

TOWN OF WILLISTON
VOLUNTEER HANDBOOK

March 2011

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Introduction:

The purpose of this booklet is to identify and provide a brief description of the numerous volunteer positions within Town government that serve in one form or another, the Williston community. Not included, are the many opportunities for volunteers provided by local churches, non-profit organizations, service organizations, and recreational programs.

Each summary of a Board or position is not intended to provide a complete description of all responsibilities. State statutes, town ordinances and various regulations combined determine the full scope of responsibilities. We have made an attempt to identify the most important sources. Staff assistance is also made available to varying degrees for most positions.

All elective positions are voted on by townspeople, the first Tuesday of each March. For those interested in running for an elective position, petitions need to be filed by the sixth Monday before the election. Copies of the petitions along with petition requirements are available at the Office of the Town Clerk.

Persons seeking appointive positions are requested to complete a simple application form, a copy of which is included with this booklet or as an alternative, submit a letter of interest along with some basic information detailing your experience. Depending on the nature of the position, candidates may be interviewed. The Board or person responsible for making the appointment must then decide who is to be appointed. An appointment letter is sent from the office of the Town Manager confirming each appointment.

Citizen participation is critical to the success of a democratic government form. In an article published by the National Civic League, [Apathetic Citizens? Not when they can Make a Difference](#) (Denver, Colorado), it was noted, "A community without regular interaction among citizens is less a community than a random collection of people. Without active participation, it is difficult for a community to agree on what problems to address and how to move forward collectively to solve them." For those participating, it is important for them to have a stake in the future of the whole community, and represent a diverse set of interests.

Whether appointive or elective, some positions can be quite demanding of one's time. Other positions may require little time. All positions are important. Volunteers are involved in preparing ordinances and regulations relating to land use. They may also be involved with helping to develop and oversee different types of services such as recreation or perhaps they may work towards preserving open space or the historic nature of the village. These efforts can be quite rewarding and it provides an opportunity for each participant to contribute to the community. The community becomes stronger as each new person joins the ranks of volunteers.

Town Meeting

Town Meeting is participatory democracy in its purest form. It provides an opportunity for voters to gather and discuss town issues and decide upon matters affecting the future of the community. In Williston, the Town meeting is held the first Monday in March with an Australian ballot the day after Town Meeting. Municipal officers and School officers are elected through the Australian ballot (17 V.S.A. § 2646). The Town and School budgets are approved by Australian ballot. (17 V.S.A. § 2664) Other actions that may be taken at Town Meeting include approving any proposed long-term capital borrowing or bonding (24 V.S.A. § 1751-1788).

In addition to the above, at Town Meeting, the voters *may*:

- Fill vacancies in elective offices (24 V.S.A. § 2664);
- Approve zoning bylaws (14 V.S.A. § 4404); and
- Override ordinances approved by the Selectboard (24 V.S.A. § 1973)

At Town Meeting voters *may not*:

- Take action on an improperly warned article or any un-warned matter;
- Do things that are the responsibility of specific town officers (voters may advise town officers, but the officers do not have to take the advice);
- Instruct town officers how to do their jobs;
- Remove officers; or
- Conduct business which is not proper and appropriate, or which is useless, frivolous or unlawful.

The Vermont Institute for Government
It's YOUR Turn:
A Call to Local Office
Paul Gillies

Your town needs you. In every town, city, village, or other local unit of governance, there are jobs that have to be filled by somebody –members of the zoning board, planning commission, Selectboard, listers, auditory, justices of the peace, clerk, treasurer, constable, among others. Who do you think these people are who hold these jobs?

They are residents, voters, taxpayers, who felt an urge to serve, and gave in to it. They are willing to contribute an evening or two a month to do something good for their town. They are seldom paid, and rarely celebrated for this effort. They are the most responsible Vermonters.

Who would want these jobs? Some think it is a selfish motive that brings people to local office. They cannot believe people would give so much time and effort to something unless there was something in it for them, some personal accommodation, some benefit to their business or friends. They are wrong. The same motive brings people into local office as the instinct to join a church choir or help out with the 4-H, teach an adult how to read or volunteer to bring meals to seniors. It is something deep within each of us, manifesting itself in different ways, that shows a love for a town and a dedication to a better community. Service is the best of motives. Serving the town in one office or another is often a family tradition, a means of paying your citizenship dues.

It often happens by invitation. Someone says to you, "It's your turn." That's all it takes with many people—a whisper from someone you respect, who drops a hint about helping out where you are needed. Human beings have a gene for selflessness. It sparks when people say they need your help. Some people never stop giving. Most of us try to balance our other roles and responsibilities, but see that we have a duty to do something.

Let that something be local office. Let this pamphlet be your invitation to join with your friends and neighbors in getting involved in your town government.

What's Open, and What's Involved?

Some positions have one year terms, some three or four. You get the job in most instances if you show some interest. No long interview process is involved.

Learn what you can by reading the town report closely. What positions are going to be vacant next year? If you are going to seek elective office, you should get your petitions ready for submission at least forty days before town meeting. Most appointments are made in the weeks following town meeting, so it won't hurt to talk to a few people at town meeting about your interest. Some towns advertise for candidates in the newspaper, but others just look around for people to take a job after the incumbent retires or resigns.

Running for local office is not like running for the legislature. You do need to collect signatures and get the petition to the clerk on time, if town votes by Australian ballot for officers. For a traditional floor meeting election, you talk to a few people about your willingness to have your name put up for nomination and to support you. You don't need paid political ads or volunteers handing out fliers.

There are few contests in local elective office. In many towns, incumbents are re-elected without challenge, as long as they are doing a decent job of it. People are comfortable with what they know. That's not particularly bad for a community, but still, in a democracy, there ought to be

choices in elections. Don't be put off from running for an office against an incumbent. A contest is good for everybody. Running and losing is not disgrace, and often a loss this year translates into a win next time.

Getting elected or appointed to an office isn't hard. Deciding what office to seek and learning what is entailed are the next steps you need to take.

The Basic Offices.

There are thirty to forty positions available in each town. Knowing as much as you can about offices helps guide you to the one best suited for you. Let's review a few of the basic offices:

Selectboard: Selectboards have either three or five members, elected for one, two or three year terms. They are responsible for the basic administration of the town. They take care of the roads, make appointments to other boards and commissions, and authorize expenditure of voted budgets. They act by majority rule, with a chair to run the meeting. They are bound as all local boards are to the open meeting and public records laws. Everything they do is done in the open for all to see.

