

**CHAPTER 1 - GENERAL GOVERNMENT**  
**GENERAL PROVISIONS AS TO OFFICIALS**

1.01 ELECTED OFFICIALS. The elected officials of the Town shall be a Town Chairperson and two (2) supervisors, a Town Clerk and Treasurer (or therein combined), or as many as have been approved at the Annual Town Meeting. Terms of office shall be for two (2) year terms

(1) Within provisions of Wisconsin Act 115, town officers (other than assessors) elected in April 2012 and thereafter, shall have terms of office commence on the 3<sup>rd</sup> Tuesday in April because of election law changes (Ord 113-12)

(2) Terms of office which expire after 11:59 pm on the 2<sup>nd</sup> Monday of April in 2012 or 2013, shall be extended until the 3<sup>rd</sup> Tuesday in April in the same year in which the terms would otherwise have expired. (Ord 113-12)

1.02 APPOINTED OFFICIALS. The following Town Officials shall be appointed in the manner and for the term indicated:

<u>Official</u>	<u>How Appointed</u>	<u>Term</u>
Assessor	Town Board	Indefinite
Attorney	Town Board	Indefinite
Zoning Administrator	Town Board	Indefinite
Fire Chief	Active Fire Members	Indefinite
Fire Inspector	Fire Chief	Indefinite

1.03 OATHS AND BONDS Elected and appointed officials shall take and file the official oath within 5 days after notice of their election or appointment and shall execute and file the official bond as required by State Statutes and the General Code.

1.04 REMOVALS. (1) ELECTED OFFICIALS: Elected Officials may be removed by the Town Board as provided in WS 17.13(2), by the judge of the circuit court for cause or as provided by WS 17.16.

(2) APPOINTED OFFICIALS: Appointed officials may be removed as provided in WS 17.13(1) and (3) and 17.16.

1.05 VACANCIES. (1) Vacancies in elective and appointive positions are caused as provided in WS 17.03 and 17.035.

(2) Vacancies in elective and appointive offices shall be filled as provided in WS 17.23. [Res 142-14 – May 1, 2014]

1.06 COMPENSATION. (1) The compensation of all elected and appointed officials, including members of board and commissions, shall be as determined by the annual Town meeting or the Town Board, where applicable when authorized under WS 60.10(2)(k), provided the salaries and compensation rates of elected officials shall not be increased or reduced during their terms of office. (See WS 60.32)

(2) Except for offices combined under WS 60.305, no Town officer shall be compensated

for acting in more than one official capacity or office of the Town at the same time.

## OFFICIALS

1.10 TOWN CHAIRPERSON AND SUPERVISORS . (1) Election and Term, see 1.01

(2) Authority. The Town Board shall have all powers of the Town not specifically given to some other body or officer. Except as otherwise provided by law, the Town Board has power over property, finances, highways, streets, utilities and the public service; may act for the government and good order of the Town for its commercial benefit and for the health, safety , welfare and convenience of the public; and may carry its powers into effect by license, regulations, suppression, borrowing, taxation, special assessment, appropriate, imposition of forfeitures and other necessary or convenient means. The Town Board may appoint such officials from time to time as may be deemed necessary for the benefit of the community. In addition, the Board shall have the powers enumerated in WS 60.22 and may exercise powers enumerated in WS 60.23. The powers hereby conferred shall be in addition to all other grants and shall be limited only express language.

(3) OTHER PROVISIONS. See also Ch. 2 of this General Code.

1.11 ASSESSOR (1) APPOINTMENT AND TERM. See 1.02

(2) POWERS AND DUTIES. (a) See WS 60.307.

(b) Shall perform such other duties as shall be prescribed by State law, supervisory personnel of the State Department of Revenue and the Town Board, including attendance at all meetings of the Board of Review.

1.12 TOWN ATTORNEY. (1) APPOINTMENT AND TERM, see 1.02 of this chapter.

(2) POWERS AND DUTIES. The Town Attorney shall perform such duties as directed by the Town Board.

1.13 CLERK. (1) ELECTION AND TERM, see 1.01 of this chapter.

(2) POWERS AND DUTIES: The Town Clerk shall have such powers and perform such duties as prescribed by State Law and directed by the Town Board, or in combination with 1.14 below. See WS 60.33.

1.14 TREASURER. The Town treasurer shall have such powers and perform such duties as prescribed by State Law and directed by the Town Board or in combination with 1.13 above. See WS 60.34.

