

Meeting of the Waterbury Select Board
Monday, May 1, 2023
Steele Community Room, 28 North Main Street

Attendees: K. Sweeney, M. Bard, A. Johnson, D. Kehlmann, R. Clapp, Select Board; T. Leitz
Manager, K. Petrovic Clerk;
Public: C. Viens, M. Johansen, E. Walton

Attending by Zoom: Orca Media

The meeting was called to order by R. Clapp at 7:00pm

Approve Agenda: T. Leitz informed the Board that R. Muse, Library Director could not be in attendance tonight for personal reasons. This item will be moved to the next agenda. Added to tonight's agenda will be:

- a.) Gravel Supply
- b.) Parade Policy
- c.) Fire Truck
- d.) Reappraisal
- e.) Update from Planning - Zoning rewrite. These items will be added after Considering the appointment to the Conservation Commission. K. Petrovic asked to add to the consent agenda: 1st Class Liquor license for Freak Folk Brewery.

D. Kehlmann made a motion to approve the amended agenda, A. Johnson seconded. A vote was held and passed unanimously.

Consent Agenda Items:

- a.) Minutes of April 17, 2023
- b.) 2nd Class Liquor license and tobacco license for The Wine Vault; 1st and 3rd Class Liquor license and Outside Consumption Permit (Attached, fenced terrace, 12 x 12') for Michael's on the Hill; 2nd Class Liquor License, Tobacco License and Tobacco Substitute Endorsement for Quinland Farms, Inc (Crossroads Beverage); Tobacco Substitute Endorsement for Vitality Mart, LLC; 1st and 3rd Class Liquor license for Eatt Enterprises (Maxi's Restaurant); 2nd Class Liquor license for Sunflower Natural Foods; 1st & 3rd Class Liquor license and Outside Consumption Permit (Approx. 40'x7' side porch adjacent to dining room, enclosed by guard rail. Patio adjacent to porch, 26'x17', enclosed by guard rail. Approx. 20,000 sq. ft. lawn to rear of inn for occasional event use. Bordered on S and W by apartments and residences, separated by fencing and trees, and on E by church cemetery, separated by wall) for Saltusmare LLC (Stagecoach Inn); 2nd Class Liquor license Woodstock Farmers' Market, LLC
Request to Cater Permit for "Annual Gravel Grinder bike event. It is a ticketed event

that includes 2 drink tickets. Tickets are turned in for beverage of your choice. There is also food included with the tickets. Beer/Wine only” WYC LLC (The Reservoir)

c.) Reappoint Jane Brown and Stuart Whitney to the Tree Committee

d.) *1st Class Liquor license for Freak Folk Brewery LLC*

M. Bard made a motion to approve the Consent Agenda with the addition of Freak Folk Brewery. The motion was seconded by K. Sweeney. A vote was held and passed unanimously.

Public: R. Clapp apologized for comments made at the last meeting that offended community members and acknowledged he was involved. M. Bard mirrored the sentiment.

M. Johansen had a question regarding the Gravel Grinder event and whether there would be additional restrooms available. The literature provided to the Town indicated there would be additional portable restrooms brought onsite.

Consider appointment of Marty Johansen to the Conservation Commission: Marty spoke of his background and education and how it related to Conservation work. **M. Bard made a motion to appoint M. Johansen to a term on the Conservation Commission. Sweeney seconded, a vote was held and passed unanimously.**

Gravel Supply: R. Clapp, T. Leitz and B. Woodruff all visited a gravel pit on Sweet Road owned by the Callan Family and operated by C. Viens. T. Leitz has been working on a letter to Julie Moore at ANR to help force a resolution to the aggregate issue at a State level.

Parade Policy: R. Clapp reminded the Board of their desire to design a policy regarding how parades should be conducted in Waterbury. R. Clapp did some research and found that Montpelier has a parade policy. T. Leitz stated that the process CWLL went through to organize their parade could easily be converted to a policy and application. Deadline for this to be completed by first June meeting. D. Kehlmann stated she has the capacity to assist in the review of the Entertainment and Vendor Permits for the Town and see what updates could be warranted.

Fire Truck: G. Dillon approached T. Leitz recently, the Capital Plan called for two new tanker trucks. The supplier has a proposal that G. Dillon and T. Leitz will bring to the Board at the next meeting.

Reappraisal: T. Leitz stated the bill at the State level appears to have a great amount of support. T. Leitz is in support of the bill to move the responsibility of reappraisal to the State and spoke of the funds the Town of Waterbury has in reserve to conduct a reappraisal that might be available for other uses if the bill should pass.

Update from Planning – Zoning rewrite: R. Clapp spoke to M. Statkus today; she feels the rewrite could be accomplished by the end of this year. She had hoped to have a new Planning Director in place already to assist. N. Leitner has been very helpful to the Board. M. Statkus cannot confirm her availability to meet on May 15, 2023, she will follow up and confirm.

Formalize Extension of Zoning By-Law with a motion: A. Johnson made a motion to extend the Interim Bylaws for the Downtown Zoning District adopted April 26, 2023 for one additional year to April 26, 2024. The motion was seconded by M. Bard. K. Sweeney asked of this extension could be repealed if they complete the Bylaw's if they are finalized before they expire. The Board would not repeal they would just adopt new or updated. A vote was held and passed unanimously.

Adopt updated Emergency Management Plan: M. Bard made a motion to approve the Local Emergency Management Plan dated April 2023; A. Johnson seconded with a friendly amendment to have the Town Clerk review and update any inaccuracies to the names and email addresses on the document. A vote was held and passed unanimously.

Charter Update: M. Bard compiled a list of Town's and Village's with Charters. Most of the charters have local options tax. M. Bard outlined the four ways to assess a local options tax, see attachment. M. Bard wondered if the Board is driven by the idea of the Local Options Tax or if they are driven by larger changes to local government. T. Leitz recommended getting a simple Charter to focus on the local options tax and then broaden the use of the Charter to incorporate more details of how local government is managed. Some would like to see a change to how the Zoning Administrator gets appointed as well other Board vacancies. T. Leitz stated his work has been considered with all 4 options implemented in Waterbury and with that formula there is a possibility of raising as much as \$600,000 in revenue having a local options tax in place. Goal to have something in place by the end of summer 2023 in order to have it completed by January 2024 legislative session.

Employee Handbook: T. Leitz is not requesting an adoption of the handbook at this meeting. He only had an opportunity to present this to some staff this past Friday and would like them all to have more opportunity to comment.

T. Leitz highlighted some new policies such as 'Emergency Circumstances Leave Buyback' option, the change to accrued time off as well as a single 'Personal Day' for all full-time employees. Another update was to the 'Holidays' adding Indigenous People's Day and Veteran's Day. The Family Medical Leave section provides 2 weeks' pay for employees with certain circumstances. Vision and Dental Insurance Benefits were added.

A couple of notable items not in the policy – On call pay and work from home. A. Johnson noted there is no formal policy for Professional Development but EFUD does require professional licenses so it is something T. Leitz would want to think about. Add back on the agenda for May 15th with edits.

D. Kelhmann made a motion to adjourn. K. Sweeney seconded, a vote was held and passed unanimously.

Karen Petrovic

From: Martin Johansen <rdnorski@gmail.com>
Sent: Tuesday, April 18, 2023 5:34 PM
To: Karen Petrovic
Subject: conservation commission

Karen:

This message is to inform you of my interest in becoming a member of the conservation commission. My background schooling includes an undergraduate degree in biology and a masters degree in environmental health. Our family owned a farm in Minnesota on which I started a tree farm. My interest in conservation started in high school. I also worked for the Dept. of Fisheries for the State of Minnesota and the city of Bloomington as an environmental specialist doing water, sewer and conservation work.

Marty Johansen

Karen Petrovic

From: Whitney, Stuart Luhn <stuart.whitney@med.uvm.edu>
Sent: Friday, March 17, 2023 4:13 PM
To: Karen Petrovic
Subject: Re: Reappointment to the Tree Committee

Dear Karen:

Happy to continue my appointment for another term.

Stuart

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From: Karen Petrovic <karen@waterburyvt.com>
Sent: Friday, March 17, 2023 3:46:57 PM
To: Whitney, Stuart Luhn <stuart.whitney@med.uvm.edu>
Subject: Reappointment to the Tree Committee

[This message was sent from an address outside the Larner College of Medicine. Please exercise caution when clicking links or opening attachments from this source.]

Hi Stuart,

The end of your three year term on the Tree Commission is approaching and I wanted to reach out in advance of the deadline and ask you if you wish to be considered for reappointment?

Please let me know your thoughts

Thanks

Karen Petrovic, Town & District Clerk
Town of Waterbury
Edward Farrar Utility District
28 North Main Street Suite #1, Waterbury VT 05676
(802) 244-8447 OR (802) 244-5858



Karen Petrovic

From: Jane Brown <janecbrown@gmail.com>
Sent: Friday, March 17, 2023 4:19 PM
To: Karen Petrovic
Subject: Re: Reappointment to the Tree Committee and Recreation Committee

Hi Karen, Thank you for reminding me about this. Yes I wish to stay on as a member of the Waterbury Tree Committee. I am a co chair with Steve. When he moves away from town I will continue as chair.

Rec. Committee- I have been on the Recreation Committee for 2 years but I have stepped down from that Committee.

Thanks again,
Jane

Sent from my iPhone

On Mar 17, 2023, at 3:45 PM, Karen Petrovic <Karen@waterburyvt.com> wrote:

Hi Jane,

The end of your three year term on the Tree Commission is approaching and I wanted to reach out in advance of the deadline and ask you if you wish to be considered for reappointment?

Please let me know your thoughts

Thanks

Karen Petrovic, Town & District Clerk
Town of Waterbury
Edward Farrar Utility District
28 North Main Street Suite #1, Waterbury VT 05676
(802) 244-8447 OR (802) 244-5858
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Local Emergency Management Plan
Town of Waterbury, Vermont
April 2023

1. Overview.

1.1. Purpose. This is the Local Emergency Management Plan (LEMP) for Town of Waterbury, Vermont. It outlines how the municipal government will coordinate support from an Emergency Operations Center (EOC) and, if necessary, direct actions from an Incident Command Post (ICP). This is not a tactical plan for first response fire, emergency medical service, or law enforcement issues. This base document details general municipal Emergency Management activities, while the enclosures and annexes provide quick reference materials for specific tasks and incidents.

1.2. Planners. The following people are the Emergency Management (EM) stakeholders who contributed to, and maintain this plan.

- Tom Leitz, Municipal Manager
- Bill Woodruff, Public Works Director
- Gary Dillon, Chief, Waterbury Fire Department (and EMD)
- Karen Petrovic, Town Clerk
- Michael Bard, Select Board (EM Coordinator)
- Rachel Muse, Director, Waterbury Public Library
- Vacant, Community Planner

2. Normal Operations.

2.1. Information Sharing.

2.1.1. Town officials get information from many sources, including Vermont Emergency Management, TV, radio, social media, email, emergency dispatch, and personal interactions and observations. The emergency management director, public works director, fire chief, road foreperson, are the primary information collectors and coordinate as required. Residents and visitors may also call various offices with observations and reports about emergency situations; town staff and the select board should forward those reports to the appropriate official.

2.1.2. Responding organizations will not normally alert others to incidents that do not exceed their capabilities. For example, the fire chief will not notify the town about every fire; the road foreman will not alert the town for every snowstorm.

2.2. Incident Development. As an incident develops, the EMD or Incident Commander must validate the accuracy of reports and the severity of the situation to assess the risk to the town and the need for broader coordination.

2.3. Early Notification. As an incident develops that might affect the whole town, reports should go to the EMD. The EMD, in turn, will keep the municipal manager, public works director, the road foreperson, and the fire chief informed as appropriate. The municipal manager will keep the select board informed.

3. Municipal Emergency Operations Center (EOC) Activation.

3.1. General. The EOC (Municipal Office conference room) should activate when there is an incident that requires significant coordination between responders, municipal officials, and/or residents. This plan routinely uses the term EOC, but in some cases the municipal EOC may also serve as the municipal Incident Command Post (ICP). See Enclosure 2 for facility, organization, and staffing details and specific incident annexes for action plans and municipal command and coordination relationships.

3.2. Decision to Activate. The EMD or municipal manager makes the decision to activate the EOC. These are common reasons to open the EOC.

- Request from an Incident Commander
- Request from municipal manager
- Request from the public works director
- Request from road foreperson
- Request from the fire chief
- A situation may escalate that could cause widespread damage

3.3. Location. The EMD or municipal manager selects the EOC location on activation. The following are established EOC locations that may be available to activate depending on the nature of the threat or event.

- Primary: Municipal Offices, 28 North Main St
- Alternate: Main Street Fire Station, 43 South Main Street
- Alternate: Maple Street Fire Station, Maple Street, Waterbury Center

4. Emergency Operations. This plan provides the general operating framework for events that require some form of municipal Emergency Operations Center (EOC) or Incident Command Post (ICP), not for emergencies that the on-scene Incident Command structure can handle internally. For what to do during specific incidents, see any incident annexes.

