

This will be a hybrid meeting. Attend in-person at the Greensboro Town Hall Meeting Room, or join remotely via Zoom conference call using your computer or phone.

For a meeting link and phone number, visit the town calendar at the *greensborovt.gov* home page.

For help with joining the meeting, call the Town Clerk at 533-2911 during office hours.

GREENSBORO SELECTBOARD

February 25, 2026 Special Meeting – Agenda

CALL TO ORDER: 1:30 p.m.

ADDITIONS TO THE AGENDA (1:30)

PUBLIC COMMENT – GENERAL (1:30 – 1:32)

ACTION ITEMS (1:32 – 1:42)

- 1. Bond Bank documents for new fire truck:** approve and sign
- 2. Stannard fire contract:** approve and sign
- 3. Town employee job descriptions:** approve for public posting
- 4. Fire Marshal inspection of Town Hall’s third floor:** approve inspection

OTHER BUSINESS (1:42)

EXECUTIVE SESSION (1:45)

Greensboro Award



PRIMMER PIPER
EGGLESTON &
CRAMER PC

ELIJAH D. EMERSON
ADMITTED IN VT, NH, MA AND ME
eemerson@primmer.com
TEL: 802-864-0880
FAX: 802-864-0328

P.O. Box 1489 | Burlington, VT 05402-1489

February 19, 2026

TO: Participating Municipalities
FROM: Elijah D. Emerson
RE: 2026 Series 1 Vermont Bond Bank Sale

Enclosed is the original documentation needed to complete the 2026 Series 1 sale. Under separate cover, each participating municipality will receive a commitment letter from the Bond Bank. The commitment letter should be executed and returned to the Bond Bank as soon as possible.

In order to effect a trouble-free sale and closing, it is essential that the enclosed materials be considered, adopted and executed without delay. Unless properly executed original documents from all municipalities are in our possession and ready for delivery to the Bond Bank by March 10, 2026, the sale and closing may be delayed. We cannot stress too strongly the importance of adopting and executing the enclosed documentation as soon as possible. If the next regularly scheduled meeting of the legislative body is too close to the March 10, 2026, return date, a special meeting may be advisable for this purpose.

You should send the executed documents to me by next day service (Fed Ex or UPS – please not U.S. Postal Service) at:

Elijah Emerson
Primmer Piper Eggleston & Cramer PC
106 Main St
Littleton, NH 03561

Please use this exact address to make sure it arrives on time. Once returned to us, we will hold the executed documents pending confirmation of the bond sale and will deliver the same at the closing in Boston, tentatively scheduled for March 18, 2026.

Please remember these very important points when reviewing and executing these documents:

- Do **not** print the documents double-side. **They must be printed single-**

sided.

- You must send us the documents with **original** signatures. Do not send us photocopied or scanned copies of the documents.

Regarding execution of the enclosed documents, the following action should be taken at a duly warned regular or special meeting of the legislative body:

(1) **Resolution and Certificate.** This should be signed by all or a majority of the legislative body and the date of the regular/special meeting at which the Resolution was adopted where indicated on the last page. The municipal Clerk and municipal Treasurer should sign where indicated, and the **municipal seal** (if any) affixed over the Clerk's signature.

(2) **Loan Agreement.** Please do not fill in any blanks in the Loan Agreement or in the exhibits. This information will be entered prior to closing. The Chair of the legislative body and the municipal Clerk should sign on the signature page. The **municipal seal** (if any) should be affixed over the Clerk's signature. **You do not need to sign any of the exhibits to the Loan Agreement. We have created separate copies of those documents (addressed below) for you to sign.**

Please note the commitment to furnish the Bond Bank with financial and operating information on an ongoing basis. Also, your attention is directed to Section 14 which contains representations consistent with recent Internal Revenue Service, Securities and Exchange Commission, and Municipal Securities Rulemaking Board directives.

The requisition procedure referred to in the Loan Agreement is a recent development. It is designed to assist Bond Bank borrowers in maintaining investment and expenditure records. If an audit or examination is conducted, these records will be invaluable in establishing post-issuance compliance with the arbitrage and private use provisions of the Internal Revenue Code.

(3) **Bond and Certificate of Registration.** All or a majority of the legislative body and the municipal Clerk and Treasurer should sign where indicated and the **municipal seal** (if any) should be affixed over the Treasurer's signature. The rates and payments schedule will be verified and entered prior to the Bond sale and will be included as Exhibit A to the Loan Agreement. The Certificate of Registration requires the municipal Treasurer's signature where indicated.

(4) **Receipt.** All that is required here is the Treasurer's signature. Please note that we will hold this document in escrow until the closing date.

(5) Treasurer's Certificate. All that is required here is the Treasurer's signature.

The Loan Agreement and the Bond may be missing loan principal information. The missing figures will be entered when the loan is formally approved by the Bond Bank. Even though this information may be missing, please execute all documents as outlined above and return them to us no later than March 10, 2026. The correct payment amounts and schedules will be verified and the missing information entered before the loan is finalized.

Please note the non-litigation language in the Resolution and Certificate. If the Municipality becomes involved in any litigation regarding the Bond or the expenditure of Bond proceeds, please advise me at once.

Following the closing and delivery of funds, we will furnish a complete transcript of all completed and executed documents, including the approving opinion. In the meantime, you might want to keep a photocopy of the original executed documents you are returning to me.

If any questions arise regarding the execution and return of the enclosed documents, or any aspect of the bond sale, please do not hesitate to call me immediately at 802-864-0880 ext. 1410 or 802-274-9105 (cellphone). Also, you may reach me at emerson@primmer.com.

EDE:sr

Enclosures

LOAN AGREEMENT
(General Obligation)

This LOAN AGREEMENT, dated March 18, 2026, (the “Closing Date”), is between the VERMONT BOND BANK, a body corporate and politic constituted as an instrumentality of the State of Vermont (the “State”) exercising public and essential governmental functions (hereinafter referred to as the “Bond Bank”), created pursuant to the provisions of 24 V.S.A., Chapter 119 (hereinafter referred to as the “Act”), having its principal place of business at Burlington, Vermont, and the Town of Greensboro (hereinafter referred to as the “Borrower”):

W I T N E S S E T H:

WHEREAS, pursuant to the Act, the Bond Bank is authorized to make loans of money (hereinafter referred to as the “Loan”) to Governmental Units (as defined in the Act); and

WHEREAS, the Borrower is a Governmental Unit, and pursuant to the Act is authorized to accept a Loan from the Bond Bank, to be evidenced by its Borrower Bond (defined below) purchased by the Bond Bank, and the proceeds of which will be held for the benefit of the Borrower by U.S. Bank Trust Company, National Association, as disbursing agent (the “Disbursing Agent”) subject to requisition as set forth herein; and

WHEREAS, the Borrower has applied to and has requested of the Bond Bank a Loan as described herein and on the terms set forth in Exhibit A, the Borrower will apply the proceeds of the Loan to pay the costs (the “Project Costs”) of financing or refinancing certain capital improvements (the “Project”), as described herein, and the Borrower has duly authorized the issuance of a bond (the “Borrower Bond”) to be purchased by the Bond Bank as evidence of the Loan in accordance with this Agreement, which Borrower Bond shall be in substantially the form appended hereto by the Borrower as Exhibit B and include the form of Assignment of the Borrower Bond included in Exhibit B; and

WHEREAS, to provide for the issuance of bonds of the Bond Bank (the “Bond Bank Bonds”) in order to obtain from time to time monies with which to make the Loan and other loans to governmental units, the Bond Bank has adopted the General Bond Resolution on May 3, 1988, as amended (herein referred to as the “Bond Resolution”) and will adopt a series resolution authorizing the issuance of the Bond Bank Bonds, the making of such Loan, *inter alia*, to the Borrower and the purchase of the Borrower Bond;

NOW, THEREFORE, the parties agree:

1. The Bond Bank hereby makes the Loan and the Borrower accepts the Loan. As evidence of the Loan, the Borrower hereby sells to the Bond Bank the Borrower Bond in the principal amount and at the price set forth in Exhibit A. The Borrower Bond shall bear interest from the date of its delivery to the Bond Bank at the rates per annum set forth in Exhibit A, subject upon default to the rate set forth in the Act. Notwithstanding the foregoing, the Borrower Bond shall bear interest at such rate or rates as shall be required for the Borrower Bond to comply with Section 601(2) of the Bond Resolution.

