

1 TO THE HOUSE OF REPRESENTATIVES:

2 The Committee on Government Operations to which was referred House  
3 Bill No. 447 entitled “An act relating to approval of amendments to the charter  
4 of the Town of Springfield” respectfully reports that it has considered the  
5 same and recommends that the bill be amended in by striking out Sec. 2,  
6 24 App. V.S.A. chapter 149 (Town of Springfield) in its entirety and inserting  
7 in lieu thereof a new Sec. 2 and Sec. 3 to read as follows:

8 Sec. 2. 24 App. V.S.A. chapter 149 is amended to read:

9 CHAPTER 149. TOWN OF SPRINGFIELD

10 \* \* \*

11 § 2. APPLICATION OF GENERAL LAW; PROPOSED CHARTER

12 (a) Purpose. This document is drafted to ~~supersede~~ update and replace the  
13 existing charter.

14 (b) Application of general laws.

15 \* \* \*

16 (2) In the event of any conflict or contradiction, either direct or implied,  
17 between the powers conferred ~~herein~~ in this charter and State statute, this  
18 charter shall prevail.

19 § 3. POWERS OF THE TOWN

20 (a) The Town of ~~Springfield~~ shall have all the powers and functions  
21 conferred upon ~~towns and villages~~ municipalities by the Constitution and

1 general laws of the State, ~~and shall also have~~ all implied powers necessary to  
2 implement ~~such~~ those powers and functions, and any additional powers  
3 conferred by this charter that are consistent with the Constitution. All powers  
4 and functions conferred or implied by the charter shall be in addition to the  
5 powers and functions conferred upon the Town by laws now in force or  
6 ~~hereinafter~~ later enacted.

7 (b) Without limiting any of the express or implied powers granted by this  
8 charter, the Town shall have the following additional specific authorities:

9 (1) To adopt and enforce ordinances relating to the cleaning and repair  
10 of any premises when in a condition that:

11 (A) impairs the general appearance of the Town;

12 (B) may physically injure other property in the vicinity; or

13 (C) is a health hazard.

14 (2) To control the removal of rubbish, waste, and objectionable material  
15 of any premises subject to subdivision (1) of this subsection.

16 (3) Not less than 30 days before any action taken under this subsection  
17 (b), the Town shall provide to the property owner and any lienholders a notice  
18 of the Town's intent to issue civil penalties, clean or repair the premises, or  
19 remove rubbish, waste, or objectionable material. The Town shall provide to  
20 the property owner and any lienholders reasonable opportunity and resources

1 to appeal the proposed action or to clean or repair the premises before the  
2 Town takes any final action.

3 (c) Nothing in this charter shall be construed as a limitation of ~~such the~~ the  
4 powers and functions incident to public and municipal corporations.

5 \* \* \*

6 § 5. ORDINANCES

7 (a) Town legislation. Town legislation shall be by ordinance. Ordinances  
8 and rules ~~promulgated~~ adopted pursuant ~~thereto~~ to ordinances shall have the  
9 full force of law embodied in this charter.

10 (b) Legislative body.

11 \* \* \*

12 (2) Town ~~meeting~~ meetings, annual or special, as constituted ~~herein in~~ in  
13 this section, in addition to ~~its~~ their other functions, shall also serve as a  
14 legislative body and may adopt, amend, or repeal an ordinance.

15 \* \* \*

16 (B) The entire text or an explanation of the nature and purpose of  
17 ordinances subject to Town meeting action must be posted on the Town's  
18 website and published in a newspaper or newspapers of general circulation as  
19 may be directed or designated by the Selectboard, at least 30 days before the  
20 meeting.

1 (C) Any ordinance to be considered by Town meeting shall be  
2 reviewed by the Town Attorney or other counsel engaged by the Selectboard  
3 prior to the official warning. ~~Said~~ The Attorney shall be charged with the duty  
4 to correct ~~such~~ the ordinance to avoid repetition, illegal, or unconstitutional  
5 provisions, and to ensure accuracy in the text and reference, along with clear  
6 and precise phraseology. The ordinance shall not be changed in its meaning  
7 and effect.

8 (D) The effect of Town meeting action on an ordinance shall take  
9 place upon passage unless otherwise provided ~~therein~~ in the body of the  
10 ordinance.

11 (E) ~~Ordinances acted upon by Town meeting shall not apply to any~~  
12 ~~appointments of officers, members of boards and commissions to be made by~~  
13 ~~the Board of Selectmen, or to the appointment or designation of the selectmen,~~  
14 ~~or their rules of order. [Repealed.]~~

15 \* \* \*

16 (c) Ordinance adoption procedure, other than zoning and subdivision  
17 bylaws.

18 \* \* \*

19 (d) Procedure for drafting, adoption, rejection, major amendment, or repeal  
20 of ordinances.

1 (1) Drafting.

2 (A) ~~Ordinances or actions related thereto~~ The Selectboard may  
3 appoint an ordinance committee including not more than two Selectboard  
4 members.

5 (B) If the Selectboard appoints an ordinance committee, ordinances  
6 of all categories, with the exception of emergency ordinances, shall be drafted  
7 by or submitted in draft form to an the ordinance subcommittee consisting of  
8 no more than two Selectboard members committee.

9 (2) Reporting out.

10 (A) ~~The~~ If the Selectboard appoints an ordinance committee, the  
11 ordinance subcommittee committee shall review the any ordinance for form  
12 submitted to them by the Selectboard and report it out to the Board of  
13 Selectmen Selectboard for first review within 90 days following submission.

14 (B) Ordinances reported out for first review must be reviewed  
15 beforehand by the Town Attorney or other counsel engaged by the  
16 Selectboard, and signed by ~~him/her signifying proper legal form and~~  
17 ~~constitutionality~~ the Town Attorney or other counsel.

18 \* \* \*

19 (3) Introduction and first review.





1           (7) Any emergency ordinance shall automatically stand repealed on the  
2 61st day following ~~adoption; this shall not prevent reenactment of the~~  
3 ~~ordinance if the emergency still exists~~ its effective date.

4           (8) In order for actions taken under an emergency ordinance to be  
5 binding beyond the time period of the emergency as determined by the  
6 Selectboard, the ordinance must be ratified in a manner similar to other  
7 ordinances; this shall not prevent reenactment of the ordinance if the  
8 Selectboard determines that the emergency still exists.

9           (9) An emergency ordinance may also be repealed ~~by the adoption of a~~  
10 ~~repealing ordinance~~ in the manner specified in this section for emergency  
11 ordinance.

12           (g) ~~Changes in zoning and subdivision bylaws: Changes in zoning and~~  
13 ~~subdivision bylaws shall be in accordance with Vermont statutes. [Repealed.]~~

14           (h) Standard codes of technical regulations.

15           (1) The Selectboard may adopt any standard code of technical  
16 regulations by ~~references thereto~~ reference in an ~~adopting~~ ordinance.

17           (2) The procedure and requirements governing ~~such an adopting~~  
18 ~~ordinance~~ the adoption of an ordinance concerning standard codes of technical  
19 regulations shall be the same as prescribed for ordinances generally except that  
20 the requirements ~~of this charter~~ for distribution and filing of copies of the  
21 ordinance shall include the ~~adoption~~ ordinance itself, but and shall not only

1 include a citation to the entire set of technical regulations, and a copy of each  
2 ~~adopted code of technical regulations shall be authenticated and recorded by~~  
3 ~~the Town Clerk for distribution or for purchase at a reasonable price.~~

4 (i) Authentication and recording, codification, ~~printing~~ and publication.

5 \* \* \*

6 (2) ~~Printing~~ Publication of ordinances and resolutions.

7 (A) The Selectboard shall cause each ordinance and resolution  
8 ~~having the force and effect of law to be printed~~ published.

9 (B) ~~Printed ordinances~~ Ordinances, resolutions, charters, and charter  
10 amendments shall be ~~distributed or sold~~ published electronically and made  
11 available in printed form for sale to the public at reasonable prices set by the  
12 Selectboard.

13 (C) All ~~printed~~ ordinances, codes, resolutions, and charter  
14 amendments should follow a uniform format or style ~~established by the initial~~  
15 ~~codification following this charter adoption.~~

16 (3) Codification.