4.1. Incident Command and the Emergency Operations Center (EOC). Each incident must have an Incident Commander (IC) in charge of the response. If the incident requires more support, the EOC will support the IC. In some cases, the EOC may also be the municipal Incident Command Post (ICP).

4.2. Maintain Situational Awareness. The EOC tracks events and response actions for municipal leaders and maintains essential elements of information.

4.2.1. Operations Log - Word document (or Excel file, or paper log form, etc.), of all significant activities, decisions, and communications.

4.2.2. Map - tracks events graphically on the large situation map in the EOC (or on a projected map. The Waterbury Community Planner has a large-scale map available for use.

4.2.3. Information Request Tracker - list of information requests and their status in an Excel file, word document, or paper log.

4.2.4. Prepare situational reports on a regular schedule.

4.2.5. Damage Report - list of public infrastructure damage (including roads, bridges, and culverts as well as municipal public water supplies, waste water treatment plants and pump stations, historic structures, public libraries, etc.) to facilitate funding requests during recovery. This would include all items that need to be replaced due to damage

4.2.6. Prepare updates to the State EOC and/or public as needed.

4.3. Coordinate Resource Requests. See Enclosure 3. As ICs identify resource needs, the EOC will record them, try to fulfill them locally, and if not available locally, request them through the State EOC.

4.3.1. Purchasing. When the EOC is active, the EOC Director may authorize the purchase of supplies, equipment, and services as required in support of ongoing incidents, up to a total of \$5,000. Purchases over \$5,000 require approval of the municipal manager, acting municipal manager or, a select board member if the municipal manager or Acting MM cannot reasonably meet because of the emergency (which action must be ratified by the whole board at the earliest convenience of holding a meeting).

4.3.2. Resource Request Tracker - list of resource requests and their status in an Excel file (or Word document, paper log, etc.).

4.3.3. Financial Expenses - documentation for expenses including materials, personnel, and equipment to facilitate funding requests during recovery. All personnel shall report through their functional supervisor of start and end times. This will be used for tracking and possible reimbursement.

4.4. Provide and Monitor Public Information. See Enclosure 4. The Town of Waterbury has the ability to send out emergency alert notifications or may request that Vermont Emergency Management (VEM) send out an alert notification through the VT-Alert system. The Public Information Officer (PIO) in the EOC monitors news reports and social media for information and requests from the public. In coordination with ICs, he or she creates news updates and/or press releases to publish on the town web page and local social media and makes paper copies for distribution in areas that may not have normal communications. All releases must be cleared through the Incident Commander prior to its release. WDEV is an active and responsive partner in current news.

4.5. Vulnerable Populations. See Enclosure 5. If necessary, the EOC may contact organizations and facilities on file that serve vulnerable populations to identify residents who are at risk based on the emergency. If there are residents at risk, the EOC will monitor their status and if required coordinate support for them until their situation stabilizes.

4.6. Sheltering and Care. See Enclosure 6. During or after a natural or manmade disaster, the American Red Cross (ARC) and Vermont Economic Services Division (ESD) can shelter small numbers of people in hotels/motels. If necessary, the EOC may direct the opening of a daytime warming/cooling shelter in a designated location or ask the local shelter manager to open an overnight shelter. During major emergencies residents may be directed to a regional shelter with location(s) to be determined.

4.7. Plan Future Operations. The EOC supports ICs in planning and coordinating future response and recovery operations. As soon as possible, responders should begin collecting supporting documentation that will facilitate reimbursement. At the municipal level, demobilization from response normally means a return to normal work days with additional recovery tasks.

4.8. Update Briefings. Every day the EOC will conduct full update briefings for the staff, select board, and other key leaders. Depending on the emergency this may occur several times a day to set goals for the day, synchronize activities, review the day's events, or as needed. The normal format is as follows.

- Overview (EOC Director)
- Current situation (Situational Awareness)
- Resource issues (Logistics Support)
- Incident / Operations updates and issues
- Priorities and general comments (Municipal manager)

4.9. Multiple Shifts. The EOC Director will determine the need for extended periods of staffing and the missions for those on duty. If the emergency event is expected to go on for an extended time period, multiple shifts will need to be determined and scheduled.

5. Demobilization.

5.1. Decision to Demobilize. The EOC Director will demobilize the EOC based on the situation, ongoing needs, and operational objectives. Typical conditions for demobilization include:

- All first responders are demobilized or returned to normal work schedules
- All emergency issues within the town are resolved or completely transitioned to an appropriate service agency
- Examples of stabilization:
 - There are less than 10 customers without power in the town, and none of them have unresolved support issues because of the outage
 - There are less than 5 homes that are inaccessible by municipal road, and none of the occupants have unresolved support issues

5.2. Demobilization Process.

- Notify select board, public works department, fire department, road foreperson, and State EOC that local EOC is shutting down
- Collect and file all EOC documentation for the incident
- Clean and put away all EOC equipment and supplies
- Identify any supply or equipment needs for the next EOC activation
- Release EOC staff and secure facility

5.3. Transition to Recovery. If necessary, the municipal manager appoints a Recovery Officer for recovery. The EOC Director makes all incident related documentation available to the Recovery Officer. The Recovery Officer establishes a

Recovery Committee as his/her staff and sets operational objectives and meetings and tasks as required to achieve the objectives.

Enclosures:

- 1 - Contact Information
- 2 - Emergency Operations Center (EOC)
- 3 - Resources
- 4 - Public Information and Warning
- 5 - Vulnerable Populations
- 6 - Sheltering and Care

Supporting Documentation Attached

- Waterbury road and bridge maps
- Waterbury map of flood areas and infrastructure vulnerabilities maps
- Bright Futures Registered Child Care Providers as of 3/11/21

Annexes by reference:

- A - Waterbury Dam Response Plan (currently being updated)
- B - Waterbury Hazard Mitigation Plan with Risk Assessment (2017)
- C - Thatcher Brook Primary School Crisis Plan (2020)

Enclosure 1 (Contact Information)
 Waterbury Local Emergency Management Plan

April 2023

Table 1.1 Town of Waterbury Emergency Contacts - 2021

Position	Name	Phone numbers			E-mail
		Work	Cell	Home	
Local Emergency Management Team					
Emergency Management Director (EMD)	Gary Dillon		802-371-7515	802-241-0018	waterburyfd@waterburyvt.com
Emergency Management Coordinator	Michael Bard		802-595-5694		michael.bard22@gmail.com
Municipal Manager	Tom Leitz	802-244-7033	802-760-8560	802-244-6136	tleitz@waterburyvt.com
Public Works Director	Bill Woodruff	802-839-6199			bwoodruff@waterburyvt.com
Town Clerk	Karen Petrovic	802-244-8447	802-793-3647		karen@waterburyvt.com
Local Response Organization Contacts					
Fire Chief	Gary Dillon		802-371-7515		
Battalion Chief #1	Sally Dillon		802-498-3761		
Waterbury Ambulance	Maggie Burke	802-244-5003		911	Maggie.Burke@waterburyambulance.org
State Police - Middlesex	Lt Charles Winn	802-244-9191		911	Charles.winn@vermont.gov
Local Dispatch Center	911	911			
Main Street Fire Station		802-244-8856			
Maple Street Fire Station (Center)		802-244-5293			
Local Public Works Contacts					
Highway Supervisor/Garage	Celia Clark		802-244-5072	802-793-6214	
Water Department		802-244-6357	802-272-4333		kguyette@waterburyvt.com
Wastewater Plant	Matt Jones	802-244-7792			mjones@waterburyvt.com

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 Waterbury Local Emergency Management Plan

April 2023

Position	Name	Phone numbers			E-mail
		Work	Cell	Home	
Recreation Director	Wyatt O'Brien	802-244-7174			recreation@waterburyvt.com
Municipal Government Contacts					
Municipal Manager	Tom Leitz		802-244-7033	802-999-6450	
Select Board Chair	Roger Clapp				michael.bard22@gmail.com
Select Board Vice Chair	Dani Kehlmann		802-522-7054		dani.kehlmann@gmail.com
Community Planner	Vacent	802-244-1012			@waterburyvt.com
Town Clerk/Treasurer	Karen Petrovic	802-244-8447	802-793-3647		kpetrovic@waterburyvt.com
Bookkeeper	Michelle Ryan	802-244-1011	334-494-9160		mryan@waterburyvt.com
Town Health Officer	William Shepeluk	802-244-7033	802-760-8560		wshepeluk@waterburyvt.com
Forest Fire Warden	Charlie O'Brien	802-249-8798			
Animal Control Officer					
TBPS School #1	Chris Neville	802-244-7195x2215	802-583-8026		cneville@huusd.org
TBPS School #2	Sarah Schoolcraft	802-244-7195	802-583-8007		sschoolcraft@huusd.org
TBPS School #3	Brad Gresham	802-244-7195	802-585-0566		bgresham@huusd.org
Legislator	Theresa Wood	802-585-5202		802-244-8087	theresa.wood@comcast.net
Legislator	Tom Stevens	802-244-4164			tom@stevensvermont.com
First Group - busing	Jennifer Mitchell	802-244-6422	802-568-0632		Jennifer.Mitchell@firstgroup.com

Enclosure 1 (Contact Information)
 Waterbury Local Emergency Management Plan

April 2023

Position	Name	Phone numbers			E-mail
		Work	Cell	Home	
Local Contacts					
Red Cross			800-660-9130		
VT211		211	802-652-4636		
Electrical Utility	Green Mountain Power	1-888-835-4672			
Fuel Utility/24 Hour	Bourne's Energy	1-800-326-8763			
Telecom Utility	Comcast	1-800-556-9979			melissa_pierce@comcast.net
IT Support	Butler Technology	802-244-1500	802-760-9441		bob@butlertechnology.com
Primary Shelter/Good Neighbor	Peter Plagge/Polly Sabin	802-560-4667		802-244-6606	Pplagge95@gmail.com
Primary Shelter Alt Contact	Carla Lawrence	802-244-8447	802-249-2001		
Alt. Shelter Contact TBPS	Chris Neville	802-244-7195			
Alt. Shelter Alt Contact TBPS	Brad Gresham	802-585-0566			
Library warming/cooling center		802-244-7036	802-933-8853		info@waterburypubliclibrary.com
Waterbury Medical Center		802-244-7874			24-hour on call
Mental Health Services	WCMHS	802-229-0591			
Agency of Human Services	Jenney Samuelson, Sec	802-241-0440			After hours: Chief Operations Officer, Dawn O'Toole's cell phone- 802-760-8583
Vulnerable Populations	See Enclosure 5				
Child Care	See Enclosure 5				
Mobile Home Park	See Enclosure 5				

Enclosure 1 (Contact Information)
Waterbury Local Emergency Management Plan

April 2023

Position	Name	Phone numbers			E-mail
		Work	Cell	Home	
Director, Waterbury Senior Center	Vacant	802-244-1234			director@wasi.com
Waterbury Area Food Shelf	<u>Sara Whitehair</u>	802-244-1561			
Revitalizing Waterbury	Karen Nevin	802-793-6029	802-917-4060	802-496-3799	karen@revitalizingwaterbury.org
RW Economic Development	Mark Pomilio		480-286-6121		mark@revitalizingwaterbury.org
Animal Veterinarian	Waterbury Vet	802-244-5452			Waterburyvet@gmail.com
Animal Emergency Care/24 hr	BTV Emerg. Services	802-863-2387			
Animal Shelter	NCAL	802-888-5065			info@ncal.com
Adjacent Municipalities					
Duxbury EMD	Ann Harvey	802-734-1174			<u>annharveyduxbury@yahoo.com.</u>
Duxbury Clerk	Maureen Harvey	802-244-6660			annharveyduxbury@yahoo.com
Middlesex EMD					
Middlesex Clerk	Sarah Merriman	802-223-5915			mdxclerk@comcast.net
STATE/FEDERAL Partners					
State Emergency Ops Center (SEOC)	800-347-0488				
VTrans District Tech	Ashley Bishop		802-654-0971	802-363-1182	
Vermont Dept of Health	5 Perry St., Barre	888-253-8786	802-479-4200		Ahs-vdholhbarre@vermont.gov
VT Emergency Mngt	Watch Officer	800-347-0488			
VT EM Search & Rescue	Watch Officer	800-347-0488			
State HazMat		800-641-5005			

Enclosure 1 (Contact Information)
 Waterbury Local Emergency Management Plan

April 2023

Position	Name	Phone numbers			E-mail
		Work	Cell	Home	
VT DPS Fire Safety Office					
ANR River Engineer	Jaron Borg	802-371-8342			jaron.borg@vermont.gov
Central VT Home Health		802-223-1878			
ANR Dam Engineer	Ben Greene	802-622-4093			benjamin.green@vermont.gov
CVRPC	Bonnie Wanager	802-229-0389			wanager@cvregion.com
Railroad Contact	Charles Hunter	802-309-8831			charles.hunter@gwrr.com
Buildings and General Services	Dave Jennison	802-241-6545	802-760-9834		david.jennison@vermont.gov
VT Dept. of Forests, Parks & Recreation	Susan Bulmer	802-476-0181			susan.bulmer@vermont.gov
Comcast	Melissa Pierce, Manager	800-556-9979	802-282-3432		Melissa_Pierce@comcast.net

Critical Facility: Waterbury Dam
 Contact: Benjamin T. Green, PE, Dam Safety Program
 Phone: 802-622-4093
 Email: Benjamin.Green@vermont.gov
<http://dec.vermont.gov/facilities-engineering/dam-safety>

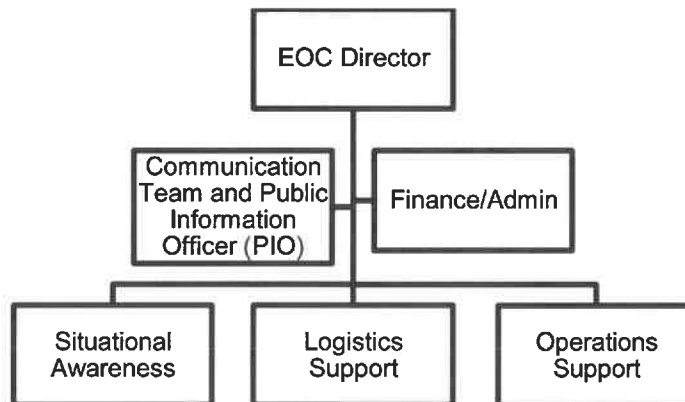
1. Concept. The Emergency Operations Center (EOC) is an organization that coordinates information, support, and response across the municipality for Incident Commanders and government officials. Its main functions are to maintain situational awareness for municipal leaders, coordinate resource and information requests, and provide public information.

