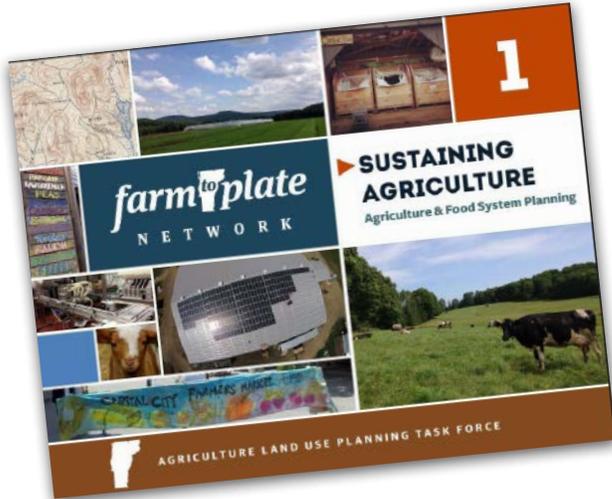


VLCT NEWS

A PUBLICATION OF THE VERMONT LEAGUE OF CITIES & TOWNS

SERVING AND STRENGTHENING VERMONT LOCAL GOVERNMENTS

February 2015



SUSTAINING AGRICULTURE GUIDE LAUNCHES ON FARM2PLATE'S WEBSITE

The Farm to Plate Agricultural Land Use Planning Task Force has released an updated agriculture land use planning guide for planners. Divided into modules covering food system planning, farmland conservation, farmland and property taxes, local land use regulation, and state regulation, the guide can be downloaded at <http://bit.ly/VTAgLandGuide>.

"As Vermont's local food movement quickened the pace of [agricultural entrepreneurial] development, it became clear there was a need for an update to the

(continued on page 12)

Register for Local Government Day Online:
www.vlct.org/eventscalendar

Wednesday, February 18, 2015: Capitol Plaza Hotel, Montpelier



THE MANY HATS OF THE TOWN MANAGER

And now, a tip of our hat to the Vermont town manager, a man or woman who indeed wears muchos sombreros. Not only does he or she administer the

(continued on next page)



Pat Scheidel stands beside his motorized steed with Alyson Platzer of Neighbor Rides.

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VLCT NEWS

A PUBLICATION OF THE VERMONT LEAGUE OF CITIES & TOWNS

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MANY HATS

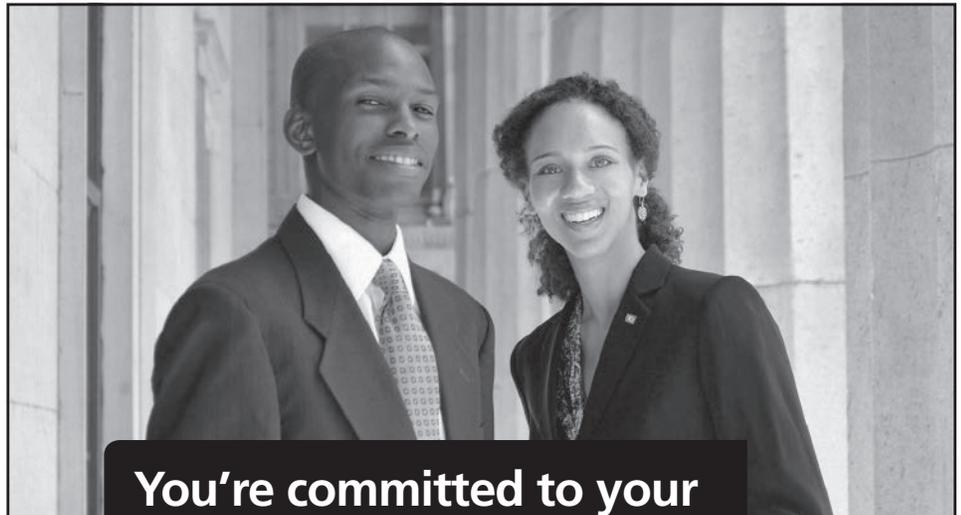
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town's operating budget, oversee personnel, financial, public works, public safety, and community relations matters, and often have to juggle home life activities in order to attend evening meetings, the manager is expected, *without fail*, to be engaging, collaborative, dynamic, and a respectable leader, phew! But Vermont's town managers typically do all that, and more. Case in point: Patrick Scheidel. When he's not waving his magic managerial wand over both

Essex Town and Essex Junction Village, he somehow finds time to be a volunteer driver for Neighbor Rides, a transportation provider to seniors and persons with disabilities in Chittenden County. (Since the program began in March 2013, *Neighbor Rides* has chalked up more than 5,000 trips.) So, to all of Vermont's municipal managers, we offer a hatful of hearty thanks!

