



GEORGIA VERMONT

Selectboard Regular Meeting Thursday, August 29, 2024 at 4:30 PM Chris Letourneau Meeting Room and via Zoom Agenda

Zoom Details:

<https://us02web.zoom.us/j/6165843896?pwd=STduU2JzTmпиVmE1MXZSaWZWVadz09>

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 08.12.2024

[B.](#) Approval of Warrant # 25 & # 26

6. PUBLIC COMMENT (For items not on agenda)

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

7. CORRESPONDENCE

[A.](#) William Lahaie - Zip code

8. UNFINISHED BUSINESS

A. Personnel Policy

B. Sherwood Forest 3-Acre Rule

C. Town Electronic Signs

D. Fire Department Kiosk - Discussion Later Date

E. Ethics Policy - September meeting

F. American Tower

G. Hazard Communication Policy

H. Vermont's 250th Anniversary - Georgia Community Events Committee

- I. Bridge #10
- J. Old Stage Rd - Culvert
- K. Docks

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

- A. Grant request for Conservation - Action to Approve
- B. Regrowth Contract - Action to Approve
- C. Brick School House upgrades - Review and Discuss
- D. Human Resources - Consultant
- E. Library Repairs - Discussion
- F. Evaluation Form - Approve Form for Use
- G. Bridge #10 Act 250- Update
- H. Road Name - Approval of Road Name
- I. Emergency Phone List
- J. Historical Society email- approve

10. TOWN ADMINISTRATOR, TREASURER AND SELECTBOARD SUB COMMITTEES REPORTS

- A. Town Administrator - C. Letourneau
 - Beach rentals policy
 - Fire Dept Well/Water issues
 - NRPC - 3-acre public meeting
 - Marking of shut offs -update
 - Canon Copiers -
- B. Treasurer - L. Hobart
 - Bond update
- C. Buildings - P. Jansen & D. Thomas
- D. Budget and Finance
 - Capital Budget
- E. Personnel - B. Dunsmore & D. Thomas
- F. Public Works/Grounds/Recreation - B. Dunsmore & K.Senna
 - Beach Update
 - Docks
- G. Committees at the Direction of the Chair - C. Rosenquist

11. OTHER

12. PLAN NEXT MEETING AGENDA

- A. 09.09.2024

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

A. Dog Bite Incident

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



GEORGIA VERMONT

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Selectboard Regular Meeting
Monday, August 12, 2024, at 6:00 PM
Chris Letourneau Meeting Room and via Zoom
Minutes

Zoom Details:

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

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

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

1. CALL TO ORDER

- **Selectboard Present** – Carl Rosenquist Chair, Brian Dunsmore, Paul Jansen, Kristina Senna
- **Selectboard Zoom** – Devon Thomas Vice-Chair (arrived 7:26 p.m.)
- **Staff Present** – Cheryl Letourneau, Lori Hobart, Dawn Penney
- **Public Present** – Ken Minck, Dan Albrecht
- **Public Zoom** – Andres Torizzo
- **At 6:00 p.m.** – C. Rosenquist called the meeting to order.

2. PLEDGE OF ALLEGIANCE

3. CHAIR UPDATE

4. ADDITIONS, DELETIONS, OR CHANGES TO THE AGENDA

- It was decided to add Water tanks, FY Audit, Request from Al Mosher, and Letter from Governor Scott.
- K. Senna made a motion to add these items to the agenda, B. Dunsmore seconded. All in favor, motion carried.

5. SELECTBOARD MINUTES AND WARRANTS

A. Approval of Selectboard Regular Meeting Minutes for 07.22.2024

- B. Dunsmore made a motion to approve the minutes from 07.22.2024, K. Senna seconded. All in favor, motion carried.
- K. Senna made a motion to add 07.30.2024 meeting minutes to the agenda for approval, B. Dunsmore seconded. All in favor, motion carried.
- Approval of Selectboard Regular Meeting Minutes for 07.30.2024 – Addition

- 34 • K. Senna made a motion to approve the minutes of 07.30.2024, B. Dunsmore seconded. All
- 35 in favor, motion carried.

36 B. Approval of Warrant # 23

- 37 • The board thanked L. Hobart for the new formatting with the warrant. They said it was
- 38 much easier to read and easier to understand.
- 39 • B. Dunsmore made a motion to approve Warrant # 23 for \$94,739.47, K. Senna seconded.
- 40 • L. Hobart said the Warrant should be \$450 less because Carol Ann Jones concert was
- 41 cancelled due to weather. The board wanted to thank Carol Ann Jones for not charging the
- 42 town. This changes the warrant amount to \$94,289.47.
- 43 • B. Dunsmore made a motion to update the warrant to \$94,289.47, K. Senna seconded. All in
- 44 favor, motion carried.
- 45 • All in favor of the warrant, motion carried.

46 Approval of Warrant # 24 – Addition

- 47 • L. Hobart explained the second warrant was for two items; payment for Bad Horsey, the
- 48 band for the concert for next week and a reimbursement to the Loomis’ for permit fees that
- 49 totaled \$1505.
- 50 • K. Senna made a motion to approve the warrant, P. Jansen seconded. All in favor, motion
- 51 carried.

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

53 All participants must clearly state their names. Appropriate actions will be considered once the

54 Selectboard has reviewed the information provided and necessary subsequent research.

- 55 • K. Senna wanted everyone to know the Town of Georgia employes an Assessor and they do
- 56 not have any listers. She wanted everyone to know the Town of Georgia does not use drones
- 57 or employ anyone who uses drones for the purpose of assessments.

58 **7. CORRESPONDENCE**

59 A. Emails to Selectboard Chair

- 60 • C. Rosenquist reported he received word that people liked the paving on Decker Rd.
- 61 • C. Rosenquist said he had heard from Janet Harrison who was asking about paving
- 62 Carpenter Hill Rd. She reported she was informed the road was to be paved after the
- 63 development was completed. He asked if there was a plan for that to be completed. No one
- 64 knew.
- 65 • C. Rosenquist said he had heard from the Army Corps of Engineers. They plan to work
- 66 along Sand Hill Rd in the wetlands by the power lines.

67 **8. UNFINISHED BUSINESS**

68 A. One percent local tax

- 69 • K. Senna, B. Dunsmore, and P. Jansen decided they did not want to add any more taxes to
- 70 Georgia residents. They requested this be taken off the agenda.

71 B. Personnel Policy

72 C. Ethics Policy

73 • It was requested to move this to the first meeting in September.

74 D. Bovat Rd

75 • It was requested to take this off the agenda.

76 E. Sherwood Forest 3-Acre Rule

77 • C. Rosenquist said he has a meeting set up for Wednesday at the town office with C.
78 Letourneau, Doug Bergstrom.

79 F. Town Electric Signs

80 • C. Rosenquist said he was waiting to hear from D. Bergstrom about quotes. It has been
81 decided to keep this on the agenda and it will later be delegated to the budget committee.

82 G. Brick School House – upgrades

83 • C. Rosenquist said the Historical Society came to the board informing them of work that
84 they would like to see done. They will be working on a way to fundraise.

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

86 A. Dan Albrecht - Action to approve - Hiring of Watershed Consulting Associates

- 87 • Action to approve receipt of Construction Grant from Northern Lake Champlain Clean
- 88 Water Service
- 89 • Action to approve permit to operate a motor vehicle on Falls Road Trail
- 90 • Falls Road Trail Project Agreement
 - 91 • D. Albrecht explained this to the board.
 - 92 • K. Senna made a motion to approve the receipt of Construction Grant from Northern
 - 93 Lake Champlain Clean Water Service in the amount of \$57,000, B. Densmore
 - 94 seconded. All in favor, motion carried.
 - 95 • K. Senna made a motion to hire Watershed Consulting Associates in the amount of
 - 96 no more than \$15,000, B. Dunsmore seconded. All in favor, motion carried.
 - 97 • K. Senna made a motion to approve the use of motorized vehicles on Falls Rd trail to
 - 98 complete the work on the Falls Rd trail gully repair stormwater improvements on a
 - 99 temporary basis until the completion of the project, B. Dunsmore seconded. All in
 - 100 favor, motion carried.
 - 101 • K. Senna made a motion to have the chair sign the Falls Rd Trail agreement, B.
 - 102 Dunsmore seconded. All in favor, motion carried.
 - 103 • The board thanked Dan Albrecht and Andres Torizzo for attending the meeting.
 - 104 They also thanked Ken Minck for all his work.

105 B. School refund money - discussion on usage

106 • L. Hobart said the town received the money that was due from the school in the amount of.
107 \$134,588.19. K. Senna asked if they were getting interest from the money. It is believed the
108 school was notified of the money being owed to the town in April. L. Hobart asked the
109 board where they wanted the money for them to keep track of it. K. Senna suggested putting
110 it in the ‘project fund’ and adding a note. The board agreed.

111 C. Georgia Highbridge - Bridge #10

- 112 • P. Jansen reported he spoke to Tyler. Tyler said there may not be as much funding available
113 this year because of all the flooding the state has seen. He also spoke of a potential to save
114 \$40,000 during this repair if the bridge could potentially be fully shut down for 2-4 weeks
115 versus having to keep one lane open. K. Senna asked for the work to be completed outside
116 of the school calendar. C. Rosenquist suggested having a meeting with the people affected.
- 117 D. Pre-buy propane for Library
- 118 • B. Dunsmore made a motion to prebuy propane for the library at \$3,741.10, P. Jansen
119 seconded. All in favor, motion carried.
- 120 E. Winter Salt and Sand – discussion
- 121 • B. Dunsmore said we have Harrison Concrete located here in town. He will investigate the
122 costs that we are currently paying for sand and compare it to Harrison.
- 123 F. Old Stage Rd Culvert - possible purchase
- 124 • Discussion was had on the culvert on Old Stage Rd and future repair. It is temporarily fixed
125 and there are discussions happening about practical solutions. This will come back again.
- 126 G. Mill River Rd and Highbridge update
- 127 • P. Jansen spoke with Tyler Billingsley regarding Bridge #28 and Tyler said it will be
128 \$1,000,000 for the bridge work. We have paid him \$25,000 and will give him another
129 \$25,000 before the end of the year. L. Hobart is working on an anticipation note of \$50,000.
130 A meeting is being set up with Babcock’s, Pipe, and Tyler regarding easements needed for
131 construction.
- 132 H. Hazard Communications DRAFT Policy - review and discuss
- 133 • There was a discussion on the draft policy of the Hazard Communication. There was
134 discussion on what are the requirements and potentially have an overarching policy and
135 what the OSHA requirements are.
- 136 • It was suggested to bring this to the executive session.
- 137 I. Cemetery Sign - Acton to approve cost sharing with Fairfax
- 138 • K. Senna made a motion to approve the cost sharing for a sign with Fairfax, P. Jansen
139 seconded. All in favor, motion carried.
- 140 J. ERAF Payment - Signature needed.
- 141 • ERAF money that was not received for Bovat Rd repair in 2019. FEMA will send us
142 \$19,834.24.
- 143 • K. Senna made a motion to have C. Rosenquist sign the letter for the ERAF payment, P.
144 Jansen seconded. All in favor, motion carried.
- 145 K. FY 23 Audit – Addition
- 146 • D. Thomas joined the meeting at this point.
- 147 • K. Senna said there was a concern about checks issued in the month of January 2023 which
148 were dated December 31, 2022. K. Senna reported there were two options. It was the
149 suggestion of the budget committee to take the qualified opinion option.

150 • B. Dunsmore made a motion to take the finance committees’ suggestion, C. Rosenquist
151 seconded. All in favor, motion carried.

152 L. Request from Al Mosher – Addition

153 • C. Letourneau reported Al Mosher has requested a sign to make traffic aware of his
154 driveway on Cline Rd.

155 • D. Thomas made a motion to approve the sign; P. Jansen seconded. All in favor, motion
156 carried.

157 M. Water Tanks – Addition

158 • T. Cadieux wanted to know if we could send water tanks to the auction in Swanton.

159 • K. Senna made a motion to allow the road commission to send the two tanks to the action,
160 P. Jansen seconded. All in favor, motion carried.

161 N. Letter from Governor Phil Scott – Addition

162 • C. Letourneau reported Governor Scott would like us to sign an agreement resolution for the
163 250-year anniversary of Vermont and plan activities around that. C. Letourneau will send it
164 to the board.

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

167 A. Town Administrator

168 • Philo update on install for Library and Town Office

169 • C. Letourneau said Philo has finished all the work, everything is working, and
170 everyone is happy.

171 • AED, CPR and Stop the Bleed training.

172 • C. Letourneau said she spoke with Fairfax Rescue, and they will be coming to the
173 Georgia library on August 19 to train the staff with AED, CPR, and stop bleeding.

174 • The town office will close from 9:15 a.m.– 2:15 p.m. for this training.

175 • HR

176 • C. Letourneau said she has been trying to touch base with Mary Lee who does
177 Human Resources, they have had trouble because she was out of town on vacation.

178 C. Letourneau will update the board.

179 Animal Ordinance - response from Steve Collier - Agency of Agriculture.

180 • The Agency of Agriculture is on board with the state’s new policy. There is a plan
181 to update our ordinance to comply with the state.

182 • D. Thomas said he is happy to help with this.

183 Pavement Damage

184 • Todd informed the TA that Whitcomb did damage to Sodom Rd. when they were
185 drawing materials for paving, but they have fixed it. Everything is all set.

186 Sherwood Forest meeting with residents and Dave Rugh

187 • C. Rosenquist, C. Letourneau, and Dave Rugh met with two homeowners from
188 Sherwood Forest regarding the stormwater. Discussion was had regarding what

189 needs to happen. The first being Sherwood Forest needs to put together an HOA
190 before moving forward.

191 Fire Dept. Kiosk for payroll – update.

- 192 • This was moved to the Executive Session.

193 Water in the Garage

- 194 • The board was made aware of water found in the garage on the floor. It only
195 happened once. T. Cadieux would like to investigate getting alarms for all the
196 buildings.

197 FCSD- Monthly update and report

- 198 • There will be monthly reports moving forward. There was no report yet as they only
199 began patrolling in mid-July.

200 B. Treasurer

201 Taxes

- 202 • L. Hobart reported getting the tax bills done and out.

203 C. Buildings

204 D. Budget and Finance

205 E. Personnel

- 206 • D. Thomas said he sent the board a draft of his final edits. It is requested that it be
207 pushed two meetings out, when everyone will be present.

208 F. Public Works/Grounds/Recreation

- 209 • Beach progress
 - 210 • B. Dunsmore reported that one bathroom has been started and then he will
211 begin on the second.
 - 212 • Beach Survey - Documents are being reviewed and fieldwork is being scheduled.
 - 213 • C. Letourneau said they were hoping to be doing it this week.
 - 214 • Dock Discussion
 - 215 • Discussion was had, P. Jansen and B. Dunsmore will visit the beach again
216 and see if they can produce a solution.

217 G. Committees at the direction of the chair

218 **11. OTHER**

219 **12. PLAN NEXT MEETING AGENDA**

220 A. 08.26.2024

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

222 A. American Tower – update

- 223 • At 7:53 p.m. - K. Senna made a motion to go into Executive Session, B. Dunsmore
224 seconded.

- 225 • K. Senna made a motion to have the town administrator join the board in the Executive
- 226 Session. All in favor, motion carried.
- 227 • At **8:30 p.m.** – K. Senna made a motion to exit Executive Session, B. Dunsmore seconded.
- 228 All in favor, motion carried.
- 229 • It is noted there were no motions out of Executive Session.

230 **14. ADJOURN**

- 231 • At **8:31 p.m.** – P. Jansen made a motion to adjourn the meeting, K. Senna seconded. All in
- 232 favor, motion carried.