The sheer variety of questions that come before a Selectboard makes it one of the most interesting local offices. One week it's a neighbor who can't sleep because of a barking dog, the next it's a decision on whether to add a new highway to the town or trade in the plow truck. The Selectboard is the body you turn to when there's no one else to help. Sometimes it can help. The board's powers are limited to what the legislature allows it to do, but those are considerable in the realm of highways, water and sewer, and fire and police.

Planning and Zoning: In most towns, there are rules about how you can develop your property. They come in a variety of forms-zoning bylaws, subdivision regulations, the town plan- and their purpose is to promote sensible community design, so that commercial and residential development are integrated properly, and people don't irritate each other too much by building something that offends their neighbors. These rules need people to administer them. These include the zoning administrator to issue permits or make initial decisions, planning commissions to write the plan and bylaws and conduct site inspections, and zoning boards, to hear appeals from the zoning administrator and grant variances and conditional use permits. All are appointive offices, serving terms of three or four years, however some towns elect planning commissioners.

Serving on the zoning board or planning commission is akin to being a local land use court. Most meetings are public hearings on proposed development. You hear testimony from those promoting and opposing the permit and then decide, using the law as your guide, whether to allow it or not, and if to allow-which is most often the case-to name the conditions on the development. There are fascinating questions that arise when public and private interests collide. The front line is the public hearing hosted by the board or commission.

The Listers and the Board of Civil Authority: Your dwelling and the land you own are appraised by the town and form the basis for determining how much you must pay in property taxes. The listers establish the grand list for each property in town. If a taxpayer is unhappy with what they've done there is a local appeal to the board of civil authority. The board consists of the town clerk, selectboard, and the justices of the peace.

You could run for justice of the peace. It is an office filled at the General Election, with a term of two years. Nomination is by political party or an independent petition, which has to be filed with the town clerk at least eight weeks before the November election. The powers of the office

include the authority to perform marriages, work in elections, and tax appeals.

Determining the value of something is a tough business. For a lister, the process involves learning a reasonable and rational method of appraisal and applying it to various properties. For a member of the board of civil authority, the challenge is deciding whether the listers or the taxpayers are correct in what each thinks is the proper value. The process can be intriguing.

Library Trustees: You have come to cherish the local library. Your children visit it often, and you can see that it could benefit from a little more attention from the community. Consider serving on the library board. Once or twice a month you'll meet with the librarian at the library. You'll review the budget and establish basic policies, and work to improve the library.

School Board: Three or five members of the school board serve as a legislative body for the school district. They negotiate teachers' contracts, write the school budget, and set policies on everything from student discipline to class trips.

Serving on a school board is hard but rewarding work. You can see the impact of your decisions on the school and the students. Come annual meeting time, you have to defend the budget and the school. Standing up for the schools is the job.

Town Clerk and Treasurer: The town clerk and the treasurer are elective offices. The clerk keeps the records of birth, marriage, and death, the land records, and runs elections. The treasurer keeps the financial records of the town and collects current property taxes. Often both positions are held by the same person.

Having a good town clerk can make all the difference to a town. Good town clerks are the glue that holds the town together, regularly mediating between warring factions and helping everyone, officer and citizen alike, find their way through the maze of local government.

Some Vermont clerks have served for more than fifty years. Others stay only a few years before moving on to something else. Clerks and treasurers need good office skills, the patience to handle detail, and the diplomacy to keep everybody comfortable.

Other Officers: There isn't room here to name all the other offices, but let's name a few more. The auditors are responsible for editing and reviewing the final draft of the town report before it goes out. They also are responsible for reviewing the town's financial records. Some towns have conservation commissions, recreation boards, and cemetery commissions. Everyone has a collector of delinquent taxes, town agent, town grand juror, and tree warden. Each position has a little law to go with it, and a special responsibility to the citizens to do the job right.

Training: You need to learn what the job is first before doing it, like anything you do. Most of the training is on the job, watching others do it, but there are opportunities for seminars and workshops available at regular seasons throughout the year from a host of organizations. Usually there is a modest charge; often the town will pay for it.

At these sessions, you will discover something quite amazing. You will meet other people from other towns who hold your office. You will hear speakers talk about the law, participate in mock hearings, and have an opportunity to ask questions about how the process should work.

It doesn't matter how far you went in school or what you do for work. You don't have to seek out these programs. Fliers will come to you as soon as you take office, from the Vermont League

of Cities and Towns, the Vermont Association of Listers and Assessors, the Vermont Clerks and Treasurers Association, The Vermont Institute for Government, and a host of other organizations dedicated to serving the needs of specific public offices. You can read books and pamphlets about the office and borrow video tapes of presentations from seminars you couldn't attend.

There is no substitute for a good lecture with a live audience of fellow officers. Hearing someone from another town ask about a problem you've encountered and couldn't solve is so important. The most important discovery we make and remake in life is learning we aren't alone. Our fear is not unique. Our lack of confidence and confusion is shared by others in similar circumstances. That's what makes education so important for everyone, and it works. It does change you.

Don't worry about what you don't know in deciding to stand for election or appointment to a local office. You will learn what you need to know soon enough. It's not hard. Others will show you how.

Hearing the Call.

Nobody can talk you into serving in local office, but there may come a time when somebody asks you if you'll serve. Don't say no without thinking about the idea. Promise yourself you will serve only a term, and then decide whether you like it. You don't have to spend your whole life in local public office or in a single office.

Think of it as giving something back to the town. Vermonters get mighty sentimental about their towns, as well they should. These units of government have the hardest job of all making ends meet with limited resources keeping you safe in your home and the roads clear in winter.

Seven Bad Excuses For Not Serving in Local Office.

1. I can't make a difference.
2. It's just a waste of my time to try. Nobody would want me.
3. Local government is small potatoes. What it does is not important.
4. I wasn't born here.
5. It's all so boring.
6. I don't have enough experience.
7. It really needs younger (older) people.

