

VLCT NEWS

A PUBLICATION OF THE VERMONT LEAGUE OF CITIES & TOWNS

SERVING AND STRENGTHENING VERMONT LOCAL GOVERNMENTS

July 2007

SHELBURNE EMPLOYEES COMPETE IN VERMONT CITY MARATHON

The Keybank Vermont City Marathon is one of the most popular running events held in the state. Just how popular is evidenced by the more than 7,600 runners – including 3,600



Members of the Town of Shelburne's Vermont City Marathon team, the Salubrious Shelburning Sensations. Front, left to right, Cyndi Messier, Brian Bigelow. Back, left to right, Kate Bosley, Dean Pierce, Deanna Beattie, Pat Morrow, and Darwin Norris.

individual marathoners, 650 relay teams of three to five runners, and 400 two-person teams – who took part in the 2007 edition of the race in late May.

Among the teams competing this year was a group of Town of Shelburne employees. Known as "The Salubrious Shelburning Sensations," the team (five runners plus two alternates) strode its way to a three hour, forty-seven minute and twenty-five second finish, good for 169th place in the mixed relay category.

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VLCT BOARD OF DIRECTORS PROFILE

ALISON KAISER, CLERK, STOWE

When Stowe Town Clerk Alison Kaiser has a moment of downtime, she can wander across the hall to the Stowe Historical Society and look for references to her ancestors. As a fifth generation Vermonter, she finds lots of them.

"I recently found a Town Report from 1908," she recalled. "My great grandfather was listed among the vendors because he cleaned the town building for \$3 a week. That was from a time when the Town listed all of its vendors." Kaiser can also find her relatives on the plaques listing Stowe's war veterans, which is not surprising because her mother's ancestry can be traced back to Stowe's founders and her father's back to the Civil War. With a smile, she says that she didn't find any relatives in the Town's liquor records!

(Continued on Page Five)

WASTEWATER AND POTABLE WATER SUPPLY PERMITS – CHANGE IS AFOOT

Local officials are by now familiar with the deadline of July 1, 2007, by which the Department of Environmental Conservation (DEC) will take jurisdiction of all on-site sewage systems state-wide (with the exception of Colchester).

To accomplish this transition, DEC is working to have revised rules in place in mid-July. On June 27, it is scheduled to take draft rules to the Legislative Committee on Administrative Rules for approval. Depending upon that Committee's response to the draft, the rules will take effect sooner or later in the summer. The Web site link to the draft rules is www.anr.state.vt.us/dec/ww/Rules/05/2007/20070413-DraftUNannotateRuleaw.pdf.

Readers may want to reference the VLCT Legislative Wrap-Up article, "Potable Water Supply and On-Site Wastewater," to get a summary of legislative changes made this year, particularly to the definition of failed systems and systems that are exempt from the law.

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WATER PERMITS -

(Continued from previous page)

DEC recognizes that, after July 1, it will be responsible for processing, inspecting and enforcing the law on approximately double the number of applications and permits for which it now has responsibility. The current track record for processing applications is, in many cases, not all that impressive so the Department recognizes that its internal operations have to change. Part of that change is to shed responsibilities that do not add value to an overall objective – a glaring example of which is state permitting for connections to municipal wastewater treatment systems.

A DEC memorandum notes, “The Wastewater Management Division no longer has the resources to approve and track individual connections to municipal wastewater treatment facilities.”

Current practice is this: when an applicant proposes to hook a project up to a municipal wastewater treatment system, he or she applies not only to the municipality but also to the Wastewater Management Division. The municipality charges a fee, if appropriate, issues a permit for that connection and reserves a portion of the facility’s capacity to accommodate the demand for wastewater disposal that the project will generate. In addition the Wastewater Management Division also charges a fee, tracks remaining available capacity (frequently by calling the municipality and getting accurate figures) and approves the connection.

The Wastewater Management Division will provide municipalities with a list of committed capacity and connected project data from its database. DEC can offer assis-

tance to towns that don’t already have tracking mechanisms for their sewer connections/capacity. The Division expects that applicants who propose to connect to the municipal system will submit a letter from the municipality that allocates capacity when they apply for other state permits such as Act 250.

When a municipal discharge permit for the entire wastewater treatment facility is renewed, it will include new conditions relative to approval and tracking of connections as well as remaining capacity at the facility. Those conditions would include:

- a prohibition on approval of new connections if the annual average flow limitation is exceeded;
- a requirement to maintain records to accurately track connections and remaining capacity;
- reports of uncommitted capacity; and
- a requirement to allow Agency of Natural Resources personnel, upon request, to inspect connection/capacity records.

VLCT staff and local officials have long argued that the Division does not need to be involved in permitting connections to municipal wastewater facilities. Instead, its interest lies in whether or not a wastewater treatment facility is close to capacity – an interest which may be met via reports to the Division. This legislative session, the state permit fees from applicants seeking to connect to a municipal wastewater treatment facility were decreased by half. This reduction in the Division’s workload would seem to argue that sooner, rather than later, DEC will get out of these permits altogether.

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

Is it time to economize on transportation costs for your organization?

With today’s high fuel costs, it makes more sense than ever before to economize on transportation costs. Would your non-profit organization or small non-profit commuter group benefit from owning and operating a 7-15 passenger commuter van – **financed interest-free?**

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LEGAL AND REGULATORY NOTES



HEALTH COVERAGE STATUS DISCRIMINATION PROHIBITED

The Health Care Reform Act of the 2006 Legislative Session created the Catamount Health Program, a statewide health care insurance program for the uninsured. Beginning with the quarter starting April 1, 2007, a new employer assessment of \$365 (a dollar a day) per full-time equivalent (FTE) uninsured employee will be levied on employers who have uninsured employees on their payrolls. (See "Changes to Quarterly C-101 Filing for Catamount Health Assessments" in last month's column.)

This past legislative session's technical correction bill (H.229, "An Act Relating to Corrections and Clarifications to the Health

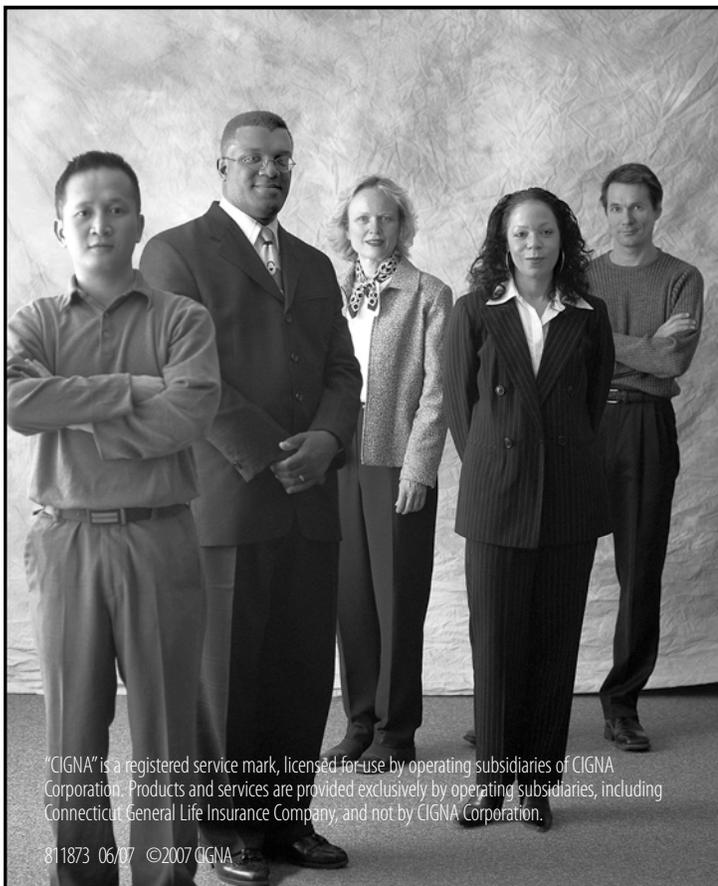
Care Affordability Act of 2006 and Related Legislation") adds a section (21 V.S.A. § 561) to the State's employment practices law that makes it illegal for an employer to inquire about the health coverage status of a job applicant or to discriminate against applicants or employees on the basis of health coverage status.

