



GEORGIA VERMONT

Selectboard Regular Meeting Monday, January 13, 2025 at 5:00 PM Chris Letourneau Meeting Room and via Zoom Agenda

Zoom Details:

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

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

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

1. **CALL TO ORDER**
2. **PLEDGE OF ALLEGIANCE**
3. **CHAIR UPDATE**
4. **ADDITIONS, DELETIONS, OR CHANGES TO THE AGENDA**
5. **SELECTBOARD MINUTES AND WARRANTS**

A. Approval of Selectboard Minutes January 06, 2025 Special Meeting

B. Approval of Warrants # 2501

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. Bridge #10 & #28-No Updates

B. Personnel Policy-Revisions in the works by Town Administrator

C. Sherwood Forest 3 Acre Rule-No New Updates

D. Town Electronic Sign--Reached out again, again no response from Steve Emery. We have reached out to the scout who is leading the project, and he has let the sales team he is working with know there is another town member interested. The scout is interested in meeting with me to discuss further, I will reach out to set up a meeting with scout.

E. Site Plan Amendment Review Hearing-Follow Discussion-Paul present at meeting, any follow up from Paul?

F. Ethics Policy-Still Updating current Policy to include new provisions from State Act 171

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

- A.** Roadside Acres LLC - Boundry Line Adjustments-Spoke with Lawyer regarding a motion to move forward with the boundary line adjustments, will entail a Discontinuance Meeting and Hearing. Note that this process is time consuming and costly. Time frame will be 4-6 months. Current owner has reviewed this map with Doug and Todd and seems to be in agreement, has reached out regarding the timeframe and process, as he is in the process of subdivision and selling off portions of property.
- B.** Peoples Trust Banking Resolution-Action/Signatures to add Town Administrator as a signer and administrator for the bank account and allow for online access.
- C.** Articles for Town Meeting-Discussion On Town Meeting Warning- Information Hearing Date-Action.
- D.** Capital Budget Approval

10. TOWN ADMINISTRATOR, TREASURER AND SELECTBOARD SUB COMMITTEES REPORTS

- A.** Town Administrator
- B.** Treasurer
- C.** Buildings
- D.** Budget and Finance
- E.** Personnel
- F.** Public Works/Grounds/Recreation
- G.** Committees at the direction of the chair

11. OTHER

12. PLAN NEXT MEETING AGENDA

- A.** Next Regular Selectboard Meeting - January 27, 2025

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

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.** Executive Session -Personnel-Assessor Position
- B.** Personnel-ACO Resume Review/Discussion
- C.** Personnel - Selectboard Clerk Position-Meeting Minutes

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: Stacy Katon, Town Administrator



GEORGIA VERMONT

Selectboard Meeting Monday, January 06, 2025 at 5:00 PM Fire Station Community Room and via Zoom Minutes

Zoom Details:

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

Meeting ID: 616 584 3896 | Passcode: 5243524

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

1. CALL TO ORDER: C. Rosenquist called the meeting to order at 5:01pm

SELECTBOARD PRESENT

Brian Dunsmore, Paul Jansen, Carl Rosenquist, Kristina Senna

STAFF PRESENT

Doug Bergstrom, Kollene Caspers, Lori Hobart, Stacy Katon, Cheryl Letourneau (via Zoom)

PLANNING COMMISSION PRESENT

Jared Waite, Heather Dunsmore, Tony Heinlein, Suzanna Brown, Chuk Cross

GUESTS PRESENT

Michael Allen, ReGrowth (via Zoom)

PUBLIC PRESENT

Ken Mink, Debbie & Ray Mann, Fred Grimm, Terry Cleveland, Robert Giroux, Dennis and Louise Abrontes, Linda Kirker, Pat King, Kay Krul, Emily Jonson, Steven Wry, Bridget Stone (via Zoom), Bethany Langerin (via Zoom), Sandy Laferriere (via Zoom), Debra Fenton (via Zoom), Karen Genier (via Zoom)

2. PLEDGE OF ALLEGIANCE

3. ADDITIONS, DELETIONS, OR CHANGES TO THE AGENDA

- C. Rosenquist introduced Stacy Keaton as the new Town Administrator for the Town of Georgia and thanked Cheryl LeTourneau for her years of service in the position.
- C. Rosenquist stated Devon Thomas had resigned from his position as Selectboard member effective 1.06.2025 and thanked him for his service.

- S. Keaton requested an addition to the agenda to discuss a personnel matter.
 - P. Jansen motioned for an Executive Session to be added to the agenda at the end of the meeting to discuss the personnel matter. Seconded by K. Senna
- Voting Yea: B. Dunsmore, P. Jansen, C. Rosenquist, K. Senna

4. SELECTBOARD MINUTES AND WARRANTS

A. Approval of Selectboard Regular Meeting Minutes for 12.30.2024

C. Rosenquest made a Motion to approve 10.30.2025 Selectboard meeting minutes.

- C. Rosenquist requested changes were made to the following line items:
 - #18/19: Staff to be listed separately
 - #33: Fill in the amount of Warrant #40 (\$16,975.35)
 - #62: Rephrase to "Cell tower allocations for GCEC and GCC were met."
 - #122: Add "Personnel: Assessor" was discussed in Executive Session.
 - #125: Add that S. Keaton was invited to join the Executive Session, Motion made by K. Senna, Seconded by P. Jansen.
 - #135 & #136: Stricken from the minutes
 - K. Senna made the motion to exit executive session, P. Jansen seconded at (time) No motions were made in executive session. No action was taken after executive session. The same parties made the motion to adjourn.

