GEORGIA VERMONT

Selectboard Regular Meeting
Monday, February 24, 2025 at 6:00 PM
Chris Letourneau Meeting Room and via Zoom
Agenda

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**
2. **PLEDGE OF ALLEGIANCE**
3. **CHAIR UPDATE**
4. **ADDITIONS, DELETIONS, OR CHANGES TO THE AGENDA**
5. **SELECTBOARD MINUTES AND WARRANTS**
   - **A.** Approval of Selectboard Regular Meeting Minutes for February 10, 2025
   - **B.** Approval of Warrants #2505
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.

   - **A.** Voices Against Violence Laurie's House- Letter of Thanks- We received a letter to Thank the Town of Georgia for the generous donation, that will help many in their community. Our contribution aids in the support of those needing to find safety and security. Voices Against Violence serves in the Franklin and Grand Isle Counties.
7. **BOARD BUSINESS (Public comment on agenda items limited to 5 minutes)**
   - **A.** Catherine Dimitruk of NRPC-Guest Visit-Reginal Planning check in and review
   - **B.** Animal Control Ordinance-Action To Approve
   - **C.** Josh Serpe Project Manager for Friends of Northern Lake Champlain-Guest Visit- Present the status of Mill River Southeast Clean Water Project- Requesting signatures from board for site access agreement and an operations & Management agreement between Town of Georgia and Chittenden County Reginal Planning Commission.

D. AOT Mileage Report-Signatures of Selectboard Needed--Annual Certificate of Highway Mileage reviewed prior years and with Todd Cadieux --No Changes to the roads for year end February 10, 2025 per Todd.

E. Ethics Policy-Review and Action to Adopt

8. UNFINISHED BUSINESS

A. Bridge #10 Highbridge--Tyler is away on vacation until March 5th. I will reconnect upon his return.

Bridge #28 Mill River Road &

B. Sherwood Forest 3 Acre Rule

C. Roadside Acres LLC

D. Oncore Renewable Energy-Corporate Donation Use--Has the board decided what they are doing with the Donation of $20K?

E. Town Electronic Signage

F. 2025 Library Electrical Outlet Project--Informational Update on Wednesday February 19 2025, myself, Todd Cadieux, Terry Clevland, Bridget Stone met with Sean of Vermont Electrical regarding the new install of electrical outlets throughout the building. Before he can give us an estimate for the work, he is checking in with the code enforcement, as new electrical outlets can NO LONGER be installed over heating units. This building has several walls with heat going up a quarter of the wall. Currently outlets already above the heaters, so he is going to see if they will grandfather us in and approve. Will follow up with both boards upon receiving this information.

G. 2025 HVAC PM Contract

H. 2025 Town Garage Manual Transfer Switch Project

9. TOWN ADMINISTRATOR, TREASURER AND SELECTBOARD SUB COMMITTEES REPORTS

A. Treasurer--Annual Audit Engagement Letter and Agreement-Action to Approve and Sign

B. Library Trustees/Staff Visit and program and building update--Would like to invite the Library trustees/staff, to visit the board, to give a program, building update--Tentatively for the meeting on February 24, may push back to March 24.

C. Personnel Policy Draft for Board Review, Comments, Corrects to First Draft.

D. Public Works--Todd Requesting permission to sell Zamboni--Town has Zamboni that is broken down, and not being used, he would like permission to sell. The rink that was with the Zamboni has been thrown away, due damage and rot, per Todd.

10. PLAN NEXT MEETING AGENDA

A. March 12, 2025--**NOTE: A WEDNESDAY NIGHT change from Normal Monday Still at 6:00pm--Reorganizational Meeting

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

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

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

A. Personnel--Garage Cleaner

12. ADJOURN

TABLED ITEMS:

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

Signed: Cheryl Letourneau, Town Administrator

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

GEORGIA VERMONT

Selectboard Regular Meeting
Monday, February 10, 2025 at 6:00 PM
Chris Letourneau Meeting Room and via Zoom
Minutes

Zoom Details:

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

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

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

CALL TO ORDER -- 6:00PM

SELECTBOARD PRESENT
Brian Dunsmore, Paul Jansen, Carl Rosenquist, Kristina Senna

STAFF PRESENT
Doug Bergstrom, Todd Cadieux, Lori Hobart, Stacy Katon

GUESTS PRESENT
Robert Fletcher, SP&F Attorneys PC, Vermont Bond Bank
Sam Carlson, Encore Renewable Energy, Solar Panel Project

PUBLIC PRESENT
Ken Minck, Alysia Catalfamo, Tony Heinlein, Tom Hargy

1. PLEDGE OF ALLEGIANCE

2. CHAIR UPDATE

3. ADDITIONS, DELETIONS, OR CHANGES TO THE AGENDA

- S. Katon requests addressing Robert Fletcher of SP&F Attorneys and Sam Carlson of Encore Renewable Energy to the beginning of the Agenda.

Motion to change the order of the Agenda.
Motion made by K. Senna, Seconded by B. Dunsmore.
Voting Yea: B. Dunsmore, P. Jansen, C. Rosenquist, K. Senna

- At 6:33pm a Motion was made to move up the discussion of Bridge #10 - Review Addendum 1 dated February 4 2025 to be included in Bid contract documents and Falls Trail.

Motion made by K. Senna, Seconded by P. Jansen.
Voting Yea: B. Dunsmore, P. Jansen, C. Rosenquist, K. Senna

4. SELECTBOARD MINUTES AND WARRANTS

A. Approval of Selectboard Regular Meeting Minutes for January 27, 2025
Motion to approve January 27, 2025 meeting minutes with no changes.
Motion made by K. Senna, Seconded by B. Dunsmore.
Voting Yea: B. Dunsmore, C. Rosenquist, K. Senna
Voting Abstaining: P. Jansen

B. Approval of Warrants #2504
Motion to approve Warrant #2504 in the amount of $93,278.64
Motion made by K. Senna, Seconded by B. Dunsmore.
Voting Yea: B. Dunsmore, P. Jansen, C. Rosenquist, K. Senna

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.

A. AGE WELL Letter of Appreciation-Informational Letter From Age Well for the donation given.
- Thank you letter for the Town of Georgia’s annual donation was presented.

6. CORRESPONDENCE

7. UNFINISHED BUSINESS

A. Bridge #28 Mill River Road--Update from Tyler Billingsley Project Engineer from East Engineering PLC.
- P. Jansen discussed timing and archeological study with Tyler. S. Katon confirmed study will be applied for in March.

B. Personnel Policy-Revisions In Process By Town Administrator
- Ordinances and Ethics Policy are currently under review. S. Katon will review and present the Personnel Policy at the next meeting.

C. Sherwood Forest 3 Acre Rule

D. Town Electronic Signage--Information Update by Town Administrator
- S. Katon met with Logan Grimm for a status update on his Eagle Scout project, an electronic sign for Georgia Elementary and Middle School. The sign is 3' x 7' and 4” deep and will be controlled by WIFI.

- The mockup sign will be ordered in the next week, S. Katon will ask him to meet with the Seelctboard to share his project.

E. Ethics Policy-Revisions in process

- S. Katon will examine and compare VLCT's Ethics Policy for the next meeting.

F. Roadside Acres LLC--Informational update

- D. Bergstrom gave an update, after consulting with the property owner and the Town attorney, Rhodeside Acres will give the Town of Georgia an easement to the road. A new mylar and deed will need to be recorded in the Town records with all pertinent information.

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

A. Robert Fletcher of VBB-Winter Bond Pool-Sign Bond Resolution

- R. Fletcher appeared on behalf of SP&F Attorneys for the Vermont Bond Bank paperwork.

Motion to approve the Resolution of Certificate and authorize the Chair to sign the documents.
Motion made by K. Senna, Seconded by B. Dunsmore.
Voting Yea: B. Dunsmore, P. Jansen, C. Rosenquist, K. Senna

- The Selectboard signed the Bond and Resolution of Certificate, and loan documents were signed.

B. Sam Carlson of Encore Renewable Energy-Present Information on Solar Panel Project for Mill River Road.

- Sam Carlson gave an update to the project. Initial permission was approved by Planning Commission in 2022. The project then went through State approval processes.
- The Certificate of Public Good was received from Public Utility Commission on January 3, 2025. This is for a 5-megawatt solar project on 20 acres of hayfields held in current use by landowners.
- Construction of the project will begin August 15, 2025, work will continue through the winter months and be completed June 1, 2026.
- As a *Certified B Corporation*, Encore is donating $20,000 to the Town of Georgia.

C. GCC-Ken Minck-Falls Trail Discussion & Alysia Catalfamo-Purchase Funds Reimbursement Policies

- K. Minck and members of the Georgia Conservation Commission (GCC) were present to discuss Falls Trail signage with T. Cadieux, S. Katon and the Selectboard.
- Signs were removed by the Falls Trail entrance by Georgia Highway Department as directed by the Georgia Selectboard.
- GCC requested to hang a sign barring motorized vehicles for the protection of the trail.
- The Selectboard approved a sign stating: "No motorized vehicles without permit per Georgia Ordinance". Permits may be obtained through the Town of Georgia offices.
- T. Heinlein will meet with S. Katon to confirm the location of the Trail.

Alysia Catalfamo addressed the Selectboard on Purchase Funds Reimbursement Policies.

- GCC was unable to make wanted purchases at the end of the year due to unforeseen challenges. Discussion with Selectboard and Treasurer for future purchase requests.
- GCC is working to obtain a property for the Town of Georgia. S. Katon will send them information to reach the Town attorney.

D. Vermont Rockets Softball Tournament-Action to waive rental fees for use of the Softball field and pavilion at Georgia Beach for date to include June 20-22 and August 1-3 2025.

- S. Katon presented more information on fees collected for the tournament, waiving Town rental fees will help defer costs for participants. They are a 501c3 charitable organization.
- Resources from the Town include use of the restrooms, pavilion and other buildings, maintenance of the beach area, and trash removal.

Motion to waive rental fees for the Town Beach for Vermont Rockets Softball for one weekend of the two requested, with the Rockets providing the toilet rental for both weekends.
Motion made by K. Senna, Seconded by B. Dunsmore.
Voting Yea: B. Dunsmore, P. Jansen, C. Rosenquist, K. Senna

E. Camp Rainbow-Action to approve use of Georgia Beach Pavilion and waive rental fees for dates of July 7-11 2025

Motion to approve use of Georgia Beach Pavillion and waive rental fees for July 7-11, 2025.
Motion made by K. Senna, Seconded by B. Dunsmore.
Voting Yea: B. Dunsmore, P. Jansen, C. Rosenquist, K. Senna

F. Animal Control Ordinance-Action to Approve

- S. Katon will make the necessary revisions to the ordinance as directed by the Selectboard for presentation at the next Selectboard meeting.

G. Impact Fee Ordinance-Action to Approve

- S. Katon presented the ordinance for Selectboard approval.

Motion to approve the Impact Fee Ordinance as presented.
Motion made by K. Senna, Seconded by B. Dunsmore.
Voting Yea: B. Dunsmore, P. Jansen, C. Rosenquist, K. Senna

H. Bridge #10 - Review Addendum 1 dated February 4 2025 - to be included in Bid contract documents &
Action to open Bids for Bridge #10 Project

- T. Cadieux gave a report from the Town Garage, including repairs to the Town garage, assisting the other town buildings with repairs and snow plowing.
- No bids were received for the Bridge #10 repair project. The Town can go out for bid again and change the construction timeframe for repair or try for next year. S. Katon will get in touch with Tyler to talk with the potential contractors.

Motion to approve Addendum 1 dated February 4, 2025 to be included in bid contract documents.

Motion made by K. Senna, Seconded by C. Rosenquist.
Voting Yea: B. Dunsmore, P. Jansen, C. Rosenquist, K. Senna

9. TOWN ADMINISTRATOR, TREASURER AND SELECTBOARD SUB COMMITTEES REPORTS

A. Town Administrator
B. Treasurer

10. OTHER

11. PLAN NEXT MEETING AGENDA

A. February 24, 2025 @ 6:00pm

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

A. Personnel Policy--Zoning & ACO New Hire Information

C. Rosenquist would entertain a motion to enter into executive session to discuss <u>personnel matters listed below,</u> which premature disclosure or discussion may be detrimental to the board in itself and/or individuals involved.

1. Zoning Administrator Term Renewal
2. Animal Control Officer New Hire Information
3. Assessor position

I move that we enter into executive session to discuss such personnel matters with Selectboard members, Town Administrator and Zoning Administrator under the provisions of Title 1, Section 313(a)(1)(A) of the Vermont Statutes.

Motion made at 7:50pm by B. Dunsmore, Seconded by K. Senna
Voting Yea: B. Dunsmore, C. Rosenquist, K. Senna, P. Jansen

Motion to invite S. Keaton and D. Bergstrom to the Executive Session to discuss personnel matters.
Motion made by P. Jansen, Seconded by K. Senna
Voting Yea: B. Dunsmore, C. Rosenquist, K. Senna, P. Jansen

Motion to exit Executive Session at 8:17pm
Motion made by P. Jansen, Seconded by K. Senna
Voting Yea: B. Dunsmore, C. Rosenquist, K. Senna, P. Jansen

Action taken following exit of Executive Session:
Motion to renew the 3-year term of Zoning Administrator Doug Bergstrom.
Motion made by P. Jansen, Seconded by B. Dunsmore
Voting Yea: B. Dunsmore, P. Jansen, C. Rosenquist, K. Senna

13. ADJOURN

Motion to Adjourn the meeting at 8:35pm
Motion made by B. Dunsmore, Seconded by P. Jansen.
Voting Yea: B. Dunsmore, P. Jansen, C. Rosenquist, K. Senna

TABLED ITEMS:
Animal Control Ordinance

Posted to the Town website.
Signed: Stacy Katon, Town Administrator
Phone: 802-524-3524 | Fax: 802-524-3543 | Website: townofgeorgia.com