An employer who violates this new law may be sued by an applicant or employee (full- or part-time) in Superior Court for compensatory damages (compensating an actual loss) and punitive damages (intended to punish and thereby deter unlawful conduct), including payment of lost wages or

other benefits, costs, reasonable attorney's fees, or equitable relief (a nonmonetary remedy) such as reinstatement, and any other relief deemed appropriate.

This new law does not prevent an employer from informing an applicant about the health care coverage benefits it provides or from inquiring into the health care coverage status of an employee in order to calculate how many uninsured employees the employer has on its payroll.

- Garrett Baxter, Senior Associate, VLCT Municipal Assistance Center



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ALISON KAISER -

(Continued from Page One)

What do these deep, deep roots in her town mean to Kaiser today? They manifest themselves in her concern for Stowe's future, and her devotion to serving its residents as their municipal clerk.

Her office opens at 7:30 in the morning, to make it accessible to working people, and Kaiser has expanded its services in the seven years that she has been clerk. "We are adding services that people used to have to go the court house or Department of Motor Vehicles for," she noted. "We're issuing fishing licenses again, and will soon be adding photos so we can be a one-stop shop for passports." Kaiser is "cautiously" tying other town records to her computerized land records index. (To explain her caution, she quotes a records conservationist who once said to her, "if you can find a laptop that can play an eight-track tape, let me know.") Finally, she is supportive in expanding her office's presence on the Town's Web site.

Making her office a vital part of the Town's services is a step toward Kaiser's larger-term goal of keeping all of Vermont's local governments relevant and functional, far into the future. (Joining the VLCT Board also fits into this goal, but more on that later.) Born and raised in Stowe, Kaiser is equally concerned about the future relevance and viability of Stowe's downtown. She cites growth as one of the Town's major challenges. "One of the concerns that I

have relative to growth is the development of the mountain [Stowe Mountain Resort]. I hope that there will be a lot of discussion and planning, to make sure that the Village doesn't become a ghost town. Community leaders, chambers of commerce, and individual businesses need to work together



Alison Kaiser

to keep the downtown vital and the small businesses along the lower Mountain Road thriving."

Kaiser became familiar with the state's Act 250 land use law and Stowe's Town Plan and local land use bylaws while working in the selectboard's office, where she helped shepherd the Town's wastewater treatment plant through its required permits. From

this experience, she knows that citizens will have ample opportunity to comment as plans move forward for the Resort. She just wishes more of them would fill out surveys and show up at the meetings and hearings! Perhaps, she mused half seriously, the good coverage the Town receives in the *Stowe Reporter* keeps citizens in the loop, and therefore less likely to attend meetings.

Kaiser's local government service began "almost by accident" in 1993. A college student who was doing her stint waiting tables, she decided an accounting clerk position in the selectboard's office would help her figure out what she *really* was going to do with the rest of her life. She links her job choice to her participation as a high school student in the Close Up Program, a week-long immersion in all aspects of the U.S. capital – Congress, museums, cemeteries, and courts. "It was my first real learning experience about our form of government," she recalled. "It was just one of those amazing life events that sticks out in my mind."

Before becoming town clerk, Kaiser was promoted to executive assistant in the selectboard's office. "The office had heavy public contact," she said. "I called myself an administrative firefighter."

Kaiser finds the position of clerk more fulfilling. "People expect answers when they

(Continued on Page Nine)



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ASK THE LEAGUE STATE ON-SITE SEPTIC PERMITS; SPECIAL MEETING NOTICE

Our town has issued local septic permits for a number of years. We understand that as of July 1, 2007 our local septic ordinance will be superseded by the state's new septic regulations. After July 1, can our septic officer conduct inspections and issue certificates of compliance for systems that she permitted before July 1? Likewise, can she enforce a local permit or permit condition that was approved prior to July 1, 2007?

The law provides that, beginning July 1, 2007, provisions of municipal septic ordinances and zoning bylaws that regulate wastewater systems will be superseded by new state septic regulations. However, permits issued under those ordinances will remain in effect until supplanted by another permit issued under the new state regulations. 10 V.S.A. § 1976(b), (e).

As you recognize, this presents a conundrum: Local septic officers derive their exist-

ence and authority solely from local septic ordinances. If a local septic ordinance is superseded, it follows that there can be no local septic officer – and no local authority – to conduct inspections, issue certificates of compliance, or undertake enforcement actions for septic permits issued prior to July 1, 2007.

Since the Vermont Agency of Natural Resources will not be taking over administration and enforcement of local septic permits issued prior to July 1, 2007, local septic officers will still be needed for the foreseeable future. Until this statutory ambiguity is addressed, it is best to assume that the local septic officer will continue to function and have authority with respect to local septic permits issued prior to July 1, 2007.

- Jim Barlow, Attorney, VLCT Municipal Assistance Center

Our town's zoning bylaw has a provision requiring applicants to obtain a sep-

tic permit before applying for a zoning permit. This has worked fine until now, but our town is not accepting delegation of the state program and we are concerned that after July 1, 2007, state septic permits may be delayed, thereby holding up zoning permits. We are also concerned that we will have no record of where state-approved septic systems are located. What should we do?

It has been the practice in several communities around the state to condition local zoning permits on the issuance of a septic permit. The fact is that towns have never had the legal authority to do this. Now that the law expressly provides that state regulations will supersede provisions of local zoning bylaws regulating wastewater systems, the practice is more suspect than ever. See 10 V.S.A. § 1974(b).

As a concession to towns that want to retain some interest in septic permitting, the Legislature recently changed the state's zoning statute to allow municipalities to add provisions to local zoning bylaws prohibiting the initiation of construction under a local zoning permit unless and until a state septic permit is issued. 24 V.S.A. § 4414(13).

It should be noted that this does not give towns authority to require zoning applicants to obtain a state septic permit prior to obtaining a local zoning permit, but it does allow towns to prohibit construction until a state septic permit is obtained. Acting under this authority, towns could require the submission of state septic permits and design plans but could not, for example, substantively evaluate or review those plans or issue local septic permits based on those plans.

- Jim Barlow, Attorney, VLCT Municipal Assistance Center

What are the notice requirements for a special meeting?

(Continued on next page)

NEED A WRITTEN LEGAL OPINION?