B. Dunsmore motioned to approve minutes with changes. Seconded by P. Jansen.

Voting Yea: B. Dunsmore, P. Jansen, C. Rosenquist, K. Senna

B. Approval of Warrants (None)

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

A. Selectboard Public Hearing for New Town Plan

- D. Bergstrom introduced the changes to the Town Plan that had been made since the 12.06.2024 public hearing.
- Changes included the *Future Land Use Vision* map, the location of the *Business Hamlet* zone, and the inclusion of Redeeming Grace church to the South Village zoning district.
- The new *Business Hamlet* zone was defined further to fully explain the land uses and development restrictions to that district.
- Northwest Regional Planning Commission was consulted with the presented changes.
- C. Rosenquist opened up to Selectboard for Questions/Discussion. None posed.
- C. Rosenquist opened up to the Public for Questions/Discussion:
 - The Lakeshore Zones will still be distinguished by L-1 and L-2 zones, to be further explained in the new Development Regulations.
 - Discussion over slow growth in Georgia as well as growth in designated locations to preserve the rural acreage while accommodating the need for housing.
 - Discussion on the changes to the South Village Zoning district and the addition of the *Residential Village* zone.
 - Recreation and Natural zones will be further explained in the new Development Regulations.

Motion to approve the Town Plan as presented to the Board and Public

Motion made by B. Dunsmore, Seconded by K. Senna.

Voting Yea: B. Dunsmore, P. Jansen, C. Rosenquist, K. Senna

B. 2025 Budget Discussion

- C. Rosenquist called the Budget Meeting to order at 6:00pm.
- C. Rosenquist introduced S. Katon as the new Town Administrator for anyone new joining the meeting.
- K. Senna provided an introduction and run-down of the proposed 2025 Town budget, see provided budget information in meeting Agenda Packet.
- The 2024 budget will not be included in the discussion given year end accounting has not been completed.
- The proposed budget includes a 6.58% tax increase from the 2024 budget.
- P. Jansen opened up to the Public for Questions/Discussion:
 - Increasing the law enforcement budget would increase police coverage to 20 hours a month.
 - An increase of \$57,000 in health insurance across the board is out of the control of the Town of Georgia.
 - Public Works and Roads have been underfunded for years, adding more to the budget will assist in catching up with road paving and maintenance.
 - There is \$30,000 for the interest for the bridge bond in 2025.
 - "Workforce Retention Funds" (ARPA funds) were included in the budget, as well as impact fees, reserve funds, grants, etc. were recognized while creating the budget. The 13% increase in expenses will not solely be covered by taxes.
 - Increases in administrative salaries include the new full time Town Administrator and a 3% increase in salary across Town of Georgia employees. The Selectboard has eliminated the Bookkeeper position.
 - The Town of Georgia holds the bridge bond and two loans, for the town garage & fire station. Highway truck and firetruck are coming out of workforce retention funds.
 - Discussion over the Town distributing information to the community about the budget before Town Meeting Day.
- There are openings on the Selectboard, DRB, Planning Commission and Library Trustees. See the Town Clerk for more information on running for office. Petitions are due January 27th at 5pm. Please stop by the Town offices or library to sign petitions during open hours.

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

Motion to enter into Executive Session, to discuss a personnel matter, made by C. Rosenquist at 7:21pm. Seconded by K. Senna.

Voting Yea: B. Dunsmore, P. Jansen, C. Rosenquist, K. Senna

Motion to invite S. Keaton to Executive Session made by K. Senna. Seconded by B. Dunsmore

Voting Yea: B. Dunsmore, P. Jansen, C. Rosenquist, K. Senna

Motion to exit from Executive Session at 7:39pm made by K. Senna. Seconded by B. Dunsmore.

Voting Yea: B. Dunsmore, P. Jansen, C. Rosenquist, K. Senna

No motions were made during Executive Session. No action was taken after exiting the Executive Session.

7. ADJOURN

Motion to adjourn the meeting at 7:40pm

Motion made by K. Senna. Seconded by B. Dunsmore

Voting Yea: B. Dunsmore, P. Jansen, C. Rosenquist, K. Senna

Posted to the Town website.