2. The Borrower hereby acknowledges that the Bond Bank has entered into a disbursing agent agreement with the Disbursing Agent providing for, in part, the deposit and disbursement of the proceeds of the Loan. Pending their disbursement, the proceeds of the Loan shall be held by the Disbursing Agent. From time to time the Borrower shall requisition from the Disbursing Agent portions of the Loan proceeds necessary to pay Project Costs. Such requisitions shall be made in the form attached hereto as Exhibit C. The Borrower shall certify to the Disbursing Agent the name(s) and the title(s) of the person(s) authorized to execute and submit such requisitions. Proceeds of the Loan held by the Disbursing Agent shall be invested by the Disbursing Agent consistent with the provision of this Loan Agreement and the Act. The Borrower shall proceed with due diligence to complete the Project. Completion of the Project shall be evidenced by a certificate in the form of Exhibit D signed by the Borrower delivered to the Disbursing Agent and the Bond Bank.

3. The Borrower has duly adopted and has taken all proceedings required by law to enable it to enter into this Loan Agreement and issue its Borrower Bond to the Bond Bank.

4. The Borrower shall make funds sufficient to pay interest as the same becomes due available to the Bond Bank on each May 1 and November 1 as set forth in Exhibit A. The Borrower shall make funds sufficient to pay the principal as the same matures on each November 1 set forth in Exhibit A. **All payments shall be made by Automated Clearing House (ACH) unless otherwise approved in writing by the Bond Bank.**

5. The Borrower is obligated to pay fees and charges to the Bond Bank within thirty (30) days of demand by the Bond Bank, as provided in the Act and the Bond Resolution.

6. The Bond Bank shall not sell and the Borrower shall not redeem any part of the Borrower Bond prior to the date on which all Bond Bank Bonds associated with the Loan are redeemable, and in the event of any sale or redemption prior to maturity of the Borrower Bond thereafter, the same shall be in an amount equal to the aggregate of (i) the principal amount, interest accrued to the redemption date and redemption premium, if any, needed to redeem a sufficient amount of Bond Bank Bonds to assure Bond Bank compliance with Section 601(2) of the Bond Resolution and (ii) the costs and expenses of the Bond Bank in effecting the redemption of the Bond Bank Bond so to be redeemed, less the amount of monies available in the applicable sub-account or sub-accounts in the redemption account established by the Bond Resolution and available for withdrawal from the Reserve Fund (as defined in the Bond Resolution) and for application to the redemption of Bond Bank Bonds so to be redeemed in accordance with the terms and provisions of the Bond Resolution, as determined by the Bond Bank. In no event shall any such sale or redemption of the Borrower Bond be effected without the written agreement and consent of both parties hereto, which agreement shall specify the dollar amount to be paid by the Borrower.

7. Simultaneously with the delivery of the Borrower Bond to the Bond Bank, the Borrower shall furnish to the Bond Bank (i) an unqualified opinion of bond counsel to the Borrower satisfactory to the Bond Bank in the form of Exhibit E, (ii) a receipt in the form of Exhibit F, (iii) a certificate regarding ongoing financial reporting in the form of Exhibit G, and

(iv) copies of such resolutions and certificates and related information, prepared by bond counsel to the Borrower evidencing the valid authorization, execution and delivery of the Borrower Bond.

8. The Borrower shall provide, at least sixty (60) days prior to each interest payment date or principal payment date for the Borrower Bond, to the Bond Bank the name(s) and the title(s) of the person(s) at the Borrower to whom invoices for the payment of interest and principal should be addressed.

9. Notwithstanding Section 12 hereof, prior to payment of the amount of the Loan, or any portion thereof, and the delivery of the Borrower Bond to the Bond Bank or its designee, the Bond Bank shall have the right to cancel all or any part of its obligations hereunder if:

(a) Any representation made by the Borrower to the Bond Bank in connection with its application for Bond Bank assistance shall be incorrect or incomplete in any material respect.

(b) The Borrower has violated commitments made by it in its application and supporting documents or has violated any of the terms of this Loan Agreement.

10. If any provision of this Loan Agreement shall for any reason be held to be invalid or unenforceable, the invalidity or unenforceability of such provision shall not affect any of the remaining provisions of this Loan Agreement and this Loan Agreement shall be construed and enforced as if such invalid or unenforceable provision had not been contained herein.

11. This Loan Agreement may be executed in one or more counterparts, any of which shall be regarded for all purposes as an original and all of which constitute but one and the same instrument. Each party agrees that it will execute any and all documents or other instruments, and take such other actions as are necessary, to give effect to the terms of this Loan Agreement.

12. No waiver by either party of any term or condition of the Loan Agreement shall be deemed or construed as a waiver of any other terms or conditions, nor shall a waiver of any breach be deemed to constitute a waiver of any subsequent breach, whether of the same or of a different section, subsection, paragraph, clause, phrase, or other provision of this Loan Agreement.

13. This Loan Agreement merges and supersedes all prior negotiations, representations, and agreements between the parties hereto relating to the subject matter hereof and constitutes the entire agreement between the parties hereto in respect thereof.

14. The Borrower acknowledges that interest on the Bond Bank Bonds will not be included in the gross income of holders of such bonds for federal income tax purposes. Accordingly, the use of the proceeds of the Bond Bank Bonds, including the Loan, are subject to certain requirements pursuant to Sections 141 and 148 of the Internal Revenue Code of 1986, as amended, (the "Code"), and the Treasury Regulations promulgated thereunder (the "Regulations"). In connection therewith, the Borrower makes the following representations and covenants, which

are provided as part of the record of proceedings with respect to the issuance of the Bond Bank Bonds:

(a) The undersigned officer(s) of the Borrower is/are duly charged and responsible for issuing the Borrower Bond.

(b) The Borrower is a political subdivision of the State and is an entity with general taxing powers, the power to incur debt, the power of eminent domain, and the power to enact and enforce police power measures.

(c) The proceeds of the Loan will be used to provide funds for the Project. No other amounts have a sufficiently direct nexus (within the meaning of Regulations Section 1.148-1(c)) to the Loan or the Project to conclude that the amounts would have been used to finance the Project in the absence of the proceeds of the Loan.

(d) No proceeds of the Loan will be applied to retire existing obligations ("Prior Obligations") unless such Prior Obligations were used to finance Project costs on a "new money" basis, including timely reimbursement of costs of the Project advanced under a duly adopted notice of official intent, or as a part of a chain of exclusively current refundings of obligations issued on a "new money" basis ("Original Obligations"). No proceeds of the Loan will be used to retire any Prior Obligations more than 90 days after the Closing Date. Proceeds, if any, invested during such 90-day period, pending application to retire Prior Obligations, may be invested without regard to yield.