233

234 **TABLED ITEMS:**

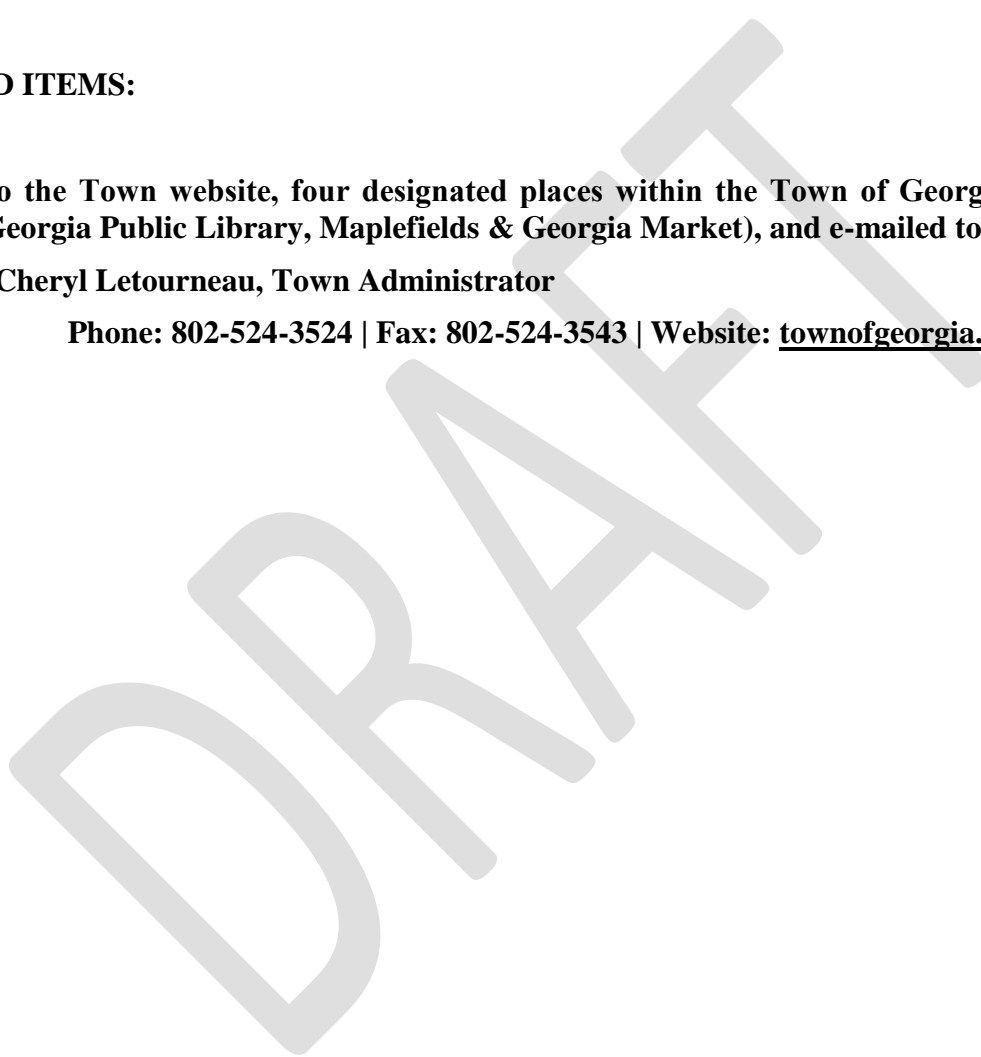
235

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

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

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

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



Vendor	Invoice	Invoice Description	Purchase Amount	Discount Amount	Amount Paid	Check Number	Check Date
802MECHAN	802 MECHANICAL LLC	018	ice machine repair	1649.53	0.00	1649.53	3575 08/26/24
ABOVE PAR	ABOVE PAR CLEANING LLC	5165-1296	July cleaning	1040.00	0.00	1040.00	3576 08/26/24
AFLAC	AFLAC	072770	monthly premium	127.50	0.00	127.50	3577 08/26/24
AMAZON	AMAZON CAPITAL SERVICES	13KMPPWVJJN1	door chime	26.50	0.00	26.50	3578 08/26/24
AMAZON	AMAZON CAPITAL SERVICES	14RQQJY93CDP	return extender	-56.78	0.00	-56.78	3578 08/26/24
AMAZON	AMAZON CAPITAL SERVICES	16FW99G616KP	USB over Cat6 Extender	186.68	0.00	186.68	3578 08/26/24
AMAZON	AMAZON CAPITAL SERVICES	1CY4WY1VNT9	iPad OtterBox	244.98	0.00	244.98	3578 08/26/24
AMAZON	AMAZON CAPITAL SERVICES	1YD1XVJ49K9H	fire / town office suppl	122.22	0.00	122.22	3578 08/26/24
AMAZON	AMAZON CAPITAL SERVICES	1YWYCNPC37XH	office bandaids	12.61	0.00	12.61	3578 08/26/24
APPLE	APPLE INC	AUGUST 2024	phone cloud storage	0.99	0.00	0.99 E	2609 08/26/24
BLUECR	BLUE CROSS & BLUE SHIELD OF VT	187544616	monthly premium	17088.57	0.00	17088.57	3579 08/26/24
CANON	CANON FINANCIAL SERVICES, INC	34195418	printer / copier	356.87	0.00	356.87	3580 08/26/24
CHEVALIER	CHEVALIER DRILLING CO., INC	93591	qtly testing, library	230.00	0.00	230.00	3581 08/26/24
CHEVALIER	CHEVALIER DRILLING CO., INC	93715	beach water testing	230.00	0.00	230.00	3581 08/26/24
COMCAST	COMCAST	-7699 080224	town garage	64.51	0.00	64.51 E	82610 08/26/24
COMCASTB	COMCAST BUSINESS	211610108		882.64	0.00	882.64	3582 08/26/24
FIDIUM	CONSOLIDATED COMMUNICATIONS	-3032 061824	town beach fiber network	86.53	0.00	86.53	3583 08/26/24
FIDIUM	CONSOLIDATED COMMUNICATIONS	-3032 071824	town beach fiber network	86.53	0.00	86.53	3583 08/26/24
COSTCO	COSTCO WHOLESALE	07.09.24		221.20	0.00	221.20	3584 08/26/24
EXIT18	EXIT 18 EQUIPMENT	91685	belt	136.54	0.00	136.54	3585 08/26/24
FWW	FRANK W WHITCOMB CONSTRUCTION	24126-1	Polly/Cline/Middle/Decke	262185.44	0.00	262185.44	3586 08/26/24
FWW	FRANK W WHITCOMB CONSTRUCTION	24126-1.1	Middle/Polly Hubbard	88950.40	0.00	88950.40	3586 08/26/24
FCSD	FRANKLIN COUNTY SHERIFF DEPART	0608 JULY 24	patrol hours - July	1228.91	0.00	1228.91	3587 08/26/24
GEO MARK	GEORGIA MARKET	08.13.24	election food	40.67	0.00	40.67 E	82611 08/26/24
GMP	GREEN MOUNTAIN POWER CORPORATI	-0004 080824	beach	107.06	0.00	107.06	3588 08/26/24
GMP	GREEN MOUNTAIN POWER CORPORATI	-1297 080824	beach	31.21	0.00	31.21	3588 08/26/24
IPS	INDUSTRIAL PROTECTION SERVICES	197394-00	Holmatro-Service	2125.00	0.00	2125.00	3589 08/26/24
J&L	J & L HARDWARE, INC.	516676		50.01	0.00	50.01	3590 08/26/24
J&L	J & L HARDWARE, INC.	516695	nut/bolt/washer	1.56	0.00	1.56	3590 08/26/24
J&L	J & L HARDWARE, INC.	516858		93.71	0.00	93.71	3590 08/26/24
J&L	J & L HARDWARE, INC.	516912		20.61	0.00	20.61	3590 08/26/24
JENKINS	JENKINS TREE SERVICE	1228	maple tree on Ballard	1500.00	0.00	1500.00	3591 08/26/24
JENKINS	JENKINS TREE SERVICE	1229	Ind Pk, Plains, Cline	1000.00	0.00	1000.00	3591 08/26/24
JIMMY P'S	JIMMY P'S EXCAVATION LLC	1007	digging / topsoil transp	1375.00	0.00	1375.00	3592 08/26/24
UNION DUE	LABORERS' INTERNATIONAL OF NO.	JULY 2024	July union dues	126.00	0.00	126.00	3593 08/26/24
MILAS FLO	MILA'S FLOWER FARM	2024-005	funeral flowers	75.00	0.00	75.00	3594 08/26/24
MRS	MILTON RENTAL & SALES INC	1-656501	floor saw rental	120.00	0.00	120.00	3595 08/26/24
MOTHER	MOTHER HUBBARD'S	08.13.24	election food	135.52	0.00	135.52 E	82612 08/26/24
NEDENT	NORTHEAST DELTA DENTAL	SEPT 2024	monthly premium	547.64	0.00	547.64	3596 08/26/24
OMG	O'ROURKE MEDIA GROUP	386674	planning mtg	28.80	0.00	28.80	3597 08/26/24
OMG	O'ROURKE MEDIA GROUP	389010	DRB meeting notice	62.40	0.00	62.40	3597 08/26/24
P&P SEP	P&P SEPTIC SERVICE	T-628033	portapotty	140.00	0.00	140.00	3598 08/26/24
PAYCHEX	PAYCHEX	2024070101	07/01/24 21 trans	112.97	0.00	112.97 E	82601 08/26/24
PAYCHEX	PAYCHEX	2024070901	07/09/24 37 tranx 1 deli	181.16	0.00	181.16 E	82602 08/26/24
PAYCHEX	PAYCHEX	2024071601	07/16/24 20 tranx	110.46	0.00	110.46 E	82603 08/26/24
PAYCHEX	PAYCHEX	2024072301	07/23/24 40 tranx 1 deli	188.75	0.00	188.75 E	82604 08/26/24
PAYCHEX	PAYCHEX	2024073001	07/30/24 21 tranx 1 deli	140.72	0.00	140.72 E	82605 08/26/24
PAYCHEX	PAYCHEX	2024080601	08/06/24 35 tranx 1 deli	194.11	0.00	194.11 E	82606 08/26/24
PAYCHEX	PAYCHEX	2024081301	8/13/24 22 tranx	115.51	0.00	115.51 E	82607 08/26/24
PHILO	PHILO SECURITY SYSTEMS	62728	yearly security monitor	330.00	0.00	330.00	3599 08/26/24

08/26/24

Town of Georgia, Vermont Accounts Payable

Section 5. Item #B. 2
Georgia Treasurer

03:09 pm

Check Warrant Report # 25 Current Prior Next FY Invoices

For checks For Check Acct 01 (General Fund) 08/26/2024 To 08/26/2024

Vendor	Invoice	Invoice Description	Purchase Amount	Discount Amount	Amount Paid	Check Number	Check Date
PHILO	PHILO SECURITY SYSTEMS	62744	New User EZ station	290.00	0.00	290.00	3599 08/26/24
PHILO	PHILO SECURITY SYSTEMS	62745	HDMI extend office/libra	800.00	0.00	800.00	3599 08/26/24
PHILO	PHILO SECURITY SYSTEMS	62746	library install	2054.50	0.00	2054.50	3599 08/26/24
PHILO	PHILO SECURITY SYSTEMS	62747	Libary install	1641.25	0.00	1641.25	3599 08/26/24
PHILO	PHILO SECURITY SYSTEMS	62748	town office install	2343.45	0.00	2343.45	3599 08/26/24
VALLEE2	R L VALLEE INC	8932431	Georgia Maplefields	10.32	0.00	10.32	3600 08/26/24
VALLEE2	R L VALLEE INC	8932432	Georgia Maplefields	59.36	0.00	59.36	3600 08/26/24
REGROWTH	REGROWTH PLANNING	23_03_11	town plan	2050.00	0.00	2050.00	3601 08/26/24
11239	ROWLEY	514457		973.08	0.00	973.08	3602 08/26/24
11239	ROWLEY	514774		812.82	0.00	812.82	3602 08/26/24
27797	ROWLEY FUELS PROPANE, LLC	07.24 PREBUY	library prebuy 2400 gal	3741.10	0.00	3741.10	3603 08/26/24
27797	ROWLEY FUELS PROPANE, LLC	511800		1068.64	0.00	1068.64	3603 08/26/24
27797	ROWLEY FUELS PROPANE, LLC	STMT 050124	statement 050124 credit	-1671.58	0.00	-1671.58	3603 08/26/24
SHELBU	SHELBURNE LIMESTONE CORPORATIO	88969	driveway mix	281.25	0.00	281.25	3604 08/26/24
SHELBU	SHELBURNE LIMESTONE CORPORATIO	89199	driveway mix / rock fine	2478.95	0.00	2478.95	3604 08/26/24
ACE	ST ALBANS ACE HARDWARE LLC	108463/2	multiscrew	14.99	0.00	14.99	3605 08/26/24
ACE	ST ALBANS ACE HARDWARE LLC	108557/2	hardware	27.98	0.00	27.98	3605 08/26/24
STAPLES	STAPLES CREDIT PLAN	07.31.24	office supplies	188.49	0.00	188.49	E 82608 08/26/24
FAIRF	TOWN OF FAIRFAX	07.28.24	cemetery sign	248.57	0.00	248.57	3606 08/26/24
TRACTOR	TRACTOR SUPPLY CREDIT PLAN	-2749 073024	pressure switch	139.99	0.00	139.99	3607 08/26/24
UNIFIR	UNIFIRST CORPORATION	1080227137	town office mats	52.40	0.00	52.40	3608 08/26/24
UNIFIR	UNIFIRST CORPORATION	1080227275		114.39	0.00	114.39	3608 08/26/24
VERIZON W	VERIZON	9970474706		80.80	0.00	80.80	3609 08/26/24
VLCT	VERMONT LEAGUE OF CITIES & TOW	9590	OrdAdopEnf PACIF	28.00	0.00	28.00	3610 08/26/24
VMERSDC	VMERS DB	JULY 2024	JULY EE & ER	9832.82	0.00	9832.82	3611 08/26/24
WATER CON	WATERSHED CONSULTING ASSOCIATE	2024-2250	Falls Trail	18347.50	0.00	18347.50	3612 08/26/24
WATER CON	WATERSHED CONSULTING ASSOCIATE	2024-2251	gully restoration	5000.00	0.00	5000.00	3612 08/26/24

08/26/2024

Town of Georgia, Vermont Accounts Payable

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03:09 pm

Check Warrant Report # 25 Current Prior Next FY Invoices

GeorgiaTreasurer

For checks For Check Acct 01 (General Fund) 08/26/2024 To 08/26/2024

Vendor	Invoice	Invoice Description	Purchase Amount	Discount Amount	Amount Paid	Check Number	Check Date
Report Total			435,065.31	0.00	435,065.31		

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 \$ ***435,065.31 Let this be your order for the payments of these amounts.

 Carl Rosenquist (Chair)

 Devon Thomas (Vice Chair)

 Brian Dunsmore

 Paul Jansen

 Kristina Senna

08/26/24
02:43 pm

Town of Georgia, Vermont Accounts Payable
Invoice Edit List-Current-Last-Next FY
Invoices Up To 08/26/24

Section 5. Item #B.

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GeorgiaTreasurer

Vendor	Invoice Number	Purchase Order	Invoice Date	Due Date	Ck Acct	Invoice Description	Invoice Amount	Discenc. Amount	Discount Amount
802MECHAN 802 MECHANICAL LLC	018		08/03/24	08/26/24	01	ice machine repair			
	1-7-05-28-45.70					New Hwy Bldg. Maint.	824.76	0.00	0.00
	1-7-05-28-45.25					Fire & Rescue Bldg Maint.	824.77	0.00	0.00
Invoice 018 Total							1,649.53	X 0.00	0.00
ABOVE PAR ABOVE PAR CLEANING LLC	5165-1296		08/06/24	08/26/24	01	July cleaning			
	1-7-05-28-45.60					Janitorial Supply/Svs.	1,040.00	X 0.00	0.00
AFLAC AFLAC	072770		08/09/24	08/26/24	01	monthly premium			
	1-2-00-05-10.38					AFLAC Withholding	127.50	X 0.00	0.00
ALLEGIANC ALLEGIANCE TRUCKS	122024828.02		11/21/23	08/26/24	01	return			
	1-7-10-30-62.50					Grader Repairs	-8.78	0.00	0.00
	122030040:01		05/21/24	08/26/24	01	return			
	1-7-10-30-62.50					Grader Repairs	-73.75	0.00	0.00
Total For ALLEGIANCE TRUCKS							-82.53	0.00	0.00
AMAZON AMAZON CAPITAL SERVICES	13KMPWVJUN1		08/03/24	08/26/24	01	door chime			
	1-7-05-28-45.50					Town Hall Building Maint.	26.50	/ 0.00	0.00
	14RQQJY93CDP		08/15/24	08/26/24	01	return extender			
	1-7-05-20-22.00					Admin Office Supplies	-56.78	/ 0.00	0.00
	16FW99G616KP		08/06/24	08/26/24	01	USB over Cat6 Extender			
	1-7-05-20-22.00					Admin Office Supplies	186.68	/ 0.00	0.00
	1CY4WY1VNT9		07/17/24	08/26/24	01	iPad OtterBox			
	1-7-02-36-52.10					GFD Purchase-Impact Fees	244.98	/ 0.00	0.00
	1YD1XVJ49K9H		07/05/24	08/12/24	01	fire / town office supply			
	1-7-05-36-52.40					GFD Computer/Office Suppl	93.41	0.00	0.00
1-7-05-20-22.00					Admin Office Supplies	28.81	0.00	0.00	
Invoice 1YD1XVJ49K9H Total							122.22	/ 0.00	0.00
	1YWYCNPC37XH		08/14/24	08/26/24	01	office bandaids			
	1-7-05-28-55.50					Town Hall Building Supply	12.61	/ 0.00	0.00
Total For AMAZON CAPITAL SERVICES							536.21	/ 0.00	0.00
APPLE APPLE INC	AUGUST 2024		08/29/24	08/26/24	01	phone cloud storage			
	1-7-05-28-30.70					New Hwy Garage Utilities	0.99	0.00	0.00
BLUECR BLUE CROSS & BLUE SHIELD	187544616		08/01/24	08/26/24	01	monthly premium			
	1-2-00-05-10.36					Health Withholding	1,163.96	0.00	0.00

Added to 8/26/24

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Town of Georgia, Vermont Accounts Payable
Invoice Edit List-Current-Last-Next FY
Invoices Up To 08/26/24

Vendor	Invoice Number	Purchase Order	Invoice Date	Due Date	Ck Acct	Invoice Amount	Discenc. Amount	Discount Amount
	1-7-05-05-10.23		Gen Gov Insurance Benefit			2,441.53	0.00	0.00
	1-7-05-10-10.18		Clerks Office Ins Bene			1,676.92	0.00	0.00
	1-7-05-28-10.04		Public Works Insurance Be			2,441.53	0.00	0.00
	1-7-05-36-10.17		Fire & Rescue Ins. Benefi			1,737.76	0.00	0.00
	1-7-05-70-14.00		Library Health Insurance			1,709.82	0.00	0.00
	1-7-10-05-10.13		Highway Ins. Benefits			5,917.05	0.00	0.00
Invoice 187544616 Total						17,088.57 X	0.00	0.00
CANON	CANON FINANCIAL SERVICES, I	34195418		08/12/24	08/26/24 01	printer / copier		
			1-7-05-20-22.10	Admin Copier Expense		356.87 X	0.00	0.00
CHEVALIER	CHEVALIER DRILLING CO., I	93591		08/08/24	08/26/24 01	qtly testing, library		
			1-7-05-28-30.30	Library Utilities		230.00 /	0.00	0.00
			93715		08/15/24	08/26/24 01	beach water testing	
			1-7-05-28-45.20	Town Beach Bldg. Maint		230.00 /	0.00	0.00
Total For CHEVALIER DRILLING CO., INC						460.00 X	0.00	0.00
COMCAST	COMCAST	-7699 080224		08/02/24	08/26/24 01	town garage		
			1-7-05-28-30.35	Old Hwy Garage Utilities		64.51 /	0.00	0.00
COMCASTB	COMCAST BUSINESS	211610108		08/01/24	08/26/24 01			
			1-7-05-28-30.50	Town Hall Utilities		424.76	0.00	0.00
			1-7-05-28-30.25	Fire & Rescue Utilities		258.31	0.00	0.00
			1-7-05-28-30.30	Library Utilities		109.94	0.00	0.00
			1-7-05-28-30.70	New Hwy Garage Utilities		89.63	0.00	0.00
Invoice 211610108 Total						882.64 X	0.00	0.00
FIDIUM	CONSOLIDATED COMMUNICATIO	-3032 061824		07/18/24	07/16/24 01	town beach fiber network		
			1-7-05-28-30.20	Town Beach Utilities		86.53 /	0.00	0.00
			-3032 071824		07/18/24	08/15/24 01	town beach fiber network	
			1-7-05-28-30.20	Town Beach Utilities		86.53 /	0.00	0.00
Total For CONSOLIDATED COMMUNICATIONS						173.06 /	0.00	0.00
COSTCO	COSTCO WHOLESALE	07.09.24		07/09/24	08/26/24 01			
			1-7-10-30-62.00	Hwy Parts & Supplies		99.21	0.00	0.00
			1-7-05-28-45.25	Fire & Rescue Bldg Maint.		121.99	0.00	0.00
Invoice 07.09.24 Total						221.20 X	0.00	0.00
EXIT18	EXIT 18 EQUIPMENT	91685		07/10/24	08/26/24 01	belt		
			1-7-10-30-62.00	Hwy Parts & Supplies		136.54 X	0.00	0.00

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Town of Georgia, Vermont Accounts Payable
Invoice Edit List-Current-Last-Next FY
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Section 5. Item #B.

