



GEORGIA VERMONT

Georgia Public Library Trustee Meeting Wednesday, October 21, 2026 at 6:00 PM Chris Letourneau Meeting Room and via Zoom Agenda

Zoom Details:

<https://us06web.zoom.us/j/9961520576?omn=83663938677>

Meeting ID: 996 152 0576

Dial by your Location: 1 309 205 3325 (Chicago)

1. **CALL TO ORDER**
2. **PUBLIC COMMENT (For items not on agenda)**
3. **ADDITIONS, DELETIONS, OR CHANGES TO THE AGENDA**
4. **APPROVAL OF MINUTES**
 - [A.](#) Georgia Public Library Trustee Meeting Minutes September 16, 2026
 - [B.](#) Georgia Public Library Trustee Special Meeting Minutes September 30, 2026
5. **TREASURER REPORT**
 - [A.](#) 2026 Budget Report
 - B.** 2027-2028 Budget Committee Report
 - C.** Capital Funds/ Improvement Projects Discussion
6. **LIBRARY REPORT**
 - [A.](#) September/October Update on Programs, Facilities, Personnel
7. **NEW BUSINESS**
 - A.** Estimate for Second Phase of Painting - Action to Approve
 - B.** Use of Library Samsung Tablets
 - C.** GPL Hours - Inclement Weather & Warming Center
 - D.** Director Certificate of Public Librarianship
8. **OLD BUSINESS**
 - [A.](#) GPL Capital Improvements- Painting & Floors
 - B.** Hoopla Included in GPL Digital Services

C. Staff Trainings - CPR/ Deescalation

9. OTHER BUSINESS

A. Committee Updates

10. PLAN NEXT MEETING

November TBD

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

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

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

A. Personnel

12. ADJOURN

Posted to the Town website, four designated places within the Town of Georgia (Georgia Public Library, Georgia Elementary & Middle School, Maplefields & Georgia Market).

Signed: Kollene Caspers, Trustee Secretary

Phone: 802-524-4643 | Website: townofgeorgia.com



GEORGIA VERMONT

Georgia Public Library Trustee Meeting Wednesday, September 16, 2026 at 6:30 PM Georgia Public Library Community Room Minutes

Zoom Details:

<https://us06web.zoom.us/j/9961520576?omn=83663938677>

Meeting ID: 996 152 0576

Dial by your Location: 1 309 205 3325 (Chicago)

1. CALL TO ORDER 6:37PM

TRUSTEES PRESENT

Secretary Kollene Caspers, Chair Heather Dunsmore, Treasurer Julia Harvey, Member at Large Deborah Mann

TRUSTEES ABSENT

Vice Chair Sarah Savich

PUBLIC PRESENT

Natasha Halverson (via Zoom)

2. PLEDGE OF ALLEGIANCE

3. PUBLIC COMMENT (For items not on agenda)

4. ADDITIONS, DELETIONS, OR CHANGES TO THE AGENDA

- K. Caspers requested the addition of an Executive Session for the discussion of Personnel to the Agenda.
- K. Caspers requested the addition of Committee Appointments to the Agenda (8G).

5. APPROVAL OF MINUTES

- A. Georgia Public Library Trustee Meeting Minutes August 19, 2026
Motion to approve minutes as written.
Motion made by K. Caspers, Seconded by J. Harvey
Voting Yea: Chair Dunsmore, K. Caspers, J. Harvey, D. Mann

6. TREASURER REPORT

A. Budget Report

- J. Harvey presented a budget document which gave the library's year-to-date expenses as well as other revenue. The Trustees discussed end-of-year expenses for online/electric services, as well as other potential expenses before the end of the year.
- Upcoming expenses from the operating budget will include the painting project, technology upgrades and other routine library expenses.

B. Grants Update

- M. Grange will be submitting the information to VTDOL to close out the courier grant before October 31, 2026.

7. LIBRARY OPERATIONS REPORT

A. August/September Update on Programs, Facilities, Personnel

- M. Grange provided a handout for the Trustees with library updates following the last regular board meeting. Highlights include collection updates with audiobook removal from circulation; well-attended programming; interviews for new Junior Librarians; and updates to the library's interior and technology.

8. NEW BUSINESS

A. Friends of the Library Memorandum of Understanding Draft

- N. Halverson was in attendance via Zoom to answer Trustee questions about the Memorandum of Understanding between the GPL and the Community Friends of the Georgia Public Library.
- Edits to the document include adding the Library Board of Trustees as members of the GPL together with the Library Director; including *"to the best of their abilities"* when the library agrees to provide the friends with staff support assistance; omitting the library providing storage space for book sales; and including the library trustees who can request accurate financial records from the Friends group.

