

Town Administrator's Report

Date: Monday, October 4, 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 September 20 and 22, 2021

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

7:15 p.m. Review Planned Purchases

7:25 p.m. Administrators Report

Members of the Public:

None Scheduled

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

1. (D, A) Flood Resilient Communities Application for Holmes Meadow (10 minutes)

The application for the Flood Resilient Communities Fund to purchase the Holmes Meadow for flood conservation is due on October 29th. A second round of applications will be accepted in January if the board wants more time.

2. (D, I) Light Industrial Park Update (10 minutes)

There is a possibility of joining an application for the Build-Back-Better program that requires regional cooperation. There is also a possible funding avenue to consider with project-based tax increment financing (TIF).

3. (D, A) Regional Emergency Management Committee Appointment (10 minutes)

The Selectboard must appoint two representatives to the Regional Emergency Management Committee. The recommendation is the EMD and a representative from emergency services.

4. (D, A) 100C Twin Bridges Safety Study (10 minutes)

Residents near the twin bridges on VT Route 100C have asked the town to request VTrans to review pedestrian safety in the area. This requires an official request from the town.

5. (D, A) Salt Brine for Johnson Roads Report (15 minutes)

A report on the recommendation to try out brine application on our road for this coming winter is ready.

6. (D, A) Call for Board Members Willing to Discuss Merger (10 minutes)

At our joint meeting a suggestion was made to encourage the discussion of merger with the trustees and selectboard while the boards wait to have their formal meetings on the topic.

7. (D, A) Welcome Center Update (5 minutes)

Update on the current construction status, financial closeout of current scope, and future scope and funding opportunities.

8. (D, A) PACIF Insurance Renewal (10 minutes)

Our annual insurance renewal is up.

9. (D, I) Review First Draft of Record Retention Policy (5 minutes)

The first draft of a record retention policy is available for review. Adopting a policy like this is considered best practice for handling of video records created by security cameras. Additional documents need to be considered and their retention plan determined.

10. (D, I) Discuss Observations and Planning of Public Works Buildings (15 minutes)

Some of our board has toured the public works facilities and would like to continue to discuss their findings and future plans for the public resources.

11. (D, I) Executive Session for Discussion and Negotiation of Restitution Owed to the Town as allowed by 1 V.S.A. § 313(a)(1)

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.
- 14.

Budget Items:

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 Fair, Training for Tomorrow 2021, Town Fair 2021

Newsletters:

Brochures & Ads:

Selectboard issues/concerns:

Executive Session:

Other Business:

Adjourn

Items that need approval

Item 1. Excavator for grant project on Fox Lot

Excavator rental \$4900.00 for one month.

Tilt bucket rental \$400.00 for one month.

Item 2. New steam genie pressure washer

Price for new one.

Price to fix current one.

Item 3. Winter tires for Truck 20's 8 new ones

Marshell Tire recapped winter tires price for eight of them \$2,592.00 3 Week wait

Marshell Tire new winter tires price for eight of them They are out of stock.

Pete's Tire recapped winter tires price for eight of them \$2,277.28 3 Month wait

Pete's Tire new winter tires price for eight of them \$4,352.00 had 20 in stock

New England Tire recapped winter tires price for eight of them \$2,320.00 2 Week wait

New England Tire new winter tires price for eight of them \$4,787.20 in stock

Item 4. The inventory of are culverts have been used this summer so we would like to restock are inventory by buying \$4,000.00 dollars or less at Johnson farm&garden

Item 5. 100 new teeth for the cutting edge of the grader price for them \$1,800.00

Item 6. Hemlock planks for water man bridge

Chase's custom cut LLC 1200 lineal feet 3"x 8" hemlock \$2,100.00

P&R Lumber LLC 1200 lineal feet 3"x 8" hemlock \$2,160.00



Flood Resilient Communities Fund

Building watershed resilience in the face of climate change

Program Overview – 9/8/21

(A) Available Funding:

- \$4,636,000 is available from the American Rescue Plan Act (ARPA) for projects under the Flood Resilient Communities Fund in fiscal year 2022, as allocated by the Vermont Legislature.
- ARPA funding is required to be obligated by December 31, 2024 and expended by December 31, 2026.

