

VLCT NEWS

A PUBLICATION OF THE VERMONT LEAGUE OF CITIES & TOWNS

SERVING AND STRENGTHENING VERMONT LOCAL GOVERNMENTS

November 2015

Vermont League of Cities & Towns **TOWNFAIR2015** October 8, Killington Grand Hotel **QUITE A WELCOME!**

Town Fair at the Killington Grand Hotel this year was my first introduction to the annual gathering of the Vermont League of Cities and Towns. The Exhibit

Hall was bustling, the workshops were well attended, the VLCT Annual Meeting was lively, and the weather was just beautiful – in all, it was a wonderful opportunity for me to see our staff in action and our members networking, learning, and sharing wisdom and stories. It was also a time for all of us to thank Steve Jeffrey, to say “so long” to a legend and wish him well as he pursues new and well-deserved adventures.

Town Fair was also my first opportunity to meet many of you and to hear about the concerns you have for your municipalities and the ways you believe VLCT can assist you as you carry out the important work of local government.

From the Executive Director

It is both my honor and
(continued on page 9)



CELEBRATING STEVE JEFFREY



After 37 years of commitment to Vermont’s municipalities, VLCT Executive Director Steven Jeffrey retired. At the annual Local Government Dinner that precedes Town Fair, more than 130 attendees raised their glasses to toast the man behind the vision.

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Top Left: Executive Director Mauna Carroll watches along with a packed luncheon crowd as Steven Jeffrey gives his keynote speech. Top Right: Killington rolls out perfect weather for Town Fair.

Above: Steve Jeffrey holds grandson, Ethan, and a bowtie-shaped photo collage presented by VLCT staff.

Right: Steve’s mother, Martha, and daughter, Caitlin, attend the annual Local Government Dinner that honored him.





VLCT NEWS

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89 Main Street, Suite 4
Montpelier, VT 05602-2948
Tel.: (802) 229-9111 • Fax: (802) 229-2211
Email: info@vlct.org
Web: www.vlct.org

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Maura Carroll
Executive Director

Allyson Barrieau
Design/Layout

David Gunn
Editor/Copy Editor

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2016 VERMONT WATERSHED GRANTS PROGRAM

Vermonters can protect and restore watersheds through the Vermont Watershed Grants Program. Co-administered by the departments of Environmental Conservation and Fish and Wildlife, the program distributes grant money for noteworthy local and regional water-related projects in Vermont. Grant funds are available for water-related projects that:

- protect or restore fish and wildlife habitats;
- protect or restore water quality, and shorelines;
- reduce phosphorus loading and/or sedimentation as part of DEC's Clean Water Initiative Program objectives;
- enhance recreational use and enjoyment;
- identify and protect historic and cultural resources;
- educate people about watershed resources; or
- monitor fish and wildlife populations and/or water quality.

The three project category types and the maximum grant amount for each are: education and outreach (up to \$5,000); planning, assessment, inventory, monitoring (up to \$3,500); and on-the-ground implementation (up to \$10,000).

Information about the program and details about applying are posted at www.watershedmanagement.vt.gov/lakes/html/lp_watershedgrants.htm. **The deadline to apply is Friday, November 20, 2015.**

Have you visited EAP's new website?



Check it out! It's mobile and tablet friendly.

Employees, officials and their household members can access information and resources at:

www.investeap.org

Create a Login. Your Organization Password is: *vlct*

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- Dig Safe's extensive advertising campaign raises awareness to call 811 before digging.
- Dig Safe's detailed education program includes on-site safety seminars for excavators to learn damage prevention strategies and the requirements of the "Dig Safe" law.

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



ASK THE LEAGUE

HOW MUST THE ANNUAL TOWN REPORT BE DISTRIBUTED IN OUR TOWN?

During the 2015 legislative session, some changes were made to the law regarding the distribution of the annual town report. Pursuant to 24 V.S.A. § 1682, towns are legally required to disseminate the auditors' annual financial report. The statute declares that the auditors must "report their findings in writing and cause the same to be mailed or otherwise

distributed to the voters of the town at least ten days before the annual meeting." The law previously required the report be mailed or distributed to the "voters or residents" of the town. The law now requires it to be sent to just "the voters of the town," which means that there is no longer any legal obligation to provide the report to residents who are not registered voters.

Towns may use this change in the law as an opportunity to save money by reducing the number of reports that are printed and distributed. However, towns should be aware that if they stop providing their non-voting residents with the report, those residents may feel alienated from their local government. Not only are those residents not provided a voice at town meeting because they are not registered voters in that town, but they are also now cut off from a source of detailed information about the town and its finances. If they have grown accustomed to receiving the report every year, this change may come as an unpleasant surprise.

An alternative cost-cutting measure is to vote at a duly-warned annual or special meeting to provide notice of the availability of the auditors' report instead of mailing or otherwise distributing the report. If the town votes to provide notice of availability, it may still choose to send that notice to all town residents, but the town is only required to send it to all voters. Furthermore, if the town votes to provide notice of availability, that vote must specify how notice of availability will be given and that such notice must be provided at least 30 days before the annual meeting.

Although the law no longer requires the town report or notice of availability be sent to town residents, a copy of the town report should, at the very least, be available for inspection at the Town Clerk's office. Not only is this best practice and good customer service, it is also required by the Public Records Law because the town report is considered a public record under that law. Therefore, the Town Clerk's office should have a copy available for copying and inspection.

For towns that vote to provide notice of availability rather than mailing or otherwise

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UPCOMING MUNICIPAL ASSISTANCE CENTER WORKSHOPS

GREEN STORMWATER INFRASTRUCTURE SIMPLIFIED SIZING TOOL FOR SMALL PROJECTS WEBINAR

Tuesday, November 10, 2015, 2-3 p.m.

This free "how to" webinar will focus on the practical applications of the new Green Stormwater Infrastructure (GSI) Simplified Sizing Tool. The tool utilizes ten GSI best management practices to determine optimum design approaches to treat stormwater runoff from proposed impervious surfaces of small sites that fall below the thresholds for state permitting. The tool is intended to be used in conjunction with VLCT's Model Low Impact Development/GSI Stormwater Management Bylaw. Stone Environmental, Inc. developed the GSI Simplified Sizing Tool in consultation with VLCT's Water Resources Program and with support from the Vermont Clean Water Initiative Program of the Department of Environmental Conservation. Municipal land use and stormwater permit reviewers and others are encouraged to participate.

FALL AUDITORS WORKSHOP

Wednesday, November 18, Capitol Plaza Hotel and Conference Center, Montpelier

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

MUNICIPAL ATTORNEYS FORUM

Friday, December 4, Capitol Plaza Hotel and Conference Center, Montpelier

This workshop is designed for municipal attorneys and the paralegals and staff who assist them. This year's Forum will provide an opportunity for both seasoned and new attorneys to learn about and discuss emerging issues in Vermont municipal law.

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



ASK THE LEAGUE

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distributing the report, the Municipal Assistance Center has developed the following model article language:

Shall the town provide notice of the availability of the annual town report by *[insert method of providing notice such as "postcard, mailed to all registered voters"]* at least 30 days before the annual meeting in lieu of mailing or otherwise distributing the report to the voters of the town pursuant to 24 V.S.A. § 1682?

