

## TEN TIPS FOR A TERRIFIC TOWN MEETING

1. **Only issues included in the warning can be considered for binding action.** Vermont law provides that an article titled other business cannot be used for taking binding municipal action. 17 V.S.A. § 2660(d). It follows that a straw vote on an issue of local, state, or national significance can be considered under the other business article, even if it has not been warned, so long as the vote does not bind the municipality to taking action.
2. **An amendment must always be germane – that is, closely related to, or having a bearing on, the subject of the motion to be amended.** This can get sticky when money articles are being considered. Voters have the authority to amend money articles up or down, but a significant amendment to the

*(Continued on Page Eight)*

## MEMOIRS OF A MODERATOR

On a brisk March day in 1967, my neighbors rather suddenly chose me to moderate town meeting.

This struck me as a wholly unlikely event. I had come to the Northeast Kingdom town of Kirby in May of 1963, on foot, with a knapsack, sleeping bag, an axe, and Kephart's *Camping and Woodcraft*. I started to build a log cabin on the 206-acre piece of land on Kirby Mountain that I had bought one year before. The price was \$2400. The payment terms were six percent interest and three years to pay it off.

With the help of two college pals with time on their hands, we got the cabin up and (barely) livable by August. But, since I didn't have a source of income, I went off to Washington to work for a short-lived Republican magazine, and then as a legislative aide for Vermont Senator Winston Prouty.

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## ALL TOGETHER NOW

### JOINT PURCHASE OF FIRE ENGINES SAVES TOWNS MONEY

When the Town of Reading Volunteer Fire Department began planning for the purchase of a new fire engine, it knew that it had to get the best deal possible. The Department had just finished building a new fire and rescue building, and going back to the voters for a new engine required it to do its homework to find the best price for the engine.

Enter the West Windsor Volunteer Fire Department and the Vermont grapevine. "We found out that West Windsor was going for a new engine too," recalled Reading Fire Chief Gary Vittum. The two departments decided to explore purchasing their



*New Reading and West Windsor Fire Engines*

new engines at the same time. The manufacturer that they eventually placed their order with, Pierce Manufacturing, encouraged them to do so. "They said it was much easier for them to build two," Vittum said.

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# VLCT NEWS

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## ALL TOGETHER NOW -

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The decision to order the two engines at once ended up saving each town approximately \$12,000. Including the \$12,000 discount, the price of each engine came in at approximately \$265,000. That is quite a chunk of change, but it could have been worse, and Vittum is convinced that the \$12,000 discount helped ease the pain for Reading voters. "An amount like that," he said, "could make or break the purchase at Town Meeting."

But, how did the two departments agree on identical engines to order? The devil is usually in the details, but in this case it wasn't. "The whole process went as smooth as you can imagine," Vittum said. "There were even two engine committees, with six people on each committee!"

The trucks are mechanically identical, with, obviously, different lettering and some different detailing. The big issue the two departments faced had to do with Reading's new fire station. "With our new station, the height and weight of the engine were not an

issue for us, while they were for West Windsor," Vittum said. "Each side had to give up something they wanted, but even so, it went through like clockwork."

Vittum jokingly likened the whole process to getting married. "We negotiated them together, ordered them on the same day, and waited until they were both done to have them delivered on the same day." The departments were also able to schedule the orientation and pump training for the same day, to efficiently bring their personnel together for the initial training.

Vittum's advice for other departments? "It is worth checking around with your neighboring towns. In Reading, we know approximately when we need to replace our next engine, so we will keep in touch with our neighbors about that. Talk to your neighbors," he advised, "and find out what they are after."

*- Katherine Roe, VLCT Communications Coordinator*



*Firefighters from the Reading and West Windsor fire departments gathered recently with the departments' new engines. From left to right are Reading Assistant Chief Alan Dutton, Reading Fire Chief Gary Vittum, Reading firefighter Jason George, West Windsor Lieutenant Neil Brown, West Windsor Lieutenant Chuck Kurtzhalz, West Windsor Captain Jeff Pearsons and West Windsor Fire Chief Mike Spackman. (Photos by Wade Masure)*



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# LEGAL AND REGULATORY NOTES



## LACK OF TREE WARDEN HEARING VIOLATES DUE PROCESS

The failure of your tree warden to hold a hearing prior to cutting down a public shade tree within the limits of public ways and places could cost your municipality tens of thousands of dollars. Fortunately, for the Town of Holland it only cost \$1.00 (not including legal fees of course).

Back in 2001, the Town of Holland selectboard sought to widen a half-mile stretch of town highway called Lackey Road so that it could accommodate large vehicles. The selectboard's original plan called for the removal of trees, blasting ledges, digging drainage ditches, and installing culverts. This plan was eventually scaled back to tree cutting, improving existing ditching, dumping gravel and widening a traveled portion of the highway.

Before the work began, an adjoining landowner brought suit in Orleans Superior Court seeking declaratory and injunctive relief to prevent the Town from cutting down the trees. The landowner also claimed that the Town's actions constituted altering a public highway, which would necessitate performing a survey. "When selectmen accept, lay out, or alter a highway, as provided in this chapter, they shall cause a survey to be made. . ." 19 V.S.A. § 704. (Emphasis added.) The Town filed for summary judgment, arguing that its tree warden was not required to hold a public hearing prior to felling the trees because they contributed to the narrowness of the road, and thus created a public safety hazard. The Town also characterized its work to widen the road not as an alteration, but as "maintenance" within the bounds of 19 V.S.A. §§ 904, 950, and 952. As such, it argued, the work did not require a survey.

At trial, the Superior Court granted the Town's motion for summary judgment, which the landowner then appealed to the Vermont Supreme Court. On appeal, the Court agreed with the landowner that the tree warden had no authority to remove the trees without first holding a public hearing and reversed and remanded the case back to the lower court. The landowner, repre-

sented by new counsel, subsequently supplemented his complaint, claiming that the tree warden's failure to hold a public hearing deprived him of his constitutional right to due process. On remand, the Superior Court agreed and awarded the landowner \$1.00 in

*(Continued on next page)*



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## LEGAL/REG. NOTES -

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nominal damages and \$15,000 in attorney's fees. It also held that, although the road work was more than just routine maintenance, it did not rise to the level of "a major alteration to the road as that term is defined in [19 V.S.A.] § 701" and, therefore, did not require a survey.

The Town appealed the Superior Court's grant of attorney's fees and the landowner appealed its conclusion that the road project was not an alteration requiring a survey. The Supreme Court determined that the Town's changes to the road did not in the aggregate equate to an "alteration" as contemplated by 19 V.S.A. § 701(2) ["a major physical change in the highway such as a change in width from a single lane to two lanes"] because it did not extend beyond the road's existing three-rod right-of-way. The Court did, however, affirm the Superior Court's ruling that the Town's refusal to hold a tree warden hearing violated the landowner's due process rights, but refused to grant him damages beyond those nominal damages in the \$1.00 award, as he had failed to justify his replacement costs. Finally, the Court overturned the Superior Court's grant of attorney's fees in the amount of \$15,000 because the landowner's due process rights had been vindicated by his previous attorney, for whom such fees had not been requested.

