



# GEORGIA VERMONT

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## Selectboard Regular Meeting Monday, May 25, 2026 at 8:00 AM Chris Letourneau Meeting Room and via Zoom Agenda

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### Zoom Details:

<https://us02web.zoom.us/j/6165843896?pwd=STduU2JzTmпиVmE1MXZSaWZWLzVadz09>

Meeting ID: 616 584 3896 | Passcode: 5243524

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

1. **CALL TO ORDER**
2. **PLEDGE OF ALLEGIANCE**
3. **CHAIR UPDATE**
4. **ADDITIONS, DELETIONS, OR CHANGES TO THE AGENDA**
5. **SELECTBOARD MINUTES AND WARRANTS**
  - [A.](#) Approval of Selectboard Regular Meeting Minutes for May 11, 2026
  - [B.](#) Approval of Selectboard Special Meeting Minutes for May 14, 2026
  - [C.](#) Approval of Payroll Warrant
  - [D.](#) Approval of Warrant #2619
6. **PUBLIC COMMENT (For items not on agenda)**

All participants must clearly state their names. Appropriate actions will be considered once the Selectboard has reviewed the information provided and necessary subsequent research.
7. **CORRESPONDENCE**
  - [A.](#) Sheriff's Monthly Activity Report (April 2026)
8. **BOARD BUSINESS (Public comment on agenda items limited to 5 minutes)**
  - [A.](#) Georgia Girl Scout Troop 61489 Request to Waive Facilities Fees for Georgia Beach - Action to Approve
  - [B.](#) Neumo (formerly Avenu) Contract
  - [C.](#) Dental Insurance Contract
  - [D.](#) ACO Kennel - C/U Public Meeting with the DRB on 6/2/2026 @ 7:00PM
  - [E.](#) Library Scope of Work - Action to Approve

**F.** Investments

**G.** Street Naming & Addressing Ordinance

**H.** VLCT Code of Ethics Investigation and Enforcement Training (May 7) - Ordinance/Complaint Form

**9. UNFINISHED BUSINESS**

**A.** Bridge #28 (Bridge on Mill River Road)

**B.** Bridge #8 (Bridge on Georgia Shore Road between The Pines and Mill River Road)

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

**A.** Public Works/Highway

**B.** Town Administrator

**C.** Treasurer

**11. OTHER**

**12. PLAN NEXT MEETING AGENDA**

**A.** June 8, 2026

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

I would entertain a motion to enter into executive session to discuss Personnel and Attorney-Environmental Court 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 Personnel and Attorney- Environmental Court with (state names of attendees) under the provisions of Title 1, Section 313(a)(1)(E) and (a)(3) of the Vermont Statutes. (State Time.)

**A.** Personnel

**B.** Attorney - Environmental Court

**C.** Contracts

**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: Doug Bergstrom, Interim Town Administrator**

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



# GEORGIA VERMONT

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**Selectboard Regular Meeting**  
**Monday, May 11, 2026 at 6:00 PM**  
**Chris Letourneau Meeting Room and via Zoom**  
**Minutes**

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**Zoom Details:**

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

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

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

**1. CALL TO ORDER 6:00PM**

**SELECTBOARD PRESENT**

Chair Kellie Bosenberg, Vice Chair Brian Dunsmore, Carl Rosenquist, Tammy Hardy

**SELECTBOARD ABSENT**

Judith Nasca

**STAFF PRESENT**

Doug Bergstrom, Todd Cadieux, Kollene Caspers, Lori Hobart

**GUESTS PRESENT**

Heather Dunsmore, Karen Heinlein-Grenier (via Zoom), Natasha Halverson (via Zoom)

**2. PLEDGE OF ALLEGIANCE**

**3. CHAIR UPDATE**

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

- Chair Bosenberg requested the addition of Dental Insurance change to the Agenda (8J).

**5. SELECTBOARD MINUTES AND WARRANTS**

- A. Approval of Selectboard Regular Meeting Minutes for April 27, 2026  
Motion to approve minutes with changes to the “purchasing” language for Bridge #28.  
Motion made by C. Rosenquist, Seconded by Vice Chair Dunsmore  
Voting Yea: Chair Bosenberg, Vice Chair Dunsmore, C. Rosenquist, T. Hardy

39 B. Payroll Warrant  
 40 Motion to approve the payroll warrant.  
 41 Motion made by Vice Chair Dunsmore, Seconded by C. Rosenquist  
 42 Voting Yea: Chair Bosenberg, Vice Chair Dunsmore, C. Rosenquist, T. Hardy  
 43

44 C. Approval of Warrant #2619  
 45 Motion to approve Warrant #2619 in the amount of \$61,394.50.  
 46 Motion made by Vice Chair Dunsmore, Seconded by T. Hardy  
 47 • L. Hobart and T. Cadieux were present to answer Selectboard questions about the Warrant.  
 48 Voting Yea: Chair Bosenberg, Vice Chair Dunsmore, C. Rosenquist, T. Hardy  
 49

50 **6. PUBLIC COMMENT (For items not on agenda)**  
 51 All participants must clearly state their names. Appropriate actions will be considered once the  
 52 Selectboard has reviewed the information provided and necessary subsequent research.  
 53

54 **7. CORRESPONDENCE**

55 A. Perrigo  
 56 • Letter received from Perrigo regarding layoff of staff.  
 57 • The Department of Labor will work with Perrigo for an employee job fair on their property.  
 58

59 B. PACIF letter  
 60 • The Town’s Insurance, PACIF, said Town of Georgia is not legally liable for the property  
 61 damage from the flooded culvert earlier this spring.

62 C. Lost Pond  
 63 • D. Bergstrom received communication from a Georgia resident regarding access to Lost  
 64 Pond. The Selectboard was opposed to any eminent domain for the public to access the  
 65 pond. The Selectboard suggested the resident reach out to the Conservation Commission for  
 66 more information on what their plans are for the property in the future.

67 D. VOSHA Inspection No. 1854087  
 68 • VOSHA sent the letter reporting the inspection closed.  
 69 • D. Bergstrom reported to the Selectboard that Project WorkSAFE visited the Town garage  
 70 and will return in one month for a second inspection and to visit the other municipal  
 71 buildings. D. Bergstrom and T. Cadieux will meet with Town Department Heads to ensure  
 72 safety measures are taken in each building.  
 73 • The Town offices will be closed for one day before Memorial Day to organize records and  
 74 clean the vaults in accordance with the State of Vermont records retention requirements.

75 E. LURB - NRPC Regional Plan Meeting  
 76 • The Land Use Review Board (LURB) will meet with the Northwest Regional Planning  
 77 Commission for the regional plan determination of compliance hearing. D. Bergstrom will  
 78 be in attendance.

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

80 A. Georgia Community Events Committee (GCEC)  
 81 • L. Hobart, GCEC Committee member, explained the group is working with the budget they  
 82 have to plan community events this summer. The GCEC was quoted \$1,000/minute  
 83 fireworks for Fall Fest, and most of the appropriated GCEC funds will go to this event.  
 84 There are some fundraisers planned during the year.  
 85 • It is unlikely there will be Concerts on the Green this year given the budget and short  
 timeframe. Milton has approached Georgia to collaborate on events this summer and fall.

- 86 • A GCEC member would like to speak with the Selectboard about increasing community
- 87 bike trails throughout Georgia.
- 88 B. Neumo formerly Avenu Contract - Action to Approve
- 89 • Tabled for the next meeting.
- 90 C. Trivento Memorial - Action to Approve
- 91 • Family has approached the Selectboard for approval of a memorial for Kristen Trivento at
- 92 Georgia Beach, suggested a possible bench with a plaque. The Selectboard is fine with them
- 93 moving forward with the project.
- 94 D. Grand List Extension - Action to Approve
- 95 • Assessor Terri Sabens has been working hard to get everything missing from the Grand List
- 96 before it closes in July. Seeking Selectboard approval for a 20-day extension.
- 97 Motion to approve 20-day extension on the grand list.
- 98 Motion made by Vice Chair Dunsmore, Seconded by C. Rosenquist
- 99 Voting Yea: Chair Bosenberg, Vice Chair Dunsmore, C. Rosenquist, T. Hardy
- 100 E. Georgia Elementary & Middle School Rebate
- 101 • L. Hobart was present to explain the approximate \$346,000 reconciliation the Town will
- 102 receive from the school, which will cover the one-year refund to Vermont Gas taxes in the
- 103 amount of approximately \$255,000.
- 104 F. Georgia Beach Caretaker Position - Action to Approve
- 105 • T. Cadieux was given approval to hire at the last Selectboard meeting. He has hired the new
- 106 beach caretaker and work has been going well so far.
- 107 G. ACO - Dog Pound
- 108 • Vice Chair Dunsmore explained the layout of the old Town garage, with an old office that
- 109 contains a window, door and small heater. This was identified as a possible animal holding
- 110 facility for the Animal Control Officer (ACO). Kennels can be purchased, along with food
- 111 and other supplies that may be needed.
- 112 • The care will be the responsibility of the ACO, in accordance with Town and State
- 113 regulations.
- 114 • The Selectboard, D. Bergstrom and T. Cadieux discussed the logistics of creating the
- 115 impounded area for the ACO.
- 116 • K. Grenier asked questions about barking dogs as an adjacent property owner and whether it
- 117 needed to go to the DRB for approval before moving forward.
- 118 • D. Bergstrom will look into the zoning requirements, likely will be a Conditional Use
- 119 application in front of the DRB for approval.
- 120 • L. Hobart requested information on the budget for the project.
- 121 • Chair Bosenberg explained this would meet the Town's statutory requirement to hold
- 122 impounded animals.
- 123 H. Property Disposal Policy - Action to Approve
- 124 Motion to approve the Property Disposal Policy.
- 125 Motion made by T. Hardy, Seconded by Vice Chair Dunsmore
- 126 • K. Caspers, T. Cadieux and L. Hobart were present to answer Selectboard questions on the
- 127 policy.
- 128 Voting Yea: Chair Bosenberg, Vice Chair Dunsmore, C. Rosenquist, T. Hardy
- 129 I. Injury Reporting, Medical Treatment & Incident Review Policy - Action to Approve
- 130 Motion to approve the Injury Reporting, Medical Treatment & Incident Review Policy.
- 131 Motion made by C. Rosenquist, Seconded by Vice Chair Dunsmore
- 132 • K. Caspers was present to answer Selectboard questions on the policy.

133 Voting Yea: Chair Bosenberg, Vice Chair Dunsmore, C. Rosenquist, T. Hardy

134 J. Dental Insurance Plan

- 135 • D. Berstrom provided handouts for the Selectboard.
- 136 • L. Hobart explained the Town's Dental Plan is a VLCT plan, the contract is up in June,
- 137 and the new policy will need to be renewed. The new plan option includes orthodontics,
- 138 including adults. The Town is responsible for only the subscriber.
- 139 • The Selectboard discussed the different options and costs for both the Town and
- 140 employees. T. Cadieux asked if this change would be allowable under the Union
- 141 Contract.
- 142 • This will be tabled for the next meeting to give staff time to understand the change in
- 143 policy and give their opinions.

144 **9. UNFINISHED BUSINESS**

145 A. 911 Ordinance - At the Attorney for Review

146 B. Town Administrator Hiring Committee - Update

- 147 • D. Bergstrom gave the Selectboard an update to the TA job posting, applications
- 148 received and hiring committee. 22 resumes have been submitted for the position.
- 149 • The committee will review the resumes and will bring the top 3-5 candidates to the
- 150 Selectboard at the next Regular Selectboard meeting.

151 C. GPL Building Revitalization Committee Update

- 152 • The Committee will be meeting tomorrow, May 12, 2026, to go over the scope of the
- 153 project. This will be narrowed and the committee will talk with the engineers on how to
- 154 proceed.

155 D. Bridge #28 (Bridge on Mill River Road)

- 156 • No updates.

157 E. Bridge #8 (Bridge on Georgia Shore Road between The Pines and Mill River Road)

- 158 • No updates.

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

160 **REPORTS**

161 A. Public Works/Highway

- 162 • T. Cadieux gave the Selectboard an update on Public Works and the Highway.
- 163 • Road work at the railroad tracks and Skunk Hill Road was completed by AOT and
- 164 Hungerford paving. This work may be disrupted next year when railroad work occurs.
- 165 • The road crew has been busy mowing lawns and cemeteries again.
- 166 • Work has started at Georgia Beach, with focus starting on the bathrooms. Both
- 167 woodwork and plumbing is being addressed, with the electrician hooking up the hot
- 168 water heater and installing a new electrical panel box. The plumbing inspector will be in
- 169 this week to check out the work being done. T. Cadieux has reached out to Chevallier's
- 170 to come out and chlorinate the well. One problem occurred when the well breaker was
- 171 turned on, because it was disconnected it caused an overflow of water that was quickly
- 172 taken care of and did not cause any damage.
- 173 • Dock Doctors are working on the new docks now which are scheduled for installation
- 174 on Wednesday 5/27 to ensure proper water level. The Selectboard discussed installing
- 175 the old docks for the Memorial Day weekend to be removed on Tuesday 5/26.
- 176 • A tanker truck for the Fire Department is out of service.
- 177 • Applications for the highway position have closed. T. Cadieux and D. Bergstrom will
- 178 review applications and interview candidates before returning to the Selectboard with a
- 179 hiring recommendation.

- 180 B. Town Administrator
- 181     • D. Bergstrom referred to the TA report included in the meeting packet.
- 182     • The job trailer for VOSHA safety was discussed favorably at the WorkSAFE meeting.
- 183 C. Treasurer
- 184     • L. Hobart explained she has been attending treasurer trainings, one was the State
- 185 Auditor Fraud Training last week. Discussion was had on personnel signing checks and
- 186 individuals approving the payment of funds, which should be differentiated. K. Caspers
- 187 was identified as someone in the office who would be able to sign checks. Chair
- 188 Bosenberg would also be able to sign checks but would have to abstain when approving
- 189 the warrant. L. Hobart will reach out to the auditors for more information.
- 190     • Other upcoming trainings includes a GFOA training with D. Bergstrom in Johnson, VT
- 191 and NEMRC Tax training next month.
- 192     • The Selectboard discussed investments according to the Town’s investment policy, L.
- 193 Hobart is continuing to collect information, and this will be revisited at the next
- 194 meeting.

196 **11. OTHER**

198 **12. PLAN NEXT MEETING AGENDA**

- 199 A. May 25, 2026 Memorial Day - Reschedule?
- 200     • The Selectboard discussed options for changing the meeting date due to the holiday.
- 201     The meeting will be held at 8am on Monday, May 25th.

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

- 204 A. Personnel
- 205 B. Legal
- 206 C. Attorney - Environmental Court

208 Chair Bosenberg would entertain a motion to enter into Executive Session to discuss Personnel,  
209 Legal, and Attorney – Environmental Court, which premature disclosure or discussion may be  
210 detrimental to the board in itself and/or individuals involved.

211 Motion to enter into Executive Session at 7:51pm.  
212 Motion made by C. Rosenquist, Seconded by T. Hardy  
213 Voting Yea: Chair Bosenberg, Vice Chair Dunsmore, T. Hardy, C. Rosenquist

215 Chair Bosenberg would entertain a motion to enter into Executive Session to discuss Personnel,  
216 Legal, and Attorney – Environmental Court, with D. Bergstrom under the provisions of Title 1,  
217 Section 313(a)(1)(A) of the Vermont Statutes.

218 Motion to invite D. Bergstrom to Executive Session.  
219 Motion made by C. Rosenquist, Seconded by T. Hardy  
220 Voting Yea: Chair Bosenberg, Vice Chair Dunsmore, T. Hardy, C. Rosenquist

222 Motion to exit from Executive Session at 9:12pm.  
223 Motion made by Vice Chair Dunsmore, Seconded by C. Rosenquist  
224 Voting Yea: Chair Bosenberg, Vice Chair Dunsmore, T. Hardy, C. Rosenquist

226 **Action taken out of Executive Session:**  
227 Motion to authorize the purchase of signs and posts for Red Barn Hill Road.

228 Motion made by C. Rosenquist, Seconded by Vice Chair Dunsmore  
229 Voting Yea: Chair Bosenberg, Vice Chair Dunsmore, T. Hardy, C. Rosenquist  
230

231 **14. ADJOURN**

232 Motion to adjourn at 9:13PM  
233 Motion made by C. Rosenquist, Seconded by Vice Chair Dunsmore  
234 Voting Yea: Chair Bosenberg, Vice Chair Dunsmore, C. Rosenquist, T. Hardy  
235

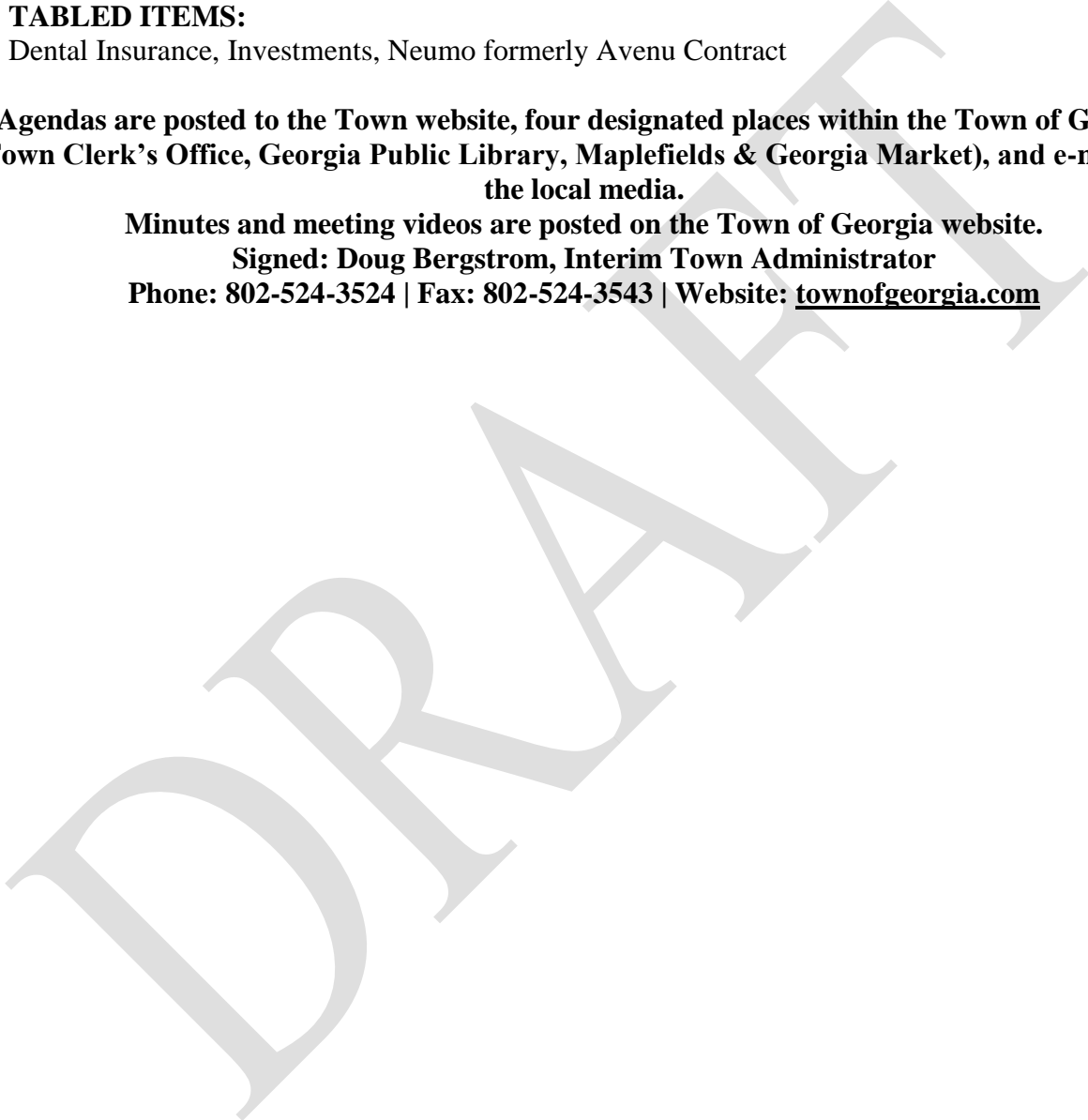
236 **TABLED ITEMS:**  
237 Dental Insurance, Investments, Neumo formerly Avenu Contract  
238

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

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

243 **Signed: Doug Bergstrom, Interim Town Administrator**

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





# GEORGIA VERMONT

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**Selectboard Special Meeting**  
**Thursday, May 14, 2026 at 6:30 PM**  
**Chris Letourneau Meeting Room and via Zoom**  
**Minutes**

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**Zoom Details:**

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

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

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

**1. CALL TO ORDER 6:30PM**

**SELECTBOARD PRESENT**

Chair Kellie Bosenberg, Vice Chair Brian Dunsmore, Carl Rosenquist, Tammy Hardy

**SELECTBOARD ABSENT**

Judith Nasca

**GEORGIA PUBLIC LIBRARY TRUSTEES**

Kollene Caspers, Heather Dunsmore, Sarah Savich (via Zoom)

**STAFF PRESENT**

Doug Bergstrom

**SP&F ATTORNEYS PRESENT**

Dina Atwood (via Zoom) and John Klesch (via Zoom)

**2. PLEDGE OF ALLEGIANCE**

**3. (ANTICIPATED) EXECUTIVE SESSION TO CONSIDER CONFIDENTIAL ATTORNEY CLIENT COMMUNICATIONS MADE FOR THE PURPOSES OF PROVIDING LEGAL SERVICES TO THE BOARDS (PURSUANT TO 1 V.S.A. sec. 313(a)(1)(F) - REQUIRES MAJORITY VOTE)**

Chair Bosenberg moved to find that premature public knowledge of attorney-client communications would place the Selectboard at a substantial disadvantage, including by potentially waiving attorney client privilege and disclosing confidential information.

