



**TOWN OF MORRISTOWN SELECTBOARD  
MEETING NOTICE & AGENDA  
COMMUNITY MEETING ROOM**

On Zoom and at 43 Portland St. Morrisville, VT 05661  
**5:30 PM Monday, September 18, 2023**

This meeting will be held both remotely and in person. Available options to watch or join the meeting:

- WATCH: the meeting will be live streamed on the [Town GMATV YouTube Channel](#) when possible.
- JOIN ONLINE: [Join Zoom Meeting](#) or by phone join via conference call (audio only): 1 (646) 558-8656 | Meeting ID: [810 342 4528](#)
- MUTE YOUR MICROPHONE: When not speaking, please mute your microphone on your computer/phone.
- RAISE YOUR HAND: Click on the hand button feature to request to speak.
- PROVIDE FULL NAME: Please provide your full name whenever prompted.

**I. CALL SELECTBOARD MEETING TO ORDER**

**II. AGENDA CHANGES/ADDITIONS**

**III. APPROVE MINUTES**

1. Approve minutes of 9-11-23

**IV. NEW BUSINESS**

1. Remove Angela Cote from the Morristown Conservation Commission
2. Approve appointing Jerry Throne to the Morristown Conservation Commission
3. Approve improvements to Beaver Meadow Road to allow passage for logging equipment
4. Review Delinquent Property Tax Accounts
5. Discuss Community Informational Meeting
6. Review Morristown Social Service Appropriations Policy now that we do not have an annual floor meeting
7. Review and award propane and fuel bids
8. Discuss ending the suspension of parking waivers
9. Discuss discontinuing Stub Towne Road and Lanphear Road
10. Approve Travel Policy

**V. OLD BUSINESS**

**VI. APPROVE WARRANTS**

**VII. DEPARTMENT HEAD REPORTS**

**VIII. TOWN ADMINISTRATOR'S REPORT**

**IX. SELECTBOARD COMMENTS**

**X. COMMUNITY COMMENTS**

**XI. OTHER BUSINESS**

1. Possible Executive Session - Personnel, Labor Relations

**XII. ADJOURN**



**SELECTBOARD MEETING MINUTES  
OF SEPTEMBER 11, 2023**

Members: Don McDowell, Chris Palermo, Laura Streets, Richard Craig

Absent: Judy Bickford

ADMINISTRATION and STAFF: Chief Jason Luneau, Interim Town Administrator; Judi Alberi, Administrator's Assistant; Kevin Barrows, Highway Superintendent; Tina Sweet, Finance Director; Jason Kelley, MFD;

PARTICIPANTS/GUESTS: Paula Beattie, Savannah Clark, Kassondra Bengston, Yon Perras, Uwanna Perras, Jared Jaret, Alexander Cyr, Melissa Jordan, Laura Green, Mary Lou Nichols, Peter Danforth, Evelyn & Jerry Throne, Sheila Tarbox, Tony Cote, Christy Snipp, Charles Burnham

*\*participating via Zoom*

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**CALL SELECTBOARD MEETING TO ORDER**

*Don McDowell called the Selectboard Meeting to order at 5:30PM at the Tegu Building.*

*Judy Bickford is traveling and will be back on 9-18-23*

*Before starting the meeting, Don McDowell welcomed Richard Craig to the Selectboard. Afterwards, Don suggested we take a moment of silence in remembrance of 9-11-2001.*

**AGENDA CHANGES/ADDITIONS**

Under New Business:

Add Richard Craig to be Liaison for MPD

Add Approve ROW permit for 17 Demars Road

Add Contracts to Possible Executive Session

**APPROVE MINUTES**

**1. Approve Minutes 08-21-23**

*Motion made by Chris Palermo to approve the minutes of September 21, 2023. Motion seconded by Laura Streets. Motion carried. (4/0)*

**2. Approve Minutes 08-24-23**

*Motion made by Laura Streets to approve the minutes of September 24, 2023 with amendments. Motion seconded by Chris Palermo . Motion carried. (4/0)*

Don McDowell asked to have the following added to the Call the meeting to order: This is an informational meeting only. The Selectboard did not have a quorum present.

## NEW BUSINESS

**1. Welcome Richard Craig as new member and liaison to Morristown Police Department.**

Don McDowell welcomed Richard Craig to the Selectboard and asked if he would be willing to be the liaison for the Morrisville Police Department. Richard happily accepted.

**2. Approve Right of Way permit for 17 Demars Road**

Kevin Barrows spoke to the right of way permit received and had no issues with the request. The request is to install a water line across Demars Road for the property.

***Motion made by Chris Palermo to approve the Right of Way permit for 17 Demars Road and authorize Co-Chair Don McDowell to sign on behalf of the Selectboard. Motion seconded by Laura Streets Motion carried (4/0).***

**3. Discuss and choose bid for Road Erosion Inventory**

The Town is seeking to enter into a contract with a consultant to complete a Municipal Roads General Permit (MRGP) Road Stormwater Plan. The Town received two qualifying bids from qualified consultants to complete this work on all hydrologically connected municipal roads. The MRGP Plan represents the initiation of a road improvement process that will play out over the coming years.

The bids received were from Watershed Consulting and Fitzgerald Environmental. Watershed Consulting was almost \$2,000 cheaper but both bids were very similar and both very reputable companies.

The Town has a grant in the amount of \$8,000 to help with the project, but Phase 1 of the project must be completed by end of year in order to receive the grant money. Chris Palermo felt that Fitzgerald was a more thorough presentation. Jason Luneau spoke to LCPC and could not be swayed to go with one consultant over the other. Both bids are good options.

***Motion made by Laura Streets to accept the bid from Watershed Consulting in the amount of \$29,430. Motion seconded by Chris Palermo. Motion carried (4/0).***

**4. Presentation for Trees for Streams at Oxbow Park by Peter Danforth**

Peter Danforth, Director of Natural Resource Conservation District for Lamoille County, presented information on Trees for Streams program that may be a good project for Oxbow Park considering the recent flood damage. The program is funded through multiple partners, so the Town of Morristown would not need to use funds for this project only time and resources, such as SB Volunteer, Recreation Coordinator etc.

