



GEORGIA VERMONT

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

Zoom Details:

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

Meeting ID: 616 584 3896 | Passcode: 5243524

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

1. **CALL TO ORDER**
2. **PLEDGE OF ALLEGIANCE**
3. **CHAIR UPDATE**
4. **ADDITIONS, DELETIONS, OR CHANGES TO THE AGENDA**
5. **SELECTBOARD MINUTES AND WARRANTS**
 - [A.](#) Approval of Selectboard Regular Meeting Minutes for March 9, 2026
 - [B.](#) Approval of Selectboard Liquor Board Special Meeting Minutes for March 9, 2026
 - [C.](#) Approval of Payroll Warrant
 - [D.](#) Approval of Warrant #2611
6. **PUBLIC COMMENT (For items not on agenda)**

All participants must clearly state their names. Appropriate actions will be considered once the Selectboard has reviewed the information provided and necessary subsequent research.
7. **CORRESPONDENCE**
 - [A.](#) Sheriff's Monthly Activity Report (February 2026)
8. **BOARD BUSINESS (Public comment on agenda items limited to 5 minutes)**
 - [A.](#) Background Checks for All Employees Discussion
 - [B.](#) Black and White Copier Discussion
 - [C.](#) HUD Grant Approval and Support Letter
 - [D.](#) Interior Cameras at the Library - Action to Approve
 - [E.](#) Hazard Communication Policy - Review Only
 - [F.](#) Applications for Beach Bathroom Renovation Project - Action to Approve

- G. Highway and Beach Job Posting - Action to Approve
- H. Portable Toilet Placement at the Beach - Action to Approve

9. UNFINISHED BUSINESS

- A. Selectboard Tour of Liquid Measurement Systems (LMS) - May Tour Date Availability
- B. Library MOU - Under Review by the Town Attorney
- C. GPL Building Revitalization Committee Update and Discussion
- D. Bridge #28 (Bridge on Mill River Road)
- E. Bridge #8 (Bridge on Georgia Shore Road between The Pines and Mill River Road)

10. TOWN ADMINISTRATOR, TREASURER AND SELECTBOARD SUB COMMITTEES REPORTS

- A. Public Works/Roads
- B. Town Administrator
- C. Treasurer

11. OTHER

12. PLAN NEXT MEETING AGENDA

- A. April 13, 2026

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

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

I move that we enter into executive session to discuss _____ with (state names of attendees) under the provisions of Title 1, Section 313(a)(1)(A) of the Vermont Statutes. (State Time.)

- A. Personnel

14. ADJOURN

TABLED ITEMS:

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

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

Signed: Stacy Katon, Town Administrator

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



GEORGIA VERMONT

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Selectboard Regular Meeting
Monday, March 9, 2026 at 6:00 PM
Chris Letourneau Meeting Room and via Zoom
Minutes

Zoom Details:

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

Meeting ID: 616 584 3896 | **Passcode:** 5243524

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

CALL TO ORDER 6:00PM

SELECTBOARD PRESENT

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

STAFF PRESENT

Doug Bergstrom, Todd Cadieux, Kollene Caspers, Lori Hobart, Stacy Katon

1. PLEDGE OF ALLEGIANCE

2. REORGANIZATION

- A. Town Administrator Stacy Katon requests nominations for Chair of the Selectboard.
Motion to appoint B. Dunsmore as Chair by C. Rosenquist, seconded by J. Nasca
B. Dunsmore does not accept the nomination.

Motion to appoint Kellie Bosenberg for a one-year term as Selectboard Chair.
Motion made by B. Dunsmore, seconded by T. Hardy. All in favor.
K. Bosenberg accepts the nomination.

- B. Chair of the Selectboard continues the Reorganization
 - 1. Vice Chair nominations: C. Rosenquist nominates Brian Dunsmore for a one-year term as Vice Chair of the Selectboard, seconded by J. Nasca.
Chair closes nominations. All in Favor.

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- 2. Motion to appoint Kollene Caspers for a one-year term as Selectboard Clerk, made by C. Rosenquist, seconded by Vice Chair Dunsmore. No further discussion. All in favor.
- 3. Motion to appoint Eric Nye for a one-year term as Tree Warden, made by Vice Chair Dunsmore, seconded by J. Nasca. No further discussion. All in favor.
- 4. Motion to appoint Glenn Sjoblom and Chris Caspers to fill two one-year terms as Development Review Board alternates, made by C. Rosenquist, seconded by J. Nasca. No further discussion. All in favor.
- 5. Nominations to appoint two individuals for one-year term representatives on the Georgia Industrial Development Corporation Board will occur after members of the GIDC meet for their regular meeting in April.**
- 6. Motion to appoint Cheryl Letourneau, Lori Hobart, Stacey Davis, Zev Wertz and Deborah Mann for one-year terms on the Georgia Community Events Committee (GCEC), made by Vice Chair Dunsmore, seconded by J. Nasca. No further discussion. All in favor.
- 7. Motion to appoint Cheryl Letourneau for a one-year term as Deputy Health Officer, made by Vice Chair Dunsmore, seconded by J. Nasca. No further discussion. All in favor.
- 8. Motion to appoint Sara Currier for a one-year term as Animal Control Officer; and Jim Benson for a one-year term as Assistant Animal Control Officer, made by Vice Chair Dunsmore, seconded by C. Rosenquist. J. Nasca asked if the nominees agreed to continue and were able to perform the services. S. Katon responded S. Currier is out on medical leave but J. Benson is serving as ACO in her absence. Both candidates were contacted and agreed to continue the roles for another year. All in favor.
- 9. Motion to appoint Kirk Waite and Doug Berstrom for one-year terms as Georgia representatives to the Northwest Regional Planning Commission, made by C. Rosenquist, seconded by J. Nasca. C. Rosenquist said he happily served on the Commission for years and is confident both Kirk and Doug will skillfully represent Georgia. All in favor.
- 10. Motion to appoint Suzanna Brown for a one-year term as Georgia Representative to the Northwest Regional Planning Commission Transportation Advisory Committee, made by Vice Chair Dunsmore, seconded by C. Rosenquist. No further discussion. All in favor.
- 11. Motion to appoint Zachary Burdick for a one-year term as representative to the Northwest Communications Unified District (CUD), made by C. Rosenquist, seconded by J. Nasca. Two open positions remain for one-year terms as alternates for the Northwest CUD. All in favor.

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- 12. Motion to appoint Jen Kale and Suzanna Brown for four-year terms as representatives on the Conservation Commission; Connor O’Driscoll for two years remaining on a former commission member’s four-year term as representative on the Conservation Commission; and Debb Frasier and Meghan Cox for one-year terms as alternates on the Conservation Commission, made by C. Rosenquist, seconded by J. Nasca. No further discussion. All in favor.

- 13. Motion to appoint Paul Lambert. for a one-year term as the Georgia representative to the Northwest Solid Waste District (NWSWD), made by J. Nasca, seconded by Vice Chair Dunsmore. No further discussion. All in favor.

- 14. Motion to appoint all Selectboard members for one-year terms as authorized signers on Town Warrants, made by C. Rosenquist, seconded by Vice Chair Dunsmore. No further discussion. All in favor.

- 15. Motion to appoint Stitzel Page & Fletcher for a one-year term as primary legal counsel for the Town of Georgia; and Kimball & Storrow for a one-year term as the Town’s secondary legal counsel, made by Vice Chair Dunsmore, seconded by J. Nasca. The Selectboard discussed the working relationship between the law office and the staff, SP&F have worked well with the Town for years. All in favor.

- 16. Motion to set the St. Alban’s Messenger for a one-year term as the official paper for the Town of Georgia; and Seven Days to be used on an emergency basis only, made by Vice Chair Dunsmore, seconded by C. Rosenquist. No further discussion. All in favor.

- 17. Motion to use the **State Agency of Transportation rates** to charge for use of Town equipment unless it is a FEMA project. If there is a FEMA project, the FEMA rates will be charged. Motion made by C. Rosenquist, seconded by Vice Chair Dunsmore. T. Cadieux was available to answer Selectboard questions on the equipment use rates. All in favor.

- 18. Motion to set the **Animal Control Fines** based on the current fine schedule, made by Vice Chair Dunsmore, seconded by J. Nasca. S. Katon responded to Selectboard questions on billing for Animal Control fines. All in favor.

- 19. Motion to re-affirm the current **Selectboard policies, rules of procedure and the meeting schedule** of 2nd and 4th Mondays at 6:00PM every month utilizing the agenda now in place (24 VSA §871), made by Vice Chair Dunsmore, seconded by J. Nasca. No further discussion. All in favor.

- 20. Motion to re-affirm the **Ethics Policy of the Town of Georgia** dated February 24, 2025, made by Vice Chair Dunsmore, seconded by J. Nasca. No further discussion. All in favor.

- 21. Motion to appoint Terri Sabens for a one-year term as the Town’s Assessor, made by Vice Chair Dunsmore, seconded by C. Rosenquist. T. Sabens has been a great addition

to the Town of Georgia this past year and her experience has organized the Town's Assessor records. All in favor.

22. Motion to set the 2026 compensation for Planning Commission, Development Review Board and Board of Civil Authority at \$20.00 per meeting attended as per the policy that "Board Members will not be paid for meetings where they are representing themselves or another party", made by C. Rosenquist, seconded by J. Nasca. Discussion ensued about a legislative bill asking for minimum wages for elected board members. All in favor.

