

VLCT NEWS

A PUBLICATION OF THE VERMONT LEAGUE OF CITIES & TOWNS

SERVING AND STRENGTHENING VERMONT LOCAL GOVERNMENTS

January 2009

FLOODPLAIN REGULATION 101

Streams and rivers change course and flood through natural processes. Therefore, buildings located in floodplains are at high risk for flood damage. Some floodplains experience frequent flooding, while others are affected only when there is a severe storm. To a property owner in a floodplain, it's not so much a question of *if* a flood will damage your property as *when*. Owners of flood-prone structures are encouraged to purchase flood insurance through the National Flood Insurance Program (NFIP) in order to reduce the financial impact of a major flood. And, if you intend to obtain a loan

from a federally regulated mortgage lender, the lender must require you to have flood insurance if your home is in the Special Flood Hazard Area (SFHA) or the so-called 100-year floodplain. The term "100-year floodplain" may lead one to believe that in this area, floods happen only once every 100 years. Not so. It actually means a flood in this area has a 1 percent chance of being equaled or exceeded in any year. Here's another way to look at it: over a period of 30 years, a home in the SFHA has a 26 percent chance of being flooded!

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VLCT RELEASES 2008 COMPENSATION REPORT

The *2008 Vermont Municipal Compensation and Benefits Report*, published in November, compiles the responses to VLCT's comprehensive survey of municipal salaries and benefits. The report contains information from 226 member municipalities and is organized by population. Every town that participated in the survey has received a free copy, and anyone can order copies from the VLCT website.

Please note: This year's report includes a new column that will make it easier to "compare apples to apples" for many jobs that are often staffed at fewer than forty hours per week. Titled *Approximate Annual Salary 40hrs x 50wks*, the new column calcu-

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2008 VLCT HEALTH TRUST ANNUAL MEETING



On November 14, the Sheraton Conference Center in South Burlington was the site of the 2008 annual meeting of the VLCT Health Trust. Highlights of the meeting included an explanation of 2009 rate increases by Trust President William Shepeluk, an overview of CIGNA's customer service initiatives by CIGNA Client Service Partner Jean Faustine, the presentation of ten 2008 Leader Award certificates by VLCT Senior Health Promotion Consultant Heidi Joyce, and a discussion of Vermont's health care reform initiatives by Vermont Health Care Reform Commission Director Jim Hester, PhD.

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VLCT HEALTH TRUST STARTS NEW BILLING CYCLE

Effective with the January 2009 premium billing statement, the VLCT Health Trust will be on a new monthly billing cycle. Premiums billed for the coverage month of January 2009 will be issued on or near December 1, 2008 and will be due January 1, 2009. Likewise, for all subsequent months, the bills will be issued the 1st of the month for the following coverage month, due the 1st of the coverage month. Please note the new schedule, below:

Coverage Month	Mail Date (approx)	Due Date
January 2009	December 1, 2008	January 1, 2009
February 2009	January 1, 2009	February 1, 2009
March 2009	February 1, 2009	March 1, 2009
April 2009	March 1, 2009	April 1, 2009
May 2009	April 1, 2009	May 1, 2009
June 2009	May 1, 2009	June 1, 2009
July 2009	June 1, 2009	July 1, 2009
August 2009	July 1, 2009	August 1, 2009
September 2009	August 1, 2009	September 1, 2009
October 2009	September 1, 2009	October 1, 2009
November 2009	October 1, 2009	November 1, 2009
December 2009	November 1, 2009	December 1, 2009

Keep in mind that with this new billing cycle, any enrollment changes submitted on or after the 1st of the month will not appear on your billing statement until the statement *after* the most recently released billing (e.g., changes submitted on or after 12/1/08 for 12/1/08 or 1/1/09 effective dates will not appear until the February coverage month bills are issued on 1/1/09, because the January statement would have already been mailed by then).

As always, please submit any enrollment changes as soon as possible so that they may be processed in a timely fashion. Also, whenever possible, please do not manually adjust your monthly payment amounts but instead pay "as is" and wait for the appropriate changes to be reflected on your upcoming statements. And please notify us immediately of any errors on your statements.



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LEGAL AND REGULATORY NOTES



COVERAGE OF THE AMERICANS WITH DISABILITIES ACT BROADENED

Municipal employers should be aware that beginning January 1, 2009, a larger class of individuals will qualify for the protections of the Americans with Disabilities Act (ADA). On that date, the Americans with Disabilities Act Amendments Act of 2008 (ADAAA) will take effect. The ADAAA expressly overrules a number of federal court and United States Supreme Court decisions that have narrowed the interpretation and application of the ADA, particularly the definition of "disability." The ADAAA provides, among other things, that the definition of disability must be "construed in favor of broad coverage of individuals under this Act, to the maximum extent permitted by the terms of this Act."

Under the ADA, a disability is defined as a physical or mental impairment that substantially limits one or more major life activities. An individual will also be considered to have a disability if he or

she has a record of such impairment or is regarded as having such impairment. The U.S. Supreme Court has held that if a physical or mental impairment is controlled through medication or an assistive device (e.g., prosthesis) so that the individual is not substantially limited in a major life activity, the individual would not be considered disabled under the law. *Sutton v. United Airlines*, 527 U.S. 471 (1999). The ADAAA rejects this approach and provides that the ameliorative effects of mitigating measures such as medication, equipment and prosthetics should not be considered in determining whether an individual has an impairment that substantially limits a major life activity. Ordinary eyeglasses or contact lenses are the only exception.

While the original ADA did not define a major life activity, the ADAAA explicitly lists the types of activities it considers to be major life activities, including caring for oneself, performing manual tasks, seeing,

hearing, eating, sleeping, walking, standing, lifting, bending, speaking, breathing, learning, reading, concentrating, thinking, communicating and working. It also adds major bodily functions, such as functions of the immune system; normal cell growth; and digestive, bowel, bladder, neurological, brain, respiratory, circulatory, endocrine and reproductive functions. Under the ADAAA, an individual with an impairment who has no apparent limitations on daily life activities may still be considered disabled if one of these major bodily functions is impaired.

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WORKPLACE POSTER UPDATES

VLCT has added several updated posters to its workplace poster packet to reflect recent changes in state and federal law. These include posters for Vermont's Child Labor and Minimum Wage, the federal Equal Employment Opportunity and the Uniformed Services Employment and Re-employment Rights Act (USERRA). New poster packets, which include all state and federally required workplace posters, can be purchased at our online bookstore at <http://www.vlct.org/marketplace/bookstore/products?c=2> or downloaded for free at the Vermont Department of Labor's website at <http://www.labor.vermont.gov/>. The Vermont Department of Labor's website also includes links to all mandatory federal posters.

VERMONT STATE INFRASTRUCTURE BANK LOAN FUNDS ARE AVAILABLE THROUGH VEDA

The Vermont State Infrastructure Bank, a loan program operated by VEDA and VTrans, has low-interest loan funds available for transportation-related projects that enhance economic opportunity and help create jobs. Municipalities, RDCs, and certain private sector companies may qualify for SIB financing to construct or reconstruct roads, certain facilities related to rail transit, and bridges and intermodal transportation facilities.

LEARN MORE AT WWW.VEDA.ORG OR BY CALLING 802-828-5627.





