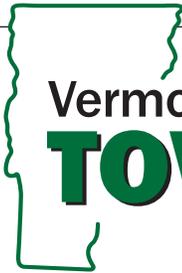


VLCT NEWS

A PUBLICATION OF THE VERMONT LEAGUE OF CITIES & TOWNS

SERVING AND STRENGTHENING VERMONT LOCAL GOVERNMENTS

August/September 2015



Vermont League of Cities & Towns **TOWNFAIR2015**

October 8, 2015

**Killington Grand Hotel and Conference Center
Killington, Vermont**

SPOTLIGHT ON TOWN FAIR TRAININGS



Look for the  to learn about our new special track. These sessions are open to everyone but will be of particular interest to those who supervise highway departments or CDL drivers or both. **The Cost of Backroads Erosion** will go over the criteria for prioritizing and implementing the stormwater improvements required under the new permit regime created during the 2014-2015 legislative session. Afterwards, attendees will be able to obtain an FMSCA-approved certificate of participation by going to both of the **Commercial Motor Vehicle Reasonable Suspicion Training** sessions. Speakers will discuss how alcohol and controlled substances affect the human body, practical ways to approach drivers who are suspected of being under the influence, and more. Read the full description online at www.vlct.org/eventscalendar.

The Director of Elections and his staff will review new changes and updates during the **Elections – New Voter Checklist System Refresher Session**. This will be different from the summer training many have already attended. Important upgrades and new features will be discussed and the speakers will also answer questions.

(continued on page 17)



VALA AWARD

The Vermont Assessors and Listers Association (VALA) has created the **Steven Jeffrey Lister of the Year Education Grant**. This \$250 grant will be given annually to VALA's Lister of the Year for continuing lister/assessor education. This permanent award recognizes Steve's 37 years of service to VLCT and the State of Vermont, as well as his being as a valuable VALA partner promoting the listing/assessing profession. Steve will be the keynote speaker at the VALA annual meeting on September 18, 2015, at Lake Morey in Fairlee and will also present the first award.

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Register Online! www.vlct.org/eventscalendar



VLCT NEWS

A PUBLICATION OF THE VERMONT LEAGUE OF CITIES & TOWNS

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The *VLCT News* is published eleven times per year (the August and September issues are combined) by the Vermont League of Cities and Towns, a non-profit, nonpartisan organization founded in 1967 to serve the needs and interests of Vermont municipalities. The *VLCT News* is distributed to all VLCT member towns. Additional subscriptions are available for \$25 to VLCT members (\$60, non-members), plus sales tax if applicable. Please contact VLCT for subscription and advertising information.

MUNICIPAL ROADS GENERAL PERMIT

Based on recent legislation adopted to protect Vermont's surface waters (H.35/Act 64) and to implement the Lake Champlain Total Maximum Daily Load, the Stormwater Program of Vermont's Department of Environmental Conservation will develop a general permit that will be applicable to all municipal roads. Under the new general permit, municipalities will need to bring their roads and drainage systems up to standards designed to protect water quality. The regulation must go into effect before January 2018, with all municipalities signed up no later than 2021.

The general permit will require implementation of practices to reduce erosion off roads and drainage systems that discharge to surface waters. Under this permit, municipalities will develop and implement a management plan to bring their roads up to standards over several years. The permit will not require separate approval for every maintenance activity or upgrade, but rather will approve a long-range plan to implement these actions. Projects involving new roads will likely continue to be permitted as they are now.

The Stormwater Program is in the early stages of planning for this permit. A stakeholder process to solicit input from municipalities, especially their roads professionals, is planned for next year. This information will allow us to develop standards that have proven to be effective and that are consistent with existing standards such as the Agency of Transportation's Road and Bridge Standards.

Please direct any questions regarding this permit to Jim Ryan, Environmental Analyst, DEC Stormwater Program, at jim.ryan@state.vt.us.

Timeline

Municipal stakeholder process.....	2016
Draft General Permit for public comment.....	by Dec. 31, 2016
Final General Permit	by Dec. 31, 2017
Applications due from municipalities	2018-2021 (to be determined in permit development)

*Padraic Monks, Stormwater Program Manager
Watershed Management Division
Vt. Dept. of Environmental Conservation*



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ASK THE LEAGUE

WHAT TOWNS MUST PROVIDE EMPLOYEES; DTCs' WRITTEN NOTIFICATION; SELECTBOARD MEMBERS SIGNING PAYMENT ORDERS

Do towns need to provide bathroom, coffee or lunch breaks for their employees?

There is no federal or Vermont law that requires employers to provide their adult employees any specific period of time for breaks from work. Vermont law does require that employers "provide an employee with reasonable opportunities during work

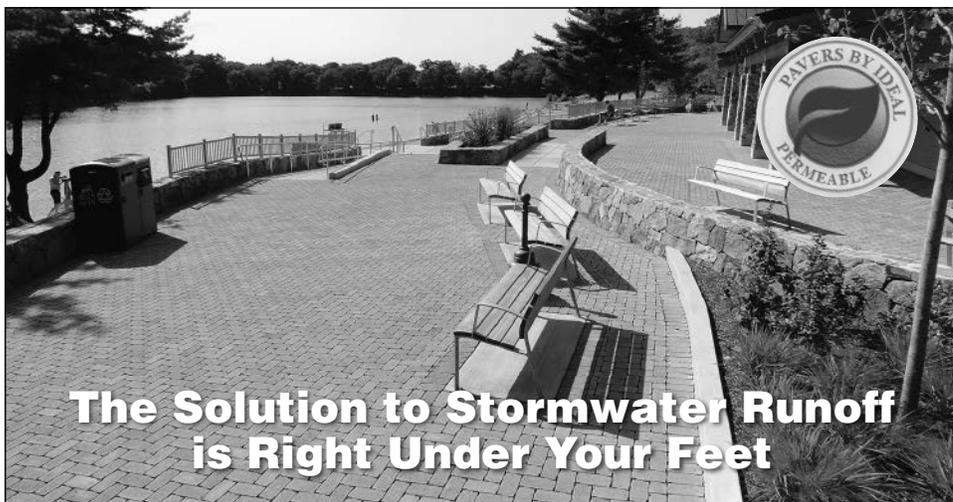
periods to eat and to use toilet facilities in order to protect the health and hygiene of the employee." 21 V.S.A. § 304. In addition, there may be requirements for work breaks within employee or union contracts or in a town's personnel policy.

Under the federal Fair Labor Standards Act (FLSA), if an employer allows for short

breaks, the employer must compensate the employee for that time unless the break lasts at least 30 minutes and the employee is completely uninterrupted and free from work. On the other hand, when breaks last less than 30 minutes or are not free from work, the break time must be included in the sum of hours worked by the employee during the work week and considered in determining if overtime is due. 29 C.F.R. 785.18, 19.

The requirements of the FLSA do not apply to all municipal employees and officials. The FLSA exempts certain categories of personnel including, but not limited to, volunteers, independent contractors, certain trainees, elected officials and their personal staff members, officials in policy-making positions, certain recreational employees, certain "white-collar" positions, and the appointees of elected officials such as the assistant clerk and assistant treasurer.

Towns need to be sure that employees who are covered by the FLSA (so-called "non-exempt employees") do not work during their meal breaks. These employees must be completely relieved from their job duties during breaks. Work performed during a meal break must be compensated if the employer knows or has reason to know that work is being performed and permits it to be done. If a town does not wish an employee to perform work, then it must prohibit the employee from doing so or otherwise compensate the employee for the time. In other words, an employer may not accept the benefits of work performed without



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(continued on next page)



ASK THE LEAGUE

(continued from previous page)

paying for it. It is not enough to state in a policy that non-exempt employees may not work during their meal break. The town has a duty to control its policy and see that work is not performed. It cannot just sit back and accept the benefits of an employee's work without proper compensation.

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

How many written notifications do delinquent tax collectors need to provide to delinquent taxpayers?