Signed: Stacy Katon, Town Administrator

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

DRAFT

01/10/2025

Town of Georgia, Vermont Accounts Payable

Section 5. Item #B. 2

10:41 am

Check Warrant Report # 2501 Current Prior Next FY Invoices

Georgia Treasurer

For checks For Check Acct 01 (General Fund) 01/13/2025 To 01/13/2025

Vendor	Invoice	Invoice Description	Purchase Amount	Discount Amount	Amount Paid	Check Number	Check Date
AVENU	AVENU INSIGHTS & ANALYTICS	INVB-059208 monthly fee	890.00	0.00	890.00	4099	01/13/25
BLUECR	BLUE CROSS & BLUE SHIELD OF VT	196693447 monthly premium	21332.44	0.00	21332.44	4100	01/13/25
COMCAST	COMCAST	-2588 122824 modem 2	14.95	0.00	14.95 E	11301	01/13/25
COMCAST	COMCAST	-3288 122424 town offices	216.90	0.00	216.90 E	11302	01/13/25
COMCAST	COMCAST	-4377 122424 fire station	202.98	0.00	202.98 E	11303	01/13/25
COMCAST	COMCAST	-7269 122424 new garage	209.05	0.00	209.05 E	11304	01/13/25
EYE MED	FIDELITY SECURITY LIFE INSURAN	166619184 monthly premium	57.67	0.00	57.67	4101	01/13/25
UNION DUE	LABORERS' INTERNATIONAL OF NO.	DEC 2024 monthly dues	168.00	0.00	168.00	4102	01/13/25
MICROSOFT	MICROSOFT CORPORATION	E0100UWUX6 subscription fee update	118.36	0.00	118.36 E	11305	01/13/25
MINUTEMAN	MINUTEMAN PRESS	59493 budget mtg postcards	591.75	0.00	591.75	4103	01/13/25
NEMRC	NEW ENGLAND MUN RESOURCE CTR L	56336 annual support	5811.26	0.00	5811.26	4104	01/13/25
TAXES	NYE ERIC & PAULINE	104380000 2024 tax overpayment	310.75	0.00	310.75	4105	01/13/25
OMG	O'ROURKE MEDIA GROUP	399305 DRB/SB notices	123.60	0.00	123.60	4106	01/13/25
PAYCHEX	PAYCHEX	2024123001 19 tranx	169.95	0.00	169.95 E	11306	01/13/25
SHELBU	SHELBURNE LIMESTONE CORPORATIO	92656 1/2" stone	356.88	0.00	356.88	4107	01/13/25
VTINFORM	VERMONT INFORMATION CONSORTIUM	1711954 annual subscriber svcs 2	75.00	0.00	75.00	4108	01/13/25
	2023 was never paid						
VTINFORM	VERMONT INFORMATION CONSORTIUM	1897162 annual subscriber svcs 2	75.00	0.00	75.00	4108	01/13/25
VST	VERMONT STATE TREASURER'S OFFI	9/24-12/24 dog licenses	55.00	0.00	55.00	4109	01/13/25
VFIS	VFIS	2025-2026 Accident & Sickness	3155.00	0.00	3155.00	4110	01/13/25
VLCTPA	VLCT PACIF	11559 1q25 contributions	22429.55	0.00	22429.55	4111	01/13/25
VMERSDB	VMERS	DEC 2024 Dec contribution	13642.17	0.00	13642.17	4112	01/13/25
VTSAFETY	VT DEPT OF PUBLIC SAFETY #7381	91279 law enforcement	1443.52	0.00	1443.52	4113	01/13/25

01/10/2025

10:41 am

Town of Georgia, Vermont Accounts Payable

Check Warrant Report # 2501 Current Prior Next FY Invoices

For checks For Check Acct 01 (General Fund) 01/13/2025 To 01/13/2025

Section 5. Item #B. 2
Georgia Treasurer

Vendor	Invoice	Invoice Description	Purchase Amount	Discount Amount	Amount Paid	Check Number	Check Date
Report Total			71,449.78	0.00	71,449.78		

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 \$ ****71,449.78 Let this be your order for the payments of these amounts.

Carl Rosenquist (Chair)

Devon Thomas (Vice Chair)

Brian Dunsmore

Paul Jansen

Kristina Senna

01/10/25
10:24 am

Town of Georgia, Vermont Accounts Payable
Invoice Edit List-Current-Last-Next FY
Invoices Up To 01/31/25

Section 5. Item #B.
Page 1 of 3
GeorgiaTreasurer

Vendor	Invoice Number	Purchase Order	Invoice Date	Due Date	Ck Acct	Invoice Amount	Discenc. Amount	Discount Amount
AVENU	AVENU INSIGHTS & ANALYTIC	INVB-059208	12/23/24	01/22/25	01 monthly fee			
	1-7-05-20-44.07	Computer Software & Licens				890.00	0.00	0.00
BLUECR	BLUE CROSS & BLUE SHIELD	196693447	01/02/25	01/26/25	01 monthly premium			
	1-2-00-05-10.36	Health Withholding				1,163.96	0.00	0.00
	1-7-05-05-10.23	Gen Gov Insurance Benefit				3,102.58	0.00	0.00
	1-7-05-10-10.18	Clerks Office Ins Bene				2,130.95	0.00	0.00
	1-7-05-28-10.04	Public Works Insurance Be				3,102.58	0.00	0.00
	1-7-05-36-10.17	Fire & Rescue Ins. Benefi				2,208.26	0.00	0.00
	1-7-05-70-14.00	Library Health Insurance				2,105.01	0.00	0.00
	1-7-10-05-10.13	Highway Ins. Benefits				7,519.10	0.00	0.00
Invoice 196693447 Total						21,332.44	0.00	0.00
COMCAST	COMCAST	-2588 122824	12/28/24	01/23/25	01 modem 2			
	1-7-05-28-30.50	Town Hall Utilities				14.95	0.00	0.00
<i>direct pay</i>								
	-3288 122424	12/24/24	01/19/25	01 town offices				
	1-7-05-28-30.50	Town Hall Utilities				216.90	0.00	0.00
	-4377 122424	12/24/24	01/19/25	01 fire station				
	1-7-05-28-30.25	Fire & Rescue Utilities				202.98	0.00	0.00
	-7269 122424	12/24/24	01/19/25	01 new garage				
	1-7-05-28-30.70	New Hwy Garage Utilities				209.05	0.00	0.00
Total For COMCAST						643.88	0.00	0.00
EYE MED	FIDELITY SECURITY LIFE IN	166619184	01/01/25	01/01/25	01 monthly premium			
	1-2-00-05-10.37	Vision Withholding				57.67	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
	S4836391.001	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
	S4913365.001	07/11/24	08/12/24	01				
	1-7-05-28-45.70	New Hwy Bldg. Maint.				26.59	0.00	0.00
	S5010561.001	09/27/24	10/10/24	01 stem mount				
	1-7-05-28-45.70	New Hwy Bldg. Maint.				32.16	0.00	0.00
	S5028865.001	10/01/24	10/10/24	01 1/2" hole cover				
	1-7-05-28-45.20	Town Beach Bldg. Maint				3.72	0.00	0.00

01/10/25
10:24 am

Town of Georgia, Vermont Accounts Payable
Invoice Edit List-Current-Last-Next FY
Invoices Up To 01/31/25

Section 5. Item #B.

