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Employees who may be at risk of hepatitis B exposure include emergency medical

service, police and fire personnel. Those at risk for hepatitis A exposure include wastewater treatment personnel.

To assist its members in complying with the OSHA standard, VLCT PACIF offers discounted vaccines through an agreement it has with the pharmaceutical company GlaxoSmithKline. This arrangement means a savings of about 70 percent for our members.

Here is how the program works. If your town would like to purchase the vaccines, please contact VLCT Administrative As-

sistant Shawna O'Neill at 800/649-7915 or [soncill@vlct.org](mailto:soncill@vlct.org). Shawna will have GlaxoSmithKline ship the vaccines to a health-care professional of your town's choice. This healthcare professional will need to verify some information before shipment. VLCT will receive the discounted bill from GlaxoSmithKline, and then forward it to the municipality to pay in full to GlaxoSmithKline. Proof of payment will need to be sent to VLCT as well.

Some towns may be contacted directly by GlaxoSmithKline salesperson Tim O'Brien. In this case, Tim will place the order and have the vaccines shipped to your chosen healthcare provider. VLCT will continue to handle billing the town.

Please be advised that there are physicians and occupational clinics that are aware of our discount program but will still charge you full price. You must call Shawna at VLCT to get the discount. We look forward to helping you.



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# TOWN FAIR EXHIBITORS

## THE "FAIR" PART OF TOWN FAIR

As of press time in mid-July, over 60 vendors have already signed up to exhibit their products and services at Town Fair. If you have never been to Town Fair's trade show, you are missing one of the most fun and festive events at the Fair. A cross between an old fashioned county fair and an indoor market, the trade show gives municipal officials the opportunity to visit with vendors and check out their offerings. The Conversation Café is adjacent to the exhibit hall, so plan to visit with your colleagues there as well, over a delicious breakfast treat. See you there!

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# Tech Check



## BUILDING VERMONT E-COMMUNITIES

One issue facing municipalities is how to get citizens involved in the local government and community. One phenomenon we are all familiar with is the core group in a town that is deeply involved, but not backed up by “new blood” interested in joining. At the same time we see individuals joining Web-based groups that are focused on specific interests; it may be a book discussion chat, a craft group, or a MySpace friends list. A concern is that many people may see themselves as members of on-line communities but not necessarily part of the local community. Is there a way we can use the technology of the Internet to engender greater participation in local endeavors?

Local officials and VLCT staff who attended the May 29 symposium sponsored by the Snelling Center for Government ([www.snellingcenter.org](http://www.snellingcenter.org)) and Champlain College ([www.champlain.edu](http://www.champlain.edu)) called *Fulfilling Our E-State Potential: Building Community in a Connected Age*, went looking for answers to that question. Among the 130 attendees were educators and students from schools and colleges, employees from Vermont businesses and non-profits, information technology and communications professionals, and members of state and local governments.

The day-long conference was predicated on the idea that Vermont is well on its way to wide availability for some form of broadband

Web access. Even if the current e-state initiative does not reach the goal “to insure that every corner of the State has access to the Internet at high speed, mobile data and the cellular phone network by the end of 2010” (as the Vermont Telecommunications Authority mission statement, [www.telecomvt.org](http://www.telecomvt.org)) reads, it is inevitable that increasing numbers of people in the state will have broadband accessible to them.

Over the course of several hours, participants saw presentations about various projects in Vermont, including: Front Porch Forum (<http://frontporchforum.com>) in Chittenden County, a collaboration between Champlain College and the Edmonds Elementary School (<http://ees.bsdtvt.org>), and how Middlesex ([www.middlesex-vt.org](http://www.middlesex-vt.org)) Web-casted its Town Meeting this year. They also broke into 10 small workgroups to explore the concept of neighborhood, the opportunities and challenges posed by being an e-state and finally, assuming the “Connected Age” is here, what are the values that are part of it and what actions can be taken to leverage those values and that infrastructure?