Vendor	Invoice Number	Purchase Order	Invoice Date	Due Date	Ck Acct	Invoice Amount	Discenc. Amount	Discount Amount
FWW	FRANK W WHITCOMB CONSTRUC	24126-1	08/12/24	08/26/24	01	Polly/Cline/Middle/Decker		
	1-7-10-05-45.15	Paving/blacktop				262,185.44 ✓	0.00	0.00
	24126-1.1		08/12/24	08/26/24	01	Middle/Polly Hubbard		
	1-7-10-05-45.15	Paving/blacktop				88,950.40 ✓	0.00	0.00
Total For FRANK W WHITCOMB CONSTRUCTION CORP						351,135.84 ✓	0.00	0.00
FCSO	FRANKLIN COUNTY SHERIFF D	0608 JULY 24	08/08/24	08/26/24	01	patrol hours - July		
	1-7-05-30-45.05	Law Enforcement				1,228.91 ✓	0.00	0.00
GEO MARK	GEORGIA MARKET	08.13.24	08/13/24	08/26/24	01	election food		
	1-7-05-10-25.00	Election Expenses				40.67 ✓	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		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
	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
Total For GREEN MOUNTAIN ELECTRIC SUPPLY						-301.09	0.00	0.00
GMP	GREEN MOUNTAIN POWER CORP	-0004 080824	08/08/24	08/26/24	01	beach		
	1-7-05-28-30.20	Town Beach Utilities				107.06 ✓	0.00	0.00
	-1297 080824		08/08/24	08/26/24	01	beach		
	1-7-05-28-30.20	Town Beach Utilities				31.21 ✓	0.00	0.00
Total For GREEN MOUNTAIN POWER CORPORATION						138.27	0.00	0.00
IPS	INDUSTRIAL PROTECTION SER	197394-00	07/23/24	08/26/24	01	Holmatro-Service		
	1-7-05-36-64.00	Fire Dept. Annual Testing				900.00	0.00	0.00
	1-7-05-36-63.00	GFD Equiq Prshe/Repair				1,225.00	0.00	0.00
Invoice 197394-00 Total						2,125.00 ✓	0.00	0.00
J&L	J & L HARDWARE, INC.	516676	08/09/24	08/26/24	01			
	1-7-05-28-45.25	Fire & Rescue Bldg Maint.				20.96	0.00	0.00

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Town of Georgia, Vermont Accounts Payable
Invoice Edit List-Current-Last-Next FY
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Vendor	Invoice Number	Purchase Order	Invoice Date	Due Date	Ck Acct	Invoice Amount	Discenc. Amount	Discount Amount
	1-7-10-30-62.00		Hwy Parts & Supplies			29.05	0.00	0.00
Invoice 516676 Total						50.01	0.00	0.00
	516695		08/09/24	08/26/24	01 nut/bolt/washer			
	1-7-05-36-63.00		GFD Equiq Prshe/Repair			1.56	0.00	0.00
	516858		08/12/24	08/26/24	01			
	1-7-05-28-45.20		Town Beach Bldg. Maint			43.57	0.00	0.00
	1-7-05-28-45.25		Fire & Rescue Bldg Maint.			11.99	0.00	0.00
	1-7-10-30-62.00		Hwy Parts & Supplies			38.15	0.00	0.00
Invoice 516858 Total						93.71	0.00	0.00
	516912		08/13/24	08/26/24	01			
	1-7-05-28-45.25		Fire & Rescue Bldg Maint.			20.61	0.00	0.00
Total For J & L HARDWARE, INC.						165.89	0.00	0.00
JENKINS JENKINS TREE SERVICE	1228		08/09/24	08/26/24	01 maple tree on Ballard			
	1-7-10-15-45.00		Tree/brush Removal			1,500.00	0.00	0.00
	1229		08/14/24	08/26/24	01 Ind Pk, Plains, Cline			
	1-7-10-15-45.00		Tree/brush Removal			1,000.00	0.00	0.00
Total For JENKINS TREE SERVICE						2,500.00	0.00	0.00
JIMMY P'S JIMMY P'S EXCAVATION LLC	1007		08/06/24	08/26/24	01 digging / topsoil transp			
	1-7-10-05-55.05		Erosion Control			700.00	0.00	0.00
	1-7-10-15-50.00		Roadside Main. - Con Serv			675.00	0.00	0.00
Invoice 1007 Total						1,375.00	0.00	0.00
UNION DUE LABORERS' INTERNATIONAL O	JULY 2024		08/15/24	08/26/24	01 July union dues			
	1-2-00-05-10.41		Union Dues			126.00	0.00	0.00
MILAS FLO MILA'S FLOWER FARM	2024-005		08/23/24	08/26/24	01 funeral flowers			
	1-7-05-05-27.00		Selectboard Expenses			75.00	0.00	0.00
MRS MILTON RENTAL & SALES INC	1-656501		08/16/24	08/26/24	01 floor saw rental			
	1-7-10-30-52.25		Hwy Equipment Rental			120.00	0.00	0.00
MOTHER MOTHER HUBBARD'S	08.13.24		08/13/24	08/26/24	01 election food			
	1-7-05-10-25.00		Election Expenses			135.52	0.00	0.00
NEDENT NORTHEAST DELTA DENTAL	SEPT 2024		08/15/24	08/26/24	01 monthly premium			
	1-7-05-05-10.25		Gen Gov Insurance Dental			37.87	0.00	0.00
	1-7-10-05-10.14		Highway Ins Dental			117.74	0.00	0.00

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Vendor	Invoice Number	Purchase Order	Invoice Date	Due Date	Ck Acct	Invoice Amount	Discenc. Amount	Discount Amount
	1-7-05-28-10.06		Public Works Ins.	Dental		48.80	0.00	0.00
	1-7-05-10-10.20		Clerks Office Ins.	Dental		42.00	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			48.80	0.00	0.00
	1-2-00-05-10.35		Dental Withholding			214.56	0.00	0.00
Invoice SEPT 2024 Total						547.64	0.00	0.00
OMG	O'ROURKE MEDIA GROUP	386674	07/15/24	08/26/24	01 planning mtg			
		1-7-05-20-25.00	Printing/Publishing			28.80	0.00	0.00
		389010	08/15/24	08/26/24	01 DRB meeting notice			
		1-7-05-20-25.00	Printing/Publishing			62.40	0.00	0.00
Total For O'ROURKE MEDIA GROUP						91.20	0.00	0.00
P&P SEP	P&P SEPTIC SERVICE	T-628033	08/15/24	08/26/24	01 portapotty			
		1-7-05-65-64.00	Parks/Rec Community Event			140.00	0.00	0.00
PAYCHEX	PAYCHEX	2024070101	07/01/24	07/03/24	01 07/01/24 21 trans			
		1-7-05-05-45.00	Admin Contracted Services			112.97	0.00	0.00
		2024070901	07/09/24	07/11/24	01 07/09/24 37 tranx 1 deliv			
		1-7-05-05-45.00	Admin Contracted Services			181.16	0.00	0.00
		2024071601	09/16/24	07/18/24	01 07/16/24 20 tranx			
		1-7-05-05-45.00	Admin Contracted Services			110.46	0.00	0.00
		2024072301	07/23/24	07/25/24	01 07/23/24 40 tranx 1 deliv			
		1-7-05-05-45.00	Admin Contracted Services			188.75	0.00	0.00
		2024073001	07/30/24	08/01/24	01 07/30/24 21 tranx 1 deliv			
		1-7-05-05-45.00	Admin Contracted Services			140.72	0.00	0.00
		2024080601	08/06/24	08/08/24	01 08/06/24 35 tranx 1 deliv			
		1-7-05-05-45.00	Admin Contracted Services			194.11	0.00	0.00
		2024081301	08/13/24	08/15/24	01 8/13/24 22 tranx			
		1-7-05-05-45.00	Admin Contracted Services			115.51	0.00	0.00
Total For PAYCHEX						1,043.68	0.00	0.00
PHILO	PHILO SECURITY SYSTEMS	62728	08/07/24	08/26/24	01 yearly security monitor			
		1-7-05-20-44.09	Security Monitoring			330.00	0.00	0.00
		62744	08/07/24	08/26/24	01 New User EZ station			
		1-7-05-20-44.09	Security Monitoring			290.00	0.00	0.00

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Section 5. Item #B.

Vendor	Invoice Number	Purchase Order	Invoice Date	Due Date	Ck Acct	Invoice Description	Invoice Amount	Discenc. Amount	Discount Amount
	62745		08/07/24	08/26/24	01	HDMI extend office/librar			
	1-7-02-20-52.10		Admin Prchse-Impact Fees			800.00 /	0.00	0.00	
	62746		08/07/24	08/26/24	01	library install			
	8-1-00-00-01.00		Library Reserve Fund			2,054.50 /	0.00	0.00	
	62747		08/07/24	08/26/24	01	Library install			
	8-1-00-00-01.00		Library Reserve Fund			1,641.25 /	0.00	0.00	
	62748		08/07/24	08/26/24	01	town office install			
	1-7-02-20-52.10		Admin Prchse-Impact Fees			2,343.45 /	0.00	0.00	
Total For PHILO SECURITY SYSTEMS							7,459.20	0.00	0.00
=====							=====	=====	=====
VALLEE2 R L VALLEE INC	8932431		07/31/24	08/26/24	01	Georgia Maplefields			
	1-7-10-30-51.00		Fuels And Oils			10.32 /	0.00	0.00	
	8932432		07/31/24	08/26/24	01	Georgia Maplefields			
	1-7-10-30-51.00		Fuels And Oils			59.36 /	0.00	0.00	
Total For R L VALLEE INC							69.68	0.00	0.00
=====							=====	=====	=====
REGROWTH REGROWTH PLANNING	23_03_11		08/07/24	08/26/24	01	town plan			
	1-7-05-05-60.00		Planning Commission			2,050.00 /	0.00	0.00	
11239 ROWLEY	514457		07/02/24	08/26/24	01				
	1-7-10-30-51.00		Fuels And Oils			973.08 /	0.00	0.00	
	514774		08/12/24	08/26/24	01				
	1-7-10-30-51.00		Fuels And Oils			812.82 /	0.00	0.00	
Total For ROWLEY							1,785.90	0.00	0.00
=====							=====	=====	=====
27797 ROWLEY FUELS PROPANE, LLC	07.24 PREBUY		07/25/24	08/12/24	01	library prebuy 2400 gal			
	1-7-05-28-30.30		Library Utilities			3,741.10 /	0.00	0.00	
	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							3,138.16	0.00	0.00
=====							=====	=====	=====
SHELBU SHELBURNE LIMESTONE CORPO	88969		07/31/24	08/26/24	01	driveway mix			
	1-7-10-05-55.20		Processed Aggregate			281.25 /	0.00	0.00	

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Vendor	Invoice Number	Purchase Order	Invoice Date	Due Date	Ck Acct	Invoice Description	Invoice Amount	Discenc. Amount	Discount Amount
	89199		08/10/24	08/26/24	01	driveway mix / rock fines			
	1-7-10-05-55.20		Processed Aggregate				2,478.95	0.00	0.00
Total For SHELBURNE LIMESTONE CORPORATION							2,760.20	0.00	0.00
ACE	ST ALBANS ACE HARDWARE LL 108463/2		07/19/24	08/26/24	01	multiscrew			
	1-7-05-80-52.00		GCC Prchse - Current Yr				14.99	0.00	0.00
	108557/2		07/26/24	08/26/24	01	hardware			
	1-7-05-80-52.00		GCC Prchse - Current Yr				27.98	0.00	0.00
Total For ST ALBANS ACE HARDWARE LLC							42.97	0.00	0.00
STAPLES	STAPLES CREDIT PLAN	07.31.24	07/31/24	08/01/24	01	office supplies			
	1-7-05-20-22.00		Admin Office Supplies				188.49	0.00	0.00
FAIRF	TOWN OF FAIRFAX	07.28.24	07/28/24	08/26/24	01	cemetery sign			
	1-7-05-28-45.10		Cemetery Maintenance				248.57	0.00	0.00
TRACTOR	TRACTOR SUPPLY CREDIT PLA -2749 073024		07/30/24	08/26/24	01	pressure switch			
	1-7-05-28-45.70		New Hwy Bldg. Maint.				139.99	0.00	0.00
UNIFIR	UNIFIRST CORPORATION	1080227137	08/06/24	08/26/24	01	town office mats			
	1-7-05-28-45.50		Town Hall Building Maint.				52.40	0.00	0.00
	1080227275		08/07/24	08/26/24	01				
	1-7-10-40-18.00		Highway Uniforms/Boots				114.39	0.00	0.00
Total For UNIFIRST CORPORATION							166.79	0.00	0.00
VERIZON W	VERIZON	9970474706	08/01/24	08/26/24	01				
	1-7-05-28-30.25		Fire & Rescue Utilities				40.40	0.00	0.00
	1-7-05-28-30.70		New Hwy Garage Utilities				40.40	0.00	0.00
Invoice 9970474706 Total							80.80	0.00	0.00
VLCT	VERMONT LEAGUE OF CITIES	9590	08/10/24	08/26/24	01	OrdAdopEnf PACIF			
	1-7-05-20-44.00		Admin Training				28.00	0.00	0.00
VMERSDC	VMERS DB	JULY 2024	08/01/24	08/26/24	01	JULY EE & ER			
	1-2-00-05-10.25		Retirement Withholding				9,832.82	0.00	0.00
WBMASON	W.B. MASON CO., INC.	248253889	08/05/24	08/26/24	01	watercooler rental			
	1-7-10-30-55.10		Hwy Office Supplies				3.00	0.00	0.00
	CM2873863		06/26/24	08/26/24	01	deposit return			
	1-7-10-30-55.10		Hwy Office Supplies				-6.00	0.00	0.00

08/26/24
02:43 pm

Town of Georgia, Vermont Accounts Payable
Invoice Edit List-Current-Last-Next FY
Invoices Up To 08/26/24

Section 5. Item #B.

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			-6.00	0.00	0.00
Invoice CM2873863 Total						-12.00	0.00	0.00
Total For W.B. MASON CO., INC.						-9.00	0.00	0.00
WATER CON WATERSHED CONSULTING ASSO 2024-2250								
			07/12/24	08/26/24	01 Falls Trail			
	Z-7-05-80-52.21		GCC Fall Trails So. Exp			18,347.50	0.00	0.00
2024-2251								
			07/12/24	08/26/24	01 gully restoration			
	Z-7-05-80-52.22		GCC Route 104A Gully Rest			5,000.00	0.00	0.00
Total For WATERSHED CONSULTING ASSOCIATES LLC						23,347.50	0.00	0.00
Report Grand Total						434,672.69	0.00	0.00

Fund Totals	Expenditures	Dis-Encumbrance
1	407,629.44	0.00
8	3,695.75	0.00
Z	23,347.50	0.00
	434,672.69	0.00

+82.53
+301.09
+ 9.00

435,065.31

08/27/24

Town of Georgia, Vermont Accounts Payable

Section 5. Item #B. 1

01:41 pm

Check Warrant Report # 26 Current Prior Next FY Invoices

Georgia Treasurer

For checks For Check Acct 01 (General Fund) 3613 To 3613 08/27/24 To 08/27/24

Vendor	Invoice	Invoice Description	Purchase Amount	Discount Amount	Amount Paid	Check Number	Check Date
LCOMBS	CPM & REPAIR LLC	60 pavilion deposit	4881.75	0.00	4881.75	3613	08/27/24
Report Total			4,881.75	0.00	4,881.75		

To the Treasurer of Town of Georgia, We Hereby certify that there is due to the several persons whose names are listed hereon the sum against each name and that there are good and sufficient vouchers supporting the payments aggregating \$ ****4,881.75 Let this be your order for the payments of these amounts.

