

**Selectboard Agenda
Johnson Municipal Offices
293 Lower Main West**

Date: Monday, September 20, 2021

Agenda:

CALL TO ORDER

REVIEW OF AGENDA AND ANY ADJUSTMENTS, CHANGES AND ADDITIONS

7:00 p.m. Review and approve minutes of meetings past August 2nd, and 5th 2021

7:05 p.m. Treasurer's Report and review and approve bills, warrants, licenses and any action items.

7:15 p.m. Public Works Supervisor/Highway Foreman Report

7:25 p.m. Racial Justice Committee Report

7:35 p.m. Administrator's Report, Action items, signature required items.

Members of the Public:

None

ADMINISTRATOR'S REPORT: (D) Discussion (I) Information (A) Action

1. (D, A) 2021 Miscellaneous Paving Project (10 minutes)
2. (D, A) Racial Justice Committee Appointments (5 minutes)
3. (D, A) Grow Cemetery Boundaries and Maintenance (5 minutes)
4. (D, A) Closing Out Remaining 2019 Disaster Projects (10 minutes)
5. (D, A) Recreation Planning (10 minutes)
6. (D, A) Auditing Request for Proposal (15 minutes)
7. (D, A) Update to Social Media Policy (5 minutes)
8. (D, A) Historical Society Budget Request (10 minutes)
9. (D, A) Enhanced 911 Certification (5 minutes)
10. (D, A) Town Meeting Voting Delegate (5 minutes)
11. (D, I) ICMA Annual Meeting (5 minutes)
12. (D, I) Lamoille County Sheriff's Department report for July & August 2021. Sent via e-mail.
13. (D, I) Public Works Supervisor Search (15 minutes)
14. (D, I) Discussion of Restitution Owed to the Town **1 V.S.A. § 313(a)(1)** (10 minutes)

Selectboard issues/concerns, Executive Session (if needed) Adjourn

Town Administrator's Report

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Members of the Public:

None

ADMINISTRATOR'S REPORT: (D) Discussion (I) Information (A) Action

1. (D, A) 2021 Miscellaneous Paving Project (10 minutes)

We have received two bids for the various small paving tasks we need to complete before winter.

2. (D, A) Racial Justice Committee Appointments (5 minutes)

The Racial Justice Committee is resubmitting Jackie Stanton as their recommended candidate for the open position.

3. (D, A) Grow Cemetery Boundaries and Maintenance (5 minutes)

Duncan Hastings has inspected the boundaries at the Grow Road Cemetery and recommends that we install a fence around the cemetery.

4. (D, A) Closing Out Remaining 2019 Disaster Projects (10 minutes)

Signatures are required for closing out the completed work, and the remaining work needs reconsideration. FEMA has made additional requests for information that will be difficult for us to comply with. We can continue to pursue mitigation through other programs.

5. (D, A) Recreation Planning (10 minutes)

Our Recreation Coordinator would benefit from some priority guidelines for managing additional duties of the VOREC grant application with ongoing obligations.

6. (D, A) Auditing Request for Proposal (15 minutes)

We have a draft of an RFP for auditing services. We have also been informed that VLCT is in the process of updating their guidance and have reached out to them for assistance.

7. (D, A) Update to Social Media Policy (5 minutes)

The Library's social media presence was not reflected in our official social media accounts.

8. (D, A) Historical Society Budget Request (10 minutes)

The Historical Society has requested that the remaining expected expenditure funds from FY21 be transferred to the Historical Society Reserve Fund.

9. (D, A) Enhanced 911 Certification (5 minutes)

The renewal for our e911 maps is ready for signature.

10. (D, A) Town Meeting Voting Delegate (5 minutes)

2021 VLCT Town Fair is coming up on September 29th and October 4 – 8. Attendance is open to anyone, we should also select a member to represent the town during the annual meeting to vote on VLCT priorities.

11. (D, I) ICMA Annual Meeting (5 minutes)

My annual ICMA membership renewal is due and the registration for the annual meeting is open.

12. (D, I) Lamoille County Sheriff's Department report for July & August 2021. Sent via e-mail.

13. (D, I) Public Works Supervisor Search (15 minutes)

We have received a number of resumes and are ready to begin reviewing candidates. We will discuss a timeline for the hiring process.

