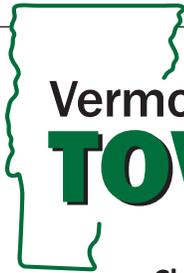


VLCT NEWS

A PUBLICATION OF THE VERMONT LEAGUE OF CITIES & TOWNS

SERVING AND STRENGTHENING VERMONT LOCAL GOVERNMENTS

August/September 2014



Vermont League of Cities & Towns **TOWNFAIR2014**

October 9, 2014

Champlain Valley Expo, Essex Junction, Vermont



(see more Town Fair on page 8)

MEMBERS OF THE HEALTH TRUST AND THE UNEMPLOYMENT INSURANCE TRUST:

Please plan to have your Trust contact or alternate attend your Annual Meeting(s) at Town Fair on October 9th. In late July (after this issue went to print), the directors of each of these Trusts met to evaluate the documents that define the terms of merging the two Trusts. Once both Boards approve the merger documents, all current members of either Trust will be asked to vote on the merger proposal at the Trusts' annual meetings. These meetings will be held consecutively in a single room from 10:30 a.m. to

(continued on page 15)

Register Online! www.vlct.org/eventscalendar

SPOTLIGHT ON TOWN FAIR TRAININGS

Vermont Department of Health Commissioner Dr. Harry Chen will describe the elements of **Health in All Policies** for Vermont and the role Health Impact Assessments play in optimizing public health policies in our towns and cities. After explaining how to structure initiatives he will facilitate a discussion regarding the opportunities, approaches, and challenges involved in adopting this approach in Vermont.

(continued on page 9)

New Website Helps Vermont Communities Avoid Flood Damage

Vermont local officials have a new online tool to help their municipalities become more flood resilient. **Flood Ready Vermont** (www.floodready.vermont.gov) compiles maps and information from around the state to help community leaders work to avoid damage from flooding and help their towns become more flood resilient. The website contains information on post-disaster funding and how well communities are prepared. Is your town prepared to avoid flood damage? Visit www.floodready.vermont.gov to find out. And be sure to attend the "Is Your Town Ready for the Next Flood?" workshop at Town Fair, which will discuss the site in detail.

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[Note: The following article, originally posted on the Vermont Council on Rural Development's website, is here reprinted by permission.]

HOW TOWNS CAN MANAGE THE NEW OPEN MEETING LAW CHANGES

The Snelling Center for Government has created and redeveloped a total of 18 municipal websites through the Vermont Digital Economy Project. Recent changes in the state's Open Meeting Law, which is intended to promote participation in government and advance public opportunities to participate in government, now require that towns with websites must:

1. Post meeting agendas within 48 hours of a regularly held meeting, and;
2. Within 24 hours of a special meeting; and
3. That minutes are posted on a town's website within 5 days of the meeting.

Based on our experience, towns that we've worked with are in good shape to embrace the new regulations, but we know that many towns are still struggling to integrate their website as part of the towns operations.

In a recent article, we shared 5 Tips for Creating a Dynamic Municipal Website. Our last tip was about the importance of

posting meeting minutes, and it couldn't have come at a better time. Our experience has taught us that there are several steps that governments can take to help make website maintenance, and adherence to the new changes in the open meeting law, much easier:

1. Choose a Content Management System (CMS) that is easy to use and widely understood

Our experience has shown us that some municipalities are using either outdated or proprietary Content Management Systems where a webmaster holds the key to the site, or websites with no CMS at all, where everything must be updated manually and either coded directly or created through a program like Dream Weaver. This can make it much more difficult to upload meeting minutes.

On the other hand, with an easy to understand and widely used CMS, uploading meeting minutes and agendas should

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The VLCT 2014 Open Meeting Law FAQs is available at:
www.vlct.org/assets/MAC/VLCT_Open_Meeting_Law_FAQs_June_2014.pdf

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 loan funds available at interest rates as low as 1% 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 ♦ 802-828-5627



Who is digging in your town?

Dig Safe members know.



Demonstrate your commitment to the safety of your community by protecting your underground utilities from excavation accidents. Dig Safe is a streamlined communication process that notifies you of projects that could potentially damage sewer, water, drainage, fire alarm and traffic control facilities.



- Municipalities with under 100 miles of underground facilities (or street miles) pay only \$1.00 per notification. Contact Dig Safe for an estimate.
- No expensive equipment needed - only an email address is required to receive Dig Safe tickets.
- Reduce notices with Dig Safe's digital mapping system.
- 24/7 notification process.
- Electronic and voice-recorded data stored for your legal protection.
- Dig Safe meets or exceeds all of Common Ground Alliance's Best Practice recommendations for the nation's one-call centers.
- Dig Safe's extensive advertising campaign raises awareness to call 811 before digging.
- Dig Safe's detailed education program includes on-site safety seminars for excavators to learn damage prevention strategies and the requirements of the "Dig Safe" law.

*Call **811** or visit digsafe.com to learn more about membership.*



Questions asked by VLCT members and answered by the League's legal and research staff

ASK THE LEAGUE

TOWNS EMPLOYING OUTSIDE AUDITORS; FORECLOSURE PROCESS FOR ABANDONED MOBILE HOMES

How can towns employ the services of an outside professional auditing firm?

There are two ways a town can hire an outside auditing firm. The first is to eliminate the office of the elected auditor. This

option is available for all towns except those with a charter specifically providing for the election or appointment of the office of town auditor. Under state law, a town can only eliminate the office of auditor by vote of paper ballot (as opposed to Australian ballot)

at its annual meeting. If approved, the selectboard must contract with a state licensed certified public accountant to perform an annual financial audit of all town accounts. The term of office of any auditor in office on the date of the vote will expire 45 days after that vote, or when the selectboard enters into a contract with a public accountant, whichever occurs first. The vote to eliminate the office of town auditor will remain in effect until rescinded by the voters in the same manner it was approved. 17 V.S.A. § 2651b.

The second option is to hire a licensed public accountant to perform an annual audit of all town funds without eliminating the office of auditor. This is a decision that may be made by vote of the selectboard or by the voters of the town at a duly-warned special or annual town meeting. Such a meeting must be called in response to a written petition signed by at least five percent of the legal voters of the town. The article presented must be in substantially the following form:

“To see if the [city, town, or village] will vote to instruct the [legislative body] to employ a certified public accountant or public accountant licensed in this State, to perform an annual financial audit of all funds of the [city, town, or village].”

Regardless of the method utilized, the hiring of a public accountant does not excuse the town from the auditors' statutory duties. The selectboard must assume all other duties of the town auditor including the distribution of the public accountant's

(continued on next page)

SAVE THE DATE!

UPCOMING MAC WORKSHOPS

Dates for Spring 2015 are still in the works; more information coming soon.

Open Meeting Law and Public Records Act
Wednesday, September 10, Capitol Plaza, Montpelier

Municipal Budget
Tuesday, September 30, Capitol Plaza, Montpelier

Auditors
Tuesday, October 21, Capitol Plaza, Montpelier

Fall Planning and Zoning
Wednesday, October 29, Capitol Plaza, Montpelier

Fall Selectboard Institute
Saturday, November 8, Lake Morey Resort, Fairlee

Municipal Attorneys
Wednesday, December 3, Capitol Plaza, Montpelier.

FOR REGISTRATION AND OTHER INFORMATION:

visit www.vlct.org/eventscalendar, call 800-649-7915, or email info@vlct.org.



