

# VLCT NEWS

A PUBLICATION OF THE VERMONT LEAGUE OF CITIES & TOWNS

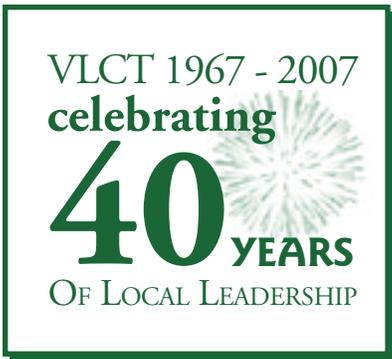
SERVING AND STRENGTHENING VERMONT LOCAL GOVERNMENTS

August/September 2007

## VLCT TO CELEBRATE ITS FORTIETH ANNIVERSARY AT TOWN FAIR 2007

What better time than a big anniversary to shake things up a bit and move Town Fair north to the Robert E. Miller Expo Centre at the Champlain Valley Fairgrounds in Essex Junction?

In its forty years, VLCT and its municipal members have experienced many changes, and we'd like to start our next forty years in that fine tradition of innovation and leadership. So, please join us for a celebratory Town Fair that is in a new venue, but still full of the learning, networking, and for our annual meeting attendees, decision-making that are Town Fair hallmarks.



In between all of these activities, Town Fair 2007 attendees will have time to look back and celebrate all that Vermont municipalities have accomplished by working together over the course of four decades. At VLCT, this is evidenced by a strong insurance and risk management program, a respected voice at the State House, popular and effective training programs for local officials, and a large library of print

and electronic resources available to municipalities. And, across the state, cities, towns and villages can take pride in their local democracy and strong communities that are successfully

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## VLCT FILLS SAFETY AND HEALTH, UNDERWRITING MANAGER POSITIONS

Two key positions in VLCT's Insurance and Risk Management Department were recently filled.

**Kenneth Canning, Jr.**, CPCU, AU, became manager of the Underwriting Division in early June. Many of you may have already spoken with Ken when you called VLCT with your PACIF coverage questions. Perhaps you detected his Boston accent, which he acquired growing up in Boston's Hyde Park and Jamaica Plain neighborhoods.

Ken moved to Vermont in 1990 and commuted for several years back to Massachusetts, where he was an underwriter the Liberty Mutual Insurance Company. From 1994 to 2003 he held successively more responsible positions with Acadia Insurance in South Burlington and in Massachusetts, including senior underwriter, senior production underwriter and, finally, Massachu-

*(Continued on Page Five)*

## TIPS FOR ACCESSING TOWN HIGHWAY EMERGENCY FUNDS

Unexpected deluges recently left a number of central Vermont communities facing significant flood damage, with roads and culverts washed out and other infrastructure damaged.

Heavy rains caused rivers, brooks, and streams to bulge before breaking free from their natural boundaries and spilling over in a torrent onto paved and dirt roads alike. Now that the cleanup process is well underway, municipalities may be looking for sources of funding to assist them with those efforts.



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*Director, Group 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.

## CRAFTING THE 2008 MUNICIPAL POLICY AN EARLY GLIMPSE AT 2008'S HOT TOPICS

For most folks, summer is a time for baseball, swimming, and barbecues. While summer is best known for those traditional activities and many others, it is also the season during which the *VLCT Municipal Policy* for the next legislative session is drafted.

With the end of the 2007 legislative session still a fresh reflection in the rearview mirror, thanks to mid-July's veto session, VLCT's four policy committees have already convened and tackled the task of creating a draft of the *2008 Municipal Policy*. The final version of the policy document is not set

is assembled by the VLCT Board of Directors. Comprised of local officials from a broad spectrum of elected and appointed positions, the policy committees review staff suggestions and edits, and then discuss any further edits, additions, or deletions to recommend to the Board.

The Board follows with its own review of the work done by the policy committees, eventually voting to approve a draft of the *2008 Municipal Policy* that is mailed to all members for amendment and approval at Town Fair.

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*With oversized infrastructure needs crashing up against undersized and atrophying revenue sources, the Transportation Committee's work focused on both current and future funding for all areas of transportation.*

---

until members vote to adopt it during the annual meeting at Town Fair, scheduled for October 11 this year at the Champlain Valley Fairgrounds in Essex. Once approved, the *Municipal Policy* directs VLCT's legislative advocacy.

The drafting of the *Municipal Policy* begins with a staff edit of the previous year's platform in June. At the same time, the membership of the four policy committees (Finance, Administration, and Intergovernmental Relations; Quality of Life and Environment; Transportation; and Public Safety)

The first changes made to the *Municipal Policy* reflect any legislative action taken that addresses a municipal priority in part or in whole. For example, a section of the *2007 Municipal Policy* asked that fees for recording vital records at the town level always be set at the rate the state receives for recording those documents. The Legislature included language that met that priority in the executive fee bill that was passed and signed into

*(Continued on Page Fourteen)*

## 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.

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# LEGAL AND REGULATORY NOTES



## COURT RULES ICE RINK PROVIDES RECREATION, NOT EDUCATION

In a recent Washington Superior Court decision, Judge Mary Miles Teachout held that the Washington West ice rink in Waterbury is devoted primarily to recreational

Taxes took the position that such rinks are not exempt because they are "used primarily for...recreational purposes" and therefore not qualified for the exemption. 32 V.S.A.

3832. Property owners seeking an exemption under 3802(4) must first prove entitlement to the exemption at section 3802(4) and then must prove that the exemption

*Section 3832(7) provides that the exemption for public, pious or charitable uses does not exempt real and personal property used primarily for recreational purposes unless the town approves the exemption at a regular or special town meeting.*

purposes and is not entitled to a property tax exemption under 32 V.S.A. § 3802(4). This statute exempts from property tax "[r]eal and personal estate...used for public, pious, and charitable purpose."

The Town of Waterbury treated the ice rink as exempt from property tax until 2006, when the Vermont Department of

§ 3832(7). The Ice Center of Washington West, Inc., the non-profit organization that owns the rink, brought suit seeking a declaration from the court that the rink was exempt from property taxation.

According to the Court, exemptions from property tax set out at 32 V.S.A. § 3802(4) are limited by the provisions of 32 V.S.A. §

is not limited by section 3832. Section 3832(7) provides that the exemption for public, pious or charitable uses does not exempt real and personal property used primarily for recreational purposes unless the town approves the exemption at a regular or special town meeting.

The Court rejected the owner's assertion that the rink is used primarily for education purposes because it is rented to area schools for extracurricular activities such as ice hockey. Instead it found that ice skating and extracurricular activities based on ice skating are principally recreational in nature. While these activities may provide some educational value, that value is insufficient to convert recreational activity to an educational purpose. Because the rink is primarily dedicated to a recreational activity, section 3832(7) would apply and the rink would not be tax-exempt under 32 V.S.A. § 3802(4).

While this Superior Court decision is not binding on other ice rinks in the state, it does give a strong indication of how these tax exemption disputes will be resolved in the future. Those municipalities considering a vote on an exemption for an ice rink or other recreational facility should remember that the locally-voted exemption will not remove the rink from the state grand list. Under 32 V.S.A. § 5404a, taxpayers will still be obligated to pay the statewide education property tax attributable to the property.

