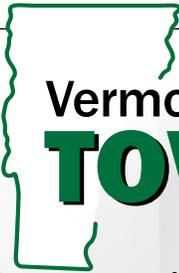


# VLCT NEWS

A PUBLICATION OF THE VERMONT LEAGUE OF CITIES & TOWNS

SERVING AND STRENGTHENING VERMONT LOCAL GOVERNMENTS

August/September 2013



## Vermont League of Cities & Towns **TOWNFAIR2013**

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## SPOTLIGHT ON TOWN FAIR TRAININGS

The Municipal Assistance Center offers a condensed version of one of its popular workshops in **Municipal Dog Control**, which will reintroduce “The Big Book of Woof,” MAC’s comprehensive new handbook that spells out a municipality’s dog control responsibilities. We will also answer as many audience questions as time allows. If you weren’t able to make it to the full-day workshop, this is a great opportunity to learn

*(continued on page 17)*

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### INSIDE THIS ISSUE

An Uncommon Book . . . . .	2
Legal and Regulatory Notes . . . . .	4
Municipal Posters Updated . . . . .	7
Risk Management Services . . . . .	12
RMS Calendar . . . . .	13
Trivia. . . . .	15
Town Fair FAQs . . . . .	16
Town Fair Highlights . . . . .	17
Town Fair Vendors . . . . .	19
Classifieds . . . . .	21
Upcoming Events . . . . .	24



*Photos from Town Fair 2012*

*Left: an attendee enjoys a chair massage.  
Above: delegates vote at the VLCT Annual Meeting.*

*(see more Town Fair news on page 16)*



*State Treasurer Beth Pearce, Governor Peter Shumlin, Fayston Selectperson and VLCT Board member Jared Cadwell, and VLCT Executive Director Steven Jeffrey speak at a July 17 press conference at the VLCT Offices concerning accelerated payments of state funds to Vermont towns impacted by recent weather-related disasters.*



# VLCT NEWS

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## AN UNCOMMON BOOK

*Uncommon Law, Ancient Roads, and Other Ruminations on Vermont Legal History*  
By Paul S. Gillies

Vermont was born in conflict and existed as an independent political community until becoming the 14<sup>th</sup> state in 1791. During those early years, Vermonters had to chart their own course in matters of law. From these unique origins, the history of law in Vermont traces the evolution of social and economic developments over time and provides a fascinating lens for understanding the history of the Green Mountain State.

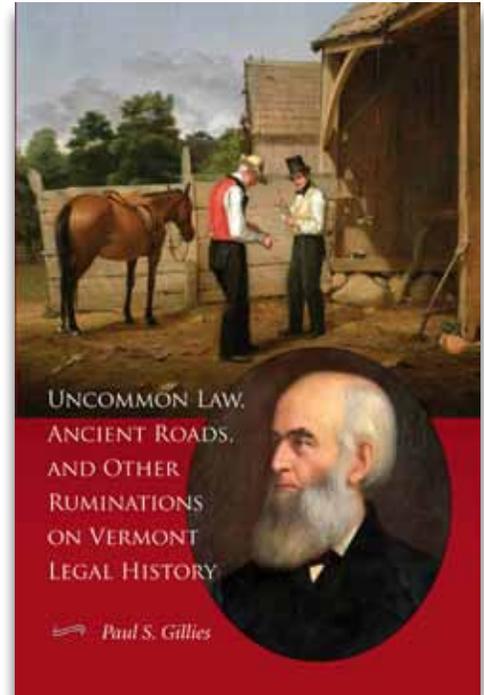
As former Governor James Douglas says, "Paul Gillies is Vermont's best chronicler of all the twists and turns of our storied past. Here, again, he offers keen insights into the laws that have made our state unique. Everyone interested in how we evolved into such a special place needs to read this book."

Says author Paul Gillies, "All important issues wind up in court. If only courtrooms could speak, they could tell stories about people and their concerns more lurid, more complicated, and more interesting than you would expect, meeting the people on the street."

The 25 essays collected in this new book from the Vermont Historical Society examine the foundations of legal thought in Vermont, historical issues ranging from log drives to the keeping of sheep to blue laws, the state's legal luminaries, and contemporary issues including ancient roads and Act 250.

Purchasing information for "Uncommon Law, Ancient Roads, and Other Ruminations on Vermont Legal History" is on the Vermont Historical Society's website, <http://vermonthistory.org/shop>.

"Uncommon Law, Ancient Roads, and Other Ruminations on Vermont Legal History," by Paul S. Gillies (400 pages; published July 2013 by The Vermont Historical Society).



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# LEGAL AND REGULATORY NOTES



## CAMP BUILDINGS ON LEASED LAND; THE SUM OF THE PARCELS; POLICE CHIEF'S TERMINATION; TEST FOR VAGUENESS

### Vermont Supreme Court Holds Location May be Considered in Determining Assessed Values of Camp Buildings on Leased Land.

In 2011, the Town of Colchester completed a townwide reappraisal. Among the properties subject to reappraisal were hundreds of seasonal lakefront camps, many of which were located on leased lots. Upon discovering that the camps on leased lots were listed on the average at about half their median sale price, the town reappraised the properties based on the actual sales of comparable properties. The town's appraisal software broke down the appraised value of the

camps into two categories: "building" value and "land/amenity" value. The town derived the "building" value by estimating the replacement cost of a new building and then deducting depreciation. The town calculated the "land/amenity" value by using market data to establish a fixed base value and then adjusting that value depending on a variety of factors related to location, such as proximity to shoreline, views, and quality of beachfront.

Forty-four camp owners appealed their reappraisal assessments to the superior court. In a ruling on those cases, the court concluded that Vermont law does not give municipalities authority to assess owners of

buildings on leased land for location-related value attributable to the leasehold rather than the building itself and ordered the town to remove the "land/amenity" value from the appraised value for each of the 44 camps. Meanwhile, other camp owners appealed to a state appraiser. Despite the court's finding that the town had "presented reliable evidence that camps on leased land are selling in the free and open market for a greater amount than the [fair market value] estimate of the camp/buildings themselves," the state appraiser concluded – as did the superior court in the other consolidated cases – that Vermont law does not authorize the town to assess camps on leased land for a value attributable to location-related factors associated with the land rather than the camp buildings. The town appealed both cases to the Vermont Supreme Court. *Lesage, McNeil and Mostrom v. Colchester, Marchelewicz v. Colchester, in re Colchester Leased Lands*, 2013 VT 48.

The Supreme Court noted that the center of the controversy was 32 V.S.A. § 3608, which provides "Buildings on leased land or on land not owned by the owner of the buildings shall be set in the list as real estate." As explained by the Court, the Vermont Legislature specifically included buildings on leased land in the definition of taxable real estate, and recognized that a building can be taxed separately from the land upon which it sits. The statute requiring that buildings on leased land be set forth in a town's grand list as real estate is aimed at precluding any argument that such building must be considered personal property rather than real estate.

(continued on next page)

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### SAMPLE PROJECTS:

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- Zoning Bylaws
- Municipal Charter Amendments
- Highway Ordinances



## LEGAL AND REG.

(continued from previous page)

As real estate, these buildings must be assessed at fair market value. 32 V.S.A. § 3481. Determining fair market value includes consideration of those intangible factors so “intimately intertwined” with the real property that the property would not function without them. The location of the Colchester camp buildings, concluded the Court, was intimately intertwined with the buildings, as reflected by sale transactions showing that the camps were selling at prices significantly above the depreciated replacement cost of the buildings themselves. Therefore, the location of the camp buildings was a factor to consider in determining the fair market value of the camps.

The decision is posted online at <http://info.libraries.vermont.gov/supct/current/op2012-196.html>.

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

### Vermont Supreme Court: The Sum of the Parcels Cannot Exceed the Property as a Whole

The Vanderminden Family Limited Partnership (VFLP) owns a piece of property located in the adjoining towns of Poultney and Wells. The property is 1.49 acres, with 715 feet of lake frontage on Lake St. Catherine. The property contains a seasonal camp, a garage, water, and a sewage system. All of these improvements are located on a parcel in the Town of Poultney. The Wells parcel is .09 acres of undeveloped land, including 125 feet of lake frontage.

In 2011, the Town of Wells assessed its parcel at \$130,200. VFLP grieved that assessment and the listers adjusted the value to \$122,000. On appeal, the Wells Board of Civil Authority affirmed the listers’ valuation. VFLP then appealed to the state appraiser. The state appraiser affirmed the Town’s valuation of the parcel at \$122,000. VFLP then appealed the state appraiser’s decision to the Vermont Supreme Court. *Vanderminden, A Family LTD Partnership v. Town of Wells*, 2013 VT 49.

