



GEORGIA VERMONT

Selectboard Regular Meeting Monday, March 9, 2026 at 6:00 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. **REORGANIZATION**
 - A. Town Administrator Stacy Katon requests nominations for Chair of the Selectboard.
 - B.** Chair of the Selectboard continues the Reorganization.
4. **ADDITIONS, DELETIONS, OR CHANGES TO THE AGENDA**
5. **SELECTBOARD MINUTES AND WARRANTS**
 - A.** Approval of Selectboard Regular Meeting Minutes for February 23, 2026
 - B.** Approval of Minutes from the March 2, 2026 Town Informational Meeting
 - C.** Approval of Payroll Warrant
 - D.** Approval of Warrants #2608
6. **PUBLIC COMMENT (For items not on agenda)**

All participants must clearly state their names. Appropriate actions will be considered once the Selectboard has reviewed the information provided and necessary subsequent research.
7. **CORRESPONDENCE**
8. **BOARD BUSINESS (Public comment on agenda items limited to 5 minutes)**
 - A. Selectboard Tour of Liquid Measurement Systems (LMS)
 - B.** Procurement Policy - Action to Approve
 - C.** Road Maintenance Policy - Action to Approve
 - D.** Repeal Cash Receipts, Petty Cash and Returned Check Policy (August 8, 2011) and Returned Check Policy (April 28, 2005) - Action to Approve

9. UNFINISHED BUSINESS

- A.** Library Memorandum of Understanding (MOU) - Under Review by the Town Attorney
- B.** Georgia Public Library (GPL) Building Revitalization Committee Update - Town Meeting Day & 3/4/26 Meeting
- C.** Bridge #28 (Mill River Bridge)
- D.** Bridge #8 (Georgia Shore at Mill River Road)

10. TOWN ADMINISTRATOR, TREASURER AND SELECTBOARD SUB COMMITTEES REPORTS

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

11. OTHER

12. PLAN NEXT MEETING AGENDA

- A.** March 23, 2026

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

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

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

- A.** Personnel

14. ADJOURN

TABLED ITEMS:

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

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

Signed: Stacy Katon, Town Administrator

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

**Georgia Selectboard Meeting
Chris Letourneau Meeting Room
Reorganizational Meeting
Monday, March 9, 2026, 6:00 p.m.**

Town Administrator Stacy Katon: request for nominations for Chair of the Selectboard.

Selectboard Chair requests the following:

1. Nomination to appoint **Kollene Caspers** for a one-year term as Selectboard Clerk.
2. Nomination to appoint **Glenn Sjoblom** and **Chris Caspers** to fill two one-year terms as Development Review Board alternates.
3. Nomination to appoint **Eric Nye** for a one-year term as Tree Warden.
4. Nomination to appoint two individuals for one-year term representatives on the Georgia Industrial Development Corporation Board is postponed until after members of the GIDC meet for their regular meeting in April.
5. Nomination to appoint **Cheryl Letourneau, Lori Hobart, Stacey Davis, Deborah Mann, and Zev Wertz** for one-year term Georgia Community Events Committee (GCEC) members.
6. Nomination to appoint **Cheryl Letourneau** for a one-year term as Deputy Health Officer.
7. Nomination to appoint **Sara Currier** for a one-year term as Animal Control Officer; and **Jim Benson** for a one-year term as Assistant Animal Control Officer.
8. Nomination to appoint **Kirk Waite** and **Doug Berstrom** for one-year terms as Georgia representatives to the Northwest Regional Planning Commission.
9. Nomination to appoint **Suzanna Brown** for a one-year term as Georgia Representative to the Northwest Regional Planning Commission Transportation Advisory Committee.
10. Nomination to appoint **Zachary Burdick** for a one-year term as representative to the Northwest Communications Unified District (CUD); and **OPEN** and **OPEN** for one-year terms as alternates for the Northwest CUD.
11. Nomination to appoint **Jen Kale** and **Suzanna Brown** for four-year terms as representatives on the Conservation Commission; **Connor O’Driscoll** for two years remaining on a former commission member’s four-year term as representative on the Conservation Commission; and **Debb Frasier and Meghan Cox** for one-year terms as alternates on the Conservation Commission.
12. Nomination to appoint **Paul Lambert** for a one-year term as the Georgia representative to the Northwest Solid Waste District (NWSWD).

13. Motion to appoint all Selectboard members for one-year terms as authorized signers on Town warrants.
14. Motion to appoint **Stitzel Page & Fletcher** for a one-year term as primary legal counsel for the Town of Georgia; and **Kimball & Storrow** for a one-year term as the Town's secondary legal counsel.
15. Motion to set the **St. Alban's Messenger** for a one-year term as the official paper for the Town of Georgia; and **Seven Days** to be used on an emergency basis only.
16. Motion to use the **State Agency of Transportation rates** to charge for use of Town equipment unless it is a FEMA project. If there is a FEMA project, the FEMA rates will be charged.
17. Motion to set the **Animal Control Fines** based on the current fine schedule.
18. Motion to re-affirm the current **Selectboard Policies, Rules of Procedure and the meeting schedule** of 2nd and 4th Mondays at 6:00PM every month utilizing the agenda now in place (24 VSA §871).
19. Motion to re-affirm the **Ethics Policy of the Town of Georgia** dated February 24, 2025.
20. As the Office of Lister, and Board of Lister's, have been eliminated by positive vote at the Town Meeting, State Statute allows the Selectboard to appoint a professionally qualified Assessor, who shall have the same powers and discharge the same duties, under the provisions of Title 32. That Assessor does not need to be a resident of the Town. The appointment is for one year until the next annual meeting. The current Assessor is Terri Sabens.

Motion to appoint **Terri Sabens** for a one-year terms as the Town's Assessor.
21. Motion to set the 2026 compensation for Planning Commission, Development Review Board and Board of Civil Authority at **\$20.00 per meeting attended as per the policy that "Board Members will not be paid for meetings where they are representing themselves or another party"**.
22. Motion to set the 2026 wages for Town Moderator and Parliamentarian at **the minimum wage rate**.
23. Motion to appoint Fire Officers based on the recommendation from Chief Baker for one-year terms: 1st Assistant Chief: **Patrick King**; Captain: **Eric Couture**; 1st Lieutenant: **Todd Cadieux**; 2nd Lieutenant: **Landon Baker**; 3rd Lieutenant: **Michael Cook**; and EMS Chief: **Chelsea Dubie**.



Town of Georgia Animal Control Ordinance

Approved 24 February 2025

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1 Preamble

- 1.1.1 The Selectboard of the Town of Georgia, being mindful of the fact that there are numerous dogs and domestic pets and livestock running at large in the Town and that these animals represent not only a danger to young children and all Georgia residents, but may be a source of annoyance and concern to many citizens, hereby declare that it is in the best interest of the health and safety of all citizens that the keeping of the animals within the Town limits be controlled as hereinafter set forth.
- 1.1.2 The Town of Georgia pursuant to Titles 24 Section 1971 and 20 Section 3549 Vermont Statutes Annotated and any other such provisions as may be material hereto, the Selectboard hereby orders that the following Ordinance be adopted:

2 Definitions

- 2.1.1 **“Animal Control Officer”** (ACO) shall mean any police officer of the Town of Georgia, State Police officer, Deputy Sheriff or any other person appointed **“Animal Control Officer”** by the Selectboard and authorized to enforce this Ordinance.
- 2.1.2 An **“Appropriate Complaint”** shall be deemed to have been made under this Ordinance when a person gives the Selectboard or the ACO a full description of the domestic pet, livestock, including breed, size, color and other distinguishing features, which description must be sufficient for a proper identification. The person who makes such a complaint shall do so in writing and include his or her name, address, phone number, the names and addresses of all witnesses to the violation, and the circumstances under which the domestic pet/livestock was believed to be in violation of this Ordinance.
- 2.1.3 **“At large”** shall mean a domestic pet/livestock that is off the premises of the owner or keeper, and not under the control of the owner or keeper, a member of his or her immediate family, or an agent of the owner, either by leash, cord, chain, fence or other reasonable means of restraint, and not lawfully engaged in hunting with the owner or keeper, so that at all times the domestic pet/livestock may be prevented from causing damage, disturbance or annoyance.
- 2.1.4 **“Basic Care”** shall mean adequate food, water, shelter, rest, sanitation, and medical care.
- 2.1.5 **“Domestic Pet”** For the purposes of this Ordinance, domestic pets shall include domestic dogs and **“wolf hybrids”** or similar animal of both sexes.
- 2.1.6 **“Excessive Noise”** shall mean any noise that is created by a domestic pet, audible to an individual in a location where he or she is lawfully permitted to be, that is of such volume, duration, or frequency that a reasonable person would find it disturbing or irritating.
- 2.1.6.1 **“Livestock”** shall mean cattle, horses, sheep, goats, swine, Cervidae(deer), ratites (large birds) and camelids (llama, alpaca) and American bison.
- 2.1.7 **“Nuisance Animal”** shall mean any domestic pet/livestock that:
 - 2.1.7.1 Makes excessive noise,
 - 2.1.7.2 Causes damage to public or private property,
 - 2.1.7.3 Scatters trash,
 - 2.1.7.4 Molests or threatens passers-by or passing vehicles on public roads or property,
 - 2.1.7.5 Attacks other animals,

- 2.1.7.6 Obstructs traffic, and/or Otherwise acts to create a nuisance or disturbance.
- 2.1.8 **“Town Pound”** shall mean a pound or facility designated by the Selectboard for the confinement and disposition of domestic pets/livestock in violation of any provision of this Ordinance whereby the ACO is authorized to impound such animal, whether operated by the Town and whether within the Town limits.
- 2.1.9 **“Owner”** shall mean any person owning, keeping, or harboring a domestic pet/livestock or who has actual or constructive possession of the pet/livestock or wolf hybrid. The term includes those who provide feed and shelter to a domestic pet/livestock or wolf hybrid but does not apply to feral animals that take up residence in buildings other than the person’s home.
- 2.1.10 **“Vicious Animal”** shall mean any domestic pet/livestock that causes any person to suffer or reasonably fear bodily injury by attack or threat of attack, except that a domestic pet/livestock shall not be deemed “vicious” as the result of an attack or threat upon a person in the act of trespassing upon the private property of the owner or keeper of the domestic pet/livestock.
- 2.1.11 **“Wolf Hybrid”** shall mean an animal which is the progeny of descendent of a wolf and a domestic dog or which is advertised, licensed, described, or represented as a wolf hybrid by its owner, or which exhibits primary physical and behavioral wolf characteristics. Any provision of this Ordinance applying to domestic pets shall also apply to wolf hybrids.

3 License Required

- 3.1.1 The Owner of any domestic pet which is kept within the Town and is more than six months old shall annually cause it to be registered, described, numbered and licensed with the Clerk of the municipality on or before April 1st of each year in accordance with the provisions of Title 20, Chapter 193 of the Vermont Statutes Annotated, as the same are now in effect of may be amended from time to time. No person shall refuse to exhibit the license of their domestic pet or a receipt therefore to any ACO when requested to do so.
- 3.1.2 The Selectboard of the Town shall adopt a schedule of fees, in accordance with statutory requirements, for the licensing of domestic pets. Such fee schedule may include license surcharges to help offset the cost of administering this Ordinance.
- 3.1.3 Prior to being entitled to obtain a license as a neutered/spayed domestic pet or wolf hybrid, the owner shall provide to the Clerk a copy of a certificate from a licensed veterinarian stating that the domestic pet has been sterilized.
- 3.1.4 All domestic pet owners shall submit a certificate or certified copy of a certificate signed by a licensed veterinarian stating that the pet has received a current pre-exposure rabies vaccination with a vaccine approved by the Commissioner and the person shall certify that the animal described in the certificate is the animal to be licensed. The certificate shall be kept by the owner and displayed to a proper municipal or state official upon request.

4 Collar Required

- 4.1.1 An owner or person otherwise in control of a domestic pet within the Town limits shall cause such domestic pet to wear a collar or harness, fastened securely, and to have attached to same the license tag issued by the Town. It shall be unlawful for any person other than the owner or his agent or any ACO to remove a license tag from a domestic pet.

5 Failure to License

- 5.1.1 All domestic pets must be licensed and display license tags in accordance with the provisions of Section 2 and 3 of this ordinance. All unlicensed domestic pets found within the limits of the Town shall be impounded.
- 5.1.2 At the discretion of the Selectboard and or ACO, any unlicensed dogs may be humanely destroyed after issuance of a warrant to destroy by the Selectboard in accordance with the provisions of 20 VSA Ch. 193 subchapter 2.

6 Basic Care

- 6.1.1 A person who owns, possesses, or acts as an agent for a domestic pet shall provide basic care to the domestic pet.
- 6.1.2 Livestock provided basic care

7 Disturbances and Nuisances

- 7.1.1 Any owner or owner's agent shall not allow a domestic pet/livestock to run or be at large within the Town. "Livestock running at large" means any livestock found or being on any public land or public way, or land belonging to a person other than the owner of the livestock, without the landowner's permission."
- 7.1.2 The owner of a domestic pet(s) shall not allow the domestic pet to be a vicious animal. The owners of a domestic pet(s) shall not allow the domestic pet/livestock to be a nuisance animal.
- 7.1.3 The owner of a domestic pet shall not allow waste from any domestic pets to accumulate so that either a health or an odor problem result.
- 7.1.4 The owner of a domestic pet shall remove immediately and properly dispose of any waste created by the domestic pet when the domestic pet is not on the private property of the owner.

8 Impounding of Domestic Pets

- 8.1.1 It shall be the duty of any ACO to apprehend any domestic pet running at large and to confine such domestic pet in the Town Pound. At the discretion of the Selectboard and or ACO, domestic pets may be impounded for any violation of this Ordinance.
- 8.1.2 Upon impounding of any domestic pet, the ACO shall make and keep a record of the breed, color, and sex of such domestic pet, where the domestic pet was caught and whether it was licensed. The record of the impounding officer shall be filed with the Selectboard at regular intervals.
- 8.1.3 The impounding ACO shall, within twenty-four (24) hours, if possible, give notice to the owner of person having care of such domestic pet (if known), either in person, by telephone, by written notice left at his dwelling-house, or by written notice mailed to the last known address of the owner, of the impoundment of such domestic pet. If the owner or address is not known, the ACO may, but shall be obligated to, post a notice at the Town Clerk's Office for one week (7 days).
- 8.1.4 Any person finding a domestic pet upon their property to their injury or annoyance may hold the same in his possession, giving immediate notice to the ACO or Town Clerk that he/she is holding such domestic pet, and giving description of the domestic pet as well as the name of the owner, if known. The ACO shall impound such a domestic pet as soon as possible.

9 Redemption of Impounded Domestic Pets

- 9.1.1 The owner of an impounded domestic pet, or his agent carrying written authorization, may reclaim such domestic pet upon payment of the penalties and charges set forth below. It shall be the duty of the ACO to ensure that all penalties and charges have been paid to the Clerk of the Municipality before authorizing the release of an impounded domestic pet.
- 9.1.2 If not claimed after one week (7 days), the ACO shall be authorized to sell, give away, or dispose of it in a humane manner. The owner of any domestic pet which has been impounded shall pay the daily boarding fees, as established by the Selectboard, prior to having a domestic pet released into their custody.
- 9.1.3 If any impounded domestic pet is unlicensed the ACO may, at his/her discretion, release the impounded domestic pet into the custody of the owner or agent, after payment of \$50.00 deposit, solely for the purpose of obtaining required immunizations and to license such pet as required by paragraph two of this ordinance.
- 9.1.4 If the ACO has reasonable cause to believe that the owner or agent will fail to immunize and license said pet, he/she may refuse to release said pet into the custody of the owner agent and may dispose of the pet in accordance with the provisions of this ordinance for unlicensed pets.
- 9.1.5 If the owner or agent, who has been granted custody as above, fails to license the pet within 5 business days of release into their custody, the deposit shall be forfeited and the ACO shall assess additional fines as herein allowed and re-impound and humanely destroy the subject pet.

10 Rabies Control

- 10.1.1 Any owner of a domestic pet which has contracted rabies, or which has been exposed to rabies or which is suspected of having rabies or which has bitten any person, shall, upon demand of any law enforcement office, the health officer, Selectboard, or the ACO, surrender such domestic pet to be held for observation and treatment, the total cost of which shall be the responsibility of the owner.
- 10.1.2 If, in the opinion of the above town officials, the domestic pet can be responsibly confined and observed at the owner's home and in the owner's care, the town officials may authorize such confinement as an alternative to impoundment.
- 10.1.3 All domestic pets suspected of being exposed to rabies shall be managed in accordance with the provisions as set forth in Title 20 Ch. 193, subchapter 5 and such rules and protocols as may be established by the Department of Agriculture and the Department of Health. Said rules and protocols shall supersede any provisions of this Ordinance if they are more restrictive than the provisions of this Ordinance.
- 10.1.4 It shall be the duty of every owner of a domestic pet which has been attacked or bitten by another domestic pet or animal showing the symptoms of rabies to notify a law enforcement officer, health officer, Selectboard, or ACO immediately that such person has a domestic pet or other animal in his possession.

- 10.1.5 Whenever a domestic pet is impounded after having bitten a person, the domestic pet shall be held and observed for a sufficient length of time to meet the requirements of Section 9 (A) above (not less than ten days). If the health officer or ACO determines at any time that the domestic pet is rabid, or a licensed veterinarian determines that there is a reasonable likelihood that the pet is rabid, the domestic pet shall be destroyed in accordance with the rabies control protocol. The owner shall be held liable for all disposal, pick-up, and confinement charges as approved by the Selectboard.
- 10.1.6 It shall be unlawful for the owner when notified that his domestic pet has bitten any person, to sell or give away such domestic pet, or permit it to be taken beyond the limits of the Town except under the care of a licensed veterinarian without the prior permission of the health officer or ACO.

11 Appropriate Complaints

- 11.1.1 It shall be the duty of the ACO to investigate appropriate complaints filed by residents for alleged violations of this Ordinance. If the ACO finds there has been a violation involving failure to license, a vicious or nuisance animal, or a second violation for running at large, he/she shall take all measures necessary to cure and abate the violation in accordance with this Ordinance.
- 11.1.2 For all other violations the ACO may exercise reasonable discretion in issuing tickets and orders to prevent future violations from occurring for all domestic pets and livestock.