It is also important to clarify that, although many towns choose to provide significant information in their annual report (such as reports from municipal departments, next year's proposed budget, vital statistics, etc.), this information is not required by law and its inclusion is entirely optional. In other words, there is no law that requires the creation or distribution of a "town report" other than the auditor's report. Therefore, your town could decide that it will still provide the annual report to all voters and residents, but that it will cut costs by only printing and distributing the report from the town auditors.

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

HUMAN RESOURCES PROGRAM

The Municipal Assistance Center (MAC) is pleased to announce the launch of a new Human Resources Program, whose mission is to "serve and strengthen Vermont local governments by delivering quality HR services in an innovative and cost-conscious manner."

The impetus to create an HR assistance program for VLCT members occurred during the summer of 2014 when the former Unemployment Insurance Trust (now merged with the Health Trust to form the VLCT Employment Resource and Benefits Trust, or VERB) funded an HR needs assessment. That in-depth research project, undertaken by MAC, encompassed several steps:

- interviews with a sample of 25 small, medium, and large VLCT members;
- review of the wide array of HR services and approaches of ten other state

leagues and municipal insurance pools;

- cataloging the HR-related services VLCT already provides;
- analyzing loss control issues and PACIF liability claims related to employment; and
- reviewing HR-related inquiries fielded by MAC attorneys and staff.

Vermont's municipal human resources needs proved to be broad for many reasons. The field of HR is becoming ever more complex at a time when municipal budget pressures are intense and time and resources increasingly scarce. Most VLCT members do not have a dedicated HR professional, yet they must comply with many – sometimes confusing – employment laws. Federal and state laws intersect with one another

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Brief updates on Vermont's changing legal and regulatory environments

LEGAL AND REGULATORY NOTES



THE PROCESS OF PETITIONING FOR ARTICLES; SELECTBOARD'S HIGHWAY DECISION OVERTURNED

Changes to the process by which voters may petition for articles to be voted at Town Meeting

In the 2015 legislative session, several changes were made to 17 V.S.A. § 2642, which governs the voter-backed petition process. This is the process used by voters to petition for articles to be voted at Town Meeting. The deadline for submitting a voter-backed petition to the town clerk is "not less than 47 days before the day of the [town] meeting." In 2016, the 47-day deadline will fall on Thursday, January 14.

The law specifically allows that a single petition may include more than one proposed article. This means that a selectboard

cannot require a separate petition for each and every article requested by the voters. There are also new requirements regarding the format for these petitions: they must contain the petition language on each page on which signatures are collected and must also contain the printed name, signature, and street addresses of each voter who signs that petition. Any voter who signs a petition may withdraw his or her name from that petition at any time prior to the signing of the Town Meeting warning by a majority of the selectboard.

The Municipal Assistance Center-developed table (on page 7) provides advice to town clerks about how to deal with petitions

for the 2016 Town Meeting, in accordance with the requirements of 17 V.S.A. § 2642:

Clerks and other municipal officials with questions about the voter-backed petition process should contact the Municipal Assistance Center. We are not able to assist individual petitioners and we recommend that town officials do not provide advice regarding the legality of such petitions. Instead, petitioners should be directed to seek legal counsel or to contact the Elections Division of the Secretary of State's Office.

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

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

"No good deed goes unpunished"

– Oscar Wilde

Vermont Supreme Court overturns selectboard's highway decision

The Vermont Supreme Court's recent decision in *Massey v. Town of Greensboro*, Entry Order No. 2015-034 (October 2015), shows us that while selectboards may have the first word on laying out, altering, reclassifying, or throwing up town highways, they do not have the last.

The case concerns the legal status of Old Perrin Road in Greensboro, a road that many considered to be a public right of way and one that adjoining property owners use to access their properties. There were, however, no town records evidencing that it had ever been laid out by the town as a public highway, although such documentation may have been among the town records destroyed in a fire in 1831. Uncertainty over the status of the road was an obvious cause

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LEGAL AND REG.

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for concern for those who used the road to access their homes, and one property owner, David Massey, raised privacy concerns of his own if the road was declared to be open to the public. On August 1, 2012, the Greensboro Selectboard decided to put these concerns to bed and resolve the uncertainty over the road's legal status by going through the process to officially lay out Old Perrin Road as a class 4 town highway.

State law dictates a specific process for laying out, reclassifying, or throwing up a town highway in 19 V.S.A. §§ 708 et seq. A selectboard must substantially comply with

that statutorily-prescribed process or else its actions may be declared void by a court of law. *In re Bill*, 168 Vt. 439 (1998). The process requires advance notice (both to the interested parties and the public), a site visit to examine the premises, and a public hearing. At the hearing, the selectboard must determine whether “the public good, necessity and convenience of the inhabitants of the municipality” warrant the proposed action and whether monetary damages are due to the affected property owners. The decision must be issued in writing and supported by specific findings. 19 V.S.A. § 710.

What is troubling about the *Massey* case is that the Greensboro Selectboard substantially complied with the statutorily-prescribed process, but still lost at the Superior

Court level and then again on appeal to the Vermont Supreme Court. The selectboard even included in its decision that “[t]he public good, necessity and convenience of the inhabitants of the Town of Greensboro require that a class 4 public highway right of way be laid out in such a manner as to provide approximately the same access to adjacent properties as the historical Old Perrin Road” in order “to maximize equity” to the public and adjoining property owners. So what did they do wrong? According to the Superior Court, the Greensboro Selectboard's decision did not clearly demonstrate how laying out the highway served the general public.

It is understood that when a municipal public body holds a hearing, it is not

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Date petition received by town clerk	Does the petition contain the requisite number of signatures?	Does the petition contain the petition language on every page and the printed name, signature, and address of each voter who signed the petition?	What happens next? Should the petition be accepted, returned, or rejected by the town clerk?	What is the timeframe in which the petitioner must respond?
Before January 14	Yes	Yes	Accept the petition.	N/A
Before January 14	Yes	No	Return the petition to the petitioner within 24 hours after receipt.	Petitioner has 48 hours after receipt from the clerk, or until January 14, whichever is later, to submit a new or supplemental petition with the requisite number of signatures and which contains the petition language on every page and contains the printed name, signature, and address of every voter who signed the petition.
Before January 14	No	N/A	Return the petition to the petitioner within 24 hours after receipt regardless of whether it contains petition language on every page and contains printed names and addresses.	Petitioner has until January 14 to submit a new or supplemental petition with the requisite number of signatures and which contains the petition language on every page and contains the printed name, signature, and address of every voter who signed the petition.
On January 14	Yes	Yes	Accept the petition.	N/A
On January 14	Yes	No	Return the petition.	Petitioner has 48 hours after receipt from the clerk to submit a new or supplemental petition with the requisite number of signatures and which contains the petition language on every page and contains the printed name, signature, and address of every voter who signed the petition.
On January 14	No	Does not matter	Reject the petition.	N/A
After January 14	Does not matter	Does not matter	Reject the petition.	N/A

Vermont League of Cities & Towns
TOWN FAIR 2015
 October 8, Killington Grand Hotel

TOWN FAIR 2015

1



2



3



4



7



5



6



The Killington Resort in the heart of the drop-dead picturesque Green Mountains provided a backdrop of spectacular fall foliage on October 8th for Town Fair 2015. Nearly 300 local officials attended a wide array of workshops on topics central to the problem solving that they regularly engage in each day. When not learning how better to serve their town and city clientele, attendees visited the booths of 67 vendors, whose services and products were tailored to the business of keeping municipal government running efficiently. Or they could re-connect with long-lost colleagues at the Conversation Café, whose windows overlooked the resort's new Adventure Center, an attraction that, for better or worse, was not part of the day's agenda.