- *Garrett Baxter, Attorney, VLCT  
Municipal Assistance Center*

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- eager to work with community stakeholders; and
- committed to achieving citizen engagement and consensus building by seeking and listening to all residents, including those who are under represented in traditional planning processes.

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# ASK THE LEAGUE

## AUSTRALIAN BALLOT HEARINGS; ZONING BYLAW AMENDMENT PROCESS

*When do we have to hold a public informational meeting for articles to be voted on by Australian ballot?*

The requirement for a public informational hearing in conjunction with an Australian ballot vote depends on the subject of the article to be voted on. Below is a review of instances when municipalities may vote to use Australian ballot or when the use of Australian ballot is required by state law, and the hearing requirements for each.

A municipality may choose to use Australian ballot voting for **public questions**, **budget votes**, and **officer elections**. 17 V.S.A. § 2680. If a municipality has chosen to vote public questions or budget articles by Australian ballot, the legislative body must hold a public informational meeting on them sometime within the 10 days prior to the vote. 17 V.S.A. § 2680(g). There is no public informational meeting or hearing requirement for officer elections. 17 V.S.A. § 2680(b).

**Governance charter amendments** must be made by Australian ballot and two public

hearings must be held prior to the vote. 17 V.S.A. § 2645 (a) (3), (7). Likewise, **municipal mergers** require an Australian ballot vote and two public hearings must be held in each of the areas involved in the merger. 24 V.S.A. §§ 1484, 1485(c). The vote to enter into a **union municipal district**, such as a solid waste district, must also be by Australian ballot and must be preceded by at least one public hearing. 24 V.S.A. § 4863.

**Bond votes** must be done by Australian ballot. 24 V.S.A. § 1758. While there is a requirement that a school district hold a public informational meeting in conjunction with a bond vote, there is no requirement for an informational meeting if the town is conducting a bond vote. Nevertheless, holding such a meeting would be well advised for towns considering bonding. The **approval of borrowing** for public improvements or the acquisition of capital assets must be obtained by Australian ballot if the term is more than five years. 24 V.S.A. § 1786a(c). Like bonding, there is no statutory requirement for an informational

hearing, but holding one is advised.

A municipality can elect to **adopt or amend a municipal plan** by Australian ballot. 24 V.S.A. § 4385(c). The requirements for hearings held by the planning commission and legislative body are described in 24 V.S.A. §§ 4384 and 4385. In a rural town, the legislative body or the voters may require that a **zoning bylaw** be adopted by Australian ballot. 24 V.S.A. § 4442(c)(2). A rural town is a town having a population less than 2,500 persons or a town having between 2,500 and 5,000 that has chosen to be considered a rural town. 24 V.S.A. § 4303(25). The hearing requirements for zoning bylaw adoption are described in 24 V.S.A. §§ 4441 and 4442.

The decision to **appoint rather than elect a constable** is by Australian ballot, but no public informational hearing is required. 17 V.S.A. § 2651a(a). The question of **whether or not to have a town manager** must also be voted by Australian ballot if the town elects its officers by Australian ballot. 24 V.S.A. § 1243.

*(Updated from the February 2001 VLCT News by Jim Barlow, Senior Attorney, VLCT Municipal Assistance Center)*

*Can the selectboard choose not to act on a zoning bylaw amendment, but, instead, send it back to the planning commission for further work?*

Vermont law does not appear to give selectboards the authority to instruct the planning commission to rework a proposed zoning amendment after the planning commission has submitted it to the selectboard in accordance with 24 V.S.A. § 4441 (g). The construction of the law suggests that there is finality to each step of the bylaw amendment process, rather than a back-and-forth negotiation between two boards that share legislative authority.

One would assume that the final hearing by the planning commission has already

*(Continued on next page)*

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## ASK THE LEAGUE -

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taken place before it forwards its bylaw amendment to the selectboard. This final hearing is the date that triggers 24 V.S.A. § 4442 (g). This statute says, in part:

*If the proposed bylaw, amendment, or repeal is not approved or rejected under subsection (c) of this section within one year of the date of the final hearing of the planning commission, it shall be considered disapproved unless five percent of the voters of the municipality petition for a meeting of the municipality to consider the bylaw, amendment, or repeal, and the petition is filed within 60 days of the end of that year.*

With the clock now ticking, the process continues: after the planning commission submits its proposed bylaw amendment to the selectboard, 24 V.S.A. § 4442 (b) grants the board the authority to make further changes – if it so wishes. The planning commission may participate in the selectboard’s process for making changes to the commission’s proposed amendment. But, keep in mind, it is now the selectboard’s process and the selectboard’s responsibility to make changes. Once the planning commission has turned its amendment over to the selectboard, the planning commission’s only statutory responsibility is to amend the report it submits with the amendment, and then only *if* the selectboard makes changes to the amendment.

- Stephanie Smith, Senior Associate, VLCT Municipal Assistance Center

## MEMOIRS -

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Though working six hundred miles away, I was eager to be a freeman of my town. In 1965, I drove all the way up from Washington for town meeting – only to find out, to my great embarrassment, that town meetings are held in the morning, not at 7:00 pm. When town meeting 1966 rolled around, I was there early, listened to the proceedings, but didn’t say anything.

A year later, I was slouched in my seat among 35 other townspeople when to my surprise the town Republican chair, Grace Emery of North Kirby, nominated me for moderator. The nomination was seconded by Virginia Wood, the town clerk from South Kirby. One minute later I was handed the gavel. I later learned that the long time moderator, a retired farmer named Theodore Simpson, was ill in the hospital (and soon after, died.) There were factions in town, north and south, and my nominators had agreed that as a newcomer and a neutral (the northernmost resident of South Kirby!) my election would not give rise to any factional backbiting.

Having experienced only one town meeting, I was pretty much at sea. I had been in the student senate in high school and college, so I had some idea of the rules of order. In any case, I managed to get through my first trial without making any noticeable mistakes.

I have no recollection of what was debated that day, but one amusing thing happened that I still chuckle about.

My roots were in small town southern Illinois, where I had been raised by grandparents after my mother died suddenly and my father went off to war. Southern Illinois shares an accent with Kentucky and the Missouri Ozarks. By 1967, I had been gone some years, but my accent was still noticeable.

Most Kirby residents really didn’t know who I was. I hadn’t grown up in or around the town and had no local schoolmates or relatives. To most, I was “the kid from down country who built the log cabin up on the mountain.” I was, I suppose, suspect for being a college graduate flatlander with citified values and attitudes, and a curious accent to boot.

I was thus enormously relieved to overhear a white haired gent, in the line at the pot luck luncheon, observe to the person ahead of him: “He ain’t from around hyuh, but he’s a hick from somewehyuh.”

Every year since that meeting, my townspeople have re-elected me to be their moderator. I am enormously proud and honored that they have done so. Kirby is certainly far from the world stage. The town has no retail businesses, no church, no post office, no village center, and no school. Its residents get mail from at least five different post offices. Its population in 1967 was about 250; today it’s around 500.

