

# Town Administrator's Report

---

## 1. General Updates

- **Insurance Claims:** The Hotbox claim has been paid and received. We are still awaiting payout on the Plow Truck claim.
  - **New Insurance Claim:** A new claim has been filed for the Fire Truck that was damaged during the winter storm on November 10, 2025.
- 

## 2. Departmental Updates

- **Library MOU:** Follow-up work will continue over the next few weeks.
  - **Assessor's Office / Utility Property Valuations:**
    - There is no Errors & Omissions coverage available from the prior assessor's insurance policy.
    - I have initiated a claim through our insurance.
    - Terri has reached out to the Vermont District Advisor regarding the valuation error; we will update the Board once we receive feedback.
    - I have forwarded the email correspondence between the Assessor and District Advisor so the Board remains informed.
  - **Sheriff's Office:** October 2025 reporting from Sheriff Grismore is attached for review.
- 

## 3. Projects and Grants

- **HISP Grant #CA0783:** Reimbursement in the amount of **\$33,167.55** has been received for the public safety highway signs grant.
- **FY25 GIA Grant #0785:** Reimbursement request has been submitted and is under review. Payment is expected in November, pending no additional questions.
- **FY24 GIA Grant #0550:**
  - Work has been completed but submission issues delayed initial processing.
  - I requested reconsideration from AOT; they agreed to re-review if before-and-after photos were provided.
  - Todd submitted photos on November 4. I will finalize and resubmit in hopes of receiving partial reimbursement. Awaiting AOT's response.

- **EZStation Video Software:** Doug continues troubleshooting application issues. He has reached back out to the software provider as the program still will not load correctly on Todd's computer.
- 

## 4. Financial / Budget Updates

- **Generator Incident Claim (6/19/25):** The claim remains open. I followed up with Todd on October 22 to confirm whether replacement work is complete. Once the final invoice is received, we will submit for reimbursement and aim to close the claim before year-end.
  - **Bank Reconciliations:** Review and sign-off processes are underway and expected to be completed by year-end.
  - **PACIF Policy Review:** Verification of property and vehicle schedules is in progress. Lists have been distributed to the Board and Department Heads; once updated, I will reconcile all changes with the insurance company.
  - **FY26 Strategic Plan:** Department Heads and the Board are encouraged to begin considering FY26 goals aligned with the Town Plan, Capital Plans, and budget priorities. A clear strategic plan will support strong progress toward annual objectives.
- 

## 5. Personnel and HR

- **PTO Accrual Tracking:** Vacation and sick accruals have been reviewed; no issues reported. Monitoring continues.
  - **Union 686 (AFSCME):** Follow-up continues with Larry Mouquin regarding the PTO accrual addendum in the union contract.
  - **FY26 Health Insurance:** Open Enrollment materials for health and vision benefits were distributed to eligible employees on November 15 for coverage effective January 1.
  - **FY26 Health Insurance Buyout:** The Board approved an increase to the annual buyout, now \$10,500, equivalent to the Silver Plan employee-only premium.
- 

## 6. Policy / Ordinance / Compliance

- **Workplace Injury Procedures:** Updated procedures and guidelines have been distributed. Board-recommended revisions are in progress.
- **Complaint Procedures:** Standardized forms, procedures, and tracking logs are being drafted and are under internal review.
- **Planning Commission Collaboration:** The Planning Commission is currently reviewing the following ordinances and policies:
  - Sidewalk Ordinance
  - No Smoking Ordinance
  - Speed Limit Ordinance
  - Street Naming Ordinance
  - Tobacco-Free Policy

- **Social Media Policy**  
The next Planning Commission meeting is scheduled for October 25, 2025.
- 

## **7. Other Business / Upcoming Items**

- **FY26 Budget Development:** Budget development remains a priority. Contract reviews and the annual insurance application process are underway.
  - **Health Officer Appointment:** Our Town Health Officer, Kolleen Caspers, has a term ending March 2026. The State requires a 60-day advance notice for reappointment or changes. More information will be provided in the new year.
  - **Year-End 2025:** With year-end approaching quickly, efforts continue to ensure all loose ends are tied up and the Town is prepared for 2026.
  - **FY26 Strategic Planning Session:**  
As I am still new to the organization, I would like us to set aside time for a collaborative goal-setting session for FY26.
    - Please let me know whether the Board prefers a group brainstorming session or would like to begin with individual ideas submitted to me so I can create a draft outline for review.
    - I welcome all feedback—please reach out.
- 

**Respectfully submitted,**  
**Stacy Katon**  
Town Administrator  
Town of Georgia