



GEORGIA VERMONT

Selectboard Regular Meeting Monday, May 13, 2024 at 6:00 PM Chris Letourneau Meeting Room and via Zoom Agenda

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)

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 Selectboard Regular Meeting Minutes for 4-22-2023
 - B. Approval of Warrant #15
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.
7. **CORRESPONDENCE**
8. **UNFINISHED BUSINESS**
 - A. Job Descriptions
 - B. Personnel Policy
 - C. Ethics Policy
 - D. Purchasing Policy
 - E. Sherwood Forest & Nottingham Dr for 3-acre Rule
 - F. Audit
9. **BOARD BUSINESS (Public comment on agenda items limited to 5 minutes)**
 - A. Approval of Fire Cadet application
 - B. Sidewalk - Woodnladder Zoning

- C. Port-o-let at the beach - Request for the Town to pay for the port-o-let. Action
- D. May 27th meeting - Action to reschedule SB meeting
- E. Pickleball and Tennis Lessons at the beach. - Action to Allow
- F. Bridge 10- Highbridge, Recommendations from Tyler Billingsley.
- G. Philo Security - additions to the library

10. TOWN ADMINISTRATOR, TREASURER AND SELECTBOARD SUB COMMITTEES REPORTS

A. Town Administrator

Update on the Parade - Final touches to the parade for Saturday May 18th. There's a good number of participants for the parade.

Update on the Tanks at the Fire Station - The tanks are still leaking, but not as bad. This could be due to the pvc pipes that are in the tank. Todd has been monitoring the water level and will take the appropriate steps to get tanks fixed.

Boulders at the beach - Todd has a bunch of boulders that were received from a state project that he could use to make the border.

Paychex update on reports - Ashley is working on the reports and should have them up and running before the treasurer starts. Sara will be looking at our NEMRC accounts to make sure things are in order. I have requested to have training for the new treasurer by both.

B. Treasurer

C. Buildings

D. Budget and Finance

E. Personnel

Job Descriptions - Updated job descriptions to review.

F. Public Works/Grounds/Recreation

Beach - Meeting at the beach on May 16th at 7pm to discuss improvements with a budget of \$40,000.00.

G. Committees at the direction of the chair

11. OTHER

12. PLAN NEXT MEETING AGENDA

A. Month DD YYYY

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

A. VSP Contract

B. Treasurer - Hire

C. Junk Ordinance - Enforcement options.

D. Union follow up.

14. ADJOURN

TABLED ITEMS:

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.

Signed: Cheryl Letourneau, Town Administrator

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



GEORGIA VERMONT

1
2
3
4
5
6
7
8
9
10
11
12
13
14
15
16
17
18
19
20
21
22
23
24
25
26
27
28
29
30
31
32
33
34
35
36
37

Selectboard Regular Meeting Monday, April 22, 2024 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)

1. CALL TO ORDER

A. Call to Order 6:00 p.m.

BOARD PRESENT

- Brian Dunsmore
- Paul Jansen
- Devon Thomas (Zoom)
- Carl Rosenquist
- Kristina Senna

STAFF PRESENT

- Doug Bergstrom
- Cheryl Letourneau
- Bill Hinman (Zoom)

PUBLIC PRESENT

- Heather Dunsmore
- Suzanna Brown
- Stewart Bigelow
- Larry Moquin
- Kyle Bigelow
- Heather & Fred Grimm
- Terry Cleveland

PUBLIC VIA ZOOM

- Sue Webster
- Noah Lavallee
- Beth Langevin

38 **2. PLEDGE OF ALLEGIANCE**

39

40 **3. CHAIR UPDATE**

41

42 **4. ADDITIONS, DELETIONS, OR CHANGES TO THE AGENDA**

43 A. Executive Session with Union

44 Motion to Move to Executive Session at 6:02 p.m.

45 Motion made by Jansen, Seconded by Dunsmore.

46 Voting Yea: Dunsmore, Jansen, Thomas, Rosenquist, Senna

47 Motion to Move to Executive Session with Town Administrator at 6:02 p.m.

48 Motion made by Senna, Seconded by Dunsmore.

49 Voting Yea: Dunsmore, Jansen, Thomas, Rosenquist, Senna

50

51 Motion to Move out of Executive Session at 6:30 p.m.

52 Motion made by Jansen, Seconded by Dunsmore.

53 Voting Yea: Dunsmore, Jansen, Thomas, Rosenquist, Senna

54 No action taken.

55

56 **5. SELECTBOARD MINUTES AND WARRANTS**

57 A. Approval of Selectboard Regular Meeting Minutes for 04.03.2024, 04.08.2024 and 4/17/2023
58 Informational meeting

59 Motion to Approve 4/3/2024 Minutes with minor corrections.

60 Motion made by Senna, Seconded by Dunsmore.

61 Voting Yea: Dunsmore, Jansen, Thomas, Rosenquist, Senna

62

63 Motion to Approve 4/8/2024 Minutes with minor corrections.

64 Motion made by Senna, Seconded by Dunsmore.

65 Voting Yea: Dunsmore, Jansen, Thomas, Rosenquist, Senna

66

67 Motion to Approve 4/17/2024 Minutes with minor corrections.

68 Motion made by Senna, Seconded by Dunsmore.

69 Voting Yea: Dunsmore, Jansen, Thomas, Rosenquist, Senna

70

71 B. Approval of Warrants #13

72 Motion to Approve Warrant #13.

73 Motion made by Senna, Seconded by Dunsmore.
74 Voting Yea: Dunsmore, Jansen, Thomas, Rosenquist, Senna

75 P. Jansen asked about late invoices from the library. T. Cleveland will check why invoices are
76 late.

77

78 **6. PUBLIC COMMENT (For items not on agenda)**

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

- 81 • Cost of Memorial Cleaning- The Boy Scouts will clean the Memorial. T. Cleveland will call
- 82 T. Cadieux. S. Brown will let the Town Administrator know what to order.
- 83 • N. Lavallee questioned future budget voting. The Selectboard will try to come up with a
- 84 plan for future budget meetings.