23. Motion to set the 2026 wages for Town Moderator and Parliamentarian at the minimum wage rate, made by Vice Chair Dunsmore, seconded by J. Nasca. Discussion was had on the Town moderator's past payments. All in favor.

24. Motion to appoint Fire Officers based on the recommendation from Chief Baker for one-year terms- 1st Assistant Chief: Patrick King; Captain: Eric Couture; 1st Lieutenant: Todd Cadieux; 2nd Lieutenant: Landon Baker; 3rd Lieutenant: Michael Cook; and EMS Chief: Chelsea Dubie, made by Vice Chair Dunsmore, seconded by T. Hardy. No further discussion. All in favor.

3. ADDITIONS, DELETIONS, OR CHANGES TO THE AGENDA

- L. Hobart requested the addition of Warrant #2609 in the amount of \$145.94 and Warrant #2610 in the amount of \$464.97. (4D)
- Vice Chair Dunsmore requested the addition of discussion on internal library cameras. (7E)
- S. Katon requested the addition of Philo's service visit to the Town offices and library. (7E)

Motion to approve the additions to the Agenda.

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

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

4. SELECTBOARD MINUTES AND WARRANTS

A. Approval of Selectboard Regular Meeting Minutes for February 23, 2026

Motion to approve the minutes with changes.

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

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

B. Approval of Minutes from the March 2, 2026 Town Informational Meeting

Motion to approve minutes as written.

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

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

C. Approval of Payroll Warrant

Motion to approve the Payroll Warrant

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

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

D. Approval of Warrants #2608

Motion to approve Warrant #2608 in the amount of \$130,903.09

177 Motion made by Vice Chair Dunsmore, Seconded by J. Nasca
178 • L. Hobart and T. Cadieux answered questions on the warrant.
179 Voting Yea: Chair Bosenberg, Vice Chair Dunsmore, T. Hardy, J. Nasca, C. Rosenquist
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181 Approval of Warrant #2609 in the amount of \$145.94.
182 Motion to approve Warrant #2609 in the amount of \$145.94 for Highway items at Tractor
183 Supply.

184 Motion made by Vice Chair Dunsmore, Seconded by J. Nasca
185 Voting Yea: Chair Bosenberg, Vice Chair Dunsmore, T. Hardy, J. Nasca, C. Rosenquist
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187 Approval of Warrant #2610 in the amount of \$464.97.
188 Motion to approve Warrant #2610 in the amount of \$464.97 for MVP insurance and election
189 supplies.

190 Motion made by Vice Chair Dunsmore, Seconded by C. Rosenquist
191 Voting Yea: Chair Bosenberg, Vice Chair Dunsmore, T. Hardy, J. Nasca, C. Rosenquist
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193 **5. PUBLIC COMMENT (For items not on agenda)**

194 All participants must clearly state their names. Appropriate actions will be considered once the
195 Selectboard has reviewed the information provided and necessary subsequent research.
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197 **6. CORRESPONDENCE**

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

- 200 A. Selectboard Tour of Liquid Measurement Systems (LMS)
201 • S. Katon explained the request by LMS for the Selectboard to tour the facility. This tour
202 would include information on products manufactured and sold for the global
203 aeronautics industry, expansion, future market and job growth in the Town of Georgia.
204 • S. Katon will reach out to Selectboard members with date and time of the tour for those
205 available to participate.

- 206 B. Procurement Policy - Action to Approve
207 Motion to approve the Procurement Policy.
208 Motion made by J. Nasca, Seconded by Vice Chair Dunsmore
209 • S. Katon explained the Procurement Policy and how it relates to the purchasing policy
210 which was recently updated by the Selectboard.
211 Voting Yea: Chair Bosenberg, Vice Chair Dunsmore, T. Hardy, J. Nasca, C. Rosenquist

- 212 C. Road Maintenance Policy - Action to Approve
213 Motion to approve the Town of Georgia Highway Department Winter Road Maintenance
214 Policy.

- 215 Motion made by Vice Chair Dunsmore, Seconded by C. Rosenquist
216 • S. Katon and T. Cadieux answered Selectboard questions on the policy.
217 Voting Yea: Chair Bosenberg, Vice Chair Dunsmore, T. Hardy, J. Nasca, C. Rosenquist

- 218 D. Repeal Cash Receipts, Petty Cash and Returned Check Policy (August 8, 2011) and Returned
219 Check Policy (April 28, 2005) - Action to Approve
220 Motion to Repeal Cash Receipts, Petty Cash and Returned Check Policy (August 8, 2011) and
221 Returned Check Policy (April 28, 2005)

- 222 Motion made by J. Nasca, Seconded by Vice Chair Dunsmore
223 • L. Hobart answered questions on the repeal of the policies. A 2024 policy replaces the
224 information in these outdated policies.

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

226 E. Security Cameras in the Library and Philo Security Systems' Visit

- 227 • D. Bergstrom and T. Cadieux attended Philo's service call to the Library, Town offices
- 228 and Town Beach on Friday March 6th for testing, battery changes and backup battery
- 229 units.
- 230 • Mindy Grange, Library Assistant, voiced concerns for a recurring visitor in the library
- 231 who remains on the premises for hours and exhibits concerning behaviors. The staff are
- 232 concerned and are wearing panic buttons on a lanyard. D. Bergstrom answered
- 233 questions about the panic buttons, how they work and police coverage in the area.
- 234 • Philo has recommended indoor cameras at the library for slip and fall scenarios,
- 235 increased security, and other liability issues. Indoor cameras were recommended by the
- 236 company years ago but were not installed after pushback from the library.
- 237 • The library is a municipal building and currently only has exterior cameras. It is
- 238 recommended that one camera be placed at the front door for potential slip and fall
- 239 events, "180 degree" cameras be installed inside the library and back-office area.
- 240 • Without interior cameras in place, there is no recourse for law enforcement, no facial
- 241 recognition, no evidence of any potential incidents. Interior cameras will not include
- 242 sound and will not be monitored on an ongoing basis.
- 243 • D. Bergstrom will go to the library board meeting tomorrow to explain to the Trustees
- 244 about an increase in security measures.
- 245 • There was discussion on how the project will be financed, including using
- 246 administrative impact fees or applying for a PACIF grant.
- 247 • This issue will be tabled for the next meeting so D. Bergstrom can meet with the
- 248 library, get quotes on equipment and work with Town Treasurer L. Hobart for impact
- 249 funding.
- 250 • Vice Chair Dunsmore stated keeping our staff safe is a Town priority.

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252 **8. UNFINISHED BUSINESS**

253 A. Library Memorandum of Understanding (MOU) - Under Review by the Town Attorney

- 254 • Chair Bosenberg explained the MOU to new Selectboard member T. Hardy.
- 255 • Cleaning service discussion, K. Caspers said library trustees are open to the library
- 256 obtaining its own cleaning company with funds allocated by the Town.

257 B. Georgia Public Library (GPL) Building Revitalization Committee Update - Town Meeting Day
258 & 3/4/26 Meeting

- 259 • Chair Bosenberg recapped the Revitalization Committee and the ADA compliance
- 260 project. The Selectboard allocated \$50,000 towards a study to bring the library building
- 261 up to ADA compliance standards; and review the building's plumbing, electrical and
- 262 HVAC for any recommendations.
- 263 • Vice Chair Dunsmore, also a Committee member, explained the project is focused on
- 264 reaching ADA compliance for a Town Building, not necessarily as renovations for a
- 265 Library.
- 266 • C. Rosenquist expressed an interest in combining the library with Georgia Elementary
- 267 and Middle School library at the school. He has already discussed this option with
- 268 Superintendent Teague, as well as with the school board. GEMS is seeking to create an
- 269 accessible entrance at the main entryway. Combining the two libraries would save
- 270 taxpayers from investing in double the number of materials.

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- Vice Chair Dunsmore said this is a discussion for Selectboard members to have with the school.
- Chair Bosenberg reminded the Selectboard this project will be up for a potential Bond vote in August or November.
- The Selectboard discussed the potential renovations for the library, ADA compliance and limitations given space and budget.
- Discussion was tabled for the next meeting, Selectboard members should return with any thoughts for the future of the Georgia Public Library.
- T. Hardy explained money was set aside for ADA compliance back when she was last on the Selectboard (2016), she questioned if any of this work happened and/or what happened to the money that was set aside for the project back then. L. Hobart will look into this.

- C. Bridge #28 (Mill River Bridge) – no updates.
- D. Bridge #8 (Georgia Shore at Mill River Road) – Bridge #28 project engineer Tyler Billingsly will inspect Bridge #8 when all the ice and snow melt.

9. TOWN ADMINISTRATOR, TREASURER AND SELECTBOARD SUB COMMITTEES REPORTS

A. Public Works/Roads

- Public Works Director and Road Foreman T. Cadieux reported ants at the library, he called an exterminator for safe ant elimination.
- He responded to a frozen culvert this past weekend on Georgia Shore Road. This caused damage to a property owner's driveway south of Polly Hubbard Road. They thawed the culvert. The property owner is asking the Town to repair damages. S. Katon is working with the property owner for photos of the damage to send to the insurance company.
- Excessive melt from plowed snow near the school led to an adjacent property owner with a flooded basement. T. Cadieux is working with the homeowner for resolution.
- T. Cadieux found a hot box on auction for purchase to replace the unit damaged last year. He is authorized to spend as much as \$5,000 on a purchase, which is the amount covered by the insurance company to replace the hot box.

