

**CITY OF BARRE, VERMONT
PAYMENT DROP BOX POLICY**

I. Policy Objectives

The primary objective of the City of Barre's payment drop box policy is to codify the procedures for acceptance and documentation of payments and other items left in the drop box located at the front entrance of City Hall.

II. Definitions

1. **"Drop Box"** shall mean the designated official Barre City drop box located at the front entrance of City Hall. No other locations or drop boxes shall be considered as official receptacles for the receipt of payments or other items meant for the City of Barre.

III. Procedures

1. The drop box will be emptied by 8:30AM each business day by the Clerk's office staff. Items in the drop box will be stamped with that day's date and distributed to the appropriate department/person.
2. The drop box will be emptied at 4:30PM each business day by the Clerk's office staff. Items in the drop box will be stamped with that day's date and held in the Clerk's office until the following business day. On the following business day, the items removed the previous day at 4:30PM will be distributed to the appropriate department/person.
3. The processes above will be followed on all business days, including the due dates for property tax payments and water/sewer account payments. As is specified on tax and water/sewer bills, payments deposited in the drop box after the close of business on the due date(s) will be considered received on the next business day, and will be processed as delinquent, with penalty and interest charges accruing in accordance with the City Charter.
4. Signage explaining the payment drop box policies and procedures will be installed in such a way as to be easily readable from in front of the drop box.
5. This policy is required to be published on the City website and in the Times Argus Newspaper with the regular taxes due advertisements.

IV. Inconsistent Policies Repealed

This Policy shall amend and replace any provisions of any Policy of the City of Barre in effect at the time of enactment of this Policy governing any activity included in this Policy

V. Severability

If any section, subsection, subdivision, paragraph, sentence, clause, or phrase of this Policy, or any part thereof, is for any reason held to be unconstitutional or invalid or ineffective by any court of competent jurisdiction, such decision shall not affect the validity or effectiveness of the remaining portions of this Policy or any part thereof.

The City Council hereby declares that it would have passed each section, subsection, subdivision, paragraph, sentence, clause, or phrase thereof irrespective of the fact that any one or more sections, subsections, subdivisions, paragraphs, sentences, clauses, or phrases be declared unconstitutional or ineffective.

VI. Effect

No section of this Policy shall be construed to supersede or replace any Vermont statute.

The foregoing Policy is hereby adopted by the City Council of Bane City, Vermont, this 4th day of June, 2013, and is effective as of this date until amended or repealed.

Thomas J. Lauzon, Mayor /S/
Carolyn S. Dawes, City Clerk /S/
Michael A. Boutin /S/
Anita L. Chadderton
Dominic M. Etli /S/
Lucas J. Herring /S/
Paul N. Poirier /S/
Michael P. Smith /S/