

# VLCT NEWS

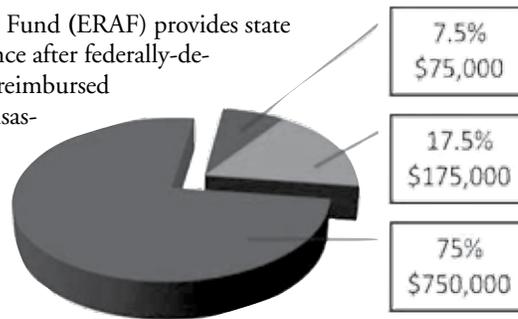
A PUBLICATION OF THE VERMONT LEAGUE OF CITIES & TOWNS

SERVING AND STRENGTHENING VERMONT LOCAL GOVERNMENTS

February 2014

## EMERGENCY RELIEF AND ASSISTANCE FUND

The Emergency Relief and Assistance Fund (ERAF) provides state funding to match Federal Public Assistance after federally-declared disasters. Eligible public costs are reimbursed by federal taxpayers at 75 percent. For disasters after October 23, 2014, the State of Vermont will contribute an additional 7.5 percent toward the costs. For communities that take specific steps to reduce flood damage, Vermont will contribute either 12.5 percent or 17.5 percent of the total cost.



*(continued on page 12)*

## STAFF NEWS

Last month, **Garrett Baxter** was promoted to **Senior Staff Attorney**. Since joining VLCT as an Associate in 2004, Garrett steadily progressed to Senior Associate, Staff Attorney I, and Staff Attorney II while becoming expert in Vermont municipal law. He conducts workshop presentations, writes newsletter articles, and responds to member inquiries on topics that range from employment law to zoning and land use regulation to how to manage conflicts of interest. And Garrett channeled his inner dachshund to author VLCT's fabulous new handbook on municipal dog control, "The Big Book of Woof."

*(continued on page 11)*

**Register for Local Government Day Online:**

[www.vlct.org/eventscalendar](http://www.vlct.org/eventscalendar)

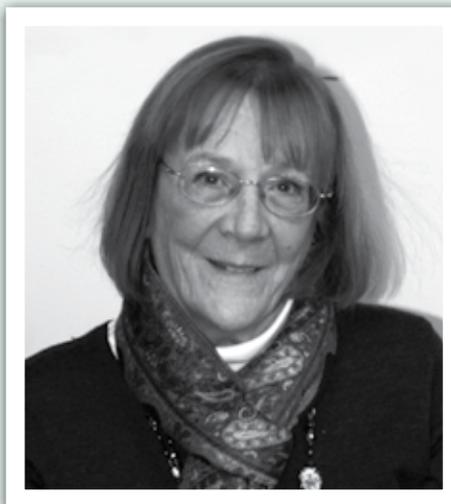
**Wednesday, February 19, 2014: Capitol Plaza Hotel, Montpelier**

## A NEW POINT OF VIEW

Two reasons led Benson selectperson Sue Janssen to seek to become a VLCT Board Director. First, she says, VLCT has been such a big help to her small town of Benson (pop. 1,060) that, when she found she had some spare time, she wanted to pay back her debt by offering her municipal skills. Second, she was concerned that state legislators occasionally forget that not everyone in Vermont lives in a big city. Sometimes she and other Bensonites just shook their heads in consternation at the decisions made in Montpelier.

Sue lives in the home her father bought in 1944, a circa-1790 fieldstone

*(continued on next page)*



*Sue Janssen*

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A PUBLICATION OF THE VERMONT LEAGUE OF CITIES & TOWNS

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## SUE JANSSEN

*(continued from previous page)*

house. For most of her life, it was her family's summer home. When she retired from teaching French in northern New Jersey in 2001, she made it her year round residence.

Her initial interest in local government goes back to a quiet summer day soon thereafter. She and her mother were sitting at their looms (most of Sue's hobbies center around fiber – weaving, knitting, and hooking) in front of windows that overlook the dirt road that fronted their home. "All of a sudden a million – well, maybe 40 – [all-terrain vehicles] zoomed past," she recalls, "kicking up a cloud of dust that quickly settled on the 400 linen threads that it takes to make a woven dish towel. We were like the proverbial deer [caught] in the headlights."

She attended the next selectboard meeting to try to find out why ATVs were allowed to traverse her road. She soon found that she enjoyed learning how small town governance worked and she became hooked on the

democracy in action process available to anyone who lives in a small Vermont town. (Currently, she adds, even though she has several ATV trails on her land, the riders pass her house at a respectful speed.)

Sue continued to attend meetings and, one day, she was appointed to fill a vacancy on the selectboard. "I loved it!" she exclaimed. "The fact that in this day and age you can have such direct participation in your government is thrilling."

Involvement in local government led to taking part in another community project. For more than seven years, Sue has compiled the "Benson Bulletin," the town's enlightened and enlightening newsletter. The publication is posted on Benson's website and mailed to another 400 devoted readers. However, she says that the June 2014 issue will be her last because "It's time for a new point of view."

A new point of view is just what she hopes to provide the VLCT Board of Directors. The feeling from the Board is altogether mutual.