*- Jim Barlow, Attorney, VLCT Municipal Assistance Center*

**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





## VLCT FILLS POSITIONS -

(Continued from Page One)

sets branch marketing director. In 2003, the Vermont Mutual Insurance Company drew him back to Vermont. While at Vermont Mutual, he served as commercial lines underwriting supervisor and product analyst until VLCT was lucky enough to hire him this spring to fill the vacancy left by Tina Feeney.



**Kenneth Canning, Jr.,**

Ken has worked in insurance underwriting and marketing since shortly after his graduation from Boston University in 1986 with a BA in economics. He lives in Lowell with his family and somehow finds time to serve as a member of the North Country Union High School Board and chair of its subcommittee on policy development. He likes to read, play golf and ski, and spends

time (probably too much, as those of us who have "been there, done that" know) remodeling his family's one hundred year old farmhouse. Welcome, Ken!

**Joseph Damiata** also joined the VLCT team in June, filling the position of manager of the Safety and Health Promotion Division. Like Ken, Joe has probably already met many VLCT members, either on the phone or in person, as he has been accompanying his staff of four health and loss control consultants on their visits to member towns, cities and villages. He also jumped right into his *VLCT News* responsibilities by authoring the article in this issue on how to safely store flammables and combustibles in municipal buildings.

Joe came to VLCT from his position of safety manager for Ben & Jerry's Ice Cream in Waterbury. (Only *he* knows if his VLCT compensation package includes those famous pints.) Prior to his work at Ben & Jerry's, Joe was the safety programs coordinator at the University of Vermont and a loss control representative with an insurance company in Connecticut.



**Joseph Damiata**

Joe is a 2002 graduate of Keene State College in Keene, New Hampshire, with a BS in safety studies and an AS in chemical dependency. He is a Montpelier native who currently lives in Burlington. Welcome, Joe!

- Katherine Roe, VLCT Communications Coordinator



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# ASK THE LEAGUE RESTORATION RESERVE FUNDS; PRIVATE CIVIL MATTERS; ZBA EXECUTIVE SESSIONS

**How is a municipality's restoration reserve fund affected by the increase in town clerk recording fees?**

Very little. Act 76 of the 2007 legislative session amended 32 V.S.A. § 1671(a)(6) to increase the fee for recording a public record, or for any certified copy of such document, from \$7.00 to \$8.00 per page, effective July 1, 2007. There has been no change to the restoration reserve fund statute, which enables local legislative bodies to create a restoration reserve fund by directing between fifty cents and one dollar of the per-page recording fee to the fund. 32 V.S.A. 1671 (c). This means that

if the selectboard has created a restoration reserve fund, which is funded in part by directing fifty cents of every per page recording fee to the fund, after July 1, 2007 fifty cents would go to the restoration reserve fund and \$7.50 would accrue to the clerk or the municipality, depending on whether the clerk is compensated on fees or salary. All restoration reserve funds may only be used for restoration, preservation, and conservation of municipal records.

- Dominic Cloud, Director, VLCT  
Municipal Assistance Center

**A property owner has asked the town to pressure his neighbor to remove a tree**

**that has fallen from the neighbor's yard into his yard. What should we do?**

Nothing. This a private civil matter between neighbors and should be resolved between the parties, or perhaps in Superior court, but not in a selectboard meeting.

Local government must be responsive to taxpayer concerns, and should be involved if, in fact, it has an interest. However, cities and towns should not intervene in private civil matters. Sometimes it is difficult to uncover the true nature of an issue and whether the municipality has any authority to provide a solution. Sometimes a town official may need to explore the issue to reveal whether the municipality has any control over the situation. For instance, is there a violation of a local zoning bylaw, or a building or health code? Many times, however, the authority to resolve or correct the action lies elsewhere, and it is best not to get involved.

- Stephanie Smith, Senior Associate, VLCT  
Municipal Assistance Center

**Should the zoning board of adjustment go into executive session to review the town attorney's opinion before re-convening a hearing where that opinion may shape the decision of the board?**

Yes. A town attorney's legal opinion is exempt from the public records law and is appropriate for executive session under the open meeting law. 1 V.S.A. §§ 317(c)(4), 313 (a)(6). Practically speaking, a town attorney's opinion is not appropriate for a public session because the applicant and interested persons have the expectation that items that are discussed during the hearing are debatable by the parties. If it is not the board's intent to allow the parties to examine and debate the opinion (and it shouldn't be), it should be reviewed in executive session.

- Stephanie Smith, Senior Associate, VLCT  
Municipal Assistance Center



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## NEW MAC PUBLICATIONS

VLCT's Municipal Assistance Center (MAC) recently published a new model personnel policy and the third in its series of occasional Technical Papers. Both are available from the VLCT Web site's Resource Library.

Technical Paper #3, entitled "Creating a Development Review Board," includes a brief overview of how development review boards (DRBs) work, as well as a discussion of their benefits and drawbacks. Especially helpful is a sample resolution that selectboards can use to establish a DRB.

The model personnel policy is designed to assist cities and towns that are updating or creating personnel policies, and endeavors to reflect the best practices in municipal personnel administration. Municipalities should use this document as a starting point and adapt it to their particular needs.

Please provide any feedback you have on these new publications to VLCT MAC Director Dominic Cloud at [dcloud@vlct.org](mailto:dcloud@vlct.org).

## HIGHWAY FUNDS -

(Continued from Page One)

With that in mind, we offer the following information on accessing funding from the Town Highway Emergency Fund – a funding assistance pool created expressly to aid municipalities that face reconstruction, repair, or even replacement of Class 1, 2, or 3 roads and the bridges along them after these types of natural or manmade events.

A municipality's first step is to conduct a damage assessment. Contact the state district transportation administrator (DTA) to help with that assessment if there is no one on staff who can conduct it. Remember to photograph any of the damage before beginning any work in order to document the condition of the road or bridge.

To apply for assistance from the Town Highway Emergency Fund, contact the DTA for the grant application/agreement. In order to be eligible, the town has to meet the following four criteria:

1. The disaster is severe enough that it has made state aid "reasonable and necessary to preserve the public good."
2. The amount of damage (in terms of fiscal impact) is not enough to qualify for assistance from either FEMA (Federal Emergency Management Agency) or the Federal Highway Administration (FHWA). (*Editor's Note: As we went to*

*press, it appeared that several central Vermont counties will qualify for FEMA aid.)*

3. The level of reimbursement must coincide with the bridge and road standards in place at the time of the disaster.
4. The cost of the damage to infrastructure meets or exceeds 10 percent of a town's highway budget (minus the amount budgeted for winter maintenance).

The reimbursement level a town receives is first based on the availability of funding, and then on a formula that allows for either 90 percent of repair or replacement costs or the repair or replacement costs minus 10 percent of the town's highway budget (after subtracting the town's budget for winter maintenance).

The Legislature budgeted \$750,000 for the Town Highway Emergency Fund for FY08, though that figure is often changed during the annual budget adjustment in January to cover unforeseen expenses above and beyond the figure allocated.

- Trevor Lashua, VLCT Advocacy and Information Associate

## TRIVIA

Our municipal members must have been vacationing en masse in July – no correct answers were received for the July Trivia. And, the topic should have been a good match!

At any rate, the decade in which the most Vermont villages were incorporated was 1900 to 1909, when 20 villages came to be.