39 Motion to enter into Executive Session at 6:32pm. Seconded by C. Rosenquist  
40 Voting Yea: Chair Bosenberg, Vice Chair Dunsmore, T. Hardy, J. C. Rosenquist

41  
42 Under 1 V.S.A. § 313(a)(1)(F) and (a)(3) and (4), Chair Bosenberg moved to enter into executive  
43 session for attorney-client communications and evaluation and/or discipline of municipal  
44 employees, and to invite legal counsel, Town Administrator and the Library Board of Trustees to  
45 join. Seconded by Vice Chair Dunsmore  
46 Voting Yea: Chair Bosenberg, Vice Chair Dunsmore, T. Hardy, C. Rosenquist

47  
48 **Zoom meeting for the public ended for Executive Session.**

49  
50 Motion to exit from Executive Session at 8:57pm.  
51 Motion made by Vice Chair Dunsmore, Seconded by T. Hardy  
52 Voting Yea: Chair Bosenberg, Vice Chair Dunsmore, T. Hardy, C. Rosenquist

53  
54 **No action taken out of Executive Session.**

55  
56 **4. ADJOURN**

57 Motion to adjourn at 9:05PM  
58 Motion made by Vice Chair Dunsmore, Seconded by T. Hardy  
59 Voting Yea: Chair Bosenberg, Vice Chair Dunsmore, C. Rosenquist, T. Hardy

60  
61 **Agendas are posted to the Town website, four designated places within the Town of Georgia**  
62 **(Town Clerk’s Office, Georgia Public Library, Maplefields & Georgia Market), and e-mailed to**  
63 **the local media. Meeting videos are posted on the Town of Georgia website.**  
64 **Minutes and videos are posted on the Town of Georgia website.**  
65 **Signed: Douglas Bergstrom, Interim Town Administrator**  
66 **Phone: 802-524-3524 | Fax: 802-524-3543 | Website: [townofgeorgia.com](http://townofgeorgia.com)**

Treasurer Payroll Report – Regular Selectboard Meeting – 05/25/2026

Payroll Check Date – 05/14/26  
Cash Requirement - \$ 20,963.21  
Weekly & Bi-weekly

Payroll Check Date – 05/21/26  
Cash Requirement - \$ 16,225.21  
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 %
5/21/2026	x		16,225.21		1.566%	
5/14/2026		x	20,963.21			-0.242%
5/7/2026	x		15,975.08	no hwy OT	-13.540%	
4/30/2026		x	21,014.09			1.918%
4/23/2026	x		18,476.84	TA final pay	1.957%	
4/16/2026		x	20,618.58			-25.412%
4/9/2026	x		18,122.14		-1.289%	
4/2/2026	x	x	27,643.25	"snow bonus" for hwy, DTC payment		29.811%
3/26/2026	x		18,358.76		2.179%	
3/19/2026	x	x	21,295.08	election workers		-22.443%
3/12/2026	x		17,967.21	reduced highway	-6.438%	
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		

05/21/26

Town of Georgia, Vermont Accounts Payable

Section 5. Item #D. 1  
Georgia Treasurer

08:31 am

Check Warrant Report # 2620 Current Prior Next FY Invoices

For checks For Check Acct 01 (General Fund) 05/25/26 To 05/25/26

Vendor	Invoice	Invoice Description	Purchase Amount	Discount Amount	Amount Paid	Check Number	Check Date
AFLAC	AFLAC	922975 monthly premium	127.50	0.00	127.50	5501	05/25/26
ALLEGIANC	ALLEGIANCE TRUCKS	122006395.01 clear engine codes	496.30	0.00	496.30	5502	05/25/26
ALLEGIANC	ALLEGIANCE TRUCKS	122006401:01 engine code/master switc	791.84	0.00	791.84	5502	05/25/26
ALLEGIANC	ALLEGIANCE TRUCKS	122046230:01 brake valve	20.68	0.00	20.68	5502	05/25/26
ALLEGIANC	ALLEGIANCE TRUCKS	122046231:01 jam type nut	3.68	0.00	3.68	5502	05/25/26
AMAZON	AMAZON CAPITAL SERVICES	14HV31CV9H6R safety glasses	14.05	0.00	14.05	5503	05/25/26
AMAZON	AMAZON CAPITAL SERVICES	1HYP4HJ1RGHQ books	797.98	0.00	797.98	5503	05/25/26
AMAZON	AMAZON CAPITAL SERVICES	1MQX6LCKDY4L admin supplies	161.88	0.00	161.88	5503	05/25/26
AMAZON	AMAZON CAPITAL SERVICES	1QK4KM3TKDHK book	5.99	0.00	5.99	5503	05/25/26
AMERIWIDE	AMERIWIDE SCREENERS, LLC	8389 background checks	345.75	0.00	345.75	5504	05/25/26
APPLE	APPLE INC	05.28.26 phone storage	0.99	0.00	0.99 E	52501	05/25/26
AUTOAG	AUTOAGENT DATA SOLUTIONS LLC	EMV11777597 credit card readers in clerk's office	398.00	0.00	398.00	5505	05/25/26
CANON	CANON FINANCIAL SERVICES, INC	42999760 clerk copier	391.16	0.00	391.16	5506	05/25/26
CASELLA	CASELLA WASTE MGT., INC.	677891 roadside trash	259.97	0.00	259.97	5507	05/25/26
CHARB PAR	CHARLEBOIS TRUCK PARTS INC	IS06365 tubing, doc holder	43.94	0.00	43.94	5508	05/25/26
CHARB PAR	CHARLEBOIS TRUCK PARTS INC	IT98572 return 2" LED	-68.00	0.00	-68.00	5508	05/25/26
CHARB PAR	CHARLEBOIS TRUCK PARTS INC	IT98957 return LED backup	-153.12	0.00	-153.12	5508	05/25/26
CHARB PAR	CHARLEBOIS TRUCK PARTS INC	IX05017 document holder	18.28	0.00	18.28	5508	05/25/26
CHARB PAR	CHARLEBOIS TRUCK PARTS INC	IX05716 parts	339.68	0.00	339.68	5508	05/25/26
CHEVALIER	CHEVALIER DRILLING CO., INC	101259 beach water test	175.00	0.00	175.00	5509	05/25/26
COMCAST	COMCAST	-2588 042826 modem 2	14.95	0.00	14.95 E	52502	05/25/26
COMCAST	COMCAST	-7699 050226 old garage	87.00	0.00	87.00 E	52503	05/25/26
PTCC	ELAN FINANCIAL SERVICES	HOME DEPOT shelving, storage for the town office basement and the town garage.	1898.74	0.00	1898.74	5510	05/25/26
EXIT18	EXIT 18 EQUIPMENT	99792 parts/supplies	70.45	0.00	70.45	5511	05/25/26
FCSD	FRANKLIN COUNTY SHERIFF DEPART	608 APR 2026 81.50 hrs patrol	7761.25	0.00	7761.25	5512	05/25/26
GMP	GREEN MOUNTAIN POWER CORPORATI	-0000 042726 old garage	89.08	0.00	89.08	5513	05/25/26
GMP	GREEN MOUNTAIN POWER CORPORATI	-0004 050826 georgia beach	56.62	0.00	56.62	5513	05/25/26
GMP	GREEN MOUNTAIN POWER CORPORATI	-0005 042726 town offices	377.45	0.00	377.45	5513	05/25/26
GMP	GREEN MOUNTAIN POWER CORPORATI	-0006 042726 fire station	541.90	0.00	541.90	5513	05/25/26
GMP	GREEN MOUNTAIN POWER CORPORATI	-0009 042726 street lights	272.00	0.00	272.00	5513	05/25/26
GMP	GREEN MOUNTAIN POWER CORPORATI	-1297 050826 georgia beach	44.32	0.00	44.32	5513	05/25/26
GMP	GREEN MOUNTAIN POWER CORPORATI	-2626 042726 new garage	413.92	0.00	413.92	5513	05/25/26
GMP	GREEN MOUNTAIN POWER CORPORATI	-4295 042726 salt shed	30.01	0.00	30.01	5513	05/25/26
J&L	J & L HARDWARE, INC.	555276 beach well pump parts	137.96	0.00	137.96	5514	05/25/26
J&L	J & L HARDWARE, INC.	555795 supplies	71.28	0.00	71.28	5514	05/25/26
J&L	J & L HARDWARE, INC.	555796 tank fitting/ground clam	42.25	0.00	42.25	5514	05/25/26
J&L	J & L HARDWARE, INC.	555868 plexiglass, clothing/gea	156.05	0.00	156.05	5514	05/25/26
J&L	J & L HARDWARE, INC.	556002 supplies key, aluminum angle, brass flux, 4x4x8 PT	105.49	0.00	105.49	5514	05/25/26
J&L	J & L HARDWARE, INC.	556305 concrete mix	116.87	0.00	116.87	5514	05/25/26
MICROSOFT	MICROSOFT CORPORATION	E0100ZFFX9 license adjustments	34.52	0.00	34.52 E	52504	05/25/26
MICROSOFT	MICROSOFT CORPORATION	E0100ZFHQ8 license adjusment	21.90	0.00	21.90 E	52505	05/25/26
MVP	MVP Health Care, Inc.	22949974 monthly premium	11806.90	0.00	11806.90	5515	05/25/26
AVENU	NEUMO ENTERPRISE SOLUTIONS LLC	INV000136 monthly fee	890.00	0.00	890.00	5516	05/25/26
NEDENT	NORTHEAST DELTA DENTAL	JUNE 2026 monthly premium	615.15	0.00	615.15	5517	05/25/26
ORMOND	ORMOND BUSHEY & SONS, INC.	TRAILER work trailer for Bridge 28 work	6000.00	0.00	6000.00	5518	05/25/26
ORMOND	ORMOND BUSHEY & SONS, INC.	TRENCH BOX purchase trench box for Bridge 28 project	2500.00	0.00	2500.00	5519	05/25/26

05/21/26  
08:31 am

Town of Georgia, Vermont Accounts Payable  
Check Warrant Report # 2620 Current Prior Next FY Invoices  
For checks For Check Acct 01 (General Fund) 05/25/26 To 05/25/26

Section 5. Item #D.	2
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Vendor	Invoice	Invoice Description	Purchase Amount	Discount Amount	Amount Paid	Check Number	Check Date
PAGE LAW	PAGE LAW PLLC	5023 ETHAN refund recording overpay	15.00	0.00	15.00	5520	05/25/26
PAYCHEX	PAYCHEX	15541644 3 kiosks	90.00	0.00	90.00	E 52506	05/25/26
PAYCHEX	PAYCHEX	2026050501 17 tranx	170.81	0.00	170.81	E 52507	05/25/26
PAYCHEX	PAYCHEX	2026051201 42 tranx	277.95	0.00	277.95	E 52508	05/25/26
PAYCHEX	PAYCHEX	2026051901 18 tranx	175.10	0.00	175.10	E 52509	05/25/26
PEOPLE	PEOPLES TRUST COMPANY	74307 060126 garage loan interest	46015.82	0.00	46015.82	5521	05/25/26
PESTPRO	PESTPRO, INC.	214023 monthly treatment	75.00	0.00	75.00	5522	05/25/26
PHILO	PHILO SECURITY SYSTEMS	78913 TC camera software	220.00	0.00	220.00	5523	05/25/26
restricted to live view only							
PLOUFFS	PLOUFFS MONUMENT CO INC	1529 corner post	200.00	0.00	200.00	5524	05/25/26
PRIORITY	PRIORITY EXPRESS, INC.	80592618 interlibrary loan	249.66	0.00	249.66	5525	05/25/26
PULASKI	PULASKI PEST CONTROL	5265 monthly treatment	80.00	0.00	80.00	5526	05/25/26
REDROCK	RED ROCK MECHANICAL LLC	I38413 beach plumbing	14890.00	0.00	14890.00	5527	05/25/26
11239	ROWLEY	541218 560.0 gal #2 diesel	2660.00	0.00	2660.00	5528	05/25/26
OMG	ST ALBANS MESSENGER	449341 DRB public notices	188.55	0.00	188.55	5529	05/25/26
SULLIVAN	SULLIVAN, POWERS & CO.	135664 audit progress payment	3142.00	0.00	3142.00	5530	05/25/26
ULINE	ULINE	207476600 safety supplies	396.61	0.00	396.61	5531	05/25/26
UNIFIR	UNIFIRST CORPORATION	1080337897 uniforms 05.06.26	234.72	0.00	234.72	5532	05/25/26
UNIFIR	UNIFIRST CORPORATION	1080338750 floor mats	53.59	0.00	53.59	5532	05/25/26
VERIZON W	VERIZON	6142548914 town cell phones	74.88	0.00	74.88	5533	05/25/26
VGS	VERMONT GAS SYSTEMS INC	-5441 042326 fire station	527.20	0.00	527.20	5534	05/25/26
VGS	VERMONT GAS SYSTEMS INC	-5994 042326 new garage	753.09	0.00	753.09	5534	05/25/26
VGS	VERMONT GAS SYSTEMS INC	-7845 042326 town offices	158.39	0.00	158.39	5534	05/25/26
VGS	VERMONT GAS SYSTEMS INC	-8090 042826 old garage	276.71	0.00	276.71	5534	05/25/26
VTGFOA	VERMONT GOVERNMENT FINANCE OFF	JUN26-008 training - LH	95.00	0.00	95.00	5535	05/25/26
VTGFOA	VERMONT GOVERNMENT FINANCE OFF	JUN26-009 training - DB	95.00	0.00	95.00	5536	05/25/26
VLCT	VERMONT LEAGUE OF CITIES & TOW	23153 Zoning training - KC	20.00	0.00	20.00	5537	05/25/26
VIKING	VIKING -CIVES USA	4550521 tube fitting	50.00	0.00	50.00	5538	05/25/26
WBMASON	W.B. MASON CO., INC.	261731213 water cooler rental	3.69	0.00	3.69	5539	05/25/26
WBMASON	W.B. MASON CO., INC.	261914508 bottled water + deposit	119.94	0.00	119.94	5539	05/25/26
WBMASON	W.B. MASON CO., INC.	CM4699006 return water deposit	-36.00	0.00	-36.00	5539	05/25/26
WBMASON	W.B. MASON CO., INC.	CM4699007 water deposit return	-6.00	0.00	-6.00	5539	05/25/26
WORKING	WORKING DOG SEPTIC SERVICE, IN	42681 beach toilet rental	355.00	0.00	355.00	5540	05/25/26

05/21/2026

Town of Georgia, Vermont Accounts Payable

Section 5. Item #D. 3  
Georgia Treasurer

08:31 am

Check Warrant Report # 2620 Current Prior Next FY Invoices

For checks For Check Acct 01 (General Fund) 05/25/26 To 05/25/26

Vendor	Invoice	Invoice Description	Purchase Amount	Discount Amount	Amount Paid	Check Number	Check Date
Report Total			109,949.32	0.00	109,949.32		

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 \$ \*\*\*109,949.32 Let this be your order for the payments of these amounts.

\_\_\_\_\_  
Kellie Bosenberg - Chair

\_\_\_\_\_  
Brian Dunsmore - Vice Chair

\_\_\_\_\_  
Carl Rosenquist

\_\_\_\_\_  
Judith Nasca

\_\_\_\_\_  
Tammy Hardy

05/21/26  
08:18 am

Town of Georgia, Vermont Accounts Payable  
Invoice Edit List-Current-Last-Next FY  
Invoices Up To 06/12/26

Vendor	Man/ DirPay	Invoice Number	Purchase Order	Invoice Date	Due Date	Ck Acct	Invoice Amount	Discenc. Amount	Discount Amount
AFLAC	AFLAC	922975		05/13/26	06/01/26	01	monthly premium		
		1-2-00-05-10.38	AFLAC	Withholding			127.50	0.00	0.00
ALLEGIANC	ALLEGIANC TRUCKS	122006395.01		05/07/26	06/06/26	01	clear engine codes		
		1-7-05-36-63.05	GFD	Truck/App Repairs			496.30	0.00	0.00
		122006401:01		05/13/26	06/12/26	01	engine code/master switch		
		1-7-05-36-63.05	GFD	Truck/App Repairs			791.84	0.00	0.00
		122046230:01		05/11/26	06/11/26	01	brake valve		
		1-7-10-30-62.80	2014	International Repair			20.68	0.00	0.00
		122046231:01		05/13/26	06/12/26	01	jam type nut		
		1-7-10-30-62.80	2014	International Repair			3.68	0.00	0.00
<b>Total For ALLEGIANCE TRUCKS</b>							<b>1,312.50</b>	<b>0.00</b>	<b>0.00</b>
AMAZON	AMAZON CAPITAL SERVICES	14HV31CV9H6R		05/11/26	06/12/26	01	safety glasses		
		1-7-10-30-62.00	Hwy	Parts & Supplies			14.05	0.00	0.00
		1HYP4HJ1RGHQ		05/11/26	06/10/26	01	books		
		Z-7-05-70-52.29	United	Way Grant			797.98	0.00	0.00
		1MQX6LCKDY4L		05/06/26	06/05/26	01	admin supplies		
		1-7-05-20-22.00	Admin	Office Supplies			161.88	0.00	0.00
		1QK4KM3TKDHK		05/10/26	06/09/26	01	book		
		1-7-05-70-22.10	Library	Childrens Books			5.99	0.00	0.00
<b>Total For AMAZON CAPITAL SERVICES</b>							<b>979.90</b>	<b>0.00</b>	<b>0.00</b>
AMERIWI	AMERIWI	8389		05/10/26	06/09/26	01	background checks		
		1-7-05-70-99.00	Library	Misc Expense			345.75	0.00	0.00
APPLE	APPLE INC	* 05.28.26		05/28/26	05/28/26	01	phone storage		
		1-7-05-28-30.70	New	Hwy Garage Utilities			0.99	0.00	0.00
AUTOAG	AUTOAGENT DATA SOLUTION	EMV11777597		04/22/26	04/22/26	01	credit card readers		
		1-7-05-20-99.00	Admin	Misc Expenses			398.00	0.00	0.00
CANON	CANON FINANCIAL SERVICE	42999760		04/11/26	06/01/26	01	clerk copier		
		1-7-05-20-22.10	Admin	Copier Expense			391.16	0.00	0.00
CASELLA	CASELLA WASTE MGT., INC	677891		05/01/26	05/31/26	01	roadside trash		
		1-7-05-28-51.00	Municipal	Trash			259.97	0.00	0.00
CHARB PAR	CHARLEBOIS TRUCK PARTS	IS06365		05/08/26	06/07/26	01	tubing, doc holder		
		1-7-10-30-62.00	Hwy	Parts & Supplies			34.80	0.00	0.00

05/21/26  
08:18 am

Town of Georgia, Vermont Accounts Payable  
Invoice Edit List-Current-Last-Next FY  
Invoices Up To 06/12/26

Vendor	Man/ DirPay	Invoice Number	Purchase Order	Invoice Date	Due Date	Ck Acct	Invoice Amount	Discenc. Amount	Discount Amount
		1-7-10-30-62.80	2014 International Repair				9.14	0.00	0.00
Invoice IS06365 Total							43.94	0.00	0.00
		IT98572		11/28/25	11/28/25	01 return 2" LED			
		1-7-10-30-62.00	Hwy Parts & Supplies				-68.00	0.00	0.00
		IT98957		12/09/25	12/09/25	01 return LED backup			
		1-7-10-30-62.00	Hwy Parts & Supplies				-153.12	0.00	0.00
		IX05017		04/14/26	05/10/26	01 document holder			
		1-7-10-30-62.00	Hwy Parts & Supplies				18.28	0.00	0.00
		IX05716		04/28/26	05/28/26	01 parts			
		1-7-05-36-63.05	GFD Truck/App Repairs				339.68	0.00	0.00
Total For CHARLEBOIS TRUCK PARTS INC							180.78	0.00	0.00
CHEVALIER CHEVALIER DRILLING CO.,		101259		05/14/26	05/24/26	01 beach water test			
		1-7-05-28-45.20	Town Beach Bldg. Maint				175.00	0.00	0.00
COMCAST COMCAST		*-2588 042826		04/28/26	05/23/26	01 modem 2			
		1-7-05-28-30.50	Town Hall Utilities				14.95	0.00	0.00
		*-7699 050226		05/02/26	05/27/26	01 old garage			
		1-7-05-28-30.35	Old Hwy Garage Utilities				87.00	0.00	0.00
Total For COMCAST							101.95	0.00	0.00
PTCC ELAN FINANCIAL SERVICES		HOME DEPOT		05/18/26	05/18/26	01 shelving, storage			
		1-7-05-28-45.50	Town Hall Building Maint.				191.94	0.00	0.00
		1-7-05-28-45.70	New Hwy Bldg. Maint.				209.00	0.00	0.00
		F-7-00-20-52.15	Records Expenses				1,497.80	0.00	0.00
Invoice HOME DEPOT Total							1,898.74	0.00	0.00
EXIT18 EXIT 18 EQUIPMENT		99792		05/06/26	05/16/26	01 parts/supplies			
		1-7-10-30-62.00	Hwy Parts & Supplies				70.45	0.00	0.00
FCSD FRANKLIN COUNTY SHERIFF		608 APR 2026		05/01/26	06/06/26	01 81.50 hrs patrol			
		1-7-05-30-45.05	Law Enforcement				7,761.25	0.00	0.00
GRNMTELE GREEN MOUNTAIN ELECTRIC		CM5807004		04/30/26	04/30/26	01 return thermostat			
		1-7-05-28-45.35	Old Hwy Bldg. Maint.				-63.25	0.00	0.00
GMP GREEN MOUNTAIN POWER CO		-0000 042726		04/27/26	05/24/26	01 old garage			
		1-7-05-28-30.35	Old Hwy Garage Utilities				89.08	0.00	0.00

05/21/26  
08:18 am

Town of Georgia, Vermont Accounts Payable  
Invoice Edit List-Current-Last-Next FY  
Invoices Up To 06/12/26

Vendor	Man/ DirPay	Invoice Number	Purchase Order	Invoice Date	Due Date	Ck Acct	Invoice Description	Invoice Amount	Discenc. Amount	Discount Amount
		-0004 050826		05/08/26	06/04/26	01	georgia beach			
		1-7-05-28-30.20	Town Beach Utilities					56.62	0.00	0.00
		-0005 042726		04/27/26	05/24/26	01	town offices			
		1-7-05-28-30.50	Town Hall Utilities					377.45	0.00	0.00
		-0006 042726		04/27/26	05/24/26	01	fire station			
		1-7-05-28-30.25	Fire & Rescue Utilities					541.90	0.00	0.00
		-0009 042726		04/27/26	05/24/26	01	street lights			
		1-7-05-28-30.75	Streetlight Electricity					272.00	0.00	0.00
		-1297 050826		05/08/26	06/04/26	01	georgia beach			
		1-7-05-28-30.20	Town Beach Utilities					44.32	0.00	0.00
		-2626 042726		04/27/26	05/24/26	01	new garage			
		1-7-05-28-30.70	New Hwy Garage Utilities					413.92	0.00	0.00
		-4295 042726		04/27/26	05/24/26	01	salt shed			
		1-7-05-28-30.35	Old Hwy Garage Utilities					30.01	0.00	0.00
<b>Total For GREEN MOUNTAIN POWER CORPORATION</b>								1,825.30	0.00	0.00
=====								=====	=====	=====
J&L	J & L HARDWARE, INC.	555276		05/05/26	05/31/26	01	beach well pump parts			
		1-7-05-28-45.20	Town Beach Bldg. Maint					137.96	0.00	0.00
		555795		05/12/26	05/31/26	01	supplies			
		1-7-05-28-45.70	New Hwy Bldg. Maint.					71.28	0.00	0.00
		555796		05/12/26	05/31/26	01	tank fitting/ground clamp			
		1-7-05-28-45.70	New Hwy Bldg. Maint.					42.25	0.00	0.00
		555868		05/13/26	05/31/26	01	plexiglass, clothing/gear			
		1-7-10-30-62.00	Hwy Parts & Supplies					15.18	0.00	0.00
		1-7-05-28-45.20	Town Beach Bldg. Maint					140.87	0.00	0.00
<b>Invoice 555868 Total</b>								156.05	0.00	0.00
		556002		05/15/26	05/31/26	01	supplies			
		1-7-05-28-45.20	Town Beach Bldg. Maint					105.49	0.00	0.00
		556305		05/19/26	05/31/26	01	concrete mix			
		1-7-10-30-62.00	Hwy Parts & Supplies					116.87	0.00	0.00
<b>Total For J &amp; L HARDWARE, INC.</b>								629.90	0.00	0.00
=====								=====	=====	=====
MICROSOFT MICROSOFT CORPORATION		* E0100ZFFX9		05/07/26	05/07/26	01	license adjustments			
		1-7-05-20-44.07	Computer Software & Licen					34.52	0.00	0.00

05/21/26  
08:18 am

Town of Georgia, Vermont Accounts Payable  
Invoice Edit List-Current-Last-Next FY  
Invoices Up To 06/12/26

Section 5. Item #D.

