



GEORGIA VERMONT

Planning Commission Meeting Tuesday, January 27, 2026 at 6:30 PM Chris Letourneau Meeting Room and via Zoom Agenda

Zoom Details:

<https://us02web.zoom.us/j/7852587431?pwd=PBv40gFdgVnMmCTlaw2gLkbXfbpeH4.1&omn=87114687124>

Meeting ID: 785 258 7431 | **Passcode:** 5243524

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

1. **CALL TO ORDER - 6:30 PM**
2. **ADDITIONS, DELETIONS, OR CHANGES TO THE AGENDA**
3. **DISCUSSION**
 - A. Policy Review
 1. Street Naming Ordinance
 2. Employee Animals in Municipal Buildings
 3. Highway Department Winter Roads Maintenance Plan
 4. Property Disposal
 5. Injury Reporting Medical Treatment Incident Review
4. **APPROVAL OF MINUTES**
 - A. Planning Meeting Minutes: January 13, 2026
5. **PLAN NEXT MEETING AGENDA**
6. **OTHER BUSINESS**
7. **ADJOURN**

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 are posted on the Town of Georgia website.

Signed: Douglas Bergstrom, Zoning Administrator, Planning Coordinator

**Town of Georgia
Ordinance Regarding
Street Naming & Street Addressing**

Section I – Purpose

In accordance with 24 V.S.A., sec. 2291 16 and 24 V.S.A. 4421 the Town of Georgia Selectboard hereby establishes the following ordinance regarding: Street Naming & Street Addressing. The purpose for this ordinance is to help establish a more uniform street naming and street addressing system throughout the Town of Georgia. We believe that easily locatable addresses will have a number of beneficial results:

- It will enable emergency service to arrive at a scene faster.
- Addresses for deliveries and services will be easier to find.
- .

Section II – Street Naming

Every public street and road, and any private road serving more than two residential or commercial structures shall be assigned a name. .

All new development must meet the guidelines of this ordinance.

Request for street or road names intended to be accepted as public highways shall be submitted to the Georgia Historical Society for recommended names. The Historical Society shall recommend a name or names having historical significance and submit them to the developer and Selectboard for approval. The developer will give the Zoning Administrator three (3) name choices, which is then sent to e911 to choose and approve. The Georgia Selectboard shall have final decision for approval.

The Georgia Historical Society may make recommendations of names having historical significance for streets or roads, which will remain private, to the developer and Selectboard. These recommendations will not be mandatory. The Georgia Selectboard shall have final decision for approval. All road names must be a separate and distinct name. No two roads can have the same or similar sounding names. No new road can have any currently used name in the Town of Georgia. Road names must be reviewed for conflicts with adjacent towns where the Town of Georgia may share postal routes (zip codes).

The Georgia Board of Selectmen may change the names of the streets, both public and private within the Town of Georgia when necessary to promote public welfare and safety.

Section III – Administration

A uniform system of numbering properties and principal buildings is hereby adopted for use in the Town of Georgia.

New Structure. Prior to the issuance of a building permit, a developer or landowner shall furnish a plan showing driveway and building locations in accordance with this policy to the Town Planner/Zoning Officer (or other designated official) for approval and assignment of

address. The designated official shall use an address already assigned under subdivision, if possible.

If, in the opinion of the designated official, the driveway location approved under subdivision cannot be used due to physical site restrictions and or safety considerations they may approve a new location and assign a new address. The Road Commissioner may also require a change of location for the same reasons as above. Assignment of a new address differing from that approved under subdivision will not require subdivision amendment, but may require submission and filing of an “as built” plat.

At such time as the Town acquires property tax mapping the Listers shall be consulted in this process to maintain consistency.

Subdivision of land. With the filing of a Final Plat application, the developer shall provide the DRB with a plan for street addressing and naming in accordance with this ordinance. Addresses and names will be assigned as part of subdivision approval. The addresses shown on the plan shall be considered final upon issuance of a Zoning Permit for the structure to be placed on the lot. The DRB may require filing of an “as built” plat where changes have been made to the addressing plan as a result of issuance of Zoning Permits.

