

# VLCT NEWS

A PUBLICATION OF THE VERMONT LEAGUE OF CITIES & TOWNS

SERVING AND STRENGTHENING VERMONT LOCAL GOVERNMENTS

May 2016

## MUNICIPAL SUCCESS STORIES

Greetings to all in municipal government.

Hopefully, by the time this message reaches you, we will be having more seasonable weather and Vermont's winter-but-really-spring weather and spring-but-really-winter weather is a thing of the past. Warmer weather and fewer storms also mean that projects in Vermont's cities and towns will commence, continue, or be planned in earnest.

### What's Happening in Your Neck of the Woods?

Last month's story from Colchester about the digitizing of their land records got us to wondering what else is happening around the state – such as in *your* community! Are you enlarging the municipal building or building a new one? Do you have a new park or recreation facility that will open this summer? What about a replacement bridge, a renovation of the town library or a new youth program that is ready to go as soon as school lets out? Perhaps you are undertaking a unique

**From the Executive Director** (continued on page 11)



*On February 12, the new Waterbury Municipal Building officially opened with much pomp and ceremony, including speeches from Municipal Manager Bill Shepeluk, Vermont Governor Peter Shumlin, U.S. Senator Patrick Leahy, representatives from the offices of Senator Sanders and Representative Welch, author Howard Coffin (pictured), and others. Afterwards, the many attendees toured the rest of the building, which features the town's library and historical society.*

## STATE OF VERMONT PROCLAIMS NATIONAL PUBLIC WORKS WEEK

**Introduction.** Since 1960, members of the American Public Works Association (APWA) have promoted and sponsored "National Public Works Week." Many states, provinces, cities, towns, and municipalities all across North America celebrate National Public Works Week with official government proclamations and resolutions to honor the public works departments within their own communities. This year, Governor Shumlin proclaimed May 15-21

as National Public Works Week in Vermont, and encouraged all Vermonters to recognize the contributions of our public works professionals, engineers, managers, and employees. (The official proclamation is posted at <http://www.vlct.org/assets/News/Current/2016-National-Public-Works-Week.pdf>.) The third week in May is set aside as a time to energize and educate the public on the importance of public works in planning,

(continued on next page)

## INSIDE THIS ISSUE

- Ask the League . . . . . 4
- Risk Management Services . . . 8
- 21<sup>st</sup> Century Policing Pillars . . 8
- Classifieds . . . . . 13
- Trivia . . . . . 15
- Upcoming Events . . . . . 16



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## PUBLIC WORKS WEEK

*(continued from previous page)*

building, managing, and operating the facilities and infrastructure essential to our daily lives.

**Public Works Always There.** This year's theme, "Public Works Always There," showcases the pervasiveness of public works in our communal lives, and our collective dependence on the men and women in our public works departments that are always ready to help. This year's theme also illustrates the collaborative role public works personnel play in emergency management

by providing vital services during prevention, response, and recovery operations. Every day, 9-1-1 emergencies are routinely handled by first responders across the nation. In these events, public works crews may be called on to repair broken water or sewer mains, close a roadway due to a traffic accident, or remove fallen branches and trees after a storm. Although our perception may be that emergency management activities only happen after an event, emergency management consists of four stages that reach far beyond the actual event. An APWA fact sheet titled "The Essential Role of Public Works in Emergency

*(continued on page 7)*



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# ASK THE LEAGUE

## TAX ASSESSMENT APPEAL PROCESS; NOTICING SPECIAL TOWN MEETINGS; ADJOURNING OR CLOSING A PUBLIC MEETING.

### *How can towns effectively manage the tax assessment appeal process?*

The tax assessment appeal process can be quite onerous, especially for a town that has recently undergone a town-wide reappraisal. However, there are a few ways in which town officials can make the process run smoothly and help reduce the number of appeals.

Before the change of appraisal notices are mailed out by the listers, town officials should provide information to taxpayers about the tax assessment process. This information should explain why and how the reappraisal was conducted and summarize how property values are determined. It should explain the process for grieving a tax assessment and the location of relevant information such as lister cards. Many taxpayers appeal their assessments because they do not understand the system or think that they have been singled out. Providing information to those taxpayers can help demystify the process and assure taxpayers that they will be treated objectively and fairly. This information can also be made available on the town website or at the town clerk's office. The VLCT Municipal Assistance Center (MAC) has developed a Model Informational Handout which is posted at [www.vlct.org](http://www.vlct.org). In addition, the Vermont Institute of Government's helpful publication "Are you Appealing?" is available at <https://www.sec.state.vt.us/media/258632/Appealing.pdf>.

During the tax appeals process, the board of civil authority (BCA) should adopt and follow written rules of procedure and distribute copies of those rules to taxpayers who are appealing their assessments. Rules of procedure can be helpful to both town officials and taxpayers. They provide a script

for hearings, instruct the BCA, and inform taxpayers about what to expect. They also give taxpayers a sense that they will be treated fairly and objectively. Not having rules of procedure is like playing a game where only some players know the instructions. A lack of familiarity with the process may cause appellants to be confused, anxious, and angry. On the other hand, when rules of procedure are adopted and distributed, taxpayers can consult the rules and see how the board's actions relate to what is outlined in the rules. As a result, taxpayers will understand that the process is an objective one and that the BCA's process and decision are not arbitrary.

MAC does not recommend the use of Robert's Rules of Order, since those rules are complex and not well suited to small boards. Instead, we recommend adopting a simpler set of rules that all players can easily access and understand. MAC's Model Rules of Procedure for BCAs is also posted on our website.

