

# VLCT NEWS

A PUBLICATION OF THE VERMONT LEAGUE OF CITIES & TOWNS

SERVING AND STRENGTHENING VERMONT LOCAL GOVERNMENTS

February 2011

## FAMILY AND MEDICAL LEAVE

Administration of family and medical leave can be complex for Vermont employers. That complexity is due to three laws that govern such leaves in Vermont:

- the Federal Family and Medical Leave Act (FMLA);
- the Vermont Parental and Family Leave Law (VPFL); and
- the Vermont Short Term Leave Law.

It helps to step back and consider the intention of these regulations – an employee is granted a right to time off from work without pay for a specific period of time. This

leave is granted, but with a defined limit, which the employer will monitor.

Part of the complexity in Vermont is that the employer must administer each case of leave in accordance with the statute that provides the greatest benefit. All public agencies, including schools, are subject to compliance.

### THE LAWS

#### *Federal Family and Medical Leave Act*

- To be eligible, an employee must have worked at least 12 months, for a total of no less than 1,250 hours per year for an

*(continued on next page)*

## BRENDAN WHITTAKER: VLCT'S EASTERNMOST BOARD MEMBER

Extra Vermont trivia question: What town in Vermont was named after a Prussian field marshal? If you guessed Brunswick, in easternmost Essex County, you'd be right. A little more than 25 square miles in area, Brunswick (pop. 106) is mostly forest – probably 95 percent, says resident Brendan Whittaker, VLCT's newest Board of Directors member. There are no town roads and only two state highways: Vt. Routes 105 and 102. "Everyone in town depends on New Hampshire for services," he says. "Fire departments, banks, churches and stores are all in Colebrook (17 mi.), Groveton (14 mi.), or Lancaster (22 mi.)." There are likewise no schools, and the town depends on New Hampshire for ambulance, fire, and police services.

*(continued on page 12)*

## WHAT IS THIS THING?

No, it's not a footbath! For one thing, it doesn't use water, and for another, it only works on one foot — or actually on just the heel bone. The manufacturer's official name for it is Contact Ultrasound Bone Analyzer (that's ten syllables). The FDA's generic name for it is ultrasound bone densitometer (nine syllables). Let's simply call it a heel bone sonometer (a mere six syllables).

New to the array of goodies that Senior Health Promotion Consultant Heidi Joyce brings to VLCT health screenings, this 22-pound imaging device measures the density of the heel bone. Why should one care to know the density of one's heel bone? Because its density is easy to measure and it is compositionally very similar to the hip bone, whereas the hip bone's density is not easy to measure but it is particularly susceptible to fractures — and having some idea of how dense a hip bone is can indicate the person's risk of having or developing osteoporosis.

*(continued on page 9)*



## INSIDE THIS ISSUE

Legal and Regulatory Notes . . .	4
Post-Town Meeting . . . . .	6
Risk Management Services . . . .	8
WC Audits Underway . . . . .	10
Trivia . . . . .	11
2011 VLCT Holidays . . . . .	13
Aquatic Nuisance Control . . . . .	14
Classifieds . . . . .	15
Calendar . . . . .	16



# VLCT NEWS

A PUBLICATION OF THE VERMONT LEAGUE OF CITIES & TOWNS

89 Main Street, Suite 4  
Montpelier, VT 05602-2948  
Tel.: (802) 229-9111 • Fax: (802) 229-2211  
Email: [info@vlct.org](mailto:info@vlct.org)  
Web: [www.vlct.org](http://www.vlct.org)

Follow us on:  
Twitter: @VLCTAdvocacy  
Facebook: VLCT Advocacy

## VLCT Board

**Sanford Miller**, President  
*City Manager, South Burlington*

**Hunter Rieseberg**, Vice President  
*Manager, Hartford*

**Bill Shepeluk**, Immediate Past President  
*Municipal Manager, Waterbury*

**Jared Cadwell**  
*Selectperson, Fayston*

**William Fraser**  
*City Manager, Montpelier*

**Sandra Harris**  
*Town Clerk, Vernon*

**Alison Kaiser**  
*Town Clerk, Stowe*

**Honorable Bob Kiss**  
*Mayor, Burlington*

**Tammy Legacy**  
*Town Clerk, Roxbury*

**Honorable Chris Louras**  
*Mayor, Rutland City*

**Eric Osgood**  
*Selectperson, Johnson*

**Roland (Ted) Simmons**  
*Selectboard Chair, Orwell*

**Brendan Whittaker**  
*Selectperson, Brunswick*

**Steven E. Jeffrey**  
*Executive Director*

**Allyson Barrieau**  
*Co-editor/Layout*

**David Gunn**  
*Co-editor/Copy Editor*

The *VLCT News* is published eleven times per year (the August and September issues are combined) by the Vermont League of Cities and Towns, a non-profit, nonpartisan organization founded in 1967 to serve the needs and interests of Vermont municipalities. The *VLCT News* is distributed to all VLCT member towns. Additional subscriptions are available for \$25 to VLCT members (\$60, non-members), plus sales tax if applicable. Please contact VLCT for subscription and advertising information.

## FAMILY AND MEDICAL LEAVE

(continued from previous page)

employer of 50 or more employees within a 75-mile radius.

- Eligible employees are entitled to up to 12 weeks of unpaid leave in a 12-month period.
- Leave may be granted to an employee for birth or adoption of a child, the employee's serious health condition, or to care for a family member with a serious health condition.

### Vermont Parental and Family Leave Law

- To be eligible, an employee must have worked at least 12 months, an average of at least 30 hours per week for an employer of 10 or more employees (for parental leave), or 15 or more employees (for family leave).
- Eligible employees are entitled to up to 12 weeks of unpaid leave in a 12-month period.
- Leave may be granted to an employee for birth or adoption of a child, the employee's serious health condition, or to care for a family member with a serious health condition.

### Vermont's Short-Term Family Leave

- Employees who have worked at least 12 months for an average of at least 30 hours per week.
- Employee may take up to 24 hours in any 12 months, not to exceed four hours in any 30 days.
- Leave can be used:
  1. to participate in preschool or school activities related to academic advancement (but not for sports, etc.),
  2. for medical appointments,
  3. to accompany a family member to a medical appointment,
  4. to respond to a family member's medical emergency, and
  5. to assist a family member with a professional service related to their care and well-being.
- Short-term leave is counted separately from Parental and Family Leave or FMLA time.