14. (D, I) Discussion of Restitution Owed to the Town **1 V.S.A. § 313(a)(1)** (10 minutes)

GENERAL INFORMATION ITEMS

Information Items:

- 1. Employment Resume: D.H.**
- 2. Federal Licensing Renewal**
- 3. Lamoille Housing: 2021 Annual Meeting**
- 4. ICMA Membership Renewal**
- 5. 5. Act 250 Application: Johnson Hardware & Rental**
- 6. Village of Johnson Source Protection Plan**
- 7.**

Budget Items:

Legal Issues:

VLCT: PACIF

- 1. Annual Business Meeting Voting Delegates and Procedure**
- 2. Annual Meeting of Membership 9/29/2021**

State/Federal Issues:

1. Appointment Letters for Bert Putvain & Dean Locke
2. E911 Map Book & Annual Review

Administrator's Correspondence:

Workshops: 2021 Town Fai, Training for Tomorrow 2021

Newsletters:

Brochures & Ads:

Selectboard issues/concerns:

Executive Session:

Other Business:

Adjourn

Request for Proposals

Auditing Services for Town of Johnson

The Town of Johnson, Vermont, is requesting proposals from qualified firms of Certified Public Accountants to audit its financial statements for the fiscal year ending June 30, 2022, with the option of auditing its financial statements for each of the four subsequent fiscal years.

Proposals are to be submitted by 4:00 PM on Monday, November 1, 2021 to:

Brian Story, Town of Johnson Administrator,

PO Box 383, Johnson, VT 05656

The Town of Randolph reserves the right to reject any or all proposals. Proposals will be evaluated by the Town based on firm experience and reputation, understanding of Town requirements, and cost for service. During the evaluation process, the Town reserves the right, where it may serve in the Town's best interest, to request additional information or clarification from proposers. At the discretion of the Town, firms submitting proposals may be requested to make oral presentations as part of the evaluation process.

Please direct all questions regarding this request for proposals to:

Brian Story, 802-635-2611 or tojadministrator@townofjohnson.com.

NATURE OF SERVICES REQUIRED

The Town of Johnson, Vermont, desires the auditor to express an opinion on the fair presentation of its general-purpose financial statements in conformity with generally accepted accounting principles for government entities as defined by the Government Accounting Standards Board (GASB). The Town also desires the auditor to express an opinion on the fair presentation of the combining and individual fund financial statements and schedules in conformity with GASB generally accepted accounting principles. The audit shall be performed in accordance with generally accepted auditing standards as set forth by the American Institute of Certified Public Accountants; the standards for financial audits set forth in the U.S. General Accounting Office's Government Auditing Standards; the provisions of the Single Audit Act of 1984 and the Single Audit Act Amendments of 1996 (when applicable); and the provisions of the U.S. Office of Management and Budget (OMB) 2 CFR, Chapter I, Chapter II, Part 200, Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards.

The Town does not anticipate spending in excess of \$750,000 in federal awards and should not require an audit in accordance with the Single Audit Act of 1984. However, this is only an anticipation and proposals should reflect the potential additional fees of an audit in accordance with the Single Audit Act of 1984. It is expected that in determining the extent of test procedures, full consideration will be given to the apparent effectiveness of the system on internal accounting controls. The feasibility of recommendations for improvements in the accounting system and internal controls will be discussed during the course of the engagement. In the required report on internal control, the auditor shall communicate any reportable conditions found during the audit. Reportable conditions that are also material weaknesses shall be identified as such in the report. Non-reportable conditions discovered by

the auditors shall also be reported in a separate management letter, which shall include all instances of noncompliance. The auditor will print, bind and submit twelve (8) copies of the audit report to the Town.

Additional copies of the report shall be submitted to the federal cognizant audit agency and any agencies of the State of Vermont, as required. An electronic version of the audit report in PDF format shall also be provided. At the conclusion of the audit, the auditor will meet with the Selectboard to discuss the results of the audit and explain any findings that are included in the auditor's management letter. All working papers and reports shall be retained for a minimum of three years, unless the firm is notified in writing by the Town of the need to extend the retention period.

