**ASK THE LEAGUE, MARCH 2017**

## What appointments does the selectboard make at its first meeting after town meeting day? What else should happen at that meeting?

State law *requires* the selectboard appoint a legally-qualified voter to serve as the town tree warden. 24 V.S.A. § 871. The tree warden is the town official with responsibility for caring for the shade and ornamental trees within the town's public ways and places and enforcing the laws relating to such trees.

State law *allows* (but no longer requires) the selectboard to appoint three fence viewers; a poundkeeper (for whom residency within the town is not required); one or more inspectors of lumber, shingles and wood; one or more weighers of coal; and a town service officer. These positions once played an active role in local government but presently are only called upon to act in limited situations. As such, many selectboards have stopped making these appointments on an annual basis.

The above appointments should be made at the first selectboard meeting after town meeting day. This "organizational meeting" of the selectboard is also the time when the board must elect a chair and, if it deems necessary, a selectboard clerk. 24 V.S.A. § 871. Certificates of election for these positions must be recorded with the town clerk. The organizational meeting of the selectboard is also a good time to establish the board's regular meeting schedule and adopt rules of procedure for selectboard meetings. VLCT's Model Selectboard Rules of Procedure are available on the [VLCT website](#). The selectboard may also want to use the organizational meeting to designate physical locations in the town for posting meeting notices, choose the town's newspaper of record for public notices, and authorize a designated selectboard member to sign orders on behalf of the town, pursuant to 24 V.S.A. §1623. More information about signing selectboard orders is available in the August/September 2015 edition of the *VLCT News* [here](#).

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