B. Town Administrator

- Town Administrator S. Katon gave her report to the Selectboard.
- The report included a strategic plan outline with a summary of thoughts and discussions from staff and departments. This plan was developed to keep staff focused on growth in the future.
- S. Katon asked the Selectboard to forward her any priorities to focus on in 2026, and rolling ideas for the next 5 years.

C. Treasurer

- Town Treasurer L. Hobart reported the Auditor will be on site April 6th. She is sending files for the primary visit. The follow-up visit will include two auditors, date to be determined.
- There is an issue with NEMRC reports not matching, she will disclose this to the auditors for explanation.
- L. Hobart is preparing a draft 18-month budget for 2027. This includes collecting information on the capital budget and reserve funds.

10. OTHER

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11. PLAN NEXT MEETING AGENDA

A. March 23, 2026

12. Motion to suspend the meeting at 7:57pm, to resume after the Liquor Board Meeting has adjourned.

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

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

Motion to reopen the Selectboard Regular Meeting at 8:01pm

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

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

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

A. Personnel

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

Motion to enter into Executive Session at 8:01pm.

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

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

Chair Bosenberg would entertain a motion to enter into Executive Session to discuss Personnel with Town Administrator Stacey Katon and Public Works Director Todd Cadieux under the provisions of Title 1, Section 313(a)(1)(A) of the Vermont Statutes.

Motion to invite S. Katon and T. Cadieux to Executive Session.

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

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

Motion to exit from Executive Session at 9:20pm.

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

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

No action taken out of Executive Session.

14. ADJOURN

Motion to adjourn at 9:23pm.

Motion made by Chair Bosenberg, Seconded by Vice Chair Dunsmore

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

TABLED ITEMS: Library Security, Library Revitalization

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Signed: Stacy Katon, Town Administrator

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



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Selectboard Special Meeting: Liquor Board Monday, March 09, 2026 at 7:30 PM Chris Letourneau Meeting Room and via Zoom Minutes

Zoom Details:

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

Meeting ID: 616 584 3896 | Passcode: 5243524

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

1. CALL TO ORDER 7:58PM

SELECTBOARD PRESENT

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

STAFF PRESENT

Todd Cadieux, Kollene Caspers, Lori Hobart, Stacy Katon

2. APPLICATION FOR LIQUOR LICENSE

A. Maplefields

Motion to approve the Liquor License for Maplefields.

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

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

B. Wesley Enterprises (Georgia Market)

Motion to approve the Liquor License for Wesley Enterprises.

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

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

C. Dollar General

Motion to approve the Liquor License for Dollar General.

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

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

3. ADJOURN

Motion to adjourn at 8:00PM

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

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

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Signed: Stacy Katon, Town Administrator

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

DRAFT

Treasurer Payroll Report – Regular Selectboard Meeting – 03/23/26

Payroll Check Date – 03/12/26
Cash Requirement - \$ 17,967.21
Weekly

Payroll Check Date – 03/19/2026
Cash Requirement - \$ 21,295.08
Weekly & Bi-weekly & election

To the Treasurer of Town of Georgia,

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

Each aggregate amount is listed above.

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

Kellie Bosenberg _____

Brian Dunsmore _____

Tammy Hardy _____

Judith Nasca _____

Carl Rosenquist _____

2026 Payroll Log

Check Date	Weekly	Bi-weekly	Cash Requirement	Notes	Weekly Variance %	Weekly/Bi-Weekly Variance %
3/19/2026	x	x	21,295.08	election workers		-22.443%
3/12/2026	x		17,967.21	reduced highway	-6.438%	
3/5/2026	x	x	27,457.17	"snow bonus" for Hwy; DTC payment; final paycheck		30.802%
2/26/2026	x		19,203.51	return overpayment; less OT	-2.285%	
2/19/2026	x	x	20,991.43	less call in / OT; return overpayment		-15.811%
2/12/2026	x		19,652.62	less call in / OT	2.652%	
2/5/2026	x	x	24,933.69	"snow bonus" for Hwy; Call In & OT; DTC payment		-1.367%
1/29/2026	x		19,144.94	direct deposit allocation updates, less OT	-16.440%	
1/22/2026	x	x	25,279.36			-5.660%
1/15/2026	x		22,911.56	DTC payment		
1/8/2026	x	x	26,796.00	"snow bonus" for Hwy; OT and Holiday OT; DTC payment		

Vendor	Invoice	Invoice Description	Purchase Amount	Discount Amount	Amount Paid	Check Number	Check Date
ABOVE PAR	ABOVE PAR CLEANING LLC	5165-1770 monthly cleaning for library and town offices	1040.00	0.00	1040.00	5343	03/23/26
AFLAC	AFLAC	296588 monthly premium	102.00	0.00	102.00	5344	03/23/26
AMAZON	AMAZON CAPITAL SERVICES	1176PWKLHTCM tv remote	6.85	0.00	6.85	5345	03/23/26
AMAZON	AMAZON CAPITAL SERVICES	1VLQGMGHGPQY paint brushes/car charge	85.38	0.00	85.38	5345	03/23/26
AVENU	AVENU INSIGHTS & ANALYTICS	INVB-069092 monthly fee	890.00	0.00	890.00	5346	03/23/26
BOUCHOME	BOUCHARD HOME & OFFICE SERVICE	14914 IT services email phishing Comcast glitch check scanner issue new emails after Town Meeting Day	367.50	0.00	367.50	5347	03/23/26
BOUNDTREE	BOUND TREE MEDICAL, LLC	86104322 suction tip & tube	52.28	0.00	52.28	5348	03/23/26
BOUNDTREE	BOUND TREE MEDICAL, LLC	86130086 medical supplies	81.89	0.00	81.89	5348	03/23/26
BOUNDTREE	BOUND TREE MEDICAL, LLC	86130087 hot packs	25.92	0.00	25.92	5348	03/23/26
BROOKFIEL	BROOK FIELD SERVICE	2026 AGR annual service Plan #1 - major service adjusted due date to ensure the prepayment discount	628.00	0.00	628.00	5349	03/23/26
CANON	CANON FINANCIAL SERVICES, INC	42650900 clerk copier	298.08	0.00	298.08	5350	03/23/26
CHEVALIER	CHEVALIER DRILLING CO., INC	99974 qtly test + late fee	320.49	0.00	320.49	5351	03/23/26
COMCAST	COMCAST	-2588 022826 modem 2	14.95	0.00	14.95	E 32301	03/23/26
COMCAST	COMCAST	-7699 030226 old garage	87.02	0.00	87.02	E 32302	03/23/26
COMCASTB	COMCAST BUSINESS	265432000 phone lines	811.74	0.00	811.74	5352	03/23/26
COMPASS	COMPASS MINERALS AMERICA, INC	1636509 60.72 ton rock salt	5511.13	0.00	5511.13	5353	03/23/26
FIDIUM	CONSOLIDATED COMMUNICATIONS	-3032 031826 beach internet	83.53	0.00	83.53	5354	03/23/26
COSTCO	COSTCO WHOLESALE	03.02.26 election supplied Election Day 03/03/26	67.40	0.00	67.40	E 32303	03/23/26
EYE MED	FIDELITY SECURITY LIFE INSURAN	167240522 monthly premium March coverage - February withholding	89.84	0.00	89.84	5355	03/23/26
FLAGS ETC	FLAGS ETCETERA	20280 flags - 49 US, fire rescue, Vermont, POW	2292.51	0.00	2292.51	5356	03/23/26
FCSD	FRANKLIN COUNTY SHERIFF DEPART	608 FEB 2026 law enforcement 50.50 hours	4809.12	0.00	4809.12	5357	03/23/26
GAP	GEORGIA AUTO PARTS LLP	36798 oil filter	8.99	0.00	8.99	5358	03/23/26
GAP	GEORGIA AUTO PARTS LLP	36828 solder, grease gun	76.25	0.00	76.25	5358	03/23/26
GEMS	GEORGIA ELEMENTARY & MIDDLE SC	03.18.26 1Q26 impact fees 1/5/26 - Jason Havers - ZA-001-2026 2/19/26 - Maranda Bessette - ZA-011-2026	2200.00	0.00	2200.00	5359	03/23/26
GMP	GREEN MOUNTAIN POWER CORPORATI	-0004 030926 town beach	53.96	0.00	53.96	5360	03/23/26
GMP	GREEN MOUNTAIN POWER CORPORATI	-1297 030926 town beach	57.33	0.00	57.33	5360	03/23/26
HANDY	HANDY BUICK GMC CADILLAC, INC.	22341.1 shop charge This charge was on page 2 of the invoice, which was not included with page 1	50.00	0.00	50.00	5361	03/23/26
HAUN	HAUN WELDING SUPPLY INC	756030 oxygen	68.40	0.00	68.40	5362	03/23/26
J&L	J & L HARDWARE, INC.	552045 key, clamp, filter	140.64	0.00	140.64	5363	03/23/26
J&L	J & L HARDWARE, INC.	552351 nuts, bolts, screws, nails	14.02	0.00	14.02	5363	03/23/26
JOHNSON	JOHNSON CONTROLS FIRE PROTECTI	25249914 annual inspection fire alarm @ GFD	401.58	0.00	401.58	5364	03/23/26
JOHNSONH	JOHNSON HARDWARE & RENTAL	I62057 remainder boots S Bigelo	26.00	0.00	26.00	5365	03/23/26
KONICA	KONICA MINOLTA PREMIER FINANCE	48767107 copier expense	29.72	0.00	29.72	5366	03/23/26
LD OLIVER	L D OLIVER SEED COMPANY INC	71163 mag chloride pellets	96.06	0.00	96.06	5367	03/23/26
MICROSOFT	MICROSOFT CORPORATION	E0100YXQI3 69 @ \$24 new email accounts	1656.00	0.00	1656.00	E 32304	03/23/26

