

1 H.881

2 Introduced by Representative Heath of Westford

3 Referred to Committee on

4 Date:

5 Subject: Municipal government; municipal charters; Town of Westford;
6 adoption and codification

7 Statement of purpose of bill as introduced: This bill proposes to approve the
8 adoption of and codify the charter of the Town of Westford.

9 An act relating to approval of the adoption and the codification of the
10 charter of the Town of Westford

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

12 Sec. 1. CHARTER ADOPTION APPROVAL

13 The General Assembly approves the adoption of and codifies the charter of
14 the Town of Westford as set forth in this act. Proposals of charter adoption
15 were approved by the voters on March 4, 2014.

16 Sec. 2. 24 App. V.S.A. chapter 155B (Town of Westminster) is redesignated
17 to read:

18 CHAPTER ~~155B~~ 155D. TOWN OF WESTMINSTER

1 Sec. 3. 24 App. V.S.A. chapter 155C is added to read:

2 CHAPTER 155C. TOWN OF WESTFORD

3 § 1. GENERAL PROVISIONS

4 The Town of Westford shall have all the powers granted to towns and
5 municipal corporations by the Constitution and laws of the State of Vermont
6 and by this chapter, together with all the implied powers necessary to carry
7 into execution all the powers granted.

8 § 2. ELECTED OFFICERS

9 (a) Except as otherwise provided by this chapter, the elected officers of the
10 Town of Westford shall be those required for towns by State law and they shall
11 be elected by Australian ballot.

12 (b) Elected officers shall perform all duties and responsibilities necessary
13 or required to carry out the provisions of this chapter as well as those provided
14 by State law generally.

15 (c) The Selectboard shall constitute the legislative body of the Town of
16 Westford for all purposes required by statute except as otherwise herein
17 specifically provided, and shall have all the powers and authority given to, and
18 perform all duties required of, town legislative bodies under the laws of the
19 State of Vermont.

20 (1) Organization of the Selectboard shall be done in accordance with
21 24 V.S.A. § 871.

1 (2) The Selectboard shall elect a Vice Chair at its organizational
2 meeting.

3 (3) The Chair of the Selectboard shall preside at all meetings of the
4 Selectboard. If the Chair is not present, the Vice Chair of the Selectboard shall
5 serve as acting chair.

6 (4) If any member of the Selectboard fails to attend at least 70 percent of
7 the meetings in any 12-month period or misses three consecutive meetings
8 without the consent of the Selectboard, the Selectboard may declare the
9 position vacant and fill it in accordance with State law.

10 (5) The Selectboard shall determine its own rules and orders of business
11 not addressed by this chapter and State statute.

12 (6) The Selectboard may appoint or dissolve any authorities, boards,
13 commissions, or committees created by it and under its purview as authorized
14 by this chapter or State statute.

15 § 3. APPOINTED OFFICERS

16 (a) In addition to all other offices which may be filled by appointment by
17 the Selectboard pursuant to State law, the Selectboard shall appoint the
18 following officers:

19 (1) Town Treasurer;

20 (2) listers or an assessor;

21 (3) Delinquent Tax Collector;

1 (4) cemetery commissioners;

2 (5) Town Agent; and

3 (6) Town Grand Juror.

4 (b) The number of persons appointed to the offices set forth in subsection
5 (a) of this section shall be determined by the Selectboard.

6 (c) All appointments shall be made in accordance with the Town of
7 Westford Personnel Rules.

8 (d) In appointing the Town Treasurer and Delinquent Tax Collector, the
9 Selectboard shall use the following guidelines in addition to following the
10 Town of Westford Personnel Rules:

11 (1) Nominating committee.

12 (A) When a vacancy exists in the office of Town Treasurer or
13 Delinquent Tax Collector, the Selectboard shall call for the formation of a
14 nominating committee comprising one Selectboard member, two justices of the
15 peace, and two residents. The Selectboard and justices of the peace shall select
16 which of their members will serve on the committee. These three officials
17 shall select the two residents.

18 (B) Meetings of the committee shall be warned and conducted as
19 public meetings in accordance with the requirements of Vermont statutes.
20 Members of this committee shall serve until any vacancy is filled by the
21 Selectboard.