 Carl Rosenquist (Chair)

 Devon Thomas (Vice Chair)

 Brian Dunsmore

 Paul Jansen

 Kristina Senna

Georgia Town Administrator

From: William Lahaie <wlaiaie@gmail.com>
Sent: Tuesday, August 27, 2024 12:34 PM
To: Georgia Town Administrator
Subject: USPS service to Georgia

You don't often get email from wlaiaie@gmail.com. [Learn why this is important](#)

Dear town administrator and members of the selectboard,

I am a Georgia resident who has experienced some problems due to the fact that the town does not have its own ZIP code. One simple example is that Georgia residents with a Milton ZIP code get higher insurance rates, because of a higher number of claims in Chittenden County. Another is that many companies that rely on address verification software lack flexibility in their systems and simply do not understand why the physical address is different from the mailing address, causing confusion. When I had an 05478 ZIP code, a company I dealt with tried to apply for a construction permit with the wrong town. There are many more examples of related problems, but in the spirit of brevity I will refrain from listing them all here.

I recently sent separate emails to state representatives Branagan and Bartley in hopes of getting assistance in petitioning USPS for a new ZIP code for Georgia, but after speaking with a regional manager at USPS, it would have to be a request made by the town and not the legislature, hence my message to you today.

I spoke this morning with Debra Wisor at the USPS Office of Address Management for Maine, New Hampshire and Vermont. She explained that there are two options available to the town. One would be to get Georgia its very own ZIP code, but this is a more complicated option as far as USPS is concerned. The simpler option is to have USPS add to their databases what is called a "preferred last line" that would read as "Georgia, VT". This means that USPS would be able to more efficiently deliver mail addressed to "Georgia" without the need for a new Post Office or a new ZIP code. Residents would keep their ZIP codes, and mail would keep coming from the Saint Albans, Milton and Fairfax Post Offices as it does today, but address verifications systems that operate based on USPS data would now recognize Georgia addresses as being in the Town of Georgia. This would also indicate "Georgia" as the town name in software-based address verification systems that many businesses and organizations rely on. This would solve many, if not all of the problems I am referring to.

The only thing needed to get this process started is for the town to send a formal request for a "preferred last line" of "Georgia VT" to USPS via a letter (with the town's letter head) or even an email. The person I spoke with at USPS is Debra Wisor (debra.wisor@usps.gov) and her phone number is 717-257-5528, and she would be happy to discuss this option with a town administrator or with members of the selectboard.

Thank you for your kind consideration,

William Lahaie
Georgia, Vermont

**State of Vermont
Structures and Hydraulics Section**
One National Life Drive
Montpelier, Vermont 05633-5001
vtrans.vermont.gov

[phone] 802-371-7326
[fax] 802-828-3566
[ttd] 800-253-0191

Agency of Transportation

TO: James Cota, District 8 Project Manager
John Wilkin, District 8 Technician

CC: Chris Brunelle, ANR River Management Engineer

FROM: Keith Friedland, Hydraulics Technician

DATE: June 24, 2020

SUBJECT: Georgia TH-25, Silver Lake Road, over unnamed tributary to Beaver Meadow Brook
Site location: 0.6 miles north of TH-31 (Skunk Hollow Road)
Coordinates: [44.696199, -73.059527](#)

We have completed our hydraulic study for the above referenced site, and offer the following for your use:

Hydrology

The following physical characteristics are descriptive of this drainage basin:

Drainage Area	0.49 square miles
Land Cover	Forest and Silver Lake
Avg. Drainage Basin Slope	8.7 %
Water Bodies and Wetlands (NLCD 2006)	10.9 %

Using the USGS hydrologic method, the following design flow rates were selected:

Annual Exceedance Probability (AEP)	Flow Rate in Cubic Feet per Second (cfs)	
43 %	14	
10 %	27	
4 %	36	Design Flow – Local Road
2 %	44	
1 %	52	Check Flow

Channel Morphology

The channel for this perennial stream is sinuous with an estimated local channel slope of 4%. Field measurements of bankfull width varied from 6 to 10 feet at a bankfull depth of 1 to 3 feet upstream and downstream of the structure.

Existing Conditions

The existing structure is a corrugated metal pipe with a diameter of 3 feet, providing a waterway opening of 7 square feet. Our calculations, field observations and measurements indicate the existing structure does meet current standards of the VTrans Hydraulic Manual. However, it does not meet the state stream equilibrium

standards for bankfull width (span length). The existing structure constricts the channel width, increased potential for debris blockage. This complication is known to cause ponding at the inlet, increase stream velocity and scour at the outlet, and may also lead to erosion and failure of channel banks. This structure results in a headwater depth of approximately 3.5 feet at 4% AEP and 4.9 feet at 1% AEP.

Replacement Recommendations

In sizing a new structure, we attempt to select structures that meet both the current VTrans hydraulic standards, state environmental standards with regard to span length and opening height, and allow for roadway grade and other site constraints.

The low height from the streambed to the road might limit the replacement options to a box structure, as the roadway may have to be raised for a pipe arch option. Pipe manufacturers can provide specific recommendations regarding minimum and maximum fill heights and required pipe thickness. Based on the above considerations and the information available, we recommend any of the following structures as a replacement at this site:

- A concrete box with an inside opening span of 7 feet and minimum height of 5 feet. The box invert should be buried 2 feet. This will result in a clear height of 3 feet above streambed, providing 21 square feet of waterway area. Bed retention sills should be added in the bottom of the structure. Sills should be 12 inches high at the edges of the box and 6 inches high in the center, creating a V-shape across the full width of the box. Sills should be spaced no more than 8 feet apart throughout the structure with one sill placed at both the inlet and the outlet. The structure should be filled level to the streambed with E-Stone, Type II, allowing flow to be kept above the surface, providing the conditions necessary for aquatic organism passage. This structure results in a headwater depth of 1.6 feet at 4% AEP and 2 feet at 1% AEP.
- A pipe arch with a clear span of 87 inches and height of 63.2 inches. The invert should be buried 2 feet. This will result in a clear height of 3.3 feet above streambed, providing 18 square feet of waterway area. Bed retention sills need to be added and filled as described for the box above. This structure results in a headwater depth of 1.6 feet at 4% AEP and 2.2 feet at 1% AEP.

Note: Any similar structure that fits the site conditions could be considered. Any structure with a closed bottom should have bed retention sills and a buried invert as described above.

Stone Fill, Type II should be used to protect any disturbed channel banks or roadway slopes at the structure’s inlet and outlet, up to a height of at least one-foot above the top of the opening. The stone fill should not constrict the channel or structure opening.

Prior to any action toward the implementation of any recommendations received from VTrans, stream type and structure size must be confirmed, and may be modified, by the VT ANR River Management Engineer to ensure compliance with state environmental standards for stream crossing structures. Regulatory authorities including the US Army Corps of Engineers may have additional concerns or requirements regarding this structure.

General Comments

It is always desirable for a new structure to have flared wingwalls, matched into the channel banks at the inlet and outlet, to smoothly transition flow and protect the structure and roadway approaches from erosion. It is also recommended that full height concrete headwalls be constructed at the inlet and outlet. Any closed bottom structure should also be equipped with cutoff walls, extending to a depth equal to the culvert rise, up to 4 feet, or to ledge, to serve as undermining prevention. Any new structure should be properly aligned with the channel, span the natural channel width, and be constructed on a grade that matches the channel.

The structures recommended above have been sized with respect to hydraulic and environmental do not consider debris blockage complications. To minimize maintenance and ensure constructability, it is recommended that the structure height be adequate for installation of E-Stone and passage of debris.

Please note that while a site visit was made, these recommendations were made without the benefit of a survey and are based on limited information. The final decision regarding replacement of this structure must comply with state regulatory standards, and should take into consideration matching natural channel conditions, roadway grade, environmental concerns, safety, and other requirements.

Please contact us if you have any questions or if we may be of further assistance.

SGAID: 600025000106081

Assessment: 5/24/2012

Town: Section 9. Item #A.

Stream: Unnamed

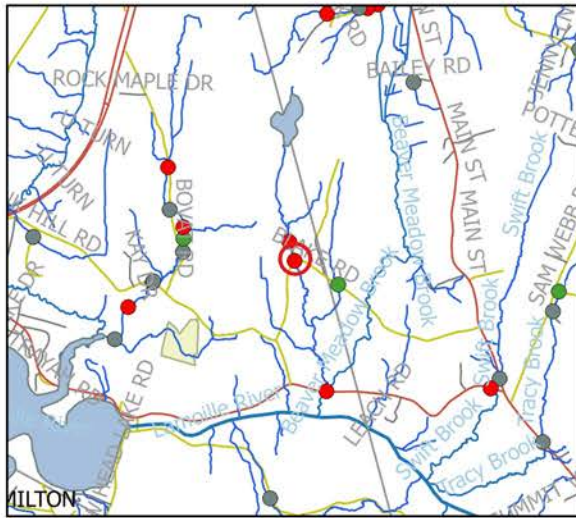
Latitude: 44.69629

Longitude: -73.05950

Location: Just before Mailbox 642

Road: SILVER LAKE RD,

Surface: Gravel



Upstream



Inlet



Structure

Structure (overflow): Culvert (No)

Material: Steel Corrugated

Width: 3.1 ft

Height: 3.1 ft

Length: 40 ft

Footers:

Stream

Structure skewed: No

Floodplain filled: Entirely

Avulsion (distance): Cross road ()

U/S bed (bedrock): Gravel (No)

Struct. bed (bedrock): Gravel (No)

D/S bed (bedrock): Cobble (No)

Aquatic Organism Passage

Coarse screen: Red

Outlet (drop): Free fall (2 ft)

Backwater length: 0 ft

Depth at outlet: 0.2 ft

Number of culverts: 1

Retrofit potential: MLL

Pool present: Yes

Pool depth (at outlet): 1 ft

Pool depth (max): 1.8 ft

Substrate throughout: No

Inlet obstructions: Wood

High Flow Stage: No

Downstream



Geomorphic Compatibility

Coarse Screen (25 max): 11

BFW: 6.2 ft (Measured)

% BFW: 50%

U/S deposits (>50% BFH): Mid-channel (No)

D/S scour: None

D/S bank > U/S Bank: No

Approach angle: Sharp bend

Structure slope: Same

Break in slope: No

U/S erosion: Low

D/S erosion: Low

U/S armoring: Failing

D/S armoring: Failing

Steep riffle: No

Outlet



Stream Network

U/S Total: 1.8 mi

U/S Mainstem: 0 mi

U/S Net: 0.1 mi

Net: 0.1 mi

U/S, D/S Barriers: 1, 1

Comment: Pool created due to fallen tree. No struct_num

CONTRACT FOR PROFESSIONAL PLANNING CONSULTING SERVICES

This Contract for Professional Planning Consulting Services (the “**Agreement**”) is made the 26th day of August, 2024 (the “**Effective Date**”), by and between REGROWTH PLANNING LLC, a limited liability company formed under the laws of the State of Vermont (the “**Company**”), and the Town of Georgia, Vermont, having an address of 47 Town Common Road No. St. Albans, VT 05478 (the “**Client**”).

- 1. **Description of Services.** The Company agrees to provide the professional planning consulting services as set forth in the scope of work (the “**SOW**”), attached and incorporated herein to this Agreement as **Exhibit A** (the “**Services**”).
- 2. **Project Name.** The Services shall be in relation to the project as identified in the SOW and referred to here as the Project (the “**Project**”).

Town of Georgia Development Regulations Update
PROJECT NAME

- 3. **Term.** This Agreement shall begin on the Effective Date and shall conclude on the date upon which the Services in relation to the Project are reasonably completed, as determined by the Company in its sole discretion, and final payment has been rendered by Client (the “**Term**”), unless terminated earlier pursuant to the provisions of this Agreement.

4. Compensation and Fees

- a. **Compensation.** Client agrees to pay the Company the total lump sum fee of up to \$18,340.00, (the “**Compensation**”) including reimbursable expenses, payable as a percentage complete for each of the Tasks and Amounts specified in the Compensation Schedule below. Reimbursable expenses are expenditures made by the Company and it’s sub-consultants in the execution of the Project, and may include but are not limited to travel expenses, vehicle mileage, tolls, printing/reproduction and postage. Reimbursable Expenses will be billed at direct cost, with receipts. Vehicle mileage will be billed at a rate of \$65 cents per mile for gasoline vehicles, and at a rate of \$50 cents per mile for electric vehicles.

b. Compensation Schedule

Task #	Task Name	Amount
1	Existing Code Assessment	\$3,000.00
2	List of Corrections / Improvements	\$2,760.00
3	Draft Code Organization & Format	\$3,360.00
4	Draft Development Regulations*	\$5,520.00
5	Revised Development Regulations	\$1,440.00
6	Final Development Regulations	\$840.00
	Expenses Allowance	\$220.00
	Total:	\$18,340.00

* = The production of any new or updated code illustrations, if requested by the Town, would be billed hourly, or a revised fee proposal can be negotiated based on the number of new graphics expected.

- c. Supplemental Services.** Supplemental Services are in addition to the original Scope of Work of this Agreement and, when agreed to in writing by both parties, shall authorize the Consultant to provide additional work beyond the Scope of Work in return for additional compensation. Supplemental Services may be billed as a lump sum amount, or hourly at the rate of \$120 /hour, as specified in the amendment. Supplemental Services under this Agreement expressly include, but are not limited to the following:

Additional in-person public meetings, in-person committee meetings or travel beyond the services described in the proposed scope of work. The production of any new or updated code illustrations, if requested by the Town, would be billed hourly, or a revised fee proposal can be negotiated based on the number of new graphics expected.

5. Payments

- a. Terms.** Payment of the Compensation, Reimbursable Expenses, and additional compensation for Supplemental Services if applicable, shall be made by Client within thirty (30) days of the date affixed to the Company’s invoice issued to Client.

b. **Interest.** If the payment installments are not received by the Company per the terms set forth in section 5(a) above, interest at a rate of TWO PERCENT (2%) of the full installment due and payable shall accrue per month until payment of the installment is made in full.

6. **Termination.** The Company may, but is not required to, terminate this Agreement upon seven (7) days' written notice to Client if Client has materially breached this Agreement, including nonpayment for Services, and the breach is not cured within fourteen (14) days of receiving notice of such breach.

7. **Company Representations and Covenants**

a. The Company represents that it shall perform the Services with all due skill, care, and diligence and in accordance with the professional standards applicable at the time and in the location of the Project and appropriate to the nature and scope of the work.

b. The Company represents that it shall promptly commence the Services and perform the Services in as expeditious a manner as allowed by the standard of care set forth in section 7(a) above.

8. **Client Representations and Covenants**

a. Client agrees that, once the Company has finalized the SOW for the Services, which shall be signed by Client, the Services shall not be substantially altered. If the Project will be substantially altered, Client agrees to notify the Company as soon as practicable and understands that a new or revised SOW may need to be created, which may result in additional costs and fees as set forth in section 4 above.

b. Client shall provide to the Company data and assistance available to it and relevant to the Project, as described in the SOW (the "**Client Deliverables**"). The Company shall be entitled to rely on the accuracy and completeness of the Client Deliverables in its execution of the Services.

c. Client shall make reasonable attempts to conduct its review and approval of draft materials provided by the Company in a timely manner so as not to delay the performance of the Services.

- d. Client shall designate a single representative as the primary point of contact between Client and Company to coordinate communications and to avoid conflicting directives from multiple representatives.

9. Intellectual Property

- a. All intellectual property, including documents, graphics, maps, images, and final deliverables that are developed or produced pursuant to this Agreement shall be the sole property of the Client provided, however, that full payment is made by Client for the same and that Client hereby grants to Consultant an irrevocable, non-exclusive license to use, publish, reproduce, or display the intellectual property for purposes of marketing and work with current or future clients.

10. Insurance

- a. Company agrees to maintain insurance coverage in amounts no less than:
 - i) Commercial General Liability: One million dollars (\$1,000,000) each occurrence, two million dollars (\$2,000,000) aggregate.
 - ii) Professional Liability: One million dollars (\$1,000,000) each occurrence, two million dollars (\$2,000,000) aggregate.

11. Indemnification

- a. Client shall indemnify, defend, and hold the Company and its officers, directors, employees, agents, contractors, representatives, successors, and assigns harmless from and against any and all damages, liabilities, costs, and expenses, including reasonable attorney's fees and expenses, that the Company may incur that in any way arise out of, relate to, or are in connection with (a) a breach of this Agreement by Client or Client's officers, directors, employees, agents, contractors, and/or representatives, or (b) the intentional or negligent acts or omissions of Client or Client's officers, directors, employees, agents, contractors, and/or representatives with respect to this Agreement, the Project, and/or the Services.

12. Limitation of Liability; No Warranty.

- a. Except as to the Company’s gross negligence or willful misconduct, the Company shall, in no event, be liable to client and/or any other third party for its performance of and/or failure to perform any Services contemplated pursuant to or in connection with this Agreement and/or any scope of work, whether directly or indirectly. In no event shall the Company be liable for and/or required to indemnify client or any third party for any indirect, incidental, punitive, special, exemplary, or consequential damages, including but not limited to lost profits, loss of use, or loss of good will, in any way arising out of this Agreement or the Services, regardless of whether such damages were foreseeable and whether client has been advised of the possibility of such damages. In no event shall the Company’s total liability arising out of or relating to this Agreement or the Services, whether based in contract, tort, strict liability, or otherwise (including claims based upon breach of warranty), exceed the total amount paid by client and actually received by the Company for the Services out of which the claim arose.

- b. The Services are provided “as is.” Except as otherwise provided herein, the Company provides no warranties or representation, and excludes and disclaims all warranties, expressed, implied, or statutory, to the maximum extent permitted by law, including but not limited to, implied warranties of merchantability and fitness for a particular purpose, and/or non-infringement, and there are no warranties created by a course of dealing, course of performance, and/or trade usage.

13. Miscellaneous

- a. Amendment. This Agreement may not be modified, supplemented, or amended unless by a writing signed by both parties.

- b. Assignment. Neither party shall assign, transfer, or delegate any of its rights or obligations under this Agreement without the prior written consent of the other party.

- c. Counterparts. This Agreement may be signed in two or more counterparts by original, PDF, or facsimile or electronic signature, each of which shall be deemed an original but all of which together shall constitute one and the same instrument.