Vendor	Invoice	Invoice Description	Purchase Amount	Discount Amount	Amount Paid	Check Number	Check Date
MVP	MVP Health Care, Inc.	222730455 monthly premium	12880.64	0.00	12880.64	5368	03/23/26
		April coverage - February withholding					
MVP	MVP SELECT CARE	CINV017741 HRA charge	3.25	0.00	3.25	5369	03/23/26
MYERS	MYERS CONTAINER SERVICE CORP	11569 022726 trash pickup	200.08	0.00	200.08	5370	03/23/26
MYERS	MYERS CONTAINER SERVICE CORP	22661 022726 library extra trash	7.50	0.00	7.50	5370	03/23/26
NE KENWOR	NEW ENGLAND KENWORTH	SR80143 check engine codes	995.43	0.00	995.43	5371	03/23/26
NEDENT	NORTHEAST DELTA DENTAL	APR 2026 monthly premium	615.15	0.00	615.15	5372	03/23/26
PAYCHEX	PAYCHEX	14564650 3 kiosks	75.00	0.00	75.00	E 32305	03/23/26
PAYCHEX	PAYCHEX	2026031001 18 tranx	183.46	0.00	183.46	E 32306	03/23/26
PAYCHEX	PAYCHEX	2026031701 55 tranx	374.15	0.00	374.15	E 32307	03/23/26
		includes election workers					
PESTPRO	PESTPRO, INC.	211360 monthly pest treatment	75.00	0.00	75.00	5373	03/23/26
PHILO	PHILO SECURITY SYSTEMS	78960 update holiday door sche	120.00	0.00	120.00	5374	03/23/26
		Christmas Eve and New Year's Eve					
		date for services 12/23/25					
PRIORITY	PRIORITY EXPRESS, INC.	8059269 interlibrary loan	223.36	0.00	223.36	5375	03/23/26
PULASKI	PULASKI PEST CONTROL	5216 monthly treatment	80.00	0.00	80.00	5376	03/23/26
QUADIEN	QUADIEN FINANCE USA, INC	-2740 022726 postage	880.22	0.00	880.22	5377	03/23/26
VALLEE2	R L VALLEE INC	11346761 54.173 gal regular gas	155.80	0.00	155.80	5378	03/23/26
REEDSUPPL	REED SUPPLY CO., INC.	150506 truck v-bar	306.00	0.00	306.00	5379	03/23/26
		2855Cami-2 bags/pair					
		TC2855Cami					
REEDSUPPL	REED SUPPLY CO., INC.	151224 chain vbar, coveralls	688.00	0.00	688.00	5379	03/23/26
REEDSUPPL	REED SUPPLY CO., INC.	151367 coveralls, chain v-bar	555.00	0.00	555.00	5379	03/23/26
REEDSUPPL	REED SUPPLY CO., INC.	CM 150564 truck V-bar	-380.00	0.00	-380.00	5379	03/23/26
		315/80-22.5 SGL V-bar					
		TC2855R-LAC					
FOURNIER	RENE FOURNIER FARM EQUIPMENT I	99388 flanges	272.68	0.00	272.68	5380	03/23/26
REYNOL	REYNOLDS AND SON INC	3463598 flow test & check	1454.60	0.00	1454.60	5381	03/23/26
RIVERSIDE	RIVERSIDE AUTO & TRUCK	382700 truck inspection	70.00	0.00	70.00	5382	03/23/26
11239	ROWLEY	538965 290.8 gal #2 diesel	1090.50	0.00	1090.50	5383	03/23/26
STICKS	STICKS & STUFF	331554 lumber, sheetrock	149.00	0.00	149.00	5384	03/23/26
STICKS	STICKS & STUFF	C06838 overpayment	-0.09	0.00	-0.09	5384	03/23/26
AGC/VT	THE ASSOCIATED GENERAL CONTRAC	03.05.26 training	200.00	0.00	200.00	5385	03/23/26
		trenching and excavation safety					
AC HATH	THE MELANSON COMPANY	S9101832864 roof snowguards	2825.00	0.00	2825.00	5386	03/23/26
UNIFIR	UNIFIRST CORPORATION	1080326680 uniforms 03.04.26	157.47	0.00	157.47	5387	03/23/26
UNIFIR	UNIFIRST CORPORATION	1080327715 uniforms 03.11.26	151.47	0.00	151.47	5387	03/23/26
UNIFIR	UNIFIRST CORPORATION	1080328746 town office floor mats	63.27	0.00	63.27	5387	03/23/26
UNIFIR	UNIFIRST CORPORATION	1080329194 uniforms 03.18.26	141.36	0.00	141.36	5387	03/23/26
		expecting a credit on the next invoice for the return of uniforms					
VERIZON W	VERIZON	6137496647 town cell phones	74.90	0.00	74.90	5388	03/23/26
VTAWARDS	VERMONT AWARDS & ENGRAVING, IN	93231 fire dept awards	1040.70	0.00	1040.70	5389	03/23/26
VGS	VERMONT GAS SYSTEMS INC	-5441 022726 fire station	1115.77	0.00	1115.77	5390	03/23/26
VGS	VERMONT GAS SYSTEMS INC	-5994 022726 new garage	1508.56	0.00	1508.56	5390	03/23/26
VGS	VERMONT GAS SYSTEMS INC	-7845 022726 town offices	272.37	0.00	272.37	5390	03/23/26
VGS	VERMONT GAS SYSTEMS INC	-8090 022726 old garage	864.72	0.00	864.72	5390	03/23/26
WBMASON	W.B. MASON CO., INC.	260423928 water cooler rental	3.69	0.00	3.69	5391	03/23/26
WBMASON	W.B. MASON CO., INC.	260502875 6 bottled water	119.94	0.00	119.94	5391	03/23/26

03/19/26

Town of Georgia, Vermont Accounts Payable

Section 5. Item #D. 3
Georgia Treasurer

01:40 pm

Check Warrant Report # 2612 Current Prior Next FY Invoices

For checks For Check Acct 01 (General Fund) 03/23/2026 To 03/23/2026

Vendor	Invoice	Invoice Description	Purchase Amount	Discount Amount	Amount Paid	Check Number	Check Date
WBMASON	W.B. MASON CO., INC.	CM4512149	6 bottle deposit return	-36.00	0.00	-36.00	5391 03/23/26
WORKSAFE	WORKSAFE	39608	signs	670.22	0.00	670.22	5392 03/23/26
		Robin Ln, Manor Dr					
		Heritage Dr, Musket Cir, Kissane Rd					
		Cedarwood Ter, Nottingham Dr, Ledgewood Ln					
		Report Total		52,792.75	0.00	52,792.75	

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 \$ ****52,792.75 Let this be your order for the payments of these amounts.

Brian Dunsmore

Tammy Hardy

Carl Rosenquist

Judith Nasca

Kellie Bosenberg

03/19/26
01:25 pm

Town of Georgia, Vermont Accounts Payable
Invoice Edit List-Current-Last-Next FY
Invoices Up To 04/17/26

Section 5. Item #D.

Vendor	Man/ DirPay	Invoice Number	Purchase Order	Invoice Date	Due Date	Ck Acct	Invoice Amount	Discenc. Amount	Discount Amount
ABOVE PAR ABOVE PAR CLEANING LLC		5165-1770		02/27/26	03/29/26	01	monthly cleaning		
		1-7-05-28-45.60	Janitorial Supply/Svs.				1,040.00	0.00	0.00
AFLAC AFLAC		296588		03/13/26	04/01/26	01	monthly premium		
		1-2-00-05-10.38	AFLAC Withholding				102.00	0.00	0.00
AMAZON AMAZON CAPITAL SERVICES		1176PWKLHTCM		03/02/26	04/01/26	01	tv remote		
		1-7-05-28-45.25	Fire & Rescue Bldg Maint.				6.85	0.00	0.00
		1VLQGMGHGPQY		03/02/26	04/01/26	01	paint brushes/car charger		
		1-7-10-30-62.00	Hwy Parts & Supplies				37.60	0.00	0.00
		1-7-05-36-63.05	GFD Truck/App Repairs				47.78	0.00	0.00
Invoice 1VLQGMGHGPQY Total							85.38	0.00	0.00
Total For AMAZON CAPITAL SERVICES							92.23	0.00	0.00
AVENU AVENU INSIGHTS & ANALYT		INVB-069092		03/01/26	03/31/26	01	monthly fee		
		1-7-05-20-44.07	Computer Software & Licen				890.00	0.00	0.00
BOUCHOME BOUCHARD HOME & OFFICE		14914		03/09/26	03/29/26	01	IT services		
		1-7-05-20-44.11	IT Labor Services				367.50	0.00	0.00
BOUNDTREE BOUND TREE MEDICAL, LLC		86104322		02/18/26	03/17/26	01	suction tip & tube		
		1-7-05-36-22.05	Fire & Rescue Medical Sup				52.28	0.00	0.00
		86130086		03/11/26	04/10/26	01	medical supplies		
		1-7-05-36-22.05	Fire & Rescue Medical Sup				81.89	0.00	0.00
		86130087		03/11/26	04/10/26	01	hot packs		
		1-7-05-36-22.05	Fire & Rescue Medical Sup				25.92	0.00	0.00
Total For BOUND TREE MEDICAL, LLC							160.09	0.00	0.00
BROOKFIEL BROOK FIELD SERVICE		2026 AGR		03/11/26	04/17/26	01	annual service		
		1-7-05-28-45.25	Fire & Rescue Bldg Maint.				628.00	0.00	0.00
CANON CANON FINANCIAL SERVICE		42650900		02/09/26	04/01/26	01	clerk copier		
		1-7-05-20-22.10	Admin Copier Expense				298.08	0.00	0.00
CHARB PAR CHARLEBOIS TRUCK PARTS		IT98572		11/28/25	11/28/25	01	return 2" LED		
		1-7-10-30-62.00	Hwy Parts & Supplies				-68.00	0.00	0.00
		IT98957		12/09/25	12/09/25	01	return LED backup		
		1-7-10-30-62.00	Hwy Parts & Supplies				-153.12	0.00	0.00
Total For CHARLEBOIS TRUCK PARTS INC							-221.12	0.00	0.00

