

# Opinions

Office of the Vermont Secretary of State



Vol. 5, # 5

May 2003



## A Message from the Secretary

Every spring some of us in Montpelier do a tour of the state, from Lyndon to Rutland to Springfield, to Colchester and Fairlee. The purpose of this tour is not to inspect winter's damage to our roads (although we do get to see a bit of that), but to visit with local officials as part of the

annual Town Officers Education Training program (TOECs).

This year at the TOECs I was pleased to meet so many newly elected officials, and to see again old friends — some of whom have served in office for twenty years or more! But mostly, I was struck by the level of commitment that so many of you have to your communities — your willingness to work hard, despite confusing laws, limited resources and the great demands of your constituents. The people of Vermont should be proud of the many local officials who so generously share their time, skills and experience to help make our communities a better place.

At the TOECs we spoke a lot about the laws that govern what you do. Because Vermont's municipalities have only the authority to act and respond to local problems that have been delegated to them by the state it is very important for local officials to understand the laws that grant — and limit — their authority.

Educational programs like the TOECs are important in that they bring us together to learn about the laws that govern our actions. Perhaps even more importantly,

however, the TOECs and similar programs also allow us to share practical ideas about how to make local government work.

We know that sometimes you feel like your work is an uphill battle. But, as Mother Teresa has said "we ourselves feel that what we are doing is just a drop in the ocean. But if that drop was not in the ocean, I think the ocean would be less because of that missing drop."

As you do your work as local officials please feel free to call on us to help. We have many free publications available online and in print to help you understand the laws that apply to the work you do. [www.sec.state.vt.us](http://www.sec.state.vt.us). You can also call us at 1-800-439-8683.

Deborah L. Markowitz, Secretary of State

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# Paul Gillies and the Wonder of Serendipity

By Gregory Sanford, State Archivist

Somewhere Paul Gillies is laughing. Well, actually he was, as of this morning, laughing in his office. I know, because he was laughing at me, or, more specifically, at my increasingly desperate search for a topic for this month's Opinions. He regaled me with tales of writing an Opinions column year after year. He assured me that in his similar moments of panic, serendipity often presented a topic at the last moment.

A dialogue that emerged this morning on Muninet quickly confirmed the validity of Paul's observation. The issue was information requests, made by phone, for land record information. The responses seemed split between those clerks who do not respond to phone requests and those who do. Within the later group there was general agreement that they would only respond to requests for copies that specified a volume and page number.

The Archives confronts a similar issue as we increasingly receive requests by letter, phone, or e-mail. We try to distinguish between *record* and *reference* requests. The former are requests that specify a certain record, such as a specific act, executive order or town boundary survey. We try to respond to such record requests within twenty-four hours. If the request is extensive we provide the person with a date when the copies will be available (1 V.S.A. §316(j) and 1 V.S.A. §318).



Reference requests are trickier. In no circumstance do we respond to a reference request that involves legislative intent or other legal interpretations ("Please send me all records relating to Act #\_\_\_," for example). Our response is similar to those clerks who cite concerns over liability; that is, are we liable if we miss records germane to a legislative intent request?

We may, after staff discussion, respond to some reference requests made by phone, etc, particularly if we anticipate similar requests in the future. We preserve such research within our reference files and therefore do not have to duplicate our work when similar requests arrive. Many of the issues we now have as "continuing issues" within our Web site were first developed in response to repeated requests for information on a particular topic (see <http://www.vermont-archives.org/governance/govern.htm>).

Distinguishing between record and reference request, while not an exact science, is a useful tool in developing consistent responses to callers.

# Tax Appeal Handbook Update

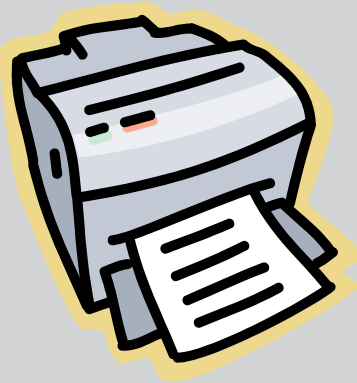
Please be sure that your copy of the Tax Appeal Handbook is up to date. Please refer to page 20, Section F. The paragraph should read as shown below. If you have an older version please copy this page and insert it over the old Section F.



