

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

**Date: Monday, October 18, 2021**

**Agenda:**

**CALL TO ORDER**

**REVIEW OF AGENDA AND ANY ADJUSTMENTS, CHANGES AND ADDITIONS**

6:45 p.m. Review Invoices and Orders

7:00 p.m. Review and approve minutes of meetings past October 4<sup>th</sup>, and 11<sup>th</sup> 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. Planning Commission Report

7:35 p.m. Racial Justice Committee Report

7:45 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) Review Planned Purchases (10 minutes)
2. (D, A) Racial Justice Committee Appointments (15 minutes)
3. (D, A) Study for Scribner Bridge Maintenance Planning (10 minutes)
4. (D, A) Study of Barriers to Childcare for Lamoille County (10 minutes)
5. (D, A) Review Library Memorandum of Understanding (10 minutes)
6. (D, A) Speed Limit Ordinance (10 minutes)
7. (D, I) Collecting Feedback on Downtown ATV Test (5 minutes)
8. (D, I) Financial Security Update (10 minutes)
9. (D, I) Lamoille County Sheriff's Department report for September July & August 2021. Sent via e-mail.
10. (D, I) Discussion of Restitution Owed to the Town **1 V.S.A. § 313(a)(1)** (15 minutes)

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

## Town Administrator's Report

**Date: Monday, October 18, 2021**

**Agenda:**

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7:45 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) Review Planned Purchases (10 minutes)
2. (D, A) Racial Justice Committee Appointments (15 minutes)

As of Friday, October 15 we have two letters of interest.

3. (D, A) Study for Scribner Bridge Maintenance Planning (10 minutes)

Review and approve the application for grants to support maintenance of Scribner Bridge.

4. (D, A) Study of Barriers to Childcare for Lamoille County (10 minutes)

LCPC is looking for support for a planning study to examine the barriers to childcare. In particular, the municipal levers that could support childcare providers.

5. (D, A) Review Library Memorandum of Understanding (10 minutes)

MOU for the Library is available for review and adoption.

6. (D, A) Speed Limit Ordinance (10 minutes)

Updated Speed Limit Ordinance is available for review and approval.

7. (D, I) Collecting Feedback on Downtown ATV Test (5 minutes)

How do we want to collect feedback for the review of the test allowing ATVs on Lower Main?

8. (D, I) Financial Security Update (10 minutes)

Review updates to the Audit RFP, and model Fraud Prevention Policy.

9. (D, I) Lamoille County Sheriff's Department report for September July & August 2021. Sent via e-mail.
10. (D, I) Discussion of Restitution Owed to the Town 1 V.S.A. § 313(a)(1) (15 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. **American Red Cross re support**
8. **Noice of Appeal – AG Self Storage**
9. **Blue Cross Blue Shield renewal package for 2022**
10. **Lamoille County Child Advocacy Center re: support request**
11. **National Opioids Settlement**
12. **Vermont Family Network re: request for support**
13. **Dog Bite on 10/5/2021**
- 14.
- 15.

### **Budget Items:**

1. **LCPC request for \$1,877**

### **Legal Issues:**

### **VLCT: PACIF**

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

### **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, Town Fair 2021**

### **Newsletters:**

### **Brochures & Ads:**

Selectboard issues/concerns:

Executive Session:

Other Business:

Adjourn

**Town of Johnson Highway/Public Works Department  
Monthly Progress Report, October 13, 2021**

**Recent Accomplishments**

- Equipment repair and maintenance.
- Worked on grading roads.
- Fixed Rocky R.D and the intersection to Scribner bridge.
- Got all the ditch rock hauled for the Fox Lot R.D grant project.
- Ordered new hot water pressure washer from Johnson Farm&Garden.
- We have been cutting trees and brush in are right of way.

**Current Projects**

- Fox Lot R.D grant project to be completed on or before 10/31/2021
- Paving River R.D, D.I on Rail Road Street, Sewer plant R.D and the library parking lot/sidewalk.

