



GEORGIA VERMONT

Selectboard Regular Meeting Monday, September 14, 2026 at 6:00 PM Chris Letourneau Meeting Room and via Zoom Agenda

Zoom Details:

<https://us02web.zoom.us/j/6165843896?pwd=STduU2JzTmpiVmE1MXZSaWZWVLzVadz09>

Meeting ID: 616 584 3896 | Passcode: 5243524

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

1. **CALL TO ORDER**
2. **PLEDGE OF ALLEGIANCE**
3. **CHAIR UPDATE**
4. **ADDITIONS, DELETIONS, OR CHANGES TO THE AGENDA**
5. **SELECTBOARD MINUTES AND WARRANTS**
 - [A.](#) Approval of Selectboard Regular Meeting Minutes for August 24, 2026
 - [B.](#) Approval of Special Meeting Minutes August 31, 2026
 - [C.](#) Payroll Warrant
 - [D.](#) Approval of Warrant #2637
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.](#) Vermont Route 104A Resurfacing Project
8. **BOARD BUSINESS (Public comment on agenda items limited to 5 minutes)**
 - A.** Planning Commission Vacancy Appointments - Action to Approve
 - On September 8, 2026 the Planning Commission voted to recommend the Selectboard appoint Voyo Savich and Emily Lowell to the Planning Commission Board to serve until Town Meeting Day 2027.
 - [B.](#) Georgia Beach Boat Dock Removal - Minutes (11/24/25)
 - [C.](#) Trash at Russell Greene Natural Area

D. AGREEMENT FOR PRELIMINARY DESIGN SERVICES
by and between FITZGERALD ENVIRONMENTAL ASSOCIATES, LLC.
and the TOWN OF GEORGIA, VERMONT

E. CHIP policy - Draft review

9. UNFINISHED BUSINESS

A. Georgia Public Library Building Revitalization Project

B. Mill River Culvert (Formerly "Bridge 28", Bridge on Mill River Road)

C. Bridge #8 (Bridge on Georgia Shore Road between The Pines and Mill River Road)

10. TOWN ADMINISTRATOR, TREASURER AND SELECTBOARD SUB COMMITTEES REPORTS

A. Town Administrator

B. Public Works/Highway

C. Treasurer

11. OTHER

12. PLAN NEXT MEETING AGENDA

A. September 28, 2026

13. PROPOSED EXECUTIVE SESSION (pursuant to 1 V.S.A sec 313 - requires majority 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 of the Vermont Statutes. (State Time.)

A. Contract

B. Personnel

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: Doug Bergstrom, Town Administrator

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



GEORGIA VERMONT

Selectboard Regular Meeting Monday, August 24, 2026 at 6:00 PM Chris Letourneau Meeting Room and via Zoom Minutes

Zoom Details:

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

Meeting ID: 616 584 3896 | Passcode: 5243524

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

1. CALL TO ORDER 6:00PM

SELECTBOARD PRESENT

Chair Kellie Bosenberg, Vice Chair Brian Dunsmore, Judith Nasca, Carl Rosenquist, Tammy Hardy

STAFF PRESENT

Doug Bergstrom, Todd Cadieux, Kollene Caspers, Lori Hobart, Molly Mashtare (via Zoom)

PUBLIC PRESENT

Heather Dunsmore, Debbie Mann, Jen Jamies (via Zoom)

2. PLEDGE OF ALLEGIANCE

3. CHAIR UPDATE

- Condolences to Town Clerk Cheryl Letourneau and the Letourneau/Cote families for the loss of Edward Cote at 103 years of age.

4. ADDITIONS, DELETIONS, OR CHANGES TO THE AGENDA

- L. Hobart requested the addition of warrants #2634 (5E) and checks to write before Georgia's Fall Fest on September 12th in advance of the next Selectboard meeting on September 14, 2026 (5F).

5. SELECTBOARD MINUTES AND WARRANTS

A. Approval of Selectboard Special Meeting Minutes for August 10, 2026

Motion to approve the minutes as written.

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

Voting Yea: Chair Bosenberg, Vice Chair Dunsmore, J. Nasca, C. Rosenquist, T. Hardy

B. Approval of Selectboard Regular Meeting Minutes for August 10, 2026

Motion to approve the minutes as written.

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

Voting Yea: Chair Bosenberg, Vice Chair Dunsmore, J. Nasca, C. Rosenquist, T. Hardy

C. Approval of Payroll Warrant

Motion to approve the payroll warrant.

Motion made by Vice Chair Dunsmore, Seconded by J. Nasca

Voting Yea: Chair Bosenberg, Vice Chair Dunsmore, J. Nasca, C. Rosenquist, T. Hardy

D. Approval of Warrant #2633

Motion to approve warrant #2633 in the amount of \$54,954.81.

Motion made by Vice Chair Dunsmore, Seconded by J. Nasca

- L. Hobart and D. Bergstrom answered questions about the warrant.

Voting Yea: Chair Bosenberg, Vice Chair Dunsmore, J. Nasca, C. Rosenquist, T. Hardy

E. Approval of Warrant #2634

Motion to approve warrant #2634 in the amount of \$68,128.85.

Motion made by Vice Chair Dunsmore, Seconded by J. Nasca

- This warrant includes public works and bridge repair expenses.
- Vice Chair Dunsmore questioned the \$22,000 for the culvert, which he believed was already paid in full. Chair Bosenberg pulled up the original quote for the Selectboard.

Voting Yea: Chair Bosenberg, Vice Chair Dunsmore, J. Nasca, C. Rosenquist, T. Hardy

F. Approval of checks in advance of the next regular Selectboard meeting on 9/14/26

Motion to approve the checks in advance of the next meeting.

Motion made by Vice Chair Dunsmore, Seconded by J. Nasca

- L. Hobart explained the checks were for the upcoming Fall Fest celebrations.

Voting Yea: Chair Bosenberg, Vice Chair Dunsmore, J. Nasca, C. Rosenquist, T. Hardy

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. Sheriff's Monthly Activity Report (July 2026) – D. Bergstrom handed this out at the last meeting.

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

A. Errors and Omissions (E&O) - Action to Approve

Motion to approve the E&O as presented.

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

- M. Mashtare explained the E&O requests to the Selectboard.

Voting Yea: Chair Bosenberg, Vice Chair Dunsmore, J. Nasca, C. Rosenquist, T. Hardy

B. Georgia Public Library Trustee Vacancy - Action to Approve

- At the Georgia Public Library Board of Trustee meeting on August 19, 2026, Debbie Mann was voted by majority to be appointed Trustee Member at Large, taking over Terry Cleveland's seat (remainder of 2nd year of a 3-year term) until Town Meeting Day 2027.

Motion to approve Debbie Mann for the Georgia Public Library Board of Trustees.

Motion made by J. Nasca, Seconded by Vice Chair Dunsmore

- D. Mann was present to speak with the Selectboard on her return to the Board.

Voting Yea: Chair Bosenberg, Vice Chair Dunsmore, J. Nasca, C. Rosenquist, T. Hardy

C. Public Indecency Ordinance - Action to Approve

Motion to approve the ordinance.

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

- D. Bergstrom explained he ran the draft ordinance past the town attorney for approval before coming before the Selectboard.
- Chair Bosenberg pointed out a grammatical error.
- The Selectboard discussed the ordinance, enforcement and its implications in the Town.

Voting Yea: Chair Bosenberg, Vice Chair Dunsmore, J. Nasca, C. Rosenquist, T. Hardy

D. Ethics Reporting & Whistleblower Protection Policy - Draft

- D. Bergstrom introduced the policy and explained the reasoning behind the Town adopting the policy, as recommended by VLCT and based on the State of Vermont no longer being able to handle ethics complaints by potential whistleblowers.

Motion to approve the Ethics Reporting & Whistleblower Protection Policy as amended with uniformity clarification.

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

Voting Yea: Chair Bosenberg, Vice Chair Dunsmore, J. Nasca, C. Rosenquist, T. Hardy

E. Employee Review - Document Changes / Timeline

- Changes made include attendance as a part of the review, to be discussed.
- D. Bergstrom explained the addition of "Attendance and Reliability" to each of the job descriptions.
- Selectboard members made some minor edits and suggestions.
- Chair Bosenberg suggested executing these staff reviews in November before budget preparations are underway.

F. Georgia Public Library Capital Funds Expense for Painting / Floor Cleaning - Action to Approve

Motion to approve the GPL Improvements Request. T. Hardy made the motion, J. Nasca seconded the motion.

- GPL Trustee Chair Heather Dunsmore explained the improvements requested, including painting, stripping and waxing the floors, and a new circulation desk in 2026-2027.
- Sources of funding were discussed, including capital funds, maintenance funds and the GPL tax-based funds. Due to a deficiency in GPL salary funding, the painting project may be funded using the excess in this line item with floors using the allocated Town Maintenance funds.
- Chair Bosenberg suggested the LBOT work with L. Hobart to ensure proper funding for the improvement projects.
- No board approval is needed because the projected expenses will be coming out of approved allocated funds.

G. Georgia Beach Boat Dock Removal Discussion

- T. Hardy wanted more information on the \$8,000 expenditure to remove and reinstall the docks from Dock Doctors.
- It was explained this was a part of the original contract with Dock Doctors upon installation.
- Chair Bosenberg recommended pulling up meeting minutes for better understanding. D. Bergstrom will submit the meeting minutes to the Selectboard at the next meeting.

9. UNFINISHED BUSINESS

A. Georgia Public Library Building Revitalization Committee

- No updates for the renovation plans.
- Justin Holmes from Pinnacle Engineering is providing a quote for the driveway work.

B. Bridge #28 (Bridge on Mill River Road)

- L. Hobart answered questions on payments made using bond money for bridge work.
 - Questions about staffing, overtime and the ability to use bridge funds are still awaiting information from the bond bank and town attorney.
 - T. Cadieux gave an update to the work progression at the bridge. The project is on schedule thus far but dependent on weather and vendor availability.
 - School buses will continue to be diverted until the work is completed.
- C. Bridge #8 (Bridge on Georgia Shore Road between The Pines and Mill River Road)
- No updates.

10. TOWN ADMINISTRATOR, TREASURER AND SELECTBOARD SUB COMMITTEES REPORTS

A. Town Administrator

- D. Bergstrom answered Selectboard questions on the provided TA report.
- Interviews for the new Zoning Administrator will be starting this Wednesday at 11am, there are three candidates who have been identified for interviews. C. Rosenquist and Chair Bosenberg will be present for interviews. Vice Chair Dunsmore is available as needed.

B. Public Works/Grounds/Recreation

- T. Cadieux answered Selectboard questions; information on Bridge #28 was shared in 9(B).

C. Treasurer

- Tax payments have started to come in; more money is being added to the Town's CD accounts to collect as much interest revenue before the school payment will be due in November.
- L. Hobart will be meeting with J. Harvey next week to go over library expenses.
- L. Hobart will have a call with the Town Auditor on Wednesday to close out the grants.
- The calendar was explained to meet with the Finance Committee, which is chaired by K. Bosenberg and J. Nasca. L. Hobart will be meeting with each department to share budget information prior to the Finance Committee meetings.

11. OTHER

12. PLAN NEXT MEETING AGENDA

A. September 14, 2026

- Chair Bosenberg will not be present for September 14th & September 28th meetings. Vice Chair Dunsmore will lead the September Selectboard meetings.
- L. Hobart will meet with department heads before finance committee meetings.

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

- No Executive Session needed.

14. ADJOURN

Motion to adjourn at 7:27PM

Motion made by T. Hardy, Seconded by J. Nasca

Voting Yea: Chair Bosenberg, Vice Chair Dunsmore, J. Nasca, C. Rosenquist, T. Hardy

TABLED ITEMS: Georgia Beach Boat Dock Removal

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

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

186 **Signed: Doug Bergstrom, Town Administrator**

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

DRAFT



GEORGIA VERMONT

Selectboard Special Meeting Executive Session Monday, August 31, 2026 at 4:00 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)

1. CALL TO ORDER 4:06PM

SELECTBOARD PRESENT

Chair Kellie Bosenberg, Vice Chair Brian Dunsmore, Carl Rosenquist, Judith Nasca (via Zoom)

SELECTBOARD ABSENT

Tammy Hardy

STAFF PRESENT

Kollene Caspers

2. PROPOSED EXECUTIVE SESSION (pursuant to 1 V.S.A sec 313 - requires majority vote)

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

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

Voting Yea: Chair Bosenberg, Vice Chair Dunsmore, J. Nasca, C. Rosenquist

Chair Bosenberg moves that we enter into executive session to discuss Personnel with K. Caspers under the provisions of Title 1, Section 313(a)(1)(E) and (a)(3) of the Vermont Statutes at 4:09PM. Motion to enter into Executive session with K. Caspers made by C. Rosenquist, Seconded by Vice Chair Dunsmore

Voting Yea: Chair Bosenberg, Vice Chair Dunsmore, J. Nasca, C. Rosenquist

Motion to exit out of Executive Session at 4:31PM

Motion made by Vice Chair Dunsmore, Seconded by J. Nasca

Voting Yea: Chair Bosenberg, Vice Chair Dunsmore, J. Nasca, C. Rosenquist

Action out of Executive Session:

Motion to allow the Town Administrator to offer the chosen candidate and negotiate the terms of employment for the Zoning Administrator/DRB Coordinator/E-911 Coordinator position.

Motion made by Vice Chair Dunsmore, seconded by C. Rosenquist

Voting Yea: Chair Bosenberg, Vice Chair Dunsmore, J. Nasca, C. Rosenquist

3. ADJOURN

Motion to adjourn at 4:32PM

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

Voting Yea: Chair Bosenberg, Vice Chair Dunsmore, J. Nasca, C. Rosenquist

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Signed: Doug Bergstrom, Town Administrator

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

Treasurer Payroll Report – Regular Selectboard Meeting – 09/14/2026

Payroll Check Date – 08/27/26
Cash Requirement - \$ 18,995.29
Weekly

Payroll Check Date – 09/03/26
Cash Requirement - \$ 22,329.17
Weekly & Bi-weekly

Payroll Check Date – 9/10/26
Cash Requirement - \$ 19,822.30
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.

Kellie Bosenberg _____

Brian Dunsmore _____

Tammy Hardy _____

Judith Nasca _____

Carl Rosenquist _____

Town of Georgia

2026 Payroll Log

Section 5. Item #C.

Check Date	Weekly	Bi-weekly	Cash Requirement	Notes	Weekly Variance %	Weekly/Bi-Weekly Variance %
9/10/2026	x		19,822.30		4.354%	
9/3/2026	x	x	22,329.17	small DTC pymt, less OT		6.341%
8/27/2026	x		18,995.29	lower bridge OT	-5.851%	
8/20/2026	x	x	20,997.67	lower bridge OT, election workers, low overall fire		-15.545%
8/13/2026	x		20,175.78	lower bridge OT	-5.086%	
8/6/2026	x	x	24,862.55	Bridge project OT, DTC payment		27.227%
7/30/2026	x		21,256.86	Bridge project OT	23.844%	
7/23/2026	x	x	19,541.87			-5.965%
7/16/2026	x		17,164.18	Hwy WC	-1.897%	
7/9/2026	x	x	20,781.47	Highway full staff		15.070%
7/2/2026	x		17,496.10	DTC payment, new dental, new VMERS	6.176%	
6/25/2026	x	x	18,059.87			-6.426%
6/18/2026	x		16,478.35	Library Director vacation payout	-14.387%	
6/11/2026	x	x	19,300.09			-9.599%
6/4/2026	x		19,247.58	DTC payment (apr & May), TA pay increase, bonus	18.628%	
5/28/2026	x	x	21,349.34			1.842%
5/21/2026	x		16,225.21		1.566%	
5/14/2026	x	x	20,963.21			-0.242%
5/7/2026	x		15,975.08	no hwy OT	-13.540%	
4/30/2026	x	x	21,014.09			1.918%
4/23/2026	x		18,476.84	TA final pay	1.957%	
4/16/2026	x	x	20,618.58			-25.412%
4/9/2026	x		18,122.14		-1.289%	
4/2/2026	x	x	27,643.25	"snow bonus" for hwy, DTC payment		29.811%
3/26/2026	x		18,358.76		2.179%	
3/19/2026	x	x	21,295.08	election workers		-22.443%
3/12/2026	x		17,967.21	reduced highway	-6.438%	
3/5/2026	x	x	27,457.17	"snow bonus" for Hwy; DTC payment; final paycheck		30.802%
2/26/2026	x		19,203.51	return overpayment; less OT	-2.285%	
2/19/2026	x	x	20,991.43	less call in / OT; return overpayment		-15.811%
2/12/2026	x		19,652.62	less call in / OT	2.652%	
2/5/2026	x	x	24,933.69	"snow bonus" for Hwy; Call In & OT; DTC payment		-1.367%
1/29/2026	x		19,144.94	direct deposit allocation updates, less OT	-16.440%	
1/22/2026	x	x	25,279.36			-5.660%
1/15/2026	x		22,911.56	DTC payment		
1/8/2026	x	x	26,796.00	"snow bonus" for Hwy; OT and Holiday OT; DTC payment		