LOOKING FOR EXPERTISE DRAFTING A NEW ORDINANCE?

NEED HELP UPDATING THAT PERSONNEL POLICY?

VLCT's attorney can provide your municipality with legal assistance at highly competitive rates. Please call **Jim Barlow** for more information at **1-800-649-7915**.

SAMPLE PROJECTS:

- Water & Sewer Ordinances
- Zoning Bylaws
- Municipal Charter Amendments
- Highway Ordinances





ASK THE LEAGUE -
(Continued from previous page)

LOCAL GOVERNMENTS KEY TO SUCCESS OF 2010 CENSUS

A special meeting is a gathering of a public body convened to address critical matters outside of a regular meeting schedule. For example, an appropriate use of the special meeting provision is a planning commission facing a planning grant deadline.

The notification requirements for special meetings are in found in 1 V.S.A. § 312 (c) (2) and say “[t]he time, place and purpose of a special meeting subject to this section shall be *publicly announced* at least twenty-four hours before the meeting.” Notification also includes twenty-four-hour notice to each member of the public body unless waived by a member and posting of a notice in three places in town. (One of those places is in or near the clerk’s office.)

Unbeknownst to many public bodies that must hold a special meeting, *publicly announced* is a term defined in 1 V.S.A. § 310 (4). As defined, it requires that notice be given “to an editor, publisher or news director of a newspaper or radio station serving the area of the state in which the public body has jurisdiction.” This is in addition to media outlets that request notice under section 312 (c) (5) of the same title. So, when noticing a special meeting, please make sure that your board remembers to share the twenty-four-hour advance notice with a media outlet that serves the area.

- *Stephanie Smith, Senior Associate, VLCT Municipal Assistance Center*

Although the 2010 Census is still three years away, the U.S. Census Bureau has begun mailing informational booklets to all state, local and tribal governments about a program for them to provide updated addresses for their communities known as the Local Update of Census Addresses (LUCA) program.

After registering for LUCA between July 2007 and January 2008, participating governments will receive review materials and will have 120 days to review and improve the address list.

This joint and voluntary program between the Census Bureau and local governments is the official start of the 2010 Census, which depends on a complete and accurate address list. *Local governments’ assistance in assuring that the residents in their communities are counted is crucial to a successful census.*

In a recent message to Vermont local governments, Will Sawyer of the Vermont State Data Center noted “the Census survey that we are all familiar with is not sent to people; it is sent to housing units. Only after a survey arrives at your home does the Census Bureau learn anything about you and your household.”

As a result, the need for a complete and accurate address list to mail or hand-deliver

questionnaires to will play a critical role in obtaining an accurate population count in the next census.

“Census data drive reapportionment and redistricting decisions and directly affect the distribution of more than \$200 billion in federal funding each year,” said Doug Palmer, president of the U.S. Conference of

Mayors. “In order to get money for public health, education, transportation and much more, [municipalities] across the country need to take the lead and work to get a complete count of their ... population in 2010 – LUCA is the first step.”

Sawyer echoed these sentiments. “What’s at stake? ... Just ask your local planning commission, grant writers, business owners, policy makers, service providers, state and federal program funders, and more. The Census ... is the best game in town for information on the people and housing units in your locale, comparing yourself to other towns and your county, planning the future of your town, making the case for grant money, etc.”

In partnership with the Census Bureau, local governments will use their area knowledge to improve the list of addresses for housing units and group quarters, including growth from new construction or annexation.

After registering for LUCA between July 2007 and January 2008, participating governments will receive review materials and will have 120 days to review and improve the address list.

The information contained in the address list is confidential by law, and those governments that choose to participate in the LUCA program will be provided an option to review the Census Bureau’s address list. Like all census employees, those who review and update a confidential address list are subject to a jail term, a fine or both if they disclose any protected information.

(Continued on Page Fifteen)

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VT MARATHON -

(Continued from Page One)

It all started back in January, when library employee Deanna Beattie suggested to her co-worker, Cyndi Messier, that a municipal team should compete in the event. "Deciding to participate was the easy part," said Messier, a runner since her teens. But then, "we had to entice others to join us."

Enticing didn't take long, however. By February, the team had its core roster of racers, plus an alternate. A second alternate was added in late March.

The first hurdle for the team was to choose a name. "It is more challenging than you might think," noted Beattie. "We tried to develop something that meshes with the 'best name' contest." The runners eventually decided to add the word *salubrious* so that their name would be more compatible with the theme, which was, of course, health.

Team member and Town Planner, Dean Pierce, led the effort to design a team logo

and t-shirt. "I just took the name we selected and ran with it," he chuckled. Beattie matched runners to different legs of the relay and, as a result of a late trade, found herself assigned the longest section. So much for enjoying the perks of a job!

Team members each took their own path to prepare for the race. Director of Maintenance Darwin Norris, who is relatively new to running, did his early training on a treadmill. Messier and Beattie, meanwhile, hit the road and found time to familiarize themselves with the racecourse. All three competed in the Shelburne Classic 5 K race as a warm up.

Team members Pierce and Zoning Coordinator Brian Bigelow, who competed as runners in high school more than 25 years ago, focused on the mental aspects of their preparations. "We talked about training a lot," deadpanned Bigelow, who has competed in the marathon relay at least seven times. "When you get to be our age, the training tends to be a lot more theoretical," he added.

Inspiration for training came from varied sources, but all members of the relay

team report being motivated by a desire to improve their overall fitness level. According to Norris, who lost ten pounds in the months leading up to the race, "The most surprising thing was that all my aches and pains that I thought running would aggravate disappeared."

Meanwhile, Messier – who also teaches aerobics and regularly encourages students to challenge themselves – decided to take her own advice and started running again for the first time in years. She enthused, "Being part of a team was motivating!"

Team members' individual race strategies also differed. Norris reported wanting simply "not to finish last," while Bigelow's plan was to "identify a slightly 'more fit' peer, catch up, and then keep up." Messier indicated her strategy was "to stride out on the down hill portions" and, she emphasized, "to breathe."

Averaging a pace of approximately eight minutes and 40 seconds per mile, members of the Salubrious Shelburning Sensations clearly managed to do more than breathe. "Everyone did a great job," said alternate Kate Bosley, also a library employee. She proudly pointed out that the team finished ahead of 60 percent of its competition.

"Yes, and even though it was raining at the end, they burned up the course," added Assistant Town Clerk Pat Morrow, the other alternate.

(The VLCT News thanks members of "team Shelburne" for contributing this article. We hope it will be an inspiration to other municipal employees!)



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ALISON KAISER -

(Continued from Page Five)

come to you and they leave satisfied. In the clerk's office, there really aren't many grey areas and that makes the job easier," she noted. "I like this about the office – all the records are here and anyone can come look at them. There are no secrets!"

Kaiser maintains excellent relations with her selectboard, and credits her time there with teaching her "a lot about how local, state, and federal governments work together – or don't!"

"I am very lucky to have a very supportive selectboard," she said. "They've allowed me the freedom to run this office." Her advice for other clerks? "Pick your battles, and remember that, in the end, it is all for the good of the community. That is the most important thing."

