

VLCT NEWS

A PUBLICATION OF THE VERMONT LEAGUE OF CITIES & TOWNS

SERVING AND STRENGTHENING VERMONT LOCAL GOVERNMENTS

January 2005

MUNICIPAL OFFICES RECEIVING LONG-NEEDED ATTENTION

FLURRY OF PROJECTS MODERNIZING AND EXPANDING TOWN OFFICES

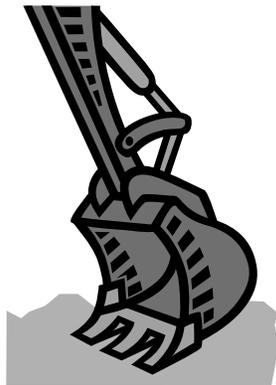
It is easy to understand Calais Town Clerk Eva Morse's excitement when you step into the new town office. The vibrant colors, the beautiful cherry table, the big windows – all make the office an inviting destination for researching public records, filing papers for zoning permits, or just friendly conversation. Morse's commute may be a bit longer now (all of about two miles), but she doesn't seem to mind. After over forty-one years of housing the town office in her living room, kitchen, basement, and garage, she welcomes the commute in return for some personal space in her house.

Calais appears to be one of the first in a wave of municipal building projects around the state. Many towns are in various phases of planning and constructing new municipal spaces. Some municipalities

are building new, some are renovating or expanding their current space, some have changed locations, and some have transported the old office to a new location. Lack of space is the main reason for these changes. More room is needed to effectively preserve the ever-growing town records. Calais' new vault has an air moisture level monitor, good lighting, a telephone and plenty of space.

There is also a demand for public buildings to become compliant with the American Disabilities Act (ADA). In the past, Morse would take documents to the home of disabled residents or take them out to their waiting vehicle. This is no longer necessary with the new building. On the second day it was open

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VLCT BOARD OF DIRECTORS PROFILE

BRENDAN KELEHER,
CHIEF ADMINISTRATIVE OFFICER,
BURLINGTON

Vermont's largest municipality has representation on the VLCT Board again, after a year's absence. Brendan Keleher, Chief Administrative Officer for the City of Burlington, was elected to the Board at VLCT's annual meeting in September.

While Burlington often takes a ribbing from the rest of the state over its more urban environment, relatively large size and independently progressive politics, it is the City's similarities with other Vermont municipalities that Keleher would like to emphasize during his Board tenure.

At first glance, the issues in Burlington may not appear to be the same as those in Glover. But Keleher would argue that Burlington does have a lot in common with the small Northeast Kingdom town.

Here is Keleher's list of common issues, in his words:

- ◆ **Over-reliance on the property tax.**
"Although our budget is larger, we still are
(Continued on Page Eight)

LEGISLATIVE SESSION 2005 - YOUR ACTIONS MATTER!

The legislative session is upon us! The most important thing we have learned in all the years of VLCT advocacy at the State House is that our strength is in our members. This year, we hope that local officials will assist, as they have before, in assuring that the message of local governments resonates under the golden dome.

To facilitate the dialogue, VLCT has arranged several opportunities for local officials to learn about legislative issues and meet their legislators face-to-face. Here is a rundown:

LEGISLATIVE PREVIEW MEETINGS

For the second year in a row, VLCT is hosting three legislative preview meetings. In September, VLCT members adopted the 2005 *Municipal Legislative Policy*. At the November meeting of the VLCT Board of Directors, board members established priorities for the session from among the many issues identified in the *Municipal Legislative Policy*. In 2005, with the commencement of a new biennium, legislators, particularly in the House,

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LEGISLATIVE SESSION -

(Continued from Page One)

will be taking a fresh look at many of those priorities, from health care costs to education fund uses to land use planning and transportation costs.

Please take the opportunity to address legislative issues and priorities with VLCT staff at the legislative preview meetings in the following locations from 9:00 – 11:00 a.m.:

◆Monday, January 10, 2005

Milton Town Offices Meeting Room
43 Bombardier Rd., Milton

◆Tuesday, January 11, 2005

Hartford Town Offices, Lower Level Conf. Rm.
171 Bridge St., Hartford

◆Friday, January 14, 2005

Manchester Town Offices
6039 Main St., Manchester

Please join Karen Horn, Director, VLCT Legislative and Membership Services, for coffee, conversation, and strategizing when she is in your area.

LOCAL GOVERNMENT DAY IN THE LEGISLATURE

Wednesday, February 16, is Local Government Day in the Legislature, an enormously successful event in the state capitol. VLCT has hosted this unique day every year since 1990. In the past several years, hundreds of local officials have descended on the Capitol to meet their representatives and senators in the State House where they are making legislative decisions. The reality of local officials witnessing their legislators engaged in the process of making laws is powerful, especially for the legislators. The conversations you hold in the hallways and over lunch remind them why they ran for office and whom they are serving as publicly elected officials.

Please plan to join your colleagues in Montpelier on Wednesday, February 16, for Local Government Day. In addition to receiving an update on breaking legislation, local officials will attend hearings hosted by specific committees, lunch with their legislators and hear from legislative leaders about issues of municipal concern.

Don't forget the State House tour at 10:00 a.m. If it is your first time in the Vermont State House, this is your opportunity to learn the fascinating history of your building.

LEGISLATORS AT YOUR MEETINGS

It is always a good idea to stay in touch with your legislators when they are back home. Invite them to visit a selectboard meeting and put them on the agenda for half an hour to discuss legislative issues. Take the time to call or e-mail them when a bill of particular significance is up for action on the Senate or House floor. Your legislators won't know what you think if you don't tell them! And a gracious reminder at a key point in time can do wonders in affecting the way your legislators vote.

LEGISLATIVE REPORT AND ACTION ALERTS

Every Friday during the session, VLCT staff produces a report of the week's action in the Legislature that affects local governments. The report is put on the VLCT Web site, www.vlct.org, is e-mailed to local officials for whom VLCT has e-mail addresses and is snail-mailed to approximately 1,600 members, who can expect to see it in their mailboxes the following Monday. The *VLCT Weekly Legislative Report* is also delivered to legislators Tuesday mornings when they arrive back in the State House for the week's work. Please take the time to read the *Report* and let us know of any concerns you have.

Action alerts are sent via e-mail and placed on our Web site when a particular piece of legislation is up for action and legislators need to hear from local officials. Staff try to keep these messages to a minimum, so when you receive one, you know action on the issue is imminent (and frequently not going to advantage local governments). Again, please take the time to read Action Alerts and contact your legislators.

LEGISLATIVE STAFF

As the session starts, your VLCT legislative staff are **Steve Jeffrey** (sjeffrey@vlct.org) who will be following health care, education fund, lister and property tax issues; **David Sichel** (dsichel@vlct.org) who will be following health care, unemployment and liability issues; and **Karen Horn** (khorn@vlct.org) who will be following environmental, land use, transportation, employee relations, clerk and treasurer; and public safety issues. The most reliable way to contact staff during the legislative session is via e-mail or voice mail (800/649-7915).

