



GEORGIA VERMONT

Selectboard Regular Meeting Monday, February 23, 2026 at 6:00 PM Chris Letourneau Meeting Room and via Zoom Agenda

Zoom Details:

<https://us02web.zoom.us/j/6165843896?pwd=STduU2JzTmпиVmE1MXZSaWZWLzVadz09>

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 Special Meeting: Liquor Board for February 9, 2026
 - [B.](#) Approval of Selectboard Regular Meeting Minutes for February 9, 2026
 - [C.](#) Approval of Payroll Warrant
 - [D.](#) Approval of Warrant #2606
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**
 - [A.](#) Announcement of Franklin County Sherrif New Deputy Level III
 - [B.](#) Sheriff's Monthly Activity Report (January 2026)
 - [C.](#) Georgia Industrial Development Corporation (GIDC) Annual Report
8. **BOARD BUSINESS (Public comment on agenda items limited to 5 minutes)**
 - [A.](#) Philo Securities Maintenance
 - [B.](#) Acknowledge and Closure of the Ethics Complaint Received February 6, 2026
 - [C.](#) TAP Grant Change in Application and Process, Estimated 3-5 years, May Effect the Mill River Bridge Project

- D.** Social Media Policy - Action to Approve
- E.** Tobacco Free Policy - Action to Approve
- F.** Video Surveillance Policy - Action to Approve
- G.** Repeal Sidewalk Ordinance - Action to Approve

From the Town Attorney: The procedure for repealing an ordinance is the exact same as it is for adoption of the ordinance. The procedure is set out in 24 V.S.A. § 1972, and 24 V.S.A. § 1976 directs that amendments and repeals to ordinances are to follow the same procedure as for adoption. For policies, those are approved or amended/repealed by majority vote of the Selectboard.

- H.** Repeal Stump Dump Ordinance - Action to Approve
- I.** Repeal Policy for Replacing Mailboxes in the Towns Right of Way - Action to Approve
- J.** Fire Department New Hire - Action to Approve

9. UNFINISHED BUSINESS

- A.** Policy Review
 - i. Procurement Policy
 - ii. Highway Department Winter Road Maintenance Plan & Policy, with changes as recommended by Road Foreman Todd Cadieux
- B.** Library MOU - Under review with the Town Attorney
- C.** GPL Building Revitalization Committee Update
- D.** Bridge #28 (Mill River Bridge)
- E.** Bridge #8 (Georgia Shore at Mill River Road)

10. TOWN ADMINISTRATOR, TREASURER AND SELECTBOARD SUB COMMITTEES REPORTS

- A.** Public Works Director/Roads
 - Request by Georgia Public Library for interior door locks.
- B.** Town Administrator
 - TA Report
- C.** Treasurer

11. OTHER

12. PLAN NEXT MEETING AGENDA

- A.** Selectboard Special Meeting: Town Informational Meeting, March 2, 2026
- B.** Town Meeting Day: March 3, 2026
- C.** Selectboard Regular Meeting: March 9, 2026

13. PROPOSED EXECUTIVE SESSION (pursuant to 1 V.S.A sec 313 - requires two-thirds vote)

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.)

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: Liquor Board Monday, February 09, 2026 at 5:45 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)

1. CALL TO ORDER 5:45PM

SELECTBOARD PRESENT

Chair Kristina Senna, Kellie Bosenberg, Carl Rosenquist, Judith Nasca

SELECTBOARD ABSENT

Vice Chair Brian Dunsmore

STAFF PRESENT

Kollene Caspers, Lori Hobart, Stacey Katon, Cheryl Letourneau (via Zoom)

PUBLIC PRESENT

Zev Wertz

2. PLEDGE OF ALLEGIANCE

3. APPLICATION FOR LIQUOR LICENSE

A. Georgia Market

Motion to approve the Liquor License for Georgia Market

Motion made by C. Rosenquist, Seconded by J. Nasca

- Zev Wertz was present for Georgia Market, answered Selectboard questions.

Voting Yea: Chair Senna, K. Bosenberg, J. Nasca, C. Rosenquist

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4. ADJOURN

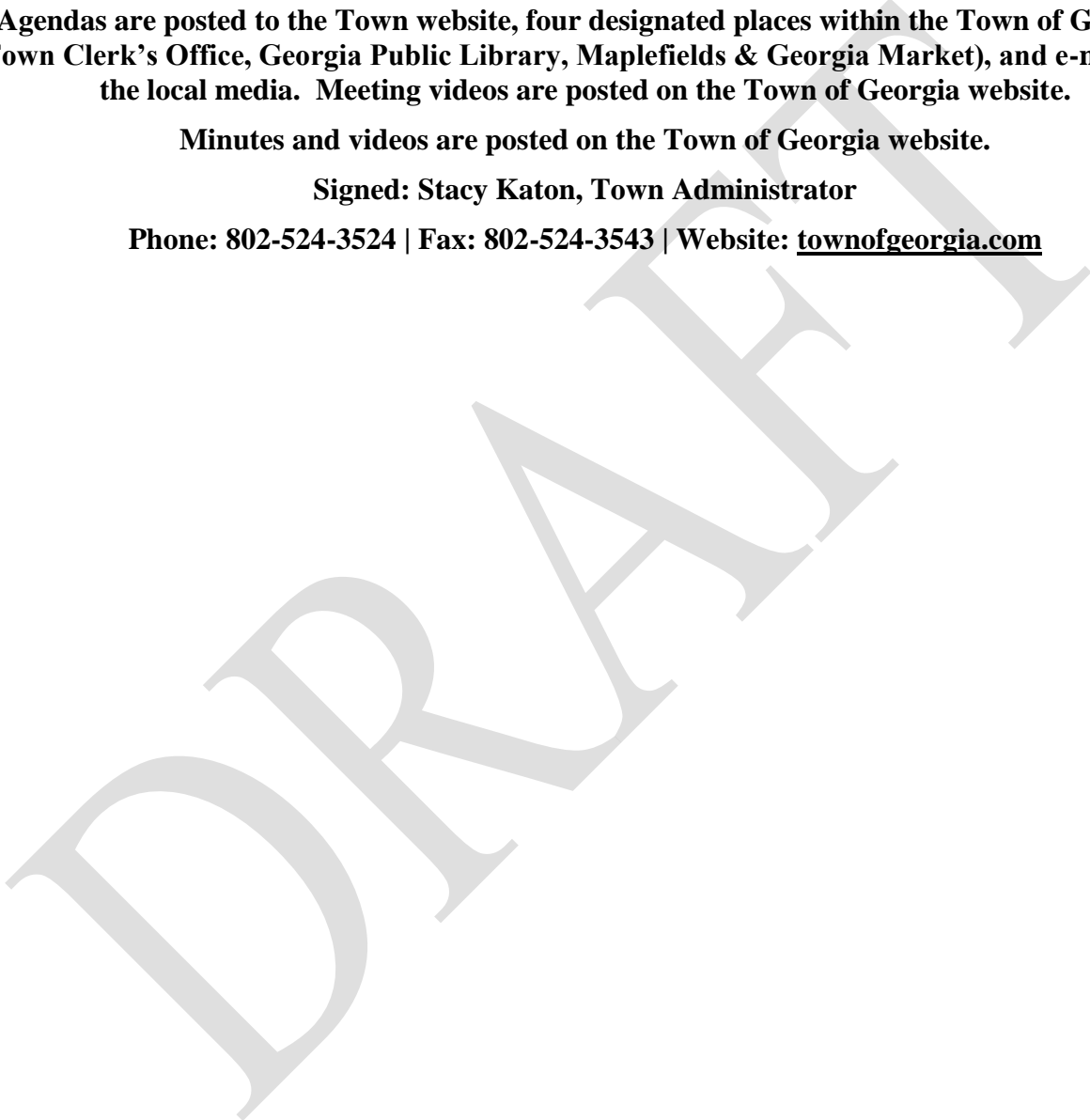
Motion to adjourn at 5:49pm
Motion made by C. Rosenquist, Seconded by J. Nasca
Voting Yea: Chair Senna, K. Bosenberg, J. Nasca, C. Rosenquist

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Minutes and 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 Regular Meeting Monday, February 09, 2026 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 6:00PM

SELECTBOARD PRESENT

Chair Kristina Senna, Kellie Bosenberg, Judith Nasca, Carl Rosenquist

SELECTBOARD ABSENT

Vice Chair Brian Dunsmore

STAFF PRESENT

Todd Cadieux, Kollene Caspers, Lori Hobart, Stacey Katon, Cheryl Letourneau (via Zoom)

PUBLIC PRESENT

Michael LCATV (via Zoom)

1. PLEDGE OF ALLEGIANCE

2. CHAIR UPDATE

3. ADDITIONS, DELETIONS, OR CHANGES TO THE AGENDA

- Chair Senna requested an Executive Session to discuss an ethics complaint (12B)

Motion to add the above to the Agenda.

Motion made by C. Rosenquist, Seconded by J. Nasca

Voting Yea: Chair Senna, K. Bosenberg, J. Nasca, C. Rosenquist

4. SELECTBOARD MINUTES AND WARRANTS

A. Approval of Selectboard Regular Meeting Minutes for January 26, 2026

Motion to approve minutes with no changes.

39 Motion made by J. Nasca, Seconded by C. Rosenquist
40 Voting Yea: Chair Senna, K. Bosenberg, J. Nasca, C. Rosenquist

41
42 B. Approval of Payroll Warrant, Warrant #2604 and Warrant #2605

43
44 Motion to approve the Payroll Warrant in the amount of \$23,033.72.

45 Motion made by J. Nasca, Seconded by K. Bosenberg
46 Voting Yea: Chair Senna, K. Bosenberg, J. Nasca, C. Rosenquist

47
48 Motion to approve Warrant #2604 in the amount of \$80,200.23 and Warrant #2605 in the
49 amount of \$14,479.12.

50 Motion made by C. Rosenquist, Seconded by J. Nasca

51
52 • L. Hobart answered questions on the Warrants. Warrant #2605 included the bill for Town
53 report book and invoices for rock salt and Paychex.

54 Voting Yea: Chair Senna, K. Bosenberg, J. Nasca, C. Rosenquist

55
56 **5. PUBLIC COMMENT (For items not on agenda)**

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

59
60 **6. CORRESPONDENCE**

61 A. Thank You from the Champlain Valley Office of Economic Opportunity (CVOEO)

62
63 **7. BOARD BUSINESS (Public comment on agenda items limited to 5 minutes)**

64 A. 2026 Preventative Maintenance Agreement with Brookfield for Generator Maintenance

65 Motion to approve the Preventative Maintenance Agreement with Brookfield for Generator
66 Maintenance, Plan #1 Major Services.

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

68 • T. Cadieux answered Selectboard questions on the maintenance agreement. He suggests
69 Plan #1 for major services.

70 Voting Yea: Chair Senna, K. Bosenberg, J. Nasca, C. Rosenquist

71
72 Motion to approve T. Cadieux signing the Agreement.

73 Motion made by K. Bosenberg, Seconded by J. Nasca

74 Voting Yea: Chair Senna, K. Bosenberg, J. Nasca, C. Rosenquist

75
76 B. Annual Certificate of Highway Milage - Action to Approve and Sign

77 From VTrans Mapping Section, this Certificate must be completed in order to determine
78 Georgia's share of State Aid for Town highways for FY2027 and to ensure that the Town
79 Highway Map remains current.

80 Motion to approve the Annual Certificate of Highway Milage and Signature.

81 Motion made by J. Nasca, Seconded by C. Rosenquist

82 Voting Yea: Chair Senna, K. Bosenberg, J. Nasca, C. Rosenquist

83
84 C. Assessor Request for Signature to Close the 2025 Grand List - signature needed

85 Motion for signature to close the Grand List.

86 Motion made by C. Rosenquist, Seconded by K. Bosenberg
87 Voting Yea: Chair Senna, K. Bosenberg, J. Nasca, C. Rosenquist
88

- 89 D. Request for Application for the HUD Grant for Public Facilities Preservation Initiative for
- 90 Small, Rural Public Libraries - Action to Approve
- 91 Application for capital projects funds from the Vermont Department of Libraries through the
- 92 U.S. Department of Housing and Urban Development (HUD). These grant awards to small,
- 93 rural public libraries in Vermont are intended to complete capital projects to maintain and
- 94 repair existing buildings and/or improve access to existing public library buildings. The
- 95 Department of Libraries anticipates awarding at least twenty (20) grants of \$50,000 - \$400,000
- 96 through a highly competitive process. The scoring rubric indicates GPL is an eligible building
- 97 and project. No matching funds are requested. A Procurement Policy is needed for application.

98 Motion to approve the application of the HUD grant.

99 Motion made by K. Bosenberg, Seconded by J. Nasca

- 100 • K. Caspers and K. Bosenberg answered Selectboard questions on the grant.

101 Voting Yea: Chair Senna, K. Bosenberg, J. Nasca, C. Rosenquist
102
103

- 104 E. Selectboard Approval of the Town PACIF Grant- Action to Approve
- 105 Motion for Selectboard approval to apply for the PACIF grant.

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

- 107 • T. Cadieux was present to answer questions on the grant.

108 Voting Yea: Chair Senna, K. Bosenberg, J. Nasca, C. Rosenquist
109

- 110 F. Town Highway Structure and Road Grant Program (Paving Grant) - Action to Approve
- 111 Motion for Selectboard to approve application of the Highway Structure and Road Grant
- 112 program, also known as the Paving Grant.

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

- 114 • T. Cadieux and S. Katon were present to answer questions on the grant.

115 Voting Yea: Chair Senna, K. Bosenberg, J. Nasca, C. Rosenquist
116

117 **8. UNFINISHED BUSINESS**

118 A. Policies and Ordinance Review:

119 i. **Social Media Policy**- Move to actionable items for next meeting, send policy with edits to
120 Department Heads for Review.

121 ii. **Tobacco Free Policy** - Move to actionable items for next meeting, send policy with edits to
122 Department Heads for Review.

123 iii. **Draft Procurement Policy** – Selectboard went through the policy, made revisions and
124 discussed changes in current grants and contracts given the new policy. Tabled for next
125 meeting.

126 iv. **Steps to Repeal Ordinances** – Selectboard discussed the process of repealing ordinances.
127 Both the Sidewalk Ordinance and the Stump Dump ordinance will be moved to actionable
128 items for the next meeting.

129 v. **Memo on Policy and Ordinance Review** –

- 130 • The **Video Surveillance policy** will be moved to actionable items for the next meeting.
- 131 • **Replacing Mailboxes** will be repealed as a policy.
- 132 • The **Covid-19 Safety and Health Work Plan (2020)** will be updated and returned to
133 the Selectboard for review.

- 134 • The **Fire Warden Policy and Procedure** will be repealed as a policy.
- 135 • The **Class 4 Roads** agreements – Follow up with Zoning Administrator, Doug
- 136 Bergstrom regarding the current road agreements he is using in the Zoning office.
- 137 • **Employee Animals in Municipal Buildings, Highway Department Winter Roads**
- 138 **Maintenance, Property Disposal and Injury Reporting Medical Treatment**
- 139 **Incident Review** policies will be reviewed at the next meeting.

140 vi. **Stump Dump Memo (2023)** -Taken under advisement.

