



# GEORGIA VERMONT

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## Selectboard Regular Meeting Monday, June 24, 2024 at 6:00 PM Chris Letourneau Meeting Room and via Zoom Agenda

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### 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**
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 06.10.2024
  - B. Approval of Warrant #19
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**
8. **UNFINISHED BUSINESS**
  - A. Job Descriptions.
  - B. Bovat Rd
  - C. Sherwood Forest & Nottingham Dr 3 Acre Rule
  - D. Ethics Policy
  - E. Enforcement Policy for Ordinances
  - F. Personnel Policy
9. **BOARD BUSINESS (Public comment on agenda items limited to 5 minutes)**
  - A. Fairfax Rescue - Meet the board and discuss memberships.
  - B. Purchasing Policy - Action to Approve with Corrections

- C. Grant Policy - Approval of policy
- D. Benches at the Beach
- E. Junk Ordinance procedure - Action to approve
- F. New Highway Truck attachments - Action for approval to get on the list for the plow attachments.
- G. Falls Trail Gully - Action sign the license Agreement

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

- A. Town Administrator -
  - Library Furnace update
  - 1% sales tax
  - Physical Fitness Grant
  - Hazard Mitigation Grant
  - Beach Coverage while Bob is on vacation
- B. Treasurer
- C. Buildings
- D. Budget and Finance
- E. Personnel
- F. Public Works/Grounds/Recreation
- G. Committees at the direction of the chair

**11. OTHER**

**12. PLAN NEXT MEETING AGENDA**

- A. 07.08.2024

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

- A. Police Coverage - MPD and Sheriff's Office and VSP
- B. Beach Repair Estimates
- C. Comcast Contracts
- D. American Tower - overpayment
- E. Personnel - Hwy

**14. 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](http://townofgeorgia.com)**



# GEORGIA VERMONT

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## Selectboard Regular Meeting

Monday, June 10, 2024 at 6:00 PM

### Chris Letourneau Meeting Room and via Zoom

## Minutes

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#### 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

- **Selectboard Present** - Carl Rosenquist Chair, Devon Thomas Vice-Chair, Paul Jansen, Kristina Senna
- **Selectboard Absent** - Brian Dunsmore
- **Staff Present** - Dawn Penney, Lori Hobart
- **Staff Zoom** - Cheryl Letourneau
- **Public Present** - Suzanna Brown, Marty Jansen, Heather Grimm, Fred Grimm
- **At 6:00 p.m.** - C. Rosenquist called the meeting to order.

### 2. CHAIR UPDATE

### 3. PLEDGE OF ALLEGIANCE

### 4. ADDITIONS, DELETIONS, OR CHANGES TO THE AGENDA

- P. Jansen asked the status of American Tower. He requested this to be put back on the next agenda.
- P. Jansen asked about a physical fitness grant. He had been hoping to hear more about it. C. Letourneau will investigate it and report back.

### 5. SELECTBOARD MINUTES AND WARRANTS

#### A. Approval of Selectboard Regular Meeting Minutes for 05.29.2024

- D. Thomas makes a motion to approve 05.29.2024 minutes with necessary corrections, K. Senna seconded.
- All in favor, motion carried.

#### B. Approval of Warrant #17

- 33 • K. Senna made a motion to approve Warrant #17, P. Jansen seconded.
- 34 • Discussion was had on items in the warrant.
- 35 • All in favor, motion carried.
- 36 • P. Jansen made a motion to add Warrant #18 to this agenda, K. Senna seconded. All in
- 37 favor, motion carried.
- 38 • This was added to approve payment for repairs to the GMC 2500 for the Highway
- 39 department.
- 40 • K. Senna made a motion to approve Warrant #18, P. Jansen seconded. All in favor,
- 41 motion carried.

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

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

45 **7. CORRESPONDENCE**

46 **8. UNFINISHED BUSINESS**

47 A. Bovat Rd

48 B. Sherwood Forest & Nottingham Dr for 3-acre Rule

- 49 • C. Rosenquist reported meeting with T. Cadieux, C. Letourneau, and Krebs and Lansing
- 50 at Forest Glen and Hidden Woods for a look at the 3-acre rule stormwater plan. Rob
- 51 Giroux is looking for a grant to help cover the plan. Updates will keep coming.

52 C. Job Descriptions

- 53 • D. Thomas said he will work on job descriptions more when B. Dunsmore gets back.

54 D. Personnel Policy

55 E. Ethics Policy

56 F. Enforcement Policy for Ordinances

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

58 A. Purchasing Policy Action to accept.

- 59 • K. Senna updated the Purchasing Policy.
- 60 • K. Senna spoke of additions that L. Hobart had put forward.
- 61 • K. Senna spoke of adding a statement to all our policies saying that, “we will not be in
- 62 violation of any state or federal laws”.
- 63 • K. Senna spoke of keeping grant and purchasing policies separate.
- 64 • C. Letourneau said we should also think of how we are going to move forward with
- 65 purchase orders.
- 66 • K. Senna said she will review a grant policy for the next meeting.
- 67 • P. Jansen requested bringing this back to the next meeting after the changes have been
- 68 made.

69 B. Tyler Billingsley - Bridge 10 - Action to approve and sign

- 70 • P. Jansen spoke with Tyler Billingsley and breaking the repair of the bridge into two
- 71 sections, with 2024 seeing structural repairs and resurfacing in 2025.

72 • K. Senna made a motion to have the Chair sign the town into a contract with East  
73 Engineering not to exceed \$5,000, D. Thomas seconded. All in favor, motion carried.

74 C. Paving Contract -FW Whitcom Paving will be providing paving services this year. Action to  
75 amend contract with "do not exceed" in the verbiage.

- 76 • C. Letourneau reported that T. Cadieux requested the addition of the language of "do  
77 not exceed" on the paving contract because the number came in higher than expected.
- 78 • P. Jansen made a motion to approve the F.W. Whitcom’s revised bid, K. Senna  
79 seconded. All in favor, motion carried.

80 D. Benches at the beach - discussion

- 81 • C. Letourneau reported that they cannot find an exact match for the benches that are  
82 currently at the beach.
- 83 • There was discussion on the type and style of bench the selectboard preferred. C.  
84 Letourneau will bring back quotes to the next meeting.

85 E. Beach repair time frame - discussion

- 86 • C. Letourneau said T. Cadieux has asked that we have all repairs that need to be done at  
87 the beach during the time that the pavilion will be shut down between 07.08.2024 and  
88 07.19.2024.
- 89 • P. Jansen clarified the gate will not be closed during this time.
- 90 • P. Jansen reported it is hard to find a contractor. He will continue to try and will  
91 continue to update the board.

92 F. DRB Rules of Procedure and Conflict of Interest Policy - Action to approve

- 93 • C. Letourneau was asked to bring the DRB Rules of Procedure and Conflict of Interest  
94 Policy forward to the board. She was asking if the board wanted to have a separate  
95 policy for the DRB or for them to use the same one as the town.
- 96 • S. Brown said she thinks they should use this one until the selectboard gets one in  
97 order. She reported that they are non-complaint until they sign one.
- 98 • K. Senna asked if everyone must sign it.
- 99 • S. Brown said the election of clerk does not need to be done because there is now a  
100 hired zoning clerk responsible of that.
- 101 • P. Jansen questioned "deliberative session" and how it reads. He also asked the  
102 definition of "interested person".
- 103 • K. Senna made a motion to allow the DRB to sign the DRB Rules of Procedure Policy  
104 with addition of “interested persons” definition, D. Thomas seconded. All in favor,  
105 motion carried.

106 G. Junk Ordinance Violation Warning - Approve

- 107 • P. Jansen questioned the wording of the letter and how it sounds redundant.
- 108 • S. Brown said they should take out the date, Mr. and Mrs., and Dear.
- 109 • D. Thomas asked if this needs to be updated on any time basis.
- 110 • It is decided that P. Jansen will meet with D. Bergstrom about possible changes and  
111 bring the letter back to the selectboard for review.

112 **10. TOWN ADMINISTRATOR, TREASURER AND SELECTBOARD SUB COMMITTEES'**  
113 **REPORTS**

114 A. Town Administrator

115 Library meeting with SB and Planning

- 116 • C. Letourneau reported that B. Stone has requested a meeting with Selectboard and
- 117 Planning to discuss the future of the library. P. Jansen asked if the library can bring
- 118 forward some dates. C. Letourneau reported that B. Stone would like to have everyone
- 119 together to discuss what part the library plays in the town plan.
- 120 • F. Grimm questioned why B. Stone does not go to a Planning Meeting.
- 121 • S. Brown said some of the questions that were on the town plan had to do with the
- 122 capital budget and she wants to know what that will look like.
- 123 • H. Grimm asked if that would be a board of trustees meeting with the selectboard and
- 124 not the librarian. C. Rosenquist agreed.
- 125 • K. Senna asked what questions were asked of the library. S. Brown reported, the
- 126 questions were about who uses it and their plans. C. Letourneau said B. Stone felt she
- 127 needed to be consulted when putting the town plan in place.
- 128 • P. Jansen said they will be meeting with all departments when they put the capital plan
- 129 together.
- 130 • F. Grimm said it should be the library trustees not the employee meeting.
- 131 • C. Rosenquist said they will get back to them when they come up with a plan for the
- 132 capital budget.

133 Library Furnace

- 134 • C. Letourneau said the library furnace had to be shut down. She said they are not clear
- 135 of the repairs that will be needed.

136 B. Treasurer

- 137 • L. Hobart will reach out to members of the board to start a Capital Budget Plan.

138 C. Buildings

139

140 D. Budget and Finance

141

142 E. Personnel

- 143 • D. Thomas is almost through the Personnel Policy.

144 F. Public Works/Grounds/Recreation

- 145 • C. Letourneau said she had not heard anything about tennis.

146 G. Committees at the direction of the chair

147 **11. OTHER**

148 **12. PLAN NEXT MEETING AGENDA**

149 A. 06.24.2024

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

151 **14. ADJOURN**

- 152 • C. Letourneau would like to say that Concerts on the Green will be starting again.
- 153 • C. Rosenquist GCEC meeting tomorrow night.
- 154 • At **7:25 p.m.** - K. Senna made a motion to adjourn, P. Jansen seconded. All in favor,
- 155 motion carried.

156 **TABLED ITEMS:**

157

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

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

161

**Phone: 802-524-3524 | Fax: 802-524-3543 | Website: [townofgeorgia.com](http://townofgeorgia.com)**

DRAFT

06/21/24  
09:48 am

Town of Georgia, Vermont Accounts Payable  
Invoice Edit List-Current-Last-Next FY  
Invoices Up To 06/24/24

