

# Selectboard Rules of Procedure – Town of Windham, VT

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## A. PURPOSE.

The Selectboard of Windham, VT is required by law to conduct its meetings in accordance with the Vermont Open Meeting Law. 1 V.S.A. §§ 310-314. Meetings of the Selectboard of Windham, VT must be open to the public at all times, except as provided in 1 V.S.A. § 313.

## B. APPLICATION.

This policy setting forth rules of procedure shall apply to the Selectboard of Windham, VT which is referred to below as "the body." These rules shall apply to all regular, special, and emergency meetings of the body.

## C. 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.
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 not require a second. 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.
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 only after being recognized by the chair. Motions to close or limit debate will be entertained.
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, a roll call vote is required for votes that are not unanimous.
8. Meetings may be recessed to a time and place certain.
9. These rules shall be made available at all meetings.
10. These rules may be amended by unanimous vote of the body, and must be readopted annually.

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## D. 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. Those who wish to be added to the meeting agenda shall contact the Selectboard Chair or the Town Clerk to request inclusion on the agenda. The Chair shall determine the final content of the agenda.
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 in or near the municipal office and at the following designated public places in the municipality: The Meeting House and Firehouse. As well, a meeting agenda shall be posted on the Town Website, [www.townofwindhamvt.com](http://www.townofwindhamvt.com). 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 unanimous vote of the body.

## E. MEETINGS.

1. Regular meetings shall take place 5:30 pm on the first and third Mondays of the month at the Windham Town Office, unless otherwise noted.
2. Special meetings shall be publicly announced at least 24 hours in advance by giving notice to all members of the body unless previously waived; to an editor, publisher or news director, or radio station serving the area; and to any person who has requested notice of such meetings. In addition, notices shall be posted in the municipal clerk's office and at the following designated places in the municipality: The Meeting House and Firehouse. As well, a meeting agenda shall be posted on the Town Website, [www.townofwindhamvt.com](http://www.townofwindhamvt.com).
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 that is not unanimous 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.

# Selectboard Rules of Procedure – Town of Windham, VT

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## F. 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 time afforded for open public comment.
3. Comment by the public or members of the body must be addressed to the chair or to the body as a whole, and not to any individual member of the body or public.
4. Members of the public must be acknowledged by the chair before speaking.
5. If a member of the public has already spoken on a topic, he or she may not be recognized again until others have first been given the opportunity to comment.
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.
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 he or she determines in his or her 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 to remove disorderly person(s) from the meeting.

### ADOPTED:

\_\_\_\_\_  
Maureen S. Bell

\_\_\_\_\_  
Date

\_\_\_\_\_  
Kord Scott

\_\_\_\_\_  
Date

\_\_\_\_\_  
Peter Chamberlain

\_\_\_\_\_  
Date

# Conflict of Interest Policy – Town of Windham, Vermont

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**Article 1. Authority.** Under the authority granted in 24 V.S.A. § 2291(20), the Town of Windham, Vermont hereby adopts the following policy concerning conflicts of interest.

**Article 2. Purpose.** The purpose of this policy is to ensure that the business of this municipality will be conducted in such a way that no public officer of the municipality will gain a personal or financial advantage from his or her work for the municipality and so that the public trust in municipal officials will be preserved. It is also the intent of this policy to ensure that all decisions made by municipal officials are based on the best interest of the community at large.

**Article 3. Application.** This policy applies to all public officers as that term is defined below.

**Article 4. Definitions.** For the purposes of this policy, the following definitions shall apply:

A. Conflict of interest means any of the following:

1. A direct or indirect personal or financial interest of a public officer, his or her spouse, household member, child, stepchild, parent, grandparent, grandchild, sibling, aunt or uncle, brother- or sister-in-law, business associate, or employer or employee in the outcome of a cause, proceeding, application, or any other matter pending before the officer or before the public body in which he or she holds office or is employed.

2. A situation where a public officer has publicly displayed a prejudgment of the merits of a particular quasi-judicial proceeding. This shall not apply to a member's particular political views or general opinion on a given issue.