(B) Program Purpose:

- This fund was established by the Vermont Legislature under Act 74 with the intent of improving landscape and community resilience and reducing the future public safety and water quality impacts of climate-related flood hazards in Vermont, focusing on buyouts of flood-vulnerable properties.
- This program will prioritize projects in communities and/or for homeowners with greatest economic need and projects that mitigate repetitive loss among low-income and marginalized portions of the population.

(C) Eligibility Requirements:

- Due to the requirements of the ARPA funding, in addition to reducing future flood risk, projects must have the co-benefit of improving water quality. Projects that will improve water quality over time are those that:
 - i. result in greater floodplain storage to reduce flood flows,
 - ii. allow room for future natural river channel changes in ways that don't threaten property,
 - iii. re-establish floodplain and riparian vegetation and functions to help hold riverbanks and shade water, and
 - iv. improve filtration of flood waters.
- Where feasible, funding under FEMA's Hazard Mitigation Assistance (HMA) grant programs should be utilized first. This funding will predominately be for projects that are not eligible under existing HMA programs and should be used to leverage other funding sources or fill funding gaps to make projects viable.

(D) Eligible Project Types:

- Flood-vulnerable structure and buyout projects, to include:
 - i. Buyouts of developed properties that are outside of the Special Flood Hazard Area (SFHA) but with identified flood or fluvial erosion risk and the potential to create additional off-site water quality impacts.
 - ii. Purchasing vacant, at-risk parcels to prevent potential future development that would cause or increase future flood or fluvial erosion risk.
 - iii. Purchasing vacant, developable parcels to conserve existing headwater storage and prevent future downstream flooding.
 - iv. Structural elevation projects with identified flood risk that positively impact water quality.

- Natural resource projects, to include:
 - i. Restoring natural floodplain access to improve floodplain function.
 - ii. Dam removal projects that have the benefit of reducing flood risk.
 - iii. Natural infrastructure and nature-based solutions for flood storage or improved floodplain and river functions.
 - iv. Green infrastructure and low-impact development to manage stormwater and reduce future flooding that is ineligible for other funding sources.
- Project scoping to develop applications for future rounds of FEMA's HMA grant programs, with a focus on project development for the annual Building Resilient Infrastructure and Communities (BRIC) program, or for consideration under other flood risk reduction grant programs.
- Planning or education and outreach initiatives that improve understanding of flood risk.
- Other innovative applications that contribute to reduced future flood risk will be considered.
- If allowable, funding will be used to provide the non-federal match for FEMA project applications under the HMA programs, based on need.
- Funding to manage awarded projects.

(E) Application Process:

- If you are interested in pursuing this funding, the first step is to submit an application to DPS.HazardMitigation@vermont.gov with the subject: Application – Flood Resilient Communities Fund.
- Applications will be accepted in two rounds, due: **Friday, October 29, 2021** and **Monday, January 31, 2022**.
- The State Hazard Mitigation Project Review Committee (SHMPRC) will review applications following each round and identify projects for funding based on the eligibility criteria above.
- Applications to cover the non-federal match under HMA programs will be considered on a rolling basis, if allowable.

For more information on this program as well as the Building Resilience Infrastructure and Communities (BRIC) and Flood Mitigation Assistance (FMA) programs, visit: vem.vermont.gov/funding/mitigation.

Regional Emergency Management Committee
Statewide Implementation Guidance

Background

In July 2021, regional Local Emergency Planning Committees were replaced with one statewide Local Emergency Planning Committee. As noted in statute (Sec. 12. 20 V.S.A. § 6) the Emergency Management Division will establish Regional Emergency Management Committees which “shall coordinate emergency planning and preparedness activities to improve their regions’ ability to prepare for, respond to, and recover from all disasters.”

The Division of Emergency Management is charged with establishing “geographic boundaries and guidance documents for regional emergency planning committees in coordination with regional planning commissions and mutual aid associations.” This document serves as that establishment of geographic boundaries and guidance document.

September 2, 2021 through November 1, 2021 shall serve as a transition period. During this period, Regional Planning Commissions shall work with towns and cities to identify voting members and work with those voting members to create the Regional Implementation Plan. This regional implementation plan shall be submitted to Vermont Emergency Management by November 1, 2021. Additional details about this Regional Implementation Plan are available in the “Regional Implementation” section of this document.