### POINTS ON ADMINISTERING

- Handle employee situations consistently; document and track the time.
- As defined by the FMLA, a serious illness requires three days of incapacity and medical care.
- Use a standardized form or other form of recordkeeping to document the leaves.
- Employees can be paid benefit time or disability time *concurrently* with their leave.
- The statutes do not require the employer to pay during the leaves; the employee has the choice to be paid *available* benefit time in accordance with the employer's policies.
- Benefits must remain in force as if the employee were still working. The employee has to pay any contribution normally required of him or her.
- In most cases, the leave can be taken intermittently. This requires the employer to keep very detailed records.
- The employee is obligated to provide reasonable advance notice of the need for the leave, but there is no minimum time period specified.

An employer's thorough understanding of the laws, consistent application of policies and practices, and detailed recordkeeping will help to provide a win-win situation for the employer and the employee.

*Brian Nolan*  
Director, Human Resources



# HELPING YOU HELP YOUR COMMUNITY

At TD Bank, our Government Banking Team knows how demanding it is to run local, state, and county municipalities. That's why we're focused exclusively on helping communities make the most of taxpayer dollars. With personal, responsive service, our local team will go above and beyond to meet your banking needs.

Call today for an appointment to learn more about our services.



Gene Arnold



Marge Barker



Connie Brennan



Patricia Carlino



John Conte



Nicole Dumais



Wanda Oczechowski



Dianne Skerry



Melissa Williams

- |                   |                   |                    |
|-------------------|-------------------|--------------------|
| • Deposits        | • Leasing         | • Lending          |
| • CDs and Savings | • Cash Management | • Financial Advice |



America's Most Convenient Bank®

1-800-642-3145 | [www.tdbank.com](http://www.tdbank.com)



# LEGAL AND REGULATORY NOTES



## ENVIRONMENTAL COURT ADDRESSES DELIBERATIVE SESSION; PUBLIC RECORDS REQUEST

### ENVIRONMENTAL COURT ADDRESSES DELIBERATIVE SESSION, MEETING MINUTES AND DEEMED APPROVAL

In 2009, applicants Jeffrey and Gregory Martin sought a variance for development of a single-family residence on property they owned in Dorset. In August of that year, the Dorset Zoning Board of Adjustment (ZBA) issued a decision denying the variance. The applicants appealed to the Environmental

Court, asserting that the ZBA had not followed proper procedural steps in issuing a decision. Specifically, the applicants asserted that the ZBA did not vote to deny the variance in an open meeting as required under 1 V.S.A. § 312 and that they were entitled to deemed approval under 24 V.S.A. § 4464 (b) (1) because the ZBA failed to send the decision denying the variance by certified mail as required by 24 V.S.A. § 4464 (b) (3). *In re Martin & Martin Variance Application.*

In considering the applicants' assertion that the ZBA was obligated to render its variance decision in an open session, the Environmental Court noted that while it may be advantageous to render decisions in an open meeting, zoning boards are not required to employ the practice exclusively. When a zoning board rules on a variance request, it is performing a quasi-judicial board function and is exempt from the Vermont Open Meeting Law requirement that formal action be taken only during open meetings. Under 1 V.S.A. § 312 (f), a written decision issued by a public body in connection with a quasi-judicial proceeding need not be adopted at an open meeting if the decision will be a public record. Even if the Dorset ZBA had, as it asserted, actually adopted the decision in an open session of its meeting, the Court concluded the ZBA was not required to do so under the law.

In asserting their claim to deemed approval, the applicants argued that the ZBA's failure to send its decision by certified mail as required under 24 V.S.A. § 4464 (b) (3) meant the ZBA had failed to issue a decision within 45 days after adjournment of the hearing as required under 24 V.S.A. § 4464 (b) (1). The Environmental Court rejected this argument and noted that the Vermont Supreme Court had previously held that the question of whether a decision is issued within 45 days does not turn on whether it is mailed within that period, so long as the failure to send a copy is inadvertent and not the result of a policy or purpose to withhold notice of the decision. According to

### VLCT FINANCIAL CONSULTING AVAILABLE

VLCT's Senior Financial Consultant, Bill Hall, is available to assist towns and cities on a wide range of financial topics, including:

- Basic governmental accounting
- Preparing for an outside audit
- Internal fraud risk assessment/internal control review
- Financial reporting
- Implementing VLCT's Model Financial Policies
- Debt management
- Complying with audit recommendations
- Management of cash and investments
- Capital improvement program planning
- GASB 34 implementation



Bill Hall

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

(continued on next page)



## LEGAL AND REG.

(continued from previous page)

the Environmental Court, deemed approval is an extreme measure reserved for remedying indecision and protracted deliberation on the part of zoning boards and eliminating deliberate or negligent inaction by public officials. Even if the ZBA had failed to mail a copy of the decision by certified mail, the Martins received notice of the decision and were able to file a timely appeal with the Court. Deemed approval would not apply in this situation.

Apart from these two holdings, the *Martin* decision carries several important messages for local zoning boards. First, beyond fulfilling the statutory requirement of 24 V.S.A. § 4464 (b) (3), sending a decision to the applicant by certified mail provides a paper trail showing when the decision was sent and, if signed for, when it was received. The absence of this important evidence opens the door to the inference that the 45-day deadline for issuing a decision may not have been met, which in turn provides applicants a claim to the deemed approval remedy.

Next, the Environmental Court was critical of the ZBA's meeting minutes, noting that they were "not a model of clarity." Unfortunately, the ZBA's minutes did not reflect when the ZBA completed its deliberative session or that the ZBA would be rendering its

decision in open session after completing its deliberations. Since this information was not included in the minutes, the ZBA was required to prove to the Court that it adopted its decision in open session through an affidavit and sworn deposition testimony. More complete meeting minutes would probably have avoided this and perhaps even prevented litigation of the issue entirely.

Finally, by incorporating a description of the ZBA's decision-making process in its bylaws, rules of procedure, or as part of the hearing record, the ZBA might have been able to avoid defending its practices in court. A simple explanation of a board's decision-making process would lead to a better understanding of what applicants can expect, provide consistency in decision making, and deter an applicant's search for an explanation of the decision-making process elsewhere. A copy of this case can be found at [www.vermontjudiciary.org/GTC/Environmental/ENVCRT%20Opinions/Martin%20and%20Martin%20Variance%20Application,%20No%20%202015-11-09%20Vtec.pdf](http://www.vermontjudiciary.org/GTC/Environmental/ENVCRT%20Opinions/Martin%20and%20Martin%20Variance%20Application,%20No%20%202015-11-09%20Vtec.pdf).