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GeorgiaTreasurer

Vendor	Invoice Number	Purchase Order	Invoice Date	Due Date	Ck Acct	Invoice Amount	Discenc. Amount	Discount Amount
	S5077857.001		11/04/24	12/10/24	01	cord/plug/receptacle		
	1-7-05-28-45.70	New Hwy Bldg. Maint.				250.97	0.00	0.00
	S5084677.001		11/07/24	12/10/24	01	battery terminal		
	1-7-05-36-99.00	GFD Miscellaneous Exp.				8.35	0.00	0.00
Total For GREEN MOUNTAIN ELECTRIC SUPPLY						-93.69	0.00	0.00
						=====	=====	=====
UNION DUE LABORERS' INTERNATIONAL O DEC 2024			01/09/25	01/10/25	01	monthly dues		
	1-2-00-05-10.41	Union Dues				168.00	0.00	0.00
MICROSOFT MICROSOFT CORPORATION	E0100UWUX6		01/07/25	01/07/25	01	subscription fee update		
	1-7-05-20-44.07	Computer Software & Licens				118.36	0.00	0.00
<i>direct pay</i>								
MINUTEMAN MINUTEMAN PRESS	59493		12/31/24	01/15/25	01	budget mtg postcards		
	1-7-05-20-25.00	Printing/Publishing				591.75	0.00	0.00
NEMRC NEW ENGLAND MUN RESOURCE	56336		01/01/25	01/01/25	01	annual support		
	1-7-05-20-44.07	Computer Software & Licens				5,811.26	0.00	0.00
TAXES NYE ERIC & PAULINE	104380000		01/02/25	01/02/25	01	2024 tax overpayment		
	1-2-00-10-00.05	Due To Taxpayers				310.75	0.00	0.00
OMG O'ROURKE MEDIA GROUP	399305		12/31/24	01/20/25	01	DRB/SB notices		
	1-7-05-20-25.00	Printing/Publishing				123.60	0.00	0.00
PAYCHEX PAYCHEX	2024123001		12/26/24	01/02/25	01	19 tranx		
	1-7-05-05-45.00	Admin Contracted Services				169.95	0.00	0.00
<i>direct pay</i>								
SHELBU SHELBURNE LIMESTONE CORPO	92656		12/31/24	01/30/25	01	1/2" stone		
	1-7-10-05-55.20	Processed Aggregate				356.88	0.00	0.00
VTINFORM VERMONT INFORMATION CONSO	1711954		12/31/23	01/25/24	01	annual subscriber svcs 23		
	1-7-05-05-44.00	Admin Consultant Services				75.00	0.00	0.00
	1897162		12/07/24	01/25/25	01	annual subscriber svcs 24		
	1-7-05-05-44.00	Admin Consultant Services				75.00	0.00	0.00
Total For VERMONT INFORMATION CONSORTIUM LLC						150.00	0.00	0.00
						=====	=====	=====
VST VERMONT STATE TREASURER'S	9/24-12/24		01/07/25	01/15/25	01	dog licenses		
	1-2-40-20-10.05	State Of VT Dog Licenses				55.00	0.00	0.00
VFIS VFIS	2025-2026		11/26/24	01/31/25	01	Accident & Sickness		
	1-7-05-36-19.00	Fire & Rescue AD&D Ins.				3,155.00	0.00	0.00
VLCTPA VLCT PACIF	11559		12/04/24	01/01/25	01	1q25 contributions		
	1-7-05-05-48.00	Property & Casualty Ins				15,563.62	0.00	0.00