This would be a community volunteer event. Peter had worked with school systems in the past and would connect with People's Academy to see if the students there would be interested in working with him. Laura Streets asked if FEMA would need to be consulted for this project and would hope that FEMA would endorse this project.

***Motion made by Chris Palermo to move forward with the concept Trees for Streams for the Oxbow Park project. Motion seconded by Richard Craig. Motion carried (4/0).***

**5. Approve Errors and Omissions Certificate**

Charlie Burnham, Lister for Town of Morristown, explained to the Selectboard that there were errors discovered and that incorrect square footage was found and needs to be corrected. Many errors were due to double sketching the first floor square footage.

***Motion made by Chris Palermo to approve the Errors and Omissions certificate as presented. Motion seconded by Laura Streets. Motion carried (4/0).***

**6. Approve Job Descriptions:**

**A. Town Manager**

**B. Finance Director**

**C. Assistant Finance Director**

The Town Manager job description was drafted using the one approved for Town of Stowe Manager. This was presented to the Selectboard as a starting place for discussion. Laura Streets would like to see specific software programs used by the Town to be listed on the job description and maybe remove or word differently the mathematical aptitude section. Chris Palermo feels software evolves and that is why it may not be mentioned. Tina Sweet spoke regarding the software systems the town uses and how antiquated these systems are and she is looking into new software systems. The Selectboard will think about what has been presented and bring comments back.

Finance Director and Assistant Finance Director job descriptions are being cleaned up to remove the Human Resources job components now that we have a HR Director position. The verbiage that speaks to Town Administrator should be amended to read Town Administrator/Town Manager. We need to remove the mention of Morristown Centennial Library accounting maintenance from the Assistant Finance Director job description.

***Motion made by Laura Streets to approve the job description of Finance Director with amendment Town Administrator/Town Manager. Motion seconded by Richard Craig. Motion carried (4/0).***

***Motion made by Chris Palermo to approve the job description of Assistant Finance Director with amendment of Town Administrator/Town Manager and remove the Morristown Centennial Library maintaining accounting records. Motion seconded by Richard Craig. Motion carried (4/0).***

**7. Approve adding two volunteer firefighters to the MFD roster**

**A. Savannah Clark**

**B. Kassondra Bengston**

Jason Kelley, Assistant Fire Chief, would like the Selectboard to approve adding Savannah Clark and Kassondra Bengston to the Fire Department roster. Savannah and Kassondra were present to introduce themselves.

***Motion made by Chris Palermo to add Savannah Clark and Kassondra Bengston to the Fire Department roster Motion seconded by Laura Streets. Motion carried (4/0).***

**8. Approve hiring full time Patrol Officer Derek Fadden**

Chief Luneau has requested the Selectboard approve hiring Derek Fadden as a full-time patrol officer. Derek comes with no experience and will complete level two training over the next two weeks and will attend level three training for 16 weeks in February 2024. Derek will do some field training during Oct/Nov/Dec/Jan. Derek was officially hired prior to Selectboard approval due to training starting on September 8th, 2023.

***Motion made by Chris Palermo to hire Derek Fadden as a fulltime Police Officer at a rate of \$28.95 per hour with a start date of September 8, 2023. Motion seconded by Richard Craig. Motion carried (4/0).***

**9. Accept resignation of EMS provider Derek Choate**

Bill Mapes spoke to the fact that Derek Choate was unable to fulfill his employment with Morristown EMS due to a change in his spouse's work. Please remove Derek from the roster.

***Motion made by Chris Palermo to accept the resignation of Derek Choate. Motion seconded by Laura Streets. Motion carried (4/0).***

**OLD BUSINESS**

None

**APPROVE WARRANTS**

There are no warrants this week.

**DEPARTMENT HEAD REPORTS**

Kevin Barrows was happy to inform the Selectboard that paving and line stripping are complete on the park and ride on Bridge Street. Center Road has been paved and the Municipal Parking lot is started and due to be finished this week.

Duhamel Pit is almost complete for the season and the highway crew will be removing the gravel from the pit and expect to use it for town projects. The town garage crew has been busy grading roads.

**TOWN ADMINISTRATOR'S REPORT**

Judi Alberi will begin working on the Annual Town Report pretty soon.  
HR Director position is still posted.  
Paving is going well.

## **SELECTBOARD COMMENTS**

Richard Craig - No comments tonight but is happy to be here

Laura Streets - Nice to be back to a full board and welcome Richard to the board. Would like to see a level of professionalism and civility as we move forward with a \$9M budget.

Chris Palermo - has done some research on Local Option Tax and ways to increase revenue. The State Tax department website has information on food and alcohol sales which shows a steady increase in business. Due to the way the State collects information, room tax is unavailable. Towns with a local option tax get about 70% of the tax collected, which could be \$150-\$160K in revenue. Tricia will get more information. Chris is talking with Charlie Burnham and is interested in the process of a RFP for the town garage as the lease is going to end in September 2025. Does the town expand Cochran Road or look into a new public works location?

Don McDowell - concerned about burglaries and crime and supports the Police Department for all they do to keep the community safe.

## **COMMUNITY COMMENTS**

Community members would like an update on the Town Manager search and process. There is a report of a potential zoning violation on Cote Hill Road. Could the budget be easier for folks to follow along this year.

Congrats to Chris Palermo for being elected to the Selectboard.

