

# VLCT NEWS

A PUBLICATION OF THE VERMONT LEAGUE OF CITIES & TOWNS

SERVING AND STRENGTHENING VERMONT LOCAL GOVERNMENTS

November 2011

## TOWN FAIR 2011

Following the statewide destruction caused by Tropical Storm Irene, Town Fair, VLCT's annual meeting, trade show, and training day, seemed insignificant by comparison. I mean, who needs all that if the Town Office is flooded, or, worse, washed away? The team of VLCT staff who organizes this event each year went back and forth on the issue. Should  
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**Above right:** The FEMA roundtable discussions were well attended.  
**Bottom left:** Ken Canning, standing, moderates the afternoon

*Irene Roundtable discussion. The panel included (l-r), Neale Lunderville, Vermont State Irene recovery coordinator; Justin Johnston, Deputy Commissioner, DEC, VT Agency of Natural Resources; Ray Doherty, State Hazard Mitigation Officer, VT Emergency Management; Alec Portalupi, Technical Services Engineer, VT Agency of Transportation; Nick Curto, FEMA Chief for Vermont (missing from panel picture, speaking in top left photo); Michele Boomhower, Assistant/MPO Director, Chittenden County Regional Planning Commission.*

## TOWN FAIR ANNUAL MEETING

At VLCT's annual meeting, held during the afternoon of Town Fair, the membership adopted the Municipal Policy recommended by the four VLCT policy committees and VLCT Board of Directors with little controversy. Local representatives did discuss at length the Public Safety Committee proposal to ban hand-held cell phone use while driving, and the Quality of Life and Environment Committee proposal to limit costs related to Total Maximum Daily Loads (TMDLs). In the end, the membership called for a ban on the use of hand-held electronic devices while driving, and  
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## THE JOHN G. STUTZ AWARD

At the 2011 Town Fair Dinner, outgoing VLCT Board President Sandy Miller presented the John G. Stutz Award to Agnes Elwell. Here is a transcript of his presentation:

The Vermont League of Cities and Towns is our version of something referred to nationally as "state municipal leagues." We go by different names, such as the New Hampshire Local Government Center or the Maine Municipal Association, but there is one of us in each state save Hawaii. Some of our sister state leagues trace their founding back to 1898, but Vermont – despite our early entry as a state in the nation and our  
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*Sandy Miller presents Aggie Elwell with the John G. Stutz award from the National League of Cities for 25 years of service to VLCT.*



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## VLCT Board

**Hunter Rieseberg**, President  
*Town Manager, Hartford*

**Sandra Harris**, Vice-President  
*Town Clerk, Vernon*

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

**Richard Baker**  
*Selectperson, Brandon*

**Jared Cadwell**  
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**Bill Fraser**  
*City Manager, Montpelier*

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

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

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

**Honorable Chris Louras**  
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**David Gunn**  
*Co-editor/Copy Editor*

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## JOHN G. STUTZ AWARD

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long tradition of local control – waited to be second last to create a state municipal league in 1967. Only Rhode Island, another state long in the tooth and with a New England tradition of town government waited longer. It wasn't until 1968 that their local governments – all 39 of them – created their Rhode Island League of Cities and Towns.

The municipal leagues in turn created what was to become the National League of Cities in 1924. Its first executive secretary, who also served as the Kansas league director from 1920 to 1955, was John G. Stutz.

So, why this arcane piece of history? Because since 1961, the National League of Cities has been presenting the John G. Stutz Award to any person who has served for twenty-five years on the staff of a state municipal league. And as of November 22, 2010, we have one of our own VLCT staff people achieving that milestone.

Agnes Elwell, our Payroll Administrator/Senior Accountant, joined the league staff on November 22, 1985, and since then has been toiling in relative obscurity managing

the finances of VLCT, keeping Steve [Jeffrey, Executive Director], the rest of the staff, the Board – and, for a number of years, the various insurance trusts – on the straight and narrow.

Aggie, it gives me great pleasure to present you with the John G. Stutz 25 Year League Service Award. The Plaque reads: "Presented to Agnes Elwell, Vermont League of Cities and Towns. On behalf of the National League of Cities in recognition of contributions made to the advancement of municipal government through outstanding and faithful service rendered to cities and state municipal leagues, 2011."

Congratulations, Aggie, and thank you for your service.

Responded the typically never-at-a-loss-for-words Mrs. Elwell, "I'm speechless!"



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# ASK THE LEAGUE

## FILLING VACANCIES IN TOWN OFFICES; ZONING REGULATIONS NOT REFLECTING CHANGES

***An elected town officer recently resigned. How long does the newly appointed officer serve?***

When a vacancy occurs in any town office, the selectboard must fill the vacancy "forthwith" by appointment in writing until "an election" is had. 24 V.S.A. § 963. This election can occur at either a special town meeting or the next annual one. "A town at a special meeting may fill a vacancy in a town office." 24 V.S.A. § 962.

An office becomes vacant if the town officer resigns, is removed from office, dies, becomes insane, or moves out of the town in which he or she serves. When a seat becomes vacant, the selectboard must alert the public of this vacancy by posting notice of it in at least two public places in the town and in and near the town clerk's office within ten days of the event creating the vacancy. Note that the selectboard may fill the vacancy prior to noticing it, though not prior to the cre-

ation of the vacancy. The notice, which can be used to advertise the availability of the office to interested applicants, informs the public of both its right to petition for a special town meeting to elect someone else to the position and of a change in their local representative leadership. 24 V.S.A. § 961(a).

A special town meeting can be called by the selectboard when it deems it necessary or on application of 5 percent of the voters. 17 V.S.A. § 2643(a). If a special meeting is not called, the selectboard's appointee will remain in office until the next annual meeting, at which time the voters will elect a town officer to fill the balance of the unexpired term. If a special meeting is called, the newly elected town officer will still only serve the remainder of the original term.

For example, A is elected to a three-year term, serves one year, and resigns. The selectboard appoints B to fill A's vacant seat. No special meeting is called and B serves until the next annual town meeting, when the

voters elect C to fill the vacancy. C serves for the remainder of A's original three-year term, which is two years.

There is an exception to this general rule. When a vacancy is created in the office of trustees of public funds, the person chosen to fill the vacancy "shall serve only for the remainder of the unexpired term."

*Garrett Baxter, Staff Attorney  
Municipal Assistance Center*

***Our town's zoning regulations have not been updated to reflect the changes that went into effect on September 1, 2011, under Act 115. Specifically, we haven't amended the general conditional use review criteria in the town's zoning bylaws. If we receive an application after September 1, which criteria should our appropriate municipal panel apply: the general conditional use criteria in Chapter 117 or what is in the town's zoning bylaws?***

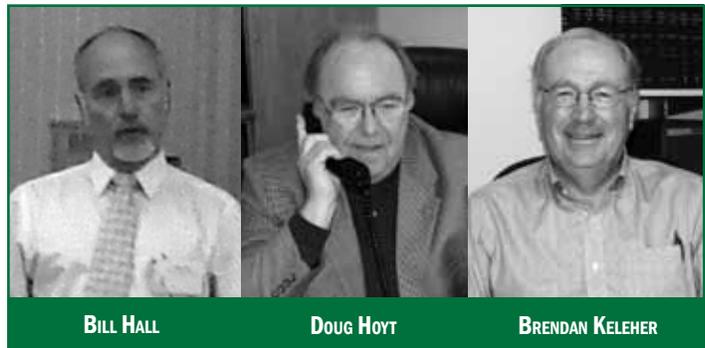
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### MAC MUNICIPAL CONSULTANTS

MAC is pleased offer the services of our expert municipal consultants. To learn more or discuss a possible project, contact Abby Friedman at 800-649-7915, extension 1926, or [afriedman@vlct.org](mailto:afriedman@vlct.org).

