



SELECTBOARD REGULAR MEETING

Monday, November 27, 2023 at 6:00 PM

Chris Letourneau Meeting Room and via Zoom

AGENDA

Zoom Details:

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

Meeting ID: 616 584 3896 | Passcode: 5243524

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

1. CALL TO ORDER

1. PLEDGE OF ALLEGIANCE

2. CHAIR UPDATE

3. ADDITIONS, DELETIONS, OR CHANGES TO THE AGENDA

4. SELECTBOARD MINUTES AND WARRANTS

A. Approval of Selectboard Regular Meeting Minutes for 11.13.2023

B. 11.22.2023 Executive Personnel Committee Meeting Minutes

C. Approval of Warrants #30

5. 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.

6. CORRESPONDENCE

7. UNFINISHED BUSINESS

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

A. Bill Hinman - E and O's

B. Historical Society request

C. Furnace quotes

D. DEI invitation to Aaron Kindsvatter

E. Hidden Woods and Forest Glen - Engineer

F. Extended Office Hours

9. TOWN ADMINISTRATOR, TREASURER AND SELECTBOARD SUB COMMITTEES REPORTS

A. Town Administrator

B. Treasurer

- C. Buildings
- D. Budget and Finance
- E. Personnel
- F. Public Works/Grounds/Recreation
- G. Committees at the direction of the chair

10. OTHER

11. PLAN NEXT MEETING AGENDA

- A. 12.11.2023 Regular Meeting
- B. 11.29.2023 Budget Meeting

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

- A. Greenbacker

13. ADJOURN

TABLED ITEMS:

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

Signed: Cheryl Letourneau, Town Administrator

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



SELECTBOARD REGULAR MEETING

Monday, November 13, 2023 at 6:00 PM

Chris Letourneau Meeting Room and via Zoom

MINUTES

Zoom Details:

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

Meeting ID: 616 584 3896 | Passcode: 5243524

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

1. CALL TO ORDER

- **Selectboard Present:** Devon Thomas Chair, Jamie Comstock, Carl Rosenquist and Nicholas Martin
- **Selectboard Zoom:** Shannon Jenkins Vice-Chair
- **Staff Present:** Cheryl Letourneau, Doug Bergstrom, April Edwards
- **Public Present:** Todd Cadieux, Stuart Bigelow, Tony Heinlein, Heather Dunsmore, Heather Grimm, Frank Gore, John Chagnon, Marty Jansen, Logan Grimm
- **Public Zoom:** Jana Thuesen, Sara Savich, Lori Hobart

2. PLEDGE OF ALLEGIANCE

- Presentation by Logan Grimm
- Good evening neighbors. I am Logan Grimm, a Life Scout with Troop 42 here in Georgia Vermont. The U.S. flag stands for our freedoms which are defended by our Veterans. Tonight, I would like to speak about the great country we live in, our flag, and those veterans who have served to protect us all and our freedoms.
- The United States declared its independence on July 4, 1776.
- Vermont was established on March 4, 1791, and Georgia was organized in 1788.
- This past weekend we celebrated Veterans Day.
- Veterans Day was originally known as Armistice Day in 1918.
- President Woodrow Wilson, in his proclamation, expressed, “To us in America, the reflections of Armistice Day will be filled with solemn pride in the heroism of those who died in this country's service and with gratitude for the victory both because of the thing from which it has freed us and because of the opportunity it has given America to show her sympathy with peace and justice in the councils of the nations.”
- In 1954, Congress passed a bill recognizing November 11 as Veterans Day to honor all of those who have served our country in war and peace.
- Next, I would like to talk about our flag.
- This flag has 13 stripes which represent the 13 original colonies.

- 36 • The stripes are resting side-by-side to represent the struggle for independence, the red signifies valor, the
- 37 white purity, and the blue represents loyalty.
- 38 • These 50 stars represent our 50 states.
- 39 • This flag is a symbol of freedom and liberty and has been defended by our veterans.
- 40 • The meaning of the pledge:
- 41 • “I pledge allegiance to the flag of the United States of America”
- 42 • I promise myself to America
- 43 • “and to the republic for which it stands“
- 44 • run by the people
- 45 • “ One nation, under God“
- 46 • we are all in this together and under the care of God
- 47 • “ indivisible, with liberty and justice for all“
- 48 • we cannot be divided, we won’t have restrictions on how we want to live, and we will
- 49 • all be treated fairly
- 50 • The pledge is meant to unite us and to offer us security and confidence in our country.
- 51 • We also remember that this pays respect for those who paid the ultimate price for our
- 52 • freedoms.
- 53 • When we say the pledge tonight please stand at attention, facing the flag, remove any
- 54 • non-religious headdress and put your right hand over your heart.
- 55 • Those in uniform should render the military salute during the pledge.
- 56 • I remind you all to thank your Veterans and remember what they and their families have
- 57 • gone through while defending our flag and our freedoms.
- 58 • D. Thank you for your time, could you all please rise and join me in the Pledge of
- 59 • Allegiance?

60 **3. CHAIR UPDATE**

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

62 **5. SELECTBOARD MINUTES AND WARRANTS**

63 A. Approval of Selectboard Regular Meeting Minutes for 10.23.2023

- 64 • C. Rosenquist makes a motion to approve the minutes of 10.23.2023 with certain
- 65 adjustments, J. Comstock seconds.
- 66 • J. Comstock wants the line numbers added.
- 67 • C. Rosenquist would like to see the following corrections:
- 68 ○ Page 2, it says, ‘school budget’ and he wants it to say, ‘taxes due to the school’.
- 69 ○ H. Grimm called for a point of order, and he wants it added to what the point of
- 70 order was.

71 B. Approval of Warrants #25, 26, 27, 28, and 29

- 72 • N. Martin makes a motion to accept Warrant #25, J. Comstock seconds.
- 73 • A. Edwards says there was a true up that needed to happen.
- 74 • All in favor, motion carried.
- 75 • N. Martin makes a motion to accept Warrant # 26, C. Rosenquist seconds. All in favor,
- 76 motion carried.
- 77 • N. Martin makes a motion to accept Warrant # 27, C. Rosenquist seconds.
- 78 • J. Comstock asks why they are being listed out. A. Edwards says that is how the auditor
- 79 asked for it to be done.
- 80 • All in favor, motion carried.
- 81 • N. Martin makes a motion to accept Warrant #28, S. Jenkins seconds.

- 82 • N. Martin questions the work on the new garage. T. Cadieux says it was Premier Paving
- 83 topcoat. A. Edwards asks if the money should come out of the highway or ARPA. A.
- 84 Edwards will review it.
- 85 • All in favor of with revisions, motion carried.
- 86 • N. Martin makes a motion to accept Warrant #29, J. Comstock seconds.
- 87 • J. Comstock asks if these are overpayments. A. Edwards says yes.
- 88 • All in favor, motion carried.

89 C. Approval of all special committee meeting minutes

- 90 • N. Martin makes a motion to accept the minutes of the special committee meetings with any
- 91 revisions, C. Rosenquist seconds.
- 92 • All in favor, motion carried.

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

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

- 96 • H. Dunsmore addresses the board saying they go back and forth using Robert’s Rules. D.
- 97 Thomas says that they are, for the most part. They are following Robert’s Rules. H.
- 98 Dunsmore says Robert’s Rules say a debate must address issues not personalities nor is one
- 99 permitted to make personal attacks or question the motives of other speakers. D. Thomas
- 100 says in the future they will. N. Martin says they will do a better job in the future. He
- 101 acknowledges it happened in the past and says it will not happen in the future.
- 102 • C. Rosenquist says at the last GIDC meeting it was brought up that we have not responded
- 103 from a piece of correspondence from Tim Smith. C. Rosenquist says he was asked to get an
- 104 answer. C. Letourneau says that it was assigned to J. Comstock and T. Cadieux. T. Cadieux
- 105 says he spoke with Dan Ryea, about access to use that road and we could not just use fill it
- 106 with dirt. C. Rosenquist asks if you can get a cost and says that T. Heinlein can give T.
- 107 Cadieux directions as to where and how much is needed.
- 108 • T. Cadieux asks the role of GIDC in this matter. C. Rosenquist says it was a
- 109 recommendation from GIDC. C. Rosenquist says he and J. Comstock will look into this. J.
- 110 Comstock asks T. Cadieux to look into this and email himself and C. Rosenquist.
- 111 • S. Jenkins asks if there was email correspondence from Terry. D. Thomas says it may be
- 112 something better left to Executive Session as it would fall into the category of complaint.

113 **7. CORRESPONDENCE**

114 From Terry Cleveland to be read in executive session per Selectboard Chair

115 **8. UNFINISHED BUSINESS**

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

117 A. Town Cemeteries

- 118 • D. Thomas asks if they are going to make a motion for discussion anymore. N. Martin asks
- 119 if they need to make the motion. C. Rosenquist says you need a motion for an action item
- 120 but not for discussion.
- 121 • D. Thomas says Suzanna Brown brought up maintaining the town’s cemeteries and he asks
- 122 what they want to do about this. J. Comstock says they will not have to worry about it now
- 123 but should investigate it again in the spring. C. Rosenquist thinks it was brought up because
- 124 the town used to have a cemetery committee. J. Comstock says he will make a motion in the

125 future to have Suzanna Brown head that committee. She is not here to speak for herself, so
126 he will wait. Discussion was had on the money available.

127 B. Time Clock

128 • T. Cadieux says they are having trouble punching in and out with the clock. A. Edwards
129 says it has been suggested that you turn off the tablets frequently for updates. She is also
130 talking with Paychex about fixing these issues. T. Cadieux says they have had issues for a
131 year. S. Jenkins asks if there is a way for a rep to come help. C. Letourneau said they have
132 been working with Paychex to solve this problem. It only appears to be happening at the
133 Town Garage.

134 C. Firefighter Application approval – Action

135 • C. Rosenquist made a motion to approve Michael Cook’s application for the Georgia Fire
136 Department by the Fire Chief, J. Comstock seconds. All in favor, motion carried.

137 D. Jamie Cota as advisor for GFRD - Action

138 • S. Jenkins makes a motion to accept J. Cota in this role, N. Martin seconds. All in favor,
139 motion carried.

140 E. Comcast – Action

141 • N. Martin makes a motion to accept Comcast contracts with N. Martin’s review, seconded
142 by C. Rosenquist. All in favor, motion carried.

143 F. Pacif - uninsured motorist policy – Action

144 • C. Rosenquist makes a motion to accept a contract with a standard fee for \$10,000,000
145 policy, seconded by N. Martin. All in favor, motion carried.

146 G. MVP insurance – Action

147 • Discussion was had on offering a different plan for one employee and the consequences if
148 everyone else wanted to do the same.
149 • J. Comstock says that they made the motion last meeting to move forward with BlueCross
150 Blue Shield regardless. D. Thomas says he just wants to explore the option.

