Vermont Municipal Calendar 2020-2021

NOTE: Scroll down for earlier months

August 2020

PDF to print for ready reference [1]

<table>
<thead>
<tr>
<th>DATE</th>
<th>DESCRIPTION</th>
<th>CITATION</th>
</tr>
</thead>
<tbody>
<tr>
<td>WED, AUG 5</td>
<td>(At least 5 days before the day preceding the election) If the board of civil authority voted, last day to publish notice of early deposit of voter absentee ballots in towns using vote tabulators in a newspaper of general circulation in the town and on the town’s website, if the town actively updates its website on a regular basis.</td>
<td>17:2546a(b)(1), (2), (3)</td>
</tr>
<tr>
<td>THU, AUG 6</td>
<td>(At least 5 days before election) Town clerk must forward to board of civil authority a list of voters added.</td>
<td>17:2144(b) and (d)</td>
</tr>
<tr>
<td>SAT, AUG 8</td>
<td>(Not later than 3 days before election) Board of civil authority or, upon request of the board, the town clerk must designate pairs of justices of the peace, ensuring political balance in each pair, to deliver absentee ballots to ill or physically disabled voters.</td>
<td>17:2538(a)(2)</td>
</tr>
<tr>
<td>MON, AUG 10</td>
<td>Prior to election day, the board of civil authority must appoint a replacement presiding officer if the town clerk is unable to preside. Board must also appoint a presiding officer to each polling place as well as assistant election officials. Presiding officer(s) must notify election officials of their hours and duties.</td>
<td>17:2452, 2454, 2455</td>
</tr>
<tr>
<td>MON, AUG 10</td>
<td>(On the day preceding the election and in towns depositing early voter absentee ballots in vote tabulators) Town clerk and election officials must open the secure container marked “checked in early voter absentee ballots,” count and record the number, and permit them to be inspected by the public. Subsequently, election officials may deposit early voter absentee ballots in vote tabulator in accordance with 17:2546(a).</td>
<td>17:2546(a), 2546a</td>
</tr>
<tr>
<td>MON, AUG 10</td>
<td>Date by which town clerk must make a list of all early or absentee voters available upon request at their office.</td>
<td>17:2534</td>
</tr>
<tr>
<td>MON, AUG 10</td>
<td>(Up to 5:00 p.m. or closing of town clerk’s office) Voters or their family members, authorized persons, or health care providers may request early or absentee ballots.</td>
<td>17:2531(a)(1), 2532</td>
</tr>
<tr>
<td>MON, AUG 10</td>
<td>(Up to 5:00 p.m. or closing of town clerk’s office) Last day for town clerk to receive a request for an application for addition to the checklist simultaneously with a request for an early voter or absentee ballot.</td>
<td>17:2531, 2532(c)</td>
</tr>
<tr>
<td>MON, AUG 10</td>
<td>If a town clerk does not have regular office hours on the day before the election and his or her office will not otherwise be open on that day, an application for an early voter absentee ballot may be filed until the closing of the clerk’s office on the last day that office has hours preceding the election.</td>
<td>17:2531(a)(1)(B)</td>
</tr>
<tr>
<td>MON, AUG 10</td>
<td>(Before polls open) Presiding officer must post a copy of the warning, notice, sample ballots, and current checklist. Signs must be placed on or near the ballot boxes explaining procedures for depositing ballots.</td>
<td>17:2523</td>
</tr>
<tr>
<td>MON, AUG 10</td>
<td>(Before polls open) Town clerk must give election officials a list of those voters who have already cast early or absentee ballots.</td>
<td>17:2548(a)</td>
</tr>
</tbody>
</table>
**MON, AUG 10**
(Any day other than Election Day) Town clerk shall accept a person’s application to be placed on the checklist at the town clerk’s office during all normal business hours.

17:2144(a) [3]

**TUE, AUG 11**
Statewide Primary Election Day. A primary election shall be held on the second Tuesday in August in each even numbered year for the nomination of candidates of major political parties for all offices to be voted for at the succeeding general election, except candidates for president and vice president of the United States, their electors, and justices of the peace.

17:2351 [14]

**TUE, AUG 11**
(On the day of election and in towns depositing early voter absentee ballots in vote tabulators) When the vote tabulator is turned on at the polling place, the town clerk shall verify that the number of ballots on the vote tabulator matches the number that the town clerk verified on the preceding day.

