



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

On Zoom and at 43 Portland St. Morrisville, VT 05661
5:30 PM Monday, March 17, 2025

[Join Zoom Meeting](#) or by phone join via conference call (audio only): 1 (646) 558-8656 | Meeting ID: [810 342 4528](#) | Passcode 05661

The meeting will be live streamed on the Town of Morristown's website:

<https://www.morristownvt.gov/community/page/meetings-agendas-minutes> and on [Town GMATV YouTube Channel](#) when possible

I. 5:30PM - CALL SELECTBOARD MEETING TO ORDER

II. 5:31PM - EXECUTIVE SESSION - PERSONNEL, LEGAL

III. 6:40PM - AGENDA CHANGES/ADDITIONS

IV. 6:42PM - APPROVE MINUTES

1. Approve minutes of 2-18-25
2. Approve minutes of 2-20-25
3. Approve minutes of 3-10-25

V. 6:45PM - NEW BUSINESS

1. Discuss Morrisville Water & Light - VMBB Bonding with Scott Johnstone
2. Certificates of Recognition for the Highway Crew
3. Update on Summer Camp Program
4. Authorize Town Attorney to send demand letter for delinquent taxes

VI. 7:15PM - OLD BUSINESS

1. Consideration of revised Work in the Right-of-Way Policy
2. Set locations for posting meeting notices
3. Adopt and sign Rules of Procedure

VII. 7:40PM - APPROVE WARRANTS

VIII. 7:42PM - COMMUNITY COMMENTS

IX. 7:52PM - SCHEDULE

1. Monday, April 7, 2025 - SB Meeting - 5:30pm
Wednesday, April 16, 2025 - SB/Trustees Joint Meeting - 5:30pm
Monday, April 21, 2025 - SB Meeting - 5:30pm

X. 7:55PM - OTHER BUSINESS

XI. 8:00PM - ADJOURN



**SELECTBOARD MEETING MINUTES
OF FEBRUARY 18, 2025**

Members: Don McDowell*, Christopher Palermo, Richard Craig, George Cormier

Absent: Laura Streets

ADMINISTRATION and STAFF: Brent Raymond, Town Manager; Judi Alberi, Executive Assistant; Tina Sweet, Finance Director

PARTICIPANTS/GUESTS: Attorney Ed Adrian*, Jamie Jaret, Jodi Hess, Andrea Burton, Bob Heanue, Laura Green, Sarah Thomas, Charles Burnham, Jerry Throne, Evelyn Throne, Mary Lou Nichols, Sheila Tarbox, Tony Cote, Bob Bortree, Judy Bickford, Jasmine Farrell, Ryan Farrell, Dan McLaughlin, Ron Stancliff, Mary Goderwis

**participating via Zoom*

5:30PM - CALL SELECTBOARD MEETING TO ORDER

Chris Palermo called the Selectboard Meeting to order at 5:30 PM at the Tegu Building.

5:31PM - AGENDA CHANGES/ADDITIONS

1. Move Item number 6 of New Business, consideration to approve & sign Resolution Appointment of Acting Zoning Administrator to Item number 1 with all others to follow.
2. Add the item entitled Approve & sign Annual Disclosure to the State for Highway Mileage as number 8.

5:32PM - APPROVE MINUTES

1. Approve minutes of 2-3-25

Motion made by Richard Craig to approve the minutes of 2/3/25. Motion seconded by George Cormier. Motion carried. (3/0)

2. Approve minutes of 2-10-25

Motion made by Richard Craig to approve the minutes of 2/10/25. Motion seconded by George Cormier. Motion carried. (3/0)

Note: Don McDowell joined the meeting via Zoom after the minutes were approved.

5:35PM - NEW BUSINESS

1. Consideration to approve & sign Resolution Appointment of Acting Zoning Administrator

The meeting revolved around the resolution regarding the appointment of an acting zoning administrator. The position became vacant on January 14, 2025, and Brent Raymond believed he was assigned as the acting zoning administrator on September 19, 2024. However, a mistake was made in not having the Selectboard appoint Brent Raymond as the acting zoning administrator at the time. The Selectboard decided to correct this mistake and ratify any decisions made by Brent Raymond. They also discussed a zoning permit issued to the Cox family for a single-family residential home, which had

a construction finish date of October 24, 2024. The bank was hesitant to release funds due to concerns about the permit expiring, but the permit would have been in effect until March 2, 2026. Brent Raymond amended the permit to alleviate the contractor's issues.

The Town Manager takes responsibility for mistakenly signing a zoning permit without proper authority, explaining that he was unaware of the relevant statutes and incorrectly assumed he had been given authority by the former planning director. The Town Manager consulted legal counsel upon learning of the mistake and chose to address it transparently in a public meeting rather than in an executive session. He emphasizes his goal of improving communication and processes within the town team to prevent future errors. The selectboard expressed gratitude to Brent's willingness to step in on an interim basis as these responsibilities are in addition to his role of Town Manager, but emphasized the need to move forward and find a new zoning administrator. Legal counsel, Mr. Ed Adrian attended the meeting to provide further context. Charlie Burnham was also consulted to work with Brent on the resolution of the ramifications of this error and to assist all parties involved in the transaction.

Motion made by Richard Craig to adopt and sign the Resolution Appointment of Acting Zoning Administrator as presented. Motion seconded by George Cormier. Motion carried (4/0).

Note: Don McDowell had to leave the meeting after he voted on this discussion.

2. Retention and Recruitment Specialist - DCF - Jodi Hess

Jodi Hess, Retention and Recruitment Specialist, and her coworker Andrea Burton, from the Department of Children and Families, addressed the coordination of Foster Parents for the state. There is a great need for more foster parents and the state has been posting banners to advertise the need for more foster families. Jodi Hess asked that she be allowed to put up their banner in the front window of the town offices, and asked for a waiver to post banners in the community. These requests were referred to the Zoning Administrator.

3. Cancel SB Meeting for 3-3-25 due to Town Meeting

Motion made by Richard Craig to cancel the 3/3/25 Selectboard Meeting. Motion seconded by George Cormier. Motion carried (4/0).

4. Consideration to approve and sign Certificate - No appeal or suit pending

Motion made by Richard Craig to approve and sign the Certificate - No appeal or suit pending as presented. Motion seconded by George Cormier. Motion carried (3/0).

5. Consideration to donate the 2013 Ambulance

Motion made by Richard Craig to donate the 2013 Chevrolet 3500 Ambulance as is to the Wolcott Volunteer Fire Department. Motion seconded by George Cormier. Motion carried (3/0).

6. Update on Downtown Designation application

The application for the designation of a downtown for Morristown is important because the town will be eligible to apply for many financial opportunities, including grant funds and planning. Members of the Village Trustees are working on the application for the Downtown Designation and an update will be given at next month's selectboard meeting. Members will review the downtown designation application materials prior to the next meeting.