Oh, but who has time for a SkyeRide or Terra-Maze run when the Commissioner of the Public Service Department is describing Vermont's Comprehensive Energy Plan and his perspective on the permitting of solar and wind electric generation projects? Or when the Policing in the 21st Century session is helping an overflow audience of law enforcement officials and selectboard and council members cope with the opiate addiction crisis in their communities? (Read more about this and three other workshops in "A Workshop Sampler" on page 12.) Other educational sessions focused on new requirements of the Affordable Care Act; the Vermont Clean Water Act and the new obligations it imposes on local governments with little state or federal money to help fund them; an overview of Vermont Town Meeting; and many (well, ten) others.

A fond fare-thee-well celebration for newly retired Executive Director Steve Jeffrey took place on the eve of Town Fair and was much enjoyed by staff, some other municipal association directors, and numerous local officials, as well as a surprise visit from four generations' worth (mother, brother, daughters, grandson) of Steve's family. Everyone in the room sported bow ties. Who knew there were so many interpretations of that tied neck ornament – which, after all, originated with Croatian mercenaries during the Prussian wars of the 17th century – in Vermont? (Read Jessi Hill's warm remembrance of Steve in "Celebrating Steve Jeffrey" on pages 1 and 9.)

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QUITE A WELCOME

(continued from page 1)

my privilege to step into the role of Executive Director of the Vermont League of Cities and Towns. The work that you do at the local level makes a difference *every day*. It matters that you are involved in your communities and that you care what happens there. The mission of this organization is to strengthen local government. We carry out that mission when we offer support to all of you as you serve your residents, as you carry out daily tasks – some

routine, some not-so-routine – and as you make difficult decisions. All of us at VLCT want to help you achieve your goals, so let us know how we can better serve you.

It is an exciting time for the League. While change is difficult and good-byes are tough, change brings opportunity – to question, to challenge, to lead. Let's continue to work together, to embrace thoughtful change, to suggest creative innovation, to envision great things for local government in Vermont.

Thank you all for your very kind and warm welcome to me. Please let me know if you would like me to stop by and say hello or



to attend a meeting or event in your community. I would be delighted to visit and I look forward to working with you in the weeks and months ahead.

Maura Carroll
VLCT Executive Director

Captions, pages 8-9 and 12-13

Town Fair 2015 featured an idyllic setting in the Green Mountains (1), an assortment of municipally-themed workshops (5, 12, 13) and exhibitors (2, 3), a casual meeting place for attendees to reconnect with colleagues (4), four energizing (!) annual meetings (11, 16, 17, 18, 19), the bestowing of VLCT's Municipal Service Award (14, 15), plus numerous opportunities to say good-bye to the unofficial guest of honor, Steve Jeffrey (6-10).

STEVE JEFFERY

(continued from page 1)

Six other league directors joined us from Maine, New Hampshire, Rhode Island, Massachusetts, and even Florida (photo to right). Other guests included current and former VLCT staff, board members and presidents, as well as long-time friends.

In the kindest roast I've ever seen, former VLCT General Counsel Paul Giuliani talked about Steve and VLCT's earliest days. Massachusetts Municipal Association Executive Director Jeff Beckwith recounted tales of Steve and his New England counterparts at the national level. State Treasurer Beth Pearce presented Steve with a clock to honor his many years of service on the Vermont Municipal Employees' Retirement System Board. And yours truly shared some reflections from the staff perspective.

I've had the opportunity to work with Steve for the past 20 years, and during that time, we've had a lot of serious debates: Dark or milk chocolate? Green or red M&Ms? Peanut or plain? Do you sense a theme here? Has anyone ever called the Employee Assistance Program to report a chocolate addiction?

Many good times occurred around the M&M bowl at VLCT. Whether it was stuffing the *Weekly Legislative Report*, a Town Fair mailing, or the Municipal Calendar, nothing brings people together like the clink of M&Ms hitting a glass bowl – it was VLCT's version of Pavlov's dog. I've often believed the best relationships were created at one of VLCT's many stuffing parties. It's amazing what you can learn about each other sitting around the table, and I may offer the idea as a new HR "best practice."

By now, you've read or heard the accolades celebrating Steve's professional successes. You've seen him on countless occasions on the news sharing his wisdom on complex topics that have befuddled so many. (For starters, think Act 250, Act 60, and property taxes.) At VLCT, Steve was a walking Google search engine. You could always count on him to give it to you straight in a calm and steady voice, even if the answer wasn't exactly what you wanted to hear.

So I take this opportunity to celebrate Steve's years of dedication to Vermont's municipalities, and 37 years is a lot of dedication. He's seen the birth of four VLCT trusts (PACIF, Health, Unemployment, and VERB) and lots of VLCT babies. He's seen the League grow to 100% membership of Vermont's cities and towns and from three to more than 50 staff members. He's witnessed floods (at least three of them), building expansions and renovations, six governors, and a whole slew of legislators. He's seen the good, the bad, and for sure the ugly at the State House where he, Karen Horn, plus and a host of assistants spent hour after hour advocating on behalf of our members.

He watched a wet-behind-the-ears receptionist transform into the Director of Human Resources and Administration, for which I am personally grateful. His unrelenting faith in staff and their capabilities has powered many of us along our career paths.

But you will not hear him toot his own horn; he won't sing his own praises. He may humbly accept these compliments but he won't be happy about it, because he never liked being the center of attention. A great leader always puts others in front, and that push from behind is what has made VLCT so successful. So, on behalf of all staff, both present and former, we thank you Steve for his unwavering trust, support, and leadership.

At Town Fair's annual luncheon, Steve sat down to his first turkey dinner in more than 20 years – a sure sign of his impending retirement. I know I speak for everyone who knows him when I wish Steve the very best in the future!

Jessica Hill, Director
VLCT Human Resources and Administration



PACIF VALUES AND VALUE

The VLCT Property and Casualty Intermunicipal Fund (PACIF) has been providing Vermont municipalities with insurance coverage and risk management programs and training for nearly 30 years. VLCT created PACIF at the request of several VLCT members in 1986 because commercial insurance carriers were all but abandoning the municipal insurance marketplace nationwide.

Many municipalities across the country found themselves without any coverage at all, and those who were able to obtain it found their limits reduced and their costs significantly increased.

“Collectively, you, the municipalities of Vermont, have built a better mousetrap.”

Since that time, PACIF has grown to become the preeminent coverage and risk management service provider for Vermont municipalities, with over 90% of eligible municipalities claiming membership in PACIF. VLCT's PACIF program is one of the greatest examples of successful intermunicipal cooperation in Vermont. It is owned and governed by its member municipalities, and its board of directors comprises 12 elected or appointed local officials including selectpersons, managers, clerks, and treasurers.

