



# GEORGIA VERMONT

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## Selectboard Regular Meeting Monday, January 26, 2026 at 6:00 PM 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 Special Budget Informational Meeting Minutes for January 7, 2026.
  - [B.](#) Approval of Selectboard Regular Meeting Minutes for January 12, 2026.
  - [C.](#) Approval of Selectboard Special Meeting: Approve Town Warning Minutes for January 16, 2026.
  - [D.](#) Approval of Warrant #2603
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.](#) Sherrif's Monthly Activity Report (December 2025)
8. **BOARD BUSINESS (Public comment on agenda items limited to 5 minutes)**
  - [A.](#) Request for Selectboard Approval to Use Trail #3 for Access to Property - Sean Fitzgerald, property owner, and Peter Mazurak, engineer, will be present to request Selectboard approval for use of Legal Trail #3 to access property. See attached Site Plan.
  - [B.](#) Nuisance Dog Complaint, brought by Shannon Wright and ACO Sara Currier against Vinnie Gaudette, Jr. After Repeated Violations Issued
  - [C.](#) Approval for Assessor to Inactivate Gardener's Supplies Business Personal Property Account

- D.** Recreational Pool Passes - Action to Approve the purchase of St. Albans Hard'ack Pool Passes for the library and offer discount vouchers for Georgia residents to receive the St. Albans resident pricing.
- E.** Facility Use Fees Waiver Request by the Vermont Rockets for June 19-21, 2026 and July 24-26, 2026.
- F.** Request for Reimbursement of Fire Station Community Room Facility Use Fees by Jeffrey Bryant for January 10, 2026 and January 24, 2026.
- G.** Library Memorandum of Understanding (MOU)
- H.** Policy and Ordinance Revisions from the Georgia Planning Commission:
  - Procurement Policy
  - Social Media Policy
  - Tobacco Free Policy
  - No Smoking Ordinance
  - Sidewalk Ordinance

**9. UNFINISHED BUSINESS**

- A.** Video Surveillance Policy - Updated to include Public Works Director's ability to examine all outside cameras
- B.** GPL Building Revitalization Committee Update
- C.** Bridge #28 (Mill River Bridge)

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

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

**11. OTHER**

**12. PLAN NEXT MEETING AGENDA**

- A.** February 9, 2026

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

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

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

- A.** Personnel

**14. ADJOURN**

**TABLED ITEMS:**

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

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

**Signed: Stacy Katon, Town Administrator**

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



# GEORGIA VERMONT

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## 2026 Town Budget Informational Meeting

Wednesday, January 07, 2026 at 6:00 PM

### Georgia Fire & Rescue Community 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 Kristina Senna, Vice Chair Brian Dunsmore, Kellie Bosenberg, Carl Rosenquist, Judith Nasca

#### STAFF PRESENT

Doug Bergstrom, Kollene Caspers, Lori Hobart

#### PUBLIC PRESENT

Ray and Deborah Mann, Terry Cleveland, Heather Dunsmore, Betsy Paret, Daniel Boval, A. Gregroy Rainville

#### PUBLIC PRESENT VIA ZOOM

Rachel Becker, Helen Ambridge, Carolyn Branagan, "Papa's i-phone"

### 2. PLEDGE OF ALLEGIANCE

### 3. PUBLIC MEETING: 2026 TOWN BUDGET

#### A. Budget discussion

- The Selectboard presented the draft FY2026 Budget for the Town of Georgia.
- Chair Senna clarified the 2025 Actuals are only draft numbers, as the Town Treasurer is still working on accounting the actual numbers this early in the New Year.
- Chair Senna gave an overview of the proposed 2026 budget, stating there will be a 7.8% increase in expenses from the 2025 budget, giving us a 15.28% increase in revenue to be raised in taxes for FY2026. About half of the difference is the \$197,000 given back to the taxpayers last year. There is also a reduction in the Grand List due to Errors and Omissions found by the new Town Assessor. Most staff in Town received a 3% wage

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increase, which included the required wage increase by the State and also the Union Contract requirements. The Town added an additional \$25,000 for law enforcement. Some increases the Selectboard cannot make changes to, such as bridge bond payment and interest, audit, loan payments for the fire station and garage, contracts that have been signed for software and EMS dispatch services, and county taxes.

- Revenue increases will include an increase in zoning fees, new contract with the school, and cell phone tower payments have increased (recovery actions still under attorney review).
- Administrative salary increases include Town Health Officer wages to be in line with other municipalities and the addition of the Town administrator assistant/ZA assistant hours.
- The legal budget has been decreased, but there may be changes based on recent notifications.
- The annual audit has decreased by \$4,000.
- No changes to any set loan payments. There is an increase of \$75,000 for the Bridge #28 Bond payment, some of it is offset by the interest we are earning as the money sits in a money market account until it is needed.
- Most departments are coming in at 1% increase, minus items the Selectboard has approved to add in like the additional paving for the highway and \$35,000 in extraction equipment for the fire and rescue department.
- The library is level funded this year, the reasons for this include a Selectboard focus on essential services. While the library is an important service for the Town, it is not an essential service in terms of the budget. All departments were asked to budget for a 3.5% increase, the library requested over a 12% increase. Over the last 4 years the library has increased their budget 32%, with library salaries the main source of increase at 38%. In 2025 the Selectboard had given \$50,000 to the library for an architectural study and has increased the percentage of impact fee funding. The library has had great success in receiving grant money, and they have more opportunities for grants than other departments.
- The “big ticket” items included in the 2026 proposed budget are an added \$25,000 to law enforcement, \$35,000 for extraction equipment, an increase in \$87,000 towards paving, as well as \$95,000 in Bridge Bond interest and bond payments.
- For a home of about \$300,000, the raise in taxes will be \$250 for the year- for the Town portion only, not the school portion.
- C. Rosenquist addressed the group, reminding the public these numbers are for the Town only. He attended the last school board budget meeting and said the school expenses are up about 3%, and tax rate is approximately an 11% increase. He thanked the Budget committee- Kris Senna, Kellie Bosenberg and Lori Hobart- for all their hard work.
- Chair Senna opened up to the floor to questions from the community:
  - T. Cleveland, general questions on salaries, salary increases and job description for the Town Health Officer.
  - The Administrative “miscellaneous” expenses of \$5,000 are the Vermont Gas E&O payments.
  - Animal Control services will have a higher budget in 2026 due to more animals anticipated, with more care and a more diligent ACO.

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- C. Rosenquist explained there was a gift to the Town that helped purchase the new electronic sign. He hopes the public finds the sign and the information advertised helpful. He also highlighted the increased police coverage of \$25,000 in 2026.
- Chair Senna stated there will be a few items on the Ballot for March:
  - Authorization to place any Highway or Fire Department budget monies not spent in the year to automatically go into reserve funds for that department.
  - The Emergency Reserve fund approved in 2022 never explained how to fund the account, so the Selectboard is asking to put \$50,000 into the reserve fund and how it may be funded.
  - The Bridge #28 Bond language was specific to Bridge #28. The current bridge work plan is anticipated to finish at half the cost of the bond. The Town could pay back the half to the bond bank or move the funds to repair Bridge #8 (bridge on Georgia Shore Road near Mill River Road). The Town need distinction to use these funds.
  - The Town is asking for an additional \$50,000 for law enforcement.
  - VNA of Southwest Region and Franklin County did get enough signatures to appear on the ballot for \$9,000+. This program replaces Franklin County Home Health care.
  - Town is asking to borrow funds in anticipation of tax payments.
  - Town is again asking to transition from a calendar year to a fiscal year. This will follow the school calendar, so this would be the Town only. State also follows a fiscal year.
  - The above will be for Meeting Day. Some will be by Australian ballot; some will be floor votes. Selectboard is still waiting for information from the Town attorney.
  - The change to Fiscal Year will run July 1 through June 30<sup>th</sup> and line up with the State’s fiscal year, VA benefits, grants, and any state funding. In doing so, the Town will not go 2.5 months spending money without approval.
- Betsy Parret questioned line 315 recreation, pool expenses. The Selectboard explained some pool passes are free to request for use at the library, there are two of these family passes. There are also discount coupons at the Town offices that will allow Georgia resident to pay the St. Albans pool rate instead of the nonresident rate. This line item also includes Georgia community events, such as the Memorial Day parade, Gatherings on the Green, Fall Fest and in 2026 the 250th celebration of Vermont.
- T. Cleveland asked if all employees received a 3% wage increase. Chair Senna said yes, all received 3% except the ZA, who had a larger increase due to the additional tasks he's taken on in 2025.
- The salary increase is a requirement in the highway department’s contract.
- The Town offers employees an insurance buyout in the amount of \$10,500 in lieu of the Town paying for health insurance if they are eligible elsewhere. This is a requirement in the highway’s union contract.
- 2025 actual budget numbers will be available at Town meeting day, or a few days before.
- Chair Senna said there will be an information session to the public on the change from calendar year to fiscal year before Town meeting day.

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- J. Nasca asked what the public's concerns were for the change to fiscal year. Discussion included uncertainty with the change, would the budget run for 18 months, would there be additional tax payment deadlines and how would mortgage escrows be notified.
- D. Mann asked how the structure will change from calendar to fiscal year; will property owners be getting a second tax bill after October? Chair Senna explained it is still to be determined, and the payment increments may change as well, quarterly payments, or monthly payments. Again, this is only the municipal portion of the taxes.
- C. Rosenquist commented on the bridge bond article, costs to the Town will be half of what was originally anticipated. The primary savings is because the road crew will be doing a bulk of the work instead of hiring contractors. He thinks the savings should go towards the repair of other Town bridges, such as Bridge #8.
- Work to Bridge 28 will be started in the Spring 2026. An archeological study was completed, tree work, culvert purchased and other purchases were made in anticipation of the fix.
- The 104A Bridge was repaired in 2025. No other bridges have been repaired or replaced.
- Dan Bovat asked specifics about the \$750,000 bridge work for Bridge #28. The engineer Tyler Billingsly from East Engineering has more information, but our Town of Georgia road crew labor will save on the costs.
- Reminder: there are many elected and appointed positions still available for service to the Town of Georgia. See the Town website for more information on getting involved in the community.

**4. ADJOURN**

Motion to adjourn at 6:45pm  
Motion made by C. Rosenquist, Seconded by Vice Chair Dunsmore  
Voting Yea: Chair Senna, Vice Chair Dunsmore, K. Bosenberg, C. Rosenquist, J. Nasca

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

**Signed: Stacy Katon, Town Administrator**

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## Selectboard Regular Meeting Monday, January 12, 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)

### CALL TO ORDER 6:00PM

### SELECTBOARD PRESENT

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

### STAFF PRESENT

Todd Cadieux, Kollene Caspers, Lori Hobart, Stacy Katon

### PUBLIC PRESENT

Heather Dunsmore, Eric Couture, Pat King

### 1. PLEDGE OF ALLEGIANCE

### 2. CHAIR UPDATE

- Chair Senna thanked Town Treasurer Lori Hobart and the Budget team for their hard work on the 2026 budget. She also thanked the Road Crew and Fire Department for their dedication to the community through the snow and ice.

### 3. ADDITIONS, DELETIONS, OR CHANGES TO THE AGENDA

- Chair Senna has two additions to the Agenda:
  - (1) Motion to authorize SP&F Attorneys to represent the Town of Georgia in Mr. Ken Minck's appeal of the 2025 Development Regulations. (8F)
  - (2) Executive Session for Personnel. (13)

Motion to add the above items to the Agenda

Motion made by Vice Chair Dunsmore, Seconded by C. Rosenquist

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

- L. Hobart requested the addition of Warrant #2602 in the amount of \$520.16. (5D)
- Motion to add the above item to the Agenda  
 Motion made by C. Rosenquist, Seconded by J. Nasca  
 Voting Yea: Chair Senna, Vice Chair Dunsmore, K. Bosenberg, C. Rosenquist, J. Nasca

**4. SELECTBOARD MINUTES AND WARRANTS**

- A. Approval of Selectboard Regular Meeting Minutes for December 22, 2025  
 Motion to approve minutes with no changes.  
 Motion made by K. Bosenberg, Seconded by C. Rosenquist.  
 Voting Yea: Chair Senna, Vice Chair Dunsmore, K. Bosenberg, J. Nasca, C. Rosenquist
- B. Approval of Selectboard Special Meeting Minutes for December 29, 2025  
 Motion to approve minutes with no changes.  
 Motion made by C. Rosenquist, Seconded by K. Bosenberg  
 Voting Yea: Chair Senna, Vice Chair Dunsmore, K. Bosenberg, J. Nasca, C. Rosenquist
- C. Approval of Warrant #2601  
 Motion to approve Warrant #2601 in the amount of \$51,120.09  
 Motion made by Vice Chair Dunsmore, Seconded by C. Rosenquist
- L. Hobart and T. Cadieux answered Selectboard questions on the warrant.  
 Voting Yea: Chair Senna, Vice Chair Dunsmore, K. Bosenberg, J. Nasca, C. Rosenquist
- Motion to approve Warrant #2602 in the amount of \$520.16  
 Motion made by Vice Chair Dunsmore, Seconded by C. Rosenquist
- L. Hobart explained the second warrant to the Selectboard.  
 Voting Yea: Chair Senna, Vice Chair Dunsmore, K. Bosenberg, J. Nasca, C. Rosenquist

**5. 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.

**6. CORRESPONDENCE**

- A. Mill River Road Stormwater Project Update-Josh Serpe Project Manager - Project is about 95% complete, the remaining work is tied to spring 2026 follow up. Josh Serpe would like to visit Selectboard upon project completion to give a presentation of project and talk about future projects.
- B. Announcement of Ken Minck Resignation from Georgia Conservation Commission - After 32 years of service as the last remaining original member of the Georgia Conservation Commission, Ken has resigned. We thank him for his decades of dedication and valued service to the Town of Georgia and the Conservation Commission.
- Vice Chair Dunsmore thanked Ken for his many years of service to the Town of Georgia and encourages others to get involved with the various boards and commissions that serve our community.
- C. Alternate Needed for Basin 5 Water Quality Council, please reach out to Dan Albrecht CWSP Manager dalbrecht@ccrpcvt.org, if interested or with any questions.

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

88 A. Action to Approve the Annual Contract for Emergency Dispatch Services Agreement for  
89 period of July 1, 2026 - June 30, 2027 with the City of Saint Albans, in the amount of  
90 \$73,140. City of St. Albans has implemented a standardized approach to billing for contracts  
91 for non-police dispatching services at a rate of \$15.00 per capita, using U.S. Census Bureau  
92 estimates of population for Town of Georgia as 4,876.

93  
94 Motion to approve the Annual Contract for Emergency Dispatch Services Agreement for  
95 period of July 1, 2026 - June 30, 2027 with the City of Saint Albans, in the amount of \$73,140.  
96 Motion made by C. Rosenquist, Seconded by J. Nasca  
97 Voting Yea: Chair Senna, Vice Chair Dunsmore, K. Bosenberg, J. Nasca, C. Rosenquist  
98

99 B. Selectboard Appointment of Kollene Caspers for 3-year Term of Town Health Officer, current  
100 term ends as of March 31, 2026.

101 Motion to appoint Kollene Caspers for 3-year Term of Town Health Officer.  
102 Motion made by Vice Chair Dunsmore, Seconded by J. Nasca  
103 Voting Yea: Chair Senna, Vice Chair Dunsmore, K. Bosenberg, J. Nasca, C. Rosenquist  
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105 C. Action To Approve-Auditor Letter of Agreement for FY25 Annual Audit  
106 Motion to approve the Auditor Letter of Agreement for FY2025 Annual Audit.

107 Motion made by K. Bosenberg, Seconded by C. Rosenquist  
108 Voting Yea: Chair Senna, Vice Chair Dunsmore, K. Bosenberg, J. Nasca, C. Rosenquist  
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110 D. Action To Approve FY26 Budget

- 111 • L. Hobart answered questions on the 2026 budget. She is still working on 2025 actual  
112 numbers but they will be ready in time for the Town Report.
- 113 • The Georgia Public Library Board of Trustees approved their GPL 2026 budget. The library  
114 is applying the same numbers as the line items in the 2025 Budget.
- 115 • The Town will have an 7.9% increase in expenses for FY2026 and proposed 15.33% total  
116 raise in taxes.

117 Motion to approve the 2026 budget as discussed and reviewed.  
118 Motion made by C. Rosenquist, Seconded by K. Bosenberg  
119 Voting Yea: Chair Senna, Vice Chair Dunsmore, K. Bosenberg, J. Nasca, C. Rosenquist

- 120 • Selectboard Special Meeting on Friday 1/16/26 at 3pm to approve the Town Warning.  
121

122 E. Development Review Board FA-001-25 Hibbard Decision - Action to Approve - Final Plat  
123 Amendment hearings by applicant Steven Hibbard on October 7, 2025 and November 18, 2025  
124 requested to remove or alter easements and restrictions placed on the property from a previous  
125 1999 decision. In accordance with the current Conservation and Agricultural Easement and  
126 Restrictions Agreement in place, the December 2, 2025 DRB hearing decision is subject to  
127 Selectboard Approval. Original hearing documentation available if needed.

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129 Motion to approve the DRB Hearing decision to release restrictions on the Agricultural and  
130 Conservation Easement on Mr. Hibbard's property.