3. A situation where a public officer has not disclosed ex parte communications with a party in a quasi-judicial proceeding.

A "conflict of interest" does not arise in the case of votes or decisions on matters in which the public official has a personal or financial interest in the outcome, such as in the establishment of a tax rate, which is no greater than that of other persons generally affected by the decision.

B. Emergency means an imminent threat or peril to the public health, safety, or welfare.

C. Ex Parte Communication means direct or indirect communication between a member of a public body and any party, party's representative, party's counsel or any person interested in the outcome of a quasi-judicial proceeding, which occurs outside the proceeding and concerns the substance or merits of the proceeding.

D. Official act or action means any legislative, administrative, or quasi-judicial act performed by any public officer while acting on behalf of the municipality.

E. Public body means any board, council, commission, or committee of the municipality.



## Conflict of Interest Policy – Town of Windham, Vermont

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F. Public interest means an interest of the community as a whole, conferred generally upon all residents of the municipality.

G. Public officer means a person elected or statutorily-appointed to perform executive, administrative, legislative, or quasi-judicial functions for the municipality. This term does not include any municipal employee.

H. Quasi-judicial proceeding means a case in which the legal rights of one or more persons who are granted party status are adjudicated, which is conducted in such a way that all parties have opportunities to present evidence and to cross-examine witnesses presented by other parties, and which results in a written decision, the result of which is appealable by a party to a higher authority.

### **Article 5. Prohibited Conduct.**

A. A public officer shall not participate in any official action if he or she has a conflict of interest in the matter under consideration.

B. A public officer shall not personally – or through any member of his or her household, business associate, employer or employee – represent, appear for, or negotiate in a private capacity on behalf of any person or organization in a cause, proceeding, application, or other matter pending before the public body in which the public officer holds office.

C. A public officer shall not accept gifts or other offerings for personal gain by virtue of his or her public office that are not available to the public in general.

D. A public officer shall not use resources unavailable to the general public – including but not limited to municipal staff time, equipment, supplies, or facilities – for private gain or personal purposes.

**Article 6. Disclosure.** A public officer who has reason to believe that he or she has or may have a conflict of interest in a particular matter shall, prior to participating in any official action on the matter, publicly disclose at a public meeting or public hearing that he or she has an actual or perceived conflict of interest in the matter under consideration and disclose the nature of the actual or perceived conflict of interest. Alternatively, a public officer may request that another public officer recuse him or herself from a matter due to a conflict of interest.<sup>1</sup>

**Article 7. Consideration of Recusal.** Once there has been a disclosure of an actual or perceived conflict of interest, other public officers may be afforded an opportunity to ask questions or make comments about the situation. If a previously unknown conflict is discovered during a meeting or hearing conducted by a public body of the municipality, the public body may take evidence pertaining to the conflict and, if appropriate, adjourn to an executive session to address the conflict.

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<sup>1</sup> Such request shall not be considered an order for the officer to recuse him or herself.

# Conflict of Interest Policy – Town of Windham, Vermont

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## Article 8. Recusal.

**A. Recusal of Elected Officers.** After taking the actions listed in Articles 6 and 7, an elected public officer should declare whether he or she will recuse him or herself and explain the basis for that decision. If the public officer has an actual or perceived conflict of interest but believes that he or she is able to act fairly, objectively, and in the public interest, in spite of the conflict, he or she shall state why he or she believes that he or she is able to act in the matter fairly, objectively, and in the public interest.<sup>2</sup>

**B. Recusal of Appointed Officers.** The failure of an appointed public officer to recuse himself or herself in spite of a conflict of interest may be grounds for discipline or removal from office.<sup>3</sup>

## Article 9. Post-Recusal Procedure.

A. A public officer who has recused himself or herself from serving on a public body in a particular proceeding shall not sit with the public body, deliberate with the public body, or participate in that proceeding as a member of the public body in any capacity, though such member may still participate as a member of the public.

B. The public body may adjourn the proceedings to a time certain if, after a recusal, it may not be possible to take action through the concurrence of a majority of the total membership of the public body. The public body may then resume the proceeding with sufficient members present.