Let the games begin!

- Karen Horn, Director, VLCT Legislative and Membership Services



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LEGAL AND REGULATORY NOTES



MINIMUM WAGE; SEPTIC RULES; SOCIAL SECURITY; EMPLOYEE TERMINATION; ON-THE-RECORD REVIEW

REVISIONS TO SEPTIC RULES ADOPTED

On December 2, the Legislative Rules Committee adopted revisions to the On-site Sewage Rules that address delegating administration of the on-site program to municipalities, grease traps, and licensing of designers.

Under the new rule, designers who are not engineers may prepare designs and applications for any on-site sewage system that has a design flow of 1350 gallons per day or

less and that is expected to serve no more than 24 people. This will represent a cost savings to owners of many small systems. A licensed designer who is not an engineer may also design a connection to a municipal sewage system from a structure if the system has a design flow of 1350 gallons per day or less and is designed to serve fewer than 24 people. A designer may design a project with multiple individual systems serving separate structures (such as a subdivision) as long as those systems do not individually exceed the flow or people served limits.

Engineers must design innovative/alternative systems that are approved for experimental use, systems that the Agency of Natural Resources (ANR) has specified must be designed by an engineer, systems receiving "non-domestic wastewater" (defined in the rule), and any system serving more than 24 people and designed for more than 1350 gallons of flow per day.

Language in the rule eliminates state requirements for "approved grease interceptors" in waste lines leading to municipal wastewater treatment plants. The revised rules do make it clear that any municipal regulations regarding grease interceptors must be followed. (Grease going into municipal wastewater treatment plants can wreak havoc with those facilities.)

Requirements for delegation of the "Wastewater System and Potable Water Supply Rules" to municipalities were also adopted. Municipalities who take delegation of administration of the program must take the entire program – both on-site systems and connections to municipal wastewater systems. In delegated municipalities there will be no state permits required for on-site systems. The rule establishes requirements the municipality must fulfill before the program is delegated and includes performance expectations for towns, including:

- copying ANR on each permit or denial issued;

- annual reporting to ANR;
- prompt processing of permits; and
- permission for ANR to enter the municipality during regular working hours to review documents.

These rules are not the end of the road. There are expected to be more rule revisions proposed and this gives local officials the opportunity to address issues that arise, particularly out of the delegation section.

Copies of the amended Wastewater System and Potable Water Supply rule may be obtained from the Department of Environmental Conservation, Wastewater Management Division, or at its Web site, www.anr.state.vt.us. Please note that the adopted rule was not yet posted on the site as of early December.

-Karen Horn, Director, VLCT Legislative and Membership Services

NEW VERMONT MINIMUM WAGE

Vermont's minimum wage rises to \$7.00 per hour on January 1, 2005. Because it is higher, the Vermont minimum wage supersedes the federal minimum wage of \$5.15.

NEW LEGAL AND REGULATORY NOTES COLUMN

Local officials, volunteers and employees run Vermont's municipalities within a complex framework of state and federal laws and regulations. This month, the *VLCT News* debuts a new column to help our members quickly keep track of new case law and changing regulations. Legal and Regulatory Notes will draw on VLCT staff expertise in a wide range of areas, including personnel, risk management, municipal administration and land use, to keep members up to date in an ever-changing legal and regulatory environment.

Legal and Regulatory Notes replaces the Legal Corner, but will continue to include brief articles about important Vermont Supreme Court cases. Please note, too, that VLCT's legislative advocacy staff continues to discuss proposed laws in its *Weekly Legislative Report* and new laws in its annual *Legislative Wrap-up*.

We welcome feedback from readers on this new column. Please contact Katherine Roe, Editor, at kroe@vlct.org with suggestions for topics, questions, etc. Thank you.

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NEW REQUIREMENT FOR JOBS NOT COVERED BY SOCIAL SECURITY

Section 419(c) of Public Law 108-203, the Social Security Protection Act of 2004, requires state and local government employers to disclose the effect of the Windfall Elimination Provision and the Government Pension Offset to employees hired on or after January 1, 2005, in jobs not covered by Social Security.

The law requires newly hired public employees to sign a statement that they are aware of a possible reduction in their future Social Security benefit entitlement. For more detailed information about this law, and to view a copy of the statement concerning employment in a job not covered by Social Security (Form SSA-1945), refer to the following site <http://www.socialsecurity.gov/form1945>.

Social Security and Medicare coverage for state and local government employees is unique because there are special coverage provisions for public employees under the Social Security Act. It is important for public employers to know about these provisions and how they may affect their employees. For information on these provisions, state and local government employers should contact Vermont's State Social Security Administrator, Cynthia Webster, in the State Treasurer's office, tel. 802/828-2301. Another resource is <http://www.ncssa.org>, and for retirement planning purposes, public employees should read about the government pension offset (GPO) and the windfall elimination provision (WEP) at the following site: <http://www.ssa.gov/gpo-wep>.

(Adapted from www.ssa.gov.)

COURT SIDES WITH EMPLOYER IN TERMINATION CASE

A recent employment law decision issued by the Vermont Supreme Court appears to be a big victory for employers, suggesting a possible change of atmosphere with regard to some employment law matters.

In *Adams v. Green Mountain Railroad Co.*, 2004 VT 75 (2004), plaintiff Adams was terminated three days after reporting that her immediate supervisor inappropriately touched her during a heated confrontation between the two. The plaintiff had worked for the Railroad for twelve years and had a history of verbal conflicts with other employees, including supervisors. The lower court awarded the plaintiff damages, ruling that she had proved that the Railroad terminated her because she reported that her supervisor touched her inappropriately.

The Supreme Court reversed the decision stating that the plaintiff failed to prove her employer fired her for reasons other than those stated during trial. The plaintiff based her case principally on timing, as her termination came three days after she reported the incident with her supervisor. The Court ruled with regard to the timing issue:

[W]hen a plaintiff relies on the timing of an adverse employment decision to show improper motive, the record must support an inference that the timing is suspect. There must be some evidence other than chronology that gives the fact finder reason to believe that the timing is an indication of improper motive.

In other words, timing alone is not enough to infer a retaliatory action on the part of an employer. The Court further noted:

Absent an explicit or implied contractual provision limiting the employer's right to discharge, neither the trial court nor the jury is entitled to usurp the role of the employer by determining the weight to be given to the various incidents that preceded plaintiff's termination ...

This decision is consistent with the "at-will" doctrine of employment law that employees can be fired at any time, unless the termination violates public policy, such as a law prohibiting employment discrimination. Additionally, the Court is reminding lower courts that they cannot undermine the business decisions made by individual employers.

- Patrick Williams, Deputy Director, VLCT Group Services

COURT VACATES DRB DECISION AND REMANDS CASE

In an unpublished November decision, the Vermont Supreme Court strongly criticized the manner in which a Development Review Board (DRB) handled on-the-record review of a conditional use permit application. It remanded the case to the DRB for further fact finding.