**Upcoming Tasks and Projects**

- Winter road maintenance: clean culverts ect.
- Equipment maintenance.
- Getting trucks and plows ready for winter.
- Take delivery of the new low pro truck .
- Reclaim high bank in gravel pit.
- Street sweeping and washing bridges
- Trainings to attend:

Flagger safety training: J.W., M.L ., R.S.

**Discuss with Select Board**

- Over time for Ryan and mark

Report by Jason Whitehill, Town of Johnson Public Works Foreman

**From:** [TCA](#)  
**To:** [Michael Dunham](#); [TOJ Administrator](#)  
**Cc:** [Offie Wortham](#)  
**Subject:** Volunteering for Racial Justice Committee  
**Date:** Wednesday, September 22, 2021 2:09:01 PM

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September 22, 2021

To Whom It May Concern:

I am volunteering to be on the Racial Justice Committee of Johnson, Vermont. I have been a resident of Johnson for over 10 years, since I retired from teaching at Johnson State College.

As a single person in good health I could have retired anywhere in the world. Having traveled extensively and lived in many places I decided that I liked Johnson enough to settle down here. No community, like no individual is perfect. But I have found the people in Vermont to be among the best I have ever met. Johnson has been a refuge for me, and I look forward to working with fellow citizens to continue to make Johnson a wonderful and peaceful welcoming place for anyone looking for a nice place to live for them and their family.

Offie C. Wortham, PhD

<http://transculturalawareness.blogspot.com/>

**From:** [Shayne Spence](#)  
**To:** [TOJ Administrator](#)  
**Subject:** Racial Justice Committee Opening  
**Date:** Thursday, September 23, 2021 5:55:09 PM

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Hey Brian,

I'd like to put my name forward again for the opening on the Racial Justice Committee. I believe I would be a positive addition to this committee because of my long history of working in Johnson, and more broadly, towards racial justice and equity. Whether it was working to get Juneteenth recognized as a town holiday, passing an anti-racism resolution within the Vermont Republican Party, or ensuring diversity and inclusion is considered in everything we do at Jenna's Promise, I have put much time and effort into this cause over the past few years, and I believe a new perspective is desperately needed on the committee. I will approach my work on this committee as I do on all my other committees - I will dedicate myself to hearing and understanding all perspectives, even those I may disagree with. I will seek to engage new communities that might not be represented at the table in these conversations. I will encourage new approaches to long-standing issues. And, maybe most importantly, I will check myself at the door, and ensure I am there to benefit the people of Johnson, and not to push any agenda, political or otherwise. I appreciate the Selectboard's continued attention to this issue and I hope they will consider me a good option for this open position.

Thanks!

--

Shayne Spence  
802-585-8591

## MEMORANDUM OF UNDERSTANDING

This Memorandum of Understanding (MOU) is made and entered into October 18, 2021.

**BETWEEN:** Johnson Public Library and the Town of Johnson, Vermont.

**PURPOSE AND SCOPE:** The purpose of this MOU is to clearly identify the roles and responsibilities of each party as they relate to the oversight, care, and maintenance of the Johnson Public Library facility. Specifically, this MOU describes the way in which the parties will collaborate in the care of the library.

**BACKGROUND:** The Johnson Public Library was started in 1895, with a nucleus of a few old books left from a former circulating library and \$100 worth of books donated by the State of Vermont in accordance with an act of the Legislature of 1894. The citizens of Johnson voted to support the library with a contribution of \$50 annually at the 1895 Town Meeting. By 1899 this collection was being managed by a group of eighteen women who comprised the Oread Literary Club.

It was the Oread Literary Club who raised the funds to build the current brick building on the lot on Railroad Street which was donated by Mr. and Mrs. Charles Stearns in 1909. In 1941, the club doubled the size of the building, adding a reading room, a kitchen and a cloak room. The Oread Literary Club transferred ownership of the library building to the Town of Johnson on January 17, 1983.

Furthermore, it is recognized that beginning in the late nineties the Johnson taxpayers began making financial contribution to the operation and maintenance of the Johnson Public Library. That support continues today.

### **UNDERSTANDINGS:**

It is mutually understood and agreed by the parties of the Johnson Public Library Trustees (Trustees) and the Town of Johnson Select board (Town) that: The Johnson Public Library is a town building and shall be maintained and respected as such.