1.15 TOWN CONSTABLE. {

**Constable Abolished (Resolution 23-93) effective 4/6-1993**

(4) ANIMAL CONTROL OFFICER. (a) First officer was appointed in December 1998 with duties as assigned by the Town Board for picking up, reporting and placing stray dogs and is an appointed position. .

(b) Clerk's office providing forms and making payment of \$30.00 per call with mileage of picking up and delivering animal to Vilas County at the rate of ~~0.325~~ per mile as provided by

the IRS in the Federal Tax Booklet.

## BOARDS, COMMITTEES AND COMMISSIONS

1.20 ZONING COMMITTEE WS 60.61, 60.62 The Town of Conover Zoning Committee shall consist of 5 (five) citizens appointed by the Town Chairperson. The Zoning Committee shall advise and recommend to the Town Board, any changes in zoning regulations.

1.21 BOARD OF APPEALS (1) The Board of Appeals shall consist of five (5) members appointed by the Town Chairperson for three year terms and until their successors are appointed or elected WS 61.35, 62.23(7)(e). **See General Code 17.25**

## PUBLIC RECORDS AND PROPERTY

1.25 POLICIES. The following policies relating to the release, inspection and the reproduction of public records and property are hereby enacted:

(1) DESIGNATION OF PUBLIC RECORDS:. The Town Board hereby recognizes and designates all of the records of the Town Board, its committees, commissions, boards and authorities created by ordinance or resolution as defined by WS 19.32(2), as public records and documents subject to release, inspection and reproduction as required by law.

(2) DESIGNATION OF THE OFFICIAL LEGAL CUSTODIAN OF THE RECORDS:  
(a) The Town Board hereby designates the position of the Town Clerk as the official legal custodian of the public records of the Town. It shall be the responsibility of the Clerk to execute all duties and responsibilities of the Town, pursuant to Wisconsin's Public Records and Property law, WS 19.21 and 19.31 through 19.39.

(b) As the official legal custodian of the records of the Town, the Clerk shall be responsible to the Town Board for the timely response to any request for access to the public records of the Town. The custodian shall be solely responsible for the release of the public records of the Town, the conditions under which records may be inspected and the collection of costs for the location and reproduction of such records.

(c) It is expressly understood that the legal custodian shall only be responsible for the records of the Town Board and its committees and shall not be responsible for the records and documents of the office of elected or appointed officials in the Town unless so designated by the elected or appointed official in writing.

(d) It is further directed that all employees of the Town be informed in writing that the Town Clerk has been designated the official legal custodian of the public records of the Town. The employees shall further be informed of the duties of the official legal custodian and shall also be made aware of the other requirements and provisions of this section.

(3) POWERS OF THE OFFICIAL LEGAL CUSTODIAN: (a) All requests for the release, inspection or reproduction of the public records of the Town shall be directed or referred to the Town Board's Official legal custodian.

(b) The official legal custodian is hereby vested with full legal power to make all necessary decisions relative to the release, inspection and reproduction of public records and is further granted all authority necessary to carry out all duties and responsibilities required by either the Wisconsin Public Records and Property Law, WS 19.21 and 19.31-39, or this section.

(4) PROCEDURE FOR THE RELEASE, INSPECTION AND REPRODUCTION OF RECORDS: (a) The Town Board hereby adopts an official notice as the office procedure of the Town in responding to requests for release, inspection or reproduction of the records and

property of the Town.

(b) This notice is intended to provide all necessary information which might be required by a member of the public in order to obtain access to the records and property of the Town. Any questions in regard to this notice shall be directed to the official legal custodian of the records of the Town.

(c) This notice may be modified from time to time by Town Board action, but absent of such modification, the decisions of the official legal custodian of the records of the Town shall be in conformity with its provisions.

(d) Copies of the notice as hereby adopted shall be prominently displayed in appropriate locations throughout the Town and a copy of the notice shall be made available to any member of the public whenever a request for inspection or reproduction is made.

(5) ADOPTION OF FEE SCHEDULE REGARDING THE COSTS FOR THE LOCATION AND/OR REPRODUCTION OF RECORDS AND PROPERTY OF THE TOWN.