MAC's consulting team consists of:

- **Bill Hall**  
Senior Municipal Finance Consultant
- **Doug Hoyt**  
Municipal Law Enforcement Consultant
- **Brendan Keleher**  
Municipal Management and Finance Consultant





## ASK THE LEAGUE

(continued from previous page)

As of September 1, 2011, all the provisions from Act 115, passed in 2004, became effective. If an appropriate municipal panel (AMP) receives an application for conditional use review after this date and its land use regulations were not amended to conform with the provisions of Chapter 117, the AMP should apply the general conditional use criteria found in 24 V.S.A. § 4414(3), rather than its inconsistent zoning bylaws. 24 V.S.A. § 4481.

The primary changes under Act 115 to the general conditional use review criteria are the standard for determining whether a particular use will cause an impact and what the degree of that impact will be. Prior to Act 115, an AMP had to determine that a proposed conditional use “shall not adversely affect...” the capacity of existing or planned community facilities, traffic, etc. The legislature amended the standard for review to bring this statute in line with state land use regulatory review and established case law. Accordingly, the standard is now that “the proposed use shall not result in an undue adverse effect...” 24 V.S.A. § 4414(3) [emphasis added]. When AMPs conduct their analysis of impacts brought on by a proposed conditional use, they should evaluate whether the proposed use will result in an undue adverse effect.

Another clarification from Act 115 to the general conditional use review criteria is that proposed conditionals shall not have an undue adverse effect on “[t]he character of the area affected, as defined by the purpose or purposes of the zoning district within which the project is located, and specifically stated policies and standards of the municipal plan.” 24 V.S.A. § 4414(3) (A) (ii). The legislature enacted this language to assist AMPs in their determination of what constitutes the “character of the area” and to have towns’ bylaws be in accordance with their plans. 24 V.S.A. § 4303(6). This change provides that the character of the area is not what currently exists on the ground in a particular neighborhood or district, but rather the type of development planned for the district. An AMP can look at the purpose of the district within the zoning bylaws, and the policies addressing the growth and development of the area as described in the town plan, to make this determination.

*Stephanie Smith AICP, Senior Associate  
Municipal Assistance Center*

## ANNUAL MEETING

(continued from page 1)

also appealed to both the Vermont Agency of Natural Resources (ANR) and the federal Environmental Protection Agency to limit their imposition of disproportionate burdens for cleaning up discharges to impaired

waters by requiring treatment plants to be constructed to the highest available technical standards, regardless of costs. The policy urges the EPA and ANR to concentrate their efforts on non-point sources, where we believe a much more significant result will be realized for a substantially smaller cost.

*Karen Horn, Director,  
Public Policy and Advocacy*

## FALL MUNICIPAL ASSISTANCE CENTER WORKSHOPS

### SAVE THE DATES!

#### November 2, Capitol Plaza, Montpelier PLANNING AND ZONING FORUM I

(Sponsored by the VLCT Municipal Assistance Center)

Planning officials from around the state will gather to discuss important topics in planning and zoning regulation. Hear from experts on a range of topics that include municipal energy and capital planning, the economic development element in the municipal plan, “Complete Streets” legislation, and other legislative changes that may affect municipal planning.

#### November 16, Capitol Plaza, Montpelier MUNICIPAL AUDITORS WORKSHOP

(Sponsored by the VLCT Municipal Assistance Center)

This workshop is designed for newly-elected as well as seasoned municipal auditors. It will include a review of the statutory duties and responsibilities of auditors, a discussion of best practices, plus a review of various audit checklists to help you conduct the annual audit of your town’s accounts.

#### December 7, Capitol Plaza, Montpelier MUNICIPAL TECHNOLOGY WORKSHOP

(Sponsored by the VLCT Municipal Assistance Center)

Information technology affects virtually every aspect of the day-to-day workings of municipal government, from telecommunications to computers and data processing. How can your town keep ahead of the ever evolving technological curve? This workshop will explore in detail electronic communication, websites and social media, file storage and applications, security and liability issues, and more. Selectboard members, managers, administrators, and employees who deal with these issues will benefit from attending.

### IT’S NOT TOO EARLY TO START PLANNING FOR 2012

February 22, Capitol Plaza, Montpelier  
Town Meeting Tune-Up

March 20, Hotel Coolidge, White River  
Junction  
March 21, Middlebury Inn, Middlebury  
Treasurers Workshop

Saturday, March 31, Capitol Plaza, Montpelier  
Selectboard Institute I  
April 11, Capitol Plaza, Montpelier  
Planning and Zoning Forum II

Saturday, April 28, Lake Morey Resort, Fairlee  
Selectboard Institute II

May 8, Middlebury Inn, Middlebury  
May 10, Lake Morey Resort, Fairlee  
Conducting Effective Tax Appeals

May 31, Capitol Plaza, Montpelier  
Human Resources Management Workshop

June 7, Capitol Plaza, Montpelier  
Municipal Attorneys Forum

June 19, Capitol Plaza, Montpelier  
Finance Symposium

June 27, Capitol Plaza, Montpelier  
Managing Municipal Assets Held in Trust

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



# WHAT IS THE HAZARD MITIGATION PROGRAM? HOW CAN MY MUNICIPALITY APPLY?

The HMGP – one of the myriad Federal Emergency Management acronyms or FEMAAnyms – stands for the Hazard Mitigation Grant Program. The goal of the HMGP is to provide money to towns to fund critical mitigation measures that reduce disaster losses and break the cycle of disaster damage, reconstruction, and repeated damage.

On August 30, 2011, the state of Vermont received a Presidential disaster declaration to provide assistance to communities affected by Tropical Storm Irene. This declaration and the previous declarations resulting from the April-May flooding events have made HMGP funding available to the entire state of Vermont. The HMGP is funded

through FEMA and is administered by Vermont Emergency Management (VEM). Federal funds are available to cover up to 75 percent of a project's costs with the applicant providing the remaining 25 percent local match. The amount of funding available for the HMGP under a particular disaster declaration is up to 15 percent of the total Public Assistance funding awarded by FEMA. Given the extent of Irene's damage and last spring's flooding, the funds available through the HMGP will be substantial.

## ELIGIBILITY

Eligible applicants include state and local governments and certain non-profit organi-

zations. Applicants must meet the following FEMA eligibility requirements:

1. Communities must have a FEMA approved and adopted local mitigation plan no later than the date that funds are awarded. Those towns lacking an approved plan should contact their Regional Planning Commission for assistance.
2. Communities must be participating in the National Flood Insurance Program (NFIP), if a special flood hazard area (SFHA) has been identified in the community. Communities are not eligible for HMGP funds if they did not join the NFIP after having flood-prone areas identified, or if they failed to adopt and enforce floodplain management ordinances.