- Primary Contacts
  - The Town will be responsible to designate a primary point of contact listed below.
  - The Trustees will designate a primary facilities liaison as well as list the Trustee Chair listed below.
- Operation
  - The Trustees will be responsible for an annual submission of an operating budget to the Selectboard by no later than the last business day of November of each year.
  - The Selectboard will review the Trustee budget, final authorization for incorporation into the Town submitted budget is reserved to the Selectboard.

- Building Maintenance
  - The **Trustees** shall be responsible for smaller internal items and day to day maintenance including such things as lightbulb changing, trash removal, small plumbing projects (ie. clogged sink/toilet) or projects under \$1,000 (and within the allocated annual budget).
  - Larger Projects will be budgeted for in the town's building reserve fund.
  - While the Town will take responsibility for the expense of larger projects (internal or external) all planning should be done **in collaboration** with the Library Director and Trustees to ensure the safety of library patrons and staff and that the projects meet the overall vision of the Trustees (ie. Historical building and specific use).
  - Maintenance shall not be understood to include structural changes to the interior or exterior of the library or grounds.
  - **Trustees** will be required to gain prior consent from the Selectboard before entering or negotiating any contracts for the purpose of internal structural changes of the library, any exterior changes of the building, or of the grounds owned by the Town.
  
- Cleaning
  - The **Trustees** will be responsible to ensure that the library is cleaned regularly. This may include, but is not limited to: hiring a contractor, including the duties in a willing staff member's regular duties, or working with the **Town** to include in an overall cleaning contract.
  
- Grounds
  - The **Town** shall be responsible for mowing in the Town's ground's contract.
  - The **Town** shall be responsible for plowing, clearing the parking lots, and clearing the end of the ramp.
  - The **Trustees** will be responsible for ensuring that the ramp is shoveled/sanded.
  - The **Town** shall be responsible for maintaining the driveway, grounds, and parking areas to create safe passage for patrons (ie. potholes to avoid turned ankles, sinkholes, etc.)
  - The **Town** shall be responsible for any external flood cleanup.
  - The **Trustees** shall be responsible for planting any flowers/shrubs within the berm and ramp area.
  
- Annual Inspection:



- An Annual Inspection Committee including 2 Trustees, the Library Director, the Town Administrator (and/or a designee) shall inspect the building annually at a minimum or when deemed necessary by the Selectboard.
  - A five-year maintenance plan will be created and updated within 45 days of the annual inspection. This plan will be prepared and updated by the Trustees annually and signed by all members of the Inspection Committee.
  - This plan will be presented to the Town Selectboard, by the Trustees, no later than 90 days after inspection.
  - The Selectboard will review and vote on renewing this MOU upon receiving the inspection report.
  - At this time it will be determined which projects will fall under the library's annual budget and which will be included as capital expenses under the town's budget.
- Flooding
    - During anticipated floods the **Library Trustees and Staff** are responsible to take all internal measures to mitigate damage to the extent possible. Examples include - ensuring all property is above 3 feet, ensuring the sump pump is working and barring the back door.
    - At the direction of the **Town Administrator** or the **Emergency Management Director** the **Town's Public Works** will be responsible for coordinating any outside preparation including providing and installing sandbags.
    - The **Town's Emergency Management Director or Designated Team Member** shall designate someone to communicate and lend assistance in the event of flooding.
    - The **Town's Emergency Management Director** shall direct staff (public works or fire) to assist in the protection of public property at the library. This could include assistance with directing or removing water from the building. The library property is recognized as important public infrastructure, and it is acknowledged that it falls below the protection of life and safety. The Town Emergency Management Director will retain sole discretion for the direction of resources, while recognizing the value and importance of the Public Library to the community.
    - The **Emergency Management Director** may direct the Fire Department or other designees, to assist in clearing the basement of floodwater.
    - The Trustees will work with the Town to assess the cleanup and hire professional sanitizing/cleaning services as necessary beyond the current contracted cleaning service.