The symposium was only the start of a process. A wiki (<http://snellingcenter.wikispaces.com>) and a blog (<http://snelling-e-state.blogspot.com/>) are both up and running as part of the project. All the myriad ideas and concepts of the day’s work groups were pulled together into five action teams to focus on specific topics that should be addressed. These teams are:

1. Equity and Access
2. Democracy and Civic Engagement
3. Economic and Workforce Development
4. Education
5. Capacity to Manage Technology

(Continued on Page Eighteen)

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# TOWNS TAKE NOTE: NEW APPROACH TO ELECTRIC SYSTEM PLANNING IN VERMONT

## *PUBLIC INPUT, CONSIDERATION OF ALTERNATIVES EMBRACED*

The planning process for electric system reliability was radically reformed in the past year by the Vermont Public Service Board to increase openness and transparency, and to ensure that alternatives to building new transmission lines get full consideration. The vehicle of that change is a new committee, the Vermont System Planning Committee (VSPC), along with major changes in the way utilities do public outreach for transmission proposals.

The highly controversial Northwest Vermont Reliability Project, a 63-mile transmission upgrade from West Rutland to South Burlington, was the first major electric transmission project undertaken in Vermont in 30 years. In approving the project, the Public Service Board reluctantly concluded that the need was compelling, but that timely consideration of alternatives might have delayed or avoided the massive project. The Board ordered VELCO, Vermont's electric transmission company, to develop a way of planning for electric system reliability that would ensure "full, fair and timely consideration of cost-effective non-transmission alternatives."

In 2007 the Public Service Board approved a new, collaboratively designed pro-

cess for electric system planning. The cornerstone of this new process is the aforementioned VSPC. The Committee's voting members include all of Vermont's electric distribution utilities and VELCO, plus three public members, appointed by the Board to represent residential customers, commercial customers and the environmental community, respectively. Non-voting seats are held by the Department of Public Service, the statewide energy efficiency utility, and the entity appointed to foster the development of renewable energy contracts (called the SPEED Facilitator). The group meets quarterly to review utilities' analyses, planning and cost allocation proposals to resolve reliability deficiencies identified by the utilities and VELCO.

In addition, VELCO must now publish a 20-year plan, updated every three years, that identifies where load growth will require transmission upgrades, new generation or increased efficiency. Two public input processes are required as the plan is developed:

Review and recommendations by the VSPC.

Outreach to the public, including planning commissions, towns, and other key

stakeholders. This public outreach approach encourages early involvement when public concerns and recommendations can better inform decision-making on alternatives.

This new process has fundamentally changed the very nature of public input on electric reliability. A set of principles, designed to ensure broad and effective public participation and information, is binding upon the state's utilities. The changes are evident in recent, post-Northwest Vermont Reliability Project proposals that have gone through regulatory review, such as the Southern Loop (Southern Vermont) and East Avenue (Burlington area). In these cases, public engagement happened early and in depth, and resulted in changes to the projects' designs based on input received in the outreach process.

VELCO's first 20-year plan under this new process is due July 1, 2009. Public outreach for the draft will be conducted from March 1 through May 31, 2009, providing an opportunity for towns and regions to understand and potentially influence the future of the electric system in their areas.

The VSPC has a Web site designed to open every aspect of the new process to

*(Continued on Page Eighteen)*



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## TECH CHECK -

(Continued from Page Fifteen)

These teams are now organizing with a volunteer leader for each and are looking for more people to volunteer to move the project forward. VLCT staffers are participating in the Civic Engagement and Workforce Development teams.

If you want to take an active role in the future of Vermont as an e-state, now is the time to get involved. Alan Kay, a man often credited with conceiving the laptop computer, once said, "The best way to predict the future is to invent it." Here is a chance to help invent the future of Web use for the benefit of Vermonters. Go to the Snelling Center Wiki and follow the link labeled Action Teams (<http://snellingcenter.wikispaces.com/Action+Teams>). The list there includes several starting points for each team as well as the contact person for each.