Geographic Boundaries

Regional Emergency Management Committees will follow the existing Regional Planning Commission boundaries, except for Northeastern Vermont Development Association and Northwest Regional Planning Commission where 2 Regional Emergency Management Committees will exist within their boundaries. A map of these boundaries is available in the back of this guidance document.

Membership

Voting Members: The Local Emergency Management Director and one emergency services representative from each town and city in the region shall serve as the voting members of the committee.

The town’s or city’s executive or legislative branch shall appoint the local Emergency Management Director and one representative from the town’s or city’s emergency services community and notify the Regional Planning Commission of these appointments. The local Emergency Management Director may appoint a designee to serve as the Emergency Management representative for their town (for example – the Emergency Management Director may appoint the Emergency Management Coordinator to be the town Emergency Management representative on the Regional Emergency Management Committee). The local Emergency Management Director or emergency services representative may designate the other board member in their city or town to serve as their proxy, but must notify the Regional Planning Commission in writing prior to the meeting in which the proxy designation is made.

Quorum is defined as a majority of voting members, including proxies, being present. Voting members may span multiple cities and towns, and their attendance counts towards quorum for each town they represent. Votes of the Regional Emergency Management Committee require a majority of the voting members to be present. If quorum is not reached, informational meetings may be held but no decisions can be made. Minutes must still be published after an informational meeting.

Non-voting members: Nonvoting members may include representatives from the following organizations serving within the region: fire departments; emergency medical services; law enforcement; media; transportation;

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regional planning commissions; hospitals; the Department of Health's district office; the Division of Emergency Management; organizations serving vulnerable populations; and any other interested public or private individual or organization.

Structure

Voting members shall annually elect a chair and vice chair of the committee from the voting membership. The Chair shall develop a meeting schedule, agenda, and facilitate each meeting. The Vice Chair shall fill in for the Chair during the Chair's absence.

Administrative services will be performed by the Regional Planning Commissions, paid for by Vermont Emergency Management. These duties include supporting the Chair, maintaining a list of voting and non-voting members, securing meeting space, advertising meetings and agendas, taking & disseminating minutes, and documenting the Regional Emergency Management Committee decisions in the Regional Plan & submitting the regional plan to Vermont Emergency Management.

As a public body, Regional Emergency Management Committees are subject to Open Meeting Laws. Per the Vermont Secretary of State's Office, "In general, the law requires public bodies to:

- Provide advance public notice of meetings, including meeting agendas.
- Discuss all business and take all actions in open meeting, unless an exception in statute applies.
- Allow members of the public to attend and participate in meetings.
- Take meeting minutes and make them available to the public"¹

1 V.S.A. § 312(a)(2) notes that meetings subject to open meeting law must have a physical location where members of the public can attend. Meetings may be held as hybrid, where there is a physical location that the public can attend but the meeting is also available virtually.

Responsibilities of each Regional Emergency Management Committee

- Coordinate and support regional all-hazards emergency management activities, including planning, training & exercising.
- Regional Emergency Management Committees shall meet at least quarterly.
- Members shall develop and maintain a regional plan, following guidance and the template provided by Vermont Emergency Management, and submit it to their Vermont Emergency Management Regional Coordinator annually by June 1st. This plan will describe regional coordination and regionally available resources. Appendix B of this guidance document includes the template for this plan.
- 1 individual, elected from membership, shall represent the Regional Emergency Management Committee on the statewide Local Emergency Planning Committee. This individual will receive information about Hazardous Materials within their region and share it with Regional Emergency Management Committee members. This responsibility will be assumed by the Regional Emergency Management Committee upon formation.
- 1 individual, elected from membership, shall represent the Regional Emergency Management Committee in the Threat and Hazard Identification and Risk Assessment and Stakeholder Preparedness Review. This individual will report on the current capabilities and gaps in the region's response to threats/hazards. This responsibility will be assumed by the Regional Emergency Management Committee in 2022.
 - Discussions held by the Regional Emergency Management Committee regarding the Stakeholder Preparedness Review may be held in executive session. In the event the Regional Emergency Management Committee receives a Public Records Act request relating to the release of Stakeholder Preparedness Review or other security related documents that originate with Vermont Emergency Management, the Regional Emergency Management Committee will inform

¹"Open Meetings." *Municipal Division*, Vermont Secretary of State, 12-08-2021, <https://sos.vermont.gov/municipal-division/open-meetings/>

Vermont Emergency Management who will adjudicate these requests to assist the Regional Emergency Management Committee.