Attitude is just as important as information and procedure. Town officials must maintain a professional and receptive attitude throughout the grievance and appeals process. Taxpayers will be less likely to appeal beyond the lister grievance or BCA appeal if they perceive that appraisals were made fairly and that they were treated respectfully by town officials. On the other hand, if taxpayers perceive that their appraisals are arbitrary or that town officials are unhelpful or unduly defensive, they are more likely to appeal.

Tax assessment grievances and appeals are to be expected. They are part of the duties of town officials and should be handled in a professional, timely manner and as objectively and neutrally as possible. Although the appeals process may be difficult, town

officials should not lose sight of the fact that the appeals process helps the town correct errors and omissions and ensures that properties are assessed equitably. The listers and the BCA members are elected to serve the taxpayers and therefore should try to provide the best customer service possible. In this way, town officials can live up to their duties as public servants while also making the process open, accessible, and reasonable for everyone involved.

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## ASK THE LEAGUE

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More information about the tax assessment appeal process can be found on the VLCT website or by attending one of the upcoming VLCT Tax Appeals Workshops (May 3 in Fairlee; May 10 in Rutland). Information about those workshops can be found on VLCT's Event Calendar web page, [www.vlct.org/events-news-blogs/event-calendar/](http://www.vlct.org/events-news-blogs/event-calendar/). MAC staff attorneys are also available to conduct customized on-site trainings for listers and boards of civil authority on the tax assessment appeal process.

*Sarah Jarvis, Staff Attorney II  
VLCT Municipal Center*

### How are "special" town meetings noticed?

A "special" town meeting is a meeting of a town held on some day other than its annual meeting and which can be initiated upon the application of five percent of the voters or by the selectboard when it deems it necessary. 17 V.S.A. § 2643(a).

The voters may petition for a special town or annual meeting so long as its purpose is not "frivolous, useless or unlawful." *Royalton Taxpayers v. Wassmandsdorf*, 260 A.2d. 203 (1969). However, a selectboard is only legally required to present a petitioned article on a town meeting warning if the article "set[s] forth a clear right which is within the province of the town meeting to grant or refuse through its vote." *Clift v. City of South Burlington*, 2007 VT 3, ¶6, (quoting *Royalton Taxpayers' Protective Assoc. v.*

*Wassmandsdorf*, 128 Vt. 153, 160(1969)). In other words, the petition must address an issue over which the Vermont Legislature has specifically granted authority to the voters. Some examples of voters authority to petition for a special town meeting include overriding ordinances approved by the selectboard (24 V.S.A. § 1973), filling vacancies in elective offices (24 V.S.A. § 962), and approving the conveyance of town real estate (24 V.S.A. § 1061(a)(2)).

A selectboard, on the other hand, may "call" a special town meeting at any time for any reason, but must do so when required by law. Examples of when a selectboard must call a special town meeting in addition to those times when it receives a valid voter-backed petition include seeking to incur bonded indebtedness (24 V.S.A. § 1755(a)), and approving charter amendments (17 V.S.A. § 2645).

(continued on next page)

## On-Site BCA Training – Effective Property Tax Appeals

Staff attorneys from the Municipal Assistance Center will travel to your town office to conduct training for all members of the Board of Civil Authority – selectboard members, town clerks, justices of the peace – as well as listers and hired/appointed appraisers. It will cover:

- the objectives and parameters of the tax appeal process;
- the procedures and timelines that must be followed; and
- tools for managing the entire process appropriately and effectively.

The cost for PACIF members is \$415.

**Schedule your training for April, May, or June now!**

**Contact Abby Friedman at [afriedman@vlct.org](mailto:afriedman@vlct.org) or 800-649-7915, ext. 1926**



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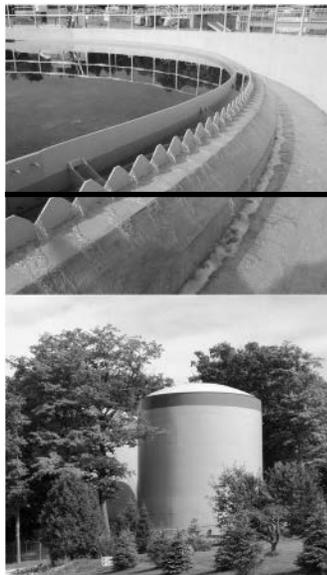
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## ASK THE LEAGUE

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To “call” a special town meeting means to set a date (i.e. “warn”) for when the meeting will occur. Before the law was changed in 2015, a selectboard had to call a special town meeting within “15 days of receipt” of a valid voter-backed petition. This meant that the selectboard had a 15-day window to warn a special town meeting petitioned by the voters. The actual meeting date then had to occur “not less than 30 nor more than 40 days” from the date it was warned. 17 V.S.A. § 2641(a). Since the law has changed, a selectboard must warn a special meeting “within 60 days of receipt of the application by the municipal clerk.” This means that a selectboard has a 60-day window to warn a special town meeting when petitioned by the voters. As before, the actual meeting date itself has to be set for a date “not less than 30 nor more than 40 days” from the date it is warned.” 17 V.S.A. § 2641(a). The law also now allows a voter to withdraw his or her name from a petition for a special town meeting at any time prior to the signing of the warning by a majority of a selectboard.

Keep in mind that despite the above change, the law governing reconsideration or rescission of a town vote requires a selectboard to actually hold a special town meeting within 60 days of the day of receipt of a valid petition to reconsider or rescind a question considered or voted on at a previous annual or special town meeting. 17 V.S.A. § 2661(b).