DESCRIPTION OF THE GOVERNMENT

The Town of Johnson has a population of approximately 3,500 people. The Town provides the following services to its citizens: Highways and streets, and a contract with the Lamoille County Sherriff's Department for police services, culture and recreation, public improvements, planning and zoning, and general administrative services that include a town administrator, and town clerk. The Town has a total payroll of \$500,000 covering 15 full-time and full-time equivalent employees. Approved budget for the most recent fiscal year (FY21) is \$3,072,354.

PROPOSAL REQUIREMENTS

Interested firms shall submit proposals separated into two sections: the technical proposal and the cost proposal. The purpose of the technical proposal is to demonstrate the qualifications, competence and capacity of the firms seeking to undertake the audit of the Town of Johnson in conformity with the requirements of this request for proposals. The technical proposal should demonstrate the qualifications of the firm and of the particular staff to be assigned to this engagement. It should also specify an audit approach that will meet the request for proposals requirements.

The technical proposal shall provide the necessary information in the following sequence:

- **Background of the firm:** The proposer should state the size of the firm, the size of the firm's governmental auditing staff, and the number and nature of the professional staff to be assigned to this engagement. The firm is also required to submit a copy of the report on its most recent quality control review, along with a statement of whether that quality control review included a review of specific government engagements.
- **Partner, supervisory and staff qualifications and experience:** The proposer should identify the principal supervisory and management staff assigned to the engagement and disclose each person's government auditing experience.
- **Similar engagements with other government entities:** The proposal shall describe up to five of the most significant engagements performed in the last five years that are similar to the engagement described in this request for proposals. Indicate the scope of the work and the name and telephone number of the client contact.
- **Specific audit approach:** The proposal should set forth a plan of implementation, including an explanation of the audit methodology for this engagement. The work plan should include a description of tasks, estimates of work effort, time budgets, and a detailed breakdown of responsibilities of all audit personnel.

Structure the cost proposal as follows:

- This is a five-year engagement; one year with renewal options through the fifth year.
- Total all-inclusive maximum fee for the engagement for the year ending June 30, 2022, and for each of the four subsequent engagement years for which the Town has the option of continuing in this contract.
- Breakdown of costs by year by partner (principal), supervisory and staff level.
- Out-of-pocket expenses included in the total all-inclusive maximum price and reimbursement rates.
- Progress payments will be made on the basis of hours of work completed during the course of the engagement. Interim billing shall cover a period of not less than a calendar month and should provide sufficient detail for verifying that the work was completed.
- Unit pricing for non-audit services that are in compliance with independence standards should those be required.

EVALUATION CRITERIA

The final selection of an audit firm will be based on two criteria: technical qualifications and cost of service. The technical qualifications will compare each proposer's expertise and experience in providing quality audit services to government entities and the quality of the firm's professional personnel who would conduct the audit. The approach of the audit and the plan for implementation will also be scrutinized. Cost will not be the primary factor in the selection of the audit firm.

There is no expressed or implied obligation on the part of the Town of Johnson to reimburse responding firms for any expenses incurred in preparing or presenting proposals in response to this request. The Town of Johnson reserves the right to retain all of the proposals and to use any ideas in a proposal regardless of whether the proposal is selected. Submission of a proposal indicates acceptance by the firm of the conditions contained in this RFP, unless clearly stated to the contrary and specifically noted in the proposal submitted and confirmed in the contract between the municipality and the selected firm.

The Town of Johnson reserves the right to accept or reject any proposal, at their sole discretion, and to award a contract based solely on their determination of the best proposal considering all of the circumstances.

Social Media Policy

Town of Johnson, Vermont

Section 1: Title and Authority.

This policy shall be known as the Town of Johnson Social Media Policy (hereafter “Policy”). It has been adopted by the Town of Johnson Selectboard pursuant to 24 V.S.A. §§ 1121, 1122, and 872.

The Selectboard reserves the right to amend any of the provisions of this Policy for any reason and at any time, with or without notice.

This policy is administered by the Selectboard or its authorized representative or designee.

Section 2: Purpose.