HMGP funds may be used to protect either public or private property or to purchase property that has undergone repetitive flood damage. Any land purchased with HMGP funds must be restricted to open space, recreational, and wetlands management uses in perpetuity. In most cases, the local government takes responsibility for maintaining the deed restrictions. Other examples of eligible projects include repair and mitigation of local roads and bridges, structural elevations or relocations, replacement

*(continued on next page)*

## ON-SITE WORKSHOPS LET THE VLCT MAC STAFF TRAVEL TO YOU!

Since 2005, VLCT Municipal Assistance Center staff have been conducting customized on-site workshops in municipal offices across the state.

Each workshop costs \$800, except VLCT PACIF members receive a reduced rate of \$400. In addition to the program offerings listed below, MAC can, upon request, develop a custom workshop for your specific needs. Please contact Abby Friedman to discuss a possible workshop at (800) 649-7515 or [afriedman@vlct.org](mailto:afriedman@vlct.org).

### ON-SITE WORKSHOP PROGRAM OFFERINGS:

- Improving the Relationship Between Independent Officers and the Selectboard
- Roles and Responsibilities of Town Officers
- Conducting Effective Selectboard Meetings
- Conducting Effective Tax Appeal Grievances and Hearings
- A Field Guide to the Open Meeting Law and Executive Session
- How to Write a Good Hearing Decision
- The Role of the Manager and the Role of the Selectboard
- An Orientation to Local Government for New Selectboard Members
- Leadership and Management Roles of the Selectboard
- Developing and Managing the Town Budget
- Financial Reporting and Management
- Inter-local Agreements
- Municipal Charter Adoption and Amendment

PICK FROM  
THESE TOPICS  
OR DEVELOP  
YOUR OWN!

## TRIVIA

Marina Cole and Carol Hammond of Cabot and Vernon, respectively, knew that the minimum width for a Vermont road was fixed at three rods, or 49½ feet, but only the Vernon lister also knew that the measurement was established in 1806. Well done!

Time again to plumb the depths of tongue-twisting Abnaki geography. **Where and what is Mahsunquammasee?** A hint? Okay. It means "big river outlet" (as opposed to "Hammer-quammasee," or "Tool Warehouse Outlet").

Email your answer to [dgunn@vlct.org](mailto:dgunn@vlct.org). Then return to this space in the gala Pre-Winter Solstice issue for the answer.



## HAZARD MITIGATION

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of undersized culverts, and stream bank remediation. Project proposals do not need to be directly connected to flooding from the most recent disaster.

### THE APPLICATION PROCESS

A completed HMGP application must include scope of work, maps, engineering plans, hydrology studies (if needed), the source of the local match, and a full benefit-cost analysis (BCA) in the approved format. The application must also identify at least three alternative solutions to the problem, with the preferred solution ranked as #1. One of the solutions listed may be a “no action” (do nothing) alternative. The FEMA BCA tool is the key mechanism used by FEMA to evaluate HMGP applications to determine which projects are cost effective and therefore eligible for funding. Applications submitted without a BCA will be automatically disqualified. The BCA ratio for a proposed project must be 1.0 or greater in order to meet FEMA’s eligibility requirements; that is, the projected savings realized by the project must meet or exceed the original construction costs of the project.

The FEMA BCA tool version 4.5.5 can be downloaded from the BC Helpline at [www.bchelpline.com](http://www.bchelpline.com). The BC Helpline also provides technical assistance and answers questions about how to use the BCA tool. Additional help may be available through the local Regional Planning Commission, the state hazard mitigation officer, or a FEMA representative assigned to your town. You can also contact Milly Archer at VLCT’s Municipal Assistance Center.

To apply to the HMGP, contact Ray Doherty (802-241-5258 or [rdoherty@dps.state.vt.us](mailto:rdoherty@dps.state.vt.us)) of Vermont Emergency Management to begin the process. You can download the HMGP application from Vermont Emergency Management’s website (<http://vem.vermont.gov>) or contact Ray Doherty for an application.

Communities planning to apply for HMGP funding should submit a Letter of Intent (LOI) to Vermont Emergency Management by December 30, 2011. The LOI should include a brief description of the proposal and the total estimated cost of the project.

Submit LOIs and completed applications to:

## E-COMMUNITIES IN A DIGITAL AGE WORKSHOP

“e-Communities in a Digital Age” will take place at Lyndon State College on November 19. Topics at the all-day event include mobilizing community resources during emergencies, how technology is expanding the classroom for 4-6th graders, a hands-on lab about digital tools for business, and a preview of how town meetings can reach a wider audience. “This workshop will offer participants new ideas about how digital tools and broadband can be used to create jobs, reinvent schools, attract visitors, improve civic involvement, and enliven Vermont communities,” said conference coordinator Joanna Cummings.

Keynote speaker Anne Galloway is an award-winning journalist and founder/editor of [VTDigger.org](http://VTDigger.org), a statewide news website dedicated to coverage of Vermont politics, consumer affairs, business, and public policy.

Registration is \$20 and includes course offerings, refreshments and lunch. For a complete schedule and to pre-register online, visit [www.e4vt.org](http://www.e4vt.org), call 802-859-3090, or email [joanna@snellingcenter.org](mailto:joanna@snellingcenter.org).

The e-Vermont Community Broadband Project is led by the Vermont Council on Rural Development and is made up of the Vermont State Colleges, the Vermont Department of Libraries, the Vermont Department of Public Service, Vermont Small Business Development Center, the Snelling Center for Government, Front Porch Forum, Digital Wish, Evs-lin Family Foundation and Vermont Community Foundation. Its goal is to help Vermont communities solve local issues with 21st century tools.

Ray Doherty, State Hazard Mitigation Officer  
Vermont Emergency Management  
103 South Main Street  
Waterbury, VT 05671

Applications for mitigation projects should be submitted as soon as possible after the disaster occurs so that opportunities to do mitigation are not lost during reconstruction. The deadline for HMGP applica-

tions for funding from the disaster declaration associated with Tropical Storm Irene is **January 20, 2012**. If you are unable to submit an application for the January deadline, you may submit an application for consideration for HMGP funding associated with the April-May flooding events, which is due **March 16, 2012**.