LEGAL/REG. NOTES

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Finally, the ADAAA also broadens the “regarded as” prong of the ADA to protect individuals discriminated against because the employer regarded them as having a physical or mental impairment, even if the perceived impairment would not have constituted a disability under the law. Under the ADAAA, an individual meets the requirement of being “regarded as having such an impairment” if the individual establishes that he or she has been subjected to an action prohibited under the ADA “because of an actual or perceived physical or mental impairment whether or not the impairment limits or is perceived to limit a major life activity.” Said another way, an employer who discriminates because it thought the employee or applicant was disabled cannot escape liability simply because the person discriminated against did not actually have a qualifying disability.

Municipal employers should understand that Congress’s main intent in passing the ADAAA was to provide ADA coverage to more people and to compel courts to apply a less demanding standard in determining whether a person is covered by the ADA. This will likely result in an increase in the number of employees and applicants who are considered qualified for ADA protection. Municipal employers will

likely have a greater obligation to reasonably accommodate these individuals, even if they are fully able to perform their job duties while taking medication or using prescribed medical devices. To learn more about the ADA and the ADAAA, visit www.eeoc.gov/types/ada.html.

- Jim Barlow, Senior Staff Attorney,
VLCT Municipal Assistance Center

FEDERAL AND STATE RATE CHANGES

IRS MILEAGE RATE CHANGE

The Internal Revenue Service has set the standard business mileage rate for 2009. Effective January 1, 2009, the rate will be 55 cents per mile, up from the 50.5 cents per mile rate in effect for the first half of 2008 and down from the 58 cents per mile rate in effect for the second half of 2008.

VERMONT MINIMUM WAGE INCREASE

Effective January 1, 2009, Vermont’s minimum hourly wage will increase from \$7.68 to \$8.06. This supersedes the federal minimum wage, which is currently \$6.55 per hour and will increase to \$7.25 per hour on July 24, 2009.

PAPER OR PLASTIC LCD?

We encourage all subscribers, especially single-use readers, to seriously consider switching from paper prints to on-line viewing of the *VLCT News*. The benefits are many: a smaller carbon footprint, lower printing and postage costs, less paper used, and full-color rendering of color photographs.

Of course, we understand that some people simply prefer the portability, look and feel of a paper print, and we won’t take that away from you. In fact, we love it when a print is passed around and many readers can benefit from it. So if you want to keep getting the *VLCT News* on paper, we hope you will make it available for others to read.

If you are ready to switch to accessing the *VLCT News* completely online, please email us so we can remove you from our postal mailing list and make sure that your correct email address is on our *News* email list.

LOCAL GOVERNMENT DAY 2009

Local Government Day 2009 will take place February 18 at the Capitol Plaza Hotel and the Vermont State House. Local officials from across the state are expected to converge on Montpelier to meet and greet their legislators and see what’s in store for this legislative session. Governor Jim Douglas and other special guests will be invited to address attendees.

Plan to join us on Wednesday, February 18, to share good company, good ideas and good food with your colleagues. Register online at www.vlct.org/eventscalendar/ beginning January 9th. This event is sponsored by the Vermont League of Cities and Towns and the Vermont Municipal Clerks’ and Treasurers’ Association.



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ASK THE LEAGUE

HOW DOES A MUNICIPALITY REGULATE THE IMPACTS OF TELECOMMUNICATION FACILITIES?

In June 2007, the Vermont Legislature passed Act 79, "Establishing the Vermont Telecommunications Authority to Advance Broadband and Wireless Communications Infrastructure Throughout the State." This law made a number of changes to how wireless communication facilities are permitted at both the state and local level by imposing several new constraints on municipal regulatory authority. In addition to precluding municipal regulation of a wireless telecom-

munication facility that has received a certificate of public good from the Vermont Public Service Board and exempting certain small telecommunication antennas from local permitting, the law also requires every municipality that regulates wireless telecommunication facilities to have a process in place for de minimis application review. "An officer or entity designated by the municipality shall review telecommunications facilities applications, and upon determining that a particu-

lar application will impose no impact or de minimis impact upon any criteria established in the bylaws, shall approve the application." 24 V.S.A. § 4412(9). If an application has no or only a "de minimis impact," it must be approved.

While the law does not define what a "de minimis" impact is, Black's Law Dictionary defines it as one that is minimal or an impact that is "so insignificant that a court may overlook it in deciding an issue or case." *Black's Law Dictionary*, 8th ed.

Municipalities may regulate telecommunication facilities by means of either a zoning bylaw or a stand-alone municipal ordinance. These should be amended to reflect

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UPCOMING TRAINING OPPORTUNITIES

PRESENTED BY

VLCT'S MUNICIPAL ASSISTANCE CENTER

Local Government Day in the Legislature.

Wednesday, February 18, Montpelier

A special day at the Vermont State House for local officials to hear about the status of pending legislation from VLCT and VMCTA representatives, attend legislative hearings, and speak with their representatives about the Vermont Legislature.

Town Meeting Tune Up.

Thursday, February 26, Montpelier

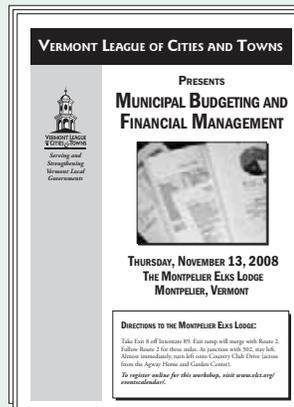
A parliamentarian's paradise, this annual workshop is designed for moderators and selectboard members, both seasoned and new. It will focus on the statutory requirements for town meeting, Robert's Rules of Order, and best practices for making it through Town Meeting unscathed.

Energy Conservation and the Municipal Plan.

Thursday, March 5, Montpelier

Delivered in the evening via interactive television, this workshop will focus on the requirements of the Energy Element within the Town Plan. Particular attention will be paid to the connection between energy conservation and land use, energy policy and implementation strategies, and the role of the Energy Coordinator.

For registration fees, on-line registration, directions to workshop locations, etc., please visit the Events Calendar on our website at www.vlct.org. You may also call (800) 649-7915 or email info@vlct.org for information.



CLIMATE CHANGE GRANTS AVAILABLE

The Vermont Community Climate Change Grant Program is specifically for Vermont municipalities and non-profit organizations to support projects that increase energy efficiency, achieve measurable reductions in greenhouse gas emissions, and increase the use of clean renewable resources. Grants up to \$12,000 per project will be awarded, and applicants are expected to provide a 10 percent match. A total of \$360,000 is available. The application deadline is January 15, 2009 (this may be extended), and awards are expected to be announced in March 2009.

For more information and to download a grant application, visit www.anr.state.vt.us/air/Planning/html/ClimateChange.htm or call (802) 241-3840 or toll-free in Vermont, (888) 520-4879.



ASK THE LEAGUE

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designation of an officer or entity to both review telecommunication facility applications and set forth clear and definite criteria against which the de minimis standard will be assessed. Until that time, selectboards in municipalities that utilize zoning to regulate telecommunication facilities may adopt interim bylaws pursuant to 24 V.S.A. § 4415.

If a municipality's ordinance or bylaw does not specifically designate an officer or entity to make impact determinations, that authority should be exercised by whichever one currently reviews telecommunication facilities applications. Presumably, de minimis review decisions issued by a zoning administrator could be appealed to the municipality's appropriate municipal panel pursuant to 24 V.S.A. § 4465, decisions issued by an appropriate municipal panel appealed to the Environmental Court pursuant to 24 V.S.A. § 4471, and decisions issued by a selectboard appealed to superior court pursuant to Rule 75 of the Vermont Rules of Civil Procedure.