And yet the people of my small town carry on a proud tradition of democratic self-government. Over the years, the subjects of their civic responsibilities have withered. The state took away welfare in 1966. Under state pressure, our last (of six) one-room schools closed in 1978; all of our 80 children

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## TEN QUICK TIPS -

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amount being considered may not be germane to the original article. It might even amount to unwarned business. If the moderator is unsure whether an amendment is germane, the moderator can refer the question to the voters, who can resolve the issue of germaneness by majority vote. Robert's Rules of Order, 10<sup>th</sup> Edition, § 12.

- 3. The paper ballot can be a useful tool.** Sometimes, an unusually divisive issue comes before town meeting – one that may cause some voters to feel uneasy about disclosing their opinions on the subject to their friends and neighbors. In this case, state law provides that seven voters – or some other number if the town has so provided – can request a paper ballot. 17 V.S.A. § 2658. A paper

- 5. Only voters may vote at town meeting and non-voters may only speak if the rules have been suspended.** Sometimes, people who are not registered voters in the town may want to participate at town meeting. These may be nonresident landowners who have a concern about a town issue or politicians who want to give an update of events at the State House. State law provides that the moderator must follow reasonable and necessary procedures to ensure that persons who are not voters of the town do not vote. 17 V.S.A. § 2656. This is usually handled at the beginning of the meeting by asking persons who are not voters to identify themselves and reminding them they may not vote on articles. Nonvoters can still speak at town meeting if the voters allow it. This would require a suspension of the rules, either by two-thirds vote or unanimous consent. Robert's Rules of Order, Tenth Edition, § 25.

established in the municipal charter. The law permits a community to postpone the annual meeting to another date if considered necessary. 17 V.S.A. § 2640 (a). In order to do this, at least three voters must be assembled: the moderator, and two others. The moderator would open the meeting, one voter should make a motion to adjourn the meeting to a time and date certain, and the other would second the motion. If “postponed” in this manner, no rewarning of the annual meeting is necessary. But, realize that postponing the annual meeting could affect voter turnout. For this reason, we advise municipalities to postpone their annual meeting only under extreme weather conditions that warrant the protection of the traveling public.

- 8. Handling reconsideration or rescission.** An article warned for town meeting cannot be submitted

*“If the moderator is unsure whether an amendment is germane, the moderator can refer the question to the voters, who can resolve the issue of germaneness by majority vote. Robert's Rules of Order, 10<sup>th</sup> Edition, § 12.”*

ballot will protect the identity of the voters and may allow a truer or more honest expression of the voters' will on a particularly divisive issue.

- 4. Some officer elections require a paper ballot.** Don't forget that the election of listers, auditors, selectboard members, road commissioners, and water commissioners requires a paper ballot. 17 V.S.A. § 2646. When an election is by paper ballot, a majority of all votes cast is required to win the election. 17 V.S.A. § 2660(c). This means that when there are more than two nominees, one candidate must receive a majority, not just a plurality, of the votes cast. If a plurality, but not a majority, is received, voting must continue until one candidate receives a majority. However, if no candidate has received a majority by the end of the third vote, the moderator must announce that the person receiving the least number of votes in the last vote and in each succeeding vote shall no longer be a candidate. 17 V.S.A. § 2660(c). This will eventually lead to a majority vote.

- 6. Educate voters about using “call the question.”** One of the most frustrating elements of town meeting can be the well-meaning voters who shout out “call the question” without understanding what they are doing. According to Robert's, a motion to call the question is a motion for the previous question. A motion for the previous question is used to end debate and bring the matter to immediate vote. The motion must be seconded and, because it cuts off the voters' right to debate, the motion requires its own two-thirds vote. Robert's Rules of Order, 10<sup>th</sup> Edition, § 16. Overuse of “call the question” can be awkward and time consuming. If debate is winding down of its own accord, it is a good practice to explain to the voter that his or her motion to call the question requires a second and a two-thirds vote, and that, if the motion passes, the body will have to vote again on the question itself.

to the voters for reconsideration or rescission at the same meeting once the voters have begun consideration of another article. 17 V.S.A. § 2661 (a). The original article may be submitted to the voters at either the next annual or a special meeting warned for that purpose. The meeting can be called by the selectboard or by a petition submitted by the voters. Voters cannot present an article voted at an annual or special meeting for reconsideration or rescission at more than one subsequent meeting within the succeeding twelve months. 17 V.S.A. § 2661 (c). However, there is no statutory limit on the number of times a selectboard can present an article to the voters.

- 7. Postponing Town Meeting.** Vermont law requires municipalities to hold annual meetings on the first Tuesday in March, unless another date is

- 9. Don't forget the minutes.** The clerk is responsible for recording the proceedings for town meeting. The record “shall be deemed to be the true and official record of all action taken at that meeting” and must be approved by at least two of the

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## TEN QUICK TIPS -

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following town officers who were present at the meeting: moderator, selectmen, and justices of the peace. Within seven days after the meeting, the clerk must request approval of the minutes, and the request shall be dealt with promptly. 24 V.S.A. § 1152.

### 10. Attend the VLCT Town Meeting Tune-Up on February 26, 2008.

A parliamentarian's paradise, this annual workshop is designed for moderators and selectboard members, both seasoned and new. It will focus on the statutory requirements for town meeting, Robert's Rules of Order, and best practices for making it through the meeting unscathed

- Jim Barlow, Senior Attorney, and Stephanie Smith, Senior Associate, VLCT Municipal Assistance Center

## CORRECTION

Patrick Scheidel is Manager of the Town of Essex. We apologize for inadvertently referring to him last month as Manager of the Town of Essex Junction.

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## MEMOIRS -

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are tuitioned out to public and independent schools in nearby towns. Act 200 (of 1988) tried (unsuccessfully, as it turned out) to tell us what our townscape needed to look like. We are allowed to do only what state law allows. Today, the town's main functions are record keeping, elections, taxing, planning and zoning, and road maintenance.

Even with this very limited scope for action, there have been some memorable moments. One came in the early 1990s when the selectboard concluded that the town's

*"I have the opportunity and the duty to work with my fellow citizens toward an outcome that, after debate and reflection, seems right and fair for all of us."*

single truck needed repair or replacement. Should we replace it, or patch it up for another winter? If we decided to replace it, would we buy new or used? GMC or Ford or International?

What was interesting about this discussion was that it drew out the best in two citizens, both of them truck drivers. Neither had ever taken much part in debates over schools, listing, or town spending. But now was their moment. They knew trucks.

The road commissioner leaned toward buying a late model used truck. I can't remember the make - let's say it was a GMC. But Tom (let's call him) protested. "They had one of them Jimmys over in Wheelock, and mister, if that thing hit a frost heave hard it'd bust an axle sure as we're setting here." But Dave (let's call him) took issue. "The engines in them Internationals don't hold up. I had to tear one down after 40 thousand miles, and it was a reg'lar mess inside."