- 1 individual, elected from membership, shall represent the Regional Emergency Management Committee in the Integrated Preparedness Planning Workshop. This individual will report on the plans, trainings, & exercises needed or planned for the region over the next 3 years. This responsibility will be assumed by the Regional Emergency Management Committee in 2022.
- Create and maintain bylaws. Bylaws should document meeting procedures including the name of this Regional Emergency Management Committee, rules of the meeting, what constitutes a quorum, and voting procedures.
 - Voting procedures:
 - Voting is required for financial matters of the Regional Emergency Management Committee, electing of officers, and electing individuals to represent the Regional Emergency Management Committee. Informal appointments of officers and representatives of the Regional Emergency Management Committee may be made up until June 1, 2022.
 - Matters that require a vote of the Regional Emergency Management Committee must be voted upon by the majority of Regional Emergency Management Committee voting members. Voting proxies may be delegated to the other board member within the represented city or town.

Support

Administrative support will be provided to the Regional Emergency Management Committee by the Regional Planning Commissions, through funding provided by Vermont Emergency Management.

Technical assistance will be provided to the Regional Emergency Management Committee by the Vermont Emergency Management Regional Coordinators. This technical assistance may include facilitating plan development workshops, instructing trainings, and coordinating exercises.

Hazmat information (mapping, new facility identification) will be provided to the Regional Emergency Management Committee by the statewide Local Emergency Planning Committee and State Emergency Response Commission.

For specific projects identified to close capability gaps, Regional Emergency Management Committees may have access to competitive grant funding including, but not limited to, Homeland Security Grant Program and Hazard Mitigation Grant Programs. At the time of application, Regional Emergency Management Committees will determine a fiscal agent, and may create a Memorandum of Understanding between those contributing funding or benefiting from the project.

Regional Implementation

As the transition is made from Regional Local Emergency Planning Committees to Regional Emergency Management Committees, each Regional Emergency Management Committee will make and document the following regional implementation decisions. These activities will be coordinated by Regional Planning Commissions, with input from the members of the Regional Emergency Management Committee.

Outreach: Create a plan to reach out to towns and cities to identify voting members (the Emergency Management Director and one emergency services representative) and non-voting members (individuals from the broader Emergency Management community in the Region) to advertise the new group/meeting.

Meeting Frequency: Decide on the meeting frequency. Meetings must be held at least quarterly, but some Regional Emergency Management Committees will wish to meet more frequently. A determination of this