131 Motion made by C. Rosenquist, Seconded by Vice Chair Dunsmore  
132 • Zoning Clerk K. Caspers answered questions on the history of the project and the recent  
133 DRB hearings for the requested changes.

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- Vice Chair Dunsmore said the conservation and agricultural restrictions should be eliminated entirely as the original agreement was unduly restrictive.  
Voting Yea: Chair Senna, Vice Chair Dunsmore, K. Bosenberg, J. Nasca, C. Rosenquist

F. Approve SP&F Attorneys to Represent the Town of Georgia in Ken Minck’s Legal Appeal Motion to authorize SP&F attorneys to represent the Town of Georgia in Ken Minck's appeal of the 2025 Development Regulations.  
Motion made by C. Rosenquist, Seconded by Vice Chair Dunsmore  
Voting Yea: Chair Senna, Vice Chair Dunsmore, K. Bosenberg, J. Nasca, C. Rosenquist

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

**A. Public Works**

- T. Cadieux gave an update to Public Works and highway department.
- The Georgia Shore Bridge #8, located at Georgia Shore and Mill River roads, continues to experience concrete issues. The bridge is tired and falling apart, below the rebar in some spots. This bridge last had major work done in 1954, and a few years ago was closed for two weeks for minor repairs costing the Town \$40,000.
- T. Cadieux reached out to Tyler Billingsly, the engineer for the High Bridge and Mill River bridges work to discuss temporary and long-term repairs.
- Vice Chair Dunsmore asked if a temporary fix is available until the bridge can go under major repairs in 2027. The road crew patch and repair the bridge after every plow as a temporary fix.
- T. Cadieux recommended the Town hire a company to do a temporary fix until the bridge can undergo major repairs, as the highway department will be busy in spring/summer working on the Mill River bridge.
- If the funds are available after Bridge #28 work is completed, Bridge #8 can be repaired. If the Town moves forward, the bridge will be closed approximately two months, after the 4th of July holiday. S. Katon will reach out to the public to let the residents know the bridge will be closed.
- Heaters were installed in the Town garage; there are two in the main work area and once turned on had heated up the space in 5 minutes before shutting down. This will save on the boilers running for hours to catch up with heat. The only downside is snow coming off the roof may slide to the vent pipes, roof guards will be installed for approximately \$1,500-\$2,000.
- This year has been a high salt and sand usage for the Town, given the weather.
- T. Cadieux inquired on the Winter Road Maintenance Policy and parking regulations. He is seeing vehicles or construction trailers left in the roads causing difficulties for the road crew to plow the roads. Given the language of the policy, is he able to call and have a vehicle removed.
- The Selectboard instructed him to reach out to the property owner first, then the vehicle can be towed. It is ultimately the responsibility of the homeowner to have any vehicles or contracted vehicles removed. The Selectboard gave their permission for the Public Works Director to notify the property owner to move the vehicle before having it towed.

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- S. Katon will have this information added to the website for public notice. Per policy, vehicle removed at owner's expense.

B. Treasurer

- L. Hobart discussed Town Meeting Day warning, taxes and the change in the US Post Office postmarks.

C. Town Administrator--Will Bring the TA Report to the Meeting

- TA report copies were given to the Selectboard.
- Regarding the Library MOU, an updated draft with Trustee and Selectboard notes was shared with Department Heads and Library Trustees. Department heads have submitted their feedback, and the Trustees will discuss at the next regular meeting on January 21<sup>st</sup>.
- S. Katon has met with the Planning Commission to update Town policies and ordinances. Drafts of selected items have been reviewed and will be shared with the Board at the next regular Selectboard meeting on January 26th.

**9. UNFINISHED BUSINESS**

A. Local Option Tax

- K. Bosenberg looked at retail sales for the Town of Georgia over the last four years. With a 6% tax rate and 1% options tax, Georgia's portion in 2024 would have yielded \$69,000. Because Georgia does not have its own zip code, it would not be easy to manage the local options tax. Chair Senna instructed this be removed from unfinished business.

B. Change in Fiscal Year

- Chair Senna also instructed this be removed from unfinished business as the Selectboard will host an informational meeting for the public.
- L. Hobart has reached out to the larger mortgage companies on how the change to a fiscal year will affect escrows, who said they can adjust the numbers accordingly. This will also not affect VA and Homestead. Again, this will only affect the Town portion of the taxes, not the school.
- The timeframe for the future informational meeting is in the works. S. Katon will work with Town Clerk C. Letourneau for a date.

C. Video Surveillance Policy

- Vice Chair Dunsmore continues to work on this policy.

D. Bridge #28 (Mill River Bridge)

- No updates.

E. GPL Building Revitalization Committee Updates

- No updates.

F. Problem Parcel

- This has been resolved by the Town attorney and can be removed from unfinished business.

G. Library MOU

- S. Katon gave an update in her TA report, GPL will give updates after the next Trustee meeting.

**10. OTHER**

226 **11. PLAN NEXT MEETING AGENDA**

- 227 • Friday, January 16, 2026 at 3pm: Selectboard Special Meeting to sign the Town
- 228 Warning.
- 229 • Monday, January 26, 2026 at 6pm: Selectboard Regular Meeting.

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

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

235  
236 Motion to enter into Executive Session at 6:50pm  
237 Motion made by C. Rosenquist, Seconded by J. Nasca  
238 Voting Yea: Chair Senna, Vice Chair Dunsmore, K. Bosenberg, J. Nasca, C. Rosenquist

239  
240 Chair Senna would entertain a motion to enter into Executive Session to discuss the above with  
241 Town Administrator S. Katon, Public Works Director T. Cadieux, and Fire Station staff P.  
242 King & E. Couture under the provisions of Title 1, Section 313(a)(1)(A) of the Vermont  
243 Statutes.

244  
245 Motion to invite S. Katon, T. Cadieux, P. King, and E. Couture into Executive Session  
246 Motion made by Vice Chair Dunsmore, Seconded by J. Nasca  
247 Voting Yea: Chair Senna, Vice Chair Dunsmore, K. Bosenberg, J. Nasca, C. Rosenquist

248  
249 Motion to exit from Executive Session at 7:43pm  
250 Motion made by C. Rosenquist, Seconded by K. Bosenberg  
251 Voting Yea: Chair Senna, Vice Chair Dunsmore, K. Bosenberg, J. Nasca, C. Rosenquist

252  
253 No action taken out of Executive Session.

254  
255 **13. ADJOURN**

256 Motion to adjourn at 7:45pm  
257 Motion made by Vice Chair Dunsmore, Seconded by J. Nasca  
258 Voting Yea: Chair Senna, Vice Chair Dunsmore, K. Bosenberg, J. Nasca, C. Rosenquist

259  
260  
261 **Agendas are posted to the Town website, four designated places within the Town of Georgia**  
262 **(Town Clerk’s Office, Georgia Public Library, Maplefields & Georgia Market), and e-mailed to**  
263 **the local media.**

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

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

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



# GEORGIA VERMONT

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## Selectboard Special Meeting: Approve Town Warning Friday, January 16, 2026 at 3:00 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)

### CALL TO ORDER 3:00PM

### SELECTBOARD PRESENT

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

### SELECTBOARD ABSENT

Judith Nasca

### STAFF PRESENT

Kollene Caspers, Lori Hobart

### 1. PLEDGE OF ALLEGEANCE

### 2. ACTION TO APPROVE THE TOWN WARNING

- The Selectboard reviewed and discussed the Town Warning.

Motion to approve the Town Warning

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

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

- The Selectboard signed the Town Warning.

### 3. OTHER

### 4. ADJOURN

Motion to adjourn at 3:04pm

Motion made by Vice Chair Dunsmore, Seconded by K. Bosenberg

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

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

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

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

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

DRAFT

01/22/26

Town of Georgia, Vermont Accounts Payable

Section 5. Item #D. 1  
Georgia Treasurer

11:17 am

Check Warrant Report # 2603 Current Prior Next FY Invoices

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

Vendor	Invoice	Invoice Description	Purchase Amount	Discount Amount	Amount Paid	Check Number	Check Date
ACC MOB	ACCESS MOBILITY LLC	S6787 preventative maint-lift	595.00	0.00	595.00	5213	01/26/26
AFLAC	AFLAC	665500 monthly premium	127.50	0.00	127.50	5214	01/26/26
AMAZON	AMAZON CAPITAL SERVICES	1DRVXHVH3XNN fall fest 2025	79.47	0.00	79.47	5215	01/26/26
		found it was unpaid when looking at outstanding Amazon invoices					
BOUCHOME	BOUCHARD HOME & OFFICE SERVICE	14890 IT services	2218.75	0.00	2218.75	5216	01/26/26
		system updates, hacking investigation					
		1 year renewals - ThreatDown Endpoint Protection, ThreatDown Endpoint Protection for Servers, WatchGuard Total Security Suite for Firebox T40					
CANON	CANON FINANCIAL SERVICES, INC	42475372 clerk copier	293.44	0.00	293.44	5217	01/26/26
COMCAST	COMCAST	-2588 122825 modem 2	14.95	0.00	14.95	E 12601	01/26/26
COMCAST	COMCAST	-7699 010226 old garage	87.02	0.00	87.02	E 12602	01/26/26
COMCASTB	COMCAST BUSINESS	260445282 town phone lines	811.74	0.00	811.74	5218	01/26/26
COMPASS	COMPASS MINERALS AMERICA, INC	1595092 62.18 ton salt	5645.20	0.00	5645.20	5219	01/26/26
COMPASS	COMPASS MINERALS AMERICA, INC	1596018 61 ton salt	5607.19	0.00	5607.19	5219	01/26/26
COMPASS	COMPASS MINERALS AMERICA, INC	1596884 61 ton salt	5589.17	0.00	5589.17	5219	01/26/26
COMPASS	COMPASS MINERALS AMERICA, INC	1604092 salt	2681.52	0.00	2681.52	5219	01/26/26
EXIT18	EXIT 18 EQUIPMENT	98752 hose vacuum	7.96	0.00	7.96	5220	01/26/26
FCSD	FRANKLIN COUNTY SHERIFF DEPART	608 DEC 2025 law enforcement	8761.16	0.00	8761.16	5221	01/26/26
GRNMTNELE	GREEN MOUNTAIN ELECTRIC SUPPLY	S5646159.001 elec supply return	-21.64	0.00	-21.64	5222	01/26/26
GRNMTNELE	GREEN MOUNTAIN ELECTRIC SUPPLY	S5646309.001 electrical supplies	711.42	0.00	711.42	5222	01/26/26
GRNMTNELE	GREEN MOUNTAIN ELECTRIC SUPPLY	S5648696.001 electric supplies	598.69	0.00	598.69	5222	01/26/26
GRNMTNELE	GREEN MOUNTAIN ELECTRIC SUPPLY	S5649333.001 electrical supplies	21.58	0.00	21.58	5222	01/26/26
GRNMTNELE	GREEN MOUNTAIN ELECTRIC SUPPLY	S5649333.002 electrical supplies	21.60	0.00	21.60	5222	01/26/26
GRNMTNELE	GREEN MOUNTAIN ELECTRIC SUPPLY	S5649333.003 return elec supplies	-43.18	0.00	-43.18	5222	01/26/26
GRNMTNELE	GREEN MOUNTAIN ELECTRIC SUPPLY	S5651171.001 electrical supplies	35.86	0.00	35.86	5222	01/26/26
GRNMTNELE	GREEN MOUNTAIN ELECTRIC SUPPLY	S5651171.002 electrical supplies	19.94	0.00	19.94	5222	01/26/26
GRNMTNELE	GREEN MOUNTAIN ELECTRIC SUPPLY	S5658945.001 elec supply return	-908.76	0.00	-908.76	5222	01/26/26
GMP	GREEN MOUNTAIN POWER CORPORATI	-0004 010726 beach	53.13	0.00	53.13	5223	01/26/26
GMP	GREEN MOUNTAIN POWER CORPORATI	-1297 010726 beach	56.02	0.00	56.02	5223	01/26/26
JOHNSON	JOHNSON CONTROLS FIRE PROTECTI	25157942 fire station monitoring	425.58	0.00	425.58	5224	01/26/26
		Feb 1 - Jan 31, 2027					
MRS	MILTON RENTAL & SALES INC	1-673382 scissor lift rental	500.00	0.00	500.00	5225	01/26/26
MRS	MILTON RENTAL & SALES INC	1-673636 propane, lug handle	77.40	0.00	77.40	5225	01/26/26
MVP	MVP Health Care, Inc.	22478694 Jan/Feb 2026 premium	27758.44	0.00	27758.44	5226	01/26/26
NEMRC	NEW ENGLAND MUN RESOURCE CTR L	58729 training	175.00	0.00	175.00	5227	01/26/26
NEDENT	NORTHEAST DELTA DENTAL	FEB 2026 monthly premium	615.15	0.00	615.15	5228	01/26/26
PAYCHEX	PAYCHEX	2026011301 20 tranx + send W2	342.28	0.00	342.28	E 12603	01/26/26
PAYCHEX	PAYCHEX	2026012001 40 tranx	280.44	0.00	280.44	E 12604	01/26/26
PESTPRO	PESTPRO, INC.	209081 monthly pest treatment	75.00	0.00	75.00	5229	01/26/26
PETE'S	PETE'S TIRE BARNS, INC	057265 tires	1218.00	0.00	1218.00	5230	01/26/26
QUADIENT	QUADIENT FINANCE USA, INC	-2740 123125 postage meter	174.87	0.00	174.87	5231	01/26/26
11239	ROWLEY	534800 801.3 gal #2 diesel	2484.03	0.00	2484.03	5232	01/26/26
SCHWAA	SCHWAAB INC	4955296 date stamp	106.25	0.00	106.25	5233	01/26/26
SHELBU	SHELBURNE LIMESTONE CORPORATIO	17044 1/2" stone	1276.66	0.00	1276.66	5234	01/26/26
ACE	ST ALBANS ACE HARDWARE LLC	114843/2 mailbox post	49.99	0.00	49.99	5235	01/26/26
OMG	ST ALBANS MESSENGER	430140 zoning notice	76.05	0.00	76.05	5236	01/26/26
UNIFIR	UNIFIRST CORPORATION	1080316779 uniforms 01.07.26	143.43	0.00	143.43	5237	01/26/26
UNIFIR	UNIFIRST CORPORATION	1080317978 uniforms 01.14.26	143.43	0.00	143.43	5237	01/26/26
KELLER V	VALERIE KELLER	01.08.25 1 hr baby yoga class	225.00	0.00	225.00	5238	01/26/26
VERIZON W	VERIZON	6132487978 town cell phones	74.90	0.00	74.90	5239	01/26/26

01/22/26  
11:17 am

Town of Georgia, Vermont Accounts Payable  
Check Warrant Report # 2603 Current Prior Next FY Invoices  
For checks For Check Acct 01 (General Fund) 01/26/26 To 01/26/26

Section 5. Item #D. 2  
Georgia Treasurer

Vendor	Invoice	Invoice Description	Purchase Amount	Discount Amount	Amount Paid	Check Number	Check Date
VT ELEC	VERMONT ELECTRICAL CONTRACTING 4553	power-modine heaters	297.20	0.00	297.20	5240	01/26/26
VST	VERMONT STATE TREASURER'S OFFI 4Q25 MARR	4 marriage licenses	260.00	0.00	260.00	5241	01/26/26
WBMASON	W.B. MASON CO., INC. 259166223	water cooler rental	3.69	0.00	3.69	5242	01/26/26
WBMASON	W.B. MASON CO., INC. 259185062	bottled water	83.94	0.00	83.94	5242	01/26/26
WBMASON	W.B. MASON CO., INC. 259285588	water bottle deposit	36.00	0.00	36.00	5242	01/26/26
WBMASON	W.B. MASON CO., INC. CM4352151	water deposit return	-36.00	0.00	-36.00	5242	01/26/26
WBMASON	W.B. MASON CO., INC. CM4352155	water deposit return	-12.00	0.00	-12.00	5242	01/26/26
Report Total			69,919.46	0.00	69,919.46		

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 \$ \*\*\*\*69,919.46 Let this be your order for the payments of these amounts.

\_\_\_\_\_  
Kristina Senna (Chair)

\_\_\_\_\_  
Brian Dunsmore (Vice Chair)

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

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

\_\_\_\_\_  
Kellie Bosenberg

01/22/26  
11:01 am

Town of Georgia, Vermont Accounts Payable  
Invoice Edit List-Current-Last-Next FY  
Invoices Up To 02/13/26

Section 5. Item #D.

