

VLCT NEWS

A PUBLICATION OF THE VERMONT LEAGUE OF CITIES & TOWNS

SERVING AND STRENGTHENING VERMONT LOCAL GOVERNMENTS

October 2005

FEDERAL TRANSPORTATION BILL TO BENEFIT VERMONT

U.S. Senator Jim Jeffords serves as the ranking member of the Senate Environment and Public Works Committee. In that capacity he worked for more than three years to pass the \$286.5 billion federal highway bill, which authorizes federal transportation funding through 2009. In the end, the Safe, Accountable, Flexible and Efficient Transportation Equity Act of 2005 (SAFETEA) was passed in the House by a vote of 412 to 8 and in the Senate by a 94 to 4 margin.

Pursuant to the legislation, Vermont's share of total highway dollars will increase from an average of \$125 million a year now, to \$175 million a year through 2009, for a total increase of \$250 million over the five years. This represents a 40 percent

increase in funding for Vermont. Vermont will receive more than \$1 billion over the five-year period, when specific projects are included in the tally.

"This highway bill makes the biggest federal investment in Vermont's road and bridges in history. It will make Vermont's roads safer and less congested and bring new jobs and resources to our state for years to come. Every region of Vermont will benefit from this legislation," said Jeffords.



The bill is enormous. (I am scared to attempt to download it to my computer). In addition to the straight financial aspects of the law, there are sections amending or adding to virtually any transportation-related subject one could

(Continued on next page)

VLCT PACIF, STATE DRUG TASK FORCE REACH AGREEMENT ON LIABILITY

The Vermont League of Cities and Towns Property and Casualty Intermunicipal Fund (VLCT PACIF) is pleased to announce a new relationship it has fostered with the Vermont State Police's Drug Task Force.

This new arrangement will alleviate the liability from municipalities and serve to enhance the protection of our communities through the support and training of the State of Vermont Drug Task Force.

The Vermont State Police have agreed to remit to VLCT PACIF a set annual sum, based on historic claims data, to assist in covering claims incurred when municipal officers are performing duties for the Vermont Drug Task Force.

The Vermont Drug Task Force is currently comprised of twenty-two individuals who are drawn from the ranks of Vermont's state troopers, municipal police officers, and county sheriffs. In order to

(Continued on Page Seventeen)

ANNUAL SALARIES AND BENEFITS REPORT AVAILABLE

The 2005 *Municipal Salaries & Benefits Report* was published and distributed by VLCT in late September. We had another strong response to the survey this year, with 86% of those municipalities surveyed responding. Those municipalities that returned a completed survey should have already received their complimentary copy in the mail.

We are excited to release this report in a timely fashion this year, with the

goal of making it a more useful tool in your fall planning and budgeting process. The *Report* contains salary and benefits information on 232 cities, towns, and villages, with separate sections for larger and smaller communities.

Please contact us at 800/649-7915 or visit our Web site at www.vlct.org for ordering information. As always, we welcome any suggestions you might have for improvements to future surveys and reports at tfischer@vlct.org.

INSIDE THIS ISSUE...

Legal and Regulatory Notes	4
Ask the League	6
Press Release How-To	8
Trivia	9
Group Services Comm. Ctr.	10
Winter Olympics Challenge	11
Tech Check	13
Local Officials Directory?	14
Classifieds	19
Calendar	20



VLCT NEWS

A PUBLICATION OF THE VERMONT LEAGUE OF CITIES & TOWNS

89 Main Street, Suite 4
Montpelier, VT 05602-2948
Tel.: (802) 229-9111 • Fax: (802) 229-2211
E-mail: info@vlct.org
Web: www.vlct.org

VLCT Board

Susan Spaulding, President
Manager, Chester

Sandra Grenier, Vice-president
Clerk/Treasurer, St. Johnsbury

Charles Lusk, Past President
Selectperson, Stowe

Steven E. Jeffrey, Secretary

Nicholas Ecker-Racz
Selectperson, Glover

Sandra Harris
Town Clerk, Vernon

Brendan Keleher
Chief Administrative Officer, Burlington

David Lewis
Manager, Killington

Sanford Miller
Manager, Milton

Paul Myers
Selectperson, Wilmington

William Perkins
Selectperson, Middlebury

Hunter Rieseberg
Manager, Hartford

Al Wilkinson
Aldersperson, Rutland

Stephen Willbanks
Selectperson, Stratford

VLCT Staff*

Steven E. Jeffrey
Executive Director

Dominic Cloud

Director, Municipal Assistance Center

Karen B. Horn

Director, Public Policy and Advocacy Services

David Sichel

Director, Group Services

B. Michael Gilbar

Director, Administrative Services

*Partial List

Katherine B. Roe, Editor, *VLCT News*

The *VLCT News* is published eleven times per year (the August and September issues are combined) by the Vermont League of Cities and Towns, a non-profit, nonpartisan organization founded in 1967 to serve the needs and interests of Vermont municipalities. The *VLCT News* is distributed to all VLCT member towns. Additional subscriptions are available for \$25 to VLCT members (\$60, non-members), plus sales tax if applicable. Please contact VLCT for subscription and advertising information.

FEDERAL -

(Continued from Page One)

imagine. There are sections on recreational trails, emergency relief real-time system management information programs, truck parking facilities, public transit, highway safety, safe routes to school, seat belts, ferries, scenic byways, racial profiling, buy America, bicycle transportation, pedestrian walkways, brownfields, and much more.

Of interest to municipalities is the "Safe Routes to School" program that will provide \$612 million to develop, implement, and encourage the use of safe ways for children to walk or bike to school and the "High Risk Rural Roads" program that will focus \$360 million on the particular needs of rural communities and reducing risks to rural drivers. Vermont will receive an average 40



percent increase in funding for apportioned programs such as interstate maintenance, surface transportation, recreational trails, and the new highway safety improvement program.

The difficulty for Vermont will be finding state dollars to meet matching requirements for drawing down the available federal dollars. Estimates are that Vermont will need to find an additional \$13-18 million in order to match and be able to use all federal dollars made available to Vermont in SAFETEA. Not many options are available to the Legislature, and leaving money on the table is never a popular choice. Watch for information on this problem as the 2006 legislative session nears.

- *Karen Horn, Director, VLCT Public Policy and Advocacy Services*

(Editor's Note: For a list, organized by county, of Vermont transportation projects included in SAFETEA, please e-mail kroe@vlct.org.)

CORRECTION

In the Weston & Sampson Engineers' advertisement on Page 2 in the August/September 2005 issue, Henry should have read Harry. We apologize for the error.

KUDOS

VLCT member Addison County Solid Waste Management District was recently recognized with a national award by the Solid Waste Association of North America (SWANA).

The District won SWANA's Silver Excellence in Solid Waste Management Award in the Transfer Station Category. The Award was presented at SWANA's national conference in late September in Austin, Texas.

The District's recent redesign and reconstruction project at its transfer station caught SWANA's attention for its environmental controls and compliance with environmental regulations, as well as for its performance and cost-effectiveness. The station's recycling and household hazardous waste programs were also honored.

The Addison County Solid Waste Management District is a union municipal district that serves 19 member municipalities. Congratulations on a job well done!



★ Complete wastewater and drinking water treatment chemicals

★ Swimming pool chemicals

★ Delivery anywhere in Vermont

CALL 1-800-649-5952
TOLL FREE

11 BEECH ST. • ROUTE 1 EAST • FERRIS, VERMONT 05757
(802) 775-1212



*Above and Beyond*SM

Put our experience to work for you.

At TD Banknorth, our Government Banking division offers a full range of deposit, cash management, investment, and lending, leasing and financial advisory services, along with an unparalleled knowledge of local, state and county governments. Our Relationship Managers have direct experience in governmental affairs and banking. This knowledge, combined with local decision making and the power to personally deliver virtually any banking request you may have, produces results for the citizens and taxpayers you serve. We invite you to call today to schedule an appointment.