12 Investigation of Vicious Domestic Pets/Livestock

- 12.1.1 When a domestic pet has bitten a person, while off the premises of the owner or keeper of the domestic pet, and that person required medical attention because of the attack, such person may file a written complaint with the Selectboard. The written complaint must contain the time, date, place and circumstances of the attack, the name and address of the victim or victims, the name and address of the domestic pet's owner (if known), names of witnesses (if any) and any other information that would aid the investigation of the complaint.
- 12.1.2 The Selectboard and or ACO shall investigate a written complaint within 7 days of receipt and the Selectboard shall hold a hearing on the matter. If the owner can be ascertained with due diligence, the Selectboard shall provide the owner with written notice of the time, date, and place of hearing and the facts of the complaint.
- 12.1.3 If, after hearing on the case, the Selectboard concludes that the attack was unprovoked, then they shall make an order for the protection of persons as the facts and circumstances of the case may require, including, without limitations that the domestic pet is disposed of in a humane way, muzzled, chained, or confined. This order shall be sent by certified mail, return receipt requested. A person who fails to comply with the order may be fined in accordance with the provisions of this Ordinance.
- 12.1.4 It shall be unlawful for the owner or person having custody of any domestic pet after receipt of notice by the ACO that the domestic pet has bitten any person to sell or give away such domestic pet or permit it to be taken beyond the limits of the Town without having first obtained permission of the Selectboard.

13 Prohibition of Domestic Pets in Town Cemeteries and Recreation Area

- 13.1.1 No owner or person in control of any domestic pet shall allow the same to enter any cemetery located within the town, whether such domestic pet may be on a leash or under other restraint or control.
- 13.1.2 No owner or person in control of any domestic pet shall allow the same to enter the Georgia Municipal Recreation Area located on the Georgia Shore Road within the Town, whether or not such domestic pet may be on a leash or under other restraint or control.
- 13.1.3 Exceptions to this restriction are:
 - 13.1.3.1 If the animal is maintained in control on a leash or restraint at all times, is within the designated boat launch parking lot at the Recreation area, and is being directly transferred without delay from a motor vehicle to a boat or from a boat directly to a motor vehicle which is being immediately launched or retrieved from the Recreation area boat access ramp and is then immediately transported away from the area.
 - 13.1.3.2 Authorized service animals for persons with disabilities.

14 Enforcement & Penalties before the Judicial Bureau

- 14.1.1 Violations. Any violation of this Ordinance or of any requirement of any order issued by the Selectboard under provisions of this Ordinance shall be subject to penalties set forth below. Violations of this Ordinance shall be a civil matter enforced in accordance with the provisions of 24 VSA Section 1974a and 1977 et seq. Any ACO may act as an issuing Municipal Official and issue and pursue before the Judicial Bureau a municipal complaint for any violation of this Ordinance. Each day a violation exists shall constitute a separate offense.
- 14.1.2 Penalties. A violation of Sections 3, 4, 5, 6,7,8,9,10,11 and 13 of this ordinance is subject to a civil penalty of up to \$100 a day for the first offense, \$150.00 for a second offense within six months from the first offense, and \$200.00 for each subsequent offense within six months from the first offense. A waiver fee shall be set at \$50.00 for the first offense, \$75.00 for a second offense within six months from the first offense and \$100.00 for each subsequent offense within six months from the first offense. Each day the violation continues shall constitute a new offense.

Cattle, Horses, Sheep, Goats, or Swine. A person knowingly permits cattle, horses, sheep, goats, or swine to run at large in a public highway or yard belonging to a public building without the consent of the selectboard shall be fined by law enforcement officer or by a municipal officer or employee not more than \$100.00 nor less than \$50.00 for each animal running at large.

Bulls, The owner or keeper of a bull may be fined by a law enforcement officer or by a municipal officer or employee not more than \$100.00 nor less than \$50.00 if such bull is more than nine months old and found unattended outside the premises owned or occupied by the owner or keeper of such bull and shall be liable to a party damaged by such bull while outside the premises of such owner or keeper. The damages may be recovered in a civil action.

14.1.4 Appeals. Appeals may be taken in the manner set forth in 24 VSA Section 1974a and 1977 et seq.

15 Separability

15.1.1 If any section, subsection, sentence, clause, phrase, or portion of this ordinance is for any reason held invalid or unconstitutional by any court of competent jurisdiction, such portion shall be deemed a separate, distinct and independent provision and such holding shall not affect the validity of the remaining portions hereof.

16 Ordinance Repealed

16.1.1 All ordinances and part of ordinances in conflict with the provisions of this ordinance are hereby repealed.

17 Section Eighteen: Effective Date


17.1.1 This ordinance shall become effective sixty (60) days after its adoption by the Selectboard. If a petition is filed under 24 V.S.A. § 1973, that statute shall govern the taking effect of this ordinance.

Amended this ___ day of _____, 20__.

SIGNATURES OF GOVERNING BODY


Carl Rosenquist – Chair

Paul Jansen – Board Member


Brian Dursmore – Board Member


Kristina Senna – Board Member

17.2 Adoption History

17.2.1 Agenda item at regular selectboard meeting held on **February 24, 2025**.

17.2.2 Read and approved at selectboard meeting on **February 24, 2025** and entered in the minutes of that meeting which were approved on **March 12, 2025**.

17.2.3 Posted in public places on **February 28, 2025**.

17.2.4 Notice of adoption published in the **St. Albans Messenger & Milton Independent newspaper** on **February 28, 2025** with a notice of the right to petition.

17.2.5 Other actions [petitions, etc.]



Rules of Procedure for The Town of Georgia Selectboard

Approved June 9, 2025

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1 Purpose

- 1.1.1 The Selectboard of the Town of Georgia Vermont, is required by law to conduct its meetings in accordance with the Vermont Open Meeting Law. 1 V.S.A. §§ 310-314. Meetings of the Selectboard of the Town of Georgia, Vermont must always be open to the public, except as provided in 1 V.S.A. § 313.

2 Application

- 2.1.1 This policy setting forth rules of procedure shall apply to the Selectboard of the Town of Georgia, Vermont, which is referred to below as “the body.” These rules shall apply to all regular, special, and emergency meetings of the body.

3 Organization

- 3.1.1 The body shall annually elect a chair and a vice-chair. The chair of the body or, in the chair’s absence, the vice-chair shall preside over all meetings. If both the chair and the vice-chair are absent, a member selected by the body shall act as chair for that meeting.
- 3.1.2 The chair shall preserve order in the meeting and shall regulate its proceedings by applying these rules and making determinations about all questions of order or procedure.
- 3.1.3 A majority of the members of the body shall constitute a quorum. If a quorum of the members of the body is not present at a meeting, no meeting shall take place.
- 3.1.4 No single member of the body shall have authority to represent or act on behalf of the body unless, by majority vote, the body has delegated such authority for a specific matter at a duly noticed meeting and such delegation is recorded in the meeting minutes.
- 3.1.5 Motions made by members of the body do require a second. The chair of the body may make motions and may vote on all questions before the body. A motion will only pass if it receives the votes of a majority of the total membership of the body.
- 3.1.6 There is no limit to the number of times a member of the body may speak to a question. A member may speak or make a motion without being recognized by the chair. Motions to close or limit debate will be entertained.
- 3.1.7 Any member of the body may request a roll call vote. Pursuant to 1 V.S.A. § 312(a)(2), when one or more members attend a meeting electronically, a roll call vote is required for votes that are not unanimous.
- 3.1.8 Meetings may be recessed to a time and place certain.
- 3.1.9 These rules may be amended by majority vote of the body and must be readopted annually.

4 Agendas

- 4.1.1 Each regular and special meeting of the body shall have an agenda, with time allotted for each item of business to be considered by the body. Those who wish to be added to the meeting agenda shall contact the municipal administrator to request inclusion on the agenda.
- 4.1.2 At least 48 hours prior to a regular meeting, and at least 24 hours prior to a special meeting, a meeting agenda shall be posted in or near the municipal office and at the following designated public places in the municipality: The Town Library, Town Hall, Maplefields, Georgia Market.

- 4.1.3 At least 48 hours prior to a regular meeting, and at least 24 hours prior to a special meeting, a meeting agenda shall be posted on the Town of Georgia website. The agenda must also be made available to any person who requests such agenda prior to the meeting.
- 4.1.4 All business shall be conducted in the same order as it appears on the noticed agenda, except that any addition to or deletion from the noticed agenda must be made as the first act of business at the meeting. No additions to or deletions from the agenda shall be considered once the first act of business at the meeting has commenced. Any other adjustment to the noticed agenda, for example, changing the order of business, postponing or tabling actions, may be made by majority vote of the body.

5 Meetings

- 5.1.1 Regular meetings shall take place on the second and forth Monday of the month at 6 p.m. at the Town of Georgia’s Municipal Offices. Any changes to this will be posted on the Town website.
- 5.1.2 Special meetings shall be publicly announced at least 24 hours in advance by giving notice to all members of the body unless previously waived; notices shall be posted at the following designated places in the Town: The Town Library, Town Hall, Maplefields and Georgia Market.
- 5.1.3 Emergency meetings may be held without public announcement, without posting notices, and without 24-hour notice to members, provided some public notice thereof is given as soon as possible before any such meeting. Emergency meetings will only be held when necessary to respond to an unforeseen occurrence or condition requiring immediate attention by the public body.
- 5.1.4 A member of the body may attend a regular, special, or emergency meeting by electronic or other means without being physically present at a designated meeting location, so long as the member identifies themselves when the meeting is convened, and is able to hear and be heard throughout the meeting. Whenever one or more members attend electronically, voting that is not unanimous must be done by roll call. If a quorum or more of the body attend a meeting (regular, special, or emergency) without being physically present at a designated meeting location, the agenda for the meeting shall designate at least one physical location where a member of the public can attend and participate in the meeting. At least one member of the body, or at least one staff or designee of the body, shall be physically present at each designated meeting location.

6 Public Participation

- 6.1.1 All meetings of the body are meetings in the public, not of the public. Members of the public shall be afforded reasonable opportunity to express opinions about matters considered by the body, so long as order is maintained according to these rules.
- 6.1.2 At the conclusion of discussion of each agenda item, but before any action is taken by the public body at each meeting, there may be allowable time afforded for open public comment.
- 6.1.3 Comment by the public or members of the body must be addressed to the chair or to the body as a whole, and not to any individual member of the body or public.
- 6.1.4 Members of the public must be acknowledged by the chair before speaking.
- 6.1.5 If a member of the public has already spoken on a topic, he or she may not be recognized again until others have first been given the opportunity to comment.

- 6.1.6 Order and decorum shall be observed by all persons present at the meeting. Neither members of the body, nor the members of the public, shall delay or interrupt the proceedings or the peace of the meeting or interrupt or disturb any member while speaking. Members of the body and members of the public are prohibited from making personal, impertinent, threatening, or profane remarks.
- 6.1.7 Members of the body and members of the public shall obey the orders of the chair or other presiding member. The chair should adhere to the following process to restore order and decorum of a meeting, but may bypass any or all steps when they determine in their sole discretion that deviation from the process is warranted:
 - 6.1.7.1 Call the meeting to order and remind the members of the applicable rules of procedure.
 - 6.1.7.2 Declare a recess or table the issue.
 - 6.1.7.3 Adjourn the meeting until a time and date certain.
 - 6.1.7.4 Order the constable to remove disorderly person(s) from the meeting.

Adopted this 9th day of June, 2025.

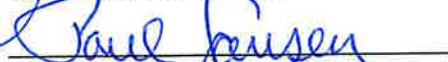
SIGNATURES OF GOVERNING BODY



Kristina Senna - Chair



Brian Dunsmore - Vice Chair



Paul Jansen-Member



Carl Rosenquist-Member



Kellie Bosenberg-Member



TOWN OF GEORGIA CONFLICT OF INTEREST & ETHICS POLICY

Approved February 24, 2025

STATEMENT OF PURPOSE

Authority. Under the authority granted with Title 24 V.S.A. § 2291(20), the Town of Georgia hereby adopts the following policy concerning conflicts of interest and ethical conduct.

Purpose. The purpose of this policy is to ensure that the business of this municipality will be conducted in such a way that no public officer of the municipality will gain a personal or financial advantage from their work for the municipality and so that the public trust in its officers will be preserved. It is also the intent of this policy to ensure that all decisions made by public officers are based on the best interests of the municipality.

Application. This policy applies to all individuals elected or statutorily appointed to perform executive, administrative, legislative, volunteer or quasi-judicial functions of the Town of Georgia.

Public Trust. Accepting a position as a public official, employee or volunteer carries with it the acceptance of a public trust that the official, employee or volunteer will work to further the public interest. Maintaining public trust is critical to the continued operation of good government. In addition, public decision making should be open and accessible to the public at large. To preserve this public trust, there are five principles to which public officials, employees or volunteers should adhere:

- (A) A public official, employee or volunteer should represent and work toward the public interest and not toward private/personal interests.
- (B) A public official, employee or volunteer should accept and maintain public trust (i.e., must preserve and enhance the public's confidence).
- (C) A public official, employee or volunteer should exercise leadership, particularly in the form of consistently demonstrating behavior that reflects public trust.
- (D) A public official, employee or volunteer should recognize the proper role of all government bodies and the relationships between the various government bodies.
- (E) A public official, employee or volunteer should always demonstrate respect for others and for other positions.

DEFINITIONS

The following words shall have the following meanings:

1. **"Business Associate"** is a partner or other person with whom an individual has ongoing or recurring business transactions.
2. **"Conflict of interest"** means a direct or indirect interest of a municipal officer or such an interest, known to the officer, of a member of the officer's immediate family or household, or of a business associate, in the outcome of a particular matter pending before the officer or the officer's public body, or that is in conflict with the proper discharge of the officer's duties. "Conflict of interest" does not include any interest that is not greater than that of other individuals affected by the outcome of a matter.
3. **"Ethics"** are a set of rules that guide behavior.
4. **"Financial Interest"** is defined as any of the following:

1. A direct financial conflict of interest arises when a public officer acts on a matter that has a direct financial impact on that officer.
 2. An indirect financial conflict of interest arises when a public officer acts on a matter that has a financial impact on a person or group closely tied to the officer
5. **Ex Parte Communication** means direct or indirect communication between a member of a public body and any party, party’s representative, party’s counsel or any person interested in the outcome of a quasi-judicial proceeding, that occurs outside the proceeding and concerns the substance or merits of the proceeding.
6. **Quasi-judicial proceeding** means a case in which the legal rights of one or more persons who are granted party status are adjudicated, which is conducted in such a way that all parties have opportunities to present evidence and to cross-examine witnesses presented by other parties, and which results in a written decision, the result of which is appealable by a party to a higher authority.
7. **“Advisory body”** means a public body that does not have supervision, control, or jurisdiction over legislative, quasi-judicial, tax, or budgetary matters.
8. **“Candidate”** and **“candidate’s committee”** have the same meanings as in 17 V.S.A. § 2901.
9. **“Commission”** means the State Ethics Commission established under 3 V.S.A. chapter 31, subchapter 3.
10. **“Confidential information”** means information that is exempt from public inspection and copying under 1 V.S.A. § 315 et seq. or is otherwise designated by law as confidential.
11. **“Department head”** means any authority in charge of an agency, department, or office of a municipality.
12. **“Designated complaint recipient”** means:
(A) a department head or employee specifically designated or assigned to receive a complaint that constitutes protected activity, as set forth in section 1997 of this title;
(B) a board or commission of the State or a municipality.
(C) the Vermont State Auditor.
(D) a State or federal agency that oversees the activities of an agency, department, or office of the State or a municipality.
(E) a law enforcement officer as defined in 20 V.S.A. § 2358;
(F) a federal or State court, grand jury, petit jury, law enforcement agency, or prosecutorial office.
(G) the legislative body of the municipality, the General Assembly or the U.S. Congress;
or
(H) an officer or employee of an entity listed in this subdivision (7) when acting within the scope of the officer’s or employee’s duties.
13. **“Domestic partner”** means an individual in an enduring domestic relationship of a spousal nature with the municipal officer, provided the individual and municipal officer:
(A) have shared a residence for at least six consecutive months;
(B) are at least 18 years of age.
(C) are not married to or considered a domestic partner of another individual.
(D) are not related by blood closer than would bar marriage under State law; and
(E) have agreed between themselves to be responsible for each other’s welfare.
14. **“Illegal order”** means a directive to violate, or to assist in violating, a federal, State, or local law.
15. **“Immediate family”** means an individual’s spouse, domestic partner, or civil union partner; child or foster child; sibling; parent; or such relations by marriage or by civil

union or domestic partnership; or an individual claimed as a dependent for federal income tax purposes.

- 16. **“Legislative body”** means the selectboard in the case of a town, the mayor, alderpersons, and city council members in the case of a city, the president and trustees in the case of an incorporated village, the members of the prudential committee in the case of a fire district, and the supervisor in the case of an unorganized town or gore.
- 17. **“Material”** is of real importance or great consequence, substantial, requiring serious consideration by reason of having a bearing on the outcome of an unsettled matter.
- 18. **“Municipal officer”** or **“officer”** means:
 - (A) any member of a legislative body of a municipality.
 - (B) any member of a quasi-judicial body of a municipality; or
 - (C) any individual who holds the position of, or exercises the function of, any of the following positions in or on behalf of any municipality:
 - (i) advisory budget committee member.
 - (ii) auditor.
 - (iii) building inspector.
 - (iv) cemetery commissioner.
 - (v) chief administrative officer.
 - (vi) clerk.
 - (vii) collector of delinquent taxes.
 - (viii) department heads.
 - (ix) first constable.
 - (x) lister or assessor.
 - (xi) mayor.
 - (xii) moderator.
 - (xiii) planning commission member, DRB.
 - (xiv) road commissioner.
 - (xv) town or city manager.
 - (xvi) treasurer.
 - (xvii) village or town trustee.
 - (xviii) trustee of public funds; or
 - (xix) water commissioner.
- 19. **“Municipality”** means any town, village, or city.
- 20. **“Protected employee”** means an individual employed on a permanent or limited status basis by a municipality.
- 21. **“Public body”** has the same meaning as in 1 V.S.A. § 310.
- 22. **“Retaliatory action”** includes any adverse performance or disciplinary action, including discharge, suspension, reprimand, demotion, denial of promotion, imposition of a performance warning period, or involuntary transfer or reassignment; that is given in retaliation for the protected employee’s involvement in a protected activity, as set forth in section 1997 of this title

§ 1992. CONFLICTS OF INTEREST

- a) Duty to avoid conflicts of interest. In the municipal officer’s official capacity, the officer shall avoid any conflict of interest or the appearance of a conflict of interest. The appearance of a conflict shall be determined from the perspective of a reasonable individual with knowledge of the relevant facts.
- b) Recusal.
 - 1) If a municipal officer is confronted with a conflict of interest or the appearance of one, the officer shall immediately recuse themselves from the matter, except as otherwise provided in subdivisions (2) and (5) of this subsection and not take further action on the

matter or participate in any way or act to influence a decision regarding the matter. After recusal, an officer may still take action on the matter if the officer is a party, as defined by section 1201 of this title, in a contested hearing or litigation and acts only in the officer's capacity as a member of the public. The officer shall make a public statement explaining the officer's recusal.