Vermont law requires that a delinquent tax collector provide written notification to a delinquent taxpayer in two instances. The statutes that impose these notification requirements have similar notice provisions, which have created some confusion about the number of notices that are required.

The first notification is the one that must be sent out before any formal collection effort can be undertaken by the delinquent tax collector. This written notice must allow residents of a town at least 10 days, and nonresidents at least 20 days, to pay the amount due before the delinquent tax collector can proceed with any collection action. The written notice must specify the time and place where payment can be made and the amount owed, including taxes, fees, and interest. 32 V.S.A. §§ 4842, 4874.

The second notification that a delinquent tax collector must provide relates to an impending tax sale. If the delinquent tax collector extends a warrant on a delinquent taxpayer's property, the delinquent taxpayer must be given advance written notification of the tax sale. Written notification must be sent by registered mail, return receipt requested, to the last known address of the delinquent taxpayer. The notification must be sent at least 10 days prior to the sale for residents, and 20 days prior to the sale for nonresidents, and the notification must state the date and location of the tax sale. 32 V.S.A. § 5252(3).

Once the delinquent tax collector receives the warrant for delinquent taxes from the treasurer, the delinquent tax collector must mail the first notice mentioned above to all delinquent taxpayers. The second type of notice is only necessary if the delinquent tax collector is unable to collect

the delinquent taxes and decides to move forward with selling the property at a tax sale. A delinquent tax collector can certainly provide more notice than what the statutory minimum allows, and it may even help in keeping a property from going up for tax sale.

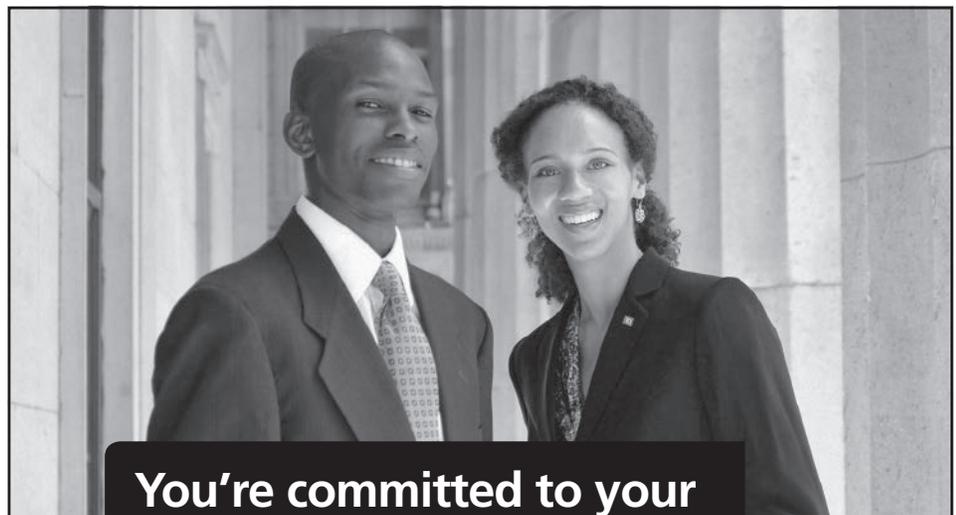
*Gwynn Zakov, Staff Attorney I
VLCT Municipal Assistance Center*

Our selectboard only meets a few times over the summer. In order to make sure that town payments are made on time, can we allow selectboard members to show up at the town office and sign payment orders at their convenience?

No, not unless there has been a vote at a prior selectboard meeting to authorize

payment. The general rule is that the approval of orders requires that the selectboard hold an official meeting and, by a majority of the total number of members of the board, vote to authorize the treasurer to disburse money. This is because Vermont law only gives the selectboard authority to act as a group. 1 V.S.A. § 172. No individual selectboard member (or combination of members) has authority to act on behalf of the town. Vermont law also requires that when an action is taken (such as approving an order for payment) by a majority of the selectboard members, such action must occur within the context of a duly-warned open meeting. 1 V.S.A. § 312.

(continued on page 11)



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LEGAL AND REGULATORY NOTES



ADA TECHNICAL ASSISTANCE FOR LOCAL GOVERNMENTS; CLARIFYING THE DUE PROCESS RIGHTS OF "FOR CAUSE" MUNICIPAL EMPLOYEES

DOJ Issues ADA Technical Assistance Document for Local Governments

The Civil Rights Division of the U.S. Department of Justice (DOJ) recently issued "ADA Update: A Primer for State and Local Governments," a technical assistance document that introduces local government officials to the Americans with Disabilities Act (ADA). The ADA is a federal law that prohibits discrimination against a person with a physical or mental impairment that

substantially limits one or more major life activities. The ADA also declares that such people are entitled to all the rights and opportunities that others enjoy when participating in civic activities. The Act applies to all state and local governments and all departments, agencies, and instrumentalities of those governments.

The Primer provides easy-to-understand information about the ADA's nondiscrimination requirements, such as provisions relating to program accessibility, service animals,

communicating with people with disabilities, and power-driven mobility devices. It also explains how the 2010 ADA Standards for Accessible Design apply to existing municipal buildings and facilities, new construction, and alterations. The document is posted online at http://www.ada.gov/regs2010/titleII_2010/title_ii_primer.html.

The DOJ has also published "ADA Guide for Small Towns," which addresses issues that arise in the context of programs and services provided by municipal governments. You can download the guide at <http://www.ada.gov/smtown.htm>.

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

Vermont Supreme Court Clarifies the Due Process Rights of "For Cause" Municipal Employees

For the second time this year (see also www.vlct.org/assets/Resource/LRN/2015/LRN-town-manager-employment.pdf), the Vermont Supreme Court issued an important decision impacting the relationship between municipalities and their employees. In the case of *Gwendolyn Hallsmith v. City of Montpelier, William Fraser and Jessie Baker*, 2015 VT 83, the Court held that a municipal employee terminable for cause must be afforded the opportunity for a full administrative hearing at the local level.

This case concerns the process used by the City of Montpelier to fire its planning and community development director

(continued on next page)

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SAMPLE PROJECTS:

- Water & Sewer Ordinances
- Zoning Bylaws
- Municipal Charter Amendments
- Highway Ordinances



LEGAL AND REG.

(continued from previous page)

Gwendolyn Hallsmith. According to the City's personnel plan, an employee holding such position can only be terminated by "justifiable cause." There are two classes of employees when it comes to termination: those who are terminable "at-will" and those

who can only be fired "for cause." According to the Vermont Supreme Court, the at-will employment relationship is "terminable at any time, for any reason or for none at all." *Ross v. Times Mirror, Inc.*, 164 Vt. 13 (1995). In contrast, for an employer to fire a for-cause employee, it must be able to demonstrate "some substantial shortcoming detrimental to the employer's interests, which the law and a sound public opinion recognize

as a good cause for his [sic] dismissal." *In re Brooks*, 135 Vt. 563 (1977).

In late 2013, City Manager William Fraser placed Hallsmith on administrative leave and sent her a letter informing her that he was considering terminating her employment. The letter also "described various acts of unprofessional behavior and insubordination, damage to relationships with key individuals and governing bodies within city government, and inappropriate use of City resources" and invited her to meet with Fraser to provide a response to those written charges. Hallsmith and her attorney met with Fraser and discussed the situation. After the meeting, Fraser notified Hallsmith that he had decided to fire her.

Hallsmith, in accordance with the City's personnel plan, filed a grievance with the City to review her termination. The personnel plan called for a hearing before the City Manager or his "designee." It also provided that the employee "has a right to be represented by counsel and to present any material, witnesses or evidence helpful to the employee's case." Everything up to this point was not subject to legal dispute. It's what happened afterwards that became the subject of litigation.