ASK THE LEAGUE

(continued from previous page)

findings, which have to be mailed or otherwise distributed by the selectboard in the same manner as a report prepared by an elected auditor.

The annual financial audits performed by the public accountant have to conform to generally-accepted government auditing standards which include providing the selectboard with a report on internal controls on financial reporting. If the public accountant finds material weaknesses or significant deficiencies in the town's internal controls, or if the report of the public accountant or auditor is qualified, adverse, or disclaimed, then the following additional steps must be taken:

1. (T)he auditor or public accountant shall present the findings or opinion to the legislative body of the town and explain those material weaknesses or significant deficiencies or his or her opinion at a meeting duly warned for the purpose;
2. after the audit report is delivered to the legislative body of a municipality, the notice for the next meeting of the legislative body shall also notify the voters of the availability of the audit report and the accompanying report on internal control over financial reporting;
3. the next published annual report of the town shall include a summary of material weaknesses or significant deficiencies found in the internal controls over financial reporting or a statement that the audit report sets forth an opinion that is qualified, adverse, or disclaimed; and
4. the legislative body shall post the audit report and the accompanying report on internal control over financial reporting on the municipality's website, if the municipality has a website. 24 V.S.A. § 1690.

For information on internal financial controls as well as on training for locally elected auditors, please contact Abby Friedman, VLCT Municipal Assistance Center Director, at 800-649-7915 or afriedman@vlct.org.

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

Is there anything our town can do with an abandoned mobile home in town without having to go through the statutory foreclosure process?

Yes. In 2012, the state legislature added a provision in statute to help towns deal with abandoned mobile homes. Title 9, Section 2608, establishes an alternative to the ordinary collection processes by authorizing towns to initiate an action in Superior Court to sell an abandoned mobile home at public auction. This newer, alternative course of action is very similar to a process that was previously only available to mobile home park owners in 10 V.S.A. Chapter 153, and it provides towns with another option for dealing with abandoned mobile homes.

If there is an abandoned mobile home located in the town on private property, the town can file a verified complaint (a complaint verified by the plaintiff under oath) in the Civil Division of the Superior Court for the county in which the town is located. The town must also satisfy specific publication and notice requirements. A hearing is scheduled from 15 to 30 days after the filing of the complaint.

At the court hearing, the town must prove ownership of the mobile home, the amount of taxes, fees, and other charges due to the town, and the amount of attorneys'

fees claimed. The town must also prove that notice and publication requirements have been met, and that the mobile home has actually been "abandoned." Whether a mobile home is abandoned is a question of fact determined by the court. If the court finds that the town has complied with the above criteria, the court approves the sale of the mobile home at a public auction.

The court order will include the minimum bid, terms of sale, and notice and publication requirements of the sale. The minimum bid must be sufficient to cover the total costs of paying the person conducting the sale, the town's court costs, attorneys' fees, publication and mailing costs, delinquent town taxes, including interest and penalties, and reimbursement for the landowner for unpaid rent if the mobile home is located on leased land.

In the case of an abandoned mobile home that is unfit for human habitation, a town can file a verified complaint requesting the court approve transfer of that mobile home to the town without public sale. A court will approve such a request if it finds that the town meets the requirements listed above and also proves that the mobile home is "unfit for human habitation." In deciding whether the mobile home is unfit for human habitation, the court must consider the

(continued on page 19)

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





LEGAL AND REGULATORY NOTES



2014 LEGISLATIVE CHANGES THAT IMPACT MUNICIPALITIES

Below is a summary of this year's most important legislative changes that affect municipalities:

Open Meeting Law. The Municipal Assistance Center has answered many frequently asked questions regarding the changes that were made to the Open Meeting Law. That FAQ document is available on our website at http://www.vlct.org/assets/MAC/VLCT_Open_Meeting_Law_FAQs_June_2014.pdf.

Elimination of the Elected Position of Collector of Current Taxes. Effective July 1,

2014, municipalities are no longer required to vote for a collector of current taxes. A town may vote to have either the municipal treasurer or the town manager (if there is one) assume the duties of collector of current taxes. 32 V.S.A. § 4791; 24 V.S.A. § 1236(10). If a town fails to vote either the treasurer or town manager as the collector of current taxes, then the constable automatically becomes the collector of taxes pursuant to 24 V.S.A. § 1529. Persons who were duly elected to serve as collector of current taxes prior to this statutory change will continue to serve their term until the next annual town meeting.

Treasurer may be Appointed to Collect Delinquent Taxes. A municipality may now vote to authorize the legislative body to appoint a collector of delinquent taxes who may be the municipal treasurer. 17 V.S.A. § 2651d. This amendment does not change the municipal authority to have delinquent taxes collected by the town manager, if there is one. 24 V.S.A. § 1236(10). As with current taxes, the constable automatically becomes the collector of delinquent taxes if no other election or appointment is made. 24 V.S.A. § 1529.

(continued on next page)

MAC MUNICIPAL CONSULTANTS

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

MAC's consulting team consists of:

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





LEGAL AND REG.

(continued from previous page)

Elimination of the Elected Position of Animal Control Officer. Municipalities have always had a choice of whether to designate someone to be the local animal control officer either by election or appointment. Effective July 1, 2014, there is no longer an option of electing for this position. 13 V.S.A. § 351(4); 20 V.S.A. § 3621. Municipalities may still *appoint* an animal control officer, whose duties are performed subject to the direction of the selectboard.

Deadline and Handling of Petitioned Articles. The deadline for filing a petition for an article to be voted on at town meeting was changed from 40 days to 45 days before the date of the meeting. 17 V.S.A. § 2642(a). Municipal clerks must now, within 24 hours of receipt of such a petition, immediately determine if the petition meets statutory requirements and, if necessary, return it to the petitioners stating in writing the reasons why it can't be accepted. The petitioners may file supplementary petitions but must do so no later than 48 hours after the petition was returned by the clerk and within the 45-day deadline.

Municipalities may Regulate by Ordinance the Licensing of Pets or Wolf-Hybrids. Municipalities now have the express legal authority to regulate the licensing of domestic pets or wolf-hybrids and issue tickets to pet owners who fail to comply with those requirements. 22 V.S.A. § 2291(10); 20 V.S.A. § 3549.

Cemetery Commissioner may not also be Auditor or Treasurer. The legislature added to the list of incompatible offices found in 17 V.S.A. § 2647(a) such that an individual serving as a cemetery commissioner may not also serve as auditor or treasurer.

Planning Commission may have Alternates. Municipalities now have the authority to appoint alternates to serve on a planning commission. Pursuant to the amended 24 V.S.A. § 4460(c), alternates may now be assigned to serve in situations where members of the planning commission are disqualified or otherwise unable to serve. Previously, the law provided that only boards of

adjustment and development review boards could have alternates.

Tiered Law Enforcement Instituted. Effective next year, the classifications of "part-time law enforcement officer" and "full-time law enforcement officer" will be eliminated. 20 V.S.A. § 2358. As of July 1, 2015, and unless otherwise authorized by the Criminal Justice Training Council, all part-time law enforcement officers will be considered "Level II" law enforcement officers, and all full-time law enforcement

officers will be considered "Level III" law enforcement officers. The law also creates a classification for "Level I" law enforcement officers.

The three new classifications, which will each receive basic training and annual in-service training from the Criminal Justice Training Council, are described as follows:

- Level I law enforcement officers are limited to security, transport, vehicle

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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/ 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!