Jeanie Kelly



Anita Bourgeois



John Quartararo



Ted Scontras



Gene Arnold



Marge Barker



Beth Bartlett



Connie Brennan



Nicole Dumais



Arleen Girard



Paul Martel



Richard Ranaghan



John Conte



Patricia Carlino



Dianne Skerry



Melissa Williams



Wanda Oczechowski



Shelly Quinn



Ted May



Banknorth

Government Banking

TDBanknorth.com

802 371-1618

Bank Deposits FDIC Insured | TD Banknorth N.A.



LEGAL AND REGULATORY NOTES



CABLE BROADBAND; WASTEWATER PERMIT REINSTATED; RESTRAINING ORDERS & CIVIL RIGHTS

DECREASED FEDERAL REGULATION OF CABLE BROADBAND

The U.S. Supreme Court has issued an important ruling that will probably result in less federal regulation of cable and other broadband access technologies. *National Cable & Telecommunications Association et al., v. Brand X Internet Services, et al.*, 545 U.S. ___ (2005). *Brand X* promises to be an important ruling for municipalities, in that a

a less-regulated environment? If the cable companies do indeed build infrastructure to deliver broadband services, there will be no requirement to offer common carrier access to other providers. This could severely impinge competition in the Vermont market and slow the spread of broadband access for rural Vermonters.

A few Vermont municipalities have been stepping into the cable and broadband fray to provide access to technology that the

ANR WASTEWATER PERMIT REINSTATED

It is not often that the judicial system forces another arm of government to drastically change course. In one of those rare instances, the Vermont Agency of Natural Resources (ANR) was forced to reinstate a permit that it had granted, and then revoked, because "the injustice of allowing the revocation of their permit easily outweighs any effect on the public interest." *In re Lyon*, 2005 VT 63 (June 24, 2005).

In a nutshell, this case involves a wastewater permit that was granted and subsequently revoked by ANR, even though the applicants had submitted everything the regional wastewater engineer required of them. William and Ann Lyon applied for a wastewater permit from ANR. At the time of the application, the ANR regional office did not require the submission of a plan prepared by a certified septic system designer, *even though* ANR's own wastewater rules required it. Soon thereafter, the Commissioner of the Department of Environmental Conservation issued an "Estoppel Statement," which stated that a number of the regional offices had not

The immediate effect of this ruling is that cable Internet providers will be subject to less stringent regulation by the FCC. However, the long-term effects may take some time to become apparent, especially in a rural state like Vermont.

number of Vermont communities are in the process of establishing municipally operated telecommunications facilities and departments.

In a rare opinion by Justice Clarence Thomas, the Court affirmed a decision of the Federal Communications Commission (FCC) that categorizes cable broadband access as an "information service" and not as a "telecommunications service." This difference in terminology is crucial: Telecommunication service providers are considered "common carriers" under the federal Telecommunications Act (TCA). Common carriers are subject to stringent regulation under the TCA, and are required to offer access to their transmission and distribution facilities to other telecommunications carriers for a reasonable price.

The immediate effect of this ruling is that cable Internet providers will be subject to less stringent regulation by the FCC. However, the long-term effects may take some time to become apparent, especially in a rural state like Vermont. Will cable Internet providers, which have been slow to provide service (both traditional cable and Internet) in Vermont, be more capable of doing so in

private sector has been slow to provide, if at all. How the *Brand X* ruling affects the Vermont market and the efforts of those municipalities to provide broadband access remains to be seen. We suspect the action on this issue may move to the legislative arena and recommend that you watch the National League of Cities Web site (www.nlc.org) and VLCT's *Weekly Legislative Report* for more information on municipal cable and broadband access.

– Brian Monaghan, Staff Attorney, VLCT Municipal Assistance Center

(Continued on next page)

ALTERNATE DISPUTE RESOLUTION

Grievance and Interest Arbitration – Fact Finding
Mediation – Internal Investigations – Hearing Officer

EVERETT J. MARDER, Esq.

Licensed To Practice Law in MA, NH, VT
Twenty Years Experience in Labor Law
Retired Colonel, US Army Military Police
Former School Board Chair and School Administrator
Certified By American Arbitration Association
Certified by MA Board of Conciliation and Arbitration
New Hampshire PELRB Roster of Neutrals

Tel. 603.359.7544 • Email: emarder@interdial.net



LEGAL/REG. NOTES -

(Continued from previous page)

required the submission of such a plan. The statement further recognized that ANR had no authority to permit wastewater systems without the submission of the plan. Nevertheless, because so many applicants had

unfairness in revoking a permit where the applicants had fully relied upon the representations made by the regional wastewater engineer in their application, only to have it later revoked for failing to comply with the rules. The Court stated, "the Lyons were misinformed by – and reasonably relied upon – a duly authorized agent of the government acting within his authority

Now, more than ever before, the lesson for municipalities to take home from Lyon is that your zoning officials need to be wary in operating a successful permitting program.

relied on the regional offices' representations, and it would be patently unfair to enforce against permits issued during this time, ANR would not enforce against those permittees.

Even though ANR didn't take enforcement action on its own motion, a neighbor to the Lyons petitioned ANR to revoke the permit, because of the lacking design certification. Eventually, even though the Commissioner had issued his Estoppel Statement, the Lyons' wastewater permit was revoked. The Lyons appealed the Commissioner's decision, which eventually reached the Vermont Supreme Court.

The Court determined there was inherent

... Therefore, the Lyons' reliance on the Regional Engineer in this case is precisely the kind of rare circumstance that justifies estopping the State, because the injustice of allowing the revocation of their permit easily outweighs any effect on the public interest." The doctrine of estoppel is one of fairness: It is a remedy that can be imposed by a court where one party has wrongly dictated a course of action, and the other party has relied upon that advice, to his or her detriment.

Now, more than ever before, the lesson for municipalities to take home from *Lyon* is that your zoning officials need to be

wary in operating a successful permitting program. Applicants and interested persons are entitled to rely on representations made by the zoning administrator or other officials in seeking municipal permits. Permitting officials should never be too quick to offer advice as to whether an applicant can undertake a particular project. A better course of action would be to research the question. Consult with your colleagues. Call your municipal attorney. All of these steps will promote a fair and evenhanded permitting program.

*– Brian Monaghan, Staff Attorney, VLCT
Municipal Assistance Center*

U.S. SUPREME COURT DENIES DUE PROCESS CLAIM AGAINST TOWN'S FAILURE TO ENFORCE RESTRAINING ORDER

The U.S. Supreme Court has held that the Castle Rock, Colorado Police Department did not violate the civil rights of Jessica Gonzales when it failed to enforce a domestic violence restraining order against her estranged husband. *Town of Castle Rock, Colorado v. Jessica Gonzales*, 545 U.S. _____ (2005).

The facts of the case are horrific. As part of her divorce proceedings, Jessica Gonzales was granted a restraining order by a Colorado trial court which ordered her estranged husband to not disturb the peace of her or any of her three children and to remain at least 100 yards from the family's home at all times. The order was later made permanent and modified to allow the husband limited visitation. On June 22, 1999, Jessica's husband, without making any advance arrangements, took his daughters from their home in violation of the order. Between the hours of 7:30 p.m. and 12:10 a.m. Jessica made repeated requests to the Castle Rock Police Department to enforce the restraining order. After the first request, the officers visited her home, but stated that there was nothing they could do to enforce the restraining order. After her subsequent requests, she was told to wait until a period of time had passed for her children to return, and only then to call back. At approximately 3:20 a.m., Jessica's husband entered the Castle Rock police station and opened fire. The police shot back, killing him. Inside his truck, the police found the murdered bodies of his three daughters.