- Jim Burke, VLCT Director, Information Technology

## ELECTRIC SYSTEM -

(Continued from Page Sixteen)

public scrutiny and to enable the public to follow where reliability problems are projected to occur. The home page includes an interactive state map of reliability deficiencies thus far identified around Vermont. The address is [www.vermontspc.com](http://www.vermontspc.com).

The VSPC will also have a booth at the VLCT Town Fair in October to continue its outreach to local government, laying the foundation for public involvement in the 2009 long-range plan. Please plan on visiting us at Town Fair on October 2.

For more information, contact Deena Frankel at [dfrankel@velco.com](mailto:dfrankel@velco.com).

- Deena Frankel, Vermont System Planning Committee Facilitator, VELCO



## A ROLE FOR TOWNS IN TRANSMISSION PLANNING

In March, April and May, 2009, VELCO must turn to Vermonters for their input on the Long-Range Transmission Plan. This is an opportunity for town and regional planners, local energy committees, and other interested local government stakeholders to have a say on how to address areas of identified transmission capacity and reliability deficiencies that will need to be remedied by construction of new transmission lines or other alternatives.

VELCO will distribute the draft plan to all planners, selectboards and local energy committees. Any other town representatives or citizens may request to be placed on the mailing list to receive the plan by emailing [dfrankel@velco.com](mailto:dfrankel@velco.com). Public meetings around the state will be publicized in March, April and May to solicit the involvement of all interested persons. The process will also include opportunities for written comment on paper and electronically.



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# 2009 MUNICIPAL POLICY TACKLES HEADLINE ISSUES

The daily news headlines are unavoidable – energy costs, global warming, the need to stimulate our economy, failing transportation infrastructure, health care costs and the availability of health insurance, crimes committed by former felons, and property taxes are emblazoned across the front page.

What is a local official to do? Taking their cue from the old bumper sticker of “think globally and act locally,” four VLCT committees comprised of 64 municipal officials have begun the process of developing the 2009 legislative agenda for Vermont local government. They are crafting the *VLCT Municipal Policy* to provide cities and towns with the means to tackle these enormous challenges at the local level.

The League’s **Quality of Life and Environment Committee** has made the cost of health care and the availability of health insurance its highest priority, citing the facts that health care now consumes 15 percent of our economy and that underfunding of

government health care programs now represents a 22 percent sales tax on health care insurance premiums paid by Vermont cities and towns and their employees. The *Policy* proposes a lengthy list of actions the Vermont Legislature can take to remedy the situation. The Committee’s proposals also contain sections that, if approved by the Legislature, would allow towns the tools to improve the environment and the economy, and to conserve energy.

The **Transportation Committee’s Policy** sections address the declining revenues and increasing costs associated with maintaining a safe, efficient and effective transportation system for Vermont. VLCT recommends increasing revenues to rebuild our aging roads and bridges (brought into the limelight with the closing of a key state bridge on Route 2 this summer) and to keep up with skyrocketing costs of fuel, salt and asphalt. The draft *Policy* also recommends ways to

use the revenues we have more efficiently.

Given the news stories of crimes committed by individuals no longer under the supervision of the state Corrections Department, the **Public Safety Committee** proposes to give communities new tools to protect themselves from further danger. The Committee also has taken a strong position opposing any new state mandates on local law enforcement activities without adequate state funding assistance.