Fraser designated Assistant City Manager Jessie Baker to conduct the grievance hearing. Though Hallsmith and her witnesses were questioned by the city attorney, Hallsmith was not allowed to cross-examine the City's witnesses. After the hearing Baker decided to uphold Fraser's decision to terminate Hallsmith. Hallsmith subsequently sued the City seeking remedies including reinstatement to her former position and reimbursement for lost wages. In her lawsuit Hallsmith raised several grounds including the lack of evidence to justify termination for cause. The Court's decision, however, did not address whether the City had "cause" to fire Hallsmith. Instead, its focus was on the discrepancy between the process that was used to fire Hallsmith and the one to which she was constitutionally entitled.

The 14th Amendment to the U.S. Constitution provides that no state shall "deprive any person of life, liberty, or property, without due process of law." U.S. Const. amend. XIV, § 1. Courts have determined that municipal employees who can only be dismissed for cause are protected by the 14th Amendment because they have a "property interest" in their continued employment. Specifically, such employees must be given "the

(continued on page 19)

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FEMA HAZARD MITIGATION GRANTS

The State of Vermont received a federal disaster declaration (DR 4207-VT) for damages resulting from the severe winter storm that occurred Dec. 9-12, 2014. Federal mitigation funds are available for grants to Vermont towns through the Federal Emergency Management Agency (FEMA) Hazard Mitigation Grant Program (HMGP). The Division of Emergency Management and Homeland Security (DEMHS) is now accepting HMGP applications from Vermont towns and agencies.

You can download an application from the DEMHS website, <http://vem.vermont.gov/>. Click on the link under Current Disaster Aid for the application and for details on the program. Or contact Ray Doherty, the State Hazard Mitigation Officer, for an application at ray.doherty@state.vt.us. **The deadline to submit HMGP applications is November 6, 2015.**

The HMGP program is funded through FEMA and is administered by DEMHS on behalf of the state. Federal funds cover up to 75 percent of approved project costs. However, the 25 percent local match requirement is the responsibility of the applicant town.

Typical hazard mitigation projects include mitigation of local roads and bridges, home acquisition (buy-out), structural elevations or relocations, replacement of undersized culverts, remediation of stream bank erosion, and mitigation outreach and education. Project proposals need not be directly connected to damages incurred from the most recent declared disaster.

If you wish to apply for an HMGP grant, please submit a Letter of Intent (LOI) to DEMHS **by September 30, 2015**. The LOI should include a brief description and estimated cost of your project. Submit LOIs and completed applications to:

Ray Doherty, State Hazard Mitigation Officer (SHMO)
Vt. Division of Emergency Management & Homeland Security
103 South Main Street
Waterbury, VT 05671-2101.

Applications should be submitted to the state in hard copy (paper application) and in electronic format such as a scanned PDF file. Note that HMGP funds are awarded on a competitive basis and all applications are subject to review and selection by the state mitigation project selection committee and FEMA. Please contact Ray Doherty if you have any questions regarding HMGP or any other FEMA mitigation grant program.



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TAP FUNDING

\$1.1 million of Transportation Alternatives Program (TAP) funding is reserved for applications addressing environmental mitigation efforts relating to stormwater and highways. Also, the former \$50,000 cap on federal funding for salt/sand shed construction projects has been omitted. Potential project ideas include bank stabilization, culvert replacement, ditching, infiltration basins, planning studies for stormwater systems, swirl separators, phosphorous control plans, check dams, retaining walls, and salt sheds (within 50 feet of a water body). Solicitations will be distributed soon and are due this fall. Online workshops are recommended and will be offered soon after the solicitations are distributed. Additional information is posted at <http://vtransengineering.vermont.gov/bureaus/mab/local-projects/transportation-alternatives> for environmental mitigation projects as well as other eligible TAP project types. The Agency of Transportation contact person is Scott Robertson, TAP Coordinator: 802-828-5799 or Scott.robertson@state.vt.us.



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STATE SALT BIDS AWARDED – NOT AS BAD AS LAST YEAR FOR TOWNS

The bad news is that the cost of road salt for Vermont towns is going up again this year. The relatively good news is that most towns will be able to get their salt supply for *only* three percent more than they paid last year and won't be facing another 21 percent to 40 percent increase as they did a year ago.

The State Office of Purchasing and Contracting has renewed its existing contracts for highway salt with the same providers as last year under the same contract provisions, except for a price increase. American Rock Salt did not bid on municipal provision. Cargill raised its prices by three percent. It again is the only company that agreed to a contract price for towns through the state's bid. The table below shows the results of 2015-16 contracts available:

STATE HIGHWAY DISTRICT	CONTRACT FOR CITIES AND TOWNS	
	COMPANY AWARDED BID	PRICE PER TON
1	Cargill	\$92.89
2	Cargill	\$85.13
3	Cargill	\$81.91
4	Cargill	\$86.03
5	Cargill	\$74.35
7	Cargill	\$80.56
8	Cargill	\$80.79
9	Cargill	\$84.73

If you have not yet received a quote directly from Cargill, you should contact Jean Davis (jean_davis@cargill.com or 800-600-7258) or your local distributor soon to lock in the amount you wish to have delivered and begin working on delivery timetables. The fact that American Rock Salt did not agree to a contract price for municipalities does not necessarily mean the company may not be willing to provide cities and towns with salt this coming winter. It

might be worth your time and effort to contact your American distributor to what they may be willing to do. We stress that only Cargill agreed to lock in a price and to provide salt to all Vermont cities and towns.

There is also no guarantee that we will not once again run into the supply issues the last two winters caused. We do not know the status of the companies' stocks and whether they are still depleted from two severe winters, so if you are in a position to get your deliveries early, it may behoove you to do so.

Good luck!

*Steve Jeffrey
Special Assistant to the VLCT Executive Director*



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ASK THE LEAGUE

(continued from page 5)

There are two exceptions to the above general rule that are found in 24 V.S.A. § 1623. First, the selectboard can vote at a duly-warned selectboard meeting to approve certain payments in advance so that there is no need for the members to actually sign the orders. Such a vote must identify the person(s) to whom payment is to be made and the purpose(s) for that payment. The treasurer may then use a certified copy of the minutes of the meeting as full authority to make the approved payment.

The second exception created by 24 V.S.A. § 1623 allows the selectboard to authorize one or more selectboard members to review and approve orders on behalf of the entire board. A vote to give such authorization must take place at a duly-warned selectboard meeting and must be reflected in the meeting minutes. A motion to give such authorization might be phrased as, "I

move that we appoint [*insert name(s) of selectboard member(s)*] to approve and sign orders for [*insert types of claims that the person has authorization to approve such as "payroll," "operating expenses," etc.*] for [*insert period of time*]." Any orders that are approved under this authority must "state definitely the purpose for which they are drawn." The full selectboard must later be provided with a record of all the orders approved.

Unless and until the selectboard votes to take one of the above actions, the individual members may not merely show up at the town office and sign payment orders at their convenience. Doing so would be a violation of the Open Meeting Law, which requires that whenever a majority of the members take an action or make a decision (which is exactly what they are doing when they sign an order approving payment), they must do so within the context of a duly-warned open meeting.

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

TRIVIA

Carol Daigle, Herb Durfee III, Carol Hammond, Ann Myers, Bob Kelley, and Julie Rohleder of Williston, Fair Haven, Vernon, Essex, Derby, and Hyde Park, respectively, knew that the Ely War was the name given to the conflict in Vershire in 1883 when local miners demanded back wages from the mine's owner. Well done, folks! Micha Hin and Annet Lor of Rocking and Peach, respectively, responded with partial answers, hence their partial recognition.