B. GPL Capital Improvements- Painting & Floors - Action to Approve

- M. Grange and the Trustees discussed the estimates for painting the interior library.

Motion to approve Triple P Painting to paint the library at a maximum cost of \$4,500.

Motion made by J. Harvey, Seconded by K. Caspers.

Voting Yea: Chair Dunsmore, K. Caspers, J. Harvey, D. Mann

- M. Grange and the Trustees discussed the estimate for floor stripping and waxing

Motion to approve Above Par for stripping and waxing the library floors at a cost of \$3,238.25

Motion made by K. Caspers, Seconded by D. Mann

Voting Yea: Chair Dunsmore, K. Caspers, J. Harvey, D. Mann

- The Trustees will gather a team to prepare the library for painting on Friday at 4pm. The library will be open throughout the painting project. Scheduling for the floors to be stripped and waxed will be after the painting is completed.

C. Adding Hoopla Back to GPL Digital Services

- M. Grange met with a Hoopla representative to discuss options to add the services back to GPL. Instant read/watch/listen services with 7-10 borrows per patron per month with an initial deposit of \$2,000 was recommended given the size of the library and number of patrons. "Bonus borrows" are available around the holidays, with the opportunity to initiate price-capping or price-caps for items/borrowers as needed.

Motion to approve adding Hoopla back to GPL digital services at the initial cost of \$2,000 starting October 2026.

Motion made by K. Caspers, Seconded by J. Harvey

Voting Yea: Chair Dunsmore, K. Caspers, J. Harvey, D. Mann

D. Staff Trainings - CPR/ Deescalation

- No updates. The Town Administrator is organizing the trainings for all Town staff members. Tabled for the next regular meeting.

E. Holiday Hours Discussion

- The Town's Personnel Policy was updated in August to clarify holidays: holidays falling on a Saturday will be observed the preceding Friday unless Saturday is a regularly scheduled workday (which affects library hours).
- With Christmas and New Years on a Friday this year, library staff who are regularly scheduled on the preceding Thursdays will get half the day off paid, as well as all day on Friday. If the library wishes to close the Saturday after both holidays, it would be unpaid.
- M. Grange will reach out to all library staff members to gauge interest before any decisions are made to close the library. Tabled for the next meeting.

F. Policy Update Discussion

- The Trustees and library staff will read through policies and Bylaws to suggest changes and updates as necessary at the next regular meeting. K. Caspers said she will send the most recent copies of Bylaws and Policies to Trustees and the Library Director.

G. Committee Appointments

- K. Caspers referred to the March 18, 2026 Library Board of Trustee meeting minutes regarding committee appointments, at the time the following were installed:
 - i. Building Revitalization Committee – S. Savich and T. Cleveland
 - ii. Policy Committee – K. Caspers and H. Dunsmore
 - iii. Safety Committee – S. Savich and T. Cleveland
 - iv. HR Committee – B. Chiappinelli and K. Caspers
- Given the turnover, the Trustees agreed to reorganize the committees at the next regular Trustee meeting. The following committees will be available:
 - i. Building Revitalization Committee
 - ii. Policy Committee
 - iii. HR Committee
 - iv. Budget Committee

9. OLD BUSINESS

A. Fall Fest Recap

- GPL staff, Trustees and participants celebrated the nation's 250th birthday by making patriotic buttons. 8 community members also signed up or renewed their library cards. So many visitors came to the table, the library will definitely participate in Fall Fest again next year!

B. GPL Revitalization Update

- No updates for any work planned for parking lot or new entrance.

10. PLAN NEXT MEETING

October 21, 2026

- Tabled items include staff trainings, holiday hours, committee appointments and policy updates.

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

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

Motion to enter into Executive Session made by K. Caspers, Seconded by J. Harvey

Voting Yea: Chair Dunsmore. K. Caspers, J. Harvey, D. Mann

Chair Dunsmore moves that we enter into executive session to discuss Personnel with the Trustees and M. Grange under the provisions of Title 1, Section 313(a)(1)(A) of the Vermont Statutes at 8:55PM. Seconded by K. Caspers.

Voting Yea: Chair Dunsmore. K. Caspers, J. Harvey, D. Mann

Motion to exit from Executive Session at 9:43PM made by K. Caspers, Seconded by J. Harvey

Voting Yea: Chair Dunsmore. K. Caspers, J. Harvey, D. Mann

Action out of Executive Session:

Motion to approve the hire of Macy S. and Amelia F. for six-month Junior Librarianship staff positions at GPL to start September 29, 2026.