- d. Entire Agreement. This Agreement comprises the entire agreement between the parties and supersedes all prior or contemporaneous understandings, agreements, negotiations, representations and warranties, and communications, both written and oral.
- e. Force Majeure. The Company shall not be liable to Client for any delay or failure in performing its obligations under this Agreement to the extent that such delay or failure is caused by an event or circumstance that is beyond the reasonable control of the Company, without the Company's fault or negligence, and which by its nature could not have been foreseen by the Company or, if it could have been foreseen, was unavoidable ("Force Majeure Event"). Force Majeure Events include, but are not limited to, acts of God or the public enemy, government restriction, flood, fire, earthquake, explosion, epidemic, pandemic, war, invasion, hostilities, terrorist acts, riots, strikes, embargoes, or industrial disturbances.
- f. Governing Law; Venue. All matters arising out of or relating to this Agreement shall be governed by and construed in accordance with the laws of the State of Vermont without giving effect to any choice or conflict of law provision or rule that would cause the application of the laws of any jurisdiction other than those of the State of Vermont. Any disputes that may arise between the parties regarding the performance or interpretation of this Agreement shall be subject to the exclusive jurisdiction of the state and federal courts located in Rutland County, Vermont.
- g. Notice. All notices required under this Agreement shall be in writing and shall be delivered either personally or by certified mail, return receipt requested, to the parties' respective addresses provided in the SOW unless stated otherwise. Notice shall be deemed duly given and effective upon receipt or rejection.
- h. Severability. If any term or provision of this Agreement is found to be invalid, illegal, or unenforceable in any jurisdiction, such invalidity, illegality, or unenforceability shall not affect any other term or provision of this Agreement or invalidate or render unenforceable such term or provision in any other jurisdiction.
- i. Survival. Those provisions of this Agreement, which by their content are intended to, or by their nature would, survive the performance, termination, or expiration of this Agreement, shall survive such performance, termination, or expiration of this Agreement.

- j. Waiver. The failure by any party to insist upon the strict performance of any provision of this Agreement shall not constitute a waiver of that provision. The waiver of any provision of this Agreement shall be effective only if made in a writing signed by both parties and shall not operate or be construed to waive any future claim of any other provision of this Agreement.

- k. Agency. The individual signing this Agreement on behalf of Client hereby individually represents and warrants that he or she has the full legal power to execute this Agreement on behalf of Client and to bind and obligate Client with respect to all provisions contained herein.

IN WITNESS WHEREOF, the parties hereto have executed this Agreement as of the day and year first above written.

REGROWTH PLANNING LLC



By: Michael B. Allen, AICP

Title: Owner/Member

[CLIENT]

By:

Title: Chair, Selectboard

EXHIBIT A

SCOPE OF WORK

Attached Proposal

TOWN OF GEORGIA, VT

DEVELOPMENT REGULATIONS UPDATE



PROPOSAL

JULY 23, 2024



CONTACT
Michael Allen
P.O. Box 892
Dorset, Vermont 05251
www.regrowthplanning.com

EMAIL
mallen@regrowthplanning.com

PHONE
(518) 496-3009



July 23, 2024

Douglas Bergstrom
Zoning Administrator
Town of Georgia
47 Town Common Road
St. Albans, VT 05478



Re: Proposal for Georgia DEVELOPMENT REGULATIONS UPDATE

Mr. Bergstrom,

Please accept this document as my formal Proposal in response to the RFP for **Town of Georgia Development Regulations Update** on behalf of Regrowth Planning.

Regrowth Planning has many years of experience drafting zoning code updates for a variety of small and large municipalities, and takes great pride in developing codes which are clear and concise for all users.

I have put together in this proposal what I believe to be a logical, step-by-step process for the regulations update. I propose to complete this work for a total lump-sum fee of \$18,340 as detailed on page 9. If the assumptions or approach to this update do not align with your anticipated needs, I would be happy to revise the approach or scope as necessary.

Based on current workload, I anticipate being available to begin this work in October. I have included with this document some sample work materials from other codes I have developed over the years, as well as related project experience. Thank you for the invitation to submit a proposal for this effort.

If you have any questions about the proposal, do not hesitate to contact me anytime at (518)-496-3009.

Thank you for your time.


Michael B. Allen | Principal



TOWN OF GEORGIA, VT

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The Brick School

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PROJECT UNDERSTANDING

The following scope of work is proposed to provide the Town of Georgia with a new set of updated Development Regulations which achieve the following goals: Incorporate necessary edits to align with the newly adopted Town Plan; Correct any current deficiencies or errors; Add new or missing information; and reorganize and redesign the document format to provide a more user-friendly design and layout for use by both local officials and the general public.

The new Town Plan, anticipated to be adopted in the Fall of 2024 or early 2025, incorporates a number of new initiatives and policies carefully extracted from a public visioning discussion which should be properly reflected in the current zoning and land use development regulations. These goals also include state-wide policies on housing, land conservation and energy use which should be addressed. The need to update these regulations provides an opportunity to also make other adjustments to the current code which will result in a clearer, more user-friendly document. While at first glance the existing Development Regulations appear to be clear and neatly organized, there are some areas of improvement which have been noted for future correction.

While the exact details of the desired code improvements are not known at this time, a preliminary review of the document by Regrowth Planning has identified some potential ideas for discussion. These include: Adding additional flow-charts to graphically explain the steps and processes for various reviews or approvals; Compiling all of the definitions into one section; Organizing the code requirements by each zoning district for easier reference; Reorganizing the different sections and subsections into more compatible groupings; Providing easier reference with the use of color-coded sections and/or providing running code section identifiers on each page so the user always knows what current article/section or subsection they are in; Correcting table and figure numbers to more closely correspond to the current section; Providing hyperlinked cross-references to tables, figures and illustrations; and potentially adding or updating illustrations. These different ideas could be discussed during the early code assessment phase of the work in addition to other ideas the Town may have already identified.

This proposal anticipates that a large majority of the existing language and text of the 180-page document will remain, however will be re-organized and reformatted to improve usability, correct current deficiencies and incorporate edits necessary to comply with the newly adopted Town Plan.

I have developed a logical step-by-step approach for how these regulations could be updated, organized by task. The details of this approach are outlined on the next pages.

SCOPE OF WORK

TASK 1 EXISTING CODE ASSESSMENT

The focus of this task overall will be to identify likely code changes and assess the usability of the code from both the TOWN'S PERSPECTIVE as well as the APPLICANT'S PERSPECTIVE. This task will begin with an in-person kickoff meeting with the Office of the Zoning Administrator and town staff to discuss the overall goals and objectives of the Development Regulations Update, and discuss initial issues and areas of improvement which are already known. This meeting will also be used to make arrangements for interviews with local staff, board and commission members who would have insight on desired code improvements.

TOWNS PERSPECTIVE: To help identify potential changes to the code, a series of interviews would be used. It is not presently known what format these interviews should take, but for the purposes of this proposal it is assumed that individual Zoom meetings could be scheduled with each of the following groups at one of their regularly scheduled meetings:

- » Development Review Board;
- » Planning Commission;
- » Selectboard;
- » Other town staff/committees as identified.

The purpose of these interviews will be to discuss any and all updates, deficiencies or potential improvements to the existing Development Regulations which should be considered. This would include identifying new or missing information which needs to be added to the document (or reserved for a future section). Prior to the interviews, Regrowth Planning will request in advance that each group consider and discuss what improvements they would like to see, or what questions they have encountered, to ensure a productive meeting.

APPLICANT'S PERSPECTIVE: Because these regulations are also used by a variety of different applicants in the general public, it is important to assess their usability from their perspective as well. To achieve this, Regrowth Planning will work with the Zoning Administrator to help identify the most common zoning requests, applications or question scenarios which the Town experiences. These potential scenarios will then be "war-gamed" against the existing code to identify areas of confusion, problems and potential improvements. Because Regrowth is already highly familiar with many zoning and development regulations, it may be helpful to also run these scenarios by a "focus group" style of other individuals who are not familiar with how these codes normally operate to get their input.

SUGGESTION

Focus-group style tests of the code to identify common problem areas or misunderstandings.

SCOPE OF WORK

During this period, Regrowth Planning will continue to closely coordinate with the Zoning Administrator and maintain a working list of recommendations for use in the next task.

TASK 2 LIST OF CORRECTIONS / IMPROVEMENTS

The purpose of this task will be to compile, review, revise and finalize a comprehensive list of recommended changes to the Development Regulations before the new document is created. During this task, Regrowth Planning will conduct research on other modern zoning and development regulations adopted by other municipalities in Vermont and nationally to identify potential strategies for code simplification and usability. Regrowth Planning will also review the existing code to identify areas which will likely need to be modified to properly align with the newly adopted Town Plan, and review the code to identify other potential improvements.

A comprehensive list of recommended code modifications will then be assembled and submitted for review and comment by the Town. It is recommended that this list be reviewed by each of the boards and commissions interviewed. If necessary, follow-up interviews or discussions can be arranged. Based on review comments, Regrowth Planning will revise the list and resubmit for approval. Once agreement and signoff is reached on the proposed edits, Regrowth will finalize the list and proceed to the next task.

RECOMMENDATION

Running list of proposed code edits be reviewed and discussed by the different boards that will use them so that there is agreement on changes.

TASK 3 DRAFT CODE ORGANIZATION & FORMAT

The purpose of this task is to agree on an overall organizational structure, layout and design format for how the new code will look and function. Based on the input and research from the previous tasks, Regrowth Planning will develop a proposed code outline, broken down by article, section and subsection, for the new document. Regrowth will also design and prepare a number of “sample pages” which illustrate the new recommended look and format of the code representing different typical document sections.

The draft outline and sample design pages will be submitted to the Town for review and comment. A review meeting can be scheduled to discuss these draft materials. Based on review comments, Regrowth Planning will revise the materials and resubmit for approval until agreement is reached on the overall code organization and design format.

SCOPE OF WORK

TASK 4 DRAFT DEVELOPMENT REGULATIONS

Utilizing the input from the previous tasks, Regrowth Planning will transfer all of the existing Development Regulations text, tables and graphics* into a new document using the desired organizational structure and design layout. Once the code has been transferred to the new document, the code changes agreed upon in Task 2 will be made. It is recommended that in order to facilitate the tracking of changes to the existing code for public review, any areas with substantive changes to the code text will be HIGHLIGHTED for reference, and recorded in a separate Change Log which identifies its current article, section or subsection and a brief description of the nature of the change and why it was made.

*NOTE: Existing graphics, where provided by the Town, will be transferred into the new document as desired. However, it is unknown if the Town wishes to also replace or provide new or updated graphics as part of this update. Therefore, for the purposes of this proposal, any new graphics or illustrations requested by the Town (not counting flow charts) are not included in the base proposal fee but would be billed separately at an hourly rate of \$100/hour if authorized.

This document will be professionally prepared in the latest version of Adobe InDesign. A copy of the Draft Development Regulations (version 1.0) will be provided to the Town in PDF format for review and comment.

TASK 5 REVISED DEVELOPMENT REGULATIONS

Based on review comments and discussion with the Town, the draft document and change log will be revised and updated (version 2.0), and resubmitted to the Town for review and comment.

TASK 6 FINAL DEVELOPMENT REGULATIONS

Based on review comments and discussion with the Town, the final Development Regulations and change log will be prepared and submitted to the Town for adoption and use.

IMPORTANT

The potential need to create new or updated graphics and illustrations is an unknown budget item, and is instead offered as an hourly service.

SCOPE OF WORK

FINAL DELIVERABLES

Final Project Deliverables : Town of Georgia Vermont Development Regulations, professionally developed in Adobe InDesign software, provided to the Town in both *.indd and *.pdf file formats suitable for printing and online posting. Digital copies of all final electronic files created during the work, including associated illustrations, photographs, graphics.

This work would be billed monthly on a percentage-complete basis for each task listed, inclusive of expenses. I have provided sample copies of zoning and development regulations developed for other municipalities for reference on the following pages.

SPECIAL NOTES & PROPOSAL ASSUMPTIONS

- » This proposal assumes travel time and mileage for two (2) in-person visits in the Town of Georgia for interviews and/or other coordination meetings. Other meetings are assumed to happen virtually.
- » This proposal does not include attendance or participation in any public meetings, or public hearings as part of any formal adoption process.
- » It is anticipated that the Town of Georgia and the Regional Planning Commission will be able to assist with providing electronic file copies of existing graphics and illustrations used in the current code.
- » This proposal has not budgeted time for the creation of any new or updated code illustrations/graphics (not including flow charts). If desired, this work could be billed hourly, or a separate price for them can be calculated once the number and amount of work is better understood.
- » This proposal assumes that the Northwest Regional Planning Commission would be responsible for developing an updated zoning map, if required.
- » This proposal does not include costs associated with printing, mailing, postage or distribution of any documents, posters, flyers, mailings or costs associated with advertising meetings or presentations in the local media.
- » This proposal does not include the completion of any environmental review studies, analysis, forms, declarations or distribution of review materials required under Local Law, or the State of Vermont/Act250.

PROPOSED BUDGET

TASK DESCRIPTION		HOURS (@ \$120/hr)	FEE
TASK 1	EXISTING CODE ASSESSMENT	25 hours	\$3,000
TASK 2	LIST OF CORRECTIONS / IMPROVEMENTS	23 hours	\$2,760
TASK 3	DRAFT CODE ORGANIZATION & FORMAT	28 hours	\$3,360
TASK 4	DRAFT DEVELOPMENT REGULATIONS	46 hours	\$5,520
TASK 5	REVISED DEVELOPMENT REGULATIONS	12 hours	\$1,440
TASK 6	FINAL DEVELOPMENT REGULATIONS	7 hours	\$840
		151 HOURS (inc. travel time)	

EXPENSES \$220

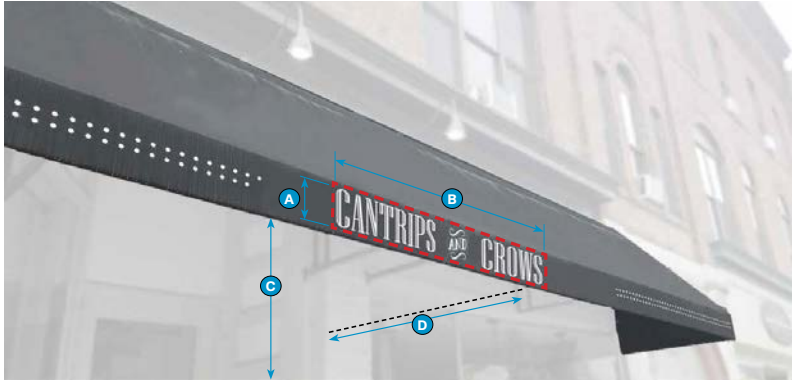
TOTAL LUMP SUM FEE \$18,340

The production of any new or updated code illustrations, if requested by the Town, would be billed hourly, or a revised fee proposal can be negotiated based on the number of new graphics expected.

Codes & Standards

Examples of codes & standards developed for prior clients.

Awning Sign



Description

Graphics or lettering printed on the vertical front surface of an awning above a public storefront. Counts as an accessory sign.

Standards

- As an accessory sign, Awning Signs are permitted in addition to any allowable primary or freestanding Sign.
- No more than one Awning Sign is permitted per ground floor window or door of the facade.
- Lettering or graphics are only permitted on the vertical or sloping front face of the awning.
- Awnings to which signs may be applied must be constructed over doors or windows, fastened to the building facade and not supported from the ground.

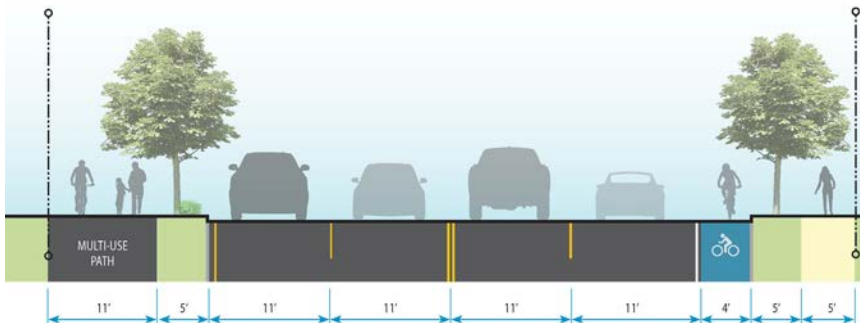
Allowed Sign Illumination (See 4.10.5)

- Externally Illuminated
- Internally Illuminated Letter
- Internally Illuminated Cutout
- Silhouette

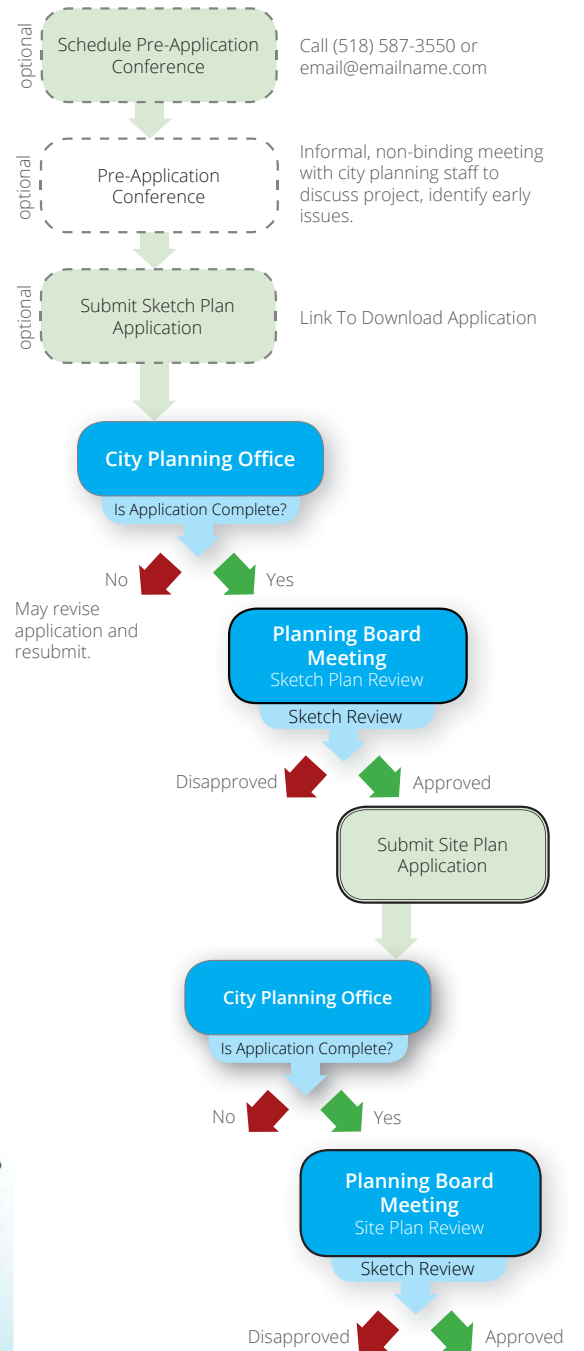
- Sign text should be limited to the business name, slogan, brief description of products or services offered and street address. Phone numbers and other miscellaneous info is discouraged.
- Awnings are recommended to be darker color, with lighter text. Awnings designs on a facade shall be consistent in design and color, and are limited to no more than two colors (not including text color).
- Sign text should be of a consistent design and color, unless expressly part of a multi-color business logo or name design.
- Street address numbers printed on awnings shall not count toward the sign area.