7. Consideration to approve and sign Resolution Morristown Planning Council to Morristown Planning Commission

Chris read the Resolution to Dissolve the Morristown Planning Council and Establish the Morristown Planning Commission. It was considered to be in the best interest of the town as a Planning Council

without a Planning Director has no administrative power to make decisions. The Planning Commission allows the committee to accomplish tasks such as the proposed zoning bylaw changes. Etienne Hancock, Chair of the Planning Council, agreed with the decision to return to the Planning Commission as in years past until the Selectboard, Town Manager, Village Trustees, and public folks have a chance to discuss the needs of the town.

Motion made by Richard Craig to accept and sign the Resolution Morristown Planning Council to Morristown Planning Commission as presented. Motion seconded by George Cormier. Motion carried (3/0).

8. Approve & sign Annual Disclosure to the State for Highway Mileage

Motion made by Richard Craig to approve and sign the AOT mileage certificate as presented. Motion seconded by George Cormier. Motion carried (3/0).

6:35PM - OLD BUSINESS

1. Continued discussion - Habitat for Humanity

The Selectboard discussed the potential donation of a property adjacent to the library to Habitat for Humanity. The Board agreed that the decision should not be made by just five members, but should involve the entire town. They also recognized the need to determine the value of the property before making a decision. The Board decided to move forward with getting an appraisal of the property and possibly a professional survey to establish its boundaries. The discussion also touched on the potential value of the property for parking and the need to consider any state grants or restrictions related to the property. The Board agreed to keep the community informed about the process and to consider the urgency of the housing crisis in Vermont.

2. Consideration to approve & sign Resolution Public Records fee schedule

The meeting focused on the issue of public records requests and the associated costs. Judi Alberi highlighted the significant increase in requests, which was affecting the town's operations and causing a hidden cost to taxpayers. She discussed the need for a fee schedule to cover the costs of staff time and other expenses associated with handling these requests. They also discussed the potential for hiring a contractor or employee specifically to handle public records requests. It was agreed to adopt a proposed schedule of public records charges and requirements, which includes charges for staff time, photocopies, computer-generated paper copies, and other materials. The team also discussed the need for a plan to enforce payment of these fees.

Motion made by Richard Craig to adopt and sign the Resolution Public Records Fee Schedule as presented. Motion seconded by George Cormier. Motion carried (3/0).

6:50PM - APPROVE WARRANTS

Motion made by Richard Craig to approve the warrants. Motion seconded by George Cormier. Motion carried. (3/0)

6:52PM - COMMUNITY COMMENTS

Several people made comments. One community member said she supports the fee schedule for records requests. She considers the increase in requests without any effort by the requestor as abuse of the taxpayers' money. This takes employees time, energy, and money to comply with the requests. Another person suggested that the cost of requests be estimated, and the cost be collected at the time of the request, not after. This practice may eliminate some requests.

7:02PM - SCHEDULE

Thursday, February-2/20/25-SB Special Meeting

1. Monday, March 10, 2025 - SB Organizational Meeting - 5:30PM

Monday, March 17, 2025 - SB Meeting - 5:30PM

Monday, April 7, 2025 - SB Meeting - 5:30PM

Thursday, February 20, 2025- Special SB/PC/DRB Meeting

7:05PM - OTHER BUSINESS

1. Executive Session - Personnel

There was no Executive Session.

Pleasant View Cemetery Association

The Select Board identified a problem with the financial management of the Pleasant View Cemetery Association and the stewardship of the endowment and perpetual care funds. After several discussions with the cemetery personnel, the Selectboard was intent on addressing the financial problems identified in their records. The town will assume the management of the cemetery and the fiduciary responsibility of the funds, citing unsustainable practices and a depletion of the Endowment Perpetual Care Fund.

Motion made by Richard Craig to terminate Pleasant View Cemetery Association's fiscal and operational management of Pleasant View Cemetery effective immediately. Motion seconded by George Cormier. Motion carried (3/0).

Motion made by Richard Craig to direct all Pleasant View Cemetery funds and other assets be turned over to the Town of Morristown by Friday 2/21/2025. Motion seconded by George Cormier. Motion carried (3/0).

7:08PM - ADJOURN

Motion made by Richard Craig to adjourn. Motion seconded by George Cormier. Motion carried. (3/0)

Meeting adjourned at 8:02 pm

Submitted and filed this 2/17/25.

Bonnie McDermott, Scribe

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



SELECTBOARD MEETING MINUTES OF FEBRUARY 20, 2025

Members: **Selectboard Members:** Don McDowell, Christopher Palermo, Laura Streets, Richard Craig, George Cormier; **Planning Council Members:** Etienne Hancock, John Meyer, Jamie Morris,
Absent: Wally Reeve, Josh Goldstein; **Development Review Board Members:** Gary Nolan, Donnie Blake, Paul Trudell, Mary Ann Wilson, Susanna Burnham

ADMINISTRATION and STAFF: Brent Raymond, Town Manager; Judi Alberi, Executive Assistant

PARTICIPANTS/GUESTS: Evelyn Throne, Jerry Throne, Kevin Petrochko, Ron Standcliff, Martin Green, Bob Heanue

**participating via Zoom*

5:30PM - CALL MEETING TO ORDER

Chris Palmero called the Special Meeting to order for SB, PC, & DRB at 5:30 PM at the Tegu Building.

5:31PM - AGENDA CHANGES/ADDITIONS

None

5:32PM - NEW BUSINESS

1. **David White, FAICP, Principal Sterling Mountain Community Planning & Design, presentation on Planning and Zoning Administrator models commonly used by Vermont municipalities.**

Chris Palermo introduced David White and shared his extensive background and experience in community planning with the members of the Selectboard, Planning Council, and the DRB in attendance. Mr. White gave a presentation covering the following items:

1. The role of a town's Planning function.
2. Staffing descriptions and roles: Planning is the work of the Planner; Regulatory function is the work of the Zoning Administrator.
3. Types of staffing alternatives: a single person doing both jobs, two separate people for the separate functions, and a Planning Office with
Planning Director and staff,
4. A comparison of similarly sized communities and their staffing options,
5. Most VT communities have a Planning Commission and a Planner; Morristown has a Planning Director and a Planning Council,
6. Duties of Planning Director, Power, and Duties of Planning Commission.

Mr. White suggested that a community of the size and complexity of Morristown & Morrisville would be too much for 1 person. Two positions make sense at a minimum either a Planner/ZA and an Asst. Planner/Deputy ZA, or a separate Planner and Zoning Administrator.