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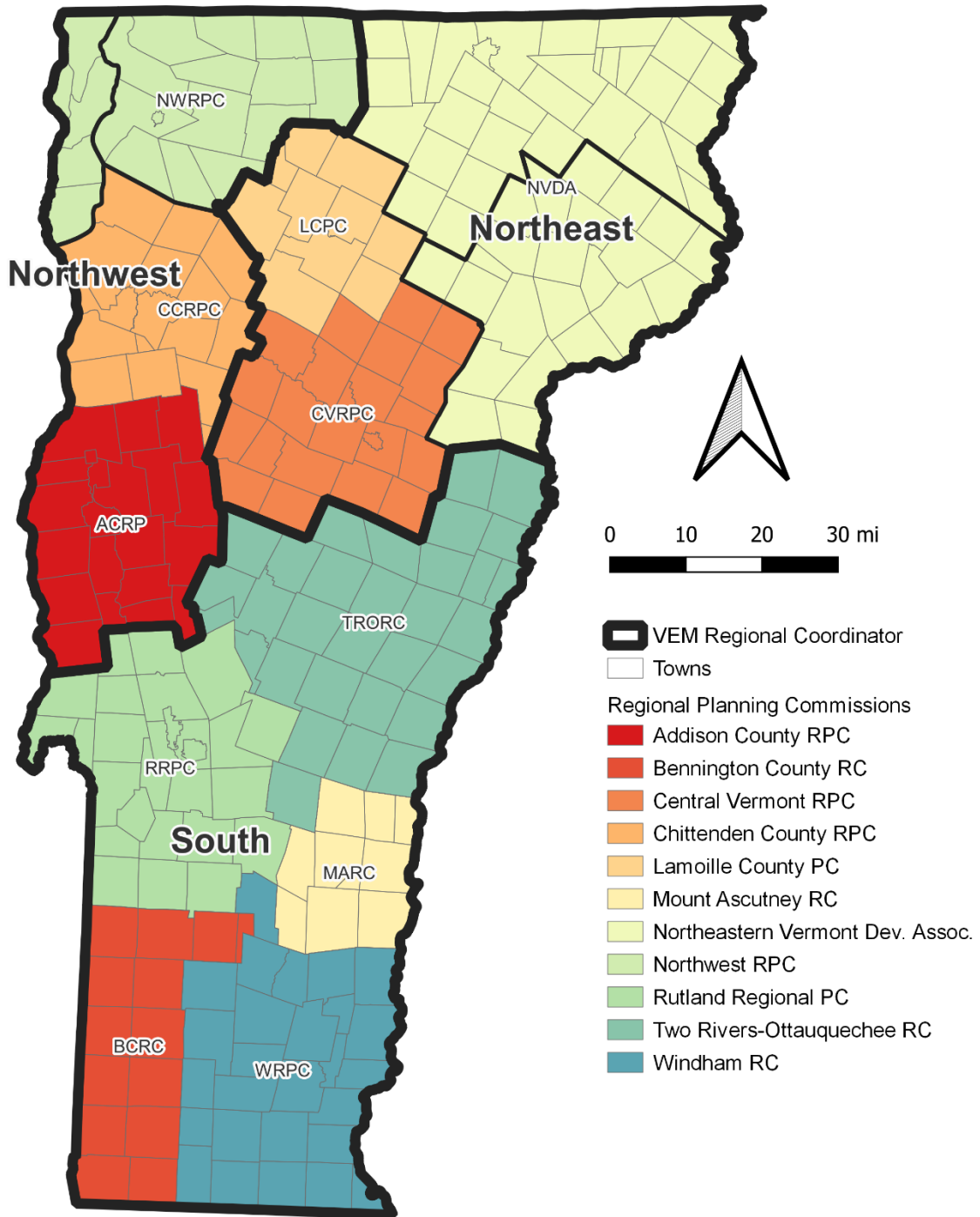
frequency is necessary to ensure enough support is available for the next fiscal year. Informational meetings, held when quorum cannot be reached, count as meeting for the purposes of this document.

Transition: The existing regional Local Emergency Planning Committees may have outstanding tasks that will not be completed before July 1. If applicable, the Regional Emergency Management Committees should identify the items being worked on by the regional Local Emergency Planning Committee that will be continued by the Regional Emergency Management Committee. Those that will not be continued by the Regional Emergency Management Committee will be shared with the representative to the new statewide Local Emergency Planning Committee.

Prioritization: Identify and prioritize the initial work to be performed by the Regional Emergency Management Committee. This may include outstanding items from the existing regional Local Emergency Planning Committees, as well as new items identified by the members of the Regional Emergency Management Committee.

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Appendix A: Regional Emergency Management Committee Boundaries



Brett Pierce - VEM
09/02/2021

September 2, 2021

Act 166 Inventory

Municipality	Law Enforcement Provider	Fire Services Provider	Emergency Medical Services Provider	Dispatch Services	Public Safety Mutual Aid Agreement <i>(yes/no – if yes, include link to plan)</i>	Date Adopted	Members of Agreement	Public Safety Plan <i>(yes/no – if yes, include link to plan)</i>	Date Adopted	Notes

Salt Brine for Johnson Roads

Salt brine is a solution of salt, water, and sometimes additives. It is a powerful tool in reducing the buildup of snow and ice on paved road surfaces. Previous formulations of brine have been made up of salt and water with a binding agent such as molasses or the waste products of alcohol distillation. This formulation was intended to increase the adhesion to the road surface, but it also caused it to adhere to everything that was driven over it.

Our proposed formulation of brine salt and water will reduce the “bounce” of the salt during application without greatly increasing its adhesion over salt and road slush. Using brine could save 30% total salt by pre-wetting the salt at the spinner. Causing more of the salt stays in the area of application and in turn requiring less salt to be applied for the same effect. Salt brine can also be used in lower temperatures than salt alone, which will allow us to use less sand and save additional material costs, contribute less to river sedimentation, and save time during spring clean-up.