151 H. Results of the Special Meeting

152 • D. Thomas says it would have been better to have done this in March. N. Martin agreed and
153 said that is what people wanted. F. Gore said there was a bigger turnout there than are
154 usually at town meetings. C. Letourneau clarifies that if it comes back in March, it still must
155 be a floor vote. D. Thomas says he wants to shift to Australian ballot. C. Letourneau says
156 that there has to be a floor vote to get it too Australian. H. Grimm asks about the voters
157 making an article and having the article appear on the ballot. C. Letourneau says she will
158 have to clarify with the lawyer on how the articles can appear if submitted that way.
159 Discussion was had on how to present for a floor vote and an Australian ballot.

160 **10. TOWN ADMINISTRATOR, TREASURER AND SELECTBOARD SUB COMMITTEES**
161 **REPORTS**

162 A. Town Administrator

163 Set up date to discuss Amcare Contract

164 ○ C. Letourneau asks if N. Martin and C. Rosenquist would like to be involved in this.
165 They confirm.

166 reimbursement of sales tax on purchases

167 ○ C. Letourneau reports an employee purchased something for the town and was going
168 to be reimbursed but was charged sales tax. She asks how they want to deal with
169 this. J. Comstock says he wants an e-mail to go out and tell departments to use cards
170 when making purchases.

171 Request for department heads to meet to go over budgets again.

172 Debit card for the library

- 173 ○ S. Jenkins makes a motion to get a debit card for the library, J. Comstock seconds.
- 174 ○ A. Edwards says it is up to the board if they accept this or not. If they do they need
- 175 to decide whose name to put on the card. It was decided to have the Library
- 176 Director’s name on it.
- 177 ○ All in favor, motion carried.

178 Request for Department Head to go over Budget again (Addressed during this part of the
179 meeting)

- 180 ○ A. Edwards asks who wants to go again. C. Letourneau says the library.

181 Amazon prime - renewal \$180.00

- 182 ○ C. Letourneau says the library uses it more than others. T. Cadieux says he uses it.
- 183 S. Jenkins asks if we have previously had it. C. Letourneau says we had it one year.
- 184 D. Bergstrom says the office bundles to get free shipping. N. Martin asks if it is
- 185 something we need. C. Letourneau says she does not need it currently and we can
- 186 budget into next year.

187

188 B. Treasurer

- 189 ● A. Edwards says \$6,600 of the Veteran’s Fund went into the Administration Reserve Fund.
- 190 She asks how they would like to move forward. D. Thomas asks A. Edwards what she
- 191 would do. She says it could be a subsidiary of the general fund. S. Jenkins wants to make
- 192 sure it does not get confused again. A. Edwards says this is part of cleaning things up. D.
- 193 Bergstrom explains why it was probably put in the reserve. Discussion was had on setting
- 194 up a reserve fund for the Veterans as a line item. It is decided to put it to the voters on the
- 195 ballot.

196 C. Buildings - updates/action on attached letter

- 197 ● T. Cadieux wanted to know about how to advertise for hiring the new position. N. Martin
- 198 asks where we are with that. C. Letourneau says they were waiting to hear if the position
- 199 was going to be changed. S. Jenkins says we need to expand how we advertise. N. Martin
- 200 says they will advertise. C. Letourneau asks what they are advertising for. Discussion was
- 201 had on the school plowing and contracting. N. Martin says T. Cadieux should reach out to
- 202 C. Letourneau.

203 D. Budget and Finance

- 204 ● Still working

- 205 E. Personnel
- 206 • Still working
- 207 F. Public Works/Grounds/Recreation
- 208 G. Committees at the direction of the chair
- 209 • D. Thomas says the DEI is meeting November 15 and a follow-up meeting on December 4.

210 **11. OTHER**

211 **12. PLAN NEXT MEETING AGENDA**

- 212 A. Budget Meeting 11.15.2023
- 213 B. Regular meeting 11.27.23

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

- 215 A. Incident at the Town Office
- 216 • Discussion was had about a letter from Terry and if it should be entered into Open Meeting
- 217 or Executive Session.
- 218 • N. Martin says he will read the letter provided to the board in Executive Session, S. Jenkins
- 219 seconds. C. Rosenquist abstains because he has not read the letter, D. Thomas, S. Jenkins, J.
- 220 Comstock, and N. Martin vote yes, motion carried.
- 221 • N. Martin makes a motion for John Chagnon to meet with the board in Executive Session, J.
- 222 Comstock seconds. All in favor, motion carried.
- 223 • 8:00 p.m. – C. Rosenquist makes a motion to go into Executive Session to discuss personnel
- 224 matters and other things where premature disclosure could put the board or members of the
- 225 town at risk, J. Comstock seconds.
- 226 • C. Rosenquist invites John Chagnon and C. Letourneau into the meeting for the first item.
- 227 He invites D. Bergstrom and C. Letourneau to discuss the incident at the town office.
- 228 • 9:25 motion to exit executive session by C. Rosenquist, seconded by N. Martin all in favor.
- 229 • Motion out of executive session to allow Doug and Cheryl to have access to viewing and
- 230 programming the security videos and key cards. By N. Martin, seconded by C. Rosenquist.
- 231 All in Favor.

232 **14. ADJOURN**

- 233 • 9:25 p.m. – D. Thomas makes a motion to adjourn the meeting, J. Comstock seconds. All in
- 234 favor motion carried.

235 **TABLED ITEMS:**

236

237 **Posted to the Town website, four designated places within the Town of Georgia (Town Clerk’s**

238 **Office, Georgia Public Library, Maplefields & Georgia Market), and e-mailed to the local media.**

239 **Signed: Cheryl Letourneau, Town Administrator**

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



SELECTBOARD PERSONNEL COMMITTEE EXECUTIVE SESSION

Wednesday, November 22, 2023 at 2:00 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)

Personnel Committee members present: Carl Rosenquist and Nick Martin

Staff Present: Cheryl Letourneau, Administrator and Todd Cadieux, Public Works Director

1. **CALL TO ORDER at 2:05 p.m.**
2. **EXECUTIVE SESSION (if needed, pursuant to 1 V.S.A sec 313)**
 - 2:05 Motion to enter executive session by C. Rosenquist, seconded by N. Martin, all in favor.
 - A. Meeting with Public Works Director/Road Foreman
 - 3:05 Motion to exit executive session by C. Rosenquist, seconded by N. Martin, all in favor.
3. **ADJOURN**
 - 3:05 Motion to adjourn meeting by C. Rosenquist, seconded by N. Martin, all in favor.

11/22/23
02:51 pm

Town of Georgia, Vermont Accounts Payable
Check Warrant Report # 30 Current Prior Next FY Invoices
Unpaid Invoices For Check Acct 01 (General Fund) From / / To 11/27/23

Section 4. Item #C.

bookkeeper

Vendor	Invoice	Invoice Description	Purchase Amount	Discount Amount	Amount Paid	Check Number	Check Date
AFLAC AFLAC	988791	11/23 Aflac	102.00	0.00			--/--/--
ALLEGIANC ALLEGIANCE TRUCKS	X122024828:0	Valve hght cntrl arm	184.30	0.00			--/--/--
B&A AUTO B & A AUTO	41744	Mount & balance	250.00	0.00			--/--/--
BLACKDOG BLACK DOG ELECTRICAL SERVICE L 7059		Fire alarm annual fee	299.00	0.00			--/--/--
BLUECR BLUE CROSS & BLUE SHIELD OF VT 171636312		12/23 health ins	12717.69	0.00			--/--/--
BOUCHOME BOUCHARD HOME & OFFICE SERVICE 14279		IT 11/2, 11/6	150.00	0.00			--/--/--
BURLCOMM BURLINGTON COMMUNICATIONS BCS13567		Equipment	202.50	0.00			--/--/--
CHEV FIRE CHEVALIER FIRE PROTECTION, LLC 7730		Annual inspection of sys	645.00	0.00			--/--/--
COMCAST COMCAST 11/23 83 PLA 11/23 83 Plains Rd			262.00	0.00			--/--/--
COMCAST COMCAST 11/23 TOWN 11/23 Town office			272.42	0.00			--/--/--
COMCAST COMCAST 11/23 GARAGE 11/23 65 Plains Rd			61.17	0.00			--/--/--
FLANNEL FLANNEL BOARD FUN 15681		Flannel fun for lib	483.50	0.00			--/--/--
FOLKMANIS FOLKMANIS, INC 11/23		Puppets	276.93	0.00			--/--/--
GMP GREEN MOUNTAIN POWER CORPORATI 11/23FIRE 11/23 Fire			438.53	0.00			--/--/--
GMP GREEN MOUNTAIN POWER CORPORATI 10/23 OLD GA 10/23 65 Plains Rd			278.59	0.00			--/--/--
GMP GREEN MOUNTAIN POWER CORPORATI 10/23 ST LTS 10/23 St lts			228.79	0.00			--/--/--
GMP GREEN MOUNTAIN POWER CORPORATI 10/23 CLERK 10/23 Clerks			406.79	0.00			--/--/--
GMP GREEN MOUNTAIN POWER CORPORATI 10/23 SALT S 10/23 salt shed			24.61	0.00			--/--/--
GMP GREEN MOUNTAIN POWER CORPORATI 10/23GARAGE 10/23 garage			108.57	0.00			--/--/--
J&L J & L HARDWARE, INC. 500660		Coupler, direct line air	37.31	0.00			--/--/--
J&L J & L HARDWARE, INC. 500710		Safety orange protective	119.98	0.00			--/--/--
KYLEBIGEL KYLE BIGELOW 11/1/2023		Reimburse CDL	120.00	0.00			--/--/--
MCCULLOUG MCCULLOUGH CRUSHING INC 112384		11/3/23 Stone	238.00	0.00			--/--/--
MCCULLOUG MCCULLOUGH CRUSHING INC 112211		10/27 stone	136.00	0.00			--/--/--
MICROSOFT MICROSOFT CORPORATION E0100POFN1		11/1/23-10/31/24	1431.00	0.00			--/--/--
MRS MILTON RENTAL & SALES INC 1-646832		Stump grinder	310.00	0.00			--/--/--
MRS MILTON RENTAL & SALES INC 1-646867		True blue recoil rope	2.10	0.00			--/--/--
MRS MILTON RENTAL & SALES INC 1-646628		Asphalt roller	115.00	0.00			--/--/--
NE TRUCK NEW ENGLAND TRUCK TIRE CENTERS 150622-09		Strong guard	1020.00	0.00			--/--/--
NNSWD NW VT SOLID WASTE MGT DISTRICT 23707		Trash	51.00	0.00			--/--/--
OREILLY O'REILLY AUTO PARTS 11/14/23		Fluid film, rust prevent	420.97	0.00			--/--/--
P CADIEUX CARITA CADIEUX 11/1/2023		Overpayment of tx 2020	356.76	0.00			--/--/--
PEOPLE PEOPLES TRUST COMPANY 2023-72493		2023 E one	74928.05	0.00			--/--/--
PEOPLE PEOPLES TRUST COMPANY 2023-73125		2023 Gilmond land	17126.09	0.00			--/--/--
PIKEIN PIKE INDUSTRIES INC 1258824		11/2 Asphalt	799.20	0.00			--/--/--
QUADIENT QUADIENT FINANCE USA, INC 11/23		Postage	1003.00	0.00			--/--/--
R.R.CHARL R R CHARLEBOIS INC IE43495		Freightliner	31.00	0.00			--/--/--
SULLIVAN SULLIVAN, POWERS & CO. 132988		Audit 2022-23	3459.00	0.00			--/--/--
TRU-LINE TRUE-LINE PAINTERS 739		Painting on Polly Hubbar	350.00	0.00			--/--/--
UNIFIR UNIFIRST CORPORATION 1080178399		11/8 uniforms	74.02	0.00			--/--/--
VALLEE2 R L VALLEE INC 7912297		10/23 fuel	121.19	0.00			--/--/--
VALLEE2 R L VALLEE INC 7912296		10/2 fuel	114.34	0.00			--/--/--
VERIZON W VERIZON 9948272540		11/23 phones	80.78	0.00			--/--/--
VLCT VERMONT LEAGUE OF CITIES & TOW 208		Cheryls overview for Fin	10.00	0.00			--/--/--
VMERSDB VMERS 10/23 PAYMEN		10/23 Vmers	9333.77	0.00			--/--/--
VT DEC VERMONT DEC-WATERSHED MGMT DIV 9156-9050A		permit 9156-9050a	160.00	0.00			--/--/--
WATER CON WATERSHED CONSULTING ASSOCIATE 2023-1947		Project kickoff & modeli	2425.84	0.00			--/--/--
WBMASON W.B. MASON CO., INC. 241600217		Watercooler rental	3.00	0.00			--/--/--
WBMASON W.B. MASON CO., INC. CM2175631		Bottle returned	-60.00	0.00			--/--/--
WBMASON W.B. MASON CO., INC. 242403615		Water 11/7	189.90	0.00			--/--/--