You can learn more by reading VLCT's two relevant model documents: *Telecommunications Zoning Bylaw* and *Telecommunications Stand-Alone Ordinance*. Both are available for your consideration in the VLCT Resource Library at: <http://resources.vlct.org/results/?s=telecommunications&c=1&cname=VLCT+Model+Ordinances+%26+Policies>.

Garret Baxter, Attorney, VLCT Municipal Assistance Center

Are municipal road maintenance vehicles exempt from interstate and highway road weight limits?

Yes. When used by a town, village or city in the construction or maintenance of a highway, vehicles such as snow plows, tractors, dump trucks and other construction or maintenance equipment are exempt from the weight limits as outlined in 23 V.S.A. §§ 1391-1398. Municipal employees or those under contract with the municipality must perform the highway construction or maintenance work in order to meet the exemption. Those entities under contract with a municipality are exempt from highway weight limits only within the construction area. There are no restrictions on weight limits for municipal or volunteer fire vehicles. 23 V.S.A. § 1399. If you plan to haul gravel from out of state, be sure to check on the laws in that state. Just because a vehicle

is exempt in Vermont doesn't mean it is also exempt out of state.

Stephanie Smith, Senior Associate, VLCT Municipal Assistance Center

Can the clerk record a deed that references a survey without the survey?

It depends. If the deed references a survey that was prepared or revised after July 1, 1988, the survey must either accompany the deed or the deed must reference the location (book and page) in the land records. If the

survey was prepared on or prior to July 1, 1988, then the deed may be recorded without the survey. 27 V.S.A. § 341 (b).

A survey plat is defined as "a map or plan drawn to scale of one or more parcels, tracts or subdivisions of land, showing, but not limited to, boundaries, corners, markers, monuments, easements and other rights." 27 V.S.A. § 1401. Prior to recording a survey, the clerk should determine that it meets the requirements as outlined in Chapter 17 of Title 27.

Stephanie Smith, Senior Associate, VLCT Municipal Assistance Center

TOWN MEETING IS FAST APPROACHING!

RECENT STATUTORY CHANGES

Two changes were recently made to statutes that affect Town Meeting. This past session, the legislature amended 17 V.S.A. § 2640 (c) to establish that public discussion of ballot issues and all other issues appearing in the warning, other than election of candidates, *shall be permitted at the annual meeting*, regardless of the location of the polling place. Town officials and particularly moderators will want to be prepared for those discussions should they arise.



In 2007, the legislature passed Act No. 36, "An Act Relating to Reconsideration or Rescission of Votes in Local Elections," which amended 17 V.S.A. § 2661 (b) and (e). Pursuant to this legislation, a petition requesting reconsideration or rescission of a question voted at a town meeting is required to have signatures of 5 percent of the registered voters, unless the voters increase that percentage at a meeting to a specified percentage between 5 and 20 (17 V.S.A. § 2661 (b)). When a vote to reconsider or rescind an earlier vote is held, the majority voting in favor of rescission or reconsideration shall be effective if the number of votes cast in favor exceeds two-thirds of the number cast for the prevailing side at the original meeting. Voters may vote to establish a threshold other than two thirds in order to overturn an earlier vote (17 V.S.A. § 2661 (e)). The section of statute that established the two-thirds majority to overturn an earlier vote took effect July 1, 2008.

GET TUNED UP

2009 Town Meetings are right around the corner. Get ready with VLCT's Town Meeting Tune-Up Workshop, Thursday, February 26 in Montpelier.



FLOODPLAIN REGS 101

(continued from page 1)

THE NATIONAL FLOOD INSURANCE PROGRAM

Community participation in the NFIP is voluntary for municipalities. Each town must assess its flood hazards and determine whether flood insurance and floodplain land use management would benefit the town's residents and economy. Enrollment in the NFIP allows community members to purchase federally subsidized flood insurance. According to the Federal Emergency Man-

ing, grading, paving, excavation or drilling operations located within the area of special flood hazard.

The National Flood Insurance Program standards require that new buildings be elevated or otherwise protected from flood damage. In addition, new development should not result in physical damage to any other property through streambank erosion or increased flood velocities. Flood hazard regulations are intended to restrict inappropriate new development in the floodplain. However, the NFIP minimum standards do

insurance is less expensive if you are not in a floodplain mapped by FEMA.

VERMONT DEPARTMENT OF ENVIRONMENTAL CONSERVATION (DEC) MODEL FLOOD HAZARD REGULATIONS

The history of floodplain management is marked by efforts, largely federal, to reduce flood losses by restraining floodwaters by such means as berms, fill, bank armor and levees. However, in recent years there has been a philosophical shift to protecting develop-

"Anyone in an NFIP participating community can buy flood insurance, and that flood insurance is less expensive if you are not in a floodplain mapped by FEMA."

agement Agency (FEMA) Community Status Report, approximately 85 percent of all of Vermont cities and towns currently participate in the NFIP.

When a town chooses to join the NFIP, it must adopt and enforce flood hazard regulations for participation. The town's flood hazard regulations must include the minimum federal NFIP standards, but can be more restrictive. Towns participating in the NFIP are required to regulate development in SFHA. Under the NFIP, the term "development" is defined broadly and includes *any man-made change to improved or unimproved real estate, including but not limited to buildings or other structures, mining, dredging, fill-*

not protect existing development that is already at risk of flooding. Furthermore, NFIP minimum standards do not apply to flood prone areas that are not identified on the official Flood Insurance Rate Map (FIRM), which FEMA uses to delineate the floodplain and determine flood insurance premiums. Despite the fact that the FIRMs are used as the standard, sometimes regulatory flood elevations are not available and FIRMs are often out of date and susceptible to inaccuracies. A common myth is that you can only buy flood insurance if you are in a floodplain identified on the FIRM. The fact is that anyone in a participating community can buy flood insurance, and that flood

ment from flooding by preventing new development in areas with known flooding and erosion hazards and maintaining and restoring floodplain storage capacity. This is the approach that the Vermont DEC has taken with its Model Flood Hazard Regulations, which were updated in September 2008. The goal of these updated regulations is to promote hazard avoidance, reduce recovery costs and protect water resources. These model regulations include conditions and prohibitions that exceed the NFIP minimum standards by restricting new development in inundation and erosion hazard zones.

The new Vermont DEC model flood hazard regulations consist of three versions:

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FLOODPLAIN REGS 101

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1. A stand-alone version appropriate for towns that do not have zoning or access to fluvial erosion hazard maps. Prohibits new structures in the SFHA.
2. A zoning attachment appropriate for towns that have existing zoning as well as fluvial erosion hazard maps. Allows new structures within the SFHA subject to conditional use review, but prohibits new

structures within the fluvial erosion hazard zone.

3. A zoning attachment appropriate for towns that have existing zoning as well as fluvial erosion hazard maps. Prohibits new structures within the SFHA and the fluvial erosion hazard zone.

COMMUNITY RATING SYSTEM (CRS)

The FEMA Community Rating System (CRS) is a voluntary incentive program designed to encourage towns to do more than

(continued on page 18)

FLOODPLAIN REGULATIONS GLOSSARY

floodplain: A lowland area near a river or stream that is subject to periodic flooding.

100-year flood: A flood that has a 1 percent chance of being equaled or exceeded in any year. Also referred to as the **base flood**.

floodway: The stream channel and the portion of the floodplain that must remain open to permit the passage of the base flood. Deepest and swiftest floodwaters and area of greatest danger during a flood.

flood fringe: The area of floodplain between the floodway and the boundary of the 100-year floodplain. Shallower and slower floodwaters but still subject to flooding.