Kaiser plans to apply her knowledge about the different levels of government to her work on the VLCT Board. (She already does so as a member of the Vermont Municipal Clerks' and Treasurers' Association (VMCTA) Board.) "One of the key things that I see down the road is based on my fear that local government could go right out the window and we would become subsidiaries of the state," she noted. "Local government should be strengthened, and to do so we need to be banding together as much as possible. If I can bring VMCTA and VLCT together more, that would be great."

Kaiser observed that in recent years, complicated state laws on education funding have "acted to bring treasurers and listers more into the VLCT fold, as they need more support and training." She feels that this has helped to break down the traditional perception that VMCTA is there for clerk/treasurers, while VLCT is for selectboards and managers.

"I am looking for opportunities to pool our education resources because I think it would be wonderful for everyone," she said. She also hopes to draw on her experiences motivating VMCTA members to research and respond to legislative initiatives. Having just experienced working on draft legislation for same-day voter registration, Kaiser is ready to apply her organizing skills to

other statewide issues. "We got 181 towns involved in that one. They did speak up, and I like to think that I was able to get people fired up."

When she's not herself fired up about statewide issues and running a top-notch municipal clerk's office, Kaiser gets pretty excited about raising her three-year old son, gardening, fishing, and playing golf. "I just took my first vacation in a long time," she said. "I read two books, which was very exciting." While some may not consider reading a book all that exciting, Kaiser definitely understands that most parents of young children do!

Welcome to the VLCT Board, Alison.

- Katherine Roe, VLCT Communications Coordinator



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2007 VLCT HAWAIIAN PEDOMETER CHALLENGE CONCLUDES

We made it through another winter with Hawaii on our minds. Good job to everyone who participated in the VLCT Health Trust's annual pedometer challenge!

One thousand and four people from sixty-seven municipalities started the program in February. Six hundred and seventy-five were still going strong at the finish in April. Almost seventy percent

of those who started finished the program! Fifty-seven of the sixty-seven participating towns submitted their evaluations. (We didn't hear from 10 towns and hope they finished too.)

Each participant who finished will receive a water bottle. Coordinators will receive a gift for their hard work, without which the program wouldn't have been successful.

The following is a list of municipalities that participated. Congratulations to all participants who finished the program. Great work!

Addison County SWMD
Brandon
Burke
Burlington Housing Authority
Canaan
Castleton
Charleston
Charlotte
Chittenden Superior Court
Chittenden SWMD

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PAYING CIGNA PREMIUMS

PLEASE INCLUDE YOUR VOUCHERS

This is an important reminder to all VLCT Health Trust members to *please return the voucher portion from your monthly CIGNA premium bill along with your payment.* This voucher slip includes critical identification information specific to your group; its absence causes delays in posting payments to your account.

If you have any questions regarding this information, please feel free to contact CIGNA Employer Services at 800/603-0125.

TAKE THE HRA INCENTIVE

VLCT and CIGNA have teamed up to offer a cash prize drawing to Health Trust members (and their spouses) who take the Health Quotient™ Health Risk Assessment. Just notify VLCT by **September 1, 2007** that you have taken the HRA and we will enter you in a drawing to win a \$50.00 cash prize. We'll be giving away 100 of the \$50.00 prizes, so your odds of winning are better than one in sixty-four!

Please visit www.myCIGNA.com and take the HRA, which is located under the Health Resources/WebMD tab. Then, send VLCT a note that contains your name, municipality, address and a statement that you have taken the HRA. We'll take it from there and notify you if you are a winner!

Please send your entry to: HRA Contest, VLCT, 89 Main Street, Suite 4, Montpelier, VT 05602. One entry per person. VLCT will verify that all winners have taken the HRA.

CATAMOUNT HEALTH UPDATE

As noted in last month's Legal and Regulatory Notes column, second quarter C101s (Employer's Quarterly Wage and Contribution Reports) are due July 31, 2007 and include the state reporting requirements for the new Catamount Health Assessment.

Late legislative changes resulted in the revision of some of the materials the State Department of Labor had prepared to help employers comply with Catamount Health's new reporting and payment requirements. VLCT sent the revised materials (via regular and e-mail) to all of its Unemployment Trust members in early June. The revisions pertain primarily to the definition of seasonal and part-time employees. If you did not receive these materials, please contact Kelley Avery at kavery@vlct.org. You may also find them on the Department of Labor's Web site at www.labor.vermont.gov.

CIGNA COVERAGE OF DURABLE MEDICAL EQUIPMENT

CIGNA HealthCare contracts exclusively with APRIA Health Care for durable medical equipment (DME) for VLCT Health Trust members. APRIA provides respiratory equipment (including oxygen, nebulizers and ventilators), diabetic equipment (such as glucometers), infusion therapy equipment and other types of home and ambulatory equipment. *In order to receive the maximum in-network benefit from CIGNA for DME services, subscribers are*

(Continued on Page Eighteen)



REASONABLE SUSPICION TRAINING

Section 382.603 of the Federal Motor Carrier Safety Regulations (FMCSR) mandates that all individuals who supervise CDL drivers receive Reasonable Suspicion Training. This training must include one hour of training on alcohol abuse and an additional hour of training on controlled substances use. This training must include the physical, behavioral, speech, and performance indicators of probable misuse of alcohol and use of controlled substances.

Due to the nature of the supervisor's position, he or she may be required to deter-

mine reasonable suspicion and to send a driver for testing.

This is a very important responsibility as the supervisor may be the only person in your municipality to have regular contact with the CDL drivers. Supervisors' knowledge of the drivers, observation skills, and ability to handle what could be a touchy situation could be what keeps a potentially impaired driver off the road.

If you would like more information on Reasonable Suspicion Testing or would like to schedule training for your supervisors,

please contact the VLCT Loss Control Consultant for your area, tel. 802/229-9111 or 800/649-7917.

For more information about other safety and wellness resources available from the VLCT Safety and Health Promotion Program, please contact Shawna O'Neill at so-neill@vlct.org. You may also visit the Program's on-line Wellness Library at <http://www.vlct.org/insuranceriskservices/wellnesslibrary/>. You may request materials from the Library on-line; they will be delivered to you with a postage paid return envelope enclosed for your convenience.



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DEDICATED CLAIMS DEPARTMENT

DEBIT CARD SUBSTANTIATION FOR FLEXIBLE BENEFIT PLANS

Many of our VLCT Health Trust members who participate in flexible spending accounts with Future Planning Associates have had questions regarding the use of debit cards and required claim substantiation. The informational Q & A below may help answer many of these questions.

Why must participants provide paper substantiation when using the mySource-Card™?

Despite some early misconceptions, debit or credit cards were not meant to eliminate the need to substantiate health care or dependent care claims. Instead, they allowed participants to immediately pay for service at the "point of sale" rather than tie up their personal cash or lines of credit.

(Continued on Page Sixteen)



NEW FACES AT VLCT

Two new staff members, **Lisa Lindner** and **Grace Person**, joined the VLCT team in May.



Lisa Lindner

Lisa, who filled a vacant Member Relations Representative position, came to VLCT from Montpelier's 2001 Productions, where she was a National Sales Trainer. She worked

in all facets of marketing member benefits, including health insurance, to business associations in several states. (Her primary client was the Vermont Chamber of Commerce.) Lisa's sales background also includes stints as a Financial Advisor with Morgan Stanley, Financial Consultant with Merrill Lynch, and Coordinator of Business Development with HS Dent Publishing in Williston, Vermont.