Vermont League of Cities & Towns **TOWNFAIR2014**

TOWN FAIR FREQUENTLY ASKED QUESTIONS

Register for Town Fair Online: www.vlct.org/eventscalendar

October 9, 2014, Champlain Valley Expo, Essex Junction, 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 9, 2014.

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., 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, 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!

TOWN FAIR 2014 HIGHLIGHTS

- **Fifteen** training sessions whose topics range from Open Meeting Law Compliance to Understanding Independent Audit Reports to a summary of the new Flood Ready website plus much more.
- **One hundred** exhibitors showcasing a range of products that help keep municipal government running smoothly. Many offer great swag and raffle prizes.
- **One** traditional turkey dinner, with all the trimmings. The chefs from **The Essex Resort** always go all out to prepare this scrumptious meal.
- **Numerous networking opportunities** that you can only get at Town Fair. You'll have time to visit with colleagues from other municipalities. Comparing notes, you may pick up an idea of how to make your town or city run even more efficiently.
- **Four** annual meetings: VLCT, VLCT PACIF, Health Trust, and Unemployment Insurance Trust.





TOWN FAIR TRAININGS

(continued from page 1)

Solar panels are popping up all over the state, and both residents and solar developers are approaching towns with renewable energy proposals. While some towns and schools have contracted for solar projects, others may have questions about legal and financial issues as well as technical aspects of solar energy systems. In the **Model Solar Contract for Municipalities** workshop, we will review a new model contract/power purchase agreement for towns and schools interested in leasing or buying renewable energy systems located on or off town property. Officials from towns that have implemented solar energy projects will also share their experiences.

In **Emerging Liability Trends in Law Enforcement** we will examine how law officers and agencies can assess their level of risk exposure by reviewing court decisions that have defined acceptable standards of conduct by officers. Developing law guides police training, operations, individual conduct, and operations, and failing to recognize these laws can lead to serious monetary consequences for individual police officers, supervisors, police executives and police agencies. In extreme cases, a failure to obey court decisions can result in criminal sanctions.

All workshop topics are listed below. Visit www.vlct.org for details of each session.

- Health in All Policies: Helping Vermonters Stay Healthy where they Live, Work, and Play
- Mock Unemployment Hearing
- Understanding Your Town's Independent Audit Report – a Breakdown for Lay People
- Is Your Town Ready for the Next Flood? – Flood-Ready Website
- VLCT Annual Meeting and Adoption of the 2015 Municipal Policy
- Annual Meetings of PACIF and the Unemployment Insurance and Health Trusts
- Statewide Parcel Mapping: What Will it Mean for Towns?
- Open Meeting Law Compliance – Changes from the 2014 Legislative Session

(continued on page 11)

TOWN FAIR 2014 GLOSSARY

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

Annual Meeting, PACIF/Unemployment Insurance/Health. The VLCT Property and Casualty Intermunicipal Fund (PACIF), the VLCT Health Trust, and the VLCT Unemployment Insurance 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 Municipal Policy, VLCT's legislative platform for the upcoming session. Delegates also elect officers and new members to the VLCT Board of Directors.

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. 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. Check the online event page located at www.vlct.org/eventsalendar to register and see what fun theme we've got in store for you this year.

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

Trade Show. Companies and organizations dedicated to serving Vermont municipalities will be exhibiting their products and services at the "Fair" part of Town Fair. 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!

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.





Vermont League of Cities & Towns **TOWNFAIR2014**

TOWN FAIR EXHIBITORS

As of press time (July 23), 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 Vermont
An association of construction industry companies

Badger Meter
Flow measurement and control solutions

Brook Field Service
Generator sales and service

CAI Technologies
A leader in GIS solutions and precision mapping

Dig Safe
Free service to promote public safety by preventing utility damage

DuBois & King, Inc.
Full-service consulting engineering

E.J. Prescott, Inc.
Water, sewer, and drain material supplier

Emerald Equipment Systems, Inc.
Manufacturer and distributor of material processing equipment and parts

Ennis-Flint
Prefomed thermoplastic pavement markings

Great-West Financial
Deferred compensation

Hoyle, Tanner & Associates, Inc.
Civil, structural, environmental, transportation and aviation, planning and engineering

Innovative Surface Solutions
De-icing and dust control products

Merchants Bank
Banking

Municipal Leasing Consultants
Equipment financing for capital equipment/projects essential to municipalities

Northeast Delta Dental
Administers dental benefits for VLCT members, employer groups, and individuals

Pennichuck Water Service Company
Water utility services

People's United Bank
Financial services

QPR (Quality Pavement Repair)
Cold patch

RBS Citizens
Specializing in products, services, and expertise to help municipalities manage their finances

Stantec Consulting Services, Inc.
Engineering consulting firm

Stone Environmental
Stormwater planning and development, water quality planning and development, environmental assessment and remediation, geospatial mapping and decision system

TD Bank
Financial services

U.S. Environmental Protection Agency
Federal agency charged with protecting human health and the environment

Vanasse Hangen Brustlin, Inc. (VHB)
Consulting firm providing integrated transportation, land development, and environmental services to public and private sector clients

Vermont Concrete Cutting & Concrete Solutions
Cutting, coring, waterproofing, cracking

Vermont Highway Safety Alliance (VHSA)
A non-profit partnership of government agencies, non-governmental agencies, non-profits, and businesses that have a stake in improving highway safety



(continued on next page)



TOWN FAIR EXHIBITORS

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Vermont Municipal Bond Bank

Assists Vermont's municipalities, including school districts and fire districts, with access to long-term bond financing

Vermont Procurement Technical Assistance Center

Government contracting where business, opportunity, and government connect

Vermont Municipal Retirement/Unclaimed Property

Retirement/unclaimed property



TOWN FAIR TRAININGS

(continued from page 9)

- Understanding Shoreland Zoning
- Emerging Liability Trends in Law Enforcement
- Model Solar Contract for Municipalities
- The Lake Champlain TMDL
- Telecommunications Facilities in Your Town and Applications to the Public Service Board
- Keeping it Local: From the Local Roads Program to the Local Technical Assistance Program



VLCT's 2014 Local Officials Golf Outing

- **Date:** Wednesday, August 13
- **Time:** 8:00 a.m. check-in; 8:30 a.m. shotgun start
- **Location:** Green Mountain National Golf Course, Killington, Vt.
- **Fee:** \$65 per person includes shared cart, snack, and lunch
- **Contact** Pam Fecteau at pfcteau@vlct.org or 1-800-649-7915, ext. 1934 to register after July 25th.

FAST LAB.

EASTERN ANALYTICAL has been serving Northern New England environmental and compliance professionals with comprehensive water and soil contamination testing services since 1980.

Email customerservice@eilabs.com or call us for more information.



Eastern Analytical, Inc.

Professional lab and drilling services.

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Concord, NH 03301
800.287.0525
www.eilabs.com



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

Vermont-based Ecopixel provides a complete website solution for towns and organizations like yours:

- ✓ Content management system (CMS) with the integrated tools you need
- ✓ Ongoing training and technical support for your website editors
- ✓ Fresh, accessible, customized design
- ✓ Smartphone and tablet friendly responsive web design templates
- ✓ Help with reorganizing and migrating your existing content
- ✓ Reliable hosting service

Visit our latest website: The Village of Essex Junction at www.essexjunction.org

www.ecopixel.com | (802) 878-0380

ecopixel™

STAY UP TO DATE ON LAW ENFORCEMENT LIABILITY

The very nature of police work – especially activities such as the use of force, high-speed driving and pursuits, and placing suspects under arrest – lends itself to complaints and lawsuits from the people who interact with law enforcement officers. This nature, combined with America's increasingly litigious culture, has put law enforcement officers under intense public scrutiny in recent years. Liability lawsuits against law enforcement officers and their agencies have significant legal and financial ramifications: every case has the potential to set precedent, thereby adding to the overall body of case law, and monetary payouts (whether ordered by the court or resulting from out-of-court settlements) have been rising strikingly in the past 20 years.