Regardless of the purpose of a special town meeting, the warning and notice requirements are the same as those for the annual town meeting and include all of the following from 17 V.S.A. § 2641:

- posting a warning and notice in at least two public places in town as well as in or near the town clerk’s office not less than 30 nor more than 40 days before the meeting; and
- publication of the warning in a newspaper of general circulation in the town as designated by the selectboard at least five days before the meeting or distributing the warning in written form to all town postal patrons at least 10 days before the meeting; and
- posting the warning and notice on the

town’s website if it actively updates it on a regular basis

The law does not define what it considers to be a “regular basis,” nor does it direct when posting on a website is to occur. From a conservative perspective, we recommend posting on a town website (if the town has one) and posting the warning on it at the same time it posts its warning in the public places around town.

The **warning** must include all of the following:

- the date and time of the meeting or election;
- the location of the polling place(s); and
- the nature of the meeting or election.

As with warnings for annual town meetings, the warning for special town meetings must be signed by a majority of the selectboard and filed with the town clerk for recording before being posted.

The **notice** must include:

- information on voter registration; and
- information on early or absentee voting.

(continued on next page 10)



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## PUBLIC WORKS WEEK

(continued from page 2)

Management” describes the stages as:

- **Mitigation** (sustained actions to reduce or eliminate long-term impacts and risks), in which public works bears a majority of the effort.
- **Preparedness** (planning, training, and exercising). Public works is vital to ensure plans are comprehensive and exercises test the full response to an event.
- **Response** (including but not limited to assisting law enforcement with barricades, debris removal, traffic control, access control, etc.), in which public works primarily provides support functions.
- **Recovery.** Public works plays a predominant role assessing damage, clearing debris, and rebuilding and restoring lifelines in the community.

Public works also plays an important part in planning, constructing, maintaining, and operating a majority of a community’s protective and lifeline facilities such as its transportation networks, water and sewer, stormwater and flood controls, parks, playgrounds, and other public infrastructure.

### Williston Public Works in Action.

Lisa Sheltra, Williston’s Assistant Public Works Director, is also an executive director on the board of the New England Chapter of the APWA covering Vermont, Connecticut, Massachusetts, New Hampshire, and Rhode Island. She has been involved in promoting community education and outreach activities during National Public Works Week for the past several years. From educating elementary school children about the variety of community services that public works offer – such as stormwater treatment and environmental protection – to planning for the future using multi-modal transportation, the Williston Public Works Department

has been raising the awareness about the work it does during National Public Works Week since 2013. According to Sheltra, Williston will participate this year as well, but the specifics as of this writing have not yet been set in stone. Given this year’s state proclamation encouraging all Vermonters to recognize the contributions of our public works professionals, we can anticipate that interest in public works will continue to grow.

For more information about National Public Works Week, visit APWA website at <http://www.apwa.net/>. You can also learn how to become an APWA member at <http://www2.apwa.net/membership/pickmembership.asp>.

*Milly Archer, Water Resources  
Coordinator*

*VLCT Municipal Assistance Center*

## VERMONT COMMUNITIES MEET THE CRITERIA OF THE EMERGENCY RELIEF AND ASSISTANCE FUND (ERAF)

Currently:

- 92% of Vermont communities participate in the National Flood Insurance Program;
- 91% of Vermont communities have local transportation codes and standards which meet or exceed the 2013 Agency of Transportation (VTrans) template;
- 89% of Vermont communities have up-to-date Local Emergency Operations Plans on file with the Department of Emergency Management and Homeland Security (updated plans are due by May 1);
- 61% of Vermont communities have submitted Local Hazard Mitigation Plans (48% have received formal FEMA approval and 13% have submitted plans that are currently under review and/or revision); and
- 27% of Vermont communities have adopted River Corridor protection standards.

Taking all of the ERAF criteria into account, in case of a federally declared disaster:

- 48% of Vermont communities currently qualify for a 7.5% ERAF share;
- 36% of Vermont communities currently qualify for a 12.5% ERAF share; and
- 16% of Vermont communities currently qualify for a 17.5% ERAF share.

Note that a slight majority of Vermont communities (36% +16% = 52%) now achieve a higher state share through the ERAF incentive program.

The FloodReady website (<http://floodready.vermont.gov>) is up to date. Check your community’s status at [http://floodready.vermont.gov/assessment/community\\_reports#ERAF](http://floodready.vermont.gov/assessment/community_reports#ERAF) to see if you are missing any of the criteria to achieve higher ERAF status. For more information, contact Milly Archer, VLCT Water Resources Coordinator, at [marcher@vlct.org](mailto:marcher@vlct.org).

## 21<sup>ST</sup> CENTURY POLICING – PILLARS 2, 3, AND 4

*Editor's Note: This is the third article in a series of four explaining The Final Report of the President's Task Force on 21st Century Policing, the full (116-page) version of which is posted at [www.cops.usdoj.gov/pdf/taskforce/taskforce\\_finalreport.pdf](http://www.cops.usdoj.gov/pdf/taskforce/taskforce_finalreport.pdf). VLCT PACIF is using various means to encourage its member police departments to embrace and implement the principles put forth in this report. In previous issues, we introduced the concept of 21st Century Policing and wrote about the first of the "Six Pillars" with which the Task Force summarizes its findings. This month, we reprint explanations of Pillars 2, 3, and 4 from City Officials Guide to Policing in the 21st Century, a new publication of the National League of Cities (NLC) written specifically to help city officials understand how they can most effectively support their police departments in implementing the recommendations listed in the Final Report. The NLC guide addresses cities across the country, yet many of its messages have value for smaller-scale Vermont communities. Readers will find the link to download the PDF of this 20-page guide on the NLC website at <http://www.nlc.org/find-city-solutions/city-solutions-and-applied-research/governance/city-officials-guide-to-community-policing>.*

### Pillar Two: Policy and Oversight

Pillar Two emphasizes that established law enforcement agency policies must reflect the values of the community they are serving.