Section 5. Item #B. 9  
Georgia Treasurer

Vendor	Invoice Number	Purchase Order	Invoice Date	Due Date	Ck Acct	Invoice Amount	Discenc. Amount	Discount Amount
ABOVE PAR ABOVE PAR CLEANING LLC	5165-1238		06/06/24	06/24/24	01 cleaning services			
	1-7-05-28-45.60	Janitorial Supply/Svs.				1,040.00	0.00	0.00
AFLAC AFLAC	051038		05/13/24	06/24/24	01			
	1-2-00-05-10.38	AFLAC Withholding				102.00	0.00	0.00
	411299		06/14/24	06/24/24	01			
	1-2-00-05-10.38	AFLAC Withholding				127.50	0.00	0.00
<b>Total For AFLAC</b>						<b>229.50</b>	<b>0.00</b>	<b>0.00</b>
AMAZON AMAZON CAPITAL SERVICES	14G3MDFW4		05/25/24	06/24/24	01 IT/Office Supplies			
	1-7-05-20-22.00	Admin Office Supplies				541.84	0.00	0.00
	1-7-05-20-22.00	Admin Office Supplies				41.59	0.00	0.00
<b>Invoice 14G3MDFW4 Total</b>						<b>583.43</b>	<b>0.00</b>	<b>0.00</b>
	16TCNVVJ969R		06/01/24	06/21/24	01 computer cords			
	1-7-05-20-44.06	Computer Hardware				23.23	0.00	0.00
	1HLNV7FN7Q6G		05/28/24	06/21/24	01 books			
	1-7-05-70-22.05	Library Adult Books				134.13	0.00	0.00
	1NT4V6NHNG1J		06/12/24	06/24/24	01 Return 1P37FQV6L9HQ			
	1-7-05-20-22.00	Admin Office Supplies				-19.99	0.00	0.00
	1P37FQV6L9HQ		05/26/24	06/24/24	01 IT cable			
	1-7-05-20-22.00	Admin Office Supplies				29.98	0.00	0.00
	1V1J4LWY7VK3		05/28/24	06/21/24	01 craft material			
	Z-7-05-70-52.24	NCSS Pre-School Grant				53.23	0.00	0.00
	1-7-05-70-22.05	Library Adult Books				10.11	0.00	0.00
<b>Invoice 1V1J4LWY7VK3 Total</b>						<b>63.34</b>	<b>0.00</b>	<b>0.00</b>
<b>Total For AMAZON CAPITAL SERVICES</b>						<b>814.12</b>	<b>0.00</b>	<b>0.00</b>
AMCARE AMCARE AMBULANCE SYSTEMS	1426		06/01/24	06/24/24	01 06/24 Emergency Svcs			
	1-7-05-30-45.00	Emergency Medical Service				5,885.23	0.00	0.00
BLUECR BLUE CROSS & BLUE SHIELD	184115194		06/03/24	06/24/24	01			
	1-7-05-10-10.18	Clerks Office Ins Bene				1,758.08	0.00	0.00
	1-7-05-05-10.23	Gen Gov Insurance Benefit				2,559.69	0.00	0.00
	1-7-05-70-14.00	Library Health Insurance				2,185.90	0.00	0.00
	1-7-10-05-10.13	Highway Ins. Benefits				6,203.37	0.00	0.00
	1-7-05-28-10.04	Public Works Insurance Be				2,559.69	0.00	0.00
	1-7-05-36-10.17	Fire & Rescue Ins. Benefi				1,821.84	0.00	0.00
<b>Invoice 184115194 Total</b>						<b>17,088.57</b>	<b>0.00</b>	<b>0.00</b>



06/21/24  
09:48 am

Town of Georgia, Vermont Accounts Payable  
Invoice Edit List-Current-Last-Next FY  
Invoices Up To 06/24/24

Section 5. Item #B. 9  
Georgia Treasurer

Vendor	Invoice Number	Purchase Order	Invoice Date	Due Date	Ck Acct	Invoice Amount	Discenc. Amount	Discount Amount
BOUCHOME BOUCHARD HOME & OFFICE SE	14425		04/29/24	05/13/24	01			
	1-7-05-20-44.11	IT Labor Services				80.00	0.00	0.00
	14458		06/07/24	06/24/24	01			
	1-7-05-20-44.05	Admin Computer Support				140.00	0.00	0.00
<b>Total For BOUCHARD HOME &amp; OFFICE SERVICES, LLC</b>						<b>220.00</b>	<b>0.00</b>	<b>0.00</b>
CANON CANON FINANCIAL SERVICES,	32843677		06/11/24	06/24/24	01			
	1-7-05-20-22.10	Admin Copier Expense				399.97	0.00	0.00
CHEVALIER CHEVALIER DRILLING CO., I	92655		06/04/24	06/24/24	01			
	1-7-05-28-45.20	Town Beach Bldg. Maint				255.00	0.00	0.00
COMCAST COMCAST	-2588 052824		05/28/24	06/24/24	01			
	1-7-05-28-30.50	Town Hall Utilities				14.95	0.00	0.00
COMCASTB COMCAST BUSINESS	-7699 060224		06/02/24	06/24/24	01			
	1-7-05-28-30.35	Old Hwy Garage Utilities				64.31	0.00	0.00
	198804858		04/01/24	06/12/24	01			
	1-7-05-28-30.50	Town Hall Utilities				367.32	0.00	0.00
	1-7-05-28-30.25	Fire & Rescue Utilities				223.83	0.00	0.00
	1-7-05-28-30.30	Library Utilities				109.34	0.00	0.00
	1-7-05-28-30.70	New Hwy Garage Utilities				89.25	0.00	0.00
<b>Invoice 198804858 Total</b>						<b>789.74</b>	<b>0.00</b>	<b>0.00</b>
	201299349		05/01/24	06/12/24	01			
	1-7-05-28-30.50	Town Hall Utilities				422.30	0.00	0.00
	1-7-05-28-30.25	Fire & Rescue Utilities				256.82	0.00	0.00
	1-7-05-28-30.30	Library Utilities				109.34	0.00	0.00
	1-7-05-28-30.70	New Hwy Garage Utilities				89.25	0.00	0.00
<b>Invoice 201299349 Total</b>						<b>877.71</b>	<b>0.00</b>	<b>0.00</b>
	203827107		06/01/24	06/24/24	01			
	1-7-05-28-30.50	Town Hall Utilities				434.73	0.00	0.00
	1-7-05-28-30.25	Fire & Rescue Utilities				256.82	0.00	0.00
	1-7-05-28-30.30	Library Utilities				109.34	0.00	0.00
	1-7-05-28-30.70	New Hwy Garage Utilities				89.25	0.00	0.00
<b>Invoice 203827107 Total</b>						<b>890.14</b>	<b>0.00</b>	<b>0.00</b>
<b>Total For COMCAST BUSINESS</b>						<b>2,621.90</b>	<b>0.00</b>	<b>0.00</b>
COSTCO COSTCO WHOLESALE	-0445 06.24		06/20/24	06/24/24	01			
	1-7-05-20-22.00	Admin Office Supplies				30.00	0.00	0.00

06/21/24  
09:48 am

Town of Georgia, Vermont Accounts Payable  
Invoice Edit List-Current-Last-Next FY  
Invoices Up To 06/24/24

Section 5. Item #B. 9

Georgia Treasurer

Vendor	Invoice Number	Purchase Order	Invoice Date	Due Date	Ck Acct	Invoice Amount	Discenc. Amount	Discount Amount
	1-7-10-30-55.10		Hwy Office Supplies			30.00	0.00	0.00
	1-7-05-70-99.00		Library Misc Expense			30.00	0.00	0.00
	1-7-05-36-99.00		GFD Miscellaneous Exp.			30.00	0.00	0.00
Invoice -0445 06.24 Total						120.00	0.00	0.00
FCT	COUNTY OF FRANKLIN, STATE	129		04/22/24	06/21/24 01	Grand List Taxes #1		
			1-7-05-60-05.00	County Tax		35,282.07	0.00	0.00
CYR	CYR LUMBER	061224		06/12/24	06/12/24 01	4 qty 2x6x10		
			1-7-05-28-45.50	Town Hall Building Maint.		40.00	0.00	0.00
EYE MED	FIDELITY SECURITY LIFE IN	166316291		06/01/24	06/21/24 01			
			1-2-00-05-10.37	Vision Withholding		30.71	0.00	0.00
FLAGS ETC	FLAGS ETCETERA	20181		06/08/24	06/24/24 01	solar flagpole light		
			1-7-05-28-45.20	Town Beach Bldg. Maint		110.00	0.00	0.00
GAP	GEORGIA AUTO PARTS	2469		04/03/24	05/03/24 01			
			1-7-10-30-62.80	2014 International Repair		92.77	0.00	0.00
			4073		05/03/24 06/03/24 01	nylon breakaway		
			1-7-10-30-62.00	Hwy Parts & Supplies		18.19	0.00	0.00
			6025		06/05/24 06/24/24 01	4x30 stake rail		
			1-7-05-28-45.20	Town Beach Bldg. Maint		72.00	0.00	0.00
Total For GEORGIA AUTO PARTS						182.96	0.00	0.00
GOT THAT	GOT THAT RENTAL & SALES,	127828		06/07/24	06/24/24 01	rain gear		
			1-7-10-40-18.00	Highway Uniforms/Boots		106.96	0.00	0.00
			127892		06/10/24 06/24/24 01	uniforms		
			1-7-10-40-18.00	Highway Uniforms/Boots		130.80	0.00	0.00
Total For GOT THAT RENTAL & SALES, INC.						237.76	0.00	0.00
GRNMTNELE	GREEN MOUNTAIN ELECTRIC S	S4777815		03/22/24	04/22/24 01	Return of Elec. Supplies		
			1-7-10-30-62.00	Hwy Parts & Supplies		-511.83	0.00	0.00
			S4836391		05/10/24 05/29/24 01			
			1-7-05-28-45.50	Town Hall Building Maint.		87.80	0.00	0.00
			S4836391.001		05/10/24 06/10/24 01	outside outlets @ office		
			1-7-05-28-45.50	Town Hall Building Maint.		87.80	0.00	0.00
			S4860885.001		05/30/24 06/24/24 01			
			1-7-05-28-45.20	Town Beach Bldg. Maint		8.55	0.00	0.00

06/21/24  
09:48 am

Town of Georgia, Vermont Accounts Payable  
Invoice Edit List-Current-Last-Next FY  
Invoices Up To 06/24/24

Section 5. Item #B. 9  
Georgia Treasurer

Vendor	Invoice Number	Purchase Order	Invoice Date	Due Date	Ck Acct	Invoice Amount	Discenc. Amount	Discount Amount
Total For GREEN MOUNTAIN ELECTRIC SUPPLY						-327.68	0.00	0.00
GMP	GREEN MOUNTAIN POWER CORP -0004	060724	06/07/24	06/24/24	01 Beach			
	1-7-05-28-30.20	Town Beach Utilities				58.80	0.00	0.00
	-1297	060724	06/07/24	06/24/24	01 beach			
	1-7-05-28-30.20	Town Beach Utilities				29.98	0.00	0.00
Total For GREEN MOUNTAIN POWER CORPORATION						88.78	0.00	0.00
HARRISON	HARRISON QUARRY LLC	8103	05/21/24	06/21/24	01			
	1-7-10-05-55.20	Processed Aggregate				674.73	0.00	0.00
	8155		05/29/24	06/24/24	01			
	1-7-10-05-55.20	Processed Aggregate				1,505.99	0.00	0.00
	8166		05/30/24	06/24/24	01			
	1-7-10-05-55.20	Processed Aggregate				313.74	0.00	0.00
Total For HARRISON QUARRY LLC						2,494.46	0.00	0.00
HAUN	HAUN WELDING SUPPLY INC	139728	06/01/24	06/21/24	01 1 yr cylinder lease			
	1-7-10-30-62.00	Hwy Parts & Supplies				276.00	0.00	0.00
HOPE	HOPE LAKE LODGE AND INDOO	06/24 RESERV	06/04/24	06/04/24	01 Res Q Jack training			
	1-7-05-36-44.10	Fire & Rescue Training				225.72	0.00	0.00
J&L	J & L HARDWARE, INC.	512642	06/04/24	06/21/24	01			
	1-7-10-30-52.20	Small Tools and Equipment				17.97	0.00	0.00
	1-7-05-28-45.20	Town Beach Bldg. Maint				41.35	0.00	0.00
Invoice 512642 Total						59.32	0.00	0.00
	512848		06/07/24	06/24/24	01			
	1-7-10-30-62.00	Hwy Parts & Supplies				75.33	0.00	0.00
	513085		06/11/24	06/24/24	01 door alarm,exit sign			
	1-7-05-28-45.30	Library Building Maint.				67.95	0.00	0.00
	513128		06/12/24	06/24/24	01			
	1-7-10-30-52.20	Small Tools and Equipment				131.96	0.00	0.00
	1-7-10-30-62.00	Hwy Parts & Supplies				42.56	0.00	0.00
Invoice 513128 Total						174.52	0.00	0.00
Total For J & L HARDWARE, INC.						377.12	0.00	0.00

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Town of Georgia, Vermont Accounts Payable  
Invoice Edit List-Current-Last-Next FY  
Invoices Up To 06/24/24