17 (A) ~~Within one year after the adoption of this charter, and at At least~~  
18 every ~~five~~ 10 years ~~thereafter~~, the Selectboard shall provide for the uniform  
19 codification of all ordinances, zoning bylaws, subdivision bylaws, and  
20 resolutions ~~having the force of law.~~



1       ~~(b) Personal and business interests shall include direct or indirect~~  
2       ~~ownership of land, stock, property, materials, supplies or services.~~

3       ~~(c) Discussions of salary and benefits shall be exempt from this prohibition.~~

4       ~~(d) Any officer or employee having such an interest shall immediately~~  
5       ~~make said interest known publicly.~~

6       ~~(e) Any officer who willfully conceals such an interest, or willfully violates~~  
7       ~~any requirement of this section shall forfeit said office or position, as provided~~  
8       ~~under subdivision 23(b)(8)(B) of this charter.~~

9       ~~(f) Any contract, sale, or action taken in violation of this section shall be~~  
10       ~~voidable by the Board of Selectmen.~~

11       ~~(g) Officers of the Town may buy; sell goods and services from; to the~~  
12       ~~Town subject to the restrictions above, provided said procurement is done~~  
13       ~~competitively in accordance with the procurement ordinance.~~

14       ~~(h) The Board of Selectmen may require public disclosure of assets or~~  
15       ~~financial interest, in a form they may prescribe, of any elected or appointed~~  
16       ~~official as part of an investigation into matters of conflict of interest, or for the~~  
17       ~~purposes of general investigation. Failure to disclose or incomplete or falsified~~  
18       ~~disclosure may be cause for removal as provided under subdivision~~  
19       ~~23(b)(8)(B) of this charter.~~

1       ~~(i) No officer shall devote any Town property or labor to private use,~~  
2       ~~except as may be provided by law or ordinance.~~

3       The Selectboard shall adopt and maintain a conflict of interest policy.

4       § 8. LICENSES; FEES; CHARGES; USER FEES; FEES FOR SERVICE

5       (a) The Selectboard shall have the sole authority for the setting of all fees,  
6       charges, user fees, or fees for services, related to Town government, except  
7       those prescribed by State statute relating to the Office of the Town Clerk or  
8       otherwise provided for in this charter. ~~All fees and charges set by the~~  
9       ~~Selectboard shall be reasonably related to actual costs.~~

10       (b) ~~The Board of Selectmen shall have the authority to license or issue~~  
11       ~~permits for any function or activity taking place or occurring within the~~  
12       ~~boundaries of the Town over which jurisdiction is established by statute,~~  
13       ~~ordinance or this charter.~~ [Repealed.]

14       (c) ~~All licenses required by the Town shall be authorized by passage and/r~~  
15       ~~amendment of a license ordinance.~~ [Repealed.]

16       (d) ~~All fees, charges, user fees, or fees for service shall be implemented by~~  
17       ~~passage of a comprehensive fee ordinance which shall be placed on the Board~~  
18       ~~of Selectmen agenda for review and/or update, every three years from its date~~  
19       ~~of passage.~~ [Repealed.]

1 (e) No officer of the Town shall collect fees or monetary prerequisites for  
2 ~~his or her~~ the Town officer's own use, and all fees or charges shall be accrued  
3 to ~~the General Fund~~ Town funds.

4 § 9. ACQUISITION AND DISPOSITION OF TOWN PROPERTY

5 (a) The Selectboard shall pass ~~an ordinance~~ a policy governing the  
6 acquisition or disposition of Town property, which shall outline procedures for  
7 the handling of ~~such~~ these matters.

8 (b) The Selectboard may acquire or dispose of real property in accordance  
9 with ~~such ordinance~~ policy.

10 § 10. EMERGENCY POWERS

11 (a) Declaration of public emergency. The Selectboard may, upon ~~majority a~~  
12 two-thirds vote with at least three members present, declare a state of public  
13 emergency ~~which that~~ that threatens life, property, or the public health or welfare.

14 (b) Condemnation, eminent domain. In the event of a declared public  
15 emergency ~~which that~~ that threatens life, property, the public health or welfare,  
16 duly declared by ~~unanimous~~ Selectboard ~~duly warned~~ meeting warned in  
17 accordance with State statute, the Selectboard, by a minimum of three  
18 affirmative votes and not more than one dissenting vote, may exercise powers  
19 of eminent domain and condemnation and take real property or personal  
20 property, after notice to the owner and the fixing of fair compensation. An  
21 aggrieved party may appeal to Superior Court.

1 (c) Civil preparedness. The Town Manager shall be the designated civil  
2 preparedness Chair and shall be duty bound to exercise the powers afforded by  
3 statute and any powers and functions outlined by the Selectboard in a declared  
4 emergency. On an annual basis, the Selectboard shall adopt an emergency  
5 preparedness plan that shall go into effect upon declaration of a public  
6 emergency.

7 § 11. PROCEDURES FOR CHARTER REVISION AND AMENDMENT

8 (a) The procedures and process for charter amendment ~~herein~~ in subsection  
9 (b) of this section may be initiated either by a ~~unanimous~~ vote of four members  
10 of the Selectboard or by a citizen initiative (petition) ~~equal to~~ of at least five  
11 percent of the voters registered at the time that the petition is submitted.

12 (b) The procedure for charter ~~revision~~ amendment shall be as follows:

13 (1) The Selectboard shall appoint a Charter Review Committee of not  
14 less than ~~ten (10)~~ 11 members, which shall include two representatives from  
15 the Selectboard; and two representatives from the administration, ~~and the~~  
16 ~~community at large~~ one of which must be the Town Clerk, with the majority  
17 from the community at large.

18 \* \* \*

19 (3) The Selectboard shall determine if the proposed amendments are a  
20 comprehensive revision and shall determine the format of the article. All

1 provisions of 17 V.S.A. § 2645 that are not in conflict with this charter shall be  
2 adhered to.

3 (4) Any changes in the charter must be effected by a Town meeting vote  
4 ~~with at least 25 of voters participating.~~

5 (c) In addition to the procedure set forth above in subsections (a) and (b) of  
6 this section, the charter may be revised or amended by the submission of a  
7 citizen initiative (petition) specifying the amendments or revisions desired and  
8 signed by 10 percent of the registered voters. The petition and subsequent  
9 action shall conform to the requirements of State statutes relating to charter  
10 amendment procedures, ~~shall be subject to the determination of the Board of~~  
11 ~~Selectmen as to whether or not they are comprehensive in nature,~~ and shall be  
12 approved by ~~a~~ an annual Town meeting vote with at least ~~25~~ 15 percent of  
13 voters participating. If a proposed amendment or revision under this  
14 subsection is voted down at the annual Town meeting, it or a substantially  
15 similar amendment may not be petitioned again for a period of one year.

16 (d) Any changes in the Town charter shall become effective immediately  
17 upon passage by the registered voters and approval by the ~~Legislature~~ General  
18 Assembly as prescribed by statute.

19 (e) ~~Charter amendment revote shall be subject to the limits prescribed in~~  
20 ~~section 22(b)(7) of this charter~~ A comprehensive revision of this charter, as  
21 determined by the Selectboard, may be voted only once in three years.

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§ 13. USE OF STREETS BY PUBLIC UTILITIES AND PRIVATE INTERESTS

Every non-Springfield municipal public utility ~~and~~ or private interest that desires to ~~dig up~~ excavate in a public street or alley for the purpose of laying ~~pipes or wires~~ right-of-way shall first obtain from the Selectboard Town Manager or designee a written permit stating the place where and the time when ~~digging~~ excavation and repair may be done. Upon receipt of a permit, the ~~digging up and replacing of the street or alley~~ excavation and repair shall be done under the supervision of the Selectboard; ~~they may complete the work at the expense of the utility or private interest and recover that expense in an action of tort under 19 V.S.A. § 1525, in the name of the Town, with costs~~ Town Manager or designee.

§ 14. ~~SEPARABILITY~~ SEVERABILITY

The sections of this charter and the parts thereof are ~~separable~~ severable. If any portion of this charter, or application thereof to any person or circumstance, shall be held invalid, the remainder thereof or the application of such invalid portions to other persons or circumstances shall not be affected thereby.

Subchapter 2. Elections and Local Officials







1 (E) While the polls are open, the Town Clerk shall rule on all  
2 questions covering the conduct of Australian ballot elections, except the  
3 resolution of questions concerning the checklist ~~which~~ that shall be made by  
4 the majority of the Board of Civil Authority members present.

5 (F) In the absence ~~or disability~~ of the Town Clerk, should it occur  
6 before an election, the Board of Civil Authority shall, upon notice,  
7 immediately meet and designate an Acting Clerk for the duration of the  
8 election. Should ~~such~~ the absence ~~or disability~~ occur on election day, the  
9 Board of Civil Authority members present at the election shall designate an ~~on-~~  
10 ~~site temporary officer~~ Acting Clerk to preside for the duration of the election.

11 (6) Postponing or continuing of Town meetings.