The Town Board hereby adopts a fee schedule cover the action costs relating to the location and reproduction of any of the records of the Town. It is intended that this fee schedule shall cover the payment of the actual, necessary and direct costs incurred in locating a document or in providing any person with a reproduction of any of the records of the Town. This schedule shall be reviewed annually by the Town Board and adjusted as the need arises. A copy of the fee schedule shall be available in the office of the Town Clerk.

(6) RECORD PRESERVATION. (a) The records of the Town shall be retained and preserved by the Official Legal Custodian as required by all applicable laws and no records shall be destroyed with the prior written approval of the custodian.

(b) No record of the Town shall be destroyed after the receipt of a request for such record until after the request is granted or until any dispute concerning the request has been completely and finally resolved.

(7) INDEMNIFICATION OF THE TOWN OFFICIAL LEGAL CUSTODIAN OF THE RECORDS: Any costs or fees incurred by the official legal custodian of the records of the Town shall be directly reimbursed by the Town to the custodian and shall not be treated as personal liability of the custodian.

## PERSONNEL POLICIES

1.30 WORK RULES DEFINED Work rules are defined as, and limited to, rules official adopted by the Town of Conover, within its discretion, which regulates the personal conduct of employees. Work rules are not intended to limit the right of Employees, but rather to define those rights. The Town Board considers discipline as a corrective action necessary to the overall improvement of the operation of the Town. Work rules included as Appendix II in the Union Contract of November 2000.

## WORK RULES Town of Conover Appendix II

Work Rules are defined as, and limited to, rules officially adopted by the Town of Conover, within its discretion, which regulates the personal conduct of employees. Work rules are not intended to limit the

right of Employees, but rather to define those rights. The Town Board considers discipline as a corrective action necessary to the overall improvement of the operation of the Town.

EMPLOYEES OF THE TOWN OF CONOVER ARE PROHIBITED FROM COMMITTING ANY OF THE FOLLOWING ACTS:

I. WORK PERFORMANCE

1. Insubordination, including disobedience, failure or refusal to follow written or oral instruction of supervisory authority, or to carry out work assignments.
2. Neglecting job duties or responsibilities
3. Loafing, loitering, sleeping or engaging in unauthorized personal business.
4. Disclosure of confidential information or records.
5. Falsifying records or giving false information to other agencies or private organizations or to the employees responsible for record keeping.
6. Failure to observe all safety rules and practices including the use of protective equipment and clothing or in the operation of vehicles and equipment.
7. Failure to report accidents or injuries including traffic accidents.

II. ATTENDANCE AND PUNCTUALITY

1. Failure to report promptly at the starting time of a shift or leaving before the scheduled quitting time of a shift or failure to notify the proper authority of impending absence or tardiness.
2. Unexcused or excessive absenteeism.
3. Leaving the place of duty or a work shift without permission.
4. Failure to observe the time of lunch, rest or wash up periods.
5. Abuse of sick leave.

III. PERSONAL ACTION AND APPEARANCE WHILE ON DUTY

1. Horseplay, including practical jokes, pushing, running or throwing objects, will be tolerated. not
2. Failure to observe no smoking regulations.
3. Littering or creating unsanitary conditions.
4. Unauthorized solicitation of funds or donations for any purpose while on the job.
5. Unauthorized distribution of printed matter on Town property.
6. Gambling of any form.
7. Engaging in unauthorized political activity while on duty.
8. Selling commercial products or services while on the job.

IV. OUTSIDE ACTIVITIES AND EMPLOYMENT

1. Transacting business as an employee of the Town with any business entity in which the employee has an interest, except as is authorized by law.

V. CONDITIONS OF EMPLOYMENT

1. Employees of the Town of Conover must maintain their primary residency in the Town of Conover
2. All Town of Conover Employees must have a telephone.

VI. USE OF PROPERTY

1. Abuse of or misuse of Town or private property, equipment or material.
2. Stealing or unauthorized possession of Town or private property, equipment or material.
3. Unauthorized posting or removing of notices or signs on Town property.
4. Unauthorized use of Town property or equipment, including vehicles, phones, computer equipment or mail service.
5. Unauthorized entry to Town property outside of assigned hours of work.