Section 5. Item #B. 9  
Georgia Treasurer

Vendor	Invoice Number	Purchase Order	Invoice Date	Due Date	Ck Acct	Invoice Amount	Discenc. Amount	Discount Amount
JIMMY P'S EXCAVATION LLC	1003		06/09/24	06/24/24	01	3,175.00	0.00	0.00
	1-7-10-15-50.00	Roadside Main. - Con Serv						
JOANN'S UNIFORMS	22133		02/07/24	06/21/24	01	181.00	0.00	0.00
	1-7-10-40-18.00	Highway Uniforms/Boots						
KONICA MINOLTA PREMIER FI	44893026		06/03/24	06/21/24	01	20.28	0.00	0.00
	1-7-05-70-22.40	Library Copier Lease						
UNION DUE LABORERS' INTERNATIONAL O	MAY 2024		05/31/24	06/24/24	01	126.00	0.00	0.00
	1-2-00-05-10.41	Union Dues						
LEVELONE GRAPHICS	000206		05/18/24	06/24/24	01	135.00	0.00	0.00
	1-7-05-36-63.00	GFD Equiq Prshe/Repair						
MCCULLOUGH CRUSHING INC	114384		05/29/24	06/21/24	01	855.00	0.00	0.00
	1-7-10-05-55.20	Processed Aggregate						
MIDWEST TAPE LLC	505561526		05/31/24	06/21/24	01	294.46	0.00	0.00
	1-7-05-70-22.35	Library Online/Electronic						
MYERS CONTAINER SERVICE C	22569 052924		05/29/24	06/21/24	01	174.76	0.00	0.00
	1-7-05-28-51.00	Municipal Trash						
	23576 052924		05/29/24	06/21/24	01	143.19	0.00	0.00
	1-7-05-28-51.00	Municipal Trash						
<b>Total For MYERS CONTAINER SERVICE CORP</b>						<b>317.95</b>	<b>0.00</b>	<b>0.00</b>
NORTHEAST DELTA DENTAL								
	JULY 2024		06/17/24	06/24/24	01	-34.09	0.00	0.00
	1-7-05-05-10.25	Gen Gov Insurance Dental						
	1-7-10-05-10.14	Highway Ins Dental				147.06	0.00	0.00
	1-7-05-28-10.06	Public Works Ins. Dental				126.76	0.00	0.00
	1-7-05-10-10.20	Clerks Office Ins. Dental				71.32	0.00	0.00
	1-7-05-36-10.19	Fire & Rescue Ins. Dental				37.87	0.00	0.00
	1-7-05-70-16.00	Library Dental Insurance				126.76	0.00	0.00
<b>Invoice JULY 2024 Total</b>						<b>475.68</b>	<b>0.00</b>	<b>0.00</b>
	MAY 2024		04/15/24	05/01/24	01	0.00	0.00	0.00
	1-7-05-28-10.06	Public Works Ins. Dental						
	1-7-05-05-10.25	Gen Gov Insurance Dental				35.98	0.00	0.00
	1-7-10-05-10.14	Highway Ins Dental				0.00	0.00	0.00
	1-7-05-10-10.20	Clerks Office Ins. Dental				0.00	0.00	0.00
	1-7-05-36-10.19	Fire & Rescue Ins. Dental				0.00	0.00	0.00
	1-7-05-70-16.00	Library Dental Insurance				0.00	0.00	0.00
	1-7-05-15-10.05	Treasurer Ins. Dental				35.98	0.00	0.00
<b>Invoice MAY 2024 Total</b>						<b>71.96</b>	<b>0.00</b>	<b>0.00</b>
<b>Total For NORTHEAST DELTA DENTAL</b>						<b>547.64</b>	<b>0.00</b>	<b>0.00</b>

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Town of Georgia, Vermont Accounts Payable  
Invoice Edit List-Current-Last-Next FY  
Invoices Up To 06/24/24

Section 5. Item #B. 9  
Georgia Treasurer

Vendor	Invoice Number	Purchase Order	Invoice Date	Due Date	Ck Acct		Invoice Amount	Discenc. Amount	Discount Amount
OREILLY	O'REILLY AUTO PARTS	5680-419011	06/14/24	06/24/24	01	bulbs/valve caps			
		1-7-05-36-63.05	GFD Truck/App Repairs				34.12	0.00	0.00
OMG	O'ROURKE MEDIA GROUP	380535	04/30/24	06/24/24	01	DRB warning. Treas job			
		1-7-05-20-25.00	Printing/Publishing				97.20	0.00	0.00
		381626	05/15/24	06/24/24	01	DRB Warning			
		1-7-05-20-25.00	Printing/Publishing				63.60	0.00	0.00
		384328	06/15/24	06/24/24	01	DRB NOTICE			
		1-7-05-20-25.00	Printing/Publishing				72.40	0.00	0.00
Total For O'ROURKE MEDIA GROUP							-----	-----	-----
							=====	=====	=====
PAYCHEX	PAYCHEX	5655029	06/05/24	06/24/24	01	time kiosk			
		1-7-05-05-45.00	Admin Contracted Services				75.00	0.00	0.00
PESTPRO	PESTPRO, INC.	178896	06/11/24	06/24/24	01				
		1-7-05-28-45.50	Town Hall Building Maint.				75.00	0.00	0.00
PRIORITY	PRIORITY EXPRESS	80592422	05/31/24	06/21/24	01				
		1-7-05-70-22.30	Library Interlibrary Loan				243.18	0.00	0.00
QUADIENT	QUADIENT FINANCE USA, INC	-2740 053124	05/31/24	06/24/24	01				
		1-7-05-20-21.00	Admin Postage				1,488.70	0.00	0.00
VALLEE2	R L VALLEE INC	8701165	05/31/24	06/21/24	01	non-ethanol			
		1-7-10-30-51.00	Fuels And Oils				8.98	0.00	0.00
		8701166	05/31/24	06/21/24	01	regular			
		1-7-10-30-51.00	Fuels And Oils				66.03	0.00	0.00
Total For R L VALLEE INC							-----	-----	-----
							=====	=====	=====
REGROWTH	REGROWTH PLANNING	23_03_9	06/06/24	06/21/24	01	town plan draft			
		1-7-05-05-60.00	Planning Commission				12,087.56	0.00	0.00
11239	ROWLEY	513391	06/04/24	06/24/24	01	#2 diesel			
		1-7-10-30-51.00	Fuels And Oils				820.69	0.00	0.00
27797	ROWLEY FUELS PROPANE, LLC	511800	05/08/24	05/29/24	01				
		1-7-05-28-30.30	Library Utilities				1,068.64	0.00	0.00
		STMT 050124	05/14/24	05/29/24	01	statement 050124 credit o			
		1-7-05-28-30.30	Library Utilities				-1,671.58	0.00	0.00
Total For ROWLEY FUELS PROPANE, LLC							-----	-----	-----
							=====	=====	=====

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Section 5. Item #B. 9  
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Vendor	Invoice Number	Purchase Order	Invoice Date	Due Date	Ck Acct	Invoice Amount	Discenc. Amount	Discount Amount					
STICKS	STICKS & STUFF	265498	06/06/24	06/24/24	01								
		1-7-10-30-62.65	2018 Loader Repairs			15.99	0.00	0.00					
STITZEL	STITZEL PAGE & FLETCHER P	83070	06/03/24	06/21/24	01								
		1-7-05-05-43.00	Legal Expenses			1,180.00	0.00	0.00					
TRACTOR	TRACTOR SUPPLY CREDIT PLA	200079463	05/02/24	06/24/24	01	paint spray bottles							
		1-7-10-30-62.80	2014 International Repair			67.97	0.00	0.00					
UNIFIR	UNIFIRST CORPORATION	1080214090	05/22/24	06/21/24	01								
		1-7-10-40-18.00	Highway Uniforms/Boots			92.38	0.00	0.00					
		1080215234	05/29/24	06/21/24	01	uniforms							
		1-7-10-40-18.00	Highway Uniforms/Boots			91.60	0.00	0.00					
		1080216432	06/05/24	06/24/24	01								
		1-7-10-40-18.00	Highway Uniforms/Boots			93.85	0.00	0.00					
		188.75	05/01/24	06/21/24	01								
		1-7-10-40-18.00	Highway Uniforms/Boots			188.75	0.00	0.00					
		9991565156	05/31/24	06/21/24	01								
		1-7-10-40-18.00	Highway Uniforms/Boots			-35.11	0.00	0.00					
Total For UNIFIRST CORPORATION						431.47	0.00	0.00					
VERIZON W VERIZON						9965611698	06/01/24	06/24/24	01	cell phones			
		1-7-05-28-30.25	Fire & Rescue Utilities			40.38	0.00	0.00					
		1-7-05-28-30.70	New Hwy Garage Utilities			40.38	0.00	0.00					
Invoice 9965611698 Total						80.76	0.00	0.00					
VLCT	VERMONT LEAGUE OF CITIES	3684	10/24/23	06/24/24	01	C Letourneau muni budget							
		1-7-05-20-44.00	Admin Training			10.00	0.00	0.00					
		6327	03/28/24	06/24/24	01	C Letourneau Open Mtg Law							
		1-7-05-20-44.00	Admin Training			10.00	0.00	0.00					
		6328	03/28/24	06/24/24	01	C Rosenquist Open Mtg Law							
		1-7-05-05-27.00	Selectboard Expenses			10.00	0.00	0.00					
Total For VERMONT LEAGUE OF CITIES & TOWNS						30.00	0.00	0.00					
VST	VERMONT STATE TREASURER'S	DOG 2024.1	05/15/24	05/15/24	01	dog license jan thru apr							
		1-2-40-20-10.05	State Of VT Dog Licenses			1,680.00	0.00	0.00					
VLCTUNEMP	VLCT EMPLOYMENT RESOURCE	REN037527-Q3	05/27/24	06/21/24	01	Qtly contriibution							
		1-7-05-75-13.00	Unemployment			247.00	0.00	0.00					

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Invoice Edit List-Current-Last-Next FY  
Invoices Up To 06/24/24

Section 5. Item #B. 9  
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Vendor	Invoice Number	Purchase Order	Invoice Date	Due Date	Ck Acct	Invoice Description	Invoice Amount	Discenc. Amount	Discount Amount
VLCTPA	VLCT PACIF	REN240215-Q3	05/20/24	06/21/24	01	2024 Contributions			
		1-7-05-75-20.00	Worker Comp. Insurance				6,661.00	0.00	0.00
		1-7-05-05-48.00	Property & Casualty Ins				17,152.75	0.00	0.00
Invoice REN240215-Q3 Total							23,813.75	0.00	0.00
VMERSDB	VMERS	APRIL 2024	04/30/24	06/24/24	01				
		1-2-00-05-10.25	Retirement Withholding				12,180.09	0.00	0.00
		MAY 2024	05/31/24	06/24/24	01				
		1-2-00-05-10.25	Retirement Withholding				11,552.60	0.00	0.00
Total For VMERS							23,732.69	0.00	0.00
VTSAFETY	VT DEPT OF PUBLIC SAFETY	89950	05/31/24	06/24/24	01	Law enforcement			
		1-7-05-30-45.05	Law Enforcement				905.81	0.00	0.00
WBMASON	W.B. MASON CO., INC.	246341008	05/03/24	05/29/24	01				
		1-7-05-28-45.70	New Hwy Bldg. Maint.				3.00	0.00	0.00
		246450361	05/09/24	06/24/24	01				
		1-7-05-70-22.00	Library Supplies				21.34	0.00	0.00
		246813927	05/28/24	06/21/24	01	bottled water			
		1-7-10-30-55.10	Hwy Office Supplies				94.95	0.00	0.00
		1-7-05-20-22.00	Admin Office Supplies				94.95	0.00	0.00
Invoice 246813927 Total							189.90	0.00	0.00
		246953207	06/03/24	06/24/24	01	rental fee			
		1-7-10-30-55.10	Hwy Office Supplies				3.00	0.00	0.00
		C3141346	04/03/24	05/13/24	01				
		1-7-05-70-22.00	Library Supplies				-14.93	0.00	0.00
		CM2792401	05/28/24	06/21/24	01				
		1-7-10-30-55.10	Hwy Office Supplies				-6.00	0.00	0.00
		1-7-05-20-22.00	Admin Office Supplies				-6.00	0.00	0.00
Invoice CM2792401 Total							-12.00	0.00	0.00
		CM2792402	05/28/24	06/21/24	01				
		1-7-10-30-55.10	Hwy Office Supplies				-3.00	0.00	0.00
		1-7-05-20-22.00	Admin Office Supplies				-3.00	0.00	0.00
Invoice CM2792402 Total							-6.00	0.00	0.00
		CM2792406	05/28/24	06/21/24	01				
		1-7-10-30-55.10	Hwy Office Supplies				-3.00	0.00	0.00