Federal Emergency Management Agency (FEMA): Agency whose mission is to reduce loss of life and property and protect critical infrastructure from hazards.

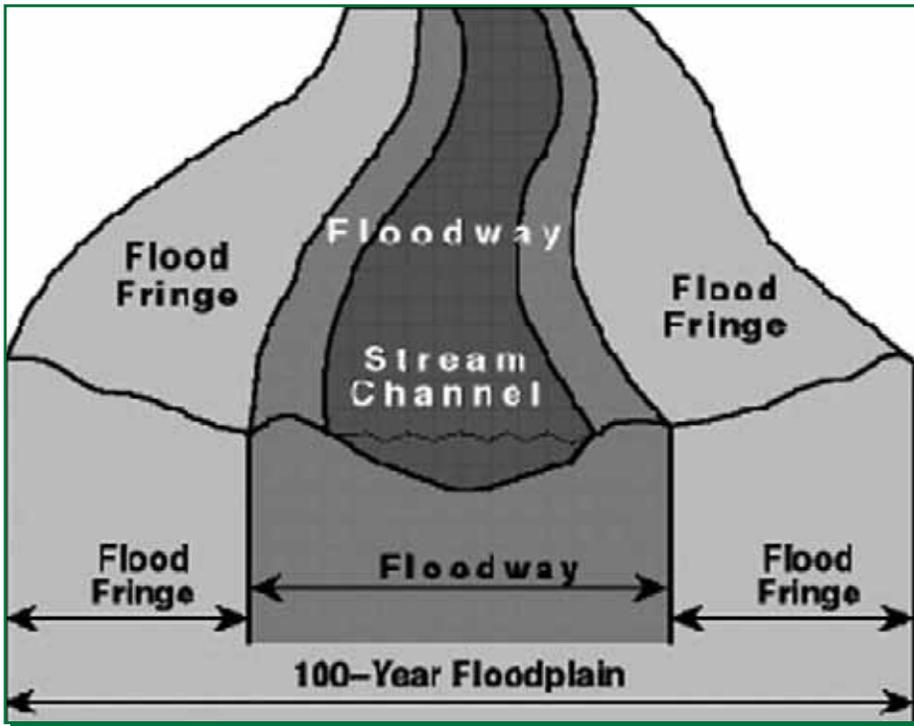
Flood Insurance Rate Map (FIRM): The official map on which FEMA has delineated the areas of special flood hazards. It is used to determine flood insurance premiums.

fluvial erosion: Erosion caused by rivers and streams that can range from gradual bank erosion to catastrophic changes in river channel location and dimension during flood events.

Special Flood Hazard Areas (SFHA): Areas in a community that have been identified on FEMA maps as susceptible to a 100-year flood, where community's flood hazard area regulations must be enforced.

National Flood Insurance Program (NFIP): Program under which communities are eligible for federal flood insurance if they enroll in the NFIP and administer floodplain management regulations.

Vermont ANR flood hazard management website: http://www.vtwaterquality.org/rivers/html/rv_floodhazard.htm.



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AWARDING WELLNESS IN THE WORKPLACE

Last fall, outstanding workplace-based wellness initiatives were recognized by two different Vermont programs. On October 7, the Vermont Governor's Council on Physical Fitness and Sports presented its 2008 Vermont Awards for Work Site Wellness, Physical Fitness and Sports at the Hilton Hotel in Burlington. On November 14, the VLCT Health Trust presented its 2008 Leader Awards during the VLCT Health Trust Annual Meeting at the Sheraton Hotel and Conference Center in South Burlington.

The Vermont Governor's Council on Physical Fitness and Sports was established in 1982 and is composed of volunteers appointed by the governor. The council's mission is "to promote health and wellness

through physical activity for all people living in Vermont at all fitness and ability levels." The Work Site Wellness Awards, which are open to all private and public organizations that choose to apply, are divided into categories by number of employees (1-25, 26-75, 76-150, 151-500, 501-999, and 1000+), and are designated as Recognition, Bronze, Silver, or Gold. The winning organizations have various ways of supporting the health and well-being of their employees, such as on-site showers, exercise facilities, wellness screenings, or weekly visits from physical therapists; schedules that are flexible around workout opportunities; health care cost reductions for employees who take health risk assessments or participate in exercise pro-

grams; wellness tips, newsletters, or workshops; and, at one company, an on-site chef who teaches healthy cooking classes. Each winning VLCT member organization participated in the Leader wellness program.

Six VLCT member organizations won 2008 Governor's Work Site Wellness Awards and were acknowledged for their particular ways of supporting their employees' health. Some of their initiatives included the Hawaiian Pedometer Challenge, the On The Ball Challenge, the Keep It Off Challenge, fitness shots, on-site exercise equipment, smoking cessation programs, weekly wellness newsletters, on-site health screenings, monetary incentives for joining recreation and health programs, nutrition tips, and work time allocated to exercise.

Governor Douglas's message was clear: "Healthy living has long been a top priority of my administration. Good nutrition, exercise and other wellness efforts can prevent or reduce the effects of chronic and acute disease, promote workplace productivity, encourage healthy lifestyles at all ages and save our health care system millions in the long term."

The VLCT Health Trust Leader Program is a voluntary opportunity for member organizations to track and report their wellness initiatives and get financial credit based

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Representatives from six of the ten organizations that won 2008 Leader Awards accepted their awards at the VLCT Health Trust Annual Meeting in November 2008. These are in addition to health insurance rate credits earned by 75 member organizations for running successful wellness initiatives. Standing (L to R): Nancy Gondella and Sara Tully, Town of Mendon; Sandra Pisonnault, Town of Dorset; Jennifer Getty, Chittenden Solid Waste District. Seated (L to R): Dencie Mitchell, Town of Milton; Dennis McCarthy, Town of Winhall; Sonia Rivera, Vermont League of Cities and Towns. Not present: Gloria Warden, Town of Charlotte; Debbie Messer, Town of Fairlee; Bobbi Brimblecomb, Town of Marshfield; and Laura Barcomb, Town of Putney.

2008 HEALTH TRUST LEADER AWARD WINNERS

Highest Score

- Vermont League of Cities and Towns, 74%
- Town of Fairlee, 72%
- Town of Charlotte, 69%
- Chittenden Solid Waste District, 69%
- Town of Dorset, 69%
- Town of Mendon, 69%

Most Improved from 2007

- Town of Winhall, 86% improvement
- Town of Marshfield, 67% improvement
- Town of Putney, 64% improvement

Honorable Mention, Most Organized

- Town of Milton



WORKPLACE WELLNESS

(continued from previous page)

on participation and success. A Wellness Coordinator at each organization volunteers to oversee the program, which includes collecting documentation and taking a benchmark survey twice – early in the year and in October – to record the organization’s and employees’ health-and-wellness-oriented activities. These activities can take many forms. For example, a town can hold a f u shot clinic or set up a health and safety committee, and employees can boost the score by quitting smoking, completing a health risk assessment, or exercising more frequently. The records turned in by the Wellness Coordinator are used to evaluate and score each organization’s participation. This score determines the amount of health insurance credits the organization will receive and can make the organization eligible for a Leader Award.