85 **7. CORRESPONDENCE**

86
87 **8. UNFINISHED BUSINESS**

88 A. Job Descriptions

89 B. Personnel Policy

90 Carl, Brian & Devon

91 C. Ethics Policy

92 D. Purchasing Policy

93 Correspondence from K. Minck regarding purchasing policy.

94 E. EMS Contract

95 F. Public Beach Management

96 Motion to hire Bob Larose to take care of the beach in the same capacity as last year.

97 Motion made by Dunsmore, Seconded by Jansen.

98 Voting Yea: Dunsmore, Jansen, Thomas, Rosenquist, Senna

99 G. Sherwood Forest & Nottingham Dr for 3-acre Rule

100 H. Audit Transitions

101 Transition Audit is needed.

102
103 **9. BOARD BUSINESS (Public comment on agenda items limited to 5 minutes)**

104 A. Town Administrator Report – The board no longer needs this report. The agenda is fine.

105 B. Recap of Town Meeting – Both Article 1 and Article 2 passed.

106 C. Zoning - Sidewalks and Zoning Fee updates - possible Action needed.

107 Motion to Approve Zoning Fee Schedule.

108 Motion made by Jansen, Seconded by Dunsmore.

109 Voting Yea: Dunsmore, Jansen, Thomas, Rosenquist, Senna

- 110 • Georgia Market will get three (3) bids to complete sidewalk paving project and put the
- 111 money in escrow before the sale of the market & properties.
- 112 • Georgia Auto will need to comply with the decisions by Zoning to put in the sidewalks.
- 113 • The Town will need a document drafted between the Town, current owners of Georgia
- 114 Market and the new owners to ensure the sidewalk project is completed. Escrow will be
- 115 used to make sure the project is completed. The new owner will have until October
- 116 2025 to have the paving project completed.
- 117 • Gaudette will also have to comply with the paving agreement for his subdivision of
- 118 property and pay for any legal fees that may accrue.

119
120 D. Boulders at the beach - possible action

121 Todd has boulders that he can use to continue along the fence line and then remove the fence.
122 The boulders that he has do not match what is there now. Does the town want to buy stones to
123 match or use what he has? P. Jansen would like to know where the boulders are coming from.
124 C. Letourneau will reach out to Todd for the information before the next meeting.

125 A Special Meeting will be held on May 16, 2024, at 7:00 p.m. to discuss the beach and what
126 improvements to make. The board is looking for public input on the projects.

127 Discussion was had over a survey for Georgia Beach. C. Letourneau will see what she can find
128 for a survey.

129 E. Minutes, Website, Postings and Videos: D. Bergstrom stated the website has been fixed and all
130 postings that he receives for other boards are posted to the website.

131 F. Library incident - Discussion on emergency policy and a camera for the Pavilion.

132 Philo will be contacted regarding additional cameras for the library as well as a panic/lock-
133 down button for emergencies.

134 G. Ken Minck regarding purchasing policy. The town is hiring a service to oversee the bridge
135 project and protocol was followed. When its time to go to construction of the project bids will
136 be accepted.

137
138 **10. TOWN ADMINISTRATOR, TREASURER AND SELECTBOARD SUB COMMITTEES'**
139 **REPORTS**

140 A. Town Administrator

141 B. Treasurer

142 C. Buildings

143 D. Budget and Finance

144 E. Personnel

145 Discussion over prior resumes from earlier jobs. C. Letourneau will get those to P. Jansen and
146 K. Senna.

147 F. Public Works/Grounds/Recreation – Special Meeting at the Beach on May 16th.

148 G. Committees at the direction of the chair

149

150 **11. OTHER**

151 Motion to authorize Zoning Clerk Kollene Caspers the authority to sign any zoning applications and
152 accompanying documents.

153 Motion made by Jansen, Seconded by Dunsmore.
154 Voting Yea: Dunsmore, Jansen, Thomas, Rosenquist, Senna

155
156 Motion to approve Leo's Lane as a Private Road name in the Town of Georgia.

157 Motion made by Senna, Seconded by Jansen.
158 Voting Yea: Dunsmore, Jansen, Thomas, Rosenquist, Senna

159
160 **12. PLAN NEXT MEETING AGENDA**

161 A. Regular Selectboard Meeting 05.13.2024

162
163 **13. EXECUTIVE SESSION (if needed, pursuant to 1 V.S.A sec 313)**

164 Motion to enter into Executive Session at 8:25 p.m.

165 Motion made by Senna, Seconded by Dunsmore.
166 Voting Yea: Dunsmore, Jansen, Thomas, Rosenquist, Senna

167 Motion to enter into Executive Session with C. Letourneau, Town Administrator and B. Hinman,
168 Lister.

169 Motion made by Senna, Seconded by Dunsmore.
170 Voting Yea: Dunsmore, Jansen, Thomas, Rosenquist, Senna

171
172 Motion to exit from Executive Session at 8:50 p.m.

173 Motion made by Jansen, Seconded by Senna. .
174 Voting Yea: Dunsmore, Jansen, Thomas, Rosenquist, Senna

175
176 A. Police Contracts – C. Letourneau will continue to check for coverage.

177 B. Bill Hinman - Contractual

178 Motion to sign B. Hinman contract with the Town of Georgia and have C. Rosenquist sign.

179 Motion made by Dunsmore, Seconded by Thomas.
180 Voting Yea: Dunsmore, Jansen, Thomas, Rosenquist, Senna

181 C. Personnel -Treasurer – posting of the job for a new treasurer.

182
183 **14. ADJOURN**

184 Motion to Adjourn the meeting at 8:55 p.m.

185 Motion made by Dunsmore, Seconded by Thomas.
186 Voting Yea: Thomas, Rosenquist, Senna

187

188 **15. TABLED ITEMS:**

189

190

191

Posted to the Town website.