1.1. In some cases, the EOC coordinates support for one or more ICs. In that case, the EOC may request information and provide or prioritize resources.

1.2. In some cases, typically during recovery or slow-moving incidents, the EOC Director may be the Incident Commander for town-wide efforts. In that case, the EOC acts as the municipal Incident Command Post (ICP) and may direct tactical operations.

2. EOC Organizational Structure.

2.1. This is the preferred operating structure for The Town of Waterbury.



2.2. These are the functions of the positions within the preferred operating structure above. Depending on the specific emergency and staff available, positions and functions may be combined or subdivided.

Table 2.1

Position	Job Description
EOC Director	- Supervises and directs all EOC activities coordinating municipal support and response and reporting
Communication Team and Public Information Officer	- Communicates with local, state and federal entities on current status. Coordinates all messaging with Incident Director and Select Board and Communication/Outreach positions - Produces and posts public information and press releases - Monitors public media for useful information and to correct inaccurate reports
Admin	- Maintains operations log - Documents expenses for reimbursement
Situational Awareness	- Updates status board and map - Tracks and answers any Requests for Information (RFI) from Incident Commander(s) and town officials
Logistics Support	- Tracks and coordinates fulfillment of any Requests for Support (RFS) from Incident Commander(s), Volunteer Coordinator - Provides resources for the EOC itself (e.g., coffee, food, sleeping areas, batteries, fuel for generator, ...)
Operations Support	- Staffs phones, forwards and tracks requests for assistance, provides support where needed

3. Potential EOC Staff - Contact information on Enclosure 1.

3.1. Municipal Employees

- Gary Dillon, Emergency Management Director (EMD), EOC Director

- Michael Bard, Select Board, Emergency Management Coordinator, EOC Support
- Bill Woodruff, Public Works Director
- Tom Leitz, Municipal Manager, PIO
- Celia Clark, Highway Department, Road Foreperson
- Karen Petrovic, Town Clerk, Shelter Coordinator and Operations, Situational Awareness
- Vacant, Community Planner, Planning/Situational Awareness/Documentation
- _____, Office Management, PIO Team/Logistics/Resource Support
- Pam Pratt, Office Management, Operations Support/Tracking
- Michelle Ryan, Bookkeeper, Finance/Admin
- Wyatt O'Brien, Recreation Director, PIO Team/Communications/Outreach
- Library Director, PIO Team/Communications/Outreach
- Neil Leitner, Zoning Administrator, Planning/Situational Awareness Support
- Dan Sweet, Tax Assessor, Planning/Situational Awareness Support
- Beth Jones, Asst. Town Clerk, General Office Business not related to emergency

3.2. Volunteer Staff

- Select board members, Logistics
- Select board members, Operations
- Revitalizing Waterbury, Volunteer Support
- Revitalizing Waterbury, Business Support
- Others as needed

4. Primary EOC Facility

1. Municipal Center, 28 North Main Street, Waterbury, VT,
2. Phone: 802-244-7033 (public)
3. Access: Good
4. EOC risk factors: Access may be limited from Stowe Street if other areas are flooded
5. Facility Contact: Bill Woodruff, Public Works Director
6. Access: Staff have keys
7. Internet: Town has main server, public access through public wifi, password = waterbury
8. Equipment Available:
 - Computers

- Phones
 - Office supplies
 - Projector
 - Copy Machine/Fax
9. Backup power / instructions: automatic propane generator, fuel for ~40 hours

5. Alternate EOC Facility

1. Main Street Fire Station, 43 South Main Street, Waterbury, VT
2. Phone Number(s): 802-244-8856
3. EOC risk factors: Floodplain
4. Facility Contact: Gary Dillon, Fire Chief (all firefighters have access)
5. Access: Entrance Code (Gary Dillon)
6. Internet: DSL, Cable /wifi, unsecure public wifi;
7. Available Equipment:
 - Multifunction printer/copier
 - Base radio
8. Equipment available:
 - Computers and phone
9. Backup power / instructions: generator and fuel (LP gas needs to be elevated out of floodplain for generator use)

6. Alternate EOC Facility #2

1. Maple Street Fire Station
2. Phone Number: 802-244-5293
3. EOC Risk Factor: None
4. Facility Contact: Gary Dillon, Fire Chief (all firefighters have access)
5. Internet: Yes
6. Available Equipment:
 - Multifunction printer/copier
 - Base radio
7. Equipment available:
 - Phone – Computers would need to be brought in
8. Backup power / instructions: generator and LP gas

1. Concept. The Emergency Operations Center (EOC) can coordinate resource support for Incident Commander(s). The municipality should **use municipal resources, mutual aid agreements, and local purchases first** to get resources for response as needed and available. The State Emergency Operations Center (SEOC, 800-347-0488) will help coordinate any state support teams or other external resources that local responders may need.

1.1. State support that is usually at no cost to the municipality:

- Vermont Hazardous Material (HAZMAT) Response Team (VHMRT)
- Vermont Urban Search and Rescue (USAR, VT-TF1)
- Vermont State Police and Special Teams
- Community Emergency Response Teams (CERTs)
- Swiftwater Rescue Teams
- Regional Shelter Support
- State government agency expertise / services
- Federal response agency expertise

1.2. State supports the municipality will normally eventually have to pay for:

- Supplies and equipment (including sandbags)
- VTrans Equipment and Personnel
- Vermont National Guard Support

1.3. The state may be able to provide resources at no expense, and in major disasters there may be state and federal funds available to help defray expenses, but **normally municipalities are responsible for paying for emergency response costs**. When requesting resources through the SEOC, the SEOC will ask if local resources have been exhausted; if so, the SEOC will help find sources from which the municipality can buy or contract for supplies or the SEOC may coordinate supplies and other resources for the municipality if the timing and cost is acceptable.

2. Emergency Purchasing.

2.1. Authority. When the EOC is active, the EOC Director may authorize the purchase of supplies, equipment, and services as required in support of ongoing incidents, up to a total of \$5,000. Purchases over \$5,000 require approval of the municipal manager, acting municipal manager or, a select board member if the municipal manager or acting MM cannot reasonably meet because of the emergency

(which action must be ratified by the whole board at the earliest convenience of holding a meeting).

2.2. Processes. Several staff have town credit cards that may be used to purchase emergency supplies. Staff are restricted to a \$500.00 limit but the EOC Director or municipal manager can act under Authority 2.1.

3. Businesses with Standing Municipal Contracts.

- First Group Busing - Request as needed
- Bourne's Fuel - Request as needed
- Butler Technology - IT services

4. Other Local Resources.

- Revitalizing Waterbury - assist local businesses when needed
- Front Porch Forum, WDEV, Waterbury Reader/Roundabout - public information resource
- List of contractors that do business with town - changes frequently
- Aubuchon Hardware Store
- Waterbury True Value Hardware Store
- Fairfield Inn
- Best Western
- Good Neighbor Fund
- Waterbury Area Food Shelf
- Waterbury Senior Center and Meals on Wheels

Table 3.1 National Incident Management System (NIMS) Typed Resources.

Type	I	II	III	IV	Other	Type	I	II	III	IV	Other
Critical Incident Stress Management Team				N/A		Hydraulic Excavator, Large Mass Excavation				N/A	
Mobile Communications Center						Hydraulic Excavator, Medium Mass Excavation					
Mobile Communications Unit			N/A	N/A		Hydraulic Excavator, Compact					1
All-Terrain Vehicles	N/A	N/A	N/A	N/A		Road Sweeper					1
Marine Vessels	N/A	N/A	N/A	N/A		Snow Blower, Loader Mounted					
Snowmobile	N/A	N/A	N/A	N/A	2	Track Dozer					
Public Safety Dive Team						Track Loader					
SWAT/Tactical Team						Trailer, Equipment Tag-Trailer				N/A	
Firefighting Brush Patrol Engine	N/A	N/A	N/A			Trailer, Dump		N/A	N/A	N/A	
Fire Engine (Pumper)						Trailer, Small Equipment			N/A	N/A	1
Firefighting Crew Transport				N/A		Truck, On-Road Dump					3/1
Aerial Fire Truck			N/A	N/A		Truck, Plow					2
Foam Tender	N/A	N/A	N/A	N/A		Truck, Sewer Flusher					
Hand Crew						Truck, Tractor Trailer				N/A	
HAZMAT Entry Team				N/A		Water Pumps, De-Watering					2
Engine Strike Team						Water Pumps, Drinking Water Supply - Auxiliary Pump					
Water Tender (Tanker)				N/A	2	Water Pumps, Water Distribution					
Fire Boat				N/A		Water Pumps, Wastewater					
Aerial Lift - Articulating Boom						Water Truck		N/A	N/A	N/A	
Aerial Lift - Self Propelled, Scissor, Rough Terrain						Wheel Dozer			N/A	N/A	
Aerial Lift - Telescopic Boom					1	Wheel Loader Backhoe					1
Aerial Lift - Truck Mounted						Wheel Loader, Large					
Air Compressor					2	Wheel Loader, Medium					2
Concrete Cutter/Multi-Processor for Hydraulic Excavator						Wheel Loader, Small				N/A	
Electronic Boards, Arrow						Wheel Loader, Skid Steer				N/A	1
Electronic Boards, Variable Message Signs						Wheel Loader, Telescopic Handler					
Floodlights				N/A	FD	Wood Chipper		N/A	N/A	N/A	1
Generator					2	Wood Tub Grinder					
Grader				N/A	1						

Information about the NIMS Typed resources can be found at: <https://rlt.preptoolkit.org>

1. Concept. During any significant emergency, the Emergency Operations Center (EOC) and Incident Command Posts (ICPs) will coordinate and manage public information, both by producing accurate, timely reports and by tracking what is publicly reported to minimize confusion and help ensure a positive public response.

2. Public Information Officer (PIO) Coordination will be addressed by a Communication/Outreach Team including the municipal manager who will provide information to local, state and federal entities including media, along with Communication/Outreach staff that will work with social media dissemination.

2.1. The EOC Director normally appoints a municipal PIO, though he or she may keep those responsibilities. Incident Commanders normally appoint an incident PIO or act as the PIO for their incidents. The municipal PIO may provide PIO support for one or more Incident Commanders, as requested. The municipal manager usually serves as the municipal PIO.

2.2. The designated PIO shall coordinate with the Communication/Outreach Team position(s) to assure consistency in messaging with the most current and accurate information.

3. Releasing Public Information.

3.1. Emergency Notifications. The VT-Alert notification system can send phone messages to all landlines in an area, and phone calls, text messages, and emails to people who have registered for them. Contact the State Emergency Operations Center (800-347-0488) to initiate a message to a targeted area.

3.2. Current Information. The PIO or Communication/Outreach team will post all official municipal emergency news to the town web site/email list as soon as possible. The main town web site should only contain current, accurate information.

3.3. Press Releases. The Communication/Outreach position will publish press releases as required. In addition to posting them to the town website, if there are power or connectivity issues, the PIO will make paper copies to post or distribute at key locations around town.

3.4. Media Inquiries and Interviews. The lead PIO will answer any media inquiries and conduct media interviews.

4. Monitoring Public Information.

4.1. Public Media. The Communication/Outreach team will monitor regular news broadcasts from WCAX TV and WDEV radio, Front Porch Forum, Waterburyvt.com website, and provide current content for the Waterbury Reader/Roundabout Facebook page.