Discussion followed with the consensus for the town to have a planning commission with a planner

reporting to both the DRB and the planning commission. There was concern that one person would need administrative support to do the work of both planning and zoning. It was acknowledged that Morristown is unique, and the town needs an experienced professional to make a seamless transition assuming the workload of the planning and zoning functions.

7:00PM - ADJOURN

Motion made by George Cormier to adjourn the Selectboard. Motion seconded by Richard Craig. Motion carried. (5/0)

Motion made by Wally Reeve to adjourn the Planning Council. Motion seconded by John Meyer. Motion carried. (5/0)

Motion made by Susanna Burnham to adjourn the DRB. Motion seconded by Donnie Blake. Motion carried. (5/0)

Meeting adjourned at 7:00 pm

Submitted and filed this 2/20/25.

Bonnie McDermott, Scribe

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SELECTBOARD MEETING MINUTES OF MARCH 10, 2025

Members: Don McDowell, Christopher Palermo, Laura Streets, Richard Craig, George Cormier

Absent:

ADMINISTRATION and STAFF: Brent Raymond, Town Manager; Judi Alberi, Executive Assistant

PARTICIPANTS/GUESTS: Ron Stancliff, Chasity Fagnant, Ryan Nolan, Kristin Marriett, Jamie Jaret, Tom Cloutier, Heather Pierce, Mary Lou Nichols, Martin Green, Laura Green, Jerry Throne, Evelyn Throne, Steffany Mosley, Marry Hodgdon, Maria & Skip Ward, Sheila Tarbox, Tony Cote, Bob Bortree

**participating via Zoom*

5:30PM - CALL SELECTBOARD MEETING TO ORDER

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

1. 2024 Town Report Dedication - Gary & Shelley Nolan

The Selectboard joyously announced that the 2024 Town Report was dedicated to Gary and Shelly Nolan. Don read the dedication and thanked the Nolans for their service to the community. Several people told stories praising the couple. Don concluded that Gary and Shelly were unique examples of people who actively worked and supported the town administration and the people of Morristown.

5:35PM - AGENDA CHANGES/ADDITIONS

None

5:36PM - NEW BUSINESS

1. Elect Chair

Motion made by Chris Palermo to elect Don McDowell as Chair of the Selectboard. Motion seconded by Richard Craig. Motion carried (4/0/1). Don McDowell abstained.

2. Elect Vice-Chair

Motion made by George Cormier to elect Chris Palermo as Vice-Chair of the Selectboard. Motion seconded by Richard Craig. Motion carried (4/1). Laura Streets Nay.
Motion made by Laura Streets to elect Richard Craig for Vice-Chair of the Selectboard. No second, the motion failed.

3. Set regular meeting schedule

Motion made by Chris Palermo to hold the Selectboard meetings on the first and third Mondays of the month at 5:30 PM. Motion seconded by Richard Craig. Motion carried (5/0).

4. Set town's newspaper of record

Motion made by Laura Streets to set the town's newspaper of record as the News and Citizen. Motion seconded by Chris Palermo. Motion carried (5/0).

5. Town Appointments

Motion made by Chris Palermo to make the town appointments as follows: Emergency Mgmt. Director-Jason Luneau; E911 Coordinator-Kevin Petrochko; Agent to Convey Real Estate for Cemetery Lots - Michael Buchanan, Dennis Smith, and Joie Marshall; Green Up Day Coordinator-Brent Teillon; Tree Warden-Fran Sladyk; Fire Chief-Dennis Digregorio; Health Officer Vacant-Statute requires Selectboard Chair, Don McDowell, as interim. Motion seconded by Richard Craig. Motion carried (5/0).

Motion made by Chris Palermo to appoint the following Board/Council members: Morristown Dev Fund Loan Adv Committee - Laura Streets SB Rep; Development Review Board-Lenny Wing and Paul Trudell; Conservation Commission-Brent Teillon and Sandra Zebal. Motion seconded by Richard Craig. Motion carried (5/0).

One lister position, one Morristown Dev Fund Loan Adv Committee member, and two positions open on the Conservation Commission. These positions are open, and the public is encouraged to apply.

6. Rules of Procedure Amendments

Don McDowell read through the Rules of Procedure for the Morristown Selectboard with the suggested amendments. The Rules of Procedure will be rewritten with the amendments, then reviewed and approved at the next meeting. The law dictates that 3 locations be determined where notices must be posted, although more are up to the Board. Brent will research the legal regulations regarding posting electronically and whether that counts as a physical location or not. Don McDowell would like the chair or their designee to post the agenda on Front Porch Forum. The administration will review the statutes and have this on the agenda for March 17th. Don McDowell would like the chair or their designee to post the agenda on Front Porch Forum as an additional post.

7. Set locations for posting meeting notices

Table the item until March 17, 2025.

6:20PM - SCHEDULE

- 1. Monday, March 17, 2025 - SB Meeting - 5:30PM**
Monday, April 7, 2025 - SB Meeting - 5:30PM
Wednesday, April 16, 2025 - SB/Trustees Joint Meeting - 5:30PM
Monday, April 21, 2025 - SB Meeting - 5:30PM

6:30PM - ADJOURN

Motion made by Chris Palermo to adjourn. Motion seconded by Richard Craig. Motion carried. (5/0)

Meeting adjourned at 7:07 pm
Submitted and filed this 3/10/2025.
Bonnie McDermott, Scribe

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



Morristown
Where Art, Food, & History Meet *Vermont*

Summer Camp Updates - 2025

March 17, 2025

2025 Summer Camp Highlights

- Summer Camp Registration – Now Open!
- Location: Local school-based solution found
 - Three classrooms and cafeteria at People's Academy
- Duration: 6-week summer camp
- Maximum capacity: 75 campers
- Cost:
 - \$290/week for Morrisville residents
 - \$320/week for non-residents
- Age Groups (based on community need):
 - 6-7 years (1:6 counselor to camper ratio)
 - 8-9 years (1:8 counselor to camper ratio)
 - 10+ years (1:8 counselor to camper ratio)

Logistical Details



- Summer Camp to be six weeks instead of seven due to last day of school being several days later than anticipated. Summer Camp runs 6/30-8/08 (six weeks)
- Camp will be run out of the PA Cafeteria (2600 sq ft) while utilizing outdoor space and three classrooms as needed. This will meet the need for food availability, bathrooms, and shaded space safe from outside elements
- Camp Ice Cream Social event planned for 6/25 to allow campers and parents to meet staff, locate their classrooms, ask questions, review sign in/out protocols, review supply list, etc.
- Due to space restrictions, maximum capacity is 75 campers (State of VT licensed childcare guidelines recommend 35 sq ft per child of indoor space)
- Decreased camper maximum capacity of 75 kids allows for one bus rental instead of two providing a cost savings estimate of \$5,000
- Weekly swimming will be at Eden Beach this summer instead of Elmore Beach providing a \$1900 cost savings

2025 Summer Camp Collaborations

- **Unbound Summer Camp**
 - Campers going into fifth grade are encouraged to register with the Unbound summer camp program held at the school from 6/30/25 – 8/8/25. This program for incoming 5th-grade students through 8th grade students at no cost and will be on the same schedule as Morristown Summer Camp (7:30–4:30 daily).
- **Soccer Camp**
 - Morristown is exploring the possibility of a soccer camp partnership program based at the school from June 25-27. More details will be provided once logistics are confirmed.