141 B. Library MOU - At the Town Attorney for Review, will receive feedback mid to end of

142 February

143 C. GPL Building Revitalization Committee Update

- 144 • Chair Senna read a report provided by GPL Trustee and Revitalization Committee
- 145 member T. Cleveland. The Committee held a meeting last week, there was discussion
- 146 about the HVAC system and the well water.
- 147 • The well water connected to the library is shared with the neighboring property.
- 148 Suggestions include drilling a new well, given the potential liability that comes with a
- 149 shared well. According to the Deed (1994), if the well is to be replaced, it is at the
- 150 expense of the Town.

151 D. Bridge #28 (Mill River Bridge) – No updates.

152 E. Bridge #8 (Georgia Shore at Mill River Road) – No updates.

153
154 **9. TOWN ADMINISTRATOR, TREASURER AND SELECTBOARD SUB COMMITTEES**

155 **REPORTS**

156 A. Public Works

- 157 • T. Cadieux gave the Selectboard an update on Public Works and Roads. The cold
- 158 weather persists and the salt shortage continues. The roads crews have not been using
- 159 much salt, so the shortage will not be impacting Georgia.
- 160 • The new heaters in the Town garage are working well, keeping the furnace from
- 161 working overtime. He is waiting to hear back from the roofing company when the snow
- 162 guards on the roof will be installed.
- 163 • Over the weekend one of the truck's diesel exhaust filter rotted off. This is outside the
- 164 window for warranty and could be upwards of \$20,000-\$30,000 to be fixed
- 165 permanently. T. Cadieux and Town garage staff have made a temporary fix to get the
- 166 truck through the season.

167 B. Town Administrator

- 168 • Report included in the meeting packet, no questions from the Selectboard.

169 C. Treasurer

- 170 • Tax Sale Completed – Tax sale was successful; the purchasing party will wait one year
- 171 to give the owners a chance to pay the taxes.
- 172 • Payroll Report Year to Date - This will be included in the Payroll Warning weekly.
- 173 • While L. Hobart was reviewing 2025 transactions, one employee was double paid in
- 174 February 2025. L. Hobart talked to the employee, and they will pay the amount back,
- 175 but it is up to the Selectboard to determine how this will be completed. Chair Senna
- 176 suggested discussion continue in executive session.

177 **10. OTHER**

178 **11. PLAN NEXT MEETING AGENDA**

179 A. Selectboard Regular Meeting: February 23, 2026

180 B. Selectboard Special Meeting: Town Informational Meeting, March 2, 2026

- 181 **12. PROPOSED EXECUTIVE SESSION (pursuant to 1 V.S.A sec 313 - requires two-thirds vote)**
- 182 A. Personnel
- 183 B. Ethics Complaint
- 184 C. Payroll Issue

185
 186 Chair Senna would entertain a motion to enter into Executive Session to discuss Personnel,
 187 Ethics Complaint, and Payroll Issue which premature disclosure or discussion may be
 188 detrimental to the board in itself and/or individuals involved.

189 Motion to enter into Executive Session at 7:27pm.
 190 Motion made by C. Rosenquist, Seconded by J. Nasca
 191 Voting Yea: Chair Senna, K. Bosenberg, J. Nasca, C. Rosenquist

192
 193 Chair Senna would entertain a motion to enter into Executive Session to discuss Personnel,
 194 Ethics Complaint and Payroll Issue with Town Administrator Stacey Katon and Town
 195 Treasurer Lori Hobart under the provisions of Title 1, Section 313(a)(1)(A) of the Vermont
 196 Statutes.

197 Motion to invite S. Katon and L. Hobart to Executive Session.
 198 Motion made by K. Bosenberg, Seconded by J. Nasca
 199 Voting Yea: Chair Senna, K. Bosenberg, J. Nasca, C. Rosenquist

200
 201 Motion to exit from Executive Session at 8:30pm.
 202 Motion made by C. Rosenquist, Seconded by J. Nasca
 203 Voting Yea: Chair Senna, K. Bosenberg, J. Nasca, C. Rosenquist

204
 205 No action taken out of Executive Session.

206
 207 **13. ADJOURN**

208 Motion to adjourn at 8:32PM
 209 Motion made by C. Rosenquist, Seconded by K. Bosenberg
 210 Voting Yea: Chair Senna, K. Bosenberg, J. Nasca, C. Rosenquist

211
 212 **Agendas are posted to the Town website, four designated places within the Town of Georgia**
 213 **(Town Clerk’s Office, Georgia Public Library, Maplefields & Georgia Market), and e-mailed to**
 214 **the local media.**

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

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

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

Treasurer Payroll Report – Regular Selectboard Meeting – 02/23/2026

Payroll Check Date – 02/12/2026
Cash Requirement - \$ 19,652.62
Weekly

Payroll Check Date – 02/19/2026
Cash Requirement - \$ 20,991.43
Weekly & Bi-weekly

To the Treasurer of Town of Georgia,

We Hereby certify that payroll payments to several town employees that are recorded and paid from the payroll system, Paychex.

Each aggregate amount is listed above.

Let this be your order for the payments of these amounts.

Kristina Senna (Chair) _____

Brian Dunsmore (Vice Chair) _____

Carl Rosenquist _____

Judith Nasca _____

Kellie Bosenberg _____

02/19/26
10:18 am

Town of Georgia, Vermont Accounts Payable
Check Warrant Report # 2606 Current Prior Next FY Invoices
For checks For Check Acct 01 (General Fund) 02/23/26 To 02/23/26

Section 5. Item #D. 1 Georgia Treasurer
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Vendor	Invoice	Invoice Description	Purchase Amount	Discount Amount	Amount Paid	Check Number	Check Date
ABOVE PAR ABOVE PAR CLEANING LLC	5165-1752	library/town office clea	1040.00	0.00	1040.00	5275	02/23/26
AFLAC AFLAC	998847	monthly premium	102.00	0.00	102.00	5276	02/23/26
ALLEGIANC ALLEGIANCE TRUCKS	401048032:01	returned fittings	-32.53	0.00	-32.53	5277	02/23/26
ALLEGIANC ALLEGIANCE TRUCKS	401048033:01	connector return	-8.81	0.00	-8.81	5277	02/23/26
ALLEGIANC ALLEGIANCE TRUCKS	401048878:01	ember filter/def	378.04	0.00	378.04	5277	02/23/26
ALLEGIANC ALLEGIANCE TRUCKS	401048878:02	ember filter	99.58	0.00	99.58	5277	02/23/26
ALLEGIANC ALLEGIANCE TRUCKS	401049010:01	v band clamp	332.61	0.00	332.61	5277	02/23/26
AMAZON AMAZON CAPITAL SERVICES	1GGRDKLKYTF1	parts/supplies	70.64	0.00	70.64	5278	02/23/26
AMAZON AMAZON CAPITAL SERVICES	1WH1XCQT1YKX	office supplies	224.67	0.00	224.67	5278	02/23/26
APPLE APPLE INC	02.28.26	iPhone storage	0.99	0.00	0.99 E	22301	02/23/26
BLACKDOG BLACK DOG ELECTRICAL SERVICE L	8547	buzzer repair	164.00	0.00	164.00	5279	02/23/26
		back door strike					
CLOUD CLOUDPERMIT, INC.	3113	license	5000.00	0.00	5000.00	5280	02/23/26
		Building Module - \$2,000					
		Land Use Module - \$2,000					
		Licensing & Registration - \$1,000					
COMCAST COMCAST	-2588 012826	modem 2	14.95	0.00	14.95 E	22302	02/23/26
COMCAST COMCAST	-7699 020226	old garage	87.02	0.00	87.02 E	22303	02/23/26
D&M D & M FIRE SAFETY	INV-65611	add'l extinguisher inspe	383.00	0.00	383.00	5281	02/23/26
DESORCIE DESORCIE EMERGENCY PRODUCTS, L	21033	annual pump service	567.00	0.00	567.00	5282	02/23/26
		Ladder 1					
DESORCIE DESORCIE EMERGENCY PRODUCTS, L	21034	pump service	585.00	0.00	585.00	5282	02/23/26
		Engine 1					
DESORCIE DESORCIE EMERGENCY PRODUCTS, L	21046	pump service	1036.50	0.00	1036.50	5282	02/23/26
		Tanker 1					
DESORCIE DESORCIE EMERGENCY PRODUCTS, L	21047	pump service	590.50	0.00	590.50	5282	02/23/26
		Tanker 2					
EXIT18 EXIT 18 EQUIPMENT	98833	rubber support	19.00	0.00	19.00	5283	02/23/26
WEBBFW F W WEBB COMPANY	94714872	supplies	70.13	0.00	70.13	5284	02/23/26
FCSD FRANKLIN COUNTY SHERIFF DEPART	608 JAN 2026	Jan hours - 69	6570.87	0.00	6570.87	5285	02/23/26
GAP GEORGIA AUTO PARTS LLP	35471	spark plug, air freshene	8.44	0.00	8.44	5286	02/23/26
GAP GEORGIA AUTO PARTS LLP	36004	muffler cement	12.76	0.00	12.76	5286	02/23/26
GAP GEORGIA AUTO PARTS LLP	36060	plow markers	204.95	0.00	204.95	5286	02/23/26
GOT THAT GOT THAT RENTAL & SALES, INC.	150053	safety vest	19.99	0.00	19.99	5287	02/23/26
GMP GREEN MOUNTAIN POWER CORPORATI	-0004 020626	beach	53.61	0.00	53.61	5288	02/23/26
GMP GREEN MOUNTAIN POWER CORPORATI	-1297 020626	town beach	57.22	0.00	57.22	5288	02/23/26
HANDY HANDY BUICK GMC CADILLAC, INC.	22341	pipe & tie strap	842.23	0.00	842.23	5289	02/23/26
J&L J & L HARDWARE, INC.	550473	spring hinge	135.97	0.00	135.97	5290	02/23/26
J&L J & L HARDWARE, INC.	550838	roof rake/nuts,bolts etd	73.78	0.00	73.78	5290	02/23/26
J&L J & L HARDWARE, INC.	551086	key - recycle shop	3.40	0.00	3.40	5290	02/23/26
BONK LANDON BONK	02.18.26	rims & lugs	500.00	0.00	500.00	5291	02/23/26
		4 rims & tires for Chevy 2500 8 lug rims, 8x180 bolt battern					
LHSASS LHS ASSOCIATES INC	86092	election coding	1449.00	0.00	1449.00	5292	02/23/26
MUNSONE MUNSON EARTH MOVING CORP	20667	side dump cylinder	263.14	0.00	263.14	5293	02/23/26
MVP MVP Health Care, Inc.	22646125	March premium	10883.48	0.00	10883.48	5294	02/23/26
NEDENT NORTHEAST DELTA DENTAL	MAR 2026	monthly premium	615.15	0.00	615.15	5295	02/23/26
PAYCHEX PAYCHEX	14088414	3 kiosks	75.00	0.00	75.00 E	22305	02/23/26
PAYCHEX PAYCHEX	2026021001	19 tranx	187.86	0.00	187.86 E	22306	02/23/26
PAYCHEX PAYCHEX	2026021701	37 tranx	267.21	0.00	267.21 E	22307	02/23/26
PESTPRO PESTPRO, INC.	210216	monthly treatment	75.00	0.00	75.00	5296	02/23/26

02/19/26
10:18 am

Town of Georgia, Vermont Accounts Payable
Check Warrant Report # 2606 Current Prior Next FY Invoices
For checks For Check Acct 01 (General Fund) 02/23/26 To 02/23/26

Section 5. Item #D.	2
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Georgia Treasurer

Vendor	Invoice	Invoice Description	Purchase Amount	Discount Amount	Amount Paid	Check Number	Check Date
POWERPLAN POWERPLAN	11476522	inserts	1397.78	0.00	1397.78	5297	02/23/26
POWERPLAN POWERPLAN	11486299	tooth flex pin	36.80	0.00	36.80	5297	02/23/26
POWERPLAN POWERPLAN	CM11486434	return inserts	-616.06	0.00	-616.06	5297	02/23/26
PRIORITY PRIORITY EXPRESS, INC.	8059265	interlibrary loan	219.04	0.00	219.04	5298	02/23/26
PULASKI PULASKI PEST CONTROL	5208	monthly treatment	80.00	0.00	80.00	5299	02/23/26
QUADIENT QUADIENT FINANCE USA, INC	-2740 013026	postage	178.44	0.00	178.44	5300	02/23/26
VALLEE2 R L VALLEE INC	11227285	28.127 gal regular	80.89	0.00	80.89	5301	02/23/26
VALLEE2 R L VALLEE INC	11227286	19.153 gal regular	55.08	0.00	55.08	5301	02/23/26
LEHOUILL RICHARD LEHOUILIER	02.10.26	equipment repair	550.00	0.00	550.00	5302	02/23/26
11239 ROWLEY	534801	512 gal #2 diesel	1561.60	0.00	1561.60	5303	02/23/26
11239 ROWLEY	536898	711.0 #2 diesel	2310.75	0.00	2310.75	5303	02/23/26
9550 ROWLEY	01.28.26	unleaded gasoline	267.77	0.00	267.77	5304	02/23/26
UNIFIR UNIFIRST CORPORATION	1080321594	uniforms 02.04.26	218.81	0.00	218.81	5305	02/23/26
UNIFIR UNIFIRST CORPORATION	1080322790	uniforms 02.11.26	152.52	0.00	152.52	5305	02/23/26
VERIZON W VERIZON	6134990264	town cell phones	74.90	0.00	74.90	5306	02/23/26
FISH&GAME VERMONT FISH & WILDLIFE	2/1-2/7/26	fishing license	6.50	0.00	6.50	E 22304	02/23/26
VGS VERMONT GAS SYSTEMS INC	-5441 012926	fire station	1480.33	0.00	1480.33	5307	02/23/26
VGS VERMONT GAS SYSTEMS INC	-5994 012926	new garage	1716.57	0.00	1716.57	5307	02/23/26
VGS VERMONT GAS SYSTEMS INC	-7845 012926	town offices	292.49	0.00	292.49	5307	02/23/26
VGS VERMONT GAS SYSTEMS INC	-8090 012926	old garage	896.48	0.00	896.48	5307	02/23/26
VLCT VERMONT LEAGUE OF CITIES & TOW	-1986 020526	admin training	28.00	0.00	28.00	E 22308	02/23/26
VIKING VIKING -CIVES USA	4550072	truck parts	240.58	0.00	240.58	5308	02/23/26
VIKING VIKING -CIVES USA	4550088	cylinder side dump	800.86	0.00	800.86	5308	02/23/26
WBMASON W.B. MASON CO., INC.	259834663	water cooler	3.69	0.00	3.69	5309	02/23/26

02/19/2026

10:18 am

Town of Georgia, Vermont Accounts Payable

Check Warrant Report # 2606 Current Prior Next FY Invoices

For checks For Check Acct 01 (General Fund) 02/23/26 To 02/23/26

Section 5. Item #D. 3
GeorgiaTreasurer

Vendor	Invoice	Invoice Description	Purchase Amount	Discount Amount	Amount Paid	Check Number	Check Date
Report Total			45,057.17	0.00	45,057.17		

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 \$ ****45,057.17 Let this be your order for the payments of these amounts.

Kristina Senna (Chair)

Brian Dunsmore (Vice Chair)

Carl Rosenquist

Judith Nasca

Kellie Bosenberg

02/19/26
09:55 am

Town of Georgia, Vermont Accounts Payable
Invoice Edit List-Current-Last-Next FY
Invoices Up To 03/13/26

Section 5. Item #D.