09/11/2026

Town of Georgia, Vermont Accounts Payable

Section 5. Item #D. 3

11:57 am

Check Warrant Report # 2637 Current Prior Next FY Invoices

Georgia Treasurer

For checks For Check Acct 01 (General Fund) 09/14/2026 To 09/14/2026

Vendor	Invoice	Invoice Description	Purchase Amount	Discount Amount	Amount Paid	Check Number	Check Date
ABOVE PAR ABOVE PAR CLEANING LLC	5165-1883	monthly cleaning	520.00	0.00	520.00	5802	09/14/26
ALLSTCON ALL STATES CONSTRUCTION, INC.	1123806	4500 gal liquid calcium	5760.00	0.00	5760.00	5803	09/14/26
ALLEGIANC ALLEGIANCE TRUCKS	122048055:01	parts	165.62	0.00	165.62	5844	09/14/26
ALLEGIANC ALLEGIANCE TRUCKS	401053092:01	parts	390.85	0.00	390.85	5804	09/14/26
		heat exchanger clamp					
		carrier, mirror					
		hose, cac, cold side					
ALLEGIANC ALLEGIANCE TRUCKS	401053380.01	return hose & clamp	-328.59	0.00	-328.59	5804	09/14/26
AMAZON AMAZON CAPITAL SERVICES	144TC37CD3XF	supplies	27.49	0.00	27.49	5805	09/14/26
AMAZON AMAZON CAPITAL SERVICES	1DYP6PP63D39	poison ivy wipes	103.92	0.00	103.92	5805	09/14/26
AMAZON AMAZON CAPITAL SERVICES	1GNMD9NDPJTX	office supplies	118.77	0.00	118.77	5805	09/14/26
AMAZON AMAZON CAPITAL SERVICES	1GP4XJYFDHGT	electrolytes	70.38	0.00	70.38	5805	09/14/26
AMAZON AMAZON CAPITAL SERVICES	1JY4VCMNXJKF	calendar return	-37.99	0.00	-37.99	5805	09/14/26
AMAZON AMAZON CAPITAL SERVICES	1M3JMW7WVKP1	office supplies	46.82	0.00	46.82	5805	09/14/26
AMAZON AMAZON CAPITAL SERVICES	1QDLVTPFKN9W	receipt book	13.14	0.00	13.14	5805	09/14/26
AMAZON AMAZON CAPITAL SERVICES	1QGKKNVWCRHL	SRP supplies	55.05	0.00	55.05	5805	09/14/26
AMAZON AMAZON CAPITAL SERVICES	1WGJ76C14P9Q	supplies & library	667.68	0.00	667.68	5805	09/14/26
AMAZON AMAZON CAPITAL SERVICES	1XCVVGX49L3P	Fall Fest supplies	70.69	0.00	70.69	5805	09/14/26
AMAZON AMAZON CAPITAL SERVICES	1XR17VFYD6M7	office supplies	41.04	0.00	41.04	5805	09/14/26
BLACKDOG BLACK DOG ELECTRICAL SERVICE L	8892	alarm system test	390.00	0.00	390.00	5845	09/14/26
BOUCHOME BOUCHARD HOME & OFFICE SERVICE	15059	IT services	157.50	0.00	157.50	5806	09/14/26
		VPN lock out					
		new drivers for clerk computers					
		disk space for clerk computers					
BOUCHOME BOUCHARD HOME & OFFICE SERVICE	15060	IT services	420.00	0.00	420.00	5806	09/14/26
		library copier on network					
		library voicemail					
		library email					
		library migration to our server					
BOUCHOME BOUCHARD HOME & OFFICE SERVICE	15065	FOIA request	131.25	0.00	131.25	5806	09/14/26
BROOKFIEL BROOK FIELD SERVICE	57880	bal due inspection	130.00	0.00	130.00	5807	09/14/26
		Service Agreement C-9891					
CAMPBR CAMP PRECAST CONCRETE PRODUCTS	65210	concrete blocks/delivery	25329.00	0.00	25329.00	5808	09/14/26
CANON CANON FINANCIAL SERVICES, INC	43713304	copier contract	421.04	0.00	421.04	5809	09/14/26
STACITY CITY OF ST ALBANS	6602	Q2 FY27 dispatching	18285.00	0.00	18285.00	5810	09/14/26
COMCAST COMCAST	-2588 082826	town office #2	14.95	0.00	14.95 E	91401	09/14/26
COMCAST COMCAST	-3288 082426	town offices	220.51	0.00	220.51 E	91402	09/14/26
COMCAST COMCAST	-4377 082426	fire station	207.09	0.00	207.09 E	91403	09/14/26
COMCAST COMCAST	-7269 082426	new garage	213.18	0.00	213.18 E	91404	09/14/26
COMCASTB COMCAST BUSINESS	282037849	town phone lines	720.62	0.00	720.62	5811	09/14/26
COSTCO COSTCO WHOLESALE	314529625	supplies	611.36	0.00	611.36	5846	09/14/26
PTCC ELAN FINANCIAL SERVICES	07.30.26	ChatGPT	53.00	0.00	53.00	5812	09/14/26
PTCC ELAN FINANCIAL SERVICES	2967701	sympathy flowers	257.55	0.00	257.55	5812	09/14/26
		C Letourneau - father					
EXIT18 EXIT 18 EQUIPMENT	101856	switch	34.56	0.00	34.56	5847	09/14/26
EYE MED FIDELITY SECURITY LIFE INSURAN	167503560	monthly premium	70.35	0.00	70.35	5813	09/14/26
FRIENDS FRIENDS OF NORTHERN LAKE CHAMP	09.10 EVENT	7 tkts for dinner	245.00	0.00	245.00 E	91405	09/14/26
GENE DEPO GENE DEPOT PRESSURE WASHING	08.28.26	town office pressure was	650.00	0.00	650.00	5814	09/14/26
GOT THAT GOT THAT RENTAL & SALES, INC.	157887	compactor rental	1650.00	0.00	1650.00	5815	09/14/26
GOT THAT GOT THAT RENTAL & SALES, INC.	158580	roller rental	220.00	0.00	220.00	5815	09/14/26

09/11/26

11:57 am

Town of Georgia, Vermont Accounts Payable

Check Warrant Report # 2637 Current Prior Next FY Invoices

For checks For Check Acct 01 (General Fund) 09/14/2026 To 09/14/2026

Section 5. Item #D. 2
Georgia Treasurer

Vendor	Invoice	Invoice Description	Purchase Amount	Discount Amount	Amount Paid	Check Number	Check Date
GMP	GREEN MOUNTAIN POWER CORPORATI	-0000 082726 old garage	68.90	0.00	68.90	5848	09/14/26
GMP	GREEN MOUNTAIN POWER CORPORATI	-0001 082726 library well	30.91	0.00	30.91	5816	09/14/26
GMP	GREEN MOUNTAIN POWER CORPORATI	-0002 082726 library	577.90	0.00	577.90	5816	09/14/26
GMP	GREEN MOUNTAIN POWER CORPORATI	-0005 082726 town offices	621.42	0.00	621.42	5848	09/14/26
GMP	GREEN MOUNTAIN POWER CORPORATI	-0006 082726 fire station	678.60	0.00	678.60	5848	09/14/26
GMP	GREEN MOUNTAIN POWER CORPORATI	-0009 082726 street lights	257.77	0.00	257.77	5848	09/14/26
GMP	GREEN MOUNTAIN POWER CORPORATI	-2626 082726 new garage	328.75	0.00	328.75	5848	09/14/26
GMP	GREEN MOUNTAIN POWER CORPORATI	-3109 082726 gordon's mill	28.74	0.00	28.74	5848	09/14/26
GMP	GREEN MOUNTAIN POWER CORPORATI	-4295 082726 salt shed	28.74	0.00	28.74	5848	09/14/26
GMP	GREEN MOUNTAIN POWER CORPORATI	-6206 082726 historical building	28.69	0.00	28.69	5816	09/14/26
GREENUP	GREEN UP VERMONT	GUV26 annual appropriation	350.00	0.00	350.00	5817	09/14/26
HARBOR L	HARBOR LAUNCH AND TOW	1328 dock adj 8/7/26	1360.00	0.00	1360.00	5818	09/14/26
HARRISON	HARRISON QUARRY LLC	64551 footings wall headwall	106000.00	0.00	106000.00	5819	09/14/26
INDEED	INDEED, INC.	26-07403172 ZA job listing	349.56	0.00	349.56 E	91406	09/14/26
J&L	J & L HARDWARE, INC.	563468 parts / supplies	184.40	0.00	184.40	5849	09/14/26
		includes marking paint & parts for hydro seeder					
JIMMY P'S	JIMMY P'S EXCAVATION LLC	1057 svcs & equip	26900.00	0.00	26900.00	5850	09/14/26
JJ PIZZA	JJ'S PLACE PIZZA	SRP 2026 pizza certificates	130.00	0.00	130.00	5820	09/14/26
		for the summer reading program - donation from Georgia Pediatrics covers the expense					
JOHNSONH	JOHNSON HARDWARE & RENTAL	823813 small tools / parts	1013.91	0.00	1013.91	5821	09/14/26
UNION DUE	LABORERS' INTERNATIONAL OF NO.	AUG 2026 monthly dues	129.00	0.00	129.00	5822	09/14/26
MAPLERUN	MAPLE RUN UNIFIED SCHOOL DISTR	2026 RENTALS return excess deposit	100.00	0.00	100.00	5823	09/14/26
MCCULLOUG	MCCULLOUGH CRUSHING INC	127747 various stone	3783.50	0.00	3783.50	5824	09/14/26
MCCULLOUG	MCCULLOUGH CRUSHING INC	127926 stone for bridge	9830.50	0.00	9830.50	5851	09/14/26
MVP	MVP Health Care, Inc.	23426327 monthly premium	9459.65	0.00	9459.65	5825	09/14/26
MYERS	MYERS CONTAINER SERVICE CORP	22569 082826 trash pickup	214.09	0.00	214.09	5826	09/14/26
MYERS	MYERS CONTAINER SERVICE CORP	23576 082826 beach trash	153.21	0.00	153.21	5826	09/14/26
PACK	PACK-N-SHIP LONGWOOD	333290 postage	90.01	0.00	90.01 E	91407	09/14/26
		shipping of meeting owls from auction in Kennett Square					
PAYCHEX	PAYCHEX	18106664 3 kiosks	90.00	0.00	90.00 E	91408	09/14/26
PAYCHEX	PAYCHEX	2026090101 43 tranx 1 delivery	318.24	0.00	318.24 E	91409	09/14/26
PAYCHEX	PAYCHEX	2026090801 22 tranx	192.24	0.00	192.24 E	91410	09/14/26
PRIORITY	PRIORITY EXPRESS, INC.	80592636 interlibrary loan	223.36	0.00	223.36	5827	09/14/26
QUADIENT	QUADIENT FINANCE USA, INC	-2740 083126 postage	2048.13	0.00	2048.13	5828	09/14/26
		includes tax bills					
VALLEE2	R L VALLEE INC	11883619 32.649 gal regular	132.10	0.00	132.10	5829	09/14/26
VALLEE2	R L VALLEE INC	12179727 gasoline	146.59	0.00	146.59	5829	09/14/26
VALLEE2	R L VALLEE INC	12179728 25.7 gal regular	104.99	0.00	104.99	5829	09/14/26
REYNOL	REYNOLDS AND SON INC	3468659 regulator keeper	29.25	0.00	29.25	5830	09/14/26
REYNOL	REYNOLDS AND SON INC	3468660 6 in box strainer	904.63	0.00	904.63	5830	09/14/26
11239	ROWLEY	543544 770.2 #2 diesel	3619.94	0.00	3619.94	5852	09/14/26
9550	ROWLEY	08.25.26 142.5 gal unleaded	594.36	0.00	594.36	5831	09/14/26
9550	ROWLEY	09.09.26 unleaded gasoline	1660.64	0.00	1660.64	5853	09/14/26
9550	ROWLEY	09.09.26.2 unleaded gasoline	1660.64	0.00	1660.64	5853	09/14/26
SHELBU	SHELBURNE LIMESTONE CORPORATIO	24578 driveway mix	163.80	0.00	163.80	5854	09/14/26
ACE	ST ALBANS ACE HARDWARE LLC	117562/2 hillman fastners	5.36	0.00	5.36	5855	09/14/26
SULLIVAN	SULLIVAN, POWERS & CO.	135831 2025 audit	2409.00	0.00	2409.00	5832	09/14/26
KNOX	THE KNOX COMPANY	KA-555827 medvault data cable	76.00	0.00	76.00	5833	09/14/26
UNIFIR	UNIFIRST CORPORATION	1080356519 uniforms 08.25.26	116.89	0.00	116.89	5834	09/14/26

09/11/26

11:57 am

Town of Georgia, Vermont Accounts Payable

Check Warrant Report # 2637 Current Prior Next FY Invoices

For checks For Check Acct 01 (General Fund) 09/14/2026 To 09/14/2026

Section 5. Item #D.

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Georgia Treasurer

Vendor	Invoice	Invoice Description	Purchase Amount	Discount Amount	Amount Paid	Check Number	Check Date
UNIFIR	UNIFIRST CORPORATION	1080357723	town office floor mats	59.73	0.00	59.73	5834 09/14/26
UNIFIR	UNIFIRST CORPORATION	1080357725	library floor mats	50.44	0.00	50.44	5834 09/14/26
VACKER	VACKER INC	5439	nature signs	1376.00	0.00	1376.00	5835 09/14/26
COMEAU	VAUGHN COMEAU	CADIEUX	recording overpayment	15.00	0.00	15.00	5836 09/14/26
VT EMS	VERMONT EMS DISTRICT 1, INC.	2026-105	annual dues	150.00	0.00	150.00	5837 09/14/26
VGS	VERMONT GAS SYSTEMS INC	-5441 082826	fire station	96.14	0.00	96.14	5856 09/14/26
VGS	VERMONT GAS SYSTEMS INC	-5994 082826	new garage	67.17	0.00	67.17	5856 09/14/26
VGS	VERMONT GAS SYSTEMS INC	-7845 082826	town office	56.62	0.00	56.62	5856 09/14/26
VGS	VERMONT GAS SYSTEMS INC	-8090 082826	old garage	56.62	0.00	56.62	5838 09/14/26
VLCTUNEMP	VLCT EMPLOYMENT RESOURCE AND B	REN041263-Q4	qtly contribution	396.00	0.00	396.00	5839 09/14/26
VLCTPA	VLCT PACIF	20444	qtly contribution	30546.64	0.00	30546.64	5840 09/14/26
VMERSDC	VMERS DB	AUG 2026	monthly contribution	13644.64	0.00	13644.64	5841 09/14/26
VTCMA	VTCMA	2026 MEMB	membership	50.00	0.00	50.00	5842 09/14/26
VTCMA	VTCMA	FALL CONF	VTCMA fall conf	50.00	0.00	50.00	5842 09/14/26
CRWOODS	WOOD'S CRW CORP	R10603	SD45B compactor	1500.00	0.00	1500.00	5843 09/14/26
CRWOODS	WOOD'S CRW CORP	R10604	SD75B compactor	1500.00	0.00	1500.00	5843 09/14/26
CRWOODS	WOOD'S CRW CORP	R10613	SD45B compactor	1500.00	0.00	1500.00	5843 09/14/26
CRWOODS	WOOD'S CRW CORP	R10614	SD75B compactor	1500.00	0.00	1500.00	5843 09/14/26
CRWOODS	WOOD'S CRW CORP	R10622	SD45B compactor	700.00	0.00	700.00	5843 09/14/26
CRWOODS	WOOD'S CRW CORP	R10624	SD75B compactor	1300.00	0.00	1300.00	5843 09/14/26
CRWOODS	WOOD'S CRW CORP	R10639	SD45B compactor	-700.00	0.00	-700.00	5843 09/14/26

Report Total

289,226.24 0.00 289,226.24

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 \$ ***289,226.24 Let this be your order for the payments of these amounts.

Kellie Bosenberg - Chair

Brian Dunsmore - Vice Chair

Carl Rosenquist

Judith Nasca

Tammy Hardy

09/11/26
10:12 am

Town of Georgia, Vermont Accounts Payable
Invoice Edit List-Current-Last-Next FY
Invoices Up To 10/03/26

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
ABOVE PAR ABOVE PAR CLEANING LLC		5165-1883		08/24/26	09/23/26	01	monthly cleaning			
		1-7-05-28-45.60	Janitorial Supply/Svs.					520.00	0.00	0.00
ALLSTCON ALL STATES CONSTRUCTION		1123806		08/17/26	09/16/26	01	4500 gal liquid calcium			
		1-7-10-05-55.30	Dust Control					5,760.00	0.00	0.00
ALLEGIANC ALLEGIANCE TRUCKS		401053092:01		07/17/26	08/16/26	01	parts			
		1-7-10-30-62.80	2014 International Repair					390.85	0.00	0.00
		401053380.01		07/28/26	07/28/26	01	return hose & clamp			
		1-7-10-30-62.80	2014 International Repair					-328.59	0.00	0.00
Total For ALLEGIANCE TRUCKS								62.26	0.00	0.00
								=====	=====	=====
AMAZON AMAZON CAPITAL SERVICES		144TC37CD3XF		07/28/26	08/27/26	01	supplies			
		1-7-05-20-22.00	Admin Office Supplies					27.49	0.00	0.00
		1DYP6PP63D39		07/06/26	08/05/26	01	poison ivy wipes			
		1-7-10-30-62.00	Hwy Parts & Supplies					103.92	0.00	0.00
		1GNMD9NDPJTX		08/04/26	09/03/26	01	office supplies			
		1-7-05-20-22.00	Admin Office Supplies					118.77	0.00	0.00
		1GP4XJYFDHGT		07/24/26	08/23/26	01	electrolytes			
		1-7-10-05-45.05	Highway Training					70.38	0.00	0.00
		1JY4VCMNXJKE		08/13/26	08/13/26	01	calendar return			
		1-7-05-20-22.00	Admin Office Supplies					-37.99	0.00	0.00
		1M3JMW7WVKE1		08/17/26	09/16/26	01	office supplies			
		1-7-05-20-22.00	Admin Office Supplies					46.82	0.00	0.00
		1QDLVTPFKN9W		07/24/26	08/23/26	01	receipt book			
		1-7-05-70-22.00	Library Supplies					13.14	0.00	0.00
		1QGKKNVWCRLH		08/25/26	09/24/26	01	SRP supplies			
		2-7-05-70-52.31	VDOL Summer Reading Expen					55.05	0.00	0.00
		1WGJ76C14P9Q		09/01/26	10/01/26	01	supplies & library			
		1-7-05-20-22.00	Admin Office Supplies					547.80	0.00	0.00
		1-7-05-28-45.30	Library Building Maint.					119.88	0.00	0.00
Invoice 1WGJ76C14P9Q Total								667.68	0.00	0.00
		1XCVVGX49L3P		08/27/26	09/26/26	01	Fall Fest supplies			
		1-7-05-70-44.05	Library Educational Progr					70.69	0.00	0.00
		1XR17VFYD6M7		08/27/26	09/26/26	01	office supplies			
		1-7-05-20-22.00	Admin Office Supplies					41.04	0.00	0.00

09/11/26
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Town of Georgia, Vermont Accounts Payable
Invoice Edit List-Current-Last-Next FY
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GeorgiaTreasurer

Vendor	Man/ Dir	Invoice Pay Number	Purchase Order	Invoice Date	Due Date	Ck Acct	Invoice Amount	Discenc. Amount	Discount Amount
Total For AMAZON CAPITAL SERVICES							1,176.99	0.00	0.00
							=====	=====	=====
BOUCHOME BOUCHARD HOME & OFFICE		15059		08/27/26	09/16/26	01 IT services			
		1-7-05-20-44.11	IT Labor Services				157.50	0.00	0.00
		15060		08/27/26	09/16/26	01 IT services			
		1-7-05-70-22.36	Library Tech Support				420.00	0.00	0.00
		15065		08/27/26	09/16/26	01 FOIA request			
		1-7-05-20-44.11	IT Labor Services				131.25	0.00	0.00
Total For BOUCHARD HOME & OFFICE SERVICES, LLC							708.75	0.00	0.00
							=====	=====	=====
BROOKFIELD BROOK FIELD SERVICE		57880		08/03/26	09/02/26	01 bal due inspection			
		1-7-05-28-45.25	Fire & Rescue Bldg Maint.				130.00	0.00	0.00
CAMPFR CAMP PRECAST CONCRETE P		65210		08/21/26	09/20/26	01 concrete blocks/delivery			
		N-7-05-20-00.20	Mill River Bridge Expense				25,329.00	0.00	0.00
CANON CANON FINANCIAL SERVICE		43713304		08/12/26	10/01/26	01 copier contract			
		1-7-05-20-22.10	Admin Copier Expense				421.04	0.00	0.00
STACITY CITY OF ST ALBANS		6602		08/05/26	09/04/26	01 Q2 FY27 dispatching			
		1-7-05-30-20.00	Dispatching Services				18,285.00	0.00	0.00
COMCAST COMCAST		*-2588 082826		08/28/26	09/23/26	01 town office #2			
		1-7-05-28-30.50	Town Hall Utilities				14.95	0.00	0.00
		*-3288 082426		08/24/26	09/19/26	01 town offices			
		1-7-05-28-30.50	Town Hall Utilities				220.51	0.00	0.00
		*-4377 082426		08/24/26	09/19/26	01 fire station			
		1-7-05-28-30.25	Fire & Rescue Utilities				207.09	0.00	0.00
		*-7269 082426		08/24/26	09/19/26	01 new garage			
		1-7-05-28-30.70	New Hwy Garage Utilities				213.18	0.00	0.00
Total For COMCAST							655.73	0.00	0.00
							=====	=====	=====
COMCASTB COMCAST BUSINESS		282037849		09/01/26	10/01/26	01 town phone lines			
		1-7-05-28-30.50	Town Hall Utilities				313.14	0.00	0.00
		1-7-05-28-30.25	Fire & Rescue Utilities				189.04	0.00	0.00
		1-7-05-28-30.30	Library Utilities				71.92	0.00	0.00
		1-7-05-28-30.70	New Hwy Garage Utilities				146.52	0.00	0.00
Invoice 282037849 Total							720.62	0.00	0.00

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Town of Georgia, Vermont Accounts Payable
Invoice Edit List-Current-Last-Next FY
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Vendor	Man/ DirPay	Invoice Number	Purchase Order	Invoice Date	Due Date	Ck Acct	Invoice Amount	Discenc. Amount	Discount Amount
PTCC	ELAN FINANCIAL SERVICES	07.30.26		07/30/26	07/30/26	01 ChatGPT			
		1-7-05-20-44.07	Computer Software & Licens				53.00	0.00	0.00
		2967701		08/22/26	08/22/26	01 sympathy flowers			
		1-7-05-05-27.00	Selectboard Expenses				257.55	0.00	0.00
Total For ELAN FINANCIAL SERVICES							310.55	0.00	0.00
							=====	=====	=====
WEBBFW	F W WEBB COMPANY	97122942		07/28/26	07/28/26	01 return surplus mat'l			
		1-7-10-30-62.00	Hwy Parts & Supplies				-50.97	0.00	0.00
EYE MED	FIDELITY SECURITY LIFE	167503560		08/22/26	08/31/26	01 monthly premium			
		1-2-00-05-10.37	Vision Withholding				70.35	0.00	0.00
FRIENDS	FRIENDS OF NORTHERN LAK	* 09.10 EVENT		09/01/26	09/01/26	01 7 tkts for dinner			
		1-7-05-80-52.00	GCC Prchse - Current Yr				245.00	0.00	0.00
GENE DEPO	GENE DEPOT PRESSURE WAS	08.28.26		08/28/26	09/27/26	01 town office pressure wash			
		1-7-05-28-45.50	Town Hall Building Maint.				650.00	0.00	0.00
GOT THAT	GOT THAT RENTAL & SALES	157887		08/27/26	09/26/26	01 compactor rental			
		N-7-05-20-00.20	Mill River Bridge Expense				1,650.00	0.00	0.00
		158580		09/03/26	09/10/26	01 roller rental			
		N-7-05-20-00.20	Mill River Bridge Expense				220.00	0.00	0.00
Total For GOT THAT RENTAL & SALES, INC.							1,870.00	0.00	0.00
							=====	=====	=====
GMP	GREEN MOUNTAIN POWER CO	-0001 082726		08/27/26	09/23/26	01 library well			
		1-7-05-28-30.30	Library Utilities				30.91	0.00	0.00
		-0002 082726		08/27/26	09/23/26	01 library			
		1-7-05-28-30.30	Library Utilities				577.90	0.00	0.00
		-6206 082726		08/27/26	09/23/26	01 historical building			
		1-7-05-28-30.50	Town Hall Utilities				28.69	0.00	0.00
Total For GREEN MOUNTAIN POWER CORPORATION							637.50	0.00	0.00
							=====	=====	=====
GREENUP	GREEN UP VERMONT	GUV26		09/09/26	09/09/26	01 annual appropriation			
		1-7-30-95-00.75	Green-Up Vermont				350.00	0.00	0.00
HARBOR L	HARBOR LAUNCH AND TOW	1328		08/10/26	09/09/26	01 dock adj 8/7/26			
		1-7-05-28-45.20	Town Beach Bldg. Maint				1,360.00	0.00	0.00
HARRISON	HARRISON QUARRY LLC	64551		08/19/26	09/18/26	01 footings wall headwall			
		N-7-05-20-00.20	Mill River Bridge Expense				106,000.00	0.00	0.00

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Town of Georgia, Vermont Accounts Payable
Invoice Edit List-Current-Last-Next FY
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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
INDEED	INDEED, INC.	* 26-07403172		08/31/26	08/31/26	01	ZA job listing		
		1-7-05-20-25.00	Printing/Publishing				349.56	0.00	0.00
JJ PIZZA	JJ'S PLACE PIZZA	SRP 2026		09/03/26	09/03/26	01	pizza certificates		
		1-7-05-70-44.05	Library Educational Progr				130.00	0.00	0.00
JOHNSONH	JOHNSON HARDWARE & RENT	823813		08/27/26	09/10/26	01	small tools / parts		
		N-7-05-20-00.20	Mill River Bridge Expense				1,013.91	0.00	0.00
UNION DUE	LABORERS' INTERNATIONAL	AUG 2026		09/01/26	09/01/26	01	monthly dues		
		1-2-00-05-10.41	Union Dues				129.00	0.00	0.00
MAPLERUN	MAPLE RUN UNIFIED SCHOO	2026 RENTALS		09/09/26	09/09/26	01	return excess deposit		
		1-6-00-05-00.45	Parks & Rec Revenues				100.00	0.00	0.00
MCCULLOUG	MCCULLOUGH CRUSHING INC	127747		08/24/26	09/23/26	01	various stone		
		N-7-05-20-00.20	Mill River Bridge Expense				3,783.50	0.00	0.00
MVP	MVP Health Care, Inc.	23426327		09/06/26	09/30/26	01	monthly premium		
		1-2-00-05-10.36	Health Withholding				473.77	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				1,024.18	0.00	0.00
		1-7-10-05-10.13	Highway Ins. Benefits				5,913.34	0.00	0.00
Invoice 23426327 Total							9,459.65	0.00	0.00
MYERS	MYERS CONTAINER SERVICE	22569 082826		08/28/26	09/10/26	01	trash pickup		
		1-7-05-28-51.00	Municipal Trash				214.09	0.00	0.00
		23576 082826		08/28/26	09/10/26	01	beach trash		
		1-7-05-28-51.00	Municipal Trash				153.21	0.00	0.00
Total For MYERS CONTAINER SERVICE CORP							367.30	0.00	0.00
=====									
PACK	PACK-N-SHIP LONGWOOD	* 333290		09/01/26	09/01/26	01	postage		
		1-7-05-20-21.00	Admin Postage				90.01	0.00	0.00
PAYCHEX	PAYCHEX	* 18106664		09/05/26	09/20/26	01	3 kiosks		
		1-7-05-05-45.00	Admin Contracted Services				90.00	0.00	0.00
		* 2026090101		09/01/26	09/03/26	01	43 tranx 1 delivery		
		1-7-05-05-45.00	Admin Contracted Services				318.24	0.00	0.00
		* 2026090801		09/08/26	09/10/26	01	22 tranx		
		1-7-05-05-45.00	Admin Contracted Services				192.24	0.00	0.00
Total For PAYCHEX							600.48	0.00	0.00
=====									

09/11/26
10:12 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
PRIORITY	PRIORITY EXPRESS, INC.	80592636		08/31/26	09/30/26	01	interlibrary loan			
		1-7-05-70-22.30	Library	Interlibrary Loan				223.36	0.00	0.00
QUADIENT	QUADIENT FINANCE USA, I	-2740 083126		08/31/26	09/28/26	01	postage			
		1-7-05-20-21.00	Admin	Postage				2,048.13	0.00	0.00
VALLEE2	R L VALLEE INC	11883619		06/30/26	07/30/26	01	32.649 gal regular			
		1-7-10-30-51.00	Fuels And	Oils				132.10	0.00	0.00
		12179727		08/31/26	09/30/26	01	gasoline			
		1-7-10-30-51.00	Fuels And	Oils				146.59	0.00	0.00
		12179728		08/31/26	09/30/26	01	25.7 gal regular			
		1-7-10-30-51.00	Fuels And	Oils				104.99	0.00	0.00
Total For R L VALLEE INC								383.68	0.00	0.00
								=====	=====	=====
REYNOL	REYNOLDS AND SON INC	3468659		08/07/26	09/06/26	01	regulator keeper			
		1-7-05-36-63.00	GFD Equip	Prshe/Repair				29.25	0.00	0.00
		3468660		08/07/26	09/06/26	01	6 in box strainer			
		1-7-05-36-63.00	GFD Equip	Prshe/Repair				904.63	0.00	0.00
Total For REYNOLDS AND SON INC								933.88	0.00	0.00
								=====	=====	=====
9550	ROWLEY	08.25.26		08/25/26	09/16/26	01	142.5 gal unleaded			
		1-7-10-30-51.00	Fuels And	Oils				594.36	0.00	0.00
SULLIVAN	SULLIVAN, POWERS & CO.	135831		07/31/26	08/31/26	01	2025 audit			
		1-7-05-05-45.00	Admin	Contracted Services				2,409.00	0.00	0.00
KNOX	THE KNOX COMPANY	KA-555827		08/25/26	09/24/26	01	medvault data cable			
		1-7-05-36-52.40	GFD Computer/Office	Suppl				76.00	0.00	0.00
UNIFIR	UNIFIRST CORPORATION	1080356519		08/25/26	09/24/26	01	uniforms 08.25.26			
		1-7-10-40-18.00	Highway	Uniforms/Boots				116.89	0.00	0.00
		1080357723		09/01/26	10/01/26	01	town office floor mats			
		1-7-05-28-45.50	Town Hall	Building Maint.				59.73	0.00	0.00
		1080357725		09/01/26	10/01/26	01	library floor mats			
		1-7-05-28-45.30	Library	Building Maint.				50.44	0.00	0.00
Total For UNIFIRST CORPORATION								227.06	0.00	0.00
								=====	=====	=====
VACKER	VACKER INC	5439		08/26/26	09/25/26	01	nature signs			
		1-7-05-80-52.00	GCC Prchse -	Current Yr				1,376.00	0.00	0.00

09/11/26
10:12 am

Town of Georgia, Vermont Accounts Payable
Invoice Edit List-Current-Last-Next FY
Invoices Up To 10/03/26

Vendor	Man/ Dir	Invoice Pay Number	Purchase Order	Invoice Date	Due Date	Ck Acct	Invoice Amount	Discenc. Amount	Discount Amount
COMEAU	VAUGHN COMEAU	CADIEUX		09/10/26	09/10/26	01	recording overpayment		
		1-6-00-05-00.17	Recording Fees				15.00	0.00	0.00
VT EMS	VERMONT EMS DISTRICT 1,	2026-105		05/11/26	06/10/26	01	annual dues		
		1-7-05-36-44.10	Fire & Rescue Training				150.00	0.00	0.00
VGS	VERMONT GAS SYSTEMS INC	-8090 082826		08/28/26	09/22/26	01	old garage		
		1-7-05-28-30.35	Old Hwy Garage Utilities				56.62	0.00	0.00
VLCTUNEMP	VLCT EMPLOYMENT RESOURC	REN041263-Q4		08/21/26	10/01/26	01	qtly contribution		
		1-7-05-75-13.00	Unemployment				396.00	0.00	0.00
VLCTPA	VLCT PACIF	20444		08/27/26	10/01/26	01	qtly contribution		
		1-7-05-05-48.00	Property & Casualty Ins				16,437.95	0.00	0.00
		1-7-05-75-20.00	Worker Comp. Insurance				14,108.69	0.00	0.00
Invoice 20444 Total							30,546.64	0.00	0.00
VMERSDC	VMERS DB	AUG 2026		09/01/26	09/15/26	01	monthly contribution		
		1-2-00-05-10.25	Retirement Withholding				13,644.64	0.00	0.00
VTCMA	VTCMA	2026 MEMB		09/10/26	09/10/26	01	membership		
		1-7-05-20-44.00	Admin Training				50.00	0.00	0.00
		FALL CONF		09/10/26	09/10/26	01	VTCMA fall conf		
		1-7-05-20-44.00	Admin Training				50.00	0.00	0.00
Total For VTCMA							100.00	0.00	0.00
							=====	=====	=====
CRWOODS	WOOD'S CRW CORP	R10603		08/19/26	08/25/26	01	SD45B compactor		
		N-7-05-20-00.20	Mill River Bridge Expense				1,500.00	0.00	0.00
		R10604		08/19/26	08/25/26	01	SD75B compactor		
		N-7-05-20-00.20	Mill River Bridge Expense				1,500.00	0.00	0.00
		R10613		08/27/26	09/01/26	01	SD45B compactor		
		N-7-05-20-00.20	Mill River Bridge Expense				1,500.00	0.00	0.00
		R10614		08/27/26	09/01/26	01	SD75B compactor		
		N-7-05-20-00.20	Mill River Bridge Expense				1,500.00	0.00	0.00
		R10622		09/02/26	09/15/26	01	SD45B compactor		
		N-7-05-20-00.20	Mill River Bridge Expense				700.00	0.00	0.00
		R10624		09/02/26	09/15/26	01	SD75B compactor		
		N-7-05-20-00.20	Mill River Bridge Expense				1,300.00	0.00	0.00
		R10639		09/09/26	09/09/26	01	SD45B compactor		
		N-7-05-20-00.20	Mill River Bridge Expense				-700.00	0.00	0.00

09/11/26
10:12 am

Town of Georgia, Vermont Accounts Payable
Invoice Edit List-Current-Last-Next FY
Invoices Up To 10/03/26

Section 5. Item #D.