2025 Summer Camp Activities

We're in the process of creating a fun filled Camp activity calendar to include;

- VT Institute of Natural Science: Owls & Their Calls
- Dinoman educational workshop
- Interactive performance by Rockin' Ron
- Echo Museum
- Lamoille County Field Days
- Lamoille County Conservation District: Wildlife of Vermont Program
- Shelburne Museum
- Conservation Commission: Town Forest Explorations
- Weekly swimming at Eden Beach and hiking in our community
- Berry picking and a Corn Maze Challenge

Staffing Updates

Interviews are underway for the following positions:

- **Summer Camp Co-Director** (two seasonal positions 9-weeks total)
 - \$26.00-\$28.00/hour (est. 360 hours, \$9,360 - \$10,080)
 - Example of ideal candidates include Teachers, Paraeducators, Guidance Counselor, Child Development Specialist
- **Six Lead Counselors** (seasonal positions June – Aug, 7-weeks total)
 - \$19.25-\$20.00/hour (est. 280 hours, \$5,390 - \$5,600)
 - Example of ideal candidates include those with years hands-on experience in childcare, Athletic Coach, Outdoor Education Instructor, Recreation Coordinator. College students studying childhood education, child development, pediatric nursing, etc.)
- **Eight Counselors** (PT & FT seasonal positions June – Aug, 7-weeks total)
 - \$16.50-18.50/hour (est. 280 hours, \$4,620 - \$5,180)
 - High school student 16 years or older with previous experience as a camp counselor, outdoor educator, or in childcare

Number of staff may fluctuate based on number of camp enrollments. Total wages expense with camp at full capacity: \$88,020 – 93,000

Counselor Training Curriculum 6/23 – 6/27

- 
- Lifeguard certification (minimum 8)
 - Exploring local training options and dates
 - Water Safety certification
 - Training date set for 6/26
 - First Aid & CPR certification and Medicine Administration
 - Training date set with EMS for 6/27
 - VT Recreation and Parks Association Camp Staff Training Program (1 day in Burlington)
 - Pending date confirmation
 - Camp Director and Counselor online certification courses from American Camp Association (15-20 hours each)
 - Exploring partnerships with other local recreation programs to share training resources

Summer Camp Next Steps

- Summer Camp Registration Now Open
 - Morristown residents enroll 3/10 – 3/16
 - Registration open to all 3/17
- Camp Activity Calendar of Events in the works
- New Recreation software program rolling out in April
- Hiring and training of Camp Staff in the upcoming months
- Ice Cream Social for enrolled campers and family before Camp kickoff



Morristown
Where Art, Food, & History Meet *Vermont*

Please send questions to
Community@Morristownvt.gov

Thank you!



Town of Morrystown Highway/Right of Way Access Policy

Section 1 -- Authority

This Highway Access Policy (hereafter "Policy") is enacted pursuant to the authority granted to the Town under 19 V.S.A. §§ 303 and 1111.

Section 2 -- Purpose

This Policy regulates access to the Town highway system. The purpose of this policy is to ensure the integrity of Morrystown's road infrastructure and right of way while providing a streamlined permitting process for residents and service providers. No person, entity or department shall disturb the ground, surface, aerial space directly above roads or gravel or pavement surfaces in any Morrystown road, sidewalk, path, curb or right of way without first obtaining a written permit from the municipality.

Section 3 --Delegation

Upon Adoption of this policy, the authority to issue permits (19 VSA 1111) for any work in the right of way shall be delegated to the Town Manager, acting as the Road Commissioner (24 VSA 1236, 5) and the Road Commissioner may delegate one or more of their statutory authorities to the Highway Superintendent, or other designee.

Section 4 -- Definitions

For the purpose of this Policy the terms defined in this Policy shall have the following meanings:

"Access Permit" means the permit issued by the Town Manager or designee to access the town highway system after following the procedural requirements of this Policy.

"Highway" means the highway system for the Town of Morrystown, which includes the public rights-of way, bridges, drainage structures, signs, guardrails, areas to accommodate utilities authorized by law to locate within highway limits, areas used to mitigate the environmental impacts of highway construction, vegetation, scenic enhancements, and structures. The right of ways subject to this policy are depicted on the Highway Map prepared by the VT Agency of Transportation for Morrystown and Village of Morrisville

"Notice" means the written Notice of Permission to Proceed, described in Section 5c of this Policy, issued by the Town Manager or designee after an application for an access permit is approved.

"Person" means an individual corporation, government, governmental subdivision or agency, business trust, estate, trust, partnership or association, or other legal entity.

"Selectboard" means the Selectboard of the Town of Morristown.

"Town" means the Town of Morristown and Village of Morrisville.

"Town Manager" means Town Manager of Morristown.

"Vermont Agency of Transportation Standards B-71 and A-76" shall mean the most recent versions of the Vermont Agency of Transportation standard sheets B-71, Standards for Residential and Commercial Drives and A-76, Standards for Town and Development Roads.

Section 5 -- Permit required

No person shall install, develop, construct, regrade, or resurface any driveway, entrance, or approach, or build a fence or building, or deposit material of any kind within, or to in any way affect the grade of a highway right-of-way, or obstruct a ditch, culvert, or drainage course that drains a highway, or fill or grade the land adjacent to a highway so as to divert the flow of water onto the highway right-of-way, within the Town unless an Access Permit has been obtained from the Town Manager or designee in accordance with this Policy.

The Morristown Highway Depart is not required to obtain an Access Permit.

Section 6 – Process

a. Application

A person may apply for an Access Permit from the Town using the Access Permit Application form provided below, on the Town's website, and available at the Town Clerk's office.

The application shall be in writing and shall be signed by the applicant or an individual authorized to act for the applicant. A fee of \$100 shall be paid at the time the application is submitted. A completed application must be submitted to the Town Manager or designee at least 7 days before work is scheduled to begin. The Town Manager or designee may modify the time requirements of this Policy for good cause shown provided the public health and safety will not be jeopardized by such action.

b. Consideration

Prior to any action by the Town Manager or designee the application may be reviewed by the Town departments including, but not limited to, Highway Department, Police, Fire, and Rescue. The Town Manager or designee may approve, approve with conditions/modifications, or deny application upon consideration of the approval standards set forth in this Policy.

c. Notice of Permission to Proceed

If an application is approved, the Town Manager or designee will issue written permission in the form of a Notice of Permission to Proceed. The Notice will list the specifications, requirements, and restrictions for the work. The Notice may require supervision and/or inspection by the Town. The Notice will state the date on which construction / development of the access may proceed.

d. Notification of completion.