11/22/23
02:51 pm

Town of Georgia, Vermont Accounts Payable
Check Warrant Report # 30 Current Prior Next FY Invoices
Unpaid Invoices For Check Acct 01 (General Fund) From / / To 11/27/23

Page 2
bookkeeper

Vendor	Invoice	Invoice Description	Purchase Amount	Discount Amount	Amount Paid	Check Number	Check Date
WBMASON	W.B. MASON CO., INC.	242328816	Water cooler rental	3.00	0.00	-----	---/--/--
WBMASON	W.B. MASON CO., INC.	CM2287908	Returned bottles	-42.00	0.00	-----	---/--/--
WRIGHT	WRIGHT'S EXCAVATING, INC.	23-279	Sand	9296.00	0.00	-----	---/--/--
Report Total			141,156.69	0.00	0.00	-----	-----

To the Treasurer of Town of Georgia, We Hereby certify that there is due to the several persons whose names are listed hereon the sum against each name and that there are good and sufficient vouchers supporting the payments aggregating \$ ***141,156.69 Let this be your order for the payments of these amounts.

Devon Thomas (Chair)

Shannon Jenkins (Vice-Chair)

Jamie Comstock

Carl Rosenquist

Nicholas Martin



GEORGIA

VERMONT

Error and Omissions

November 27, 2023

Paya Richard & Lane Donald and Linda

Parcel ID 102450000 & Parcel ID 102410000

Comment: A boundary line adjustment was completed between Paya and Lane and the Assessors' office incorrectly applied the transfer as the entire parcel.

Action Requested: Increase the land associated with Paya (Parcel 10241) from 20.53 to 35.85 acres and change the value from \$414,700 to \$434,200. Reduce the land for Lane (Parcel 10245) from 35.61 acres to 20.29 and reduce the value from \$472,000 to \$451,000. Change Parcel ID 10245 owner from Paya Recharad to Lane, Donald and Linda.

Requested Action: Change Parcel ID 102410000 from \$414,700 to 434,200. Change Parcel ID 102450000 from \$472,000 to 451,000.

Wimble and Sons Parcel ID 20000077

No personal property filed. Owner called showed documentation that the business closed in November 2022.

Requested Change: Inactivate parcel

Comcast Broad Band Parcel ID200000215

Return submitted as part of Comcast Corporation for lines in town. Correspondence with Comcast should that the file was contained in the back of the packet which the Assessor failed to note.

Requested Action: Change value from \$7,620 to \$306

Rhodes John H Rev Trust Parcel ID 10553166

This is a duplicate parcel that was incorrectly added to the Grand List

Requested Change: Inactivate parcel



GEORGIA

VERMONT

Error and Omissions

Veteran Exemptions: The Assessor did not receive the latest list of Eligible and Non Eligible Veterans prior to filing the Grand List and the following edits need to be corrected.

Veterans Exemptions - Not on the VA list but still on the town list

- SPAN 10053 – Karen Badger
- SPAN 10098 – Gary & Dorine Beagle LE
- SPAN 10549 – Brian & Leslie Camp
- SPAN 10766 – John Chagnon
- SPAN 11968 – Michael & Sara Heth
- SPAN 11209 – John Magro
- SPAN 10130 – Leslie & Thomas McCoy
- SPAN 11278 – Phoebe Myers

- SPAN 10257 – Wendy & Derek Parker
- SPAN 10414 – Wanda Rozell
- SPAN 10265 – Chelsea & Luke Tatro

Veterans Exemptions – On the VA list but not on the town list

- SPAN 12582 – Mark Gilding
- SPAN 11957 – Lamore Robert
- SPAN 12254 – Felix Shuford

Summary of Changes

Net Decrease (not including Veterans) \$115,000

Net Decrease taxes \$466.44

Kevin G Holmes
 5 James Drive
 Milton VT 05468

787955

Statement DATE: 12-4-22 TERMS

TO Georgia Historical Society

IN ACCOUNT WITH Remove old door, Install
 New door, New trim, new lock, New
 deadbolt. New deck board or deck

	sticks & stuff	1262	46
	" "	95	55
	" "	10	70
	Material	1368	71
	Dump	65	00
	Total material	1433	71

CURRENT OVER 30 DAYS OVER 60 DAYS TOTAL AMOUNT 1800 00

adams DC5812

01-11

- Clothing
- Credit Card
- Entertainment
- Food
- Utilities
- Insurance
- Transportation
- Mortgage
- Other

12-5-22

Kevin G. Holmes
 One Thousand Eight Hundred

BALANCE FORWARD	
THIS ITEM	1800 00
BALANCE	
DEPOSIT	
OTHER	
BALANCE FORWARD	

Door Replacement

Kneen Electric
 11 East Shore North
 Grand Isle, VT 05458

Invoice

Date	Invoice #
5/2/2022	1991

Bill To
Georgia Historical Society 3949 Rt7 Georgia VT. 05478

P.O. No.	Terms	Project

Description	Qty	Rate	Amount
John 1-19	3	75.00	225.00
John 5-2	3	75.00	225.00
Cathy 5-2	3	65.00	195.00
thermostat cable	15	0.55	8.25
thermostat	1	26.53	26.53
48 inch led light	4	139.10	556.40
24 inch led light	1	88.48	88.48
1/2 " rx conn	4	0.45	1.80
wirenuts	4	0.21	0.84

Thank you for your business.	Total	\$1,327.30
	Payments/Credits	\$0.00
	Balance Due	\$1,327.30

Phone #	Fax #
802-238-4802	

163

TAX-DEDUCTIBLE ITEM

- Track your expenses...
- Clothing
- Food
- Credit Card
- Entertainment
- Insurance
- Utilities
- Transportation
- Mortgage
- Other:

5-16-22

Nineen Electric
Twenty Thousand Three Hundred

BALANCE FORWARD	
THIS ITEM	1327.31
BALANCE DEPOSIT	
OTHER	
BALANCE FORWARD	



NOT NEGOTIABLE

For added security, your name and account number do not appear on this copy.

Pro Home and Business Services

486 Carpenter Hill Rd
Saint Albans, VT 05478 US
bbiron05478@comcast.net

INVOICE

BILL TO

Georgia Historical Society
Ethan Allen Highway
Georgia, Vt. 05478

INVOICE # 1623

DATE 11/16/2023

DUE DATE 12/16/2023

TERMS Net 30

DESCRIPTION	QTY	RATE	AMOUNT
Labor Remove rotted fascia board and soffit and replace with new. Seal and prime new pieces. Remove existing access door and reinstall new door in the back of the building. Install new transition piece from old siding to new siding. Install Tyvek paper on existing sheathing, seal all cracks and gaps. Install molding around new access door and around existing heat pump lines. Install metal flashing to seal heat pump lines. Install new siding on 3 sides of the back lower half of building. Dig out sod and install crush stone around the perimeter.	25	60.00	1,500.00
Material Siding, access door, soffit and fascia boards, framing lumber, screws, and misc.	1	600.00	600.00

The price is higher than what i had quoted you because of the extra work involved in repairing the fascia and the soffit. I tried to keep the costs down as much as i could. I had more hours on the project than what i charged you because i live in Georgia and i want to help the town out where i can. Let me know if you have any questions. My work is guaranteed for ever. If there's ever a problem i will fix it at no costs to the Georgia Historical society.

BALANCE DUE

\$2,100.00

Georgia Town Administrator

From: Colin Conger <colincong@comcast.net>
Sent: Friday, November 17, 2023 10:27 AM
To: Cheryl Letourneau
Cc: Georgia Treasurer
Subject: Fwd: ARPA Funds for HS reimbursements
Attachments: DOC110723-11072023072719.pdf; Invoice_1623
_from_Pro_Home_and_Business_Services.pdf

To: Georgia Selectboard

At the Selectboard budget meeting I attended earlier this month, we discussed possible reimbursement to the Historical Society for the capital improvements we have incurred for energy efficiencies and security for our building.

I have attached paid invoices for recently completed projects.

New front entrance door (Heat loss and security)	\$1,800
Lighting and heat controls in research area	\$1,327.30
Crawl space weatherization and soffit repair	\$2,100
Total	\$5,227.30

Would you please consider the use of ARPA funds to reimburse the Georgia Historical Society for these energy savings and building security improvements. These improvements were necessary to maintain and protect the valuable historical records / information associated with Georgia.

Thank you,
Colin Conger
For the Georgia Historical Society

HVAC Maintenance Agreement

Customer: Town of Georgia

Proposal Date 10/23/2023

Services will be provided to the following location.