01/10/25
10:24 am

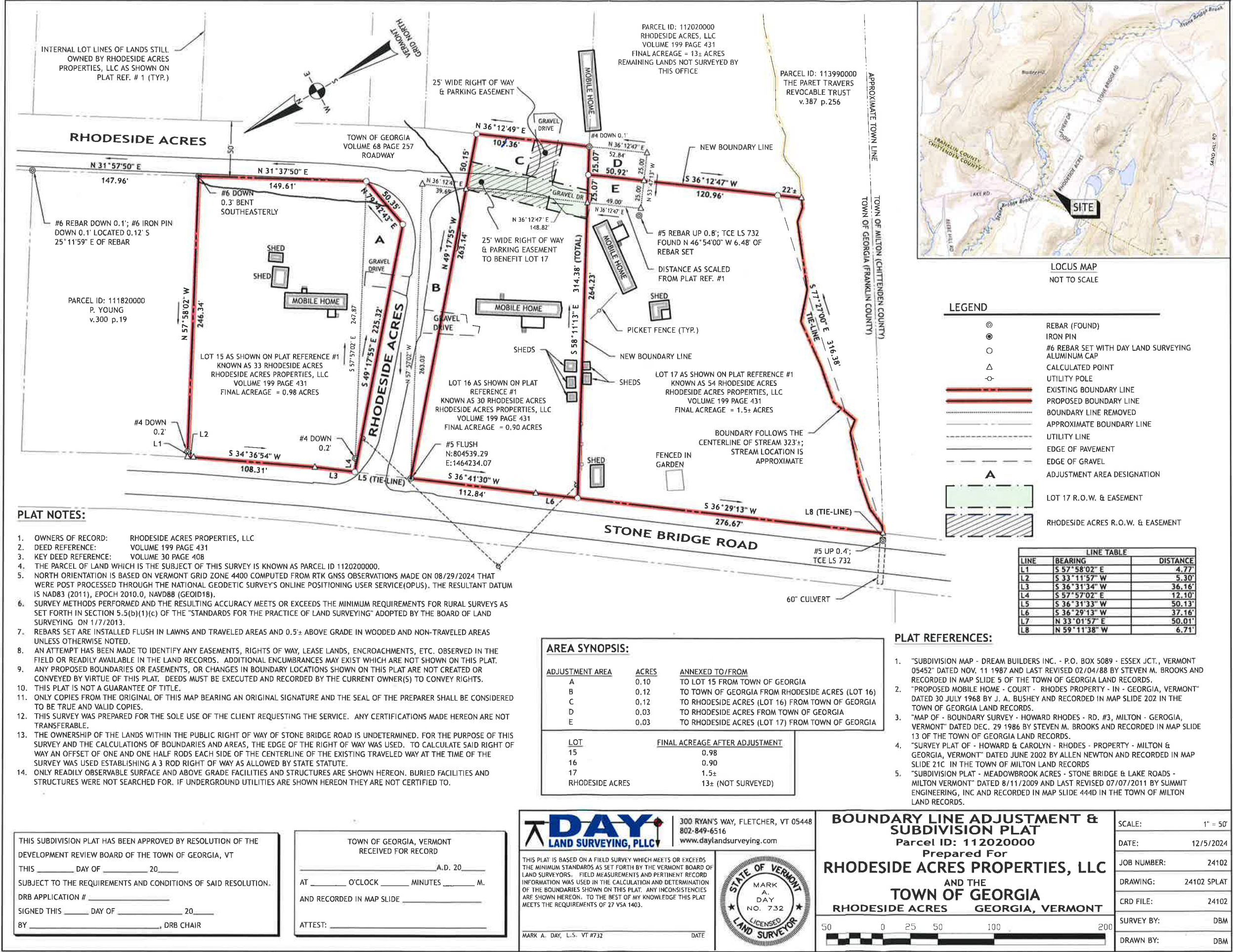
Town of Georgia, Vermont Accounts Payable
Invoice Edit List-Current-Last-Next FY
Invoices Up To 01/31/25

Section 5. Item #B.
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GeorgiaTreasurer

Vendor	Invoice Number	Purchase Order	Invoice Date	Due Date	Ck Acct	Invoice Amount	Discenc. Amount	Discount Amount
	1-7-05-75-20.00	Worker Comp. Insurance				6,865.93	0.00	0.00
Invoice 11559 Total						22,429.55	0.00	0.00
VMERSDB VMERS	DEC 2024		01/01/25	01/01/25	01 Dec contribution			
	1-2-00-05-10.25	Retirement Withholding				13,642.17	0.00	0.00
VISAFETY VT DEPT OF PUBLIC SAFETY	91279		12/31/24	12/31/24	01 law enforcement			
	1-7-05-30-45.05	Law Enforcement				1,443.52	0.00	0.00
Report Grand Total						71,356.09	0.00	0.00

Fund Totals	Expenditures	Dis-Encumbrance
1	71,356.09	0.00
	71,356.09	0.00

+ 93.69
71,449.78





GEORGIA

VERMONT

CAPITAL PROGRAM AND BUDGET 2025-2030

Town of Georgia, Vermont

DRAFT

December 22, 2024

INTRODUCTION

The Town of Georgia currently charges impact fees on new development to support Administration, Fire & Rescue, Highway, Parks/Recreation and Library. This methodology, commonly called the “buy in” method of calculating impact fees, was originally adopted by the town based upon two reports compiled by Economic and Financial Consulting Associates, Inc. (EFCA): “Capital Program and Budget: Town of Georgia, 1995 through 2000,” and “Technical Memorandum: Methods Used to Develop Impact Fees.” The two original EFCA reports were not available for review, thus, this report relies on the methodology used in the 2013 report. All impact fee calculations are based upon the methodology used in the 2013 report.

The Town’s impact fees are set and outlined in an Impact Fee Ordinance, most recently updated in 2013. This report summarizes adjustments to the Administration, Fire & Rescue, Highway, Parks/Recreation and Library d Fire Impact Fees based on an assessment of levels of service, projected growth, and existing and planned capital resources.

Vermont municipalities are permitted to levy impact fees on new development, as outlined in 24 V.S.A. Chapter 131. The intent of the statute allowing impact fees is “to enable municipalities to require the beneficiaries of new development to pay their proportionate share of the cost of municipal and school capital projects that benefit them and to require them to pay for or mitigate the negative effects of construction.” Two important definitions included within the statute are:

- “Capital project” means:
 - A. any physical betterment or improvement including furnishings, machinery, apparatus, or equipment for such physical betterment or improvement;
 - B. any preliminary studies and surveys relating to any physical betterment or improvement;
 - C. land or rights in land; or
 - D. any combination of these.
- “Impact fee” means a fee levied as a condition of issuance of a zoning or subdivision permit that will be used to cover any portion of the costs of an existing or planned capital project that will benefit or is attributable to the users of the development or to compensate the municipality for any expenses it incurs because of construction. The fee may be levied for recoupment of costs for previously expended capital outlay for a capital project that will benefit the users of the development.

Explicit Statutory Requirements

The statute clearly indicates specific requirements related to the implementation of impact fees that a municipality must meet:

1. The municipality must be “confirmed” as defined by 24 V.S.A. § 4350, meaning it must have a continuing planning process, an approved and adopted municipal plan, and be engaged in the implementation of its municipal plan.
2. The municipality must have an adopted Capital Budget and Program.
3. The municipality must develop a “reasonable formula” to assess the impact fee, and the formula must include a level of service for the capital project as well as means of assessment (such as square footage or number of bedrooms).
4. The municipality must establish the formula and procedure for levying the impact fee via an adopted ordinance or bylaw.