In appraising the VFLP property, the Town of Wells and the Town of Poultney had each used separate and conflicting appraisal formulas, and according to the Court, therein was the problem. Because Poultney used its appraisal formula for the parcel in its town, and Wells used *its* appraisal formula

for the parcel in *its* town, the total of the two parcel values exceeded the fair market value of the VFLP property overall when considered as a whole – an unacceptable result according to the Court.

The Supreme Court held that in those situations where an appeal is taken for a property that lies in more than one town and that property is used for one common purpose and functions as a single tract, both the fair market value of the whole property and the value of the parcel in the town in which the appeal is taken must be determined. If the value of the parcel in the town involved in the appeal exceeds the difference between the total fair market value of the total property and the value of the parcel in the other town, the value of the parcel in the town involved in the appeal must be reduced so that the overall property is not appraised above fair market value. In no case where the property functions as a single tract can the sum of the values attributable to the parcel in each town exceed the fair market value of the whole property.

The *Vanderminden* decision is likely to have significant impact – and cause significant confusion – around the state. The decision largely ignores, or at least significantly

discounts, the fact that for listing purposes, a municipal boundary running through a single property defines two parcels of taxable real estate. Though it may be invisible and unobtrusive, that municipal boundary is nevertheless real – the Vermont Legislature has said that the grand list of each town must contain “a brief description of each parcel of taxable real estate *in the town*. ‘Parcel’ means all contiguous land in the same ownership, together with all improvements thereon.” 32 V.S.A. § 4152(a)(3) (Emphasis added.)

Thus, while a property straddling a municipal boundary may function as a single tract, it is, from the perspective of the Legislature, two separate parcels, in two separate municipalities, each having its own estimated fair market value for taxing purposes. And from the perspective of the market, the value of these two parcels – created by a municipal boundary – may often exceed the fair market value of the single property.

The Court noted that this was not the first time this issue had arisen. The Court also noted that neither the Legislature nor the Division of Property Valuation and

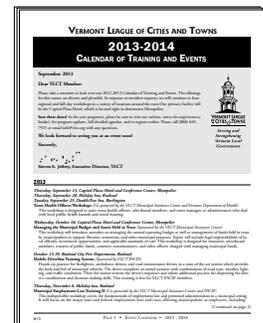
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## COMING SOON

### MAC WORKSHOPS SCHEDULE FOR FALL 2013 - SPRING 2014

Along with perennial favorites Town Meeting Tune-Up, Planning and Zoning Forums, the Treasurers Workshop, and more, the Municipal Assistance Center is pleased to offer a mix of new workshops for next season. There will be two Fall Selectboard Institutes, Public Records Act Compliance for Municipal Officials, regional Zoning Administrator training, and workshops for elected auditors in both the fall and spring.

Watch your email and U.S. mailboxes in August for the new VLCT 2013-2014 Calendar of Training and Events, which describes the workshops in detail and lists their dates and locations. The same information will also soon be available on our website ([www.vlct.org/events/calendar](http://www.vlct.org/events/calendar)) along with registration information and workshop agendas. Please call 800-649-7915 or email [info@vlct.org](mailto:info@vlct.org) to learn more.



### FOR REGISTRATION AND OTHER INFORMATION:

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## LEGAL AND REG.

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Review had specified how to value land that is contiguous, and in common ownership, but lies in more than one town, stating, “We believe it likely that the Legislature can and should create a less complex and more fair process for determining property valuation where multiple towns are involved. It may also be possible for the Division of Property Valuation and Review to create a solution within its statutory mandate. We urge both to address this area of our property tax laws.”

The *Vanderminden* decision is posted online at <http://info.libraries.vermont.gov/supct/current/op2012-092.html>

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

### Police Chief’s Termination Not Supported by Town’s Hearing Record

Following two separate meetings in October 2009 at which Vernon Police Chief Kevin Turnley responded to questions about his knowledge of a sex offender’s residence in the town, the Vernon Selectboard sent the

chief a letter accusing him of dereliction and conduct unbecoming an officer. In the letter, the selectboard informed the chief that his employment was terminated immediately and that it had scheduled a hearing for the chief under 24 V.S.A. § 1932(a). That statute requires that when it is asserted that a police officer “has become negligent or derelict in his official duty, or is guilty of conduct unbecoming an officer,” the selectboard must give the officer notice and hold a hearing to determine whether the officer is “guilty of the charges as offered.” 24 V.S.A. § 1932(a),(d). *Turnley v. Town of Vernon*, 2013 VT 42.

The selectboard’s letter alleged that the chief had “knowingly and deliberately made false statements to the Board and to the public at two public meetings concerning [his] knowledge related to a potential public safety issue, in particular, the residence in the Town of Vernon of a registered sex offender.” At the hearing, the selectboard restated these charges and called a series of witnesses to describe the chief’s receipt of an email from the state Department of Public Safety regarding the relocation of a sex offender and the chief’s subsequent public statements at the October meetings. At the conclusion of the hearing, the selectboard determined that the chief had

received notice that the sex offender moved into the town in August 2009 and that thereafter the chief twice made false statements at the October 2009 meetings about his knowledge of the sex offender’s presence.

The chief appealed the selectboard’s decision to the superior court, which conducted an on-the-record review in accordance with Rule 75 of the Vermont Rules of Civil Procedure. In a Rule 75 appeal, the superior court does not independently weigh the evidence or make its own factual findings, but simply determines whether the local board followed the proper procedure and whether there is enough evidence in the record to support the selectboard’s decision. The court must uphold factual findings of a selectboard if any credible evidence supports the conclusion.

The superior court rejected the chief’s procedural and due-process claims but reversed the Vernon Selectboard’s termination of him. The court concluded that the evidence supported the selectboard’s determination that the chief twice made inaccurate statements regarding his awareness of the sex offender’s presence. Nevertheless, the superior court was “unable to find evidence in the record to confirm that the [chief’s] statements were made with knowledge of their falsehood.” In other words, the superior court was unable to determine from the selectboard’s hearing record that the chief had made any intentionally false statements – the basis of the selectboard’s dismissal of the chief.

The Vermont Supreme Court affirmed the superior court’s reversal, but on different grounds. It concluded that the Vernon Selectboard failed to make written findings required to support its decision. In its original dismissal letter, the selectboard alleged that the chief had “knowingly and deliberately” made false statements. In its hearing notice, the selectboard used the same phrase. In its final decision, however, the selectboard only found that the chief gave “false testimony” without reference to his state of mind. The selectboard’s findings did not make clear whether it actually concluded the chief knowingly and deliberately misled the public, as it had alleged.

According to the Supreme Court, a finding with respect to the chief’s intent, (i.e., “knowingly and deliberately”) when he made the erroneous statements “was not only an essential mental element of the misconduct charged; the chief’s intent also presents the determinative factor in assessing whether



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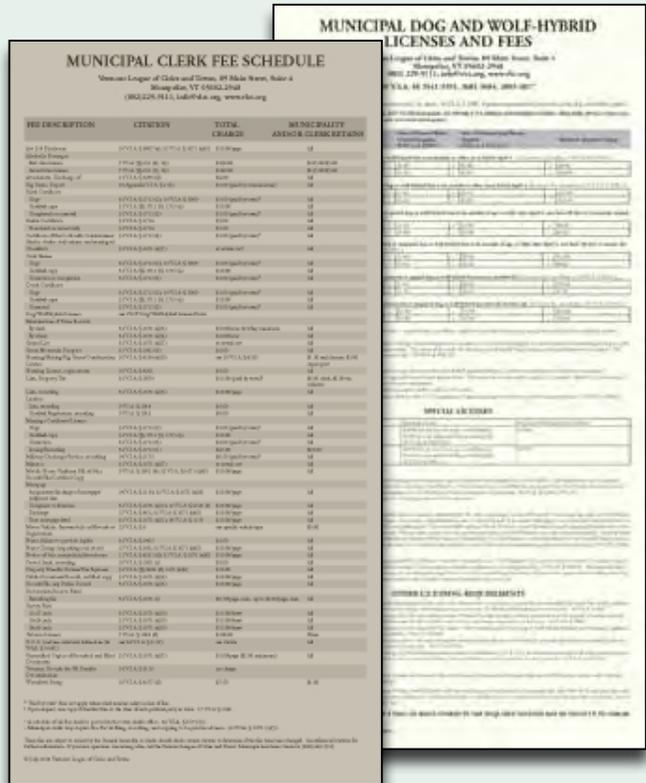
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# DOG AND CLERK FEE POSTERS UPDATED

The **Municipal Clerk Fee Schedule** and the **Municipal Dog and Wolf-Hybrid Licenses and Fees** posters have been updated to reflect recent legislative changes. The Clerk Fee Schedule lists the fees that municipal clerks can charge for various documents and services – from an Act 250 Disclosure to a Green Mountain Passport, and from a Motorboat Registration to a Waterfowl Stamp. The Dog and Wolf-Hybrid Fee poster lists licensing requirements and fees for those licenses and reflects new legislation on Pet Dealer Permits. You can order the posters from VLCT's online Bookstore at [www.vlct.org/marketplace/bookstore/posters/](http://www.vlct.org/marketplace/bookstore/posters/).