Here is our August/September challenge:

**This Vermont native was commissioned to make his artistic contribution to an American president's monument. Who was he, where was he from, what did he contribute, who was the president, and where is the monument?**

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

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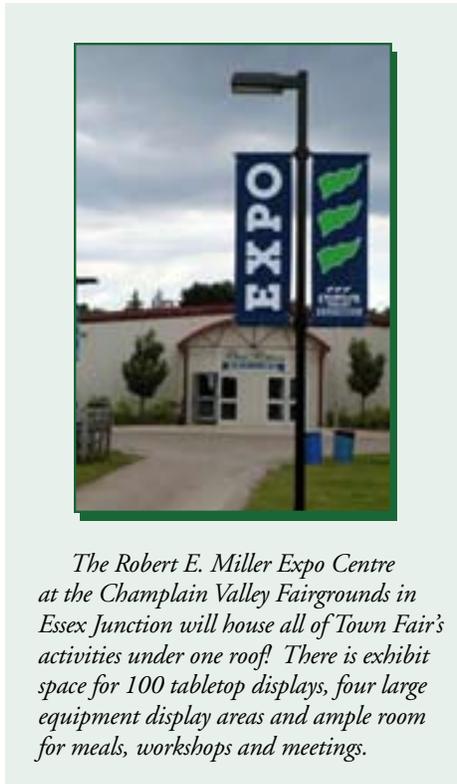
## TOWN FAIR -

(Continued from Page One)

blending the best of the old and the new to keep local government viable and effective.

Our special Town Fair speaker, Corwin Elwell, will pick up on these themes in his luncheon address, "Looking Back on 40 Years of Local Government." Mr. Elwell is a former, long-time manager of the Town of Brattleboro and was one of VLCT's founding fathers back in 1967.

Another special treat this year is the fact that all Town Fair events – including workshops, annual meetings, exhibits and meals (including the New England Culinary Institute's delicious turkey dinner) – will be held under one roof. The Expo Centre, site of the trade show and popular Conversation Café, will form the hub around which meetings, workshops and lunch will be located. The Essex Junction location also allows VLCT to hold its annual Local Government Dinner (held on the eve of Town Fair) on



*The Robert E. Miller Expo Centre at the Champlain Valley Fairgrounds in Essex Junction will house all of Town Fair's activities under one roof! There is exhibit space for 100 tabletop displays, four large equipment display areas and ample room for meals, workshops and meetings.*

board the *Spirit of Ethan Allen III* as the vessel cruises around Lake Champlain. Each year, the Local Government Dinner provides VLCT with a chance to recognize its Town Fair award winners and thank VLCT Board members for the work they do year-round to run the organization. Please join us for the dinner cruise if your schedule and proximity to Burlington allow!

Please watch your mail and the VLCT Web site in early August for your Town Fair planning kit. The early bird registration deadline is Friday, September 7, 2007. After Friday, September 28, 2007, those attending should plan to register at the door.

If you have any questions, please do not hesitate to call the VLCT office at 800/649-7915. We look forward to seeing you at the Fair!

- Katherine Roe, VLCT Communications Coordinator

## FOR NEWCOMERS

### WHAT IS TOWN FAIR?

Here is a glossary that will help you understand all of the goings on at Town Fair.

**Annual Meetings, PACIF/Unemployment.** The VLCT Property and Casualty Intermunicipal Fund and the VLCT Unemployment Trust hold a combined annual meeting to hear reports from the past year and elect board members and officers.

**Annual Meeting, VLCT.** Voting delegates (one from each member city and town) discuss and approve VLCT's legislative platform, the *VLCT 2008 Municipal Policy*. (See article elsewhere in this issue.) Delegates also elect officers and new members of the VLCT Board of Directors.

**Awards Luncheon.** A perennial favorite on Town Fair day is the traditional turkey dinner with all the fixings. This year, we will recognize the recipients of the annual VLCT awards and hear from special luncheon speaker Corwin Elwell on "Looking Back on 40 Years of Local Government."

**Conversation Café.** An informal gathering place, located this year in the middle

(Continued on next page)



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## EXHIBITORS -

*(Continued from previous page)*

of the trade show exhibit hall for your convenience. Plan a little downtime with your friends and enjoy coffee, tea, juice and a se-

lection of morning munchies. This year, the Café is generously sponsored by the Chittenden Bank.

**Local Government Dinner.** A Town Fair eve tradition that affords VLCT the

chance to recognize Town Fair award winners for their accomplishments and thank VLCT Board members for their contributions to VLCT. All are welcome to attend.

**Raffle Fun.** VLCT gives away \$100 gifts to ten lucky raffle winner. Many exhibitors raffle off lovely gifts, from a Vermont products basket to samples of their own wares.

**Trade Show.** Over 100 companies and organizations dedicated to serving municipalities around the state will be exhibiting their products at Town Fair. Bring your questions and be ready to learn about the different ways our exhibitors' products can help your municipality achieve its goals.

**Wellness Events.** The VLCT Health Trust and VLCT PACIF join forces to offer free health screenings for osteoporosis, blood pressure, diabetes and cholesterol. Seated chair massages are also available.

**Workshops.** Local government officials, volunteers and employees can pick from a wide variety of educational workshops offered by VLCT staff and outside experts. The "curriculum" this year includes human resources administration, emergency planning, e-government and Web sites, tax mapping, avoiding conflicts of interest, and special sessions by the Vermont Police Chiefs Association and the Vermont Recreation and Parks Association.

## 2007 TOWN FAIR EXHIBITORS

The following businesses and organizations have signed up as of mid-July to attend the Town Fair trade show, Vermont's largest show devoted exclusively to municipal needs. Please plan to attend Town Fair on October 11 to learn more about the products and services listed below.

### **Central Vermont Communications, Inc.**

*Paging, two-way radio (sales/service), answering services*

### **Charron, Inc.**

*Site lighting*

*(Continued on Page Eighteen)*

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# PUT YOUR TOWN ON VERMONT'S CIVIL WAR SITE MAP!

The Vermont Humanities Council (VHC) is coordinating an effort to document the many places where the Civil War affected life in Vermont – not only soldiers' homes, but churches where anti-slavery activists spoke, gun factories, farms run by women, monuments, and more. In collaboration with historian Howard Coffin, who is at work on a new book about Vermont Civil War sites, VHC is creating a database and Web site resource to locate and tell the stories of Vermont's many Civil War places.

Undiscovered sites exist in every town, so VHC is calling for help from all Vermont communities to research possible sites for inclusion in the Web site and book. To aid this

process, VHC has available a research kit to guide searches for sites, and grant funding for Civil War community history projects.

Due to the immensity of the project, and each site's potential for further research, we ask that you notify VHC as soon as a town's project is underway. Because the project will culminate in 2011, a progress report is due on July 1, 2009, and a final submission of research is due before January 1, 2010. In addition, VHC's Annual Fall conference this November will be devoted to the Civil War, as will a future Vermont History Expo.

Sites already located include the Constitution House in Windsor where Vermonters outlawed slavery, a cave in Barnard where

a man hid to avoid the draft, the Bradford home of a woman who worked to preserve the Andersonville Prison site, and the railroad station in Vergennes where John Brown's body arrived.