*Stephanie Smith AICP, Senior Associate  
Municipal Assistance Center*

### WASHINGTON SUPERIOR COURT CONSIDERS PUBLIC RECORDS REQUEST

In May 2010, the Town of St. Johnsbury initiated a search for a new town manager and contracted with VLCT to advertise

the position and screen the applications. After applications were received and the initial screening and review were conducted, VLCT forwarded the 45 applications to the Town. In September, Ralph Nelson was selected for the position. The Caledonian-Record filed a public records request seeking all documentation concerning applications of the three finalists. The Town refused to disclose names and application materials for candidates who were not selected for the position. It also withheld a spreadsheet prepared by VLCT that listed all of the 45 applicants with a brief summary of each applicant's education and experience.

The Caledonian-Record appealed the Town's denial of the request to the Washington Superior Court. *Caledonian-Record Publishing Co. v. Town of St. Johnsbury*, 689-9-10 Wcnv. The Town cited 1 V.S.A. § 317(c) (7) as grounds for withholding the information sought by the paper. This provision – recognized as the "personal documents" exception to the Vermont Public Records Act – has been held by the Vermont Supreme Court to allow public records custodians to withhold information contained in a public record or document that would reveal "intimate details of a person's life, including any information that might subject a person to embarrassment, harassment, disgrace or loss of employment or friends." However, information must be disclosed if the public interest in disclosure outweighs the potential harm to the individual. *Trombley v. Bellows Falls Union High School*, 160 Vt. 101 (1993).

After hearing testimony from the parties and reviewing the documents in question, Judge Crawford ordered the Town to produce the requested documents after redaction of the unsuccessful applicants' names and "information which would identify the individual applicant such as a prior position as mayor or town manager of another community." Judge Crawford noted that

(continued on page 13)

**NEED A WRITTEN LEGAL OPINION?**

**LOOKING FOR EXPERTISE DRAFTING A NEW ORDINANCE?**

**NEED HELP UPDATING THAT PERSONNEL POLICY?**

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



#### SAMPLE PROJECTS:

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

### VLCT ADVOCACY IS ON FACEBOOK!

Just type "VLCT Advocacy" in the Facebook search box, then click on the like button to begin receiving our status updates.

facebook



# TOWN MEETING 2011, PART 2

## PREPARING FOR A SUCCESSFUL POST-TOWN MEETING

While no doubt everyone's attention right now is focused on finalizing budgets and preparing articles in anticipation of preparing for a successful town meeting on March 1<sup>st</sup> (see "Preparing for a Successful Town Meeting" in the January 2011 edition of the VLCT News), the work of Town Meeting doesn't end when the gavel comes down and/or the polls are closed. Having a truly successful town meeting requires ensuring compliance with the myriad post-meeting requirements that pervade Vermont's statutes.

### FINALIZING MINUTES

The town clerk must record all town meeting proceedings. The clerk's record constitutes the official record of all action taken at town meeting and at a minimum must include all articles warned, all motions made, names of those making motions, names of those who spoke to motions and what was said and the results of all votes. The clerk must request approval of the minutes within seven days from any two of the following: moderator, selectpersons, and justices of the peace. This request must be given prompt consideration. 24 V.S.A. § 1152.

### REPORTING ELECTION RESULTS

State law mandates that the clerk report

the election of certain officials. Each has his or her own deadlines. They include filing a list of the names and addresses of every selectperson elected with the Secretary of State (17 V.S.A. § 2655); reporting the name of the town treasurer to the State Treasurer by July 1<sup>st</sup> (24 V.S.A. § 1166); certifying the name and post office address of the first constable to the county clerk (24 V.S.A. § 1169); and reporting the names, post office addresses, and lengths of term of office of each lister to the Director of the Division of Property Valuation and Review (24 V.S.A. § 1168). The clerk must file his/her own certificate of election with the county clerk within six days of the election. This certificate is signed by the moderator if elected from the floor or the chair of the board of civil authority if elected by Australian ballot. The clerk must also report certain actions taken by the voters at Town Meeting. Certificates of election can be found at the Elections Division of the Secretary of State's Office at: [http://vermont-elections.org/elections1/town\\_clerks\\_movie.html](http://vermont-elections.org/elections1/town_clerks_movie.html) Within five days of the meeting the clerk must certify votes on all financial actions to the town treasurer and selectboard chair. 24 V.S.A. § 1167. Within six days of Town Meeting, the clerk must report on the method for the col-

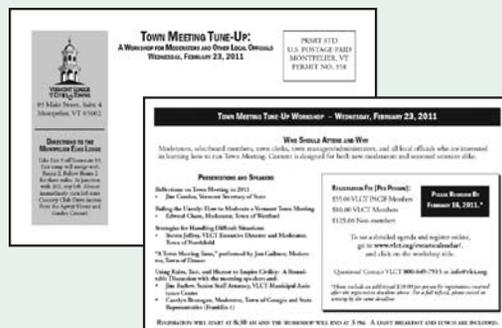


lection of taxes to the Director of Property Valuation and Review. 32 V.S.A. § 5167. If the townspeople voted to amend their town charter, the clerk must announce and post the results of the vote immediately after it is counted and within ten days certify facts of the origin and procedure followed for each amendment adopted, if any, to the Secretary of State and certify the result before any subsequent action on the amendment by the Vermont Legislature. 17 V.S.A. §§ 2645(b), 2663. Towns that conduct elections by Australian ballot have different reporting requirements depending on how votes are tabulated. In towns that count by hand, the presiding officer must publicly announce the results when each summary sheet is completed. For those that use vote tabulating machines, the presiding officer may publicly announce the results from the tabulator tape and post them as "unofficial incomplete results" in the polling place. The clerk must deliver one certified copy of the election return to the Secretary of State, Senatorial District Clerk, County Clerk and Representative District Clerk within 48 hours of the close of the polls. 17 V.S.A. § 2588(c).

## NEW FORMAT BEGINS WITH THE TOWN MEETING TUNE-UP WORKSHOP

Starting with the Town Meeting Tune-Up workshop, general event mailings are being sent in card format. VLCT will eventually transition to only sending out the cards, but you will still receive the typical brochure for the next few events.

To register online for this workshop, please go to: [www.vlct.org/eventscalendar/up-comingevents/](http://www.vlct.org/eventscalendar/up-comingevents/), and select *Town Meeting Tune-Up*.



### BONDING REQUIREMENTS

Certain officers must provide a bond conditioned on the faithful performance of their duties. These include constables, road commissioners, collectors of taxes, treasurers, clerks and assistant treasurers when appointed by the selectboard. Bond amounts are set by the selectboard and paid for by the town. The clerk must record all bonds filed

*(continued on next page)*



## POST-TOWN MEETING

*(continued from previous page)*

in a separate book kept for that purpose. 24 V.S.A. §§ 832, 835.