Proposed names will be forwarded to the Selectboard and Historical Society as specified above for action and approval.

Section IV – General Numbering System Guideline

Roads to be given an official name by the Board of Selectmen shall be measured in increments of 5.28 feet from a designated starting point. Numbering should increase from the identified beginning point of the road and generally increase from south to north and east to west. Odd numbers shall be assigned to the LEFT side of the road and even numbers to the RIGHT side of the road.

The address shall be determined by measuring the distance (in feet) from the begin point of the road to the center of the driveway, dividing by 5.28 and rounding off for an even/odd designation. Example: center of drive is 1500’ from begin point of road and on left-hand side of Mill River Road. $1500/5.28 = 284.09$, round off to 285 for odd number left-hand side of road. Address is 285 Mill River Rd.

All numbers shall be established based on front entrance from the front entrance from the street and or the center of the driveway (or in some cases the center of the structure).

All numbers shall be properly affixed on or near the front entrance or in some other manner visible from the street. The numbers must be easily legible figures not less than two inches (2”) high and in a color contrasting to the building background. The United States Post Office requires correct, easily legible numbers, which are not obscured by anything. The homeowner is

responsible for the numbers on the house or unit. If the house is not visible from the road it needs a number at the driveway visible from the road.

Failure to place numbers or placement of numbers not visible to emergency service providers may result in delays or inability to locate the site. The Town of Georgia, or any entity or organization providing emergency services on behalf of the Town of Georgia, assumes no responsibility or liability under such circumstances.

Numbers shall be reserved to provide for future growth in property in all areas.

Section V – Definitions

APARTMENT HOUSE – A building, under one ownership, in which the rooms are arranged and rented as apartments. Apartment houses shall be numbered as follows: The apartment house shall be given on street number and each individual apartment shall be given an apartment number. For example, 21 Upper Handle Road, Apt. A, 21 Upper Handle Road, Apt. B.

RESIDENTIAL CONDOMINIUM COMPLEX – A building with individual separately owned unites in a multi-unit structure, usually with land owned in common. These shall be numbered as follows: each condominium road shall be given a road name and each condominium unit within the complex shall be given its own street number. For example: 2 Green Willow (Timber Creek Complex).

COMMERICAL COMPLEX – A building or buildings under one ownership used for commerce or industrial use, shall be numbered as follows: each building shall be given its own street number, and each unit shall be given its own unit or suite number. For example: 111 Route 100, Suite 1. Where there are multiple roads in a complex, each road shall be named and each building given its own number. In the case of commercial condominiums each separately owned unit in the building should have a unit number and further leased/division should be given a letter. For example: 111 Route 100, Suite 1, Unit A.

COMBINED COMMERCIAL AND APARTMENT COMPLEX – A building or buildings used for commercial use, in which there are also apartments, shall be numbered as follows: each building shall be given its own street number; each commercial unit shall be given a respective unit or suite number and each apartment a respective apartment number. At no time shall a unit or apartment be given the same numbers. For example: 58 Route 100, Unit I (first floor business) 58 Route 100, Apt. 3 (third floor apartment).

DUPLEX APARTMENT – An apartment with rooms on two floors and a private inner stairway, shall be numbered as follows: each building shall be given its own street number and each apartment within the building shall be given its own apartment number . For example: 3 Handle Road, Apt. A, 3 Handle Road Apt. B.

DUPLEX HOUSE – A dwelling consisting of two separate family units that is separated from the adjoining unites by a wall that extends from ground to floor shall be numbered as follows: each family unit shall be given its own street number. For example: 5 Cooper Hill Road, 7 Cooper Hill Rd.

SINGLE FAMILY DWELLING – A detached one family house, shall be given its own street number. For example: 48 Higley Hill Rd.

SINGLE FAMILY UNIT WITH AN APARTMENT – An apartment with rooms on two floors and a private inner stairway, shall be numbered as follows: each building shall be given its own street number and each apartment within the building shall be given its own apartment number . For example: 3 Handle Road, Apt. A, 3 Handle Road Apt. B.

