Vermont League of Cities & Towns 2019-2020 Municipal Calendar

July 2019	August 2019	September 2019	October 2019	November 2019	December 2019	January 2020	February 2020	March 2020	April 2020	May 2020	June 2020

July 2019

1 Last day for town clerk to submit name of town treasurer to State Treasurer. 24:1166

2 Last day that listers shall hear grievances in towns of fewer than 5,000 inhabitants. 32:4221, 4341

4 Independence Day. 1:371(a)

15 Last day for school, fire district, and village clerks to deliver to town clerk a statement of taxes assessed during year ending June 30. 32:3461

22 Last day that listers shall hear grievances in towns of 5,000 or more inhabitants. 32:4221, 4341

25 Last day for listers to lodge the grand list with town clerk for public inspection in towns of fewer than 5,000 inhabitants. 32:4151, 4341

25 State Withholding Tax Return is due (actual date by which return must be postmarked is shown on the printed form) if reporting less than $2,500 per quarter. More than $2,500 requires monthly report; more than $9,000 requires semi-weekly report. 32:5842

30 Last day for town clerk in municipality with fiscal year ending June 30 to publicly disclose fees kept as compensation for that fiscal year. 24:1179

31 Last day for legislative body to acknowledge receipt of and review the State of Accounts' internal financial controls document pursuant to 32 V.S.A. § 163(11), which the town treasurer has completed. 24:872(b), 1571(d)

31 Last day to file Form 941 (Quarterly Withholding Return) with Internal Revenue Service.

August 2019

15 Last day for listers to lodge the grand list with the town clerk for public inspection for towns of 5,000 or more inhabitants. 32:4151, 4341

15 Last day for town clerk to electronically transmit a copy of the grand list, tax rates, and assessed tax amount to the Director of Property Valuation and Review. 32:5404(b)

16 Bennington Battle Day. 1:371(a)

27 First day for the chair of a political party's state committee to mail a notice of the date and purpose of the caucuses to each town clerk and to each town party chair. 17:2302

September 2019

2 Labor Day. 1:371(a)

15 Last day for town clerk to remit to State Treasurer an accounting of dog and wolf-hybrid licenses sold and remit the license fee surcharge for a rabies control program. 20:3581(f)

15 Last day for board of civil authority to perform name-by-name review of most recent checklist. 17:2150(c)

16 Last day for board of civil authority to review the most recent checklist to determine whether those listed are still qualified to vote. 17:2103(13), 2150(c)

8 (First Wednesday after the first Monday of January) Legislature reconvenes. Vermont Constitution. Ch II, § 7

15 Last day for tax collector to deliver list of unpaid real and personal property taxes to town treasurer. 32:5162

20 Last day for chair of a political party's state committee to mail notice of the date and purpose of the caucuses to each town clerk and to each town party chair. 17:2302

20 Last day for board of civil authority to file letter certifying its name review of the checklist to the Secretary of State. 17:2150(d)(7)

October 2019

2 VLCT Annual Meeting and Town Fair, Killington Resort, Killington, Vt.

3 VLCT Town Fair, Killington Resort, Killington, Vt.

14 Columbus Day. 1:371(a)

25 State Withholding Tax Return is due (actual date by which return must be postmarked is shown on the printed form) if reporting less than $2,500 per quarter. More than $2,500 requires monthly report; more than $9,000 requires semi-weekly report. 32:5842

31 Last day to file Form 941 (Quarterly Withholding Return) with the IRS.

November 2019

11 Veterans Day. 1:371(a)

28 Thanksgiving Day. 1:371(a)

December 2019

2 Last day to pay property taxes in towns that voted to collect interest on overdue taxes. 32:3004, 5136(a)

2 Last day for town treasurer to pay over nonresidential and homestead education taxes to the State Treasurer. 32:3004, 5402(c)

24 (70 days before town meeting) First day to warn the first public hearing if a charter adoption, amendment, or repeal is to be voted on at town meeting. 17:2641(a), 2645(a)(3),(6)

25 Christmas Day. 1:371(a)

23 Last day for listers to correct real or personal estate omission or obvious error in grand list, with approval of the legislative body. 32:4261

31 Town fiscal year ends, unless voted otherwise. 24:1683(c)

January 2020

1 New Year's Day. 1:371(a)

15 (60 days before town meeting) Last day to warn the first public hearing if a charter adoption, amendment, or repeal is to be voted at town meeting and notice in at least two public places and in or near the town clerk's office. First day for the town clerk to post the warning for the presidential primary election. The warning shall also be posted on the municipality's website, if it is regularly updated. 17:2641(a), (b), 2642