*Milly Archer, CFM, Water Resources Coordinator  
Municipal Assistance Center*

**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



# 2011 TOWN FAIR IN PHOTOS



*Don McLean stands at the Guilford, Vermont 250th celebration display.*



*FEMA staffers at their booth.*



*People visit the Delta Dental of Northern New England display.*



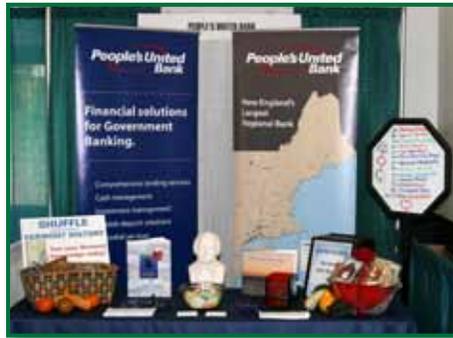
*Ken Canning, Director, Risk Management Services, speaks at the VLCT PACIF-UI annual meeting.*



*Members visit the Stone Environmental booth.*



*A perennial favorite: the back-massage chair.*



*The winner of the best booth award went to People's United Bank.*



*Jessica Hill announces winners of door prizes and sponsor drawings.*



*Don Milne, recipient of this year's Municipal Services Award, stands with his family (l-r): Marion (wife), Don, Elise, (granddaughter), Scott (son), Cathy Frey (daughter).*



*Past and Present: Peg Flory, left, received this year's Legislative Service Award, while Patti O'Donnell (right) was awarded it in 2007.*



*Newly elected VLCT board president, Hunter Reisburg, left, surprises out-going president, Sandy Miller with an appreciation for his many years of service to the league.*



# 2011 TOWN FAIR VENDORS

ACS – A Xerox Company  
[www.acs-inc.com](http://www.acs-inc.com)

Aldrich + Elliott, PC  
[www.Aengineers.com](http://www.Aengineers.com)

Badger Meter, Inc.  
[www.badgermeter.com](http://www.badgermeter.com)

Blue Cross & Blue Shield of Vermont  
[www.bcbsvt.com](http://www.bcbsvt.com)

BroadbandVT.org  
[www.broadbandvt.org](http://www.broadbandvt.org)

Bucknam Black Brazil PC, Law Offices  
[www.vtlegalhelp.com](http://www.vtlegalhelp.com)

Carroll Concrete  
[www.carrollconcrete.com](http://www.carrollconcrete.com)

Cartographic Associates  
[www.cai-info.com](http://www.cai-info.com)

Choice Physical Therapy (Vermont Sports Medicine Center)  
[www.choiccept.org](http://www.choiccept.org)

Choice Strategies  
[www.choice-strategies.com](http://www.choice-strategies.com)

CIGNA Healthcare  
[www.cigna.com](http://www.cigna.com)

Contech Construction Products  
Email: [swolf@contech-cpi.com](mailto:swolf@contech-cpi.com)

Dailey Precast  
[www.daileyprecast.com](http://www.daileyprecast.com)

Dig Safe  
[www.digsafe.com](http://www.digsafe.com)

Dome Corp. of North America  
Email: [jk.dome@verizon.net](mailto:jk.dome@verizon.net)

Dubois & King, Inc.  
[www.dubois-king.com](http://www.dubois-king.com)

Dufresne Group  
[www.dufresnegroup.com](http://www.dufresnegroup.com)

E. J. Prescott, Inc.  
[www.ejprescott.com](http://www.ejprescott.com)

Efficiency Vermont  
[www.efficiencyvermont.com](http://www.efficiencyvermont.com)

EyeMed Vision Care  
[www.eyemedvisioncare.com](http://www.eyemedvisioncare.com)

EZStream  
[www.ezstream.com](http://www.ezstream.com)

Fairpoint Communications  
[www.fairpoint.com](http://www.fairpoint.com)

Ferguson Waterworks  
[www.ferguson.com](http://www.ferguson.com)

GlaxoSmithKline Vaccines  
Email: [Jessica.L.Aprile@gsk.com](mailto:Jessica.L.Aprile@gsk.com)

Great West Retirement Services  
[www.vermont457.com](http://www.vermont457.com)

Holophane Lighting  
[www.holophane.com](http://www.holophane.com)

Horizon Signal Technologies, Inc.  
[www.horizonsignal.com](http://www.horizonsignal.com)

Hoyle Tanner & Associates, Inc.  
[www.hoyletanner.com](http://www.hoyletanner.com)

Innovative Surface Solutions  
[www.innovativecompany.com](http://www.innovativecompany.com)

INVEST EAP  
[www.investeap.org](http://www.investeap.org)

John W. Kennedy Co., Inc.  
Email: [briand@jwkemail.com](mailto:briand@jwkemail.com)

McIntire Business Products  
[www.mpb-inc.com](http://www.mpb-inc.com)

Merchants Bank  
[www.mbv.com](http://www.mbv.com)

Miles Supply Co., Inc.  
[www.milessupply.com](http://www.milessupply.com)

Municipal Leasing Consultants  
[www.powerofleasing.com](http://www.powerofleasing.com)

MVP Health Care  
[www.mvphealthcare.com](http://www.mvphealthcare.com)

NBT Bank  
[www.nbtbank.com](http://www.nbtbank.com)

New England Geo Systems  
[www.ne-geo.com](http://www.ne-geo.com)

Northeast Delta Dental  
[www.nedelta.com](http://www.nedelta.com)

Northeast Resource Recovery Association  
[www.nrra.net](http://www.nrra.net)

People's United Bank  
[www.peoples.com](http://www.peoples.com)

QPR  
[www.qprcoldpatch.com](http://www.qprcoldpatch.com)

Stantec, Inc.  
[www.stantec.com](http://www.stantec.com)

Stone Environmental, Inc.  
[www.stone-env.com/water](http://www.stone-env.com/water)

TD Bank  
[www.tdbank.com](http://www.tdbank.com)

Unum  
[www.unum.com](http://www.unum.com)

U.S. Environmental Protection Agency (MA)  
[www.epa.gov](http://www.epa.gov)

USDA Rural Development  
[www.rurdev.usda.gov/vt](http://www.rurdev.usda.gov/vt)

Vanasse Hangen Brustlin, Inc.  
[www.vhb.com](http://www.vhb.com)

Virtual Towns and Schools  
[www.vt-s.net](http://www.vt-s.net)

Vision Government Solutions  
[www.vgsi.com](http://www.vgsi.com)

Vermont Correctional Industries  
[www.wdp.com](http://www.wdp.com)

Vermont Employer Support of the Guard and Reserve  
[www.vtesgr.org](http://www.vtesgr.org)

Vermont Enhanced 911 Board  
<http://e911.vermont.gov>

Vermont Local Roads Program  
[www.vermontlocalroads.org](http://www.vermontlocalroads.org)

Vermont Municipal Bond Bank  
[www.vmbb.org](http://www.vmbb.org)

Vermont Municipal Clerks' and Treasurers' Association  
[www.vmccta.org](http://www.vmccta.org)

Vermont Municipal Employees Retirement System  
[www.vermonttreasurer.gov](http://www.vermonttreasurer.gov)

Vermont Procurement Technical Assistance Center  
[www.vtbidsystem.com](http://www.vtbidsystem.com)

Vermont Secretary of State's Office  
[www.sec.state.vt.us](http://www.sec.state.vt.us)

Vermont State Infrastructure Bank  
[www.veda.org](http://www.veda.org)

Weston & Sampson  
[www.westonandsampson.com](http://www.westonandsampson.com)

Wright Express  
[www.wrightexpress.com](http://www.wrightexpress.com)

## TOWN FAIR

(continued from page 1)

we hold it? Should we cancel it? The roads to Killington were impassable, many bridges had closed down. As the weeks passed, we hung on each news update. To have or not to have ....

