

Town Administrator Update

Date: June 18, 2026

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Reporting Period: June 18, 2026 – July 8, 2026

1. General Update

- Finalized contract for the remainder of 2026 with the Sheriff's Office.
- Repaired beach gate, water damage from a broken seal
- Completed the VLCT Salary survey
- Working with PACIF to cover additional claims on the Fire Truck
- Completed WorkSafe for Town Garage
- Working on WorkSafe issues with remaining buildings. Have until August to complete.
- Scheduled meeting with Shoreland Protection to discuss beach landscaping
- Assisted library on new copier lease
- Met with St. Albans to discuss Silver Lake issues. Received several complaints from landowners near the parking area about trail users. Need to review how to move forward with the trails and neighbors.
- Better Roads Grant in works with NRPC
- ZA Interviews
- Ongoing coverage for the Zoning department
- Completed contract with CivicPlus on new website
- New cameras and owl installed at the beach covering the dock and parking area
- Created a new hire packet and checklist for onboarding employees. Uploaded all documents to Paychex hiring documents.
- Updated legal labor posters in all locations
- Continuing process for updating employee files and adding to Paychex employee files
- Scheduled IT to onboard the library into the town's IT system
- Kollene vacation 15 – 21 and Lori vacation 16 -21





4. Planning & Zoning

- Kollene on vacation the week of June 22
- Issued Junk ordinance violation
- Issued zoning violation
- Issued permits for accessory structures and two new single-family dwellings
- A lot of building permits, compliance letters, and complaints

5. Public Works

- Completed mowing and brush removal at Library
- Installed conduit and post for new beach security cameras
- Installed flags and lighting at the library
- Started bridge project
- Employee injury will place the department down an employee for the next few weeks
- New employee Isaac Ellis started



6. Library

- The Summer Reading Program, “Unearth a Story,” is in full swing at the Georgia Public Library! This program is the largest our library hosts throughout the summer, with reading challenges for young readers to adult readers alike. The GPL staff have invested many hours in creating weekly themes like Inventor’s Week and Fossil Week, even taking a week to celebrate GPL’s 130th birthday!
- The newly reestablished *Friends of the Library* group has worked hard in collecting prizes from area businesses and is hosting a Library Birthday Party with Card Making at 1 pm on July 23rd. The summer reading program will run until the August 14th Finale Party.
- GPL has seen a few changes over the last few weeks, including the installation of our reading tree in the new Children’s Area, where all the children’s books were relocated to the bright windows on the east side of the building.
- Many thanks to the Trustees, Selectboard members, staff, and volunteers for your time and hard work making these exciting new additions to our library! We also want to thank the Town Public Works Department for their hard work beautifully landscaping and caring for the lawn. Our patrons love to spend time both inside and outside the library.
- The next regular GPL Trustee meeting will be held on **Wednesday, July 22, 2026** at 6 pm in the GPL community room.



7. Ongoing Projects

- NEW – CHIP policy
- Ethics Ordinance
- VOSHA / WorkSafe updating
- 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