12 (A) The Selectboard may postpone ~~the~~ a special Town meeting vote  
13 ~~on any question to be voted at a special meeting~~ to the ~~later~~ annual Town  
14 meeting if the date of the special Town meeting ~~would~~ will fall within 75 days  
15 ~~prior to~~ of the annual Town meeting.

16 (B) If a special Town meeting called by petition falls within 45 days  
17 of a ~~later~~ subsequent special or annual Town meeting called by petition, the  
18 Selectboard may warn the questions to be voted at such Town meeting for the  
19 later Town meeting and may by resolution rescind the call of the earlier  
20 meeting.



1 (G) Any question voted on or considered shall be subject to revote or  
2 ~~recession~~ rescission only once in the 12 months following the initial vote, except  
3 for the Town budget, which shall be voted until passed, and except for charter  
4 amendments by citizen initiative that are governed by subsection 11(c) of this  
5 charter.

6 (H) A vote of a proposed amendment or revision of this charter by  
7 citizen initiative that is substantially similar in substance to a previous  
8 proposed amendment by citizen initiative ~~may be voted~~ occur only once in one  
9 year.

10 (8) Tie votes.

11 (A) A tie vote, other than for an elected office, at any Town meeting  
12 shall ~~be subject to~~ require an immediate recount; ~~the article or election shall be~~  
13 ~~subject to immediate revote~~ If the tie vote is affirmed, then the articles must be  
14 revoted at a special Town meeting within ~~the timetable prescribed by charter~~  
15 60 days.

16 (B) ~~Recount~~ Recounts other than tie votes may be requested in  
17 accordance with State statute.

18 (9) Nonproductive elections. In the event that a legal election fails to  
19 produce a person to fill any elected Town office, the Selectboard shall, within  
20 30 days ~~of following~~ the election, appoint a ~~qualified individual~~ registered  
21 voter to serve in the position until the next annual Town meeting at which an

1 election will occur for the term of office or remaining balance of the unexpired  
2 term, whichever is applicable.

3 \* \* \*

4 § 23. LOCAL ELECTED OFFICIALS

5 (a) Local elective offices to be filled by the registered voters of the Town  
6 of ~~Springfield~~ shall be only those articulated by this charter and shall include:

7 \* \* \*

8 (2) ~~Listers; [Repealed.]~~

9 \* \* \*

10 (4) ~~First Constable~~ Library Trustees;

11 \* \* \*

12 (b) Provisions related generally to all elected local offices.

13 (1) Term.

14 (A) Terms for elective offices shall begin officially ~~at the point which~~  
15 when the Town Clerk and Board of Civil Authority certify election returns as  
16 final.

17 (B) In the event of a recount, or unresolved irregularities in election  
18 returns, should ~~emergency~~ action be required, it shall be taken by the ~~elective~~  
19 officials sitting at the time of the election.

1 (2) Oath of office.

2 (A) ~~Before taking any official action, an~~ An elected official shall take  
3 the oath of office prescribed by statute, if applicable, prior to taking any  
4 official action.

5 \* \* \*

6 (4) Recall of elected officials.

7 \* \* \*

8 (B) If the Town votes for removal of an elected officer, the office  
9 shall thereupon become vacant, and the Selectboard shall call a special  
10 meeting, to be held within 45 days ~~of~~ following the vote for removal, to fill the  
11 vacancy ~~until the term of the officer so removed expires~~ for the remainder of  
12 the unexpired term. The office shall remain vacant until the next annual Town  
13 meeting if ~~such~~ the special Town meeting would fall within 75 calendar days  
14 prior to the annual Town meeting.

15 (5) Attendance. ~~Any~~ All elected ~~official shall be required~~ officials are  
16 expected to regularly attend all meetings of the public bodies of which they are  
17 members.

18 (6) Holding of more than one office.

19 (A) Elective offices. Nothing ~~herein~~ in this section shall be  
20 interpreted as limiting any person from holding a State or federal elective  
21 office at the same time ~~he/she~~ that person holds local office, provided ~~such~~ the

1 service does not interfere or conflict with the proper attendance at meetings  
2 and execution of the duties of the office.

3 \* \* \*

4 (7) Qualification to run for ~~and~~ or hold local office.

5 (A) No person shall be qualified to run for or be elected to hold an  
6 elective office unless ~~he/she~~ the person is a ~~duly qualified~~ registered voter in  
7 the Town of ~~Springfield~~ and a resident.

8 (B) Should an elected holder of local office establish residence in  
9 some place other than ~~Springfield~~ the Town, the office shall be declared  
10 immediately vacant by the Selectboard and said vacancy shall be filled in  
11 accordance with the provisions of ~~the~~ this charter.

12 \* \* \*

13 (8) Vacancy of elected office.

14 (A) In addition to the requirement of subdivision (7) of this  
15 subsection (b), a vacancy shall be deemed to exist in any local office where an  
16 officer dies; resigns; is removed or recalled from office; is convicted of a  
17 felony; is convicted of a misdemeanor involving a breach of public trust; ~~or~~ is  
18 judicially declared to be mentally incompetent; or ~~is~~ no longer ~~a resident~~  
19 resides in the Town.

20 (B) The declaration of ~~a condition for forfeiture of office~~ vacancy  
21 shall be made by ~~the unanimous~~ a majority vote of the Selectboard, or in the

1 case of a Selectboard member, by the other members of the ~~Selectboard, and~~  
2 ~~shall be according to procedures established in 3 V.S.A. chapter 25, as they~~  
3 ~~pertain to contested cases, and may be appealed to the Superior Court as~~  
4 ~~contested cases are appealed~~ Selectboard.

5 (c) Elected officers, duties, responsibilities, and conduct.

6 (1) Selectboard.

7 (A) Number and term. Unless altered by the procedures provided  
8 herein, the policy making body for the Town shall be a five member  
9 Selectboard, elected at large, on a nonpartisan basis, to ~~rotating, three-year~~  
10 staggered three-year terms.

11 \* \* \*

12 (E) Meetings. All meetings shall be conducted in accordance with  
13 Vermont's Open Meeting Law, 1 V.S.A. chapter 5, subchapter 2.

14 (i) Organizational meeting.

15 (I) Within seven days after the annual Town meeting, the  
16 Selectboard, ~~duly certified,~~ shall meet for the purpose of taking the oath of  
17 office, organizing, electing a ~~Chair~~ chair and ~~Vice-Chair~~ vice chair, and ~~the~~  
18 ~~adoption of~~ adopting rules for the transaction of business.

19 (II) The Town Clerk or designee shall preside at the  
20 organizational meeting of the Selectboard prior to the election of the Board  
21 Chair.

1 \* \* \*

2 (ii) Regular meetings.

3 \* \* \*

4 (II) ~~The time and place of regular Selectboard meetings shall be~~  
5 ~~publicly announced to the media.~~ [Repealed.]

6 (iii) Agenda.

7 (I) ~~The Chair or Vice Chair shall, with the Town Manager,~~  
8 ~~prepare a written agenda for each regular meeting of the Selectboard.~~

9 [Repealed.]

10 (II) Any Selectboard member, citizen in attendance, or the  
11 Manager may request at the start of the meeting that items be added to the  
12 agenda, ~~provided all Selectboard members present so vote to add the item.~~

13 Items may be added to the agenda subject to Selectboard approval.

14 (iv) Quorums; votes.

15 \* \* \*

16 (III) No action of the Board shall be valid or binding unless  
17 acted upon by ~~the affirmative vote of three or more members of the board a~~  
18 majority of the members present unless otherwise provided for by this charter.

19 (v) ~~Clerk; minutes~~ Minutes.

1 (I) The Town Clerk or the Selectboard's designee shall be the  
2 official Clerk of the ~~Board~~ Selectboard and shall be responsible for minutes in  
3 a form prescribed by ~~the Board~~ Vermont's Open Meeting Law.

4 (II) ~~The Selectboard may employ a stenographer to assist the~~  
5 ~~Town Clerk in the discharge of duties related to minutes.~~ [Repealed.]

6 (vi) Special meetings and workshops.

7 (⊕) Special meetings may be called at any time by the Chair, or  
8 the Vice Chair in the absence of the Chair, or by written request, signed by  
9 three Board members.

10 (II) ~~Notice of a special meeting shall be served, in a reasonable~~  
11 ~~manner, on all members of the Selectboard.~~

12 (III) ~~Notice of the special meeting shall be released to the local~~  
13 ~~news media.~~

14 (IV) ~~Whenever practical, an agenda shall be issued at a special~~  
15 ~~meeting, with additions to be handled in the same manner as regular meetings.~~

16 (V) ~~If an emergency meeting of the Selectboard is required, on~~  
17 ~~very short notice, every possible effort shall be made to notify the media.~~

18 (vii) ~~Public meetings; citizen input; executive~~ Executive session.

