

Background: The Town of Arrowsic pays some of its officials and staff on a quarterly basis and others on an annual basis. In 2012, two people requested advance payments for personal reasons which the Select Board approved on an exceptional basis. Given that such exceptional payments may involve additional administrative fees, the Select Board has established this policy.

The purpose of this policy is to establish criteria for the Select Board to consider when deciding whether to approve advance payment requests from Town officials or staff and to address payment of associated fees.

Policy

Criteria

In considering whether to approve a request for an advance payment, the Select Board will consider the following criteria:

- The official or staff person should be in good standing with respect to their responsibilities to the Town.
- The Select Board should have reason to believe that the official or staff person is likely to remain in their position for the whole fiscal year.
- The official or staff position has not made excessive requests for such advances in the past.

Sharing of transaction fees

If the Select Board approves such an advance payment, the official or staff person will be charged 50% of any additional fees associated with the transaction. Options for minimizing such transaction fees, such as combining the payment with a regular quarterly transaction, will be made available to the official or staff person.