Depending on the size of a municipality, its different neighborhoods may have very different value systems when it comes to interacting with law enforcement. To establish effective policies that serve all residents, local leaders need to work with law enforcement executives to develop a process of collaboration with community members, especially in communities and neighborhoods disproportionately affected by crime. In collaborating with community members, and improving these relationships, law enforcement agencies should also work to develop policies and strategies for deploying resources that aim to reduce crime, increase community engagement, and foster cooperation. Municipal leaders also need to work with law enforcement executives to ensure that all appropriate policies and aggregate data are public and transparent.

Municipal officials must also be aware of local law enforcement agency policies on the use of force. They must work with law enforcement executives to ensure that officers are well-trained on methods of de-escalating incidents before they get out of hand and leave officers with no choice but to use force to protect both the public and themselves. Municipal leaders

### 2016 RMS CALENDAR

**Deadline for Unemployment Insurance Program members to submit their 2015 wage reports.** Friday, May 6, by email to [kavery@vlct.org](mailto:kavery@vlct.org). Start with the correct Excel file, posted at [www.vlct.org/rms/unemployment-insurance-trust/](http://www.vlct.org/rms/unemployment-insurance-trust/). Questions? Call Kelley Avery ASAP at 800-649-7915.

**Vermont Municipal Highway Association's Equipment Show and Field Day.** 7:30 a.m. to 3:00 p.m., Wednesday, May 11, Barre Civic Center, Barre. The annual field day for municipal road crews, with exhibits all day, the snow plow rally in the morning, a sit-down lunch, and the backhoe competition and awards in the afternoon. To register, call 802-223-2374 or email [debbie@agcvt.org](mailto:debbie@agcvt.org).

**One-Day Risk Management Workshops for Highway Supervisors and Road Foremen.** 8:30 a.m. to 3:30 p.m., three dates and locations listed below. Preregistration is required. Open and free of charge to all VLCT PACIF members. Lunch will be provided. For details and to preregister, please email [Losscontrol@vlct.org](mailto:Losscontrol@vlct.org) or call VLCT PACIF Loss Control at 800-649-7915.

- Tuesday, May 24, Londonderry Town Office, 100 Old School Street, South Londonderry.
- Wednesday, May 25, Public Safety Building, 316 Main Street, Lyndonville.
- Thursday, May 26, Holley Hall, 1 South Street (Route 116) Bristol.

**Extended Deadline for ALEs and Smaller Self-Insured Employers to File IRS Forms 1094B or 1094C.** May 31, 2016, if filing by mail; June 30, 2016, if filing by email. This is the second step in complying with the health insurance reporting requirements of the federal Affordable Care Act (ACA).

**One-Day 21st Century Policing Workshop.** Friday, June 10, Capitol Plaza Hotel and Conference Center, Montpelier. Presented by VLCT PACIF, the Vermont Criminal Justice Training Center, and the Vermont Association of Chiefs of Police. Jim Baker, currently of the International Association of Chiefs of Police (IACP), will lead a multi-format workshop with important and useful information for Vermont's municipal police chiefs, select-board members, and municipal managers. Look for more information via postcard and email. Registration will begin in April at [www.vlct.org/events-news-blogs/event-calendar/](http://www.vlct.org/events-news-blogs/event-calendar/)

### The Six Pillars of 21<sup>st</sup> Century Policing

**Pillar 1: Building Trust and Legitimacy**

**Pillar 2: Policy and Oversight**

**Pillar 3: Technology and Social Media**

**Pillar 4: Community Policing and Crime Reduction**

**Pillar 5: Training and Education**

**Pillar 6: Officer Wellness and Safety**

## POLICING IN THE 21<sup>ST</sup> CENTURY



also need to fully understand how their law enforcement officers deal with mass demonstrations, paying special attention to the appropriate use of equipment acquired from the military such as fully automatic weapons, sniper rifles, tear gas, and armored personnel carriers.

Municipal leaders should ensure that their law enforcement agency policies and procedures are well-maintained, well-researched, and up-to-date by periodically reviewing them and conducting non-punitive peer reviews of critical incidents separate from criminal and administrative investigations. To perform these functions, many cities have established civilian oversight mechanisms within their communities. The decision to establish a civilian oversight board rests solely with elected or appointed officials.

To help municipalities develop effective law enforcement policy and oversight, the U.S. Department of Justice, through its Office of Community Oriented Policing Services (COPS Office) and Office of Justice

Programs (OJP), can provide assistance to jurisdictions. Municipal leaders should work with their law enforcement agencies to determine what programs might be available to assist agencies in developing appropriate policies for serving the community. [Editor's note: at the VLCT Online Law Enforcement Training Center, PACIF member police departments can download a variety of model policies developed especially for use in Vermont.]