The purpose of this Policy is to provide standards and procedures for the appropriate use of municipal social media platforms. This Policy gives direction to municipal employees, elected officials, volunteers, appointees, public bodies and other authorized users of the municipality’s electronic/computer resources to access and engage in social media platforms for municipal purposes. This Policy also creates guidelines for any public user who accesses or comments on the municipality’s social media platforms.

While this Policy generally applies to the most popular platforms, such as Facebook, YouTube, Instagram, Snapchat, and Twitter, it is acknowledged that social media is an evolving communications tool and that new platforms may become available over time. The municipality may utilize social media platforms to communicate information related to the business of the municipality directly to the public as well as to provide members of the public the opportunity to comment on or participate in discussions concerning municipal business, including but not limited to operations and services provided by the municipality. The municipality encourages the use of social media to further the goals of the municipality, the missions of its departments and public bodies, and to contribute to the overall vibrancy of its community and degree of participation by its citizenry, where appropriate.

The municipality has an overriding interest and expectation in deciding what is published on behalf of the municipality through social media and in establishing guidelines for the use of municipal social media by municipal officials and the public.

Section 3: Definitions.

The following definitions shall apply to this Policy:

Comment means a statement, post, image, remark, or response submitted by a municipal official or member of the public to the municipality’s social media platform(s), including hyperlinks (links) and any medium of content.

Designated Agent means an individual designated by the [insert Selectboard/Council/Trustees/Etc.] to receive and respond to notifications of claimed copyright infringement. Once named, the municipality must file a “designation of agent” form with the United States Copyright Office.

Municipal Electronic Equipment means all municipal electronic equipment including computers, cell phones, smart phones, pagers, any associated hardware or software, and any other municipal equipment that may be utilized to send or receive electronic communications.

Municipal Official means employees of the municipality, elected or appointed officials, and municipal volunteers.

Municipal Social Media or Municipal Social Media Platform means the official social media platform(s) of the municipality.

Municipal Social Media Moderator means an individual designated by the Selectboard to monitor, manage, and oversee municipal social media comments and content.

Municipal Website or Official Municipal Website means the official website/domain of the municipality, <http://townofjohnson.com/>.

Social Media Platform or Social Media means the various forms of information-sharing technology to create online content and dialogue around a specific issue or area of interest. Examples of social media applications include but are not limited to Facebook, MySpace, Google and Yahoo Groups, Wikipedia, YouTube, Instagram, Snapchat, Flickr, Twitter, LinkedIn, and news media comment-sharing/blogging.

User means a member of the general public who accesses, comments, or posts content to municipal social media platforms.

Section 4: Conduct of Municipal Officials.

Official Posts to municipal social media platforms must be done so with the understanding that they are representing the municipality and must be conducted as representatives of the municipality. Municipal officials’ use of municipal social media platforms shall comply with this Policy, the municipality’s personnel and any other relevant policies, charter provisions, rules, and regulations of the municipality. This includes any usage of municipal social media platforms from outside of the workplace.

When posting with a municipal social media platform all posts must be relevant, accurate, and appropriate. Examples of relevant topics include emergency information, community events, the business of municipal government, and any information or events that are pertinent to the community of Johnson. Examples of inappropriate topics include personal posts, private fundraisers, and political content.

When a municipal official responds to a comment in his/her capacity as a municipal official, the official’s name and title should be made available.

Information posted to municipal social media platforms is public information, and all comments and posts by municipal officials are subject to Vermont's Public Records Law, Open Meetings Law, and all other applicable laws, rules, policies, municipal charter provisions and regulations. Municipal officials should have no expectation of privacy regarding the information posted on municipal social media platforms nor in anything created, sent or received on municipal electronic equipment. The municipality may monitor any and all transactions, communications and transmissions to ensure compliance with this Policy and to evaluate the use of its equipment.

When conducting municipal business, municipal officials are expressly prohibited from disclosing any information via comments or posts to municipal social media platforms that may be confidential.

Municipal officials expressly prohibited from using personal accounts to post official municipal information to municipal social media platforms.

Municipal officials may post from their personal accounts their personal positions on matters of interest to the municipality. Posts and comments made from personal accounts are presumed to be of a personal nature.

It is the responsibility of authorized municipal officials to ensure that information communicated by means of social media is accurate and up-to-date.