17:2546a(e)(3), (g) [2]

**TUE, AUG 11**
(Town clerk must enter unofficial election night results on the night of the election after the close of business on the day before the election; (2) they were mailed to the town clerk’s office before the close of the polls on the day of the election; or (3) they were hand delivered to the presiding officer at the voter’s polling place.

17:2543(d) [17]

**TUE, AUG 11**
(Two weeks after the primary) Canvassing committees for statewide and congressional offices meet at 10:00 a.m. to tally returns.

17:2508 [16]

**TUE, AUG 11**
(Two weeks after the primary) Last day for town clerk to electronically transmit a copy of the grand list, tax rates, and assessed tax amount to the Director of Property Valuation and Review.*

17:2583 [19]

**TUE, AUG 11**
(Not later than 5:00 p.m. on the third day after the primary election) Last day for town clerk to file official return of votes to secretary of state and make it available to the public (no later than 48 hours following the election).

17:2588(6)(C) [21]

**FRI, AUG 14**
(Three days after the primary election) Representative district canvassing committees in multi-town districts, and canvassing committees for state senator and high bailiff meet at 10:00 a.m. to tally returns.

17:2368 [22]

**FRI, AUG 14**
(Any day other than Election Day) Town clerk shall accept a person’s application to be placed on the checklist at the town clerk’s office during all normal business hours.

17:2144(a) [3]

**SAT, AUG 15**
Last day for town clerk to electronically transmit a copy of the grand list, tax rates, and assessed tax amount to the Director of Property Valuation and Review.*

32:5404(b) [26]

**MON, AUG 17**
Bennington Battle Day observed.

1:371(a) and (b) [27]

**TUE, AUG 18**
(One week after the primary) Canvassing committees for statewide and congressional offices meet at 10:00 a.m. to tally returns.

17:2368 [22]

**TUE, AUG 18**
(Within 7 calendar days after the elections) Last day for a candidate to file a petition for a recount in Superior Court.

17:2602(b)(1) [28]

**WED, AUG 19**
(Within 5 business days of election) Last day for the town clerk to add the information in the applications, received pursuant to 17 V.S.A. § 2144(b)(1), to the statewide voter checklist.

17:2144(b)(2) [3]
**WED, AUG 26**  (Within 15 days after election) Last day a voter may contest results of election vote.  
CITATION: 17:2603(c) [29]

**MON, AUG 31**  First day for the chairman of a state committee of a political party to mail a notice of the date and purpose of the caucuses to each town clerk and to each town chairman of the party.  
CITATION: 17:2302 [30]

*Property Tax Assessments*: Where the COVID-19-related extension is eligible to apply to a deadline, please see PVR’s website [31] for more information. If you take advantage of the extension, be sure that all of your subsequent timelines fall within the statutory deadlines required. The length of time between each will be as required by statute but will roll from the date the abstract grand list is lodged.

**ELECTIONS**: For other dates related to elections (e.g. campaign finance or candidate filings), please see the Secretary of State’s Elections Division Calendar. [32]