Vendor	Man/ DirPay	Invoice Number	Purchase Order	Invoice Date	Due Date	Ck Acct	Invoice Amount	Discenc. Amount	Discount Amount
ACC MOB	ACCESS MOBILITY LLC	S6787		01/13/26	01/13/26	01	preventative maint-lift		
		1-7-05-28-45.50	Town Hall Building Maint.				595.00	0.00	0.00
AFLAC	AFLAC	665500		01/13/26	02/01/26	01	monthly premium		
		1-2-00-05-10.38	AFLAC Withholding				127.50	0.00	0.00
ALLEGIANC	ALLEGIANCE TRUCKS	401048032:01		01/07/26	02/06/26	01	returned fittings		
		1-7-10-30-62.75	2013 International Repair				-32.53	0.00	0.00
		401048033:01		01/07/26	02/06/26	01	connector return		
		1-7-10-30-62.75	2013 International Repair				-8.81	0.00	0.00
Total For ALLEGIANCE TRUCKS							-41.34	0.00	0.00
AMAZON	AMAZON CAPITAL SERVICES	1DRVXHVH3XNN		09/08/25	10/08/25	01	fall fest 2025		
		1-7-05-65-64.00	Parks/Rec Community Event				79.47	0.00	0.00
BOUCHOME	BOUCHARD HOME & OFFICE	14890		01/15/26	02/04/26	01	IT services		
		1-7-05-20-44.11	IT Labor Services				288.75	0.00	0.00
		1-7-05-20-44.07	Computer Software & Licen				1,930.00	0.00	0.00
Invoice 14890 Total							2,218.75	0.00	0.00
CANON	CANON FINANCIAL SERVICE	42475372		01/12/26	02/11/26	01	clerk copier		
		1-7-05-20-22.10	Admin Copier Expense				293.44	0.00	0.00
COMCAST	COMCAST	* 2588 122825		12/28/25	01/23/26	01	modem 2		
		1-7-05-28-30.50	Town Hall Utilities				14.95	0.00	0.00
		* 7699 010226		01/02/26	01/27/26	01	old garage		
		1-7-05-28-30.35	Old Hwy Garage Utilities				87.02	0.00	0.00
Total For COMCAST							101.97	0.00	0.00
COMCASTB	COMCAST BUSINESS	260445282		01/01/26	02/01/26	01	town phone lines		
		1-7-05-28-30.50	Town Hall Utilities				335.05	0.00	0.00
		1-7-05-28-30.25	Fire & Rescue Utilities				211.35	0.00	0.00
		1-7-05-28-30.30	Library Utilities				94.68	0.00	0.00
		1-7-05-28-30.70	New Hwy Garage Utilities				170.66	0.00	0.00
Invoice 260445282 Total							811.74	0.00	0.00
COMPASS	COMPASS MINERALS AMERIC	1595092		12/30/25	01/29/26	01	62.18 ton salt		
		1-7-10-20-55.00	Winter Sand/Salt				5,645.20	0.00	0.00
		1596018		12/31/25	01/30/26	01	61 ton salt		
		1-7-10-20-55.00	Winter Sand/Salt				5,607.19	0.00	0.00

01/22/26  
11:01 am

Town of Georgia, Vermont Accounts Payable  
Invoice Edit List-Current-Last-Next FY  
Invoices Up To 02/13/26

Vendor	Man/ DirPay	Invoice Number	Purchase Order	Invoice Date	Due Date	Ck Acct	Invoice Amount	Discenc. Amount	Discount Amount
		1596884		01/02/26	02/01/26	01	61 ton salt		
		1-7-10-20-55.00	Winter Sand/Salt				5,589.17	0.00	0.00
		1604092		01/12/26	02/11/26	01	salt		
		1-7-10-20-55.00	Winter Sand/Salt				2,681.52	0.00	0.00
Total For COMPASS MINERALS AMERICA, INC							19,523.08	0.00	0.00
EXIT18		98752		01/21/26	01/31/26	01	hose vacuum		
		1-7-10-30-62.00	Hwy Parts & Supplies				7.96	0.00	0.00
FCSD		608 DEC 2025		01/05/26	02/04/26	01	law enforcement		
		1-7-05-30-45.05	Law Enforcement				8,761.16	0.00	0.00
GRNMTNELE		S5646159.001		12/29/25	01/10/26	01	elec supply return		
		1-7-05-28-45.70	New Hwy Bldg. Maint.				-21.64	0.00	0.00
		S5646309.001		12/29/25	01/10/26	01	electrical supplies		
		1-7-05-28-45.70	New Hwy Bldg. Maint.				711.42	0.00	0.00
		S5648696.001		12/31/25	01/10/26	01	electric supplies		
		1-7-05-28-45.70	New Hwy Bldg. Maint.				598.69	0.00	0.00
		S5649333.001		12/31/25	01/10/26	01	electrical supplies		
		1-7-05-28-45.70	New Hwy Bldg. Maint.				21.58	0.00	0.00
		S5649333.002		01/02/26	01/10/26	01	electrical supplies		
		1-7-05-28-45.70	New Hwy Bldg. Maint.				21.60	0.00	0.00
		S5649333.003		01/06/26	01/10/26	01	return elec supplies		
		1-7-05-28-45.70	New Hwy Bldg. Maint.				-43.18	0.00	0.00
		S5651171.001		01/05/26	01/10/26	01	electrical supplies		
		1-7-05-28-45.70	New Hwy Bldg. Maint.				35.86	0.00	0.00
		S5651171.002		01/06/26	01/10/26	01	electrical supplies		
		1-7-05-28-45.70	New Hwy Bldg. Maint.				19.94	0.00	0.00
		S5658945.001		01/09/26	01/10/26	01	elec supply return		
		1-7-05-28-45.70	New Hwy Bldg. Maint.				-908.76	0.00	0.00
Total For GREEN MOUNTAIN ELECTRIC SUPPLY							435.51	0.00	0.00
GMP		-0004 010726		01/07/26	02/03/26	01	beach		
		1-7-05-28-30.20	Town Beach Utilities				53.13	0.00	0.00
		-1297 010726		01/07/26	02/03/26	01	beach		
		1-7-05-28-30.20	Town Beach Utilities				56.02	0.00	0.00

01/22/26  
11:01 am

Town of Georgia, Vermont Accounts Payable  
Invoice Edit List-Current-Last-Next FY  
Invoices Up To 02/13/26

Vendor	Man/ DirPay	Invoice Number	Purchase Order	Invoice Date	Due Date	Ck Acct	Invoice Amount	Discenc. Amount	Discount Amount
Total For GREEN MOUNTAIN POWER CORPORATION							109.15	0.00	0.00
JOHNSON	JOHNSON CONTROLS	FIRE P	25157942	01/01/26	01/31/26	01	fire station monitoring		
			1-7-05-28-45.25	Fire & Rescue Bldg Maint.			425.58	0.00	0.00
MRS	MILTON RENTAL & SALES I	SALES I	1-673382	01/12/26	02/11/26	01	scissor lift rental		
			1-7-10-30-52.25	Hwy Equipment Rental			500.00	0.00	0.00
			1-673636	01/13/26	02/12/26	01	propane, lug handle		
			1-7-10-30-62.00	Hwy Parts & Supplies			29.40	0.00	0.00
			1-7-10-30-51.00	Fuels And Oils			48.00	0.00	0.00
Invoice 1-673636 Total							77.40	0.00	0.00
Total For MILTON RENTAL & SALES INC							577.40	0.00	0.00
MVP	MVP Health Care, Inc.		22478694	12/12/25	01/31/26	01	Jan/Feb 2026 premium		
			1-2-00-05-10.36	Health Withholding			1,235.72	0.00	0.00
			1-7-05-05-10.23	Gen Gov Insurance Benefit			1,998.84	0.00	0.00
			1-7-05-10-10.18	Clerks Office Ins Bene			1,970.24	0.00	0.00
			1-7-05-28-10.04	Public Works Insurance Be			148.64	0.00	0.00
			1-7-05-70-14.00	Library Health Insurance			1,871.17	0.00	0.00
			1-7-10-05-10.13	Highway Ins. Benefits			6,951.89	0.00	0.00
			1-2-00-05-10.36	Health Withholding			1,544.65	0.00	0.00
			1-7-05-05-10.23	Gen Gov Insurance Benefit			1,961.68	0.00	0.00
			1-7-05-10-10.18	Clerks Office Ins Bene			1,944.72	0.00	0.00
			1-7-05-28-10.04	Public Works Insurance Be			185.80	0.00	0.00
			1-7-05-70-14.00	Library Health Insurance			1,752.15	0.00	0.00
			1-7-10-05-10.13	Highway Ins. Benefits			6,861.82	0.00	0.00
Invoice 22478694 Total							27,758.44	0.00	0.00
NEMRC	NEW ENGLAND MUN RESOURC		58729	12/31/25	12/31/25	01	training		
			1-7-05-20-44.00	Admin Training			175.00	0.00	0.00
NEDENT	NORTHEAST DELTA DENTAL		FEB 2026	01/15/26	02/01/26	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 FEB 2026 Total							615.15	0.00	0.00

01/22/26  
11:01 am

Town of Georgia, Vermont Accounts Payable  
Invoice Edit List-Current-Last-Next FY  
Invoices Up To 02/13/26

Vendor	Man/ Invoice DirPay Number	Purchase Order	Invoice Date	Due Date	Ck Acct	Invoice Amount	Discenc. Amount	Discount Amount
PAYCHEX	PAYCHEX	* 2026011301	01/13/26	01/15/26	01 20 tranx + send W2			
		1-7-05-05-45.00 Admin	Contracted Services			342.28	0.00	0.00
		* 2026012001	01/20/26	01/22/26	01 40 tranx			
		1-7-05-05-45.00 Admin	Contracted Services			280.44	0.00	0.00
Total For PAYCHEX						622.72	0.00	0.00
PESTPRO	PESTPRO, INC.	209081	01/13/26	01/13/26	01 monthly pest treatment			
		1-7-05-28-45.50 Town Hall	Building Maint.			75.00	0.00	0.00
PETE'S	PETE'S TIRE BARNS, INC	057265	01/15/26	02/10/26	01 tires			
		1-7-10-30-62.75 2013	International Repair			1,218.00	0.00	0.00
QUADIENT	QUADIENT FINANCE USA, I	-2740 123125	12/31/25	01/28/26	01 postage meter			
		1-7-05-20-21.00 Admin	Postage			174.87	0.00	0.00
REEDSUPPL	REED SUPPLY CO., INC.	150506	12/31/25	01/30/26	01 truck v-bar			
		1-7-10-30-62.00 Hwy	Parts & Supplies			306.00	0.00	0.00
		CM 150564	01/07/26	01/07/26	01 truck V-bar			
		1-7-10-30-62.00 Hwy	Parts & Supplies			380.00	0.00	0.00
Total For REED SUPPLY CO., INC.						-74.00	0.00	0.00
11239	ROWLEY	534800	01/14/26	01/19/26	01 801.3 gal #2 diesel			
		1-7-10-30-51.00 Fuels	And Oils			2,484.03	0.00	0.00
SCHWAA	SCHWAAB INC	4955296	01/14/26	02/13/26	01 date stamp			
		1-7-05-20-22.00 Admin	Office Supplies			106.25	0.00	0.00
SHELBU	SHELBURNE LIMESTONE COR	17044	01/10/26	02/09/26	01 1/2" stone			
		1-7-10-20-55.00 Winter	Sand/Salt			1,276.66	0.00	0.00
ACE	ST ALBANS ACE HARDWARE	114843/2	01/01/26	02/01/26	01 mailbox post			
		1-7-05-36-63.00 GFD	Equiq Prshe/Repair			49.99	0.00	0.00
OMG	ST ALBANS MESSENGER	430140	01/15/26	02/04/26	01 zoning notice			
		1-7-05-20-25.00 Printing/Publishing				76.05	0.00	0.00
UNIFIR	UNIFIRST CORPORATION	1080316779	01/07/26	02/06/26	01 uniforms 01.07.26			
		1-7-10-40-18.00 Highway	Uniforms/Boots			143.43	0.00	0.00
		1080317978	01/14/26	02/13/26	01 uniforms 01.14.26			
		1-7-10-40-18.00 Highway	Uniforms/Boots			143.43	0.00	0.00
Total For UNIFIRST CORPORATION						286.86	0.00	0.00

01/22/26  
11:01 am

Town of Georgia, Vermont Accounts Payable  
Invoice Edit List-Current-Last-Next FY  
Invoices Up To 02/13/26

Vendor	Man/ DirPay	Invoice Number	Purchase Order	Invoice Date	Due Date	Ck Acct	Invoice Amount	Discenc. Amount	Discount Amount
KELLER V VALERIE KELLER		01.08.25		12/02/25	01/08/25	01	1 hr baby yoga class		
		2-7-05-70-52.33	VECF-BBF	Grant Expenses			225.00	0.00	0.00
VERIZON W VERIZON		6132487978		01/01/26	01/31/26	01	town cell phones		
		1-7-05-28-30.25	Fire & Rescue	Utilities			37.45	0.00	0.00
		1-7-05-28-30.70	New Hwy Garage	Utilities			37.45	0.00	0.00
Invoice 6132487978 Total							74.90	0.00	0.00
VT ELEC VERMONT ELECTRICAL CONT		4553		01/08/26	02/07/26	01	power-modine heaters		
		1-7-05-28-45.70	New Hwy Bldg.	Maint.			297.20	0.00	0.00
VST VERMONT STATE TREASURER		4Q25 MARR		01/01/26	01/15/26	01	4 marriage licenses		
		1-2-40-20-10.00	State Of VT	Marriage Lice			260.00	0.00	0.00
WBMASON W.B. MASON CO., INC.		259166223		01/05/26	02/04/26	01	water cooler rental		
		1-7-10-30-55.10	Hwy Office	Supplies			3.69	0.00	0.00
		259185062		01/06/26	02/05/26	01	bottled water		
		1-7-10-30-55.10	Hwy Office	Supplies			41.97	0.00	0.00
		1-7-05-20-22.00	Admin Office	Supplies			41.97	0.00	0.00
Invoice 259185062 Total							83.94	0.00	0.00
		259285588		01/09/26	02/08/26	01	water bottle 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 259285588 Total							36.00	0.00	0.00
		CM4352151		01/06/26	01/06/26	01	water deposit return		
		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 CM4352151 Total							-36.00	0.00	0.00
		CM4352155		01/06/26	01/06/26	01	water deposit return		
		1-7-10-30-55.10	Hwy Office	Supplies			-6.00	0.00	0.00
		1-7-05-20-22.00	Admin Office	Supplies			-6.00	0.00	0.00
Invoice CM4352155 Total							-12.00	0.00	0.00
Total For W.B. MASON CO., INC.							75.63	0.00	0.00
Report Grand Total							69,804.12	0.00	0.00
Fund Totals	Expenditures		Dis-Encumbrance						

+ 41.34  
+ 74.00  
-----  
\$ 69,919.46

01/22/26  
11:01 am

Town of Georgia, Vermont Accounts Payable  
Invoice Edit List-Current-Last-Next FY  
Invoices Up To 02/13/26

Vendor	Man/ Invoice DirPay Number	Purchase Order	Invoice Date	Due Date	Ck Acct	Invoice Amount	Discenc. Amount	Discount Amount
1	69,579.12		0.00					
2	225.00		0.00					
	69,804.12		0.00					



# 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 Ploof  
Business Manager*

*Crystal Forcier  
Office Manager*

**DATE:** 01/08/2026  
**TO:** Stacy Katon, Town Administrator, Town of Georgia  
**FROM:** John Grismore, Sheriff  
**RE:** December Monthly Reporting

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### December Notes:

Motor vehicle related issues continue to be consistent. In December we logged 27 traffic stops, down 6 from November’s report. The 27 stops resulted in the issuance of 28 warnings and 6 tickets. For the first time, speeding was not the #1 motor vehicle violation identified.

Thefts, assaults and quality of life issues remain very low.

### Forward Looking:

As has been previously communicated, we suffered an unanticipated staff reduction. One of our Level III patrol deputies decided to leave our organization for a higher paying position with another Franklin County law enforcement entity. However, we are only anticipating a maximum possible reduction of 8 weekly hours as a result and are making every attempt to maintain our contractual hours by leveraging overtime opportunities and our part-time patrol base. We have also opened up our hiring process and expect to begin screening potential candidates very soon.

**Report Summary:**

Section 7. Item #A.

	July	August	September	October	November	December
<b>Total Hours Worked</b>	90	102.5	81	94.75	86	92
<b>Total Incidents</b>	46	50	47	35	39	39
<b>Incidents Per Hour Worked</b>	0.51	0.49	0.58	0.37	0.45	0.42
<b>Total Drug Involvements</b>					1	1
<b>Total Arrest Charges</b>	1	14	6	6	1	1
<b>Total Traffic Stops</b>	29	33	24	24	33	27
<b>Total Directed Patrols</b>	6	3	3	0	1	2
<b>Total Warnings Issued</b>	25	33	22	22	28	28
<b>Total Tickets Issued</b>	9	13	10	11	11	6

**Incident Data:**

Traffic Stop	27
Assist - Agency	2
Directed Patrol	2
DUI	2
Motor Vehicle Complaint	2
Assist - Public	1
Informational	1
Suspicious Event	1
VIN verification	1

**Arrest Data:**

Driving Under The Influence - First Offense	1
---	---

**Motor Vehicle Enforcement Data:**

FYY - Stop Sign	11
SL2 - 11-20 MPH Over Speed Limit	5
NR - Persons Required To Register	4
INS - Operating Without Liability Insurance	3
VNI - Vehicle Not Inspected Within 15 Days Of Vt. Registration	3
OWS - Obstructing Windshields	2
CEL - Using Portable Electronic Device Outside Work or School Zone 1st violation	1
DEF - Condition Of Vehicle	1
LBR - 11-20 MPH over speed limit - Local	1
NL - Operating Without A License	1
Obstructing Windshields 23 VSA 1125	1
SL3 - 21-30 MPH Over Speed Limit	1

### Community Correspondence:

Section 7. Item #A.