## Tax Appeal Handbook - Update for page 20

**F. Quorum.** A quorum of the board of civil authority as well as the number needed to make a decision (or take action) is set by specific authority in 24 V.S.A. § 801 where it states that “the act of a majority of the board present at the meeting shall be treated as the act of the board...” (except in election issues when 17 V.S.A. § 2103 controls). This means that any number of board members (although never less than three, as three are needed for the inspection committee) that attend a duly warned meeting for a tax appeal can take action and make a decision. Some of you may notice, that this is different than the advice previously give in the May 2000 Handbook on Property Tax Appeals. We have done further research, and the Division of Property Valuation and Review and the Office of the Secretary of State agree that at least three members is the minimum needed to make a decision and that a majority of the entire board is not required for quorum.

## *Opinions* Now Available Online in Printer Friendly Format!



*Opinions* can now be downloaded to your desktop in one concise and **easily printable** document! Please visit our *Opinions* page online to download and print out your newsletter in Portable Document Format (PDF). This type of document requires Adobe Acrobat® Reader™ which is a **free** download and is available at the following website:


<http://www.adobe.com/products/acrobat/readstep2.html>

You can also join our email subscription list to receive *Opinions* a week earlier than mail delivery! Please email Sarah Alberghini at [salberghini@sec.state.vt.us](mailto:salberghini@sec.state.vt.us) to sign up for email delivery.

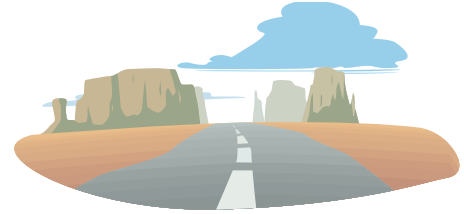
As always, if there is an error in your address or you are receiving multiple copies please let us know!



# Opinions of *Opinions*

1. **Clerk Must Record Deed And Survey Despite Neighbor's Objection.** The law requires the town clerk to record a properly submitted deed and survey that conforms to statutory requirements in 27 V.S.A. §341. The fact that an abutter objects or claims that it contains incorrect information will not alter the clerk's obligation. The recording function is a ministerial duty that allows the documents to provide notice to others. If a correction needs to be made at a later date a new corrected deed or survey can be submitted for recording.
  2. **Prisoners Register To Vote Where They Last Lived.** A person in a correctional institution must register to vote in the last town in Vermont that the person resided in prior to incarceration. 17 V.S.A. §2121 and 2122(a). The statute provides that "a person can neither gain nor lose residency... while in a correctional institution." For example, if a person resided in Rutland, but is now incarcerated in Newport, the person must register to vote in Rutland. There is also a more specific provision in 28 V.S.A. §807 that states that a person cannot register to vote in the town where the correctional facility is located. While some attorneys consider this provision to be unconstitutional, it has not been challenged in court.
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3. **Voter Checklist Must Include Mailing Address.** Title 17 requires the voter checklist to include the current mailing address of each voter. This means that the town's checklist should be updated to include the most recent postal address changes. Towns that have not updated the mailing addresses recently will want to do so this year so that the purge letters that must be sent out after the checklist has been purged in September 2003 will be sent to a voter's most current mailing address.
  4. **Entrance Checklist Is Kept For 5 Years.** The entrance checklist from each election must be kept for five years following the election and a copy shall be made available upon request to the public. 17 V.S.A. §2590. Note that the ballots and tally sheets from an election may be destroyed 90 days after a local election and 22 months after an election including federal offices.
  5. **Town Can Only Charge Actual Cost Of Attorney Hired To Assist With Tax Sale.** Once a town begins to collect its delinquent taxes it may charge the delinquent taxpayer for the actual and reasonable attorney fees that it has incurred, up to fifteen percent of the amount of taxes due. 32 V.S.A. §5258. This will apply even if the property does not go to tax sale because the taxpayer or mortgageholder decides to pay all of the back taxes, penalty, and interest. Note that the law does not permit a town to simply add on a 15% charge for legal assistance, but can only charge the taxpayer for the actual, reasonable attorney fee it has incurred.
  6. **Bond Votes Have Special Requirements.** In addition to all of the regular requirements of warning and conducting a special or annual meeting of a town or school district, bond votes require some additional steps. To begin the process for a bond vote the legislative body (selectboard or school board) must pass a resolution of public necessity, or 10% of the voters must petition for a bond vote. 24 V.S.A. §1755. Bond