## **OTHER BUSINESS**

### **1. Possible Executive Session - Labor Relations, Personnel, Contracts**

***Chris Palermo moves to enter Executive Session because I find that premature general public knowledge of labor relationships with employees to the body will clearly place the town at a substantial disadvantage. Motion seconded by Laura Streets. (4/0)***

***Chris Palermo moves to enter Executive Session to discuss labor relations agreements with employees under the provisions of Title 1 section 313 (a) (1)(b) of the Vermont Statutes, to include Interim Town administrator Jason Luneau; Former Human Resources Director, Paula Beattie; Interim Human Resources Director, Tina Sweet; and Highway Superintendent, Kevin Barrows. Motion seconded by Laura Streets. (4/0)***

***Chris Palermo moves to go into Executive Session because I find that premature general public knowledge would clearly place the public body, or a person involved, at a substantial disadvantage. Motion seconded by Richard Craig. (4/0)***

***Chris Palermo moves to go into Executive Session to discuss the appointment or employment or evaluation of a public officer or employee subject to T1 V.S.A. § 313 (a)(3). To include Interim Town Administrator, Jason Luneau and Interim Human Resources Director, Tina Sweet. Motion seconded***

***by Richard Craig. (4/0)***

***Chris Palermo moves to go into Executive session because I find that premature general public knowledge of the pending contract negotiations will clearly place the Town at a disadvantage by disclosing its negotiation strategy. Motion seconded by Laura Streets (4/0)***

***Chris Palermo moves to go into Executive session to discuss pending contract negotiations under provisions of Title 1, Section #13(a)(1) of the Vermont Statutes and to include Interim Town Administrator, Jason Luneau. Motion seconded by Laura Streets (4/0)***

***Motion made by Chris Palermo to come out of executive session at 8:51PM. Motion seconded by Richard Craig. Motion carried. (4/0)***

***Motion made by Chris Palermo to pay Finance Director a \$3 stipend as the Interim HR Director. Motion seconded by Laura Streets. Motion carried. (4/0)***

***Motion made by Chris Palermo to approve the parking agreement between the Town of Morristown and Village Center Apartments Limited Partnership and to allow Interim Town Administrator Jason Luneau to sign the parking agreement. Motion seconded by Richard Craig. Motion carried. (4/0)***

#### **ADJOURN**

***Motion made by Chris Palermo to adjourn. Motion seconded by Richard Craig. Motion carried. (4/0)***

Meeting adjourned at 8:55pm

Submitted and filed this September 16, 2023

Judi Alberi, Scribe

*Please note all minutes are in Draft form and are subject to approval at the next Selectboard meeting.*



## SELECTBOARD MEMORANDUM

**To:** Selectboard  
**From:** Judi Alberi, Administrative Assistant  
**Date:** September 18, 2023  
**Subject:** Remove Angela Cote from the Morristown Conservation Commission

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**Background:**

Good Evening MCC members,

I was so excited to receive the invitation to become an MCC member last month. Due to unforeseen changes in my residence outside of Morristown, I regretfully need to resign from my very short tenure as an MCC member.

A special appreciation to Ron for including me for this special membership as well as all the members that gave me this opportunity.

If anything changes in the future, I hope to be reconsidered. Thank you all for the important work that each of you contribute to for the MCC.

In gratitude,  
Angela Cote

**Attachments:**

None



## SELECTBOARD MEMORANDUM

**To:** Selectboard  
**From:** Judi Alberi, Administrative Assistant  
**Date:** September 18, 2023  
**Subject:** Approve improvements to Beaver Meadow Road to allow passage for logging equipment

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### **Background:**

Judi:

I'd like to get on the 9/18/23 Selectboard meeting agenda to get approval for improvements to Beaver Meadow Road (Class IV) for a logging job on my land up off Beaver Meadow Road. My loggers (Jed & Karl Lipsky) will need to get their equipment and a log truck up the road to complete the job and there are some minor improvements that will be required to make the road passable. They will be doing the road work improvements and would like to get going asap to get in front of the fall foliage activity in the area. We are in the process of scheduling an onsite walk through of the scope of work with Kevin Barrows prior to the 9/18/23 Selectboard meeting to get his input as well. A last minute window to complete the road work before fall foliage season has presented itself so if we can get on the 9/18/23 meeting agenda it will very helpful in completing our logging job. Let me know if you have any questions or need any further information from us.

Also, if you could quickly reply to confirm receipt of this email so I know I've used the correct email address it would be greatly appreciated. Thanks...Harper

Harper Phillips

### **Attachments:**

None



## SELECTBOARD MEMORANDUM

**To:** Selectboard  
**From:** Sara Haskins, Town Clerk  
**Date:** September 18, 2023  
**Subject:** Discuss Community Informational Meeting

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**Background:**

The Town of Duxbury host a Special meeting on the first Saturday of January. Citizens are encouraged to bring a pie to share if they can, but not required. Pie and coffee is available in the morning, followed by a meeting. Morristown could do something similar to talk about the appropriations request received and ask those agencies to inform the citizens of how the funds are used and who they serve.

**Attachments:**

None



## SELECTBOARD MEMORANDUM

**To:** Selectboard  
**From:** Judi Alberi, Administrative Assistant  
**Date:** September 18, 2023  
**Subject:** Review Morristown Social Service Appropriations Policy now that we do not have an annual floor meeting

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### **Background:**

Morristown has adopted the Australian ballot system of voting. Therefore, our Social Service Policy must be amended to reflect this change. Included in the packet are several other town policies and the model policy that VLCT makes available.

### **Attachments:**

1. Town Appropriation Policy NEEDS EDITS 2023
2. VLCT Social Services Model Policy
3. Town of Stowe Social, Community & Economic Service Appropriations
4. Appropriation application
5. Castleton social\_services\_appropriation\_policy
6. Essex Human Services Funding Distribution Policy
7. Waitsfield-Annual-Social-Services-Appropriation-Form-10.12.22

### § 2691. Aid to social services for town residents

At a meeting duly warned for that purpose, a town or incorporated village may appropriate such sums of money as it deems necessary for the support of social service programs and facilities within that town for its residents. Social service programs, for which a town or incorporated village may appropriate sums of money, include: transportation, nutrition, medical, child care, and other rehabilitative services for persons with low incomes, elders, children, persons with disabilities, persons with a substance use disorder, and persons requiring employment to eliminate their need for public assistance. The authority herein granted is not in derogation of other local powers to allocate funds.