19 (I) ~~All meetings of the Selectboard shall be open to the public~~  
20 ~~and shall comply with all the pertinent provisions of this charter.~~

1                   ~~(H) Allowances should be made informally or on the agenda~~  
2                   ~~for citizen comment unless it interferes with regular business.~~

3                   ~~(HH) The Board Selectboard may, upon a vote of four (4)~~  
4                   ~~members hold an executive session to discuss any action in accordance with~~  
5                   ~~the provisions of section 6 of this charter Vermont's Open Meeting Law.~~

6                   ~~(viii) Correction of irregularities. Any irregularities or defects in~~  
7                   ~~the notice of or conduct of any meeting of the Selectboard may be cured at any~~  
8                   ~~subsequent regular meeting, provided that such resolution is included on the~~  
9                   ~~agenda of a regular or special meeting and is adopted by a majority of the~~  
10                  ~~Board. [Repealed.]~~

11                  ~~(ix) Vacancies. A vacancy on the Selectboard shall may be filled~~  
12                  ~~by a majority vote of the remaining Board Selectboard, said the appointment to~~  
13                  ~~run until the next annual Town meeting at which an election ~~can~~ shall be~~  
14                  ~~warned to fill ~~the~~ any unexpired term.~~

15                  (2) ~~Listers.~~

16                  ~~(A) There shall be two elected listers elected on a nonpartisan basis~~  
17                  ~~for three-year terms that shall not coincide.~~

18                  ~~(B) The Chief Assessor shall serve as a third lister.~~

19                  ~~(C) Duties and responsibilities of the listers shall be in accordance~~  
20                  ~~with State statute and herein limited.~~





1 vote of the Selectboard, ~~said~~ the appointment to run until the next annual Town  
2 meeting at which an election ~~can~~ shall be warned to fill the unexpired term.

3 (6) Trustees of public funds. Public funds are funds received from  
4 private outside sources for specific long-term purposes and are maintained  
5 separately from the general operating fund. The Town has a fiduciary  
6 responsibility to maintain these funds in accordance with any restrictions  
7 placed on the funds at the time the funds were received.

8 (A) There shall be elected three trustees of public funds, each to  
9 serve a staggered three-year term terms.

10 (B) ~~The Town Treasurer shall serve the trustees of public funds in an~~  
11 ~~advisory capacity in connection with fund management and shall attend all~~  
12 ~~meetings.~~ [Repealed.]

13 \* \* \*

14 (D) The trustees shall be charged with maximizing the return on all  
15 invested funds while maintaining their security, which shall include the  
16 preservation of principal. In service of this goal, they shall file with the  
17 Selectboard an annual plan outlining the program of investments for the year.

18 \* \* \*

19 (F) ~~Vacancies on the trustees~~ Should a vacancy occur in the office of  
20 trustee of public funds, shall it may be filled by a majority vote of the

1 Selectboard, ~~said~~ the appointment to run until the next annual Town meeting at  
2 which an election ~~can~~ shall be warned to fill the unexpired term.

3 § 24. APPOINTED NONADMINISTRATIVE OFFICIALS

4 (a) General provisions applying to all appointed positions.

5 \* \* \*

6 (3) All appointees shall be administered the oath of office in the form as  
7 provided for by statute, if applicable.

8 \* \* \*

9 ~~(5) For the purposes of the administrative code, within one year after the~~  
10 ~~adoption of this charter, all appointees, positions, boards, and commissions~~  
11 ~~shall be required to submit a proposed ordinance to the Selectboard outlining~~  
12 ~~duties and responsibilities, which the Selectboard shall amend and adopt.~~

13 [Repealed.]

14 \* \* \*

15 (7) Although operating independently, all appointive boards and  
16 commissions shall be required to cooperate with the Selectboard in the exercise  
17 of their duties in the pursuit of the public good. They shall be required to file  
18 an annual report for inclusion in the Town report, and also to file any other  
19 reports requested by the Selectboard, and ~~be in attendance at~~ attend any  
20 meeting so requested by the Selectboard.



1           (K) Town Constable.

2                   (i) The Selectboard shall appoint the Town Constable, who shall  
3 serve a one-year term.

4                   (ii) The Constable shall be responsible for assisting the Town  
5 Clerk in the regulation and licensing of dogs.

6                   (iii) The Constable shall be in attendance at all Town meetings  
7 and shall serve as sergeant at arms to assist the moderator as necessary in the  
8 maintenance of order.

9                   (iv) The Selectboard may assign additional responsibilities to the  
10 Constable as necessary or convenient.

11                   (v) A vacancy in the Office of the Constable shall be filled by a  
12 majority vote of the Selectboard.

13           (c) Appointed boards and commissions established by charter.

14                   (1) Planning Commission.

15                   (A) The Selectboard shall appoint the members of the Planning  
16 Commission in accordance with State statute. All members shall be registered  
17 voters of the Town.

18                   ~~(B) The duties and responsibilities of the Planning Commission shall~~  
19 ~~be in accordance with State statute as limited herein. [Repealed.]~~

20                   ~~(2) Zoning Board of Adjustment Development Review Board.~~

1 (A) The Selectboard shall appoint the members of the ~~Zoning Board~~  
2 ~~of Adjustment~~ Development Review Board in accordance with State statute.  
3 All members shall be registered voters of the Town.

4 (B) ~~Duties and responsibilities of the Zoning Board of Adjustment~~  
5 ~~shall be in accordance with State statute as limited herein. [Repealed.]~~

6 (3) Housing Authority.

7 (A) The Selectboard shall appoint members of the Housing Authority  
8 established pursuant to 24 V.S.A. chapter 113.

9 (B) ~~The Housing Authority shall be the agency responsible for~~  
10 ~~dealing with all publicly owned housing, and subsidized housing issues in the~~  
11 ~~Town of Springfield. [Repealed.]~~

12 \* \* \*

13 (4) Airport Commission.

14 (A) ~~So long as~~ Provided that there is an a regional, State-owned  
15 airport in Springfield the Town, the Selectboard shall appoint an Airport  
16 Commission, the number of members to be decided by the Selectboard.

17 \* \* \*

18 (d) Boards, commissions, committees created by Selectboard action.

19 \* \* \*

20 (3) Any body created under this ~~section~~ subsection shall not have an  
21 effective life of more than three years. At the end of that period, the mandate

1 creating the committee shall terminate and the Selectboard shall be required to  
2 review the reason for the body's existence and may act to reconstitute the  
3 body.

4 Subchapter 3. The Administrative Service

5 § 31. THE TOWN MANAGER

6 \* \* \*

7 (b) Qualifications. The Town Manager shall be appointed solely on the  
8 basis of ~~his or her~~ the person's executive and administrative skills, based on  
9 education, training, and experience relative to the duties of the Town Manager,  
10 and without reference to political belief or personal relationships.

11 (c) Term of appointment. The Manager may be appointed for ~~an indefinite~~  
12 a term of not less than two years and not more than five years and may be  
13 removed at the pleasure of the Selectboard.

14 (d) Residency. The person appointed as Town Manager ~~need not be a~~  
15 ~~resident of the Town or State at the time of appointment, but must assume~~  
16 ~~residence within a period judged reasonable by the Selectboard, but not to~~  
17 ~~exceed six months~~ must become a resident of Vermont within six months of  
18 appointment and may be required to become a resident of the Town within a  
19 period of time judged reasonable by the Selectboard at the time of  
20 appointment.

1 (e) ~~Conditions~~ Terms and conditions of employment; compensation. The  
2 conditions of employment and compensation shall be a matter to be determined  
3 at the time of appointment, and annually thereafter by the Selectboard ~~on the~~  
4 ~~Manager's anniversary date~~ on a date convenient for the annual budgeting  
5 process, after negotiations that may be held in executive session between the  
6 Town Manager (candidate) and the Selectboard.

7 (f) Town Manager; evaluation. Before the Selectboard determines the  
8 subsequent annual compensation of the Manager, the Board and Town  
9 Manager shall be required to hold an evaluation session in executive session, at  
10 which the Town Manager shall present management goals for the coming year  
11 based on townwide goals articulated by the Selectboard, and shall be evaluated  
12 by the Selectboard regarding performance in relation to such goals set out for  
13 the previous year, and the Selectboard may also employ commonly used  
14 evaluation practices in the town management profession.