In April 2003, the DRB held a hearing on a conditional use permit for an automobile repair shop. No recording was made of the proceeding. Because the town had opted for on-the-record appeals, the Environmental Court remanded the matter to the DRB for another hearing.

The second hearing was held. After the second hearing, the DRB denied the application, concluding that the proposed home business would adversely affect the traffic and the character of the residential neighborhood.

The Environmental Court upheld the DRB's decision and the applicants appealed to the Supreme Court. The applicants argued that there was neither credible nor substantial evidence to support the DRB's decision. The Supreme Court agreed. It vacated the DRB and Environmental Court decisions and remanded the case to the DRB for further findings and a third hearing, if necessary.

On-the-record review empowers local communities and can simplify the zoning process. However, as the Supreme Court stated, DRB findings must make a clear statement of what was decided and how the decision was reached. When the record is incomplete, the decision may be vacated, which can necessitate additional hearings and more delay.

As of March, only seven Vermont municipalities had adopted on-the-record appeals. Some officials have opined that the burdens of on-the-record review outweigh the benefits. This doesn't bode well for on-the-record appeals. The Supreme Court has urged VLCT to provide education on how to make adequate findings and render decisions that allow appellate review.

VLCT plans to take the Supreme Court up on its request and will develop a workshop to educate DRB members and zoning administrators about on-the-record hearings and drafting solid decisions. Watch for it this spring.

- Jim Barlow, Attorney, VLCT Municipal Assistance Center

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ASK THE LEAGUE

TIMING OF APPEALS; FLSA; APPOINTING A ZONING ADMINISTRATOR

How long does one have to file an appeal from a decision of an Appropriate Municipal Panel to the Environmental Court? When does the timing start? What is the statutory cite for this?

Appellants have thirty days to file an appeal to the Environmental Court. The date from which you start counting is the day after the date on which the decision is signed. 24 V.S.A. § 4303a.

The cite for this process is Rule 4 of the Vermont Rules of Appellate Procedure, which provides "in any civil or criminal case in which an appeal is permitted by law as of right, the notice of appeal shall be filed with the clerk of the superior or district court within 30 days of the date of entry of the judgment..."

V.R.A.P. Rule 4 connects to Chapter 117, the section of law that governs and enables planning and zoning procedures, because 24 V.S.A. § 4471(a) provides that appeals to the Environmental Court shall be governed by the same rules adopted by the Supreme Court for appeals from state agencies. These rules are found in the Vermont Rules of Civil Procedure (V.R.C.P.). V.R.C.P. Rule 76 (e)(2)(B) provides that an appeal from a decision in which the final hearing was held on or after July 1, 2004 shall be taken by "filing with the clerk of the Environmental Court a notice of appeal ... within the time provided in Rule 4 of Rules of Appellate Procedure," which, as discussed above, establishes that notice of appeal shall be filed within thirty days from the decision.

Please note that as of this writing, the Legislative Committee on Judicial Rules is promulgating new rules to govern proceedings in the Environmental Court. The proposed Vermont Rules for Environmental Court Proceedings, Rule 5 (b)(1) contains the same language discussed above and will likely occupy the same place as Rule 76 (e)(2)(B), once approved by the Supreme Court.

- Dominic Cloud, Manager, and Brian Monaghan, Attorney, VLCT Municipal Assistance Center

Is a selectboard member who performs roadwork for a municipality covered by the Fair Labor Standards Act (FLSA)?

No. An individual who holds public office, and is not subject to any civil service law, will not be covered by the Fair Labor Standards Act, regardless of the activity he or she performs.

The FLSA is a federal law that establishes standards for hours worked, overtime pay or compensatory time off, minimum wage, child labor, and other areas of employment practice. The FLSA does not cover all local employees. Employees who are excluded from the Act's minimum wage, overtime and recordkeeping provisions include those individuals who are "not subject to the civil service laws of the state, political subdivision, or agency which employs him; and who holds a public elective office of that state political subdivision or agency." 29 U.S.C. § 203(e)(2)(C).

The Vermont Fair Employment Practices Act (VFPEA) governs wage and hour standards, child labor, and other issues relating to the employer/employee relationship in Vermont. Generally, where state and federal law differ, the one more favorable to the employee will control. Like

its federal counterpart, VFPEA excludes "employees of a political subdivision of this state" from overtime pay requirements. 21 V.S.A. § 384(b)(6).

In a 1986 Wage Hour Opinion Letter, the Department of Labor (DOL) addressed the applicability of the FLSA to elected officials who work for a municipality beyond their elected capacity. The DOL found that the officials were considered non-covered employees. Accordingly, even when performing roadwork, elected officials are not considered "employees" for purposes of the FLSA and therefore are not regulated by its minimum wage, overtime and record-keeping provisions.

- Garrett Baxter, Associate, VLCT Municipal Assistance Center

How does the town go about appointing a zoning administrator? Our town has a vacancy in the office, and the planning commission hasn't nominated any candidates for the vacancy.

In the search process for a zoning administrator (ZA), it would be wise for the selectboard to appoint an *interim* ZA to avoid problems in local zoning permitting
(Continued on next page)



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ASK THE LEAGUE -

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and administration. A municipality with no zoning administrator risks not being able to respond to permit applications in a timely manner, leaving the door open for those applications to be deemed approved. Hiring an interim ZA will afford the municipality some leeway in searching for a permanent ZA.

In appointing a permanent ZA, the new 24 V.S.A. § 4448 grants authority to the planning commission to nominate candidates for zoning administrator. (The administrative officer “shall be nominated by the planning commission and appointed by the legislative body.”) Because it can take time to publish notice of the vacancy,

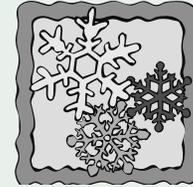
conduct first interviews, and so on, it may take a while for the planning commission to nominate candidates. It would be wise for the selectboard, in the meantime, to appoint an interim ZA to ensure that applications don't fall through the cracks.

One step the selectboard can take to ensure that the planning commission is moving forward in the nomination process in good faith is to send a letter, or meet with the planning commission, detailing a reasonable timeline in which to make the nomination. If, after all this, the planning commission has not made a nomination, or is not moving forward in good faith, the selectboard may then decide to go ahead and appoint a permanent ZA, without the nomination of the planning commission.

*- Brian Monaghan, Attorney, VLCT
Municipal Assistance Center*

VLCT INCLEMENT WEATHER POLICY

VLCT makes every effort to hold all scheduled meetings, workshops, and other events regardless of the weather,



as rescheduling such events is very difficult. If we do have to cancel an event, we will put a message on our telephone answering machine

and Web site by 6:30 that morning. Please call us at 800/649-7915 or log on to www.vlct.org if the weather is questionable. Thank you!