The applicant shall notify the Town Manager or designee within 5 days after construction is completed.

e. Final inspection. The Town Manager or designee shall conduct a final inspection to determine if the work has been completed according to the requirements listed in the Notice.

f. Issuance of Permit. If, after inspection, it is determined that the Access has been constructed/developed in compliance with the Notice, a written Permit shall be issued by Town Manager or designee within 7 days after final inspection.

g. Recording of Permit. A Permit shall not be valid until recorded in the Town Land Records at the expense of the Permittee.

Section 7 -- Contents of Application

An application for an Access Permit shall be on the form provided by the Town and shall be deemed to be complete if it includes the following:

- 1) The name, address, and telephone number of the applicant, the principal officers of the applicant, the individual making the application, and any other individual authorized to represent the person applying for the Permit.
- 2) If the applicant is not the owner of the premises where the access is to be constructed, the name and contact information of the owner or other person that has the authority to consent to the use and development of the premises, and a signed statement from that person stating that consent is given to the applicant.
- 3) The location of the access, including street address (if any), and parcel ID # of the property.
- 4) The date on which construction is proposed to begin.
- 5) A visual depiction of the premises indicating location, layout, adjacent state and local highways, entrances and exits, traffic flow patterns, parking and land uses of the surrounding area.
- 6) Any additional information the applicant wishes to furnish that assists the Selectboard or its designee in determining that the proposed access will comply with the applicable standards; and
- 7) The signature of the applicant or an individual authorized to act for the applicant.

Section 8 -- Approval conditions

When issuing a Notice under this Policy, the Town Manager or designee shall require that the proposed access will be constructed or developed according to the standards in Vermont Agency of Transportation Standards B71a (residential), B71b (commercial) standards and A-76. In addition, the Town Manager or designee shall require conditions to avoid:

- 1) Undue adverse traffic congestion and unsafe conditions regarding the use of public roads, sidewalks and other public rights-of-ways
- 2) Unhealthy conditions regarding water supply, sewage disposal or solid waste disposal
- 3) Adverse effects on drainage ditches, culverts or other drainage facilities.

In addition, the Town Manager or designee may require the posting of a security bond or the establishment of an escrow account to ensure compliance with the conditions of the Notice or Permit and

protection of the town highway system. In addition, the Selectboard may attach any such reasonable conditions as they may deem appropriate to mitigate or eliminate any impacts reviewable under the approval standards set forth above.

Section 9 -- Expiration of Notice of Permit

The authorization conveyed by a Notice of Permit shall expire 12 months after the issuance of that Notice unless the work authorized by such Notice has been substantially commenced.

Section 10 -- Contractor requirements

All work shall be conducted by a licensed and insured contractor. **Before commencing work on this Contract, the Contractor must provide certificates of insurance to show that the following minimum coverages are in effect.** Contractor agrees that it will provide and maintain at all times during the term of this Contract such insurance coverages as are indicated herein and that it will otherwise comply with the provisions that follow. No warranty is made that the coverages and limits listed herein are adequate to cover and protect the interests of the Contractor for the Contractor's operations. These are solely minimums that have been established to protect the interests of the Municipality. Such policy or policies shall apply to the extent of, but not as a limitation upon or in satisfaction of, the indemnity provisions of this Contract. The provisions of this section shall also apply to all subcontractors, other lower tier contractors, independent contractors, and sole proprietors engaged by Contractor with respect to this Contract, and Contractor shall be entirely responsible for securing the compliance of all such persons or parties with these provisions. All policies required by this Contract shall be issued by an insurer licensed to do business in the State of Vermont with a rating of A or better from a financial rating organization such as S&P or AM Best. Contractor shall not commence or perform any work under this Contract until certificates of insurance are presented to the Municipality showing the required coverages are in full force and effect with at least the required coverage limit amounts and naming the Municipality as an additional insured.

Contractor agrees to maintain at all times during the period of this Contract all of the following:

- 1) **General Liability.** Commercial General Liability insurance coverage providing coverage on an "occurrence" rather than on a "claims made" basis, which policy shall include, but not be limited to, coverage for bodily injury, property damage, personal injury, contractual liability (applying to this Contract), independent contractors, and products-completed operations liability (if applicable). Contractor agrees to maintain at all times during the period of this Contract a total combined general liability policy limit of at least \$2,000,000 per occurrence and \$4,000,000 aggregate, applying to liability for bodily injury, personal injury, and property damage, which total limit may be satisfied by the limit afforded under its commercial general liability policy, or equivalent policy, or by such policy in combination with the limits afforded by an umbrella or excess liability policy(ies); provided that the coverage afforded under any such policy in combination with the limits afforded by an umbrella or excess liability policy is at least as broad as that afforded by the underlying commercial general liability policy. The policies shall name the Municipality as an additional insured.
- 2) **Automobile Liability.** Business automobile liability insurance covering liability for bodily injury and property damage arising out of the Municipality's ownership, use, maintenance, or operation of all owned, non-owned, and hired automobiles and other motor vehicles utilized by Contractor in

connection with its performance under this Contract. Such policy shall provide total liability limits for combined bodily injury and/or property damage in the amount of at least \$2,000,000 per accident, which total limits may be satisfied by the limits afforded under such policy, or by such policy in combination with the limits afforded by an umbrella or excess liability policy(ies); provided that the coverage afforded under any such umbrella or excess liability policy(ies) shall be at least as broad with respect to such business automobile liability insurance as that afforded by the underlying policy. Unless included within the scope of Contractor's commercial general liability policy, such business automobile liability policy shall also include coverage for motor vehicle liability assumed under contract. The policies shall name the Municipality as an additional insured.