What's In It For You

You may not change the world. You won't become a celebrity. You may see yourself on television or in the newspaper, but that isn't the equivalent of fame. You'll just do your work, and feel good about it at the end of the evening. That will be the reward.

That will suffice. It will be your duty. It's your town. It's your turn.

The preceding was re-printed with permission from the author, Paul Gilles (November 1999).

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- Remove officers; or
- Conduct business which is not proper and appropriate, or which is useless, frivolous or unlawful.

Town Officers, Boards, Commissions and Committees

For a complete description of Town Officers prefaced by an asterisk (*), please refer to the Handbook for Vermont Town Officers published by the Vermont League of Cities and Towns, 1999. Copies are available in the Town Manager's Office. Those positions not prefaced by an asterisk are not included in this handbook and are particular to Williston and Chittenden County.

1. *Agent - A Town Agent may be elected to prosecute and defend suits in which the Town has an interest. This position is mostly obsolete. (17 V.S.A. § 2646)
2. Brick Church Trustees - Trustees are appointed by the Selectboard for staggered five-year terms and consists of five members. The Brick Church Trustees main purpose is to take a leadership role in furthering the restoration and plan the furnishing of the facilities of the building, as well as to determine the policies for its use. They are responsible for promoting use by community groups and maintaining a schedule of use and fees. The Trustees meet on an as needed basis but meet on a quarterly basis at a minimum.
3. *Cemetery Commissioner - There are five Commissioners appointed by the Selectboard to staggered five year terms. (18 V.S.A. § 5373). The Commissioners are responsible for the care and management of the Town's cemeteries.
4. Circumferential Highway District - The District was formed in October, 1982 following a vote by Colchester, Essex, Essex Junction and Williston. The District was originally formed to serve as a conduit for the receipt of federal funds. The State took over management of the project many years ago, so the District no longer serves this function. The stated purpose District bylaws, is to plan and construct a highway connecting with the Interstate in Williston, bypassing the "Five Corners" in Essex Junction and terminating in Colchester. The District was also assigned the task of minimizing the time and cost of carrying out the project and insuring the highway is consistent with local and regional plans. Each municipality appoints two members to the Board of Trustees. Members serve until the project is complete or until replaced by the Selectboard, at its discretion.
5. Civil Authority Board - The Board of Civil Authority is responsible for determining voter eligibility and hearing property tax appeals. The Board is made up of the current members of the Selectboard, Town Clerk and the elected Justices of the Peace. (17 V.S.A. § 2142; 32 V.S.A. § 4404)

The Town Clerk, as needed, calls meetings. At least one meeting must be held after the deadline for filing applications (12:00 noon on the third Saturday preceding the day of the elections (17 V.S.A. § 2144) and before the day of an election (17 V.S.A. § 2142).

6. *Clerk - The Town Clerk is elected at the annual Town Meeting for a three-year term. The Town Clerk has many duties including recording, preserving and certifying public documents, administering oaths of office, complying with public information request, posting notices, running the local elections, maintaining the grand list, selling fish and game licenses, issuing marriage licenses and licensing animals.
7. *Collector of Delinquent Taxes - The Collector is appointed by the Selectboard and presently, the Town Manager performs this function. It is the job of the Collector to notify taxpayers when their taxes are overdue, to make arrangements for late payments or to take formal collection actions, including tax sales of the property, when necessary.
8. Community Justice Board - The Board was officially formed in 2010 but had existed as an “unofficial” town board known as the “Reparative Board” since 2001. The Justice Board consists of up to 20 members appointed by the Williston Selectboard to staggered three year terms. Members are appointed by the Selectboard upon the recommendation of the Williston Community Justice Board and [shall serve at the pleasure of the Selectboard](#). The Justice Board works with the Williston Police Department, the Vermont Department of Corrections and with pre-charge and court referrals in order to assess the impact of specific crimes on victims and ascertain what actions the offender might take to repair any damage the offender may have caused and to increase the sense, by the offender, of belonging to a community so that the chance of repeat criminal acts is less.
9. *Conservation Commission - The Conservation Commission consists of seven members, appointed by the Selectboard for staggered four-year terms. The Commission advises the Planning Commission and Selectboard on matters relating to the Town’s natural resources, including site plans. They promote open space and conservation through studies, negotiations and advice on the use of the Town Environmental Reserve Fund.
10. *Constable - The First Constable is elected at Town Meeting for a one-year term. The Constable has the power to serve civil process, assist the health officer in the discharge of his or her duties, destroy unlicensed dogs, kill injured deer, and remove disorderly people from Town Meeting. Many of the traditional functions of Constable have been taken over by the Town’s paid, professional police department.
11. Historic and Architectural Advisory Committee - This Committee was formed in 2006 through the merger of two existing Committees - the Historic Preservation Committee and the Design Advisory Committee. This Committee has taken over the functions of both Committees. The seven members are appointed by the Selectboard for three year overlapping terms. Decisions by the Committee do not bind the Development Review Board, but bring a broader community perspective to decisions about areas of the community that may contain structures of historical, architectural or cultural merit and other areas in which there is a concentration of community

interest and participation such as a central business district, civic center or a similar grouping or focus of activities. (24 V.S.A. § 4407).

12. *Development Review Board (DRB) - The Williston DRB consists of a seven member Board appointed by the Selectboard for staggered three-year terms. This Board is responsible for reviewing and approving all proposed development projects. This includes conditional use, variance, site plan, and subdivision approvals. The Board also reviews Certificates of Appropriateness as recommended by the Historical Preservation Committee.
13. *Emergency Management - The Coordinator for Emergency Management is responsible for the organization, administration, and operation of the local organization that is formed for emergency management in the Town.
14. *Fire Warden - The fire warden plays an important role in preventing forest fires by enforcing laws and proclamations designed to prevent forest fires, by patrolling areas that are particularly vulnerable to fire during the seasons in which such fires are most apt to occur, and by issuing permits for open burning within the Town.
15. *Health Officer - The local health officer responds to complaints concerning unsafe conditions in rental housing or on public or private property, or to report a septic failure, or an animal that might be rabid.
16. *Justice of the Peace - Although locally elected, the Justices serve the county. The Justices of the Peace are used to administer oaths and solemnize marriages.
17. Library Board of Trustees (Dorothy Alling Memorial Library) - The seven members serving on this board are elected and serve staggered five-year terms. The Library Board is authorized by state statute (22 V.S.A. § 141) to regulate all policies of the public library. It presents an annual budget to the Selectboard. It advocates for all public library services for the Town of Williston. Presently the Board meets the third Monday of each month. The Board has adopted by-laws.
18. *Listers - The Listers are charged with determining the value of real property in the Town. This serves as the base upon which the Selectboard sets taxes.
19. Local Liquor Control Commission - The Williston Selectboard by State statute serve as the liquor control commissioners. The town clerk serves as recorder and clerk for the commissioners.(7 V.S.A. § 166) The Liquor Control Commissioners must administer the rules and regulations set by the Liquor Control Board; approving or disapproving liquor licenses. (7 V.S.A. § 221-223, 232, 236-237, 505-507, 563, 569)
20. *Manager - The Town Manager is the primary administrator for the Town and is charged with supervising the general administrative affairs. The Manager oversees personnel, makes purchases, maintains Town facilities, and carries out policies set by