4.2. Social Media. The Communication/Outreach Team will monitor the VEM Facebook page for state emergency news, and will also monitor these locally active social media sites:

- Front Porch Forum
- Official Website: www.Waterburyvt.com
- WDEV, Waterbury Reader/Roundabout, Times Argus
- Local Email distribution list
- Public posting: town office, library, post office, Times Argus

5. Vermont 2-1-1. To coordinate with Vermont 2-1-1 to give out information during a local or regional emergency, call 2-1-1 directly and pass on the critical information. 2-1-1 will pass that information on to any residents who call.

5.1. United Ways of Vermont operates the Vermont 2-1-1 system. The system provides information and referral services to the people of Vermont in cooperation with a large number of state and local government and community-based entities. 2-1-1 collects and maintains a database of local resource information and is available to take calls from the general public to inform and instruct them in relation to emergency events, and to refer them to the appropriate response and recovery resource, if necessary.

5.2. In a major state emergency, the State Emergency Operations Center will coordinate with 2-1-1 to provide and collect general information and will also coordinate directly with affected governments to pass along key local information, both to and from 2-1-1, depending on the emergency.

5.3. **2-1-1 is always available (24-7-365) to provide general information and referral services** - it is not just for emergencies. Individuals contact 2-1-1 by dialing 211 from a phone within Vermont, calling 1-866-652-4636 (toll free within Vermont), or (802) 652-4636 (from outside of Vermont). While 211 is the preferred number, the other numbers are useful if there are emergency issues with phone exchanges or when using a mobile phone that is reaching a tower outside of Vermont.

1. Concept. During a long duration emergency, the Emergency Operations Center (EOC) may need to monitor the needs of and coordinate support for vulnerable populations. The EOC will determine whether vulnerable populations may be at risk, identify individual needs, and monitor their status until normal services are restored. In many cases support for vulnerable populations may be reason to open or continue an EOC, even after initial response operations have ended.

2. Risk Determination. An Incident Commander determines whether vulnerable populations may be at risk based on the emergency and its potential impact on local residents.

2.1. Citizens Assistance Registry for Emergencies (CARE). Vulnerable citizens or their caregivers can voluntarily sign up to be on a secure list that is available through dispatch agencies to provide to responders in the event of a large-scale emergency event or extended power outage. Waterbury had distributed CARE information in the community in 2019.

3. Identification.

3.1. Vulnerable populations, at-risk facilities and organizations have been identified in Table 5.

4. Contact and Monitoring.

4.1. The EOC will be the contact identified on the At-Risk List to determine if they need help soon, or if they will need help if the situation continues for a given period (e.g., 48-72 hours), or if they are unaffected.

4.1.1. Phone calls and property visits are likely methods of notification.

4.1.2. The EOC may designate a person, team, or group (e.g., the Fire Department or spontaneous volunteers) to go to residences for a safety check.

4.1.3. In a long-duration emergency, the EOC may need to contact known vulnerable populations daily or as needed.

4.2. The EOC will coordinate support vulnerable populations who require assistance and as resources allow. The EOC should continue to monitor these populations until a stable situation with normal services resumes.

5. Organizations and Facilities that Serve Vulnerable Populations. The following organizations routinely work with people who may have short or long-term special needs.

- 2-1-1
- Ambulance / Rescue Squad - serves and transports people with short and long-term medical problems

- Meals on Wheels - Senior Center, delivers food to elderly residents -
- Central VT Home Health and Hospice - provides health and hospice services
- Senior Center - provides on-site meals - Stowe Street
- Downstreet Housing - Housing for vulnerable populations, Ladd Hall, Stimson Graves, Seminary Building (Waterbury Center)
- Outpatient Medication Clinic - Waterbury Health Center, Main Street
- Pharmacies - Shaw's, Kinney's
- Green Mountain Power (GMP) - maintains a Critical Care Customers list

Table 5.1

Vulnerable Population	Physical Location	Point of Contact	POC Number	Evacuation notes
Thatcher Brook Primary School	47 School Street	Chris Neville	802-244-7195x2215	
Kirby House Assisted Living	64 South Main Street	Kim Russell-Peck	802-244-8998	Kirbyhouse3@myfairpoint.net
Chrysalis House	WCMHS, 2 Moody Court	Zarin Bandlier	802-241-4124	zarinb@wchms.org
Waterbury Senior Center	14 Stowe Street		802-244-1234	
Registered Day Cares	Check Bright Futures Website for current listings	See attached list		http://www.brightfutures.dcf.state.vt.us
1. Mobile Home Park	119 East Wind MHP	Unsworth Properties, LLC	802-879-4504	
2. Mobile Home Park	272 Kneeland Flats MHP	Donald Peck	802-746-8068	
Downstreet Housing	Multiple properties	Neil Smith	802-477-1332, 802-476-4493	nsmith@downstreet.org

1. Concept. During some emergencies, the Emergency Operations Center (EOC) will monitor or coordinate support for residents who are displaced due to property or infrastructure damage.

2. Spontaneous Sheltering. If there is no local shelter available:

- Determine the approximate number of people who need sheltering.
- Call the State EOC / Watch Officer at 800-347-0488 and request support.
- Track the status of residents who need shelter until their situation stabilizes.

2.1. Temporary Lodging. When small numbers of people are displaced by disasters, the American Red Cross (ARC) and Vermont Agency of Human Services, Economic Services Division (ESD) can provide temporary lodging in hotels or motels.

Potential Resources based on availability:

- Best Western - (802) 244-7822
- Fairfield Inn - (802) 241-1600
- Stagecoach Inn - (802) 244-5056

2.2. Regional Shelters. In major emergencies, the state will work with the American Red Cross to open regional overnight shelters for large numbers of displaced people in a regional shelter to be determined.

3. Temporary daytime shelters for warming or cooling

3.1. Congregational Church

- 8 North Main Street, Waterbury
- Peter Plagge, Polly Sabin
- 802-244-6606
- Capacity: 50
- Red Cross Agreement

3.2 Municipal Center and Waterbury Public Library

- 28 North Main Street
- Carla Lawrence, Karen Petrovic and Almy Landauer
- Phone: 802-244-7033
- Staff Required: 2
- Capacity: 50
- Generator: yes
- Pets: Cats only if owner brings a pet carrier

Notes: At least two volunteers are needed as a monitor when acting as a warming shelter

4. Overnight Shelters. Local facilities where people may be able to stay overnight and get services such as meals. Note that the American Red Cross will not normally operate a local shelter for the first few days of an emergency. Local shelters should have a trained shelter manager and staff and ideally each shelter will have its own plan and/or a shelter agreement with the municipality.

4.1. Thatcher Brook Primary School

- Stowe Street
- Principal, Chris Neville
- Phone: 802-244-7195,
- Shelter Manager: Brad Gresham
- Staff Required: 7 for 24 hours, Shelter manager maintains volunteer roster
- Capacity: 50 or more, but cots will need to be brought in
- Generator: yes
- Services: food preparation, bathrooms
- Agreement Summary: Memorandum of Agreement, August 8, 2017. Shelter limited gym, bathrooms and cafeteria. Town will reimburse school for janitorial support and any cleaning costs or damages.

4.2. Waterbury Congregational Church

- 8 Main Street
- Peter Plagge
- Phone: 802-244-6606, 802-560-4667
- Shelter Manager: Polly Sabin/Carla Lawrence
- Staff Required: Depends on attendees. P. Sabin maintains volunteer roster
- Capacity: 21 cots
- Generator: No
- Pets: OK only if owner brings pet carrier
- Services: food preparation, cots
- Agreement Summary: Memorandum of Agreement, August 8, 2017. Shelter limited to dining room, bathrooms and shelter staff can use kitchen. Town will reimburse school for janitorial support and any cleaning costs or damages.

Local Option Tax

Local option tax (LOT) is a way for municipalities in Vermont to raise additional revenue. A municipality may vote to levy the following 1% local option taxes in addition to state business taxes. **Please note:** Local option tax does not apply to the sale or rental of motor vehicles which are subject to the motor vehicle purchase and use tax.

Local Option Sales Tax: 6% sales tax + 1% = 7% total tax

Local Option Meals Tax: 9% meals tax + 1% = 10% total tax

Local Option Alcoholic Beverage Tax: 10% alcohol tax + 1% = 11% total tax

Local Option Rooms Tax: 9% rooms tax + 1% = 10% total tax

Requesting a Refund for Local Option Tax Charged in Error

What should I do if I was charged Local Option Tax but shouldn't have been?

Sometimes businesses mistakenly charge customers local option tax. If this happens, the easiest way to get your money back is to contact the business where you made the purchase to request a refund for the tax paid in error.

If the business is unable to provide a refund, you can request a refund directly from the Vermont Department of Taxes by completing and submitting form REF-620, Application for Refund of Vermont Sales and Use Tax, Meals and Rooms Tax, or Local Option Tax. Please enclose a copy of your receipt(s) or invoice with the form.

Local Option Tax Finder

Municipalities that have a 1% Local Option Meals and Rooms Tax and Alcoholic Beverage Tax

Municipality	Effective Date
Brandon	October 2016
Brattleboro	April 2007
Barre City	October 2018
City of Essex Junction	October 2022
Colchester	October 2015
Dover	July 2007
Hartford ¹	October 2017
Jamaica	July 2023 (Effective beginning 7/1/2023)
Killington	October 2008
Manchester	April 2008
Middlebury	October 2008
Montgomery	October 2022
Montpelier	October 2016
Rutland Town	April 2009
<i>Shelburne</i>	<i>July 2023 - Pending legislative approval</i>
St. Albans City	October 2020
St. Albans Town	July 2014
South Burlington	October 2007
<i>South Hero</i>	<i>July 2023 - Pending legislative approval</i>
Stowe	July 2006
Stratton	July 2004
Williston	July 2003
Wilmington	July 2012
Winhall	July 2010
Winooski	July 2019
Woodstock	July 2015

Although local option tax is levied by the municipality, the Department collects and administers the tax. Vendors who collect this tax file and remit it to the Department along with their electronically filed state taxes.

- Form SUT-451, Sales and Use Tax Return
- Form MRT-441, Meals and Rooms Tax Return

Be sure to charge, collect, and remit local option tax for applicable purchases in the municipality where the buyer is consuming or taking possession of the item or where the item is being delivered.

Comparison of Municipalities with Charters

Amended Major Provisions

City

Corporate Powers, Ordinance changes, bonding of city officials, elections and city meetings, powers of city policies, city manager responsible for capital improvement plan, appointments of city officials, building and housing inspections,

Barre

2022 local taxation

Elections, City Meetings and Elections, Powers of City Council with Mayor Presiding (extensive), taxation defined, Boards Established, Executive

Burlington

2021 Departments. Airport Management

General Powers as per VT Statute, specific powers including acquire real or personal property, financing, establish and maintain an electric power system, council manager form of government, Conflict of interest, city meetings, appointments, Library Trustees, Ordinances, city mgr powers, boards and commissions, administrative depts, budget process, taxation,

Essex Junction

2021 local option tax, capital improvements

City Council to Appoint City Clerk and Treasurer,

St Albans

2021 local option tax

Jacksonville
Ludlow
Morrisville
Newbury

2017 Electction and Duties of Officers
2013 Water Suppy, Electric Power system
2017 Plant
Incursion of Debt
Board of Trustees, Fire Dept, Streets and
Highways, Police Dept, Sewer, Water and Light
2015 Systems, bonding, Ordinances,
2015 Village Meetings and Officers,
2013 Damages

Nortn Benningt
North Troy
Orleans

Also Charters for Solid
Waste Districts, Fire
Districts, Utility
Districts, Regional
Transportation
Authorities, Public
Safety Authorities

Town of Waterbury Declaration of Inclusion

Waterbury condemns racism and welcomes all people, regardless of race, color, religion, national origin, sex, gender identity or expression, age, or disability, and will protect these classes to the fullest extent of the law. As a town, we formally condemn discrimination in all of its forms and commit to fair and equal treatment of everyone in our community. Waterbury has and will continue to be a place where individuals can live freely and express their opinion.

Employee Handbook

Town of Waterbury & Edward Farrar Utility District



**TOWN OF WATERBURY
AND EDWARD FARRAR UTILITY DISTRICT**

The Town of Waterbury is governed by an elected Selectboard. The chief executive and administrative officer for the Town of Waterbury is the Municipal Manager who is granted authority by 24 V.S.A. Chapter 37. The Municipal Manager is also responsible for carrying out the policies and directives of the elected Boards. All managers and supervisors, as well as staff members who have no intervening supervisor, employed by the Town report directly to the Municipal Manager who is responsible for the administration of personnel matters, except as noted herein.

Residents of the Edward Farrar Utility District ("EFUD"), the boundaries of which are those of the former Village of Waterbury, which provides water and sewer services, elect a five-member Board of Utility Commissioners. The EFUD Commissioners have historically appointed a Municipal Manager in coordination with the Town.

The contents of this handbook have been prepared to provide Town employees with information regarding their employment. This handbook also applies to the elected Clerk/Treasurer, excepting those sections pertaining to disciplinary procedures as the Clerk/Treasurer position reports to the legal voters of the Town of Waterbury rather than the Municipal Manager.