VII. PERSONAL ACTIONS

1. Threatening, attempting or inflicting bodily injury while on duty.

2. Threatening, intimidating, interfering with, or using abusive language toward others while on duty.
3. Unauthorized possession of weapons while on duty.
4. Making false or malicious statements concerning other employees, Supervisors of the Town, or the Town Board.
5. Possession of or use of alcoholic beverages or narcotics while on duty for the Town or on Town property.
6. Reporting for work in an unsafe condition, or under the influence of alcoholic beverages or narcotics.
7. Immoral conduct or indecency while on duty.
8. Unauthorized lending, borrowing or duplication of Town keys.
9. Failure to submit to inspection, any personal packages take from the employee's work are when requested.
10. Soliciting or accepting any unauthorized compensation, reward or gift from outside sources for any matter related to the employee's job as an employee of the Town. (Does not include Christmas gifts)

#### VIII. DRIVING RECORD

1. Maintaining a valid driver's license (commercial if required) and an acceptable, satisfactory driving record as described in the Commercial Motor Vehicle Safety Act of 1986 and State of Wisconsin Statutes 343 and 346, is mandatory. All employees must also be insurable by the Town of Conover Conover's current insurance carrier. Therefore, suspension or revocation Of an employee's license, after a review of the situation, may result in termination.
  2. It is the responsibility of all employees to report to the Town of Conover all moving motor vehicle violations the employee has or receives. Failure to do so may be grounds for dismissal.
- (A) IF WORK RULE IS VIOLATED AND THE TOWN DETERMINES THAT JUST CAUSE EXISTS TO IMPOSE ANY DISCIPLINARY ACTION, THE TOWN BOARD OF SUPERVISORS WILL FOLLOW THE PROGRESSIVE DISCIPLINARY STEPS IDENTIFIED BELOW:
1. Verbal Warning
  2. Written Warning
  3. Suspension (not to exceed 3 days)
  4. Suspension pending dismissal or termination
- (B) UPON DUE CASE TO SUSPECT RULE INFRACTION, DISCIPLINARY ACTION SHALL BE DETERMINED FOLLOWING AN EVIDENTIARY HEARING BEFORE THE TOWN BOARD. THE ABOVE WORK RULES, AS ADOPTED BY THE TOWN BOARD OF THE TOWN OF CONOVER, WILL BE IN ADDITION TO CURRENT PERSONNEL POLICIES APPLYING TO EMPLOYEES. SPECIFICALLY, EMPLOYEES WILL HAVE THE RIGHT TO FILE A GRIEVANCE UNDER THE CURRENT COLLECTIVE BARGAINING AGREEMENT OR ANY OTHER TOWN GRIEVANCE POLICY, TO PROTEST ANY DISCIPLINARY ACTION IMPOSED UNDER THIS PROVISION.
- (C) THESE WORK RULES CONSTITUTE THE GENERAL WORK RULES APPLICABLE TO EMPLOYEES OF THE TOWN OF CONOVER. THE APPLICATION AND IMPLEMENTATION OF THESE RULES MAY VARY BETWEEN INDIVIDUAL WORK UNITS DUE TO THE NATURE OF THE WORK OR AS SPECIFIC CIRCUMSTANCES REQUIRE. LIKEWISE, THESE WORK RULES DO NOT CONSTITUTE THE ENTIRE LIST OF VIOLATIONS FOR WHICH EMPLOYEES MAY BE DISCIPLINED.

#### 1.31 EMPLOYEE GRIEVANCE PROCEDURE

# Employee Grievance Procedure

## TOWN OF CONOVER (Vilas County)

**Purpose:** This grievance procedure is adopted pursuant to s. 66.0509(1m), Wis. Stat., and is intended to provide a timely and orderly review of disputes regarding: a) employee terminations, b) employee discipline, and c) workplace safety.

### **Definitions for terms used in this document:**

**"Days"**: means calendar days, excluding legal holidays as defined in s. 995.20, Wis. Stat.

**"Discipline"**: means any employment action that results in disciplinary suspension without pay, disciplinary reduction in pay or other benefits, disciplinary demotions and terminations. The term "discipline" does not include verbal notices or reminders, written reprimands, performance evaluations, documentation of employee acts and/or omissions in an employment file, non-disciplinary demotions, non-disciplinary adjustments to compensation or benefits, actions taken to address job performance such as establishment of a performance improvement plan or job targets; placing an employee on paid leave pending an internal investigation; or other personnel actions taken by the employer for non-disciplinary reasons.

**"Hearing Officer"**: means the impartial hearing officer required pursuant to s. 66.0509(1m)(d)2, Wis. Stat. The hearing officer selected by the town board is John O'Brien of O'Brien, Anderson, Burgy and Garbowicz. The hearing officer shall not be an employee of the Town of Conover.