the Selectboard. The Manager is subject to supervision and control by the Selectboard.

21. *Moderator - The Moderator is the presiding officer at Town Meetings and conducts the meeting, keeping order and ensuring that business proceeds in a fair and efficient manner.
22. *Planning Commission - The Planning Commission is a seven member board, with members serving staggered, four year terms. The function of this Commission is long range planning which includes preparation of the Town's Comprehensive Plan of Development, Zoning Regulations, and Subdivision Regulations. The Planning Commission may undertake studies and make recommendations regarding future development.
23. *Poundkeeper - The town poundkeeper is appointed by the Selectboard and is not required to be a resident of the Town. The poundkeeper is an individual or organization responsible for caring for animals impounded by the Town. Animals may be impounded for a variety of reasons. The poundkeeper serves until he or she resigns, retires or is replaced. (24 V.S.A. § 871(2))
24. Recreation Committee - This seven member board is appointed by the Selectboard to staggered three year terms. The Board serves an advisory function for the Recreation Department. The Committee was established to insure high quality Recreation programs in the Town of Williston. The Committee reviews and designs programs and policies based on the needs and wants of the Community. The Committee also reviews existing recreation facilities making recommendations for new recreation facilities.

School Board Directors (Williston Town School District) - This five member Board three of whom are elected for three year and two for two year staggered terms. The School is a separate governmental entity from the Town. For a more detailed description of the School Board duties please refer to the VLCT Brief Overview of Selected Vermont Town Offices, revised 5/98, pages 11 and 12.

25. *Selectboard - The Selectboard is the legislative body for the Town and is responsible for the general supervision and control over town affairs. (24 V.S.A. § 872). The Selectboard performs several major functions. First it performs a legislative function by enacting ordinances, regulations and policies. Second, it may serve a quasi-judicial function when it lays out, discontinues or reclassifies highways. It may also hear appeals as the local board of health and the local liquor control commission. It may also serve in a quasi-judicial capacity concerning certain zoning matters such as when interim zoning is in place. Finally, the Board is responsible for supervising the Town Manager. Board members are elected for two year or three year terms.

26. *Service Officer - The Town Service Officer is charged with assisting individuals within the town who require emergency food, fuel or shelter assistance. Normally, this official is only called upon during evenings and weekends when the Vermont Department of Social Welfare is closed. The Selectboard appoints the Service Officer each year for a one-year term.
27. *Sewer Commissioner - Members of the Selectboard constitute the Board of Sewer Commissioners. Acting in this capacity, the Selectboard oversees the operation of the municipal sewage system. They may purchase real estate, construct and maintain sewage system, set rates and charges, and pass related ordinances governing the sewage collection and treatment system.
28. Social Organization Committee - The Committee has seven members appointed by the Selectboard for indefinite terms. The Committee was established to review funding requests from Social Service Organizations and make funding recommendations to the Selectboard. This committee has also been charged with responsibility for selection of the recipients of the environmental education scholarship which the Town offers every year. The Committee normally meets two or three times per year.

The Town of Williston encourages and supports organizations that promote the well being of the greater Williston community. With that goal in mind, the committee then developed a list of criteria to use in reviewing requests for funding. Priority is given to organizations showing that they:

- Provide services for which Williston residents a) are eligible, b) are aware, and c) have access,
- Demonstrate fiscal responsibility, evidence of financial need and reasonable administrative costs,
- Have created a mission statement that is measured, followed, and evaluated,
- Serve an urgent human need, and collaborate with other local organizations to create an expanded network of services and providers,
- Offer programs that include both prevention and intervention components,
- Provide unique and relevant services.

For the scholarship the Committee works with the Vermont Student Assistance Corporation to compute the necessary financial need assessments on each application and to verify information from applicants. The committee then reviews the applications and makes a recommendation to the Selectboard who award the scholarships.

29. Tax Abatement Board - This Board is made up of the Board of Civil Authority, Listers and Town Treasurer combined. (24 V.S.A. § 1533) The Board may abate in whole or in part taxes, interest, and collection fees accruing to the town in the following cases (24 V.S.A. § 1535):
 - Taxes of persons who have died insolvent;

- Taxes of persons who have removed from the state;
- Taxes of persons who are unable to pay their taxes, interest or collection fees;
- Taxes in which there is a manifest error or a mistake of the Listers; or
- Taxes upon real or personal property lost or destroyed during the tax year

30. *Treasurer - The Treasurer is elected to a three-year term and is responsible for keeping the Town's accounts, investing money received by the Town, and keeping a record of taxes voted. The Treasurer is also responsible for paying orders drawn on the office by town officers authorized by law to draw these orders.
31. *Tree Warden - The Tree Warden is appointed by the Selectboard (24 V.S.A. § 871(5)) and has the responsibility of caring for the shade and ornamental trees in public ways and places (24 V.S.A. § 2502).
32. *Water Commissioners - Three members of the Selectboard, who were elected to three-year terms, constitute the Board of Water Commissioners. It is the responsibility of the Water Commissioners to establish water rates and all the rules and regulations for the control and operation of the department.
33. *Zoning Administrative Officer - The Zoning Administrator is appointed by the Town Manager for a three-year term. This position is responsible for enforcing all rules and regulations pertaining to the zoning bylaws. Zoning permits are issued or denied by the Zoning Administrator within a thirty-day period following a careful review by the Administrator to insure that all applicable rules and regulations have been followed.

