

Town of Calais, Vermont
Payment Policy

Adopted March 26, 2018
Amended April 22, 2024

Purpose. The purpose of this policy is to ensure the accurate and timely payment of the Town's financial obligations.

Selectboard Approval. The Selectboard will approve all payments prior to disbursement except in cases involving a contractual obligation or financial penalty. Exceptions include:

- Bi-weekly employee payroll
- Employee retirement system
- Employee health insurance
- Employee dental insurance
- Employee life insurance
- State and federal payroll taxes
- Employee labor union dues
- Utilities for town properties
- Town credit card accounts

In cases of early payment, the Selectboard shall still review and approve all orders and warrants in its usually prescribed manner.

The foregoing Policy is hereby adopted by the Selectboard of the Town of Calais, Vermont, this 22nd day of April 2024 and is effective as of this date until amended or repealed.

Anne Winchester, Selectboard Chair



Jordan Keyes, Selectboard Vice Chair





Jamie Moorby, Selectboard Member

Donny Mucherino, Selectboard Member

Anne Toolan, Selectboard Member

Addendum to the Calais Payment Policy

As of April 2024, the following vendors qualify for early payment under the Calais Payment Policy:

Checks:

- Vermont Municipal Employees' Retirement System (VMERS)
- Blue Cross Blue Shield Vermont (BCBSVT)
- Northeast Delta Dental
- Madison National Life Insurance
- Laborers Local #668
- ~~Community Bank NA credit card accounts~~

Electronic Funds Transfer (EFT):

- The United States Treasury (for the purposes of paying federal taxes)
- The State of Vermont (for the purposes of paying state taxes)
- Washington Electric Co-op (Town Hall and Town Office)
- Hardwick Electric Department (Town Garage)
- Consolidated Communications (phones)
- Green Mountain Power (streetlights)
- Pace Global (bank card)