**"Termination"**: means a discharge from employment for rule violations, poor performance, acts detrimental to the employer or other acts of misconduct. The term "termination" does not include: a voluntary quit, completion of seasonal employment, completion of temporary assignment, completion of contract, layoff or failure to be recalled from layoff at the expiration of the recall period; retirement, job abandonment ("no call, no show" or other failure to report to work); or termination of employment due to medical condition, lack of qualification or license, or any other cessation of employment not involving involuntary termination.

**"Workplace Safety"**: means any alleged violation of any standard established under state law or rule or federal law or regulation relating to workplace safety.

### **Process and Timelines:**

1. The employee must file a written grievance with the town clerk within 10 days of the termination, discipline or actual or reasonable knowledge of the alleged workplace safety issue. So that an earnest effort can be made to resolve the matter informally, the grievant must discuss the issue with his/her immediate supervisor prior to filing the written grievance. However, in the case of a termination, such a meeting is not required. Grievance forms may be obtained from the clerk. The town clerk shall inform the employee's immediate supervisor and the town chair about receipt of the written grievance as soon as practicable.
2. The employee's immediate supervisor will meet with the grievant within 10 days of receipt of the written grievance. The supervisor will provide the grievant with a written response within 10 days of the meeting. A copy of the supervisor's response shall be filed in the clerk's office. If no one has been designated the employee's immediate supervisor, the employee will meet with the town chair who shall then provide the written response.
3. The employee may request an appeal to the hearing officer by filing a written request with the town clerk within 10 days of receiving the written response. The town clerk shall notify the town chair and employee's supervisor about the filing of the request for a hearing as soon as practicable. The town will work with the hearing officer and

grievant to schedule a mutually agreeable hearing date.

4. The hearing officer shall provide the employee and employee's supervisor with a written decision no later than 30 days after the hearing date. The hearing officer shall also provide the town clerk with a copy of the decision for filing in the clerk's office.

5. The non-prevailing party may file a written request with the town clerk for an appeal to the town board within 10 days of receipt of the hearing officer's decision. The clerk shall notify the town chair about the request as soon as possible. The town board shall decide the matter and issue a written decision within 45 days of the filing of the appeal. The town board may sustain, deny or modify the recommendation of the impartial hearing officer. The decision of the town board shall be final and binding. A copy of the board's decision shall be provided to the employee and filed in the town clerk's office.

6. All timelines may be extended by mutual written agreement of the town board and employee. Without such agreement, a failure of the employee to adhere to any of the specified timelines shall preclude any further consideration of the grievance.

7. If the last day on which an event is to occur is a Saturday, Sunday, or legal holiday, the time limit is extended to the next day which is not a Saturday, Sunday or legal holiday. A grievance or request for an appeal is considered timely if received by the town clerk during normal business hours or if postmarked by 11:59 p.m. on the due date.

8. If the grievance is not answered within the time limits, at any stage, the employee may proceed to the next available step within 7 days.

9. The grievant and town board may mutually agree in writing to waive a step or multiple steps within the procedure.

10. Granting the requested or agreed upon remedy resolves the grievance.

#### **Grievance Requirements:**

The written grievance must contain:

1. A statement of the pertinent facts surrounding the nature of the grievance.
2. The date the incident occurred or the date the alleged workplace safety concern was discovered.
3. The steps taken to informally resolve the grievance, the individuals involved in the attempted resolution, and the results of such discussion.
4. The specific remedy requested; and
5. A description of the workplace safety rule alleged to have been violated, if applicable.

#### **Supervisor's Response:**

The supervisor's written response to the employee's written grievance must contain:

1. A statement of the date the meeting between the employee and supervisor was held.
2. A decision as to whether the grievance is sustained or denied.

**Procedure Before the Hearing Officer:** The hearing officer shall define the issues, identifying areas of agreement and identifying the issues in dispute and hear evidence and arguments. The hearing officer will determine whether the town acted in an arbitrary and capricious manner. A decision will not have been arbitrary or capricious if it was made in the best interest of the town. In all cases, the grievant shall have the burden of proof to support the grievance. This process does not involve a hearing before a court of law; thus, the rules of evidence will not be strictly followed. However, no factual findings may be based solely on hearsay evidence.