Page 4 of 7  
GeorgiaTreasurer

Vendor	Man/ DirPay	Invoice Number	Purchase Order	Invoice Date	Due Date	Ck Acct	Invoice Amount	Discenc. Amount	Discount Amount
		* E0100ZFHQ8		05/07/26	05/07/26	01	license adjustment		
		1-7-05-20-44.07	Computer Software & Licen				21.90	0.00	0.00
Total For MICROSOFT CORPORATION							56.42	0.00	0.00
MVP	MVP Health Care, Inc.	22949974		05/09/26	05/31/26	01	monthly premium		
		1-2-00-05-10.36	Health Withholding				982.55	0.00	0.00
		1-7-05-05-10.23	Gen Gov Insurance Benefit				2,023.58	0.00	0.00
		1-7-05-10-10.18	Clerks Office Ins Bene				1,011.79	0.00	0.00
		1-7-05-70-14.00	Library Health Insurance				1,910.45	0.00	0.00
		1-7-10-05-10.13	Highway Ins. Benefits				5,878.53	0.00	0.00
Invoice 22949974 Total							11,806.90	0.00	0.00
AVENU	NEUMO ENTERPRISE SOLUTI	INV000136		05/08/26	06/07/26	01	monthly fee		
		1-7-05-20-44.07	Computer Software & Licen				890.00	0.00	0.00
NEDENT	NORTHEAST DELTA DENTAL	JUNE 2026		05/15/26	06/01/26	01	monthly premium		
		1-7-05-05-10.25	Gen Gov Insurance Dental				39.79	0.00	0.00
		1-7-10-05-10.14	Highway Ins Dental				115.91	0.00	0.00
		1-7-05-28-10.06	Public Works Ins. Dental				30.62	0.00	0.00
		1-7-05-10-10.20	Clerks Office Ins. Dental				36.33	0.00	0.00
		1-7-05-36-10.19	Fire & Rescue Ins. Dental				39.79	0.00	0.00
		1-7-05-70-16.00	Library Dental Insurance				30.62	0.00	0.00
		1-2-00-05-10.35	Dental Withholding				282.30	0.00	0.00
		1-7-05-15-10.05	Treasurer Ins. Dental				39.79	0.00	0.00
Invoice JUNE 2026 Total							615.15	0.00	0.00
ORMOND	ORMOND BUSHEY & SONS, I								
	** User Request New Check **	TRAILER		05/20/26	05/20/26	01	work trailer		
		N-7-05-20-00.20	Mill River Bridge Expense				6,000.00	0.00	0.00
		TRENCH BOX		05/15/26	05/15/26	01	purchase trench box		
		N-7-05-20-00.20	Mill River Bridge Expense				2,500.00	0.00	0.00
Total For ORMOND BUSHEY & SONS, INC.							8,500.00	0.00	0.00
PAGE LAW	PAGE LAW PLLC	5023 ETHAN		05/11/26	05/11/26	01	refund recording overpay		
		1-6-00-05-00.17	Recording Fees				11.00	0.00	0.00
		F-6-00-00-00.10	Recording Fees				4.00	0.00	0.00
Invoice 5023 ETHAN Total							15.00	0.00	0.00
PAYCHEX	PAYCHEX	* 15541644		05/05/26	05/20/26	01	3 kiosks		
		1-7-05-05-45.00	Admin Contracted Services				90.00	0.00	0.00

05/21/26  
08:18 am

Town of Georgia, Vermont Accounts Payable  
Invoice Edit List-Current-Last-Next FY  
Invoices Up To 06/12/26

Vendor	Man/ DirPay	Invoice Number	Purchase Order	Invoice Date	Due Date	Ck Acct	Invoice Amount	Discenc. Amount	Discount Amount
	*	2026050501		05/05/26	05/07/26	01 17 tranx			
		1-7-05-05-45.00	Admin Contracted Services				170.81	0.00	0.00
	*	2026051201		05/12/26	05/14/26	01 42 tranx			
		1-7-05-05-45.00	Admin Contracted Services				277.95	0.00	0.00
	*	2026051901		05/19/26	05/21/26	01 18 tranx			
		1-7-05-05-45.00	Admin Contracted Services				175.10	0.00	0.00
Total For PAYCHEX							713.86	0.00	0.00
PEOPLE	PEOPLES TRUST COMPANY	74307 060126		05/08/26	06/01/26	01 garage loan interest			
		1-7-05-07-47.00	Loan Interest				46,015.82	0.00	0.00
PESTPRO	PESTPRO, INC.	214023		05/13/26	05/13/26	01 monthly treatment			
		1-7-05-28-45.50	Town Hall Building Maint.				75.00	0.00	0.00
PHILO	PHILO SECURITY SYSTEMS	78913		12/17/25	01/14/26	01 TC camera software			
		1-7-05-20-44.09	Security Monitoring				220.00	0.00	0.00
PLOUFFS	PLOUFFS MONUMENT CO INC	1529		05/05/26	06/04/26	01 corner post			
		1-7-05-28-45.10	Cemetery Maintenance				200.00	0.00	0.00
PRIORITY	PRIORITY EXPRESS, INC.	80592618		04/30/26	05/30/26	01 interlibrary loan			
		Z-7-05-70-52.34	VT DOL Courier Grant 24-2				249.66	0.00	0.00
PULASKI	PULASKI PEST CONTROL	5265		05/13/26	05/13/26	01 monthly treatment			
		1-7-05-28-45.30	Library Building Maint.				80.00	0.00	0.00
QUADIENT	QUADIENT FINANCE USA, I	-2740 043026		04/30/26	05/28/26	01 credit			
		1-7-05-20-21.00	Admin Postage				-38.75	0.00	0.00
REDROCK	RED ROCK MECHANICAL LLC	I38413		05/19/26	05/19/26	01 beach plumbing			
		1-7-05-28-45.20	Town Beach Bldg. Maint				14,890.00	0.00	0.00
11239	ROWLEY	541218		05/12/26	05/17/26	01 560.0 gal #2 diesel			
		1-7-10-30-51.00	Fuels And Oils				2,660.00	0.00	0.00
OMG	ST ALBANS MESSENGER	449341		05/15/26	06/04/26	01 DRB public notices			
		1-7-05-20-25.00	Printing/Publishing				188.55	0.00	0.00
SULLIVAN	SULLIVAN, POWERS & CO.	135664		03/31/26	04/30/26	01 audit progress payment			
		1-7-05-05-51.00	Town Audit				3,142.00	0.00	0.00
ULINE	ULINE	207476600		04/30/26	05/30/26	01 safety supplies			
		1-7-05-28-45.60	Janitorial Supply/Svs.				396.61	0.00	0.00
UNIFIR	UNIFIRST CORPORATION	1080337897		05/05/26	06/05/26	01 uniforms 05.06.26			
		1-7-10-40-18.00	Highway Uniforms/Boots				234.72	0.00	0.00

05/21/26  
08:18 am

Town of Georgia, Vermont Accounts Payable  
Invoice Edit List-Current-Last-Next FY  
Invoices Up To 06/12/26

Vendor	Man/ DirPay	Invoice Number	Purchase Order	Invoice Date	Due Date	Ck Acct	Invoice Amount	Discenc. Amount	Discount Amount
		1080338750		05/11/26	06/11/26	01	floor mats		
		1-7-05-28-45.30	Library Building Maint.				53.59	0.00	0.00
<b>Total For UNIFIRST CORPORATION</b>							<b>288.31</b>	<b>0.00</b>	<b>0.00</b>
VERIZON W VERIZON		6142548914		05/01/26	05/24/26	01	town cell phones		
		1-7-05-28-30.25	Fire & Rescue Utilities				37.44	0.00	0.00
		1-7-05-28-30.70	New Hwy Garage Utilities				37.44	0.00	0.00
<b>Invoice 6142548914 Total</b>							<b>74.88</b>	<b>0.00</b>	<b>0.00</b>
VGS	VERMONT GAS SYSTEMS INC	-5441 042326		04/28/26	05/23/26	01	fire station		
		1-7-05-28-30.25	Fire & Rescue Utilities				527.20	0.00	0.00
		-5994 042326		04/28/26	05/23/26	01	new garage		
		1-7-05-28-30.70	New Hwy Garage Utilities				753.09	0.00	0.00
		-7845 042326		04/28/26	05/23/26	01	town offices		
		1-7-05-28-30.50	Town Hall Utilities				158.39	0.00	0.00
		-8090 042826		04/28/26	05/23/26	01	old garage		
		1-7-05-28-30.35	Old Hwy Garage Utilities				276.71	0.00	0.00
<b>Total For VERMONT GAS SYSTEMS INC</b>							<b>1,715.39</b>	<b>0.00</b>	<b>0.00</b>
VTGFOA	VERMONT GOVERNMENT FINA	JUN26-008		05/07/26	05/07/26	01	training - LH		
		1-7-05-20-44.00	Admin Training				95.00	0.00	0.00
** Address Change = New Check **									
VERMONT GOVERNMENT FINANCE OFFICERS ASSOC.									
C/O SHIRLEY GOODELL-LACKEY									
7900 WILLISTON ROAD									
WILLISTON, VT 05495									
		JUN26-009		05/07/26	05/07/26	01	training - DB		
		1-7-05-20-44.00	Admin Training				95.00	0.00	0.00
<b>Total For VERMONT GOVERNMENT FINANCE OFFICERS ASSOC.</b>							<b>190.00</b>	<b>0.00</b>	<b>0.00</b>
VLCT	VERMONT LEAGUE OF CITIE	23153		05/08/26	05/08/26	01	Zoning training - KC		
		1-7-05-20-44.00	Admin Training				20.00	0.00	0.00
VIKING	VIKING -CIVES USA	4550521		02/11/26	03/13/26	01	tube fitting		
		1-7-10-30-62.00	Hwy Parts & Supplies				50.00	0.00	0.00
WBMASON	W.B. MASON CO., INC.	261731213		05/04/26	06/03/26	01	water cooler rental		
		1-7-10-30-55.10	Hwy Office Supplies				3.69	0.00	0.00

05/21/26  
08:18 am

Town of Georgia, Vermont Accounts Payable  
Invoice Edit List-Current-Last-Next FY  
Invoices Up To 06/12/26

Vendor	Man/ Invoice DirPay Number	Purchase Invoice Order Date	Due Date	Ck Acct	Invoice Amount	Discenc. Amount	Discount Amount
	261914508	05/12/26	06/12/26	01	bottled 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 261914508 Total					119.94	0.00	0.00
	CM4699006	05/12/26	06/12/26	01	return water deposit		
	1-7-10-30-55.10	Hwy Office Supplies			-18.00	0.00	0.00
	1-7-05-20-22.00	Admin Office Supplies			-18.00	0.00	0.00
Invoice CM4699006 Total					-36.00	0.00	0.00
	CM4699007	05/12/26	06/12/26	01	water deposit return		
	1-7-10-30-55.10	Hwy Office Supplies			-3.00	0.00	0.00
	1-7-05-20-22.00	Admin Office Supplies			-3.00	0.00	0.00
Invoice CM4699007 Total					-6.00	0.00	0.00
Total For W.B. MASON CO., INC.					81.63	0.00	0.00
	WORKING WORKING DOG SEPTIC SERV 42681	05/05/26	05/05/26	01	beach toilet rental		
	1-7-05-28-45.20	Town Beach Bldg. Maint			355.00	0.00	0.00
Report Grand Total					109,847.32	0.00	0.00

Fund Totals	Expenditures	Dis-Encumbrance
1	98,797.88	0.00
Z	1,047.64	0.00
F	1,501.80	0.00
N	8,500.00	0.00
	109,847.32	0.00

+ 63.25  
 + 38.75  


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 109,949.32



# FRANKLIN COUNTY SHERIFF

*John Grismore  
Sheriff*

387 Lake Road  
P.O. Box 367  
St. Albans, Vermont 05478  
(802) 524-2121 – Office  
(802) 524-7947 – Fax

*Captain Chad Miles  
Chief Deputy*

*Tina Plouf  
Business Manager*

*Crystal Forcier  
Office Manager*

**DATE:** 04/09/2026  
**TO:** Doug Bergstrom, Interim Town Administrator, Town of Georgia  
**FROM:** John Grismore, Sheriff  
**RE:** April Monthly Reporting

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### April Notes:

This month we committed 81.5 hours of service and logged a total of 44 incidents. As anticipated, with the improving weather, motor vehicle related issues are on the rise. In April we conducted 31 traffic stops resulting in the issuance of 23 warnings and 16 tickets.

We also made multiple arrests resulting in 8 arrest charges (6 of which stemmed from the same incident).

Drug issues and crimes against property remain low.

### Forward Looking:

With the improving weather we expect to see an increase in motor vehicle related issues and will respond accordingly. We continue to diversify our coverage to ensure the maximum benefit of our police services. We will also continue to diversify the areas in which we patrol to ensure high visibility, particularly on the back roads.

**Report Summary:**

	November	December	January	February	March	April
<b>Total Hours Worked</b>	86	92	69	50.5	80	81.5
<b>Total Incidents</b>	39	39	21	18	41	44
<b>Incidents Per Hour Worked</b>	0.45	0.42	0.30	0.36	0.51	0.54
<b>Total Drug Involvements</b>	1	1	0	0	0	0
<b>Total Arrest Charges</b>	1	1	1	0	1	8
<b>Total Traffic Stops</b>	33	27	15	12	23	31
<b>Total Directed Patrols</b>	1	2	0	0	4	3
<b>Total Warnings Issued</b>	28	28	17	6	22	23
<b>Total Tickets Issued</b>	11	6	7	9	13	16

**Incident Data:**

Traffic Stop	31
Directed Patrol	3
VIN verification	3
Assist - Agency	1
Assist - Public	1
Domestic	
Disturbance/Assault	1
Motor Vehicle Complaint	1
Property Watch	1
Suspicious Event	1
Theft	1

**Arrest Data:**

Criminal Threatening	1
Domestic Assault	1
Domestic Assault - 1st Degree Aggravated	1
Domestic Assault - Offense Committed within the Presence of a Child	1
Negligent Operation	1
Retail Theft (Misdemeanor)	1
Unlawful Mischief (Misdemeanor)	1
Unlawful Restraint - 2nd Degree	1

**Motor Vehicle Enforcement Data:**

DEF - Condition Of Vehicle	5
S02 - 11-20 MPH Over Speed Limit	5
OWS - Obstructing Windshields	4
SL1 - 1-10 MPH Over Speed Limit	4
VNI - Vehicle Not Inspected Within 15 Days Of Vt. Registration	3
VO - Regulations In Municipalities	3
FYY - Stop Sign	2
INS - Operating Without Liability Insurance	2
NR - Persons Required To Register	2
AEI - Vehicle Approaching Or Entering Intersection	1
CEL - Using Portable Electronic Device Outside Work or School Zone 1st violation	1
DP - Failed To Display Front Registration Plate	1
Obstructing Windshields 23 VSA 1125	1

PL - Possession Of License Certificate  
 PNA - Misuse Of Number Plates  
 S00 - 1-10 MPH Over Speed Limit  
 SL2 - 11-20 MPH Over Speed Limit  
 SPV - Starting Parked Vehicles

1  
 1  
 1  
 1  
 1

Section 7. Item #A.

**Community Correspondence:**

Date	Mode	Contact Name	Information/Concern	Action(s) Taken
04/12/26	Email	Cristy Monty	Hi- I was at a select board meeting and we were talking about the speeding on Georgia Shore Road. He mentioned if we got any license plate numbers he could look into talking to the driver. I was walking my dogs this afternoon ( Sunday) and a Jeep wrangler passed us going at least 55-60mph. When I signaled to slow down he sped up and I had to move off the road with my dogs into a ditch. The license plate is KYG 680. It was a white or light colored Jeep. Thank you for helping to keep the shore safe.	We identified the jeep in question and made contact with the operator – providing strict instruction on what is expected in terms of safe and reasonable operation. We also renewed our efforts to patrol Georgia Shor Road in this area.
04/29/26	Email	Gerry Charbonneau	Sorry to bother but haven't seen anyone patrolling our road lately and they are out on the four wheelers it 8:13 the just headed out on them must be at the Barrett's house . This is so frustrating especially when people have to work in the morning.	We have made multiple attempts to catch the folks Mr. Charbonneau is complaining about including conducting directed patrols in Decker Road.



# FRANKLIN COUNTY SHERIFF

## ACTIVITY REPORT - APRIL 2026

Date / Time	Incident Type	Town
4/2/2026 12:37	Traffic Stop	Ethan Allen Hwy / Wilder Dr
4/2/2026 13:02	Traffic Stop	Ethan Allen Hwy / Manor Dr
4/2/2026 13:34	VIN verification	2715 Ethan Allen Hwy
4/2/2026 13:48	Traffic Stop	Ethan Allen Hwy/ Skunk Hill Rd
4/4/2026 19:11	Traffic Stop	Ballard Rd / Fontaine Dr
4/4/2026 19:33	Traffic Stop	Ballard Rd / Fontaine Dr
4/4/2026 21:29	Traffic Stop	4137 Ethan Allen Hwy
4/4/2026 22:01	Property Watch	4416 Ethan Allen Hwy
4/7/2026 11:51	VIN verification	724 Stone Bridge Rd
4/7/2026 13:28	Theft	962 Ethan Allen Hwy
4/10/2026 10:13	Traffic Stop	Ballard Rd / Ethan Allen Hwy
4/10/2026 10:28	Traffic Stop	Ethan Allen Hwy / Highbridge Rd
4/13/2026 0:00	Domestic Disturbance/Assault	102 Guilder Ln #A
4/13/2026 0:30	Assist - Agency	2018 Plains Rd
4/13/2026 8:01	Traffic Stop	Ethan Allen Hwy / Manor Dr
4/13/2026 10:11	Motor Vehicle Complaint	Georgia Shore Rd #
4/13/2026 11:02	Traffic Stop	Ethan Allen Hwy / Ballard Rd
4/13/2026 12:28	Traffic Stop	Ethan Allen Hgwy / Maynard Dr
4/16/2026 11:07	Traffic Stop	Highbridge Rd / Ethan Allen Hwy
4/18/2026 19:44	Traffic Stop	Ethan Allen Hwy / Dee Rd
4/18/2026 19:57	Traffic Stop	Ethan Allen Hwy / Mountain View Dr
4/18/2026 20:38	Traffic Stop	Ethan Allen Hwy / Exit 18
4/18/2026 20:45	Traffic Stop	Ethan Allen Hwy / Dee Rd
4/18/2026 21:45	Traffic Stop	Ethan Allen Hwy / Ballard Rd
4/19/2026 1:23	Directed Patrol	Skunk Hill Rd
4/22/2026 18:01	Traffic Stop	Skunk Hill Rd / Ethan Allen Hwy
4/22/2026 18:20	Traffic Stop	Ethan Allen Hwy / Highbridge Rd
4/22/2026 18:31	Traffic Stop	109 Ethan Allen Hwy
4/22/2026 19:02	Traffic Stop	Ethan Allen Hwy / Georgia Market
4/22/2026 19:24	Traffic Stop	Ethan Allen Hwy / Mountain View Dr
4/22/2026 20:10	Traffic Stop	Ethan Allen Hwy / Highbridge Rd
4/22/2026 21:05	Suspicious Event	629 Ethan Allen Hwy
4/23/2026 12:57	Traffic Stop	Exit 18 I 89 Nb
4/23/2026 13:07	VIN verification	2715 Ethan Allen Hwy
4/23/2026 13:28	Traffic Stop	Ethan Allen Hwy / Mill River Rd
4/24/2026 10:03	Traffic Stop	117 Ballard Rd
4/24/2026 11:38	Traffic Stop	962 Ethan Allen Hwy
4/24/2026 11:53	Traffic Stop	7088 Ethan Allen Hwy

Date / Time	Incident Type	Location
4/24/2026 14:52	Assist - Public	Georgia Park & Ride
4/25/2026 17:25	Traffic Stop	Highbridge Rd / Skunk Hill Rd
4/30/2026 18:00	Directed Patrol	Decker Rd
4/30/2026 18:49	Traffic Stop	768 Ballard Rd
4/30/2026 20:21	Traffic Stop	4425 Highbridge Rd
4/30/2026 20:44	Directed Patrol	4416 Ethan Allen Hwy



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## Consideration of waiver

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**From** Brittany Blaisdell <bthatin@gmail.com>

**Date** Tue 5/19/2026 6:59 AM

**To** Georgia Town Clerk <townclerk@townofgeorgia.com>; Georgia Town Administrator <administrator@townofgeorgia.com>

Dear Georgia Select Board Members,

I'm writing on behalf of Girl Scout Troop 61489 to respectfully request consideration of a waiver of the \$200 rental fee for the Georgia Beach Pavilion for an upcoming troop event.

Girl Scout Troop 61489 operates under the nonprofit umbrella of the Girl Scouts of the Green and White Mountains (EIN: 02-0243160). Our troop is led by Georgia moms and serves a large number of local families. Of the 36 girls currently in our troop, 29 are Georgia residents.

We are hoping to use the pavilion for our annual Girl Scout Year Kickoff and Parent Meeting. This event helps bring together scouts and families at the start of the year to build community, share plans and opportunities for the coming year, and welcome both returning and new families into the troop. It serves as an important gathering that supports youth leadership, friendship, and family engagement.

Because the vast majority of our troop members are Georgia families and the event directly serves local children and community members, we hope the Select Board might consider waiving the rental fee as a way of supporting a local youth program that benefits Georgia residents.

We appreciate your consideration and all that you do for our community. Please let me know if any additional information would be helpful.

Thank you,

Brittany Blaisdell  
Girl Scout Troop 61489  
802-393-1479  
[bthatin@gmail.com](mailto:bthatin@gmail.com)

**NE Delta Dental July 2026 through June 2027**

		Current Rate / month	Premium Increase / month beginning 07/2026	Renewal Rate / month	Monthly increase for payroll deduction
<b>1 Person</b>	Subscriber - paid by the Town	39.79	1.03	40.82	
<b>2 Persons</b>	Total for Subscriber + Spouse or Child	74.93	1.93	76.86	
	<u>Employee portion</u> - payroll deduction	35.14		36.04	0.90
<b>3+ Persons</b>	Total Family	133.17	3.44	136.61	
	<u>Employee portion</u> - payroll deduction	93.38		95.79	2.41

If Add Orthodontics Coverage		
Increase for Ortho / month	Renewal + Ortho / month	Monthly increase for payroll deduction
0.39	41.21	
1.65	78.51	
	37.30	2.16
1.65	138.26	
	97.05	3.67

The level of orthodontics in the chart allows for adult coverage as well.  
 If we offer orthodontics, everyone must take the rider

**CONDITIONAL USE REVIEW**  
**Conditional Use for Impound Kennel**  
**CU-001-26**

<b>Owner/Applicant:</b> Town of Georgia Selectboard/Public Works Director	<b>Property Tax Parcel &amp; Location:</b> 65 Road Parcel# 118300000 Zoning District: Business Hamlet (BH)
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**BACKGROUND**

The Town of Georgia Selectboard and Public Works Director, hereafter referred to as Applicants, are requesting Conditional Use approval for a portion of the old Town Garage to be used as an impound kennel for use by the Animal Control Officer. This property is located at 65 Plains Road, within the Business Hamlet (BH) zoning district. The parcel (118300000) is ±0.98 acres in size.

In accordance with the Town of Georgia Development Regulations (October 13, 2025) Table 3.1, a kennel is an allowable land use in the BH zoning district with conditional use and site plan. No land development or change to the building is requested by the Town of Georgia, so no site plan is required.

This kennel is intended for use only by the Town of Georgia Animal Control Officer on an as-needed basis for short-term (up to 10 days) impound of dogs.

**CONDITIONAL USE REVIEW GUIDELINES**

Applicant answers to Conditional Use Amendment Application questions, using section 6.2 Conditional Use, Town of Georgia Development Regulations dated October 13, 2025.