(2)(A) Notwithstanding subdivision (1) of this subsection (b), an officer may continue to act in a matter involving the officer's conflict of interest or appearance of a conflict of interest if the officer first:

- (i) determines there is good cause for the officer to proceed, meaning:
- (ii) the conflict is amorphous, intangible, or otherwise speculative.
- (iii) the officer cannot legally or practically delegate the matter; or
- (iv) the action to be taken by the officer is purely ministerial and does not involve substantive decision-making; and
- (v) The officer submits a written nonrecusal statement to the legislative body of the municipality regarding the nature of the conflict that shall:
 - I. include a description of the matter requiring action.
 - II. include a description of the nature of the potential conflict or actual conflict of interest.
 - III. include an explanation of why good cause exists so that the municipal officer can take action in the matter fairly, objectively, and in the public interest.
 - IV. be written in plain language and with sufficient detail so that the matter may be understood by the public; and
 - V. be signed by the municipal officer.

B) Notwithstanding subsection (A) of this subdivision (2), a municipal officer that would benefit from any contract entered into by the municipality and the officer, the officer's immediate family, or an associated business of the officer or the officer's immediate family, and whose official duties include execution of that contract, shall recuse themselves from any decision-making process involved in the awarding of that contract.

C) Notwithstanding subsection (A) of this subdivision (2), a municipal officer shall not continue to act in a matter involving the officer's conflict of interest or appearance of a conflict of interest if authority granted to another official or public body elsewhere under law is exercised to preclude the municipal officer from continuing to act in the matter.

3) If an officer's conflict of interest or the appearance of a conflict of interest concerns an official act or actions that take place outside a public meeting, the officer's nonrecusal statement shall be filed with the clerk of the municipality and be available to the public for the duration of the officer's service plus a minimum of five years.

4) If an officer's conflict of interest is related to an official municipal act or actions considered at a public meeting, the officer's nonrecusal statement shall be filed as part of the minutes of the meeting of the public body in which the municipal officer serves.

5) If, at a meeting of a public body, an officer becomes aware of a conflict of interest or the appearance of a conflict of interest for the officer and the officer determines there is good cause to proceed, the officer may proceed with the matter after announcing and fully stating the conflict on the record. The officer shall submit a written nonrecusal statement pursuant to subdivision (2) of this subsection within five business days after the meeting. The meeting minutes shall be subsequently amended to reflect the submitted written nonrecusal statement.

c) Authority to inquire about conflicts of interest. If a municipal officer is a member of a public body, the other members of that body shall have the authority to inquire about any possible conflict of interest or any appearance of a conflict of interest and to recommend that the member recuse themselves from the matter. d) Confidential information. Nothing in this section shall require a municipal officer to disclose confidential information or information that is otherwise privileged under law.

§ 1993. PROHIBITED CONDUCT

A. DIRECTING UNETHICAL CONDUCT

A municipal officer shall not direct any individual to act in a manner that would:

- (1) benefit a municipal officer in a manner related to the officer’s conflict of interest;
- (2) create a conflict of interest or the appearance of a conflict of interest for the officer or for the directed individual; or
- (3) otherwise violate the Municipal Code of Ethics as described in this chapter.

B. APPOINT IMMEDIATE FAMILY MEMBER OR BUSINESS ASSOCIATE

- i) A public official or employee shall not participate in the appointment,
- ii) vote for appointment, or discussion of any appointment of an immediate family member or business associate, to any Town office or position.
- iii) A public official or employee shall not use his/her position, directly or indirectly, to affect the employment status of an immediate family member or business associate.

C. SUPERVISION OF IMMEDIATE FAMILY MEMBER OR BUSINESS ASSOCIATE

A public official, employee or volunteer shall not supervise, hire, appoint, evaluate, or discipline the work or employment status of an immediate family member or the affairs of the organizational unit in which the immediate family member is employed unless approval is granted by the Selectboard.

D. PREFERENTIAL TREATMENT

A municipal officer shall act impartially and not unduly in favor or prejudice any person in the course of conducting official business. An officer shall not give, or represent an ability to give, undue preference or special treatment to any because of the person’s wealth, position, or status or because of person’s personal relationship with the officer, unless otherwise permitted or required by State or Federal law.

E. MISUSE OF PUBLIC POSITION

- 1. Public servants cannot direct others to do what they cannot ethically do themselves.
- 2. A public official, employee or volunteer shall not use their public position to further personal interest or the interest of an immediate family member.
- 3. A public official, employee or volunteer shall not use the powers or prestige obtained through election, appointment or employment, to influence the decision of a subordinate on a matter where the official, employee or volunteer has significant private/personal pecuniary interest.
- 4. Public officials, employees or volunteers are empowered to discharge specific statutory duties in the public interest and should not interfere with the statutory duties of others. A public official, employee or volunteer shall not attempt to influence the Town staff’s recommendations regarding matters in which the public official, employee or volunteer has a personal/private or financial interest.
- 5. Public servants should reasonably try to avoid even the appearance of ethical impropriety.
- 6. Public servants may not commit the Town, or any of its resources, unless authorized by the Select Board.
- 7. Otherwise violate the Municipal Code of Ethics as described in this chapter.

F. MISUSE OF INFORMATION

A municipal officer shall not use nonpublic or confidential information acquired during the course of official business for personal or financial gain of the officer or for the personal or financial gain of a member of the officer’s immediate family or household or of an officer’s business associate.

G. MISUSE OF GOVERNMENT RESOURCES.

A municipal officer shall not make use of a town’s, cities, or village’s materials, funds, property, personnel, facilities, or equipment, or permit another person to do so, for any purpose other than for official business unless the use is expressly permitted or required by State law; ordinance; or a written agency, departmental, or institutional policy or rule. An officer shall not engage in or direct another person to engage in work other than the performance of official duties during working hours, except as permitted or required by law or a written agency, departmental, or institutional policy or rule.

H. GIFTS

- (1) No person shall offer or give to a municipal officer or candidate, or the officer’s or candidate’s immediate family, anything of value, including a gift, loan, political contribution, reward, or promise of future employment based on any understanding that the vote, official action, or judgment of the municipal officer or candidate would be, or had been influenced thereby.
- (2) A municipal officer or candidate shall not solicit or accept anything of value, including a gift, loan, political contribution, reward, or promise of future employment based on any understanding that the vote, official action, or judgment of the municipal officer or candidate would be or had been influenced thereby.
- (3) Nothing in subdivision (1) or (2) of this subsection shall be construed to apply to any campaign contribution that is lawfully made to a candidate or candidate’s committee pursuant to 17 V.S.A. chapter 61 or to permit any activity otherwise prohibited by 13 V.S.A. chapter 21.

I. UNAUTHORIZED COMMITMENTS

A municipal officer shall not make unauthorized commitments or promises of any kind purporting to bind the municipality unless otherwise permitted by law.

J. BENEFIT FROM CONTRACTS

A municipal officer shall not benefit from any contract entered into by the municipality and the officer, the officer’s immediate family, or an associated business of the officer or the officer’s immediate family, unless:

- (1) the benefit is not greater than that of other individuals generally affected by the contract.
- (2) the contract is a contract for employment with the municipality;
- (3) the contract was awarded through an open and public process of competitive bidding; or (4) the total value of the contract is less than \$2,000.00

K. EX-PARTE COMMUNICATIONS: BOARDS, COMMISSIONS AND COMMITTEES

- 1. In any quasi-judicial matter (e.g., matter involving the issuance of a permit or approval), or the award of a contract, before a Town Board, Commission or Committee, a public official, employee or volunteer sitting on such Board, Commission or Committee, shall not, outside of that Board, Commission or Committee, communicate with or accept a communication from a person for which there are reasonable grounds for believing to be a party to the matter being considered, if such communication is designed to influence the official, or employee's action on that matter. If such communication should occur, the public official, employee or volunteer shall disclose it at an open meeting of the Board, Commission or Committee prior to its consideration of the matter.

L. DUAL EMPLOYMENT AND INCOMPATIBILITY OF OFFICES

- 1. The Town Selectboard will not hire or appoint any current office holder to a position identified as incompatible to their current held position as set forth in 17 V.S.A., Section 2647.
- 2. Incompatible offices set forth in 17 V.S.A., Section 2647, shall not be held simultaneously by any Town public official, or employee, with the exception of a member of Georgia Fire & Rescue.

3. A Town Select Person shall not serve as a member of the Town Planning Commission or Development Review Board.
4. A member of the Town Planning Commission shall not serve as a member of the Town Development Review Board.
5. A member of the Town Development Review Board shall not serve as a member of the Town Planning Commission.
6. A Town Select Person, Planning Commissioner, or member of the Development Review Board shall not be an employee of the Town of Georgia.
7. No person shall be appointed or volunteer as the chair or vice chair of more than one Selectboard committee or commission.

M. FAIR AND EQUAL TREATMENT

1. A public officer shall not use resources unavailable to the public – including but not limited to municipal staff time, equipment, supplies, or facilities – for private gain or personal purposes.
2. No public official, employee or volunteer shall request, use, or permit to be used, any publicly- owned or publicly supported property, vehicle, equipment, labor, service for the personal convenience or the private advantage of him/herself or any other person. This rule shall not be deemed to prohibit a public official, employee or volunteer from requesting, using or permitting the use of such publicly owned property, vehicle, equipment, or material which is provided as a matter of stated policy for the use of Town public officials, employee or volunteer in the conduct of official Town business.
3. No public official, employee or volunteer shall discriminate on the basis of race, color, religion, sex, sexual orientation, age, national origin, citizenship, ancestry, place of birth, disability, military or veteran status, gender identity, health coverage status, HIV status, genetic information, crime victim status, pregnancy or pregnancy-related condition or any other categories protected under local, state or federal law.

N. COMPLAINT OF ETHICS VIOLATION

1. A person, who believes that an appointed public official, employee or volunteer of the Town of Georgia has violated any portion of this policy, may send or deliver a signed, written complaint to the Ethics Liaison (Town Administrator) appointed by the Selectboard. The complaint shall include the name of the person alleged to have committed the violation and the specifics of the act(s) which constitute the violation. The Selectboard shall forward the complaint to the appropriate public official(s) for resolution.
2. Any complaint against an elected official shall be directed to the Town of Georgia’s appointed Ethics Liaison (Town Administrator). A person may ask an elected body to reconsider a matter that they believe involved an unethical act by an elected official.
3. No person will be adversely affected in either their volunteer or employment status with the Municipality as a result of bringing a Municipal Ethics Complaint.

O. RE-AFFIRMATION OF ETHICS POLICY

1. Selectboard: Annually at their re-organizational meeting, Selectboard shall, in a public meeting, re affirm this Ethics Policy of the Town of Georgia. Each new Selectboard member shall sign a form acknowledging that they have received and understand the Ethics Policy. The Selectboard will at all times keep a standing Ethics Policy that is compliant with the State Ethics Commission guidelines.
2. Boards, Commissions and Committees: Upon appointment and annually at their re-organizational

meetings, all boards, commissions, and committees appointed by the Selectboard shall, in a public meeting, re-affirm this Ethics Policy of the Town of Georgia. Each new board, commission or committee member shall sign a form acknowledging that they have received and understand the Ethics Policy.

- 3. Department Heads and Employees: Upon hiring, Department Heads shall be required to distribute and review with their employees a copy of this Ethics Policy and the Personnel Policies and Rules of the Town of Georgia. Each employee will be required to sign a form acknowledging that he/she has received and understands this Ethics Policy and the Personnel Policies and Rules. This form must then be acknowledged by the Selectboard.
- 4. Elected Position: Each person seeking an elected position in the Town of Georgia shall be given a copy of this Ethics Policy of the Town of Georgia along with a petition.
- 5. Appointed Position: Each person seeking an appointed position in the Town of Georgia shall be given a copy of this Ethics Policy, of the Town of Georgia, upon submission of a letter requesting appointment.

P. DETERMINATION OF CONFLICT BY OTHER THAN THE TOWN OFFICER.

- 1. If a question of a member's disqualification hereof is brought to the attention of any board, commission or committee by any party or person or by another board, commission or committee member, and the member does not disqualify himself/herself, the board, commission or committee shall consider the factual basis for the question and shall decide the matter by majority vote, the challenged member abstaining.

Q. ENFORCEMENT AGAINST ELECTED OFFICERS; CONSEQUENCES FOR FAILURE TO FOLLOW THE CONFLICT OF INTEREST POLICY AND PROCEDURES.

In cases in which an elected public officer has engaged in any of the prohibited conduct listed in this policy, or has not followed the conflict-of-interest procedures as specified, the Town of Georgia may, in its discretion, take any of the following disciplinary actions against such elected officer as it deems appropriate:

- 1. The Chair of the Town of Georgia Selectboard along with one other serving member of the Selectboard may meet informally with the public officer to discuss the possible conflict of interest violation. This shall not take place in situations where the chair and public officer together constitute a quorum of a public body.
- 2. The Town of Georgia Selectboard may meet to discuss the conduct of the public officer. Executive session may be used for such discussion in accordance with 1 V.S.A. Section 313(a)(4). The public officer may request that this meeting occur in public. If appropriate, the Town of Georgia Selectboard may admonish the offending public officer in private.
- 3. The Town of Georgia Selectboard may admonish the offending public officer at an open public meeting and reflect this action in the minutes of the meeting. The public officer shall be given the opportunity to respond to the admonishment.
- 4. Upon a majority vote in an open meeting, the Town of Georgia Selectboard may request (but not order) that the offending public officer resign from his/her office.

R. ENFORCEMENT AGAINST APPOINTED OFFICERS

- 1. The Town of Georgia Selectboard may choose to follow any steps articulated in Section Q. In addition to or in lieu of any of those steps, the Town of Georgia Selectboard may choose to remove an appointed officer from office, subject to state law.

S. EXCEPTION.

- 1. The recusal provision of section G shall not apply if the Town of Georgia Selectboard determines

that an emergency exists or that actions of a quasi-judicial public body otherwise could not take place. In such a case, a public officer who has reason to believe they have a conflict of interest shall only be required to disclose such conflict as provided in section G.

T. APPEALS

1. A decision of the Legislative Body may be reviewable by the Vermont Superior Court pursuant to Rule 75 of the VT Rules of Civil Procedure. An enforcement action taken against an employee may be appealed in accordance with the Municipality's personnel policy.

U. Ethics training and education (§ 1205):

1. All public servants are required to take training on the Code of Ethics within the first 120 days of the start of their public service, and once every three years thereafter.
2. List of Officers Required to take Training
 - (a) Chief Administrative/Municipal Officers (as defined on page 2)
 - (b) Town or City Manager/Administrators
 - (c) Mayors
 - (d) Legislative bodies (all members, as defined on page 2)
 - (e) Quasi-judicial body members (Boards of Civil Authority, Boards of Abatement, Development Review Boards, etc.)
3. Training is available at <https://ethicscommission.vermont.gov/training>, Please let me know if you would like to set up a training session, this is a 50 minute training with a section that asks each participant to complete a short Q & A at the end of the session, and ask you to fill out a form for proof of completion and your certificate of completion.

Incompatible Offices. There are a number of statutes that regulate whether a public official may hold more than one office. This chart provides an easy reference to assist you in determining whether two offices are incompatible to hold. The incompatibility of unlisted offices shall be determined at the discretion of the Select Board

CHART OF INCOMPATIBLE OFFICES

Can a Person Hold Both of These Offices?	Auditor	Selectperson	School Director	Town Manager	Town Treasurer	Election Official & Candidate (Australian Ballot)	Election Official & Candidate (Not Australian Ballot)	School District Employee	Spouse
Auditor	No	No	No	No	No	No, If Opposed	No	Yes	
Selectperson	No	No	Yes	No	No	No	No	Yes	
School Director	No	Yes	No	No	No	No, If Opposed	No	No	
Town Manager	No	No	No	No	No	No	No	Yes	
Town Treasurer	No	No	No	No	No	No, If Opposed	No	Yes	
Town Clerk	No	Yes	Yes	No	Yes	Yes	No	Yes	
Assistant Town Clerk	No	Yes	Yes	No	Depends ₂	N/A	N/A	Yes	
Town Agent	Yes	No	No	No	Yes	No, If Opposed	No	Yes	
First Constable	No	No	No	No	Yes	Yes	No	Yes	
Road Commissioner	No	Yes	Yes	No	Yes	No, If Opposed	No	Yes	
Cemetery Commissioner	Yes	Yes	Yes	No	No	No, If Opposed	No	Yes	
Trustee of Public Funds	No	Yes	Yes	No	Yes	No, If Opposed	No	Yes	
Lister	Yes	No	Yes	No	Yes	No, If Opposed	No	Yes	
Assessor	Yes	No	Yes	No	Yes	Yes	Yes	Yes	

Tax Collector, Current	No	No	No		Yes	Yes	No, If Opposed	No	Yes	
Tax Collector, Delinquent	No	No	No		Yes	Yes	No, If Opposed	No	Yes	
Trustee of Public Funds	No	Yes	Yes		No	Yes	No, If Opposed	No	Yes	
Grand Juror	Yes	Yes	Yes		No	Yes	No	No	Yes	
Inspector of Elections	Yes	Yes	Yes		No	Yes	Yes	No	Yes	
Justice of the Peace	Yes	Yes	Yes		No	Yes	Yes	No	Yes	
<p>1 Within same supervisory union.</p> <p>2 Sec 24 V.S.A. § 1622.</p> <p>3 A spouse of a town clerk, town treasurer, selectperson, trustee of public funds, town manager, water commissioner, sewer system commissioner, sewer disposal commissioner, first constable, road commissioner, collector of current or delinquent taxes, or town district school director, or any person who assists any of these officers may not be an auditor. 17 V.S.A . & 2647.</p>										

• **§ 1998. Whistleblower protection [Effective January 1, 2025]**

(a) Protected activity.