Georgia Town Highway Department New and Old Buildings at 65 Plains RD

802 Mechanical will provide the services outlined in the Maintenance Program description on the equipment listed on the attached equipment schedule. 802 Mechanical will preform the inspections as follow:

Two (2) Major Inspections twice a year (spring and fall)

Agreement coverage is for one visit in the spring being in April and a second visit in the fall being in September. The Agreement price is \$2,700 payable in two instalments of \$800 (spring) and \$1900 (fall)

Note: MERV 8 pleated filters, belts, and condenser coil cleaner are included in this proposal. Hepa/ Final filters are any equipment is excluded. Lift to access equipment is also excluded from this proposal and will be the responsibility of the town to supply if needed.

This proposal is proprietary property of 802 Mechanical LLC and is provided for the customers use only. 802 Mechanical LLC guarantees the prices stated in this agreement for thirty (30) days from proposal date above. This proposal will become an agreement after acceptance by the customer as well as 802 Mechanical LLC with their signatures below.

X 

Curtis Boudreau
Owner

X

Authorized Customer Rep
Customer

Date: 10/23/23

Date:

HVAC Maintenance Agreement

Customer: Town of Georgia

Proposal Date 10/23/2023

Services will be provided to the following location.

Georgia Town Office at 47 Town Common RD

802 Mechanical will provide the services outlined in the Maintenance Program description on the equipment listed on the attached equipment schedule. 802 Mechanical will preform the inspections as follow:

Two (2) Major Inspections twice a year (spring and fall)

Agreement coverage is for one visit in the spring being in April and a second visit in the fall being in September. The Agreement price is \$800 payable in two instalments of \$400 (spring) and \$400 (fall)

Note: MERV 8 pleated filters, belts, and condenser coil cleaner are included in this proposal. Hepa/ Final filters are any equipment is excluded. Lift to access equipment is also excluded from this proposal and will be the responsibility of the town to supply if needed.

This proposal is proprietary property of 802 Mechanical LLC and is provided for the customers use only. 802 Mechanical LLC guarantees the prices stated in this agreement for thirty (30) days from proposal date above. This proposal will become an agreement after acceptance by the customer as well as 802 Mechanical LLC with their signatures below.

X 

Curtis Boudreau
Owner

X

Authorized Customer Rep
Customer

Date: 10/23/23

Date:

HVAC Maintenance Agreement

Customer: Town of Georgia

Proposal Date 10/23/2023

Services will be provided to the following location.

Georgia Fire and Rescue building located at 4134 Ethan Allen Hwy

802 Mechanical will provide the services outlined in the Maintenance Program description on the equipment listed on the attached equipment schedule. 802 Mechanical will preform the inspections as follow:

Two (2) Major Inspections twice a year (spring and fall)

Agreement coverage is for one visit in the spring being in April and a second visit in the fall being in September. The Agreement price is \$2,100 payable in two instalments of \$1,000 (spring) and \$1,100 (fall)

Note: MERV 8 pleated filters, belts, and condenser coil cleaner are included in this proposal. Hepa/ Final filters are any equipment is excluded. Lift to access equipment is also excluded from this proposal and will be the responsibility of the town to supply if needed.

This proposal is proprietary property of 802 Mechanical LLC and is provided for the customers use only. 802 Mechanical LLC guarantees the prices stated in this agreement for thirty (30) days from proposal date above. This proposal will become an agreement after acceptance by the customer as well as 802 Mechanical LLC with their signatures below.



Curtis Boudreau
Owner



Authorized Customer Rep
Customer

Date: 10/23/23

Date:

HVAC Maintenance Agreement

Customer: Town of Georgia

Proposal Date 10/23/2023

Services will be provided to the following location.

Georgia Town Library at 1697 Ethan Allen Hwy

802 Mechanical will provide the services outlined in the Maintenance Program description on the equipment listed on the attached equipment schedule. 802 Mechanical will preform the inspections as follow:

Two (2) Major Inspections twice a year (spring and fall)

Agreement coverage is for one visit in the spring being in April and a second visit in the fall being in September. The Agreement price is \$1,600 payable in two instalments of \$700 (spring) and \$900 (fall)

Note: MERV 8 pleated filters, belts, and condenser coil cleaner are included in this proposal. Hepa/ Final filters are any equipment is excluded. Lift to access equipment is also excluded from this proposal and will be the responsibility of the town to supply if needed.

This proposal is proprietary property of 802 Mechanical LLC and is provided for the customers use only. 802 Mechanical LLC guarantees the prices stated in this agreement for thirty (30) days from proposal date above. This proposal will become an agreement after acceptance by the customer as well as 802 Mechanical LLC with their signatures below.

Curtis Boudreau
Owner

X

Authorized Customer Rep
Customer

Date: 10/23/23

Date:

HVAC Maintenance Agreement

Customer: Town of Georgia

Proposal Date 10/23/2023

Services will be provided to the following locations.

Georgia Town Library at 1697 Ethan Allen Hwy

Georgia Fire and Rescue building at 4134 Ethan Allen Hwy

Georgia Town Office at 47 Town Common Rd

Georgia Town Highway Garage (old and new) at 65 Plains Rd

802 Mechanical will provide the services outlined in the Maintenance Program description on the equipment listed on the attached equipment schedule. 802 Mechanical will preform the inspections as follow:

Two (2) Major Inspections twice a year (spring and fall)

Agreement coverage is for one visit in the spring being in April and a second visit in the fall being in September. The Agreement price is \$6,400 payable in two instalments of \$2,500 (spring) and \$3,900 (fall)

Note: MERV 8 pleated filters, belts, and condenser coil cleaner are included in this proposal. Hepa/ Final filters are any equipment is excluded. Lift to access equipment is also excluded from this proposal and will be the responsibility of the town to supply if needed.

This proposal is proprietary property of 802 Mechanical LLC and is provided for the customers use only. 802 Mechanical LLC guarantees the prices stated in this agreement for thirty (30) days from proposal date above. This proposal will become an agreement after acceptance by the customer as well as 802 Mechanical LLC with their signatures below.

802 Mechanical LLC

Section 8. Item #C.

X  X

Curtis Boudreau
Owner

Authorized Customer Rep
Customer

Date: 10/23/23

Date:

HVAC Maintenance Program

802 Mechanical will preform the following services on customer equipment outlined in the service agreement.

Major inspections: Equipment will thoroughly evaluated and the following will be recorded,

- voltage
- coil condition
- temp drop / rise across coils and exchangers
- filter washed or changed
- belts changed (fall only)
- bearings greased

The following will also be inspected, condition of blower wheels, sheaves and pulleys, condition of contactors, water leaks, drain operation, motor operation.

Minor inspections: Equipment will be visually inspected and filters will be changed or washed as needed. The following will be checked on these inspections.

- Coil condition
- Bearings condition
- Belt condition
- Electrical components condition
- Leaks or backed up drains

Any issues found during the maintenance will be presented to the customer in the reports they receive after completion of the maintenance.

Location	Equipment	Spring	Summer	Fall	Winter
Fire Station	AHU-1	X		X	
Fire Station	AHU-2	X		X	
Fire Station	CU-1	X			
Fire Station	CU-2	X			
Fire Station	EF-1	X		X	
Fire Station	EF-2	X		X	
Fire Station	P-1	X		X	
Fire Station	P-2	X		X	
Fire Station	UH-1			X	
Fire Station	UH-2			X	
Fire Station	WH-1	X		X	
Town Office	AHU-1	X		X	
Town Office	CU-1	X			
Old Town Garage	UH-1			X	
Old Town Garage	UH-2			X	
Old Town Garage	UH-3			X	
Old Town Garage	UH-4			X	
New Town Garage	AHU-1	X		X	
New Town Garage	B-1			X	
New Town Garage	CU-1	X			
New Town Garage	CUH-1			X	
New Town Garage	EF-1	X		X	
New Town Garage	EF-2	X		X	
New Town Garage	EF-3	X		X	
New Town Garage	EF-4	X		X	
New Town Garage	EF-5	X		X	
New Town Garage	P-1			X	
New Town Garage	P-2			X	
New Town Garage	P-3			X	
New Town Garage	P-4			X	
New Town Garage	P-5			X	
New Town Garage	WH-1	X		X	
Library	B-1			X	
Library	DS-1	X		X	
Library	DS-2	X		X	
Library	DS-3	X		X	
Library	P-1			X	
Library	P-2			X	
Library	P-3			X	
Library	P-4			X	
Library	WH-1	X		X	



1 Green Tree Drive
So. Burlington, VT 05403
802-865-9900

Preventative Maintenance Proposal

Submitted to: Georgia Town
Attention: Todd Cadieux
47 Town Common Road
Georgia, Vt 05468

Regarding inspection and preventative maintenance at:

Location: Georgia Town Clerks Office
47 Town Common Road
Georgia , Vt 05468

Agreement Term: January 01, 2024 through December 31, 2024

Proposal Date: 11/7/2023

Based Upon:
1 Air Handling Unit

Preventative Maintenance Agreement

Avonda Air Systems, Inc. Duties:

1. Provide a planned Preventive Maintenance program tailored specifically to Georgia Town Clerks Office's Heating, and Air Conditioning Equipment. This program is outlined in the Preventative Maintenance Summary portion of this agreement.
2. All labor shall be performed with qualified, trained personnel directly employed / supervised by Avonda Air Systems, Inc.
3. Avonda shall take all reasonable precautions to avoid personal injury or property damage while performing work in connection with this agreement. The work shall be performed in a manner consistent with governing safety standards.
4. Avonda shall inspect and service all equipment listed on the front page of this proposal during normal business hours, Monday through Friday, 7:00 AM to 3:30 PM, in accordance with the Maintenance Schedule (subject to the conditions stated below).
5. Furnish a completed copy of the Service Technician's Diagnostic Inspection Report if requested by the Owner.
6. Where requested, Avonda shall instruct Owner's personnel in the proper operation of HVAC equipment to provide for the greatest operational efficiency.
7. Abide by all Environmental Regulations as dictated by the Clean Air Act of 1990, Section 608, which prohibits the intentional venting of Class I (CFC), Class II (HCFC) refrigerants.

Georgia Town /Georgia Town Clerks Office agrees to:

1. Operate the equipment listed on the front page of this proposal as recommended by Avonda Air Systems, and the manufacturer of the equipment. Misuse of the equipment can lead to failure to improper operation.
2. Allow our personnel to use building maintenance equipment not typically brought to maintenance visits by Avonda personnel, like ladders, dumpsters, lights, & trash cans. Filters & other refuse from the maintenance work shall be disposed of on site. Owner shall make a dumpster or other trash receptacle reasonably available or owner may be charged a disposal fee.
3. Owner shall provide free, safe and convenient access to the equipment. If lifts or other equipment is necessary to obtain access, Avonda may bill extra charges for the work and equipment unless otherwise specified in this Agreement.

