



TOWN ADMINISTRATOR REPORT

Operational update for the Town of Georgia

Prepared: October 9, 2026

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Reporting period: September 25 – October 9, 2026

General Administration

- Continued updating and digitizing employee records. The fire department is the only one left to finalize.
- Working on cell tower contract.
- New website is under review for content migration and updating. The vendor made an error, which required restarting the review process and delaying implementation. Working on getting this back on track and ready in the next few weeks.
- Sent out first staff newsletter. Received positive reviews and will be adding this to a regular monthly schedule.
- Worked with Brian at the library to upgrade the bookshelves and prepare for the move for the floor waxing.
- Sent Forest Glenn contract to attorney for review.
- Received a new draft CHIP policy from VLCT. Working on review of the two policy and will bring back a new draft if needed.
- Onboarded new Fire Department employee
- Updated Cloudpermit applications for Home Occupations, which had been overlooked
- Attended a joint meeting in Milton with Kellie. This was a Milton, Fairfax, Georgia discussion looking into joint emergency services. This will be an ongoing discussion with Georgia, looking into similar discussions with Saint Albans.
- Attended the Leadership Conference at Castleton State College. This was a beneficial program with great contacts and information that could benefit the town. Made a contact to possibly secure a grant to help fund the library's ADA upgrades. Will update as more information becomes available.
- Attended the VLCT Town Fair with Lori. A theme is emerging from communities and leaders to start looking at regionalizing services for Fire and Public Works. Joint agreements may reduce duplication of expensive equipment and manpower. The meetings included working examples of this from other communities.
- Attended the Vermont Town and City Management Association fall meeting. This was an extremely productive meeting, with many connections made and ideas for the town to consider. The board also discussed creating joint agreements, other budget items, and data analysis available to municipalities from UVM.

Planning & Zoning

ZONING UPDATE:

- Since the last Selectboard meeting, there have been two Certificates of Occupancy and two certificates of compliance for house closings. One Home Occupation permit was issued, and one DRB application was rejected because the property did not meet the minimum acreage requirements to subdivide.
- One administrative two-lot subdivision was approved last week and one is currently in the approval process.
- One zoning violation letter went out to a resident for removing wetlands delineation boulders. A letter for notice went out to a resident who put two sheds on neighboring property. An ANR Environmental Violation report was filed and a letter for notice went out to a resident regarding a camper on the property employing an improper septic system.
- Dollar General has complied with the requested landscaping maintenance after the Town sent a letter for notice.
- An unpermitted ADU was discovered at 20 Conger Road, which was also excluded from the lister card. The Town attorneys were given the information on the ADU as it falls outside of permitting according to state statute. The Assessor will update the information for the property's lister card.

DRB UPDATE:

- The DRB met on October 6th and approved a Sketch plan for a three-lot subdivision.
- The next DRB meeting is on October 20, 2026 for a reconsideration of a preliminary plat decision for an 18 unit subdivision on Ballard Road.
- Both Curtis and Kollene have met with several community members, developers and engineers to discuss future projects in the Town of Georgia.
- Future projects include a two-lot subdivision on Ethan Allen Hwy, four-lot subdivision on Cadieux Road, a ten-lot subdivision of the Rhodeside Acres mobile home park, preliminary plat approval for Wright's four-lot subdivision and the final plat approval for RenoVermont's three-lot subdivision at Ethan Allen Highway and I-89.

PLANNING UPDATE:

- The Planning Commission will meet on Tuesday, October 13, 2026, to discuss changes and updates to the Development Regulations.

TRAININGS:

- Curtis has completed three online modules for FEMA Incident Command System and Procurement Under Grants.
- Both Curtis and Kollene will attend Municipal Day through ANR in Montpelier on October 30th.

Public Works

- Working on roadside seeding and mulching.
- Replaced a couple of culverts
- Completed our last mowing for the season at the cemeteries and Town properties.
- The beach is winterized for the season, so we don't have to worry about frozen pipes.
- Finished the shouldering of the roads with one more road left currently to do.
- Contacted the company that did the line stripping that is supposed to be doing the bridge on Mill River and Arrowhead Lake Road to have those finished.
- Started working with Lori on the next budget for the six-month and 18-month as well as the capital plan in the coming weeks.
- Going to start shim paving to fill in deep wheel ruts in places and patching potholes.
- Hauling in our winter sand. We postponed making the salt bunker bigger this year due to time constraints.
- The new truck will possibly be done next week.

- Spoke with Charlie about the Silverlake Woods logging project and have a plan to move forward with that.

Library

- Excellent attendance on all programs; especially tween book club and the early release day crafternoon (slime making!).
- Storytime continues to be a nice experience even with changes in who is performing it.
- Our two junior library assistants have started, are learning quickly, and are already contributing well to our team.
- The library staff, select trustees, the town administrator, and the Select Board Vice-Chair have installed feet on many of the library bookshelves in preparation for the floors to be stripped and waxed, and for a library shelving move for better user experiences at the library.
- The library will be closing early on 10/17 at 1 pm, and will remain closed until 10/28, in order for the floors to be stripped and waxed. Library staff will work from the town office during the closure.

Fire Department

Ongoing Projects

- **Personnel files and Paychex:** Digitization, records management, and payroll follow-up remain in progress.
- **GIDC and Village Core water issue:** Reviewing potential grant opportunities.
- **Library ADA entrance and parking lot:** Project planning remains underway.
- **CPR & De-escalation:** Training for employees in town.
- **CHIP policy**
- **Regionalization of services**