For more information, please contact Julia Lewandoski, VHC Civil War Program Assistant, at 802/262-2626 x 315, [jlewan-doski@vermonthumanities.org](mailto:jlewan-doski@vermonthumanities.org), or visit [www.vermonthumanities.org](http://www.vermonthumanities.org).

## NEW GRANT PROGRAM FOR GROWTH CENTERS

The Department of Housing and Community Affairs (DHCA) is offering a new grant opportunity for communities that are interested in applying for growth center designation. The new program will provide financial assistance to a town that is already in the process of growth center planning, and which intends to apply for designation from the state.

The program will be structured and administered in the same manner as the Municipal Planning Grant program. However, the application, competitive criteria, eligibility requirements and available funds are tailored to the Growth Center Planning Grant. Eligible towns may apply for up to \$40,000 for this grant. Applicants will need to demonstrate a local commitment through at least a 10 percent match (in-kind and/or cash) to the amount requested. Depending upon the amount requested by the applications received, one or more grants, up to a total of \$40,000, will be awarded.

**All applications must be post-marked by August 31, 2007.** The target date for announcing award decisions is September 15, 2007. For more information, please contact Wendy Tudor at DHCA at 802/828-5249.

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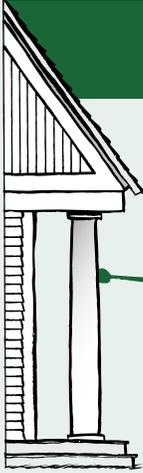


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## HOW VLCT HEALTH TRUST MEMBERS ALLOCATED THEIR 2006 LEADER FUNDS

Municipalities that participated in the VLCT Leader program in 2006, the program's first year, were rewarded at the end of the year for their Leader-inspired worksite health and safety efforts with disbursements totaling \$300,000. To inspire our 2007 participants (see sidebar on Page Nineteen for a participation update) and potential 2008 participants, we asked these municipalities to share how they spent their 2007 disbursement. Thank you to all those who shared their stories!

- **Addison County Solid Waste District** gave 100 percent of its credit back to its employees. The credit was distributed based on the District's health premium costs per employee. Employees who were not covered by the District's health plan, but who did participate in its training and wellness programs, received a flat amount.
- **Chittenden County Superior Court** used the money to convert a room in their building to a spacious fitness center that includes changing rooms and shower. So far, equipment includes an elliptical trainer, a Nordic track, a recumbent bike, TV/DVD, steps, mats, weights, and large wall mirror.
- **Chittenden Solid Waste District** allocated the funds to employees based on their participation in health and safety programs. The more they participated,

*(Continued on Page Nineteen)*

## VLCT HEALTH TRUST 2008 RENEWAL

It's not too early to start planning for the 2008 Health Trust renewal season. If your group is considering alternative health plans for 2008 or additional benefits such as cafeteria plans, dental and/or life and disability coverage, or if you are interested in enrolling for COBRA services with COBRA Outsourcing, VLCT's Member Relations staff is ready to assist you with your group benefits planning for the upcoming year. If you would like a visit from one of the Member Relations representatives for a benefits overview or an orientation of the various products available through the VLCT Health Trust, please call the Member Relations staff at 800/649-7915 to schedule an appointment.

## REMINDER TO HEALTH TRUST MEMBERS – PLEASE USE NEW ENROLLMENT FORMS

The new and improved VLCT CIGNA Enrollment/Change form for health insurance coverage is now available. These forms were e-mailed and hard copy mailed to all Health Trust members in May. Additional copies of the form may be downloaded from the VLCT Web site (<http://www.vlct.org/insuranceriskservices/customerservice/>) or you can call Member Relations staff at 800/649-7915 for additional copies.

## 2007 ANNUAL MEETING NOTICE FOR UI AND PACIF TRUST MEMBERS

A joint Annual Meeting of the VLCT Unemployment and PACIF Trust memberships will take place at Town Fair in Essex Junction on Thursday, October 11, 2007. This meeting will be held at the new Robert E. Miller Expo Centre on the Champlain Valley Fairgrounds. Please watch for an Annual Meeting flyer to arrive at your office in late August or early September. Thank you!

*(Continued on Page Twenty)*

## SOMETIMES, LESS IS MORE

Many of our Health Trust members have inquired about the lack of Explanation of Benefits (EOB) mailings from CIGNA for every instance of medical services. In response to feedback from CIGNA subscribers, CIGNA eliminated mailing these statements, where allowed by state law, when no balance is due to the provider under the plan after a member receives treatment.

The elimination of these mailings means that subscribers will no longer receive EOBs after receiving care when their financial responsibility for a visit to a provider has been fully met through a combination of co-pay and CIGNA payment. If a payment is due to the provider, CIGNA will still mail a paper EOB.

*(Continued on Page Twenty-One)*



## KEEP THOSE FLAMMABLES AND COMBUSTIBLES SAFE!

Improper storage of flammable and combustible liquids and materials is the number one fire hazard noted during the VLCT Safety and Wellness program's visits to municipalities. Because of this undesirable "number one" distinction, our safety column is dedicated this month to spontaneous combustion and proper storage of these hazards.

### SPONTANEOUS (COMBUSTION) HEATING

Whether you're a fire fighter, town manager, public works or office employee, it is important for you to understand the definition of spontaneous heating (combustion) and how it is often the culprit in fire production.

Spontaneous combustion is the heating of an organic substance without the ad-

dition of external heat. Spontaneous heating occurs most frequently where sufficient air is not present and insulation prevents dissipation of heat – heat that is produced by a low-grade chemical breakdown process. An example would be oily-soaked rags that are rolled into a ball and thrown into a corner. If ventilation is not adequate to let the heat drift off, eventually the heat will become sufficient to cause ignition of the rags. The speed of a heating reaction doubles with each 18-degree temperature increase.

### STORAGE OF FLAMMABLE AND COMBUSTIBLE LIQUIDS AND MATERIALS

Standards and specifications concerning proper storage practices for these materials are set forth by such organizations as the American Petroleum Institute (API), the Na-

tional Fire Protection Agency (NFPA) and Underwriters Laboratories, Inc. When evaluating such requirements, employees must remember that the size of the container is relatively unimportant compared to the characteristics of the liquid or material being stored. Information about the characteristics of a chemical can be found on the Material Safety Data Sheet (MSDS).

Containers for storing flammable and combustible liquids come in several forms, including glass containers, metal drums, safety cans and polyethylene containers. Safety cans should be UL or FM approved (stamped on container). Although there are acceptable methods of storing small amounts of chemicals, the safest containers are approved safety containers. The maximum allowable size for approved safety cans is five

*(Continued on Page Twenty)*

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## 2008 MUNICIPAL POLICY -

(Continued from Page Two)

law, so the section has been removed from the draft of the *2008 Municipal Policy*.

### FAIR COMMITTEE ACTION

The first of the policy committees to meet, the Finance, Administration, and Intergovernmental Relations (FAIR) Committee, tackled a number of weighty issues. In addition to discussing municipal finance reform, the conduct of elections (specifically same-day voter registration and instant run-off voting), funding for payments in lieu of taxes (PILOT), and ways to achieve home rule, the committee spent time discussing education funding and finance.

The role of municipal government in the education funding and finance issue has always centered on the way education is paid for (through property taxes). Education funding was the top priority of local officials heading into the 2007 legislative session, and, seeing how little was done on that front, it figures to be a top priority again.