At the Health Trust Annual Meeting in November, Heidi Joyce, Senior Health Promotion Consultant with VLCT, praised all 75 member organizations that participated in the 2008 Leader program. The total amount of health insurance rate credit earned by these Health Trust members is \$270,918. Each organization has received a check for its portion of the credit. In addition, ten organizations showed outstanding results, and Joyce acknowledged their Wellness Coordinators with framed award certificates. (See box at left for the list of Leader Award winners.) To learn more about implementing the Health Trust Leader Program at your work site, please see the information below about Wellness Coordinator trainings and contact Heidi Joyce at hjoyce@vlct.org or (802) 229-9111 ext. 132.

SECOND CONGRESSIONAL STIMULUS PACKAGE

Ever since the Wall Street bailout package of \$700 billion was passed before the presidential election, there has been talk in Washington of a second stimulus package focused on putting people back to work by building infrastructure projects around the country. On December 1, the National Governors Association leadership, including our own Governor Douglas, met with U.S. House Speaker Nancy Pelosi to discuss the parameters of a potential second stimulus package. On Tuesday, Dec. 2, governors met with President-elect Obama to discuss the economy, his comprehensive economic stimulus package and the likelihood that he would sign economic stimulus legislation immediately upon taking office in January.

The governors estimate that there are \$136 billion worth of projects – mostly roads, bridges, water and sewer – “ready to go” at the state level. The governors are also asking the federal government to contribute \$40 billion to temporarily increase contributions to the Medicaid Program for the poor and disabled. According to President-elect Obama’s website, <http://change.gov>, and Senate majority Leader Harry Reid, the entire infrastructure and assistance package could total \$500 billion. Of that amount, the Obama proposal as of Dec. 3 included \$25 billion for a Jobs and Growth Fund, to generate jobs in public works.

At least in Vermont’s case, the governor’s figures do not account for \$570 million in municipal projects that VLCT staff has collected from towns and cities during the last month. These are road, bridge, culvert, water, sewer, municipal and school building projects that are designed, almost completely permitted and awaiting funds. All are “brick and mortar” projects that would put people back to work this summer and fall if funded. VLCT staff sent the list of municipal projects to the Vermont congressional delegation at the end of November and again in mid-December and are updating the list as they are notified of new projects.

Congress is not going to actually pass a second stimulus package before the new administration is installed. However, they are working out the details of such a package now. We do not know what the program for distributing money will be. We do know that key to the success of any stimulus package that invests in infrastructure projects is to make money available swiftly at the local level, with a minimum of the red tape that usually accompanies federal dollars and a recognition that local or state match requirements for federal dollars would make it impossible to use those funds. Pouring new dollars into existing programs with existing regulatory constraints will not result in implementing projects in a timely manner. As Mayor Chris Louras of Rutland said, “I implore Congress to consider a bill provision mandating a certain percentage of federal funds be allocated for local projects. ... If some level of funding were to be explicitly assigned to local municipalities, the effect would be immediate.”

Local officials who have projects ready to go should take the time to impress upon Vermont’s congressional delegation and their state legislators the importance of directing infrastructure funds to the local level.

FREE 2009 LEADER PROGRAM WELLNESS COORDINATOR TRAININGS

Every VLCT Health Trust member organization that is considering joining the Leader Program needs to designate a Wellness Coordinator to attend one of our training workshops to learn exactly what is required to participate. The coordinator can be any employee who is willing and able to organize wellness activities and disseminate information about them, follow up on employee participation, record and organize the information that needs to be collected in the spreadsheet and binder that VLCT provides and turn in the completed materials by October 19, 2009. The job is not difficult, but it

requires consistency, commitment and attention to detail. Doing this is also a great way to interact with other employees and share enthusiasm for healthy lifestyles. To explain the program in detail, hand out Leader and Pedometer Challenge materials, and get all Wellness Coordinators off to a good start (in part by networking with other coordinators in their area), VLCT will conduct a half-day (8:30 a.m. to 1 p.m.) training session in five different locations during January and February. See the list below for days and locations. For more information, contact Heidi Joyce at hjoyce@vlct.org or (800) 649-7915, ext. 132.

All workshops take place on Thursdays from 8:30 a.m. to 1:00 p.m. and include lunch.

DATE	LOCATION	SITE
January 29	Montpelier	Capitol Plaza
February 5	Wilmington	Town Office
February 12	Rutland	Hampton Inn
February 19	Colchester	Hampton Inn
February 26	St. Johnsbury	Comfort Inn

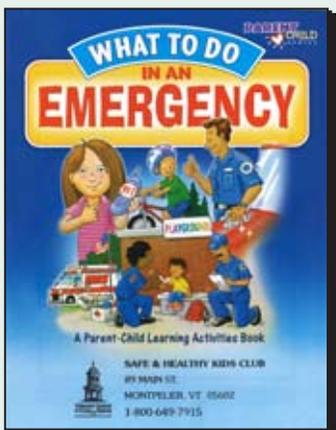


NEWS TO USE

SAFE AND HEALTHY KIDS CLUB

This program, offered free to dependant children (age 5-15) on the VLCT Health Trust, provides fun ways for children to learn about making smart choices for living safely and healthily. Once every quarter, club members will receive mailings that include assorted materials such as activity books, bookmarks and stickers on a variety of health and safety related topics.

If you have an eligible child who would like to be a member of the Safe and Healthy Kids Club, please contact VLCT Administrative Assistant Shawna O'Neill at (800) 649-7915 or soneill@vlct.org. Shawna will need to know the child's name, date of birth and mailing address. Subscribers on the insurance will be asked to verify that each child listed is a dependant on the VLCT Health Trust.



2009 UNEMPLOYMENT INSURANCE TRUST ASSESSMENT

The VLCT Unemployment Insurance Trust announced its 2009 rates last November. Across the trust, rates are staying level: although some members will see significant increases, 61 percent of members will find their rates lowered in 2009.

The Board is continuing to implement changes to help set equitable rates for all members. Two noteworthy changes are being introduced this year. Member contributions will now be based on five years of member claim history with the worst year of those five years not counted, to prevent members from being adversely affected by one unusually bad year. Also, the annual management fee, which has been \$150 for more than ten years, is increasing to \$250 per member.

If you have any questions, please call Kelley Avery at (800) 649-7915.

NEW VLCT/CIGNA ENROLLMENT CHANGE FORM

Under new mandated regulations from the Centers for Medicare and Medicaid Services (CMS), the Health Trust is now required to report to CIGNA the social security numbers of not only primary subscribers but also their spouses and dependents. These new mandates require changes to the CIGNA/VLCT Enrollment Change Form. The updated form (with a revision date of 10/08) was mailed to all Health Trust member groups in November. Please be sure to discard any older versions of this form and use only the new form from now on. The form is also available for download from our website at www.vlct.org.

REMINDER TO HEALTH TRUST MEMBERS: PLEASE SEPARATE YOUR PAYMENTS

In several recent instances, VLCT Health Trust members have combined monthly health insurance premium payments (for CIGNA medical coverage) with payments for Health Trust sponsored programs (such as fitness incentives or flu shot clinics). These payments need to be made with separate checks because they are disbursed into separate accounts or processed at separate locations or both.

Please be sure to issue and send checks for monthly CIGNA health insurance premiums to PO Box 39, Montpelier, VT 05601-0039. This location does not process any other forms of payment related to VLCT programs, products or services.

Please issue and send checks for VLCT programs, services and products (e.g., fitness incentives, flu shot clinics, workshops, publications) to VLCT directly at our main office address, 89 Main Street, Suite 4, Montpelier, VT 05602-2948.