Vendor	Man/ DirPay	Invoice Number	Purchase Order	Invoice Date	Due Date	Ck Acct	Invoice Description	Invoice Amount	Discenc. Amount	Discount Amount
ABOVE PAR ABOVE PAR CLEANING LLC		5165-1752		01/31/26	03/01/26	01	library/town office clean			
		1-7-05-28-45.60	Janitorial Supply/Svs.					1,040.00	0.00	0.00
AFLAC AFLAC		998847		02/11/26	03/01/26	01	monthly premium			
		1-2-00-05-10.38	AFLAC Withholding					102.00	0.00	0.00
ALLEGIANCE ALLEGIANCE TRUCKS		401048032:01		01/07/26	02/06/26	01	returned fittings			
		1-7-10-30-62.75	2013 International Repair					-32.53	0.00	0.00
		401048033:01		01/07/26	02/06/26	01	connector return			
		1-7-10-30-62.75	2013 International Repair					-8.81	0.00	0.00
		401048878:01		02/09/26	03/11/26	01	ember filter/def			
		1-7-10-30-62.00	Hwy Parts & Supplies					378.04	0.00	0.00
		401048878:02		02/10/26	03/12/26	01	ember filter			
		1-7-05-36-63.05	GFD Truck/App Repairs					99.58	0.00	0.00
		401049010:01		02/09/26	03/11/26	01	v band clamp			
		1-7-10-30-62.60	2020 Tandem Repairs					332.61	0.00	0.00
Total For ALLEGIANCE TRUCKS								768.89	0.00	0.00
AMAZON AMAZON CAPITAL SERVICES		1GGRDKLKYTF1		02/11/26	03/13/26	01	parts/supplies			
		1-7-10-30-62.00	Hwy Parts & Supplies					70.64	0.00	0.00
		1WH1XCQT1YKX		02/06/26	03/08/26	01	office supplies			
		1-7-05-20-22.00	Admin Office Supplies					224.67	0.00	0.00
Total For AMAZON CAPITAL SERVICES								295.31	0.00	0.00
APPLE APPLE INC		* 02.28.26		02/28/26	02/28/26	01	iPhone storage			
		1-7-05-28-30.70	New Hwy Garage Utilities					0.99	0.00	0.00
BLACKDOG BLACK DOG ELECTRICAL SE		8547		02/10/26	02/11/26	01	buzzer repair			
		1-7-05-28-45.25	Fire & Rescue Bldg Maint.					164.00	0.00	0.00
CLOUD CLOUDPERMIT, INC.		3113		12/01/25	03/01/26	01	license			
		1-7-05-20-44.07	Computer Software & Licen					2,000.00	0.00	0.00
		1-7-05-20-44.07	Computer Software & Licen					2,000.00	0.00	0.00
		1-7-05-20-44.07	Computer Software & Licen					1,000.00	0.00	0.00
Invoice 3113 Total								5,000.00	0.00	0.00
COMCAST COMCAST		* -2588 012826		01/28/26	02/23/26	01	modem 2			
		1-7-05-28-30.50	Town Hall Utilities					14.95	0.00	0.00
		* -7699 020226		02/02/26	02/27/26	01	old garage			
		1-7-05-28-30.35	Old Hwy Garage Utilities					87.02	0.00	0.00

02/19/26
09:55 am

Town of Georgia, Vermont Accounts Payable
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GeorgiaTreasurer

Vendor	Man/ DirPay	Invoice Number	Purchase Order	Invoice Date	Due Date	Ck Acct	Invoice Amount	Discenc. Amount	Discount Amount

Total For COMCAST							101.97	0.00	0.00
=====									
D&M	D & M FIRE SAFETY	INV-65611		01/19/26	02/18/26	01 add'l extinguisher inspec			
		1-7-05-28-45.25	Fire & Rescue Bldg Maint.				383.00	0.00	0.00
DESORCIE	DESORCIE EMERGENCY PROD	21033		02/04/26	03/06/26	01 annual pump service			
		1-7-05-36-63.05	GFD Truck/App Repairs				567.00	0.00	0.00
		21034		02/04/26	03/06/26	01 pump service			
		1-7-05-36-63.05	GFD Truck/App Repairs				585.00	0.00	0.00
		21046		02/07/26	03/09/26	01 pump service			
		1-7-05-36-63.05	GFD Truck/App Repairs				1,036.50	0.00	0.00
		21047		02/07/26	03/09/26	01 pump service			
		1-7-05-36-63.05	GFD Truck/App Repairs				590.50	0.00	0.00
Total For DESORCIE EMERGENCY PRODUCTS, LLC							2,779.00	0.00	0.00
=====									
EXIT18	EXIT 18 EQUIPMENT	98833		02/17/26	02/27/26	01 rubber support			
		1-7-10-30-62.00	Hwy Parts & Supplies				19.00	0.00	0.00
WEBBFW	F W WEBB COMPANY	94714872		02/10/26	03/12/26	01 supplies			
		1-7-10-30-62.00	Hwy Parts & Supplies				70.13	0.00	0.00
FCSO	FRANKLIN COUNTY SHERIFF	608 JAN 2026		02/02/26	03/04/26	01 Jan hours - 69			
		1-7-05-30-45.05	Law Enforcement				6,570.87	0.00	0.00
GAP	GEORGIA AUTO PARTS LLP	35471		01/29/26	02/28/26	01 spark plug, air freshener			
		1-7-10-30-62.00	Hwy Parts & Supplies				8.44	0.00	0.00
		36004		02/09/26	03/11/26	01 muffler cement			
		1-7-10-30-62.60	2020 Tandem Repairs				12.76	0.00	0.00
		36060		02/10/26	03/12/26	01 plow markers			
		1-7-10-30-62.00	Hwy Parts & Supplies				204.95	0.00	0.00
Total For GEORGIA AUTO PARTS LLP							226.15	0.00	0.00
=====									
GOT THAT	GOT THAT RENTAL & SALES	150053		02/04/26	02/04/26	01 safety vest			
		1-7-10-40-18.00	Highway Uniforms/Boots				19.99	0.00	0.00
GMP	GREEN MOUNTAIN POWER CO	-0004 020626		02/06/26	03/05/26	01 beach			
		1-7-05-28-30.20	Town Beach Utilities				53.61	0.00	0.00
		-1297 020626		02/06/26	03/05/26	01 town beach			
		1-7-05-28-30.20	Town Beach Utilities				57.22	0.00	0.00

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Town of Georgia, Vermont Accounts Payable
Invoice Edit List-Current-Last-Next FY
Invoices Up To 03/13/26

Section 5. Item #D.

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GeorgiaTreasurer

Vendor	Man/DirPay	Invoice Number	Purchase Order	Invoice Date	Due Date	Ck Acct	Invoice Amount	Discenc. Amount	Discount Amount
Total For GREEN MOUNTAIN POWER CORPORATION							110.83	0.00	0.00
HANDY	HANDY BUICK GMC CADILLA	22341		02/12/26	02/12/26	01 pipe & tie strap			
		1-7-10-30-62.85	2020 GMC Sierra Repairs				842.23	0.00	0.00
J&L	J & L HARDWARE, INC.	550473		02/05/26	02/28/26	01 spring hinge			
		1-7-05-28-45.25	Fire & Rescue Bldg Maint.				135.97	0.00	0.00
		550838		02/12/26	02/28/26	01 roof rake/nuts,bolts etd			
		1-7-10-30-62.00	Hwy Parts & Supplies				73.78	0.00	0.00
		551086		02/17/26	02/28/26	01 key - recycle shop			
		1-7-05-28-45.50	Town Hall Building Maint.				3.40	0.00	0.00
Total For J & L HARDWARE, INC.							213.15	0.00	0.00
BONK	LONDON BONK	02.18.26		02/18/26	02/18/26	01 rims & lugs			
		1-7-10-30-62.90	2022 GMC Sierra Repairs				500.00	0.00	0.00
LHSASS	LHS ASSOCIATES INC	86092		02/05/26	03/07/26	01 election coding			
		1-7-05-10-25.00	Election Expenses				1,449.00	0.00	0.00
MUNSONE	MUNSON EARTH MOVING COR	20667		02/02/26	03/04/26	01 side dump cylinder			
		1-7-10-30-62.40	2017 Tandem Repairs				263.14	0.00	0.00
MVP	MVP Health Care, Inc.	22646125		02/08/26	02/28/26	01 March premium			
		1-2-00-05-10.36	Health Withholding				835.60	0.00	0.00
		1-7-05-05-10.23	Gen Gov Insurance Benefit				2,048.36	0.00	0.00
		1-7-05-10-10.18	Clerks Office Ins Bene				-972.98	0.00	0.00
		1-7-05-70-14.00	Library Health Insurance				1,997.81	0.00	0.00
		1-7-10-05-10.13	Highway Ins. Benefits				6,974.69	0.00	0.00
Invoice 22646125 Total							10,883.48	0.00	0.00
NEDENT	NORTHEAST DELTA DENTAL	MAR 2026		02/17/26	03/01/26	01 monthly premium			
		1-7-05-05-10.25	Gen Gov Insurance Dental				39.79	0.00	0.00
		1-7-10-05-10.14	Highway Ins Dental				123.63	0.00	0.00
		1-7-05-28-10.06	Public Works Ins. Dental				51.13	0.00	0.00
		1-7-05-10-10.20	Clerks Office Ins. Dental				44.05	0.00	0.00
		1-7-05-36-10.19	Fire & Rescue Ins. Dental				39.79	0.00	0.00
		1-7-05-70-16.00	Library Dental Insurance				51.13	0.00	0.00
		1-2-00-05-10.35	Dental Withholding				225.84	0.00	0.00
		1-7-05-15-10.05	Treasurer Ins. Dental				39.79	0.00	0.00
Invoice MAR 2026 Total							615.15	0.00	0.00
PAYCHEX	PAYCHEX	* 14088414		02/05/26	02/20/26	01 3 kiosks			
		1-7-05-05-45.00	Admin Contracted Services				75.00	0.00	0.00

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Town of Georgia, Vermont Accounts Payable
Invoice Edit List-Current-Last-Next FY
Invoices Up To 03/13/26

Section 5. Item #D.

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GeorgiaTreasurer

Vendor	Man/ DirPay	Invoice Number	Purchase Order	Invoice Date	Due Date	Ck Acct	Invoice Amount	Discenc. Amount	Discount Amount
		* 2026021001		02/10/26	02/12/26	01 19 tranx			
		1-7-05-05-45.00	Admin Contracted Services				187.86	0.00	0.00
		* 2026021701		02/17/26	02/19/26	01 37 tranx			
		1-7-05-05-45.00	Admin Contracted Services				267.21	0.00	0.00
Total For PAYCHEX							530.07	0.00	0.00
PESTPRO	PESTPRO, INC.	210216		02/10/26	02/10/26	01 monthly treatment			
		1-7-05-28-45.50	Town Hall Building Maint.				75.00	0.00	0.00
POWERPLAN	POWERPLAN	11476522		02/06/26	02/28/26	01 inserts			
		1-7-10-30-62.10	2012 Backhoe Repairs				1,397.78	0.00	0.00
		11486299		02/17/26	02/28/26	01 tooth flex pin			
		1-7-10-30-62.10	2012 Backhoe Repairs				36.80	0.00	0.00
		CM11486434		02/17/26	02/28/26	01 return inserts			
		1-7-10-30-62.10	2012 Backhoe Repairs				-616.06	0.00	0.00
Total For POWERPLAN							818.52	0.00	0.00
PRIORITY	PRIORITY EXPRESS, INC.	8059265		01/31/26	03/02/26	01 interlibrary loan			
		1-7-05-70-22.30	Library Interlibrary Loan				219.04	0.00	0.00
PULASKI	PULASKI PEST CONTROL	5208		02/12/26	02/28/26	01 monthly treatment			
		1-7-05-28-30.30	Library Utilities				80.00	0.00	0.00
QUADIENT	QUADIENT FINANCE USA, I	-2740 013026		01/30/26	02/27/26	01 postage			
		1-7-05-20-21.00	Admin Postage				178.44	0.00	0.00
VALLEE2	R L VALLEE INC	11227285		01/31/26	03/02/26	01 28.127 gal regular			
		1-7-10-30-51.00	Fuels And Oils				80.89	0.00	0.00
		11227286		01/31/26	03/02/26	01 19.153 gal regular			
		1-7-10-30-51.00	Fuels And Oils				55.08	0.00	0.00
Total For R L VALLEE INC							135.97	0.00	0.00
REEDSUPPL	REED SUPPLY CO., INC.	150506		12/31/25	01/30/26	01 truck v-bar			
		1-7-10-30-62.00	Hwy Parts & Supplies				306.00	0.00	0.00
		CM 150564		01/07/26	01/07/26	01 truck V-bar			
		1-7-10-30-62.00	Hwy Parts & Supplies				-380.00	0.00	0.00
Total For REED SUPPLY CO., INC.							-74.00	0.00	0.00

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Town of Georgia, Vermont Accounts Payable
Invoice Edit List-Current-Last-Next FY
Invoices Up To 03/13/26

Section 5. Item #D.

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GeorgiaTreasurer

Vendor	Man/DirPay	Invoice Number	Purchase Order	Invoice Date	Due Date	Ck Acct	Invoice Description	Invoice Amount	Discenc. Amount	Discount Amount
LEHOUILLE RICHARD LEHOULLIER		02.10.26		02/10/26	02/10/26	01	equipment repair			
		1-7-10-30-62.50	Grader Repairs					550.00	0.00	0.00
11239 ROWLEY		534801		01/27/26	02/02/26	01	512 gal #2 diesel			
		1-7-10-30-51.00	Fuels And Oils					1,561.60	0.00	0.00
		536898		02/12/26	02/17/26	01	711.0 #2 diesel			
		1-7-10-30-51.00	Fuels And Oils					2,310.75	0.00	0.00
Total For ROWLEY								3,872.35	0.00	0.00
9550 ROWLEY		01.28.26		01/28/26	02/27/26	01	unleaded gasoline			
		1-7-10-30-51.00	Fuels And Oils					267.77	0.00	0.00
UNIFIR UNIFIRST CORPORATION		1080321594		02/04/26	03/06/26	01	uniforms 02.04.26			
		1-7-10-40-18.00	Highway Uniforms/Boots					218.81	0.00	0.00
		1080322790		02/11/26	03/13/26	01	uniforms 02.11.26			
		1-7-10-40-18.00	Highway Uniforms/Boots					152.52	0.00	0.00
Total For UNIFIRST CORPORATION								371.33	0.00	0.00
VERIZON W VERIZON		6134990264		02/01/26	02/21/26	01	town cell phones			
		1-7-05-28-30.25	Fire & Rescue Utilities					37.45	0.00	0.00
		1-7-05-28-30.70	New Hwy Garage Utilities					37.45	0.00	0.00
Invoice 6134990264 Total								74.90	0.00	0.00
FISH&GAME VERMONT FISH & WILDLIFE		* 2/1-2/7/26		02/12/26	02/12/26	01	fishing license			
		1-2-40-20-10.10	State Of VT Fish & Wildli					6.50	0.00	0.00
VGS VERMONT GAS SYSTEMS INC		-5441 012926		01/29/26	02/23/26	01	fire station			
		1-7-05-28-30.25	Fire & Rescue Utilities					1,480.33	0.00	0.00
		-5994 012926		01/29/26	02/23/26	01	new garage			
		1-7-05-28-30.70	New Hwy Garage Utilities					1,716.57	0.00	0.00
		-7845 012926		01/29/26	02/23/26	01	town offices			
		1-7-05-28-30.50	Town Hall Utilities					292.49	0.00	0.00
		-8090 012926		01/29/26	02/23/26	01	old garage			
		1-7-05-28-30.35	Old Hwy Garage Utilities					896.48	0.00	0.00
Total For VERMONT GAS SYSTEMS INC								4,385.87	0.00	0.00
VLCT VERMONT LEAGUE OF CITIE		* -1986 020526		02/05/26	02/05/26	01	admin training			
		1-7-05-20-44.00	Admin Training					28.00	0.00	0.00

02/19/26
09:55 am

Town of Georgia, Vermont Accounts Payable
Invoice Edit List-Current-Last-Next FY
Invoices Up To 03/13/26

Vendor	Man/ Invoice DirPay Number	Purchase Invoice Order	Invoice Date	Due Date	Ck Acct	Invoice Description	Invoice Amount	Discenc. Amount	Discount Amount
VIKING	VIKING -CIVES USA	4550072	01/30/26	03/01/26	01	truck parts			
		1-7-10-30-62.60	2020 Tandem Repairs				240.58	0.00	0.00
		4550088	01/30/26	03/01/26	01	cylinder side dump			
		1-7-10-30-62.40	2017 Tandem Repairs				800.86	0.00	0.00
Total For VIKING -CIVES USA							1,041.44	0.00	0.00
WBMASON	W.B. MASON CO., INC.	259834663	02/03/26	03/05/26	01	water cooler			
		1-7-10-30-55.10	Hwy Office Supplies				3.69	0.00	0.00
Report Grand Total							44,983.17	0.00	0.00

Fund Totals	Expenditures	Dis-Encumbrance
1	44,983.17	0.00
	44,983.17	0.00

+74.00

45,057.17



Hiring Update

From Sheriff John Grismore <john.grismore@fcsovt.com>
Date Fri 2/13/2026 8:13 AM
To Georgia Town Administrator <administrator@townofgeorgia.com>

Stacy,

I'm pleased to announce that we've hired a full-time, Level III deputy who will be starting with us March 16th. I appreciate your patience and understanding as we continually battle with challenging workforce conditions (frankly, we were able to fill the vacancy much quicker than anticipated). We are hopeful that our new Deputy will be an excellent fit for our organization and for Franklin County. We'll be sure to have him make the rounds to meet everyone.

