
1994 ADMINISTRATIVE POLICIES OF THE TOWN OF HALIFAX

TOWN HIGHWAY - ADDITION

At a meeting of the Board of Selectmen held on January 11, 1994 it was voted to LAY OUT as a public highway and a Class III road the following Town Trail:

"Town Highway #17: Beginning at the intersection of Town Highway No. 3 and Town Highway No. 17 and extending southerly and southwesterly approximately 700 feet to the driveway of Adam A. Adamski III."

ROAD CREW WAGES

At a meeting of the Board of Selectmen held on January 15, 1994 it was voted to increase the wages of the road crew members \$.25 per hour.

TOWN CLERK SALARY

At a meeting of the Board of Selectmen held on January 15, 1994 it was voted to increase the Town Clerk's salary to \$10,972.50 per year retroactive to January 1, 1994.

LETTERS SIGNED BY SELECTMEN

At a meeting of the Board of Selectmen held on May 3, 1994 it was voted that all letters sent out by the Board of Selectmen be signed by all members of the Board unless the motion specifically states that the chairman only sign it.

TOWN OFFICERS WAGES

At a meeting of the Board of Selectmen held on May 3, 1994 it was voted to increase the hourly rate of listers and auditors by thirty cents per hour from \$7.00 per hour to \$7.30.

1995 ADMINISTRATIVE POLICIES OF THE TOWN OF HALIFAX

ACCIDENT REPORTS

At a meeting of the Board of Selectmen held on February 7, 1995 the following policy was adopted:

"It shall be the policy of the selectboard to require a written report of any accident involving town personnel or equipment or damage to private or public property. This report is to be submitted by the road commissioner to the selectboard by the next selectmen's meeting following the date of the incident."

SELECTMEN'S SECRETARY SALARY

At a meeting of the Board of Selectmen held on March 14, 1995 it was voted to raise the salary of the Selectmen's secretary to \$1,200 per year.

SELECTMEN'S SALARY

At a meeting of the Board of Selectmen held on March 14, 1995 it was voted to raise the salary for members of the Board of Selectmen to \$1,200 per year.

HALIFAX TOWN PLAN

At a meeting of the Board of Selectmen held on March 14, 1995 it was voted to adopt the Proposed Halifax Town Plan with the Addendum dated September 27, 1994 and the changes approved by the selectmen at their Public Hearing on January 3, 1995.

UNDERGROUND STORAGE TANK

At a meeting of the Board of Selectmen held on October 3, 1995, Ray Putnam, Road Commissioner, reported that the underground storage tank at the Town Garage had been removed and that a new above ground storage tank had been installed.

DRUG AND ALCOHOL TESTING POLICY FOR CDL QUALIFIED EMPLOYEES

At a meeting of the Board of Selectmen held on November 7, 1995, it was voted to adopt the Alcohol and Drug Policy as detailed in the sample policy provided by VLCT PACIF.

TRAFFIC AND MUNICIPAL ORDINANCE BUREAU

At a meeting of the Board of Selectmen held on November 21, 1995, it was voted to adopt amendments to the Highway Ordinance, the Health Regulation, the Speed Limit Ordinance and the Ordinance to Regulate the Disposal of Waste within the Town of Halifax including the words, "solid waste as defined in 10 V.S.A. Section 6602(2)." The purpose of adopting amendments to the town ordinances is to designate them civil in order that violations could be prosecuted before the Traffic and Municipal Ordinance Bureau. The ordinances are to become effective on January 23, 1996 unless a petition is filed in .

accordance with section 1973, Chapter 59, Title 24, Vermont Statutes Annotated.

2000 ADMINISTRATIVE POLICIES OF THE TOWN OF HALIFAX

VERMONT CRIMINAL JUSTICE TRAINING COUNCIL - CERTIFICATE OF COMPLETION

The selectmen acknowledged receipt of a certificate from the Vermont Criminal Justice Training Council that Alfred A. Corey has satisfactorily completed a 175.0 hour Basic Training Course for Law Enforcement Officers conducted at the Vermont Police Academy from Feb. 8, 1999 to Dec. 13, 1999.

TOWN OF HALIFAX PARKING ORDINANCE

The Board of Selectmen voted to adopt the Halifax Parking Ordinance as amended at a meeting held on April 4, 2000. The ordinance is to become effective June 2, 2000 unless a petition is filed.

TOWN OF HALIFAX PARKING ORDINANCE

At a meeting of the Board of Selectmen held on May 2, 2000 it was voted to approve the Halifax Parking Ordinance as revised by Attorney Robert Fisher. The Halifax Parking Ordinance will become effective July 1, 2000 unless a petition is filed in accordance with Section 1973, Chapter 59, Title 24, Vermont Statutes Annotated.

HALIFAX TOWN PLAN ADOPTION

At a meeting of the Board of Selectmen held on May 2, 2000, it was voted to re-adopt the Halifax Town Plan that had previously been adopted March 14, 1995.