Jessica filed a civil rights claim against the Town of Castle Rock, claiming that the

(Continued on Page Nine)

Municipal Assistance Center



*Serving and
Strengthening
Vermont Local
Governments*

VLCT's Municipal Assistance Center specializes in the issues confronting Vermont municipalities today. Please give us a call if we can provide your municipality with any of the following services:

- ◆ *Advice from municipal experts and attorneys.*
- ◆ *Technical assistance with the preparation of policies, ordinances, job descriptions, etc.*
- ◆ *On-site workshops on topics such as financial management, land-use planning, and the proper functioning of municipal boards and commissions.*
- ◆ *Consulting services such as meeting facilitation, mediation, and personnel recruitment.*
- ◆ *Manuals and handbooks which provide a plain-English guide to state and federal laws.*
- ◆ *Regular surveys on salaries and benefits, municipal practices, rates and fees, etc.*
- ◆ *Model ordinances, bylaws, and policies.*

89 Main St., Ste. 4, Montpelier, VT 05602; tel., 800/649-7915; fax, 802/229-2211; e-mail, dcloud@vlct.org.



ASK THE LEAGUE

IMPLEMENTING CHAPTER 117

(Note from the VLCT Municipal Assistance Center: On August 25, 2005 VLCT MAC mailed a memo to all local zoning officials about complying with the September 1, 2005 changes to Vermont's zoning laws. As a follow-up, this special ATL offers further explanation of the saving clause of Act 115, the 2004 legislation revising the state's zoning statutes.

The saving clause provides that, effective September 1, 2005, the provisions of 24 V.S.A. §§ 4412 and 4413, subchapters 9, 10, and 11 of Chapter 117, and the related definitions found at 24 V.S.A. § 4303, will control over any inconsistent provision of a municipal zoning bylaw. While some towns have already amended their bylaws to comport with the new statutory requirements, others have not yet begun. Many towns are at some point in between. The Municipal Assistance Center has received several inquiries asking how zoning permit applications should be handled in this period before municipal zoning bylaws are revised to comply with the new state law.

Unfortunately, there is no blanket formula for determining whether a bylaw provision is consistent with state law. The following is intended as general guidance. For particularly complex or contentious permit applications, towns are advised to consult their municipal attorney for additional assistance.)

Much of the new law addresses matters of procedure, such as the requirements for holding a hearing and dealing with interested persons. Our existing zoning bylaw is largely silent on these procedural matters, but it does conflict with state law in some respects. What should we do?

Subchapters 9, 10, and 11 of the revised Chapter 117 set out the steps for adoption, administration, and enforcement of zoning bylaws. They also address the composition of appropriate municipal panels (AMPs), (development review boards, zoning boards of adjustment, and planning commissions conducting development review) hearing and notice requirements, and avenues for appeal.

The provisions of subchapters 9, 10, and 11 (and their predecessors) are largely procedural. They are prescriptive and give towns little or no leeway for deviation or interpretation. Most existing local bylaws are, for the most part, silent on matters of procedure. To the limited extent that some towns have attempted to address procedure in their existing bylaws, they have usually adopted the relevant provisions of state law verbatim, or nearly so. As a result, zoning officials in most towns have traditionally followed state statute on procedural issues.

Accordingly, VLCT recommends that, effective September 1, 2005, zoning administrators and AMPs should follow the procedural requirements set forth in the new subchapters 9, 10, and 11 of Chapter 117, regardless of the presence of contrary provisions in existing bylaws.



Our town has not amended its zoning bylaw. When reviewing a zoning permit application, do we apply our existing bylaw or state law?

The new 24 V.S.A. §§ 4412 and 4413 address some of the substantive issues of zoning, including, for example, multiunit dwellings, accessory dwelling units, existing small lots, and nonconformities. They also set forth some limits on a municipality's ability to regulate certain uses, like churches, farm structures, and hospitals.

In those towns that have not yet warned the first public hearing by the legislative body on proposed bylaw amendments, VLCT recommends that zoning administrators continue to review applications applying their existing municipal bylaws. Applicants and interested persons who believe that the zoning administrator has improperly applied a municipal bylaw that is inconsistent with state law may appeal the zoning administrator's decision to the AMP.

While the appeal process may result in a delay for some applicants, the determination of whether an existing bylaw is consistent with these provisions of state law involves the exercise of a considerable amount of discretion. Each substantive

(Continued on next page)



Let's Talk!

Stormwater, Water Supply,
Wastewater, Roads . . .

We can help your community with budgets,
cost estimates of capital improvements,
ideas for funding, and rate schedules.



Phelps Engineering, Inc.
3 Mill Street
P.O. Box 367
Middlebury, VT 05753

Since 1976
(802) 388-7829
info@phelpseng.com
www.phelpseng.com



ASK THE LEAGUE -

(Continued from previous page)

consistency analysis is essentially a quasi-judicial determination, and an AMP, being a deliberative body able to take evidence and arguments within the context of a hearing, is better equipped to make these decisions. In contrast, state law significantly limits zoning administrators' discretion by requiring them to interpret their bylaws literally and giving them no authority to permit any land development that is not in conformance with the municipal bylaw. 24 V.S.A. § 4448.

VLCT recommends that AMPs in these towns review their bylaws for consistency with state law on a case-by-case basis. To do this, the AMP should review the zoning permit application to determine which sections of its zoning bylaw will apply to the proposed project. It should compare these sections of the zoning bylaw with the provisions of 24 V.S.A. §§ 4412 and 4413, and the definitions in 24 V.S.A. § 4303, to determine whether the applicable sections of the bylaw are consistent, or inconsistent, with the provisions of these sections.

If the AMP concludes that an applicable section of its zoning bylaw is **consistent** with the provisions of 24 V.S.A. § 4412 or 4413, the AMP should **apply the applicable section of its bylaw to the permit application**. If the AMP concludes that an applicable section of its zoning bylaw is **inconsistent** with the provisions of 24 V.S.A. § 4412 or 4413, the AMP should **apply the applicable provisions of 24 V.S.A. § 4412 or 4413 to the permit application**.

Finally, the AMP should include in its written decision explicit findings with regard

to the consistency between the applicable sections of its zoning bylaw and the provisions of 24 V.S.A. §§ 4412 or 4413, and clearly articulate whether the provisions of the bylaw or state law have been applied in reaching its decision. A clear and well-reasoned decision may forestall subsequent appeals to the environmental court.

Our town has started to amend its zoning bylaw, but has not yet finished. When reviewing a zoning permit application, do we apply our existing bylaw, the proposed bylaw, or state law?

In those towns that have warned the first public hearing by the legislative body on proposed bylaw amendments, but have not yet completed the amendment process, state law requires zoning administrators and AMPs to review new permit applications under the proposed amendments for a period of 150 days following the warning. If the proposed amendment is not adopted by the conclusion of the 150-day period or if the proposed amendment is rejected, the permit must be reviewed under the existing bylaw. An application that has been denied under a proposed amendment that has been

rejected or that has not been adopted within the 150-day period must be reviewed again, at no cost, under the existing bylaw, at the applicant's request. 24 V.S.A. § 4449(d).

- Jim Barlow, Staff Attorney, VLCT
Municipal Assistance Center

MAC SEEKS ZONING DECISIONS

Does your zoning board have an effective process for writing high quality decisions? The VLCT Municipal Assistance Center would appreciate any sample decisions written by your zoning board of adjustment, development review board, planning commission, or other appropriate municipal panel. Any templates you have developed would also be useful.

We would also like to receive any guidelines or procedures that describe the process your board uses to arrive at its decisions.

Please e-mail these materials to Tara Fischer at tfischer@vlct.org, or mail them to her attention at VLCT, 89 Main Street, Suite 4, Montpelier, VT 05602.