votes require special public notice and warning, including publication for three consecutive weeks and posting in at least five places in the municipality. The statute governing notice, 24 V.S.A. §1756, should be read closely and strictly followed. The vote must be by Australian ballot, with the form of the ballot strictly conforming to the requirements of 24 V.S.A. §1758. Finally, if the bond vote passes, the legislative body and town clerk must provide bond counsel with documentation that all of the laws were followed. It is wise to confirm with bond counsel that you have correctly prepared the required postings and newspaper publications before the warning period begins.



7. **Highway reclassification laws apply to all changes in classification.** 19 V.S.A. §§707-717 establishes statutory procedures for reclassifying town highways. These rules will apply whether the classification of a road is being upgraded, lowered or whether a board is deciding to abandon a road.

8. **Cost of Improving Road Can Be Shifted To Petitioners.**

If a road is reclassified from Class 4 to Class 3 as the result of a petition from landowners, the selectboard may order that the petitioners bear the cost of upgrading the class 4 town highway to the class 3 town highway standards. 19 V.S.A. § 711(b).

9. **No Town Meeting Vote Is Required For Road Reclassification.** Vermont law delegates town road decisions to the selectboard. Appeals from these decisions go to the district court who appoints a commission to recommend a result. This means that the voters cannot petition for a direct vote on classification decisions. On the other hand, to the extent that reclassification decisions will impact the town highway budget the voters can have input as to whether funds will be available to make the necessary improvements.

10. **Selectboard Must Consider Petition For New Road.** Vermont law permits 5% voters and/or landowners to petition the selectboard to lay out, alter, reclassify or discontinue a highway. 19 V.S.A. § 708. Once a petition is received the law requires the board to “promptly appoint a time and date both for examining the premises and hearing the persons interested, and give thirty days’ notice to the petitioners, and to persons owning or interested in lands through which the highway may pass or abut, of the time when they will inspect the site and receive testimony.” Within sixty days after the examination and hearing, the selectmen must make their decision and return the original petition with a report of their findings to the town clerk’s office for recording. 19 V.S.A. § 711.

11. **Special town or special school district meetings may be held on any day chosen by the legislative body, so long as appropriately warned.** If other town or school boards happen to be meeting on the same day, the meeting places need to be separated, but there is no prohibition to prevent several meetings from being scheduled simultaneously. Voters may not appreciate it if they are interested in attending all of the meetings, so we do suggest coordinating with a “master calendar” before scheduling, but the law does not require it.

12. **New Budget Can Be Put To Voters With 11 Days Notice When Voted By Australian Ballot.** The normal 30 to 40 day warning period for a special meeting or election does not apply to Australian ballot budget votes when the budget failed at the first annual meeting. When a town or school district or other municipal corporation uses the Australian ballot system of voting for its budget, if the budget is defeated, the legislative body may warn another election on a revised budget with at least seven days warning. Because the board must warn a public hearing on the revised budget for at least 10 days, this means that 11 days is the shortest



period of time possible for an Australian ballot election on the revised budget. 17 V.S.A. §2680(c) and (g). The law requires the vote to take place in the same location as the first vote. 17 V.S.A. §2680(c).

**13. Clerks Office Must Be Opened To Accept Applications To Checklist Before Reconsideration or Revote Is Held.** The law provides that “the town clerk’s office shall be kept open on the second Saturday preceding the day of the election from no later than 10:00 a.m. until 12:00 noon, for the purpose of receiving applications for addition to the checklist.” 17 V.S.A. § 2144. This rule will apply whether the election is the annual meeting of the town or a special meeting to reconsider the town meeting vote. Note that if the community is taking advantage of 17 V.S.A. § 2680(g), (which allows a board to put a new budget before the voters with only 11 days notice when a budget has been defeated in an Australian Ballot vote), this rule will only apply if the timing permits.

