope of services
- B) Professional qualifications and names of the principals of the firm
- C) The qualifications of the project manager and key staff assigned to the project
- D) Description of the proposed methodologies for assessing values on each class of property
- E) Description of quality control and testing results
- F) The cost proposal
- G) Schedule of work by task
- H) List of all municipal reappraisals currently underway or completed within the last five years including client contacts and references.

The evaluation of the proposal will be based on:

- A) Firm's understanding of the scope
- B) Proposed methodology for completing work
- C) Qualifications of the firm
- D) Work on similar projects
- E) Cost proposal

TOWN CONTACT

Terri Sabens

Assessor Town of Georgia

47 Town Common Road No.

St. Albans, VT 05478

Telephone: (802) 524-3524

E-Mail: assessor@townofgeorgia.com



Town of Georgia Personnel Policy

Approved _____, 2025

DRAFT REVISIONS –STACY 6/05/25

1 Table of Contents

1 TABLE OF CONTENTS..... 1

2 TITLE AND AUTHORITY 3

3 HIRING AND EQUAL EMPLOYMENT 3

4 PERSONS COVERED AND NOT COVERED 4

5 TYPES OF APPOINTMENTS 5

6 PROBATIONARY PERIOD..... 6

7 CONDUCT OF EMPLOYEES 6

8 HOURS OF SERVICE 7

9 OUTSIDE EMPLOYMENT..... 7

10 POLITICAL ACTIVITY 7

11 ALCOHOL AND DRUG USE..... 7

12 TOBACCO USE..... 8

13 PERFORMANCE EVALUATIONS 8

14 USE OF TOWN EQUIPMENT..... 9

15 USE OF TOWN COMPUTER SYSTEM..... 10

16 PUBLIC RECORDS 11

17 ELIGIBILITY FOR BENEFITS..... 11

18 HOLIDAY LEAVE 12

19 VACATION LEAVE..... 13

20 SICK LEAVE 14

21 BEREAVEMENT LEAVE 15

22 PARENTAL AND FAMILY LEAVE..... 16

23 SHORT TERM FAMILY LEAVE..... 16

24 CRIME VICTIM LEAVE 16

25 LEAVE OF ABSENCE WITHOUT PAY 17

26 MILITARY LEAVE..... 17

27 CIVIL DUTY AND JURY DUTY LEAVE 17

28 EMPLOYEE COMPENSATION..... 18

29 OVERTIME AND COMPENSATORY TIME OFF 20

30 EMPLOYMENT HARASSMENT AND DISCRIMINATION..... 22

31 SEXUAL HARASSMENT..... 23

32 CELL PHONE USE POLICY..... 25

33 EMPLOYEE DISCIPLINE 27

34 SEVERABILITY 28

ATTACHMENT A: PERSONNEL ACKNOWLEDGEMENT 29

ATTACHMENT B: AGREEMENT BY INDEPENDENTLY-ELECTED OFFICER TO BE BOUND BY PERSONNEL POLICY..... 30

ATTACHMENT C: SEXUAL HARASSMENT ACKNOWLEDGEMENT 32

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2 Title and Authority

- 2.1.1** This policy shall be known as the Town of Georgia personnel policy. It has been adopted by the Town of Georgia Selectboard pursuant to 24 V.S.A. §§ 1121 and 1122. This policy supersedes and replaces all prior manuals, policies, benefits, and practices of the Town of Georgia, hereafter “the Town” regarding employment and personnel matters.
- 2.1.2** Unless otherwise provided by statute or written contract, employment with the Town of Georgia is at-will and not for any definite period or succession of periods of time. The Town or the employee may terminate employment at any time, for any reason or no reason, with or without notice or cause. This policy is not, and should not, be construed as an express or implied contract and it does not modify any existing at-will status or any Town employee. The selectboard reserves the right to revise, modify, delete, or add to any and all policies, rules or benefits described in this personnel policy for any reason and at any time, with or without notice.
- 2.1.3** This personnel policy will be administered by the Town Selectboard or its authorized representative.
- 2.1.4** **Selectboard Administration.** Except as otherwise stated herein, these Policies and Rules shall be administered by the Selectboard or its authorized representative(s), and all references herein to the Selectboard shall include such authorized representatives.
- 2.1.5.** **Library Board of Trustees.** With regard to Georgia Public Library employees, the administration of rules and regulations are reserved to the Library Board of Trustees. The Selectboard and Library Trustees may agree to consult regarding such administration and may further agree **in writing** to Selectboard oversight and handling of matters such as payroll and benefits.
- 2.1.6** **Department Head.** For the purposes of administration of these policies and rules, “Department Head” or “Supervisors” shall be defined as follows unless otherwise designated: The Highway Department Head shall be the Director of Public Works; The Department Head of the Municipal Offices, and for employees not covered under another department, shall be the Town Administrator; The Fire and Rescue Department Head shall be the Fire Chief; The Georgia Public Library Department Head shall be the Library Board of Trustee Chair.
- 2.1.7** **Resolving Employee Concerns.** An employee should present concerns related to these Policies and Rules, or otherwise related to employment with the Town, to their “Department Head”. If not resolved, the employee may submit to the Selectboard a written request to address such concerns and the Selectboard may in its discretion choose to address the matter.

3 HIRING and EQUAL EMPLOYMENT

- 3.1.1. Selectboard Hiring Authority.** Except as specified otherwise herein, only the Selectboard is authorized to appoint employees to work for the Town, except for the library staff who will be hired by the Library Board of Trustees.
- 3.1.2. Hiring criteria.** All appointments to positions in the service of the Town of Georgia shall be made based on merit and competence and the needs of the Town. Education, experience, aptitude, knowledge, skills, character, physical fitness (where necessary for the essential functions of the position), personality, and all other qualifications deemed necessary for the satisfactory performance of the duties of the position to be filled shall be considered and weighed as appropriate.

3.1.3. Equal Employment Opportunity. It is the policy of the Town to provide equal employment opportunities to all persons. The Town does not discriminate against employees or applicants for employment based on race, color, religion, sex, sexual orientation, age, national origin, marital status, disability, veteran status, ancestry, pregnancy, gender identity, place of birth, HIV status, or any other basis recognized under local, state, or federal law (“Protected Bases”). This policy applies to all terms and conditions of employment, including, but not limited to, hiring, placement, promotion, training, compensation, layoff, and termination.

3.1.4. Physical Examination. Applicants may be offered positions in which good health or physical abilities are required for the essential functions of the job. Any such offer of employment may be conditioned upon a satisfactory physical examination at the expense of the Town.

3.1.5. Drug Testing. All applicants may be required to take a drug test at the expense of the Town after an offer of employment which offer may be made conditioned on a negative test result. All such applicants for a position requiring a CDL license shall be drug tested prior to the start date, and again each year for entirety of employment. CDL licensed employees are subject to random drug testing, provided by the Town of Georgia, testing is performed by outside agent. All such information shall be shared only as reasonably necessary or as required by law. CDL licensed applicants and employees are required to read and acknowledge they have read the Town’s Controlled Substance and Alcohol Testing Policy for Employee-Commercial Motor Vehicle Drivers.

4 Persons Not Covered and Covered

Not Covered

- 4.1.1** This policy does not cover elected officials such as the municipal clerk who are independent officials answerable only to the electorate and not subject to a municipal personnel policy.
- 4.1.2** By state statute, the municipal clerk must appoint assistants. These statutory assistants serve at the pleasure of the Town Clerk and may hold office for the duration of the clerk or until the clerk revokes such appointments. These statutory assistants report to the officer appointing them and not to the Selectboard. Accordingly, though they are compensated by the Town for their work, statutory assistants are not covered by this policy except as noted below.

Covered

- 4.1.3.** This personnel policy applies to full-time and part-time employees of the Town of Georgia.
- 4.1.4** With a separate written agreement, elected officers and their statutory assistants, members of the Town boards and commissions, including the Library Trustees, volunteers, seasonal employees and persons who provide the Town with services on a contract basis may be covered by this policy. See Attachment A “Personnel Acknowledgement” and/or Attachment B “Agreement by Independently Elected Officer to be Bound by Personnel Policy”
- 4.1.5** For the purposes of this policy, a full-time employee is an employee who works at least 40 hours per week on a regular and continuing basis. A part-time employee is an employee who works fewer than 34 hours per week on a regular and continuing basis.
- 4.1.6** Where a conflict exists between this policy and any collective bargaining agreement the latter will control.

