

Town of Vershire
Committee and Position Descriptions

Animal Control Officer

Primary contact for stray/loose pets. Oversees enforcement of Vershire Dog and Pet Ordinance, stray or loose cats and dogs. May request evidence or documentation for neglect/cruelty cases.

Cemetery trustee

When a town votes to place its public burial grounds under the charge of cemetery commissioners, it shall elect separately a board of three or five cemetery commissioners, who shall have the care and management of such burial ground and exercise all the powers, rights and duties with respect to such care and management and all responsibility on the part of the selectboard shall cease. 18 VSA § 5373

Collector of Delinquent Taxes

Notifies taxpayers of overdue taxes, arranges for late payments, and takes formal collection actions (including tax sales of property) when necessary. They also record delinquent accounts for the town auditor. 17 VSA § 2651d (Vermont League of Cities and Towns)

Conservation Commission

Inventory the natural resources of a community and purchase and administer municipal lands for the purpose of conservation. 24 VSA § 4502 (Vermont Secretary of State)

Development Administrator

The Development Administrator shall be appointed for a term of three years by the Selectboard. The Development Administrator shall enforce the provisions of the Ordinance literally and in so doing shall receive applications, inspect premises, maintain records, issue permits, submit completed and approved applications to the Town Clerk for recording in the Vershire land records and perform other tasks as may be necessary to carry out the provisions of these Ordinance. Vershire Development Ordinance, amended 2008.

E911 Coordinator

Municipalities are required by law 30 V.S.A. §7056 (a) to maintain the following in accordance with the Vermont Enhanced 911 Board-approved 911 Addressing Standards: 1. Municipal 911 Coordinator – appointed by the Selectboard – to be a liaison to the Board on all database and mapping maintenance issues. 2. Municipal address system - increment, odd/even, direction of numbering, road naming. 3. Municipal 911 Map - submit to the Board map updates for any changes to addresses and/or roads as they occur. 4. Emergency Service Zone (ESZ) database and associated emergency service provider information.

ECFiber Delegate

Governance of the District is by its legislative body, the Governing Board, in which each town exercises one vote through an appointed representative. (ECFiber Member Towns web page)

Emergency Management Director

Responsible for the organization, administration, and operation of the local committee that is formed for emergency management in the town or city. The emergency management chairperson is under the direct control of the selectboard but may coordinate his or her emergency management efforts with neighboring towns and cities, and with the state emergency management division and the federal government. 20 VSA § 6

Energy Committee

Volunteer committee that gathers information and ideas; works to achieve town-wide net zero greenhouse emissions by 2030. (Committee webpage) *In review for update Jan2026*

Forest Fire Wardens

Appointed by the Commissioner of Forests, Parks and Recreation, with the approval of the selectboard 10 V.S.A. Chapter 83 § 2641 Major duties include: suppression of wildland fires within the town 10 V.S.A. § 2644; maintains records and submits reports; enforcement of forest fire open burning laws 10 V.S.A. § 2645; 10 V.S.A. § 2648; 10 V.S.A § 2672

Green Up Day Coordinators

Volunteers who plan, coordinate, and communicate Green Up Day activities – distribute bags, coordinate volunteers, share where to pick up materials. The coordinators work directly with the Selectboard, Road Superintendent, and Recycling Coordinator.

Health Officer

Enforces the rules and regulations for the prevention and abatement of public health hazards. (18 VSA § 601). Investigate and mitigates potential public health hazards in town. Work with and keep Selectboard informed of investigations and any potential public health hazards; work with the Selectboard to take enforcement action if a public health hazard cannot be voluntarily resolved. (Vermont Department of Health Town Health Officer manual)

Justice of the Peace (JP)

Responsibilities fall into five broad categories: elections, tax appeals and abatement, marriages, oaths and notarial acts, duties as magistrate. Some of the duties are mandatory, some are discretionary.

Mandatory duties are those duties which, by law, the JP must perform. These duties include participating as a Board of Civil Authority member by serving as an election official and assisting on election days, hearing and deciding tax appeals, and serving as a member of the Board of Abatement.

Discretionary functions of the office include performing marriages, administering oaths, performing notarial acts when commissioned as a notary, and serving as a magistrate. A justice of the peace has the power to perform these functions, but an individual JP is not required to do so in any particular instance.

(The Vermont Justice of the Peace Guide. rev March 2025. Vermont Secretary of State)

Board of Abatement (Justices of the Peace, Listers, Selectboard, Town Clerk, Town Treasurer)
Acts upon requests for abatement of property taxes and water and sewer charges.

Board of Civil Authority (Justices of the Peace, Selectboard, Town Clerk)

Municipal body responsible for handling election matters and deciding property tax assessment appeals.