## Article 10. Enforcement.

**A. Enforcement Against Elected Officers; Progressive Consequences for Failure to Follow the Conflict of Interest Procedures.** In cases where an elected public officer has engaged in any of the prohibited conduct listed in Article 5, or has not followed the conflict of interest procedures in Articles 6 through 9, the Windham, Vermont Selectboard may take progressive action to discipline such elected officer as follows:

1. The chair of the Windham, Vermont Selectboard may meet informally with the public officer to discuss the possible conflict of interest violation. This shall not take place in situations where the chair and the public officer together constitute a quorum of a public body.

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<sup>2</sup> Each member of an elected public body is independently elected and answers only to the voters. Therefore, the remaining members of the body may not force recusal. They may only express their opinion about the subject and/or privately or publicly admonish a fellow member who fails to handle conflicts appropriately.

<sup>3</sup> Certain appointed officials such as a Zoning Administrator and a Town Manager may only be removed for cause and after being afforded with procedural due process protections including notice and a reasonable opportunity to be heard.

## Conflict of Interest Policy – Town of Windham, Vermont

2. The Windham, Vermont Selectboard may meet to discuss the conduct of the public officer. Executive session may be used for such discussion in accordance with 1 V.S.A. § 313(a)(4). The public officer may request that this meeting occur in public. If appropriate, the Windham, Vermont Selectboard may admonish the offending public officer in private.

3. If the Windham, Vermont Selectboard decides that further action is warranted, the Windham, Vermont Selectboard may admonish the offending public officer at an open meeting and reflect this action in the minutes of the meeting. The public officer shall be given the opportunity to respond to the admonishment.

4. Upon majority vote in an open meeting, the Windham, Vermont Selectboard may request (but not order) that the offending public officer resign from his or her office.

**B. Enforcement Against Appointed Officers.** The Windham, Vermont Selectboard may choose to follow any of the steps articulated in Article 10A. In addition to or in lieu of any of those steps, the Windham, Vermont Selectboard may choose to remove an appointed officer from office, subject to state law.

**Article 11. Exception.** The recusal provisions of Article 8 shall not apply if the Windham, Vermont Selectboard determines that an emergency exists and that actions of the public body otherwise could not take place. In such a case, a public officer who has reason to believe he or she has a conflict of interest shall disclose such conflict as provided in Article 6.

**Article 12. Effective Date.** This policy shall become effective immediately upon its adoption by the Windham, Vermont Selectboard.

Signatures:

\_\_\_\_\_  
Maureen S. Bell

\_\_\_\_\_  
Date

\_\_\_\_\_  
Kord Scott

\_\_\_\_\_  
Date

\_\_\_\_\_  
Peter Chamberlain

\_\_\_\_\_  
Date



Meagan Tuttle, AICP  
President  
802-865-7193  
president@vermontplanners.org

Alex Weinhausen  
Vice President  
VT & NNECAPA Legislative  
Liaison

Steve Lotspeich, RLA  
Treasurer

David W. Rugh, Esq.  
Secretary

Jim Donovan, FASLA  
NNECAPA Section  
Representative

**At-Large Members**

Mark Kane, ASLA  
Past President

Catherine Bryars

Rod Francis  
VT Downtown Board Alt.

Seth Jensen

Chris Sargent, AICP, CFM

Ravi Venkataraman, AICP  
Candidate  
Professional Development  
Committee Chair

Town of Windham, VT

DEC 31 2019

Received

December 26, 2019

Mike McLaine, Town Clerk  
Town of Windham  
5976 Windham Hill Rd.  
Windham, VT 05359

Dear Mike,

The Executive Committee for the Vermont Planners Association voted unanimously to donate \$100 to the Windham Meeting House fund in the memory of Hal Wilkins. Hal was a member of our Executive Committee until he passed on tragically earlier this year. We know that he was integral to your community and was passionate about many causes including the restoration of the Meeting House.

Thanks for assisting with this donation in Hal's memory.