5 TYPES OF APPOINTMENTS

- 5.1.1. In General.** All the following types of appointments are employed with the Town. All appointed employees are subject to all applicable Town policies pertaining to performance and conduct, including those set out in this Personnel Policy.
- 5.1.2. Full-Time.** A full-time employee works at least 40 hours per week on a continuing basis (indefinite term). Full-time employees receive in full all the benefits the Town provides pursuant to these Personnel Policies.
- 5.1.3. Student Appointments.** Student appointments have the purpose of affording an opportunity to gain actual work experience and provide service to the Town. Such appointments are for a definite period, not to exceed 12 months, and may be paid or unpaid. Student appointees shall not be eligible for benefits.
- 5.1.4. Emergency Appointments.** When necessary, appointment of employees on a temporary basis may be authorized by the Department Head with the approval of the Selectboard for a period not to exceed sixty (60) days. Such appointees shall not be eligible for benefits.
- 5.1.5. Permanent Part-time Employees.** Permanent part-time employees are employees who work less than 34 hours per week but on a regular basis. Permanent part-time employees working at least 30 hours per week, as well as permanent part-time employees hired on or before January 1, 2014, shall receive benefits on a pro-rated scale, and all other permanent part-time employees shall not be eligible for benefits except as otherwise herein stated.
- 5.1.6. Per-Diem and Seasonal Employees.** Part-time and seasonal employees are employees who work on a seasonal or irregular basis and are not eligible for benefits.
- 5.1.7. Limited-term Appointments.** Limited term appointments are made when a special project requires the appointment of employees for a specific time, or to temporarily fill a the position of an employee on a leave of absence. Such employees may receive benefits at the discretion of the Selectboard.
- 5.1.8. Fire and Rescue Department.** The Selectboard shall appoint a Chief, an Assistant Chief, and Captains of the Fire Department as it deems necessary. Firefighters shall be appointed by the Fire Chief subject to these Policies and with the prior approval of the Selectboard. Fire and Rescue Department employees are not eligible for benefits and are not permanent part-time employees.

6 Probationary Period

6.1.1 All new employees will be required to complete a six-month probationary period. The purpose of this probationary period is to determine whether the employee is suited for the job. During the probationary period, an employee may be terminated at any time at the sole discretion of the department head with the approval of the Selectboard. Notwithstanding any other provision of this policy, an employee terminated during the probationary period will have no right to appeal such termination.

7 Conduct of Employees

7.1.1 All employees are considered representatives of the Town of Georgia and as such are expected to conduct themselves in a courteous, helpful, and respectful manner in all their interactions with the public, other employees, and elected and appointed officials.

7.1.2 All employees are expected to perform the duties and responsibilities of their office to the best of their ability and in compliance with the provisions of this personnel policy.

7.1.3. Maintenance and Access. Personnel records will be maintained for each employee of the Town. An employee or employee's designated representative may inspect or copy their own personnel records at a mutually agreeable time during regular office hours. The Town reserves the right to have an authorized representative present at the time its files are examined or copied. Personnel records will be maintained in a secure fashion and shared only to the extent necessary or as required by law.

7.1.4. Reference Request. Except as otherwise required by law, the Town will normally limit its response to a request for personnel information concerning a current or former employee to dates of employment and positions held.

8 Hours of Service

- 8.1.1** Regular work hours for people employed at the Town Hall or other Town offices shall be 8 a.m. to 4 p.m., Monday through Friday, with 30 minutes' paid time allowed for lunch.
- 8.1.2** Regular work hours for the road crew shall be 7 a.m. to 3:30 p.m., Monday through Friday, with 30-minute unpaid lunch break, Employees may with the permission of their supervisor, work 7:00 AM to 3:00 Pm with no paid lunch break, as noted in the July 1, 2023 – March 31, 2027 Local Union 668 agreement.
- 8.1.3** Regular work hours may be changed at the discretion of the Town and employees may be asked to work additional hours that may exceed forty hours in each week, as circumstances require. All road crew employees asked to come in for work on an on-call basis, known as the Call Back/Call In section 9.3 of the July 1, 2023 – March 31, 2027, Local Union 668 agreement, especially during the winter months. All Town employees are required to be available for work in the event of an emergency, weather-related or otherwise.
- 8.1.4** All employees are expected to be in attendance during regular work hours. Employees who will be absent from work are expected to notify their supervisor in advance whenever possible. Employees who are sick and unable to work as scheduled are expected to notify their supervisor as soon as possible, but no later than 8 a.m., absent an emergency.

9 Outside Employment

- 9.1.1** The primary occupation of all full-time employees shall be with the Town. Employees may not engage in any outside business activities during their normal working hours. Employees are prohibited from undertaking outside employment that interferes with their job performance or constitutes a conflict of interest, as defined in our Ethics and Conflicts of Interest Policy.
- 9.1.2** Prior to accepting any outside employment, employees will disclose their intent to do so in writing and obtain prior approval from their supervisor that such employment does not constitute a conflict of interest.

10 Political Activity

- 10.1.1** No employee may use their official authority for the purpose of interfering with or affecting the nomination or election of any candidate for public office, or demand or solicit from any individual direct or indirect participation in any political party, political organization or support of any political candidate. Employees are prohibited from using Town facilities, equipment or resources for political purposes and from pursuing political activities while working.
- 10.1.2** This personnel policy is not to be construed to prevent employees from becoming or continuing to be members of any political party or organization, from attending political party or organization meetings or events, or from expressing their views on political matters, so long as these views are clearly articulated as being those of the individual and not of the Town, and these activities do not interfere with the individual's ability to effectively perform their duties and take place or are expressed during non-working hours. Nor is this personnel policy to be construed as prohibiting, restraining or in any manner limiting an individual's right to vote with complete freedom in any election.

11 Alcohol and Drug Use

- 11.1.1** The Town maintains a drug-free workplace and workforce. The use of alcohol or illegal drugs and the abuse of prescription drugs are not tolerated in the workplace or at work-related events.
- 11.1.2** As a Town employee, you are prohibited from working, or presenting yourself for work, while under the influence, or severe after effects, of illegal drugs, controlled substances, and/or alcohol. This policy is designed to promote our goal of providing a safe, healthy and productive work environment. This policy covers all employees, including drivers and other employees who also are subject to drug testing programs performed in accordance with Federal Department of Transportation (DOT) requirements.
- 11.1.3** It is the policy of the Town to prohibit the manufacture, distribution, transfer, display, transportation, sale, dispensation, possession, consumption or use of illegal drugs, controlled substances, and/or alcohol by Town employees at the workplace and/or during working hours.
- 11.1.4** For the purposes of this policy, the term “illegal drug” includes both: (a) all state and/or federally controlled substances, including look-alike and designer drugs, and drug paraphernalia, and (b) prescription medications that have not been prescribed for current use by an authorized medical practitioner or that are being used contrary to the prescribing medical practitioner’s instructions. Controlled substances include but are not limited to the following substances: marijuana, cocaine, opiates, amphetamines, phencyclidine (PCP), barbiturates, benzodiazepine, methadone, methaqualone, and propoxyphene.
- 11.1.5** Violations of this policy may subject employees to discipline, up to and including termination of employment and referral for prosecution.
- 11.1.6** The Town reserves the right to search for and inspect all areas of the workplace and its premises for the purpose of maintaining a safe and healthy workplace.
- 11.1.7** The improper use of prescribed drugs is also prohibited. If an employee is legally taking prescription drugs that affect the employee’s ability to safely perform any of the essential functions of their job, their supervisor or the Town Administrator will determine whether the employee should continue to perform their functions until concerns regarding safety can be addressed. Medical certification may be required

Exceptions

- 11.1.8** Employees with valid prescriptions for use of medical marijuana are not permitted to work under the influence of marijuana. Employees may be disciplined for working under the influence of marijuana, whether prescribed or not, up to and including termination. Employees with valid prescriptions for medical marijuana use will not be disciplined unless they report for work or work under the influence of marijuana.

12 Tobacco/Vaping Use

- 12.1.1** In recognition of the hazards that tobacco poses to the health of employees, and in accordance with 18 V.S.A. §§ 1421 et seq. and §§ 1741 et seq., the Town hereby prohibits employees’ use of tobacco in any form, including electronic cigarettes, vaping and chewing tobacco in all publicly-owned buildings, offices and enclosed areas, designated smoke-free areas of Town property, and in all Town vehicles.

13 Performance Evaluations

13.1.1 Employees may be subject to job performance evaluations at such times and in such a manner as the Town Selectboard or the Town Selectboard’s authorized representative deems reasonable. The results of such evaluations will be provided to the employee, the employee’s supervisor, and the Town Administrator and will become a part of the employee’s personnel file.

14 Use of Town Equipment

14.1.1 The use of Town equipment or property for personal use is strictly prohibited. Employees should have no expectation of privacy regarding anything stored in or on Town-owned property or Town-owned equipment, including but not limited to desks, filing cabinets, lockers, and vehicles. Employees should expect that such areas are subject to search by the Town at any time to retrieve work-related materials or to investigate violations of workplace rules.

14.1.2 Driver Authorization Evaluation and Requirements to use Town Vehicles

All Town employees, as well as volunteers, must receive prior Town authorization to operate municipal vehicles. The Town may require employees and volunteers to submit to authorization procedures on a periodic basis. The following are the minimum required for authorization.

- a. Employees must possess a valid driver’s license of the proper type and class for the vehicle operated.
- b. Safe and lawful operation of municipal vehicles is a requirement of an authorized driver.
- c. Employees are required, upon request, to authorize the Town to access the Department of Motor Vehicle records.
- d. An employee must notify their department head within forty-eight (48) hours of being charged with a moving violation, regardless of whether the moving violations occurred during performance of Town duties and regardless of whether the employee was operating a private vehicle or the Town’s vehicle.
- e. Employees must permit the Town to annually check the driving records of all first responders and all employees authorized to drive town vehicles.