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KELEHER -

(Continued from Page One)

heavily dependent upon the property tax to fund our core services.”

- ♦ **Health care.** “The rising cost to our residents to support good paying jobs, with benefits, is a problem shared by all municipalities.”
- ♦ **Local control.** “Corrections is an example where, as we move from an institution-based to a community-based program, there are issues of state vs. local control of a governmental function.”
- ♦ **State Payment-in-Lieu-of-Taxes.** “We share this issue with other, but not all,



Brendan Keleher

municipalities. This is a very good program that needs to be fully funded.”

Keleher believes that his long experience on the VLCT Property and Casualty Intermunicipal Fund (VLCT PACIF) Board also prepared him for service on the VLCT Board. He served on PACIF’s original board 17 years ago and is just retiring from that Board again after another stint of service. “Working with the PACIF Board over the years introduced me to a lot of great people working in rural areas. They brought me up to speed on the commonalities and differences Burlington has with the smaller municipalities,” Keleher commented.

As a VLCT Board member, Keleher would like to “continue VLCT’s strong voice in Montpelier, educate legislators about the issues, and advocate for municipal interests. We do it well,” he added, “and we must continue to emphasize this work.” His particular legislative interests are increasing

local option revenues, making sure health care is affordable for municipalities, and having the state share financial responsibility with municipalities for local public safety officials’ retirement programs. “These officials are hired by the local communities,” he noted, “but they serve an important state role. In Maine and New Hampshire the state subsidizes the local public safety officials’ retirement program. I’d like to see that happen here.”

This year marks Keleher’s twenty-fifth in local government service in Vermont. He moved to the state in 1979 when his wife accepted a job here. With his prior experience working for the State of Connecticut on the housing and economic needs of its Native American population, Keleher quickly landed a job in community development for Winooski. From 1984 to 1990 he was the Winooski City Manager; in 1990 he was appointed Burlington City Treasurer.

Keleher equates his current position in Burlington, Chief Administrative Officer, with the city manager position in other municipalities. He is responsible for the City’s budget, and its administrative services and information technology. His assistants work on the duties normally associated with

the clerk and treasurer positions in other municipalities.

From elections, to budgets, to police/fire/emergency services, and everything in between, Keleher loves his job. “It is the broad scope of my responsibilities and the wide variety of activities that keep me challenged,” he said. Another compelling factor for him are the “many rewards of providing services at the local level.”

He is very proud of improving the budget process in Burlington, particularly by making the budget more transparent and open to the public than it once was. The progress Burlington has made in terms of technology is also a source of pride. “We now have a fiber optic network connecting all city and school buildings,” he noted, adding, “In effect, we run our own telephone company for sharing data and other information.”

While he won’t presume to offer technology advice to towns via a newsletter profile, he does offer an “observation” based on his years of experience. “Don’t,” he warned, “get fooled into thinking that technology is going to save you money. It just improves services. In fact, it is now essential to providing good service.”

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VLCT WELCOMES NEW STAFF ATTORNEY

Jim Barlow recently joined the VLCT staff as Staff Attorney in the Municipal Assistance Center. He takes the place of Julie Fothergill, who left VLCT last summer to become General Counsel to the Vermont Department of Housing and Community Affairs.



Jim Barlow

Jim is a 1998 graduate of the University of Denver College of Law. His undergraduate degree is in Forest Resource Management from the University of Vermont.

Jim comes to VLCT from the law firm of Jacobs McClintock and Scanlon, in Bennington. There, he counseled clients on a variety of laws, including those on contracts, employment, land use planning, environmental protection, and health. He also served as moderator for the Southwest Vermont Regional Technical School District. A native Vermonter, he grew up in Stamford and now lives in Marshfield with his wife Jennifer and son Robert. When he is not busy helping VLCT members and enjoying time with his family, Jim likes hunting, fishing and other outdoor recreation.

The transition from private practice to the public sector has been a pleasant one for him. Working in the Assistance Center provides a quick introduction, if only by telephone, to many VLCT members. As he has gotten to know VLCT members over the last month, Jim commented, "I've been amazed at how appreciative our members are of the help we are able to offer them."

Welcome, Jim!

In other staff news, VLCT recently bid goodbye to **Suzanne Schittina**, who resigned her position as Member Relations Manager for Group Services. Group Services' Underwriter **Tina Feeney** has assumed Suzanne's duties on an interim basis. With both health insurance and VLCT PACIF renewals underway, it is a busy time at Group Services. Tina, Group Services Assistant **Vicky Abare**, and Member Relations staff members **Kelley Avery**, **Rikk Taft** and **Kim Gauthier** have been working hard to assist members with their renewals.

Finally, VLCT will bid farewell to **Todd Odit** at the end of 2004. Todd, Senior Associate, Legislative and Membership Services, will move on to a new position as Assistant Manager for the Town of Essex. Best wishes, Todd, and we'll be looking for you at Local Government Day in the Legislature in February!

- Katherine Roe, VLCT Communications Coordinator

KELEHER -

(Continued from previous page)

Keleher's educational background is an interesting one, and provides a glimpse into why he loves the variety of his chosen career. Each day, he said, he draws something from each of his three degrees: careful analysis from his Bachelor of Science degree in chemistry at Boston's Northeastern University; an appreciation of socio-economic issues from his Masters in Anthropology at the University of Connecticut; and business and financial skills from his UVM MBA.

And when he is not working? Keleher is justifiably proud of his family and his community, and very active with both. His wife of thirty-five years, Kathy, is assistant director of public health nursing for the state, and was director of Fletcher Allen's midwifery program for twenty years before that. In fact, on the day we spoke, Keleher had just attended a ceremony at which Kathy was named Nurse of the Year by the Vermont State Nurses Association.

The couple's two sons have embarked on their own careers. One is a Navy officer based in George and Florida, but stationed on a nuclear submarine. After a year in Ecuador on a Fulbright Scholarship, Keleher's other son is attending Harvard's Kennedy School to study international economics. Keleher serves on Burlington's Irish Heritage Festival Board and the Vermont Stage Company Board. He likes to bike on Burlington's bike path, hike, travel (he highly recommends Ecuador), and read. His current book is *Irish in America, Coming into Clover*. He'd love to get the author to speak at next year's Irish Heritage Festival.

All in all, a full and rewarding life! VLCT appreciates Keleher's willingness to share his time and talents with our municipal members around the state.

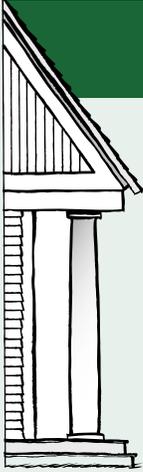
- Katherine Roe, VLCT Communications Coordinator

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ALIVE -

(Continued from Page Eleven)

oncoming traffic by appropriately using the vehicle's emergency warning lights.

Do not blind oncoming traffic with the vehicle's headlights or other lighting.