Sincerely,

Steve Lotspeich, Treasurer  
Vermont Planners Association



A section of the  
Northern New England Chapter  
American Planning Association  
[nne.planning.org/sections/Vermont](http://nne.planning.org/sections/Vermont)

*The Vermont Planners Association (VPA) is a non-profit advocacy and educational organization of planners and related professionals. We are dedicated to advancing community planning in Vermont at the local, regional, and state levels, to foster vibrant communities and a healthy environment.*



**Department of Health**  
Environmental Health  
108 Cherry Street – PO Box 70  
Burlington, VT 05402-0070  
**HealthVermont.gov**

[phone] 802-863-7221  
[fax] 802-863-7483  
[toll free] 800-439-8550

*Agency of Human Services*

00238

**Mike Mclaine**  
**5976 Windham Hill Road**  
**Windham VT 05359**

February 2020

Town of Windham, VT

MAR 04 2020

received

Dear Town Clerk,

The Vermont Department of Health is hosting a series of upcoming trainings for Town Health Officers, Selectboard members and other town officials whose roles interact with the Town Health Officer. These local officials may attend an upcoming training, provided by the Department of Health, to learn more about the THO's important role in their community.

**More information on the upcoming trainings may be found in the enclosed flyer. Please share this flyer with the Town Health Officers, Selectboard members and others in the town office who may be interested.**

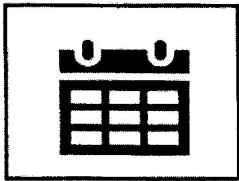
Thank you for your assistance. Please contact the Health Department at 800-439-8550 with any questions about these trainings.

Sincerely,

Meg McCarthy  
Environmental Health Division  
Vermont Department of Health

Enc: Town Health Officer Training Handout





Town health officers (THOs) are given authority by Vermont law to investigate and mitigate any potential or existing public health hazard in their town. Attend an upcoming training, provided by the Department of Health, to learn more about the THO's important role in their community. Trainings are open to THOs, Deputy THOs, Selectboard members, and other town officials.

**Register for a training here: <https://tinyurl.com/THOTraining>**

**Contact the Department of Health with questions: 800-439-8550**

The **live/in-person trainings** will cover the THOs' basic duties, enforcement tools, and rental housing inspections. THOs will learn how to identify public health hazards, conduct inspections, issue health orders, and promote positive public health outcomes in their communities. The **online webinars** are deep dives into emerging public health topics relevant to the THO role, led by the state technical expert. These webinars will be recorded and posted at [www.healthvermont.gov/environment/town-health-officer/town-health-officer-trainings](http://www.healthvermont.gov/environment/town-health-officer/town-health-officer-trainings).



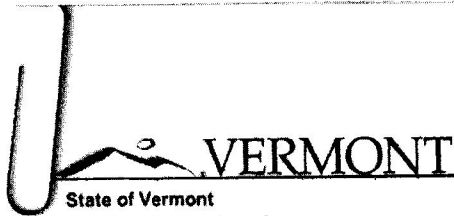
## Live/In-Person Trainings

- **St. Albans**
  - Wednesday, March 4, 1 - 4 pm (*Snow date: March 25, 1 - 4 pm*)
  - St. Albans Office of Local Health, 27 Federal Street
- **Middlebury**
  - Thursday, April 9, 9 am - 12 pm
  - Middlebury Office of Local Health, 156 South Village Green
- **St. Johnsbury**
  - Wednesday, May 20, 1 - 4 pm
  - St. Johnsbury Office of Local Health, 107 Eastern Avenue



## Online Webinars

- **Mosquito- and Tick-borne Diseases**, Thursday, April 23, 12 - 1 pm
- **Mold**, Wednesday, May 6, 12 - 1 pm
- **Cyanobacteria and Recreational Waters**, Thursday, June 11, 12 - 1 pm



State of Vermont  
Agency of Administration  
Department of Finance & Management  
Pavilion Office Building  
109 State Street, 4th floor  
Montpelier, VT 05609-5901  
[finance.vermont.gov](http://finance.vermont.gov)

Treasurer or Business Manager  
Windham Town Treasurer  
5976 Windham Hill Rd  
Windham, VT 05359

Dear Treasurer or Business Manager:

According to the State of Vermont's Subrecipient Monitoring database, you are required to submit an annual subrecipient report to the Department of Finance and Management within 45 days after your fiscal year end date. According to our records, **your fiscal year ended more than 45 days ago, yet your reports have not been received** by the Department of Finance and Management as required.