Vendor		Invoice	Invoice Description	Purchase Amount	Discount Amount	Amount Paid		Check Number	Check Date
AFLAC	AFLAC	107697	monthly premium	102.00	0.00	102.00		4196	02/24/25
ALLEGIANC	ALLEGIANCE TRUCKS	122035754:02	spring chassis front	1670.34	0.00	1670.34		4197	02/24/25
ALLEGIANC	ALLEGIANCE TRUCKS	122036062:01	adj brake slack	331.50	0.00	331.50		4197	02/24/25
ALLEGIANC	ALLEGIANCE TRUCKS	122036168:01	sensors	325.77	0.00	325.77		4197	02/24/25
AMAZON	AMAZON CAPITAL SERVICES	16G3L1XJ3PG6	ACO gloves	21.99	0.00	21.99		4198	02/24/25
AMAZON	AMAZON CAPITAL SERVICES	199DW7R76QJL	desk supplies	26.80	0.00	26.80		4198	02/24/25
AMAZON	AMAZON CAPITAL SERVICES	1P9PLDFCFLT4	label maker tape	15.99	0.00	15.99		4198	02/24/25
AMAZON	AMAZON CAPITAL SERVICES	1VP37JL31L44	EMS supplies	101.19	0.00	101.19		4198	02/24/25
APPLE	APPLE INC	FEB 25	cell phone storage	0.99	0.00	0.99	E	22401	02/24/25
BLACKDOG	BLACK DOG ELECTRICAL SERVICE L	7891	alarm inspection	195.00	0.00	195.00		4199	02/24/25
BLUECR	BLUE CROSS & BLUE SHIELD OF VT	41258015	Library HRA	50.00	0.00	50.00	E	22402	02/24/25
BLUECR	BLUE CROSS & BLUE SHIELD OF VT	41267314	Library HRA	600.00	0.00	600.00	E	22403	02/24/25
BOUCHOME	BOUCHARD HOME & OFFICE SERVICE	14654	email adjustments	80.00	0.00	80.00		4200	02/24/25
BOUCHOME	BOUCHARD HOME & OFFICE SERVICE	14655	conf printer set up	180.00	0.00	180.00		4200	02/24/25
BOUNDTREE	BOUND TREE MEDICAL, LLC	85641854	catheter	32.90	0.00	32.90		4201	02/24/25
BROOKFIEL	BROOK FIELD SERVICE	52371	service / repairs	762.30	0.00	762.30		4202	02/24/25
CANON	CANON FINANCIAL SERVICES, INC	163477558	conf room printer/copier	690.00	0.00	690.00		4203	02/24/25
CANON	CANON FINANCIAL SERVICES, INC	38454460	maintenance overage	5.24	0.00	5.24		4203	02/24/25
CARGIL	CARGILL, INCORPORATED	2910583042	deicer	4946.84	0.00	4946.84		4204	02/24/25
CARGIL	CARGILL, INCORPORATED	2910621138	deicer	2042.40	0.00	2042.40		4204	02/24/25
CARGIL	CARGILL, INCORPORATED	2910626664	deicer	2912.72	0.00	2912.72		4204	02/24/25
CHARB PAR	CHARLEBOIS TRUCK PARTS INC	IT83924	slack adj puller	366.87	0.00	366.87		4205	02/24/25
COMCAST	COMCAST	-7699 020225	old garage	77.41	0.00	77.41	E	22404	02/24/25
COMCASTB	COMCAST BUSINESS	232785752	town phones	944.81	0.00	944.81		4206	02/24/25
DESORCIE	DESORCIE EMERGENCY PRODUCTS, L	20010	bumper	23.00	0.00	23.00		4207	02/24/25
EXIT18	EXIT 18 EQUIPMENT	93952	cable traction	34.18	0.00	34.18		4208	02/24/25
EXIT18	EXIT 18 EQUIPMENT	93981	4 cycle fuel	58.96	0.00	58.96		4208	02/24/25
FCSD	FRANKLIN COUNTY SHERIFF DEPART	608 JAN 2025	law enforcement	8192.70	0.00	8192.70		4209	02/24/25
GAP	GEORGIA AUTO PARTS	17676	parts	339.26	0.00	339.26		4210	02/24/25
GAP	GEORGIA AUTO PARTS	17722	jumbo wrench	21.48	0.00	21.48		4210	02/24/25
GRNMTNELE	GREEN MOUNTAIN ELECTRIC SUPPLY	S5199215	emergency light	28.13	0.00	28.13		4211	02/24/25
GMP	GREEN MOUNTAIN POWER CORPORATI	-0004 020625	beach	66.39	0.00	66.39		4212	02/24/25
GMP	GREEN MOUNTAIN POWER CORPORATI	-1297 020625	beach	53.23	0.00	53.23		4212	02/24/25
HANDY	HANDY BUICK GMC CADILLAC, INC.	13865	check engine light	159.00	0.00	159.00		4213	02/24/25
INGRAM	INGRAM LIBRARY SERVICES	85858361	2024 book purchase	3188.39	0.00	3188.39		4214	02/24/25
J&L	J & L HARDWARE, INC.	527563	foam/alarm	70.88	0.00	70.88		4215	02/24/25
J&L	J & L HARDWARE, INC.	527829	hardware	235.79	0.00	235.79		4215	02/24/25
JORDAN	JORDAN EQUIPMENT COMPANY	P78060	bit carbide (120)	1798.80	0.00	1798.80		4216	02/24/25
MINCK	KEN MINCK	CVRP - DEC	reimb training-ck 830500	100.00	0.00	100.00		4217	02/24/25
HOOPLA	MIDWEST TAPE LLC	506689565	digital materials	158.43	0.00	158.43		4218	02/24/25
MILTONACE	MILTON ACE HARDWARE	46321/4	rain-x	17.98	0.00	17.98		4219	02/24/25
MY PARK	MY PARKING SIGN	MPS-898798	trail signs	129.74	0.00	129.74	E	22405	02/24/25
NEDENT	NORTHEAST DELTA DENTAL	MAR 2025	monthly premium	547.64	0.00	547.64		4220	02/24/25
NWSWD	NW VT SOLID WASTE MGT DISTRICT	26970	municipal trash	240.00	0.00	240.00		4221	02/24/25
PAYCHEX	PAYCHEX	2025020401	40 tranx	253.71	0.00	253.71	E	22406	02/24/25
PAYCHEX	PAYCHEX	2025021101	16 tranx	157.99	0.00	157.99	E	22407	02/24/25
PAYCHEX	PAYCHEX	2025021801	33 tranx	225.79	0.00	225.79	E	22408	02/24/25
PAYCHEX	PAYCHEX	8498233	kiosk	75.00	0.00	75.00	E	22409	02/24/25
PESTPRO	PESTPRO, INC.	191290	monthly treatment	75.00	0.00	75.00		4222	02/24/25
POWERPLAN	POWERPLAN	-2594 020825	parts & repairs	1714.53	0.00	1714.53		4223	02/24/25

For checks For Check Acct 01(General Fund) 02/24/25 To 02/24/25

Vendor		Invoice	Invoice Description	Purchase Amount	Discount Amount	Amount Paid		Check Number	Check Date
PRIORITY	PRIORITY EXPRESS, INC.	8059255	interlibrary	253.98	0.00	253.98		4224	02/24/25
QUADIENT	QUADIENT FINANCE USA, INC	-2740 013125	postage & equip	1329.45	0.00	1329.45		4225	02/24/25
VALLEE2	R L VALLEE INC	9691264	non ethanol super	3.94	0.00	3.94		4226	02/24/25
VALLEE2	R L VALLEE INC	9691265	regular fuel	73.87	0.00	73.87		4226	02/24/25
REGROWTH	REGROWTH PLANNING LLC	24_05_03	development regs	2509.00	0.00	2509.00		4227	02/24/25
11239	ROWLEY	522448	#2 diesel	2661.12	0.00	2661.12		4228	02/24/25
11239	ROWLEY	523337	#2 diesel	1224.96	0.00	1224.96		4228	02/24/25
SCHWAA	SCHWAAB INC	4712406	nameplate	19.00	0.00	19.00		4229	02/24/25
SHELBU	SHELBURNE LIMESTONE CORPORATIO	6157	1/2" stone	340.61	0.00	340.61		4230	02/24/25
THERAD	THE RADIO NORTH GROUP INC	24146817	battery pack	48.00	0.00	48.00		4231	02/24/25
UNIFIR	UNIFIRST CORPORATION	1080258745	uniforms	126.79	0.00	126.79		4232	02/24/25
UNIFIR	UNIFIRST CORPORATION	1080260586	uniforms	133.49	0.00	133.49		4232	02/24/25
VERIZON W	VERIZON	6105020045	cell phones	80.88	0.00	80.88		4233	02/24/25
VIKING	VIKING -CIVES USA	4540281	nose pieces	216.44	0.00	216.44		4234	02/24/25
VMCTA	VMCTA	CL 2024-2025	membership dues	45.00	0.00	45.00	E	22410	02/24/25
VMCTA	VMCTA	DP 2024-2025	membership dues	45.00	0.00	45.00	E	22411	02/24/25
VTSAFETY	VT DEPT OF PUBLIC SAFETY #7381	91462	law enforcement	3083.96	0.00	3083.96		4235	02/24/25
WBMASON	W.B. MASON CO., INC.	252104982	water cooler rental	3.00	0.00	3.00		4236	02/24/25
WBMASON	W.B. MASON CO., INC.	252134925	water	75.96	0.00	75.96		4236	02/24/25
WBMASON	W.B. MASON CO., INC.	CM3449399	water deposit refund	-12.00	0.00	-12.00		4236	02/24/25
		Report Total		46,711.51	0.00	46,711.51			

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 $ ****46,711.51 Let this be your order for the payments of these amounts.

Carl Rosenquist(Chair)

(Vice Chair)

Brian Dunsmore

Paul Jansen

Kristina Senna

Vendor		Man/ DirPay	Invoice Number	Purchase Order	Invoice Date	Due Date	Ck Acct		Invoice Amount	Discenc. Amount	Discount Amount
AFLAC	AFLAC		107697		02/14/25	03/01/25	01	monthly premium			
			1-2-00-05-10.38 AFLAC Withholding						102.00	0.00	0.00
ALLEGIANC	ALLEGIANCE TRUCKS		122035754:02		01/31/25	03/01/25	01	spring chassis front			
			1-7-10-30-62.60 2020 Tandem Repairs						1,670.34	0.00	0.00
			122036062:01		01/29/25	03/01/25	01	adj brake slack			
			1-7-10-30-62.80 2014 International Repair						165.75	0.00	0.00
			1-7-10-30-62.75 2013 International Repair						165.75	0.00	0.00
Invoice 122036062:01 Total									331.50	0.00	0.00
			122036168:01		02/03/25	03/05/25	01	sensors			
			1-7-10-30-62.75 2013 International Repair						325.77	0.00	0.00
Total For ALLEGIANCE TRUCKS									2,327.61	0.00	0.00
AMAZON	AMAZON CAPITAL SERVICES		16G3L1XJ3PG6		02/11/25	03/13/25	01	ACO gloves			
			1-7-05-32-27.00 Animal Control Expenses						21.99	0.00	0.00
			199DW7R76QJL		01/30/25	03/01/25	01	desk supplies			
			1-7-05-20-22.00 Admin Office Supplies						26.80	0.00	0.00
			1P9PLDFCFLT4		02/04/25	03/06/25	01	label maker tape			
			1-7-05-20-22.00 Admin Office Supplies						15.99	0.00	0.00
			1VP37JL31L44		12/30/24	01/29/25	01	EMS supplies			
			1-7-05-36-22.00 Fire & Rescue Supplies						101.19	0.00	0.00
Total For AMAZON CAPITAL SERVICES									165.97	0.00	0.00
APPLE	APPLE INC	*	FEB 25		02/28/25	02/28/25	01	cell phone storage			
			1-7-05-28-30.70 New Hwy Garage Utilities						0.99	0.00	0.00
BLACKDOG	BLACK DOG ELECTRICAL SE		7891		02/14/25	02/15/25	01	alarm inspection			
			1-7-05-28-45.70 New Hwy Bldg. Maint.						195.00	0.00	0.00
BLUECR	BLUE CROSS & BLUE SHIEL	*	41258015		02/05/25	02/05/25	01	Library HRA			
			1-7-05-70-14.05 Library HRA Funding						50.00	0.00	0.00
		*	41267314		02/19/25	02/19/25	01	Library HRA			
			1-7-05-70-14.05 Library HRA Funding						600.00	0.00	0.00
Total For BLUE CROSS & BLUE SHIELD OF VT									650.00	0.00	0.00
BOUCHOME	BOUCHARD HOME & OFFICE		14654		02/14/25	03/06/25	01	email adjustments			
			1-7-05-20-44.11 IT Labor Services						80.00	0.00	0.00

Vendor		Man/ DirPay	Invoice Number	Purchase Order	Invoice Date	Due Date	Ck Acct		Invoice Amount	Discenc. Amount	Discount Amount
			14655		02/18/25	03/10/25	01	conf printer set up			
			1-7-05-20-44.11 IT Labor Services						180.00	0.00	0.00
Total For BOUCHARD HOME & OFFICE SERVICES, LLC									260.00	0.00	0.00
BOUNDTREE	BOUND TREE MEDICAL, LLC		85641854		01/29/25	02/28/25	01	catheter			
			1-7-05-36-22.05 Fire & Rescue Medical Sup						32.90	0.00	0.00
BROOKFIEL	BROOK FIELD SERVICE		52371		02/03/25	02/18/25	01	service / repairs			
			1-7-05-28-45.25 Fire & Rescue Bldg Maint.						762.30	0.00	0.00
CANON	CANON FINANCIAL SERVICE		163477558		02/12/25	03/14/25	01	conf room printer/copier			
			1-7-02-20-52.10 Admin Prchse-Impact Fees						690.00	0.00	0.00
			38454460		02/09/25	03/11/25	01	maintenance overage			
			1-7-05-20-22.10 Admin Copier Expense						5.24	0.00	0.00
Total For CANON FINANCIAL SERVICES, INC									695.24	0.00	0.00
CARGIL	CARGILL, INCORPORATED		2910583042		01/29/25	02/28/25	01	deicer			
			1-7-10-20-55.00 Winter Sand/Salt						4,946.84	0.00	0.00
			2910621138		02/06/25	03/08/25	01	deicer			
			1-7-10-20-55.00 Winter Sand/Salt						2,042.40	0.00	0.00
			2910626664		02/07/25	03/09/25	01	deicer			
			1-7-10-20-55.00 Winter Sand/Salt						2,912.72	0.00	0.00
Total For CARGILL, INCORPORATED									9,901.96	0.00	0.00
CHARB PAR	CHARLEBOIS TRUCK PARTS		IT83924		02/07/25	03/09/25	01	slack adj puller			
			1-7-10-30-52.20 Small Tools and Equipment						366.87	0.00	0.00
COMCAST	COMCAST	*	-7699 020225		02/02/25	02/27/25	01	old garage			
			1-7-05-28-30.35 Old Hwy Garage Utilities						77.41	0.00	0.00
COMCASTB	COMCAST BUSINESS		232785752		02/01/25	03/02/25	01	town phones			
			1-7-05-28-30.50 Town Hall Utilities						321.73	0.00	0.00
			1-7-05-28-30.25 Fire & Rescue Utilities						199.01	0.00	0.00
			1-7-05-28-30.30 Library Utilities						83.32	0.00	0.00
			1-7-05-28-30.70 New Hwy Garage Utilities						340.75	0.00	0.00
Invoice 232785752 Total									944.81	0.00	0.00
DESORCIE	DESORCIE EMERGENCY PROD		20010		01/14/25	02/13/25	01	bumper			
			1-7-05-36-63.05 GFD Truck/App Repairs						23.00	0.00	0.00

Vendor		Man/ DirPay	Invoice Number	Purchase Order	Invoice Date	Due Date	Ck Acct		Invoice Amount	Discenc. Amount	Discount Amount
EXIT18	EXIT 18 EQUIPMENT		93952		02/11/25	03/13/25	01	cable traction			
			1-7-10-30-62.00 Hwy Parts & Supplies						34.18	0.00	0.00
			93981		01/31/25	02/10/25	01	4 cycle fuel			
			1-7-05-36-63.00 GFD Equiq Prshe/Repair						58.96	0.00	0.00
Total For EXIT 18 EQUIPMENT									93.14	0.00	0.00
FCSD	FRANKLIN COUNTY SHERIFF		608 JAN 2025		02/04/25	03/06/25	01	law enforcement			
			1-7-05-30-45.05 Law Enforcement						8,192.70	0.00	0.00
GAP	GEORGIA AUTO PARTS		17676		02/05/25	03/07/25	01	parts			
			1-7-10-30-62.00 Hwy Parts & Supplies						339.26	0.00	0.00
			17722		02/06/25	03/08/25	01	jumbo wrench			
			1-7-10-30-52.20 Small Tools and Equipment						21.48	0.00	0.00
Total For GEORGIA AUTO PARTS									360.74	0.00	0.00
GRNMTNELE	GREEN MOUNTAIN ELECTRIC		S5199215		02/11/25	03/10/25	01	emergency light			
			1-7-05-28-45.50 Town Hall Building Maint.						28.13	0.00	0.00
GMP	GREEN MOUNTAIN POWER CO		-0004 020625		02/06/25	03/05/25	01	beach			
			1-7-05-28-30.20 Town Beach Utilities						66.39	0.00	0.00
			-1297 020625		02/06/25	03/05/25	01	beach			
			1-7-05-28-30.20 Town Beach Utilities						53.23	0.00	0.00
Total For GREEN MOUNTAIN POWER CORPORATION									119.62	0.00	0.00
HANDY	HANDY BUICK GMC CADILLA		13865		01/02/25	02/03/25	01	check engine light			
			1-7-10-30-62.85 2020 GMC Sierra Repairs						159.00	0.00	0.00
INGRAM	INGRAM LIBRARY SERVICES		85858361		01/08/25	02/07/25	01	2024 book purchase			
			Z-7-05-70-52.30 Winnie Bell Grant Expense						406.00	0.00	0.00
			1-7-05-70-22.25 Young Adult Books						237.93	0.00	0.00
			1-7-05-70-22.10 Library Childrens Books						587.50	0.00	0.00
			1-7-05-70-22.05 Library Adult Books						1,956.96	0.00	0.00
Invoice 85858361 Total									3,188.39	0.00	0.00
J&L	J & L HARDWARE, INC.		527563		02/06/25	03/08/25	01	foam/alarm			
			1-7-05-28-45.50 Town Hall Building Maint.						61.19	0.00	0.00
			1-7-10-30-62.00 Hwy Parts & Supplies						9.69	0.00	0.00
Invoice 527563 Total									70.88	0.00	0.00