25 (40 days before town meeting) Last day for board of civil authority to designate polling places and, if necessary, divide the checklist according to geographic boundaries. 17:2501(a)

15 (10 days before first public hearing on charter proposal) Official copy of proposed charter amendments must be filed in town clerk's office if vote is to be taken on Town Meeting Day. 17:2645(a)(2)

25 State Withholding Tax Return is due (actual date by which return must be postmarked is shown on the printed form) if reporting less than $2,500 per quarter. More than $2,500 requires monthly report; more than $9,000 requires semi-weekly report. 32:5842

27 (Sixth Monday before election) 5:00 p.m. deadline for filing with the town clerk nominating petitions for town offices to be voted on by Australian ballot and associated written consent for the candidate's name to be on the ballot. 17:2681(a)

23 (Within 24 hours of receipt of petition) Town clerk must return nominating petitions found not to conform, stating in writing the reasons why they cannot be accepted. 17:2681(e)

25 (At least 2 weeks before notice must be posted) Secretary of State must furnish each town clerk at least five copies of the primary election warning and notice for each polling place. Town clerk must list the polling place, address, and time polls open in the blanks on each warning. 17:2521(b)

25 Last day for auditors to post 10-days' notice of their meeting to examine town accounts. 24:1681

27 (Wednesday after filing deadline) 5:00 p.m. deadline for a person to withdraw after consenting to be nominated for town office. 17:2681(d)

29 (Wednesday after filing deadline) 5:00 p.m. deadline for candidates for town office to file supplementary petitions if initial petition was not accepted. 17:2681(e)

30 Last day for town clerk in municipality with fiscal year ending December 31 to publicly disclose fees kept as compensation for that fiscal year. 24:1179

31 Last day to mail W-2 Withholding Forms to employees.

February 2020

1 Deadline for tax collector to turn over moneys collected and settle account with town treasurer. 24:1532

1 Last day for listers to file corrected grand list for preceding year in order to render it valid. 32:4112

1 (Not less than 30 days before primary election and town meeting) Town clerk must post warning and notice of primary election and town meeting in at least two public places in town and in or near the town clerk's office. The notice must include the provisions of 17 V.S.A. § 2508 (prohibition against campaigning in the polling place) and the most current checklist of the town. The warning shall be posted on the municipality's website, if it is regularly updated 17:2501, 2508, 2521(a), 2641(a) and (b), 2642

1 In towns of fewer than 5,000 inhabitants, only one checklist in addition to the one at the town clerk's office must be posted. In towns that divide their checklists, that portion of the checklist that applies to the district is to be posted. 17:2141

17 Presidents Day. 1:371(a)

17 (48 hours after petitions returned) Last day for filing of supplementary petitions if at least five percent of the voters of the municipality signed the original petitions. 17: 2103(13), 2642(a) (3)(B)

18 Martin Luther King, Jr.'s Birthday. 1:371(a)

22 (Not later than 45 days before the presidential primary election) Town clerks receive presidential primary ballots from Secretary of State's Office. Clerks must score ballots, except those used as early or absentee voter or sample ballots, in a secure place until the day of the election. 17:2479

18 (As soon as early voter absentee ballots are available) In towns using Australian ballot, town clerk must give each pair of justices of the peace one pair of the list of ill or physically disabled applicants to be visited, together with early or absentee voter ballots and envelopes for each. 17:2538(b), (c)

7 VLCT Town Meeting Tune-Up Workshop

7 (25 days before town meeting) Last day for auditors to meet to examine and adjust town finances. Town officers must settle accounts with auditors by this date to be eligible for re-election. 24:992, 1681

March 2020

2 Last day for legislative body to hold public informational hearing on any public question or budget to be voted on by Australian ballot at town meeting. 17:2680(g)

2 (On the day preceding the election and in towns depositing early voter absentee ballots in vote tabulators) Town clerk and election officials must open the secure container marked "checked in early voter absentee ballots," count and record the number, and permit them to be inspected by the public. Subsequently, election officials may deposit early voter absentee ballots in vote tabulator in accordance with 17 V.S.A. § 2546(a). 17:2546(a), 2546a

3 Town must hold a public informational hearing on any public question or budget to be voted on by Australian ballot at town meeting, the 10 days preceding the meeting. 17:2680(g)