Lisa is currently licensed in Vermont to sell accident, health and life insurance. As the 2008 health renewal approaches, she will be working hard, along with all of the Member Relations Department staff, to bring VLCT Health Trust members information about their CIGNA health plan options. Welcome, Lisa!

Grace Person has joined the Municipal Assistance Center staff as the Center's new Research and Information Assistant. Grace will provide administrative and research assistance to the MAC staff, as well as coordinate MAC's extensive library of on-line and hard copy resources. She takes the place of Tara Fischer, who moved to Michigan with her young family.

Grace came to VLCT directly from the Vermont Legislature, where she served this year as Assistant to the House Government Operations Committee. Prior to her legislative work, she was an Employment Assistant in the Recruitment Department of the Dartmouth Hitchcock Medical Center in New Hampshire.

Grace graduated from Colorado College in 2004 with a degree in Sociology. She has also completed coursework at the Vermont Law School toward her Masters in Environmental Law. Welcome, Grace!



Grace Person

TRIVIA

Who would have thought that a rare snake would generate so much interest? Many, many answers came in to last month's Trivia, but **Stacy Wells**, Assistant Clerk/Treasurer, and her colleagues at the Fairfax Town Office supplied the first correct one: the Timber Rattlesnake is listed as endangered and lives in central Vermont. Other snakes submitted for consideration (they are only threatened, not endangered) were the Eastern Rat Snake and the Eastern Racer. Thank you, all!

Here is our July challenge:

During which decade were the most Vermont villages incorporated? How many were incorporated during that time period?

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.

CONGRATULATIONS

VLCT Senior Claims Representative **Terri McAdams** recently passed her Insurance Institute of America AIC 35 course, the fourth in a series of four courses she has taken to obtain the Institute's Associate in Claims title. Congratulations on the good work, Terri!

Water Supply

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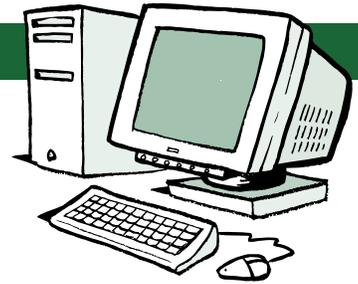


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Tech Check

EXCEL DATABASE FUNCTIONS

There are a number of Excel Database functions that can be used to analyze information from a data table. We will use a simple table containing basic personnel data, but you might also use a table exported from your accounting system, or use benefits or fixed assets data. Any information that can be exported to Excel or that has been created in a table format can be easily analyzed using these functions.

Some of the functions that may be used are:

- DSUM (totals the data you select)
- DCOUNT (counts the data you select)
- DAVERAGE (averages the data you select)
- DMAX (finds the maximum in the table)

- DMIN (finds the minimum in the table)
- DMULTIPLY (multiplies the data you select)

Here is how the functions work. The personnel data table includes sex, age, status and salary for twelve employees. We are going to calculate the number of male employees over the age of 50 in this first example. The above functions all use the same three elements: the database range, the column to perform the calculation on, and the criteria to use. The format is simple and it applies to each of the different functions:

=DSUM(DatabaseRange, Column, CriteriaRange)

=DCOUNT(DatabaseRange, Column, CriteriaRange)

=DAVERAGE(DatabaseRange, Column, CriteriaRange)
etc.

To find males over 50, you need the headers of the columns you are using for criteria, sex and age. Type your criteria in the cells under each of these headers: "M" under "SEX" and >50 under "AGE."

The table is in the cell range A4 to E16 (including headers) of the spreadsheet below and the criteria is in the cell range A1 to B2. In cell C2 we will set up the DCOUNT function under the header called "ANSWER."

Type in the function in cell C2 as follows:

=DCOUNT(A4:E16,3,A1:B2)

A4:E16 is the database range, column **3** indicates that the third column is what is to be counted ("AGE" column), and **A1:B2** is the range that holds the criteria you have set, including the headers. (See table to the left.)

Let's try finding average salary for female employees with family status for our next example.

The criteria range includes the "SEX" and "STATUS" columns and in the cell under "SEX" we will type "F" and in the cell under "STATUS," we will type "FAMILY."

The table is still the same but the criteria range is different, as is the "ANSWER" function. We replaced the "AGE" criteria with "STATUS," and the function in cell C2 has become DAVERAGE instead of DCOUNT. Also, the column segment of the function has changed to column 5 (the "SALARY" column) instead of column 3, as we are calculating an average salary now instead of an age calculation. (See table on Page Fifteen.)

(Continued on Page Fifteen)

SEX	AGE	ANSWER
M	>50	2

LAST	SEX	AGE	STATUS	SALARY
ARTHUR	M	55	2-PERSON	34,500
HARRISON	F	36	SINGLE	23,000
MCKINLEY	F	44	FAMILY	29,750
FILMORE	M	49	FAMILY	38,900
PIERCE	M	46	FAMILY	52,225
COOLIDGE	M	28	SINGLE	25,100
CLEVELAND	F	38	FAMILY	41,670
JOHNSON	F	51	FAMILY	40,541
MONROE	M	43	SINGLE	41,545
TAYLOR	F	57	2-PERSON	33,929
BUCHANAN	M	59	2-PERSON	45,553
HARDING	M	49	FAMILY	34,800



2007 PEDOMETER -

(Continued from Page Ten)

Colchester
 Concord
 Derby Center Village
 Dorset
 Essex Jct. Village
 Essex Town
 Fairlee
 Georgia
 Granby
 Greater Upper Valley SWMD
 Greensboro
 Guilford
 Hardwick
 Hardwick Electric Dept.
 Jericho
 Johnson, Town & Village
 Killington
 Lamoille County Planning Commission
 Ludlow, Town & Village
 Lyndon, Town & Village
 Manchester
 Marshfield
 Mendon
 Middlebury
 Milton
 Montpelier
 Morristown, Town & Village
 NE Vermont Development Association
 Newark
 Newport City
 Norwich
 Otter Creek NRC
 Plainfield
 Randolph
 Richford, Town & Village
 Rockingham/Bellows Falls
 Salisbury
 Shelburne
 Shoreham
 South Burlington
 South Burlington Public Works
 Thetford
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 Vergennes

Vershire
 VLCT
 Washington Superior Court
 Waterford
 Weathersfield
 Westford
 Westminster
 Wilmington
 Windham SWMD
 Windsor
 Winhall
 Wolcott
 Woodstock
 Worcester

We would also like to congratulate the following award winners: **Addison County Solid Waste Management District (Had the Most Fun)**; **Montpelier (Greatest Percentage Losing Weight)**; **Vergennes (Fewest Participants Dropping Out – None)**; **Greater Upper Valley Solid Waste Management District (Other: Eight-year Old Beating Elders)**; **Hardwick Electric Department (Most Employees Participating)**; **Colchester (Coordinator with the Best Motivating Tactics)**; **Grafton (Best Press Award)**; **Killington (Greatest Number of Participants Handing in Steps)**; **Norwich (Most Improved)**; **Wolcott (Greatest Percentage of Family Members Participating)**; and **Derby Center Village (Wearing Hawaiian Attire)**.