Vendor		Man/ DirPay	Invoice Number	Purchase Order	Invoice Date	Due Date	Ck Acct		Invoice Amount	Discenc. Amount	Discount Amount
			527829		02/12/25	03/14/25	01	hardware			
			1-7-05-28-45.50 Town Hall Building Maint.						-61.19	0.00	0.00
			1-7-05-28-45.25 Fire & Rescue Bldg Maint.						170.99	0.00	0.00
			1-7-05-28-45.30 Library Building Maint.						125.99	0.00	0.00
Invoice 527829 Total									235.79	0.00	0.00
Total For J & L HARDWARE, INC.									306.67	0.00	0.00
JORDAN	JORDAN EQUIPMENT COMPAN		P78060		02/05/25	03/07/25	01	bit carbide (120)			
			1-7-10-30-62.50 Grader Repairs						1,798.80	0.00	0.00
MINCK	KEN MINCK		CVRP - DEC		02/18/25	02/18/25	01	reimb training-ck 8305009			
			1-7-05-80-52.00 GCC Prchse - Current Yr						100.00	0.00	0.00
HOOPLA	MIDWEST TAPE LLC		506689565		01/31/25	03/02/25	01	digital materials			
			1-7-05-70-22.35 Library Online/Electronic						158.43	0.00	0.00
MILTONACE	MILTON ACE HARDWARE		46321/4		01/23/25	02/22/25	01	rain-x			
			1-7-05-36-63.00 GFD Equiq Prshe/Repair						17.98	0.00	0.00
MY PARK	MY PARKING SIGN	*	MPS-898798		02/19/25	02/19/25	01	trail signs			
			1-7-05-80-52.00 GCC Prchse - Current Yr						129.74	0.00	0.00
NEDENT	NORTHEAST DELTA DENTAL		MAR 2025		02/14/25	03/01/25	01	monthly premium			
			1-7-05-05-10.25 Gen Gov Insurance Dental						37.87	0.00	0.00
			1-7-10-05-10.14 Highway Ins Dental						110.41	0.00	0.00
			1-7-05-28-10.06 Public Works Ins. Dental						29.31	0.00	0.00
			1-7-05-10-10.20 Clerks Office Ins. Dental						34.67	0.00	0.00
			1-7-05-36-10.19 Fire & Rescue Ins. Dental						37.87	0.00	0.00
			1-7-05-70-16.00 Library Dental Insurance						29.31	0.00	0.00
			1-2-00-05-10.35 Dental Withholding						268.20	0.00	0.00
Invoice MAR 2025 Total									547.64	0.00	0.00
NWSWD	NW VT SOLID WASTE MGT D		26970		01/03/25	03/04/25	01	municipal trash			
			1-7-05-28-51.00 Municipal Trash						240.00	0.00	0.00
PAYCHEX	PAYCHEX	*	2025020401		02/06/25	02/06/25	01	40 tranx			
			1-7-05-05-45.00 Admin Contracted Services						253.71	0.00	0.00
		*	2025021101		02/11/25	02/13/25	01	16 tranx			
			1-7-05-05-45.00 Admin Contracted Services						157.99	0.00	0.00
		*	2025021801		02/18/25	02/20/25	01	33 tranx			
			1-7-05-05-45.00 Admin Contracted Services						225.79	0.00	0.00
		*	8498233		02/05/25	02/20/25	01	kiosk			
			1-7-05-05-45.00 Admin Contracted Services						75.00	0.00	0.00

Vendor		Man/ DirPay	Invoice Number	Purchase Order	Invoice Date	Due Date	Ck Acct		Invoice Amount	Discenc. Amount	Discount Amount
Total For PAYCHEX									712.49	0.00	0.00
PESTPRO	PESTPRO, INC.		191290		02/11/25	02/11/25	01	monthly treatment			
			1-7-05-28-45.50 Town Hall Building Maint.						75.00	0.00	0.00
POWERPLAN	POWERPLAN		-2594 020825		02/08/25	02/28/25	01	parts & repairs			
			1-7-10-30-62.00 Hwy Parts & Supplies						360.10	0.00	0.00
			1-7-10-30-62.65 2018 Loader Repairs						1,091.71	0.00	0.00
			1-7-10-30-62.50 Grader Repairs						153.91	0.00	0.00
			1-7-10-30-62.10 2012 Backhoe Repairs						108.81	0.00	0.00
Invoice -2594 020825 Total									1,714.53	0.00	0.00
PRIORITY	PRIORITY EXPRESS, INC.		8059255		01/31/25	03/02/25	01	interlibrary			
			Z-7-05-70-52.22 VTDOL Courier Grant 23-24						253.98	0.00	0.00
QUADIENT	QUADIENT FINANCE USA, I		-2740 013125		01/31/25	02/28/25	01	postage & equip			
			1-7-05-20-21.00 Admin Postage						1,329.45	0.00	0.00
VALLEE2	R L VALLEE INC		9691264		01/31/25	03/02/25	01	non ethanol super			
			1-7-10-30-51.00 Fuels And Oils						3.94	0.00	0.00
			9691265		01/31/25	03/02/25	01	regular fuel			
			1-7-10-30-51.00 Fuels And Oils						73.87	0.00	0.00
Total For R L VALLEE INC									77.81	0.00	0.00
REGROWTH	REGROWTH PLANNING LLC		24_05_03		02/27/25	03/09/25	01	development regs			
			P-7-05-20-00.00 Project Funding-Admin Exp						2,509.00	0.00	0.00
11239	ROWLEY		522448		02/13/25	02/18/25	01	#2 diesel			
			1-7-10-30-51.00 Fuels And Oils						2,661.12	0.00	0.00
			523337		02/17/25	02/22/25	01	#2 diesel			
			1-7-10-30-51.00 Fuels And Oils						1,224.96	0.00	0.00
Total For ROWLEY									3,886.08	0.00	0.00
SCHWAA	SCHWAAB INC		4712406		02/07/25	03/09/25	01	nameplate			
			1-7-05-20-22.00 Admin Office Supplies						19.00	0.00	0.00
SHELBU	SHELBURNE LIMESTONE COR		6157		01/31/25	03/01/25	01	1/2" stone			
			1-7-10-20-55.00 Winter Sand/Salt						340.61	0.00	0.00
THERAD	THE RADIO NORTH GROUP I		24146817		01/17/25	02/15/25	01	battery pack			
			1-7-05-36-52.35 Fire & Rescue Communicati						48.00	0.00	0.00

Vendor		Man/ DirPay	Invoice Number	Purchase Order	Invoice Date	Due Date	Ck Acct		Invoice Amount	Discenc. Amount	Discount Amount
UNIFIR	UNIFIRST CORPORATION		1080258745		02/05/25	03/07/25	01	uniforms			
			1-7-10-40-18.00 Highway Uniforms/Boots						126.79	0.00	0.00
			1080260586		02/12/25	03/14/25	01	uniforms			
			1-7-10-40-18.00 Highway Uniforms/Boots						133.49	0.00	0.00
Total For UNIFIRST CORPORATION									260.28	0.00	0.00
VERIZON W	VERIZON		6105020045		02/01/25	02/21/25	01	cell phones			
			1-7-05-28-30.70 New Hwy Garage Utilities						40.44	0.00	0.00
			1-7-05-28-30.25 Fire & Rescue Utilities						40.44	0.00	0.00
Invoice 6105020045 Total									80.88	0.00	0.00
VIKING	VIKING -CIVES USA		4540281		01/31/25	03/01/25	01	nose pieces			
			1-7-10-30-62.00 Hwy Parts & Supplies						216.44	0.00	0.00
VMCTA	VMCTA	*	CL 2024-2025		02/04/25	02/04/25	01	membership dues			
			1-7-05-60-49.15 Other Dues						45.00	0.00	0.00
		*	DP 2024-2025		02/03/25	02/03/25	01	membership dues			
			1-7-05-60-49.15 Other Dues						45.00	0.00	0.00
Total For VMCTA									90.00	0.00	0.00
VTSAFETY	VT DEPT OF PUBLIC SAFET		91462		01/31/25	03/02/25	01	law enforcement			
			1-7-05-30-45.05 Law Enforcement						3,083.96	0.00	0.00
WBMASON	W.B. MASON CO., INC.		252104982		02/03/25	03/05/25	01	water cooler rental			
			1-7-10-30-55.10 Hwy Office Supplies						3.00	0.00	0.00
			252134925		02/04/25	03/06/25	01	water			
			1-7-10-30-55.10 Hwy Office Supplies						37.98	0.00	0.00
			1-7-05-20-22.00 Admin Office Supplies						37.98	0.00	0.00
Invoice 252134925 Total									75.96	0.00	0.00
			CM3449399		02/04/25	02/04/25	01	water deposit refund			
			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 CM3449399 Total									-12.00	0.00	0.00
Total For W.B. MASON CO., INC.									66.96	0.00	0.00
Report Grand Total									46,711.51	0.00	0.00

Vendor	Man/ DirPay	Invoice Number	Purchase Order	Invoice Date	Due Date	Ck Acct	Invoice Amount	Discenc. Amount	Discount Amount

Fund Totals	Expenditures	Dis-Encumbrance
1	43,542.53	0.00
Z	659.98	0.00
P	2,509.00	0.00
	46,711.51	0.00

Voices
AGAINST VIOLENCE
Laurie's House

P.O. Box 72, St. Albans, VT 05478-0072 • Hotline: 524.6575 • Office: 524.8538 • Fax: 524.8539 • Email: voices@cvoeo.org

January 30, 2025

Town of Georgia
47 Town Common Rd
Milton, VT 05468

Dear Amber,

Thank you for your generous gift to help end domestic and sexual violence and stalking through direct service, education, and systems change.

On behalf of Kris Lukens and Shannon McMahon, Voices Against Violence/Laurie's House, and all of us at CVOEO, thank you for your generous gift of $1,000.00 on 12/23/2024. Thanks to you, we will help thousands in our community find the safety and security they deserve.

Your support will continue to make it possible for Voices Against Violence/Laurie's House to shelter women and children, keep our 24/7 hotline running, host support groups, educate, and provide critical resources to survivors – ***we could not do this work without you***.

Your gift will directly help people in the communities across Franklin and Grand Isle Counties that Voices Against Violence/Laurie's House serves every day.

Please reach out with any questions or comments you have; we deeply appreciate your support and would love to hear from you!

In peace,

Paul

Paul Dragon
Executive Director, CVOEO
pdragon@cvoeo.org

Dear friends in Georgia
you give us hope and
strength and we are
forever grateful,

P.S. *Stay in touch! Follow Voices Against Violence on Facebook and Instagram!*

This letter is to state that you received goods and services of no material value in exchange for this gift to CVOEO (EIN: 03-0216837).

We wish you much
Joy and Peace

Town of Georgia
Animal Control Ordinance

Approved DD MONTH YYYY

Table of Contents

1 Preamble

1.1.1 The Selectboard of the Town of Georgia, being mindful of the fact that there are numerous dogs and domestic pets and livestock running at large in the Town and that these animals represent not only a danger to young children and all Georgia residents, but may be a source of annoyance and concern to many citizens, hereby declare that it is in the best interest of the health and safety of all citizens that the keeping of the animals within the Town limits be controlled as hereinafter set forth.

1.1.2 The Town of Georgia pursuant to Titles 24 Section 1971 and 20 Section 3549 Vermont Statutes Annotated and any other such provisions as may be material hereto, the Selectboard hereby orders that the following Ordinance be adopted:

2 Definitions

2.1.1 **"Animal Control Officer"** (ACO) shall mean any police officer of the Town of Georgia, State Police officer, Deputy Sheriff or any other person appointed "Animal Control Officer" by the Selectmen and authorized to enforce this Ordinance.

2.1.2 An **"Appropriate Complaint"** shall be deemed to have been made under this Ordinance when a person gives the Selectboard or the ACO a full description of the domestic pet, livestock, including breed, size, color and other distinguishing features, which description must be sufficient for a proper identification. The person who makes such a complaint shall do so in writing and include his or her name, address, phone number, the names and addresses of all witnesses to the violation, and the circumstances under which the domestic pet/livestock was believed to be in violation of this Ordinance.

2.1.3 **"At large"** shall mean a domestic pet/livestock that is off the premises of the owner or keeper, and not under the control of the owner or keeper, a member of his or her immediate family, or an agent of the owner, either by leash, cord, chain, fence or other reasonable means of restraint, and not lawfully engaged in hunting with the owner or keeper, so that at all times the domestic pet/livestock may be prevented from causing damage, disturbance or annoyance.

2.1.4 **"Basic Care"** shall mean adequate food, water, shelter, rest, sanitation, and medical care.

2.1.5 **"Domestic Pet"** For the purposes of this Ordinance, domestic pets shall include domestic dogs and "wolf hybrids" or similar animal of both sexes.

2.1.6 **"Excessive Noise"** shall mean any noise that is created by a domestic pet, audible to an individual in a location where he or she is lawfully permitted to be, that is of such volume, duration, or frequency that a reasonable person would find it disturbing or irritating.

2.1.6.1 "Livestock" shall mean cattle, horses, sheep, goats, swine, Cervidae(deer), ratites (large birds) and camelids (llama, alpaca) and American bison.

2.1.7 **"Nuisance Animal"** shall mean any domestic pet/livestock that:

2.1.7.1 Makes excessive noise,

2.1.7.2 Causes damage to public or private property,

2.1.7.3 Scatters trash,

2.1.7.4 Molests or threatens passers-by or passing vehicles on public roads or property,

2.1.7.5 Attacks other animals,

2.1.7.6 Obstructs traffic, and/or

2.1.7.7 Otherwise acts to create a nuisance or disturbance.

2.1.8 **"Town Pound"** shall mean a pound or facility designated by the Selectmen for the confinement and disposition of domestic pets/livestock in violation of any provision of this Ordinance whereby the ACO is authorized to impound such animal, whether operated by the Town and whether within the Town limits.

2.1.9 **"Owner"** shall mean any person owning, keeping, or harboring a domestic pet/livestock or who has actual or constructive possession of the pet/livestock or wolf hybrid. The term includes those who provide feed and shelter to a domestic pet/livestock or wolf hybrid but does not apply to feral animals that take up residence in buildings other than the person's home.

2.1.10 **"Vicious Animal"** shall mean any domestic pet/livestock that causes any person to suffer or reasonably fear bodily injury by attack or threat of attack, except that a domestic pet/livestock shall not be deemed "vicious" as the result of an attack or threat upon a person in the act of trespassing upon the private property of the owner or keeper of the domestic pet/livestock.

2.1.11 **"Wolf Hybrid"** shall mean an animal which is the progeny of descendent of a wolf and a domestic dog or which is advertised, licensed, described, or represented as a wolf hybrid by its owner, or which exhibits primary physical and behavioral wolf characteristics. Any provision of this Ordinance applying to domestic pets shall also apply to wolf hybrids.

3 License Required

3.1.1 The Owner of any domestic pet which is kept within the Town and is more than six months old shall annually cause it to be registered, described, numbered and licensed with the Clerk of the municipality on or before April 1st of each year in accordance with the provisions of Title 20, Chapter 193 of the Vermont Statutes Annotated, as the same are now in effect of may be amended from time to time. No person shall refuse to exhibit the license of his dog or a receipt therefore to any ACO when requested to do so.

3.1.2 The Selectboard of the Town shall adopt a schedule of fees, in accordance with statutory requirements, for the licensing of domestic pets. Such fee schedule may include license surcharges to help offset the cost of administering this Ordinance.

3.1.3 Prior to being entitled to obtain a license as a neutered/spayed domestic pet or wolf hybrid, the owner shall provide to the Clerk a copy of a certificate from a licensed veterinarian stating that the domestic pet has been sterilized.

3.1.4 All domestic pet owners shall submit a certificate or certified copy of a certificate signed by a licensed veterinarian stating that the pet has received a current pre-exposure rabies vaccination with a vaccine approved by the Commissioner and the person shall certify that the animal described in the certificate is the animal to be licensed. The certificate shall be kept by the owner and displayed to a proper municipal or state official upon request.

4 Collar Required

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

5 Failure to License

5.1.1 All domestic pets must be licensed and display license tags in accordance with the provisions of Section 2 and 3 of this ordinance. All unlicensed domestic pets found within the limits of the Town shall be impounded.

5.1.2 At the discretion of the Selectboard and or ACO, any unlicensed dogs may be humanely destroyed after issuance of a warrant to destroy by the Selectboard in accordance with the provisions of 20 VSA Ch. 193 subchapter 2.

6 Basic Care

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

6.1.2 Livestock provided basic care

7 Disturbances and Nuisances

7.1.1 Any owner or owner's agent shall not allow a domestic pet/livestock to run or be at large within the Town. "Livestock running at large" means any livestock found or being on any public land or public way, or land belonging to a person other than the owner of the livestock, without the landowner's permission."

7.1.2 The owner of a domestic pet(s) shall not allow the domestic pet to be a vicious animal. The owners of a domestic pet(s) shall not allow the domestic pet/livestock to be a nuisance animal.

7.1.3 The owner of a domestic pet shall not allow waste from any domestic pets to accumulate so that either a health or an odor problem result.

7.1.4 The owner of a domestic pet shall remove immediately and properly dispose of any waste created by the domestic pet when the domestic pet is not on the private property of the owner.

8 Impounding of Domestic Pets

8.1.1 It shall be the duty of any ACO to apprehend any domestic pet running at large and to confine such domestic pet in the Town Pound. At the discretion of the Selectboard and or ACO, domestic pets may be impounded for any violation of this Ordinance.

8.1.2 Upon impounding of any domestic pet, the ACO shall make and keep a record of the breed, color, and sex of such domestic pet, where the domestic pet was caught and whether it was licensed. The record of the impounding officer shall be filed with the Selectboard at regular intervals.