## July 2020

**PDF to print for ready reference** [33]

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<thead>
<tr>
<th>Date</th>
<th>Description</th>
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<tbody>
<tr>
<td><strong>WED, JULY 1</strong></td>
<td>Last day for town clerk to submit name of town treasurer to State Treasurer.</td>
<td>24:1166 [34]</td>
</tr>
<tr>
<td><strong>WED, JULY 1</strong></td>
<td>Town clerk to submit civil marriage license quarterly report and fees to State Treasurer.</td>
<td>32:1712(1) [35]</td>
</tr>
<tr>
<td><strong>THU, JULY 2</strong></td>
<td>Last day that listers shall hear grievances in towns of fewer than 5,000 inhabitants.*</td>
<td>32:4221 [36], 4341 [25]</td>
</tr>
<tr>
<td><strong>THU, JULY 2</strong></td>
<td>(40 days before election) If the board of civil authority voted, first day to post notice of early deposit of voter absentee ballots in towns using vote tabulators. Notice must be posted in at least two public places in town and in or near the town clerk’s office.</td>
<td>17:2546a(b)(1), (3) [2]</td>
</tr>
<tr>
<td><strong>THU, JULY 2</strong></td>
<td>(40 days before election) Last day for board of civil authority, if necessary, to divide the checklist according to geographic boundaries.</td>
<td>17:2501(a) [37]</td>
</tr>
<tr>
<td><strong>SAT, JULY 4</strong></td>
<td>Independence Day</td>
<td>1:371(a) [27]</td>
</tr>
<tr>
<td><strong>SUN, JULY 12</strong></td>
<td>(No later than 30 days prior) Last day to post warning for the statewide primary. The warning and notice need to be posted in at least two public places and in or near the town clerk’s office.</td>
<td>17:2521(a) [38]</td>
</tr>
<tr>
<td><strong>SUN, JULY 12</strong></td>
<td>(30 days before election) Town clerk must submit a list of polling places (location, physical address, and time it will be open) used in the election to the secretary of state.</td>
<td>17:2502(c)(1) [39]</td>
</tr>
<tr>
<td><strong>SUN, JULY 12</strong></td>
<td>(30 days before election) If the board of civil authority voted, last day to post notice of early deposit of voter absentee ballots in towns using vote tabulators. Notice must be posted in at least two public places in town and in or near the town clerk’s office.</td>
<td>17:2546a [2]</td>
</tr>
<tr>
<td><strong>SUN, JULY 12</strong></td>
<td>(Not earlier than 30 days before polls open) First day for town clerk to direct two election officials to open outer envelopes in order to check and sort absentee ballots, check the name of the early voter off the entrance checklist, and place certificate envelopes into a secure container marked “checked in early absentee ballots.”</td>
<td>17:2546a [2]</td>
</tr>
<tr>
<td><strong>SUN, JULY 12</strong></td>
<td>(At least 30 days before election) The most recent checklist of the town is posted in two or more public places in town and at the clerk’s office. In towns with a population less than 5,000, only one checklist in addition to the one at the clerk’s office must be posted.</td>
<td>17:2141 [40], 2501 [37], 2521(a) [38]</td>
</tr>
<tr>
<td><strong>WED, JULY 15</strong></td>
<td>Last day for school, fire district, and village clerks to deliver to town clerk a statement of taxes assessed during year ending June 30.</td>
<td>32:3461 [41]</td>
</tr>
<tr>
<td><strong>WED, JULY 22</strong></td>
<td>(20 days prior to the election) Last day for the town clerk to post sample ballots for the August primary in at least two public places in town and in or near the clerk’s office.</td>
<td>17:2522(a) [42]</td>
</tr>
<tr>
<td><strong>WED, JULY 22</strong></td>
<td>Last day that listers shall hear grievances in towns of 5,000 or more inhabitants.*</td>
<td>32:4221 [36], 4341 [25]</td>
</tr>
<tr>
<td><strong>SAT, JULY 25</strong></td>
<td>Last day for listers to lodge the grand list with town clerk for public inspection in towns of fewer than 5,000 inhabitants.*</td>
<td>32:4151 [24], 4341 [25]</td>
</tr>
<tr>
<td><strong>SAT, JULY 25</strong></td>
<td>State Withholding Tax Return is due (actual date by which return must be postmarked is shown on the printed form) if reporting less than $2,500 per quarter. More than $2,500 requires monthly report; more than $9,000 requires semi-weekly report.</td>
<td>32:5842 [43]</td>
</tr>
<tr>
<td><strong>THU, JULY 30</strong></td>
<td>Last day for town clerk in municipality with fiscal year ending June 30 to publicly disclose fees kept as compensation for that fiscal year.</td>
<td>24:1179 [44]</td>
</tr>
</tbody>
</table>
FRI, JULY 31  Last day for legislative body to acknowledge receipt of and review the Auditor of Accounts' internal controls document, pursuant to 32 V.S.A. § 163(11), regarding internal financial controls which the town treasurer has completed and provided to the legislative body. 24:872(b) [45], 1571(d) [46]

FRI, JULY 31  Last day to file Form 941 (Quarterly Withholding Return) with Internal Revenue Service.

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Links
[8] https://legislature.vermont.gov/statutes/section/17/051/02546
[10] https://legislature.vermont.gov/statutes/section/17/051/02531
[12] https://legislature.vermont.gov/statutes/section/17/051/02523
[16] https://legislature.vermont.gov/statutes/section/17/051/02508
[17] https://legislature.vermont.gov/statutes/section/17/051/02543
[18] https://legislature.vermont.gov/statutes/section/17/051/02507
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[22] https://legislature.vermont.gov/statutes/section/17/049/02368
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[26] https://legislature.vermont.gov/statutes/section/32/135/05404
[27] https://legislature.vermont.gov/statutes/section/01/007/00371
[28] https://legislature.vermont.gov/statutes/section/17/051/02602
[29] https://legislature.vermont.gov/statutes/section/17/051/02603
[31] https://tax.vermont.gov/coronavirus/towns#dates
[34] https://legislature.vermont.gov/statutes/section/24/035/01166