03/19/26
01:25 pm

Town of Georgia, Vermont Accounts Payable
Invoice Edit List-Current-Last-Next FY
Invoices Up To 04/17/26

Vendor	Man/ DirPay	Invoice Number	Purchase Order	Invoice Date	Due Date	Ck Acct	Invoice Amount	Discenc. Amount	Discount Amount
CHEVALIER CHEVALIER DRILLING CO.,		99974		01/08/26	01/18/26	01	qtly test + late fee		
		1-7-05-28-30.30	Library Utilities				320.49	0.00	0.00
COMCAST COMCAST		*-2588	022826	02/28/26	03/23/26	01	modem 2		
		1-7-05-28-30.50	Town Hall Utilities				14.95	0.00	0.00
		*-7699	030226	03/02/26	03/27/26	01	old garage		
		1-7-05-28-30.35	Old Hwy Garage Utilities				87.02	0.00	0.00
Total For COMCAST							101.97	0.00	0.00
COMCASTB COMCAST BUSINESS		265432000		03/01/26	04/01/26	01	phone lines		
		1-7-05-28-30.50	Town Hall Utilities				335.05	0.00	0.00
		1-7-05-28-30.25	Fire & Rescue Utilities				211.36	0.00	0.00
		1-7-05-28-30.30	Library Utilities				94.68	0.00	0.00
		1-7-05-28-30.70	New Hwy Garage Utilities				170.65	0.00	0.00
Invoice 265432000 Total							811.74	0.00	0.00
COMPASS COMPASS MINERALS AMERIC		1636509		02/27/26	03/29/26	01	60.72 ton rock salt		
		1-7-10-20-55.00	Winter Sand/Salt				5,511.13	0.00	0.00
FIDIUM CONSOLIDATED COMMUNICAT		-3032	031826	03/18/26	04/15/26	01	beach internet		
		1-7-05-28-30.20	Town Beach Utilities				83.53	0.00	0.00
COSTCO COSTCO WHOLESALE		* 03.02.26		03/02/26	03/02/26	01	election supplied		
		1-7-05-10-25.00	Election Expenses				67.40	0.00	0.00
EYE MED FIDELITY SECURITY LIFE		167240522		03/01/26	03/31/26	01	monthly premium		
		1-2-00-05-10.37	Vision Withholding				89.84	0.00	0.00
FLAGS ETC FLAGS ETCETERA		20280		03/13/26	04/12/26	01	flags - 49		
		1-7-05-28-49.00	Roadside Flags				1,224.65	0.00	0.00
		1-7-05-28-45.25	Fire & Rescue Bldg Maint.				347.94	0.00	0.00
		1-7-05-28-45.70	New Hwy Bldg. Maint.				159.98	0.00	0.00
		1-7-05-28-45.50	Town Hall Building Maint.				559.94	0.00	0.00
Invoice 20280 Total							2,292.51	0.00	0.00
FCSD FRANKLIN COUNTY SHERIFF		608 FEB 2026		03/02/26	04/01/26	01	law enforcement		
		1-7-05-30-45.05	Law Enforcement				4,809.12	0.00	0.00
GAP GEORGIA AUTO PARTS LLP		36798		02/26/26	03/28/26	01	oil filter		
		1-7-10-30-62.00	Hwy Parts & Supplies				8.99	0.00	0.00
		36828		02/27/26	03/29/26	01	solder, grease gun		
		1-7-10-30-62.00	Hwy Parts & Supplies				76.25	0.00	0.00
Total For GEORGIA AUTO PARTS LLP							85.24	0.00	0.00

03/19/26
01:25 pm

Town of Georgia, Vermont Accounts Payable
Invoice Edit List-Current-Last-Next FY
Invoices Up To 04/17/26

Vendor	Man/ DirPay	Invoice Number	Purchase Order	Invoice Date	Due Date	Ck Acct	Invoice Description	Invoice Amount	Discenc. Amount	Discount Amount
GEMS	GEORGIA ELEMENTARY & MI	03.18.26		03/18/26	03/31/26	01	1Q26 impact fees			
		1-2-00-30-00.05	\$ Due To School					2,200.00	0.00	0.00
GRNMTNELE	GREEN MOUNTAIN ELECTRIC	CR5299215		02/11/26	03/10/26	01	double payment			
		1-7-05-28-45.50	Town Hall Building Maint.					-28.13	0.00	0.00
		CR5531566		10/07/25	11/10/25	01	double payment			
		1-7-05-28-45.25	Fire & Rescue Bldg Maint.					-114.45	0.00	0.00
Total For GREEN MOUNTAIN ELECTRIC SUPPLY								-142.58	0.00	0.00
GMP	GREEN MOUNTAIN POWER CO	-0004 030926		03/09/26	04/05/26	01	town beach			
		1-7-05-28-30.20	Town Beach Utilities					53.96	0.00	0.00
		-1297 030926		03/09/26	04/05/26	01	town beach			
		1-7-05-28-30.20	Town Beach Utilities					57.33	0.00	0.00
Total For GREEN MOUNTAIN POWER CORPORATION								111.29	0.00	0.00
HANDY	HANDY BUICK GMC CADILLA	22341.1		02/12/26	02/12/26	01	shop charge			
		1-7-10-30-62.85	2020 GMC Sierra Repairs					50.00	0.00	0.00
HAUN	HAUN WELDING SUPPLY INC	756030		03/10/26	04/09/26	01	oxygen			
		1-7-05-36-22.05	Fire & Rescue Medical Sup					68.40	0.00	0.00
J&L	J & L HARDWARE, INC.	552045		03/06/26	03/31/26	01	key, clamp, filter			
		1-7-10-30-52.20	Small Tools and Equipment					19.99	0.00	0.00
		1-7-10-30-62.00	Hwy Parts & Supplies					120.65	0.00	0.00
Invoice 552045 Total								140.64	0.00	0.00
		552351		03/11/26	03/31/26	01	nuts,bolts,screws,nails			
		1-7-10-30-62.00	Hwy Parts & Supplies					14.02	0.00	0.00
Total For J & L HARDWARE, INC.								154.66	0.00	0.00
JOHNSON	JOHNSON CONTROLS FIRE P	25249914		02/26/26	02/26/26	01	annual inspection			
		1-7-05-28-45.25	Fire & Rescue Bldg Maint.					401.58	0.00	0.00
JOHNSONH	JOHNSON HARDWARE & RENT	I62057		12/15/25	01/10/26	01	remainder boots S Bigelow			
		1-7-10-40-18.00	Highway Uniforms/Boots					26.00	0.00	0.00
KONICA	KONICA MINOLTA PREMIER	48767107		03/03/26	03/28/26	01	copier expense			
		1-7-05-70-22.40	Library Copier Lease					29.72	0.00	0.00
LD OLIVER	L D OLIVER SEED COMPANY	71163		03/10/26	04/09/26	01	mag chloride pellets			
		1-7-10-20-55.00	Winter Sand/Salt					96.06	0.00	0.00

03/19/26
01:25 pm

Town of Georgia, Vermont Accounts Payable
Invoice Edit List-Current-Last-Next FY
Invoices Up To 04/17/26