15 (g) Oath and bond. Before entering into the duties of office, the Town  
16 Manager shall be sworn to the impartial and faithful performance thereof, with  
17 a certificate to that effect to be filed with the Town Clerk. The Town Manager  
18 shall execute a bond in favor of the Town for the faithful performance of ~~his or~~  
19 ~~her~~ the Town Manager's duties in a sum determined by the Selectboard, or  
20 shall purchase comparable insurance coverage. The premium for said surety  
21 shall be paid by the Town.

1 (h) Town Manager nonrenewal or removal. The Town ~~Manager~~ Manager's  
2 term of employment may be not renewed without explanation or reason. The  
3 Town Manager may be removed at the discretion of for cause by the  
4 Selectboard, with ~~no~~ written reasons presented to the Town Manager and an  
5 opportunity for a public hearing before the Selectboard with not less than four  
6 affirmative votes, after the following procedure is followed:

7 (1) The ~~Board~~ Selectboard shall draft, in executive session, a resolution  
8 stating its intent to remove the Town Manager. ~~Said~~ The resolution must state  
9 the reasons for removal and must be served upon the Town Manager  
10 personally, not more than five days from the date of drafting.

11 (2) ~~Within five working days from the date of service of the resolution,~~  
12 ~~the Manager must file with the Selectboard a written request for a public~~  
13 ~~hearing. Failure to file said notice shall constitute waiver of the right to a~~  
14 ~~hearing.~~

15 (3) ~~No less than 15 days but no more than 45 days from the deadline~~  
16 ~~prescribed in subdivision (2) of this subsection, the Selectboard shall schedule~~  
17 ~~a meeting or public hearing for the purpose of considering the resolution.~~

18 (4) ~~Final action on the resolution shall be taken within five days of the~~  
19 ~~hearing in subdivision (3) of this subsection.~~

1           ~~(5) During the period in which the above proceedings transpire, the~~  
2           ~~Manager shall be on administrative leave and accrue full salary until official~~  
3           ~~date of action on the resolution.~~

4           ~~(6) Action by the Selectboard in the removal of a Town Manager shall~~  
5           ~~be final.~~

6           ~~(7) In the event of the removal of a Manager for reasons other than poor~~  
7           ~~performance or wrongful conduct, the Selectboard may negotiate severance~~  
8           ~~pay to the maximum of six months.~~

9           (i) Acting Town Manager; vacancy in the office.

10           (1) In the event that the Town Manager shall be absent from the Town  
11           for a period exceeding two consecutive weeks, ~~he or she~~ the Town Manager  
12           shall designate an acting Town Manager, subject to the advice and consent of  
13           the Selectboard, who shall exercise the duties of Town Manager. ~~The Manager~~  
14           ~~may overrule the actions of the Acting Manager.~~

15           (2) In the event that illness or injury renders a Town Manager unable to  
16           discharge ~~his or her~~ the Town Manager's duties for a period exceeding two  
17           consecutive weeks, or in the event that the Town Manager is suspended or  
18           placed on administrative leave, the Selectboard shall declare a vacancy in the  
19           office and appoint an acting Town Manager to serve until such time as the  
20           Town Manager is able to assume regular duties or a new Town Manager is  
21           selected appointed.





1           (G) To make such reports as the Selectboard may require, or the  
2           Manager deems appropriate, or may be required by law ~~or ordinance~~ regarding  
3           any and all functions under ~~his or her~~ the Town Manager's supervision.

4           (H) To keep full and complete records of the actions of the Town  
5           Manager's office.

6           (I) To be present at all regular Selectboard meetings unless excused  
7           by the Board and to have the right to attend and ~~take part~~ participate in all  
8           special meetings of the Selectboard and subcommittees ~~thereof~~, except when  
9           the removal of the Town Manager is being discussed. ~~Nothing herein shall~~  
10          ~~deny the Manager any rights outlined in subsection (h) of this section, Town~~  
11          ~~Manager removal.~~

12          (J) To appoint, upon merit ~~and fitness~~ alone, and, when the Town  
13          Manager deems necessary for the good of the ~~service~~ Town, suspend or  
14          remove any subordinate official, employee, or agent under the Town  
15          Manager's supervision as provided for in this charter. Notwithstanding  
16          appeals of Town Manager decisions to the Selectboard, the Town Manager  
17          shall have the exclusive authority to hold subordinate employees, officers, or  
18          agents responsible for the faithful discharge of their duties. All such  
19          appointments may be without definite terms unless for provisional, temporary,  
20          or emergency service, in which case, terms shall not exceed the maximum  
21          periods prescribed by the ~~personnel rules and regulations~~ employee handbook.

1 The Town Manager may authorize the head of a department, or of an office  
2 responsible to the Town Manager, to appoint and remove subordinates in ~~such~~  
3 the office or department.

4 (K) To ensure the proper and equitable administration of the Town's  
5 ~~personnel system~~ human resources function.

6 (L) To ~~fix the compensation of~~ make recommendations to the  
7 Selectboard as to the compensation for Town employees as provided in this  
8 charter.

9 (M) To remain ultimately responsible to the Selectboard for all  
10 administrative actions under ~~his or her~~ the Town Manager's jurisdiction  
11 ~~although he or she may hold subordinate employees offices or agents~~  
12 ~~responsible for the faithful discharge of their duties~~.

13 \* \* \*

14 (O) To examine, or cause to be examined, with or without notice, the  
15 affairs of any department under ~~his or her~~ the Town Manager's control, or the  
16 conduct of any officer or employee ~~thereof~~ of a department under the Town  
17 Manager's control. For this purpose, the Town Manager shall have access to  
18 all books, papers, files, reports, or records of all departments that may be  
19 necessary for the proper performance of ~~his or her~~ the Town Manager's duties.

20 (P) To ensure the preservation of the public peace, health, and safety  
21 of persons and property, ~~and~~ to see to the enforcement of this charter; and

1 ordinances; and to ensure the Town’s compliance with State and federal laws  
2 as applicable.

3 \* \* \*

4 (R) To have charge and supervision of all Town buildings, properties,  
5 and facilities, all repairs thereon, and all construction by the Town ~~unless~~  
6 ~~otherwise voted.~~

7 (S) To ~~supervise and~~ expend all special appropriations of the Town  
8 as if they were a separate Town department, ~~unless otherwise voted by the~~  
9 ~~town or provided in this charter.~~

10 (T) To cause to be collected ~~by the Town Treasurer, or to collect,~~ all  
11 taxes due the Town, except as otherwise provided by statute.

12 \* \* \*

13 (V) To perform such other duties consistent with ~~his or her~~ the Town  
14 Manager’s office as may be required by a vote of the Selectboard, by law,  
15 ordinance, or mandate not inconsistent with this charter.

16 (4) Accountability, ~~noninterference,~~ and appointive power. The Town  
17 Manager shall be responsible to the Selectboard for the proper and efficient  
18 administration of the departments under ~~his or her~~ the Town Manager’s charge  
19 as outlined ~~above~~ in this charter. Neither the Selectboard, any individual  
20 member of the Selectboard, nor any of its committees or committee members  
21 shall dictate the appointment or discharge of any Town employee by the Town

1 Manager, or in any manner interfere with ~~his or her~~ the Town Manager's  
2 exercising of judgment in the appointment and discharge of employees in the  
3 administration.

4 (5) Noninterference with administrative discretion and supervision:

5 Except for the purposes of formal inquiries ~~or~~ investigations, suspensions, and  
6 terminations made under this charter, the Selectboard and its members shall  
7 deal with the ~~administration~~, Town officers, and employees, who are subject to  
8 the Town Manager's direction and supervision, solely through the Town  
9 Manager. Neither the Selectboard ~~or~~ nor any of its members shall give orders  
10 to, or request any action publicly or privately of any Town employee.

11 Communications for the purposes of information and background shall be  
12 considered proper when approved by the Town Manager.

13 § 32. ADMINISTRATIVE DEPARTMENTS

14 (a) ~~Plan of administrative organization. Within one year after the adoption~~  
15 ~~of this charter, the Town Manager shall submit to the Selectboard a plan of~~  
16 ~~organization for the administration, dividing the administrative service into~~  
17 ~~departments and divisions and defining the functions of each. Said plan shall~~  
18 ~~be reviewed and acted on within 30 days from submission. [Repealed.]~~

19 (b) Department heads. Each Town department shall have a designated  
20 department head appointed by the Town Manager who shall supervise and

1 control the department and employees ~~therein~~ of the department. The Town  
2 Manager may, at any time, assume the duties of a department head.

3 \* \* \*

4 (d) Creation, reorganization, consolidation, or abolition of administrative  
5 departments. Departments within the ~~administrative service~~ Town  
6 administration can only be created, reorganized, consolidated, or abolished by  
7 formal action of the Selectboard.