(e) Any reimbursement of an expenditure made prior to the issue date of the Borrower Bond or any Original Obligations is pursuant to a declaration of official intent. In addition, any declaration of official intent of the Borrower to reimburse itself out of such proceeds for Project expenditures incurred before the Closing Date or the date of issuance of any Original Obligations, was adopted not later than 60 days after the date such expenditures were made. No expenditure has been or will be so reimbursed (a) more than 18 months after the later of the date the expenditure was made or the Project component to which it relates was placed in service and (b) more than three years after such expenditure was made.

(f) The Borrower reasonably expects that at least 85% of the proceeds of the Loan will have been expended within three years from the earlier of the Closing Date or the date of issuance of any Original Obligations. The Borrower has or will have incurred a binding obligation to a third party to expend on the Project at least 5% of the proceeds of the Loan and, if applicable, of the proceeds of each issue of Original Obligations within six months after the respective issue date(s) thereof. Work on the acquisition, construction or accomplishment of the Project will proceed with due diligence to the completion thereof. There are no unspent proceeds of any Prior Obligations. Proceeds not expended within three years shall be invested at a yield not in excess of the yield on the Bond Bank Bonds.

(g) The Project is and will be owned by the Borrower and will not be leased to any person which is not a state or local government unit, or an instrumentality thereof. In addition, the Borrower will not enter into any contracts or other arrangements, including without

limitation, management contracts, capacity guarantee contracts, take or pay contracts, or put or pay contracts, pursuant to which any persons have any right to use or make use of the Project on a basis not available to members of the general public or which confers special economic benefits on any private person. No private business use of the Project will be made without consent of the Bond Bank, which consent may be conditioned on the Bond Bank receiving an opinion of nationally recognized Bond Counsel that such use will not have an adverse effect on the tax-exempt status of interest on the Bond Bank Bonds.

(h) No portion of the Project will be sold or otherwise disposed of in whole or in part, except due to normal wear and tear and obsolescence, while the Loan is outstanding. Public use of the Project will continue for so long as the Loan remains outstanding. The Borrower will notify the Bond Bank immediately in the event of any change in use or disposition of the Project. In such event, the Borrower will cooperate with the Bond Bank to undertake remediation measures under Treasury Regulations Section 1.141-12 at the earliest opportunity so as to preserve the tax exempt character of the Bond Bank Bonds.

(i) No portion of the proceeds of the Loan will be invested, directly or indirectly, in federally insured deposits or accounts other than (a) investments of unexpended Loan proceeds for an initial temporary period until the proceeds are needed for the Project; and (b) investment of moneys on deposit in a bona fide debt service fund. No portion of the proceeds of the Loan will be loaned or otherwise made available to any private person, nor shall any of such proceeds be expended or invested in a manner which will contribute to or result in the Bond Bank Bonds being classified as “hedge bonds” under Section 149(g) of the Code.

(j) The Borrower covenants that it will not take any action, or fail to take any action, if any such action or failure to take action would adversely affect the exclusion from gross income of interest on the Bond Bank Bonds under Section 103(a) of the Code.

(k) The Borrower agrees to provide to the Bond Bank such information and detailed records as is required, and not otherwise available from the Disbursing Agent, for the calculation by the Bond Bank of the rebate requirement imposed by Section 148 of the Code which, in part, will require a determination of the difference between the actual aggregate earnings of the investment of the proceeds of an issue of Bond Bank Bonds (including proceeds of the Borrower Bond) and the amount of such earnings assuming a rate of return equal to the yield on such issue of Bond Bank Bonds.

(l) In the event the proceeds of the Borrower Bond are no longer expected to be expended for the purpose(s) for which they were issued, the Borrower shall endeavor to find an alternate expenditure of such proceeds that complies with the requirements of the Code and the other tax covenants contained in this Agreement for lawful purposes which may be financed by tax-exempt bonds. Any such proposed substitute expenditure shall be reported promptly to the Bond Bank before it is made and shall be accompanied by a Counsel’s Opinion (as defined in the Bond Resolution) certifying to the legality of such substitute expenditure and to the effect that the substitution shall not have an adverse effect on the continuing exclusion of interest paid and to be paid on the related Bond Bank Bonds from income for federal income tax purposes.

(m) There are and will be no other obligations of the Borrower (i) sold within fifteen (15) days of the date of sale of the Bond Bank Bonds, (ii) sold pursuant to a common plan of financing as was employed in the sale of the Bond Bank Bonds; and (iii) expected to be paid from substantially the same source of funds.

(n) The Borrower shall retain all records of expenditures for a period of not less than three (3) years after the payment of the Bond Bank Bond and furnish the Bond Bank with any and all documents necessary upon its request in order to show the compliance of the Borrower Bond with the provisions of the Code and applicable regulations and agrees to implement procedures with respect to the Loan that provide the following:

- (i) Assignment of tax-exempt compliance responsibilities to appropriate departments, officers, or employees.
- (ii) Establishment and maintenance of books and records all obligations of the Borrower financed by a particular issue of Bond Bank Bonds.
- (iii) Establishment of Code Section 148 compliant procedures for the investment of gross proceeds for all of the Borrower's obligations financed by a particular issue of Bond Bank Bonds.
- (iv) Maintenance of records relating to all allocations of expenditures of proceeds of all of the Borrower's obligations financed by a particular issue of Bond Bank Bonds.
- (v) Periodic monitoring of use of proceeds of each issue of the Borrower's obligations financed by a particular issue of Bond Bank Bonds, the investment and reinvestment of proceeds from the temporary investments thereof and the use of property acquired or financed by the proceeds of such obligations.

(o) Notwithstanding anything in this Loan Agreement to the contrary, the obligation of the Borrower to comply with all tax covenants contained or referenced in this Loan Agreement shall survive the defeasance or payment in full of the Borrower Bond.

15. The Borrower agrees to provide to the Bond Bank upon request such information as the Bond Bank may reasonably request in order for the Bond Bank to verify at any time the representations, expectations, procedures and covenants set forth in the Bond Bank's Tax Certificate executed coincident with the delivery of the Bond Bank Bonds to the purchaser(s) thereof.

16. The Borrower shall provide to the Bond Bank annually upon publication a copy of the annual report on the finances and administrative activities of the Borrower generated and distributed in accordance with 24 V.S.A. § 1173 and any independent auditor's report on the financial statements of the Borrower. In addition, within thirty (30) days following a request by the Bond Bank, or such shorter period as prescribed under Securities and Exchange Commission Rule 15c2-12, the Borrower agrees to furnish the Bond Bank with its most recent financial statements, explanatory notes and other financial and operating information as the Bond Bank

may request. In addition, the Borrower agrees to notify the Bond Bank within ten (10) days of the occurrence of any notice event which has or may have an effect upon its financial condition or its ability to perform fully and timely any covenant, obligation or undertaking set forth in this Loan Agreement or the Borrower Bond. As used in this paragraph, a notice event is any one of the following:

(a) Actual or anticipated delinquency or default of payment of principal of or interest on the Borrower Bond or any other debt obligation of the Borrower;

(b) Any actual or anticipated default or breach on the part of the Borrower with respect to any term or provision of this Loan Agreement or like agreement to which the Borrower is a party;

(c) Unscheduled draws on debt service reserves which reflect financial difficulties for the Borrower;

(d) Unscheduled draws on any letter of credit, guarantee or similar credit enhancement which reflects financial difficulties for the Borrower;