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## LEGAL AND REG.

(continued from page 6)

the alleged conduct was sufficient to permit dismissal under our officer-tenure statute.” While a wide range of public and private behavior might be grounds for dismissal under 24 V.S.A. § 1932(a), the chief’s misstatements and his failure to publicly disseminate information regarding a low-level sex offender could not, in and of themselves, constitute dereliction of duty. The selectboard’s ultimate finding – that the Vernon chief gave “false testimony” – could be interpreted in one of many ways but was not sufficient to support the selectboard’s determination to fire him.

The *Turnley* decision is instructive. On the positive side, Rule 75 and the *Turnley* opinion reinforce local decision making by acknowledging the level of deference that should be afforded local officials in these difficult situations. However, at the same time, the *Turnley* decision sets a fairly high bar – if the termination process is flawed, the record is incomplete, or the final decision is lacking, a reviewing court is likely to vacate the decision – which can result in additional

litigation, delay, and significantly increased legal expenses for the town.

When contemplating termination of a police officer under 24 V.S.A. § 1932(a), municipal officials (and the attorneys assisting them) must keep in mind that a legal appeal of a termination decision (which is almost a certainty) will be conducted under Rule 75 of the Vermont Rules of Civil Procedure. In a Rule 75 appeal, the reviewing court will give significant leeway to the local decision and will uphold the local decision if the correct standard was applied and any credible evidence supports the board’s conclusion. The primary question for the reviewing court is not whether it would rule differently but whether, based on the evidence contained in the record, a reasonable person could have reached the same decision as the local board.

This naturally places a greater focus and emphasis on process – giving proper notice, holding a fair hearing, issuing a clear decision, and creating a complete record to support that decision. Here a court is going to be far less forgiving to local decision makers. As the *Turnley* decision reminds us, there is no “small town exception” to Rule 75, and getting the *process* right is just as important

as getting the *decision* right.

The *Turnley* decision is posted online at <http://info.libraries.vermont.gov/supct/current/op2012-098.html>.

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

### Regulating an Economic Interest: The Vermont Supreme Court’s Test for Vagueness

In 2008, the Vermont Supreme Court struck down two sections of South Burlington’s land use regulations on the grounds that they were so vague they delegated “standardless discretion” to the Development Review Board (DRB) in reaching its decision, thereby denying property owners’ their rights to due process under the 14<sup>th</sup> Amendment of the United States Constitution. *In re Appeal of JAM Golf, LLC*, 2008 VT 110. The court found that the City’s zoning by-law didn’t provide sufficient guidance to its DRB, resulting in the exercise of “unbridled discrimination” by the board. *In re Appeal of JAM Golf, LLC*. In a case recently decided by the Vermont Supreme Court, *In re Beliveau NOV, Town of Fairfax v. Beliveau*, a homeowner asserted (among other things) that definitions in Fairfax’s land use regulations were unconstitutionally vague. At first this seems like a similar case to *JAM Golf*, but it turns out it isn’t. Here, the Court reviewed the facts through a slightly different lens, applying a “less strict” test for vagueness. The Court determined the regulations in question affected an “economic interest” rather than a “constitutional right.” This, along with the fact that the homeowner didn’t go through the permitting process and thus failed to seek clarification from the municipality, resulted in the Court approaching “the vagueness challenge ... with a critical eye.”

In May 2008, the administrative officer notified the homeowner, Leon Beliveau, that he changed the use of his property from a “single-family dwelling” to “rooming-and boarding house” without a permit. According to the letter, the homeowner could apply for a permit to change the use of the property or cease operating his business. The homeowner took no action to correct the situation, and continued to rent out rooms in his house. The administrative officer issued a formal notice of violation (NOV) on June 5, 2008, and the homeowner appealed it to the DRB. The DRB upheld the NOV and the homeowner brought an unsuccessful appeal

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## LEGAL AND REG.

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to the Environmental Division of the Vermont Superior Court (after a remand by the Vermont Supreme Court to find additional facts). The homeowner brought this appeal to the Vermont Supreme Court contending that the definitions of “family” and “rooming-and-boarding house” “fail[ed] to provide the required notice, clarity and precision to permit a homeowner [to] determine what is necessary for compliance.”

In its decision, the Vermont Supreme Court said that “[l]aws and regulations are unconstitutionally vague when they either fail to provide sufficient notice for ordinary people to understand what conduct is prohibited, or allow arbitrary and discriminatory enforcement.” The Court, citing *In re Rusty Nail Acquisition, Inc.*, 2009 VT 68 (a case involving regulations applied by the State Liquor Control Board), determined “[t]he vagueness test is less strict when applied to a regulation that affects economic interests, not constitutional rights, and when an aggrieved party can seek clarification of [the regulation’s] meaning or resort to an administrative process.” The Court pointed out that the administrative officer recommended the homeowner apply for and obtain a permit for the change of use and as part of the review process the homeowner could have discussed with the DRB the “precise meaning of any words.” The homeowner also had the opportunity to participate in the statutory bylaw amendment and adoption process before the planning commission or selectboard. Because these avenues for clarification and participation exist locally, “the concern that people will not be able to understand what conduct is prohibited is greatly tempered [,]” and the Court noted that it “[is] unlikely to intervene for persons who had the opportunity to clarify their responsibilities and did not use it.” The homeowner, after the initial citation, neither ceased the violation, nor sought clarification by applying for a permit to change the use as initially directed by the administrative officer; rather he challenged the unconstitutionality of the regulation after receiving the formal NOV, a caution to property owners to avail themselves of the local process before questioning the legitimacy of any local regulation.

Regardless of whether the homeowner sought clarification at the local administrative level, the Court nevertheless found that

the definitions in the Town’s regulations for “family” and “rooming-and-boarding house,” when read together, gave the administrative officer and DRB adequate guidance to avoid a claim of standardless discretion; and provided “a general understanding of how to comply with the bylaws[.]”

This decision releases some pressure on municipal regulations that built up after the JAM Golf decision. The Court’s scrutiny of whether a land use regulation is unconstitutionally vague is moderated if the regulation specifically affects an economic interest and whether a property owner sought answers to his or her questions prior to asserting that

the regulation was unclear. Even with the positive implications in the administration of municipal land use regulations, it does beg the question when do land use regulations *not* affect and economic interest? This decision does not change lessons learned from JAM Golf – that municipal regulations must be clear to avoid a claim of a due process of violation – but it does highlight the potential for a less strict application in certain instances.

The case is archived at <http://info.libraries.vermont.gov/supct/current/op2012-135.html>.

*Stephanie Smith AICP, Senior Associate  
Municipal Assistance Center*

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

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- 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
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THESE TOPICS  
OR DEVELOP  
YOUR OWN!**



## EXPANDED VLCT MEMBER BENEFIT

It is official: *All* VLCT members and associate members – not just those in the Health Trust – are welcome to seek assistance from knowledgeable Health Trust staff in the transition to Vermont Health Connect (VHC) and other aspects of state and federal health insurance reform. The VLCT board of directors and the Health Trust board of directors made the decision in July because they are keenly aware of the significant changes that face municipalities with 50 or fewer employees in the next two months.

“Municipalities have traditionally felt a strong responsibility for providing good benefits to their employees,” said David Sichel, Deputy Director, Risk Management Services, VLCT, “and many are concerned about how they can make the transition to the new system as smooth as possible.”

During October 2013, municipalities that have 50 or fewer employees and provide group health insurance must register their group with VHC and enter the list of their eligible employees’ names and Social Security numbers. Upon request, we will provide these smaller VLCT members with helpful

written materials, training seminars, and member-specific consultation. We will also help you obtain assistance for your employees, who must enroll themselves in VHC plans before December 1, 2013, in order to have coverage starting January 1, 2014.