Staff recommendation is to keep the policy as it has been, but with a policy signed by the Selectboard so that it can be easily disseminated to Agencies that are requesting appropriations.

The recommended policy should read as follows:

#### Morristown Social Service Appropriations Policy

Agencies that would like to request an appropriation from town voters should follow these procedures.

1. Agencies requesting an appropriation for the first time must submit a petition signed by at least five percent of the registered voters on the Morristown Voter Checklist. The petition must be submitted to the Town Clerk's office by the required statutory date. The Town Clerk can provide the petition form and assistance with sample language. The Town Clerk will also provide the date the petition is due back to the Clerk's Office. The article will be a standalone article the first year it appears on the Town Warning. It is highly recommended that a spokesperson be available at Town Meeting to explain the request. If the article passes at Town Meeting it will then be included in the annual social service appropriations list that the Town places on the Warning.
2. If an agency would like to increase the amount it is requesting on the Town Warning, it should follow the same procedure as outlined in Paragraph 1.
3. Nothing in this policy prohibits the agency from appearing at Town Meeting and requesting an appropriation or an increase from the floor. The Moderator is the Town Official that controls this process at Town Meeting.
4. If your agency receives an appropriation from the Town, please submit your annual report to the Town Administrative Office by January 1st in the format requested so that it can be incorporated in the Town Report. The Town reserves the right to edit your report so that it fits our allocated space and format.

Under Vermont law, voters of a town may appropriate money for the support of social service programs and agencies that provide services to town residents. [24 V.S.A. § 2691](#). Some examples of the programs included are transportation, nutrition, childcare, medical care, and other rehabilitative services for persons with low incomes, senior citizens, children, disabled persons, drug and alcohol abusers, and persons requiring employment to eliminate their need for public assistance. Additionally, multiple towns may work cooperatively to secure the provision of social services if warranted to provide more effective and efficient social services for its residents.

An article regarding an appropriation to a social service agency can be placed on the town meeting warning by vote of the selectboard. Alternatively, a social service agency may submit a petition signed by 5% of the voters to the town clerk by the 47<sup>th</sup> day before the date of the town's annual meeting. [17 V.S.A § 2642\(a\)\(3\)\(A\)](#). These petitioned requests, if valid and timely, must be included in the warning.

Because of the proliferation of social service agency requests, selectboards may find it helpful to adopt a policy to manage them. Some selectboards require that all social service agency requests be submitted by petition. Other selectboards allow social service agencies that have had an appropriation approved at the last annual meeting to be included on the warning without a new petition, as long as the requested appropriation is the same or less than the amount previously approved by the voters. While both methods are appropriate, this model policy describes the latter of these two arrangements. Please note that any italicized language in this model denotes a policy choice to be made by the selectboard prior to adoption.

This model also provides an example of a petitioned article and language to encourage or require social service agencies to describe their programs for inclusion in the town's annual report. In addition, language can be added to this policy to require social service agencies to provide some form of financial disclosure as a condition for receiving an appropriation. Note that appropriations made pursuant to a contract between the selectboard and the provider of the social service under [24 V.S.A. § 2692](#) can give the town a degree of control over how and when the appropriation is disbursed.

**This model policy has been developed for illustrative purposes only. VLCT makes no express or implied endorsement or recommendation of any policy, nor does it make any express or implied guarantee of legal enforceability or legal compliance, nor does VLCT represent that any policy is appropriate for any particular town. Your legal counsel should review any proposed social service appropriation policy before adoption.**

If you have specific questions about this policy, please contact us at (800) 649-7915 or [info@vlct.org](mailto:info@vlct.org).

*Copy below this line and paste into a new document*

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## Social Service Appropriation Policy Town of \_\_\_\_\_

**PURPOSE:** Under Vermont law, a town may appropriate such sums of money as it deems necessary for the support of social service programs and agencies that provide services to town residents. 24 V.S.A. § 2691. The purpose of this policy is to establish procedures for managing social service agency appropriations that will be voted upon at the Town of \_\_\_\_\_ Annual Meeting.

**APPLICABILITY:** This policy applies to appropriation requests from social services agencies and programs subject to the provisions of Title 24, Chapter 73 of Vermont Statutes Annotated. Such programs include, but are not limited to, transportation, nutrition, childcare, medical care, and other rehabilitative services for persons with low incomes, senior citizens, children, disabled persons, drug and alcohol abusers, and persons requiring employment to eliminate their need for public assistance.

This policy does not apply to town membership organizations such as the Vermont League of Cities and Towns, the \_\_\_\_\_ Regional Planning Commission, or the \_\_\_\_\_ Solid Waste Management District.

**PROCEDURE:** Those social service agencies that have not had an appropriation request approved at the most recent annual town meeting, or that are requesting a larger appropriation than that approved at the most recent annual town meeting, must submit a petition for an article requesting an appropriation in accordance with 17 V.S.A. § 2642. Such petition must be signed by at least five percent of the voters of the town and filed with the town clerk not less than 47 days before the day of the annual meeting. The petition should be in substantially the following form:

### Petition of Legal Voters of the Town of \_\_\_\_\_

We, the undersigned legal voters of the Town of \_\_\_\_\_, hereby petition the selectboard to add the following article to the warning for the annual town meeting to be held on Tuesday, March \_\_, 20\_\_:

Shall the town appropriate \$[insert amount of request] to [insert name of social service agency], for [insert brief description of the purpose of the proposed appropriation] in accordance with 24 V.S.A. § 2691?

