

Town of Manchester
Special Selectboard Meeting Agenda
40 Jeff Williams Way, Manchester, Vt 05255
3/10/2026 - 7:00 PM

1. Call to Order and Pledge of Allegiance
2. **Public Comments (5 minutes per speaker)**
3. Accept the Resignation of Selectboard Member Greg Cutler
4. Discuss How to Fill the Vacancy on the Selectboard
5. Other Business (Selectboard Members)
6. Next Meeting: Regular Meeting March 17, 2026 @ 7:00pm

at the amount of money the particular officer is likely to have control over at any particular time. However, the board is not limited by statute as to the amounts in which the bonds must be set, so that it may exercise its discretion and set the bonds as low as zero dollars. By law, the selectboard also sets the surety on the bond and is not limited in this regard, except that it may not allow as surety another officer of the same municipality. 24 V.S.A. § 832.

If an officer fails to provide the required bond ten days after he or she is requested to do so, that office must be deemed vacant. 24 V.S.A. § 832. Note that if the selectboard fails to require bond, it is open to question whether the officer is legally serving even though he or she has been properly elected to office. Under these circumstances, however, a court will consider such person a *de facto* officer, and he or she may continue to act as officer until the office is “vacated” by the selectboard on the officer’s refusal to execute a bond to its satisfaction.

The selectboard may, at any time, require a particular officer to provide an additional bond, if it considers the current bond to be insufficient. 24 V.S.A. § 832. When a bond is set by the selectboard and provided by an officer, the board must file such bond in the office of the town clerk for recording in a book kept for that purpose. 24 V.S.A. § 832.

Selectboards have sometimes set an extremely high bond in an effort to remove a town official from office. This is not wise or practical, however, since the town is responsible for paying for the bond. 24 V.S.A. § 835.

D. FILLING VACANCIES

When a vacancy occurs in any town office, the selectboard has the authority to fill the vacancy forthwith on a temporary basis until an annual or special town meeting is held at which the vacancy is filled. 24 V.S.A. §§ 962, 963. An office becomes vacant if the town officer resigns, is removed from office, dies, becomes insane, or moves out of the town in which he or she serves. 24 V.S.A. § 961.

When an office becomes vacant, the selectboard must alert the public of this vacancy by posting notice of the vacancy in at least two public places in the town and in and near the town clerk’s office within ten days of the vacancy. 24 V.S.A. § 961. The selectboard may fill the position on a temporary basis prior to such posting. The voters may petition the selectboard for a special election to fill the position. If the voters do not do so, or do so without the required number of signatures (5% of the electorate), the selectboard’s temporary appointment may remain in office until the next annual meeting or until another special town meeting is called for some other purpose. If a majority of the selectboard is vacant at the same time, such vacancies must be filled by a special town meeting called for that purpose by the remaining selectpersons, or by the secretary of state if there are no selectpersons in office. 24 V.S.A. § 963.

E. APPOINTMENT OF OFFICIALS

The selectboard has been given express authority to appoint various local officials. First, after the election and qualification of the board, board members elect from their number a chairperson. They may also elect a clerk of the board. 24 V.S.A. § 871. The selectpersons must also appoint from among the legally qualified voters of the town: three fence viewers; a poundkeeper for each animal pound in the town; one or more inspectors of lumber, shingles and wood; one or more weighers of coal; and a tree warden (the poundkeeper does not have to be a town resident so long