

Town Administrator Update

Date: May 11, 2026

Prepared by Doug Bergstrom

Reporting Period April 24, 2026 – May 6, 2026

1. General Update

- Finalized grant folders. Each department now has their own grant folder that the administrator, treasurer, and Selectboard have access to. The folders contain the guidelines for grants and all the documentation and updates for each grant are kept in the folder.
- Finalizing access to systems to ensure that projects and services are kept up to date.
- Sent Addressing ordinance off to the attorney
- Stump Dump and Sidewalk Ordinance repeal is finalized

2. Town Office

- Personnel record updating - ongoing
- PACIF safety grant – need to meet with departments to go over what is included
- Vermont Gas –received the notification from the state that we will be getting enough of a return from the school due to the reduction in the grand list to return the overpayment by VT Gas.
- Town Administrator position posted on VLCT, town website, Facebook, Front Porch Forum – Added LinkedIn
 - Received 17 resumes
 - Posting closes May 8th at 4:00pm

3. Assessor

- Added the extension for the board to take action on. The extension will give the assessor additional time to finish with the grand list corrections and ensure we are capturing as much as possible. Personal property and cell phone towers remain an issue that is being corrected.

4. Planning & Zoning

- DRB public meeting on a 3-lot subdivision of mixed residential/commercial in the Business District
- DRB – Preliminary Plat for a 30 unit housing development off of Cline Road
- Starting work on the CloudPermit property management module. This will take some time to complete as there will need to be a lot of data entry to get the parcels correct.

Once completed we will be able to quickly change parcels allowing zoning to keep accurate and up to date project information.

- Several complaints coming in regarding conditional use violation, improper use of town right of way, junk ordinance violations

5. Public Works

- Meeting with Work Safe on 5/7 – will update
- Beach water leak due to water being turned on prior to the beach getting set up for the season. Issued repaired.
- Work has started on the building at the beach
- Received two applications each for the road crew and beach positions
- Attended the CPG hearing for the GMP project on Ballard Road. Will get back in touch with us to discuss potential issues with the road wear and tear

6. Ongoing Projects

- Library follow up
- 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.