Page 7 of 7
GeorgiaTreasurer

Vendor	Man/ DirPay Number	Invoice Number	Purchase Order	Invoice Date	Due Date	Ck Acct	Invoice Amount	Discenc. Amount	Discount Amount
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Total For WOOD'S CRW CORP

7,300.00 0.00 0.00

Report Grand Total

241,715.60 0.00 0.00

Fund Totals	Expenditures	Dis-Encumbrance
1	96,364.14	0.00
Z	55.05	0.00
N	145,296.41	0.00
	241,715.60	0.00

+ 50.97

241,766.57

09/11/26

11:52 am

Town of Georgia, Vermont Accounts Payable

Invoice Edit List-Current-Last-Next FY

Invoices Up To 10/03/26

Section 5. Item #D. 2

GeorgiaTreasurer

Vendor	Man/ DirPay	Invoice Number	Purchase Order	Invoice Date	Due Date	Ck Acct	Invoice Amount	Discenc. Amount	Discount Amount
ALLEGIANC ALLEGIANCE TRUCKS		122048055:01		08/20/26	09/10/26	01 parts			
		1-7-10-30-62.75	2013	International Repair			24.12	0.00	0.00
		1-7-10-30-62.60	2020	Tandem Repairs			141.50	0.00	0.00
Invoice 122048055:01 Total							165.62	0.00	0.00
BLACKDOG BLACK DOG ELECTRICAL SE		8892		09/08/26	09/09/26	01 alarm system test			
		1-7-05-28-45.70		New Hwy Bldg. Maint.			390.00	0.00	0.00
COSTCO COSTCO WHOLESALE		314529625		09/03/26	09/03/26	01 supplies			
		1-7-05-20-22.00		Admin Office Supplies			130.00	0.00	0.00
		1-7-05-20-22.00		Admin Office Supplies			71.97	0.00	0.00
		1-7-05-28-45.25		Fire & Rescue Bldg Maint.			87.24	0.00	0.00
		1-7-05-28-45.60		Janitorial Supply/Svs.			322.15	0.00	0.00
Invoice 314529625 Total							611.36	0.00	0.00
EXIT18 EXIT 18 EQUIPMENT		101856		09/02/26	09/12/26	01 switch			
		1-7-10-30-62.00		Hwy Parts & Supplies			34.56	0.00	0.00
WEBBFW F W WEBB COMPANY		97122942		07/28/26	07/28/26	01 return surplus mat'l			
		1-7-10-30-62.00		Hwy Parts & Supplies			-50.97	0.00	0.00
GMP GREEN MOUNTAIN POWER CO		-0000 082726		08/27/26	09/23/26	01 old garage			
		1-7-05-28-30.35		Old Hwy Garage Utilities			68.90	0.00	0.00
		-0005 082726		08/27/26	09/23/26	01 town offices			
		1-7-05-28-30.50		Town Hall Utilities			621.42	0.00	0.00
		-0006 082726		08/27/26	09/23/26	01 fire station			
		1-7-05-28-30.25		Fire & Rescue Utilities			678.60	0.00	0.00
		-0009 082726		08/27/26	09/23/26	01 street lights			
		1-7-05-28-30.75		Streetlight Electricity			257.77	0.00	0.00
		-2626 082726		08/27/26	09/23/26	01 new garage			
		1-7-05-28-30.70		New Hwy Garage Utilities			328.75	0.00	0.00
		-3109 082726		08/27/26	09/23/26	01 gordon's mill			
		1-7-05-28-30.50		Town Hall Utilities			28.74	0.00	0.00
		-4295 082726		08/27/26	09/23/26	01 salt shed			
		1-7-05-28-30.35		Old Hwy Garage Utilities			28.74	0.00	0.00
Total For GREEN MOUNTAIN POWER CORPORATION							2,012.92	0.00	0.00
J&L J & L HARDWARE, INC.		563468		09/09/26	09/30/26	01 parts / supplies			
		1-7-10-30-62.00		Hwy Parts & Supplies			184.40	0.00	0.00

09/11/26
11:52 am

Town of Georgia, Vermont Accounts Payable
Invoice Edit List-Current-Last-Next FY
Invoices Up To 10/03/26

Section 5. Item #D. 2
GeorgiaTreasurer

Vendor	Man/ Dir	Invoice Pay Number	Purchase Order	Invoice Date	Due Date	Ck Acct	Invoice Amount	Discenc. Amount	Discount Amount
JIMMY P'S JIMMY P'S EXCAVATION LL		1057		09/08/26	10/01/26	01 svcs & equip			
		N-7-05-20-00.20	Mill River Bridge Expense				26,900.00	0.00	0.00
MCCULLOUGH MCCULLOUGH CRUSHING INC		127926		08/31/26	09/30/26	01 stone for bridge			
		N-7-05-20-00.20	Mill River Bridge Expense				9,830.50	0.00	0.00
11239 ROWLEY		543544		09/01/26	09/06/26	01 770.2 #2 diesel			
		1-7-10-30-51.00	Fuels And Oils				3,619.94	0.00	0.00
9550 ROWLEY		09.09.26		07/21/26	08/31/26	01 unleaded gasoline			
		N-7-05-20-00.20	Mill River Bridge Expense				1,660.64	0.00	0.00
		09.09.26.2		06/25/26	07/20/26	01 unleaded gasoline			
		1-7-10-30-51.00	Fuels And Oils				1,660.64	0.00	0.00
Total For ROWLEY							3,321.28	0.00	0.00
SHELBURNE SHELBU LESTONE COR		24578		09/05/26	10/03/26	01 driveway mix			
		N-7-05-20-00.20	Mill River Bridge Expense				163.80	0.00	0.00
ACE ST ALBANS ACE HARDWARE		117562/2		09/01/26	09/30/26	01 hillman fastners			
		1-7-05-36-63.00	GFD Equip Prshe/Repair				5.36	0.00	0.00
VGS VERMONT GAS SYSTEMS INC		-5441 082826		08/28/26	09/22/26	01 fire station			
		1-7-05-28-30.25	Fire & Rescue Utilities				96.14	0.00	0.00
		-5994 082826		08/28/26	09/22/26	01 new garage			
		1-7-05-28-30.70	New Hwy Garage Utilities				67.17	0.00	0.00
		-7845 082826		08/28/26	09/22/26	01 town office			
		1-7-05-28-30.50	Town Hall Utilities				56.62	0.00	0.00
Total For VERMONT GAS SYSTEMS INC							219.93	0.00	0.00
Report Grand Total							47,408.70	0.00	0.00

Fund Totals	Expenditures
1	8,853.76
N	38,554.94
	47,408.70

0 * *

0 * *

002

47,459.67 +
241,766.57 +
289,226.24 * +

+50.97
47,459.67

VT Route 104A Resurfacing Project

From Vermont Agency of Transportation <aot.socialmedia-vermont.gov@shared1.ccsend.com>

Date Thu 8/27/2026 12:29 PM

To Georgia Zoning <zoning@townofgeorgia.com>

You don't often get email from aot.socialmedia-vermont.gov@shared1.ccsend.com. [Learn why this is important](#)

GEORGIA - FAIRFAX VT Route 104A Resurfacing Project

DATE: August 27, 2026

This project is Complete! On behalf of the Vermont Agency of Transportation and myself, we would like to thank everyone for your patience and understanding during this resurfacing project. We hope you enjoy the improvements, not only for your safety, but also for the smooth ride.

STAY SAFE AND REMEMBER TO BUCKLE UP!



VT104A Georgia-Fairfax

Route 104A and Route 7, Georgia

Contact Information:

Name - Stephanie Barrett - *Public Information Consultant*

Phone - 802-399-7847

Email - sbarrett@coibsinc.com

Receive Project Updates



To learn more about VTrans Construction Projects, visit our [projects website](#).

- T. Cadieux discussed the purchase of a vehicle lift. He wants to do some more research and he has the funds in his budget. He will bring this back to the Selectboard after he has his budget meeting on December 4th.
- T. Cadieux requested Selectboard approval to pre-order 2028 plow equipment, at no upfront costs to the Town of Georgia. The plowing company is two years behind for plow equipment orders. If we put the order in now, this equipment will be available for purchase in 2028. The truck was ordered in September 2024 and will be completed by March/April 2026. The cost estimate is \$100,000 and will lock in the price.

Motion to approve T. Cadieux to order the 2028 plow equipment with 24-month lead time and with the ability to back out.

Motion made by K. Bosenberg, Seconded by Vice Chair Dunsmore

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

- Discussion on bids for 5 large cottonwood trees in the ditch line off Polly Hubbard Road. Working with S. Katon for a FY26 grant for tree removal. These trees are scheduled to come down and be chipped.
- S. Brown inquired about the trees by the cemetery on Polly Hubbard. These trees are not in the budget or able to be covered by grant. The Selectboard may have to update S. Browns cemetery budget to take care of the trees.
- Beach dock quotes, after initial installation, there will be monitoring for water level adjustments and the removal of docks in the fall for seasonal maintenance. Going forward on maintenance agreement, Burlington Harbor & Launch gave quotes of \$3400-\$4000 for installation, with decommission at the same price. The Selectboard will make a note of these costs for the budget.
- Unit Heater discussion, there was supposed to be three of them installed at the time the new garage was built, as a back-up if the boiler goes down and for recovery when the garage doors open. T. Cadieux asked if the Selectboard would consider this in the near future. He is not sure how much the cost has changed in the past few years, but he included information in the packet.
- The Selectboard had questions on the budget and savings from the truck and insurance. T. Cadieux will have more information for the board at the next budget meeting.
- The old garage is currently being used for storage; the costs for electricity and heat are part of the budget. St. Albans will store a sweeper there this winter.

B. Town Administrator

- TA Report Included in the packet. S. Katon answered Selectboard questions.
- The new insurance claim for the fire truck is in process; she met with the adjustor today. The truck will go to Charliebois on Monday for 1- 1.5 days in service.
- She received a bill for the generator claim and sent a follow-up email.
- She is working on a policy addendum for PTO accrual rates; this will change to weekly instead of monthly according to the union contract.
- STR Ordinance- included in the packet but not listed on the agenda. The Selectboard will address this after the Treasurer's report.

C. Treasurer

- L. Hobart is getting payments out for overpayment of taxes.
- Budget meetings are going well.
- L. Hobart requested to carry over her hours of vacation time, given she cannot take time off during the years end.

Motion to allow L. Hobart exception to carry over vacation time to 2026.



Re: Trash at RGNA

From Kellie Bosenberg <kbosenberg@townofgeorgia.com>

Date Thu 9/10/2026 1:54 PM

To Alysia Catalfamo <acatalfamo@townofgeorgia.com>; Georgia Selectboard <sb@townofgeorgia.com>; Georgia Town Administrator <administrator@townofgeorgia.com>

Cc Tom Hargy <thargy@townofgeorgia.com>; Georgia Public Works <publicworks@townofgeorgia.com>; Georgia ZA Planning <zap@townofgeorgia.com>

Thanks, Alysia. We can put this on the agenda for our next Selectboard meeting.

Kellie Bosenberg
Town of Georgia Selectboard

From: Alysia Catalfamo <acatalfamo@townofgeorgia.com>

Sent: Wednesday, September 9, 2026 9:03 PM

To: Georgia Selectboard <sb@townofgeorgia.com>; Georgia Town Administrator <administrator@townofgeorgia.com>

Cc: Tom Hargy <thargy@townofgeorgia.com>; Georgia Public Works <publicworks@townofgeorgia.com>

Subject: Trash at RGNA

Hi Everyone,

There have been issues with trash at the Russel Green parking lot before but it's been especially terrible lately. Both a resident and commission member have both been picking up trash weekly but it's too much for them to keep up with. (see photos) We're not sure what to do. I know installing a trash can isn't practical but maybe a camera would help if we can get power/solar?

Thanks!
Alysia

AGREEMENT FOR PRELIMINARY DESIGN SERVICES

by and between

FITZGERALD ENVIRONMENTAL ASSOCIATES, LLC.

and the

TOWN OF GEORGIA, VERMONT

I. AGREEMENT FOR SERVICES

- A. It is agreed by and between FITZGERALD ENVIRONMENTAL ASSOCIATES, LLC. (hereinafter called FEA) and the Town of Georgia (hereinafter called the Town) that FEA shall provide the Town with preliminary design services the Silver Lake Road Floodplain Restoration Project (WPD ID 14605). The Scope of Work, Schedule, and Budget are as specified in the Attachments.
- B. This agreement consists of the body and the following attachment that is incorporated herein:

Attachment A: Scope of Work & Schedule
Attachment B: Budget
Attachment C: Standard State Provisions

II. GENERAL TERMS AND CONDITIONS

- A. It is understood that FEA may retain qualified help to assist with this work. Whenever feasible, local labor shall be used to assist professionals in the gathering and compilation of data, thus minimizing expenses.
- B. The maximum dollar amount for all services performed under this Agreement shall not exceed **\$23,546.00** unless otherwise amended. The Town will be charged for only that portion of the **\$23,546.00** actually incurred by FEA.
- C. The period of performance under this Agreement shall commence **on the date of signing, 2026, and run through June 30, 2027**, unless otherwise amended.
- D. Ownership of all materials produced under this agreement shall remain with the Town. FEA may not distribute copies of materials produced under this agreement without the Town’s consent, except as provided for by state law.

- E. Changes, modifications, or amendments in the terms, conditions and fees of this Agreement shall be written and signed by the duly authorized representatives of FEA and the Town.
- F. The parties agree that FEA, and any agents and employees of FEA shall act in an independent capacity and not as officers or employees of the Town.
- G. The Town, by any authorized representative, shall have the right at all reasonable times to inspect or otherwise evaluate the work performed under this Agreement.
- H. Reasonable extensions of time for completing the work may be granted in writing by the Town, if FEA can demonstrate that it was unavoidably delayed by circumstances beyond its control.
- I. The Town shall appoint one person as the principal contact for this project.
- J. If, through any cause, FEA shall fail to fulfill in a timely and proper manner its obligations under this Agreement, the Town shall have the right to terminate this Agreement by giving written notice to FEA and specifying the effective date thereof, at least thirty days prior to the effective date of such termination. All costs and fees earned prior to the date of termination shall be reimbursed to FEA by the Town.
- K. The fees charged for services to the Town for the duration of this contract are as outlined below:
 - (1) Preliminary Design Services: actual costs (labor and overhead);
 - (2) Materials at cost; and
 - (3) Reimbursement for incurred expenses.

III. OBLIGATIONS OF FITZGERALD ENVIRONMENTAL ASSOCIATES, LLC.

- A. FEA will work with and be responsible to the Town of Georgia in providing the services specified in Attachment A: Scope of Work & Schedule and Attachment B: Budget.
- B. FEA shall maintain all books, documents, payrolls, papers, accounting records and other evidence pertaining to costs incurred under this Agreement and make them available at reasonable times during the period of this Agreement.
- C. FEA shall invoice the Town quarterly and at the end of the contract period (or at project completion, whichever is sooner). FEA shall submit periodic

progress reports describing the progress of work to date. The final invoice and progress reports shall indicate the total hours worked.

D. All statutory requirements under Vermont law in effect at the time and all pass-through requirements of State or Federal funding agencies will be observed by FEA and any third party hired by FEA.

E. Before commencing work on this Agreement, FEA must provide certificates of insurance to show that the following minimum coverages are in effect. It is the responsibility of FEA to maintain current certificates of insurance on file with the State through the term of this Agreement. No warranty is made that the coverages and limits listed herein are adequate to cover and protect the interests of the Party for the Party's operations. These are solely minimums that have been established to protect the interests of the State.

Workers Compensation: With respect to all operations performed, the Party shall carry workers' compensation insurance in accordance with the laws of the State of Vermont. Vermont will accept an out-of-state employer's workers' compensation coverage while operating in Vermont provided that the insurance carrier is licensed to write insurance in Vermont and an amendatory endorsement is added to the policy adding Vermont for coverage purposes. Otherwise, the party shall secure a Vermont workers' compensation policy, if necessary to comply with Vermont law.

General Liability and Property Damage: With respect to all operations performed under this Agreement, the Party shall carry general liability insurance having all major divisions of coverage including, but not limited to:

- Premises - Operations
- Products and Completed Operations
- Personal Injury Liability
- Contractual Liability

The policy shall be on an occurrence form and limits shall not be less than:

- \$1,000,000 Each Occurrence
- \$2,000,000 General Aggregate
- \$1,000,000 Products/Completed Operations Aggregate
- \$1,000,000 Personal & Advertising Injury

Automotive Liability: The Party shall carry automotive liability insurance covering all motor vehicles, including hired and non-owned coverage, used in connection with the Agreement. Limits of coverage shall not be less than \$500,000 combined single limit. If performance of this Agreement involves construction, or the transport of persons or hazardous materials, limits of coverage shall not be less than \$1,000,000 combined single limit.

Additional Insured. The General Liability and Property Damage coverages required for performance of this Agreement shall include the State of Vermont and its agencies, departments, officers and employees as Additional Insureds. If performance of this Agreement involves construction,

or the transport of persons or hazardous materials, then the required Automotive Liability coverage shall include the State of Vermont and its agencies, departments, officers and employees as Additional Insureds. Coverage shall be primary and non-contributory with any other insurance and self-insurance.

Notice of Cancellation or Change. There shall be no cancellation, change, potential exhaustion of aggregate limits or non-renewal of insurance coverage(s) without thirty (30) days written prior written notice to the State.

IV. OBLIGATIONS OF THE TOWN

- A. In consideration of the services to be provided by FEA, the Town agrees to pay FEA after review and approval of invoices submitted in accordance with the provisions of Section III.C. The invoices shall be payable to FEA within 30 days following delivery of all final products under this Agreement and/or receipt of the invoice.
- B. The Town agrees to organize and sponsor meetings with FEA staff and/or consultant as necessary to review various reports or drafts as called for in the attached Scope of Work.
- C. The Town agrees to make available to FEA and/or its consultant, at Town expense, if any, relevant information, data, reports, plans, bylaws or ordinances as requested. All materials belonging to the Town will be returned.
- D. The Town agrees to cooperate with and administratively assist FEA's staff and/or consultant without charge in carrying out design tasks. This shall include but not be limited to:
 - (1) assisting in the verification of documents and information;
 - (2) making photocopies of reports and/or documents prepared for distribution;
 - (3) paying for publishing and mailing costs related to public participation efforts, legal notices and public hearings;
 - (4) providing any additional available reports, studies, bylaws and/or ordinances as requested;
 - (5) assisting with public participation in the design process;
 - (6) holding FEA and/or its consultant harmless for any liabilities resulting from inaccuracies in information provided by the Town.
- E. The Town agrees to review, in a timely manner, any draft(s) delivered by FEA's staff and/or consultant. The Town will provide comments needed for final editing and production to complete this project.

IN WITNESS WHEREOF, the parties hereto have caused this agreement to be executed
this ____ day of August, 2026 at Georgia, Vermont.

Fitzgerald Environmental Associates

Date

Town of Georgia

Date

Section 1 – Project Overview

Project Understanding

Incised stream channels and undersized stream crossings in Vermont negatively impact water quality and aquatic organism habitat and passage while posing a safety hazard to nearby residents and municipal infrastructure. Projects that improve floodplain connectivity and address undersized crossings in the Lake Champlain watershed benefit the lake ecosystem by mitigating downstream phosphorus loading. In addition, these projects provide many co-benefits such as in-stream habitat improvements, flood and erosion risk reduction, and infrastructure resiliency.

Based on the information provided through the Request for Proposals (RFP), Fitzgerald Environmental Associates (FEA) understands that NRPC is working with the Town of Georgia (hereafter “Town”) and the Lamoille Basin Clean Water Service Provider (CWSP) to solicit proposals for preliminary engineering design services to include replacement of an undersized, perched culvert beneath Silver Lake Road, installation of process-based restoration practices, floodplain reconnection, and riparian wetland restoration.

FEA’s deep experience with stream and wetland restoration project design for CWSPs and their partners will allow for thorough exploration of feasible restoration alternatives with NRPC and the Town. FEA’s team brings a strong background in the disciplines required to meet the project needs, including stream and wetland assessment, and culvert engineering. FEA is well-suited to provide the requested alternatives analysis and preliminary designs for NRPC and the Town, drawing on an extensive background in water resources engineering, restoration design, and hydraulic modeling.

Project Team

Fitzgerald Environmental Associates, LLC

Fitzgerald Environmental Associates, LLC, (FEA) is a water resources consulting firm located in Colchester, VT. FEA was established in 2006 and offers technical consulting and engineering design services in the applied water and geospatial sciences, specializing in watershed and stream assessment and restoration, stormwater treatment system design and permitting, stormwater and streamflow monitoring, wetland delineation, and geospatial mapping and modeling. As indicated in Section 5 of our proposal, FEA has



FEA Staff performing a dam survey in Vermont.

extensive experience with preliminary and final design development for stream restoration and wetland restoration projects and has worked with many clients to complete final designs, obtain all required state and federal permits, and provide construction oversight for project implementation.