(1) An agency, department, appointing authority, official, or employee of a municipality shall not engage in retaliatory action against a protected employee because the protected employee refuses to comply with an illegal order or engages in any of the following:

(A) providing to a designated complaint recipient a good faith report or good faith testimony that alleges an entity of a municipality, employee or official of a municipality, or a person providing services to a municipality under contract has engaged in a violation of law or in waste, fraud, abuse of authority, or a threat to the health of employees, the public, or persons under the care of a municipality; or

(B) assisting or participating in a proceeding to enforce the provisions of this section.

(2) No agency, department, appointing authority, official, or employee of a municipality shall attempt to restrict or interfere with, in any manner, a protected employee’s ability to engage in any of the protected activity described in subdivision (1) of this subsection.

(3) No agency, department, appointing authority, or manager of a municipality shall require any protected employee to discuss or disclose the employee’s testimony, or intended testimony, prior to the employee’s appearance to testify before the General Assembly if the employee is not testifying on behalf of an entity of the municipality.

(4) No protected employee may divulge information that is confidential under State or federal law. An act by which a protected employee divulges such information shall not be considered protected activity under this subsection.

(5) In order to establish a claim of retaliation based upon the refusal to follow an illegal order, a protected employee shall assert at the time of the refusal the employee’s good faith and reasonable belief that the order is illegal.

(b) Communications with legislative bodies of municipalities and the General Assembly.

(1) No entity of a municipality may prohibit a protected employee from engaging in discussion with a member of a legislative body or the General Assembly or from testifying before a committee of a municipality or a committee of the General Assembly; provided, however, that a protected employee may not divulge confidential information, and an employee

shall be clear that the employee is not speaking on behalf of an entity of a municipality.

(2) No protected employee shall be subject to discipline, discharge, discrimination, or other adverse employment action as a result of the employee providing information to a member of a legislative body, a legislator, or a committee of a municipality or a committee of the General Assembly; provided, however, that the protected employee does not divulge confidential information and that the employee is clear that the employee is not speaking on behalf of any entity of the municipality. The protections set forth in this section shall not apply to statements that constitute hate speech or threats of violence against a person.

(3) In the event that an appearance before a committee of a municipality or committee of the General Assembly will cause a protected employee to miss work, the employee shall request to be absent from work and shall provide as much notice as is reasonably possible. The request shall be granted unless there is good cause to deny the request. If a request is denied, the decision and reasons for the denial shall be in writing and shall be provided to the protected employee in advance of the scheduled appearance. The protections set forth in this subsection (b) are subject to the efficient operation of municipal government, which shall prevail in any instance of conflict.

(c) Enforcement and preemption.

(1) Nothing in this section shall be deemed to diminish the rights, privileges, or remedies of a protected employee under other federal, State, or local law, or under any collective bargaining agreement or employment contract, except the limitation on multiple actions as set forth in this subsection.

(2) A protected employee who files a claim of retaliation for protected activity with the Vermont Labor Relations Board or through binding arbitration under a grievance procedure or similar process available to the employee may not bring such a claim in Superior Court.

(3) A protected employee who files a claim under this section in Superior Court may not bring a claim of retaliation for protected activity under a grievance procedure or similar process available to the employee.

(d) Remedies. A protected employee who brings a claim in Superior Court may be awarded the following remedies:

(1) reinstatement of the employee to the same position, seniority, and work location held prior to the retaliatory action;

(2) back pay, lost wages, benefits, and other remuneration;

(3) in the event of a showing of a willful, intentional, and egregious violation of this section, an amount up to the amount of back pay in addition to the actual back pay;

(4) other compensatory damages;

(5) interest on back pay;

(6) appropriate injunctive relief; and

(7) reasonable costs and attorney’s fees.

(e) Posting. Every agency, department, and office of a municipality shall post and display notices of protected employee protection under this section in a prominent and accessible location in the workplace.

(f) Limitations of actions. An action alleging a violation of this section brought under a grievance procedure or similar process shall be brought within the period allowed by that process or procedure. An action brought in Superior Court shall be brought within 180 days following the date of the alleged retaliatory action. (Added 2023, No. 171 (Adj. Sess.), § 22, eff. January 1, 2025.)

• **§ 1999. Municipal charters; supplemental ethics policies [Effective January 1, 2025]**

(a) To the extent any provisions of this chapter conflict with the provisions of any municipal charter listed in Title 24 Appendix, the provisions of this chapter shall prevail.

(b) A municipality may adopt additional ordinances, rules, and personnel policies regarding ethics, provided that these are not in conflict with the provisions of this chapter. (Added 2023, No. 171 (Adj. Sess.), § 22, eff. January 1, 2025.)

EFFECTIVE DATE.

- 1. This policy as amended shall become effective immediately upon its adoption by the Town of Georgia Selectboard.

Signatures:

Selectboard-Chair: [Signature] Selectboard Member: [Signature]
 Selectboard Member: [Signature] Selectboard Member: [Signature]
 Selectboard Member: Vacant Seat

Date of Revision: February 24, 2025

Adoption History

- 1. Agenda item at regular Town of Georgia meeting held on February 24, 2025.
- 2. Read and approved at regular/special Selectboard meeting on February 24, 2025 and entered in the minutes of that meeting which were approved on March 12, 2025.
- 3. Posted in public places on March 13, 2025



GEORGIA VERMONT

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

Zoom Details:

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

Meeting ID: 616 584 3896 | Passcode: 5243524

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

CALL TO ORDER 6:00PM

SELECTBOARD PRESENT

Chair Kristina Senna, Vice Chair Brian Dunsmore (via Zoom), Kellie Bosenberg, Judith Nasca, Carl Rosenquist

STAFF PRESENT

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

1. PLEDGE OF ALLEGIANCE

2. CHAIR UPDATE

Chair Senna shared the following words with the Selectboard, Staff and Georgia Community:

This is my last regular meeting as Chair and as a member of the Selectboard, and tonight I'm feeling a mix of gratitude, pride, and deep thankfulness.

Serving on this board has been one of the most meaningful-yet yes, sometimes frustrating-experiences of my life. We've sat around this table so many nights, working through tough issues, listening to our neighbors, and doing our best to make decisions that move the Town of Georgia forward. And through all of it, I've been reminded again and again why I love this town.

To my fellow board members: thank you. Truly. Thank you for your dedication, your honesty, and your willingness to show up fully-even when the conversations were hard or the hours were long. We haven't always agreed, but we've always cared. And that's what makes this work real.

To our town staff: you are the steady hands behind everything that works in this community. Your professionalism, your patience, and your resilience, especially through the many transitions of the last few years-have meant more than I can say. I'm grateful for every late-night message, every careful explanation, every moment you helped us see the bigger picture.

39 *And to the residents-everyone who writes in, speaks up, asks questions, challenges us, and*
40 *reminds us why this work matters-thank you. Your engagement is the heartbeat of local democracy.*
41 *You've pushed me, inspired me, and made me better.*

42 *As I step away from this role, I do so with a full heart. I'm proud of what we've accomplished*
43 *together, and I'm hopeful for what lies ahead. This town is in good hands- because it's filled with*
44 *good people.*

45 *Thank you for trusting me. And thank you for giving me the honor of serving you.*
46

47 **3. ADDITIONS, DELETIONS, OR CHANGES TO THE AGENDA**

- 48 • L. Hobart requested the addition of Warrant #2607 (4E)
- 49 • S. Katon requested the addition of Zoning Escrow (7B) and a New Volunteer Hire for the
- 50 Fire Department (8K)
- 51 • Chair Senna requested an Executive Session for Personnel (12)

52 Motion to add the above to the Agenda

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

54 Voting Yea: Chair Senna, Vice Chair Dunsmore, K. Bosenberg, J. Nasca, C. Rosenquist
55

56 **4. SELECTBOARD MINUTES AND WARRANTS**

57 A. Approval of Selectboard Special Meeting: Liquor Board for February 9, 2026

58 Motion to approve the minutes as written.

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

60 Voting Yea: Chair Senna, Vice Chair Dunsmore, K. Bosenberg, J. Nasca, C. Rosenquist
61

62 B. Approval of Selectboard Regular Meeting Minutes for February 9, 2026

63 Motion to approve the minutes as written.

64 Motion made by C. Rosenquist, Seconded by K. Bosenberg

65 Voting Yea: Chair Senna, Vice Chair Dunsmore, K. Bosenberg, J. Nasca, C. Rosenquist
66

67 C. Approval of Payroll Warrant

68 Motion to approve the Payroll Warrant

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

70 Voting Yea: Chair Senna, Vice Chair Dunsmore, K. Bosenberg, J. Nasca, C. Rosenquist
71

72 D. Approval of Warrant #2606 in the amount of \$45,057.17

73 Motion to approve Warrant #2606 in the amount of \$45,057.17

74 Motion made by K. Bosenberg, Seconded by C. Rosenquist

- 75 • L. Hobart answered questions about the warrant.

76 Voting Yea: Chair Senna, Vice Chair Dunsmore, K. Bosenberg, J. Nasca, C. Rosenquist
77

78 E. Approval of Warrant #2607 in the amount of \$14,755.94

79 Motion to approve Warrant #2607 in the amount of \$14,755.94.

80 Motion made by K. Bosenberg, Seconded by C. Rosenquist.

- 81 • L. Hobart answered warrant questions.

- 82 • This warrant includes library invoices brought after the agenda posted, including the
- 83 architectural invoice for the feasibility study.

84 Voting Yea: Chair Senna, Vice Chair Dunsmore, Bosenberg, Nasca, Rosenquist
85

86 **5. PUBLIC COMMENT (For items not on agenda)**

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

89
90 **6. CORRESPONDENCE**

- 91 A. Announcement of Franklin County Sherrif New Deputy Level III
- 92 B. Sheriff's Monthly Activity Report (January 2026)
- 93 C. Georgia Industrial Development Corporation (GIDC) Annual Report
- 94 Correspondence addition, Patricia _ level funded the library, they did receive additional
- 95 funding with salary offsets, the Trustees can give Bridget a raise if they choose to do so.
- 96 Clarification on the email.

97
98 **7. BOARD BUSINESS (Public comment on agenda items limited to 5 minutes)**

- 99 A. Philo Securities Maintenance
 - 100 • Concerns were raised at the Georgia Public Library regarding door lock and panic button.
 - 101 Both the Town offices and the Library have panic buttons. The panic buttons were tested a
 - 102 few months ago.
 - 103 • D. Bergstrom was present to answer questions about regular maintenance of the panic
 - 104 buttons. He is able to perform the maintenance and battery change on a once-a-year
 - 105 schedule. Philo Security can perform the maintenance at approximately \$600 a year. The
 - 106 Board discussed the options and potential liability.
 - 107 • Internal cameras in the library were discussed, for patron and staff safety as well as liability
 - 108 for the Town.

109 Motion to approve Philo performing testing and maintenance once a year at the Library and
110 Town offices.

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

112 Voting Yea: Chair Senna, Vice Chair Dunsmore, K. Bosenberg, J. Nasca, C. Rosenquist

113
114 B. Zoning Administrator Escrow - Action to Approve

- 115 • D. Bergstrom was present to explain the need for escrow. A property in the Radharc
- 116 subdivision will need to change the trees planted as required in the DRB decision letter
- 117 before a Certificate of Occupancy can be issued. Given the current weather, the property
- 118 owners can put the funds into escrow with the Town and complete the project when the
- 119 weather allows.

120 Motion to approve a \$4,700 escrow for 113 Radharc Drive.

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

122 Voting Yea: Chair Senna, Vice Chair Dunsmore, K. Bosenberg, J. Nasca, C. Rosenquist

123
124 C. Acknowledge and Closure of the Ethics Complaint Received February 6, 2026

- 125 • The Town Administrator reported receipt of an ethics complaint that has been withdrawn
- 126 by the complainant. The conduct that prompted the complaint has been cancelled by the
- 127 parties involved. No review or investigation was undertaken, and the matter is considered
- 128 closed. The Selectboard acknowledged the report and took no further action.

129
130 D. TAP Grant Change in Application and Process, Estimated 3-5 years, May Effect the Mill River
131 Bridge Project

- 132 • T. Cadieux was present to explain the changes to the grant process and answer
- 133 Selectboard questions.

- 134 • If the Town wishes to move forward with this grant, we will need to start the process
- 135 over. This will change the progress already made to the project, including suspending
- 136 the engineer, returning materials already purchased, and pushing the project out for 3-5
- 137 years; and all current easements, permits and approvals may expire. If the Town wants
- 138 to stay on the current timeline to replace the culvert this year, we may have to give up
- 139 the grant.
- 140 • S. Katon explained because this is a federal grant, certain requirements need to be met.
- 141 This was a grant for up to \$950,000.
- 142 • The Town has invested approximately \$250,000 on the Mill River Bridge project to
- 143 date. The total cost for the project is estimated to be around \$500,000.

144 Motion to withdraw the TAP grant application and proceed with the original project plan.
 145 Motion made by C. Rosenquist, Seconded by J. Nasca
 146 Voting Yea: Chair Senna, Vice Chair Dunsmore, K. Bosenberg, J. Nasca, C. Rosenquist
 147

- 148 E. Social Media Policy - Action to Approve
- 149 Motion to approve the Social Media Policy as written.
- 150 Motion made by C. Rosenquist, Seconded by K. Bosenberg
- 151 Voting Yea: Chair Senna, Vice Chair Dunsmore, K. Bosenberg, J. Nasca, C. Rosenquist
 152

- 153 F. Tobacco Free Policy - Action to Approve
- 154 Motion to approve the Tobacco Free Policy as written.
- 155 Motion made by C. Rosenquist, Seconded by K. Bosenberg
- 156 • Discussion was had on No Smoking Signs to be posted on Town properties.
- 157 Voting Yea: Chair Senna, Vice Chair Dunsmore, K. Bosenberg, J. Nasca, C. Rosenquist
 158

- 159 G. Video Surveillance Policy - Action to Approve
- 160 Motion to approve the Video Surveillance policy with the addition of both interior and exterior
- 161 camera access for Public Works Director.
- 162 Motion made by C. Rosenquist, Seconded by K. Bosenberg
- 163 Voting Yea: Chair Senna, Vice Chair Dunsmore, K. Bosenberg, J. Nasca, C. Rosenquist
 164

- 165 H. Repeal Sidewalk Ordinance - Action to Approve
- 166 • From the Town Attorney: The procedure for repealing an ordinance is the exact same as
- 167 it is for adoption of the ordinance. The procedure is set out in 24 V.S.A. § 1972, and 24
- 168 V.S.A. § 1976 directs that amendments and repeals to ordinances are to follow the same
- 169 procedure as for adoption. For policies, those are approved or amended/repealed by
- 170 majority vote of the Selectboard.
- 171 Motion to repeal the Sidewalk Ordinance.
- 172 Motion made by C. Rosenquist, Seconded by J. Nasca.
- 173 Voting Yea: Chair Senna, Vice Chair Dunsmore, K. Bosenberg, J. Nasca, C. Rosenquist
 174

- 175 I. Repeal Stump Dump Ordinance - Action to Approve
- 176 Motion to repeal the Stump Dump Ordinance.
- 177 Motion made by C. Rosenquist, Seconded by J. Nasca
- 178 Voting Yea: Chair Senna, Vice Chair Dunsmore, K. Bosenberg, J. Nasca, C. Rosenquist
 179

- 180 J. Repeal Policy for Replacing Mailboxes in the Towns Right of Way - Action to Approve
- 181 Motion to repeal the Replacing Mailboxes in the Towns Right of Way Policy.

182 Motion made by K. Bosenberg, Seconded by J. Nasca
183 • S. Katon explained the language in the policy is included verbatim in the Highway
184 Department Winter Road Maintenance Plan Policy and no longer is needed as a stand-
185 alone policy.

186 Voting Yea: Chair Senna, Vice Chair Dunsmore, K. Bosenberg, J. Nasca, C. Rosenquist
187

188 K. Fire Department New Hire - Action to Approve
189 Motion to approve the Fire Department new volunteer hires Eva Grace Samson and Kevin
190 Clark.

191 Motion made by C. Rosenquist, Seconded by K. Bosenberg
192 Voting Yea: Chair Senna, Vice Chair Dunsmore, K. Bosenberg, J. Nasca, C. Rosenquist
193

194 **8. UNFINISHED BUSINESS**

195 A. Policy Review

196 i. Procurement Policy

- 197 • Selectboard members reviewed the latest edits to the draft Procurement Policy.
- 198 • S. Katon answered questions on the policy and presented suggested additions to include
- 199 information that was addressed in the Town’s Purchasing Policy.
- 200 • The Selectboard approved the additions to the Draft Procurement Policy, which will be
- 201 updated and presented at the next regular meeting.

202 ii. Highway Department Winter Road Maintenance Plan & Policy, with changes as
203 recommended by Road Foreman Todd Cadieux

- 204 • T. Cadieux was present to ask questions for clarification on the policy.
- 205 • Mailboxes do not need a permit to be in the right-of-way.
- 206 • The Selectboard approved the edits and change in language to mailboxes not needing a
- 207 permit. This policy will be updated and presented at the next regular meeting.

208 B. Library MOU - Under review with the Town Attorney.

- 209 • T. Cadieux asked clarifying questions about the duties of the Public Works Department
- 210 for the library.

211 C. GPL Building Revitalization Committee Update

- 212 • HVAC professionals visited the library for inspection and advice for ADA compliance.
- 213 • C. Rosenquist asked about the possibility of combining the Town and school libraries.
- 214 Given the updates necessary, as well as a potential new well and other
- 215 recommendations that are being addressed through the feasibility study, should the
- 216 Town be considering other options.
- 217 • C. Rosenquist requested this topic be added to discussion for new Selectboard members
- 218 after Ton Meeting Day.

219 D. Bridge #28 (Mill River Bridge) – No updates.

220 E. Bridge #8 (Georgia Shore at Mill River Road) – The Road Crew continues to repair potholes as
221 needed.
222

223 **9. TOWN ADMINISTRATOR, TREASURER AND SELECTBOARD SUB COMMITTEES**
224 **REPORTS**

225 A. Public Works Director/Roads

- 226 • The roof at the new Town garage is leaking into the Public Works Director’s office. He
- 227 is looking into options for repair, and in the meantime has patched it up temporarily.
- 228 They will continue to shovel the roof after heavy snowfall.