And so it went back and forth for maybe twenty minutes. The townspeople who weren't farmers, loggers, or mechanics had a hard time keeping up with this debate. But finally those who knew trucks came to a consensus, and it was duly voted. What I remember was not the outcome - I can't even remember what we decided. What I do remember was that every citizen fully understood that he or she would have his or her moment, when he or she had something knowledgeable to contribute that others needed to hear before making a decision.

Another interesting moment in local democracy occurred in the early 1970s. The legislature had given towns the option of exempting livestock (cows) from property taxa-

tion. The town had to make its choice. The dairy farmers thought that their cows ought to be exempt. Thanks to the farms, the town enjoyed open space, landscapes, and the rural character that we all valued. Dairy farming is a tough business. The tax exemption would strengthen farm balance sheets a little, and encourage farmers to keep on farming.

This argument was heard respectfully. No one wanted to say no to the dairy farmers, who are much admired in Kirby. But exempting the cows meant that everyone else would have to pick up the tax burden. Other folks were pinched financially as well. Some were retired on fixed incomes. Some had to drive considerable distances for jobs paying

very modest wages. Some were out of work, or had a lot of mouths to feed.

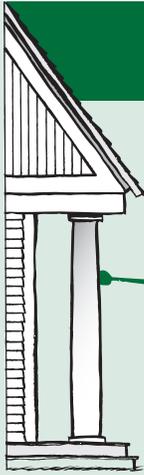
There were no angry speeches, no finger pointing, no harsh words. Little by little, the farmers saw that they were asking a bit too much. A motion was made to exempt half the cows on each farm. Duly voted.

And so the people of Kirby worked out what to do about the town truck, and how to distribute the property tax burden. Small matters. Insignificant matters. Yes, but in a different way, very important matters.

For every freeman attending those meetings, and many others, understood that "I am a free Vermonter and a citizen of my town. I have the right to stand and speak my piece. I have the opportunity and the duty to work with my fellow citizens toward an outcome that, after debate and reflection, seems right and fair for all of us. In much of America and the world, democracy is little more than casting ballots. Here, real democracy rules."

This core belief among those who venerate town meeting is the wellspring of every free, just and progressive society. Admittedly, town meeting as held in Kirby won't work when towns get too large. But if the spirit of our free institutions is to survive and flourish, Vermonters need to find ways to apply the same principle on a larger scale, so that every freeman and woman can believe that they count, that their voice matters, and that the opportunity for civic contribution and civic virtue lies always before them.

- John McClaughry, Moderator, Town of Kirby, and President, Ethan Allen Institute (Reprinted with the author's permission from Vermont Commons, Issue 11, March, 2006.)



## ON THE BALL ADVENTURE BEGINS IN MARCH

### VERMONT CELEBRITY RUSTY DEWEES STARS IN ADVENTURE DVD

Seven hundred municipal employees and family members are signed up to begin VLCT's On the Ball Adventure on March 3. The Adventure, which runs through April 27, is this year's fitness program for members of the VLCT Health Trust.

For the last three years, the Trust has run popular pedometer programs to encourage municipal employees to get active in the typically slow late winter and early spring months. This year, program participants will be asked to use a stability ball to increase their flexibility and strength – with a little help from Vermont celebrity Rusty DeWees!

Known for his acting roles and for his "Logger" comedy and variety shows, Rusty has another side to him that most do not know. After a back injury several years ago, Rusty started incorporating stability ball exercises into his workout routine. With this experience, Rusty agreed to be in the DVD that the Health Trust is producing for the On the Ball Adventure. Today, he's a very fit individual and a great role model for all of us.

*(Continued on Page Twelve)*

## KEEP IT OFF CHALLENGE

Congratulations to the approximately 600 municipal employees participating in the VLCT Health Trust's Keep It Off Challenge – you made it through the delicious, but dangerous, Thanksgiving to New Year's holidays. Now, get ready to resist those Valentine's Day chocolates - or, at least, most of them!

For those not participating, the Challenge is a November 19, 2007 – May 2, 2008 weight control program that provides weekly weigh-ins and nutrition tips. A small monetary contribution is required to cover prizes at the program's end. Some participants have even been inspired to lose weight! If you are interested in joining the program, ask your municipal Wellness Coordinator if you can still do so.

## CIGNA HEALTHCARE EARNS NATIONAL QUALITY ACCREDITATION

The VLCT Health Trust's health insurance provider, CIGNA, was recently recognized by the National Committee for Quality Assurance (NCQA) for its efforts to measure the quality of its preferred provider organization (PPO) and Open Access Plus plans, and make that data available to its customers. The plans received NCQA's highest accreditation rating.

CIGNA has been participating in the program since 2004, when it became the first national health care plan to voluntarily commit to measuring and reporting indicators of health care quality for its PPO-type plans. In addition, all 23 of CIGNA's health maintenance organization (HMO) and point of service (POS) plans received a full NCQA accreditation.

The benefits for CIGNA plan members are two-fold: (1) the NCQA accreditation shows CIGNA's compliance with nationally accepted quality standards and (2) it provides them with valuable data they can utilize to make health care decisions. Members can visit [my-cigna.com](http://my-cigna.com) to compare hospital costs and outcomes, as well as the cost of certain procedures and treatments.

For more information about the Health Trust's CIGNA health plans, please contact the VLCT Member Relations Department at 800/649-7915 or [sbenoit@vlct.org](mailto:sbenoit@vlct.org).

## WELCOME

The **Town of Addison** recently joined the VLCT Health Trust, bringing the Trust's membership up to 246.

**Joe Colangelo**, Assistant Town Manager and Finance Director for the Town of Middlebury, recently joined the VLCT Unemployment Board of Directors as an alternate member.



## PLANNING FUNDS AVAILABLE FOR WALKING/BIKING TO SCHOOL

The Vermont Safe Routes to School (SRTS) program is soliciting applications for school planning and program development funding. The SRTS program is funded one hundred percent by federal transportation funds and is intended to result in greater

numbers of students who walk and bike to school.

The program includes planning and program efforts such as pedestrian and bicycle safety education, contests and incentives to encourage walking and bicycling, engaging

law enforcement, evaluation of student/parent attitudes and behavior, and assessing the existing condition of streets and sidewalks around schools. Participation in the first phase of the program makes a community eligible for infrastructure funding to improve items like sidewalks, crossings, signals, signs and pavement markings within a two-mile radius of the school.



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For the 2008 grant funding, a school may apply by itself or in partnership with a municipality, regional planning commission or non-profit organization. Schools are strongly encouraged to partner with non-profit organizations with a common mission, such as health/fitness, alternative transportation, or environmental concerns. The 2008 SRTS application and guidance is available on the VTrans Web site at <http://www.aot.state.vt.us/progdev/Sections/LTF/SRTS/VTSRTS.htm>. **Applications must be postmarked by March 14, 2008.** For more information about the Vermont SRTS program, contact the SRTS Coordinator, Jon Kaplan, at [jon.kaplan@state.vt.us](mailto:jon.kaplan@state.vt.us) or 802/828-0059.