- Always use the parking brake and appropriately chock the wheels of parked emergency vehicles.
- Don't move your emergency vehicle until you and all passengers are safely seated and wearing seatbelts.
- Make sure your emergency vehicle is completely stopped before anyone exits.
- Always use a competent spotter when backing your emergency vehicle.
- Never drive an emergency (or any other) vehicle under the influence of drugs or alcohol. Medication may affect your ability to operate an emergency vehicle.

As an Emergency Vehicle Passenger

- Always put on protective clothing before getting in an emergency vehicle.
- Always ride seated in the interior of the emergency vehicle with your seatbelt fastened.
- If not completely enclosed by the vehicle, wear a helmet and use eye protection.
- Never ride on the exterior tailboard or side running boards or stand in a moving emergency vehicle.
- Never try to jump onto or from a moving emergency vehicle.
- Ensure that all tools and equipment in passenger and patient treatment compartments are safely secured before the emergency vehicle moves.
- Ensure that the emergency vehicle has come to a complete stop before you unbuckle your seatbelt and exit the vehicle.



(COMMUNICATIONS UNDER TEN SENTENCES)

NEW SERVICE FOR PACIF MEMBERS

Starting in January 2005, VLCT PACIF will offer all of its members a new human resources administration tool called HR Sentry. This is an on-line tool designed to be a one-stop resource center for your human resource questions.

Each PACIF member will have its very own access to the latest news in the world of human resource management. You will find information on new regulations, employment law issues, questions to ask in an interview, how to write an effective job description and much more. There is also a secure message board where you can post questions and receive answers to your human resource quandaries.

This tool will come to you at no extra charge and is provided to you because you are a member of VLCT PACIF. Please watch your e-mail in the next several weeks for information on how to access HR Sentry. For more information please contact Patrick Williams at VLCT, tel. 800/649-7915.

WELCOME

The **Northwest Vermont Solid Waste Management District** recently joined VLCT PACIF, bringing total membership up to 342.

- Upon exiting an emergency vehicle, ensure that it is safe to do so. Look for hazards before you exit.
- When on the roadway, wear appropriate personal protective clothing with fluorescent and retro-reflective material.
- If you are acting as a spotter for a backing emergency vehicle, be aware of its direction and location. Never turn your back on a vehicle headed your way.
- Never board an emergency vehicle as a responder under the influence of drugs or alcohol.

As the Officer in Charge

- You are responsible for safe and prudent operations of the emergency vehicle and for the safety of all passengers in the vehicle.

(Adapted from the *Federal Emergency Management Agency, U.S. Fire Administration, brochure no. FA-255, www.usfa.fema.gov.*)



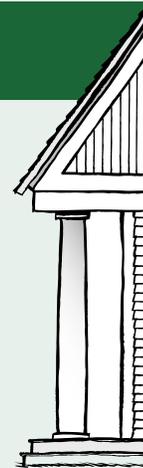
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ALIVE ON ARRIVAL

TIPS FOR SAFE EMERGENCY VEHICLE OPERATIONS

DID YOU KNOW?

United States Fire Administration (USFA) Firefighter Fatality Reports show that over 163 firefighters and other emergency responders have died since 1990 from crashes involving emergency vehicles and personal vehicles used in response and other on-duty activities by firefighters. These reports indicate that since 1990, 21 percent of firefighter fatalities occur while firefighters were responding to an incident or returning from one.

These USFA reports further show that over 49 firefighters and other emergency responders have died since 1990 from being struck by vehicles while operating on the roadway at emergency scenes.

These figures do not include the many emergency services personnel who were injured annually from emergency vehicle-related accidents.

WHAT CAN YOU DO?

As an Emergency Vehicle Operator

- Ensure that you are qualified and fully capable of operating the emergency vehicle you are driving.
- Drive with care. Operate an emergency vehicle as if all those in your vehicle and on the road around you were your family.
- Slower means safer. A good safety guideline is not to exceed the posted speed limit. Drive even slower when road conditions or visibility is poor.
- Always stop at intersections with a negative right-of-way. Proceed through these railroad crossings and intersections only after coming to a complete stop and checking that other vehicles have stopped and given you the right-of-way.
- At an unguarded railroad crossing or when your view is obscured at a railroad crossing, the National Transportation Safety Board (NTSB) recommends lowering the emergency vehicle's window, idling the engine, and turning off all radios, fans and wipers to listen for oncoming trains.
- Never assume that another vehicle is aware of yours. Today's cars have noise insulation, tinted windows, powerful radios and air conditioning that lessen the effects of lights, horns and sirens.
- Park safely. Park your emergency vehicle away from hazards such as downed electrical lines, falling debris, and structures, flames, toxic gases and smoke.
- If you park on a roadway, ensure that your vehicle can be seen by

(Continued on Page Ten)



TOWN BUILDING -

(Continued from Page One)

for business, a wheelchair-bound resident easily maneuvered through the new office and efficiently completed research.

Whatever the reason for the change, towns must go through a lengthy process.

Each new municipal space begins as an idea. The idea then grows into a committee, created to assess the town's need for a new municipal office. Committees often include a mix of municipal officials and citizens to provide a good cross-section of the community. Most towns also hire external assistance, such as an engineer or architect. Although external resources can seem expensive initially, the money and energy saved tends to pay off in the end. Calais hired local architect John McCullough of Artichoke Designs, who designed the building to resemble an old schoolhouse. This model was taken around town to show residents and gather feedback.

These committees discuss every option for changing or altering municipal space. Some desired characteristics for committees to keep in mind include location – ideally in the village center – available town land, privacy for different town departments, meeting space, potential grant opportunities and cost. After what can be years of discussion, the committee creates a proposal. The case is presented to the selectboard and, eventually, put to a vote. The proposal often takes more than one vote before passing. In Calais, the first proposal failed in the midst of a debate about whether to renovate an old building at one end of town or build a new one in the town center. After making some necessary changes, the proposal passed the second time around.

In addition to the bond measure, Calais received a generator from the Department of Homeland Security. The new office will serve as headquarters in the event of an emergency. The historical society also helped by installing track lighting for a corner display of town history.

New buildings must go through the permitting process and new municipal buildings are no exception. Some towns find this to be a struggle. Morse called permitting the “biggest hurdle,” but noted that it all worked out in the end.

Calais ended the project just *under* its \$211,000 budget, although Morse isn't quite

ready to say the project is complete. There is still a cupola to be built, at her expense. A cupola was cut from the original plan because it was considered “extra.” Morse promised that she would pay for the cupola when the building was complete.

Other towns making changes include **Mendon, Plainfield, and Roxbury**. Their stories are unique, but follow a similar process.