Date	Mode	Contact Name	Information/Concern	Action(s) Taken
			There were no issues surfaced by the public in October.	

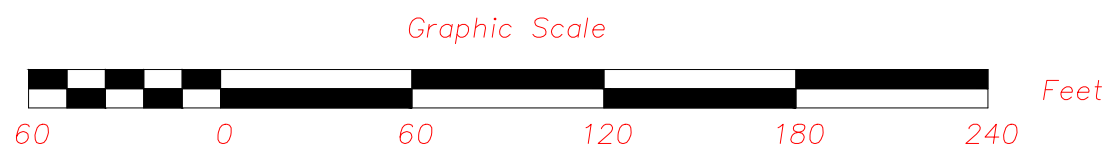
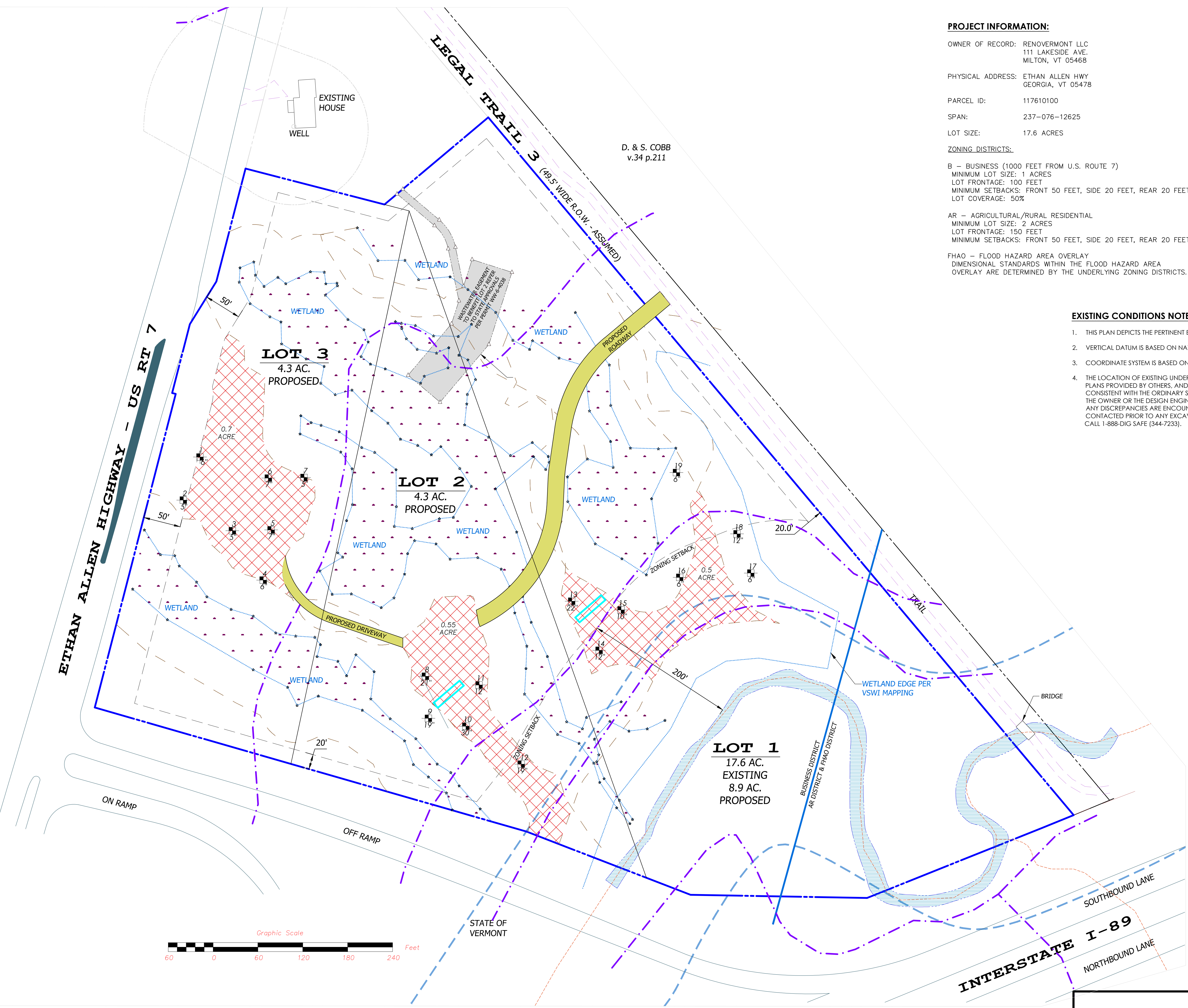
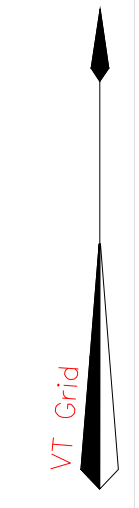


# FRANKLIN COUNTY SHERIFF

## ACTIVITY REPORT - DECEMBER 2025

Date / Time	Incident Type	Location
12/1/2025 10:45	Traffic Stop	Ethan Allen Hwy / Peoples Trust Parking Lot
12/1/2025 12:19	Traffic Stop	Ethan Allen Hwy / Ballard Rd
12/1/2025 20:20	Traffic Stop	Sandhill Rd
12/4/2025 14:09	Directed Patrol	Sandy Birch / Sandy In
12/4/2025 14:11	Traffic Stop	1332 Sandy Birch Rd
12/4/2025 14:51	Traffic Stop	Ethan Allen Hwy / Georgia Market
12/8/2025 11:30	Traffic Stop	Manor Dr / Ethan Allen Hwy
12/10/2025 11:17	Assist - Agency	2132 Plains Rd
12/12/2025 18:39	Directed Patrol	2840 Skunk Hill Rd #
12/12/2025 18:42	Traffic Stop	Highbridge Rd / Ethan Allen Hwy
12/12/2025 18:52	Traffic Stop	Highbridge Rd / US RT 7
12/12/2025 19:03	Traffic Stop	Highbridge Rd / Ethan Allen Hwy
12/12/2025 19:23	Traffic Stop	962 Ethan Allen Hwy
12/12/2025 19:40	Traffic Stop	Manor Dr / Ballard Rd
12/12/2025 20:12	Traffic Stop	Georgia Shore Rd / Park
12/12/2025 20:26	Traffic Stop	Georgia Shore Rd / Peppers Way
12/13/2025 1:19	Traffic Stop	Highbridge Rd / Sumner Ln
12/13/2025 1:29	Traffic Stop	Ethan Allen Hwy / Dee Rd
12/13/2025 1:46	Traffic Stop	Highbridge Rd / Sumner Ln
12/17/2025 11:08	Traffic Stop	Ethan Allen Hwy / Library
12/17/2025 13:27	Traffic Stop	Ethan Allen Hwy / Maplefields
12/17/2025 13:46	VIN verification	2715 Ethan Allen Hwy
12/17/2025 15:31	Assist - Public	239 Ledgewood Ln #B
12/19/2025 17:08	Assist - Agency	4416 Ethan Allen Hwy
12/19/2025 23:33	Motor Vehicle Complaint	Ethan Allen Hwy / I89 SB
12/20/2025 0:51	Motor Vehicle Complaint	Ethan Allen Hwy / Polly Hubbard Rd
12/20/2025 17:43	Traffic Stop	Ethan Allen Hwy / Oakland Station Rd
12/24/2025 22:14	Suspicious Event	1207 Ethan Allen Hwy
12/25/2025 12:01	Informational	463 Ballard Rd
12/26/2025 10:16	Traffic Stop	1959 Ethan Allen Hwy
12/30/2025 11:15	Traffic Stop	US Rt 7/ Maplefields
12/31/2025 13:21	Traffic Stop	Ballard Rd / Old Stage Rd
12/31/2025 14:08	Traffic Stop	Ethan Allen Hwy / Dollar General
12/31/2025 19:43	Traffic Stop	Highbridge Rd / Ethan Allen Hwy
12/31/2025 19:50	Traffic Stop	Ethan allen Highway / Gerogia Market
12/31/2025 19:58	DUI	Highbridge Rd / Ethan Allen Hwy
12/31/2025 20:52	Traffic Stop	Polly Hubbard Rd / Ethan Allen Hwy
12/31/2025 23:24	Traffic Stop	Ethan Allen Hwy / Highbridge Rd

Date / Time	Incident Type	Location
12/31/2025 23:49	DUI	2726 Ballard Rd



**PROJECT INFORMATION:**

OWNER OF RECORD: RENOVERMONT LLC  
111 LAKESIDE AVE.  
MILTON, VT 05468

PHYSICAL ADDRESS: ETHAN ALLEN HWY  
GEORGIA, VT 05478

PARCEL ID: 117610100

SPAN: 237-076-12625

LOT SIZE: 17.6 ACRES

**ZONING DISTRICTS:**

B - BUSINESS (1000 FEET FROM U.S. ROUTE 7)  
MINIMUM LOT SIZE: 1 ACRES  
LOT FRONTAGE: 100 FEET  
MINIMUM SETBACKS: FRONT 50 FEET, SIDE 20 FEET, REAR 20 FEET  
LOT COVERAGE: 50%

AR - AGRICULTURAL/RURAL RESIDENTIAL  
MINIMUM LOT SIZE: 2 ACRES  
LOT FRONTAGE: 150 FEET  
MINIMUM SETBACKS: FRONT 50 FEET, SIDE 20 FEET, REAR 20 FEET

FHAO - FLOOD HAZARD AREA OVERLAY  
DIMENSIONAL STANDARDS WITHIN THE FLOOD HAZARD AREA  
OVERLAY ARE DETERMINED BY THE UNDERLYING ZONING DISTRICTS.



PROJECT LOCATION

**EXISTING CONDITIONS NOTES:**

1. THIS PLAN DEPICTS THE PERTINENT EXISTING CONDITIONS AS OF SEPTEMBER, 2025.
2. VERTICAL DATUM IS BASED ON NAVD88 (GEOID 12).
3. COORDINATE SYSTEM IS BASED ON VERMONT STATE PLANE (U.S. SURVEY FEET).
4. THE LOCATION OF EXISTING UNDERGROUND UTILITIES AND IMPROVEMENTS SHOWN ARE BASED ON RESEARCH, UTILITY PLANS PROVIDED BY OTHERS, AND/OR SURFACE EVIDENCE ENCOUNTERED AND WERE OBTAINED IN A MANNER CONSISTENT WITH THE ORDINARY STANDARD OF PROFESSIONAL CARE AND HAVE NOT BEEN INDEPENDENTLY VERIFIED BY THE OWNER OR THE DESIGN ENGINEER. ADDITIONAL UTILITIES NOT SHOWN MAY EXIST. ENGINEER SHALL BE NOTIFIED IF ANY DISCREPANCIES ARE ENCOUNTERED. ACTUAL LOCATION OF UNDERGROUND UTILITIES MAY VARY. DIGSAFE MUST BE CONTACTED PRIOR TO ANY EXCAVATION. CALL 1-888-DIG SAFE (344-7233).

**LEGEND**

RIVER CORRIDOR	
PARCEL LINE	
ADJOINER PARCEL	
SETBACK	
OVERHEAD UTILITY	
EASEMENT / R.O.W.	
STORM DRAIN	
CONTOUR	
DRILLED WELL	
SOIL TEST PIT	

Project Name: RENOVERMONT LLC  
ETHAN ALLEN HWY.  
GEORGIA, VT

Sheet Title: SKETCH PLAN

Project #: 25-042  
Date: 1/19/2025  
Drawn By: PM  
Scale: 1" = 60'



Apex Engineering, LLC  
p. (802) 752-7328  
e. aevermont@gmail.com

Sheet # SK-01

Revisions:



# GEORGIA

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## VERMONT

January 13, 2026

To Selectboard members,

This is a 'Gardener's Supply' Business Personal Property (BPP) account that I'm assuming won't get paid for the 2026 tax year. The BPP account value is at \$85,319 which was a municipal only tax amount of \$376.43 for the October 2025 tax bill which was paid. I am asking to inactivate this account so there won't be time used for sending late fees, et cetera with the high possibility that this tax bill will not ever get paid.

Thank you in advance.

Regards;

*Terri J Sabens*

Terri J Sabens - VPA III  
Municipal Assessor  
Town of Georgia  
47 Town Common Road No.  
St. Albans, VT 05478  
1-802-524-3524  
[assessor@townofgeorgia.com](mailto:assessor@townofgeorgia.com)  
<https://www.townofgeorgia.com/>  
In-Person hours are Tuesday's 9-3

**IN THE UNITED STATES BANKRUPTCY COURT  
FOR THE DISTRICT OF DELAWARE**

In re:  
  
America’s Gardening Resource, Inc., *et al.*,  
  
Debtors.<sup>1</sup>

Chapter 11  
Case No. 25-11180 (BLS)  
(Jointly Administered)

Serac Corp  
# 200000097  
\$85,319  
\$376.43  
2025 Tax

**NOTICE OF HEARING TO CONSIDER  
(I) THE ADEQUACY OF THE DISCLOSURE STATEMENT AND (II)  
CONFIRMATION OF THE COMBINED DISCLOSURE STATEMENT AND CHAPTER  
11 PLAN OF LIQUIDATION PROPOSED BY THE DEBTORS**

**PLEASE TAKE NOTICE THAT** on December 3, 2025, the United States Bankruptcy Court for the District of Delaware (the “Court”) entered an order [Docket No. 293] (the “Disclosure Statement Order”): (a) authorizing the above-captioned debtors and debtors in possession (collectively, the “Debtors”) to solicit votes on the *Combined Disclosure Statement and Chapter 11 Plan of Liquidation Proposed by the Debtors* [Docket No. 294] (as may be amended, supplemented, or otherwise modified from time to time, the “Combined Disclosure Statement and Plan”); (b) approving the Combined Disclosure Statement and Plan on an interim basis as containing “adequate information” pursuant to section 1125 of the Bankruptcy Code; (c) approving the solicitation materials and documents to be included in the Solicitation Packages; (d) approving procedures for soliciting, receiving, and tabulating votes on and for filing objections to the Combined Disclosure Statement and Plan; and (e) granting related relief.

**PLEASE TAKE FURTHER NOTICE THAT** the hearing at which the Court will consider Confirmation of the Plan (the “Combined Hearing”) will commence on **January 21, 2026, at 11:00 a.m. prevailing Eastern Time** before The Honorable Brendan L. Shannon, in the United States Bankruptcy Court for the District of Delaware, located at 824 North Market St., 6th Floor, Courtroom No. 1, Wilmington, DE 19801.

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<sup>1</sup> The Debtors in these cases, along with the last four digits of each Debtor’s federal tax identification number, are: America’s Gardening Resource, Inc. (9604); Gardener’s Home LLC (0498); Serac Corporation (9800); IGH, Inc. (9336); Innovative Gardening Solutions, Inc. (3325). The location of the Debtors’ corporate headquarters and the Debtors’ service address in these chapter 11 cases is 128 Intervale Road, Burlington, Vermont 05401.

**PLEASE BE ADVISED:** THE COMBINED HEARING MAY BE CONTINUED FROM TIME TO TIME BY THE COURT OR THE DEBTORS **WITHOUT FURTHER NOTICE** OTHER THAN BY SUCH ADJOURNMENT BEING ANNOUNCED IN OPEN COURT OR BY A NOTICE OF ADJOURNMENT (INCLUDING AN AGENDA) FILED WITH THE COURT AND SERVED ON ALL PARTIES ENTITLED TO NOTICE.

ANY SUCH NOTICES OF ADJOURNMENT ARE AVAILABLE FREE OF CHARGE ON THE DEBTORS' CASE WEBSITE AT [HTTPS://CASES.STRETTO.COM/AGR](https://cases.stretto.com/agr).

**CRITICAL INFORMATION REGARDING VOTING ON THE COMBINED  
DISCLOSURE STATEMENT AND PLAN**

**Voting Record Date.** The voting record date is **December 1, 2025** (the "**Voting Record Date**"), which was the date for determining which Holders of Claims in Class 3 are entitled to vote on the Combined Disclosure Statement and Plan.

**Voting Deadline.** The deadline for voting on the Combined Disclosure Statement and Plan is **January 10, 2026 at 4:00 p.m., prevailing Eastern Time** (the "**Voting Deadline**"). If you received a Solicitation Package, including a Ballot, and intend to vote on the Plan you ***must***: (a) follow the instructions carefully; (b) complete ***all*** of the required information on the Ballot; and (c) execute and return your completed Ballot according to and as set forth in detail in the voting instructions so that it is ***actually received*** by the Debtors' claims and noticing agent, Stretto, Inc. (the "**Notice and Claims Agent**") on or before the Voting Deadline. ***A failure to follow such instructions may disqualify your vote.***

**CRITICAL INFORMATION REGARDING OBJECTING TO THE COMBINED  
DISCLOSURE STATEMENT AND PLAN**

ARTICLE XIV OF THE PLAN CONTAINS EXCULPATION AND INJUNCTION PROVISIONS. THUS, YOU ARE ADVISED TO REVIEW AND CONSIDER THE COMBINED DISCLOSURE STATEMENT AND PLAN CAREFULLY BECAUSE YOUR RIGHTS MIGHT BE AFFECTED THEREUNDER.