- 1. The proposed land development will not result in an undue adverse effect on the character of the area affected, as defined by the purpose or purposes of the zoning district within which the project is located, and specifically stated policies and standards of the Town Plan.** The building is the former town garage and fire station, and is currently in use as a municipal storage area.
- 2. The proposed land development shall not result in an undue adverse effect on traffic on roads and highways in the vicinity. The DRB may require the applicant to provide a traffic study to demonstrate compliance with this standard.** There will be no change to existing traffic. The use as a kennel by the Animal Control Officer (ACO) will be limited use, only when necessary to impound a dog.
- 3. The proposed land development shall not result in an undue adverse effect on bylaws and ordinances then in effect.** The proposed use is consistent with the Business Hamlet Zoning District in the Georgia Development Regulations and the Business Hamlet future land use in the Town Plan.

4. **The proposed land development shall not result in an undue adverse effect on the utilization of existing renewable energy resources.** There is no impact to the utilization of renewable energy resources proposed by this project.

### **PLANNING & ZONING COMMENTS**

1. **Development Regulations 6.2.2 (A)(1)** – The area where the proposed impound kennel is located is within the Business Hamlet (BH) zoning district. The Business Hamlet district is intended to promote a mix of smaller-scale commercial development together with residential living that is appropriately scaled and patterned to match the older historic hamlet development patterns. The allowable uses in this area are focused more on smaller local business, shops, services and residential living, while avoiding larger auto-centric uses such as shopping plazas, car washes, drive-thrus, sales lots, and vehicle or heavy equipment sales.
2. **Development Regulations 6.2.2 (A)(2)** – The facility is located near Ethan Allen Highway (Route 7) and Plains Road. The current Town Garage, sand shed and other businesses surround the property. The kennel will be located within the existing structure, inside an office.
3. **Development Regulations 6.2.2 (A)(3)** – The interior, as-needed, impound kennel fits within the bylaws for use by the Georgia Animal Control Officer.

Respectfully submitted,

Douglas Bergstrom  
Zoning Administrator  
Planning & DRB Coordinator



# CIVIL ENGINEERING ASSOCIATES, INC.

Section 8. Item #E.

10 Mansfield View Lane  
South Burlington, VT 05403

Phone: 802-864-2323  
Fax: 802-864-2271  
E-Mail: dmarshall@cea-vt.com

April 23, 2026

Town of Georgia Library Board of Trustees  
Attn: Mr. Brian Dunsmore, Vice-Chair Selectboard  
47 Town Common Road North  
47 Ethan Allen Rd  
Georgia, VT 05478

**Re: Georgia Town Library Access Enhancements  
Architectural/Engineering Services Update**

Dear Mr. Dunsmore:

With the narrowed guidance set forth by the Selectboard as it relates to the proposed improvements at the Georgia Public library, we wanted to take this opportunity to summarize the work completed up to this point and more importantly what the proposed scope of work and costs will be moving forward.

## **Completed Work**

Following the program outlined in the September 1, 2025 scope work and agreement between Civil Engineering Associates, Inc. (CEA) and the Town, essentially the Schematic Design phase of the project has been completed. A brief summary of that work is outlined below.

### **Architectural Services- Colin Lindberg Architects (CLA):**

- Review existing conditions and available archival documents.
- Prepare existing conditions floor plans.
- Conduct an in-person programming meeting with the Owner.
- Develop a minimum of two conceptual design options addressing building layout, circulation, access control, and space segmentation.
- Prepare schematic plans and elevations, including:
  - Code-compliant public restroom for after-hours use
  - New foyer addition connecting the Library and Community Room
- Provide a design narrative and preliminary opinion of probable construction cost for each concept.
- Present the schematic design package and facilitate one formal presentation meeting with the Owner.

**Civil Engineering Services:**

- Coordinate supporting site investigations, including wetland delineation, topographic survey, and boundary confirmation.
- Develop conceptual site plans illustrating parking modifications, accessible parking, potential secondary access.
- Prepare an opinion of probable construction cost for site-related components.
- Participate in and present at the schematic design meeting with the Owner.

**MEP Coordination:**

- Provide evaluation and coordination of mechanical, electrical, and plumbing systems.
- Prepare a summary letter reports outlining findings and recommendations.

**Proposed Design Development Scope of Work**

With the refocusing of the project primarily on addressing the ADA access improvements of the facility, we have developed detailed scopes of work for the Design Development Phase of the project.

The proposed work advances Concept 1.2 for the Georgia Public Library, focusing on a cost-conscious, Design Development (DD)-level effort to support Town decision-making. The project prioritizes essential improvements only, including ADA compliance, life-safety upgrades, and necessary code corrections, while maintaining the previously developed site redesign.

This scope represents a targeted Design Development effort to refine a reduced project concept into a coordinated, buildable framework with reliable cost information. The intent is to provide the Town with sufficient detail to make informed decisions while minimizing design effort and cost prior to full project authorization.

A general summary of those work scope is outlined below.

**Overall Scope of Services**

The design team (Architectural, Civil, Mechanical, and Electrical) will provide a coordinated DD-level design package including:

- Updated drawings and outline specifications
- Discipline-specific system layouts and modifications
- Coordination between all consultants
- A consolidated Opinion of Probable Construction Cost
- Presentation materials for Town review

### **Discipline-Specific Scope**

#### **Architectural - Colin Lindberg Architects (CLA)**

- Update plans to reflect revised Concept 1.2 scope
- Incorporate ADA-related interior improvements (e.g., accessibility upgrades, limited reconfiguration)
- Prepare DD-level drawings (plans, elevations, sections, schedules)
- Develop outline specifications
- Coordinate all disciplines and compile overall cost estimate
- Prepare presentation materials

#### **Civil / Site (CEA)**

- Advance previously developed site Improvements plan
- Provide ADA-compliant parking and accessible routes
- Perform grading and drainage adjustments including the “hump” at the entrance with supporting details and technical specifications
- Prepare erosion prevention and sediment control plan
- Prepare site utility plan.
  - Coordinate with electrical engineer for the site lighting
  - Include provisions for future infrastructure (e.g., EV conduit pathways)
- Provide an Estimate of Probable Construction Cost for the Site Improvements

#### **Mechanical & Plumbing (Tru Engineering)**

- Develop DD-level HVAC and plumbing design
- Prepare demolition and new work drawings
- Provide piping layouts, boiler room diagrams, and equipment schedules
- Develop an opinion of probable cost for mechanical systems

#### **Electrical (DuBois & King)**

- Provide DD-level electrical design for renovated/impacted areas
- Upgrade code-required systems (e.g., GFCI, emergency lighting, exit signage)
- Design interior lighting and controls for modified spaces
- Provide site lighting design and photometric analysis
- Support power, data, and system infrastructure (A/V, telecom, security—by others)
- Develop an opinion of probable cost for electrical scope

#### **Key Project Characteristics**

- Scope is intentionally limited to essential improvements only
- o full-building modernization or elective upgrades

- Mechanical and electrical work limited to impacted or corrective areas
- Emphasis on budget control and constructability
- Coordination across disciplines to produce a unified DD package

### **Exclusions**

The following are not included in this phase:

- Permitting and regulatory approvals
- Construction documents or construction administration
- Full building system upgrades beyond triggered work
- Hazardous materials evaluation or abatement design
- Grant-related or third-party estimating services
- Environmental testing (e.g., hazardous materials).
- Full stormwater management design if required for regulatory permitting beyond scope identified.
- Landscape architecture services.

### **RESPONSIBILITIES OF THE TOWN OF GEORGIA.**

The following services are to be provided by the Town of Georgia in a timely manner in order to control project costs and to enable CEA to perform the services set forth above:

1. Provide access to the site and existing building records.
2. Promptly review and approve submittals at each design phase.
3. Secure legal, accounting, and insurance services as needed for the project.
4. Pay for permits, regulatory review fees, and other third-party charges not included in the Architect/Engineer's scope.
5. Provide one point of contact for all communications.
6. Any Preferred location of EV charging stations and extent of future supporting EV infrastructure.
7. Place the project out to bid.
8. Location and character of any project signs

### **SCHEDULE**

With receipt of a notice to proceed by May 1, 2026, the project team will develop the design development plans along with an estimate of probable construction costs to the Library Committee in time for the May 21, 2026 Committee meeting.

## METHOD OF PAYMENT

Civil Engineering Associates in coordination with Colin Lindberg Architects will complete the work outlined in the Scope of Services for the following estimated prices. Additional work will be completed in accordance with the CEA/CLA Schedule of Hourly Rates and Fees (copy attached) and as adjusted annually.

The Schematic Design invoicing represents the mechanical and electrical engineering work and the supplementary services provided beyond the base scope of work.

<u>Activity</u>	<u>Cost</u>
<b>Completion of Schematic Design Not Yet Invoiced</b>	
Colin Lindberg Architects and Subconsultants thru 3-9-26	\$ 7,892
Colin Lindberg Architects and Subconsultants thru 4-6-26	\$ 3,986
Civil Engineering Associates thru 4-22-26	\$ 3,611
	\$15,489
<b>Design Development Phase</b>	
Architectural	\$ 4,000
Building Electrical Design	\$ 7,000
Site Electrical Design	\$ 2,500
Tru Engineering Mechanical Design	\$ 7,100
Civil Engineering	\$ 3,800
Meeting Attendance Allowance	\$ 2,000
	\$26,400

Billings are to be rendered monthly for work completed to date and are due within 30 days, after which time a 1.5% monthly interest charge and reasonable collection fees will be added to the unpaid balance.

Reimbursable costs such as mileage, plan reproduction and photocopying will be treated as additional expenses invoiced per the CEA/CLA Schedule of Rates, as updated year to year. A budget value based upon permitting requirements could approach \$1,000.

## EXTRA WORK

Other work to be considered extra work or additional services (not included in this proposal) which is to be billed at an hourly rate, if it should become necessary, includes:

1. Services due to changes in the scope of the project or its design, including but not limited to changes in size, complexity, schedule or character of construction.
2. Providing redesign or revising studies, reports, plans, and/or specifications.
3. Any soil investigations that may become necessary due to questionable soils.

4. If required, any additional permits not listed above.
5. Construction layout or providing any certification services not listed in the Scope of Services.
6. Any studies necessary to determine the condition or capacity of underground utilities.
7. Any hazardous waste discovery or mitigation measures.
8. Plan reproduction, travel mileage and photocopying.

## **CONDITIONS**

### Professional Liability Insurance

Client acceptance confirms that the Client agrees to the fullest extent permitted by law that Engineer's total liability to the Client for any and all injuries, claims, losses, expenses, damages or claim expenses arising out of this agreement from any cause or causes shall not exceed the total amount of the fee or \$1,000,000, whichever is greater. Such causes include, but are not limited to, the Engineer's negligence, errors, omissions, strict liability, breach of contract or breach of warrants.

### Standard of Care

Services provided by CEA under this Agreement will be performed in a manner consistent with that degree of care and skill ordinarily exercised by members of the same profession currently practicing under similar circumstances. Upon notice to CEA and by mutual agreement between the parties, CEA will correct those services not meeting such a standard without additional compensation.

### Time Bar to Legal Action

All legal actions by either party against the other arising out of or in any way connected with this Agreement or the services to be performed hereunder shall be barred and under no circumstances shall any such legal action be initiated by either party after 10 (ten) years from the date of Substantial Completion, unless this Agreement shall be terminated earlier, in which case the date of termination of this Agreement shall be the date on which such period shall commence.

Mr. Brian Dunsmore  
Page 7 of 7  
April 23, 2026

If you agree with this proposal as outlined above, please sign and return one copy to us which will constitute our authorization to proceed. We look forward to working with you on this project.

Respectfully,



David S. Marshall, P.E.  
Contract Administrator

Enclosures

- CLA Cost Proposal to CEA
- Tru Engineering Proposal to CLA
- Dubois & King Proposal to CLA
- 2026 Rate Sheets
- CEA Schematic Design Invoice #30790

Cc: Randy Burnett, AIA; Terry Cleveland

The Town of Georgia agrees with this proposal as outlined above and hereby authorizes Civil Engineering Associates to proceed.

\_\_\_\_\_  
For Town of Georgia

\_\_\_\_\_  
Date

# COLIN P. LINDBERG, ARCHITECT PROJECT PROPOSAL

04/09/2026

## PROPOSED STATEMENT OF WORK SUMMARY:

Prepared for: Civil Engineering Associates (CEA) & Georgia Town Select Board  
 Project: Georgia Public Library – Concept 1.2: A&E Design Development Phase Proposal  
 Prepared by: Colin Lindberg, Architect (CLA)  
 Date: April 9<sup>th</sup>, 2026

## COVER LETTER:

CEA and Members of the Georgia Select Board,

Based on the Select Board’s recent direction, this proposal outlines the Architectural and Engineering services required to advance Concept Scope 1.2 to a coordinated Design Development (DD) level deliverable for presentation at the scheduled April 21, 2026 meeting.

The Town has elected to scale back interior improvements to only those items required for ADA compliance, life-safety, and code-triggered corrections, while maintaining the majority of the previously developed site redesign. This proposal reflects that reduced interior scope and focuses on providing the minimum essential DD-phase effort needed to support informed decision-making and cost evaluation.

Mechanical and Electrical engineering proposals from Tru Engineering and DuBois & King are incorporated by reference and included in the combined A&E fee summary. CEA will integrate this proposal into their full package to the Town.

We appreciate the opportunity to continue supporting the Town of Georgia and the Georgia Public Library Committee as the project moves into this next phase.

Respectfully,  
 Randy Burnett

## STATEMENT OF PROJECT & PROGRAM UNDERSTANDING

The Select Board has directed the design team to proceed with Concept 1.2, which prioritizes:

- Full site redesign as previously developed, including ADA parking, accessible routes, and site lighting improvements.
- Limited interior modifications strictly tied to ADA compliance and code-triggered corrections.
- Minimal mechanical and electrical scope, limited to areas directly impacted by ADA work or essential corrective repairs.
- No grant-driven enhancements, no elective upgrades, and no full-building modernization.
- Cost-conscious design focused on essential improvements only.

The goal of this DD-phase effort is to produce a coordinated drawing set, outline specifications, and a consolidated Opinion of Probable Cost for review at the April 21 meeting.

## SCOPE OF SERVICES (COMBINED A/E/MEP):

### ARCHITECTURAL SOW:

CLA scope includes:

- Update architectural plans to reflect Concept 1.2.
- Incorporate ADA-driven interior modifications including vestibule reconfiguration, kitchenette ADA counter and sink replacement, and community room accessibility improvements.



# COLIN P. LINDBERG, ARCHITECT

## PROJECT PROPOSAL

04/09/2026

- Prepare DD-level drawings including floor plans, reflected ceiling plans, elevations, sections as needed, and door, finish, and fixture schedules.
- Prepare outline specifications.
- Coordinate with Mechanical, Electrical, and Civil consultants.
- Prepare a consolidated Opinion of Probable Cost (Architectural plus MEP).
- Prepare presentation materials for the April 21 meeting.

Total Architectural Fee (CLA): \$4,000

### 2. MECHANICAL SOW:

Proposal dated April 6<sup>th</sup>, 2026, incorporated by reference.

Tru Engineering scope includes:

- DD-level HVAC and plumbing design.
- Plumbing demolition and new work drawings.
- HVAC demolition, new piping, and boiler room diagrams.
- Mechanical and plumbing equipment schedules.
- Opinion of Probable Cost for HVAC and plumbing systems.

Total Mechanical Fee (Tru E.): \$7,100

### 3. ELECTRICAL SOW:

Proposal dated April 7, 2026, incorporated by reference.

DuBois & King Base Electrical Scope includes:

- DD-level electrical design for ADA-impacted areas.
- Required GFCI upgrades, exit and emergency lighting, and NM cable corrections where touched.
- Lighting and controls in renovated areas.
- Site lighting required for new exterior work.
- Power and data for community room screens.
- Opinion of Probable Cost for electrical scope.

Add Alternates:

- Community room LED lighting replacement.
- Empty conduits for future site lighting or EV charging.
- Limited corrective repairs such as broken conduits or panel access issues.

Electrical Fee (D&K):

DD Electrical Design:	\$7,000
Site Lighting Photometric:	\$2,500
Total Electrical Fee:	\$9,500



# COLIN P. LINDBERG, ARCHITECT PROJECT PROPOSAL

04/09/2026

## 4. CIVIL/SITE PLAN SOW:

CEA is the lead interface with the Town. Their fee is provided separately.

CEA will provide:

- Full site redesign as previously developed.
- ADA parking layout and accessible route improvements.
- Grading and drainage adjustments.
- Coordination with electrical for site lighting.
- Add-alternate conduit pathways for future improvements.

Civil Fee (CEA): Provided separately by CEA

## NEXT STEPS

### DELIVERABLES FOR APRIL 21, 2026:

- Coordinated DD-level drawing set (Architectural, Mechanical, Electrical, Civil).
- Outline specifications.
- Consolidated Opinion of Probable Cost (Architectural plus MEP).
- Add-alternate matrix.
- Presentation materials for the Select Board and Library Committee.

### FEE SUMMARY (CLA AND MEP ONLY):

CLA – Architectural	\$4,000
Tru Engineering – Mechanical & Plumbing	\$7,100
DuBois & King – Electrical	\$9,500
<b>Total A&amp;E Fee (CLA + MEP)</b>	<b>\$20,600</b>

### EXCLUSIONS AND ASSUMPTIONS:

The following items are not included in this proposal:

- Permitting or permit submission packages
- Construction documents
- Construction administration
- Hazardous materials testing or abatement design
- Full-building code upgrades unless triggered by scope
- Grant-related scope
- Third-party cost estimating
- Interior renovations beyond ADA-required areas
- Window, ceiling, flooring, or finish replacements except where directly impacted



# COLIN P. LINDBERG, ARCHITECT PROJECT PROPOSAL

04/09/2026

## AUTHORIZED SIGNATURES

### CEA:

Name: \_\_\_\_\_

Signature \_\_\_\_\_

Date: \_\_\_\_\_

### CLA:

Name: Randolph Burnett

Signature \_\_\_\_\_

Date: April 9<sup>th</sup>, 2026



2026 Hourly Rate Schedule

Principal Architect	\$155.00
Project Architect & Senior Staff Support	\$135.00
All Other Staff Support	\$115.00

Reimbursable Expenses

Outsourced Plotting	at cost by vendor, no additional mark up
Mileage	70 c/mile
Mail	at cost by carrier, no additional mark up
Outsourced Renderings, Models & Presentation Materials	consultant cost + 5%



April 07, 2026

Office of Colin P. Lindberg, Architect  
208 Flynn Avenue Suite 2B  
Burlington, VT 05401

Attn: Randy Burnett

Re: Georgia Public Library – Electrical Engineering Services

Dear Randy,

DuBois & King, Inc., is pleased to submit this proposal to provide electrical engineering services for the Georgia Public Library project.

This proposal details our scope and fee for the design as it is understood from correspondence to date. As you review our proposal, please provide us with any pertinent feedback that may result in modifications to this document, so we may discuss and implement them immediately.

We appreciate this opportunity to be of service to you, and we look forward to working with you on this project. If you have any questions or need further clarification regarding this proposal, please do not hesitate to contact me at (802) 322-7006.

Respectfully,

Ben Ferland E.I., Electrical Project Manager

Enclosure: Rate Schedule  
Terms & Conditions

## Project Understanding

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### GENERAL BACKGROUND

The existing building, located at 1697 Ethan Allen Highway in Fairfax Vermont, was built in 1973 with limited renovations and upgrades in the years since. The project will consist of limited interior renovations to bring the building into ADA compliance as well as upgrading the existing parking area on site.

### ASSUMPTIONS MADE FOR THE PURPOSE OF THIS PROPOSAL

To provide a prompt proposal, DuBois & King, Inc., has made the following assumptions:

- DuBois & King, Inc., shall be provided with proposed background drawings in AutoCAD format for use as backgrounds. All work is to be done in AutoCAD format.
- Site Civil plans shall be provided to DuBois & King, Inc., in AutoCAD format
- The specifications for this project will be short form on the drawings as needed.
- Issuances will be made at the following milestones: Design Development (DD). It is assumed that review comments shall be provided to DuBois & King, Inc., within 2 weeks after issuance for incorporation into the design documents.
- Utility power is readily available onsite.
- Electrical infrastructure shall be defined as power support, grounding, empty raceways and pathways, cable tray, wall sleeves, and empty wall boxes for devices.
- The A/V system shall be procured and designed by others, and D&K shall provide the electrical infrastructure required.
- Active equipment procurement and design for the telecom/data scope of work (i.e., network switches, routers/wireless access points, PCs, laptops, etc.) shall be by others, and D&K shall provide the electrical infrastructure, including Category 6 cabling as required.
- A Closed-circuit TV/surveillance system shall be procured and designed by others, and D&K shall provide the electrical infrastructure required.
- Security systems shall be procured and designed by others, and D&K shall provide the electrical infrastructure required.
- This project will not pursue LEED certification. However, we understand that similar high-efficiency standards shall be used for the Electrical design. Completion of utility rebate forms/submittals is excluded.
- It is assumed that our services will not include analysis of any potentially hazardous locations/process areas within the facility stemming from the presence of volatile or flammable gases.
- Design Development completion is assumed to be April 2026.
- The estimated design duration for Design Development is 3-Weeks after notice to proceed.

#### SCOPE OF WORK

The following is our understanding of the scope of work for this project:

- Act as a consultant to Colin P. Lindberg Architects to provide electrical engineering services for the subject project per the attached Scope of Work Checklist.
- Develop an Opinion of Probable Cost for the proposed Scope of Work.
- Coordinate our work with your office, owner representatives, and other consultants.

#### SERVICES NOT INCLUDED

1. Permit assistance
2. Permit Fees
3. Utility Fees
4. Electrical Engineering for LEED or similar certification
5. Mechanical & Plumbing Design
6. Commissioning Services
7. A/V Design
8. Fire Protection Design

## Fee Proposal

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### BASIC SERVICES

The following fee schedule is based upon the scope of services outlined in this proposal. Should the scope of services change, DuBois & King, Inc., is prepared to renegotiate these fees.

D&K’s fee for Construction Documents, and Construction Administration Services to be provided after passage of the local bond vote (expected to happen in August 2026).

Item	Basis of Compensation	Fee Amount
Site Lighting Photometric	Lump Sum	\$2,500
Design Development	Lump Sum	\$7,000
Construction Documents	Lump Sum	TBD
Construction Administration Services	Lump Sum	TBD
<b>Total (Site Lighting and DD Only)</b>	<b>Lump Sum</b>	<b>\$9,500</b>

### REIMBURSABLE EXPENSES

Reimbursable expenses and other direct costs will be invoiced on a time and expense basis. Reimbursable Expenses are not expected to exceed \$250.

### ADDITIONAL SERVICES

As mutually agreed, to in writing.

### DESIGN SCHEDULE

We anticipate the work to begin in April of 2026.

### TERMS & CONDITIONS

Terms are in accordance with DuBois & King, Inc.’s standard terms and conditions (attached).

### PROPOSAL ACCEPTANCE

Proposal in effect until *May 8th, 2026*, unless extended in writing.

### CONFIDENTIALITY

Proposal, including any attachments and recommendations, is to be treated as confidential and proprietary information of DuBois & King, Inc.



ACCEPTANCE

If the Scope of Services and terms outlined here are acceptable, please sign this letter and return it to us. This letter, along with our Schedule of Fees and Contract conditions, will serve as our agreement.

DuBois & King, Inc., is looking forward to working with you on this project. If you have any questions or desire additional information concerning this proposal, do not hesitate to contact me.