## ON THE BALL -

(Continued from Page Ten)

The On the Ball Adventure program will debut at VLCT's Wellness Coordinator Workshops in late January and February. Each participant will receive a stability ball, pump, workout DVD, and score card to take home. Three levels of ability are demonstrated on the DVD, allowing participants to match their fitness level. There are three, core, 20-minute workouts:

1. Lower body, abdominals and back.
2. Abdominals and back.
3. Upper body, abdominals and back.

The program encourages participants to do these three workouts each week, preferably on Monday, Wednesday, and Friday, while doing cardiovascular exercises on alternating days. The program lasts eight weeks (longer if you get hooked).

All municipal employees are encouraged to participate, to strengthen muscles,

relieve pain, and improve flexibility and balance. However, the program is especially beneficial for public works, police, and fire personnel because of the physical demands of their jobs.

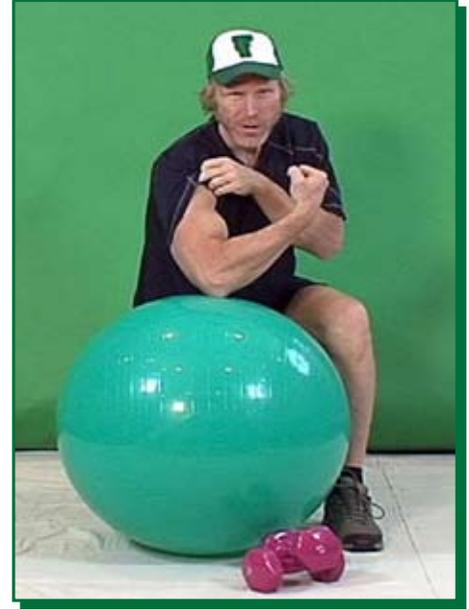
Why not strive to be as fit as Rusty and participate with us?

- Heidi Joyce, VLCT Senior Health Promotion Consultant

## THANK YOU

The VLCT Health Trust would like to thank the **South Burlington Street Department** and the **Town of Shelburne Police and Fire Departments** for allowing the use of their facilities for filming the On the Ball Adventure DVD.

For more information about the Adventure program, contact Heidi Joyce, VLCT Senior Health Promotion Consultant, 800/649-7915 or [hjoyce@vlct.org](mailto:hjoyce@vlct.org).



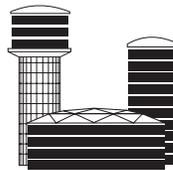
Vermont actor and entertainer Rusty DeWees is committed to an exercise program that includes a stability ball. DeWees is featured in VLCT's 2008 fitness program DVD, the On the Ball Adventure.

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# Tech Check



## OFFICE SUITES

### A LOOK AT MICROSOFT OFFICE AND SOME ALTERNATIVES

#### MICROSOFT OFFICE

For most users this means some combination of Outlook, Word, Excel and, perhaps, PowerPoint. These programs have long dominated the field of office applications - the last significant contenders were WordPerfect and Quattro Pro. While WordPerfect once owned the word processor market, the early Windows version did not take advantage of many Windows features and it also could not withstand the Microsoft mar-

keting juggernaut. Even the combination of WordPerfect with Borland's Quattro Pro and Paradox into Borland Office was unable to compete and MS Office applications have eclipsed most others.

Are there any choices available to users looking for an alternative to Microsoft Office? The answer seems to be yes. And no.

For Excel power users, there appears no good replacement yet. Those individuals with extensive macros and linked spreadsheets probably cannot find another spread-

sheet to which migrating is worth the pain and effort. Similarly, users of advanced features in Word such as grammar checking and commenting may also have trouble finding an acceptable alternative.

#### MICROSOFT OFFICE 2007

The newest release's most obvious change is a user interface which is closer to the look and feel of the Vista operating system. If you are a current Office user, you will find that it takes a while to learn where your favorite commands are hiding in the new toolbars. Other changes include hooks into SharePoint, Microsoft's Web-based collaboration server, and improved (in my view) reviewing and change-tracking. However, Office continues the trend of including more features and requiring greater system resources. Plan to have a 1.5Ghz or faster processor and at least 1 gigabyte of ram, along with 1.5 to 2 gigabytes of hard drive space.

Office 2007 uses a different file format to store documents than do earlier versions. Microsoft calls these "Open XML Formats" although many question the "openness" of the format because the files cannot be opened by other office-type applications. Also, Office 2007 cannot open or save files in the new international standard known as "Open Document Format" or "ODF"

Microsoft has what it calls an "Office Compatibility Pack" which lets previous versions of Office open Word 2007, Excel 2007 and PowerPoint 2007 Open XML files and also save files in the new Office 2007 format. The pack can be downloaded from: <http://office.microsoft.com/en-us/products/HA101686761033.aspx>. This is a 27.5-megabyte download and requires about

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*(Continued on Page Sixteen)*



# TREES FOR VERMONT COMMUNITIES

Urban trees are often located in sites that are much less suitable for tree growth than native forests. As a result, tree selection is an important investment decision. To give your new tree(s) the best chance for long-term survival, proper selection of tree species and planting site is crucial. Plan carefully to ensure that the "right tree" is established in the "right place," otherwise, the tree can outgrow a site, damage foundations, patios and sidewalks, or be susceptible to diseases and insect infestations. Before you determine which tree you want to plant, consider the following questions:

- What is the purpose and use of the planting?
- What are the site conditions above and below ground?
- What type of maintenance will be required?
- What is the best tree species for long-term success?

Rarely will you find the perfect tree that will fit an entire list of selected criteria, yet answer-

ing these important questions can avoid many unforeseen pitfalls. A community's green infrastructure is the only infrastructure that will increase in value over time if the "right trees" are put in the "right place."

This is a two-part article on selecting trees for your community. This first part will focus on specific criteria for the town green and highlight some trees for larger greenspaces. Next month, we'll offer guidelines for selecting trees to be planted in downtown areas with more confined growing spaces, such as along Main Street or in parking lots.

## PART 1:

### TREES FOR TOWN GREENS

Vermont is known for its beautiful town greens. Trees on the town green shade us during community events, provide us with clean air and clean water, and habitat for wildlife in our town centers. Trees on our greens or in our parks even make us safer by calming traffic. But even in the town green, where rooting space and infrastructure conflicts are less common, trees encounter a host of conditions that are not found in the natural forest. Here are some things to keep in mind when choosing what and where to plant on the town green.

- Does your community store snow on the town green? If so, depending on the drainage flow, you may want to select a salt-tolerant species, even if the planting site is not near a paved road.
- Consider the use of your town green. Does your community allow vehicles on the green, making compaction an even greater concern? Do you need a wide open green space for community gatherings?
- Consider clustering trees rather than planting individual trees or rows of trees. Groupings can be easier to maintain and create their own small habitat.
- Help restore your town green's canopy. If there are no overhead conflicts, plant large shade trees. Your community will reap greater benefits.