We believe that it will take about 100 gallons for one complete application, this should allow us to use a quarter ton less salt each application. Given that we apply salt approximately 100 times a season the brine will cost an estimated \$1,400 (14 cents a gallon) and save \$2,000 on salt (\$80 per ton).

Date September 22, 2021

TO: VLCT PACIF Member Municipality

FROM: VLCT PACIF Underwriting Division

RE: **2022 Renewal Application – Please Return by 10/08/2021**

Dear Member:

Please find enclosed your 2022 PACIF Renewal Application Packet which is now available for completion online through the PACIF Policy Portal. We strongly encourage all members to use the portal for renewals, and to make exposure changes and run reports throughout the year. If you are already a registered user in PACIF Policy Portal, you will receive an email notification and can sign in and begin completing the application. For those who are not registered, you can click on this link for more details: <https://www.vlct.org/PolicyPortalGuide>. The due date for the completed application is 10/08/2021. Feel free to reach out to a member of our underwriting staff at (800)649-7915 with any questions.

PROPERTY & CASUALTY

Your Property, Vehicle and Dam listings are enclosed for you to review and update. If you are not completing the application in portal, please update the paper application documents, sign, and return the listings with the completed application after updating with the following information:

- Update property locations using E-911 addresses. Indicate if any significant renovations took place or are taking place to existing buildings. Building and contents values must be provided for any property additions.
 - Do not forget to schedule outbuildings, fencing, playground equipment, etc. **These must be scheduled individually with a value for each item if property coverage is desired.** If you notice any of these items grouped together, please break these out.
 - Multiple identical items may be grouped. For example, 500 water meters @\$500 each for a value of \$250,000). These would be scheduled as property in the open.
- Valuation Type. Please note that Guaranteed Replacement Cost (GRC) is the default valuation unless you have a building that has been vacant for 60 consecutive days, then the valuation type must be Actual Cash Value (ACV). If you would like to discuss other *Property Valuation Options*, please contact Underwriting.

A 6% inflation factor has been applied to 2021 property values to arrive at the 2022 values. This inflation factor is primarily due to the very high cost of construction materials. If a

property appraisal was completed recently, that value will be used as the 2022 scheduled value. The inflation factor does not apply to Contents values.

- Indicate the average number of employees who work in each building.
- Indicate the number of vehicles and mobile equipment stored in each building.

WORKERS' COMPENSATION

Please review your *Workers' Compensation Estimated Payroll Worksheet*, included in this packet. These payrolls will be used to determine your 2022 Workers' Compensation Deposit Contribution. Estimates are based on the 2020 audited payrolls, increased by **3.1%** for inflation. Since the pandemic may have influenced the audited payrolls for the 2020 period, the estimates that we have provided for you should be thoroughly reviewed and adjusted as necessary.

A minimum annual payroll of \$275 is applied for constables and firefighters. The EMT, Ambulance and Rescue personnel (7705) minimum annual payroll is \$300.

60 DAY NOTICE

VLCT PACIF is a member-owned organization, and our Bylaws and Member Agreements govern the terms and conditions of membership. The bylaws state that members are required to provide a 60-day written notice of their intent to withdraw from the Fund and, further, that members can only withdraw at the end of a coverage period. Therefore, members intending to go out to bid or withdraw from the Fund must notify PACIF in writing, postmarked by November 1, 2021.

Please complete the renewal no later than **October 8, 2021**. If you are completing the renewal application in PACIF Policy Portal, we will receive an automatic email notification when the application is submitted. If you are not completing the renewal application in Portal, please return the renewal application packet by email, fax, or regular mail:

PACIF-Renewals@vlct.org

VLCT PACIF

ATTN: Underwriting Department

89 Main Street, Suite 4

Montpelier, VT 05602

FAX: (802) 229-2211

If you have any questions or need assistance in completing the application, Denise Ricker, Kelly Knotek, Suzie Benoit or Vicky Abare in our underwriting department can be reached at 800-649-7915 or you can email us at Pacif-Renewals@vlct.org

TOWN/CITY OF JOHNSON RECORDS MANAGEMENT POLICY & RETENTION PLAN

1. PURPOSE

All Vermont public agencies are responsible for creating, managing, and disposing of records in accordance with State and Federal laws and regulations. This policy is to ensure that all Town of Johnson employees conform with and are aware of those mandates.