VERMONT STATE INFRASTRUCTURE BANK (SIB) LOAN FUNDS ARE AVAILABLE

The Vermont State Infrastructure Bank (SIB) is a low-interest loan program operated by the Vermont Economic Development Authority (VEDA) and the Vermont Agency of Transportation (VTrans).

ELIGIBLE BORROWERS include:

- Municipalities;
- Regional Development Corporations; and
- Certain Private Sector Companies.

ELIGIBLE PROJECTS must be transportation-related and enhance economic opportunity and help create jobs, such as:

- Road Construction or Reconstruction;
- Certain Facilities Related to Rail Transit; and
- Bridges and Intermodal Facilities.

Funds are also available to help eligible groups and individuals purchase 7-15 passenger commuter vans.

To learn more, contact VEDA. 802.828.5627. www.veda.org.



The H.L. Turner Group Inc.

Contact: James Bouchard
Senior Project Manager

www.hlturner.com
800-305-2289



Architects • Engineers
Building Scientists
Construction Consultants





MEDIA HOW-TO: PRESS RELEASES

Remember the sitcom “Spin City” where Michael J. Fox wisecracked his way through yet another fictional media nightmare created by the mayor’s nudist daughter or a striking workforce? While the show’s examples are extreme, its ever-present focus on controlling the message is a valuable lesson. In a deadline-driven world, the first “voice” heard on a topic often sets the tone of the coverage and is the most likely to be remembered. A carefully crafted press release is your best tool to ensure your media coverage takes the right tone.

Writing a press release can be intimidating, so try taking a fresh perspective on it. Consider a press release to be a road map. Just as there are many ways to get to the capitol from your municipality, there are many ways to present the facts on an issue. When writing a press release, you want to point out the preferred route for citizens on an issue. Focus your efforts on illustrating the most direct route - the message your municipality wants to promote. Follow that basic information with resources to contact should anyone want more information. Try to imagine what questions your press release

REASONS FOR A MUNICIPALITY TO CREATE A PRESS RELEASE

- Newly elected officials
- Maintenance, construction or repair projects
- Upcoming community events
- New program initiatives within municipal departments
- Winning of important awards involving the community or municipal personnel
- Crisis situation and how the municipality plans to respond (i.e. flooding, criminal incident)
- Retirement of long-time municipal personnel

For more information about the media in Vermont, contact the Vermont Press Association President Michael Donoghue at 802/654-2442; fax 802/654-2560; e-mail mdonoghue@smcvt.edu.

will generate and prepare yourself to answer them.

The goal when writing a press release is to be concise and positive. Cover the basic elements of a news story: Who, What Where, Why, When and How. Stick to the information that is newsworthy and relates to the issue at hand.

Try to keep your press release to one or two pages at the most. Resist the temptation to go longer. An interested party will contact you for more information, but a bored reader is more likely to stop reading and miss the point of your message. Always keep in mind a press release may lead to a follow-up story that allows for more detail. It is important to be consistent, so follow the standard press release format. (If you would like a sample format, please contact Katherine Roe, Editor, at kroe@vlct.org.)

When writing your release, keep your audience in mind. Avoid industry jargon, as most citizens will not be familiar with technical terms used within local government. Keep your message simple and easy to understand. Avoid introducing multiple issues in one release. Instead, your municipality should issue separate releases for each topic.

You also need to understand your media outlets. If you’re sending your release to

a newspaper, find out who the editor or local government writer is and establish a relationship. That way, when you have newsworthy information to publish, you know exactly who should receive it. A positive relationship makes it more likely the media will contact you on emerging issues as well.

Timing is also a factor. Know your media’s publishing or broadcast schedule and schedule your release to allow reporters sufficient time to cover your issue. If you’re addressing a potentially hot topic, be sure reporters can reach you and feel comfortable doing so. If this is a new effort for your municipality, turn the tables and contact the reporter first. Explain that you’ve recently sent a press release about a certain topic and you’d like the opportunity to speak with him or her about it.

Don’t forget to prepare your fellow municipal officials. Make sure appointed and elected officials are briefed on the topic, know when the release has been issued and who will handle any subsequent questions.

Assigning a single contact person is important. This person should be prepared to present the facts and provide one, consistent message. If you’re the contact

(Continued on Page Sixteen)

MUNICIPAL INPUT SOUGHT FOR HOUSING SURVEY

The Vermont Housing Finance Agency (VHFA) is conducting a survey of employers which asks how the local housing market might be affecting their ability to recruit and retain workers in Vermont. In an effort to cover both the private and public sections, VHFA asks that municipalities consider completing the survey on-line. It will take only fifteen minutes and should be completed by one person per municipality who is aware of the possible housing needs of employees. The survey is on-line at www.vhfa.org/survey through Friday, October 14, 2005.

Thank you for your time! If you have any questions, please contact Maura Collins at mcollins@vhfa.org or call 802/652-3434



**Need help finding help?
Dialing 2-1-1 is your first step.**

Place just one call to our Community Information Referral Specialists and you’ll be linked to more than 3,500 health and human services throughout Vermont.

Dial “2-1-1” anywhere in Vermont or 1-866-652-4636 toll-free within Vermont or 1-802-652-4636 from outside Vermont Visit www.vermont211.org for an online database

Helpline staff is available Mon.-Fri., 8:30am-4:30 pm.

In Vermont call 9-1-1 to save a life, stop a crime, report a fire; call 2-1-1 for community information and referral.





LEGAL/REG. NOTES -

(Continued from Page Five)

Town had violated her due process rights under the 14th Amendment to the U.S. Constitution by ignoring her repeated pleas to enforce the restraining order. 42 U.S.C. § 1983. In order to prevail under this claim, Jessica would have had to show that she was denied the enforcement of a protected entitlement *guaranteed* by Colorado law.

The Court held that Colorado law, while

protected “property” interest, such as welfare benefits, utility services, or public employment. In the end, the Court determined that such a law did not provide any private entitlement to enforcement; thus, the protections afforded under the Due Process Clause were not triggered.

This case is important for Vermont municipalities because Vermont law does not have a mandatory arrest statute that would require police officers to investigate and make arrests in violations of temporary restraining orders. The law in Vermont

holding does not foreclose a state from enacting mandatory arrest statutes that would remove all police officer discretion from enforcement of restraining orders. Moreover, state law could also hold police officers liable for failure to enforce those orders. This could prove to be a difficult burden to meet for busy police departments, which are constantly forced to prioritize calls in a discretionary fashion.

– Garrett Baxter, Associate, Municipal Assistance Center

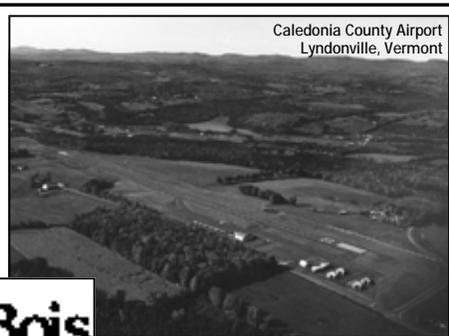
This case is important for Vermont municipalities because Vermont law does not have a mandatory arrest statute that would require police officers to investigate and make arrests in violations of temporary restraining orders.

showing a strong desire for peace officers to enforce restraining orders, did not give Jessica a *property right* to enforcement of the restraining order because enforcement was not *mandatory*. Even if Colorado law required such enforcement, Justice Scalia, writing for the majority, questioned whether such an entitlement to enforcement could rise to the level of a Constitutionally

remains that police officers are to use their training, experience, and discretion in enforcing court orders. Moreover, the U.S. Supreme Court’s holding states unequivocally that police officers cannot be held liable for failing to protect a “benefit that a third party may receive from having someone else arrested for a crime.” *Town of Castle Rock*, 545 U.S. ____ (2005). Nevertheless, this



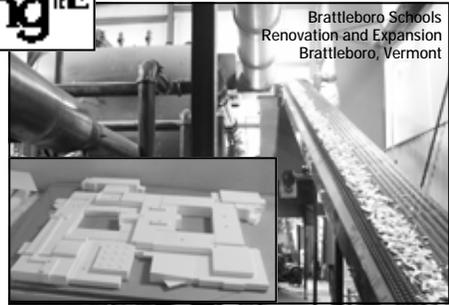
Ayers Street Intersection
Barre, Vermont



Caledonia County Airport
Lyndonville, Vermont



Advanced Wastewater Treatment Facility
Barre, Vermont



Brattleboro Schools
Renovation and Expansion
Brattleboro, Vermont



Full Service Engineering, Planning,
Permitting, and
Environmental Consulting

Supporting Vermont Communities
Since 1962.