Do you know of a Vermont municipal official whose work merits some extra recognition? (This is not a Trivia question.) Let us know, and we'll try to acknowledge that person in an upcoming newsletter issue.

David Gunn
Editor, *VLCT News*



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STAFF NEWS

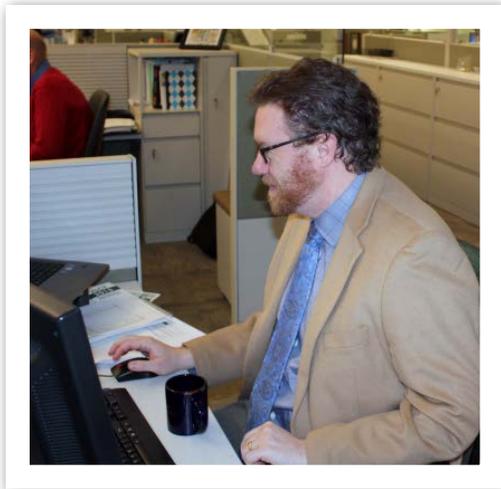
Somehow, we've failed to acknowledge the presence at VLCT World Headquarters of **Chloe Viner Collins**, VLCT's new Advocacy and Information Advocate. A graduate of Vermont Law School, where she received Juris Doctor and Master's in Environmental Law and Policy degrees, Chloe previously worked as an Environmental Analyst for the State of Vermont and as Development Coordinator for the Vermont Institute of Natural Science. When not pursuing League activities, Chloe writes poetry and spends time with her husband and their rescued dog, cat, and seven chickens.



Chloe Viner Collins

Brian Story, an MPA student at the University of Vermont, will be an intern at VLCT for the next nine months, where

(continued on page 12)



Brian Story

TRIVIA

Don Welch, Mardee Sanchez, Bevan Quinn, Louise Luring, and Herb Durfee of East Montpelier, Randolph, Guilford, Saxtons River, and Fair Haven, respectively, knew that U.S. Presidents-to-be Chester A. Arthur and James A. Garfield taught at North Pownal Academy in the 1850s. Garfield taught penmanship, a skill that would serve him well in 1866 when he successfully argued for the petitioners in the famous Supreme Court case *Ex parte Milligan*. But that's, naturally, another story.

And here's another one:

The first commercial radio station in the U.S. was KDKA in Pittsburgh, which first broadcast on November 2, 1920. **When and where was the first radio broadcast in Vermont?**

Extra credit if you were there and can recall the very first on-air words. Email your correct answer(s) to dgunn@vlct.org. The answer(s) will appear in the memorably motivating March issue.

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ASK THE LEAGUE

TOWN REQUIREMENTS IF NO BIDS RECEIVED AT TAX SALE; DIFFERENCE BETWEEN PAPER AND AUSTRALIAN BALLOTS

Is a town required to bid on a property at tax sale if no other bids are received?

No, a town is not required to bid on a property at tax sale even if no other bid is received. A town may choose to bid on such a property, but only under certain circumstances. Pursuant to 32 V.S.A. § 5259, a municipality may purchase a property at tax sale if no other minimum bid is received. State law mandates minimum bids cover the full reimbursement amount of the

delinquent taxes, interest, fees, and costs on a property. 32 V.S.A. § 5254. Therefore, if there are any other acceptable bids on a property, a town is prohibited from bidding. Furthermore, if a town submits a bid and a subsequent acceptable bid is received, the town must withdraw its bid.