**Objection Deadline.** The deadline for filing objections to the Combined Disclosure Statement and Plan, as applicable, is **January 10, 2026, at 4:00 p.m., prevailing Eastern Time** (the "**Objection Deadline**"). All objections to the relief sought at the Combined Hearing ***must***: (a) be in writing; (b) conform to the Bankruptcy Code, Bankruptcy Rules, the Local Rules, and any orders of the Court; (c) state, with particularity, the basis and nature of any objection to the Plan and, if practicable, a proposed modification to the Combined Disclosure Statement and Plan that would resolve such objection; and (d) be filed with the Court (contemporaneously with a proof of service) and served upon the counsel to the Debtors, the U.S. Trustee, and counsel to the Creditors' Commitee, so as to be ***actually received*** on or before the Objection Deadline.

Please be advised that Article IX of the Plan contains the following exculpation and injunction provisions:<sup>2</sup>

Article XIV of the Plan provides for an exculpation of certain parties (the "Exculpation"):

**Notwithstanding any other provision of the Combined Disclosure Statement and Plan, the Exculpated Parties shall not have or incur any Liability to, or be subject to any right of action by, any Holder of a Claim or an Interest, or any other party in interest, or any of their respective agents, employees, representatives, financial advisors, attorneys, or agents acting in such capacity, or Affiliates, or any of their successors or assigns, for any act or omission occurring on or after the Petition Date and before the Effective Date relating to, in any way, or arising from (i) the Chapter 11 Cases, (ii) formulating, negotiating or implementing the Combined Disclosure Statement and Plan or any contract, instrument, release or other agreement or document created or entered into in connection with the Combined Disclosure Statement and Plan; (iii) the Sales; (iv) rejection and/or termination of the ESOP and related agreements; (v) any other post-petition act taken or omitted to be taken in connection with or in contemplation of the restructuring, sale, or liquidation of the Debtors; (vi) the solicitation of acceptances of the Combined Disclosure Statement and Plan, the pursuit of Confirmation of the Combined Disclosure Statement and Plan, the Confirmation of the Combined Disclosure Statement and Plan, the Consummation of the Combined Disclosure Statement and Plan, or (vii) the administration of the Combined Disclosure Statement and Plan or the property to be distributed under the Combined Disclosure Statement and Plan, except for their gross negligence or willful misconduct as determined by a Final Order, and in all respects shall be entitled to reasonably rely upon the advice of counsel and other retained professionals with respect to their duties and responsibilities under the Combined Disclosure Statement and Plan. This exculpation shall be in addition to, and not in limitation of, all other indemnities, exculpations, and any other applicable law or rules protecting the Exculpated Parties from liability. The Confirmation Order shall serve as a permanent injunction against any Entity seeking to enforce any Claim or Cause of Action against the Exculpated Parties that has been exculpated pursuant to Section 14.1(a) of the Combined Disclosure Statement and Plan.**

**This exculpation provision shall not apply to any of the Debtors' Former Officers & Directors, in their capacity as such, with respect to any Retained Causes of Action which are covered under the Insurance Policies, *provided, however*, that the Plan Administrator (or any successor or assign prosecuting such Retained Causes of Action) shall not execute on any personal assets of the Debtors' Former Officers and Directors, in their capacity as such, with respect to such Retained Causes of Action.**

**In the event the Court determines that applicable law does not permit a person or Entity to be an Exculpated Party, the Combined Disclosure Statement and Plan shall be deemed modified to exclude such person or Entity from the definition of Exculpated Party. For**

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<sup>2</sup> The Plan provisions referenced herein are for summary purposes only and do not include all provisions of the Plan that may affect your rights. If there is any inconsistency between the provisions set forth herein and the Plan, the Plan governs.

avoidance of doubt, such exclusion shall not affect the exculpations contained in the Combined Disclosure Statement and Plan with respect to the other Exculpated Parties.

Article XIV of the Plan establishes an injunction (the “**Injunction**”):

In accordance with Bankruptcy Code section 1141(d)(3), the Combined Disclosure Statement and Plan does not discharge the Debtors. Bankruptcy Code section 1141(c) nevertheless provides, among other things, that the property dealt with by the Combined Disclosure Statement and Plan is free and clear of all Claims and Interests against the Debtors. As such, no Entity holding a Claim against the Debtors may receive any payment from, or seek recourse against, any assets that are to be distributed under the Combined Disclosure Statement and Plan other than assets required to be distributed to that Entity under the Combined Disclosure Statement and Plan. Distributions to any such Holder of any such Claim shall be as expressly set forth in the Combined Disclosure Statement and Plan. All Entities are precluded from asserting against any property to be distributed under the Combined Disclosure Statement and Plan any Claims, rights, Causes of Action, Liabilities, or Interests based upon any act, omission, transaction, or other activity that occurred before the Effective Date except as expressly provided in the Combined Disclosure Statement and Plan or the Confirmation Order; *provided however*, that the Debtors, in their capacities as Released Parties, shall receive the benefit of the Injunction through and until the date upon which all remaining property of the Debtors’ Estates has been fully liquidated, administered, and distributed in accordance with the terms of the Plan, and the Debtors are dissolved under applicable law.

Except as otherwise expressly provided for in the Combined Disclosure Statement and Plan or in obligations issued pursuant to the Combined Disclosure Statement and Plan, all Entities that have held, hold or may hold Claims or Interests that have been satisfied pursuant to the Combined Disclosure Statement and Plan, or are subject to exculpation (to the extent of the exculpation provided in the Combined Disclosure Statement and Plan with respect to the Exculpated Parties) are permanently enjoined, on and after the Effective Date, from:

- (1) commencing or continuing in any manner any action or other proceeding of any kind (a) against the Assets on account of any Claim or Interest, or (b) against the Exculpated Parties on account of any Claim or Interest exculpated under the Combined Disclosure Statement and Plan or any of their assets and properties;
- (2) enforcing, attaching, collecting or recovering by any manner or means any judgment, award, decree or order (a) against the Assets on account of any Claim or Interest, or (b) against the Exculpated Parties on account of any exculpated Claims or any of their assets and properties;
- (3) creating, perfecting or enforcing any encumbrance of any kind (a) against the Assets on account of any Claim or Interest, or (b) against

the Exculpated Parties, as applicable, on account of any exculpated Claims, or any of their assets and properties;

- (4) asserting any right of setoff or subrogation of any kind on account of the exculpated Claims against any obligation due from the Debtors, the Estates, the Exculpated Parties, and/or against any of their assets and properties, except to the extent a right to setoff or subrogation is asserted with respect to a timely Filed proof of Claim or by way of a motion filed before Confirmation of the Combined Disclosure Statement and Plan; or
- (5) commencing or continuing in any manner any action or other proceeding of any kind (a) against the Assets on account of any Claim or Interest, or (b) against the Exculpated Parties, as applicable, on account of any exculpated Claims, or any of their assets and properties.

Any Entity injured by any willful violation of such injunction may seek actual damages and, in appropriate circumstances, may seek punitive damages from the willful violator.

#### **ADDITIONAL INFORMATION**

**Obtaining Solicitation Materials.** The materials in the Solicitation Package are intended to be self-explanatory. If you should have any questions, however, please feel free to contact Stretto, Inc., the notice, claims, and solicitation agent retained by the Debtors in these Chapter 11 Cases (the “Notice and Claims Agent”), by calling the Debtors’ Notice and Claims Agent at (U.S. Toll-Free/Domestic) 833-852-1947 or 949-522-9898 (International). The Notice and Claims Agent cannot and will not provide legal advice. If you need legal advice, you should consult an attorney. Copies of certain orders, notices, and pleadings, as well as other information regarding these chapter 11 cases, are available for inspection free of charge on the Debtors’ website at <https://cases.stretto.com/AGR>. You may also obtain copies of any pleadings filed in these Chapter 11 Cases for a fee via PACER at: <https://ecf.deb.uscourts.gov>.

Please be advised that the Notice and Claims Agent is authorized to answer questions about, and provide additional copies of, solicitation materials, but may *not* advise you as to whether you should vote to accept or reject the Combined Disclosure Statement and Plan.

**The Plan Supplement.** The Debtors will file documents constituting the Plan Supplement on or prior to **January 3, 2026**, and will serve notice on all Holders of Claims and Interests entitled to vote on the Combined Disclosure Statement and Plan, which will: (a) inform parties that the Debtors filed the Plan Supplement; (b) list the information contained in the Plan Supplement; and (c) explain how parties may obtain copies of the Plan Supplement.

**BINDING NATURE OF THE COMBINED DISCLOSURE STATEMENT AND PLAN:**

**IF CONFIRMED, THE COMBINED DISCLOSURE STATEMENT AND PLAN SHALL BIND ALL HOLDERS OF CLAIMS AND INTERESTS TO THE MAXIMUM EXTENT PERMITTED BY APPLICABLE LAW, WHETHER OR NOT SUCH HOLDER WILL RECEIVE OR RETAIN ANY PROPERTY OR INTEREST IN PROPERTY UNDER THE PLAN, HAS FILED A PROOF OF CLAIM OR INTEREST IN THESE CHAPTER 11 CASES, OR FAILED TO VOTE TO ACCEPT OR REJECT THE PLAN OR VOTED TO REJECT THE COMBINED DISCLOSURE STATEMENT AND PLAN.**

*[Remainder of Page Intentionally Left Blank]*

Dated: December 4, 2025  
Wilmington, Delaware

**COLE SCHOTZ P.C.**

/s/ Carol E. Thompson

Patrick J. Reilley (No. 4451)  
Jack M. Dougherty (No. 6784)  
Carol E. Thompson (No. 6936)  
500 Delaware Avenue, Suite 600  
Wilmington, Delaware 19801  
Telephone: (302) 652-3131  
Facsimile: (302) 574-2103  
Email: preilley@coleschotz.com  
jdougherty@coleschotz.com  
cthompson@coleschotz.com

-and-

Gary H. Leibowitz (admitted *pro hac vice*)  
H.C. Jones III (admitted *pro hac vice*)  
1201 Wills Street, Suite 320  
Baltimore, Maryland 21231  
Telephone: (410) 230-0660  
Facsimile: (410) 230-0667  
Email: gleibowitz@coleschotz.com  
hjones@coleschotz.com

*Counsel for Debtors and Debtors-in-Possession*

America's Gardening Resource, Inc., et al.  
c/o Stretto  
410 Exchange Ste 100  
Irvine, CA 92602

Section 8. Item #C.



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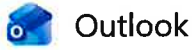
TOWN OF GEORGIA  
47 TOWN COMMON RD N  
SAINT ALBANS, VT 05478-6089



Terry  
I e-mailed this  
to you 12.09.2025  
Dawn

1/26/26

Section 8. Item #E.



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**Re: Georgia Beach use by Vermont Rockets - 2026**

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From Vermont Rockets <vermontrockets@gmail.com> ,  
Date Sun 1/4/2026 5:38 PM  
To Georgia Town Administrator <administrator@townofgeorgia.com>  
Cc Tom Moore <tmoore@kamik.com>

📎 1 attachment (111 KB)  
VermontRockets\_2026\_DonorLetter.pdf;

Hello Stacy,

Per Cheryl's 11/19 response, I am reaching out to confirm whether a letter sent in email form directly to you is sufficient?

I am attaching a letter we provide to potential donors in hopes that it covers the requirements being asked along with my initial request from November 14th.

The Vermont Rockets would like to request the use of the Softball field at Georgia Beach on two occasions in 2026. The dates are June 19 - 21, 2026 and July 24 - 26, 2026.

We are in our 31st year, and will be hosting our 26th annual tournaments this summer. We are a registered 501(c)(3) organization. We will be pleased to abide by any and all requirements, and would once again work hand in hand with the Little League program to make sure preparations and clean up will be satisfactory to all parties involved.

Below is my contact information. Please feel free to reach out with any questions you might have. If you could kindly reply with the determination of our request, and provide us with any details (paperwork to be filled out, deposit required, etc.) and I will get back to you as soon as possible.

Thank you again for your time and consideration!

Connie Sheets

VT Rockets Treasurer

20 Point of Tongue, Alburgh, VT 05440

802-578-7868 (C)

[vermontrockets@gmail.com](mailto:vermontrockets@gmail.com)

On Wed, Nov 19, 2025 at 10:38 AM Georgia Town Clerk <[townclerk@townofgeorgia.com](mailto:townclerk@townofgeorgia.com)> wrote:

Hi Connie,



***Vermont Rockets Fastpitch Softball Club***

January 4, 2026

The Rockets will be taking the field for their 32nd season this summer, providing an opportunity for softball players from Vermont to participate in a highly competitive atmosphere against the best teams in the northeast. The original Rockets team competed at the 18 and under level, and in 2002 the Rockets added a second team made up of players 16 and under. The Rockets expanded in 2016 adding a team at the 14 and under level and also added a 12 and under team in 2020. In 2024 we expanded to 7 total teams!

In the summer of 2026, we will field 6 teams that will travel to tournaments throughout New England and will be hosting our own 26<sup>th</sup> Annual Invitational tournaments in the St. Albans, VT area in June and July. We will be hosting 32 teams covering both weekends that are from Vermont, Maine, Massachusetts, New Hampshire, New York, Rhode Island and Quebec,

The Rockets were founded in 1995 by St. Michaels’ pitching coach Ralph Halbach. Ralph donates countless hours tutoring pitchers from all around the state, and even in northern New York State. In fact, Ralph was honored for his efforts in 2005 by the Vermont Lake Monsters, being elected to the Lake Monsters’ Vermont Sports Community Hall of Fame – one of the first eight inductees to be so honored!

Players on the teams have come from throughout Vermont. They have come from as far as Derby, St Johnsburry and Barre, but most of the players are from Franklin and Chittenden counties. Many of our players have moved on to play in colleges. Rocket players and alumni have played for many college programs – Division I programs Georgia Southern and UVM, many DII and DIII programs – Kutztown University, St. Michaels (two players are in the St. Michaels hall of fame), Wesleyan, Merrimack, Castleton St., Johnson St., Bentley, Bryant, Norwich, RIT, Russell Sage, Endicott, Thomas, UNE and St. Lawrence as well as various Club teams at the college level.

The Rockets players are traditionally selected by invitation only. We believe it is an honor to play for the Rockets and we expect the best behavior from our players, parents, fans and coaches, both on and off the field. The Rockets instill camaraderie and aim to break down any school “prejudices” that may exist between players from rival high schools. We believe this teaches athletes how to compete at a high level while still respecting their opponents.

As you might imagine, the cost of putting teams and coaches on the field with the proper equipment, proper certifications, required insurance, etc. has grown significantly over the past 30+ years – and the costs of tournament registration fees, umpire fees, insurance, etc. have kept pace as well. The Rockets total budget remains over \$40,000. There are no paid employees, and all coaches and administrators are volunteers. We do provide the coaches’ team shirts and hats, as well as pay for a portion of their hotel rooms at travel tournaments. However all other expenditures go directly to defraying the cost of registration fees for the players, which we have been able to maintain at a maximum of \$550.

If your business is in a position - and is generously willing - to donate to our group, it would be greatly appreciated. If you should have any questions, or require any further information, please feel free to contact me by one of the means listed below. The Rockets are a 501(c)(3) non-profit organization, registered with the IRS and the state of Vermont (a copy can be supplied).

Thank you very much for taking time from your busy schedule to generously consider a donation.

Sincerely,

Connie Sheets - Vermont Rockets Treasurer  
20 Point of Tongue,  
Alburgh, VT 05440  
802-578-7868 (Cell)  
[vermontrockets@gmail.com](mailto:vermontrockets@gmail.com)

**Please Note:** To ensure compliance with Vermont's Open Meeting Law, *do not use "Reply All"* when responding to this email. Replies should be sent individually to avoid unintentional quorum discussions outside of a warned public meeting.

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**From:** Kristina Senna <ksenna@townofgeorgia.com>  
**Sent:** Friday, January 9, 2026 3:05 PM  
**To:** Georgia Town Administrator <administrator@townofgeorgia.com>  
**Subject:** Fw: Fire House Hall Rental

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**From:** Georgia, VT <noreply@civicplus.com>  
**Sent:** Friday, January 9, 2026 1:03 PM  
**To:** Kristina Senna <ksenna@townofgeorgia.com>  
**Subject:** Fire House Hall Rental

Name: Jeffrey Bryant  
Email: Jeffrey.Bryant@Vermont.Gov

Message:  
Good Day Kristina,

I am writing to see about the cost associated with the rental of the hall at the fire station. I was a member of the fire department for a few years as well as being an officer before leaving the department. I am still and Association Member Currently, so i am looking to see if the fees for the hall can be waived.

I have requested the hall for this Saturday, January 10 for a birthday party for my 2 year old son and again on January 24, 2026 for a baby shower for my soon to arrive daughter.

I have rented this space before with a deposit and have always left the place cleaner then when we have found it.

Thanks for taking time out for this email in your busy day.