### QUALITY OF LIFE AND ENVIRONMENT COMMITTEE ACTION

The second of the policy committees to meet was the Quality of Life and Environment Committee. The scope of topics covered was broad, ranging from environmental policy topics, such as water and stormwater, to housing to growth and land use. Health care, the chronic escalating cost of which strains municipal budgets annually, retained its prominent place at the front of this section of the *2008 Municipal Policy*, and was the dominant topic of discussion.

### PUBLIC SAFETY COMMITTEE ACTION

Public Safety was the next committee to sit down to draft its proposed policy language. As in past years, the talk centered on two large topics: the provision of law enforcement services in rural areas and the future of corrections – and the municipalities' role in it – in Vermont. Another topic that surfaced this year, and that recurs frequently, was finding ways to recruit and retain the volunteers upon which Vermont's public safety system depends.

### TRANSPORTATION COMMITTEE ACTION

With oversized infrastructure needs crashing up against undersized and atrophying

revenue sources, the Transportation Committee's work focused on both current and future funding for all areas of transportation. Finding a sustainable funding mix remains a conundrum: the four main revenue sources for state funding of transportation are stagnant or declining (and the sole source of local funds is property taxes), and the costs of infrastructure maintenance and construction are escalating quickly. Other transportation areas covered include finding ways to increase the local management of projects that receive state funding (to increase on-time and on-cost delivery) and reversing the phase-out of the bike and pedestrian facilities program.

### MEMBER INPUT

Members should start checking their mailboxes and the VLCT Web site in mid to late August for draft copies of the *2008 Municipal Policy*. Accompanying the draft will be a form soliciting ideas for changes or amendments to the *Policy*. Please send your proposals of amendment to VLCT by the end of September. Amendments may also be offered from the floor of the annual meeting. Your input is always valued and welcomed.

- Trevor Lashua, VLCT Advocacy and Information Associate

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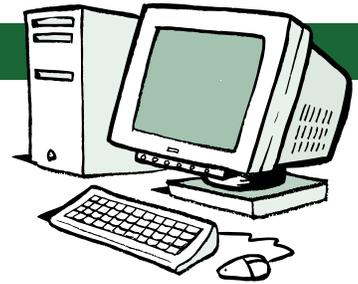
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# Tech Check

## MAIL MERGE USING WORD AND EXCEL

One of the most efficient and effective ways of making use of Excel data in a letter is through the function known as *Mail Merge* under *Tools* in the Word main menu (standard toolbar). This function allows you to incorporate the various data fields from each individual record in a worksheet into a set of personalized letters or other documents such as mailing labels, contracts and billing forms. The possibilities are endless! VLCT uses mail merge to generate total compensation letters to employees, contracts to affiliate groups, PACIF and Unem-

ployment insurance billings, and various letters to members that require extracting data from Excel.

The mail merge is a three-step process:

*1. Create your main document.*

Under the main menu, click on *Tools*, then *Mail Merge*. In the *Mail Merge Helper* box, the three steps for completing a mail merge will be shown. Under step 1 (*Main Document*), click on *Create*. A list of options appears that will allow you to choose a

form letter, mailing labels, envelopes or catalog. Click on the *Form Letters* option. We will create a short total compensation letter. The next box will ask if you wish to use the *Active Window* (current document that is open) or create a *New Main Document*. If you already have a document open that you wish to use, click *Active Window*. If you prefer to open a new blank document for the letter, click *New Main Document* and Word will open a new document. Type the following in the blank document:

Dear Joe:

This letter is to inform you that your FY08 salary will be \$32,500 with employer-provided benefits consisting of the following:

- Health \$12,030
- Dental \$400
- Retirement \$1,625

You also will receive 120 hours of vacation and 80 hours of sick leave.

Thank you for your 10 years of committed service to the Town of East Podunk.

Sincerely,  
Earl Pearl  
Town Manager

Save this document as "Total Comp Letter."

*2. Identify your data source.*

You now need to link the main document you just created with the data source you wish to extract fields from. Let's go into Excel and create and save a small file with the appropriate data. In a blank worksheet,

*(Continued on Page Seventeen)*



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## TECH CHECK -

(Continued from Page Fifteen)

type the following headers and data: (See table below.)

Name	Salary	Health	Dental	Retirement	Vacation	Sick	Years
Joe	32,500	12,030	400	1,625	120	80	10
Pete	24,000	8,400	400	1,200	160	80	20
Jen	36,400	12,030	400	1,820	120	80	12
Lynne	29,800	8,400	400	1,490	80	80	2
Mary	27,200	10,300	400	1,360	80	80	5

Save the worksheet as "Mail Merge Data.xls" and close the workbook.

In your main document, Total Comp Letter.doc, click on Tools in the main menu, then Mail Merge. In the *Mail Merge Helper* box, click on *Get Data* in step 2 (*Data Source*). You may then choose to create a data source, open a data source, use address book or header options. We want to *Open a Data Source* since we have already created one. The next box allows you to browse your files. Be sure to click on the *Files of Type* scroll-down at the bottom of the box and choose *MS Excel Worksheets* or you won't find your file. Click on *Mail MergeData.xls* and a box appears giving you the option to choose the *Entire Worksheet*. Click *OK*. A box will appear telling you that Word found no merge fields in your document. Click on the button *Edit Main Document*. This takes you into the letter where you can then add the merge fields.

We will be replacing sections of the letter with field names beginning with "Joe"

and replacing each of the numbers in the letter as well: salary, health, dental, retirement, vacation and sick leave, and years of service. To add the first field (Name) from the Excel document, highlight "Joe" and click on *Insert Merge Field* in the left upper corner of

your letter below the main menu. Choose Name and the name field in brackets will show up in place of the word "Joe." This tells Word to pull the names into this section of your letter. Repeat this process to insert field names into the rest of the letter, but when you highlight the numbers, don't include the dollar sign (\$), as you will want it to show just before the number field. (See screenshot to the right.)

When you are finished populating the fields, be sure to save your file.

### 3. Merge the data with your document.

In your main document, Total Comp Letter.doc, click on Tools in the main menu, then Mail Merge. In the *Mail Merge Helper* box, click on *Merge* in step 3 (*Merge the Data with the Document*). A box will appear allowing you to choose the document you want to merge to and the specific records to merge. It will also allow you to suppress blank lines if the fields have no data. Accept all defaults and click *Merge*. You will generally want to

create a new document when you merge; the process will create a set of letters, one for each individual record (or row) of data in the Excel worksheet. You should now have a document with five total compensation letters and, hopefully, five happy employees.

- Michael Gilbar, VLCT Chief Financial Officer



## INNOVATIONS AWARD NOMINATIONS DUE

Harvard University recently announced that applications are available for its Innovations in American Government Award.

Administered by the Ash Institute for Democratic Governance and Innovation at the John F. Kennedy School of Government, the Innovations Award is one of the premier public-sector awards in the nation. It is given annually to programs that serve as outstanding examples of creative and effective government.

All units of government – federal, state, local, tribal, and territorial – are eligible to apply. Each of the winners of the 2008 Innovations Award will receive a \$100,000 grant to support replication and dissemination activities.