15 Use of Town Computer System

- 15.1.1** For purposes of this policy, "computer system" means all computers and devices and any related hardware, equipment, components, or software, including, but not limited to, host computers, file servers, workstation terminals, laptops, tablets, smartphones, internal or external communication networks, the world wide web (www), the Internet, commercial online services, bulletin board systems, backup systems, and the internal and external e-mail systems accessed via the Town's computer equipment.
- 15.1.2** The Town provides electronic communications systems for use in carrying out its business. All communication and information transmitted by, received from, or stored in these systems are the property of the Town and, as such, are intended to be used for job-related purposes only. Data and information on the system belongs to the Town and will not be considered personal to the employee. Town employees should avoid conducting Town business using their personal computer, device, or accounts, excluding patron records, in regards to library computers.
- 15.1.3** Employees should have no expectation of privacy or confidentiality regarding anything created, sent or received on the Town computer system, whether they have been assigned a confidential password or not. The Town reserves the right to monitor at any time its computer system and data with or without notice. All files, documents, data and other electronic messages created, received or stored on the Town computer system are open to review and regulation by the Town and may be subject to the provisions of Vermont's Public Records Act and may be covered by the record retention requirements of the State of Vermont's General Records Schedules or Disposition Orders. Accordingly, employees shall not discard or delete any files, documents, data, and other electronic messages created, received, or stored on the Town's computer system except as in accordance with the law. Questions regarding the requirements of the Public Records Act, General Records Schedules, or Disposition Orders as they apply to specific files, documents or data should be directed to the employee's supervisor or the Town Administrator.
- 15.1.4.** Only legally licensed software can be installed on the Town's computers. Employees are prohibited from introducing software from any outside source on the Town's computer system without explicit prior authorization from their supervisor. Employees may be held responsible for any damage caused by using unauthorized software or viruses they introduce into the Town computer system. Software (including applications, demos, upgrades) shall not be copied or installed without the permission of the Town Administrator or Department Head. Virus protection software shall not be removed or disabled. Employees must follow Town guidelines for scanning all incoming communications and media. All data disks and files entering or leaving the Town should be scanned for viruses. Employees should log off of the network when they will be away from their desk for an extended period.
- 15.1.5** Transmission of electronic messages on the Town computer system shall be treated with the same degree of propriety, professionalism, and confidentiality as written correspondence.

Prohibited Usages

- 15.1.6.** Communications that in any way may be construed by others as disruptive, offensive, abusive, discriminatory, harassing, or threatening.
- 15.1.7.** Communications of sexually explicit images or messages.

- 15.1.8.** Transmission of chain letters or solicitations for personal gain, commercial or investment ventures, religious or political causes, outside organizations, or other non-job-related solicitations during or after work hours.
- 15.1.9.** Accessing Internet resources, including web sites and news groups, that are inappropriate in a business setting.
- 15.1.10.** Any other use that may compromise the integrity of the Town and its business in any way.
- 15.1.11.** Nothing in this policy will be interpreted or applied in a manner that interferes with employee rights to organize, form, join, or assist labor organizations, to bargain collectively through representatives of their choosing to the extent allowed by law, or to engage in other concerted activities for the purpose of addressing the terms and conditions of employment.

16 Public Records

- 16.1.1** Any written or recorded information that is produced or acquired by a Town employee during Town business is a public record, subject to Vermont’s Public Records Act and may be covered by the State of Vermont’s retention rules and disposition schedules for municipal records. Although the Town discourages the use of personal computers, devices, or accounts to conduct Town business (see Section 16, above), the use of a personal computer, device, or account does not prevent an otherwise public record from being subject to public inspection and copying. In the uncommon event that an employee uses their personal computer, device, or account to conduct Town business, the record created, sent, or received should be forwarded by the employee to the employee’s Town computer system, or otherwise captured and retained as a Town record. All employees are required to respond in the manner prescribed by Vermont’s Public Records Act regardless of where a Town public record may be stored. All employees must provide any public records stored in their personal computers, devices, or accounts that are responsive to a public records request.

17 Eligibility for Benefits

- 17.1.1** Subject to the eligibility requirements of the insurance carriers, the Town offers group insurance and other benefit programs to its eligible full-time employees. Details about those benefits are available to employees at any time.
- 17.1.2.** This Personnel Policy is not contractual in nature and does not guarantee any continuance of insurance benefits. The Town reserves the right to change insurance carriers, or to add, delete or amend insurance or other benefit programs in its sole discretion. The Town also reserves the right to change the amount or percentage of its contribution to the cost of any group health insurance program. The Town will endeavor to provide employees with advance notice of any change in the contribution rate.

18 Holiday Leave

18.1.1 Full- and part-time employees will receive the following paid holiday leave:

- New Year's Day (January 1)
- Martin Luther King Jr.'s Birthday (3rd Monday in January)*
- Presidents Day (3rd Monday in February)
- Town Meeting Day (1st Tuesday in March)* Public Works/Highway Dept Only
- Memorial Day (last Monday in May)
- Independence Day (July 4)
- Labor Day (1st Monday in September)
- Indigenous Peoples' Day (second Monday in October)*
- Veterans' Day (November 11)
- Thanksgiving Day (4th Thursday in November)
- Christmas Day (December 25)

18.1.2 Employees will receive holiday leave pay equal to the number of hours in the employee's regular work day on which the holiday falls, at the employee's regular rate of pay. Holiday leave that is not actually worked by an employee will not be included in calculating overtime for that employee.

18.1.3 Holidays falling on a Saturday will be observed the preceding Friday. Holidays falling on a Sunday will be observed the following Monday.

18.1.4 Holidays that fall during an employee's vacation leave will not be counted as vacation leave.

- a.** Holidays marked * may be used as a floating holiday and may be used with the prior authorization of the employee's department head.
- b.** Employees will have half a day (1/2) before Christmas and half a day (1/2) before New Years Day, if falling on normal scheduled work day.

19 Vacation Leave

Full-time employees only.

- 19.1.1** Vacation leave accrual begins on the date of hire on a **Per Pay Period basis**. Probationary employees accrue vacation time but may not use it during the employee's probationary period. An increase in the annual rate of accrual of vacation leave will occur on the anniversary of the date of hire.
- 19.1.2** Full-time employees will receive vacation leave pay at the employee's regular rate of pay. Leave must be taken in a minimum of half-hour increments.
- 19.1.3** Employees are strongly encouraged to take an annual vacation.
- 19.1.4** Employees are expected to make a timely request and make a reasonable effort to schedule vacations in accordance with the needs of the Town. Request for vacation should be submitted to the employee's supervisor as soon as possible but not less than one week in advance of the requested time off. Supervisors shall consider the Town's priorities of business and office coverage before granting such a request. Vacation will be scheduled at the discretion of the Supervisor upon consultation with the employee.
- 19.1.5** If an employee does not use all of the employee's accrued vacation leave in one calendar year, the employee may carry unused, accrued vacation leave forward to the next year up to a maximum of **40 vacation hours**. Any unused, accrued vacation leave that exceeds the amount carried forward will be forfeited.
- 19.1.6** An employee who resigns from employment with the Town will be compensated for unused, accrued vacation leave, with the exception that any employee who terminates during their probationary period will not be entitled to compensation for any accrued vacation time.

Accrual rates

- 19.1.7** 1-3 years of employment accrues at 1.54 hours P.P.P, which is (2 weeks) per Year.
- 19.1.8** 4-7 years of employment accrues at 2.31 hours P.P.P, which is (3 weeks) per Year.
- 19.1.9** 8-13 years of employment accrues at 3.07 hours P.P.P, which is (4 weeks) per Year.
- 19.1.10** 14+ years of employment accrues at 3.84 hours P.P.P, which is (5 weeks) per Year.

20 Sick Leave

Definition

- 20.1.1** For the purposes of this Section of the Policy, the following definition shall apply: “eligible employee” means an employee or an elected official of the Town who:
- a. is age 18 or older;
 - b. works an average of 18 or more hours per week during the year; and
 - c. is expected to work more than 20 weeks in a 12-month period.
- 20.1.2** This definition includes newly-hired employees and those who are still in their probationary period of employment.
- 20.1.3** This definition does not include an individual who:
- a. works on a per diem or intermittent basis.
 - b. works only when they indicate they are available to work.
 - c. is under no obligation to work for the Town; and
 - d. has no expectation of continuing employment with the Town.
- 20.1.4** Eligible employees earn one hour of paid sick leave for every fifty-two (52) hours worked by that employee. Such leave will accrue to the employee based on hours actually worked by that employee, including overtime hours worked.
- 20.1.5** The Town has no waiting period set for the use of accrued sick leave.
- 20.1.6** The Town sets a maximum of 120 hours of accrued sick leave that can be used within a calendar year.
- 20.1.7** Eligible employees may use paid leave in increments no smaller than 30 minutes.
- 20.1.8** An employee may use accrued sick leave for the purposes below:
- 20.1.9** The employee is ill or injured.
- 20.1.10** The employee obtains professional diagnostic, preventive, routine, or therapeutic health care.
- 20.1.11** The employee cares for a sick or injured parent, grandparent, spouse, child, brother, sister, parent-in-law, grandchild, or foster child, including helping that individual obtain diagnostic, preventive, routine, or therapeutic health treatment, or accompanying the employee’s parent, grandparent, spouse, or parent-in-law to an appointment related to their long-term care.
- 20.1.12** The employee is arranging for social or legal services or obtaining medical care or counseling for the employee or for the employee’s parent, grandparent, spouse, child, brother, sister, parent-in-law, grandchild, or foster child, who is a victim of domestic violence, sexual assault, or stalking or who is relocating as the result of domestic violence, sexual assault, or stalking. As used in this section, “domestic violence,” “sexual assault,” and “stalking” shall have the same meanings as in 15 V.S.A. § 1151.
- 20.1.13** The employee cares for a parent, grandparent, spouse, child, brother, sister, parent-in-law, grandchild, or foster child, because the school or business where that individual is normally located during the employee’s workday is closed for public health or safety reasons.