Print Name

Address

Signature

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**Pursuant to 17 V.S.A. § 2642(a)(3)(C), a petition must contain the petition language on every page on which signatures are collected and must contain the printed name, signature, and street address of each voter who signs the petition.**

No proposed article may contain any opinion or comment about the subject being voted upon. Petitions submitted after the deadline will not be honored. Petitions submitted prior to the deadline but not containing the required number of signatures shall be returned by the town clerk within 24 hours of receipt stating in writing on the petition why it cannot be accepted. Any petition returned to the petitioners may be amended to correct any stated deficiencies and refiled with the town clerk not later than 48 hours after the petition was returned by the clerk, or the filing deadline, whichever is later. However, supplementary petitions shall not be accepted if the original petition did not meet the filing deadline or did not contain the requisite number of signatures.

Those social service agencies that have had an appropriation request approved at the most recent annual town meeting are not required to submit a petition for an article requesting an appropriation if the amount requested is the same or less than the amount approved by the voters in the previous year. In such case, the agency should make its request by letter to the selectboard postmarked no later than *[insert any number of days<sup>1</sup>]* days before the day of town meeting. If the last day for filing letters with the selectboard falls on a Saturday, Sunday, or legal holiday, then the deadline shall be extended to the next day which is not a Saturday, Sunday, or legal holiday. The letter should identify the name of the agency, the amount requested for appropriation, and a person to contact for more information. Agencies that do not submit a letter to the selectboard before the *[insert any number of days]*-day deadline must submit a voter-backed petition in accordance with 17 V.S.A. § 2642.

All social service agencies requesting appropriations under this policy are *[insert “encouraged” or “required”]* to submit a description of the agency’s programs for inclusion in the town's annual report. Descriptions must be limited to *[insert number of words or pages]* and should describe the program or services provided to town residents. Agency representatives are encouraged to attend *[town meeting and/or the public informational hearing]* to explain the appropriation request to the voters and answer their questions.

Approved social service appropriations will be paid by the town on the following schedule:

\_\_\_\_\_ *[insert schedule of payments]*

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<sup>1</sup> In setting this deadline, the Selectboard is not limited to the 47-day deadline imposed for voter-backed petitions. Instead, the Selectboard should set this deadline based on the time needed to finalize the town meeting warning.

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Payment is subject to the availability of funds.

The foregoing policy is hereby adopted by the selectboard of the Town of \_\_\_\_\_, Vermont, this  
\_\_\_\_ day of \_\_\_\_\_, and is effective as of this date until amended or repealed.

Signatures:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Selectboard Policy  
Regarding  
Social, Community & Economic Service Appropriations

**Purpose:** To outline the requirements for being eligible and requesting social, economic & community service appropriations.

**Eligibility:** In order to be eligible for a social, economic or community service appropriation the organization must be a non-profit and provide services to the Stowe Community.

**Process:** Any non-profit or nor-for-profit organization requesting a social, economic or community service appropriation shall fill out the attached form requesting an appropriation from the Town of Stowe and return to the Town Manager's Office at or before December 15<sup>th</sup> for consideration as part of the upcoming fiscal year's budget. The form shall request information on the amount they are asking for, the approximate population served within the Stowe community, what services they provide that have a public benefit, the intended use of the appropriation, and what if any funding they receive from other municipalities and other sources. The form shall also ask for their contact information and their IRS non-profit ID Number. If the organization does not have an IRS non-profit ID Number, they shall provide evidence satisfactory to the Town Manager that they are not a for-profit organization.

If it is a new or increased appropriation request, a representative from the non-profit shall appear before the Selectboard during their budget development process to answer any additional questions. The Selectboard reserves the right to request any agency that has received an appropriation in the past to appear before the Selectboard even if they are not requesting an increased appropriation.

The Selectboard shall determine what if any funding to include in the budget for voter consideration. Alternatively, a non-profit may obtain a legally binding petition with 5% of the registered voter's signatures for inclusion on the Annual Meeting Warning.

**Guideline on Appropriations:** As a general guideline, the goal of the Selectboard is to maintain the Social Services Budget at or below one half of one percent of the Selectboard proposed General Fund Operating Expenditure Budget. Also, as a general guideline, the goal of the Selectboard is to maintain the Economic & Community Services Budget at or below three quarters of one percent of the Selectboard proposed General Fund Operating Expenditure Budget.

**Annual Report:** All social, community or economic service non-profits requesting or receiving an appropriation shall provide a report for inclusion in the Annual Report outlining how they are serving the Stowe Community. It is desirable for the report to stipulate the approximate population served and the services provided. If provided before the appropriation request is provided to the Selectboard, staff will forward it to the Selectboard along with the appropriation request.

**Drawdown of an Appropriation:** Any appropriation approved by the voters at Annual Meeting may be disbursed during the fiscal year for which it was appropriated if an invoice is provided to the Town Manager's Office with a certificate of insurance from the requesting or umbrella organization.

Town of Shaftsbury  
administrator@shaftsburyvt.gov, 802 442 4038x3  
Community Appropriation Application  
Request to Appear on Ballot

ALL APPLICATIONS MUST CONTAIN A STATEMENT DESCRIBING THE ORGANIZATION AND HOW IT BENEFITS THE RESIDENTS OF SHAFTSBURY.

THE SELECTBOARD RESERVES THE RIGHT TO MODIFY APPROPRIATION REQUESTS BEFORE APPROVING THEM FOR PLACEMENT ON THE BALLOT.

**NEW APPLICANTS OR THOSE SEEKING AN INCREASE FOR 2023 PLEASE SEE PAGE TWO.**

**Deadline for submissions is 1 December 2022.**

Name of Applicant: \_\_\_\_\_ Amount Requested: \_\_\_\_\_

Address: \_\_\_\_\_

Contact Person: \_\_\_\_\_ Position/Title: \_\_\_\_\_

Phone: \_\_\_\_\_ Email: \_\_\_\_\_

Describe your organization and the services it provides:

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Describe how your organization serves the residents of the Town of Shaftsbury:

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If your organization receives an appropriation, how will the money be used: \_\_\_\_\_

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State the number of Shaftsbury residents served during the past year: \_\_\_\_\_.