Vendor	Man/ DirPay Number	Invoice Purchase Order	Invoice Date	Due Date	Ck Acct	Invoice Amount	Discenc. Amount	Discount Amount
MICROSOFT MICROSOFT CORPORATION	* E0100YXQI3		03/07/26	03/07/26	01 69 @ \$24			
	1-7-05-20-44.07	Computer Software & Licen				1,656.00	0.00	0.00
MVP MVP Health Care, Inc.	222730455		03/08/26	03/31/26	01 monthly premium			
	1-2-00-05-10.36	Health Withholding				835.60	0.00	0.00
	1-7-05-05-10.23	Gen Gov Insurance Benefit				2,048.36	0.00	0.00
	1-7-05-10-10.18	Clerks Office Ins Bene				1,024.18	0.00	0.00
	1-7-05-70-14.00	Library Health Insurance				1,997.81	0.00	0.00
	1-7-10-05-10.13	Highway Ins. Benefits				6,974.69	0.00	0.00
Invoice 222730455 Total						12,880.64	0.00	0.00
** Address Change = New Check **								
MVP SELECT CARE								
625 STATE STREET								
SCHENECTADY, NY 12305								
	CINV017741		03/12/26	04/11/26	01 HRA charge			
	1-7-05-70-14.05	Library HRA Funding				3.25	0.00	0.00
Total For MVP Health Care, Inc.						12,883.89	0.00	0.00
MYERS MYERS CONTAINER SERVICE	11569 022726		02/27/26	03/10/26	01 trash pickup			
	1-7-05-28-51.00	Municipal Trash				200.08	0.00	0.00
	22661 022726		02/27/26	03/10/26	01 library extra trash			
	1-7-05-28-51.00	Municipal Trash				7.50	0.00	0.00
Total For MYERS CONTAINER SERVICE CORP						207.58	0.00	0.00
NE KENWOR NEW ENGLAND KENWORTH	SR80143		12/23/25	01/22/26	01 check engine codes			
	1-7-10-30-62.70	2020 Kenworth Repairs				995.43	0.00	0.00
NEDENT NORTHEAST DELTA DENTAL	APR 2026		03/16/26	04/01/26	01 monthly premium			
	1-7-05-05-10.25	Gen Gov Insurance Dental				39.79	0.00	0.00
	1-7-10-05-10.14	Highway Ins Dental				123.63	0.00	0.00
	1-7-05-28-10.06	Public Works Ins. Dental				51.13	0.00	0.00
	1-7-05-10-10.20	Clerks Office Ins. Dental				44.05	0.00	0.00
	1-7-05-36-10.19	Fire & Rescue Ins. Dental				39.79	0.00	0.00
	1-7-05-70-16.00	Library Dental Insurance				51.13	0.00	0.00
	1-2-00-05-10.35	Dental Withholding				225.84	0.00	0.00
	1-7-05-15-10.05	Treasurer Ins. Dental				39.79	0.00	0.00
Invoice APR 2026 Total						615.15	0.00	0.00
PAYCHEX PAYCHEX	* 14564650		03/05/26	03/20/26	01 3 kiosks			
	1-7-05-05-45.00	Admin Contracted Services				75.00	0.00	0.00

03/19/26
01:25 pm

Town of Georgia, Vermont Accounts Payable
Invoice Edit List-Current-Last-Next FY
Invoices Up To 04/17/26

Vendor	Man/ DirPay	Invoice Number	Purchase Order	Invoice Date	Due Date	Ck Acct	Invoice Amount	Discenc. Amount	Discount Amount
		* 2026031001		03/10/26	03/12/26	01 18 tranx			
		1-7-05-05-45.00	Admin Contracted Services				183.46	0.00	0.00
		* 2026031701		03/17/26	03/19/26	01 55 tranx			
		1-7-05-05-45.00	Admin Contracted Services				374.15	0.00	0.00
Total For PAYCHEX							632.61	0.00	0.00
							-----	-----	-----
PESTPRO	PESTPRO, INC.	211360		03/10/26	03/10/26	01 monthly pest treatment			
		1-7-05-28-45.50	Town Hall Building Maint.				75.00	0.00	0.00
PHILO	PHILO SECURITY SYSTEMS	78960		03/02/26	03/16/26	01 update holiday door sched			
		1-7-05-20-44.09	Security Monitoring				120.00	0.00	0.00
PRIORITY	PRIORITY EXPRESS, INC.	8059269		02/28/26	03/30/26	01 interlibrary loan			
		Z-7-05-70-52.21	VT DOL Courier Grant				223.36	0.00	0.00
PULASKI	PULASKI PEST CONTROL	5216		03/06/26	04/05/26	01 monthly treatment			
		1-7-05-28-45.30	Library Building Maint.				80.00	0.00	0.00
QUADIENT	QUADIENT FINANCE USA, I	-2740 022726		02/27/26	03/27/26	01 postage			
		1-7-05-20-21.00	Admin Postage				880.22	0.00	0.00
VALLEE2	R L VALLEE INC	11346761		02/28/26	03/30/26	01 54.173 gal regular gas			
		1-7-10-30-51.00	Fuels And Oils				155.80	0.00	0.00
REDSUPPL	REED SUPPLY CO., INC.	150506		12/31/25	01/30/26	01 truck v-bar			
		1-7-10-30-62.00	Hwy Parts & Supplies				306.00	0.00	0.00
		151224		02/27/26	03/29/26	01 chain vbar, coveralls			
		1-7-10-30-62.00	Hwy Parts & Supplies				688.00	0.00	0.00
		151367		03/13/26	04/12/26	01 coveralls, chain v-bar			
		1-7-10-30-62.00	Hwy Parts & Supplies				350.00	0.00	0.00
		1-7-10-40-18.00	Highway Uniforms/Boots				205.00	0.00	0.00
Invoice 151367 Total							555.00	0.00	0.00
		CM 150564		01/07/26	01/07/26	01 truck V-bar			
		1-7-10-30-62.00	Hwy Parts & Supplies				-380.00	0.00	0.00
Total For REED SUPPLY CO., INC.							1,169.00	0.00	0.00
							-----	-----	-----
FOURNIER	RENE FOURNIER FARM EQUI	99388		03/02/26	04/01/26	01 flanges			
		1-7-10-30-62.55	Roadside Mower Repairs				272.68	0.00	0.00
REYNOL	REYNOLDS AND SON INC	3463598		03/03/26	04/02/26	01 flow test & check			
		1-7-05-36-64.00	Fire Dept. Annual Testing				1,454.60	0.00	0.00

03/19/26
01:25 pm

Town of Georgia, Vermont Accounts Payable
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Invoices Up To 04/17/26

Vendor	Man/ DirPay	Invoice Number	Purchase Order	Invoice Date	Due Date	Ck Acct	Invoice Description	Invoice Amount	Discenc. Amount	Discount Amount
RIVERSIDE RIVERSIDE AUTO & TRUCK	382700			01/31/26	03/02/26	01	truck inspection			
		1-7-10-30-62.60	2020 Tandem Repairs					70.00	0.00	0.00
11239 ROWLEY	538965			03/10/26	03/15/26	01	290.8 gal #2 diesel			
		1-7-10-30-51.00	Fuels And Oils					1,090.50	0.00	0.00
STICKS STICKS & STUFF	331554			03/18/26	03/17/26	01	lumber,sheetrock			
		1-7-10-30-62.00	Hwy Parts & Supplies					149.00	0.00	0.00
	C06838			01/31/25	01/31/25	01	overpayment			
		1-7-10-30-62.00	Hwy Parts & Supplies					-0.09	0.00	0.00
Total For STICKS & STUFF								148.91	0.00	0.00
AGC/VT THE ASSOCIATED GENERAL	03.05.26			03/05/26	04/02/26	01	training			
		1-7-10-05-45.05	Highway Training					200.00	0.00	0.00
AC HATH THE MELANSON COMPANY	S9101832864			03/05/26	04/04/26	01	roof snowguards			
		1-7-05-28-45.70	New Hwy Bldg. Maint.					2,825.00	0.00	0.00
UNIFIR UNIFIRST CORPORATION	1080326680			03/04/26	04/03/26	01	uniforms 03.04.26			
		1-7-10-40-18.00	Highway Uniforms/Boots					157.47	0.00	0.00
	1080327715			03/11/26	04/10/26	01	uniforms 03.11.26			
		1-7-10-40-18.00	Highway Uniforms/Boots					151.47	0.00	0.00
	1080328746			03/17/26	04/15/26	01	town office floor mats			
		1-7-05-28-30.50	Town Hall Utilities					63.27	0.00	0.00
	1080329194			03/18/26	04/17/26	01	uniforms 03.18.26			
		1-7-10-40-18.00	Highway Uniforms/Boots					141.36	0.00	0.00
Total For UNIFIRST CORPORATION								513.57	0.00	0.00
VERIZON W VERIZON	6137496647			03/01/26	03/24/26	01	town cell phones			
		1-7-05-28-30.25	Fire & Rescue Utilities					37.45	0.00	0.00
		1-7-05-28-30.70	New Hwy Garage Utilities					37.45	0.00	0.00
Invoice 6137496647 Total								74.90	0.00	0.00
VTAWARDS VERMONT AWARDS & ENGRAV	93231			02/27/26	03/29/26	01	fire dept awards			
		1-7-05-36-90.00	Fire Dept Awards					1,040.70	0.00	0.00
VGS VERMONT GAS SYSTEMS INC	-5441 022726			02/27/26	03/23/26	01	fire station			
		1-7-05-28-30.25	Fire & Rescue Utilities					1,115.77	0.00	0.00
	-5994 022726			02/27/26	03/23/26	01	new garage			
		1-7-05-28-30.70	New Hwy Garage Utilities					1,508.56	0.00	0.00

03/19/26
01:25 pm

Town of Georgia, Vermont Accounts Payable
Invoice Edit List-Current-Last-Next FY
Invoices Up To 04/17/26

