

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 #, 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

July 8, 2026 – Agenda

CALL TO ORDER: 6:30 p.m.

ADDITIONS TO THE AGENDA (6:30)

CONSENT AGENDA (6:30)

- A. Orleans County Sheriff – monthly report
- B. Treasurer’s monthly report
- C. FY26 budget status report and June check warrants

APPROVE SELECTBOARD MEETING MINUTES (6:30-6:35)

- 1. 6/10/26 – Regular meeting (amendment proposal from Tim Brennan)
- 2. 6/24/26 – Public hearing on flood hazard area bylaw
- 3. 6/24/26 – Second monthly meeting

GREENSBORO FIRE DEPT. – Chief Dave Brochu, Jr. (6:35-6:40)

Review Chief Brochu’s June report

RAIL TRAIL GRANT PROJECT UPDATE – Jane Johns (6:40-6:45)

PUBLIC COMMENT – GENERAL (6:45-7:00)

Friends of the Pollinators group – concerns about the Conservation Commission considering use of glyphosate for Japanese knotweed control

ROADS (7:00-7:05)

ACTION ITEMS (7:05-7:15)

1. Acrisure – approve agreement for services
2. Personnel Policy – approve updates
3. VT Appraisal Co. (town assessor) – approve contract amendment
4. Flood hazard area bylaw updates – approve

DISCUSSION ITEMS (7:15-8:25)

1. Proposed bylaw amendments: Misc. changes; Shoreland Protection District
2. Town Hall – final report from Jay Barrett & Tim Schall
3. Town assessor – significant reduction in taxable valuation of utility poles
4. Procurement policy – review draft
5. Formation of Town Meeting committee(s)
6. Selectboard information sharing (Judy Carpenter)
7. Town’s relationship with fire districts – update
8. FY28 Budget: contact OCSD to begin conversation about contract renewal

OTHER BUSINESS (8:25-8:30)

1. Schedule meeting to set tax rate
2. Alexis Mattos – resignation from Planning Commission
3. Breezy Ave. sidewalk improvements – project alternatives meeting: Thurs. 7/23

EXECUTIVE SESSION (8:30)

Legal/zoning enforcement [1 V.S.A. § 313(a)(1)(E)]

#21599	Hunter Cota	Town of Greensboro	06/30/2026 21:30	07/01/2026 01:00	3.5
Activity: Citizen Dispute case 26OLC002409.					
#21605	David Garces	Town of Greensboro	06/30/2026 21:00	07/01/2026 00:30	3.5
Activity: Greensboro Nursing home violent patient case 26OCL002409. MV Complaint 26OLC002408.					
#21591	David Garces	Town of Greensboro	06/30/2026 14:00	06/30/2026 16:30	2.5
Activity: Patrol of Rt 16. Paperwork 26OLC002287, 26OLC002116. Supervisor case review.					
#21587	Antonio Battista	Town of Greensboro	06/30/2026 12:00	06/30/2026 14:00	2
Activity: Roving, Stationary & Speed Enforcement - Rt 16, The Bend rd, Main St, Craftsbury Rd, Breezy ave. Roving Patrols - Taylor Rd, Salls Rd, Highlander Rd, Garvin Hill Rd.					
#21586	Dan Locke	Town of Greensboro	06/30/2026 10:00	06/30/2026 14:00	4
Activity: Patrol Route 16, Cemetery Ridge road, Craftsbury Road, Salls Road, agency assist to rescue					
#21573	Dan Locke	Town of Greensboro	06/29/2026 10:00	06/29/2026 10:45	0.75
Activity: case prep for deposition, cancelled at last minute, dana patten defendant					
#21566	Hunter Cota	Town of Greensboro	06/28/2026 12:30	06/28/2026 20:30	8
Activity: Iphone crash notification case 26OLC002377 - nothing found, Route 16, Main St, The Bend Rd, Breezy Ave, Wilson St, Lauredon Ave, Cemetery Ridge, Craftsbury Rd, and Hardwick St roving and stationary patrol.					
#21564	Hunter Cota	Town of Greensboro	06/27/2026 13:00	06/27/2026 21:00	8
Activity: Route 16, Main St, The Bend Rd, Breezy Ave, Craftsbury Rd, Beach Rd, Lauredon Ave, and Cemetery Ridge Rd roving and stationary patrol. Directed patrol on Caspian Lake case 26OLC002375.					
#21555	David Garces	Town of Greensboro	06/26/2026 18:45	06/26/2026 21:15	2.5
Activity: Arrest case flash cite 26OLC002287					
#21552	Antonio Battista	Town of Greensboro	06/26/2026 12:00	06/26/2026 18:30	6.5
Activity: 26OLC002335 - Case Work Roving, Stationary & Speed Enforcement Rt 16, Main St, Breezy Ave, Craftsbury Rd.					
#21553	David Garces	Town of Greensboro	06/26/2026 10:00	06/26/2026 15:30	5.5
Activity: Patrol of Rt 16, The Bend, Taylor Rd, Garvin Hill, Hill Rd, Gebbie Rd, North Shore Rd, Lake Shore Rd, Craftsbury Rd, Breezy Avenue. Arrest 26OLC002356					
#21543	David Garces	Town of Greensboro	06/25/2026 17:00	06/25/2026 19:30	2.5
Activity: case follow up 26OLC002287. Supervisor case review					
#21511	Antonio Battista	Town of Greensboro	06/24/2026 22:15	06/25/2026 00:45	2.5

Tickets issued: 2 Warnings issued: 3 Fine total: \$ 185 Arrests: 3

of entries

58

Totals

226.25 hrs

Activity: Crash With Injuries - Taylor Rd - 26OLC002335

#21507 Antonio Battista Town of Greensboro 06/24/2026 14:00 06/24/2026 18:30 4.5
 Activity: (1) Traffic Stop - Misuse of Plates - Plates Seized - Ticket Issued.
 Roving, Stationary & Speed Enforcement - Rt 16, The Bend Rd, Main St, Breezy Ave, Craftsbury Rd.

#21497 Antonio Battista Town of Greensboro 06/23/2026 14:00 06/23/2026 15:30 1.5
 Activity: 26OLC002305 - Case Work

#21492 Hunter Cota Town of Greensboro 06/23/2026 00:00 06/23/2026 00:30 0.5
 Activity: Citizens assist - woman nervous about wild animal behind house logged no case

#21488 Antonio Battista Town of Greensboro 06/22/2026 19:30 06/22/2026 22:00 2.5
 Activity: Citizens Assist - 26OLC002305 - vehicle located - two hikers. Barr Hill Rd.
 Roving Patrol Rt 16, The Bend rd, Taylor Rd, Highlander, Craftsbury Rd, Barr Hill Rd.

#21489 Hunter Cota Town of Greensboro 06/22/2026 19:00 06/22/2026 22:00 3
 Activity: Citizen assist case 26OLC002305 on Barr Hill Rd. Lauredon Ave, Craftsbury Rd, Breezy Hill Rd, The Bend Rd, and Route 16 roving patrol.

#21533 David Garces Town of Greensboro 06/22/2026 18:00 06/22/2026 21:00 3
 Activity: Casework for MV case 26OLC002287

#21481 Antonio Battista Town of Greensboro 06/22/2026 12:00 06/22/2026 16:00 4
 Activity: Roving, Stationary & Speed Enforcement - Rt 16, The Bend Rd, Main St, Breezy Ave, Craftsbury Rd.
 (1) Vin Verification

#21530 David Garces Town of Greensboro 06/21/2026 19:00 06/21/2026 22:00 3
 Activity: MV Complaint 26OLC002287. Patrol of Rt 16, The Bend area, Breezy Ave, Craftsbury Rd,

#21529 David Garces Town of Greensboro 06/21/2026 11:30 06/21/2026 18:15 6.75
 Activity: Stationary patrol at North shore/ Lake Shore area. Patrol of Craftsbury Rd, Breezy Avenue, Cemetery Ridge, Gavin Hill, Jaffin Flats, Hill Rd. The Bend Area, Route 16.

#21496 Jennifer Harlow Town of Greensboro 06/20/2026 17:00 06/20/2026 22:00 5
 Activity: Roving Patrol Rt 16, Main St (spoke with Mike Lussier re: Fireworks); The Bend Rd, Breezy Ave, Craftsbury Rd, Caspian Lake Access, Lake Shore, North Shore - Highland Center - Bob Marley

#21472 David Garces Town of Greensboro 06/20/2026 14:00 06/20/2026 17:00 3
 Activity: Patrol of RT 16, The Bend Area, Lake Area. Case work 26OLC002116

#21470 David Garces Town of Greensboro 06/20/2026 10:00 06/20/2026 13:30 3.5
 Activity: Patrol of Breezy avenue, Craftsbury Rd, Lake Shore Rd, North Shore Rd, Gebbie Rd, Baker Hill, Hill Rd, Garvin Hill Rd, Jaffin Flats,

#21458 David Garces Town of Greensboro 06/19/2026 14:00 06/19/2026 19:00 5

Tickets issued: 2 Warnings issued: 3 Fine total: \$ 185 Arrests: 3

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Activity: Patrol of Main St, The Bend Rd, Breezy Ave, Lake Shore, North Shore, Craftsbury Rd, Gebbie Rd, Cemetery Ridge, Garvin Hill, Hill Rd, Baker Hill. Rt 16

#21450 Richard Wells Town of Greensboro 06/19/2026 06:00 06/19/2026 10:00 4
 Activity: Roving patrol, Breezy Ave, Main St, Bend Rd, Stationary at beach, and Main St

#21452 David Garces Town of Greensboro 06/18/2026 22:45 06/19/2026 00:00 1.25
 Activity: Patrol of Rt 16 and the Bend Area

#21434 David Garces Town of Greensboro 06/18/2026 14:00 06/18/2026 21:00 7
 Activity: Patrol of Lake area, Breezy Ave Speed patrol. Craftsbury rd. Patrol of the Bend, Rt 16. case work 26OLC002116. Supervisor case review.

#21391 David Garces Town of Greensboro 06/16/2026 14:00 06/16/2026 17:30 3.5
 Activity: Patrol of the bend and lake area. Paperwork 26OLC002116

#21388 Antonio Battista Town of Greensboro 06/16/2026 12:00 06/16/2026 17:30 5.5
 Activity: Motor Vehicle Complainant - 26OLC002208
 Roving, Stationary & Speed Enforcement Rt 16, Main St, Breezy Ave, Craftsbury Rd.
 Roving & Stationary Patrol Penny Lane, Tousant Hill Rd

#21364 David Garces Town of Greensboro 06/15/2026 14:00 06/15/2026 17:00 3
 Activity: Patrol of Rt 16, Young Rd, Cemetery Ridge, Garvin Hill, Craftsbury Rd. case work 26OLC002171

#21363 Antonio Battista Town of Greensboro 06/15/2026 12:00 06/15/2026 15:30 3.5
 Activity: Roving, Stationary & Radar/Lidar Speed Enforcement Rt 16.
 Roving, Stationary & Radar Speed Enforcement Main St.
 Roving, Stationary & Radar Enforcement - The Bend Rd
 Roving Patrols - Breezy Ave, Craftsbury Rd, Lake Loop, Cemetery Ridge, Salls Rd, Taylor Rd.

#21356 Dan Locke Town of Greensboro 06/14/2026 10:00 06/14/2026 16:00 6
 Activity: patrol route 16, 14, craftsbury road, breezy avenue, main street

#21355 Dan Locke Town of Greensboro 06/14/2026 07:15 06/14/2026 09:15 2
 Activity: alarm call 26OLC002178

#21352 Dan Locke Town of Greensboro 06/13/2026 10:00 06/13/2026 18:00 8
 Activity: patrol route 14, 16, craftsbury road, main street, breezy avenue, north shore rd, lakdside rd, shadow lake rd

#21350 David Garces Town of Greensboro 06/12/2026 19:30 06/13/2026 01:30 6
 Activity: Domestic Incident 26OLC002171 Arrest

#21335 David Garces Town of Greensboro 06/11/2026 14:00 06/11/2026 22:00 8
 Activity: Patrol of the bend, Main St, Rt 16. Cemetery Ridge, Hill Rd, Garvin Hill, Gebbie Rd, Baker Hill.
 Craftsbury Rd, lake Shore, North Shore. speed patrol on Breezy avenue. Checks on beach area. Case follow up for death investigation 26OLC002116. Supervisor case approvals

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#21322	Dan Locke	Town of Greensboro	06/11/2026 08:00	06/11/2026 10:00	2
Activity: patrol route 14, east craftsbury road					
#21306	David Garces	Town of Greensboro	06/09/2026 19:30	06/10/2026 00:00	4.5
Activity: Case follow up death investigation 26OLC002116					
#21303	David Garces	Town of Greensboro	06/09/2026 14:00	06/09/2026 16:30	2.5
Activity: Patrol of The bend and Lake Area					
#21289	Dan Locke	Town of Greensboro	06/09/2026 08:00	06/09/2026 11:00	3
Activity: patrol route 16, main street, breezy avenue, lakeshore rd, north shore road, shadow lake rd, route 14					
#21282	Antonio Battista	Town of Greensboro	06/08/2026 19:15	06/08/2026 22:30	3.25
Activity: Assist With Death Investigation - 26OLC002116					
#21286	Hunter Cota	Town of Greensboro	06/08/2026 19:00	06/09/2026 00:15	5.25
Activity: Assist 401 with case 26OLC002116.					
#21295	David Garces	Town of Greensboro	06/08/2026 19:00	06/09/2026 00:45	5.75
Activity: Death investigation 26OLC002116					
#21283	David Garces	Town of Greensboro	06/08/2026 14:00	06/08/2026 16:00	2
Activity: Patrol of The Bend and lake are. Foot patrol.					
#21275	Antonio Battista	Town of Greensboro	06/08/2026 12:00	06/08/2026 16:00	4
Activity: Roving, Stationary & Speed Enforcement Rt 16, Stationary Patrol Breezy Ave. Foot Patrol Beach Rd.					
#21267	Antonio Battista	Town of Greensboro	06/07/2026 16:30	06/07/2026 22:00	5.5
Activity: Roving, Stationary & Radar Speed Enforcement - Rt 16 Stationary Patrols - Main St, Breezy Ave, Beach Parking lot, Craftsbury Rd.					
#21260	David Garces	Town of Greensboro	06/06/2026 12:00	06/06/2026 17:00	5
Activity: The Bend, Rt 16, Young Rd, Garvin Hill Rd, Hill Rd, Gebbie Rd, North Shore, Lake Shore. Craftsbury Rd. Supervisor case review.					
#21259	Antonio Battista	Town of Greensboro	06/06/2026 11:00	06/06/2026 17:00	6
Activity: Roving, Stationary & Speed Enforcement, Rt 16, Main St, The Bend Rd, Breezy Ave, Craftsbury Rd, Cemetery Ridge Salls Rd, Taylor Rd, Highlander Rd, Wendell Dr.					
#21235	Richard Wells	Town of Greensboro	06/04/2026 06:00	06/04/2026 10:00	4
Activity: Illegal burn on Main Street, Had fire come put the fire out.					
#21219	Hunter Cota	Town of Greensboro	06/03/2026 19:00	06/03/2026 21:00	2

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Activity: 911 hangup case 26OLC002053, Route 16, The Bend Rd, East St, Breezy Ave, Hardwick St, and Main St roving and stationary patrol.

 #21215 Antonio Battista Town of Greensboro 06/03/2026 12:00 06/03/2026 18:45 6.75
 Activity: Roving, Stationary & Speed Enforcement Patrols - Rt 16, The Bend Rd, Main St, Breezy Ave, Craftsbury Rd, Cemetery Ridge, Garvin Hill, Highlander Rd, Taylor Rd.

 #21247 David Garces Town of Greensboro 06/02/2026 21:15 06/03/2026 00:00 2.75
 Activity: Patrol of Rt 16, The Bend Area. Breezy Ave, Craftsbury Rd. Checking beach area

 #21203 David Garces Town of Greensboro 06/01/2026 22:30 06/02/2026 00:00 1.5
 Activity: Patrol of Rt 16

 #21176 Antonio Battista Town of Greensboro 06/01/2026 17:00 06/01/2026 18:00 1
 Activity: 26OLC002008 - Case Work

 #21177 David Garces Town of Greensboro 06/01/2026 14:00 06/01/2026 15:45 1.75
 Activity: Patrol of The Bend, Rt 16, Young Rd, Garvin Hill. Craftsbury Rd, North Shore Rd, Rt 14 Area

 #21174 Antonio Battista Town of Greensboro 06/01/2026 12:30 06/01/2026 15:30 3
 Activity:
 Vandalism - 26OLC002008
 Roving, Stationary & Speed Enforcement Rt 16, The Bend Rd, Main St, Breezy Ave.

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July 6, 2026

Hi all,

End of FY26. My apologies, but a full report for the end of the year will appear in the next regular Board meeting due to current time constraints.

A few things to note:

- A special Selectboard meeting will be scheduled within a week to set the tax rate.
- In the past, I've included a letter with tax bills to include all relevant town info. I've written the letter in past years. This year, perhaps the town administrator might want to sign the letter. **Please forward any info you'd like included in this letter to myself.** I'll forward a draft of the letter to the Board.
- An auditor team from Sullivan, Powers will be in the office July 14 and 15 to begin the FY26 audit. Please feel free to stop in and say hello.
- In June, items to note include:
 - The town's annual road permit for \$1,350.
 - \$5k was received as a trade-in for the trackless.
 - Christine Armstrong appears on the payroll for an annual planning commission stipend.

Respectfully submitted,
Brett Stanciu

Account	Budget	Actual	% of Budget
100-6-10 TOWN CLERKS' OFFICE			
100-6-10-101.01 Recording Fees	6,000.00	5,350.00	89.17%
100-6-10-101.02 Restoration Fees	2,000.00	3,528.00	176.40%
100-6-10-101.04 Dog Licenses	400.00	573.00	143.25%
100-6-10-101.05 Rescue Animal Income	0.00	400.00	100.00%
100-6-10-102.00 Copier Fees	2,100.00	2,170.28	103.35%
100-6-10-105.00 Liquor Licenses	500.00	695.00	139.00%
100-6-10-106.00 Civil Marriage Licenses	100.00	165.00	165.00%
100-6-10-201.12 HRA Refunds	0.00	3,900.00	100.00%
Total TOWN CLERKS' OFFICE	11,100.00	16,781.28	151.18%
100-6-15 GENERAL INCOME			
100-6-15-070.00 Phone Reimbursement	1,100.00	2,141.80	194.71%
100-6-15-090.00 Civil Fines	700.00	1,463.47	209.07%
100-6-15-095.00 Interest Income	15,000.00	73,292.89	488.62%
100-6-15-800.00 Town Hall Renter Income	3,600.00	6,267.50	174.10%
100-6-15-800.01 Library - Rent / Workers	0.00	247.25	100.00%
100-6-15-801.00 4th July - Donations	3,500.00	4,600.00	131.43%
Total GENERAL INCOME	23,900.00	88,012.91	368.25%
100-6-20 TAX REVENUE			
100-6-20-100.00 Tax Sale Redemption	0.00	1,186.50	100.00%
100-6-20-201.01 Property Tax-Current	1,141,529.00	827,428.32	72.48%
100-6-20-202.01 Taxes-Delinquent	0.00	320,893.59	100.00%
100-6-20-205.00 Delinquent Tax Interest	0.00	2,977.53	100.00%
100-6-20-210.00 Current Use	177,600.00	177,610.00	100.01%
100-6-20-215.00 PILOT Money from State	1,200.00	2,126.19	177.18%
100-6-20-216.00 State ed HM by Town	10,000.00	10,698.00	106.98%
Total TAX REVENUE	1,330,329.00	1,342,920.13	100.95%
100-6-25 PLANNING & ZONING			
100-6-25-250.00 Zoning Permits/Fees	2,500.00	3,575.00	143.00%
Total PLANNING & ZONING	2,500.00	3,575.00	143.00%
100-6-30 LISTERS			
Total LISTERS	0.00	0.00	0.00%
100-6-50 TOWN HALL/OTHER PROPERTY			
Total TOWN HALL/OTHER PROPERTY	0.00	0.00	0.00%
100-6-55 Recreation Committee			
Total Recreation Committee	0.00	0.00	0.00%

Account	Budget	Actual	% of Budget
100-6-65 FIRE DEPART. REVENUE			
100-6-65-651.00 Fire Protection	12,500.00	27,857.24	222.86%
100-6-65-800.00 Fire Dept Grant/Don Reven	0.00	100.00	100.00%
Total FIRE DEPART. REVENUE	12,500.00	27,957.24	223.66%
100-6-66 NEW FIRE HOUSE			
Total NEW FIRE HOUSE	0.00	0.00	0.00%
100-6-70 CEMETERY			
100-6-70-100.00 Cemetery Lot	0.00	2,300.00	100.00%
100-6-70-100.02 Corner Stones	0.00	1,200.00	100.00%
Total CEMETERY	0.00	3,500.00	100.00%
100-6-80 GRANT REVENUE			
100-6-80-710.00 Caspian Milfoil Grant Rev	16,400.00	16,453.00	100.32%
Total GRANT REVENUE	16,400.00	16,453.00	100.32%
100-6-90 SOLID WASTE			
100-6-90-901.00 Solid Waste Revenues	0.00	316.60	100.00%
Total SOLID WASTE	0.00	316.60	100.00%
100-6-97 TRANSFERS IN			
Total TRANSFERS IN	0.00	0.00	0.00%
100-6-99 MISCELLANEOUS			
100-6-99-999.00 Misc Revenue	0.00	880.20	100.00%
100-6-99-999.01 Bank Recon Adjustment	0.00	12.90	100.00%
Total MISCELLANEOUS	0.00	893.10	100.00%
Total Revenues	1,396,729.00	1,500,409.26	107.42%
100-7-10 TOWN CLERK & TREASURER			
100-7-10-010.00 Town Offices Payroll	127,651.00	134,701.34	105.52%
100-7-10-010.01 Health Office Stipend	500.00	500.00	100.00%
100-7-10-011.00 Town Offices FICA/MEDI	9,804.00	11,211.26	114.35%
100-7-10-012.00 Town Offices Retirement	10,692.00	10,317.90	96.50%
100-7-10-013.00 Town Offices-Health Insur	38,900.00	45,564.06	117.13%
100-7-10-013.02 Town Offices - HRA	9,300.00	7,701.99	82.82%
100-7-10-014.00 Unemployment Admin	2,500.00	2,492.00	99.68%
100-7-10-014.01 Unemployment - Library	0.00	686.00	100.00%
100-7-10-015.00 Workers Comp - Admin	1,000.00	1,182.00	118.20%
100-7-10-015.01 Workers Comp - Library	0.00	246.25	100.00%

Account	Budget	Actual	% of Budget
100-7-10-016.00 Child Care Contrib Tax	1,765.00	1,821.17	103.18%
100-7-10-020.00 Office Training/Dues	1,000.00	101.00	10.10%
Total TOWN CLERK & TREASURER	203,112.00	216,524.97	106.60%
100-7-12 SELECTBOARD			
100-7-12-010.00 Selectboard Payroll	5,000.00	4,923.50	98.47%
100-7-12-010.12 SB Clerk Payroll	5,340.00	9,044.63	169.38%
100-7-12-011.00 Selectboard FICA/MEDI	383.00	306.00	79.90%
100-7-12-011.02 SB Clerk FICA/MEDI	409.00	691.90	169.17%
100-7-12-020.00 Selectboard Training	200.00	91.00	45.50%
100-7-12-099.00 SB Misc Exp	250.00	300.00	120.00%
Total SELECTBOARD	11,582.00	15,357.03	132.59%
100-7-15 GENERAL EXPENSES			
100-7-15-025.00 Technology/IT	7,500.00	9,405.63	125.41%
100-7-15-026.00 Software Licenses	2,950.00	0.00	0.00%
100-7-15-030.00 Office Supplies	2,200.00	2,495.39	113.43%
100-7-15-070.00 Telephone	3,000.00	7,141.12	238.04%
100-7-15-070.03 Telephone-Historical Soc	0.00	1,474.63	100.00%
100-7-15-085.00 Postage	2,400.00	2,617.30	109.05%
100-7-15-099.00 Misc Expense	500.00	754.39	150.88%
100-7-15-100.00 Copiers	2,400.00	2,361.59	98.40%
100-7-15-110.00 Mileage Reimbursement	250.00	93.51	37.40%
100-7-15-120.00 NEMRC Software Support	6,900.00	7,400.01	107.25%
100-7-15-125.00 NEMRC Disaster Recovery	800.00	962.24	120.28%
100-7-15-135.00 County Tax	53,000.00	54,419.00	102.68%
100-7-15-140.00 Dues - VLCT	2,250.00	2,282.00	101.42%
100-7-15-150.00 Notices/Advt.	500.00	1,190.02	238.00%
100-7-15-155.00 4th of July	3,500.00	7,355.17	210.15%
100-7-15-160.00 Green Up Day	2,000.00	1,875.41	93.77%
100-7-15-170.00 Town Report	2,400.00	2,284.41	95.18%
100-7-15-201.00 NVDA Dues	689.00	770.00	111.76%
Total GENERAL EXPENSES	93,239.00	104,881.82	112.49%
100-7-17 ELECTION EXPENSES			
100-7-17-010.00 Election Payroll	200.00	202.02	101.01%
100-7-17-011.00 Election FICA/MEDI	15.00	15.46	103.07%
100-7-17-220.00 Town Meeting Expenses	250.00	172.10	68.84%
100-7-17-225.00 Election Expenses	0.00	1,135.62	100.00%
Total ELECTION EXPENSES	465.00	1,525.20	328.00%
100-7-25 PLANNING & ZONING			
100-7-25-010.00 Zoning Payroll	27,104.00	26,666.96	98.39%
100-7-25-011.00 Zoning FICA/MEDI	2,073.00	1,593.59	76.87%
100-7-25-011.01 Planning/DRB FICA/MEDI	70.00	27.55	39.36%
100-7-25-020.00 Planning/Zoning Training	100.00	0.00	0.00%