The hearing officer may require the employee and town to submit materials related to the grievance and witness lists in advance of the hearing in order to expedite the hearing. The hearing officer shall sustain or deny the decision of the employee's supervisor. The hearing officer is not given authority to modify the decision made by the employee's supervisor. The hearing officer is not given authority to grant in whole or in part the specific request of the grievant.



Within 30 days after the hearing, the hearing officer will issue a decision in writing indicating the findings and reasons for the decision.

If the hearing officer's decision on any grievance is appealed, only the issues raised in the hearing may be appealed. Issues are not subject to modification in the appeal process.

**Hearing Officer's Decision:**

The hearing officer's written decision must contain:

1. A statement of pertinent facts surrounding the nature of the grievance.
2. A decision as to whether the grievance is sustained or denied, with the rationale for the decision.
3. A statement outlining the timeline to appeal the decision.

**Representation:** Both the employee and the town may be assisted by a representative of their own choosing in person or by teleconference at any point during the grievance process.

**Consolidation:** The employee's immediate supervisor and/or the hearing officer may consolidate grievances where a reasonable basis for consolidation exists.

If more than one employee is grieving the same issue or circumstance, a single grievance form may be used. A group grievance must be signed by all grieving employees and must indicate that it is a group grievance at the first step in the grievance process.

**Costs:** Any expense incurred by an employee in investigating, preparing, or presenting a grievance shall be the sole responsibility of the employee. Each party (employee and employer) shall bear its own costs for witnesses and all other out-of-pocket expenses, including possible attorney fees. The fees of the impartial hearing officer shall be divided equally between the parties with the employee(s) paying half and the employer paying the other half. The fees of the hearing officer will be: \$300.00 or actual invoice from the firm – which ever is lower.

1.32 GRIEVANCE FORMS

**Employee Grievance Form  
Town of Conover (Vilas County) Wisconsin**

Employee Name: \_\_\_\_\_

Job Title: \_\_\_\_\_

Employee Contact Information: (provide phone numbers, mailing address, etc.)

\_\_\_\_\_  
\_\_\_\_\_

Grievance Level (check one): (Step 1) Meeting with Immediate Supervisor   
(Step 2) Request for Impartial Hearing   
(Step 3) Appeal to Town Board

-----  
**This section to be completed for Step 1 only:** Describe the grievance: state all relevant facts, including time, place of incident being grieved, names of persons involved, steps taken to informally resolve the grievance, etc. Attach additional sheets if needed.

Additional sheets attached

-----  
Describe relief sought:

\_\_\_\_\_  
Employee's Signature

\_\_\_\_\_  
Date Submitted

For office use only:

Date received: \_\_\_/\_\_\_/20\_\_

Clerk's initials: \_\_\_\_\_

**Grievance Decision Form  
Town of Conover (Vilas County) Wisconsin**

Name of Employee: \_\_\_\_\_

Job Title: \_\_\_\_\_

----- Decision: (Attach  
additional pages if necessary)

Additional sheets attached

-----  
Date Employee Grievance or Request for Hearing/Appeal Received: \_\_\_\_\_

Date of Meeting or Hearing: \_\_\_\_\_

Date of Decision: \_\_\_\_\_

Grievance Level (check one): (Step 1) Meeting with Immediate Supervisor

(Step 2) Request for Impartial Hearing

(Step 3) Appeal to Town Board

Date Employee Provided Copy of this Decision: \_\_\_\_\_

Delivery method: \_\_\_\_\_ (U.S. mail, hand delivered, etc.)

\_\_\_\_\_  
Employer or Hearing Officer Signature

\_\_\_\_\_  
(title)

The employee may request an appeal to the impartial hearing officer by filing a written request with the town clerk within 10 days of receiving the supervisor's written response. Within 10 days of receipt of the impartial hearing officer's decision, the non-prevailing party may file a written request for an appeal to the town board with the town clerk.

**\*\*\*A copy of this completed form must be provided to the town clerk for record keeping purposes.**

### ELECTIONS

1.40 REGISTRATION OF ELECTORS. All electors of the Town shall register, pursuant to WS 6.27.

1.41 POLL WORKERS. The number of Town election poll works shall be determined by the Town Clerk as deemed necessary according to the expected turnout of voters and type of election, such as local elections, governor and presidential, etc.

For office use only:

Date received: \_\_\_/\_\_\_/20\_\_\_

Clerk's initials: \_\_\_\_\_