22 (Not later than 10 days prior to the election) Last day for town clerk to post sample ballots for municipal election in at least two public places within the town and in or near the clerk's office. 17:2522(a)

22 (At least 10 days before the election) Vote tabulators must be tested using official ballots that are clearly marked "test ballots." The test is open to the public. 17:2493(b)

25 (At least 5 days before the day preceding the election) If the board of civil authority to vote, last day to publish notice of early deposit of voter absentee ballots in towns using vote tabulators in a newspaper of general circulation in the town and on the town's website, if it is regularly updated. 17:2546a(b)

22 (Not later than 20 days before election in towns using Australian ballot) Under direction of the town clerk, ballots must be back from printer. 17:2681a(a)

27 (5 days before town meeting) Town treasurer must settle accounts with auditors. 24:1578

27 (At least 5 days before election) Town clerk must forward to board of civil authority a list of voters added. 17:2144b(d)

24 (At least 5 days before town meeting) Warning must be published in a newspaper of general circulation in the municipality by this date if the warning has not been distributed in the town's annual (auditor's) report or otherwise. 17:2641(b)

28 (Not later than 3 days before election) The board of civil authority or, upon request of the board, the town clerk, must designate pairs of justices of the peace, ensuring political balance in each pair, to deliver absentee ballots to ill or physically disabled voters. 17:2538(a)(2)

Feb 29–Mar 2 (On any of the 3 days immediately preceding the first Tuesday in March) Towns that have voted to do so may start town meeting and transact non-ballot-related business. 17:2640(b),(c)

10 Last day for any municipality that has enacted special weight limits other than state legal limits for highways and bridges to file copy of the limitations with the Department of Motor Vehicles. 23:1400b(a)

10 Last day for legislative body to file with the town clerk an annual statement of description and measurement of all class 1, 2, 3, and 4 town highways and trails then in existence, including special designations. 19:305(b)

12–31 The legislative body must post a warning at least 10 days before a public informational hearing on any public question or budget to be voted by Australian ballot at town meeting. 17:2680(g)

12 (Not later than 20 days before election in towns using Australian ballot) Under direction of the town clerk, ballots must be back from printer. 17:2681a(a)

12 (As soon as early voter absentee ballots are available and not later than this date) In towns using Australian ballot, town clerk must give each pair of justices of the peace one part of the list of ill or physically disabled applicants to be visited, together with early or absentee voter ballots and envelopes for each. 17:2538(b), (c)

12 (Not later than 30 days before polls open) First day for town clerk to direct two election officials to open voter envelopes in order to check and sort absentee ballots, check the name of the early voter off the entrance checklist, and place certificate envelopes into a secure container marked "checked in early absentee ballots." 17:2545(a)(3)

12 (30 days before election) If the board of civil authority so voted, last day to post notice of early deposit of voter absentee ballots in towns using vote tabulators. Notice must be posted in at least two public places in town and in or near the town clerk's office. 17:2546a(b)(1), (3)

12 (Not less than 30 days before town meeting) Town clerk must submit a list of polling places (location, physical address, and time it will be open) used in the election to the Secretary of State. 17:2103(13), 2502(c)(1)

13 VLCT Local Government Day in the Legislature

March 2020

22 (Not later than 10 days before the election) Vote tabulators must be tested using official ballots that are clearly marked "test ballots." The test is open to the public. 17:2493(b)

22 Last day for legislative body to hold public informational hearing on any public question or budget to be voted on by Australian ballot at town meeting. 17:2680(g)

2 (On the day preceding the election and in towns depositing early voter absentee ballots in vote tabulators) Town clerk and election officials must open the secure container marked "checked in early voter absentee ballots," count and record the number, and permit them to be inspected by the public. Subsequently, election officials may deposit early voter absentee ballots in vote tabulator in accordance with 17 V.S.A. § 2546(a). 17:2546(a), 2546a

2 (Up to 5:00 p.m. or closing of town clerk's office) Voters or their family members, authorized persons, or health care providers may request early voter absentee ballots. 17:2531(a)(1), 2532(a)

2 (Up to 5:00 p.m. or closing of town clerk's office) Last day for town clerk to receive a request for an application for addition to the checklist simultaneously with a request for an early voter or absentee ballot. 17:2531, 2532(c)

2 If town clerk does not have regular office hours on the day before the election and his or her office will not otherwise be open on that day, an application for an early voter absentee ballot may be filed until the closing of the clerk's office on the last day that office has hours preceding the election. 17:2531(a)(2)

