

Reports of Appointed Boards, Commissions, and Officials to the Selectboard TOWN OF BRANDON, VERMONT

A. PURPOSE.

General supervision of the affairs of the Town of Brandon belongs to its selectboard. See 24 V.S.A. § 872.

B. APPLICATION.

The selectboard's informed oversight of town government requires that all boards, commissions, and officials appointed by the selectboard report to it from time to time, and to the Town annually.

C. REPORTING REQUIREMENTS.

1. Elected officials are not required to report to the selectboard. Also exempt from reporting to the selectboard are appointed officials whose office is purely historical in nature, namely, fence viewers; inspector of lumber, shingles, and wood; and weigher(s) of coal. Elected offices of a purely historical nature, which the selectboard fills by appointment upon vacancy, namely the town agent and grand juror, are also exempt. Any officer in this section may make an annual report to the Town if they so choose.
2. All other appointed boards, commissions, and officials must submit an annual report to the Town for inclusion in the Town Report. If an individual is appointed solely as a member of a board or commission, the board or commission's report is required, not a report from the individual. Between annual reports, appointees must report in writing (no in-person appearance required) to the selectboard on the schedule in this section, OR when a significant event within their purview occurs, which common sense would indicate the board should be made aware of:

Every selectboard meeting:	Town manager
Monthly:	None
Quarterly:	Zoning Officer
Semi-annually:	Planning Commission; Energy Committee; Health Officer; Historic Preservation Cmsn; Revolving Loan Fund Cmte; Rutland Region Transportation Council representative; Rutland Regional Planning Commission representative; BLSG Insect Control District representatives

Annual report only unless a significant event occurs:
Animal Control Officer; Budget Committee; Development Review Board; Emergency Management Director; Fire Warden; Green-Up Day Coordinator; Rutland County Solid Waste District representative; Tree Warden

3. Department heads and all employees report to the town manager on a schedule set by the town manager.

ADOPTED: *Sara M. Hopkins*
D.A. Burt
Timothy A. Keates
[Signature]
[Signature]

Signatures

March 11, 2019
Date

Reporting Required by Brandon Selectboard

A true record made this 12th day of MAR 2019 A.D. at 10:30 AM
 Attest: [Signature] Brandon Town Clerk.