In all cases, VLCT will assist you as your unbiased and trustworthy partner. In order to maintain our independence, we will not work as state-funded “navigators” or brokers under state contract; rather, we will answer solely to you, our members. Of course, we

### VLCT Health Insurance Reform Contacts: 1-800-649-7915

- Larry Smith, Manager, Member Relations, ext. 1943, [lsmith@vlct.org](mailto:lsmith@vlct.org)
- Tanya Chambers, Senior Member Relations Representative, ext. 1916, [тчambers@vlct.org](mailto:тчambers@vlct.org)
- David Sichel, Deputy Director, RMS, ext. 1920, [dsichel@vlct.org](mailto:dsichel@vlct.org)

For municipalities with more than 50 employees – which do not need to register with VHC until later – VLCT will continue to provide health insurance brokerage services in conjunction with our partner Hickok Boardman Group Benefits. This will include wellness and health promotion programs and other value-added programs and services. We will also be happy to serve as broker to large-group municipalities that are not currently in the Health Trust.

are also committed to advocating for VLCT members while these changes are being implemented at the state level. Rest assured that we will keep you informed on health insurance reform developments in Montpelier and Washington. For example, as soon as it is available, we will provide you with the exact federal requirements for giving your employees written notice about the

*(continued on next page)*

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## EXPANDED BENEFIT

(continued from previous page)

Affordable Care Act (ACA)'s health insurance exchanges.

The VLCT Health Trust has been providing health insurance products and programs to its members for more than 30 years, and VLCT is excited to be able to now offer the entirety of the Health Trust's programs to all VLCT members. For more information on how VLCT can assist your municipality, just call or email our Member Relations team or Dave Sichel, Deputy Director, Risk Management Services. (See box on page 10.)

## PACIF DIRECTORS UPDATE

At its meeting on June 28<sup>th</sup>, the PACIF Board of Directors took up the question of which one of the seven qualified applicants would fill the seat of Alternate Director (vacated by Keith Arlund, former Town Manager of Brandon). After careful consideration, they chose Peter Johnson, Town Clerk/Treasurer of North Hero.

The PACIF board consists of 11 Directors and one Alternate: Patrick Scheidel, Board President and Town Manager of Essex and Village Manager of Essex Junction; Hunter Rieseberg, Board Vice President and Town Manager of Hartford; and Joshua Powers, Board Secretary/Treasurer and Trustee of Public Funds, Royalton. Additional members are Neal Fox, Town Health Officer of Bethel; Valdine Hall, Town Clerk/Treasurer of Greensboro; Dan Hill, Municipal Administrator of Lyndon and Lyndonville Village; Stuart Hurd, Town Manager of Bennington; Walker James, Selectperson of Orwell; John Lawe, Town Health Officer of Norwich; Carl Rogers, Town Manager of Barre; Brendan Whittaker, Selectperson of Brunswick; and now also Pete Johnson.

Municipalities own VLCT and its three municipal risk sharing pools and direct their activities through the four Boards of Directors. Each of the four entities holds its annual meeting at Town Fair, and all members are encouraged to attend. This year's trust meetings will take place from 10:30 a.m. to 12:00 noon in Killington Grand Northstar I, and the VLCT annual meeting will take place from 2:00 p.m. to 4:00 p.m. in Killington Grand Northstar I and II. We hope to see you there!

## YOUR LEAGUE'S FIRST TRUST TURNS 35!

What VLCT knows now as the Unemployment Insurance (UI) Trust used to be simply the VLCT Insurance Trust. Why? Because it was VLCT's first member-owned municipal risk sharing pool. It remained in a category of its own for six years, and it was one of the first funds of its type in the United States. This Trust was incorporated on January 1, 1978, making 2013 its 35<sup>th</sup> year of operation. To acknowledge this milestone, we hereby unveil the VLCT Unemployment Insurance Trust's 35<sup>th</sup> Anniversary logo.

The UI Trust was founded as a direct result of federal legislation which, for the first time, directed state governments to provide unemployment compensation for state employees and encouraged states to either include municipal employees or allow their municipalities to form a self-insurance pool. The Trust is designed for the public sector and is governed by a Board of Directors with five members and one alternate. Today, the 211 members of the UI Trust include cities, towns, villages, regional planning commissions, housing authorities, municipal electric departments, water districts, and waste management districts. Providing all the benefits of self-funding for local governments, the UI Trust continues to offer an alternative to costly, taxable contributions to the state unemployment fund or the equally costly but highly unpredictable direct reimbursement method.



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**(802) 338-4187 and [www.esgr.mil/vermont](http://www.esgr.mil/vermont)****

***Join us in supporting those who have served our nation!***

***And we'll see you at Town Fair 2013!!***

## SCHEDULE A SCHEDULES CHECK-UP SOON

This is the perfect time of year to review your municipality's property and vehicle schedules to see if they match your true needs and concerns. We encourage PACIF members to call one of our underwriters to meet with you and review these schedules. Pam Fecteau, Vicky Abare, or Suzie Benoit will help you understand your exposures and suggest ways that you could save money.

Beyond checking the accuracy of what is listed, a little one-to-one time can make a big difference, because sometimes a conversation brings up a seemingly casual detail that turns out to have large implications. For example, a non-building structure might be so valuable that you decide to add it to the property schedule, or a tax deeded property needs to have a practical value assigned to it. You may have just completed a renovation project or acquired a new building. On the other hand, if a building has become vacant, it needs to be listed differently.

Valuation options are another important consideration for structures. Guaranteed Replacement Cost is the default valuation; the other options are Replacement Cost, Functional Replacement Cost, Agreed Value, and Actual Cash Value. All of these terms are defined in your Coverage Document, but having an underwriter explain them in real life terms makes it easier to understand which valuation is best for your properties.

There are two common ways to lower your contribution. One is to check whether any vehicles are old enough to remove their Auto Physical Damage coverage. Another is to look into switching to a higher overall deductible. We will be happy to discuss these and any other appropriate cost-saving options with you.

Call 800-649-7915 today to arrange a visit from Pam, Vicky or Suzie.



*Pam Fecteau, Senior Underwriter; Vicky Abare, Underwriter; Susan Benoit, Associate Underwriter (left to right)*

## VLCT's 2013 LOCAL OFFICIALS GOLF OUTING

**Date:** Wednesday, August 14

**Time:** 8:00 a.m. check-in; 8:30 a.m. shotgun start

**Location:** Green Mountain National Golf Course, Killington, Vt.

**Fee:** \$65 fee per person.



Contact Larry Smith at [lsmith@vlct.org](mailto:lsmith@vlct.org) or Pam Fecteau at [pfecteau@vlct.org](mailto:pfecteau@vlct.org) to see if there is still time to register.

## 2013 RMS CALENDAR

**2013 VLCT Local Officials Golf Outing.** Wednesday, August 14, 2013, 8:00 a.m. to 3:00 p.m., Green Mountain National Golf Course, Barrows-Towne Road, Killington. This is a four-person scramble through 18 holes, with a shotgun start at 8:30 a.m. The fee of \$65 per golfer includes morning snacks, barbecue lunch, and chances at prizes. To see if there is still time to register, contact Larry Smith at [lsmith@vlct.org](mailto:lsmith@vlct.org) or Pam Fecteau at [pfecteau@vlct.org](mailto:pfecteau@vlct.org). If there is room, bring your entry fee and arrive no later than 8:00 a.m.

**2013 Summer Safety Retreat.** Wednesday, August 28, 8:00 a.m. to 4:30 p.m., Camp Ohana, 341 Quinibeck Road, Post Mills. Presented by the Safety & Health Council of Northern New England, National Safety Council Chapter. Features nationally recognized Defensive Driving speaker James Solomon of the National Safety Council and a vendor area set out on the huge farmer's porch overlooking Lake Fairlee. The conference theme is "Breaking Down Barriers to Safety." Choose from several classes in OSHA Compliance, General Safety, Recreational Safety, and Roadway Safety — or attend an all-day program on Incident Investigations. \$85 for NSC members; \$110 for yet-to-be members. Learn more about camp accommodations and register at <http://events.r20.constantcontact.com/register/event?oidk=a07e7a10uha7544d287&llr=8si5jvcab>.

**VLCT Risk Management Services at Town Fair.** Thursday, October 3, Killington Grand Hotel, Killington. Presented by PACIF, the Health Trust, and the Unemployment Insurance Trust.