Randolph, Vermont
802.728.3376

Williston, Vermont
802.878.7661

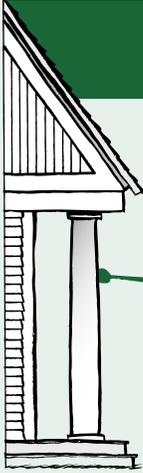
www.dubois-king.com

TRIVIA

Well, we didn’t catch Royalton Administrative Assistant **Jackie Higgins** and her Reigning Champion Royalton Trivia Team on vacation in August. It didn’t take them long to answer that Alvah Sabin (1793-1885) from Georgia, Vermont, died in Sycamore, Illinois. He fought in the War of 1812 and was a Baptist minister in Cambridge, Westfield, Underhill, Georgia and also in Sycamore, Illinois in his later years. He ran for office as a Whig and, while in the U.S. House, served on the Committee for Revisal and Unfinished Business (long defunct), which recommended procedures to finish all business at the end of each session. Here is the October challenge:

The first political convention in Vermont was chaired by a Baptist evangelist from Addison County who was touted by none other than John Quincy Adams, the darling of Vermont Federalists, as the most effective extemporaneous speaker he had ever heard. Who was the speaker, when and where was the convention, and what was the party?

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.



SURVEY SHOWS AMERICAN WORKERS HAVE POOR HEALTH HABITS

American employees aren't taking good care of their health, according to a survey of workers conducted by ComPsych, a company that provides employee assistance and wellness programs. The survey shows that only 17 percent of workers interviewed call their health habits "good."

More than 43 percent said they do not currently engage in a physical activity, and a full half of respondents called themselves somewhat overweight. When asked about their eating patterns, 58 percent said their habits are sporadic and vary from very healthy to unhealthy.

How about you? Time for a change? If so, why not use fall's beautiful weather to get some exercise and to enjoy the harvest of fresh and healthy fruits and vegetables so readily available now.

As an employee of a VLCT PACIF or VLCT Health Trust member municipality, you can also contact the Group Services Safety and Health Promotion Department (bfitzpatrick@vlct.org or 800/649-7915) to find out more about the VLCT wellness programs available to you. You might also wish to visit the VLCT Safety and Health Promotion On-line Library at http://groupservices.vlct.org/safety_and_health_promotion_library/?pg=intro and select a book, booklet, video, or CD from a wide variety of wellness topics. We will send it to you with a postage paid return envelope, to make it as easy as possible for you. Good luck with your personal wellness program!



ATTENTION HEALTH TRUST MEMBERS

HEALTH RENEWAL MEETINGS

The 2006 health renewal season is fast approaching. In September, all VLCT Health Trust members received a mailing about renewal changes that included an On-Site Visit Request Form. Please note this form is also available on the Group Services' portion of the VLCT Web site, under Forms, Printable. If you would like a Member Relations staff member to visit your town to discuss your health insurance options, please fill out the form and return it to us. Once we receive your form, we will contact you to arrange a meeting at your location, at your convenience.

HEALTH RENEWAL CHANGES – READ THIS, IT IS IMPORTANT!

This is a reminder that, effective January 1, 2006, the \$50 deductible drug card option with the \$5/\$10/\$25 co-pays will be eliminated. This option *will not be* grandfathered.

The \$100 deductible drug card option with the \$10/\$15/\$30 co-pays will remain, along with two new alternative co-insurance drug card options: Option 1 offers a \$50 deductible with \$10 – Generic; 20% Coinsurance with \$15 minimum & \$30 maximum – Preferred; and 20% Coinsurance with \$30 minimum & \$60 maximum – Non-Preferred. Option 2 offers a \$100 Deductible with \$10 – Generic; 25% Coinsurance with \$15 minimum & \$30 maximum – Preferred; and 25% Coinsurance with \$30 minimum & \$60 maximum – Non-Preferred.



Each member must decide and notify VLCT in writing which prescription drug benefit your municipality will offer beginning January 1, 2006. This must be done prior to November 1, 2005. If we do not hear from you, in writing, the default will be the Co-insurance Option 1.

Another change for the 2006 year is that, as of January 1, 2006, the high deductible health plan with a health savings account (HDHP w/HSA) will be available as a secondary plan option instead of the stand-alone option offered by the Health Trust in 2005. This means you may offer the HDHP w/HSA along with your current plan as a second choice for employees.

HEALTH TRUST ANNUAL MEETING

All members are invited to attend the Health Trust Annual Meeting, scheduled for Friday, November 18, 2005, at the Lake Morey Resort in Fairlee, Vermont. Come join us for an informative meeting regarding Health Trust-related directives and issues for 2006.

WELCOME

The **South Alburg Fire District #2** recently joined the VLCT Property and Casualty Intermunicipal Fund (VLCT PACIF), bringing PACIF's membership up to 345 members.



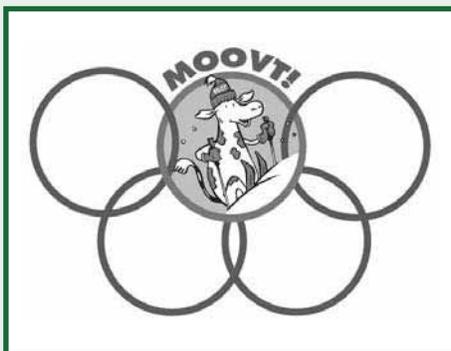
2006 VLCT WINTER OLYMPICS CHALLENGE

The VLCT Safety and Health Promotion department recently announced the theme for its annual, winter pedometer challenge – the 2006 Winter Olympics.

While they cheer on the superb athletes in Turin, Italy this winter, here at home members of the VLCT Health Trust and their families can take part in the 2006 VLCT Winter Olympics Pedometer Challenge. The step-counting program, now in its third year, is a fun way to be more active in Vermont's most challenging seasons – late winter and our fifth season, mud season.

Heidi Joyce, VLCT Senior Health Promotion Consultant, has designed this year's program around a map of the Olympic rings and is offering her

usual array of enticing prizes and gifts to encourage participation in the Challenge.



Participants will record their steps on the map of the Olympic rings; steps per day goals are divided into bronze, silver and gold levels.

Heidi recently mailed information about the 2006 VLCT Winter Olympics Pedometer Challenge to her municipal wellness coordinators contact list. Included was an order form, **which should be returned to VLCT by December 1, 2005.** (This form is also available on the VLCT Web site in the Group Services Section, under Forms, Printable.)

For more information about the Challenge, you may contact Heidi at hjoyce@vlct.org or 800/649-7915. Start thinking now about putting your municipal team together for fun and fitness in 2006!

