

Town of Georgia

Selectboard Meeting

Date: December 4, 2025

Prepared By: Stacy Katon, Town Administrator

Reporting Period: November 21 – December 4, 2025

Town Administrator's Report

1. General Updates

- **Plow Truck Insurance Claim:** Claim has been processed, and payment of **\$35,614.50** will be mailed on **12/5/25**.
 - **Fire Truck Insurance Claim:** Working with the carrier to move the claim forward. The repair shop experienced delays this week, but expects to take the truck next week.
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2. Departmental Updates

Library

- Continued work on the Library MOU; follow-up will continue over the coming weeks.

Assessor's Office / Utility Property Valuations

- A claim has been submitted to our insurance carrier and has moved to underwriting for review.
- The **Vermont District Advisor** informed Terri they will not assume responsibility for the valuation error; it will fall to the Town to address.
- Terri identified an additional utility-related issue and will attend the **December 8, 2025** Selectboard meeting to request approval for an updated E&O claim.

Treasurer

- Received confirmation that **Greenbacker Revenue (Georgia Wind)** payments for **FY24 and FY25** have been processed, totaling **\$90,000**. This revenue will now be paid automatically going forward.
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3. Projects and Grants

- **Timber Sales / Silver Lake Forest:** Logging contract for the Forestry Management Plan has been postponed until **Fall 2026** due to weather conditions.
 - **FY25 GIA Grant #0785:** Reimbursement submission is under review. Payment is expected in November pending no additional questions from the State.
 - **FY24 GIA Grant #0550:**
 - Work is complete, but submission issues caused delays.
 - I requested reconsideration from AOT; they agreed to re-review with proper before/after photos.
 - Todd submitted photos on November 4. I will finalize and resubmit in hopes of partial reimbursement. Awaiting further response from AOT.
 - **EZStation Video Software:** Doug continues to troubleshoot persistent loading issues on Todd's computer. The software provider has been re-contacted for support.
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4. Financial / Budget Updates

- **Greenbacker Revenue:** Treasurer received confirmation of payment processing this week.
 - **Generator Incident Claim (6/19/25):** The final invoice has been submitted to the insurance carrier as of **12/2/25**. Payment is expected before year-end.
 - **Bank Reconciliations:** Ongoing and expected to be complete by year-end.
 - **PACIF Policy Review / Asset List:**
 - The 2025 updated Asset List has been shared with PACIF values and corrections to formatting, duplicates, and outdated entries.
 - I am working with PACIF to confirm appropriate coverage levels for mobile equipment.
 - **FY26 Strategic Plan:** Department Heads and the Board should begin outlining FY26 goals aligned with the Town Plan, Capital Plans, and budget priorities. A coordinated strategic plan will support measurable progress in 2026.
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5. Personnel and HR

- **Union 686 (AFSCME):**
 - Larry Mouquin responded regarding the PTO addendum; a member has requested increasing annual PTO carryover from **40 hours to 80 hours**, matching the current negative accrual allowance.
 - This will be presented for discussion at the **December 22, 2025** meeting.
 - **FY26 Health Insurance:**
 - Open Enrollment materials for health and vision were distributed to eligible employees on November 15. New elections will take effect January 1.
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6. Policy / Ordinance / Compliance

- **Workplace Injury Procedures:** Updated procedures have been distributed. Board-recommended revisions are underway.

- **Complaint Procedures:** Standardized forms, processes, and tracking logs are in development and under internal review.
- **Planning Commission Collaboration:**
 - I attended the November 25 Planning Commission meeting, which was highly productive.
 - We reviewed several ordinances and policies, and I am now drafting revisions and compiling Commission feedback for Board consideration.
 - Appreciation is extended to the Commission for their insight and assistance.
 - January priorities for the Commission will be shared at a future meeting.

Policies and ordinances currently under review:

- Sidewalk Ordinance
- No Smoking Ordinance
- Speed Limit Ordinance
- Street Naming Ordinance
- Tobacco-Free Policy
- Social Media Policy

7. Other Business / Upcoming Items

- **NRPC – Clean Water Service Provider Master Agreement:**
Board approved signature; awaiting the final signable agreement from Dean Pierce (NRPC). Will circulate when received.
- **FY26 Budget Development:**
 - Budget development remains a major priority.
 - A date needs to be selected for the **FY26 Public Information Meeting** so postcards can be printed and mailed at least **30 days prior**.
- **Health Officer Appointment:**
 - Town Health Officer Kolleen Caspers' term ends in **March 2026**.
 - The State requires **60 days advance notice** for reappointment or changes.
 - Additional information will be available in early 2026.
- **Contracts Ending in FY26:**
 - Records Management Services – May 2026
 - Dispatching Services – June 2026
 - Law Enforcement Services – June 2026
 - GEMS Plowing Contract – 2026–2027 season
- **FY26 Strategic Planning Session:**
As a newer administrator, I would like the Board and Department Heads to participate in a collaborative FY26 goal-setting session.
 - Please advise whether the Board prefers a **group working session** or **individual submissions** to compile into a draft plan.
 - I am developing long-term ideas and welcome Board or staff input via email or in-person discussion.