Best,

John

John Grismore
SHERIFF
Franklin County Vermont

john.grismore@fcsovt.com

(802) 524-2121 - Main Office
(802) 524-2166 - Central Dispatch

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<https://www.fcsovt.com>
<https://www.facebook.com/FranklinCountySheriffVermont>



FRANKLIN COUNTY SHERIFF

John Grismore
Sheriff

387 Lake Road
P.O. Box 367
St. Albans, Vermont 05478
(802) 524-2121 – Office
(802) 524-7947 – Fax

Captain Chad Miles
Chief Deputy

Tina Ploof
Business Manager

Crystal Forcier
Office Manager

DATE: 02/12/2026
TO: Stacy Katon, Town Administrator, Town of Georgia
FROM: John Grismore, Sheriff
RE: January Monthly Reporting

January Notes:

With the wintry weather, incidents remain relatively low. We also lost a full-time patrol deputy to another department in mid-January resulting in a decrease in the number of patrol hours committed. This, combined with consistently poor weather, yielded lower traffic enforcement numbers in January. The number of incidents reported in January was down from 39 in the previous month to 21. Most notably, the number of traffic stops decreased from 27 to 15 – again attributed to more hazardous road conditions in January vs. December. From the 15 traffic stops, we issued 17 warnings and 7 tickets. Of those, only 2 were related to speeding violations.

Issues impacting the quality of life continue to remain very low.

Forward Looking:

As we lost a full-time patrol deputy, we have been actively looking to identify viable candidates. As of this report, we have one full-time patrol candidate (Level III Certified) in the final stages of the process as well as two candidates in earlier phases of the process. Both are currently uncertified and will require academy training before being eligible for patrol.

Report Summary:

	August	September	October	November	December	January
Total Hours Worked	102.5	81	94.75	86	92	69
Total Incidents	50	47	35	39	39	21
Incidents Per Hour Worked	0.49	0.58	0.37	0.45	0.42	0.30
Total Drug Involvements				1	1	0
Total Arrest Charges	14	6	6	1	1	1
Total Traffic Stops	33	24	24	33	27	15
Total Directed Patrols	3	3	0	1	2	0
Total Warnings Issued	33	22	22	28	28	17
Total Tickets Issued	13	10	11	11	6	7

Incident Data:

Traffic Stop	15
Accident - Property damage only	1
Assist - Agency	1
Assist - Motorist	1
DLS	1
Motor Vehicle Complaint	1
VIN verification	1

Arrest Data:

Driving with a Criminally Suspended License	1
---	---

Motor Vehicle Enforcement Data:

NR - Persons Required To Register	5
VNI - Vehicle Not Inspected Within 15 Days Of Vt. Registration	5
DEF - Condition Of Vehicle	3
DP - Failed To Display Front Registration Plate	2
DP2 - Failed to Display Rear Registration Plate or Failed to Display Both Registration Plates	2
INS - Operating Without Liability Insurance	2
OWS - Obstructing Windshields	2
CEL - Using Portable Electronic Device Outside Work or School Zone 1st violation	1
S02 - 11-20 MPH Over Speed Limit	1
SL2 - 11-20 MPH Over Speed Limit	1

Community Correspondence:

Date	Mode	Contact Name	Information/Concern	Action(s) Taken
			There were no issues surfaced by the public in January.	



FRANKLIN COUNTY SHERIFF

ACTIVITY REPORT - JANUARY 2026

Date / Time	Incident Type	Location
1/5/2026 10:33	Traffic Stop	Ethan Allen Hwy / Dee Rd
1/5/2026 10:44	Traffic Stop	Ethan Allen Hwy / Maplefields
1/5/2026 11:05	Traffic Stop	Ballard Rd / Ethan Allen Hwy
1/5/2026 12:08	Traffic Stop	Ethan Allen Hwy / Maplefields
1/9/2026 16:11	Accident - Property damage only	110 Woods Hollow Dr
1/9/2026 19:20	Traffic Stop	Ethan Allen Hwy / Highbridge Rd
1/13/2026 10:21	Traffic Stop	Ethan Allen Hwy / Sunset Cir
1/13/2026 12:02	Traffic Stop	Ethan Allen Hwy / Georgia Market
1/13/2026 12:10	Traffic Stop	Ethan Allen Hwy / Maplefields
1/13/2026 14:53	Traffic Stop	492 Mill River Rd
1/13/2026 16:03	DLS	Ethan Allen Hwy / Maplefields
1/16/2026 9:46	Traffic Stop	Ethan Allen Hwy / Sunset Cir
1/18/2026 21:13	Traffic Stop	Ethan Allen Hwy / Library
1/19/2026 0:57	Assist - Motorist	Georgia Park & Ride
1/21/2026 15:20	VIN verification	2715 Ethan Allen Hwy
1/22/2026 10:51	Traffic Stop	Ethan Allen Hwy / Manor Dr
1/25/2026 22:08	Motor Vehicle Complaint	498 Sandy Birch Rd
1/28/2026 9:40	Traffic Stop	97 Ballard Rd
1/28/2026 10:42	Traffic Stop	Ethan Allen Hwy / Library
1/28/2026 15:43	Traffic Stop	5593 Georgia Shore Rd
1/31/2026 23:44	Assist - Agency	2834 Skunk Hill Rd

GEORGIA INDUSTRIAL DEVELOPMENT CORPORATION
Established 1981

Georgia, Vermont

January 2026

Dear Georgia Residents:

The following report is being issued by the Board of Directors of the Georgia Industrial Development Corporation. The main purpose of our corresponding with Georgia residents is to make a clear and concise statement on the purpose of the Georgia Regional Dairy Industrial Park its current performance and what is in store for the future of the park. It should be stated that the park was set up in order to expand the town's tax base without greatly increasing municipal expenses. Georgia's goal was to create a diversified tax base through industrial and commercial expansion within the community was thought to be a necessity. This is no longer the case since Act 60 was implemented on the state level.

Background:

In 1969, the 67 acres, because of its location with direct access to 1-89 and the railroad, was determined in the Franklin County Regional Development Plan as a prime location for an industrial park.

The State of Vermont, through the corporate vehicle of the "Vermont Whey Pollution Abatement Authority" in 1975 constructed a 9.6-million-dollar whey processing plant east of the industrial park site. (Whey is the by-product of cheese production. One hundred pounds of milk yields ten pounds of cheese and ninety pounds of liquid whey.) A feasibility study undertaken jointly in 1977 by the Economic Development Council of Northern Vermont, now known as the Northern Vermont Economic Development District) and the Franklin- Grand Isle Regional Planning and Development Commission (now known as the Northwest Regional Planning Commission) evaluated the potential of specific industries selecting this site for new or expanded operations due to its proximity to the new whey processing plant. In its summary, the study entitled "The Location of Dairy Industries at Georgia, Vermont, An Evaluation", concluded that the utilization of whey is the dairy industry's wide, open growth sector, and that the completion of the Vermont Whey Pollution Abatement Authorities 1.5 million gallons per day whey processing plant, establishes Georgia as the focal center for dairy product related industrial growth in New England.

The Community:

Georgia, Vermont located in the southwestern portion of Franklin County, approximately 7 miles south of St. Albans and 18 miles north of the City of Burlington in Chittenden County, literally was rediscovered with the completion of 1-89 in 1968. This, together with the rapid expansion of the economy in the greater Burlington area, has had the combined effect of converting the Town of Georgia into one of the fastest growing communities in the entire state. Until the establishment of the industrial park, the growth of the town was almost exclusively residential- making for a significantly unbalanced tax base.

A review of Georgia's recent population trend shows persistent growth although that growth has slowed since the 1990s. From the mid to late 1900s Georgia saw steady increases, from 1,055 in 1950 to 2,818 in 1980, representing a 167% rise in residents. The biggest increase (64.7%) was from 1970 to 1980. Since then the population grew from 3,753 in 1990 to 4,845 by 2020. This still represents an increase of 29% over a 30-year period. This growth comes at a time when many Vermont communities are experiencing population decreases.

Living in Georgia offers residents a rural feel while affording them the ability to be close to the large variety of goods and services and recreational opportunities that are provided both locally and in the Burlington area. Much of the population growth can be attributed to this proximity but also to Georgia's success in retaining neighborhoods that are scaled to its semi-rural nature while being business-friendly, able to attract and retain employers. The Town of Georgia has been able to maintain a balanced tax base which is critical to providing fundamental community services and an above-average school system.

The Georgia Regional Dairy Industrial Park-Financial History and Current Status

The park was created and financed through the foresight of the selectmen and voters of the town by investing in a speculation-specialized industrial park as a means of positioning itself for tax and job generation for the future. This was done after seven years of research and promoting the creation of the park, which allowed us to obtain funding for the Regional Dairy Park from the following sources.

- \$390,000 – Economic Development Administration (Federal Agency)
- \$130,000 – Farmers Home Administration (Federal Agency)
- \$130,000 – Georgia Industrial Development Corporation
- \$125,000 – Town of Georgia
- \$150,000 – Town of Georgia appropriated by voters 12/07/81
- \$925,000 – Total Park Funding

Of the total \$925,000 funding package, \$520,000 was obtained in grants, which means that there is no payback required on these funds. \$275,000 was appropriated as an investment by the voters of Georgia and \$130,000 was borrowed by the Georgia Industrial Development Corporation. This is a corporate obligation and not a town obligation. Since the initiation of construction in the fall of 1981, we are able to report that the total town's borrowing of \$275,000 has been paid in full.

We are all very fortunate that while the park was still under construction (roads, three phase power, fire system, water treatment and distribution facilities, etc.), negotiations were completed and in May of 1982, Wyeth purchased a major portion of the park (25 acres) and initiated construction.

In order to attract quality companies like Wyeth (now Perrigo), it was necessary to establish favorable tax advantages as a major inducement for a company to choose Georgia versus other parks within the State of Vermont and/or other locations competitive to us in the Northeastern United States. This form of tax advantage is not unique to the Georgia Industrial Park- it has been, and is happening, all over the United States as a major inducement for industries locating in one area versus another. Simply stated, you give something to get something! From 1987 to present, the occupants in the park have paid over \$14.3 million in property taxes.

The Georgia Regional Industrial Park is owned and operated by the Georgia Industrial Development Corporation (GIDC). As part of the overall plan for the park, it was recognized that, for it to be successful, it required management capacity and a commitment that was beyond the time and effort the Selectmen could devote to this endeavor. Therefore, since its concept, it has been intended that a private (independent) non-profit corporation be created to own and be responsible for the daily operating and marketing of the park. Thus, the creation in 1981 of the Georgia Industrial Development Corporation.

The Board of Directors are appointed in accordance with our Articles of Association. To assure that there is always a direct liaison to the Georgia residents, three of the director positions are elected by the voters of the town, one each year for a three-year term. In addition to that two positions on the Board are reserved for Selectboard persons and two for Planning Commission persons.

2025 Update

Forty-four years ago, The Georgia Industrial Development Corporation (GIDC) made a significant commitment to the Town of Georgia by constructing the necessary infrastructure needed to attract quality companies which have offered outstanding employment opportunities to residents

of Georgia and beyond. The Park currently employs just over 550 people and has one lot available for purchase.

Part of the infrastructure which was constructed Forty-four years ago included a water treatment and distribution facility. The plant provides fire suppression capabilities and potable water for all of the park's tenants as well as water for all production needs. The water plant has been immaculately maintained over the years by the current crew of certified operators Brent Palmer, Troy Baker, Tony Heinlein, and Butch Lovelette. This team of individuals is committed to quality service to the park's tenant and we are fortunate to have them. The water plant operates 24/7 – 52 weeks a year.

Current GIDC long-term debt includes an Agency of Natural Resources' Drinking Water State Revolving Fund (DWSRF) Loan at a rate of 3% fixed for twenty years. The debt service will be covered by the Plant's users on a pro-rata basis. This 2-million-dollar loan was used to upgrade the Plant in 2016. Which is now state of the art. The balance remaining on the loan is \$1,368,371.19.

The following is a current list of the Board of Directors of the Georgia Industrial Development Corporation:

- | | | |
|----------------------------|-----------------|-----------------|
| Tim Smith, Chair | Tony Heinlein | Carl Rosenquist |
| Kent Henderson, Vice Chair | Greg Drew | Jim Driver |
| James Cota, Treasurer | Alan Bombardier | Kristina Senna |

Moving forward, the GIDC Board of Directors is weighing our options regarding the future of the water plant considering the recent news of the Perrigo plant closing. The park will still have two businesses remaining and we are hopeful that there will be an opportunity to fill the Perrigo site with a similar value-added manufacturer. The GIDC Board has been in regular discussions with Perrigo about their production schedule and the timing before they need to close the doors of the plant. The initial date for the plant closure was 2027 but it appears there is the possibility that the closing could go into 2028.

There are currently three quality businesses located in the Georgia Dairy Industrial Park.

PERRIGO NUTRITIONALS, LLC is the only ISO 9001 -2000 Certified infant formula manufacturing facility in the United States. Their product is proudly manufactured for leading retailers from around the world. Perrigo currently employs over 430 individuals at their Georgia facility. Perrigo purchased PBM, a leading global healthcare supplier in 2015.

PERRIGO NUTRITIONALS announce on March 6, 2025 that they would be closing their doors in 2027. We have since learned that the closing date may run into 2028. The closing will lay off 430 employees. Perrigo is one of the top three private employers in Franklin County. Perrigo will focus their energies on bringing a Wisconsin baby formula plant on line.

