

Town Administrator's Report

1. General Updates

- **Insurance Claims:** The insurance claim forms and required paperwork for the purchase of the Town plow truck, along with payouts for both the truck and hot box, are in process. We expect to receive the claim funds within the next two weeks.
 - **VELCO ROW (SLW Easement):** Easement documents were mailed to VLT on November 3, 2025. Once returned, they will be filed, concluding this long-standing matter.
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2. Departmental Updates

- **Library MOU:** Corresponded with Bridget regarding the draft MOU initiated several years ago by Bridget and Amber. Bridget noted her Board of Trustees would need to review the document. I located the draft and plan to reach out to the Trustees in the coming weeks for further discussion, as referenced in our October 31 email exchange.
 - **Assessor's Office / Utility Property Valuations:** Continued outreach to the contractor's insurance agent regarding the identified valuation issue. Calls have been placed with no response to date; follow-up will continue next week. Notice was also sent to the school district on November 4, 2025.
 - **Animal Control:** The ACO successfully placed "Kuli," the stray dog recently picked up. The placement was secured just prior to a scheduled euthanasia — a positive outcome for both the dog and new owner.
 - **Zoning Administration:** The petition to revoke the new development regulations did not receive sufficient signatures and will not move forward.
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3. Projects and Grants

- **FY26 VTrans Grant – Bridge #28 Replacement:** Submitted. Review is expected to take several months, with notification anticipated in early March 2026.
- **FY26 Better Roads Grant – Road Erosion Inventory:** Submitted. Review will take several months. If approved, Todd plans to coordinate with NRPC to complete the inventory in 2026. The grant remains valid through October 31, 2027.

- **FY25 GIA Grant #0785:** Reimbursement request submitted and under review. Payment is expected in November, pending no additional questions.
 - **FY24 GIA Grant #0550:** Work completed; however, submission issues delayed processing. I requested reconsideration from AOT, and they agreed to review again if before-and-after photos are provided. Todd sent photos on November 4; I will finalize and resubmit in hopes of partial reimbursement.
 - **Key Box Project:** Working with Rob Mullin on verifying and organizing property keys. Keys will be tested onsite and secured in the key box. Due to scheduling constraints, completion will occur gradually over the next few months.
 - **EZStation Video Software:** Doug continues troubleshooting application and software issues.
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4. Financial / Budget Updates

- **Insurance Claim – Generator Incident (6/19/25):** Claim remains open. 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, aiming to close by year-end.
 - **Bank Reconciliations:** Review and sign-off process are underway, with completion expected by month-end.
 - **PACIF Policy Review:** Reviewing property and vehicle schedules for accuracy. Lists have been distributed to the Board and Department Heads for verification. I will reconcile updates with the insurance company's records.
 - **FY26 Strategic Plan:** Department Heads and the Board are encouraged to begin considering FY26 goals in alignment with the Town Plan, capital plans, and budget. A clear strategic plan will help keep the Town on track with its annual objectives.
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5. Personnel and HR

- **PTO Accrual Tracking:** Vacation and sick accruals reviewed; no issues reported. Monitoring continues.
- **Union 686 (AFSCME):** Continuing follow-up with Larry Mouquin regarding the PTO accrual addendum in the union contract. Additional discussion scheduled for next week.
- **FY26 Health Insurance:** The Board approved changing carriers from BCBSVT to MVP for FY26. This transition is expected to save approximately \$22,000 based on FY25 participation levels.
- **FY26 Health Insurance Buyout Proposal:** Scheduled for discussion at Monday's meeting. Proposal recommends increasing the health insurance buyout to cover the full single Gold plan premium of \$1,073/month.
 - **Goal:** Maintain a competitive, equitable, and fiscally responsible compensation package while continuing to support employee healthcare needs.

- **Open Enrollment:** Preparing the FY26 Health and Vision Insurance open enrollment materials for distribution to employees by November 15.
 - **MVP Transition:** Coordinating with MVP to establish the employer portal and collect employee enrollment forms.
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6. Policy / Ordinance / Compliance

- **Workplace Injury Procedures:** Distributed updated Workplace Injury Procedures and Forms Guidelines to the Board and Department Heads. Awaiting Board approval to implement.
 - **Complaint Procedures:** Developing standardized procedures, forms, and tracking logs for complaints received by the Town Office. Drafts are under internal review.
 - **Planning Commission Collaboration:** Attended the Planning Commission meeting on October 28. The meeting was productive, and members expressed interest in assisting with the review, drafting, and presentation of several policies — aligning with the Selectboard's FY25 policy update goals.
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7. Other Business / Upcoming Items

- **Net Metering – Town of Colchester:** The Board opted not to pursue the original proposal due to limited cost savings. I have reconnected with the Town Manager to discuss potential adjustments to the percentage and kWh allocation to determine whether participation could still benefit Georgia.
 - **FY26 Budget Development:** Budget work is a current priority. Contract reviews are underway, and recommendations will be presented to the Board in the coming weeks.
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Respectfully submitted,
Stacy Katon
Town Administrator
Town of Georgia