(e) Substitution of any entity furnishing the Borrower with credit or liquidity enhancement, or the failure of such entity to perform;

(f) Adverse tax opinions, the issuance by the Internal Revenue Service of proposed or final determination of taxability, Notices of Proposed Issue (IRS Form 5701-TEB), or other material notices or determinations with respect to the tax status of the Borrower Bond, or other material events affecting the tax status of the Borrower Bond;

(g) Material modifications of the rights of any person owning a legal or beneficial interest in the Borrower Bond;

(h) The actual or contemplated call, redemption, refunding or defeasance of the Borrower Bond, or the sale, release or substitution of the improvements financed by the Borrower Bond;

(i) Any change in the credit rating of the Borrower;

(j) Tender offers with respect to the Borrower Bond;

(k) Bankruptcy, insolvency, receivership or similar event of the Borrower;

(l) The merger, consolidation or acquisition of the Borrower;

(m) The sale or transfer of all or substantially all of the assets of the Borrower, whether absolute or pursuant to a management or operating agreement, the entry into a definitive agreement to undertake such an action or the termination of a definitive agreement

relating to any such actions, other than pursuant to its terms;

(n) The sale or disposition of assets financed by the Borrower Bond, or a change of use thereof constituting “deliberate action” as defined in the Code;

(o) A change in the identity or name of the Borrower Bond trustee, or the appointment of a successor or additional trustee, if material;

(p) Incurrence of a financial obligation of the Borrower, if material, or agreement to covenants, events of default, remedies, priority rights, or other similar terms of a financial obligation of the Borrower, any of which affect security holders, if material; or

(q) Default, event of acceleration, termination event, modification of terms, or other similar events under the terms of a financial obligation of the Borrower, any of which reflect financial difficulties.

For the purposes of the event identified in clause (k), the event is considered to occur when any of the following occur: the appointment of a receiver, fiscal agent or similar officer for the Borrower in a proceeding under the U.S. Bankruptcy Code or in any other proceeding under state or federal law in which a court or governmental authority has assumed jurisdiction over substantially all of the assets or business of the Borrower, or if such jurisdiction has been assumed by leaving the existing governing body and officials or officers in possession but subject to the supervision and orders of a court or governmental authority, or the entry of an order confirming a plan of reorganization, arrangement or liquidation by a court or governmental authority having supervision or jurisdiction over substantially all of the assets or business of the Borrower. For purposes of the events identified in clauses (p) and (q), the term “financial obligation” means (i) a debt obligation, (ii) a derivative instrument entered into in connection with, or pledged as security of a source of payment for, an existing or planned debt obligation, or (iii) a guarantee of (i) or (ii).

17. The Borrower acknowledges that information it has furnished the Bond Bank and others will be relied upon in the public offering of Bond Bank Bonds for sale. The Borrower represents that all information it has provided in connection with the Loan, the Borrower Bond, this Loan Agreement and all certifications, statements, representations and records identified or referred to therein are true, accurate and complete to the best of the knowledge of the Borrower and its officers. The Borrower further represents that it has disclosed to the Bond Bank and others all information material to the Loan, and the public offering of Bond Bank Bonds, and has not failed to disclose any information it deems material for such purpose.

18. The Borrower acknowledges that pursuant to the Act, the State Treasurer may intercept State funding to the Borrower in the event of a payment default on the Borrower Bond.

19. The Borrower agrees that it will not purchase (and shall not permit any related party to the Borrower to purchase) any Bond Bank Bonds.

[Remainder of page intentionally left blank.]

IN WITNESS WHEREOF, the parties hereto have executed this Agreement as of the day and year first above written.

VERMONT BOND BANK

By: _____
Executive Director

(SEAL)

Attest:

TOWN OF GREENSBORO

Secretary

By: _____
Chair

By: _____
Treasurer

(SEAL)

No. R-1

UNITED STATES OF AMERICA
STATE OF VERMONT
TOWN OF GREENSBORO
GENERAL OBLIGATION BOND

\$495,000

REGISTERED OWNER: Vermont Bond Bank

BOND DATE: March 18, 2026

The Town of Greensboro (hereinafter called the “Borrower”), a body corporate and a political subdivision of the State of Vermont, promises to pay to the Vermont Bond Bank (the “Bond Bank”), or registered assigns, the sum of FOUR HUNDRED NINETY-FIVE THOUSAND DOLLARS (\$495,000) in installments on November 1 of each year as set forth in Exhibit A (“Exhibit A”) to the Loan Agreement dated March 18, 2026, (the “Loan Agreement”), by and between in the Borrower and the Bond Bank, with interest on each installment at the rate per annum set forth in Exhibit A opposite the year in which the installment becomes due.

The interest rate of each installment shall run from the Bond Date to the Registered Owner and payment therefor and until payment of each installment and such interest shall be payable semi-annually on November 1 and May 1 of each year in the amounts set forth in Exhibit A. Both principal and interest on this Bond are payable in lawful money of the United States to the Bond Bank. All payments shall be made by Automated Clearing House (ACH) unless otherwise approved in writing by the Bond Bank. Final payment of the interest and principal of this Bond shall be made upon surrender of this Bond for cancellation at the bank or trust company at which this Bond is then payable.

This Bond is issued by the Borrower for the purpose of financing the Project defined in the Loan Agreement under and by virtue of applicable Vermont law and proceedings of the Borrower.

This Bond is transferable only upon presentation to the Treasurer of the Borrower with a written assignment duly acknowledged or proved. No transfer hereof shall be effectual unless made on the books of the Borrower kept by the Treasurer as transfer agent and noted hereon by the Treasurer with a record of payments as provided hereon.

It is hereby certified and recited that all acts, conditions and things required to be done precedent to and in the issuing of this Bond have been done, have happened, and have been performed in regular and due form, as required by such law and proceedings, and for the assessment, collection and payment hereon of a tax to pay the same when due the full faith and credit of the Borrower are hereby irrevocably pledged.

IN WITNESS WHEREOF, the Borrower has caused this Bond to be signed by its Clerk, Treasurer and its Selectboard and its seal (if it has a seal) to be affixed hereto as of Bond Date.

ATTEST:

TOWN OF GREENSBORO

Clerk

By: _____

(Seal)

All or a Majority of the
Selectboard

And by: _____

Its Treasurer

TOWN OF GREENSBORO
\$495,000 GENERAL OBLIGATION BOND
DATED MARCH 18, 2026

CERTIFICATE OF REGISTRATION

It is hereby certified that this bond is a registered bond, the principal and interest due thereon payable only to the holder of record as appears in the office of the Treasurer of the issuing Borrower. This bond may be transferred by presentation of the same with an assignment in writing signed by the registered holder. Presentation shall be made to the Treasurer of the Borrower at the office of the Treasurer of the Borrower who shall record such transfer in the records of the Borrower and on the bond. The name and address of the original registered owner of this bond is Vermont Bond Bank, 100 Bank Street, Suite 401, Burlington, Vermont 05401.

TOWN OF GREENSBORO

By: _____
Name:
Title:

RECEIPT

Received of the Vermont Bond Bank the sum of \$495,000 being in full payment for the Borrower Bond of the below-referenced Borrower dated the date hereof and sold and delivered to said Bond Bank.

Dated March 18, 2026

TOWN OF GREENSBORO

By:

Duly Authorized

TREASURER'S CERTIFICATE

The undersigned Treasurer of Town of Greensboro (the "Borrower") hereby certifies, on behalf of the Borrower, that the Borrower is obligated under the Loan Agreement, dated as of March 18, 2026, between the Borrower and the Vermont Bond Bank (the "Bond Bank") to provide to the Bond Bank annually upon publication a copy of the annual report on the finances and administrative activities of the Borrower generated and distributed in accordance with 24 V.S.A. § 1173 and any independent auditor's report on the financial statements of the Borrower.