Well-run agencies understand that relying on their insurance (or, in the case of PACIF, their coverage) to simply pay the bills is foolish because their costs will rise all the more in subsequent years. And being liable might not just incur high costs. In extreme cases, failure by law enforcement to follow rules set forth by courts has resulted in criminal sanctions.

Actual case rulings, often by federal district courts, are constantly affecting – and

developing – the laws that relate to police liability and discipline. Yet officers might not even realize that they can be held accountable for decisions made by a court which, although nowhere near them, nonetheless has jurisdiction over them. Law enforcement professionals of all stripes cannot be expected to know the latest case law unless they have specific access to reliable resources. That's why it is incumbent upon law enforcement agencies to help their officers, supervisors, and executives learn the latest case law and comprehend its effect on

their work. Supervision, training, operations, and individual conduct must all take into account this developing body of law. Only then can officers establish a working knowledge of how to perform their jobs effectively without significantly increasing their risk of incurring lawsuits.

VLCT PACIF has two excellent resources available for learning the latest case law affecting law enforcement liability. The first is specifically for PACIF member police departments; the second is open to everyone who attends VLCT's Town Fair this year in Essex.

The screenshot shows a web interface with a dark blue header. The main content area is titled "COURSE CATEGORIES" and lists several sections: "For Our Guests and New Students" (containing "Site Navigation and Orientation"), "Model Policies" (containing "Police Policies" and "Police Forms"), and "Constitutional Legal Guide for Law Enforcement" (containing "Street Encounters" with sub-items "LEA111 Street Encounters" and "LEA112 Street Encounters 2"). To the right, a "LATEST UPDATES" sidebar lists recent legal updates: "July 16 Legal Update Exigent Home Entry", "July 9 Legal Update Excessive Force", "July 2 Legal Update Breaching Curtilage", and "June 25 US Supreme Ct Ruling: Cell Device Search".

The screenshot shows the homepage of the VLCT Law Enforcement Online Training Center. The header includes the VLCT logo and navigation links: HOME, ABOUT, MY COURSES, MY PROFILE, SHORTCUTS. A green arrow points from the "COURSE CATEGORIES" section of the previous screenshot to the "MY COURSES" link in the header. The main content area features a "COURSE CATEGORIES" section with the same list as the previous screenshot, and a "LATEST UPDATES" sidebar with the same list. Below the "LATEST UPDATES" sidebar is a "2014 WEBINAR SCHEDULE" table.

2014 WEBINAR SCHEDULE	
All Webinars 2:00 PM Eastern	
Feb 20	Use of Force (12:00 Noon)
Feb 20	Emergency Vehicle Operations/Pursuits
Mar 28	Arrest, Search & Seizure
TBD	Care, Custody and Transportation of Prisoners
May 9	Officer Involved Domestic Violence
Jun 20	Property and Evidence

All PACIF member police departments can log in to VLCT PACIF's online **Law Enforcement Training Center** from the link on our [Safety and Health Promotion webpage](#). In the Training Center, they will find all the resources that the Public Agency Training Council (PATC) has developed for PACIF member police departments, including topic-specific trainings – listed under "Constitutional Legal Guide for Law Enforcement" – which cite relevant case law from both federal and Vermont courts. The "Latest Updates" panel lists recent law-enforcement-related court rulings, with a PATC lawyer's careful explanation of each. Every member police department has a unique username and password to be able to log in to the Training Center, and VLCT can provide these to any department that

(continued on page 15)

2014 RMS CALENDAR

VLCT's Local Officials Golf Outing. Wednesday, August 13, 2014, 8:00 a.m. to 3:00 p.m., Green Mountain National Golf Course, Barrows-Towne Road, Killington. Shotgun start at 8:30 a.m. The low per-golfer fee includes morning snacks and barbeque lunch. VLCT members will receive an email with details and a registration form, which we ask to be distributed throughout your organization. Learn about Green Mountain National, Vermont's only municipally owned golf course, at <http://www.gmngc.com/>.

2014 Vermont Summer Safety Retreat. Wednesday, August 20, Camp Ohana, Post Mills. Sponsored by Safety & Health Council of Northern New England. For more information, use the Vermont link at <http://www.shcne.org/conferences.html> or call 800-834-6472.

2014 Vermont Safety & Health Council EXPO. Friday, October 3, at the Killington Grand Hotel and Conference Center, Killington. Information will be posted in the Events Calendar at www.vshc.org.

Deadline for PACIF Members to submit completed 2014 Renewal Applications. Friday, October 10, 2014. Update all schedules and return your completed application to Vicky Abare by (1) scanning and emailing it to vabare@vlct.org; (2) mailing it to VLCT Attn: Vicky Abair, 89 Main Street, Suite 4, Montpelier, VT 05602; or (3) dropping it off at the VLCT Risk Management Services table at Town Fair. If you have any questions for a PACIF Underwriter, contact Vicky Abare (vabare@vlct.org or 800-649-7915, ext. 1941) or Pam Fecteau (pfecteau@vlct.org or 800-649-7915, ext. 1934).

Deadline for PACIF Member Volunteer Fire Departments (VFDs) to return completed Annual Assigned Risk Contact Form. Tuesday, October 14, 2014. To return your completed form, scan and email it to sbenoit@vlct.org; or mail it to Susan Benoit, VLCT, 89 Main Street, Suite 4, Montpelier, VT 05602; or fax it Attn: Susan Benoit at 802-229-2211.

OSHA 3015 Excavation Trenching and Soil Mechanics. Monday to Thursday, October 20 to 23, AGC/VT Training Center, Montpelier. Presented by the Region 1 OSHA Training Institute Education Center. For course description and registration, please visit www.OSHAedcenter.com or call 800-449-6742.

PACIF RENEWAL DOCS

All PACIF members please note: the **Renewal Application** that you receive from us in mid-September **needs to be updated accurately** and returned to VLCT PACIF by Friday, October 10th, as specified in the cover letter.

Keep an eye out for a large VLCT envelope containing several documents, and plan to have the appropriate person(s) at your municipality review the schedules carefully. This is your best opportunity to add or delete exposures and adjust values on your property and vehicle schedules in order to make sure that your 2015 coverage and contribution will be accurate. If you have any questions along the way, call 800-649-7915 and speak with Pam Fecteau or Vicky Abare.

Please follow the instructions in the letter that accompanies the application. Meeting the 10/10/14 deadline helps make sure that the PACIF invoice you receive on December 1 will be the correct amount for your 2015 coverage. If your application is late, your 2015 contribution amount may need to be updated after the new year, causing you to receive an invoice for the difference in January. You can return your completed application by email, mail, fax, or – new this year – **turn it in at Town Fair** by dropping it off our Risk Management Services table!

For additional information, contact Vicky Abare (vabare@vlct.org or 800-649-7915, ext. 1941) or Pam Fecteau (pfecteau@vlct.org or 800-649-7915, ext. 1934) in Underwriting.