The Municipal Social Media Moderator will monitor the content posted by municipal officials and the public on each of the municipality's social media platforms to ensure it complies with this Policy for appropriate use, messaging and branding, consistent with the goals of the municipality.

All authorized municipal officials must be provided with a copy of this Policy and sign the Acknowledgement of Official Use by Municipal Officials (see Addendum A) prior to utilizing municipal social media.

Section 5: Designation of Social Media Platforms.

For each of the municipality's social media platforms, the Selectboard has identified and designated the type of speech forum, and its purpose and rules, as follows:

1. Government Speech Forums.

The following social media platforms are hereby designated as Government Speech Forums:

- The official Town Website, <http://townofjohnson.com/>
- The official Johnson Recreation Website, <https://www.johnsonrecreationvt.com/>
- The official Johnson Historical Society Website, <https://johnsonhistoricalsociety.org/>
- The official Johnson Public Library Website, <https://www.johnsonpubliclibrary.org/>

These platforms do not allow for any public comments whatsoever. They are reserved for the municipal government to engage in its own expressive conduct to promote its own message.

2. Limited Public Forums.

The following social media platforms are hereby designated as Limited Public Forums:

- The official Town Facebook page, <https://www.facebook.com/JohnsonVermont/>
- The official Johnson Recreation Facebook page, <https://www.facebook.com/johnsonrecreation/>
- The official Johnson Public Library Facebook page, <https://www.facebook.com/Johnson-Public-Library-181640108515837>
- Official Postings on the Johnson Community Front Porch Forum.

These platforms are places where public comment has been enabled to allow for discussion on specific topics as signified by postings by authorized municipal officials or consistent with the purposes of this policy. Submission of comments by members of the public constitutes participation in a limited public forum.

Section 6: User Comments: Rules and Guidelines.

This Section applies to users who access or comment on the municipal social media platforms. The rules and guidelines in this Section apply to all municipal social media platforms. This section's provisions governing user comments on municipal social media platforms shall be displayed on all municipal social media platforms or made available by hyperlink from the municipality's official website. Users shall be informed that agreement to its terms is a prerequisite to participating in the municipality's social media platforms.

On every platform that has been designated in Section 5 of this Policy as a "Limited Public Forum," the Town is interested in hearing the opinions of the public. Vigorous, constructive conversations are encouraged within comments, messages, retweets, and other user communications. The Town does not discriminate based on viewpoint, but may remove comments and restrict access to users for violating this Policy. The Town reviews comments on all its limited public forum social media platforms.

All users must clearly identify themselves; anonymous posting shall not be allowed. A comment posted by a member of the public on any municipal social media platform is the opinion of the commentator or poster only, and publication of a comment does not imply endorsement of, or agreement by, the Town, nor do such comments necessarily reflect the opinions or policies of the Town. The Town does not guarantee the authenticity, accuracy, appropriateness, or security of posted hyperlinks, websites, or content linked thereto.

Comments by authorized municipal officials shall be allowed on municipal social media platforms only when consistent with the provisions of this policy. Comments by the general public shall be allowed on limited public social media platforms only when consistent with the provisions of this policy. Comments containing, constituting, or linking to any of the following inappropriate forms of content shall not be

permitted on any type of municipal social media platform and are subject to editing, removal or restriction, in whole or in part, by the Municipal Social Media Moderator:

- Profane, obscene, or sexual language;
- Content that promotes, fosters, or perpetuates discrimination on the basis of race, creed, color, age, religion, gender, marital status, status with regard to public assistance, national origin, physical or mental disability, or sexual orientation;
- Solicitations of commerce, including but not limited to advertising of any business or product for sale;
- Disruptively repetitive content;
- Conduct or encouragement of illegal activity;
- Information that may tend to compromise the safety or security of the public or public systems;
- Malicious or harmful software or malware;
- Defamatory or personal attacks;
- Threats of violence or to public safety;
- Confidential, private, or exempt information or records as defined by State law
- Conduct that violates any federal, state, or local law;
- Copyrighted materials in violation of State or federal law; or
- Comments that are clearly unrelated to the subject matter of any post made on the platform by or on behalf of the Town.