The timing of the storm couldn't have been worse as its floodwaters claimed fields filled with ripening produce at the peak of harvest. Vermont's natural beauty alone draws visitors from all over the world during this time of fall foliage. How could people make a personal investment in Vermont if they couldn't get here?

The hardworking Vermonters, truck drivers, construction workers, and National Guard members from several states worked tirelessly for weeks to repair and open up the

roads. I've always known these folks to work very hard, but the speed of the repairs they made to Irene-damaged infrastructure was spectacular.

Finally, the time came for us to decide. Yes or no? Just two weeks before October 6, we committed ourselves to holding Town Fair, regardless of anything else thrown our way. Training was set, vendor space was filled to capacity, and the day's activities were (almost) set in stone.

Town Fair was admittedly a smaller affair than usual. Attendees gathered to share ideas and success stories. They talked about Irene's devastation and near misses. We brought in speakers from FEMA as well as experts from other arms of state government to answer questions and point folks in the right direction for help. Additionally, FEMA set up in the exhibit hall to answer individual

member questions on the fly. We think that these and other scheduled training events helped to give members the information and tools they need to move forward in all aspects of their municipal work.

Over 250 local officials from more than 100 towns gathered to network, train, attend our annual meetings, and check out new vendor products. But mostly, they met to share survival stories and gather the strength they'd need to handle whatever twists and turns of municipal life lie ahead.

VLCT wishes to thank the more than 450 participants who attended this year's Town Fair. Everyone – from the trainers to the vendors, the attendees to the staff and guests – **literally** went the extra mile to be part of Town Fair 2011, a Town Fair that none of us will soon forget.

*Jessica Hill, Manager,  
Administrative Services*

## REMINDER: SPECIAL HEALTH TRUST END-OF-2011 BILLING

This is a friendly reminder to Health Trust members enrolled in CIGNA plans that all 2011 VLCT Health Trust billing accounts — i.e., those involving Montpelier PO Box 39 — **must** be reconciled before December 30 because they will be closed on December 31, 2011. For 2012, all health insurance billing and payments will occur directly between each member and its chosen carrier.

Please note:

- Your December invoice will be your last 2011 billing statement from the Health Trust. It was mailed to you around November 1.
- We will send your **final** Statement of Account, showing your ending balance for the 2011 year, around December 5.
- **You must mail all outstanding payments for 2011 premiums** to the VLCT Health Trust, Inc., at PO Box 39, Montpelier, VT 05601-0039, so they are received **no later than Friday, December 30, 2011.**

## HARASSMENT

### *Discrimination*

## Wrongful Termination

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**PACIF members now have FREE access to the newest release of HR Made Simple®, a powerful set of online Human Resource Management tools with over 9,000 resources updated daily.**

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To request your username and password, please call Shawna O'Neill at 800-649-7915.



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It is critical that current accounts be closed for the balance of 2011, so **timely and accurate paperwork is more important than ever.** Please note exactly how this will affect you.

- **All subscriber eligibility changes for the rest of 2011 must be processed before Wednesday, November 30, 2011.** No change/update paperwork may be submitted after November 30.
- Please carefully verify the accuracy of each remaining 2011 monthly billing statement immediately upon receiving it and report any changes or corrections to Kelley Avery at VLCT.
- Please plan ahead to ensure that your complete 2011 premium balance is received at the PO Box 39 address no later than Friday, December 30.

Thank you in advance for your cooperation in this. If you have any questions, please contact Kelley Avery at 800-649-7915, ext. 1965, or email her at [kavery@vlct.org](mailto:kavery@vlct.org).

## 2012 RENEWAL FOR UI TRUST

By mid-November, Unemployment Insurance (UI) Trust members will receive their 2012 statements and initial invoices for the UI Trust 2012 renewal. As announced in the UI Trust Annual Meeting at Town Fair, overall costs for 2012 are staying generally level.

Three factors are influencing UI Trust contributions for 2012.

- The state's increase in the base wage amount (against which rates are applied) from \$13,000 to \$16,000 in 2012 would,

*(continued on page 12)*

# MENT SERVICES

## PACIF AND VCJTC: A GROWING RELATIONSHIP

*Editor's note: One way that PACIF differs from commercial property/casualty insurers is that it has a Loss Control Services team that works closely with the Claims team to help PACIF members reduce the severity or frequency – or both – of their claims. Joe Damiata has been at the helm of Loss Control Services since he began working at the League, and he consistently pursues opportunities to find practical, long-term solutions to common high-risk aspects of municipal operations.*

In 2007, as the Loss Control Services team began examining PACIF data relating to law enforcement claims, Joe Damiata, Manager of the Safety and Health Promotion Division, noticed patterns of loss and liability that he thought might be preventable. For a reality check, he contacted the Vermont Criminal Justice Training Council (VCJTC) in Pittsford – which operates the Vermont Police Academy – and started what has become a productive and ongoing relationship that benefits the police departments of all PACIF members.

### PATROL PROCEDURES IN-SERVICE TRAINING

In Joe's first call to the VCJTC he was directed to John Gonyea, who at that time was Senior Training Coordinator at the Vermont Police Academy. They discussed how to make it easy for municipal law enforcement professionals who had completed their Academy training several years earlier to learn current best practices relating to techniques, tactics, and equipment with only minor interruption in their normal work. It soon became clear that the Academy had extensive know-how and ideal training facilities, while PACIF might offer funding for new training

equipment on the principle that **an ounce of prevention** (effective training in best practices) **is worth a pound of cure** (paying claims and defending lawsuits).

Some months later, the first result of PACIF's collaboration with the VCJTC was the Academy's in-service "refresher" course called Police Patrol Procedures. Four times a year, this two-day program helps certified police professionals hone their skills while learning the latest best practices in various physical scenarios including traffic stops, building searches, and arresting non-compliant suspects. The PACIF Board voted to pay for new firearm simulation equipment (realistic firearms which fire hard, soap-like rounds that wash easily out of clothing) and protective gear (cups and padding for use in physical force situations) for the Academy to use in all of its trainings. "The goal was to make our full-scale patrol procedure trainings available to a broader audience as an in-service program," said John Gonyea, "so we could, for example, update full-time officers, train part-time officers for full-time work, or provide constables with some actual law enforcement training." PACIF pays for municipal law enforcement officers to take the two-day training.

### DRIVER TRAINING RESOURCES

Because most Vermont police officers

work in a patrol car rather than at a desk, and high-speed pursuits incur many expensive insurance claims, the Academy and PACIF also worked together to address driver training. This occurred with the help of several important participants.

Senator Patrick Leahy secured federal funding to construct a driving pad on Academy grounds where Academy staff could conduct effective hands-on driver training in a controlled environment. (The Academy could no longer contract with the Stevens Driving School to train officers on small airports' runways after post-9/11/01 security measures went into effect).

While the driving pad was taking shape, Senator Bernie Sanders began seeking approximately \$200,000 in federal funds to buy the Academy a state-of-the-art driving simulator that would be set up as a patrol car and allow officers to practice making smart driving decisions.