Designated Contacts:

Jessica Bickford, Library Trustee Chair - 730-6599, [dragonfly444@gmail.com](mailto:dragonfly444@gmail.com)

Jasmine Yuris, Facilities Liaison - 860-608-4673,

Jeanne Engel: Library Director - 635-2150,

Brian Story, Town Administrator – 635-2611  
Emergency Management Director  
Emergency Management Team Member  
Selectboard Designee

Approved by the JPL Trustees at the 5/12/21 meeting.  
Approved by the Town of Johnson Selectboard at the 10/18/21 meeting.

\_\_\_\_\_  
Selectboard Chair

\_\_\_\_\_  
Trustee Chair

\_\_\_\_\_  
Date

\_\_\_\_\_  
Date

# Town of Johnson

## Speed Limit Ordinance

### Article 1 Authority

Pursuant to the provisions of Title 23, Vermont Statutes Annotated, Section 1007 and 1008, and Title 24, Vermont Statutes Annotated Sections 1971 and 2291(1)(4) and (5), and such other general enactments as may be material hereto, it is hereby ordained by the Board of Selectmen of the Town of that the following Traffic Ordinance is adopted for the Town of , Vermont.

### Article 2 Definitions

The definitions of Title 23, Vermont Statutes Annotated, Section 4 are incorporated by reference.

### Article 3 Scope

The ordinance establishes special traffic regulations on public highways within the Town of Johnson, Vermont.

### Article 4 Speed Regulations

On the basis of engineering and traffic studies, the following speed limits are hereby established.

Plot Road – 35 miles per hour for the length of the road.

School Street – 25 miles per hour for the length of the road.

Hogback Road –

Mine Road – 35 miles per hour for the length of the road.

Wilson Road – 35 miles per hour for the length of the road.

Foote Brook – 35 miles per hour for the length of the road.

Upper French Hill – 25 miles per hour for 1,320 feet from intersection with Railroad Street. 35 miles per hour for remainder of the length of the road.

Codding Hollow Road – 35 miles per hour for the length of the road.

Cemetery Road – 35 miles per hour for the length of the road.

Swamp Road – 35 miles per hour for the length of the road.

Clay Hill Road – 25 miles per hour for 600 feet from intersection with School Street. 30 miles per hour until intersection with Gould Hill. 35 miles per hour from intersection with Gould Hill for remainder of the road.

Ben Ober Hill Road – 35 miles per hour for the length of the road.

Fox Lot Road – 35 miles per hour for the length of the road.

Tree Farm Road – 25 miles per hour for the length of the road.

Ober Hill Road – 35 miles per hour for the length of the road.

Mudgett Hill Road – 35 miles per hour for the length of the road.

Spitzer Hill – 35 miles per hour for the length of the road.

Whitcomb Island Road – 35 miles per hour for the length of the road.

Hoag Road – 35 miles per hour for the length of the road.

Rocky Road – 35 miles per hour for the length of the road.

Hunter Road – 35 miles per hour for the length of the road.

Sinclair Road – 25 miles per hour from intersection with Vermont Route 100C to Rocky Road.

Gould Hill – 25 miles per hour for 3,960 feet from intersection with Vermont Route 15. 35 miles per hour for the remainder of the road.

Prospect Rock – 35 miles per hour for the length of the road.

West Settlement – 35 miles per hour for the length of the road.

RR St./Lendway Lane – 25 miles per hour for the length of the road.

River Road East – 25 miles per hour from intersection with Railroad Street for 2,200 feet. 35 miles per hour for the remainder of the road.

Grow Road – 35 miles per hour for the length of the road.

Collins Hill – 25 miles per hour for 1,320 feet from intersection with Lower Main East. 35 miles per hour for the remainder of the road.

Wescom Rd – 25 miles per hour from intersection with Vermont Route 15 for 1,500 feet. 35 miles per hour for the remainder of the road.

Duke's Road – 35 miles per hour for the length of the road.

## Article 5 General Provisions

### 1. Separate Offenses:

Each violation of a provision of this ordinance shall be deemed a separate offense.

### 2. Penalties:

The provisions of this ordinance shall be cumulative to the fullest extent permitted by law with respect to all other statutes or ordinances now or hereafter adopted regardless of their order of passage or enactment.