**14. No Right to Reconsider Budget Failure When Australian Ballot Vote.** The rules of statutory construction provide that when two statutes conflict the courts will apply the more specific law over the general. For this reason, although the law provides voters with a general right to petition for a special election to reconsider an article that was considered at town meeting (17 VSA § 2661(a)) we believe that this right will not apply when a school budget that has been voted on by Australian ballot fails. In this case we believe the more specific rule will apply. 17 VSA 2680(c) and 16 VSA 711(e) say in pertinent part:

“ If a budget voted on by Australian ballot is rejected, the legislative body **shall** prepare a revised budget. The legislative body shall establish a date for the vote on the revised budget, and shall take appropriate steps to warn the vote. The date of the vote shall be at least seven days following the public notice. The vote on the revised budget shall be by Australian ballot and shall take place in the same locations that the first vote was taken. The budget shall be established if a majority of all votes cast are in favor. If the revised budget is rejected, the legislative body shall repeat the procedure in this subsection until a budget is adopted.”

Because the language of 2680(g) and 711(e) are mandatory and because it would create an potentially inconsistent result to permit the board to bring a new budget to vote while also reconsidering the original budget, it is our opinion that no petition for reconsideration is permissible.

**15. Board Should Bring Revised Budget To Voters After Defeat.** When a budget voted on by Australian Ballot is defeated the law requires the board to “prepare a revised budget” for a new vote. 17 V.S.A. § 2680(g); 16 V.S.A. § 711(e). Although the courts have not interpreted this language, it is our opinion that so long as the budget is not exactly the same as the one that was defeated (shifting internal costs) the board can submit the same bottom line to the voters for a new vote.

**16. A person who will be a resident on Election Day can be added to the checklist.** A nonresident may be added to the town checklist by filing an “intent to register” under 17 V.S.A. §21 so long as the voter will be a resident on the day of election. This provision was added to allow a person who knows they will be closing on a house or moving into a town on November 1<sup>st</sup> or March 1<sup>st</sup> to meet the second Saturday before the election deadline by filing an “intent” or application with the Town Clerk. On Election Day, if the person has become a resident, the BCA members present at the polling place then add the person to the checklist.

**17. Fence Viewers Must Be Appointed By Board.** Vermont law requires every selectboard to appoint three fence viewers who are voters of the town. The fence viewers must be sworn into office and all of their decisions must be certified and recorded by the town clerk. 24 V.S.A. § 831, 871, 3811.

**18. Vermont Fence Viewers Still Have Work To Do.** Although fence viewers no longer play the active role in town life that they once played, every year some fence viewers are called upon by their selectboard to examine a fence line between adjoining properties to determine what part of the fence must be repaired, maintained or built by each landowner. Fence viewers also decide where a fence should be placed in the

event that a fence cannot be built squarely along a property line (as when a stream divides a property.) 24 V.S.A. chapter 109.