- **Vermont Health Connect Navigators.** Specific times TBD, Snowshed Base Lodge. State-trained consumer assistants will be on hand to introduce individuals to the VHC website.
- **Health Screenings, Chair Massages, and Bone Density Screenings.** 8:00 a.m. to 12:00 noon, Snowshed Highlander II.
- **Flu Shot Clinic.** 9:00 a.m. to 12:00 noon, Snowshed Highlander II. The VLCT Health Trust will be offering flu information and inoculations from 9 a.m. to noon. If you bring your insurance card, the Rutland Area Visiting Nurse Association and Hospice will invoice your insurance carrier. Sign up in advance by emailing Heidi Joyce at [hjoyce@vlct.org](mailto:hjoyce@vlct.org).
- **Health Care Reform: What Do I Have to Do Now?** 9:00 a.m. to 10:00 a.m., Killington Grand Northstar I. Vermont Health Connect (VHC) opens for business the week of Town Fair. Municipalities with 50 or fewer employees that provide an employee health benefit will be required to do so through VHC this fall. Learn from a panel of your peers how they are preparing for health insurance reform.
- **PACIF Jeopardy! Game.** 9:00 a.m. to 10:00 a.m., Killington Grand Gateway II. Test your knowledge of common sources of loss among PACIF members, prevention measures, and risk management techniques. The team with the highest score wins a fabulous prize. Led by PACIF staff.
- **PACIF, Unemployment Insurance Trust, and Health Trust Annual Meetings.** 10:30 a.m. to 12:00 noon, Killington Grand Northstar I. All members are welcome to attend.
- **Sexual Harassment and Respect in the Workplace.** 10:30 a.m. to 12:00 noon, Killington Grand Gateway II. This highly participatory workshop explains federal and state sexual harassment laws, explores sexual harassment prevention, identifies where to turn for guidance, and shows how to handle grievances while maintaining a positive work environment. Learn how to identify potential issues and handle any harassment complaint with confidence. Led by Joan Bowman of Invest EAP.

**OSHA Course 3095 Electrical Standards.** 8:30 a.m. to 4:30 p.m. November 5 through 8, 2013, Windjammer Conference Center, South Burlington. Presented by OSHA Training Institute Education Center, Region 1. Tuition: \$855.00 per person includes lunch daily. Pre-registration required. Obtain registration form and additional location information at [www.OSHAedcenter.com](http://www.OSHAedcenter.com) or contact the OSHA Training Institute Education Center at 800-449-6742.

### Welcome New PACIF Members

**Morrisville Water & Light**  
*effective July 1, 2013*

**Jacksonville Village**  
*effective July 1, 2013*

### Now Offering Dental Coverage via the Health Trust

**Westford Town**  
*effective July 1, 2013*



## TULIP'S NEW WEB ADDRESS

PACIF members that handle requests from the public to use municipal property for special events know it's best to safeguard the municipality from third-party liability claims by requiring renters to provide proof of their own liability coverage for the event. Often, renters (also known as "tenant users") find that either their homeowner's

or business policy already covers liability for the event or a rider can be added for a small fee. Another option is a single-use **Tenant User Liability Insurance Plan** (TULIP). While the choice of where to obtain liability coverage is completely up to the tenant user, PACIF member municipalities can offer convenient access to TULIP coverage through the TULIP links on PACIF's Liability webpage [[www.vlct.org/rms/pacif/liability/](http://www.vlct.org/rms/pacif/liability/)]. This one-stop shopping for the renter automatically provides the municipality with proof of coverage as soon as the purchase is complete.

The web address for PACIF's TULIP provider has changed recently, and using the site is also a little different now. Please discard any index cards you have labeled "How to Purchase Your TULIP." The two TULIP links on the VLCT PACIF Liability web page are up to date. The first is a PDF file which lists your municipality's unique Venue ID Code. The second is the link to the TULIP website, [www.onebeaconentertainment.com/tulip](http://www.onebeaconentertainment.com/tulip).

When tenant users need to buy a TULIP, be sure to tell them three things: your municipality's Venue ID Code, the TULIP provider's new web address, and the fact that they should have their credit card handy. For a handout, you could print the page of the Venue ID Code list that shows your code, since the TULIP web address is printed at the top of every page. Just remember to mention the credit card too.

If you have any questions about TULIP coverage, or if your computers are down and you need your Venue ID code, please call 800-649-7915 and speak with a member of the PACIF Underwriting team.

### When tenant users need to buy a TULIP, be sure to tell them three things:

1. your municipality's Venue ID Code
2. the TULIP provider's new web address
3. the fact that they should have their credit card handy.

## A WRITER'S REMORSE

*Editor's note: And now a word (well, 54 words, actually) of appreciation to our newsletter scribes. It isn't always easy to sit in front of a computer keyboard and write an article that interests our municipally-minded readers, as the following apology from one of our authors bears out. So thanks, folks, for your remarkable efforts!*

I am working on more articles. The way it has been going, I will probably finish them by the end of the next millennium. I really don't know what I am waiting on. Perhaps you can help me identify it.

Sometimes, when I write, it just flows like water from a spring. It is a beautiful experience and I am happy for it. Other times, it's like shoveling p\*\*p against the tide. Lately, I've been shoveling p\*\*p against the tide. Big stinky piles of p\*\*p.

Honestly, instead of typing on this keyboard, I would rather beat myself over the head with it and inflict a bloody injury upon myself. So perhaps it is best if you just shoot me. And put me out of my misery. And then I will get to work, writing something useful and interesting for local government. Thanks.

[signed: Anonymous]



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[www.vmbb.org](http://www.vmbb.org)



## TRIVIA

Only Mardee Sanchez of Randolph knew the answer to the last trivia question: A car owner from Corinth installs his vehicle's license plate upside down. The plate consists of five numbers, which can still be read upside down. However, the value of the number has increased by 78,633. What is his license number? (The only numbers that can be read upside down are 0, 1, 6, 8, and 9. When inverted, **10968** becomes 89,601, which is 78,633 more than 10968. Bravo, Mardee!)

And now, it's back to VVOH, the Vermont Vault Of History: Long ago, on a sunny Wednesday in June 1781, one of the grantees of a particular Vermont town was charged with printing counterfeit Vermont bills of credit. Two days later, he was acquitted of the charge. Two months after that (a Monday), the town in which the acquitted person lived was abruptly chartered using *his* name (the town had been granted as a different name) – maybe as an act of contrition for having falsely accused him of the crime? **What was the chap's name and what is the name of the town?**

When (not if!) you know the answer, email it to [dgunn@vlct.org](mailto:dgunn@vlct.org). The answer will appear in the high octane October issue.

# DG

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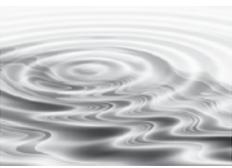
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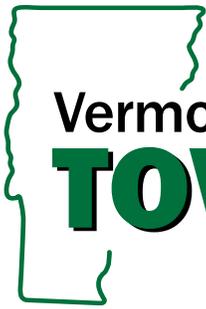
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# Vermont League of Cities & Towns **TOWNFAIR2013**

## TOWN FAIR: FREQUENTLY ASKED QUESTIONS

Register for Town Fair Online: [www.vlct.org/eventscalendar](http://www.vlct.org/eventscalendar)  
October 3, 2013: Killington Grand Hotel and Conference Center, Killington, Vermont

### *What is Town Fair?*

Town Fair is a constructive and enjoyable gathering of Vermont local officials, employees, and volunteers, joined by VLCT staff and board members, vendors with a municipal connection, and guests.

### *Why should I attend?*

To learn from a wide variety of workshops, network with your peers, attend local government organizations' annual and special meetings, and help set VLCT's legislative priorities for the upcoming year. In addition, there will be a trade show filled with the exhibits of dozens of vendors whose products and services help municipalities run more smoothly.

### *When is Town Fair?*

Thursday, October 3, 2013.

### *What time does Town Fair begin?*

Join us at 8:00 a.m. for registration and a delicious continental breakfast at the Conversation Café, which is generously sponsored by People's United Bank. Also be sure to give yourself time to visit trade show exhibits before the workshops begin at 9:00 a.m.

### *When is the VLCT Annual Meeting and who can attend?*

The meeting begins at 2:00 p.m. in the Northstar Room. Anyone may attend, but you must be the Voting Delegate (one is permitted from each member city or town) to vote.

