

TOWN OF WEATHERSFIELD, VERMONT

ANNUAL REPORT COMMITTEE

POLICY AND PROCEDURES

1. PURPOSE

The Annual Report Committee was organized to fulfill those duties normally assigned to a Board of Auditors for the publication of an annual report to the voters and taxpayers of the Town of Weathersfield.

2. ORGANIZATION

(a) The Committee shall consist of five (5) members appointed for two (2) year terms if responsible for publication of a consolidated Select Board and School Board annual report. In the event that the School Board chooses to publish a separate annual report, the Committee shall consist of three (3) members.

(b) If the School Board decides to publish a consolidated annual report with the Select Board:

- (1) The Select Board shall appoint two (2) members;
- (2) The School Board shall appoint two (2) members; and
- (3) The Select Board Chairperson shall appoint a person to act as chairperson for the Committee.

If the School Board chooses not to publish a consolidated annual report, provisions (b)(1) and (b)(3) shall remain the same.

(c) For the first year's appointments:

- (1) The Select Board shall appoint one person to a two (2) year term, and one (1) person to a one (1) year term, and two (2) year terms thereafter;
- (2) The School Board shall appoint one person to a two (2) year term, and one (1) person to a one (1) year term, and two (2) year terms thereafter;
- (3) The Select Board Chairperson shall appoint one person to a two (2) year term, and two (2) year terms thereafter.

If the School Board chooses not to publish a consolidated annual report, provisions (c)(1) and (c)(3) shall remain the same.

(c) The Committee shall comply with all provisions of Vermont's 'Open Meeting Law.

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3. MEETINGS

The Committee Chairperson shall call meetings as necessary.

4. FINANCES

The Committee may vote to expend the funds and submit a written request to the Town Manager, stating the purpose for the expenditure. The request shall be signed by the Chairperson.

5. REPORTS

- (a) The Committee shall be responsible for the preparation of the annual report in compliance with the provisions of Title 24, Sections 1682 and 1683, and Title 16, Section 563 (1), of the Vermont Statutes Annotated.
- (b) The Committee shall submit a copy of the annual report to the University of Vermont's Extension Service for review during the annual competition. Any comments received from the Extension Service shall be considered during the preparation of the following year's report.

6. INCONSISTENT POLICIES REPEALED

This Policy shall amend and replace any provisions of any Policy of the Town of Weathersfield in effect at the time of enactment of this amended Policy governing any activity included in this amended Policy.

7. SEVERABILITY

If any section, subsection, subdivision, paragraph, sentence, clause, or phrase of this Policy, or any part thereof, is for any reason held to be unconstitutional or invalid or ineffective by any court of competent jurisdiction, such decision shall not affect the validity or effectiveness of the remaining portions of this Policy or any part thereof.

The Select Board hereby declares that it would have passed each section, subsection, subdivision, paragraph, sentence, clause, or phrase thereof irrespective of the fact that any one or more sections, subsections, subdivisions, paragraphs, sentences, clauses, or phrases be declared unconstitutional or ineffective.

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8. EFFECT

No section of this Policy shall be construed to supersede or replace any Vermont statute.

This amended Policy shall be entered in the minutes of the Select Board's meeting.

The foregoing amended Policy is hereby adopted by the Select Board of the Town of Weathersfield, Vermont, this eighteenth day of September, 2003, and is effective as of this date until amended or repealed.

C. Petersen Cole, Chairperson

Henry C. Cobb, Jr., Vice-Chairperson

Daniel E. Boyer

Norman John Arrison, Clerk

Peter J. Skalaban