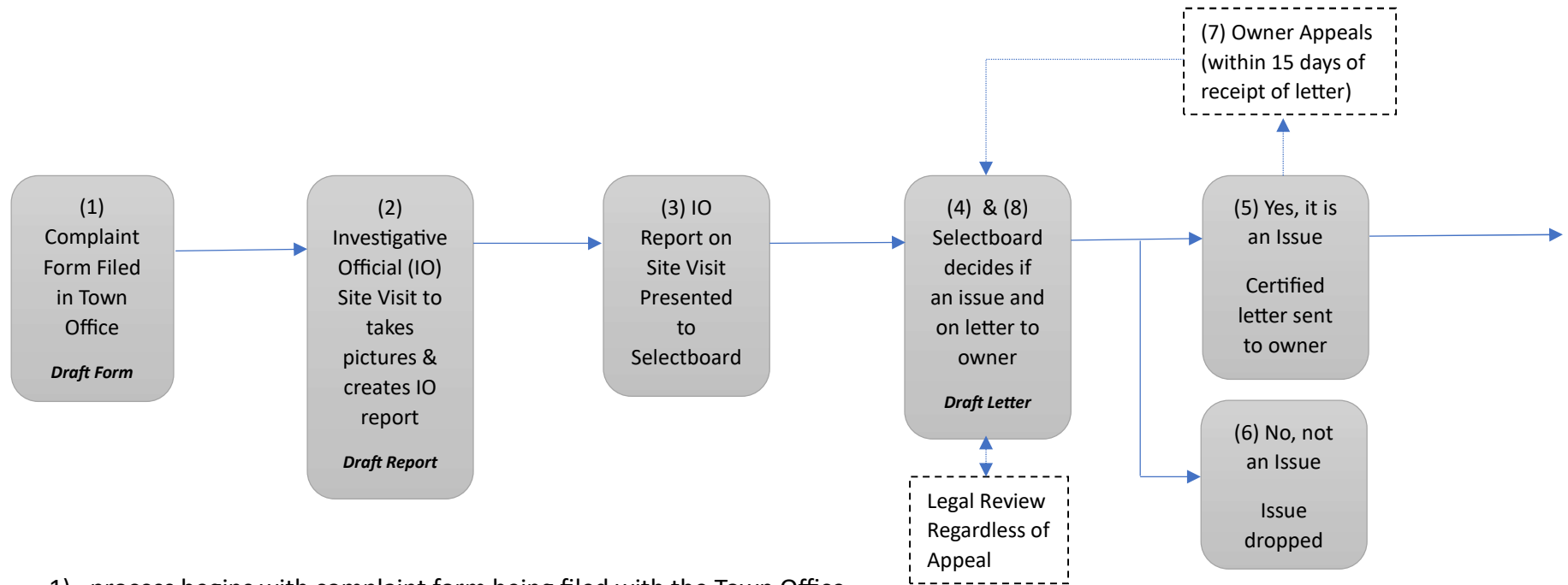


Disposal of Solid Waste and the Outdoor Storage of Junk and Junk Vehicles Ordinance