Although PACIF might look like an insurance company, it is not, in accordance with its enabling legislation. Rather, PACIF is an intermunicipal insurance association as described in statute (V.S.A. 24 § 4942) as follows: "... Two or more municipalities may form an association under the laws of this state to develop and administer an intermunicipal risk management program, having as its purposes reducing the risk of its members; safety engineering; distributing, sharing, and pooling risks; acquiring insurance, excess loss insurance, or reinsurance; and processing, paying, and defending claims against the members of such association." Collectively, you, the municipalities of Vermont, have built a better mousetrap. VLCT PACIF offers a comprehensive coverage and risk management services program that is unparalleled. The commercial carriers have watched from the sidelines and have seen that municipalities can control their exposure to loss and manage their claims in a cost efficient manner.

Some insurance brokers and carriers have tried to enter the municipal insurance market over the years and have enticed members by showing them a quote sheet with a lower price. However, let the buyer beware: the price is *not* the cost. Their coverage, deductible, claims handling, customer service, grants, scholarships, dividends, training, and risk management offerings simply do not stand up in a true apples-to-apples comparison, and the additional costs for a comparable package could far exceed the initially quoted price. Many other tangible benefits are not easily reduced to a quote sheet. Here are some questions to keep in mind if you are pondering the value of the PACIF program versus potential competitors:

Will your road crews get free flagger certification training from them? Will they provide you with a guide to help you administer your CDL-drivers' federal drug testing compliance? Will they send a VOSHA-savvy Loss Control representative to walk through your workplace and warn you of fine-worthy offenses? Will they send a wellness expert to your site to inspire your employees to become healthier and more productive? Will they review your schedule and suggest ways that you might reduce your coverage costs? Will they help you recover costs for property damage that is not covered by their policy? For these reasons, and too many more to list, many members consider VLCT PACIF to be a sole source provider for municipal risk management service and coverage protection.

PACIF has no profit motive; it exists solely to serve its members at a fair yet competitive cost. You are the shareholders, and the board of directors annually elects to return a certain portion of the Fund's net position to the membership in the form of contribution credits. To date the Fund has returned over \$16 million to members as credits and safety equipment grants.

PACIF is the most cost-effective long-term solution for your property and casualty risk management needs, bar none. For more information, please contact the Member Relations or Underwriting division.

*Ken Canning, Director
VLCT Risk Management Services*

PACIF Members Include:

- 228 out of 237 towns
- 30 out of 35 villages
- 8 out of 9 cities
- 3 out of 5 unincorporated towns
- And the majority of special purpose districts such as solid waste management districts, water and fire districts, natural resource conservation districts, and regional planning commissions.
- Ineligible for PACIF membership: school districts, sheriff departments, transit authorities, and housing authorities.



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VHC FOR 2016: NOVEMBER OPEN ENROLLMENT AND LARGER GROUPS

The 2016 health insurance renewal season is upon us and the 2016 Vermont Health Connect (VHC, or the Exchange) plan rates are now posted on the VHC website at <http://info.healthconnect.vermont.gov/healthplans>.

Groups with up to 50 employees that are already in the Exchange should have received renewal packets and instructions from their carrier by mail and should also have begun conducting Open Enrollment so employees can make appropriate changes for their 2016 coverage. **If you are in one of these groups, please pay close attention to the details, because some plans have different deductibles and copays for 2016!** Also, know that taking no action on the instructions provided from your carrier means your employee plans will be renewed **as is** at the 2016 rates and with any designated plan changes for 2016. For assistance, BCBSVT groups may call the Exchange Specialists Hotline at 800-255-4550, and MVP groups may call 800-825-5687.

Groups with 51 to 100 employees must enroll in Exchange plans now for a January 1, 2016, effective date. They will want to work directly with their chosen carrier to process all the paperwork that will make this important transition as smooth as possible. VLCT staff has already been reaching out to VERB Trust members of this size to assist in their transition.

Keep in mind that during the Open Enrollment period:

- Employers must notify eligible employees that
- if they are already enrolled in your coverage, they may add or drop dependents,
- if they are already enrolled in your coverage and your group offers more than one plan, the November Open Enrollment period is the time when they can change plans, and
- if they were not enrolled in 2015, they may sign up for 2016 coverage through you. (In fact, if they are eligible for the first time now, you must clearly extend an offer of coverage to them.)
- Employees electing new coverage or changing plans must be given their new plan's Summary of Benefits and Coverage (SBC). SBCs are available on your carrier's website or at <http://info.healthconnect.vermont.gov/healthplans>.
- Employers must submit all group- and employee-level open enrollment changes according to the carrier's instructions no later than December 1st.

VLCT members with questions regarding the above information can email Kelley Avery at kavery@vlct.org or Larry Smith at lsmith@vlct.org, or call 800-649-7915 and ask for either one.

VERB BOARD LOWERS UI RATES FOR 2016

At their October 2015 meeting, the VLCT Employment Resource and Benefits (VERB) Trust Board of Directors set the Trust's 2016 Unemployment Insurance rates. Fortunately, a decreasing trend in claims during 2014 and 2015 has allowed the Board to lower the 2016 contribution rate from an average 1.8 percent of payroll to 1.65 percent of payroll, which is an 8.8 percent reduction overall! The Board also decided to return a total of \$350,000 of the fund's 2015 net position to the membership as credits toward 2016 contributions.

(continued on page 19)

“R&R” THE VOSHA WAY

“R&R” in this case doesn't mean rest and relaxation; it means reporting and recordkeeping.

PACIF Loss Control team members have recently learned that many municipalities don't understand two important components of complying with VOSHA (Vermont Occupational Safety and Health Administration) regulations concerning workplace injuries. This short article summarizes **the new types of injuries** that an employer must report to VOSHA and the existing requirements for **maintaining logs of illnesses and injuries**.

Reporting

All employers must still report all work-related **fatalities** to VOSHA **within eight hours**. In addition, employers must now report all work-related **in-patient hospitalizations, amputations, or losses of an eye** directly to VOSHA **within 24 hours** of finding out about the incident. Employers may report these incidents during normal working hours by **calling VOSHA at 1-800-287-2765**, or at other times by using either the **24-hour hotline, 1-800-321-OSHA**, or VOSHA's online report form, <http://labor.vermont.gov/vosha/vosha-injuriesillnesses-report/>.

(continued on page 14)

PACIF Members:

Have you completed and returned your 2016 Renewal Application?

If Yes, **excellent!** If No, don't put it off any longer! It is important to update your schedules and return your completed form no later than Monday, November 9, so we can bill you accurately for 2016.

If you have any questions, call
800-649-7915
and talk with an Underwriter.



A WORKSHOP SAMPLER

All three sessions in this year's special track for DPW and highway supervisors were well attended. In "The Cost of Backroads Erosion," Jim Ryan of the Vermont Department of Environmental Conservation (DEC) spoke to, and heard from, a standing-room-only crowd about improving unpaved municipal roads to reduce stormwater runoff. Explaining the first concern –identifying all



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municipal roads that connect with surface waters (whether with culverts, ditches, or other drainage structures) – he showed several ways to improve dirt road construction so that, for example, water will "sheet-flow" off instead of creating gullies and will be filtered by roadside vegetation and not carry phosphorus and other pollutants into local waterways. In discussing the high cost of vital special equipment, Jim suggested the idea of regional purchasing and sharing of machinery such as compactors and seeders. While the standards for the upcoming Municipal Highway General Permit are still being developed, Jim assured attendees that DEC knows better than to try to force a one-size-fits-all solution on municipalities.

