

**Town of Pomfret**  
5218 Pomfret Road  
North Pomfret, VT 05053

**Town Officials Payment Policy**

**Purpose**

This policy is intended to establish procedures for making payments to elected and appointed town officials and permanent town employees for salaries and expenses.

**Application**

This policy applies to all elected and appointed town officials and permanent town employees. The selectboard approves all expenditures of town funds, including those covered by this policy. Nothing in this policy can be construed to change the budget approved by the voters.

**Procedures**

Town officials are either salaried or paid on an hourly basis. Salaried officials will be paid at agreed on times. Hourly officials should submit their hours worked to the treasurer quarterly on approved forms. The treasurer prepares orders which list proposed expenditures. The selectboard approves the orders at regular selectboard meetings and then the treasurer makes payment on items listed in the orders.

For reimbursements of expenses for town business incurred by town officers and permanent employees, invoices or receipts should be submitted to the Treasurer and included on orders for selectboard approval. Such expenses include, but are not limited to supplies, training, meetings registration fees and mileage. Town officers are encouraged to obtain selectboard approval of expenses prior to incurring the expenses.

Suppliers invoice the Town for purchases and services. The treasurer receives the invoice from the supplier and includes it on an order for selectboard approval.

The selectboard sets the hourly rates and mileage rates at the selectboard organizational meeting (first regular selectboard after town meeting).

**Salaried Town Officials**

The following town officials are salaried:

Town clerk – paid monthly

Town treasurer – paid monthly

Selectboard members – paid annually in December

Selectboard administrative assistant – paid quarterly

**Hourly Town Officials**

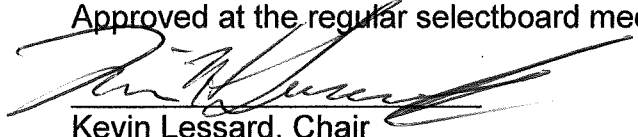
The following town officials are paid hourly:

Assistant town clerk	Assistant town treasurer
Collector of delinquent taxes	Constable
Auditors	Listers
Grand Juror	Town Agent
Zoning Board of Adjustment	Zoning Administrator

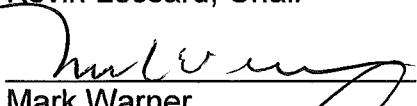
**Permanent Employees**

The road commissioner and highway workers are paid hourly rates every two weeks as per the Town Highway Personnel Policy.

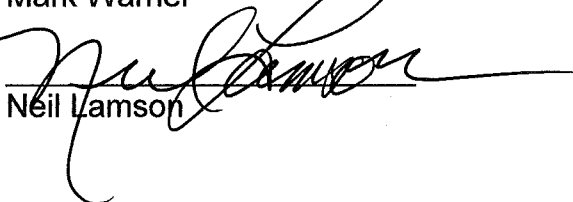
Approved at the regular selectboard meeting held on April 3, 2013



Kevin Lessard, Chair



Mark Warner



Neil Lamson