MED ASSOCIATES, established in 1971; is the leading manufacturer, software developer and supplier of products for behavioral psychology, pharmacology, neuroscience, and related fields of research. In 2016 the company consolidated Med Associates and Catamount Research into the Georgia facility. Catamount was previously located in the St. Albans Town Industrial Park. The company employs more than 80 individuals.

In addition to the existing tenants, the GIDC Board of Directors continues to have conversations regarding the sale of our one remaining vacant lot.

Ethics Complaint – Administrative Closure

The Town Administrator reported receipt of an ethics complaint that has been withdrawn by the complainant. The conduct that prompted the complaint has been cancelled by the parties involved. No review or investigation was undertaken, and the matter is considered closed. The Selectboard acknowledged the report and took no further action.

Official Use Only:
Date Received:



VERMONT STATE ETHICS COMMISSION MUNICIPAL COMPLAINT FORM

The Vermont State Ethics Commission has authority to accept, review, refer, and track complaints regarding alleged violations of the Vermont Municipal Code of Ethics. 3 V.S.A. § 1223(b). Complaints accepted for referral will be sent to the appropriate municipality for investigation. 3 V.S.A. § 1223(b)(5).

Anonymous complaints cannot be accepted. 3 V.S.A. § 1223(a)(2).

Your Contact Information

Type or print clearly

Your name: [Redacted]

Address:

City/Town:

State: Zip: Email:
Telephone(s):

Attach additional pages as necessary.

1. Who is this complaint against? Include their name, job title or position, and municipality. Please file a separate complaint form for each person you are complaining against. If you are complaining against more than one person, and the same set of facts necessary to understand the complaint applies to each person, you may use a single form.

[Redacted]

2. Date(s) of the alleged violation(s):

2/4/2026 and 2/5/2026 - advertising a Meet and Greet for the Library Board of Trustees to Front Porch Forum and Facebook

3. How has this person violated the provisions of the statewide Municipal Code of Ethics? Describe fully. Be specific and provide as much detail as possible. Attach any documentation that supports your claim.

On 2/4/2026 [REDACTED] posted a Meet and Greet Opportunity for Meeting the candidates running for the Georgia Library Board of Trustees. On 2/5/2026 it was posted on the GPL Facebook page that the Meet and Greet will be hosted at the library, using the Library's Zoom account and the video would be posted to the Library website.

On 2/5/2026 [REDACTED] posted on several Georgia Facebook pages her hosting a Meet and Greet of the candidates for Library Trustees. She claims she is hosting the forum- which also includes a series of questions "moderated" by a former GPL employee- as a voting member of Georgia and not as a Trustee.

Five candidates are running, and only three candidates are able to make the February 12th Meet and Greet at 6pm. Though [REDACTED] claims she has invited all five members with up to two weeks of notice, only one day was given as an option. Allowing a meet and greet without all 5 candidates gives an unfair advantage to the three who are available for the meet and greet.

Recording the meeting with the Town's Zoom account and posting the event on the GPL website is the equivalent of the library endorsing the three candidates.

This poses several ethical questions, such as:

- (1) Should elected officials or Town employees be hosting a political event?
- (2) Should an event even occur when 2/5 of the candidates are unable to make the event?
- (3) Should Town property (i.e., website, Zoom account) be used to promote candidates?
- (4) Should a Meet the Candidate event for the GPL Trustee candidates be moderated by a former employee?

4. Please indicate which provision(s) of the [Municipal Code of Ethics](#) you believe has been violated.

§1992 Conflicts of Interest

(a) Duty to avoid conflicts of interest. In the municipal officer's official capacity, the officer shall avoid any conflict of interest or the appearance of a conflict of interest. The appearance of a conflict shall be determined from the perspective of a reasonable individual with knowledge of the relevant facts.

§ 1993. Prohibited Conduct

(b) Preferential treatment. A municipal officer shall act impartially and not unduly favor or prejudice any person in the course of conducting official business. An officer shall not give, or represent an ability to give, undue preference or special treatment to any person because of the person's wealth, position, or status or because of a person's personal relationship with the officer, unless otherwise permitted or required by State or federal law.

(e) Misuse of government resources. A municipal officer shall not make use of a town's, city's, or village's materials, funds, property, personnel, facilities, or equipment, or permit another person to do so, for any purpose other than for official business unless the use is expressly permitted or required by State law; ordinance; or a written agency, departmental, or institutional policy or rule. An officer shall not engage in or direct another person to engage in work other than the performance of official duties during working hours, except as permitted or required by law or a written agency, departmental, or institutional policy or rule.

5. Provide the names and contact information for anyone else who may have information regarding this complaint.

[REDACTED]



6. Has the conduct you describe above been the subject of a prior complaint? If yes, please explain.


No

7. Is there anything else the Ethics Commission should know about this complaint?

No

Attach additional pages as necessary.

I certify that the information provided in this complaint is true, correct, complete, and of my own personal knowledge. I will fully cooperate in the process regarding this complaint.

 Date: 2/6/20
(Signature – must be hand signed)

Submit to: ethicscommission@vermont.gov. Enter "Complaint" in the subject line.

If you wish to submit your complaint by regular mail, please email or call us first at (802) 828-7187



Town of Georgia Employee Social Media Policy

Approved [DATE]

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1 Purpose

- 1.1 This policy sets forth rules for appropriate use of social media and social networking sites by full and part-time employees of the Town of Georgia. It also serves as a guide for the use of social media by elected and appointed officials of the Town.
- 1.2 The use of social media is widespread and has changed the manner and speed in which communication occurs. Given the rise of social media as a mode of communication, it is important for the Town to evaluate how social media impacts the public services that it provides to its citizens, and the rights and responsibilities of the public employees providing those services.
- 1.3 Public employees' use of social media has the potential to significantly impact the reputation, goals, and public policy interests of the Town. Such use can, in certain circumstances, result in legal liability for the Town and its employees, interfere with the efficient performance and delivery of essential governmental services, and violate public trust through the disclosure of confidential or private information. Those who accept employment by the Town accept a position of trust and responsibility. They have a duty not to disclose improperly, via social media or otherwise, confidential or private information they acquire while performing their responsibilities as Town employees.
- 1.4 At the same time, Town employees undeniably possess both Constitutional and statutory rights to engage in certain forms of communication. None of the standards, rules or guidelines contained herein are intended to interfere with any employee's rights of communication or free speech under any applicable federal, state or local law, or applicable provisions of the U.S. or Vermont Constitutions, nor should it interfere with or prevent any employee from engaging in concerted activity or communicating about wages, hours, or other terms and conditions of his or her employment with the Town, either with co-workers or members of the public. Instead, the purpose of this policy is to provide uniform standards and procedures for employee use of social media sites, both during and outside working hours, while also protecting employees' free speech and concerted activity rights.

2 Standards Regarding Employee Rights

- 2.1 Any policy regarding the use of social media by public employees must be adopted in the context of existing law. As stated above, the Town acknowledges that its employees have certain Constitutional and statutory rights of communication, including, but not limited to, the following:

- 2.2 Free Speech: Public employees have a right to speak as a citizen on matters of public concern, which is weighed against the Town’s interest in promoting the efficiency of the public services it performs through its employees. Among other things, the First Amendment protects a public employee’s right, in certain circumstances, to speak as a citizen addressing matters of public concern. Speech is generally considered a matter of public concern when it is related to any matter of political, social, or other concern to the community. Employees are advised, however, that their First Amendment right to speak as citizens on matters of public concern is not absolute. This right is balanced against the Town’s interest as an employer in regulating the speech of its employees in order to perform its public services effectively. In other words, even where an employee speaks as a citizen on matters of public concern, via social media or otherwise, there may be circumstances in which that speech does not outweigh the Town’s interest in efficient and effective fulfillment of its responsibilities to the public. In such instance, employee speech may result in employment discipline.
- 2.3 Concerted Activity: Public employees have a right to engage in concerted activity. Under State law, public employees generally have the right to engage in concerted activities for the purpose of collective bargaining and other mutual aid or protection, including the right to communicate among themselves and with the public, via social media or otherwise, regarding their hours, wages, and terms and conditions of employment. Note, however, that not all discussions about work-related matters constitute protected communications.
- 2.4 This policy must not be interpreted or applied in a manner that violates an employee’s free speech rights or that interferes with, restrains or coerces employees in the exercise of their rights to engage in concerted activity, including the rights of any employee to form, join, or assist labor organizations, to bargain collectively through representatives of their own choosing, or to communicate concerning wages, hours of work or other conditions of employment. In addition, nothing herein must be interpreted or applied in a manner that violates any other employee rights, including any employee communication rights not otherwise identified, herein, that are provided by law or by duly adopted and binding agreement. In interpreting and applying this policy, the employee rights discussed above must be implicit and must be considered in any employment enforcement context.

3 Definition and Scope

3.1 Definitions

- 3.1.1 “Social media” are computer or electronic mediated technologies that allow the creating and sharing of information, ideas, professional and personal interests, and other forms of expression via virtual communities and networks. Social media can take many forms. Its use occurs across a variety of applications, media and platforms, and is continually evolving. Social media includes, but is not limited to, internet forums, blogs, microblogs, online profiles, wilds, photographs, podcasts, video and music sharing. Examples of social media applications include, but are not limited to, LinkedIn, Facebook, Instagram, Front Porch Forum, and TikTok. The absence of, or lack of explicit reference to, any form of social media or specific site does not limit the extent of the application of this policy to that form of social media or site.
- 3.1.2 “Working hours” will mean any period of time during which an employee is performing or expected to perform duties and responsibilities within the scope of their employment for the Town.

3.2 Scope

- 3.2.1 This policy applies to all forms of communication on or through social media sites by Town of Georgia employees.
- 3.2.2 This policy applies to all Town employees during both working and non-working hours, regardless of whether the employee is using the Town’s or personal or public computer, cell phone, portable media device, equipment, network or technology.
- 3.2.3 Any social media use which violates this policy, or which fails to comply with any applicable local, state or federal laws, applicable rules of ethics or professional conduct, or which improperly discloses confidential or private information, including but not limited to individually identifiable private health information or protected intellectual property or copyrighted matter in violation of law may result in disciplinary action, up to and including termination of employment, pursuant to the Town of Georgia Personnel Policies and Rules, as amended from time to time.
- 3.2.4 The Vermont Public Records Act and Vermont and federal rules of civil procedure related to e-discovery may apply to social media content produced or acquired in the course of Town business. Accordingly, all such content must be available to the Town and capable of being managed, stored and produced in a manner consistent with the requirements of law.

4 Use of Social Media During Working Hours

- 4.1 Employees are prohibited from accessing, viewing, using, uploading to or posting any communications via social media during working hours, except where any such use or communication is a necessary component of the employee's job responsibilities or is specifically authorized by the employee's department head or supervisor.
Notwithstanding the foregoing sentence, a department head, in the exercise of his or her reasonable discretion, may permit brief, incidental use of social media use that does not otherwise interfere with the employee's work performance in circumstances where it would be unreasonable or prohibitive for the employee, due to the nature of such access, posting or uploading, to delay such access, posting or uploading until off-duty time.
- 4.2 Employees must have no ownership interest in, nor must they have any reasonable expectation of privacy concerning, any information accessed, posted or uploaded to social media during working hours through the use of Town-owned devices, equipment or servers. All information and communications accessed, posted or uploaded to social media sites by any employee during working hours must be subject to monitoring and inspection by the Town. The Town reserves the right to remove posts and content in violation of this policy, or to require employees to remove any such posts or content.

5 Use of Social Media Outside Working Hours

- 5.1 This policy is not intended to govern employees' establishment or use of personal social media accounts for personal purposes, outside the workplace and using non-town information systems.
- 5.2 Employees are expected to be attentive and careful in their personal use of social media. Employees should assume that information posted to publicly available social media sites is permanent and public, be aware that their use of social media may be perceived as representing the Town and Town government, and tailor their use accordingly.
- 5.3 Subject to the forgoing and the employee rights referenced above, when posting, uploading or otherwise communicating via social media outside working hours:
 - 5.3.1 Employees must take reasonable steps, when posting, uploading or otherwise communicating via social media on issues regarding Town government or official Town policy, to communicate that any views or opinions expressed thereon are personal in nature, and do not necessarily reflect the official position or policy of the Town.
 - 5.3.2 Employees must not upload, post or communicate any information concerning the identity, actions or conduct of any other Town employee which violates any individual's right to privacy, or which violates the Town's harassment policy or other Town policies or rules.
 - 5.3.3 Employees must not upload, publish or post photographs, images or likenesses of any Town employee or official, nor upload, publish or post photographs of any Town employee workspaces, offices or work sites, without such employee or official's express prior consent.

- 5.3.4 Employees must not upload, publish or post any Town of Georgia documents that are exempt from public inspection or disclosure under the terms of the Vermont Access to Public Records Act or which are exempt from disclosure under any applicable rules of privilege. In the event that an employee is uncertain about the legal status of any Town of Georgia document, the employee must seek clarification from the employee's department head prior to uploading, publishing or posting.
- 5.3.5 Employees must not upload, publish or post any communication or information on social media sites in the name of the Town of Georgia or in any manner that could reasonably be attributed to the Town of Georgia without express prior consent and authorization of the employee's department head.
- 5.4 During their regular course of their employment by the Town, certain employees, including, without limitation, members of the Georgia Fire Department and Georgia First Response, may have access to and possess confidential information, including but not limited to protected health information, the identity of suspects and victims and personal information contained in fire, motor vehicle accident and investigative reports. Town employees are prohibited from posting, releasing or disclosing any such confidential information outside their respective department without written permission from the department head. Town employees also must not post, circulate or publish, outside of their respective department, any photographs, video or images, including photographs, video or images of fire or accident scenes, nor otherwise comment on or respond to comments regarding such fire or accident scenes, via social media, without the express advance consent of their department head.

6 Investigation: Employee Responsibilities

- 6.1 In any workplace investigation involving allegations of employee conduct that violates the provisions of this Social Media Policy, all employees are obligated to reasonably assist and cooperate with such investigations. Unless otherwise directed by supervisors or other town officials, an employee subject to an investigation must preserve all relevant social media content and provide the Town with reasonable access to any such content that is relevant to the investigation.

7 Incorporation into Town Personnel Policies and Rules

- 7.1 This policy is incorporated by reference and in its entirety into the Town of Georgia Personnel Policies and Rules and will be enforced in accordance therewith.

Adopted by the Selectboard on [DATE] at a publicly warned meeting.

_____ Kristine Senna, Chair

Approved [DATE]

_____ Brian Dunsmore, Vice Chair

_____ Carol Rosenquist, Selectboard Member

_____ Kellie Bosenberg, Selectboard Member

_____ Judith Nasca, Selectboard Member



Town of Georgia
Tobacco Free Policy

Approved [DATE]

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1 Purpose

- 1.1 To protect the health, safety and comfort of citizens, employees and visitors of The Town of Georgia.
- 1.2 Smoking is the leading cause of preventable death in the United States. Smoking and secondhand smoke are known causes of lung disease, heart disease and cancer. The Town of Georgia recognizes the hazards caused by tobacco use and exposure to secondhand smoke.
- 1.3 This policy covers the use of any tobacco products and tobacco substitutes, including smokeless tobacco products, vaping and electronic cigarettes (regardless of tobacco content) and it applies to both employees and non-employee visitors of the Town of Georgia.