This Handbook outlines the expectations of employees and describes benefits of employment. It is hoped that this publication will be a useful reference concerning rights, privileges and responsibilities for those employed by the Town or EFUD.

This handbook is intended to be comprehensive but exceptions to the policies and procedures described herein may arise. If you have any questions concerning eligibility for a particular benefit or the applicability of a policy or practice to you, you should address your specific questions to the Municipal Manager.

Herein after the Town and EFUD will be referred to as the Town.

Employee Handbook Acknowledgment and Receipt

I have received my copy of the Employee Handbook.

The employee handbook describes important information about employment with the Town of Waterbury ("Town") and the Edward Farrar Utility District ("EFUD"), collectively referred to as the "Town." I understand that I should consult the Municipal Manager regarding any questions not answered in the handbook. I have entered into my employment relationship with the Town voluntarily and acknowledge that there is no specified length of employment.

I understand and agree that, other than the Municipal Manager or, for Library employees, the Library Director, no manager, supervisor or representative of the Town has any authority to alter the terms and conditions of my employment, and then only in writing.

This handbook and the policies and procedures contained herein supersede any and all prior practices, oral or written representations, or statements regarding the terms and conditions of my employment with the Town of Waterbury, unless such agreements were made in writing by the Municipal Manager. By distributing this handbook, the Town expressly revokes any and all previous policies and procedures that are inconsistent with those contained herein.

I understand the handbook addresses issues related to equal opportunity, sexual harassment, and anti-discrimination. I further acknowledge the Town Selectboard has adopted a declaration of inclusion, which is featured on the cover of this handbook.

I have received the handbook, and I understand that it is my responsibility to read and comply with the policies contained in this handbook and any revisions made to it.

Employee's Signature

Employee's Name (Print)

Date

TO BE PLACED IN EMPLOYEE'S PERSONNEL FILE

Table of Contents

1. Employee Relations

Equal Employment Opportunity Statement

The Town provides equal employment opportunities (EEO) to all employees and applicants for employment without regard to race, color, religion, gender, sexual orientation, gender identity, national origin, age, disability, genetic information, marital status, or status as a covered veteran (Protected Bases) in accordance with applicable federal, state and local laws. The Town complies with applicable state and federal laws governing non-discrimination in employment in every location in which the Town has facilities. This policy applies to all terms and conditions of employment, including hiring, placement, promotion, termination, layoff, recall, transfer, leaves of absence, compensation and training.

The Municipal Manager is responsible for assuring that equal employment opportunity policies are implemented, but all employees are expected to share in the execution of these policies on an ongoing basis. Any employee found to be involved in discriminatory practices will be subject to disciplinary action, up to and including termination of employment. Any perceived or observed discriminatory actions or practices should be reported in the same manner as sexual harassment incidents, which are described in the next section.

Sexual Harassment Policy and Complaint Procedure

It is the policy of the Town to promote a workplace that is free of sexual harassment. Sexual harassment in the workplace is unlawful under state and federal law and will not be tolerated by any employee, regardless of gender or gender identification). A copy of this policy will be provided to all employees and elected or appointed officials. Additional copies are available in the Town Office.

Sexual harassment is defined as unwelcome sexual advances, requests for sexual favors, and other verbal, written, physical, and nonphysical conduct of a sexual nature when:

- Submission to such conduct is explicitly or implicitly made a term or condition of employment;
- Submission to or rejection of such conduct by an individual is used as a basis for employment decisions affecting that individual, including, but not limited to placement, promotion, training, or compensation; or
- Such conduct has the purpose or effect of unreasonably interfering with an individual's work performance, or creates an intimidating, offensive, or hostile working environment.

Sexual harassment may be indirect or even unintentional, and may include off-duty conduct that affects an employee's working environment. Examples of sexual harassment may include, but are not limited to, coercion of sexual relations, touching or grabbing an employee's body

parts, and sexually offensive comments, name-calling, jokes, gestures, whistling, innuendos and other unwelcome sexually oriented statements or suggestions. Employees of the Town are prohibited from bringing into the workplace or otherwise displaying any written materials or images that may be considered sexually suggestive or offensive in nature. Sexual harassment can also include offensive remarks about a person's sex, such as a man making offensive comments about women in general.

Retaliation against an employee who complains in good faith about having been subjected to sexual harassment, or who cooperates in an investigation of sexual harassment, is a violation of this policy. Retaliation is a recognized form of harassment and will be handled in the same manner as other forms of harassment under this policy.

If you believe you have been subjected to sexual harassment, or retaliation for having brought or supported a complaint of sexual harassment, you are encouraged but not required to directly inform the offending person or persons that such conduct is offensive and must stop. If you do not wish to communicate directly with the alleged harasser or harassers, or if such direct communications have been ineffective, you should immediately report the matter to the Municipal Manager. Supervisors must report any complaints or suspected incidents of sexual harassment to the Municipal Manager. If necessary, such an instance when the alleged harasser or harassers includes the Municipal Manager or Library Director, the complaint should be reported to the Chair of the Selectboard, Chair of the EFUD Commissioners, or the Chair of the Library Board. If possible, it is helpful to an investigation if the employee keeps a diary of events and names of people who witnessed or were told of the harassment. Upon advance request, reasonable accommodations will be made for persons with disabilities who need assistance with filing or pursuing a complaint under this policy.

Complaints regarding sexual harassment or retaliation may also be filed with the following state and federal agencies:

- Vermont Human Rights Commission, 12 Baldwin Street, Montpelier, VT 05633, telephone (802) 828-2480 <https://hrc.vermont.gov/> (website) / <https://hrc.vermont.gov/complaint> (file complaint how to) / human.rights@vermont.gov (e-mail).
- U.S. Equal Employment Opportunity Commission, JFK Federal Building, 15 New Sudbury Street, Room 475, Boston, MA 02203-0506, telephone (800) 669-4000 (voice), (800) 669-6820 (TTY), (617) 565-3196 (fax) <https://www.eeoc.gov/> (website) / info@eeoc.gov (e-mail to ask questions, get info)
- Vermont Attorney General, 109 State Street, Montpelier, VT 05606, telephone (802) 828-3171 <https://ago.vermont.gov/> (website)

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.

If the Town receives a complaint of sexual harassment, or has reason to believe sexual harassment has occurred, it will take all necessary steps to ensure the matter is promptly investigated and addressed. Investigations will be conducted in a confidential and discrete manner to the extent possible, and complaints will be disclosed only to those persons necessary to thoroughly investigate and address the matter. An offending employee shall be subject to discipline up to and including immediate dismissal from employment. The Town is required by law to take action if it learns of potential sexual harassment, even if the person subjected to the harassment does not wish to file a complaint.

If an allegation of sexual harassment is found to be credible the Town will take appropriate corrective action. The complaining period and the accused person will be informed of the results of the investigation and what actions will be taken to ensure that the harassment will cease and that no retaliation will occur. Any employee, supervisor, or agent who has been found by the employer to have harassed another employee will be subject to sanctions appropriate to the circumstances, up to and including immediate termination.

If the allegation is not found to be credible the person with the complaint and the accused person shall be so informed, with appropriate instruction provided to each, including the right of the complainant to contact any state or federal agencies identified in this policy notice. If the complainant is dissatisfied with the final result the Town encourages the employee to file a complaint with the Vermont Attorney General, Vermont Human Rights Commission, and/or the US. Equal Employment Opportunity Commission.

Harassment by Non-Employees

Any harassing or otherwise discriminatory behavior by community members, or any other third parties, should be reported to the Municipal Manager as soon as possible so that appropriate corrective action can be taken.

Anti-Discrimination Policy & Complaint Procedure

Discrimination based on any of the Protected Bases described in the Equal Employment Opportunity Statement above is prohibited. Harassment of one employee by another employee or supervisor based on one of the Protected Categories is a form of discrimination and is prohibited. An employee who commits harassment will be subject to discipline up to and including immediate dismissal. Examples of harassment may include, but are not limited to: offensive jokes, gestures, slurs, epithets or name calling, physical assaults or threats, intimidation, ridicule or mockery, insults or put-downs, and offensive objects, pictures, or written materials.

Retaliation against an employee who complains about having been subjected to harassment or other discrimination, or who cooperates in an investigation of such alleged matters, is a violation of this policy.

Any employee who believes they have been subjected to conduct which violates this policy should report it promptly to the Municipal Manager (who has been designated to receive such complaints or reports). If necessary, such an instance when the alleged complaint includes the Municipal Manager or Library Director, the complaint should be reported to the Chair of the Selectboard, Chair of the EFUD Commissioners, or the Chair of the Library Board.

Complaints regarding unlawful harassment, retaliation, or other discrimination may also be filed with the following state and federal agencies:

- Vermont Human Rights Commission, 12 Baldwin Street, Montpelier, VT 05633, telephone (802) 828-2480; <https://hrc.vermont.gov/complaint>; or human.rights@vermont.gov.
- U.S. Equal Employment Opportunity Commission, JFK Federal Building, 15 New Sudbury Street, Room 475, Boston, MA 02203-0506, telephone (800) 669-4000 (voice), (800) 669-6820 (TTY), (617) 565-3196 (fax); <https://www.eeoc.gov>; or info@eeoc.gov.

If the Town receives a complaint or has reason to believe that a violation of this policy has occurred, it will investigate the matter. Investigations will be conducted in a confidential and discrete manner to the extent possible, and complaints will be disclosed only to those persons necessary to thoroughly investigate and address the matter. If a violation of this policy is found to have occurred, corrective action will be taken and the offending employee shall be subject to discipline including but not limited to dismissal from employment.

Individuals and Conduct Covered

These policies against sexual harassment and discrimination apply to all employees, elected officials, and volunteers. Conduct prohibited by these policies is unacceptable in the workplace and in any work-related setting outside the workplace, such as during employer sponsored trips, meetings and social events.

Disabilities

Applicants and employees with disabilities who may require reasonable accommodations to perform the essential job duties of an employment position are encouraged to notify the Town of any such requirements.

If an employee believes they will need an accommodation for a disability in order to perform the essential functions of their job, they must inform the Municipal Manager of that need and suggest a reasonable accommodation that will allow them to carry out their affected duties and responsibilities. The Town will reasonably accommodate qualified individuals with a disability to allow performance of the essential functions of a job unless an accommodation would create an undue hardship for the Town or there exists a direct threat to health and safety in the workplace which cannot be eliminated by reasonable accommodation.

At the discretion of the Municipal Manager individuals may be required to provide a comprehensive evaluation of their specific disability, along with recommended accommodations, from an appropriate professional diagnostician in order to aid the Town in providing adequate and appropriate accommodation based upon the individual's level of functioning in an employment setting.

2. Employment

Probationary Period

The first six months of employment for all employees shall be a probationary period of employment to allow the Town time to determine a new employee's fitness and ability to do the work provided. During this time employees are expected to become accustomed to their job duties and responsibilities and are encouraged to determine whether the position meets their expectations.

At-Will Employment

During the probationary period, and any extension thereof, employment is considered to be "at-will." This simply means that employees may leave their employment at any time, with or without cause, and with or without prior notice.

Likewise, probationary employees may be discharged, with or without cause and with or without notice, at any time for any lawful reason. No circumstances arising out of employment, including any written or verbal statements, will alter the "at-will" employment relationship.

End of Probation

An employee's probationary period may be extended for a period of time not to exceed six months upon written notification by the Municipal Manager or Library Director. Following the end of any probationary period employees may not be discharged from employment except for just cause.

Classification of Employees

Full-Time Employees: Employees regularly scheduled to work 35 hours each week. Full-time employees are entitled to all rights and benefits set forth in this Employee handbook.

Part-Time Employees: Employees regularly scheduled to work a minimum of 20 hours each week, but less than 35 hours. Part-time employees are entitled to all rights and benefits set forth in this Employee Handbook on a pro-rated basis, with the following exceptions. Part-time employees are eligible for Town health insurance, at the full-time rate, if they work at least 30 hours per week. Employees must also work a minimum of 24 hours each week to be eligible to participate in the Vermont Municipal Employees Retirement System (VMERS).

Temporary Employees: Employees hired for a specified period of time to provide services for a specific project, seasonal need, or program. Such positions are subject to all the rules and regulations specified in this handbook but are not entitled to the benefits associated with full or part-time employees.

Grant Funded Employees: Employees hired on a full-time, part-time or temporary basis as set forth above, whose funding is provided through a grant awarded to the Town. Such employees are entitled to the same benefits, subject to the same limitations as set forth above, and shall be subject to the same policies, practices and performance expectations as all other employees. All costs associated with compensation and benefits must be borne by available grant funds. The Town reserves the right to terminate the employment of a grant-funded employee when grant funding is terminated. An exception may be made based on the availability of grant funding; such exception must be approved in writing by the Municipal Manager.

Independently Elected Officers & Appointees: The Town Clerk & Treasurer are elected by the citizens of the community. The Clerk & Treasurer and Assistant Town Clerk shall be eligible to participate in the Town's benefit plans and are subject to the policies contained herein in the same manner as other employees of the Town. The Assistant Town Clerk is considered to be an at-will employee without regard to the length of employment. As such, either the Town Clerk or Assistant Town Clerk may terminate the employment relationship at any time, subject to statutory requirements, with or without cause or notice for any lawful reason.