Section VI – Street Signs

The Selectboard, upon adoption of this ordinance, shall institute a program for the installation and maintenance of Street Name Signs in accordance with the names established by this ordinance. All signs shall be installed and maintained to the highest degree possible allowed by budget considerations. See Street Policy in Road Policy.

Section VII - Enforcement and Penalties

- A. It shall be a civil offense to vandalize (steal, deface, destroy or damage) public signs within the Town of Georgia Violations of this Section shall be a civil matter enforced in accordance with the provisions of 24 VSA Section 1974a and 1977 et seq. Each offense shall constitute a separate violation.**
- B. Violations of this Section are subject to a penalty of \$250.00 for each offense. A waiver fee of \$150.00 shall be set for each offense.**
- C. Appeals: Appeals may be taken in the manner set forth in 24 VSA Section 1974a and 1977 et seq.**

Section VIII – Public Notice and Implementation

Public Notice: The Selectboard Town of Georgia shall make reasonable efforts to ensure that the public is notified of the existence of this Ordinance: Street Naming & Street Addressing.

The Town of Georgia shall ensure, through cooperative efforts with the United States Post Office, that each property owner is notified of the ordinance.

This Ordinance: Street Name and Street Addressing shall be:

- entered into the Selectboard’s minutes, and
- shall be posted in at least five (5) conspicuous places within the Town of Georgia, and
- the full text of the Ordinance or a concise summary of it published in a paper of general circulation not more than fourteen (14) days following the date specified below when this ordinance is adopted.

This Ordinance is hereby adopted by the Selectboard of the Town of Georgia on this day of , 2026 and shall, unless a petition is filed as provided by law, become effective of the expiration of sixty (60) days after said date.

Citizens have the right to petition for a vote on this ordinance at an annual or special town meeting as provided in 24 V.S.A. § 1973.

Section IX – Severability

If any portion of this Ordinance and Amendments are held unconstitutional or invalid by a court of competent jurisdiction, the remainder of this Ordinance and Amendments shall not be affected

The foregoing Ordinance is hereby adopted by the [INSERT legislative body Selectboard, etc.] of the Town of Georgia, Vermont, this [INSERT date] day of [INSERT year] and is effective as of this date until amended or repealed.

SIGNATURES.

Kristina Senna

Brian Dusmore

Judith Nasca

Carl Rosenquist

Kellie Bosenberg

Received and Recorded:

Town Clerk:

Cheryl Letourneau



Town of Georgia
Employee Animals in
Municipal Buildings Policy

Approved 24 February 2020

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1 General

- 1.1.1 The privilege of bringing a pet to work is subordinate to the health, safety, and comfort of all persons who may come into contact with animals at the office.
- 1.1.2 Any display of aggressive behavior will require immediate removal from the premises. Any employee asked to take their dog home must do so immediately. Employees will be responsible for making up any time in productivity.

1.2 Exclusions from Participation

- 1.2.1 Any animal that causes any person to experience allergic reactions, fear, or any other physical or psychological discomfort.
- 1.2.2 Any animal that distracts any employee from their work.
- 1.2.3 Any animal that reduces any employee's productivity or quality of work.

1.3 Other Reasons for Exclusion

- 1.3.1 Sick animals.
- 1.3.2 Animals with fleas or any disease that is communicable to other animals in the office or to humans.
- 1.3.3 Animals that have not been properly vaccinated, or that have internal or external parasites.
- 1.3.4 Dogs that bark or behave aggressively.
- 1.3.5 Animals that foul the inside or outside of the building.
- 1.3.6 Animals that have not been spayed or neutered will not be permitted to come to the office while in season.
- 1.3.7 Animals that have not met the town and state licensing laws.
- 1.3.8 The Selectboard, by a majority vote, reserves the right to suspend an employee's privilege to bring a pet into the workplace for any reason. This decision shall not be appealed.

1.4 Grievances

- 1.4.1 Any individual with a grievance regarding an animal at the office should bring the matter to the attention of the Town Administrator.