TOWN OF GREENSBORO

Treasurer

Dated: March 18, 2026

RESOLUTION AND CERTIFICATE
(General Obligation)

WHEREAS, at one or more meetings of the Selectboard of the Town of Greensboro (herein called the “Municipality”) at each of which all or a majority of the members were present and voting, which meetings were duly noticed, called and held, as appears of record, it was unanimously found and determined that the public interest and necessity required certain public improvements, and it was further found and determined that the cost of making such public improvements, after application of available funds and grants-in-aid from the United States of America and/or the State of Vermont, and other sources of funding, would be too great to be paid out of ordinary annual income and revenue, and that a proposal for providing such improvements and the issuance of bonds or notes of the Municipality to pay for its share of the cost of the same should be submitted to the legal voters at a November 5, 2025, special meeting thereof, and it was so ordered, all of which action is hereby ratified and confirmed; and

WHEREAS, pursuant to the foregoing action, a meeting of the Municipality was warned and held at the place and time appointed therefor, submitting an article(s) of business to be voted upon by ballot between the hours stated in the Warning; and

WHEREAS, the said Warning was duly recorded, published and posted, and said meeting was duly convened and conducted, or was subsequently validated in the manner provided by law, all as appears of record, and which proceedings are hereby ratified and confirmed in all respects; and

WHEREAS, immediately upon closing of the polls and after counting of the ballots cast, the results were declared by the Moderator, all as appears of record, and pursuant to which the Municipality is carrying forward the authorized improvements and pursuing the same diligently to completion; and

WHEREAS, pursuant to powers vested in them by law, the Selectboard is about to enter into a Loan Agreement on behalf of the Municipality with the Vermont Bond Bank (the “Bond Bank”) respecting a Loan from the Bond Bank in the amount of \$495,000 repayable, and with interest, as follows:

| <u>Payment Due</u> | <u>Principal Amount</u> | <u>Interest Rate</u> |
|--------------------|-------------------------|----------------------|
|--------------------|-------------------------|----------------------|

As per Exhibit A to the Loan Agreement attached hereto

AND WHEREAS, the bond to be delivered by the Municipality to the Bond Bank at the time of receiving the proceeds of the Loan (the “Bond”) shall be substantially in the form attached to the Loan Agreement as Exhibit B, which Bond is hereby awarded and sold to the Bond Bank at a price of par and accrued interest;

THEREFORE, be it resolved that the Selectboard proceed forthwith to cause the Bond to be executed and delivered to the Bond Bank upon the price and terms stated, and be fully registered as the law provides; and

BE IT FURTHER RESOLVED, that the Bond, when issued and delivered pursuant to law and this Resolution, shall be the valid and binding general obligation of the Municipality, payable according to law and the terms and tenor thereof from unlimited ad valorem taxes on the grand list of all taxable property of said Municipality as established, assessed, apportioned and provided by law; and

BE IT FURTHER RESOLVED, that in addition to all other taxes, annually there shall be assessed and collected in the manner provided by law until the Bond, or any bond or bonds issued to refund or replace the same, and the interest thereon, are fully paid, a tax, user fee, charge or assessment sufficient to pay the interest on the Bond or bonds and such part of the principal as shall become due; and

BE IT FURTHER RESOLVED, that execution of the above-referenced Loan Agreement between the Municipality and the Bond Bank is hereby authorized, the presiding officer of the Selectboard of the Municipality being directed to execute the Loan Agreement on behalf of the Municipality and the Selectboard thereof; and

BE IT FURTHER RESOLVED, that the Municipality expressly incorporates into this Resolution each and every term, provision, covenant and representation set forth at length in the Loan Agreement and the Loan Application made by the Municipality to the Bond Bank, to be delivered to the Bond Bank in connection with the issuance and sale of the Bond, execution and delivery of each of which is hereby authorized, ratified and confirmed in all respects, and the covenants, representations and undertakings set forth at length in the Loan Agreement and Loan Application are incorporated herein by reference; and

BE IT FURTHER RESOLVED, that all acts and things heretofore done by the lawfully constituted officers of the Municipality, and any and all acts or proceedings of the Municipality and of its Selectboard in, about or concerning the improvements hereinabove described and of the issuance of evidence of debt in connection therewith, are hereby ratified and confirmed.

BE IT FURTHER RESOLVED, that in connection with the pending sale of the Bond to the Bond Bank, execution and delivery of the Bond, this Resolution and Certificate, Loan Agreement and incidental documents, all attached hereto, are authorized; and

BE IT FURTHER RESOLVED, that Primmer Piper Eggleston & Cramer PC, bond counsel to the Municipality, be authorized and empowered to take possession of said documents for delivery to the Bond Bank, and to complete said documents by the inclusion of appropriate dates and ministerial changes at the direction of the Selectboard of the Municipality or its designated officer; and to acknowledge receipt of the proceeds of the Bond on behalf of the Municipality; and

BE IT FURTHER RESOLVED, that, to the extent required by the covenants, undertakings, representations and certifications for the benefit of the Bond Bank set forth

in the Loan Agreement, the Municipality's Treasurer and its bond counsel, after consultation with the Bond Bank and its bond counsel, are authorized to order for purchase by the Municipality out of the proceeds of the Bond such federal and state obligations as may be required to limit or restrict investment yield on the Bond proceeds (and, accordingly, to limit the yield on the proceeds of the bonds of the Bond Bank ("Bond Bank Bonds") issued to finance the purchase of the Bond), thereby avoiding rebate payments by the Bond Bank to the United States with respect to such Bond Bank Bonds; and

BE IT FURTHER RESOLVED, that to the extent proceeds derived from the sale of the Bond will be used to reimburse the Municipality for capital expenditures previously made for the improvements described in Exhibit 1, this Resolution shall serve as a declaration of official intent under Section 1.150-2 of the Treasury Regulations (or a re-publication of any previously made declaration of official intent) to effect a reimbursement in an amount not to exceed the total of all previous capital expenditures; and

BE IT FURTHER RESOLVED, that the proceeds derived from the sale of the Bond be deposited to the credit of the Municipality for requisition and disbursement as provided in the Loan Agreement.

And we, the undersigned officers, as indicated, hereby certify that we as such officers have signed the Bond dated March 18, 2026, payable as aforesaid, and reciting that it is issued under and pursuant to the vote hereinabove mentioned, and we also certify that the Bond is duly registered in the office of the Treasurer of the Municipality as prescribed by law.

And we, the officers of the Municipality, hereby certify that we are the duly chosen, qualified and acting officers of the Municipality as undersigned; that the Bond is issued pursuant to said authority; that no other proceedings relating thereto have been taken; and that no such authority or proceeding has been repealed or amended.

We acknowledge that information the Municipality has furnished to the Bond Bank and others will be relied upon in the public offering of securities for sale. We represent that all information the Municipality has provided in connection with the Loan, the Bond, the Loan Agreement, Loan Application and all certifications, statements, representations and records identified or referred to therein are true, accurate and complete to the best of our knowledge. We further represent that the Municipality has disclosed to the Bond Bank and others all information material to the Loan, and the public offering of securities by the Bond Bank, and has not failed to disclose any information it deems material for such purpose.