Sign Dimensions

	Transsect Zones (T4, T5, T6)	Other Mixed Use Districts	Residential Districts
A Text height (max.)	8"		8"
B Text width (max.)	80% width of awning/15 feet max.	25% of awning face, up to 100 s.f.	80% width of awning/15 feet max.
C Vertical clearance (min.)	7 feet	7 feet	7 feet
D Extension from facade (max.)	7 feet	7 feet	7 feet



1.3 SITE PLAN APPROVAL



USE SCHEDULE

Use Description		T5	T4	T3C	T3R	SD	OS
RESIDENTIAL USES	Assisted Living Facility	⊙	⊙				
	Condominium	⊙	⊙	⊙	⊙		
	Dwelling Above Commercial Use ¹	⊙	⊙	⊙			
	Home Occupation	●	●	●	●	●	
	Multi-Family Dwelling	⊙	⊙	⊙	⊙		
	Single Family Dwelling			●	●		
	Townhouse		⊙	⊙	⊙		
	Two-Family Dwelling		⊙	⊙	⊙		
COMMERCIAL USES	Accessory Use	●	●	●	●	●	●
	Adult Day Care Center	⊙	⊙	⊙		⊙	
	Adult Use						
	Agricultural Structure				⊙		⊙
	Agricultural Use				●		●
	Airport						
	Airport Allied Uses						
	Animal Hospital	⊙	⊙			⊙	
	Asphalt Manufacturing & Storage						
	Automobile Body Work		⊙			⊙	
	Automobile Charging Terminal	●	●	●	●	●	
	Automobile Charging Station	⊙	⊙	⊙		⊙	
	Automobile Fuel Station	○	○	○			
	Automobile Rental Facility	⊙	⊙			⊙	
	Automobile Repair and Service	⊙	⊙			⊙	
	Automobile Sales	⊙	⊙				
	Automobile Detailing / Carwash	○	○	⊙		○	
	Bed & Breakfast			○	○		
	Brewery / Winery / Distillery	⊙	⊙			⊙	
	Bulk Storage					⊙	
	Business or Professional Office	⊙	⊙			⊙	
	Bus Terminal	○	○	○		○	
	Carwash / Automobile Detailing	○	○	○		○	
	Cemetery			⊙	⊙		
	Child Day Care Center	⊙	⊙	○		⊙	
	Child Day Care, In-Home	●	●	●	●	●	
	Clinic	⊙	⊙	⊙			
	Community Center	⊙	⊙	⊙	○		
	Concrete Manufacturing and Mixing Plant						
	Conference Center	⊙	⊙			○	

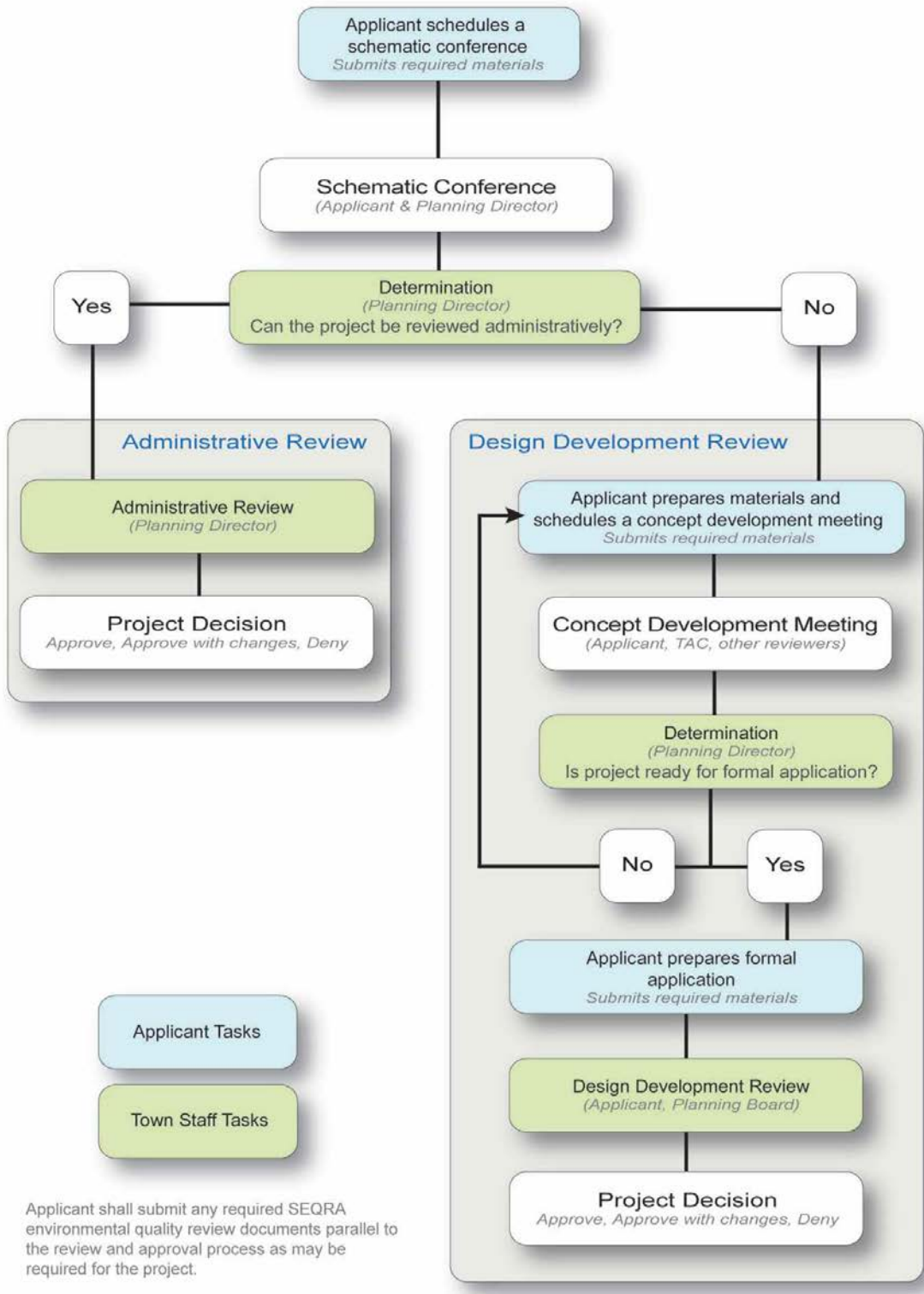
CHAPTER 240 UNIFIED DEVELOPMENT ORDINANCE

1.2.1 REVIEW & APPROVALS Reference Chart

Approval or Permit Type	Overview	Review By	Decision By	Design Guidance (See Section)	Review and Approval Process (See Section)
Architectural Review	Consideration of architectural design aspects of a project	Design Review Board	Design Review Commission	2.4.3 / 4.6	5.7
Building Permit	Review for compliance with building code		Code Enforcement Officer		5.17
Certificate of Occupancy	For use and occupancy of building		Code Enforcement Officer		5.18
Demolition Permit	To demolish an existing structure		Code Enforcement Officer		5.15
Demolition Permit in Landmark / Historic District	To demolish an existing structure if landmark or in historic district	Design Review Board	Code Enforcement Officer		5.15
Floodplain Development Permit	Land alteration or construction in a flood hazard area		Building Inspector		5.16
Historic District Review	Appropriateness with historic design standards	Design Review Board	Design Review Commission	2.4.2	5.8
Land Disturbance Permit	Review of earthwork other land disturbance		Stormwater Management Officer		5.10
Lot Line Adjustment	Modification of boundary lines of existing lots	Planning Office	Planning Board Chairperson		5.4.2
Planned Unit Development	Designation of an overlay zone for development under a master plan	Planning Board	City Council		7.2
State Environmental Quality Review Act (SEQRA)	Compliance with regulations related to environmental protection	All involved agencies	Lead Agency TBD (typically Planning Board)		
Sign Permit	Review dimensional and related aspects of signs		Building Inspector	4.11	5.12
Sign Permit with Design Review	Review design aspects of signs in design review districts	Design Review Board	Building Inspector	4.11	5.12
Site Plan Review	Review site development plans	Planning Board	Planning Board	4.6 / 4.7	5.6
Renewable / Solar Permit	Review for compliance with design and other requirements			4.13	5.13
Special Use Permit	Special review of certain land uses	Planning Board	Planning Board		5.5
Stormwater Management Permit	Compliance with water quality protection requirements		Stormwater Management Officer	4.8	5.9
Subdivisions	Review new lots and related infrastructure improvements	Planning Board; other city departments	Planning Board	4.15	5.4
Tree Work / Removal Permit	Prior to cutting of trees along streets and other city property		Department of Public Works		5.14
Variance	Request for specific relief from requirements of the ordinance	Zoning Board of Appeals	Zoning Board of Appeals		6.1
Watercourse Activity Permit		Planning Board	Planning Board	2.4.9	5.11
Zoning Amendment	Legislative process to modify the ordinance	Planning Board	City Council		7.1

This reference table provides basic information on commonly-requested permits and approvals, and does not include all permits or approvals which may be required for every project. Some projects may need to also comply with the provisions of the New York State Environmental Quality Review Act (SEQRA).

SECTION 2.1 REVIEW AND APPROVAL PROCESS



Before / After PhotoSimulations

Examples of photoshop simulations developed for prior clients.



Existing (before) photograph



Projected (after) photosimulation

Computer Rendering

Examples of computer renderings developed for prior clients.



Before / After PhotoSimulations

Examples of photoshop simulations developed for prior clients.



Existing (before) photograph



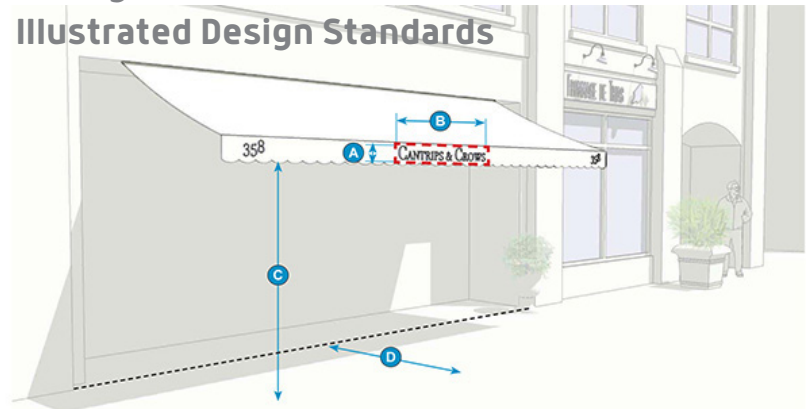
Projected (after) photosimulation



About

Regrowth Planning was founded in 2020 by Michael B. Allen, A.I.C.P. who has been a practicing professional planner since 2003. In his prior work, Michael served as Senior Associate with Behan Planning and Design of Saratoga Springs, a firm he still collaborates with. Michael has over 20 years of planning experience working directly with municipalities and the public to improve their communities through illustrated zoning codes, design guidelines and strategic plans.

Zoning Codes & Illustrated Design Standards



Sign Dimensions

	Transect Zones (T4, T5, T6)	(districts)	(districts)
A Text height (max.)	8"	25% of awning face, up to 100 s.f.	
B Text width (max.)	80% width of awning/15 feet max.		
C Vertical clearance (min.)	7 feet	7 feet	7 feet
D Extension from facade (max.)	7 feet	7 feet	7 feet

Illustrated zoning codes and design standards provide clear graphics of the technical zoning requirements, conveying a lot of information into easy-to-read and understandable diagrams. This helps to make complex code requirements much more user friendly to applicants and the public. They are particularly useful in providing clear guidance on the desired visual aesthetic of new development, utilizing a combination of illustrations and photographs to convey a range of desired design solutions.

Goals

Create vibrant, mixed-use communities where people actually enjoy walking, shopping and living.

Raise the standard for design to create places that contribute to the character of the community and make it a desirable destination.

Re-balance the transportation network to include walking, bicycling, multi-use trails and other complete streets initiatives.

Strengthen existing downtowns, towns and village centers with supportive infill development.

Transform dying big-box retail development areas with attractive and pedestrian-friendly infill development.

Services

Community Planning

Zoning Updates

Public Outreach & Engagement

Form-based Codes

Design Guidelines

Computer Visualizations

Photosimulation Renderings

Informational Videos



Computer rendering of proposed pedestrian crossing along Empire State Trail and Erie Canal.

Photosimulations & Computer Modeling

“Before & After” photoshop simulations and computer renderings help to allow local officials and the public to better visualize future development scenarios, assess potential building impacts, and to envision their desired community improvements such as a new park, streetscape or municipal building.

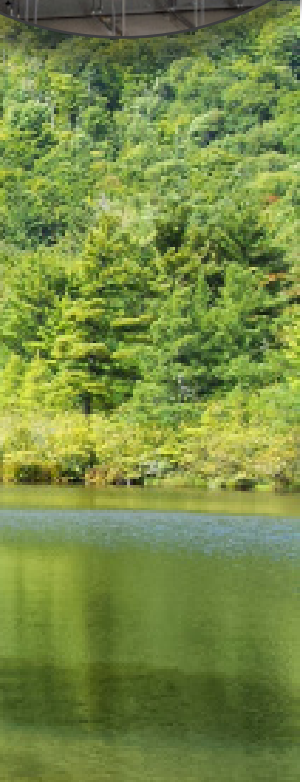
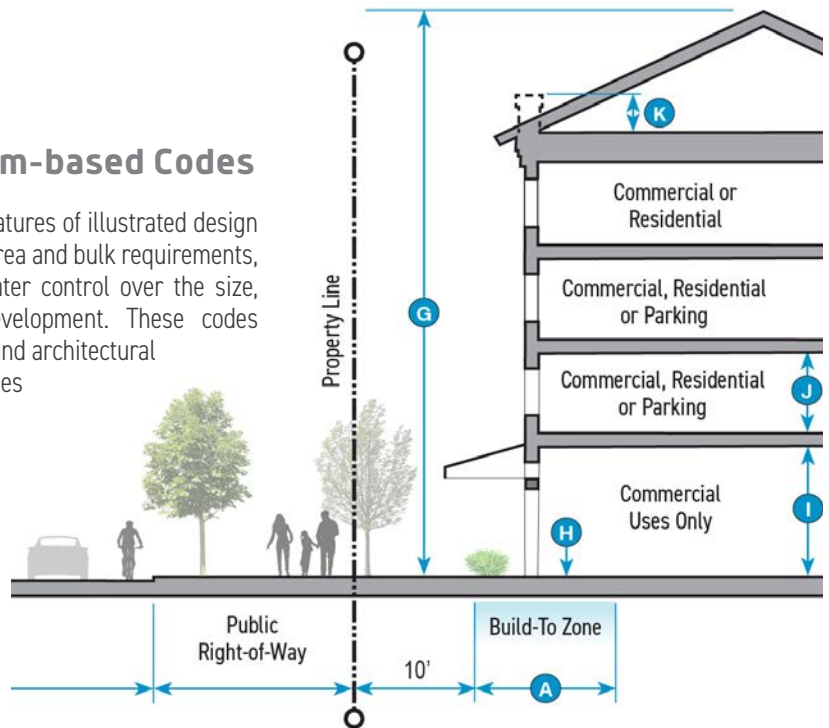


Community Planning & Public Outreach

Long-term vision planning—through Town Plans, Comprehensive Plans, Open Space & Farmland Protection—is built on successful public outreach. The hosting of large public meetings, interactive workshops, open houses whether in-person or virtual, is a cornerstone of modern planning. Regrowth Planning specializes in designing and facilitating these events with community surveys to collect input that drives the vision.

Form-based Codes

Form-based codes combine the features of illustrated design standards with detailed building area and bulk requirements, providing a community with greater control over the size, scale and massing of new development. These codes emphasize desired building form and architectural design characteristics over the types of building uses within them, often providing more flexibility and encouraging a mix of uses.



Michael B. Allen, AICP
Principal, Regrowth Planning



Michael B. Allen has been a practicing professional planner since 2003, with over 20 years of experience working directly with municipalities and the public to help improve their communities. Prior to founding Regrowth Planning in 2020, Michael served as Senior Associate with Behan Planning and Design of Saratoga Springs for over twelve years, and was Principal of his own consulting firm specializing in zoning updates. Michael specializes in leading public outreach campaigns for comprehensive plans, neighborhood plans, open space and farmland protection and other community visioning efforts.