*David Gunn*  
*Editor, VLCT News*

## VLCT NEWS ONLINE

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

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

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



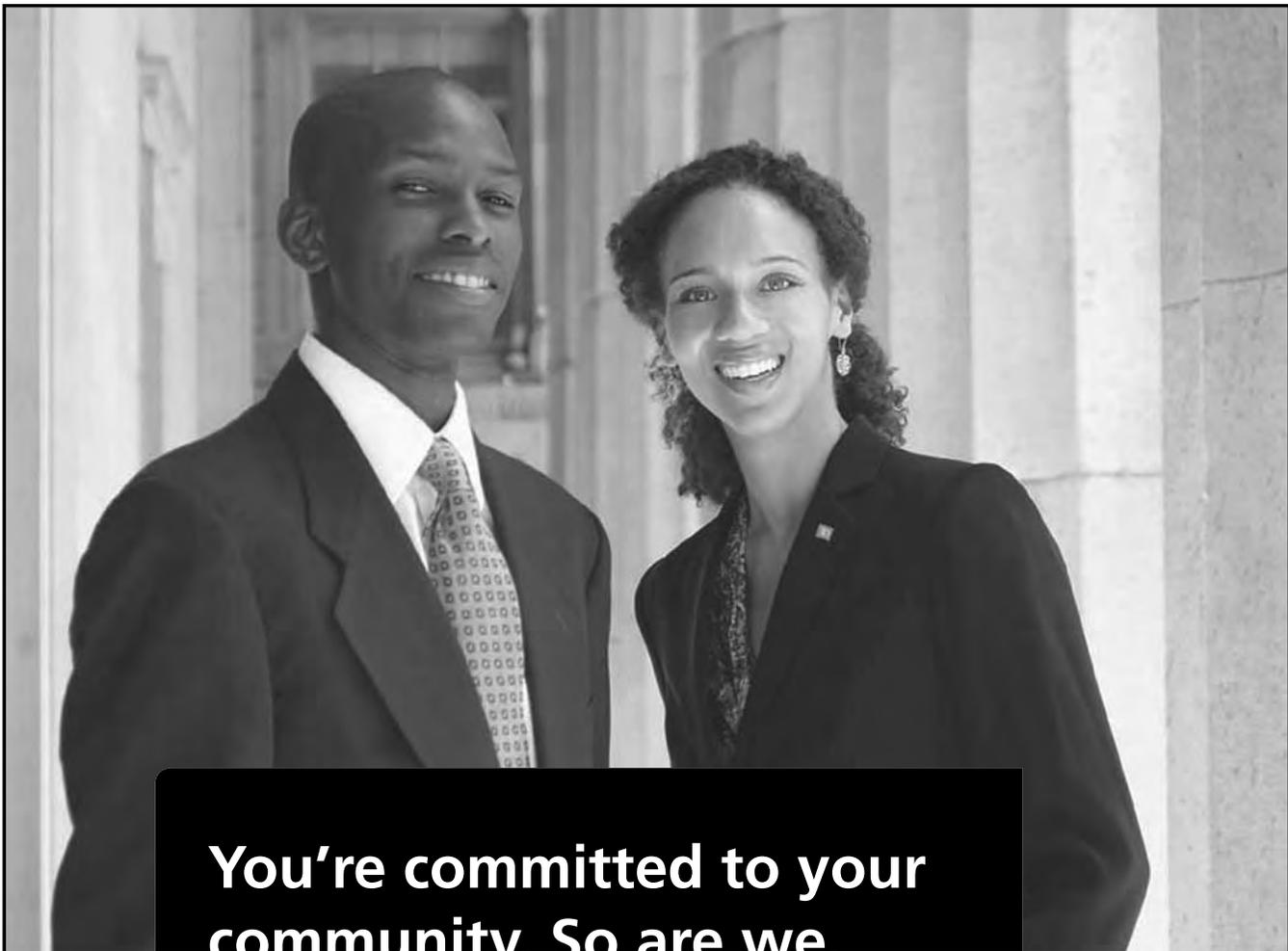
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# ASK THE LEAGUE

## THE "RIGHT TO ASK" FOR FLEXIBLE WORKPLACE ARRANGEMENTS; WHAT IS A PET DEALER LICENSE?

*Recently, a town employee requested to meet with her supervisor to discuss decreasing her work hours or perhaps telecommuting from home a few days a week. Is the town obligated to consider this request?*

Yes. Act 31 of the 2013 legislative session, which went into effect on January 1, 2014, requires all Vermont employers, including towns, to at least consider providing flexible work arrangements with their employees.

The law provides all employees in Vermont the "right to ask" for flexible workplace arrangements without fear of retaliation. The law defines "flexible working arrangement" as intermediate or long-term changes in the employee's regular working arrangements, including changes in the number of days or hours worked, changes in the time the employee arrives at or departs from work, work from home, or job-sharing. [It] does not include vacation, routine scheduling of shifts, or another form of employee leave. 21 V.S.A. § 309(a)(2).

As employers, all towns are under a "duty to consider" and "discuss" workplace flexibility requests in good faith up to twice a year for each employee. Both the town and its employee may propose alternative arrangements during the discussions. The town, however, has full discretion on whether to grant or deny requests depending on whether the request "could be granted in a manner that is not inconsistent with its business operations or its legal or contractual obligations" (e.g., collective bargaining agreements) 21 V.S.A. § 309(b)(2).

*(continued on next page)*

- 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

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## ASK THE LEAGUE

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In order to determine if a request is consistent with its business operations, a town may consider:

- the burden of additional costs;
- a detrimental effect on employee morale unrelated to discrimination or other unlawful employment practices;
- a detrimental effect on the employer's ability to meet consumer demand;
- an inability to reorganize work among existing staff or to recruit additional staff;
- a detrimental impact on business quality or performance;
- insufficient work during the periods the employee proposes to work; and
- planned structural changes to the business.