VLCT LEGISLATIVE POLICY COMMITTEES TO MEET

The four committees that do the initial “heavy lifting” in the annual rewrite of VLCT’s legislative platform will each meet in July. The committees, which are made up of 15 – 25 volunteer municipal officials from around the state, will meet at the VLCT offices on the following dates:

Monday, July 2

Finance, Administration, and Intergovernmental Relations Committee (FAIR)

Tuesday, July 10

Quality of Life & Environment

Thursday, July 12

Public Safety

Friday, July 13

Transportation

Once the committees have done their work, the draft legislative policy, known as the *2008 VLCT Municipal Policy*, will be forwarded to all VLCT members and to the VLCT Board of Directors for review. The *Policy’s* last step before becoming VLCT’s guiding document for the 2008 legislative session is approval by members attending VLCT’s Annual Meeting at Town Fair.



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SEX	STATUS	ANSWER
F	FAMILY	37,320

LAST	SEX	AGE	STATUS	SALARY
ARTHUR	M	55	2-PERSON	34,500
HARRISON	F	36	SINGLE	23,000
MCKINLEY	F	44	FAMILY	29,750
FILMORE	M	49	FAMILY	38,900
PIERCE	M	46	FAMILY	52,225
COOLIDGE	M	28	SINGLE	25,100
CLEVELAND	F	38	FAMILY	41,670
JOHNSON	F	51	FAMILY	40,541
MONROE	M	43	SINGLE	41,545
TAYLOR	F	57	2-PERSON	33,929
BUCHANON	M	59	2-PERSON	45,553
HARDING	M	49	FAMILY	34,800

TECH CHECK -

(Continued from Page Thirteen)

The function is now:

=DAVERAGE(A4:E16,5,A1:B2)

Try using the other functions on this data to get some practice before using your own data. Once you understand how the functions work, you should be able to find many ways to use them, particularly with larger databases. Keep in mind, however, that you need a data **table** with a series of rows and columns that have **no** empty rows or columns between the data to ensure the most accurate results.

- Mike Gilbar, VLCT Chief Financial Officer

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2010 CENSUS -

(Continued from Page Seven)

After LUCA, but prior to the 2010 Census questionnaire delivery, address listers will perform a field canvass across the country to make sure the latest address list is correct. Using GPS mapping on hand-held computers, workers will be able to update information electronically while out in the field.

"The Census Bureau has moved beyond being a 'pen and paper' census and is now utilizing new technology in order to improve the speed and accuracy of census operations in the field," said Census Bureau Deputy Director Preston Jay Waite. "We are mandated by the Constitution to count the population every 10 years, and with the reengineering of the 2010 Census, we will be well equipped to fulfill this mandate."

Dating back to the nation's first census in 1790, the 2010 Census will have one of the shortest census questionnaires in the history of the United States. Asking just seven questions, including name, sex, age, race, ethnicity, relationship and whether you own or rent your home, the questionnaire will take respondents only about ten minutes to fill out.

For more information, visit the 2010 Census LUCA Program at <http://www.census.gov/geo/www/luca2010/luca.html>. You may also visit the Web site that UVM's Center for Rural Studies created for Vermonters and LUCA at <http://crs.uvm.edu/census/luca/>.



DEBIT CARD -

(Continued from Page Eleven)

However, claims still need to be validated. Internal Revenue Bulletin: 2006-31, published July 31, 2006, clarified under Revenue Ruling 2003-43 that all claims must be substantiated, either automatically or by submission of additional information.

What is auto-substantiation?

Auto-substantiation is limited but can be accomplished with either one of the following actions:

- When card services are established, doctor visit co-pays under the CIGNA health care plan can be entered under "card parameters" at, for example, \$20 a visit. Then, when the participant or eligible family member incurs a \$20 co-pay charge at a doctor's office, no further action by the participant is required. This information is relayed to the participant via e-mail after the charge is paid with the card; or

- If a participant or eligible family member has a recurring expense (e.g., prescription drugs), one paper claim must be submitted with a note that this will be a recurring expense. Thereafter, no further paper claim will need to be submitted as long as it is for the same amount for the same medication at the same location. (Any deviation from the original would require a new paper claim.)

How does the participant know when a paper claim is required?

As stated above, each time the card is used, the participant will receive an e-mail, usually on the same day, stating the date, where it was used and how much was paid. It does not itemize the items or services purchased. Future Planning Associates (the Third Party Administrator) receives the same information. The e-mail message to the participant will also indicate whether or not a paper claim needs to be submitted.

What happens if the participant does not submit a claim when requested?

The participant will receive an e-mail from Future Planning Associates reminding the participant that a claim has been paid, but not substantiated, and future charges will be blocked if the claim is not submitted. If these messages are ignored, a hold will be put on all future charges and eventually the card will be cancelled.

Why is this important to Future Planning Associates? Isn't the participant responsible for keeping receipts and maintaining files for all expenses?

The participant is responsible for submitting the claim; Future Planning Associates is responsible for maintaining the files, and the files must include proof of all expenses. It is the Plan – not the participant – that may be audited by the Internal Revenue Service or the Department of Labor. Future Planning Associates has been retained by the plan sponsor (municipality) to maintain the qualified status of the plan; therefore, it becomes Future Planning Associates' responsibility to maintain accurate records.

Flexible benefit plans are authorized by Internal Revenue Code Section 125 and are considered a tax-qualified plan. As with most tax-qualified plans where participants can save taxes on benefits, many rules and regulations must be followed. Future Planning Associates is paid to provide these services to the best of its ability.

Must participants have access to e-mail to apply for the card?

No, but we recommend that only participants with access to e-mail apply, since all card activity is communicated by e-mail. If you do not have access to e-mail, claim reimbursements via check or direct deposit are a convenient alternative, as claims are processed weekly.

How are claims submitted? Are original receipts, invoices or EOBs required?

Claims may be submitted to Future Planning Associates via fax, e-mail or regular mail. We recommended that the participant keep the original and send a copy. The proper claim form (either the Health FSA or

(Continued on next page)



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DEBIT CARD -

(Continued from previous page)

Dependent Care Reimbursement Account) must accompany the claim. Mailing, faxing, and other contact information is on the form, which is available from your employer. Claims submitted by Friday noon will be processed no later than the following Friday. Non-card reimbursements are paid by check or direct deposit (if requested) and mailed to the participant's home.

If you have additional questions regarding the use of your debit card or would like general information on flexible spending accounts, please contact VLCT Member Relations staff, tel. 800/649-7915, or Dave Davis at Future Planning Associates, tel. 888/878-6601, ext. 102.

PLEASE SUPPORT OUR ADVERTISERS

Each month, the *VLCT News* contains display advertisements from a variety of businesses seeking to serve Vermont's municipalities. The revenue from these advertisements helps lower our cost to produce the newsletter. If your municipality is planning a future purchase of products or services offered by our advertisers, please consider contacting them, and don't forget to let them know you saw their advertisement in the *VLCT News*. Thank you.