2 Policy

- 2.1 No use of tobacco products, including cigarettes, smokeless tobacco, vapes and electronic cigarettes, is permitted within the facilities or on any property of the Town of Georgia at any time.
- 2.2 "Property" means the town's facilities "curb to curb" including offices, grounds, garages, adjacent sidewalks, parking lots/ramps, company owned vehicles and employee vehicles parked on Town property.

3 Procedure

- 3.1 Staff, visitors and citizens will be informed of the Town of Georgia tobacco-free policy through signs posted throughout properties owned and operated by the Town of Georgia.
- 3.2 The Town of Georgia will assist employees who want to quit tobacco or vaping by helping them access smoking cessation programs and materials.
- 3.3 Any citizen or visitor observed using tobacco, vapes or electronic cigarettes on Town owned property will be asked to discontinue in a tactful manner.
- 3.4 Any employee violation of this policy will be handled through the Town Personnel Policy's standard disciplinary procedure.

Adopted by the Selectboard on [DATE] at a publicly warned meeting.

_____ Kristine Senna, Chair

_____ Brian Dunsmore, Vice Chair

Approved [DATE]

_____ Carol Rosenquist, Selectboard Member

_____ Kellie Bosenberg, Selectboard Member

_____ Judith Nasca, Selectboard Member



GEORGIA VERMONT

Section 8. Item #F.

TOWN OF GEORGIA VIDEO SURVEILLANCE & PHYSICAL ACCESS CONTROL POLICY

Adopted [DATE]

PURPOSE

The Town of Georgia (“Town”) uses video surveillance equipment in municipal buildings or on municipal property to ensure the safety of the community, staff, and Town property. Any activity captured on the cameras may be recorded and archived and can be used for resolving any Town issues requiring documented evidence.

The purpose of this Video Surveillance and Physical Access Control Policy is to ensure that the legal, privacy and financial interests of the Town of Georgia, its taxpayers, and staff are maintained while providing guidelines for the administration of video surveillance on or in Town property.

POLICY

It is the policy of the Town to ensure that video surveillance is done in a professional, ethical, and legal manner consistent with other Town policies and applicable laws.

The administration of this policy is coordinated by the Town Selectboard.

DEFINITIONS

Surveillance Camera: Any item, system, camera, technology device, communications device, or process, used alone or in conjunction with a network or tape, for the purpose of gathering, monitoring, recording or storing images. Such devices may include but are not limited to: analog and digital surveillance cameras, close circuit television, web cameras, and computerized visual monitoring.

Access Control Device: Any device that grants or prevents access to a secure building, room and/or area. These devices include and are not limited to: electronic door strikes, magnetic locks, scan cards, key fobs, keypads, etc.

System Administrators: The staff that supports and maintains the information technology network, including the surveillance camera and access control infrastructure. They are responsible for retrieval of video and access control logs from software applications.

Incident: An “incident” is defined as an unusual occurrence (unplanned, remarkable, or exceptional) for which a response, in the form of an investigation and/or administrative action is appropriate. An “incident” includes, but is not limited to, the occurrence or allegation of any of the following on the property of the Town or in connection with the provision of any Town services:

1. Theft.
2. Vandalism.
3. Crime
4. Town Personnel Misconduct.

- 5. Accidents or Traffic Safety.
- 6. Compliance Violations.

PROCEDURE

Surveillance Cameras may be used and installed in areas where their presence enhances the security of either persons or property. Video will be used to accurately record events and provide a means identifying individuals (staff and non-staff) who may be involved in incidents, or legal or policy violations. Procedures are outlined below:

Data, storage and Archiving

All video surveillance will be retained until obsolete but must be archived for a minimum period of at least 30 days in an appropriate folder identified by a System Administrator.

Any recorded surveillance video that becomes part of a criminal investigation must be retained in accordance with applicable regulatory requirements.

The Town reserves the right to retain recorded surveillance video longer than 30 days if the recorded surveillance video contains recordings of events that are potentially relevant to any actual or potential legal claims involving the Town.

The Town shall retain recorded surveillance video that is relevant to a potential legal claim against the Town upon the Town's receipt of a credible threat of litigation of that potential claim for a period of one day after the statutory limitations period to bring the potential claim has run.

Installation of New Security Cameras

The Selectboard shall determine the locations where new surveillance cameras shall be installed. In exercising its discretion, the Selectboard will consider comments from the public, Town boards, advisory committees, and town employees. Once installed, new cameras must be inspected, maintained, and monitored in the same manner as other cameras to ensure that they are in operating condition.

Request for Review of Surveillance Video

Anyone who was involved in an incident can request that a System Administrator review the surveillance video by providing the date, time, and location of an incident to the Town Administrator. The request should be made within 30 days of the event. Unique situations may be reviewed and addressed on a case-by-case basis by the Selectboard. The Town has no duty to preserve surveillance videos related to civil claims that do not involve the Town.

Any law enforcement officer investigating a potential criminal matter may request a copy of the surveillance video. The request shall be reviewed, and if appropriate, approved by the Town Administrator.

Access Control

The Access Control System has been implemented to enhance the safety, security, and efficiency of our Town offices. Access control cards will be issued and maintained by the Town Administrator, or as otherwise designated by the Selectboard, to employees with the appropriate access level needed for their role with the Town. Where needed, controlled access can be quickly turned on or off allowing for easy access for meetings, cleaners, etc. without disruption to parties involved.

Access, Sharing and Release of Video Surveillance

When recorded data is accessed, all information pertaining to that access event will be logged, and those logs will be made available to the Town Administrator and the Selectboard monthly, or as requested. Information that will be logged includes, but is not limited to:

1. Date and time of access,
2. The user accessing the system,
3. Whether or not recorded data was exported or saved external to the video surveillance system.

All system access rights, login events, and system activities will be logged with periodic audits to ensure compliance.

No unauthorized recording of video footage through cell phones, portable devices, or any other means is permitted.

Live Surveillance Video of Exterior of Town Office

The exterior Town office cameras were installed with the purpose of being monitored during business hours so that the Town office staff could see who was entering the building since there is no line of sight to the doors from the Town Clerk's office.

The Town Administrator, Public Works Director and additional parties specifically designated by the Selectboard may view live feeds of the cameras showing the exterior of the Town Office during normal business hours for those cameras. All cameras will be checked daily to ensure cameras are working properly. Indoor cameras will not be monitored unless an incident warrants a request for review of surveillance video.

All requests for release of recorded videos shall be handled in accordance with State law. Licensed law enforcement officers will be provided access to recorded videos upon request if the recorded video is within the licensed law enforcement officer's jurisdiction.

MAINTENANCE

Upgrades or Maintenance of Security Cameras

All cameras and related equipment are expected to be functional at all times. If a camera is found in need of repair, the System Administrators shall immediately send a repair, work order, or replacement request to the vendor who supports the system. If the cost for repair is above the amount of money budgeted, the Selectboard shall be notified and asked for direction.

Planned Outages

If the video surveillance system needs to be shut down for maintenance or upgrades, reasonable efforts should be taken to do so during off hours and for the shortest period of time necessary.

Removal of Security Cameras. Access Control

The Selectboard shall make final decision on the removal of any equipment. Access control will be vested in the Internet Technology Firm that is serving the Town as the System Administrator. They will manage the cameras and access to the footage unless the Selectboard designates a different System Administrator. They will cooperate with the police if needed as part of an investigation, and they will be proactive to prevent access by employees of the Town and to limit opportunities for abuse of the camera footage.

Inspection

Selected System Administrators will be responsible for the inspection and monitoring of the cameras. The cameras must be inspected on a daily schedule to ensure the system is functioning properly. The process for a proper inspection will be defined by the Internet Technology Firm that installed the system. A Primary and

Secondary System Administrator will be designated annually in March by the Selectboard or as needed throughout the year due to vacancy in either role.

Cyber Security

The System Administrators will use existing and new industry best practices to protect the integrity of the video camera system from external threats. These will include at minimum:

1. Change the system default password as required.
2. Change the system password on a regular basis or when it's suspected that the system has been compromised.
3. Apply software updates regularly as needed for camera system.
4. Limit the number of users and physical access to equipment.
5. Ensure that the internet provider that supports the camera system maintains up to date firewall integrity and virus protection.

PRIVACY

Protecting Privacy

Surveillance cameras will not be placed in areas where staff, residents and the public have reasonable expectations of privacy, such as bathrooms and/or changing rooms. Reasonable efforts will be made to limit any surveillance to Town-owned property and buildings. The cameras are intended to capture activities happening on municipal property, and there is no intention or desire to record anything that may occur on adjacent property.

Adopted by the Selectboard on [DATE] at a publicly warned meeting.

Kristine Senna, Chair

Brian Dunsmore, Vice Chair

Carol Rosenquist, Selectboard Member

Kellie Bosenberg, Selectboard Member

Judith Nasca, Selectboard Member

GEORGIA MUNICIPAL OFFICES

47 Town Common Road North
St. Albans, VT 05478
(802) 524-9794
Fax (802) 524-3543
Email: Georgia_Planner@comcast.net

Town of Georgia, Vermont Sidewalk Ordinance

December 8, 2009

Authority

This sidewalk ordinance is adopted by the Town of Georgia under the authority of 24 V.S.A. § 2291(1), and shall be considered a civil ordinance.

Purpose

The purpose of this ordinance is to protect the health, safety and general welfare of Town citizens by the adoption of regulations concerning the construction, maintenance, and repair of public sidewalks within the Town.

Definitions

As used in this Ordinance:

1. Sidewalk - a paved or surfaced leveled area paralleling and usually separated from the road or street, used as a pedestrian walkway.
2. Town - the Town of Georgia, Vermont.
3. Owner/Applicant – for sidewalks on State of Vermont highways, the Town (as represented by the Selectboard) shall be named the owner/applicant on VT Agency of Transportation (VAOT) Permit applications, with the property owner(s) as co-applicant. For sidewalks on Town highways, the adjacent property owner shall be named the applicant.

Regulations

1. The owner or owners of all lots, parcels and premises within the Town are required to maintain, repair and keep safe sidewalks adjacent to or upon their property and premises in or along public roads in the Town.

2. All persons shall remove from the sidewalks in front of the premises owned or occupied by them all snow, dirt, garbage, grass, and weeds.

Owner Caused Defects

Where sidewalk defects creating pedestrian hazards are caused by conditions existing upon an abutting property, such as, but not limited to (a) trees or other growth; (b) surface drainage; (c) on-site construction or vehicular traffic; or (d) other on-site activities, the abutting property owner shall be responsible for its repair, maintenance and safe condition, and liable for all consequential injuries, damages, expenses or costs resulting from the condition and lack of repair or maintenance and unsafe condition.

Enforcement and Penalties

This is a civil ordinance and shall be enforced by the Georgia Zoning Administrator in the Vermont Judicial Bureau in accordance with 24 V.S.A. §§1974a et seq.

Severability

If any of this bylaw is held by a court of competent jurisdiction to be invalid, such finding shall not invalidate any other part of this ordinance.

Effective Date

This ordinance shall become effective 60 days after its adoption by the Georgia Selectboard. The Selectboard approved the Sidewalk Ordinance at their December 14, 2009 meeting. If an appeal is filed under 24 V.S.A. § 1973, the effective date shall be governed by that statute.

STUMP DUMP ORDINANCE

PREAMBLE: It is the intent of this ordinance to manage and regulate the stump dump in order to preserve and perpetuate the stump dump area in a manner consistent with environmental health standards and to preserve the longevity of available landfill.

THE SELECTMEN OF THE TOWN OF GEORGIA HEREBY ORDAIN:

Section 1: No material whatever may be deposited in the stump dump unless same originated within the Town of Georgia.

Section 2: Residents and property owners or businesses of the Town of Georgia may transport their own waste materials (wood, leaves, furniture, appliances) to the stump dump and deposit them therein.

Section 3: No burning, salvaging, discharging of firearms, soliciting of business, advertising or any other activity shall be permitted with the stump dump area except by specific approval of the Town.

Section 4: Any person, firm, corporation, or partnership violating this ordinance or willfully failing to deposit in the proper location or according to the direction of the attendant at the stump dump may have any permit suspended or revoked, and may be ordered from the stump dump by the attendant on duty, and failure to leave when so ordered shall constitute a violation of this ordinance. Any such violation may be additionally punishable by a fine of not more than fifty dollars for each violation.

Section 5: The violation of any section of this ordinance shall be punishable by a fine of Fifty (\$50.00) Dollars for each violation.

This Ordinance shall become effective upon passage.

Policy for Replacing Mailboxes in the Towns Right of Way

The Town of Georgia does not replace mail boxes, or anything else that is placed in the Town Right of Way, and subsequently damaged or destroyed. Anything placed in the Town Right-of-Way requires a permit. We consider allowing mailboxes to be placed in the municipal right-of-way a privilege and at the homeowners' risk.

~~VLCT MODEL~~TOWN OF GEORGIA PROCUREMENT POLICY

~~[INSERT MUNICIPALITY NAME] PROCUREMENT POLICY~~

Adopted [INSERT Date]

PURPOSE

The purpose of this Procurement Policy is to obtain the highest quality goods and services for the Town of Georgia [INSERT Municipality Name] [“Municipality”] at the lowest possible price, to exercise financial control over the procurement process, to clearly define authority for the procurement function, to allow fair and equal opportunity among qualified suppliers, and to provide for increased public confidence in the transparent procedures followed in public procurement.

POLICY ORGANIZATION

This policy is organized into three sections:

1. General procurement requirements applicable to all purchases.
2. Procurement requirements for when the Municipality expends **solely its own funds**.
3. Procurement requirements for when the Municipality expends **State or Federal funds**, regardless of whether the procurement action includes municipal funds. State and Federal funds have specific requirements the Municipality must meet, and those requirements extend to municipal funds if they are used as match/cost share or as supplemental project funding.

DEFINITIONS

For the purposes of this policy, the following definitions apply:

- **Conflict of Interest.** A conflict of interest occurs when the employee, officer, agent, or board member of the Municipality, any member of their immediate family, their partner, or an organization that employs or is about to employ any of the parties indicated herein, has a financial or other interest in or a tangible personal benefit from an entity considered for a contract.
- **Emergency.** A situation in which there is a threat to life, public health or safety, or improved property, or some other form of dangerous situation that requires immediate action to alleviate the threat. Emergency conditions are generally more short-lived than exigency circumstances.
- **Exigency.** A situation in which there is a need to avoid, prevent, or alleviate serious harm or injury, financial or otherwise, to the Municipality and use of competitive procurement proposals would prevent the urgent action required to address the situation.