Gross Revenue Last Fiscal Year: \$\_\_\_\_\_ Gross Expenses Last Fiscal Year: \$\_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Position/Title: \_\_\_\_\_

New applicants are required to submit petitions. A representative of the organization must attend a Selectboard meeting in December and present the organization to the Board and community. Meetings are December 5th and 19<sup>th</sup>. We will try to accommodate your requested date.

All organizations requesting an increase in funding will also be required to attend a Selectboard meeting to explain the request for increased funding.



# Town of Castleton

## Social Services Appropriation Policy

**PURPOSE:** Under Vermont law, a town may appropriate such sums of money as it deems necessary for the support of social service agencies that provide services to town residents (24 V.S.A. § 2691). The purpose of this policy is to clarify and manage the establishment of procedures for managing social service agency appropriations that will be voted at the annual Town Meeting on the first Tuesday of March.

**APPLICABILITY:** This policy applies to appropriation requests from social service agencies subject to the provisions of Vermont law (24 V.S.A. Chapter 73). Such programs include, but are not limited to, transportation, nutrition, child care, and other rehabilitative services for persons with low incomes, senior citizens, children, disabled persons, drug and alcohol abusers, and persons requiring employment to eliminate their need for public assistance. Town affiliated organizations or departments are not inclusive of these provisions.

**PROCEDURE:** Any social service agency requesting funds shall:

1. Present a copy of the social service agency's most recently completed year's financial audit performed by a Certified Public Accountant or certified accounting firm, and,
2. File a petition with the Castleton Town Clerk showing support by at least 5% of the registered voters of the Town of Castleton. No proposed article may contain any opinion or comment. Petitions submitted after the deadline will not be honored. Petitions submitted prior to the deadline but not otherwise conforming to the requirements of 17 V.S.A. § 2642(a)(3)(A) and 24 V.S.A. § 2691 shall be returned by the Town Clerk within 24 hours from receipt stating in writing on the petition why it cannot be accepted. Any petition returned to the petitioners may be amended to correct any stated deficiencies and refiled with the Town Clerk not later than 48 hours after the petition was returned. Supplementary petitions shall not be accepted if the original petition did not meet the filing deadline or did not contain the requisite number of signatures.
  - a. a social service agency, notwithstanding the requirements set out in paragraph 2, whose appropriation request has been approved by the voters at the prior year's annual Town Meeting, and which is not requesting an increase in funding from the prior year's must submit a request in writing by the 10<sup>th</sup> of the November next preceding a Town Meeting, to be included on that annual Town Meeting ballot, without filing a petition as set out in paragraph 2 above;

3. Submit a brief written description of the social service agency's programs and goals and how the agency's services intend to benefit the Town's citizens.

If a petition has been timely filed with signatures certified by the Town Clerk, the Board of Selectmen shall place the lawful article requesting funds on the next properly warned annual Town Meeting ballot.

If no petition is required under the provisions of paragraph 2.a. above, the Board of Selectmen may place the article requesting funds on the next properly warned annual Town Meeting ballot, subject to the Board's review of the social service agency's current status.

A social service agency representative/agent is expected to be present to speak at the Town's public informational meeting on the first Monday of March.

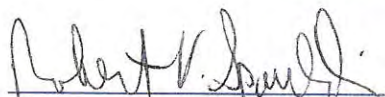
The foregoing policy is hereby adopted by the Board of Selectmen of the Town of Castleton, Vermont, and this 27th day of April, 2015 and is effective as of this date until amended or repealed.

  
Joseph F. Bruno

  
Richard A. Combs

  
John M. Hale

\_\_\_\_\_  
James P. Leamy

  
Robert V. Spaulding

# **TOWN OF ESSEX, VERMONT**

## **HUMAN SERVICES FUNDING DISTRIBUTION POLICY**

### **1. Purpose**

The purpose of this policy is to provide the framework to support the Town of Essex Human Services Contribution policy passed on November 16, 1987 that states, “The Town of Essex shall allocate one percent of its total General Fund Budget to fund human service organizations.”

### **2. Process**

- a) The budget which includes the Human Services Contribution is presented to Town of Essex residents during annual meeting in March of each year.
- b) By May of each year, the Town Manager will provide recommendations to the Town of Essex Selectboard for specific focus areas as human service priorities for the most vulnerable residents of the Essex community. The Selectboard will approve up to five (5) focus areas for funding distribution of the allocation approved at the annual meeting.
- c) Circulation of the approved focus areas and up-to-date application and guidelines will be by, but is not limited to: an Essex Human Services Fund email list and email to all employees/board members, posts to municipal websites, and announcements on municipal social media outlets and newspapers.
- d) Applications must be received or postmarked by February 15<sup>th</sup> of each year.
- e) The Town Manager shall appoint a committee to compile and review all applications and make recommendations, based on the focus areas approved by the Selectboard the previous May.
- f) By May, the Selectboard considers the funding recommendations by the Town Manager, contingent upon available funds and considers approval of the focus areas for the next cycle.
- g) Funding awards are issued each June, prior to fiscal year end.

### **3. Eligibility**

Local area social, health and human services organizations who serve Essex residents are encouraged to apply. Organizations with a religious affiliation are eligible to apply if the program or service is provided without proselytizing. Only non-profit organizations who are considered a 501 (c)(3) or that file an annual Internal Revenue Service (IRS) Form 990 tax return are eligible. All funding proposals must align with the Essex Human Services Focus Areas.

### **4. Application and Guidelines**

The Town Manager will revise and update the application and supporting guidelines in accordance to this policy and with focus areas approved by the Selectboard, when necessary.

This policy replaces the Town of Essex Human Services Application policy passed on November 16, 1987 and supersedes any prior policy and procedures, whether written or oral, on this subject matter.