Towns are only required to address the above criteria when considering the employee's request and are under no obligation to grant or deny it based on whether or not the criteria are met. However, towns are prohibited from punishing or retaliating against

(continued on next page)

## UPCOMING MUNICIPAL ASSISTANCE CENTER WORKSHOPS

### TOWN MEETING TUNE-UP

**Tuesday, February 11, Capitol Plaza Hotel and Conference Center, Montpelier**

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

*Is there an article on your town meeting warning you would like to discuss? Register and email your question by Friday, January 31, to [afriedman@vlct.org](mailto:afriedman@vlct.org) with Town Meeting Tune-Up in the subject line.*

### TOWN HEALTH OFFICERS WORKSHOP

**Tuesday, March 11, Capitol Plaza Hotel and Conference Center, Montpelier**

**Thursday, March 13, Holiday Inn, Rutland**

*(Co-sponsored by the Vermont Department of Health)*

This workshop is designed to assist town health officers, selectboard members, and town managers or administrators who deal with local public health hazards and rental housing code enforcement. Topics will include the duties of a town health officer, legal requirements and best practices for writing health orders and emergency health orders, and how to comply with the state Rental Housing Health Code.

### SPRING SELECTBOARD INSTITUTE

**Saturday, March 22, Capitol Plaza Hotel and Conference Center, Montpelier**

**Saturday, April 12, Holiday Inn, Rutland**

The Spring Selectboard Institute provides Vermont selectboard members with the skills they need to manage the affairs of their town by focusing on the fundamentals of municipal governance and current issues facing selectboards. Topics may include understanding the municipal organization, essentials of municipal law, running effective meetings, managing the town budget, and how to reduce liability risks. A detailed agenda will be available in January.

### TREASURERS WORKSHOP

**Tuesday, March 25, Lake Morey Resort, Fairlee**

**Thursday, March 27, Middlebury Inn, Middlebury**

*(Sponsored by the VLCT Municipal Assistance Center)*

This workshop provides basic guidance for treasurers to perform their jobs on a daily basis. It includes a review of the duties and responsibilities of the treasurer, a discussion of financial policies and internal controls for the finance office, an introduction to basic financial reporting for governments, and suggestions on ways to manage your daily operations, including processing revenues and expenditures, preparing payroll, and managing cash.

*For registration, agendas, and other information, please visit*

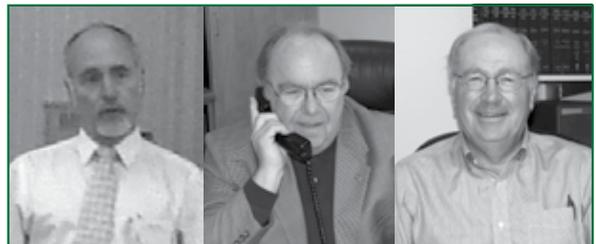
*[www.vlct.org/eventscalendar](http://www.vlct.org/eventscalendar), call 800-649-7915, or email [info@vlct.org](mailto:info@vlct.org).*

## MAC MUNICIPAL CONSULTANTS

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MAC's consulting team consists of:

- **Bill Hall, Senior Financial Consultant**
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- **Brendan Keleher, Municipal Management and Finance Consultant**



BILL HALL

DOUG HOYT

BRENDAN KELEHER



## TRIVIA

Carolyn Dawes, Laura Sudhoff, Heidi Racht, John Weir, Louise Luring, and Bill Basso from Barre, Roxbury, Huntington, Moretown, Saxtons River, and Mount Tabor, respectively, knew that the only location in the United States that three covered bridges can be seen at one time is on Cox Brook Road in Northfield, Vermont.

Meanwhile, at the 1999 Tunbridge World's Fair, two hyper-intelligent grasshoppers were boasting of their jumping prowess, each claiming that he could jump faster than the other. To settle the argument, they challenged one another to a race, and measured off a distance of 12 feet over the rich Tunbridgian soil. They agreed to start simultaneously and keep on jumping until they had covered the entire course and return, a total distance of 24 feet.

At the signal (given by an arachnid from a species now extinct, but that's another story), they were off. Ignatz, the larger of the two, covered ten inches at every bound; the other, Bradley, being smaller and having shorter legs, could only jump six inches. But Bradley was able to jump more frequently than Ignatz and, consequently, kept pace with him neck and neck (or thorax and thorax, really) to the twelve-foot mark. Conditions were ideal for racing, and Ignatz and Bradley were covering one foot every four seconds. They didn't vary their respective strides, or jumps, at any time during the entire race, and it looked as though it would end up as a tie. But it wasn't a tie. **Which grasshopper, Ignatz or Bradley, won the race? For extra credit, why did the unnamed arachnid go extinct?**

It's true – something like this could *only* happen in Vermont, and when you know the answer, email it to [dgunn@vlct.org](mailto:dgunn@vlct.org). The answer will appear in the mercifully meditative March issue.

### Please Support Our Advertisers

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## ASK THE LEAGUE

*(continued from previous page)*

employees who make the request or ignoring it altogether. Towns must notify the employee of its decision regarding the request. If the employee's request was in writing, the response from the town must also be in writing.

Although there is no private right of action under this provision of the law, a town's failure to comply with the law may result in administrative or court action by the attorney general or the state's attorney offices.

*H. Gwynn Zakov, Staff Attorney I  
VLCT Municipal Assistance Center*

### What is a Pet Dealer License?

During the 2013 legislative session, state lawmakers implemented changes to the pet merchant licensing program that had historically been managed by the Vermont Agency of Agriculture, Food and Markets (VAAFMM). The dealer permit

takes the place of the kennel permit, which is now obsolete and applies only to those who meet the statutory definition of a "pet dealer."