Proposal Accepted and Authorizes DuBois & King, Inc., to Proceed as indicated:

For Colin P. Lindberg Architects

Name: \_\_\_\_\_

Title: \_\_\_\_\_

Authorized Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Scope of Work Checklist for the Georgia Public Library Proposal  
Limited to Defined Scope of Work Area Only to Design Development Level

GENERAL WORK		
Included	Not Included	
	X	Specifications – Long Form – 6 Digit Format
	X	Specifications – Long Form – 5 Digit Format
X		Specifications – Short Form on Drawings
	X	Revit 2022 or Newer Format
X		AutoCAD Format
X		Opinion of probable construction costs at 100% DD issuance for electrical only.
X		Review of construction cost data for applicable disciplines, as developed by others.
	X	Life Cycle Cost Analysis
	X	MEP code analysis and report on existing building
X		Identify and document readily observable building and/or site services or features regarding their adequacy for intended project.
X		Verify/document owner standards or preferences for materials, systems, equipment, etc.
X		Verify/check readily observable existing conditions that may affect this project.
	X	Operating costs analysis and report
	X	Pre-purchase equipment specification and bidding
	X	Existing Condition Plans
X		Demolition Plans
	X	Construction Phasing Plans
	X	Support of LEED Certification (documentation by others) including meetings
	X	Cataloging of Existing Equipment
	X	Independent Technical Review (ITR)

Scope of Work Checklist for the Georgia Public Library Proposal  
 Limited to Defined Scope of Work Area Only to Design Development Level

ELECTRICAL		
Included	Not Included	
X		Evaluation of readily observable attributes of existing Electrical system(s) (pertinent to project) regarding adequacy for intended project.
	X	Comparative analysis of optional systems
X		Interior lighting design (in conjunction with Architect, in renovated areas only as required)
X		Lighting controls, including daylight harvesting (in renovated areas only as required)
X		Site lighting
	X	Landscape Lighting (circuiting only, design and light selection by others)
	X	Solar/photo voltage panel systems
X		Power distribution
	X	Emergency generator/power system
X		Exit signs
X		Emergency lighting
	X	Lightning protection system
X		Site utilities coordination with Site Engineer
	X	Fire alarm system (Performance Documents for Bidding Purposes, modifications to existing system as required)
	X	Theatrical Lighting
X		Sound/paging/intercom systems - conduit infrastructure only. (Cabling, hardware and equipment excluded)
X		Security system - conduit infrastructure only. (Cabling, hardware and equipment excluded)
X		Closed circuit TV system - conduit infrastructure only. (Cabling, hardware and equipment excluded)
	X	Clock system - conduit infrastructure only. (Cabling, hardware and equipment excluded)
X		Telephone system – conduit, cabling, devices and faceplates (Hardware and equipment excluded)
X		Data/Computer/Technology – conduit, cabling, devices and faceplates (Hardware and equipment excluded)
X		Audio/Visual Technology – conduit infrastructure only. (Cabling, hardware and equipment excluded)

Scope of Work Checklist for the Georgia Public Library Proposal  
 Limited to Defined Scope of Work Area Only to Design Development Level

BIDDING AND CONSTRUCTION ADMINISTRATION SERVICES		
Included	Not Included	
	X	Attend contractor scope review interviews
X		Review of shop drawings
X		Review of test results
X		Periodic site visitations to observe progress of work. (MAXIMUM OF 2, COMBINED WITH JOB MEETINGS AND PROJECT CLOSEOUT)
X		Attend job meetings (INCLUDED IN MAXIMUM PERIODIC SITE VISITS)
X		Review change order proposals
	X	Review of contractor request for payments
X		Preparation of supplemental documentation/clarifications
	X	Redesign of elements caused by contractor's error or scheduling conflicts.
X		Project closeout, including one punch list and review of operating and maintenance manuals (INCLUDED IN MAXIMUM PERIODIC SITE VISITS)
	X	As-Built Drawings (compiled from contractor's redlines, not certified)
	X	Record Drawings (certified As-Built drawings)
	X	Fixed Line Mylars
	X	Fundamental Commissioning
	X	Additional Commissioning
	X	Attend commissioning meetings

**Project**

**Date**

**SCHEDULE OF FEES AND CONTRACT CONDITIONS**

	<u>Hourly Rate</u>
Senior Principal .....	\$250.00
Principals/Director II .....	\$225.00
Principals/Director I .....	\$225.00
Senior Project Manager V .....	\$275.00
Senior Project Manager IV .....	\$235.00
Senior Project Manager III .....	\$215.00
Senior Project Manager II .....	\$205.00
Senior Project Manager I .....	\$185.00
MEP Sr. Design Engineer .....	\$180.00
Project Manager II .....	\$165.00
Project Manager I .....	\$158.00
Senior Project Engineer II .....	\$145.00
Senior Project Engineer I .....	\$140.00
Project Engineer II .....	\$135.00
Project Engineer I .....	\$130.00
Environmental Scientists/Field Naturalist I .....	\$110.00
Environmental Scientists/Field Naturalist II .....	\$120.00
Construction Inspector .....	\$135.00
Landscape Architect I .....	\$115.00
Landscape Architect II .....	\$140.00
Landscape Designer/Planner .....	\$105.00
Staff Engineer II .....	\$120.00
Staff Engineer I .....	\$105.00
Senior Designer II .....	\$130.00
Senior Designer I .....	\$110.00
Designers/Technicians .....	\$90.00
Registered Land Surveyors .....	\$165.00
Survey Party Chief .....	\$130.00
Survey Technicians .....	\$95.00
One-Person Survey Crew .....	\$140.00
Two-Person Survey Crew .....	\$190.00
Three-Person Survey Crew .....	\$270.00
Administrative Support .....	\$90.00

**Notes:**

1. Expert Witness Assistance will be quoted separately.
2. DuBois & King, Inc., reserves the right to periodically modify the hourly billing rates detailed above at the sole discretion of DuBois & King, Inc., with or without notice. Invoiced amounts will be based on the Schedule of Fees in effect at the time of invoicing.
3. Overtime labor provided by non-exempt personnel will be invoiced at one and one-half (1.5) times the appropriate hourly rate as detailed above.

**REIMBURSABLE EXPENSES and OTHER DIRECT COSTS including, but not limited to, the following items will be invoiced at cost plus Administrative Fee of 12%:**

1. Transportation and subsistence expenses incurred.
2. Shipping charges and insurance for hardware, samples, field test equipment, etc.
3. Transportation to and from jobs.
  - a. Internal Revenue Service standard mileage reimbursement rate for business travel.
  - b. The use of rental cars, trucks, boats, airplanes or other means of transportation at our cost.
4. Reproduction of drawings, reports, and documents and photographs for project records.
5. Direct materials.

**CONTRACT TERMS AND CONDITIONS**

**SERVICES OF OTHERS:** On occasion, project needs will require the specialized services of individual consultants or other companies to participate in a project. When considered necessary, these firms or other consultants will be engaged with your approval. We expect that you will enter into an appropriate agreement with them and be directly responsible for all costs incurred by them. For work performed under this agreement for this project, we will review their invoices and forward to you a recommendation for disposition of payment. Services that are subcontracted by DuBois & King, Inc., will be billed at direct cost plus 12% overhead and fee.

**REIMBURSABLE EXPENSES:** Reimbursable expenses are in addition to the professional fee compensation for labor and typically include, but are not limited to, the following items: lodging and subsistence expenses; shipping charges and insurance for hardware, samples, field test equipment, etc.; transportation to and from projects; use of personal or company vehicles at a rate consistent with the federally allowable mileage reimbursement rate as determined by the Internal Revenue Service; the use of rental cars, trucks, boats, airplanes, or other means of transportation; reproduction of drawings, reports, documents, and photographs for project records; and any other direct materials. Reimbursable expenses will be billed at our direct cost plus an administrative fee of 12%.

**DESIGN WITHOUT CONSTRUCTION PHASE SERVICES:** If the Consultant's Scope of Services under this Agreement does not include project observation or review of the contractor's performance or any other construction phase services, it is understood and agreed that such services will be provided by the Client. The Client assumes all responsibility for interpretation of the Contract Documents and for construction observation, and the Client waives any claims against the Consultant that may be in any way connected thereto.

In addition, the Client agrees, to the fullest extent permitted by law, to indemnify and hold harmless the Consultant, its officers, directors, employees and subconsultants (collectively, Consultant) against all damages, liabilities or costs, including reasonable attorneys' fees and defense costs, arising out of or in any way connected with the performance of such services by other persons or entities and from any and all claims arising from modifications, clarifications, interpretations, adjustments or changes made to the Contract Documents to reflect changed field or other conditions, except for claims arising from the sole negligence or willful misconduct of the Consultant.

**ON-SITE SERVICES DURING PROJECT CONSTRUCTION:** Should our services be provided on the job site during project construction, it is understood that, in accordance with generally accepted construction practices, the contractor will be solely and completely responsible for working conditions on the job site, including safety of all persons and property during the performance of the work, and compliance with OSHA regulations, and that these requirements will apply continuously and not be limited to normal working hours. Any monitoring of the contractor's performance conducted by our personnel is not intended to include review of the adequacy of the contractor's safety measures in, on or near the construction site. It is further understood that field services provided by our personnel will not relieve the contractor of the contractor's responsibilities for performing the work in accordance with the plans and specifications.

**RIGHT-OF-ENTRY:** Unless otherwise agreed, you will furnish right-of-entry on the land for us to make the planned studies, explorations, or investigations. We will take reasonable precautions to minimize damage to the land from use of equipment, but have not included in our fee the cost for restoration of damage that may result from our operations. If we are required to restore the land to its former condition, this will be accomplished and the cost will be added to our fee.

**SCHEDULE OF FEES:** DuBois & King, Inc., at its sole discretion, reserves the right to periodically modify the hourly billing rates as detailed in its published Schedule of Fees and Contract Conditions to more accurately reflect the cost of doing business, with or without notice. Invoiced amounts will be based on the Schedule of Fees in effect at the time of invoicing.

**ADDITIONAL SERVICES:** Services not explicitly detailed in this Agreement will be considered additional and subject to increased project fees. Additional services will not be provided without the Client's prior authorization to proceed.

**TAXES:** State and Local Sales, Use and License taxes will be billed at cost. Any taxes or fees, enacted by Local, State or Federal government subsequent to the date of this contract, and based on gross receipts or revenues, will be added to amounts due under this contract in accordance with any such fees or taxes.

**INVOICES:** Invoices may be submitted periodically, and not less than monthly, and are payable within thirty (30) days. Interest of one and one-half percent (1.5%) per month will be payable on any amount not paid within thirty (30) days. Any attorneys' fees or other costs incurred in collection of any delinquent amount shall be paid by the Client. Upon request, documentation of reimbursable expenses included in the invoice will be provided in some format itemizing the amount in excess of \$50.00. DuBois & King, Inc., reserves the right to discontinue work on any account that is not paid on a current basis in accordance with these terms. If reassignment of project personnel occurs due to non-payment on an account, project schedule and fees may be adversely impacted.

**OWNERSHIP OF DOCUMENTS:** All reports, field data and notes, laboratory test data, calculations, estimates, and other documents that we prepare, as instruments of service, shall remain the property of DuBois & King, Inc. We will retain all pertinent records relating to the services performed for a period of six years following the completion of our services, during which period the records will be made available to you at all reasonable times and for reasonable retrieval and reproduction costs.

**INSURANCE:** DuBois & King, Inc., is protected by Worker's Compensation Insurance (and/or Employer's Liability Insurance), and by Comprehensive General Liability Insurance for bodily injury and property damage. We will furnish information and certificates upon written request. We will not be responsible for any loss, damage or liability arising from

your negligent acts, errors and omissions and those by your staff, consultants, contractors and agents or from the person for whose conduct we are not legally responsible.

**RISK ALLOCATION:** In recognition of the relative risks and benefits of the Project to both the Client and DuBois & King, Inc., the risks have been allocated such that the Client agrees, to the fullest extent permitted by law, to limit the liability of DuBois & King, Inc., and its officers, directors, partners, employees, shareholders, owners and subconsultants for any and all claims, losses, costs, damages of any nature whatsoever or claim expenses from any cause or causes, including attorneys' fees and costs and expert-witness fees and costs, so that the total aggregate liability of DuBois & King, Inc., and its officers, directors, partners, employees, shareholders, owners and subconsultants shall not exceed \$50,000, or DuBois & King, Inc.'s total fee for services rendered on this Project, whichever is greater. It is intended that this limitation apply to any and all liability or cause of action however alleged or arising, unless otherwise prohibited by law.

In the event the Client does not wish to limit DuBois & King, Inc.'s professional liability, DuBois & King, Inc., agrees to waive (or increase the amount of) this limitation of liability upon written notice from the Client and agreement of the Client to pay an additional fee. This additional fee is in consideration of the greater risk involved in performing work for which there is an increase in the limitation of liability or there is no limitation of liability.

**INDEMNIFICATION:** DuBois & King, Inc., agrees, to the fullest extent permitted by law, to indemnify and hold harmless the Client, its officers, directors and employees (collectively, Client) against all damages, liabilities or costs, including reasonable attorneys' fees and defense costs, to the extent caused by DuBois & King, Inc.'s negligent performance of professional services under this Agreement and that of its subconsultants or anyone for whom DuBois & King, Inc., is legally liable.

The Client agrees, to the fullest extent permitted by law, to indemnify and hold harmless DuBois & King, Inc., its officers, directors, employees and subconsultants (collectively, DuBois & King, Inc.) against all damages, liabilities or costs, including reasonable attorneys' fees and defense costs, to the extent caused by the Client's negligent acts in connection with the Project and the acts of its contractors, subcontractors or consultants or anyone for whom the Client is legally liable. Neither the Client nor DuBois & King, Inc., shall be obligated to indemnify the other party in any manner whatsoever for the other party's own negligence or for the negligence of others.

**CONSEQUENTIAL DAMAGES:** In no event shall DuBois & King, Inc., be liable to the Client or the Client to DuBois & King, Inc., for consequential or indirect damages, including, but not limited to, loss of profits or revenue, loss of use of equipment, loss of production, additional expenses incurred in the use of equipment and facilities and claims of customers of the Client. This disclaimer shall apply to consequential damages based upon any cause of action whatsoever asserted, including ones arising out of any breach of warranty, guarantee, products liability, negligence, tort, strict liability, or any other cause pertaining to the performance or non-performance of the contract by the Client or DuBois & King, Inc.

**STANDARD OF CARE:** In performing our professional services, we will use that degree of care and skill ordinarily exercised, under similar circumstances by members of the profession practicing in the same or similar locality. This warranty is in lieu of all other representations expressed or implied.

**OPINION OF PROBABLE COST:** In providing Opinions of Probable Construction Costs, the Client understands that DuBois & King, Inc., has no control over the cost or availability of labor, equipment or materials, or over competitive bidding or market conditions, or the contractor's methods of pricing, and, therefore, that our Opinions of Probable Construction Costs are made on the basis of our professional judgement and experience. DuBois & King, Inc., makes no warranty, expressed or implied, that the bids of the negotiated costs of the Work will not vary from the Opinion of Probable Construction Cost provided and does not guarantee the accuracy of our project or construction cost estimates as compared to contractor bids or actual cost to the Client. DuBois & King, Inc., is not providing professional estimating services, and actual pay items and material quantities also may vary from the pay items and quantities included in this Opinion of Probable Construction Costs.

**NO ADVANTAGE FROM ERRORS OR OMISSIONS IN CONTRACT DOCUMENTS:** Neither the Client nor the Client's Contractor shall take advantage or be afforded any benefit as the result of apparent error(s) or omission(s) in the contract documents. If any party discovers errors(s) or omission(s), it shall immediately notify all the other parties.

**DELAYS:** DuBois & King, Inc., is not responsible for delays caused by factors beyond DuBois & King, Inc.'s reasonable control. When such delays beyond DuBois & King, Inc.'s reasonable control occur, the Client agrees DuBois & King, Inc., is not responsible for damages, nor shall DuBois & King, Inc., be deemed to be in default of this Agreement.

**THIRD PARTY BENEFICIARY:** Nothing contained in this Agreement shall create a contractual relationship with, or a cause of action in favor of, a third party against either the Client or DuBois & King, Inc. DuBois & King, Inc.'s services under this Agreement are being performed solely for the Client's benefit, and no other party or entity shall have any claim against the Consultant because of this Agreement or the performance or nonperformance of services hereunder. The Client and DuBois & King, Inc., agree to require a similar provision in all contracts with contractors, subcontractors, subconsultants, vendors and other entities involved in this Project to carry out the intent of this provision.

**DISPUTE RESOLUTION:** In an effort to resolve any conflicts that arise during the design and construction of the Project or following the completion of the Project, the Client and DuBois & King, Inc., agree that all disputes between them arising out of, or relating to, this Agreement or the Project shall be submitted to nonbinding mediation.

The Client and DuBois & King, Inc., further agree to include a similar mediation provision in all agreements with independent contractors and consultants retained for the Project and to require all independent contractors and consultants also to include a similar mediation provision in all agreements with their subcontractors, subconsultants, suppliers and fabricators, thereby providing for mediation as the primary method for dispute resolution among the parties to all those agreements.

**TERMINATION:** In the event of termination of this Agreement by either party, the Client shall, within fifteen (15) calendar days of termination, pay DuBois & King, Inc., for all services rendered and all reimbursable costs incurred by DuBois & King, Inc., up to the date of termination, in accordance with the payment provisions of this Agreement.

The Client may terminate this Agreement for the Client’s convenience, and without cause, upon giving DuBois & King, Inc. not less than seven (7) calendar days’ written notice.

DuBois & King, Inc., may terminate this Agreement for the Consultant’s convenience, and without cause, upon giving the Client not less than seven (7) calendar days’ written notice.

Either party may terminate this Agreement for cause upon giving the other party not less than seven (7) calendar days’ written notice for any of the following reasons:

- Substantial failure by the other party to perform in accordance with the terms of this Agreement and through no fault of the terminating party;
- Assignment of this Agreement or transfer of the Project by either party to any other entity without the prior written consent of the other party;
- Suspension of the Project or DuBois & King, Inc.’s services by the Client for more than ninety (90) calendar days, consecutive or in the aggregate;
- Material changes in the conditions under which this Agreement was entered into, the Scope of Services or the nature of the Project, and the failure of the parties to reach agreement on the compensation and schedule adjustments necessitated by such changes.

In the event of any termination that is not the fault of DuBois & King, Inc., the Client shall pay DuBois & King, Inc., in addition to payment for services rendered and reimbursable costs incurred, for all expenses reasonably incurred by DuBois & King, Inc., in connection with the orderly termination of this Agreement, including, but not limited to, demobilization, reassignment of personnel, associated overhead costs and all other expenses directly resulting from the termination.

**ASSIGNMENT:** Neither party to this Agreement shall transfer, sublet, or assign any rights under or interest in this Agreement including, but not limited to, monies that are due or monies that may be due, without the prior written consent of the other party.

**SEVERABILITY:** Any provision of this Agreement later held to be unenforceable for any reason shall be deemed void, and all remaining provisions shall continue in full force and effect.

**EXTENT OF AGREEMENT:** This Agreement comprises the final and complete agreement between the Client and DuBois & King, Inc. It supersedes all prior or contemporaneous communications, representations, or agreements, whether oral or written, relating to the subject matter of this Agreement. Execution of this Agreement signifies that each party has read the document thoroughly, has had any questions explained by independent counsel, and is satisfied. Amendments to this Agreement shall not be binding unless made in writing and signed by both the Client and DuBois & King, Inc.

**LEGAL JURISDICTION:** The parties agree that this contract shall be governed by and construed in accordance with the laws of the State of Vermont in connection with all matters arising out of this contract. The parties agree that the courts of the State of Vermont shall have exclusive jurisdiction over any legal proceeding arising out of this contract.

HR6(06-25)v1

Revised June 2025

Tru Engineering PLC  
PO Box 684  
Washington, VT 05675  
(802) 316-9120  
[Jeremiah@truengineeringvt.com](mailto:Jeremiah@truengineeringvt.com)

April 6, 2026

Randy Burnett  
Colin P. Lindberg, Architect  
208 Flynn Avenue Suite 2B  
Burlington, VT 05401

RE: Georgia Public Library – Mechanical & Plumbing DD Phase

Randy,

Tru Engineering is pleased to provide you with a proposal for the HVAC & Plumbing DD level for the Georgia Public Library in Georgia, VT. Our design proposal is based on updated Colin P Lindberg Architectural Plans Proposed Scope 1.1 dated 4/6/26. Please see below for the scope of the proposed design services.

**HVAC & Plumbing DD Design**

- Based on feedback from architects and the town, we will provide a DD design level design for the HVAC & Plumbing upgrades including opinion on the probable costs.
- HVAC & Plumbing drawings shall include:
  - Plumbing Demo
  - Plumbing DWV New Work
  - Plumbing New Work
  - Plumbing Fixture Schedule
  - HVAC Demo
  - New Piping & HVAC
  - Boiler Room piping diagram w/ New Work
  - Mechanical Equipment Schedule

**Cost for HVAC & Plumbing DD Design.....\$7,100.00**

**Clarifications:**

- CD level design/drawing & CA proposal to follow at a later date.
- Architectural drawings (DWG) to be provided by the architect/owner for overlay.
- Existing As-built mechanical and plumbing drawings to be provided.
- Building commissioning upon completion of the project is not included in the above pricing.

- Invoicing will be sent monthly at the end of each month. Terms are 30 days from the date of the invoice.

Thank you for the opportunity to provide a proposal for our services. We look forward to working with you on this project and others in the future.

Signature of Acceptance \_\_\_\_\_ Date \_\_\_\_\_

Please contact me if you have any additional questions or require further information.

Sincerely,

Jeremiah Trombly, P.E.  
Tru Engineering PLC



## SCHEDULE OF RATES FOR LABOR & FEES

2026

<b>Description</b>	<b>Hourly Rate</b>
Senior Engineer	\$ 226.00
Project Manager/Engineer	210.00
Project Engineer	185.00
Staff Engineer	161.00
CAD/Designer	150.00
Surveyor 1	166.00
Surveyor 2	105.00
Technician 1	123.00
Technician 2	98.00
Administrative Assistant	98.00
Expert Witness/Litigation Services	320.00
 <b>Reimbursable Expenses:</b>	
Mileage (IRS approved mileage rate)	0.725/mile
Prints (24" x 36")	3.00/each
Color Prints (24" x 36")	20.00/each
Black & White Photocopies (8½" x 11")	0.25/each
Black & White Photocopies (11" x 17")	0.50/each
Color Photocopies (8½" x 11")	1.00/each
Color Photocopies (11" x 17")	2.00/each
Concrete Boundary Monuments	100.00/each
Recordable Mylar	25.00/each
Archive Recovery	50.00 (min.)
Subconsultant Management Markup	10%

*Town of Georgia  
Investment Policy*

**PURPOSE.** In accordance with 24 V.S.A. § 1571(b), moneys received by the treasurer on behalf of the Town of Georgia may be invested and reinvested by the treasurer with the approval of the selectboard. The purpose of this Investment Policy is to establish the investment objectives, standards of investing prudence, eligible investments and transactions, internal controls, reporting requirements, and safekeeping and custodial procedures necessary for the proper management and investment of the funds of the Town of Georgia.

**OBJECTIVES.** The primary objectives in priority order of investment of the funds of the Town of Georgia shall be safety, liquidity, yield, and local investment:

**Safety.** Safety of principal shall be the foremost objective of Town funds. Investments will be undertaken so as to ensure the preservation of capital in the overall portfolio. The objective will be to mitigate credit risk (the risk of loss due to the failure of the security) and interest rate risk (the risk that the market value of securities in the portfolio will fall due to changes in market interest rates). Credit risk will be minimized by diversifying the Town's investment portfolio so that the impact of potential losses from any one type of investment will be minimized. Interest rate risk will be minimized by investing operating funds primarily in shorter term securities, money market mutual funds, or similar investment pools and limiting the average maturity of the Town's investment portfolio.