Please have your CDL ready for the next question. Start at a town in Vermont whose name is the same as a motor car that once produced the Cranbrook. Drive 59 northerly miles to a town named for another car that once produced the Lido. Now drive 42 easterly miles to a town with the same name as a component in a popular highball. Better put some gas in the tank because now you need to drive 103 southerly miles followed by 176 northerly miles followed by another 182 mostly southerly miles to three towns that share their names with foreign countries. Now drive 18 mostly westerly miles followed by 101 mostly northerly miles followed by 126 mostly southerly miles to three towns that share their names with foreign capitals. North-northeast now for ten miles to a town whose namesake comes in menthol black and 100s, then 30 miles west followed by 137 miles north to the town with the same name as a civil servant for the Commonwealth of England under Oliver Cromwell. You're on the home stretch but first, drive 16½ miles further north to a town named after a U.S. state followed by 23 miles south and 56 miles southeast to *another* town named after a state. And *finally*, drive 56 mostly northeasterly miles to the only town in Vermont that shares a name with a manufacturer of a device whose "smooth lines and elegant contours are paired with the craftsmanship of polished aluminum – all while maintaining high standards for durability." Phew! Now then, **name the 14 towns of record you just drove through.** For extra credit, where was the best creemee stand you passed?

When you've deduced the answers, neatly type them into an email addressed to dgunn@vlct.org. My answers, sanctioned by Fodor's Travel Guide U.S.A., will appear in the appearing soon-at-a-theater-near-you October issue.

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For full online access, each person creates a unique username and uses the Organization Password **vlct**

AN ADVOCATE FOR ALL VLCT MEMBERS

Health Advocate, Inc., is the nation's leading independent healthcare advocacy and assistance company. The VERB Trust offers Health Advocate's Core Advocacy service as an employee benefit *at no additional cost* to VLCT members who were enrolled in the Health Trust on December 31, 2013, and to other members for only \$1.55 per subscriber per month. Examples of the primary services in this benefit include:

- 24/7 access via a toll-free assistance hotline
- a Personal Health Advocate assigned to each caller
- coverage for not only the employee but also the spouse, dependent children, parents, and parents-in-law
- insurance claim resolution
- assistance with correcting billing errors
- explanation of coverage and plan details, including Medicare
- assistance with eldercare needs and issues
- help finding resources for coping with serious or chronic medical conditions
- answers to questions about medical terms, tests, medications, and treatments
- finding the best doctors and hospitals
- locating and researching treatments for a medical condition
- securing second opinions
- scheduling appointments with hard-to-reach specialists

Your employees can pay better attention to their work when a Personal Health Advocate is helping to sort through aggravating healthcare and insurance problems – including confusing Medicare coverage concerns. The professionals at Health Advocate are trained to bridge the gaps between regular people and these two famously complicated systems.

If your group doesn't already receive VLCT's Health Advocate benefit from having been in the Health Trust at the close of 2013 and you are not taking advantage of this invaluable program for your employees, we encourage you to sign up today! For questions regarding Health Advocate, or to request brochures or sign up for services, please contact Kelley Avery or Larry Smith at VLCT at 800-649-7915.

IN DELTA DENTAL? PREVENTIVE BENEFITS AND PLAN DOCUMENTS

Here's a dismaying fact: **28 percent** of the people who receive dental benefits from the employers with dental coverage through the VERB Trust (and formerly from the Health Trust) are not going to a dentist *at all!* They are not even taking advantage of the preventive services which you, their employers, pay good money for and which employees are entitled to use at no additional charge. True, this 28 percent figure includes all covered spouses and dependents, whose coverage might be paid for by the employee rather than the municipality, but either way, a lot of value is being wasted. And the long-term numbers show that preventive dental care is a great investment in both short-term and long-term oral health.

Just having a professional cleaning twice a year can make a big difference down the road.

To help employers encourage employees to use their VERB Trust dental benefits, we have worked closely with Northeast Delta Dental (Delta) to create a payroll enclosure that you can print in your office and include with your employees' pay statements. This mini-flyer points out the importance of preventive dental care and urges participants to make use of the services that are **available at no cost** to them. We hope this payroll stuffer helps convince your employees to understand the value of your generous benefit so they will visit a dentist soon. You can download the

(continued on next page)

**Are your employees confused
about health care
and health insurance?**

When you offer HealthAdvocate™

**Help is a
Phone
Call
Away**



**For information on Health Advocate
and VLCT's special à la carte group rate for 2014,
contact Kelley Avery, Benefits Program Administrator,
at kavery@vlct.org or 800-649-7915, ext. 1965.**

PACIF

Workers' Compensation, Property, Auto, Crime
General, Law Enforcement, Public Officials, and Employment Practices Liability
Loss Control Consultation, Safety Programs and Training, WorkStrong

2015 RMS CALENDAR

VLCT's 2015 Local Officials Golf Outing. Wednesday, August 19, 8:30 a.m. to 2:30 p.m., Green Mountain National Golf Course, Barrows-Towne Road, Killington. Shotgun start at 9:00 a.m. The \$65 per golfer fee includes morning snacks and barbeque lunch. Details and registration form are posted on the VLCT homepage, www.vlct.org. If your organization is interested in sponsoring the event, please contact Pam Fecteau at 800-649-7915 or pfecteau@vlct.org.

Deadline for 2015 PACIF Grant Applications. August 31, 2015. All PACIF members can apply for 50/50 matching funds toward certain safety-oriented equipment. Find this year's guidelines and application at www.vlct.org/rms/pacif/pacif-equipment-grants/. Completed applications must be received by Jim Carrien at VLCT Risk Management Services by August 31.

2015 Vermont Safety and Health Council Fall Expo. Thursday, October 1, 2015, Killington Grand Hotel and Conference Center, Killington. For information contact Bruce Gray, VSHC Membership Coordinator, at Landrock@verizon.net or 518-562-1462.

PACIF and VLCT Employment Resource and Benefits (VERB) Trust Annual Meetings. Thursday, October 8, 2015, 10:30 a.m. to 12:00 noon, Northstar Room 1, Killington Grand Hotel and Conference Center, Killington. All PACIF and VERB members are welcome to attend this feature of VLCT Town Fair.

Highway Supervisors Track at VLCT Town Fair. Thursday, October 8, 2015, Gateway Room 1, Killington Grand Hotel and Conference Center, Killington. Three Town Fair seminars are designed especially for Vermont's municipal Highway and Public Works departments and the governing boards that are concerned with this work.

- The Cost of Backroads Erosion, 9:00 a.m. to 10:00 a.m.
- CMV/CDL Reasonable Suspicion Training, Part 1, 10:30 a.m. to 12:00 noon
- CMV/CDL Reasonable Suspicion Training, Part 2, 2:00 p.m. to 3:30 p.m.

Deadline for PACIF Members to submit completed Annual Renewal Applications. Friday, October 9, 2015. Update all schedules and return your completed application to Vicky Abare by scanning and emailing it to vabare@vlct.org; or mailing it to VLCT Attn: Vicky Abare, 89 Main Street, Suite 4, Montpelier, VT 05602; or 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 13, 2015. 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 to Suzie's attention at 802-229-2211.

The 76th Annual Training Institute of the New England Council on Crime and Delinquency (NECCD). 3:00 p.m. Sunday, October 25, to 4:30 p.m. Wednesday, October 28, 2015, Hilton Conference Center, 60 Battery Street, Burlington. Three days of sessions on criminal justice and corrections taught by professionals from near and far. For details, contact NECCD president Al Cormier at 802-751-1405 or alan.cormier@state.vt.us.

IN DELTA DENTAL?

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enclosure (it's a PDF file) from the Dental Insurance page of the VLCT website. From www.vlct.org, click on the Risk Management Services tab, choose VERB Trust from the drop-down menu, and click on Dental Insurance in the list. The PDF file is the last entry under the Resources list. If your office can't print these, please contact Kelley Avery at VLCT and she will be happy to send you a supply.

While you're on VLCT's Dental web page, please also look at the new **2015 NEDD Dental Plan Description (DPD)**. Updated for 2015, this 32-page booklet provides detailed explanations of the dental procedures and services that are covered in the VERB Trust dental plans. As important as the DPD is, it does not address the cost structures of the different plans. For information on those cost structures – meaning co-insurance, deductibles, and maximums – anyone can find the summary for all VERB plans in the rate sheets that are posted on our Dental web page. Subscribers can find their customized cost structure information (with just their plan, not all the plans that VERB members can choose from) by logging in to Delta's online subscriber portal: At www.neddelta.com, click on the Patients tab and then on "Benefit Lookup" to get to the Subscriber Login page. Subscribers who haven't already set up their subscriber account will need their member number to do so. When logged in, they land on the My Benefits page, where they can delve into their personal coverage information and utilization records.