A pet dealer is "any person who sells or exchanges or who offers to sell or exchange cats, dogs, or wolf-hybrids, or any combination thereof, from three or more litters of cats, dogs, or wolf-hybrids in any 12-month period. This definition shall not apply to pet shops, animal shelters, or rescue organizations as those terms are defined in section 3901 of this title (Title 20)." 20 V.S.A. § 3541(10). A person meeting this definition must annually obtain a pet dealer license from a municipal clerk. This permit costs \$25.00 and expires on March 31<sup>st</sup>. This fee is in addition to, and not a substitute for, all other licensing fees (e.g., basic license, working farm dog license, or breeding [aka "special" license]) as it is a separate, stand-alone license for operating as a pet dealer. For example, if an owner has dogs over six months old from three or more litters for sale, he or she must pay

*(continued on next page)*




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## ASK THE LEAGUE

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to license each individual dog and also pay for a pet dealer license. "The provisions of subchapters 1, 2, and 4 of this chapter not inconsistent with this subchapter shall apply to the pet dealer permit which shall be in addition to other permits required." 20 V.S.A. § 3681. If not obtained by April 1<sup>st</sup>, a pet dealer license may still be obtained, but the fee will increase by 50 percent (i.e., to \$37.50). Unlike with basic licenses, there is no discount for a pet dealer permit, based on when during the year it's obtained.

You may use the agency's pet dealer permit form to issue permits to qualified individuals, but you must print out and complete two copies. Town clerks are required to keep in their office a copy of the completed form, which must include the type of animals kept. The permittee is required to post a copy of the same form.

Last July, VAAFM's Animal Health

Section sent a letter to all municipal clerks that included some helpful information:

- Upon issuance of the Pet Dealer permit, the municipal clerk must provide the pet dealer with a copy of Part 3 of the Animal Welfare Regulations promulgated by VAAFM. You can download the document at [http://agriculture.vermont.gov/animal\\_health/registrations\\_licensing/pet\\_dealer](http://agriculture.vermont.gov/animal_health/registrations_licensing/pet_dealer).
- Upon issuance of the permit, the clerk must also give the pet dealer VAAFM's Animal Health Office telephone number (802-828-2421). Permittees should direct questions to either the clerk or the Health Office.
- Upon issuance of the permit, the clerk must also give the pet dealer the telephone number of the Department of Taxes (802-828-2421). Callers should choose option 3 and ask to speak with a business tax examiner for any information regarding sale tax obligation for the sale of pets.

For additional information, visit [www.agriculture.vermont.gov](http://www.agriculture.vermont.gov). Click on the animal health tab and then registrations/licensing to get to the pet dealer permit page.

*Garrett Baxter, Senior Staff Attorney  
VLCT Municipal Assistance Center*

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## WORKERS' COMP AUDITS

In late January, we will be emailing our PACIF member municipality contact persons about their upcoming Workers' Compensation Payroll Audit. This audit will identify any differences between your estimated and actual payroll for the 2013 calendar year, so we can reconcile your regular Workers' Compensation contribution as appropriate. The email will contain a list of 2013 payroll reports and information that we asked you to compile for the audit. A VLCT staff member (Larry Smith, Pam Fecteau, Vicky Abare, or Susan Benoit) will next contact you to schedule a time to visit and review your assembled records. We hope that each of PACIF's more than 300 members will help us complete these audits in a timely manner. If you have any questions about this audit process, call 800-649-7915 to speak with Larry, Pam, Vicky, or Susan.

## PACIF MEMBERS: UIS GROUP IS LEGIT

PACIF's partnership with UIS Group, Inc., is still in effect for the purpose of determining the insurance replacement cost of every building that's listed in a member's Property Schedule as being worth \$50,000 or more. Through December 2015, anyone asking to see and/or discuss a building should be able to show ID to confirm that he or she is working for UIS Group. If you have any questions, please call 800-649-7915 and speak with someone in Underwriting.

## WELCOME TO WORKSTRONG

PACIF's new WorkStrong program has gotten off to a great start! Heidi Joyce, Senior Health Promotion Consultant, spent most of January training dozens of municipal employees to lead pre-shift warm-up stretching sessions, and she can run more of these Train-the-Trainer classes upon request. Visit [www.vlct.org](http://www.vlct.org) for a link to a video of this 12-minute stretch routine! Heidi has also begun to conduct Microfit, personalized nutrition, and Relax/Renew programs at PACIF member locations. Anyone who has made the shift into a more active and healthy lifestyle knows that the change has intrinsic rewards such as more energy and fewer aches. Savvy employers may also know that implementing these WorkStrong programs effectively can help their group earn Loss Control credits at renewal time.

## WORKPLACE SAFETY

Now is the time for a municipality that strives to run a safe operation to apply for a Governor's Workplace Safety Award. For information on Chittenden Solid Waste District, the PACIF member that won an award last year, see page 10 of the [May 2013 VLCT News](#). For more information and an application form, please contact Fred Satink at 800-649-7915 or [fsatink@vlct.org](mailto:fsatink@vlct.org). Winners will be announced on May 16<sup>th</sup> at the 12<sup>th</sup> Annual Vermont Workplace Safety Conference.

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or call Jim Carrien at 800-649-7915 for help getting started.  
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## 2014 RMS CALENDAR

**Train the Trainer Classes for Worksite Stretching.** Dates, times, and locations listed below. Conducted for PACIF member employees by Heidi Joyce as part of PACIF's new WorkStrong program. Attendees will learn how to lead co-workers in 10-minute pre-shift warm-up and stretch sessions. There is no charge, and a training guide will be provided. Call Heidi at 800-649-7915 or email [hjoyce@vlct.org](mailto:hjoyce@vlct.org) for more information and to register.