Jeffrey Bryant.  
802-585-5549

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

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

**Commented [GZC1]:** LBOT is asking if Town Attorney is looking out for Town’s best interest or for both Town & Library. LBOT may send MOU off for independent Attorney review

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

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

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

- 1. Library Director and Staff**
  - a. Library staff will be deemed Town employees and subject to the rights and responsibilities in the Town Personnel Policy. The LBOT voted to adopt and follow the Town Personnel Policy as approved on June 9, 2025.
  - b. The LBOT will be responsible for hiring, evaluating annually and managing the Library Director.
  - c. The LBOT will be responsible for creating, adopting, and changing the job description for the Library ~~Director-staff~~ as necessary.
  - d. The Library Director will hire library personnel and appoint volunteers in cooperation with the LBOT. The Library Director will oversee library personnel and volunteers.
- 2. Financial Management and Budgetary Process**
  - a. The Town will work cooperatively with the LBOT and the Library Director to provide financial management services that include payroll services, process

payments to Library vendors, provide monthly reports, provide ~~assistance with the management oversight~~ of grants, and will include the Library in the annual financial audit.

- b. Consistent with 22 VSA §142, the LBOT will prepare an annual budget indicating what support ~~and maintenance of~~ the Library will be ~~required~~ requesting out of public funds which will be included in the budget presented by the Town on Town Meeting Day. It is understood that the Town retains the right and ability to offer a budget recommendation to the Library on the proposal submitted by the Library.
- c. The LBOT will review the Library’s annual budget expenditures and revenues at every regular meeting through financial reports provided by the LBOT Treasurer and Town Treasurer.
- d. The LBOT will work with the Library Director to make adjustments as necessary within the annual budget line items, so long as such adjustments meet the intent of the voter-approved annual budget.
- e. The Library, through the LBOT and Library Director, will adhere strictly to all applicable financial policies, procedures, and regulations established by the Town, as well as all relevant local, state, and federal laws governing financial practices. This includes, but is not limited to, compliance with accounting standards, financial reporting requirements, tax obligations, and anti-fraud measures.
- f. For any potential grant application, the ~~LBOT and Library Director~~ will adhere to Town policy on grants and grant requests, work with the Town in accordance with the Grants Management Policy.
- g. For new construction or capital improvements, the LBOT will meet and confer with the Town. The Town retains the right and ability to offer its own budget recommendations on any capital budget item.
- h. The LBOT will present, with the Library Director, the Annual Report of the Library to the Town and community through the annual Town Report.

Commented [GZC2]: Ask Town Attorney for suggested verbiage

**3. Setting Library Policy**

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

**4. Library Facilities & Town Provided Services**

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

- Building Maintenance
- Water quality testing at required intervals.
- Lighting maintenance.
- Trash and recycling removal and disposal.
- Fire extinguisher and AED machine maintenance.
- ~~Parking lot repainting and restriping, as needed.~~
- c. The Town will schedule and pay for weekly custodial service to include complete bathroom cleaning and basic cleaning of the Library areas. The Town will also provide cleaning supplies, toilet tissue, facial tissues and paper towels and floor mat service.
- d. The Town will include CPR/First Aid/AED Training and other mandated trainings for the Library employees annually.
- e. The Town will provide phone and internet services, Town of Georgia email addresses for Library ~~Director~~ staff and LBOT, security monitoring, select software licenses, and website management should the Library decide to utilize the Town website in the future.
- f. Any other items historically covered, and/or for which there is an advantage for both the Town and Library to properly maintain the building.

Commented [GZC3]: Ask Town Attorney if this section is necessary

**5. HR/Background Checks**

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

**6. Legal Support**

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

**7. Risk Management**

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

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

- a. The overriding goal of the agreement herein is to promote the Town and the LBOT working together in the spirit of cooperation and open communication.
- b. The Town shall continue to provide financial, administrative and human resources services in adherence to those policies and procedures as are currently in place and as may be amended from time to time.
- ~~c. The LBOT may delegate to the Town the administration of matters which do not involve discretion or policy with regard to the Library.~~
- ~~d. On matters involving discretion or policy regarding the Library, the LBOT and the Library Director will consult with the Town before taking actions affecting the fiscal interests of the Town or the Library. The LBOT and the Library will seek Town approval when necessary prior to taking any action on such matters.~~

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

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

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

**IN WITNESS WHEREOF, the parties hereto have executed this Memorandum of understanding as of the \_\_\_\_ day of \_\_\_\_\_ 202~~5~~6.**

**Georgia Public Library Board of Trustees:**

\_\_\_\_\_  
Nicole Jamison, Chair

\_\_\_\_\_  
Debbie Mann, Vice Chair

\_\_\_\_\_  
Kollene Caspers, Secretary

\_\_\_\_\_  
Terry Cleveland, Treasurer

\_\_\_\_\_  
Craig Volatile-Wood, Member at Large

**Town of Georgia Selectboard:**

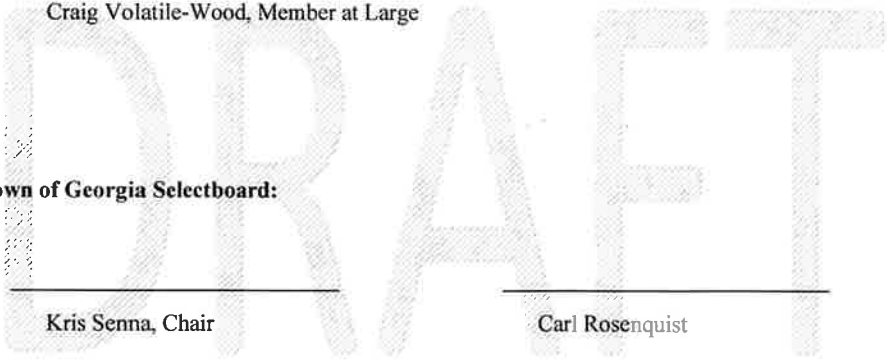
\_\_\_\_\_  
Kris Senna, Chair

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

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

\_\_\_\_\_  
Kellie Bosenberg

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





# VLCT MODEL TOWN OF GEORGIA PROCUREMENT POLICY

## [INSERT MUNICIPALITY NAME] PROCUREMENT POLICY

Adopted [INSERT Date]

### PURPOSE

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

### POLICY ORGANIZATION

This policy is organized into three sections:

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

### DEFINITIONS

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

- **Conflict of Interest.** A conflict of interest occurs when the employee, officer, agent, or board member of the Municipality, any member of their immediate family, their partner, or an organization that employs or is about to employ any of the parties indicated herein, has a financial or other interest in or a tangible personal benefit from an entity considered for a contract.
- **Emergency.** A situation in which there is a threat to life, public health or safety, or improved property, or some other form of dangerous situation that requires immediate action to alleviate the threat. Emergency conditions are generally more short-lived than exigency circumstances.
- **Exigency.** A situation in which there is a need to avoid, prevent, or alleviate serious harm or injury, financial or otherwise, to the Municipality and use of competitive procurement proposals would prevent the urgent action required to address the situation.

Draft 12.10.2025<sup>1</sup>

- **Non-Employee Agent.** A consultant, advisor, service provider, or other person that is not an employee of the Municipality and has been designated an Agent for the purposes of this Procurement Policy.
- **Officer.** An elected or appointed official of the Municipality acting within the scope of their duties.
- **Pre-Positioned Contracts.** Pre-position contracts are contracts awarded in advance of potential work being performed. These contracts are also referred to as advance or standby contracts. A pre-positioned contract may only be awarded if it was originally procured in compliance with the Municipality's procurement requirements, the scope of work was adequate to cover the work to be performed, the work performed was eligible, and the contract terms cover time when work was performed. ([FEMA Public Assistance and Policy Guide, Version 5](#))
- **Pre-Qualified Contractors.** Pre-qualified contractors have been evaluated and determined to be qualified to perform work based on capabilities, prior experience, past performance, and availability. A prequalified contractor is not entitled to a pre-positioned or "standby" contract. The Municipality cannot exclude potential bidders or offerors from qualifying during the solicitation period, even if they were not on the prequalified list. ([2 CFR § 200.319\(e\)](#))

### GENERAL PROCUREMENT REQUIREMENTS

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

- **Contract Administration.** The Municipality shall maintain a contract administration system that ensures vendors perform in accordance with the terms, conditions, and specifications of their contracts and purchase orders.
- **Municipal Code of Ethics.** All municipal officers, as defined by [24 VSA § 1991\(12\)](#), are required to follow the Vermont [Municipal Code of Ethics](#). Additionally, all officers and employees of the Municipality are required to follow any additional ordinances, rules, and personnel policies regarding ethics that have been adopted by the Municipality and are not in conflict with the Municipal Code of Ethics. For purchases made using any amount of Federal funds, please refer to the section titled, *Procurement Using State Or Federal Funds In Whole Or In Part*.
- **Geographic Preference.** The Municipality may exercise a geographic preference when evaluating bids or proposals if the preference does not result in unreasonable prices or rates due to a lack of competition. When purchasing with Federal funds, the Municipality should confirm with its funder whether geographic preference is allowable before using it as some federal programs have geographic preference limitations.
- **Procurement Agents.** The following individuals or positions are designated to act as

Draft 12.10.20252

Procurement Agents for the Municipality:

[INSERT list of specific positions that have authorization to make purchases. If there are limits to their authority, such as a dollar amount, the item must be included in the budget, etc., briefly describe the limit.]

- Selectboard
- Town Administrator
- Department Heads (with Selectboard and/or Library Board of Trustee approval)

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

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

**PROCUREMENT USING SOLELY MUNICIPAL FUNDS**

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

- **Pre-Positioned Vendors and Contractors.** Vendors or contractors pre-positioned for municipal work may not work on projects using Federal funds (ex. FEMA Public Assistance or Federally funded transportation grants) unless procurement requirements outlined in *Procurement Using State Or Federal Funds In Whole Or In Part* were followed.
- **Documentation.** Documentation must include the reason for the specific procurement method chosen, the basis for the selection of the award, and contract pricing (showing evidence that the process was fair and equitable), as well as any other significant decisions that were part of the procurement process.
- **Records Retention.** The Municipality must maintain records in accordance with the retention and disposition schedules as set by the Vermont State Archivist.

**PROCUREMENT CATEGORIES AND REQUIREMENTS.**

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

**Minor Purchases.** Employees who have been designated to act as Procurement Agents may make

**Commented [GZC1]:** The figures below reflect the information given in the Town's current purchasing policy.

purchases with a value between \$5,001 [INSERT dollar amount] and \$50,000 [INSERT dollar amount] only with prior approval of the Selectboard or Town Administrator [INSERT legislative body, such as Council, Selectboard, etc. or Municipal Manager] and are limited to the amount of the budget authorized by the Municipality. Although not required, competitive quotes from at least two vendors should be obtained whenever possible and documented.

**Major Purchases.** All purchases over \$50,000 [INSERT dollar amount] require prior approval of the Selectboard [INSERT legislative body – Council, Selectboard, etc.]. The Selectboard [INSERT legislative body – Council, Selectboard, etc.] must review all proposed purchases to avoid unnecessary or duplicative purchases of equipment, supplies and services. The Selectboard [INSERT legislative body – Council, Selectboard, etc.] must also ensure that competition is not restricted with unreasonable requirements or qualifications placed on vendors or bidders, or by allowing vendors or contractors to be selected who have engaged in noncompetitive pricing practices. The Municipality [INSERT requires / does not require] the use of a sealed bid process for purchases over \$250,000 or more [INSTRUCTIONS: if sealed bid is required, state whether it will be used for a) specific Major Purchases; such as or for construction projects of any value that are funded with federal dollars. - or b) for all Major Purchases.]

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

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

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

**Sole Source Purchases.** If the [INSERT legislative body – Council, Selectboard, etc.] determines that there is only one source for a proposed purchase, it may waive the bid/proposal process and authorize the purchase from the sole source. Documentation and record retention requirements apply.

## PROCUREMENT USING STATE OR FEDERAL FUNDS IN WHOLE OR IN PART

### GENERAL FEDERAL PROCUREMENT REQUIREMENTS.

Draft 12.10.20254

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

- **Open and Competitive Bidding.** All purchases must be made using procedures that promote open and competitive bidding to the greatest extent possible, as outlined in [2 CFR § 200.319](#). All procurement must incorporate a clear and accurate description of the technical requirements for the property, equipment, or service being procured, identify additional requirements that must be fulfilled, and include factors that will be used for evaluation. Contractors that develop or draft specifications, requirements, statements of work, or invitations for bids must be excluded from competing on those purchases.
- **Non-Discrimination.** There must be no discrimination in procurement practices based on race, color, national origin, sex, disability, or age in accordance with [§ 200.300\(a-b\)](#).
- **Conflict of Interest.** See Definitions section. Any employee, officer, or agent of the Municipality who participates in the procurement process must make reasonable efforts to avoid real or apparent conflicts of interest, must disclose any potential conflicts of interest in writing, must refrain from participating in procurement decisions where such conflicts exist, and must comply with other requirements of [2 CFR § 200.318\(c\)](#). If the municipality has an affiliate or subsidiary organization that is not a State, local government, or Indian Tribe, the Municipality also must maintain written standards of conduct covering organizational conflicts of interest. Any actual or potential conflict of interest must be disclosed to the funder. If a conflict exists between the Federal requirements and the Municipality's requirements, the most restrictive requirement must be used. Disciplinary actions shall be the enforcement actions in the Municipality's adopted investigation and enforcement ordinance, personnel policy, or rule. Disciplinary actions of Appointed Officers shall apply to non-employee agents.
- **Gifts.** An employee, officer, and agent of the Municipality may neither solicit nor accept gratuities, favors, or anything of monetary value from contractors, potential contractors, or parties to sub-agreements. ([§ 200.318\(c\)\(1\)](#))
- **Small and Socio-Economic Business Procurement.** Whenever possible, qualified small, minority, and veteran-owned businesses, women's business enterprises, and labor surplus area firms must be considered for procurement and documentation retained demonstrating how the six actions outlined in [§ 200.321](#) were considered.
- **Maximizing Resources.** The Municipality must:
  - avoid the [acquisition of unnecessary or duplicative items](#).
  - use [strategic sourcing](#) when appropriate.
  - use [excess and surplus Federal property](#) when feasible and to achieve cost reductions, use recovered materials when individual or aggregate yearly purchases exceed \$10,000 or as otherwise described in [§ 200.323](#).
  - use [value engineering clauses](#) for construction projects when practical.

Draft 12.10.2025

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

Commented [GZC2]: Town of Georgia cost principles to be added here, if necessary.

Municipality deems important to the work to be performed.

- **Documentation.** The Municipality must maintain documentation and records sufficient to detail the history of each procurement transaction in accordance with [2 CFR § 200.318\(i\)](#). At minimum, these records must include the rationale for the procurement method, contract type selection, contractor selection or rejection, and the basis for the contract price plus other documentation required by these procurement requirements. Additional documentation may be required based on the requirements of specific procurement categories.

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

**PROCUREMENT CATEGORIES AND REQUIREMENTS.**

**Micro-Purchases.** Purchases of up to \$[INSERT dollar amount no greater than \$10,000] in aggregate value, and, in the case of construction projects subject to Federal Davis Bacon requirements, purchases below \$2,000. Soliciting competitive price or rate quotations is not required if the Procurement Agent considers the price reasonable based on research, experience, purchase history, or other information; and maintains documentation to support their conclusion. To the extent practicable, the Municipality should distribute micro-purchases equitably among qualified suppliers. ([§ 200.320\(a\)\(1\)](#))

**Commented [GZC3]:** Selectboard to determine dollar amount

**Simplified Acquisition (Small Purchases).** Purchases with an aggregate total value between \$[INSERT dollar amount of Micro-Purchase limit above] and \$[insert dollar amount no greater than \$250,000], including any future contract amendments or change orders. Price or rate quotes must be obtained from [INSERT a specific number or use “an adequate number of qualified sources”] following the Small and Socio-Economic Business Procurement provision of this policy and all provisions regarding fair and unrestricted competition. ([§ 200.320\(a\)\(2\)](#))

**Commented [GZC4]:** Selectboard to determine dollar amount & number of qualified sources.

**Large Purchases by Competitive Proposals.** Purchases with an aggregate total value of \$[INSERT dollar amount of Simplified Acquisition limit] or more, including any future contract amendments or change orders. Construction projects must use the sealed bid process discussed in the next section. ([§ 200.320\(b\)\(2\)](#))

**Commented [GZC5]:** Dollar amount to be determined by Selectboard.

A Request for Proposals (RFP) must be used, except for architectural/engineering (A/E) professional services for which a Request for Qualifications (RFQ) process may be used. If the project is funded in whole or in part by the Federal Highways Administration or through the Clean Water State Revolving Fund, a Request for Qualifications process must be used for A/E services. All evaluation factors and their relative importance must be identified in the RFP/RFQ. For RFPs, price and other factors may be considered as a selection factor. For RFQs, price may not be used as a selection factor. All RFP/RFQs will describe the process for evaluating proposals and how a contract awardee will be selected.

Public notice is required with [INSERT “sufficient time”, “no less than two weeks” or “at least three weeks”] allowed for responses. Proposals must be solicited from [INSERT a specific number or use “multiple qualified entities”]. When a contract is awarded, it must be awarded to the responsible

**Commented [GZC6]:** Public notice timeline and number of qualified entities to be determined by the Selectboard

offeror whose proposal is most advantageous to the Municipality. When issuing a contract, the Municipality must consider a contractor’s integrity, public policy compliance, proper classification of employees (see the Fair Labor Standards Act, [29 U.S.C. 201](#), chapter 8), past performance record, and financial and technical resources. Either a fixed price or cost-reimbursement contract may be used.