Motion made by K. Caspers, Seconded by J. Harvey

Voting Yea: Chair Dunsmore. K. Caspers, J. Harvey, D. Mann

12. ADJOURN

Motion to adjourn at 9:44PM

Motion made by K. Caspers, Seconded by D. Mann

Voting Yea: Chair Dunsmore, K. Caspers J. Harvey, D. Mann

Posted to the Town website, four designated places within the Town of Georgia (Georgia Public Library, Georgia Elementary & Middle School, Maplefields & Georgia Market).

Signed: Kollene Caspers, Trustee Secretary

Phone: 802-524-4643 | Website: townofgeorgia.com



GEORGIA VERMONT

Georgia Public Library Special Trustee Meeting: Committee Appointments Wednesday, September 30, 2026 at 5:00 PM Chris Letourneau Meeting Room and via Zoom Minutes

Zoom Details:

<https://us06web.zoom.us/j/9961520576?omn=83663938677>

Meeting ID: 996 152 0576

Dial by your Location: 1 309 205 3325 (Chicago)

1. CALL TO ORDER 5:00PM

TRUSTEES PRESENT

Chair Heather Dunsmore, Vice Chair Sarah Savich, Secretary Kollene Caspers, Treasurer Julia Harvey, Member at Large Deborah Mann

STAFF PRESENT

Mindy Grange

2. ADDITIONS, DELETIONS, OR CHANGES TO THE AGENDA

- Chair Dunsmore requested the addition of approval for new circulation quote (3E)
- Chair Dunsmore requested the addition of a Thank You to the Sennas (3F)
- Chair Dunsmore requested the addition of second phase of painting quote (3G)
- J. Harvey requested the addition of ramps for handicapped (3H)

3. COMMITTEE APPOINTMENTS

A. Budget Committee

- J. Harvey and D. Mann were appointed to the Budget Committee.
- The first meeting with Town Treasurer L. Hobart is on October 22, 2026 at 6pm.

B. Policy Committee

- K. Caspers and S. Savich were appointed to the Policy Committee.

C. HR Committee

- Chair Dunsmore and K. Caspers were appointed to the HR Committee.

D. Building Revitalization Committee

- Chair Dunsmore and J. Harvey were appointed to the Building Revitalization Committee.

E. Circulation Desk Quote

Motion to approve a new circulation desk for up to \$8,000.

Motion made by K. Caspers, Seconded by J. Harvey.

- The Trustees are awaiting a quote for a new custom circulation desk from John Aubin.

Voting Yea: Chair Dunsmore, S. Savich, K. Caspers, J. Harvey, D. Mann

F. Thank You

- A very hearty THANK YOU to Norm and Kris Senna for donating all of the paint and primer for the Georgia Public Library's interior painting project. The interior of the main library has been painted over the last two weeks and looks amazing. Thank you for your generous donation!

G. Paint Quote

- Chair Dunsmore requested permission from the Trustees to get a quote from Triple P painters, who just completed the painting of the main library interior, for the second phase of interior painting. The second phase includes the community room, back hallway and staff room. If possible, the Trustees would like this second phase of painting to be completed before the end of the year.
- J. Harvey will reach out to the painter for a quote and scheduling, to be discussed at the next regular Trustee meeting.

H. Temporary Ramps for Accessibility

- J. Harvey is requesting the purchase and installation of small ramps at attach to entryways for easier entry/exit for the GPL. She researched the ramps, which will cost around \$60 and can be installed easily in the doorway.
- Chair Dunsmore asked J. Harvey to reach out to the Town Administrator about the ramps and installation.

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

- No Executive Session was called.