Vendor	Man/ Invoice DirPay Number	Purchase Invoice Order Date	Due Date	Ck Acct	Invoice Amount	Discenc. Amount	Discount Amount
	-7845 022726	02/27/26	03/23/26	01 town offices			
	1-7-05-28-30.50	Town Hall Utilities			272.37	0.00	0.00
	-8090 022726	02/27/26	03/23/26	01 old garage			
	1-7-05-28-30.35	Old Hwy Garage Utilities			864.72	0.00	0.00
Total For VERMONT GAS SYSTEMS INC					3,761.42	0.00	0.00
=====					=====	=====	=====
WBMASON	W.B. MASON CO., INC.	260423928	03/03/26	04/02/26 01 water cooler rental			
		1-7-10-30-55.10	Hwy Office Supplies		3.69	0.00	0.00
		260502875	03/06/26	04/05/26 01 6 bottled water			
		1-7-10-30-55.10	Hwy Office Supplies		59.97	0.00	0.00
		1-7-05-20-22.00	Admin Office Supplies		59.97	0.00	0.00
Invoice 260502875 Total					119.94	0.00	0.00
		CM4512149	03/06/26	04/05/26 01 6 bottle deposit return			
		1-7-10-30-55.10	Hwy Office Supplies		-18.00	0.00	0.00
		1-7-05-20-22.00	Admin Office Supplies		-18.00	0.00	0.00
Invoice CM4512149 Total					-36.00	0.00	0.00
Total For W.B. MASON CO., INC.					87.63	0.00	0.00
=====					=====	=====	=====
WORKSAFE	WORKSAFE	39608	03/17/26	04/16/26 01 signs			
		1-7-10-15-55.00	Roadsigns		670.22	0.00	0.00
Report Grand Total					52,429.05	0.00	0.00
=====					=====	=====	=====

Fund Totals	Expenditures	Dis-Encumbrance
1	52,205.69	0.00
Z	223.36	0.00
-----		-----
	52,429.05	0.00

+ 221.12
 + 142.58

 52,792.75



FRANKLIN COUNTY SHERIFF

*John Grismore
Sheriff*

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

*Captain Chad Miles
Chief Deputy*

*Tina Ploof
Business Manager*

*Crystal Forcier
Office Manager*

DATE: 03/16/2026
TO: Stacy Katon, Town Administrator, Town of Georgia
FROM: John Grismore, Sheriff
RE: February Monthly Reporting

February Notes:

Calls for service remain low, which is typical of the time of year. In February, we conducted 12 traffics stops resulting in the issuance of 9 tickets and 6 warnings. Incidents of speeding are down, again, as is typical of this time of year.

With the temporary reduction in our head count, we saw reduced patrol hours in February with only 50.5 logged.

We were, however, able to respond to a critical incident at the Georgia Library at times when we didn't have regularly scheduled patrols.

Forward Looking:

We have hired a full-time, Level III certified deputy who has begun his orientation and will be in the rotation starting mid-March.

As the weather improves, we will once again leverage Governor's Highway Safety funding to supplement our motor vehicle enforcement activities.

Report Summary:

Section 7. Item #A.

	September	October	November	December	January	February
Total Hours Worked	81	94.75	86	92	69	50.5
Total Incidents	47	35	39	39	21	18
Incidents Per Hour Worked	0.58	0.37	0.45	0.42	0.30	0.36
Total Drug Involvements			1	1	0	0
Total Arrest Charges	6	6	1	1	1	0
Total Traffic Stops	24	24	33	27	15	12
Total Directed Patrols	3	0	1	2	0	0
Total Warnings Issued	22	22	28	28	17	6
Total Tickets Issued	10	11	11	6	7	9

Incident Data:

Traffic Stop	12
Assist - Motorist	2
Assist - Agency	1
Eluding Police	1
Unsecure Premise	1
VIN verification	1

Arrest Data:

There were no arrests made in February.

Motor Vehicle Enforcement Data:

FYY - Stop Sign	4
SL1 - 1-10 MPH Over Speed Limit	2
SL2 - 11-20 MPH Over Speed Limit	2
VNI - Vehicle Not Inspected Within 15 Days Of Vt. Registration	2
CEL - Using Portable Electronic Device Outside Work or School Zone 1st violation	1
INS - Operating Without Liability Insurance	1
NR - Persons Required To Register	1
SIG - Signals Required	1
TXD - Texting While Operating Moving Motor Vehicle - 1st Offense	1

Community Correspondence:

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



FRANKLIN COUNTY **SHERIFF**

ACTIVITY REPORT - FEBRUARY 2026

Date / Time	Incident Type	Town
2/1/2026 16:24	Traffic Stop	Ballard RD / Ethan Allen Hwy
2/1/2026 16:35	Traffic Stop	Ballard Rd / Manor Dr
2/1/2026 17:13	Traffic Stop	Ballard Rd / Old Stage Rd
2/1/2026 17:23	Traffic Stop	Ballard Rd / Old Stage Rd
2/1/2026 17:45	Traffic Stop	Ballard Rd / Old Stage Rd
2/8/2026 14:47	Unsecure Premise	Yankee Park Rd
2/8/2026 14:57	Assist - Motorist	Highbridge Rd / Industrial Park
2/15/2026 20:51	Traffic Stop	Ethan allen hwy / VT 104a
2/15/2026 21:04	Traffic Stop	EThan Allen Hwy / Library
2/15/2026 21:20	Traffic Stop	Ballard Rd / Waller Rd
2/15/2026 21:52	Traffic Stop	Ballard Rd / Old Stage Rd
2/19/2026 12:13	VIN verification	2715 Ethan Allen Hwy
2/19/2026 12:35	Assist - Agency	1803 Skunk Hill Rd
2/20/2026 9:25	Traffic Stop	4147 Highbridge Rd
2/20/2026 10:03	Traffic Stop	668 Ethan Allen Hwy
2/21/2026 18:58	Eluding Police	Us route 7 / Ballard Rd
2/27/2026 9:31	Traffic Stop	653 Ethan Allen Hwy
2/27/2026 10:26	Assist - Motorist	773 Georgia Shore Rd



Background Check Inquiry for All Positions

From Christine Trombley Marsh <cmarsh@vlct.org>
Date Thu 3/12/2026 4:24 PM
To Georgia Town Administrator <administrator@townofgeorgia.com>

You don't often get email from cmarsh@vlct.org. [Learn why this is important](#)

Good Afternoon Stacy,

Thank you for reaching out with your inquiry about expanding background checks to all staff (not just those working with vulnerable populations). I was actually able to see some notes when it appears you worked with my predecessor, Jill, when you set up background checks for those working with vulnerable populations.

Background and reference checking is indeed important, and the extent and type of check needs to be tailored to the position being filled.

For instance:

- * Someone working with vulnerable populations, (such as in the Recreation Dept, working with children) the Town would work through VCIC <https://vcic.vermont.gov/ch-information> to get a criminal record check. (In many towns, this step is handled by the Rec Department itself, if they are the entity registered with VCIC).
- * For CDL drivers, there are steps outlined in the checklist in our CMV Operations Manual <https://www.vlct.org/resource/pre-employment-cdl-driver-qualification-checklist>. (will need to sign in)
- * For finance or money handling roles, we recommend a criminal background check and perhaps a credit check as well.
- * For police officers, the background check is quite extensive, involving many steps, including a polygraph exam and the legal requirement to provide a certain form to agencies the person has worked for in the past. (This process is often overseen/handled by the police chief).
- * For some roles, that do not handle finances or sensitive information, or work with vulnerable populations, reference checking may be sufficient.

We don't generally support background checks on current employees (unless they work with vulnerable populations/others noted above) and there is an explanation at the time of hire that they will be expected to do that. If you have unions, the town wouldn't be able to implement a new process without bargaining first. Once bargained, you could have criteria around doing checks every X years. Bargaining conversations would also discuss the impact on current employees. My manager, Julie McKenzie, noted a preference for a policy requiring employees to notify the employer if there's a change in their criminal history within 24 hrs, for example.

With any hire, checking professional references is an important step. You may want to consider the town's stance on "second-chance" hires, and if it is important to you to have opportunities for folks who may not traditionally "pass" a background check.

Some towns have an outside firm conduct criminal background checks for them, typically for the candidate has lived in. If this is something you want to pursue further, I can share a contact we've used in the past.

I'd be happy to speak by phone as well, either before or after your Selectboard meeting, if that is helpful. Thanks for this great question, and hope the rest of your week goes well -



Christine Trombley Marsh
Senior Human Resources Consultant
Vermont League of Cities & Towns
89 Main St. Suite 4, Montpelier, VT 05602
Direct: 802-262-1923
cmarsh@vlct.org
www.vlct.org/AskHR
VLCT.ORG

- **Access Important Resources, News, and Training** – <https://www.vlct.org/ContactUpdates> – Update your contact information (especially new officials!) and gain access to the information and resources you need to succeed.
- **If You're New to Local Government** – <https://www.vlct.org/resource/vlct-member-guide> – Here's a quick overview of VLCT and how we can support you in your municipal role.
- **Highway Supervisors Training** – <https://www.vlct.org/events> – In Milton on April 29, 9 AM to Noon: get answers to thorny HR questions and learn the ins & outs of trenching safety and lockout/tagout.



TOWN OF GEORGIA
(Quote valid until 3/25/26)

Canon imageRUNNER ADVANCE DX- C4925i



(Image may not show exact accessories quoted)

IMAGERUNNER ADVANCE DX 4925i

Ships standard with 2 x 550-sheet Paper Cassettes, UFRII/PCL/PS Printing, Direct PDF/XPS Printing, Color Universal Send with PDF High Compression, Encrypted PDF, Digital Signature PDF (Device and User Signature), Trace and Smooth PDF, Searchable PDF/XPS, OOXML (Scan to PPT and Word), Universal Login Manager (Requires Download), uniFLOW Online Express, Access Management System, SSD Data Initialize, Data Encryption (FIPS-140-2), IP Sec, Encrypted Secure Print, Secure Watermark, Web Browser, Color Image Reader, Ethernet 1000Base-T/100Base-TX/10Base-T, USB 2.0/3.0 High Speed Connectivity, Remote Operator's Software Kit, Color Network ScanGear and Drum Unit.