Checks for combined payments will automatically be returned to members to be voided and re-issued. We apologize for any inconvenience this may cause.

If you have any questions regarding what payments to send where, feel free to call Kelley Avery at (800) 649-7915.

(continued on Page Fourteen)

WORKERS' COMPENSATION REWARDS PILOT A SUCCESS — VLCT RETURNS \$7,500 TO FIVE MEMBERS

For most of 2008, five VLCT PACIF members participated in a pilot Workers' Compensation Rewards Program. The new program, known as "WC Rewards," is designed to offer participating PACIF members a monetary incentive to improve the safety of their workplaces and instill a culture of safety throughout the organization. The program implements a formal reporting, evaluation and scoring process developed by the VLCT PACIF Safety and Health Promotion Division. The 2008 pilot

was conducted to test the program before it is implemented on a larger scale in 2009.

Last January, the five testing organizations received participation criteria, a recordkeeping binder and an October 31 deadline for completion. Members were asked to follow the criteria and add documentation of their worksite safety conditions and activities to the binder throughout the year. In November, VLCT Loss Control staff reviewed the binders and returned constructive feedback to each mem-

ber on how to improve their safety practices. "The point of the program is not to get a perfect score, but to see where you are in terms of worksite safety and to identify specific areas for improvement. This is quite a rigorous auditing process," says Joe Damata, Manager, Safety and Health Promotions, VLCT. "The fun part for me is rewarding members for all of their hard work toward reducing workers' compensation claims."

Participating members are rewarded in relation to the effectiveness of their safety practices. They can earn up to 5.25 percent of their annual Workers' Compensation contribution as their reward credit. Note that participating municipalities must demonstrate a minimal effort in order to qualify for a reward.

"Overall, this was a huge success, and we look forward to expanding participation to about 30 members in 2009," says Ken Canning, Deputy Director, Insurance Operations, VLCT. "All five pilot members earned scores above the minimum standard and received money in return for their safety and health efforts."

We thank all of the members who participated, and we look forward to working with those who enter the program in 2009.

VLCT PACIF Staff

2008 Work Comp Rewards Participating Members and Rewards Earned:

Milton: \$2,768.58
Bennington: \$2,260.82
Ludlow: \$1,498.61
Colchester: \$743.20
Village of Essex Junction: \$192.39



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SAFETY AND HEALTH PROMOTION PROGRAMS

DEDICATED CLAIMS DEPARTMENT



NEWS TO USE

(continued from page 12)

HR TOOLS FOR PACIF MEMBERS

There is still time for PACIF members to sign up to receive either of two convenient online human resource assistance tools that are available through HR Sentry. These are in addition to the HR Sentry email and newsletter service that VLCT provides to all PACIF members.

The "HR Getting Started Kit" is an excellent HR primer for small- and medium-size municipalities with no HR professional on staff. The kit's resources include required

state and federal employment posters, a sample employee handbook, and information on how to interview and hire new employees in compliance with the law. VLCT pays the license fee for all PACIF members who sign up for this kit. Organizations that used this in 2008 and want to continue will need to sign up again for 2009.

The second online tool, "HR Made Simple," simplifies the complex jobs of HR professionals. It includes the HR Getting Started Kit and also provides access to federal and state laws, customizable HR forms, sample HR policies, desktop training programs, workers' compensation management tools, HR audits, and proven best practices. Eighty percent of this full-access one-year subscrip-

tion is paid by PACIF; the member organization pays the remaining \$100.

The deadline to sign up for either of these tools is January 30, 2009. To sign up, go online to http://www.vlct.org/insurancerriskservices/programs/hrsentrypersonnel-program/2009_HRSentry_Sign-up_Form.pdf, download and complete the HR Sentry 2009 Renewal Form, and mail or fax it to Shawna O'Neill at VLCT. For "HR Made Simple," mail the form with a \$100 check payable to VLCT PACIF so Shawna receives it no later than January 30. If you have any questions or would like more information on HR Sentry, email Shawna at sonell@vlct.org or call her at (800) 649-7915.

PACIF RATES TO REMAIN PRIMARILY FLAT IN 2009

PACIF (Property and Casualty Intermunicipal Fund) provides workers' compensation, property, casualty, auto, crime, and public officials liability coverage to member municipalities.

Each year VLCT PACIF hires an actuarial firm to evaluate the Fund's record to determine the amount of contributions (a.k.a. premiums) that will need to be raised in the ensuing year. Workers' compensation has remained stable and the rates on average will be flat. Property and casualty, however, has experienced some adverse claims development, especially in the area of law enforcement liability. The result will be increased

(continued on next page)

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NEWS TO USE

(continued from previous page)

rates for police liability. All other property and casualty rates will not change.

Although rates are generally flat, your municipality's 2009 contribution charge may be higher or lower than your 2008 contribution depending on (1) changes in your municipality's exposures, (2) your municipality's specific loss history, (3) credits applied based on your municipality's efforts to control and reduce losses, as demonstrated by constructive risk management actions in conjunction with our Safety and Health Promotion, Claims and Underwriting Divisions, and (4) whether your municipality has law enforcement exposures.

Also, new for 2009: we are giving smaller municipalities the opportunity to take advantage of experience rating. Any municipality with a workers' compensation contribution amount over \$4,000 will have an experience modification factor applied to its workers' compensation contribution. We are

also removing the \$160 expense constant charge from the workers' compensation contribution amount.

PACIF BOARD OF DIRECTORS VOTES TO DISTRIBUTE \$500,000 BACK TO MEMBERS

A major benefit of being part of a member-owned risk sharing pool is that because we do not have a profit motive (unlike commercial insurance carriers), we can in most years return a portion of the fund's surplus to our members (you) instead of sending it to the coffers of an out-of-state corporation.

After review by our consulting actuary and with the recommendation of staff, your PACIF Board of Directors voted to return \$500,000 to the membership this year. Since the fund's inception in 1987, VLCT PACIF has returned over \$11,725,000 to its members. This is a clear example of the power of local governments pooling together to meet their risk management and coverage needs.

The amount each municipality will receive is determined by a formula that factors in the fund years in which the surplus was generated, whether the municipality was a member during those years, and the member's specific claims experience during those years. Your municipality must renew coverage with PACIF in order to be eligible for the distribution, which will be shown as a credit against your 2009 contribution.

PACIF INTRODUCES COVERAGE FOR POLICE DOGS

Effective January 1, 2009 PACIF will begin providing canine mortality coverage for police dogs killed in the line of duty.

A coverage extension added to the 2009 Property and Casualty Coverage Document – under Section II, "Property Coverage" – will reimburse up to \$7,500 to the Named Member for the procurement and training of a replacement canine, if a police dog owned by the Named Member or its employee is killed or permanently disabled in the line of duty performing law enforcement activities. Veterinary care, sickness, disease, neglect and abuse are not covered. The mortality coverage is free and automatic for all Named Members that have a police dog.

COMPENSATION REPORT

(continued from page 1)

lates what a job would pay annually if it were staffed at 40 hours every work week. We hope this addition will prove helpful in cases where municipalities differ in how much of the work week is allocated for a given position.

To order a copy of the 2008 Vermont Municipal Compensation and Benefits Report, please visit the VLCT website Marketplace at www.vlct.org/marketplace/bookstore/, or call 800-649-7915 to request an order form. The price is \$20 for municipalities that responded to this year's survey (and want more than their free copy) or \$50 for those that did not. Please plan to complete the 2009 questionnaire for your municipality in order to receive one free report during next year's budget planning season.