If you have any questions about dental coverage through the VERB Trust, please contact Larry Smith or Kelley Avery at VLCT at 800-649-7915. We are honored to be able to provide our members and their employees with excellent dental benefits at competitive prices. Whether your group is a long-time member or new to this program, **we thank you for your participation!** We couldn't get these great rates if we hadn't had a large number of members over the years, and the strength of our future relies on continuing a high level of participation.

VERB

Unemployment Insurance Administration, Claims Management, Advocacy
Dental, Vision, Health Insurance Consultation, Large Group Health Insurance
Group Life, Accidental Death, Disability, Optional Life, Accident, Critical Illness



Vermont League of Cities & Towns

TOWNFAIR2015

October 8, Killington Grand Hotel

TOWN FAIR FREQUENTLY ASKED QUESTIONS

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

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

(continued on next page)

Why put off stretching until you notice these signs at Town Fair?



YOU could get moving NOW and show off in Killington on October 8th!

TOWN FAIR 2015 HIGHLIGHTS

- **Sixteen** training sessions on topics that range from conflicts of interest to Town Meeting, from health insurance to water quality initiatives, and more. This year, a special educational track will include The Cost of Backroads Erosion and CMV Reasonable Suspicion Training.
- **Sixty-five** exhibitors showcasing an array of products that target the workings of municipal government and offering great give-aways and raffle prizes to attendees.
- **One** traditional turkey dinner that will include VLCT's annual awards presentations.
- **Twelve** stretch zones where attendees can learn simple stretches that can improve their mobility and limit on-the-job injuries. Visit all of them and be entered in a drawing to win a \$100 cash prize.
- **Four** annual meetings, including VLCT, PACIF, VERB, and the Police Chiefs will take place at Town Fair.



TOWN FAIR 2014

Above left: Ken Canning, Director of RMS, VLCT, sits with three Board Presidents: Pat Scheidel, PACIF; Bill Shepeluk, HT; and Kathleen Ramsay, UIT.

Above right: Town Fair attendees converse at the Conversation Café.

TOWN FAIR

(continued from previous page)

whose products and services help municipalities run more smoothly.

When is Town Fair?

Thursday, October 8, 2015.

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 2015 GLOSSARY

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

Annual Meetings, PACIF and VERB. The VLCT Property and Casualty Intermunicipal Fund (PACIF) and the VLCT Employment Resource and Benefits 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. An annual 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.

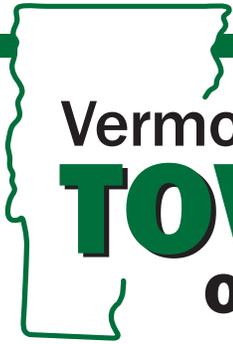
Conversation Café. An informal gathering place. Plan a little downtime with your friends and enjoy coffee, tea, juice, and a selection of morning snacks. Sponsored by People's United Bank.

Local Government Dinner. A Town Fair eve tradition with a relaxed and fun atmosphere. Enjoy dinner and networking the VLCT Staff, Board members, exhibitors and guests. Say goodbye to VLCT's former Executive Director Steve Jeffrey and meet new Executive Director Maura Carroll. The dinner will be held on Wednesday, October 7, at the Killington Grand, Killington, Vermont. All are welcome to attend.

Raffle. VLCT gives away \$100 Visa 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 **TOWNFAIR2015** October 8, Killington Grand Hotel

TOWN FAIR EXHIBITORS

As of press time (July 24), the following exhibitors are signed up to show their products and services at Town Fair.

AIT Bridge Systems

Designing the next generation of bridges using composite materials to provide rapidly deployable, high performance, cost-effective bridge solutions.
www.aitbridges.com

Aldrich + Elliott, PC

Water resource engineering
www.aengineers.com

Associated General Contractors of Vermont (Project Roadsafe)

Instruction in driver safety behavior
www.agcvt.org

Badger Meter

Flow measurement and control solutions
www.badgermeter.com

CAI Technologies

Services include GIS design; customized desktop, web, and mobile GIS solutions; public works information management; GIS for utilities; utility infrastructure mapping; and more.
www.cai-tech.com

Carroll Concrete

Ready-mix concrete and Redi-Rock precast walls
www.carrollconcrete.com

Casella Waste Systems

Waste and recycling services
www.casella.com

Citizens Bank, NA

Government banking specializing in delivering productions, services, and expertise designed to help municipalities manage their finances.
www.citizensbank.com

City Hall Systems

Providing comprehensive online bill presentation and collection services – any payment, any place, any time.
<https://epay.cityhallsystems.com>

Dig Safe

Free service to prevent underground utility damage
www.digsafe.com

DuBois & King, Inc.

Full-service consulting engineering
www.dubois-king.com

Efficiency Vermont

Statewide energy efficiency utility
www.encyvermont.com

Empower Retirement (formerly Great West)

Deferred compensation
www.vermont457.com

Hoyle, Tanner & Associates, Inc.

Consulting engineers
www.hoyletanner.com

Innovative Surface Solutions

Deicing and dust control products
www.innovativecompany.com

Invest EAP

Employee assistance program
www.investeap.org

Merchants Bank

Banking
www.mbv.com

Miles Supply

A family business serving the stone and industrial safety industry since 1954
www.milessupply.com

MVP Health Care

Not-for-profit regional health insurance provider
www.discovermvp.com

Northeast Delta Dental

Administering dental benefits to over 800,000 people in Vermont, New Hampshire, and Maine, with plans available for individuals and groups of all sizes and types.
www.nedelta.com

Pennichuck Water Service Corp.

Water utility services
www.pennichuck.com

People's United Bank

Financial services
www.peoples.com

QPR

Cold patch in bulk and bags
www.qprusa.com

RBG, Inc.

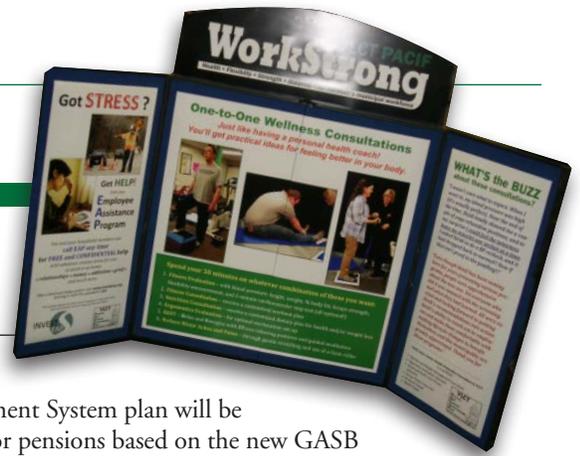
Sales and service of hydraulic equipment
www.raymondbucketguys.com

REPRO, Inc.

Canon wide-format printers and printing services
www.reprovt.com



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TOWN FAIR EXHIBITORS

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Stantec Consulting Services, Inc.

Engineering consulting firm serving communities for over 50 years providing a wide range of transportation, environmental, and water resource services.

www.stantec.com

Stone Environmental Inc.

Environmental consulting

www.stone-env.com

TD Bank

Financial services

www.tdbank.com

Vermont Correctional Industries

Custom furniture, signs, and printing

www.vowp.com

Vermont Economic Development Authority (VEDA)

A public sector economic development lender providing various financing programs

www.veda.org <http://www.veda.org/>

Vermont Highway Safety Alliance (VHSA and VTrans)

A highway safety collaborative

www.highwaysafety.vermont.gov

Vermont Municipal Bond Bank

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

www.vmbb.org

Vermont Division of Emergency Management and Homeland Security

Disaster mitigation planning

www.vem.vermont.gov

Vermont Municipal Retirement/Unclaimed Property

Retirement and unclaimed property

www.vermonttreasurer.gov

Vermont Procurement Technical Assistance Center (VT PTAC)

Providing free government contracting assistance and bid services

www.ptac.vermont.gov

Weston & Sampson

Full-service engineering firm

www.westonandsampson.com

TOWN FAIR

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Municipalities participating in the Vermont Municipal Employees' Retirement System plan will be able to review reporting requirements for pensions based on the new GASB standards at the **GASB Pension Standards: Financial Reporting for VMERS and Municipalities** training session.