8 § 33. ADMINISTRATIVE CODE

9 (a) ~~Submission and adoption. On a timetable prescribed by the~~  
10 ~~Selectboard, but not to exceed two years in length, the Town Manager shall~~  
11 ~~assemble an administrative code for review and approval by the Selectboard,~~  
12 ~~which shall consist of~~ The administrative code shall include the following:

13 \* \* \*

14 (3) a copy of the Town's ~~personnel rules and regulations~~ employee  
15 handbook, classification, and pay plan;

16 (4) a copy of the Town's financial and purchasing and procurement  
17 ~~regulations~~ policies;

18 \* \* \*

19 (6) enabling Town legislation, ordinances, and resolutions for all Town  
20 ~~boards, commissions, and committees~~ public bodies, accompanying an updated  
21 list of all elected and appointed officers;

1           ~~(7) A copy of the plan of administrative organization.~~

2           (b) Distribution and availability.

3           (1) ~~Copies of the~~ The administrative code and its components shall be  
4 considered ~~an official document~~ documents to which a person may refer for  
5 up-to-date information on the Town.

6           (2) ~~The document shall be placed in the Town Hall and Library for free~~  
7 ~~public access and sufficient copies made for sale to citizens at a cost of~~  
8 ~~production fixed by the Selectboard~~ A current administrative code shall be  
9 made available in the Town Clerk’s office for public access at no charge.

10          ~~(c) Administrative Code update. The Town Clerk shall be responsible for~~  
11 ~~the accurate maintenance and update of the administrative code.~~

12          § 34. ADMINISTRATIVE AND POLICY FUNCTIONS PRESCRIBED BY  
13                  CHARTER

14          (a) Department of Assessment.

15           (1) There shall be a the Department of Assessment ~~to consist of a Chief~~  
16 ~~Assessor, the elected listers,~~ as prescribed by charter and State statute, ~~and~~  
17 ~~such assistants and support~~ with any staff as may be recommended by the  
18 Town Manager and approved by the Selectboard.

19           (2) The ~~Chief Assessor~~ head of the Department of Assessment shall be  
20 appointed or removed by the Town Manager with the advice and consent of the  
21 Selectboard.

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\* \* \*

(4) The Department of Assessment shall have the same powers, discharge the same duties, proceed in the discharge ~~thereof~~ of those duties, and in the same manner be subject to the same liabilities as are prescribed for assessors, ~~listers, or boards of listers~~ under the laws of the State of Vermont, except as ~~herein~~ provided in this section. Tax grievances shall be appealed to the Department of Assessment. Appeals from the Department of Assessment will be to the Board of Civil Authority.

~~(5) The Department of Assessment on January 1 of each year shall proceed to take up such inventories and make such personal examination of the property, both real and personal, which they are required to appraise as will enable them to appraise it at its fair market value.~~

~~(6) The Department shall review, or cause to be reviewed, their appraisals of all real property in the Town which is subject to taxation in accordance with the standards of appraising established by the laws of the State of Vermont, except as herein provided.~~

~~(7)~~ All employees in the Department of Assessment shall be governed by applicable rules and regulations promulgated under this charter.

(b) Town Clerk, ~~Grand Juror~~, Town Treasurer, Town Attorney.

\* \* \*





1           (B) The authority of the ~~Personnel Director~~ Human Resources  
2 Manager in relation to all Town department heads shall be prescribed by the  
3 Town Manager.

4           (3) ~~Personnel merit system ordinance.~~

5           ~~(A) There shall be adopted, within six months of the passage of this~~  
6 ~~charter, a new personnel and merit system ordinance which shall carry the full~~  
7 ~~force of law embodied in this charter.~~

8           ~~(B) The personnel ordinance shall enable the enactment of rules and~~  
9 ~~regulations which shall include the following provisions:~~

10           ~~(i) a classification and pay plan for all Town employees with~~  
11 ~~uniform procedures for reclassification;~~

12           ~~(ii) a system of evaluation for fitness or merit for appointment and~~  
13 ~~promotion;~~

14           ~~(iii) a system of discipline and removal for cause or unfitness for~~  
15 ~~duty;~~

16           ~~(iv) a system for the reduction in the work force, layoff, and~~  
17 ~~recall;~~

18           ~~(v) a system dictating hours of work and attendance policies;~~

19           ~~(vi) allowances for provisional and part time appointments;~~

20           ~~(vii) a program for in-service training and employee development;~~

- 1                   ~~(viii) a system for the hearing, processing, and resolution of~~  
2 ~~employee grievances;~~
- 3                   ~~(ix) provisions for relations with employee organizations and/or~~  
4 ~~unions;~~
- 5                   ~~(x) a uniform system regulating benefits, sick time, and vacations;~~
- 6                   ~~(xi) opportunities for employee input related to safety, the quality~~  
7 ~~of the work environment, and increased productivity;~~
- 8                   ~~(xii) other practices, procedures, and issues as may be necessary to~~  
9 ~~the ongoing administration of the personnel system. [Repealed.]~~

10                   (4) ~~Personnel rules and regulations~~ Employee handbook.

11                   (A) ~~The Personnel Director~~ Human Resources Manager shall issue  
12 and maintain ~~in updated status a set of comprehensive rules and regulations an~~  
13 employee handbook governing the ongoing administration of the Town  
14 ~~personnel~~ human resources system.

15                   (B) ~~The personnel rules shall be adopted and amended by a~~  
16 ~~procedure established by the Selectboard and shall carry the full force of law of~~  
17 ~~this charter.~~

18                   ~~(C) Copies~~ A copy of the ~~personnel rules~~ employee handbook shall  
19 be provided to each Town employee.

20                   (5) Town charter and collective bargaining agreements.



1           (D) Nothing herein shall limit the right of an employee to express ~~his~~  
2           ~~or her~~ the employee's opinion on a matter of public concern, belong to a  
3           political party, or exercise ~~his or her~~ the employee's right to vote, ~~except as~~  
4           ~~limited in subsection (c) above.~~

5           (E) Nothing ~~herein~~ shall limit the right of employees to participate in  
6           the elective process for State and federal offices, except as otherwise stated in  
7           this section.

8           (7) Surety bonds. Any Town officer and employee, as required by the  
9           Selectboard, shall annually give surety bonds or shall purchase comparable  
10          coverage to the satisfaction of the Selectboard for the faithful discharge of ~~his~~  
11          ~~or her~~ the officer or employee's duties. In the event any officer or employee  
12          neglects to give a bond, is unable to obtain a bond, or obtain comparable  
13          coverage as herein specified in this section, after 10 calendar days' notice from  
14          the ~~Board~~ Selectboard that ~~he or she~~ the officer or employee is required to do  
15          so, ~~his or her~~ the officer or employee's office or position shall ~~thereupon~~  
16          become vacant and the vacancy shall be filled as provided in this charter. ~~Each~~  
17          ~~bond must be approved by the Town Attorney.~~ All official bonds shall be  
18          corporate surety bonds, and the premiums thereon shall be paid by the Town.  
19          Such bonds shall be filed with the Town Clerk.

1 Subchapter 4. Budgets and Finance

2 § 41. FISCAL YEAR OF THE TOWN GOVERNMENT

3 The fiscal year ~~for~~ of the Town government shall be fixed by the  
4 Selectboard, ~~in a manner to maximize efficiency in Town financial matters.~~

5 § 42. ~~OPERATING~~ TOWN MANAGER'S PROPOSED BUDGET

6 TIMETABLE AND PREPARATION

7 (a) Submission of timetable. At least five months before the scheduled  
8 date of Town meeting, the Town Manager shall prepare and present to the  
9 Selectboard and Budget Advisory Committee a proposed timetable ~~which that~~  
10 shall project the progress of events leading to the adoption of the Town budget.

11 (b) Statement by the Selectboard regarding budget policy. Upon receipt of  
12 the Town Manager's timetable, the Selectboard shall issue an annual budget  
13 policy statement, outlining the direction the Town Manager shall take in the  
14 drafting or assembly of the budget document.

15 (c) Departmental submissions. In following the timetable submitted to the  
16 Selectboard, all department heads, and elected or appointed officials with  
17 budget responsibility shall submit ~~operating~~ budget requests to the Town  
18 Manager in ~~a uniform~~ the format to be established by the Town Manager.

19 (d) Drafting of ~~administration's proposed~~ annual budget.