Applications and additional information are available at [www.innovation-saward.harvard.edu](http://www.innovation-saward.harvard.edu). **Applications are due October 15, 2007.**

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## EXHIBITORS -

*(Continued from Page Nine)*

### **Chittenden Bank**

*Financial services*

### **Citizens Bank**

*Financial services*

### **Clarks Truck Center**

*International trucks*

### **Dig Safe & Vermont M.U.S.T.**

*Underground utility damage prevention*

### **Dopp & Dopp Associates, Inc.**

*Prefab, pre-engineered steel bridges – vehicular and pedestrian*

### **Dufresne & Associates, PC**

*Consulting engineers*

### **Eastern Systems, Inc.**

*Business forms, municipal printing*

### **Ferguson Waterworks**

*Pipe, valves*

### **Forcier Aldrich & Associates**

*Consulting engineers*

### **Future Planning Associates Inc.**

*Flexible benefit plan qualification and administrative services*

### **GovOffice Web Solutions**

*Easy to use web development*

### **Great West Retirement Services**

*Deferred compensation plan*

### **Green Mountain Credit Union**

*Financial services*

### **Holophane Lighting**

*Manufacturers of energy efficient commercial and historically styled lighting fixtures for area and downtown street lighting*

### **Hoyle Tanner & Associates, Inc.**

*Consulting engineering*

### **J & B International Trucks**

*Truck sales, parts and service facility*

### **JobsInVt.Com**

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*Work boots and shoes, work clothing*

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*Insurance for government subdivisions*

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*Industrial safety, construction*

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*Tax-exempt lease financing and consulting*

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*Glass fused to steel storage tanks*

### **Northeast Delta Dental**

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### **Northeast Mailing Systems, LLC.**

*Neopost postage meters, mailing machines, folders/inserters*

### **Otter Creek Engineering**

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### **R.C. Hazelton Company Inc.**

*Heavy equipment dealer*

### **Rinkers Communications**

*Pager and two-way radios*

### **SB Signs, Inc.**

*Flags, flagpoles, signs, banners, digital graphics*

### **Stantec Inc.**

*Consulting engineering*

*(Continued on next page)*



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## EXHIBITORS -

(Continued from previous page)

### **TD Banknorth**

*Financial services*

### **The Verdin Company**

*Bells, street clocks, tower clocks, carillons*

### **Vermont Rural Water Association**

*Technical assistance and training for water and wastewater systems*

### **Vision Appraisal Technology Inc.**

*Assessing software and services*

### **Vermont Dept. of Health**

*Electronic death registration system*

### **Vermont Economic Development Association (VEDA)**

*Economic development finance lender*

### **Vermont Emergency Management Agency**

*Emergency management preparedness, response, recovery and mitigation*

### **Vermont Municipal Clerk/Treasurers Association**

*Clerk and treasurers' professional and educational association*

### **Vermont Municipal Employees Retirement System**

*Municipal retirement*

### **Vermont Procurement Technical Assistance Center**

*Assist Vermont businesses to become government contractors and runs the Vermont Bid System*

### **Vermont Secretary Of State's Office**

*Elections support and education*

### **Waste Incorporated**

### **Weston & Sampson Engineers Inc.**

*Civil and environmental engineering*

### **Worksafe Traffic Control Industries**

*Signs, pavement markings, traffic control devices and equipment*

## LEADER FUNDS -

(Continued from Page Twelve)

the more funds they received.

- Ludlow Town and Village** used a portion of the Leader Credit to give back and reward its staff members. Fleece vests, embroidered with the Town/Village of Ludlow and VLCT logos were given to all team members (both full- and part-time employees). The group celebrated their "winnings" at an employee party that featured a luncheon, followed by a group photo that was sent to several local newspapers. Frank Heald, Ludlow's Municipal Manager, congratulated his staff for a job well done and mentioned each department specifically for its safety efforts. Another portion of the money was put back into existing safety programs to purchase safety materials (newsletters, staff communication pieces) and to fund safety committee meetings, new programs, group luncheons and other projects relating to staff and guest safety. The remainder of the money was allocated to the insurance line-items in the Town and Village budget for each department.
- Lyndon** shared half equally with participating employees. Many used it as a lump sum to their Section 125 health plan; two bought exercise equipment for their homes. The municipality used its half to purchase 21 new first aid kits to be put in all highway vehicles and municipal buildings. It also purchased an AED through its local ambulance service to have in the Town Clerk's Office.
- Middlebury** is splitting the allocation – 50 percent to the Town and 50 percent divided evenly among all employees.
- Milton put some of the money into their Wellness Program budget for FY 07-08.**
- Montpelier** allocated 25 percent (\$4,340) to establish a Fitness Loan Program so employees could purchase fitness equipment for their home. The remaining \$13,021 was set aside to provide \$120 for each employee participating in the Section 125 Plan.
- Morristown** also used the money to convert a room in their building to a fitness room. Equipment includes a Concept II rowing machine and Dyno, donated by Concept II of Morristown, a treadmill, a bike, and a bowflex.
- South Burlington Fire Department** trained all employees in CPR/AED (automatic external defibrillator) and purchased AEDs. They also purchased pedometers for the Hawaiian Pedometer Challenge.
- Vergennes** agreed to continue paying 100 percent of its employee health insurance as long as the employees participate in health and safety programs. (The City received an award this year for the most employees participating in the Hawaiian Pedometer Challenge.)
- VLCT** allocated 50 percent to its Section 125 Plan, for employees who tracked and achieved 30 minutes of cardiovascular activity at least four days per week. (Employees could earn additional points by participating in the pedometer program, getting a flu shot, and attending other health and safety programs.) The remaining 50 percent went into the general fund and wellness budget.
- Winhall** allocated 25 percent to its General Fund, 25 percent to its Wellness Budget, and 50 percent to employees who participated in health and safety programs.

## NEW 2007 LEADER PARTICIPANTS

The addition of these member municipalities brings our participation rate to 69 percent, exceeding our 2007 goal by almost 10 percent. (Last year's participation rate was 53 percent and this year's goal was 63 percent.) Way to go, members! We appreciate your workplace health and safety efforts.

Town of Hartland

Town of Jericho

Town of Waterbury

Town of Winhall (second year participating)

City of Winooski



## SAFETY -

(Continued from Page Thirteen)

gallons. Safety cans are constructed to reduce leakage or container failure. They are also designed to virtually eliminate vapor release from the container under normal conditions. If you have any questions about safety cans, contact your region's VLCT loss control consultant.

Small quantities of flammable or combustible liquids in normal operating areas should be stored in approved storage cabinets. Storage cabinets shall be designed in accordance with NFPA 30. All joints and seams need to be tight and the door needs to properly close for the cabinet to work effectively. The cabinet is not required to be vented unless it's being stored in an enclosed area. All flammable liquids in a facility should be stored inside the cabinet.

### COMMON FIRE HAZARDS FOUND IN VERMONT PUBLIC WORKS GARAGES

- Oily soaked rags not stored in a closed metal drum used specifically for that purpose.
- More than 25 gallons of class 1 flammable liquids are not stored in a flammable liquid cabinet.
- Flammable liquid stored next to combustible materials (cardboard boxes, rags, etc.).

- Excessive amounts of combustible materials being stored in one area.
- Gasoline and other flammable liquids not being stored in a proper portable storage can.
- Electrical hazards such as frayed cords, exposed wiring, etc.
- Welding around combustible materials.