We further certify that no litigation is pending or threatened affecting the validity of the Bond nor the levy and collection of taxes, charges or assessments to pay it, nor the works of improvement financed by the proceeds of the Bond, and that neither the corporate existence of the Municipality nor the title of any of us to our respective offices is being questioned.

We further certify that all actions set forth in this resolution were proposed, considered and approved in a public meeting duly called, noticed and held in compliance with all applicable open meeting, public records access, public procurement, bid solicitation, and conflict of interest enactments.

Dated: February 25, 2026

ATTEST:

TOWN OF GREENSBORO

Clerk

By: _____

All or a Majority of the Selectboard

And by:

Its Treasurer

AUTHORIZED SIGNER(S) CERTIFICATE

I, Kim Greaves, a duly elected acting Town Clerk of the Town of Greensboro, a Vermont Municipality, do hereby certify that the following has/have been appointed as (an) Authorized Signer(s), at the date hereof, and are authorized to act on behalf of the above Institution in matters relating to all current and future outstanding Vermont Bond Bank bonds.

I also certify that the signatures opposite their names are the signatures of such individuals.

| Name (First, middle [as applicable], last) | Title (list multiple titles if applicable) | Contact Information | Specimen Signature |
|--|--|---|--------------------|
| MacNeil | Selectboard, Chair | 802-533-7128 macneil@greensborovt.gov | |
| Timothy Brennan | Selectboard, Vice Chair | 617-620-0574 tbrennan@greensborovt.gov | |

Call Back Designee(s) Only, if applicable (To be called first for any required payment instruction verification):

| Name (First, middle [as applicable], last) | Title (list multiple titles if applicable) | Contact Information |
|--|--|--|
| Brett Ann Stanciu | Treasurer | 802-533-2911 treasurer@greensborovt.gov |

Witness my signature on this 25th day of February, 2026.

(Signature of Authorizing Person)

(Note: If there are multiple individuals identified as Authorized Signers, one of those same individuals may execute the form as the "Authorizing Person". If there is a single individual named as an Authorized Signer, the "Authorizing Person" must be an individual that is not the named Authorized Signer.)

BANK USE ONLY

| | |
|---|--|
| Notification Type: | <input type="checkbox"/> Origination / Onboarding <input type="checkbox"/> Certificate Update |
| Name and Phone Number used for Call Back: | Name: _____ Phone Number: _____ |
| Source of On File Phone Number used: | Source: _____ |
| Date and Time Call Back Completed: | Date: _____ Time: _____ |
| Name of Employee Receiving Request: | Name: _____ |
| Name of Employee Completing Call Back: (other than recipient of request) | Name: _____ |

FIRE PROTECTION AGREEMENT BETWEEN THE TOWNS OF GREENSBORO AND STANNARD

This agreement is entered into by the Towns of Greensboro and Stannard to memorialize their respective undertaking with respect to the delivery of emergency response, firefighting, fire prevention, fire protection and fire suppression services by the Town of Greensboro to the Town of Stannard.

The parties agree that the Town of Greensboro shall deliver the aforesaid emergency and/or fire protection services to the Town of Stannard during the extent of this agreement, and further:

That the Town of Stannard shall annually pay to the Town of Greensboro a sum that is calculated based on two data points: (a) the percentage of dwellings in each town, and (b) each town's Grand List Value for those dwellings. The dwelling portion is determined by the percentage of dwellings in each town multiplied by one-half of the fire department costs. The Grand List portion is determined by the percentage of the Grand List of each town multiplied by one-half of the fire department costs. The sum of these two amounts (See Exhibit A, attached) is the total cost for the Town of Stannard. The payment for the period from July 1, 2025, through June 30, 2026, is \$15,241.24. Payments shall be calculated based on the Town of Greensboro's accounting period. Payments shall be made on or before March 31, if at all possible, and further:

That the Town of Greensboro shall, at its discretion and according to its fire department capital expenditure planning, set aside a portion of the Town of Stannard's annual payment for its capital expenditure plan, said portion to be determined by the Town of Greensboro, and further:

Should the Town of Greensboro determine to activate their Mutual Aid agreements with surrounding fire departments for any event for which emergency and/or fire protection service is required in the Town of Stannard, the Town of Greensboro shall be solely responsible for the costs associated therewith, if any, and hold the Town of Stannard harmless therefrom, and further:

That the Town of Greensboro shall provide a written incident report within 30 days of each event that occurred in the Town of Stannard. The incident report shall include the number and hours of manpower required, the equipment called out and

the costs incurred by the Town of Greensboro for the event, and further:

Either town may request a review and modification of this agreement should circumstances in either town substantially affect the two data points that form the basis of the Town of Stannard's annual payment, and further:

No modifications or amendments shall be made to the terms of this agreement without the approval of the Selectboards of each town.

DATED at Greensboro, Vermont, this 25th day of February, 2026, by the Town of Greensboro's Selectboard.

DATED at Stannard, Vermont, this _____ day of _____, 2026, by the Town of Stannard's Selectboard.

Exhibit A: FY26 Greensboro/Stannard Fire Protection Agreement

For the period covering 7/1/25 - 6/30/26

Gray Highlighting = Update these values every year.

| | Number of Dwellings | % of Dwellings | \$ Grand List | % of Grand List |
|--------------|---------------------|----------------|------------------|-----------------|
| Greensboro | 748 | 84.90% | \$252,653 | 88.43% |
| Stannard | 133 | 15.10% | \$33,071 | 11.57% |
| Total | 881 | 100.00% | \$285,724 | 100.00% |

Fire Department Costs \$114,291 (See below for details)
 Half of Fire Department Costs \$57,146

| Dwelling Allocation of Half of the Fire Department Costs | | |
|--|--|--------------------|
| Greensboro | | \$48,518.54 |
| Stannard | | \$8,626.96 |
| Subtotal | | \$57,145.50 |

| Grand List Allocation of Half of the Fire Department Costs | | |
|--|--|--------------------|
| Greensboro | | \$50,531.22 |
| Stannard | | \$6,614.28 |
| Subtotal | | \$57,145.50 |

| Total Due | | |
|-----------------|--|---------------------|
| Greensboro | | \$99,049.76 |
| Stannard | | \$15,241.24 |
| Total | | \$114,291.00 |

Fire Department Costs - detailed breakdown

| | | |
|---|--------------|--|
| | \$68,291.00 | In the General Fund (the fire department's operating budget) |
| + | \$46,000.00 | In the Capital Budget Fund (SCBA and other equipment, purchased yearly) |
| + | | In the Capital Budget Fund (truck replacement) |
| + | | In the Capital Budget Fund (roof replacement) |
| = | \$114,291.00 | Total Fire Department Costs to be used in the allocation formula |
| + | \$64,307.00 | In the Capital Budget Fund (loan payment for fire station). NOT in the allocation formula. |
| = | \$178,598.00 | Total expected costs to operate the Fire Department in FY26 (7/1/25 - 6/30/26). |

Town of Greensboro

Job Description – Town Clerk

Position Title: Town Clerk

Reports To: Greensboro Selectboard

FLSA Status: Exempt

Hours: Full time, salaried

Employment Type: Elected Position (Three-Year Term)

Work Location: Greensboro Town Offices

Last Revised: January 2026

Position Summary

The Town Clerk is an elected official responsible for maintaining and safeguarding the official public records of the Town of Greensboro in accordance with Vermont law. The Clerk ensures accurate recording, indexing, and preservation of municipal, land, and vital records; administers all local, state, and federal elections within the Town; and provides courteous, efficient service to the public. The Town Clerk works closely with the Treasurer, Selectboard, and other municipal officers to support transparent and accountable local government.