Perhaps the most radical shift this year in a VLCT position is in the area of education funding and property taxes. For over 25 years, VLCT has been an active participant in the debates in these areas. We have proposed new education funding systems and reforms to current structures to improve them. Given the complexity and the problems of the current system, the VLCT

*(Continued on next page)*

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## 2009 MUNICIPAL POLICY -

(Continued from previous page)

**Finance, Administration and Intergovernmental Relations Committee** has proposed eliminating three pages of detailed proposals for improving the system and replacing it with the simple but dramatic statement that “[t]he state should assume full responsibility for funding Vermont’s education system. Municipal government should no longer be responsible for trying to administer a state education property tax.” After trying to make Act 60/68 work for more than ten years now, municipal officials are declaring that enough is enough – we can no longer help to prop up a failed system. Instead, VLCT’s draft *2009 Municipal Policy* proposes that the state take over administration of the education funding system and try to make it work.

The VLCT Board of Directors will meet on August 14 to review the four sections of the proposed *2009 VLCT Municipal Policy*. The *Policy*, with the Board’s changes, will then be distributed to the 246 city and town members of VLCT for their consideration before the full membership acts on the final proposal at Town Fair in Killington on Thursday, October 2, 2008.

- Steve Jeffrey, VLCT Executive Director

## ACCOUNTING SYMPOSIUM PACKS THE HOUSE



*The numbers were high at the VLCT/Vermont State Auditor Governmental Accounting and Auditing Symposium held in late June in Montpelier. Over 170 attendees participated in the full day of workshops and meetings. Mark your calendars – next year’s Symposium will be held on June 23, 2009. (Photo by Allyson Barrieau)*



*VLCT Deputy Director of Insurance Operations, Ken Canning, delivered a workshop session at the accounting symposium entitled “Employees or Subcontractors? Staying Compliant and Managing Risks.” (Photo by Allyson Barrieau)*

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# 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.

## 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 \$41 per ad.

Ads are generally limited to 150 words and run for one issue. Ads are also placed on the VLCT Web site for up to one month.

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.)

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).

## HELP WANTED

**Zoning Administrator; Assessor.** Newport, Vt. is accepting applications for two part-time positions: The **Zoning Administrator** (approx. 24 hours/week) provides literal, impartial and consistent administration and enforcement of the Zoning Bylaws of the City of Newport consistent with accepted zoning practice, the City Plan and any other policies or regulations in effect. He or she

also will provide staff support for the Development Review Board and Planning Commission. Qualifications include the ability to learn and apply oneself to the job and to work independently. Must be courteous, tactful, objective and fair. Must have a thorough knowledge of Title 24 V.S.A. Chapter 117 and Newport City's Zoning Bylaws; excellent written and oral communication skills; ability to work effectively with people; a valid driver's license and car; filing and record keeping skills; ability to attend evening meetings; and computer skills (particularly in word processing and database management). The ability to read and understand blueprints is helpful. The **Assessor** (approx. 16 hours per week) performs all necessary steps to prepare an annual inventory of all taxable property (Grand List) in the City of Newport as of April 1 each year, which is the basis for city and school taxation. Qualifications include 3 years experience in the appraisal field, preferably in mass appraisal and revaluation; a thorough knowledge of the state statutes as they apply to the duties and responsibilities of assessing; a thorough knowledge of CAMA (Computer Assisted Mass Appraisal) systems; a

high degree of analytical ability; the ability to work independently and deal tactfully and effectively with the public; the ability to write clearly and concisely and develop and maintain office work procedures and record systems that provide rapid access to information; the ability to make complete and impartial inspections of construction; the ability to read blueprints; and computer skills, particularly ArcView, word processing, and database management. Complete job descriptions are available at the City Manager's Office. To apply, please send a cover letter and resume **by August 6, 2008** to John O. Ward, Jr., City Manager, City of Newport, 222 Main Street, Newport, VT 05855. (7-22)

**Zoning Administrator and Administrative Assistant.** Brandon, Vt. seeks a qualified Zoning Administrator and an Administrative Assistant. These positions are anticipated to be part-time. The Zoning Administrator must know the applicable Vermont statutes and the current town zoning regulations as well as legal procedures related to enforcement