2 Prior to Election Day, the board of civil authority must appoint a replacement presiding officer if the town clerk is unable to preside. Board must also appoint a presiding officer to each polling place as well as assistant election officials. Presiding officer(s) must notify election officers of their hours and duties. 17:2452, 2454, 2455

2 (Any day other than Election Day) Town clerk shall accept a person's application to be placed on the checklist at the town clerk's office during all normal business hours. 17:2144(a)

1 Presidential Primary and Town Meeting Day (First Tuesday in March) Presidential primary and a meeting of the legal voters of the town, unless the town charter changed the date or the voters have voted to begin on one of the three days preceding the first Tuesday in March. 1:371(a), 17:2631, 2640(a) and (b), 2701

2 (Before polls open) Town clerk must give election officials a list of those voters who have already cast early or absentee ballots. 17:2548(a)

2 (Before polls open) Presiding officer must post a copy of the warning, notice, and sample ballots. Signs must be placed on or near the ballot boxes explaining procedures for depositing ballots. 17:2523

3 Towns must open polls no earlier than 5:00 a.m. and no later than 10:00 a.m. (opening hour set by board of civil authority). Polls remain open until 7:00 p.m. 17:2561(a)

3 (On the day of election and in towns depositing early voter absentee ballots in vote tabulators) When the vote tabulator is turned on at the polling place, the town clerk shall verify that the number of ballots on the vote tabulator matches the number that the town clerk verified on the preceding day. 17:2546a(e)(3), (g)

3 (On the day of the election) Any early voter absentee ballot that is returned after the expiration of the period for voting in at least two public places within the town and in or near the clerk's office. 17:2522(a)

2 (During polling hours) Presiding officer must ensure that there is no campaigning or soliciting of votes of any kind and no campaign literature or other political materials that display the name of a candidate on the ballot or an organized political party or that demonstrate support of or opposition to a question on the ballot are displayed, placed, handed out, or allowed to remain within the building containing the polling place. Presiding officer must also ensure that no candidate or other person physically interferes with the progress of a voter on walks and driveways leading to and from the polling place. 17:2508

2 (During polling hours) A person may submit an application for addition to the checklist to the presiding officer at the polling place. Presiding officer shall review the application and determine if it meets the requirements of 17 V.S.A. § 2121. 17:2144(b)

3 Moderator opens business of floor meeting at the time established by legislative body (unless town voted otherwise at a preceding meeting). 17:2655, 2657

3 All early voter absentee ballots the clerk receives before the polls close on Election Day shall be counted if (1) they were returned by any means to the town clerk's office before the close of business on the day before the election; (2) they were mailed to the town clerk's office before the close of the polls on the day of the election; or (3) they were hand-delivered to the presiding officer at the voter's polling place. 17:2543(d)

3 Presiding officer publicly announces polls are closed when the hours set for voting have expired and directs election officials in counting ballots. 17: 2581, 2582.

3 (As soon as possible after the polls close) Presiding officer must examine certified checklists and prepare a statement of discrepancies. Unless the board of civil authority has voted not to use an exit checklist, each checklist shall be identified as either the "entrance" or the "exit" checklist. 17:2507, 2583

3 Extra ballots never distributed to voters, any vote tabulator memory card, and the original entrance checklist shall be delivered to the town clerk. 17:2590(a)(1)

3 Presiding officer shall collect and deliver to the town clerk, in a securely sealed container, the voted ballots, ballots that have been replaced, defective ballots, existing checklist if present, tally sheets, and other election material. 17:2590(a)(2)

3 (Immediately after vote is counted) Under the direction of the legislative body, the town clerk shall announce and post the results of any charter amendments. 17:2645(b)

3 (As soon as practicable on the day of the election) Town clerk shall report to the Secretary of State the unofficial vote counts of all candidates whose names appeared on the ballot. 17:2588

3 (No later than 48 hours after polls close) Presiding officer and one other election official shall transfer the totals from the summary sheets to the return, and both shall sign the return. Town clerk must deliver one certified copy of the return to the Secretary of State, the senatorial district clerk, the county clerk, and the representative district clerk. 17:2588

3 (Within 5 days after town meeting) Town clerk must certify votes on financial actions to town treasurer and to the chair of the legislative body. 24:1167

3 (Within 5 days after town meeting) Last day for a candidate in a tied race to withdraw his or her candidacy and have the other candidate certified as the winner by the town clerk. 17:2682b

10 (Within 7 days after election) Last day for legislative body or town clerk to warn a run-off election if there was a tie vote for any Australian ballot race at town meeting. 17:2682b