Exempt and Non-Exempt Employees

Non-exempt employees are employees whose work is covered under the Fair Labor Standards Act (FLSA).

Exempt employees are generally managers or professional, administrative or technical staff who are exempt from the minimum wage and overtime provisions of the FLSA. Exempt employees hold jobs that meet the standards and criteria established under the FLSA by the U.S. Department of Labor.

Workweek and Workday

The workweek is defined as 7 consecutive 24-hour periods, beginning Sunday and extending through the following Saturday. The workweek shall be calculated by including all time during which an employee is required to be on the employer's premises, on duty, or at a prescribed work place.

The workday is defined as the 24-hour period starting at 12:00 a.m. and ending at 11:59 p.m.

Employees shall submit a record of hours worked on a weekly basis as directed by their supervisors. Each employee is to maintain an accurate daily record of their hours worked to the nearest quarter hour. All absences from work shall be appropriately recorded.

Meal and Rest Periods

The scheduling of meal periods is set by the employee's immediate supervisor with the intent of providing the least amount of disruption to public services. The meal period is not considered "time worked" and non-exempt employees are to "clock out" during the meal period. Non-exempt employees are permitted a 15-minute rest for each 4 hours of work. Rest periods are considered "time worked" and are compensated as such.

Overtime Pay

Overtime pay for non-exempt employees is paid at the rate of 1.5 times the normal rate of pay. Overtime is defined as hours worked by a non-exempt employee in excess of 40 hours in a work week. Overtime must, when practicable, be approved in advance by the supervisor to whom the employee reports. During busy periods, such as major snow events, employees may be required to work overtime on a regular basis. For purposes of calculating overtime on a weekly basis holiday pay, vacation leave, the use of compensation time, and sick leave time are included in the calculation.

Call-In Pay (non-exempt employees)

A non-exempt employee who is called into work outside their normal work schedule shall be paid for the time worked or a minimum of 3 hours, whichever is greater. Time worked shall be calculated at the employee's regular rate of pay unless 40 hours are exceeded in the work week.

Payroll

Town employees shall normally be paid on a weekly basis. Employees should always review their paycheck statements for accuracy. The Town is committed to observing all applicable State and Federal wage and hour laws. Employees should notify the Municipal Manager if it is believed an error in their pay has occurred. If the Town receives notice that an error has been made every effort will be made to correct the issue immediately, or to notify the employee and provide an explanation if no error exists.

The Town shall notify employees if information is received related to mandatory deductions from their paychecks, such as court-ordered attachments. Employees are responsible for providing the Town with accurate entitled deductions.

Expense Reimbursement

The Town will reimburse employees for expenses incurred as part of their responsibilities. Such expenses may include, but not be limited to, mileage for travel, training or meals. Reimbursements shall be made through the normal payroll process. The Town has a formal travel and training policy that should be followed by all employees. Employees shall make reasonable efforts to secure items in a cost effective, efficient and reasonable manner making the most of

governmental resources. Expenses related to alcoholic beverages, tobacco products, or marijuana products are never reimbursed.

Emergency Circumstances Leave Buyback

Upon a satisfactory showing that an emergency financial circumstance exists and the need for funds is severe, the Town will consider paying out a portion of the employee's vacation and/or compensation time leave accruals. Requests for emergency funds must be made to the Municipal Manager in writing. The Municipal Manager, at his or her discretion, has the authority to approve or deny the request. The circumstances leading to the need for emergency funds shall be treated as confidential information by the Municipal Manager.

Performance and Conduct Expectations

All employees shall comply with the following conduct guidelines. Violation of these rules of conduct may lead to disciplinary action, up to and including dismissal from employment. However, these rules of conduct do not restrict the Town from taking disciplinary action for other reasons as the Town may determine appropriate in its sole discretion.

REQUIRED CONDUCT. The following conduct is required of all employees, except as may be otherwise authorized by law, rule, contractual agreement, or supervisor approval:

- 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 and other employees. Employees should recognize the collective job of the town is to pursue the common good for all town residents and it is incumbent on every employee to uphold the public trust and to inspire public confidence. Employees that fail to live up to this standard will be subject to discipline, up to and including termination.
- Employees shall be punctual in reporting to work and shall remain at work until the scheduled end of their workday unless otherwise authorized by a supervisor. Unexpected absences shall be reported as soon as possible. Employees are allowed to work from home on a part-time or occasional basis with the expressed approval of the Municipal Manager.
- Employees shall devote their full time, attention, and effort to the duties and responsibilities of their position during their scheduled work time, to the exclusion of other activities including but not limited to political activity.
- Employees shall respect the legitimate privacy interests of their co-workers, superiors, and employer, both as to personal property and work product in the workplace.
- Employees shall wear attire and equipment which is safe and reasonable for their position, and shall carry out their work in a manner which minimizes risk of personal injury or property damage to the employee, other employees, the Town, and the public.

- Employees shall carry out their work in a manner which complies with applicable state and federal laws, including but not limited to VOSHA. Employees who are unsure of VOSHA requirements should ask their supervisor.
- Employees shall report to an immediate supervisor, or other appropriate officials if the immediate supervisor is unavailable, any work incident which results in personal injury or property damage, including but not limited to injury or damage to Town personnel or property. Any such incident warranting emergency services shall be immediately reported to the police or fire and rescue as appropriate. Employees shall not discuss any such incident with anyone other than Town officials, except as may be necessary for rendering of emergency services.
- Employees shall alert their supervisor when Town equipment or property may be in need of repair or in an unsafe condition.

PROHIBITED CONDUCT. Prohibited conduct for all employees includes but is not limited to the following:

- Employees shall not use, or attempt to use, their positions to obtain special benefits, privileges or exemptions for themselves or others.
- Employees shall not use, or attempt to use, Town personnel, property, or equipment for their private use or for any use not required for the proper discharge of their official duties.
- Employees shall not solicit or accept any form of compensation from anyone except the Town for activities which are related to their position, unless it is provided for by law or approved by the Selectboard. Prohibited compensation shall include any gift, reward, loan, gratuity or other valuable consideration, including free meals, provided to employees, their immediate family, or business associate(s).
- Employees shall not engage in any employment, activity, or enterprise which is inconsistent, incompatible, or in conflict with their duties as a Town employee or with the duties, functions or responsibilities of the Town.
- Employees shall not engage in any outside employment, activity, or enterprise during their work hours.
- Employees shall not disclose, directly or indirectly, information which they receive or have access to by virtue of their official duties, either for the private gain or benefit of themselves or others, except as authorized by their superiors or by law.
- Employees shall not interfere with a lawful request for public information. Providing information must be done in a manner which does not show preference to any particular entity, business or organization.
- Employees shall not use tobacco or vaping products within any Town-owned buildings, work areas or vehicles.

- Employees shall not report to work or engage in work under the influence of alcohol or drugs (including marijuana), and employees shall not consume alcohol or drugs during their scheduled work time. The only exception to this rule is use of a drug prescribed by a duly licensed health care provider, provided such use is in the manner prescribed and the employee is cleared to work while using such prescription drug.
- Employees shall not violate the Town's Equal Employment, Anti-Discrimination Policies, Conflict of Interest, or Sexual Harassment policies, whether set forth in this Handbook or a stand-alone policy.
- Confidential information made available in connection with Town employment must not be used outside of the Town premises or disseminated to persons who are not Town employees, except as authorized and necessary for Town business or as required by law.
- All media inquiries should be directed to the Municipal Manager, and employees should not speak to the media on behalf of the Town unless approved by the Municipal Manager.

Conflicts of Interest

The Town expects our employees to conduct business according to the highest ethical standards of conduct. Employees are expected to devote their best efforts to the interests of the Town. Business dealings that create, or appear to create, a conflict between the interests of the Town and an employee are unacceptable. Employees must avoid any relationship or activity that might impair, or even appear to impair, their ability to make objective and fair decisions when performing their jobs.

For purposes of this policy, a potential or actual conflict of interest occurs whenever an employee is in a position to influence a decision that may result in a personal gain for the employee or an immediate family member (i.e., spouse or significant other, children, parents, siblings) as a result of the Town's business dealings.

The Town recognizes the right of employees to engage in activities outside of their employment which are of a private nature and unrelated to Town's business. However, the employee must disclose any possible conflicts so the Town may assess and prevent potential conflicts of interest from arising.

Employees with a conflict-of-interest question should seek advice from the Municipal Manager, who shall follow the Town's adopted conflict of interest policy.

Personal Property and Workplace Privacy

Employees should have no expectation that their workplace and/or materials contained within their workplace are private. Supervisors and other authorized persons may have a legitimate

business need to enter an employee's workplace including, but not limited to offices, Town vehicles, computers, email, cabinets, and desks to search for documents, files and other work-related items.

In addition, in cases of suspected employee misconduct or criminal activity, the Town may search the workplace for evidence of such misconduct and will cooperate with law enforcement officials in any criminal investigation.

Electronic Communication and Internet Use

The following are summary guidelines only; employees should contact the Municipal Manager for more detailed information regarding particular questions, situations, or concerns.

The Town provides a variety of electronic communications systems for use in carrying out its business. All communication and information transmitted by, received from or stored in these systems are the property of Town and, as such, are intended to be used for job-related purposes only. Data and information on the system will not be deemed personal or private.

Personal use, other than brief and occasional use, of electronic communications systems, software, computers and other electronic devices owned, leased or maintained by the Town is strictly prohibited. Employees with Internet access are expressly prohibited from accessing, viewing, downloading, or printing pornographic or other sexually explicit materials.

Employees who utilize their computers for personal use and cause damage, such as that as may occur from a virus or ransomware, to their individual computer or the Town's network, may be subject to discipline, up to and including termination.

The Town may access and disclose all data or messages stored on its systems or sent over its electronic mail system. The Town reserves the right to monitor communication and data at any time, with or without notice.

Employees are not authorized to retrieve or read any e-mail messages that are not sent to them and cannot use a password, access a file, or retrieve any stored information unless authorized to do so.

Passwords: Assigned individual passwords to Town computer data, accounts or systems should not be given to other employees, unless so directed by a supervisor, or to any persons outside the Town's employment. The Town reserves the right to override any employee-selected passwords and/or codes. Employees are required to provide the Town with any such codes or passwords if requested by a supervisor. An employee concerned about a supervisor's directive to share a password or login code may bring such concerns to the Municipal Manager. Passwords

should not be stored in computer data files, on the network, or be displayed openly at any workstation.

Emails: No electronic messages may be sent from or to the Town's e-mail system which violate any provision of this Handbook. Employees will use the e-mail system or address/account provided by the Town for e-mail communications concerning Town matters, and personal use of Town e-mail systems, addresses, or accounts should be generally be avoided.

Public Records: All files, documents, data and other electronic messages created, received or stored in the course of official Town business may be subject to the provisions of Vermont's Public Records Act and may be covered by the record retention requirements of the State of Vermont's General Records Schedules or Disposition Orders. Accordingly, employees shall not discard or delete any files, documents, data and other electronic messages created, received or stored in the course of official Town business except as in accordance with law. Questions regarding the requirements of the Vermont Public Records Law, General Records Schedules, or Disposition Orders as they apply to particular files, documents or data should be directed to the Municipal Manager.

Personal Computer Security: Only legally licensed software will be installed on Town computers. Software (including applications, demos, upgrades) cannot be copied or installed without permission of the Municipal Manager. Virus protection software shall not be removed or disabled. Each employee must follow Town guidelines for scanning all incoming communications and media, including but not limited to all data disks and files entering or leaving Town systems should be scanned for viruses.

If you do not understand any part of the policy, it is your responsibility to obtain clarification from the Municipal Manager. If a violation of this policy is found to have occurred, the offending employee may be disciplined including but not limited to dismissal from employment.

Political Activity

You are encouraged to individually exercise your right to vote and to privately exercise your political views as a citizen. While you are on duty or acting in an official capacity, you cannot take an active part in any political campaign or fund-raising effort or serve as a member of a political party, club, or organization. This includes distributing badges, pamphlets, handbills, etc. favoring or opposing any candidate's election or nomination.

An employee may not use his/her authority, influence, or official position as a municipal Employee to influence the result of any election or nomination for elective office. An employee may not directly or indirectly coerce, command, or advise any public officer or employee to pay, lend or contribute anything of value to any person or organization for political purposes. Municipal resources shall not be used in or for any campaign or other political activity.

Employee Personnel Files

Employee personnel files are maintained by the Municipal Manager or his designee and are considered confidential. Managers and supervisors may only have access to personnel file information on a need-to-know basis and with express permission of the Municipal Manager. Personnel files may, in whole or in part, be subject to disclosure under the Vermont Public Records Act. Any employee or the employee's designated representative may inspect or copy their personnel file at a mutually agreeable time during regular office hours.

Health care records maintained by the Town for employment purposes shall be stored separately from an employee's personnel file and the Town shall not disclose such information to any persons beyond need-to-know Town personnel and officials.