### SETTLING ACCOUNTS

If a new treasurer is elected, his/her predecessor must immediately pay over all funds belonging to the town and town school district and deliver all books and papers in his/her possession. 24 V.S.A. § 1578. Similarly, if a new collector of taxes is elected, his/her predecessor must lodge with the treasurer all uncollected tax bills and all moneys collected. These bills must be audited and reissued to the new collector, who must in turn provide a receipt for the same. 32 V.S.A. § 4671.

### ADMINISTERING OATHS OF OFFICE

A handful of town officers must be sworn into office before actually carrying out any of their duties. Among them are the clerks and their assistants; selectpersons; justices of the peace; constables; listers; grand jurors; fence viewers; village clerks, treasurers and collectors of taxes; assistant election officials; and boards of civil authority. State law prescribes different oaths for different town officers. The town clerk may administer oaths of office whenever they are required and must keep a record of all oaths taken. The clerk's oath may be administered by a justice of the peace; notary public; supreme, superior or assistant court judge; presiding officer, secretary or clerk of either chamber of the Vermont General Assembly; or by the Governor.

### APPOINTING ASSISTANTS

After his/her election, the town clerk must appoint at least one assistant. The treasurer may, but does not have to, appoint an assistant. If the treasurer fails to appoint an assistant within ten days of a selectboard's request to do so, the selectboard may appoint one for him or her. The clerk's assistant must be sworn into office. A record of the assistant clerk's appointment must be certified by the clerk and a copy of the assistant's oath must be deposited with the county clerk. Appointments for both offices must be recorded in the town clerk's office.

### ORGANIZATIONAL MEETINGS

After its election, the selectboard must

hold an organizational meeting at which it must elect a chair and, if it so votes, a clerk. Certificates of election for these positions must be recorded with the town clerk. 24 V.S.A. § 871. The selectboard must also appoint a legally qualified voter to serve as the tree warden and may, though it is no longer required to, appoint three fence viewers,

a poundkeeper, and one or more inspectors of lumber, shingles, and wood and weighers of coal. 24 V.S.A. § 871. This is also a good time for the selectboard to establish its regular meeting schedule.

*Garrett Baxter, Staff Attorney  
Municipal Assistance Center*

## UPCOMING TRAINING OPPORTUNITIES

### PRESENTED BY THE MUNICIPAL ASSISTANCE CENTER

#### TOWN MEETING TUNE-UP

*February 23, Elks Club, Montpelier*

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

#### THE MUNICIPALITY'S ROLE IN PUBLIC SERVICE BOARD PROCEEDINGS

*(Co-sponsored by Vermont's Regional Planning Commissions)*

**March 10, Vermont Interactive Television sites**

Delivered in the evening via interactive television, this workshop will outline the role of municipal government in reviewing and approving telecommunication facilities and renewable energy projects. Areas of focus will include actions that trigger review before the Public Service Board and how municipalities engage in this process.

#### SELECTBOARD INSTITUTE I

*Saturday, March 26, Rutland Holiday Inn*

The Selectboard Institute provides Vermont selectboards with the skills they need to manage the affairs of their town. Delivered over the course of two Saturdays, the program will focus on the fundamentals of municipal governance and current issues facing selectboards. Topics will include understanding the municipal organization, essentials of municipal law, running effective meetings, managing the town budget, information technology best practices, and how to reduce liability risks. Detailed agendas for both workshops will be available in February.

### SAVE THE DATES

#### CONDUCTING EFFECTIVE TAX APPEALS

*April 5, Hotel Coolidge, White River Junction*

*April 7, Middlebury Inn, Middlebury*

#### TREASURERS' WORKSHOP

*April 26, Middlebury Inn, Middlebury*

*April 28, Holiday Inn Express, Springfield*

#### SELECTBOARD INSTITUTE II

*Saturday, April 30, Capitol Plaza, Montpelier*

For registration and other information, please visit: <http://www.vlct.org/eventscalendar/upcomingevents/> or call 1-800-649-7915 or email [info@vlct.org](mailto:info@vlct.org).

## PLEASE *DON'T* COMBINE HEALTH PREMIUMS WITH OTHER PAYMENTS

All too often, Health Trust members mistakenly combine payments for the Health Trust's wellness programs with monthly CIGNA health insurance premiums. Payments for medical insurance premiums must match your monthly billing statements and be mailed to our post office box, whereas payments for other programs need to correlate to their individual statements and be mailed to VLCT headquarters on Main Street. The payments are handled by completely different staff members and are destined for separate accounts.

If you are paying a monthly premium bill for VLCT-CIGNA health insurance, please send it to PO Box 39, Montpelier, VT 05601-0039. Please send *only* CIGNA premium payments to this address. The people who empty it are so dedicated to health insurance premiums that they do not know anything about any other VLCT payments – ever.

On the other hand, if you are paying for something else you receive through the VLCT Health Trust –wellness-related goods and services such as pedometers, health screenings, and flu shot clinics – please send your check to VLCT at our main office: 89 Main Street, Suite 4, Montpelier, VT 05602-2948.

Checks that combine premium and other payments will be returned to members to be voided and re-issued. We apologize for any inconvenience this may cause.

If you have a question regarding what address to use for a particular payment, please call Kelley Avery at 800-649-7915, ext. 1965 or e-mail [kavery@vlct.org](mailto:kavery@vlct.org).

## NEW VISION COVERAGE, NEW DETAILS

By now, people who signed up for EyeMed vision coverage should have received their ID cards, and participating members should be receiving the first billing statements, which cover the months of January and February. Thereafter, bills will be sent out near the end of each month for the next month's coverage and will be due by the end of the coverage month. For example, bills sent in late February are for March coverage and are due by the end of March. These bills will be sent by Combined Insurance Co. of America, EyeMed's billing vendor.

Even without an EyeMed ID card in hand, subscribers can use EyeMed services at in-network providers by giving their employer name (e.g., City of Montpelier), the employer plan ID number (supplied to participating members by EyeMed during initial enrollment), and their own name and date of birth. The provider should be able to access the subscriber's info and apply the appropriate benefits. For providers who are not in the EyeMed network, participants will need to pay up front and then submit a claim reimbursement form, available for download at [eyemedvisioncare.com](http://eyemedvisioncare.com) and on the Vision page at [www.vlct.org/insuranceriskservices/programs/vision/](http://www.vlct.org/insuranceriskservices/programs/vision/).

Members who prefer to do things electronically should contact EyeMed's client support team at [css@eyemedvisioncare.com](mailto:css@eyemedvisioncare.com) or 877-231-7329, where they can sign up to receive electronic billing statements or their benefits administrator can get set up to use EyeMed's online Administrator Resources system for making future subscriber eligibility updates or changes.

For any questions or issues concerning EyeMed vision coverage, call Kelley Avery at 800-649-7915, ext. 1965 or e-mail [kavery@vlct.org](mailto:kavery@vlct.org).