Mendon: The Town of Mendon broke ground this past August to build a new town office adjacent to the old. The Town had a desire to stay in the same, prominent

location because of its “village center feeling.” The old building was small and the Town had outgrown the space. All of the departments shared one big room. The electrical system needed updating, and compliance with the ADA was necessary. Mendon created a committee to begin looking into a solution. Mark McManus, an engineer from Middletown Springs, was hired to assist the committee. Ann Singiser, town clerk and informal “clerk of the works,” heaped praise on Mr. McManus, saying he “saved the town thousands of dollars throughout the process.” Discussion

(Continued on next page)



The counter at the new Calais Town Office is built so that a person in a wheelchair can pull right up to it. (Photo by Katherine Roe)

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TOWN BUILDING -

(Continued from previous page)

went on for nearly six years, and Mendon's committee found that the cost to expand its current office was equal to building new. A thirty-year bond measure easily passed voter approval on Town Meeting Day 2004.

During the planning process, the Mendon selectboard saved \$125,000 for the project, while meeting consistently to consider all possible options. Although the bond measure passed on the first try, the bids came in higher than expected. A special meeting was called last summer to increase expenditures on the project. The proposal that passed was to use the cash balance at the end of the fiscal year as well as increase the tax rate by five percent. To ease local taxpayer contribution, Mendon also received Agency of Transportation Park and Ride grant funding to pave the driveway and parking area in exchange for ten commuter parking spaces. The total cost of this project was approximately \$330,000.

Singiser also noted the most complex

part of the project was the permitting process. The new building involved a host of permits, including local zoning, Vermont Department of Labor and Industry, Agency of Transportation, wastewater, Act 250, and even a variance from Mendon's own zoning board of adjustment.

Plainfield: After agreeing that new municipal space was necessary, the Town voted in March of 2001 to fund the project. Next, a committee was appointed and research began. More room was needed, especially within the vault. The old vault had nearly reached capacity and air quality was less than ideal for historical record preservation. The committee recommended the purchase of a village building for renovation after more than two years of review. This recommendation was approved in December of 2003 with a projected budget of approximately \$400,000. The budget was comprised of savings, grant funding and a bond measure. After some bumps in the road, an architect was hired to act as project manager. Plainfield contracted with the Vermont Offender Program for demolition and construction, and with others for electrical and mechanical work. Efficiency Vermont is assisting with energy conservation measures. Linda Wells, town

clerk, has been pleased with the contractors. The goal is to be in the new building by March of 2005.

Roxbury: Roxbury moved its existing office, an old railroad station, twenty feet closer to the road and onto town land. The old office connects to a newly constructed addition, and houses a new vault, which is three times as large as the old one. This, according to Gloria Gerdes, town clerk, and Tammy Legacy, assistant to the selectboard, is the best feature.

The Roxbury selectboard was aware of the space issues at the old building and began discussing options. The municipal employees wanted to keep the current office. An architect, Badger Associates, was hired to assist with ideas, and selectboard chair Tom Frazier began applying for grants. The Town was quite successful despite the rigors of the grant process and having to repeat the bidding process four times. Roxbury effectively funded its construction and relocation project with grant monies. With \$160,000 in enhancement grants from the Agency of Transportation, \$25,000 from Preservation Trust of Vermont, \$15,681 from USDA, and \$40,000 from the Vermont Housing and Conservation Board, Roxbury asked the community for only \$28,000 for project start-up fees.

Roxbury's main difficulty was dealing with the railroad that owned the land the current office was located on. It took several years to get permission to simply move the building off of the land. This move was well worth the wait, as the railroad no longer has a stake in the building and the town no longer has a lease.

Each town expresses its identity in unique ways. Calais, Mendon, Plainfield and Roxbury are expressing their identities with new gathering places, and their municipal officials are excited. When Eva Morse in Calais gives a tour, her pride shines through. When speaking with Ann Singiser, her excitement is evident. Linda Wells is looking forward to knowing the town records are well preserved. And just mentioning the size of the new vault fills Roxbury's Gloria Gerdes and Tammy Legacy with great anticipation. These municipal officials have much to be happy about.

- Tara Fischer, Research and Information Assistant, VLCT Municipal Assistance Center

AROUND THE STATE...

This is an informal list of other Vermont towns working on new or existing municipal office space (not including public safety buildings). If your municipality should be on this list, please let us know by e-mailing tfischer@vlct.org.

Arlington: Expansion.

Berlin: Discussion. November 2004 vote failed by 22 votes.

Essex: Wants a new building; in discussion stages currently.

Hartford: In beginning stages; proposal to be submitted at next Town Meeting.

Randolph: Bond approved November 2004 for expansion and renovation of current offices.

Roxbury: Moving building to different spot along with expansion.

Stockbridge: Built one year ago.

Swanton: Just finished renovations.

Thetford: Just completed a large renovation.

Winhall: Completed last year.

Wolcott: Moving to new building (used to be school building).



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Tech Check

MAKING YOUR POINT WITH CHARTS AND GRAPHS

Charts and graphs produced in Excel can be a quick and easy way to spruce up a presentation or document. They can also be deadly in the wrong hands. Over my seventeen years in municipal service I have seen (and produced) both effective as well as truly disastrous visuals. Like any other tool or resource at their disposal, it is particularly important for public officials to learn how to use charts and graphs correctly in order to properly communicate information to citizens and taxpayers.

There are really only two basic things to remember when developing a visual to support or present data: keep it **simple** and keep it **clear**. Do not use a chart or graph just for the sake of using it or because you think it will look cool. Use it to enhance your data or send a message about the data. Just like a data table, a chart or graph with too much information can be confusing or distracting; minimize ink and maximize your message!

You should also know your audience and understand the message you want to send to them. Too often we spend more time creating the visual than we do trying to analyze the very data we are trying to explain. You should interpret the data first, then determine how to convey that interpretation in visual form. Once you know the message and have created the medium, be sure that your chart or graph is properly labeled to avoid ambiguity. Don't confuse what you are trying to say by allowing the numbers to distort your message. The best way to check for this problem is to ask someone else to look at it and tell you what your message is. What may be clear to you may confuse others, or worse, may be misinterpreted and convey the wrong message.

Some specific tips:

- ♦ Your heading or title should help convey your message. Instead of using the title "1998 to 2004 Expenses" for a time series graph showing the trend of increases

in expenses, use the title "Increases in Spending from 1998-2004."

- ♦ **DO NOT CAPITALIZE HEADINGS, TITLES AND LABELS. THEY ARE HARD TO READ AND KIND OF ANNOYING.**
- ♦ If you are presenting a table of data, do not use more than six rows and six columns. Any more than that gets difficult to read and interpret. Use a table only if your data clearly conveys your message.
- ♦ Keep in mind that color graphs printed or copied in black and white lose their clarity. Stick to black and white (or various shades of gray) presentations

if you have no way of reproducing the graphs in color. Be sure bright colors are not distracting or distorting your message and avoid patterned colors or shading.

- ♦ 3-D charts and graphs are nifty but do not necessarily add any more clarity to data interpretation and can in fact distort your data by not lining up with the axis values. They can also create confusion if the reader assumes that there is some value associated with the depth of the visual. Use with caution!