The same room was used for the two-part "Reasonable Suspicion Training," which qualified 19 people to receive federally required certificates of completion. The trainer, Jim Bernier of Occupational Drug Testing, Inc., brought energy to a subject that can easily focus on dry federal motor carrier safety regulations rather than on practical implementation. He discussed some of the operational challenges that municipalities face. For example, if an employee who drives a commercial motor vehicle (CMV) demonstrates perceptible behaviors, odors, or actions associated with drug or alcohol use, or if paraphernalia is observed, it's in everyone's best interest to have the employee receive a Reasonable Suspicion test. With the right approach and proper documentation, this process is not as daunting as it may seem. [Note that municipal highway supervisors, managers, and selectboard members who supervise CMV operators cannot require a Reasonable Suspicion test unless they have completed this training, which PACIF members can receive free of charge. If a supervisor in your municipality needs this training, contact your PACIF loss control consultant or email us at losscontrol@vlct.org].

In the late-morning time slot, two sessions had compelling and overlapping content. James Baker, of the International Association of Chiefs of Police, presented "Policing in the 21st Century: Challenges, Trends, and Opportunities" to an audience of about 40 municipal officials and law enforcement professionals. Baker stressed the need for Vermont's police departments to change how they



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operate in light of the social discord between police and citizens that is making national headlines. In many cases, he insisted, using force can be counterproductive and problematic. Baker explained the six main topic areas ("pillars") that were identified by the President's Task Force on 21st Century Policing in May 2015. "Vermont will miss an opportunity if it does not sit down and measure itself against these pillars," he said. "It's about treating people with dignity and respect and giving those disenfranchised a voice."

Baker spoke from personal experience, which includes his previous job as Chief of the Rutland City Police Department, which he was instrumental in helping to heal its past policing difficulties. It's no wonder that his name came up frequently at the session called "Project VISION, Combating Addiction and Building Great Neighborhoods through Collaboration, Innovation, and Research." Captain Scott Tucker and two other current members of the Rutland City PD, backed up by Mayor Chris Louras, explained how the Viable Initiatives and Solutions Involving Neighborhoods program, which Baker helped create in 2013, operates and thrives. This close collaboration of law enforcement and social service agencies gathers input from community members in numerous settings, collects and analyzes data about illegal activities, pinpoints the underlying problems, and brings a wide range of assistance and creative solutions to bear on solving those problems. This logical, humane way of addressing social ills significantly reduces the use of force by police and helps foster more caring, trusting neighborhoods. The session's speakers take their presentation on the road whenever possible to encourage other communities to enact the same approach. [Learn more by visiting <http://projectvisionrutland.com/>.]

*Ione Minot, Marketing Specialist
VLCT Risk Management Services*

STRETCH ZONES

This year's Town Fair had a new twist – the Torso Twist – and 11 other full-body maneuvers for attendees to perform at brightly marked Stretch Zones in exchange for additional entries into the lunchtime prize raffle. The goal was to get people moving a little more during the day and engender interest in PACIF WorkStrong's Pre-Shift Stretching program. Of the five raffle winners drawn, four were orange Stretch Zone tickets. That's what we call a win-win situation! (For information about PACIF WorkStrong, contact Heidi Joyce at hjoyce@vlct.org.)



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TOWN FAIR 2015

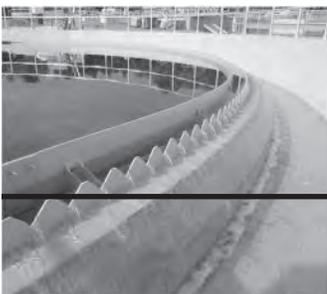
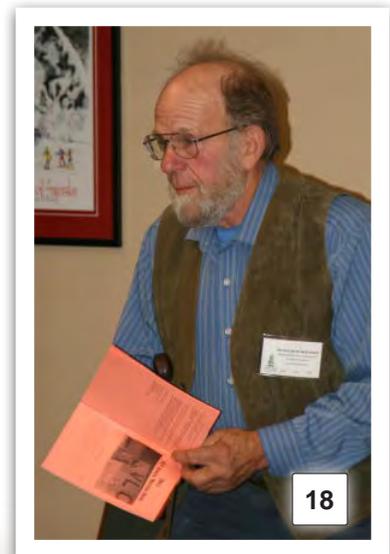
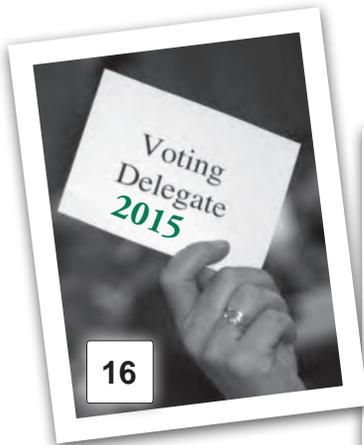
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The always eagerly anticipated turkey luncheon featured ... well, sure, turkey, but also the awarding of VLCT's Municipal Service Award to Patrick Scheidel, manager of both Essex Town (for 25 years) and Essex Junction Village. Pat began serving on the VLCT Property and Casualty Intermunicipal Fund in 1994 and was elected as president in 1998, a position he still holds today. He has always taken an interest in those seeking to enter the field of municipal management and several of Vermont's current town managers cut their teeth in the Essex Town Office. Later, keynote speaker Steve Jeffrey – noting that his thoughts “are those of the commentator only and do not necessarily reflect the opinions of VLCT” – challenged the capacity crowd with four general themes: (1) Strive to make government as small in size and play as limited a role in the lives of our citizens as possible. (2) We can do better governing ourselves; pre-emption is as much of an anathema to local governance as are mandates. (3) What Vermont local governments should do about consolidation and cooperation. (4) Professionalism and volunteerism in local government and how the latter can actually enhance the former.

Still later, the VLCT Annual Meeting, for the first time in 37 years, proceeded without Steve in the role of exhaustively knowledgeable parliamentarian. Nevertheless, with the guidance of VLCT President Jared Cadwell and parliamentarian-for-the-day and former VLCT Board member Nick Ecker-Racz of Glover, voting delegates debated and adopted more than 80 policy issues that will help guide VLCT Advocacy staff in 2016. Issues included VLCT's positions on solid waste, the siting of electric generation facilities, and the regulation of marijuana.

And now the baton of overseeing Town Fair has been passed to Executive Director Maura Carroll, who provides *her* own first-time perspective of the event in “Quite a Welcome” on pages 1 and 9. Everyone at VLCT is already excited about what energy she will bring to Town Fair 2016 on October 6th (it's a Thursday) in Essex. We hope you will be, too.

*Karen Horn, Director
VLCT Public Policy and Advocacy
David Gunn, Editor
VLCT News*



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THE VOSHA WAY

(continued from page 11)

Recordkeeping

Municipal **employers with ten or more employees** must record workplace illnesses and injuries on OSHA forms 300 and 300A and retain these records.

The **OSHA 300** is the working log of illnesses and injuries, and it must be kept up to date throughout the year. On it, the employer must record all work-related injuries and illnesses that result in restricted work activity, medical treatment beyond first aid, loss of consciousness, or death.

The **OSHA 300A** is the form on which the employer summarizes all recordable injuries and illnesses from the prior year. Importantly, employers must post the 300A from February 1 through April 30 in a place where employees are likely to see it (such as an employee bulletin board). If there were no recordable injuries or illnesses in the previous calendar year, the 300A should still be posted to state that clean record.