2 Owners' Responsibilities

2.1 Animal Control

- 2.1.1 All animals must be in the continuous full control of their owner's. They should be in the physical presence of the owner, in the owner's office, or in the space around the owner's desk at all times. Dogs must not be allowed to wander unattended, inside or outside the building. If dogs are left alone in employee work areas, they must be restrained by baby gates and/or crates.

2.2 Owner Requirements

- 2.2.1 Owners are expected to clean up, completely and immediately, after their animals.
- 2.2.2 Animal must be clean, well-groomed and free of illness and disease.

- 2.2.3 A current (renew annually) veterinary record proving wellness, heartworm prevention, parasite control and vaccine compliance must be provided to the Town Administrator.
- 2.2.4 Animal must be potty-trained/house broken.
- 2.2.5 Animal must have no history of aggressive behavior or biting, and be well socialized to people and other animals.
- 2.2.6 Secured dogs on leads at all times on business premises outside of buildings.
- 2.2.7 Water, comforts and food must be provided for the animal.
- 2.2.8 Treat all animals humanely. A high standard of animal compassion is expected of all pet owner employees.
- 2.2.9 Ensure any toys do not produce loud sounds or squeaking noises.

3 Liability

- 3.1.1 An employee who brings an animal to the office is completely and solely liable for any injuries to persons or any damage to personal property caused by the animal.
- 3.1.2 Any repair or cleaning/maintenance costs incurred by an animal will be charged in full to the owner.
- 3.1.3 The Town of Georgia may, at its discretion, require animal owner to maintain a liability insurance policy covering damage or injuries caused by the animal while at the office and may specify the minimum coverage amounts under such a policy. The Town of Georgia is not responsible for the cost of such coverage.
- 3.1.4 The Town of Georgia shall not be liable for loss of, or injury to, any animal brought to the office.



Town of Georgia
Highway Department Winter
Road Maintenance Plan &
Policy

Approved February 10, 2020

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1 Purpose

- 1.1.1 The Georgia 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.
- 1.1.2 The Town of Georgia has only four (4) 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 I89 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.
- 2.1.2 After all plowing is done the highway department focuses on sidewalks for the town office, fire department, library, food shelf and plows the rummage building.

3 Parking Regulations

- 3.1.1 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.
- 3.1.2 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.
- 3.1.3 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.
- 3.1.4 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.
- 3.1.5 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 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 Department personnel are required to stop operations and take a minimum of six (6) hours of rest.
- 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 Towns Right-of-Way without approval," objects in the Towns 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 trees, fences, flowers, stone walls, basketball hoops, etcetera placed in the Town's Right-of-Way.

5.2 Mailboxes

- 5.2.1 The Town does not take responsibility for damage to mailboxes.
- 5.2.2 The Town of Georgia does not replace mailboxes, or anything else that is placed in the Town 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.
- 5.2.3 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.

6 State Statutes

- 6.1.1 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.

- 6.1.2 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.
- 6.1.3 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 of Georgia Property Disposal Policy

Approved 13 May 2020

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1 Definitions

- 1.1.1 Surplus Property: Any equipment, furniture, scrap, salvaged materials, or other tangible property that is no longer needed or used by the town, regardless of its existing condition or estimated value.
- 1.1.2 Determination of Value: A department wishing to dispose of surplus property will make a reasonable estimate of the current market value in "as is, where is" condition.
- 1.1.3 Valueless Property: Property determined by the Town Administrator to have a no value but could be of value to a member of the town.
- 1.1.4 Eligible Purchaser: Any public entity, non-profit organization, private organization or the general public is eligible to purchase surplus products unless otherwise noted in this policy.

2 Purpose

- 2.1.1 This policy establishes procedures for the disposition of property, other than real estate, which is surplus to the needs of the town.

3 Procedure

3.1 Surplus Item Identified

- 3.1.1 The town department responsible for property it wishes to declare surplus must provide the Town Administrator with a detailed written description of the subject property, its location, condition, and estimated value.