8.1.3 The impounding ACO shall, within twenty-four (24) hours, if possible, give notice to the owner of person having care of such domestic pet (if known), either in person, by telephone, by written notice left at his dwelling-house, or by written notice mailed to the last known address of the owner, of the impoundment of such domestic pet. If the owner or address is not known, the ACO may, but shall be obligated to, post a notice at the Town Clerk's Office for one week (7 days).

8.1.4 Any person finding a domestic pet upon his property to his injury or annoyance may hold the same in his possession, giving immediate notice to the ACO or Town Clerk that he/she is holding such domestic pet, and giving description of the domestic pet as well as the name of the owner, if known. The ACO shall impound such a domestic pet as soon as possible.

9 Redemption of Impounded Domestic Pets

9.1.1 The owner of an impounded domestic pet, or his agent carrying written authorization, may reclaim such domestic pet upon payment of the penalties and charges set forth below. It shall be the duty of the ACO to ensure that all penalties and charges have been paid to the Clerk of the Municipality before authorizing the release of an impounded domestic pet.

9.1.2 If not claimed after one week (7 days), the ACO shall be authorized to sell, give away, or dispose of it in a humane manner. The owner of any domestic pet which has been impounded shall pay the daily boarding fees, as established by the Selectboard, prior to having a domestic pet released into their custody.

9.1.3 If any impounded domestic pet is unlicensed the ACO may, at his/her discretion, release the impounded domestic pet into the custody of the owner or agent, after payment of $50.00 deposit, solely for the purpose of obtaining required immunizations and to license such pet as required by paragraph two of this ordinance.

9.1.4 If the ACO has reasonable cause to believe that the owner or agent will fail to immunize and license said pet, he/she may refuse to release said pet into the custody of the owner agent and may dispose of the pet in accordance with the provisions of this ordinance for unlicensed pets.

9.1.5 If the owner or agent, who has been granted custody as above, fails to license the pet within 5 business days of release into their custody, the deposit shall be forfeited and the ACO shall assess additional fines as herein allowed and re-impound and humanely destroy the subject pet.

10 Rabies Control

10.1.1 Any owner of a domestic pet which has contracted rabies, or which has been exposed to rabies or which is suspected of having rabies or which has bitten any person, shall, upon demand of any law enforcement office, the health officer, selectmen, or the ACO, surrender such domestic pet to be held for observation and treatment, the total cost of which shall be the responsibility of the owner.

10.1.2 If, in the opinion of the above town officials, the domestic pet can be responsibly confined and observed at the owner's home and in the owner's care, the town officials may authorize such confinement as an alternative to impoundment.

10.1.3 All domestic pets suspected of being exposed to rabies shall be managed in accordance with the provisions as set forth in Title 20 Ch. 193, subchapter 5 and such rules and protocols as may be established by the Department of Agriculture and the Department of Health. Said rules and protocols shall supersede any provisions of this Ordinance if they are more restrictive than the provisions of this Ordinance.

10.1.4 It shall be the duty of every owner of a domestic pet which has been attacked or bitten by another domestic pet or animal showing the symptoms of rabies to notify a law enforcement officer, health officer, selectmen, or ACO immediately that such person has a domestic pet or other animal in his possession.

10.1.5 Whenever a domestic pet is impounded after having bitten a person, the domestic pet shall be held and observed for a sufficient length of time to meet the requirements of Section 9 (A) above (not less than ten days). If the health officer or ACO determines at any time that the domestic pet is rabid, or a licensed veterinarian determines that there is a reasonable likelihood that the pet is rabid, the domestic pet shall be destroyed in accordance with the rabies control protocol. The owner shall be held liable for all disposal, pick-up, and confinement charges as approved by the Selectmen.

10.1.6 It shall be unlawful for the owner when notified that his domestic pet has bitten any person, to sell or give away such domestic pet, or permit it to be taken beyond the limits of the Town except under the care of a licensed veterinarian without the prior permission of the health officer or ACO.

11 Appropriate Complaints

11.1.1 It shall be the duty of the ACO to investigate appropriate complaints filed by residents for alleged violations of this Ordinance. If the ACO finds there has been a violation involving failure to license, a vicious or nuisance animal, or a second violation for running at large, he/she shall take all measures necessary to cure and abate the violation in accordance with this Ordinance.

11.1.2 For all other violations the ACO may exercise reasonable discretion in issuing tickets and orders to prevent future violations from occurring for all domestic pets and livestock.

12 Investigation of Vicious Domestic Pets/Livestock

12.1.1 When a domestic pet has bitten a person, while off the premises of the owner or keeper of the domestic pet, and that person required medical attention because of the attack, such person may file a written complaint with the Selectboard. The written complaint must contain the time, date, place and circumstances of the attack, the name and address of the victim or victims, the name and address of the domestic pet's owner (if known), names of witnesses (if any) and any other information that would aid the investigation of the complaint.

12.1.2 The Selectboard and or ACO shall investigate a written complaint within 7 days of receipt and the Selectboard shall hold a hearing on the matter. If the owner can be ascertained with due diligence, the Selectboard shall provide the owner with written notice of the time, date, and place of hearing and the facts of the complaint.

12.1.3 If, after hearing on the case, the Selectboard concludes that the attack was unprovoked, then they shall make an order for the protection of persons as the facts and circumstances of the case may require, including, without limitations that the domestic pet is disposed of in a humane way, muzzled, chained, or confined. This order shall be sent by certified mail, return receipt requested. A person who fails to comply with the order may be fined in accordance with the provisions of this Ordinance.

12.1.4 It shall be unlawful for the owner or person having custody of any domestic pet after receipt of notice by the ACO that the domestic pet has bitten any person to sell or give away such domestic pet or permit it to be taken beyond the limits of the Town without having first obtained permission of the Selectmen.

13 Prohibition of Domestic Pets in Town Cemeteries and Recreation Area

13.1.1 No owner or person in control of any domestic pet shall allow the same to enter any cemetery located within the town, whether such domestic pet may be on a leash or under other restraint or control.

13.1.2 No owner or person in control of any domestic pet shall allow the same to enter the Georgia Municipal Recreation Area located on the Georgia Shore Road within the Town, whether or not such domestic pet may be on a leash or under other restraint or control.

13.1.3 Exceptions to this restriction are:

13.1.3.1 If the animal is maintained in control on a leash or restraint at all times, is within the designated boat launch parking lot at the Recreation area, and is being directly transferred without delay from a motor vehicle to a boat or from a boat directly to a motor vehicle which is being immediately launched or retrieved from the Recreation area boat access ramp and is then immediately transported away from the area.

13.1.3.2 Authorized service animals for persons with disabilities.

14 Enforcement & Penalties before the Judicial Bureau

14.1.1 Violations. Any violation of this Ordinance or of any requirement of any order issued by the Selectboard under provisions of this Ordinance shall be subject to penalties set forth below. Violations of this Ordinance shall be a civil matter enforced in accordance with the provisions of 24 VSA Section 1974a and 1977 et seq. Any ACO may act as an issuing Municipal Official and issue and pursue before the Judicial Bureau a municipal complaint for any violation of this Ordinance. Each day a violation exists shall constitute a separate offense.

14.1.2 Penalties. A violation of Sections 2, 3, 4, 5, 6, 9 and 11 of this ordinance is subject to a civil penalty of up to $100 a day for the first offense, $150.00 for a second offense within six months from the first offense, and $200.00 for each subsequent offense within six months from the first offense. A waiver fee shall be set at $50.00 for the first offense, $75.00 for a second offense within six months from the first offense and $100.00 for each subsequent offense within six months from the first offense. Each day the violation continues shall constitute a new offense.

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

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

14.1.3 A violation of Sections 12 of this ordinance is subject to a civil penalty of up to $50 a day for the first offense, $75.00 for a second offense six months from the first offense, and $100.00 for each subsequent offense within six months from the first offense. A waiver fee shall be set at $25.00 for the first offense, $35.00 for a second offense within six months from the first offense and $50.00 for each subsequent offense within six months from the first offense. Each day the violation continues shall constitute a new offense.

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

15 Separability

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

16 Ordinance Repealed

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

17 Section Eighteen: Effective Date

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

Amended this ___ day of _______________, 20___.

SIGNATURES OF GOVERNING BODY

____
Carl Rosenquist – Chair

____
Paul Jansen – Board Member

____
Brian Dunsmore – Board Member

____
Kristina Senna – Board Member

17.2 Adoption History

17.2.1 Agenda item at regular selectboard meeting held on ____________ __, 20__.

17.2.2 Read and approved at selectboard meeting on ____________ __, 20__ and entered in the minutes of that meeting which were approved on__________________.

17.2.3 Posted in public places on ____________ __, 20__.

17.2.4 Notice of adoption published in the ____________________________________ newspaper on ____________ __, 20__ with a notice of the right to petition.

17.2.5 Other actions [petitions, etc.]

Friends of Northern Lake Champlain
PO Box 1145
St. Albans, VT 05478
www.friendsofnorthernlakechamplain.org

Installing and Maintaining your Clean Water Project

Dear Town of Georgia,

Thank you for partnering with Chittenden County Regional Planning Commission (CCRPC) and Friends of Northern Lake Champlain (FNLC) to host a voluntary clean water project on your property. This project is intended to protect the quality of Vermont's rivers, lakes, streams, and wetlands. Your participation is a valuable contribution to Vermont's water quality goals. This cover letter provides an overview of the attached Site Access License and Operation and Maintenance Plan and highlights some key aspects of how we will work together to help the project succeed. **Please read the attached agreement carefully for the complete agreement terms.**

What is this agreement saying?

Introduction and Project Description
Page one into page two describes the agreement start date, the parties to the agreement and their contact information as well as project details including location and expected "design life" (the number of years we expect that the project will protect water quality).

The Project Description provides the type of project and the expected maintenance activities, and frequency of those activities needed in order to keep the project in good condition.

Terms of Agreement
After the project description topics, the document lists the terms of the Agreement—what the parties agree to, how long you're agreeing to it, and other expectations for both parties.

This agreement allows staff from CCRPC and it's designees, and the Vermont Department of Environmental Conservation, in coordination with the Town of Georgia to access the project on your property for planned visits with necessary equipment for the following purposes: 1) to install the project, 2) to regularly inspect the project to ensure proper function, and 3) to conduct routine maintenance activities that include Inspecting annually for erosion and repair any storm damage, replace stone as needed in the stone outfall pad, and inspect sumps and Isolator Row annually. If upon visual inspection it is found that sediment has accumulated, CCRPC will work with the town of Georgia to ensure it is tested and cleaned as necessary according to the maintenance plan. CCRPC may also request to visit your property if damage is suspected (such as after a large storm) to inspect and possibly perform repairs. Refer to the Operation and Maintenance Plan in the Agreement for more details.

Friends of Northern Lake Champlain
PO Box 1145
St. Albans, VT 05478
www.friendsofnorthernlakechamplain.org

Agreement Duration

The Site Access License Agreement will initially last for 20 Years. This is the "design life" of the project, or the number of years we expect that the project will protect water quality, if properly maintained. At the end of the initial term, the license will not automatically renew. You or the Clean Water Service Provider (CWSP) for Basin 5 can choose to cancel this agreement at any time following certain notice requirements. The Basin 5 CWSP is CCRPC, see below for contact information. If you have concerns, the agreement requires you to inform CCRPC of these concerns at least 60 days before sending a termination notice. You can send a notice of concern through your landowner liaison if preferred. The CWSP will work to address concerns where feasible. If you still wish to cancel, you can do so by sending written notice by Certified or Registered US Mail. This Site Access License Agreement will end within 180 days after the termination notice is sent.

If you decide to transfer the property, please communicate this landowner change to CCRPC at least 30 days before the transfer and inform the new landowner about the clean water project and the terms of this site access agreement. If the Department of Environmental Conservation reassigns the CWSP role to a different entity, you will be notified.

A note about maintenance activities

We share a common goal of taking care of the land to ensure the project's success. As part of this agreement, CCRPC and the Town of Georgia agree to maintain the project in accordance with the Operations and Maintenance plan. *CCRPC will assist in the coordination and provide funding of the maintenance activities outlined in the Operation and Maintenance Plan and will minimize or restore (as reasonably practicable) any impacts that accessing the project site has on the rest of your property*. CCRPC will contract with an entity to fund and coordinate to maintain the practice and maintain the project at a reasonable rate.

After implementation of the clean water project, CCRPC will designate an entity to follow through with operations and maintenance and to do verification and maintenance visits. If desired, the town of Georgia can conduct the operation and maintenance inspection visits. If you have any questions or concerns about site visits, maintenance activities, or the project itself, please contact Dan Albrecht of CCRPC at 802-861-0133, and we will work with you to fulfill operations and maintenance. We appreciate your willingness to be a good steward of your property and working with us to carry out this project. This voluntary project on your land will help us all work towards clean water and healthy watersheds in Vermont. Thank you!

Friends of Northern Lake Champlain
PO Box 1145
St. Albans, VT 05478
www.friendsofnorthernlakechamplain.org

Landowner Liaison Organization: Friends of Northern Lake Champlain	
Contact Person: Josh Serpe	
Phone: 845-803-2546	**Email**: Jserpe@friendsofnorthernlakechamplain.org

Clean Water Project Location: Project GPS coordinates: 44.7710, -73.1427 and 44.7793, and -73.1397
Landowner Name: Town of Georgia
Preferred Contact Method: Phone
Phone:(802) 524-3524
Email: Administrator@townofgeorgia.com

Clean Water Service Provider: Basin 5	
Contact Person for Clean Water Service Provider: Dan Albrecht	
Phone: 802-861-0133	**Email**: dalbrecht@ccrpcvt.org

SITE ACCESS LICENSE AGREEMENT
FOR A CLEAN WATER PROJECT

1. **Site Access License Start Date:**

February 24, 2025

2. **Parties and Contact Information.** The Landowner and Clean Water Service Provider (the Parties) and their contact information are:

Landowner:

Landowner Name	Town of Georgia
Landowner Phone:	(802) 524-3524
Landowner Email:	Administrator@townofgeorgia.com
Landowner Mailing Address	47 Town Common Rd N, Georgia, VT 05478

Clean Water Service Provider (CWSP):

CWSP	CCRPC
CWSP Phone:	Dan Albrecht: 802-861-0133
CWSP Email:	Dan Albrecht: dalbrecht@ccrpcvt.org
CWSP Mailing Address	110 West Canal Street Suite 202 Winooski, VT 05404-2109

Parties shall provide updated contact information in writing, communicated to all other parties, for communication regarding this Agreement.

3. **Project Location.** The Project is located at:

This proposed project is located at the west end of Mill River Road near the intersection with Georgia Shore Road in Georgia, VT (Appendix A), which is in the St. Albans Bay Drainage (VT05-07) of the Northern Direct Lake Sub-Basin

Refer to Appendix B: As-built plan or final site plan with details of what was installed/constructed.

Project Latitude Longitude (center point in Decimal Degrees):	44.7710, -73.1427 °N , 44.7793, -73.1397 °W

4. **Project Description.** The Project and operation and maintenance will consist of the following:

Project Type:	Stormwater Implementation
Practice Type:	Other- Please specify Gully Restoration
Watershed Projects Database ID:	10843
Project Title:	Mill River Road Southeast Infiltration Chamber and Gully Restoration
Project Implementation Completion Date:	2025
Project Design Life *:	20
Special Equipment Required, if any, for construction of clean water project:	See final design below (Appendix B).
Special Equipment Required, if any, for operations and maintenance of clean water project:	See operations and maintenance appendix below (Appendix C).

Operation and Maintenance (O&M) Plan	
Operation and maintenance will include the following activities (such as weeding, mowing, sediment and debris removal, inlet and/or outlet cleaning, and equipment maintenance) and project repairs on an as-needed basis within the reasonable discretion of the CWSP*.	Frequency (e.g., quarterly, annually, or as needed)
Operations and Maintenance shall include conducting routine maintenance activities that include Inspecting annually for erosion and repairing any storm damage, replace stone as needed in the stone outfall pad, and inspect sumps and Isolator Row annually. If upon visual inspection it is found that sediment has accumulated, tested, and cleaned as necessary according to the maintenance plan.	Annually

5. **Grant of Site Access License.** Landowner grants the CWSP and its agents, contractors, successors, and assigns, a license and the right to access the Property, with workers and equipment, for undertaking the Project and all reasonably related activities, including operation, maintenance, repair, and replacement. This grant also allows Property access by a duly authorized representative of the Vermont Department of Environmental Conservation (DEC) following 48 hours' notice to Landowner at the last phone number and email provided to the CWSP.

6. **License Period:**

FROM: January 2025
TO: January 2045

Construction on the project is expected to begin in either 2025 or 2026.

This license period is consistent with construction of project, and through the Project Design Life (Initial Term), unless terminated earlier by either party. This license will terminate within 180 days after either party sends written notice by Certified or Registered US Mail, with or without cause.