Essential Duties and Responsibilities

1. Records Management

- Maintain and preserve all municipal records, including land records, minutes, ordinances, permits, and correspondence, as required by 24 V.S.A. Chapter 35.
- Record and index property transactions, liens, surveys, and other land-related documents.
- Maintain and issue certified copies of vital records (birth, death, and marriage) in compliance with 18 V.S.A. Chapter 500.
- Ensure all records are properly secured, backed up, and accessible to the public in accordance with Vermont's Public Records Law.
- Process cemetery deeds, burial transits, land postings, and Green Mountain Passports.

2. Elections Administration

- Serve as the Chief Election Officer for all local, state, and federal elections conducted in Greensboro.
- Oversee voter registration, ballot preparation, absentee voting, polling operations, and vote tabulation in accordance with Title 17, Vermont Statutes Annotated.
- Coordinate with the Vermont Secretary of State's Office and the Board of Civil Authority.
- Recruit, train, and supervise election workers; ensure accuracy and integrity of election

records.

3. Licensing and Permitting

- Issue marriage licenses, dog licenses, and other municipal licenses as required by state statute.
- Maintain accurate accounting and reporting of all related fees and revenues.

4. Financial and Administrative Duties

- Collect and record payments received in the Clerk's Office; maintain clear and accurate cash handling and deposit procedures.
- Work closely with the Treasurer and Selectboard on financial reporting, audits, and office operations.
- Supervise Assistant Town Clerk or other office staff as authorized.

5. Public Service and Communication

- Serve as a Notary Public.
- Provide professional, responsive service to Greensboro residents, attorneys, title researchers, and the general public.
- Listen and provide solutions to needs of the public.
- Serve as front-counter and contact for the Clerk's office.
- Respond promptly to public inquiries and requests for information in compliance with the Vermont Public Records Act.
- Maintain confidentiality and impartiality in all matters.

6. Additional Duties

- Administer oaths of office and record all appointments and resignations of town officials.
- Post and publish official warnings, notices, and ordinances.
- Attend Selectboard meetings and Town Meeting as requested.
- Perform other duties as assigned by statute or directed by the Selectboard.
- This job description is not intended to be exhaustive. All members of the Town Office staff are expected to work collaboratively and cooperate on large projects, such as mailings and election administration.

Town of Greensboro

Job Description – Assistant Town Clerk

Position Title: Assistant Town Clerk

Reports To: Town Clerk

FLSA Status: Non-Exempt

Hours: 10 hours/week paid hourly

Employment Type: Appointed Position

Work Location: Greensboro Town Offices

Note: Assistant Town Clerk also serves as Assistant Treasurer.

Last Revised: January 2026

Position Summary

The Assistant Town Clerk supports the Town Clerk in maintaining municipal, land, and vital records; providing courteous and efficient service to the public; and assisting with elections, licensing, and administrative functions of the Clerk's Office. This position performs clerical, recordkeeping, and customer service duties under the direction of the Town Clerk and in accordance with Vermont law and Town policies.

Essential Duties and Responsibilities

1. Records Management Support

- Assist in maintaining, filing, scanning, and indexing municipal records, land records, and correspondence.
- Accept documents for recording and prepare them for indexing and preservation.
- Assist in issuing certified copies of records under the direction of the Town Clerk.

2. Elections Support

- Assist with voter registration, absentee ballots, and preparation of election materials.
- Support polling place setup and election-day operations.

3. Licensing and Permits

- Issue dog licenses, marriage licenses, and other municipal licenses as authorized by the Town Clerk.

4. Financial and Administrative Support

- Receive payments, prepare deposits, and maintain transaction logs.
- Assist with reports, correspondence, and forms.

5. Public Service and Communication

- Serve as front-counter and telephone contact for the Clerk's Office.
- Provide courteous professional assistance to the public.

6. Additional Duties

- Provide coverage during absences.
- Perform related duties as assigned by the Town Clerk.
- This job description is not intended to be exhaustive. All members of the Town Office staff are expected to work collaboratively and cooperate on large projects, such as mailings and election administration.

Town of Greensboro

Job Description – Town Treasurer

Position Title: Town Treasurer

Reports To: Greensboro Selectboard

FLSA Status: Exempt

Hours: 10 hours/week paid hourly

Employment Type: Appointed Position

Work Location: Greensboro Town Offices

Last Revised: January 2026

Note: Town Treasurer duties are shared between the Treasurer and the Assistant Treasurer, each working approximately 10 hours per week. Each fills other roles as well.

Position Summary

The Town Treasurer is appointed by the Greensboro Selectboard and is responsible for the receipt, investment, accounting, and disbursement of all public funds belonging to the Town of Greensboro. The Treasurer maintains accurate financial records in accordance with Vermont statutes, the Town's financial policies, and generally accepted accounting principles.

The Treasurer leads the Town's annual budget development process, working closely with the Selectboard, Town Administrator (if applicable), and department heads. The Treasurer also serves as the primary contact with the Town's independent auditors, ensuring full cooperation and timely completion of the annual audit.

Essential Duties and Responsibilities

1. Financial Management and Accounting
 - Disburse Town funds only upon lawful authorization and maintain documentation for all expenditures.
 - Maintain accurate and up-to-date accounting records in compliance with 24 V.S.A. Chapter 51 and governmental accounting standards.
 - Process invoices and prepare accounts payable warrants for Selectboard approval.
 - Maintain detailed records of all transactions consistent with the Town's chart of accounts and governmental accounting standards.
 - Prepare regular financial statements and reports for the Selectboard, auditors, and town voters.

2. Tax Rate and Reconciliation

- Provide budgeted expense and anticipated revenue information to the Selectboard to set the annual municipal tax rate.
- Calculate estimated tax rate for Selectboard approval.
- Provide tax-related data for the annual audit and Town Report.

3. Budgeting and Financial Planning

- Lead the Town's annual budget development process in collaboration with the Selectboard and Town Administrator.
- Compile expenditure data and enter figures into budget spreadsheets or NEMRC.
- Compile departmental requests, prepare budget drafts, and analyze revenue and expenditure trends.
- Provide financial data, projections, and recommendations to support sound fiscal decisions.
- Monitor approved budgets throughout the fiscal year and report regularly on the Town's financial status.

4. Payroll and Accounts Payable

- Administer payroll for Town employees, ensuring accuracy and compliance with state and federal laws.
- Process vendor payments, verify invoices, and ensure that expenditures are properly approved and documented.
- Prepare and print checks after approval of warrants by the Selectboard.
- Maintain accounts payable records and reconcile vendor accounts as needed.
- Communicate with vendors and staff to resolve billing or payment questions promptly.

5. Audit and Financial Reporting

- Coordinate audit fieldwork and respond to auditor inquiries in a timely and accurate manner.
- Implement audit recommendations as directed by the Selectboard.
- Prepare financial statements and reports for inclusion in the Town's Annual Report.

6. Public Service and Communication

- Provide courteous, professional, and efficient service to residents, vendors, auditors, and municipal staff.
- Respond to public inquiries regarding taxes, payments, and other financial matters.
- Maintain confidentiality and impartiality in all transactions and communications.

7. Additional Duties

- Attend Selectboard and Town Meeting as requested to present financial reports and updates.
- Work collaboratively with the Town Clerk, Selectboard, Auditors, and other officials to ensure consistency and accuracy in financial recordkeeping.
- Perform other duties as assigned by the Selectboard.
- This job description is not intended to be exhaustive. All members of the Town Office staff are expected to work collaboratively and cooperate on large projects, such as mailings and election administration.