*Please check with your public works garage to make sure none of these hazards exists in your municipality.*

### CONCLUSION

This is a basic overview of a very large issue present in many municipalities. If you would like more information on spontaneous combustion, proper storage of flammable liquids or would like to schedule training for employees in your municipality, please contact the VLCT loss control consultant for your region at 802/229-9111 or 800/649-7915.

Our three consultants are available to travel to all members and work with them on any of the hazards listed above. They will make recommendations to prevent combustion fires based on what they see on the day of their visit. Ultimately, the responsibility lies in the hands of the department manager to make sure that our recommendations are being complied with day in and day out.

Most fire hazards are the result of poor housekeeping in a facility. Town managers

and administrators, please emphasize the need for all departments to assess their location for combustible hazards and then have them promptly take care of any non-compliance. We look forward to working with you.

*- Joe Damiata, CFI, Manager, VLCT Safety and Health Promotion*

### REFERENCES

International Fire Service Training Information (IFSTA): Fire Inspector and Code Enforcement. Sixth Edition. Stillwater, OK: Fire Protection Publications; 1998.

2006 NFPA Glossary of Terms.

### RESOURCES

- Effective rag storage cans are available for as little as \$30 from <http://www.interstateproducts.com/safety/oily.html>.
- Storage cabinets are available from <http://www.interstateproducts.com/safety/cabinet1.html>.

## CUTS -

(Continued from Page Twelve)

## DON'T FORGET TO TAKE THE HRA

As noted here last month, CIGNA and the VLCT Health Trust are offering a cash prize drawing for all Trust members (and their spouses) who take CIGNA's on-line HealthQuotient™ health risk assessment (HRA) by September 1, 2007. More information about the drawing for 100, \$50 cash prizes is included in the July 2007 issue of the *HOPE Health Letter* that all Trust members recently received at their homes.

Visit [mycigna.com](http://mycigna.com) today to take the HRA. Then, send VLCT a note by September 1 that contains your name, municipality, address and a statement that you have taken the HRA. Good luck!

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## LESS IS MORE -

(Continued from Page Twelve)

Fewer EOBs means less mail and less paperwork, and makes it easier for subscribers to know when they might still owe money to providers.

Claim information is still easy to access. Whenever subscribers or dependents visit a doctor, have medical tests or receive some other medical services, claim information is available online at myCIGNA.com, or subscribers can call the toll-free Customer Service number on their CIGNA ID card. Both myCIGNA.com and the toll-free number include provider information, dates of service, charges and amounts covered by the subscriber's medical benefit plan.

Subscribers who have questions or who still need a paper copy of their EOB statements may call the toll-free Customer Service number on the back of their ID card and CIGNA will be happy to help.

## CLASSIFIEDS -

(Continued from Page Twenty-Three)

York Street, York, ME 03909-1314, or in electronic form to [seaver@yorkmaine.org](mailto:seaver@yorkmaine.org). First review of applications will be conducted on **August 10, 2007**. Position open until filled. Equal Opportunity Employer. (7-13)

**Chief of Police.** The Town of Tilton, NH (pop. 3,637), seeks a Chief to manage its Police Department, which consists of 17 full-time and 4 part-time officers with an operating budget of \$1.2 million. The Chief reports directly to a 5-member Board of Selectmen and is responsible for the daily operations of the Department and the preparation and management of the Department's budget. The Chief performs regular law enforcement duties, including patrol, investigations, traffic control and responding to calls for service. Preference given to applicants with a bachelor's degree in criminal jus-

tice or related field, with 10 years of progressively responsible police experience and a minimum of 3 years in a supervisory role. Candidates must possess, or be able to readily obtain, NH police certification and a NH driver's license. The Chief is required to live within a reasonable distance to the station house. The selected candidate must successfully complete pre-employment requirements, including a psychological and polygraph test, criminal background and reference check. Submit cover letter and resumes in confidence, including salary history and requirements, **by August 3, 2007** to Professional Recruitment Service, Tilton PC, P.O. Box 617, Concord, NH 03302-0617. E.O.E. (7-10)

**Town Manager.** Littleton, NH (pop. 6,281) with an annual budget of \$6.7 million, seeks a full-time Town Manager. Littleton is located in the Upper Valley of the Connecticut River on the border with Vermont. Responsibilities include administration of the Town government, such

(Continued on Page Twenty-Two)

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## CLASSIFIEDS -

(Continued from Page Twenty-One)

as daily Town Hall operations, personnel management, budgeting, purchasing and grants; serving as principal liaison with the public, media and other public officials; answering inquiries, resolving complaints and coordinating Town legal matters; preparing the annual Town Report, ordinances, warrants and amendments; developing annual goals, objectives and strategies. The successful candidate must work well with the 3-member Board of Selectmen, Town employees, boards, commissions and the public. Must possess skill in analyzing operations, problem solving, establishing priorities, organizing work and implementing Board of Selectmen policies. Prefer a bachelor's degree in public administration with 5 years of municipal management experience. Excellent benefits. Salary DOQ. Submit cover letter, resume and salary history **by August 3, 2007** to Professional Recruitment Service, Littleton TM, P.O. Box 617, Concord, NH 03302-0617. (7-10)

**Information Technology Director.** This part-time position in the City of Burlington's Clerk/Treasurer's Office is responsible for the overall operations of the Information Technology Department for the City of Burlington. In addition, this position provides council and strategic planning to the chief administrative officer on all levels of IT programs and projects. Qualified applicants will possess a bachelor of science degree in computer science or related field and a minimum of five years IT management experience. For a complete job description and a downloadable application, visit our website at [www.hrjobs.ci.burlington.vt.us](http://www.hrjobs.ci.burlington.vt.us), or contact Human Resources at 802-865-7145. To apply, send resume, cover letter and City of Burlington Application **by August 3, 2007** to Human Resources Department, 131 Church Street, Burlington, VT 05401. Women, minorities and persons with disabilities are encouraged to apply. E.O.E. (7-17)

**Highway Maintenance Personnel.** East Montpelier, Vt. is accepting applicants for its highway crew. This is a 40 hour per week position unless additional hours are needed. Requirements: ability to work independently and communicate effectively

to supervisor as needed; CDL; ability to lift up to 100 pounds; must be able to report to duty within 30 minutes of contact. Highway maintenance or related experience preferred. Employment application and job description are available at the East Montpelier Municipal Building, 40 Kelton Road, Monday thru Thursday 9:00 a.m. to 5:00 p.m. and Friday from 9:00 a.m. to noon. For more information, call Lisa Rice, Town Administrator, at 802/223-3313. Send application to Lisa Rice, East Montpelier Municipal Building, P.O. Box 157, East Montpelier, VT 05651. **Position open until filled.** (7-18)

**Assistant Treasurer/Chief Financial Officer.** Search Reopened. This full-time position in the Burlington, Vt. clerk/treasurer's office is responsible for managing financial, accounting, personnel and administrative activities. Responsibilities include coordinating all City accounting functions, central payroll, investments and administration of the City's budget program. Bachelor's degree in Business Administration with major in accounting or finance required; Master's degree preferred. Five years experience in accounting, finance and personnel administration with at least two years of supervisory and fund accounting experience required. For a complete job description, visit our Web site at [www.hrjobs.ci.burlington.vt.us](http://www.hrjobs.ci.burlington.vt.us) or contact Human Resources at 802/865-7145. To apply, send resume, cover letter, and City of Burlington Application **by August 3, 2007** to HR Dept., 131 Church Street, Burlington, VT 05401. Women, minorities and persons with disabilities are encouraged to apply. E.O.E. (7-13)