In the case of *Bogie v. Town of Barnett*, 129 Vt. 46, (1970), the Vermont Supreme Court held that a town's authority to bid at a tax sale constitutes an ultimate recourse given to protect the town against any

conspired attempts to avoid the sale by discouraging all bidding. However a town is not entitled to hold the property, or retain the proceeds of a resale, to an extent greater than the amount of the delinquent taxes, interest, fees, and costs. The Court in *Bogie* held "A policy which encouraged municipal government to promote situations where it was authorized to acquire the property of its own taxpayers at unconscionable discounts,

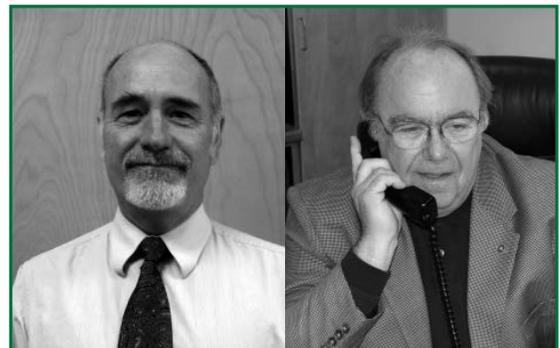
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MAC MUNICIPAL CONSULTANTS

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

MAC's CONSULTING TEAM:

- **Bill Hall**
Senior Financial Consultant
- **Doug Hoyt**
Municipal Law Enforcement Consultant



BILL HALL

DOUG HOYT



ASK THE LEAGUE

(continued from previous page)

to the enrichment of the town treasury or enlargement of its land holdings, is fraught with danger and we find not contemplated by the legislative enactment.” The objective in allowing towns to bid at tax sale is to recover taxes and costs incurred in the process of collection, not to operate a real estate business for profit.

Some towns have policies in place authorizing the town to bid at all tax sales when there are no other bidders. This practice is inadvisable, however, because not only could it violate law if exercised improperly, but also in some cases it may result in the town owning a property that creates potential liability for the town. Instead, a selectboard should evaluate whether or not the town should bid at tax sale on a case-by-case basis, and be aware of the limits of the law if it does so.

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

What is the difference between a “paper ballot” and an “Australian ballot”?

Australian ballots are uniformly pre-printed ballots for secret vote elections and include any voting machine approved for elections conducted in this state. Articles to be voted on must have been pre-warned and the polls must be open for an extended

period during or after a municipal meeting, or both. 17 V.S.A. § 2103(4). In contrast, a paper ballot is just a piece of paper on which the voter may write “yes” or “no” or the name of a candidate who is running for office.

The Australian ballot process for voting applies only if specifically required by statute or charter, or if the law enables the voters to use it for certain items of town business. A municipality may vote to use Australian ballot voting for budget votes, officer elections, and public questions. 17

V.S.A. § 2680. A municipality may also vote to adopt or amend a municipal plan by Australian ballot. 24 V.S.A. § 4385(c). In a “rural town,” the legislative body or the voters may require that zoning bylaws be adopted by Australian ballot. 24 V.S.A. § 4442(c)(2). A rural town is a town having a population of fewer than 2,500 persons or a town having between 2,500 and 5,000 that has chosen to be considered a rural town. 24 V.S.A. § 4303(25).

(continued on next page)

ON-SITE WORKSHOPS

LET THE VLCT MAC STAFF TRAVEL TO YOU!

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

Each workshop costs \$800, though VLCT PACIF members are eligible for a reduced rate of \$400 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

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ASK THE LEAGUE

(continued from previous page)

In contrast, municipalities are required by law to use Australian ballot in the following instances:

- governance charter amendments. 17 V.S.A. § 2645(a)(7);
- municipal mergers. 24 V.S.A. §1485(c);
- entrance into a union municipal district such as a solid waste district. 24 V.S.A. § 4863.
- bond votes. 24 V.S.A. § 1758;
- borrowing for public improvements or the acquisition of capital assets when the term is more than five years. 24 V.S.A. § 1786a(c);
- the decision to appoint rather than elect a constable. 17 V.S.A. § 2651a(a); and
- the question of whether or not to have a town manager if the town elects its officers by Australian ballot. 24 V.S.A. § 1243.

There are other statutes that refer to paper ballots rather than Australian ballots. For instance, 17 V.S.A. § 2646 states that selectboard members, listers, and auditors are elected “by ballot.” This means that unless the town has voted to elect by Australian ballot, the town must use paper ballots to elect those officers. Paper ballots are also required for the vote to eliminate the office of elected auditor under 17 V.S.A. § 2651b and the vote to eliminate the office of elected lister under 17 V.S.A. § 2651c. Lastly, *Robert’s Rules of Order* allows for the voters at town and school district meetings to request the use of a paper ballot in certain instances. *Robert’s* requires a majority of the voters to request a paper ballot, but, under authority of 17 V.S.A. § 2658 and 16 V.S.A. § 551, the paper ballot may be demanded by just seven voters.