For imageRUNNER ADVANCE DX 4935i /4925i only. Choose one out of following three options, the Single Pass DADF-C1 or the DADF-BA1 or the Platen Cover-Y3. For proximity card use, DX platform devices come standard with iC Card Reader Box. Any configuration requiring a Proximity Card Reader is an additional purchase. (ex. uniFLOW MiCard PLUS).

Hardware Accessories Included

Item Name
IMAGERUNNER ADVANCE DX 4925I
SINGLE PASS DADF-C1
CASSETTE FEEDING UNIT-AW1
INNER FINISHER-L1
SUPER G3 FAX BOARD-BH1
WIRELESS LAN BOARD-F1
LOW VOLUME CONNECTIVITY UP TO 30PPM
MEAP WEB CONNECTION KIT V5.9
IMAGERUNNER ADVANCE DX 4945I/ 4935I/ 4925I
INSTALL PAK



TOWN OF GEORGIA
(Quote valid until 3/25/26)

QTY (1) - Canon imageRUNNER ADVANCE DX – 4925i

- **63-month, FMV lease:**

IRA DX 4925i = **\$110.00** per month

Included:

All delivery, installation, connectivity assistance and training.

- **Service:** Billed Monthly (63 months)

Cost per copy: **Fixed rate** B&W @ **.006** per print

Service includes everything except paper and staples. All toner, waste toner container, time, travel, parts are included.



GEORGIA

VERMONT

March 23, 2026

RE: HUD Public Facilities Preservation Initiative Grant

The Town of Georgia Selectboard confirm our official authorization and support to apply for the Vermont Department of Libraries Public Facilities Preservation Initiative Grants for Small, Rural Public Libraries in Vermont with funding provided by the U.S. Department of Housing and Urban Development (HUD) through their FY2023 Economic Initiative Community Project Funding program.

The Board has approved the proposed project, Georgia Public Library Revitalization, which aims to improve the municipal library’s accessibility to patrons, staff and visitors and comply with Americans with Disabilities (ADA) standards. We believe this grant will assist with financing these much-needed renovations.

The Board hereby authorizes Kollene Caspers, Georgia Public Library Secretary, to act as the primary contact, submit the application, and work with a grant committee to execute all necessary documents related to this grant.

Should the Georgia Public Library receive this funding, the Selectboard agrees to accept the terms and conditions of the grant agreement and ensure the funds are used specifically for the project as outlined in the proposal.

Town of Georgia Selectboard:

_____ Kellie Bosenberg, Chair

_____ Brian Dunsmore, Vice Chair

_____ Tammy Hardy

_____ Judith Nasca

_____ Carl Rosenquist



Philo Security Systems
 100 State Park Road
 Charlotte, VT 05445
 www.vtphilosecurity.com
 Phone: 802-425-2580
 Email: info@vtphilosecurity.com

ESTIMATE #	DATE
16559	
CUSTOMER PO	Section 8. Item #D.
	04/12/2026

ESTIMATE

Customer Details
Town of Georgia 47 Town Common Road North St. Albans, VT 05478

Site Details
Town of Georgia library 1697 Ethan Allen Highway Fairfax, VT 05454

Description of Work

Add 3 additional cameras to the interior of the library

- Install (2) 4k light hunter 2.8 mm turret cameras
 - 1 at entry door
 - 1 in community room

Install (1) 4k 180 degree color hunter turret cameras
 1 in library main area

Install a 4 TB hard drive for additional storage

Sub-total	\$3,613.20
Tax	\$0.00
Total	\$3,613.20

One year warranty parts and labor for Philo Security Systems. Estimate is confirmed with signed contract and deposit.
 50% Deposit due for project confirmation. Remaining balance due at project completion.

Philo Security Systems is not responsible for drywall, paint or suspended ceiling tiles. Any existing cable system, low voltage cable system (telecom, fire, network cable or security cable) and customer furnished devices are excluded from any implied warranty. Cable pathways are assumed to be accessible and free of obstructions. Any deviations from assumed conditions including plenum requirements inaccessible pathways, conduit requirements, firestopping or core drilling will be subject to change order and additional cost.

Up to the maximum allowed will be billed on overdue accounts. If collection on overdue payment becomes necessary, all legal fees incurred will be added to the balance. Provided equipment is the sole property of Philo Security Systems until project is paid in full.

Pricing subject to change due to impacts from tariffs or other regulatory actions. Customer will be invoiced if such fees are imposed at time of shipping. Price based on work to be completed during normal business hours, M-F 8:00am - 4:00pm

All designs, plan layout, parts lists and pricing are considered legal property of Philo Security Systems and may not be re-issued, copied, distributed or used in any way without written consent from Philo Security Systems ownership. Design / proposal fee will be charged up to 25% of project cost if not observed.

Approved By: _____

Approved By Date: _____



Town of Georgia Hazard Communication Policy

Approved xxx xx, 2026

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1.0 PURPOSE

The purpose of this policy is to inform the employees and visitors of Town of Georgia municipal buildings about possible hazards connected with materials in the buildings and about proper handling of materials used in municipal operations.

2.0 SCOPE

This implementation of this policy will ensure that the employees and visitors of Town of Georgia municipal buildings are aware of any potential hazards connected with any materials to which they may be exposed in the course of their work or visit. In order to accomplish this, the Town of Georgia will ensure that:

- A. A current list of all hazardous chemicals or materials being used in the municipal buildings are maintained on premises;
- B. All containers of hazardous materials stored and used at municipal buildings are appropriately labeled;

- C. All Town employees are trained to recognize and interpret labels, warnings, and signs that are attached to containers; and
- D. All Town employees are trained to understand the content of the safety data sheets (SDS) provided for each hazardous substance and recognize possible risks to health and the potential for physical harm.

3.0 LISTING OF HAZARDOUS CHEMICALS

All Town of Georgia municipal buildings will maintain a list of all hazardous chemicals used on-site.

Each Department Head will ensure that safety data sheets are requested and obtained from the supplier of any new product ordered by the Town of Georgia. The Public Works Director will maintain a master listing of all hazardous materials and SDS for all materials.

4.0 CONTAINER LABELING

Materials received at all Town of Georgia municipal buildings must have intact, legible labels. These labels must include the following:

- A. The name of the hazardous substance(s) in the container;
- B. A hazard warning; and
- C. The name and address of the manufacturer or other party responsible.

Secondary containers, or products moved from original containers to different containers, must be labeled in the same manner as listed above.

No secondary containers may be utilized without the approval of the Public Works Director.

5.0 SAFETY DATA SHEETS (SDS)

Formerly known as Material Safety Data Sheets (MSDS), Safety Data Sheets (SDS) for each hazardous chemical are compiled and retained along with the written program. A list of all hazardous chemicals will be maintained, along with a copy of the written program and the SDS. The SDS will be organized in a logical manner to aid in finding individual SDS.

- A. The Public Works Director and the Town Administrator are responsible for establishing and monitoring the SDS program.
- B. The Public Works Director and the Town Administrator will ensure procedures are developed to obtain the necessary SDS and will review incoming SDS for new or significant health and safety information.

- C. Copies of SDS for all hazardous chemicals to which employees or visitors are exposed or are potentially exposed will be kept in binders and located at each Town of Georgia municipal building.
- D. Town employees will not bring outside chemicals into municipal buildings for office use, to include hand sanitizers or lotions, unless kept apart for personal use only and not made available to other employees or for public use.
- E. SDS will be readily available to all employees during hours the municipal buildings are open. If an SDS is not available, the Public Works Director and/or Town Administrator should be contacted to obtain the sheet or otherwise make the information.

6.0 TRAINING

The Town Administrator (or other designee appointed by the Selectboard or Town Administrator) will ensure that all employees at Town of Georgia municipal buildings where hazardous materials are kept or used receive training on the handling of hazardous materials.

The training program will include the following:

- A. The location and availability of the SDS and files.
- B. Methods and procedures that the employee may use to detect the presence or accidental release or spill of hazardous materials in the work area, including proper clean up.
- C. Precautions and measures employees can take to protect themselves from the hazardous materials and include emergency procedures.
- F. Periodically, the Town Administrator or authorized designee may provide additional refresher training to ensure that employees retain adequate knowledge regarding the hazards of chemicals in the workplace, as well as how they can protect themselves.
- G. Training must be conducted for all employees when any new chemical or hazardous material enters the work site. This training must occur before the chemical or hazardous material is used by any employee.
- H. After each training session, the trainer will certify a roster of all participants. Included with the roster will be a list of all hazardous materials included in the training.

7.0 HEALTH, SAFETY AND EMERGENCY PROCEDURES

The following information will be available in the Town Offices for local health and jurisdictional authorities, if requested or required:

- A. A list of all hazardous materials used on authority sites.
- B. The location of stored hazardous materials of 55 gallons (500 pounds) or more, and special procedures for spill control and/or clean-up for specific hazardous substances if necessary.
- C. Unusual health and environmental hazards (both air and water) that may result from the release of specific quantities of hazardous substances.

8.0 PURCHASE OF HAZARDOUS CHEMICALS

The Public Works Director oversees the ordering of all cleaning products and hazardous chemicals. Each municipal department will coordinate the ordering of cleaning products and hazardous materials with the Public Works Director directly.

9.0 POLICY REVIEW

The Town of Georgia Selectboard will review the Town of Georgia Hazard Communication Policy on an annual basis at the yearly reorganization meeting and will update it as required.

Adopted by the Selectboard on [DATE], 2026.

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