PACIF MEMBERS WITH A VOLUNTEER FIRE DEPARTMENT

In early October, Susan Benoit will send a form to be updated as the first step of your 2015 Workers' Compensation renewal of your volunteer fire department (VFD). This form

(continued on page 20)

Welcome New PACIF Members

Town of Newark
effective June 6, 2014

Town of Pownal
effective July 1, 2014

Town of Walden
effective July 1, 2014

Village of North Bennington
effective July 1, 2014

Town of Sutton
effective July 21, 2014



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 or (877) 827-2385, or visit www.nlc.org for more information.



LAW ENFORCEMENT

(continued from page 12)

needs one. (Contact Joe Damiata at jdamiata@vlct.org.) VLCT held a webinar in early May to help police departments get the hang of using this online portal. With plenty of time for examples and questions, the webinar was very well received. A recording of the webinar, which anyone can watch, is posted in the Guests area of the online Training Center. To get there, go to PACIF's Safety and Health Promotion

TRIVIA

Linda Parent, Louise Luring, and Steve Hier of Richmond, Saxtons River, and Weathersfield, respectively, knew that the Town of Barton was named after William Barton, who went to jail for refusing to pay a legal judgment of \$50.13 plus an additional \$51.10 in court costs. (The giveaway was the \$51.50 in court costs, right?) Wel gedaan!

Here's another historically hued and fiscally flavored question: **In Vermont during the 1840s, a postmaster could send letters for free if his or her annual compensation did not exceed what amount?**

If you know the answer, email it to dgunn@vlct.org or enclose it in a Candygram to VLCT. The answer will appear in the occasionally outstanding October issue.

webpage, look under the Member-Focused Programs heading, use the Online Law Enforcement Training and Model Policies link to open the login page, and click on Login as a guest. The webinar video is the top link in the center panel.

The second resource is “**Emerging Liability Trends in Law Enforcement**,” a workshop at the upcoming Town Fair in Essex. Jack Ryan, an attorney with the Legal and Liability Risk Management Institute (LLRMI), and Nancy Sheahan, from the Vermont law firm McNeill Leddy & Sheahan, are both highly experienced in law enforcement liability. They will explain several court decisions that have interpreted acceptable standards of conduct for law enforcement officers. This session is designed to help officers and agencies assess their particular level of risk exposure through an examination of relevant cases.

We look forward to seeing you at Town Fair!

*Joe Damiata, Manager
Underwriting, Safety and Health Promotion*

MERGER

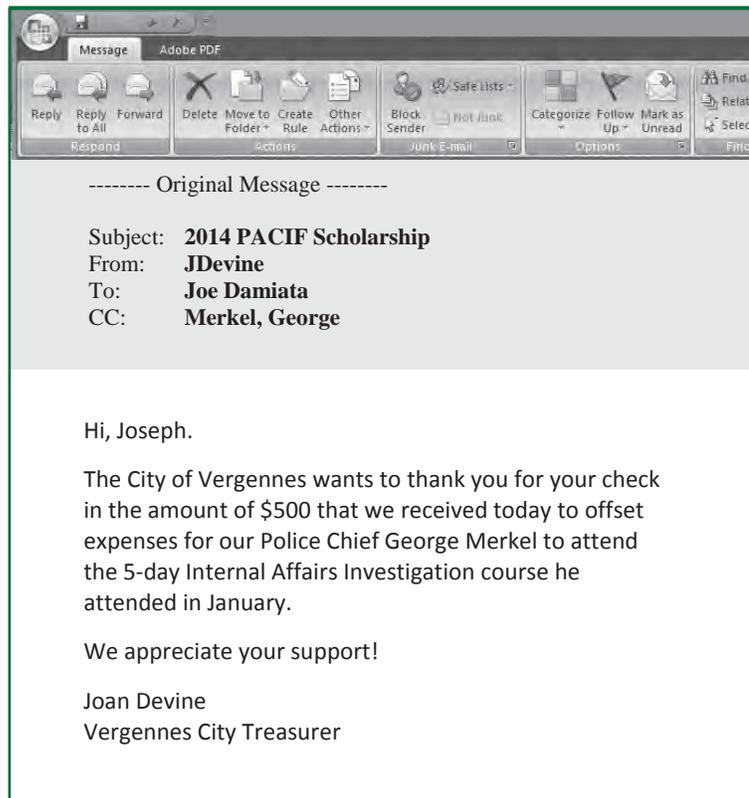
(continued from page 1)

12:00 noon at Town Fair. Each member will have one vote per meeting, and municipalities that are members of both Trusts can vote once at each meeting.

PACIF's Updated Police Policies

To all PACIF member police departments: if you haven't already done so, be sure to log in to PACIF's online Law Enforcement Training Center and download the latest Model Police Policies on Training and Response to Active Resistance. Both of these topics have important updates as a result of recent changes in Vermont state law concerning the use of Electronic Control Devices (ECDs), such as Tasers.

How One PACIF Member Used a 2014 Scholarship



Please visit www.vlct.org/rms/pacif/pacif-scholarships/ to learn how the PACIF Scholarship program works.

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IMPORTANT INFORMATION FOR ALL VLCT MEMBERS

The information below applies to all Vermont employers. If you have any questions, please contact Kelley Avery, **Unemployment Insurance Underwriter and Health Benefit Programs Administrator**, at 800-649-7915, ext. 1965 or kavery@vlct.org.

ALL Employers Must File C101s Electronically Starting With 3Q14

Beginning with **2014 third quarter reporting** (due on or before October 31, 2014), **all** Vermont employers are required to file their quarterly Unemployment Insurance Wage and Contribution Reports (**C101s**) **electronically**. Previously, employers with zero to 25 employees have been allowed to file this employment data on paper, but as of November 1, 2014, even the smallest employer becomes subject to the **\$100 per filing penalty** that the State of Vermont assesses on any employer that fails to comply with the online filing mandate. Before filing electronically, the employer must register as an online filer. The number of employees in the organization determines how to register and file.

- Employers that have between zero and 249 employees and are not currently filing electronically must **register online no later than October 13, 2014**. To register, go to www.labor.vermont.gov, click on “Employer Online Services” in the middle of the home page (or use <http://labor.vermont.gov/unemployment-insurance/employers/employer-online-services/>), select “Register for UI Quarterly Tax Reporting,” and follow the onscreen instructions.
- Employers with 250 or more employees are required to use the Large Employer On-line Reporting Application. The instructions and registration form for this must be downloaded from the Vermont Department of Labor website. Go to www.labor.vermont.gov, scroll to the bottom, and, under the Unemployment Insurance heading, select “UI Employer Forms.” Then click on the PDF link labeled “C-29A Large Employer Quarterly C101 Wage & Contribution Report On-Line Application.”

Updates to Federal Health Insurance Requirements

- Any full-time, part-time, or seasonal employee who is not on his or her employer’s health insurance plan **and is enrolled in Medicaid** will be considered “uncovered” and therefore must be included in the employer’s full-time equivalent (FTE) calculation.
- Any full-time employee who is not on the employer’s health insurance plan **and purchases health coverage as an individual through Vermont Health Connect (VHC)** will be considered “uncovered” and therefore must be included in the employer’s FTE calculation.
- **For the third and fourth quarters of 2014, the health care contribution amount** for each “uncovered” full-time equivalent employee in excess of four **has increased to \$133.30**.