Performance Reviews

The Municipal Manager may conduct performance appraisals at such times or intervals as the Town determines in its discretion. Department heads may conduct performance reviews at the direction of the Municipal Manager. Performance reviews will generally be conducted annually. Employees have the right to request a performance review if one has not been conducted within the past year.

Emergency Closings – Weather Conditions

The Municipal Manager is the only municipal official who has the authority to close the municipal offices and facilities due to emergencies or inclement weather. In the event the Town's facilities are closed due to an emergency condition a general announcement will be made to local media. It is the employee's responsibility to report to work as scheduled at all times including during inclement weather conditions. In the event inclement weather conditions prevent an employee from reporting to work, the employee is required to notify their supervisor. Such absence shall be unpaid or charged against the employee's available leave accruals.

Resignation

The Town understands that it may become necessary for you to leave employment. In order to remain in good standing and to maintain eligibility for rehire employees are asked to provide a minimum of two-weeks' notice.

Exit Interview

Employees who resign are required to schedule an exit interview with the Municipal Manager for the purpose of returning town property, if any, and to complete documents related to continuation of benefit coverages as mandated by COBRA law. Employees are also strongly en-

couraged to schedule an exit interview with their supervisor, Department Head of the Municipal Manager to discuss the reasons for leaving and any other impressions they may have about their experience with the Town.

References for Future Employment

The Town will respond to reference requests on former employees by confirming dates of employment and position held unless specific approval is received from the Municipal Manager to release more information.

3. Time off From Work

Leave Accruals

Temporary and seasonal employees, as well as a small number of special jobs, are not eligible to accrue leave time.

For eligible employees accrued vacation leave time shall be as follows:

Years of Service	Accrual Rate	Days Per Year
1st - 5th Year of Employment	0.83 days per month	10
6th - 10th Year of Employment	1.25 days per month	15
10th - 20th Year of Employment	1.5 days per month	18
More than 20 Years of Employment	1.66 days per month	20

Vacation leave must be approved in advance by the appropriate supervisor based on the operational needs of the Town. Employees should request to use accrued vacation as soon as possible to maintain efficient operations. Employees may carry over accrued, but unused vacation leave time, into a subsequent calendar year, but in no instance may the amount of accrued vacation leave exceed 240 hours.

Employees hired before July 1, 2013 are allowed to accrue up to 480 hours of vacation leave, and to carry up to that amount into a subsequent calendar year.

As per applicable state and federal law vacation leave time is paid in full at the termination of an individual's employment at their current rate of pay. The employee can request to have that leave time paid in a lump-sum, or over a period of time. The Manager shall have the authority to approve or deny that request. However, upon the termination of employment leave time is no longer accrued, even if it is requested to be paid over a period of time.

Part-time employees shall receive vacation leave time in accordance with Vermont State Law, or on a prorated basis, whichever is greater.

For eligible employees sick leave time shall be accrued as follows:

Years of Service	Accrual Rate	Days Per Year
1st - 10th Year of Employment	1 day per month	12
11+ Years of Employment	1.5 days per month	18

Employees may carry over accrued, but unused sick leave time, into a subsequent calendar year, but in no instance may the amount of accrued sick leave exceed 240 hours.

Employees hired before July 1, 2013 are allowed to accrue an unlimited amount of sick leave, and to carry that amount into a subsequent calendar year.

Unused sick leave time is not paid upon the termination of an individual's employment.

Part-time employees shall receive sick leave time in accordance with Vermont State Law, or on a prorated basis, whichever is greater.

Personal Days

All full-time employees, upon completion of their first year of employment, shall be provided with one personal day per year. Personal days, if unused, are not carried forward into future years.

Leave Accruals for New Hires

The Municipal Manager has the discretion to credit new hires with vacation and sick accruals as may be necessary to attract top talent to the Town. This can include both starting new hires with leave balances, and/or crediting them for years of service in a manner that impacts their leave accrual rates. This shall be exercised with caution and shall generally be reserved for positions that are difficult to fill. The Manager does not have the authority to hire individuals and provide them with leave accrual rates above and beyond those stated in this policy.

Compensation Time

Non-exempt employees are eligible to earn compensation time off at a rate of 1.5 times their regular rate in lieu of overtime pay. Such compensatory time off shall not exceed 100 hours at any given time. Employees should use compensation time in a manner that is not unduly disruptive to the operational needs of the Town. Compensatory time remaining unused at the time of an employee's termination from the Town shall be paid in full at the employee's current rate of pay.

Exempt Staff Time Off

As required by the Fair Labor Standards Act (FLSA), exempt staff is paid on a salaried basis. This dictates that their pay does not vary with regard to the number of hours worked. Exempt staff frequently works in excess of their normally scheduled hours and do not receive overtime or any additional pay beyond their salary. Therefore, occasional brief absences from work of less than a half-day will not be deducted from the accrued leave banks of exempt staff with the exception of approved leaves of absence under the Family and Medical Leave Act (FMLA).

Leave will be recorded in full day (8 hour) increments when an exempt staff member is away from work for the entire day. If an exempt staff person works a partial day leave time should be utilized based on their actual hours worked.

Exempt staff maintains regular schedules and deviations from these schedules must be approved by their supervisors. In situations of a reduced schedule or repeated or regular absences, managers and staff should make arrangements to enter leave time to adjust for absences.

Holidays

Regular full-time employees and regular part-time employees, who are scheduled to work Mondays through Fridays will receive the following paid holiday leave:

- New Year's Day (January 1st)
- Martin Luther King Day (3rd Monday January)
- Town Meeting Day (1st Tuesday in March)
- Memorial Day (Fourth Monday in May)
- Independence Day (July 4)
- Labor Day (1st Monday in September)
- Indigenous Peoples Day (Second Monday in October)
- Thanksgiving Day (4th Thursday in November)
- Day After Thanksgiving (Day after 4th Thursday in November)
- Veterans Day (November 11)
- Christmas Day (December 25)

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

Employees will receive holiday leave pay at the employee's regular rate of pay. Part-time employees will receive prorated holiday leave pay based on the number of hours the employee is regularly scheduled to work. A non-exempt employee who is required to work on a holiday will be paid their regular hourly wage plus their holiday pay. If a non-exempt employee is not required to work on a holiday, hours paid for the holiday will be counted as hours worked when determining overtime compensation. Any hours worked over 40 hours for the week will be calculated at 1.5 times the regular hourly rate. Exempt employees required to work on a holiday may take a floating holiday, or add those hours worked to their accrued vacation time.

HOLIDAYS THAT FALL DURING AN EMPLOYEE'S SCHEDULED VACATION SHALL NOT COUNT AGAINST VACATION USAGE.

Employees who desire to observe a religious holiday that is not recognized by the "Town" should notify the Municipal Manager who, subject to exercise of discretion, may accommodate the request. In this instance the Municipal Manager shall inform the selectboard of the accommodation and make recommendations with regards to any permanent changes which may need to be made to the employee handbook.

Individuals who have left Town employment are no longer eligible to receive holiday pay, even if their leave accruals are being paid over a period of time.

Short Term Family Leave

In accordance with the Vermont Short Term Family Leave Law, eligible employees may be entitled to take unpaid leave not to exceed four hours in any thirty-day period and not to exceed twenty-four hours in any twelve-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, step-child, foster child, or ward;
- To attend or accompany the employee's child or other family member 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 family member.

The Town may require that leave be taken in a minimum of two-hour segments. At the option of the employee, accrued paid leave may be used. An employee shall make a reasonable attempt to schedule appointments for which leave may be taken outside of regular work hours. An employee shall provide the municipality with the earliest possible notice of the intent to take short term family leave, but in no case later than seven days before leave is to be taken, except in the case of an emergency.

Bereavement Leave

Paid bereavement leave of up to three (3) days may be available to an employee who wishes to take time off due to the death of a family member. The employee should notify his or her supervisor as promptly as possible of the request for leave. Bereavement leave may be denied if necessary for Town operations.

Family member is defined as:

An employee's spouse, child, grandchild, parent, grandparent, or sibling and the parents, grandparents, children, or siblings of an employee's spouse.

Paid bereavement leave may be taken near the time of the death or the time of scheduled service and the time may be split between those times. Total paid bereavement leave may not exceed three days.

Employees are allowed up to four hours of bereavement leave to attend the funeral of an employee or retiree of the municipality.

Jury Duty

The Town compensates employees for their service as jurors or witnesses. In accordance with 24 V.S.A. § 499, employees will otherwise be considered in the service of the "Town" for purposes of determining seniority, benefits, credit towards CTO leave, and other rights, privileges, and benefits of employment.

When municipal employees are called to serve as a witness in a court proceeding due to their status as an employee of the municipality or as a Juror, the Town will compensate the employee for the difference between their regular rate of pay and their compensation as a witness. The Town will pay the difference only when the employees' regular rate of pay exceeds their compensation as a witness or juror. Employees will retain any expense reimbursements issued by the Court to the employee.

Military Leave of Absence

The Town provides military leave to eligible employees consistent with the requirements of state and federal law including, but not limited to, the Uniformed Services Employment and Re-employment Rights Act (USERRA) 38 USC Section 4301. Employees called to military duty are entitled to an unpaid leave of absence in order to perform their service requirements. Employees must submit copies of their military orders to the Municipal Manager to qualify for military leave. Employees retain re-employment rights following completion of the military duty or training, in accordance with USERRA. All regular, full-time and part-time employees are eligible for military leave. Temporary employees are not eligible for military leave.

Unpaid Leave of Absence

Employees may be granted an unpaid leave of absence, at the discretion of the Municipal Manager, if all other accrued time off or other applicable leave benefits have been exhausted. In deciding whether to grant a request for unpaid leave of absence the Municipal Manager will take into consideration whether the employee has presented a compelling need for the absence, the impact on the leave on departmental operations, and the ability to recruit temporary personnel to replace the employee during the leave period.

During the leave of absence the employee will not be eligible for benefits, except as prescribed by law. Following the leave period reinstatement of employment and benefits is not guaranteed, except as may be required by law.

An employee on unpaid leave of absence may not engage in outside employment without the expressed, written approval of the Municipal Manager. Violation of this provision will result in

termination of employment with the Town for abandonment of employment. In this instance the termination date shall be the last day worked for the Town.

4. Family and Medical Leave Act (FMLA)

Upon hire, the Town provides all new employees with notices required by the U.S. Department of Labor (DOL). The function of this policy is to provide employees with a general description of their FMLA rights. In the event of any conflict between this policy and the applicable law, employees will be afforded all rights required by law.

If you have any questions, concerns or disputes with this policy, you should contact the Municipal Manager in writing.

General Provisions

The Town will grant up to 12 weeks (or up to 26 weeks of military caregiver leave to care for a covered service member with a serious injury or illness) during a 12-month period to eligible employees. The leave may be paid, unpaid or a combination of paid and unpaid leave, depending on the circumstances of the leave and as specified in this policy. All FMLA statutory and regulatory provisions, guidelines, and definitions apply to FMLA leave for Town employees regardless of whether they are restated in this Policy.

Eligibility

To qualify to take family or medical leave under this policy, the employee must meet the following conditions:

- The employee must have worked for the municipality for 12 months or 52 weeks. The 12 months or 52 weeks need not have been consecutive. Separate periods of employment will be counted, provided that the break in service does not exceed seven years. Separate periods of employment will be counted if the break in service exceeds seven years due to National Guard or Reserve military service obligations or when there is a written agreement, including a collective bargaining agreement, stating the employer's intention to rehire the employee after the service break. For eligibility purposes, an employee will be considered to have been employed for an entire week even if the employee was on the payroll for only part of a week or if the employee is on leave during the week.
- The employee must have worked at least 1,250 hours during the 12-month period immediately before the date when the leave is requested to commence. The principles established under the Fair Labor Standards Act (FLSA) determine the number of hours worked by an employee. The FLSA does not include time spent on paid or unpaid leave as hours worked. Consequently, these hours of leave should not be counted in determining the 1,250 hours eligibility test for an employee under FMLA.

- The employee must work at a location where the employer has at least 50 employees within 75 miles. If the Town's number of employees falls below 50, then no employees may be eligible for federal FMLA leave (but may be eligible for Vermont Parental and Family Leave).

Type of Leave Covered

To qualify as FMLA leave under this policy, the employee must be taking leave for one of the reasons listed below:

- The birth of a child and in order to care for that child.
- The placement of a child for adoption or foster care and to care for a newly placed child.
- To care for a spouse, child or parent with a serious health condition.
- The serious health condition of the employee.
- A qualifying exigency arising out of the foreign deployment of the employee's spouse, son, daughter, or parent.

An employee may take leave because of a serious health condition that makes the employee unable to perform the functions of the employee's position.

A serious health condition is defined as a condition that requires inpatient care at a hospital, hospice or residential medical care facility, including any period of incapacity or any subsequent treatment in connection with such inpatient care or as a condition that requires continuing care by a licensed health care provider.