- 19. Fence Viewer Cannot Apportion Costs To Homeowner.** Although 24 V.S.A. § 3802 provides that “owners or occupants of adjoining lands, where the lands of both parties are occupied, shall make and maintain equal portions of the division fence between their respective lands,” a fence viewer may not apportion costs of maintaining a fence to a landowner who has no livestock. In 1989 the Vermont Supreme Court held that it is unconstitutional to require abutting landowners that own no livestock to pay a portion of the costs to maintain a fence that separates his or her property from the neighboring parcel. *Choquette v. Perrault*, 153 Vt. 45 (1989).
- 20. Voters Can Petition To Hire CPA To Assist Auditors.** When 5% of the voters petition the board must hold a special meeting, or include in the warning of the annual meeting an article asking whether the town will instruct the selectboard or trustees to hire an accountant to help the auditors perform their duties. 24 VSA § 1690. Of course, even if this article passes the auditors are not required to use the services of the CPA.
- 21. Town Can Vote To Eliminate Board of Auditors.** A town may vote to eliminate the board of auditors and replace the board with a CPA. When the office of auditor is eliminated the terms of office of any auditors of the town will expire 45 days after the vote, or when the selectboard or trustees contract with an accountant, whichever comes first. The selectboard will be responsible for preparing the town report.
- 22. Town Cannot Require Listers To Use Appraiser For Town-wide reappraisal.** The law makes it the listers' responsibility to “examine property that they are required to appraise as will enable them to appraise it at its fair market value.” 32 V.S.A. § 4041. The law also provides that “when a board of listers are of the opinion that expert advice or assistance is needed in making any appraisal required by law, they may, with approval of selectmen or by vote of the town, employ such assistance.” Nothing in the law permits the selectboard or the voters to require the board of listers to accept the assistance of an appraiser.
- 23. Petitions That Don’t Force Vote Are Still Useful.** Not all petitions signed by 5% or more of the voters will force a board to warn a special meeting of the town. For example, a petition cannot force the board to conduct road repairs in a particular manner. That is because the statutes delegate the responsibility for decisions on road repairs to the selectboard. The voter’s petition cannot force the board to exercise its discretion in a particular way. However, a petition of the voters can still serve an important function of expressing the feelings of people in the town, and hopefully, persuading the board to take those concerns into account when making its decision. expressing the feelings of people in the town, and hopefully, persuading the board to take those concerns into account when making a decision.
- 24. Treasurer Can Often Serve As Assistant Clerk.** In towns that have two different people serving as clerk and treasurer it is not uncommon for the two officials to serve as each other’s assistants. This is acceptable so long as the assistant clerk does not keep the records of the town orders. 24 VSA § 1622 provides that “the chairman of the board of selectmen shall keep or cause to be kept a single record of all orders drawn by the board showing the number, date, to whom payable, for what purpose and the amount of each such order. All other officers authorized by law to draw orders upon the town treasurer shall keep a like record . . . . If the records of orders named in this section are made by an assistant clerk, the assistant clerk shall not be the



town treasurer, or the wife or husband of such town treasurer, or any person acting in the capacity of clerk for the town treasurer.” The purpose of this law is to ensure there is a proper audit trail – ensuring that the person who keeps the records of orders is different from the person writing the checks on those orders.

**25. Dogs Must Be Vaccinated For Rabies Every Two Years.** This time of year we get many calls from veterinarians and towns about what is required for licensing dogs. Although the rabies vaccination given by Vermont’s vets last three years, Vermont law provides that “for the purposes of licensing a dog or wolf-hybrid, a current vaccination against rabies means that . . . a dog or wolf-hybrid of two or more years has been vaccinated within the preceding 24 months.” 20 V.S.A. § 3581(e)(3).



**26. Superintendent May Keep Oaths.** When school board members take an oath of office the law requires them to swear an oath before beginning as board members. 16 V.S.A. § 561. The board is required to appoint one of their member to be the clerk of the board who must keep the permanent record of the board. Because no mention is made as to where that record is to be kept it is reasonable for the board member to decide to keep the record, including the oaths of office, in the superintendent’s office. These are public records, and, on behalf of the board the superintendent will be responsible for ensuring public access to those records.

**27. Minutes Of Meetings Are Not Transcripts.** Vermont law requires minutes to be kept of all public meetings. The minutes are the legal record of the action taken at the meeting. Accordingly, the minutes must note all topics and motions that arise at the meeting. At a minimum the law requires the minutes to list all “members of the public body present; all other active participants in the meeting, all motions, proposals and resolutions made, offered and considered, and what disposition is made of same; and the results of any votes, with a record of the individual vote of each member if a roll call is taken.” 1 V.S.A. § 312(b). The minutes should not be a transcript of the meeting or reflect what was said by individuals in discussion because this often causes confusion and disagreement and it is not required for the legal record.

**28. Minutes Do Not Require Approval.** While it is good practice to approve the minutes of the previous meeting of a board, Vermont law does not require this approval. Approval of minutes will give the minutes a greater presumption of accuracy if at a later date the minutes are needed to prove legal action of the town. However, failure to have approval will not, alone, call into question the legality of the board’s decisions.