Adopted by the Selectboard of the Town of Essex, Vermont, on November 18<sup>th</sup>, 2019 and amended on 06/06/2022. It is effective as of this date until amended or repealed.

### **Town of Essex Selectboard**

*Andrew J Watts*

Andrew J Watts (Jun 17, 2022 12:37 EDT)

Andrew Watts, Chair

*Tracey A Delphia*

Tracey A Delphia (Jun 21, 2022 21:10 EDT)

Tracey Delphia, Vice Chair

*Ethan Lawrence*

Ethan Lawrence (Jul 25, 2022 11:44 EDT)

Ethan Lawrence, Clerk

*Dawn Hill-Fleury*

Dawn Hill-Fleury (Jun 16, 2022 17:30 EDT)

Dawn Hill-Fleury

*Kendall Chamberlin*

Kendall Chamberlin (Jun 17, 2022 12:43 EDT)

Kendall Chamberlin



**TOWN OF WAITSFIELD, VT**  
**ANNUAL SOCIAL SERVICES AND ORGANIZATION APPROPRIATION POLICY**

**I. Purpose**

The Town of Waitsfield provides financial support to various local, regional, statewide, and other agencies and organizations each fiscal year. This policy is adopted to ensure that support is provided in a manner that is consistent, transparent, and fair.

The goals of the policy include, but are not necessarily limited to:

- Equal access to the appropriation process;
- Clarification of, and consistency with, the application process;
- Ensuring that social service and organization funding levels reflect the greater community conversation about the annual municipal budget;
- Greater transparency in how funding decisions are made; and
- Assurance that local property tax dollars directly or indirectly serve the needs of the residents of Waitsfield and the Mad River Valley.

**II. Definitions**

- a. *Fiscal Year* – refers to the Town’s fiscal year, running from July 1 to June 30.
- b. *Funding* – refers to the annual (fiscal year) appropriations approved by voters.
- c. *General Fund* – refers to the fund used to account for all financial resources, except those accounted for in enterprise or other funds.
- d. *Organization* – refers to organizations, agencies, or other community groups seeking an annual appropriation from the Town.
- e. *Selectboard* – refers to the legislative body of the Town.
- f. *Town* – refers to the Town of Waitsfield.

**III. Funding Guidelines (Criteria and Priority)**

The criteria used to evaluate annual appropriation requests will include, but not necessarily be limited to:

1. Whether or not the organization provides service(s) to the residents of Waitsfield.
2. Whether or not the organization provides service(s) to residents that would otherwise be unavailable or limited.
3. Whether or not the organization provides service(s) that demonstrably enhances the quality of life in Waitsfield and the Mad River Valley.
4. Whether or not the organization has demonstrated a financial need for the appropriation sought, including identification of other sources of funding as applicable.

When funding is limited to levels less than the target established in Section V of this policy, the Selectboard will award funding using the following priority order:

1. Organizations located in and providing service to residents of Waitsfield.

2. Organizations located in and providing service to residents of the Mad River Valley.
3. Organizations located outside of Waitsfield or the Mad River Valley with a demonstrated provision of service to residents of both.
4. All other organizations.

**IV. Application for Funding**

All organizations shall complete and submit the funding application form appended to this policy on or before November 30th of each year. This allows funding requests to be included in and evaluated with the budget presented to the Selectboard for review. Voters will make the ultimate determination relative to funding level at Town Meeting in March.

The application form will be available to organizations seeking an appropriation on or before October 1<sup>st</sup> of each year. The form will be available on the Town's website ([www.waitsfieldvt.us](http://www.waitsfieldvt.us)), at the Town Offices, or emailed upon request. The Town is responsible only for making the form available – it is the duty of the organization to adhere to the Town's process and timeline. Failure to submit the requisite materials in a timely manner may result in lack of inclusion in the appropriation process.

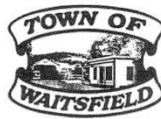
Due to the process established in State statute, organizations seeking an appropriation can petition to be on the Town Meeting warning and appeal directly to voters. The Town encourages all organizations to apply for funding through the process established in this policy. An organization choosing the statutorily-available path for funding shall meet with the Selectboard in January to discuss the request and the reason the process established in this policy and used by other organizations was not available or workable.

**V. Appropriation Target**

The Selectboard may appropriate an amount equivalent to 1.0% of total proposed general fund expenditures for organization requests in a given fiscal year. The target percentage may be adjusted by the Selectboard during any individual fiscal year at its sole discretion.

An increase in general fund expenditures approved by voters from the floor at Town Meeting will not automatically increase the funding available for organization appropriations. However, if action taken from the floor clearly indicates the intent is to increase the level of funding for an organization, the Selectboard may choose to increase funding for that organization.

**VI. Signatures**



**TOWN OF WAITSFIELD  
ANNUAL SOCIAL SERVICES APPROPRIATIONS  
APPLICATION FORM**

*This form must be submitted for consideration for funding in the annual general fund budget on or before December 2<sup>nd</sup>, 2022.*

Organization:

Address:

Contact name:

Phone:

E-mail:

Website or social media page:

FY Funding Request:

Please describe how the organization serves Waitsfield and its residents. Include any data in this section or as a separate attachment:

|                                                 |
|-------------------------------------------------|
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|-------------------------------------------------|

Please describe how a municipal appropriation is important to the fiscal health and viability of the organization:

|                   |
|-------------------|
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**\*Please see next page**

*Revised; 10/12/2022*

Please provide any additional information useful for evaluating the organization's appropriation request:

|                   |
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Have you read and do you understand the Town of Waitsfield's annual social services appropriation policy?

Yes

No



## SELECTBOARD MEMORANDUM

**To:** Selectboard  
**From:** Judi Alberi, Administrative Assistant  
**Date:** September 18, 2023  
**Subject:** Approve Travel Policy

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**Background:**

Former HR Director, Paula Beattie worked on many policies that now need to appear in front of the Selectboard for approval.