Regional Organizations

1. Channel 17 Government Access Trust - The Board of Trustees generally meet on the fourth Thursday of each month from 10:00 A.M. to 11:30 A.M. The Board is responsible for determining channel policy in the following areas: Planning, Finance, Development, Community Relations, Human Resources. Williston has one representative serving on this Board.
2. Champlain Valley Union High School District No. 15 - This Board consists of eleven representatives from the four member towns: Charlotte, Hinesburg, Shelburne, and Williston. All representatives serve three year staggered terms. Williston presently has three representatives on the Board. The Board is responsible for determining the educational policies of the school district, including the care, control and management of any property owned by the district. Preparing an annual budget and providing oversight on the district's finances are also important functions of the Board. (16 V.S.A. § 563)
3. Chittenden County Circumferential Highway District (CCCHD) - the Village of Essex Junction and the Towns of Essex, Williston and Colchester formed The (CCCHD). Its' purpose is to plan, design and construct a highway to provide regional by-pass capacity around population centers. The District meets monthly and has one representative from Williston appointed to a one year term by the Selectboard
4. Chittenden County Regional Planning Commission - The Chittenden County Regional Planning Commission (CCRPA) often serves as an important resource for local zoning, subdivision and development review boards. They provide planning assistance to the planning commissions and are often able to help answer many of the mundane questions about how the local planning and zoning office should be administered. As of July 1, 2011, all functions of the Chittenden County Metropolitan Planning Organization were made a part of the Regional Planning Commission.

Regional planning commissions are created by vote of the legislative body or voters of each of a number of contiguous municipalities, upon the written approval of the Agency of Commerce and Community Development. (24 V.S.A. § 4341, et seq.) The commission is made of up at least one representative appointed from each member municipality. The individual legislative bodies of participating municipalities fill vacancies.

Note that regardless of regional planning commission bylaws, representatives to the commission serve at the pleasure of the legislative body. The legislative body may, by majority vote of the board, revoke a commission member's appointment at any time.

The regional planning commission performs the following functions:

- Promote the mutual cooperation of its municipalities;
- Transportation Planning
- Assist and advise municipalities, compacts and authorities within the region to facilitate economic development programs for the appropriate development, improvement, protection and preservation of the region's physical and human resources;
- Advise municipal governing bodies with respect to public financing;
- Provide technical and legal assistance to municipalities in the preparation and maintenance of plans, capacity studies and bylaws and in related implementation activities;
- Cooperate with the planning, legislative or executive authorities of neighboring states, regions, counties or municipalities to promote coordination of planning for conservation and development of the region and adjoining or neighboring territory;
- Prepare a regional plan and amendments that are consistent with the goals established in (24 V.S.A. § 4302), and compatible with approved municipal and adjoining regional plan
- Prepare implementation guidelines that will assist municipalities and the regional commission in developing a planning process that will attain, within a reasonable time, consistency with the goals established in 24 V.S.A. § 4302.
- Prepare, with the Commissioner of the Department of Housing and Community Development, guidelines for the provision of affordable housing in the region, share information developed with respect to affordable housing with the municipalities in the region and with the Commissioner of the Department of Housing and Community Development, and consult with the commissioner when developing the housing element of the regional plan. (24 V.S.A. § 4345a.)
- At least every five years, review the compatibility of municipal plans, and if the regional planning commission finds that growth in a municipality without an approved plan is adversely affecting an adjoining municipality, it shall notify the legislative body of both municipalities of that fact and shall urge that the municipal planning be undertaken in order to mitigate those adverse effects.
- Develop strategies specifically designed to assist municipalities in defining and managing growth and development that have cumulative impacts.
- Review proposed state capital expenditures for compatibility with regional and municipal plans.
- Appear before district environmental commissions to help in determining whether developments and subdivisions conform with the criteria of 10 V.S.A. § 6086.
- Appear before the public service board to aid the board in making determinations under 30 V.S.A. § 248.

5. Chittenden County Transportation Authority (CCTA) - The Chittenden County Transportation Authority (CCTA) was founded in 1973 by the Vermont Legislature and provides transit services in seven communities in Chittenden County. CCTA is a full service public transportation provider, offering services including: fixed route bus service; parking lot, supermarket and school shuttles, a county-wide ridesharing program, transportation for Medicaid recipients and contracted paratransit service for people who cannot use the bus. CCTA is governed by a 16 member Board of Commissioners with two Commissioners each representing Burlington, Essex, Milton, Shelburne, South Burlington, Winooski and Williston. Each commissioner is appointed to the CCTA Board by their municipality. Board seats are held for a 3-year term and it is at the discretion of the municipality to renew each Board Member's term.
6. Chittenden Unit for Special Investigations - The Chittenden Unit for Special Investigations (CUSI) was formed in 1992. It is a multi-agency task force dedicated to providing criminal investigations in response to reports of sexual assaults and serious child abuse. The professionals within the unit are specially trained to deal with the unique and sensitive nature of sex crimes. Advocacy for the victim is paramount while we strive for successful prosecutions. Funding for the task force involves contributions from most towns and police departments in the county. A policy board oversees the overall functions of the unit.
7. Chittenden Solid Waste District - The Chittenden Solid Waste District (CSWD) was formed in 1987 to provide efficient, economical and environmentally sound management and disposal of solid waste generated in member towns. Presently there are 17 member communities. Williston community has one representative and one alternate appointed to the Board of Commissioners by the Selectboard. This Board sets policy for the District. Members serve a two-year term. The term of Williston's representative ends in odd numbered years.
8. Lake Iroquois Recreation District - The District has one member from each municipality that borders on the Lake including Williston, Richmond and Hinesburg. Members serve staggered two-year terms and are appointed by the Selectboard of their respective Towns. The Committee is responsible for owning, leasing, developing, maintaining and managing its property located on Lake Iroquois and vicinity, for public park, conservation and recreational purposes to serve its member communities.
9. Tri-Town Sewer District - The District has three member Towns: Essex, Essex Junction and Williston. All three towns utilize the wastewater treatment plant located in Essex Junction. Treatment fees are paid to Essex Junction based on written agreements. Representatives to the District normally are paid staff including the Town Manager and Public Works Director.