## HEALTH ADVOCATE: A POWERFUL NEW HEALTH TRUST BENEFIT

Word is getting out to Health Trust members and subscribers about Health Advocate, the support service available as of February 1, 2011 to help clarify and resolve difficult health care and insurance situations.

- VLCT's Member Relations staff introduced the service and described its features at regional meetings held around the state last November.
- The January 2011 issue of the *VLCT News* included an article titled "HT Subscribers: Who Ya Gonna Call?" describing Health Advocate's invaluable resources and services. A reprint of this article is posted at the end of the Health page at [www.vlct.org](http://www.vlct.org) ([www.vlct.org/d/insuranceandriskservices/VNews2011-01\\_HealthAdvocate.pdf](http://www.vlct.org/d/insuranceandriskservices/VNews2011-01_HealthAdvocate.pdf)).
- In mid-January, every VLCT Health Trust subscriber received a mailing with an information sheet and a convenient magnet showing Health Advocate's toll-free number, 1-866-695-8622.
- During upcoming visits to members, VLCT's Member Relations representatives will provide informational brochures to help disseminate the information to subscribers.

**HEALTH ADVOCATE, INC.**  
**1-866-695-8622**  
**TOLL-FREE AND 24/7**

Health Advocate is an exceptional benefit. We encourage subscribers to use it if they encounter difficulty or confusion about their bills, coverage, or medical situations. We also hope that our members' benefits administrators will call Health Advocate for information that helps them do their job better or for specific assistance on behalf of employees. The Health Trust is providing this benefit at no additional cost to our members to foster the best possible health care consumer experience for all subscribers.

If you have any questions regarding this new provider, please speak to your Member Relations representative or call Kelley Avery at 800-649-7915, ext. 1965.

# MENT SERVICES

## DENSITOMETER

(continued from page 1)

Through 2009 and 2010, Heidi determined the bone density of women who came

to her health screenings with a handheld ultrasound device that measures bone density near the wrist (another fracture-prone site). That is still a useful tool, especially when the subject is wearing stockings and can't expose a heel easily, but the heel bone sonom-

eter measures bone density more accurately and consistently. Moreover, it is safer than what was normally used before the turn of the 21st century: x-rays.

To be tested with the heel bone sonometer, you sit and remove one shoe and sock; place your foot in the sonometer so Heidi can determine if she needs to use an insert; wait while she applies gel to the two flat-headed sensors; place your foot in final position and let your leg be strapped in; then sit very still for less than a minute while the sensors (ultrasonic transducers) touch your skin and send and receive their ultrasonic signals. The sonometer prints your test results, which Heidi explains while you wipe the gel off your ankle.



Why even bother testing for bone density? Hip fractures, at their best, can debilitate a person for weeks – at worst, a lifetime. Bones affected by osteoporosis are prone to fractures, and once osteoporosis has damaged bone, the bone can't be healed. That's why being aware of weakening bones is important, and taking measures to both develop strong bones while we're young and prevent bone loss as we get older can be the difference between health and infirmity in our old age. Taking this test during your free VLCT health screening is a convenient way of learning whether you might be at risk. And toting that 22-pound instrument around helps keep Heidi strong, too!

*Ione L. Minot, Marketing Specialist  
Risk Management Services*

## 2010 RMS CALENDAR

**Workers' Comp Payroll Audits.** January through April 2011. PACIF members will be contacted by a member of VLCT's Underwriting or Member Relations team to schedule a time to have 2010 payroll records reviewed as the first stage of reconciling 2010 fees and establishing accurate fees for 2011. For more information, including an email that names the ideal report to print from your payroll software, contact Larry Smith at [lsmith@vlct.org](mailto:lsmith@vlct.org) or 1-800-649-7915.

**Keys to Open Communication.** Thursday, February 17, 8:00 a.m. to 3:00 p.m., Lake Morey Inn, Fairlee. This supervisory workshop in the Roads Scholar Program of the Vermont Local Roads Program includes tips on understanding others' communication styles, getting your message across more effectively, and handling conflict situations. It will be participative, interactive, and fun. For more information, call 800-462-6555 or 802-654-2652, or visit [www.vermontlocalroads.org](http://www.vermontlocalroads.org) and under Workshops select Schedule.

**WC Rewards deadline.** Monday, February 28, 2011, VLCT office, Montpelier. PACIF members in the Workers' Compensation Rewards program should arrange to turn in their completed binders with all supporting documentation to their Loss Control Consultant by Friday, February 25.

**Road Safety 365.** Thursday, March 3, 8:00 a.m. to 3:00 p.m., Suzanna's Restaurant, Berlin. This safety workshop in the Roads Scholar Program focuses on incorporating safety into all aspects of local and rural road projects, with emphasis on operations and maintenance to reflect the day-to-day responsibilities of your department. Attendance is limited to two people per municipality or district. For more information, call 800-462-6555 or 802-654-2652, or visit [www.vermontlocalroads.org](http://www.vermontlocalroads.org) and under Workshops select Schedule.

**The 9th Vermont Workplace Safety Conference and Governor's Awards.** May 12, 2011, 9:00 a.m. to 3:30 p.m., Doubletree Hotel and Conference Center, 1117 Williston Road, Burlington. An excellent professional development opportunity for HR and Safety staff. Topics include Home Grown "Safety and Accountability For Everyone" (S.A.F.E) Policy and Reward Program, Workplace Risk Factors for Carpal Tunnel and Other Ergonomic Injuries, OSHA Updates, Top 10 Injuries/Violations Panel, and the Governor's Safety Awards. Sponsored by the Partnership in Safety (Project WorkSafe, Green Mountain Coffee Roasters, and Vermont Small Business Development Center), VELCO, Cabot Creamery, and the Vermont Safety and Health Council. No cost to register for Governor's Safety Awards only. Full conference registration: \$70 earlybird (before April 15); \$80 regular. Register at [vtsbdc.cen-terdynamics.com/workshop.aspx?ekey=40310001](http://vtsbdc.cen-terdynamics.com/workshop.aspx?ekey=40310001)



# PACIF'S ANNUAL WC AUDITS UNDERWAY

Our annual Workers' Comp Audit season started early this year, and the Underwriting and Member Relations teams will work diligently to wrap it up early, too.

In January, PACIF contacts received an initial email which notified them of the upcoming visit, told them to expect an email saying when a representative will be in their

area, and listed the records required for a thorough and smooth audit.

"That first email lists all the information we need members to provide, right down to the name of the ideal report to print from each of the major municipal payroll software programs," says Larry Smith, VLCT's Member Relations Manager. "The second email will name a few particular days when one of our Member Relations or Underwriting team members will be in the neighborhood and stop by. If those days won't work, the member can contact us to schedule another day."