### *How do I register?*

Visit our website, [www.vlct.org/eventscalendar](http://www.vlct.org/eventscalendar), to register and to learn more about Town Fair. The Wednesday evening Local Government Dinner and Thursday Town

Fair are listed as separate events for registration. We hope to see you at both!

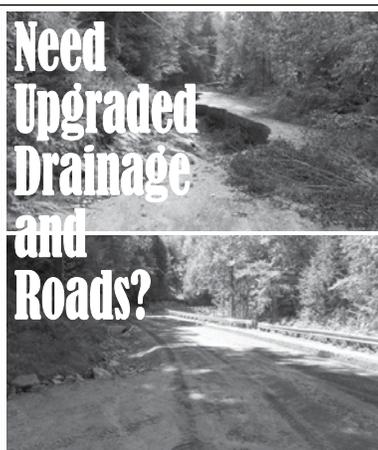


The following **Town Fair Glossary** will help familiarize yourself to the events:

**Annual Meetings, PACIF/Unemployment/Health.** The VLCT Property and Casualty Intermunicipal Fund (PACIF), the VLCT Health Trust, and the VLCT Unemployment Trust hold a combined annual meeting to hear reports from the past year and elect board members and officers.

**Annual Meeting, VLCT.** Voting delegates (one from each member city and town) discuss and approve the VLCT 2014 Municipal Policy, VLCT's legislative platform for the upcoming session. Delegates also elect officers and new members to the VLCT Board of Directors.

*(continued on page 18)*



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## TOWN FAIR TRAININGS

(continued from page 1)

the important rules relating to dogs. Garrett Baxter, Staff Attorney II, VLCT Municipal Assistance Center.

**Sexual Harassment and Respect in the Workplace** is an especially important topic for those in HR and management positions. This highly participatory workshop focuses on federal and state sexual harassment laws by defining sexual harassment and explaining its legal ramifications. We will discuss sexual harassment prevention, identify where to turn for guidance, and show how to handle sexual harassment grievances while maintaining a positive work environment. Attendees will learn how to practice and improve skills to identify potential harassment issues and handle any harassment complaint with confidence. Joan Bowman, Account Associate, Invest EAP.

In the **Road and Bridge Standards/ERAF** session, VLCT staff will explain the requirements of Vermont's 2013 Road and Bridge Standards as well as Vermont's Emergency Relief and Assistance Fund (ERAF). Representatives from the agencies of Natural Resources and Transportation and Vermont Local Roads will answer questions and participate in a roundtable discussion on how ERAF and the Road and Bridge Standards affect your municipality. David Antone, Director, Vermont Local Roads; Milly Archer, CFM, Water Resources Coordinator, VLCT Municipal Assistance Center.

Additional session topics are listed below. Visit [www.vlct.org](http://www.vlct.org) to learn details of each session.

- Health Care Reform: What Do I Have to Do Now?

## TOWN FAIR 2013 HIGHLIGHTS

- **Sixteen** training sessions whose topics range from Dog Control to Capital Planning and Budgeting, from Sexual Harassment in the Workplace to Road and Bridge Standards, plus more.
- **Sixty-five** exhibitors showcasing a range of products that help keep municipal government running smoothly. Most offer great swag and raffle prizes.
- **One** traditional turkey dinner, with all the trimmings. The chefs at Killington always go all out to prepare this scrumptious luncheon.
- **Three** Health Care Navigators from the Chamber of Commerce will be available to help you plot your course through the new Health Exchange, which, on Town Fair, will be only in its third day of existence.
- **Numerous** wellness activities that include health screenings, chair massages, bone density screenings and the Flu Clinic.
- **Four** annual meetings: VLCT, PACIF, Health Trust, and Unemployment Trust.
- Capital Planning and Budgeting
- VLCT PACIF Jeopardy! Game
- Lakeshore Protection, Legislation, and Delegation Procedures
- Police Chiefs Annual Meeting
- VLCT Annual Meeting and Adoption of the 2014 Municipal Policy
- Annual Meetings of PACIF and the Unemployment and Health Trusts
- Financing Energy Efficiency Improvements
- Improving Community Resilience and Fostering Economic Development through the Increased Use of Digital Tools
- Public Safety Issues Round-up: Public Records and More
- Building Energy Standards: Presentation and Roundtable on the Goals, Certification Process, and Municipal Responsibility
- Improving Access in Historic Libraries
- Who's Who at VLCT Panel





## TOWN FAIR FAQs

(continued from page 16)

**Awards Luncheon.** A perennial favorite at Town Fair is the traditional turkey dinner with all the fixings. The luncheon also includes recognition of the recipients of the annual VLCT awards.



**Conversation Café.** An informal gathering place, located this year in Killington's Café, located just off of the cafeteria. Plan a little downtime with your friends and enjoy

coffee, tea, juice, and a selection of morning snacks. Sponsored by People's United Bank.

**Local Government Dinner.** A Town Fair eve tradition with a relaxed and fun atmosphere. Attendees are encouraged to demonstrate this year's theme – resources and training for every hat you wear – by wearing a fun, festive, unique, or uniform hat to the dinner celebration. The dinner will be held on Wednesday, October 2, at the Killington Grand, Killington, Vermont. All are welcome to attend.

**Raffle.** VLCT gives away \$100 gifts to five lucky raffle winners. Many exhibitors raffle off valuable gifts of their own as well.

**Trade Show.** As of press time, 65 companies and organizations dedicated to serving Vermont municipalities will be exhibiting their products and services at the "Fair" part of Town Fair. A cross between an old fashioned county fair and an indoor market, the trade show gives municipal officials the opportunity to visit with vendors and examine their offerings. Bring your questions and be ready to learn how their products can help

your municipality better achieve its goals. It's not to be missed!

**Wellness Events.** The VLCT Health Trust and VLCT PACIF join forces to offer free health screenings for osteoporosis, blood pressure, diabetes, and cholesterol. Chair massages will be available, and the VLCT Health Trust will also be offering a flu clinic. You must bring a copy of your insurance card. Please contact Heidi Joyce at 800-649-7915 or email [hjoyce@vlct.org](mailto:hjoyce@vlct.org) to sign up in advance for the flu clinic.

**Workshops.** Local government officials, volunteers, and employees can select from a wide variety of educational workshops offered by VLCT staff and outside experts. See the "Spotlight on Town Fair Trainings" article for session specifics.

### Please Support Our Advertisers

If your municipality is planning a purchase of products or services offered by our advertisers, please consider contacting them. Don't forget to say you saw their ad in the *VLCT News*.

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For more information, contact the VLCT Member Relations staff, or Kelley Avery at 1-800-649-7915, or Northeast Delta Dental at 1-800-329-2011.

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# Vermont League of Cities & Towns **TOWNFAIR2013**

## TOWN FAIR EXHIBITORS

As of press time (July 16), the following exhibitors are signed up to show their products and services at Town Fair.

**Aldrich & Elliott, PC**

Water resource engineers

**Associated General Contractors of VT  
Project Road Safe**

Driver safety awareness

**Badger Meter**

Flow measurement and control solutions

**Brook Field Service**

Generators: sales and service

**CAI Technologies**

GIS solutions and precision mapping

**Dig Safe**

Free safety service to prevent damage to buried facilities

**DuBois & King, Inc.**

Full service consulting engineering

**Dufresne Group**

Engineering consultant

**E.J. Prescott, Inc.**

Free service to prevent utility accidents

**Great West Retirement System**

Deferred Compensation

**Invest EAP**

Employee Assistance Program

**J&B International Trucks, Inc.**

Fuso, Autocar, International, Western Star truck sales, parts, service and towing

**JobsInVT.com**

Vermont's largest online employment resource

**McIntire Business Products**

Supplier of binding, laminating, shredding and paper handling equipment and supplies throughout New England

**Merchants Bank**

Banking

**Municipal Leasing Consultants**

Finance

**Northeast Delta Dental**

Dental benefits administrator to people in Maine, New Hampshire, and Vermont. Plans are available for individuals and groups.

**Pete's Equipment Sales & Rentals, Inc.**

Hyundai wheel loaders and wheeled and tracked excavators; Terex loaders, back-hoes and skid steers

**Pike Industries**

Aggregates, hotmix asphalt, and related construction services

**QPR (Quality Pavement Repair)**

Cold patch

**RBS Citizens**

Banking

**Resource Management, Inc.**

NutraSoil - manufactured topsoil for post-lyre recovery.