### **Pillar Three: Technology and Social Media**

The use of technology can improve policing practices and build community trust and legitimacy, but its implementation must be built on a defined policy framework with clearly delineated purposes and goals. One example of the effective use of technology is requiring law enforcement officers to have on body-worn cameras (BWCs) as they interact with the public. A recent 12-month study examining the use of BWCs by law

*(continued on next page 12)*

## GROUP LIFE AND DISABILITY OPEN ENROLLMENT

Renewal time is now for members that obtain group life, short-term disability, and/or long-term disability insurance plans from Lincoln Financial Group through the VERB Trust. Our especially low rates from Lincoln are guaranteed until July 1, 2018, and this group life insurance comes with free access to:

- innovative online tools and resources with which employers can access forms, view certificates, pay bills, and track the status of claims;
- Travel Connect and Life Keys programs; and
- the option for employees to buy additional ("Optional" or "Voluntary") Life coverage and/or Accidental Death and Disability (AD&D) insurance.

Claims can be submitted through the online portal and also by phone, fax, email, or regular mail.

**Any new groups planning to enroll in these products must complete and submit their paperwork before May 15th.** Please contact Larry Smith or Kelley Avery at VLCT by mid-April if:

- you want a quote for Group Life and/or Disability, or
- your group already participates in Lincoln's group insurance and wants to inquire about adding the Optional Life and AD&D, or
- your group already participates in any of the Optional products and any employees want to take advantage of the open enrollment period.

Thanks to all participating members for their support! Please call Larry Smith or Kelley Avery at 800-649-7915 if you have any questions.

# VERB

Unemployment Insurance Administration, Claims Management, Advocacy  
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## ASK THE LEAGUE

(continued from page 6)

17 V.S.A. § 2642.

The Municipal Assistance Center's guide to warning special town meetings is posted at <http://www.vlct.org/assets/News/Current/2016-Special-Town-Meeting-Notice.pdf>.

As a final note, please be aware that, depending on the reason for the special town meeting, it may require Australian ballot voting, even if a town has not previously adopted this type of voting, as well as an accompanying informational hearing. Contact the Municipal Assistance Center for assistance.

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

### ***Adjourning, recessing, or closing a public meeting***

#### ***How do we continue a meeting?***

Vermont's Open Meeting Law provides that "[a]ny adjourned meeting shall be considered a new meeting, unless the time and place for the adjourned meeting is

announced before the meeting adjourns." 1 V.S.A. § 312(c)(4). This means that if your board ends a meeting without announcing when you will restart it, you must treat that restart as a stand-alone meeting and issue a new notice and agenda. On the other hand, if you are in a meeting and – before the meeting is over – you announce when and where you will restart the meeting, then both of those gatherings will be considered one "meeting" under the Open Meeting Law and the original notice and agenda will suffice. Say, for example, your selectboard is working on the town budget and the meeting is going late into the night. Everyone is exhausted, so you vote to "adjourn the meeting and reconvene the following night at 7 p.m. at the same location." In that instance, the selectboard does not have to warn the meeting the following night because it was announced before the close of the previous duly warned meeting, 1 V.S.A. § 312. The Open Meeting Law allows for this exception because it makes practical sense: the intent of the law is to provide citizens with notice and the opportunity to attend and be heard at public meetings. By announcing the specific time and place for the continuation of the meeting

before a duly warned meeting closes, the selectboard has given citizens legal notice.

#### ***What is the difference between a "recess," "adjourning," and "closing?"***

Black's Law Dictionary defines recess as "[a] brief break in judicial proceedings" and "a motion that suspends but does not end a meeting, and that usually provides for resumption of the meeting." To adjourn means "[t]o end or postpone (a proceeding)" and close means "to conclude; to bring to end." *Black's Law Dictionary* (Third Pocket ed. 2006). While, broadly speaking, recess and adjourning are similar in that they both suspend a meeting with the intent to continue at a later time, the key difference lies in the length of time in between pausing and restarting the meeting. To add to the confusion, to adjourn and close can both mean "to end." To avoid misunderstanding, your board should use each term consistently and in specific contexts.

The Municipal Assistance Center recommends using recess when there will be a very short break in a meeting, e.g., "We will recess these proceedings for a ten-minute break." Say you will adjourn a meeting when the proceedings will be stopped for a longer period of time, or when the meeting will be postponed to a later time and place, e.g., "These proceedings are adjourned. We will reconvene on September 15th at 7 p.m. at the town offices." Finally, your board should close a meeting when it has finished its business and is bringing the meeting to an end. Whatever term is used, it is important to provide context as the examples above illustrate to avoid any confusion as to what action your board is taking.

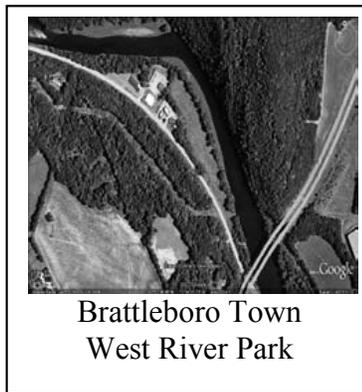
*Carl Andeer, Staff Attorney I  
VLCT Municipal Assistance Center*



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*Thank you.*



## SUCCESS STORIES

(continued from page 1)

economic development project, housing development or technology initiative.

Are you involved in a regionally cooperative effort or maybe an innovative energy or environmental enterprise? It could be that you have a new initiative for volunteers in your town or a project that involves senior citizens. Whatever it is, we think you should showcase your efforts and generate some discussion and excitement beyond your borders.