Town of Greensboro

Job Description – Assistant Town Treasurer

Position Title: Assistant Town Treasurer

Reports To: Town Treasurer and Selectboard

Appointed By: Selectboard, upon recommendation of the Town Treasurer

FLSA Status: Non-Exempt

Hours: 10 hours/week paid hourly

Employment Type: Appointed Position

Work Location: Greensboro Town Offices

Note: Town Treasurer duties are shared between the Treasurer and the Assistant Treasurer, each working approximately 10 hours per week. Each fills other roles as well.

Last Revised: January 2026

Position Summary

The Assistant Town Treasurer supports the Town Treasurer in the receipt, recording, accounting, and disbursement of all Town funds in accordance with Vermont law and Town policies. The Assistant Treasurer performs most of the Town's daily bookkeeping functions, utilizing the NEMRC municipal accounting software to manage general ledger entries, accounts payable, receivables, and reconciliations.

This position ensures accuracy and transparency in all financial transactions, maintains timely records, and assists with financial reporting, budgeting, and audit preparation. The Assistant Treasurer works closely with the Treasurer, Selectboard, and Town staff to maintain the fiscal integrity of the Town of Greensboro.

Essential Duties and Responsibilities

1. Bookkeeping and Accounting

- Receive, record, and deposit all revenues due to the Town, including taxes, fees, grants, and other receipts.
- Perform day-to-day bookkeeping functions for all Town funds using NEMRC software, including the general fund, reserve accounts, and special funds.
- Post and reconcile deposits, receipts, and disbursements.
- Reconcile bank statements, trust funds, and other accounts on a monthly basis.
- Assist in maintaining a complete and accurate general ledger.

2. Tax Collection and Reconciliation

- Coordinate with the Delinquent Tax Collector and Listers/Assessor to ensure accurate property tax billing, collection, and reconciliation.
- Record and post all tax payments, maintain current and historical tax data, and assist with the preparation

of the tax warrant and related documentation.

3. Payroll and Accounts Payable and Receivable

- Manage vendor files and maintain up-to-date W-9 and 1099 documentation.
- Record incoming payments and prepare deposits in coordination with the Treasurer and Clerk.
- Maintain employee compensation records and submit all required payroll tax and benefits reports.

4. Financial Reporting and Reconciliation

- Prepare monthly bank reconciliations and verify balances with NEMRC records.
- Support the Treasurer in preparing year-end closing entries and adjustments.
- Maintain organized documentation for all accounting records and audit schedules.

5. Investment and Fund Management

- Manage the investment of Town funds in accordance with Vermont statutes and Selectboard policies.
- Monitor fund balances and maturities to ensure adequate liquidity and compliance with legal and policy requirements.
- Maintain accurate records for reserve and trust funds, including special-purpose accounts.

6. Audit Support

- Work with the Treasurer to assemble materials for the annual audit and provide information requested by independent auditors.
- Serve as the primary contact with the Town's independent auditors, providing access to records, schedules, and supporting documentation.

7. Customer Service and Public Interaction

- Provide courteous and professional service to residents, vendors, and Town employees.
- Respond to inquiries regarding payments, warrants, and Town financial procedures.
- Maintain confidentiality in handling financial and personnel information.

8. Records Management and Compliance

- Maintain orderly electronic and paper files for financial records, accounts payable, and tax reports in accordance with Vermont municipal record retention requirements.
- Follow Town and state procedures for the safekeeping of public funds and financial data.
- Support the Treasurer in ensuring that all financial operations comply with Vermont statutes and the Town's internal controls.

9. Other Duties

- Provide coverage for the Treasurer's duties during absences, as authorized by the Selectboard.
- Attend meetings, workshops, and trainings as requested by the Treasurer or Selectboard.
- Perform other duties as assigned.
- This job description is not intended to be exhaustive. All members of the Town Office staff are expected to work collaboratively and cooperate on large projects, such as mailings and election administration.

Town of Greensboro

Job Description – Zoning Administrator

Position Title: Zoning Administrator

Reports To: Greensboro Selectboard

Appointed By: Selectboard

FLSA Status: Exempt

Hours: 20 hours/week paid hourly

Employment Type: Appointed Position (Term of three years or as determined by Selectboard)

Work Location: Greensboro Town Office

Last Revised: January 2026

Position Summary

The Zoning Administrator is responsible for administering and enforcing the Town of Greensboro's Zoning Bylaw and related land use regulations in accordance with 24 V.S.A. Chapter 117 and local policies. The Zoning Administrator provides information, technical assistance, and guidance to the public regarding zoning and development standards; reviews and issues zoning permits; and ensures that land use activities comply with municipal and state regulations.

The position requires a balance of technical knowledge, communication skill, and impartial judgment. The Zoning Administrator serves as a resource to the Development Review Board (DRB) and Planning Commission, and acts as the primary contact for residents, property owners, contractors, and other stakeholders regarding land use regulations.

Essential Duties and Responsibilities

1. Zoning Administration and Enforcement

- Review all zoning permit applications for completeness and compliance with the Town's Zoning and Flood Hazard Regulations.
- Issue or deny zoning permits based on conformity with the Greensboro Zoning Bylaws and applicable state and federal regulations.
- Maintain accurate and up-to-date records of all permit applications, decisions, and zoning determinations.
- Conduct site visits, inspections, and field verifications as necessary to ensure compliance with approved permits.
- Investigate and document potential zoning violations and pursue enforcement actions in accordance with 24 V.S.A. § 4451-4454 and Selectboard direction.
- Prepare written notices of violation and coordinate enforcement efforts with the Selectboard and

Town Attorney as needed.

2. Support to Development Review Board (DRB) and Planning Commission

- Serve as staff support to the DRB by preparing meeting materials, posting and warning hearings, and providing technical and procedural assistance.
- Attend all DRB meetings, record proceedings, and prepare, post, and maintain official minutes in accordance with Vermont's Open Meeting Law (1 V.S.A. §§ 310–314).
- Assist in drafting written findings and conditions of approval for DRB decisions.
- Work cooperatively with the Planning Commission to implement the Town Plan and recommend zoning amendments or administrative improvements.
- Maintain the official zoning map and ensure consistency with adopted bylaws and the Town Plan.

3. Public Communication and Education

- Provide accurate information to property owners, developers, surveyors, and the general public regarding zoning requirements, application procedures, and review timelines.
- Assist residents in understanding the Town's zoning and land use processes, maintaining fairness and neutrality.
- Respond to inquiries in person, by phone, and in writing in a timely and professional manner.
- Maintain confidentiality and impartiality in all administrative and enforcement actions.

4. Records and Reporting

- Maintain the official zoning files, maps, and permit records as public documents in accordance with state records laws.
- Coordinate with the Town Clerk to ensure proper filing and indexing of permits and decisions.

5. Coordination and Interdepartmental Work

- Work collaboratively with the Town Clerk, Listers, Health Officer, Road Foreman, and State agencies on matters related to land use, access, and environmental compliance.
- Participate in staff meetings or regional planning sessions as requested.
- Keep informed of changes in Vermont's land use statutes and municipal planning best practices.

6. Other Duties

- Attend training sessions, workshops, and regional planning meetings as needed to maintain knowledge and certification.
- Perform related duties as assigned by the Selectboard or required by law.
- Perform other duties as assigned by the Selectboard and Development Review Board.
- This job description is not intended to be exhaustive. All members of the Town Office staff are expected to work collaboratively and cooperate on large projects, such as mailings and election administration.