- |                    |  |
|--------------------|--|
| Friday, Jan. 31    | 9:30-10:30 a.m., Springfield Town Offices, 96 Spring Street, Springfield       |
| Thursday, Feb. 4   | 9:30-10:30 a.m., Conf. Room B, Randolph Town Office, 7 Summer Street, Randolph |
| Thursday, Feb. 4   | 1:30-2:30 p.m., Hardwick Town Office, 20 Church Street, Hardwick               |
| Wednesday, Feb. 12 | 10:00-11:00 a.m., Weybridge Town Office, 1727 Quaker Village Road, Weybridge   |

**Vermont Forklift Train the Trainer Class.** 8:00 a.m. to 2:30 p.m. Tuesday, February 11, 2014, North Country Chamber of Commerce, Plattsburgh, N.Y. Presented by Landrock E&S Consulting, Inc. This seminar includes a complete overview of 29 CFR 1910.178 (V) OSHA standards; discussions on load balance, truck characteristics and components, engineering design, fueling, and fundamentals of operation; and a hands-on forklift safety inspection. \$150 fee includes lunch and useful handouts. Contact Bruce Gray at [Landrock@verizon.net](mailto:Landrock@verizon.net) or 518-562-1462.

**Adult and Child First Aid/CPR/AED.** 8:00 a.m. to 12:00 noon, on dates and at locations below. Presented by Associated General Contractors of Vermont (ACG/VT) with Vermont SafetyNet Inc. Meets the OSHA First Aid Standard. American Heart Association certification cards will be issued at class conclusion. \$110 for non AGC members, \$99 for AGC members. To register, call the Associated General Contractors of Vermont at 802-223-2374.

- |                    |  |
|--------------------|--|
| Wednesday, Feb. 5  | Home Builders and Remodelers Association of Northern Vermont, 202 Commerce Street, #300, Williston |
| Thursday, Feb. 13  | Associated General Contractors of Vermont, 1 Graves Street, Unit C, Montpelier                     |
| Wednesday, Feb. 19 | Home Builders and Remodelers Association of Northern Vermont, 202 Commerce Street, #300, Williston |
| Tuesday, Mar. 11   | Home Builders and Remodelers Association of Northern Vermont, 202 Commerce Street, #300, Williston |
| Wednesday, Mar. 19 | Holiday Inn, 476 Holiday Drive, Rutland  |

**2014 Worksite Wellness Conference and Governor's Wellness Awards.** 8:00 a.m. to 4:00 p.m. Thursday, March 27, Sheraton Hotel and Conference Center, Burlington. For information and to register, visit <http://healthvermont.gov/family/fit/worksitewellness.aspx#awards/>.

**12th Annual Vermont Workplace Safety Conference and Governor's Safety Awards.** 9:00 a.m. to 3:30 p.m., Friday, May 16, DoubleTree Hotel and Conference Center, Burlington. The 2014 Governor's Safety Awards will be presented at 9:00 a.m. (No-cost registration for only the awards portion of the day is available by emailing [pcrawford@vtsbdc.org](mailto:pcrawford@vtsbdc.org).) Conference topics include Total Worker Health, Return-To-Work Business Success Stories, How to Write a Functional Job Description, OSHA Updates, and Technology in Safety. Sponsored by the Vermont Safety and Health Council, the Vermont Small Business Development Center, Airgas, and Workability PLC. Full conference fee is \$85. For an agenda and to register, visit <http://www.vtsbdc.org/small-business-training-workshops/12th-annual-vermont-workplace-safety-conference-and-governors-awards/>.



# PACIF JEOPARDY!

## PACIF JEOPARDY! A & Q, PART 3: WORKERS' COMPENSATION

The third installment of the five-part PACIF Jeopardy! game, which VLCT's Loss Control and Claims staff members created to enlighten VLCT members, was devised to test – and perhaps improve – your knowledge of Workers' Compensation coverage.

In keeping with the real Jeopardy! game, this is an A&Q instead of a Q&A: the board shows the answers, and contestants must supply the questions. Below are the answers. When you think you know the questions, turn to page 15 to see if you're correct. There you'll also find additional information pertaining to each question. Are you ready to "buzz in" with your answers questions?

*(continued on page 15)*

Points	Answer (on the Board)
10	This type of workers' comp claim has no lost time or permanency benefits associated with it.
20	This employer-based program enables injured employees to work before they reach full duty.
30	Improper removal of objects trapped between a tailgate and dump truck body can cause these injuries.
40	This modifier is calculated using the oldest three of the past four years of workers' comp losses.
50	The State of Vermont requires the employer to file this within 72 hours of being notified of an injury.

### 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 \$825, though VLCT PACIF members are eligible for a reduced rate of \$415 for many of the topics listed below (except for land use). PACIF members may also be eligible for a PACIF scholarship, which can cover the cost of the training. Please call PACIF Loss Control at 800-649-7915, or visit [www.vlct.org/rms/pacif/pacif-scholarships/](http://www.vlct.org/rms/pacif/pacif-scholarships/) for more information on the program. In addition, MAC can develop custom workshops upon request. To discuss or schedule a workshop, please contact Abigail Friedman or call 800-649-7915.