(Continued on next page)

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# TREES FOR VERMONT -

(Continued from previous page)

Hardiness Zone	Common Name Scientific Name	Mature Height	Tolerance To				Ornamental Features	Indigenous to Vt.	Remarks
			Drought	Poor Drainage	Salt	Shade			
3	Green Ash <i>Fraxinus pennsylvanica</i>	L	H	H	H	M	Fall foliage	Y	Susceptible to Emerald Ash Borer; should be planted in limited numbers. There are several cultivars available, including Marshall's Seedless
3	White Ash <i>Fraxinus Americana</i>	L	M	M	H	M	Fall foliage	Y	Susceptible to Emerald Ash Borer; should be planted in limited numbers. There are several cultivars available.
4	European Beech <i>Fagus sylvatica</i>	L	M	M	L	H	Winter Interest, fall foliage	N	Dark purple foliage turns golden bronze in fall.
2	American Elm 'Princeton' <i>Ulmus Americana</i>	L	H	H	H	M	Winter interest, fall foliage	N	This cultivar appears to be resistant to Dutch Elm disease; several others are also available. Several hybrids also show promise.
3	Red Maple <i>Acer rubrum</i>	L	M	H	L	M	Fall foliage	Y	There are several cultivars available.
3	Sugar Maple <i>Acer saccharum</i>	L	M	L	L	H	Fall foliage	Y	There are several cultivars available.
4	Catalpa <i>Catalpa speciosa</i>	L	H	H	M	M	Showy flowers		Excessive leaf and seed litter.
3	Swamp White Oak <i>Quercus bicolor</i>	L	M	H	M	M		Y	
4	Northern Red Oak <i>Quercus rubra</i>	L	H	L	H	L	Fall foliage	Y	
3	Bur Oak <i>Quercus macrocarpa</i>	L	H	M	M	M	Winter Interest	Y	
4	Pin Oak <i>Quercus palustris</i>	L	M	H	L	L	Fall foliage, pyramidal form	N	Low tolerance for alkaline soils.
3/4	Serviceberry <i>Amelanchier canadensis</i>	S	M	L	M	H	Winter interest, flowers and fall foliage	Y	There are several cultivars available.
4	Hophornbeam <i>Ostrya virginiana</i>	M	H	M	L	H	Winter interest and wildlife food	Y	
3	Balsam Fir <i>Abies balsamea</i>	L	M	M	L	M			
3	Colorado Blue Spruce <i>Picea pungens</i>	L	M	M	L	M		N	Susceptible to <i>Cytospora kunzei</i> , which causes spruce canker.

Key: Mature Height (total height of a typical tree at maturity), S=<30 feet; M=30-50 feet; L=>50 feet. Tolerances (indicates the ability of the species to withstand drought, poor drainage, salt and shade), L=Low, M=Medium, H=High.

## RECOMMENDED TREES FOR LARGE TOWN GREENSPACES

The table to the left can help you select a few different species that match your needs and site conditions. It is not a complete list of all potential species. For a more complete guide to the process of tree species selection, visit <http://orb.at.ufl.edu/TREES/index.html>.

To receive more information on site assessment, recommended tree species or after care information, contact Kate Forrer, Urban and Community Outreach Specialist, Vermont Urban and Community Forestry Program, University of Vermont Extension, by phone at 802/223-2389, ext 25, or visit [www.vtcommunityforestry.org](http://www.vtcommunityforestry.org).

- Kate Forrer, Urban and Community Outreach Specialist, UVM Extension

## TREE STEWARD TRAINING

This winter, the University of Vermont Extension and the Vermont Department of Forests, Parks and Recreation will be offering the Stewardship of the Urban Landscape: A Tree Steward Training. The program will run Monday evenings from 6 to 9 p.m., February 18 to April 14, 2008, at seven locations around the state via Vermont Interactive Television (St. Albans, Williston, Montpelier, Lyndonville, Castleton, White River Junction and Middlebury). The eight-week program strives to educate and empower town officials to become stewards of their urban and community forests, at all scales, through topics such as tree planting and conservation planning. For more information and to register for the SOUL program, please visit [www.uvm.edu/extension/soul/](http://www.uvm.edu/extension/soul/).



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## TECH CHECK -

(Continued from Page Thirteen)

160 megabytes of disc space. You must install any updates for your existing MS Office programs in order to install the Office Compatibility Pack.

### WORDPERFECT OFFICE

WordPerfect is still around and available from Corel (<http://www.corel.com>). WordPerfect Office – Standard Edition includes the word-processor, Quattro Pro, Presentations and WP Mail. These applications can access and save in ODF as well as Office .doc and .xls formats, but not Open XML files. WordPerfect, however, will open PDF files for editing without an additional utility. The applications are feature-rich and the suite is somewhat less expensive than Office.

### OPENOFFICE 3.2

Open Office is an open-source suite that includes word processing, spreadsheet, database, drawing and presentation modules. All of these applications have more than basic features. Writer includes a respectable spell-checker and a passable thesaurus, but no grammar-check. Calc can handle charts and macros, although I don't know how robust they are. The supported file formats include pre-Office 2007 .doc and .xls, ODF, WordPerfect and many others.

The best feature about Open Office is that it is free. The installation file is about

120 megabytes and available at <http://www.openoffice.org/>. It takes about 800 megabytes to install but only about 450 when the setup is complete.

### IBM SYMPHONY

In a word: fuggedaboutit. While Symphony looks good (that is, the user interface is pretty), its underlying program is based on a version of OpenOffice released in 2004. It takes a lot of memory and drive space and runs slowly. It is free. However, that doesn't count for much in this case.

### GOOGLE DOCS

One of the current buzz-acronyms floating around is SaaS, which stands for "Software as a Service." SaaS applications run on a Web site and are accessed using a browser; no software needs to be installed on the local system. Google Docs is one such system. It includes a basic word processor, a spreadsheet and a presentation program. Using the system is free but you do have to register with a valid e-mail address.

With Google Docs you can create documents on-line or upload them from your local PC. Why would you want to use an on-line system for your documents? Because Docs lets you work with others to review or modify the document online. Those collaborators can be across the room or around the world. Multiple users can work on a document at the same time if you wish. Changes are tracked and you can look at the changes in different versions.

The drawbacks are that you need broadband to make it work well. But if you need to share work, this may be the place to do it. Check it out at <http://docs.google.com>.

### ZoHo

Zoho is another on-line, office applications service that has a number of programs available, some of which are free and others that charge a fee. Along with a word processor, spreadsheet and presentation tool, there are several other applications, including: a database, a note taker similar to MS OneNote, Web conferencing, project management, and an organizer, among others. These applications are available at <http://www.zoho.com>.

I'm sure there are even more options available. I would like to hear from anyone who has used any of these or other office applications. Send me your reactions, reviews or any other information you would care to add.

- Jim Burke, Director, VLCT  
Information Technology

(Contact Jim at [jburke@vlct.org](mailto:jburke@vlct.org).)

## TRIVIA

**Pat Rumph**, Administrative Assistant for the Town of Williamstown, was the first to notify us that it is illegal to build a fence when it is a "spite" fence between two neighbors. This legal tidbit is found in 24 V.S.A. § 3817.