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Town of Georgia, Vermont Accounts Payable  
Invoice Edit List-Current-Last-Next FY  
Invoices Up To 06/24/24

Section 5. Item #B. 9  
Georgia Treasurer

Vendor	Invoice Number	Purchase Order	Invoice Date	Due Date	Ck Acct	Invoice Amount	Discenc. Amount	Discount Amount
	1-7-05-20-22.00	Admin Office Supplies				-3.00	0.00	0.00
Invoice CM2792406 Total						-6.00	0.00	0.00
	CM2792407		05/28/24	06/21/24	01			
	1-7-10-30-55.10	Hwy Office Supplies				-3.00	0.00	0.00
	1-7-05-20-22.00	Admin Office Supplies				-3.00	0.00	0.00
Invoice CM2792407 Total						-6.00	0.00	0.00
	CM2792413		05/28/24	06/21/24	01			
	1-7-10-30-55.10	Hwy Office Supplies				-30.00	0.00	0.00
	1-7-05-20-22.00	Admin Office Supplies				-30.00	0.00	0.00
Invoice CM2792413 Total						-60.00	0.00	0.00
Total For W.B. MASON CO., INC.						112.31	0.00	0.00
WORKING	WORKING DOG SEPTIC SERVIC	30946		05/21/24	06/24/24 01			
		1-7-05-65-64.00	Parks/Rec Community Event			150.00	0.00	0.00
WORKSAFE	WORKSAFE	34196		05/31/24	06/21/24 01			
		1-7-10-15-55.00	Roadsigns			510.37	0.00	0.00
Report Grand Total						140,847.11	0.00	0.00

Fund Totals	Expenditures	Dis-Encumbrance
1	140,793.88	0.00
Z	53.23	0.00
	140,847.11	0.00



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Town of Georgia, Vermont Accounts Payable

Check Warrant Report # 18 Current FY Invoices

Section 5. Item #B. 5  
Georgia Treasurer

For checks For Check Acct 01 (General Fund) 06/24/2024 To 06/24/2024

Vendor	Invoice	Invoice Description	Purchase Amount	Discount Amount	Amount Paid	Check Number	Check Date
ABOVE PAR ABOVE PAR CLEANING LLC	5165-1238	cleaning services	1040.00	0.00	1040.00	3403	06/24/24
AFLAC	AFLAC	051038	102.00	0.00	102.00	3404	06/24/24
AFLAC	AFLAC	411299	127.50	0.00	127.50	3404	06/24/24
					-----		
					Check Total		229.50
AMAZON	AMAZON CAPITAL SERVICES	14G3MDMMFDW4 IT/Office Supplies	583.43	0.00	583.43	3405	06/24/24
AMAZON	AMAZON CAPITAL SERVICES	16TCNVVJ969R computer cords	23.23	0.00	23.23	3405	06/24/24
AMAZON	AMAZON CAPITAL SERVICES	1HLNV7FN7Q6G books	134.13	0.00	134.13	3405	06/24/24
AMAZON	AMAZON CAPITAL SERVICES	1NT4V6NHNG1J Return 1P37FQV6L9HQ	-19.99	0.00	-19.99	3405	06/24/24
AMAZON	AMAZON CAPITAL SERVICES	1P37FQV6L9HQ IT cable	29.98	0.00	29.98	3405	06/24/24
AMAZON	AMAZON CAPITAL SERVICES	1V1J4LWY7VK3 craft material	63.34	0.00	63.34	3405	06/24/24
					-----		
					Check Total		814.12
AMCARE	AMCARE AMBULANCE SYSTEMS INC	1426 06/24 Emergency Svcs	5885.23	0.00	5885.23	3406	06/24/24
BLUECR	BLUE CROSS & BLUE SHIELD OF VT	184115194	17088.57	0.00	17088.57	3407	06/24/24
BOUCHOME	BOUCHARD HOME & OFFICE SERVICE	14425	80.00	0.00	80.00	3408	06/24/24
BOUCHOME	BOUCHARD HOME & OFFICE SERVICE	14458 Bookkeeper PC/conf room	140.00	0.00	140.00	3408	06/24/24
					-----		
					Check Total		220.00
CANON	CANON FINANCIAL SERVICES, INC	32843677 color copier	399.97	0.00	399.97	3409	06/24/24
CHEVALIER	CHEVALIER DRILLING CO., INC	92655 water testing	255.00	0.00	255.00	3410	06/24/24
COMCASTB	COMCAST BUSINESS	203827107	890.14	0.00	890.14	3411	06/24/24
COSTCO	COSTCO WHOLESALE	-0445 06.24	120.00	0.00	120.00	3412	06/24/24
FCT	COUNTY OF FRANKLIN, STATE OF V	129 Grand List Taxes #1	35282.07	0.00	35282.07	3413	06/24/24
EYE MED	FIDELITY SECURITY LIFE INSURAN	166316291	30.71	0.00	30.71	3414	06/24/24
FLAGS ETC	FLAGS ETCETERA	20181 solar flagpole light	110.00	0.00	110.00	3415	06/24/24
GAP	GEORGIA AUTO PARTS	2469	92.77	0.00	92.77	3416	06/24/24
GAP	GEORGIA AUTO PARTS	4073 nylon breakaway	18.19	0.00	18.19	3416	06/24/24
GAP	GEORGIA AUTO PARTS	6025 4x30 stake rail	72.00	0.00	72.00	3416	06/24/24
					-----		
					Check Total		182.96
GOT THAT	GOT THAT RENTAL & SALES, INC.	127828 rain gear	106.96	0.00	106.96	3417	06/24/24
GOT THAT	GOT THAT RENTAL & SALES, INC.	127892 uniforms	130.80	0.00	130.80	3417	06/24/24
					-----		
					Check Total		237.76

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Town of Georgia, Vermont Accounts Payable  
Check Warrant Report # 18 Current FY Invoices  
For checks For Check Acct 01 (General Fund) 06/24/2024 To 06/24/2024

Section 5. Item #B. 2 Georgia Treasurer
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Vendor	Invoice	Invoice Description	Purchase Amount	Discount Amount	Amount Paid	Check Number	Check Date
GMP	GREEN MOUNTAIN POWER CORPORATI	-0004 060724 Beach	58.80	0.00	58.80	3418	06/24/24
GMP	GREEN MOUNTAIN POWER CORPORATI	-1297 060724 beach	29.98	0.00	29.98	3418	06/24/24
					-----		
					Check Total	88.78	
HARRISON	HARRISON QUARRY LLC	8103	674.73	0.00	674.73	3419	06/24/24
HARRISON	HARRISON QUARRY LLC	8155	1505.99	0.00	1505.99	3419	06/24/24
HARRISON	HARRISON QUARRY LLC	8166	313.74	0.00	313.74	3419	06/24/24
					-----		
					Check Total	2494.46	
HAUN	HAUN WELDING SUPPLY INC	139728 1 yr cylinder lease	276.00	0.00	276.00	3420	06/24/24
J&L	J & L HARDWARE, INC.	512642	59.32	0.00	59.32	3421	06/24/24
J&L	J & L HARDWARE, INC.	512848	75.33	0.00	75.33	3421	06/24/24
J&L	J & L HARDWARE, INC.	513085 door alarm,exit sign	67.95	0.00	67.95	3421	06/24/24
J&L	J & L HARDWARE, INC.	513128	174.52	0.00	174.52	3421	06/24/24
					-----		
					Check Total	377.12	
JIMMY P'S	JIMMY P'S EXCAVATION LLC	1003 Bradley Hill Road	3175.00	0.00	3175.00	3422	06/24/24
JOANNS	JOANN'S UNIFORMS	22133 uniform - new employee	181.00	0.00	181.00	3423	06/24/24
KONICA	KONICA MINOLTA PREMIER FINANCE	44893026	20.28	0.00	20.28	3424	06/24/24
UNION DUE	LABORERS' INTERNATIONAL OF NO.	MAY 2024	126.00	0.00	126.00	3425	06/24/24
LEVELONE	LEVEL ONE GRAPHICS	000206 stickers/labels	135.00	0.00	135.00	3426	06/24/24
MCCULLOUG	MCCULLOUGH CRUSHING INC	114384 7" erosion stone	855.00	0.00	855.00	3427	06/24/24
HOOPLA	MIDWEST TAPE LLC	505561526	294.46	0.00	294.46	3428	06/24/24
MYERS	MYERS CONTAINER SERVICE CORP	22569 052924	174.76	0.00	174.76	3429	06/24/24
MYERS	MYERS CONTAINER SERVICE CORP	23576 052924 Beach trash	143.19	0.00	143.19	3429	06/24/24
					-----		
					Check Total	317.95	
NEDENT	NORTHEAST DELTA DENTAL	JULY 2024	475.68	0.00	475.68	3430	06/24/24
NEDENT	NORTHEAST DELTA DENTAL	MAY 2024 fix short pay	71.96	0.00	71.96	3430	06/24/24
					-----		
					Check Total	547.64	
OREILLY	O'REILLY AUTO PARTS	5680-419011 bulbs/valve caps	34.12	0.00	34.12	3431	06/24/24
OMG	O'ROURKE MEDIA GROUP	380535 DRB warning. Treas job	97.20	0.00	97.20	3432	06/24/24
OMG	O'ROURKE MEDIA GROUP	381626 DRB Warning	63.60	0.00	63.60	3432	06/24/24
OMG	O'ROURKE MEDIA GROUP	384328 DRB NOTICE	72.40	0.00	72.40	3432	06/24/24
					-----		
					Check Total	233.20	

06/21/24  
10:54 am

Town of Georgia, Vermont Accounts Payable  
Check Warrant Report # 18 Current FY Invoices  
For checks For Check Acct 01 (General Fund) 06/24/2024 To 06/24/2024

Section 5. Item #B. 3 Georgia Treasurer
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Vendor	Invoice	Invoice Description	Purchase Amount	Discount Amount	Amount Paid	Check Number	Check Date
PESTPRO	PESTPRO, INC.	178896	75.00	0.00	75.00	3433	06/24/24
PRIORITY	PRIORITY EXPRESS	80592422	243.18	0.00	243.18	3434	06/24/24
VALLEE2	R L VALLEE INC	8701165 non-ethanol	8.98	0.00	8.98	3435	06/24/24
VALLEE2	R L VALLEE INC	8701166 regular	66.03	0.00	66.03	3435	06/24/24
					-----		
					Check Total	75.01	
REGROWTH	REGROWTH PLANNING	23_03_9 town plan draft	12087.56	0.00	12087.56	3436	06/24/24
11239	ROWLEY	513391 #2 diesel	820.69	0.00	820.69	3437	06/24/24
STICKS	STICKS & STUFF	265498	15.99	0.00	15.99	3438	06/24/24
STITZEL	STITZEL PAGE & FLETCHER P.C.	83070	1180.00	0.00	1180.00	3439	06/24/24
TRACTOR	TRACTOR SUPPLY CREDIT PLAN	200079463 paint spray bottles	67.97	0.00	67.97	3440	06/24/24
UNIFIR	UNIFIRST CORPORATION	1080214090	92.38	0.00	92.38	3441	06/24/24
UNIFIR	UNIFIRST CORPORATION	1080215234 uniforms	91.60	0.00	91.60	3441	06/24/24
UNIFIR	UNIFIRST CORPORATION	1080216432	93.85	0.00	93.85	3441	06/24/24
UNIFIR	UNIFIRST CORPORATION	188.75	188.75	0.00	188.75	3441	06/24/24
UNIFIR	UNIFIRST CORPORATION	9991565156	-35.11	0.00	-35.11	3441	06/24/24
					-----		
					Check Total	431.47	
VERIZON W	VERIZON	9965611698 cell phones	80.76	0.00	80.76	3442	06/24/24
VLCT	VERMONT LEAGUE OF CITIES & TOW	3684 C Letourneau muni budget	10.00	0.00	10.00	3443	06/24/24
VLCT	VERMONT LEAGUE OF CITIES & TOW	6327 C Letourneau Open Mtg La	10.00	0.00	10.00	3443	06/24/24
VLCT	VERMONT LEAGUE OF CITIES & TOW	6328 C Rosenquist Open Mtg La	10.00	0.00	10.00	3443	06/24/24
					-----		
					Check Total	30.00	
VST	VERMONT STATE TREASURER'S OFFI	DOG 2024.1 dog license jan thru apr	1680.00	0.00	1680.00	3444	06/24/24
VLCTUNEMP	VLCT EMPLOYMENT RESOURCE AND B	REN037527-Q3 Qtly contriibution	247.00	0.00	247.00	3445	06/24/24
VLCTPA	VLCT PACIF	REN240215-Q3 2024 Contributions	23813.75	0.00	23813.75	3446	06/24/24
VMERSDB	VMERS	APRIL 2024	12180.09	0.00	12180.09	3447	06/24/24
VMERSDB	VMERS	MAY 2024	11552.60	0.00	11552.60	3447	06/24/24
					-----		
					Check Total	23732.69	
VTSAFETY	VT DEPT OF PUBLIC SAFETY #7381	89950 Law enforcement	905.81	0.00	905.81	3448	06/24/24
WBMASON	W.B. MASON CO., INC.	246341008	3.00	0.00	3.00	3449	06/24/24
WBMASON	W.B. MASON CO., INC.	246450361	21.34	0.00	21.34	3449	06/24/24