We have many great sessions planned for **Town Fair 2015**. All workshop topics are listed below. Visit www.vlct.org for additional details and descriptions of each topic and to register.

- VLCT's New Human Resources Assistance Program
- Managing Conflicts of Interest
- The Cost of Backroads Erosion
- Vermont Town Meeting
- Effective Planning to Engage the Public Service Board Permit Process
- Health Insurance Cadillac Tax: What Municipalities Need to Know
- Police Chiefs Annual Meeting
- Elections – New Voter Checklist System Refresher Session
- Commercial Motor Vehicle Reasonable Suspicion Training
- Act 64: The Clean Water Initiative and its Impact on Municipalities
- Vermont's Comprehensive Energy Plan: What should it include?
- GASB Pension Standards: Financial Reporting for VMERS and Municipalities
- Policing in the 21st Century: Trends, Challenges, and Opportunities
- Disaster is Not Necessary: Protecting River Corridors and Your Community
- Improving Financing Options for Municipal Solar Projects
- Affordable Care Act: Internal Revenue Service Reporting Requirements for 50+ Employees Groups

Look for the Hard Hat symbol at Town Fair

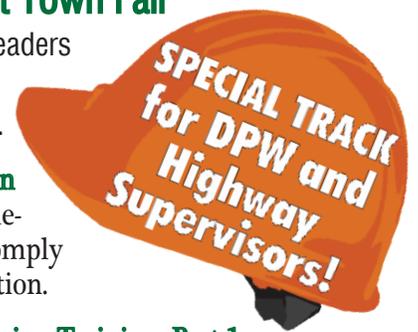
Public Works and Highway Department leaders and decision makers will find topics of particular interest in the Gateway 1 room.

9:00–10:00: **The Cost of Backroads Erosion** explains criteria for prioritizing and implementing stormwater improvements to comply with Vermont's new water quality legislation.

10:30–noon: **CMV/CDL Reasonable Suspicion Training, Part 1**

2:00–3:30: **CMV/CDL Reasonable Suspicion Training, Part 2**

Together, these two sessions provide the training that at least one manager per employer must have to comply with the federal transportation laws that regulate drivers of commercial motor vehicles (CMVs).





**Invest in today's American heroes
Hire a Guardsman, Reservist,
Veteran, or military spouse today!**

**Join over 1,000 Vermont municipal
and private employers who know
the value of hiring and employing
a citizen soldier, airman, sailor,
Marine, Coast Guard,
other veteran, or military spouse**

*(And if you already employ a veteran
or their spouse, we thank you!)*

**Contact us with your recruiting
or USERRA questions:
Vermont Employer Support
of the Guard & Reserve**

(802) 338-4187 and www.esgr.mil/vermont

Visit our booth in the ballroom at Town Fair 2015!





LEGAL AND REG.

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opportunity to be heard at a meaningful time and in a meaningful manner.” *Mathews v. El-Drige*, 424 U.S. 319, 333 (1976).

Both parties in the *Hallsmith* case agreed that Hallsmith was entitled to, and did in fact receive, an adequate pre-termination hearing (also known as a “*Loudermill*” hearing after the 1985 U.S. Supreme Court case of *Cleveland Bd. of Educ. v. Loudermill*). The parties disagreed as to what should have occurred after her employment was terminated. Hallsmith argued that the post-termination administrative hearing held by Assistant City Manager Baker was an insufficient safeguard of Hallsmith’s due process rights because Baker wasn’t an impartial adjudicator, Hallsmith was not allowed to cross-examine witnesses, and the city attorney served both as prosecutor of Hallsmith and advisor to Baker.

The City did not contest these arguments and did not assert that its post-termination hearing was constitutionally sufficient. Rather, it countered that Hallsmith was given all the process she was due under the 14th Amendment: a pre-termination hearing and

the ability to appeal that decision to a court of law. The trial court rejected the City’s argument and ordered it to provide Hallsmith with a post-termination hearing that was more protective of her due process rights. The City appealed to the Vermont Supreme Court, which upheld the lower court’s ruling.

The crux of the Vermont Supreme Court’s ruling was that the City failed to follow *Cleveland Bd. of Educ. v. Loudermill*, 470 U.S. 532 (1985), when it denied Hallsmith the opportunity for a full adversarial hearing. The *Loudermill* decision declared that public employees who can be fired only for cause have a constitutionally-protected property interest in their employment and therefore must be afforded due process of law. Specifically, the *Loudermill* decision dictates that the employee must be provided with a full hearing at some point during the termination process. And while it is acceptable to terminate such an employee after only a minimal pre-termination hearing (where the employee receives notice of the charges and an opportunity to respond as a check against mistaken decisions), that employee must be given an opportunity for a full administrative hearing post-termination.

In the *Hallsmith* case, the Vermont Supreme Court ruled that an employee who is

terminated for cause should not have to seek due process of law from the court system but rather should be afforded that process by the employer. Such an employee must be given a full administrative hearing with a chance to present evidence, confront witnesses, and have an impartial adjudicator. Otherwise, the Court reasoned, the burden of proof and persuasion would shift from the employer to the terminated employee; the relief available (including reinstatement) would not be timely, and trial courts around the state would be forced to become factfinders and “hearing officers for municipalities” rather than sit in judgment of their actions.

It is important to note that if read in isolation, the *Hallsmith* case appears to offer a template for how to terminate every for-cause municipal employee in every situation. That simply is not the case.

As the U.S. Supreme Court has noted, due process is not a “technical conception with a fixed content unrelated to time, place and circumstances. Due process is flexible and calls for such procedural protections as the particular situation demands.” *Gilbert v. Homar*, 520 U.S. 924 (1997).

And while a pre-termination hearing followed by a full post-termination administrative hearing may be constitutionally sufficient in most circumstances (e.g., poor performance and non-criminal misconduct), a municipal employer may actually be providing more due process than is legally necessary. The result in some circumstances will be that the employer hurts its own interests by adhering to unnecessary administrative burdens that impede the employer’s ability to act quickly where there is a “significant hazard in keeping the employee on the job.” *Cleveland Bd. Of Ed. v. Loudermill*, 470 U.S. 532 at 545 (1985).

Prior to terminating a municipal employee, municipalities are advised to contact their municipal attorneys or VLCT’s Municipal Assistance Center at 1-800-649-7915 for assistance and, if your municipality is a PACIF member, potential referral to VLCT’s Employment Practices Liability program.

The *Hallsmith* decision is archived at <http://info.libraries.vermont.gov/supct/current/op2014-346.html>.

Garrett Baxter, Senior Staff Attorney
VLCT Municipal Assistance Center

WHAT DO MORE AND MORE VERMONT MUNICIPALITIES HAVE IN COMMON?

Merchants Bank



Vermont’s Number One Team for Government Banking.

Every city and town is unique. So it takes an experienced banking team to understand and meet the ever-changing financial demands of Vermont’s municipalities. At Merchants Bank, our Vermont-based team has over 70 years of combined experience helping municipalities be successful. Please contact us today and we will show you how local experience and local commitment can benefit your municipality.

CALL OR EMAIL US TODAY.

Call: 802-773-4627
Email: governmentbanking@mbvt.com

Member FDIC
EQUAL HOUSING LENDER





Workers' Compensation Temporary Prescription ID Card

»» To the Injured Worker:

On your first visit, please give this notice to any pharmacy listed on the back side to speed processing your approved workers' compensation prescriptions (based on the guidelines established by your employer).