**29. Minutes of Meetings Do Not Need to Be Posted.** The law does not require minutes of meetings to be posted in the municipality. Rather, minutes must be available to the public on request within five working days of the meeting. 1 V.S.A. § 312.

**30. Computing Time.** Vermont law provides that “when time is to be reckoned from a day, date or an act done, such day, date or day when such act is done shall not be included in the computation, unless otherwise provided in law.” 1 V.S.A. § 138. If the law requires an action to be taken in 11 days or less, unless the law provides otherwise, this is presumed to exclude Saturdays, Sundays and legal holidays. VRCP 6.

*In our monthly Opinions we provide what we believe the law requires based upon our legal judgment, years of observing Vermont’s local government practices, and Vermont Court decisions. This information is intended as a reference guide only and should not replace the advice of legal counsel.*



# Quick Guide to Open Meeting Law

Download the full guide and other municipal handbooks at <http://www.sec.state.vt.us/municipal/handbooks.htm>

## MEETINGS OF A PUBLIC BODY MUST BE OPEN TO THE PUBLIC

- Public must be given notice of the meeting.
- Public must be allowed to attend the meeting and be heard.
- Minutes of the meeting must be taken.

## WHO DOES THE OPEN MEETING LAW APPLY TO?

This open meeting law applies to all boards, councils and commissions of the state and its political sub-divisions (i.e. municipalities), including subcommittees of these bodies. This means the open meeting law governs meetings of select- boards, planning commissions, boards of civil authority, recreation commissions, municipal public library trustees, auditors, listers, etc. . .

## WHEN DOES THE OPEN MEETING LAW APPLY?

Whenever a quorum (a majority) of a public body meet to discuss the business of the board or to take action, the open meeting law will apply. This means that if a majority of a board find themselves together at a social function they must take care not to discuss the business of the board!

## HOW DOES A BOARD NOTICE ITS MEETINGS?

- A board schedules **regular meetings** by adopting a resolution setting the time and place of the meeting. This information must be made available to the public.
- A board holding a **special meeting** must, at least 24 hours before the meeting, publicly announce the time, place and purpose of the meeting by notifying the board members and the local news media and any other media that has specifically requested notification, and by posting notice of the meeting in or near the clerk's office and in two other public places in the municipality.
- An **emergency meeting** may be held in the event of a true emergency without public announcement as long as some public notice is given as soon as possible before the meeting.

## WHAT IS THE PUBLIC'S RIGHT TO BE HEARD?

At an open meeting the public must be given a reasonable opportunity to comment on matters considered by the board, subject to reasonable rules set by the chair of the board.

## WHAT DO MINUTES OF THE BOARD NEED TO INCLUDE?

Minutes must at least include the names of all members of the public body present at the meeting, and other active participants, and all motions, proposals, and resolutions made, and their dispositions, and the results of any votes taken. Minutes are public records, which must be available for public inspection within five days after the meeting.

## WHEN CAN A BOARD MEET IN PRIVATE?

- A board may meet in private to deliberate in connection with a quasi-judicial hearing. This is not an open meeting and does not have to be warned.
- A board may only go into executive session upon a majority vote of the board (2/3 vote of a state board), on a motion made in open meeting, that indicates the reason for going into executive session. The only permissible reasons for going into executive session are set out in 1 V.S.A. § 313, and are explained on page 10, herein.
- A board may invite into executive session its attorney, administrative staff and persons who are subjects of the discussion or whose information is needed.
- No decision may be made in executive session. Decisions may be made in deliberative session so long as there is a written decision that is public record.

## WHAT RIGHTS DO THE MEDIA HAVE?

- Upon request, the agendas of regular or special meetings must be made available to the news media prior to a meeting.
- News agencies that wish to be notified of special meetings must provide a written request to the public body.
- Members of the news media have the right to attend meetings and to tape or videotape meetings so long as it is not done in a manner that disrupts the meeting.
- The media has the right to know the reason a board is going into executive session.

# Tip of the Month from the VMCTA



**This month's tip is from Sharon Roy, South HeroTown Clerk and Treasurer**

Use a red “DISCHARGED” **recording stamp** to mark the first page of the mortgage and the land record index cards. It shows up really well on both the land record volume page and the index cards.