### 3. Severability:

The provisions of this ordinance are declared to be severable and if any provisions hereof be adjudged invalid such judgment shall not affect the validity of any other provisions.

### 4. Designation:

This ordinance may be referred to as the Traffic Ordinance and in a prosecution hereunder a copy of such ordinance, certified by the Town Clerk shall be prima facie evidence thereof. An allegation that the act constituting the offense charged is contrary to a specified provision of this ordinance shall be a sufficient reference hereto.

5. Repeal of Prior Ordinances:

Any other ordinance or traffic regulation heretofore adopted by the Town of is hereby repealed.

DRAFT

Adopted this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_.

SIGNATURES:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Adoption History

1. Agenda item at regular Selectboard meeting held on \_\_\_\_\_.
2. Read and approved at regular/special Selectboard meeting on \_\_\_\_\_ and entered in the minutes of that meeting which were approved on \_\_\_\_\_.
3. Posted in public places on \_\_\_\_\_.
4. Notice of adoption published in the \_\_\_\_\_ newspaper on \_\_\_\_\_ with a notice of the right to petition.
5. Other actions [petitions, etc.]

# 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 Johnson 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](mailto: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 provide an electronic copy of the audit report and print, bind and submit two (2) 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 highways and street maintenance, public improvements, culture, recreation, planning, and general administrative services that include a town administrator, and town clerk. The Town provides public safety protections by contract with the Lamoille County Sheriff's Department for police services. The Town has a total payroll of approximately \$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:

- Work Sample: A sample of an audit report similar to what the Town could expect.
- 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.

# Town of Johnson

## Fraud Prevention Policy

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**PURPOSE.** The purpose of this policy is to provide a mechanism for employees and officers to bring to the attention of the *[Insert the name and contact information for at least two people with whom internal complaints may be filed]* any complaints regarding the integrity of the Town's internal financial controls or the accuracy or completeness of financial or other information used in or related to the Town's financial statements and reports. Town employees and officers shall not be discharged, demoted, suspended, threatened, harassed, or discriminated against in any manner for raising reasonable questions concerning the fair presentation of town financial statements in accordance with this policy.

**REPORTS OF IRREGULARITY.** Any employee who has a complaint regarding the integrity of the Town's internal financial controls or the accuracy or completeness of financial or other information used in or related to the Town's financial statements and reports, or who observes any questionable accounting practices, should report such complaint to *[Insert the name and contact information for at least two people with whom internal complaints may be filed]*.

The report should include a description of the matter or irregularity, the period of time during which the employee observed the matter or irregularity, and any steps that the employee has taken to investigate the matter or irregularity, including reporting it to a supervisor and the supervisor's reaction. The report may include, at the employee's option, the employee's contact information if additional information is needed. However, a report shall not be deemed deficient because the employee did not include contact information.

Examples of reportable actions include any indication of fraud, misappropriation of Town resources, substantial variation in the Town's financial reporting methodology from prior practice or from generally accepted accounting principles, and the falsification, concealment, or inappropriate destruction of Town financial records.

**INVESTIGATION.** Upon receiving such a report, *the selectboard* shall investigate the issues identified in the report. The selectboard may consult with the town auditors, town manager, treasurer, any other Town employee, officer, legal counsel, independent auditors, or any other person or entity as part of their investigation. At the conclusion of the investigation, the *selectboard* shall prepare a written response to the report, which shall be a public document.

In accordance with 24 V.S.A. § 1686(c), any town officer who willfully refuses or neglects to submit his or her books, accounts, vouchers, or tax bills to the auditors after five business days following his or her receipt by certified mail of a written request by the auditors or public accountant that is

approved and signed by the selectboard, or to furnish all necessary information in relation thereto, shall be ineligible for reelection for the year ensuing and be subject to the penalties otherwise prescribed by law.

The foregoing Policy is hereby adopted by the selectboard of the Town of Johnson, Vermont, this \_\_\_\_ day of \_\_\_\_\_ and is effective as of this date until amended or repealed.

\_\_\_\_\_  
Chairperson

Selectboard Members

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