- 3) **Workers' Compensation.** Workers' compensation insurance in compliance with all applicable statutes including an all states or universal endorsement where applicable. Such policy shall include employer's liability coverage in an amount of no less than \$500,000. If Contractor is not required by statute to carry workers' compensation insurance, Contractor agrees: (1) to provide Municipality with evidence documenting Form 29 has been filed with the Vermont Department of Labor, which excludes Corporate officers or LLC members from the requirement of obtaining workers' compensation insurance; (2) to provide prior notice to the Municipality of any change in exemption status; and (3) to defend, hold harmless, and indemnify Municipality from and against any and all claims and losses brought by Contractor or any subcontractor or other person claiming through Contractor for workers' compensation or employers' liability benefits for damages arising out of any injury or illness resulting from performance of work under this Contract. If any such change requires the Contractor to obtain workers' compensation insurance, Contractor agrees to promptly provide Municipality with evidence of such insurance coverage.
- 4) The Owner and/or Contractor shall be responsible for any repairs and/or replacement of any existing surface treatments and/or utilities damaged by the work under this permit to the satisfaction of Highway Dept and/or the affected utility company, including a warrantee period of 12 months after completion and acceptance of the work, during which period the Town can require additional remedial repairs or replacements.
- 5) The Owner/Contractor agrees to comply with the requirements of this permit. This permit may be revoked by the Town at any time for non-compliance without prejudice or liability

Section 11 -- Emergencies

Nothing in this article shall be construed to prevent the making of excavations as may be necessary for the preservation of life or property; provided that the person, firm, corporation, or city department making such excavation shall apply to the director of public works or his or her designee for a permit on the first working day after such excavation commences. Even in emergency situations, notice shall be given immediately by phone to the Highway Department, Police Department, and Fire department, and all provisions of this article shall apply to such an emergency.

Section 12 -- Pavement and Road Cut Requirements

- 1) All pavement and road cuts require an Access Permit.
- 2) Contract provisions for work in the ROW may include surety agreements as deemed appropriate by the Town.

- 3) Except in the case of an emergency or with specific written exceptions, Pavement and Road Cuts shall be performed during normal daylight hours, Monday-Friday, April 15-October 15, except legal holidays.
- 4) The Highway Superintendent requires the following for gravel and paved road:
 - a. Where the existing road is gravel or paved, backfilling materials shall be of the same type as those excavated or shall be the type previously approved by the Highway Superintendent.
 - b. Trenches shall be backfilled and compacted in one-foot lifts.
 - c. All ditches in the disturbed area of construction shall be cleaned, any guard rails and or marking posts replaced.
 - d. Where a trench is dug parallel to the line of traffic, and in the paved area, the entire paved section of the roadway shall be repaved.
 - e. Paved roads shall not be left as gravel for more than 15 days. A temporary asphalt or concrete patch shall be used if permanent patching cannot be completed.
 - f. Any damage to municipal infrastructure (sidewalk, storm drains, catch basins, manholes) shall be repaired forthwith.
 - g. All Pavement Markings damaged or removed shall be replaced in kind.

Section 13 --Damage to Town highways

In the event that damage to a town highway is caused by improper construction, maintenance, or grading of a driveway or other highway access point, it shall be the responsibility of the property owner to compensate the Town for any expenses involved in restoring that highway to its original condition.

Section 14 -- Revocation of Permit; Frontage Road

As per 19 V.S.A § 1111(f), the Town Manager or designee, as development occurs on land abutting a Town Highway, may require the elimination of an access previously permitted and require the construction of a common frontage road or other access improvements which may serve more than one property or lot.

Section 15 -- Responsibility for private road and private driveway culverts and headwalls

Culverts and headwalls installed within the public right-of-way for private use are the responsibility of the property owner. Property owners retain exclusive legal and financial responsibility to repair, replace, and maintain those culverts and headwalls. Nevertheless, property owners must obtain permission from the Town in the form of a written Notice of Permission to Proceed before any repair or replacement may take place.

Section 16 -- Applicability of other laws and ordinances

The Permit required under this Policy shall not replace or eliminate any requirement to obtain approval under any other applicable State laws or municipal land use ordinances. Applicants and Permittees are solely responsible for ensuring that their access is in compliance with applicable State laws and municipal land use ordinances.

Section 17 -- Enforcement and Penalties

In the event that a person fails to obtain a Notice/Permit as required by this Policy, fails to abide by the terms and/or conditions of a Notice/Permit, or misrepresents any information contained within or in support of a Notice/Permit application, the Town Manager or designee may resort to any or all of the following enforcement options:

1) Optional Notice of Violation

Prior to instituting any legal action or proceedings to enforce this Policy, the Town Manager or its designee may issue a notice of violation setting forth the nature of the violation, the corrective action necessary to abate the violation, and notice of intention to institute an action or proceeding against the person responsible for the violation. 19 V.S.A. § 1111(i).

2) Assurance of Discontinuance

The Town Manager or designee may accept an "assurance of discontinuance" of any violation of this Policy, including a schedule for abatement of a violation. 19 V.S.A. § 1111(i). When such assurances are allowed, they must be in writing and must be filed not only with the Town, but also with the attorney general, the Superior Court, and the town clerk's land records.

3) Permit Suspension

The Selectboard or its designee may suspend a Permit until compliance with State statute and this Policy is obtained. 19 V.S.A. § 1111(g). The Selectboard or its designee may physically close the driveway or access point, if there is continued use or activity after suspension of a Permit, and in the opinion of the Selectboard, or its designee, the safety of highway users is or may be affected. 19 V.S.A. § 1111(g).

4) Injunction

If the Town Manager or designee believes that any person is in violation of the provisions of Title 19 V.S.A. §§ 1111 et seq., it may bring an action in the name of the town against the person to collect civil penalties as provided in 19 V.S.A. § 1111(j) and to restrain by temporary or permanent injunction the continuation or repetition of the violation. 19 V.S.A. § 1111(h).

5) Civil Penalties

Persons who violate the requirements of this Policy or fail to adhere to Permit conditions, or the terms of an order issued by a court of law may be subject to civil penalties of not less than \$100.00 and not more than \$10,000.00 for each violation. When the violation of an order is of a continuing nature, each day during which the violation continues after the date fixed by the court for correction or termination of the violation constitutes an additional separate and distinct offense except during the time an appeal from the order may be taken or is pending.

Section 18 – Waivers

It is recognized that there are many existing roads and driveways that do not meet current standards that serve developable lands. The Policy provides reasonable waivers of standards by the Town Manager or designee to accommodate areas of infill. The Selectboard, through this policy, provides the Town Manager with guidelines for the consideration of such waivers.

An applicant wishing to seek a waiver shall submit such a request in writing to the Town Manager or designee. It should be noted that the Policy provides for waivers for only certain standards. The waiver request shall include plans showing the project, proposed modifications, and the project as meeting the specifications. Additionally, correspondence should provide cause for the waiver and note any proposed counter measures or accommodations to address the intent of the specifications. It is the responsibility of the applicant to submit and receive determination on the request. The process for complete requests submitted should be as follows

Section 19 -- Severability

If any section of this Policy is held by a court of competent jurisdiction to be invalid such finding shall not invalidate any other part of this Policy.

Section 20 -- Effective Date

This Policy shall become effective upon adoption by the Selectboard.