### Write About It!

Are you willing to provide *VLCT News* with pictures and a brief article about what is happening in your town or city? We seek to highlight in our monthly newsletter the exciting things that are engaging our members and ensure that the information is shared with colleagues and neighboring municipalities. The series will be entitled “Municipal Success Stories” and for each issue of the newsletter we hope to feature a local event of interest around the state. Perhaps it will spark an idea for another municipality or will generate questions about the processes used during the reported project or about the potential vendors contacted or the opportunity that similar ideas could take hold elsewhere.

### Contact Us

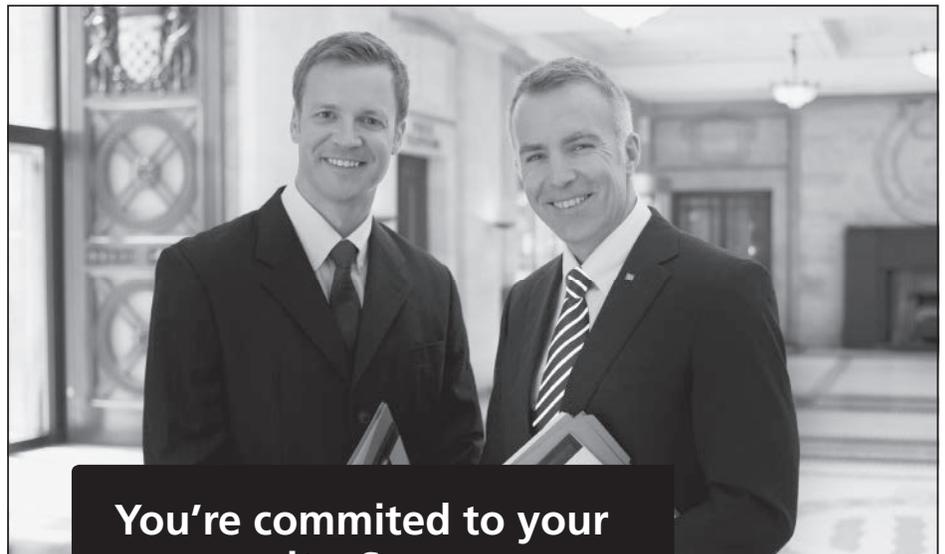
Please contact *VLCT News* editor David Gunn at [dgunn@vlct.org](mailto:dgunn@vlct.org) if you have something to share. If you need help getting started, we can assist. If you want to discuss the project before writing about it, we can do that, too. Don't be shy or humble about this. Be proud of your accomplishments and your community's successes! There are many who will benefit from the sharing of your experiences. Contact us today! We're waiting to hear from you ... and so is the rest of Vermont.

*Maura Carroll, Executive Director  
VLCT*

## 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:

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- Make safety improvements such as highway signing and pavement marking;
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## 21<sup>ST</sup> CENTURY POLICING

(continued from page 9)

enforcement found that officers wearing the cameras had 87.5 percent fewer incidents of use of force – and 59 percent fewer complaints – than officers not wearing the cameras. [Source: Ariel Barak, William A. Farrar, and Alex Sutherland, “The Effect of Police Body-Worn Cameras on Use of Force and Citizens’ Complaints Against the Police: A Randomized Controlled Trial,” *Journal of Quantitative Criminology* 2014.]

Municipal leaders should fully understand the additional steps that need to be taken when requiring officers to use BWCs. These include:

- storing the data from the BWCs;
- securing and restricting access to the data;
- adhering to privacy rights;
- properly redacting the data to comply with freedom of information requests by the public and news sources;
- complying with state evidentiary and data retention requirements; and
- training officers on the use of the equipment.

While the effective use of technology and social media can enhance community policing initiatives, there are often limits – and sometimes serious consequences – to using technology that could likewise put a municipality and its law enforcement agency at risk. Municipal leaders need to fully understand both the positive and negative implications of using such technology before they authorize its use in order to foster transparency.

### **Pillar Four: Community Policing and Crime Reduction**

Pillar Four focuses on the importance of community policing as a guiding philosophy for all stakeholders. Municipal leaders need to work closely with law enforcement agencies to reach out to community residents. Doing so can help to identify problems, foster a culture of collaboration, and implement solutions that produce meaningful results for the community. Municipal officials need to ensure their law enforcement agencies develop and adopt policies and strategies that reinforce the importance of community engagement in managing public safety.

Community engagement needs to focus on multidisciplinary, community-oriented team approaches for planning, implementing, and responding to crisis situations with complex causal factors. Law enforcement agencies should engage with other agencies to develop a multifaceted approach to community governance. Communities should support a culture and practice of policing

that reflects the values of protection and the promotion of the dignity of all community members – especially the most vulnerable, such as children and at-risk youth.

Excerpted from *The NLC City Officials Guide to Policing in the 21st Century* by Yucel Ors and Nicole DuPuis

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## VLCT News Online

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

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

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

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# CLASSIFIEDS

Please visit the VLCT website [www.vlct.org/marketplace/classifiedads/](http://www.vlct.org/marketplace/classifiedads/) to view more classified ads.

## VLCT NEWS Advertising Information

The *VLCT News* is published eleven times per year – the August and September issues are combined – and reaches readers no later than the first week of the month.

Two kinds of advertising are available in the *VLCT News*:

### CLASSIFIEDS

(Posted online and also placed in the printed VLCT News)

The *VLCT News* publishes classifieds from municipal entities, public agencies, businesses, and individuals. This service is free for VLCT members (regular, contributing, and associate); the non-member rate is \$41 per ad.

While there is no deadline for posting classifieds online, the print advertisement deadline (below) applies to classifieds that run in the printed VLCT News.