**More tips from Dencie Mitchell, Williston Assistant Town Clerk**

My thought was to go a step further and get a **DISCHARGED** and **ASSIGNED** stamp that also allows you to do the following:

## **DISCHARGED**

Vol. \_\_\_\_\_ Pg. \_\_\_\_\_  
Date \_\_\_\_\_  
Attest: \_\_\_\_\_

On the **front page of your Grand List and/or Tax Book** (also your vault door) list your tax year, property tax installment due dates, the Delinquent Tax Collector’s name, phone number and any other information that searchers ask you for regularly.

If you use a **computerized daybook** – print out a report that has all-inclusive dates in alphabetical order by both Gran**TOR** and Gran**TEE** instead of printing each day separate. This makes it orderly and easy to work with.

Keep the **un-recorded documents** in good order by using tiny binder clips, they are inexpensive and they tightly hold the documents in order. Put the cover letter on the top and highlight the name the recording pertains to. If no cover letter write and highlight on the envelope you received the recording in. This makes it easy for searchers to look through and will not tatter and tear the documents in the process.

Use your “Best Practice Standards for Indexing Land Records Instruments” book for **good recording procedures**. If you need another copy download it from the Secretary of State's website:  
<http://www.sec.state.vt.us/municipal/handbooks.htm>



If you have a good tip that you would like to share with our readers please email it to Dencie Mitchell at [mdmusa@msn.com](mailto:mdmusa@msn.com) or mail them to:

**Dencie L. Mitchell, CMC/CVC/CVT - VMCTA President**  
**Williston Assistant Town Clerk**  
7900 Williston Road  
Williston, VT 05495

## May 2003

**May 15:** Last day for Town Clerk to remit to State Treasurer an accounting of dog and wolf-hybrid licenses sold and remit the license fee surcharge for an animal and rabies control program. V.S.A. 20§ 3581(f)

**May 30:** Memorial Day. V.S.A. 1§ 371



## June 2003

**June 1:** Deadline for Listers to lodge personal property inventories with Town Clerk. V.S.A.32 § 4007

**June 2:** (*Within 60 days of petition*) If a petition for reconsideration or rescission of a question considered or voted at Town Meeting has been filed, this is the last day on which a municipal vote may be held at a duly-warned meeting. V.S.A 17 § 2661(b)

**June 3:** (*90 days after Town Meeting election*) In towns using Australian Ballot, Town Clerk may open and destroy used Town Meeting ballots and tally sheets, except as otherwise provided by law. V.S.A 17 § 2590(d)

**June 30:** End of fiscal year for all school districts, charter provisions notwithstanding, and for municipalities that have adopted July 1 through June 30 fiscal year calendar. V.S.A 32 § 1, 24 § 1683(b)(c)



### A Special Farewell...

We would like to apologize to **Miriam Nelson** of the Town of Norton for an error in our last issue. Miriam has retired from her position as town clerk and we would like to wish her well in her future endeavors. We hope that she will continue to stay involved in local government.

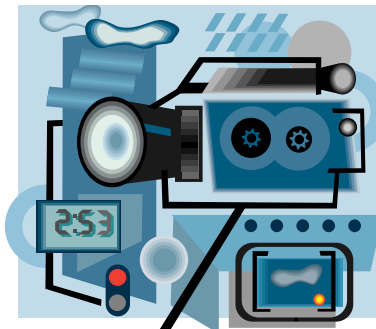


## BCA/JP Training Workshop Videotapes Now Available!

Videotapes of the Williston BCA/JP workshop are now available to be borrowed from the Secretary of State's Office for a two week period. Please email Sarah Alberghini at [salberghini@sec.state.vt.us](mailto:salberghini@sec.state.vt.us) to request a copy or stop by our office in Montpelier to pick one up.

We hope that those of you who were unable to attend the workshops in person will benefit from these recordings. If you have any feedback about the BCA/JP workshops please send it along to Sarah at the email address above.

Thanks!



RETURN SERVICE REQUESTED

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Office of the Vermont Secretary of State  
May 2003

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