

**Agenda Summary**  
**July 16, 2025**

**Item A-12**

**Authorization to Sign Payment Orders**

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**Summary:** Throughout the year, there are occasionally longer delays between regularly scheduled Selectboard meetings than usual. It is prudent to preemptively authorize the Chair or Vice Chair to sign and authorize payment orders at Town Hall in between meetings as necessary, per 24 V.S.A. § 1623.

**Town Plan & Policy Impact:** N/A

**Fiscal & HR Impact:** At certain times of the year, particularly at the start of a new fiscal year, staff will be processing many invoices for work done that are significant outlays. Delays in issuing checks may cause cash flow issues with local contractors.

**Recommendation:** Move to authorize the Selectboard Chair, the Vice Chair in the absence of the Chair, or another member of the Board in the absence of the Chair and Vice Chair, to examine and allow claims against the town for town expenses and draw orders for such claims to the party entitled to payment.