HALIFAX TOWN PLAN APPROVAL BY WINDHAM REGIONAL COMMISSION

At a meeting of the Board of Selectmen held September 5, 2000 the selectmen acknowledged receipt of a notice from James Matteau, Executive Director, Windham Regional Commission, stating that the WRC has approved and confirmed the Halifax Town Plan.

BLUE CROSS/BLUE SHIELD COVERAGE FOR ALFRED A. COREY

At a meeting of the Board of Selectmen held on June 6, 2000 the selectmen agreed to allow Alfred A. Corey to obtain health insurance coverage through the town's group policy with Blue Cross/Blue Shield provided that Alfred A. Corey pay for it.

1994 FORD CROWN VICTORIA XL

At a meeting of the Board of Selectmen held on September 5, 2000 the Board of Selectmen voted to accept the donation given by Saul Bellow of a 1994 Ford Crown Victoria, XL (ID#—2FALP74W3RX125479) automobile with odometer reading of

34,000 miles and turn it over to Alfred Corey to be used as a patrol car and to send Saul Bellow a letter thanking him for his gift to the town.

HALIFAX PLANNING COMMISSION GRANT

At a meeting of the Board of Selectmen held on October 17, 2000 the Board of Selectmen voted to adopt a resolution to apply for funding for a municipal planning grant from the Vermont Department of Housing and Community Affairs.

PLOWING OF HAMILTON/PIKE ROAD IN WHITINGHAM

At a meeting of the Board of Selectmen held on October 17, 2000 the Board of Selectmen voted that the Town of Halifax plow a portion of the Hamilton Road provided that the road is brought up to highway specifications and to charge the Town of Whitingham \$100.00 for the service.

PURCHASE OF ONE TON TRUCK FOR ROAD CREW

At a meeting of the Board of Selectmen held on November 21, 2000 the Board of Selectmen voted that Al Dacey contact Francis Brown to see if the one ton series 350 Ford truck is still for sale and if so to negotiate for the Town of Halifax.

At a meeting of the Board of Selectmen it was reported that the selectmen had purchased a one ton series 350 Ford truck from Francis Brown and son in the amount of \$27,000 for use by the town highway department.

SELECTMEN'S CATASTROPHIC HEALTH BENEFITS

At a meeting of the Board of Selectmen held on December 19, 2000 the Board of Selectmen voted that the town pay 10% per year of service toward a catastrophic health insurance policy for the benefit of selectmen who have no other health insurance coverage with a maximum cap of \$200.00 per month.

2001 SELECTMEN'S POLICIES

ORDINANCE REGULATING OUTDOOR STORAGE OF JUNK AND JUNK VEHICLES

Ray White moved that the selectmen adopt the "Ordinance Regulating Outdoor Storage of Junk and Junk Vehicles in the town of Halifax" which ordinance is to supercede the "Ordinance for Abatement of Public Nuisances" which was previously adopted October 8, 1964. Lewis Sumner seconded the motion and it was so voted. (March 20, 2001)

TOWN ROAD AND BRIDGE STANDARDS

The selectmen adopted the Town Road and Bridge Standards as proposed by the Vermont Agency of Transportation. This will replace the standards previously adopted by the selectmen in 1999. (April 3, 2001)

ROAD CREW TO MEET WITH SELECTMEN TWICE A YEAR - MAY & NOVEMBER

Frank Maltese moved that the road crew be invited to a meeting with the Board of Selectmen twice a year to the first meeting in May and the first meeting in November to discuss road issues and to make this a permanent policy to be entered into the Town of Halifax Administrative Policies book. Lewis Sumner seconded the motion and it was so voted. (April 17, 2001)

NO PARKING ORDINANCE

Frank Maltese moved that the town waive the requirements of the "No Parking Ordinance" for activities held at the Halifax Community Hall. Ray White seconded the motion and it was so voted. (May 15, 2001)

MAJOR ROAD PROJECTS

Frank Maltese moved that major improvement projects to be done by the road crew be placed on the selectmen's agenda and approved by the Board of Selectmen. Ray White seconded the motion and it was so voted. (June 5, 2001)

TOWN OFFICE KEYS

Frank Maltese has instituted a numbering system for the keys to the Town Office. The keys issued to town officers and other persons are to be numbered and listed on a key record kept in the Selectmen's file in the vault in the Town Clerk's Office. (July 3, 2001)

RECEIPTS REQUIRED FOR REIMBURSEMENT OF EXPENDITURES

Ray White moved that the selectmen adopt a policy making it mandatory that anyone

asking the town for reimbursement of expenditures be required to present a receipt of purchase or certificate of origin before they are reimbursed. Frank Maltese seconded the motion and it was so voted. (July 17, 2001)

TAPE RECORDING OF SELECTMEN'S MEETINGS

Ray White moved that the secretary continue to tape record the meetings and to retire the recording to a box and keep for a period of six months. Frank Maltese seconded the motion and it was so voted. (August 7, 2001)