At least 60 days prior to any written notice of termination by the Landowner, the Landowner will inform the CWSP in writing of any reasonable concerns regarding the site access and the CWSP will attempt to reconcile or reasonably respond to landowner's concerns within 60 days.

After the Initial Term, the license will automatically renew for successive BLANK-year terms, until terminated within 180 days after either party sends written notice by Certified or Registered US Mail, with or without cause.

7. **Notice of Property Conveyance or CWSP Role.** Landowner will inform the CWSP in writing 30 days prior to conveying the Property to a subsequent owner. Landowner will be notified if a different entity is assigned to the CWSP role.

8. **Landowner Use Limitation in Project Area.** This license is not exclusive. The Landowner shall have the right to use, or allow others to use, any part of the licensed Property provided that such use does not interfere with the installation and maintenance of the Project. Landowner will not undertake any activity or make any modifications that materially change the final Project design or intended usefulness without obtaining prior written CWSP approval.

9. **CWSP Restoration of Property Disturbance Outside Project Area; Project Area Release.** The CWSP or its agents, contractors, successors, or assigns, will restore any portion of the Property outside the Project Area disturbed or affected by the exercise of their access rights as near as reasonably practicable to the condition prior to such exercise at the sole cost of the CWSP or its agents, contractors, successors, or assigns and within a reasonable time. The landowner releases CWSP from any obligation to restore the Project Area or reclaim any changes to the Property contemplated within the Project Description.

The Parties have caused this Agreement to be executed as of the date of final signature below.

Party Name: Friends of Northern Lake Champlain
Print Name: Josh Serpe, Project Manager
Signature:
Date:

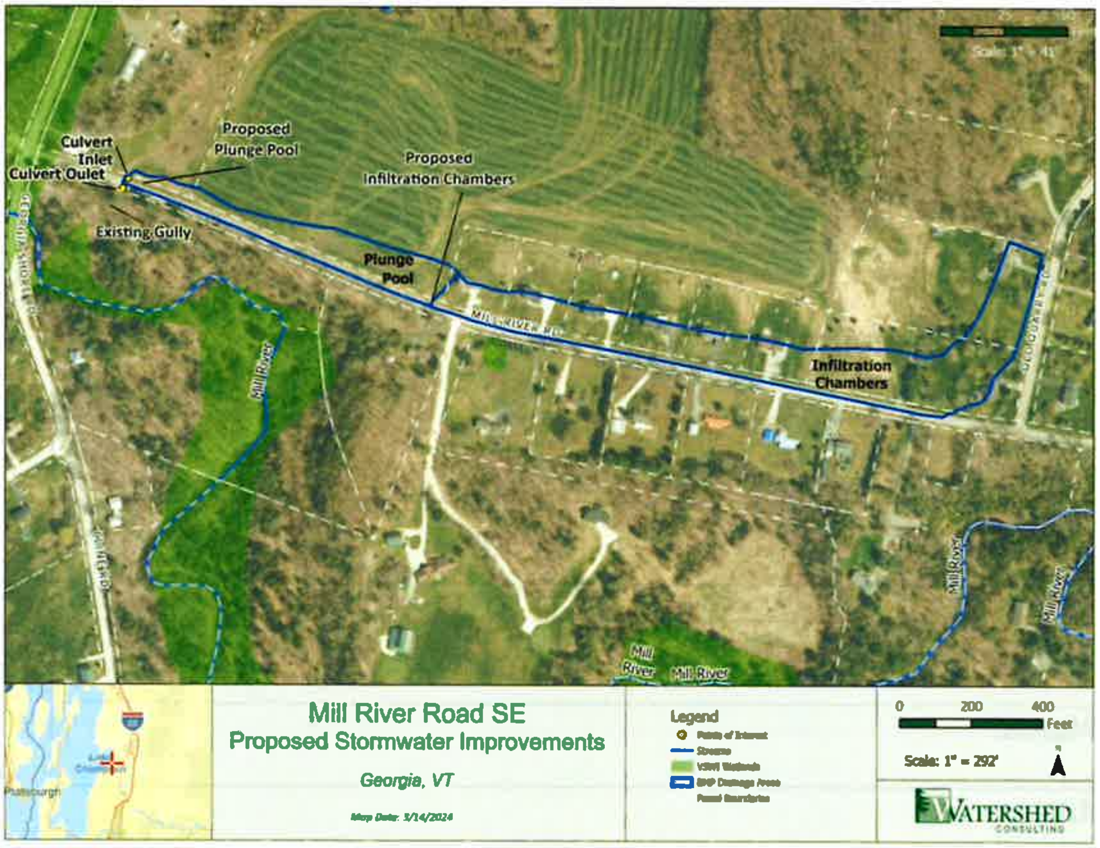
Party Name: Chittenden County Regional Planning Commission
Print Name: Dan Albrecht, Natural Resources Program Manager
Signature:
Date:

Party Name:
Print Name:
Signature:
Date:

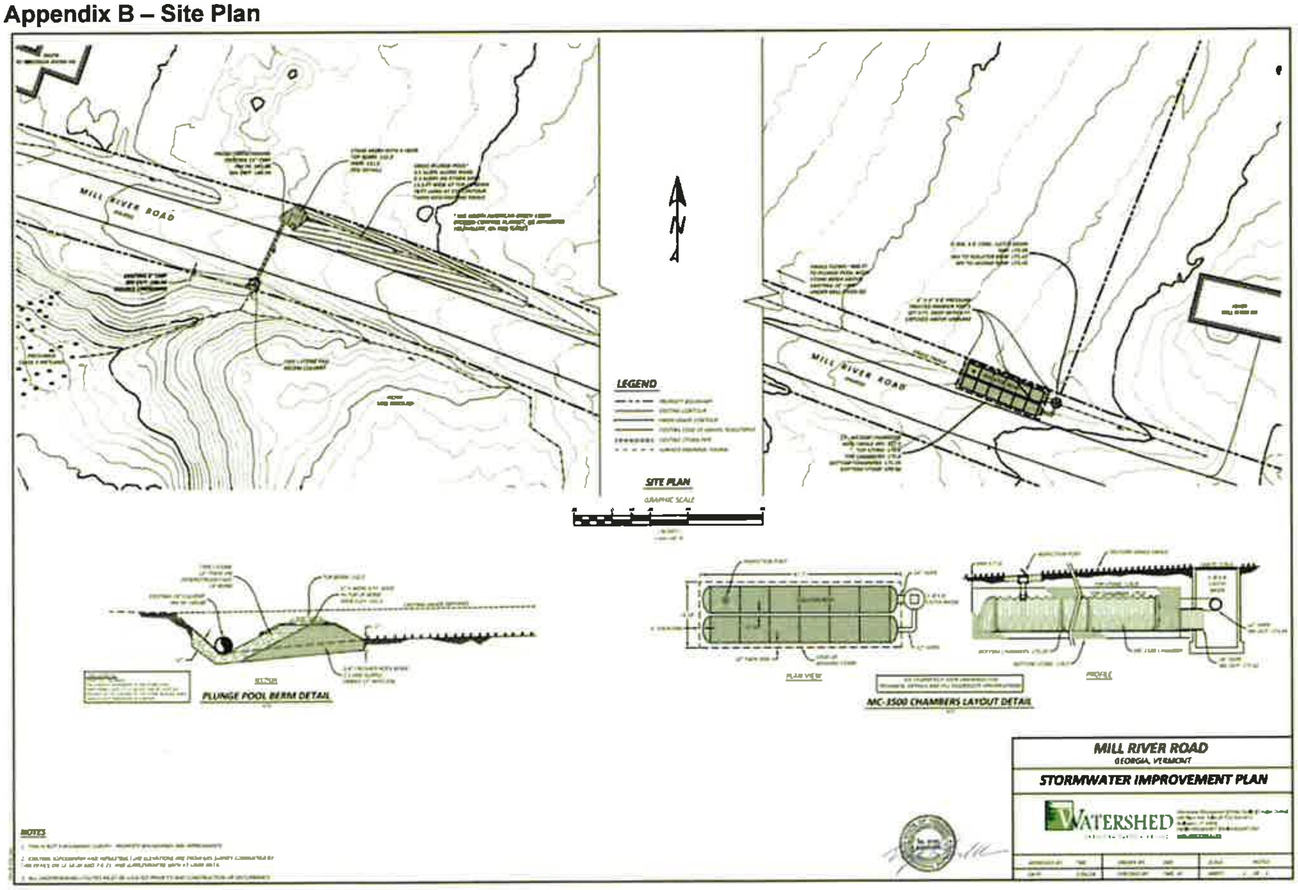
Party Name:
Print Name:
Signature:
Date:

[Appendix A – Site Map]
[Appendix B – Site Plan]
[Appendix C – Operations and Maintenance Agreement]

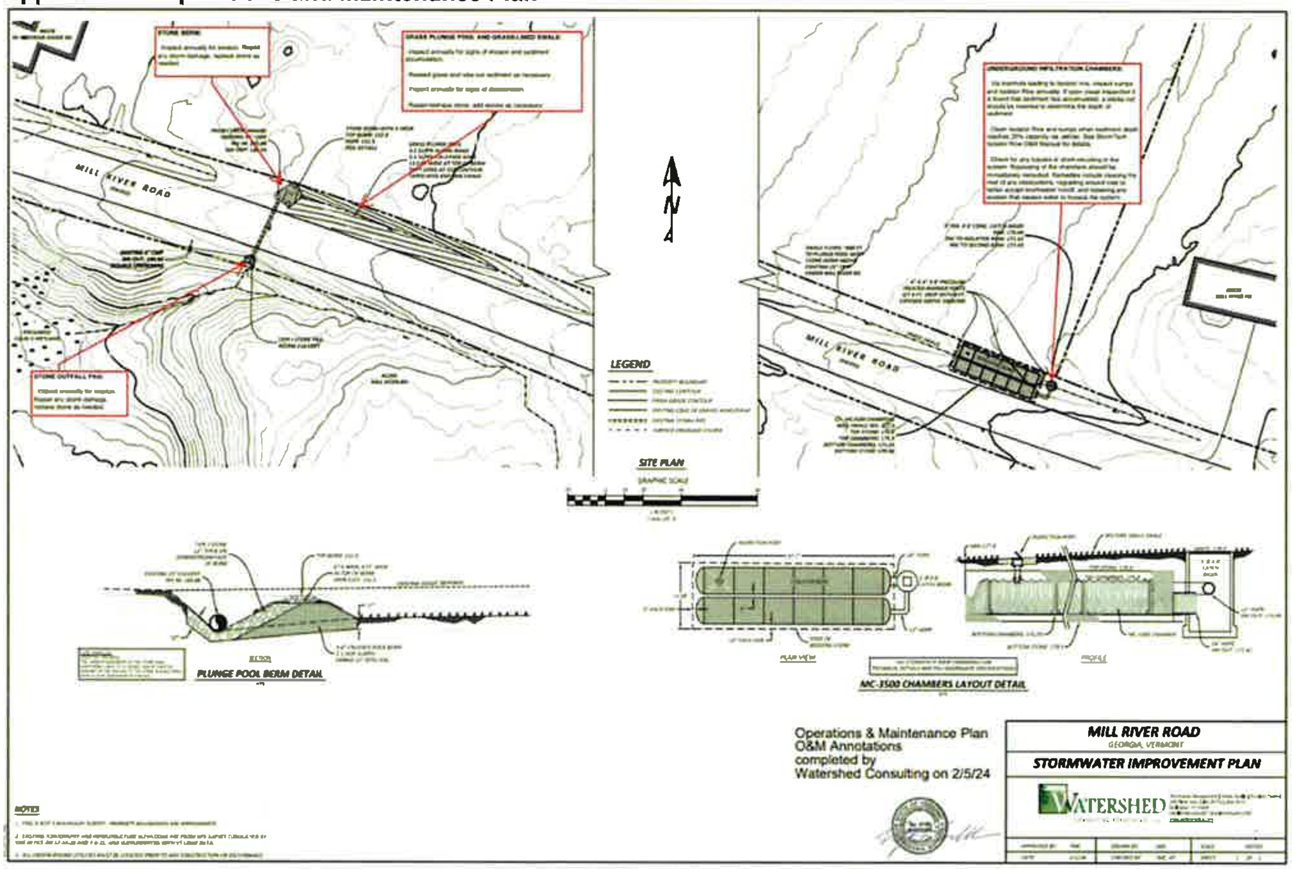
Appendix A – Site Map



Appendix B – Site Plan



Appendix C – Operations and Maintenance Plan



District 8
Certcode 0608-0

CERTIFICATE OF HIGHWAY MILEAGE
YEAR ENDING FEBRUARY 10, 2025

Fill out form, make and file a copy with the Town Clerk, and submit the Mileage Certificate on or before February 20, 2024 to: Vermont Agency of Transportation, Division of Policy, Planning and Intermodal Development, Mapping Section via email to: aot.mileagecertificates@vermont.gov or if necessary via mail to: VTrans PPAID - Mapping Section, 219 North Main Street, Barre VT 05641.

We, the members of the legislative body of GEORGIA *in* FRANKLIN *County on an oath state that the mileage of highways, according to Vermont Statutes Annotated, Title 19, Section 305, added 1985, is as follows:*

PART I - CHANGES TOTALS - Please fill in and calculate totals.

Town Highways	Previous Mileage	Added Mileage	Subtracted Mileage	Total	Scenic Highways
Class 1	0.000				0.000
Class 2	19.530			19.53	0.000
Class 3	43.64			43.64	0.000
State Highway	17.622			17.62	0.000
Total	**80.792**			80.79	**0.000**
* Class 1 Lane	0.000				
* Class 4	8.23			8.23	0.000
* Legal Trail	2.10			2.10	

* Mileage for Class 1 Lane, Class 4, and Legal Trail classifications are NOT included in total.

PART II - INFORMATION AND DESCRIPTION OF CHANGES SHOWN ABOVE.

1. **NEW HIGHWAYS: Please attach Selectmen's "Certificate of Completion and Opening".**

2. **DISCONTINUED: Please attach SIGNED copy of proceedings (minutes of meeting).**

3. **RECLASSIFIED/REMEASURED: Please attach SIGNED copy of proceedings (minutes of meeting).**

4. **SCENIC HIGHWAYS: Please attach a copy of order designating/discontinuing Scenic Highways.**

IF THERE ARE NO CHANGES RECORDED THIS YEAR: Place an X in the box and sign below. ✓

PART III - SIGNATURES - PLEASE SIGN.

Signatures of Selectmen/ Aldermen/ Trustees:

Signature of T/C/V Clerk: ______________________ *Date Filed:* ______________

Please sign ORIGINAL and return it for Transportation signature.