- 229 • The Road Crew have been identifying and warning frost heaves on Town roads.
- 230 • The library had asked for a lock to be placed on the door between the food shelf and the
- 231 library.
- 232 • T. Cadieux visited the library with the State Fire Marshall and Rob Mullin from the
- 233 Georgia Fire Department. The locks requested were not recommended as the space
- 234 serves as an emergency exit. The hallway was asked to be cleared for fire safety, it
- 235 currently holds magazine racks and filing cabinets.
- 236 • There was discussion on the role of the Road Crew assisting other town departments
- 237 with assistance beyond their usual jobs of maintenance, plowing and roadwork.
- 238 B. Town Administrator
 - 239 • S. Katon was present to answer questions on her TA Report.
- 240 C. Treasurer
 - 241 • L. Hobart did not have any updates, will be available at both the Town Informational
 - 242 Session and Town Meeting Day.

244 **10. OTHER**

246 **11. PLAN NEXT MEETING AGENDA**

- 247 A. Town Informational Meeting, March 2, 2026
- 248 B. Town Meeting Day: March 3, 2026
- 249 C. Selectboard Regular Meeting: March 9, 2026

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

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

256 Motion to enter into Executive Session at 7:30pm
257 Motion made by C. Rosenquist, Seconded by J. Nasca
258 Voting Yea: Chair Senna, Vice Chair Dunsmore, K. Bosenberg, J. Nasca, C. Rosenquist

260 Vice Chair Dunsmore left the meeting at 7:30pm

262 Motion to exit from Executive Session at 8:28pm
263 Motion made by C. Rosenquist, Seconded by J. Nasca
264 Voting Yea: Chair Senna, K. Bosenberg, J. Nasca, C. Rosenquist

266 No action taken out of Executive Session.

268 **13. ADJOURN**

269 Motion to adjourn at 8:28pm
270 Motion made by C. Rosenquist, Seconded by J. Nasca
271 Voting Yea: Chair Senna, K. Bosenberg, J. Nasca, C. Rosenquist

273 **TABLED ITEMS:**

274

275
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280

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

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

Signed: Stacy Katon, Town Administrator

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

DRAFT



GEORGIA VERMONT

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Town Informational Meeting
Monday, March 02, 2026 at 6:00 PM
Fire Station Community Room and via Zoom
Minutes

Zoom Details:

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

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

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

1. CALL TO ORDER 6:00PM

SELECTBOARD PRESENT

Chair Kristina Senna, Vice Chair Brian Dunsmore, Kellie Bosenberg, Judith Nasca, Carl Rosenquist

STAFF PRESENT

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

PUBLIC PRESENT

Heather Dunsmore, Suzanna Brown, Nancy Volatile-Wood, Jessica Batin, Traci Osterhoudt, Lorie Bachand

PUBLIC PRESENT VIA ZOOM

Karen Heinlein Grenier, Carolyn Branagan, Buddy from LCATV, Brian LeClair, Jessica Denton and Bethany L.

2. PLEDGE OF ALLEGIANCE

3. TOWN INFORMATIONAL MEETING

- Selectboard and Staff Introductions.
- Traci and Jessica with VNA & Hospice were present to discuss Article 7 and answer questions from the public. This article for appropriations will be voted on the floor at Town Meeting Day.
- Chair Senna gave an explanation on the 2026 budget, with focus on the increases that cannot be avoided that include the bridge bond payment and interest, financial audit, loan payments, contracts that have increased and the Franklin County tax.

- 38 • Additional increases include raises for Town employees, increase in salary for the Town
- 39 Health Officer and the Zoning Administrator, increase for recreation events, an increase in
- 40 paving and law enforcement budgets, and purchasing mapping software.
- 41 • Additional revenue includes an increase in Zoning fees and expecting additional activity due
- 42 to new zoning regulations, plowing revenue, cell tower, as well as a decrease in audit fees.
- 43 • Chair Senna explained Article 3, which would allow any surplus funds the Highway
- 44 Department and Fire Department have at the end of each year to fund their separate capital
- 45 expenditures reserve funds for future public improvements.
- 46 • The Selectboard gave an explanation to level-funding the library, focusing on essential
- 47 services to the community. The Selectboard asked all departments to bring forth 3.5-4.5%
- 48 increases for the 2026 budget, and the library requested a 12% increase. Over the past three
- 49 years, the library has seen budget increases of 32% and 38%. Concerns were raised about
- 50 the salary for the library director, which increased by 17% one year and then 7% the next
- 51 year, while other Town employees received 3%. The Selectboard increased the library’s
- 52 allocation of Impact Fees in 2025, and the library director had secured grants that increased
- 53 revenue for programming.
- 54 • Article 5, changing the Town from a calendar year to a fiscal year, was explained. This
- 55 change would be consistent with the State of Vermont, Georgia Elementary and Middle
- 56 School, and most grants. Contracts for law enforcement, dispatch services, VEMRS and
- 57 others also run on a fiscal year (July 1-June 30) calendar. This change will also avoid the
- 58 Town operating for over two months without an approved budget.
- 59 • If approved, there would be a transitional budget to be set at the March 2027 town meeting
- 60 and March, 2028 will set the first fiscal year budget. This change is only the Town portion
- 61 of taxes, the school is already operating on a fiscal calendar. All current exemptions will
- 62 remain in place.
- 63 • Article 6, increasing law enforcement services for public safety for an additional \$50,000.
- 64 Together with the \$25,000 already added to the budget, this will be a \$75,000 increase in
- 65 law enforcement services for the Town of Georgia. The Town has a contract with Franklin
- 66 County Sheriff Department, who just hired a new deputy to increase coverage.
- 67

68 **4. ADJOURN**

69 Motion to adjourn at 6:50pm
 70 Motion made by C. Rosenquist, Seconded by Vice Chair Dunsmore
 71 Voting Yea: Chair Senna, Vice Chair Dunsmore, K. Bosenberg, J. Nasca, C. Rosenquist
 72

73 **Agendas are posted to the Town website, four designated places within the Town of Georgia**
 74 **(Town Clerk’s Office, Georgia Public Library, Maplefields & Georgia Market), and e-mailed to**
 75 **the local media. Meeting videos are posted on the Town of Georgia website.**

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

77 **Signed: Stacy Katon, Town Administrator**

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

Treasurer Payroll Report – Regular Selectboard Meeting – 03/09/26

Payroll Check Date – 02/26/2026
Cash Requirement - \$ 19,203.51
Weekly

Payroll Check Date – 03/05/2026
Cash Requirement - \$ 27,457.17
Weekly & Bi-weekly

To the Treasurer of Town of Georgia,

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

Each aggregate amount is listed above.

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

Kellie Bosenberg _____

Brian Dunsmore _____

Tammy Hardy _____

Judith Nasca _____

Carl Rosenquist _____

2026 Payroll Log

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

Vendor	Invoice	Invoice Description	Purchase Amount	Discount Amount	Amount Paid	Check Number	Check Date
ALLEGIANC	ALLEGIANCE TRUCKS	122044717:01 cabin air filter	32.82	0.00	32.82	5316	03/09/26
ALLEGIANC	ALLEGIANCE TRUCKS	122044839:01 HVAC blower motor	69.04	0.00	69.04	5316	03/09/26
ALLEGIANC	ALLEGIANCE TRUCKS	401049510:01 HVAC blower motor	126.32	0.00	126.32	5316	03/09/26
AMAZON	AMAZON CAPITAL SERVICES	131QY3F6LY3D wire spool rack	86.51	0.00	86.51	5317	03/09/26
AMAZON	AMAZON CAPITAL SERVICES	1G6Q9DJK6G3V supplies	790.97	0.00	790.97	5317	03/09/26
		foldable dolly carts					
		1/2" air impact wrench					
		3/4" air impact wrench					
		telephone cord detanglers					
AMAZON	AMAZON CAPITAL SERVICES	1MV63D4PRGLF supplies	34.51	0.00	34.51	5317	03/09/26
		light bulb for fire station					
		postage meter labels					
BAILEY	BAILEY SPRING & CHASSIS	W22081 rear spring repair	2386.32	0.00	2386.32	5318	03/09/26
CARDIACL	CARDIAC LIFE PRODUCTS	157849 AED pads	845.38	0.00	845.38	5319	03/09/26
CHARB PAR	CHARLEBOIS TRUCK PARTS INC	IX02178 parts	12.41	0.00	12.41	5320	03/09/26
COMCAST	COMCAST	-3288 022426 town offices	220.25	0.00	220.25	E 30901	03/09/26
COMCAST	COMCAST	-4377 022426 fire station	206.75	0.00	206.75	E 30902	03/09/26
COMCAST	COMCAST	-7269 022426 new garage	212.80	0.00	212.80	E 30903	03/09/26
COMCASTB	COMCAST BUSINESS	01/27-02/26 GFD iPads	120.00	0.00	120.00	E 30904	03/09/26
COMCASTB	COMCAST BUSINESS	262937998 phone lines	811.74	0.00	811.74	5321	03/09/26
COMPASS	COMPASS MINERALS AMERICA, INC	1628128 31.945 ton rock salt	2899.65	0.00	2899.65	5322	03/09/26
COMPASS	COMPASS MINERALS AMERICA, INC	1628835 29.85 ton rocksalt	2709.54	0.00	2709.54	5322	03/09/26
COMPASS	COMPASS MINERALS AMERICA, INC	1630145 30.91 ton rock salt	2805.59	0.00	2805.59	5322	03/09/26
FIDIUM	CONSOLIDATED COMMUNICATIONS	-3032 021826 town beach internet	86.53	0.00	86.53	5323	03/09/26
MOUNTAIN	ENCORE FIRE PROTECTION	13353739 pump inspection	1050.00	0.00	1050.00	5324	03/09/26
GAP	GEORGIA AUTO PARTS LLP	36207 deep crystal wash	17.56	0.00	17.56	5325	03/09/26
GAP	GEORGIA AUTO PARTS LLP	36751 fuel additive	24.05	0.00	24.05	5325	03/09/26
GRNMTNELE	GREEN MOUNTAIN ELECTRIC SUPPLY	S5686383.001 emergency exit light	635.98	0.00	635.98	5326	03/09/26
GMP	GREEN MOUNTAIN POWER CORPORATI	-0000 022426 old garage	125.95	0.00	125.95	5327	03/09/26
GMP	GREEN MOUNTAIN POWER CORPORATI	-0001 022426 library well	32.11	0.00	32.11	5327	03/09/26
GMP	GREEN MOUNTAIN POWER CORPORATI	-0002 022426 library	592.99	0.00	592.99	5327	03/09/26
GMP	GREEN MOUNTAIN POWER CORPORATI	-0005 022426 town offices	495.34	0.00	495.34	5327	03/09/26
GMP	GREEN MOUNTAIN POWER CORPORATI	-0006 022426 fire station	637.38	0.00	637.38	5327	03/09/26
GMP	GREEN MOUNTAIN POWER CORPORATI	-0009 022426 street lights	272.00	0.00	272.00	5327	03/09/26
GMP	GREEN MOUNTAIN POWER CORPORATI	-2626 022426 new garage	579.47	0.00	579.47	5327	03/09/26
GMP	GREEN MOUNTAIN POWER CORPORATI	-4295 022426 salt shed	29.69	0.00	29.69	5327	03/09/26
J&L	J & L HARDWARE, INC.	551229 locks / keys	141.98	0.00	141.98	5328	03/09/26
J&L	J & L HARDWARE, INC.	551270 nuts, bolts, screws, mis	7.18	0.00	7.18	5328	03/09/26
J&L	J & L HARDWARE, INC.	551508 oil filter	19.04	0.00	19.04	5328	03/09/26
UNION DUE	LABORERS' INTERNATIONAL OF NO.	FEB 2026 monthly dues	215.00	0.00	215.00	5329	03/09/26
LEVELONE	LEVEL ONE GRAPHICS	472 tailgate stickers	47.40	0.00	47.40	5330	03/09/26
FIRST DUE	LOCALITY MEDIA LLC	7777 emergency software	7300.00	0.00	7300.00	5331	03/09/26
MVP	MVP Health Care, Inc.	CINV017047 HRA start up fee	253.25	0.00	253.25	5332	03/09/26
PAYCHEX	PAYCHEX	2026030301 43 tranx	293.65	0.00	293.65	E 30906	03/09/26
11239	ROWLEY	536900 260 gal #2 diesel	845.00	0.00	845.00	5333	03/09/26
9550	ROWLEY	02.25.26 unleaded gasoline	602.90	0.00	602.90	5334	03/09/26
STITZEL	SP&F ATTORNEYS, P.C.	99460 svcs thru 12/2025	1269.00	0.00	1269.00	5335	03/09/26
OMG	ST ALBANS MESSENGER	437403 ordinance notices	121.50	0.00	121.50	5336	03/09/26
		repeal for Stump Dump and Sidewalk					
TAXEXEMPT	TAX-EXEMPT LEASING CORP	19764892 E-One payment	82338.67	0.00	82338.67	5337	03/09/26

03/05/26
11:13 am

Town of Georgia, Vermont Accounts Payable
Check Warrant Report # 2608 Current Prior Next FY Invoices
For checks For Check Acct 01 (General Fund) 03/09/2026 To 03/09/2026

Section 5. Item #D. 2
Georgia Treasurer

Vendor	Invoice	Invoice Description	Purchase Amount	Discount Amount	Amount Paid	Check Number	Check Date
UNIFIR	UNIFIRST CORPORATION	1080323799 town office floor mats	61.40	0.00	61.40	5338	03/09/26
UNIFIR	UNIFIRST CORPORATION	1080323801 library floor mats	51.35	0.00	51.35	5338	03/09/26
UNIFIR	UNIFIRST CORPORATION	1080324199 uniforms 02.18.26	146.52	0.00	146.52	5338	03/09/26
UNIFIR	UNIFIRST CORPORATION	1080325435 uniforms 02.25.26	297.28	0.00	297.28	5338	03/09/26
VIKING	VIKING -CIVES USA	4550939 air valve, tube clamp	61.22	0.00	61.22	5339	03/09/26
VIKING	VIKING -CIVES USA	4550940 4" MG floor cylinder	1922.52	0.00	1922.52	5339	03/09/26
VIKING	VIKING -CIVES USA	CR 5993 return tube clamp	-29.40	0.00	-29.40	5339	03/09/26
VMERSDC	VMERS DB	02.2026 monthly contribution	15822.04	0.00	15822.04	5340	03/09/26
LIQUOR	VT DEPT OF LIQUOR AND LOTTERY	1772121307 training	70.00	0.00	70.00	E 30905	03/09/26
Town Clerk and Administrator DLL Education Conference							
WBMASON	W.B. MASON CO., INC.	260226179 water + deposit	119.94	0.00	119.94	5341	03/09/26
WBMASON	W.B. MASON CO., INC.	CM4481828 deposit return	-24.00	0.00	-24.00	5341	03/09/26
Report Total			130,903.09	0.00	130,903.09		
			=====	=====	=====		

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 \$ ***130,903.09 Let this be your order for the payments of these amounts.

Brian Dunsmore

Tammy Hardy

Carl Rosenquist

Judith Nasca

Kellie Bosenberg

03/05/26
10:56 am

Town of Georgia, Vermont Accounts Payable
Invoice Edit List-Current-Last-Next FY
Invoices Up To 03/27/26

Vendor	Man/ DirPay	Invoice Number	Purchase Order	Invoice Date	Due Date	Ck Acct	Invoice Description	Invoice Amount	Discenc. Amount	Discount Amount
ALLEGIANC ALLEGIANCE TRUCKS		122044717:01		02/18/26	03/10/26	01	cabin air filter			
		1-7-05-36-63.05	GFD Truck/App Repairs					32.82	0.00	0.00
		122044839:01		02/24/26	03/10/26	01	HVAC blower motor			
		1-7-10-30-62.80	2014 International Repair					69.04	0.00	0.00
		401049510:01		02/25/26	03/10/26	01	HVAC blower motor			
		1-7-10-30-62.80	2014 International Repair					126.32	0.00	0.00
Total For ALLEGIANCE TRUCKS								228.18	0.00	0.00
AMAZON AMAZON CAPITAL SERVICES		131QY3F6LY3D		02/17/26	03/19/26	01	wire spool rack			
		1-7-10-30-62.00	Hwy Parts & Supplies					86.51	0.00	0.00
		1G6Q9DJK6G3V		02/14/26	03/16/26	01	supplies			
		1-7-05-20-22.00	Admin Office Supplies					59.38	0.00	0.00
		1-7-10-30-52.20	Small Tools and Equipment					309.00	0.00	0.00
		1-7-10-30-52.20	Small Tools and Equipment					412.60	0.00	0.00
		1-7-05-20-22.00	Admin Office Supplies					9.99	0.00	0.00
Invoice 1G6Q9DJK6G3V Total								790.97	0.00	0.00
		1MV63D4PRGLF		02/17/26	03/19/26	01	supplies			
		1-7-05-28-45.25	Fire & Rescue Bldg Maint.					25.92	0.00	0.00
		1-7-05-20-22.00	Admin Office Supplies					8.59	0.00	0.00
Invoice 1MV63D4PRGLF Total								34.51	0.00	0.00
Total For AMAZON CAPITAL SERVICES								911.99	0.00	0.00
BAILEY BAILEY SPRING & CHASSIS		W22081		02/19/26	03/21/26	01	rear spring repair			
		1-7-10-30-62.70	2020 Kenworth Repairs					2,386.32	0.00	0.00
CARDIACL CARDIAC LIFE PRODUCTS		157849		02/12/26	03/14/26	01	AED pads			
		1-7-05-36-22.05	Fire & Rescue Medical Sup					845.38	0.00	0.00
CHARB PAR CHARLEBOIS TRUCK PARTS		IX02178		02/19/26	03/10/26	01	parts			
		1-7-10-30-62.60	2020 Tandem Repairs					12.41	0.00	0.00
COMCAST COMCAST		*-3288 022426		02/24/26	03/19/26	01	town offices			
		1-7-05-28-30.50	Town Hall Utilities					220.25	0.00	0.00
		*-4377 022426		02/24/26	03/19/26	01	fire station			
		1-7-05-28-30.25	Fire & Rescue Utilities					206.75	0.00	0.00
		*-7269 022426		02/24/26	03/19/26	01	new garage			
		1-7-05-28-30.70	New Hwy Garage Utilities					212.80	0.00	0.00
Total For COMCAST								639.80	0.00	0.00

03/05/26
10:56 am

Town of Georgia, Vermont Accounts Payable
Invoice Edit List-Current-Last-Next FY
Invoices Up To 03/27/26