06/21/24  
10:54 am

Town of Georgia, Vermont Accounts Payable  
Check Warrant Report # 18 Current FY Invoices  
For checks For Check Acct 01 (General Fund) 06/24/2024 To 06/24/2024

Section 5. Item #B. 4
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Georgia Treasurer

Vendor	Invoice	Invoice Description	Purchase Amount	Discount Amount	Amount Paid	Check Number	Check Date
WBMASON	W.B. MASON CO., INC.	246813927 bottled water	189.90	0.00	189.90	3449	06/24/24
WBMASON	W.B. MASON CO., INC.	246953207 rental fee	3.00	0.00	3.00	3449	06/24/24
WBMASON	W.B. MASON CO., INC.	C3141346	-14.93	0.00	-14.93	3449	06/24/24
WBMASON	W.B. MASON CO., INC.	CM2792401	-12.00	0.00	-12.00	3449	06/24/24
WBMASON	W.B. MASON CO., INC.	CM2792402	-6.00	0.00	-6.00	3449	06/24/24
WBMASON	W.B. MASON CO., INC.	CM2792406	-6.00	0.00	-6.00	3449	06/24/24
WBMASON	W.B. MASON CO., INC.	CM2792407	-6.00	0.00	-6.00	3449	06/24/24
WBMASON	W.B. MASON CO., INC.	CM2792413	-60.00	0.00	-60.00	3449	06/24/24
					-----		
					Check Total	112.31	
WORKING	WORKING DOG SEPTIC SERVICE, IN	30946 portolet - parade	150.00	0.00	150.00	3450	06/24/24
WORKSAFE	WORKSAFE	34196 street signs	510.37	0.00	510.37	3451	06/24/24
COMCAST	COMCAST	-2588 052824 static IP	14.95	0.00	14.95	E 62401	06/24/24
COMCASTB	COMCAST BUSINESS	-7699 060224 old garage	64.31	0.00	64.31	E 62402	06/24/24
COMCASTB	COMCAST BUSINESS	198804858	789.74	0.00	789.74	E 62403	06/24/24
COMCASTB	COMCAST BUSINESS	201299349	877.71	0.00	877.71	E 62404	06/24/24
CYR	CYR LUMBER	061224 4 qty 2x6x10	40.00	0.00	40.00	E 62405	06/24/24
HOPE	HOPE LAKE LODGE AND INDOOR WAT	06/24 RESERV Res Q Jack training	225.72	0.00	225.72	E 62406	06/24/24
PAYCHEX	PAYCHEX	5655029 time kiosk	75.00	0.00	75.00	E 62407	06/24/24
QUADIENT	QUADIENT FINANCE USA, INC	-2740 053124	1488.70	0.00	1488.70	E 62408	06/24/24

06/21/2024

10:54 am

Town of Georgia, Vermont Accounts Payable

Check Warrant Report # 18 Current FY Invoices

For checks For Check Acct 01 (General Fund) 06/24/2024 To 06/24/2024

Section 5. Item #B. 5  
GeorgiaTreasurer

Vendor	Invoice	Invoice Description	Purchase Amount	Discount Amount	Amount Paid	Check Number	Check Date
Report Total			141,777.73	0.00	141,777.73		

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 \$ \*\*\*141,777.73 Let this be your order for the payments of these amounts.

\_\_\_\_\_  
Carl Rosenquist (Chair)

\_\_\_\_\_  
Devon Thomas (Vice Chair)

\_\_\_\_\_  
Brian Dunsmore

\_\_\_\_\_  
Paul Jansen

\_\_\_\_\_  
Kristina Senna

# PURCHASING POLICY

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## Town of Georgia

**Adopted [Date]**

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.

**PURPOSE.** The purpose of this Purchasing Policy is to obtain the highest quality goods and services for the *Town of Georgia* at the lowest possible price, to exercise financial control over the purchasing process, to clearly define authority for the purchasing function, to allow fair and equal opportunity among qualified suppliers, and to provide for increased public confidence in the procedures followed in public purchasing.

**AFFIRMATIVE ACTION AND LOCAL PREFERENCE.** Whenever possible, qualified small, minority and women-owned businesses shall be included in the solicitation lists for bids or non-bid purchases. If the purchase is federally funded in whole or in part, minority and women owned businesses must be included in the solicitation lists and all other affirmative action requirements outlined in the grant provisions must be followed. The municipality may exercise a preference for local businesses for purchases funded exclusively by the municipality but only if such a preference does not result in unreasonable prices or rates due to a lack of competition. For purchases funded in whole or in part with federal funding the municipality may not exercise a preference for local businesses.

**CODE OF CONDUCT.** Employees, officers, and agents of the municipality involved in the procurement and selection of bids and purchases shall make reasonable efforts to avoid real, apparent, or potential conflicts of interest. No employee, officer or agent of the municipality shall participate in selection, award, or administration of a contract if a conflict of interest, real or apparent, would be involved. Such a conflict would arise when:

- the employee, officer, or agent,
- any member of their immediate family,
- their partner, or
- an organization which employs, or is about to employ, any of the above, has a financial or personal interest in the firm/vendor selected for award.

An employee, officer or agent of the municipality who is involved in the procurement and selection of a bid or purchase and who has a real or apparent conflict of interest must disclose that conflict of interest within the context of a duly warned **Selectboard** meeting that occurs before the bid selection or purchase takes place. Such disclosure must be documented in the minutes for that meeting which shall be retained as part of the official record surrounding the bid or purchase.

Officers, employees and agents of the municipality will not solicit nor accept gratuities, favors or anything of monetary value from contractors, potential contractors, or parties to sub - agreements.

Officers, employees and agents who fail to follow the above Code of Conduct shall be sanctioned or disciplined, to the extent permitted by law, for violations of the above standards.

**DOCUMENTATION.** Records documenting the procurement process for any Minor or Major purchases, as those terms are defined below, including the reason for the specific procurement method chosen, the basis for the award and contract pricing (showing evidence that the process was fair and equitable), as well as any other significant decisions that were part of the procurement process shall be maintained for a period of at least three years from the date of the submission to the Federal government of the final expenditure report if the purchase or project was funded with federal grants, or until the completion of any litigation, claim, negotiation, audit, or other action involving the records, whichever is longer. Otherwise, records shall be maintained by the municipality in accordance with the retention and disposition schedules as set by the Vermont State Archivist.

**PURCHASING AUTHORITY**

**Purchasing Agents.** The following employees are designated to act as Purchasing Agents for the municipality:

**Selectboard, Town Administrator and Department Heads**

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

**Incidental Purchases.** Employees who have been designated to act as Purchasing Agents may make purchases of up to **\$5,000** without prior approval, provided those purchases are limited to the amount of the budget authorized by the municipality.

**Minor Purchases.** Employees who have been designated to act as Purchasing Agents may make purchases with a value between **\$5,001** and **\$50,000** only with prior approval of the **Selectboard or Town Administrator** and are limited to the amount of the budget

authorized by the municipality. Although not required, competitive quotes from at least two vendors should be obtained whenever possible.

**Major Purchases.** All purchases over **\$50,000** require prior approval of the **Selectboard**. The **Selectboard** shall review all proposed procurements to avoid unnecessary or duplicative purchases of equipment, supplies and services. The **Selectboard** shall also ensure that competition is not restricted with limits on the geographic location of vendors, with unreasonable requirements or qualifications placed on vendors or bidders, or by allowing vendors to be selected who have engaged in noncompetitive pricing practices.

If federal funding is used for purchases between \$10,000 (\$2,000 in the case of construction projects subject to Davis Bacon requirements) and \$250,000, price or rate quotes must be obtained from two or more qualified sources following the affirmative action provision of this policy and all provisions regarding fair and unrestricted competition.

For all major purchases with a value between **\$50,000** and **\$249,999**, price and rate quotations shall be obtained from at least two qualified vendors to ensure that the municipality has received a fair and reasonable price. Vendors will be selected based on cost, the quality of the goods and services offered, and the ability, capacity, and skill of the vendor demonstrated under prior contracts with the municipality.

Large purchases with a value of **\$250,000** or more must follow a sealed bid process as outlined below.

Purchases at or exceeding \$250,000 or construction projects of any value that are funded with federal dollars must follow a sealed bid process as outlined below and follow any procurement guidance as outlined in the grant agreement. In addition, a pricing analysis must be completed by the purchasing agent or a qualified consultant prior to issuing the request for proposal to ensure that there is a reasonable estimate against which to compare bid proposal pricing.

**SEALED BID PROCESS.** The sealed bid process shall be initiated by the issuance of a Request for Bids prepared by the **Selectboard** or its designee. Notice of the Request for Bids shall be made by letters to known providers soliciting bid responses, advertisements posted in three public locations within the municipality, and advertisements placed in a newspaper of general circulation in the region.

**BID SPECIFICATIONS.** A list of bid specifications shall be prepared for each purchase over **\$250,000** and shall be available for inspection at the municipality office. Bid specifications shall include:

- Bid name.
- Bid submission deadline.
- Date, location, and time of bid opening.
- Specifications for the project or services including quantity, design, and performance features.
- Bond and/or insurance requirements.
- A copy of the proposed contract.



- Any special requirements unique to the project or purchase.
- Delivery or completion date.
- For construction projects, language that sets a requirement for a bid guarantee in the amount of 5% of the bid price from all bidders, as well as performance and payment bonds in the amount of 100% of the contract price from the contractor awarded the bid. If federally grant funded, the bidders must also include costs for Davis Bacon compliance if that is a requirement of the federal agency providing the funding.
- For construction projects over \$2,000, a statement that contractors will be provided with a copy of the most current wage determination (from the DOL website at <http://www.wdol.gov/dba.aspx>) and must comply with the Davis Bacon Act.
- Language that reserves for the Selectboard the right at its sole discretion to reject any and all bids, wholly or in part, to waive any informalities or any irregularities therein, to accept any bid even though it may not be the lowest bid, to call for rebids, to negotiate with any bidder, and to make an award which in its sole and absolute judgment will best serve the municipality's interest. The **Selectboard** reserves the right to investigate the financial condition of any bidder to determine his or her ability to assure service throughout the term of the contract.

Once a Request for Bids has been issued, the bid specifications will be available for inspection at the municipality office.

**BID SUBMISSION.** All bids must be submitted in sealed envelopes, addressed to the municipality in care of the **Selectboard**, and plainly marked with the name of the bid and the time of the bid opening. Bid proposals will be date-stamped on the outside of the envelope immediately upon receipt. Any bid may be withdrawn in writing prior to the scheduled time for the opening of bids. Any bids received after the time and date specified shall not be considered and shall be returned to the bidder unopened.