1 (2) Search process. The committee shall have the authority to solicit
2 candidates, to advertise notice of a vacancy, and to make an investigation of a
3 candidate's credentials and background as the committee deems appropriate.
4 Upon completion of the investigation and interviewing of candidates, the
5 committee shall submit to the Selectboard up to three names of those
6 candidates deemed qualified for the positions.

7 (3) Appointing a candidate. Within 45 days of its receipt of candidates'
8 names from the committee, the Selectboard shall appoint from such candidates
9 a person(s) to fill any vacancy or notify the committee in writing that none of
10 the candidates shall be appointed. If no appointment is made, the committee
11 shall then reconvene and submit the names of additional qualified candidates to
12 the Selectboard.

13 (4) Interim appointment. Until such a time as a vacancy is filled
14 pursuant to this section, the Selectboard may appoint an official on an interim
15 basis to fill the vacancy.

16 (e) All appointed Town officers shall be governed by the Town of
17 Westford Personnel Rules.

18 (f) From time to time and whenever a job is open in an appointed Town
19 office, the Selectboard shall adopt or revise a general statement of the
20 qualifications necessary to perform the duties and responsibilities of the office
21 and a job description of the office.

1 § 4. INDEPENDENT AUDIT

2 The Selectboard shall provide for an independent audit of all Town
3 accounts as it deems necessary. Such audits shall be made by a certified public
4 accountant or firm of such accountants who have no personal interest, direct or
5 indirect, in the fiscal affairs of the Town government or any of its officers.

6 § 5. REMOVAL OF ELECTED TOWN OFFICERS

7 Any elected Town officer may be removed from office in the following
8 manner:

9 (1) A petition must be filed with the Town Clerk seeking the removal of
10 the elected Town officer or officers. The petition must be signed by at least
11 15 percent of registered voters.

12 (2) Within 15 days after receipt of the petition, the Selectboard shall
13 warn a special Town meeting, or if the annual meeting is to occur within
14 90 days of the filing of the petition, the Selectboard shall include an article in
15 the warning for the annual meeting, for the purpose of voting by Australian
16 ballot on whether the officer or officers shall be removed from office.

17 (3) Removal shall only occur if a majority of the votes cast at the annual
18 or special town meeting approve removal and the total of all votes cast on the
19 removal question equals or exceeds the total of all votes that were cast to elect
20 the officer.

1 (4) If an officer is removed, the officer shall immediately cease to hold
2 office and the office shall become vacant. The vacancy shall be filled as
3 provided by law.

4 (5) Only one petition for removal may be filed against any given elected
5 officer during any 12-month period of his or her term of office.

6 § 6. CONFLICT OF INTEREST

7 (a) A Town officer shall recuse himself or herself or be disqualified from
8 any proceeding in which his or her impartiality might reasonably be
9 questioned.

10 (b) If anyone thinks a Town officer has a conflict in a case before a board,
11 commission, or committee, that person can bring it to the attention of the
12 officer's respective group. If the officer does not disqualify himself or herself,
13 the board, commission, or committee shall consider the factual basis for the
14 question and vote on the member's disqualification, the challenged member
15 abstaining. This vote shall occur before any other business is conducted.

16 (c) A Town officer who is disqualified by virtue of a conflict of interest
17 shall not vote upon, participate in the discussion of, or otherwise sit as a
18 member of any board, commission, or committee upon the matter from which
19 he or she is disqualified.

20 (d) Town officers and employees shall follow the rules outlined in the
21 Westford Conflict of Interest Policy.

1 § 7. SEVERABILITY

2 If any provision of this chapter is held invalid, the other provisions of the
3 chapter shall not be affected thereby. If the application of the chapter or any of
4 its provisions to any person or circumstances is held invalid, the application of
5 this chapter and its provision to other persons or circumstances shall not be
6 affected thereby.

7 Sec. 4. TRANSITIONAL PROVISION; APPOINTMENT OF OFFICERS

8 When an appointment is made pursuant to Sec. 3 of this act, 24 App. V.S.A.
9 chapter 155C § 3 (appointed officers), and the office is filled by a person who
10 was elected to the office prior to the effective date of that section, the
11 Selectboard shall give at least 30 days' notice to that elected officer that his or
12 her term shall expire and the elected officer shall vacate the office within those
13 30 days.

14 Sec. 5. EFFECTIVE DATE

15 This act shall take effect on passage.