

Town of Georgia
Selectboard Meeting
Date: December 17, 2025

Prepared By: Stacy Katon, Town Administrator
Reporting Period: December 5, 2025 – December 17, 2025

Town Administrator's Report

1. General Updates

- **Plow Truck Insurance Claim:** Payment of \$35,614.50 received on 12/5/25.
 - **Fire Truck Insurance Claim:** Payment of \$4,132 received, less the \$1,000 deductible. We are awaiting reimbursement of the deductible from the other driver's insurance carrier.
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2. Departmental Updates

Library

- The Library MOU draft was distributed to both boards on 12/11/25. I am awaiting feedback from both boards to compile a list of discussion items. As of 12/17/25, neither board has submitted questions, comments, or issues for discussion at the Monday, December 22, 2025 regular meeting.

Assessor's Office / Utility Property Valuations

- A claim has been submitted to our insurance carrier and has moved to underwriting for review.
- I have been advised that a representative from the insurance carrier will contact me in the coming week regarding the claim. I will update the Board following that conversation.

Treasurer

- Confirmation was received that Greenbacker Revenue (Georgia Wind) payments for FY24 and FY25 have stalled due to an issue on their end, totaling \$90,000. Lori is working with them to secure the funds prior to year-end.
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3. Projects and Grants

- **Timber Sales / Silver Lake Forest:** The logging contract under the Forestry Management Plan has been postponed until Fall 2026 due to weather conditions.

- **FY25 GIA Grant #0785:** Reimbursement submission is under review. I followed up with Ashley, and payment was sent for processing on 12/16/25. Funds should be received shortly.
 - **FY24 GIA Grant #0550:**
 - Work is complete; however, submission issues caused delays.
 - I requested reconsideration from AOT, and they agreed to re-review the submission with proper before-and-after photos.
 - This request is under consideration but currently on hold while AOT works through its backlog.
 - **EZStation Video Software:** Philo Security addressed issues with Todd's computer related to security camera access. As of 12/17/25, Todd now has access to cameras for Town properties.
 - **HISP Grant:** The Selectboard granted Todd permission to apply for the HISP Grant with no match required. Todd is obtaining quotes and will apply for funding to replace guardrails.
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4. Financial / Budget Updates

- **Generator Incident Claim (6/19/25):** The final invoice was submitted to the insurance carrier on 12/2/25. Payment is expected before year-end and is still pending.
 - **Bank Reconciliations:** I continue reviewing and signing off on monthly bank reconciliations. All accounts are reconciled monthly by the Treasurer. I verify that balances align with the balance sheet asset accounts in NEMRC and review and sign off on completed reconciliations.
 - **PACIF Policy Review / Asset List:**
 - I am working with PACIF to update the Town's property and equipment list.
 - Highway Department assets have been received; Fire Department assets are pending final review.
 - Three zero-turn mowers will be added, as they were not previously included on the property list.
 - I will follow up with the Fire Department next week.
 - **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 proposed increasing annual PTO carryover from 40 hours to 80 hours, matching the current negative accrual allowance.
 - This item will be presented for discussion at the December 22, 2025 meeting.
 - **FY26 Health Insurance:** The MVP Insurance portal is set up. Coverage will begin January 1, 2026. Vision insurance will continue through EyeMed.
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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:**
 - Drafting revisions and edits are complete; Commission feedback is being compiled for Board consideration.
 - 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
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7. Other Business / Upcoming Items

- **NRPC – Clean Water Service Provider Master Agreement:**
 - The Board approved signature of the agreement.
 - The final signable version has been received from Dean Pierce (NRPC) and will be brought to Monday's meeting for signatures.
- **FY26 Budget Development:**
 - A Public Informational Meeting for the FY26 Budget is scheduled for Wednesday, January 7, 2026, at 6:00 p.m. at the Fire Department Community Room.

- Postcards were mailed to Georgia residents on Monday, December 15, 2025.
- **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 (Town Clerk is working on a new agreement)
 - Dispatching Services – June 2026
 - Negotiations are ongoing with no current timeline. Updates will be shared once available.
 - Law Enforcement Services – June 2026
 - GEMS Plowing Contract – 2026–2027 season
- **Holiday Luncheon:** The holiday luncheon has been postponed until after the New Year. A new date will be scheduled and communicated in the coming weeks. Best wishes to all for a safe, healthy, and happy holiday season.