5. ADJOURN

Motion to adjourn at 5:18PM

Motion made by K. Caspers, Seconded by D. Mann

Voting Yea: Chair Dunsmore, S. Savich, K. Caspers, J. Harvey, D. Mann

Posted to the Town website and Georgia Public Library

Signed: Kollene Caspers, Trustee Secretary

Phone: 802-524-4643 | Website: townofgeorgia.com

Coming Expenses: floor refinishing
electrical
circulation desk
ADA Engineering

(30,798) combined

General Ledger Description		Account Notes		2025 Budget		YTD 2026		Variance	
1-6-00-20-00.91	Library Revenue	non-resident cards, copies, donations		200.00		2,501.50		2,301.50	
1-7-05-70 LIBRARY									
1-7-05-70-10.00	Library Salaries			119,464		31,564		(87,900)	
1-7-05-70-10.01	Library Wages	hourly employees		-		57,102		57,102	
1-7-05-70-11.00	Library Social Security			9,139		6,844		(2,295)	
1-7-05-70-12.00	Library Retirement	VMERS for full-time		5,838		2,841		(2,997)	
1-7-05-70-14.00	Library Health Insurance	for full time		25,218		10,922		(14,296)	
1-7-05-70-14.05	Library HRA Funding	for full time		1,250		1,172		(78)	
1-7-05-70-16.00	Library Dental Insurance	for full time		445		122		(323)	
1-7-05-70-21.00	Library Postage			-		-		-	
1-7-05-70-22.00	Library Supplies			1,500		1,188		(312)	
1-7-05-70-22.05	Library Adult Books			3,500		1,010		(2,490)	
1-7-05-70-22.10	Library Childrens Books			2,500		738		(1,762)	
1-7-05-70-22.20	Library Audio Visual			750		42		(708)	
1-7-05-70-22.25	Young Adult Books			500		122		(378)	
1-7-05-70-22.30	Library Interlibrary Loan			1,645		1,406		(239)	
1-7-05-70-22.35	Library Online/Electronic			6,000		2,400		(3,600)	
1-7-05-70-22.36	Library Tech Support			450		6,200		5,750	
1-7-05-70-22.40	Library Copier Lease			1,200		506		(694)	
1-7-05-70-44.00	Library Training/Workshop			500		353		(147)	
1-7-05-70-44.05	Library Educational Progr			1,000		446		(554)	
1-7-05-70-52.05	Library Pchse-Current yr			-		-		-	
1-7-05-70-63.00	Library Equipment Repair			500		-		(500)	
1-7-05-70-99.00	Library Misc Expense			500		1,111		611	
Total Library				\$ 181,899	\$	126,090	\$	(55,809)	

2025 Project Fee Allocation	Line 64 and Line 98		\$ 50,000.00
Library Revitalization			
	Civil Engineering	12/8/2025 ck # 5036	(7,534.98)
	Civil Engineering	2/24/2026 ck# 5312	(8,236.78)
	Civil Engineering	6/8/2026 ck# 5547	(15,488.72)
		Remainder in Project Fund	<u>\$ 18,739.52</u>
	Justin Holmes Engineering Estimate		(12,000.00)
			<u>\$ 6,739.52</u>
Total Library Impact Fees			<u>\$ 10,669.64</u>
2024 balance			35.60
2025 balance			3,989.00
2026 balance			6,528.00
interest			117.04
Available to spend			<u>\$ 4,141.64</u>
Library Reserve			\$ 39,507.51
"for the purpose of purchasing capital equipment"			

		Last Year		Budget		Encumbrance		YTD Posting		Unexpended Balance	
Account: 1-7-05-70-99.00		Used Budget		Budget		Encumbrance		YTD Posting		Unexpended Balance	
Description: Library Misc Expense		0.00		500.00		0.00		1,110.56		(\$10.56)	
				** Over Budget **							
Date	From Description	Reference	Budget Debit	Budget Credit	Encumbrance Debit	Encumbrance Credit	YTD Debit	YTD Credit	Actual Debit	Actual Credit	
04/27/26	AP01 Cx:5442:AMERWIDE SCREENS Batch 316								134.66		
05/21/26	XX01 Mileage Reimb Library PR05/21/2026								218.96		
05/25/26	AP01 Cx:5504:AMERWIDE SCREENS Batch 318								345.75		
06/11/26	XX01 Mileage Reimb Library PR06/11/2026								25.81		
06/11/26	XX01 Library Mileage PR06/11/2026								126.03		
06/18/26	XX01 Library Misc Expense PR06/18/2026								20.87		
06/22/26	AP01 Cx:5579:AMERWIDE SCREENS Batch 320								139.90		
06/30/26	GR01 e/c grant expenses GR 20260148									134.66	
06/30/26	GR01 e/c grant expenses GR 20260144									51.01	
09/24/26	XX01 Mileage Reimb Library PR09/24/2026								18.13		
09/28/26	AP01 Cx:5886:VERMONT BOOKS & Batch 326								70.00		
10/01/26	XX01 Mileage Reimb Library PR10/01/2026								26.79		
10/12/26	AP01 Cx:5932:GREEN MOUNTAIN EL Batch 327								10.45		
10/12/26	AP01 Cx:5924:AMAZON CAPITAL SE Batch 327								43.24		
10/12/26	AP01 Cx:E 101205:GEORGIA MARKET Batch 327								56.72		
10/12/26	AP01 Cx:5948:AMAZON CAPITAL SE Batch 327								58.93		
Transaction Totals			0.00	0.00	0.00	0.00	0.00	1396.23	165.67		
Account Totals			0.00		0.00			1110.56			

Monthly Director's Report to the Board of Trustees

Library Director: M. Grange

Board Meeting Date: October 21, 2026

Section 6. Item #A.