Vendor	Man/ DirPay	Invoice Number	Purchase Order	Invoice Date	Due Date	Ck Acct	Invoice Amount	Discenc. Amount	Discount Amount
COMCASTB	COMCAST BUSINESS	* 01/27-02/26		02/26/26	03/19/26	01	GFD iPads		
		1-7-05-36-52.40	GFD Computer/Office Suppl				120.00	0.00	0.00
		262937998		02/01/26	03/01/26	01	phone lines		
		1-7-05-28-30.50	Town Hall Utilities				335.05	0.00	0.00
		1-7-05-28-30.25	Fire & Rescue Utilities				211.36	0.00	0.00
		1-7-05-28-30.30	Library Utilities				94.68	0.00	0.00
		1-7-05-28-30.70	New Hwy Garage Utilities				170.65	0.00	0.00
Invoice 262937998 Total							811.74	0.00	0.00
Total For COMCAST BUSINESS							931.74	0.00	0.00
=====									
COMPASS	COMPASS MINERALS AMERIC	1628128		02/12/26	03/14/26	01	31.945 ton rock salt		
		1-7-10-20-55.00	Winter Sand/Salt				2,899.65	0.00	0.00
		1628835		02/13/26	03/15/26	01	29.85 ton rocksalt		
		1-7-10-20-55.00	Winter Sand/Salt				2,709.54	0.00	0.00
		1630145		02/17/26	03/19/26	01	30.91 ton rock salt		
		1-7-10-20-55.00	Winter Sand/Salt				2,805.59	0.00	0.00
Total For COMPASS MINERALS AMERICA, INC							8,414.78	0.00	0.00
=====									
FIDIUM	CONSOLIDATED COMMUNICAT	-3032 021826		02/18/26	03/18/26	01	town beach internet		
		1-7-05-28-30.20	Town Beach Utilities				86.53	0.00	0.00
MOUNTAIN	ENCORE FIRE PROTECTION	13353739		02/19/26	03/21/26	01	pump inspection		
		1-7-05-28-45.25	Fire & Rescue Bldg Maint.				1,050.00	0.00	0.00
GAP	GEORGIA AUTO PARTS LLP	36207		02/13/26	03/15/26	01	deep crystal wash		
		1-7-05-36-63.05	GFD Truck/App Repairs				17.56	0.00	0.00
		36751		02/25/26	03/27/26	01	fuel additive		
		1-7-10-30-62.00	Hwy Parts & Supplies				24.05	0.00	0.00
Total For GEORGIA AUTO PARTS LLP							41.61	0.00	0.00
=====									
GRNMTNELE	GREEN MOUNTAIN ELECTRIC	S5686383.001		02/23/26	03/10/26	01	emergency exit light		
		1-7-05-28-45.70	New Hwy Bldg. Maint.				635.98	0.00	0.00
GMP	GREEN MOUNTAIN POWER CO	-0000 022426		02/24/26	03/23/26	01	old garage		
		1-7-05-28-30.35	Old Hwy Garage Utilities				125.95	0.00	0.00
		-0001 022426		02/24/26	03/23/26	01	library well		
		1-7-05-28-30.30	Library Utilities				32.11	0.00	0.00

03/05/26
10:56 am

Town of Georgia, Vermont Accounts Payable
Invoice Edit List-Current-Last-Next FY
Invoices Up To 03/27/26

Vendor	Man/ DirPay	Invoice Number	Purchase Order	Invoice Date	Due Date	Ck Acct	Invoice Description	Invoice Amount	Discenc. Amount	Discount Amount
		-0002	022426	02/24/26	03/23/26	01	library			
		1-7-05-28-30.30	Library Utilities					592.99	0.00	0.00
		-0005	022426	02/24/26	03/23/26	01	town offices			
		1-7-05-28-30.50	Town Hall Utilities					495.34	0.00	0.00
		-0006	022426	02/24/26	03/23/26	01	fire station			
		1-7-05-28-30.25	Fire & Rescue Utilities					637.38	0.00	0.00
		-0009	022426	02/24/26	03/23/26	01	street lights			
		1-7-05-28-30.75	Streetlight Electricity					272.00	0.00	0.00
		-2626	022426	02/24/26	03/23/26	01	new garage			
		1-7-05-28-30.70	New Hwy Garage Utilities					579.47	0.00	0.00
		-4295	022426	02/24/26	03/23/26	01	salt shed			
		1-7-05-28-30.35	Old Hwy Garage Utilities					29.69	0.00	0.00
Total For GREEN MOUNTAIN POWER CORPORATION								2,764.93	0.00	0.00
=====								=====	=====	=====
J&L	J & L HARDWARE, INC.	551229		02/19/26	02/28/26	01	locks / keys			
		1-7-10-30-62.00	Hwy Parts & Supplies					141.98	0.00	0.00
		551270		02/20/26	02/28/26	01	nuts, bolts, screws, misc			
		1-7-10-30-62.00	Hwy Parts & Supplies					7.18	0.00	0.00
		551508		02/25/26	02/28/26	01	oil filter			
		1-7-10-30-51.00	Fuels And Oils					19.04	0.00	0.00
Total For J & L HARDWARE, INC.								168.20	0.00	0.00
=====								=====	=====	=====
UNION DUE LABORERS' INTERNATIONAL		FEB 2026		03/01/26	03/01/26	01	monthly dues			
		1-2-00-05-10.41	Union Dues					215.00	0.00	0.00
LEVELONE	LEVEL ONE GRAPHICS	472		02/27/26	02/27/26	01	tailgate stickers			
		1-7-10-30-62.00	Hwy Parts & Supplies					47.40	0.00	0.00
FIRST DUE LOCALITY MEDIA LLC		7777		01/15/26	03/16/26	01	emergency software			
		1-7-05-36-52.40	GFD Computer/Office Suppl					7,300.00	0.00	0.00
MVP	MVP Health Care, Inc.	CINV017047		02/19/26	03/21/26	01	HRA start up fee			
		1-7-05-70-14.05	Library HRA Funding					253.25	0.00	0.00
PAYCHEX	PAYCHEX	* 2026030301		03/03/26	03/05/26	01	43 tranx			
		1-7-05-05-45.00	Admin Contracted Services					293.65	0.00	0.00
REEDSUPPL	REED SUPPLY CO., INC.	150506		12/31/25	01/30/26	01	truck v-bar			
		1-7-10-30-62.00	Hwy Parts & Supplies					306.00	0.00	0.00

03/05/26
10:56 am

Town of Georgia, Vermont Accounts Payable
Invoice Edit List-Current-Last-Next FY
Invoices Up To 03/27/26

Vendor	Man/DirPay	Invoice Number	Purchase Order	Invoice Date	Due Date	Ck Acct	Invoice Description	Invoice Amount	Discenc. Amount	Discount Amount
		CM 150564		01/07/26	01/07/26	01	truck V-bar			
		1-7-10-30-62.00		Hwy Parts & Supplies				-380.00	0.00	0.00
Total For REED SUPPLY CO., INC.								-74.00	0.00	0.00
11239	ROWLEY	536900		02/24/26	03/01/26	01	260 gal #2 diesel			
		1-7-10-30-51.00		Fuels And Oils				845.00	0.00	0.00
9550	ROWLEY	02.25.26		02/25/26	03/27/26	01	unleaded gasoline			
		1-7-10-30-51.00		Fuels And Oils				602.90	0.00	0.00
STITZEL	SP&F ATTORNEYS, P.C.	99460		02/13/26	03/15/26	01	svcs thru 12/2025			
		1-7-05-05-43.00		Legal Expenses				1,269.00	0.00	0.00
OMG	ST ALBANS MESSENGER	437403		02/28/26	03/20/26	01	ordinance notices			
		1-7-05-20-25.00		Printing/Publishing				121.50	0.00	0.00
STICKS	STICKS & STUFF	C06838		01/31/25	01/31/25	01	overpayment			
		1-7-10-30-62.00		Hwy Parts & Supplies				-0.09	0.00	0.00
TAXEXEMPT	TAX-EXEMPT LEASING CORP	19764892		02/09/26	03/25/26	01	E-One payment			
		1-7-05-36-88.15		Pumper/ Tanker				77,326.55	0.00	0.00
		1-7-05-36-88.09		Interest on Fire Debt				5,012.12	0.00	0.00
Invoice 19764892 Total								82,338.67	0.00	0.00
UNIFIR	UNIFIRST CORPORATION	1080323799		02/17/26	03/19/26	01	town office floor mats			
		1-7-05-28-45.50		Town Hall Building Maint.				61.40	0.00	0.00
		1080323801		02/17/26	03/19/26	01	library floor mats			
		1-7-05-28-45.30		Library Building Maint.				51.35	0.00	0.00
		1080324199		02/18/26	03/20/26	01	uniforms 02.18.26			
		1-7-10-40-18.00		Highway Uniforms/Boots				146.52	0.00	0.00
		1080325435		02/25/26	03/27/26	01	uniforms 02.25.26			
		1-7-10-40-18.00		Highway Uniforms/Boots				297.28	0.00	0.00
Total For UNIFIRST CORPORATION								556.55	0.00	0.00
VIKING	VIKING -CIVES USA	4550939		02/23/26	03/25/26	01	air valve, tube clamp			
		1-7-10-30-62.75		2013 International Repair				61.22	0.00	0.00
		4550940		02/23/26	03/25/26	01	4" MG floor cylinder			
		1-7-10-30-62.75		2013 International Repair				1,922.52	0.00	0.00
		CR 5993		02/18/26	02/28/26	01	return tube clamp			
		1-7-10-30-62.75		2013 International Repair				-29.40	0.00	0.00

03/05/26
10:56 am

Town of Georgia, Vermont Accounts Payable
Invoice Edit List-Current-Last-Next FY
Invoices Up To 03/27/26

Vendor	Man/ DirPay	Invoice Number	Purchase Order	Invoice Date	Due Date	Ck Acct	Invoice Amount	Discenc. Amount	Discount Amount
Total For VIKING -CIVES USA							1,954.34	0.00	0.00
VMERSDC	VMERS DB	02.2026		02/28/26	03/11/26	01	monthly contribution		
		1-2-00-05-10.25	Retirement	Withholding			15,822.04	0.00	0.00
LIQUOR	VT DEPT OF LIQUOR AND L	* 1772121307		02/26/26	02/26/26	01	training		
		1-7-05-20-44.00	Admin	Training			70.00	0.00	0.00
WBMASON	W.B. MASON CO., INC.	260226179		02/20/26	03/22/26	01	water + deposit		
		1-7-10-30-55.10	Hwy	Office Supplies			59.97	0.00	0.00
		1-7-05-20-22.00	Admin	Office Supplies			59.97	0.00	0.00
Invoice 260226179 Total							119.94	0.00	0.00
		CM4481828		02/20/26	02/20/26	01	deposit return		
		1-7-10-30-55.10	Hwy	Office Supplies			-12.00	0.00	0.00
		1-7-05-20-22.00	Admin	Office Supplies			-12.00	0.00	0.00
Invoice CM4481828 Total							-24.00	0.00	0.00
Total For W.B. MASON CO., INC.							95.94	0.00	0.00
Report Grand Total							130,829.00	0.00	0.00

Fund Totals	Expenditures	Dis-Encumbrance
1	130,829.00	0.00
	130,829.00	0.00

+0.09
130,829.09
 + 74.00
130,903.09

TOWN OF GEORGIA PROCUREMENT POLICY

Adopted March 9, 2026

PURPOSE

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

When purchases involve federal financial assistance funds, this policy shall be applied in conjunction with applicable federal procurement requirements under 2. C.F.R. Part 200 (Uniform Guidance). In the event of a conflict, federal requirements shall control.

POLICY ORGANIZATION

This policy is organized into three sections:

1. General procurement requirements applicable to **all** purchases.
2. Procurement requirements for when the Municipality expends **solely its own funds**.
3. Procurement requirements for when the Municipality expends **State or Federal funds**, regardless of whether the procurement action includes municipal funds. State and Federal funds have specific requirements the Municipality must meet, and those requirements extend to municipal funds if they are used as match/cost share or as supplemental project funding.

DEFINITIONS

For the purposes of this policy, the following definitions apply:

- **Conflict of Interest.** A conflict of interest occurs when the employee, officer, agent, or board member of the Municipality, any member of their immediate family, their partner, or an organization that employs or is about to employ any of the parties indicated herein, has a financial or other interest in or a tangible personal benefit from an entity considered for a contract. Employees, officers, agents, or board members of the Municipality shall adhere to written standards of conduct covering conflicts of interest in federally funded procurements, consistent with 2 C.F.R. §200.318(c).
- **Emergency.** A situation in which there is a threat to life, public health or safety, or improved property, or some other form of dangerous situation that requires immediate action to alleviate the threat. Emergency conditions are generally more short-lived than exigency circumstances.
- **Exigency.** A situation in which there is a need to avoid, prevent, or alleviate serious harm or injury, financial or otherwise, to the Municipality and use of competitive procurement proposals would prevent the urgent action required to address the situation.

- **Non-Employee Agent.** A consultant, advisor, service provider, or other person that is not an employee of the Municipality and has been designated an Agent for the purposes of this Procurement Policy.
- **Officer.** An elected or appointed official of the Municipality acting within the scope of their duties.
- **Pre-Positioned Contracts.** Pre-position contracts are contracts awarded in advance of potential work being performed. These contracts are also referred to as advance or standby contracts. A pre-positioned contract may only be awarded if it was originally procured in compliance with the Municipality’s procurement requirements, the scope of work was adequate to cover the work to be performed, the work performed was eligible, and the contract terms cover time when work was performed. (FEMA Public Assistance and Policy Guide, Version 5)
- **Pre-Qualified Contractors.** Pre-qualified contractors have been evaluated and determined to be qualified to perform work based on capabilities, prior experience, past performance, and availability. A prequalified contractor is not entitled to a pre-positioned or “standby” contract. The Municipality cannot exclude potential bidders or offerors from qualifying during the solicitation period, even if they were not on the prequalified list. (2 CFR § 200.319(e))
- **Procurement.** The full process of acquiring goods or services, including planning, solicitation, evaluation, selection, contracting and compliance documentation.
- **Purchasing.** The transactional component of procurement, including issuing purchase orders, receiving goods or services, and approving invoices for payment.
- **Federal Finance Assistance.** Grants, cooperative agreements, or pass-through funds subject to the Uniform Guidance (2 C.F.R. Part 200).

GENERAL PROCUREMENT REQUIREMENTS

All purchases of the Municipality must adhere to the following general standards:

- **Contract Administration.** The Municipality shall maintain a contract administration system that ensures vendors perform in accordance with the terms, conditions, and specifications of their contracts and purchase orders.
- **Municipal Code of Ethics.** All municipal officers, as defined by 24 VSA § 1991(12), are required to follow the Vermont Municipal Code of Ethics. Additionally, all officers and employees of the Municipality are required to follow any additional ordinances, rules, and personnel policies regarding ethics that have been adopted by the Municipality and are not in conflict with the Municipal Code of Ethics. For purchases made using any amount of Federal funds, please refer

to the section titled, *Procurement Using State Or Federal Funds In Whole Or In Part*.

- **Geographic Preference.** The Municipality may exercise a geographic preference when evaluating bids or proposals if the preference does not result in unreasonable prices or rates due to a lack of competition. When purchasing with Federal funds, the Municipality should confirm with its funder whether geographic preference is allowable before using it as some federal programs have geographic preference limitations.

- **Procurement Agents.** The following individuals or positions are designated to act as Procurement Agents for the Municipality:
 - Selectboard
 - Town Administrator
 - Department Heads (with Selectboard and/or Library Board of Trustee approval)

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

Procurement authority involving federal funds shall also be exercised in compliance with federal standards governing competition, documentation and cost reasonableness.

If any provisions of this procurement policy conflict with provisions of Federal or State statute or regulations, the most stringent must be applied.

PROCUREMENT USING SOLELY MUNICIPAL FUNDS

Purchases made using solely municipal funds must adhere to the following general standards:

- **Pre-Positioned Vendors and Contractors.** Vendors or contractors pre-positioned for municipal work may not work on projects using Federal funds (ex. FEMA Public Assistance or Federally funded transportation grants) unless procurement requirements outlined in *Procurement Using State Or Federal Funds In Whole Or In Part* were followed.

- **Documentation.** Documentation must include the reason for the specific procurement method chosen, the basis for the selection of the award, and contract pricing (showing evidence that the process was fair and equitable), as well as any other significant decisions that were part of the procurement process.

- **Records Retention.** The Municipality must maintain records in accordance with the retention and disposition schedules as set by the Vermont State Archivist.

PROCUREMENT CATEGORIES AND REQUIREMENTS.

Incidental Purchases. Employees designated as Procurement Agents may make purchases of up to \$5,000 without prior approval, provided those purchases remain within the scope and limits of the approved municipal budget.

Minor Purchases. Employees who have been designated to act as Procurement Agents may make purchases with a value between \$5,001 and \$50,000 only with prior approval of the Selectboard or Town Administrator **and** are limited to the amount of the budget authorized by the Municipality. Although not required, competitive quotes from at least two vendors should be obtained whenever possible and documented.

Major Purchases. All purchases over \$50,000 require prior approval of the Selectboard. The Selectboard must review all proposed purchases to avoid unnecessary or duplicative purchases of equipment, supplies and services. The Selectboard must also ensure that competition is not restricted with unreasonable requirements or qualifications placed on vendors or bidders, or by allowing vendors or contractors to be selected who have engaged in noncompetitive pricing practices. The Municipality requires the use of a sealed bid process for purchases over \$250,000 or more, or for construction projects of any value that are funded with federal dollars.

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

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

Professional Services. The bid process may be waived for the selection of providers for services that are characterized by a high degree of professional judgment and discretion including legal, financial, auditing, risk management, engineer services and insurance services with a value of up to \$250,000. If the Municipality wishes to use the professional services contractor in the future for a purchase made with Federal funds, the service must be purchased competitively following Federal requirements.

Sole Source Purchases. If the Selectboard determines that there is only one source for a proposed purchase, it may waive the bid/proposal process and authorize the purchase from the sole source. Documentation and record retention requirements apply.

PROCUREMENT USING STATE OR FEDERAL FUNDS IN WHOLE OR IN PART

GENERAL FEDERAL PROCUREMENT REQUIREMENTS.