- 20.1.14** Employees are expected to notify their supervisor prior to the first hour of the workday or sooner if they are unable to report to work due to illness or injury. For all other permitted purposes, employees are encouraged to provide written notice as soon as practicable of the intent to use earned sick time and the expected duration of the employee's absence. Employees are encouraged to make reasonable efforts to avoid scheduling routine or preventive health care or other appointments during regular work hours.
- 20.1.15** Compensation for the use of paid leave will be at the employee's regular rate of pay.
- 20.1.16** Use of this paid leave does not diminish the rights that an employee may have, if any, under the Vermont Parental Family Leave Act, 21 V.S.A. § 470.
- 20.1.17** The Town will not compensate eligible employees for unused, accrued sick leave at the time of separation from employment.

21 Bereavement Leave

- 21.1.1** All employees may be provided with up to five days of paid bereavement leave related to the death of a close family member, domestic partner or member of an employee's household. The exact amount of time off is dependent upon the circumstances and subject to supervisor's/department head's approval. For purposes of this policy, close family members are defined as the following: spouse, domestic partner, parent, siblings, grandparent, child, stepchild, grandchild and up to three days for in-laws, cousins, aunts, uncles, niece/nephews.
- 21.1.2.** If additional time off is needed, or if time off is needed for the funeral of a friend or a relative who is not an immediate family member as defined above, nor a domestic partner, nor member of an employee's household, the employee's supervisor may grant, on a case-by-case basis, the use of a reasonable amount of accrued sick leave, if available, or, if not, unpaid leave. The amount of such time off, if approved, will depend upon the individual circumstances such as the distance to be traveled, closeness of the employee's relationship with the person who died or the employee's family, and the employee's level of responsibility in making funeral or other arrangements.
- 21.1.3.** Paid bereavement leave does not accrue and thus, when not used, is not carried forward into the next year nor compensated upon separation from employment.

22 Parental and Family Leave

- 22.1.1** Eligible employees may receive leave as described in the Vermont Parental and Family Leave Act (VPFLA). This State law will determine employee eligibility, the qualifying reasons for such leave and the length of leave.
- 22.1.2** The Town reserves the right to designate any qualifying leave of absence granted under this policy as leave under FMLA or the VPFLA. A request for leave must be made to the employee's supervisor. Where an employee's leave request is covered by the VPFLA and the FMLA, the Town will adhere to the law that provides the most benefits to the employee. If an employee is entitled to leave under both the VPFLA and FMLA, the leave periods will run concurrently.
- 22.1.3** For the purpose of determining the twelve-month period in which an employee may be entitled to VPFLA and/or FMLA leave, the Town will use a rolling twelve-month period measured backward from the date an employee uses such leave.

23 Short Term Family Leave

- 23.1.1** In accordance with 21 V.S.A. § 472a, eligible employees may be entitled to take unpaid leave not to exceed four hours in any thirty-day period and not to exceed twenty-four hours in any 12-month period for the following purposes:
- 23.1.2** To participate in preschool or school activities directly related to the academic educational advancement of the employee's child, stepchild, foster child, or ward who lives with the employee, such as a parent-teacher conference.
- 23.1.3** To attend or accompany the employee's child, stepchild, foster child, or ward who lives with the employee or the employee's parent, spouse or parent-in-law to routine medical or dental appointments.
- 23.1.4** To accompany the employee's parent, spouse or parent-in-law to other appointments for professional services related to their care and well-being; or
- 23.1.5** To respond to a medical emergency of the employee's child, stepchild, foster child, or ward who lives with the employee or the employee's parent, spouse or parent-in-law.
- 23.1.6** The Town may require that leave be taken in a minimum of two-hour segments. At the option of the employee, accrued paid leave may be used. Before taking leave under this section an employee shall make a reasonable attempt to schedule appointments outside of regular work hours. An employee shall provide the Town with the earliest possible notice of the intent to take short-term family leave, but in no case later than seven days before leave is to be taken, except in the case of an emergency where the required seven day notice could have a significant adverse impact on the family member of the employee.

24 Crime Victim Leave

- 24.1.1** In accordance with 21 V.S.A. § 472c, eligible employees who are crime victims may be entitled to take unpaid leave for the following purpose of attending a deposition or court proceeding related to:
- 24.1.2** A criminal proceeding when the employee has a legal right or obligation to appear at the proceeding.
- 24.1.3** A relief from abuse, neglect, or exploitation hearing when the employee is the plaintiff.

24.1.4 Hearings concerning an order against stalking or sexual assault, when the employee seeks the order as plaintiff.

24.1.5 A “crime victim” is a person who has:

24.1.6 Obtained a relief from abuse order against a family or household member.

24.1.7 Obtained a court order against stalking or sexual assault.

24.1.8 Obtained a court order against abuse of a vulnerable adult; or

24.1.9 Sustained physical, emotional or financial injury as the direct result of the commission or attempted commission of a crime or act of delinquency and is identified as a crime victim in an affidavit filed by law enforcement official with a prosecuting attorney. This also includes the victim’s child, foster child, parent, spouse, stepchild or ward of the victim who lives with the victim, or a parent of the victim’s spouse, provided that the individual is not identified in the affidavit as the defendant.

24.1.10 At the option of the employee, accrued sick leave, vacation leave, or any other accrued paid leave may be used.

25 Leave of Absence Without Pay

25.1.1 A request to take unpaid leave from employment for the purpose of attending Town meeting, must be made at least seven days prior to the date of the town meeting. Such leave will be granted by the employees’ supervisor if it does not cause an interruption in the essential operation of the town government.

25.1.2 Other requests for leaves of absence without pay for any reason other than those covered by federal or state law must be submitted in writing to the employee’s supervisor and must set forth the purpose for which the leave is requested. All leave requests must be for a definite period of time and include a specified date of return. If any leave is in excess of (5) five days, the request shall be forward to and approved by the Selectboard.

25.1.3 If a leave of absence without pay is granted, the employee may, at the Town’s sole discretion, continue the employee’s group health plan coverage by paying the required premium in accordance with the payment schedule established by the Town. Other employee benefits (e.g. sick leave, vacation, seniority, etc.) will not accrue during an unpaid leave period that exceeds 5 days.

26 Military Leave

26.1.1 Employees who take military leave subject to the provisions of the Uniformed Services Employment and Reemployment Rights Act (USERRA), 38 U.S.C. §§ 4303 et seq., and 21 V.S.A. §§ 491 et seq. will be granted leave without pay. At the option of the employee, any unpaid leave accrued prior to the commencement of the leave may be used.

27 Civil Duty and Jury Duty Leave

27.1.1 All employees entitled to vote in national, state, and municipal elections shall be allowed sufficient time off with pay to exercise this right. Approval of such leaves shall be given by the employee’s supervisor.

27.1.2 The Town will compensate employees for their service as jurors or witnesses when their appearance is unrelated to their status as a Town employee at the employees' regular hourly rate. In accordance with 21 V.S.A. § 499, while serving as jurors or witnesses, employees will otherwise be considered in the service of the Town for purposes of determining seniority, benefits, credit towards vacations, sick leave, and other rights, privileges, and benefits of employment.

27.1.3 When Town employees are called to serve as a witness in a court proceeding due to their status as an employee of the Town, the Town will compensate the employee for the difference between their regular rate of pay and their compensation as a witness. The Town will pay the difference only when the employees' regular rate of pay exceeds their compensation as a witness.

28 Employee Compensation

28.1.1. Regular Pay and Hours of Service. With the approval of the Selectboard, the department head shall create work schedule, for "On Duty" hours per day and per week for Town employees, hours may be more than forty (40) hours. The established schedule will be considered the "normal work week" schedule.

28.1.2. Regular Work Week or Pay Period. Our regular week starts on Sundays at 12:00 am and ends on Saturdays at 11:59 pm. Employees are responsible for their daily timesheet maintenance using the payroll mechanism (Paychex Payroll Processor) as dedicated. Timesheets should include all the time off, unpaid, holiday time for proper accruals and use logs.