Library Updates

Collection Updates:

- As we have prepared the library for the walls being painted and the floors being sealed and waxed, we have started deleting items that are not circulating or have not circulated since 2019. From September 1st to current, 1630 items have been deleted. We have over 3,000 items that have not been taken out since 2019 that still need to be reviewed for weeding.

Programs:

- Sarah's Crafternoon Pumpkin painting event was a smashing success. Using Eventbrite increased our ability to anticipate and purchase the appropriate number of pumpkins.
- Sarah has rolled out a seasonal bingo event with help from Robin Bressette.

Personnel:

- Our two new Junior Library Assistants have started. They are good workers and quick learners.

Facilities:

- Our walls have been painted in the main library, and it looks calm and super clean.
- The book shelves all have feet on them to allow clearance for appliance dollies to move them around for our floors to be stripped and waxed, and for changing our shelves orientation.
- 2/3 of the floors (community room and 2/3 of the main library space) have been completed. Public Works and Brian Dunsmore have placed shelving back on the cured floors, and the public works crew will be back 10/28 to finish that project up.

Technology:

- Mindy has completed Hoopla training
- Sarah and Autumn will complete backup training on Monday October 26.
- We plan to offer training for usage out to Alba and the BOT.
- Hoopla's Go Live date is 11/2/2026.

Library Statistics

Monthly Service Statistics [September 17, 2026 - Current]

Patron Category	Material Types	#
ADULT		1017
CHILD		212
CHILD11		62
HOME CARD		55
STAFF		15

1372

Programming & Community Engagement

Program Type	Number Offered
Adult Programs	11
Adult Program Attendees -Adult	47
Adult Program Attendees – Youth	0
Youth Programs	21
Youth Program Attendees – Adult	45
Youth Program Attendees – Youth	62
Special Events	3 Events; Pumpkin Painting, wall painting, floor wax

Upcoming Programs & Special Events

Date	Program/Event	Status
10/29	Library Reopens	Planned

Collection Management Activity

Monthly Director's Report to the Board of Trustees

Section 6. Item #A.

Library Director: M. Grange

Board Meeting Date: October 21, 2026

Reports unable to be pulled due to the website being down.

Collection Projects - Continued from Prior Month

- Juvenile Emerging Reader Collection Review in progress.
- Juvenile Nonfiction Review (To be started in late September)
- Y/A Collection Review and Weeding in progress.

Volunteers

Activity	Number
Active Volunteers:	4
Volunteer Hours:	60

Volunteer Highlights: (Low Light) Bev no longer is volunteering for Storytime.

Collection Needs or Recommendations:

- We will be amping up replacing old and outdated Non-fic for juvenile and adults.
- More books are being released as we approach year end, so our purchasing will increase to utilize the budgets.

Financial Report Summary

- The 2025-2026 Courier Grant information to the VT DOL was due 10/31. It has been submitted and is considered complete.
 - Next year's grant will be \$704.34, per VT DOL and does not need to be reapplied for this year. They will automatically pay a 12th of that amount directly to Priority Express.

Upcoming Significant Expenses

- Paint Walls (Community Room and Break Room)
- Seal and Wax Floors
- Circulation Desk
- ADA Plans
- Public Works
 - Garage Door
 - ADA entrance
 - Parking Lot
 - Baseboard

Facilities & Operations Planning

Building

- Repairs needed (Sink in back room, wall & floor prepping for work)

Technology

- Move to a new website hosted by town in Fall 2026 planned.

Staffing & Volunteer Planning

Staffing

- Staff Reviews
 - Staff reviews should be performed prior to the conclusion of creating our proposed budgets. 2 staff are scheduled for 10/22, and remaining staff member is scheduled for 10/26.
 - Mindy has completed her self eval.

Community Partnerships & Outreach

Organizations/Partners Engaged: NA

Policy & Governance Updates

Policy Items

See Committee comments later in meeting

Monthly Director's Report to the Board of Trustees

Library Director: M. Grange

Board Meeting Date: October 21, 2026

Section 6. Item #A.

