



January 2021 Vermont Municipal Calendar

| DATE | DESCRIPTION | CITATION |
|--------------|---|--------------------------------------|
| FRI, JAN 1 | New Year's Day | 1:371(a) |
| FRI, JAN 1 | (60 days before town meeting) Last day to warn the first public hearing if a charter adoption, amendment, or repeal is to be voted at town meeting. | 17:2641(a), 2645(a)(3),(6) |
| FRI, JAN 1 | (Not less than 60 days prior to town meeting) In towns using Australian ballot, last day the board of civil authority may vote to require the town to use vote tabulators to register and count votes. | 17:2491(a) |
| SAT, JAN 2 | (No later than 60 days after election) Town clerk must indicate on the town checklist of the statewide checklist each voter's participation in the election. | 2.509027778 |
| WED, JAN 6 | (First Wednesday after the first Monday of January) Legislature reconvenes. | Vermont Constitution, Ch. II, § 7 |
| THU, JAN 14 | (Not less than 47 days before town meeting) Last day to file petitions signed by at least five percent of the voters with town clerk for articles to be included in town meeting warning. | 17:2642(a)(3)(A) |
| FRI, JAN 15 | (Within 24 hours of receipt) Clerk must return to petitioners any invalid petitions stating in writing why they cannot be accepted. | 17:2642(a)(3)(B) |
| FRI, JAN 15 | Last day for tax collector to deliver list of unpaid real and personal property taxes to town treasurer. | 32:5162 |
| FRI, JAN 15 | Last day for town clerk to remit to state treasurer an accounting of dog and wolf-hybrid licenses sold and remit the license fee surcharge for a rabies control program. | 20:3581(f) |
| MON, JAN 18 | Martin Luther King, Jr.'s Birthday | 1:371(a) |
| TUES, JAN 19 | (48 hours after petitions returned) Last day for filing of supplementary petitions if at least five percent of the voters of the municipality signed the original petitions. | 17: 2103(13), 2642(a)(3)(B) |
| THU, JAN 21 | (40 days before election) First day to post notice of early deposit of voter absentee ballots in towns using vote tabulators, if the board of civil authority voted to do so. Notice must be posted in at least two public places in town and in or near the town clerk's office. | 17:2546a(b)(1), (3) |

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| THU, JAN 21 | (40 days before town meeting) First day for the legislative body to warn the meeting by posting the warning and notice in at least two public places and in or near the town clerk's office. The warning shall also be posted on the municipality's website if it is regularly updated. | 17:2641(a), (b); 2642 |
| THU, JAN 21 | (40 days before town meeting) Last day for board of civil authority to designate polling places and, if necessary, divide the checklist according to geographic boundaries. | 17:2501(a) |
| THU, JAN 21 | (10 days before first public hearing on charter proposal) Official copy of proposed charter amendments must be filed in town clerk's office if vote is to be taken on Town Meeting Day. | 17:2645(a)(2) |
| MON, JAN 25 | State Withholding Tax Return is due (actual date by which return must be postmarked is shown on the printed form) if town is required to make quarterly or annual payments of federal withholding pursuant to the Internal Revenue Code. Semi-weekly payments are required if the town must make semiweekly payments of federal withholding pursuant to the Internal Revenue Code; otherwise, monthly payments are required. | 32:5842 |
| MON, JAN 25 | (Sixth Monday before election) 5:00 p.m. deadline for filing with the town clerk a written consent form for the candidate's name to be on the ballot for local office. Note that Act 162 (2020) waived the signature requirement for nominating petitions. | 17:2681(a) |
| TUE, JAN 26 | Last day for auditors to post notice of their meeting 10 days in advance to examine town accounts. | 24:1681 |
| WED, JAN 27 | (Wednesday after filing deadline by 5:00 p.m.) Deadline for a person to withdraw after he or she has consented to be nominated for town office. | 17:2681(d) |
| SAT, JAN 30 | In municipality with fiscal year ending December 31, last day for town clerk to publicly disclose fees kept as compensation for that fiscal year. | 24:1179 |
| SUN, JAN 31 | Last day to mail W-2 Withholding Forms to employees. | |
| SUN, JAN 31 | Last day to file Form 941 (Quarterly Withholding Return) with the IRS. | |
| SUN, JAN 31 | (Not less than 30 days before town meeting) Last day for the legislative body to warn the town meeting by posting the warning and notice in two public places and in or near the town clerk's office. The warning shall also be posted on the municipality's website if it is regularly updated. | 17:2641(a), (b); 2642 |
| SUN, JAN 31 | (At least 30 days before town meeting) Last day to hold first public hearing on charter amendments if article is to be voted on at town meeting. | 17:2645(a)(3) |
| SUN, JAN 31 | (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." | 17:2546(a) |

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| SUN, JAN 31 | (30 days before election) Last day to post notice of early deposit of voter absentee ballots in towns using vote tabulators, if the board of civil authority voted to do so. Notice must be posted in at least two public places in town and in or near the town clerk's office. | 17:2546a(b)(1), (3) |

Notes

* Property Tax Assessments:

Where the COVID-19-related extension is eligible to apply to a deadline, please see PVR's website for more information. If you take advantage of the extension, be sure 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 <https://sos.vermont.gov/elections-calendar/>.