Lastly, employers must **retain all OSHA 300 and related forms for at least five years** because these records are routinely examined by VOSHA inspectors during compliance and other visits. If your municipality has not completed these required OSHA forms in years past, now is the time to start. Begin compiling the necessary data to get your 2015 record in place and up to date.

To learn more about OSHA's record-keeping requirements and key definitions, and to obtain the OSHA forms as either fillable PDF or Excel files, visit www.osha.gov/recordkeeping.

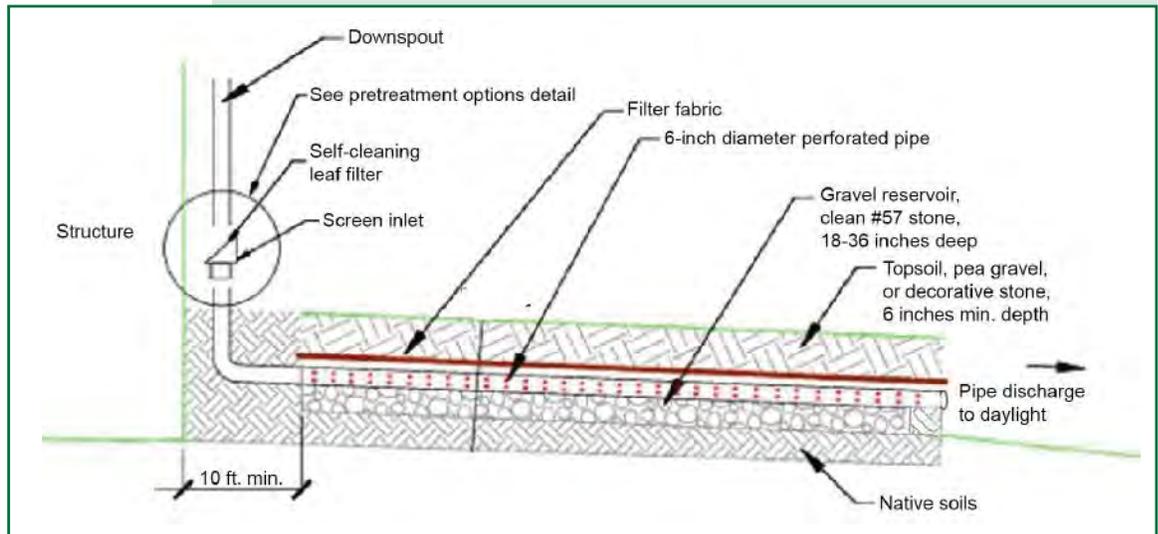
We hope that this summary inspires you to comply fully with these requirements. If you have any questions you may call VOSHA directly at 1-800-287-2765, explore their website at <http://labor.vermont.gov/vosha/>, or contact VLCT Loss Control at either 800-649-7915 or loss-control@vlct.org.

STORMWATER WEBINAR

The Vermont League of Cities and Towns (VLCT), in partnership with the Vermont Clean Water Initiative Program and Stone Environmental, Inc., will present a free webinar, "Green Stormwater Infrastructure (GSI) Simplified Sizing Tool for Small Projects" on Tuesday, November 10, 2015, from 2 to 3 p.m. This "how to" webinar will focus on the practical applications of the new GSI tool, which utilizes ten GSI best management practices to determine optimum design approaches to treat stormwater runoff from proposed impervious surfaces of small sites that fall below the thresholds for state permitting. The tool is intended to be used in conjunction with VLCT's Model Low Impact Development/GSI Stormwater Management Bylaw.

Stone Environmental, Inc. developed the GSI Simplified Sizing Tool in consultation with VLCT's Water Resources Program and support from the Vermont Clean Water Initiative Program of the Department of Environmental Conservation. Municipal land use and stormwater permit reviewers and others are encouraged to participate.

The speakers will be Milly Archer, VLCT Water Resources Coordinator, and Amy Macrellis, Stone Environmental Project Water Quality Specialist. You can register to attend the webinar at www.vlct.org/events-news-blogs/event-calendar/webinar-gsi-simplified-sizing-tool-for-small-projects/view/2015-11-10.



VERMONT STATE INFRASTRUCTURE BANK (SIB) LOAN FUND

Jointly operated by VEDA and VTTrans, 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



HR PROGRAM

(continued from page 5)

in complex ways and there are additional legal requirements unique to local government. Turnover among elected officials, including some who supervise or are responsible for the overall HR management of their towns, fosters an ongoing need for training. Personnel policies, job descriptions, and performance review systems may be outdated, inconsistent, or nonexistent.

The average cost of one PACIF employment practices liability claim hovers around \$100,000 and such claims can and do run higher. Sometimes there is a related unemployment insurance claim or workers' compensation claim that could have been prevented with improved hiring methods or other HR best practices. Clearly, members would benefit from assistance and resources that target Vermont municipalities.

A report of the research findings and a five-year business plan proposal were presented to the three boards, which then appointed a subcommittee comprising two representatives from each:

- VERB: Todd Odit, Jericho Town Administrator, and Joe Colangelo, Shelburne Town Manager;
- PACIF: Mel Adams, Randolph Town Manager, and Pete Johnson, North Hero Town Clerk;
- VLCT: Sue Janssen, Benson Selectperson, and Sandy Pinsonault, Dorset Town Clerk.

This subcommittee developed the mission statement, program content, and a shared funding strategy. Based on that work, all three boards approved initiating the HR program. The subcommittee will continue to meet periodically in order to guide priorities and evaluate results.

As the first task of the program launch, MAC hired Jill Muhr on October 7. Jill brings a background of more than 20 years of human resources experience, including ten overseeing the League's internal HR function and, more recently, leadership roles at Goddard College and HR Sentry. Additionally, during the past ten months, Jill has assisted Abby Friedman, MAC Director, with tasks such as coordinating executive searches and the municipal compensation and benefits surveys.

A top priority of the new program will be to update MAC's Municipal Employment Law Handbook and Model Personnel Policy and create other templates and resources that are accessible to members online. Additionally, an HR audit program will be developed to help members assess their strengths and vulnerabilities and to help the League create the most effective types of assistance and targeted methods of delivery.

Pressing HR topics will also be addressed on a timely basis. For instance, the U.S. Department of Labor recently proposed Fair Labor Standards Act (FLSA) rule changes which could double the current salary threshold to be met in order for positions to be considered exempt from overtime requirements. The HR Program will help members understand the new rules and the implications of such changes as they arise. Stay tuned for further developments and announcements on VLCT's website and in future issues of the *VLCT News*. For more information, contact the Municipal Assistance Center at info@vlct.org or 800-649-7915.

*Abby Friedman, Director
VLCT Municipal Assistance Center
Jill Muhr, HR Consultant
VLCT Municipal Assistance Center*



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LEGAL AND REG.

(continued from page 7)

sufficient for that body to make a conclusive declaration about the issue that is the subject of that hearing. Instead, the body must explain how it came to that decision (i.e., give reasons) and explain how those reasons were supported by the facts of the case. The Greensboro Selectboard did give reasons for its decision on Old Perrin Road, but according to both the Superior Court and the Supreme Court, it did not give enough reasons.