192

Signed: Cheryl Letourneau, Town Administrator

193

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

DRAFT

05/10/2024

Town of Georgia, Vermont Accounts Payable

06:00 am

Check Warrant Report # 15 Current FY Invoices

townadmin

Unpaid Invoices For Check Acct 01 (General Fund) From 04/30/2024 To 05/13/2024

Vendor	Invoice	Invoice Description	Purchase Amount	Discount Amount	Amount Paid	Check Number	Check Date
802MECHAN	802 MECHANICAL LLC	010	247.00	0.00			--/--/--
802MECHAN	802 MECHANICAL LLC	009	439.00	0.00			--/--/--
802MECHAN	802 MECHANICAL LLC	008 furnace work	2500.00	0.00			--/--/--
ALLEGIANC	ALLEGIANCE TRUCKS	29214	181.00	0.00			--/--/--
ALLEGIANC	ALLEGIANCE TRUCKS	29513	285.56	0.00			--/--/--
AMAZON	AMAZON CAPITAL SERVICES	1CHHJC4N14WP library	392.19	0.00			--/--/--
AMAZON	AMAZON CAPITAL SERVICES	17KT64CCRKGQ library	248.40	0.00			--/--/--
AMCARE	AMCARE AMBULANCE SYSTEMS INC	1422	5885.23	0.00			--/--/--
AVENU	AVENU INSIGHTS & ANALYTICS	053008	890.00	0.00			--/--/--
BOUCHOME	BOUCHARD HOME & OFFICE SERVICE	14425	80.00	0.00			--/--/--
CANON	CANON FINANCIAL SERVICES, INC	31297504 Taxes on copier	43.03	0.00			--/--/--
COSTCO	COSTCO WHOLESALE	04242024	439.88	0.00			--/--/--
DESORCIE	DESORCIE EMERGENCY PRODUCTS, L	19343	453.00	0.00			--/--/--
DESORCIE	DESORCIE EMERGENCY PRODUCTS, L	19350	2965.00	0.00			--/--/--
EYE MED	FIDELITY SECURITY LIFE INSURAN	166274093	57.67	0.00			--/--/--
FISHER	FISHER AUTO PARTS, INC.	308-196123	76.69	0.00			--/--/--
FORESTRY	FORESTRY SUPPLIERS INC	535797-00 conservation	302.30	0.00			--/--/--
GAP	GEORGIA AUTO PARTS	3942	19.92	0.00			--/--/--
GAP	GEORGIA AUTO PARTS	3860	15.78	0.00			--/--/--
GAP	GEORGIA AUTO PARTS	3912 GFD	19.92	0.00			--/--/--
GMP	GREEN MOUNTAIN POWER CORPORATI	LIB3/27-4/26 library	322.27	0.00			--/--/--
GMP	GREEN MOUNTAIN POWER CORPORATI	WELL3/27-4/2 library well	27.96	0.00			--/--/--
GMP	GREEN MOUNTAIN POWER CORPORATI	GAR3/27-4/26	159.80	0.00			--/--/--
GMP	GREEN MOUNTAIN POWER CORPORATI	CLK3/27-4/26	297.86	0.00			--/--/--
GMP	GREEN MOUNTAIN POWER CORPORATI	STLTS426 street lights	226.57	0.00			--/--/--
GMP	GREEN MOUNTAIN POWER CORPORATI	SALT3/274/26 salt shed	24.78	0.00			--/--/--
GMP	GREEN MOUNTAIN POWER CORPORATI	GAR4/26	379.53	0.00			--/--/--
GMP	GREEN MOUNTAIN POWER CORPORATI	GFD3/27-4/26	455.59	0.00			--/--/--
J&L	J & L HARDWARE, INC.	510307	123.61	0.00			--/--/--
JOHNSONH	JOHNSON HARDWARE & RENTAL	102964 GFD	804.60	0.00			--/--/--
JOHNSONH	JOHNSON HARDWARE & RENTAL	509332	169.95	0.00			--/--/--
UNION DUE	LABORERS' INTERNATIONAL OF NO.	3/1 - 5/1 DU	252.00	0.00			--/--/--
MYERS	MYERS CONTAINER SERVICE CORP	591580225692	207.26	0.00			--/--/--
PEOPLE	PEOPLES TRUST COMPANY	LADDERTRUCK ladder truck payoff	25639.06	0.00			--/--/--
PEOPLE	PEOPLES TRUST COMPANY	2020 KEN 2020 Kenworth Payoff	30027.91	0.00			--/--/--
PRIORITY	PRIORITY EXPRESS	80592418 library	245.34	0.00			--/--/--
VALLEE2	R L VALLEE INC	8563662	40.29	0.00			--/--/--
VALLEE2	R L VALLEE INC	8563663	94.09	0.00			--/--/--
REGROWTH	REGROWTH PLANNING	23-08-8 Town Plan	1275.00	0.00			--/--/--
RES	RES-Q-JACK, INC / CEPCO TOOL	23543 GFD Training	1200.00	0.00			--/--/--
SULLIVAN	SULLIVAN, POWERS & CO.	133482 2023 audit	966.00	0.00			--/--/--
VGS	VERMONT GAS SYSTEMS INC	4680900328 Credit for 65 plains	-291.68	0.00			--/--/--
VGS	VERMONT GAS SYSTEMS INC	4292024 GFDR	391.28	0.00			--/--/--
VGS	VERMONT GAS SYSTEMS INC	270599 Highway	568.91	0.00			--/--/--
VGS	VERMONT GAS SYSTEMS INC	467845 Town Office	128.24	0.00			--/--/--
VGS	VERMONT GAS SYSTEMS INC	4680900 Highway	-196.23	0.00			--/--/--
VLCT	VERMONT LEAGUE OF CITIES & TOW	7056 zoning class	10.00	0.00			--/--/--
WEMASON	W.B. MASON CO., INC.	C3141346	-14.93	0.00			--/--/--