3.2 Reassignment of Assets

- 3.2.1 The Town Administrator will first determine if the asset can fill the need of another department within the Town. If it does the Town Administrator will reassign the property to the new department unless the property has a value greater than \$1,000. Property reassignments with a value of over \$1,000 must be brought to the selectboard for approval prior to reassignment.

3.3 Determination of value

- 3.3.1 If the Town administrator determines reassignment is not in the Towns best interest the responsible department will provide the Town Administrator an estimated value and a suggested method of disposal.
- 3.3.2 The value can be determined through an estimate, an official appraisal, an offer from another agency, Kelly blue book value or other sources available to the responsible department. If the department cannot determine a value, the Town Administrator will determine a reasonable market value.
- 3.3.3 If the Town Administrator determines that the property is valueless property, it can then be posted as free to town residents. This can be via a sign, the town website or both.

3.4 Methods of Disposal

- 3.4.1 Trade-in the property towards the cost of replacement equipment.
- 3.4.2 Post the property for sale to the general public using the Town website. Other posting sites maybe authorized by the Town Administrator.

3.5 Sealed Bid or Public Auction

- 3.5.1 The responsible department will be published on the Town website and at least one of the local newspapers, seven calendar days before the sale a notice setting forth a general description of the property to be sold, the day, time and location of the sale. The terms of all sales will be cash, check or money order in the amount of the full purchase price. In conducting an auction, the purchasing agent may contract with a professional auctioneer and allow a flat fee, hourly fee or percentage of the amount of the sale to be paid based upon the customary payment method for such auctioneering services.

4 Proceeds

- 4.1.1 The proceeds from the sale of any Town property, except for trade-ins and capital replacement sales, will go into the Towns General Funds.



Town of Georgia
Injury Reporting, Medical
Treatment & Incident Review
Policy

Approved 28 October 2019

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1 Reporting Requirements

- 1.1.1 All injuries to employees that will be treated with first aid or actual medical treatment (from a healthcare provider) shall be reported to the supervisor/department head or other designated person immediately or as soon as practical – and in all cases no later than the end of the shift or call.
- 1.1.2 The employee and supervisor/department head will discuss and determine the need for first aid and/or medical treatment unless the need for treatment is obvious. This is intended to keep the supervisor/department head informed about the need for treatment so he/she can assist in coordinating medical care and gather required information for workers' compensation reporting purposes.
- 1.1.3 These initial injury/illness reports may be provided in writing, in person, by phone, by two-way radio, or by other appropriate means.
- 1.1.4 The employee shall participate and cooperate with the supervisor/department head or designee in the review of the injury/incident as described in section c (below).
- 1.1.5 If an employee voluntarily delays medical treatment or first aid for a work-related injury until sometime after the injury (including hours or days later), the employee shall promptly notify his/her immediate supervisor/department head as soon as he/she decides to apply first aid or seek medical treatment, and obtain medical treatment as outlined in section b (below).
- 1.1.6 If an employee refuses initial medical treatment, but at later time independently obtains treatment on his/her own using his/her own medical provider, he/she must notify the department head or supervisor at the first possible opportunity that medical treatment has been obtained. This will result in a referral to the designated medical provider identified in section b (below).
- 1.1.7 If the employee has been kept out of work for medical reasons due to the work-related injury, he/she shall report the expected absence as required by town of Georgia policy and provide written documentation from the treating medical provider indicating that the employee has been directed to remain out of work.

2 Medical Treatment

- 2.1.1 In cases where emergency medical treatment is required, the local ambulance/ems (or 911) shall be called, and the injured employee shall be taken to the appropriate emergency medical facility determined by ems personnel.
- 2.1.2 When non-emergency treatment is required outside of the designated medical provider's office hours, employees shall use either NMC walk-in clinic located at 927 Ethan Allen highway in Georgia. If NMC walk-in clinic is closed, please seek treatment at NMC in St. Albans.
- 2.1.3 In situations where an employee desires to see an alternate medical provider, he/she may do so after receiving the initial care as listed in this policy. A form 8 (of the Vermont workers' compensation division) must be used.

