

# TOWN OF WOLCOTT Policy

**Subject: Conduct of town officials in elected, appointed, and/or volunteer positions when entering upon private property.**

Applicable to: All municipal employees and elected officials.

Effective Date: 5 JAN 05

## Purpose and Policy Statement

The Selectboard of said Town has expansive authority over local governmental affairs which permits them to insure that the business of the town runs smoothly and fairly. Therefore, municipal employees that are elected, appointed or serve in a volunteer position shall conduct themselves in a professional manner, treating everyone fairly and equally.

**Therefore, the following procedures will be followed when entering upon private property:**

When a violation of an ordinance is noticed the appropriate enforcing officer of the town shall be notified.

Dogs	Town Constable
Zoning	Zoning Administrator/Ordinance Enforcement Officer
Septic	Health Officer
Open Burning	Fire Warden
Snowmobile	Selectboard
Outdoor Storage of Junk & Junk Vehicles	Ordinance Enforcement Officer

The enforcing officer will contact the landowner in person and informally talk with them, giving them the opportunity to correct the situation in a timely manner. A written notice spelling out the alleged violation with a time frame for correcting the violation and information for requesting a

hearing will be sent to the landowner and renter if applicable. Repeat violations will incur fines as defined by the ordinance. A copy will be given to the Selectboard and a copy will be filed with the town office.

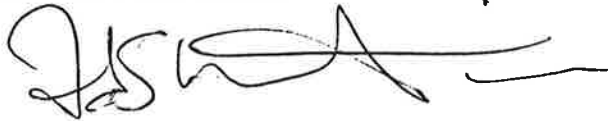
Enforcing officers can site a violation if it can clearly be seen from the highway, in the normal course of business (a site visit to issue a building permit, etc.) or receives a complaint.

A person making a complaint shall be on record for the complaint of violation of a town ordinance. They may also be required to fill out and sign a complaint form.

Town Officials may not enter upon any private property for the purpose of inspection and investigation except with the permission of the landowner, unless an emergency exists, or with a search warrant issued by a court.

Procedures and fines for each ordinance will be handled separately as adopted.

Wolcott Selectboard



Roy W. Weston Sr.