28.1.3. Overtime and Authorization. Nonexempt employees are eligible to receive overtime pay at a rate of one and one-half (1 ½) times their regular pay for time actually worked in excess of forty (40) hours per week. Exempt employees are not eligible for overtime. No employee may work over forty (40) hours in a given work week without prior authorization of their Department Head/Supervisor and/or the Selectboard. The exception to this is the Highway Department (follows Local 668 Contract). Employees may be asked or required to change their schedules, in the effort to control overtime expenditures.

28.1.4. Call In Pay-Highway/Public Works Department. A permanent full-time or permanent part-time Public Works Department/Highway Department employee shall receive call-in pay as follows:

- **Call-In and After-Hours Phone Response Compensation Policy**

To maintain consistency with the current union contract and ensure fair compensation for after-hours duties, the following provisions shall apply to all Highway/Public Works Department employees:

- **To Qualify as a Call-In:**

The employee must have left the worksite or been off duty following the completion of their regularly scheduled shift, or the request must occur on a non-scheduled workday (e.g., weekend or holiday).

The employee must be formally directed by a supervisor or other authorized official to return to work in response to an unplanned or urgent operational need.

Note: Routine schedule adjustments, pre-scheduled road checks, or extensions of a current shift do not qualify as a call-in.

- **After-Hours Phone Calls (No On-Site Response Required)**

Employees who receive a work-related phone call **outside of their regularly scheduled work hours** and **do not need to physically report to work** shall receive **15 minutes of compensation at the applicable pay rate** for each qualifying call as outline below.

- Multiple calls received within a 15-minute period will be compensated as a single event.
- If a call results in the employee being required to report to work, the four-hour call-in policy will apply instead (see below).

-

Physical Call-In to Work

Employees who are **called in to physically report to a job site or work location outside of their scheduled hours** shall receive a **minimum of four (4) hours of compensation at the applicable pay rate**, as outlined below and/or in accordance with the union agreement.

28.1.5. If the employee is called in more than once within that four-hour window, no additional compensation will be provided beyond the initial four hours unless the total time worked exceeds four hours, in which case actual hours worked will be compensated.

28.1.6. Weekday Physical Call-Ins For a report to work - call-ins occurring on weekdays after 3:30 p.m. and before 3:00 a.m. the following day, employees shall receive a minimum of four (4) hours of compensation at the applicable overtime rate.

If the employee works less than four (4) hours but is called back again within the same time period, they will not receive additional compensation beyond the initial four (4) hours.

28.1.6. Weekend Physical Call-Ins For call-ins on weekends, employees shall receive a minimum of four (4) hours of compensation at the applicable overtime rate. If the employee works less than four (4) hours but is called in again within 24 hours, they will only receive the initial four (4) hours of compensation.

28.1.7. Holidays Physical Call-Ins For call-ins on holidays, employees shall receive a minimum of four (4) hours of compensation at **2.5 times** their regular hourly rate.

If the employee works less than four (4) hours but is called in again during the same holiday, for the same or a different reason, they will only receive the initial four (4) hours of compensation.

28.1.8. Extended Physical Call-Ins For any call-in during which the employee works more than four (4) hours, compensation shall be paid at the applicable call-in rate for all hours actually worked.

The assigned work must be reasonably related to the original reason for the call-in.

29 Overtime and Compensatory Time Off

29.1.1 In accordance with the provisions of the federal Fair Labor Standards Act (FLSA), the Town compensates nonexempt employees at the rate of one and one-half hours for each hour worked in excess of (40) forty hours in any workweek. Holidays, sick time, and vacation days do not count as hours worked for purposes of calculating either overtime or compensatory time eligibility.

29.1.2. Overtime Authorization. No employee may work over forty (40) hours in each work week without prior authorization of their department head or the Selectboard. Acceptance of a directive to work overtime is considered a condition of employment. At the department head's or Selectboard's discretion, an employee's work schedule may be adjusted during a work week to avoid overtime.

29.1.3. Under certain circumstances, employees may receive compensatory time off in lieu of cash compensation for earned overtime.

a. Procedure for receipt of compensatory time off in lieu of cash payment.

b. Employees who wish to take time off, instead of receiving compensation for earned overtime must, prior to the performance of the work, have a written agreement with their supervisor that the overtime will be compensated as time off instead of as cash.

c. Overtime for employees who have chosen to be compensated with paid time off accrues at the same rate as the employee's regular overtime rate of pay.

d. The employee's supervisor shall maintain documentation that the employee's election to receive compensatory time off in lieu of overtime pay was made prior to the performance of the work.

e. Employee's cannot be coerced or pressured into accepting compensatory time off instead of being paid for their overtime work.

f. At its sole discretion, the Town may elect not to offer compensatory time off.

g. Accrued compensatory time off may be preserved, used, or cashed out consistent with this policy.

h. An employee receiving payment for accrued compensatory time off will be paid at the regular rate of pay earned by the employee at the time the employee receives such payment.

i. Upon termination from employment, an employee will be paid for unused comp time at a rate not less than the average regular rate of pay received by the employee during the last three years of employment or the employee's final regular rate of pay, whichever is higher.

j. An employee may accrue a maximum **of 40 hours** of compensatory time, after which overtime will be monetarily paid.

29.1.4. Exempt employees are not eligible for overtime; they are expected to work as many hours as required to perform the duties of the position.

29.1.5. An employee who has accrued comp time and requests use of comp time will be permitted to use such time off within a reasonable period after making the request if such use does not unduly disrupt the Town's operations. Requests for use of comp time must be submitted to the employee's supervisor, who will have sole discretion to grant or deny the request. Requests for use of comp time will not unreasonably be withheld.

29.1.6. Fire and Rescue Department Employee Salary Procedure

29.1.7. Minimum Call-In. Georgia Fire Department employees shall be paid a minimum of one hour, with fifteen-minute increments after one hour, for calls, approved training, and approved maintenance meetings.

29.1.8. Reporting in. Employees responding to a call shall notify the Incident Commander (IC) of arrival and departure times as soon as practicable. Failure to notify the IC will result in being paid only the one-hour minimum. If a call is cancelled prior to the employee's arrival, notice must be given to the department head or their designee within 24 hours of the call to be eligible for payment.

29.1.9. Time sheets. The IC shall enter employees' arrival and departure times on a time sheet, as well as the beginning time (first tone) and end time (all equipment back in service or per IC) for the call.

29.1.10. Pay period. Paid training time will begin and end with the training officer or department employee in charge of the training. Payment to GFRD employees will be on a Bi-weekly basis. The payroll period begins on a Sunday and ends on Saturday. All time sheets for pay must be submitted to the department head (Chief for GFRD, or designee appointed by Chief) no later than the Sunday following the end of the payroll period. Approved timesheets are to be turned into the Town payroll representative or their designee the following Monday. Payroll will then be processed that Monday and paychecks will be issued the following Thursday.

29.1.11. Rate of pay. Rate of pay for Georgia Fire and Rescue employees shall follow both State and Federal minimum wage laws. Officers shall be paid at a higher rate per hour than firefighters and regular GFR members. Employees of Georgia Fire and GFR attending approved training outside the Town of Georgia shall be compensated additional per day stipend per training, provided the employee submits a training certificate to the Town payroll representative through the chain of command within two weeks of receiving it.

30 Employment Harassment and Discrimination

- 30.1.1** The Town is committed in all areas to providing a work environment that is free from unlawful harassment and discrimination. Vermont and federal law prohibit employment discrimination or retaliation based on race, color, religion, sex, gender identity, marital status, national origin, age, pregnancy, genetic information, crime victim or veteran status, any other recognized basis protected under federal or state law, or against a qualified individual with a disability with respect to all employment practices “Protected Bases”. Vermont law also prohibits discrimination based on sexual orientation, ancestry, HIV status, and place of birth. It is also unlawful to retaliate against employees or applicants who have alleged employment discrimination.
- 30.1.2** All employees, including supervisors, department heads, and elected officials are required to abide by this policy.
- 30.1.3** Harassment of one employee by another employee or by a supervisor is prohibited. Harassment means unwelcome conduct that is based on any of these Protected Bases. An employee who commits harassment will be subject to discipline up to and including immediate dismissal. Any individual who believes that they have been the target of this type of harassment, or who believes they have been subjected to retaliation for having brought or supported a complaint of harassment, is encouraged to directly inform the offending person or person(s) that such conduct is offensive and must stop.
- 30.1.4** Examples of harassment include offensive jokes, gestures, slurs, epithets, or name calling, physical threats, intimidation, ridicule or mockery, insults or put downs, and offensive objects, pictures, or written materials. Simple teasing, offhand comments, or isolated incidents that are not serious are not illegal. To be unlawful, conduct must be so frequent or severe that it creates a hostile or offensive work environment or results in an adverse employment decision (such as the victim being fired or demoted).
- 30.1.5** Any employee who believes they have been subjected to harassment, or to retaliation for having brought or cooperated with a complaint or an investigation of harassment, should report it promptly to a supervisor. If reporting to a supervisor is not possible, then a report should be made to the Town Administrator or Selectboard.
- 30.1.6** All employees, including supervisors and other management personnel, are expected, and required to abide by this policy. Employees who are found to have engaged in harassment may face disciplinary action up to and including termination.
- 30.1.7** Employees may report harassment and file complaints with:
- 30.1.8** Their immediate Department Head/Supervisor, or
- 30.1.9** The Town Administrator, or
- 30.1.10** Any member of the Town Selectboard.