Purchases made using Federal funds must adhere to the following general standards:

- **Open and Competitive Bidding.** All purchases must be made using procedures that promote open and competitive bidding to the greatest extent possible, as outlined in 2 CFR § 200.319. All procurement must incorporate a clear and accurate description of the technical requirements for the property, equipment, or service being procured, identify additional requirements that must be fulfilled, and include factors that will be used for evaluation. Contractors that develop or draft specifications, requirements, statements of work, or invitations for bids must be excluded from competing on those purchases.
- **Non-Discrimination.** There must be no discrimination in procurement practices based on race, color, national origin, sex, disability, or age in accordance with § 200.300(a-b).
- **Conflict of Interest.** See Definitions section. Any employee, officer, or agent of the Municipality who participates in the procurement process must make reasonable efforts to avoid real or apparent conflicts of interest, must disclose any potential conflicts of interest in writing, must refrain from participating in procurement decisions where such conflicts exist, and must comply with other requirements of 2 CFR § 200.318(c). If the municipality has an affiliate or subsidiary organization that is not a State, local government, or Indian Tribe, the Municipality also must maintain written standards of conduct covering organizational conflicts of interest. Any actual or potential conflict of interest must be disclosed to the funder. If a conflict exists between the Federal requirements and the Municipality’s requirements, the most restrictive requirement must be used. Disciplinary actions shall be the enforcement actions in the Municipality’s adopted investigation and enforcement ordinance, personnel policy, or rule. Disciplinary actions of Appointed Officers shall apply to non-employee agents.
- **Gifts.** An employee, officer, and agent of the Municipality may neither solicit nor accept gratuities, favors, or anything of monetary value from contractors, potential contractors, or parties to sub-agreements. (§ 200.318(c)(1))
- **Small and Socio-Economic Business Procurement.** Whenever possible, qualified small, minority, and veteran-owned businesses, women’s business enterprises, and labor surplus area firms must be considered for procurement and documentation retained demonstrating how the six actions outlined in § 200.321 were considered.
- **Maximizing Resources.** The Municipality must:
 - avoid the acquisition of unnecessary or duplicative items.
 - use strategic sourcing when appropriate.
 - use excess and surplus Federal property when feasible and to achieve cost reductions, use recovered materials when individual or aggregate yearly purchases exceed \$10,000

- or as otherwise described in § 200.323.
 - use value engineering clauses for construction projects when practical.
 - provide a preference for the purchase, acquisition, or use of goods, products, or materials produced in the United States to the greatest extent practicable and consistent with the law.
 - implement the Buy America preferences set forth in 2 CFR part 184 for projects related to the construction, alteration, maintenance, or repair of infrastructure.
- **Contract Cost and Price.** The Municipality must perform a cost or price analysis for purchases, including contract modifications, in excess of \$250,000, in accordance with § 200.324. Evidence of the analysis must be documented. Federally funded non-competitive procurements must meet the requirements of 2 C.F.R. §200.320, including written justification for sole-source procurement and a documented cost or price analysis, regardless of amount, unless otherwise permitted by federal regulation.
 - **Cost Allowability.** The Municipality will determine cost allowability using Federal Cost Principles, reviewing the notice of funding award, and reviewing its funding agreement. Costs must be allowable, reasonable, and allocable to the funding (2 CFR Part 200 Subpart E).
 - **Funding Agency Review.** The Municipality must submit the technical specifications of a proposed purchase and/or procurement documents for review if a funding agency has requested to review them, in accordance with 2 CFR § 200.325.
 - **Bonding Requirements.** The Municipality must comply with bid and bond requirements of 2 CFR § 200.326 unless the Municipality has a bonding policy and requirements for construction or facility improvement contracts or subcontracts, and those requirements exceed \$250,000. When the Municipality has its own bonding policy and requirements, the Municipality must have the documents reviewed and approved by either the Federal agency or the pass-through entity to determine that the Federal interest is adequately protected. (2 CFR § 200.326)
 - **Federal Pass-Through Requirements.** The Municipality must include specific federal compliance requirements, such as Davis Bacon Labor Standards, Section 3 Reporting Requirements, and Build America, Buy America (BABA) for example, in the procurement documents to alert prospective bidders to those requirements. (§200.319(d)(3)) The Municipality should confirm any federal pass-through requirements with the funding agency.
 - **Pre-Positioned Vendors and Contractors.** The Municipality may pre-position contracts by awarding contracts for the potential performance of work. When pre-positioning contracts, the Municipality will request proposals from vendors and/or contractors in accordance with procurement categories and their requirements and develop a scope of work adequate to cover the anticipated work to be performed. The list will be updated at least every three years with the option of extending the contract for a one-year term (no more than four years total). Each pre-positioned vendor or contractor must be issued a master contract defining the specific services that are covered by the contract, the contract term, and additional items identified by

the Municipality. Task Order assignments will be made by the Municipality following a review of the task order complexity, experience of the firm and its staff, capacity to complete the work within the desired timeframe, availability of contractor staff, and other factors applicable the Municipality deems important to the work to be performed.

- **Documentation.** The Municipality must maintain documentation and records sufficient to detail the history of each procurement transaction in accordance with 2 CFR § 200.318(i). At minimum, these records must include the rationale for the procurement method, contract type selection, contractor selection or rejection, and the basis for the contract price plus other documentation required by these procurement requirements. Additional documentation may be required based on the requirements of specific procurement categories. For federally funded procurements, the Town shall maintain a procurement file documenting:
 - The procurement method used
 - The rationale for the method selected
 - The vendor selection process
 - The basis for price or cost reasonableness
 - Evidence of competition or justification for non-competitive procurement

Records shall be retained in accordance with federal record retention requirements.

In the case of purchases made using Federal funds, if state law or the Municipality’s supplemental policies conflict with Federal requirements, the stricter of the two must be applied.

PROCUREMENT CATEGORIES AND REQUIREMENTS.

Micro-Purchases. Purchases of up to \$15,000 in aggregate value, and, in the case of construction projects subject to Federal Davis Bacon requirements, purchases below \$2,000. Soliciting competitive price or rate quotations is not required if the Procurement Agent considers the price reasonable based on research, experience, purchase history, or other information; and maintains documentation to support their conclusion. To the extent practicable, the Municipality should distribute micro-purchases equitably among qualified suppliers. (§ 200.320(a)(1))

Simplified Acquisition (Small Purchases). Purchases with an aggregate total value between \$15,000 and \$350,000, including any future contract amendments or change orders. Price or rate quotes must be obtained from an adequate number of qualified sources following the Small and Socio-Economic Business Procurement provision of this policy and all provisions regarding fair and unrestricted competition. (§ 200.320(a)(2))

Large Purchases by Competitive Proposals. Purchases with an aggregate total value of \$350,000 or more, including any future contract amendments or change orders. Construction projects must use the sealed bid process discussed in the next section. (§ 200.320(b)(2))

A Request for Proposals (RFP) must be used, except for architectural/engineering (A/E) professional services for which a Request for Qualifications (RFQ) process may be used. If the project is funded in whole or in part by the Federal Highways Administration or through the Clean Water State Revolving

Fund, a Request for Qualifications process must be used for A/E services. All evaluation factors and their relative importance must be identified in the RFP/RFQ. For RFPs, price and other factors may be considered as a selection factor. For RFQs, price may not be used as a selection factor. All RFP/RFQs will describe the process for evaluating proposals and how a contract awardee will be selected.

Public notice is required with at least three weeks allowed for responses. Proposals must be solicited from at least two vendors. When a contract is awarded, it must be awarded to the responsible offeror whose proposal is most advantageous to the Municipality. When issuing a contract, the Municipality must consider a contractor's integrity, public policy compliance, proper classification of employees (see the Fair Labor Standards Act, 29 U.S.C. 201, chapter 8), past performance record, and financial and technical resources. Either a fixed price or cost-reimbursement contract may be used.

Procurement by Sealed Bid. Purchases with an aggregate total value of \$250,000 or more, including any future contract amendments or change orders. Federally funded construction projects of more than \$2,000 must use the sealed bid process. The sealed bid purchase process is used primarily for construction projects. (§ 200.320(b)(1))

Noncompetitive (Sole Source) Procurement. If one of the following specific circumstances apply, the Municipality may use a noncompetitive procurement method (§ 200.320(c)):

- **Single Source.** The purchase only can be filled by a single source.
- **Emergency.** A threat to life, public health or safety, or improved property, or some other form of dangerous situation or public emergency will not permit a delay resulting from proving public notice of a competitive solicitation. Emergency conditions generally are short term.
- **Exigency.** There is a need to avoid, prevent, or alleviate serious harm or injury, financial or otherwise, to the Municipality and use of competitive procurement would preview the urgent action required to address the situation. Exigency conditions may be short term or exist for weeks or months.
- **Written Permission.** The Municipality submits a written request with justification for noncompetitive procurement and its funder approves the request in writing.
- **Inadequate Competition.** After soliciting several sources, competition is determined to be inadequate.

Documentation is required to justify noncompetitive procurement. Documentation must follow the requirements of the funding agency. Noncompetitive purchases still must comply with other requirements of procurement, such as maximizing resources, domestic preferences, contract cost and price, competition requirements, and documentation. Written contracts with required contract clauses are required.

CONTRACTS.

- “Cost plus a percentage of cost” and “percentage of construction costs” methods of contracting must not be used. (§ 200.324(c))
- The Municipality may use a time-and-materials type contract only after making a determination that no other contract is suitable and if the contract includes a ceiling price that the contractor exceeds at its own risk. Time-and-materials type contract means a contract whose cost to the Municipality is the sum of the actual cost of materials and direct labor hours charged at fixed hourly rates that reflect wages, general, and administrative expenses, and profit. When using this type of contract, the Municipality must assert a high degree of oversight to obtain reasonable assurance that the contractor is using efficient methods and effective cost controls.
- Written contracts must be used, except for Micro-purchases. The Municipality may use pro-forma contracts and agreements provided by State and/or Federal agencies for contractual compliance with State and Federal requirements.
- Written contracts must contain required Federal contract provisions specified in 2 CFR Appendix II as applicable to the project unless a State or Federal funder requires specific language to meet Appendix II requirements. The Municipality must include additional required contract provisions specific to the source of funds if required by its funding agreement. (§ 200.327)
- When funding is provided through the State of Vermont, the Municipality must include the required State contract provisions outlined in Attachment C – Standard State Provisions for Contracts and Grants, which is included as part of the State’s funding agreement document. The Municipality also must include any other required contract provisions required by the Municipality’s agreement with the State.
- The Municipality shall not award contracts funded with federal assistance to vendors that are debarred or suspended. Verification (e.g., SAM.gov check) shall be documented prior of the award.

SEVERABILITY.

- If any provision of this policy conflicts with federal procurement requirements applicable to a specific funding source, the federal requirements shall govern for that procurement.

The foregoing Policy is hereby adopted by the Selectboard of the Town of Georgia, Vermont, this 9th day of March, 2026 and is effective as of this date until amended or repealed.

SIGNATURES.

Chair

Vice Chair

Selectboard Member

Selectboard Member

Selectboard Member



Town of Georgia
Highway Department Winter
Road Maintenance Plan &
Policy

Approved March 9, 2026

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1 Purpose

- 1.1 The Georgia Selectboard hereby establishes this Winter Operations Plan and Policy to clearly state priorities for the clearing, maintenance, and repair of Town roads by the Town Highway Department to ensure the safe and efficient passage of vehicles and goods through the town during the period of time between November 15 and April 30 of each year.
- 1.2 The Town of Georgia has limited employees to do winter maintenance on approximately 63 miles of Town roadways. Each employee has a specific route, which takes approximately 5 hours to complete. These routes may vary for emergency situations (e.g. fire, ambulance).

2 Plowing

2.1 Priorities

- 2.1.1 Priority for plowing will be to open the major traffic areas, problem areas, and school bus routes. This includes the following Town roads:
 - 2.1.1.1 Plains, Polly Hubbard, Mill River, Oakland Station, Skunk Hill, Georgia Mountain, Ballard and Sandy Birch.
 - 2.1.1.2 Vermont Route 7, 104A and I89 are maintained by the state only.
 - 2.1.1.3 After those major routes are cleared, the second priority for plowing will be the remainder of the roads at the discretion of the Public Works Director.
- 2.1.2 After all plowing is done the highway department focuses on Town walkways the town office, fire department, library, food shelf and plows the rummage building.

3 Parking Regulations

- 3.1 The town will enforce no parking rules at all places where the plow trucks turn around. Vehicles will be towed at the owner's expense.
- 3.2 No vehicle shall be parked on any public highway in a location or manner that interferes with snow removal or highway maintenance or creates hazards to the traveling public.
- 3.3 Any vehicle parked in violation of the provisions of this policy may be summarily removed at the owner's expense, by order of any law enforcement officer, Selectboard member or Public Works Director.
- 3.4 If the owner of a vehicle summarily removed does not claim such vehicle and pay all towing and storage expenses within thirty (30) days of the date of such removal, such vehicle may be disposed of in any manner authorized by law.
- 3.5 Nothing in this policy shall be construed to make unlawful, vehicular stops in obedience to the direction of a law enforcement officer or for causes beyond the control of the operator.

4 Salt and Sand Usage

4.1 Claims for Damage

- 4.1.1 Any claims made for damage from stones, sand, salt, etc. that flies up from the trucks will not be paid by the Town, if the Town is not found legally responsible. The Town covers their loads and will review any such claims very carefully prior to payment.

4.2 Sand

- 4.2.1 It is the policy of the Town of Georgia to allow residents of Georgia to take small amounts of sand from the pile located in the town highway department parking lot for use on personal driveways, walks, etc. There shall be NO pickup loads or sand taken for commercial purposes. The sand will be available based upon the discretion of the Selectboard.
- 4.2.2 Sand will be applied to the gravel roads. With the use of sand in winter maintenance material, some particles may be as large as ¾" in size and may cause windshield damage. Travelers should use caution and avoid following other vehicles or Town trucks too closely. The Town will not pay for any vehicle repair, such as replacement of windshields.

4.3 Salt

- 4.3.1 The Town of Georgia does not have a bare road policy. Travelers who use Town roads should exercise due care and reasonable caution during changing winter weather conditions.
- 4.3.2 Salt will be applied to most paved roads with a minimum amount of sand added as necessary. Salt is not effective when road temperatures are below 20 degrees.

5 General Provisions

- 5.1.1 The Town of Georgia does not maintain or plow Class IV or private roads.
- 5.1.2 Maintenance operations during winter storm events shall begin at approximately 3 a.m. and continue until routes are cleared. After 16 hours on the job, Highway Department personnel are required to stop operations and take a minimum of six (6) hours of rest. This requirement may be exempted during emergencies.
- 5.1.3 There will be no winter maintenance between the hours of 10:00 p.m. and 3:00 a.m. except for freezing rain, high winds and major snowstorms.
- 5.1.4 Under Title 19, Section 111 "Prohibits Encroachments of the Town's Right-of-Way without approval," objects in the Town's Right-of-Way are placed at the owners' risk and the Town assumes no responsibility for any damage to objects placed in violation of the state statutes. Common items are vehicles, trailers, trees, fences, flowers, stone walls, basketball hoops, etcetera placed in the Town's Right-of-Way.

5.2 Mailboxes

- 5.2.1 All mailboxes are to be constructed and installed to break away if struck.
- 5.2.2 The Town does not take responsibility for damage to mailboxes.
- 5.2.3 The Town of Georgia does not replace mailboxes, or anything else that is placed in the Town Right-of-Way, and subsequently damaged or destroyed.
- 5.2.4 Any damage to Town equipment or the public for items placed in the Town Right-of-Way is the responsibility of the homeowner.
- 5.2.5 Anything placed in the Town Right-of-Way requires a permit, with the exception of mailboxes. We consider allowing mailboxes to be placed in the Town Right-of-Way a privilege and at the homeowners' risk.

6 State Statutes

- 6.1 Snow plowing onto (and across) roadways. Depositing snow by blowing or plowing onto (and across) the traveled way, shoulder, or sidewalk of a class 1, 2 or 3 town highway violates Vermont

- 6.2 Depositing snow onto any highway results in increased maintenance costs and may result in a highway accident. When snow is blown or plowed across the highway, it may cause slippery conditions or snow berms that, in turn, could cause an accident.
- 6.3 Private parties who violate this state statute will be given a warning by letter from the Town of Georgia (for town-maintained roads). Further violations may result in the issuance of a traffic ticket which carries a \$50 waiver penalty, or a civil action may be brought under § 1105, which carries a fine not to exceed \$1,000 plus costs.

Adopted by the Selectboard on March 9, 2026 at a publicly warned meeting.

Chair

Vice Chair

Selectboard Member

Selectboard Member

Selectboard Member

CASH RECEIPTS, PETTY CASH AND RETURNED CHECK POLICY
Town of Georgia

PURPOSE: The purpose of this Cash Receipts Policy is to establish proper management practices over cash, checks, and other receipts in order to instill public confidence in Town operations and to provide accurate, reliable, and timely information upon which financial decisions can be made.

AUTHORIZED PERSONNEL: For internal control purposes, only the following officers, employees, and volunteers are authorized to receive funds on behalf of the Town of Georgia: treasurer, assistant treasurer, town clerk, assistant town clerk, collector of delinquent taxes, Selectboard members, constable, town administrator, service officer, zoning administrator, planning coordinator, librarian.

PROPER PAYEE: All checks, money orders, and credit card payments, regardless of function, must be made payable to the Town of Georgia. No instruments may be made payable to a Town officer, employee, volunteer, department, committee, board, or group.

RECEIPTS: Persons authorized to receive funds on behalf of the Town must issue a fully completed collection receipt for any cash received using a three-part, NEMRC assigned numbered receipt. The original completed receipt must be issued to the person from whom the funds are received. The second copy must be retained by the person authorized to receive funds for audit purposes.

SAFEGUARDING FUNDS: Safeguarding funds prior to deposit with the treasurer is the responsibility of authorized personnel receiving the funds. All coins, currency, checks, credit card information, and money orders must be retained in a secure place until deposited with the treasurer in accordance with the section below.

PREPARING AND DEPOSITING FUNDS: Each person depositing funds with the treasurer must submit a spreadsheet or adding machine tape of the checks in the same sequential order and totaled with each deposit. The treasurer will count and verify the amount deposited in the presence of the person depositing the funds. All deposits made to the treasurer will be issued a receipt or other acknowledgement. The treasurer will take the deposits to the bank weekly and retain copies of all deposit statements issued by the bank. Each department will receive from the treasurer a monthly list of deposits that have been verified through the bank statement. Any discrepancies shall be reported to the treasurer.