Classifieds are generally limited to 200 words due to limited space in the newsletter, but they may be longer when posted online. The online version can also include hyperlinks to images or other websites.

For more information on placing classifieds, contact [classifieds@vlct.org](mailto:classifieds@vlct.org).

### DISPLAY ADS

(Placed in the printed VLCT News)

The deadline for submitting display advertisements is the first Friday of the month prior to the issue date.

Download a calendar of print deadlines and find information on print ad requirements, sizes, and prices at [www.vlct.org/advertising-information](http://www.vlct.org/advertising-information).

For answers to specific questions about print advertising, email [vlctnews@vlct.org](mailto:vlctnews@vlct.org).

Visit the VLCT website [www.vlct.org/marketplace/classifiedads/](http://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

**Mechanic.** The Town of Colchester Department of Public Works is seeking a Mechanic.

The qualified applicant will have five years of experience in general maintenance and repair of municipal vehicles and maintenance equipment and a valid Commercial Driver's License. Salary range is \$41,292 to \$61,309, based on years of experience and qualifications. More information and an employment application are posted at <http://colchestervt.gov/Jobs.aspx>. Email resume and completed application to Sherry LaBarge, Human Resource Manager, at [slabarge@colchestervt.gov](mailto:slabarge@colchestervt.gov), or mail to Town of Colchester, Human Resources, PO Box 55, Colchester, VT 05446. E.O.E. (3-31)

**Garage Foreman.** The Town of Colchester Department of Public Works seeks a Garage Foreman. The qualified applicant must be skilled in management and leadership, planning, organization, budgets supervision, and facility operation. Significant knowledge and experience maintaining municipal equipment and a valid Commercial Driver's License are also required. Salary range is \$52,242 to \$77,503, based on years of experience and qualifications. More information and an employment application are posted at <http://colchestervt.gov/Jobs.aspx>. Email resume and completed application to Sherry LaBarge, Human Resource Manager, at [slabarge@colchestervt.gov](mailto:slabarge@colchestervt.gov), or mail to Town of Colchester, Human

Resources, PO Box 55, Colchester, VT 05446. E.O.E. (3-31)

**Line Crew Chief.** The Village of Hamilton, N.Y., seeks a highly motivated individual to serve as Line Crew Chief with the Municipal Electric Department. The Village of Hamilton Municipal Utilities Commission manages and operates a very efficient electric utility, averaging fewer than ten callouts per year. The system serves approximately 1,500 customers located within the Village and three local townships. Located in the center of the state, Hamilton has a small town feel with large town amenities, and is also the home of Colgate University. The work involves supervising the arduous and hazardous operations of erecting transmission and distribution lines, poles, power transformers, crossarms, guys, and similar equipment. The Line Crew Chief works with a crew and is responsible for the efficient and safe execution of the duties and responsibilities assigned. Work is performed under general supervision of the Village Administrator and the Municipal Utilities Commission. Supervision is exercised over the work of subordinate line workers. The incumbent performs all other related work as required or assigned. This is a non-union, non-competitive

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## CLASSIFIEDS

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New York State Civil Service position. Requirements: a minimum of a high school diploma or an equivalency diploma; at least seven years' experience as a line worker on power distribution systems or five years' experience with a technical degree from an accredited college; basic computer skills including Microsoft Word and Excel; a valid N.Y. State CDL and the ability to pass a drug test and background check. An employment application and complete job description may be obtained at the Village of Hamilton Office Building, 3 East Broad Street, Hamilton, NY 13346, or by calling 315-824-1111. Salary, \$30.90 per hour, plus an exceptional fringe benefits package. Financial relocation assistance is available upon acceptance of the position. To apply, please submit an application, resume, two professional references, and cover letter to the Village Administrator's Office at the above address. Upon selection of any applicant living more than 100 miles from Hamilton, the opportunity to interview by phone, Skype, or Face Time may be available. **Applications accepted until Friday, May 6, 2016.** EOE/AA. (3-28)

**General Manager.** The Central Vermont Solid Waste Management District (CVSWMD), a union municipality consisting of 18 member towns, seeks a General Manager to work staff, board,

and constituents to implement legislative mandate, our solid waste implementation plan, and grow our zero waste programming. The General Manager must be a strong organizational manager capable of delivering innovative programming in a fiscally responsible manner. He or she will be responsible for personnel management, ensuring compliance with state and federal laws, budgeting, planning, and providing technical assistance to the CVSWMD Board of Supervisors, local officials, and the public. Travel in the 18 member towns of the CVSWMD and evening meetings will be required on a regular basis. Qualifications: Bachelor's degree (Master's degree preferred); at least five years' supervisory experience in a solid waste management, an environmental organization, or municipal government environment; valid driver's license; ability to pass a criminal background check. Starting compensation, \$59,000 per year, plus paid benefits including sick and vacation leave and employer-sponsored health, dental, and vision insurance. More information is posted at <http://www.cvswmd.org/employment--rfps.html>. To apply, email cover letter, resume, writing sample, and three references to [administration@cvswmd.org](mailto:administration@cvswmd.org), or send to CVSWMD, General Manager Search, 137 Barre Street, Montpelier, VT 05602. Position open until filled. (03-25)

