

Town Administrator Update

Date: May 21, 2026

Prepared by Doug Bergstrom

Reporting Period May 7, 2026 – May 21, 2026

1. General Update

- Attended NRPC meeting in St Albans for Regional Plan. Due to an error in the posting at the conclusion of the meeting the LURB recessed the meeting until May 28.
- First meeting on the new website and meeting system. This project will start next month and will take 3-4 months to complete. No interruption to the existing website until launch. New site will be similar but easier to navigate.
- DRB meeting set for 6/2 for the Conditional Use of the dog kennel at the old garage. Will need a representative from the Selectboard at the meeting.
- Completed PPE assessment chart for Highway

2. Town Office

- Personnel record updating – Files are now organized. Need to update missing records and get any additional information like certificates into the files prior to digitizing the records.
- SDS binder needs to be updated and new system installed
- WorkSafe – worked downstairs to organize and make sure the basement is following the WorkSafe protocol
- Key box completed
- Completed form 300 VOSHA

3. Assessor

- Finishing up on grand list and getting everything into the final assessment

4. Planning & Zoning

- DRB public preliminary plat meeting on a 32-lot PUD subdivision on Cline Road
- DRB Sketch hearing on 3-lot subdivision by the interstate which includes an 8,000SF commercial building, a duplex and a single-family home.
- Administrative subdivisions and boundary line adjustments
- Office has been very busy with permits and residential issues.

5. Public Works

- Meeting with Work Safe on 6/9 to go through town buildings

- Working to have everything open by 5/22. New dock is scheduled for 5/27.
- Needed to update breaker box at beach due to electrical issues.
- Siding for pavilion starting the week of 5/25.
- Fence installation on Polly Hubbard, community service from BFA Tech program
- Water meeting at library on 5/21 with Chevalier and State of Vermont
- Down one mower (new one) under warranty
- Beach gate is not operational, reaching out to get service.
- BFA NW tech had 350 students at the beach and did a community service project cleaning, raking etc.
- Bridge 28 culvert is now in.
- Trailer and trench box purchase
- Spring preventative maintenance done on AC units
- The week of 5/18 was National Public Works Week – This year’s theme is - “rooted in service powered by community”

6. Library

- Rehired Meghan as a sub
- Voted 5/20 to adopt the Town of Georgia Personnel Policy
- Water inspection with State of Vermont and Chevalier
- Need to clean out the furnace room, only authorized personnel moving forward

7. Ongoing Projects

- Dental rate changes coming July 1st
- NEW – CHIP policy
- Law enforcement contract June 30 – Met with Sheriff Grismore and working on details of budget versus policing rates. Will bring to the board once I have more information.
- Ethics Ordinance
- VOSHA / WorkSafe updating