**Procurement by Sealed Bid.** Purchases with an aggregate total value of \$ ~~INSERT dollar amount no greater than \$250,000~~ or more, including any future contract amendments or change orders. Federally funded construction projects of more than \$2,000 must use the sealed bid process. The sealed bid purchase process is used primarily for construction projects. ([§ 200.320\(b\)\(1\)](#))

**Commented [GZC7]:** Dollar amount consistent with Purchasing Policy

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

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

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

**CONTRACTS.**

- “Cost plus a percentage of cost” and “percentage of construction costs” methods of contracting must not be used. ([§ 200.324\(c\)](#))
- The Municipality may use a time-and-materials type contract only after making a determination that no other contract is suitable and if the contract includes a ceiling price that the contractor exceeds at its own risk. Time-and-materials type contract means a contract whose cost to the

Municipality is the sum of the actual cost of materials and direct labor hours charged at fixed hourly rates that reflect wages, general, and administrative expenses, and profit. When using this type of contract, the Municipality must assert a high degree of oversight to obtain reasonable assurance that the contractor is using efficient methods and effective cost controls.

- Written contracts must be used, except for Micro-purchases. The Municipality may use pro-forma contracts and agreements provided by State and/or Federal agencies for contractual compliance with State and Federal requirements.
- Written contracts must contain required Federal contract provisions specified in [2 CFR Appendix II](#) as applicable to the project unless a State or Federal funder requires specific language to meet Appendix II requirements. The Municipality must include additional required contract provisions specific to the source of funds if required by its funding agreement. ([§ 200.327](#))
- When funding is provided through the State of Vermont, the Municipality must include the required State contract provisions outlined in Attachment C – Standard State Provisions for Contracts and Grants, which is included as part of the State’s funding agreement document. The Municipality also must include any other required contract provisions required by the Municipality’s agreement with the State.

The foregoing Policy is hereby adopted by the ~~INSERT legislative body – Council, Selectboard, etc.~~ of the ~~Town of Georgia~~ ~~INSERT municipality name~~, Vermont, this ~~INSERT date~~ day of ~~INSERT year~~ and is effective as of this date until amended or repealed.

**SIGNATURES.**

Kris Senna, Chair:

\_\_\_\_\_

Legislative Body Members:

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

\_\_\_\_\_  
Kellie Bosenberg

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

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



# Town of Georgia Employee Social Media Policy

Approved ~~November 16, 2020~~

Town of Georgia  
Employee Social Media Policy

Approved November 16, 2020

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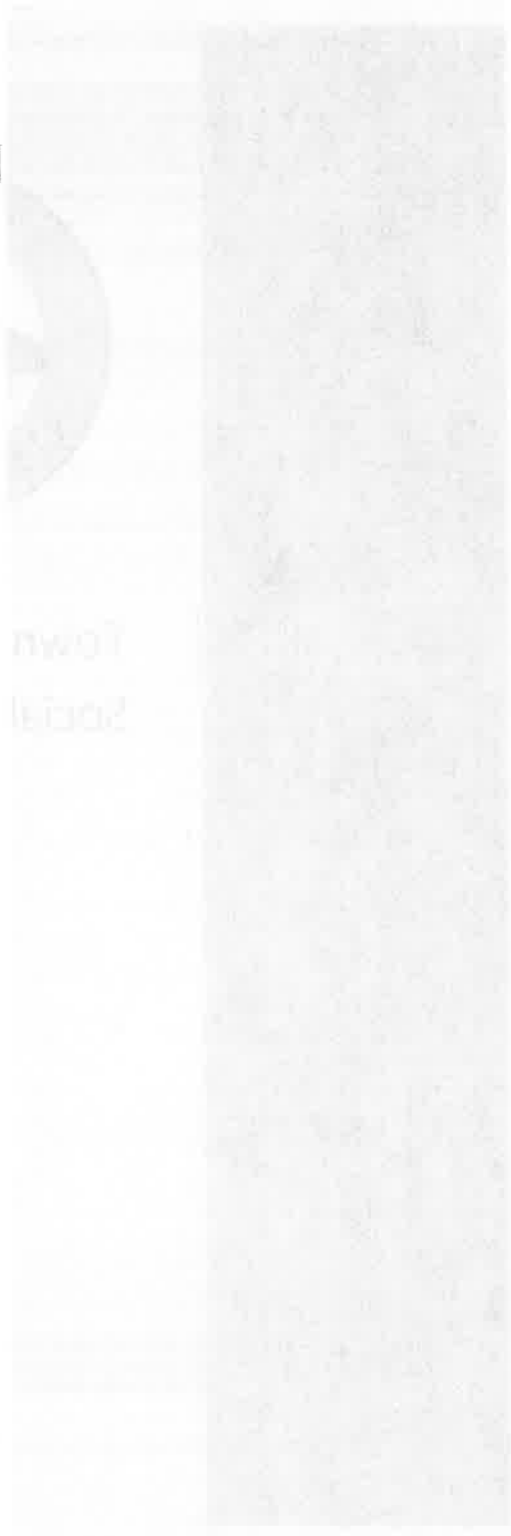
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**1 Purpose**

- 1.1.1 This policy sets forth rules for appropriate use of social media and social networking sites by full and part-time employees of the Town of Georgia. It shall also serve as a guide for the use of social media by elected and appointed officials of the Town.
- 1.1.2 The use of social media is wide-spread and has changed the manner and speed in which communication occurs. Given the rise of social media as a mode of communication, it is important for the Town to evaluate how social media impacts the public services that it provides to its citizens, and the rights and responsibilities of the public employees providing those services.
- 1.1.3 Public employees' use of social media has the potential to significantly impact the reputation, goals, and public policy interests of the Town. Such use can, in certain circumstances, result in legal liability for the Town and its employees, interfere with the efficient performance and delivery of essential governmental services, and violate the public trust through the disclosure of confidential or private information. Those who accept employment by the Town accept a position of trust and responsibility. They have a duty not to disclose improperly, via social media or otherwise, confidential or private information they lawfully acquire while performing their responsibilities as Town employees.
- 1.1.4 At the same time, Town employees undeniably possess both Constitutional and statutory rights to engage in certain forms of communication. None of the standards, rules or guidelines contained herein are intended to interfere with any employee's rights of communication or free speech under any applicable federal, state or local law, or applicable provisions of the U.S. or Vermont Constitutions, nor should it or to interfere with or prevent any employee from engaging in concerted activity or communicating about wages, hours, or other terms and conditions of his or her employment with the Town, either with co-workers or members of the public. Instead, the purpose of this policy is to provide uniform standards and procedures for employee use of social media sites, both during and outside working hours, while also protecting employees' free speech and concerted activity rights.

**Commented [GZC1]:** There is a note that All elected & appointed employees should follow this policy.

**Commented [GZC2]:** Unlawfully or lawfully, question for the Town attorney

**2 Standards Regarding Employee Rights**

- 2.1.1 Any policy regarding the use of social media by public employees must be adopted in the context of existing law. As stated above, the Town acknowledges that its employees have certain Constitutional and statutory rights of communication, including, but not limited to, the following:

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- 2.1.1.1 Free Speech: Public employees have a right to speak as a citizen on matters of public concern, which is weighed against the Town’s interest in promoting the efficiency of the public services it performs through its employees. Among other things, the First Amendment protects a public employee’s right, in certain circumstances, to speak as a citizen addressing matters of public concern. Speech is generally considered a matter of public concern when it is related to any matter of political, social, or other concern to the community. Employees are advised, however, that their First Amendment right to speak as citizens on matters of public concern is not absolute. This right is balanced against the Town’s interest as an employer in regulating the speech of its employees in order to perform its public services effectively. In other words, even where an employee speaks as a citizen on matters of public concern, via social media or otherwise, there may be circumstances in which that speech does not outweigh the Town’s interest in efficient and effective fulfillment of its responsibilities to the public. In such instance, employee speech may result in employment discipline.
- 2.1.1.2 Concerted Activity: Public employees have a right to engage in concerted activity. Under State law, public employees generally have the right to engage in concerted activities for the purpose of collective bargaining and other mutual aid or protection, including the right to communicate among themselves and with the public, via social media or otherwise, regarding their hours, wages, and terms and conditions of employment. Note, however, that not all discussions about work-related matters constitute protected communications.
- 2.1.1.3 This policy shall, must not be interpreted or applied in a manner that violates an employee’s free speech rights or that interferes with, restrains or coerces employees in the exercise of their rights to engage in concerted activity, including the rights of any employee to form, join, or assist labor organizations, to bargain collectively through representatives of their own choosing, or to communicate concerning wages, hours of work or other conditions of employment. In addition, nothing herein shall be interpreted or applied in a manner that violates any other employee rights, including any employee communication rights not otherwise identified, herein, that are provided by law or by duly adopted and binding agreement. In interpreting and applying this policy, the employee rights discussed above shall be implicit and shall be considered in any employment enforcement context.

**3 Definition and Scope**

**3.1 Definitions**

3.1.1 “Social media” are computer or electronic mediated technologies that allow the creating and sharing of information, ideas, professional and personal interests, and other forms of expression via virtual communities and networks. Social media can take many forms. Its use occurs across a variety of applications, media and platforms, and is continually evolving. Social media includes, but is not limited to, internet forums, blogs, microblogs, online profiles, wilds, photographs, podcasts, video and music sharing. Examples of social media applications include, but are not limited to, LinkedIn, Google Groups, MySpace, Wikipedia, Facebook, Instagram, Front Porch Forum, YouTube, Twitter, Yelp, Flickr, Yahoo groups, Snapchat, Wordpress, and ZoomInfo. The absence of, or lack of explicit reference to, any form of social media or specific site does not limit the extent of the application of this policy to that form of social media or site.

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3.1.2 "Working hours" shall mean any period of time during which an employee is performing or expected to perform duties and responsibilities within the scope of their employment for the Town.

3.2 Scope

3.2.1 This policy applies to all forms of communication on or through social media sites by Town of Georgia employees.

3.2.2 This policy applies to all Town employees during both working and non-working hours, regardless of whether the employee is using the Town's or ~~individually-owned~~ personal or public computer, cell phone, portable media device, equipment, network or technology.

3.2.3 Any social media use which violates this policy, or which fails to comply with any applicable local, state or federal laws, applicable rules of ethics or professional conduct, or which improperly discloses confidential or private information, including but not limited to individually identifiable private health information or protected intellectual property or copyrighted matter in violation of law may result in disciplinary action, up to and including termination of employment, pursuant to the Town of Georgia Personnel Policies and Rules, as amended from time to time.

3.2.4 The Vermont Public Records Act and Vermont and federal rules of civil procedure related to e-discovery may apply to social media content produced or acquired in the course of Town business. Accordingly, all such content must be available to the Town and capable of being managed, stored and produced in a manner consistent with the requirements of law.

**4 Use of Social Media During Working Hours**

4.1.1 Employees are prohibited from accessing, viewing, using, uploading to or posting any communications via social media during working hours, except where any such use or communication is a necessary component of the employee's job responsibilities or is specifically authorized by the employee's department head or supervisor. Notwithstanding the foregoing sentence, a department head, in the exercise of his or her reasonable discretion, may permit brief, incidental use of social media use that does not otherwise interfere with the employee's work performance in circumstances where it would be unreasonable or prohibitive for the employee, due to the nature of such access, posting or uploading, to delay such access, posting or uploading until off-duty time.

Commented [GZC3]: There is a note that asks if this is realistically enforceable.

4.1.2 Employees shall have no ownership interest in, nor shall they have any reasonable expectation of privacy concerning, any information accessed, posted or uploaded to social media during working hours through the use of Town-owned devices, equipment or servers. All information and communications accessed, posted or uploaded to social media sites by any employee during working hours shall be subject to monitoring and inspection by the Town. The Town reserves the right to remove posts and content in violation of this policy, or to require employees to remove any such posts or content.

**5 Use of Social Media Outside Working Hours**

5.1.1 This policy is not intended to govern employees' establishment or use of personal social media accounts for personal purposes, outside the workplace and using non-town information systems.

Town of Georgia  
Employee Social Media Policy

Approved November 16, 2020

- 5.1.2 Employees are expected to be attentive and careful in their personal use of social media. Employees should assume that information posted to publicly available social media sites is permanent and public, be aware that their use of social media may be perceived as representing the Town ~~end-and~~ Town government, and tailor their use accordingly.
- 5.1.3 Subject to the forgoing and the employee rights referenced above, when posting, uploading or otherwise communicating via social media outside working hours:
  - 5.1.3.1 Employees shall take reasonable steps, when posting, uploading or otherwise ~~C~~communicating via social media on issues regarding Town government or official Town policy, to communicate that any views or opinions expressed thereon are personal in nature, and do not necessarily reflect the official position or policy of the Town.
  - 5.1.3.2 Employees shall not upload, post or communicate any information concerning the identity, actions or conduct of any other Town employee which violates any individual's right to privacy, or which violates the Town's harassment policy or other Town policies or rules.
  - 5.1.3.3 Employees shall not upload, publish or post photographs, images or likenesses of any Town employee or official, nor upload, publish or post photographs of any Town employee workspaces, offices or work sites, without such employee or official's express prior consent.
  - 5.1.3.4 Employees shall not upload, publish or post any Town of Georgia documents that are exempt from public inspection or disclosure under the terms of the Vermont Access to Public Records Act or which are exempt from disclosure under any applicable rules of privilege. In the event that an employee is uncertain about the legal status of any Town of Georgia document, the employee shall seek clarification from the employee's department head prior to uploading, publishing or posting.
  - 5.1.3.5 Employees shall not upload, publish or post any communication or information on social media sites in the name of the Town of Georgia or in any manner that could reasonably be attributed to the Town of Georgia without express prior consent and authorization of the employee's department head.
  - 5.1.3.6 During their regular course of their employment by the Town, certain employees, including, without limitation, members of the Georgia Fire Department and Georgia First Response, may have access to and possess confidential information, including but not limited to protected health information, the identity of suspects and victims and personal information contained in fire, motor vehicle accident and investigative reports. Town employees are prohibited from posting, releasing or disclosing any such confidential information outside their respective department without written permission from the department head. Town employees also shall not post, circulate or publish, outside of their respective department, any photographs, video or images, including photographs, video or images of fire or accident scenes, nor otherwise comment on or respond to comments regarding such fire or accident scenes, via social media, without: the express advance consent of their department head.

**6 Investigation: Employee Responsibilities**

Town of Georgia  
Employee Social Media Policy

Approved November 16, 2020

6.1.1 In any workplace investigation involving allegations of employee conduct that violates the provisions of this Social Media Policy, all employees shall be obligated to reasonably assist and cooperate with such investigations. Unless otherwise directed by supervisors or other town officials, an employee subject to an investigation shall preserve all relevant social media content and provide the Town with reasonable access to any such content that is relevant to the investigation.

**7 Incorporation into Town Personnel Policies and Rules**

7.1.1 This policy shall be incorporated by reference and in its entirety into the Town of Georgia Personnel Policies and Rules and shall be enforced in accordance therewith.

Adopted this 16<sup>th</sup>-day of January ~~November~~, 20206.

SIGNATURES OF GOVERNING BODY

\_\_\_\_\_  
Kris Senna~~Scott-St-Onge~~, Chair

\_\_\_\_\_  
Brian Dunsmore~~Jason Burt~~, Vice Chair

\_\_\_\_\_  
Kellie Bosenberg~~Kyle Grenier~~

\_\_\_\_\_  
Judith Nasca, ~~Steven Lamos~~

\_\_\_\_\_  
Carl Rosenquist, ~~Tara Wright~~



Town of Georgia  
Tobacco Free Policy

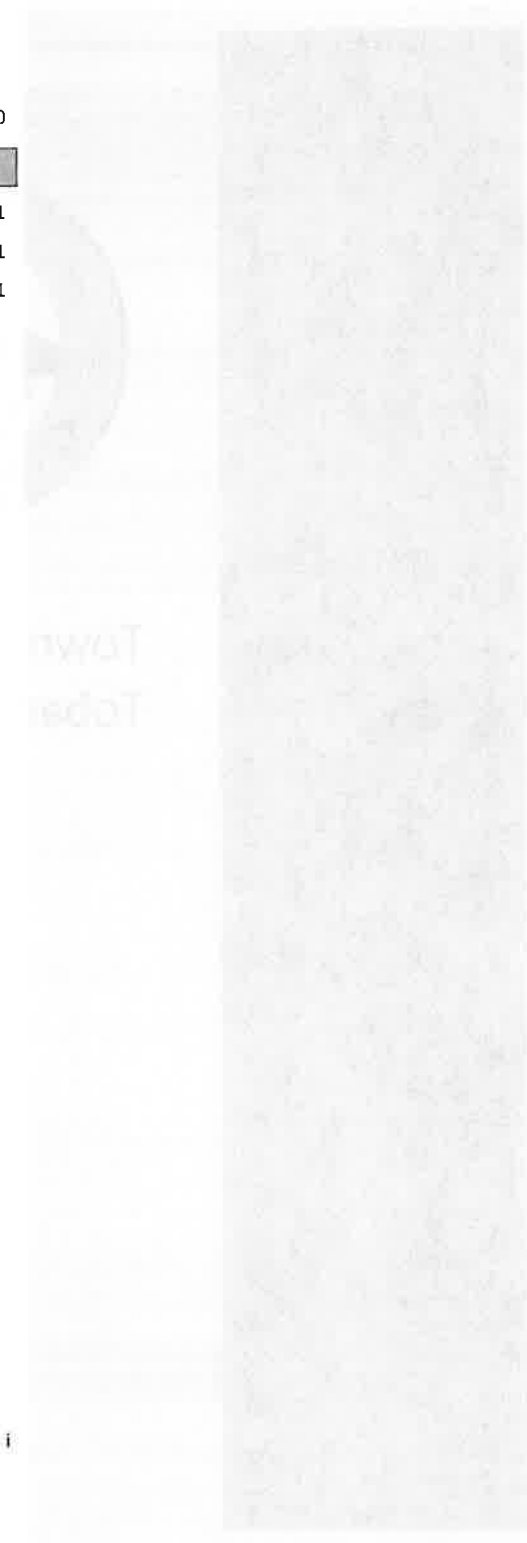
Approved ~~February 10, 2020~~

Town of Georgia  
Tobacco Free Policy

Approved February 10, 2020

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Town of Georgia  
Tobacco Free Policy

Approved February 10, 2020

**1 Purpose**

- 1.1.1 To protect the health, safety and comfort of citizens, employees and visitors of The Town of Georgia.
- 1.1.2 Smoking is the leading cause of preventable death in the United States. Smoking and secondhand smoke are known causes of lung disease, heart disease and cancer. The Town of Georgia recognizes the hazards caused by tobacco use and exposure to secondhand smoke.
- 1.1.3 This policy covers the smoking-use of any tobacco products and tobacco substitutes, including smokeless tobacco products, vaping and electronic cigarettes (regardless of tobacco content) and it applies to both employees and non-employee visitors of the Town of Georgia.