**Stone Environmental, Inc.**

Environmental consulting and GIS services

**TD Bank**

Financial services

**Total Tool, Ltd**

Auto and truck service equipment

**Unique Paving Materials Corp.**

High performance pavement maintenance products

**UNUM**

Disability and life insurance

**Vanasse Hangen Brustlin, Inc. (VHB)**

Consulting firm providing integrated transportation, land development and environmental services to public and private sector clients

**Vermont Employer Support of the Guard and Reserve**

ESGR promotes, recognizes, and enhances civilian employers' support of citizen soldiers; facilitates employment opportunities for citizen soldiers and all veterans and military spouses.

**Vermont Economic Development Authority**

Information about Vermont State Infrastructure Bank (SIB) low-interest loan funds for transportation-related projects that enhance economic opportunity and help create jobs

**Vermont Municipal Bond Bank**

Provides municipalities with access to capital markets at the lowest possible cost

**Vermont Municipal Retirement/Unclaimed Property**

Retirement/unclaimed property

**Wells Communication**

Two-way radios, video surveillance, GPS fleet management





# NATIONAL LEAGUE of CITIES



## WHY BELONG TO NLC?

The National League of Cities is THE voice for municipalities of all sizes in Washington, DC, as well as THE resource for local leaders and city staff to find solutions to the most pressing challenges in their communities.

### Did you know...?

NLC shares a close relationship with the 49 state municipal leagues. It was originally formed by a core group of state leagues to ensure representation in Washington for local governments. NLC still counts all of the 49 state leagues as voting members, and cities are required to belong to their state league prior to joining NLC.

Cities who are members of the National League of Cities enjoy distinct benefits from those afforded by membership in the state municipal leagues, including:

- Representation and advocacy on the federal level,
- A vast pool of geographically diverse members to connect with,
- Its own unique set of solutions and programs designed to save your city and residents time and money, and
- Abundant NLC resources, publications, and technical assistance to help your city navigate the most difficult local government challenges.

See for yourself what it's all about! Have your city join today and begin the NLC experience! Contact [memberservices@nlc.org](mailto:memberservices@nlc.org) or (877) 827-2385, or visit [www.nlc.org](http://www.nlc.org) for more information.



# CLASSIFIEDS

Please visit the VLCT website [www.vlct.org/marketplace/classifiedads/](http://www.vlct.org/marketplace/classifiedads/) to view more classified ads.

## VLCT NEWS Advertising Information

The *VLCT News* is published eleven times per year – the August and September issues are combined – and reaches readers no later than the first week of the month.

Two kinds of advertising are available in the *VLCT News*:

### CLASSIFIEDS

(Posted online and also placed in the printed VLCT News)

The *VLCT News* publishes classifieds 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.

While there is no deadline for posting classifieds online, the print advertisement deadline (below) applies to classifieds that run in the printed VLCT News.

Classifieds are generally limited to 200 words due to limited space in the newsletter, but they may be longer when posted online. The online version can also include hyperlinks to images or other websites.

For more information on placing classifieds, contact [classifieds@vlct.org](mailto:classifieds@vlct.org).

### DISPLAY ADS

(Placed in the printed VLCT News)

The deadline for submitting display advertisements is the first Friday of the month prior to the issue date.

Download a calendar of print deadlines or read information on print ad requirements and prices at [www.vlct.org/advertising-information](http://www.vlct.org/advertising-information).

For answers to specific questions about print advertising, email [vlctnews@vlct.org](mailto:vlctnews@vlct.org).

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.

## HELP WANTED

**Police Chief.** The City of Lebanon, N.H., is accepting applications for the full-time exempt position of Police Chief. This senior management level professional position is responsible for administering and managing the city's police department, including establishing department goals, objectives, policies, and regulations; directing and coordinating all department procedures, practices and functions; inspecting police personnel to ensure proper discipline is maintained and cooperating with other law enforcement agencies; serving as the principal department representative and overseeing the department's financial management system. Serves as primary spokesperson for the department; maintains positive relationships with the media, local community, other law enforcement agencies, etc. Provides oversight to approximately 50 employees. Works under the direction of the City Manager. Requirements: Bachelor's degree with major course work in police administration or related field, and 10 years of progressively responsible experience in law enforcement and crime prevention work, including five years in a supervisory capacity. valid motor vehicle operator's license; current NH Police Standards and Training Council certification preferred; otherwise, certification must be obtained within six months of hire; must be of good moral character as presented in NH Police Standards and Training Rules; must pass a thorough background investigation and meet all entrance standards, which may include fitness, psychological, and medical testing, as well as a polygraph examination. Salary range, \$74,004.84 to \$106,772.64. Grade 16/Non-bargaining affiliation. An application and job description are available in Human Resources and at <http://www.hr.lebnh.net>. To apply, email completed application to [human.resources@lebcity.com](mailto:human.resources@lebcity.com), or mail to Human Resources, City of Lebanon, 51 North Park Street, Lebanon, NH 03766. Position open until filled. Equal Employment Opportunity Employer. (06-12)

**Police Chief.** The Town of Portsmouth, R.I., approx. 20 miles southeast of Providence, with a population of 17,389, approximately 23 square miles, and a police budget of \$4.8 million, is seeking an experienced Police Chief to lead its department of 33 sworn officers and two civilian employees. The Police Department delivers exceptional customer service which results in strong community support and cooperation. Candidates should be familiar with contemporary police practices, have a strong community policing philosophy and command presence, possess a thorough knowledge of police administration, demonstrate open and honest communication with management and staff, and have proven management skills with a history of leading and developing subordinates. The ideal candidate will be visionary and forward thinking, sensitive to the needs of our community, and have experience with community service issues. The Chief should be actively involved in the various community workgroups within town government and with regional collaborations and partnerships. Qualifications: Bachelor's degree (Master's degree preferred) in relevant field; 15 years of progressively responsible police experience, with at least five years of command experience or an equivalent combination of education, training, and experience; Rhode Island certification or ability to obtain one; must live or relocate to a residence within a negotiated amount of commuting time. Salary: DOQ plus benefit package. To apply, email resume (Word format or pdf file) **by Thursday, August 1, 2013**, to [recruitment@municipalresources.com](mailto:recruitment@municipalresources.com). See [www.municipalresources.com/career.html](http://www.municipalresources.com/career.html) for additional information. See [www.portsmouthri.com](http://www.portsmouthri.com) for a Portsmouth Video Tourbook. E.O.E. (07-02)

**City Manager.** The City of South Burlington (pop. 17,900) seeks a collaborative, energetic, and professional City Manager. South Burlington is a growing, dynamic community with a strong tradition of

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## CLASSIFIEDS

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civic engagement. Located adjacent to Lake Champlain and the University of Vermont, the city includes a nationally recognized school system, thriving retail and hospitality sectors, hospital and world class recreational opportunities. The manager reports to a five-member City Council in a traditional council-manager form of government. The manager supervises 127 full-time employees and 50+ part-time and seasonal employees, develops and administers a \$13 million operating budget, and oversees all personnel, financial, departmental, and labor-relations matters. A detailed job description is at [www.sburl.com](http://www.sburl.com) under "Employment Opportunities." The Council will select a manager to be an active partner in community and governing discussions and to provide leadership in policy formulation and implementation. South Burlington's next manager will face the challenge of assisting the Council in balancing the growth that comes from being a desirable community with the community's wish to preserve open space. Salary range,

\$95,000-\$115,000, commensurate with experience, and includes an excellent benefits package. Bachelor's degree is required; Master's in public administration, business administration or other relevant field is desirable. Five years previous experience in municipal government preferred. To apply, send a confidential cover letter, resume, and three references **by August 1, 2013**, to South Burlington City Manager Search, Human Resources Dept., 575 Dorset Street, South Burlington, VT 05403, or email to [jladd@sburl.com](mailto:jladd@sburl.com) with South Burlington in the subject line. E.O.E. (07-03)

**Police Chief.** The Town of Weare, N.H., seeks a progressive, community-oriented Police Chief to lead a department of 11 full-time officers and an operating budget of \$1.4 million. Weare (pop. approx. 9,000) is located in south-central New Hampshire, within 20 miles of Manchester and Concord and 70 miles from Boston, Mass. The Town is governed by a five-member Board of Selectmen, with an appointed Town Administrator. Requirements: college degree (master's preferred); ten years of progressive police experience, with five years command experience or

equivalent combination of education and experience. Salary to low \$70k, DOQ; excellent benefits. To apply, email resume and cover letter (Word or pdf file) **by August 5, 2013**, to [recruitment@municipalresources.com](mailto:recruitment@municipalresources.com), with Weare PCR in the Subject line. For additional information see [www.municipalresources.com/career.html](http://www.municipalresources.com/career.html). Weare is an Equal Opportunity Employer. (07-09)