AGENCY OF TRANSPORTATION APPROVAL: *Signed copy will be returned to T/C/V Clerk.*

APPROVED: *DATE:*

Representative, Agency of Transportation

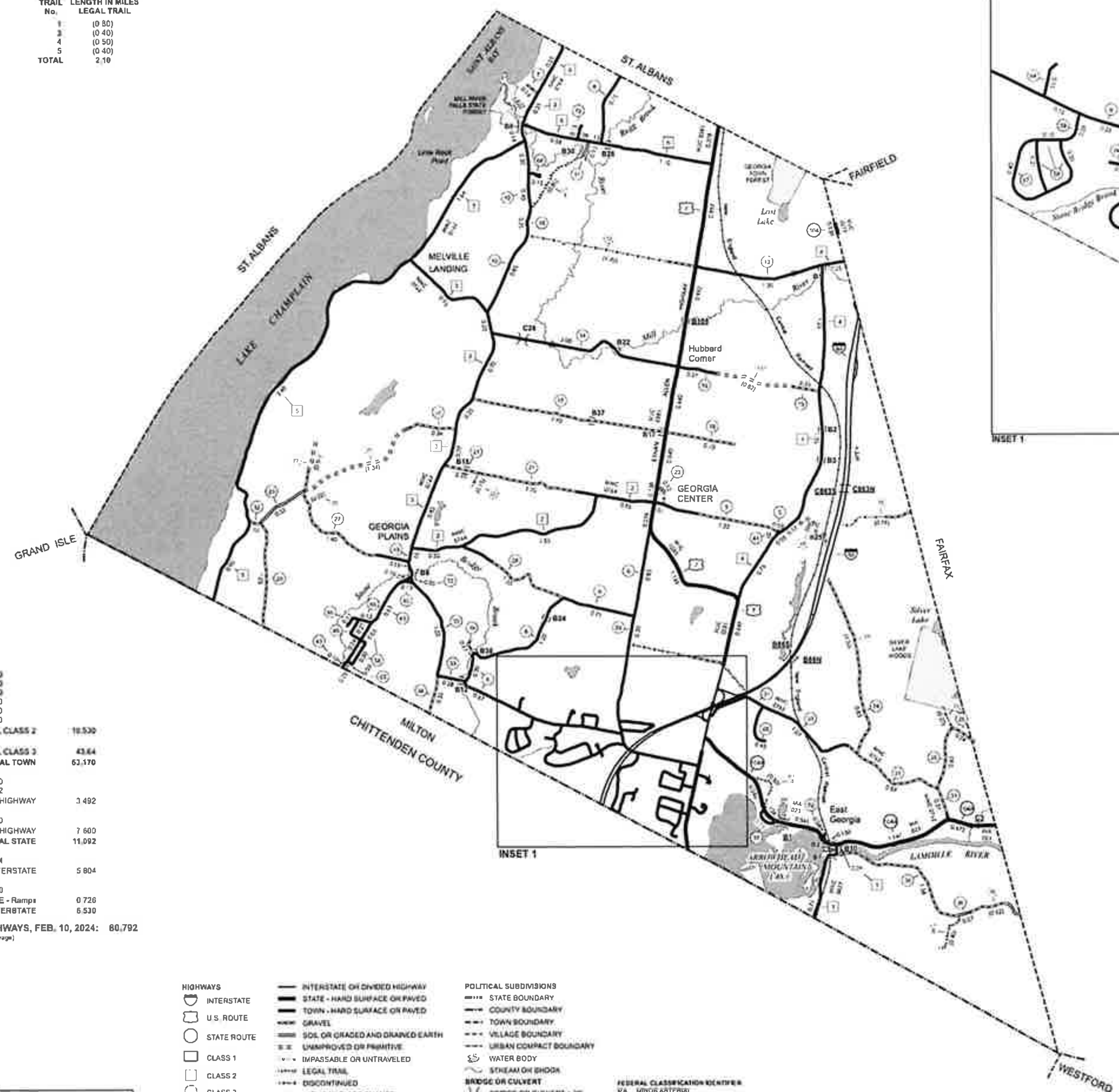
TOWN HWY. No.	LENGTH IN MILES CLASS 3	LENGTH IN MILES CLASS 4
5	1.26	
6	5.83	
7	0.14	
8	0.75	
10	1.80	
11	0.13	
12		(1.70)
13	1.30	
14	2.00	
15	0.62	(0.82)
17	1.90	
18	0.70	
19		(0.78)
20	1.92	(1.36)
21	1.55	
22		(0.15)
23	0.12	
24	0.83	(1.03)
25	0.60	(0.20)
26	0.24	
27	1.40	
28	1.20	
29	1.20	
30		(0.60)
31	2.91	
32	0.10	
33	1.35	
34	0.35	
35	0.67	
36	1.65	(0.62)
37	0.16	
39	0.17	
40	0.13	
41	0.03	
43	1.42	
45		(0.46)
46	0.68	
48	0.72	
49	0.27	
52	0.08	
53	0.30	
54	0.67	
55	0.30	
56	0.35	
57	0.31	
58	0.35	
59	0.70	
60	0.45	
61	0.20	
62	0.03	
63	0.15	
64	0.15	
65	0.40	
66	0.17	
67	0.40	
68	0.15	
69	0.48	
70	0.10	
71	1.21	
72	0.15	
73	0.06	
74	0.09	
75	0.40	
76	0.09	
77		(0.51)
TOTAL	43.64	8.23

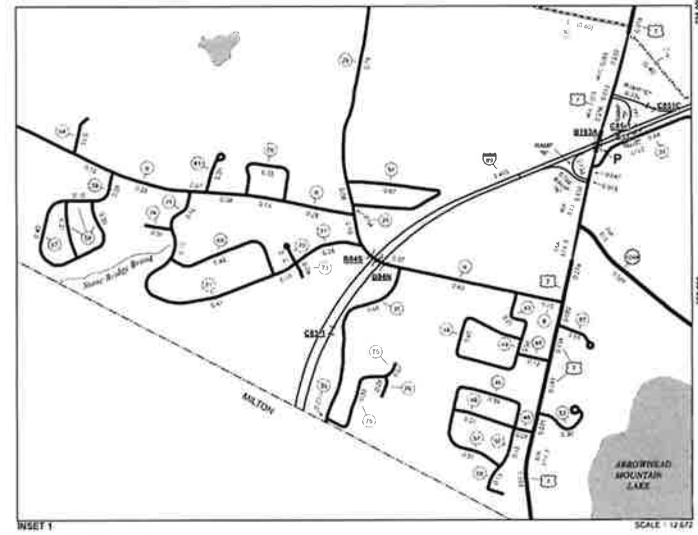
LEGAL TRAIL No.	LENGTH IN MILES LEGAL TRAIL
1	(0.80)
3	(0.40)
4	(0.50)
5	(0.40)
TOTAL	2.10

MILEAGE SUMMARY

CLASS 2		
TH-1	0.600	
TH-2	3.000	
TH-3	5.100	
TH-4	3.630	
TH-5	4.300	
TH-6	1.900	
TOTAL CLASS 2		18.530
CLASS 3		
TOTAL CLASS 3		43.64
TOTAL TOWN		63.170
STATE HIGHWAY		
VT-104	0.130	
VT-104A	3.362	
TOTAL STATE HIGHWAY		3.492
US HIGHWAY		
US-7	7.600	
TOTAL US HIGHWAY		7.600
TOTAL STATE		11.092
INTERSTATE		
I-89	5.804	
TOTAL INTERSTATE		5.804
INTERSTATE - Ramps		
I-89	0.720	
TOTAL INTERSTATE - Ramps		0.726
TOTAL INTERSTATE		6.530

TOTAL, TRAVELED HIGHWAYS, FEB. 10, 2024: 60.792
(Excludes Class 4 and Legal Trail Mileage)





0 0.15 0.3 Miles

VERMONT
GENERAL HIGHWAY MAP

Town of Georgia

FRANKLIN COUNTY

Transportation District #8

Prepared by the
Vermont Agency of Transportation
Division of Policy, Planning and Intermodal Development
in cooperation with
U.S. Department of Transportation
Federal Highway Administration

Mileage as of February 10, 2024
Map prepared July 18, 2024

SCALE 1:31,680

0.5 0 0.5 1 1.5 2
Miles
0.5 0 0.5 1 1.5 2
Kilometers

HIGHWAYS
- INTERSTATE
- U.S. ROUTE
- STATE ROUTE
- CLASS 1
- CLASS 2
- CLASS 3
- CLASS 4
- LEGAL TRAIL
- P PARK AND RIDE

- INTERSTATE OR DIVIDED HIGHWAY
- STATE - HARD SURFACE OR PAVED
- TOWN - HARD SURFACE OR PAVED
- GRAVEL
- SOIL OR GRADED AND DRAINED EARTH
- UNIMPROVED OR PRIMITIVE
- IMPASSABLE OR UNTRAVELED
- LEGAL TRAIL
- DISCONTINUED
- HIGHWAY CLASS CHANGE
- RAILROAD
- INACTIVE RAILROAD
- PUBLIC LAND - NATIONAL FOREST
- PUBLIC LAND - STATE/MUNICIPAL
- NFR NATIONAL FOREST ROAD
- ACE ARMY CORPS OF ENGINEERS
- USGH UNITED STATES GOV. HWY.

POLITICAL SUBDIVISIONS
- STATE BOUNDARY
- COUNTY BOUNDARY
- TOWN BOUNDARY
- VILLAGE BOUNDARY
- URBAN COMPACT BOUNDARY
- WATER BODY
- STREAM OR BROOK

BRIDGE OR CULVERT
- BRIDGE OR CULVERT > 20'
- BRIDGE OR CULVERT 6' - 20'
- BIKE PATH STRUCTURE
- VTCULVERTS BRIDGE
- VTCULVERTS CULVERT > 6'
- B34 / C34 STATE BRIDGE OR CULVERT IDENTIFIER
- B34 / C34 TOWN BRIDGE OR CULVERT IDENTIFIER

FEDERAL CLASSIFICATION IDENTIFIER
- MA MINOR ARTERIAL
- MJC MAJOR COLLECTOR
- MNC MINOR COLLECTOR
- PA PRINCIPAL ARTERIAL

DISCLAIMER
The untraveled highways (laid-out town highways), discontinued highways, and legal trails hereon are those of which the Agency of Transportation has record, others may exist.

Highway and bridge data by the Agency of Transportation. Town short structures drawn from the VTCULVERTS (formerly VOBCIT) online database. All other data from the Vermont Open Geodata Portal. Only named streams shown.

Vermont State Plane Coordinate System
North American Datum of 1983
SPCS_Zone_Identifier 4400
Geodetic Reference System 80
4,000-meter grid, Easting - Northing

TOWN OF GEORGIA
CONFLICT OF INTEREST & ETHICS POLICY

Revised February 24, 2025

STATEMENT OF PURPOSE

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

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

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

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

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

DEFINITIONS

The following words shall have the following meanings:

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

    1. A direct financial conflict of interest arises when a public officer acts on a matter that has a direct financial impact on that officer.
    2. An indirect financial conflict of interest arises when a public officer acts on a matter that has a financial impact on a person or group closely tied to the officer

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

consideration by reason of having a bearing on the outcome of an unsettled matter.

18. **"Municipal officer**" or "officer" means:
    (A) any member of a legislative body of a municipality.
    (B) any member of a quasi-judicial body of a municipality; or
    (C) any individual who holds the position of, or exercises the function of, any of the following positions in or on behalf of any municipality:
        (i) advisory budget committee member.
        (ii) auditor.
        (iii) building inspector.
        (iv) cemetery commissioner.
        (v) chief administrative officer.
        (vi) clerk.
        (vii) collector of delinquent taxes.
        (viii) department heads.
        (ix) first constable.
        (x) lister or assessor.
        (xi) mayor.
        (xii) moderator.
        (xiii) planning commission member, DRB.
        (xiv) road commissioner.
        (xv) town or city manager.
        (xvi) treasurer.
        (xvii) village or town trustee.
        (xviii) trustee of public funds; or
        (xix) water commissioner.
19. **"Municipality"** means any town, village, or city.
20. **"Protected employee"** means an individual employed on a permanent or limited status basis by a municipality.
21. **"Public body"** has the same meaning as in 1 V.S.A. § 310.
22. **"Retaliatory action"** includes any adverse performance or disciplinary action, including discharge, suspension, reprimand, demotion, denial of promotion, imposition of a performance warning period, or involuntary transfer or reassignment; that is given in retaliation for the protected employee's involvement in a protected activity, as set forth in section 1997 of this title

§ 1992. CONFLICTS OF INTEREST

a) Duty to avoid conflicts of interest. In the municipal officer's official capacity, the officer shall avoid any conflict of interest or the appearance of a conflict of interest. The appearance of a conflict shall be determined from the perspective of a reasonable individual with knowledge of the relevant facts.
b) Recusal.
    1) If a municipal officer is confronted with a conflict of interest or the appearance of one, the officer shall immediately recuse themselves from the matter, except as otherwise provided in subdivisions (2) and (5) of this subsection and not take further action on the matter or participate in any way or act to influence a decision regarding the matter. After recusal, an officer may still take action on the matter if the officer is a party, as defined by section 1201 of this title, in a contested hearing or litigation and acts only in the officer's capacity as a member of the public. The officer shall make a public statement explaining the officer's recusal.
    2) Notwithstanding subdivision (1) of this subsection (b), an officer may continue to act in a matter involving the officer's conflict of interest or appearance of a conflict of interest if the officer first:

(i) determines there is good cause for the officer to proceed, meaning:

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

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

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

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

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

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

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

§ 1993. PROHIBITED CONDUCT

A. DIRECTING UNELTHICAL CONDUCT

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

(1) benefit a municipal officer in a manner related to the officer's conflict of interest;

(2) create a conflict of interest or the appearance of a conflict of interest for the officer or for the directed individual; or

(3) otherwise violate the Municipal Code of Ethics as described in this chapter.

B. APPOINT IMMEDIATE FAMILY MEMBER OR BUSINESS ASSOCIATE

i) A public official or employee shall not participate in the appointment,

ii) vote for appointment, or discussion of any appointment of an immediate family member or business associate, to any Town office or position.

iii) A public official or employee shall not use his/her position, directly or indirectly, to affect the employment status of an immediate family member or business associate.

C. SUPERVISION OF IMMEDIATE FAMILY MEMBER OR BUSINESS ASSOCIATE

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

D. PREFERENTIAL TREATMENT

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

E. MISUSE OF PUBLIC POSITION

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

F. MISUSE OF INFORMATION

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

G. MISUSE OF GOVERNMENT RESOURCES.

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

H. GIFTS

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

I. UNAUTHORIZED COMMITMENTS

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

J. BENEFIT FROM CONTRACTS

A municipal officer shall not benefit from any contract entered into by the municipality and the officer, the officer's immediate family, or an associated business of the officer or the officer's immediate family, unless:
(1) the benefit is not greater than that of other individuals generally affected by the contract.
(2) the contract is a contract for employment with the municipality;
(3) the contract was awarded through an open and public process of competitive bidding; or (4) the total value of the contract is less than $2,000.00

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

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

L. DUAL EMPLOYMENT AND INCOMPATIBILITY OF OFFICES

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

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

M. FAIR AND EQUAL TREATMENT

1. A public officer shall not use resources unavailable to the public – including but not limited to municipal staff time, equipment, supplies, or facilities – for private gain or personal purposes.
2. No public official, employee or volunteer shall request, use, or permit to be used, any publicly- owned or publicly supported property, vehicle, equipment, labor, service for the personal convenience or the private advantage of him/herself or any other person. This rule shall not be deemed to prohibit a public official, employee or volunteer from requesting, using or permitting the use of such publicly owned property, vehicle, equipment, or material which is provided as a matter of stated policy for the use of Town public officials, employee or volunteer in the conduct of official Town business.

3. No public official, employee or volunteer shall discriminate on the basis of race, color, religion, sex, sexual orientation, age, national origin, citizenship, ancestry, place of birth, disability, military or veteran status, gender identity, health coverage status, HIV status, genetic information, crime victim status, pregnancy or pregnancy-related condition or any other categories protected under local, state or federal law.

N. COMPLAINT OF ETHICS VIOLATION

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

O. RE-AFFIRMATION OF ETHICS POLICY

1. Selectboard: Annually at their re-organizational meeting, Selectboard shall, in a public meeting, re affirm this Ethics Policy of the Town of Georgia. Each new Selectboard member shall sign a form acknowledging that they have received and understand the Ethics Policy. The Selectboard will at all times keep a standing Ethics Policy that is compliant with the State Ethics Commission guidelines.
2. Boards, Commissions and Committees: Upon appointment and annually at their re-organizational meetings, all boards, commissions, and committees appointed by the Selectboard shall, in a public meeting, re-affirm this Ethics Policy of the Town of Georgia. Each new board, commission or committee member shall sign a form acknowledging that they have received and understand the Ethics Policy.
3. Department Heads and Employees: Upon hiring, Department Heads shall be required to

distribute and review with their employees a copy of this Ethics Policy and the Personnel Policies and Rules of the Town of Georgia. Each employee will be required to sign a form acknowledging that he/she has received and understands this Ethics Policy and the Personnel Policies and Rules. This form must then be acknowledged by the Selectboard.

4. Elected Position: Each person seeking an elected position in the Town of Georgia shall be given a copy of this Ethics Policy of the Town of Georgia along with a petition.
5. Appointed Position: Each person seeking an appointed position in the Town of Georgia shall be given a copy of this Ethics Policy, of the Town of Georgia, upon submission of a letter requesting appointment.

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

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

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

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

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

R. ENFORCEMENT AGAINST APPOINTED OFFICERS

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

S. EXCEPTION.

1. The recusal provision of section G shall not apply if the Town of Georgia Selectboard determines that an emergency exists or that actions of a quasi-judicial public body otherwise could not take place. In such a case, a public officer who has reason to believe they have a conflict of interest shall only be required to disclose such conflict as provided in section G.

T. APPEALS

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

EFFECTIVE DATE.

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

Signatures:

Selectboard-Chair :_______________________________ Selectboard Member:___________________________

Selectboard Member: _______________________________ Selectboard Member:___________________________

Selectboard Member: _______________________________

Date of Revision: ______________________________

Adoption History

1. Agenda item at regular [insert name of legislative body] meeting held on ______________.

2. Read and approved at regular/special [insert name of legislative body] meeting on ______________ and entered in the minutes of that meeting which were approved on ______________.

3. Posted in public places on ______________.

4. Notice of adoption published in the _______________ newspaper on ______________ with a notice of the right to petition.