10 (Within 5 business days of election) Town clerk shall add the information in the applications, received pursuant to 17 V.S.A. § 2144(b)(1), to the statewide voter checklist. 17:2144(b)(2)

13 (Within 10 days after election) In Australian ballot towns, last day for a candidate or registered voter to request a recount in writing from the town clerk of an election or question, if the margin by which the question passed or failed was less than five percent. 17:2683(a), 2688

30 (Within 5 days after town meeting) Last day for town clerk to certify to Secretary of State the facts of origin and procedure followed for each municipal charter amendment proposal. Town clerk shall also certify the result of any vote required before an act of the general assembly takes effect. 17:2645(b), 2663

April 2020

1 Last day for dog or wolf-hybrid licensing. 20:3581(a)

1 Base date for setting appraisal value and determining ownership of real and personal property. 32:3482

1 Last day for town clerk to furnish listers with copies of property transfer tax returns for preceding 12-month period. 17:2590(d)

4 Last day for listers to lodge the (abstract) grand list with town clerk for towns of fewer than 5,000 inhabitants. 32:4111(d), 4341

10 Last day for town clerks to notify the Secretary of State of the status of major party candidate petitions that do not conform to statutory requirements. 17:2359

8 (Within 5 days after town meeting) Town clerk must certify votes on financial actions to town treasurer and to the chair of the legislative body. 24:1167

20 Last day for taxable persons to return property inventories to listers. 32:4004

25 State Withholding Tax Return is due (actual date by which return must be postmarked is shown on the printed form) if reporting less than $2,500 per quarter. More than $2,500 requires monthly report; more than $9,000 requires semi-weekly report. 32:5842

18 (Within 15 days after election) Last day a voter may contest results of election vote in the superior court in the county of the voter. 17:2603(c)

25 (15 days after the warning of the run-off election) First day a run-off election may be held if warned on the last day. 17:2682b

April 2020

2 (91st day after town meeting) In towns using Australian ballot, town clerk may open and destroy used town meeting ballots and tally sheets, except as provided by court order. 17:2590(d)

4 Last day for listers to lodge the (abstract) grand list with town clerk for towns of 5,000 or more inhabitants. 32:4111(d), 4341

20 (Not later than 45 days after the August statewide primary election) Town clerks receive presidential primary ballots from Secretary of State's office. Clerks must score ballots, except those used as early or absentee voter or sample ballots, in a secure place until the day of the election. 17:2479

May 2020

2 (No later than 60 days after election) Town clerk shall indicate each voter's participation in the election on the town checklist of the statewide checklist. 17:2593

13 (Within 10 days after election) In Australian ballot towns, last day for a candidate or registered voter to request a recount in writing from the town clerk of an election or question, if the margin by which the question passed or failed was less than five percent. 24:872(b) and 1571(d)

25 Memorial Day. 1:371(a)

28 (No later than 5:00 p.m.) Last day for major party candidates to file petitions and consent forms for the statewide primary with the town clerk. 17:2356

June 2020

1 Deadline for listers to lodge property inventories with town clerk. 32:4007

1 Town treasurer must pay over to the State Treasurer one-half of the municipality's nonresidential and homestead education taxes. 32:5402(c)

5 (Within 60 days of petition) If a petition for reconsideration or rescission of a question considered or voted at town meeting was filed on April 2, this is the last day on which a municipal vote may be held at a duly warned meeting. 17:2661(b)

5 (No later than 48 hours after polls close) Presiding officer and one other election official shall transfer the totals from the summary sheets to the return. Last day a run-off election may be held. 17:2682b

10 Last day for town clerks to notify the Secretary of State of the status of major party candidate petitions that do not conform to statutory requirements. 17:2359

20 Last day for listers to lodge the (abstract) grand list with town clerk for public inspection for towns of 5,000 or more inhabitants. 32:4111(d), 4341

30 End of fiscal year for municipalities that have adopted a July 1 through June 30 fiscal year calendar. 32:1, 24:1683(c)

30 By this date, the town treasurer shall complete the Auditor of Accounts' internal financial controls document in place to assure proper use of all public funds and provide a copy to the legislative body for its review. 32:163(11), 24:872(b) and 1571(d)

Please Note: A town may vote to start its annual meeting on any of the three days immediately preceding the first Tuesday in March. 17:2640(b). In such an instance, all relevant dates should be changed to correspond with the day on which the municipality holds its town meeting.