Risk Management & Compliance

- NA

Community Feedback

Positive Feedback:

- We had more of an interest in pumpkin painting than expected!

Negative Feedback:

- Staff is anxious to complete the library refresh

Concerns or Suggestions

Library Operations Goals for Next Month

1. Complete Library Refresh
2. Survive Mindy going on vacation 11/4-11/18
3. Weed books to make room for new purchases

Items for Board Discussion

1. Purchases
 1. Rugs for Adult area, children's area, and teen area
 2. Electric fireplace
 3. Circulation desk
 4. Mindy's purchases on 10/20
 5. Children's area half height bookshelves
 6. Book mending toaster



September 25, 2026

Town of Georgia Selectboard
Attn: Douglas Bergstrom, Town Administrator
47 Town Common Road North
St. Albans, VT 05478

**RE: Proposal for Design of Grading Improvements for Library Entrance
Georgia Public Library, 1697 Ethan Allen Highway, Georgia, Vermont**

Dear Doug:

I am pleased to present this proposal for professional engineering services related to access improvements at the entrance to the Georgia Public Library located at 1697 Ethan Allen Highway in the Town of Georgia.

Based on our conversations, it is my understanding that the Town wishes to make improvements to the building entrance to provide better compliance with the Americans with Disabilities Act. Improvements include a building entrance vestibule, sidewalk, accessible parking spaces, re-grading of the parking lot entrance driveway and other potential parking lot modifications.

If any improvements are proposed within the State right-of-way, a State Highway Access and Work Permit may be required. No other State permits are expected. It is assumed that less than 5,000 s.f. of impervious surface will be created so no State stormwater permitting will be required. There are no known wet areas near the proposed improvements so it is assumed no wetland delineation will be required. The proposed changes do not impact the wastewater disposal or water supply systems so no State WW permit will be required. Per our correspondence, it is understood that no Development Review Board review is needed.

Pinnacle Engineering, PLC offers this proposal to provide professional services in support of these improvements as detailed in the following Scope of Services.

SCOPE OF SERVICES

- I. Pinnacle Engineering, PLC will perform a topographic survey to locate existing site features and identify existing ground contours. This survey will be utilized as the basis for the design drawings.
- II. Pinnacle Engineering, PLC will meet with the Town to review the entire scope of improvements. Based on this meeting, Pinnacle Engineering, PLC will prepare design drawings illustrating all proposed site improvements. Included in the drawings will be a Site Plan calling out existing and proposed features with 1' contours and critical spot elevations, maximum slope conditions, a driveway centerline profile and detail sheets. The footprint of the vestibule will be included in the design drawings, but design and construction details will be prepared by others. This estimate includes one round of plan revisions based on review comments by Selectboard Members and Town Staff.
- III. Pinnacle Engineering, PLC will prepare and submit the State Highway Access and Work Permit application, if necessary.
- IV. Pinnacle Engineering, PLC will perform construction phase services. The scope of these services remains to be determined. It is my understanding the Town plans to construct the proposed improvements so these services may be minimal or unnecessary.

PROFESSIONAL FEES

For accomplishing the work described in the above Scope of Services, Pinnacle Engineering, PLC will be paid on a time and materials basis. The rate for this project is \$180 per hour. Work will be invoiced monthly in accordance with the attached Terms and Conditions. The estimated cost of services to be provided by Pinnacle Engineering, PLC described in Items I – III above is \$12,600.00. The cost of construction phase services outlined in Item IV will depend on the extent of improvements proposed and the scope of services desired by the Town.

Permit fees required by the State and any recording fees required by the Town are not included in the estimated costs. If a State Highway Access and Work Permit is required, the anticipated permit fee is \$250.

SCHEDULE

It is assumed that construction of proposed improvements would commence as early as the spring of 2027, therefore, I propose to accomplish Tasks I through III of the above Scope of Services within 5 months of your authorization to proceed. Any construction phase services would be provided during construction.

ACCEPTANCE

If the Scope of Services and terms outlined herein are acceptable, please sign a copy of this letter and return it to me. This letter, along with the attached Terms and Conditions, will serve as our agreement.

I appreciate the opportunity to work with you on this project. Should you have any questions or require additional information, please call me at (802) 782-5980.