Payment and Other Terms

1. Owner agrees to pay all amounts due under this agreement within 30 days of billing. In the event that prompt payment is not made, Avonda shall be entitled to interest at a rate of 1.5% per month (an annual percentage rate of 18%), on all overdue accounts. Where owner has not made prompt payment under the terms of this agreement, Avonda Air Systems may in its sole discretion terminate this agreement.
2. If Avonda shall be entitled to all costs of collection on overdue charges, including court costs, interest and reasonable attorneys' fees. Any claims or lawsuits under this Agreement shall exclusively be filed in Chittenden County, Vermont.
3. Only the materials and labor specified under this Agreement shall be provided. All other materials and labor will be billed as an additional charge.
4. Owner agrees to pay any applicable taxes or governmental charges on goods or services provided by Avonda in connection with this Agreement.
5. It is understood that this proposal sets forth the entire Agreement between Avonda and the Owner. The Agreement sets forth all work to be performed for the charges identified herein.

Limitations and Exclusions

1. Avonda Air Systems, Inc. shall not be liable for any loss, delay, injury or damage that may be caused by circumstances beyond its control including, but not limited to: obsolescence, delays in transportation, fire, theft, explosions, vandalism, work stoppage, floods, or acts of God.
2. Avonda Air Systems, Inc. shall not be liable for repair or replacement of parts as a result of incidental or consequential damages resulting from misuse.
3. Avonda shall not be responsible for any consequential damages in the event of a failure to properly perform work under the terms of this Agreement. Any damages recoverable by Owner in litigation against Avonda for work performed under or related to this Agreement shall be limited to the amounts paid to or charged by Avonda for the defective work.
4. Avonda Air Systems, Inc. shall not be responsible for concealed piping and lines. Reasonable access is presumed under the scope of this agreement.
5. Chemical treatment of system(s) is not included in this contract. Glycol is extra.
6. Avonda's maintenance scheduled may be altered where necessary. Months listed on last page, indicate when a work order is generated. All maintenance work schedules are subject to change due to weather or high volume of service calls. Avonda shall make good faith attempts to comply with the maintenance schedule.

Preventative Maintenance Agreement Summary

Submitted By: Avonda Air Systems, Inc.
1 Green Tree Drive
South Burlington, VT 05403

For: Georgia Town Clerks Office
47 Town Common Road
Georgia, Vt 05468

Bill To Georgia Town
Attention: Todd Cadieux
47 Town Common Road
Georgia, Vt 05468

Agreement Term: January 01, 2024 through December 31, 2024

(2) Diagnostic Equipment Inspections per year with filter changes; May and November.
Includes annual belts replacement during spring inspection when required.

*This is a Preventive Maintenance Agreement only for equipment listed on the first page of this contract. **Chemical coil cleanings are excluded**. Belts and filters (MERV 8) to be replaced as detailed above.*

Complete inspections as per proposed diagnostic services, during Fall and Spring visits. Work not covered by this agreement will be billed as follows: During regular working hours (Monday through Friday, 7:00 AM to 3:30 PM), at our current labor rate at time of service, with a \$25.00 trip charge. Overtime work will be billed at time and a half to include weekends. Holidays are billed at double time."

The above service will be furnished at an annual price of \$487.00: Billed \$243.50 - Twice Per Year. This quote includes the cost of filters and belts as required.

ACCEPTANCE

For: Georgia Town

Name: Todd Cadieux

Title: _____

Date: _____

For: Avonda Air Systems, Inc.


Name: Bob Avonda

Title: President

Date: 11/07/2023



1 Green Tree Drive
So. Burlington, VT 05403
802-865-9900

Preventative Maintenance Proposal

Submitted to: Georgia Town
Attention: Todd Cadieux
47 Town Common Road
Georgia, Vt 05468

Regarding inspection and preventative maintenance at:

Location: Georgia Fire and Rescue
4134 Ethan Allen Highway
Georgia , Vt 05468

Agreement Term: January 01, 2024 through December 31, 2024

Proposal Date: 11/7/2023

Based Upon:

- 2 Unit Heaters
- 2 Fan Coil Units
- 1 Water Heater

Preventative Maintenance Agreement

Avonda Air Systems, Inc. Duties:

1. Provide a planned Preventive Maintenance program tailored specifically to Georgia Fire and Rescue's Heating, and Air Conditioning Equipment. This program is outlined in the Preventative Maintenance Summary portion of this agreement.
2. All labor shall be performed with qualified, trained personnel directly employed / supervised by Avonda Air Systems, Inc.
3. Avonda shall take all reasonable precautions to avoid personal injury or property damage while performing work in connection with this agreement. The work shall be performed in a manner consistent with governing safety standards.
4. Avonda shall inspect and service all equipment listed on the front page of this proposal during normal business hours, Monday through Friday, 7:00 AM to 3:30 PM, in accordance with the Maintenance Schedule (subject to the conditions stated below).
5. Furnish a completed copy of the Service Technician's Diagnostic Inspection Report if requested by the Owner.
6. Where requested, Avonda shall instruct Owner's personnel in the proper operation of HVAC equipment to provide for the greatest operational efficiency.
7. Abide by all Environmental Regulations as dictated by the Clean Air Act of 1990, Section 608, which prohibits the intentional venting of Class I (CFC), Class II (HCFC) refrigerants.

Georgia Town /Georgia Fire and Rescue agrees to:

1. Operate the equipment listed on the front page of this proposal as recommended by Avonda Air Systems, and the manufacturer of the equipment. Misuse of the equipment can lead to failure to improper operation.
2. Allow our personnel to use building maintenance equipment not typically brought to maintenance visits by Avonda personnel, like ladders, dumpsters, lights, & trash cans. Filters & other refuse from the maintenance work shall be disposed of on site. Owner shall make a dumpster or other trash receptacle reasonably available or owner may be charged a disposal fee.
3. Owner shall provide free, safe and convenient access to the equipment. If lifts or other equipment is necessary to obtain access, Avonda may bill extra charges for the work and equipment unless otherwise specified in this Agreement.

Payment and Other Terms

1. Owner agrees to pay all amounts due under this agreement within 30 days of billing. In the event that prompt payment is not made, Avonda shall be entitled to interest at a rate of 1.5% per month (an annual percentage rate of 18%), on all overdue accounts. Where owner has not made prompt payment under the terms of this agreement, Avonda Air Systems may in its sole discretion terminate this agreement.
2. If Avonda shall be entitled to all costs of collection on overdue charges, including court costs, interest and reasonable attorneys' fees. Any claims or lawsuits under this Agreement shall exclusively be filed in Chittenden County, Vermont.
3. Only the materials and labor specified under this Agreement shall be provided. All other materials and labor will be billed as an additional charge.
4. Owner agrees to pay any applicable taxes or governmental charges on goods or services provided by Avonda in connection with this Agreement.
5. It is understood that this proposal sets forth the entire Agreement between Avonda and the Owner. The Agreement sets forth all work to be performed for the charges identified herein.

Limitations and Exclusions

1. Avonda Air Systems, Inc. shall not be liable for any loss, delay, injury or damage that may be caused by circumstances beyond its control including, but not limited to: obsolescence, delays in transportation, fire, theft, explosions, vandalism, work stoppage, floods, or acts of God.
2. Avonda Air Systems, Inc. shall not be liable for repair or replacement of parts as a result of incidental or consequential damages resulting from misuse.
3. Avonda shall not be responsible for any consequential damages in the event of a failure to properly perform work under the terms of this Agreement. Any damages recoverable by Owner in litigation against Avonda for work performed under or related to this Agreement shall be limited to the amounts paid to or charged by Avonda for the defective work.
4. Avonda Air Systems, Inc. shall not be responsible for concealed piping and lines. Reasonable access is presumed under the scope of this agreement.
5. Chemical treatment of system(s) is not included in this contract. Glycol is extra.
6. Avonda's maintenance scheduled may be altered where necessary. Months listed on last page, indicate when a work order is generated. All maintenance work schedules are subject to change due to weather or high volume of service calls. Avonda shall make good faith attempts to comply with the maintenance schedule.

Preventative Maintenance Agreement Summary

Submitted By: Avonda Air Systems, Inc.
1 Green Tree Drive
South Burlington, VT 05403

For: Georgia Fire and Rescue
4134 Ethan Allen Highway
Georgia, Vt 05468

Bill To Georgia Town
Attention: Todd Cadieux
47 Town Common Road
Georgia, Vt 05468

Agreement Term: January 01, 2024 through December 31, 2024

(2) Diagnostic Equipment Inspections per year with filter changes; May and November.
Includes annual belts replacement during spring inspection when required.

*This is a Preventive Maintenance Agreement only for equipment listed on the first page of this contract. **Chemical coil cleanings are excluded**. Belts and filters (MERV 8) to be replaced as detailed above.*

Complete inspections as per proposed diagnostic services, during Fall and Spring visits. Work not covered by this agreement will be billed as follows: During regular working hours (Monday through Friday, 7:00 AM to 3:30 PM), at our current labor rate at time of service, with a \$25.00 trip charge. Overtime work will be billed at time and a half to include weekends. Holidays are billed at double time."

The above service will be furnished at an annual price of \$1,462.00: Billed \$731.00 - Twice Per Year, This quote includes the cost of filters and belts as required.

ACCEPTANCE

For: Georgia Town

Name: Todd Cadieux

Title: _____

Date: _____

For: Avonda Air Systems, Inc.



Name: Bob Avonda

Title: President

Date: 11/07/2023



Preventative Maintenance Proposal

Submitted to: Georgia Town
Attention: Todd Cadieux
47 Town Common Road
Georgia, Vt 05468

Regarding inspection and preventative maintenance at:

Location: Old Town Garage
Plains Road
Georgia , Vt 05468

Agreement Term: January 01, 2024 through December 31, 2024

Proposal Date: 11/7/2023

Based Upon:
4 Unit Heaters

Preventative Maintenance Agreement

Avonda Air Systems, Inc. Duties:

1. Provide a planned Preventive Maintenance program tailored specifically to Old Town Garage's Heating, and Air Conditioning Equipment. This program is outlined in the Preventative Maintenance Summary portion of this agreement.
2. All labor shall be performed with qualified, trained personnel directly employed / supervised by Avonda Air Systems, Inc.
3. Avonda shall take all reasonable precautions to avoid personal injury or property damage while performing work in connection with this agreement. The work shall be performed in a manner consistent with governing safety standards.
4. Avonda shall inspect and service all equipment listed on the front page of this proposal during normal business hours, Monday through Friday, 7:00 AM to 3:30 PM, in accordance with the Maintenance Schedule (subject to the conditions stated below).
5. Furnish a completed copy of the Service Technician's Diagnostic Inspection Report if requested by the Owner.
6. Where requested, Avonda shall instruct Owner's personnel in the proper operation of HVAC equipment to provide for the greatest operational efficiency.
7. Abide by all Environmental Regulations as dictated by the Clean Air Act of 1990, Section 608, which prohibits the intentional venting of Class I (CFC), Class II (HCFC) refrigerants.