**Liquidity.** The Town's investment portfolio will remain sufficiently liquid to meet all reasonably anticipated operating requirements. This will be accomplished by structuring the portfolio so that investments mature concurrent with cash needs to meet anticipated demands. The portfolio will consist primarily of securities with active secondary or resale markets. A portion of the portfolio may be placed in money market mutual funds to ensure liquidity for short-term funds.

**Yield.** The investment portfolio will be designed to attain a market rate of return throughout budget and economic cycles, taking into account the investment risk constraints and liquidity needs. Return on investment is of secondary importance compared to the safety and liquidity objectives described above. The core of investments will be limited to relatively low-risk securities in anticipation of earning a fair return relative to the risk being assumed.

**Local Investment.** Where possible, funds may be invested for the betterment of the local economy. The Town may accept a proposal from an eligible institution that provides for a reduced rate of interest, provided that such institution documents the use of deposited funds for community development projects. Local investment is of tertiary importance compared to the safety, liquidity, and yield objectives described above.

**POOLING.** Except where prohibited by law, cash and reserve balances from all funds will be

consolidated to maximize investment earnings and to increase efficiencies with regard to investment pricing, safekeeping, and administration. Investment income will be allocated to various funds based on their respective participation and in accordance with generally accepted accounting principles.

**STANDARD OF CARE.** The standard of care to be used by the treasurer and selectboard shall be the prudent person standard and shall be applied in the context of managing an overall portfolio. Investments shall be made with judgment and care, under circumstances then prevailing, which persons of prudence, discretion, and intelligence exercise in the management of their own affairs, not for speculation, but for investment, considering the probable safety of their capital as well as the probable income to be derived.

**CONFLICTS OF INTEREST.** The selectboard and the treasurer shall refrain from personal business activity that could conflict with the proper execution and management of the Town's investments or that could impair their ability to make impartial decisions. They shall disclose any material interests in financial institutions with which the Town conducts business, and further disclose any personal financial or investment positions that could be related to the performance of the Town's investments. Selectboard members and the treasurer shall refrain from undertaking personal investment transactions with the same individual with whom business is conducted on behalf of the Town.

**INTERNAL CONTROLS.** The selectboard and treasurer will establish a system of internal controls, which shall be documented in writing to prevent the loss of invested funds arising from fraud, employee error, misrepresentation by third parties, unanticipated changes in financial markets, or imprudent actions by employees and officers of the Town.

**AUTHORIZED INVESTMENTS AND INSTITUTIONS.** Public deposits shall only be made in qualified public depositories as established by Vermont law. All financial institutions and broker/dealers who desire to become qualified for investment transactions with the Town must supply the following as appropriate:

1. Audited financial statements demonstrating compliance with state and federal capital adequacy guidelines;
2. Proof of National Association of Securities Dealers (NASD) certification;
3. Proof of state registration;
4. Certification of having read and understood and agreeing to comply with the Town's investment policy; and
5. Evidence of adequate insurance coverage.

The treasurer and selectboard will conduct an annual review of the financial condition and registration of all qualified financial institutions and broker/dealers.

The following investments will be permitted under this policy:

1. U.S. Treasury obligations which carry the full faith and credit guarantee of the United States Government and are considered to be the most secure instruments available;
2. U.S. government agency and instrumentality obligations that have a liquid market with a readily determinable market value;
3. Certificates of deposit and other evidences of deposit at financial institutions;
4. Bankers acceptances;
5. Commercial paper, rated in the highest tier (e.g., A-1, P-1, F-1, D-1 or higher) by a nationally recognized rating agency;
6. Investment grade obligations of state and local governments and public authorities;
7. Repurchase agreements whose underlying purchased securities consist of the aforementioned instruments;
8. Money market mutual funds regulated by the Securities and Exchange Commission and whose portfolios consist only of dollar-denominated securities; and
9. Local government investment pools, either state-administered or developed through joint powers statutes, and other intergovernmental agreement legislation.

**COLLATERALIZATION.** Collateralization using obligations fully guaranteed by the full faith and credit of a Vermont municipality, the State of Vermont, and/or the United States Government will be required on certificates of deposit and repurchase agreements. The current market value of the applicable collateral will at all times be no less than 102% of the sum of principal plus accrued interest of the certificates of deposit or the repurchase agreement secured by the collateral. Collateral will always be held by an independent party, in the Town's name, with whom the Town has a current custodial agreement. Evidence of ownership must be supplied to, and retained by, the Town.

**SAFEKEEPING AND CUSTODY.** All trades of marketable securities will be executed by delivery vs. payment (DVP) to ensure that securities are deposited in an eligible financial institution prior to the release of funds. Securities will be held by an independent third-party custodian selected by the treasurer as evidenced by safekeeping receipts in the Town's name. The safekeeping institution shall annually provide a copy of its most recent report on internal controls (Statement of Auditing Standards No. 70, or SAS 70).

**REPORTING.** The treasurer will prepare a quarterly investment report that analyzes the status of the current investment portfolio and the individual transactions executed over the last quarter. The report will include a listing of individual securities held at the end of the reporting period, realized and unrealized gains or losses resulting from appreciation or depreciation by listing the cost and market value of securities over a one-year duration that are not intended to be held until maturity, average weighted yield to maturity of portfolio on investments as compared to applicable benchmarks, listing of investment by maturity date, and percentage of the total portfolio which each type of investment represents.

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]  
Paul Jensen  
\_\_\_\_\_

Treasury Investment

I, as Treasurer, am proposing to move \$500,000 into CD investments using our current bank, Peoples Trust Company, as per our Investment Policy dated 12/9/2024.

Using CDARS (Certificate of Deposit Account Registry Service) of IntraFi through Peoples Trust Company, we gain the ability to increase our interest income.

**Safety** – Using CDARS allows the use of multiple insured institutions to hold the money and be covered by the FDIC. Our current balance of the General Fund account is held in a similar manner, at a lower interest rate.

**Liquidity** – The CD may be purchased for as few as 4 weeks. That balances the increased interest revenue with liquidity of funds. The funds will roll over after each maturity unless we request that they do not. An analysis of our cash position at the maturity date will determine if the CD will be re-invested.

**Yield** – Our current bank holdings are generating 1.85%. CD rates are currently around 3.5%. CD's are low-risk securities.

**Local Investment** – We are continuing our relationship with Peoples Trust Company, a local banking institution with a branch office in Georgia.

**Pooling** – Our current approach will purchase these securities with only General Fund monies.

**Standard of Care** – The low risk of CD's meets the Town's standard of care.

**Conflicts of Interest** – I have no material interest with Peoples Trust Company. I have no personal relationship with them.

**Internal Controls** – The results of this investment will be recorded in the Town's books and a reconciliation will be maintained.

I request authorization to sign the IntraFi agreement with Peoples Trust Company and begin this investment.

Lori Hobart

Treasurer



## CDARS Deposit Placement Agreement

You, the undersigned, enter into this CDARS Deposit Placement Agreement (“Agreement”) with the following financial institution (“we” or “us”):

### Peoples Trust Company

This Agreement states the terms and conditions on which we will endeavor to place deposits for you at depository institutions through CDARS®, the Certificate of Deposit Account Registry Service® of IntraFi LLC (“IntraFi”).

#### 1. Deposit Placement

(a) Subject to the terms and conditions of this Agreement, we will act as your agent in placing deposits for you through CDARS. Schedule 1 describes times and contacts for the placement of deposits through CDARS. Schedule 2 includes a description of the placement feature that we will use.

(b) Each depository institution at which deposits may be placed through CDARS (“Destination Institution”) will be one at which deposit accounts are insured by the Federal Deposit Insurance Corporation (“FDIC”) up to the FDIC standard maximum deposit insurance amount (“SMDIA”) of \$250,000.

(c) **A LIST IDENTIFYING INTRAFI NETWORK BANKS, WHICH ARE FDIC-INSURED DEPOSITORY INSTITUTIONS, APPEARS AT [HTTPS://WWW.INTRAFI.COM/NETWORK-BANKS](https://www.intrafi.com/network-banks). CERTAIN CONDITIONS MUST BE SATISFIED FOR “PASS-THROUGH” FDIC DEPOSIT INSURANCE COVERAGE TO APPLY.** IntraFi network banks may be added or removed without notice. As described below, you may designate any Destination Institution as ineligible to receive your funds.

(d) Subject to the terms and conditions of this Agreement, when we place deposits in a certificate of deposit that a Destination Institution issues for your funds through CDARS (“CD”), the amount of our outstanding placements for you at the Destination Institution through CDARS and through ICS®, the IntraFi Cash Service®, will not exceed \$250,000.

(e) On the signature page of this Agreement, you will enter a unique alphanumeric identifier for you (“Depositor Identifier”), which will be associated with the Custodial Account. You will enter your federal taxpayer identification number (“TIN”) as your Depositor Identifier, unless you do not have a TIN, in which case you will enter an alternate identifier that we approve.

(f) You will use the same Depositor Identifier for all placements of deposits for you, by us or by any other financial institution, through CDARS or through ICS.

(g) Each CD, including the principal balance and the accrued interest, will be a deposit obligation solely of the Destination Institution at which it is held. It will not be a deposit obligation of us or any other person or entity.

(h) You may not add to or amend a CD, and no secondary market for the CDs exists. Unless an exception applies, you will incur a substantial early withdrawal penalty if you withdraw funds from a CD.

#### 2. Agency and Custodial Relationship

(a) We will act as your agent in placing deposits for you through CDARS. Under a separate agreement with you that grants us custodial powers (“Custodial Agreement”), we will also act as your custodian for the CDs. The Bank of New York Mellon (“BNY”) provides services that support deposit placement through CDARS. BNY’s services include acting as our issuing agent, settlement agent, and sub-custodian.

(b) As your custodian, we will open on our records, either directly or with the assistance of BNY, a custodial account in which we will hold your interests in the CDs (“Custodial Account”). We may permit you to have multiple Custodial Accounts.

(c) Each CD will be recorded (i) on the records of a Destination Institution in the name of BNY, as our sub-custodian, (ii) on the records of BNY in our name, as your custodian, and (iii) on our records in your name. The recording will occur in a manner that permits the CD to be FDIC-insured to the same extent as if it were recorded on the records of a Destination Institution in your name.

(d) For purposes of Article 8 of the Uniform Commercial Code, we will act as your securities intermediary for, and will treat as financial assets, the CDs and all your security entitlements and other related interests and assets with respect to the CDs, and we will treat you as entitled to exercise the rights that constitute the CDs.



(e) All interests that we hold for the CDs will be held by us only as your securities intermediary and will not be our property. You will be the owner of the funds in the CDs and any interest on those funds.

(f) You may terminate the custodial relationship between you and us at any time. You may not transfer the CDs to another custodian, but you may dismiss us as your custodian for a CD and request that it be recorded on the records of the Destination Institution in your name.

(g) We will endeavor to cause any request from you pursuant to Section 2(f) to be promptly forwarded to the Destination Institution. Each Destination Institution has agreed that it will promptly fulfill any such request, subject to its customer identification policies and other account opening terms and conditions.

(h) If a CD has been recorded on the records of a Destination Institution in your name pursuant to this Section 2, you will be able to enforce your rights in the CD directly against the Destination Institution, but we will no longer have any custodial responsibility for it and you will not be able to enforce any rights against the Destination Institution through us.

(i) If we were to become insolvent, our receiver or other successor in interest could transfer custody of the CDs, and our rights and obligations under this Agreement, to a new custodian. Alternatively, you could exercise your right to have the CDs recorded on the records of the Destination Institutions in your name pursuant to this Section 2.

3. Interest Rate

(a) The interest rate for the CDs at the Destination Institutions at which we place your deposits will be the interest rate to which you and we have agreed for the CDs (*Interest Rate*), with daily compounding.

(b) Interest payment frequency may vary depending on the term of the CD. In all cases, an interest payment will occur at maturity, and if the CD term is greater than 52 weeks, an interest payment will also occur at each year-end during the term. Contact us to learn the available interest rate frequencies for a particular CD term. We may give you the option to choose disbursement of interest payments to you by one or more of check, transfer, or credit to principal.

(c) Payment of the full amount of all accrued interest on a CD at a Destination Institution will be solely the responsibility of the Destination Institution. Neither

we nor any other person or entity will be indebted to you for such payment.

4. Placement Procedures

4.1. CDARS Placement Requests

(a) You may initiate the placement of your funds through CDARS by submitting to us a request for such placement (*CDARS Placement Request*). If we accept the CDARS Placement Request, we will submit to IntraFi a corresponding order for placement of funds through CDARS (*CDARS Order*).

(b) IntraFi will designate a day that is not a Saturday, a Sunday, or another day on which banks in New York, New York, are authorized or required by law or regulation to close (*Business Day*) as a Business Day for which we may submit a CDARS Order (*CDARS Order Date*).

(c) When you submit a CDARS Placement Request, we will inform you on request of (i) available CDARS Order Dates, (ii) the CD maturity and payment terms available on CDARS Order Dates, (iii) the penalties that will be imposed for early withdrawal, and (iv) any limits with respect to placing funds.

(d) For processing of a CDARS Placement Request on a CDARS Order Date, unless you and we have agreed in writing to other arrangements, you must (i) submit the CDARS Placement Request by the time for submitting such a request set forth in Schedule 1 (*CDARS Placement Request Time*) and (ii) have on deposit in an account with us sufficient immediately available funds, which under applicable law are irreversible and are not subject to any lien, claim, or encumbrance, by the funding time set forth in Schedule 1 (*CDARS Funding Time*). You authorize us to place a hold on such funds until after the requested CD placement occurs.

4.2. Depositor Control

(a) You may obtain a list of Destination Institutions from a contact person identified in Schedule 1 or to whom we refer you if a person identified in Schedule 1 is not available (*CDARS Allocation Contact*).

(b) You may exclude Destination Institutions from eligibility to receive your funds as set forth in Section 4.3, and you may reject Destination Institutions at which your funds are proposed to be placed as set forth in Section 4.4. You approve the placement of your funds at Destination Institutions that you do not exclude or



reject. You may not direct us to place funds at a particular Destination Institution or specify the amount to be placed at a particular Destination Institution.

4.3. Destination Institution Exclusions

(a) You may enter the name of any depository institution on a list of exclusions from eligibility to receive deposits we place for you through CDARS ("Exclusions List").

(b) We may ask you to provide your initial Exclusions List by entering exclusions on Schedule 2 or by giving us notice of your Exclusions List in another manner we specify. You may make changes to your Exclusions List by giving us notice in a manner we specify.

(c) An Exclusions List, and any changes to it, will be effective within one Business Day after the first Business Day on which we have received the Exclusions List or notice of the changes to it from you.

4.4. Review and Approval of Proposed Placements

(a) After the deadline for submitting CDARS Orders for a CDARS Order Date, IntraFi will prepare a proposed allocation of your funds to Destination Institutions through CDARS ("CDARS Proposed Allocation").

(b) You may obtain the CDARS Proposed Allocation from us at or after the notification time set forth in Schedule 1 ("CDARS Allocation Notification Time") up to the response time set forth in Schedule 1 ("CDARS Allocation Response Time").

(c) To reject any one or more of the Destination Institutions identified in the CDARS Proposed Allocation, you must inform a CDARS Allocation Contact of the rejection by the CDARS Allocation Response Time. If you reject a Destination Institution by the CDARS Allocation Response Time, we will add the rejected Destination Institution to your Exclusions List.

(d) Subject to the other provisions of this Agreement, including those concerning limits on placements, your funds will be placed at Destination Institutions identified in a CDARS Proposed Allocation that you do not reject by the CDARS Allocation Response Time.

(e) If you reject one or more of the Destination Institutions by the CDARS Allocation Response Time, or if one or more of them becomes unavailable for placement for any reason, a result may be that only a portion of your funds, or none of your funds, will be

placed at Destination Institutions. We will inform you of the amount of your funds that will not be placed, and you may request that we submit a CDARS Order for your unplaced funds on another CDARS Order Date. We do not guarantee that funds you submit for placement will be placed at Destination Institutions, in whole or in part.

4.5. Issuance; Confirmation and Statements

(a) On the date for settlement of CD placements for a CDARS Order Date ("CDARS Settlement Date"), which is ordinarily the first Business Day after the CDARS Order Date, each Destination Institution at which your funds are being placed will issue a CD through BNY acting as its issuing agent. The issued CDs will be uncertificated time deposits, evidenced by book entry as set forth in Section 2(c) and not by an instrument.

(b) You will receive from us a written confirmation of the issuance of the CDs and periodic account statements that will reflect your ownership of the funds. The confirmation of CD issuance and the periodic account statements will be the only evidence that you will receive of your ownership of the funds. You should retain the confirmation and the account statements.

5. Maturity, Resubmission, and Early Withdrawal

5.1. Maturity and Resubmission

(a) The CDs will mature on the maturity date shown on the confirmation of CD issuance. At maturity, the principal amount of each CD, plus any unpaid accrued interest, will be paid to you. The CDs will not automatically renew or roll over, and interest will not continue to accrue after the maturity date.

(b) If you wish to resubmit the proceeds of maturing CDs to be placed again through CDARS, you must contact us and submit, in advance of maturity, a request to resubmit funds for placement through CDARS ("CDARS Resubmission Request ") or take advantage of the preauthorized resubmission process described in Section 5.1(c).

(c) When you submit a CDARS Placement Request, you may enter into a written agreement with us that preauthorizes the resubmission at maturity of the proceeds of maturing CDs for placement through CDARS ("CDARS Resubmission Agreement").

5.2. Early Withdrawals

(a) You may withdraw a CD before maturity, subject to a substantial early withdrawal penalty. A penalty applies to any early withdrawal, except that a



penalty will not be charged for early withdrawal on the death of an individual who is the sole owner or a joint owner of the funds or the sole current mandatory or discretionary income beneficiary of a trust, including the sole current beneficiary of a unitrust or annuity trust. Written verification acceptable to the Destination Institution that issued the CD may be required to invoke the exception.

(b) For a CD with a term of 4 or 13 weeks, the early withdrawal penalty is equal to 28 or 90 days, respectively, of simple interest calculated at the Interest Rate. The penalty for early withdrawal of such a CD is equivalent to substantially all the interest that would have been earned over the full term and will invade principal. For a CD with a term of 26 weeks or longer, the early withdrawal penalty is equal to simple interest calculated at the Interest Rate for approximately one-half the number of days in the full term. The penalty for early withdrawal of such a CD is equivalent to approximately one-half of the interest that would have been earned over the full term and may invade principal. The schedule of early withdrawal penalties may be viewed at [www.CDARS.com/products](http://www.CDARS.com/products) or a successor website address.

(c) Pursuant to the Internal Revenue Code of 1986, as amended, the beneficiary of an Individual Retirement Account ("IRA") (but not a Roth IRA) may incur a tax penalty if the beneficiary does not begin making withdrawals from the IRA after age 73. A CD held in an IRA is not exempt from early withdrawal penalty merely because the beneficiary must withdraw the CD to avoid a tax penalty.

(d) Early withdrawal of a CD may be made only in whole, not in part. You may request early withdrawal by contacting us, at which time you may specify the one or more of the CDs for which you request early withdrawal. If you choose not to specify one or more of the CDs to withdraw, early withdrawals will be made using an automated process that generates random selections based on amount.

(e) Early withdrawal proceeds ordinarily will be available to you within two Business Days after we receive your early withdrawal request. Early withdrawal proceeds will not be available, however, until they are paid to us by the Destination Institution that issued the CD being withdrawn. Neither we nor any other person or entity will be obligated to advance funds to you for early withdrawal of a CD.

6. Placement Feature and Rate

6.1. Reciprocal and One-Way

(a) We are eligible to use a feature of CDARS in which, when we place deposits, we receive matching deposits placed by other participating institutions in CDARS and may pay a fee to IntraFi ("*Reciprocal Feature*").

(b) We are also eligible to use a feature of CDARS in which, when we place deposits, we do not receive matching deposits, but we and IntraFi may receive fees from Destination Institutions ("*One-Way Feature*").

(c) Schedule 2 provides (i) that we may use either the Reciprocal Feature or the One-Way Feature, (ii) that we will use only the Reciprocal Feature, or (iii) that we will use only the One-Way Feature.

6.2. Rate

(a) Interest on the CDs will be earned at the specified Interest Rate regardless of whether the Reciprocal Feature or the One-Way Feature is used.

(b) When the Reciprocal Feature is used, the fee paid to IntraFi may affect rate determination. When the One-Way Feature is used, fees paid by Destination Institutions, or cost-of-funds rates for Destination Institutions, may affect rate determination.

(c) If we are eligible to use the Reciprocal Feature, and you authorize us to use either the Reciprocal Feature or the One-Way Feature, we may use a feature with greater benefits to you, to us, or both.

6.3. Placement Requirements

(a) Under the laws of some states, governmental units may submit deposits for placement through a deposit placement network only if the placing institution is located in the state and receives matching deposits of an equal maturity, if any, and an equal amount.

(b) If you are a state governmental unit, or if you are otherwise subject to restrictions on the placement of deposits for you, you are responsible for determining whether deposit placement in accordance with this Agreement satisfies any applicable restrictions.



7. FDIC Insurance Considerations

7.1. Deposit Insurance Coverage

(a) You may obtain information about FDIC deposit insurance coverage by visiting the FDIC website at [www.fdic.gov](http://www.fdic.gov) or by contacting the FDIC by letter, email, or telephone.

(b) All of your deposits at a Destination Institution in the same insurable capacity (whether you are acting directly or through an intermediary) will be aggregated for the SMDIA. You should add to your Exclusions List any depository institution at which you have other deposits in the same insurable capacity. Insurable capacities include, among others, individual accounts and joint accounts.

(c) You are responsible for determining whether deposits we place for you are maintained in separate insurable capacities. Separate divisions within a corporate entity are not eligible for separate insurance coverage, and a separate TIN or other Depositor Identifier does not establish a separate insurable capacity.

(d) We will use the Depositor Identifier to identify you, and we will place deposits for you on the understanding that you are not submitting deposits for placement under more than one Depositor Identifier in the same insurable capacity.

(e) The requirements for FDIC deposit insurance coverage of the deposits of governmental units, including the United States government, state and local governments, the District of Columbia, and the Commonwealth of Puerto Rico, are set forth in FDIC regulations. If you are a governmental unit, you are responsible for determining whether the requirements for deposit insurance have been met. We are not responsible for losses resulting from the placement of deposits that are not eligible for FDIC deposit insurance.

(f) Records that we maintain, or that BNY maintains for us, reflecting ownership of the CDs will be used to establish your eligibility for deposit insurance coverage. Accordingly, you must immediately report to us any changes in ownership information so that there will be accurate information to provide to the FDIC if a Destination Institution fails and the FDIC pays its insured deposits by cash payment. The FDIC could also require you to provide additional documentation.

7.2. Responsibility to Monitor Deposits; Available Information

(a) You are responsible for monitoring the total amount of your funds at each Destination Institution in each insurable capacity to determine the extent of FDIC deposit insurance coverage available to you for deposits at that Destination Institution. You should confirm that each placement of your funds at Destination Institutions is consistent with your exclusions and rejections.

(b) You can obtain publicly available financial information on Destination Institutions from the National Information Center of the Federal Reserve System at [www.ffiec.gov/nicpubweb/nicweb/nichome.aspx](http://www.ffiec.gov/nicpubweb/nicweb/nichome.aspx).