"It's ideal when the member has all the records we need ready when we arrive," says VLCT's Underwriting Manager, Cindy Bouchard. "That way we can review them efficiently, discuss our findings with municipal staff on the spot, and, if there are any issues, start resolving them right away. That helps everybody in the long run."

Even when starting the workers' comp audits in January, the combined full-time efforts of the Underwriting and Member Rela-



*Cindy Bouchard, Manager,  
Underwriting, VLCT*

tions teams will be required in order to complete them all by May. As with many endeavors, the sooner you start, the sooner you can finish, and VLCT hopes that members can help keep the process moving so everyone can move on to other important aspects of their work.



*Larry Smith, Manager,  
Member Relations, VLCT*

## **VHB** Vanasse Hangen Brustlin, Inc.

Transportation | Land Development | Environmental Services

7056 US Route 7  
Post Office Box 120  
North Ferrisburgh, VT 05743  
802.425.7788  
www.vhb.com

## Connecting to Communities

Where you live, work, learn and play, VHB is there, engineering the framework for the region's future. We understand the intricacies of working in both rural areas and densely populated urban environments, navigating complex regulatory requirements and designing sustainable solutions.



Cross Street Bridge, Middlebury



Main Street Reconstruction, Barre City



Lake Champlain Basin Wetland Restoration Plan



City Center, South Burlington



## FEBRUARY TRIVIA

Last month's trivia query – Where is Mountain Mountain? – garnered no correct answer, yikes! According to "Vermont Place-Names," **Adden** Mountain in **Guildhall** probably takes its name from **adn**," the Algonquin word for mountain.

Meanwhile, from 1797 till the mid 20<sup>th</sup> century, the responsibility to care for Vermont's poor was administered at the local level: "... every town and place in this state, shall relieve, support and maintain their own poor." **What happened to change that?** (Hint: Contrary to popular belief, it *wasn't* the Randolph Center Earthquake of 1959.)

Email your answer to [dgunn@vlct.org](mailto:dgunn@vlct.org). Then watch this space in the mostly meritorious March issue for the answer.



OTTER CREEK  
ENGINEERING

Working for Our  
Clients and  
Our Community

Water Supply  
Wastewater Treatment  
Site Design  
Environmental Remediation  
Stormwater Control  
Construction Review



East Middlebury 802.382.8522 • Rutland 802.747.3080

*Learning is a treasure that will follow its owner everywhere.  
~ Chinese Proverb*

# I ♥ e-Learning!

## You'll find a lot to love at VLCT's PACIF Online University



### You'll LOVE ...

- Gaining knowledge, reducing risk, improving efficiency, and increasing safety
- The selection of online e-learning courses
- The option to train at any time—at any place—at any pace

**And you'll REALLY LOVE  
how easy it is to get started!**

For logon information,  
email Joe Damiata at [jdamiata@vlct.org](mailto:jdamiata@vlct.org),  
call 800-649-7915, or visit us at  
[www.vlct.org/insuranceriskservices/  
programs/pacifonlineuniversity](http://www.vlct.org/insuranceriskservices/programs/pacifonlineuniversity).





## BRENDAN WHITTAKER

(continued from page 1)

Whittaker has lived in Brunswick for 52 years. (“We’re still trying it out to see if we like the location,” he says.) During that time, he has served as selectperson (“on and off since 1961”), selectboard chair, lister, 911 town coordinator, zoning administrator, eastern Essex County representative to the Vermont State Police Community Advisory Board (Troop B), and, beginning last year, town moderator. He also serves on the Connecticut River Joint Commissions – first appointed by Governor Dean and later reappointed by Governor Douglas.

Whittaker is also a state committee member of the Vermont Farm Service Agency, a U.S. Department of Agriculture organization that provides economic stability for Vermont farmers by “processing aid and providing technical help.” Recently reappointed to the position by U.S. Secretary of Agriculture Tom Vilsack, Whittaker is currently dealing with Vermont’s dairy crisis. “The farmers have to sell milk at a lower cost than it costs to produce,” he says, “and that’s unsustainable.”

Born in Boston, Whittaker studied forestry at the University of Massachusetts, where he met his wife, Dorothy. After a stint in the U.S. Army, he took a job in Brunswick as the second county forester under the Vermont County Forestry System. Whittaker had no intention of buying property there, but since there was no place to rent, he “bought the farm” where he now lives under the GI Bill.

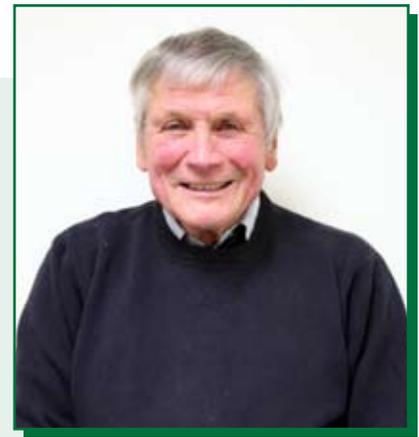
Why get involved in local government? “Everybody takes a turn here (in Brunswick),” he says. “Everyone at some time is involved with the selectboard, the listers, the auditors.” Currently, his wife chairs the planning commission. Whittaker hopes to bring a small town view to the VLCT Board of Directors. “Larger municipalities have long been represented on both the VLCT and PACIF boards,” he says. “It’s good for VLCT

to have representation from the far Northeast Kingdom.”

Whittaker is also a Board member of VLCT’s Property and Casualty Intermunicipal Fund (PACIF), where he is working to recover insurance costs from fire and rescue services following vehicle accidents. He would like to require vehicle insurance to cover those services, which are the responsibility of the town. “A large town can simply absorb the cost,” he says, but “the bill hits us (in a small town) real hard.”

Brunswick was one of the last two towns to join VLCT. (Addison was the other.) Its municipal officials figured they could save a little money by using a private insurance company. But one day, that company unexpectedly cancelled the town’s policy. Brunswick soon joined VLCT and has never regretted that decision.

When not serving on one of VLCT’s boards or state commission or committee, or wearing one of his local governmental hats, or assisting his wife with her commercial vegetable operation, which he thinks is the northeastern most roadside vegetable stand in Vermont, Whittaker makes use of his master’s degree in theology. A retired Episco-



*Brendan Whittaker  
Selectperson, Brunswick*

pal priest, he fills in at different parishes in the Northeast Kingdom, and is currently at Christ Episcopal Church in Island Pond.

Like many of his fellow Brunswickians, Brendan Whittaker eagerly awaits a high-speed Internet connection to his home. Coming much sooner will be a fresh approach to issues that face VLCT from this newest – and easternmost – member of its Board of Directors.