10. Water District - The Champlain Water District has one representative on the Board of Commissioners from Williston who is elected for a three-year term. The Town Manager normally serves as the Alternate. Presently, there are nine communities served by the District. The Board of Commissioners sets policy for the District. The purpose of the District is to provide safe, clean water in an economical and efficient manner to member communities.

11. Winooski Valley Park District - Williston has one representative on this regional Board who is appointed by the Selectboard for a one-year term. The Winooski Valley Park District was created in 1972 by cities and towns in the Winooski River Valley with a common interest in preserving open space for the purpose of conservation, environmental protection and recreational use.

Town Departments

1. Assessor - The Assessor is a paid part time position responsible for working closely with the elected Board of Listers. The Assessor reviews recent property sales and other factors to determine a fair and equitable assessment on the value of each property in town. A compilation of these values is known as the Grand List. This list serves as the basis for setting the tax rate for municipal services.
2. Clerk/Treasurer - These two positions are elected for three-year terms and have traditionally been held by the same individual. For a more complete description of the duties of the Town Clerk and Treasurer, please refer to the Handbook for Vermont Town Officers published by the Vermont League of Cities and Towns.
3. Finance - The Finance Department is responsible for the accurate processing and reporting of all revenues and expenditures of the Town. The Department also processes payroll and benefits, maintains personnel records, oversees all insurance records and claims, and maintains the computer systems.

One of the goals of the Finance Department is to help the various departments and committees of the Town, plan for, and keep track of, their finances. All invoices are submitted to the Finance Department for payment. This department prepares financial reports monthly, which show the revenue and expenditures by line item in the budget. Monthly bank balances in all Town accounts are also reported. This information is distributed to department heads, and is available to committee members upon request. Also, upon request, details of transactions are provided.

Each fall, the Finance Department works with the Town Manager to compile the Town Capital Budget and Town Operating Budget. The Finance Department is available to provide assistance to the Town departments and committees in their preparation of budget requests.

4. Fire - The Fire Department is responsible for the fire suppression, fire prevention, education, and first response medical services and transportation. The department consists of about 40 personnel who are paid hourly on a per call basis for fire and emergency medical response services. In addition, there are 9 full-time employees including the Chief and Administrative Assistant. As part of a mutual aid agreement, Williston along with neighboring communities have agreed to provide assistance, upon request, to each other in responding to certain emergency situations.

The Fire squad typically responds to fires, automobile accidents, and hazardous materials spills. Fire prevention training is also offered to the schools and public. Finally, members review site plans for new buildings.

The Rescue squad responds to medical calls, providing first aid services and transports victims to the hospital.

5. Library - The Dorothy Alling Memorial Library is a free public library primarily serving the residents of Williston and St. George, but is open to all visitors. The mission of the library is to encourage a literate and informed public and serve as a community resource center for people of all ages. Access is provided to current information and technology, leisure reading and programs for life long learning. There are approximately 30,900 volumes, and twelve computers for the public. The library is presently staffed with three full time employee and nine part time employees and about twenty-one volunteers.
6. Planning - The Planning and Zoning Department is located in the Town Hall Annex. The Department's basic functions are as follows:
 - a) Long Range Planning: The department serves as staff to the Planning Commission that is responsible for developing the Town's long-range comprehensive plan and the bylaws for implementing that plan. Staff undertakes various planning studies and the development of various approaches for achieving the objectives of the Plan. Staff is also involved in drafting possible new or revised language for both the comprehensive plan and the land use regulations.
 - b) Zoning Administration: The Department serves as staff to the Development Review Board (DRB) that is responsible for administering the land use regulations (Zoning Regulations and Subdivision Regulations) adopted by the Town. As such, staff meets with potential developers, reviews development plans, and assists the DRB in approving or denying applications for development approvals. In addition, staff is responsible for enforcing the land use regulations.
 - c) Historic Preservation: The department serves as staff to the Historic and Architectural Advisory Committee and reviews development proposals, inventories historic resources, and develops preservation strategies.
 - d) Natural Resource Protection: The Department serves as staff to the Williston Conservation Commission (WCC) that is charged with protection of the Town's many natural resources and with administering the Town's Environmental Reserve Fund. This involves review of proposed development plans as well as independent efforts to identify and preserve key sites in the Town.

In addition, the Department frequently works with the administration and other departments to assist in coordinating the provision of facilities and services.

7. Police - The Police Department is responsible for crime prevention, criminal apprehension, traffic enforcement, and education. There are presently eleven

patrol officers, two detectives, two dispatchers, one administrative assistant and a Chief.

8. Public Works - This department is headed by the Public Works Director who has responsibility for 5 separate functional areas:
 - a) Sewer - Responsible for the maintenance and operation of all publicly owned sewer pump stations, force mains and sewer lines. There are three employees who split their time between water and sewer.
 - b) Water - Responsible for the maintenance and operation of the water lines. Office also reads meters and processes bills for both water and sewer use.
 - c) Recreation - Responsible for creating and supervising various recreation programs. There is one full time employee. Program personnel are hired for specific programs on a temporary part time basis.
 - d) Roads - Responsible for the maintenance of all town roads, bridges and drainage systems. Handles snow removal operations in winter. There are six employees.
 - e) Building and Grounds Maintenance - Maintenance work is handled by two part time individuals along with occasional seasonal help.

APPENDIX A

Open Meeting Laws

A GUIDE TO OPEN MEETINGS

Revised August 2006

Deborah Markowitz, Vermont Secretary of State

Living in Vermont, we expect openness in government. Any day the legislature is in session we can sit down in either chamber, or in the various committee rooms, and see laws being made. Any day we can walk into the county courthouse and attend any hearing or trial, or watch the arguments being given before the Vermont Supreme Court. We can attend Act 250 hearings and meetings of the local zoning board, and any other public body, and we can expect to see notices of those meetings in the newspaper or on public bulletin boards. We can review and copy public documents in state and local offices.

One important foundation of openness in Vermont is the Right to Know laws, including those related to open meetings and public records. Together they are the most important public laws we have because they allow us direct access to the decisions that affect us. A full understanding of these laws makes everyone a better citizen. This is an introduction to the open meeting law.