A blank copy of the **Subrecipient Annual Report** is enclosed for your convenience. This report is also available for download in pdf format from the Department of Finance and Management website at <http://finance.vermont.gov/suppliers-and-grantees>.

**Requirements:**

1.) Determine if your organization (the subrecipient) requires a single audit for your recently completed fiscal year. Pursuant to 2 CFR Chapter II, Part 200, Subpart F ("Uniform Guidance", Subpart F) all recipients of federal funds must have a single audit conducted when their total federal grant expenditures are **\$750,000 or more** during a fiscal year. When calculating total funds expended, you should include federal grant expenses from **all sources** (i.e., granted directly from a federal agency, passed through the State of Vermont, or passed through another non-federal organization.) This threshold should be calculated including both cash and noncash awards (such as food commodities) when applicable.

**Special reporting of FEMA grants:** According to the 8/6/2013 memo from the US Department of Homeland Security titled, "Audit of Eligible Stafford Act Claimed Costs", the recording of expenditures related to Stafford Act funds should be based on when the funds are approved (i.e., approval of the Award Worksheet) since that is when FEMA actually obligates funds to such recipient. *Refer directly to the DHS memo for further guidance.*

2.) Complete the **Subrecipient Annual Report** and submit it to the Department of Finance and Management at the address below **within 10 days** of the date of this letter. This report must be completed in its entirety and signed by the Chief Financial Officer, Controller, Business Manager, Treasurer, or other **person responsible for the financial records of the organization**. (Under normal circumstances, it should **not** be completed by the program manager.) Please refer to the instructions on the reverse side of the report and/or the grants FAQ page of the Finance and Management website at <http://finance.vermont.gov/suppliers-and-grantees> for further information.

This is  
a copy  
gave to Kathy  
on 3/4/2020  
EM

Town of Windham, VT

MAR 04 2020

RECEIVED







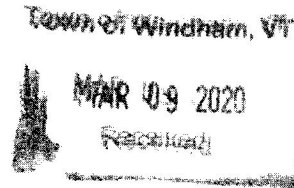
**Department of Health**  
Environmental Health  
108 Cherry Street – PO Box 70  
Burlington, VT 05402-0070  
**HealthVermont.gov**

[phone] 802-863-7220  
[fax] 802-863-7483  
[toll free] 800-439-8550

*Agency of Human Services*

March 2, 2020

Chair of the Selectboard  
Town of Windham  
Town Clerk's Office  
5976 Windham Hill Rd  
Windham, VT 05359



Dear Sir or Madam:

I am writing to you regarding your Town Health Officer's term of office, which, will expire on 3/31/2020. We would like to have a recommendation from the Selectboard for a Town Health Officer to serve for the next three years. The law provides that the Department of Health appoint a Health Officer upon recommendation of the Selectboard. Thus, we urge you to give this matter your immediate attention.

The Department of Health believes that you should recommend someone who is interested in responding to and resolving **issues associated with rental housing, water/septic, mold and other public health issues** that often arise or are disputed between different parties.

Electronically fillable versions of the Town Health Officer Recommendation and Oath Forms can be found on the Vermont Department of Health's Town Health Officer webpage ([healthvermont.gov/tho](http://healthvermont.gov/tho)), or you may use the enclosed forms.

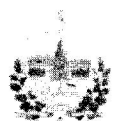
If you designate a new individual to be appointed to this position, please ensure that the recommended individual takes the enclosed oath/affirmation in the presence of a person authorized to administer oaths/affirmations. This must be returned to the Health Department in tandem with the recommendation form. We will be unable to process the appointment of the new Health Officer until we are in possession of the completed oath.