- **Non-Employee Agent.** A consultant, advisor, service provider, or other person that is not an employee of the Municipality and has been designated an Agent for the purposes of this Procurement Policy.
- **Officer.** An elected or appointed official of the Municipality acting within the scope of their duties.
- **Pre-Positioned Contracts.** Pre-position contracts are contracts awarded in advance of potential work being performed. These contracts are also referred to as advance or standby contracts. A pre-positioned contract may only be awarded if it was originally procured in compliance with the Municipality’s procurement requirements, the scope of work was adequate to cover the work to be performed, the work performed was eligible, and the contract terms cover time when work was performed. ([FEMA Public Assistance and Policy Guide, Version 5](#))
- **Pre-Qualified Contractors.** Pre-qualified contractors have been evaluated and determined to be qualified to perform work based on capabilities, prior experience, past performance, and availability. A prequalified contractor is not entitled to a pre-positioned or “standby” contract. The Municipality cannot exclude potential bidders or offerors from qualifying during the solicitation period, even if they were not on the prequalified list. ([2 CFR § 200.319\(e\)](#))

GENERAL PROCUREMENT REQUIREMENTS

All purchases of the Municipality must adhere to the following general standards:

- **Contract Administration.** The Municipality shall maintain a contract administration system that ensures vendors perform in accordance with the terms, conditions, and specifications of their contracts and purchase orders.
- **Municipal Code of Ethics.** All municipal officers, as defined by [24 VSA § 1991\(12\)](#), are required to follow the Vermont [Municipal Code of Ethics](#). Additionally, all officers and employees of the Municipality are required to follow any additional ordinances, rules, and personnel policies regarding ethics that have been adopted by the Municipality and are not in conflict with the Municipal Code of Ethics. For purchases made using any amount of Federal funds, please refer to the section titled, *Procurement Using State Or Federal Funds In Whole Or In Part*.
- **Geographic Preference.** The Municipality may exercise a geographic preference when evaluating bids or proposals if the preference does not result in unreasonable prices or rates due to a lack of competition. When purchasing with Federal funds, the Municipality should confirm with its funder whether geographic preference is allowable before using it as some federal programs have geographic preference limitations.
- **Procurement Agents.** The following individuals or positions are designated to act as

Procurement Agents for the Municipality:

~~[[INSERT list of specific positions that have authorization to make purchases. If there are limits to their authority, such as a dollar amount, the item must be included in the budget, etc., briefly describe the limit.]]~~

- Selectboard
- Town Administrator
- Department Heads (with Selectboard and/or Library Board of Trustee approval)

Procurement Agents are responsible for ensuring that the best possible price and quality are obtained with each purchase. Procurement Agents must review all proposed purchases to avoid unnecessary or duplicative purchases of equipment, supplies and services. Procurement Agents also must ensure that competition is not restricted with unreasonable requirements or qualifications placed on vendors, or by allowing vendors to be selected who have engaged in noncompetitive pricing practices.

If any provisions of this procurement policy conflict with provisions of Federal or State statute or regulations, the most stringent must be applied.

PROCUREMENT USING SOLELY MUNICIPAL FUNDS

Purchases made using solely municipal funds must adhere to the following general standards:

- **Pre-Positioned Vendors and Contractors.** Vendors or contractors pre-positioned for municipal work may not work on projects using Federal funds (ex. FEMA Public Assistance or Federally funded transportation grants) unless procurement requirements outlined in *Procurement Using State Or Federal Funds In Whole Or In Part* were followed.
- **Documentation.** Documentation must include the reason for the specific procurement method chosen, the basis for the selection of the award, and contract pricing (showing evidence that the process was fair and equitable), as well as any other significant decisions that were part of the procurement process.
- **Records Retention.** The Municipality must maintain records in accordance with the retention and disposition schedules as set by the Vermont State Archivist.

PROCUREMENT CATEGORIES AND REQUIREMENTS.

Incidental Purchases. Employees designated as Procurement Agents may make purchases of up to \$5,000 ~~[[INSERT dollar amount]]~~ without prior approval, provided those purchases remain within the scope and limits of the approved municipal budget.

Minor Purchases. Employees who have been designated to act as Procurement Agents may make

purchases with a value between \$5,001[INSERT dollar amount] and \$50,000 [INSERT dollar amount] only with prior approval of the Selectboard or Town Administrator [INSERT legislative body, such as Council, Selectboard, etc. or Municipal Manager] and are limited to the amount of the budget authorized by the Municipality. Although not required, competitive quotes from at least two vendors should be obtained whenever possible and documented.

Major Purchases. All purchases over \$50,000[INSERT dollar amount] require prior approval of the Selectboard [INSERT legislative body – Council, Selectboard, etc.]. The Selectboard [INSERT legislative body – Council, Selectboard, etc.] must review all proposed purchases to avoid unnecessary or duplicative purchases of equipment, supplies and services. The Selectboard [INSERT legislative body – Council, Selectboard, etc.] must also ensure that competition is not restricted with unreasonable requirements or qualifications placed on vendors or bidders, or by allowing vendors or contractors to be selected who have engaged in noncompetitive pricing practices. The Municipality [INSERT requires/does not require] the use of a sealed bid process for purchases over \$250,000 or more [INSTRUCTIONS If sealed bid is required, state whether it will be used for a) specific Major Purchases, such as or for construction projects of any value that are funded with federal dollars. , or b) for all Major Purchases.]

Recurring Purchases. If the total value of a recurring purchase of a good or service is anticipated to exceed \$250,000[INSERT dollar amount] during any fiscal year, the bid process must be utilized and must specify the recurring nature of the purchase. Once a bid has been accepted, all future purchases must be made from that bidder without necessity of additional bids, until such time as the [INSERT legislative body – Council, Selectboard, etc.] votes to initiate a new bid process.

Emergency Purchases. The [INSERT legislative body – Council, Selectboard, etc.] may award contracts and make purchases for the purpose of meeting the public emergency without complying with the bid process. Emergency purchases may include immediate repair or maintenance of municipal property, vehicles, or equipment if the delay in such repair or maintenance would endanger persons or property or result in substantial impairment of the delivery of essential municipal services.

Professional Services. The bid process may be waived for the selection of providers for services that are characterized by a high degree of professional judgment and discretion including legal, financial, auditing, risk management, engineer services and insurance services with a value of up to \$250,000[INSERT dollar amount]. If the Municipality wishes to use the professional services contractor in the future for a purchase made with Federal funds, the service must be purchased competitively following Federal requirements.

Sole Source Purchases. If the [INSERT legislative body – Council, Selectboard, etc.] determines that there is only one source for a proposed purchase, it may waive the bid/proposal process and authorize the purchase from the sole source. Documentation and record retention requirements apply.

PROCUREMENT USING STATE OR FEDERAL FUNDS IN WHOLE OR IN PART

GENERAL FEDERAL PROCUREMENT REQUIREMENTS.

Purchases made using Federal funds must adhere to the following general standards:

- **Open and Competitive Bidding.** All purchases must be made using procedures that promote open and competitive bidding to the greatest extent possible, as outlined in [2 CFR § 200.319](#). All procurement must incorporate a clear and accurate description of the technical requirements for the property, equipment, or service being procured, identify additional requirements that must be fulfilled, and include factors that will be used for evaluation. Contractors that develop or draft specifications, requirements, statements of work, or invitations for bids must be excluded from competing on those purchases.
- **Non-Discrimination.** There must be no discrimination in procurement practices based on race, color, national origin, sex, disability, or age in accordance with [§ 200.300\(a-b\)](#).
- **Conflict of Interest.** See Definitions section. Any employee, officer, or agent of the Municipality who participates in the procurement process must make reasonable efforts to avoid real or apparent conflicts of interest, must disclose any potential conflicts of interest in writing, must refrain from participating in procurement decisions where such conflicts exist, and must comply with other requirements of [2 CFR § 200.318\(c\)](#). If the municipality has an affiliate or subsidiary organization that is not a State, local government, or Indian Tribe, the Municipality also must maintain written standards of conduct covering organizational conflicts of interest. Any actual or potential conflict of interest must be disclosed to the funder. If a conflict exists between the Federal requirements and the Municipality's requirements, the most restrictive requirement must be used. Disciplinary actions shall be the enforcement actions in the Municipality's adopted investigation and enforcement ordinance, personnel policy, or rule. Disciplinary actions of Appointed Officers shall apply to non-employee agents.
- **Gifts.** An employee, officer, and agent of the Municipality may neither solicit nor accept gratuities, favors, or anything of monetary value from contractors, potential contractors, or parties to sub-agreements. ([§ 200.318\(c\)\(1\)](#))
- **Small and Socio-Economic Business Procurement.** Whenever possible, qualified small, minority, and veteran-owned businesses, women's business enterprises, and labor surplus area firms must be considered for procurement and documentation retained demonstrating how the six actions outlined in [§ 200.321](#) were considered.
- **Maximizing Resources.** The Municipality must:
 - avoid the [acquisition of unnecessary or duplicative items](#).
 - use [strategic sourcing](#) when appropriate.
 - use [excess and surplus Federal property](#) when feasible and to achieve cost reductions, use recovered materials when individual or aggregate yearly purchases exceed \$10,000 or as otherwise described in [§ 200.323](#).
 - use [value engineering clauses](#) for construction projects when practical.

- provide a preference for the purchase, acquisition, or use of goods, products, or materials produced in the United States to the greatest extent practicable and consistent with the law.
- implement the Buy America preferences set forth in 2 CFR part 184 for projects related to the construction, alteration, maintenance, or repair of infrastructure.
- **Contract Cost and Price.** The Municipality must perform a cost or price analysis for purchases, including contract modifications, in excess of \$250,000, in accordance with § 200.324. Evidence of the analysis must be documented.
- **Cost Allowability.** The Municipality will determine cost allowability using Federal Cost Principles, reviewing the notice of funding award, and reviewing its funding agreement. Costs must be allowable, reasonable, and allocable to the funding (2 CFR Part 200 Subpart E). ~~(INSTRUCTIONS The Municipality may reference its own cost principles if they comply with Federal Cost Principles.)~~
- **Funding Agency Review.** The Municipality must submit the technical specifications of a proposed purchase and/or procurement documents for review if a funding agency has requested to review them, in accordance with 2 CFR § 200.325.
- **Bonding Requirements.** The Municipality must comply with bid and bond requirements of 2 CFR § 200.326 unless the Municipality has a bonding policy and requirements for construction or facility improvement contracts or subcontracts, and those requirements exceed \$250,000. When the Municipality has its own bonding policy and requirements, the Municipality must have the documents reviewed and approved by either the Federal agency or the pass-through entity to determine that the Federal interest is adequately protected. (2 CFR § 200.326)
- **Federal Pass-Through Requirements.** The Municipality must include specific federal compliance requirements, such as Davis Bacon Labor Standards, Section 3 Reporting Requirements, and Build America, Buy America (BABA) for example, in the procurement documents to alert prospective bidders to those requirements. (§200.319(d)(3)) The Municipality should confirm any federal pass-through requirements with the funding agency.
- **Pre-Positioned Vendors and Contractors.** The Municipality may pre-position contracts by awarding contracts for the potential performance of work. When pre-positioning contracts, the Municipality will request proposals from vendors and/or contractors in accordance with procurement categories and their requirements and develop a scope of work adequate to cover the anticipated work to be performed. The list will be updated at least every three years with the option of extending the contract for a one-year term (no more than four years total). Each pre-positioned vendor or contractor must be issued a master contract defining the specific services that are covered by the contract, the contract term, and additional items identified by the Municipality. Task Order assignments will be made by the Municipality following a review of the task order complexity, experience of the firm and its staff, capacity to complete the work within the desired timeframe, availability of contractor staff, and other factors applicable the

Municipality deems important to the work to be performed.

- **Documentation.** The Municipality must maintain documentation and records sufficient to detail the history of each procurement transaction in accordance with [2 CFR § 200.318\(i\)](#). At minimum, these records must include the rationale for the procurement method, contract type selection, contractor selection or rejection, and the basis for the contract price plus other documentation required by these procurement requirements. Additional documentation may be required based on the requirements of specific procurement categories.

In the case of purchases made using Federal funds, if state law or the Municipality’s supplemental policies conflict with Federal requirements, the stricter of the two must be applied.

PROCUREMENT CATEGORIES AND REQUIREMENTS.

Micro-Purchases. Purchases of up to \$~~[INSERT dollar amount no greater than \$150,000]~~ in aggregate value, and, in the case of construction projects subject to Federal Davis Bacon requirements, purchases below \$2,000. Soliciting competitive price or rate quotations is not required if the Procurement Agent considers the price reasonable based on research, experience, purchase history, or other information; and maintains documentation to support their conclusion. To the extent practicable, the Municipality should distribute micro-purchases equitably among qualified suppliers. ([§ 200.320\(a\)\(1\)](#))

Simplified Acquisition (Small Purchases). Purchases with an aggregate total value between \$~~[INSERT dollar amount of Micro-Purchase limit above]~~\$15,000 and \$~~[insert dollar amount no greater than \$250,000]~~, including any future contract amendments or change orders. Price or rate quotes must be obtained from ~~[INSERT a specific number or use “an adequate number of qualified sources”]~~ following the Small and Socio-Economic Business Procurement provision of this policy and all provisions regarding fair and unrestricted competition. ([§ 200.320\(a\)\(2\)](#))

Large Purchases by Competitive Proposals. Purchases with an aggregate total value of \$~~250,000~~~~[INSERT dollar amount of Simplified Acquisition limit]~~ or more, including any future contract amendments or change orders. Construction projects must use the sealed bid process discussed in the next section. ([§ 200.320\(b\)\(2\)](#))

A Request for Proposals (RFP) must be used, except for architectural/engineering (A/E) professional services for which a Request for Qualifications (RFQ) process may be used. If the project is funded in whole or in part by the Federal Highways Administration or through the Clean Water State Revolving Fund, a Request for Qualifications process must be used for A/E services. All evaluation factors and their relative importance must be identified in the RFP/RFQ. For RFPs, price and other factors may be considered as a selection factor. For RFQs, price may not be used as a selection factor. All RFP/RFQs will describe the process for evaluating proposals and how a contract awardee will be selected.

Public notice is required with ~~[INSERT “sufficient time”, “no less than two weeks” or “at least three weeks”]~~ allowed for responses. Proposals must be solicited from ~~[INSERT a specific number or use “multiple qualified entities” at least two vendors]~~. When a contract is awarded, it must be awarded to

the responsible offeror whose proposal is most advantageous to the Municipality. When issuing a contract, the Municipality must consider a contractor's integrity, public policy compliance, proper classification of employees (see the Fair Labor Standards Act, [29 U.S.C. 201](#), chapter 8), past performance record, and financial and technical resources. Either a fixed price or cost-reimbursement contract may be used.

Procurement by Sealed Bid. Purchases with an aggregate total value of \$~~INSERT dollar amount no greater than \$250,000~~ or more, including any future contract amendments or change orders. Federally funded construction projects of more than \$2,000 must use the sealed bid process. The sealed bid purchase process is used primarily for construction projects. ([§ 200.320\(b\)\(1\)](#))

Noncompetitive (Sole Source) Procurement. If one of the following specific circumstances apply, the Municipality may use a noncompetitive procurement method ([§ 200.320\(c\)](#)):

- **Single Source.** The purchase only can be filled by a single source.
- **Emergency.** A threat to life, public health or safety, or improved property, or some other form of dangerous situation or public emergency will not permit a delay resulting from proving public notice of a competitive solicitation. Emergency conditions generally are short term.
- **Exigency.** There is a need to avoid, prevent, or alleviate serious harm or injury, financial or otherwise, to the Municipality and use of competitive procurement would prevent the urgent action required to address the situation. Exigency conditions may be short term or exist for weeks or months.
- **Written Permission.** The Municipality submits a written request with justification for noncompetitive procurement and its funder approves the request in writing.
- **Inadequate Competition.** After soliciting several sources, competition is determined to be inadequate.

Documentation is required to justify noncompetitive procurement. Documentation must follow the requirements of the funding agency. Noncompetitive purchases still must comply with other requirements of procurement, such as maximizing resources, domestic preferences, contract cost and price, competition requirements, and documentation. Written contracts with required contract clauses are required.

CONTRACTS.

- "Cost plus a percentage of cost" and "percentage of construction costs" methods of contracting must not be used. ([§ 200.324\(c\)](#))
- The Municipality may use a time-and-materials type contract only after making a determination that no other contract is suitable and if the contract includes a ceiling price that the contractor

exceeds at its own risk. Time-and-materials type contract means a contract whose cost to the Municipality is the sum of the actual cost of materials and direct labor hours charged at fixed hourly rates that reflect wages, general, and administrative expenses, and profit. When using this type of contract, the Municipality must assert a high degree of oversight to obtain reasonable assurance that the contractor is using efficient methods and effective cost controls.