05/10/2024
06:00 am

Town of Georgia, Vermont Accounts Payable
Check Warrant Report # 15 Current FY Invoices
Unpaid Invoices For Check Acct 01 (General Fund) From 04/30/2024 To 05/13/2024

Section 5. Item #B.

townadmin

Vendor	Invoice	Invoice Description	Purchase Amount	Discount Amount	Amount Paid	Check Number	Check Date
Report Total			79,076.63	0.00	0.00		

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 \$ ****79,076.63 Let this be your order for the payments of these amounts.

Carl Rosenquist (Chair)

Devon Thomas (Vice Chair)

Brian Dunsmore

Paul Jansen

Kristina Senna

PERMIT ID# _____

FOR AGENCY USE ONLY

Town: _____
Route: _____
Mile Marker: _____
Log Station: _____

Section 9. Item #B.

VERMONT AGENCY OF TRANSPORTATION
State Highway Access and Work Permit

Applicant to Complete

Owner's/Applicant's Name, Address, E-mail & Phone No. Town Of Georgia

47 Town Common Road North, Georgia, Vt 05478 zoning@townofgeorgia.com 802-524-3524

Co-Applicant's Name, Address, E-mail & Phone No. (if different from above) Woodladder Realty, LLC
Ray Bouffard

The location of work (town, highway route, distance to nearest mile marker or intersection & which side)
962 Ethan Allen Highway (Georgia Market) Parcel#117390000

Description of work to be performed in the highway right-of-way (attach plan) Sidewalk to be installed along the
Ethan Allen Highway road frontage in the state right of way per Town of Georgia Planning
decison PC-008-12 and in accordance with the sidewalk regulations per the Town of Georgia as
referenced in the Town of Georgia Development Regulations

Property Deed Reference Book: 173 Page: 562 (only required for Permit Application for access)
Fee \$ N/A (fees do not apply for residential or agricultural purposes)

Is a Zoning Permit required? Yes No - If Yes, # _____

Is a 30 VSA § 248 permit required? Yes No - If Yes, # _____

Is an Act 250 permit required? Yes No - If Yes, # _____

Other permit(s) required? Yes No - If Yes, name and # of each _____

Date applicant expects work to begin summer 20 24

Owner/Applicant: _____ Position Title: _____
(Print name above)

Sign in Shaded area: _____ Date: _____

Co-Applicant: _____ Position Title: _____
(Print name above)

Sign in Shaded area: _____ Date: _____

INSTRUCTIONS: -Contact the Development Review and Permitting Services Section (802.636.0037) or your local area Transportation Maintenance District Office to determine your issuing authority. The issuing authority will determine what plans, fee and other documents are required to be submitted with your Vermont Statutes Annotated, Title 19, Section 1111, permit application request.

- Original signatures are required on an original Form. The Owner/Applicant and Co-Applicant (if applicable) declares under the pains and penalty of perjury that all information provided on this form and submitted attachments are to the best of their knowledge true and complete.

FEE: -See Fee Schedule for applicable administrative processing and application review fee.

PERMIT APPROVAL

The work is subject to the restrictions and conditions on the reverse page, plus the Special Conditions stated on the attached page(s).

Date work is to be completed _____ Date work accepted: _____

By _____ Issued Date _____ By: _____ DTA or Designee _____
Authorized Representative for Secretary of Transportation

NOTICE: This permit covers only the Vermont Agency of Transportation's jurisdiction over this highway under Vermont Statutes Annotated, Title 19, Section 1111. It does not release the petitioner from the requirements of any other statutes, ordinances, rules or regulations. This permit addresses only access to, work within, and drainage affecting the state highway. It does not address other possible transportation issues, such as access to town highways, use of private roads, and use of railroad crossings. If relevant to the proposed development, such issues must be addressed separately.

No work shall be done under this permit until the owner/applicant has contacted the District Transportation Office at:

RESTRICTIONS AND CONDITIONS

Section 9. Item #B.

DEFINITIONS:

"Agency" means the Vermont Agency of Transportation (a/k/a VTTrans).

"Engineer" means the authorized agent of the Secretary of Transportation.

"Owner/Applicant" means the party(s) to whom the permit is to be issued.

"Co-Applicant" means the party who performs the work, if other than Owner/Applicant or a secondary Owner/Applicant under a joint permit application.

"Permit Holder" means the party who currently owns the lands abutting the highway that are the subject of the permit.

GENERAL:

By accepting this permit, or doing any work hereunder, the Owner/Applicant agrees to comply with all of the restrictions and conditions and any imposed special conditions. If the Owner/Applicant is aggrieved by the restrictions and conditions or special conditions of the permit, they shall submit a written request for consideration to the Engineer within 30-days of permit issuance and prior to starting any work. No work will be authorized by the Agency, or performed under the permit, until the dispute is fully resolved.

Vermont Statutes Annotated, Title 30, Chapter 86 ("Dig Safe") requires notice to Dig Safe before starting excavation activities. The Permit Holder or his/her contractor must telephone Dig Safe at 811 at least 48 hours (excluding Saturdays, Sundays and legal holidays) before, but not more than 30 days before, starting excavation activities at any location. In addition, please note that the Agency and many municipalities are not members of Dig Safe and will need to have their utility facilities investigated with due diligence prior to starting excavation activities in or on the State Highway right-of-way.