Georgia Town /Old Town Garage agrees to:

1. Operate the equipment listed on the front page of this proposal as recommended by Avonda Air Systems, and the manufacturer of the equipment. Misuse of the equipment can lead to failure to improper operation.
2. Allow our personnel to use building maintenance equipment not typically brought to maintenance visits by Avonda personnel, like ladders, dumpsters, lights, & trash cans. Filters & other refuse from the maintenance work shall be disposed of on site. Owner shall make a dumpster or other trash receptacle reasonably available or owner may be charged a disposal fee.
3. Owner shall provide free, safe and convenient access to the equipment. If lifts or other equipment is necessary to obtain access, Avonda may bill extra charges for the work and equipment unless otherwise specified in this Agreement.

Payment and Other Terms

1. Owner agrees to pay all amounts due under this agreement within 30 days of billing. In the event that prompt payment is not made, Avonda shall be entitled to interest at a rate of 1.5% per month (an annual percentage rate of 18%), on all overdue accounts. Where owner has not made prompt payment under the terms of this agreement, Avonda Air Systems may in its sole discretion terminate this agreement.
2. If Avonda shall be entitled to all costs of collection on overdue charges, including court costs, interest and reasonable attorneys' fees. Any claims or lawsuits under this Agreement shall exclusively be filed in Chittenden County, Vermont.
3. Only the materials and labor specified under this Agreement shall be provided. All other materials and labor will be billed as an additional charge.
4. Owner agrees to pay any applicable taxes or governmental charges on goods or services provided by Avonda in connection with this Agreement.
5. It is understood that this proposal sets forth the entire Agreement between Avonda and the Owner. The Agreement sets forth all work to be performed for the charges identified herein.

Limitations and Exclusions

1. Avonda Air Systems, Inc. shall not be liable for any loss, delay, injury or damage that may be caused by circumstances beyond its control including, but not limited to: obsolescence, delays in transportation, fire, theft, explosions, vandalism, work stoppage, floods, or acts of God.
2. Avonda Air Systems, Inc. shall not be liable for repair or replacement of parts as a result of incidental or consequential damages resulting from misuse.
3. Avonda shall not be responsible for any consequential damages in the event of a failure to properly perform work under the terms of this Agreement. Any damages recoverable by Owner in litigation against Avonda for work performed under or related to this Agreement shall be limited to the amounts paid to or charged by Avonda for the defective work.
4. Avonda Air Systems, Inc. shall not be responsible for concealed piping and lines. Reasonable access is presumed under the scope of this agreement.
5. Chemical treatment of system(s) is not included in this contract. Glycol is extra.
6. Avonda's maintenance scheduled may be altered where necessary. Months listed on last page, indicate when a work order is generated. All maintenance work schedules are subject to change due to weather or high volume of service calls. Avonda shall make good faith attempts to comply with the maintenance schedule.

Preventative Maintenance Agreement Summary

Submitted By: Avonda Air Systems, Inc.
1 Green Tree Drive
South Burlington, VT 05403

For: Old Town Garage
Plains Road
Georgia, Vt 05468

Bill To Georgia Town
Attention: Todd Cadieux
47 Town Common Road
Georgia, Vt 05468

Agreement Term: January 01, 2024 through December 31, 2024

(1) Diagnostic Equipment Inspections per year with filter changes; November 2024.
Includes annual belts replacement during spring inspection when required.

*This is a Preventive Maintenance Agreement only for equipment listed on the first page of this contract. **Chemical coil cleanings are excluded**. Belts and filters (MERV 8) to be replaced as detailed above.*

Complete inspections as per proposed diagnostic services, during Fall and Spring visits. Work not covered by this agreement will be billed as follows: During regular working hours (Monday through Friday, 7:00 AM to 3:30 PM), at our current labor rate at time of service, with a \$25.00 trip charge. Overtime work will be billed at time and a half to include weekends. Holidays are billed at double time."

The above service will be furnished at an annual price of \$650.00: Billed \$650.00 - Once Per Year. This quote includes the cost of filters and belts as required.

ACCEPTANCE

For: Georgia Town

Name: Todd Cadieux

Title: _____

Date: _____

For: Avonda Air Systems, Inc.



Name: Bob Avonda

Title: President

Date: 11/07/2023



Preventative Maintenance Proposal

Submitted to: Georgia Town
Attention: Todd Cadieux
47 Town Common Road
Georgia, Vt 05468

Regarding inspection and preventative maintenance at:

Location: Georgia Town Library
1697 Ethan Allen Highway
Georgia , Vt 05468

Agreement Term: January 01, 2024 through December 31, 2024

Proposal Date: 11/7/2023

Based Upon:

- 3 Ductless Split Systems
- 1 Water Heater
- 1 Boiler

Preventative Maintenance Agreement

Avonda Air Systems, Inc. Duties:

1. Provide a planned Preventive Maintenance program tailored specifically to Georgia Town Library's Heating, and Air Conditioning Equipment. This program is outlined in the Preventative Maintenance Summary portion of this agreement.
2. All labor shall be performed with qualified, trained personnel directly employed / supervised by Avonda Air Systems, Inc.
3. Avonda shall take all reasonable precautions to avoid personal injury or property damage while performing work in connection with this agreement. The work shall be performed in a manner consistent with governing safety standards.
4. Avonda shall inspect and service all equipment listed on the front page of this proposal during normal business hours, Monday through Friday, 7:00 AM to 3:30 PM, in accordance with the Maintenance Schedule (subject to the conditions stated below).
5. Furnish a completed copy of the Service Technician's Diagnostic Inspection Report if requested by the Owner.
6. Where requested, Avonda shall instruct Owner's personnel in the proper operation of HVAC equipment to provide for the greatest operational efficiency.
7. Abide by all Environmental Regulations as dictated by the Clean Air Act of 1990, Section 608, which prohibits the intentional venting of Class I (CFC), Class II (HCFC) refrigerants.

Georgia Town /Georgia Town Library agrees to:

1. Operate the equipment listed on the front page of this proposal as recommended by Avonda Air Systems, and the manufacturer of the equipment. Misuse of the equipment can lead to failure to improper operation.
2. Allow our personnel to use building maintenance equipment not typically brought to maintenance visits by Avonda personnel, like ladders, dumpsters, lights, & trash cans. Filters & other refuse from the maintenance work shall be disposed of on site. Owner shall make a dumpster or other trash receptacle reasonably available or owner may be charged a disposal fee.
3. Owner shall provide free, safe and convenient access to the equipment. If lifts or other equipment is necessary to obtain access, Avonda may bill extra charges for the work and equipment unless otherwise specified in this Agreement.

Payment and Other Terms

1. Owner agrees to pay all amounts due under this agreement within 30 days of billing. In the event that prompt payment is not made, Avonda shall be entitled to interest at a rate of 1.5% per month (an annual percentage rate of 18%), on all overdue accounts. Where owner has not made prompt payment under the terms of this agreement, Avonda Air Systems may in its sole discretion terminate this agreement.
2. If Avonda shall be entitled to all costs of collection on overdue charges, including court costs, interest and reasonable attorneys' fees. Any claims or lawsuits under this Agreement shall exclusively be filed in Chittenden County, Vermont.
3. Only the materials and labor specified under this Agreement shall be provided. All other materials and labor will be billed as an additional charge.
4. Owner agrees to pay any applicable taxes or governmental charges on goods or services provided by Avonda in connection with this Agreement.
5. It is understood that this proposal sets forth the entire Agreement between Avonda and the Owner. The Agreement sets forth all work to be performed for the charges identified herein.

Limitations and Exclusions

1. Avonda Air Systems, Inc. shall not be liable for any loss, delay, injury or damage that may be caused by circumstances beyond its control including, but not limited to: obsolescence, delays in transportation, fire, theft, explosions, vandalism, work stoppage, floods, or acts of God.
2. Avonda Air Systems, Inc. shall not be liable for repair or replacement of parts as a result of incidental or consequential damages resulting from misuse.
3. Avonda shall not be responsible for any consequential damages in the event of a failure to properly perform work under the terms of this Agreement. Any damages recoverable by Owner in litigation against Avonda for work performed under or related to this Agreement shall be limited to the amounts paid to or charged by Avonda for the defective work.
4. Avonda Air Systems, Inc. shall not be responsible for concealed piping and lines. Reasonable access is presumed under the scope of this agreement.
5. Chemical treatment of system(s) is not included in this contract. Glycol is extra.
6. Avonda's maintenance scheduled may be altered where necessary. Months listed on last page, indicate when a work order is generated. All maintenance work schedules are subject to change due to weather or high volume of service calls. Avonda shall make good faith attempts to comply with the maintenance schedule.

Preventative Maintenance Agreement Summary

Submitted By: Avonda Air Systems, Inc.
1 Green Tree Drive
South Burlington, VT 05403

For: Georgia Town Library
1697 Ethan Allen Highway
Georgia, Vt 05468

Bill To Georgia Town
Attention: Todd Cadieux
47 Town Common Road
Georgia, Vt 05468

Agreement Term: January 01, 2024 through December 31, 2024

(2) Diagnostic Equipment Inspections per year with filter changes; May and November.
Includes annual belts replacement during spring inspection when required.

*This is a Preventive Maintenance Agreement only for equipment listed on the first page of this contract. **Chemical coil cleanings are excluded.** Belts and filters (MERV 8) to be replaced as detailed above.*

Complete inspections as per proposed diagnostic services, during Fall and Spring visits. Work not covered by this agreement will be billed as follows: During regular working hours (Monday through Friday, 7:00 AM to 3:30 PM), at our current labor rate at time of service, with a \$25.00 trip charge. Overtime work will be billed at time and a half to include weekends. Holidays are billed at double time."

The above service will be furnished at an annual price of \$1,300.00: Billed \$650.00 - Twice Per Year.
This quote includes the cost of filters and belts as required.

ACCEPTANCE


For: Georgia Town

Name: Todd Cadieux

Title: _____

Date: _____

For: Avonda Air Systems, Inc.