Project Team Organization

Evan Fitzgerald will serve as the Project Manager and will ensure effective communication and coordination between the FEA team, NRPC, and the Town. Jordan Duffy will be the Project Co-Manager, assisting with the overall effectiveness of the project as well as design considerations based on his deep engineering expertise with similar projects. The anticipated roles of each staff member on our Project Team are summarized in Table 1, below. Resumes for Project Team staff are provided in Attachment A.

Person/Title	Project Team Role	Technical Expertise
Evan P. Fitzgerald, PE, CFM, CPESC <i>Principal Hydrologist / Geomorphologist</i>	Project Manager, Field Surveys, Permit Review, Project Design, Reporting	Water Resources Engineering specializing in Fluvial Geomorphology, Hydrology, Stormwater Management, and Stream Restoration
Jordan M. Duffy, PE, CPESC <i>Water Resources Engineer</i>	Project Co-Manager, Field Surveys, Modeling QA/QC, Permit Review, Design Plans, Reporting	Water Resources Engineering specializing in Hydrologic and Hydraulic Modeling, Stream Crossing Design, and Stream Restoration
Abby E. Munterich, EIT <i>Water Resources Designer</i>	Desktop Reviews, Field Surveys, Modeling, Design Drafting, Reporting	Water Resources Engineering specializing in LTPBR Stream Restoration, Shoreline Stabilization, and Stormwater Design
Laura O'Brien <i>Staff Scientist</i>	Field Surveys, Modeling, Design Drafting, Wetland Delineation, Mapping	Watershed Sciences specializing in Wetlands Assessments, Field Surveys, GIS, and CAD Drafting

Section 2 – Scope of Work

FEA's team will handle all technical and engineering work requested in the RFP and provided in our scope of services below. FEA will rely on NRPC to assist with the following efforts:

- Coordinating meetings between FEA and the Town (and landowners as needed)
- Soliciting DEC programmatic staff comments on design
- Media announcements
- ANR Online Clean Water New Project Form—copy of submission for next phase

Task 1: Project Initiation

FEA staff will finalize a schedule and participate in a site visit with NRPC staff, Town of Georgia representatives, and other partners as needed. During this meeting, FEA and project partners will verify mutual understanding of the project context and goals, confirm the responsibilities of each party, and



discuss the study objectives. Our team will document the meeting and circulate minutes to the Town and NRPC for review.

Estimated Fee: \$1,823

Task 1 Deliverables:

- Meeting minutes (PDF)

Task 2: Existing Conditions Report & Alternatives Analysis

Desktop Data Collection

FEA staff will collect and review all prior studies and publicly available data (i.e., LiDAR, wetland and floodplain mapping, etc.) for the Silver Lake Road site prior to conducting a field visit. In addition, FEA will produce a GIS basemap to assist in field data collection efforts.

Field Survey (Topography, Stream/Wetlands Assessments)

FEA staff will collect detailed topographic survey data for the project area to support hydraulic modeling and preliminary design. A centimeter-grade GPS unit will be used to set survey benchmarks and a combination of this GPS unit and a Nikon NPL 322+ Total Station will be used for the topographic survey. Survey data will be reduced and incorporated into the LiDAR topographic data to enhance accuracy within the project area.

FEA will investigate the stream channel and floodplains within the project area. A site-specific rapid geomorphic assessment will be conducted (and incorporated into the data collection efforts), to include observations of bankfull width and stream geometries, upstream and downstream channel slopes, grain size distribution of channel substrate, and any additional channel characteristics that will inform the restoration efforts.

Wetland delineations will be completed in areas identified for restoration work and as access points for construction equipment. It is assumed that impacts to jurisdictional wetlands will be avoided to the greatest extent practicable, such that the VTDEC Wetlands Program will deem the project an allowed use under Section 6.23 of the Vermont Wetland Rules. FEA will also observe, document, and inventory both terrestrial and aquatic invasive species onsite.

Existing Conditions Plan

FEA staff will utilize the project basemaps with all relevant data layers to progress the existing conditions plan. LiDAR elevation data will be used to verify watershed mapping and refine the estimated drainage area to the project site. Field survey data will be reduced and processed in AutoCAD Civil 3D software. An Existing Conditions Plan will be prepared to illustrate site conditions and document observations made during the site visits.

Initial Hydrologic / Hydraulic (H&H) Analysis and Modeling

FEA will evaluate the watershed hydrology of the Silver Lake outlet stream (aka Beaver Meadow Brook on the effective FEMA Flood mapping) for estimated discharge flows using a variety of methods such as USGS StreamStats (Olson, 2023), New England Transportation Consortium (Jacobs, 2010), FEMA Flood Hazard Studies, and other regional regressions (Mulvihill *et al.*, 2007; Dunne and Leopold, 1978). FEA will then



utilize a combination of LiDAR and collected topographic survey data to create a seamless terrain for hydraulic evaluation of the project area using HEC-RAS software (USACE, 2022). Two-dimensional modeling methods will be employed to estimate flood flow velocities, depths, and water surface elevations for different flood events through the stream system, including the undersized culvert, and upstream and downstream reaches.

Alternatives Analysis Memo and Conceptual (10%) Design Plans

FEA will follow up on the initial H&H modeling by providing an alternatives analysis on the floodplain and wetland restoration approach, as well as the culvert replacement options. The alternatives analysis will dive deeper into the various options for restoration practices, project layout, and construction approach. FEA will produce a conceptual (10%) design plan set for each of the identified alternatives to best illustrate the different approaches. At a minimum, the plan set for each alternative will include an Existing Conditions sheet as well as a Proposed Conditions sheet to provide conceptual-level details. FEA will produce an alternatives analysis memo, summarizing the key factors in each design, including estimated phosphorus reductions and other co-benefits.

Project Assessment Meeting

FEA will meet with NRPC and Town staff to review the existing conditions memo, alternatives analysis memo, and the 10% design plans, then discuss how to proceed, including selection of a preferred alternative. Our team will document the meeting and circulate minutes to the Town and NRPC for review.

Estimated Fee: \$13,033

Task 2 Deliverables:

- Existing Conditions Plan (PDF)
- Alternatives Analysis Memo and Conceptual (10%) Design Plans (PDF)
- Design Review Meeting Minutes (PDF)

Task 3: Preliminary Cost Estimate and Permitting Documentation

Preliminary Cost Opinion

Based on the 10% conceptual design, FEA will prepare a preliminary engineer's opinion of probable cost for the selected alternative using a combination of VTrans cost-estimating resources and experience with similar projects. The cost opinion will include materials, equipment, and labor. This estimate will also include anticipated future engineering and permitting fees, with a 20% construction contingency. The cost opinion will be updated following the completion of the 30% plans (Task 4).

Permit Coordination

FEA will identify all local, state, and federal permits needed for the project. Once permits are identified, FEA will reach out to the appropriate regulator and get written confirmation of the permitting requirements (need for permit, permit type, and any special conditions). FEA will prepare a regulatory summary memo that will be incorporated into the preliminary design report at the end of the project.



Based on FEA's current understanding of the project, the following permits may be required:

- VTANR Stream Alteration Permit
- USACE Nationwide Permit
- VTANR Wetlands Permit (possible allowed use under VWR 6.23)

Estimated Fee: \$3,150

Task 3 Deliverables:

- Preliminary Opinion of Probable Cost (PDF)
- Permit Summary Memo

Task 4: Preliminary Design (30%) and Final Report

Preliminary (30%) Design

FEA will progress the design to a 30% preliminary plan set to be reviewed by NRPC, the Town, regulators, and landowners as needed. The plans will include:

- Proposed Site Plan (layout) with streams, wetlands, construction limits, culvert replacement details, restoration treatments, and the best-available property boundaries.
- Typical bank/channel stabilization cross sections at critical locations.
- Culvert specifications.
- Preliminary construction details and explanation of construction techniques.
- Quantification of all natural resources impacts for regulatory purposes.

Design Review Meeting

FEA will meet with NRPC and Town staff to review the preliminary design plans and answer any questions about the proposed project elements. Our team will document the meeting and circulate minutes to the Town and NRPC for review.

Final Report

FEA will develop a Final Report that synthesizes prior completed reporting. The report will include a summary of the field work, alternatives analysis, H&H analysis, floodplain connectivity/water quality benefits, phosphorus reduction benefits, the basis for the preliminary design, explanation of the preliminary cost opinion, and potential permitting needs.

Estimated Fee: \$5,540

Task 4 Deliverables:

- Preliminary (30%) Design Plans (PDF)
- Design Review Meeting Minutes (PDF)
- Final Report (PDF)



Section 3 – Proposed Project Schedule & Deliverables

Project Schedule and Deliverables

Included in Table 2 is a schedule outlining the specific tasks and milestones proposed by our Team. The project will be completed no later than June 15, 2027. Final deliverables are numbered and listed below the schedule.

Table 2: Proposed Estimated Project Schedule

Tasks and Subtask		2026					2027					
		Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun
1	Project Initiation											
	Contract Executed											
	Kickoff Site Visit		1									
2	Existing Conditions Report & Alternatives Analysis											
	Desktop Data Collection											
	Topographic & Bathymetric Data Collection											
	Existing Conditions Plan			2								
	Alternatives Analysis Memo & Conceptual (10%) Design Plans					3						
3	Preliminary Cost Estimate and Permitting Documentation											
	Preliminary Cost Opinion										5	
	Permit Coordination										6	
4	Preliminary Design & Report											
	Preliminary (30%) Design											7
	Design Review Meeting (30% Designs)											8
	Preliminary Design Report											9

Deliverables:

- | | |
|---------------------------------|----------------------------------|
| 1 Kick-off Meeting Minutes | 6 Permit Summary Memo |
| 2 Existing Conditions Plan | 7 Preliminary Design Plans (30%) |
| 3 Alternatives Analysis Memo | 8 Design Review Meeting Minutes |
| 4 Design Review Meeting Minutes | 9 Preliminary Design Report |
| 5 Preliminary Cost Opinion | |

Section 4– Cost Proposal

On the following page is FEA's cost proposal with hours and expenses broken down by project task. Team member initials correspond to the biographies provided in Section 5. FEA proposes to complete the Tasks outlined above in Section 2 for a total fee of **\$23,546**.



 Fitzgerald Environmental <u>Budget Estimate</u> Northwest Regional Planning Commission Silver Lake Road Floodplain & Wetland Restoration, Georgia, VT Dated: 8/7/2026						
Task	Labor Hours (Staff Initials)				Direct Expenses	Task Cost
	Principal / Hydrologist (EF)	Water Resources Engineer (JD)	Water Resources Designer (AM)	Staff Scientist (LO)		
1 Project Initiation						
FEA Internal Kick-off; Kickoff Meeting with NRPC and Town	6	4	4	2	\$23	
					Subtotal Task 1:	\$1,823
2 Existing Conditions Report & Alternatives Analysis						
Desktop Data Collection; Field Preparation	1	1	2	4	\$23	
Field Survey (Topography, Bathymetry, Geomorphic, Wetlands, Structures)	4	10	10	10	\$371	
Existing Conditions Plan	1	1	12	4		
Existing Conditions Hydrology/Hydraulics Modeling	1	2	2	16		
Evaluate Alternatives (10% Plans); P credit estimates; Summary Memo	2	4	32	8		
Meeting with NRPC/Town to Discuss the 10% Designs; Meeting minutes	1	1	2			
					Subtotal Task 2:	\$13,033
3 Preliminary Cost Estimate & Permitting Documentation						
Preliminary Opinion of Probable Cost	1	2	4			
Coordinate with Regulators and Confirm Permit Requirements	4	2	8			
Permitting Memo	2	2	4			
					Subtotal Task 3:	\$3,150
4 Preliminary (30%) Design & Report						
Prepare Preliminary (30%) Plans	2	4	16			
Meeting with NRPC/Town to Discuss the 30% Designs; Meeting minutes	1	1	2			
Preliminary Design Report and Project Closeout	4	4	16	4		
					Subtotal Task 4:	\$5,540
Summary						
(1) Total Hours	30	38	114	48		
(2) Hourly Rate	\$130.00	\$120.00	\$95.00	\$80.00		
(3) Total Labor Fees	\$3,900	\$4,560	\$10,830	\$3,840		\$23,130
(4) Total Direct Expenses					\$416	\$416
Total Labor Hours: 230 Total Project Budget: \$23,546						

Attachment C: Standard State Provisions for Contracts and Grants

Revised: February 13, 2026

1. **Definitions:** For purposes of this Attachment, “Party” shall mean the Contractor, Grantee, or Subrecipient, with whom the State of Vermont is executing this Agreement and consistent with the form of the Agreement. “Agreement” shall mean the specific contract or grant to which this form is attached.
2. **Entire Agreement:** This Agreement, whether in the form of a contract, State-funded grant, or Federally-funded grant, represents the entire agreement between the parties on the subject matter. All prior agreements, representations, statements, negotiations, and understandings shall have no effect. Where an authorized individual is either required to click-through or otherwise accept, or made subject to, any electronic terms and conditions to use or access any product or service provided hereunder, such terms and conditions are not binding and shall have no force or effect. Further, any terms and conditions of Party’s invoice, acknowledgment, confirmation, or similar document, shall not apply, and any such terms and conditions on any such document are objected to without need of further notice or objection.
3. **Governing Law, Jurisdiction and Venue; No Waiver of Jury Trial:** This Agreement will be governed by the laws of the State of Vermont without resort to conflict of laws principles. Any action or proceeding brought by either the State or the Party in connection with this Agreement shall be brought and enforced in the Superior Court of the State of Vermont, Civil Division, Washington Unit. The Party irrevocably submits to the jurisdiction of this court for any action or proceeding regarding this Agreement. The Party agrees that it must first exhaust any applicable administrative remedies with respect to any cause of action that it may have against the State regarding its performance under this Agreement. Party agrees that the State shall not be required to submit to binding arbitration or waive its right to a jury trial.
4. **Sovereign Immunity:** The State reserves all immunities, defenses, rights, or actions arising out of the State’s sovereign status or under the Eleventh Amendment to the United States Constitution. No waiver of the State’s immunities, defenses, rights, or actions shall be implied or otherwise deemed to exist by reason of the State’s entry into this Agreement.
5. **No Employee Benefits For Party:** The Party understands that the State will not provide any individual retirement benefits, group life insurance, group health and dental insurance, vacation or sick leave, workers compensation or other benefits or services available to State employees, nor will the State withhold any state or Federal taxes except as required under applicable tax laws, which shall be determined in advance of execution of the Agreement. The Party understands

that all tax returns required by the Internal Revenue Code and the State of Vermont, including but not limited to income, withholding, sales and use, and rooms and meals, must be filed by the Party, and information as to Agreement income will be provided by the State of Vermont to the Internal Revenue Service and the Vermont Department of Taxes.

6. Independence: The Party will act in an independent capacity and not as officers or employees of the State.

7. Defense and Indemnity:

- A. The Party shall defend the State and its officers and employees against all third-party claims or suits arising in whole or in part from any act or omission of the Party or of any agent of the Party in connection with the performance of this Agreement. The State shall notify the Party in the event of any such claim or suit, and the Party shall immediately retain counsel and otherwise provide a complete defense against the entire claim or suit. The State retains the right to participate at its own expense in the defense of any claim. The State shall have the right to approve all proposed settlements of such claims or suits.
 - B. After a final judgment or settlement, the Party may request recoupment of specific defense costs and may file suit in Washington Superior Court requesting recoupment. The Party shall be entitled to recoup costs only upon a showing that such costs were entirely unrelated to the defense of any claim arising from an act or omission of the Party in connection with the performance of this Agreement.
 - C. The Party shall indemnify the State and its officers and employees if the State, its officers, or employees become legally obligated to pay any damages or losses arising from any act or omission of the Party or an agent of the Party in connection with the performance of this Agreement.
 - D. Notwithstanding any contrary language anywhere, in no event shall the terms of this Agreement or any document furnished by the Party in connection with its performance under this Agreement obligate the State to (1) defend or indemnify the Party or any third party, or (2) otherwise be liable for the expenses or reimbursement, including attorneys' fees, collection costs or other costs of the Party or any third party.
- 8. Insurance:** During the term of this Agreement, Party, at its expense, shall maintain in full force and effect the insurance coverages set forth in the Vermont State Insurance Specification in effect at the time of incorporation of this Attachment C into this Agreement. The terms of the Vermont State Insurance Specification are hereby incorporated by reference into this Attachment C as if fully set forth herein. A copy of the [Vermont State Insurance Specification](https://aoa.vermont.gov/Risk-Claims-COI) is available at: <https://aoa.vermont.gov/Risk-Claims-COI>.
- 9. Reliance by the State on Representations:** All payments by the State under this Agreement will be made in reliance upon the accuracy of all representations

made by the Party in accordance with this Agreement, including but not limited to bills, invoices, progress reports, and other proofs of work.

10. False Claims Act: Any liability to the State under the Vermont False Claims Act (32 V.S.A. § 630 et seq.) shall not be limited notwithstanding any agreement of the State to otherwise limit Party's liability.

11. Whistleblower Protections: The Party shall not discriminate or retaliate against one of its employees or agents for disclosing information concerning a violation of law, fraud, waste, abuse of authority, or acts threatening health or safety, including but not limited to allegations concerning the False Claims Act. Further, the Party shall not require such employees or agents to forego monetary awards as a result of such disclosures, nor should they be required to report misconduct to the Party or its agents prior to reporting to any governmental entity and/or the public.

12. Use and Protection of State Information:

A. As between the State and Party, "State Data" includes all data received, obtained, or generated by the Party in connection with performance under this Agreement. Party acknowledges that certain State Data to which the Party may have access may contain information that is deemed confidential by the State, or which is otherwise confidential by law, rule, or practice, or otherwise exempt from disclosure under the State of Vermont Access to Public Records Act, 1 V.S.A. § 315 et seq. ("Confidential State Data").