- Written contracts must be used, except for Micro-purchases. The Municipality may use pro-forma contracts and agreements provided by State and/or Federal agencies for contractual compliance with State and Federal requirements.
- Written contracts must contain required Federal contract provisions specified in [2 CFR Appendix II](#) as applicable to the project unless a State or Federal funder requires specific language to meet Appendix II requirements. The Municipality must include additional required contract provisions specific to the source of funds if required by its funding agreement. ([§ 200.327](#))
- When funding is provided through the State of Vermont, the Municipality must include the required State contract provisions outlined in Attachment C – Standard State Provisions for Contracts and Grants, which is included as part of the State’s funding agreement document. The Municipality also must include any other required contract provisions required by the Municipality’s agreement with the State.

The foregoing Policy is hereby adopted by the ~~[INSERT legislative body – Council, Selectboard, etc.]~~ of the Town of Georgia ~~[INSERT municipality name]~~, Vermont, this ~~[INSERT date]~~ of ~~[INSERT year]~~ and is effective as of this date until amended or repealed.

SIGNATURES.

Kristine Senna, Chair:

Legislative Body Members:

Brian Dunsmore, Vice Chair

Kellie Bosenberg

Judith Nasca

Carl Rosenquist



Town of Georgia
Highway Department Winter
Road Maintenance Plan &
Policy

Approved ~~February 10, 2020~~

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1 Purpose

- 1.1 The Georgia ~~Selectboard~~ ~~Board of Selectmen~~ hereby establish this Winter Operations Plan and Policy to clearly state priorities for the clearing, maintenance, and repair of Town roads by the Town Highway Department to ensure the safe and efficient passage of vehicles and goods through the town during the period of time between November 15 and April 30 of each year.
- 1.2 The Town of Georgia has ~~only four (4) limited~~ employees to do winter maintenance on approximately 63 miles of Town roadways. Each employee has a specific route, which takes approximately 5 hours to complete. These routes may vary for emergency situations (e.g. fire, ambulance).

2 Plowing

2.1 Priorities

- 2.1.1 First priority for plowing will be to open the major traffic areas, problem areas, and school bus routes. This includes the following Town roads:
 - 2.1.1.1 Plains, Polly Hubbard, Mill River, Oakland Station, Skunk Hill, Georgia Mountain, Ballard and Sandy Birch.
 - 2.1.1.2 Vermont Route 7, 104A and 189 are maintained by the state only.
 - 2.1.1.3 After those major routes are cleared, the second priority for plowing will be the remainder of the roads at the discretion of the ~~town Highway Foreman~~ Public Works Director.
- 2.1.2 After all plowing is done the highway department focuses on ~~sidewalks for~~ Town walkways the town office, fire department, library, food shelf and plows the rummage building.

3 Parking Regulations

- 3.1 The town will enforce no parking rules at all places where the plow trucks turn around. Vehicles will be towed at the owner's expense.
- 3.2 No vehicle shall be parked on any public highway in a location or manner that interferes with snow removal or highway maintenance or creates hazards to the traveling public.
- 3.3 Any vehicle parked in violation of the provisions of this policy may be summarily removed at the owner's expense, by order of any law enforcement officer, ~~road commissioner, or selectman~~ Selectboard member or Public Works Director.
- 3.4 If the owner of a vehicle summarily removed does not claim such vehicle and pay all towing and storage expenses within thirty (30) days of the date of such removal, such vehicle may be disposed of in any manner authorized by law.
- 3.5 Nothing in this policy shall be construed to make unlawful, vehicular stops in obedience to the direction of a law enforcement officer or for causes beyond the control of the operator.

4 Salt and Sand Usage

4.1 Claims for Damage

- 4.1.1 Any claims made for damage from stones, sand, salt, etc. that flies up from the trucks will not be paid by the Town, if the Town is not found legally responsible. The Town covers their loads and will review any such claims very carefully prior to payment.

4.2 Sand

- 4.2.1 It is the policy of the Town of Georgia to allow residents of Georgia to take small amounts of sand from the pile located in the town highway department parking lot for use on personal driveways, walks, etc., ~~by the pail~~. There shall be NO pickup loads or sand taken for commercial purposes. The sand will be available based upon the discretion of the ~~Selectboard~~ Board of Selectmen.
- 4.2.2 Sand will be applied to the gravel roads. With the use of sand in winter maintenance material, some particles may be as large as ¾" in size and may cause windshield damage. Travelers should use caution and avoid following other vehicles or Town trucks too closely. The Town will not pay for any vehicle repair, such as replacement of windshields.

4.3 Salt

- 4.3.1 The Town of Georgia does not have a ~~black (bare)~~ road policy. Travelers who use Town roads should exercise due care and reasonable caution during changing winter weather conditions.
- 4.3.2 Salt will be applied to most paved roads with a minimum amount of sand added as necessary. Salt is not effective when road temperatures are below 20 degrees.

5 General Provisions

- 5.1.1 The Town of Georgia does not maintain or plow Class IV or private roads.
- 5.1.2 Maintenance operations during winter storm events shall begin at approximately 3 a.m. and continue until routes are cleared. After 16 hours on the job, ~~Road Highway~~ Department personnel are required to stop operations and take a minimum of six (6) hours of rest. This requirement may be exempted during emergencies.
- 5.1.3 There will be no winter maintenance between the hours of 10:00 p.m. and 3:00 a.m. except for freezing rain, high winds and major snowstorms.
- 5.1.4 Under Title 19, Section 111 "Prohibits Encroachments of the Town's Right-of-Way without approval," objects in the Town's ~~Right-of-Way~~ right-of-way are placed at the owners' risk and the Town assumes no responsibility for any damage to objects placed in violation of the state statutes. Common items are vehicles, trailers, trees, fences, flowers, stone walls, basketball hoops, etcetera placed in the Town's Right-of-Way.

5.2 Mailboxes

5.2.1 All mailboxes are to be constructed and installed to break away if struck.

~~5.2.15.2.2~~ The Town does not take responsibility for damage to mailboxes.

5.2.3 The Town of Georgia does not replace mailboxes, or anything else that is placed in the Town ~~Right-of-Way~~ Right of Way, and subsequently damaged or destroyed. ~~Anyone who believes their mailbox was damaged due to town equipment can contact the highway department as soon as possible. The road foreman will evaluate damage on a case by case basis.~~

~~5.2.25.2.4~~ Any damage to Town equipment or the public for items placed in the Town Right-of-Way is the responsibility of the homeowner.

~~5.2.35.2.5~~ Anything placed in the Town ~~Right-of-Way~~ Right of Way requires a permit. We consider allowing mailboxes to be placed in the ~~Town municipal~~ Right of Way ~~right-of-way~~ a privilege and at the homeowners' risk.

6 State Statutes

Town of Georgia

Highway Department Winter Road Maintenance Plan & Policy

Approved February 10, 2020

- 6.1 Snow plowing onto (and across) roadways. Depositing snow by blowing or plowing onto (and across) the traveled way, shoulder, or sidewalk of a class 1, 2 or 3 town highway violates Vermont statutes annotated - title 19, § 1105 and title 23, § 1126a.
- 6.2 Depositing snow onto any highway results in increased maintenance costs and may result in a highway accident. When snow is blown or plowed across the highway, it may cause slippery conditions or snow berms that, in turn, could cause an accident.
- 6.3 Private parties who violate this state statute will be given a warning by letter from the Town of Georgia (for town-maintained roads). Further violations may result in the issuance of a traffic ticket which carries a \$50 waiver penalty, or a civil action may be brought under § 1105, which carries a fine not to exceed \$1,000 plus costs.

Town Administrator Report

Selectboard Meeting: February 23, 2026

Prepared by: Stacy Katon, Town Administrator

Reporting Period: February 5 – February 19, 2026

1. General Updates

Short-Term Rental (STR) Ordinance

The STR Ordinance became fully effective on February 13, 2026.

Animal Control Coverage

ACO Sara Currier will be out beginning February 24, 2026, for shoulder surgery. Assistant ACO Jim Benson has confirmed availability to provide field coverage as needed. All calls will continue through normal Animal Control contact channels.

Nuisance Dog Enforcement

Two tickets previously issued related to a nuisance dog complaint were dismissed due to untimely submission. At the Board's request, the Town Attorney has been consulted to clarify what enforcement actions are legally available in similar situations moving forward.

ACO Operational Support Concerns

ACO Sara Currier has expressed concerns regarding municipal support in handling stray, neglected, and abandoned animals, citing the extended care of a dog from fall 2025 as an example. She recommends establishing clearer procedures and support mechanisms for future cases. This may warrant future policy or operational discussion.

2. Departmental Updates

Library

The Library Memorandum of Understanding (MOU) has been forwarded to the Town Attorney for review and recommendations. Feedback is expected by the third week of February.

3. Projects and Grants

Active Grants

- **FY26 GIA Grant #GA1022 — \$24,000 (AOT)**
Highway Department work anticipated to begin in spring.
- **FY26 Better Roads Grant — \$7,968**
Funds a town-wide Road Erosion Inventory (REI).

Total project cost: \$9,900 (80% grant coverage).

Coordination initiated with NRPC.

- **FY26 United Way Sub-Agreement — \$36,000**
Library grant supporting substance misuse prevention.

Pending Grant Applications

- **FY25 Historical Preservation Grant — Brick Schoolhouse**
Potential award: up to \$20,000.
Follow-up initiated requesting formal agreement status.
- **FY26 TAP/MHSMP — Bridge #28 Replacement/Repair**
Submitted November 2025.
Awards expected late March 2026.
Potential award: up to \$950,000.
- **FY26 HSIP — Guardrail Replacement**
Submitted February 2, 2026.
Amount requested: \$43,000.

4. Financial / Budget Updates

FY26 Strategic Planning

Preliminary concepts and priorities are being developed to support FY26 planning discussions. A framework will be presented to the Board as a starting point for goal setting.

GIDC / CDBG Informational Discussion

Preliminary conversations occurred with Greg Maguire and Tim Smith regarding LMS expansion within the industrial park and potential Community Development Block Grant (CDBG) funding. LMS has invited the Selectboard to tour their facility to better understand operational needs and growth plans. April is being considered; Board input on scheduling is requested.

5. Policy, Ordinance, and Compliance

Ongoing work continues to organize and modernize Town policies and procedures. Items scheduled for Board action at this meeting include:

- Adoption: Social Media Policy
- Adoption: Tobacco-Free Policy
- Adoption: Video Surveillance & Physical Access Policy
- Repeal: Sidewalk Ordinance
- Repeal: Stump Dump Ordinance

Additional review continues on procurement standards, including recommended updates to align with federal compliance requirements. Supporting materials are attached.

6. Other Business / Board Input Requested

Section 10. Item #B.

Fire Truck Insurance Claim

Follow-up continues regarding recovery of the \$1,000 deductible. Coordination with the other driver's insurer is ongoing.

Law Enforcement Services — June 2026

Finalization remains contingent on Town Meeting budget approval and Franklin County Sheriff's Department capacity.

Hiring update from FCSD: A full-time Level III deputy begins March 16, 2026.

March 9, 2026 Reorganization Meeting

Preparation is underway. Board members are encouraged to submit agenda items or questions.

Town of Georgia, Vermont

Purchasing Policy (Redlined – Federal Procurement Compliance)

Legend

~~Strikethrough~~ = existing language recommended for removal or clarification

ADD: = proposed new language

[Annotation] = explanatory note for training/audit purposes (not part of adopted policy)

1. Purpose

The purpose of this policy is to establish procedures for the purchase of goods and services for the Town of Georgia in a manner that ensures fiscal responsibility, transparency, and accountability.

ADD: When purchases involve **federal financial assistance funds**, this policy shall be applied in conjunction with applicable federal procurement requirements under **2 C.F.R. Part 200 (Uniform Guidance)**. In the event of a conflict, federal requirements shall control.

[Annotation: This clause establishes supremacy of federal rules when grant funds are used.]

2. Authority

Purchasing authority is delegated by the Selectboard in accordance with adopted budgets and appropriations.

ADD: Procurement authority involving federal funds shall also be exercised in compliance with federal standards governing competition, documentation, and cost reasonableness.

3. Definitions

ADD:

- **Procurement:** The full process of acquiring goods or services, including planning, solicitation, evaluation, selection, contracting, and compliance documentation.

- **Purchasing:** The transactional component of procurement, including issuing purchase orders, receiving goods or services, and approving invoices for payment.
- **Federal Financial Assistance:** Grants, cooperative agreements, or pass-through funds subject to the Uniform Guidance (2 C.F.R. Part 200).

[Annotation: Clarifies procurement vs. purchasing for audit and staff training.]

4. Professional Services

Services characterized by a high degree of professional judgment may be procured without formal bidding, provided the value does not exceed **\$250,000**.

ADD: When federal funds are used, professional services procurements must comply with federal competition and documentation requirements regardless of the Town’s local dollar thresholds.

[Annotation: Federal rules do not exempt professional services from competition or documentation.]

5. Federally Funded Non-Competitive Purchases

Federally funded non-competitive purchases for **\$250,000 or more** require a cost analysis in accordance with the federal or state agency issuing the grant funding.

\$250,000

ADD: Federally funded non-competitive procurements must meet the requirements of **2 C.F.R. § 200.320**, including written justification for sole-source procurement and a documented cost or price analysis, **regardless of amount**, unless otherwise permitted by federal regulation.

[Annotation: Aligns local policy with Uniform Guidance standards.]

6. Procurement Thresholds (Federal Funds)

ADD: When federal funds are used, the following procurement methods and thresholds apply unless superseded by federal law:

- **Micro-purchases:** Up to **\$15,000** – May be awarded without competitive quotes if price is reasonable.

- **Simplified Acquisition Procedures:** Up to **\$350,000** – Requires price or rate quotations from an adequate number of qualified sources.
- **Formal Procurement:** Above **\$350,000** – Requires sealed bids or competitive proposals.

[Annotation: Reflects current federal thresholds for audit readiness.]

7. Competition

ADD: All procurements using federal funds shall be conducted in a manner providing **full and open competition** to the maximum extent practicable, consistent with **2 C.F.R. § 200.319**.

8. Documentation and Recordkeeping

A W-9 is required for procurement of services in excess of \$600. Certificates of insurance are required for labor services in excess of \$500.

ADD: For federally funded procurements, the Town shall maintain a procurement file documenting:

- The procurement method used
- The rationale for the method selected
- The vendor selection process
- The basis for price or cost reasonableness
- Evidence of competition or justification for non-competitive procurement

Records shall be retained in accordance with federal record retention requirements.

[Annotation: This is a key Single Audit compliance area.]

9. Conflict of Interest

ADD: Officers, employees, and agents of the Town shall adhere to written standards of conduct covering conflicts of interest in federally funded procurements, consistent with **2 C.F.R. § 200.318(c)**.

10. Debarment and Suspension

ADD: The Town shall not award contracts funded with federal assistance to vendors that are debarred or suspended. Verification (e.g., SAM.gov check) shall be documented prior to award.

[Annotation: Required federal control not currently addressed in the Town policy.]

11. Severability

If any provision of this policy conflicts with federal procurement requirements applicable to a specific funding source, the federal requirements shall govern for that procurement.

End of Redlined Draft