When Joe learned that funding for the simulator was in process, he got to thinking: Could it be made accessible to more than just full-time Academy students? Could it be used to train drivers of other types of municipal vehicles? In fact, the manufacturer made interchangeable parts and software to simulate fire trucks and winter plows, and everything

*(continued on page 13)*

### Welcome New Health Trust Member

Greater Upper Valley  
Solid Waste District

### 2011 RMS CALENDAR

**Health Insurance Enrollment Materials Deadline.** November 30, 2011. Health Trust members must submit completed group and individual enrollment forms to VLCT during November for coverage effective January 1, 2012. For details, refer to emails from your Member Relations Representative or call 1-800-649-7915.

**EyeMed Open Enrollment.** November and December 2011 for coverage effective January 1, 2012. VLCT members that do not currently offer EyeMed Vision Care coverage can sign up to begin offering this benefit, groups that already have it can change the plan they offer, and employees of enrolled groups can sign themselves up or add dependents. Refer to related information on page \_\_ and visit VLCT's Vision Coverage webpage ([www.vlct.org/rms/health-trust/vision-coverage/](http://www.vlct.org/rms/health-trust/vision-coverage/)) for helpful information on plans, premiums, and administration.

RUST

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Life, Disability, COBRA  
Long-Term Care, Cafeteria Plan

UI TRUST

Administration, Education  
Claims Management  
Advocacy, Appeals



## 2012 RENEWAL

(continued from page 10)

if no other factors changed, amount to a net overall cost increase of 18 percent to UI Trust members.

- UI Trust claims have leveled off compared to the last two years. Considering this, the UI Trust Board of Directors decided to compensate for the overfunding generated by the \$16,000 base wage by lowering member rates by an average of 12 percent.
- The Board also voted to return \$50,000 to members as contribution credits, which will be reflected in each member's 2012 bill.

Although on average, 2012 UI Trust contributions will be level with 2011, **most** UI Trust members will find their 2012 contributions to be higher or lower because of their municipality's specific claims history and payroll changes.

If you have any questions about the above information or your 2012 UI renewal statements, please call Kelley Avery at VLCT at 800-649-7915, ext. 1965.

## EYEMED OPEN ENROLLMENT

The open enrollment period for EyeMed Vision Care is approaching! This opportunity works on both the individual and group levels. In all cases, the effective date will be January 1, 2012.

### Members that already offer EyeMed:

1. Please notify your employees that from late November through December, if they aren't currently on the plan, they may enroll, and if they are on the plan, they may add dependents.
2. Open Enrollment is the time that the group may change the plan it offers to employees.

**Members choosing to add EyeMed coverage** as a new employee benefit may enroll their groups any time now and have employees sign up in December.

The Health Trust offers three vision plans. The "packaged" plan is available only to employees who buy their medical insurance through the Health Trust (regardless of the carrier). Two "voluntary" plans are available to all employees of Health Trust members. Information about each plan, a table comparing them, and necessary forms are located on our Vision page at [www.vlct.org](http://www.vlct.org). Under the **Risk Management Services** tab, select **Health Trust**, then click on **Vision Coverage**.

Several factors influenced the Health Trust's change to EyeMed in 2011. An average 30 percent savings in vision premiums is accompanied by a fixed four-year rate guarantee. EyeMed agreed to offer us far richer out-of-network benefits than we had with our previous vision coverage, making it easy for employees to stay with their current vision providers. Moreover, EyeMed works with national leading retail chains such as LensCrafters, Pearle Vision, Target, Sears, and JC Penney, and is currently adding independent Vermont providers to its Access network. (Our Vision webpage has a link to the EyeMed website, where you can view a list of in-network providers in your area.) Additional features include:

40 percent discounts off an additional pair of prescription eyewear without the typical same-day or same-doctor purchase requirement.

Contact lens fit and follow-up visits no longer come out of the materials benefit.

Customer service is available seven days a week.

We look forward to continuing to provide you and your employees with valuable benefits. For any additional questions regarding EyeMed plans, coverage, or providers, please contact Kelley Avery or your VLCT Member Relations Representative at 800-649-7915.



## CONVERT TO LED OUTDOOR LIGHTING

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## PACIF AND VCJTC

(continued from page 11)

could be set up in an enclosed trailer – but the federal funds wouldn't cover all of the additional cost, and VCJTC couldn't afford it.

With Ken Canning, VLCT's Director of Risk Management Services, Joe posed a request to the PACIF Board of Directors to pay for a trailer and software to simulate a snowplow in exchange for a contract requiring certain PACIF use of the simulator every year. Seeing both the potential for training municipal drivers in a risk-free setting and the payoff of spending a fraction of the simulator's value to gain significant access to it, the Board approved \$55,000 for the project.

A grant from the Vermont Department of Labor paid for two Academy staff members to attend the Michigan State Police Driver Training School, the top program of its kind in the U.S. On the Academy's driving pad, these instructors can now lead a new in-service training that reproduces the content of the full Academy police driving class in a four-day class and which PACIF members' law enforcement officers can attend free of charge.

### A PLACE ON THE COUNCIL

At some point in the process of developing driver training opportunities, the Vermont Criminal Justice Training Council, which governs the Academy, had a vacancy for a Governor-appointed citizen member. Joe agreed to be nominated, and he was chosen. Now he attends quarterly meetings and offers input that addresses safety and liability issues while reflecting the interests of hundreds of municipalities and thousands of citizens.

### VERMONT'S POLICE POLICY MANUAL

Defending law enforcement liability lawsuits is an important part of how PACIF serves its members, yet as recently as 2010, many Vermont municipalities lacked written policies and were at risk of PACIF not being able to defend them effectively. At that point, some municipal law enforcement agencies didn't have written policies that reflected their current or ideal practices, some had only a few policies in writing, and some

“In the world of law enforcement liability, vehicular pursuits and the use of firearms generate the most costly insurance claims, so our collaborations with PACIF tend to address one of those.”

— John Gonyea, Acting Assistant Director, Vermont Police Academy

had collected policies from various sources that might not have held up in Vermont courts. The Vermont Police Academy itself had extensive knowledge of best practices informed by relevant case law, but lacked the staffing and funding to put it all into a cohesive manual.

After researching the problem, Joe arranged for PACIF to contract a national company to incorporate the latest best police practices with applicable federal case law and Vermont statutes in a comprehensive policy manual. The result is *Vermont Law Enforcement Policies, Procedures, and Best Police Practices*. It addresses the 12 most critical tasks of law enforcement and is clear, consistent, and easy to update if state law or case law chang-

es. John and several PACIF police chiefs reviewed it, and, as the first statewide manual of its kind, it has become the go-to guide for many municipal law enforcement agencies.

### LAW ENFORCEMENT LEADERSHIP TRAINING

VCJTC seeks to improve the quality of municipal law enforcement cost effectively, and discussions have begun to include developing responsible, clear-thinking leaders at all levels. As part of this, PACIF is supporting the Leadership in Police Organizations (LPO) program, a three-week course worth Master's level credits for sergeants and higher ranks, which is administered by the International Association of Chiefs of Police (IACP). The LPO will likely be the capstone of a four-step leadership training program that the Academy is developing to support thorough and consistent preparation of police chiefs in Vermont.