EDUCATION

Bachelor of Architecture | 1993
Syracuse University School of Architecture
Syracuse, New York

PROFESSIONAL EXPERIENCE

Principal | 2020-Present
Regrowth Planning, LLC

Senior Planner / Senior Associate | 2007-2020
Behan Planning and Design – Saratoga Springs, NY

Principal | 2002-2007
Bailliere Consulting – Saratoga Springs, NY

Project Architect / Project Manager | 2000-2002
Einhorn Yaffee Prescott, A/E, – Albany, NY

Project Architect | 1997-2000
O'Connor & March Architects – Albany, NY

Architectural Designer | 1995-1997
Brandt-Poost Architects – East Greenbush, NY

Draftsman / Designer | 1993-1994
Badger & Associates – Manchester, VT

PROFESSIONAL AFFILIATIONS

American Institute of Certified Planners
American Planning Association
New York Planning Federation

PRIOR COMMUNITY WORK

Round Lake Zoning Board - Village of Round Lake, NY
Dorset Planning Board - Town of Dorset, VT
ReBuild Prattsville, Volunteer - Prattsville, NY

RELATED PROJECT EXPERIENCE

(Including projects during employment at prior firms.)

Comprehensive Planning

TOWN PLAN

Town of Georgia, VT
In Progress - Anticipated Completion 2024

COMPREHENSIVE PLAN

Town of Chatham, NY

WEST PAWLET VILLAGE MASTER PLAN

Town of Pawlet, VT

BELMONT VILLAGE PLAN

Town of Mount Holly, VT

WARRENSBURG COMPREHENSIVE PLAN

Town of Warrensburg, NY *(Subconsultant)*

COMPREHENSIVE PLAN

Town of Schroepfel, NY

COMPREHENSIVE PLAN HOSPITALITY STUDY

Town of Washington, NY *(Subconsultant)*

COMPREHENSIVE PLAN

Town of Woodstock, NY
Behan Planning and Design

COMPREHENSIVE PLAN

Town of Wallkill, NY
Behan Planning and Design

COMPREHENSIVE LAND USE PLAN

Town of East Greenbush, NY
Behan Planning and Design

TOWN CENTER MASTER PLAN

Town of Clifton Park, NY
Behan Planning and Design

GREENWAY STRATEGIC DEVELOPMENT PLAN

Towns of Glenville/Scotia, NY
(w/ Behan Planning and Design)

TOWN CENTER SMART GROWTH PLAN

Town of Plattsburgh, NY
(Subconsultant w/ Behan Planning and Design)

CAPITAL DISTRICT TRAILS PLAN

Capital District Transportation Committee (CDTC)
Behan Planning and Design

ALBANY BIKE AND PEDESTRIAN MASTER PLAN

City of Albany, NY and the Capital District
Transportation Committee (CDTC)
Subconsultant to Nelson/Nygaard Consultants

ROUTE 119 COMPLETE STREETS PLAN

Town of Tarrytown / City of White Plains
Subconsultant to Nelson/Nygaard Consultants

EXIT 17 / ROUTE 9 CORRIDOR LAND USE & TRANSPORTATION STUDY

Town of Moreau, NY
Subconsultant to Creighton Manning Engineering

DOWNTOWN PARKING STUDY

City of Poughkeepsie, NY
Subconsultant to Nelson/Nygaard Consultants

Michael B. Allen, AICP

PROJECT EXPERIENCE, Continued

TOWN PARK MASTER PLAN

Town of Clifton Park, NY
Behan Planning and Design

NEW PALTZ INTERMODAL FEASIBILITY STUDY

Ulster County, NY
Behan Planning and Design

NATURAL HAZARD MITIGATION PLAN

Town of Wallkill & City of Middletown, NY
Behan Planning and Design

HAZARD MITIGATION PLAN

Delaware & Sullivan Counties, NY
Subconsultant to SUNY AVAIL Laboratories

FARMLAND PROTECTION PLAN

Town of Wallkill, NY
Behan Planning and Design

FARMLAND PROTECTION PLAN

Town of Milton, NY
Behan Planning and Design

OPEN SPACE PLAN

City of Kingston, NY
Behan Planning and Design

EAST GREENBUSH AMENITIES PLAN

Town of East Greenbush, NY
Behan Planning and Design

LOCAL WATERFRONT REVITALIZATION PLAN

Town of Marlborough, NY
Behan Planning and Design

LOCAL WATERFRONT REVITALIZATION PLAN

Village of Hoosick Falls, NY
Subconsultant to Barton & Loguidice Engineers

LOCAL WATERFRONT REVITALIZATION PLAN

Town of Crown Point, NY
Subconsultant to Saratoga Associates

LOCAL WATERFRONT REVITALIZATION PLAN

Town of Brewerton, NY
Subconsultant to Saratoga Associates

DEPOT STREET CORRIDOR STUDY

Town of Manchester, VT
Bailliere Consulting

Zoning and Design Guidelines

TOWN CENTER SMART GROWTH ZONING

Town of Plattsburgh, NY
(w/ Behan Planning and Design)

TOWN CENTER FORM-BASED ZONING

Town of Clifton Park, NY
(w/ Behan Planning and Design)

VILLAGE ZONING & DESIGN GUIDELINES

Town of Williston, VT

NEW CITY HAMLET ZONING AND DESIGN GUIDELINES

Town of Clarkstown, NY
(w/ Behan Planning and Design)

VILLAGE DESIGN GUIDELINES

Village of Voorheesville, NY *(Subconsultant)*

INLET VALLEY ZONING AND DESIGN GUIDELINES

Town of Ithaca, NY
(w/ Behan Planning and Design)

RESIDENTIAL NEIGHBORHOOD ZONING & DESIGN GUIDELINES

Town of Pittsford, NY
(w/ Behan Planning and Design)

B-3 DISTRICT ZONING UPDATE

Village of New Paltz, NY
(w/ Behan Planning and Design)

TRADITIONAL NEIGHBORHOOD ZONING AND DESIGN GUIDELINES

Town of Amherst, NY
(w/ Behan Planning and Design)



COMPREHENSIVE ZONING UPDATE

Town of East Greenbush, NY
(w/ Behan Planning and Design)

ZONING REVIEW & UPDATE

Town of Rosendale, NY
(w/ Behan Planning and Design)

COMPREHENSIVE ZONING AMENDMENTS

Town of Wallkill, NY
(w/ Behan Planning and Design)

ADULT USES ZONING UPDATE

Town of Wallkill, NY
(w/ Behan Planning and Design)

MIDTOWN DESIGN STANDARDS

City of Kingston, NY
Bailliere Consulting

RONDOUT CREEK ZONING UPDATE & DESIGN GUIDELINES

City of Kingston, NY
Bailliere Consulting

CONSERVATION SUBDIVISION REGULATIONS & DESIGN GUIDELINES

Town of Wallkill, NY
Behan Planning and Design

BROADWAY DESIGN STANDARDS

City of Newburgh, NY
Behan Planning and Design

DESIGN GUIDELINES

Village of North Bennington, VT
Bailliere Consulting

ZONING & LAND USE UPDATE

Town of Montgomery, NY
Behan Planning and Design





Computer rendering of proposed neighborhood character in one of the residential districts within the Town Center.

Town Center Zoning & Design Guidelines

Town of Plattsburgh, NY

The Town of Plattsburgh had completed the Town Center Smart Growth Plan, which outlined a vision and strategy to re-imagine its core commercial center as a more mixed-use, walkable and sustainable community. To implement this bold vision, it sought to develop a completely new zoning code for the center of town, while simultaneously updating and coordinating the zoning for the rest of the town, which was in need of refreshing.

Chazen Engineering was selected to lead this project and overhaul the town-wide zoning, with Behan Planning and Design as subconsultants to develop the new Town Center Zoning. The project included a form-based code strategy for the new districts, with all new design standards for massing, scale, bulk, architectural features, stormwater, parking, exterior lighting and other site considerations. Mr. Allen, working for Behan Planning and Design, developed all of the Town Center Code and Design Standards, and finalized the code to coordinate it with updates to the remainder of the town zoning.

The Town Center Zoning was adopted in 2021.



Year Completed: 2021

Prime: Chazen Engineering

Sub Consultant: Behan Planning and Design

Project Reference:

Trevor Cole, AICP

Senior Planner, Town of Plattsburgh, NY

trevorc@townofplattsburgh.org (518) 562-6853



Innovative approaches for stormwater management are strongly supported in the new code.



New City Hamlet Zoning Update

Town of Clarkstown, NY

Mr. Allen, while employed as Senior Associate with Behan Planning and Design, served as project manager and primary code author to complete the New City Hamlet zoning update. The Town of Clarkstown had just completed the *New City Vision Plan*, and was seeking to revitalize its core downtown business district with new investment and development.

Building off of the recommendations and public input gathered about the desired future vision of the community, the new zoning code sought to enable and implement many of the ideas discussed, including allowing mixed-use commercial and residential apartments, reducing the burden of many parking requirements, providing incentives for redevelopment, and creating commercial design standards.

Working with a local committee and the town attorney, a completely new code was developed for the commercial district which reduced building setbacks and parking requirements to provide business owners the ability and incentive to redevelop their property with more use-able square footage. The code also created greater flexibility for shared parking arrangements, and provided new design standards for signs, site planning, landscaping, parking lot landscaping, exterior lighting and architecture.



Year Completed: 2011

Prime: Behan Planning and Design

Project Reference:

Joe Simoes, Town Planner
Town of Clarkstown
j.simoes@clarkstown.org
(845) 639-2070





New mixed-use development under the town center zoning.

Town Center Zoning

Town of Clifton Park, NY

Michael Allen, during his employment at Behan Planning and Design, served as project manager and lead writer to complete the Clifton Park Town Center Zoning. Developed with subconsultant Dover, Kohl & Partners, this zoning was the follow-up project to implement the Clifton Park Town Center Master Plan, developed by the same team in 2012.

Funded by the Capital District Transportation Committee (CDTC), the goal of the new zoning was to develop design-oriented form-based codes for the town's commercial core at Northway Exit 9. The new zoning was designed to promote and enable a transformation into a more attractive and pedestrian friendly mixed-use destination.

The planning process included a three-day public design charrette and property owner meetings where design concepts for new infill development were envisioned which would increase retail square footage while improving the walkability of the neighborhood. The new code included several new zoning districts defined by a regulating plan, as well as design standards for architecture, site planning, landscaping and parking, and was adopted in 2014.



Year Completed: 2015

Prime: Behan Planning and Design

Sub Consultant: Dover, Kohl & Partners

Project Reference:

John Scavo
 Planning Director, Town of Clifton Park, NY
jscavo@cliftonpark.org
 (518) 371-6651





Old Brick Church in historic Williston Village

Village Zoning & Design Guidelines

Town of Williston, VT

The Town of Williston Vermont was seeking to redevelop the zoning ordinance for their Village Zoning District (VZD), which included a National Register Historic District as well as many contributing structures and additional review areas. The previous zoning for the village had become cumbersome and had resulted in some confusion and lack of interest in new development. The Town wished to reconfigure the zoning to clarify the standards and encourage adaptive re-use and more vibrant uses.

Regrowth Planning was selected to rewrite the existing Chapter 42 of the zoning ordinance, simplify and clarify the code requirements, and include graphics which helped to explain the code's intents and provisions.

The new ordinance—completely rewritten and reorganized—included standards and guidelines for site planning, subdivision design, residential density, screening and buffering, landscaping, exterior alterations, additions, demolitions, exterior materials, lighting and signs.

The new VZD Zoning is nearing public review stages and is expected to be finalized for adoption in 2023.

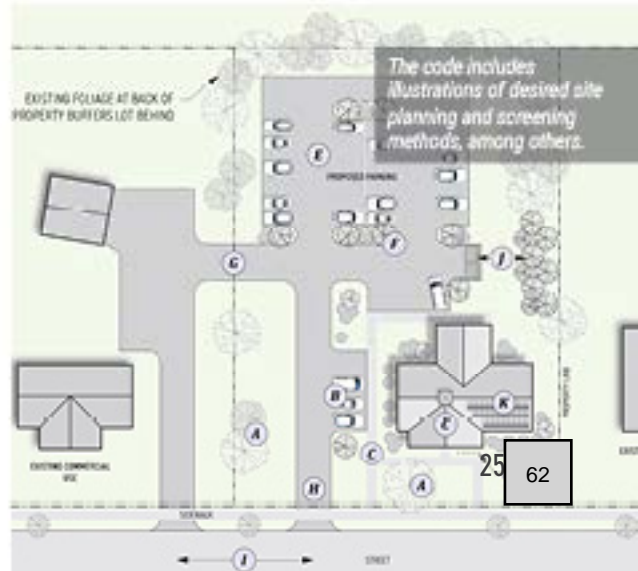


Year Completed: Completed 2022

Prime: Regrowth Planning

Project Reference:

Emily Heymann, AICP
Planner, Town of Williston, VT
EHeymann@willistonvt.org (802) 878-6704





Aerial view over Northside Drive showing the extent of commercial growth outside the downtown.

Northside Drive Design Guidelines

Town of Bennington, VT

The Town of Bennington was experiencing a new wave of growth on the outskirts of downtown along the Northside Drive commercial corridor. To address these changes, the town created the Planned Commercial District as a design review district to improve the character and natural beauty of this important gateway over time. Michael Allen was selected to develop design guidelines which would guide this effort. The final document included sections on Site Planning & Landscaping, Scale & Materials, Fenestration & Massing, Building Height, Roof Design, Proportions, Fenestration as well as Exterior Materials and Colors.



Year Completed: 2007
Prime Consultant: Michael Allen

Project Reference:
 Dan Monks
 Zoning Administrator, Town of Bennington, VT
 dmonks@benningtonvt.org (802)-442-1037

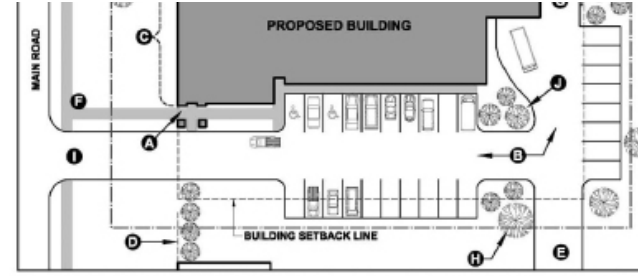
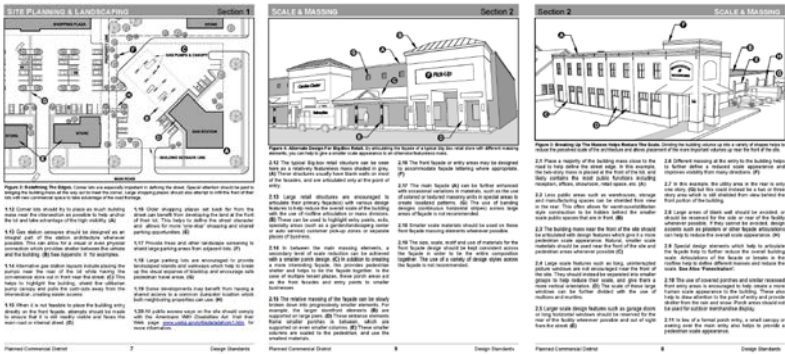


Figure 1: Sample Site Layout. The building is brought forward as close to the street as possible, with parking and other service tucked around the side and back. This helps to define the identity of the street and gives the business maximum public exposure.

- 1.1 The primary building entry should always be placed at the front of the building (facing the front lot line) and be clearly identifiable from the street. (A) In this example, an entry vestibule is created which faces the front, side and rear parking area simultaneously.
- 1.2 Parking should be placed at the side or rear of the lot and screened from view whenever possible. Break the parking areas up into groups of no more than 20 spaces per area (35 for large development projects) separated by landscaping areas. (B)
- 1.3 Place as much of the building width at the front of the lot as possible to maximize front facade exposure to the public. (C) The front facade should be kept
- 1.4 Provide sidewalks for the full width of the property with a direct link to the primary building entry. (F)
- 1.5 Loading docks, service areas and trash facilities should be located in the rear of the lot and not be visible from the street. (D)
- 1.6 Incorporate recommended designs into new site plan development whenever possible to reduce waste and salvage good shade trees. (H)
- 1.7 Minimize the amount of driveway in and out of the main road whenever possible and separate from side roads as

Each page of the document provided illustrations and recommended designs.



Outdoor dining and shops along the historic Kingston waterfront.

RF-R District Development Standards

City of Kingston, NY

The City of Kingston was looking to rehabilitate the former industrial lands along the Rondout Creek. This area of the city had great potential, and yet many of the properties were dormant with vacant or abandoned industrial buildings. Sensing a new wave of re-investment interest in the area, the city wanted to encourage redevelopment of the waterfront with attractive adaptive re-use of the properties.

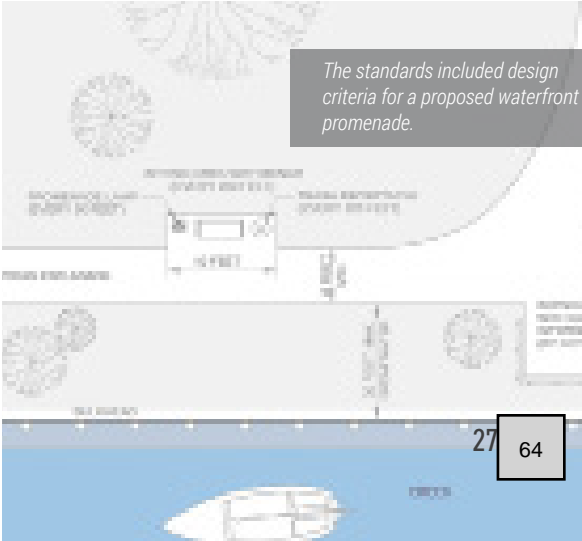
Michael Allen was hired by the city to help write new zoning language which would help to protect the existing historic structures and promote new development which enhanced and harmonized with the setting.