**Attachments:**

1. Travel Policy



# **Town of Morristown, Vermont**

## **Travel Policy**

The employee's supervisor must authorize Employee travel. Employee travel with expenses over \$1,000. must be approved by the Town Administrator/Town Manager. The Town Administrator/Town Manager must approve Department Head travel.

The employee's supervisor must sign the travel reimbursement form. It is the policy of the Town of Morristown to reimburse staff for reasonable and necessary expenses incurred during approved work-related travel. Employees seeking reimbursement should incur the lowest reasonable travel expenses. Reimbursement is allowed only when reimbursement has not been, and will not be, received from other sources. A request for reimbursement must be submitted on a reimbursement form with original supporting documentation attached. Reimbursement forms need to be submitted to the finance department and must be submitted in the month that the expense is incurred. Employees should understand the reimbursement process before spending personal funds for travel expenses.

The Town of Morristown reserves the right to deny reimbursement of travel-related expenses for failure to comply with policies and procedures. Travelers who use personal funds to facilitate travel arrangements will not be reimbursed until after the trip occurs and proper documentation is submitted.

The Town of Morristown may issue prepayments for airfare, lodging, rental vehicles, and event/conference registration. Proof of cost will be required prior to the release of prepayment.

The Town of Morristown will pay for approved use of a rental vehicle only if the rental vehicle is more economical than any other type of public transportation, or if the destination is not otherwise accessible. Vehicle rental at a destination city is reimbursable. Original receipts are required. The rental agreement must clearly show the date and the points of departure/arrival, as well as the total cost. Drivers must adhere to the rental requirements, and restrictions must be followed. Original receipts are required. Employee must have a valid driver's license.

A valid driver's license issued within the United States and personal automobile insurance are required for expenses to be reimbursed. Drivers should be aware of the extent of coverage (if any) provided by his or her automobile insurance company for travel that is business or not personal in nature. Reimbursement for use of a personal automobile is based on the Town of Morristown mileage rate (IRS Rate). A reimbursement form is required for mileage reimbursement.

The cost of overnight lodging (room rate and tax only) will be reimbursed to the traveler if the authorized travel is a multi-day event, or more than sixty-five miles and/or an hour and a half or more from the traveler's primary worksite. The Town of Morristown will reimburse lodging expenses at reasonable, single occupancy or standard room rates. When the hotel or motel is the conference or convention site, reimbursement will be issued based on the conference rate. Only single room rates are authorized for payment or reimbursement unless the second party is representing the Town in an authorized capacity. If the lodging receipt shows more than a single occupancy, the single room rate must be noted. If reimbursement for more than the single room rate is requested, the name of the second person must be included.

Per diem allowances are reimbursable for in-state overnight travel that is a multi-day event, or more than sixty-five miles and/or an hour and a half or more from the traveler's primary worksite. Per diem allowances are applicable for all travel that is a multi-day event, or more than sixty-five miles and/or an hour and a half or more from the traveler's primary worksite. The Town of Morristown per diem rates are based on the U.S. General Services Administration Guidelines, which vary by city location. Per diem reimbursements are based on departure and return times over the entire 24-hour day and are prorated accordingly. If a free meal is served on the plane, included in a conference registration fee, built into the standard, single hotel room rate, the per diem allowance for that meal may not be claimed.

#### **Non reimbursable Travel Expenses**

The following items that may be associated with business travel will not be reimbursed by Town of Morristown:

- Airline upgrades, business class or first-class flights.

- Childcare, babysitting, house-sitting, or pet-sitting/kennel charges.
- Commuting between home and the primary work location.
- Costs incurred by traveler's failure to cancel travel or hotel reservations in a timely fashion.
- Evening or formal wear expenses.
- Haircuts and personal grooming.
- Laundry and dry cleaning.
- Passports, vaccinations, and visas when not required as a specific and necessary condition of the travel assignment.
- Personal entertainment expenses, including in-flight movies, headsets, health club facilities, hotel pay-per-view movies, in-theater movies, social activities, and related incidental costs.
- Travel accident insurance premiums or purchase of additional travel insurance.
- Other expenses not related to the business travel.

Additional costs for travel, lodging, meal or other travel expenses for spouses or other family members will not be reimbursed.

**Any exceptions to this policy must be approved by the Town Administrator/Town Manager.**

ADOPTED this \_\_\_\_\_ day of \_\_\_\_\_, 2023:

\_\_\_\_\_  
Judy Bickford

\_\_\_\_\_  
Don McDowell

\_\_\_\_\_  
Christopher Palermo

\_\_\_\_\_  
Laura Streets

\_\_\_\_\_  
Richard Craig



## SELECTBOARD MEMORANDUM

**To:** Selectboard  
**From:** Judi Alberi, Administrative Assistant  
**Date:** September 18, 2023  
**Subject:** Possible Executive Session - Personnel, Labor Relations

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### **Suggested Motion:**

#### **EXECUTIVE SESSION - Personnel**

**MOTION:** I move to go into Executive Session to discuss a personnel matter because I find that premature general public knowledge would clearly place the public body, or a person involved, at a substantial disadvantage.

**MOTION:** I move to go into Executive Session to discuss the appointment or employment or evaluation of a public officer or employee subject to T1 V.S.A. § 313 (a)(3). To include Interim Town Administrator, Jason Luneau; Interim Human Resources Director, Tina Sweet; and Administrative Assistant, Judi Alberi, St. Albans Town Manager, Dominic Cloud

#### **EXECUTIVE SESSION - Labor relations**

**MOTION:** I move to go into Executive Session because I find that premature general public knowledge of labor relations would clearly place the public body, or a person involved, at a substantial disadvantage.

**MOTION:** I move to go into Executive Session to discuss labor relations agreements with employees under the provisions of Title 1 section 313 (a) (1)(b) of the Vermont Statutes, to include Interim Town administrator Jason Luneau

### **Attachments:**

None