5. If the actual expense of the capital project is less than the fee collected from the developer, the municipality must refund the unexpended portion of the fee within one year of the termination of construction of the project.
6. The municipality must provide an annual accounting for each impact fee, including the source, amount, and project funded.
7. The municipality must spend the fee on the capital project, for which the fee was intended, within six years of when the fee was paid.

Level of Service Standards

Vermont's impact fee statute clearly indicates the formula for an impact fee "must include a level of service for the capital project as well as means of assessment." Vermont communities use different methods of identifying, calculating, and applying the level of service standards depending on the situation. Sometimes an "industry standard" from a professional organization or association is used as a starting point. In other cases, a locally adopted standard from a Town Plan or similar municipal planning document is used. In other cases, communities calculate their own level of service standard during the impact fee development process based on existing infrastructure. Once a level of service standard is identified, the way it is used also varies from community to community. Some communities apply the chosen standard to projected population growth to identify future facility needs (and associated project funding needs). Another approach is for communities to compare the chosen level of service standard to their current facilities/equipment to determine whether additional facilities will be needed to bring the community (inclusive of new development) within the accepted level of service range.

Eligible Capital Costs

The intent of impact fees is to lessen the burden on existing property owners created by growth within the community and the associated demands on municipal infrastructure and facilities. To accomplish this, an impact fee can be assessed to cover the proportionate share of project costs that can be attributed to new development. The statute also clearly indicates an impact fee may be levied for recoupment of previous costs for a capital project that will benefit the users of the new development. The Town of Georgia maintains a Capital Budget, the most recent version of which covers the FY25-FY30 period. The Capital Budget provides a detailed list of planned capital projects, their costs, and potential funding sources. Additionally, the Town creates many other plans and reports that include specific projects and goals for the community, including the Town Plan, transportation studies, and development assessments. Together, these documents provide information about the Town's planned capital projects and goals which can be used in the development of impact fees. A review of Georgia's Administration, Fire, Highway, Parks and Recreation, and Library Impact Fees including consideration of an appropriate level of service for each and eligible capital costs. Specific metrics used throughout the analysis of each fee are:

- 2023 Georgia Population: 4,876 (2023 American Community Survey)
- 2030 Projected Georgia Population: 5,055 (Town of Georgia, 2024 Town Plan)
- Residents per Single-Unit: 2.88 (2023 American Community Survey)
- Residents per multi-unit: 2.16 (75% of the Single-Unit)

Administration Department

The Administrative Department for the purposes of the capital plan and budget includes the functions of town administrator, clerk, treasurer, assessor, zoning, and planning. The assets included in this group, principally the Town Offices, also support the functions of the Select board and other general town activities. Town personnel now include Town Administrator, Town Clerk, Town Treasurer, Assistant Town Clerk, Zoning Administrator, and part-time Planning Coordinator.

The Administration department has a current value of buildings, land and equipment of \$1,985,175 up from \$1,921,004 in 2019. The current balance in reserve funds is \$8,602.89.

Fire Department and First Response

The Fire Department and First Response is a paid-on-call force of approximately 30 members and is a member of the Franklin County Intermunicipal Mutual Aid Agreement. Dispatch services are handled by a central dispatch in neighboring St. Albans. In 2011 the town issued bonds combined with donations for the construction of a new fire station and emergency response station.

The current value for the fire department is \$4,559,700, an increase from \$3,506,374 in 2019. The current balance in the Fire and Rescue Reserve Fund is \$41,461.98.

Highway Department

The Highway Department is responsible for town highways and bridges, has five full-time employees. In 2021 the town issued bonds for the construction of a new Public Works building. The Highway Department utilizes the new building as their primary facility, while utilizing the old Highway garage for storage of machinery and equipment. A salt and sand shed was constructed (2011) across the street from the highway garage.

The current value is \$4,582,471 for the Highway Department an increase from \$ 1,172,972 in 2019. The current balance in the Highway Reserve Fund is \$165,618.

Library Department

The Georgia Public Library is available to town residents and is primarily supported through the town annual budget. It is housed in a building that formerly served as the Northwest Regional Library for the State. The library employs one full-time staff, two part-time staff members and is supported by volunteers.

The current value is \$1,777,905 for the Library Department, a change from \$165,968 in 2019. None of the Library’s assets are financed currently. Reserve funds are \$15,303.

Parks and Recreation Department

The Parks and Recreation Department is responsible for the operation of the Town Beach.

The current value is \$648,948 for the Parks and Recreation Department, a change from \$65,389 in 2019. None of the Parks and Recreation’s assets are financed currently. Reserve funds are \$38,439.

School Department

No changes are made currently to the descriptions of School Department capacity, costs, and values of property from the earlier Capital Programs and Budgets. A capital plan for the years 2025 through 2030 is presented later in the report.

Six-YEAR CAPITAL EXPENDITURE PLAN 2025-2030

The plan is presented to the Town Select Board for review, comment, and approval.

All planned capital expenditures are designed to maintain existing standards as established by the elected officials for town delivery of services to residents and property owners.