**Police Chief.** Hardwick, Vt. seeks a law enforcement professional to serve as Chief of Police. Hardwick (pop. 3,200) is a rural community and the gateway to Vermont's Northeast Kingdom, an area of stunning natural beauty and unparalleled outdoor recreation. The Chief of Police reports to the Town Manager and exercises operational oversight over a staff of 6 officers, a full-time dispatcher, and a \$570,000 budget. Primary responsibilities include staff supervision and mentoring, community relations and day-to-day leadership and management of the department. The ideal candidate will have

7 years of law enforcement experience, 5 years of supervisory experience and the ability to inspire public confidence and trust. Bachelor's degree in a relevant field preferred. Hiring range, \$48,000-\$60,000, DOQ. Please send resume and cover letter in confidence to Hardwick Police Chief, VLCT, 89 Main Street, Montpelier, VT 05602. **Resume review begins August 13, 2007.** Equal Opportunity Employer. (7-13)

**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 written 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.townofstowe.vt.org](http://www.townofstowe.vt.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@townofstowe.vermont.org](mailto:recruit@townofstowe.vermont.org). **Applications accepted until the position is filled, but we will begin scheduling interviews no later than August 6, 2007.** EOE. (6-20)

## FOR SALE

**Dump Truck.** The Town of Pittsford invites sealed bids on a 1996 International 4900 DT 466 Dump Truck: Flink tailgate double auger sander, Everest 11-foot one-way plow, Everest 9-foot wing plow, spare tailgate with three coal doors, 92,000 miles. Minimum bid, \$5,000. For complete bid invitation or additional information, please call 483-6500, ext. 20. Mail bids **by 10 a.m. Friday, August 10, 2007** to Pittsford Town Manager's Office, PO Box 10, Pittsford, VT 05763. (7-20)



# 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

**Fire Chief.** The Town of Londonderry, New Hampshire (pop. 24,500) is seeking applications for the position of Fire Chief. Minimum qualifications: bachelor's degree in Fire Sciences, Public Management or related field, master's preferred; ten years of fire suppression/prevention experience as a career member in an organized fire department and at least

five years of experience in a senior command capacity. Experience with budgeting, long-range planning, advanced life support ambulance and emergency management services, and demonstrated supervisory and management skills. The ideal candidate will be a community leader with a history of collaboration, creativity and involvement. Preference will be given to National Fire Academy Executive Fire Officer Graduates. Residence within 10 miles or 20 minutes is required; residency *in* Londonderry is preferred. Salary range: \$73,330-\$100,300. Additional information available at [www.municipalresources.com/career.html](http://www.municipalresources.com/career.html). Send resume and cover letter in confidence by **August 24, 2007**, to Londonderry Fire Chief Search, Attn: Gail Schillinger, Municipal Resources, Inc., 120 Daniel Webster Highway, Meredith, NH 03253. (7-24)

and management of the Town government, including supervision of all Town property, business affairs and appointed staff under the direction of a 3-member Board of Selectmen. The Manager also monitors purchases and expenditures under the Municipal Budget Act. The successful candidate must demonstrate knowledge of the principals and practices of public administration, personnel and financial management. Must be able to prepare and present reports, negotiate and resolve disputes, establish and maintain effective working relationships with employees, Town officials, the business community and the general public. Baccalaureate degree required, master's preferred, or equivalent combination of education and experience. Excellent benefits; salary DOQ. Submit cover letter, resume and salary history by **August 10, 2007** to Professional Recruitment Service, Jaffrey TM, P.O. Box 617, Concord, NH 03302-0617. E.O.E. (7-18)

## 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](mailto:kroe@vlct.org).

**Administrator of Accounts Payable.** This part-time (20-25 hours/week) position in the Burlington Electric Department is responsible for the administration of the Department's automated Accounts Payable system, including all internal/external reporting, analyses, internal controls and procedures. Qualified applicants will possess an associate's degree in accounting or related field plus two years of relevant experience. Salary, \$12.91-21.17 per hour, DOE. For a complete job description and application, visit our website at [www.hrjobs.ci.burlington.vt.us](http://www.hrjobs.ci.burlington.vt.us), or call Human Resources at 802-865-7145. To apply, please send resume, cover letter, and City of Burlington application by **August 7, 2007** to Human Resources Department, 131 Church Street, Burlington, VT 05401. E.O.E. Women, minorities and persons with disabilities are encouraged to apply. (7-24)

**Public Works Director.** York, a coastal community of 15,000 and a summer population of 30,000, has a long-standing tradition of providing quality services to its citizens. The Public Works Director is responsible for all aspects of operating the Public Works Department, including the maintenance of 130 miles of public roads, the management of the Town's solid waste program and all planning related to future improvements to the Town's transportation and storm water infrastructure. The Department's current annual operating and capital improvement budget is approx. \$4 million. The ideal candidate will have at least a ten-year combination of education and experience in public works and/or civil engineering. Expected hiring range is \$75,000 to \$85,000, depending on qualifications. Excellent benefits package. To apply, please send a resume and cover letter to Gretchen D. Seaver, Human Resources Director, York Town Hall, 186

**Town Manager.** Jaffrey, NH (pop. 6,000 with an annual budget of \$6.7 million) seeks a full-time Town Manager, only the fourth in 20 years. The Town Manager is responsible for the overall administration

*(Continued on Page Twenty-One)*



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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](mailto:jhill@vlct.org). Or visit <http://www.vlct.org/events/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.)*

**Small Homes Seminar.** Tuesday, September 18, 2007, Fireside Inn, West Lebanon, New Hampshire. Sponsored by the Upper Valley Housing Coalition, City of Lebanon Housing Office, and the Dartmouth Real Estate Office. Designed to offer those interested in affordable housing an opportunity to learn more about cottages, bungalows, and other small homes. Planning officials, architects, builders, and affordable housing advo-

cates are welcome to attend. For more information, visit [www.uvhc.org](http://www.uvhc.org) or contact Alyson Mayo at 802/291-9100, ext. 114.

**New England States Government Finance Officers Association (NESGFOA) 60<sup>th</sup> Annual Conference.** Thursday, September 20 through Sunday, September 23, 2007, at the Sheraton Hotel, Burlington. Hosted by the Vermont Government Finance Officers Association. Join GFOA members from all over New England for training, networking and fun in beautiful downtown Burlington. Registration forms and complete details can be found on at <http://www.nesgfoa.org/events.htm>. If you would prefer to have these materials faxed to you, please contact Bill Fazioli at 401/334-4726 or by e-mail [bfazioli@firstsw.com](mailto:bfazioli@firstsw.com). You may also contact Vermont GFOA President Denis Gravelin at 802/846-4112 or [dgravelin@sburl.com](mailto:dgravelin@sburl.com).

**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 early August for registration materials.

**WATCH YOUR MAIL IN LATE  
AUGUST FOR THE 2007-  
2008 VLCT CALENDAR OF  
TRAINING AND EVENTS.**