Name: Bob Avonda

Title: President

Date: 11/07/2023



1 Green Tree Drive
So. Burlington, VT 05403
802-865-9900

Preventative Maintenance Proposal

Submitted to: Town of Georgia
Attention: Todd Cadieux
47 Town Common Rd North
St. Albans, VT 05478

Regarding inspection and preventative maintenance at:

Location: Georgia Town Garage
83 Plains Road
Georgia, VT 05478

Agreement Term: October 01, 2023 through September 30, 2024

Proposal Date: 9/12/2023

Based Upon:

- 1 Boiler
- 1 Cabinet Unit Heater
- 2 Circulator Pumps
- 4 Exhaust Fans
- 1 Water Heater
- 1 Furnace
- 1 Condensing Unit
- 6 Macurco Gas Sensors

Preventative Maintenance Agreement

Avonda Air Systems, Inc. Duties:

1. Provide a planned Preventive Maintenance program tailored specifically to Georgia Town Garage's Heating, and Air Conditioning Equipment. This program is outlined in the Preventative Maintenance Summary portion of this agreement.
2. All labor shall be performed with qualified, trained personnel directly employed / supervised by Avonda Air Systems, Inc.
3. Avonda shall take all reasonable precautions to avoid personal injury or property damage while performing work in connection with this agreement. The work shall be performed in a manner consistent with governing safety standards.
4. Avonda shall inspect and service all equipment listed on the front page of this proposal during normal business hours, Monday through Friday, 7:00 AM to 3:30 PM, in accordance with the Maintenance Schedule (subject to the conditions stated below).
5. Furnish a completed copy of the Service Technician's Diagnostic Inspection Report if requested by the Owner.
6. Where requested, Avonda shall instruct Owner's personnel in the proper operation of HVAC equipment to provide for the greatest operational efficiency.
7. Abide by all Environmental Regulations as dictated by the Clean Air Act of 1990, Section 608, which prohibits the intentional venting of Class I (CFC), Class II (HCFC) refrigerants.

Town of Georgia/Georgia Town Garage agrees to:

1. Operate the equipment listed on the front page of this proposal as recommended by Avonda Air Systems, and the manufacturer of the equipment. Misuse of the equipment can lead to failure to improper operation.
2. Allow our personnel to use building maintenance equipment not typically brought to maintenance visits by Avonda personnel, like ladders, dumpsters, lights, & trash cans. Filters & other refuse from the maintenance work shall be disposed of on site. Owner shall make a dumpster or other trash receptacle reasonably available or owner may be charged a disposal fee.
3. Owner shall provide free, safe and convenient access to the equipment. If lifts or other equipment is necessary to obtain access, Avonda may bill extra charges for the work and equipment unless otherwise specified in this Agreement.

Payment and Other Terms

1. Owner agrees to pay all amounts due under this agreement within 30 days of billing. In the event that prompt payment is not made, Avonda shall be entitled to interest at a rate of 1.5% per month (an annual percentage rate of 18%), on all overdue accounts. Where owner has not made prompt payment under the terms of this agreement, Avonda Air Systems may in its sole discretion terminate this agreement.
2. If Avonda shall be entitled to all costs of collection on overdue charges, including court costs, interest and reasonable attorneys' fees. Any claims or lawsuits under this Agreement shall exclusively be filed in Chittenden County, Vermont.
3. Only the materials and labor specified under this Agreement shall be provided. All other materials and labor will be billed as an additional charge.
4. Owner agrees to pay any applicable taxes or governmental charges on goods or services provided by Avonda in connection with this Agreement.
5. It is understood that this proposal sets forth the entire Agreement between Avonda and the Owner. The Agreement sets forth all work to be performed for the charges identified herein.
6. The Preventative Maintenance schedule and agreement will renew automatically at the end of the current period (3% annual increase) unless terminated in accordance with this agreement by either You or Company.

Limitations and Exclusions

1. Avonda Air Systems, Inc. shall not be liable for any loss, delay, injury or damage that may be caused by circumstances beyond its control including, but not limited to: obsolescence, delays in transportation, fire, theft, explosions, vandalism, work stoppage, floods, or acts of God.
2. Avonda Air Systems, Inc. shall not be liable for repair or replacement of parts as a result of incidental or consequential damages resulting from misuse.
3. Avonda shall not be responsible for any consequential damages in the event of a failure to properly perform work under the terms of this Agreement. Any damages recoverable by Owner in litigation against Avonda for work performed under or related to this Agreement shall be limited to the amounts paid to or charged by Avonda for the defective work.
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Preventative Maintenance Agreement Summary

Submitted By: Avonda Air Systems, Inc.
1 Green Tree Drive
South Burlington, VT 05403

For: Georgia Town Garage
83 Plains Road
Georgia, VT 05478

Bill To Town of Georgia
Attention: Todd Cadieux
47 Town Common Rd North
St. Albans, VT 05478

Agreement Term: October 01, 2023 through September 30, 2024

(2) Diagnostic equipment inspections per year with filter changes; November 2023 and May 2024.
Includes annual belts replacement during spring inspection when required.

*This is a Preventive Maintenance Agreement only for equipment listed on the first page of this contract.
Chemical coil cleanings are excluded . Belts and filters (MERV 8) to be replaced as detailed above.*

Complete inspections as per proposed diagnostic services, during Fall and Spring visits. Work not covered by this agreement will be billed as follows: During regular working hours (Monday through Friday, 7:00 AM to 3:30 PM), at our current labor rate at time of service, with a \$25.00 trip charge. Overtime work will be billed at time and a half to include weekends. Holidays are billed at double time.

The above service will be furnished at an annual price of \$4,017.00: Billed \$2,008.50 - Twice Per Year. This quote includes the cost of filters and belts.

ACCEPTANCE

For: Town of Georgia

Name: Todd Cadieux

Title: _____

Date: _____

For: Avonda Air Systems, Inc.

—  _____

Name: Bob Avonda

Title: President

Date: 09/12/2023

Georgia Town Administrator

From: Heather Grimm <firemom25@comcast.net>
Sent: Monday, November 20, 2023 2:51 PM
To: Devon Thomas; Georgia Selectboard; Georgia Town Administrator
Cc: Bob Stebbins; Linda Kirker; Martha Jansen
Subject: Concern

Devon & Selectboard Members,

We are writing in response to the request from Devon to put a hold on the invite to Dr. Aaron Kindsvatter to speak with the DEI Committee.

We feel that the board has sent us mixed messages on how we are to operate as a committee. We were formed and tasked with looking into what a DEI statement would mean for our community. We were also told that as long as it could be tied to the charge that you would allow the committee to decide how to approach our research and decisions.

We knew that the board wanted the founders of the Vermont Declaration on Inclusion to come to the committee to make a presentation before the committee was even in place. We decided that we should look at all viewpoints on accepting a DEI statement and what the pros and cons would look like. This means that we would need to look at multiple viewpoints to be fair in our conclusions.

Our first attempt at finding a counter claim was an interview by John Stossell of Dr Erec Smith who was a former DEI trainer, this was turned down by the board as it was deemed to be from social media sources and would not allow a question and answer opportunity from committee members and the public. Our argument was that videos are posted to YouTube because it is a platform for videos on the internet and it is a platform that our own town uses to post their meeting videos. But we moved on and looked for another viewpoint that would allow for a question and answer period.

Countless hours have been put into researching other speakers and how we could meet the charge and find a speaker who could give some time. Dr. Aaron Kindsvatter was found and his presentation "How DEI Fails Children and Families" seemed to fit what we are working on. This presentation is well worded and very respectful. Dr. Kindsvatter is a founding member of Free Black Thought and a chapter leader for the Foundation Against Intolerance and Racism (FAIR) We decided to move forward and see if he would be willing to attend via zoom or if he could meet in person since he is also from Vermont. Dr Kindsvatter agreed to meet with us and we set a date of 12/4/2023 at our committee meeting. Some of us knew that as soon as a name was put out, there would be community members that would try to find a reason to have this shut down as they do not want opposing views to be seen or heard. We were shocked to hear that Devon's plans were to continue with censorship and prohibit us from going forward with this guest speaker. We were given the reasons as follows:

- "Aaron's message is more focused on a discussion of racial identity and not the municipal impact of a DEI statement."
- "I find it concerning that he has a history of using violent language and has even encouraged acts of violence against students at UVM"
- "it seems like an incendiary invitation which is the type of action the Selectboard asked the committee to avoid making in pursuing its charge"

We do not agree with these statements, and ask the board to give us more information on how you came to these conclusions. We feel that we cannot come to a clear understanding on how this would affect our community without being able to explore all viewpoints. Does the select board have any recommendations on an acceptable opposing viewpoints or is this just a tactic of smoke and mirrors? Due to the divisiveness and backlash to having an opposing view and the personal attacks online and in person to our committee members as well as community members, individuals are scared to attend and or speak up to say they don't agree. The insinuation that our committee cannot view information and make an informed decision of facts without the influence of the select board is quite offensive. Our diverse backgrounds should be respected and allowed to explore the charge as stated by the select board. If the select board wanted to lay out a predetermined plan as to how, what, where and why we were to investigate this subject, it should have been done in advance with clear guidelines and a list of appropriate resources.

At this time we feel that we cannot move forward as the select board continues to intervene and stop the forward action of the committee.

Respectfully submitted,
Heather Grimm, Martha Jansen, Linda Kirker, Bob Stebbins

Sent from my iPhone

TOWN OF GEORGIA, VERMONT

Purchasing Policy

ARTICLE I GENERAL INFORMATION

I.1 The Selectboard of the Town of Georgia hereby adopts the following policy as the rules by which purchases by all Town Departments and Town officers shall be made. This policy shall promote and effect open and intelligent purchasing of supplies, equipment and services, which will result in the maximum value received for each tax dollar spent.

I.2 Specific reference is made to Section XII (Conduct of Employees) of the Town’s Personnel Policies and Rules, which are hereby incorporated herein as part of this policy.

I.3 This policy shall supersede and replace any and all previously adopted policies pertaining to municipal purchases that may have been in effect prior to the effective date of this policy as noted below.

I.4 In the event that any portion of this policy is found to be in violation of federal or state law or inconsistent with any provision applicable thereto, the remainder of this policy shall remain in full force and effect.

I.5 The Town shall not discriminate in its selection of vendors on the basis of race, gender, political affiliation, family relations, friendship or business affiliation. In the event an employee makes a purchase from any vendor whom a personal, business or family relationship exists, three written price quotes shall be required as evidence that the best possible deal for the Town was obtained. Employees shall not make any purchase from a vendor in which that employee has an ownership interest, except when specifically authorized by the Selectboard. Employees must publicly disclose all potential purchase conflicts prior to any purchasing decisions being made.

I.6 The Town shall seek to obtain the best quality products and services at the lowest possible price in the most convenient manner under all circumstances. However, local vendors should be supported to the greatest extent possible without sacrificing quality or price.

ARTICLE II PURCHASE ORDER PROCEDURES

II.1 Department Heads shall submit a Requisition to the Town Administrator prior to the purchase of any item(s) not detailed in the budget or services in which the total amount to be paid to a vendor is one hundred dollars (\$100.00) or more, which shall then be forwarded to the Treasurer for “pre-audit” due diligent review and Town Administrator for approval before a Purchase Order will be issued by the Treasurer. Purchases of a repetitive or on-going nature may be encompassed in a single document issued and noted accordingly at the time the first purchase is made. Final approval of purchase to be made by Selectboard.

II.2 Department Heads shall submit a Requisition to the Selectboard prior to the purchase of any item, items or services in which the total amount to be paid to a vendor is one thousand dollars (\$1,000) or more. Upon approval of the Selectboard, compliance with the provisions of Section II.1 shall still be required.