Table 1: Summary of Proposed Capital Expenditures for 2025-2030

Dept	Year	Item	Purchase Total	Salvage	Project Total	Impact Fees	Reserve Funds	Grant	Finance	Taxes
Admin	2025	Stand up Desks	\$ 5,000		\$ 5,000	x		x		
Admin	2026	Expand Vault downstairs	39,900		39,900	x				
Admin	2029	Replace Conference Room carpet and TA carpet	5,000		5,000	x	x			
Fire	2025	Mobile radios (7)	17,500		17,500			x		
Fire	2025	Portable radios (30)	60,000		60,000			x		
Fire	2025	Positive Pressure Fan	10,000		10,000	x				
Fire	2025	Lifting Bags	20,000		20,000	x				
Fire	2025	Turnout Gear (3 sets per year)	15,000		15,000					x
Fire	2026	Base Station Radios	7,000		7,000	x				
Fire	2026	Turnout Gear (3 sets per year)	15,000		15,000					x
Fire	2027	Rescue Jacks	25,000		25,000	x				
Fire	2027	Turnout Gear (3 sets per year)	15,000		15,000					x
Fire	2028	Extrication Tools (Ram, Cutter, Spreader)	60,000		60,000	x				
Fire	2028	Turnout Gear (3 sets per year)	15,000		15,000					x
Fire	2029	Ladder 1	1,600,000		1,600,000		x		x	
Fire	2029	Turnout Gear (3 sets per year)	15,000		15,000					x
Fire	2030	Turnout Gear (3 sets per year)	15,000		15,000					x
Highway	2025	3 point hitch Generator used	9,000		9,000	x				
Highway	2025	Electrical for Generator	18,000		18,000					x
Highway	2025	New Floor scrubber Highway & Fire station	6,000		6,000					x

Dept	Year	Item	Purchase Total	Salvage	Project Total	Impact Fees	Reserve Funds	Grant	Finance	Taxes
Highway	2026	New Pressure washer - hot water	6,000	200	5,800	x				x
Highway	2027	New Tractor w/ enclosed cab	100,000	5,000	95,000		x		x	x
Highway	2027	New Backhoe	188,000	35,000	153,000		x		x	x
Highway	2028	New Tandem Plow Truck/replace 2017	310,000	30,000	280,000		x		x	x
Highway	2030	New Single Axle Plow Truck/ replace 2013	300,000	10,000	290,000		x		x	x
Highway	2030	New Z turn	12,000	1,000	11,000	x				
Rec	2025	Court resurfacing*	25,000		25,000	x	x			x
Rec	2025	New Dock*	40,000		40,000	x	x			x
Rec	2025	New Gate	7,750		7,750	x	x			x
Rec	2026	New Z turn/ replace 2017 Ferris	10,500	1,000	9,500	x	x			x
Library	2025	Drop box with cart (drive up)	6,200		6,200	x	x			x
Library	2025	Study for building improvements	50,000		50,000	x	x			x
Library	2026	Circulation/information desks	8,000		8,000	x	x			x
Library	2026	Paint interior	9,000		9,000	x	x			x
Library	2027	(8) End of Range displays	6,500		6,500	x	x			x
		Town Total	\$3,045,450	\$82,200	\$2,963,150					

Items with an * will also utilize funding from the project fund.

A five-year capital expenditure plan was requested from, and provided by, the Georgia Town School District. The plan is presented below.

Table 2: Georgia School Department Capital Spending Plan

<u>Item</u>	<u>FY 25</u>	<u>FY 26</u>	<u>FY 27</u>	<u>FY 28</u>	<u>FY 29</u>	<u>FY 30</u>
Security Alarm	\$ 10,000					
Replace Front Steps	25,000					
Stormwater upgrade	50,000					
C Elevator Phase 2		\$ 200,000				
Tile "C" 2nd Floor			\$ 40,000			
ERU design			18,000			
ERU replacement				\$ 200,000		
Tile Lower "B"					\$ 18,000	
B Bldg. ERU Replacement					200,000	
Window replacement A & B						\$ 100,000
Total	\$ 85,000	\$ 200,000	\$ 58,000	\$ 200,000	\$ 218,000	\$100,000

Financing Scenarios, 2019-2024

The five-year Capital Expenditure Plan will be funded through several sources including impact fees, reserve funds, bonding, salvage value of disposed equipment and current year taxes. The Town of Georgia has been charging impact fees for all new residential units after the adoption of the 1995 Capital Program and Budget. The methodology was described in that 1995 report and has been continued through the subsequent Capital Budgets and, in turn, continues to be used in this report. Funds available from impact fees will vary according to actual building permits in any given year.

Table 3: Annual Debt Service Summary

	<u>2025</u>	<u>2026</u>	<u>2027</u>	<u>2028</u>	<u>2029</u>	<u>2030</u>
Existing Debt Service	\$ 462,871	\$ 404,309	\$ 396,135	\$ 305,649	\$ 297,433	\$ 289,277
Bridge Bond	30,000	80,000	80,000	80,000	80,000	80,000
Proposed Debt Service			30,000	58,000	187,000	215,000
Total	\$ 492,871	\$ 484,309	\$ 506,135	\$ 443,649	\$ 64,433	\$ 584,277