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OPEN MEETING LAW

(continued from page 2)

be seamless. The Vermont Digital Economy Project template is built on a CMS called WordPress, and with training we find that towns that we worked with are updating sites regularly and are well positioned to embrace the changes regarding to websites in the Open Meeting Law.

To put this in perspective, a town may choose to use Chevy for its fleet of trucks because they are a well-known brand for trucks, and local mechanics can repair them. The same principle can be applied to a website's Content Management System. Choosing a CMS that is widely known will ensure that towns can get the support they need if a technical question arises or institutional knowledge is lost when there is staff turnover. Examples of commonly used Content Management Systems are WordPress, Drupal, and Joomla.

2. Allocate the resources needed to maintain your website

The integrity of a municipal website is undermined when resources are not being directed to its development, ongoing maintenance, or support. Websites are a critical piece of town infrastructure, and they need to be maintained just like roads, bridges, and town greens. Infrastructure maintenance works when resources are budgeted in advance. If you do not have a line item in your town budget to for a website, start small and build up. The model of building a website

and never updating it may have worked in the past, but increasingly citizens and visitors expect government websites to be useful tools for their interaction with your town. This expectation will only continue to grow.

An adequately resourced website, supported by town budget and town officials, will build the foundation for towns to promote and advance public opportunities to participate in government. When resourced adequately, municipal websites are a powerful tool to promote economic development and communicate with visitors in a way that they are accustomed to. When properly trained, many town officials and administrators are surprised to find that updating the website can take as little as 20 minutes a week.

Using volunteers to develop, manage, and carry out critical functions of the website like updating meeting minutes undermines the credibility of a government websites. Although many Vermont towns have done this in the past, a town website will remain a valuable resource only when we can create a culture where our town officials are supported in their roles as website administrators and content contributors. We don't rely on volunteers carry out critical functions in our business operations, and we shouldn't rely on this practice in maintaining town infrastructure. If you must rely on volunteers, make sure they are well trained and have a clear understanding of what is expected of them in regards to timing with the open meeting law.

3. Lay out clear operational procedures

Have a plan in place that outlines the Roles and Responsibilities of website administrators. Regardless of a town's size, it needs to be clear from an operational standpoint who is responsible for what piece of the websites. The most commonly identified tasks in towns are as follows: Upload Agendas, Upload Meeting Minutes (unapproved and approved), Update Calendar and Updated News/Announcements.

Your plan can be as simple as assigning a name next to a task or as complex as creating a work flow diagram that shows what committee or board chair is responsible for sending meeting Agendas and Minutes to whom, and when. Towns know what tasks the Highways Department employees are responsible for as well as when these tasks need to be completed, and the same emphasis should be applied to website maintenance. Roles and Responsibilities that are clearly outlined and

understood help towns integrate websites into their operations, making them more effective.

In situations where town offices are staffed by one person and only open part time, it is important for leaders in that town to make sure that another person, such as a select board member, is trained on very basic websites tasks, such as updating meeting minutes, as well. Otherwise, the town could be vulnerable during an emergency. If that one trained website admin is affected by the emergency, it would leave a key resource for communicating what to do stagnant, and the town vulnerable.

4. Post all Minutes and Agendas as PDF's

Posting meeting minutes and agendas in a Word Document is not advised because a Word document can be downloaded from a town's website and then altered. It is much more difficult to alter a PDF, so towns should make sure to post PDFs only, unless they are uploading the minutes directly onto a web page.

If towns are unsure about how to create a PDF or generally do not understand what converting to PDF means, we will provide a free consultation on how to do this. Call or email Tess Gauthier at The Snelling Center for Government to schedule a time: 802-777-4638 or tess@snellingcenter.org.

Websites can be a powerful tool for towns to communicate better with their citizens and allow citizens to get quick answers to easy questions (like when the town offices are open, or which form they need to download for a dog license.) These websites are also often among the first search results for a town's name, and so they act as banners, advertising the town to people interested in visiting, or even moving to the area.

When resourced and integrated into a town's operations, government website can serve as a critical platform to engage citizens, promote participation in government and advance public opportunities to participate in government. But, just like anything else, it needs a little help to stay that way.

*Tess Gauthier, Project Manager
Snelling Center for Government*



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LEGAL AND REG.

(continued from page 7)

escorts, and traffic control. A Level I officer may, however, react in certain circumstances if he or she determines it to be necessary. Such circumstances include the protection of an individual from the imminent infliction of serious bodily injury, providing immediate assistance to a person who has suffered or is threatened with serious bodily injury, detaining an individual who is suspected by the officer of having committed a crime in the officer's presence, or detaining an individual whom the officer believes to have committed a felony under Vermont law. If a Level I officer reacts to any of these circumstances, she or he must call upon an officer certified to respond (i.e., an officer of a higher level).

- Level II law enforcement officers may engage in the same activities as Level I officers. In addition, they are authorized to deal with the following offenses: littering, advertising on utility poles or on private property, humane and proper treatment of animals, riots, simple assault, disorderly conduct, interference with access to emergency services, escapes, false alarms and reports, flags and ensigns, fraud, gambling and lotteries, larceny, public justice and public officers, railroads, trees and plants, trespass on and malicious injury to property, vagrants, weapons, municipal ordinance violations, and any matter within the jurisdiction of the Judicial Bureau or game wardens.

- Level III law enforcement officers have full law enforcement authority.

More information about these and other changes made during the 2013-2014 legislative session is detailed in the VLCT 2014 Legislative Wrap-Up (www.vlct.org/assets/Advocacy/Legislative_Reports/2014_wrapup_web.pdf). The Acts amending the relevant statutes are archived at <http://www.leg.state.vt.us/docs/acts.cfm?Session=2014>.

*Sarah Jarvis, Staff Attorney II
VLCT Municipal Assistance Center*

ASK THE LEAGUE

(continued from page 5)

functionality of appliances, plumbing and electrical fixtures, wiring, heating systems, and whether the mobile home is structurally sound, weather-tight and free of trash, debris, filth, and pests.

The legal proceedings described above are complex and involve important property interests. Therefore, towns contemplating one of these courses of action should work closely with an attorney to ensure for a fair, legitimate, and defensible outcome.

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

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VOLUNTEER FIRE DEPT.

(continued from page 13)

provides us with the name and contact information of the right person at your organization to be Susan's primary contact for important recordkeeping and correspondence regarding **your 2014 firefighter roster and payroll information**. The form will be physically mailed to the person who is listed in our records as Susan's 2013 primary contact. We need all recipients to **please note the deadline and follow the instructions in the cover letter carefully**. It is really important not to overlook this mailing, because it can help you make sure that all of your VFD volunteers will have the 2015 Workers' Compensation coverage that they deserve. Thank you!

THE TRANSITION TO WORKSTRONG

In the years before Vermont Health Connect took over the health insurance market for Vermont's small employers, members

of the VLCT Health Trust and their employees learned to rely on the broad array of wellness initiatives that Heidi Joyce gradually developed and organized: health screenings, flu shot clinics, pedometer challenges, the Healthy Lifestyle Rewards program, and much more. Heidi delivered all of these with unflagging cheerful encouragement.

When Vermont Health Connect took effect, the financial support, cost-saving goal, and day-to-day focus of Heidi's work shifted from health insurance to workers' compensation coverage. Although our wellness initiatives are now open only to the Health Trust's few remaining large members, Heidi is still (and always will be – it's in her DNA!) our/your knowledgeable, energetic, inspiring champion of health and wellbeing.