#### 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
- How to Respond to a Public Records Request
- Developing and Managing the Town Budget
- Financial Management, Internal Controls, Fraud Risk Assessment
- Inter-local Agreements
- Municipal Charter Adoption and Amendment
- Many specific topics for local land use boards

**PICK FROM  
THESE TOPICS  
OR DEVELOP  
YOUR OWN!**



## STAFF NEWS

(continued from page 1)

**Accountant III Jeremiah Breer** is a Certified Public Accountant licensed in Vermont. Most recently, he worked as an



*Jeremiah Breer*

Associate Risk and Control Specialist in the Internal Audit Department at National Life Group. Jeremiah joined the Audit Department as an intern in 2011. Later that year he was hired full time, after earning his B.S. in Accounting from Liberty University. Jeremiah is a member of the Vermont Society of CPAs, the AICPA, and the supervisory committee of Granite Hills Credit Union. He is an eighth generation Vermonter and a descendant of Ethan Allen (i.e., the Revolutionary War patriot, not the furniture company). He and his wife live in Cabot. In his spare time, Jeremiah raises sheep, spins yarn (*not* the tall tales variety), hikes, and gardens.

**New Staff Attorney I Gwynn Zakof** was born and raised in Cleveland, Ohio, and currently resides in Barre. She graduated from Trinity University in San Antonio with a Bachelor's in Political Science in 2003. She moved to Vermont to attend Vermont Law School and received her Master of Studies in Environmental Law in 2005 and Juris Doctor in 2008. After law school she became the Second Assistant Clerk of the Vermont House of Representatives, a position she held until last year. She is a member of the Barre City Development Review Board and is active in the Barre City community. In her spare time she enjoys horseback



*Gwynn Zakof*

riding, hiking, snowboarding, gardening, and dreaming about one day owning her own farm. And her expertise in fencing (as in épée, not the redistribution of swag) is instantly evident in her rapier-like wit.

We're not done, not quite, but we are out of room, quite. More introductions will follow next month.

## 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.



# ERAF

(continued from page 1)

## What is needed?

### 12.5% eligible communities have adopted four mitigation measures:

1. National Flood Insurance Program (participate or have applied);
2. Town Road and Bridge Standards (annually certify adopted standards that meet or exceed the standards in the 2014-2016 VTrans Orange Book Handbook for Local Officials);
3. Local Emergency Operations Plan (adopt annually after town meeting and submit before May 1);
4. Local Hazard Mitigation Plan (the Local Hazard Mitigation Plan requirement can be satisfied if the draft plan has been submitted to FEMA Region 1 for review).

### 17.5% eligible communities also:

5. Protect river corridors from new encroachment, or protect their flood hazard areas from new encroachments and participate in the FEMA Community Rating System.

After a declared disaster, the damage to public infrastructure including roads and culverts may approach \$1 million. The following table shows how the cost of damage will be carried by federal, state, and municipal taxpayers:

### What does my community need to do?

Visit [tinyurl.com/eraf2014](http://tinyurl.com/eraf2014) to find out what your community has already done.

### How do we update our bylaws to protect river corridors and participate in the National Flood Insurance Program?

Contact the VT DEC Floodplain Manager for your region and your planner at the Regional Commission.

### How do we update and certify our Town Road and Bridge standards?

The 2014-2016 VTrans Orange Book is online at [http://vtransoperations.vermont.gov/sites/aot\\_operations/files/documents/AOT-OPS\\_OrangeBook.pdf](http://vtransoperations.vermont.gov/sites/aot_operations/files/documents/AOT-OPS_OrangeBook.pdf). The select-board adopts and certifies the standards. Contact VTrans district staff or your planner at the Regional Commission for more information.

### How do we adopt an approved Local Hazard Mitigation Plan?

Support is available through the Regional Commission and other consulting planners.

### How do we update our Local Emergency Operations Plan?

Update it after Town Meeting and then submit it before May 1. Contact your Regional Commission for help.

### Who administers ERAF?

The Department of Emergency Management and Homeland Security manages Public Assistance funds and tracks the eligibility of individual municipalities for state matching funds.

For more information, contact Milly Archer, VLCT's Water Resources Coordinator, at [marcher@vlct.org](mailto:marcher@vlct.org) or 802-229-9111, read **Flood Damage Mitigation Incentives for Municipalities under the New ERAF Rule**, a summary of ERAF, at [www.vlct.org/assets/MAC/ERAF\\_11-12.pdf](http://www.vlct.org/assets/MAC/ERAF_11-12.pdf), or visit [tinyurl.com/eraf2014](http://tinyurl.com/eraf2014).

## VLCT ADVOCACY IS ON FACEBOOK!

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

	7.5% ERAF Rate	12.5% ERAF Rate	17.5% ERAF Rate
Federal Share	\$750,000	\$750,000	\$750,000
State Share	\$75,000	\$125,000	\$175,000
Municipal Share	\$175,000	\$125,000	\$75,000
100% of \$1,000,000	\$1,000,000	\$1,000,000	\$1,000,000

## For the most effective website, your town deserves a local partner

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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.

## 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 and find information on print ad requirements, sizes, 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).

a forward-thinking senior management level position. Working under the direction of the Town Manager, the Chief is responsible for administering and managing the town's police department and community-focused police services. Castleton, home of Castleton State College, has a year-round population of 4,717 and a land area of 39 square miles. In the summer, the population rises to 6,000 with the influx of summer visitors to nearby Lake Bomoseen, the largest lake that lies entirely within Vermont. The successful candidate will serve as the official spokesperson for the department and maintain positive relationships with the media, the local community, and other law enforcement agencies. The department has three full-time police officers and a complement of part-time officers. Qualifications: Bachelor's degree or a combination of education and experience with major course work in police administration or related field; at least 10 years of progressively responsible experience in law enforcement and crime prevention work; 3 years in a supervisory capacity or equivalent; valid motor vehicle operator's license; full-time VCJTC certification and EMT certification. The candidate's proximity to the town in terms of response time in an emergency will be considered. He or she must pass a thorough background investigation and

meet all entrance standards, which may include fitness, psychological and medical testing, and a polygraph examination. Castleton offers a competitive salary and benefit package. To apply, submit a cover letter and resume **by Friday, January 31, 2014**, to Charles Jacien, Town Manager, Town of Castleton, PO Box 727, Castleton, VT 05735. (12-18)