Sincerely,
PINNACLE ENGINEERING, PLC



Justin T. Holmes, P.E.
Member

AGREEMENT ACCEPTANCE & AUTHORIZATION TO PROCEED

Signature

Date

Enclosure

TERMS AND CONDITIONS

1. PERFORMANCE OF SERVICES

Pinnacle Engineering, PLC agrees to perform the services set forth in the Scope of Services subject to any Unexpected Contingency (as provided for herein). The Services shall not be changed without the written agreement of both Pinnacle Engineering, PLC and the CLIENT, except for changes to the Services as may be permitted, authorized or contemplated by the AGREEMENT.

2. TERMINATION, SUSPENSION OR ABANDONMENT

- a) This AGREEMENT may be terminated by either party upon not less than seven (7) days written notice should the other party fail substantially to perform in accordance with the terms of this AGREEMENT through no fault of the party initiating the termination.
- b) Pinnacle Engineering, PLC shall be compensated in full for services performed and expenses incurred prior to the date of termination, suspension or abandonment.

3. COOPERATION

The CLIENT agrees to cooperate fully with Pinnacle Engineering, PLC and its agents, representatives and employees in the performance of the Services and to take any and all such actions as may reasonably be requested by Pinnacle Engineering, PLC in connection therewith.

4. ADDITIONAL SERVICES FOR PERMIT ACQUISITION

By following acceptable design standards and normal and customary standards of Pinnacle Engineering, PLC, Pinnacle Engineering, PLC does not imply that the engineered product will meet all permit, Board or Regulating Authority approvals. It is understood by the CLIENT that at times additional efforts may need to be expended in order to obtain approvals even when all reasonable and customary procedures are followed during the engineering process and that CLIENT's obligation to pay invoices is in no way related to obtaining permits or approvals.

5. WARRANTY

Pinnacle Engineering, PLC warrants to the CLIENT that Pinnacle Engineering, PLC will exercise reasonable care, skill, competence and judgment consistent with professional standards in performing the Services. In consideration of extension of this warranty to the CLIENT, the CLIENT AGREES THAT THIS WARRANTY SHALL BE EXCLUSIVE OF ALL OTHER WARRANTIES, WHETHER EXPRESSED OR IMPLIED.

6. BILLING AND PAYMENT

The CLIENT shall pay Pinnacle Engineering, PLC for services performed in U.S. funds drawn upon U.S. banks and in accordance with the rates and charges set forth herein. Invoices will be submitted by Pinnacle Engineering, PLC from time to time and shall be due and payable within thirty (30) calendar days of the invoice date. CLIENT recognizes that payment is a material part of the consideration of this AGREEMENT. If the CLIENT objects to all or any part of the consideration of an invoice, the CLIENT shall so notify Pinnacle Engineering, PLC within fifteen (15) calendar days of the invoice date, identify the cause of disagreement, and pay when due that portion of the invoice, if any, not in dispute. Any invoices not objected to within such fifteen day period shall be deemed accepted by the CLIENT.

The CLIENT shall pay an additional charge of one and one half percent (1.5%) (or the maximum percentage allowed by law, whichever is lower), of the invoiced amount per month for any payment received by Pinnacle Engineering, PLC more than thirty (30) calendar days from the date of the invoice, excepting any portion of the invoiced amount in dispute and resolved in favor of CLIENT. Payment hereafter shall first be applied to accrued interest and then to the principal unpaid amount. Payment of invoices is in no case subject to unilateral discounting or setoffs by the CLIENT.

Application of the percentage rate indicated above as a consequence of the CLIENT's late payments does not constitute any willingness on the part to finance the CLIENT's operation, and no such willingness should be inferred. If the CLIENT fails to pay undisputed invoiced amounts within sixty (60) calendar days of the date of the invoice, Pinnacle Engineering, PLC may at any time, without waiving any other claim against the CLIENT and without thereby incurring any liability to the CLIENT, suspend or terminate this AGREEMENT (as provided for herein). In no event shall Pinnacle Engineering, PLC be responsible for any liability or damage incurred by CLIENT or Owner relating to suspension or termination of this AGREEMENT pursuant to this Section.

7. UNEXPECTED CONTINGENCIES

- a) If Pinnacle Engineering, PLC is unable to commence the Services within the time period set forth in the AGREEMENT (or, if no time period is set forth in the AGREEMENT, then within sixty (60) days from the date of the AGREEMENT) because of any Unexpected Contingency (as defined in subsection b. below, then Pinnacle Engineering, PLC shall have the right, at its option, either to terminate its obligations under this AGREEMENT or to renegotiate the terms and conditions set forth in this AGREEMENT. Further, if the performance of any covenant, agreement, condition or term of this AGREEMENT is prevented,

delayed, made impossible or otherwise interfered with by any Unexpected Contingency, then the performance thereof shall be suspended during the continuance of such event and for a reasonable time thereafter, notwithstanding any provision to this AGREEMENT to the contrary.