Our trivia guru, **Michael Gilbar**, has been reading his history books again, leading to our February trivia question:

**Before moving to Kansas, this Vermonter worked as an assistant to her newspaper editor husband and fought to transfer responsibility for Vermont's "paupers" from local government to the state. She championed other social causes through newspaper articles written in her husband's and, eventually, her own name. Who was she and where was she from? For extra credit, what paper did she write for and when?**

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

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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 \$41 per ad. Ads are generally limited to 150 words.

The *VLCT News* is published eleven times per year and reaches readers by the third week of the month. (The August/September issues are combined.) 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 often 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).

issues between our members and our health carrier concerning premiums payments and participant eligibility, meets deadlines and is detail-oriented, yet sees and anticipates the big picture. We look forward to hiring a talented and self-managed individual who will cultivate this role. Training and support from an experienced consultant will be provided to augment your success. Qualifications include Bachelor's degree (or equivalent experience) plus billing, accounting, database management or similar experience. Excellent communication skills, accuracy and strong customer service orientation are required. VLCT's generous total compensation package includes retirement plan options with a total 12.1% employer contribution, choice of three health plans including a 100% employer-paid option, flexible spending account, life and long-term care insurances and more. Interested candidates should submit cover letter, resume, and names/phone numbers of three references in strict confidence to [jobsearch@vlct.org](mailto:jobsearch@vlct.org) with Administrator as subject. **Review begins immediately; applications accepted until filled.** E.O.E. (1-16)

**Engineering Technician, Communications.** The Burlington Electric Department is seeking a full-time technician to be responsible for designing, installing and maintaining sophisticated and highly complex electric and electronic supervisory control and data acquisition (SCADA) systems as well as other control and protective systems in the areas of radio communications, electric generation, substation breakers and relays, and electric distribution flow devices. Requirements: an Associate's degree in electrical engineering or certification of completion of a two-year electrical engineering technical program; two years experience in electronic supervisory control systems, radio communications and network administration; working knowledge of Windows PC operating system and desktop applications, including spreadsheet, word processing, database and Computer Aided Design (CAD) programs. For a complete job description and applica-

tion, visit our Web site 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 to Human Resources Department, 131 Church Street, Burlington, VT 05401. **Position open until filled.** (1-15)

**Assistant Treasurer/Chief Financial Officer.** This full-time position in the Burlington, Vt. City 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. Requirements include a Bachelor's degree in Business Administration with major in accounting or finance (Master's degree preferred); five years experience in accounting, finance and personnel administration with at least two years of supervisory and fund accounting experience. For a complete job description and application, visit [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 February 5, 2008** to Human Resources Department, 131 Church Street, Burlington, VT 05401. (1-15)

**Marketing Consultant.** The Maine Municipal Association seeks a Marketing Consultant for the group self-insurance programs (property and casualty, workers' compensation, and unemployment compensation) managed in our Risk Management Services (RMS) Department. The Consultant's knowledge of municipal government will help RMS to focus on our members' needs to assure delivery of exceptional member service. Communication skills will be employed to investigate member issues and help identify appropriate programs to manage member risks. Requirements include a degree in public administration and at least 3 years of increasingly responsible public administration roles or equivalent experience;

*(Continued on Page Eighteen)*



## CLASSIFIEDS -

(Continued from Page Seventeen)

extensive travel, primarily within Maine, including attendance at evening meetings and occasional overnight travel; a thorough knowledge of municipal and public entity administration and operations; excellent oral and written communication skills; and superior time management skills. Knowledge of insurance or risk management practices is a plus. Compensation includes a salary commensurate with experience and skills, travel reimbursement and a full benefit package. Please direct all correspondence to Human Resource Department, Maine Municipal Association, 60 Community Drive, Augusta, ME 04330, or e-mail [HumanResource@memun.org](mailto:HumanResource@memun.org), or fax 207/626-3358. **Position open until filled.** E.O.E. (1-10)

**Executive Director.** The Chittenden County (Vt.) Regional Planning Commission (CCRPC) seeks an experienced Executive Director to lead and manage its activities. He or she will head a team of nine staff and a 24-member Commission. The successful candidate must be able to establish effective working relationships with diverse municipalities, state/regional/local organizations and the public; manage professional and administrative staff; and lead a wide variety of planning projects. Requirements: Master's degree in planning, public administration or related field; 8+ years of progressively-responsible professional experience, including 3+ years supervisory management experience; and a working knowledge of Vermont land use issues and planning processes. A full job description is available at [www.ccrpcvt.org](http://www.ccrpcvt.org). To apply, send letter of

interest and resume **by February 8, 2008** to Leslie Bonnette, CCRPC, 30 Kimball Avenue, Suite 206, South Burlington, VT 05403, or e-mail to [lbbonnette@ccrpcvt.org](mailto:lbbonnette@ccrpcvt.org). (1-9)

**Town Manager.** The Town of Harrison, Maine has a resident population of 2,400 but a large seasonal population, a five-member Board of Selectmen, 14 full-time employees and a budget of \$2.4 million, excluding schools. The ideal candidate should have demonstrated skills in budget preparation and administration, a public works background, and personnel management and computer skills. Solid organizational and communication skills required. Municipal management experience and a relevant educational background are preferred, but candidates with comparable experience are encouraged to apply. Salary DOQ. To apply, send resume with cover letter and salary requirements **by February 6, 2008** to Director of Personnel Services, Maine Municipal Association, 60 Community Drive, Augusta, ME 04330. You may also apply via fax to 207/626-5947, or by e-mail to [HumanResource@memun.org](mailto:HumanResource@memun.org). E.O.E. (1-7)

**Director of Human Services.** This management level professional position is responsible for administering and managing the City of Lebanon, New Hampshire's human services department programs and activities, including the planning and directing of work programs, establishing individualized client programs, qualifying applicants for program and preparing the annual budget. Requirements: Associates degree in social work, psychology or sociology; 3 to 5 years case work and/or administration in a relevant agency; and at least 3 years of direct social service administrative experience, including working knowledge of city, state and federal laws dealing with welfare programs. Salary, \$49,478 to \$66,789, commensurate with experience. Competitive benefits package. For a complete job description, visit [www.lebcity.com](http://www.lebcity.com). To apply, send cover letter and resume to Mitzi Baron, HR Director, 51 North Park Street, Lebanon, NH 03766. **Position open until filled.** E.O.E. (1-4)

**Police Chief.** The Town of Kennebunk, Maine is offering an exceptional career opportunity for an experienced individual to join its senior management team as

(Continued on next page)

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## CLASSIFIEDS -

(Continued from Page Eighteen)

Chief of Police. Requirements: bachelor degree combined with at least ten years successful police management experience, or equivalent combination, with 5 years at command level; impeccable integrity, ethics and a high level of professionalism; a proven track record of managerial effectiveness and quality leadership; demonstrated fiscal responsibility, ability to achieve critical goals, exceptional communications skills, community policing initiatives, labor relations, innovative and strategic thinking and problem-solving abilities; effective use of technology; and a history of innovation in the delivery of police services. Starting salary \$65,000 to \$85,000, DOE/Q. Generous fringe benefit package. For a complete job description, visit [www.kennebunkmaine.org](http://www.kennebunkmaine.org) (click Employment). To apply, submit a cover letter, resume, and police educational summary **by February 22, 2008** to Town Manager, Town of Kennebunk, 1 Summer Street, Kennebunk, ME 04043. E.O.E. (1-3)