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

UPCOMING MUNICIPAL ASSISTANCE CENTER WORKSHOPS

TOWN MEETING TUNE-UP

Tuesday, February 10, 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.

SPRING SELECTBOARD INSTITUTE

Saturday, March 21, Capitol Plaza Hotel and Conference Center, Montpelier

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.

SPRING AUDITORS WORKSHOP

Tuesday, March 24, Capitol Plaza Hotel and Conference Center, Montpelier

This workshop is designed for locally elected auditors, as well as treasurers, selectboard members, municipal managers and administrators, and finance directors who want to improve internal controls and the quality of financial reporting.

MUNICIPAL CONSTRUCTION CONTRACTS: DON’T GIVE AWAY YOUR PROTECTION

Thursday, April 9, Capitol Plaza Hotel and Conference Center, Montpelier

(Co-sponsored by VLCT PACIF) Construction contracts are crucial to successful project completion, yet those presented by contractors typically shift the burden of risk from the contractor to the client. Attendees to this new workshop will learn how to negotiate with contractors to arrive at contracts that are not one-sided against your municipality. Recommended for all who review, negotiate, or sign construction contracts on behalf of a municipality, including municipal attorneys, governing board members, managers and administrators, public works directors, highway foremen, and municipal engineers.

For registration, agendas, and other information, please visit www.vlct.org/eventscalendar, all 800-649-7915, or email info@vlct.org.

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



BUILDING A RESILIENT FUTURE

The goal of Community Resilience Organizations (CROs), a new statewide pilot program launched last November, is to inform communities, organizations, agencies, and people who are working to make their towns better prepared for whatever changes lie ahead.

There's no way to prevent disasters like Tropical Storm Irene. But CROs can make sure that Vermont towns are ready for whatever comes next. Local CROs will engage a diverse cross-section of leaders and citizens from sectors including emergency management leaders, town road crews and local governments, social services, conservation and watershed groups, and vulnerable populations.

Teams will address hazard mitigation, climate adaptation, and resilience. The community will come together for work, celebration and learning on an annual Day of CROing, when residents work side by side to complete fun and essential local resilience projects. CROs will also host an annual summit and training to build connections and share ideas among towns. Pilot communities for 2015 are Hartford, Londonderry, Jeffersonville, Putney, and Waterbury.

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



CROs is supported by the High Meadows Fund, the Vermont Community Foundation's Innovations and Collaborations Grant Program, and the Canaday Family Charitable Trust. More information is at www.gocros.org or on Facebook at www.facebook.com/gocros. The CROs contact person is Peg Elmer, Founder and Director, at peg@gocros.org or 802-522-3844.



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2015 RMS CALENDAR

Application Period for Round 1 of 2015 PACIF Equipment Grants. Thursday, January 1 to Thursday, April 30. PACIF Equipment Grants help members purchase equipment that can significantly reduce their risk of workers' compensation, property/casualty, or liability insurance claims. Most of the allotted \$200,000 for 2015 is expected to be awarded during Round 1, so we encourage PACIF members to read the latest guidelines, consider their group's needs, and compile their application materials sooner rather than later. Round 1 award notification letters will be sent to applicants in May 2015.



First Aid, CPR, and AED Training. Thursday, February 12, AGC/VT Training Center, Montpelier. Presented by the Associated General Contractors of Vermont (AGC/VT). \$99 for AGC/VT members; \$110 for others. For a description of this half-day class, view the course catalog at www.agcvt.org, email info@agcvt.org, or call 802-223-2374.