Bidders shall bid to specifications and any exceptions must be noted by the bidder. A bidder submitting a bid thereby certifies that the bid is made in good faith without fraud, collusion, or connection of any kind with any other bidder for the same work, and that the bidder is competing solely on their behalf without connection with or obligation to any undisclosed person or firm.

**BID OPENING.** Every bid received prior to the bid submission deadline will be publicly opened and read aloud by the **Selectboard**. The bid opening will include the name and address of bidder; for lump sum contracts, the lump sum base bid and the bid for each alternate; for unit price contracts, the unit price for each item and the total, if stated; and the nature and the amount of security furnished with the bid if required.

**CRITERIA FOR BID SELECTION.** In evaluating bids, the **Selectboard** will consider the following criteria:

- Price.
- Bidder's ability to perform within the specified time limits.
- Bidder's experience and reputation, including past performance for the municipality.
- Quality of the materials and services specified in the bid.

- Bidder’s ability to meet other terms and conditions, including insurance and bond requirements.
- Bidder’s financial responsibility.
- Bidder’s availability to provide future service, maintenance, and support.
- Nature and size of bidder.
- Contract provisions that are acceptable to the municipality.
- For construction projects over \$2,000, contractor's indication of acceptance of wages in the current wage determination provided as part of the Request for Bids.
- Any other factors that the **Selectboard** determines are relevant and appropriate in connection with a given project or service.

*In addition to the above, in the case of a contract supported by federal funds, the additional criteria shall apply:*

- There shall be no preference exercised for local contractors or suppliers.
- Minority and women-owned businesses must be included in the solicitation list for the request for proposal.

The **Selectboard** will not select a bidder who is listed on the Excluded Parties List System website (<https://www.sam.gov>).

**CHANGE ORDERS.** If specification changes are made prior to the close of the bid process, the Request for Bids will be amended, and notice shall be sent to any bidder who already submitted a bid, and a new bid process will be initiated. Once a bid has been accepted, if changes to the specifications become necessary, the **Selectboard** will prepare a change order specifying the scope of the change. Once approved, the contractor and an authorized agent of the municipality must sign the change order.

**EXCEPTIONS.** The following exceptions may apply, however there must be written documentation created and maintained that outlines the process and rationale for such exceptions:

**Competitive Proposals.** If time does not permit the use of sealed bids, or the award will be made on the basis of non-price related factors, a competitive proposal process shall be initiated by the issuance of a Request for Bids (RFB) or Request for Qualifications (RFQ) prepared by the **Selectboard** or its designee that includes the factors that will be used to evaluate and compare the proposals. Bids or qualifications shall be obtained from an adequate number of qualified sources (at least two vendors) to ensure that the municipality has received a fair and reasonable price and all notification and record keeping requirements of the sealed bid process shall be followed. If architectural or engineering services are being solicited, this process should be used with the most qualified firm or individual awarded the bid and price or fees negotiated after the award. If competitive proposals are used, all of the above steps in the sealed bid process should be followed except that: 1) the bid submission need not be sealed; and 2) price will not be the primary factor in the proposal selection.

**Sole Source Purchases.** If the **Selectboard** determines that there is only one source for a

proposed purchase, it may waive the bid process and authorize the purchase from the sole source.

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

**Emergency Purchases.** The **Selectboard** may award contracts and make purchases for the purpose of meeting the public emergency without complying with the bid process. Emergency expenditures may include immediate repair or maintenance of municipality property, vehicles, or equipment if the delay in such repair or maintenance would endanger persons or property or result in substantial impairment of the delivery of important municipality services.

**Professional Services.** The bid process shall not apply to the selection of providers for services that are characterized by a high degree of professional judgment and discretion including legal, financial, auditing, risk management, **engineer services** and insurance services with a value of up to **\$250,000**.

Federally funded non-competitive purchases for \$250,000 or more require a cost analysis to determine the reasonableness of the proposed pricing and should be completed in accordance with the requirements of the federal or state agency issuing the grant funding.

The Department Head shall be responsible for obtaining a duly executed W9 upon procurement of services with a value of six hundred dollars (\$600.00) or more per calendar year.

Prior to the start of any labor services with a calendar year value of five hundred dollars (\$500.00) or more, the Town must be furnished a Certificate of Insurance. Such Certificate shall be filed with the Treasurer.

- (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)

The foregoing Policy is hereby adopted by the Selectboard of the Town of Georgia, Vermont, this [\_\_\_\_] day of [\_\_\_\_\_] and is effective as of this date until amended or

repealed.

**SIGNATURES.**

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Chair:

Selectboard Members:

X \_\_\_\_\_ X \_\_\_\_\_

X \_\_\_\_\_ X \_\_\_\_\_

# GRANT MANAGEMENT POLICY

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## Town of Georgia

**Adopted [Date]**

This policy shall supersede and replace all previously adopted policies pertaining to municipal grant management which may have been in effect prior to the effective date of this policy as noted below.

If 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.

**PURPOSE:** The purpose of this Grant Management Policy is to provide guidance and establish procedures for managing grants effectively. Any grants awarded to boards, committees or departments are ultimately the responsibility of the *Town of Georgia*.

**REQUESTS FOR PROPOSAL:** No board, committee, employee or individual shall apply for a grant on behalf of the Town of Georgia without first obtaining approval from the Selectboard. All grant requests shall be submitted in writing to the Town Administrator. The written request to the Selectboard should include benefits, compliance requirements and the necessity for any matching funds. The Selectboard shall be given adequate time for review prior to the application deadline. The Selectboard shall review and either approve or deny the request based on the board’s discretion and in the best interest of the Town of Georgia.

**GRANT SUBMISSION:** Once the final grant application is written, it must be approved by the Selectboard. A copy of the final signed grant application, including budget, should be given to the Town Administrator and/or Town Treasurer.

**GRANT AGREEMENT:** The Town Administrator and/or Town Treasurer shall receive the grant agreement for review. The Selectboard must sign or designate a signer for the grant agreement. Documents submitted shall state exactly how much was awarded and exactly what the grant funds will be spent on.

**GRANT MANAGEMENT:** The Board, Committee or Department who applied for the grant shall submit a budget amendment form to the Town Treasurer and Town Administrator, which will create a new revenue account and a new expenditure account. All other purchasing procedures shall be followed. All aspects of the project will be handled in accordance with standards within this policy, as well as the Town of Georgia’s Purchasing Policy; VLCT’s *Contracting for Municipal Projects* Manual; VTrans Specifications for Contractor Services; and any other applicable Federal or State requirements.

**FISCAL:** Receipts and payments, including any repayments, will be coordinated between the Town Administrator and the Town Treasurer to ensure that proper financial accountability is maintained. An accurate overview of all grants and their status shall always be available to the Selectboard.

**RETENTION OF RECORDS:** The Town Administrator, in conjunction with the Town Treasurer, will create a record of each grant sufficient to comply with the Federal Office of Management and Budgeting (OMB) OMB A-133 Rules for Audits (200.501 Subpart F-Audit Requirements), including an accounting of all grant expenses and their repayment. These files will be maintained for the requisite period of time determined by the Granter and/ or Auditors.

**PROCUREMENT:** Procurement of goods and services for grant projects will follow the Town of Georgia's Purchasing Policy.

**CONTRACTING:** The Town Administrator, in conjunction with the Town Treasurer, will manage the contract development for any subcontracts resulting from a grant. The Contractor will provide proof of insurance to the requisite level of coverage and the subcontract shall involve the pertinent state and/or federal standard contract provisions. Contracts of a substantial amount shall also be reviewed by the (VLCT) Underwriting Department, and/or Legal Counsel prior to signing to ensure the best interests of the Town are adequately protected. Bonding of a Contractor may also be required.

The foregoing Policy is hereby adopted by the Selectboard of the Town of Georgia, Vermont, this [ ] day of [ ] and is effective as of this date until amended or repealed.

**SIGNATURES.**

\_\_\_\_\_

Chair:

Selectboard Members:

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**Tables**



Wheelchair Accessible Version Available for All Tables



1-5/8" Dia. Umbrella Holes

Optional Accessories Available Online:

- Frame Protectors
- Surface Mount Kit



**Round Table**  
Size: 46" Tabletop  
Model No. 1CI2617  
\$1,128.85



**Square Table**  
Size: 46" Tabletop  
Model No. 1CI2619  
\$1,128.85



**Rectangular Table**  
Sizes: 6 & 8 Ft. Long  
Model No. 1CI2628  
\$1,128.85 - \$1,228.85



**Round Pedestal Table**  
Size: 46" Tabletop  
Model No. 1CI2624  
\$1,538.85



**Round 4-Chair Table**  
Size: 46" Tabletop  
Model No. 1ZZ6047  
\$1,648.85



**Square Pedestal Table**  
Size: 46" Tabletop  
Model No. 1CI2626  
\$1,538.85

**Receptacles**

Include:



Liner



Security Cable

Options:



Flat Lid



Rain Bonnet Lid



Dome Lid



**Receptacle With Rain Bonnet**  
Size: 32-Gal.  
Model No. 4WG2650  
\$598.85



Rain Bonnet Not Available

**Receptacle With Dome**  
Size: 55-Gal.  
Model No. 4WG2653  
\$718.85

Optional Accessories Available Online:

- Surface Mount Kit
- Inground Mount Kit

**Benches**

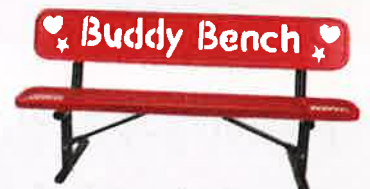
Portable, Surface & Inground Mount Available



**Backless Bench**  
Sizes: 6 & 8 Ft. Long  
Model No. 2CI2632  
\$438.85 - \$508.85



**Back Bench**  
Sizes: 6 & 8 Ft. Long  
Model No. 2CI2626  
\$648.85 - \$748.85



**Buddy Bench**  
Size: 6 Ft. Long  
Model No. 2CI5692  
\$818.85  
Not Available in Black

Search [TreeTopProducts.com](http://TreeTopProducts.com) for

City Collection



Available Colors



RED



BLUE



BLACK



GREEN



# GEORGIA

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## VERMONT

### **Junk Ordinance Violation Procedure**

**June 17, 2024**

- 1.) Receive notice of possible violation either verbal or written
- 2.) Enforcement Officer to perform a “drive by” inspection taking notes and photos
- 3.) Prepare a notice of violation warning – use the prepared template
- 4.) Send draft letter to town attorney for review
- 5.) Once approved, send letter to owner via certified mail and 1<sup>st</sup> class mail
- 6.) After 30 days if no response, contact town attorney to draft a violation notice
- 7.) After 30 days if no response, then a municipal ticket would be issued and seek fines in the Judicial Bureau or injunctive relief in the Civil Division.



**Date: May 17, 2024**

**Re: Falls Road Gully Repair**

### **Installing and Maintaining your Clean Water Project**

*Dear Mr. and Ms. Saunders and Town of Georgia*

Thank you for partnering with us to host a voluntary clean water project on your property. This project is intended to protect the quality of Vermont’s rivers, lakes, streams, and wetlands. Your participation is a valuable contribution to Vermont’s water quality goals. This cover letter provides an overview of the attached Site Access License Agreement and highlights some key aspects of how we will work together to help the project succeed. **Please read the Agreement carefully for the complete agreement terms.**

### **What is this Site License Agreement saying?**

#### *Introduction*

Page One describes the parties to the Agreement, the property, the general clean water project context (with reference to the state statute and rule that supports this project), and the parties’ intent for access to the property and installation, maintenance, and inspection of the project.

#### *Project Description*

Pages Two and Three provide contact information as well as project details including location, expected “design life” (the number of years we expect that the project will protect water quality), maintenance activities needed to keep the project in good condition, and the frequency of those maintenance activities.

#### *Terms of Agreement*

After the project description topics, the document lists the terms of the Agreement—what the parties agree to, how long you’re agreeing to it, and other expectations for both parties.