- 2.1.4 In all cases where medical treatment is obtained from a healthcare provider, the employee shall receive from the medical provider a completed work capability form to document the employee's current work abilities and any restrictions. An acceptable form is the Vermont department of labor form 20, or an equivalent that may be used by the healthcare provider. The department head or supervisor will provide a copy of an appropriate form to the employee upon request.

3 Incident Review Procedures

- 3.1.1 Upon receiving notice of a work-related injury as described above, the department head or supervisor shall complete an employee injury report and incident review form ("injury/incident form") with the injured employee. Paper copies of this form will be provided to all departments, and it may also be available online. <https://www.vlct.org/resource/injury-reporting-medical-treatment-and-incident-review-toolkit>
- 3.1.2 The purpose of this form is to gather facts about the incident, when it happened, its cause(s), any witnesses, etc. This information will be used first for filing a workers' compensation claim with PACIF and later to identify ways to prevent future injuries due to similar incidents.
- 3.1.3 Care shall be taken to avoid discipline-related issues during the incident review discussion between the department head or supervisor and the injured employee. Any warnings or other disciplinary actions shall take place separately from the incident review process.
- 3.1.4 Both the department head or supervisor and the injured employee shall sign the injury/incident form and attest to its accuracy.
- 3.1.5 The department head or supervisor and the injured employee shall complete the injury/incident form immediately if possible, but typically within 24 hours from the time of the initial incident. If extenuating medical circumstances prevent the employee from participating, the department head shall complete the form as soon as possible, using any and all information and assistance available.
- 3.1.6 It is important that (a) the claim be filed immediately, (b) only designated person(s) file the claim, and (c) the claim be filed with PACIF (not the state of Vermont).
- 3.1.7 All completed employee injury report and incident review forms shall be retained by the municipality and reviewed by the town administrator and the selectboard for completeness and monitoring of corrective actions if any were suggested.



GEORGIA VERMONT

Planning Commission Meeting Tuesday, January 13, 2026 at 6:30 PM Chris Letourneau Meeting Room and via Zoom Minutes

Zoom Details:

<https://us02web.zoom.us/j/7852587431?pwd=PBv40gFdgVnMmCTlaw2gLkbXfbpeH4.1&omn=87114687124>

Meeting ID: 785 258 7431 | **Passcode:** 5243524

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

1. CALL TO ORDER - 6:30 PM

PLANNING COMMISSION PRESENT

Chair Suzanna Brown, Heather Dunsmore, Tony Heinlein, Emily Johnson

STAFF PRESENT

Doug Bergstrom, Kollene Caspers

2. ADDITIONS, DELETIONS, OR CHANGES TO THE AGENDA

3. DISCUSSION

A. Policy Review

Policies and Ordinances review by the Planning Commission:

1. Sidewalk Ordinance
2. Tobacco Policy
3. No Smoking Ordinance
4. Social Media
5. Motor Vehicle and Traffic Regulation Ordinance
6. Traffic Control Devices Policy
7. Fire Warden Policy
8. Burn Ordinance
9. Covid 19- Safety and Health work plan, remove from the website
10. Fire Warden Policy & Procedure- Job Description not a policy, can be renamed and removed from the website.

4. APPROVAL OF MINUTES

- A. Planning Meeting Minutes: November 25, 2025
Motion to approve minutes with minor changes.
Motion made by Johnson, Seconded by Dunsmore.
Voting Yea: Chair Brown, Dunsmore, Heinlein, Johnson

5. PLAN NEXT MEETING AGENDA

January 27, 2026

- PC will review changes from tonight, go over edits from the Street Naming Ordinance, and also review the following:
 - Employee Animals in Municipal Buildings
 - Highway Department Winter Roads Maintenance Plan
 - Property Disposal
 - Injury Reporting Medical Treatment Incident Review

6. OTHER BUSINESS

7. DELIBERATIONS

8. ADJOURN

Motion to adjourn at 8:23pm
Motion made by Chair Brown, Seconded by Johnson.
Voting Yea: Chair Brown, Dunsmore, Heinlein, Johnson

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 are posted on the Town of Georgia website.

Signed: Kollene Caspers, Zoning Clerk, Planning Clerk

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