M.U.S.T. Excavation Safety Breakfast Seminars. 7:00 a.m. to 11:00 a.m. on dates and at locations listed below. Free three-hour safety seminar to prepare road, utility, and construction crews for a safe excavation season. Learn about the potential safety hazards of utility damage, the "Dig Safe" laws and rules, new methods of call center notification, best practices, utility marking standards, what to do if a line

is damaged, and the enforcement process. Includes a short Project WorkSAFE presentation on the VOSHA excavation standard. Presented by Managing Underground Safety Training (MUST) in cooperation with DigSafe™. To register, visit www.must-ne.com/safety_training.php#trainedvt or call (802) 951-0370.

| | |
|---------------------------|--|
| Tuesday, April 7 | Hilton Doubletree Hotel, 1117 Williston Road, South Burlington |
| Wednesday, April 8 | Franklin Conference Center, 1 Scale Avenue, Rutland |
| Thursday, April 9 | Lake Morey Resort, 1 Clubhouse Road, Fairlee |

PACIF WORKERS' COMP AUDITS

If you are our contact person at a PACIF member municipality, we sent you an email in January about the 2014 Workers' Compensation Payroll Audit process. This audit will identify any differences between your estimated and actual payroll for the 2014 calendar year so we can reconcile your regular Workers' Compensation contribution as appropriate. That email contains a specific list of payroll reports and information that we ask that you compile for the audit. After you receive the email, a VLCT staff member – Larry Smith, Pam Fecteau, Vicky Abare, or Susan Benoit – will contact you to arrange a visit to review these records.

Please plan to have all the records ready when that staff member visits so any issues can be discussed right away and perhaps resolved on the spot. PACIF has more than 300 members, and we hope each of you will make an effort to help us complete your audit in a timely manner. Even though we start this process in January, the combined full-time efforts of the Underwriting and Member Relations teams will be required in order to complete them all by May.

(continued on page 11)

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NORWICH FIRE RECOVERED WITH AGILITY

Around 3:00 a.m. on August 7, 2013, Norwich Fire District #1 received a report of a fire at the district's pump house. When firefighters arrived they put the fire out quickly, but significant damage had already been done: the pump house roof was wide open, and the pump equipment and power supply were crippled. The Fire District's Operations Manager, Sam Eaton, quickly called VLCT PACIF and reported the loss to Kelly Kindestin.

As part of PACIF's response, Kelly Kindestin called Agility Recovery, a company that specializes in the business continuity aspects of disaster recovery and which PACIF had started working with earlier in the year. Kelly explained that Norwich would need assistance in getting their water pump back on-line to help ensure that 310 homes and 20 businesses wouldn't lose their potable water supply.

Agility sprang into action, working with PACIF and the Norwich Fire District to determine the size and type of generator needed to power the pump house. Within hours, Agility located a generator to meet the municipality's needs and relayed the delivery time and cost estimates to the district and to PACIF. Once approved, Agility arranged to have the generator delivered along with all the cabling required to make the necessary connections. Thanks also to the local electricians who gave the project top priority, the generator was in place within 24 hours. It remained right there for a few weeks, powering the pumps and ensuring an uninterrupted water supply to town residents.

"Getting anything done in situations like this is difficult with all of the calls one has to make, and then missed calls to return. It just snowballs," said Bryon McMullan, District Administrator for the Fire District when the fire occurred, "and it is nice to have some of that handled for you."

(continued on next page)




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NORWICH FIRE

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“Without Agility providing the temporary generator, our reservoir might have gone empty and our community could have lost its potable water supply,” Sam Eaton later said. “We have another backup plan we could have implemented, but this solved the problem more quickly and saved a lot of other work.” In fact, the Norwich community didn’t feel any effect from the fire at the pump house.

PACIF members should always report a loss to VLCT immediately. That way, PACIF’s in-house Claims team can quickly access appropriate resources, such as Agility Recovery, to help handle the situation efficiently. To learn more about Agility Recovery’s solutions you can visit www.agilityrecovery.com, but keep in mind that if you have an emergency, PACIF will work with Agility on your behalf.



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.

VERMONT LEAGUE OF CITIES AND TOWNS AND THE
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Local Government Day in the Legislature

Wednesday, February 18, 2015
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Questions?

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For info, visit www.vlct.org/rms/pacif/pacif-online-university/ or call Jim Carrien at 802-649-7915, ext. 1946.



PACIF COMP AUDITS

(continued from page 8)

If you ever have any questions about this audit process, feel free to call 800-649-7915 and ask to speak with Larry, Pam F., Vicky, or Susan B.