The Town reserves the right to deny any user who violates this Policy access to posting to municipal social media platforms. Users may be temporarily or permanently restricted from accessing municipal social media platforms if they violate this Policy. To contest the restriction of access to a social media platform, the user must submit a written statement providing grounds for reinstatement to the Municipal Social Media Moderator. Requests will be responded to on a reasonably timely basis, and access will be restored if it is determined that the grounds for reinstatement are sufficient. A statement that the user will abide by this Policy in the future may typically be sufficient.

Users may contact the Municipal Social Media Moderator at any time to identify comments or other conduct on the municipal social media platforms in violation of this Policy. Users should avoid and ignore responding to a comment in violation of this Policy, or if responding, do so in conformance with this Policy.

All comments posted to any municipal social media platform are bound by that platform's applicable statement of rights and responsibilities or terms of service. The [insert Town/City/Village] reserves the right to report any violation of that platform or site's statement of rights and responsibilities or terms of service to the platform or site's provider with the intent of the provider taking appropriate and reasonable responsive action.

Section 7: Account Management.

Municipal officials may only establish or use municipal social media platforms on behalf of the municipality after approval by the Selectboard or its authorized representative. The Selectboard or its authorized representative or designee will review all requests by municipal officials to contribute to municipal social media platforms and has the sole authority to authorize their use and establish and/or terminate municipal social media accounts. In this role, the Selectboard or its authorized representative will evaluate all requests for usage, verify staff authorized to use municipal social media tools, and confirm completion of online training for social media if deemed necessary. The Selectboard or its authorized representative will also be responsible for maintaining a list of all social media platforms in use, the names of all administrators of these accounts, as well as the associated usernames and active passwords.

All municipal social media platforms shall be created by a duly designated Municipal Information Technology (IT) officer with the approval and under the direction of the Selectboard or its, and shall be published using approved municipal social networking platform and tools and administered by the Municipal IT officer.

Section 8: Municipal Social Media Moderator.

The Selectboard or its authorized representative shall designate a Municipal Social Media Moderator to monitor, manage, and oversee all comments and content on each social media platform to ensure adherence to this Policy, including appropriate use, messaging, and branding that is consistent with the interests, goals, and objectives of the Town.

If a comment or other content is edited or removed by the Municipal Social Media Moderator, the comment or content must be retained in accordance with the relevant records retention schedule. The edit or removal shall be accompanied by a description of the reason such comment or content was deemed not suitable for posting along with the time, date, and identity of the poster when available.

The Municipal Social Media Moderator or his/her authorized representative or designee retains the sole authority to remove information from municipal social media outlets.

Designated department heads and/or other authorized municipal officials will be responsible for the content and upkeep of any municipal social media platforms they may create.

Wherever possible, content posted by the municipality to the municipality's social media platforms will also be available on the municipality's official website. Municipal social media platforms should complement rather than replace the municipality's existing website resources. Content posted on the municipality's social media platforms should contain links directing users to the municipal's official website for additional information, forms, documents, or online services necessary to conduct business with the Town.

All municipal social media platforms shall clearly indicate that they are maintained by the Town and shall prominently display necessary contact information. All municipal social media platforms shall include the prominent placement of the official municipal seal, if available, along with the following notification:

This is the official [insert Facebook, Twitter, YouTube, etc.] platform for the Town of Johnson, Vermont. If you are looking for more information about the Town of Johnson, Vermont please visit the Town's official website: <http://townofjohnson.com/>. The purpose of this platform is to provide general public information only. Should you require a response from the Town or wish to request municipal services, you must go to <http://townofjohnson.com/>, if appropriate, or contact the Town at (802)635-2611 and/or tojadministrator@townofjohnson.com.

Section 9: Copyright Infringement Notification

The Town complies with the provisions of the Digital Millennium Copyright Act of 1998 (DMCA). Federal law (U.S. Copyright Act, Title 17 of the US Code, and, more recently, the Digital Millennium Copyright Act, 105 PL 304) makes it illegal to download, upload, or distribute in any fashion copyrighted material in any form without permission or a license to do so from the copyright holder.