**Road Foreman.** The Town of Pownal seeks a full-time Road Foreman to supervise a three-member road crew and contractors

as necessary. Duties include personnel management; maintenance, repair and construction of town highways, bridges, facilities and equipment; snow and ice removal; purchasing supplies; developing and managing budgets; job safety; interacting with the public; and project planning. Requirements: CDL with Class B minimum with air brakes endorsement; high school diploma or GED; five years' experience in highway maintenance or equivalent construction experience; computer skills and extensive knowledge of highway construction procedures and methods; and the ability to pass physical exam and drug testing. Salary commensurate with experience with an excellent benefits package. To apply, email a confidential letter of interest detailing experience and qualifications plus three references to [pownalcs@comcast.net](mailto:pownalcs@comcast.net) with Road Foreman in the subject line or mail to Pownal Board of Selectmen, Road Foreman Position, PO Box 411, Pownal, VT 05261. Position open until filled. EOE. (4-4)

**Town Administrator.** The Town of St. George, Vt. is seeking a part time (20 hours a week) Town Administrator to oversee day-to-day operations including administrative oversight for all departments under the supervision and policy direction of a five-member selectboard. St. George has 698 residents, a \$250,000 Town budget, a \$2.3 million School Budget, and 2.3 miles of Town roads. Visit [www.stgeorgevermont.com](http://www.stgeorgevermont.com) for additional information about the Town. As the Chief Administrative Officer for St. George, the Town Administrator performs administrative and supervisory work in directing and coordinating the activities of the town. He or she works closely with the selectboard to develop an annual budget and work plan and is the administrative head of all departments, except those that are headed by an elected officer. In all matters, the Administrator is the principal representative of the selectboard and is charged with ensuring accountability and performance among town employees and administering town policies. The Administrator is directly accountable to the selectboard. Candidates should possess a bachelor's degree and five years of public or private sector management

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## CLASSIFIEDS

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experience; an equivalent combination of education and experience may be considered. A detailed job description and current Town Report will be sent to applicants upon request. Applicants who are interested in preserving small communities in Vermont and in serving its citizens are invited to submit a letter of application, resume, salary requirements, and three references in confidence by or email ([stgeorgevtTA@gmail.com](mailto:stgeorgevtTA@gmail.com)), fax (802-482-5548), or U.S. mail to Town of St. George, Attn: Barbara Young, 21 Barber Road, St. George VT 05495. Position open until filled. (4-4)

## TRIVIA

Patricia Johnson, Bruce Hoar, Don Waterman, Steve Hier, Tim Arsenaunt, Louise Luring, Mardee Sanchez, Helen McKinlay, Jan Perkins, Darcy Dudley, Kim Moulton, Herb Durfee, Ann Myers, Sue Cook, and Leesa Stewart from Wilmington, Williston, Wells River, Weathersfield, Vernon, Saxtons River, Randolph, Pittsford, Johnson, Jeffersonville, Hyde Park, Fair Haven, Essex Town, and the Central Vermont Solid Waste Management District, respectively, knew that Albans (no last name) was the name of the Roman soldier who was killed for sheltering a Christian priest, and that ~~Montpelier~~ St. Albans was named for him. In the World of Trivia, that question is an example of low-hanging fruit – one need only reach up to the lowest branch of the Google tree (*googlorum arborius*) to pluck the answer. Still, congrats to everybody. (That is, everybody mentioned above; not everybody as in *everybody*.)

In 1901, Vice President T. Roosevelt was in Vermont when he received news that President W. McKinley had been shot. **Where in Vermont was he?** Once your extensive research unearths the answer, email it to [dgunn@vlct.org](mailto:dgunn@vlct.org). The non-*googlorum arborius* answer will pop up in the frisky and friendly June issue.

## CURRENT MUNICIPAL ASSISTANCE CENTER WORKSHOPS

### REGISTER NOW!

<http://www.vlct.org/events-news-blogs/event-calendar/>

### Tax Appeals Workshop

Tuesday, May 3, Lake Morey Resort, Fairlee

or

Tuesday, May 10, Holiday Inn Conference Center, Rutland

This popular workshop is designed for selectboard members, listers, justices of the peace, town treasurers, and town clerks, but all local officials are welcome and encouraged to attend. Come learn what your town needs to do to conduct effective property tax grievances and appeals. Participants will be given opportunities to ask questions, discuss common problems, share success stories, and learn from each others' experiences.

### UPCOMING

<http://www.vlct.org/events-news-blogs/event-calendar/>

### Human Resources and Employment Law Workshop

Thursday, June 2, Capitol Plaza, Montpelier

For registration, agendas, and other information, please visit [www.vlct.org/eventscalendar](http://www.vlct.org/eventscalendar), call 800-649-7915, or email [info@vlct.org](mailto:info@vlct.org).



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## UPCOMING EVENTS

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### TAX APPEALS WORKSHOP

**Tuesday, May 3**  
Lake Morey Resort, Fairlee

**Tuesday, May 10**  
Holiday Inn, Rutland

### HR/EMPLOYMENT LAW WORKSHOP

**Thursday, June 2**  
Capitol Plaza Hotel and  
Conference Center, Montpelier

### GOVERNMENTAL ACCOUNTING AND AUDITING

**Wednesday, June 8**  
Capitol Plaza Hotel and  
Conference Center, Montpelier

### 21ST CENTURY POLICING

**Friday, June 10**  
Capitol Plaza Hotel and  
Conference Center, Montpelier

### SPRING PLANNING AND ZONING FORUM

**Wednesday, June 15**  
Lake Morey Resort, Fairlee



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

### QUESTIONS?

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

Check out all of the upcoming MAC workshops online at [www.vlct.org/eventscalendar](http://www.vlct.org/eventscalendar)!