You can read the open meeting law for yourself. The open meeting law is found in every town clerk's office, in Title 1 of the Vermont Statutes Annotated. Title 1 is in the first volume of a set of green law books that include all of the statutory laws of the state. Look for sections 310 through 314, and make sure you check the pocket part to see if there is newer law to review for each section. You can also find this law on the internet through the Vermont Automated Library System (VALS) at:

<http://www.leg.state.vt.us/statutes/statutes.htm>

MEETINGS OF A PUBLIC BODY MUST BE OPEN TO THE PUBLIC

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

WHO DOES THE OPEN MEETING LAW APPLY TO?

This open meeting law applies to all boards, councils and commissions of the state and its political sub-divisions (i.e. municipalities), including subcommittees of these bodies.

This means the open meeting law governs meetings of selectboards, planning commissions, boards of civil authority, recreation commissions, municipal public library trustees, auditors, listers, etc.

WHEN DOES THE OPEN MEETING LAW APPLY?

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

HOW DOES A BOARD NOTICE ITS MEETINGS?

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

WHAT IS THE PUBLIC'S RIGHT TO BE HEARD?

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

WHAT DO MINUTES OF THE BOARD NEED TO INCLUDE?

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

WHEN CAN A BOARD MEET IN PRIVATE?

- A board may meet in private to deliberate in connection with a quasi-judicial hearing. This is not an open meeting and does not have to be warned.
- A board may only go into executive session upon a majority vote of the board (2/3 vote of a state board), on a motion made in open meeting, that indicates the reason for going into executive session. The only permissible reasons for going into executive session are set out in *I V.S.A. § 313*, and are explained on page 5, herein.
- A board may invite into executive session its attorney, administrative staff and persons who are subjects of the discussion or whose information is needed.
- No decision may be made in executive session. Decisions may be made in deliberative session so long as there is a written decision that is public record.

WHAT RIGHTS DO THE MEDIA HAVE?

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

VERMONT OPEN MEETING LAW

1. DEFINING OPEN MEETINGS

A state or local board or commission in Vermont meets when a quorum (majority) of its members comes together to discuss public business. Two members of a five-person board may meet without the need for public notice. *1 V.S.A. § 310(2)*.

The entire board can meet by itself without notice or public attendance when it deliberates on its written decision, following a quasi-judicial hearing on an application or permit. The board may also exclude the public from a proper executive session. But these are the exceptions. Most meetings are public.

Committees and subcommittees of public boards must follow the law, just as the full board itself.

That means there must be public notice, an opportunity for members of the public to speak to the board, and written minutes, which the law requires to be ready for review within five days of the meeting. Meetings held without respecting the details of the law are illegal, and the courts regard what is done in those meetings as voidable. More importantly, illegal meetings are an offense to democracy. In Vermont the people rule, sometimes directly, sometimes through elected or appointed representatives, but always with the benefit of public scrutiny.

The open meeting law is based on Article 6 of the Vermont Constitution. Article 6 guarantees that “all power being originally inherent in and consequently derived from the people, therefore, all officers of government, whether legislative or executive, are their trustees and servants; and at all times, in a legal way, accountable to them.”

One way of demonstrating accountability is conducting public business in public for everyone to see.

2. PUBLIC NOTICE

Vermont’s open meeting law defines the basics of public notice. Other laws provide more specific directions, but every board must follow the requirements of the law as a minimum. There are three kinds of public meetings under the law:

- **Regular Meeting.** The most common type of meeting is the regular meeting. When a board meets on the first Tuesday of the month, every month, the law does not require formal public notice. The board needs to adopt a resolution specifying its regular meeting schedule in this instance, and provide an agenda on request, to qualify for this privilege. *1 V.S.A. § 312(c)(1)*.

Agendas of regularly scheduled meetings must be made available, upon specific request, prior to meeting, so that interested members of the public can be reasonably informed of what will be discussed at the meeting. *1 V.S.A. § 312(d)*. Boards should not take action on matters that did not appear on the agenda since such action would violate the purpose of the open meeting law. However, courts

have not yet considered whether this is a breach of the law.

- **Special Meeting.** A special meeting is called for some other time than the regular meeting date. In such meetings, the board usually has a more limited agenda. Public notice for special meetings requires a minimum of three public postings of the notice (one at the Town Clerk's office), as well as notice to each member of the board at least 24 hours before the meeting is to begin. The agenda must be made available, and notice must also be given to the local news media and any other media that has specifically requested notice. *1 V.S.A. §§ 312(c)(2), 310(4).*
- **Adjourned Meetings.** When a meeting is "adjourned," or continued to a new time and/or place, the meeting will not be considered a new meeting (and not require additional notice) so long as the time and place of the new meeting is announced before the first meeting is closed. *1 V.S.A. § 312(c)(4).*
- **Emergency Meetings** are those called to respond to what the law calls "an unforeseen occurrence or condition requiring immediate attention by the public body." *1 V.S.A. § 312(c)(3).* These are the rarest of meetings. Frankly, when the town hall is on fire, nobody expects the selectboard to respect the formalities of the open meeting law before calling for help. The law exempts a board from formal posted public notice for emergency meetings, but requires that some notice be given. Emergency meetings should never be used as a substitute for a poorly warned special meeting. *1 V.S.A. § 312(c)(3).*
- **Inadvertent Meetings.** A meeting occurs whenever a majority of the members of a public body are together talking about the business of the board. *1 V.S.A. § 310.* This means that, for example, when a majority of a board find themselves at a social gathering together, it is important not to discuss the business of the public body.

3. THE RIGHT TO SPEAK

Every public meeting must make time for the board to take public comment. *1 V.S.A. § 312(h).* The subjects may be related to the agenda or not. Many boards allow public comment at the start of the meeting. Others place it as the final agenda item. Some boards allow public comment whenever anyone present has something to add to the discussion. Whenever it occurs, public comment is an important time in the life of a board. It is the one opportunity that members of the public have to speak openly about their concerns. Public comment period is not a free-for-all. The chair of the board is allowed by law to establish reasonable rules to ensure civility and avoid delay, and reasonable limitations on the amount of time for each speaker are not unusual or improper.

The law of school boards takes public comment one step further than for other boards. *16 V.S.A. § 554.* Whenever a member of the public requests a written response to its public comments, the board is required by law to provide a written response.