As stated above, the law requires that a selectboard find that laying out, altering, reclassifying, or discontinuing a road is in “the public good, necessity, and convenience of the inhabitants of the municipality.” 19 V.S.A. § 710. The word “necessity” is defined in 19 V.S.A. § 501(1) as “a reasonable need

which considers the greatest public good and the least inconvenience and expense to the condemning party and to the property owner. Necessity shall not be measured merely by expense or convenience to the condemning party. Necessity includes a reasonable need for the highway project in general as well as a reasonable need to take a particular property and to take it to the extent proposed.” That same law further directs that when determining “necessity,” a selectboard must consider all of the following factors:

- adequacy of other property and locations;
- quantity, kind, and extent of cultivated and agricultural land which may be taken or rendered unfit for use, immediately and over the long term, by the proposed taking;

- effect upon home and homestead rights and the convenience of the owner of the land;
- effect of the highway upon the scenic and recreational values of the highway;
- need to accommodate present and future utility installations within the highway corridor;
- need to mitigate the environmental impacts of highway construction; and
- effect upon town grand lists and revenues.

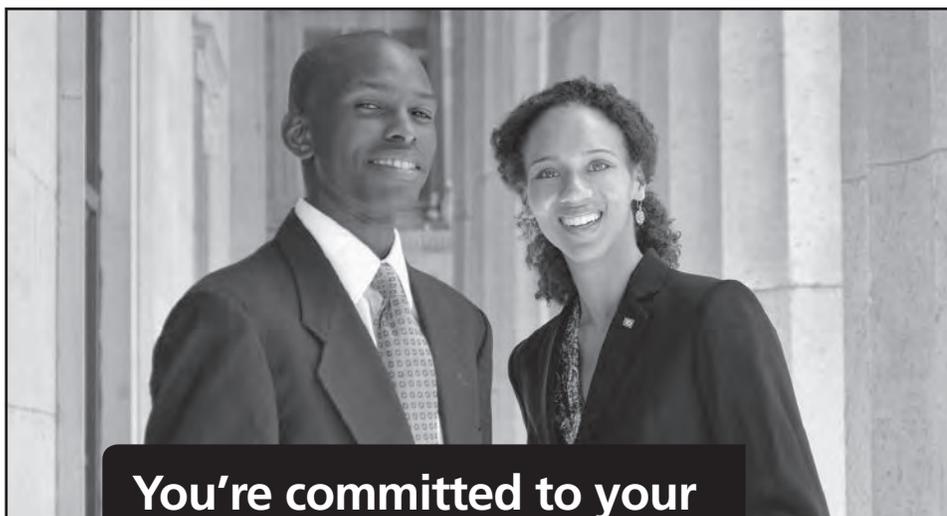
Although the Greensboro Selectboard had considered many of the above factors, it did not state any findings regarding the public’s need for the highway by looking at its actual or anticipated public usage or the projected costs associated with its construction and maintenance. The selectboard’s stated purpose in laying out the highway, according to the Superior Court, was not to serve any public purpose, but rather to resolve a dispute between a few adjoining landowners.

On appeal, the Vermont Supreme Court upheld the Superior Court’s decision, holding that while it was “sensitive” to the selectboard’s authority over town roads, the power to lay out a town highway ultimately resides with the superior courts, not the towns. “These highway petitions are, in view of the nature and purpose of the inquiry, addressed largely to the discretionary power of the court...”

Even though the Vermont Supreme Court’s ruling in this case was an entry order by a three-justice panel and therefore not considered as binding precedent for other towns, there are two important takeaways from this case. The first is that it is not enough to simply render a decision when holding a hearing. A public body must also state reasons to support its decision and must address each and every factor that is articulated in the relevant statutes. After all, the very purpose of holding the hearing is to collect evidence and consider arguments that support the ultimate decision. The second takeaway is that not every issue that occurs in a town must be addressed by the town government. As both courts noted here, this dispute could have been resolved “as easily through a declaratory judgment or quiet title action” brought by those most affected by it (the adjoining property owners) rather than the town.

The unpublished entry order is archived at <https://www.vermontjudiciary.org/lc/masterpages/unpublishedeo2011-present.aspx>.

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



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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

Solid Waste Manager. Lebanon, N.H., is currently seeking a highly skilled and dynamic to join the Department of Public Works team. The Solid Waste Manager is responsible for planning, directing, administering, and supervising the programs and activities of the Lebanon Landfill and Recycling Center, including planning and coordinating work assignments; scheduling work teams, materials, and equipment; supervising and inspecting work; developing, negotiating and managing contracts; and developing procedures, rules and regulations for implementing policy. Work is performed under the general supervision of the Assistant Director of Public Works. The Manager may serve as the Assistant Director of Public Works during his or her absence. The incumbent will be required to work outside normal business hours and on weekends and to report to the facility in response to emergency or important situations. Duties include: managing all activities and programs at the Lebanon

Landfill and Recycling Center; assisting the Assistant Director of Public Works and/or the Director of Public Works in developing long-range solid waste management strategies and plans; reviewing, supervising, and/or assisting the Assistant Director of Public Works with the review and supervision of consulting, engineering and construction firms retained to assist the City on solid waste management projects; monitoring activities at the facility to ensure customer and staff safety and to prohibit the deposit of unacceptable materials and waste; evaluating the performance of employees; providing professional advice and services to the department, City officials, and boards and committees concerning solid waste management issues; scheduling, supervising, coordinating, performing and inspecting work activities to ensure that production schedules are met and that work is performed in a safe and efficient manner; providing solid waste management assistance to residents and developers as requested; promoting

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

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responsive community relations. Requirements: Bachelor's degree in Civil or Environmental Engineering, Business or Public Administration or related field, with five years' progressive experience in solid waste facility operations and solid waste management supervisory experience, or an equivalent combination of education, training, and experience; valid driver's license; current N.H. DES Principal Operator, Step 3 or 4 designation. The 2015 weekly salary is \$1275.78 to \$1722.71. A Lebanon Employment Application and job description are available from the Human Resources Department in Lebanon City Hall and at <http://www.hr.lebnh.net>. Email completed applications to human.resources@lebanon-city.com, or submit to City of Lebanon, Human Resources, 51 North Park Street, Lebanon, NH 03766. Position open until filled. EOE. (09-28)

Firefighter/EMT-Paramedic. The Town of Littleton, N.H., Fire & Rescue Department is seeking highly motivated Firefighter/EMT-Paramedic(s) to become part of

our well-trained department of six full-time and 20 Call FF/EMTs to assist us in delivering quality fire and EMS services to the community. The successful candidate(s) must meet the requirements of Part Fir 701 of the State Fire Code (Firefighter Entrance Requirements) with valid CPAT Certification, along with a New Hampshire CDL-B driver's license w/Air Brakes & Tank endorsement or the ability to obtain the NH CDL-B within 6 months of employment. Other Requirements: must be a Nationally Registered Paramedic; Pro-Board Firefighter II Certification and/or be on the State of N.H. Firefighter Hiring/Eligibility List; EMS Instructor/Coordinator certification or ability to obtain IC certification pending course availability; Associate's degree in Fire Technology is desirable; Lateral transfers from New Hampshire fire departments are encouraged to apply and must meet NH Part Fir 703 (Transfers). Benefits for the full-time union position(s) include a starting rate of \$17.15/hour+, DOQ with paid leave, medical insurance, life insurance, disability insurance, N.H. Retirement System (required), a uniform allowance and 6% annual bonus for Paramedic certification. The Town of Littleton

conducts pre-employment background checks, criminal record checks, a pre-employment physical, drug and alcohol testing on all successful applicant candidates. To apply, submit a letter of interest, resume, copies of applicable certificates, and three personal/professional references to Town of Littleton, Attn: Firefighter Paramedic, 125 Main Street, Suite 200, Littleton, NH 03561. Position open until filled. EOE. (10-01)