B. With respect to State Data, Party shall:

- i. take reasonable precautions for its protection;
- ii. not rent, sell, publish, share, or otherwise appropriate it; and
- iii. upon termination of this Agreement for any reason, Party shall dispose of or retain State Data if and to the extent required by this Agreement, law, or regulation, or otherwise requested in writing by the State.

C. With respect to Confidential State Data, Party shall:

- i. strictly maintain its confidentiality;
- ii. not collect, access, use, or disclose it except as necessary to provide services to the State under this Agreement;
- iii. provide at a minimum the same care to avoid disclosure or unauthorized use as it provides to protect its own similar confidential and proprietary information;
- iv. implement and maintain administrative, technical, and physical safeguards and controls to protect against any anticipated threats or hazards or unauthorized access or use;
- v. promptly notify the State of any request or demand by any court, governmental agency or other person asserting a demand or

- request for Confidential State Data so that the State may seek an appropriate protective order; and
- vi. upon termination of this Agreement for any reason, and except as necessary to comply with subsection B.iii above in this section, return or destroy all Confidential State Data remaining in its possession or control.
- D. If Party is provided or accesses, creates, collects, processes, receives, stores, or transmits Confidential State Data in any electronic form or media, Party shall utilize:
- i. industry-standard firewall protection;
 - ii. multi-factor authentication controls;
 - iii. encryption of electronic Confidential State Data while in transit and at rest;
 - iv. measures to ensure that the State Data shall not be altered without the prior written consent of the State;
 - v. measures to protect against destruction, loss, or damage of State Data due to potential environmental hazards, such as fire and water damage;
 - vi. training to implement the information security measures; and
 - vii. monitoring of the security of any portions of the Party's systems that are used in the provision of the services against intrusion.
- E. No Confidential State Data received, obtained, or generated by the Party in connection with performance under this Agreement shall be processed, transmitted, stored, or transferred by any means outside the United States, except with the express written permission of the State.
- F. Party shall notify the State within twenty-four hours after becoming aware of any unauthorized destruction, loss, alteration, disclosure of, or access to, any State Data.
- G. State of Vermont Cybersecurity Standard Update: Party confirms that all products and services provided to or for the use of the State under this Agreement shall be in compliance with State of Vermont Cybersecurity Standard Update in effect at the time of incorporation of this Attachment C into this Agreement. The [State of Vermont Cybersecurity Standard Update](#) prohibits the use of certain branded products in State information systems or any vendor system, and a copy is available at: <https://digitalservices.vermont.gov/cybersecurity/cybersecurity-standards-and-directives>.
- H. In addition to the requirements of this Section 12, Party shall comply with any additional requirements regarding the protection of data that may be included in this Agreement or required by law or regulation.

13. Records Available for Audit: The Party shall maintain all records pertaining to performance under this Agreement. “Records” means any written or recorded information, regardless of physical form or characteristics, which is produced or acquired by the Party in the performance of this Agreement. Records produced or acquired in a machine-readable electronic format shall be maintained in that format. The records described shall be made available at reasonable times during the period of this Agreement and for three years thereafter or for any period required by law for inspection by any authorized representatives of the State or Federal Government. If any litigation, claim, or audit is started before the expiration of the three-year period, the records shall be retained until all litigation, claims, or audit findings involving the records have been resolved.

14. Nondiscrimination:

- A. **Fair Employment Practices and Americans with Disabilities Act:** Party agrees to comply with the requirement of 21 V.S.A. Chapter 5, Subchapter 6, relating to fair employment practices, to the full extent applicable, and shall include this provision in all subcontracts for work performed in Vermont. Party shall also ensure, to the full extent required by the Americans with Disabilities Act of 1990, as amended, that qualified individuals with disabilities receive equitable access to the services, programs, and activities provided by the Party under this Agreement.
- B. **IT Accessibility Standards:** Party acknowledges and agrees that any digital products, services, and content provided under this Agreement, whether supporting State programs or intended for the State's use, must adhere to the State's accessibility standards and guidelines as established by Section 504 of the Rehabilitation Act of 1973 and Title II of the Americans with Disabilities Act of 1990 (28 CFR Part 35) (hereinafter, for purposes of this subsection B, the “Rule”). The Rule requires communication and content on web platforms and mobile applications to meet or exceed specific success criteria and conformance requirements. The Rule applies to websites, software applications, electronic reports and output documentation, and training delivered in electronic formats (including, but not limited to, documents, videos, and webinars), and other digital content. Information concerning the Rule and the State's Universal Digital Accessibility resources are available on the [State's Communications and Marketing Office website](https://cmo.vermont.gov) at: <https://cmo.vermont.gov>.
 - i. Party warrants that the software, products, services, or subscriptions provided under this Agreement, whether supporting State programs or intended for the State's use (hereinafter, for purposes of this subsection B, “Products”) comply with the Rule and agrees to defend, indemnify, and hold harmless the State against any claims related to a Product's non-compliance with the Rule.
 - ii. When updates or upgrades are made to the Products available through this Agreement, the Party agrees:

- a) to develop functionality that supports accessibility in conformance with the Rule and, if any issues arise due to nonconformance with the Rule, to provide alternative solutions upon request at no additional cost to the State; and
 - b) to document how the changes will impact or improve the Product's accessibility and usability. This documentation, upon request, must be provided to the State in advance of the update or upgrade, occurring within an agreed timeframe sufficient for the State to review the changes and either approve them or request a remediation plan from the Party.
- iii. If agreed-upon updates fail to improve the Product's accessibility or usability as planned, such failure shall be a material breach of this Agreement.
- 15. Offset:** The State may offset any sums which the Party owes the State against any sums due the Party under this Agreement; provided, however, that any offset of amounts due the State of Vermont as taxes shall be in accordance with the procedures more specifically provided in 32 V.S.A. § 3113.
- 16. Taxes Due to the State:** Party certifies under the pains and penalties of perjury that, as of the date this Agreement is signed, the Party is in good standing with respect to, or in full compliance with, a plan to pay any and all taxes due the State of Vermont.
- 17. Taxation of Purchases:** All State purchases must be invoiced tax free. An exemption certificate will be furnished upon request with respect to otherwise taxable items.
- 18. Child Support:** (Only applicable if the Party is a natural person, not a corporation or partnership.) Party states that, as of the date this Agreement is signed, Party is not under an obligation to pay child support or is in good standing with respect to or in full compliance with a plan to pay any and all child support payable under a support order. Party makes this statement with regard to support owed to any and all children residing in Vermont. In addition, if the Party is a resident of Vermont, Party makes this statement with regard to support owed to any and all children residing in any other state or territory of the United States.
- 19. Sub-Agreements:** Party shall not assign, subcontract, or subgrant the performance of this Agreement or any portion thereof to any other Party without the prior written approval of the State. Party shall be responsible and liable to the State for all acts or omissions of subcontractors and any other person performing work under this Agreement pursuant to an agreement with Party or any subcontractor.
- In the case this Agreement is a contract with a total cost in excess of \$250,000, the Party shall provide to the State a list of all proposed subcontractors and subcontractors' subcontractors, together with the identity of those subcontractors' workers compensation insurance providers, and additional required or requested information, as applicable, in accordance with Section 32 of The Vermont

Recovery and Reinvestment Act of 2009 (Act No. 54), as amended by Section 17 of Act No. 142 (2010) and by Section 6 of Act No. 50 (2011).

Party shall include the following provisions of this Attachment C in all subcontracts for work performed solely for the State of Vermont and subcontracts for work performed in the State of Vermont: Section 10 ("False Claims Act"); Section 11 ("Whistleblower Protections"); Section 12 ("Confidentiality and Protection of State Information"); Section 14 ("Fair Employment Practices and Americans with Disabilities Act"); Section 16 ("Taxes Due the State"); Section 18 ("Child Support"); Section 20 ("No Gifts or Gratuities"); Section 22 ("Certification Regarding Debarment"); Section 30 ("State Facilities"); and Section 32.A ("Certification Regarding Use of State Funds").

- 20. No Gifts or Gratuities:** Party shall not give title or possession of anything of substantial value (including property, currency, travel, and/or education programs) to any officer or employee of the State during the term of this Agreement.
- 21. Regulation of Hydrofluorocarbons:** Party confirms that all products provided to or for the use of the State under this Agreement shall not contain hydrofluorocarbons, as prohibited under 10 V.S.A. § 586.
- 22. Certification Regarding Debarment:** Party certifies under pains and penalties of perjury that, as of the date that this Agreement is signed, neither Party nor Party's principals (officers, directors, owners, or partners) are presently debarred, suspended, proposed for debarment, declared ineligible, or excluded from participation in Federal programs, or programs supported in whole or in part by Federal funds. Party further certifies under pains and penalties of perjury that, as of the date that this Agreement is signed, Party is not presently debarred, suspended, nor named on the [State's Debarment List](https://bgs.vermont.gov/purchasing-contracting/debarment) at: <https://bgs.vermont.gov/purchasing-contracting/debarment>.
- 23. Conflict of Interest:**
- A. **Organizational Conflict of Interest (OCOI):** An OCOI arises when the Party as a business entity has an interest (for example, customers, partners, contracts) that could undermine, or reasonably be perceived to undermine, its faithful and unbiased performance of this Agreement.
 - B. **Personal Conflict of Interest (PCOI):** A PCOI arises when an interest held by an agent or employee of the Party could undermine, or reasonably be perceived to undermine, the faithful and unbiased performance of this Agreement.
 - C. **Requirements:** Party shall not have PCOIs or OCOI's with respect to this Agreement nor with respect to any other agreement(s) it may hold with the State. To ensure that PCOIs and OCOIs do not exist, the Party shall:
 - i. Conduct an internal review of its current affiliations and activities and employees and agents and identify actual, potential, or reasonably perceived PCOIs or OCOIs relative to this Agreement.

- ii. Maintain effective oversight to verify compliance with PCOI and OCOI prohibitions.
- iii. Prevent PCOIs, including not assigning or allowing an employee to perform any role or task under this Agreement for which the Party has identified a PCOI.
- iv. Inform employees and agents of their obligation to disclose PCOIs and to comply with the confidentiality provisions and any non-disclosure agreement required by this Agreement.
- v. Make an immediate and full disclosure, in writing, to the State point of contact for this Agreement of any actual or potential PCOI or OCOI or the existence of any facts that may cause a reasonably prudent person to perceive a PCOI or OCOI with respect to this Agreement.

D. Remedies:

- i. In the event the State determines that a PCOI or OCOI exists, the State will discuss the matter with the Party to determine whether the PCOI or OCOI can be mitigated to the State's satisfaction.
- ii. If the State does not deem mitigation practicable, the State may terminate all or a portion of this Agreement for default or pursue such other remedies as may be permitted by law or this Agreement.
- iii. If Party fails to disclose facts pertaining to the existence of a potential or actual PCOI or misrepresents relevant information to the State, the State may terminate this Agreement for default or pursue such other remedies as may be permitted by law or this Agreement.

24. Vermont Public Records Act: Party acknowledges and agrees that this Agreement, any and all information obtained by the State from the Party in connection with this Agreement, and any obligations of the State to maintain the confidentiality of information are subject to the State of Vermont Access to Public Records Act, 1 V.S.A. § 315 et seq.

25. Force Majeure: Neither the State nor the Party shall be liable to the other for any failure or delay of performance of any obligations under this Agreement to the extent such failure or delay shall have been wholly or principally caused by acts or events beyond its reasonable control rendering performance illegal or impossible (excluding strikes or lockouts) ("Force Majeure"). Where Force Majeure is asserted, the nonperforming party must prove that it made all reasonable efforts to remove, eliminate or minimize such cause of delay or damages, diligently pursued performance of its obligations under this Agreement, substantially fulfilled all non-excused obligations, and timely notified the other party of the likelihood or actual occurrence of an event described in this paragraph.

26. Marketing: Party shall not use the State's logo or otherwise refer to the State in any publicity materials, information pamphlets, press releases, research reports,

advertising, sales promotions, trade shows, or marketing materials or similar communications to third parties except with the prior written consent of the State.

27. Termination:

- A. **Non-Appropriation:** If this Agreement extends into more than one fiscal year of the State (July 1 to June 30), and if appropriations are insufficient to support this Agreement, the State may cancel this Agreement at the end of the fiscal year, or otherwise upon the expiration of existing appropriation authority. In the case that this Agreement is funded in whole or in part by Federal funds, and in the event Federal funds become unavailable or reduced, the State may suspend or cancel this Agreement immediately, and the State shall have no obligation to pay Party from State revenues.
 - B. **Termination for Cause:** Either party may terminate this Agreement if a party materially breaches its obligations under this Agreement, and such breach is not cured within thirty (30) days after delivery of the non-breaching party's notice or such longer time as the non-breaching party may specify in the notice.
 - C. **Termination Assistance:** Upon nearing the end of the final term or termination of this Agreement, without respect to cause, the Party shall take all reasonable and prudent measures to facilitate any transition required by the State. All State property, tangible and intangible, shall be returned to the State upon demand at no additional cost to the State in a format acceptable to the State.
- 28. Continuity of Performance:** In the event of a dispute between the Party and the State, each party will continue to perform its obligations under this Agreement during the resolution of the dispute until this Agreement is terminated in accordance with its terms.
- 29. No Implied Waiver of Remedies:** Either party's delay or failure to exercise any right, power, or remedy under this Agreement shall not impair any such right, power, or remedy, or be construed as a waiver of any such right, power, or remedy. All waivers must be in writing.
- 30. State Facilities:** If the State makes space available to the Party in any State facility during the term of this Agreement for purposes of the Party's performance under this Agreement, the Party shall only use the space in accordance with all policies and procedures governing access to, and use of, State facilities, which shall be made available upon request. State facilities will be made available to Party on an "AS IS, WHERE IS" basis, with no warranties whatsoever.
- 31. Requirements Pertaining Only to Federal Grants and Subrecipient Agreements:** If this Agreement is a grant that is funded in whole or in part by Federal funds:
- A. **Requirement to Have a Single Audit:** The Subrecipient will complete the Subrecipient Annual Report annually within 45 days after its fiscal year end, informing the State of Vermont whether or not a Single Audit is required for

the prior fiscal year. If a Single Audit is required, the Subrecipient will submit a copy of the audit report to the Federal Audit Clearinghouse within nine months. If a single audit is not required, only the Subrecipient Annual Report is required. A Single Audit is required if the subrecipient expends \$1,000,000 or more in Federal assistance during its fiscal year and must be conducted in accordance with 2 CFR Chapter I, Chapter II, Part 200, Subpart F. The Subrecipient Annual Report is required to be submitted within 45 days, whether or not a Single Audit is required.

- B. **Internal Controls:** In accordance with 2 CFR Part II, §200.303, the Party must establish and maintain effective internal control over the Federal award to provide reasonable assurance that the Party is managing the Federal award in compliance with Federal statutes, regulations, and the terms and conditions of the award. These internal controls should be in compliance with guidance in “Standards for Internal Control in the Federal Government” issued by the Comptroller General of the United States and the “Internal Control Integrated Framework” issued by the Committee of Sponsoring Organizations of the Treadway Commission.
- C. **Mandatory Disclosures:** In accordance with 2 CFR Part II, §200.113, Party must disclose, in a timely manner, in writing to the State, all violations of Federal criminal law involving fraud, bribery, or gratuity violations potentially affecting the Federal award. Failure to make required disclosures may result in the imposition of sanctions which may include disallowance of costs incurred, withholding of payments, termination of the Agreement, suspension/debarment, etc.

32. Requirements Pertaining Only to State-Funded Grants:

- A. **Certification Regarding Use of State Funds:** If Party is an employer and this Agreement is a State-funded grant in excess of \$1,000, Party certifies that none of these State funds will be used to interfere with or restrain the exercise of Party’s employee’s rights with respect to unionization.
- B. **Good Standing Certification (Act 154 of 2016):** If this Agreement is a State-funded grant, Party hereby represents: (i) that it has signed and provided to the State the form prescribed by the Secretary of Administration for purposes of certifying that it is in good standing (as provided in Section 13(a)(2) of Act 154) with the Agency of Natural Resources and the Agency of Agriculture, Food and Markets, or otherwise explaining the circumstances surrounding the inability to so certify; and (ii) that it will comply with the requirements stated therein.

(End of Standard State Provisions)



Re: Silver Lake Road Update: Preliminary Design Contractor

From Nora Brown <NBrown@nrpcvt.com>

Date Thu 8/20/2026 4:27 PM

To Georgia Town Administrator <administrator@townofgeorgia.com>

 1 attachment (1,015 KB)

Georgia Silver Lake Rd Fitzgerald Draft Contract w Attachments.pdf;

Hi Doug,

Apologies, I meant to include a version with the attached budget & scope. Please see this version of the contract.

Thanks,
Nora

Nora Brown | (she/her)

Regional Planner



75 Fairfield Street
St. Albans, VT 05478
802.524.5958 – ext. 130
www.nrpcvt.com

From: Nora Brown

Sent: Thursday, August 20, 2026 4:25 PM

To: administrator@townofgeorgia.com <administrator@townofgeorgia.com>

Subject: Silver Lake Road Update: Preliminary Design Contractor

Hi Doug,

I hope you are well. I wanted to give you an update about the Silver Lake Road project that the Lamoille CWSP is funding and NRPC is managing on the Town's behalf. Pursuant to our subcontract with you for project management services, I released a request for proposals for preliminary design services on July 14. Two proposals were received, one from Fitzgerald Environmental and another from Watershed Consulting. You can view both proposals online [here](#).

My colleagues and I reviewed both proposals and summarized our findings in the attached report for your records. I provided this memo and both proposals to the town's conservation commission ahead of their meeting on Monday. At this meeting, they voted to select Fitzgerald as the consultant. The second attached memo addressed includes more detail about the selection.

I have drafted a contract between the Town and Fitzgerald, also attached here. It includes their budget and scope of work and is based on a standard NRPC contract template. If you would be able to review and provide any comments at your convenience, that would be much appreciated.

In terms of next steps, since the contract will be between the town and Fitzgerald, the selectboard will need to sign off on the conservation commission's selection. It is up to you how you would like to handle this. Do you have a procedure in place for this type of contract?

Also, as you'll see in the memo, I am leaving my position at NRPC, and my last day will be the 27th. My colleague Lorna Peters will be taking over management of this project from then on. You can reach her at lpeters@nrpcvt.com.