GENERAL FUND

Account	Budget	Actual	% of Budget
100-7-25-099.00 Zoning Misc/Mapping Expen	100.00	300.00	300.00%
100-7-25-110.00 Mileage - Zoning	100.00	0.00	0.00%
100-7-25-150.00 Planning Notices/Adv	200.00	489.73	244.87%
100-7-25-151.00 Zoning Notices/Ads	800.00	672.55	84.07%
100-7-25-200.00 DRB - Legal Fees	500.00	0.00	0.00%
100-7-25-220.00 Planning Members	100.00	220.00	220.00%
100-7-25-221.00 DRB Stipends	800.00	503.06	62.88%
100-7-25-222.00 Planning Projects	3,500.00	3,219.96	92.00%
Total PLANNING & ZONING	35,447.00	33,693.40	95.05%
100-7-30 ASSESSORS OFFICE			
100-7-30-120.00 NEMRC/CAMA	610.00	1,140.38	186.95%
100-7-30-125.00 NEMRC Disaster Rec Assess	900.00	364.24	40.47%
100-7-30-225.00 Assessor	17,500.00	17,496.00	99.98%
Total ASSESSORS OFFICE	19,010.00	19,000.62	99.95%
100-7-35 COLLECTOR OF DEL TAXES			
100-7-35-011.00 Delinq. Tax Coll FICA/MED	1,000.00	1,294.28	129.43%
100-7-35-100.00 Tax Sale Expenditures	0.00	1,186.50	100.00%
Total COLLECTOR OF DEL TAXES	1,000.00	2,480.78	248.08%
100-7-36 FINANCIAL ASSISTANT			
Total FINANCIAL ASSISTANT	0.00	0.00	0.00%
100-7-40 DOGS			
100-7-40-010.00 Dog Warden Stipend	1,750.00	1,750.00	100.00%
100-7-40-010.01 Animal Rescue Expenses	0.00	3,683.00	100.00%
100-7-40-011.00 Animal Control FICA/MEDI	135.00	133.88	99.17%
Total DOGS	1,885.00	5,566.88	295.33%
100-7-50 TOWN HALL & PROPERTIES			
100-7-50-010.00 Custodian	2,880.00	2,900.00	100.69%
100-7-50-020.00 Repairs & Maintenance	7,000.00	1,104.53	15.78%
100-7-50-030.00 Custodial Supplies-Office	100.00	79.70	79.70%
100-7-50-073.00 Heating Fuel	6,600.00	6,528.75	98.92%
100-7-50-074.00 Contracted Services	1,000.00	932.16	93.22%
100-7-50-075.00 Electric - Town Hall	5,000.00	3,502.82	70.06%
100-7-50-075.01 Electric - Playground	480.00	446.78	93.08%
100-7-50-075.02 Street Lights	4,800.00	5,424.94	113.02%
100-7-50-075.03 Village Green	150.00	62.84	41.89%
100-7-50-075.04 Electric-G'boro Grange	240.00	233.18	97.16%
100-7-50-076.00 Water Bill	1,800.00	2,692.76	149.60%
100-7-50-077.00 Generator Expense	250.00	440.97	176.39%
100-7-50-079.00 Grounds	7,000.00	6,227.40	88.96%
100-7-50-080.00 Insurance - Town Hall	9,500.00	9,549.52	100.52%

GENERAL FUND

Account	Budget	Actual	% of Budget
100-7-50-080.01 Insurance-Historical Soci	1,450.00	985.84	67.99%
100-7-50-080.02 Insurance - Library	3,900.00	3,363.20	86.24%
100-7-50-080.03 Ins - Greensboro Grange	375.00	289.28	77.14%
100-7-50-090.00 Rubbish Removal	1,800.00	1,996.00	110.89%
Total TOWN HALL & PROPERTIES	54,325.00	46,760.67	86.08%
100-7-53 Caspian Beach Committee			
Total Caspian Beach Committee	0.00	0.00	0.00%
100-7-55 RECREATION			
Total RECREATION	0.00	0.00	0.00%
100-7-60 POLICE			
100-7-60-080.00 Ins - HPD/Constables	250.00	97.63	39.05%
100-7-60-100.00 Orleans County Sheriff	200,000.00	200,000.04	100.00%
Total POLICE	200,250.00	200,097.67	99.92%
100-7-61 SERVICES			
100-7-61-100.00 Driveway Plowing	144,000.00	144,000.00	100.00%
100-7-61-100.01 Plowing Lake Road	4,200.00	4,200.00	100.00%
Total SERVICES	148,200.00	148,200.00	100.00%
100-7-62 PROFESSIONAL FEES			
100-7-62-100.02 Audit	25,000.00	50,712.75	202.85%
100-7-62-100.03 Legal	10,000.00	7,731.76	77.32%
Total PROFESSIONAL FEES	35,000.00	58,444.51	166.98%
100-7-65 FIRE DEPARTMENT			
100-7-65-010.00 Fire Dept. Payroll	14,000.00	12,312.50	87.95%
100-7-65-011.00 Fire Dept. FICA/MEDI	1,071.00	743.05	69.38%
100-7-65-015.00 Fire Dept. Work. Comp. In	1,100.00	304.25	27.66%
100-7-65-020.00 Fire Dept. Dues/Education	600.00	732.00	122.00%
100-7-65-035.00 Fire Dept. Ads/Notices	70.00	0.00	0.00%
100-7-65-040.00 Fire Dept IT /Software	1,800.00	1,975.00	109.72%
100-7-65-070.00 Fire Dept. Telephone	2,700.00	1,725.81	63.92%
100-7-65-071.00 Fire House Maintenance	2,500.00	3,120.49	124.82%
100-7-65-072.00 Fire House Garbage	100.00	17.02	17.02%
100-7-65-073.00 Fire Dept. Heating Fuel	3,500.00	2,134.15	60.98%
100-7-65-075.00 Fire Dept. Electricity	2,000.00	1,850.59	92.53%
100-7-65-080.00 Fire Dept. Ins Prop/Casua	6,950.00	4,797.16	69.02%
100-7-65-105.00 Fire Dept. Dispatch	6,500.00	6,000.00	92.31%
100-7-65-260.00 Fire Dept. Equip Fuel	1,400.00	1,655.35	118.24%
100-7-65-265.00 Fire Dept. Equip Repairs	5,000.00	11,995.45	239.91%
100-7-65-267.00 Fire Dept. New Equip	13,000.00	21,718.27	167.06%

Account	Budget	Actual	% of Budget
100-7-65-277.00 FD Radio Replacm/Repairs	1,500.00	588.00	39.20%
100-7-65-279.00 FD Supplies	500.00	276.26	55.25%
100-7-65-281.00 FD Truck Repair	4,000.00	241.99	6.05%
Total FIRE DEPARTMENT	66,291.00	72,187.34	105.71%
100-7-70 CEMETERY			
100-7-70-010.00 Cemetery Admin Payroll	550.00	550.00	100.00%
100-7-70-011.00 Cemetery Fica/Medi	45.00	42.08	93.51%
100-7-70-012.00 Cemetery Maintenance	12,000.00	15,000.00	125.00%
100-7-70-013.00 Cemetery Projects	9,000.00	8,600.00	95.56%
100-7-70-095.00 Payment of Corner Stones	0.00	1,460.00	100.00%
100-7-70-099.00 Cemetery Flags/Misc	500.00	504.00	100.80%
Total CEMETERY	22,095.00	26,156.08	118.38%
100-7-80 CASPIAN MILFOIL			
100-7-80-010.00 Caspian Milfoil Pay	15,000.00	18,597.58	123.98%
100-7-80-011.00 Caspian Milfoil FICA	1,150.00	1,422.82	123.72%
100-7-80-015.00 Caspian Milfoil WC Ins	475.00	450.00	94.74%
100-7-80-075.00 Caspian Milfoil Electric	100.00	32.78	32.78%
100-7-80-076.00 Casp Beach Water Bill	450.00	0.00	0.00%
Total CASPIAN MILFOIL	17,175.00	20,503.18	119.38%
100-7-85 ELIGO MILFOIL			
Total ELIGO MILFOIL	0.00	0.00	0.00%
100-7-90 SOLID WASTE			
100-7-90-010.00 Solid Waste Payroll	1,650.00	0.00	0.00%
100-7-90-011.00 Solid Waste FICA/MEDI	126.00	0.00	0.00%
100-7-90-030.00 Hauling Fee	4,000.00	3,360.76	84.02%
100-7-90-040.00 Compost Fee	2,500.00	2,724.80	108.99%
100-7-90-090.00 Recycling Trailer Garbage	2,500.00	139.00	5.56%
Total SOLID WASTE	10,776.00	6,224.56	57.76%
100-7-97 TRANSFERS OUT			
100-7-97-510.00 Transfer-Capital Budget A	175,000.00	175,000.00	100.00%
100-7-97-510.10 Transfer -HERF Appropriat	124,000.00	99,000.00	79.84%
Total TRANSFERS OUT	299,000.00	274,000.00	91.64%
100-7-98 APPROPRIATIONS			
100-7-98-002.00 NEK Council on Aging	1,000.00	1,000.00	100.00%
100-7-98-004.00 AWARE	2,000.00	2,000.00	100.00%
100-7-98-010.00 Caledonia Home Health	1,400.00	1,400.00	100.00%
100-7-98-016.00 Clarina Howard Nichols Ct	1,500.00	1,500.00	100.00%
100-7-98-020.00 Craftsbury Community Care	10,500.00	10,500.00	100.00%

GENERAL FUND

Account	Budget	Actual	% of Budget
100-7-98-022.00 4 Seasons Early Learning	9,500.00	9,500.00	100.00%
100-7-98-024.00 Green Up	100.00	100.00	100.00%
100-7-98-030.00 Greensboro Nursing Home	23,000.00	24,000.00	104.35%
100-7-98-036.00 Hardwick Area Food Pantry	3,500.00	3,500.00	100.00%
100-7-98-040.00 Lamoille Family	1,000.00	1,000.00	100.00%
100-7-98-044.00 NEK Human Services	1,524.00	1,524.00	100.00%
100-7-98-046.00 NEK Learning Services	300.00	300.00	100.00%
100-7-98-048.00 N. Country Animal League	600.00	600.00	100.00%
100-7-98-056.00 Orleans Co. Hist. Society	700.00	700.00	100.00%
100-7-98-058.00 Orleans Co. Citizens Advo	800.00	800.00	100.00%
100-7-98-060.00 NECKA Com & Justice Progr	300.00	0.00	0.00%
100-7-98-062.00 Red Cross	250.00	250.00	100.00%
100-7-98-064.00 Rescue Squad	31,885.00	31,885.00	100.00%
100-7-98-066.00 Rural Community Transp.	900.00	900.00	100.00%
100-7-98-068.00 VT Ctr Independent Living	210.00	210.00	100.00%
100-7-98-070.00 WonderArts	3,500.00	3,500.00	100.00%
100-7-98-071.00 VCRD	500.00	500.00	100.00%
100-7-98-072.00 Salvation Farms	750.00	750.00	100.00%
100-7-98-073.00 Craftsbury Saplings	500.00	500.00	100.00%
100-7-98-074.00 Cabot Neighbors	1,000.00	1,000.00	100.00%
Total APPROPRIATIONS	97,219.00	97,919.00	100.72%
100-7-99 SPECIAL APPROPRIATIONS			
100-7-99-018.00 Conservation Commission	3,000.00	3,000.00	100.00%
100-7-99-026.00 Greensboro Free Library	44,000.00	44,000.00	100.00%
100-7-99-028.00 Greensboro Historical Soc	6,000.00	6,000.00	100.00%
100-7-99-032.00 Greensboro Recreation	2,000.00	2,000.00	100.00%
100-7-99-034.00 Caspian Lake Beach	4,750.00	4,750.00	100.00%
100-7-99-034.01 Caspian Swim Program	4,000.00	4,000.00	100.00%
Total SPECIAL APPROPRIATIONS	63,750.00	63,750.00	100.00%
Total Expenditures	1,381,821.00	1,413,273.71	102.28%
Total GENERAL FUND	14,908.00	87,135.55	
200-6-20-201.00 Property Tax Highway	869,932.00	869,932.00	100.00%
200-6-20-201.50 Grant Revenue	20,000.00	20,000.00	100.00%
200-6-20-210.02 State Aid - Class 2 HWY	48,000.00	53,796.84	112.08%
200-6-20-210.03 State Aid - Class 3 HWY	75,000.00	79,155.83	105.54%
200-6-20-730.00 Reimbursement Road	2,200.00	2,262.50	102.84%
200-6-99-999.00 HWY - Misc Revenue	0.00	916.38	100.00%
Total Revenues	1,015,132.00	1,026,063.55	101.08%
200-7-40 HIGHWAY MATERIALS			
200-7-40-076.00 Gravel Pit - Taxes	5,200.00	7,030.90	135.21%
200-7-40-501.00 Chloride	37,000.00	39,175.17	105.88%

Account	Budget	Actual	% of Budget
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200-7-70-110.00 Mileage	300.00	9.80	3.27%
200-7-70-150.00 Notices/Advt.	750.00	637.95	85.06%
200-7-70-590.00 Employee Safety Apparel	200.00	796.69	398.35%
Total GARAGE	27,800.00	32,619.66	117.34%
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200-7-80 HIGHWAY PROJECTS			
200-7-80-650.00 Paving Projects	200,000.00	200,285.51	100.14%
200-7-80-700.00 Grants Match	12,000.00	0.00	0.00%
Total HIGHWAY PROJECTS	212,000.00	200,285.51	94.47%
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200-7-97 TRANSFERS OUT			
200-7-97-560.00 Transfer to Reserve Acct.	0.00	25,000.00	100.00%
Total TRANSFERS OUT	0.00	25,000.00	100.00%
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Total Expenditures	1,005,132.00	1,039,521.91	103.42%
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Total HIGHWAY FUND	10,000.00	-13,458.36	
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Total All Funds	24,908.00	73,677.19	
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Employee	Gross	Fringes	Reimburse	FWT	FICA	MEDI	SWT	SDI	Local	Oth Dedu	Net Amt	Elec Amt	Check No

ARMSTRONG, CHRISTINE	220.00	0.00	0.00	0.00	13.64	3.19	0.00	0.00	0.00	0.00	203.17	0.00	54930
CAMARRA, THOMAS M.	1446.24	130.16	0.00	89.16	89.67	20.97	31.88	0.00	0.00	169.93	1044.63	0.00	54906
CAMARRA, THOMAS M.	1258.99	113.31	0.00	62.74	74.65	17.46	24.51	0.00	0.00	218.81	860.82	0.00	54905
CAMARRA, THOMAS M.	1431.20	128.81	0.00	78.92	84.27	19.71	29.03	0.00	0.00	256.21	963.06	0.00	54882
CAMARRA, THOMAS M.	1486.34	133.77	0.00	86.81	88.75	20.76	31.23	0.00	0.00	245.52	1013.27	0.00	54931
CAMARRA, THOMAS M.	1258.99	113.31	0.00	62.74	74.65	17.46	24.51	0.00	0.00	218.81	860.82	0.00	54837
CAMARRA, THOMAS M.	1465.10	2426.80	0.00	85.17	87.74	20.52	30.77	0.00	0.00	253.42	987.48	0.00	54814
Total of 6 items for CAMARRAT											5730.08	0.00	
CIRCOSTA, AMELIA M.	375.00	0.00	0.00	6.44	23.25	5.44	10.03	0.00	0.00	0.00	329.84	0.00	54883
CIRCOSTA, AMELIA M.	457.50	0.00	0.00	14.69	28.37	6.63	12.80	0.00	0.00	0.00	395.01	0.00	54815
CIRCOSTA, AMELIA M.	360.00	0.00	0.00	4.94	22.32	5.22	9.53	0.00	0.00	0.00	317.99	0.00	54838
CIRCOSTA, AMELIA M.	348.75	0.00	0.00	3.82	21.62	5.06	9.15	0.00	0.00	0.00	309.10	0.00	54907
CIRCOSTA, AMELIA M.	270.00	0.00	0.00	0.00	16.74	3.92	6.52	0.00	0.00	0.00	242.82	0.00	54932
Total of 5 items for CIRCOSTAA											1594.76	0.00	
CLOUTIER, MICHAEL	326.93	0.00	0.00	0.00	20.27	4.74	8.42	0.00	0.00	0.00	293.50	0.00	54816
GREAVES, KIM S.	1242.22	111.80	0.00	151.22	75.32	17.61	44.99	0.00	0.00	173.42	779.66	0.00	54908
GREAVES, KIM S.	1242.22	1276.06	0.00	151.22	75.32	17.61	44.99	0.00	0.00	173.42	779.66	0.00	54817
GREAVES, KIM S.	1242.22	111.80	0.00	151.22	75.32	17.61	44.99	0.00	0.00	173.42	779.66	0.00	54839
GREAVES, KIM S.	1242.22	111.80	0.00	150.13	74.75	17.48	44.69	0.00	0.00	182.48	772.69	0.00	54884
GREAVES, KIM S.	1242.22	111.80	0.00	151.22	75.32	17.61	44.99	0.00	0.00	173.42	779.66	0.00	54933
Total of 5 items for GREAVESK											3891.33	0.00	
KARP, JOSHUA N.	941.18	0.00	0.00	7.39	58.35	13.65	4.23	0.00	0.00	0.00	857.56	0.00	54840
KARP, JOSHUA N.	881.10	0.00	0.00	1.38	54.63	12.78	2.22	0.00	0.00	0.00	810.09	0.00	54885
KARP, JOSHUA N.	881.10	0.00	0.00	1.38	54.63	12.78	2.22	0.00	0.00	0.00	810.09	0.00	54909
KARP, JOSHUA N.	640.81	0.00	0.00	0.00	39.73	9.29	0.00	0.00	0.00	0.00	591.79	0.00	54934

Employee	Gross	Fringes	Reimburse	FWT	FICA	MEDI	SWT	SDI	Local	Oth Dedu	Net Amt	Elec Amt	Check No

KARP, JOSHUA N.	754.28	0.00	0.00	0.00	46.77	10.94	0.00	0.00	0.00	0.00	696.57	0.00	54818
Total of 5 items for KARPJ											3766.10	0.00	
MENKEN, KAREN A.	270.00	0.00	0.00	0.00	16.74	3.92	6.52	0.00	0.00	0.00	242.82	0.00	54819
MENKEN, KAREN A.	450.00	0.00	0.00	13.94	27.90	6.53	12.55	0.00	0.00	0.00	389.08	0.00	54935
MENKEN, KAREN A.	450.00	0.00	0.00	13.94	27.90	6.53	12.55	0.00	0.00	0.00	389.08	0.00	54841
MENKEN, KAREN A.	285.00	0.00	0.00	0.00	17.67	4.13	7.02	0.00	0.00	0.00	256.18	0.00	54910
MENKEN, KAREN A.	322.50	0.00	0.00	1.19	20.00	4.68	8.28	0.00	0.00	0.00	288.35	0.00	54886
Total of 5 items for MENKEN											1565.51	0.00	
PERRON, LENWOOD P.	882.98	79.47	0.00	15.90	54.74	12.80	18.52	0.00	0.00	103.75	677.27	0.00	54912
PERRON, LENWOOD P.	1079.32	97.14	0.00	27.74	63.51	14.85	22.48	0.00	0.00	196.26	754.48	0.00	54936
PERRON, LENWOOD P.	1078.54	97.07	0.00	27.67	63.47	14.84	22.46	0.00	0.00	196.17	753.93	0.00	54911
PERRON, LENWOOD P.	1098.41	98.86	0.00	27.71	63.63	14.88	22.47	0.00	0.00	215.66	754.06	0.00	54887
PERRON, LENWOOD P.	1100.75	2386.94	0.00	28.59	64.20	15.01	22.77	0.00	0.00	209.17	761.01	0.00	54820
PERRON, LENWOOD P.	1282.66	115.44	0.00	45.68	76.12	17.80	28.49	0.00	0.00	220.15	894.42	0.00	54842
Total of 6 items for PERRONL											4595.17	0.00	
SMITH, BRANDY	630.00	0.00	0.00	33.56	39.06	9.14	18.58	0.00	0.00	0.00	529.66	0.00	54843
SMITH, BRANDY	690.00	0.00	0.00	40.76	42.78	10.01	20.59	0.00	0.00	0.00	575.86	0.00	54913
SMITH, BRANDY	630.00	0.00	0.00	33.56	39.06	9.14	18.58	0.00	0.00	0.00	529.66	0.00	54888
SMITH, BRANDY	630.00	0.00	0.00	33.56	39.06	9.14	18.58	0.00	0.00	0.00	529.66	0.00	54821
SMITH, BRANDY	630.00	0.00	0.00	33.56	39.06	9.14	18.58	0.00	0.00	0.00	529.66	0.00	54937
Total of 5 items for SMITHE											2694.50	0.00	
STANCIU, BRETT A.	1177.50	105.98	0.00	68.40	76.29	17.84	35.38	0.00	0.00	191.35	788.24	0.00	54938
STANCIU, BRETT A.	915.00	2305.93	0.00	37.76	58.55	13.69	25.51	0.00	0.00	160.50	618.99	0.00	54822
STANCIU, BRETT A.	1110.00	99.90	0.00	60.52	71.73	16.78	31.86	0.00	0.00	183.42	745.69	0.00	54889
STANCIU, BRETT A.	930.00	83.70	0.00	39.51	59.56	13.93	25.99	0.00	0.00	162.27	628.74	0.00	54844

Employee	Gross	Fringes	Reimburse	FWT	FICA	MEDI	SWT	SDI	Local	Oth Dedu	Net Amt	Elec Amt	Check No

STANCIU, BRETT A.	975.00	87.75	0.00	44.77	62.61	14.64	27.46	0.00	0.00	167.55	657.97	0.00	54914
Total of 5 items for STAN											3439.63	0.00	
TANNER, DANIEL J.	1115.33	100.38	0.00	92.74	67.45	15.77	29.53	0.00	0.00	80.80	829.04	0.00	54915
TANNER, DANIEL J.	1170.68	1276.65	0.00	97.94	70.54	16.50	30.98	0.00	0.00	277.62	677.10	0.00	54823
TANNER, DANIEL J.	1135.78	102.22	0.00	93.82	68.15	15.94	29.83	0.00	0.00	277.07	650.97	0.00	54890
TANNER, DANIEL J.	1096.87	98.72	0.00	90.79	66.30	15.51	28.98	0.00	0.00	263.44	631.85	0.00	54845
TANNER, DANIEL J.	1092.06	98.29	0.00	90.28	66.01	15.44	28.84	0.00	0.00	170.57	720.92	0.00	54939
Total of 5 items for TANNERD											3509.88	0.00	
YOUNG, ROBERT A.	456.75	0.00	0.00	22.98	28.32	6.62	9.49	0.00	0.00	0.00	389.34	0.00	54891
YOUNG, ROBERT A.	472.50	0.00	0.00	24.70	29.30	6.85	10.01	0.00	0.00	0.00	401.64	0.00	54846
YOUNG, ROBERT A.	448.88	0.00	0.00	22.20	27.83	6.51	9.22	0.00	0.00	0.00	383.12	0.00	54916
YOUNG, ROBERT A.	378.00	0.00	0.00	15.11	23.44	5.48	6.85	0.00	0.00	0.00	327.12	0.00	54824
YOUNG, ROBERT A.	567.00	0.00	0.00	36.04	35.15	8.22	13.18	0.00	0.00	0.00	474.41	0.00	54940
Total of 5 items for YOUNGR											1975.63	0.00	

45566.12	12003.86	0.00	2475.51	2782.21	650.70	1083.83	0.00	0.00	0.00	5314.61	33259.26	0.00	
=====													

To the Treasurer of Town of Greensboro
we hereby certify that there is due to the several persons whose
names are listed hereon the sum against each name and that
there are good and sufficient vouchers supporting the payments
aggregating \$ **33,259.26
Let this be your order for the payments of these amounts.