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VLCT News is starting a new advertising format called "Municipal Marketplace", with two options:

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FLOODPLAIN REGS 101

(continued from page 9)

enforce the minimum NFIP standards. Under the NFIP, flood insurance premium rates are the same in all participating communities, even though some towns do more than regulate development to the minimum NFIP standards. Minimum standards result in few community activities to reduce flood damages to existing buildings, or manage development in areas not mapped by the NFIP, or protect new buildings beyond the minimum NFIP protection level.

The CRS program encourages towns to pursue activities that go above and beyond the minimum NFIP standards, such as re-

stricting all development within the 100-year floodplain, requiring additional construction setbacks, and initiating conservation agreements and citizen education programs. Since these activities can help reduce or eliminate the severity of future flood losses, towns participating in the CRS program are rewarded with discounts to flood insurance premium rates on flood insurance policies sold for properties within the community. Bennington, Brattleboro and Montpelier are currently the only Vermont communities participating in the CRS.

MONITORING COMMUNITY COMPLIANCE

FEMA monitors communities enrolled in the NFIP to ensure that they have adopted an ordinance that meets or exceeds the minimum NFIP floodplain management criteria and verifies that they are effectively enforcing their ordinance. Towns administer the NFIP floodplain management criteria through their flood hazard regulations.

(continued on page 20)

VLCT FLOOD HAZARD AND WATER QUALITY ASSISTANCE

VLCT staff are available to assist municipalities with flood hazard and water quality issues, including:

- Flood hazard bylaw development and review
- Pre- and post-construction low impact development stormwater management
- Streambank and lakeshore buffers and setbacks

Call the Municipal Assistance Center at 800-649-7915 to discuss your town's needs.

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LONG-RANGE FINANCIAL PLANNING FOR TOUGH ECONOMIC TIMES

A Capital Improvement Program (CIP) is an important long-range planning tool that helps communities identify necessary capital projects in their towns and helps to determine which projects will best meet the goals and needs of that community. It also helps stabilize finances and avoids a waste of resources. A CIP helps a town prioritize projects and builds consensus for those projects in the community. Having a CIP is also one of the eligibility requirements for towns to apply for a Growth Center Planning Grant from the state Department of Housing and Community Affairs.

Three Franklin County communities – the City of St. Albans, the Town of Enosburg and the Town of Fairfield – received on-site training on Capital Improvement Programming by VLCT’s Municipal Assistance Center. The training, which was paid with a Municipal Education Grant (MEG), began with a two-hour introduction to CIP that was attended by members of all three communities and was also open to other interested parties in the area. The following day, VLCT staff met separately with each town to help develop their individual CIPs. In St. Albans, where a large group of people will participate to shape the CIP, the discussion focused on the process that would need to be followed to develop the program and the resulting capital budget. In Enosburg, the discussion centered on the policies that would need to be

discussed and adopted, and how to make sure that there was adequate involvement of the public in the process. Fairfield was updating an existing program and was farther along in the process, so discussion focused on how to select projects and present the information in the final plan. The experience of these three different municipalities shows how cities and towns can tailor a CIP to meet their needs.

Grant funds are available to help Vermont municipal officials develop a CIP through training by VLCT. Cities and towns may apply for a MEG from the Vermont Department of Housing and Community Affairs for training on CIP as well as a number of topics any time before May 15, 2009. (Communities can apply as a group to obtain greater funding.) Applications are available at www.dhca.state.vt.us/Planning/MEG.htm.

For further information on applying for a MEG, available workshops, or to have VLCT design a workshop to meet your specific needs, please contact Abby Friedman at (800) 649-7915.

THE CIP PROCESS

- Develop the administrative structure
- Develop capital improvement policies
- Develop evaluation criteria
- Perform a capital needs assessment
- Identify projects
- Evaluate the ability to fund capital projects
- Evaluate funding options
- Evaluate capital projects
- Adopt the capital program and budget
- Monitor the capital improvement program
- Evaluate the process

PLEASE SUPPORT OUR ADVERTISERS

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

VLCT FINANCIAL CONSULTING AVAILABLE

VLCT’s Chief Financial Officer, Bill Hall, is available to assist towns and cities on a wide range of financial topics, including:

- Capital improvement program planning
- GASB 34 implementation
- Financial reporting
- Purchasing, bidding and other financial policies
- Debt management
- Complying with audit recommendations
- Management of cash and investments
- Basic governmental accounting
- Preparing for an outside audit
- Internal fraud risk assessment/internal control review



Bill Hall

FOR MORE INFORMATION ON FINANCIAL CONSULTING AND POSSIBLE DISCOUNTS FOR PACIF MEMBERS, PLEASE CALL ABBY FRIEDMAN AT 1-800-649-7915.



FLOODPLAIN REGS 101

(continued from page 18)

If communities do not adequately enforce their floodplain management regulations by allowing improper development within the SFHA, they can be placed on probation and potentially suspended from the flood insurance program. All policyholders in a sanctioned community pay a surcharge fee in addition to their regular annual premiums until the town acts to correct the deficiencies and returns to good standing with the NFIP. Should the town fail to be reinstated, policies are cancelled, leaving at-risk floodplain residents and businesses without flood insurance.

FEMA can also take action against individual properties for failure to comply with flood hazard regulations. Under Section 1316 of the National Flood Insurance Program, if a town has been unable to resolve a violation due to the owner's continued refusal to cooperate, the individual property owner is sanctioned, and not the town as a whole. The Section 1316 sanction can be implemented in instances when an appropriate authority in the state or town submits a

declaration to the FEMA administrator specifically stating that the structure is in violation. Once the Section 1316 sanction is put into place, flood insurance for that individual property will no longer be available.

FEMA – or the Vermont DEC on behalf of FEMA – conducts Community Assistance Visits (CAVs) to monitor compliance with NFIP standards. A CAV is a scheduled visit to a town that participates in the NFIP to assess the town's compliance with its floodplain management program. The CAV is also used as an opportunity to provide technical assistance. A CAV typically involves a tour of the floodplain, a meeting with local officials, and an examination of the town's flood hazard regulations and permit files. If any issues are identified during the CAV, such as a possible floodplain violation or a deficiency in the town's flood hazard regulations, the town is responsible for resolving the violation or deficiency. Otherwise it risks being suspended from the flood insurance program.

CONCLUSION

Understanding how the NFIP works can be daunting for local officials. Concerns such

as conducting appropriate development review for new construction and substantial improvements within the SFHA, deciding whether to adopt the NFIP minimum standards or more protective flood and erosion hazard standards, managing well established structures that predate the NFIP located in the SFHA, and resolving questions concerning municipal authority to regulate on-site septic systems and farm structures located in the SFHA are all being discussed, sometimes heatedly. If these issues interest you, stay tuned for more articles that evaluate these topics in more detail.

If you have any questions, please contact VLCT's Municipal Assistance Center at 800-649-7915 or the Vermont Agency of Natural Resources at ANR.Floodplains@state.vt.us or 802-241-3759.

To learn more about the DEC Fluvial Erosion Hazard Program, please contact Kari Dolan, FEH Coordinator, at: Kari.Dolan@state.vt.us or 802-241-1262.

*Milly Archer, Water Quality Coordinator,
VLCT Municipal Assistance Center*

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Please visit the VLCT website 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 website for up to one month.