5. Other actions [petitions, etc.].

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

CHART OF INCOMPATIBLE OFFICES

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

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

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

(a) Protected activity.
(1) An agency, department, appointing authority, official, or employee of a municipality shall not engage in retaliatory action against a protected employee because the protected employee refuses to comply with an illegal order or engages in any of the following:
(A) providing to a designated complaint recipient a good faith report or good faith testimony that alleges an entity of a municipality, employee or official of a municipality, or a person providing services to a municipality under contract has engaged in a violation of law or in waste, fraud, abuse of authority, or a threat to the health of employees, the public, or persons under the care of a municipality; or
(B) assisting or participating in a proceeding to enforce the provisions of this section.
(2) No agency, department, appointing authority, official, or employee of a municipality shall attempt to restrict or interfere with, in any manner, a protected employee's ability to engage in any of the protected activity described in subdivision (1) of this subsection.
(3) No agency, department, appointing authority, or manager of a municipality shall require any protected employee to discuss or disclose the employee's testimony, or intended testimony, prior to the employee's appearance to testify before the General Assembly if the employee is not testifying on behalf of an entity of the municipality.
(4) No protected employee may divulge information that is confidential under State or federal law. An act by which a protected employee divulges such information shall not be considered protected activity under this subsection.
(5) In order to establish a claim of retaliation based upon the refusal to follow an illegal order, a protected employee shall assert at the time of the refusal the employee's good faith and reasonable belief that the order is illegal.
(b) Communications with legislative bodies of municipalities and the General Assembly.
(1) No entity of a municipality may prohibit a protected employee from engaging in discussion with a member of a legislative body or the General Assembly or from testifying before a committee of a municipality or a committee of the General Assembly; provided, however, that a protected employee may not divulge confidential information, and an employee shall be clear that the employee is not speaking on behalf of an entity of a municipality.
(2) No protected employee shall be subject to discipline, discharge, discrimination, or other adverse employment action as a result of the employee providing information to a member of a legislative body, a legislator, or a committee of a municipality or a committee of the General Assembly; provided, however, that the protected employee does not divulge confidential information and that the employee is clear that the employee is not speaking on behalf of any entity of the municipality. The protections set forth in this section shall not apply to statements that constitute hate speech or threats of violence against a person.
(3) In the event that an appearance before a committee of a municipality or committee of the General Assembly will cause a protected employee to miss work, the employee shall request to be absent from work and shall provide as much notice as

reasonably possible. The request shall be granted unless there is good cause to deny the request. If a request is denied, the decision and reasons for the denial shall be in writing and shall be provided to the protected employee in advance of the scheduled appearance. The protections set forth in this subsection (b) are subject to the efficient operation of municipal government, which shall prevail in any instance of conflict.
(c) Enforcement and preemption.
(1) Nothing in this section shall be deemed to diminish the rights, privileges, or remedies of a protected employee under other federal, State, or local law, or under any collective bargaining agreement or employment contract, except the limitation on multiple actions as set forth in this subsection.
(2) A protected employee who files a claim of retaliation for protected activity with the Vermont Labor Relations Board or through binding arbitration under a grievance procedure or similar process available to the employee may not bring such a claim in Superior Court.
(3) A protected employee who files a claim under this section in Superior Court may not bring a claim of retaliation for protected activity under a grievance procedure or similar process available to the employee.
(d) Remedies. A protected employee who brings a claim in Superior Court may be awarded the following remedies:
(1) reinstatement of the employee to the same position, seniority, and work location held prior to the retaliatory action;
(2) back pay, lost wages, benefits, and other remuneration;
(3) in the event of a showing of a willful, intentional, and egregious violation of this section, an amount up to the amount of back pay in addition to the actual back pay;
(4) other compensatory damages;
(5) interest on back pay;
(6) appropriate injunctive relief; and
(7) reasonable costs and attorney’s fees.
(e) Posting. Every agency, department, and office of a municipality shall post and display notices of protected employee protection under this section in a prominent and accessible location in the workplace.
(f) Limitations of actions. An action alleging a violation of this section brought under a grievance procedure or similar process shall be brought within the period allowed by that process or procedure. An action brought in Superior Court shall be brought within 180 days following the date of the alleged retaliatory action. (Added 2023, No. 171 (Adj. Sess.), § 22, eff. January 1, 2025.)

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

(a) To the extent any provisions of this chapter conflict with the provisions of any municipal charter listed in Title 24 Appendix, the provisions of this chapter shall prevail.
(b) A municipality may adopt additional ordinances, rules, and personnel policies regarding ethics, provided that these are not in conflict with the provisions of this chapter. (Added 2023, No. 171 (Adj. Sess.), § 22, eff. January 1, 2025.)

Sullivan, Powers & Co., P.C.

Certified Public Accountants

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Richard J. Brigham, CPA
Chad A. Hewitt, CPA
Jordon M. Plummer, CPA
VT Lic. #92-000180

February 17, 2025

Board of Selectmen
Town of Georgia, Vermont
47 Town Common Road North
St. Albans, Vermont 05478

This letter is to confirm our understanding of the terms and objectives of our engagement.

AUDIT SCOPE AND OBJECTIVES

We will audit the modified cash basis financial statements of the governmental activities, each major fund, and the aggregate remaining fund information and the disclosures, which collectively comprise the basic financial statements of the Town of Georgia as of and for the year ended December 31, 2024.

We have also been engaged to report on supplementary information other than RSI that accompanies the Town of Georgia's financial statements. We will subject the following supplementary information to the auditing procedures applied in our audit of the financial statements and certain additional procedures, including comparing and reconciling such information directly to the underlying accounting and other records used to prepare the financial statements or to the financial statements themselves, and other additional procedures in accordance with auditing standards generally accepted in the United States of America and will provide an opinion on it in relation to the financial statements as a whole.

1. Schedule of Expenditures of Federal Awards.

In connection with our audit of the basic financial statements, we will read the following other information and consider whether a material inconsistency exists between the other information and the basic financial statements, or the other information otherwise appears to be materially misstated. If, based on the work performed, we conclude that an uncorrected material misstatement of the other information exists, we are required to describe it in our report.

1. Schedule of Cash Receipts, Cash Disbursements and Changes in Modified Cash Basis Fund Balance – Budget and Actual – Budgetary Basis - General Fund.
2. Combining Schedule of Modified Cash Basis Assets, Liabilities and Fund Balance – Non-Major Funds.
3. Combining Schedule of Cash Receipts, Cash Disbursements and Changes in Modified Cash Basis Fund Balances – Non-Major Funds.
4. Combining Schedule of Modified Cash Basis Assets, Liabilities and Fund Balances – Non-Major Special Revenue Funds.
5. Combining Schedule of Cash Receipts, Cash Disbursements and Changes in Modified Cash Basis Fund Balances – Non-Major Special Revenue Funds.
6. Combining Schedule of Modified Cash Basis Assets, Liabilities and Fund Balances – Non-Major Capital Projects Funds.
7. Combining Schedule of Cash Receipts, Cash Disbursements and Changes in Modified Cash Basis Fund Balances – Non-Major Capital Projects Funds.

The objectives of our audit are to obtain reasonable assurance about whether the financial statements as a whole are free from material misstatement, whether due to fraud or error, and issue an auditor's report that includes our opinions about whether your financial statements are fairly presented, in all material respects, in conformity with the modified cash basis of accounting, and report on the fairness of the supplementary information referred to in the second paragraph when considered in relation to the financial statements as a whole. Reasonable assurance is a high level of assurance but is not absolute assurance and therefore is not a guarantee that an audit conducted in accordance with GAAS and "Government Auditing Standards" will always detect a material misstatement when it exists. Misstatements, including omissions, can arise from fraud or error and are considered material if there is a substantial likelihood that individually or in the aggregate, they would influence the judgement of a reasonable user made based on the financial statements. The objectives also include reporting on:

- Internal control over financial reporting and compliance with provisions of laws, regulations, contracts and award agreements, noncompliance with which could have a material effect on the financial statements in accordance with "Government Auditing Standards".

- Internal control over compliance related to major programs and an opinion (or disclaimer of opinion) on compliance with federal statutes, regulations and the terms and conditions of federal awards that could have a direct and material effect on each major program in accordance with the Single Audit Act Amendments of 1996 and Title 2 U.S. Code of Federal Regulations (CFR) Part 200, "Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards (Uniform Guidance).

AUDITOR'S RESPONSIBILITIES FOR THE AUDIT OF THE FINANCIAL STATEMENTS AND SINGLE AUDIT

We will conduct our audit in accordance with GAAS; the standards for financial audits contained in "Government Auditing Standards" issued by the Comptroller General of the United States; the Single Audit Act Amendments of 1996; and the provisions of the Uniform Guidance, and will include tests of accounting records, a determination of major program(s) in accordance with Uniform Guidance, and other procedures we consider necessary to enable us to express such opinions. As part of an audit in accordance with GAAS and "Government Auditing Standards", we exercise professional judgement and maintain professional skepticism throughout the audit.

We will evaluate the appropriateness of the accounting policies used and the reasonableness of significant accounting estimates made by management. We will also evaluate the overall presentation of the financial statements, including the disclosures, and determine whether the financial statements represent the underlying transactions and events in a manner that achieves fair presentation. We will plan and perform the audit to obtain reasonable assurance about whether the financial statements are free of material misstatement, whether from (1) errors, (2) fraudulent financial reporting, (3) misappropriation of assets, or (4) violations of laws or governmental regulations that are attributable to the government or to acts by management or employees acting on behalf of the government. Because the determination of waste and abuse is subjective, "Government Auditing Standards" do not expect auditors to perform specific procedures to detect waste or abuse in financial audits nor do they expect auditors to provide reasonable assurance of detecting waste or abuse.

Because of the inherent limitations of an audit, combined with the inherent limitations of internal control, and because we will not perform a detailed examination of all transactions, there is an unavoidable risk that some material misstatements or noncompliance may not be detected by us, even though the audit is properly planned and performed in accordance with GAAS and "Government Auditing Standards". In addition, an audit is not designed to detect immaterial misstatements or violations of laws or governmental regulations that do not have a direct and material effect on the financial statements or on major programs. However, we will inform the appropriate level of management of any material errors, any fraudulent financial reporting, or misappropriation of assets that come to our attention. We will also inform the appropriate level of management of any violations of laws or governmental regulations that come to our attention, unless clearly inconsequential. We will include such matters in the reports required for a Single Audit. Our responsibility as auditors is limited to the period covered by our audit and does not extend to any later periods for which we are not engaged as auditors.

We will also conclude, based on the audit evidence obtained, whether there are conditions or events considered in the aggregate, that raise substantial doubt about the government's ability to continue as a going concern for a reasonable period of time.

Our procedures will include tests of documentary evidence supporting the transactions recorded in the accounts, tests of the physical existence of inventories, if material, and direct confirmation of receivables and certain assets and liabilities by correspondence with selected individuals, funding sources, creditors, and financial institutions. We may also request written representation from your attorneys as part of the engagement.

We have identified the following significant risk(s) of material misstatement as part of our audit planning:

- Management override of controls.

Our audit of the financial statements does not relieve you of your responsibilities.

AUDIT PROCEDURES – INTERNAL CONTROL

We will obtain an understanding of the government and its environment, including the system of internal control sufficient to identify and assess the risks of material misstatement of the financial statements, whether due to error or fraud, and to design and perform audit procedures responsive to those risks and obtain evidence that is sufficient and appropriate to provide a basis for our opinions. The risk of not detecting a material misstatement resulting from fraud is higher than for one resulting from error, as fraud may involve collusion, forgery, intentional omissions, misrepresentation, or the override of internal control. Tests of controls may be performed to test the effectiveness of certain controls that we consider relevant to preventing and detecting errors and fraud that are material to the financial statements and to preventing and detecting misstatements resulting from illegal acts and other noncompliance matters that have a direct and material effect on the financial statements. Our tests, if performed, will be less in scope than would be necessary to render an opinion on internal control and, accordingly, no opinion will be expressed in our report on internal control issued pursuant to "Government Auditing Standards".

As required by the Uniform Guidance, we will perform tests of controls over compliance to evaluate the effectiveness of the design and operation of controls that we consider relevant to preventing or detecting material noncompliance with compliance requirements applicable to each major federal award program. However, our tests will be less in scope than would be necessary to render an opinion on those controls and, accordingly, no opinion will be expressed in our report on internal control issued pursuant to the Uniform Guidance.

An audit is not designed to provide assurance on internal control or to identify significant deficiencies or material weaknesses. Accordingly, we will express no such opinion. However, during the audit, we will communicate to management and those charged with governance internal control related matters that are required to be communicated under AICPA professional standards, "Government Auditing Standards", and the Uniform Guidance.

AUDIT PROCEDURES – COMPLIANCE

As part of obtaining reasonable assurance about whether the financial statements are free of material misstatement, we will perform tests of the government's compliance with provisions of applicable laws, regulations, contracts and agreements, including grant agreements. However, the objective of those procedures will not be to provide an opinion on overall compliance, and we will not express such an opinion in our report on compliance issued pursuant to "Government Auditing Standards".

The Uniform Guidance requires that we also plan and perform the audit to obtain reasonable assurance about whether the auditee has complied with federal statutes, regulations, and the terms and conditions of federal awards applicable to major programs. Our procedures will consist of tests of transactions and other applicable procedures described in the "OMB Compliance Supplement" for the types of compliance requirements that could have a direct and material effect on each of the Town of Georgia's major programs. For federal programs that are included in the Compliance Supplement, our compliance and internal control procedures will relate to the compliance requirements that the Compliance Supplement identifies as being subject to audit. The purpose of these procedures will be to express an opinion on the Town of Georgia's compliance with requirements applicable to each of its major programs in our report on compliance issued pursuant to the Uniform Guidance.

OTHER SERVICES

We will also assist in preparing the financial statements, schedule of expenditures of federal awards, and related notes of the Town of Georgia in conformity with modified cash basis accounting principles and the Uniform Guidance based on information provided by you. These nonaudit services do not constitute an audit under "Government Auditing Standards" and such services will not be conducted in accordance with "Government Auditing Standards". We will perform the services in accordance with applicable professional standards. The other services are limited to the financial statements, schedule of expenditures of federal awards, and related notes services previously defined. We, in our sole professional judgement, reserve the right to refuse to perform any procedure or take any action that could be construed as assuming management responsibilities.

You agree to assume all management responsibilities for the financial statements, schedule of expenditures of federal awards, and related notes, and any other nonaudit services we provide. You will be required to acknowledge in the management representation letter our assistance with preparation of the financial statements, the schedule of expenditures of federal awards, and related notes and that you have reviewed and approved the financial statements, the schedule of expenditures of federal awards, and related notes prior to their issuance and have accepted responsibility for them. Further, you agree to oversee the nonaudit services by designating an individual, preferably from senior management, with suitable skill, knowledge, or experience; evaluate the adequacy and results of those services; and accept responsibility for them

RESPONSIBILITIES OF MANGEMENT FOR THE FINANCIAL STATEMENTS AND SINGLE AUDIT

Our audit will be conducted on the basis that you acknowledge and understand your responsibility for (1) designing, implementing, establishing and maintaining effective internal controls relevant to the preparation and fair presentation of financial statements that are free from material misstatement, whether due to fraud or error, including internal controls over federal awards, and for evaluating and monitoring ongoing activities to help ensure that appropriate goals and objectives are met; (2) following laws and regulations; (3) ensuring that there is reasonable assurance that government programs are administered in compliance with compliance requirements; and (4) ensuring that management and financial information is reliable and properly reported. Management is also responsible for implementing systems designed to achieve compliance with applicable laws, regulations, contracts and grant agreements. You are also responsible for the selection and application of accounting principles; for the preparation and fair presentation of the financial statements, schedule of expenditures of federal awards, and all accompanying information in conformity with accounting principles generally accepted in the United States of America and for compliance with applicable laws and regulations (including federal statutes), rules and the provisions of contracts and grant agreements (including award agreements). Your responsibilities also include identifying significant contractor relationships in which the contractor has responsibility for program compliance and for the accuracy and completeness of that information.

You are responsible for including all informative disclosures that are appropriate for the modified cash basis of accounting. These disclosures will include (1) a description of the modified cash basis of accounting, including a summary of significant accounting policies, and how the modified cash basis of accounting differs from GAAP; (2) informative disclosures similar to those required by GAAP; and (3) additional disclosures beyond those specifically required that may be necessary for the financial statements to achieve fair presentation.

You are also responsible for making drafts of financial statements, schedule of expenditures of federal awards, all financial records, and related information available to us and for the accuracy and completeness of that information (including information from outside of the general and subsidiary ledgers); and for the evaluation of whether there are any conditions or events, considered in the aggregate, that raise substantial doubt about the government's ability to continue as a going concern for the 12 months after the financial statements date or shortly thereafter (for example, within an additional three months if currently known). You are also responsible for providing us with (1) access to all information of which you are aware that is relevant to the preparation and fair presentation of the financial statements, such as records, documentation, identification of all related parties and all related-party relationships and transactions, and other matters; (2) access to personnel, accounts, books, records, supporting documentation, and other information as needed to perform an audit under the Uniform Guidance; (3) additional information that we may request for the purpose of the audit, and (4) unrestricted access to persons within the government from whom we determine it necessary to obtain audit evidence. At the conclusion of our audit, we will require certain written representations from you about the financial statements; schedule of expenditures of federal awards; federal award programs; compliance with laws, regulations, contracts, and grant agreements, and related matters.