4. EXECUTIVE SESSIONS

An executive session is a closed meeting within a public meeting. *1 V.S.A. § 313*. A **motion and vote** are essential prerequisites to entering executive session. A majority of the members of a local board (a two-thirds majority of a state board) must agree to enter for the reasons stated. This motion and vote must then be included in the minutes of the meeting, making a permanent record of the session and its reasons.

Boards may not enter executive session without first meeting in public session and then voting to close the meeting, and then only for very specific reasons.

The legislature has identified a number of reasons to enter executive session. One category, which includes consideration of contracts, civil actions, mediation, arbitration, and labor relations agreements, requires a special review before executive session is justified. The law requires the board to conclude that “premature general public knowledge would clearly place the state, municipality, other public body, or person involved at a substantial disadvantage” before voting on executive session in these cases. Other reasons to go into executive session are:

- The negotiating or securing of real estate purchase options;
- The appointment or employment or evaluation of a public officer or employee;
- A disciplinary or dismissal action against a public officer or employee; but nothing in this subsection shall be construed to impair the right of such officer or employee to a public hearing if formal charges are brought;
- A clear and imminent peril to the public safety;
- Discussion or consideration of records or documents that are not public documents under the access to public records act. However when the board discusses or considers the excepted record or document it may not also discuss the general subject to which the record or document pertains;
- The academic records or suspension or discipline of students.

Abusing the law of executive session is offensive to the purpose of open meetings. Boards should close their meetings rarely, and then only for legitimate purposes. If the subject is already well known to the community, even if the board is able to find a category to cite, there is no justification for entering executive session.

No action may be taken in executive session. Entering a real estate purchase option is the sole exception. In all other instances, appropriate topics may be discussed in executive session but ultimate action must be taken by motion and vote in open session. *1 V.S.A. § 313(a)*.

Going Into Executive Session

A board may not go into executive session simply because it wishes to proceed privately. Rather, it may only exclude the public if it can point to a specific exemption in the law. Some boards make the mistake of “warning” meetings as executive or closed sessions.

This is an error because the law requires the board to move, in open session, to go into an executive session.

A motion to go into executive session must indicate the nature of the business of the executive session, and this motion must be passed by an affirmative vote of a majority of the members present (2/3 vote for state boards).

In an executive session only the subject matter referenced in the motion to go into this session may be discussed.

Attendance in executive session is limited to members of the public body, and, in the discretion of the public body, its staff, clerical assistants and legal counsel, and persons who are subjects of the discussion or whose information is needed.

Minutes do not have to be taken in an executive session. However, if minutes are taken, these minutes are not public.

Remember...

No binding action may be taken in executive session (except those related to securing real estate options). Rather, all final votes must be taken in open session and recorded in the minutes of the meeting. 1 V.S.A. § 313(a).

5. WHAT THE LAW IS NOT

The open meeting law applies to boards and commissions, not to individual officials. There is no right to sit in the town manager's office and watch her conduct town business. There is no right to be present at site visits for tax assessments or abatements, or to oversee the routine day-to-day administration of the town. *1 V.S.A. § 312(g)*

Sometimes a board acts in a **quasi-judicial** capacity. It conducts a hearing on a variance or a conditional use permit, or when it hears tax appeals. In these instances, although the hearing is open, only interested parties (as defined by the relevant statute) may be heard, and deliberations that follow may be closed to the public. *1 V.S.A. § 312(e)(f)*. The open meeting law acknowledges this as an exception to the general rule about board action. When acting on these cases, boards may issue their decisions in writing, without the formality of a meeting where the decision is announced.

Some boards go beyond the requirements of the law and do everything in public (except quasi-judicial decisions – where due process may require private deliberations.) The risks entailed in letting everybody know its business are not small, but these boards will discuss everything except lawsuits in open session, and go out of their way to inform the public in attendance at the meeting of the subject as it is discussed. There is no penalty for extra openness and a high return on the investment if the public understands you have nothing to hide.

The law on open meetings is not itself going to guarantee that every decision made by a board is the right decision. It is not a mechanism for enlarging the board to include vocal members of the public with a strong point of view. In the end, after discussing an issue, a board is going to make a decision with motion and vote or pass over the question, and

that decision is the board's to make.

6. MINUTES

Every meeting needs minutes. The open meeting law requires minutes to include the result of all votes, all motions (including those that fail), and the names of all persons participating in the meeting. Minutes must be available for review and copying within five days of the meeting, even if the board has not yet approved them. *1 V.S.A § 312 (b)*. Minutes are the permanent record of the board's actions. They should be of interest to anyone planning to appear before a board with a proposal, to understand the board's process and precedents. Copies are available through the clerk of the board. Those interested may review minutes of former meetings on request, and obtain copies at the actual photocopying cost.

7. ENFORCEMENT

Members of the public have rights to enforce violations of the law in superior court. The law provides that these courts must schedule hearings of such violations as soon as the docket allows it, allowing swift resolutions of disputes. Courts may fine the town or order the board to follow the law. The Attorney General is also authorized to prosecute violations. *1 V.S.A. § 314*.

Prosecutions are rare in Vermont. When they happen, the media is quick to cover the story. People take open meetings seriously here.

The open meeting law should be enforced with the same spirit in which it is written. It is a guide to proper behavior by public officials. Sometimes boards make mistakes. In cases where the offense is unintentional, the best remedy is often to ensure that the board understands how the law works so that it does it right the next time.

8. FINAL THOUGHT

Good government is open government. Open meetings beget open minds. Openness generates trust and fidelity to law. It gives people direct access to decision-making and provides a civil forum for public criticism and appreciation of the hard work of governance.

There is bound to be tension between efficiency and openness. Doing things in public is not the way most of us are used to conducting our business. New board members are always surprised at how it feels to do things as unguardedly as the open meeting law requires. Even members of the public are sometimes amazed at how much of government is open and available to them.

**Don't sit home and complain your government doesn't represent you.
Go see it in action.
It's an education.**

APPENDIX B

Conflict of Interest (Ethics Ordinance)

APPENDIX C

Town Departments

APPENDIX E

Committee Application Form

Note: Application can also be found on-line at <http://town.williston.vt.us> and follow the link on the top for “On-line Resources”.

APPENDIX D

List of Current Board Members