The Town respects the intellectual property of others and requests users of the municipal social media platforms to do the same. In accordance with the DMCA and other applicable law, the Town may remove comments or posts to the municipal social media platforms that are copyrighted, and to deny access to the municipal social media platforms users who are deemed to be copyright infringers pursuant to this Policy.

The following notification shall be made accessible on all municipal social media platforms and on the Town's official website:

If you believe that any material on the Town's official website or municipal social media platforms infringes on any copyright which you own or control, or that any link on municipal social media platforms directs users to another website that contains material that infringes on any copyright that you own or control, you may file a notification of such infringement with the Town's Designated Agent as set forth below. Notifications of claimed copyright infringement must be sent to the Town of Johnson, Vermont's Designated Agent, for notice of claims of copyright infringement. The Town of Johnson, Vermont's Designated Agent may be reached as follows:

Designated Agent: Town Administrator

Address of Designated Agent: P.O. Box 383, Johnson, VT 05656

Telephone Number of Designated Agent: (802)635-2611

Email Address of Designated Agent: tojadministrator@townofjohnson.com

Section 10: Public Records Law – Compliance

Municipal social media platforms and their related content are subject to Vermont’s Access to Public Records Law. Records that are produced or acquired in the course of municipal business, including material posted to municipal social media platforms, may be a public record and therefore, there should be no expectation of privacy in regards to the information posted on municipal social media platforms. Public records, regardless of format, are available for inspection and copying during customary business hours unless there is a specific statute exempting the record from public disclosure. Those records exempt from public inspection and copying are set out at 1 V.S.A. § 317(c).

The official municipal website and municipal social media platforms shall clearly indicate that any content or comments posted or submitted for posting in whatever format are subject to public disclosure. Content related to municipal business shall be maintained in an accessible format so that it can be produced in response to a public records request. Users shall be notified that public disclosure requests must be directed to the proper custodian of public records. The name, title, and contact information for the proper custodian of public records shall be posted on each municipal social media platform.

Section 11: Public Records Law – Retention

Relevant records retention schedules apply to content on the official municipal website as well as to municipal social media platforms. Content posted or submitted for posting shall be retained pursuant to Vermont’s Public Records Law in its standard format and in accordance with applicable disposition orders and retention schedules as established by the Vermont State Archivist.

Section 12: Open Meeting Law – Compliance

All posts by members of the municipality’s public bodies that relate to municipal business are subject to Vermont’s Open Meetings Law. Members (elected or appointed) of any municipal public body should refrain from using municipal social media platforms to discuss the business of the public body or take action by the public body in violation of Vermont’s Open Meeting Law. Furthermore, members of public bodies should refrain from commenting on or responding to inquiries related to quasi-judicial matters within the subject matter jurisdiction of their respective public bodies.

Members of municipal public bodies may utilize municipal social media for gathering public input and fostering of public discussion related to the role with which the public body has been charged by statute or the Selectboard, provided that the use is authorized in accordance with and conforms to this Policy.

Information posted by the Town on its social media platforms will supplement and not replace required notices and standard methods of providing warnings, postings, and notifications required to be made with regard to public meetings and hearings under Vermont law.

Section 13 – Enforcement against Municipal Officials

Employees found in violation of misusing official municipal social media accounts or information as defined in this Policy may be subject to disciplinary action, up to and including termination of employment in compliance with the Town’s personnel Policy, employment contract, or collective bargaining agreement as appropriate.

Appointees and volunteers found to be misusing official municipal social media accounts or information as defined in this Policy may be subject to removal from their respected public posts.

ADOPTED this ____ day of _____, 20__.

SIGNATURES of Selectboard:

Addendum A: Acknowledgement of Official Use by Municipal Officials

I, _____, acknowledge that:

- A. I received a copy of the Social Media Policy of the Town of Johnson, Vermont on _____ (Date);
- B. I have been given an opportunity to ask questions about said Policy and I have been provided with satisfactory information in response to my questions;
- C. I understand the language used in this Policy;
- D. I acknowledge that the Town reserves the right to add, amend or discontinue any of the provisions of this Policy for any reason or none at all, in whole or in part, at any time, with or without notice;
- E. I acknowledge that I understand this Policy and I agree that I will comply with all of its provisions.

Municipal Official's Name

Municipal Official's Signature

Date