30.1.11 If the Town receives a complaint of harassment or discrimination or has reason to believe that harassment or discrimination has occurred, a prompt, thorough and impartial investigation will be conducted. Investigations will be conducted in a confidential and discrete manner to the extent possible. Complaints will be disclosed only to those necessary to thoroughly investigate and address the matter. If it is determined that unlawful harassment has occurred, the Town will take immediate and appropriate corrective action, and the offending employee shall be subject to discipline up to and including dismissal from employment. No person will be adversely affected in employment with the Town by reporting or filing a complaint of unlawful harassment or being retaliated against.

31 Sexual Harassment

- 31.1.1** Sexual harassment in the workplace is illegal under federal and Vermont law and is strictly prohibited. The Town is committed to providing a workplace free from this unlawful conduct. All employees have the right to work without being subjected to insulting, degrading or exploitative treatment on the basis of their gender. It is against the policies of the Town for any individual, to sexually harass another individual in the workplace.
- 31.1.2** **In accordance with 21 V.S.A. § 495h, the Town has adopted the following sexual harassment policy, as stated below. Employees must read this policy and acknowledge they have done so.**
- 31.1.3** Sexual harassment is a form of sex discrimination and means unwelcome sexual advances, requests for sexual favors and other verbal or physical conduct of a sexual nature when.
- 31.1.4** Submission to that conduct is made either explicitly or implicitly a term or condition of employment.
- 31.1.5** Submission to or rejection of such conduct by an individual is used as a component of the basis for employment decisions affecting that individual; or
- 31.1.6** Conduct has the purpose or effect of substantially interfering with an individual's work performance or creating an intimidating, hostile or offensive work environment.
- 31.1.7** Examples of sexual harassment include, but are not limited to, the following when such instances or behavior come within one of the above definitions:
- 31.1.8** Explicitly or implicitly conditioning any term of employment (e.g., continued employment, wages, evaluation, advancement, assigned duties or shifts) on the provision of sexual favors.
- 31.1.9** Touching or grabbing a sexual part of an individual's body.
- 31.1.10** Touching or grabbing any part of an individual's body after that party has indicated, or it is known, that such physical contact was unwelcome.
- 31.1.11** Continuing to ask an individual to socialize on or off-duty when that person has indicated they are not interested.
- 31.1.12** Displaying or transmitting sexually suggestive pictures, objects, cartoons or posters if it is known or should be known that the behavior is unwelcome.
- 31.1.13** Continuing to write sexually suggestive notes or letters if it is known or should be known that the person does not welcome such behavior.
- 31.1.14** Referring to or calling a person by a sexualized name if it is known or should be known that the person does not welcome such behavior.

- 31.1.15** Regularly telling sexual jokes or using sexually vulgar or explicit language in the presence of a person if it is known or should be known that the person does not welcome such behavior.
- 31.1.16** Retaliation of any kind for having filed or supported a complaint of sexual harassment (e.g., ostracizing the person, pressuring the person to drop or not support the complaint, adversely altering that person's duties or work environment, etc.)
- 31.1.17** Derogatory or provoking remarks about or relating to an employee's sex.
- 31.1.18** Harassing acts or behavior directed against a person on the basis of their sex.
- 31.1.19** Off-duty conduct which falls within the above definition and affects the work environment.
- 31.1.20** It is also unlawful to retaliate against an employee for filing a complaint of sexual harassment or for cooperating in an investigation of sexual harassment.
- 31.1.21** Any individual who believes that they have been the target of sexual harassment, or who believes they have been subjected to retaliation for having brought or supported a complaint of harassment, is encouraged to directly inform the offending person or persons that such conduct is offensive and must stop.
- 31.1.22** Employees who are found to have engaged in sexual harassment may face disciplinary action up to and including termination.
- 31.1.23** Employees may report or file complaints of sexual harassment or retaliation with:
 - 31.1.24** Their immediate Department Head/Supervisor, or
 - 31.1.25** The Town Administrator, or
 - 31.1.26** Any member of the Town Selectboard.
- 31.1.27** If the Town receives a complaint of harassment or discrimination or has reason to believe that harassment or discrimination has occurred, a prompt, thorough and impartial investigation will be conducted. Investigations will be conducted in a confidential and discrete manner to the extent possible. Complaints will be disclosed only to those necessary to thoroughly investigate and address the matter. If it is determined that unlawful harassment has occurred, the Town will take immediate and appropriate corrective action, and the offending employee shall be subject to discipline up to and including dismissal from employment. No person will be adversely affected in employment with the Town by reporting or filing a complaint of unlawful harassment or be retaliated against.
- 31.1.28** **Complaints of harassment or sexual harassment or retaliation may also be filed with the following agencies:**
 - Civil Rights Unit
 - Vermont Attorney General's Office
 - 109 State Street
 - Montpelier, VT 05609-1001
 - Tel: (802) 828-3657 (voice)
 - (888) 745-9195 (Toll Free VT)
 - (802) 828-3665 (TTY)
 - Fax: (802) 828-2154
 - Email: ago.civilrights@vermont.gov
 - Online: <http://ago.vermont.gov/about-the-attorney-generals-office/divisions/civil-rights/>

Equal Employment Opportunity Commission
JFK Federal Building
25 Sudbury Street, Room 475
Boston, MA 02203-0506
Tel: 1 (800) 669-4000 (voice)
1 (800) 669-6820 (TTY)
1 (844) 234-5122 (ASL Video)
Fax: 617-565-3196 Email: info@eeoc.gov Online: www.eeoc.gov

31.1.29. These agencies may conduct impartial investigations, facilitate conciliation, and, if they find that there is probable cause or reasonable grounds to believe sexual harassment occurred, they may file a complaint in court.

32 Cell Phone Use

32.1.3. General Use During Work Hours

- Personal cell phone use should be limited during working hours to avoid disruptions.
- Employees are expected to keep phones on silent or vibrate mode during meetings and work hours.
- Personal calls, texts, or app use should be restricted to break and lunch times unless there is an emergency.

32.1.4. Designated Areas and Times

- Use of personal phones is allowed in designated break areas and during scheduled breaks or lunch periods.
- Use of phones is prohibited in client-facing or production areas unless authorized.

32.1.5. Town-Issued Devices

- Employees issued a Town phone must use it primarily for work-related purposes.
- Inappropriate or unauthorized use (e.g., personal calls, streaming, social media) on Town phones may result in disciplinary action.

32.1.6 Prohibited Use/Texting Law

- Employees are not permitted to use handheld phones or electronic devices as defined in 23 V.S.A section 1095b and 1099 while driving company vehicles or operating heavy equipment.
- As used in this section, "texting" means the reading or the manual composing or sending of electronic communications, including text messages, instant messages, or e-mails, using a portable electronic device as defined in subdivision 4(82) of this title.

- A person shall not engage in texting while operating a moving motor vehicle in a place open temporarily or permanently to public or general circulation of vehicles.
- In addition, a person shall not engage in texting while operating a motor vehicle on a public highway in Vermont, including while the vehicle is stationary, unless otherwise provided under this section.

32.1.7. Disciplinary Action

- Violations of this policy may result in disciplinary action up to and including termination of employment.

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33 Employee Discipline

- 33.1.1** Under the Town’s discipline process, an employee may be subject to disciplinary action, up to and including termination, for violation of the provisions of this personnel policy and/or failure to maintain an acceptable level of performance. The Town may take prior disciplinary action into consideration when disciplining or terminating an employee. Violations of different rules may be treated as repeated violations of the same rule for purposes of progressive discipline.
- 33.1.2** Most often, employee conduct that warrants discipline results from unacceptable behavior, poor performance, or violation of the Town’s policies, practices, or procedures. However, discipline may be issued for conduct that falls outside of those identified areas. The Town also reserves the right to impose discipline for off-duty conduct that adversely impacts the legitimate interests of the Town. The Town reserves the right in its sole discretion to bypass progressive discipline and to take whatever action it deems necessary to address the issue at hand. This means that more or less severe discipline, up to and including termination, may be imposed in each situation at the Town’s sole discretion.
- 33.1.3** The Town also retains the right to unilaterally eliminate positions or reduce the work hours of a position or positions due to economic conditions, shortage of work, organizational efficiency, changes in departmental functions, and/or reorganization or reclassification of positions resulting in the elimination of a position or for other related reasons.
- 33.1.4** The Town will normally adhere to the following progressive disciplinary process but reserves the right to bypass any or all steps of progressive discipline when it determines, in its sole discretion, that deviation from the process is warranted: (1) verbal warning; (2) written warning; (3) suspension (with or without pay); and (4) termination.
- 33.1.5** Employees are prohibited from engaging in the conduct listed below and could be disciplined, up to and including termination, for doing so. This list has been established to provide examples of behavior that could result in discipline. This list is not exhaustive.
- 33.1.6** Engaging in any illegal activity.
- 33.1.7** Refusing to do assigned work or failing to carry out the reasonable assignments of their Department Head/Supervisor, the Town Administrator or members of the Selectboard.
- 33.1.8** Being inattentive to duty, including sleeping on the job.
- 33.1.9** Falsifying a timecard or other record or giving false information to anyone whose duty is to make such a record.
- 33.1.10** Being repeatedly or continuously absent or late, being absent without notice or satisfactory reason or leaving one’s work assignment without appropriate authorization.
- 33.1.11** Conducting oneself in any manner that is offensive, abusive or contrary to reasonable community standards and expectations of public employees.
- 33.1.12** Engaging in any form of discrimination or harassment including sexual harassment.
- 33.1.13** Misusing, misappropriating, or willfully neglecting Town property, funds, materials, equipment or supplies.