ADOPTED this _____ day of _____, 2025:

Don McDowell

Christopher Palermo

Laura Streets

Richard Craig

George Cormier

APPENDIX A

Town of Morristown Access Permit Application Form

Application # _____[to be filled in by the Town]

NOTICE TO APPLICANT: This form is for use in conjunction with the Town's Highway Access Policy. Before submitting an application, applicants are urged to review the Town's Highway Access Policy in full. If an application is approved, the Town Manager or designee will issue written permission in the form of a Notice of Permission to Proceed ("Notice"). The Notice will list the specifications, requirements, and restrictions for the work. The Notice may require supervision and/or inspection by the Town. The Notice will state the date on which construction / development of the Access may proceed. Once construction/development is completed, the Town Manager or designee shall conduct a final inspection to determine if the work has been completed according to the requirements listed in the Notice. If, after inspection, it is determined that the Access has been constructed / developed in compliance with the Notice, a written Permit shall be issued by Town Manager or designee within 15 days after final inspection. An access is not considered legally permitted until the written Permit has been recorded in the Town Land Records at the expense of the Permittee.

Name of Applicant: _____

Address of Applicant: _____

Email: _____ Telephone: _____

If Applicant is an organization or corporate entity, list the principal officers of Applicant and any other individual authorized to represent the applicant group or entity applying for the Permit:

If Applicant is an organization or corporate entity, list the name, address, email and telephone number of individual making the application:

Name: _____

Address: _____

Email: _____ Telephone: _____

Location of the proposed access: _____

If the applicant is not the owner of the premises where the proposed access will be constructed, list the name and contact information of the owner or other person that has the authority to consent to the use of the premises and attach a signed statement from that person stating that consent is given to the applicant to have the access constructed on those premises:

Name: _____

Address: _____

Email: _____ Telephone: _____

The date on which construction is proposed to begin: _____

Attach a visual depiction of the premises indicating location, layout, state and local highways, entrances and exits, traffic flow patterns, parking and land uses of the surrounding area.

Describe the arrangements that have been made to protect the public health, safety, welfare and convenience of the traveling public during construction including, but not limited to, arrangements for traffic control, crowd control, waste and sanitation facilities: _____

Applicant may provide any additional information that may assist the Town Manager or Designee.

Signature of the applicant: _____ Date: _____

FOR TOWN USE ONLY:

Application received by _____ [town official] on _____ [date]

Application fee of \$ _____, received by _____ [form of payment]

APPENDIX B

Town of Morristown Notice of Permission to Proceed with Construction / Development of Access / Right of Way

Notice is hereby given to _____ [name of Applicant / Property Owner] that the Town Manager or designee hereby grants permission to proceed with the construction / development of the proposed access/driveway/curb cut at _____ [parcel # and street address or property, if any], which proves access to / connects with [name and/or # of town highway] as per the Access Permit Application # _____, submitted to the Town on _____[date]. Construction / development may begin on or after _____ [date] and must proceed according to the following conditions and restrictions:
[insert conditions or restrictions]

Permission granted in this Notice will expire [insert time period] from the date of issuance and is not transferable.

This Notice does not constitute an Access Permit. A Permit authorizing the use of access and recognizing completion of the project will be issued and become effective only after it is determined that compliance with all conditions, specifications, and restrictions described in this Notice to Proceed are met. Town Manager or designee with the assistance of other town officers, will have the authority and responsibility to determine when the conditions, restrictions, and specifications above are met.

Upon receipt of this Notice, you are hereby authorized to proceed with the project in accord with the conditions, specifications, and restrictions described herein. Approval covers only the work described in your Access Permit Application, as modified by the conditions, restrictions, and specifications listed above. You will be held financially responsible for any damage caused to the Town highway system resulting from the development or construction of a driveway/access, regardless of whether such development or construction has been authorized by the Town.

This Notice does not relieve you from any requirements imposed by other local, regional, or State agencies.

Issued on: _____[date]

By: _____
Town Manager or Designee

APPENDIX C

Town of Morristown Access / Right of Way Permit

It is the determination of the Town Manager or Designee that all of the conditions, restrictions, and specifications described in Access Permit Application # _____, as modified by the relevant Notice to Proceed, which was issued by the Town on _____[date], have been met.

Therefore, Permit # _____ is hereby issued to _____
[Applicant / Property Owner], as Permittee for the access/driveway/curb cut located at: _____
_____ [parcel # and street address or property, if any],
which proves access to/connects with _____ [name and/or # of town highway].
All of the conditions, restrictions, and specifications described in Access Permit Application # _____,
as modified by the relevant Notice to Proceed, which was issued by the Town on _____[date],
remain in force as conditions of this Permit as long as the present land use continues. Any change in the
present land use will require a new Permit.

This Permit shall not be valid until recorded in the Town Land Records at the expense of the Permittee.

The issuance of this Permit does not relieve Permittee from any requirements imposed by other local, regional, or State agencies.

In the event that there is a failure to adhere to the conditions, restrictions, and specifications described above, this Permit may be suspended by the Town Manager or Designee until compliance is obtained. If there is continued use or activity after suspension, the Town Manager or Designee may physically close the driveway or access point if, in the opinion of the Selectboard, the safety of highway users is or may be affected.

As per 19 V.S.A § 111(f), the Town Manager or Designee may, as development occurs on land abutting a Town Highway, require the elimination of an access previously permitted and require the construction of a common frontage road or other access improvements which may serve more than one property or lot.

Permit issued on _____ [date]

By: _____
Town Manager or Designee

Received for recording on _____[date], with applicable recording fees paid.

By: _____
Town Clerk

Rules of Procedure

Morristown Selectboard

PURPOSE

The Selectboard of Morristown is required by law to conduct its meetings following the Vermont Open Meeting Law. 1 V.S.A. §§ 310-314. Meetings of the Selectboard of Morristown must be always open to the public, except as provided in 1 V.S.A. § 313. Rules of procedure is a set of rules for conducting orderly meetings that accomplish goals fairly.

APPLICATION

This policy setting forth rules of procedure shall apply to the Selectboard of Morristown, referred to below as “the body.” These rules shall apply to all regular, special, and emergency meetings of the body.