PETTY CASH: No officer, employee, volunteer, department, committee, board, or group may establish a petty cash system without consent from the Selectboard and the Treasurer. The Selectboard will appoint an officer, employee, or volunteer to be custodian for each petty cash account. A base petty cash amount must be determined by the treasurer. A lockable cash box will be used to store petty cash and must be locked at all times. The key will be kept in a secure location. Only the petty cash custodian and the treasurer will have access to the locked petty cash box and key. A pre-numbered, two-part receipt will be issued by the custodian or the treasurer for each payment made out of petty cash. This receipt is to be signed by the custodian or treasurer and the officer, employee, or volunteer receiving the petty cash. Payments out of petty cash will be made only when a valid receipt is presented. Should prepayments out of petty cash be necessary, a memo explaining the purpose of the prepayment must be signed by the custodian or treasurer and the officer, employee, or volunteer and placed in the petty cash box or drawer. At all times the total of receipts added to the cash remaining in the petty cash box must equal the predetermined petty cash amount. Under no circumstance will personal funds be used to compensate shortages. All shortages must be brought to the attention of the treasurer immediately upon discovery.

RETURNED CHECKS: A returned check will be recorded in the accounting system against the revenue in which it was originally posted if the check is not replaced. First-time returned checks will be re-deposited. Upon second receipt of a returned check, the treasurer will notify the check writer and inform him/her that his or her check did not clear and advise that there is a \$25.00 return check fee due. Thereafter, full payment, including the return check fee, must be in the form of cash, money order, or bank certified check.

The foregoing Policy is hereby adopted by the Selectboard and the treasurer of the Town of Georgia, Vermont, this 8th day of August, 2011 and is effective as of this date until amended or repealed.

Kirk White

Chairperson

Debra Woodward

Steve Wright

Paul Jensen

Becky

Amber N. Zaker

Treasurer

Town of Georgia Returned Checks Policy April 28, 2005

Important Notice:

The service charge for returned check collection by the Town of Georgia is \$25.00 per item—regardless of the amount of the check, or the reason that it was returned.

Returned Checks – Fees & Charges:

Checks returned unpaid by your bank are *automatically deposited a second time* by the Town of Georgia’s bank in an effort to clear payments. The Town of Georgia has no control over this process and cannot predict when deposit attempts will happen. The best strategy is to ensure that funds sufficient to cover outstanding checks are available in your bank account when any attempts to deposit occur.

If your bank fails to honor your checks after the second attempt to deposit, the check(s) will be returned to the Town of Georgia. Returned checks, regardless of the reason, are subject to a \$25.00 service charge per item.

If your check is returned due to a bank error, we require a letter from your bank explaining the error. When we have a copy of the letter on file, the returned check service charge will be cancelled. Regardless of the bank’s error, you are responsible for redeeming the returned check, by paying the original check amount. Do not wait to submit payment until the service charge has been cancelled, or you will be held responsible for any accrued late fees.

Suspension of Check Writing Privileges:

Citizens and other payers who have had one check returned are placed on a cash payment basis for six months. Payers who have had one check returned for zoning or planning purchases are placed on a cash payment basis indefinitely. This means that any payment received by the Town of Georgia will be requested in the form of certified funds (cashier’s check, money order, or cash); we are unable to accept credit card payments.

Two or more returned checks result in the suspension of check writing privileges for two years. At the end of the suspension period, check writing privileges may be restored at the direction of the Town Treasurer. Nevertheless, any department at the Town of Georgia has the right to request payment in the form of a cashier’s check, money order, or cash at any time.

Notice for Returned Checks:

Your bank will notify you when the payment has been returned to the Town of Georgia and may charge bank penalties for each failed attempt to deposit. Shortly thereafter, you will receive notification from the Town of Georgia either by phone or letter. Whether or not you receive notification from the Town of Georgia, you are responsible for the returned check and are subject to the resultant penalties. For example, if you make a tax payment on October 15th and your check is returned, the payment is now considered delinquent and a \$25.00 returned check fee is added. Therefore, the returned check should be paid immediately.

Town of Georgia
Cash Receipts, Petty Cash & Returned Check Policy

This policy supersedes and replaces the Cash Receipts, Petty Cash and Returned Check Policy dated the 8th of August, 2011 and the Returned Checks Policy dated April 28, 2005.

PURPOSE. The purpose of this Cash Receipts Policy is to establish proper management practices over cash, checks, and other receipts in order to instill public confidence in Town operations and to provide accurate, reliable, and timely information upon which financial decisions can be made.

AUTHORIZED PERSONNEL. For internal control purposes, only the following officers, employees, and volunteers are authorized to receive funds on behalf of the Town of Georgia: treasurer, assistant treasurer, town clerk, assistant town clerk, collector of delinquent taxes, selectboard members, cemetery commissioners, constable, fire warden, town administrator, service officer, zoning administrator, library trustees, and librarian.

PROPER PAYEE. All checks, money orders, and credit card payments, regardless of function, must be made payable to the Town of Georgia. No instruments may be made payable to a Town officer, employee, volunteer, department, committee, board, or group.

RECEIPTS. Persons authorized to receive funds on behalf of the Town must issue a fully completed collection receipt for any cash received. The accounting system (currently NEMRC) generated receipt must be issued to the person from whom the funds are received. The second copy must be delivered to the treasurer with the funds.

SAFEGUARDING FUNDS. Safeguarding funds prior to deposit with the treasurer is the responsibility of authorized personnel receiving the funds. All coins, currency, checks, credit card information, and money orders must be retained in a secure place until deposited with the treasurer in accordance with the section below.

PREPARING AND DEPOSITING FUNDS. Funds collected by authorized persons totaling \$200 or more must be deposited with the treasurer no later than the following business day. Funds collected totaling less than \$200 must be deposited with the treasurer no later than the first business day of the following week.

Each person depositing funds with the treasurer must have those funds recorded in the accounting software, currently NEMRC. If the deposit is made in cash, a second person will count and verify the amount deposited in the presence of the person depositing the funds. All deposits made to the treasurer will be issued a receipt or other acknowledgement. The treasurer will take the deposits or transmit deposits electronically to the bank as necessary and retain copies of all deposit statements issued by the bank.

BANK RECONCILIATION. Once the Treasurer has completed the bank reconciliations in the accounting software, currently NEMRC, the Treasurer will present the reconciliation report and the bank statements to the Finance Committee of the Select Board for review and sign off.

YEAR END CASH RECEIPTS. The final cash deposit of the calendar year shall be made on the last business day of the calendar year. All accompanying general ledger entries shall be made as needed and the Period will be closed in the accounting system in the Accounts Payable module and the General Ledger module.

PETTY CASH. No officer, employee, volunteer, department, committee, board, or group may establish a petty cash system.

RETURNED CHECKS.

Returned Checks – Fees & Charges: Checks returned unpaid by your bank are automatically deposited a second time by the Town of Georgia’s bank in an effort to clear payments. The Town of Georgia has no control over this process and cannot predict when deposit attempts will happen. The best strategy is to ensure that funds sufficient to cover outstanding checks are available in your bank account when any attempts to deposit occur. If your bank fails to honor your checks after the second attempt to deposit, the check(s) will be returned to the Town of Georgia. Returned checks, regardless of the reason, are subject to a \$25.00 service charge per item. If your check is returned due to a bank error, we require a letter from your bank explaining the error. When we have a copy of the letter on file, the returned check service charge will be cancelled. Regardless of the bank’s error, you are responsible for redeeming the returned check, by paying the original check amount. Do not wait to submit payment until the service charge has been cancelled, or you will be held responsible for any accrued late fees.

Suspension of Check Writing Privileges: Citizens and other payers who have had one check returned are placed on a cash payment basis for six months. Payers who have had one check returned for zoning or planning purchases are placed on a cash payment basis indefinitely. This means that any payment received by the Town of Georgia will be requested in the form of certified funds (cashier’s check, money order, or cash); we are unable to accept credit card payments. Two or more returned checks result in the suspension of check writing privileges for two years. At the end of the suspension period, check writing privileges may be restored at the direction of the Town Treasurer. Nevertheless, any department at the Town of Georgia has the right to request payment in the form of a cashier’s check, money order, or cash at any time.

Notice for Returned Checks: Your bank will notify you when the payment has been returned to the Town of Georgia and may charge bank penalties for each failed attempt to deposit. Shortly thereafter, you will receive notification from the Town of Georgia either by phone or letter. Whether or not you receive notification from the Town of Georgia, you are responsible for the returned check and are subject to the resultant penalties. For example, if you make a tax payment on October 15th and your check is returned, the payment is now considered delinquent and a \$25.00 returned check fee is added. Therefore, the returned check should be paid immediately.

The foregoing Policy is hereby adopted by the selectboard and the treasurer of the Town of Georgia, Vermont, this 9 day of Dec 2024 and is effective as of this date until amended or repealed.

la hobart
Treasurer

Chairperson

Selectboard Members:

[Signature]
[Signature]
[Signature]
[Signature]

MEMORANDUM OF UNDERSTANDING
By and Between the
TOWN OF GEORGIA SELECTBOARD
and the
GEORGIA PUBLIC LIBRARY

The following Memorandum of Understanding (MOU) is established to define the roles and responsibilities between the **Town of Georgia Selectboard (“Town”)** and the **Georgia Public Library Board of Trustees (“LBOT”)** for the benefit of the **Georgia Public Library (“Library”)**. The role of the LBOT is significant regarding the operations of the Library, as it is unique to other Town of Georgia Departments. Defining the roles and responsibilities of all parties will foster collaboration and shared responsibilities between the LBOT and the Town.

The Library is a “Public Library” as defined under 22 VSA §101; and LBOT for the Library are voted in by the community and are responsible to oversee library operations, ensure adequate library funding, set policies for the Library, oversee personnel and encourage the use and growth of the Library. LBOT manage the public library and any property that shall come into the hands of the municipality by gift, purchase, devise, or bequest for the use and benefit of the library (22 VSA §105 & 22 VSA §143).

The Town is responsible to appropriate money as necessary for suitable facilities and for the foundation of a public library; and shall appropriate money annually for the care and increase of the library in an amount voted at its annual meeting (22 VSA §142). The Library building was originally built as a Regional Library but was subsequently purchased by the Town of Georgia for the specific purpose of housing the Library.

The Town, LBOT and Library desire to continue to maintain a cordial and cooperative working relationship in order to maintain a high-quality public library for the citizens of Georgia. To this end, the Town and the Library have agreed to the following roles and responsibilities with regards to administration of the Library:

1. Library Director and Staff

- a. Library staff will be deemed Town employees and subject to the rights and responsibilities in the Town Personnel Policy. The LBOT voted to adopt and follow the Town Personnel Policy as approved on June 9, 2025.
- b. The LBOT will be responsible for hiring, evaluating annually and managing the Library Director.
- c. The LBOT will be responsible for creating, adopting, and changing the job description for the Library staff as necessary.
- d. The Library Director will hire library personnel and appoint volunteers in cooperation with the LBOT. The Library Director will oversee library personnel and volunteers.

2. Financial Management and Budgetary Process

- a. The Town will work cooperatively with the LBOT and the Library Director to provide financial management services that include payroll services, process

- payments to Library vendors, provide monthly reports, provide oversight of grants, and will include the Library in the annual financial audit.
- b. Consistent with 22 VSA §142, the LBOT will prepare an annual budget proposal indicating what support the Library will be requesting out of public funds. The Selectboard will take the request into consideration for appropriations and for the Town budget for Town Meeting Day.
 - c. The LBOT will prepare a breakdown of how the library budget will be spent for the fiscal year. The LBOT must stick close to the line items presented in the budget for which the Georgia public voted on Town Meeting Day.
 - d. The LBOT will review the Library’s annual budget expenditure and revenues at every regular meeting through financial reports provided by the LBOT Treasurer and Town Treasurer.
 - e. The LBOT will work with the Library Director to make adjustments as necessary within the annual budget line items, so long as such adjustments meet the intent of the voter-approved annual budget.
 - f. The Library, through the LBOT and Library Director, will adhere strictly to all applicable financial policies, procedures, and regulations established by the Town, as well as all relevant local, state, and federal laws governing financial practices. This includes, but is not limited to, compliance with accounting standards, financial reporting requirements, tax obligations, and anti-fraud measures.
 - g. For any potential grant application, the Library will adhere to Town policy on grants and grant requests.
 - h. For new construction or capital improvements, the LBOT will meet and confer with the Town. The Town retains the right and ability to offer its own budget recommendations on any capital budget item.
 - i. The LBOT will present, with the Library Director, the Annual Report of the Library to the Town and community through the annual Town Report.

3. Setting Library Policy

- a. The LBOT will work with the Library Director to set policies and procedures that are in the best interest of the residents of the community and that are in compliance with all state and federal laws and regulations.
- b. The LBOT shall follow the Town’s policies while setting policies and procedures.

4. Library Facilities & Town Provided Services

- a. The Library Director, Town Administrator, Public Works Director and LBOT will meet at least annually to review and update the services provided and budgeted amounts for the maintenance categories listed below.
- b. The Town Departments, where applicable, will provide the following maintenance services to the Library:
 - Snow removal from the access road, parking lot and walkways. It should be noted that this obligation is secondary to maintaining the Town roads which are a priority.
 - Lawn care, including trimming and edging.
 - Heating and cooling maintenance.
 - Plumbing services.

- Building Maintenance
 - Water quality testing at required intervals.
 - Lighting maintenance.
 - Trash and recycling removal and disposal.
 - Fire extinguisher and AED machine maintenance.
- c. The Town will schedule and pay for weekly custodial service to include complete bathroom cleaning and basic cleaning of the Library areas. The Town will also provide cleaning supplies, toilet tissue, facial tissues and paper towels and floor mat service.
 - d. The Town will include CPR/First Aid/AED Training and other mandated trainings for the Library employees annually.
 - e. The Town will provide the following Town of Georgia email addresses for the Library: librarydirector@townofgeorgia.com, libraryservice@townofgeorgia.com, librarystaff@townofgeorgia.com, librarysupport@townofgeorgia.com, LibraryYouth@townofgeorgia.com; as well as email addresses for all LBOT members.
 - f. The Town will provide phone and internet services for the library, security monitoring and website management should the Library decide to utilize the Town website in the future.
 - g. Any other items historically covered, and/or for which there is an advantage for both the Town and Library to properly maintain the building.

5. HR/Background Checks

- a. The Town will provide HR services to the Library, including key cards to the Library building, onboarding new employees, calculating time off, providing yearly insurance benefits information, and trainings in accordance with the Town’s Personnel Policy.
- b. The Library will organize and fund the background checks for all Library personnel and regular volunteers in accordance with the Town’s Personnel Policy.
- c. The Town will assist in the collection and filing of the background checks for the Library for maintenance of employee personnel files in accordance with the Town’s Personnel Policy.

6. Legal Support

- a. The Town shall provide the Library support on legal matters concerning questions, claims or suits involving property, casualty, liability and personnel issues.
- b. Requests for legal advice or opinions should be brought to the attention of the Town by the LBOT and approved by the Town prior to receiving services.
- c. The Town shall be made aware, as soon as practically possible, any lawsuits filed against the Library, Library personnel or LBOT except personal civil suits unrelated to the Library or its operations.

7. Risk Management

- a. The Town shall provide property and liability insurance as it does for all other buildings and Departments.

8. Cooperative Agreement with the Town shall be consistent with Vermont State Statutes.

- a. The overriding goal of the agreement herein is to promote the Town and the LBOT working together in the spirit of cooperation and open communication.
- b. The Town shall continue to provide financial, administrative and human resources services in adherence to those policies and procedures as are currently in place and as may be amended from time to time.

9. This MOU will be reviewed by both entities annually, prior to budget discussions, or when otherwise requested in writing by either party. Any necessary amendments will be considered in a timely manner. The Agreement shall not be modified without the written approval of both parties.

10. The LBOT will meet with the Town semi-annually for budget, services, capital improvements, goals and strategic planning.

11. This MOU shall remain in effect until substantially modified by the parties, unless terminated earlier by mutual written consent of the parties. Either party may terminate this MOU by providing 90 days written notice to the other party. Termination of this MOU shall not affect any rights or obligations accrued prior to the effective date of termination. This MOU represents the entire understanding between the parties and supersedes all prior negotiations, representations, or agreements, whether written or oral, relating to its subject matter.

IN WITNESS WHEREOF, the parties hereto have executed this Memorandum of understanding as of the ____ day of _____ 2026.

Georgia Public Library Board of Trustees:

Nicole Jamison, Chair

Debbie Mann, Vice Chair

Kollene Caspers, Secretary

Terry Cleveland, Treasurer

Craig Volatile-Wood, Member at Large

Town of Georgia Selectboard:

Kris Senna, Chair

Carl Rosenquist

Brian Dunsmore, Vice Chair

Kellie Bosenberg

Judith Nasca

DRAFT

GEORGIA PUBLIC LIBRARY

Renovation to comply with the Americans with Disabilities Act

Our library is the heart of our community – where children discover reading, adults pursue lifelong learning, and neighbors find connection. But today, not everyone can get through the door.

OBJECTIVES

Built in 1972, our library is not compliant with the Americans with Disabilities Act (ADA). This means:

- No accessible entrance – patrons with mobility challenges cannot enter independently
- Uneven sidewalks creating fall hazards
- Handicapped parking spaces located far from the building entrance
- Inadequate electrical infrastructure with extension cords that may not meet OSHA standards

ADA compliance is a federal requirement. Failing to meet it puts the library and the Town at legal and financial risk.

THE PLAN

This renovation will:

- Create a fully accessible entrance and approach to the building
- Repair and level sidewalks
- Relocate accessible parking close to the entrance
- Modernize electrical systems to meet current safety standards

The goal: Full ADA compliance by 2027, as outlined in the Town Plan approved by the Selectboard on January 6, 2025.

AT A GLANCE

- **ADA Compliance by 2027**
- **Accessible entrance**
- **Leveled sidewalks**
- **Relocated accessible parking**
- **Updated electrical systems**

WHERE THINGS STAND

A Revitalization Committee – including two Selectboard members, two Library Trustees, two community members, and the Library Director – is meeting monthly with an engineer and architect to develop a solid renovation plan.

The Town is exploring a bond vote, with a possible public vote in August or November 2025.

HAVE QUESTIONS?

Reach out to a library trustee or Selectboard member.

WHY THIS MATTERS

Every resident, regardless of ability, deserves equal access to knowledge and community. A renovated library will attract more patrons, strengthen our community hub, and open doors to additional grant funding for future programs.