7.3. Uninsured Deposits

(a) Although we will not place a deposit for you through CDARS at any one Destination Institution in an amount that exceeds the SMDIA, a deposit that we place for you will not be eligible for FDIC insurance coverage at a Destination Institution before it becomes a deposit at the Destination Institution or after it is withdrawn from the Destination Institution. If the deposit is in a deposit account with us that is eligible for FDIC insurance coverage, it will be aggregated with your other deposits with us in the same insurable capacity for application of the SMDIA of \$250,000.

(b) If you cannot accept the risk of having a deposit with us that is not fully insured, you will be responsible for making arrangements with us, if we offer them, to have the deposits collateralized, protected by a properly-executed repurchase sweep arrangement, or otherwise adequately protected, in a manner consistent with applicable law. You should consult your legal advisor to determine whether a collateralization arrangement is consistent with applicable law.

(c) If you cannot accept the risk of having a deposit with us that is not fully insured, and we do not offer arrangements of the kind described in Section 7.3(b) or we offer them but you do not make such arrangements with us, you should not submit deposits for placement through CDARS.

7.4. Deposit Insurance Payments

(a) In case of the liquidation of, or other closing or winding up of the affairs of, an insured depository institution, the FDIC is generally required by law to pay each insured deposit "as soon as possible," either by cash payment or by transferring the deposit to another insured depository institution. It is possible, however, that an insurance payment could be delayed. Neither



we nor any other person or entity will be obligated to advance funds to you with respect to an insurance payment or to make any payment to you in satisfaction of a loss you might incur as a result of a delay in an insurance payment.

(b) If a Destination Institution at which we place deposits for you is closed and the FDIC does not transfer deposits that include your funds to another insured depository institution, but will make a deposit insurance cash payment, we will cause a deposit insurance claim for your funds to be filed with the FDIC, and we will credit to you the proceeds of the deposit insurance claim that we receive for your funds, subject to any valid security interest.

(c) If the FDIC makes a deposit insurance cash payment for a CD at a closed Destination Institution, the FDIC is required by law to pay the principal amount plus unpaid accrued interest to the date of the closing of the Destination Institution, as prescribed by law, subject to the SMDIA. No interest is earned on a CD at a Destination Institution after it closes.

(d) If the FDIC transfers the deposits of a closed Destination Institution to another insured depository institution, the acquiring institution may assume a CD under its original terms or offer you a choice between receiving early payment of the CD without penalty or maintaining the CD at a different rate. If you choose to accept a new interest rate on the CD, you must terminate your custodial relationship with us with respect to the CD and have it titled on the records of the acquiring institution in your own name. Thereafter, you will have no relationship with us with respect to the CD and will receive any further payments on the CD directly from the acquiring institution.

8. Additional Considerations

8.1. Compare Rates

(a) We are not acting as your investment advisor with respect to the placement of funds using CDARS, and we are not advising you about alternative investments. You are responsible for comparing the rates of return and other features of the CDs to other available CDs and other kinds of investments before choosing placement through CDARS.

(b) The Interest Rate may be higher or lower than a cost-of-funds rate for a Destination Institution, an interest rate for another customer, or interest rates on comparable deposits available directly from us, from the Destination Institutions at which the CDs are held, from

other Destination Institutions, or from insured depository institutions that are not Destination Institutions.

8.2. Allocation Considerations

(a) The CDARS allocation process is subject to applicable law and may be affected by our objectives, IntraFi's objectives, or both, including administrative convenience, reduction of costs, and enhancement of profits.

(b) Participating institutions in the CDARS service may make compensatory payments resulting in payments to other participating institutions, or receive compensatory payments resulting from payments by other participating institutions, including compensatory payments that reflect the difference between an interest rate for deposits placed by an institution and a rate at which the receiving institution would otherwise pay interest.

8.3. Mutual Institution Rights

(a) Your funds may be placed in a CD at a Destination Institution that is in the mutual form of organization. Such a CD will be recorded on the records of the mutual institution in the name of the sub-custodian and not in your name. The sub-custodian will not attend or vote at any meeting of the depositor members of a mutual institution, or exercise any subscription rights in a mutual institution's mutual-to-stock conversion, either on its own behalf or on your behalf.

(b) If we receive from the sub-custodian notice of a meeting of depositor members of a mutual institution or other materials or information relating to a mutual institution's mutual-to-stock conversion, we may forward such notice, materials, or information to you. If you wish to receive such notice, materials, or information directly from the mutual institution, or if you wish to attend or vote at any meeting of the depositor members of the mutual institution or receive subscription rights, you must, before the applicable record date (a date that is usually at least one year before the mutual institution's board of directors adopts a plan of conversion), dismiss us as your custodian and have the CD recorded on the records of the mutual institution in your name pursuant to Section 2(f).

9. Other Provisions

9.1. Release and Use of Identifying Information

(a) We may provide information that identifies you ("*Identifying Information*"), including your name, your TIN or other Depositor Identifier, and information on



your deposits, to a party that provides services in connection with CDARS ("Service Provider"), including IntraFi and BNY. A Service Provider may use Identifying Information in providing services in connection with CDARS.

(b) We or a Service Provider may also provide Identifying Information to a Destination Institution at which your funds have been placed in CDs, but will do so only to the extent necessary to comply with a request by you or your agent or to comply with applicable law. In addition, we or a Service Provider may provide Identifying Information to the FDIC in connection with a deposit insurance claim.

(c) Except as provided in Section 9.1(a) or Section 9.1(b), we will not provide Identifying Information to any party unless we determine that (i) we are required by applicable law to do so or (ii) we are permitted by applicable law to do so and have reasonable grounds to do so to protect our own legal or business interests or the legal or business interests of IntraFi or BNY.

(d) IntraFi may use and disclose any and all analyses, comparisons, indexes, or other data or information assembled, compiled, or otherwise developed by IntraFi, including information regarding aggregated activity of CDARS depositors, as long as it does not individually identify you.

### 9.2. Tax Reporting and Withholding

(a) To the extent required by applicable law, we will file with the U.S. Internal Revenue Service ("IRS"), and furnish to you, IRS Form 1099-INT or its equivalent, or IRS Form 1042-S or its equivalent, for interest paid on the CDs by the Destination Institutions.

(b) If we are notified by the IRS that backup withholding is required for interest on the CDs, or if we otherwise determine that we are required by applicable law to collect such backup withholding, we will collect it and pay it to the IRS.

### 9.3. Liability and Dispute Resolution

(a) We will maintain, directly or through a Service Provider, appropriate records of our placements for you. We will not place deposits for you through CDARS at a Destination Institution that is the subject of a then-effective exclusion on your Exclusions List, at a Destination Institution that is the subject of a then-effective rejection by you, or at a Destination Institution under one Depositor Identifier in an amount that exceeds the SMDIA.

(b) If all or part of your funds in a CD at a Destination Institution are uninsured because of our failure to comply with the requirements set forth in Section 9.3(a), and if the Destination Institution fails and you do not otherwise recover the uninsured portion, we will reimburse you for your documented loss of the uninsured portion that you do not otherwise recover.

(c) SUBJECT TO OUR REIMBURSEMENT OBLIGATION IN SECTION 9.3(b), AND EXCEPT AS MAY BE OTHERWISE REQUIRED BY APPLICABLE LAW, WE WILL NOT BE LIABLE, AND IN NO EVENT WILL INTRAFI OR BNY BE LIABLE, TO YOU OR TO ANY OTHER PERSON OR ENTITY FOR ANY LOSS OR DAMAGE INCURRED OR ALLEGEDLY INCURRED IN CONNECTION WITH THIS AGREEMENT. WITHOUT LIMITING THE FOREGOING, WE, INTRAFI, AND BNY WILL NOT HAVE ANY LIABILITY TO YOU OR ANY OTHER PERSON OR ENTITY FOR: (i) ANY LOSS ARISING OUT OF OR RELATING TO A CAUSE OVER WHICH WE DO NOT HAVE DIRECT CONTROL, INCLUDING THE FAILURE OF ELECTRONIC OR MECHANICAL EQUIPMENT OR COMMUNICATION LINES, TELEPHONE OR OTHER INTERCONNECT PROBLEMS, UNAUTHORIZED ACCESS, THEFT, OPERATOR ERRORS, GOVERNMENT RESTRICTIONS, OR FORCE MAJEURE (E.G., EARTHQUAKE, FLOOD, SEVERE OR EXTRAORDINARY WEATHER CONDITIONS, NATURAL DISASTERS OR OTHER ACT OF GOD, FIRE, ACTS OF WAR, TERRORIST ATTACKS, INSURRECTION, RIOT, STRIKES, LABOR DISPUTES OR SIMILAR PROBLEMS, ACCIDENT, ACTION OF GOVERNMENT, COMMUNICATIONS, SYSTEM OR POWER FAILURES, OR EQUIPMENT OR SOFTWARE MALFUNCTION), (ii) DELAY IN ANY FDIC INSURANCE PAYMENT, (iii) THE FINANCIAL CONDITION OF ANY DESTINATION INSTITUTION OR THE ACCURACY OF ANY FINANCIAL INFORMATION ABOUT ANY DESTINATION INSTITUTION, OR (iv) ANY SPECIAL, INDIRECT, PUNITIVE, INCIDENTAL, OR CONSEQUENTIAL DAMAGES (INCLUDING LOST PROFITS).

(d) ANY DISPUTE ARISING OUT OF OR IN CONNECTION WITH THIS AGREEMENT WILL BE GOVERNED BY THE DISPUTE RESOLUTION, ARBITRATION, CHOICE OF LAW, VENUE, WAIVER OF JURY TRIAL, AND COSTS RELATED TO DISPUTES PROVISIONS, IF ANY, CONTAINED IN THE CUSTODIAL AGREEMENT.

### 9.4. Miscellaneous

(a) This Agreement constitutes the entire agreement between you and us relating to the placement of deposits through CDARS and any other matter herein, supersedes prior agreements, understandings, negotiations, representations, and proposals, whether written or oral, relating to any matter herein, and may not be amended by any oral representation or oral agreement. This Section 9.4(a) will not affect the validity of any resubmission



agreements or addenda into which we have entered with you.

(b) Schedule 1 and Schedule 2 are incorporated into and made part of this Agreement. We may amend this Agreement, including any Schedule, prospectively by giving you written notice of the amendment at least fourteen (14) days before the effective date of the amendment, which will be specified in the notice or, if no effective date is specified in the notice, the date that is fourteen (14) days after we give you written notice of the amendment. We may provide written notice of the amendment by means of an entry on your account statement, an email message, or a printed letter.

(c) Either party may terminate this Agreement on written notice to the other, but the obligations of both parties will survive with respect to any funds deposited at the time of termination. In addition, the provisions of this Section 9.4 will survive termination.

(d) Except as provided in Section 2(i), this Agreement may not be assigned, in whole or in part, by either party except by operation of law or as required by applicable law, and any purported assignment in violation hereof is void.

(e) The headings in this Agreement are not intended to describe, interpret, define, or limit the scope,

meaning, or intent of this Agreement or any clause in it. Except as otherwise specified, a reference to a Section is a reference to a section of this Agreement. A reference to a Schedule is a reference to a schedule to this Agreement. The term "applicable law" refers to all applicable statutes, rules, regulations, and judicial orders, whether federal, state, or local. The words "include," "includes," and "including" do not imply exclusion.

(f) This Agreement and, unless otherwise provided in the Custodial Agreement, the Custodial Agreement may be executed in counterparts, each of which shall be deemed to be an original, but such counterparts shall, together, constitute only one instrument. This Agreement and, unless otherwise provided in the Custodial Agreement, the Custodial Agreement will be valid, binding, and enforceable against you and us when executed by one of the following means that we accept: (i) an original manual signature, (ii) a DocuSign® eSignature or another electronic signature that we accept, or (iii) a faxed, scanned (including in a PDF document), or photocopied signature that we accept. Each DocuSign® eSignature, other electronic signature, or faxed, scanned, or photocopied signature that we accept shall for all purposes have the same validity, legal effect, and admissibility in evidence as an original signature, and you and we waive any objection to the contrary.

The remainder of this page is intentionally left blank.



By signing below, you ("Depositor") and we ("Relationship Institution") agree to be legally bound by this CDARS Deposit Placement Agreement, effective when you and we have signed it. If the Custodial Account will be a joint account, each owner of the Custodial Account must sign this Agreement.

RELATIONSHIP INSTITUTION

Institution: Peoples Trust Company

Signature: \_\_\_\_\_

Name and title of authorized signatory:  
Jim Schuler

Cash Management Specialist

Date signed: \_\_\_\_\_

SOLE OR PRIMARY DEPOSITOR

Depositor: Town Of Georgia

Signature: \_\_\_\_\_

Name and title of authorized signatory (if not individual):  
Lori Hobart

Treasurer

Depositor TIN or approved alternate identifier (and type):  
03-6000882

Email: treasurer@townofgeorgia.com

Date signed: \_\_\_\_\_

ADDITIONAL DEPOSITOR (FOR JOINT ACCOUNT)

Depositor: \_\_\_\_\_

Signature: \_\_\_\_\_

Depositor TIN or approved alternate identifier (and type):  
\_\_\_\_\_

Email: \_\_\_\_\_

Date signed: \_\_\_\_\_

ADDITIONAL DEPOSITOR (FOR JOINT ACCOUNT)

Depositor: \_\_\_\_\_

Signature: \_\_\_\_\_

Depositor TIN or approved alternate identifier (and type):  
\_\_\_\_\_

Email: \_\_\_\_\_

Date signed: \_\_\_\_\_

(Add signature lines as needed.)





## Schedule 2 to CDARS Deposit Placement Agreement

### Placement Feature and Exclusions

This **Schedule 2** is part of the CDARS Deposit Placement Agreement (“*Agreement*”). Terms not defined in this Schedule 2 have the meanings, if any, assigned elsewhere in the Agreement.

#### 1. Placement Feature

We may use the Reciprocal Feature, the One-Way Feature, or both in placing deposits for you.

We will use only the Reciprocal Feature in placing deposits for you.

We will use only the One-Way Feature in placing deposits for you.

(Check one above.)

#### 2. Exclusions

(a) You may place depository institutions on your Exclusions List by identifying them in the list below, unless we specify another means by which you will provide your Exclusions List.

(b) The Exclusions List should include the city and state of the depository institution’s main office (rather than the city and state of a branch location). The Exclusions List may also include the institution’s FDIC certificate number or transit routing number. If you do not list any exclusions enter “none” under Name of Institution on the first line (but your signature after a blank list will constitute your acknowledgment that you have not listed any exclusions).

(c) Exclusions List:

Name of Depository Institution	City and State	FDIC Certificate or Routing Number

(Add lines if necessary.)

\_\_\_\_\_  
Signature of sole or primary Depositor

# Custodial Agreement

You, the undersigned, enter into this Custodial Agreement (“*Agreement*”) with the following financial institution (“*we*” or “*us*”):

## Peoples Trust Company

1. Pursuant to this Agreement, you authorize us to hold and act as your custodian with respect to all deposit accounts, including all time deposits, money market deposit accounts, and demand deposit accounts, issued or established pursuant to the CDARS Deposit Placement Agreement, the ICS Deposit Placement Agreement, or a predecessor agreement (“*Deposit Accounts*”) for funds of yours placed as deposits through CDARS®, the Certificate of Deposit Account Registry Service®, or ICS, the IntraFi® Cash Service, and all your security entitlements and other related interests and assets with respect to the Deposit Accounts (“*Related Entitlements*”). The custodial account in which we will hold the Deposit Accounts and Related Entitlements (“*Custodial Account*”) comprises all the CDARS and ICS custodial accounts that we maintain for you.

2. As your custodian, we may (i) cause the Deposit Accounts to be titled in our name or in the name of our sub-custodian, (ii) collect for your account all interest and other payments of income or principal pertaining to the Deposit Accounts, (iii) endorse on your behalf any check or other instrument received for your account that requires endorsement, (iv) in accordance with your instructions, deposit your funds in, or withdraw your funds from, the Deposit Accounts, (v) in accordance with your instructions, deliver or transfer funds from another account with us to the Deposit Accounts or deliver or transfer funds from the Deposit Accounts to another account with us, (vi) for Deposit Accounts that are time deposits, surrender for payment for your account maturing CDs and those for which early withdrawal is requested, (vii) execute and deliver or file on your behalf all appropriate receipts and releases and other instruments, including whatever certificates may be required from custodians or may be necessary to obtain exemption from taxes and to name you when required for the purpose of the instrument, and (viii) take such other actions as are customary or necessary to effectuate the purposes of this Agreement.

3. For purposes of Article 8 of the Uniform Commercial Code in applicable state law (“*UCC*”), we will act as your securities intermediary for, and will treat as financial assets, any Deposit Accounts and Related Entitlements that we hold for you pursuant to this Agreement. The Custodial Account will be a securities account, as defined in the UCC.

4. We may comply with any writ of attachment, execution, garnishment, tax levy, restraining order, subpoena, warrant, or other legal process that we believe (correctly or otherwise) to be valid. We may notify you of such process by telephone, electronically, or in writing. If we are not fully reimbursed for records research, imaging, photocopying, and handling costs by the party that served the process, we may charge such costs to your account, in addition to any minimum fee we charge for complying with legal processes.

5. We may honor any legal process that is served personally, by mail, or by electronic mail or facsimile transmission at any of our offices or an office of our agent (including locations other than where the funds, records, or property sought is held), even if the law requires personal delivery at the office where your account or records are maintained.

6. We will have no liability to you for any good-faith act or omission by us in connection with this Agreement. You agree to indemnify us and our sub-custodian, and to hold us and our sub-custodian harmless from, all expenses (including counsel fees), liabilities, and claims arising out of any good-faith act or omission by us in connection with this Agreement or compliance with any legal process relating to the Custodial Account that we believe (correctly or otherwise) to be valid. You agree to pay any service charges that we impose on the Custodial Account.

7. You may be an individual in an individual capacity, more than one individual in a joint capacity, or a trust, partnership, corporation, or other legal entity. We may accept instructions on your behalf from any individual who signs this Agreement as or on behalf of a Depositor and from any of the following individuals:

Name	Title or Legal Capacity

(Add lines if necessary.)

The remainder of this page is intentionally left blank.

By signing below, you ("Depositor") and we ("Relationship Institution") agree to be legally bound by this Custodial Agreement, effective when you and we have signed it. If the Custodial Account will be a joint account, each owner of the Custodial Account must sign this Agreement.

RELATIONSHIP INSTITUTION

Institution: Peoples Trust Company

Signature: \_\_\_\_\_

Name and title of authorized signatory:  
Jim Schuler  
Cash Management Specialist

Date signed: \_\_\_\_\_

SOLE OR PRIMARY DEPOSITOR

Depositor: Town of Georgia

Signature: \_\_\_\_\_

Name and title of authorized signatory (if not individual):  
Lori Hobart  
Treasurer

Depositor TIN or approved alternate identifier (and type):  
03-6000882

Email: treasurer@townofgeorgia.com

Date signed: \_\_\_\_\_

ADDITIONAL DEPOSITOR (FOR JOINT ACCOUNT)

Depositor: \_\_\_\_\_

Signature: \_\_\_\_\_

Depositor TIN or approved alternate identifier (and type):  
\_\_\_\_\_

Email: \_\_\_\_\_

Date signed: \_\_\_\_\_

ADDITIONAL DEPOSITOR (FOR JOINT ACCOUNT)

Depositor: \_\_\_\_\_

Signature: \_\_\_\_\_

Depositor TIN or approved alternate identifier (and type):  
\_\_\_\_\_

Email: \_\_\_\_\_

Date signed: \_\_\_\_\_

(Add signature lines as needed.)



# GEORGIA VERMONT

## Street Naming & Addressing Ordinance

Approved xxx xx, 2026

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### 1.0 AUTHORITY

This ordinance is adopted by the Town of Georgia in accordance with 24 VSA § 2291(16), 24 VSA § 4421, and 24 VSA § 4463.

### 2.0 PURPOSE

The purpose of this ordinance is to establish a uniform system for naming roads and numbering buildings throughout the Town of Georgia, to facilitate the location of properties by emergency services, postal and delivery services, and for other appropriate purposes.

### 3.0 DEFINITIONS

**Abbreviations Used:**

**MSAG:** Master Street Address Guide

**FPO:** Fleet Post Office

**APO:** Army Post Office

**USPS:** United State Postal Service

**911 System:**

The set of networks, software applications, databases, components and operations & management procedures required to provide 911 service. This may include commercial, governmental, and human resources.

**Addressing Systems:**

There are several different types of addresses noted in this document:

- **Civic Address:** Any address that includes a house number and a street name is considered a Civic Address. Civic Addresses include a community name that may or may not be recognized by the United States Postal Service (USPS) or be MSAG valid. Civic Addresses may be used as Postal Address if recognized by the USPS.
- Civic Addresses may be used as MSAG addresses if they are an exact match to the MSAG address. A rural route delivery address or FPO or APO address is not considered a Civic Address.
- **Postal Address:** Address recognized and used by the USPS for delivery of mail. A Postal Address is frequently not a valid address for 911 purposes.
- **Sub-Address:** A component of a Civic Address that provides differentiation between features having a common street name and address number. For example: apartment, suite, or lot number.
- **Grandfathered Addressing:** This is an addressing scheme that was approved by the Selectboard on initial Enhanced 911 implementation but does not follow the recommended 5.28-foot addressing scheme. For example, a grandfathered addressing system may calculate addresses at 50 feet or 100 feet per address.

**Dispatchable Location:**

Consists of the Civic Address, plus additional Sub-Address information such as suite, apartment, or similar information to adequately identify the location of a potential 911 caller.

**Emergency Service Number (ESN):**

A 3-5-digit number that represents one or more ESZs (Emergency Service Zone).

**Emergency Service Zone (ESZ):**

A geographical area that represents a unique combination of emergency service agencies (e.g., Law Enforcement, Fire and Emergency Medical Service (EMS)) that is within a municipality. An ESZ is represented by an Emergency Service Number (ESN) to identify the ESZ.

**Geographic Information Systems (GIS):**

A system for capturing, storing, displaying, analyzing, and managing data and associated attributes which are spatially referenced.

**Public Safety Answering Point (PSAP):**

An emergency communications center capable of processing 911 calls.

**Enforcement Officer:**

The person(s) authorized by the Selectboard and registered with the Vermont Judicial Bureau to enforce this ordinance.

**E-911 Coordinator:**

The person(s) authorized by the Selectboard to administer this ordinance.

**4.0 NAMING OF ROADS**

All public roads shall be named. All private roads or driveways serving three or more lots shall be defined as a private road and be named. A driveway serving one or two lots shall be

defined as a driveway and shall not require a name. Any future changes in a driveway increasing the lots served beyond the two lots will require the driveway to be upgraded to a private road, shall be named, and require new addressing created by the E-911 Coordinator in compliance with the Vermont Enhanced 911 Board Addressing Standards. New private roads established via the Town’s subdivision process shall be named after a duly noticed public hearing pursuant to 24 V.S.A. § 4463(c) within the 180-day period following the final decision by the DRB and prior to the recording of the mylar and deeds required by the DRB.

**5.0 GENERAL NUMBERING SYSTEM GUIDELINES**

Addressing of new streets and re-addressing of existing streets shall follow the Vermont Enhanced 911 Board Addressing Standards using a 5.28' increment with odd numbers on the left and even numbers on the right. The number of parcels, dwellings, and buildings shall proceed continuously from the place of beginning. Multi-dwelling buildings which have direct road access will be numbered consecutively per the multi-dwelling numbering guide in the appendix of this document. Multi-unit dwellings located within a building that does not have direct road access will be numbered with a building number (e.g.: 83 Main Street) and a 3-digit unit number with the first digit representing the floor number (e.g.: 101, 201, 301).