Selectboard

Vendor	Invoice Date	Invoice Description	Account	Amount Paid	Check Number	Check Date
AT&TMOBIL	05/01/26	AT&T MOBILITY HWY cell phone 287364	200-7-70-070.00 Telephone	45.22	54825	06/01/26
BANKCARD	05/14/26	CARD SERVICES CENTER PO, IT, paper, Green Up snac 20260501	100-7-15-025.00 Technology/IT	167.51	54826	06/01/26
BANKCARD	05/14/26	CARD SERVICES CENTER PO, IT, paper, Green Up snac 20260501	100-7-15-030.00 Office Supplies	39.99	54826	06/01/26
BANKCARD	05/14/26	CARD SERVICES CENTER PO, IT, paper, Green Up snac 20260501	100-7-15-085.00 Postage	10.48	54826	06/01/26
BANKCARD	05/14/26	CARD SERVICES CENTER PO, IT, paper, Green Up snac 20260501	100-7-15-160.00 Green Up Day	45.01	54826	06/01/26
Check Total				262.99		
FREDS	05/12/26	FRED'S ENERGY diesel 5327780	200-7-50-262.00 Fuel/Diesel	573.37	54827	06/01/26
HERITAGE	05/14/26	HERITAGE MEMORIALS, INC corner stones 26-2260	100-7-70-095.00 Payment of Corner Stones	100.00	54828	06/01/26
IBEW	05/04/26	International Brotherhood Payroll Transfer PR-05/04/26	100-2-00-201.14 Union Dues	45.29	54829	06/01/26
IBEW	05/11/26	International Brotherhood Payroll Transfer PR-05/11/26	100-2-00-201.14 Union Dues	45.29	54829	06/01/26
IBEW	05/16/26	International Brotherhood Payroll Transfer PR-05/16/26	100-2-00-201.14 Union Dues	45.29	54829	06/01/26
IBEW	05/26/26	International Brotherhood Payroll Transfer PR-05/26/26	100-2-00-201.14 Union Dues	45.29	54829	06/01/26
Check Total				181.16		
NOVUS	04/01/26	NOVUS HARDWICK SOLAR LLC electricity 178-TOG	200-7-70-075.00 Electricity	59.91	54830	06/01/26
NOVUS	04/01/26	NOVUS HARDWICK SOLAR LLC electricity 178-TOG	100-7-50-075.00 Electric - Town Hall	227.88	54830	06/01/26
NOVUS	04/01/26	NOVUS HARDWICK SOLAR LLC electricity 178-TOG	100-7-65-075.00 Fire Dept. Electricity	84.12	54830	06/01/26
NOVUS	05/01/26	NOVUS HARDWICK SOLAR LLC electricity 179-TOG	200-7-70-075.00 Electricity	59.91	54830	06/01/26
NOVUS	05/01/26	NOVUS HARDWICK SOLAR LLC electricity 179-TOG	100-7-65-075.00 Fire Dept. Electricity	84.12	54830	06/01/26
NOVUS	05/01/26	NOVUS HARDWICK SOLAR LLC electricity 179-TOG	100-7-50-075.00 Electric - Town Hall	227.88	54830	06/01/26
Check Total				743.82		
O'REILLY	05/14/26	O'REILLY AUTOMOTIVE, INC fittings for chloride tan 5672-361942	200-7-40-501.00 Chloride	12.33	54831	06/01/26
CHILDSUPP	05/26/26	OFFICE OF CHILD SUPPORT Payroll Transfer PR-05/26/26	100-2-00-201.20 Child Support Payable	92.31	54832	06/01/26
CHILDSUPP	06/01/26	OFFICE OF CHILD SUPPORT Payroll Transfer PR-06/01/26	100-2-00-201.20 Child Support Payable	92.31	54832	06/01/26
Check Total				184.62		

Vendor	Invoice Date	Invoice Description Invoice Number	Account	Amount Paid	Check Number	Check Date
POULIN	05/13/26	POULIN LUMBER INC bolts, etc 3354532	200-7-50-261.00 Equipment Maintenance	525.15	54833	06/01/26
POULIN	05/14/26	POULIN LUMBER INC hardware chlor tank 3354618	200-7-40-501.00 Chloride	207.03	54833	06/01/26
Check Total				732.18		
REED	04/29/26	REED SUPPLY CO., INC traffic paint 152128	200-7-80-650.00 Paving Projects	515.00	54834	06/01/26
VMERSDB	---	None --- / /		0.00	54835	06/01/26
		-- VOID --				
WHITNEY'S	05/20/26	WHITNEY LAWN CARE & MAINT May Beach Maintenance MAY2026	760-7-78-999.00 Expenditures	1316.67	54836	06/01/26
ALLSTATES	04/23/26	ALL STATES CONSTRUCTION, chloride 1122325	200-7-40-501.00 Chloride	5760.00	54847	06/08/26
PERRY	05/31/26	BRIAN PERRY & SONS CONSTR rubbish 43699	100-7-50-090.00 Rubbish Removal	128.00	54848	06/08/26
PERRY	05/31/26	BRIAN PERRY & SONS CONSTR rubbish 43699	200-7-70-090.00 Town Shed Garbage	75.00	54848	06/08/26
PERRY	05/31/26	BRIAN PERRY & SONS CONSTR rubbish 43699	100-7-50-090.00 Rubbish Removal	75.00	54848	06/08/26
Check Total				278.00		
CHEVALIER	05/15/26	CHEVALIER FIRE PROTECTION sprinkler test 13480555	100-7-65-071.00 Fire House Maintenance	462.50	54849	06/08/26
ALLEGIANC	05/28/26	CORPORATE BILLING truck 17 oil pan 122046527:01	200-7-50-260.00 Equipment Repairs	1191.61	54850	06/08/26
ALLEGIANC	04/17/26	CORPORATE BILLING truck 17 brakes X122004319:0	200-7-50-261.00 Equipment Maintenance	930.44	54850	06/08/26
Check Total				2122.05		
DELECTRIC	04/08/26	DELECTRIC LLC changing GFCI 1118	100-7-65-071.00 Fire House Maintenance	125.00	54851	06/08/26
FREDS	05/19/26	FRED'S ENERGY diesel 24816	200-7-50-262.00 Fuel/Diesel	790.17	54852	06/08/26
FREDS	05/27/26	FRED'S ENERGY diesel 5329961	200-7-50-262.00 Fuel/Diesel	637.77	54852	06/08/26
Check Total				1427.94		
WATERGB	05/26/26	GREENSBORO BEND WATER CO- Bend water JUNE2026	100-7-50-076.00 Water Bill	27.50	54853	06/08/26
ELECTRIC	05/15/26	HARDWICK ELECTRIC DEPARTM electricity APRIL2026	100-7-50-075.01 Electric - Playground	37.08	54854	06/08/26
ELECTRIC	05/15/26	HARDWICK ELECTRIC DEPARTM electricity APRIL2026	100-7-50-075.04 Electric-G'boro Grange	19.00	54854	06/08/26
ELECTRIC	05/15/26	HARDWICK ELECTRIC DEPARTM electricity APRIL2026	100-7-50-075.02 Street Lights	452.12	54854	06/08/26
Check Total				508.20		

Vendor	Invoice Date	Invoice Description	Account	Amount Paid	Check Number	Check Date
IDEAL	05/18/26	IDEAL AUTO AND TRUCK PART chloride rep truck 17 046799	200-7-50-261.00 Equipment Maintenance	41.97	54855	06/08/26
KARP	06/08/26	KARP JOSHUA Adobe reimbursement JUNE2026	100-7-15-025.00 Technology/IT	137.70	54856	06/08/26
PERRONL	05/19/26	LENWOOD PERRON D-ring pack REIM	200-7-50-261.00 Equipment Maintenance	9.53	54857	06/08/26
MES	03/30/26	MES SERVICE COMPANY LLC SCBA flow test IN2474314	100-7-65-265.00 Fire Dept. Equip Repairs	979.85	54858	06/08/26
MICHAUD	05/01/26	MICHAUDS SEPTIC SERVICE L LVRT portalet 52939	700-7-60-700.00 NVDA LVRT expenditures	120.00	54859	06/08/26
MICHAUD	06/01/26	MICHAUDS SEPTIC SERVICE L LVRT portalet-grant \$ 52996	700-7-60-700.00 NVDA LVRT expenditures	1000.00	54859	06/08/26
Check Total				1120.00		
BROADBAND	05/08/26	NEK BROADBAND Broadband JUNE2026	100-7-15-025.00 Technology/IT	103.00	54860	06/08/26
DELTA	05/19/26	NORTHEAST DELTA DENTAL June dental JUNE26	100-2-00-201.11 Health Insurance Payable	422.03	54861	06/08/26
GAZETTE	05/27/26	NORTHEAST KINGDOM PUBLIC road & door bids 34053112	200-7-70-150.00 Notices/Advt.	41.25	54862	06/08/26
GAZETTE	05/27/26	NORTHEAST KINGDOM PUBLIC road & door bids 34053112	100-7-15-150.00 Notices/Advt.	28.40	54862	06/08/26
Check Total				69.65		
NOVUS	06/01/26	NOVUS HARDWICK SOLAR LLC electricity INV-180	200-7-70-075.00 Electricity	59.91	54863	06/08/26
NOVUS	06/01/26	NOVUS HARDWICK SOLAR LLC electricity INV-180	100-7-50-075.00 Electric - Town Hall	227.88	54863	06/08/26
NOVUS	06/01/26	NOVUS HARDWICK SOLAR LLC electricity INV-180	100-7-65-075.00 Fire Dept. Electricity	84.12	54863	06/08/26
Check Total				371.91		
CHILDSUPP	06/08/26	OFFICE OF CHILD SUPPORT Payroll Transfer PR-06/08/26	100-2-00-201.20 Child Support Payable	92.31	54864	06/08/26
SHER	05/11/26	ORLEANS COUNTY SHERIFF June police 11963	100-7-60-100.00 Orleans County Sheriff	16666.67	54865	06/08/26
MERCIERP	05/12/26	PATRICIA MERCIER cemetary flags 129076	100-7-70-099.00 Cemetery Flags/Misc	504.00	54866	06/08/26
REYNOLDS	05/11/26	REYNOLDS & SONS INC hose, couplings 345926	100-7-65-267.00 Fire Dept. New Equip	5549.41	54867	06/08/26
SPERRYJ	05/28/26	SPERRY LAWN CARE LLC May cemetary mowing 4007	100-7-70-012.00 Cemetery Maintenance	3000.00	54868	06/08/26
STILLMEAD	05/16/26	STILLMEADOW GARDENS geraniums 5098	100-7-50-079.00 Grounds	57.00	54869	06/08/26
TAPLIN SE	06/01/26	TAPLIN SEPTIC PUMPING AND ballfield portalet I8392	100-7-50-079.00 Grounds	49.65	54870	06/08/26
CHRONICLE	05/29/26	THE CHRONICLE, INC. summer bids 15093	200-7-70-150.00 Notices/Advt.	44.25	54871	06/08/26

Vendor	Invoice Date	Invoice Description Invoice Number	Account	Amount Paid	Check Number	Check Date
TRANSEAST	02/27/26	truck 21 repair RA301002336	200-7-50-260.00 Equipment Repairs	4550.47	54872	06/08/26
UNIFIRST	05/13/26	uniforms 1070511342	200-7-60-025.00 Uniforms	50.41	54873	06/08/26
UNIFIRST	05/20/26	uniforms 1070513349	200-7-60-025.00 Uniforms	50.16	54873	06/08/26
UNIFIRST	05/27/26	uniforms 1070515074	200-7-60-025.00 Uniforms	50.16	54873	06/08/26
Check Total				150.73		
VANESSE	05/19/26	Breezy Ave scoping 0512407	700-7-50-910.00 Breezy Ave - Expenses	4950.01	54874	06/08/26
VTAPPRAIS	06/01/26	June assessor fee JUNE2026	100-7-30-225.00 Assessor	1458.00	54875	06/08/26
WELLS	05/20/26	copiers 110047238	100-7-15-100.00 Copiers	109.49	54876	06/08/26
WILLEYS	05/28/26	lock, garbage bags BEACH052026	760-7-78-999.00 Expenditures	49.48	54877	06/08/26
WILLEYS	05/28/26	waspspray; pipe; roller HWY05.2026	200-7-70-030.00 Shop Supplies	46.72	54877	06/08/26
Check Total				96.20		
WORKSAFE	05/12/26	sign 40081	200-7-40-530.00 Signs	244.28	54878	06/08/26
WORKSAFE	05/12/26	signs 40082	200-7-40-530.00 Signs	33.53	54878	06/08/26
Check Total				277.81		
CONSOL	05/12/26	phone/internet MAY2026	200-7-70-070.00 Telephone	46.71	54879	06/08/26
CONSOL	05/12/26	phone/internet MAY2026	100-7-15-070.00 Telephone	605.96	54879	06/08/26
CONSOL	05/12/26	phone/internet MAY2026	200-7-70-070.00 Telephone	85.95	54879	06/08/26
CONSOL	05/12/26	phone/internet MAY2026	100-7-65-070.00 Fire Dept. Telephone	74.89	54879	06/08/26
CONSOL	05/12/26	phone/internet MAY2026	100-7-15-070.03 Telephone-Historical Soc	46.71	54879	06/08/26
CONSOL	05/12/26	phone/internet MAY2026	100-7-15-070.03 Telephone-Historical Soc	85.46	54879	06/08/26
CONSOL	05/12/26	phone/internet MAY2026	100-7-65-070.00 Fire Dept. Telephone	46.71	54879	06/08/26
Check Total				992.39		
TRANSEAST	02/06/26	truck 22 axel RA301002312	200-7-50-260.00 Equipment Repairs	572.64	54880	06/08/26

Vendor	Invoice Date	Invoice Description Invoice Number	Account	Amount Paid	Check Number	Check Date
USPS.	06/10/26	USPS EPS #1000023560 SPECIAL TOWN	100-7-17-220.00 Town Meeting Expenses	153.88	54881	06/10/26
AIRGAS	06/01/26	AIRGAS USA HWY gas lease 5525358544	200-7-70-073.00 Heating Fuel	281.60	54892	06/16/26
BERGERON	05/26/26	BERGERON PROTECTIVE CLOTH new uniforms 251266	100-7-65-267.00 Fire Dept. New Equip	4124.11	54893	06/16/26
CHIDSEY	05/30/26	BILL CHIDSEY MERP MAY302026	725-7-00-000.00 MERP expenditures	2415.46	54894	06/16/26
CLOUTIER	06/11/26	DIANE CLOUTIER June office cleaning JUNE2026	100-7-50-010.00 Custodian	350.00	54895	06/16/26
FIRSTLIGH	06/01/26	FIRSTLIGHT FIBER backup 23191879	100-7-15-025.00 Technology/IT	332.99	54896	06/16/26
GENSBURG	06/08/26	GENSBURG & GREAVES, PLLC tax sale attorney 4098	100-7-35-100.00 Tax Sale Expenditures	1186.50	54897	06/16/26
ELECTRIC	06/01/26	HARDWICK ELECTRIC DEPARTM electricity JUNE26	100-7-50-075.00 Electric - Town Hall	16.12	54898	06/16/26
ELECTRIC	06/01/26	HARDWICK ELECTRIC DEPARTM electricity JUNE26	200-7-70-075.00 Electricity	95.49	54898	06/16/26
ELECTRIC	06/01/26	HARDWICK ELECTRIC DEPARTM electricity JUNE26	100-7-65-075.00 Fire Dept. Electricity	78.78	54898	06/16/26
Check Total				190.39		
HERITAGE	05/06/26	HERITAGE MEMORIALS, INC labor, materials, equipme 7720	100-7-70-013.00 Cemetery Projects	2800.00	54899	06/16/26
MARLIN	06/04/26	MARLIN CONTROLS batteries for road sign 6127-7774	200-7-50-261.00 Equipment Maintenance	1650.00	54900	06/16/26
NORTHCOUN	06/04/26	NORTH COUNTRY TREE CARE cemetery tree cutting 2215	100-7-70-013.00 Cemetery Projects	2800.00	54901	06/16/26
SULLIVAN	04/30/26	SULLIVAN, POWERS & CO P.C auditor consult 135716	100-7-62-100.02 Audit	441.00	54902	06/16/26
VTREASED	---	None --- / / -- VOID --		0.00	54903	06/16/26
WILLEYS	06/08/26	WILLEY'S STORE INC. Funky 4th t-shirts JUNE102026	100-7-15-155.00 4th of July	600.00	54904	06/16/26
ALLSTATES	05/28/26	ALL STATES CONSTRUCTION, chloride 1122703	200-7-40-501.00 Chloride	5912.32	54917	06/22/26
BLACKDIRT	05/14/26	BLACK DIRT FARM compost 3569	100-7-90-040.00 Compost Fee	249.60	54918	06/22/26
BANKCARD	06/18/26	CARD SERVICES CENTER postage, IT JUNE2026	100-7-15-085.00 Postage	290.88	54919	06/22/26
BANKCARD	06/18/26	CARD SERVICES CENTER postage, IT JUNE2026	100-7-15-025.00 Technology/IT	164.42	54919	06/22/26
Check Total				455.30		
KITE	06/10/26	CARROLL, BOE, PELL & KITE SB consults 41128	100-7-62-100.03 Legal	282.00	54920	06/22/26
CHOQUETTE	06/17/26	Choquette Inflatables LLC dunk tank, 4th of July 2643	100-7-15-155.00 4th of July	300.00	54921	06/22/26

Vendor	Invoice Date	Invoice Description Invoice Number	Account	Amount Paid	Check Number	Check Date
FREDS	06/09/26	diesel 5331662	200-7-50-262.00 Fuel/Diesel	1972.28	54922	06/22/26
WATER	05/14/26	beach water 6067	760-7-78-999.00 Expenditures	475.00	54923	06/22/26
WATER	05/14/26	water 6097	200-7-70-076.00 Water Bill	475.00	54923	06/22/26
WATER	05/14/26	water 6097	100-7-50-076.00 Water Bill	475.00	54923	06/22/26
Check Total				1425.00		
ROBBINS	06/05/26	elec for garage JUNE2026	200-7-70-025.00 Garage Maintenance	510.76	54924	06/22/26
SP&F	06/12/26	union negotiations 105926	100-7-62-100.03 Legal	75.00	54925	06/22/26
TAPLIN SE	06/01/26	gravel pit portalet I8381	200-7-50-301.00 Equipment Rental	99.14	54926	06/22/26
UNIFIRST	06/10/26	uniforms 10705018819	200-7-60-025.00 Uniforms	50.16	54927	06/22/26
UNIFIRST	06/03/26	uniforms 1070517020	200-7-60-025.00 Uniforms	50.16	54927	06/22/26
Check Total				100.32		
UNEMPLOYM	05/22/26	unemployment REN04011268	200-7-60-014.00 Unemployment Highway	1029.00	54928	06/22/26
UNEMPLOYM	05/22/26	unemployment REN04011268	100-7-10-014.01 Unemployment - Library	686.00	54928	06/22/26
Check Total				1715.00		
WHITNEY'S	06/16/26	monthly beach maintenance JUNE2026	760-7-78-999.00 Expenditures	1316.67	54929	06/22/26
CINTAS	05/12/26	uniforms 4268858168	200-7-60-025.00 Uniforms	54.78	54941	06/29/26
CINTAS	05/19/26	uniforms 4269603807	200-7-60-025.00 Uniforms	54.78	54941	06/29/26
CINTAS	05/27/26	uniforms 4270406330	200-7-60-025.00 Uniforms	81.98	54941	06/29/26
CINTAS	06/02/26	uniforms 4271094369	200-7-60-025.00 Uniforms	84.48	54941	06/29/26
CINTAS	06/09/26	uniforms 4271862194	200-7-60-025.00 Uniforms	84.48	54941	06/29/26
CINTAS	06/23/26	uniforms 4273349883	200-7-60-025.00 Uniforms	84.04	54941	06/29/26
CINTAS	06/16/26	uniforms 427626055	200-7-60-025.00 Uniforms	84.04	54941	06/29/26
Check Total				528.58		

Vendor	Invoice Description	Invoice Date	Invoice Number	Account	Amount Paid	Check Number	Check Date
EYEMED	COMBINED INS CO OF AMERIC	06/15/26	Payroll Transfer PR-06/15/26	100-2-00-201.11 Health Insurance Payable	52.44	54942	06/29/26
CONSOL	CONSOLIDATED COMMUNICATIO	06/12/26	phone/internet JUNE2026	100-7-15-070.00 Telephone	606.28	54943	06/29/26
CONSOL	CONSOLIDATED COMMUNICATIO	06/12/26	phone/internet JUNE2026	200-7-70-070.00 Telephone	85.95	54943	06/29/26
CONSOL	CONSOLIDATED COMMUNICATIO	06/12/26	phone/internet JUNE2026	200-7-70-070.00 Telephone	46.71	54943	06/29/26
CONSOL	CONSOLIDATED COMMUNICATIO	06/12/26	phone/internet JUNE2026	100-7-65-070.00 Fire Dept. Telephone	74.89	54943	06/29/26
CONSOL	CONSOLIDATED COMMUNICATIO	06/12/26	phone/internet JUNE2026	100-7-65-070.00 Fire Dept. Telephone	46.71	54943	06/29/26
CONSOL	CONSOLIDATED COMMUNICATIO	06/12/26	phone/internet JUNE2026	100-7-15-070.03 Telephone-Historical Soc	46.71	54943	06/29/26
CONSOL	CONSOLIDATED COMMUNICATIO	06/12/26	phone/internet JUNE2026	100-7-15-070.03 Telephone-Historical Soc	85.46	54943	06/29/26
Check Total					992.71		
ALLEGIANC	CORPORATE BILLING	06/18/26	fluids X122046880	200-7-50-261.00 Equipment Maintenance	169.99	54944	06/29/26
FIRETECH	FIRE TECH & SAFETY	05/05/26	valves, lugs IN023010	100-7-65-267.00 Fire Dept. New Equip	395.00	54945	06/29/26
FREDS	FRED'S ENERGY	06/23/26	diesel 5333261	200-7-50-262.00 Fuel/Diesel	1256.81	54946	06/29/26
WATER	GREENSBORO FIRE DISTRICT	05/01/25	HWY missed FY25 invoice HWY	200-7-70-076.00 Water Bill	450.00	54947	06/29/26
ELECTRIC	HARDWICK ELECTRIC DEPARTM	06/15/26	electricity JUNE2026	100-7-50-075.01 Electric - Playground	37.08	54948	06/29/26
ELECTRIC	HARDWICK ELECTRIC DEPARTM	06/15/26	electricity JUNE2026	100-7-50-075.04 Electric-G'boro Grange	19.00	54948	06/29/26
ELECTRIC	HARDWICK ELECTRIC DEPARTM	06/15/26	electricity JUNE2026	100-7-50-075.02 Street Lights	452.12	54948	06/29/26
Check Total					508.20		
IBEW	International Brotherhood	06/01/26	Payroll Transfer PR-06/01/26	100-2-00-201.14 Union Dues	45.29	54949	06/29/26
IBEW	International Brotherhood	06/08/26	Payroll Transfer PR-06/08/26	100-2-00-201.14 Union Dues	45.29	54949	06/29/26
IBEW	International Brotherhood	06/15/26	Payroll Transfer PR-06/15/26	100-2-00-201.14 Union Dues	45.29	54949	06/29/26
IBEW	International Brotherhood	06/22/26	Payroll Transfer PR-06/22/26	100-2-00-201.14 Union Dues	45.29	54949	06/29/26
IBEW	International Brotherhood	06/29/26	Payroll Transfer PR-06/29/26	100-2-00-201.14 Union Dues	45.29	54949	06/29/26
Check Total					226.45		
KARP	KARP JOSHUA	06/29/26	Office HRA reimbursement REIM2026	100-7-10-013.02 Town Offices - HRA	1271.75	54950	06/29/26

Vendor	Invoice Date	Invoice Description	Account	Amount Paid	Check Number	Check Date
LINCOLN	06/01/26	MADISON NATIONAL LIFE INS life insurance QTR42026	100-2-00-201.11 Health Insurance Payable	597.14	54951	06/29/26
GAZETTE	06/24/26	NORTHEAST KINGDOM PUBLIC DRB,mowing,bylaw;TM 34851005	100-7-15-150.00 Notices/Advt.	127.80	54952	06/29/26
GAZETTE	06/24/26	NORTHEAST KINGDOM PUBLIC DRB,mowing,bylaw;TM 34851005	100-7-25-151.00 Zoning Notices/Ads	67.45	54952	06/29/26
GAZETTE	06/24/26	NORTHEAST KINGDOM PUBLIC DRB,mowing,bylaw;TM 34851005	200-7-70-150.00 Notices/Advt.	49.70	54952	06/29/26
Check Total				244.95		
POULINBUI	05/13/26	POULIN BUILDING MATERIALS truck 17 flatbed 3354532-024	200-7-50-260.00 Equipment Repairs	525.15	54953	06/29/26
POULINBUI	05/14/26	POULIN BUILDING MATERIALS truck 17 flat bed 3354618-024	200-7-50-260.00 Equipment Repairs	207.03	54953	06/29/26
Check Total				732.18		
MILTONCAT	06/04/26	SOUTHWORTH-MILTON, INC. fuel filter excavator 39332144	200-7-50-261.00 Equipment Maintenance	33.52	54954	06/29/26
UNIFIRST	06/17/26	UNIFIRST CORPORATION uniforms 1070520719	200-7-60-025.00 Uniforms	50.16	54955	06/29/26
UNIFIRST	06/24/26	UNIFIRST CORPORATION uniforms 1070522603	200-7-60-025.00 Uniforms	50.16	54955	06/29/26
Check Total				100.32		
UNITED	04/30/26	UNITED CONSTRUCTION & FOR grader 11588055	200-7-50-260.00 Equipment Repairs	1466.00	54956	06/29/26
UNITED	05/13/26	UNITED CONSTRUCTION & FOR PU broom 11610994	200-7-50-260.00 Equipment Repairs	3075.00	54956	06/29/26
UNITED	06/02/26	UNITED CONSTRUCTION & FOR skidsteer parts 11650485	200-7-50-261.00 Equipment Maintenance	458.83	54956	06/29/26
Check Total				4999.83		
VMERSDB	06/01/26	VMERS DB Payroll Transfer PR-06/01/26	100-2-00-201.10 Retirement W/H Payable	1222.95	54957	06/29/26
VMERSDB	06/08/26	VMERS DB Payroll Transfer PR-06/08/26	100-2-00-201.10 Retirement W/H Payable	1205.73	54957	06/29/26
VMERSDB	06/15/26	VMERS DB Payroll Transfer PR-06/15/26	100-2-00-201.10 Retirement W/H Payable	1248.66	54957	06/29/26
VMERSDB	06/22/26	VMERS DB Payroll Transfer PR-06/22/26	100-2-00-201.10 Retirement W/H Payable	1659.85	54957	06/29/26
VMERSDB	06/29/26	VMERS DB Payroll Transfer PR-06/29/26	100-2-00-201.10 Retirement W/H Payable	1261.08	54957	06/29/26
Check Total				6598.27		
VTDEC	04/01/26	VTDEC - WATERSHED MANAGEM annual MRPG fee HQP-70QW-208	200-7-45-625.00 Permits	1350.00	54958	06/29/26

Vendor	Invoice Date	Invoice Description Invoice Number	Account	Amount Paid	Check Number	Check Date
WBMASON	06/01/26	water 162342649	200-7-70-030.00 Shop Supplies	8.49	54959	06/29/26
WORKSAFE	06/18/26	summer camp sign 40452	200-7-40-530.00 Signs	742.93	54960	06/29/26
MATTOSA	06/30/26	town plan consult PLAN2026	100-7-25-222.00 Planning Projects	350.00	54961	06/30/26
ALLSTATES	06/08/26	chloride 1122892	200-7-40-501.00 Chloride	5277.44	54962	06/30/26
COLLINSVI	06/16/26	oil pan 93	200-7-50-260.00 Equipment Repairs	1106.19	54963	06/30/26
FOSTER	06/12/26	LVRT grant materials 0437331	700-7-60-700.00 NVDA LVRT expenditures	4000.00	54964	06/30/26
BROADBAND	06/30/26	broadband 062026	100-7-15-025.00 Technology/IT	103.00	54965	06/30/26
CHRONICLE	06/26/26	mowing,town mtg warning 15299	100-7-15-150.00 Notices/Advt.	45.00	54966	06/30/26
CHRONICLE	06/26/26	mowing,town mtg warning 15299	200-7-70-150.00 Notices/Advt.	52.50	54966	06/30/26
Check Total				97.50		
CAMARRAT	06/29/26	fourth of July candy 4THCANDY	100-7-15-155.00 4th of July	45.96	54967	06/30/26
VIKING	06/29/26	electrical body switch 4554255	200-7-50-261.00 Equipment Maintenance	89.45	54968	06/30/26
WELLS	06/19/26	copiers 110115420	100-7-15-100.00 Copiers	109.49	54969	06/30/26
HEALTHQU	05/18/26	HWY HRA IZ6OYFR	200-7-60-013.02 HRA	165.40 E	601	06/01/26
HEALTHQU	05/20/26	HRA 66NFB2U	100-7-10-013.02 Town Offices - HRA	53.74 E	608	06/08/26
HEALTHQU	05/20/26	HRA 66NFB2U	200-7-60-013.02 HRA	407.91 E	608	06/08/26
Check Total				461.65		
HEALTHQU	06/17/26	HWY HRA P8JE9HE	200-7-60-013.02 HRA	703.74 E	629	06/29/26
HEALTHQU	06/04/26	June HRA dues 2Z8OSNV	100-7-10-013.02 Town Offices - HRA	10.35 E	2616	06/16/26
HEALTHQU	06/04/26	June HRA dues 2Z8OSNV	200-7-60-013.02 HRA	10.35 E	2616	06/16/26
HEALTHQU	05/27/26	HWY HRA JOJOBHW	200-7-60-013.02 HRA	56.36 E	2616	06/16/26
HEALTHQU	06/03/26	HWY HRA XVAMHU1	200-7-60-013.02 HRA	192.98 E	2616	06/16/26
Check Total				270.04		
VTTAXES	06/01/26	Payroll Transfer PR-06/01/26	100-2-00-201.03 State W/H Tax Payable	242.82 E	26046	06/01/26

Vendor	Invoice Date	Invoice Description	Account	Amount Paid	Check Number	Check Date
VTTAXES	06/08/26	VERMONT DEPT. OF TAXES Payroll Transfer PR-06/08/26	100-2-00-201.03 State W/H Tax Payable	242.39 E	26047	06/08/26
VTTAXES	06/15/26	VERMONT DEPT. OF TAXES Payroll Transfer PR-06/15/26	100-2-00-201.03 State W/H Tax Payable	240.83 E	26048	06/16/26
VTTAXES	06/22/26	VERMONT DEPT. OF TAXES Payroll Transfer PR-06/22/26	100-2-00-201.03 State W/H Tax Payable	289.73 E	26049	06/22/26
EFTPS	06/01/26	EFTPS Payroll Transfer PR-06/01/26	100-2-00-201.01 FICA/MEDI Tax Payable	1310.36 E	260601	06/01/26
EFTPS	06/01/26	EFTPS Payroll Transfer PR-06/01/26	100-2-00-201.02 Fed. W/H Tax Payable	464.04 E	260601	06/01/26

					Check Total	1774.40
EFTPS	06/08/26	EFTPS Payroll Transfer PR-06/08/26	100-2-00-201.02 Fed. W/H Tax Payable	474.47 E	260608	06/08/26
EFTPS	06/08/26	EFTPS Payroll Transfer PR-06/08/26	100-2-00-201.01 FICA/MEDI Tax Payable	1305.16 E	260608	06/08/26

					Check Total	1779.63
EFTPS	06/15/26	EFTPS Payroll Transfer PR-06/15/26	100-2-00-201.01 FICA/MEDI Tax Payable	1302.48 E	260616	06/16/26
EFTPS	06/15/26	EFTPS Payroll Transfer PR-06/15/26	100-2-00-201.02 Fed. W/H Tax Payable	476.65 E	260616	06/16/26

					Check Total	1779.13
EFTPS	06/22/26	EFTPS Payroll Transfer PR-06/22/26	100-2-00-201.01 FICA/MEDI Tax Payable	1610.04 E	260622	06/22/26
EFTPS	06/22/26	EFTPS Payroll Transfer PR-06/22/26	100-2-00-201.02 Fed. W/H Tax Payable	552.36 E	260622	06/22/26

					Check Total	2162.40
EFTPS	06/29/26	EFTPS Payroll Transfer PR-06/29/26	100-2-00-201.01 FICA/MEDI Tax Payable	1337.78 E	260629	06/29/26
EFTPS	06/29/26	EFTPS Payroll Transfer PR-06/29/26	100-2-00-201.02 Fed. W/H Tax Payable	507.99 E	260629	06/29/26

					Check Total	1845.77
VTTAXES	06/29/26	VERMONT DEPT. OF TAXES Payroll Transfer PR-06/29/26	100-2-00-201.03 State W/H Tax Payable	249.08 E	2650650	06/29/26

07/01/26
01:47 pm

Town of Greensboro Accounts Payable
Check Warrant Report # 93693 Current Prior Next FY Invoices
For Check Acct 01(GENERAL FUND) All check #s 06/01/26 To 06/30/26

Page 11 of 11
HTML5TREASURER

Vendor	Invoice Date	Invoice Description Invoice Number	Account	Amount Paid	Check Number	Check Date
-----				-----		
		Report Total		134140.14		
				=====		

Selectboard

To the Treasurer of Town of Greensboro, We Hereby certify
that there is due to the several persons whose names are
listed hereon the sum against each name and that there
are good and sufficient vouchers supporting the payments
aggregating \$ ***134,140.14
Let this be your order for the payments of these amounts.