This year, Heidi is putting her time and talents into designing new WorkStrong activities to help PACIF members' employees become physically less prone to being injured on the job. **We want all PACIF municipalities to take full advantage of WorkStrong** and its various practical, result-oriented offerings. As these new WorkStrong programs catch on and are developed, the participating employees will most likely find they are

feeling better in many ways, some of which they hadn't anticipated. And that, of course, fits in perfectly with Heidi's innate prime directive.

HAVE DENTAL? USE THE PREVENTIVE BENEFITS!

We urge all groups that offer our dental coverage to **encourage all your covered employees to visit the dentist** twice a year for a regular cleaning and checkup. These and certain other **preventive services are already paid for**, so not using them (a) is like leaving money on the table, and (b) allows time for small problems to get big – and painful, and expensive to solve. Delta Dental's preventive services even include fluoride treatments and sealants for children, which can help establish healthier teeth for the rest of their lives.

For a summary of the VLCT Health Trust's preventive dental services, you can refer to the **Coverage A** column in the Dental Plans Benefit Chart that is posted on [VLCT's Dental webpage](#). For coverage details, please contact Northeast Delta Dental.

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CLASSIFIEDS

Please visit the VLCT website 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.

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.

For answers to specific questions about print advertising, email vlctnews@vlct.org.

Visit the VLCT website 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

Director of Administration. The City of St. Albans seeks an innovative and experienced professional to serve as its Director of Administration. The Director has broad responsibility for all administrative matters of the City, including general administration, human resources, financial and business management, and oversight of insurance and benefit programs. He or she also assists the City Manager with day-to-day operations and aligning strategic objectives throughout the organization. St. Albans is experiencing a comprehensive renaissance. The City is deeply committed to both downtown and neighborhood revitalization and this position plays a key role in achieving this vision. The anticipated hiring range is \$75,000-\$80,000 and includes a comprehensive benefit package (health, dental, and defined benefit retirement). Additional information on the City and a copy of the job description are at www.stalbansvt.com/jobs. To apply, please email a confidential resume and cover letter to Peg Strait at p.strait@stalbanstvt.com. Hiring process open until position is filled. EOE. (07-03)

Executive Director. The New England States Government Finance Officers Association (NESGFOA) is accepting applications for Executive Director. The Executive Director is appointed by the Executive Board of Directors of NESGFOA and operates with considerable discretion under the Board's direction for a term specified by agreement. He or she represents the NESGFOA and assists the president and other officers in the development and delivery of the annual conference, training seminars, and other functions of the association. The Executive Director also coordinates the administrative affairs of the association and performs related duties as directed by the Executive Board. Preference will be given to candidates familiar with government finance protocols and issues. He or she

must be willing to travel within the six New England states periodically to attend Executive Board meetings, annual conferences, planning meetings for annual conferences, and any other matters the Executive Board may require. A detailed job description is at www.nesgfoa.org under Jobs. Annual salary: \$8,000. To apply, send a cover letter and resume to Diane Waldron, Director of Finance, Town of Glastonbury, Attn: NESGFOA Executive Director, PO Box 6523, Glastonbury, CT 06033, or email your application to diane.waldron@glastonbury-ct.gov. Position open until filled. AA/EOE/MF. (07-09)

Police Chief. The Town of Thetford, Vt. (pop. 2,600), is accepting applications for a full-time, salaried Chief of Police. The Chief takes an active part in the law enforcement duties and patrols within Thetford and will work closely with residents, businesses, schools, emergency services, TVFD, Emergency Management and other local law enforcement agencies, both state and municipal, as well as a unionized department of officers. Requirements: excellent written and oral communication skills, exceptional moral character, and a strong work ethic; valid driver's license; must be certified (or certifiable) as a full-time police officer in the State of Vermont by the Vermont Criminal Justice Training Council (VCJTC); preference given to currently certified full-time police officers possessing a post-secondary education or equivalent and supervisory experience. Applicants considered for hire will be required to undergo standard police testing, including physical fitness examination, polygraph, oral board, medical exam, fingerprint check, and extensive background check. Salary based upon experience, with an excellent benefits package of holidays, vacation, health insurance, and VMERS retirement. For more information, call 802-785-2922. To apply,

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CLASSIFIEDS

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email a letter of interest that includes three professional references to the Thetford Selectboard assistant at Selectboard.assistant@thetfordvermont.us. Position open until filled. Equal Opportunity Employer. (07-10)

Town Manager. Danvers, Mass. (pop. 26,500), is seeking a creative and proactive community leader who is committed to excellence to serve as its next Town Manager. Danvers, with its rich history and hometown feel, is located just 20 miles from Boston with its world-class medical, educational, and cultural assets while just minutes from the Massachusetts shore. The Town is recognized for providing exemplary services to its residents and thriving business community. Led by a five-member Board of Selectmen, the stability of governance in Danvers is exceptional as evidenced by the 35+ year tenure of the incumbent manager. The Town Manager is appointed for a five-year term. With the assistance of an Assistant Town Manager, he or she oversees an operating budget of approximately \$125M and 300+ Town FTEs. The successful candidate must have a Bachelor's degree in an appropriate field (Master's preferred) and should have at least seven years of experience in public administration, with a minimum of five years served in a senior management capacity or an equivalent combination of education and proven management experience. He or she should be prepared to make Danvers his or her home. Salary range, \$165k to \$175k, commensurate with experience, with the expectation for continued excellence in management. For additional information related to the search or Town and candidate profiles, contact Alan Gould, Vice President, Municipal Resources, Inc., at 603-279-0352, extension 320. More general information is at www.mrigov.com/career.html. Email a resume by **Monday, August 11**, to recruitment@municipalresources.com (electronic submission preferred), or mail to Municipal Resources, Inc., Attn: Gail Schillinger, Danvers, MA – Town Manager Search,

120 Daniel Webster Highway, Meredith, NH 03253. Equal opportunity employer. (07-11)

Zoning Administrator. The Town of Readsboro is seeking a Zoning Administrator to interpret the Town Zoning Bylaw and assist applicants with Zoning Applications and any required follow up. The Zoning Administrator, the enforcement arm of the bylaw, works independently of but also interacts with the planning commission and development review board. He or she is appointed by and reports to the selectboard. This is an important position that serves the community and town governance. Requirements: ability to explain the bylaw requirements to anyone inquiring about all land use within the Town of Readsboro including required state permits (building expansion/new construction, subdivision of land, conditional and change of use, variances, etc., are examples of applications Zoning Administrator may receive and process); knowledge of Vermont statutes regarding land use and development; and good communication skills, as the Zoning Administrator is responsible for all contact regarding the bylaw and its interpretation. This part-time position is funded by a stipend plus mileage. Training and workshops are available to assist with the learning process. The Zoning Administrator

Handbook and Zoning Bylaw are available at the Town Office. You can also download the Zoning Bylaw at <https://readsborovt.org/uploads/ApprovedZoningBylaw2013.pdf>. To apply, please submit a detailed letter of interest to Readsboro Planning Commission, 301 Phelps Avenue, Readsboro, VT 05350. Position open until filled. (07-17)

Town Manager, search reopened. 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 and a major force in the region's socio-cultural life. It has a strong sense of place and enjoys a rich heritage. Brattleboro is home to a vibrant, historic downtown and walkable neighborhoods. It has quality schools, preserved natural areas, varied recreational opportunities, a uniquely vital arts community, and a long tradition of civic engagement. The Town Manager reports to Brattleboro's five-member selectboard and is responsible for the town's daily operations. The manager directly supervises the assistant town manager and nine department heads, administers approximately \$21.8 million in governmental and proprietary funds, and oversees all financial,