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## CLASSIFIEDS -

(Continued from previous page)

of regulatory statutes and codes. He or she also advises the Planning Commission and the Development Review Board. Participation in evening meetings is required. The Administrative Assistant will be responsible for grant administration, human resources, payroll and assisting the Town accountant/business manager. He or she must be familiar with municipal office procedures, health insurance and benefit administration, and grant writing, tracking and reporting. Familiarity with NEMRC software system helpful. Similar experience in a Vermont municipality is desirable. Flexible hours (15-20 hours per week). Salary DOQ. The Town may fill these positions with one or two qualified individuals, depending on response. To apply, send a letter of interest and resume to G. William Hatch, Selectboard Chair, 49 Center Street, Brandon, VT 05733. **Positions open until filled.** E.O.E. (7-18)

**Zoning Administrator.** Wallingford, Vt. seeks a part-time Zoning Administrator to work 10 hours weekly, day or evening, plus at least two evening meetings per month. Duties include enforcing the Town's zoning codes and its bylaws; serving as staff to the Planning Commission and Development Review Board; preparing minutes and warning meetings; receiving and responding to cor-

respondence; answering questions concerning zoning regulations, permit requirements, etc.; maintaining records, scanning and recording inspected septic systems, and zoning and driveway permits. Acts impartially and without coercion on zoning requests according to Town Zoning Regulations and refers requests for zoning variances and conditional uses to the Development Review Board. Experience with Word and Excel needed. Hourly wage. For more information, call 802/446-2872. To apply, send resume and cover letter to Town of Wallingford, P.O. Box 327, Wallingford, VT 05773. **Position open until filled.** E.O.E. (7-15)

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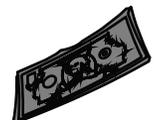
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(Continued from previous page)

Nashua, Human Resources Department, 229 Main Street, Nashua, NH 03060, or to [jobs@NashuaNH.gov](mailto:jobs@NashuaNH.gov). E.E.O. M/F/H. (7-15)

**Financial Director.** Richmond, Vt. (pop. 4,100) is recruiting for a salaried exempt Financial Director. Duties include maintaining the town and water resources department fund accounting system, general ledger, monthly cash balance reporting, payroll, quarterly water billing, employee benefits, tax administration, bond bank applications and annual audit. The Director must enjoy working independently in a small office and assisting the public and town boards with excellent follow-through and attention to detail. Familiarity with the workings of local government is helpful but not required. Proficiency in computerized accounting and in Microsoft Word and Excel is expected. For a full job description, visit [www.richmondvt.com](http://www.richmondvt.com) and click on Documents. Salary dependant upon qualifications and experience. Pay range, \$14.07 to \$22.49. Health benefits available. To apply, please send cover letter, resume and three current references to Financial Director Search, P.O. Box 285, Richmond, VT, 05477, or e-mail [townadministrator@richmondvt.com](mailto:townadministrator@richmondvt.com). Direct any questions to Ron Rodjenski, Town Administrator, at 802/434-5170. **Position open until filled.** E.O.E. (7-10)

**Town Manager.** Randolph, Vt. (pop. 5,400) is seeking a Town Manager for a full service (police district, highway, water/sewer, fire, recreation, etc.) community in central Vermont. Randolph is home to a hospital, technical college, golf course and it has a vibrant business district. The capital and operating budgets total \$6 million. Bachelor's degree in related field required, along with appropriate experience. Ability to interact with the public, leadership skills, and economic development experience a plus. Annual salary of up to \$72,000 depending upon experience, benefits; vehicle also provided. For a complete job description, visit [www.randolph.vt.us](http://www.randolph.vt.us)

and click on "Employment." Apply in confidence with cover letter and resume **by August 1, 2008** to [Manager@municipaloffice.randolph.vt.us](mailto:Manager@municipaloffice.randolph.vt.us), with "Town Manager Search" in the subject line, or mail to Town Manager Search, Town of Randolph, Drawer B, Randolph, VT 05060. E.O.E. (6-25)