Date Signed _____

Greensboro Selectboard

June 10, 2026 – Minutes

SELECTBOARD MEMBERS PRESENT: MacNeil, Mike Metcalf, Judy Carpenter, Tim Brennan, Ellen Celnik (joined remotely)

SELECTBOARD MEMBERS ABSENT: None

OTHERS PRESENT in person: Chris Roy, Erika Karp, Stew Arnold, Paul Brierre, Mary Young, Wayne Young, Renee Circosta, Gary Circosta

OTHERS PRESENT remote: Jennifer Lucas, Lise Armstrong, Janet Long, Janet Patterson, Brian Titus, Christine Armstrong, Aileen Gebbie

CALLED TO ORDER: 6:34 p.m.

ADDITIONS TO THE AGENDA

- Library Trustee appointment
- Selectboard meeting schedule
- Beaver deceiver – Craftsbury Rd
- Schedule bank run gravel days

CONSENT AGENDA

- A. 5/27/26 Selectboard minutes (second monthly meeting)
- B. Orleans County Sheriff – monthly report
- C. Treasurer’s monthly report
- D. FY26 budget status report and May check warrants
- E. Liquor licenses: Willey’s Store (2nd Class); Highland Lodge (1st and 3rd Class Hotel, Outside Consumption Permit); Hill Farmstead (1st Class restaurant/bar; 2nd Class, Special Events Permit, Outside Consumption Permit); Wilson Herb Farm (2nd Class)

The Board agreed to remove items A and E from the consent agenda. After discussion, Ellen made the following motion:

The board approves the 5/27/26 minutes as amended.

Mike seconded the motion which carried (Celnik, Brennan, Metcalf, Carpenter in favor; MacNeil not voting as chair). Judy made the following motion:

The board approves liquor licenses for Willey’s Store, Highland Lodge, Hill Farmstead Brewery, and Wilson Herb Farm.

Mike seconded the motion which carried (Celnik, Brennan, Metcalf, Carpenter in favor; MacNeil not voting as chair).

PUBLIC CONCERNS

1. **Gary Circosta.** Gary said it’s been 17 days since the Board received his second allegation of an Open Meeting Law (OML) violation, and according to statute the board is supposed to respond publicly to an allegation within 10 calendar days. Gary said it appears to him that the Board made a decision, outside of a warned meeting and possibly over email, to instruct the staff to not warn the special town meeting. Gary said that according to the OML, Board members are not allowed to discuss town business at a forum outside

of a warned meeting. Tim said that agenda-related items are allowed to be discussed over email and are not violations of the OML.

MacNeil said no decisions were made by the Board outside of a warned meeting. Everyone understood that there was likely an OML violation at the May 13 meeting, and there was a presumption that the special town meeting would not take place as warned. There was no reason to warn a special town meeting that would not ultimately occur.

After reviewing emails written by Mike and Judy after the May 13 meeting, Renee said she was disappointed to find that they had abstained from the warning vote not because of OML concerns, but because they supported floor voting over Australian Ballot voting. She said that focusing on the Board's actions encourages transparency and encourages the Board to follow the processes required by the OML.

Janet asked Gary and Renee what they are trying to achieve by continually bringing up these process issues. Gary said he hopes that the Board will either acknowledge or deny the alleged OML violation, learn from this situation, and move on. Tim said that not responding to the alleged violation publicly is considered to be a denial, and that's what the Board did.

- 2. Janet Long.** Janet said some people are not in favor of the town authorizing the Conservation Commission (GCC) to use glyphosate. She asked what she can do to ensure this issue is publicly discussed. MacNeil suggested that she bring her concerns to the GCC. Janet said this has already been done. MacNeil said as far as he knows, the board is not considering taking any action on this issue. When Janet asked how she can encourage the Board to discuss this issue, MacNeil suggested she submit an agenda item request for a future meeting.

ROADS

- 1. Open roadside mowing bids.** Two bids were received, from Patenaude Bush Hogging, Newport (\$19,840) and Jeff Masure Excavating, Wheelock (\$17,860). After discussion, Judy made the following motion:

The board accepts the Masure bid conditioned on a favorable recommendation, otherwise the Patenaude bid will be accepted.

Mike seconded the motion which carried (Celnik, Brennan, Metcalf, Carpenter in favor; MacNeil not voting as chair).

Tim suggested that generally, after a public bid opening, action be delayed until the next Board meeting. This would give the Board some time to review the budget and consider contractor selection more thoughtfully. Other Board members thought this was a good idea.

- 2. Bank run gravel days.** Tom suggested scheduling bank run gravel days for July 6,7,8, and 9. The Board supported this plan, and town staff will advertise. A bank run gravel request form must be filled out prior to ordering gravel; this is available on the town website or from the town office.
- 3. Beaver deceiver.** A beaver deceiver was installed on a Craftsbury Rd. culvert. The FY27 budget includes \$5k for this expense. Ellen thanked MacNeil, the road crew, Jane Hoffman, and John Schweizer for helping make the install happen.

TOWN CLERK

Mowing bids for town properties. The properties included in this contract are the Village Green, Willey Beach Park, Town Park, Bend Park, Grange, Ballfield, and Firehouse. One bid was received from Kyle Drown (\$5,600/yr.). Mike made the following motion:

The Board accepts Kyle Drown's bid for mowing town properties for a period of three years at \$5,600 per year.

Judy seconded the motion which carried (Celnik, Brennan, Metcalf, Carpenter in favor; MacNeil not voting as chair).

ACTION ITEMS

- 1. Caspian Lake Dam Committee.** Chair Stew Arnold requested that the board amend the committee charter to reduce membership from 7 to 5, accept resignations from Chris Steel and Naomi Ranz-Schleifer, and appoint JoAnn Hanowski to the committee.

Stew said at their first official meeting, it was agreed that the committee would function better with a smaller number of appointed members and an informal advisory committee. Judy made the following motion:

The board amends the Caspian Lake Dam Committee charter, changing membership from 7 to 5 members; accepts resignations from committee members Chris Steel and Naomi Ranz-Schleifer; and appoints JoAnn Hanowski to the committee.

Tim seconded the motion which carried (Celnik, Brennan, Metcalf, Carpenter in favor; MacNeil not voting as chair).

Stew said the committee is doing a lot of listening right now, and that a key to success is working closely with the Town of Hardwick.

There appears to be more grants for dam removals than for repairs or replacements. Stew added that Greensboro Association (GA) funds could be used as an incentive for both Greensboro and Hardwick to include exploratory funds in their upcoming budgets. Stew said the GA could also undertake a fundraising campaign.

Ellen thanked Stew for his work on the committee.

- 2. Caspian Arts – authorize Arts Fest banner.** Caspian Arts treasurer Isa Oehry requested approval to hang a banner across from the Grange to advertise their second annual Arts Fest, to be held Aug. 15. To hang the banner Hardwick Electric Dept. is requesting authorization from the Selectboard and payment of a \$100 fee. Isa said Caspian Arts will pay the fee, and requested that the Board approve the banner installation for a three-year period, since the Arts Fest is an annual event. After discussion, the Board agreed that a one-year approval was preferable. Tim made the following motion:

The Board approves Hardwick Electric Dept. hanging a banner over Craftsbury Rd. for the 2026 Caspian Arts Fest.

Mike seconded the motion which carried (Celnik, Brennan, Metcalf, Carpenter in favor; MacNeil not voting as chair).

- 3. Lamoille County Sheriff's Dept. – approve dispatch contract.** After the new contract was reviewed, Board members had questions about the contract's costing formula. Tim made the following motion:

The board will table approval of the LCSD dispatch contract.

Judy seconded the motion which carried (Celnik, Brennan, Metcalf, Carpenter in favor; MacNeil not voting as chair). Brett agreed to follow up with LCSD.

- 4. LVRT trailhead project - waive purchasing policy.** Josh explained that due to factors outside the town's control, grant-funded work on the LVRT trailhead in the Bend must be completed by June 30. One of the projects is estimated to cost somewhat more than \$5,000, which is the threshold for putting projects out to bid according to the Town's purchasing policy.

Putting the project out to bid at this late date will make it difficult to complete the project on time, and Josh recommended that the Board waive the purchasing policy in this case. Mike made the following motion:

The Board waives the purchasing policy for the trailhead project.

Ellen seconded the motion which carried (Celnik, Brennan, Metcalf, Carpenter in favor; MacNeil not voting as chair).

5. **Library Trustee.** Trustee Fan Watkinson has resigned, and Jennifer Lucas requested that alternate trustee Tanya Thomas be appointed. Tanya was invited by the library board to be an alternate trustee and she's currently in training to take over as treasurer when Jennifer steps down in March 2027.
- Judy said the Board is trying to be consistent and is asking anyone interested in serving on boards and committees to submit a letter of interest. The Board agreed to table the appointment and will ask Tanya to submit a letter of interest.

DISCUSSION ITEMS

Contracting with Acrisure to assist Town with health insurance options. Tim reported that VLCT contracts with a consulting firm called Acrisure to help towns compare carriers and plans and present money-saving options. A contract with Acrisure would cost \$1580/yr., and Tim felt that this service would likely save the town at least that much money.

Brett said the decision should be made soon whether to contract with Acrisure. Employee health care is expensive and the public expects the board to thoroughly research health insurance options.

Ellen said she'd like to discuss Acrisure with towns that have contracted with them previously. Tim agreed to provide Ellen with some contacts.

The Board authorized Tim to continue his research into Acrisure.

OTHER BUSINESS

1. **Upcoming: public hearing on zoning bylaw amendments.** The selectboard will hold a public hearing on proposed amendments to the *Flood Hazard Area Regulations* section of the zoning bylaw on June 24 from 6-6:30 p.m. in the Town Hall meeting room. This hearing has to be repeated due to lack of a quorum at the Board's 5/18 bylaw hearing. A presentation put out by the VT Dept. of Environmental Conservation called "Choosing Flood Resilience" is available on the town website, and speaks to many of the proposed bylaw amendments.

The hearing will be followed by the Board's second monthly meeting.

2. **Selectboard meeting schedule.** MacNeil suggested that July's second monthly meeting be cancelled. Judy made the following motion:

The Board will cancel July's second monthly meeting.

Tim seconded the motion which carried (Celnik, Brennan, Metcalf, Carpenter in favor; MacNeil not voting as chair).

3. **Mary and Wayne Young; Janet Long – public comment.** Mary said she appreciates Selectboard members' intelligent input, questions and proposals. It's really good to come and sit here and see what you all do to keep this town rolling, she said. Wayne agreed and thanked the board for their public service.

Janet agreed that the board is doing a great job.

EXECUTIVE SESSION - Town Administrator position

Mike made the following motion:

The Board will enter executive session at 8:14 p.m. to discuss the town administrator position, with Kim Greaves present.

Judy seconded the motion which carried (Celnik, Brennan, Metcalf, Carpenter in favor; MacNeil not voting as chair).

The board left executive session at 8:43 p.m. Mike made the following motion:

There were three candidates considered for the position of town administrator and interviews were offered to all three, with two candidates declining. Josh Karp accepted, and the hiring committee felt that he answered their set of questions very well. The Selectboard offers Josh Karp the position of town administrator starting July 1, 2026 at the rate of \$30/hr.

Judy seconded the motion. Tim said that the hiring committee was impressed overall with Josh's written and oral presentation, and that he has the skills, experience, and commitment to the town to make an outstanding town administrator.

The vote was held and the motion carried (Celnik, Brennan, Metcalf, Carpenter in favor; MacNeil not voting as chair).

ADJOURNMENT

The meeting was unanimously adjourned at 8:45 p.m.

Respectfully Submitted: Josh Karp, Selectboard Clerk

AMENDED 6/25/26 J.K.

- Draft only, not yet approved by the Selectboard -

Greensboro Selectboard

June 24, 2026 – Minutes

SELECTBOARD MEMBERS PRESENT: Ellen Celnik, MacNeil, Mike Metcalf, Tim Brennan

SELECTBOARD MEMBERS ABSENT: Judy Carpenter

OTHERS PRESENT in person: Kent Hansen, Kim Greaves, Josh Karp, Brett Stanciu, Chris Roy, Maria Amador, Christine Armstrong, Janet Patterson, Bill Chidsey, Rob Brigham

OTHERS PRESENT remote: Lise Armstrong, Anne Stevens, Janet Long

CALL TO ORDER: 6:02 p.m.

Note: the first public hearing on the flood hazard area bylaw was held on 5/18 but there was no quorum of Selectboard members. This means that no official hearing was held, so the Board had to re-warn a new public hearing.

PUBLIC HEARING ON PROPOSED CHANGES TO FLOOD HAZARD AREA BYLAW

MacNeil explained that for residents to be eligible for the national flood insurance program, elements of the town's flood hazard area bylaw must be in place. The purpose of this update is to ensure that the town is in compliance with federal regulations.

Tim thanked the planning commission for their work on this bylaw update. He noted that he watched the recording of the first flood bylaw hearing and found the presentation put on by Agency of Natural Resources staff to be excellent.

The Selectboard took public questions on proposed changes to the flood hazard area bylaw.

Final flood maps are not yet completed by FEMA but are expected in spring 2027. Once these are released, public comment will be sought and the town can request changes to the maps if errors are found.

Brett said the flood hazard area bylaw update is very well written and recommended that the Selectboard approve it.

ADJOURNMENT

The meeting was unanimously adjourned at 6:30 p.m.

Respectfully Submitted: Josh Karp, Selectboard Clerk

Greensboro Selectboard

June 24, 2026 – Minutes

SELECTBOARD MEMBERS PRESENT: Ellen Celnik, MacNeil, Mike Metcalf, Judy Carpenter, Tim Brennan

SELECTBOARD MEMBERS ABSENT: None

OTHERS PRESENT in person: Chris Roy, Maria Amador, Jennifer Ranz, Rob Brigham, Dede Stabler, Erika Karp, Michael Malick, Ila Hunt, Kent Hansen, Janet Patterson, Bill Chidsey, Ricky Albores, Christine Armstrong, Renee Circosta

OTHERS PRESENT remote: Janet Long, Lise Armstrong, Jennifer Lucas, Bobbie Nisbet, Peter Romans, Bill Hardy, Liz Steel, Anne Stevens

CALL TO ORDER: 6:33 p.m.

ADDITIONS TO THE AGENDA

Approve liquor license for Highland Center

MINUTES

Mike made the following motion:

The Board approves the 6/10/26 minutes.

Ellen seconded the motion. After discussion, the minutes were amended.

The vote was held and the motion carried (Celnik, Brennan, Metcalf, Carpenter in favor; MacNeil not voting as chair).

PUBLIC COMMENT – GENERAL

1. **Rob Brigham.** Rob said a group of volunteers would like to clean up the third floor of the Town Hall and give tours of the space on the Funky Fourth. He suggested that tours happen from 11-1. Dede proposed a maximum of ten people per tour group.

Rob said the group would consolidate items from the gym in the side rooms.

MacNeil requested that the tour groups use the back entrance, since the picnic lunch is set up out front.

After discussion, Tim made the following motion:

The board approves members of the recreation committee and pickleball group holding limited tours of the third floor during the Funky Fourth, as discussed.

Ellen seconded the motion which carried (Celnik, Brennan, Metcalf, Carpenter in favor; MacNeil not voting as chair).

2. **Liz Steel.** Liz attended the “strengthening local democracy” forum and asked whether the Selectboard would be interested in sponsoring a “democracy matters” working group in Greensboro.

MacNeil, who also attended the forum, noted that presenter Susan Clark said that the work of implementing major changes to town meeting often falls on the town staff and selectboard, and that volunteer groups can play an important role in this process by developing and presenting ideas.

Liz suggested that such a group could be sponsored by the Selectboard, noting that other towns’ Selectboard members are involved in democracy working groups.

ACTION ITEMS

- 1. Lamoille County Sheriff's Department – approve dispatch contract.** Tim made the following motion:

The Board approves the dispatch contract with Lamoille County Sheriff's Dept.

Ellen seconded the motion which carried (Celnik, Brennan, Metcalf, Carpenter in favor; MacNeil not voting as chair).

Tim said the contract calls for a financial report, yet he's never seen one. He also wondered about receiving a detailed report on services rendered by the LCSD. Brett will inquire about both issues.

- 2. Tanya Thomas – library trustee appointment.** Mike made the following motion:

The Board appoints Tanya Thomas to be a library trustee.

Tim seconded the motion which carried (Celnik, Brennan, Metcalf, Carpenter in favor; MacNeil not voting as chair).

- 3. Updated engagement letter from Jay Barrett – approve.** Mike made the following motion:

The Board approves Jay Barrett's updated engagement letter.

Ellen seconded the motion. Discussion; Tim noted that Jay clarified his fee will be \$5,000 for his and Tim Schall's work, and that their assessment will cover the entire town hall building.

Jay declined to undertake an energy code assessment, and the Board agreed this can be done at a later date.

The vote was held and the motion carried (Celnik, Brennan, Metcalf, Carpenter in favor; MacNeil not voting as chair).

- 4. FY27 payroll – approval.** Tim said the proposed payroll figures are consistent with the FY27 budget, and made the following motion:

The board approves the FY27 payroll figures as presented.

Ellen seconded the motion which carried (Celnik, Brennan, Metcalf, Carpenter in favor; MacNeil not voting as chair).

- 5. Fuel oil prebuy (town hall and town garage).** Kim received prebuy contracts from three area suppliers. Blanchard Oil had the lowest prebuy price at \$3.85/gal. With a pre-buy, the town locks in a per-gallon price but must pay for the entire winter's fuel up front.

Blanchard also offers a capped price option, whereby the town pays a \$.40/gal. insurance fee up front on the gallons estimated to be used this winter. While the insurance fee itself is non-refundable, the town only pays for the actual amount of fuel used over the heating season. Fuel is also paid for on a load-to-load basis, and if the market price goes down, the town's price per gallon would go down as well. Jennifer Lucas noted that the library chose the capped price option. Ellen made the following motion:

The Board will sign a capped-price fuel oil contract with Blanchard Oil.

Mike seconded the motion which carried (Celnik, Brennan, Metcalf, Carpenter in favor; MacNeil not voting as chair).

After discussion of how many gallons to reserve for the heating season, Tim made the following motion:

To determine how many gallons to reserve, town staff will average the gallons used over the last three winters.

Mike seconded the motion which carried (Celnik, Brennan, Metcalf, Carpenter in favor; MacNeil not voting as chair).

Liz noted that if the town purchases window inserts for the Town Hall, this could reduce fuel consumption.

PLANNING COMMISSION – ZONING BYLAW UPDATE PROPOSALS – Q&A WITH SELECTBOARD

Kent Hansen, Janet Patterson, Christine Armstrong

1. Miscellaneous changes. Janet said that most of their proposals were made to bring the bylaw into line with changes to state statutes. Changes she presented included:

- A requirement for surveyors to send digital maps to the VT Center for Geographic Information when there's a boundary line adjustment or subdivision.
- Any lake greater than 10 acres must be covered by the shoreline protection district.
- Updated definition of habitable floor area, which was not being applied consistently. Floor area limits have not been changed.
- Sign setbacks changed to be determined by road right of way.
- Criteria added to allow the Zoning Administrator (ZA) to approve boundary line adjustments in clearly defined cases.
- Added ZA inspections of certain projects that include conditional uses.
- Added a definition for mixed-use development.
- Added specific requirements for drawings and site plans, which can be waived by the ZA or DRB in certain cases.

Tim said in the new mixed-use section, the term 'affordable housing' is in lower case, and wondered if this means that the term is not defined. He noted that affordable housing often has a specific definition, and the lack of a definition could possibly lead to confusion. Janet and Kent agreed to look into this.

Tim asked whether the ZA would only be checking up on any permit conditions, or would be taking actual measurements of things such as setbacks.

Janet said the planning commission tried to limit the number of projects that would be looked at in detail, but said these inspections would likely be additional work for the ZA. She added that it's important for permit holders to expect the possibility of an inspection.

Christine said that VLCT strongly recommends permit enforcement.

MacNeil said that a requirement for additional project inspections could lead to an expansion of the ZA's role and workload, which could mean increased compensation. This would need to be discussed by the Selectboard.

2. Shoreland Protection District. Kent said that a goal of the planning commission was to bring this part of the bylaw into compliance with state requirements and make it easier to follow and more consistent.

MacNeil thanked the planning commission for their work on the bylaw updates. He said the board will continue to digest and discuss the proposals.

DISCUSSION ITEMS

1. Personnel policy updates. Brett's updates to the personnel policy included aligning office staff holidays with road crew holidays, defining a part-time employee as working 20 hrs. on a regular basis, and defining a full-time employee as working 30 hrs. on a regular basis.

Brett noted that she did not indicate which items in the personnel policy are superceded by the road crew union contract. Tim said that since the union contract isn't likely to change substantially upon renewal, perhaps the personnel policy should be changed to reflect the contract. Brett said she can make these clarifications, but the Board should be clear whether this is necessary, as this will take considerable time. Brett and Tim will discuss.

2. **Purchasing policy.** Tim said the town’s auditors recommended that a new purchasing policy be adopted. He’s working to adapt a VLCT model policy to Greensboro, and hopes to have it ready by the next Board meeting.
3. **FY28 budget process.** Brett drew up a draft timeline for the FY28 budget. A proposed goal is to have the draft budget completed earlier than usual to allow for public meetings in early December. This would allow time for the public to comment and propose changes to the draft budget before it is finalized. In order to get the budget ready for these early public meetings, Brett suggested that the Board and staff form small teams, each focusing on specific areas of the budget.

Both Tim and Liz said they appreciated Brett’s budget timeline proposal. Christine suggested that public budget meetings could be held even earlier, as smaller sections of the draft budget get completed.

The outside audit for FY26 is expected to begin mid-July, and should be completed in time for the public budget meetings.

4. **Meeting with planning commission about housing proposal for gravel pit property – update.**

Tim and Mike met with the planning commission to discuss this proposal. Mike said they expressed some concern about getting rid of land that hadn’t yet been tested for gravel quantity. Glover has a pit next door that is apparently running out and had expressed interest in the piece.

This being said, Mike said Greensboro has a number of employers in town who need local housing for their employees.

Tim said that both an appraisal and test borings are needed so the Board can better understand the value of this piece of land. If it turns out the area isn’t useful for gravel, perhaps there’s potential for housing.

Ellen asked what the ultimate goal is by developing workforce housing in a neighboring town. She felt that Greensboro is not going to find grants to fund housing projects outside the town’s boundary. Are we talking about a few duplexes, or a Habitat for Humanity project?

Kent said the planning commission appreciated Mike and Tim coming in, and that the first step is understanding the value of the piece. If the Board elects to move forward after that is clarified, the next step would be applying for a municipal planning grant to hire consultants to determine what could be built there.

Kent said the planning commission will arrange the gravel pit assessment. Josh suggested that they coordinate closely with town staff, to make sure the town’s assessment needs are fully understood. For example, the road foreman may have specific areas of the pit he would like assessed that the planning commission may not be aware of.

Kent said the planning commission will solicit a quote from a boring contractor and report back to the Board.

OTHER BUSINESS

Town administrator. MacNeil reported that Josh Karp accepted the position of town administrator and will begin on July 1.

ADJOURNMENT

The meeting was unanimously adjourned at 8:51 p.m.

Respectfully Submitted: Josh Karp, Selectboard Clerk



Greensboro Fire Department

Email: greensboro_fire@yahoo.com

Chief David Brochu Jr.