Perhaps the best guide I can recommend is a document by Joseph T. Kelley that can be found on the Internet at http://home.xnet.com/~jkelly/Publications/Using_Graphs.pdf. He outlines the proper use of each type of chart and graph that is available

(Continued on next page)

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TECH CHECK -

(Continued from previous page)

in Excel, giving numerous examples that will help you develop crisp and clear visuals. This document is in PDF format and can be downloaded using Adobe Reader (latest version at <http://www.adobe.com/products/acrobat/readstep2.html>). Also check out these other Web sites for more helpful hints and some great examples of both good and bad graphs:

- ♦ <http://web.ics.purdue.edu/~jessiem/wtwip/archivedsite/resources/visuals.doc>
- ♦ <http://lilt.ilstu.edu/gmklass/pos138/datadisplay/badchart.htm>
- ♦ <http://lilt.ilstu.edu/gmklass/pos138/datadisplay/goodcharts.htm>
- ♦ <http://www.stat.auckland.ac.nz/~ihaka/120/Lectures/lecture03-8up.pdf>
- Michael Gilbar, Director, VLCT
Administrative Services

TRIVIA

Congratulations to **Ray Belair**, South Burlington Administrative Officer, and **Betsy McDonough**, South Burlington Planning and Zoning Administrative Assistant. Ray and Betsy correctly answered that Barre granite workers struck in 1933 and that Ernest Hopkins, President of Dartmouth College, led the successful arbitration that brought the workers back to the job.

Here's another bit of trivia to consider:

This project, proposed by an engineer from Ascutney, was supposed to bring the state together but instead created bitter controversy. What was the project, what year was it proposed, who was the engineer and who was the governor who supported it?

Contact us with your answer: VLCT, 89 Main Street, Suite 4, Montpelier, VT 05602, tel. 800/649-7915, fax, 802/229-2211, e-mail, kroe@vlct.org.



TELECOM DEVELOPMENTS

Siting new telecommunications antennas is never an easy or entirely predictable proposition, whether they are placed on new, stand-alone towers or installed in existing buildings, such as church towers. Yet telecommunications towers provide access to cellular telephone service and other cellular technology, which people increasingly rely on as a core communications capability.

The tension between the need for the antennas and concerns about their health, safety and aesthetic impacts has recently been amply demonstrated in two arenas where existing towers are proving controversial.

The first surprise regarding towers already sited comes from the International Association of Fire Fighters (IAFF), which adopted a resolution at its annual meeting in August requiring it to "oppose the use of fire stations as base stations for antennas and towers for the conduction of cell phone transmissions until such installations are proven not to be hazardous to the health of our members." The IAFF cited international research indicating that exposure to radio frequency (RF) fields at intensities far less than levels required to produce measurable heating can cause effects in cells and tissues. The resolution indicated that firefighters experienced symptoms including migraine headaches, extreme fatigue, disorientation, slowed reaction time, vertigo, vital memory loss, and attention deficit in the first weeks cell towers and antennas were activated on or adjacent to their stations. The IAFF resolution calls for an initial U.S. and Canadian study comparing firefighters who live in stations with towers to firefighters without similar exposure.

Here in Vermont, much controversy has erupted in the last year over the location of three cell phone antennas in each of the bell towers of St. Mary Star of the Sea Church in downtown Newport City. Verizon Wireless signed a contract with the church to put cell phone antennas in the bell towers. Once the contract was signed, parishioners and neighbors objected on a number of issues. The diocese asked Verizon to be let out of the contract and Verizon declined. The City of Newport issued a zoning permit that has been appealed to the Environmental Court. The District Environmental Commission is revisiting a jurisdictional opinion in which the question is whether or not the

cell antennas and equipment shed project triggers Act 250. At the same time, the Newport City zoning administrator reports, a second application for a 100-foot plus cell tower designed to hold up to four carriers was permitted locally and has not received an appeal. That cell tower was proposed to be located farther out of town, adjacent to a golf course.

Clearly appropriate location of cell towers remains a thorny issue for local governments and those people who spend a lot of time in their vicinity.

- Karen Horn, Director, VLCT Legislative and Membership Services

TELECOM WORKSHOP JANUARY 20, 2005

On January 20, 2005 at the Lake Morey Inn and Resort in Fairlee, the VLCT Municipal Assistance Center will host a workshop on local regulation of telecommunications. An updated model telecommunications ordinance will be available at the conference. Please visit www.vlct.org/calendar/ to register for the workshop.



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CLASSIFIEDS -

(Continued from Page Eighteen)

and resume to Paul W. Bohne III, Town Manager, P.O. Box 88, Shelburne, VT 05482. E-mail pbohne@shelburnevt.org. **Applications will be accepted until the position is filled.** (11-24)

Associate, Legislative and Information

Services. The Vermont League of Cities and Towns seeks an Associate to provide public policy and advocacy services to our municipal membership. Responsibilities include conducting research, performing legislative advocacy, writing articles, preparing reports and serving as liaison with affiliate organizations. The ideal candidate will have excellent communication skills and facility with MS software. Experience in a public interest association and basic understanding of local government are highly desirable. A Bachelors degree in political science or a related field is required; advanced degree preferred. VLCT offers a competitive salary and benefits package and pleasant downtown office environment. Interested candidates

should send a cover letter, résumé and names/phone numbers of three references to: Human Resources, VLCT, 89 Main Street, Suite 4, Montpelier, VT 05602, or via e-mail to jobsearch@vlct.org with Associate as the subject line. **Applications accepted until filled.** (12-7)

EMS Provider. The Town of Stowe, Vt. Rescue has an immediate opening for a part-time Emergency Medical Services Provider, responsible for assisting in the overall organization of Stowe Rescue. A minimum current certification level of EMT-I in the state of Vermont (preferably EMT-I 03) and a valid Vermont State Driver's license are required. This is a 20 hour/week position, scheduled primarily 8 a.m. to 6 p.m. on weekends. The Town offers a competitive benefits package. IBEW union membership required. The pay range is \$11.59-\$13.75 per hour, depending upon qualifications and experience. The ideal candidate will have at least three years experience in emergency rescue response (including serving as a crew chief) and a thorough knowledge of medical supplies and equipment. **Applications will be**

accepted until the position is filled. Send letter of interest and resume to Stowe Rescue, c/o Steve Chambers, 513 Hollow View Road, Stowe, VT 05672, or e-mail resume and letter of interest to bheron8@aol.com. (12-7)

Property Assessor. The City of Montpelier, Vt. is seeking applications for employment and/or proposals for contract services for a qualified Property Assessor. Interested individuals must have property assessment experience in Vermont and preferably in a community with a commercial and business presence. Firms offering proposals must be approved under Rule 86-P65 of the Vermont Department of Property Valuation and Review. Duties will include preparing the annual grant list, updating assessments, hearing appeals, preparing information for the Board of Civil Authority, meeting with citizens, overseeing property re-appraisals as they are periodically required, and all other related duties enumerated in Vermont Statutes (particularly Title 32) and the City of Montpelier Charter. The City's budget has most recently provided for a three-day a week employee. The City, however, is open to a variety of arrangements as long as all assessment requirements are met. Please provide a cover letter and resume or professional contract proposal to William Fraser, City Manager, 39 Main Street, Montpelier, VT 05602 **by 4:30 P.M. on January 7, 2005.** (12-8)