Thanks,
Nora

Nora Brown | (she/her)

Regional Planner



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St. Albans, VT 05478
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www.nrpcvt.com



Community and Housing Infrastructure Program (CHIP) Policy

Governance, project development, financing, administration, and use of tax increment

Controlling rule. No Town officer, employee, consultant, developer, or sponsor may represent that CHIP funding is approved, incur CHIP debt on behalf of the Town, obligate tax increment, direct-pay an infrastructure cost, or promise reimbursement unless every approval required by Vermont law, VEPC, this policy, and the applicable Housing Infrastructure Agreement has first been obtained in writing.

Policy at a Glance

VLCT roadmap phase	Town action	Decision or completion point
1. Initial Conversation	Explain Town goals and process; receive the developer's concept and requested assistance	Does the project support community goals and deserve further review?
2. Preliminary Review	Screen plans, policy fit, eligibility, municipal capacity, concerns, roles, and missing information	Should the Town continue investing time and resources?
4. Pre-application	Developer presents pre-application to Town Administrator	At a warned Selectboard meeting, the Selectboard will determine whether to accept the pre-application.
5. Due Diligence	Test readiness, eligible costs, increment, but-for need, financing, law, engineering, public benefit, and risk	Is there enough information for a municipal decision?
6. Municipal Decision	Review advice and public input; decide whether to pursue CHIP; establish roles, risk allocation, and agreement terms	Should the Town pursue CHIP for the project?
7. CHIP Application	Complete local approvals; prepare plans and agreements; submit through GEARS; support VEPC review and site visit	Has the project received the approvals needed to proceed?
8. Project Implementation	Complete financing and voter action; establish OTV and accounts; build, inspect, document, and reimburse	Is work advancing under the approved plan and agreements?
9. Long-Term Administration	Track increment and debt; report, audit, monitor agreements, address changes, and close out	Have all program, financing, reporting, and agreement obligations been satisfied?



1. Purpose and Authority

The Town of Georgia adopts this policy to establish a transparent, fiscally responsible, and legally compliant process for evaluating and administering projects under Vermont's Community and Housing Infrastructure Program (CHIP). CHIP is authorized by 24 V.S.A. chapter 53, subchapter 7 and was created by 2025 Act No. 69.

CHIP allows an approved municipality to retain an authorized portion of municipal and education property tax increment generated within a defined Housing Development Site and apply that revenue to eligible financing, infrastructure, and related costs. The Town shall use CHIP only to enable housing development that advances the statutory purpose, aligns with Town plans and public interests, and is supported by a prudent allocation of financial and performance risk.

Policy character. This is an administrative and financial-control policy. It does not itself create a Housing Development Site, authorize a particular project, approve debt, appropriate money, or replace any public hearing, voter approval, contract, permit, procurement, or VEPC requirement.

2. Scope and Controlling Requirements

This policy applies from the first contact concerning a possible CHIP project through the Final Repayment Date and final disposition of all retained tax increment. It applies whether the sponsor is the Town, a developer, or an eligible third-party entity.

If this policy conflicts with an applicable statute, rule, binding VEPC decision or guidance, financing document, or Housing Infrastructure Agreement, the stricter lawful requirement controls. The Town Administrator shall promptly present any material conflict to the Selectboard and Town Attorney for resolution. References in this policy are to the law and guidance in effect when the relevant action is taken.

3. Program Principles

1. Housing first. Infrastructure must directly enable a qualifying housing development and serve a public good.
2. No premature commitment. Town support for exploration is not approval of a project, financing, reimbursement, or land-use entitlement.
3. Public transparency. Material decisions shall occur through properly warned meetings, hearings, and voter action when required.
4. Fiscal protection. The Town shall model downside conditions, identify who bears shortfalls, and avoid relying solely on optimistic increment projections.



5. Documented eligibility. Every CHIP-funded payment must be traceable to an approved cost, a contract or invoice, proof of completion, and the applicable financing plan.
6. Separation of duties. Project certification, payment processing, accounting, and governing-body oversight shall not be concentrated in one person.
7. Ongoing compliance. Affordability, primary-residence, reporting, audit, and agreement obligations continue through the Final Repayment Date.

4. Key Definitions

Term	Meaning for this policy
Affordable Housing Development	A development meeting 24 V.S.A. section 1906, including the required share of affordable units and affordability covenants or restrictions through retirement of the applicable indebtedness.
CHIP Debt or Financing	Debt, related principal, interest, fees, or other authorized borrowing or financing incurred by a sponsor to pay for an approved Housing Infrastructure Project.
Developer	The person or entity undertaking construction, rehabilitation, or renovation of the housing development.
Final Repayment Date	For municipal financing, the date Town CHIP debt is fully repaid; for nonmunicipal financing, the date the Town's contractual reimbursement obligation ends.
Housing Development Site	The approved parcel or parcels encompassing the housing development. The site is created at 12:01 a.m. on April 1 of the calendar year of VEPC approval, and its approved boundaries shall not be changed.
Housing Infrastructure Agreement	The binding agreement among the Town, developer, and any third-party sponsor governing infrastructure financing, housing delivery, performance, documentation, and remedies.
Housing Infrastructure Project	One or more eligible improvements authorized by the Town and approved by VEPC to stimulate the associated housing development.
Original Taxable Value (OTV)	The taxable value of real property within the approved Housing Development Site as of its statutory creation date, certified by the Town's lister or assessor.
Related Costs	Costs qualifying under current law and VEPC guidance that are directly related to creating and implementing the Town's Housing Infrastructure Project. Municipal personnel or departmental costs may be paid only from eligible municipal increment and only as permitted by law.
Sponsor	The municipality, developer, or eligible independent agency undertaking to finance the Housing Infrastructure Project.
Tax Increment	The property-tax revenue attributable to increased assessed value over OTV, calculated and retained only as authorized by law and VEPC.



Term	Meaning for this policy
VEPC	The Vermont Economic Progress Council.

5. Eligibility Standards

5.1 Applicant and Project

The Town is the CHIP applicant. A proposed project may advance only if it is located within the Town, directly supports an identifiable housing development, serves a public good, and can satisfy all statutory and VEPC criteria.

At least 60 percent of indoor floor area is expected to qualify as housing, or the proposal can demonstrate that it meaningfully advances CHIP's statutory purpose.

1. The housing units will be offered exclusively as primary residences through the Final Repayment Date, with biennial verification as required.
2. Unless exempt because it is an Affordable Housing Development, the proposal can satisfy VEPC's but-for test.
3. The developer and sponsor have credible capacity, site control, financing, permitting, and delivery schedules.
4. The proposed site boundaries are legally and administratively workable and no parcel will be divided or bisected contrary to law.
5. The project is consistent with the Town Plan, applicable bylaws, capital plans, and infrastructure capacity; CHIP approval does not substitute for land-use or other permits.

5.2 Eligible Improvements

Subject to current law and VEPC approval, eligible improvements may include utilities; drinking water, wastewater, stormwater, and treatment systems; energy and telecommunications infrastructure; transportation and multimodal facilities; site preparation, acquisition, demolition, brownfield or flood remediation; and professional services directly tied to implementing and constructing eligible infrastructure.

Where an improvement serves users or development beyond the CHIP Housing Development Site, the Town shall require a documented, reasonable allocation method so CHIP finances only the eligible share attributable to the approved housing development.

5.3 Ineligible Costs

1. Routine annual operating, maintenance, or repair expenses;



- 2. Public transportation operating costs;
- 3. Vehicles, interior furnishings, and operating equipment not integral to the approved infrastructure;
- 4. Noncapital assets not expressly authorized by law;
- 5. Costs outside the approved plan, agreement, financing, or VEPC decision; and
- 6. Costs lacking adequate procurement, invoice, eligibility, payment, or completion documentation.

6. Governance and Responsibilities

Responsible party	Core responsibilities
Selectboard	Sets Town policy; authorizes project development and application; conducts hearings; adopts the site plan; approves the Housing Infrastructure Agreement; approves the VEPC application; warns voter questions; authorizes contracts and financing within its lawful authority; oversees material amendments and compliance.
Town Administrator	Serves as CHIP program administrator; maintains consistent developer information and intake materials; receives concepts; coordinates VEPC, advisors, and departments; maintains the master file and compliance calendar; prepares Selectboard materials; certifies administrative completeness; and coordinates reports and amendments.
Town Treasurer	Establishes and maintains the segregated CHIP account and official books; controls receipts and disbursements; reconciles increment and financing; supports annual reporting and audit; and releases funds only after required approvals.
Lister/Assessor	Certifies OTV and annual changes in taxable valuation for the life of the site and provides required values to the Treasurer, Selectboard, Department of Taxes, and VEPC.
Town Clerk	Maintains official actions, warnings, minutes, votes, adopted site records, agreements, and other records required to be filed or recorded.
Project Lead/Consultants	Reviews technical scope, cost allocation, schedules, construction evidence, change orders, and completion; provides written certification before payment when assigned.
Town Attorney and Financial Advisor	Review legal authority, agreements, warnings, debt, risk allocation, tax-increment projections, and material amendments. Their review does not displace Selectboard judgment.
Developer/Sponsor	Provides complete and accurate information, maintains required assurances and records, constructs the agreed improvements and housing, documents eligible costs, applies payments to financing, and complies with all agreement, affordability, and reporting obligations.



7. Project Lifecycle and Approval Gates

The Town uses VLCT's seven-phase CHIP roadmap as its high-level review model and the detailed steps below as its internal control process. Moving from one phase or step to the next is never automatic. At every decision point, the Selectboard or Town Administrator, acting within delegated authority, may proceed, pause, request more information, narrow the proposal, or stop review based on community fit, information quality, public benefit, cost, capacity, or risk.

VLCT phase	Detailed policy steps	Primary leadership
1. Initial Conversation	7.1 Developer orientation and concept intake	Town explains goals and discretion; developer presents concept
2. Preliminary Review	7.2 Preliminary feasibility	Town screens; developer supplies early project, site, cost, and financing information
3. Due Diligence	7.2 Preliminary feasibility and 7.3 pre-application coordination	Town evaluates risk and eligibility; developer advances due diligence; parties define roles
4. Municipal Decision	7.4 plan/site, 7.5 agreement, and 7.6 public and local approval	Selectboard decides; developer supports review and negotiates enforceable commitments
5. CHIP Application	7.7 VEPC application and decision	Town applies; developer provides and updates supporting information
6. Project Implementation	7.8 post-approval setup/financing and 7.9 construction/payment	Town administers financing and oversight; developer delivers housing and documents costs
7. Long-Term Administration	Sections 8 through 13	Town manages increment, debt, reporting, audit, compliance, changes, and closeout; developer maintains continuing commitments

7.1 Detailed Step 1 - Developer Orientation and Concept Intake

Information the Town Will Share

The Town Administrator shall maintain a consistent, easy-to-find developer information packet using existing public resources. The packet is intended to help prospective developers decide whether a project is a reasonable fit before either party invests substantial time or money. It should include, as available:

1. the Town Plan, housing priorities, housing action or economic-development strategies, and relevant capital plans;
2. preferred housing types, affordability goals, redevelopment priorities, and mixed-use opportunities;



3. zoning and future-land-use maps, designated areas, utility service areas, transportation access, flood-hazard areas, and known brownfield information;
4. a statement that the Town is willing to consider qualifying CHIP proposals, the kinds of projects the Town seeks to encourage, and the local policies used in evaluation;
5. links to VEPC CHIP materials, VLCT CHIP IN VT resources, zoning and subdivision regulations, permit forms, fee schedules, infrastructure information, and utility contacts; and
6. the Town's primary CHIP contact, planning and zoning contact, Public Works contact, and other relevant municipal or regional-development contacts.

Information Required from a Proposer

A developer, landowner, Town department, or other proposer shall submit a written concept to the Town Administrator. At minimum, the concept shall identify the proposed site; concept plan; anticipated housing program, type, unit count, affordability, and primary-residence use; infrastructure needs; preliminary cost and schedule; development team and proposed sponsor; financing approach; likely permits; and requested Town participation.

The proposer shall also state the status of project readiness, including site control, preliminary engineering, environmental due diligence, financial feasibility, utility planning, and financing progress. The Town may request ownership information, development experience, financial statements, sources and uses, pro formas, market information, or other material reasonably necessary to evaluate readiness, financial viability, and municipal risk.

Early Communication and Financial Expectations

1. A pre-application meeting is informational and is intended to identify fit, information gaps, participants, process, approximate timelines, public-engagement expectations, and next steps.
2. Only the Town Administrator or a person designated by the Selectboard may coordinate official CHIP intake communications on behalf of the Town.
3. Staff shall communicate factual information consistently and shall not promise confidentiality beyond Vermont law, predict land-use approval, negotiate outside authorized meetings, or imply that CHIP, Town borrowing, reimbursement, or a project has been approved.
4. CHIP is not an upfront grant. Only eligible, documented, approved costs may be paid or reimbursed, retained increment may be insufficient, and municipal borrowing or other financing may be necessary.
5. Unless the Selectboard approves otherwise in a lawful written agreement, the proposer is responsible for its own concept, engineering, environmental, legal, financial, and application-development costs.



6. A proposer may be required to enter a development agreement, Housing Infrastructure Agreement, reimbursement or cost-recovery agreement, and performance-assurance documents before the Town proceeds or incurs material expense.

The Town Administrator shall assign a project identifier, create a master file, identify conflicts of interest, document the pre-application meeting, and complete a preliminary screening. Acceptance for screening creates no entitlement, exclusivity, reimbursement right, priority, or commitment of Town funds.

7.2 Detailed Step 2 - Preliminary Feasibility

The Town Administrator shall coordinate a preliminary review with appropriate officials and advisors. The review shall address:

1. CHIP eligibility, public-good nexus, floor-area threshold, primary-residence restrictions, and but-for analysis;
2. consistency with the Town Plan and applicable permitting framework;
3. site boundaries, parcel status, ownership, SPAN information, and anticipated OTV;
4. infrastructure scope, capacity, useful life, ownership, access, maintenance responsibility, and cost allocation;
5. developer and sponsor experience, financial capacity, site control, litigation, defaults, and proposed performance security;
6. a base-case and downside financing analysis, including timing, assessed values, increment, interest rates, construction escalation, coverage, and Town shortfall exposure;
7. alternative funding sources and whether CHIP is necessary and appropriately sized; and
8. estimated Town staff, consultant, legal, engineering, audit, and administration costs and how they will be funded.

Gate 1 - Selectboard direction. The proposal may proceed to full project development only after the Selectboard, in an open meeting and without committing financing, authorizes the Town Administrator to coordinate the CHIP Interest Form and detailed due diligence.

7.3 Detailed Step 3 - Pre-Application Coordination

The Town shall submit the current CHIP Interest Form to VEPC before filing a full application. The Town Administrator shall document VEPC feedback, required studies, expected review path, GEARS access, and any issues that must be resolved. Material changes following pre-application review shall be returned to the Selectboard before substantial additional Town expense is incurred.



7.4 Detailed Step 4 - Housing Development Plan and Site

In coordination with stakeholders, the Town shall prepare a Housing Development Plan containing at least:

1. a description of the Housing Infrastructure Project, housing development, and proposed Housing Development Site;
2. the anticipated floor area devoted to housing and, if below 60 percent, a narrative showing how the development meaningfully advances CHIP's purpose;
3. identification of the developer and sponsor;
4. a tax increment financing plan stating project costs and revenue sources, assessed-value estimates, municipal and education increments, lifetime education increment retention, financing amount and terms, principal, interest, related costs, voter-authorized amount when applicable, other revenues, and plan duration;
5. a pro forma of infrastructure costs and a projection of tax increment;
6. a development schedule listing, costing, and sequencing infrastructure and housing work;
7. a risk analysis and contingency plan for delay, cost overrun, increment underperformance, noncompletion, or developer/sponsor default; and
8. the Selectboard's determination that the development furthers CHIP's purpose.

The site plan shall identify boundaries and included properties and be titled "Proposed Housing Development Site, Town of Georgia, Vermont." Boundaries shall be reviewed by the lister or assessor and Town Attorney before public notice.

7.5 Detailed Step 5 - Housing Infrastructure Agreement

Before application, the Town, developer, and any third-party sponsor shall negotiate a Housing Infrastructure Agreement. It shall be reviewed by the Town Attorney and shall, at minimum:

1. identify all parties, the site, housing development, sponsor, approved infrastructure, schedule, eligible cost categories, and maximum financed amount;
2. obligate retained increment only to authorized financing and related costs;
3. require primary-residence use through the Final Repayment Date and biennial landlord certificates or homestead declarations;
4. state expected floor area, housing units, affordable or moderate-income units, development value, and completion milestones;
5. require invoices, proof of payment, procurement support, construction records, lien waivers when appropriate, and other evidence establishing eligibility and completion;



6. allocate risks for cost overruns, delays, increment shortfalls, default, casualty, foreclosure, ownership transfer, and failure to meet affordability or housing commitments;
7. provide performance assurances, access for inspection and audit, records retention, reporting, indemnity, insurance, remedies, repayment or clawback where lawful, and Town suspension rights; and
8. prohibit material modification without Town and, when required, VEPC approval.

7.6 Detailed Step 6 - Public Process and Local Approval

The Selectboard shall hold one or more public hearings on the proposed Housing Infrastructure Project, Housing Development Plan, site, financing plan, and agreement after public notice. Unless a greater period is required by law, Town charter, or then-current VEPC guidance, notice shall be posted at least 15 days before the hearing in at least two public places within the Town, at the Town Clerk's office, and on the Town website.

After hearing and considering public comment, the Selectboard may adopt the Housing Development Plan and site, approve the Housing Infrastructure Agreement, authorize the VEPC application, and make any required statutory determinations. The adopted site plan shall be recorded with the Town Clerk and provided to the lister or assessor. The Town shall provide legal voters notice of the agreement terms and financing information required by 24 V.S.A. sections 1909 and 1910a.

Gate 2 - Local approval. No application shall be submitted until the Selectboard has approved the required plans, site, agreement, and application in a properly warned meeting and the Town Clerk has assembled the official record.