Recycling/Solid Waste Attendant. The Town of Littleton, N.H. seeks a full-time Recycling/Solid Waste Attendant. Requirements: high school diploma or equivalent; basic math skills and ability to use a cash register; knowledge of N.H. Department of Environmental Service rules and regulations pertaining to transfer/recycle center; ability to work on Saturdays (reliable attendance is a must); ability to work alongside other Recycling/Solid Waste Attendants and perform all related duties; ability to know what can and cannot be recycled. The position requires that N.H. State DES Air Resource Division and DES Solid Waste Div. Rules and regulations be followed. Preference will be given to applicants with New Hampshire CDL class B, and Solid Waste Operators and/or applicants with experience in the Solid Waste field. Duties include customer service, loading and unloading recyclables, sorting solid waste, handling materials for recycling, maintaining a safe environment, and working efficiently. The successful candidate will be subject to DOT testing and a background check. The working environment is 60% inside and 40% outside. Most of the work performed is manual labor in environments characterized by heat or cold, dust, noise, rain, and snow. The Attendant works under the direction of the Solid Waste Manager or the Lead Recycling Attendant. Starting hourly pay for this union position is \$14.56-15.69, DOE. For more information, call 603-444-3996. To apply, download an application at <http://townoflittleton.org/images/TOLings/files/employment%20application.pdf> and submit it to Town of Littleton, 125 Main Street, Suite 200, Littleton, NH 03561. Applications accepted until position is filled. Equal Opportunity Employer. (10-07)

Town Manager. The Town of North Kingstown, Rhode Island, seeks a Town Manager. Incorporated in 1674, North Kingstown (pop. 26,486) is a charming,

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CLASSIFIEDS

(continued from previous page)

historic, and scenic 45-square-mile community located on the Narragansett Bay in southern Rhode Island. The Town Manager reports to a five-member Town Council. Candidates must possess a Bachelor's degree in public policy, business, planning, or a related field. A Master's degree is highly desirable. Candidates will be expected to have 7-10 years of increasingly responsible experience in executive level public management as a CAO or Deputy CAO in a similar community. They must possess a welcoming demeanor and be committed to open communication with the elected officials, staff, and community. A record of experience in economic development, budget and finance, long-range planning, and labor negotiations is important. Residency is required, preferably within six months of appointment. Starting salary, \$115,000, DOQ. For more information, contact Heidi Voorhees, GovHRUSA, at 847-380-3240. Candidates should submit a resume, cover letter, and contact information for five professional references **by Friday, November 13, 2015**, to www.govhrusa.com/current-positions/recruitment. (10-08)

TRIVIA

Stu Johnson, Herb Durfee, Patti Lewis, Bill Basso, Louise Luring, and Cheryl Barker of Cornwall, Fair Haven, Fayston, Mount Tabor, Saxtons River, and Weston, respectively, knew that Abraham Lincoln once pardoned a Vermonter, William Scott, for falling asleep at his post during the Civil War, and that the Vermont Legislature named the William Scott Memorial Highway, a.k.a. Route 302 (you all know where it is), in his honor. Dui-zend gefeliciteerd!

Meanwhile, the man for whom one of Vermont's counties was named lost his head one year plus one day after that county was established. **Who was it and when did the poor guy's gross weight diminish by about eight percent?**

Email your answer to dgunn@vlct.org. Then compare it to mine, which you'll find amongst the pages of the daringly dazzling December issue.

UI RATES LOWERED

(continued from page 11)

Details of the 2016 UI Program renewal are as follows:

- The state is increasing its taxable wage base from \$16,400 to \$16,800.
- Individual member contribution amounts will vary depending upon the member's historical claim experience and changes in their taxable payroll.
- Credits will be allocated according to the Board's credit distribution policy. Members must renew in the program for 2016 to receive any credit.

In mid-November, UI Program members will receive their 2016 Renewal Assessment. This will include their invoice for the \$250 annual management fee and their contribution cost for the first quarter of 2016. Payment is due by January 1, 2016. When you have received your assessment, if you have any questions about it please contact Kelley Avery at VLCT at 800-649-7915 or kavery@vlct.org.

LIFE AND DISABILITY RATES WILL STAY LOW INTO 2018

The VLCT Employment Resource and Benefits (VERB) Trust is pleased to announce that Lincoln Financial Group, our carrier for Life and Disability insurance plans, will extend their existing low group rates to VERB members for an additional year – until July 1, 2018! Municipalities that get their Life, Short-Term Disability, and/or Long-Term Disability coverage through the VERB Trust can look forward to keeping their current competitive rates for almost three more years!

In July of 2014, the (then) VLCT Health Trust moved its Life and Disability coverage to Lincoln Financial Group in order to lower member premiums by 20 percent while also enhancing benefits. The commitment that Lincoln is showing to VLCT by guaranteeing no rate increases for an extra year proves that this was the correct choice for our members.

We look forward to our continued partnership with Lincoln Financial Group, and we thank you for your support and participation in our programs! If your group is not currently taking advantage of the Trust's Life and Disability program, including employee Optional Life, please call Larry Smith or Kelley Avery at VLCT (800-649-7915) for a quote today.

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UPCOMING EVENTS

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

Save the Date! →

2016 LOCAL GOVERNMENT DAY February 10, Capitol Plaza, Montpelier

GREEN STORMWATER INFRASTRUCTURE SIMPLIFIED SIZING TOOL FOR SMALL PROJECTS WEBINAR

Tuesday, November 10, 2015, 2-3 p.m.

This free “how to” webinar will focus on the practical applications of the new Green Stormwater Infrastructure (GSI) Simplified Sizing Tool. The tool utilizes ten GSI best management practices to determine optimum design approaches to treat stormwater runoff from proposed impervious surfaces of small sites that fall below the thresholds for state permitting. The tool is intended to be used in conjunction with VLCT’s Model Low Impact Development/GSI Stormwater Management Bylaw. Stone Environmental, Inc. developed the GSI Simplified Sizing

Tool in consultation with VLCT’s Water Resources Program and with support from the Vermont Clean Water Initiative Program of the Department of Environmental Conservation. Municipal land use and stormwater permit reviewers and others are encouraged to participate.

FALL AUDITORS WORKSHOP *Wednesday, November 18, Capitol Plaza Hotel and Conference Center, Montpelier*

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

MUNICIPAL ATTORNEYS FORUM *Friday, December 4, Capitol Plaza Hotel and Conference Center, Montpelier*

This workshop is designed for municipal attorneys and the paralegals and staff who assist them. This year’s Forum will provide an opportunity for both seasoned and new attorneys to learn about and discuss emerging issues in Vermont municipal law.

Save the Date
for Next Year!



Vermont League of Cities & Towns
TOWNFAIR2016
October 6, Champlain Valley Expo

Check out all of the upcoming MAC workshops online at www.vlct.org/eventscalendar!