**Town Accountant.** The Town of Falmouth, Mass., is seeking qualified applicants for the position of Town Accountant. Working under the general direction and supervision of the Director of Finance, the Town Accountant is responsible for the review and maintenance of the Town's financial records and ensures proper procedures are maintained in accordance with Mass. General Laws and the Town's financial policies. A complete job description is on the Town's website, [www.falmouthmass.us](http://www.falmouthmass.us). Requirements: Bachelor's degree in Accounting or a related field; five years of experience in accounting or financial management; municipal experience preferred; MA Government Accounting Certificate (MGAC) preferred. Resumes accepted until position is filled with preliminary review of resumes to occur Monday, August 12, 2013. To apply, email cover letter, resume, and at least three professional reference contacts to [faljobs@falmouthmass.us](mailto:faljobs@falmouthmass.us), or mail to Town of Falmouth, Human Resources, 59 Town Hall Square, Falmouth, MA 02540. Falmouth is proud to be an EEO/AA employer. (07-11)

## 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:**

- Implementing VLCT's Model Financial Policies
- Internal fraud risk assessment/internal control review
- Basic governmental accounting
- Preparing for an outside audit
- Management of cash and investments
- Financial reporting
- Complying with audit recommendations
- Debt management
- 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.**

**Economic Development Director.** The Town of Colchester seeks an individual with comprehensive economic/community development and implementation experience. The Economic Development Director will develop and implement action plans to attract business and industry to Colchester. The position requires knowledge of techniques for supporting business growth, marketing and public relations, excellent communications skills and at least five years of professional level experience. More information is at [www.colchestervt.gov](http://www.colchestervt.gov). To apply, email cover letter and resume **by August 1, 2013**, to Human Resources Manager Sherry LaBarge, or mail to Sherry LaBarge,

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## CLASSIFIEDS

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Town of Colchester, 781 Blakely Road, Colchester, VT 05446. E.O.E. (07-15)

**Electric Utility Director.** The Town of Danvers, Mass., a full-service community of approximately 27,000 residents, is seeking an Electric Utility Director. Danvers operates under a Board of Selectmen/Town Manager form of government, where the Town Manager acts as the appointing authority. The electric utility operates as a division of the Department of Public Works and the Utility Director reports to the Director of Public Works. There is also a Municipal Light Board, which functions as an advisory body. The Electric Division is responsible for the purchase and distribution of electrical power to all of the community. The Utility Director is involved in developing recommendations related to power purchase contracts and rate structures. With a staff of 35, the utility also maintains all distribution lines, substations, and metering systems. Requirements: bachelor's degree in electrical engineering or related field (master's degree in a related field preferred); 7-10 years of progressively responsible engineering and/or business experience in an electrical utility; a minimum of five years strong project management experience. Finalists will be subject to a security review and background investigation. Expected salary range, \$100,000-127,000, DOQ. More information is at [www.danvers.gov/office.com](http://www.danvers.gov/office.com) under Departments/Human Resources. Apply in writing to Stephen Delaney, Director, Human Resources, Town Hall, 1 Sylvan Street, Danvers MA 01923, or email [mcarroll@mail.danvers-ma.org](mailto:mcarroll@mail.danvers-ma.org). (07-15)

### Highway Maintenance Worker Level 2.

This full-time position requires a CDL and the ability to respond to emergencies and snow removal outside of regular working hours. The ideal candidate will have at least two years of experience in highway maintenance, construction procedures and methods, and the operation of large trucks, preferably at the municipal level. The starting hourly wage is \$16.50-\$17.50, depending on qualifications. The Town of Jericho offers excellent benefits, including health and

dental insurance, and a retirement plan. An application and job description may be downloaded from [www.jerichovt.gov](http://www.jerichovt.gov) under Employment, or you can pick one up at the Jericho Town Hall, 67 Vt. Route 15 in Jericho, 8:30 a.m. to 2:30 p.m. Submit completed application by **August 5, 2013**, to Paula Carrier in person, via email at [pcarrier@jerichovt.gov](mailto:pcarrier@jerichovt.gov), or via mail to Town of Jericho, PO Box 39, Jericho, VT 05465. (07-15)

**Town Manager.** The Town of Brattleboro, Vermont (pop. 12,000), seeks an engaging, collaborative, dynamic, and experienced leader to be its Town Manager. Brattleboro is the regional economic hub of southeastern Vermont, has a strong sense of place, and enjoys a rich heritage. It is home to a vibrant downtown district, walkable neighborhoods, quality schools, preserved natural areas, varied recreational opportunities, a strong arts community, and a long tradition of civic engagement. The Town Manager reports to Brattleboro's five-member Selectboard and is responsible for the daily operations of the Town. The Manager directly supervises nine department heads and an assistant manager, administers approximately \$21.8 million in governmental and proprietary funds, and oversees all financial, public works, public safety, personnel, and community relations matters for the Town. Brattleboro employs 135 full-time and 20-50 part-time and seasonal employees. It is nearing completion of \$32 million in renovations to its wastewater treatment facilities, and has begun bonding for and is in the design phase of a \$14 million upgrade to its police and fire facilities. A detailed job description and a link to the Town's governance charter are available at [www.brattleboro.org](http://www.brattleboro.org). Salary range is \$75,000 to \$90,000, plus an excellent benefits package. A Bachelor's degree in Public Administration, Business Administration, or similar relevant field is required; a Master's degree is preferred. A minimum of five years experience in executive municipal management and finance or comparable experience is preferred. To apply, please send a confidential cover letter, resume, and three references to Brattleboro Town Manager Search, c/o VLCT, 89 Main Street, Montpelier, VT 05602-2948. You may also email your application to [municipal.recruitment@vlct.org](mailto:municipal.recruitment@vlct.org) with Brattleboro

in the subject line. The deadline to apply is Friday, August 30, 2013. The Town of Brattleboro is an equal opportunity employer. (07-17)

## REQUEST FOR PROPOSALS

**Design Review Guide.** The Town of Rockingham is seeking RFPs for a Municipal Planning Grant project to develop a Design Review Guide for the Central Business portion of the Design Review Downtown District in Bellows Falls. The deadline for submittals is **Thursday, August 29, 2013**. The full RFP and submission information are at [www.rockbf.org](http://www.rockbf.org). (07-10)

**Accounting Services.** The Town of Londonderry is considering eliminating the Town Auditor positions and is now soliciting proposals from qualified persons or firms for accounting and audit services for future years starting January 1, 2014. We will require quarterly review of A/P, C/R, payroll, and tax receipts including General Ledger. Services will also include year-end closing. For details, please call the Town Treasurer at 802-824-3356. Submit proposal in a sealed envelope marked "Audit RFP" by **Friday, August 30, 2013**, to Selectboard, Town of Londonderry, 100 Old School Street, South Londonderry, VT 05155. The Town of Londonderry reserves the right to waive any informality, reject any and all proposals, and/or accept any proposal deemed to be in the best interest of the Town. (07-14)



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**Ronald "Chip" Sanville**  
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**Jonathan Smith**  
Account Representative

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# UPCOMING EVENTS

Questions? Visit [www.vlct.org/event-calendar](http://www.vlct.org/event-calendar) to register and for the most updated information and events.



Vermont League of Cities & Towns  
**TOWNFAIR2013**  
October 3, 2013  
Killington Grand Hotel and Conference Center  
Killington, Vermont

## SAVE THE DATE FOR TOWN FAIR

Town Fair 2013 will be held on October 3 at the Killington Grand Hotel in Killington, Vermont. General Exhibitor registration began May 20. Attendee registration information was recently mailed to VLCT members and posted on our website. We look forward to seeing you!

Register for Town Fair Online: [www.vlct.org/eventscalendar](http://www.vlct.org/eventscalendar)

### COMING SOON

#### MAC WORKSHOPS SCHEDULE FOR FALL 2013 - SPRING 2014

Watch your email and U.S. mailboxes in August for the new VLCT 2013-2014 Calendar of Training and Events, which describes the workshops in detail and lists their dates and locations. The same information will also soon be available on our website ([www.vlct.org/eventscalendar](http://www.vlct.org/eventscalendar)) along with registration information and workshop agendas. Please call 800-649-7915 or email [info@vlct.org](mailto:info@vlct.org) to learn more.