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

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 placing classified ads in the *VLCT News*, contact David Gunn at dgunn@vlct.org. For details on display advertising, email Allyson Barrieau at abarrieau@vlct.org. Instructions for ad requirements may also be downloaded at <http://www.vlct.org/aboutvlct/vlctnewsletter/advertisinginformation/>.

HELP WANTED

Town Administrator. Hooksett (pop. 13,000), a rapidly growing town in southern New Hampshire near Manchester/I-93, seeks a creative, community-oriented leader to serve as Town Administrator. The Administrator reports to a 9-member council. Requirements: experience in local government operations, finance, labor relations, staff development, economic development, and community problem-solving; strong in-

terpersonal and written/verbal communication skills; BA required, MA preferred; 7-10 years municipal management experience. Salary DOQ. For more information, visit www.municipalresources.com/career.html. To apply, send a resume, in confidence, to recruitment@municipalresources.com (electronic correspondence preferred), or by surface mail to Hooksett Town Administrator Search, Municipal Resources, Inc., 120 Daniel Webster Highway, Meredith, NH 03253. **Deadline: January 14, 2009.** E.O.E. (11-18)

Utility Accounting Administrator. The Stowe Electric Department is seeking an experienced and highly motivated team player to fill the position of Utility Accounting Administrator. This split office position works 3 days a week at Hyde Park Electric and 2 days a week in Stowe. The candidate will be responsible for and must possess knowledge in the following key areas: accounting for the 4 Hyde Park Village funds (knowledge of FERC Accounting preferred); annual budgets for 4 Village Funds; responsible for annual audit as well as annual reports; monthly, quarterly and annual reporting to regulatory bodies for utility functions; accounts payable; human resources, including benefits Administration and weekly payroll; oversees utility billing and customer ser-

vice; computer knowledge in Microsoft Word, Excel and Access. The ideal candidate must be able to work independently, take on multiple tasks and possess a critical eye for detail. Training will be provided in electric regulations, and this person must be willing to learn. The position offers plenty of room for growth within SED. A competitive compensation and excellent benefit package offered. Minimum 2-year degree in Business and/or Finance required or equivalent work experience. To apply, send a resume and cover letter to Utility Accounting Administrator Position, Stowe Electric Department, PO Box 190, Stowe, VT 05672. (11-21)

Finance/HR Assistant. The Town of Littleton, N.H. needs a multi-tasked, detailed person to assist with payroll, accounts payable, reconciliations, general ledger entries, human resource tasks and general clerical work. The candidate for this part-time position (24 hours/week) should have organizational skills; oral, written and computer communication skills; and knowledge of payroll, accounts payable and other accounting skills. Must be available Monday, Wednesday and Thursday of each week. High school graduate with 3 years experience, or any

(continued on next page)



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CLASSIFIEDS -

(continued from previous page)

equivalent preferred. Former work in Human Resources field a plus. Starting salary, \$12.50-\$14.50 per hour, DOE, plus a small benefits package. Position could become full time in the future. A full job description is available upon request. To apply, please submit resume and cover letter to Town of Littleton, Attn: Finance/HR Director, 125 Main Street, Suite 200, Littleton, NH 03561. Position opened until filled. No phone calls, please. E.O.E. (11-22)

Water District Superintendent. The Vergennes-Panton Water District is accepting applications for a full-time Superintendent. This administrative and technical position manages the operation and maintenance of the District's water treatment, pumping, transmission, and distribution and storage facilities. The Superintendent reports directly to the District's Board of Commissioners. Requirements: a Grade 4C Operating Certificate issued by the Vermont Agency of Natural Resources Water Supply Division; working knowledge of water treatment and dis-

tribution system operation and municipal administration; a valid driver's license. Salary commensurate with experience. Excellent Benefits. To apply, please send a resume to Christopher Cook, Chairman, Board of Commissioners, PO Box 152, Vergennes, VT 05491. (12-2)

Parks & Recreation Director. Stowe (pop. 5,000) is a quintessential New England community and a major year round visitor destination that is renowned for its scenery, cultural activities, recreation and resorts. The Town is seeking an energetic recreation professional who will oversee all aspects of the Parks & Recreation Department. The ideal candidate will be well versed in parks and recreation management, have strong supervisory experience, excellent computer skills, and a high degree of emotional intelligence. Requirements: Bachelor's degree in recreation or closely related field and three years of progressively responsible supervisory experience in Recreation Management, preferably in a municipal setting; ability to meet and maintain the certified Parks & Recreation Professional (CPRP) certification administered by the National Recreation and Parks Association. This is a full-time position with excellent benefits. Some eve-

ning and weekend hours are required in addition to the regular work week. Starting annual salary, \$49,093 to 54,124, dependent on qualifications and experience. For a job description and application, visit www.townofstowevt.org. Send letter of interest and resume to Susanne Gann, HR Coordinator, Town of Stowe, PO Box 730, Stowe, VT 05672, or email recruit@townofstowevermont.org. Applications accepted until position is filled, but we will begin scheduling interviews no later than January 6, 2009. E.O.E. (12-8)

FREE

Surplus Equipment. VLCT has several surplus items available at no charge to members who can use them. (1) HP c4129x toner cartridge. Unopened. Fits LaserJet 5000 series printers. (2) HP LaserJet 4si printer. Big, old and slow. Needs parts; tends to jam. But if you have another, it may be valuable. Includes an unused toner cartridge. (3) UMAX Astra 2400S color flatbed scanner with SCSI interface. Includes cable and card. (4) Assorted 15" and 17" CRT monitors. Please contact Jim Burke (jburke@vlct.org) or Jill George (jgeorge@vlct.org) if you are interested. (12-10)

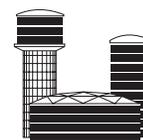
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*Need more information? Contact me, Joe Damiata,
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Calendar

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. Or visit 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.)

Local Government Day in the Legislature. Wednesday, February 18. Capitol Plaza Hotel and the Vermont State House. Sponsored by the Vermont League of Cities and Towns and the Vermont Municipal Clerks and Treasurers Association. A special day at the Vermont State House for local officials to hear about the status of pending legislation from VLCT and VMCTA representatives, attend legislative hearings and speak with their representatives about the Vermont Legislature.

Town Meeting Tune Up. Thursday, February 26. Capitol Plaza Hotel. 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 Town Meeting unscathed.

Energy Conservation and the Municipal Plan. Thursday, March 5. Sponsored by the VLCT Municipal Assistance Center and Vermont's Regional Planning Commissions. Delivered in the evening via interactive television, this workshop will focus on the requirements of the Energy Element within the Town Plan. Particular attention will be paid to the connection between energy conservation and land use, energy policy and implementation strategies, and the role of the Energy Coordinator.

Municipal Treasurers Workshop. Tuesday, Wednesday or Thursday March 26, 27, and 28. Sponsored by the VLCT Municipal Assistance Center. This training will be held in at the Bennington Fire Station, Middlesex Town Hall and the Milton Town Office, respectively to better serve VLCT members. This half-day workshop is designed for newly-elected treasurers and those who want to improve the skills they use in their jobs. Discussion includes a review of the statutory duties and responsibilities of treasurers and an introduction to governmental accounting and financial reporting, banking services, and payroll and benefits.

Selectboard Institute. Saturday, April 4. Capitol Plaza Hotel, Montpelier. The Selectboard Institute will focus on the fundamentals of municipal governance, such as understanding the municipal organization, essentials of municipal law, running effective meetings, and managing the town budget.