The Permit Holder is to have a supervisory representative present any time work is being done in or on the State Highway right-of-way. A copy of this permit and Special Conditions must be in the possession of the individual performing this work for the Permit Holder.

Except with the specific, written permission of the District Transportation Administrator, all work in the State Highway right-of-way shall be performed during normal daylight hours and shall cease on Sunday, on all holidays (which shall include the day before and the day following), during or after severe storms, and between December 1 and April 15. These limitations will not apply for the purposes of maintenance, emergency repairs, or proper protections of the work which includes, but not limited to, the curing of concrete and the repairing and servicing of equipment.

The Owner/Applicant shall be responsible for all damages to persons or property resulting from any work done under this permit, even if the Applicant's Contractor performs the work. All references to the Owner/Applicant also pertain to the Co-Applicant.

The Owner/Applicant must comply with all federal and state statutes or regulations and all local ordinances controlling occupancy of public highways. In the event of a conflict, the more restrictive provision shall apply.

The Owner/Applicant must, in every case where there is a possibility of injury to persons or property from blasting, use a pre-approved Blasting Plan. All existing utility facilities shall be protected from damage or injury.

The Owner/Applicant shall erect and maintain barriers needed to protect the traveling public. The barriers shall be properly lighted at night and must be MUTCD (Manual on Uniform Traffic Control Devices) compliant.

All temporary and permanent traffic control measures and devices shall be MUTCD compliant.

The Owner/Applicant shall not do any work or place any structures or obstacles within the State Highway right-of-way, except as authorized by this permit.

The Owner/Applicant may pay the entire cost of the salary, subsistence and traveling expenses of any inspector appointed by the Engineer to supervise such work.

The Engineer may modify or revoke the permit at any time for safety-related reasons, without rendering the Agency or the State of Vermont liable in any way.

In addition to any other enforcement powers that may be provided for by the law, the Engineer may suspend this permit until compliance is obtained. If there is continued use or activity after suspension, the Engineer may physically close the work area and take corrective action to protect the safety of the highway users.

The Permit Holder shall be responsible to rebuild, repair, restore and make good all injuries or damage to any portion of the highway right-of-way that has been brought about by the execution of the permitted work, for a minimum period of eighteen (18) months after final inspection by the District.

Any approved variance from the permitted plans is to be recorded on "as-builts" with copies provided to both the Chief of Permitting Services and the District Transportation Administrator.

ACCESS:

This permit (if for access) does not become effective until the owner/applicant records in the office of the appropriate municipal clerk, the attached "Notice of Permit Action"

As development occurs on land abutting the highways, the Agency may revoke a permit for access and require the construction of other access improvements such as the combination of access points by adjoining owners.

Under Vermont Statutes Annotated, Title 19, Section 1111, no deed purporting to subdivide land abutting a state highway can be recorded unless all the abutting lots so created are in accordance with the standards of Section 1111.

The Permit Holder acknowledges and agrees that neither this permit nor any prior pattern of use creates an ownership interest or other form of right in a particular configuration or number of accesses to or through the highway right-of-way, and that the right of access consists merely of a right to reasonable access the general system of streets, and is not a right to the most convenient access or any specific configuration of access.

DRAINAGE:

The Owner/Applicant shall install catch basins and outlets as may be necessary, in the opinion of the Engineer, to preclude interference with the drainage of the state highway. Direct connections shall not be allowed without written approval.

UTILITY WORK; CUTTING AND TRIMMING TREES:

The Owner/Applicant shall obtain the written consent of the adjoining owners or occupants or, in the alternative, an order from the State Transportation Board in accordance with, Vermont Statutes Annotated, Title 30, Section 2506, regarding cutting of or injury to trees.

In general, all utilities shall be located adjacent to the State Highway right-of-way boundary line and shall be installed without damaging the highway or the highway right-of-way. No pole, push-brace, guy wire or other aboveground facilities shall be placed closer than 10 feet to the edge of traveled-way. If the proposed utility facilities are in conflict with the above, each location is subject to the approval of the Engineer.

Poles and appurtenances shall be located out of conflict with intersection sight distance, guardrail, ditches, signs, culverts, etc.

Where the cutting or trimming of trees is authorized by permit, all debris resulting from such cutting and trimming shall be removed from the State Highway right-of-way.

Open cut excavation for highway crossings is NOT the option of the Applicant, and may be utilized only where attempted jacking, drilling, or tunneling methods fail or are impractical. The Owner/Applicant shall obtain an appropriate modification of the highway permit from the Engineer before making an open cut.

JOINT PERMITS:

A joint permit application is required when more than one party will be involved with the construction, maintenance, and/or operation of the facility being constructed under this permit. Examples include, but are not limited to, joint ownership or occupancy of a utility pole line and construction of a municipal utility line by a contractor. Both utility companies, and in the second case, the municipality and the contractor, must be joint applicants.

FOR AGENCY USE ONLY

PERMIT ID# _____
AMOUNT PAID _____
CHECK # _____
RECEIVED DATE _____
ACCEPTED BY _____

**VERMONT AGENCY OF TRANSPORTATION
State Highway Access and Work Permit**

FEE SCHEDULE (July 1, 2016)

The applicant shall pay the applicable administrative processing and application review fee by submitting a check made payable to the "State of Vermont" to the following address

Vermont Agency of Transportation
Development Review and Permitting Services Section
Barre City Place, 219 North Main Street
Barre, VT 05641
(802) 636-0037

Municipal and State projects are **not** exempt from fees. Nonprofit organizations and companies are **not** exempt from fees. Permit revisions and time completions are **not** exempt from fees. **Fees are not refundable.**

The Agency reserves the right to return an application that is incomplete, inaccurate or does not meet the requirements for a VSA, Title 19, Section 1111 Permit. The Agency may require an applicant to submit additional information that the Agency considers necessary in order to make a decision on the permit request. Calculate the fee using the table below (only **one** fee per permit)