Your responsibilities include adjusting the financial statements to correct material misstatements and confirming to us in the management representation letter that the effects of any uncorrected misstatements aggregated by us during the current engagement and pertaining to the latest period presented are immaterial both individually and, in the aggregate, to the financial statements of each opinion unit taken as a whole.

You are responsible for the design and implementation of programs and controls to prevent and detect fraud, and for informing us about all known or suspected fraud affecting the government involving (1) management, (2) employees who have significant roles in internal control, and (3) others where the fraud could have a material effect on the financial statements. Your responsibilities include informing us of your knowledge of any allegations of fraud or suspected fraud affecting the government received in communications from employees, former employees, grantors, regulators, or others. In addition, you are responsible for identifying and ensuring that the government complies with applicable laws, regulations, contracts, agreements, and grants. You are also responsible for taking timely and appropriate steps to remedy fraud and noncompliance with the provisions of laws, regulations, contracts and grant agreements that we report. Additionally, as required by the Uniform Guidance, it is management's responsibility to evaluate and monitor noncompliance with federal statutes, regulations, and the terms and conditions of federal awards; take prompt action when instances of noncompliance are identified including noncompliance identified in audit findings; promptly follow up and take corrective action on reported audit findings; and prepare a summary schedule of prior audit findings and a separate corrective action plan. The summary schedule of prior audit findings should be available for our review when we begin the audit.

You are responsible for identifying all federal awards received and understanding and complying with the compliance requirements and for the preparation of the schedule of expenditures of federal awards (including notes and noncash assistance received, and COVID-19 related concepts, such as lost revenues, if applicable) in conformity with the Uniform Guidance. You agree to include our report on the schedule of expenditures of federal awards in any document that contains, and indicates that we have reported on, the schedule of expenditures of federal awards. You also agree to include the audited financial statements with any presentation of the schedule of expenditures of federal awards that includes our report thereon OR make the audited financial statements readily available to intended users of the schedule of expenditures of federal awards no later than the date the schedule of expenditures of federal awards is issued with our report thereon. Your responsibilities include acknowledging to us in the written representation letter that (1) you are responsible for presentation of the schedule of expenditures of federal awards in accordance with the Uniform Guidance; (2) you believe the schedule of expenditures of federal awards, including its form and content, is stated fairly in accordance with the Uniform Guidance; (3) the methods of measurement or presentation have not changed from those used in the prior period (or, if they have changed, the reasons for such changes); and (4) you have disclosed to us any significant assumptions or interpretations underlying the measurement or presentation of the schedule of expenditures of federal awards.

You are responsible for the preparation of the supplementary information, which we have been engaged to report on, in conformity with the modified cash basis of accounting. You agree to include our report on the supplementary information in any document that contains, and indicates that we have reported on, the supplementary information. You also agree to include the audited financial statements with any presentation of the supplementary information that includes our report thereon or make the audited financial statements readily available to users of the supplementary information no later than the date the supplementary information is issued with our report thereon. You responsibilities include acknowledging to us in the written representation letter that (1) you are responsible for presentation of the supplementary information in accordance with the modified cash basis of accounting; (2) you believe the supplementary information, including its form and content, is fairly presented in accordance with the modified cash basis of accounting; (3) the methods of measurement or presentation have not changed from those used in the prior period (or, if they have changed, the reasons for such changes); and (4) you have disclosed to us any significant assumptions or interpretations underlying the measurement or presentation of the supplementary information.

Management is responsible for establishing and maintaining a process for tracking the status of audit findings and recommendations. Management is also responsible for identifying and providing report copies of previous financial audits, attestation engagements, performance audits, or other studies related to the objectives discussed in the Audit Scope and Objectives section of this letter. This responsibility includes relaying to us corrective actions taken to address significant findings and recommendations resulting from those audits, attestation engagements, performance audits, or studies. You are also responsible for providing management's views on our current findings, conclusions, and recommendations, as well as your planned corrective actions for the report, and for the timing and format for providing that information.

With regard to publishing the financial statements on your website, you understand that websites are a means of distributing information and, therefore, we are not required to read the information contained in those sites or to consider the consistency of other information on the website with the original document.

You agree to assume all management responsibilities for the financial statements, schedule of expenditures of federal awards, and related notes, and any other nonaudit services we provide. You will be required to acknowledge in the management representation letter our assistance with preparation of the financial statements, the schedule of expenditures of federal awards, and related notes that you have reviewed and approved the financial statements, the schedule of expenditures of federal awards, and related notes prior to their issuance and have accepted responsibility for them. Further, you agree to oversee the nonaudit services by designating an individual, preferably from senior management, with suitable skill, knowledge, or experience, evaluate the adequacy and results of those services; and accept responsibility for them.

REPORTING

We will issue written reports upon completion of our Single Audit. Our reports will be addressed to the Board of Selectmen. Circumstances may arise in which our report may differ from its expected form and content based on the results of our audit. Depending on the nature of these circumstances, it may be necessary for us to modify our opinions, add a separate section, or add an emphasis-of-matter or other-matter paragraph to our auditor's report, or if necessary, withdraw from this engagement. If our opinions are other than unmodified, we will discuss the reasons with you in advance. If, for any reason, we are unable to complete the audit or are unable to form or have not formed opinions, we may decline to express opinions or issue reports, or we may withdraw from this engagement.

The "Government Auditing Standards" report on internal control over financial reporting and on compliance and other matters will state that (1) the purpose of the report is solely to describe the scope of testing of internal control and compliance and the results of that testing, and not to provide an opinion on the effectiveness of the Town of Georgia's internal control or on compliance, and (2) the report is an integral part of an audit performed in accordance with "Government Auditing Standards" in considering the Town of Georgia's internal control and compliance. The Uniform Guidance report on internal control over compliance will state that the purpose of the report on internal control over compliance is solely to describe the scope of testing of internal control over compliance and the results of that testing based on the requirements of the Uniform Guidance. Both reports will state that the report is not suitable for any other purpose.

AUDIT ADMINISTRATION

Richard Brigham, CPA is the engagement partner and is responsible for supervising the engagement and signing the reports or authorizing another individual to sign them.

We understand that your employees will prepare all cash, accounts receivable, or other confirmations we request and will locate any documents selected by us for testing.

We will schedule the engagement based in part on deadlines, working conditions, and the availability of your key personnel. We will plan the engagement based on the assumption that your personnel will cooperate and provide assistance by performing tasks such as preparing requested schedules, retrieving supporting documents, and preparing confirmations. If, for whatever reason, your personnel are unavailable to provide the necessary assistance in a timely manner, it may substantially increase the work we have to do to complete the engagement within the established deadlines, resulting in an increase in fees over our original fee estimate.

At the conclusion of the engagement, we will complete the appropriate sections of the Data Collection Form that summarize our audit findings. It is management's responsibility to electronically submit the reporting package (including financial statements, schedule of expenditures of federal awards, summary schedule of prior audit findings, auditor's reports and corrective action plan) along with the Data Collection Form to the Federal Audit Clearinghouse. We will coordinate with you the electronic submission and certification. The Data Collection Form and the reporting package must be submitted within the earlier of 30 calendar days after receipt of the auditor's reports or nine months after the end of the audit period.

We will provide copies of our reports to the Town of Georgia; however, management is responsible for distribution of the reports and the financial statements. Unless restricted by law or regulation, or containing privileged and confidential information, copies of our reports are to be made available for public inspection.

The audit documentation for this engagement is our property and constitutes confidential information. However, subject to applicable laws and regulations, audit documentation and appropriate individuals will be made available upon request and in a timely manner to a federal agency providing direct or indirect funding, or the U.S. Government Accountability Office for purposes of a quality review of the audit, to resolve audit findings, or to carry out oversight responsibilities. We will notify you of any such request. If requested, access to such audit documentation will be provided under the supervision of our personnel. Furthermore, upon request, we may provide copies of selected audit documentation to the aforementioned parties. These parties may intend, or decide, to distribute the copies or information contained therein to others, including other governmental agencies.

In the event we are required to respond to a subpoena, court order or other legal process for the production of documents and/or testimony relative to information we obtained and/or prepared during the course of this engagement, you agree to compensate us for the time we expend in connection with such response, and to reimburse us for all of our out-of-pocket costs incurred in that regard.

In the event that we are or may be obligated to pay any cost, settlement, judgment, fine, penalty, or similar award or sanction as a result of a claim, investigation, or other proceeding instituted by any third party, then to the extent that such obligation is or may be a direct or indirect result of your intentional or knowing misrepresentation or provision to us of inaccurate or incomplete information in connection with this engagement, and not any failure on our part to comply with professional standards, you agree to indemnify us, defend us, and hold us harmless as against such obligations.

To ensure that our independence is not impaired under the AICPA Code of Professional Conduct, you agree to inform us before entering into any substantive employment discussions with any of our personnel.

In connection with this engagement, we may communicate with you or others via email transmission. As emails can be intercepted and read, disclosed, or otherwise used or communicated by an unintended third party, or may not be delivered to each of the parties to whom they are directed and only to such parties, we cannot guarantee or warrant that emails from us will be properly delivered and read only by the addressee. Therefore, we specifically disclaim and waive any liability or responsibility whatsoever for interception or unintentional disclosure of emails transmitted by us in connection with the performance of this engagement. In that regard, you agree that we shall have no liability for any loss or damage to any person or entity resulting from the use of email transmissions, including any consequential, incidental, direct, indirect, or special damages, such as loss of revenues or anticipated profits, or disclosure or communication of confidential or proprietary information.

This engagement letter is contractual in nature and includes all of the relevant terms that will govern the engagement for which it has been prepared. The terms of this letter supersede any prior oral or written representations or commitments by or between the parties. Any material changes or additions to the terms set forth in this letter will only become effective if evidenced by a written amendment to this letter, signed by all of the parties.

Our audit engagement ends on delivery of our audit report. Any follow-up services that might be required will be a separate, new engagement. The terms and conditions of that new engagement will be governed by a new, specific engagement letter for that service.

FEE ARRANGEMENTS

Based on our knowledge of your programs and accounting system and the current regulations and guidelines, we have determined that the audit of the financial statements can be performed for a fee of $22,000 provided that the books are closed and reconciled and our to do list is completed prior to our commencing fieldwork.

Our fee for the single audit services and any other accounting services we provide will be based on time of the individuals performing the services at our standard hourly rates plus out-of-pocket expenses.

Our procedure is to bill on a progress basis for work performed to date. Invoices are payable upon receipt. A finance charge of one percent (1%) per month will be charged on balances over thirty (30) days.

GENERAL CONDITIONS

We are prepared to commence work as soon as formally engaged. A draft of the audit report will be submitted for your review prior to its issuance. We will issue the final reports within one (1) week of your approval of the draft report.

The audit documentation for this engagement will be retained for a minimum of five (5) years after the report release date or for any additional period requested by a federal awarding agency or pass-through entity. If we are aware that a federal awarding agency, pass-through entity or auditee is contesting an audit finding, we will contact the party contesting the audit finding for guidance prior to destroying the audit documentation.

If the terms are acceptable to you and the services are in accordance with your requirements, please sign in the space provided and return an executed copy of this letter to us.

Respectfully submitted,

Sullivan, Powers & Co.

SULLIVAN, POWERS & CO.
Certified Public Accountant

We understand that the purpose of this is to clarify the services to be performed by you and the fee arrangements. We hereby confirm to you that we agree to the contents of this letter.

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Dated:_________________________

TOWN OF GEORGIA, VERMONT
TO DO LIST
DECEMBER 31, 2024

Status

1. Please print trial balances for all funds as of December 31, 2024. When doing so, **please suppress all zeroes** and say no to page breaks.

2. Please have available in a transmittable format **(PDF)** the detailed general ledger for the year.

3. Please advise if there have been any new accounts opened in FY24 – including bank, investment, and debt/loans

    a. We will need all new debt agreements, if applicable

4. All cash accounts must be updated, reconciled and agree with the December 31, 2024, trial balances. Please provide **PDFs** of all December 31, 2024, bank statements, as well as any related reconciliations. Please also provide **PDFs** of all January 31, 2025, bank statements.

5. Please provide **copies** of all investment statements as of December 31, 2024. Also, please have all monthly statements for the year under audit and the January 2025 statement available for our review. Please complete a listing of all the Town's investment accounts.

6. Please provide us with copies of any collateralization agreements, if applicable.

7. We will need a copy of the 2024 approved budget for revenue and expenditures. We will also need all approved budget adjustments along with the revised budget, if applicable.

8. Please prepare a property tax reconciliation for the Town. The total delinquent tax receivable should agree with the amounts on delinquent tax report. Please print the delinquent tax report and the year-to-date summary status report from the tax administration module as of December 31, 2024. The reconciliation should begin with delinquent taxes on December 31, 2023, add taxes billed and subtract collections recorded on the trial balance and any abatements or other adjustments. The result should be the amount of delinquent taxes on December 31, 2024.

9. Please provide a list of delinquent taxpayers on December 31, 2024. It should agree to property tax reconciliations. Please indicate any amounts you believe to be uncollectible.

10. Tax reports:
    a. Please provide a "Tax Book Report"
    b. Please provide us a copy of form 411
    c. Please provide "Notice of 2024-2025 State Education Local Share Property Tax Liability" provided by the Department of Taxes.

11. Please provide us with a breakout of the tax rate and a copy of the document approving that tax rate.

Status

12. Please provide us with a list of any property tax abatements and a copy of the Board minutes where the amounts were abated, if applicable.

13. Please provide us with a copy of the check register for the entire year and from January 1, 2025, through March 31, 2025

14. Please reconcile the due to/from accounts for all funds and print the report from NEMRC that ties out to the trial balances.

15. Please prepare a schedule of all the bonds, notes and other obligations, both long-term and short-term, held by the Town noting the beginning balances, additions and deletions and ending balances. Please make sure the debt additions and deletions agree to the trial balances. Please provide copies of all long-term obligations including amortization schedules. Please specify the amount of interest paid for each note during the year. We will also need copies of all significant leases that the Town is currently involved in.

16. Please prepare a schedule of transfers between funds. This schedule should be reviewed to ensure that all transfers between funds have been properly posted. Please include the purpose of each transfer. Also, prepare a schedule of interfund charges and provide documentation for the amount that was charged.

17. Please provide **PDFs** of the four (4) 941's for the year.

    a. Please print a "Labor Accounting Report" and "Employee Wage Summary Report",
    b. Please print the reports by summary

18. If applicable, please provide **PDFs** of the quarterly statements for each of the groups for the Vermont Municipal Employees' Retirement System. Please provide us with the covered payroll for each plan and the amount paid to VMERS for the Town's share and employees' share for each plan. Please specify the required percentages of contributions by the Town. Please also provide us with a copy of the VMERS Employer GASB 68 report.

19. Please provide copies of any retirement plans other than VMERS the Town has in place on December 31, 2024.

20. Please provide a list of all unemployment claims paid during the year.

21. Prepare a summary, by book or volume, of pages recorded during the year by the Town Clerk.

Status

22. Please prepare a list of legal counsel utilized by the Town during the year, along with the appropriate addresses and contact person. Also, note how much was paid to each during fiscal year 2024. Please have all legal invoices available for our review.

23. Please provide us with a list of all pending or threatened litigation and all unasserted possible claims and or assessments. If you do not have a list, you need to contact your attorney to request them to provide you with a list of all pending or threatened litigation and all unasserted possible claims and or assessments.

24. Please review the prior year journal entries to determine if the same will be required for the current year.

25. Please provide us with a report showing all journal entries made during the year. Please have the journal entry binders available for our review.

26. **If there have been any updates,** please provide us with a copy of your accounting policies and procedures manual, documentation of internal controls, conflict of interest policy, fraud policy, fraud risk assessment, personnel policy, code of conduct policy, capitalization policy, investment policy and disaster recovery policy, as applicable.

27. Please have available all significant contracts and agreements.

Single Audit

1. Grant Agreements: Please provide us with copies of grant agreements for each grant the Town received
   a. For those_where the Town expended more than $750,000, please provide procurement information and any backup

2. Please complete the State of Vermont Single Audit Determination form and provide a copy of it to us.

3. Please prepare a Schedule of Expenditures of Federal Awards that includes the CFDA number, the grant number, the award amount and the current year's expenditures to determine if a Single Audit is necessary.

4. SEFA: Please reconcile the amount of expenditures on the Schedule of Expenditures of Federal Awards to the amount recorded in the Town's general ledger for the year ended December 31, 2024. Please include in the reconciliation expenditures included in the Schedule that were recorded in prior fiscal years. We should be able to trace the amounts on the Schedule of Expenditures of Federal Awards to an account within the General Ledger so please supply us with the account numbers.