Questions or need assistance locating a participating retail network pharmacy? Call the Express Scripts Patient Care Contact Center at 800.945.5951.

Atencion Trabajador Lesionado:

Este formulario de identificación para servicios temporales de prescripción de recetas por compensación del trabajador DEBERÁ SER PRESENTADO a su farmacéutico al surtir su(s) receta(s) inicial(es).

Si tiene cualquier duda o necesita localizar una farmacia participante, por favor contacte al área de Atención a Clientes de Express Scripts, en el teléfono 800.945.5951.

»» To the Pharmacist:

Express Scripts administers this workers' compensation prescription program. Please follow the steps below to submit a claim. Standard first fill shall not exceed a 14 day supply or a cost of \$150. This form is valid for up to 30 days from date of injury (DOI). Limitations may vary. For assistance, call Express Scripts at 888.786.9640.

Pharmacy Processing Steps

- Step 1: Enter bin number 003858
- Step 2: Enter processor control A4
- Step 3: Enter the group number as it appears above
- Step 4: Enter the injured worker's nine-digit ID number
- Step 5: Enter the injured worker's first and last name
- Step 6: Enter the injured worker's date of injury
(enter in DOI field in the format YYYYMMDD)

Express Scripts

ID #: _____

Your SSN is your temporary ID number; present to the pharmacy at the time prescription is filled. You will receive a new ID number shortly.

Date of Injury: _____ / _____ / _____
MM/DD/YYYY

N5HA

Group #: _____

Employee Date of Birth: _____ / _____ / _____

Thank you for using a participating retail network pharmacy. Even though there is no direct cost to you, it's important that we all do our part to help control the rising cost of healthcare.

Please see other side for a list of participating retail network pharmacies.

»» **To the Supervisor:** Please fill in the information requested for the injured worker.

Employee Information

_____ First M Last

Street Address or PO Box

_____ City State ZIP

Employer Name



EXPRESS SCRIPTS®



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

Town Administrator. Atkinson, N.H., an attractive blend of rural, residential, farm, commercial and historic areas located in Rockingham County in southeastern New Hampshire, adjacent to the towns of Salem and Plaistow, seeks an experienced Town Administrator. The Town is looking for a dynamic, energetic and collaborative self-starter, a people person with demonstrated management and leadership skills. Atkinson (pop. 6,800) has a \$4.2 million operating budget and 15 full-time and 100+ part time employees. The ideal candidate should possess five to seven years of progressively responsible municipal experience or any equivalent combination of education and experience in a related field. Knowledge of and demonstrated experience in personnel administration, financial administration and budget preparation are desired. Operations management skills/experience is a plus. The Town Administrator reports to a five-member Board of Selectmen. A complete job description as well as information on the community is at <http://www.town-atkinsonnh.com/>. Salary range, \$68,500 to \$91,000, depending on qualifications, with a competitive benefits package. For further information, contact Bill Innes

at 603-362-1060. To apply, email your resume to townadmin@atkinson-nh.gov by Sunday, August 23, 2015, or send to Town of Atkinson, 21 Academy Avenue, Atkinson, NH 03811. Equal Opportunity Employer. (06-30)

Executive Director. The Maine Municipal Association (MMA) is seeking well qualified candidates with association management or other relevant experience for the position of Executive Director. MMA is the statewide, nonpartisan, member-driven association of municipalities, founded in 1936, with offices in Augusta, the state capital. MMA represents municipalities at the Legislature, before state executive branch and regulatory agencies, in the courts, and on federal issues with the National League of Cities. It provides a broad array of other services to municipalities and municipal officials. MMA is the plan administrator for the Maine Municipal Employees Health Trust, and it administers the MMA Workers' Compensation Program, MMA Property and Casualty Program, and MMA Unemployment Compensation Program. The Executive Director is appointed by the 12-member MMA Executive Committee, elected by and

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VERMONT STATE INFRASTRUCTURE BANK (SIB) LOAN FUND

Jointly operated by VEDA and VTrans, the Vermont State Infrastructure Bank (SIB) has low-interest loan funds available for transportation-related projects that enhance economic opportunity and help create jobs. Municipalities, RDCs, and certain private sector companies may qualify for financing to:

- Construct or reconstruct roads, bridges, sidewalks and bike paths;
- Make safety improvements such as highway signing and pavement marking;
- Make operational improvements such as traffic control and signal systems;
- Construct rail freight and intermodal facilities, and public transit facilities; and
- In certain cases, electric vehicle charging stations and natural gas refueling stations that are available for public use.



www.veda.org
802-828-JOBS



CLASSIFIEDS

(continued from previous page)

representative of 486 member municipalities (comprising 99 percent of the municipal population). The Executive Director oversees a nine-member Management Group and 112 staff members and administers a \$12 million operating budget. Municipal officials oversee and participate actively in MMA policy development and services. Qualifications: Bachelor's degree in public administration, public policy, political science, business administration or association management, or a related field from an accredited institution (Master's degree is desirable); at least seven to ten years' successful senior level management experience, with responsibility for managing a diverse professional and support staff, working knowledge of intergovernmental relations, the legislative process, and group self-funded programs, or an equivalent combination of education, skills and experience. Competitive salary, depending on experience and qualifications; excellent benefits. To apply, send letter of interest, resume and salary history to Ellis Hankins, Sr. VP, The Mercer Group, Inc. at ellis.hankins@gmail.com. For more information, contact Mr. Hankins (919-349-8988, cell and text) and request a recruitment brochure. **Review of applications begins Monday, August 17, 2015**, with interviews in September. Equal Opportunity Employer. MMA values diversity. (06-30)

Public Works Employee. The Town of Chelsea seeks a motivated person for a full-time, entry level, dual-role position for its Water/Wastewater Treatment Facility and Highway Department. The Town will provide on-the-job training for Class 2 Water Operator Certification/Grade II DM Operator Certification, CDL licensing, and benefits. Requirements: high school diploma or equivalent; valid and clean driver's license; ability to obtain a Class B CDL with air endorsement; mandatory drug screening prior to employment and random screening during employment. An employment application is available by email or at Town Office (296 Vt. Route 110 in Chelsea). For more information contact Karen Lathrop, Town Administrator, at 802-685-4460 or town.clerk@chelseavt.us. To apply, submit cover letter, employment application, and three references to Town of Chelsea, 296 Vt. Route 110, PO Box 266, Chelsea, VT 05038. Equal Opportunity Employer. (07-02)

Zoning Administrator. The Town of Chelsea has an opening for a part-time (approx. one day per week) Zoning Administrator. The Zoning Administrator is responsible for administering and enforcing the Town's zoning and floodplain regulations and assisting the development review board with an average of one hearing per month. Prior experience with zoning administration or development review is preferred. To request a job description, email the Town Clerk at town.clerk@chelseavt.us. Applications may also be obtained at the Town Clerk's Office at 296 Vt. Route 110 in Chelsea. To apply, email a resume, cover letter, and references to town.clerk@chelseavt.us or mail to Town of Chelsea, 296 Vt. Route 110, PO Box 266, Chelsea, VT 05038. (07-02)

Recycling Coordinator. The Town of Thetford, Vt. seeks a Recycling Coordinator to manage the recycling facility on Saturdays (8:00 a.m. to 12:30 p.m.), supervising employees, organizing materials, ensuring compliance with regulations, and providing public outreach on recycling programs. Interested candidates can apply at the Thetford Town Offices at 3910 Vt. Route 113, or email an employment application (posted at www.thetfordvermont.us/wp/wp-content/uploads/2011/05/Thetford_Job_Application.pdf) or resume to selectboardassitant@thetfordvermont.us. Position open until filled. EOE. (07-02)