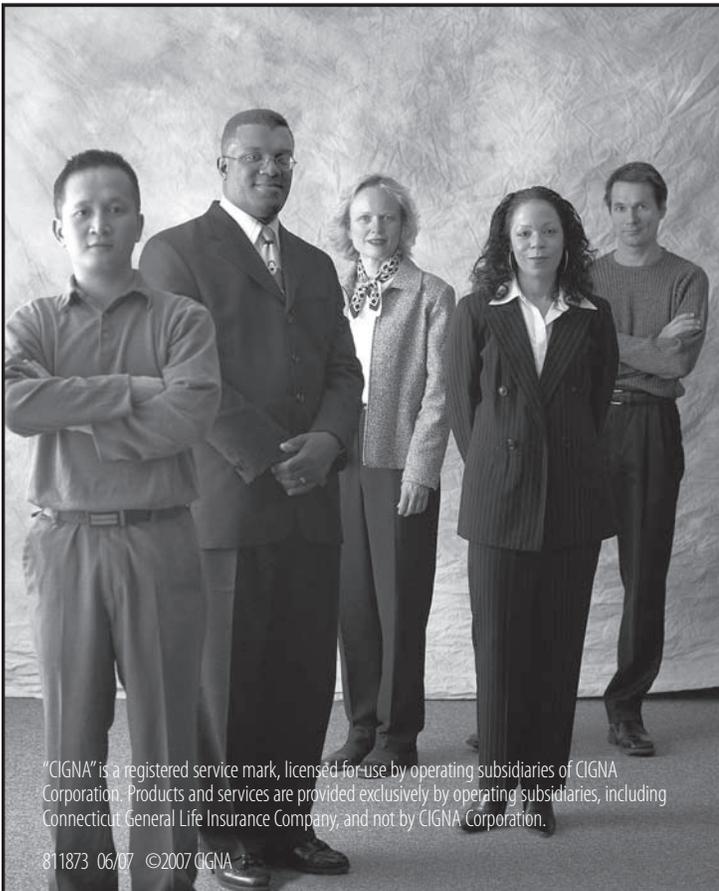
**Assessor.** The Town of Colchester, Vt. seeks a qualified individual for the position of Town Assessor. This full-time position requires extensive knowledge and experience in real estate valuation plus strong computer, analytical, organizational and communication skills. To learn more or to request an application, contact Sherry LaBarge in Human Resources at 802/264-5504, or at [slabarge@town.colchester.vt.us](mailto:slabarge@town.colchester.vt.us). You can also read a detailed job description and download a job application online at [www.town.colchester.vt.us](http://www.town.colchester.vt.us) under Employment Opportunities. (12-28)

**Town Manager.** The Town of Killington, Vt., home of the Killington and Pico Ski Resorts, seeks a Town Manager to replace a Manager who is retiring after 32 years of service. This is an exciting opportunity to provide leadership and management to a dynamic mountain resort community located in the heart of the Green Mountains. The ideal candidate should be committed to providing the highest quality of municipal service with honesty and integrity, and must possess a Bachelor's degree in Public Administration or a related field. Experience as a town

manager, assistant manager or administrative assistant with local government in Vermont is a plus. He or she should be a highly responsible, high-energy individual, able to coordinate Town activities and functions and supervise all operating departments. Starting salary, \$65,000 to \$85,000, DOQ, with excellent benefits. For more information, including a detailed job description, visit [www.vlct.org](http://www.vlct.org) under Marketplace. To apply, please send a cover letter and resume in confidence to: Killington Manager Search, c/o VLCT, 89 Main Street, Montpelier, VT 05602, or email to [gperson@vlct.org](mailto:gperson@vlct.org) with Killington in the subject line. **Resume review begins February 1.** E.O.E. (12-14)

## FOR SALE

**Fireproof Safe.** The Town of Maidstone, Vt. has for sale a Shaw Walker certified protection fireproof safe. One-hour protection, two shelves. Inside, 19" deep x 36" wide x 56" long; outside, 27" deep x 43" wide x 66" long. Contact the Maidstone town clerk at 802/676-3210 Monday and Thursday, 9am to noon, or at home, 802/676-3950, or via e-mail, [maidstone1@netzero.com](mailto:maidstone1@netzero.com). (1-4)



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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/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.)*

**Wellness Coordinator Workshop.** Thursday, January 31, Capitol Plaza, Montpelier; Thursday, February 7, Cortina Inn, Mendon; Thursday, February 14, Hampton Inn, Colchester; Thursday, February 21, Comfort Inn, St. Johnsbury; and Thursday, February 28, 2008, Wilmington Town Offices. Sponsored by the VLCT Health Trust. Topics for this workshop, repeated in the five locations noted above, include the Leader wellness incentive program, introduction of the 2008 exercise ball program, and an update from the Trust's employer assistance program.

**Planning and Zoning Forum.** Thursday, February 7, 2008, Elks' Lodge, Montpelier. Sponsored by the VLCT Municipal Assistance Center. This popular workshop will convene planning and zoning officials from across the state for a discussion of current planning and zoning initiatives. Particular attention will be paid to low impact development, effective subdivision regulation, and enforcement strategies.

**Stewardship of the Urban Landscape (SOUL) Tree Steward Training.** Monday evenings, February 18 to April 14, 2008, 6-9 p.m. Offered at seven locations around the state through Vermont Interactive Television (VIT) sites in Castleton, Montpelier, Middlebury, White River Junction, Lyndonville, St. Albans and Williston, SOUL is an eight-week course that combines technical information on tree care (including proper planting and maintenance) with leadership skills. Registrations accepted until February 8, 2008 on a first come, first served basis. Tuition for the course is \$75, and includes a training manual and other course materials. For more information

and to register, please visit [www.uvm.edu/extension/soul/](http://www.uvm.edu/extension/soul/), e-mail [soul.treesteward@uvm.edu](mailto:soul.treesteward@uvm.edu) or call 866/860-1382.

**Local Government Day in the Legislature.** Wednesday, February 20, 2008, Capitol Plaza Hotel, Montpelier. Sponsored by VLCT and VMCTA. A special day at the Vermont State House for local officials to hear about pending legislation from VLCT and VMCTA representatives. This event kicks off at the Capitol Plaza and then moves to the State House for legislative hearings and informal networking with legislators. Lunch is back at the Plaza; the day wraps up at the State House.

**Town Meeting Tune-up.** Thursday, February 26, 2008. Elks' Lodge, Montpelier. Sponsored by the VLCT Municipal Assistance Center. A parliamentarian's paradise, this annual workshop is designed for moderators and selectboard members, both seasoned and new. It will focus on the statutory requirements for town meeting, Robert's Rules of Order, and best practices for making it through the meeting unscathed.