### ONGOING VALUE

Periodically, John and Joe discuss how the joint PACIF-VCJTC programs are proceeding, what improvements could be made, and how to provide the best and most cost-effective training to police officers. They work well together because their organizations have the shared goal of decreasing the risks of injury and liability while protecting and serving the public. Fortunately, they are in a unique position to help connect and provide consistent statewide resources to varied municipal law enforcement agencies that otherwise don't have much spare time to share expertise and swap knowledge.

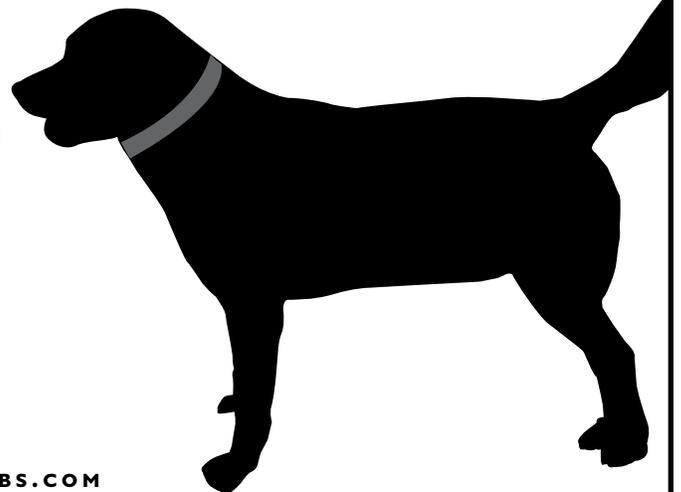
Ione Minot  
Contributing Writer

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# IRENE

On a rainy summer day, Vermont history was changed forever: on August 29, 2011, Tropical Storm Irene hit our tiny state.

Where once stood a covered bridge, now there are a few naked support beams.

Where once parked a fire truck, now only an empty patch of muddy grass remains.

One might find debris hanging from a power line some 20 feet in the air.



The fields take on a weird bend where only the current of rushing water would take them.

At one residence, the glow of a kitchen light warms the whole room, and yet the very next house lies dark, filled with silt and ruined treasures.

Once, there was a vibrant and beautiful countryside. Then, there came Irene ...

In and around Irene, lives were changed. Families, individuals, businesses and schools, churches, bank and municipal offices – nearly all Vermonters were touched in some way. Those who were spared wondered why?

But the very next day, Vermont was reborn. Neighbors helped neighbors. People, food and equipment came from all over the country to help our small Green Mountain State. The cleaning, repairing, and rebuilding continues. The roads, bridges, homes, and, most importantly, hearts are being mended one at a time.

Some fixes will be easy – a fresh coat of paint, a new set of stairs. Others will take months or even years in the case of a home or loved one lost.

One fact is true. The heart of Vermonters and *their* light within cannot be put out. Not by wind nor fire nor force of rain. We'll get up the next day and work hard, again and again and again.

*Jessica Hill, Manager,  
Administrative Services*

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## UI TRUST BOARD VACANCY FILLED; HATS MOVED

At the October meeting of the VLCT Unemployment Insurance (UI) Trust Board of Directors, the position of alternate director was filled. The lucky new alternate – who gets to attend every board meeting in case his vote is needed to form a quorum – is Charles Safford, Town Manager of Stowe. Charles will be the board's alternate member at least through October 2012.

The alternate position had been vacant since late summer, when Richford Town Clerk/Treasurer Gary Snider retired and the Board voted to appoint Todd Odit, Town Manager of Jericho (who was the alternate until then), to serve the balance of Gary's term. At that meeting, the Board also appointed director Kathleen Ramsay to serve as its President. Kathleen was Town Manager of Killington then and has since become Assistant Town Manager of Middlebury.



# VMCTA'S FALL CONFERENCE AND 75<sup>TH</sup> ANNIVERSARY

Seen at the Vermont Municipal Clerks' and Treasurers' Association Fall Conference:



*Gary Snider, recently retired Town Clerk of Richford, with Richford's new Town Clerk, Alan Fletcher (left).*



*Donna Kelty, Town Clerk/Treasurer of Barre Town, winner of two VMCTA 2011 awards: Town Clerk of the Year and Town Treasurer of the Year. Seldom does one person win both awards, especially in a single year (right).*

## VLCT ADVOCACY IS ON FACEBOOK!

Get timely updates on what's happening under the golden dome from the local government perspective. We will also share links to relevant articles, legislative and administration policy initiatives, as well as the latest actions taken by municipalities to address local issues.

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

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## VERMONT STATE INFRASTRUCTURE BANK LOAN FUNDS ARE AVAILABLE THROUGH VEDA

Jointly operated by VEDA and VTrans, the Vermont State Infrastructure Bank 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 financing to construct or reconstruct roads and bridges, make safety improvements such as highway signing and pavement marking, make operational improvements such as traffic control and signal systems, and construct rail freight and intermodal facilities.



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# 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/events-news-blogs/newsletter-archive/advertising-information/](http://www.vlct.org/events-news-blogs/newsletter-archive/advertising-information/).

## HELP WANTED

**Police Chief.** Stowe, a premier four-season resort community, seeks a chief of police. The Town operates under the Council/Manager form of government. The Police Chief reports to the Town Manager and

is responsible for leading the Stowe Police Department, which provides around-the-clock coverage with 11 full-time certified law enforcement officers and an annual operating budget of \$1.5 million.

**Requirements:** A Bachelor's degree with three years of supervisory experience in law enforcement or an equivalent combination of education and experience. Applicants must be or become certified by the Vermont Criminal Justice Training Council within six months from the date of hire and possess or be able to obtain a valid State of Vermont driver's license. The ideal candidate will have demonstrated an ability to serve as a positive role model, ensure high ethical departmental standards, communicate effectively, and analyze resource requirements to ensure their efficient use. This is a full-time salaried position with excellent benefits. Salary range, \$1,115 to \$1,549 per week, dependent upon qualifications and experience. A job description and application are at [www.townofstowevt.org](http://www.townofstowevt.org) under Town Departments. To apply, send letter of interest and resume to Charles Safford, Town of Stowe, PO Box 730, Stowe, VT 05672, or email [recruit@townofstowe-vmont.org](mailto:recruit@townofstowe-vmont.org). Applications accepted until position is filled, but **scheduling of interviews will begin no later than November 28, 2011.** E.O.E. (10-17)

**Planning and Development Coordinator.** The Town of Jericho, Vermont, seeks a Planning and Development Coordinator to manage the town's land use planning and development review process. Jericho (pop 5,000) is a rural town on the edge of the developed core of Chittenden County, Vermont's most populous county. Jericho contains a diverse landscape of rolling fields, mountain vistas, and historic New England settlements, and its three distinct Village Centers – Riverside, Jericho Corners, and Jericho Center – have each been awarded the Village Center Designation by the Vermont Downtown Board. The Planning and Development Coordinator is responsible for overseeing planning and development activities. He or she will provide staff support to the Planning Commission and Development Review Board and serve as liaison to other town boards and organizations. The coordinator will also work closely with other staff and the general public and will identify and implement planning-related projects. Attendance to at least four night meetings a month is mandatory. The ideal candidate would have a Bachelor's degree and three years experience in planning, zoning enforcement or related field (preferably a Master's degree in planning