Residential or Agricultural	\$0
Utility Installations	\$100
Minor Commercial Developments	\$250
Major Commercial Developments	\$2,500
Annual Utility Permits	\$500

Notes:

1. "Residential or Agricultural" means accesses serving a single-family home, a duplex residence, or a logging or field access for agricultural use only. Three or more dwelling units are considered a "Minor" or "Major" Commercial Development." **All** land subdivisions are considered either "Minor" or "Major Commercial Development";
2. "Utility Installations," include each direct connection to the State highway storm water system;
3. "Minor Commercial Developments" means a commercial development for which the Agency does not require the applicant to submit a traffic impact study;
4. "Major Commercial Developments" means a commercial development for which the Agency requires the applicant to submit a traffic impact study (in any case involving an access permit for a development contributing 75 or more peak hour trips to State highways based upon latest trip generation guidance by Institute of Transportation Engineers);
5. "Annual Utility Permits" are the Routine Maintenance and Emergency Repair Permits issued to utility companies;
6. There exist other types of permits for which a fee is **not** required. Examples of these types of permits are; temporary traffic control signage, survey or boring work, sidewalks, installation of traffic counting devices, trailer-mounted or permanent speed radar feedback signs and regrading of a roadside ditch; and
7. **Any questions please call the Permitting Services Office at (802) 636-0037**

Animal Control Officer
Town of Georgia
Job Description

Department: Administration
FLSA Status: Part-time, non-exempt & As Needed
Reports To: Town Administrator/Selectboard

OBJECTIVE/PURPOSE

The Animal Control Officer (ACO) is appointed by the Selectboard to administer and enforce Georgia’s Animal Control Ordinance. The ACO responds to citizens’ complaints; Handles animals in a humane and responsible manner and deals tactfully but firmly with animal owners. Independent judgement is expected, guided by the Selectboard’s instructions, and applicable State statutes. The ACO investigates complaints pertaining to domestic animals (i.e., dogs running at large, unregistered dogs, bites, barking and cruelty reports) and must meet the performance expectations in the ACO Protocol while enforcing the municipalities Animal Control Ordinance.

DUTIES AND RESPONSIBILITIES

- Respond to complaints about any animal in violation of the Ordinance within the Town of Georgia.
- When possible and appropriate, apprehend and transport animals in a safe and humane manner to the designated pound.
- Issues warnings and citations for violations of the Ordinance, and conducts follow-up visits as necessary.
- Seeks opportunities to educate animal owners about the Ordinance, and its impact on both animal and owner.
- Coordinates with Town Clerk’s office the verification of vaccinations, licenses, etc.
- Develop, update, and implement procedures, including the ordinance, with Selectboard oversight.
- Works independently, receiving general supervision from the Selectboard.
- Create and maintain records of each individual incident. Records must be complete and submitted to the Town Clerk within 7 calendar days of incident.

KNOWLEDGE, SKILLS, AND ABILITIES

- Required knowledge of local and state ordinances is expected.
- Knowledge of animal behavior, animal control laws, and skill in safely handling animals.
- Skills in apprehension of animals without causing harm and proper use of animal control equipment.
- The ability to interact thoughtfully and communicate professionally with the public, other town officials and local police departments.

EDUCATION AND EXPERIENCE

- No minimum level of education is required, however, a thorough knowledge of the town ordinance, as well as applicable State statutes, will be necessary;
- Eligible to hold town office;
- A citizen of the United States;
- A resident of the state of Vermont;
- 18 years of age or older;
- Available to carry out the duties of the position as listed above;
- Must be able to read and write; a requirement necessary to fill out report forms and issue fire prevention tickets;
- Must have a telephone and allow the town to publicly list the number;
- Although not mandatory, general good health is necessary to carry out most duties of the position;
- Reliable vehicle in which to respond to complaints, and, when possible and appropriate, to transport animals;
- Good interpersonal skills;
- Ability work irregular hours;
- Valid Driver’s License.

SALARY, ETC.

- The salary of the Animal Control Officer shall be determined by the Selectboard for time spent in the performance of the duties of his/her office.
- The Animal Control Officer shall receive stipends for mileage, equipment, and training.

DISCLAIMERS

The above information is intended to describe the general nature of this position and should not be considered a comprehensive statement of duties, activities, responsibilities, and requirements. Additional duties, activities, responsibilities, and requirements may be assigned, with or without notice, at any time.

EQUAL EMPLOYMENT OPPORTUNITY

The Town of Georgia is an Equal Employment Opportunity employer.

Bookkeeper
Town of Georgia
Job Description

Department: *Administration*
FLSA Status: *Full-time & Non-exempt*
Reports To: *Selectboard / Town Administrator*

OBJECTIVE/PURPOSE

The Bookkeeper performs a broad range of high-level administrative support duties for the Town Administrator. Work involves extensive public contact as well as effective, often independent, coordination with other Town departments and other government agencies. Good judgement, initiative, discretion, and accuracy are important. Under the general direction of the Town Administrator with ultimate responsibility to the Selectboard, this position advances the effective functioning of the Town's bookkeeping, financial reporting, generating, verifying and reconciling payroll and payroll reports, assisting in normal day-to-day accounting and finance functions of the Town and related administrative duties as required.

DUTIES AND RESPONSIBILITIES

- Handles all aspects of accounts payables and payroll: entering payables/timesheets, processing checks and mailing accordingly.
- Verifies and compiles deposits.
- Files invoices and timecards with processed checks to maintain an orderly accounting filing system.
- Assists with annual audits.
- Assists Town employees with payroll questions and issues.
- Works cooperatively with Town Administrator, Treasurer and Lister/Assessor for assistance of duties as needed.
- Performs routine office work in a professional manner including answering phones, e-mail, walk in inquiries from the general public.