CLASSIFIEDS -

(Continued from Page Nineteen)

interpersonal skills. Salary range, \$49,700-\$56,200. **Apply by July 20, 2007** to John Schempf, Municipal Manager, Bellows Falls Village Corporation, PO Box 370, Bellows Falls, Vt. 05101. Equal Opportunity Employer. (6-15)

Road Superintendent. Berlin, Vt. is accepting applications for a Road Superintendent. This is a hands-on, working, supervisory position responsible to the Selectboard/Town Administrator for the effective and efficient operation of the Town Highway Department. The position requires experience in highway budgets, personnel management, highway and bridge construction and maintenance, plowing and sanding, mechanical ability, road and shop safety, record keeping and communicative skills. Requirements: a high school education and least 5 years of appropriate experience in highway construction and maintenance; the ability to operate heavy equipment; a Commercial Driver's License (CDL); and a physical examination. Candidates must be able to work in all weather conditions and at various times and be able to lift 50 lbs. Salary commensurate with education and experience. The Town offers a complete benefit package. For further information, contact the Town Administrator's Office at 223-4405. To apply, submit a resume to Town Administrator, Municipal Office Building, 108 Shed Road, Berlin, VT

05602. **Resumes accepted until position is filled.** (6-15)

Assistant Engineer. Montpelier, Vt. is seeking an Assistant Engineer for the Department of Public Works. Applicant must have BS degree in Civil Engineering, PE preferred, and at least 3 years experience in a public works or engineering-related field. Familiarity with MS Office Suite, AutoCad, ArcView, GIS, etc. preferred. Salary commensurate with experience. You may obtain an application and a detailed job description at the Public Works Office, City Hall, 39 Main Street, Montpelier, VT 05602. For further information, call Todd C. Law, PE, Director of Public Works, at 802/223-9508 between 8:00 am and 4:30 pm. **Applications must be submitted no later than Friday, July 13, 2007.** The City of Montpelier is an Equal Opportunity Employer. (6-13)

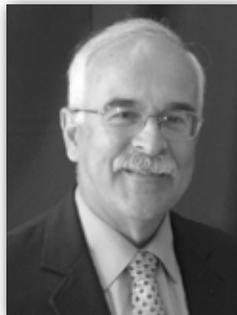
City Manager. Winooski, Vt. seeks an experienced leader to serve as City Manager. Winooski is a 6,500-person community with newly renovated downtown on one square mile. The Manager develops and manages a \$7.4 million budget, reports to 5-member City Council, leads 50+ staff members in 10 departments to accomplish a full range of public services. Primary responsibilities include community relations, financial management, labor relations and human resource development. Bachelor's degree required; master's degree desirable. Hiring range, \$65,000-\$80,000, DOQ. Send cover letter and resume **by July 16, 2007** to Winooski Search Committee, 27 West Allen Street, Winooski, VT 05404. EOE. (6-12)

Planning & Zoning Administrator. Waitsfield, Vt. (pop, 1,700) seeks candidates for this full-time position to assist the Planning Commission and Development Review Board in administering the Waitsfield Zoning and Subdivision Regulations and implementing the Town Plan. Duties include: processing applications; assisting the DRB and PC with application reviews, special projects, research and planning; preparing board agendas, minutes and decisions; issuing permits,

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(Continued on Page Eighteen)



CLASSIFIEDS -

(Continued from Page Seventeen)

maintaining records; and initiating zoning enforcement. The ideal candidate should have experience working with the general public and must be able to work effectively with elected and appointed Town officials. The ability to provide assistance to applicants and maintain good public relations is particularly important. Candidates must also demonstrate good organizational abilities, possess strong verbal and written communication skills and have experience or interest in the field of planning and zoning. Salary commensurate with experience. **Position open until filled.** Send resume and cover letter to Town of Waitsfield, Nine Bridge Street, Waitsfield, VT 05673. For more information contact, Town Administrator, Valerie Capels at 802/496-2218, or town-admin@madriver.com. For a complete job description, visit www.waitsfieldvt.us. E.O.E. (6-11)

Communications Specialist. The Bellows Falls, Vt. Police Department is currently accepting applications for the position of Communications Specialist. The applicant will be responsible for dispatching for the Bellows Falls Police and Fire Departments and must have a general knowledge of computers and excellent phone skills. He or she must be able to work well with the general public and must be able to multi task. High school diploma or equivalency required. Starting pay, \$12.63 per hour depending on qualifications and experience. Application and job description are available at the Bellows Falls Police Department, 170 Rockingham Street, Bellows Falls, VT 05101. For more information, phone 802-463-1234. **Deadline for applications is June 29, 2007.** (6-8)

Municipal Manager. The Town of Rockingham and the Village of Bellows Falls, Vt. seek an energetic, creative and personable professional for the position of Municipal Manager. With a combined population of nearly 6,000, the two communities are independent jurisdictions with some consolidated functions and a shared commitment to economic vitality and quality of life. The Manager is the chief administrative officer of both jurisdictions, oversees daily operations, and manages a \$7.2 million budget and 59 em-

ployees. The Manager reports to a five-member Selectboard and a five-member Board of Village Trustees. Candidates should have significant experience in municipal management, excellent interpersonal skills, and working knowledge of public finance, public works, personnel/labor relations, and community and economic development. Bachelor's degree in relevant field required; Master's degree and five years relevant experience preferred. Hiring range is \$75,000-\$90,000, DOQ. A full job description is available at www.vlct.org under Marketplace. Please send resume and cover letter to Rockingham/Bellows Falls Search, VLCT, 89 Main Street, Montpelier, VT 05602. **Resume review begins July 23, 2007.** EOE. (6-6)

Zoning Administrator. Braintree, Vt. is seeking applicants for the part-time position of Zoning Administrator (ZA). The ZA is responsible for administering and enforcing the Zoning Ordinance and Subdivision Regulations. Specific duties include assisting applicants; issuing permits; maintaining application forms, permits and zoning records; investigating complaints of alleged zoning violations and taking enforcement action when required; assisting the Development Review Board; and conducting site visits. Applicants must have good writing, organizational, computer, communication and people skills, be able to attend evening meetings at least once a month, have personal transportation (mileage is compensated) and be able to maintain regular office hours (at least 8 a week) in the Town Offices. Knowledge and experience of zoning and regulatory matters is preferred. Interested applicants should e-mail a letter and resume to Holly Jarvis, Administrative Assistant, at braintreevt@comcast.net or mail them to her at Town of Braintree, 932 VT Route 12A, Braintree, VT 05060. **Letters of interest accepted until position is filled.** (5-24)

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Loader. 1999 John Deere 544H Loader with 3 cy bucket, ride control, AC and only 6,800 hours. Excellent, like-new condition. Includes two new spare tires with wheels. Asking \$69,000, but will consider any reasonable offer above \$55,000. Photos and detailed specs available. To see or drive loader at the Killington

Town Garage on River Road, phone Road Foreman Ken Merrill at 802/422-9821. Submit offer via e-mail (dave@town.killington.vt.us), fax (802/422-3030), or surface mail to: David W. Lewis, Town Manager, P.O. Box 429, Killington, VT 05751. The Town reserves the right to accept or reject any and all offers and may sell the loader at any time without notice. (6-4)

CUTS -

(Continued from Page Ten)

strongly encouraged to work with APRIA for any DME requirements. For a detailed description of APRIA equipment and services available, please refer to the APRIA Web site at www.apria.com or contact APRIA toll-free at 800/277-4288.