A GROUP SERVICES PROGRAM

*Meeting Vermont's
Municipal Insurance and
Risk Management Needs*

Operating since 1982

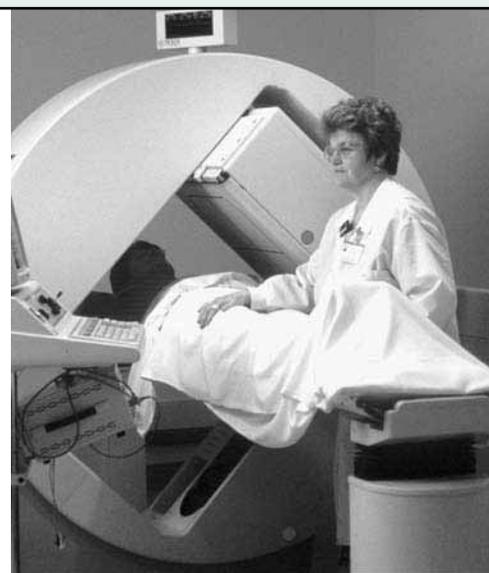
Health Trust, Inc.
89 Main Street, Suite 4
Montpelier, VT 05602
800.649.7915
802.229.9111
fax 802.229.2211
www.vlct.org

VLCT Health Trust

MEMBERSHIP INCLUDES
*A Special Selection of
Group Health Insurance
and Benefit Plans:*



*Health Insurance
Dental Insurance
Life Insurance
Cafeteria Benefits Plans
Short Term Disability
Long Term Disability
Long Term Care Insurance*





Financial expertise and world-class service at work for you.

Through our Government Banking team, we can offer you access to a wealth of customized financial services — cash management, leasing, investing, financial advisory, lending—along with superior personal service and expertise to help you choose the services you need. For more information, call 1-800-675-7195.



Member FDIC



Tech Check

REFLECTIONS ON THE BENEFITS OF TECHNOLOGY

In another nine months I'll have reached my twenty-fifth year, a whole quarter of a century, slaving away as a white-collar worker in the public sector. During that time, technology has advanced by leaps and bounds, from mainframes to PC notebooks, from DOS to XP, from analog to wireless. We now have the Internet, wide-area networks, digital cameras, scanning, and a vast number of software applications that can do pretty much anything you could ask for in the workplace. Technology has given us a variety of tools that can help improve productivity and make us more effective in providing services to the general public. It can also be a royal pain when it isn't working correctly.

I'm a creature of habit. Once I establish

a routine at work or at home, breaking it can be disastrous, so I try to be as methodical as possible. When I worked for a school supervisory union in the late 1980s and in town government in the early 1990s, I used to take work home on a floppy diskette (the 3.5" models, smaller and more efficient than the 8" ones I used to back up the mainframe when I first started there). Once home, I would transfer my VP Planner spreadsheet files (they were the Lotus copycat that got sued and went out of business about that time, and well, we just kept using it because we didn't feel like spending a whole bunch of money on Lotus) to my home computer, a sleek IBM PS something or other. For a number of years I established and followed a certain routine: copy files onto diskette,

bring home, work on files from diskette, save files, bring back to work, copy back to work computer. Later I found that the computer would process much more quickly if I copied the files to my home hard drive first to work on them, so I adjusted my routine slightly. I was younger and more flexible back then, so that worked out pretty well for me. Except for the one time when my floppy crapped out on me and I lost about seven hours of work. A decade later, I can say I've pretty much gotten over that.

When I got my first laptop and discovered the briefcase feature (where you could drag and drop files into a briefcase to work on them at home, and then update the network files with your briefcase copies), I had to establish a whole different routine. I must confess, however, that it took me about a year and a half after I got the laptop to dare to try the feature; in the meantime I continued my old diskette transport process. Once I got the hang of briefcase, I couldn't imagine life without it. Until, of course, I started using E-MAIL.

Holy cow, what an invention! In the mid 1990s, we Luddites in Hanover, New Hampshire turned to the technology gods and hit the jackpot. I said at the time that e-mail wouldn't really fly because people in town government liked communicating face to face. We set up a single e-mail account to go to the secretary who would then distribute the messages to the proper recipient. When I left Hanover a few years later, nearly everyone had his or her own e-mail account and not only was communications forever changed, but file transfers became quick and painless. I decided that carrying around a laptop wasn't much fun (although it was great if the boss saw you schlepping it back and forth during evaluation time), so I started transferring my files between my work and home computer via e-mail. I had to work out a few wrinkles, though, as I kept forgetting to copy the files back to the network.

(Continued on Page Sixteen)

Through Northeast Delta Dental, the Vermont League of Cities & Towns offers dental plans designed to meet the needs of your municipality.

Call Delta Dental Plan of Vermont
135 College Street
Burlington, VT 05401-8384
at 800-329-2011
for more information.

 **DELTA DENTAL**[®]
Northeast Delta Dental
www.nedelta.com





VLCT MUNICIPAL OFFICIALS DIRECTORY

VLCT has been approached by the Vermont Local Roads Program to see if we are interested in taking over publication of its *Vermont Directory of Municipal Officials*.

Many VLCT members are familiar with the Program's annual *Directory*, which lists the members of the selectboard, council, or board of trustees for each Vermont municipality, as well as their address and telephone number. The manager, administrator, town clerk, treasurer, and road foreman or commissioner are also listed, along with the fire chief and emergency management coordinator. The *Directory* also includes the e-mail address, fax number and Web site address for each municipality. It is printed and is not available on-line.

A similar directory of town clerks and treasurers is published on-line by the Vermont Secretary of State's office.

VLCT currently keeps contact information for local officials and employees in a database, not a directory, format. We do have a directory of municipal e-mail addresses and Web sites on the VLCT Web site, though it is by no means comprehensive.

As VLCT considers whether or not to publish a municipal directory for the state, we would like to hear from our members what you think about such a project. Do you use the current *Vermont Directory of Municipal Officials*? If yes, would you prefer a print or on-line directory? Would you be willing pay a reasonable fee for a print directory? As VLCT weighs where to expend its time and resources, do you think the directory is important enough to do instead of another publication or service that we currently provide?

VLCT is interested in helping municipal officials find and communicate with their colleagues from around the state. If a directory is the best way for us to do that, let us know. Other ideas are, of course, welcome. Please send your comments and ideas to Katherine Roe, VLCT Communications Coordinator, at kroe@vlct.org, 800/649-7915, or VLCT, 89 Main Street, Suite 4, Montpelier, VT 05602. Thank you!

The Company You Know. The Experts You Trust.

Bruce Cadman

Herb Myers

At General Code, the key to our success is our people. Our customers know them as industry experts, and rely on them as service professionals. Ultimately, they grow to value them as good friends. That's how we've earned the industry's highest customer satisfaction rating.

Serving more than 2000 communities of all sizes, General Code has provided codification and document management solutions since 1962. We offer a higher level of service, and community leaders rely on our experience to help them reach their goals and stay within their budget. For more information about what we have to offer, contact your Vermont representatives, Herb Myers or Bruce Cadman at **1-800-836-8834**.

**GENERAL
CODE**

www.generalcode.com

©2005 General Code Publishers



What keeps you **UP AT NIGHT?**

Is your town safe? Do the fire, police and traffic safety personnel have all the information they need at their fingertips? Are your schools and other public buildings free from potential harm? Are your town's natural resources in danger? Could you access important municipal information in an emergency situation? We have the solution that will help you sleep at night. National Geomatica is *the* Single Source for Municipal Automation. We combine a free web-based Geographic Information Systems (GIS) with a powerful data management tool to provide you and your town's employees with the information you need from any department, with speed and ease.

Easy, Powerful, Fast

National Geomatica is the integrated software that gives you all the information you need — rest assured.

Call today for more information.

**866.502.1944 or
sales@nationalgeomatica.com**

you are here
NationalGeomatica



TECH CHECK -

(Continued from Page Thirteen)

Here at VLCT I'm back to using my little Acer notebook with Windows 2000 and a slick synchronization feature that automatically retains files off-line, so I can work on them at home, and update them when I get to work and connect to the network. So, theoretically, I don't have to have any routine at all - just plug and play, so to speak. Except that there's some funky problem with large files with links (or something like that) that causes my large budget files (that I work on most of the time at home) to seize up and lock my computer. The solution is to copy the files I need to work on from the network to my local drive. Assuming I remember to copy them back to the network after, that works out okay. Usually what

happens is that I'm so used to relying on the synchronization to work that I forget that it doesn't and end up locking up my computer at least once a week, spending half an hour roundly cursing technology in general after losing two hours of work on a file I needed to have finished for the next day. Age and computers aren't a pretty mix.

