

No. M-11. An act relating to approval of the adoption and codification of the charter of the Town of Salisbury.

(H.499)

It is hereby enacted by the General Assembly of the State of Vermont:

Sec. 1. CHARTER APPROVAL

The General Assembly approves the adoption of and codifies the charter of the Town of Salisbury as set forth in this act. The voters approved this charter on March 3, 2015.

Sec. 2. 24 App. V.S.A. chapter 146 is added to read:

CHAPTER 146. TOWN OF SALISBURY

§ 1. TOWN TREASURER

(a) The Selectboard shall appoint a Town Treasurer for one year, who shall not simultaneously hold any elective office within Town government, in the manner set forth in subsection (b) of this section. The appointee shall be competent in the keeping of records, investments, and accounting and shall serve at the pleasure of the Selectboard. The person chosen need not be a resident or voter of Salisbury.

(b)(1) Prior to appointing a Town Treasurer, the Selectboard shall appoint a committee to review and recommend to the Selectboard qualified candidates for the position of Treasurer.

(2) The committee shall be composed of two members of the Selectboard, the Town Clerk, and two residents of the Town.

(3) The committee shall have the authority to solicit candidates, advertise notice of vacancy in the Treasurer's position, and make an investigation of a candidate's credentials and background as the committee deems appropriate. Upon completion of the investigation and interviewing of candidates, the committee shall submit to the Selectboard the names of those candidates deemed qualified for the position.

(c) No later than 30 days following the submission of the names of candidates deemed qualified by the committee, the Selectboard shall appoint a Treasurer from that list, if applicable, or shall notify the committee that none of the candidates shall be appointed and shall direct the committee to forward a new list of candidates for consideration.

(d) Members of the committee described in subsection (b) of this section shall serve until a Treasurer is appointed by the Selectboard. Meetings of the committee shall be conducted in accordance with the Vermont Open Meeting Law.

(e) In case of a vacancy, until such time as a Treasurer is appointed pursuant to this section, the Selectboard shall appoint an interim Treasurer.

(f) The term of employment shall be from July 1 through June 30.

(g) Annually, 60 days before June 30, the Selectboard shall choose to reappoint the current Treasurer or solicit other candidates for the position.

(h) The Treasurer shall perform those duties adopted by the Selectboard and required by State law.

§ 2. TOWN CLERK

(a) The Town Clerk shall be elected for one year and shall carry out the duties of a town clerk as specified by statute and by this chapter.

(b) The Clerk shall carry out those duties required by State law.

(c) Additional duties include:

(1) Handle day-to-day office duties and provide friendly, informative assistance to public and other Town officials.

(2) Provide information to assist the Selectboard in setting the open office hours to accommodate the needs of the Town.

(3) Maintain the electronic e-mail files of Town officials ensuring that privileged information is not divulged.

(4) Ensure that all members of the Selectboard are made aware, in a timely manner, of situations that should be brought to their attention.

(5) Assist in the production of the annual Town report by producing the Town Clerk's report, vital statistics report, and labels for same.

(6) Ensure that the Town offices are clean and safe.

(7) Maintain all records, electronic and digital, kept on computers.

(8) Attend the first monthly meeting of the Selectboard.

(9) Provide information as requested by the Selectboard so as to contribute to the effective governance of the Town.

(10) Be responsible for performing all functions as mandated by the State pertaining to Town records.

§ 3. SEPARABILITY

If any provision of this chapter is held invalid, the other provisions of this chapter shall not be affected thereby.

Sec. 3. TRANSITIONAL PROVISIONS; ELECTED TOWN TREASURER
AND TOWN CLERK

(a) Notwithstanding the provisions of Sec. 2 of this act, 24 App. V.S.A. chapter 146, § 1 (Town Treasurer), that provide that the office of Town Treasurer shall be appointed by the Selectboard, an elected Town Treasurer in office immediately prior to the effective date of that section may continue to hold that office for 60 days after the effective date of that section. At the end of the 60 days or in the case of a vacancy in his or her office, the provisions of Sec. 2 of this act, 24 App. V.S.A. chapter 146, § 1, shall apply.

(b) A Town Clerk elected to a three-year term who is in office immediately prior to the effective date of this act may continue to hold office until March 1, 2016 and until his or her successor is elected. On March 1, 2016, the term of that incumbent Town Clerk shall expire and the Town Clerk shall be elected to a one-year term as provided in Sec. 2 of this act, 24 App. V.S.A. chapter 146, § 2.

Sec. 4. EFFECTIVE DATE

This act shall take effect on passage.

Date Governor signed bill: May 26, 2015