KNOWLEDGE, SKILLS, AND ABILITIES

- Ability to comprehend and follow written and verbal instructions;
- Knowledge of basic arithmetic in order to perform the duties described;
- Ability to maintain composure when interacting with colleagues or members of the public;
- Ability to solve problems using strong reasoning and analytical skills;
- Demonstrated aptitude and enthusiasm for learning and following recommended procedures.

EDUCATION AND EXPERIENCE

- High school diploma or equivalent required; Associates degree preferred;
- 5 years of related or transferrable experience preferred; 3 years of related or transferrable experience required.

TOOLS/TECHNOLOGY

- Experience with NEMRC system is a plus;
- Experience with Microsoft Office including Excel, Word, and Power Point;
- Valid Driver's License.

PHYSICAL AND MENTAL DEMANDS

- Must be able to remain alert and in a stationary seated or upright posture for prolonged periods of time.
- Must be able to abruptly switch focus multiple times throughout the day to address frequently changing priorities.
- Requires the ability to maintain mental focus to produce accurate reports within a noisy, open office atmosphere.
- Requires the ability to effectively and discreetly present information to the general public both orally and in writing in concepts and terms that are succinct and easily understood by them.

WORK ENVIRONMENT/CONDITIONS

- Work is performed mostly in office settings.
- The employee is exposed to intermittent light physical demands in the office.
- Lifting (including overhead), carrying, pushing, and pulling light to moderate amounts of weight ranging between 20 pounds (overhead) and 50 pounds (waist height).
- Attendance at night-time meetings of the Selectboard may be required.
- The work week is Monday- Friday's from 8A.M. to 4P.M. but may include some evening work hours.

DISCLAIMERS

The above information is intended to describe the general nature of this position and should not be considered a comprehensive statement of duties, activities, responsibilities, and requirements. Additional duties, activities, responsibilities, and requirements may be assigned, with or without notice, at any time.

EQUAL EMPLOYMENT OPPORTUNITY

The Town of Georgia is an Equal Employment Opportunity employer.

Treasurer
Town of Georgia
Job Description

Department: *Finance*
FLSA Status: *Full-time & Non-exempt*
Reports To: *Town Administrator/ Selectboard*

OBJECTIVE/PURPOSE

This position is appointed by the Selectboard pursuant to 17 V.S.A. § 2651d(d). It is the responsibility of the Town Treasurer to effectively manage and administer the finances of the Town, including the receipt, expenditure, and custody of municipal funds. This position is responsible for the timely investment of funds and borrowing of money, and the preparation of a variety of financial records. The Treasurer maintains the general ledger, payroll entries, and serves as the Town’s primary contact for banking. This position also collects and records property tax payments and other fees on behalf of the Town. The Treasurer is subject to financial management and record-keeping practices and standards as set forth by applicable Vermont state statutes.

This position includes a variety of duties that require considerable judgment, discretion, and initiative in the interpretation and application of laws, regulations, and procedures. This is a salaried position supervised directly by the Town Administrator and is subject to the Town of Georgia Employee Policy. The Town Treasurer is responsible for the discharge of duties assigned by state and federal law, and those assigned by the Town Administrator and Selectboard.

DUTIES AND RESPONSIBILITIES

- Perform all functions in conformance with applicable policies, procedures, generally accepted municipal accounting practices, and state and federal law, in an efficient and accurate manner.
- Plans, directs, and supervises the work of the Treasurer’s Office, including preparation and administration of the department budget.
- Maintain charge of all municipal funds and hold responsibility for the deposit and disbursement of these monies with Selectboard authorization.
- Issue delinquent tax warrants.
- Ensure the Town’s accounting ledgers are accurate and up to date.
- Monitor cash levels in Town funds and arrange temporary or long-term borrowing of funds as necessary upon approval by the Selectboard.
- Responsible for ongoing debt management as incurred by the Town.
- Ensure all generally accepted accounting principles and protocols are adhered to and enforced in the financial management of the Town.
- Compile reports for the auditors and the annual town report as requested.
- Distribute timely and accurate financial reports as requested by the Selectboard, Town Administrator, town employees, or other town boards or commissions.
- Have a supporting role in compiling budgets.

- Administer Bookkeeper duties in the absence of bookkeeper. Prepare and issue checks for invoices and payroll for the Town when the Bookkeeper is unavailable.
- Oversees accounts payable and accounts receivable and maintains the checkbook balance between billing program and cash receipts program.
- Serve as school treasurer and work collaboratively with the school district and supervisory union staff to ensure functions are fulfilled.
- Remit the school district's portion of tax revenue to the school district.
- Meet with supervisory union staff as needed to review accounts.
- Participate in seminars, trainings, and workshops offered by the Vermont League of Cities and Towns (VLCT), Government Financial Officers (GFO) Association, Vermont Municipal Clerk and Treasurer's Association (VMCTA), and other organizations.
- Ability to manage confidential information in a professional and legal manner.
- Ability to engage in a positive manner with residents, the media and other town officials and employees.
- Dedication to Town's short- and long-range goals and objectives as determined by the voters, Selectboard and committees.
- Perform other associated duties as necessary as requested by the Selectboard.

KNOWLEDGE, SKILLS, AND ABILITIES

- Ability to communicate effectively and professionally with, and maintain cooperative relationships with, Town officials, employees, and the general public.
- Must be detail-oriented, possess strong organizational skills, and be able to multitask.
- Ability to work accurately under time constraints and in pressure situations.
- Excellent verbal and written communication skills.
- Capacity to plan and prioritize effectively.
- Honesty, reliability, discretion, and good judgment are essential to this position.
- Must be able to quickly switch focus multiple times a day to assess and address priorities.
- Ability to maintain mental focus in busy and open office atmosphere.
- Required and demonstrated ability to handle stressful conditions that include multiple and competing priorities.
- Advanced principles and practices of program development and administration.
- Collaborative approaches to problem-solving, relationship building, community engagement and leveraging available resources.
- Ability to define problems, gather data, establish facts and trends, and draw supportable conclusions.
- Ability to interpret a variety of instructions in formulaic or diagram form and deal with different types of abstract and concrete variables.
- Ability to seek out and apply for applicable grants, with selectboard approval, in the absence of a grant writer.