Table 4: By Year and Department 2025-2030

Year	Dept	Item	Purchase Total	Salvage	Project Total	Impact Fees	Reserve Funds	Grant	Finance	Taxes
2025	Admin	Stand up Desks	5,000		5,000	x		x		
2025	Fire	Mobile radios (7)	17,500		17,500			x		
2025	Fire	Portable radios (30)	60,000		60,000			x		
2025	Fire	Positive Pressure Fan	10,000		10,000	x				
2025	Fire	Lifting Bags	20,000		20,000	x				
2025	Fire	Turnout Gear (3 sets per year)	15,000		15,000					x
2025	Highway	3 point hitch Generator used	9,000		9,000	x				
2025	Highway	Electrical for Generator	18,000		18,000					x
2025	Rec	Court resurfacing*	25,000		25,000	x	x			x
2025	Rec	New Dock*	40,000		40,000	x	x			x
2025	Rec	New Gate	7,750		7,750	x	x			x
2025	Library	Drop box with cart (drive up)	6,200		6,200	x	x			x
2025	Library	Study for building improvements	50,000		50,000	x	x			x
		Total 2025	283,450		283,450					
2026	Admin	Expand Vault downstairs	\$39,900		\$39,900	x				
2026	Fire	Base Station Radios	7,000		7,000	x				
2026	Fire	Turnout Gear (3 sets per year)	15,000		15,000					x
2026	Highway	New Pressure washer - hot water	6,000	200	5,800	x				x
2026	Rec	New Z turn/ replace 2017 Ferris	10,500	1,000	9,500	x	x			x
2026	Library	Circulation/information desks	8,000		8,000	x	x			x
2026	Library	Paint interior	9,000		9,000	x	x			x
		Total 2026	95,400	1,200	94,200					
2027	Fire	Rescue Jacks	25,000		25,000	x				
2027	Fire	Turnout Gear (3 sets per year)	15,000		15,000					x
2027	Highway	New Tractor w/ enclosed cab	100,000	5,000	95,000		x		x	x
2027	Highway	New Backhoe	188,000	35,000	153,000		x		x	x
2027	Library	(8) End of Range displays	6,500		6,500	x	x			x
		Total 2027	334,500	40,000	294,500					
2028	Fire	Extrication Tools (Ram, Cutter, Spreader)	60,000		60,000	x				
2028	Fire	Turnout Gear (3 sets per year)	15,000		15,000					x

2028	Highway	New Tandem Plow Truck/replace 2017	310,000	30,000	280,000		x		x	x
		Total 2028	385,000	30,000	355,000					
2029	Admin	Replace Conference Room carpet and TA carpet	5,000		5,000	x	x			
2029	Fire	Ladder 1	1,600,000		1,600,000		x		x	
2029	Fire	Turnout Gear (3 sets per year)	15,000		15,000					x
		Total 2029	1,620,000	-	1,620,000					
2030	Fire	Turnout Gear (3 sets per year)	15,000		15,000					x
2030	Highway	New Single Axle Plow Truck/ replace 2013	300,000	10,000	290,000		x		x	x
2030	Highway	New Z turn	12,000	1,000	11,000	x				
		Total 2030	327,000	11,000	316,000					
		TOTAL	3,045,350	82,200	2,963,150					

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Impact Fee Calculations by Department

As described in the 2013 Capital Program and Budget, which, in turn, referred to the earlier impact fee reports, the impact fees for the five departments, now five departments – Administration, Fire & Rescue, Highway, Library, Parks & Recreation – are all “buy in fees.” This methodology is sometimes described as analogous to the price to purchase a share of stock in a corporation and is also called the “equity neutral buy-in fee.” As with stock in a corporation, each share represents ownership of a portion of the Town’s capital stock equal in value to every other share. Calculations of impact fees, based upon determination of the value of the Town of Georgia’s capital assets in the year 2024, are provided in Table 6 for each of the departments. As stated in the introduction for the purpose of this report we have followed the buy-in methodology as used in the 2013 and prior reports.

Table 5: Impact Fee Calculations by Department

		Admin	Fire	Highway	Rec	Library	Total Town
1	Current Value	\$ 1,985,175	\$ 4,559,700	\$ 4,582,471	\$ 648,948	\$ 1,777,905	\$ 13,554,199
2	Reserve Funds	\$ 8,741	\$ 139,476	\$ 135,199	\$ 38,439	\$ 15,303	\$ 337,158
	Total Equity	\$ 1,993,916	\$ 4,699,176	\$ 4,717,670	\$ 687,387	\$ 1,793,208	\$ 13,891,357
3	FTPE	4,845	4,845	4,845	4,845	4,845	4,845
4	Equity per Capita	\$ 411.54	\$ 969.90	\$ 973.72	\$ 141.88	\$ 370.12	\$ 2,867.15
	Per Person DU	2.88	2.88	2.88	2.88	2.88	2.88
	Impact Fee per Dwelling	\$ 1,185.24	\$ 2,793.32	\$ 2,804.31	\$ 408.60	\$ 1,065.93	\$ 8,257.40
5	Average Annual Debt	\$ -	\$ 142,619.52	\$ 150,000.00	\$ -	\$ -	\$ 292,619.52
6	6 year Debt per Capita	\$ -	\$ 29.44	\$ 30.96	\$ -	\$ -	\$ 60.40
	Debt Credit per DU	\$ -	\$ 84.78	\$ 89.16	\$ -	\$ -	\$ 173.94
	Max Allowed Impact Fee	\$ 1,185.24	\$ 2,708.54	\$ 2,715.15	\$ 408.60	\$ 1,065.93	\$ 8,083.46
7	Proposed 2025 75%	\$ 602.00	\$ 1,377.00	\$ 1,381.00	\$ 208.00	\$ 544.00	\$ 4,109.00
	School						\$ 1,100.00
					Total School & Town		\$ 5,209.00

¹ Current Value from Town Financial Records

² Reserve Funds as of 12/31/2023

³ FTPE is full year population plus estimated seasonal population

⁴ Equity per capita is total equity divided by FTPE

⁵ Average annual debt for 2019-2024

⁶ 6-year debt is total debt 2019-2024 divided by FTPE

⁷ Draft Impact Fee using Department Distribution as in Current