2. SCOPE

All Town of Johnson records are public records defined by 1 V.S.A. § 317 as: “any written or recorded information, regardless of physical form or characteristics, which is produced or acquired in the course of public agency business.”

3. POLICY STATEMENT

It is the policy of Town of Johnson to comply with 1 V.S.A. Chapter 5, Subchapter 3 (referred to as “Vermont’s Public Records Laws”.) All written or recorded information, regardless of physical form or characteristics, which is produced or acquired in the normal course of town business, shall be managed in accordance with the Record Retention Schedule below.

4. UNIFORM LAWS, STANDARDS, AND PROCEDURES

- a. 1 V.S.A §§315-320: Access to Public Records, including V.S.A. § 317A: Disposition of Public Records
- b. <https://www.sec.state.vt.us/media/27740/PublicRecordsLaw.pdf>
- c. 3 V.S.A. § 117: Vermont State Archives and Records Administration
- d. <http://legislature.vermont.gov/statutes/section/03/005/00117>
- e. 3 V.S.A. § 218: Agency/Department Records Management Program
<http://law.justia.com/codes/vermont/2012/title03/chapter9/section218>
- f. Archives and Records Management Handbook <https://www.sec.state.vt.us/archives-records/records-management/handbook.aspx>

5. GENERAL RECORD SCHEDULES and DISPOSITION ORDERS

Vermont State Archives & Records Administration's (hereafter referred to as VSARA) General Record Schedules (GRS) shall govern the management of records, specifically access, retention, and disposition. In limited circumstances Disposition Orders (DO) may continue to be used until superseded by GRS.

In a few instances VSARA has yet to issue a GRS to define the retention period. These documents will be retained until a ruling has been made.

6. RECORDS MANAGEMENT GUIDELINE

On an annual basis beginning in (name of month, year) and every (name of month) thereafter, the Town of Johnson will review and dispose of any records that have been completed, closed, expired, or superseded as specified in the Record Retention Schedule (below) provided that:

- a. The record has been authorized for destruction through a GRS or DO; and
- b. The minimum retention requirement for the record, as stated in the applicable GRS or DO, has been fully met.
- c. Any additional retention requirement adopted by the town/city and included in this policy has been fully met.

Records not yet covered by a GRS or DO will not be destroyed and will be retained by the Town of Johnson.

VSARA has defined the term "permanent retention" as meaning until the State of Vermont no longer exists.

The term "audit" is defined as an examination by a public accounting firm.

Documents may be scanned for ease of access, but this is not considered permanent retention unless provision is made by the Town of Johnson to transfer files to future file formats.

To bring the Town of Johnson into compliance with this policy, an internal review and subsequent destruction of records as authorized by this policy will take place beginning in (name of month, year).

This Policy supplants any Record Retention Policy or practices in existence prior to its effective date. All earlier revisions of this document are superseded by this revision.

The Town of Johnson Select Board reviewed and approved this procedure at their most recent meeting on _____.

7. REFERENCES

The following references are used for determining the record retention schedule: Disposition Order (DO), State of Vermont Agency of Administration, Public Record Division, State of Vermont General Record Schedule (GRS) and VSARA, and the Environmental Protection Agency. (add/edit list of references as necessary)

(list appropriate GRS & Dos by names/numbers)

- GRS-1000.1002 Accounting Records
https://www.sec.state.vt.us/media/66914/GRS-10001002_Accounting.pdf
- GRS-1000.1012: Budget Records
https://sos.vermont.gov/media/o2mb3bga/grs-10001012_budgetrecords.pdf
- GRS-1000.1103: Operational / Managerial Records
https://sos.vermont.gov/media/klxll2ro/grs-10001103_managing.pdf
- GRS-1009.1103: Payroll Management Records
https://sos.vermont.gov/media/20shnjyc/grs-10091103_payrollrecords.pdf
- GRS-1304.1103: Personnel Files
https://sos.vermont.gov/media/zdka4izb/grs-13041103_managingemployees.pdf
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8. RECORDS RETENTION PLAN

The following table reflects the types of records maintained by the (name of town), their location, GRS or DO retention references, retention required by the reference, and the town/city additional retention requirements. This policy authorizes town/city employees to properly dispose of records that have reached the end of their retention period.

Type of Record	Location	Applicable GRS or DO	Retention

DRAFT