EDUCATION AND EXPERIENCE

- Bachelor's degree in appropriate discipline or equivalent combination of experience.
- Working knowledge of local government and municipal accounting software.
- Management or substantial administrative experience in a professional office environment.

- Experience in municipal general ledger reporting and financial statement preparation in conformance with generally accepted accounting principles.
- Experience in payroll processing and systems administration including a thorough knowledge of legal payroll requirements and basic employment law.

TOOLS/TECHNOLOGY

- Experience with NEMRC system is a plus;
- Experience with Microsoft Office including Excel, Word, and Power Point.

PHYSICAL AND MENTAL DEMANDS

- Must be able to remain alert and in a stationary seated or upright posture for prolonged periods of time.
- Must be able to abruptly switch focus multiple times throughout the day to address frequently changing priorities.
- Requires the ability to maintain mental focus to produce accurate reports within a noisy, open office atmosphere.
- Requires the ability to effectively and discreetly present information to the general public both orally and in writing in concepts and terms that are succinct and easily understood by them.

WORK ENVIRONMENT/CONDITIONS

- Work is performed mostly in office settings.
- The employee is exposed to intermittent light physical demands in the office.
- Lifting (including overhead), carrying, pushing, and pulling light to moderate amounts of weight ranging between 20 pounds (overhead) and 50 pounds (waist height).
- Attendance at night-time meetings of the Selectboard may be required.
- The work week is Monday- Friday’s from 8A.M. to 4P.M. but may include some evening work hours.

DISCLAIMERS

The above information is intended to describe the general nature of this position and should not be considered a comprehensive statement of duties, activities, responsibilities, and requirements. Additional duties, activities, responsibilities, and requirements may be assigned, with or without notice, at any time.

EQUAL EMPLOYMENT OPPORTUNITY

The Town of Georgia is an Equal Employment Opportunity employer.

**VERMONT DEPARTMENT OF PUBLIC SAFETY
TRAFFIC CONTROL/ENFORCEMENT SERVICES**

Section 13. Item #A.

LONG TERM CONTRACT

The undersigned, hereinafter referred to as "Client", agrees to reimburse the Vermont Department of Public Safety for traffic control and security services in accordance with 20 V.S.A. §1871(c) described below, performed by the Vermont State Police. The Department of Public Safety shall maintain control over DPS personnel for the duration of this contract. DPS owned equipment/facilities utilized by the trooper(s) assigned to complete these services shall remain under the control of DPS. Termination/Cancellation: This contract may be canceled by either party by giving written notice at least 30 days in advance. The Vermont State Police specifically reserves the right upon written notice to immediately terminate the contract or any portion thereof at no additional cost to the State. In the event that VSP does not have available resources or experiences a reduction in staff needed to provide the agreed upon services, VSP may suspend or cancel this contract immediately, and VSP shall have no obligation to provide such services.

VSP reserves the right to adjust the number of officers and/or the amount of hours of police services without penalty or obligation.

The client reserves the right to immediately cancel future services by providing written notice to VSP. Upon receipt of payment for services rendered, the client may provide written notice to VSP canceling the contract.

TOWN Georgia	BEGINNING DATE June 1, 2024	ENDING DATE May 31, 2025
------------------------	---------------------------------------	------------------------------------

SERVICES PROVIDED: General Police Services. The Vermont State Police (VSP) will enforce criminal and motor-vehicle laws and ordinances on all lands and public highway within the town of Georgia, VT. VSP will patrol roads to deter and prevent criminal activity, interact with the community, and foster the relationships between the residents of Georgia and the Vermont State Police, and do other services as required. The number of hours each week and the times of patrol will be mutually agreed upon by the VSP Program Coordinator and the Select-board Chairperson. This will adjust as needed and shall be subject to VSP availability. The Program Coordinator will also provide the Select-board with an annual report.

COMPENSATION

The Client will be charged on a per hour basis. **The rate will reflect the actual cost to the Department of the officer(s) providing services based on actual hours worked.** The client agrees additionally to reimburse the Department of Public Safety for overhead costs. The overhead rate includes the operating and administrative costs that are attributable to all programs. The following types of costs are included in this rate: dispatching, vehicle operating, and administrative costs.

State Police Rates - Total \$89.69

SP Overtime (average): \$74.12 | Overhead costs (average) \$15.57

Billing Computation	
1 Number of Officers	1 per shift
2 Hours of Service per Officer per week	8
3 Multiply Line 1 by Line 2 and Enter Weekly Hours	8 per week
4 Multiply Line 3 by total number of weeks of this contract and Enter Total	416
5 Multiply line 4 total by State Police Rates listed above and enter the estimated total cost to be billed	\$37,311.04
6 TOTAL CONTRACT NOT TO EXCEED:	\$37,311.04

Payment is required within thirty (30) days from receipt of invoice to the address shown.	Department of Public Safety ATTN: Accounts Payable 45 State Drive Waterbury, VT 05671-1300
---	---

SIGNATURES

By signing this contract, the Client, or Client's Agent, agrees that the Client, or Client's Agent will reimburse the Department of Public Safety for all costs as specified under Compensation.

Client/Client's Agent's Name (Print)	Company Name
Client/Client's Agent's Signature	Address

Date	Phone Number (include area code)	Section 13. Item #A.
VSP Station Commander		Date
Division Commander		Date
Commissioner, Department of Public Safety		Date