**Town Manager.** The Town of Skowhegan, Maine (pop. 8,600), is accepting resumes for the position of Town Manager. Skowhegan has a town meeting form of government with a five-member Board of Selectmen, an \$8.8 million budget (excluding schools and county), and 59 full-time employees. Requirements: Bachelor's degree in relevant field preferred, however equivalent experience and qualifications may be considered; 2-10 years of municipal management experience with demonstrated leadership capabilities in all aspects of local government preferred; specific experience in economic and business development and financial management desired. Person selected will be required to locate to the area. Salary is negotiable plus an attractive benefit package. **Resumes accepted until February**

*(continued on next page)*

### LOW-INTEREST LOAN FUNDS AVAILABLE THROUGH THE VERMONT STATE INFRASTRUCTURE BANK (SIB) LOAN FUND



Jointly operated by VEDA and VTrans, the Vermont State Infrastructure Bank (SIB) 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, bridges, sidewalks and bike paths;
- 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.

Also, in certain cases, electric vehicle charging stations and natural gas refueling stations for trucks and other vehicles available for public use are eligible for SIB financing.

**FOR MORE INFORMATION:** [www.veda.org](http://www.veda.org) ♦ 802-828-5627

## HELP WANTED

**Chief of Police.** The Town of Castleton seeks a Chief of Police to serve in



## CLASSIFIEDS

(continued from previous page)

7, 2014. Direct all correspondence by email ([PersonnelServices@memun.org](mailto:PersonnelServices@memun.org)), fax (207-626-3358), or mail to Director of Personnel Services, Maine Municipal Association, 60 Community Drive, Augusta, ME 04330. Equal Opportunity Employer. (01-15) **Solid Waste Manager.** The Town of Canaan, N.H., seeks a Solid Waste Manager. Requirements: N.H. Solid Waste Level 3 License or comparable; knowledge of N.H. waste and hazardous waste regulations; CDL-A, preferably with T and H endorsements; good communication and people skills; supervisory experience; familiarity with OSHA regulations; experience with hand tools, light equipment, heavy equipment including compactors; ability to lift 75 pounds, stand for up to 8 hours per day, and operate in an outdoor environment; ability to read and perform basic math functions; any combination of education and experience that demonstrates skills is acceptable; must pass all background checks, health exam and

drug screen; hazardous waste training and experience with live floor trailers and/or roll-off trucks is desirable. Work hours for this 40-hour per week position are Tuesday and Thursday, 8 a.m.-6:20 p.m.; and Wednesday, Friday, and Saturday, 8 a.m.-2:20 p.m. Hourly wage: \$14.36-\$16.62. Family health, dental and life insurance; holidays and vacation. A complete job description and employment application are on line at [www.canaannh.org/](http://www.canaannh.org/), or call 603-523-4501 ext. 5, for more information. To apply, submit a cover letter, resume, and completed application to Town of Canaan, PO Box 38, Canaan, NH 03741. (12-23)

**Director of Programming.** The Town of Manchester, Vt. (pop. 4,300), is accepting applications for Director of Programming with the Parks and Recreation Department. The candidate must be creative, have strong communications skills, and be able to plan, administer, and organize diverse community recreational programs under the supervision of the Director of Parks and Recreation. The position is located at the newly constructed Park House. A bachelor's degree in recreation

or a related field, two years of recreation programming experience and two years of supervisory experience as well as strong computer and technology skills preferred. However, applications will be evaluated on overall experience and qualifications based on the job description. Compensation for this full-time position is \$14.00-\$16.00 per hour (\$29,232 to \$33,408 annualized), depending on experience and education, and includes excellent benefits. Longer hours are required during busy summer months. Evening and weekend work are required. The final candidate must be CPR and first-aid certified. (The Town will provide training, if necessary.) Questions? Please contact Matthew L. Daskal at [m.daskal@manchester-vt.gov](mailto:m.daskal@manchester-vt.gov) or 802-362-1313, option 2. You may download a copy of the job description at <http://manchester-vt.gov/content/employment-opportunities>. To apply, submit a completed application, current resume, letter of interest, and any other related materials **by Friday, January 31, 2014**, to Matthew L. Daskal, Director of Operations and Human Resources, 6039 Main Street, Manchester Center, VT 05255. EOE. (12-25)



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

Check out our website at [vmbb.org](http://vmbb.org). You can review and print loan schedules of projects that have been financed through VMBB and SRF programs. Or you can request an application for a new project.

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#### For more information contact:

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

**Equipment Operator I.** The City of Winooski Public Works Department seeks a full-time Equipment Operator I. The employee will perform duties associated with public works assignments, including winter snow plowing and operations, utility and street maintenance, building maintenance, etc. He or she must be able to perform heavy physical work in all weather conditions and to work in a team environment or individually without supervision. Requirements: a CDL Class B license (or the ability to obtain one within six months from the date of hire) and a clean driving record. Information on the position and an application are at [www.winooski.vt.gov](http://www.winooski.vt.gov) or at Winooski City Hall, 21 West Allen Street, Winooski, VT 05404. Application review begins January 31, 2014. Position open until filled. (01-03)

**Planning Consultant.** The City of Montpelier seeks a land use professional to work with the Planning and Community Development Department, the Office of the City Manager, and the Planning Commission to update and modernize the City's Zoning and Subdivision