If you have any questions please contact me at 800-439-8550.

Sincerely,

Meg McCarthy  
Compliance and Enforcement Advisor  
Environmental Health Division  
Vermont Department of Health

Enclosures (2)





SB - SEVCA called today to see if they had been funded for 2020 - later I found this in minutes SB

De

Our mission is to enable people to cope with, and reduce the hardships of poverty, create sustainable self-sufficiency, and reduce the causes and move toward the elimination of poverty.

Board of Selectmen  
Town of Windham  
5976 Windham Hill Road  
Windham, VT 05359

Dear Selectmen:

Enclosed please find a report on services that Southeastern Vermont Community Action (SEVCA) has provided to residents of Windham during the past fiscal year for inclusion in your Annual Town Report.

In order to ensure the continued availability of these and other services, we are requesting funding in the amount of \$325.00 from the Town of Windham for FY2021.

If there is anything further that you require at this time, please contact us at (802) 722-4575, Ext. 105, or email to [lbrooks@sevca.org](mailto:lbrooks@sevca.org).

Thank you for your consideration of our request and for your continued support.

Sincerely,

*Stephen Geller*  
Stephen Geller  
Executive Director

/lmb  
Enc. 1

- Serving Windham & Windsor Counties
- CRISIS INTERVENTION
- FUEL ASSISTANCE
- FINANCIAL FITNESS
- FOOD STAMP OUTREACH
- HEAD START
- HOME REPAIR
- HOMELESSNESS PREVENTION
- HOUSING ASSISTANCE
- JOB READINESS
- MATCHED SAVINGS ACCOUNTS
- MICRO BUSINESS SUPPORT
- THRIFT STORES
- VOLUNTEER INCOME TAX ASSISTANCE
- WEATHERIZATION
- WORKFORCE DEVELOPMENT

91 Buck Drive  
Westminster  
Vermont 05158  
802.722.4575  
800.464.9951  
fax 802.722.4509  
[sevca@sevca.org](mailto:sevca@sevca.org)  
[www.sevca.org](http://www.sevca.org)



Samples of town office closure notification can be found on Vermont's Municipal LISTSERV, MuniNet at: <https://list.uvm.edu/cgi-bin/wa?AO=muninet>.

## DOG LICENSING AND RABIES CLINICS

The deadline for licensing dogs is April 1. How do we issue licenses during this crisis?

Towns that are closing their offices, limiting their hours of operation, or changing the method by which people are licensing their dogs (e.g. mail only, drop box, etc.), will need to quickly communicate that information to their residents. Many towns are asking their residents to mail in rabies vaccination certificates accompanied by the requisite licensing fee paid by check addressed to the town office by April 1 and mailing the certificates and tags to the addresses provided. Any license applications or renewals received by the April 1 deadline should be considered timely even if they're processed at a later date.

Can the deadline for licensing dogs be waived or extended beyond April 1?

No. State law requires every owner of a dog or wolf-hybrid more than six-months old to license it by April 1 of every year. 20 V.S.A. § 3581(a). This deadline is set in statute and towns have no authority to extend or waive this, or any other licensing deadline; such a change would generally require action by the Vermont Legislature. To date, no changes have been made.

Can we waive the statutory penalties imposed for missing licensing deadlines?

Yes. Although the penalties for failing to license dogs on time is imposed by State law, the funds are retained by the town and, consequently, may be waived by the selectboard. If the selectboard intends to waive licensing penalties, it should include a clear expiration date of such waiver which can be extended, if necessary.

Our town holds a free rabies clinic every year. Can we cancel/postpone it?

Yes. There is no legal requirement that towns hold a rabies clinic. Historically, clinics have been held by towns and veterinarians who volunteer their time as a public health service to help reduce the spread of canine rabies. We have been informed that some veterinarians are declining to keep appointments of all types, including the administration of routine vaccinations, until the spread of COVID-19 mitigates. This will have the unfortunate, unintended consequence that many owners will lack the requisite vaccination certificate to license their dogs.

## ZONING