Lister

A lister is an official elected by the citizens of a municipality in which the lister resides. The primary responsibility of the lister is to determine the fair market value of your property; all real property commonly known as real estate is assessed. Real property is defined as land and any permanent structures attached to it. This value is converted into an assessment, which is one component in the computation of real property tax bills. In order to accomplish the goal, listers must understand appraisal methods and property assessment administration in Vermont. (Vermont Department of Taxes)

Office Cleaner

Clean and maintain restroom facilities, kitchens and general office areas at Town Center, Town Office, and New Town Garage Buildings.

Planning Commission

Appointed unless town votes to elect. Duties include preparing a municipal plan; making recommendations on matters of land development, conservation, and preservation; and participating in a regional planning program. Makes site plan and subdivision permit decisions unless there is a development review board in town. 24 VSA § 4323

Development Board of Adjustment (Planning Commission)

The Board shall be charged with the proper interpretation of this Development Ordinance and their consequent application within the municipality, and with the administration of the procedures allocated to it by these Development Ordinance including the following: (a) To hear and rule on appeals concerning any order, requirement, decision, or determination made by the Development Administrator in the administration and enforcement of this Development Ordinance. (b) To hear and grant or deny a request for a variance. (c) To hear and approve or deny a request for a Conditional Use. Vershire Development Ordinance, amended 2008.

Road Superintendent

“Working” supervisor for highway department, responsible for planning, executing, and participating in road/bridge maintenance, construction, snowplowing, and equipment operation, while also managing staff, budgets, safety, and public communication.

Road Crew

Primarily responsible for the maintenance and repair of the Town’s roads and associated facilities and equipment, under the direction of the Vershire Road Superintendent.

Recreation Committee

Volunteer committee that plans, coordinates and runs community recreation and social activities for the Town. *In review for update Jan2026*

Recycling Coordinator

Responsible for overseeing the operation and coordination of recycling services associated with the Vershire Transfer Station. Ensures that recyclable materials are handled properly, container logistics are managed efficiently, and recycling operations comply with town, district, and state requirements.

Regional Planning Commission Representative

Helps develop the regional plan and assess municipal land use plans. 24 VSA § 4341 et seq

Selectboard

The selectboard is the governing body that broadly supervises and controls town matters. It enacts ordinances, regulations, and policies; oversees town property and personnel; prepares, presents, and manages budget; and oversees roads. 24 VSA § 872; 17 VSA § 2649. (Vermont League of Cities and Towns)

Town Administrator

Hired by and at the direction of the selectboard, the town administrator manages the business of the town. The town administrator has no independent statutory authority. The scope of their duties is determined by the selectboard. (Vermont Secretary of State)

Administrative Assistant to the Selectboard

Provides administrative and secretarial support to the selectboard at all selectboard meetings, and budget, special, and emergency meetings. Acts as liaison between the Selectboard and Town Committee chairs, assist the Road Superintendent and Town Highway Department with AOT grant management. Acts as liaison between the Selectboard and legal counsel, VLCT, members of the public or others with whom the Selectboard deems appropriate.

Selectboard Secretary

Creates agendas for and takes minutes at all selectboard meetings; draft, distribute, and/or post all official meeting agendas and minutes in compliance with Vermont’s Open Meeting Law. Sets up and runs meeting technology for all selectboard meetings. Creates and maintains accurate records in a timely manner and prepares/organizes documents and correspondence for meetings.

Solid Waste District Appointee (GUVSWMD) The legislative power and authority of the District and the administration and the general supervision of all fiscal, prudential, and governmental affairs thereof shall be vested in a governing body known as the Board of Supervisors. The Board of

Supervisors shall be composed of one representative from each member municipality. (GUVSWMD Charter, Article II)

Town Center Committee

Volunteer committee that supports the Town Center property and its use for community life. It focuses on enhancing, programming, and stewarding the Town Center space.

Goals: best way to rent out the building, physical access needs, propose other ideas of uses and assign volunteers to administer the needs and direction. *In review for update Jan2026*

Town Clerk

The town clerk records, preserves, and certifies a town's public records. The clerk has many responsibilities, including running local elections, serves as clerk of the board of civil authority, hears tax abatement requests and tax appeals; recording town meeting proceedings; and issuing dog, marriage, hunting, and fishing licenses, motor vehicle renewals. 17 VSA § 2646(2); 2651e See Generally 24 VSA § 1151-1179. (Vermont League of Cities and Towns)

Town Moderator

The moderator runs all annual and special town meetings according to Robert's Rules of Order. In towns that have opted for the Australian ballot, the selectboard is responsible for the required informational hearing but often requests the moderator preside over it. 17 VSA § 2658 (Vermont League of Cities and Towns)

Town Treasurer

The town treasurer keeps an accounting of all the town's finances. They are responsible for keeping the town's accounts, investing the town's money (with the selectboard's approval), keeping record of the taxes voted, and paying orders drawn on them. 24 VSA §1571 (Vermont League of Cities and Towns)

Tree Warden

Plans and implements a shade tree preservation program for the purpose of shading and beautifying public places. Removes diseased, dying, or dead trees; which create a hazard to public safety or threaten the effectiveness of disease or insect control programs. 24 VSA § 871

12/30/25