- 33.1.14** Unlawfully distributing, selling, possessing, using or being under the influence of alcohol or drugs when on the job or subject to duty. The only exception to this rule is use of a drug prescribed by a duly licensed health care provider, provided such use is in the manner prescribed and the employee is cleared to work while using such prescription drug.
- 33.1.15** Smoking or using smokeless tobacco within any Town-owned buildings, work areas or vehicles.
- 33.1.16** Fighting, engaging in horseplay or acting in any manner which endangers the safety of oneself or others. This includes acts of violence as well as threats of violence.
- 33.1.17** Stealing or possessing without authority any equipment, tools, materials or other property of the Town or attempting to remove them from the premises without approval or permission from the appropriate authority.
- 33.1.18** Marking or defacing walls, fixtures, equipment, tools, materials or other Town property, or willfully damaging or destroying property in any way.
- 33.1.19** Failure to search for or disclose public records upon request.
- 33.1.20** Disclosing confidential information about the Town's business.
- 33.1.21** Willful violation of Town rules or policies.

34 Severability

34.1.1 If any provision of this personnel policy or the application hereof to any person or a circumstance(s) is held invalid, this invalidity does not affect other provisions or applications of the personnel rules which can be given effect without the invalid provision or application. For this purpose, this personnel policy is severable.

ADOPTED this ____ day of _____, 20__.

SIGNATURES of SELECTBOARD:

Attachment A: Personnel Acknowledgement

I, _____, acknowledge that:

- A. I received a copy of the Town’s personnel policy on _____ and it is my responsibility to read it and familiarize myself with its contents;
- B. I understand that it is my responsibility to ask questions if there is anything in the policy that I do not understand;
- C. I understand that the language used in this personnel policy is not intended to create, nor should it be construed to create, a contract of employment between myself and the Town;
- D. I understand that this policy replaces any and all prior versions and that the Town reserves the right to add, amend or discontinue any of the provisions of this policy for any reason or no reason, in whole or in part, at any time, with or without notice;

Employee’s Signature

Date

Attachment B: Agreement by Independently-Elected Officer to be Bound by Personnel Policy

This is a contract between the Selectboard of the Town of Georgia and _____,
_____ (name & title) collectively referred to as "parties."

In exchange for the provision of benefits by the Town as follows:

Benefit: _____

Benefit: _____

Benefit: _____

Benefit: _____

Benefit: _____

Benefit: _____

_____ agrees to be bound by the provisions of the Town of Georgia Personnel Policy, except the provisions on **Probationary Period, Performance Evaluations.**

_____ agrees as follows:

- They have received a copy of the Town’s Personnel Policy and understands that it is their responsibility to familiarize themselves with its contents;
- They have been given an opportunity to ask questions about said policy and have been provided with satisfactory information in response to those questions;
- They acknowledge that the Town reserves the right to add, amend or discontinue any of the provisions of this policy for any reason or no reason, in whole or in part, at any time, with or without notice;
- They acknowledge that they understand the Town’s personnel policy and agree that they will comply with all of its provisions.

The parties agree that this shall not constitute a contract for employment

If applicable, in addition to the above, they agree that their statutory assistant, who holds the position of _____ (position title), will also be subject to the Town's Personnel Policy except the provisions on Performance Evaluations, Discipline, and Termination, which do not apply to them. In return, said statutory assistant will receive benefits from the Town as follows:

Benefit: _____

Benefit: _____

Benefit: _____

Benefit: _____

Benefit: _____

Approved _____, 2025

Benefit: _____

Entered into this ____ day of _____, 20__

BY: _____
Independently-Elected Official:

Chair, Selectboard:

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Attachment C: Sexual Harassment Acknowledgement

I, _____, acknowledge that:

- A. I received a copy of the Town’s personnel policy on _____ and, acknowledge the Sexual Harassment Policy as so written in the Personnel Policy Sexual Harassment Section, and acknowledge responsibility to read it and familiarize myself with its contents.
- B. I understand that it is my responsibility to ask questions if there is anything in the policy that I do not understand;
- C. I understand that this policy replaces any and all prior versions and that the Town reserves the right to add, amend or discontinue any of the provisions of this policy for any reason or no reason, in whole or in part, at any time, with or without notice;

Employee’s Signature

Date



Town of Georgia Cell Phone Use Policy

ADOPTED _____, 2025

POLICY

Purpose

This policy outlines appropriate use of personal and Town-issued cell phones during working hours to ensure productivity, safety, and a respectful work environment.

Scope

This policy applies to all employees, contractors, interns, and temporary staff of Town of Georgia.

General Use During Work Hours

- Personal cell phone use should be limited during working hours to avoid disruptions.
- Employees are expected to keep phones on silent or vibrate mode during meetings and work hours.
- Personal calls, texts, or app use should be restricted to break and lunch times unless there is an emergency.

Designated Areas and Times

- Use of personal phones is allowed in designated break areas and during scheduled breaks or lunch periods.
- Use of phones is prohibited in client-facing or production areas unless authorized.

Town-Issued Devices

- Employees issued a Town phone must use it primarily for work-related purposes.
- Inappropriate or unauthorized use (e.g., personal calls, streaming, social media) on Town phones may result in disciplinary action.

Prohibited Use/Texting Law

- Employees are not permitted to use handheld phones or electronic devices as defined in 23 V.S.A section 1095b and 1099 while driving Town vehicles or operating heavy equipment.
- As used in this section, "texting" means the reading or the manual composing or sending of electronic communications, including text messages, instant messages, or e-mails, using a portable electronic device as defined in subdivision 4(82) of this title.
- A person shall not engage in texting while operating a moving motor vehicle in a place open temporarily or permanently to public or general circulation of vehicles.
- In addition, a person shall not engage in texting while operating a motor vehicle on a public highway in Vermont, including while the vehicle is stationary, unless otherwise provided under this section.

Disciplinary Action

- Violations of this policy may result in disciplinary action up to and including termination of employment.

Effective Date

This policy as amended shall become effective immediately upon its adoption by the Town of Georgia Selectboard.

Signatures

Selectboard Chair : _____

Selectboard Vice Chair: _____

Selectboard Member: _____

Selectboard Member: _____

Selectboard Member: _____

Date of Revision: _____

Adoption History

1. Agenda item at regular Town of Georgia Selectboard meeting held on _____, 2025.

2. Read and approved at regular/special Town of Georgia Selectboard meeting on _____, 2025 and entered in the minutes of that meeting which were approved on _____.



Rules of Procedure for The Town of Georgia Selectboard

Approved June 9, 2025

Table of Contents

1 Purpose 1
2 Application 1
3 Organization..... 1
4 Agendas..... 1
5 Meetings 2
6 Public Participation 2

1 Purpose

- 1.1.1 The Selectboard of the Town of Georgia Vermont, is required by law to conduct its meetings in accordance with the Vermont Open Meeting Law. 1 V.S.A. §§ 310-314. Meetings of the Selectboard of the Town of Georgia, Vermont must always be open to the public, except as provided in 1 V.S.A. § 313.

2 Application

- 2.1.1 This policy setting forth rules of procedure shall apply to the Selectboard of the Town of Georgia, Vermont, which is referred to below as “the body.” These rules shall apply to all regular, special, and emergency meetings of the body.

3 Organization

- 3.1.1 The body shall annually elect a chair and a vice-chair. The chair of the body or, in the chair’s absence, the vice-chair shall preside over all meetings. If both the chair and the vice-chair are absent, a member selected by the body shall act as chair for that meeting.
- 3.1.2 The chair shall preserve order in the meeting and shall regulate its proceedings by applying these rules and making determinations about all questions of order or procedure.
- 3.1.3 A majority of the members of the body shall constitute a quorum. If a quorum of the members of the body is not present at a meeting, no meeting shall take place.
- 3.1.4 No single member of the body shall have authority to represent or act on behalf of the body unless, by majority vote, the body has delegated such authority for a specific matter at a duly noticed meeting and such delegation is recorded in the meeting minutes.
- 3.1.5 Motions made by members of the body do require a second. The chair of the body may make motions and may vote on all questions before the body. A motion will only pass if it receives the votes of a majority of the total membership of the body.
- 3.1.6 There is no limit to the number of times a member of the body may speak to a question. A member may speak or make a motion without being recognized by the chair. Motions to close or limit debate will be entertained.
- 3.1.7 Any member of the body may request a roll call vote. Pursuant to 1 V.S.A. § 312(a)(2), when one or more members attend a meeting electronically, a roll call vote is required for votes that are not unanimous.
- 3.1.8 Meetings may be recessed to a time and place certain.
- 3.1.9 These rules may be amended by majority vote of the body and must be readopted annually.