June 2026 Selectboard Report



- The new Engine is all equipped and has been responding to alarms.
- Need to discuss options for Rescue 10, truck parked outside at the fire station and old Engine 2 which was replaced.
- Received quotes for a new furnace and preliminary quote for Modine heaters
- Discussion about new automatic response policy
- Discussion of Act 162 about fire wardens

Thanks

Dave Brochu

Letter To The Greensboro, Vt. Select Board

June 12, 2026

We certainly support the many positive contributions that the Greensboro Conservation Commission has made to our Town.

However, we are concerned that the GCC is currently sponsoring a project to kill Japanese knotweed using the herbicide "Round Up".

The active ingredient of this herbicide is glyphosate, and while regulatory agencies in the United States consider this chemical safe to use, there is a growing body of scientific evidence from here and abroad indicating that this herbicide may be a carcinogen.

In addition, proponents of glyphosate often state that the chemical breaks down quickly in the environment and becomes harmless soon after it's been applied and thus has no lasting, negative effects on soil health. This belief is also up for debate, as it has been shown that glyphosate can in fact have lingering, long-term negative effects on soil health.

All this is to say, that the science on the safety of this herbicide is not settled and indeed, indications are that it is far more dangerous and deleterious than the US regulatory agencies would have us believe. Some countries have banned the use of glyphosate; many others have put restrictions on its use.

We do not support the use of glyphosate for control of Japanese knotweed. As a community, as a society, as a world we need to get away from the use of synthetic, toxic products whenever possible. We believe there are other methods that can be used to control this plant that will not risk the health of our citizens, our soils, and wildlife.

Erika Karp

B J GRAY

JANE MERCALDI

Terri Sugimoto

Joy Mitchell

Allan Y. Hall

Naug Hill

Elizabeth Garcia

Cornelia U de Schepel

Anni Stevens

Mered Mann

Patricia Bueland

Janet Fong

Beverly Corbett

Judy Wal

Susan Cammy

Susan Bickford

FROM 2024 GREENSBORO TOWN MEETING

Article 14: Shall the Town approve the following resolution?

RESOLUTION DECLARING THE TOWN OF GREENSBORO TO BE A POLLINATOR-FRIENDLY COMMUNITY:

WHEREAS, bees and other pollinators are a necessary component of a healthy ecosystem and food system, providing pollination of plants in order to grow vegetables, herbs and fruits; and

WHEREAS, locally grown crops such as apples, blueberries, strawberries, squash and tomatoes depend on pollinators and thus are at risk; and

WHEREAS, extensive research has documented that neonicotinoid and other systemic insecticides cause illness and death to bees and pollinators; and

WHEREAS, alternative land management practices are available that dramatically increase pollinator forage while decreasing maintenance costs; and

WHEREAS, the monetary and social costs of maintaining pollinator-friendly landscapes can be less expensive than costs associated with maintaining chemically-treated monocrop landscapes.

NOW, THEREFORE, BE IT RESOLVED by the Town Meeting of the Town of Greensboro, Vermont, that the Town of Greensboro is hereby declared a Pollinator-Friendly Community, and that the Town encourages adoption of policies and practices that protect and support pollinator health by minimizing the sale and use of insecticides.

BE IT FURTHER RESOLVED that the Town of Greensboro urges all Greensboro property owners, residents, businesses, institutions and neighborhoods to become more pollinator friendly by adopting practices including:

- Committing to avoiding use of insecticides, including systemic insecticides on their property wherever possible;
- Avoiding the planting of flowering plants which are treated with systemic insecticides;
- Planting more pollinator-supporting forage on their property, and adopting organic or chemical free lawn and landscaping practices;
- Reducing mowing frequency to allow for more native plants to flower and provide food sources for pollinators; and
- Focusing on planting native species wherever possible to promote pollinator food and habitat.

This resolution is non-binding and acts as a guide for the Town of Greensboro to promote practices and activities to promote pollinators. This resolution was proposed by the Greensboro Conservation Commission.

Moved by Tim Brennan. Seconded by Judy Carpenter.

Tim Brennan stated that it was a very important movement in the U.S.

Dorian Conway spoke to the endangered species in Vermont and how this is a very important resolution for our planet.

Selection of articles about glyphosate

Article by Don Huber called “Glyphosate does what it’s designed to do-Kill”

<https://members.acresusa.com/glyphosate-does-what-its-designed-to-do-kill/>

The Monsanto Papers: “The afterlife of a ghost-written paper: How corporate authorship shaped two decades of glyphosate safety discourse”

<https://www.sciencedirect.com/science/article/pii/S1462901125001765>

“New Study Shows Roundup kills Bees” Sierra Club 2018

<https://www.sierraclub.org/sierra/new-study-shows-roundup-kills-bees>

Article: “Where is RoundUp banned?”

<https://www.pintas.com/lawsuit/roundup-weed-killer/where-is-roundup-banned/>

Mike Bald, Invasives management without herbicides

<https://choosewiselyvt.wordpress.com/>

Mike Bald’s mission to eradicate Invasive Plants

<https://www.vtinvasives.org/news-events/news/mike-balds-mission-to-eradicate-invasive-plants>

Re ACRISURE CONTRACT

Emails showing 1) contract fees and 2) other VT towns served

From: Ashley FitzGerald <afitzgerald@acrisure.com>

Date: Friday, June 19, 2026 at 1:20 PM

To: Travis Fisk <tfisk@acrisure.com>; Tim Brennan <tbrennan@greensborovt.gov>

Subject: RE: Introduction

Here you go! As a reminder, our fees for VLCT groups are a \$500 flat fee billed in the first quarter, plus \$15 Per Employee Enrolled Per Month, billed quarterly. Please let us know if you have any questions prior to the meeting. Have a wonderful weekend,

Best,

Ashley FitzGerald

Account Manager

Employee Benefits

East Division

462 Shelburne Road

Burlington, VT 05401

Email: afitzgerald@acrisure.com

Direct: 518-699-3194

Coverage may not be issued, bound, changed, modified, altered, canceled or terminated without receiving written confirmation thereof from an authorized representative of Acrisure, LLC (or an affiliate) or the applicable insurer. Please contact your Acrisure representative with any questions.

Hi Tim,

Thanks for circling back. Here is a list of the Towns currently engaged with our Medical Advisory Services:

City of Burlington
City of Montpelier
City of Rutland
City of South Burlington
City of St Albans
Edward Farrar Water District
Town of Arlington
Town of Barre
Town of Colchester
Town of East Montpelier
Town of Essex
Town of Hartford
Town of Marlboro pop. 1722
Town of Middlebury
Town of North Hero pop. 969
Town of Richmond
Town of Rochester pop. 1099
Town of Underhill
Town of Waterbury
Town of Williston
Vergennes-Panton Water District
Windham Regional Commission

I am happy to put something on the calendar, I am out next week so we would be looking at the week of the 29th, and would need about 30 mins for a discovery call. Let us know what you think and I can send a meeting invite over.

Best,

Ashley FitzGerald

Account Manager

Employee Benefits

East Division 462 Shelburne Road Burlington, VT 05401

Acrisure Deliverables for Medical BOR Clients		
5500 Filings	Advisor provides signature-ready filing for ERISA plans with 100+ participants.	Included
ACA 1095 Reporting Assistance	ACA related questions - assistance provided annually in Q1. Reporting assistance, as needed, is provided through Acrisure TPA.	Included
Actuarial Value Calculation	Provided annually before open enrollment.	Included
Affordability Testing	Provided annually before open enrollment.	Included
Annual Benefits Benchmarking	Comparison of health and Rx plan details to national, regional, state and industry benchmarks.	Included
Benefits Compliance	Advisor will provide compliance guidance for all corresponding Health & Welfare Benefit plans. Informational materials on legislative developments affecting employee benefit plans, including (but not limited to) access to online reference tools on topics such as PPACA, FMLA, COBRA, HIPAA, HIPAA Privacy, and Section 125.	Included
Benefits Guide	Annual benefits booklets for employees.	Included
COBRA Rates	Advisor will define appropriate COBRA rates annually.	Included
Compensation Benchmarking	Comparison of employer position descriptions to current benchmark data available through our access to proprietary databases of compensation market data. Markets defined using relevant industry, size, and location.	Up to 5 position descriptions Included for plan year
HR Compliance	Advisor will provide HR compliance consulting which includes guidance on FMLA, ADA, FLSA, USERRA, employee leaves, and other regulatory expertise based on client needs. Information provided via email, webinar or seminar.	5 hours of HR Compliance Included for plan year
Human Resources Consulting	Access to a team of advisors with depth and breadth of knowledge and experience to support client organizational leadership and HR teams to attract, engage, and retain the best talent.	Up to 1 hour of complimentary advising Included for plan year
Monthly Reporting (as applicable)	Per Employee Per Month (PEPM) Performance Actual versus Budget calculation Enrollment tracking Dividend tracking Reserve tracking	Included
Non-Discrimination Testing	Prepared by Acrisure Compliance Solutions on cafeteria plans, self-funded medical plans, HRA, FSA and DCA plans.	Included
Proposal Services	Annual marketing of benefits plans as needed.	Included
Quarterly In-Person Meetings	Review status of current plans, upcoming compliance issues and strategic planning.	Included
Respect in the Workplace Training	Employee training focused on an intentional approach to a respectful workplace culture and preventing harassment and discrimination.	One-hour of employee training Included for plan year
Total Compensation Statements	Prepared by Advisor on an annual basis or as requested to illustrate the value of overall compensation.	Included
WRAP Plan Document & Summary Material Modifications (SMM) (as applicable)	WRAP is a single document that can fully incorporate multiple plan documents for different employee benefits offered by the employer into one ERISA plan/number. WRAP document allows employers to complete one Form 5500 document instead of individual Form 5500s for each plan.	Included
IRS Section 125 Premium Only Plan (POP) Document	Prepared by Advisor to allow pre-tax employee premium deductions.	Included

Acrisure Exclusives for Medical BOR Clients		
Compliance Attorneys*	Access to our team of HR/Employee Benefits attorneys to provide behind the scenes legal and regulatory compliance support.	Included
*Compliance Attorneys cannot provide legal or tax advice.		
Compliance Dashboard	Client plan-specific compliance calendar tool.	Included
Employee Navigator Enrollment System	Benefits Administration System - we make it easy for employees to self-enroll and manage their own benefits.	Included
	<ul style="list-style-type: none"> • Quickly enroll new hires • Compare and select benefits plans • Review coverage status for all employees 	
	<ul style="list-style-type: none"> • Monitor employee enrollment status and deadlines • Access to employee census and benefits enrollment reporting capabilities • Store, review, and acknowledge important plan documents • Employer communication portal 	
Employer Alerts	Timely information about regulatory compliance and best practices.	Included
Employer Information Portal	Employer portal for HR resources, regulatory compliance, and best practices.	Included
HR Technology Support	When appropriate, an HR Technology Consultant, with partners, will assist client in reviewing current HR systems, including payroll, HRIS and benefit administration systems to identify any gaps or opportunities for improvement.	Included
Isolved	Access to special pricing for Isolved payroll system	Discounted Rates
Webinars	Timely information regarding benefits, HR & compliance.	Included
Acrisure Additional Services		
ACA Reporting	Advisor will assist with ACA IRS reporting & monitoring. Advisor will provide connection to a TPA for clients needing reporting assistance	Fees may apply
<p>Audit of HR Services and Programs Audit of HR services, programs, policies and processes including a review of HR compliance activities and strategic HR programs and processes to recruit, engage, and retain talent.</p> <p>Compliance:</p> <ul style="list-style-type: none"> • Review of HR policies, procedures against checklist for HR Compliance. • Identify any gaps, issues, or information requiring revision for purposes of HR compliance. • Recommend templates, policies, improvement/development projects to address any missing HR compliance policies/procedures. <p>Strategic HR:</p> <ul style="list-style-type: none"> • Review Employee Life Cycle processes, procedures, and documentation (recruiting, hiring, onboarding, compensation, performance review, progressive discipline, training & coaching, termination/offboarding processes). • Identify any gaps, issues, or procedures requiring adjustment. • Recommend templates, policies, improvement/development projects to address any missing steps, processes, procedures. <p>Summary report and presentation to key stakeholders at conclusion of Audit.</p>		Pricing available upon request

Acrisure Additional Services		
Coaching – Executive, HR, and Leadership Having an effective and supportive coach can help a developing leader to see and leverage their strengths to the benefit of the organization. By having an experienced accountability partner who assists with effective leadership, skills development, optimal performance, and identifying blind spots and roadblocks, the participant can take steps towards developing a blend of persuasive leadership competencies that inspire trust, enthusiasm and buy-in. Remote and on-site 1:1 or Team Coaching Sessions		Pricing available upon request
COBRA Administration	Outsourced with a vetted and preferred vendor.	Fees may apply
Decision Making Software	Jellyvision, Pasito, or Ask Emma private and personalized virtual benefits enrollment assistant.	Fees may apply
Employee Compensation – Job Descriptions, Benchmarking, Employee Pay Review, Equity Audits, Pay Structure Development Review, analysis, development and improvement of position classification and employee compensation systems within small – large, complex, private, and public-sector organizations. Leveraging our access to compensation market data and tools allows us to analyze your organization’s current positions within relevant labor markets. We provide a detailed summary report and can support with supervisory training and communication/implementation of programs. We provide additional Compensation consulting options including support building pay bands, reviewing and updating job descriptions, developing a succinct Compensation Philosophy, performing an equity analysis, and helping to identify any pay management issues and a plan to address them.		Project pricing available upon request
Employee Engagement - Survey, Focus Groups, and Action Plans Gain a deeper understanding of employee engagement in your organization. Evaluate progress and see how your People & Culture programs are working. Without benchmark data, many organizations struggle to determine if things are getting better – or worse – and in which areas. Our team of experts will work with you to design the appropriate survey(s), administer one or more confidential online surveys, and provide results in a useable report format. Share results and gain further insights from employees through facilitated focus groups. Prioritize areas of focus and create improvement plans around highest priority engagement activities – with the involvement and participation of employees and leaders.		Project pricing available upon request
Employee Performance - Process Review, Development, and Design Define success for the organization through employee performance. Connect employee goals, development, and performance to vision, mission, and values with a continuous feedback tool and process. Improve overall accountability and strategic business results.		Project pricing available upon request
FMLA Leave Administration	Outsourced with a vetted and preferred vendor.	Fees may apply
Fractional HR Services and Support Not all organizations have or need full-time HR expertise in all facets of HR. Receive ongoing and as-needed access to our team of HR experts. We provide HR business partner support as specialists to the most senior level of People & Culture leadership. Access is available on-site or remotely. Gain depth and breadth of experience with a part-time contract for ongoing HR services and support. Increase bandwidth to complete specific HR projects and gain a behind-the-scenes support team to help drive strategic results.		Pricing available upon request
Health Advocate	Employee benefits online concierge services.	Fees may apply
Health Strategy Team Our Health Strategy Team is a group of dedicated professionals who bring a wealth of expertise and experience to deliver outstanding healthcare solutions. Our team consists of clinicians, underwriters, analysts, and consultants, working collaboratively to ensure the highest level of service and value for our clients.		
Clinicians	healthcare decisions. Providing extensive knowledge and experience in healthcare delivery, access invaluable insights into clinical outcomes, benefit design, benchmarking, analytics, and population health management. Ensure that employees receive the best care possible while containing costs and improving overall health outcomes.	Fees may apply

Acrisure Additional Services		
Underwriters	Actuarial expertise to evaluate plan design alternatives, assess budgetary impacts, and validate carrier underwriting assumptions. Optimize plan costs and ensure that benefits align with organizational goals.	Fees may apply
Data Analysts	Access to a team of analysts skilled in data analytics and intelligence. Leveraging advanced tools and platforms to analyze medical and prescription drug claims, identifying key areas for improvement in clinical outcomes and cost containment. Experts in statistical analysis, predictive modeling, and dynamic cohort analysis provide valuable insights into client plan performance to guide strategic decision-making.	Fees may apply
HIPAA Training	Attorney based HIPAA training for employers	Fees may apply
HIPAA10	Web-based HIPAA Compliance tool for employers	Fees may apply
Leadership Development Training Leadership development expands the capacity of individuals to perform in their leadership roles. These leadership roles facilitate the execution of the organization’s strategy through inspiration, coaching, collaboration, and growing the capabilities of supervisors across the organization. Leadership Development is designed to both engage and energize participants while building and revisiting key skill sets. Leadership skills development helps to both build confidence and provide practical strategies to take away and put into practice. Below are some of the leadership development course topics we offer for your emerging leaders to your most senior executives. We can customize any course or program depending on the needs of your organization. Choose one course or offer a series of training and coaching sessions over the course of a year.		In-person or remotely facilitated sessions – up to 25 participants per session. \$1,000 per hour with a minimum of 90 minutes per topic
Leadership Principles and Best Practices Leading organizations, teams and individuals in today’s workplace is ever more challenging with the changes in employee needs and the speed at which business is moving. While some leadership principles are timeless, effective leaders today are employing new skills to move their organizations forward. Participants will: <ul style="list-style-type: none"> • Define leadership strengths and opportunities through self-assessment. • Learn about effective leadership and employee engagement. • Understand effective approaches to leading others. • Focus on setting clear expectations, communicating effectively, and being intentional about culture. 		
Resilient Leadership in a Time of Change and Uncertainty As we move past the COVID-19 pandemic, leaders report feeling overwhelmed, burnt out, and unsure about how to navigate the changing nature of work. In this session, we will explore how leveraging emotional intelligence, building resilience, and recognizing the signs of unproductive stress will help you personally and professionally to lead calmly and effectively during times of crisis, change, and uncertainty. Participants will: <ul style="list-style-type: none"> • Consider the impacts of stress in the workplace. • Understand the role of stress as it relates to high performance. • Consider the Fight, Flight, Freeze responses. • Communicate more effectively as a leader. • Understand principles of resilient leadership. 		
Emotional Intelligence 2.0 Emotional intelligence has been shown to be a greater predictor of career success than innate intelligence. Defined as the ability to be aware of one’s emotions and those of others and regulate emotions to positive outcomes in thinking, action and relationships, emotional intelligence is not an innate talent, but something that can be learned. In this workshop, participants will review the basics of emotional intelligence and will engage with other participants to look at their own reactions and behaviors at work. By examining our own behaviors and responses, we can improve communication and be adaptable and nimble in working with others. Participants will review and discuss the following: <ul style="list-style-type: none"> • Self-awareness - Am I aware of how I am expressing my emotions and impacting others? Discussion of times when participants have regretted their reactions at work. • Social awareness - Can I identify and name others’ emotions accurately? Discussion of times when participants made assumptions about the emotional state of a team member. • Self-management - Do I have effective way to navigate emotional triggers? Discussion of participant awareness and management of current or recent emotional triggers and impact of triggers on work relationships. • Relationship management - Are my communications frequent, clear, and open to feedback? Discussion of participant experiences receiving feedback, which was hard to hear. 		

Acrisure Additional Services
Motivating Employee Performance through Coaching

Being a leader means getting things done through others. The best leaders know how to manage the performance of their employees in a way that is constructive and meaningful. That involves understanding and leveraging the organization’s performance management system, creating and communicating clear expectations, and tying employee goals to organizational goals, vision, mission, values. Additionally, leaders are responsible for keeping good records, having frequent performance discussions, coaching actively, and involving the employee at every step. Participants will explore:

- Communicating clear expectations on performance standards using job descriptions, and established policies.
- Creating achievable measurable and achievable performance goals.
- Understanding how to document performance conversations.
- Having the tools to create a performance improvement plan.
- Understanding when discipline is the next step.

Decision Making Models and Building Team Consensus

One of the most important skills for any successful team is making decisions together. There are several decision-making models from which to choose. Taking an intentional approach to decision making can prevent conflict, improve efficiency, productivity, and help teams work together more cohesively. In this activity-based workshop, participants will:

- Practice finding common ground.
- Practice constructive disagreement.
- Come to an agreement that everyone can live with and support.

Additional topics available.
Organizational Purpose & Developing or Reaffirming Organizational Vision, Mission, Values

Your organization’s purpose – the strategic overarching vision, mission, values – your employer brand – should help you create and sustain a culture in which both the business and employees thrive. The goal is to express the fundamental nature of what the organization offers – to customers, employees, and stakeholders – in a way that inspires trust and credibility.

Project pricing available upon request

Strategic Planning

A facilitated process in which organizational leaders connect their vision for the future and identify strategic goals and objectives. Focuses on organizational planning and workforce planning. Process includes establishing the sequence and timeline in which goals will be achieved to further the organization’s strategic business results.

Project pricing available upon request

Wellness Platforms

Including BetterYou, Health Designs, HealthCheck360

Fees may apply

Town of Greensboro

Personnel Policy

Adopted November 11, 2020
Greensboro, Vermont

Amended
October 13, 2021
July 8, 2026

TABLE OF CONTENTS

Section 1: Title And Authority	3
Section 2: Persons Covered	3
Section 3: Equal Employment Opportunity	3
Section 4: Probationary Period	3
Section 5: Conduct Of Employees.....	4
Section 6: Conflicts Of Interest	4
Section 7: Hours Of Service	5
Section 8: Outside Employment	6
Section 9: Political Activity	7
Section 10: Nepotism	7
Section 11: Alcohol And Drug Use	7
Section 12: Tobacco Use	9
Section 13: Performance Evaluations	9
Section 14: Personnel Records	9
Section 15: Use Of Town Equipment	9
Section 16: Use Of Town Computer System	10
Section 17: Public Records	11
Section 18: Eligibility For Benefits	11
Section 19: Holiday Leave	12
Section 20: Vacation Leave	12
Section 21: Personal Leave	13
Section 22: Sick Leave	14
Section 23: Bereavement Leave	17
Section 24: Parental And Family Leave	17
Section 25: Short Term Family Leave	18
Section 26: Crime Victim Leave	18
Section 27: Leave Of Absence Without Pay	19
Section 28: Military Leave	19
Section 29: Jury Leave	19
Section 30: Overtime And Compensatory Time Off	20
Section 31: Employment Harassment And Discrimination	20
Section 32: Sexual Harassment.....	22
Section 33: Employee Discipline	23
Section 34: Employee Termination Process	25
Section 35: Severability	26
Signatures Of Selectboard.....	26
Addendum A: Personnel Acknowledgement	27
Addendum B: Agreement By Independently-Elected Officer To Be Bound By Personnel Policy	

Personnel Policy Town of Greensboro, Vermont

Section 1: TITLE AND AUTHORITY

This policy shall be known as the Town of Greensboro Personnel Policy (“Personnel Policy”). It has been adopted by the Town of Greensboro’s Selectboard (“Selectboard”) pursuant to 24 V.S.A. §§ 1121 and 1122.

This Personnel Policy does not constitute a contract of employment. Employment with the Town of Greensboro (“Town”) is at-will and not for any definite period or succession of periods of time. The Town or the employee may terminate employment at any time, with or without notice. The Selectboard reserves the right to amend any of the provisions of this Personnel Policy for any reason and at any time, with or without notice.

This Personnel Policy will be administered by the Selectboard or its authorized representative. The Selectboard reserves the right to interpret this policy and apply it accordingly. This Personnel Policy supersedes all prior personnel policies adopted by the Selectboard.

Section 2: PERSONS COVERED

This Personnel Policy applies to full-time and part-time employees of the Town. Except by separate written agreement, elected officers and their statutory assistants, members of Town boards and commissions, volunteers, seasonal employees, and persons who provide the Town with services on a contract basis are not covered by this Personnel Policy.

For purposes of this Personnel Policy, a full-time employee is an employee who works at least 30 hours per week on a regular and continuing basis. A part-time employee is an employee who works fewer than 30 hours per week on a regular and continuing basis.

Where a conflict exists between this Personnel Policy and any collective bargaining agreement or individual employment contract, the latter will control.

Section 3: EQUAL EMPLOYMENT OPPORTUNITY

The Town’s policy is to provide equal opportunity to all employees and applicants without regard to race, color, religion, ancestry, sex, sexual orientation, gender identity, age, national origin, place of birth, marital status, disability, veteran’s status, HIV status, pregnancy, genetic information, crime victim status, or any other category of person protected under state or federal law.

Section 4: PROBATIONARY PERIOD

All new employees will be required to complete a 6-month probationary period. The purpose of this probationary period is to determine whether the employee is suited for the job. During the probationary period, an employee may be terminated at any time at the sole discretion of the Selectboard. Notwithstanding any other provision of this Personnel Policy, an employee terminated during the probationary period will have no right to appeal such termination.

Section 5: CONDUCT OF EMPLOYEES

All employees are considered representatives of the Town and as such are expected to conduct themselves in a courteous, helpful, and respectful manner in all their interactions with the public, other employees, and elected and appointed officials.

All employees are expected to faithfully execute the duties and responsibilities of their position to the best of their ability and in compliance with the provisions of this Personnel Policy.

Safety and Health

The Town recognizes its employees as a most important asset. As such, the Town's safety and health mission is to provide a safe and healthy workplace for all employees as a priority when on the job. The Town's safety and health programs recognize that the safe and healthy behavior of each employee is key to meeting this mission.

It is the responsibility of each employee to follow all safety procedures and to follow all ergonomic recommendations based upon an evaluation of his or her workspace and duties. If an employee is unsure about how to do a particular task safely, he or she should seek further instruction from his or her supervisor. It is the responsibility of each supervisor to monitor and assist employees in the safe performance of his or her duties, including following ergonomic and safety recommendations. Safe and healthy behaviors and attitudes at work are an essential part of each employee's job performance.

An employee who sustains a work-related injury or illness must report it immediately to his or her supervisor. The supervisor must promptly report the injury or illness to the Town Clerk who, in turn, must file a Vermont "First Report of Injury" form in accordance with the requirements of the law.

Section 6: CONFLICTS OF INTEREST

Every employee of the Town shall carry out his or her job in a way that ensures that neither the individual employee nor any other employee of the Town will gain a personal or financial advantage from his or her work for the Town and so that the public trust will be preserved. All decisions made by Town employees shall be made based on the best interest of the community at large rather than the interests of any particular individual or employee.

An employee shall not participate in any official action if the employee has a conflict of interest in the matter under consideration. A "conflict of interest" shall mean a direct or indirect personal or financial interest of the employee, his or her spouse, household member, child, stepchild, parent, grandparent, grandchild, sibling, aunt or uncle, brother- or sister-in-law, business associate, employer, or employee, in the outcome of a cause, proceeding, application, or any other matter pending before the employee or before the Town.

An employee 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 Town.

An employee shall not use resources not available to the general public, including, but not limited to, Town staff time, equipment, supplies, or facilities for private gain or personal purposes.