All in all, however, I have to say that without the technological tools we have now, life would be a whole lot tougher in the office and you'd have to hire a boatload of people just to complete simple tasks in today's terms. Take, for example, creating a graph. We have software that will allow us to build a graph from a table in about five minutes without even thinking about it. Without it, we'd have to draw the darned thing on paper after figuring out what kind of graph we needed and how to get it drawn to the correct scale, then determine the best

way to incorporate it into the report we're using it for. Might take about a half-hour for someone who knew what he or she was doing. The graphing function has essentially saved me 25 minutes each time I needed to have a visual aid in a report, not to mention saving the poor reader's eyes.

And can you imagine doing a payroll without computers? We cut about 40 checks (direct deposits actually) every other week and it takes one person about a day to process them. I'm figuring it would take one person at least four times that, if not a full week, to do everything he or she would need to do manually to process and post payroll. Some enterprising soul out there ought to try one manual payroll just to be able to appreciate what technology has given us.

So I guess I shouldn't gripe when the server's down, or an e-mail bounces back with some obscure message, or even when the printer dies at the worst possible moment. It could be a lot worse: I could have more co-workers.

- Michael Gilbar, Director, VLCT
Administrative Services

Energy efficiency and state energy code requirements go hand in hand.



Information is at your fingertips through Efficiency Vermont and the Energy Code Assistance Center (ECAC) online at www.encyvermont.com. Please call Efficiency Vermont at 1-888-921-5990 or the ECAC hotline at 1-888-373-2255 for information.



Energy Code Assistance Center
255 South Champlain St., Suite 7
Burlington, VT 05401

PRESS RELEASES -

(Continued from Page Eight)

person, keep a cheat sheet and a copy of the release near your phone to help you stay on track. Keep in mind that the media work round the clock, so your contact person needs to be easily available, day or night. If the media have a question after normal work hours, make sure there is a way to reach the contact, or your release may not get the coverage you desire.

No matter how skilled you are at creating a press release, someone will eventually ask a question you're not prepared to answer. Your response should resemble "I don't know the answer to that right now. Let me find out and I'll get back to you." Make a note of the question and move on to the next. Be sure to follow up on the question - it will go a long way towards keeping the reporter open to your future messages.

Done right, press releases can be a marvelous addition to your municipality's communications and are well worth the effort. They are your best tool to educate your citizens on municipal business and they want to hear from you - whether you're discussing the date of the next budget hearing or trying to handle the backlash from the mayor's nudist daughter.

(Reprinted from *Cityscape*, January 2005, with permission from the Iowa League of Cities.)



PACIF -

(Continued from Page One)

qualify for the Vermont Drug Task Force, an individual must be a full-time certified officer. The mission of the Task Force, which was founded in 1987, is to identify drug dealers and prevent drug abuse. During its existence, approximately 50 municipal police officers have participated in the Task Force, each for an average of three years. There are currently eight municipal officers serving on the Force. Municipal officers receive valuable training for their respective communities during their tenure with the Vermont Drug Task Force and become fully trained in drug operations.

VLCT PACIF recognized that its municipal members faced a very difficult risk management decision when deciding whether or not to let one of their full-time certified police officers apply to participate in the Vermont Drug Task Force. Municipalities expressed grave concerns regarding the liability, and thus the long-term monetary repercussions, that they assume when one of their officers is serving on and under the supervision of the Vermont Drug Task Force. We are confident that our new relationship will relieve the insurance liability burden felt by municipalities.

The structure of the relationship follows. VLCT PACIF has set aside the money received from the Vermont State Police to create a pool that will be used to remit payment on claims incurred by a member's participation in the Drug Task Force. Thus, claims incurred by a municipality participating in the Vermont Drug Task Force will no longer be applied directly to the municipality's loss history. These claims will be allocated to and payment will be remitted from the funds received from the Vermont State Police and the pool created with these funds by VLCT PACIF. In addition, municipalities will not be assessed a contribution for officers participating in the Drug Task Force. Please feel free to contact Dave Sichel at dsichel@vlct.org or 800/649-7915 for additional information.

the signs of a healthier vermont.



When Vermont's children receive the coverage, care, and comfort they deserve, these are signs of a healthier Vermont.

Vermont's ambulances now come equipped with new tools that help provide comfort and treatment to children—teddy bears. Blue Cross and Blue Shield of Vermont and The Vermont Health Plan learned that emergency crews use such toys to open the lines of communication between EMTs and children, who respond positively to the familiar comfort of a teddy bear. Teddy bears for children, the most innovative health plans, and the largest provider networks in the state—these are signs of a healthier Vermont. To learn more about The Vermont Health Plan, our teddy bear initiative and other programs, visit www.bcbsvt.com.



**BlueCross BlueShield
of Vermont**



Independent Licensees of the Blue Cross and Blue Shield Association.



CLASSIFIEDS -

(Continued from Page Nineteen)

sander (1993), plow frame, tires in good condition. Asking \$25,000. To schedule an appointment to see it at the Andover Town Garage, call Ralph at 802/875-3247. (8-11)

Truck parts. 6 rims for Ford F-550, tire size 225/70R, 19½", 8 bolt holes, used only two seasons. Asking \$50.00 each. Contact the Town of Bridgewater, Vt. at 802/672-3334, or road foreman Randy Kennedy at 802/672-5379. (8-31)

CALENDAR -

(Continued from Page Twenty)

revitalization. Over a dozen educational sessions will help participants understand how to better support downtown building rehabilitation, business development, marketing, and public improvements. The conference should be of particular interest to anyone interested in community revitalization, including the board and committee members

of downtown revitalization organizations, planners, developers, architects, historic preservationists, downtown business owners, town and city staff, and community volunteers. Registration information and the conference agenda can be found at www.historicvermont.org, or by calling 802/828-5212.

Sharing Success: Strategies for Local Housing Action. Thursday, October 20, 2005, Hotel Coolidge, White River Junction; Thursday, October 27, 2005, Holiday Inn, Rutland; Thursday, November 3, 2005, Comfort Inn, St. Albans. Sponsored by the Vermont Housing Awareness Campaign, VLCT, and ten regional planning commissions, this evening dinner/workshop will help attendees understand affordable housing issues at the local level and give them tools to provide public education about these issues in their communities. To register, visit www.housingawareness.org/workshops.php or call 802/652-3449.

Planning and Zoning Series #1: Reviewing a Zoning Application. Tuesday, October 25, 2005, Vermont Interactive Television sites around Vermont. Sponsored by VLCT Municipal Assistance Center and

Vermont's regional planning commissions. This year's planning and zoning series will focus on the zoning process from application through decision, over the course of three evening sessions. The first session will focus on reviewing a zoning application, with particular attention to evaluating an application in a town that has not updated its zoning bylaws as required by September 1, 2005.

Broadband in Vermont – Are You Going to be Left Behind? Tuesday, October 18, 2005, VTC Old Dorm Lounge, Randolph, Vermont. The fall conference and annual meeting of the Vermont Community Development Association.

2005 Planning Celebration. Friday, October 28, 2005, Capitol Plaza Hotel, Montpelier. Vermont Planners Association Annual Meeting and Awards. For more information, contact [Wendy Tudor@state.vt.us](mailto:Wendy.Tudor@state.vt.us).

Vermont Town and City Managers Association Fall Conference. Thursday and Friday, October 27 & 28, 2005, Trapp Family Lodge, Stowe, Vermont. The semi-annual professional development conference for Vermont's town and city managers.