Amount of Leave

An eligible employee may take up to 12 weeks for the first five FMLA circumstances above (under heading "Type of Leave Covered") under this policy during any 12-month period. The Town will measure the 12-month period as a rolling 12-month period measured backward from the date an employee uses any leave under this policy. Each time an employee takes leave, the Town will compute the amount of leave the employee has taken under this policy in the last 12 months and subtract it from the 12 weeks of available leave, and the balance remaining is the amount of time the employee is entitled to take at that time.

An eligible employee can take up to 26 weeks for the FMLA military caregiver leave circumstance above during a single 12-month period. For this military caregiver leave, the Town will measure the 12-month period as a rolling 12-month period measured forward. FMLA leave already taken for other FMLA circumstances will be deducted from the total of 26 weeks available.

If a husband and wife both work for the Town and each wishes to take leave for the birth of a child, adoption or placement of a child in foster care, or to care for a parent (but not a parent "in-law") with a serious health condition, the husband and wife may only take a combined total of 12 weeks of leave. If a husband and wife both work for the municipality and each wishes to take leave to care for a covered injured or ill service member, the husband and wife may only take a combined total of 26 weeks of leave.

Employee Status and Benefits During Leave

While an employee is on leave, the Town will continue the employee's health benefits during the leave period at the same level and under the same conditions as if the employee had continued to work.

Employee Status After Leave

An employee who takes leave under this policy may be asked to provide a fitness for duty (FFD) clearance from the health care provider.

Use of Paid and Unpaid Leave

A worker may choose to use sick leave, or vacation leave, or any other accrued paid leave time during the leave, up to 6 weeks. The employer may not require the worker to do so. Use of paid leave does not extend the overall leave time to which the worker is entitled.

Disability leave for the birth of a child and for an employee's serious health condition, including workers' compensation leave (to the extent that it qualifies), will be designated as FMLA leave and will run concurrently with FMLA.

Employees whose tenure with the Town is more than 3-years shall receive two weeks of paid FMLA. This shall be a onetime payment and shall not recur, unless said recurrence meets the following criteria:

- The employee has given birth to a child.
- The employee is the spouse of a woman who has given birth to a child.
- The employee has adopted a child or has been placed with a foster child. The adoption of a new spouse's child is excluded from this policy.

Intermittent Leave or a Reduced Work Schedule

The employee may take FMLA leave in 12 consecutive weeks, may use the leave intermittently (take a day periodically when needed over the year) or, under certain circumstances, may use the leave to reduce the workweek or workday, resulting in a reduced-hour schedule. In all cases, the leave may not exceed a total of 12 workweeks (or 26 workweeks to care for an injured or ill service member over a 12-month period).

Certification for the Employee's Serious Health Condition

The Town will require certification for the employee's serious health condition. The employee must respond to such a request within 15 days of the request or provide a reasonable explanation for the delay. Failure to provide certification may result in a denial of continuation of leave.

Certification for the Family Member's Serious Health Condition

The Town will require certification for the family member's serious health condition. The employee must respond to such a request within 15 days of the request or provide a reasonable explanation for the delay. Failure to provide certification may result in a denial of continuation of leave.

Certification of Qualifying Exigency for Military Family Leave

The Town will require certification of the qualifying exigency for military family leave. The employee must respond to such a request within 15 days of the request or provide a reasonable explanation for the delay. Failure to provide certification may result in a denial of continuation of leave.

Certification for Serious Injury or Illness of Covered Service Member for Military Family Leave

The Town will require certification for the serious injury or illness of the covered service member. The employee must respond to such a request within 15 days of the request or provide a reasonable explanation for the delay. Failure to provide certification may result in a denial of continuation of leave.

Recertification

The Town may request recertification for the serious health condition of the employee or the employee's family member when circumstances have changed significantly, or if the employer receives information casting doubt on the reason given for the absence, or if the employee seeks an extension of his or her leave. Otherwise, the Town may request recertification for the serious health condition of the employee or the employee's family member every six months in connection with an FMLA absence.

Procedure for Requesting FMLA Leave

All employees requesting FMLA leave must provide the Municipal Manager with verbal or written notice of the need for the leave. Within five business days after the employee has provided this notice, the Municipal Manager will provide the employee with the DOL Notice of Eligibility and Rights.

When the need for the leave is foreseeable, the employee must provide the employer with at least 30 days' notice. When an employee becomes aware of a need for FMLA leave less than 30 days in advance, the employee must provide notice of the need for the leave either the same day or the next business day. When the need for FMLA leave is not foreseeable, the employee must comply with the municipality's usual and customary notice and procedural requirements for requesting leave.

Designation of FMLA Leave

Within five business days after the employee has submitted the appropriate certification form, the Municipal Manager will provide the employee with a written response to the employee's request for FMLA leave. The Town may designate qualifying leave as FMLA leave even if an employee does not request FMLA leave.

Intent to Return to Work from FMLA Leave

The Town may require an employee on FMLA leave to report periodically on the employee's status and intent to return to work.

5. Benefits

Health Insurance Coverages

The Town currently offers regular full-time employees scheduled to work a minimum of 30 hours per week enrollment in a medical insurance plan. Enrollment in vision and dental plans will begin on January 1, 2024. Coverage is available the first day of the month following their first day of work. Coverage ends on the last day of the month in which an employee works.

Medical Insurance

Employees have up to 30 days from their date of eligibility to make medical plan elections. Once made, health insurance plan elections are fixed for the remainder of the plan year unless there is a “qualifying event”. Changes in family status (i.e., marriage, divorce, birth of a child, loss of spousal benefits, changes in employment status), as defined in the Plan document, allow employees to make benefit changes during the plan year. Please contact the Municipal Manager to determine if a family status change qualifies under the Plan document and IRS regulations.

During open enrollment, employees may change benefit plan elections for the following calendar year. The Municipal Manager is available to answer benefit plan questions and assist in enrollment as needed.

Historically, benefit plans and their costs are made available in the fall of the year. Once available the Town makes a decision as to best utilize Town funds towards these plan costs. Typically, the Town sets a monthly amount that it will contribute towards an overall plan cost, and this amount is set for individual, 2-person, parent/child, and family plans. Individuals then select the plan that best suits their needs.

Town funds are then utilized to pay the plan cost. The employee is responsible for any costs, premium or deductible, that are in excess of the town contribution.

The Town also provides an amount to employees who are eligible for health insurance, but opt to utilize a different plan. This typically applies to individuals who receive coverage through a spouse. In this instance employees are required to show proof of other coverage.

The Town retains all rights to make annual adjustments to the amount it contributes towards health insurance expenses and to make other changes as needed to manage the balance between employee benefits and the ultimate cost to taxpayers. This may include structural changes in how the town pays for health insurance, and how the contributions to health care costs are structured.

Vision Insurance

Beginning in 2024 the Town will offer full-time employees a vision insurance plan. The Town will pay the premium cost of the plan for the employee. If the employee wishes to add dependents to the plan they are responsible for any and all premium costs, which shall be made through a payroll deduction.

Dental Insurance

Beginning in 2024 the Town will offer full-time employees a dental insurance plan. The Town will pay the premium cost of the plan for the employee. If the employee wishes to add dependents to the plan they are responsible for any and all premium costs, which shall be made through a payroll deduction.

Group Life Insurance

The Town offers an employer-paid basic group term life policy at no cost to the employee. Any regular full-time and regular part-time employees working a minimum of twenty (20) hours, who have been employed for at least 30 days, are eligible for this benefit.

Long-Term Disability Benefits

The Town offers eligible employees (i.e., regular full-time and regular part-time employees working a minimum of twenty (20) hours, who have been employed for at least 30 days,) a non-contributory, long-term disability (LTD) base plan. This non-contributory base plan provides for monthly LTD benefits of 60% of basic monthly earnings to a maximum benefit of \$4,000 per month, less any other offsets. Eligible employees are automatically enrolled as of the first day of the calendar month following their date of hire. Employer paid long-term disability coverage terminates on the last day of employment.

Please refer to the Plan document for further details and contact the Municipal Manager if you have questions.

Long-Term Care Insurance

The Town also offers eligible employees long-term care insurance. This insurance will pay a portion of the fees incurred at either a long-term care facility or professional home and community care for a period of up to three (3) months. Employees have the option of purchasing additional benefits at their own expense.

Employee Assistance Program (EAP)

Through the employee assistance program (EAP), the Town provides confidential access to professional counseling services. The EAP, available to all employees and their immediate family

members, offers problem assessment, short-term counseling and referral to appropriate community and private services. This service is provided through the Town's membership in the Vermont League of Cities and Towns (VLCT) and may be discontinued if VLCT ceases to offer the plan or the Town fails to renew its membership with VLCT.

The EAP is strictly confidential and is designed to safeguard an employee's privacy and rights. Contacts to and information given to the EAP counselor may be released to Town only if requested by the employee in writing. There is no cost for an employee to consult with an EAP counselor. If further counseling is necessary, the EAP counselor will outline additional community and private services that may be available. The counselor will also let employees know whether any costs associated with private services may be covered by their health insurance plan. Costs that are not covered are the responsibility of the employee.

Vermont Employees Municipal Retirement System

Through the Vermont Municipal Employees Retirement System (VMERS) the Town provides defined contribution and defined benefit retirement programs. Details regarding the plans will be provided to each employee upon hire and updated as necessary. All employees who regularly work more than 24 hours per week are required to participate in VMERS. The costs for VMERS are not set by the Town, and any cost increases or decreases to the employee, as determined by the VMERS Board of Trustees, are subject to change and will be borne by the employee.

State of Vermont 457 Deferred Compensation Plan

The Town offers the option for employees to have payroll deductions deposited into the State of Vermont's 457 Deferred Comp Plan. This is a voluntary option and the Town does not match any funds deposited to this Plan. Further details about the Plan may be obtained from the Municipal Manager and the Plan document.

Social Security

The Town and all employees are required to participate in the Social Security program. Both the employee and the Town are required to contribute to Social Security. Employee and Town contributions are determined by law and are subject to change.

Workers' Compensation Insurance

Town employees are covered by workers' compensation insurance for injuries sustained within the scope of employment. This insurance is at no cost to the employee. In the event of a work-related injury the immediate supervisor should be notified. All injuries, even those in which no loss of work is anticipated, need to be reported to the Town's insurance carrier. It is the responsibility of every employee to report a workplace related injury to their immediate supervisor.

Unemployment Insurance

The Town provided Unemployment Compensation insurance for all employees of the Town at no cost to the employee.

Cobra Continuation Coverage

Employees who voluntarily or involuntarily terminate their employment with the Town shall have the opportunity to continue their participation in the Town's sponsored health care insurance programs for a period of up to eighteen months after the date of separation. These benefits shall also be available to employees' dependents, spouses in the case of death, divorce or legal separation, ineligibility of dependents' children due to age or student status, or employee's eligibility for Medicare.

Additional Benefits

From time-to-time additional benefit plans may become available to employees. If these plans are at no cost to the Town, the Municipal Manager shall have the authority to enroll the Town without the pre-approval of the Selectboard.

If any legislative action modifies any of the benefit plans noted above the Municipal Manager shall update the employee handbook and present the changes to the Selectboard for consideration.

End of Employment

The benefits noted above are only available for active employees. When an individual ceases to be an active employee their insurance coverages shall be terminated at the end of the month in which they last work. Individuals may request their accrued vacation and compensation time be paid out on a weekly basis rather than a lump-sum, but this payout period does not constitute a period of employment.

6. Disciplinary Actions

Progressive Discipline

Poor performance or behavior that does not meet expectations will be addressed and documented on an ongoing basis as appropriate. The Town may take corrective or disciplinary actions, which may include verbal or written warnings, suspension with or without pay, and termination of employment. The specific circumstances in any situation will determine what action is taken, up to and including termination of employment.

Involuntary Separation of Employment

The section below applies to both a permanent involuntary separation, and a disciplinary action that results in an unpaid suspension.

In instances where the Town is contemplating termination of employment, employees who do not report directly to the Municipal Manager and who have completed their probationary period shall receive written notice of the Town's intent and the basis for the decision from the Department Head. Prior to any termination the employee shall be afforded a reasonable opportunity to respond in writing or verbally in a meeting with the Department Head. Responses, whether in writing or in a meeting, must be made within 5 days of the receipt of the notice unless a separate agreement is reached with the Department Head. Following such a meeting the Department Head shall make a final decision regarding the termination of employment. Upon termination employees may appeal the decision to the Municipal Manager by requesting a meeting within 5 days of the date of termination. Employees may be represented by an attorney at their own expense and may present documentation or other information to refute the stated rationale for dismissal or to justify a lesser form of discipline. Following the meeting the Municipal Manager shall make a decision to uphold or reverse the decision of the Department Head, which shall be in writing. The Municipal Manager's decision shall be final. The employee retains the right to challenge the decision of the Town via the court system.

In instances when the Town is contemplating termination of employment and the employee reports directly to the Municipal Manager the process shall be the same, with one change. In this instance, the individual may appeal the decision of the Municipal Manager to the selectboard.

The above provisions related to discipline and termination of employment are not applicable to independently elected officers and their appointees.

The employee shall be paid for any wages earned, and unused vacation or compensation leave time, within 72-hours of dismissal.