Water and Sewer Department Employee. The Town of Manchester, Vt. is looking for an individual to fill a position in the municipal water and sewer department. Candidate will be able to perform all duties necessary to the operation and maintenance of a municipal water treatment/distribution system, and wastewater collection/treatment system. Must have or be willing to obtain a Vermont Class 1 Water System Operator Certification and a Vermont Grade 1DM Wastewater Operator Certification. Mechanical, construction, and lab analysis experience, good communications and public relation skills all desirable. Ideal candidate will have a CDL and be able to handle physical labor and operate heavy equipment. Salary depends on qualifications. Please send resumes **by February 28, 2005,** to: Town Manager, 6039 Main Street, Manchester Center, VT 05255. (12-10)

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Miscellaneous Road Equipment. The Town of Holland, Vt. has for sale: 8' Frink tailgate sander in good condition; 11' Tenco plow in good condition; and a chain for V-box sander 92 link, outside to outside 23¼, inside to inside 19½, center to center pin 2¼. For information, call the Road Commissioner at 802/895-2923. All items sold as is. (12-14)

REQUEST FOR PROPOSALS

Mapping Services. The Town of Berlin, Vt. selectboard is requesting proposals from qualified consultants to provide mapping services for the Town. To obtain requirements for submitting the proposal, contact the Town Administrator's Office at 802/223-4405. Proposals must be received **by 3 p.m. Wednesday, January 5, 2005.** Mark proposals "RFP - Mapping Services" and either mail or deliver to the Town Administrator's Office, Municipal Office Building, 108 Shed Road, Berlin, VT 05602. The selectboard reserves the right to accept or reject any and all proposals. (12-14)

Telephone System Hardware and Installation. The Town of Berlin, Vt. is requesting proposals from qualified consultants to provide telephone system hardware and installation of 14 telephone sets in the Municipal Office Building. To obtain requirements for submitting the proposal, contact the Town Administrator's Office at 802/223-4405, e-mail rtanguay@berlinvt.org, or visit the Town's Web site at www.berlinvt.org. Proposals must be received **by 12 noon, Wednesday, January 5, 2005.** Mark proposals "RFP - Telephone System" and either mail or deliver to the Town Administrator's Office, Municipal Office Building, 108 Shed Road, Berlin, Vt. 05602. The selectboard reserves the right to accept or reject any and all proposals. (12-16)

HELP WANTED

Zoning Assistant. The Town of Stowe, Vt. has an immediate opening in the Zoning Department for a Zoning Assistant. This position serves as department office manager, provides administrative assistance to the Zoning Director, and

includes a high degree of public interaction and individual responsibility. Some duties include, but are not limited to, intake and processing of permit applications and fees, Development Review Board scheduling, and tracking of permit activity. This is a full-time position, with excellent benefits. (IBEW union membership is required.) The pay range is \$12.17-14.44 per hour, dependent upon qualifications and experience. Attendance at evening DRB meetings may be required. The ideal candidate will have excellent written and oral communication skills, strong customer service skills, and proficiency with various computer programs including Microsoft Excel, Word and Access. The ability to organize and prioritize, and to maintain multiple tasks and deadlines is a must. A copy of the job description can be obtained by calling 802/253-6140 or on our Web site, townofstowevt.org.

Applications will be accepted until the position is filled. Send letter of interest and resume to: Susanne Gann, HR Coordinator, Town of Stowe, P.O. Box 730, Stowe, VT 05672. (11-19)

Public Works Director. Search Reopened. The Town of Shelburne, Vt. is creating the position of Public Works Director. The Director is responsible for the coordination and oversight of the Highway, Water and Wastewater Divisions and their infrastructure. The Director will represent the Town at regional and state meetings and will oversee municipal projects. The successful candidate must exhibit experience as a team player and be quality driven. An engineering degree and 10 years of related experience is required, with at least two years as a supervisor. Salary range \$49,500-\$62,700. Excellent benefit package. Send letter of interest

(Continued on Page Seventeen)

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Calendar

For more information about the following workshops or events, please contact Jessica Hill, VLCT Conference Coordinator, tel., 800/649-7915; e-mail, jhill@vlct.org; or visit www.vlct.org, select the Calendar, and select a workshop. On-line registration is also available on the Web site for VLCT workshops and events.

Regional Legislative Preview. Monday, January 10, 2005, Milton Town Offices; Tuesday, January 11, 2005, Hartford Town Offices; Friday, January 14, 2005, Manchester Town Offices. Sponsored by VLCT. Please join VLCT legislative advocacy staff for morning coffee and informal conversation about issues coming up in the 2005 legislative session.

Community Design and Planning Workshop. Friday – Sunday, February 14-16, 2005, Yestermorrow Design/Build School, Warren. Sponsored by Yestermorrow. For more information contact Kate Stephenson at 802/496-5545, or visit www.yestermorrow.org.

Local Regulations of Telecommunications.

Thursday, January 20, 2005, *Location change!* Lake Morey Inn, Fairlee.

Sponsored by the VLCT Municipal Assistance Center. This workshop will review recent technological changes and discuss how local governments can best position themselves in this changing field.

Wellness Coordinator Workshop.

Thursday, January 27, White House Inn, Wilmington; Thursday, February 3, Hampton Inn, Colchester; Thursday, February 10, Capitol Plaza, Montpelier; Thursday, February 17, Comfort Inn, St. Johnsbury; and Thursday, February 24, Cortina Inn, Mendon. Sponsored by the VLCT PACIF and Health Trusts. This annual, half-day workshop is designed to work with municipal wellness coordinators on health promotion programs and services they can take back to their municipalities. Coordinators may also pick up materials for this year's health and exercise-related program, "The Catamount Trail Pedometer Challenge."

Moderators Town Meeting Tune-up.

Thursday, February 3, 2005, Suzanna's Restaurant, Berlin. Sponsored by the VLCT Municipal Assistance Center. A parliamentarian's paradise, this annual workshop is designed for moderators and selectboard members, both seasoned and new. It will focus on the statutory requirements for town meeting, Robert's Rules of Order, and best practices for making it through the meeting unscathed.

Local Government Day in the Legislature.

Wednesday, February 16, 2005. Capitol Plaza Hotel and Vermont State House. Sponsored by the Vermont League of Cities and Towns and the Vermont Municipal Clerks and Treasurers Association. A special day at the Vermont State House for local officials. Come hear about the status of pending legislation from VLCT and VMCTA representatives, attend legislative hearings, and speak with your representatives in the Vermont Legislature.