50 Years in the Game



When you have a project that requires engineering, planning, landscape architecture or environmental science services, you need a consultant who will be your project team's most valuable player.

At Dufresne-Henry we have 50 years of experience in the game. Do you have a project in your future?

Call a winning play...contact us at 802-886-2261, 802-864-0223, or 802-229-0711 log on to our Web site at www.dufresne-henry.com, or call the Dufresne-Henry office nearest to you.

engineers . planners . landscape architects . environmental scientists

Westford, MA . Northampton, MA . Manchester, NH . South Burlington, VT . Montpelier, VT
North Springfield, VT . Saratoga Springs, NY . Rochester, NY . Newburgh, NY
Pawling, NY . Portland, ME . Presque Isle, ME . Port Charlotte, FL . Sarasota, FL . St. Cloud, FL





Classifieds

Please visit the VLCT Web site to view many more classified ads: www.vlct.org/classifieds.cfm. You may also submit your ad via an e-mail link on this page of the site.

HELP WANTED

Recording Secretary. The Town of Essex, Vt. has reopened its search for a qualified applicant for the position of Recording Secretary. This person records and transcribes Monday evening meeting minutes for the Selectboard twice a month (approx. 6-10 hrs. each meeting) and Wednesday Evening Merger Committee weekly (approx. 4-6 hrs). Salary, \$15-17/hour. Submit resumes to Patrick Scheidel, Town of Essex, 81 Main Street, Essex Junction, VT 05452.

VLCT NEWS CLASSIFIED

ADVERTISING POLICY

The *VLCT News* welcomes classified advertisements from municipal entities, public agencies, businesses and individuals. This service is free for VLCT members (regular, contributing and associate); the non-member rate is \$37.00 per ad. Ads are generally limited to 150 words.

The *VLCT News* is published every month and usually reaches readers by the third week of the month. Ads are also placed on the VLCT Web site as soon as they are received.

The copy deadline for advertisements is the first Friday of the month for the next month's issue. However, space is occasionally available for late additions. Please feel free to check with the editor for availability.

For more information on classified and display advertising in the *VLCT News*, please contact Katherine Roe, Editor, *VLCT News*, 89 Main Street, Suite 4, Montpelier, VT 05602, tel. 800/649-7915, fax 802/229-2211, e-mail kroe@vlct.org.

Position open until filled. EOE. (9-2)
Finance and Administration Director. The City of Montpelier, Vt. (pop. 8,200) seeks a Department head position that is part of the City Manager's top management team. Has primary responsibility for Finance/Budget management, Human Resource/Personnel administration and Information Systems Management. Has secondary responsibilities in general operations, risk management, communications and community relations depending on skills, experience and background. Ideal candidate will have a BA/BS in public administration, finance or related field. MA preferred. Significant experience in key administrative position within a public or non-profit agency with major for budget and human resource management. Direct experience in municipal government preferred. Familiarity with Vermont municipal regulations, policies and practices a plus. Demonstrated knowledge of municipal finance, budgeting and accounting including enterprise funds. Demonstrated knowledge of public employment issues. Understanding of computer hardware/software used to deliver information services in municipal office environment. Strong understanding of general municipal government management. Ability to supervise effectively and work effectively within groups and teams. Must have good communication/interpersonal skills, strong presentation skills and a customer service orientation. Salary Range, \$52,000 to \$62,000 (plus full benefits), based on qualifications. Send resume to City Manager's Office, 39 Main Street, Montpelier, VT 05602 **by 4:30 p.m. on Thursday, October 6, 2005.** Full job description available. Direct additional inquiries to wfraser@montpelier-vt.org. (9-12)

Assistant to the Director of Recreation.

The Town of Stowe, Vt. seeks an Assistant to the Director of Recreation for a comprehensive community recreation program. The position reports directly to the Recreation Director and, ultimately, the Superintendent of Recreation. Direct participation in all aspects of the administration and conduct of program

activities will be necessary. The ideal candidate will have excellent communication skills, computer proficiency and a keen knowledge of community recreational needs and an understanding of recreational and athletic activities and their learning progressions. A Bachelor's degree in Recreation or a related field is desired, however you may substitute applicable experience for education. This is a full-time position with excellent benefits. Annual salary range is \$26,000-\$31,000, depending on qualifications and experience. To obtain a copy of the position description, go to our Web site, www.townofstowevermont.org. Send a letter of interest and current resume to: Susanne Gann, HR Coordinator, Town of Stowe, P.O. Box 730, Stowe, VT 05672 or e-mail sgann@townofstowevermont.org. (8-24)

Zoning Administrator. The Town of Wallingford, Vt. seeks a part-time zoning administrator (10 hours per week plus one evening meeting per month). The zoning administrator enforces the Town's zoning codes and its by-laws and serves as staff to the Planning Commission and Board of Zoning Adjustment - preparing minutes, warning meetings, receiving and responding to correspondence. He or she acts impartially and without coercion on zoning requests according to Town zoning regulations and refers requests for zoning variances and conditional uses to the appropriate body. The zoning administrator responds to questions concerning zoning regulations, permit requirements, etc. and maintains records, recording inspected septic systems, and approved driveway and construction permits. Send letters of interest to: Wallingford Planning Commission, P.O. Box 327, Wallingford, VT 05773. Call 802/446-2872 with any questions. (9-19)

FOR SALE

1993 Mack Dump Truck. Town of Andover, Vt. Mack engine E7, 300 hp, Fuller-8 speed transmission RT-14708LL series, 118,000 miles. New (2005) front springs and rear-end gears, hydraulic

(Continued on Page Eighteen)



89 Main Street, Suite 4
Montpelier, VT 05602-2948

PRSR STD
U.S. Postage
PAID
Montpelier, VT
Permit No. 358

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 for more information or to register on-line. The on-line registration option is available for VLCT workshops and events only.

Brownfields Development: Strategy and Resources. Friday, September 30, 2005, Castleton Community Center, Castleton; Tuesday, October 4, 2005, Hillary's Restaurant, Morrisville; Thursday, October 20, 2005, Emory Hebard State Building, Newport. The final three in a fall series of workshops offered by the Vermont Department of Economic Development. Representatives from the Vermont Department of Environmental Conservation and the Vermont Agency of Commerce and Community

Development will discuss redeveloping contaminated properties in Vermont. For more information, visit www.thinkvermont.com/brownfieldsforum.

Governor's Conference on Recreation. Thursday, October 6, 2005, Capitol Plaza Hotel and Conference Center, Montpelier. Sponsored by the Vermont Recreation and Parks Association, this annual conference offers educational sessions, exhibits, a silent auction, an opening keynote address and an award luncheon. For more information, contact Stephanie Quaranta at squaranta@barrecity.org or 802/476-0257.

Planning and Zoning Forum. Friday, October 7, 2005, Cortina Inn, Mendon. Sponsored by VLCT Municipal Assistance Center. This workshop will examine current issues in municipal planning and zoning. Particular attention will be paid to reconciling local bylaws with recently amended state law. There will also be time for discussing common challenges with local officials from across

the state.

Municipal Officers Management Seminar. Tuesday, October 11, 2005, Johnson State College, Johnson; Wednesday, November 2, 2005, Holiday Inn, Rutland; Wednesday, November 9, 2005, Lake Morey Resort, Fairlee. Sponsored by the University of Vermont Extension, this annual series of one-day workshops provides training for a wide variety of local officials. Registration information can be found at www.regonline.com/moms05 or by contacting Mary Peabody at mary.Peabody@uvm.edu or 802/223-2389, ext. 13.

Sixth Annual Downtown Conference. Thursday, October 13, 2005, Wyndham Hotel, Burlington. Sponsored by the Vermont Department of Housing and Community Affairs, this conference will provide innovative information and training for those involved or interested in downtown and village center

(Continued on Page Eighteen)