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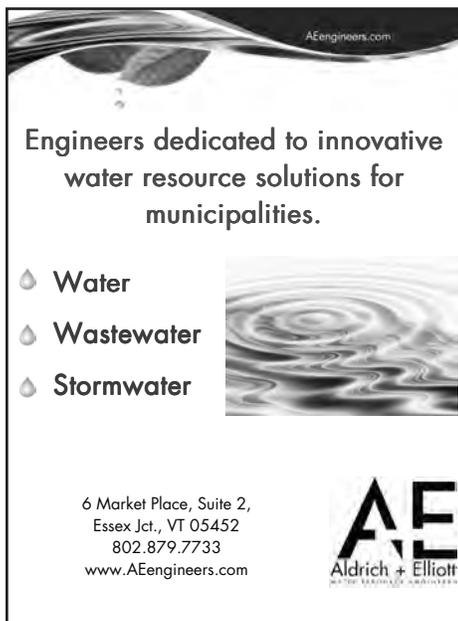
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public works, public safety, personnel, and community relations matters for the town. In addition to skills in these areas, applicants should demonstrate experience working with community, downtown, and business organizations, and in emergency management. Brattleboro employs 135 full-time and 20-50 part-time and seasonal employees. The town is nearing completion of \$32 million in renovations to its wastewater treatment facilities, and is in the process of exploring alternatives for upgrades 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. Salary range is \$80,000 to \$95,000, commensurate with experience and education, plus an excellent benefits package. A master's degree in public or business administration is preferred. A bachelor's degree in these or a similar relevant field is required. A minimum of five years' experience in executive municipal management and finance, or comparable experience, is required. To apply for this position, please send a confidential cover letter, resume, and three references. You may either apply online at municipal.recruitment@vlct.org with Brattleboro in the subject line, or mail your information to Brattleboro Town Manager Search, c/o VLCT, 89 Main Street, Montpelier,

VT 05602-2948. **The deadline to apply is Monday, August 18, 2014.** Equal Opportunity Employer. (07-17)

Chief Operator. The North Branch Fire District No. 1 seeks a Chief Operator for its wastewater treatment plant. The Chief Operator plans and coordinates activities of workers to perform operations and maintenance services, installation or repairs in one or more skill areas such as plumbing, mechanical, electrical repairs, pneumatic, hydraulic, installation, carpentry, painting or vehicle servicing. Requirements: high school education or equivalent; Associate's degree in a science or technical area strongly preferred; ability to communicate effectively in writing as well as orally; ability to perform basic math equations; Vermont Grade IV or V operator certification or equivalent from another state; knowledge of current and pending wastewater standards and regulations as well as federal, state, and local laws; lead experience or supervisory training, with understanding of human relations, training, performance evaluation, and health and safety;

an understanding of wastewater treatment operations, process engineering, and laboratory procedures; effective skills in troubleshooting, problem solving, and team building; general knowledge of budget preparation and understanding of cost control; ability to prepare accurate, timely, effective, and complete and easily understood written communications and reports; PC skills and knowledge of word processing, spreadsheet, and presentation software for preparing work-related reports, charts, graphs, and data submittal; ability to work under adverse weather conditions as the job requires working both outside and inside, with noise and all temperatures and climatic conditions; and a valid driver's license. Salary based on experience. Benefits include a retirement fund, medical insurance, life insurance, disability insurance, uniforms, paid holidays and vacation. For more information, contact Linda Holland at 802-464-7560, ext 110 or nbfd1@myfairpoint.net. To apply, submit a resume by October 1, 2014, to North Branch Fire District No. 1, 78 Dorr Fitch Road, West Dover, VT 05356. (07-17)



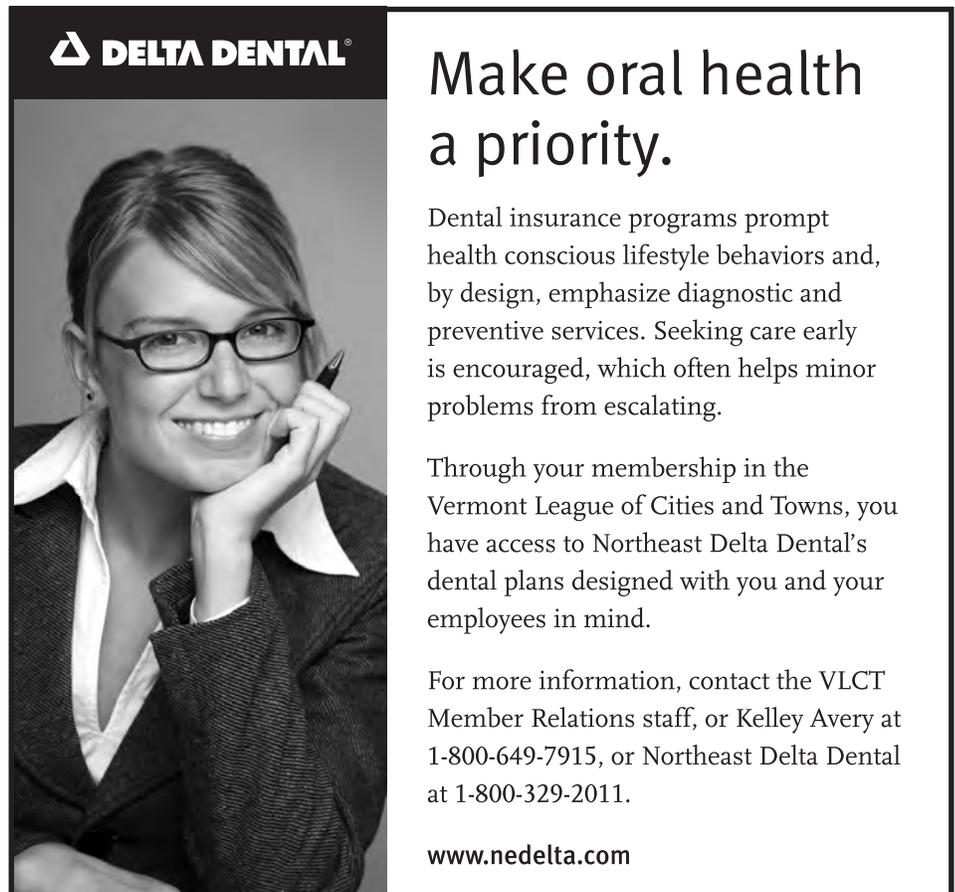
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UPCOMING EVENTS

Questions? Visit www.vlct.org/eventscalendar to register and for the most updated information and events.

Upcoming MAC Workshops

Dates for Spring 2015 are still in the works; more information coming soon.

Open Meeting Law and Public Records Act
Wednesday, September 10
Capitol Plaza, Montpelier

Municipal Budget
Tuesday, September 30
Capitol Plaza, Montpelier

Auditors
Tuesday, October 21
Capitol Plaza, Montpelier

Fall Planning and Zoning
Wednesday, October 29
Capitol Plaza, Montpelier

Fall Selectboard Institute
Saturday, November 8
Lake Morey Resort, Fairlee

Municipal Attorneys
Wednesday, December 3
Capitol Plaza, Montpelier.



Vermont League of Cities & Towns **TOWNFAIR2014**

SAVE THE DATE FOR TOWN FAIR!

Thursday, October 9, 2014



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