**2 Policy**

- 2.1.1 No use of tobacco products, including cigarettes, smokeless tobacco, vapes and electronic cigarettes, is permitted within the facilities or on any property of the Town of Georgia at any time.
- 2.1.2 "Property" means the town's facilities "curb to curb" including offices, grounds, garages, adjacent sidewalks, parking lots/ramps, company owned vehicles and employee vehicles parked on Town property.

**3 Procedure**

- 3.1.1 Staff, visitors and citizens will be informed of the Town of Georgia tobacco-free policy through signs posted throughout properties owned and operated by the Town of Georgia.
- 3.1.2 The Town of Georgia will assist employees who want to quit tobacco or vaping by helping them access smoking cessation programs and materials.
- 3.1.3 Any citizen or visitor observed using tobacco, vapes or electronic cigarettes on Town owned property will be asked to discontinue in a tactful manner.
- 3.1.4 Any employee violation of this policy will be handled through the Town Personnel Policy's standard disciplinary procedure.

Commented [GZC1]: Note asking if there are signs posted at all of the municipal buildings?



Town of Georgia Use of Tobacco & Cannabis Ordinance

I. Authority:

~~This Ordinance shall be designated as a civil ordinance under 24 V.S.A. § 1971.~~

Commented [GZC1]: Language in red has been added to the original ordinance.

II. Purpose:

The purpose of this ordinance is to promote public health.

III. Use of Tobacco Products:

No person shall be in possession or use of ~~lighted~~ tobacco products, ~~(ADD IN ALL FORMS OF TOBACCO & CANNABIS)~~ in any form, while on the property of the Town of Georgia Municipal Recreation Area, ~~Town of Georgia offices, Georgia Public Library, Town Garage, the Georgia Fire and Rescue, Mill River Falls Natural Area, Silver Lake Woods, Russell Green Natural Area and any other Town of Georgia properties or Town Trails.~~ This property is located on the Georgia Shore Road in the Town of Georgia.

Commented [GZC2]: These are examples of areas this ordinance can cover, please review and edit as needed.

IV. DEFINITIONS

IV-V. Enforcement

Violation of the Town of Georgia Use of Tobacco Ordinance is a Civil Violation enforced in accordance with the provisions of 24 V.S.A. § 1974a and 24 V.S.A. § 1977. ~~Each violation shall constitute a separate offense.~~

Commented [GZC3]: This language is repeated in the paragraph below.

~~Any Person who violates a provision of this civil ordinance shall be subject to a civil penalty for each such violation. Each violation shall constitute a separate offense; provided, however, that liability for continuing violation(s) shall not accrue unless and until seven (7) days have expired after notice of the violation. The Town of Georgia Municipal Officer shall all be designated and authorized to act as Issuing Municipal Officials to issue and pursue before the Judicial Bureau, or another court having jurisdiction, municipal complaints to enforce this Ordinance. An Issuing Municipal Official 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 Issuing Municipal Official 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.....	\$25
Second Offense.....	\$50
Third and Subsequent Offenses...	\$100

Commented [GZC4]: New fee structure? Can increase to a maximum of \$800 according to VT State statute.

~~Offenses shall be counted on a twelve (12) month basis, beginning January 11 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 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 Issuing Municipal Official is authorized to recover civil penalties in the following amounts for each violation:~~

First Offense.....	\$50
Second Offense.....	\$75
Third and Subsequent Offenses...	\$199

Commented [GZC5]: New fee structure? Can increase to a maximum of \$800 according to VT State statute.

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.

VI. Effective Date

This Ordinance shall take effect on XXXX XX, 2026.

Adopted at Town of Georgia this      day of      2026.

Kristina Senna \_\_\_\_\_

Brian Dusmore \_\_\_\_\_

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

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

Kellie Bosenberg \_\_\_\_\_

Received and Recorded: \_\_\_\_\_

Town Clerk: \_\_\_\_\_  
Cheryl Letourneau





Sidewalk Ordinance

**Commented [GZC1]:** Note: Ask PACIF about insurance coverage for sidewalks.

I. **Authority:**  
This Sidewalk Ordinance is adopted by the Town of Georgia pursuant to the authority set forth in 24 V.S.A. § 2291(1) of the Vermont Statutes. This Ordinance shall be ~~considered designated as a civil ordinance under 24 V.S.A. § 1971(b).~~

II. **Purpose:**  
The purpose of this ordinance is to protect the health, safety and general welfare of Town citizens by the adoption of regulations concerning the ~~construction~~, maintenance and repair of public sidewalks within the Town.

III. **Definitions:**  
~~As used in this Ordinance~~ The following definitions shall apply to this Ordinance:

A. "Sidewalk" – ~~a paved or surfaced leveled area paralleling and usually separated from the road or street, used as a pedestrian walkway. A paved or leveled surface area used as a pedestrian walkway, typically parallel and separated from the road, street, or parking lot.~~

**Commented [GZC2]:** This language is from the 2025 Town Development Regulations.

B. "Town" – the Town of Georgia, ~~as represented by the Selectboard.~~

C. "Owner/Applicant" – for sidewalks on State of Vermont highways, the Town ~~(as represented by the Selectboard)~~ shall be named the Owner/Applicant on VT Agency of Transportation (VAOT) Permit applications, with the property owner(s) as co-applicant. For sidewalks on Town highways, the adjacent property owner shall be named the applicant.

IV. **Regulations**

~~A. The Owner or owners of all lots, parcels and premises within the Town is/are~~ required to maintain, repair and keep safe sidewalks adjacent to or upon the property and premises in or along public roads in the Town.

~~A-B. The Owner or owners of all lots, parcels and premises within the Town are required to maintain, repair and keep safe sidewalks in the Town if the owner(s) creates the issue for damage to or around the sidewalk.~~

~~B-C.~~ All persons shall remove from the sidewalks in front of the premises owned or occupied by them all snow, dirt, garbage, grass and weeds.

V. **Owner Caused Defects**

Where sidewalk defects creating pedestrian hazards are caused by conditions existing upon an abutting property, such as, but not limited to (a) trees or other growth; (b) surface drainage; (c) on-site construction or vehicular traffic; or (d) other on-site activities, the abutting property owner shall be responsible for its repair, maintenance and safe condition, and liable for all consequential injuries, damages, expenses or costs resulting from the condition and lack of repair or maintenance and unsafe condition.

VI. **Enforcement and Penalties**

This is a civil ordinance and shall be enforced by the Georgia Zoning Administrator in the Vermont Judicial Bureau in accordance with 24 V.S.A. §§1974a et seq.

**Commented [GZC3]:** Note: Up to \$800 per day.

Include Schedule of Penalties

VII. Severability

If any of this bylaw is held by a court of competent jurisdiction to be invalid, such finding shall not invalidate any other part of this ordinance.

VIII. Effective Date

This ordinance shall become effective 60 days after its adoption by the Georgia Selectboard. ~~The Selectboard approved the Sidewalk Ordinance at their December 14, 2009 meeting.~~ If an appeal is filed under 24 V.S.A. § 1973, the effective date shall be governed by that statute.

This Ordinance shall take effect on XXXX XX, 2026.

Adopted at Town of Georgia this      day of      2026.

Kristina Senna

Brian Dusmore

Judith Nasca

Carl Rosenquist

Kellie Bosenberg

Received and Recorded:

Town Clerk:  
Cheryl Letourneau





# GEORGIA VERMONT

Section 9. Item #A.

## TOWN OF GEORGIA VIDEO SURVEILLANCE & PHYSICAL ACCESS CONTROL POLICY

Adopted **[INSERT Date]**

### **PURPOSE**

The Town of Georgia ("Town") uses video surveillance equipment in municipal buildings or on municipal property to ensure the safety of the community, staff, and Town property. Any activity captured on the cameras may be recorded and archived and can be used for resolving any Town issues requiring documented evidence.

The purpose of this Video Surveillance and Physical Access Control Policy is to ensure that the legal, privacy and financial interests of the Town of Georgia, its taxpayers, and staff are maintained while providing guidelines for the administration of video surveillance on or in Town property.

### **POLICY**

It is the policy of the Town to ensure that video surveillance is done in a professional, ethical, and legal manner consistent with other Town policies and applicable laws.

The administration of this policy is coordinated by the Town Selectboard.

### **DEFINITIONS**

Surveillance Camera: Any item, system, camera, technology device, communications device, or process, used alone or in conjunction with a network or tape, for the purpose of gathering, monitoring, recording or storing images. Such devices may include but are not limited to: analog and digital surveillance cameras, close circuit television, web cameras, and computerized visual monitoring.

Access Control Device: Any device that grants or prevents access to a secured building, room and/or area. These devices include and are not limited to: electronic door strikes, magnetic locks, scan cards, key fobs, key pads, etc.

System Administrators: The staff that supports and maintains the information technology network, including the surveillance camera and access control infrastructure. They are responsible for retrieval of video and access control logs from software application.

Incident: An "incident" is defined as an unusual occurrence (unplanned, remarkable, or exceptional) for which a response, in the form of an investigation and/or administrative action is appropriate. An "incident" includes, but is not limited to, the occurrence or allegation of any of the following on the property of the Town or in connection with the provision of any Town services:

1. Theft.
2. Vandalism.
3. Crime
4. Town Personnel Misconduct.

- 5. Accidents or Traffic Safety.
- 6. Compliance Violations.

## PROCEDURE

Surveillance Cameras may be used and installed in areas where their presence enhances the security of either persons or property. Video will be used to accurately record events and provide a means identifying individuals (staff and non-staff) who may be involved in incidents, or legal or policy violations. Procedures are outlined below:

### Data, storage and Archiving

All video surveillance will be retained until obsolete, but must be archived for a minimum period of at least 30 days in an appropriate folder identified by a System Administrator.

Any recorded surveillance video that becomes part of a criminal investigation must be retained in accordance with applicable regulatory requirements.

The Town reserves the right to retain recorded surveillance video longer than 30 days if the recorded surveillance video contains recordings of events that are potentially relevant to any actual or potential legal claims involving the Town.

The Town shall retain recorded surveillance video that is relevant to a potential legal claim against the Town upon the Town's receipt of a credible threat of litigation of that potential claim for a period of one day after the statutory limitations period to bring the potential claim has run.

### Installation of New Security Cameras

The Selectboard shall determine the locations where new surveillance cameras shall be installed. In exercising its discretion, the Selectboard will consider comments from the public, Town boards, advisory committees, and town employees. Once installed, new cameras must be inspected, maintained, and monitored in the same manner as other cameras to ensure that they are in operating condition.

### Request for Review of Surveillance Video

Anyone who was involved in an incident can request that a System Administrator review the surveillance video by providing the date, time, and location of an incident to the Town Administrator. The request should be made within 30 days of the event. Unique situations may be reviewed and addressed on a case-by-case basis by the Selectboard. The Town has no duty to preserve surveillance video related to civil claims that do not involve the Town.

Any law enforcement officer investigating a potential criminal matter may request a copy of the surveillance video. The request shall be reviewed, and if appropriate, approved by the Town Administrator.

### Access Control

The Access Control System has been implemented to enhance the safety, security, and efficiency of our Town offices. Access control cards will be issued and maintained by the Town Administrator (or as otherwise designated by the Selectboard) to employees with the appropriate access level needed for their role with the Town. Where needed, controlled access can be quickly turned on or off allowing for easy access for meetings, cleaners, etc. without disruption to parties involved.

### Access, Sharing and Release of Video Surveillance

When recorded data is accessed, all information pertaining to that access event will be logged, and those logs will be made available to the Town Administrator and the Selectboard monthly, or as requested. Information that will be logged includes, but is not limited to:

- 1. Date and time of access,
- 2. The user accessing the system,
- 3. Whether or not recorded data was exported or saved external to the video surveillance system.

All system access rights, login events, and system activities will be logged with periodic audits to ensure compliance.

No unauthorized recording of video footage through cell phones, portable devices, or any other means is permitted.

Live Surveillance Video of Exterior of Town Office

The exterior Town office cameras were installed with the purpose of being monitored during business hours so that the Town office staff could see who was entering the building since there is no line of sight to the doors from the Town Clerk’s office.

The Town Administrator, Public Works Director and additional parties specifically designated by the Selectboard may view live feeds of the cameras showing the exterior of the Town Office during normal business hours for those cameras. All cameras will be checked daily to ensure cameras are working properly. Indoor cameras will not be monitored unless an incident warrants a request for review of surveillance video.

All requests for release of recorded videos shall be handled in accordance with State law. Licensed law enforcement officers will be provided access to recorded videos upon request if the recorded video is within the licensed law enforcement officer’s jurisdiction.

**MAINTENANCE**

Upgrades or Maintenance of Security Cameras

All cameras and related equipment are expected to be functional at all times. If a camera is found in need of repair, the System Administrators shall immediately send a repair, work order, or replacement request to the vendor who supports the system. If the cost for repair is above the amount of money budgeted, the Selectboard shall be notified and asked for direction.

Planned Outages

If the video surveillance system needs to be shut down for maintenance or upgrades, reasonable efforts should be taken to do so during off hours and for the shortest period of time necessary.

Removal of Security Cameras. Access Control

The Selectboard shall make final decision on the removal of any equipment. Access control will be vested in the Internet Technology Firm that is serving the Town as the System Administrator. They will manage the cameras and access to the footage unless the Selectboard designates a different System Administrator. They will cooperate with the police if needed as part of an investigation, and they will be proactive to prevent access by employees of the Town and to limit opportunities for abuse of the camera footage.

Inspection

SA-selected System Administrators will be responsible for the inspection and monitoring of the cameras. The cameras must be inspected on a monthly- daily schedule to ensure the system is functioning properly. The process for a proper inspection will be defined by the Internet Technology Firm that installed the system. A Primary and Secondary System Administrator will be designated annually in March by the Selectboard or as

needed throughout the year due to vacancy in either role.

Cyber Security

The System Administrators will use existing and new industry best practices to protect the integrity of the video camera system from external threats. These will include at minimum:

1. Change the system default password as required.
2. Change the system password on a regular basis or when it's suspected that the system has been compromised.
3. Apply software updates regularly as needed for camera system.
4. Limit the number of users and physical access to equipment.
5. Ensure that the internet provider that supports the camera system maintains up to date firewall integrity and virus protection.

**PRIVACY**

Protecting Privacy

Surveillance cameras will not be placed in areas where staff, residents and the public have reasonable expectations of privacy, such as bathrooms and/or changing rooms. Reasonable efforts will be made to limit any surveillance to Town-owned property and buildings. The cameras are intended to capture activities happening on municipal property, and there is no intention or desire to record anything that may occur on adjacent property.

Adopted by the Selectboard on \_\_\_\_\_ at a publicly warned meeting.

\_\_\_\_\_  
Chair

\_\_\_\_\_  
Vice Chair

\_\_\_\_\_  
Selectboard Member

\_\_\_\_\_  
Selectboard Member

\_\_\_\_\_  
Selectboard Member

Treasurer Payroll Report – Regular Selectboard Meeting - 01/26/2026

Payroll Check Date - 01/08/2026  
Cash Requirement - \$26,796.00  
Weekly & Bi-weekly  
Includes "snow bonus" for the highway department  
delinquent tax collector payment

Payroll Check Date – 01/15/2026  
Cash Requirement - \$22,911.56  
Weekly

Payroll Check Date – 01/22/2026  
Cash Requirement - \$25,279.36  
Weekly & Bi-weekly  
Includes delinquent tax collector payment

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.

Kristina Senna (Chair) \_\_\_\_\_

Brian Dunsmore (Vice Chair) \_\_\_\_\_

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

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

Kellie Bosenberg \_\_\_\_\_