*(continued on page 19)*



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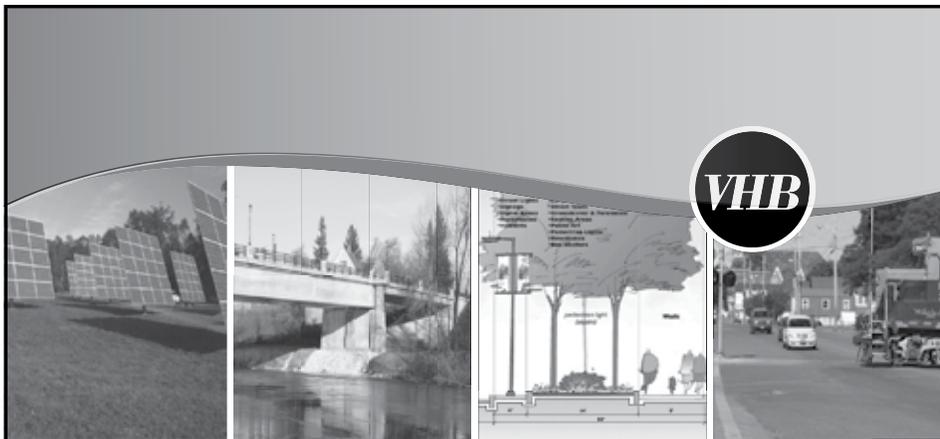


# GOLFING FOR FUN AND FUNDS



The 2011 Local Officials Golf Outing was held at Montague Golf Club in Randolph on August 10th. More than 30 golfers turned out for the annual 18-hole scramble followed by lunch, awards, and raffle prizes. Extra funds raised were donated to the American Red Cross for use in Vermont's flood-related disaster relief.

*Golfers from the Westford area watch a drive (l-r): Scott Smith, Gary Estus, Jeff Smail, and Loren Ward (left)*



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*Larry Crist, Executive Director of the Vermont and New Hampshire Valley chapter of the American Red Cross, receives a check for \$1350 from Larry Smith, VLCT's Manager of Member Relations, representing extra funds raised from the 2011 Local Officials Golf Outing. (above).*



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## CLASSIFIEDS

(continued from page 17)

and AICP certification); a proven ability for utilizing planning tools to shape future land use, economic development, and overall character of the community; grant writing and administration experience, including the ability to oversee the development of sidewalk construction plans and other small infrastructure projects; and experience with redevelopment projects and infill development. A full job description is available at [www.jerichovt.gov](http://www.jerichovt.gov). Salary range, \$42k-\$48k, DOQ. To apply, please submit a cover letter, resume and three references **by October 29, 2011**, to Todd Odit, Town Administrator, PO Box 67, Jericho, VT 05465, or to [todit@jerichovt.gov](mailto:todit@jerichovt.gov). (10-11)

**Police Chief.** The Town of Essex (pop. 20,000), a growing progressive community in the heart of Chittenden County, is seeking qualified applicants for the position of police chief to direct a full-service police department. Department resources include 26 full-time sworn officers and seven civilian personnel, including records and dispatch. The department's FY 2012 budget is approximately \$3.4 million. The chief is appointed by and reports to the Town Manager. The successful applicant must possess strong leadership, organizational, management, and verbal communication skills and be able to manage and direct a comprehensive

law enforcement program. Requirements: a Bachelor's degree in law enforcement or related field with 10 years of experience in a law enforcement setting, including five years in a command-level management position; and residency within Chittenden County. The successful applicant must become certified by the Vermont Criminal Justice Training Council within six months of hire. Starting salary, \$80,000-\$85,000 with a generous benefit package. To apply, send a resume and a one-page letter summarizing your qualifications **by November 25, 2011**, to Patrick C. Scheidel, Town Manager, 81 Main Street, Essex Junction, VT 05452. The applicant must be able to start by January 23, 2012. (10-20)

## REQUEST FOR PROPOSALS

**Auditing Services.** The City of Barre is soliciting proposals for the annual audit of all City accounts for the three-year period beginning with the year ending June 30, 2012. **Proposals will be accepted until 1:30 p.m. on Wednesday, November 9, 2011**, in the Barre City Manager's Office, 6 North Main Street, Suite 2, City Hall, Barre, Vermont 05641. To obtain a copy of the specifications, contact the Barre City Manager's Office at 802-476-0240. The proposals will be publicly opened on November 9 at 1:45 p.m. The City reserves the right to reject any and all bids and to accept the proposal deemed to be in the best interest of Barre City. (10-13)

## VLCT NEWS ONLINE

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# Calendar

For more information about the following workshops or events, please call Jessica Hill, Manager, VLCT Administrative Services, at 800-649-7915, or email [jhill@vlct.org](mailto:jhill@vlct.org). You may also visit [www.vlct.org/events-news-blogs/event-calendar/](http://www.vlct.org/events-news-blogs/event-calendar/) and select a workshop for more information or to register online. Please check back frequently for program updates. Final agendas and online registration are available six weeks prior to the event date. For non-VLCT events listed below, please contact the individuals directly. **(The online registration option is available for VLCT workshops and events only.)**

Visit our website [www.vlct.org/events-news-blogs/event-calendar/](http://www.vlct.org/events-news-blogs/event-calendar/) for the most up to date list of events.

**November 2, Capitol Plaza Hotel, Montpelier Planning and Zoning Forum I** (Sponsored by the VLCT Municipal Assistance Center). The Planning and Zoning Forum offers participants a chance to discuss pressing issues in municipal planning and zoning with officials from across the state. The workshop will provide a dynamic mix of legal information, practical solutions, and policy discussions, as well as many opportunities to ask questions and share experiences. **AICP Certification Maintenance credits are being sought for this workshop.**

**November 16, Capitol Plaza Hotel, Montpelier Municipal Auditors Workshop** (Sponsored by the VLCT Municipal Assistance Center). This workshop is designed for locally elected auditors, as well as treasurers, selectboard members, municipal managers and administrators, and finance directors who want to improve internal controls and the quality of financial reporting. Auditors face the sometimes daunting task of auditing the accounts of local governments. Municipal finances have become increasingly complex, requiring greater oversight to ensure that appropriate fiscal

controls are in place to prevent misuse or mismanagement of funds and to ensure accurate financial reporting. This workshop will scrutinize the role and responsibilities of the elected auditor and give you tools you can use to audit your town's accounts.

**December 7, Capitol Plaza Hotel, Montpelier Municipal Technology Workshop** (Sponsored by the VLCT Municipal Assistance Center). Information technology affects virtually every aspect of the day-to-day workings of municipal government, from telecommunications to computers and data processing. How can your town keep ahead of the ever evolving technological curve? This workshop will explore in detail electronic communication, websites and social media, file storage and applications, security and liability issues, and more. Selectboard members, managers, administrators, and employees who deal with these issues will benefit from attending.