PACIF COVERAGE DOCUMENTS HAVE BEEN SENT

By the end of January, PACIF members should have received in the mail a large envelope containing their 2015 PACIF Coverage Documents. Inside were three or four documents: one for Property and Casualty, the second for Workers' Compensation, the third for Supplemental Accidental Death and Dismemberment coverage for regular volunteers (not volunteer firefighters), and, only for members that have a fire department insured by PACIF, a fourth document defining mandatory Assigned Risk coverage for firefighters' Workers' Compensation.

If your municipality has not yet received this mailing, or if you have any questions after you have reviewed all of the documents, please contact a member of our Underwriting team immediately at 800-649-7915.

TAILGATE DANGERS

Every winter, a distressing number of Vermont's municipal Public Works employees sustain serious hand injuries while working with or near dump truck tailgates. These tailgates typically weigh up to 800 pounds. For road crew members who are trying, for instance, to dislodge a blockage that keeps the truck from dispersing material on the roadway, there are several potential "pinch points" where their fingers and hands can be caught and damaged or even severed.

PACIF's Loss Control team is on a mission to educate work crews, managers, and governing board members about this distinct, but very preventable, risk. Some readers will receive an email enlisting their aid in reducing the incidence of hand crush injuries. Highway and

Public Works departments will start receiving visits from Loss Control consultants armed with warning labels to put on municipal dump trucks that we hope will remind employees to look out for their own safety.received an email from Jim Carrien or Heidi Joyce about how to attend this webinar, please contact Jim at 800-649-7915, ext. 1946 or jcarrien@vlct.org.



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Member FDIC 



AGRICULTURE

(continued from page 1)

original guide that expanded on the topics covered in the original 1994 print guide,” says Peg Elmer Hough, chair of the Farm to Plate Agriculture Land Use Planning Task Force. “The new modules demonstrate how the entire food system can be incorporated in-



to town planning by addressing issues in agriculture that have to date not been extensively covered, like commercial composting and food system planning, while giving detailed guidance on historically important issues like farmland conservation, farmland and taxes, and land use regulations.”

“Development pressure continues to put farmland in danger of being converted to non-agricultural uses and planners need to be equipped with the tools and knowledge to effect land-use patterns that strengthen and conserve Vermont’s agricultural resources,” says Jake Claro, Farm to Plate project manager. “Additionally, as farms diversify their operation, particularly events-based businesses like weddings or burger nights, local zoning regulations need to keep pace with these changes in a way that doesn’t stifle innovation, but adequately deals with public concerns.”

Sustaining Agriculture will not be released in print. If you cannot access the guide on the web, please contact Jake Claro at the Farm2Plate program at jake@vsjf.org or 802-828-5669.

STAFF NEWS

(continued from page 3)

he’ll be exposed to VLCT and the municipal governments we serve. Brian most recently taught mathematics at Keene High School in Keene, N.H., before enrolling in the UVM Master of Public Administration program. His hobbies include home-brewing beer and motorcycling –

though not at the same time. He’s been making beer regularly for four years and plans to enter Make the Cut, a statewide brewing competition. If, as Brian claims, he’s camped on almost all of the Great Lakes with his motorcycle, does that mean his bike is tricked out with a flotation device?

Trisha Clark, who joined VLCT in 1999 as a Production Clerk before working her way up to Reception and then to the Claims Department, was recently promoted to Senior Administrative Assistant, Claims. From the very beginning, Trisha has been

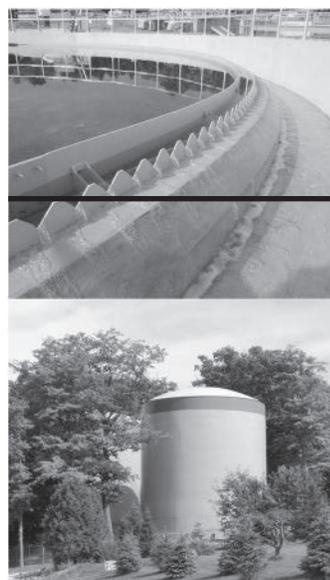
one of the many smiling faces our members first encounter. Now, she contributes to the smiling, er, glue that helps keep Claims working together.

Jim Carrien was promoted to Loss Control Representative/Administrative Assistant. He’ll continue to provide administrative support for internal staff, the Trusts/Boards and loss control programs. He will also continue to provide loss control service for the members that are assigned to him and handle special loss control assignments that come his way.