4 Agendas

- 4.1.1 Each regular and special meeting of the body shall have an agenda, with time allotted for each item of business to be considered by the body. Those who wish to be added to the meeting agenda shall contact the municipal administrator to request inclusion on the agenda.
- 4.1.2 At least 48 hours prior to a regular meeting, and at least 24 hours prior to a special meeting, a meeting agenda shall be posted in or near the municipal office and at the following designated public places in the municipality: The Town Library, Town Hall, Maplefields, Georgia Market.

- 4.1.3 At least 48 hours prior to a regular meeting, and at least 24 hours prior to a special meeting, a meeting agenda shall be posted on the Town of Georgia website. The agenda must also be made available to any person who requests such agenda prior to the meeting.
- 4.1.4 All business shall be conducted in the same order as it appears on the noticed agenda, except that any addition to or deletion from the noticed agenda must be made as the first act of business at the meeting. No additions to or deletions from the agenda shall be considered once the first act of business at the meeting has commenced. Any other adjustment to the noticed agenda, for example, changing the order of business, postponing or tabling actions, may be made by majority vote of the body.

5 Meetings

- 5.1.1 Regular meetings shall take place on the second and forth Monday of the month at 6 p.m. at the Town of Georgia’s Municipal Offices. Any changes to this will be posted on the Town website.
- 5.1.2 Special meetings shall be publicly announced at least 24 hours in advance by giving notice to all members of the body unless previously waived; notices shall be posted at the following designated places in the Town: The Town Library, Town Hall, Maplefields and Georgia Market.
- 5.1.3 Emergency meetings may be held without public announcement, without posting notices, and without 24-hour notice to members, provided some public notice thereof is given as soon as possible before any such meeting. Emergency meetings will only be held when necessary to respond to an unforeseen occurrence or condition requiring immediate attention by the public body.
- 5.1.4 A member of the body may attend a regular, special, or emergency meeting by electronic or other means without being physically present at a designated meeting location, so long as the member identifies themselves when the meeting is convened, and is able to hear and be heard throughout the meeting. Whenever one or more members attend electronically, voting that is not unanimous must be done by roll call. If a quorum or more of the body attend a meeting (regular, special, or emergency) without being physically present at a designated meeting location, the agenda for the meeting shall designate at least one physical location where a member of the public can attend and participate in the meeting. At least one member of the body, or at least one staff or designee of the body, shall be physically present at each designated meeting location.

6 Public Participation

- 6.1.1 All meetings of the body are meetings in the public, not of the public. Members of the public shall be afforded reasonable opportunity to express opinions about matters considered by the body, so long as order is maintained according to these rules.
- 6.1.2 At the conclusion of discussion of each agenda item, but before any action is taken by the public body at each meeting, there may be allowable time afforded for open public comment.
- 6.1.3 Comment by the public or members of the body must be addressed to the chair or to the body as a whole, and not to any individual member of the body or public.
- 6.1.4 Members of the public must be acknowledged by the chair before speaking.
- 6.1.5 If a member of the public has already spoken on a topic, he or she may not be recognized again until others have first been given the opportunity to comment.

- 6.1.6 Order and decorum shall be observed by all persons present at the meeting. Neither members of the body, nor the members of the public, shall delay or interrupt the proceedings or the peace of the meeting or interrupt or disturb any member while speaking. Members of the body and members of the public are prohibited from making personal, impertinent, threatening, or profane remarks.
- 6.1.7 Members of the body and members of the public shall obey the orders of the chair or other presiding member. The chair should adhere to the following process to restore order and decorum of a meeting, but may bypass any or all steps when they determine in their sole discretion that deviation from the process is warranted:
 - 6.1.7.1 Call the meeting to order and remind the members of the applicable rules of procedure.
 - 6.1.7.2 Declare a recess or table the issue.
 - 6.1.7.3 Adjourn the meeting until a time and date certain.
 - 6.1.7.4 Order the constable to remove disorderly person(s) from the meeting.

Adopted this 9th day of June, 2025.

SIGNATURES OF GOVERNING BODY

Kristina Senna - Chair

Brian Dunsmore – Vice Chair

Paul Jansen-Member

Carl Rosenquist-Member

Kellie Bosenberg-Member

Policy	Date Originated	Latest Revision Date	File	Notes:
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Accounting, Auditing and Financial Reporting Policy	Monday, December 9, 2024	NA		This is just a 2 paragraph statement on paper. Not a policy
Appropriations Request for Money Funds				
Assessor and Listers Office Policy	Monday, August 6, 2007			
Cash Receipts, Petty Cash & Returned Check Policy	Monday, December 9, 2024			
Cell Phone Use Policy	Monday, June 9, 2025	NA		
Class 4 Road Agreement Policy	Monday, February 24, 2025			
Conflicts of Interest and Ethics Policy	Monday, March 9, 2009			
Controlled Substance and Alcohol Testing Policy for Commercial Motor Vehicle Employees	Monday, June 8, 2020			
Covid-19 Safety & Health Work Plan	Monday, December 9, 2024			
Credit Card Policy	Monday, February 24, 2020			
Employee Animals in Public Buildings	Wednesday, May 28, 2025			
Facilities Use	Monday, January 24, 2011	Monday, July 23, 2018		
Fire Department Policies & Rules	Saturday, January 19, 2019			
Fire Department Cadet Program Policy	Monday, April 21, 2008			
Fire Warden Policy	Monday, April 13, 2020			
First Response Infectious Disease Outbreak Policy	Monday, December 9, 2024			
Fraud Prevention Policy	Monday, August 24, 1987	Tuesday, February 7, 2006		
GEMS Transportation Policy	Monday, June 24, 2024	NA		
Grant Policy				
Highway Department Winter Road Maintenance Plan & Policy	Monday, February 10, 2020			One Line Policy, no dates Or adoption information
Hunting on Town Property Policy				
Injury Reporting, Medical Treatment & Incident Review Policy	Monday, October 28, 2019			
Investment Policy	Monday, December 9, 2024			
Mailbox Replacement Policy				
Permit Fee Waiver Policy	Kris drafted a quick policy for review			One paragraph policy-No signatures
Personnel Policy	Monday, June 23, 2008			
Property Disposal Policy	Monday, May 22, 2017			
Purchasing Policy	Wednesday, May 13, 2020			
	Tuesday, June 4, 2024			
Residential Anti-Displacement and Relocation Plan	Monday, May 10, 2010			
Roads Upgrade (Upgrade Class IV Town Roads				
Rules of Procedure for the TOG Selectboard	Monday, November 16, 2020	Monday, June 9, 2025		
Social Media Policy	Monday, November 16, 2020			
Tobacco Free Policy	Monday, February 10, 2020			
Town ROW Clearing & Tree Cutting Policy				
Traffic Control Devices Policy and Procedures				
Transportation Construction and Improvements Policy				
Veteran's Monument Reserve Money Policy	Monday, May 14, 2001			
Video Surveillance and Physical Access Control Policy	Monday, September 11, 2023			

Unfinished Policies

- 8 Communication Plan
- 8 Fund Policy
- Public Meeting Participation Policy

Ordinance	Date Originated	Latest Revision Date	File	Notes:
Animal Ordinance	Friday, April 11, 2008	Monday, February 24, 2025		No Dates
Burning Ordinance				No Dates
Contaminated Soils Ordinance	Monday, April 25, 1983			
Firearms Ordinance	Monday, November 11, 2019	Thursday, April 24, 2025		
Impact Fee Ordinance	Wednesday, November 5, 1986	Friday, April 24, 1992		
Load Limit Ordinance	Friday, June 9, 2017			
Mass Gatherings/Special Events Ordinance	Thursday, September 24, 2009			
Motor Vehicle/Traffic Regulation Ordinance				
No Smoking Ordinance	Monday, December 14, 2009			
Sidewalk Ordinance	Friday, November 27, 1998			
Street Naming Ordinance				
Stump Dump Ordinance	Tuesday, February 20, 2024			
Solid Waste/Junk Storage/Junk Vehicle Ordinance	Monday, January 22, 2024			
Trail Ordinance				No Dates

Procedures/Checklist	Date Originated	Latest Revision Date	File	Notes:
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- Accident Report Checklist
- Animal Control Officer Procedure for Ticketing
- Class 4 Road Improvement Checklist
- Delinquent Tax Procedure
- Hiring Planning Coordinator Procedures
- New Policy Procedures
- Power Shut Off to Historical Society
- Report of Injury Procedure
- Road Closure Notice Procedure
- Route 7 Street Light Repair Procedures
- Road & Bridge Standards
- Rain Damage Procedures (VTRANS)
- Salary Planning Procedures
- Zoning Polices & Procedures

9/10/2007