The Agreement allows staff of the Chittenden County Regional Planning Commission (as the Northern Lake Champlain Clean Water Service Provider or CWSP), its subcontractors, its sub grantees (the Town of Georgia) and staff from the Vermont Department of Environmental Conservation to access the project on your property for planned visits with necessary equipment for the following purposes:

- 1) to install the project,
- 2) to regularly inspect the project to ensure proper function, and
- 3) to conduct routine maintenance activities (e.g. removal of excess sediment, reseeding installed vegetation, etc.) to keep the project working properly.

We may also request to visit your property if damage is suspected (such as after a large storm) to inspect and possibly perform repairs. If you have concerns about damage to a project or if there is something you feel is not working properly, please contact us to request a site visit. All visits will be scheduled by the Town of Georgia Conservation Commission via phone or email with at least 48 hours’ notice. Refer to the Operation and Maintenance Plan in the Agreement for more details.

Form Updated 09-23

Project WPD ID: 11083

Note that the Agreement prevents you from making a trespass or similar claim against the parties that are being authorized to enter your property for the reasons listed, but you retain the right to make a claim for negligent acts or omissions by those parties.

*Agreement Duration*

The Site Access **License** Agreement will initially last for 15 years. This is the “design life” of the project, or the number of years we expect that the project will protect water quality, if properly maintained. At the end of the initial term, the license will automatically renew for consecutive 15 year terms. You or the Clean Water Service Provider (CWSP) can choose to cancel this agreement at any time following certain notice requirements. If you have concerns, the agreement requires you to inform the CWSP of these concerns at least 60 days before sending a termination notice. You can send the notice of concerns through your landowner liaison if preferred. The CWSP will work to address concerns where feasible. If you still wish to cancel, you can do so by sending written notice by Certified or Registered US Mail. This Site Access License Agreement will end 180 days after the termination notice is sent.

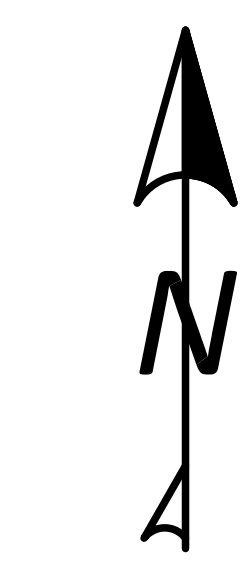
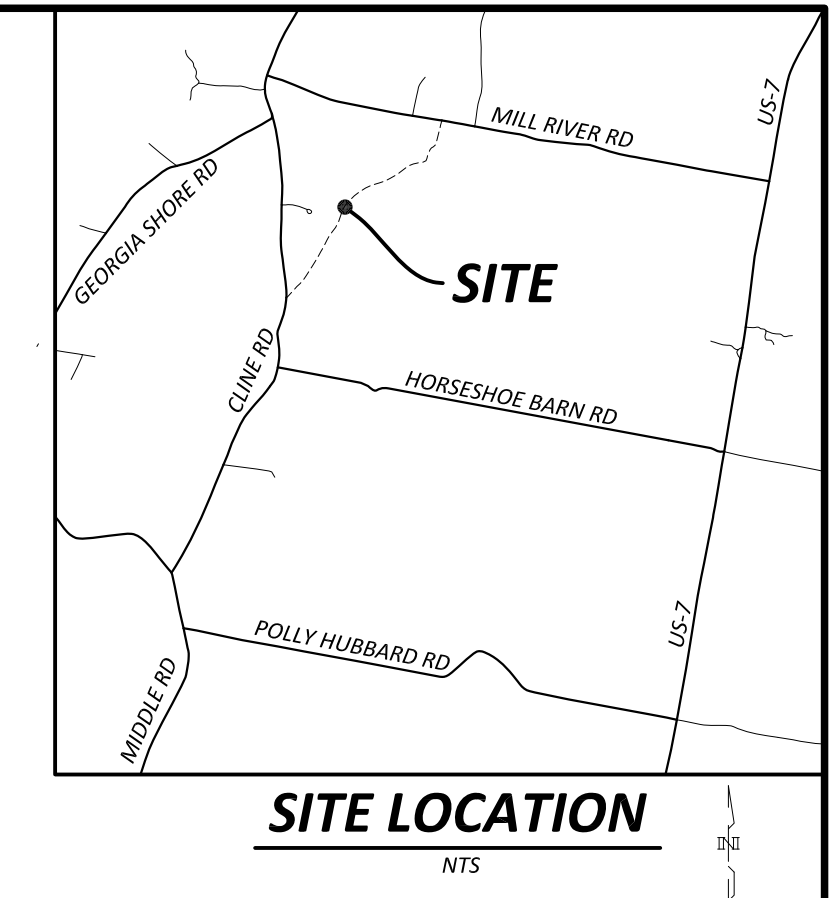
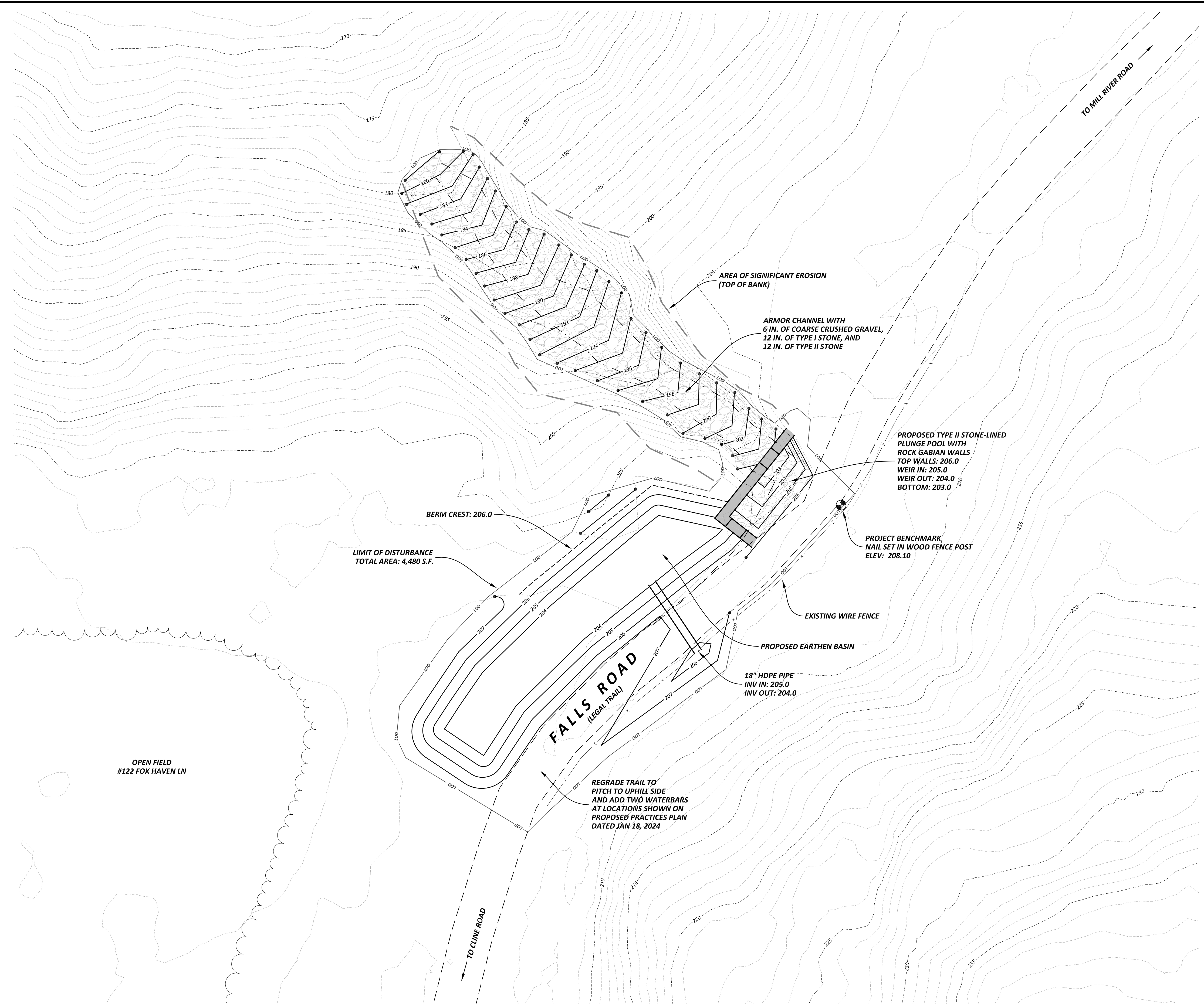
If you decide to transfer the property, please communicate this landowner change to the CWSP at least 30 days before the transfer and inform the new landowner about the clean water project and the terms of this site access agreement. In the event that the Department of Environmental Conservation re-assigns the CWSP role to a different entity, you will be notified.

*A note about maintenance activities*

We share a common goal of taking care of the land to ensure the project’s success. As part of this agreement, please do not conduct any maintenance activities yourself. We will implement the maintenance activities outlined in the Operation and Maintenance Plan and will minimize or restore (as reasonably practicable) any impacts that accessing the project site has on the rest of your property.

If you have any questions or concerns about site visits, maintenance activities, or the project itself, please contact Ken Minck of the Georgia Conservation Commission or Dan Albrecht of the CWSP and we will work with you. We appreciate your willingness to be a good steward of your property and working with us to carry out this project. This voluntary project on your land will help us all work towards clean water and healthy watersheds in Vermont. Thank you!

Clean Water Project	Location: Falls Road Georgia, VT		Project Type: Gully Repair
<b>Landowner Liaison Organization:</b>	Town of Georgia Conservation Commission	Contact Person: Ken Minck	Phone: (802) 370-0765 Email: <a href="mailto:kcmminck@gmail.com">kcmminck@gmail.com</a>
<b>Landowner Name (private property)</b>	Adam T. Saunders, Emma M. Saunders	Contact Person: Adam Saunders	Phone: (802) 881-7498 Email: <a href="mailto:atsaunde@gmail.com">atsaunde@gmail.com</a>
<b>Landowner Name (Falls Road r.o.w.)</b>	Town of Georgia	Contact Person: Cheryl Letourneau	Phone: (802) 524-3524 Email: <a href="mailto:administrator@townofgeorgia.com">administrator@townofgeorgia.com</a>
<b>Clean Water Service Provider (CWSP):</b>	Chittenden County Regional Planning Commission	Contact Person: Dan Albrecht	Phone: (802) 861-0133 Email: <a href="mailto:dalbrecht@ccrpcvt.org">dalbrecht@ccrpcvt.org</a>



**LEGEND**

- EXISTING CONTOUR
- FINISH GRADE CONTOUR
- - - EDGE OF TRAIL
- - - DRAINAGE COURSE
- ~ ~ ~ TREE LINE
- LOD LIMITS OF DISTURBANCE

**TYPE I STONE FILL**  
 (VAQTY SEC. 706.04(A))  
 THE LONGEST DIMENSION OF THE STONE SHALL VARY FROM 1 INCH TO 12 INCHES, AND AT LEAST 50 PERCENT OF THE VOLUME OF THE STONE IN PLACE SHALL HAVE A LEAST DIMENSION OF 4 INCHES.

**TYPE II STONE FILL**  
 (VAQTY SEC. 706.04(A))  
 THE LONGEST DIMENSION OF THE STONE SHALL VARY FROM 2 INCHES TO 36 INCHES, AND AT LEAST 50 PERCENT OF THE VOLUME OF THE STONE IN PLACE SHALL HAVE A LEAST DIMENSION OF 12 INCHES.