Heidi Joyce’s title has changed from Senior Health Promotion Consultant to Senior Loss Control Wellness Consultant to more accurately reflect her evolving role as a Wellness Consultant for PACIF.

Jessica Hill, who has more VLCT employment designations to her name than there are VLCT employment designations – a seeming contradiction unless you know Jessi – has made the well-deserved transition to Director of Human Resources and Administration. As Executive Director Steve Jeffrey acknowledged, “we have subjected her to just about every challenging HR issue we could think of, and it appears she has successfully navigated them all. I think you will all agree she has done a phenomenal job for us and, with the new title, we can now expect so much more.”

That’s, let’s see, four well dones and two more welcomes, excellent! Next month, we’ll welcome a new VLCT Board Director or two.



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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

Wastewater Utility Operator. The City of Lebanon, New Hampshire, is currently seeking qualified candidates for the position of Utility Operator – Wastewater. The Operator performs a variety of operational and maintenance tasks including operating, controlling and maintaining instrumentation, electric motors, pumps and valves to purify water for human consumption and treat wastewater per state and federal regulations; adjusting valves to admit chemicals into treatment processes; conducting laboratory tests and analyses of water/wastewater; and general maintenance. The Operator works under the direction of the Wastewater Treatment Superintendent. Working hours may include nights and weekends and the incumbent may be contacted at home at any time to respond. Regular standby duty is required. Duties include: the daily operations and maintenance of the wastewater treatment plant and facilities to ensure compliance with state and federal regulations and requirements; evaluating and verifying plant performance and water quality in meeting federal and state regulations by performing and/or ensuring all sampling requirements required by federal and state agencies, reviewing operating data and evaluating it against plant operating standards; assisting in the performance of construction, repair or maintenance of the utilities collection and distribution system as required; cleaning, servicing, and making minor repairs to all treatment equipment, including pumps, mixers, and related equipment; performing general and preventative maintenance tasks necessary for the care of the treatment plant facilities, including janitorial duties; operating and controlling electric motors, pumps, and valves to regulate the flow of water and chemicals into treatment and distribution system; and generating operating reports and maintaining necessary and appropriate records as required by department and city policies and procedures and state and federal

regulations, including review and revision of standard operating procedures. Requirements: high school diploma or equivalent (college degree in a related field preferred); N.H. Grade 1 Water Treatment Operator's license; N.H. Grade 1 Wastewater Treatment Operator's license; and Valid Class B CDL. Position is subject to DOT drug and alcohol testing. Pre-employment testing or checks include a physical exam, DOT drug test, reference check, motor vehicle record check, and criminal background investigation. A complete job description and employment application are at <http://hr.lebnh.net>. Salary range, \$19.32 to \$23.08 per hour; Grade 4/AFSCME. To apply, email a completed City of Lebanon Employment Application to human.resources@lebcity.com or send via U.S. mail to Human Resources, City of Lebanon, 51 North Park Street, Lebanon, NH 03766. Equal Employment Opportunity Employer. (12-16)

Town Administrator. Wenham, Mass. (pop. 4,877), seeks an experienced, proactive, community-oriented leader to serve as its next Town Administrator. This quintessential, New England community, situated within the seacoast area, is proud of its preserved open spaces. Wenham has a strong commitment to preserve, protect, and enhance its heritage and rural character yet is located just 22 miles north of the world-class medical, educational, and cultural assets of Boston. Led by a three-member Board of Selectmen with a traditional town meeting form of government, the Town Administrator oversees 41 full-time employees and a combined budget of approximately \$16 M (including costs of the independently administered regional school district). The successful candidate will have experience in local government operations, municipal finance and law, labor relations, strategic planning, and community-based problem solving. Strong interpersonal, written, and verbal

(continued on next page)



CLASSIFIEDS

(continued from previous page)

skills are essential with demonstrated experience in providing excellent customer service. BA/BS required (advanced degree preferred), with a minimum of five years of progressive municipal management and leadership experience. Salary range to \$105,000, commensurate with qualifications and experience. Additional information is available at www.mrigov.com/career.html. To apply, submit resume, in confidence, **by Sunday, February 1**, to recruitment@mrigov.com (electronic submission preferred), or send via U.S. mail to Wenham, MA Town Administrator Search, Municipal Resources, Inc., Attn: Gail Schillinger, 120 Daniel Webster Highway, Meredith, NH 03253. Equal opportunity employer. (12-31)