An employee may accept a nominal gift or gratuity in connection with an action associated with their official duties on behalf of the Town, with the understanding that employees may not directly or indirectly ask, demand, exact, solicit, accept, or receive any gift, gratuity, act, or promise beneficial to that individual, or another, which could influence any action or inaction associated with their official duties on behalf of the Town, or create the appearance of impropriety in connection with any actions or inactions associated with their official duties on behalf of the Town. Nor shall any employee authorized to procure or to recommend procurement of materials, supplies, or services: corruptly, directly, or indirectly – ask, demand, exact, solicit, seek, accept, receive, or agree to receive, for the employee or another person, any benefit or benefits from the person providing or soliciting the provision of such materials, supplies, or services with the exception of items of a *de-minimus* nature.

Section 7: HOURS OF SERVICE

Road Crew

For the 7 months from October 1 to April 30, regular work hours shall be from 7:00 am to 3:30 pm, Monday through Friday, with 30 minutes of unpaid time allowed for lunch, unless the Selectboard determines otherwise. For the 5 months from May 1 to September 30, regular work hours shall be from 6:00 am to 4:30 pm, Monday through Thursday, with 30 minutes of unpaid time allowed for lunch, unless the Selectboard determines otherwise. The Road Crew shall account for their time by using a time clock.

Regular work hours for the Road Crew may be changed, and employees may be expected to work additional hours that may exceed 40 hours in a given week, as circumstances require. The Road Crew is required to be available for work on an on-call basis, especially during the winter months, storms, and other emergencies, and is expected to report to work fit for duty on these occasions.

Any time worked over 40 hours in a week during the period from May 1 to September 30 must be authorized by the Selectboard.

When calculating any overtime pay, employees must have actually worked more than 40 hours; for this provision Comp Time and all forms of leave are not considered time worked.

If a Road Crew member is called in to work on his or her day off, that employee will be paid, at his or her regular rate of pay, for a minimum of 2 hours of work. In these instances, if the employee works more than 2 hours, the employee will be paid for the actual number of hours worked. Appropriate documentation for each instance must be submitted to the Treasurer along with an employee's time card.

The Road Crew is expected to be in attendance during regular work hours. Employees who will be absent from work are expected to notify their supervisor in advance whenever possible. Employees who are calling in sick are expected to notify their supervisor as soon as possible, but no later than 30 minutes before the start of their regular work hours.

Each Road Crew member shall keep a daily log of the number of hours worked (using a time clock) and a description of the projects that were worked on each day. The Road Foreman will review and sign off on the time cards and task descriptions for each Road Crew member and then submit the documentation to the Treasurer weekly. The time cards will be the record of time worked and serve as the basis for weekly pay.

Other Town Employees

Regular work hours (which days of the week and times of the day) and lunch break information (length and paid/unpaid) for Other Town Employees will be determined by the Selectboard or its authorized representative.

Regular work hours for Other Town Employees may be changed and employees may be expected to work additional hours that may exceed 40 hours in a given week, as circumstances require. All Other Town Employees are required to be available for work in the case of an emergency, weather-related or otherwise.

All Other Town Employees are expected to be in attendance during regular work hours. Employees who will be absent from work are expected to notify their supervisor in advance whenever possible. Employees who are calling in sick are expected to notify their supervisor as early as possible, but no later than 30 minutes before the start of their regular work hours.

All Other Town Employees shall keep a daily log of the number of hours worked (using a time sheet) with a description of the projects that were worked on each day. An employee's supervisor will review and sign off on the time sheets and then submit the documentation to the Treasurer weekly. The time sheets will be the record of time worked and serve as the basis for weekly pay.

Section 8: OUTSIDE EMPLOYMENT

The primary occupation of all full-time employees shall be with the Town. Employees may not engage in any outside business activities during their normal working hours. Employees are prohibited from undertaking outside employment that interferes with their job performance or constitutes a conflict of interest, as defined in Section 6 of this Personnel Policy.

Prior to accepting any outside employment, employees will disclose their intent to do so in writing and obtain prior clearance from the Selectboard that such employment does not constitute a conflict of interest.

A conflict of interest means a direct or indirect personal or financial interest of an employee, his or her close relative, household member, business associate, employer, or employee. A close relative includes a spouse, civil union partner, romantic co-habitant, parent, stepparent, grandparent, child, stepchild, grandchild, sibling, aunt or uncle, niece or nephew, parent-in-law, and sibling-in-law.

Section 9: POLITICAL ACTIVITY

No employee may use his or her official authority for the purpose of interfering with or affecting the nomination or election of any candidate for public office, or demand or solicit from any individual direct or indirect participation in any political party, political organization, or support of any political candidate. Employees are prohibited from using Town facilities, equipment, or resources for political purposes and from pursuing political activities while working.

This Personnel Policy is not to be construed to prevent employees from becoming or continuing to be members of any political party or organization, from attending political party or organization meetings or events, or from expressing their views on political matters, so long as these views are clearly articulated as being those of the individual and not of the Town, and these activities do not interfere with the individual's ability to effectively perform his or her duties and take place or are expressed during non-working hours. Nor is this Personnel Policy to be construed as prohibiting, restraining, or in any manner limiting an individual's right to vote with complete freedom in any election.

Section 10: NEPOTISM

The Town – in recognition of the potential for a conflict of interest to occur in the workplace where a close relative is responsible for supervising or evaluating the work performance of another close relative – prohibits the hiring or transferring of relatives, when doing so will result in a close relative supervising or evaluating another close relative, or a close relative supervising or evaluating the immediate supervisor of another close relative.

A close relative includes a spouse, civil union partner, romantic co-habitant, parent, stepparent, grandparent, child, stepchild, grandchild, sibling, aunt or uncle, niece or nephew, parent-in-law, and sibling-in-law.

Section 11: ALCOHOL AND DRUG USE

The Town intends to maintain a drug-free workplace and workforce. The use of alcohol or illegal drugs and the abuse of prescription drugs are not tolerated in the workplace or at work-related events.

As a Town employee, you are prohibited from working, or presenting yourself for work, while under the influence, or severe aftereffects, of illegal drugs, controlled substances, and/or alcohol. This policy is designed to promote our goal of providing a safe, healthy, and productive work environment. This policy covers all employees, including drivers and other employees who also are subject to drug testing programs performed in accordance with Federal Department of Transportation (DOT) requirements.

It is the Town's policy to prohibit the manufacture, distribution, transfer, display, transportation, sale, dispensation, possession, consumption, or use of illegal drugs, controlled substances, and/or alcohol by Town employees at the workplace and/or during working hours. Prohibited behavior includes manufacturing, distributing, transferring, displaying, transporting, selling, dispensing, possessing, consuming, using, or being under the influence of illegal drugs, controlled substances, and/or alcohol during work hours, on work premises, while engaged in work activities away from work premises, or during work-related events.

For the purposes of this Personnel Policy, the term “illegal drug” includes both: (a) all state and/or federally controlled substances, including look-alike and designer drugs, and drug paraphernalia, and (b) prescription medications that have not been prescribed for current use by an authorized medical practitioner or that are being used contrary to the prescribing medical practitioner’s instructions. Controlled substances include, but are not limited to, the following substances: marijuana, cocaine, opiates, amphetamines, phencyclidine (PCP), barbiturates, benzodiazepine, methadone, methaqualone, and propoxyphene.

Violations of this policy may subject employees to disciplinary action, up to and including termination of employment and referral for prosecution. The Town also may provide information and a recommendation to participate in an appropriate drug assistance or rehabilitation program.

Prohibited Conduct:

The following actions are prohibited in the workplace, on Town property, while using Town equipment, or during any time period in which you are on Town business:

- Possessing, consuming, or using illegal or controlled substances, as defined by federal, state, and local statutes. (Controlled substances may be taken pursuant to a properly issued prescription, provided the controlled substance is taken as, and in the amount, prescribed and so long as the medication does not adversely affect the employee’s ability to perform the essential functions of his or her job).
- Distributing, transferring, displaying, transporting, selling, or possessing with the intent to distribute illegal or controlled substances.
- Possessing or using drug paraphernalia except when used for legal substances and in a legally prescribed manner.
- Being under the influence of illegal or controlled substances as demonstrated by actions and/or other evidence.
- Growing and/or manufacturing any illegal drug or controlled substance.
- Possessing or using alcohol.
- Being under the influence of alcohol.

The limited, responsible consumption of alcohol on or off Town premises at a Town-sponsored business or social function is permitted, but only if it has been authorized in writing and in advance by the Selectboard. The Town expects all attendees at such a function to behave in a professional manner and in accordance with Town policies.

The Town reserves the right to search and inspect all areas of the workplace and its premises for the purposes of maintaining a safe and healthy workplace.

The illegal use of prescription drugs is also prohibited. If an employee is legally taking prescription drugs that affect the employee’s ability to safely perform any of the essential functions of his or her job, his or her supervisor or the Selectboard will determine whether or not the employee should continue to perform his or her functions until concerns regarding safety can be addressed. Medical certification may be required.

Employees may be disciplined, up to and including termination, for violations of this policy.

In addition to this policy, an employee who operates a commercial motor vehicle (“CMV”) for the Town is also subject to the provisions of the Town’s CMV Drug and Alcohol Policy.

Section 12: TOBACCO USE

In recognition of the hazards that tobacco poses to the health of employees, and in accordance with 18 V.S.A. §§ 1421 et seq. and §§ 1741 et seq., the Town hereby prohibits employees’ use of tobacco in any form, including electronic cigarettes and smokeless tobacco products, in all publicly-owned buildings, offices and enclosed areas, on all Town-owned land, and in all Town-owned vehicles.

Section 13: PERFORMANCE EVALUATIONS

Employees may be subject to job performance evaluations at such times and in such manner as the Selectboard or its authorized representative deems reasonable. The results of such evaluations will be submitted to the employee, the employee’s supervisor, and the Selectboard and will become a part of the employee’s personnel file.

Section 14: PERSONNEL RECORDS

Personnel records will be maintained for each employee of the Town. In accordance with Vermont’s Public Records Law, any employee or the employee’s designated representative may inspect or copy his or her personnel file at a mutually agreeable time during regular office hours. The Town reserves the right to have its representative present at the time its files are examined or copied.

Accurate and up-to-date personnel records are essential to ensure that the Town will be able to reach employees in an emergency, forward employees’ mail, and properly maintain insurance and other benefits. It is each employee’s responsibility to provide the Town with notice of any changes of address, telephone, marital status, dependent(s), or beneficiary status as soon as those changes occur.

Section 15: USE OF TOWN EQUIPMENT

Except as provided in Section 16 of this Personnel Policy, the use of Town equipment or property for personal use is strictly prohibited. Employees should have no expectation of privacy regarding anything stored in or on Town-owned property or Town-owned equipment, including, but not limited to, desks, filing cabinets, lockers, and vehicles. Employees should expect that such areas may be searched at any time to retrieve work-related materials or to investigate violations of workplace rules.

All employees shall conduct themselves and the equipment they are using in a safe manner at all times in accordance with VOSHA regulations. Any unsafe equipment, unsafe practice, or known medical condition that creates a safety hazard shall be brought to the attention of the Road Foreman and/or Selectboard. Any such condition will be discontinued or corrected in such a manner as to be considered safe.

All power equipment, trucks, other vehicles, lifts, chainsaws, etc. shall be maintained according to the manufacturer’s specifications and VOSHA and DOT standards.

All employees shall obey all traffic laws.

Section 16: USE OF TOWN COMPUTER SYSTEM

For purposes of this policy, “computer system” means all computers and devices and any related hardware, equipment, components, or software, including, but not limited to, host computers, file servers, workstation terminals, laptops, tablets, smartphones, internal or external communication networks, the world wide web (www), the Internet, commercial online services, bulletin board systems, backup systems, and the internal and external email systems accessed via the Town’s computer equipment.

Electronic communications regarding Town business should be conducted via official Town computer systems when reasonably possible. A Town employee should avoid conducting Town business using his or her personal computer, device, or account when reasonably possible.

The Town’s computer system is to be used by employees for the purpose of conducting Town business. Occasional, brief, and appropriate personal use of the Town computer system is permitted, provided it is consistent with this policy and does not interfere with an employee’s job duties and responsibilities.

Employees should have no expectation of privacy or confidentiality regarding anything created, sent or received on the Town computer system. The Town may monitor at any time its computer system without warning or any specific notice to employees including any and all computer transactions, communications, and transmissions for any reason including, but not limiting to, ensuring compliance with this policy and evaluating the use of its computer system. All files, documents, data, and other electronic messages created, received, or stored on the Town computer system are open to review and regulation by the Town and may be subject to the provisions of Vermont’s Public Records Law.

Employees may not introduce software from any outside source on the Town’s computer system without explicit prior authorization from their supervisor. Employees may be held responsible for any damages caused by using unauthorized software or viruses they introduce into the Town computer system.

Employees who have a confidential password to access the Town’s computer system should be aware that this does not mean the computer system is for personal confidential communication, nor does it suggest that the computer system is the property of that person.

Transmission of electronic messages on the Town computer system shall be treated with the same degree of propriety, professionalism, and confidentiality as written correspondence. The following are examples of uses of the Town computer system which are prohibited:

- Communications that in any way may be construed by others as disruptive, offensive, abusive, discriminatory, harassing, or threatening;
- Communications of sexually explicit images or messages;
- Transmission of chain letters or solicitations for personal gain, commercial or investment ventures, religious or political causes, outside organizations, or other non job-related solicitations during or after work hours;
- Access to Internet resources, including websites and newsgroups, that are inappropriate in a business setting;
- Any other use that may compromise the integrity of the Town and its business in any way.

Nothing in this policy will be interpreted or applied in a manner that interferes with employee rights to organize, form, join, or assist labor organizations, to bargain collectively through representatives of their choosing to the extent allowed by law, or to engage in other concerted activities for the purpose of addressing the terms and conditions of employment.

Section 17: PUBLIC RECORDS

Any written or recorded information that is produced or acquired by a Town employee in the course of Town business is a public record, subject to Vermont's Public Records Law, and may be covered by the State of Vermont's retention rules and disposition schedules for municipal records. The use of a personal computer, personal device, or personal account does not prevent an otherwise public record from being subject to public inspection and copying. All employees are required to respond in the manner prescribed by Vermont's Public Records Law regardless of where a Town public record may be stored. All employees must provide any Town public records that are responsive to a public records request, whether the records are stored or created on personal or Town computers, devices, or accounts.

Section 18: ELIGIBILITY FOR BENEFITS

The Town offers group insurance and other benefit programs to its eligible full-time employees and eligible full-time elected officials. The benefit programs include:

- Health Insurance
- Dental Insurance
- Vision Insurance
- Retirement benefits through the Vermont Municipal Employees' Retirement System (VMERS)
- Life Insurance
- Short Term Disability Insurance

Details about the rates and terms of coverage will be provided to individual employees at the time of hire and to elected officials after being elected.

The Town reserves the right to change insurance carriers, or to add, delete, or amend insurance or other benefit programs in its sole discretion. The Town also reserves the right to change the amount or percentage of its contribution to the cost of any group health insurance program. Employees will be provided with advance notice of any change in the contribution rate.

Section 19: HOLIDAY LEAVE

Full-time employees and other employees as designated by the Selectboard will receive the following paid holiday leave:

- New Year’s Day (January 1)
- Martin Luther King Jr.’s Birthday (3rd Monday in January)
- Washington’s Birthday (3rd Monday in February)
- Town Meeting Day (1st Tuesday in March)
- Memorial Day (last Monday in May)
- Juneteenth (June 19)
- Independence Day (July 4)
- Labor Day (1st Monday in September)
- Indigenous Peoples Day (2nd Monday in October)
- Veterans Day (November 11)
- Thanksgiving Day (4th Thursday in November)
- The Wednesday before or the Friday after Thanksgiving Day
- Christmas Eve (December 24)
- Christmas Day (December 25)

Employees will receive holiday leave pay for the number of hours in the employee’s typical work day on which the holiday falls, at the employee’s regular rate of pay, if the employee works on the regularly-scheduled workday before and after the holiday (for the purposes of this provision only, approved time off will count as time worked). Holiday leave that is not actually worked by an employee will not be included in calculating overtime for that employee.

Holidays falling on a Saturday will be observed on the preceding Friday. Holidays falling on a Sunday will be observed on the following Monday.

If a holiday is observed during an employee’s scheduled vacation leave, that day will not be charged against his or her accrued vacation leave.

A nonexempt employee, as defined in the Fair Labor Standards Act, who is required to work on a holiday will be compensated at the rate of 1 ½ (one and one-half) times the employee’s regular rate of pay for the hours actually worked. Employees cannot volunteer to work a holiday with the expectation of overtime; employees must be required to work the holiday by a supervisor.

Section 20: VACATION LEAVE

Full-time employees will accrue paid vacation leave at the following annual rates, depending on usual weekly hours worked.

<u>Completed Years of Full-Time Service</u>	<u>Annual Accrual Rate</u>
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0	0 hours
1	1 week
2 through 9	2 weeks
10 through 19	3 weeks
20 and following	4 weeks

On July 1 of each year, all full-time employees shall receive 3 personal days. All full-time employees shall receive 48 hours of sick leave on July 1 of each year. Vacation time will be as stated above. For the first year of employment, or if an employee leaves voluntarily or involuntarily, employees shall receive leave on a prorated basis. Vacation times and schedules shall be established by road crew supervisor at the beginning of each fiscal year.

Full-time employees will receive vacation leave pay at the employee's regular rate of pay. Vacation leave may be taken in increments as small as 1 hour.

Part-time employees shall receive prorated vacation and personal days.

Vacation time credits shall not be advanced for use prior to their being credited to an employee's account, unless approved by the Selectboard.

Employees are strongly encouraged to take an annual vacation. Requests for vacation should be submitted to the employee's supervisor as soon as possible but not less than 2 weeks in advance of the requested time off. This notice may be waived at the discretion of the Selectboard. Road Crew members' vacation dates must be scheduled in advance and approved by the Road Foreman. The Road Foreman's vacation dates must be approved by the Selectboard's Road Liaison.

If an employee, or paid elected official, does not use all of his or her accrued vacation leave in a year (the year ends on the day before an additional year of full-time service is credited to that employee), the employee may carry unused, accrued vacation leave forward to the next year up to a maximum of 60 hours. Any unused, accrued vacation leave that exceeds the amount carried forward will be forfeited and an employee will not be compensated for those forfeited hours. If working circumstances make vacation hours impractical to be used, then the Select Board may award compensation at their discretion.

An employee on vacation who becomes ill or injured may, upon proper notification, change his or her status to sick leave.

An employee who voluntarily resigns from employment with the Town will be compensated for unused, accrued vacation leave provided that the employee gives at least 2 weeks written notice of his or her resignation; however, the Town will not provide a cash payout to employees who are discharged for cause.

Section 21: PERSONAL LEAVE

An employee may not take personal leave during the employee's 6-month probationary period, unless approved by the Selectboard or its authorized representative.

Whenever possible, an employee should coordinate his or her use of personal leave with his or her supervisor ahead of time.

Eligible employees may use paid personal leave in increments as small as 1 hour.

Personal leave time credits shall not be advanced for use prior to their being credited to an employee's account, unless approved by the Selectboard.

If an employee has unused, accrued personal leave at the end of a year (the year ends on the day before an additional year of full-time service is credited to that employee), the employee forfeits the unused leave and will not be compensated for those forfeited hours. An employee will not be compensated for any unused personal leave upon separation of employment with the Town.

Section 22: SICK LEAVE

Definition: For the purposes of this section of the Personnel Policy, the following definition shall apply: "eligible employee" means an employee or an elected official of the Town who: (a) is age 18 or older; (b) works an average of 18 or more hours per week over the year; and (c) is expected to work more than 20 weeks in a 12-month period. This definition includes newly-hired employees and those who are still in their probationary period of employment. This definition does not include an individual who: (i) works on a per diem or intermittent basis; (ii) works only when he or she indicates that he or she is available to work; (iii) is under no obligation to work for the Town; and (iv) has no expectation of continuing employment with the Town.

Eligible full-time employees: Will be granted 48 paid sick leave hours per year, accrued on the first of the month following the date of hire, and, for later years, on the anniversary of the first of the month following the date of hire. If an employee does not use all of his or her sick leave in a year (the year ends on the day before an additional year of full-time service is credited to that employee), the employee may carry the unused leave forward to the next year and accumulate up to a maximum of 240 hours of sick leave. Once an employee reaches 240 hours of sick leave, no additional sick leave will be credited to the employee's account until the employee's sick leave balance drops below 240 hours, and then will only be increased on an anniversary of the first of the month following the date of hire.

Eligible part-time employees: Will be granted 24 paid sick leave hours per year, accrued on the first of the month following the date of hire, and, for later years, on the anniversary of the first of the month following the date of hire. If an employee does not use all of his or her sick leave in a year (the year ends on the day before an additional year of full-time service is credited to that employee), the employee may carry the unused leave forward to the next year and accumulate up to a maximum of 100 hours of sick leave. Once an employee reaches 100 hours of sick leave, no additional sick leave will be credited to the employee's account until the employee's sick leave balance drops below 100 hours, and then will only be increased on an anniversary of the first of the month following the date of hire.

Sick leave benefits may not be used by an employee prior to being credited to his or her account, unless approved by the Selectboard.

An employee may not take sick leave during the employee's 6-month probationary period, unless approved by the Selectboard.

Employees may use paid sick leave in increments as small as 1 hour.

An employee may use sick leave for the purposes below:

- The employee is ill or injured.
- The employee obtains professional diagnostic, preventive, routine, or therapeutic health care.
- The employee cares for a sick or injured parent, grandparent, spouse, child, brother, sister, parent-in-law, grandchild, or foster child, including helping that individual obtain diagnostic, preventive, routine, or therapeutic health treatment, or accompanying the employee's parent, grandparent, spouse, or parent-in-law to an appointment related to his or her long-term care.
- The employee is arranging for social or legal services or obtaining medical care or counseling for the employee or for the employee's parent, grandparent, spouse, child, brother, sister, parent-in-law, grandchild, or foster child, who is a victim of domestic violence, sexual assault, or stalking or who is relocating as the result of domestic violence, sexual assault, or stalking. As used in this section, "domestic violence," "sexual assault," and "stalking" shall have the same meanings as in 15 V.S.A. § 1151.
- The employee cares for a parent, grandparent, spouse, child, brother, sister, parent-in-law, grandchild, or foster child, because the school or business where that individual is normally located during the employee's workday is closed for public health or safety reasons.
- Any other appointments authorized in advance by the employee's supervisor. In the case of members of the Road Crew, that person is the Road Foreman. In the case of the Road Foreman, that person is the Selectboard's Road Liaison.
- Possible additional time off for bereavement. See Section 23: Bereavement Leave.

Employees must make reasonable efforts to avoid scheduling routine or preventive health care or other appointments during regular work hours.

Employees will receive sick leave pay at the employee's regular rate of pay.

Use of this paid leave does not diminish the rights that an employee may have under the Vermont Parental Family Leave Act, 21 V.S.A. § 470.

Benefits for sick leave are meant for income protection during the period when the leave is taken and therefore shall not be converted to cash or extra time off with pay.

Sick leave shall be payable only with respect to a work day on which the employee would otherwise have worked and shall not be paid to an employee for a scheduled day off, holiday, vacation day, personal day, leave of absence, or any day for which an employee has received full pay from the Town.

The Town will not compensate eligible employees for unused, accrued sick leave at the time of separation from employment.

Notification of Absence for Sick Leave

Employees must provide notice as soon as practicable of the intent to use earned sick leave and the expected duration of the employee's absence.

Any employee who intends to use sick leave for any reason should contact his or her supervisor by telephone as early as possible before or on the first day of absence to explain the reason for his or her absence and to give an estimate of its probable duration. This will allow the Town department to adjust its work schedule and review the need for any temporary employee or schedule changes. In most circumstances, it is expected that the employee will contact his or her supervisor personally rather than through a third party, although it is recognized there may be occasions when the employee, because of the situation, is unable to personally make direct contact. If a supervisor cannot be reached, a message giving the required information may be left on the supervisor's voicemail, or on the voicemail of the Town Clerk's office.

The Road Foreman must maintain a record of all periods of sick leave of 1 day or more for the Road Crew and for himself, including the dates, durations, and reason(s) for the absence.

If an employee determines that he or she intends to use sick leave when already at work, he or she must normally contact his or her supervisor or the Town Clerk, either in person or by telephone, before leaving work. If direct contact is not possible, a voicemail or message may be left.

Duration and Documentation of Sick Leave

(a) Employee is ill or injured:

In the event an employee's period of absence lasts no more than 7 consecutive days, including non-working days (*e.g.*, Saturdays, Sundays, and scheduled days off), an employee's verbal statement as to his or her absence is sufficient.

In the event the period of absence continues beyond 7 consecutive days, an employee is required to submit written verification from his or her physician or attending medical specialist.

In the event the absence continues beyond the initial period specified on the original physician's written verification, the employee must provide additional written verification from the employee's physician to cover all further periods of absence until the employee returns to work. The subsequent written verification should be submitted, where possible, prior to the passage of the expected return to work date set forth in the prior verification.

(b) Any other use of sick leave:

In the event an employee's period of absence lasts no more than 7 consecutive days, including non-working days (*e.g.*, Saturdays, Sundays, and scheduled days off), an employee's verbal statement as to his or her absence is sufficient.

In the event the period of absence continues beyond 7 consecutive days, an employee is required to submit written verification deemed acceptable by the Selectboard or its authorized representative.

In the event the absence continues beyond the initial period specified on the original written verification, the employee must provide additional written verification deemed acceptable by the Selectboard or its authorized representative to cover all further periods of absence until the employee returns to work. The subsequent written verification should be submitted, where possible, prior to the passage of the expected return to work date set forth in the prior verification.

- (c) At any time, the Selectboard may, at its discretion, require sufficient documentation stating the necessity for the use of sick leave, regardless of the specific policies and procedures described above. The purpose of this clause is to prevent the abuse of the use of sick leave.

Section 23: BEREAVEMENT LEAVE

Full-time employees may be provided with up to 24 paid bereavement leave hours related to the death of a close family member, domestic partner, or member of an employee's household. The exact amount of time off is dependent upon the circumstances and subject to Selectboard approval.

If additional time off is needed, or if time off is needed for the funeral of a person not covered above, an employee may use a reasonable amount of accrued sick leave, if available, and if approved by the Selectboard. The Selectboard may also grant, on a case-by-case basis, unpaid leave.

Paid bereavement leave does not accrue and thus, when not used, is not carried forward into the next year nor compensated upon separation from employment.

Section 24: PARENTAL AND FAMILY LEAVE

Eligible employees may receive leave as described in the Family and Medical Leave Act ("FMLA") and the Vermont Parental and Family Leave Act ("VPFLA"). These federal and state laws will determine employee eligibility, the qualifying reasons for such leave, and the length of leave.

The Town reserves the right to designate any qualifying leave of absence granted under this policy as leave under FMLA or the VPFLA. A request for leave must be made to the Selectboard. Where an employee's leave request is covered by the VPFLA and the FMLA, the Town will adhere to the law that provides the most benefits to the employee. If an employee is entitled to leave under both the VPFLA and FMLA, the leave periods will run concurrently.