ORGANIZATION

1. The body shall annually elect a Chair and a Vice Chair. The Chair of the body or, in the Chair’s absence, the Vice Chair shall preside over all meetings. If both the Chair and the Vice Chair are absent, a member selected by the body shall act as Chair for that meeting.
2. The Chair shall preserve order in the meeting and shall regulate its proceedings by applying these rules and making determinations about all questions of order or procedure.
3. A majority of the members of the body shall constitute a quorum. If a quorum of the members of the body is not present at a meeting, no meeting shall take place.
4. No single member of the body shall have authority to represent or act on behalf of the body unless, by majority vote, the body has delegated such authority for a specific matter at a duly noticed meeting and such delegation is recorded in the meeting minutes.
5. Motions made by members of the body do require a second. Any member of the board, including the Chair of the body, may make motions and may vote on all questions before the body. A motion will only pass if it receives the votes of a majority of the total membership of the body. In the event of a split vote, the motion will fail.
6. There is no limit to the number of times a member of the body may speak to a question. A member may speak or make a motion after being recognized by the Chair. Motions to close or limit debate will be entertained by a motion to call the question which requires a second. To succeed in calling the question the motion must receive two thirds vote of the board.
7. Any member of the body may request a roll call vote. Pursuant to 1 V.S.A. § 312(a)(2), when one or more members attend a meeting electronically, voting must be done by roll call.
8. Meetings may be recessed to a time and place certain.
9. These rules may be amended by majority vote of the body and must be readopted annually.

AGENDAS

1. Each regular and special meeting of the body shall have an agenda, with time allotted for each item of business to be considered by the body. Any organization or individual, excluding Selectboard members, who wish to be added to the meeting agenda shall contact the Town Manager via email or other written form, to request inclusion on the agenda. Selectboard members who wish to request an agenda item shall communicate their request in writing via email directly to the Chair and may copy the Town Manager. The Chair shall determine the final content of the agenda. Appeals on the decision of the Chair may be made to the entire board and determined by majority vote.
2. At least 48 hours prior to a regular meeting, and at least 24 hours prior to a special meeting, a meeting agenda shall be posted on the town website www.morristownvt.gov, in or near the municipal office and at the following designated public places in the municipality: Morrisville Post Office, 16 Portland Street, and Morristown Centennial Library, 7 Richmond Street, Morrisville. A meeting agenda will be posted on Front Porch Forum by the Selectboard Chair or their designee. The agenda must also be made available to any person who requests such agenda prior to the meeting.
3. All business shall be conducted in the same order as it appears on the noticed agenda, except that any addition to or deletion from the noticed agenda must be made as the first act of business at the meeting. No additions to or deletions from the agenda shall be considered once the first act of business at the meeting has commenced. Any other adjustment to the noticed agenda, for example, changing the order of business, postponing or tabling actions, may be made by majority vote of the body.

MEETINGS

1. Regular meetings shall take place on the first and third Monday of the month at 5:30PM at the Tegu Building, Community Meeting Room, 43 Portland Street, Morristown.
2. Special meetings shall be publicly announced at least 24 hours in advance by giving notice to all members of the body as instructed under Agendas, Item 2.
3. Emergency meetings may be held without public announcement, without posting of notices, and without 24-hour notice to members, provided some public notice thereof is given as soon as possible before any such meeting. Emergency meetings may be held only when necessary to respond to an unforeseen occurrence or condition requiring immediate attention by the public body.
4. A member of the body may attend a regular, special, or emergency meeting by electronic or other means without being physically present at a designated meeting location, so long as the member identifies him or herself when the meeting is convened and is able to hear and be heard throughout the meeting. Whenever one or more members attend electronically, voting must be done by roll call. If a quorum or more of the body attend a meeting (regular, special, or emergency) without being physically present at a designated meeting location, the agenda for the meeting shall designate at least one physical location where a member of the public can attend and participate in the meeting. At least one member of the body, or at least one staff or designee of the body, shall be physically present at each designated meeting location.

DEFINITIONS

1. Motion – A formal proposal made to bring a subject before an assembly for its consideration and action. Begins with “I move that”
2. Second – A statement by a member who agrees that the motion made by another member be considered. Stated as “Second, “or “I second the motion.”
3. Amendment – Before the vote is taken on a motion, it may be amended by:
 - Striking out words
 - Inserting or adding words
 - Striking out words and inserting others in their place
 - Substituting one (1) paragraph or resolution for another
4. Presiding Officer/Chair – The individual who facilitates the meeting, usually the Chair. In the absence of the Chair, the Vice Chair is next.
5. Role of the Chair – To introduce business in proper order per the agenda, to recognize speakers, to determine if a motion is in order, to keep discussion focused on the pending motion, to maintain order, to put motions to a vote and announce results.
6. General procedure for handling a main motion:
 - A member makes a main motion
 - A motion must be seconded by another member before it can be considered
 - If the motion is in order, the Chair will restate the motion and open debate
 - The main motion is debated along with any secondary motions that are debatable.
 - Debate is closed when: discussion has ended, or a 2/3 vote closes debate.
 - The Chair restates the motion, and if necessary, clarifies the consequences of affirmative and negative votes.
 - The Chair calls for a vote by asking “All in favor?” “Those in favor say “Aye.” Then asking, “All opposed?” Those opposed will say “nay.”
 - The Chair announces the result.
7. General rules of debate:
 - All discussion must be relevant to the immediately pending question.
 - All remarks should be addressed to the Chair – no cross debate is permitted
 - Debate must address issues not personalities.
 - All debate must remain civil, and all viewpoints shall be treated with respect.

PUBLIC PARTICIPATION

1. All meetings of the body are meetings in the public, not of the public. Members of the public shall be afforded reasonable opportunity to express opinions about matters considered by the body, so long as order is maintained according to these rules.
2. At the conclusion of discussion of each agenda item, but before any action is taken by the public body at each meeting, there may be 10 minutes afforded for open public comment. By majority vote, the body may increase the time for open public comment and its place on the agenda.
3. Comment by the public or members of the body must be addressed to the Chair, once they have identified themselves, and not to any individual member of the body or public.

4. Members of the public must be acknowledged by the Chair before speaking. Members of the public must introduce themselves prior to speaking.
5. If a member of the public has already spoken on a topic, they may not be recognized again until others have first been given the opportunity to comment. Members of the public shall be afforded a maximum of 2 minutes each time they speak on a topic.
6. Order and decorum shall be observed by all persons present at the meeting. Neither members of the body, nor the members of the public, shall delay or interrupt the proceedings or the peace of the meeting or interrupt or disturb any member while speaking. Members of the body and members of the public are prohibited from making personal, impertinent, threatening, or profane remarks. Personal remarks or side discussions during debate are out of order. Only one question at a time may be considered, and only one person may have the floor at any one time.
7. Members of the body and members of the public shall obey the orders of the Chair or other presiding member. The Chair should adhere to the following process to restore order and decorum of a meeting, but may bypass any or all steps when they determine in their sole discretion that deviation from the process is warranted:
 - a. Call the meeting to order and remind the members of the applicable rules of procedure.
 - b. Declare a recess or table the issue.
 - c. Adjourn the meeting until a time and date certain.
 - d. Order the constable/Morristown Police Department to remove disorderly person(s) from the meeting.

ADOPTED this _____ day of _____, 2025

Don McDowell

Christopher Palermo

Laura Streets

Richard Craig

George Cormier