**Patrol Officer.** Milton, Vt. seeks a qualified Patrol Officer for its Police Department. The Officer will be responsible for public safety through community service-oriented activities and will aid the public in both criminal and non-criminal matters. Starting hourly salary (probational),

\$15.56, DOQ/E. For a complete job description and employment application, visit Milton's Web site at <http://www.milton.govoffice2.com/> and click on Human Resources. You may also e-mail Dencie Mitchell, Human Resources Coordinator, at [dmitchell@town.milton.vt.us](mailto:dmitchell@town.milton.vt.us) or call 802/891-8020. To apply, submit employment application to Dencie L. Mitchell, Human Resources Coordinator, Milton Town Manager's Office, 43 Bombardier Road, Milton, VT 05468-3205. **Position open until filled.** (6-18)

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## Calendar

*For more information about the following workshops or events, please contact Jessica Hill, Manager, VLCT Administrative Services, tel., 800/649-7915; e-mail, [jhill@vlct.org](mailto:jhill@vlct.org). Or visit [www.vlct.org](http://www.vlct.org)'s Events Calendar and select a workshop for more information or to register on-line. For non-VLCT events listed below, please contact the individuals directly. (The on-line registration option is available for VLCT workshops and events only.)*

**2008 NNECAPA Conference.** Thursday, September 4 through Saturday, September 6, 2008, Woodstock Inn and Resort, Woodstock, Vt. Sponsored by the Northern New England Chapter of the American Planning Association and the Vermont Planners Association. For complete details visit <http://nncapa.org/calendar/> or e-mail Jessica Hill at [jhill@vlct.org](mailto:jhill@vlct.org).

**Group Consensus Building.** Tuesday, Wednesday or Thursday, September 16, 17 or 18, 2008. Sponsored by the VLCT Municipal Assistance Center, this training will be held in a Northern, Southern and Cen-

tral Vermont location (to be determined) to better serve VLCT members. Municipal government is most effective when diverse individuals are able to work toward shared goals. This workshop will provide small boards with guidance on the process of group decision-making, how to handle difficult conversations, and how to establish consensus.

**2008 Green Mountain Payroll Conference.** Thursday, September 18, 2008, Capitol Plaza Hotel, Montpelier. Sponsored by the Green Mountain Payroll Association. A day-long conference with sessions on payroll and human resources. For more information visit [www.greenmountainpayroll/netfirms.com/](http://www.greenmountainpayroll/netfirms.com/) or contact Janis Blais at 802/229-3457 or [jblais@nationallife.com](mailto:jblais@nationallife.com).

**2008 VLCT Town Fair and Municipal Golf Tournament.** The Golf Tournament is back! Golf will take place on Wednesday, October 1 at the Green Mountain National Golf Course in Killington. The next day, Town Fair kicks off with the Conversation Café and Gubernatorial Debates followed by workshops, discussions, the Annual Turkey Dinner and the VLCT Annual Meeting. Watch your

mail in early August for registration materials or visit our Web site. Save these dates!

**Managing the Municipal Highway System.** Wednesday, October 15, 2008, location to be announced. Sponsored by the VLCT Municipal Assistance Center, this popular workshop will provide an overview of VLCT's 2009 Municipal Transportation Policy, funding initiatives for the next Legislative session, guidance on maintaining and preserving transportation infrastructure, and managing and stretching the local highway dollar.

**Delinquent Tax Collection.** Tuesday, Wednesday or Thursday, October 21, 22 or 23, 2008. Sponsored by the VLCT Municipal Assistance Center, this training will be held in a northern, southern and central Vermont location (to be determined) to better serve VLCT members. This workshop will examine the legal and practical requirements of collecting delinquent property taxes in Vermont. The workshop will provide an overview of delinquent tax collection methods, examine the tax sale process in depth, and discuss steps that should be taken when a delinquent taxpayer files for bankruptcy.