**6.0 POSTING OF DESIGNATED STREET ADDRESSES**

- A. The owner of any house or building to which a number has been assigned will be notified by the E-911 Coordinator of the number and street name assigned to the building.
  
- B. Within 60 days of the receipt of such notice, the owner of a house or building to which the number has been assigned, shall be responsible for causing that number to be affixed on or near the front door on the side of the house facing the road or driveway. In addition, the owner shall be responsible for causing the number to be affixed to either the mailbox or a post installed at the driveway entrance on the main road, located at least 30 feet from the center of the road.
  
- C. Numbers and letters affixed pursuant to this Section must be at least 3" in height and reflective.

D. Affixing of assigned numbers under this Section must meet any additional requirements set forth in the Vermont Enhanced 911 Board Addressing Standards.

## 7.0 NEW STRUCTURES

Prior to the issuance of any Zoning Permits, road naming and addressing must be completed and approved per this ordinance.

## 8.0 ENFORCEMENT

Any Person who violates a provision of this civil ordinance shall be subject to injunctive relief and a civil penalty for each such violation. Each day the violation continues shall constitute a separate offense. The Enforcement Officer shall have authority to issue and pursue before the Judicial Bureau, or another court having jurisdiction, municipal complaints to enforce this Ordinance. An Enforcement Officer or the Town Attorney may dismiss or amend a municipal complaint in appropriate circumstances in accordance with law or court rules.

### 1. Waiver Fees

An Enforcement Officer is authorized to recover waiver fees, in lieu of a civil penalty, in the following amounts, for any person who declines to contest a municipal complaint and pays the waiver fee:

First Offense .....	\$100
Second Offense .....	\$200
Third Offense .....	\$300
Fourth and Subsequent Offenses...	\$400

Offenses shall be counted on a twelve (12) month basis, beginning January 1 and ending December 31 of each year. An Enforcement Officer shall have discretion, for good cause shown, to issue a written warning, without recovering a waiver fee, for any First Offense. In such instance, the written warning shall be counted as a First Offense for calculating the number of annual offenses.

### 2. Civil Penalties

An Enforcement Officer is authorized to recover civil penalties in the following amounts for each violation:

First Offense .....	\$200
Second Offense .....	\$400
Third Offense .....	\$600
Fourth and Subsequent Offenses..	\$800

Offenses shall be counted on a twelve (12) month basis, beginning January 1 and ending December 31 of each year. An Issuing Municipal Official shall have discretion, for good cause shown, to issue a written warning, without recovering a civil penalty, for any First Offense. In such instance, the written warning shall be counted as a First Offense for calculating annual offenses.

3. Other Relief

In addition to the enforcement procedure available under Chapter 59 of Title 24, the Municipal Officer is authorized to commence a civil action in a court of competent jurisdiction to obtain injunctive relief and/or to seek such other appropriate relief to enforce this Ordinance as is authorized by law.

**9.0 SEVERABILITY**

If any provision of this ordinance is deemed by a court of competent jurisdiction to be unconstitutional, invalid or unenforceable, that provision shall be severed from the ordinance and the remaining provisions that can be given effect without the severed provision shall continue in effect.

**10.0 EFFECTIVE DATE**

This Ordinance shall take effect on XXXX XX, 2026.

Adopted by the Selectboard on ##### 2026.

\_\_\_\_\_ Kellie Bosenberg, Chair

\_\_\_\_\_ Brian Dunsmore, Vice Chair

\_\_\_\_\_ Tammy Hardy, Selectboard Member

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Judith Nasca, Selectboard Member

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Carl Rosenquist, Selectboard Member

# Ethics and Conflicts of Interest

## 2026 Training Requirement Reminder:

Certain municipal officers are required to complete the State Ethics Commission's recorded training within 120 days of their election or appointment and to retake the training every three years thereafter. View the recording and complete list of officers on their [training page](#).

## Act 171

Act 171 became law on June 10, 2024 and drastically changes the ethical regulatory landscape for municipalities. It removes municipal authority to enact conflict of interest prohibitions tailored to address the specific needs, concerns, size, and values of their municipalities and replaces that authority with a new, top-down, one size fits all, statewide Municipal Code of Ethics.

**All provisions of Act 171 took effect on January 1, 2025, with two exceptions:**

1. The repeal of existing municipal ethics statutes (24 V.S.A. §§ 1984 and 2291(20)) took effect upon passage June 10, 2024.
2. New ethics training requirements took effect on September 30, 2025

## New Contact for Guidance and Advisory Opinions: Vermont State Ethics Commission

Since the legislature gave the State Ethics Commission the authority to provide guidance and advice (including advisory opinions) to municipalities, we are directing all municipal officers to contact the States Ethics Commission regarding any ethics questions they may have.



**Guidance**

Municipal officers subject to the statewide Municipal Code of Ethics may request ethics guidance from the Executive Director as it relates to that person's duties.

Guidance is non-binding and confidential unless the recipient chooses to disclose it. 3 V.S.A. § 1225(a). The State Ethics Commission can be reached at 802-828-7187 or [ethicscommission@vermont.gov](mailto:ethicscommission@vermont.gov).

**Advisory Opinions**

Municipal officers subject to the statewide Code of Ethics may request an advisory opinion from the Executive Director regarding the requester's ongoing or prospective conduct.

Advisory opinions are in writing, do not contain any individual's personally identifying information, and are posted on the Commission's website within 30 days of issuance.

In preparing an advisory opinion, the Executive Director may seek comment from parties interested in the subject under consideration. To request an advisory opinion, complete the request form on the State Ethics Commission's website (see upper left) and return it to [ethicscommission@vermont.gov](mailto:ethicscommission@vermont.gov).

**New Municipal Ethics Requirements**

Please review the following new ethics requirements carefully and direct questions and comments to the Vermont State Ethics Commission.

**Municipal Ethics Code Posting**



Municipalities must post the **Municipal Code of Ethics** on their websites or make such information available upon request if the municipality has no website. The posting must include the following:

1. A copy of the Municipal Code of Ethics. You can find Word and PDF versions of the Municipal Code of Ethics for download on the State of Vermont's Ethics Commission's Municipal Ethics (upper left)
2. Procedures adopted by the municipality for the investigation and enforcement of complaints that allege a municipal officer has violated the Municipal Code of Ethics
3. Any supplemental or additional ordinances, rules, and personnel policies regarding ethics adopted by a municipality.

### **Municipal Whistleblower Protection Required Posting**

Every agency, department, and office of a municipality must post and display notices of protected employee whistleblower protection in a prominent and accessible location in the workplace. VLCT has developed a [Whistleblower Protection Posting](#) (also posted below) that municipalities may use to comply with this requirement.

### **Staff & Officer Designees**



Required designees:

1. Each municipality's legislative body (e.g. selectboard, city council, village trustees, etc.) must designate either an employee or one of its own members to serve as its ethics liaison to the State Ethics Commission (within 30 days of January 1, 2025).
2. Assign a municipal officer or body (i.e. "Designated Complaint Recipient") to receive complaints alleging violations of the Municipal Code of Ethics.

### Municipal Officer & Board Training

**Initial ethics training requirement:**

- Requires current specified officers\* to complete State Ethics Commission approved ethics training on or before September 30, 2025.
- Requires new officers\* to complete State Ethics Commission approved ethics training within 120 days of their election or appointment.
- The State Ethics Commission has posted an online training ethics video to satisfy the training requirement on its website:  
<https://ethicscommission.vermont.gov/training>.

**Continuing ethics training requirements:**

Requires all specified officers below to retake training **every three years** after their initial training.



**List of Officers Required to Take Training:**

- Chief Administrative Officers
- Town or City Managers
- Mayors
- Legislative bodies (all members)
- Quasi-judicial body members (Boards of Civil Authority, Boards of Abatement, Development Review Boards, etc.).

**Records & Retention**

Municipalities must:

- Record and retain complaints received, and the disposition of each complaint made against a municipal officer for the duration of their service (plus a minimum of five years after service has ended).
- Promptly provide the State Ethics Commission with a summary of complaints received and the outcome of each upon request, excluding any personally identifiable information (PII).
- Create and maintain records of municipal officers who have taken ethics training.

**Sample Complaint and Training Tracking Forms**

Municipalities may use the following resources as reference or templates for their own tracking forms.



- Vermont Ethics Commission sample complaint and training tracking sheets are available on the Ethics Commission website (Upper left)
- VLCT Model Ethics Complaint created a form for use by municipalities to assist with processing and retaining complaints (below)

**Create Investigation & Enforcement Process**

Requires every municipality to create processes for investigation and enforcement of alleged violations by ordinance, personnel policy, or rule. VLCT MAC has developed a model ethics ordinance to assist municipalities in creating this process (below).

**Additional Highlights of Act 171**

**Ethics Commission Authority & Whistleblower Protections**

- Authorizes the Executive Director of the State Ethics Commission to provide advisory opinions and guidance, upon written request, to municipal officers related to governmental ethics.
- Requires the Executive Director of the State Ethics Commission to refer any ethics complaints received about municipal officers to the municipality's designated ethics liaison for investigation and enforcement by the municipality.
- Creates a new whistleblower protection for municipal employees that is nearly identical to that which protects state employees. See VLCT's sample Whistleblower Protection Posting.



**TOWN OF GEORGIA**  
**CODE OF ETHICS INVESTIGATION AND ENFORCEMENT ORDINANCE**

**SECTION 1. AUTHORITY.**

This ordinance is adopted by the **Selectboard** (“Legislative Body”) of **Town of Georgia** (“Municipality”) under authority of 24 V.S.A. § 1997.

**SECTION 2. PURPOSE.**

The purpose of this ordinance is to enact procedures for the investigation of complaints that allege a municipal officer has violated Vermont’s Municipal Code of Ethics and the enforcement in instances of substantiated complaints, including methods of enforcement and available remedies.

**SECTION 3. DEFINITIONS.**

- A. “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 generally affected by the outcome of a matter.
- B. “Designated Complaint Recipient” means the municipal officer or body designated to receive complaints alleging violations of the Municipal Code of Ethics.
- C. “Evidence” means testimony, documents, and tangible objects, commonly relied upon by reasonable prudent people in the conduct of their affairs, to prove or disprove the existence of an alleged fact.
- D. “Findings of Fact” means a statement of the factual bases on which the Designated Complaint Recipient made their conclusions.
- E. “Municipal Code of Ethics” means the municipal ethics framework in Vermont established by Act 171 (H.875) of 2024.
- F. “Municipal Ethics Complaint” means a complaint against a “Municipal Officer” or “Officer” alleging a violation of the Municipal Code of Ethics.
- G. “Municipal Officer” or “Officer” means:
  - 1. any member of a legislative body of a municipality;
  - 2. any member of a quasi-judicial body of a municipality; or

- 3. any individual who holds the position of, or exercises the function of, any of the following positions in or on behalf of any municipality:
  - a. advisory budget committee member;
  - b. auditor;
  - c. building inspector;
  - d. cemetery commissioner;
  - e. chief administrative officer;
  - f. clerk;
  - g. collector of delinquent taxes;
  - h. department heads;
  - i. first constable;
  - j. lister or assessor;
  - k. mayor;
  - l. moderator;
  - m. planning commission member;
  - n. road commissioner;
  - o. town or city manager;
  - p. treasurer;
  - q. village or town trustee;
  - r. trustee of public funds; or
  - s. water commissioner.

H. "Public body" means any board, council, or commission of the Municipality, any board, council, or commission of any agency, authority, or instrumentality of the Municipality, or any committee or subcommittee of any of the foregoing boards, councils, or commissions.

**SECTION 4. COMPLAINTS.**

- A. Any member of the general public may make a Municipal Ethics Complaint including any person elected, appointed, or employed by the Municipality.
- B. All Municipal Ethics Complaints must be directed to the Designated Complaint Recipient.
- C. Municipal Ethics Complaints against the Designated Complaint Recipient must be directed to the Georgia Town Administrator.
- D. 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.

**SECTION 5. INVESTIGATION PROCEDURES.**

- A. Upon receipt of a Municipal Ethics Complaint, the Designated Complaint Recipient will conduct an initial assessment to determine if the Complaint is credible and alleges a valid cause of action within the jurisdiction of the Municipal Code of Ethics that warrants investigating.

- B. If, in the judgment of the Designated Complaint Recipient, the Municipal Ethics Complaint indicates a credible allegation within the jurisdiction of the Municipal Code of Ethics, the Designated Complaint Recipient will conduct a prompt, thorough, and impartial investigation to corroborate the facts of the Complaint and/or gather additional information if deemed necessary.
- C. An investigation into a Municipal Ethics Complaints includes:
  - 1. **Notification:** notifying the individual accused of the allegations made against them in the Municipal Ethics Complaint and providing them with an opportunity to respond and confront the evidence gathered;
  - 2. **Evidence Gathering:** collecting documentary (e.g., meeting minutes, ordinances, policies, correspondence, contracts, etc.) and oral evidence (e.g. interviewing relevant individuals, witnesses, etc.) pertaining to the allegation(s).
  - 3. **Fact-Finding:** the Designated Complaint Recipient will analyze the evidence gathered to determine whether it is relevant and credible towards establishing the facts of the case.
  - 4. **Analysis:** the Designated Complaint Recipient will review their findings of fact against the Municipal Code of Ethics to determine whether a violation has occurred;
  - 5. **Findings and Recommendations:** the Designated Complaint Recipient must prepare a report detailing their findings of fact and conclusions regarding whether they believe the municipal officer(s) in question has violated the Municipal Code of Ethics and forward it, along with the Municipal Ethics Complaint, to the Legislative Body. If the report determines that a violation has occurred, the report must also include recommendations for appropriate disciplinary action to be taken by the Legislative Body;
  - 6. **Review and Decision:** If the Designated Complaint Recipient, or the Town Admistrator in the case of a Municipal Complaint brought against the Designated Complaint Recipient, determines that a violation of the Municipal Code of Ethics has occurred, they will refer the complaint to the Legislative Body. The Legislative Body will review the Municipal Complaint and the Designated Complaint Recipient’s accompanying report and make a final decision. The Legislative Body’s decision will be issued in writing, including a statement of the factual bases on which it was made, and send it by certified mail to the complainant and the Municipal Officer against whom the Municipal Ethics Complaint was brought. If a Municipal Complaint is brought against a member of the Legislative Body, that member should not attend or actively participate in the review or decision-making process, as such involvement would itself constitute a conflict of interest.

**SECTION 6. ENFORCEMENT.** Municipal Officers who are found to have violated the Municipal Code of Ethics may face the following disciplinary action:

- A. **Enforcement Against Elected Officers.** In cases in which the Municipal Officer holds elected office, the Legislative Body may, in its discretion, take any of the following disciplinary actions against such an elected officer as it deems appropriate:

1. The Chair of the Legislative Body may meet informally with the Municipal Officer to discuss the Municipal Code of Ethics violation. This will not take place in situations where the Chair of the Legislative Body and the Municipal Officer together constitute a quorum of a public body.
2. The Legislative Body may meet to discuss the conduct of the Municipal Officer. Executive session may be used for such discussion in accordance with 1 V.S.A. § 313(a)(4). The Municipal Officer may request that this meeting occur in public. If appropriate, the Legislative Body may admonish the offending Municipal Officer in private.
3. The Legislative Body may admonish the offending Municipal Officer at an open meeting and reflect this action in the minutes of the meeting. The Municipal Officer will be given the opportunity to respond to the admonishment.
4. Upon majority vote in an open meeting, the Legislative Body may request (but not order) that the offending Municipal Officer resign from their office.

**B. Enforcement Against Appointed Officers.** In cases in which the Municipal Officer holds appointed office, the Legislative Body may choose to follow any of the steps articulated in Section 5A. In addition to, or in lieu of any of those steps, the Legislative Body may choose to remove an appointed Municipal Officer from office, subject to state law.

**C. Enforcement Against Employees.** In cases in which the Municipal Officer is also an employee of the Municipality, the **Chair of the Selectboard** may take any disciplinary action regarding the officer's employment, up to and including termination, in accordance with the Municipality's personnel policy. This disciplinary action would only apply to the officer's employment and not their elected office.

## **SECTION 7. APPEALS.**

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.

## **SECTION 8. OTHER LAWS.**

This ordinance is in addition to all other ordinances of the Municipality and all applicable laws of the State of Vermont. All ordinances or parts of ordinances, resolutions, regulations, policies, or other documents inconsistent with the provisions of this ordinance are hereby repealed to the extent of such inconsistency.

**SECTION 9. SEVERABILITY.** If any section of this ordinance is held by a court of competent jurisdiction to be invalid, such finding will not invalidate any other part of this ordinance. If any statute referred to in this ordinance is amended, this ordinance will be deemed to refer to such amended statute.

**SECTION 10. EFFECTIVE DATE.** This ordinance will become effective sixty (60) days after its adoption by the Legislative Body. If a petition is filed under 24 V.S.A. § 1973, that statute will govern the taking effect of this ordinance.

Adopted this \_\_\_\_ day of \_\_\_\_\_, 2026.

Selectboard for the Town of Georgia.

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**Adoption History**

1. Agenda item at regular Selectboard meeting held on \_\_\_\_\_.
2. Read and approved at regular Selectboard meeting on \_\_\_\_\_ and entered in the minutes of that meeting which were approved on \_\_\_\_\_.
3. Posted in public places on \_\_\_\_\_.
4. Notice of adoption published in the \_\_\_\_\_ newspaper on \_\_\_\_\_ with a notice of the right to petition.
5. Other actions [petitions, etc.].



# TOWN OF GEORGIA MUNICIPAL ETHICS COMPLAINT FORM

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**TOWN OF GEORGIA**

[Insert date]

**ATTN: Designated Complaint Recipient**

State law (24 V.S.A. § 1997) requires municipalities to enact procedures to 1) investigate complaints that allege a municipal officer has violated the Municipal Code of Ethics, and 2) to enforce against substantiated complaints, including developing methods of enforcement and available remedies.

### Your Contact Information

*Type or print clearly*

**Your name (complaints can be anonymous):**

**Address:**

**Municipality:**

**State:**

**Zip:**

**E-mail:**

**Telephone(s):**

1. Who is this complaint against? Name, and job title or position. Please file a separate complaint for each individual you complain against.

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2. Date(s) of the alleged violation(s):

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3. How has this person violated the Municipal Code of Ethics? Describe fully. Be specific and provide as much detail as possible. Attach any documentation that supports your claim(s).



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7. Is there anything else the Designated Complaint Recipient should know about this complaint?

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**Attach additional pages as necessary.**

I certify that the information provided in this complaint is true, correct, complete, and of my own personal knowledge. I will fully cooperate in the process regarding this complaint.

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Submit by email to: *administrator@townofgeorgia.com*. Enter "Complaint" in subject line OR by USPS mail to: *Town of Georgia, Attn: Town Administrator, 47 Town Common Road North, St. Albans, VT 05478.*

## WHISTLEBLOWER PROTECTIONS

*[Effective January 1, 2025]*

### **Protected activity.**

An agency, department, appointing authority, official, or employee of a municipality is prohibited against engaging 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:

- 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
- assisting or participating in a proceeding to enforce the provisions of Title 24, Section 1998 (VT's Municipal Whistleblower Protection Law).

No agency, department, appointing authority, official, or employee of a municipality can attempt to restrict or interfere with, in any manner, a protected employee's ability to engage in any of the protected activity described above.

No agency, department, appointing authority, or manager of a municipality can 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.

No protected employee can divulge information that is confidential under State or federal law. An act by which a protected employee divulges such information will not be considered protected activity.

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

### **Communications with legislative bodies of municipalities and the General Assembly.**

No entity of a municipality can 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 cannot divulge confidential information, and an employee must be clear that the employee is not speaking on behalf of an entity of a municipality.

No protected employee will 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 herein do not apply to statements that constitute hate speech or threats of violence against a person.

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 must request to be absent

from work and must provide as much notice as is reasonably possible. The request must be granted unless there is good cause to deny the request. If a request is denied, the decision and reasons for the denial must be in writing and must be provided to the protected employee in advance of the scheduled appearance. These protections are subject to the efficient operation of municipal government, which shall prevail in any instance of conflict.

**Enforcement and preemption.**

Nothing in this section will 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 herein.

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. A protected employee who files a claim under Title 24, Section 1998 in Superior Court may not bring a claim of retaliation for protected activity under a grievance procedure or similar process available to the employee.

**Remedies.**

A protected employee who brings a claim in Superior Court may be awarded the following remedies:

- reinstatement of the employee to the same position, seniority, and work location held prior to the retaliatory action;
- back pay, lost wages, benefits, and other remuneration;
- 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;
- other compensatory damages;
- interest on back pay;
- appropriate injunctive relief; and
- reasonable costs and attorney’s fees.

**Posting.**

Every agency, department, and office of a municipality must post and display notices of protected employee protection under this law in a prominent and accessible location in the workplace.

**Limitations of actions.**

An action alleging a violation of Vermont’s Municipal Whistleblower Protection Law (Title 24, Section 1998 )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 must be brought within 180 days following the date of the alleged retaliatory action.

## Town Administrator Update

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Date: May 21, 2026

Prepared by Doug Bergstrom

Reporting Period May 7, 2026 – May 21, 2026

### 1. General Update

- Attended NRPC meeting in St Albans for Regional Plan. Due to an error in the posting at the conclusion of the meeting the LURB recessed the meeting until May 28.
- First meeting on the new website and meeting system. This project will start next month and will take 3-4 months to complete. No interruption to the existing website until launch. New site will be similar but easier to navigate.
- DRB meeting set for 6/2 for the Conditional Use of the dog kennel at the old garage. Will need a representative from the Selectboard at the meeting.
- Completed PPE assessment chart for Highway

### 2. Town Office

- Personnel record updating – Files are now organized. Need to update missing records and get any additional information like certificates into the files prior to digitizing the records.
- SDS binder needs to be updated and new system installed
- WorkSafe – worked downstairs to organize and make sure the basement is following the WorkSafe protocol
- Key box completed
- Completed form 300 VOSHA

### 3. Assessor

- Finishing up on grand list and getting everything into the final assessment

### 4. Planning & Zoning

- DRB public preliminary plat meeting on a 32-lot PUD subdivision on Cline Road
- DRB Sketch hearing on 3-lot subdivision by the interstate which includes an 8,000SF commercial building, a duplex and a single-family home.
- Administrative subdivisions and boundary line adjustments
- Office has been very busy with permits and residential issues.

### 5. Public Works

- Meeting with Work Safe on 6/9 to go through town buildings

- Working to have everything open by 5/22. New dock is scheduled for 5/27.
- Needed to update breaker box at beach due to electrical issues.
- Siding for pavilion starting the week of 5/25.
- Fence installation on Polly Hubbard, community service from BFA Tech program
- Water meeting at library on 5/21 with Chevalier and State of Vermont
- Down one mower (new one) under warranty
- Beach gate is not operational, reaching out to get service.
- BFA NW tech had 350 students at the beach and did a community service project cleaning, raking etc.
- Bridge 28 culvert is now in.
- Trailer and trench box purchase
- Spring preventative maintenance done on AC units
- The week of 5/18 was National Public Works Week – This year’s theme is - “rooted in service powered by community”

## **6. Library**

- Rehired Meghan as a sub
- Voted 5/20 to adopt the Town of Georgia Personnel Policy
- Water inspection with State of Vermont and Chevalier
- Need to clean out the furnace room, only authorized personnel moving forward

## **7. Ongoing Projects**

- Dental rate changes coming July 1<sup>st</sup>
- NEW – CHIP policy
- Law enforcement contract June 30 – Met with Sheriff Grismore and working on details of budget versus policing rates. Will bring to the board once I have more information.
- Ethics Ordinance
- VOSHA / WorkSafe updating