7.7 Detailed Step 7 - VEPC Application and Decision

The Town Administrator shall submit the complete application and supporting documents through GEARS, coordinate responses to VEPC, host the required site visit, and place material supplemental information before the Selectboard. VEPC will evaluate process compliance, project criteria, affordability, the but-for test when applicable, financial viability, and the proposed retention percentages. Under current law, VEPC acts in writing within 90 days after the site visit.

Gate 3 - State approval. The Town shall not incur CHIP debt, promise reimbursement, obligate increment, issue a notice to proceed relying on CHIP, or make a CHIP direct payment before written VEPC approval and satisfaction of all approval conditions.



7.8 Detailed Step 8 - Post-Approval Setup and Financing

Following VEPC approval, the Town shall complete all approval conditions and establish the implementation record. The lister or assessor shall certify OTV as of the statutory site-creation date and annually certify valuation changes. The Treasurer shall establish the special CHIP tax increment financing account and segregated project accounting.

For municipal financing, each instance of borrowing or other Town debt must be approved by a majority of legal voters present and voting at a duly warned annual or special meeting. Before the vote, the Selectboard shall disclose the amount and type of debt and related costs, principal, interest and fees, debt terms, infrastructure financed, housing expected, and that the Town remains liable for full debt service if increment is insufficient. Terms of any interfund loan must also be disclosed; an interfund loan shall bear no interest.

Municipal indebtedness must be incurred within five years after site creation unless VEPC grants an extension of up to three additional years. A bond anticipation note does not constitute the first incurrence of debt. Nonmunicipal financing shall comply with the approved agreement, VEPC decision, current guidance, and any deadline or notice-to-proceed condition established for the project.

Gate 4 - Financing authorization. No closing or financial commitment may occur until Town Counsel and the financial advisor have confirmed in writing that VEPC conditions, voter action, agreement conditions, procurement, appropriations, and closing documents are complete.

7.9 Detailed Step 9 - Construction, Verification, and Payment

The developer or sponsor shall construct the approved improvements in accordance with the agreement, plans, permits, procurement requirements, and schedule. The Town's designated project lead shall document inspections, progress, change orders, substantial completion, and final completion.

Every request for CHIP payment or reimbursement shall include an invoice package containing the project identifier; vendor and payee; description and date of work; approved cost category; contract, purchase order, or financing reference; proof of payment when reimbursement is requested; evidence of completion; cost allocation where applicable; lien waiver or other assurance when appropriate; and certifications required by the agreement.

Before disbursement:

1. the project lead shall certify that the work or financing charge is complete, conforms to the agreement, and is reasonably valued;
2. the Town Administrator shall certify administrative eligibility, budget authority, and documentation;



- 3. the Treasurer shall confirm available cash, correct fund and account coding, approved retention limits, and compliance with payment controls; and
- 4. payment shall proceed through the Town's normal warrant, purchasing, and fraud-prevention procedures. No person may approve a payment to themselves or an affiliated entity.

If tax increment is provided to a sponsor, payment shall be made only upon an invoice for the approved financing, and the sponsor shall promptly confirm in writing that the increment was applied to that financing.

8. Financing and Use of Tax Increment

8.1 Authorized Uses

Subject to the VEPC approval, financing plan, voter action when required, and available funds, retained increment may be used only for:

- 1. payment of authorized CHIP financing or debt service incurred within the permitted period;
- 2. eligible related costs;
- 3. direct payment of an approved Housing Infrastructure Project cost, provided the payment was included in the financing plan and received the same voter approval required for municipal debt; and
- 4. payment to a sponsor against an eligible financing invoice, followed by written confirmation of application to the financing.

8.2 Retention Percentages and Period

Project category	Education increment	Municipal increment	Key condition
Affordable or moderate-income development	Up to 85%, as approved by VEPC	At least 85%; up to approved amount	Required unit share, income/cost limits, covenants, and primary-residence use
Other qualifying housing development	Up to 75%, as approved by VEPC	At least 85%; up to approved amount	But-for test and all other project criteria

The Town shall retain only the percentages approved by VEPC. Education property tax increment may currently be retained for up to 20 years beginning in the first year debt is incurred for the Housing Infrastructure Project. Municipal property tax increment shall be retained beginning in that first year and only for the period and purposes authorized by law and the VEPC approval. Upon first debt incurrence, the Town shall notify VEPC and the Department of Taxes that the retention period has begun. The Town shall submit the required updated financing plan during the tenth year after site creation so VEPC may continue or reduce the retention percentages.



8.3 Special Account and Excess Increment

The Treasurer shall segregate authorized municipal and education increments in a special CHIP account and in the Town's official books until all financing is paid. Project records shall separately identify original taxable value, current value, tax increment received, financing and related-cost expenditures, direct payments, sponsor reimbursements, interest, remaining commitments, and cash balance.

Excess increment may be used only as allowed by 24 V.S.A. section 1910c, including proportional retention to prepay financing, fund future financing payments, or defease financing. Any balance not lawfully retained shall be distributed to the Education Fund and affected municipal budgets in the proportions required by law. At closeout, all remaining excess shall be reconciled and distributed as required.

9. Monitoring, Reporting, and Audit

9.1 Compliance System

The Town Administrator shall maintain a project-specific compliance calendar and master file. The system shall track VEPC conditions; financing and retention dates; development and infrastructure milestones; permits; inspections; affordability and primary-residence certifications; invoices and payments; annual valuation and increment; agreement performance; amendments; reporting; and audit findings.

9.2 Immediate Notices

Immediately following any CHIP debt incurrence, public vote, or Selectboard vote requiring State notice, the Town shall notify VEPC and the Department of Taxes on the prescribed form and provide the public notice or warning, agenda, minutes, vote tally, public financing information, and other required records.

9.3 Annual Report

On or before February 15 each year, the Town shall submit the prescribed annual report to VEPC and the Department of Taxes. The Town Administrator and Treasurer shall prepare the report, the lister or assessor shall certify valuation information, and the Selectboard shall review the report before submission when practicable. The report shall include all information then required, including:

1. annual and cumulative municipal and education increment generated and retained;
2. financing, debt service, related-cost, direct-payment, and infrastructure expenditures and current balance;
3. projected and actual financing, increment, improvements, development value, and housing units;
4. initial sale and rental prices and the status of applicable State permits;



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- 5. amount of public funds flowing to private ownership or use; and
- 6. biennial verification of affordability covenants and primary-residence occupancy.

9.4 Annual Audit and Corrective Action

The Town shall ensure the CHIP account and project are included in the Town's annual financial audit. Audit procedures shall verify OTV and current values, incremental revenue, financing and related costs, infrastructure expenditures, sponsor and developer use of funds, allocation of increment, account balances, and compliance with the agreement and VEPC approval.

The Town Administrator shall present any finding, questioned cost, missed deadline, covenant issue, or material variance to the Selectboard promptly with a written corrective-action plan. Payments may be suspended pending resolution. The Town shall cooperate with supplemental VEPC or Department of Taxes requests and audits.

10. Changes and Amendments

No material change may be implemented until the Town determines whether VEPC and renewed local approval are required. The Town Administrator shall report every proposed change to VEPC staff promptly and shall refer potentially substantial changes to the Selectboard and Town Attorney.

Changes requiring advance VEPC review are expected to include, without limitation:

- 1. an increase of 20 percent or more in the CHIP-funded portion of a project;
- 2. adding, removing, or substituting an infrastructure improvement;
- 3. increasing the approved debt ceiling or extending the first-debt deadline;
- 4. reducing affordable or moderate-income units below the threshold supporting the approved retention percentage;
- 5. reducing housing floor area below 60 percent;
- 6. material changes to the Housing Infrastructure Agreement, risk allocation, improvement scope, financing source, or anticipated increment;
- 7. a material delay, including an anticipated delay of two years or more;
- 8. bond premium proceeds, payments in lieu of taxes, or negotiated payments not previously approved; or
- 9. any other change VEPC identifies as substantial.

A substantial-change request shall include a narrative and revised plan, financing plan, and agreement. Revised documents shall be approved by the Selectboard after a properly warned hearing before



submission to VEPC. Town approval is always subject to any additional voter authorization required by law.

11. Default, Suspension, and Remedies

The Town may suspend approval, payment, reimbursement, or further performance when documentation is incomplete; a cost appears ineligible; work departs from approved plans; a party is in default; a required covenant, permit, assurance, or insurance has lapsed; a material change lacks approval; or continued performance could expose the Town to unlawful or imprudent risk.

The Town shall provide any notice and cure opportunity required by the Housing Infrastructure Agreement. Available remedies may include withholding payment, requiring corrective work, drawing on security, repayment or offset, specific performance, termination, and any other lawful contractual or equitable remedy. The Town Administrator shall coordinate enforcement with the Selectboard and Town Attorney.

12. Records, Ethics, and Procurement

All CHIP activity remains subject to the Town's current purchasing, grant, accounting and auditing, cash-management, fraud-prevention, conflict-of-interest and ethics, public-records, and meeting policies, as well as applicable law. Where another Town policy is stricter and lawful, the stricter control applies.

1. The Town shall retain the complete master file through the Final Repayment Date and for the longer period required by law, financing documents, VEPC, audit standards, litigation hold, or the Housing Infrastructure Agreement.
2. Officials and employees shall disclose actual or potential conflicts and shall recuse themselves when required. Developer or sponsor relationships shall be documented before selection or approval.
3. Procurement shall be competitive to the extent required by law, funding conditions, and Town policy. Sole-source or emergency procurement must be justified and approved in writing.
4. Confidential or exempt information shall be protected, but the Town shall not promise confidentiality beyond what Vermont law permits.

13. Project Closeout

A CHIP project shall not be closed until the Town has documented final infrastructure completion, resolved claims and liens, received final eligible-cost and financing records, reconciled all accounts, confirmed required housing and affordability outcomes, completed all reports and audits, and retired or otherwise ended the applicable financing obligation.



At the Final Repayment Date, the Treasurer and Town Administrator shall prepare a final reconciliation and distribution schedule; the lister or assessor shall complete final certifications; the Town Attorney shall confirm release or continuation of any covenants; and the Selectboard shall accept a closeout report in an open meeting. Remaining excess increment shall be returned or distributed to the appropriate taxing authorities as required by law.

14. Administration and Review

The Town Administrator may create forms, checklists, standard operating procedures, and administrative deadlines consistent with this policy. The Selectboard shall approve material changes to decision authority, financial controls, or public process.

This policy shall be reviewed after any material amendment to 24 V.S.A. chapter 53, subchapter 7; material VEPC rule or guidance change; significant audit finding; or at least once every three years while the Town has an active CHIP project.

15. Contact Information

Resource	Contact
Town of Georgia	Town Administrator, 47 Town Common Road, No. St. Albans, VT 05478 (802) 524-3524 administrator@townofgeorgia.com
VEPC CHIP	ACCD.CHIP@vermont.gov accd.vermont.gov/economic-development/vepc/chip
VLCT CHIP IN VT	vlct.org/CHIP Municipal technical assistance; legal questions should be referred to qualified municipal counsel

16. Adoption

Adopted by the Selectboard of the Town of Georgia, Vermont, at a duly warned meeting held on _____.

Selectboard member	Signature	Date



Selectboard member	Signature	Date

Appendix A - Minimum Project File

1. Developer information packet, concept submission, pre-application meeting record, preliminary screening, conflict disclosures, and Selectboard direction;
2. CHIP Interest Form, VEPC correspondence, GEARS submission, completeness record, site-visit materials, and VEPC decision;
3. Housing Development Plan, site map and parcel schedule, financing plan, pro forma, development schedule, risk analysis, and all amendments;
4. Public warnings, postings, hearing materials, minutes, votes, public financing disclosures, and election records;
5. Executed Housing Infrastructure Agreement, performance security, insurance, financing and closing documents, contracts, procurement, and permits;
6. OTV and annual valuation certifications; increment calculations, bank and general-ledger records, invoices, payment confirmations, and reconciliations;
7. Construction plans, inspections, change orders, photographs, completion certificates, cost certifications, lien releases, and as-built records;
8. Affordability covenants, primary-residence verifications, housing-unit and pricing records, annual reports, audit records, findings, and corrective actions; and
9. Final repayment evidence, closeout reconciliation, disposition of excess increment, releases, and Selectboard closeout acceptance.

Appendix B - Developer Information and Outreach Standard

The Town Administrator shall keep the following public-facing information current and may combine it into a webpage, handout, or pre-application packet. The packet should be revised as the Town gains CHIP experience.

Developer question	Town information to provide	Developer preparation expected
Is the project a good fit?	Community vision, housing needs, preferred development areas, utility and transportation context, flood and brownfield information, CHIP interests, and governing policies.	Review Town plans, maps, regulations, housing priorities, and CHIP resources before requesting municipal participation.



Developer question	Town information to provide	Developer preparation expected
What information is required?	A clear intake checklist, readiness expectations, evaluation criteria, financial expectations, and likely agreements.	Provide the site and concept plan, housing program, infrastructure, schedule, team, financing, site control, engineering, environmental review, utilities, and feasibility status.
How does the local process work?	Primary contact, meeting-request method, pre-application purpose and participants, process map, review steps, boards, approximate timelines, milestones, and public-engagement expectations.	Designate a project contact, attend coordinated meetings, respond completely, participate in public outreach, and understand that local, voter, and VEPC approvals may all be required.

Required disclaimer. Developer-facing materials shall state that they are informational, may change, do not constitute legal advice or project approval, create no right to CHIP financing or reimbursement, and do not replace zoning, permitting, procurement, public-hearing, voter, Selectboard, VEPC, or contractual requirements.

Appendix C - Source Authority

Prepared using the following authorities and guidance available as of August 18, 2026. Statutes, VEPC decisions, and current program guidance should be rechecked before each material action.

1. **2025 Act No. 69 (as enacted):**
<https://legislature.vermont.gov/Documents/2026/Docs/ACTS/ACT069/ACT069%20As%20Enacted.pdf>
2. **24 V.S.A. chapter 53, subchapter 7:** <https://legislature.vermont.gov/statutes/chapter/24/053>
3. **VEPC CHIP program and guidelines:** <https://accd.vermont.gov/economic-development/vepc/chip/guidelines>
4. **VEPC CHIP program page:** <https://accd.vermont.gov/economic-development/vepc/chip>
5. **Vermont League of Cities and Towns - CHIP IN VT:** <https://www.vlct.org/CHIP>
6. **VLCT - Information to Share with CHIP Developers:**
<https://www.vlct.org/resource/information-share-chip-developers>
7. **VLCT - CHIP Project Roadmap:** <https://www.vlct.org/resource/chip-project-roadmap>
8. **Town of Georgia Selectboard and municipal policies:**
<https://www.townofgeorgia.com/selectboard/page/policies>

Legal review recommended. CHIP creates long-term municipal, contractual, property-tax, and debt obligations. Before adoption and before approving any project, agreement, direct payment, or



GEORGIA

VERMONT

financing, the Town should obtain review by qualified Vermont municipal counsel and appropriate financial advisors.

Policy status	Adoption record
Draft for Selectboard review	Policy No.: _____
Administered by Town Administrator	Adopted: _____
Applies to every Town CHIP project	Effective: _____
Review after material State changes	Amended: _____



TOWN ADMINISTRATOR REPORT

Operational update for the Town of Georgia

Prepared: August 20, 2026

Prepared by: Doug Bergstrom, Town Administrator

Reporting period: August 7, 2026 - August 20, 2026

General Administration

- Continued updating and digitizing employee records.
- Received comments from the attorney on the cell tower contract; setting up a meeting to discuss the response
- Finishing website and meeting-management software update, anticipated to be on the new website within the next 2 weeks.
- Indecency Ordinance posted per statute, planned to go into effect on October 23, 2026.
- Two CHIP pre-applications are coming in. Need to finalize policy prior to submitting any CHIP applications.
- Town Office pressure washing and spider remediation completed.
- Received Meeting Owls; these will be installed in both of the community rooms at the Fire Station and Library, allowing better online meetings.

Planning & Zoning

- Curtis started on Tuesday!!!
- New subdivision starting the permit process on Cadieux Road for 4-lots
- New Subdivision off of Radharc for 3-lots
- Continuing permit process for Black Walnut, Cline Road, Reno Vermont, and Wright.
- Currently 45 lots/homes listed for sale in Georgia, up from 2 weeks ago.
- Planning met on the 8th; two new board members to be appointed, giving the commission a full board.
- Planning will be working on a Development Regulation update to correct items found in the new regulations.

Public Works

- Major bridge work completed, waiting on paving and guardrails from vendors.
- Beach cleanup is going well. Major transformation in the viewing area of the lake from the fields.
- Roadside mowing to start after Labor Day

- Starting culvert work in September.
- Paving should be done by October.
- Dock bid reserve on Municibid not met. Need to discuss options.
- Working to update stormwater permit for new garage.





Bridge finished waiting on paving



Before



After





Library

- Our Donation-based Book Sale on Saturday 8/29 netted \$433, and we were able to provide the opportunity for about 70 of our community members to bring home furniture, audiobooks, and other library materials.
- A new study space was created in the teen area to allow patrons to use their laptops (with charging space) without using a computer kiosk.
- Yoto Players and Cards are live! Our Yoto cards are all fully cataloged and are available for the public. We also have the players. This provides a screen-free way for people to enjoy youth audiobooks and other audio materials.
- We have new hours starting 9/14/26
 - Monday 10 am-6 pm
 - Tuesday 10 am-6 pm
 - Wednesday 10 am-8 pm
 - Thursday 10 am-6 pm
 - Friday 10 am-6 pm
 - Saturday 10 am-3 pm
- We are hosting a library storytelling event on 9/23 from 6-8:15 pm. All are welcome to come and enjoy the event.
- Starting IT and the new layout of bookcases
- Painting should start the week of the 21st.
- Four applications were received for the Junior Library Assistant position. Interviews are scheduled for this week and next.
- We are excited to participate in Fall Fest this weekend.
- The public computers have been moved to the new location closer to the front counter.
- We continue to work through the cataloging backlog, both with cataloging and processing the books for circulation.

Ongoing Projects

- **Personnel files and Paychex:** Digitization, records management, and payroll follow-up remain in progress.
- **GIDC and Village Core water issue:** Reviewing potential grant opportunities.
- **Library ADA entrance and parking lot:** Project planning remains underway.
- **CPR & De-escalation:** Training for employees in town.