APRIA has a local office in Vermont (APRIA, 37 Commerce Avenue, S. Burlington, VT 05403-5852, tel., 802/865-7801), but please note that they deliver their products to consumers so subscribers do not need to visit the local office in person to obtain DME equipment.

CIGNA participating primary care physicians or specialists should also be able to provide subscribers with information. For additional questions about utilizing APRIA, subscribers may contact CIGNA Customer Service at 800/244-6224.

GOODBYE AND WELCOME

Former Hardwick Town Manager **Dan Hill** resigned from the VLCT PACIF Board of Directors last month. VLCT staff, members and board members extend their appreciation to Hill for his four years of service to the PACIF Board.

Barre Town Manager **Carl Rogers** was appointed to complete Hill's unexpired term. Rogers brings 15 years of experience as Barre Town's Manager to the Board, as well as five additional years of municipal management experience outside of the State. Welcome, Carl!

UNEMPLOYMENT TRUST BOARD

The UI Trust Board is seeking nominations of people who would like to serve in its alternate board member seat. Interested persons may print a copy of the nomination form from the VLCT Web site at <http://www.vlct.org/aboutvlct/boards/nominationforms/>.



Classifieds

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

HELP WANTED

Zoning Assistant. Stowe, Vt. is seeking a Zoning Assistant to provide administrative assistance to the Zoning Director, perform initial reviews of permits, collect and process application fees and conduct various projects as needed. The work necessitates a high degree of public interaction and individual responsibility. The ideal candidate will have excellent writ-

ten and oral communication skills, strong customer service skills and proficiency with various computer programs, including Microsoft Office. The ability to organize, prioritize and multitask is a must. This is a full-time position with excellent benefits. (IBEW union membership required.) Salary, \$13.44-15.41 per hour, dependent upon qualifications and experience. For a job description and application, visit www.townofstowevt.org. To apply, send a letter of interest and resume to Town of Stowe, Attn: Susanne Gann, HR Coordinator, P.O. Box 730, Stowe, VT 05672, or e-mail recruit@townofstowevt.org. **Applications accepted until the position is filled, but we will begin scheduling interviews no later than August 6, 2007.** EOE. (6-20)

Dispatcher. The Windsor, Vt. Police Department is seeking two full-time dispatchers to handle and screen emergency and non-emergency calls for public works, law enforcement, and fire/emergency medical services for several area towns. Applicants must have experience using computer systems, be able to type, have excellent communications skills and be able to work effectively under all conditions including multi-tasking. Position #1 includes day and afternoon shifts; position #2 includes afternoon and overnight shifts – both include weekend shifts. Pay Grade 19 (first six months). Benefits include vacation, sick, personal, holidays, retirement, medical, dental. Union. To apply, **respond by June 30, 2007** to Windsor Town Administrator, P.O. Box 47, 29 Union Street, Windsor, VT 05089. E.O.E. (6-19)

DRB Administrator/Zoning Enforcement Officer. Shelburne, Vt. is seeking a full-time DRB Administrator/Zoning Enforcement Officer to be the primary staff person for the newly created Development Review Board, issue zoning permits, and enforce zoning by-laws. Specific duties include interpreting plans, creating staff reports, assisting applicants, investi-

gating complaints of alleged violations, and taking enforcement action if necessary. This position reports to the Director of Planning and Zoning and is supported by an administrative assistant. The successful candidate must have a bachelor's degree in land use planning, public administration, or related field and a minimum of one year of related experience. This is a terrific opportunity for a person who thrives in a busy and challenging setting, is detail-oriented and quality driven, and can excel in a team-oriented customer driven environment. The successful candidate must have excellent written and verbal communication skills and be fluent with pertinent computer software. Competitive salary and benefits. Complete job description available at www.shelburnevt.org, under Related Links, Employment Opportunities. To apply, send letter of interest and resume to Judy Lance, Human Resource Coordinator, PO Box 88, Shelburne, Vt. 05482, or fax to 985-9550, or e-mail jlance@shelburnevt.org. (6-15)

Police Chief. Bellows Falls Village, Vt. is seeking an energetic, dynamic law enforcement professional to fill the position of Police Chief and lead a department of 8 full-time, sworn officers and 5 civilian dispatchers. The Village (pop. 3,200) is located in the desirable Connecticut River Valley in Southeastern Vermont. Applicants should possess a Bachelor's Degree in Law Enforcement, Public Administration or a related field; have a minimum of 10 years of law enforcement experience with at least 5 years in a supervisory capacity; or have any equivalent combination of education, skills and experience. Candidates must be certifiable as a Police Officer, as specified by the Vermont Criminal Justice Training Council. The Police Chief must have excellent managerial skills, function as a working law enforcement officer, and possess effective community relations and

(Continued on Page Seventeen)

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.



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Calendar

For more information about the following workshops or events, please contact Jessica Hill, VLCT Manager, Administrative Services, tel., 800/649-7915; e-mail, jhill@vlct.org. Or visit <http://www.vlct.org/eventscalendar/> 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.)

Disaster Planning for Municipal Records.

Monday, July 2, Manchester; Tuesday, July 3, Hartford; Tuesday, July 17, St. Johnsbury (rescheduled from June 4). Sponsored by the Vermont State Archives and the Vermont Museum and Gallery Alliance. These day-long workshops will cover writing a disaster plan, dealing with a disaster, and handling different record media and disasters. For more information, please visit the Museum and Gallery Alliance's Web site at www.vmga.org/whatsnew.html.

Ethics in Municipal Government/Internal Controls.

Monday, July 23, Manchester Town Hall, Manchester, or Wednesday, July 25, 2007, Municipal Complex, Milton. Sponsored by the Vermont Municipal Advisory Commission, this morning workshop (which includes lunch) will be presented by the Vermont Attorney General's office and Vermont State Auditor Thomas Salmon. For more information and a registration form, visit <http://auditor.Vermont.gov/> and click on Events. You may also call John Cushing at 802/893-4111 or the office of the Auditor at 802/828-2281. *(Editor's Note: This Commission was formed in February 2007 by Vermont State Auditor Tom Salmon. Its goal is to develop a variety of training and information-sharing programs to help cities and towns improve their accounting and financial reporting. It also hopes to promote greater uniformity, integrity and transparency in financial reporting systems.)*

Introduction to Computer Mapping

(GIS). Wednesdays, August 8 and 15, 2007, Montpelier, or Wednesdays, August 22 and 29, 2007, Rutland. This course will teach basic Geographic Information Systems (GIS) knowledge and skills to municipal officials and volunteers. Participants do not need to have any prior experience using GIS. For more information, contact Leslie Pelch, VT GIS Outreach Coordinator, at lesliep@vcgi.org. To register, visit www.vcgi.org.

Town Fair. Thursday, October 11, 2007, Robert E. Miller Expo Centre, Champlain Valley Fairgrounds, Essex Junction. Sponsored by the Vermont League of Cities and Towns. Plan to join us for a full day of workshops, networking, annual meetings and a large trade show/exhibit. Our first year in Essex Junction promises to be a good one! Watch your mail in late July for registration materials.