Process Flow

as at 23-Sep-23

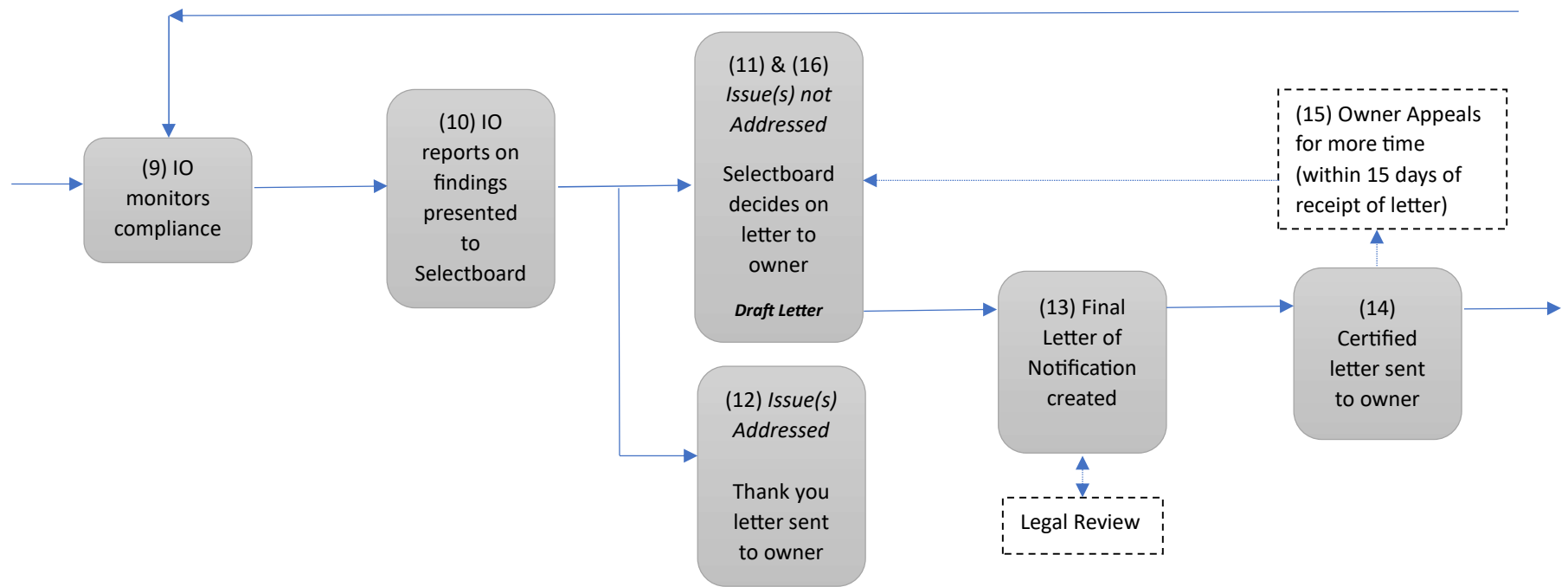


- 1) process begins with complaint form being filed with the Town Office
- 2) Investigative Official (IO) does a drive-by site visit and without trespassing, takes photos and prepares a report as evidence
 - a. IO position still being considered by the Selectboard. Possibly defined as "Town Health Officer, Town Constable, Town Office Personnel or any other person so designated by the Selectboard."
- 3) IO Report presented to the Selectboard
- 4) the Selectboard reviews the IO Report to determine if complaint to the Town is an issue
 - a. if it is an issue the Board decides on contents of the initial contact letter and then runs both the IO report and proposed Letter by the Town Attorney
- 5) after hearing back from the Town Attorney and making any other adjustments, a certified letter is sent to the property owner
- 6) if it is not an issue, the matter is dropped
- 7) as specified in the certified letter, the property owner has 15 days to request an appeal hearing in writing
- 8) if requested, Selectboard holds appeals hearing

Disposal of Solid Waste and the Outdoor Storage of Junk and Junk Vehicles Ordinance

Process Flow

as at 23-Sep-23

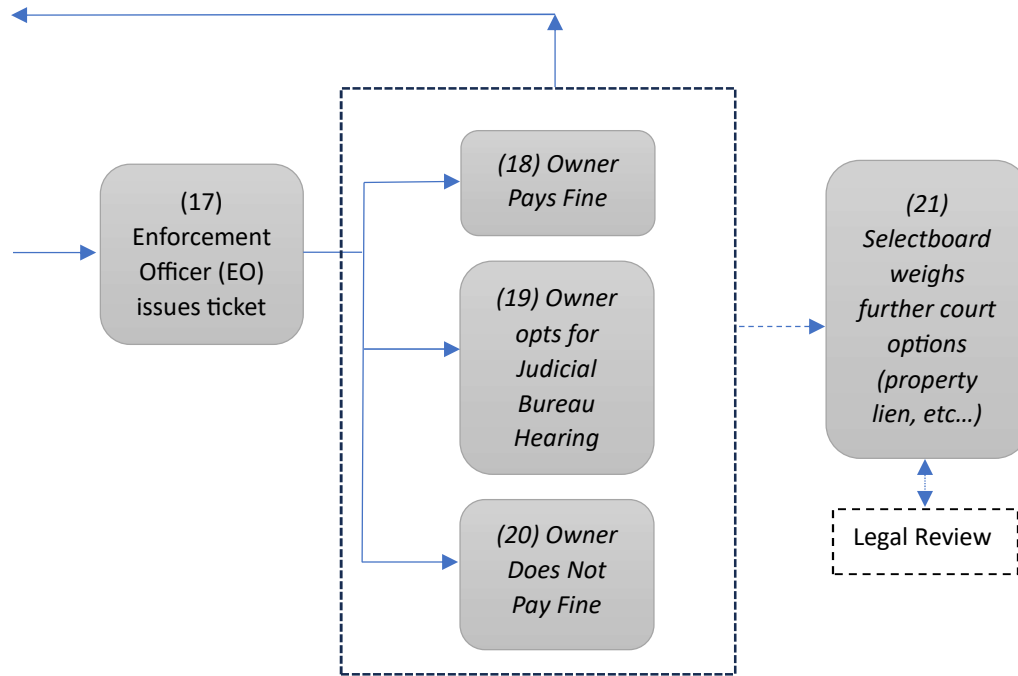


- 9) on or after the compliance date specified in the Notification Letter, the IO revisits the property to assess compliance
- 10) IO prepares update and reports to the Selectboard
- 11) Selectboard decides if issue has or has not been addressed and the corresponding letter to send
- 12) if issue has been addressed, a thank-you letter is sent
- 13) if issue has not been addressed, a Letter of Notification is created and the IO report and Letter are run by the Town Attorney
- 14) once the Town Attorney has reviewed and any suggested changes made, the letter is sent via certified mail
- 15) as specified in the certified letter, the property owner has 15 days to request an appeal hearing in writing
- 16) if requested, Selectboard holds appeals hearing

Disposal of Solid Waste and the Outdoor Storage of Junk and Junk Vehicles Ordinance

Process Flow

as at 23-Sep-23



17) once appeal period has passed and if no word received from owner, an Enforcement Officer (EO) issues a Municipal Ticket to be enforced through the Judicial Bureau

a. *EO position still being considered by the Selectboard. Possibly defined as “those persons designated by the Selectboard, duly registered with the Judicial Bureau and so eligible to write Judicial Bureau Municipal Tickets.”*

18) owner pays ticket waiver amount and process loops back to IO revisiting for compliance

19) owner opts for court hearing and at conclusion of hearing, process loops back to IO revisiting for compliance

20) owner does not pay fine so court actions proceed and process loops back to IO revisiting for compliance

21) if warranted, Selectboard decides with help of Town Attorney on what further steps shall be taken