ARTICLE III BID REQUIREMENTS

III.1 Department Heads shall obtain at least three price quotes, when possible, (written, oral, phone or catalog methods are acceptable provided they are documented and submitted to the Town Treasurer with the Requisition) for any expenditure which is at least one thousand dollars (\$1,000) but less than ten thousand dollars (\$10,000.00.)

III.2 Department Heads shall solicit sealed bids for any expenditure of five thousand dollars (\$5,000.00) or more. (Faxed bids are not considered sealed bids.) Bid specifications must be approved by the Town Administrator prior to being advertised. Solicitations shall be sought by mailed invitation and newspaper advertisement. All bids shall include the following statement: "The Town of Georgia has the right to reject any or all bids if doing so is in the best interest of the Town." Bid openings shall be open to the public at a prescribed time and place.

ARTICLE IV CONTRACTS FOR LABOR SERVICES/PROFESSIONAL SERVICES

IV.1 The procurement of labor services/professional services with a value of one thousand dollars (\$1,000.00) or more per project shall require a written agreement between the Town, and the service provider. Department Heads shall be authorized to informally solicit professional services. Any Agreement requires approval from the Selectboard. Copies of agreements shall be furnished to the Town Administrator and the Treasurer in lieu of a Requisition.

IV.2 It shall be the responsibility of the Department Head to ensure that the Treasurer has been provided with a duly executed W-9 Form and VLCT Authorization Form, upon the procurement of services with a value of six hundred dollars (\$600.00) or more per calendar year.

IV.3 All projects/professional service which require an expenditure of one thousand dollars (\$1,000.00) or more shall require such bonds and/or cash sureties (such as retainage) as may be determined by the Selectboard and allowed by law.

IV.4 As a condition of performing contracted services to the Town, all contractors, subcontractors and persons other than Town employees who perform services for the Town shall be required to indemnify and hold harmless the Town of Georgia for damages, claims and liabilities which may arise as a result of the work to be performed.

IV.5 Except for written manufacturer's exclusions allowed by law, all contracted services for construction or installation of equipment, parts and materials shall be warranted to the Town for at least one year from date of final completion of work, to include replacement and/or repairs at no cost to the Town.

IV.6 The Town shall require all contractors, subcontractors and persons other than Town Officials who perform labor services for the Town with a calendar year value of five hundred dollars (\$500.00) or more to maintain insurance coverage and list the Town as an additional insured in accordance with the following minimum amounts. Prior to the start of any work, the Town must be furnished with an insurance certificate as proof that coverage is in place. Certificates shall be placed on file with the Treasurer. NOTE: Nothing in this Section shall be deemed to prohibit the Town Administrator/Selectboard from requiring coverage amounts at a higher level, or imposing additional types of coverage up to the value of the entire project as may be in the best interest of the Town.

- (a) general liability \$500,000.00
- (b) property damage \$500,000.00
- (c) personal injury \$500,000.00
- (d) automotive liability \$300,000.00
- (e) worker's compensation (statutory requirements)

ARTICLE V LEASE PURCHASES

V.1 The purchase or lease of any equipment, vehicles or materials which require periodic payments over a course of one year or more shall be subject to all applicable provisions of this policy in accordance with the dollar values set forth herein.

V.2 All lease purchase agreements shall contain a non-appropriation clause whereby the Town shall not be obligated under the terms of the lease if the necessary funds are not appropriated at a future Town Meeting.

ARTICLE VI LEGAL SERVICES

VI.1 The Selectboard is the only agent of the Town with the authority to select legal representation, solicit legal opinions, contract for legal services, initiate judicial or quasi-judicial proceedings, defend against a legal action or otherwise obligate resources for legal purposes on behalf of the Town, except as otherwise prescribed by law.

VI.2 The Selectboard shall have the ultimate authority for deciding whether any other Town official, elected or appointed, shall be allowed to seek a legal opinion at the expense of the Town. The Selectboard/Town Administrator may also decide, within their sole discretion, as to whether an agent of the Town shall be allowed to engage the Town Attorney or some other attorney at Town expense. These decisions shall be based upon a majority vote related to the payment of legal service invoices.

VI.3 Notwithstanding the other provisions of this Article, it shall be permitted for the Town Administrator or a duly authorized individual to contact the Town Attorney in the judicious exercise of the responsibilities of the position for which they have been appointed, provided: (a) the nature of contact is for advisory purposes related to work duties only; (b) the reasons for contact are not a subterfuge for any Town official to circumvent the provisions of this policy; (c) the Town Administrator shall be notified of the nature for requesting legal services, the Town Administrator shall be informed of the correspondence as soon thereafter as possible; and (d) all correspondence to and from the Town Attorney shall be in writing whenever possible with courtesy copies forwarded to the Selectboard.

VI.4 Written and oral communications between the Selectboard or authorized Town Officials and Town Counsel shall be considered confidential.

ARTICLE VII EXEMPTIONS & WAIVER

VI.1 In the event of a genuine emergency, a Department Head may procure items and services without adhering to the procedures described herein, provided that he/she submits a written explanation to the Selectboard within one business day of the transaction detailing the nature of the emergency, the services

procured and the cost. An emergency situation shall be defined as one which threatens the lives or health of the people, the property of the municipality or its citizens, or the delivery of necessary services to the citizens of Georgia.

VII.2 It is understood that pre-approved purchase orders and multiple price quote requirements will usually not be feasible when it comes to repairs to Town-owned vehicles and specialized equipment. Under these circumstances preference shall be given to dealers approved by a manufacturer or vendors with a satisfactory history of fair pricing and superior work quality.

VII.3 The Selectboard may vote to waive any and all purchasing requirements set forth here in as it may deem to be in the best interest of the Town. Examples of situations whereby the Selectboard encourages Department Heads and/or the Town Administrator to seek waivers are: use of Vermont State Purchasing Department procurements, "piggy-backs" on to bid awards issued by other government agencies and instances where significant discounts may be obtained by prompt action.

VII.4 Department Heads shall not be required to annually solicit sealed bids for the procurement of materials that are regularly purchased in bulk quantities such as sand, salt, chemicals, fuel, bituminous concrete, hoses and fittings, etc., provided that biannual unit based shopping is documented. However, the Town Administrator may periodically require Department Heads to solicit sealed bids for these items as he/she deems to be in the best interests of the Town.

ARTICLE VIII DEBIT/CREDIT CARD USE

VIII.1 The Town shall retain debit account.

VIII.2 No other individual, including Department heads, has the authority to open a credit card/debit card account in the Town's name. Any and all other accounts open at the adoption of this policy shall be immediately turned over to the Treasurer.

VIII.3 The Town debit card may be used for official Town purposes only. No personal use or purchases of a personal nature shall be allowed, regardless of payback intentions except during a life-threatening emergency.

VIII.4 The use of personal credit cards, cash or personal checks to make purchases for the Town is discouraged unless an emergency exists. If reimbursement is necessary a receipt is mandatory.

VIII.5 Within five business days of each debit card transaction the Department Head shall furnish the Treasurer with a signed receipt. All other purchasing procedures as set forth in this policy shall also apply.

ARTICLE IX EMPLOYEE REIMBURSEMENT

IX.1 Employees should not expend personal funds for Town expenses. However, should an employee spend their own money to obtain needed goods or services, a written explanation of the emergency nature of the purchase shall accompany any request for reimbursement by the Town. In addition, the employee shall submit a receipt for the purchase and corresponding charge receipt, if applicable, to the Treasurer within one week after the date of purchase.

IX.2 The Town will reimburse employees through semimonthly accounts payable runs done in accordance with scheduled Selectboard meetings.

IX.3 Employees are expected to use the Department's issued debit card and not their own funds to purchase mall items for Town services or events.

IX.4 No Town employee shall open their own account or utilize town discount for their own personal benefit.

ARTICLE X BUDGET AMENDMENTS

X.1 No department shall be permitted to overspend a line item, category or department budget. Department Heads may submit a line item Budget Amendment to the Selectboard to correct a potential line-item when an expenditure account has exceeded budget authorization and/or with a Requisition, if the Requisition amount exceeds budget authorization in the expenditure account.

Budget amendments that debit and credit line items for like amounts within an above category do not require Selectboard approval; however debiting and crediting like amounts between categories, deficit spending and the purchase of items not identified in the approved budget require Selectboard approval.

ARTICLE XI ADMINISTRATION

XI.1 All purchases shall be limited to those items and services which have been budgeted in advance, to the greatest extent possible. All purchases, which do not meet this criterion, must be essential to fulfilling the mission of the Town. Equipment not specifically approved through the budget process will require more detailed explanation at the time of purchase.

XI.2 Requests for the Selectboard to act on unbudgeted purchase requests must be submitted in writing for pre-approval during a regular Selectboard meeting in all of the following situations:

- a. The expenditure of grant funds or surplus revenues for unbudgeted purchases or as a means of supplementing the operating budget.
- b. Overspending capital budget line items.
- c. Overspending the bottom line of an operating budget.

XI.3 No employee shall make any purchase without first obtaining approval of the Department Head.

XI.4 In so much as possible, all bulk purchases for office supplies and commonly used materials shall be acquired through the Town Administrator who shall attempt to coordinate departmental acquisitions in a manner that is most advantageous to the Town.

XI.5 Upon the award of a solicited bid or proposal, it shall be the policy of the Town to acknowledge in writing the Town's appreciation for each bid or proposal received along with a summary of the results.

XI.6 Violations of this policy may result in an employee being subject to disciplinary action, including discharge for egregious acts.

ARTICLE XII GRANT APPLICATIONS – ADMINISTRATION

XII.1 No town employee shall apply for a grant on behalf of the Town of Georgia without first obtaining approval from the Selectboard. The Department Head needs to submit a request in writing to the Town Administrator. After the Selectboard has approved, signed and dated the request, the Department Head may

apply for the grant. When the Grant has been awarded, all Grant Award paperwork, including copies of the original request, shall be submitted to the Treasurer. These documents shall state exactly how much was awarded and exactly what the grant funds will be spent on. The Department that sought the grant shall submit a budget amendment form to the Treasurer and Town Administrator, which will create a new revenue account and a new expenditure account. All other purchasing procedures shall be followed.

IN WITNESS WHEREOF, this Purchasing Policy is hereby approved and adopted by Board of Selectmen for the Town of Georgia, on this, the 14th day of May, ~~2006~~, to be effective as of May 14th 2007. ATTEST:

Kirk Waite, Chairman
Deborah Woodward
Deborah Woodward, Vice Chairman

Ric Nye
Ric Nye, Selectman

Gilles Rainville, Sr.
~~Gilles Rainville, Sr., Selectman~~
Tara Wright
Tara Wright, Selectman

UNDER SEAL OF THE TOWN, received, filed and recorded on this 14th day of May, 2006
At Georgia; ATTEST:

Jamie Bove, Town Clerk
Office of the Town Clerk