- b) For purposes of this AGREEMENT, an "Unexpected Contingency" shall mean:
- I. strikes, lockouts, riots, unavoidable accidents, acts of God or of the public enemy or unavailability of transportation;
 - II. any lawful order issued by the United States government or any other federal, state or local governmental authority;
 - III. any unforeseen or unexpected contingency the non-occurrence of which was expressly or implicitly assumed is the AGREEMENT; or
 - IV. any other cause beyond the reasonable control.

8. SALES TAX

The fee for this project is exclusive of state or local sales and use tax. Currently no sales and use tax is required for engineering services in Vermont, however, if any public authority levies such taxes on any of the services to be provided by Pinnacle Engineering, PLC, the CLIENT hereby agrees to pay all such sales taxes invoiced to the CLIENT by Pinnacle Engineering, PLC within thirty (30) days of the date of the invoice. Given that Pinnacle Engineering, PLC would be required to remit promptly invoiced sales tax amounts to the taxing authority, whether or not collected, the CLIENT further agrees to pay Pinnacle Engineering, PLC a penalty equal to 100% of any invoiced sales and use tax amount not paid to Pinnacle Engineering, PLC within the specified thirty (30) day period. This penalty shall be in addition to the invoiced sales and use tax.

9. MISCELLANEOUS

- a) SEVERABILITY. If any term, condition or provision of this AGREEMENT or the application thereof to any person or circumstance shall, to any extent, be held invalid or unenforceable, then the remainder of this AGREEMENT or the application of such term, condition or provision to persons or circumstances other than those to which it is held invalid or unenforceable, shall be valid and enforced to the fullest extent permitted by law.
- b) MODIFICATION. This AGREEMENT shall not be modified or amended except in writing signed by both Pinnacle Engineering, PLC and the CLIENT.
- c) GOVERNING LAW. This AGREEMENT has been accepted and executed in accordance with, and shall be governed by and construed in accordance with, the laws of the State of Vermont.
- d) Pinnacle Engineering, PLC shall not be liable in any event for any special, indirect or consequential damages of any kind whatsoever. Pinnacle Engineering, PLC's liability for any damages of any nature of any kind whatsoever including but not limited to personal injury, property damage or economic loss resulting from inaccurate data collection or interpretation, or for any loss in connection with or arising out of the services provided here under shall be limited to the sums paid by the CLIENT to Pinnacle Engineering, PLC under this agreement. This limitation of Pinnacle Engineering, PLC's liability shall apply regardless of the form of action, wherein contract or tort, including negligence or strict liability.
- e) CLIENT shall defend, at its own expense, and hold Pinnacle Engineering, PLC harmless from, any such claim or action brought against, arising out of or in connection with the use of the services or information or manipulation of the data derived from the services provided hereunder.
- f) If for any reason by operation of law or otherwise, any of the foregoing limitations of liability shall be voided, then the CLIENT agrees that Pinnacle Engineering, PLC's liability for damages hereunder, if any, shall not exceed the charges paid Pinnacle Engineering, PLC for the services performed under this AGREEMENT. No actions, regardless of form, arising out of any of the transactions under this AGREEMENT may be brought by CLIENT more than one year after such action has occurred.



Vermont Electrical Contracting LLC.

**423 South Main St
St. Albans, VT 05478
P: 1-802-528-5332
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Oct

Section 8. Item #A.

ELECTRICAL PROPOSAL

Project: Town of Georgia
Re: Circulation Desk Power/Data
Date of Quote: 10/16/26

Scope of Work:

- Furnish and install a new dedicated circuit from the electrical room to the new circulation desk.
- Furnish and install a new power pole at the circulation desk to the drop ceiling. Location to be decided once the desk is in place.
- Furnish and install (2) new CAT6 lines from the office to the circulation desk via power pole. Terminations and testing at each end are included.
- The existing sub panel currently has spare 20amp 1pole breakers for us to utilize.
- Test and label new duplex receptacle and update the panel schedule.
- A 50% deposit is required prior to the work starting.
- Work is to be completed during normal operating hours of 7:00-3:30 Monday-Friday.

Project Total: \$3,400.00

Thank you for the opportunity to work with you on this project. Please do not hesitate to call with any questions.

Sincerely,

Sean McCabe
Sean@vermontelec.com
802-557-1141