For the purposes of determining the 12-month period in which an employee may be entitled to VPFLA and/or FMLA leave, the Town will use a rolling 12-month period measured backward from the date an employee uses such leave.

Section 25: SHORT TERM FAMILY LEAVE

In accordance with 21 V.S.A. § 472a, employees employed by the Town for at least 1 year for an average of at least 30 hours per week may be entitled to take unpaid leave not to exceed 4 hours in any 30-day period and not to exceed 24 hours in any 12-month period for the following purposes:

- To participate in preschool or school activities directly related to the academic educational advancement of the employee's child, stepchild, foster child, or ward who lives with the employee, such as a parent-teacher conference;
- To attend or accompany the employee's child, stepchild, foster child, or ward who lives with the employee or the employee's parent, spouse or parent-in-law to routine medical or dental appointments;
- To accompany the employee's parent, spouse or parent-in-law to other appointments for professional services related to their care and well-being; or
- To respond to a medical emergency of the employee's child, stepchild, foster child, or ward who lives with the employee or the employee's parent, spouse or parent-in-law.

The Town may require that leave be taken in a minimum of 2-hour segments. At the option of the employee, accrued paid leave may be used. Before taking leave under this section an employee shall make a reasonable attempt to schedule appointments outside of regular work hours. An employee shall provide the Town with the earliest possible notice of the intent to take short term family leave, but in no case later than 7 days before leave is to be taken, except in the case of an emergency where the required 7 day notice could have a significant adverse impact on the family member of the employee.

Section 26: CRIME VICTIM LEAVE

In accordance with 21 V.S.A. § 472c, employees who have been continuously employed for a period of 6 months for an average of at least 20 hours per week and who are crime victims may be entitled to take unpaid leave for the following purpose of attending a deposition or court proceeding related to:

- a criminal proceeding when the employee has a legal right or obligation to appear at the proceeding;
- a relief from abuse, neglect, or exploitation hearing when the employee is the plaintiff; or
- hearings concerning an order against stalking or sexual assault, when the employee seeks the order as plaintiff.

A "crime victim" is a person who has:

- obtained a relief from abuse order against a family or household member;
- obtained a court order against stalking or sexual assault;
- obtained a court order against abuse of a vulnerable adult; or
- sustained physical, emotional, or financial injury as the direct result of the commission or attempted commission of a crime or act of delinquency and is identified as a crime victim in an affidavit filed by law enforcement official with a prosecuting attorney. This also includes the victim's child, foster child, parent, spouse, stepchild or ward of the victim who lives with the victim, or a parent of the victim's spouse, provided that the individual is not identified in the affidavit as the defendant.

At the option of the employee, accrued sick leave, accrued vacation leave, or any other accrued paid leave may be used.

Section 27: LEAVE OF ABSENCE WITHOUT PAY

All requests for leaves of absence without pay for any reason other than those covered by federal or state law must be submitted in writing to the Selectboard and must set forth the purpose for which the leave is requested, be for a definite period of time, and include a specified date of return. A leave of absence will not be granted to enable an employee to try for or accept employment elsewhere or for self-employment. An employee who engages in such employment activities during a leave of absence may be terminated by the Town immediately.

If a leave of absence without pay is granted, the employee may, at the Selectboard's sole discretion, continue the employee's group health plan coverage provided the employee makes the arrangements for the change in advance and pays the premium required in accordance with the payment schedule established by the Town. Other employee benefits (*e.g.*, sick leave, vacation leave, personal leave, holiday leave, seniority, etc.) will not accrue during the unpaid leave period.

Section 28: MILITARY LEAVE

The Town will comply with the requirements of the Uniformed Services Employment and Reemployment Rights Act (USERRA), 38 U.S.C. §§ 4303 et seq., and 21 V.S.A. §§ 491 et seq. Employees who take military leave subject to the provisions of these laws will be granted leave without pay. At the option of the employee, any paid leave accrued prior to the commencement of the leave may be used.

Section 29: JURY LEAVE

The Town will compensate full-time employees for their service as jurors or witnesses when unrelated to their status as a Town employee. The Town will compensate the employee at his or her regular rate of pay for each hour of the normal work day absent for such duty as a juror or witness, less any compensation the employee receives for such duty as a juror or witness. For purposes of this clause "compensation" shall not include reimbursements for expenses incurred by the employee. In accordance with 21 V.S.A. § 499, employees will otherwise be considered in the service of the Town for purposes of determining seniority; benefits; credit towards vacation leave, sick leave, and personal leave; and other rights, privileges, and benefits of employment.

When a full-time employee of the Town is called to serve as a witness in a court proceeding due to his or her status as an employee of the Town, the Town will compensate the employee at his or her regular rate of pay for each hour of the normal work day absent for such duty as a witness, less any compensation the employee receives for such duty as a witness. For purposes of this clause "compensation" shall not include reimbursements for expenses incurred by the employee.

Section 30: OVERTIME AND COMPENSATORY TIME OFF

In accordance with the federal Fair Labor Standards Act (“FLSA”), the Town compensates nonexempt employees at the rate of 1 ½ (one and one-half) hours for each hour actually worked in excess of 40 hours in any work week. Employees employed in executive, administrative, or professional capacities as defined by the FLSA are exempt from this requirement. Holiday leave, vacation leave, personal leave, sick leave, bereavement leave, and other forms of leave do not count as hours worked for purposes of calculating either overtime or compensatory time eligibility.

In place of overtime pay, the Town in its discretion may provide nonexempt employees with compensatory time off (“Comp Time”) subject to the following conditions:

- Comp Time is earned at a rate of 1 ½ (one and one-half) hours for each hour worked in excess of 40 hours actually worked in any work week.
- An employee may accrue a maximum of 40 hours of Comp Time (40 hours of Comp Time represents 26.67 hours of actual overtime worked). An employee who has accrued 40 hours of Comp Time will be paid overtime compensation for additional overtime hours of work.
- An employee may, at the Town’s discretion, be paid in cash in lieu of Comp Time.
- An employee receiving payment for accrued comp time will be paid at the regular rate of pay earned by the employee at the time the employee receives such payment.
- Comp Time will be used or paid out by the end of each fiscal year (June 30).
- Upon termination from employment with the Town, an employee will be paid for unused Comp Time at a rate not less than the average regular rate of pay received by the employee during the last 3 years of employment or the employee’s final regular rate of pay, whichever is higher.

An employee who has accrued Comp Time and requests use of Comp Time will be permitted to use such time off within a reasonable period after making the request, if such use does not unduly disrupt the Town’s operations. Requests for use of Comp Time must be submitted to the employee’s supervisor and/or the Selectboard, who will have discretion to grant or deny the request. Requests for use of Comp Time will not unreasonably be withheld.

Section 31: EMPLOYMENT HARASSMENT AND DISCRIMINATION

The Town is committed in all areas to providing a work environment that is free from unlawful harassment and discrimination. Vermont and federal law prohibit employment discrimination or retaliation based on race, color, religion, sex, gender identity, marital status, national origin, age, pregnancy, genetic information, crime victim status, veteran status, any other category of person protected under federal or state law, or against a qualified individual with a disability with respect to all employment practices. Vermont law also prohibits discrimination based on sexual orientation, ancestry, HIV status, and place of birth. It is also unlawful to retaliate against employees or applicants who have alleged employment discrimination.

Examples of harassment include the following: insulting comments or references based on a person’s race, color, religion, sex, gender identity, marital status, national origin, age, pregnancy, genetic information, crime victim status, veteran status, disability, sexual orientation, ancestry, HIV status, place of birth; aggressive bullying behaviors; inappropriate physical contact or gestures, physical

assaults, or contact that substantially interferes with an individual's work performance or creates an intimidating, hostile, or offensive working environment; retaliation against an employee for complaining about the behaviors described above, or for participating in an investigation of a complaint of harassment.

Petty slights, annoyances, and isolated incidents (unless serious) will not rise to the level of illegality. To be unlawful, the conduct must create a work environment that would be intimidating, hostile, or offensive to reasonable people.

The Town will not tolerate unlawful harassment based on a person's race, color, religion, sex, gender identity, marital status, national origin, age, pregnancy, genetic information, crime victim or veteran status, disability, sexual orientation, ancestry, HIV status, place of birth, or membership in a classification protected by law. Likewise, the Town will not tolerate retaliation against an employee for filing a complaint of harassment or for cooperating in an investigation of harassment.

All employees, including supervisors and other management personnel, are expected and required to abide by this policy. Employees who are found to have engaged in harassment may face disciplinary action up to, and including, termination. Any individual who believes that she or he has been the target of this type of harassment, or who believes she or he has been subjected to retaliation for having brought or supported a complaint of harassment, is encouraged to directly inform the offending person or persons that such conduct is offensive and must stop.

Any employee who wishes to report harassment should file a complaint with the Chair of the Selectboard or with the Vice Chair of the Selectboard.

A prompt, thorough and impartial investigation will be conducted and confidentiality will be protected to the extent possible. If it is determined that unlawful harassment has occurred, the Town will take immediate and appropriate corrective action. No person will be adversely affected in employment with the Town as a result of bringing a complaint of unlawful harassment.

Complaints of harassment or retaliation may also be filed with the following agencies:

- Civil Rights Unit, Vermont Attorney General's Office, 109 State Street, Montpelier, VT 05609-1001. Tel (802) 828-3657 (voice). Tel (888) 745-9195 (Toll Free VT). (802) 828-3665 (TTY). Email ago.civilrights@vermont.gov Online <http://ago.vermont.gov/about-the-attorney-generals-office/divisions/civil-rights/>
- Equal Employment Opportunity Commission, JFK Federal Building, 475 Government Center, Boston, MA 02203. Tel 1 (800) 669-4000 (voice). Tel 1 (800) 669-6820 (TTY). Email info@eoc.gov Online www.eoc.gov

These agencies may conduct impartial investigations, facilitate conciliation, and, if they find that there is probable cause or reasonable grounds to believe unlawful harassment occurred, they may take a case to court.

Section 32: SEXUAL HARASSMENT

Sexual harassment in the workplace is illegal under federal and Vermont law and is strictly prohibited. The Town is committed to providing a workplace free from this unlawful conduct. All employees have the right to work without being subjected to insulting, degrading, or exploitative treatment on the basis of their gender. It is against the policies of the Town for any individual, male or female, to sexually harass another individual in the workplace. In accordance with 21 V.S.A. § 495h, the Town has adopted the following sexual harassment policy. All employees are required to read this policy before signing the employee acknowledgement form.

Sexual harassment is a form of sex discrimination and means unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature when:

- submission to that conduct is made either explicitly or implicitly a term or condition of employment;
- submission to, or rejection of, such conduct by an individual is used as a component of the basis for employment decisions affecting that individual; or
- the conduct has the purpose or effect of substantially interfering with an individual's work performance or creating an intimidating, hostile, or offensive work environment.

Examples of sexual harassment include, but are not limited to, the following when such instances or behavior come within one of the above definitions:

- either explicitly or implicitly conditioning any term of employment (e.g., continued employment, wages, evaluation, advancement, assigned duties or shifts) on the provision of sexual favors;
- touching or grabbing a sexual part of an individual's body;
- touching or grabbing any part of an individual's body after that party has indicated, or it is known, that such physical contact was unwelcome;
- continuing to ask an individual to socialize on- or off-duty when that person has indicated he or she is not interested;
- displaying or transmitting sexually suggestive pictures, objects, cartoons, or posters if it is known, or should be known, that the behavior is unwelcome;
- continuing to write sexually suggestive notes or letters if it is known, or should be known, that the person does not welcome such behavior;
- referring to or calling a person a sexualized name if it is known, or should be known, that the person does not welcome such behavior;
- regularly telling sexual jokes or using sexually vulgar or explicit language in the presence of a person if it is known, or should be known, that the person does not welcome such behavior;
- retaliation of any kind for having filed or supported a complaint of sexual harassment (e.g., ostracizing the person, pressuring the person to drop or not support the complaint, adversely altering that person's duties or work environment, etc.);
- derogatory or provoking remarks about, or relating to, an employee's sex;
- harassing acts or behavior directed against a person on the basis of his or her sex;
- off-duty conduct which falls within the above definition and affects the work environment.

It is unlawful to retaliate against employees for filing a complaint of sexual harassment or for cooperating in an investigation of sexual harassment.

Any individual who believes that she or he has been the target of sexual harassment, or who believes she or he has been subjected to retaliation for having brought or supported a complaint of harassment, is encouraged to directly inform the offending person or persons that such conduct is offensive and must stop.

Employees who are found to have engaged in sexual harassment may face disciplinary action up to, and including, termination.

Any employee who wishes to report sexual harassment should file a complaint with the Chair of the Selectboard or with the Vice Chair of the Selectboard.

A prompt, thorough, and impartial investigation will be conducted and confidentiality will be protected to the extent possible. If it is determined that unlawful harassment has occurred, the Town will take immediate and appropriate corrective action. No person will be adversely affected in employment with the Town as a result of bringing a complaint of unlawful harassment.

Complaints of sexual harassment or retaliation may also be filed with the following agencies:

- Civil Rights Unit, Vermont Attorney General's Office, 109 State Street, Montpelier, VT 05609-1001. Tel (802) 828-3657 (voice). Tel (888) 745-9195 (Toll Free VT). (802) 828-3665 (TTY). Email: ago.civilrights@vermont.gov Online: <http://ago.vermont.gov/about-the-attorney-generals-office/divisions/civil-rights/>
- Equal Employment Opportunity Commission, JFK Federal Building, 475 Government Center, Boston, MA 02203. Tel 1 (800) 669-4000 (voice). Tel 1 (800) 669-6820 (TTY). Email info@eoc.gov Online www.eoc.gov

These agencies may conduct impartial investigations, facilitate conciliation, and, if they find that there is probable cause or reasonable grounds to believe sexual harassment occurred, they may take a case to court.

Section 33: EMPLOYEE DISCIPLINE

The Town has adopted a progressive discipline process to identify and address employee and employment-related problems. The Town's progressive discipline process applies to any and all employee conduct that the Town, in its sole discretion, determines must be addressed by discipline.

Under the Town's progressive discipline process, an employee may be subject to disciplinary action, up to and including termination, for violation of the provisions of this Personnel Policy and/or failure to maintain an acceptable level of performance. The Town may take prior disciplinary action into consideration when disciplining or terminating an employee. Violations of different rules may be treated as repeated violations of the same rule for purposes of progressive discipline.

Most often, employee conduct that warrants discipline results from unacceptable behavior, poor performance, or violation of the Town's policies, practices, or procedures. However, discipline may be

issued for conduct that falls outside of those identified areas. The Town also reserves the right to impose discipline for off-duty conduct that adversely impacts the legitimate interests of the Town. The Town reserves the right in its sole discretion to bypass progressive discipline and to take whatever action it deems necessary to address the issue at hand. This means that more or less severe discipline, up to and including termination, may be imposed in a given situation at the Town's sole discretion.

The Town also retains the right to unilaterally eliminate positions or reduce the work hours of a position or positions due to economic conditions, shortage of work, organizational efficiency, changes in departmental functions, and/or reorganization or reclassification of positions resulting in the elimination of a position or for other related reasons.

Probationary employees are not subject to the Town's progressive disciplinary process. Notwithstanding any other provision of this Personnel Policy, an employee terminated during his or her probationary period will have no right to appeal such termination.

The Town will normally adhere to the following progressive disciplinary process, but reserves the right to bypass any or all steps of progressive discipline when it determines, in its sole discretion, that deviation from the process is warranted: (1) verbal warning; (2) written warning; (3) suspension (with or without pay); and (4) termination.

Employees are prohibited from engaging in conduct listed below and may receive discipline, up to and including termination, for doing so. This list has been established to provide examples of behavior that could warrant a range of disciplinary sanctions. Appropriate levels of discipline may be based on the severity of employee conduct. This list is not exhaustive.

- Engaging in any illegal activity.
- Refusing to do assigned work or failing to carry out the reasonable assignments of a supervisor or the Selectboard.
- Being inattentive to duty, including sleeping on the job.
- Falsifying a time card or other record or giving false information to anyone whose duty is to make such record.
- Being repeatedly or continuously absent or late, being absent without notice or satisfactory reason, or leaving one's work assignment without appropriate authorization.
- Conducting oneself in any manner that is offensive, abusive, or contrary to reasonable community standards and expectations of public employees.
- Engaging in any form of harassment, including sexual harassment.
- Misusing, misappropriating, or willfully neglecting Town property, funds, materials, equipment, or supplies.
- Unlawfully distributing, selling, possessing, using, or being under the influence of alcohol or drugs when on the job or subject to duty.
- Fighting, engaging in horseplay, or acting in any manner which endangers the safety of oneself or others. This includes acts of violence as well as threats of violence.

- Stealing, or possessing without authority, any equipment, tools, materials, or other property of the Town or attempting to remove them from the premises without approval or permission from the appropriate authority.
- Marking or defacing walls, fixtures, equipment, tools, materials, or other Town property, or willfully damaging or destroying property in any way.
- Failure to search for or disclose public records upon request.
- Willful violation of Town rules or policies.
- Inability to get along with fellow employees.
- Loss of a license or certificate issued by state or federal authorities needed to conduct daily work.
- Violence or the threat of violence against any employee of the Town or other person.

Section 34: EMPLOYEE TERMINATION PROCESS

The Town has adopted an employment termination process. Most often, employee conduct that warrants termination results from unacceptable behavior, poor performance, or violation of the Town's policies, practices, or procedures. However, termination may result from conduct that falls outside of those identified areas. The Town need not utilize this termination process but may take whatever action it deems necessary to address the issue at hand.

The Town also retains the right to unilaterally eliminate a position and thus terminate employment or reduce the work hours for some or all employees due to economic conditions, shortage of work, organizational efficiency, changes in departmental functions, and/or reorganization or reclassification of positions resulting in the elimination of a position or for other related reasons. In such cases, this termination process does not apply.

Probationary employees are not subject to the Town's termination process. Notwithstanding any other provision of this Personnel Policy, an employee terminated during the probationary period will have no right to appeal such termination.

An employee being considered for termination will be provided with written notice. The notice will contain a brief statement of the reasons termination is being considered and the date, time, and place of a pre-termination meeting with the employee's supervisor.

At the pre-termination meeting, the employee will be afforded an opportunity to present the employee's response to the reasons for termination. If the employee declines to attend the pre-termination meeting, the employee may submit a written response to the pre-termination notice not later than the scheduled date of the meeting.

Within 7 calendar days of the date of the meeting, the supervisor will provide the employee with a written notice informing the employee whether he or she has been terminated. If the employee has been terminated, the notice will provide the general reasons therefore and will also inform the employee of the opportunity to request a post-termination hearing before the Selectboard by giving written notice of such request to the supervisor within 7 days. The employee will be informed that the employee's failure to make a timely request for a post-termination hearing will result in such hearing being waived.

If a request for a post-termination hearing is made, the Selectboard will provide the employee with a notice informing the employee of the date, time, and place of the post-termination hearing before the Selectboard. The notice will inform the employee of his or her right to be represented by counsel, to present and cross-examine witnesses, and to offer supporting documents and evidence.

At the post-termination hearing, the employee will be afforded the opportunity to address the basis for termination by hearing and examining the evidence presented against the employee, cross-examining witnesses, and presenting evidence on the employee's behalf. The Selectboard will make such determinations as may be necessary in the event of evidentiary objections or disputes. When the hearing is adjourned, the Selectboard, under the authority granted by 1 V.S.A. § 312(e), will consider the evidence presented in the hearing in deliberative session.

The Selectboard will render a written decision within 14 days after the close of the hearing, unless otherwise agreed upon by the parties.

Section 35: SEVERABILITY

If any provision of this Personnel Policy or the application hereof to any person or a circumstance(s) is held invalid, this invalidity does not affect other provisions or applications of the personnel rules which can be given effect without the invalid provision or application. For this purpose, this Personnel Policy is severable.

This Personnel Policy also includes Addendum A and Addendum B.

ADOPTED this 8th day of July, 2026

SIGNATURES of SELECTBOARD:

MacNeil, Chair

Timothy Brennan, Vice Chair

Ellen Celnik

Judy Carpenter

Michael Metcalf

Personnel Policy
Town of Greensboro, Vermont

Addendum A: Personnel Acknowledgement

I, _____, acknowledge that:

- A. I received a copy of the Town's Personnel Policy on _____ ;
- B. I have been given an opportunity to ask questions and the Personnel Policy, and I have been provided with satisfactory information in response to my questions;
- C. I understand that the language used in this Personnel Policy is not intended to create, nor should it be construed to create, a contract of employment between myself and the Town;
- D. I understand that this Personnel Policy replaces any and all prior versions and that the Town reserves the right to add, amend, or discontinue any of the provisions of this Personnel Policy for any reason or none at all, in whole or in part, at any time, with or without notice; and
- E. I understand the Town's Personnel Policy and that it is my responsibility to comply with all of its provisions.

Employee's Signature

Date

**Personnel Policy
Town of Greensboro, Vermont**

Addendum B: Agreement by Independently-Elected Officer to be Bound by Personnel Policy

The Greensboro Town Clerk is employed and contracted at regular three-year intervals by the voters. However, the Greensboro Selectboard sets the terms of employment including wages, salaries, and pay increases for all Town employees, including the Town Clerk.

In exchange for the provision of benefits by the Town as follows:

- Health Insurance
- Dental Insurance
- Eye Insurance (100% employee financed)
- Municipal Retirement
- Short Term disability
- Life Insurance
- Salaried wages
- Leave time as determined in the Personnel Policy.

_____ agrees to be bound by the provisions of the Town of Greensboro Personnel Policy, *except* the provisions on Probationary Period, Performance Evaluations, Employee Discipline, and Employee Termination.

_____ agrees as follows:

- She/he/they has received a copy of the Town’s Personnel Policy and understands that it is her/his/their responsibility to familiarize herself with its contents;
- She/he/they has been given an opportunity to ask questions about said policy and has been provided with satisfactory information in response to those questions;
- She/he/they acknowledges that she understands the Town’s Personnel Policy and agrees that she/he/they will comply with all of its provisions.

Entered into this _____ day of _____, 20_____.

BY: Independently-Elected Official:

Town Clerk

Selectboard:

MacNeil, Chair

Timothy Brennan, Vice Chair

Ellen Celnik

Judy Carpenter

Michael Metcalf

Agreement Amendment

Between

The Town of Greensboro, Vermont (Town) and Vermont Appraisal Company (Appraiser)

WHEREAS; The Town and Appraiser have entered into an agreement for the Appraiser to provide Assessing services in a document dated January 18, 2023 for twelve months during the 2023 calendar year; and

WHEREAS; Both parties mutually agree to a second extension of this agreement from July 1, 2026 for twelve (12) additional months to prepare, lodge and defend values in the 2027 Grand List; and

WHEREAS; Both parties agree to continue the monthly fee for this appraisal work as established in the initial "Proposal for Greensboro" and defined in paragraph 6 of the "Contract for Appraisal – Assessing Services"; and

WHEREAS; Either party may consider and propose additional time for services or elect to terminate this agreement during or at the conclusion of this twelve (12) month period.

THEREFORE BE IT RESOLVED: The original signed "Contract for Appraisal – Assessing Services" signed January 18, 2023 is hereby amended and further extended to include an additional time period of twelve (12) months with the scope of work and fee described in the original, 2023 proposal and agreement documents – to complete the 2027 Grand List work.

BE IT FURTHER RESOLVED; The original agreement, and all terms and conditions therein remain in full force and effect upon both parties until satisfactory conclusion of the same.

Dated this ____ day of _____, 2026.

APPRAISER:

Town of Greensboro (TOWN):

Vermont Appraisal Company

By: 

By: _____

Greensboro Select Board

See next pages for the original contract, which is referenced above. The price for this amendment is \$1458 per month - the same amount as in the original contract.

Contract for Appraisal – Assessing Services

This contract entered into between the Town of Greensboro TOWN (called TOWN) and Vermont Appraisal Company (called APPRAISER or APPRAISERS):

Witnesseth:

1. For the payment by the TOWN to the APPRAISER as hereafter provided, the APPRAISER agrees to be responsible for all elements required to reappraise the taxable real property situated in the TOWN upon which said TOWN imposes taxes, subject to such limitations and conditions and including such other services hereafter provided.
2. The appraisal efforts will be started on or as shortly after January 1, 2023 as possible and continue unless either party elects to terminate the agreement at any time with no less than ninety (90) days notice.
3. The APPRAISER will do the following in the performance of assessing duties for the TOWN:
 - a. Complete the tasks specified to be done by the APPRAISER in the approved “Proposal for Greensboro” submitted under a cover letter dated January 8, 2023. Included in the scope of this service are items such as:
 - i. Always remain professional and courteous to the public, property owners and Greensboro Town Officers and staff;
 - ii. Be physically present in Greensboro on a predictable and regular basis up to twenty two (22) full or forty-two (42) part-time days per year within the scope and fee of this contact;
 - iii. Remain accessible on “off days” to Greensboro Town Officers and staff; and
 - iv. Provide training to Greensboro staff in the annual appraisal work requirements and software applications both as specified in the proposal and on an ongoing basis.
 - b. Any appraisals completed by an APPRAISER covered by this agreement will be appraised by the methods and standards of value, as required under Vermont law. APPRAISERS will use the Vermont State Appraisal Manual modified as required and will assume responsibility for producing all data required for those properties appraised as part of the assessing of the TOWN.
 - c. The Cost Approach to Value – adjusted to the market conditions in the town – shall be the primary method used by the APPRAISER to develop individual property values established in the existing Grand List base unless otherwise specified by state law or best appraisal practices. Where possible and appropriate, an Income Approach to value will be used by the APPRAISER. The sales comparison approach will be used in appeals or, as deemed appropriate. The APPRAISER will be responsible for reconciling the various approaches and working to come up with the most reasonable and appropriate final estimate of value for each property in the TOWN.

- d. Physically inspect specified real properties with inside inspection of all taxable buildings (unless prevented from doing so by circumstances beyond the APPRAISER'S control). Set new property values within the CAMA 2000 appraisal system with the Marshall & Swift cost tables -adjusted to market conditions in the TOWN from the existing base.
- e. Complete the contact with the owner, making appointments, inspections and all data entry for those properties appraised; CAMA & Apex CAD Diagram of each principle structure.
- f. Work closely with the Greensboro staff on a regular basis. This work may include, but is not limited to professional communication, timely reporting, training on software, grading using Marshall Swift and/or depreciation schedules.
- g. Review every appraisal and pass judgment thereon. Conduct periodic informational meetings with the TOWN Officers and/or staff, as requested.
- h. Be present in Greensboro on a scheduled, regular basis and remain continuously accessible to Town staff at all reasonable times throughout the agreement period. This assistance includes working with the Town Staff, if requested to appraise certain complicated properties as preparations are made for the 2021 and subsequent Grand Lists.
- i. Abide by the professional practices and ethics as prescribed by the International Association of Assessing Officers, of which organization APPRAISER is a member.
- j. Conduct such public relations services as shall reasonably be requested by the TOWN, including, but not limited to, public and individual meetings with taxpayers during the assessing, in advance of the formal grievance period. It is expected that the APPRAISER shall pay attention to the public relations aspects of the APPRAISER's activities during contacts with taxpayers.
- k. Participate in informal discussions with property owners, formal Grievances and appeals to the Board of Civil Authority on any property appraised for the 2021 and subsequent Grand List and, if called in advance be prepared to defend values at subsequent appeals.