20 (1) Unified administrative request. The Town Manager shall, ~~upon~~ after  
21 consultation with department heads, ~~draft a unified, proposed operating budget~~

1 ~~for submission~~ submit to the Selectboard, ~~reflecting~~ a single budget request  
2 from the administration for ~~each department~~ all departments.

3 (2) ~~Manager's budget~~ Budget message. The Town Manager's  
4 ~~administration's~~ proposed budget shall be ~~preceded~~ introduced by a budget  
5 message ~~which~~ that shall explain the budget in both fiscal terms and in terms  
6 of work programs. It shall outline the ~~proposed financial policies~~ budget of the  
7 Town for the coming year, describe important features of the budget, indicate  
8 any major changes from the current year in terms of ~~financial policies~~,  
9 revenues; and expenditures, indicating the reasons for ~~the change~~ any changes.  
10 The message shall summarize the Town's debt position, include a profile of the  
11 capital expenditure program for the year, and also include any other material  
12 ~~which~~ that the Town Manager deems appropriate.

13 (3) Budget; contents; and format.

14 (A) The ~~proposed~~ budget shall provide a complete financial plan for  
15 all Town funded activities for the ensuing fiscal year, and except as required  
16 by law, or charter, shall be in a form the Town Manager deems appropriate or  
17 the Selectboard may ~~require~~ prescribe.

18 (B) ~~In organizing the budget, the~~ The Town Manager shall ~~utilize~~  
19 organize the budget by utilizing the most feasible combination of expenditure  
20 classifications by fund, organizational units, work ~~program~~ programs,  
21 purposes, ~~action~~ actions, and objects.

1 (C) The budget shall begin with a clear, general summary of its  
2 contents and shall show, ~~in detail,~~ all ~~proposed revenues, income,~~ expected  
3 revenue and all proposed expenditures.

4 (D) The budget should be arranged so as to show comparative figures  
5 for actual and ~~estimated~~ budgeted revenues, ~~income,~~ and expenditures for the  
6 preceding year, and for the year covered by the ~~proposed~~ budget.

7 (E) The budget shall include ~~in separate sections:~~

8 (i) proposed expenditures for ~~current~~ operations during the  
9 ensuing fiscal year, detailed by offices, departments, and agencies, detailed in  
10 terms of respective work programs, and the method of financing such  
11 expenditures;

12 \* \* \*

13 (iv) proposed estimated ~~monies~~ revenues to be raised from ~~all~~  
14 ~~sources~~ each source to be collected, levied, or raised by taxation to defray the  
15 expenses of the Town.

16 (e) Subsidiary budgets for utilities.

17 \* \* \*

18 (2) Cross subsidy in areas other than fund management between Town  
19 government operations and utility operations shall be limited to ~~legitimate~~  
20 services and support provided as approved by the Selectboard.

1 § 43. CAPITAL EXPENDITURE PROGRAM

2 (a) Preparation and submission. The Town Manager, after consultation  
3 with department heads, shall submit a proposed five-year capital expenditure  
4 program to the Selectboard, with a copy provided to the Budget Advisory  
5 Committee, at least three months prior to Town meeting.

6 (b) Contents.

7 (1) The capital expenditure program shall include:

8 (A) a ~~clear~~ narrative summary of ~~needs~~ requests;

9 \* \* \*

10 (C) ~~Actual cost~~ cost estimates, proposed methods of financing, and  
11 necessary time schedules for each improvement; or asset

12 ~~(D) Estimated annual cost of operating and maintaining the facilities~~  
13 ~~to be constructed or acquired.~~

14 (c) Revision and update. The above program shall be revised and extended  
15 each year to reflect progress or projects still pending or assets to be acquired.

16 (d) Inclusion in ~~annual~~ budget. A summary of the capital expenditure  
17 program shall be included in the ~~annual~~ budget with special emphasis on the  
18 expenditures for the particular year.

19 § 44. ~~CAPITAL RESERVE FUNDS AND EQUIPMENT FUNDS~~

20 (a) The Selectboard may raise and appropriate money for the establishment  
21 of capital reserve or equipment reserve funds for the financing of all or part of:

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(3) ~~the size and regulation of capital reserve funds shall be determined by Selectboard action~~ other purposes to meet specific obligations and needs of the Town so as to ensure efficient operations.

(b) The size and regulation of reserve funds shall be determined by the Selectboard.

§ 45. SELECTBOARD ACTION ON THE BUDGET

Board review and final action.

(1) The Selectboard shall schedule ~~public~~ one or more meetings, as it deems appropriate, for the review and discussion of the ~~administration's~~ proposed budget proposal and comments from the Budget Advisory Committee.

\* \* \*

(3) The ~~Board~~ Selectboard shall then schedule a public hearing prior to Town meeting, warned as such.

(4) Following the public hearing, the Selectboard shall act to officially ~~fix~~ finalize the budget to be finalized or proposed at Town meeting.

(5) The Selectboard, in ~~fixing~~ finalizing the budget, shall place it on the warning as a gross appropriation.

1 § 46. SPECIAL APPROPRIATIONS

2 In response to a request, or upon its own initiative, should the Selectboard  
3 so judge, the appropriation relative to a special element of Town business may  
4 be placed on the warning as a special appropriation by a majority vote of the  
5 Board Selectboard. In taking action, the Selectboard shall maintain the right to  
6 reject, alter, or reduce a request. This section does not apply to articles placed  
7 on the warning by petition, as described in subdivision 22(b)(3)(C)(i)(II) of  
8 this charter.

9 § 47. ~~CITIZEN INPUT; CITIZEN PARTICIPATION IN THE BUDGET~~

10 ADVISORY COMMITTEE; BUDGET PROCESS

11 ~~Citizen participation plan; public notice.~~

12 ~~(1) Timetable. Before the sixth month of a fiscal year, the Selectboard~~  
13 ~~shall draft and adopt a citizen participation plan, which shall provide for a~~  
14 ~~committee of not more than 18 citizens, for the upcoming budget cycle.~~

15 ~~(2) Contents.~~

16 ~~(A) The citizen participation plan shall outline, in specific terms, the~~  
17 ~~manner by which the Selectboard intends to provide for citizen input and~~  
18 ~~public notice of the budget and its contents.~~

19 ~~(B) The citizen participation plan must provide for, but shall not be~~  
20 ~~limited to formal budget workshops before Town meeting; along with the~~  
21 ~~publication of a budget summary in the Town report indicating budgeted and~~

1 actual expenditures for the current year and proposed expenditures for the  
2 coming year.

3 (C) ~~The citizen participation plan shall make proper allowances for~~  
4 ~~review of all special appropriations~~ The Selectboard shall appoint a Budget  
5 Advisory Committee that shall be composed of not less than five and not more  
6 than nine registered voters of the Town at least six months before the  
7 scheduled date of the annual Town meeting. The Budget Advisory Committee  
8 shall be governed by operating procedures established by the Selectboard.

9 § 48. APPROPRIATION—TOWN; BUDGET

10 (a) Gross appropriation fixed and levy.

11 (1) ~~The vote of Town meeting or other action finalizing the Town~~  
12 ~~budget shall make a gross appropriation for the coming fiscal year. The Town~~  
13 ~~meeting may not make any budget~~ No appropriation not recommended by the  
14 ~~selectmen,~~ may be voted unless such action was duly warned.

15 \* \* \*

16 (3) Nothing herein shall limit the authorizing of payments or making of  
17 capital expenditures to be financed, ~~wholly or partly~~ whether in whole or in  
18 part, by the issuance of bonds except as provided in section 52 of this charter.

19 (4) ~~Any officer~~ The Town Manager or the Town Manager's designee  
20 may, upon approval of the Selectboard, make a contract or lease for payments  
21 beyond the end of the fiscal year.



1 supplemental appropriations for the fiscal year up to the amount of such  
2 excess, not to exceed five percent of the gross appropriation.

3 \* \* \*

4 (d) Surplus. Any surplus created, subject to the provisions of subsection  
5 (d) of this section, ~~shall~~ may be carried over to the next fiscal year's budget  
6 and counted as a fixed receipt on the calculation of the ensuing tax rate, or, by  
7 action of the Selectboard, may be placed in a capital reserve fund as provided  
8 for in this charter.

9 \* \* \*

10 (f) Ongoing appropriation; in the event of a budget revote.

11 \* \* \*

12 (2) ~~Expenditures~~ In the event that the budget is not adopted before the  
13 beginning of the fiscal year, expenditures during the budget revote shall be  
14 limited on a monthly basis to an allotment based on the prior year's  
15 appropriation until such time as the budget is adopted.

16 § 49. FINANCIAL ADMINISTRATION AND TOWN BUDGET

17 (a) ~~Financial officer~~ Finance Director.

18 (1) The Town Manager may appoint, ~~on the basis of education, training,~~  
19 ~~experience, and performance, an officer~~ upon merit alone, a person who shall  
20 serve as ~~financial officer~~ the Finance Director.



1           (4) Should the State of Vermont make such an audit at the request of the  
2 ~~Board~~ Selectboard, it shall meet the requirements of this section.

3           (5) At the conclusion of the audit, the auditors shall present their report  
4 and findings to the Selectboard in open session.

5           (d) Authorization for expenditure of Town funds.

6           (1) Money shall not be paid out of the Town Treasury unless it is  
7 authorized by a payroll or payment authorization signed by at least three  
8 members of the Selectboard, or in accordance with the provisions of 24 V.S.A.  
9 § 1623.

10           (2) No payment of money on account of any department of which the  
11 Town Manager has supervision shall be made except upon vouchers approved  
12 by the Town Manager or ~~his or her~~ the Town Manager's designated agent.

13           (3) In the event of the absence, ~~disability~~ termination, or suspension of  
14 the Town Manager, the Selectboard may approve ~~such~~ the vouchers or  
15 authorize their approval by ~~some other person~~ a Town employee or other Town  
16 officer.

17           (4) The Town Manager may provide for periodic or quarterly allotments  
18 of the appropriations to departments, funds, or agencies under such rules as ~~he~~  
19 ~~or she~~ the Town Manager may prescribe and as may be agreeable to the  
20 Selectboard.

1 (e) ~~Budget~~ Financial reports, ~~books,~~ and records.

2 (1) Regular reporting. The Town Manager shall submit, on a schedule  
3 prescribed by the Selectboard, but ~~no~~ not less often than quarterly, a budget  
4 report indicating the relationship between actual and estimated ~~receipts~~  
5 revenues and expenditures to date.

6 (2) All ~~books-of-account~~ accounting records, in relation to the receipt,  
7 holding, or disbursement of money of the Town kept by any official of the  
8 Town, shall be paid for by the Town, shall remain the property of the Town,  
9 and shall be turned over to the Town Clerk whenever the keeper of the ~~books~~  
10 ~~of-account~~ accounting records retires from office. All ~~books~~ records pertaining  
11 to Town affairs kept by the Town Manager, Town Clerk, or other elective or  
12 appointive officer of the Town shall be kept in the Town buildings in their  
13 proper places and shall not be removed therefrom without an order of a court  
14 or a vote of the Selectboard.

15 (f) Purchasing and procurement.

16 (1) All purchasing and procurement for the Town shall be the  
17 responsibility of the Town Manager, who may delegate purchasing authority ~~to~~  
18 within the limits allowed by charter.

19 (2) All purchasing and procurement shall be by competitive bid or quote  
20 wherever practical or as required.



1           (3) The Collector of Taxes or Delinquent Taxes may charge and collect  
2 such fees and interest as may be fixed by the Selectboard and shall deposit  
3 them ~~in~~ into the General Fund. Fees and interest established shall not exceed  
4 those provided by statute.

5           (c) Manner of collection.

6           (1) The timetable of tax collection in terms of due dates and installments  
7 shall be fixed by the Town Treasurer, subject to the approval of the  
8 Selectboard.

9           (2) ~~Delinquent taxes shall be administered in accordance with State~~  
10 ~~statute.~~ [Repealed.]

11           (d) ~~Tax abatement. Tax abatement shall be administered in accordance with~~  
12 ~~State statute.~~ [Repealed.]

13           (e) Tax stabilization.

14           (1) ~~Authority~~ The authority to negotiate and grant tax stabilization  
15 agreements shall be granted and revoked by the voters.

16           (2) The Selectboard shall negotiate all stabilization agreements when so  
17 authorized by the voters.

18           (3) Under this section, the Selectboard shall ~~draft~~ maintain uniform  
19 guidelines outlining the scope and nature of tax stabilization agreements.

20           (4) The Selectboard shall ~~confer with the School Board on stabilization~~  
21 ~~related matters but shall~~ retain final authority on stabilization agreements.

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\* \* \*

~~(g) Tax classification; special nonresidential property tax; repeal of inventory tax:~~

~~(1) For purposes of this section:~~

~~(A) All real and personal property, other than inventory, that is not classified in the grand list as residential property, a farm, or vacant land shall be classified as commercial, industrial, utilities (electric), utilities (other), or equipment, and shall be collectively classified as “special nonresidential property.” Special nonresidential property does not include property used for dwelling or farm purposes or accessory property which is subordinate to or customarily incidental to the main residential or farm use, such as garages and out buildings.~~

~~(B) “1996 minimum grand list value” means the aggregate grand list value of special nonresidential property and inventory on January 1, 1996.~~

~~(C) “Special tax” means the additional tax on special nonresidential property and inventory authorized by this section.~~

~~(2) Beginning with the January 1, 1997 grand list, the inventory tax shall be phased out over a period of five years and real and personal property shall be taxed as provided in this section.~~

~~(3) For purposes of calculating the property tax rate, the aggregate grand list value of special nonresidential property and inventory shall be the~~

1 ~~aggregate grand list value of such property and inventory as calculated below~~  
2 ~~or the 1996 minimum grand list value, whichever is greater.~~

3 ~~(4) Beginning with the January 1, 1997 grand list, special nonresidential~~  
4 ~~property and inventory shall be subject to a special tax. The special tax shall~~  
5 ~~be imposed in any tax year in which the aggregate grand list value of special~~  
6 ~~nonresidential property and inventory is less than the 1996 minimum grand list~~  
7 ~~value. The special tax shall be in addition to taxes imposed on real and~~  
8 ~~personal property generally. The special tax rate shall be sufficient to generate~~  
9 ~~the tax revenues necessary to fully offset the decrease in tax revenues that~~  
10 ~~would result from basing the property tax rate on the 1996 minimum grand list~~  
11 ~~value rather than the actual aggregate grand list value of special nonresidential~~  
12 ~~property and inventory.~~

13 ~~(5) Inventory shall be valued on the grand list as follows:~~

14 ~~(A) 80% percent of fair market value as of January 1, 1997.~~

15 ~~(B) 60% percent of fair market value as of January 1, 1998.~~

16 ~~(C) 40% percent of the fair market value as of January 1, 1999.~~

17 ~~(D) 20% percent of the fair market value as of January 1, 2000.~~

18 ~~(E) Zero percent of the fair market value for the year 2001 and~~

19 ~~thereafter.~~

1           ~~(6) Properties upon which payments are made in lieu of taxes pursuant~~  
2           ~~to a contractual agreement with the Town shall be classified according to their~~  
3           ~~grand list classification and assessed for the purposes of such payments.~~

4           ~~(7) If a property is used for both residential and nonresidential purposes~~  
5           ~~for both farm and nonfarm purposes, the value of the property shall be~~  
6           ~~apportioned according to such uses and classified and assessed as in this~~  
7           ~~section. [Repealed.]~~

8           § 52. DEBT; AND BONDED DEBT FOR TOWN ~~AND SCHOOL~~  
9           IMPROVEMENTS

10           (a) Authorization for any long-term ~~bonded~~ debt shall be granted by the  
11           voters at an annual or special Town meeting duly authorized for that purpose.  
12           As used in this section, “long-term” means a period of indebtedness greater  
13           than five years.

14           (b) An article requesting authorization to incur long-term debt can only be  
15           placed on the warning by a vote of four Selectboard members, ~~which indicates~~  
16           ~~that the cost of the improvement will be too great to be paid out of the annual~~  
17           ~~income or revenues of the Town.~~

18           (c) ~~Any vote authorizing long term debt shall only be valid if voted at a~~  
19           ~~Town meeting at which the total number of votes casting ballots exceeds 10~~  
20           ~~percent of the total number of names on the checklist on the date of the last~~  
21           ~~annual Town meeting. [Repealed.]~~

1 (d) Articles requesting authorization for long-term debt shall be warned in  
2 accordance with ~~section 22(b)(3) of this charter related to Town warnings~~  
3 ~~generally~~ State statute.

4 (e) The Town Treasurer shall be authorized, subject to the approval of the  
5 Selectboard, to incur short-term debt in anticipation of taxes for ~~Town and~~  
6 ~~school~~ funding.

7 Sec. 3. REPEAL

8 24 App. V.S.A. chapter 149, § 6 (open meetings; freedom of information) is  
9 repealed.

10 and by renumbering the remaining sections to be numerically correct.

11 (Committee vote: \_\_\_\_\_)

12 \_\_\_\_\_

13 Representative \_\_\_\_\_

14 FOR THE COMMITTEE