*David Gunn  
Co-editor, VLCT News*



### *Meeting the Capital Needs of Vermont’s Municipalities Since 1970*

*The VMBB provides bond financing to Vermont Municipalities at low interest rates with a very low cost of issue.*

*Check out our website at [vmbb.org](http://vmbb.org). You can review and print loan schedules of projects that have been financed through VMBB and SRF programs.*

*Happy New Year from the staff at the Vermont Municipal Bond Bank!*



**Town of Middlebury**

#### **For more information contact:**

Vermont Municipal Bond Bank  
Champlain Mill  
20 Winooski Falls Way, Suite 305  
Winooski, VT 05404

(802) 654-7377 (phone)  
(802) 654-7379 (fax)  
[Bond-bank@vtbondagency.org](mailto:Bond-bank@vtbondagency.org)  
[www.vmbb.org](http://www.vmbb.org)

## SAVE THE DATE

**Local Government Day** in the Legislature takes place on Wednesday, February 16, 2011, starting at 9:00 a.m. at the Capitol Plaza Hotel in Montpelier. (Registration begins at 8:15.)



## REMAINING 2011 VLCT HOLIDAYS

HOLIDAY	CELEBRATED ON...
Presidents' Day	Monday, February 21
Memorial Day	Monday, May 30
Independence Day	Monday, July 4
Bennington Battle Day	Tuesday, August 16
Labor Day	Monday, September 5
Veterans' Day	Friday, November 11
Thanksgiving Day	Thursday, November 24
Thanksgiving Friday	Friday, November 25
Christmas Eve	Friday, December 23
Christmas Day	Monday, December 26
New Year's Day 2012	Monday, January 2, 2012

The VLCT office will be closed on the above holidays in 2011. Otherwise, we are open from 8 a.m. till 4:30 p.m., Monday through Friday.

## LEGAL AND REG.

(continued from page 5)

disclosure of applicants who are considering leaving their current positions could damage relations with their present employers, and that by redacting identifying information, "the individual applicants will receive protection from embarrassment or adverse consequences at their current place of work." The Town was ordered to produce Mr. Nelson's full resume and application material as it was "no secret that he had been hired by the Town" and none of these interests remained.

When responding to a public records request, balancing of competing public and private interests is rarely an easy task. As the Vermont Public Record Act's statement of policy notes, "Officers of government are trustees and servants of the people and it is in the public interest to enable any person to review and criticize their decisions even though such examination may cause inconvenience or embarrassment. All people, however, have a right to privacy in their personal or economic pursuits, which ought to be protected unless specific action is needed to review the action of a governmental officer." 1 V.S.A. § 315. As Judge Crawford noted, the public has a strong interest in knowing how a selectboard conducts a search for a new manager and whether the search has been conducted in an objective, even-handed manner. At the same time, applicants seeking a position with the municipality have a personal interest in protection against adverse employment consequences at their current place of work.

Redaction of the names and identifiable information of applicants strikes an appropriate balance between these two competing interests, allowing citizens to review the decisions of their elected officials while protecting the economic concerns of those seeking employment with a municipality. This protection of applicants' identities also serves an important third interest not addressed by the court – broadening the pool of qualified applicants and thereby increasing the likelihood that a municipality will be able to select the individual most qualified for the job, not just those who are presently unemployed or who have no fear of damaging their relationship with their present employer. Judge Crawford's decision provides welcome guidance and clarification to this important municipal issue.

*Jim Barlow, Senior Staff Attorney  
Municipal Assistance Center*

 DELTA DENTAL®



### Oral health is important to overall health.

Through your membership in the Vermont League of Cities and Towns, Northeast Delta Dental offers dental plans designed for your employees.

For more information, call  
Delta Dental Plan of Vermont  
135 College Street  
Burlington, VT 05401-8384  
800-329-2011  
www.nedelta.com



## VLCT NEWS ONLINE

We still encourage all subscribers, especially single-use readers, to consider switching from paper copies to online viewing of the *VLCT News*. The benefits are many: a smaller carbon footprint, lower printing and postage costs, less paper used, full-color rendering of color photographs, and immediate access to web links.

Of course, we understand that some people simply prefer the portability, look and feel of a paper copy, and we won't take that away from you. In fact, we love it when a paper copy 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.

To view the current *VLCT News* or the archives, please go to [www.vlct.org/aboutvlct/vlctnews/](http://www.vlct.org/aboutvlct/vlctnews/).

## AQUATIC NUISANCE CONTROL PROGRAM GRANTS-IN-AID

In 2011, municipalities can apply for funds to support aquatic nuisance control management activities in Vermont water bodies. The Aquatic Nuisance Control Program Grant-in-Aid guide and application are available at [www.vtwaterquality.org/lakes/htm/lp\\_grantinaid.htm](http://www.vtwaterquality.org/lakes/htm/lp_grantinaid.htm). **The deadline to apply is March 2, 2011.** For further information, contact Danielle Dukette (802-241-3790, [danielle.dukette@state.vt.us](mailto:danielle.dukette@state.vt.us)) or Ann Bove (802-241-3782, [ann.bove@state.vt.us](mailto:ann.bove@state.vt.us)). The Grant-in-Aid Program is administered by the Vermont Aquatic Nuisance Species Management Program within the State of Vermont's Water Quality Division.

## Make the Best Choice in Banking.

Merchants Bank—Vermont's largest independent bank—provides expertise ideally suited for Vermont's municipalities.

*"We pledge to improve your municipality's banking through dedicated professionals and specialized products that align with your municipality's specific needs."*



Our Government Banking Division—Anita Bourgeois, Geoffrey Hesslink, Shelley Quinn and Jeanie Kelly—focus solely on Vermont.

**Our commitment**, as the Government Banking Division of Vermont's 160-year-old, independent statewide bank, is to offer the depth of knowledge required by Vermont's cities, towns and school districts, supported by strong products and services.

**Products include:**

- Collateralized Sweep Accounts
- Premium Money Market Accounts
- Municipal Interest Checking Accounts
- Online Banking
- Remote Deposit
- Flexible Certificate of Deposit
- Loans

**Start gaining from our expertise by calling or emailing today.**



Anita: 802-865-1641; [abourgeois@mbvt.com](mailto:abourgeois@mbvt.com)  
Shelley: 802-865-1644; [squinn@mbvt.com](mailto:squinn@mbvt.com) | Jeanie: 802-236-1022; [jkelly@mbvt.com](mailto:jkelly@mbvt.com)

Member FDIC Equal Housing Lender

civil



water supply



wastewater



environmental



renewable energy



public works facilities



**Weston & Sampson**<sup>®</sup>  
environmental/infrastructure consultants

contact: Ken Bisceglia, P.E., CHMM



98 South Main Street, Waterbury, VT 05676  
offices in: VT, MA, CT, RI, NH, ME, NY, NJ, PA, SC & FL



# Classifieds

Please visit the VLCT website [www.vlct.org/marketplace/classifiedads/](http://www.vlct.org/marketplace/classifiedads/) to view more classified ads. You may also submit your ad via an email link on this page of the site.