(continued on next page)



## CLASSIFIEDS

(continued from previous page)

Regulations. This will include staffing Planning Commission meetings, drafting ordinance language at the direction of the Planning Commission, researching model language and practices to share with the Planning Commission, establishing and facilitating a workplan to ensure that the rewrite is completed, communicating with the Montpelier community about the efforts and soliciting input, and, once approved by the Planning Commission, working with the City Council on its review of the draft ordinance. The consultant will report directly to the Assistant City Manager, will receive support from the Planning and Community Development Office, and will be expected to attend all Planning Commission meetings. The complete RFP is posted at [www.vlct.org/assets/Marketplace/planning\\_consultant\\_rfp.pdf](http://www.vlct.org/assets/Marketplace/planning_consultant_rfp.pdf). Deadline to submit a proposal is **January 31, 2014**. Submit questions about this RFP in writing no later than January 22, to Jessie Baker, Assistant City Manager, City of Montpelier, 39 Main Street, Montpelier, VT 05602 or [jbaker@montpelier-vt.org](mailto:jbaker@montpelier-vt.org). More information is at [www.montpelier-vt.org/notice/928/RFP-Land-Use-Professional-for-Zoning-Rewrite](http://www.montpelier-vt.org/notice/928/RFP-Land-Use-Professional-for-Zoning-Rewrite). (01-08)

**Police Chief.** Goffstown, New Hampshire (pop. 17,650), seeks a progressive and proactive law enforcement professional with a proven record of leadership and management to serve as its next Police Chief. Goffstown is located in south-central N.H., adjacent to Manchester, the state's largest city, and is within an hour of the seacoast, the White Mountains, and the Lakes Region. It is also home to Saint Anselm College. The Goffstown Police Department, which has maintained CALEA accreditation since 1992, consists of 29 sworn officers and 14 civilians, including a full-time public safety dispatch center. The operating budget for the department is approximately \$4.7 million. The successful candidate will possess excellent interpersonal and communication skills, high integrity, and the ability to promote and maintain organizational excellence and exceptional community service. Ten years of progressive law enforcement

## PACIF JEOPARDY! CONTINUED

(continued from page 10)

Points	Question	More Information
10	What is a "medical only" claim?	Med only claims impact your workers' comp claim history far less than lost-time claims, so doing whatever you can to keep claims as "med only" is a great way to control your workers' comp costs.
20	What is a Return To Work or light duty program?	An early return to work (RTW) program allows injured employees to work with doctor-approved limitations until they are ready for full duty. This not only helps keep claims "medical only," which avoids the higher costs of lost-time claims, it also keeps employees engaged in the workplace, which speeds recovery.
30	What are hand and/or finger crush injuries?	We have seen numerous tailgate-related injuries to hands. To help prevent them, implement a "No Hands" policy so employees either use a tool to dislodge the object or just dump the load.
40	What is the workers' compensation "experience mod"?	Your workers' comp "experience modification factor" (xmod) is a number used in calculating your contribution. Knowing your xmod helps you benchmark your employee injury experience: an xmod of 1 is average among your peers, less than 1 is better than average, and higher than 1 is worse than average. Lowering your xmod is a sensible long-term goal.
50	What is an "Employer's First Report of Injury" form?	A First Report of Injury must be filed with the State within three days of when the employer becomes aware of an injury. Failure to meet this requirement subjects the member to potential fines from the Vermont Department of Labor. PACIF members should file their workers' comp claims online at <a href="http://www.vlct.org/rms/claim-reporting-and-insurance-forms/first-report-of-injury/">www.vlct.org/rms/claim-reporting-and-insurance-forms/first-report-of-injury/</a> .

experience, with at least five years of command experience, and a BA/BS degree required. An advanced degree, FBI National Academy, and CALEA experience are strongly preferred. Must possess or be able to obtain New Hampshire certification within one year of appointment. Additional information is at [www.municipalresources.com/career.html](http://www.municipalresources.com/career.html). Salary up to \$95,000 DOQ, with comprehensive benefits package. FLSA exempt position. EEO. Email a cover letter and resume (Word document or pdf file) by **Monday, February 3, 2014**, to [recruitment@municipalresources.com](mailto:recruitment@municipalresources.com) with Goffstown PCR as the subject. Resumes will be held in confidence throughout the selection process. (01-09)



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# UPCOMING EVENTS

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

## TOWN MEETING TUNE-UP

February 11, Capitol Plaza, Montpelier

## LOCAL GOVERNMENT DAY IN THE LEGISLATURE

February 19, Capitol Plaza, Montpelier

## TOWN HEALTH OFFICERS WORKSHOP

March 11, Capitol Plaza, Montpelier

March 13, Holiday Inn, Rutland

## SPRING SELECTBOARD INSTITUTE

March 22, Capitol Plaza, Montpelier

April 12, Holiday Inn, Rutland

## TREASURERS WORKSHOP

March 25, Lake Morey Resort, Fairlee

March 27, Middlebury Inn, Middlebury

VERMONT LEAGUE OF CITIES AND TOWNS AND THE  
VERMONT MUNICIPAL CLERKS' AND TREASURERS' ASSOCIATION  
PRESENT:

## Local Government Day in the Legislature

Wednesday, February 19, 2014  
Capitol Plaza Hotel, Montpelier

Register online: [www.vlct.org/eventscalendar](http://www.vlct.org/eventscalendar)

Questions?

Call VLCT at 1 (800) 649-7915 or email [info@vlct.org](mailto:info@vlct.org).

[www.vlct.org/eventscalendar](http://www.vlct.org/eventscalendar)

Make your voice heard at the State House!