

Town Administrator Update

Date: August 6, 2026

Prepared by Doug Bergstrom

Reporting Period: July 24, 2026 – August 6, 2026

1. General Update

- Continuing process of updating and digitizing employee records
- Cell tower paperwork at attorney for review
- Finalized documents for FOIA request – all information sent to requester
- Met with Shoreland protection, established the project guidelines for the beach, need to schedule the implementation of the tree pruning
- Received guidelines for November vote for remaining bond money
- Started the website and meeting management software update – 3-4 week project
- New Assessor started; schedule will be Tuesdays until 8/11 then will switch to Mondays
- The applicant withdrew from the ZA position; posted new job information to Indeed, VLCT, website, and Seven Days. Closing application out on the 14th. So far 5 applicants.
- Finalized documents for employee reviews
- Power outage for most of Georgia on the 31st until 12:30
- Met with NRPC and discussed getting the grant-in-aid through for September, have a plan to complete
- Payroll, Paychex issues. Started resolving some issued need to finish after Board meeting discussion.
- Training for Local Option Tax
- Updated Personnel Policy to include addendums that were missed at the last meeting

4. Planning & Zoning

- DRB meeting for the Black Walnut project
- Many homes for sale in Georgia requiring Certificates of Compliance
- Updating to CloudPermit

5. Public Works

- Ongoing bridge construction – concrete footing installed, arch in place
- Regular town maintenance of property and landscaping
- Finalize WorkSafe project



6. Library

- The Georgia Public Library celebrated its 130th anniversary on July 23rd with cake and a card-making craft for patrons and visitors. Please see the Saint Albans Messenger article from July 30th for more details. Many thanks to Craig Volatile-Wood for all his research and for speaking with the reporter.
- We would also like to extend a big "Welcome Back" to Mindy. We wish her the best as she catches up on everything at the library.
- Please note that the Summer Reading Program will end this Friday, August 14th.
- Additionally, the Library Trustees are making plans to expand library hours to Mondays once school starts, as well as plans for painting the library. Big things are on the way!
- New copier installed

7. Ongoing Projects

- NEW – CHIP policy
- Ethics Ordinance
- Reserve fund policy
- Personnel files and Paychex
- Water issue with GIDC and Village Core possible grant opportunities
- Library ADA entrance and parking lot
- New website