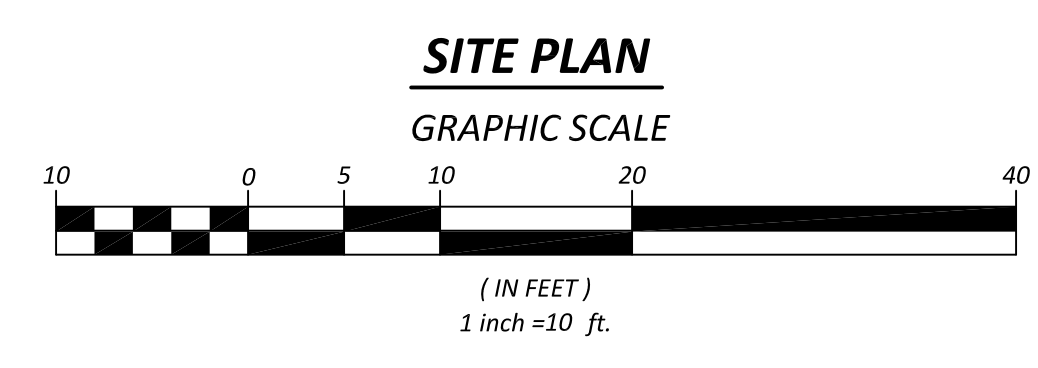
**30% CONCEPT PLAN**

**FALLS ROAD EROSION**  
 GEORGIA, VERMONT

**EROSION STABILIZATION PLAN**

Stormwater Management | Water Quality | Erosion Control  
 208 Flynn Ave, Suite 2H P.O. Box 4413  
 Burlington, VT 05406  
 Mobile: 802.922.4871 | Main: 802.497.2367  
 www.watershedca.com

APPROVED BY:	TMC	DRAWN BY:	SMS	SCALE:	NOTED
DATE:	1/23/24	CHECKED BY:	AT/TMC	SHEET:	1 OF 1



**NOTE**  
 EXISTING TOPOGRAPHY IS FROM TOTAL STATION SURVEY CONDUCTED BY THIS OFFICE ON 5/31/23 AND SUPPLEMENTED WITH VT LIDAR DATA (2017).

FALLS TRAIL RD-GEORGIA/FALLS TRAIL.dwg

**SITE ACCESS LICENSE AGREEMENT**  
**FOR A CLEAN WATER PROJECT**

THIS SITE ACCESS LICENSE AGREEMENT FOR A CLEAN WATER PROJECT (Agreement) is made and entered into this \_\_\_\_ day of \_\_\_\_\_, 2024 by and between: Mr. Adam T. Saunders and Emma M. Saunders and their heirs, administrators, successors, and assigns (collectively, “Landowner 1”) and the Town of Georgia (“Landowner 2”), collectively “the Landowners” and the Chittenden County Regional Planning Commission as the Basin 5 Clean Water Service Provider or “CWSP” and with Landowners 1 and 2, the “Parties”.

**WHEREAS**, the Landowners own certain land and premises located near Falls Road in Georgia, Vermont (“Property”), as set forth in Exhibit A, within the Northern Lake Champlain Basin (“Basin”); and

**WHEREAS**, the CWSP has been assigned by the Secretary of the Vermont Agency of Natural Resources for the purpose of achieving pollutant reduction values, in accordance with the Clean Water Service Delivery Act (Act 76 of 2019) at 10 V.S.A. §§ 921-930 and the Clean Water Service Provider Rule, Environmental Protection Rule Chapter 39 (“Rule”); and

**WHEREAS**, the CWSP is responsible for implementation and operation and maintenance of clean water projects designed to improve water quality to achieve certain pollutant reduction targets (10 V.S.A. § 924 and the Rule §§ 39-101 and 39-403); and

**WHEREAS**, maintenance means ensuring that a clean water project continues to achieve its designed pollution reduction value for its design life and design life means the period of time that a clean water project is designed to operate according to its intended purpose; and

**WHEREAS**, Landowners wish to voluntarily provide the CWSP with Property access for the clean water project, and the project is anticipated to result in a clean water improvement and possibly related environmental improvement outcomes; and

**WHEREAS**, the Parties desire that a clean water project be implemented and operated and maintained on the Property, as more particularly described in Sections 2 and 3 below (the Project); and

**WHEREAS**, the Project may require the CWSP, with its own forces or those of contractors, to enter upon the Property; and

**WHEREAS**, the Project may require a duly authorized representative of the Vermont Department of Environmental Conservation to enter upon the Property for Project inspection; and

**WHEREAS**, the Project’s design life is 15 (fifteen) years.

**NOW, THEREFORE,** the Parties, intending to be legally bound, hereby agree as follows:

1. **Parties and Contact Information.** The Landowner and CWSP and their respective contact information are:

Landowner Name	Town of Georgia
Landowner Phone:	(802) 524- 3524
Landowner Email:	<a href="mailto:administrator@townofgeorgia.com">administrator@townofgeorgia.com</a>
Landowner Mailing Address	47 Town Common Road North St. Albans, VT 05478

2.

Landowner Name	Mr. Adam T. Saunders & Ms. Emma M. Saunders
Landowner Phone:	(802) 881-7498
Landowner Email:	<a href="mailto:atsaunde@gmail.com">atsaunde@gmail.com</a>
Landowner Mailing Address	122 Fox Haven Lane St. Albans, VT 05478

3. Clean Water Service Provider:

CWSP	Chittenden County Regional Planning Commission
CWSP Phone:	(802) 861-0133
CWSP Email:	<a href="mailto:dalbrecht@ccrpcvt.org">dalbrecht@ccrpcvt.org</a>
CWSP Mailing Address	110 West Canal St., Suite 202 Winooski, VT 05404

Any party may designate in writing, communicated to all other parties, any updated contact information for purposes of communication regarding this Agreement.

4. **Location of Project.** The Project is located at Falls Trail in Georgia, Vermont. Refer to Exhibit B: As-built plan or final site plan with details of what was installed/constructed.

Project Latitude Longitude (center point in Decimal Degrees):	44.77351 °N, -73.13806°W
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5. **Description of Project.** The Project and operation and maintenance will consist of the following:

Project Type:	Roads/Stormwater Gully Implementation
Practice Type:	Surface Infiltration
Watershed Projects Database ID:	
Project Title:	Falls Road – Gully- Implementation
Project Implementation Completion Date:	
Project Design Life *:	15 years
Special Equipment Required, if any*: e.g., Vactor truck, anything other than hand tools	None
Frequency of Regular Inspections*:	Generally 2-3 per year

Regular Maintenance and Frequency:

<i>Maintenance Item</i>	<i>Frequency</i>
<p><b>Grass Surface Infiltration</b>  <i>A record should be kept of the time it takes for the system to completely drain after a storm event. The system should drain completely within 48 hours. Check to ensure the surface remains well draining after storm events.</i>  <i>Remedy: If surface is clogged, draining poorly, or standing water covers more than 50% of the surface 48 hours after a precipitation event, remove accumulated sediment.</i></p>	<p><i>After every major storm for the first 3 months after construction, then annually.</i></p>
<p><i>Check basin for accumulated sediment, leaves, trash, and other debris.</i>  <i>Remedy: Clean basin of sediment. Rake in and around system to clear it of debris.</i></p> <p><i>Inspect basin for evidence of deterioration, concentrated flow, or erosion.</i>  <i>Remedy: Reseed eroded vegetation and stabilize with stone if needed.</i></p> <p><i>Check for animal burrows and short-circuiting in the system.</i>  <i>Remedy: Soil erosion from short circuiting or animal burrows should be repaired when they occur. Holes should be filled, lightly compacted, and reseeded if necessary.</i></p>	<p><i>Quarterly for first year, then annually.</i></p>
<p><i>Check for robust vegetation (grass) coverage throughout the basin.</i>  <i>Remedy: Vegetation should cover &gt;75% of the system and the basin should be reseeded if needed.</i></p>	<p><i>Annually or as needed</i></p>
<p><b>Plunge Pool and Gabion Check Dams</b>  <i>Check for accumulated sediment, leaves, trash, and other debris in plunge pool and behind check dams.</i>  <i>Remedy: Remove accumulated sediment and any accumulated debris.</i></p> <p><i>Check for animal burrows and short-circuiting in the system.</i>  <i>Remedy: Soil erosion from short circuiting or animal burrows should be repaired when they occur. Holes should be filled, lightly compacted, and stabilized with stone if necessary.</i></p> <p><i>Inspect for evidence of deterioration, concentrated flow, or erosion.</i>  <i>Remedy: Repair erosion and stabilize with stone if needed.</i></p>	<p><i>Quarterly for first year, then annually</i></p>
<p><b>Water Bars</b>  <i>Check for accumulated sediment, leaves, trash, and other debris in and behind water bars.</i>  <i>Remedy: Remove accumulated sediment and rake in and around the water bars to clear them of debris.</i></p> <p><i>Inspect water bars, water bar outlets, and upslope areas for evidence of deterioration or erosion.</i>  <i>Remedy: Repair erosion and stabilize with stone if needed.</i></p>	<p><i>Quarterly for first year, then annually.</i></p>

*As needed maintenance and repair: (e.g. replanting, major erosion or damage repair):*

*If any erosion, dumping of trash, or other issues that may impact the conveyance and treatment of stormwater are observed, these issues should be corrected immediately.*

\*The DEC O&M manual contains guidance on equipment required, frequency of inspections, and O&M activities.

- 6. **Grant of Site Access License.** Landowners hereby grant to the CWSP and its agents, employees, contractors, successors, subgrantees, and assigns, a license and the right to enter upon the Property, with workers and equipment, for the purpose of undertaking the Project and all activities reasonably related thereto, including operation, maintenance, repair, and replacement. This grant includes a right of reasonable access to the Property proximate to the Project site for the foregoing activities, as well as the ability of a duly authorized representative of the Vermont Department of Environmental Conservation (DEC) to enter the Property for purposes of conducting a Project inspection following 48 hours’ notice to the Landowners at the last phone number and email provided to the CWSP.
  
- 7. **Limited Release.** Landowners hereby waive, release and discharge any claims, whether styled as trespass or otherwise, that may arise from the entry described in Section 4.
  
- 8. **Retention of Certain Other Rights.** Notwithstanding Section 4 of this Agreement, the Landowners retain the right to assert against the CWSP, its contractors, or other parties any claims that may arise from negligent acts or omissions during the Project.
  
- 9. **Term of Site Access License.** The Grant of Site Access License shall be effective for a term of 15 years, consistent with the Design Life (Initial Term), unless terminated earlier by either party. This Site Access License will terminate 180 days after the giving of a written notice by Certified or Registered US Mail by either party, with or without cause. At least 60 days prior to any written notice of termination by the Landowner, the Landowner will inform the CWSP in writing of any reasonable concerns regarding the site access and the CWSP will attempt to reconcile or reasonably respond to landowner’s concerns within sixty (60) days of Landowner raising concerns. After the Initial Term, the Site Access License will automatically renew for successive 15-year terms, until terminated 180 days after the depositing of a written notice by Certified or Registered US Mail by either party, with or without cause.
  
- 10. **Notice of Conveyance of Property or CWSP Role.** Landowners hereby agree to make its best efforts to inform the CWSP by email 30 days prior to conveying the Property to a subsequent owner. Landowners will be notified if a different entity is assigned to the Basin CWSP role.

11. **Landowner Use Limitation in Project Area.** The Landowner and its heirs, successors, and assigns shall have the right to make use of the Property subject to the access rights granted herein, provided that the use does not conflict with the CWSP’s access rights. Landowners will not undertake any activity or make any modifications that materially change the final project design or intended usefulness as implemented without obtaining prior written CWSP approval.

12. **CWSP Restoration of Property Disturbance Outside Project Area; Project Area Release.** The CWSP or its agents, employees, contractors, successors, or assigns, shall restore any portion of the Property outside the Project Area disturbed or affected by the exercise of their access rights as near as reasonably practicable to the condition prior to such exercise at the sole cost of the CWSP or its agents, employees, contractors, successors, or assigns and within a reasonable time. Landowners release CWSP from any obligation to restore the Project Area or reclaim any changes to the Property contemplated within the Project Description.

The Parties have caused this Agreement to be executed as of the date of final signature below.

\_\_\_\_\_  
Adam T. Saunders, Landowner

\_\_\_\_\_  
Date

\_\_\_\_\_  
Emma M. Saunders, Landowner

\_\_\_\_\_  
Date

\_\_\_\_\_  
Charles Baker, CWSP Director

\_\_\_\_\_  
Date

\_\_\_\_\_  
Cheryl Letourneau, Town Administrator  
Town of Georgia

\_\_\_\_\_  
Date

Exhibit A – General Location of Project, Access via Falls Road

Exhibit B – Site plan showing Project Area