Chief Innovation Officer. The City of Burlington, Vt., is seeking an

experienced and dynamic leader to serve as the Chief Innovation Officer (CIO). The CIO is the department head responsible for information technology (IT) operations and data-driven innovation in the City of Burlington intended to facilitate the City's continuous improvement. The CIO will work with internal and external community stakeholders on behalf of the City to develop and encourage data-driven best practices in municipal government with the goal of fostering a culture of innovation, accessibility, efficiency, and accountability within Burlington. This position provides counsel and strategic planning advice to the City on all levels of IT programs and projects, and ensures that improving the end-user's experience drives all change. The CIO is a mayoral appointment and serves at the pleasure of the Mayor and reports to the Mayor. For a complete job description, City of Burlington employment application, and to learn more about the City of Burlington, please visit www.burlingtonvt.gov/HR.

To apply, submit cover letter, resume and a City of Burlington Application to City of Burlington, Human Resources Department, 179 South Winooski Avenue, Burlington, VT 05401. Position open until filled. Women, minorities, and persons with disabilities are encouraged to apply. EOE. (01-02)

Planning Coordinator. The Town of Colchester's Department of Planning and Zoning seeks a highly motivated self-starter to join its team. Successful applicants will have a B.A. or B.S. degree in planning or a related field. Strong customer service and IT skills, ability to interpret regulations, and knowledge of principles and techniques of local planning are desired. A complete job description and employment application are posted at www.colchestervt.gov/HR/hrVacancies.shtml. To apply, send cover letter, employment application, and resume **by Friday, February 27**, to Town of Colchester, Human Resources, PO Box 55, Colchester, VT 05446. E.O.E. (01-07)

FOR SALE

Former Police Vehicles. The Town of Vernon is accepting bids for two vehicles previously used by its Police Department: 2014 Ford Taurus Interceptor, V6 turbo engine, 24,734 miles (minimum bid, \$18,000); and 2007 Dodge Charger, 147,778 miles (minimum bid, \$2,000). All equipment will be stripped off of the vehicles prior to possession unless the winning bid is by a Vermont police department. Contact Selectboard Secretary Catrina Lawley at vernonsecretary@gmail.com or 802-299-7337 with questions. Address sealed bid clearly marked with vehicle **by Monday, February 2**, to Town of Vernon Selectboard, 567 Governor Hunt Road, Vernon, VT 05354. Bids received via email will be considered at the discretion of the selectboard. Bids will be opened at the February 2selectboard meeting. (12-30)



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NATIONAL LEAGUE of CITIES



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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.



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UPCOMING EVENTS

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

TOWN MEETING TUNE-UP

February 10, Capitol Plaza Hotel and Conference Center, Montpelier

LOCAL GOVERNMENT DAY

February 18, Capitol Plaza Hotel and Conference Center, Montpelier

SPRING SELECTBOARD INSTITUTE

March 21, Capitol Plaza Hotel and Conference Center, Montpelier

SPRING AUDITORS WORKSHOP

March 24, Capitol Plaza Hotel and Conference Center, Montpelier

MUNICIPAL CONSTRUCTION CONTRACTS

April 9, Capitol Plaza Hotel and Conference Center, Montpelier

EFFECTIVE PROPERTY TAX APPEALS WORKSHOP

May 5, Lake Morey Resort, Fairlee

May 12, Capitol Plaza Hotel and Conference Center, Montpelier

HUMAN RESOURCES/EMPLOYMENT LAW WORKSHOP

June 3, Capitol Plaza Hotel and Conference Center, Montpelier

SPRING PLANNING AND ZONING FORUM

June 10, Capitol Plaza Hotel and Conference Center, Montpelier

GOVERNMENTAL ACCOUNTING AND AUDITING SYMPOSIUM

June 16, Capitol Plaza Hotel and Conference Center, Montpelier

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

Local Government Day in the Legislature

Wednesday, February 18, 2015
Capitol Plaza Hotel, Montpelier

Register online: www.vlct.org/eventscalendar

Questions?

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

Make your voice heard at the State House!

www.vlct.org/eventscalendar