The new zoning language worked with graphic illustrations to encourage adaptive re-use which retained the outside facades and rooflines of old warehouses and mills, and develop a shared parking arrangement which would loosen the need for large parking lots as well as other measures. It also included incentives and requirements for a multi-use path "promenade" which would connect all the attractions along the water as each property was developed.



Year Completed: 2005
Prime: Michael Allen/Bailliere Consulting

Project Reference:
Suzanne Cahill
Planning Director, City of Kingston, NY
scahill@kingston-ny.gov (845) 334-3955





Know all Men by These Presents:

That We, Stanley B. Webster and Lois B. Webster, husband and wife, of Georgia, in the County of Franklin and State of Vermont, Grantors, in the consideration of One or More Dollars paid to our full satisfaction by Town of Georgia, a municipal corporation, organized and existing under the laws of the State of Vermont, and existing under the laws of the State of Vermont, organized and existing under the laws of the State of Vermont, in the County of Franklin and State of Vermont, Grantee, by these presents, do freely GIVE, GRANT, SELL, CONVEY AND CONFIRM unto the said Grantee, ITS SUCCESSORS and assigns forever, a certain piece of land in THE TOWN OF GEORGIA County of FRANKLIN and State of Vermont, described as follows, viz:

A parcel of land, together with the buildings thereon, located on the westerly side of U.S. Route No. 7 in that portion of the Town of Georgia known as Georgia Center, having a frontage on said highway of eighty-nine (89) feet, a uniform width of eighty-nine (89) feet, and a uniform depth of ninety-four (94) feet measured from the westerly edge of the pavement of said U. S. Route No. 7. The south line of the land herein conveyed is one hundred sixty-eight (168) feet, eight (8) inches northerly of the north line of Ildah Warner.

Being a portion of the Land and premises conveyed to the grantors herein by Warranty deed of Lyle F. Warner and Mae B. Warner dated June 6, 1973 and recorded in Book 35, Page 148 of the Georgia Land Records.

To which deed, and to the deeds, records and references therein contained, refer in further aid of this description.

It is an express condition as a part of the purchase price of this property that the same shall not be used for any other purpose than as a site for the Georgia Historical Society.

It is further agreed by grantee that each and all of the restrictions contained herein shall as between the parties hereto, their heirs, successors and assigns, be deemed to be construed as express conditions subsequent, on each of which the conveyances are made. If grantee shall neglect or fail to perform and to comply strictly with the several restrictions on his part, or any of them, grantors and their successors, may at any time thereafter serve on grantee a notice in writing specifying the particular or particulars in which default or a breach thereof has been made and directing him to remedy such default or breach. Should grantee thereafter for a period of thirty (30) days (time being of the essence of this provision) fail fully and entirely to remedy such breach or default, then an notice in writing may be served on him by grantors, notifying him that grantors elect that the title to the whole of the conveyed premises shall revert to grantors; and thereupon the title to the whole of such premises shall immediately and without the necessity of any further action on the part of the grantors, revert to and re-vest in grantors, and grantee shall lose and forfeit all of its rights, title, and interest in and to the whole of the conveyed premises and to the improvement and fixtures thereon, and grantors shall have the right of re-entry to the conveyed premises.

We and to hold said granted premises, with all the privileges and appurtenances thereof, to the said Grantee, TOWN OF GEORGIA, ITS SUCCESSORS.

We and assigns, to their own use and behoof forever; STANLEY B. WEBSTER and LOIS B. WEBSTER for ourselves and our heirs, executors and administrators, do covenant with the said Grantee, TOWN OF GEORGIA, ITS SUCCESSORS

and assigns, that until the sealing of these presents we are the sole owner of the premises, and have good right and title to convey the same in manner aforesaid, that they are FREE FROM EVERY ENCUMBRANCE.

we do hereby engage to WARRANT AND DEFEND the same against all lawful claims whatever, except as aforesaid.

In Witness Whereof we hereunto set our hands and seals this 26th day of April, A.D. 1976.

IN PRESENCE OF Judith W. Greene /s/ Stanley B. Webster L. S. /s/ Lois B. Webster L. S. L. S. L. S.

State of Vermont At Georgia, this 26th day of April, A.D. 1976 Franklin County, ss. Stanley B. Webster and Lois B. Webster

personally appeared, and acknowledged this instrument, by them sealed and subscribed, to be their free act and deed.

BEFORE ME /s/ Judith W. Greene Notary Public. Town Clerk's Office 4-26 A.D. 1976, at 2 o'clock P.M. minutes P.M.

Received for record a Deed, of which the foregoing is a true copy. A True Record, Attest, [Signature] Clerk

Vermont Property Transfer Tax Return Rec'd.-Tax Paid-Board of Health Cert. Rec'd. Signed [Signature], Clerk 32 V.S.A. Chap. 231 Date 4-26-76

ACKNOWLEDGMENT

Return No. 310129

Town Administrator Performance Evaluation Form

Instructions

A space has been provided for each statement within the performance areas. Check the number which most accurately reflects the level of performance for the factor. Whenever possible please provide concrete examples to support your rating. If you did not have an opportunity to observe or make a determination on a particular factor, please indicate so in the N/A space.

Rating Scale (1-5)

Outstanding (5): The Administrator's work performance significantly exceeds established job standards with exceptional quality, quantity and timeliness of work.

Highly Effective (4): The Administrator's work is frequently or consistently above the level of a satisfactory Administrator.

Proficient (3): The Administrator's work performance consistently meets the standards of the position.

Improvement Needed (2): The Administrator's work performance does not consistently meet, or only marginally meets, the standards of the position.

Unsatisfactory (1): The Administrator's work performance is inadequate and definitely inferior to the standards of performance required for the position. Performance at this level cannot be allowed to continue.

1. Personal Characteristics	1	2	3	4	5	N/A
a. Exhibits honest and ethical behavior	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
b. Acts in a fair and equitable manner	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
c. Effectively deals with unforeseen issues and problems	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
d. Responds well to stressful situations	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
e. Develops effective and inventive solutions	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Comments:

2. Professionalism	1	2	3	4	5	N/A
a. Is fully knowledgeable and committed to the field of local government management	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
b. Seeks to enhance skills and abilities through educational opportunities and/or participation in professional organizations	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
c. Encourages staff training and development	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
d. Is respectful of residents, employees and officials and responds to requests in a timely and appropriate manner	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Comments:

3. Public Relations/Communications	1	2	3	4	5	N/A
a. Projects a positive image in the community	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
b. Is reasonably open and available to the public and responsive to citizen complaints or requests	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
c. Communicates effectively to the media	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
d. Keeps the citizenry informed of current issues in Town government	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Comments:

4. Board Support/Relations	1	2	3	4	5	N/A
a. Provides quality analysis of policy issues and proposals in a timely manner	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
b. Promptly and effectively implements policy matters, goals and other directives adopted by the Select Board	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
c. Handles routine requests and tasks to avoid Select Board action	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
d. Keeps Board members informed of issues and activities in Town government and in the community	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
e. Provides the Select Board with timely and accurate information required for preparation for meetings	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Comments:

5. Community Leadership	1	2	3	4	5	N/A
a. Provides leadership within the community by being visible and approachable	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
b. Maintains effective communications with the business community	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
c. Maintains effective communications with other communities, state agencies & municipal organizations to enhance the Town's position.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
d. Maintains effective communications with state elected positions to enhance the Town's position	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
e. Maintains effective communications with Federal elected positions to enhance the Town's position	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
f. Maintains effective communication with municipal volunteer boards and committees	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Comments:

6. Organizational Leadership	1	2	3	4	5	N/A
a. Provides leadership, motivation and support within the organization	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
b. Effectively delegates tasks and assignments	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
c. Builds and motivates a team, provides direction & monitors/adjusts performance as required	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
d. Recruits, selects and retains quality personnel	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
e. Has support of Department Heads and members of the organization	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Comments:

7. Personnel Management	1	2	3	4		N/A
a. Evaluates performance and takes necessary action to resolve negative results	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
b. Effectively delegates tasks and assignments	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
c. Achieves the Town's goals when negotiating labor contracts	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
d. Maintains positive employee relations	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
e. Develops and maintains personnel management system	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Comments:

8. Financial Management	1	2	3	4	5	N/A
a. Prepares a timely and realistic annual budget proposal	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
b. Seeks to maximize revenue opportunities through non-tax mechanisms (e.g. grants-in-aid)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
c. Controls expenditure of Town funds to maximize services at minimal costs	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
d. Ensures effective controls and reports of Town financial activity	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
e. Accurately forecasts and reports the Town's financial condition	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
f. Provides future vision and direction	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Comments:

9. Town Operations & Infrastructure	1	2	3	4	5	N/A
a. Provides effective oversight and coordination of Town programs and services	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
b. Seeks to improve the Town's infrastructure	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
c. Seeks to enhance municipal services and delivery through regular reviews and analysis of Town operations	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
d. Prepares Town Meetings in an effective and efficient manner	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
e. Ensures effective operation and best practices of departments under the Town Administrator's control	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
f. Ensures continuity of services in unforeseen circumstances	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Comments:

10. Planning and Organization	1	2	3	4	5	N/A
a. Creates and facilitates an environment for long-range and strategic planning	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
b. Develops proposals for cost effective reorganization of town operations and regionalization thereof when appropriate	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
c. Establishes appropriate goals and objectives for performance	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
d. Manages expectations of others appropriately	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
e. Ensures growth and development of staff within the office of the Town Administrator	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Comments:

Overall Assessment

Recognized Strengths:

Areas for Improvement:

Additional Select Board Member Evaluator Comments:

Individual Select Board Member Signature

Date

Town Administrator Comments:

Town Administrator Signature

Date



Town of Georgia

47 Town Common Road North • St. Albans, VT 05478
• Phone: 802-524-3524 • Fax: 802-524-3543 • website: townofgeorgia.com

Application for Private Road Name

Application Information

Applicant(s)	Property Owner(s) if different
Name <u>Tim Reed</u>	Name _____
Address <u>285 Fairfield Hill Rd</u>	Address _____
City/State/Zip <u>Fairfield, VT 05455</u>	City/State/Zip _____
Phone <u>802-782-9807</u>	Phone _____
Email <u>timreedconstruction@yahoo.com</u>	Email _____
Tax parcel ID: <u>113 220 014</u>	
Date of Preliminary Plat Approval: <u>4/16/24</u>	Title of Site Plan: <u>Overall site Plan 5/20/24</u>
Location of Subdivision: <u>Sandy Birch Rd</u>	

Road Name Request (provide three names in order of preference)

1. Willow Way
2. Lilly Lane
3. _____

FOR TOWN USE ONLY

Approved by E911 Coordinator Doug / Tyler Date: 8/22/24

Approved by Selectboard _____ Date: _____

SIGN INSTALLATION VERIFICATION

Approved by Public Works Director _____ Date: _____

Sent to E911 8/22/24

Willow Way



ماتو مالو

Section 9. Item #H.



Town of Georgia Facilities Use Policy

Approved 02/10/2020

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1 Policy

1.1 Purpose

1.1.1 The Town of Georgia has four facilities that are available for use by Georgia residents and members of the public. It is the intent of the Town to have these facilities used as frequently as possible, but it is the obligation of the Town to ensure that its facilities are maintained in good condition and their use and maintenance do not impose an undue financial cost on the Town's residents. This policy is intended to help ensure that the Town's facilities will be well maintained, enjoyable, accommodating and will provide a safe environment and that the Town will be fair and consistent with all parties wishing to use its facilities.

1.2 Facilities to which this Policy applies.

- 1.2.1 Georgia Beach Pavilion and grounds.
- 1.2.2 Georgia Library Community Room.
- 1.2.3 Georgia Fire & Rescue Community Room.
- 1.2.4 Georgia Town Hall Meeting Room.

1.3 Priority of Use

1.3.1 The Town of Georgia will make these four facilities available on a first come first serve basis for individuals, groups and organizations to rent / use during times when the facilities are not being utilized for Town of Georgia programs or by Town staff, boards, commissions and committees, or Town of Georgia sponsored events.

1.4 Hours of Use

1.4.1 The Georgia Beach facilities are generally available from May to September for use during the following hours: 9:00 am – dark. (Contact Town Hall to reserve and to obtain necessary forms.)

1.4.1.1 There is a fee of \$200.00 for use of the pavilion. Non-Profit organizations and other groups may apply in writing to the Selectboard at least 30 days in advance of their requested event date to request a waiver of this fee. Waiver of this fee is at the discretion of the Selectboard. A signed waiver of liability form is required of all signatories, acknowledging that they understand all rules and that they assume all responsibility for and assure the compliance of the conduct and behavior of their guests.

1.4.2 The Georgia Library Community Room hours of availability shall be at the discretion of the Library Trustees or their designee. This meeting room is available only during regular hours when the library is staffed. Contact the librarian on duty to set up reservation and to obtain the necessary forms.

1.4.2.1 There is a fee of \$50 for use of this room. Non-Profit organizations and other groups may apply in writing to the Library Trustees at least 30 days in advance of their requested meeting date to request a waiver of this fee. Waiver of this fee is at the discretion of the library Trustees. A signed waiver of liability form is required of all signatories, acknowledging that they understand all rules and that they assume all responsibility for and assure the compliance of the conduct and behavior of their guests.

1.4.3 Georgia Fire & Rescue Community Room - by appointment. Contact Town Hall to schedule.

1.4.4 Georgia Town Hall Meeting Room – by appointment. Contact Town Hall to schedule.

1.5 Prohibitions

1.5.1 The following uses are strictly prohibited at the beach facilities:

- 1.5.1.1 No open fires: barbecue pits are available for patrons use.
- 1.5.1.2 No glass bottled beverages, cans or plastic only.
- 1.5.1.3 No dogs or pets allowed except for service animals.
- 1.5.1.4 No Smoking in or on any Town beach facility or on the property.
- 1.5.1.5 No Skateboards, Bikes, Blades or wheels allowed on the Tennis/Basketball Court. No Vehicles on the greens or back access road to the beach pavilion. If you need access to unload “heavy” items, or for handicapped assistance, please ask in advance for permission. There is no parking inside fenced areas at the beach.

1.6 Occupancy

1.6.1 Occupancy of the facilities will be limited as follows:

<u>Facility</u>	<u>Maximum Occupancy</u>
Beach Pavilion	350
Library Community Room	45
Georgia Fire & Rescue Community Room	50
Town Hall Letourneau Meeting Room	20

1.7 Obligations of Individual Users

1.7.1 Users must return the facilities in a neat, orderly and clean condition after their use. Properties will be inspected by Town personnel prior to and after use. Users will be responsible for, and liable to, the Town for all repairs to the facilities required as a result of damage caused by users. Individuals will be required to sign a user agreement and may require a refundable deposit in the amount of \$100.00. Individuals signing the user agreement are responsible for the conduct of their guests and the compliance of their guests with the rules for the facility being used. All individuals signing a user agreement will be required to also sign a Liability Release, Waiver, Discharge and Covenant Not To Sue form.

1.8 Groups and Businesses

1.8.1 Social service and community service groups, businesses, and non-profit groups wishing to use the facilities shall be required to execute a Facility Rental Agreement for each event and will be required to provide a Certificate of Insurance with a minimum coverage of \$1 Million, naming the Town of Georgia as an additional insured.

TOWN OF GEORGIA
 (Quote valid for 30 days)

Canon imageRUNNER ADVANCE DX- C4925i

(To Replace Canon IRADV525IFZV3G)



(Image may not show exact accessories quoted)

IMAGERUNNER ADVANCE DX 4925i

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

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

Hardware Accessories Included

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

TOWN OF GEORGIA
(Quote valid for 30 days)

Canon imageRUNNER ADVANCE DX- C5840i



(Image may not show exact accessories quoted)

IMAGERUNNER ADVANCE DX C5840i

Print up to 40 ppm (BW/Color, 8.5"x11"). Print up to 12"x18". Scan up to 270 ipm (300 dpi) (BW, color, duplex). 6,350 sheet maximum paper capacity. Ships standard with 200-sheet Single Pass Duplexing Automatic Document Feeder, 2 x 550-sheet Paper Cassettes, Envelope Feeder Attachment, UFR II/PCL/PS Printing, Direct PDF/XPS Printing, Color Universal Send with PDF High Compression, Encrypted PDF, Digital Signature PDF (Device and User Signature), Trace and Smooth PDF, Searchable PDF/XPS, OOXML (Scan to PPT and Word), Universal Login Manager (Requires Download), uniFLOW Online Express, Access Management System, SSD Data Erase, Data Encryption (FIPS-140-2), IP Sec, Encrypted Secure Print, Secure Watermark, Web Browser, Single Pass Duplexing Automatic Document Feeder, Color Image Reader, Ethernet 1000Base-T/100Base-TX/10Base-T, USB 2.0/3.0 High Speed Connectivity, Wifi Connectivity, Remote Operator's Software Kit, Color Network ScanGear and Drum Units.

Hardware Accessories Included

(Replacing the IRADVC5535IV3)

Item Name
IMAGERUNNER ADVANCE DX C5840I
CASSETTE FEEDING UNIT-AQ1
BUFFER PASS UNIT-P2
BOOKLET FINISHER-A1 WITH TRI-FOLD
SUPER G3 FAX BOARD-AX1
MEAP WEB CONNECTION KIT V5.9
MID VOLUME CONNECTIVITY 30+PPM UP TO 79PPM
INSTALL PAK DX C5870I/C5860I/C5850I/C5840I

TOWN OF GEORGIA

(Quote valid for 30 days)

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

QTY (1) - Canon imageRUNNER ADVANCE DX – 5840i

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

IRA DX 4925i = \$354.00 per month (includes both machines)

IRA DX 5840i

INCLUDES 5,000 BW copies per month in lease price

INCLUDES 1,000 Color copies per month in lease price

(These can be made on either of the two machines)

Included:

All delivery, installation, connectivity assistance, training, and pick-up of old machines.

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

Overage cost per copy: **Fixed rate (both machines)**

B&W @ .0072 per print

Color @ .042 per print

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