## VLCT NEWS 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.

Classified ads are generally limited to 150 words and run for one issue. These 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 during the first week of the month.

The deadline for submitting advertisements is the first Friday of the month prior to the issue date. Space is sometimes 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 [classifieds@vlct.org](mailto:classifieds@vlct.org). For details on display advertising, email [vlctnews@vlct.org](mailto:vlctnews@vlct.org). Information on ad requirements may also be downloaded at [www.vlct.org/aboutvlct/vlctnewsletter/advertisinginformation/](http://www.vlct.org/aboutvlct/vlctnewsletter/advertisinginformation/).

## HELP WANTED

**Underwriter/Property, Casualty, Workers' Compensation.** The Vermont League of Cities and Towns seeks an insurance un-

derwriter to join our risk management team to serve our members with underwriting needs. Responsibilities include direct underwriting service to our membership, reviewing coverage and exposure issues with members, and explaining risk management programs to municipal officials. The underwriter will process endorsement and COI requests; prepare new business and renewal quotations; conduct, review, and process WC premium audits; and review and analyze claim and underwriting data for loss trends and emergent issues. He or she will interact extensively with our Underwriting, Loss Control, Claims, and Member Relations teams. Requirements include a bachelor's degree; 3-5 years of property, liability, automobile, and workers' compensation insurance or risk management experience with a strong customer service orientation. CPCU or similar designation is preferred. Strong communication and presentation skills are needed for representing VLCT in educational and promotional situations. In-state travel and some evening hours are required. VLCT offers an excellent total compensation package, a convenient downtown Montpelier location, a trusted reputation, and great colleagues! If you are looking for a challenging career and are interested in this position, please email a confidential cover letter and resume to [jobsearch@vlct.org](mailto:jobsearch@vlct.org) with Underwriter as the subject, or mail to VLCT, 89 Main Street, Montpelier, VT 05602, Attention: HR Director. For more information about VLCT, visit [www.vlct.org](http://www.vlct.org). E.O.E. (1-5)

**Insurance Accountant.** VLCT has an immediate need for an experienced Insurance Accountant. This position, which reports to the Chief Financial Officer, provides accounting support for three Insurance trusts. Responsibilities include performing bank reconciliations, preparing journal entries, maintaining a subsidiary journal, managing accounts receivables, and monitoring cash flow requirements. Requirements include an Associate's degree in Accounting plus 3 years experi-

ence with full-charge accounting/bookkeeping activities, preferably in an insurance company environment. Experience is required with computer accounting software (preferably Great Plains Dynamics), networks, spreadsheet and word-processing applications, and Microsoft Office. A unique, member-owned organization, VLCT has a mission to serve and strengthen Vermont local governments. We offer a quality workplace conveniently located in downtown Montpelier and an excellent total compensation package that includes insurance benefits, retirement plans with up to 12.1% total employer contribution, and paid time off. To apply, please email cover letter and resume to [jobsearch@vlct.org](mailto:jobsearch@vlct.org) with Insurance Accountant in the Subject field. E.O.E. (12-30).

## WANTED

**Waste Oil.** The Town of Hyde Park Highway Department is accepting used domestic or commercial waste motor oil. Pickup available for large quantities. For information and delivery instructions, please call the Town Clerk's office at 802-888-2300. (12-16)

## RFP

**Request for Proposals.** The City of Burlington seeks the services of a qualified urban planning professional, firm, or team to complete a land use inventory and build-out analysis that will help identify future development opportunities in Burlington's Downtown/Waterfront Plan study area. The plan will refine broad city-wide goals for sustainable development into area-specific strategies. The planning process will emphasize ways to promote and improve mixed uses and quality urban design, affordable and workforce housing, transportation and parking management, and the quality and capacity of public infrastructure. **Deadline, February 4, 2011.** More details at [www.vlct.org/marketplace/classifiedads](http://www.vlct.org/marketplace/classifiedads). (1-12)



89 Main Street, Suite 4  
Montpelier, VT 05602-2948

PRSRT STD  
U.S. Postage  
PAID  
Montpelier, VT  
Permit No. 358

# Calendar

*For more information about the following workshops or events, please contact Jessica Hill, Manager, VLCT Administrative Services, tel. (800) 649-7915, or email [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 online. For non-VLCT events listed below, please contact the individuals directly. (The online registration option is available for VLCT workshops and events only.)*

VMCTA representatives, attend legislative hearings, and speak with their representatives and senators in the Vermont Legislature.

**February 23, Elks Club, Montpelier  
Town Meeting Tune-Up** *(Sponsored by the VLCT Municipal Assistance Center)*

Start time: 8:30 a.m. A parliamentarian's paradise, this annual workshop is designed for moderators and selectboard members, both seasoned and new. It focuses on the statutory requirements for town meeting, Robert's Rules of Order, and best practices for making it through Town Meeting unscathed.

reviewing and approving telecommunication facilities and renewable energy projects. Areas of focus will include actions that trigger review before the Public Service Board and how municipalities engage in this process.

**Saturday, March 26, Rutland Holiday Inn  
Selectboard Institute I** *(Sponsored by the VLCT Municipal Assistance Center)*

The Selectboard Institute provides Vermont selectboards with the skills to manage the affairs of their town. Delivered over the course of two Saturdays, the program will focus on the fundamentals of municipal governance and current issues facing selectboards. Topics will include understanding the municipal organization, essentials of municipal law, running effective meetings, managing the town budget, information technology best practices, and how to reduce liability risks. Detailed agendas for both workshops will be available in February.

**February 16, Capitol Plaza, Montpelier  
Local Government Day in the Legislature** *(Sponsored by VLCT and the Vermont Municipal Clerks' and Treasurers' Association)*

Start time: 9:00 a.m. (registration begins at 8:15). A special day at the Vermont State House for local officials to learn of the status of pending legislation from VLCT and

**March 10, Vermont Interactive Television sites  
The Municipality's Role in Public Service  
Board Proceedings** *(Sponsored by the VLCT Municipal Assistance Center and Vermont's Regional Planning Commissions)*

Start time: 6:30 p.m. Delivered in the evening via interactive television, this workshop will outline the role of municipal government in