Development Review Coordinator. The Town of Hinesburg is accepting applications for a full-time Development Review Coordinator. The job description and application instructions are posted at <http://www.hinesburg.org/employment.html>. Hinesburg (pop. 4,400) is a rural Chittenden County community with a thriving village center surrounded by rural agricultural and forest lands. It has been at the forefront of smart-growth planning for decades, bolstered by an engaged citizenry, conservation of working farms and forests, and village-area vitality. The Planning and Zoning Department is a dynamic part of the Hinesburg municipal team with four staff members who engage with town boards/committees and community members to help craft and fulfill a positive and sustainable vision for the future. In addition to the standard application form on the website, applicants are encouraged submit a resume, cover letter, and three references. Compensation commensurate with experience. EOE. (07-02)

Interim Zoning Administrator. The Town of Rockingham is seeking an interim Zoning Administrator. This is a part-time temporary position until the full-time permanent position is filled. The interim ZA will implement the Town Zoning and Flood Hazard Bylaws and Subdivision Regulations, issue permits where warranted, or forward applications to the Zoning Board of Adjustment/Planning Commission. He or she will also attend all ZBA/PC meetings, prepare agendas and minutes, and draft decisions. Requirements: thorough familiarity with Vermont State zoning practices; recent position as a zoning administrator in Vermont; and ability to act fairly and impartially in all situations. Salary commensurate with experience and qualifications. To apply, email cover letter and resume to kbennett@rockbf.org, or send to Town of Rockingham, Attn: Kerry Bennett, Executive Assistant to the Town Manager, PO Box 370, Bellows Falls, VT 05101. Position open until filled. (07-06)

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CLASSIFIEDS

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Municipal Mgr/Gen. Mgr Water and Light Dept.

The Village of Johnson seeks a full-time Municipal Manager and Water & Light Department General Manager to be responsible for (1) planning, organizing, directing, and coordinating the affairs of the Village, (2) helping the Trustee Board develop policies for the general direction of Village affairs, (3) planning long-range programs for the various Village departments, and (4) the general oversight of Village departments and staff. Requirements: Bachelor's degree in Business or Public Administration, or at least five years of experience in an advanced administrative capacity in either a municipal or business environment; knowledge of municipal electrical, water, wastewater, and financial management preferred along with knowledge of laws and regulations related to utilities in the public sector. A detailed job description is posted at www.townofjohnson.com. The Village of Johnson offers a generous compensation and benefit package. For more information, contact Rosemary Audibert at 802-635-2611. To apply, submit resume and letter of interest **by Friday, August 14, 2015**, to Village of Johnson, PO Box 603, Johnson, VT 05656. EOE. (07-06)

Municipal Treasurer. The Central Vermont Solid Waste Management District (CVSWMD) seeks a qualified Treasurer. The ideal candidate will have been a resident of one of the 18 member towns of the CVSWMD for at least six months, hold a minimum of a bachelor's degree in public administration, commerce, finance, business administration, accounting or a related field and two years of relevant experience, or have at least ten years of experience in public sector financial management. A complete job description is posted at www.cvswmd.org/employment-rfps.html. To apply, email letter of interest, resume, and references to administration@cvswmd.org, or send to Treasurer Search, CVSWMD, 137 Barre Street, Montpelier, VT 05602. Applications will be reviewed by the CVSWMD Executive Board on the third Tuesday of each month until a candidate is hired. (07-06)

Public Works Director. The Town of Montgomery is seeking an individual for the position of Director of Public Works. The Director is responsible for the overall maintenance and good repair of the Town's transportation system and designated public buildings and grounds. This is a full-time, salaried, management position that involves supervision of personnel, programs, and resources. It requires periodic equipment operation and a current CDL. The ideal candidate will have basic computer skills as well as experience supervising people, planning and prioritizing work, maintaining roads including operating plow trucks, front loaders, and graders, developing and tracking budgets, writing grant applications and FEMA claims, and soliciting bids and overseeing contracts and agreements. Compensation includes health insurance and other benefits. For more information, call 802-326-4719. To apply, please email resume with work history and references to montgomeryselectboard@gmail.com, or send to Town Of Montgomery, PO Box 356, Montgomery Center, VT 05471. (07-13)

Library Director. Brooks Memorial Library, a municipally funded, privately endowed, member-supported public library and regional cultural center located in downtown Brattleboro, seeks applications for the position of Library Director. This role presents a unique opportunity for a talented and innovative individual able to build upon the library's strengths by increasing public engagement and expanding its profile as one of the region's premier cultural organizations. Reporting to the Town Manager and to the nine-member Board of Library Trustees, the Library Director oversees an annual operating Town of Brattleboro budget of approximately \$600K, as well as funds generated from an endowment of approximately \$2 million. The Library Director implements the library's strategic vision and manages all day-to-day operations. We seek a candidate with strong leadership skills who will support and inspire the work of the library's experienced staff, encouraging a fertile collaboration between traditional library services, life-long learning programming, and technology. Salary range, \$60-70K, commensurate with experience. The start date is expected to

be mid-December 2015. More information is at <http://brookslibraryvt.org/about/director-search>. To apply, please email a cover letter, curriculum vitae and salary history by September 1, 2015, to the Brooks Memorial Library Search Committee at tmsecretary@brattleboro.org (with "Library Director Search" as your email subject heading), or send via U.S. mail with return receipt requested to Town Manager's Office, Library Director Search Committee, 230 Main Street, Suite 208, Brattleboro, VT 05301. (07-13)

REQUEST FOR PROPOSALS

Salt Shed Construction. The Town of Readsboro seeks bidders for construction of a 40'x60' pole barn structure in which to store road sand and salt. The RFP, which includes a rough sketch of the proposed building (they are not blueprints and are only for establishing the size of structure), is posted at <https://www.readsborovt.org/>, or by contacting the Selectboard Clerk for a copy at sbclerk@readsborovt.org. **The deadline to submit an RFP is Tuesday, August 11, 2015.** To schedule a pre-bid visit, please contact Barry Howes, Superintendent of Public Works, at dpw@readsborovt.org or 802-423-5730. (06-26)

FOR SALE

Dump Truck. The Town of Castleton, Vt., is accepting bids on a 1996 Ford L 8000 dump truck with a Cummings motor and a nine-speed transmission. The truck is in good working condition with little rust and will be sold in "as is" condition with no warranties. For more information, call Paul Eagan, Highway Foreman, at 802-468-2459 or 802-342-0168. Submit your bid in a sealed envelope clearly labeled "Bid for 1996 Ford L 8000 Truck" **by 3 p.m. on Wednesday, August 12, 2015**, to Mark S. Shea, Town Manager, Town of Castleton, 1655 Main Street, PO Box 727, Castleton, VT 05735. Or email your bid to Mark Shea at manager@castletonvt.org with Bid for 1996 Ford L 8000 Truck as the subject. Each bid will be publically opened and read aloud at 4 p.m. on Wednesday, August 12, 2015. Bids received after the deadline will not be accepted. The Town has the right to accept or reject any or all bids. (07-14)



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UPCOMING EVENTS

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

VLCT's 2015 Local Officials Golf Outing

Wednesday, August 19, 8:30 a.m. to 2:30 p.m., Green Mountain National Golf Course, Barrows-Towne Road, Killington. Shotgun start at 9:00 a.m.

The \$65 per golfer fee includes morning snacks and a barbeque lunch. Registration form and details are available on our homepage, www.vlct.org.

Organizations interested in sponsoring the event should contact Pam Fecteau at 800-649-7915 or pfcteau@vlct.org. For more about Green Mountain National, Vermont's only municipally owned golf course, visit www.gmngc.com/.



Registration form and details are available
on our homepage, www.vlct.org.



Vermont League of Cities & Towns
TOWNFAIR2015
October 8, Killington Grand Hotel

**SAVE THE DATE
FOR TOWN FAIR!**

Thursday, October 8, 2015

Town Fair 2015 will be held on October 8 at the Killington Grand Hotel in Killington, Vermont. General Exhibitor registration began Monday, May 4. Attendee registration information was mailed to VLCT members and posted on our website in July.

We look forward to seeing you!