

Town of Georgia

Office of the Town Administrator

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Town Administrator Report

To: Selectboard Members

From: Stacy Katon, Town Administrator

Date: October 22, 2025

Subject: Town Administrator Report – Reporting Period: October 13–24, 2025

1. General Updates

- **Selectboard Appointment:** Welcome to the Board, Judith Nasca! We are very excited to have you join us. Paul Jansen will be missed — thank you for stepping in to help us out.
- **PACIF Risk Management:** All required items have been completed and submitted to Zander at PACIF.
- **Equipment Loss:** The 2013 Dump Truck and hot box were both deemed total losses. The Town will need to move forward with replacement before plow season.
- **Vicious Dog Complaint:** ACO conducted investigations and findings, Response to Vicious Dog Complaint has been done, awaiting boards review and response.
- **Impact Fee Hearing:** A decision letter is being sent to Michael Danis following the hearing held on October 13, 2025.
- **VELCO ROW (SLW Mylar):** Mylar received and the Town Attorney was notified; awaiting next steps (email sent October 21, 2025).

2. Departmental Updates

- **Library MOU:** Reinitiated discussions regarding the Town–Library Memorandum of Understanding. Contacted Bridget to assist in bringing this back for review, following interest expressed at the October 13 meeting.
- **Assessor’s Office:** Identified issues with Utility Property Valuations (2023–2025) stemming from a former assessor’s work. The matter is currently under review with the former assessor’s insurance agent.

- Animal Control: The ACO continues to hold an impounded stray dog. The Town will cover seven days of boarding costs. The ACO is requesting to meet with the Board for guidance on handling future cases and plans to attend the November 10 meeting.

3. Projects and Grants

- Bridge #28 Replacement: Requesting Board approval to apply for the FY26 VTrans Grant (maximum \$600,000). Applications due November 7.
- Better Roads Grant: Requesting Board approval to apply for the FY26 Better Roads Grant (REI). Applications due October 31.
- HSIP Grant #CA0783: AOT project supervisor indicated payment is expected by the end of October.
- GIA Grant #GA0785: Project work completed. Todd emailed the compiled hours and equipment documentation for reimbursement, I will submit for reimbursement by 10/31/25.
- Surveillance Policy: Kolleen and Brian are currently revising the policy.
- Key Box Project: New key box installed; coordinating with Public Works and Fire Department Administration to update keys and the access list.
- ICT Protégé Software: Cost for new license is \$1,200. Discussion scheduled for October 27 meeting to determine purchase.
- EzStation Video Software: Installed on the Public Works Director's computer. Doug is working with the vendor to resolve installation issues on the laptop.

4. Financial / Budget Updates

- Insurance Claim – Generator Incident (6/19/25): Still open. Followed up with Todd on October 22 to confirm whether replacement work is complete to close the claim. Todd is awaiting a final invoice then we will submit, goal is for us to get funds prior to year end.
- Bank Reconciliations: Review and sign-off process in progress; expected completion by the end of the month.
- PACIF Policy Review: Reviewing property and vehicle lists with PACIF for accuracy. Lists will be sent to the Board and Department Heads for verification and review.

5. Personnel and HR

- PTO Accrual Tracking: Reviewed vacation and sick accruals — all appear to be calculating correctly. Will continue monitoring as employee anniversary dates occur. CTO hours now appear on pay stubs.

- Union 686 (AFSCME): Following up with Larry Mouquin regarding the addendum to PTO accruals in the union contract. He has it out to their attorneys to review and give a revised addendum for the union contract.
- FY26 Health Insurance: On the October 27 agenda. A workbook with plan comparisons and cost analysis has been provided for Board review.
- Employee Update: Kyle is expected to return to work on Monday, October 27, 2025. Great news — we're glad he's feeling better.

6. Policy / Ordinance / Compliance

- Distributed Workplace Injury Procedures & Forms Guidelines to the Board and Department Heads — awaiting Board approval to implement.
- Developing Processes, Procedures, Forms, and Logs for complaints received by the Town Office.
- Discussion on the idea of asking the Planning Commission assist with reviewing and updating the Impact Fee Ordinance.

7. Other Business / Upcoming Items

- Invited and attending the Planning Commission Meeting on October 28, 2025.
- Preparing FY26 Annual Benefit Packets, to be distributed by mid-November following Board votes on the health plan and buyout options.
- Net Metering Proposal: The Town of Colchester has reached out regarding participation in a net metering contract to reduce electricity costs.
- Would like to begin FY26 goal-setting discussions and establish a working timeline.

Attachments (if applicable)

- Treasurer's Report: Lori to provide update in person at the October 27 meeting.
- Department Reports: Todd to provide update in person at the October 27 meeting.
- Correspondence: Town of Colchester Net Metering proposal (included in 10.27.25 agenda packets).
- Grant Materials: Better Roads and VTrans applications (included in 10.27.25 agenda packets).
- Sheriff's Report: September 2025 activity report from Sheriff Grismore (included in 10.27.25 agenda packets).