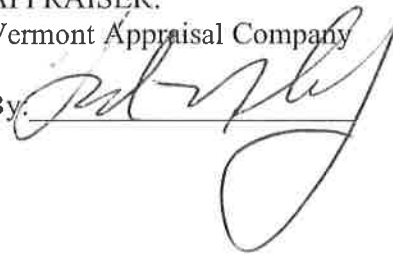
4. The TOWN will do the following in support of the performance of this appraisal work:

- a. Provide such assistance to the APPRAISER(s) as APPRAISER may require to locate properties, identify property records, isolate factors affecting value, notify property owners by mail and schedule all appointments for interior and exterior inspections.
- b. Gradually become proficient in and responsible for entering data into the software used for appraisal purposes including but not limited to spreadsheets such as Microsoft Excel, computer assisted mass appraisal software such as Microsolve CAMA, sketching software such as Apex © and tax administration software such as NEMRC.

- c. Cost of providing administrative support staff, office space, materials and supplies to assure the public records are typically accessible to the public, staff and APPRAISER. Assure the APPRAISERS are able to perform the duties and responsibilities required for this project. This includes, but is not limited to suitable office space, preparing and maintaining assessment maps, file folders, hanging file folders and file drawers for the storage of appraisal records.
 - d. Cost of any computer system hardware, software licenses, supplies, and computer processing mutually determined by the TOWN and APPRAISER to be necessary to document and calculate the appraisal of property. This includes providing the APPRAISER with unrestricted on-site and secure, remote access to the current Microsolve/CAMA cost tables, installation and integrated use of a land schedule defined by the APPRAISER, the integrated APEX © sketching software and MS Excel.
 - e. Ensure that a selected computer system will allow the APPRAISER to periodically and appropriately modify any or all property valuations or general cost tables used by the system to calculate property values and allow the APPRAISER to produce valuation in a timely manner.
 - f. Cost of postage, notices, and clerical work involved in notifying taxpayers of all the changes of appraisal. A complete list of all reappraised property values will be distributed to taxpayers. The list will show the old and new values of each property. Cost of producing the Grand Lists and accompanying certificates, schedules, reports and tax bills. Costs of salaries and expenses of TOWN staff, any other town officials and the APPRAISER incurred within the line of duty.
 - g. The administrative responsibility and costs to satisfy any Vermont programs unrelated to market value (ie Current Use program or Homestead declaration process).
5. Except as set forth in the Agreement, the APPRAISER shall furnish all materials, supplies, equipment and labor and other services necessary to complete the work.
 6. Payment to the APPRAISER for the services performed under this contract shall be at the rate of \$ 1,458.00 per month for each month of service to be adjusted annually by the standard cost of living index set by the United States. **The payment is due at the beginning of each month. This agreement will serve as the one and only invoice for all monthly payments due.** Pre-approved time in excess of the scope of this agreement will be billed at the rate of \$ 750.00 or \$ 1,250 per day, depending on who provides service from VAC.
 7. The APPRAISER shall purchase and maintain, during the term of the project, liability insurance (including vehicle coverage) protecting the APPRAISER against claims arising out of the performance of the work for bodily injury, death and property damage. Certification of Insurance shall be delivered to the TOWN prior to commencing the work.
 8. The personnel assigned to the Town of Greensboro shall be drawn from the APPRAISER's principal owners and Appraisers. In all phases of the regular duties, assignment of personnel to appraisal and administrative assessing tasks shall be competent to complete the work assigned.

9. The APPRAISER shall not subcontract the work, or any part, nor sell, transfer, assign or otherwise dispose of this Agreement, or any portion thereof, without the TOWN's written permission.
10. This agreement will be for the period of time, scope of services and fee required to complete the 2021 and subsequent Greensboro Grand Lists in accordance with the approved "Proposal for Greensboro". Any change(s) may be negotiated and ratified, if mutually acceptable to both the TOWN and APPRAISER.
11. The materials required by the Agreement to be furnished to the TOWN, and all documents or materials from which they were produced, or which establish this accuracy thereof, shall be the property of the TOWN at all times.
12. Upon termination of the Agreement for any just or reasonable cause, and regardless whether either party alleges a claim against the other for breach;
 - a. The APPRAISER shall promptly deliver or otherwise make available to the TOWN reproducible copies of all data, maps, reports, summaries and other information, and all other materials accumulated by the APPRAISER in performing this Agreement, and
 - b. The TOWN shall have unrestricted right to use or authorize others to use such materials in completing the work. The TOWN shall upon delivery of such materials pay the APPRAISER for any reasonable costs or reproduction.
13. The APPRAISER shall make all its files relating to the work available for inspection by the TOWN, its agents and employees at all reasonable times.
14. If the APPRAISER violates any other provision of this Agreement, or if adjudicated as bankrupt, the TOWN, without prejudice to any other rights it may have, and notwithstanding the waiver of any prior breach, may terminate this Agreement and take possession of all work completed to date.
15. The APPRAISER shall appear as an expert witness in the TOWN's behalf in support of any appraisal made under this Agreement, and shall give expert opinion and advice, and shall consult with and advise TOWN officials in preparation and shall conduct such further appraisals as may be necessary, all in connection with any proceeding contesting an appraisal made under this Agreement, beyond the Grievance Hearings.

Dated this 18th day of January, 2023
 APPRAISER: _____ Town of Greensboro TOWN: _____

Vermont Appraisal Company
 By: 

By: Peter Romas (Chair)

Greensboro Select Board



Josh Karp <jkarp@greensborovt.gov>

Procurement policy

1 message

Tim Brennan <tbrennan@greensborovt.gov>

Fri, Jul 3, 2026 at 2:01 PM

To: Ellen Celnik <ecelnik@greensborovt.gov>, "Mr. MacNeil" <macneil@greensborovt.gov>, Mike Metcalf <mmetcalf@greensborovt.gov>, Judy Carpenter <jcarpenter@greensborovt.gov>

Cc: Josh Karp <jkarp@greensborovt.gov>, Kim Greaves <townclerk@greensborovt.gov>, Brett Stanciu <zoning@greensborovt.gov>

Hello Selectboard,

As you will recall, our auditors made several recommendations to the Board with their audit report. One of them was to create a procurement policy. Specifically, they recommended a policy consistent with the federal government's "Universal Guidance." The report says, "The Town's procurement policy has not been updated to comply with the Uniform Guidance. We recommend that the Town update its procurement policy to be in compliance with the Uniform Guidance." The reason for this would be to be in a position to apply for and receive federal grants, including from FEMA.

I started with a model policy from VLCT, which incorporates those federal requirements. I changed little except to insert the specifics about Greensboro. You will see that there are two distinct sections. One for purchases using municipal money and one for purchases using federal money.

There were a few blanks that require some thought from the Selectboard and the staff:

1. Purchasing Agents - I suggested Town Clerk, Town Administrator, Road Foreman, and Selectboard Chair and/or Vice Chair.
2. Procurement Categories. The policy states these are:
 - a. Incidental Purchases which can be made by Purchasing Agents without review.
 - b. Minor Purchases which require prior approval of the Selectboard, and
 - c. Major Purchases which require an RFP and a sealed bid process.
3. Threshold amounts for
 - a. Recurring purchases
 - b. Emergency purchases
 - c. Professional services
 - d. Sole source purchases

The model policy does not suggest dollar amounts for the three levels or the other categories. I've asked the auditors if they have guidance based on other clients. As a starting point, I'd suggest \$10,000, \$25,000, and \$50,000 as the three levels. What do you think?

This is for discussion at our Wednesday meeting, but action can wait until August.

Thanks, Tim

Tim Brennan, Vice Chair
Greensboro Selectboard
tbrennan@greensborovt.gov
Cell: 617-620-0574

TOWN OF GREENSBORO PROCUREMENT POLICY

Adopted [INSERT Date]

PURPOSE

The purpose of this Procurement Policy is to obtain the highest quality goods and services for the Town of Greensboro ["Municipality" or "Town"] at the lowest possible price, to exercise financial control over the procurement process, to clearly define authority for the procurement function, to allow fair and equal opportunity among qualified suppliers, and to provide for increased public confidence in the transparent procedures followed in public procurement.

POLICY ORGANIZATION

This policy is organized into three sections:

1. General procurement requirements applicable to **all** purchases.
2. Procurement requirements for when the Municipality expends **solely its own funds**.
3. Procurement requirements for when the Municipality expends **State or Federal funds**, regardless of whether the procurement action includes municipal funds. State and Federal funds have specific requirements the Municipality must meet, and those requirements extend to municipal funds if they are used as match/cost share or as supplemental project funding.

DEFINITIONS

For the purposes of this policy, the following definitions apply:

- **Conflict of Interest.** A conflict of interest occurs when the employee, officer, agent, or board member of the Municipality, any member of their immediate family, their partner, or an organization that employs or is about to employ any of the parties indicated herein, has a financial or other interest in or a tangible personal benefit from an entity considered for a contract.
- **Emergency.** A situation in which there is a threat to life, public health or safety, or improved property, or some other form of dangerous situation that requires immediate action to alleviate the threat. Emergency conditions are generally more short-lived than exigency circumstances.
- **Exigency.** A situation in which there is a need to avoid, prevent, or alleviate serious harm or injury, financial or otherwise, to the Municipality and use of competitive procurement proposals would prevent the urgent action required to address the situation.
- **Non-Employee Agent.** A consultant, advisor, service provider, or other person that is not an employee of the Municipality and has been designated an Agent for the purposes of this Procurement Policy.

- **Officer.** An elected or appointed official of the Municipality acting within the scope of their duties.
- **Pre-Positioned Contracts.** Pre-position contracts are contracts awarded in advance of potential work being performed. These contracts are also referred to as advance or standby contracts. A pre-positioned contract may only be awarded if it was originally procured in compliance with the Municipality’s procurement requirements, the scope of work was adequate to cover the work to be performed, the work performed was eligible, and the contract terms cover time when work was performed. ([FEMA Public Assistance and Policy Guide, Version 5](#))
- **Pre-Qualified Contractors.** Pre-qualified contractors have been evaluated and determined to be qualified to perform work based on capabilities, prior experience, past performance, and availability. A prequalified contractor is not entitled to a pre-positioned or “standby” contract. The Municipality cannot exclude potential bidders or offerors from qualifying during the solicitation period, even if they were not on the prequalified list. ([2 CFR § 200.319\(e\)](#))

GENERAL PROCUREMENT REQUIREMENTS

All purchases of the Municipality must adhere to the following general standards:

- **Contract Administration.** The Municipality shall maintain a contract administration system that ensures vendors perform in accordance with the terms, conditions, and specifications of their contracts and purchase orders.
- **Municipal Code of Ethics.** All municipal officers, as defined by [24 VSA § 1991\(12\)](#), are required to follow the Vermont [Municipal Code of Ethics](#). Additionally, all officers and employees of the Municipality are required to follow any additional ordinances, rules, and personnel policies regarding ethics that have been adopted by the Municipality and are not in conflict with the Municipal Code of Ethics. For purchases made using any amount of Federal funds, please refer to the section titled, *Procurement Using State Or Federal Funds In Whole Or In Part*.
- **Geographic Preference.** The Municipality may exercise a geographic preference when evaluating bids or proposals if the preference does not result in unreasonable prices or rates due to a lack of competition. When purchasing with Federal funds, the Municipality should confirm with its funder whether geographic preference is allowable before using it as some federal programs have geographic preference limitations.
- **Procurement Agents.** The following individuals or positions are designated to act as Procurement Agents for the Municipality:

[TO BE DETERMINED. Probably includes Town Clerk, Town Administrator, Road Foreman, Selectboard Chair and/or Vice Chair.]

Procurement Agents are responsible for ensuring that the best possible price and quality are obtained with each purchase. Procurement Agents must review all proposed purchases to avoid unnecessary or duplicative purchases of equipment, supplies and services. Procurement Agents also must ensure that competition is not restricted with unreasonable requirements or qualifications placed on vendors, or by allowing vendors to be selected who have engaged in noncompetitive pricing practices.

If any provisions of this procurement policy conflict with provisions of Federal or State statute or regulations, the most stringent must be applied.

PROCUREMENT USING SOLELY MUNICIPAL FUNDS

Purchases made using solely municipal funds must adhere to the following general standards:

- **Pre-Positioned Vendors and Contractors.** Vendors or contractors pre-positioned for municipal work may not work on projects using Federal funds (ex. FEMA Public Assistance or Federally funded transportation grants) unless procurement requirements outlined in *Procurement Using State Or Federal Funds In Whole Or In Part* were followed.
- **Documentation.** Documentation must include the reason for the specific procurement method chosen, the basis for the selection of the award, and contract pricing (showing evidence that the process was fair and equitable), as well as any other significant decisions that were part of the procurement process.
- **Records Retention.** The Municipality must maintain records in accordance with the retention and disposition schedules as set by the Vermont State Archivist.

PROCUREMENT CATEGORIES AND REQUIREMENTS.

Incidental Purchases. Employees designated as Procurement Agents may make purchases of up to \$[INSERT dollar amount] without prior approval, provided those purchases remain within the scope and limits of the approved municipal budget.

Minor Purchases. Employees who have been designated to act as Procurement Agents may make purchases with a value between \$[INSERT dollar amount] and \$[INSERT dollar amount] only with prior approval of the Selectboard and are limited to the amount of the budget authorized by the Municipality. Although not required, competitive quotes from at least two vendors should be obtained whenever possible and documented.

Major Purchases. All purchases over \$[INSERT dollar amount] require prior approval of the Selectboard. The Selectboard must review all proposed purchases to avoid unnecessary or duplicative purchases of equipment, supplies and services. The Selectboard must also ensure that competition is not restricted with unreasonable requirements or qualifications placed on vendors or bidders, or by allowing vendors or contractors to be selected who have engaged in noncompetitive pricing practices. The Municipality requires the use of a sealed bid process for [INSTRUCTIONS If sealed bid is required,

state whether it will be used for a) specific Major Purchases, such as for construction projects, or b) for all Major Purchases.]

Recurring Purchases. If the total value of a recurring purchase of a good or service is anticipated to exceed \$[INSERT dollar amount] during any fiscal year, the bid process must be utilized and must specify the recurring nature of the purchase. Once a bid has been accepted, all future purchases must be made from that bidder without necessity of additional bids, until such time as the **Selectboard** votes to initiate a new bid process.

Emergency Purchases. The **Selectboard** may award contracts and make purchases for the purpose of meeting the public emergency without complying with the bid process. Emergency purchases may include immediate repair or maintenance of municipal property, vehicles, or equipment if the delay in such repair or maintenance would endanger persons or property or result in substantial impairment of the delivery of essential municipal services.

Professional Services. The bid process may be waived for the selection of providers for services that are characterized by a high degree of professional judgment and discretion including legal, financial, auditing, risk management, and insurance services with a value of up to \$[INSERT dollar amount]. If the Municipality wishes to use the professional services contractor in the future for a purchase made with Federal funds, the service must be purchased competitively following Federal requirements.

Sole Source Purchases. If the **Selectboard** determines that there is only one source for a proposed purchase, it may waive the bid/proposal process and authorize the purchase from the sole source. Documentation and record retention requirements apply.

PROCUREMENT USING STATE OR FEDERAL FUNDS IN WHOLE OR IN PART

GENERAL FEDERAL PROCUREMENT REQUIREMENTS.

Purchases made using Federal funds must adhere to the following general standards:

- **Open and Competitive Bidding.** All purchases must be made using procedures that promote open and competitive bidding to the greatest extent possible, as outlined in [2 CFR § 200.319](#). All procurement must incorporate a clear and accurate description of the technical requirements for the property, equipment, or service being procured, identify additional requirements that must be fulfilled, and include factors that will be used for evaluation. Contractors that develop or draft specifications, requirements, statements of work, or invitations for bids must be excluded from competing on those purchases.
- **Non-Discrimination.** There must be no discrimination in procurement practices based on race, color, national origin, sex, disability, or age in accordance with [§ 200.300\(a-b\)](#).
- **Conflict of Interest.** See Definitions section. Any employee, officer, or agent of the Municipality who participates in the procurement process must make reasonable efforts to avoid real or

apparent conflicts of interest, must disclose any potential conflicts of interest in writing, must refrain from participating in procurement decisions where such conflicts exist, and must comply with other requirements of [2 CFR § 200.318\(c\)](#). If the municipality has an affiliate or subsidiary organization that is not a State, local government, or Indian Tribe, the Municipality also must maintain written standards of conduct covering organizational conflicts of interest. Any actual or potential conflict of interest must be disclosed to the funder. If a conflict exists between the Federal requirements and the Municipality's requirements, the most restrictive requirement must be used. Disciplinary actions shall be the enforcement actions in the Municipality's adopted investigation and enforcement ordinance, personnel policy, or rule. Disciplinary actions of Appointed Officers shall apply to non-employee agents.

- **Gifts.** An employee, officer, and agent of the Municipality may neither solicit nor accept gratuities, favors, or anything of monetary value from contractors, potential contractors, or parties to sub-agreements. ([§ 200.318\(c\)\(1\)](#))
- **Small and Socio-Economic Business Procurement.** Whenever possible, qualified small, minority, and veteran-owned businesses, women's business enterprises, and labor surplus area firms must be considered for procurement and documentation retained demonstrating how the six actions outlined in [§ 200.321](#) were considered.
- **Maximizing Resources.** The Municipality must:
 - avoid the [acquisition of unnecessary or duplicative items](#).
 - use [strategic sourcing](#) when appropriate.
 - use [excess and surplus Federal property](#) when feasible and to achieve cost reductions, use recovered materials when individual or aggregate yearly purchases exceed \$10,000 or as otherwise described in [§ 200.323](#).
 - use [value engineering clauses](#) for construction projects when practical.
 - provide a preference for the purchase, acquisition, or use of goods, products, or materials [produced in the United States](#) to the greatest extent practicable and consistent with the law.
 - implement the Buy America preferences set forth in [2 CFR part 184](#) for projects related to the construction, alteration, maintenance, or repair of [infrastructure](#).
- **Contract Cost and Price.** The Municipality must perform a cost or price analysis for purchases, including contract modifications, in excess of \$250,000, in accordance with [§ 200.324](#). Evidence of the analysis must be documented.
- **Cost Allowability.** The Municipality will determine cost allowability using [Federal Cost Principles](#), reviewing the notice of funding award, and reviewing its funding agreement. Costs must be allowable, reasonable, and allocable to the funding ([2 CFR Part 200 Subpart E](#)). (INSTRUCTIONS The Municipality may reference its own cost principles if they comply with Federal Cost Principles.)

- **Funding Agency Review.** The Municipality must submit the technical specifications of a proposed purchase and/or procurement documents for review if a funding agency has requested to review them, in accordance with [2 CFR § 200.325](#).
- **Bonding Requirements.** The Municipality must comply with bid and bond requirements of [2 CFR § 200.326](#) unless the Municipality has a bonding policy and requirements for construction or facility improvement contracts or subcontracts, and those requirements exceed \$250,000. When the Municipality has its own bonding policy and requirements, the Municipality must have the documents reviewed and approved by either the Federal agency or the pass-through entity to determine that the Federal interest is adequately protected. ([2 CFR § 200.326](#))
- **Federal Pass-Through Requirements.** The Municipality must include specific federal compliance requirements, such as Davis Bacon Labor Standards, Section 3 Reporting Requirements, and Build America, Buy America (BABA) for example, in the procurement documents to alert prospective bidders to those requirements. ([§200.319\(d\)\(3\)](#)) The Municipality should confirm any federal pass-through requirements with the funding agency.
- **Pre-Positioned Vendors and Contractors.** The Municipality may pre-position contracts by awarding contracts for the potential performance of work. When pre-positioning contracts, the Municipality will request proposals from vendors and/or contractors in accordance with procurement categories and their requirements and develop a scope of work adequate to cover the anticipated work to be performed. The list will be updated at least every three years with the option of extending the contract for a one-year term (no more than four years total). Each pre-positioned vendor or contractor must be issued a master contract defining the specific services that are covered by the contract, the contract term, and additional items identified by the Municipality. Task Order assignments will be made by the Municipality following a review of the task order complexity, experience of the firm and its staff, capacity to complete the work within the desired timeframe, availability of contractor staff, and other factors applicable the Municipality deems important to the work to be performed.
- **Documentation.** The Municipality must maintain documentation and records sufficient to detail the history of each procurement transaction in accordance with [2 CFR § 200.318\(i\)](#). At minimum, these records must include the rationale for the procurement method, contract type selection, contractor selection or rejection, and the basis for the contract price plus other documentation required by these procurement requirements. Additional documentation may be required based on the requirements of specific procurement categories.

In the case of purchases made using Federal funds, if state law or the Municipality's supplemental policies conflict with Federal requirements, the stricter of the two must be applied.

PROCUREMENT CATEGORIES AND REQUIREMENTS.

Micro-Purchases. Purchases of up to \$[INSERT dollar amount no greater than \$15,000] in aggregate value, and, in the case of construction projects subject to Federal Davis Bacon requirements, purchases

below \$2,000. Soliciting competitive price or rate quotations is not required if the Procurement Agent considers the price reasonable based on research, experience, purchase history, or other information; and maintains documentation to support their conclusion. To the extent practicable, the Municipality should distribute micro-purchases equitably among qualified suppliers. ([§ 200.320\(a\)\(1\)](#))

Simplified Acquisition (Small Purchases). Purchases with an aggregate total value between \$[INSERT dollar amount of Micro-Purchase limit above] and \$[insert dollar amount no greater than \$350,000], including any future contract amendments or change orders. Price or rate quotes must be obtained from [INSERT a specific number or use “an adequate number of qualified sources”] following the Small and Socio-Economic Business Procurement provision of this policy and all provisions regarding fair and unrestricted competition. ([§ 200.320\(a\)\(2\)](#))

Large Purchases by Competitive Proposals. Purchases with an aggregate total value of \$[INSERT dollar amount of Simplified Acquisition limit] or more, including any future contract amendments or change orders. Construction projects must use the sealed bid process discussed in the next section. ([§ 200.320\(b\)\(2\)](#))

A Request for Proposals (RFP) must be used, except for architectural/engineering (A/E) professional services for which a Request for Qualifications (RFQ) process may be used. If the project is funded in whole or in part by the Federal Highways Administration or through the Clean Water State Revolving Fund, a Request for Qualifications process must be used for A/E services. All evaluation factors and their relative importance must be identified in the RFP/RFQ. For RFPs, price and other factors may be considered as a selection factor. For RFQs, price may not be used as a selection factor. All RFP/RFQs will describe the process for evaluating proposals and how a contract awardee will be selected.

Public notice is required with [INSERT “sufficient time”, “no less than two weeks” or “at least three weeks”] allowed for responses. Proposals must be solicited from [INSERT a specific number or use “multiple qualified entities”]. When a contract is awarded, it must be awarded to the responsible offeror whose proposal is most advantageous to the Municipality. When issuing a contract, the Municipality must consider a contractor’s integrity, public policy compliance, proper classification of employees (see the Fair Labor Standards Act, [29 U.S.C. 201](#), chapter 8), past performance record, and financial and technical resources. Either a fixed price or cost-reimbursement contract may be used.

Procurement by Sealed Bid. Purchases with an aggregate total value of \$[INSERT dollar amount no greater than \$350,000] or more, including any future contract amendments or change orders. Federally funded construction projects of more than \$2,000 must use the sealed bid process. The sealed bid purchase process is used primarily for construction projects. ([§ 200.320\(b\)\(1\)](#))

Noncompetitive (Sole Source) Procurement. If one of the following specific circumstances apply, the Municipality may use a noncompetitive procurement method ([§ 200.320\(c\)](#)):

- **Single Source.** The purchase only can be filled by a single source.
- **Emergency.** A threat to life, public health or safety, or improved property, or some other form

of dangerous situation or public emergency will not permit a delay resulting from providing public notice of a competitive solicitation. Emergency conditions generally are short term.

- **Exigency.** There is a need to avoid, prevent, or alleviate serious harm or injury, financial or otherwise, to the Municipality and use of competitive procurement would prevent the urgent action required to address the situation. Exigency conditions may be short term or exist for weeks or months.
- **Written Permission.** The Municipality submits a written request with justification for noncompetitive procurement and its funder approves the request in writing.
- **Inadequate Competition.** After soliciting several sources, competition is determined to be inadequate.

Documentation is required to justify noncompetitive procurement. Documentation must follow the requirements of the funding agency. Noncompetitive purchases still must comply with other requirements of procurement, such as maximizing resources, domestic preferences, contract cost and price, competition requirements, and documentation. Written contracts with required contract clauses are required.

CONTRACTS.

- “Cost plus a percentage of cost” and “percentage of construction costs” methods of contracting must not be used. ([§ 200.324\(c\)](#))
- The Municipality may use a time-and-materials type contract only after making a determination that no other contract is suitable and if the contract includes a ceiling price that the contractor exceeds at its own risk. Time-and-materials type contract means a contract whose cost to the Municipality is the sum of the actual cost of materials and direct labor hours charged at fixed hourly rates that reflect wages, general, and administrative expenses, and profit. When using this type of contract, the Municipality must assert a high degree of oversight to obtain reasonable assurance that the contractor is using efficient methods and effective cost controls.
- Written contracts must be used, except for Micro-purchases. The Municipality may use pro-forma contracts and agreements provided by State and/or Federal agencies for contractual compliance with State and Federal requirements.
- Written contracts must contain required Federal contract provisions specified in [2 CFR Appendix II](#) as applicable to the project unless a State or Federal funder requires specific language to meet Appendix II requirements. The Municipality must include additional required contract provisions specific to the source of funds if required by its funding agreement. ([§ 200.327](#))
- When funding is provided through the State of Vermont, the Municipality must include the

required State contract provisions outlined in Attachment C – Standard State Provisions for Contracts and Grants, which is included as part of the State’s funding agreement document. The Municipality also must include any other required contract provisions required by the Municipality’s agreement with the State.

The foregoing Policy is hereby adopted by the **Selectboard** of the Town of Greensboro Vermont, this **[INSERT date]** day of **[INSERT year]** and is effective as of this date until amended or repealed.

SIGNATURES.

Chair:

Selectboard Members:
